



TRIBAL ACCESS PROGRAM

**FOR NATIONAL CRIME INFORMATION
ENSURING THE EXCHANGE OF CRITICAL DATA**

**Ready, Set, Go!
TAP-LIGHT**



Department of Justice
Office of the Chief Information Officer

WEB: WWW.JUSTICE.GOV/TRIBAL/TAP
EMAIL: TRIBALACCESS@USDOJ.GOV



- Congratulations! Business Relationship Managers will walk you through the deployment process
- Mandatory webinars will be scheduled on specific topics during the onboarding and vetting process:
 - Tribal Decisions
 - How to Apply for an ORI
 - User Accounts and Training & Certification Requirements*
 - N-DEx Overview / How to Apply for a LEEP Account*

*Training Deck will be emailed

Which agencies can participate



- The following agencies can participate under TAP-LIGHT
 - CJAs include: Police departments
 - NLE-CJAs include: Criminal Courts, Prosecutors, Pretrial services, Probation and Parole officers
 - NCJAs include: Civil Courts, Children's Protective Services, Child Support Enforcement



- **All criminal justice agencies, law enforcement and non-law enforcement can:**
 - Access criminal history records by conducting name-based criminal history checks
 - Enter NICS Prohibitors
 - Access N-DEx
- **In addition:**
 - **Criminal courts** can enter arrest warrants into national databases for on and off reservation awareness and enforcement (*NCIC via OpenFox Messenger*)
 - **Prosecutors** can enter charging documents and dispositions for criminal charges to keep prohibited individuals from purchasing firearms; e.g., misdemeanor domestic violence convictions (*NICS via OpenFox Messenger*)
 - **Pretrial services** can obtain complete criminal histories to make release recommendations (*Ill via OpenFox Messenger*)
 - **Probation and parole officers** can conduct name-based criminal history checks to determine if supervised individuals have new charges (*Ill via OpenFox Messenger*)

Benefits of access for NCJAs



- **Civil Courts** (*OpenFox Messenger Only*)
 - Enter orders of protection
 - Run name-based criminal history checks in cases of domestic violence and/or stalking
 - Enter information on prohibited persons in the NICS Index
- **Children's Protective Services** (*OpenFox Messenger Only*)
 - Conduct name-based record checks of individuals under investigation and in response to reports of child abuse, neglect, or exploitation
- **Child Support Enforcement** (*Limited NLETS access via OpenFox Messenger*)
 - Conduct drivers' license and vehicle registration checks in support of Child Support Enforcement activities

What you Cannot do with TAP-LIGHT



- Conduct fingerprint-based background checks for civil employment purposes or for those that have contact or control over Indian Children
- Take fingerprints and mug shots for sex offender registrations and/or bookings

If fingerprint-based checks are still a requirement, then Tribe still needs to use the process they were using prior to TAP-LIGHT

TAP-LIGHT: Tribal Roles Required



- Tribe designates an executive who champions TAP
- Tribal Executive identifies a tribal law enforcement agency Point of Contact and alternate
 - Responsible for any day-to-day coordination with the DOJ/TAP team
 - Must attend bi-weekly meetings with the DOJ/TAP team
 - Can also serve as the Terminal Agency Coordinator (TAC) who is responsible for NCIC and CJIS SAT Accounts
- IT Technical Support
 - Responsible for ensuring IT requirements are met and attend deployment day
 - Attends IT specific meetings

What we need from you



- Mandatory attendance at the webinars and bi-weekly meetings
- Work in partnership with BRMs and TAP team to meet these dates:
 - Onboarding and Vetting: October 15, 2018 – March 2019
 - Deployment: February – September 30, 2019

Business Relationship Manager (BRM) Assignments



Tribe	BRM

There is a TAP team who supports you in addition to the BRM
TribalAccess@usdoj.gov is our group email address; include tribal name in subject line



- Deployment/training takes place on-site over a minimum of a day
- By the end of November, tribes should choose the week they would like to deploy in 2019; then we can narrow down to a day (usually occurs on a Tuesday or Wednesday)
 - Possible deployment months: February through September

By November 30

12 WEEKS PRIOR

10 WEEKS PRIOR

8-6 WEEKS PRIOR

4 WEEKS PRIOR

2 WEEKS PRIOR

GO LIVE!

