



TRIBAL ACCESS PROGRAM

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

TAP Workstation and IT Requirements



Department of Justice
Office of the Chief Information Officer

WEB: www.justice.gov/tribal/tap
EMAIL: TRIBALACCESS@USDOJ.GOV

Purpose of this Presentation



- Tribe as a whole needs to decide on the location of the TAP workstation and ensure IT requirements are met to support the decision
 - Impacts all agencies and personnel that will be sharing the TAP Workstation
 - Workstation is used to collect information for all activities that involve capture of fingerprints, palm prints, and photos, including:
 - Bookings
 - Sex offender registration
 - Fingerprint-based civil background checks
 - Submitting a set of fingerprints to the FBI to find out who they belong to

Decision to make	Due By	Submit to DOJ	Online Resources
1. Choose physically secure location	10 weeks prior	Photos of the location Workstation Order Form	Physically Secure Location Checklist
2. Where to locate first copy of OpenFox Messenger (OFM) software	10 weeks prior	Workstation Order/OFM Location Form	PC requirements for OFM
3. Where to locate second copy of OpenFox Messenger (OFM) software	10 weeks prior	Workstation Order/OFM Location Form	PC requirements for OFM

What is the TAP Workstation?



Each Tribe selected for TAP-FULL will receive hardware and software to access the set of FBI Criminal Justice Information Network (CJIN) databases:

