

Southwestern Indian Polytechnic Institute Background Investigation Request

Student Work Study Hires

SIPI is required to complete a mandatory background check in accordance with the following Laws and Authorities:

- 1) Public Law 101-647 Crime Control Act – requires each agency of the Federal government, and every facility operated by the Federal government or operated under contract with the Federal government, that hires (or contracts for hire) individuals involved with the provision of children under the age of 18 of child care services shall assure that all existing and newly- hired employees undergo a criminal history background check.
- 2) Public Law 101-630 Indian Child Protection and Family Violence Prevention Act – requires each individual who is employed, is being considered for employment in a position having contact with or control over Indian children or has duties or responsibilities having regular contact with or control over Indian children shall undergo an investigation of character.
- 3) Civil Service Act 1883 – employees must demonstrate they possess requisite character, reputation, trustworthiness and fitness.
- 4) 441 Departmental Manual Chapter 4 – investigation requirements for Federal employees, Contractor/Consultant Positions and other Classifications of Individuals.
- 5) Homeland Security Presidential Directive-12 – Policies for a Common Identification Standard for Federal Employees and Contractors.
- 6) Executive Order 10450 – Security requirements for Government Employment,

Human Resources Office, responsibility is to ensure all forms are complete:

- Authorization for Release of Information to be included in the packet.
- OF 306 - Declaration for Federal Employment
- Applicant Screening Questionnaire – Indian Children Protection Requirement
 - *Form is only required for those who work directly with children, i.e. Early Childhood, YDI, Early Childhood Practicum*

The HR Specialist will verify the Background Investigation Request packet is complete and forward the complete packet to the Office of Human Capital Management Personnel Security.

Reminder: Background Investigation Process:

- Within the next 7 days, you will receive an email (check your email/spam/junk folders) from the *Bureau of Indian Education-Personnel Security Office*: **Background Investigation – eQIP Notification**. This is an important and time sensitive process, which requires you to complete a questionnaire and schedule an appointment for fingerprinting.
 - *If you fail to respond to any e-mail (Initial or Second & Final Request) sent by the Personnel Security Office, a Non-Compliance e-mail will be issued.*
 - Unnecessary delay in a background investigation process can jeopardize your employment.
- The background investigation process may take 4-6 weeks. This is all dependent on how quickly you respond to the questionnaire and you complete your fingerprinting.
 - If the BIE-Personnel Security Office has any additional questions or require clarification to your answers you are encouraged to respond as quickly as possible.
- *If you fail to complete the background questionnaire and/or fingerprint process, and you are still interested in the position, you will be required to submit all updated forms and begin the process again.*
 - Until a “Favorable Screening” determination has been made by the BIE–Personnel Security Office, the individual is not allowed to work on campus

If you have general questions or have not received an email from the Bureau of Indian Affairs-Personnel Security Office within 7 days (of submitting your forms), please contact the SIPI Human Resources Office, (505) 346-2329, between the hours of 8:30 am to 4:00 pm.



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1) Complete the attached background investigation forms and submit to the SIPI-HR Office:

- **Authorization for Release of Information.**
 - **Do not** submit a money order. The background investigation is paid by SIPI.
 - Document needs to be completed (signed & dated) in the presence of a Notary Public.
- **OF-306, Declaration for Federal Employment:** an electronic fillable form may be provided **OR** you may handwrite the information, however it **MUST** be written clearly and legibly.
 - Complete 1-15 and 16 (if needed)
 - **Must** provide complete Last, First Middle names.
 - Sign line 17a. Applicant's Signature, only
- **Applicant Screening Questionnaire** - Indian Children Protection Requirements
 - *Form is only required for those who work directly with children, i.e. Early Childhood, YDI, Early Childhood Practicum*

After Submitting Your Background Investigation Forms

2) Background Investigation Process:

- Within the next 7 days, you will receive an email (check your email/spam/junk folders) from the *Bureau of Indian Education-Personnel Security Office: **Background Investigation – eQIP Notification***. This is an important and time sensitive process, which requires you to complete a questionnaire and schedule an appointment for fingerprinting.
 - *If you fail to respond to any e-mail (Initial or Second & Final Request) sent by the Personnel Security Office, a Non-Compliance e-mail will be issued.*
 - Unnecessary delay in a background investigation process can jeopardize your employment with the Bureau of Indian Education.
- *If you are still interested in the position, you will have to begin the process again and submit all updated forms to complete the investigation process.*

If you have not received an email from the Bureau of Indian Affairs-Personnel Security Office within 7 days (of submitting your forms), please contact the SIPI Human Resources Office, (505) 346-2329, between the hours of 8:30 am to 4:00 pm.

Student Work Study Hire Information

Supervisor/Sponsor, the information below must be submitted for the Background Investigation documents:

Supervisor/Sponsor Name: <u>Joseph Carpio, Supv. Admissions and Financial Aid Specialist</u>	
Email: <u>Joseph.Carpio@BIE.EDU</u>	Phone Number: <u>(505) 346-2324</u>
Department/Program/Office: <u>Admissions/Financial Aid</u>	
Applicant Information	
Full Name (Last, First MI): _____	
Current Home Address: _____ _____	
Email: _____	Have you ever gone through a Federal Background Investigation? <u>Yes / No</u>
Department/Program/Office individual will be assigned: _____	
Position to be filled: _____	
Will the individual require a BIE email address? <u>YES / NO</u>	