STEP 1
Admin/
Tribal
Decisions

Tribal
Confirm Agencies
and TACs by Oct 26

Tribal
Select deployment
month by Nov 30

Tribal POC
Start N-DEx SIG
process

Tribal POC
Test access to N-DEx

Criminal Justice Agency (2 weeks)

CJIS
Review and approve
submission
and issue ORIs

Non-Criminal Justice Agency (12 weeks)

CJIS
Review and approve
submission
and issue ORIs

STEP 2
Obtain
ORIs
through
CJIS*

Tribal POC
Submit agency
documentation to
obtain ORIs by Nov 30

DOJ
Review and
approve
submission to CJIS

Tribal
Finalize Tribal
Decisions

STEP 3
Obtain TAP
workstation

Tribal
Submit IP
Addresses by Oct
30

Tribal
Begin to determine
location of OFM

Tribal POC
Inform DOJ of OFM
Location

Tribal POC DOJ
IT Site Survey
Meeting

Tribal DOJ
Install OFM on
tribally owned PC

STEP 4
Complete CJIN**
documentation

Tribal POC
Submit UAAs, TAP Addendum,
IPAs, IEAs and Background
Investigation Policy

STEP 5
Begin training
and complete
certification

Tribal POC
Submit initial list of users
who require training and
LEEP Accounts

Tribal POC
Submit list of users* to
DOJ and ascertain their
level of access to CJIS***

Tribal POC
Ensure users complete required training and finalize all user roles;
Ensure all LEEP accounts (N-DEx access) are activated

STEP 6
Deploy...
GO LIVE!

Tribal POC
Coordinate
deployment day
logistics with DOJ

Tribal DOJ
Install OpenFox
Messenger

Tribal
Participate in
training and enter
records

(1 days)

KEY

See Document Requirements Checklists
by Agency

User Agency Agreements, TAP Addendum, Information
Exchange Agreement, Information Protection Agreement,
Background Investigation Policy

* FBI / Criminal Justice Information Services (CJIS)
** DOJ / Criminal Justice Information Network (CJIN)
*** Criminal Justice Information (CJI)

What is “Onboarding and Vetting”?



▪ **Onboarding – Process of Preparing for Deployment**

- Identify participating agencies, POCs, and end users
- Arrange access to CJIN Training and Learning Center
- Set up of user accounts
- Complete prerequisite training and certification
- Select physically secure area for OpenFox Messenger
- Conduct IT and communications checks
- Prepare for on-site training and deployment

▪ **Vetting – Process of applying for access to Criminal Justice Information from FBI**

- Gather appropriate documentation and apply for ORI
- Complete CJIN Documentation – agreements with DoJ and other Tribal agencies regarding usage

By November 9



Start Step 1: Administrative/Tribal Decisions

By October 26:

- **Confirm the tribal primary and alternate Points of Contact and submit contact information**
- **Identify tribal IT Point of Contact and submit contact information**
- **Schedule kick-off meeting and bi-weekly meeting with your BRM**

By October 30

- **Submit IP addresses to access the CJIN Certification and Learning Center**
- **Start process to identify a tribally-owned PC that meets OpenFox Messenger specifications**

By November 9

- **Confirm agencies that will participate in TAP**
- **Submit contact information for Agency Heads and Terminal Agency Coordinators (TACs)**



Start Step 2: Obtain ORI

- **Start to collect necessary agency vetting documentation for agencies that are participating**
- **Begin to consider what tribal information will be submitted into national crime databases, what agency will enter, and who in the agency will enter**
- **Attend Webinars:**
 - **How to Apply for an ORI**
 - **Tribal Policy Development**
- **Review Materials**
 - **N-DEx Overview**

Start Step 3: IT Requirements

- **Confirm that your tribe can access the CJIN Certification and Learning Center**

By November 30



Continue Step 2: Obtain ORIs

- **Submit agency vetting documentation for DOJ to review**
- **Finalize policy decisions such as what information will be entered into national crime databases, what agency will enter, and who in the agency will enter**
- **Attend Webinars:**
 - **How to Apply for an ORI (Criminal and/or Civil)**
 - **Tribal Decisions and Policy Development**

Start Step 6: Deploy / Go Live!