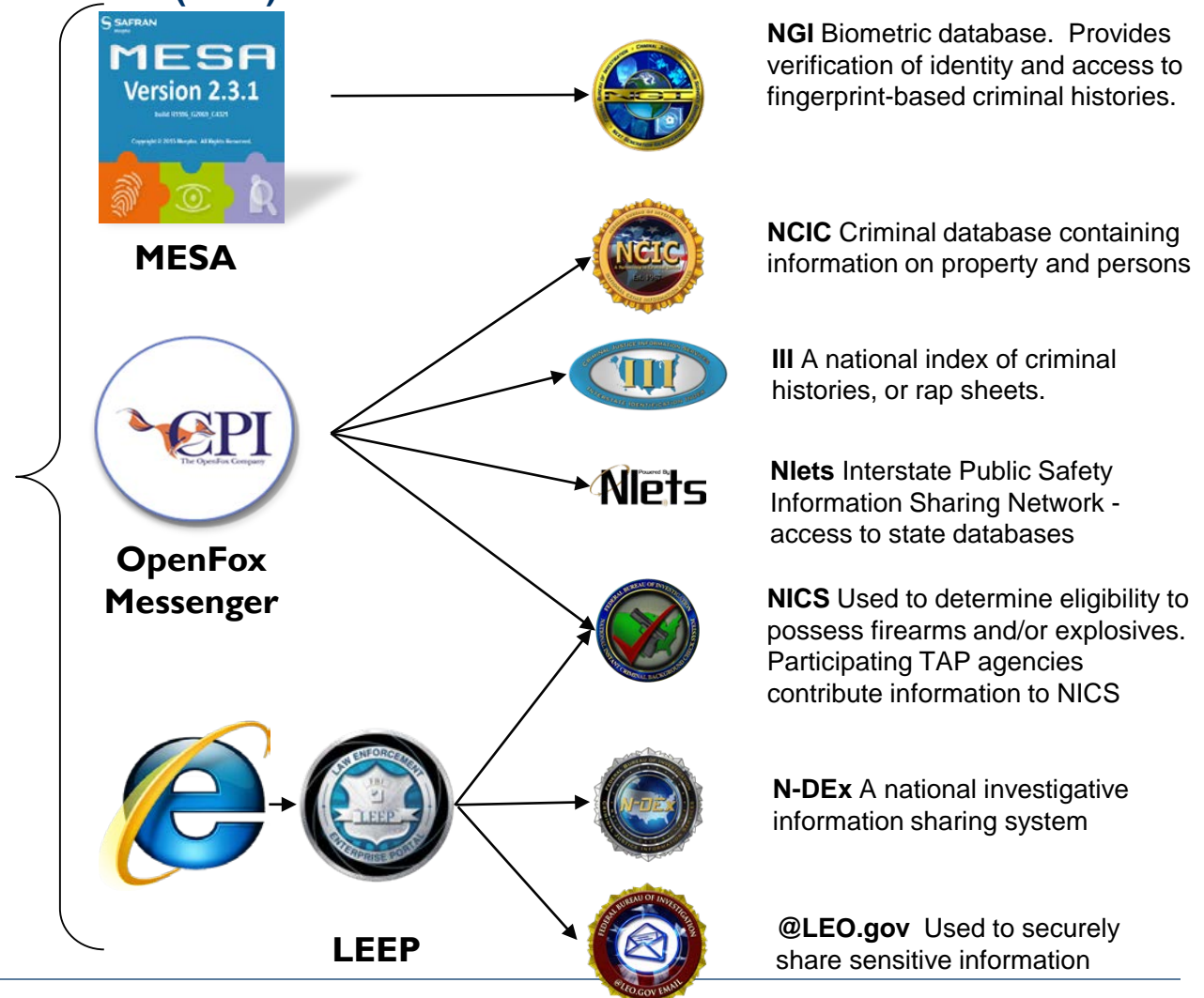
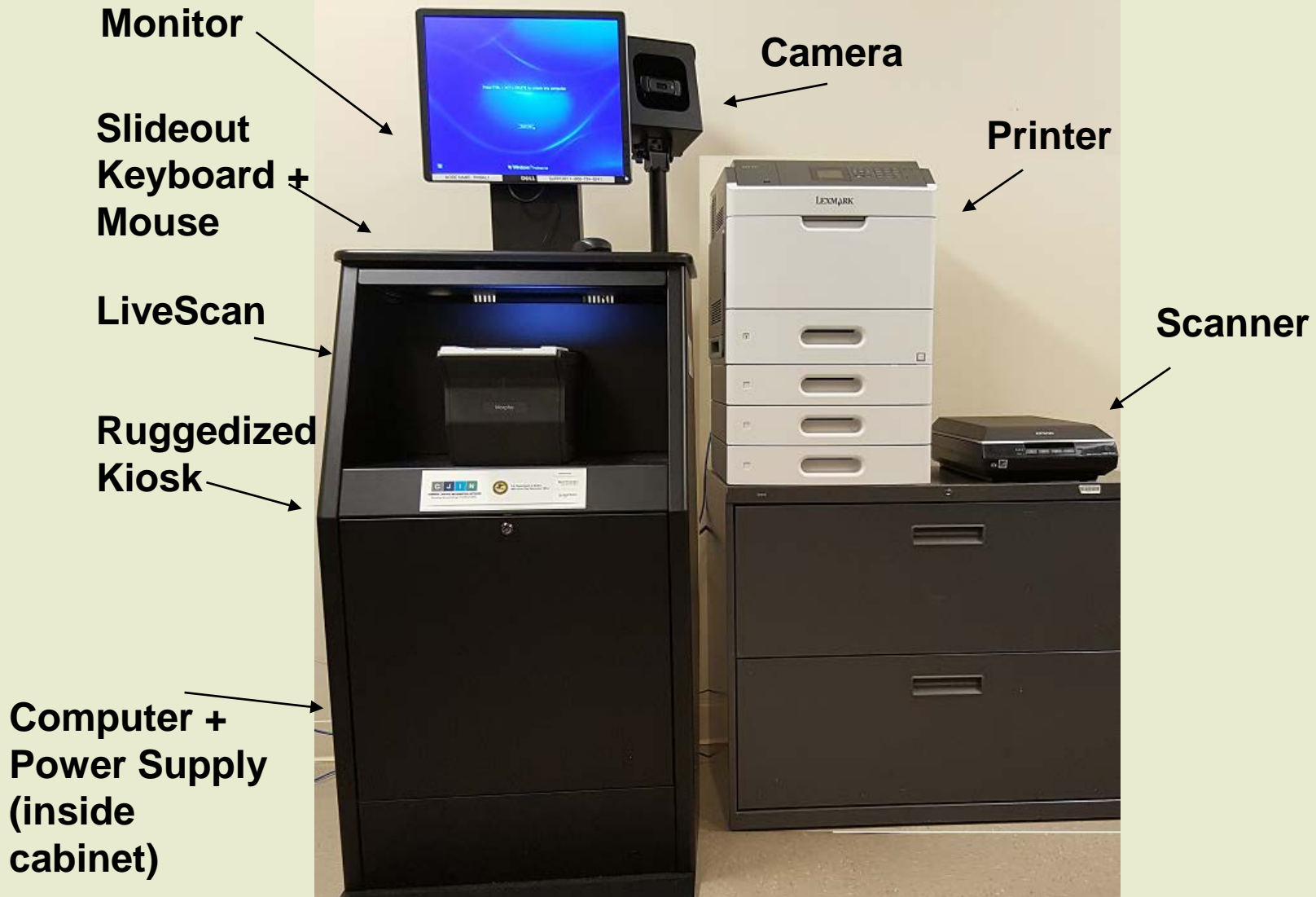