- **Select a deployment month**



- Remaining activities/tasks are dependent on your deployment date and are due at the following milestone intervals:
 - 12,10, 8, 6, 4, and 2 weeks prior
- Examples for three deployment dates:

Milestone	Deploy Feb 19	Deploy Mar 19	Deploy April 23
12 weeks	November 19	December 19	January 30
10 weeks	December 5	January 8	February 13
8 weeks	December 19	January 23	February 28
6 weeks	January 8	February 6	March 14
4 weeks	January 23	February 21	March 28
2 weeks	February 6	March 7	April 11

- Tribes can always submit before these milestones



Continue Step 1:

- Finalize tribal policy decisions such as what information will be entered into national crime databases, what agency will enter, and who in the agency will enter

Continue Step 3: IT Requirements

- Finalize locations where OpenFox Messenger will be placed

Start Step 5: Training/Certification

- Submit user account spreadsheet that will:
 - Identify users who require training/certification & will be an NCIC Operator
- DOJ sets up CJIS SAT and NCIC accounts that are required for training/certification within 10 days of receipt
- Review Materials:
 - User Accounts/Training & Certification Requirements
- Job Aids
 - Required Training and Certifications

What is OpenFox Messenger?



OpenFox Messenger

The DOJ CJIN software application which allows Terminal Operators to perform **NAME-BASED** interactions with the following systems



III



Criminal History

A national index of name-based criminal histories, or rap sheets.

Nlets



State Databases

International Justice and Public Safety Network

NCIC



People and Property

Criminal database containing information on property and persons

NICS



Firearms & Explosives

Used to determine eligibility to possess firearms and/or explosives. Participating TAP agencies contribute information to NICS.



Start N-DEx SIG Process

- Tribe determines if they want access to the National Data Exchange (N-DEx)
- Tribe submits tribal logo and identifies an N-DEx moderator
- N-DEx moderator applies for a LEEP Account

Start Step 4: CJIN Documentation

- Tribe submits: TAP Addendum and Background Investigation Policy
- Each agency submits User Agency Agreement, and Information Exchange Agreements, Information Protection Agreement
- Attend Webinars:
 - Agency to Agency Agreements
- Other Tasks:
 - Coordinate deployment day logistics with DOJ to include training classrooms, A/V resources, etc.; also needed for Connectivity Testing meeting

6 Weeks Prior to Deployment



Continue Step 5: Training/Certification

- Remaining users who require access to N-DEx apply for LEEP accounts
- Tribe continues to ensure users complete CJIS SAT and NCIC training and certification
- Review Materials:
 - How to Activate your LEEP Account

2-4 Weeks Prior to Deployment



Continue Step 5: Training/Certification

- **Tribe ensures all users complete training or this will postpone deployment**
- **LEEP Accounts for N-DEx access need to be activated**

Start Step 6: Deploy / Go Live!

- **Install OpenFox Messenger**
- **Deployment Readiness Checklist meeting**

Week of Training:

- **Criminal and Civil agencies should bring in existing records**
- **Law enforcement and Criminal, Civil courts should bring in orders of protection and warrants**



- BRMs to reach out for a kick-off meeting
- BRMs to schedule bi-weekly one on one calls with tribal POC and TACs starting week of October 22
- Start work on tasks under Step 1 Administrative /Tribal Decisions
- Attend Webinars

Webinar Schedule



Webinar Title	Select a Date
Tribal Decisions <i>Attendees: Tribal Executive, Tribal Attorney and Tribal POCs</i>	Nov 1, Nov 15
How to Apply for an ORI <i>Attendees: Agency Heads and TACs and Tribal POCs</i>	Nov 6, Nov 8 Can we use same decks?
User Accounts/Training & Certification Requirements <i>Attendees: Tribal POCs, Agency Heads, TACs, and IT POCs</i>	Training deck to be emailed
N-DEX Overview <i>Audience: Law Enforcement TAC and other CJA TACs</i>	Training deck to be emailed
How to Apply for a LEEP Account (Only needed for access to N-DEX) <i>Attendees: Tribal POCs, Agency Heads and TACs, Law Enforcement TAC</i>	Training deck to be emailed
Agency to Agency Agreements (Only needed if more than one agency is using TAP) <i>Audience: Tribal Executive, Tribal POCs, Tribal Attorney, Agency Heads and TACs</i>	Nov 19, Dec 5
SORNA Officer Training <i>Attendees: SORNA Officers and Agency Head that the SORNA function falls under (e.g. Police Chief)</i>	Approx. 4 weeks prior to deployment



- Always cc: tribalaccess@usdoj.gov
 - Please use the title in the subject line “Tribe Name: Subject”
- Public Site: www.justice.gov/tribal/onboarding-and-vetting-tap-LIGHT-tribes/ and password is tribal2019
- CJIN Training and Learning Center: <https://nextest.just.jmd.usdoj.gov/cjin/index.php>