Photo of TAP Workstation





All of the hardware must be at a single location.

- Workstation personal computer (PC) with a Power Supply (provides a few minutes of power to let user save files if there is a facility power outage)
- Monitor and miscellaneous items (Keyboard, mouse, cables)
- Livescan (fingerprint/palm print capture)
- Flatbed Scanner (scan fingerprint cards)
- Webcam camera
- Printer

The tribe should ensure there is a phone installed next to the TAP Workstation for troubleshooting purposes.

TAP Workstation - Software



1 copy of MESA

MESA is installed on the TAP Workstation PC because it requires a connection with the livescan, camera, etc. to collect finger/palmprints and photos.



MESA



NGI Biometric database. Provides verification of identity and access to **fingerprint-based** criminal histories.

2 copies of OFM

One copy of OFM can be installed either (a) on the TAP Workstation or (b) on a separate PC provided by the Tribe.

The second copy of OFM will be installed on a PC provided by the Tribe.



OpenFox Messenger (OFM)



NCIC **name-based** criminal database containing information on property and persons



III A national index of criminal histories, or rap sheets.



Nlets Interstate Public Safety Information Sharing Network - access to state databases



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

Web Browser

A Web Browser is provided with the TAP Workstation



LEEP



N-DEx A national investigative information sharing system



@LEO.gov Used to securely share sensitive information

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 POC
Confirm Agencies and TACs by Oct 26

Tribal POC
Select deployment month by Nov 30

Tribal POC
Start Memorandum of Agreement process for billing with CJIS by Oct 26

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 POC
Finalize Tribal Decisions

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

Tribal POC
Start N-DEx SIG process

Tribal POC
Test access to N-DEx

STEP 3
Obtain TAP
workstation

Tribal POC
Submit IP Addresses by Oct 30

Tribal POC
Begin to determine location of workstation

Tribal POC
Submit TAP Workstation form

Tribal POC
IT Site Survey Meeting

DOJ
Place workstation order

Vendor
Process workstation order and ship

Tribal POC
Receive delivery of workstation

Tribal POC
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 CJIN***

Tribal POC
Ensure users complete required training and finalize all user roles; Ensure all LEEP accounts are activated

STEP 6
Deploy...
GO LIVE!

Tribal POC
Coordinate deployment day logistics with DOJ

Vendor
Connectivity Testing

Tribal POC
Deployment Readiness checklist meeting

Tribal POC
Participate in training and enter records

(Tues-Thurs)

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)

By October 30



IP Addresses and PC for OFM

- **Submit public facing IP Addresses to access the CJIN Certification and Learning Center**
- **Should have started process to identify a tribally-owned PC that meets OpenFox Messenger specifications**



Continue Step 3: TAP Workstation

- Tribe POC starts to determine a secure physical location that meets the criminal and civil agency needs of the tribe (See Appendix A).
- Begin to determine where the two copies of OpenFox Messenger will be placed
- Ensure you have a phone installed next to the workstation (this is to call the help desk and us with questions once we have deployed)
- LEEP Sponsor applies for a LEEP Account and starts to ensure others who require one to submit fingerprints apply also (6 weeks to obtain a LEEP Account)

TAP Workstation Location Considerations



Agency Accessibility

Should be **accessible by tribal staff who have different job functions** and may be **located in different buildings**. For example:

- Police officers do bookings
- A SORNA manager registers sex offenders
- The Human Resources Department does civil background checks for job applicants

Consider if **the location is suitable for processing a criminal** who may be violent and disruptive **and** if that same location is **suitable for processing civil job applicants**. *The kiosk should be put someplace where both criminals and citizens can be fingerprinted. Ideally, in a room with two doors; one door leads to a waiting area for the civilians and another door leads to a place where the police department or jail detains their subjects.*

IT Requirements

The location must have a **wireline high speed internet access line** (Digital Subscriber Line or higher speed) with bandwidth dedicated to connect to the TAP Workstation PC.

Wireless internet access **cannot** be used.

- Minimum: 1.5 MBps
- Recommended: 5 MBps
- The high speed internet access line must have a **public IP address that is static**, unique, and not be dynamically reallocated to another user.
- Require a 2nd IP address on the same network for connecting the printer to the TAP Workstation PC.
- Not required, but if you would like to install a separate internet line for the TAP Kiosk PC, order the line **10 weeks** in advance of deployment.

Environmental

The location for the kiosk must meet all of the criteria in the “**Physically Secure Location Checklist**” for the TAP Workstation (see Appendix A).

Floor space that is large enough for the size of the cabinet and a table for the printer and scanner. Allow at least 6 feet of walking space (see Appendix B).

Lighting for taking photos

- Workstation should not be directly beneath the overhead lighting
- Three point lighting is recommended
- Subject should stand 3’ from camera.
- 18% gray background

Environment

- Ambient temperature range (operating): 59 – 92° F
- Relative humidity range: 20-85% (non-condensing)
- A/C should be away from workstation.

Power

- Dedicated 20 amp, 110volts +/- 10volts, 60Hz grounded receptacle

Where to Locate Open Fox Messenger



Open Fox Messenger provides access to NCIC and Nlets so that users can look up and enter records. For example:

- Look up a driver's license; look up a vehicle license plate
- Enter a record for a missing gun; look up information about guns
- Enter and look up warrants
- Enter and look up missing person records
- Enter and look up protection orders
- Do a name-based look up to find someone's criminal history record

Each tribe receives two instances of Open Fox Messenger that can be installed as follows:

- Copy 1 can be placed on either the TAP Workstation or a tribally owned PC*
- Copy 2 will be placed on a tribally owned PC*

***Ensure that the PC you plan to use meets the technical specifications specified in Appendix C: Technical Specifications for the Open Fox Messenger PC**



Agencies

- Which agencies and which personnel at the Tribe will be looking up records in NCIC?
- Which agencies are entering records into NCIC?
- Which agencies are responsible for hit confirmation requests?
- Where are these personnel located and is the location of Open Fox Messenger accessible for them?

24x7 NCIC Hit Confirmation Requirement

- Every law enforcement agency entering certain types of records into person or property files in the National Crime Information Center (NCIC) must be available to provide hit confirmations 24 hours a day, seven days a week (24x7). A “hit confirmation” is needed when the law enforcement agency that entered a record is contacted by another law enforcement agency to confirm information related to the record and to authorize action (e.g., arrest, detainment, or extradition).
- A decision on “how” and “who” at the Tribe will be responsible for hit confirmation may impact where you want to locate Open Fox Messenger
- If a tribe is entering records and has a 24x7 dispatch, the recommendation is to install one copy of OFM in the dispatch center.



Technical Specifications for Selecting a PC for Installing OFM

Full list of specifications are on our onboarding and vetting web site and are in Appendix C

- **Highly recommended:** The PC should not have any other tribe-specific software applications running on it (i.e., it is used only with Open Fox Messenger)
- Wireline or wireless internet connection will work.
- Internet access line must have a public IP address that is static, unique, and not be dynamically reallocated to another user.
- Microsoft® Windows operating system is required and the versions include:
 - Windows 7 (Basic, Home Premium, Business, or Ultimate)
 - Windows 8 (Windows 8 Pro, or Windows 8 Enterprise) (Note: Windows 8 RT is not supported)
 - Windows 10 (Pro or Enterprise)
- Compatible web browsers include: Microsoft Internet Explorer 5.5 (and higher), Mozilla 1.4 (and higher), or Firefox1.0 (and higher).



Continue Step 3: TAP Workstation

- Determine location of workstation and location of copies of OpenFox Messenger
- Submit workstation form to include locations of OpenFox Messenger
- Submit pictures of all locations
- LEEP Sponsor to ensure all users who require LEEP accounts have applied



Continue Step 3: TAP Workstation

- **Conduct IT Site Survey meeting**
 - Goal is to review all of the IT Requirements
 - Tribe to order palm print and finger print cards



Continue Step 3: TAP Workstation

- **Conduct Connectivity tests**
 - Ensure active connections where the workstation will be installed and where the copies of OFM will reside
- **Tribe finalizes user roles so that DOJ can set up user accounts that allow users to log into the workstation and submit fingerprints (Windows, MESA and JABS/CAS user accounts)**
- **TAP Workstation ships to tribe 3 weeks prior to deployment (after user accounts/roles are finalized)**



Finish Step 3: TAP Workstation

- **DOJ will place workstation order and will arrive in approximately 3 weeks**
- **The shipment address for the workstation**
 - Needs to be delivered to exactly where the workstation will be installed (weighs 260 lbs.) and will usually come on two pallets
 - No PO Boxes for the address, if building does not have a “house” number provide physical description of building and its GPS lat. / long. coordinates
- **Workstation Arrival**
 - **Do NOT unwrap it;** if you see any damage please contact us immediately (Tip and Tell) and send us photos of any damage
 - Submit a photo of the delivery receipt



Continue Step 6: Deploy/Go Live

- **TAP Workstation arrives at tribe – DO NOT UNPACK!**
- **Install OpenFox Messenger on tribally owned PC(s)**
- **Deployment Readiness Checklist meeting is scheduled with tribal and IT POCs**



Step 6: Deploy....Go Live!

Installation Day (Tuesday)

- Vendor will complete TAP workstation installation that morning
- IT POC should be readily available starting at 7 am and throughout the week to address any IT needs
- Walk through training facility with tribal and IT POCs and DOJ/TAP team to test connectivity to DOJ laptops
- DOJ to test tribe's wi-fi connectivity and will require IP addresses for training

Deployment Days (Wednesday and Thursday)

- IT POC should be readily available to address any IT needs



- Email Address: tribalaccess@usdoj.gov
 - Please title in the subject line “Tribe Name: Subject”
- Public Site: www.justice.gov/tribal/onboarding-and-vetting and password is tribal2019

Appendix A

Physically Secure Location Checklist



Agencies must ensure the following provisions are met in order to meet the requirements of a physically secure location as defined by the CJIS Security Policy, Section 5.9:

“A physically secure location is a facility, a police vehicle, or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect Criminal Justice Information (CJI) and associated information systems. The physically secure location is subject to criminal justice agency management control; State Identification Bureau (SIB) control; FBI CJIS Security Addendum; or a combination thereof.”

- Prominently post signs designating the building/office as a physically secure area
- Maintain a list of personnel with authorized access/issue credentials to authorized personnel
- Maintain control of all physical access points and verify individual access authorization before granting access
- Maintain physical control over all areas where equipment is located (computer, wire closet, etc.)
- Ensure computers are positioned in such a way that unauthorized individuals cannot view it
- Ensure all those with access to the physically secure area have completed the appropriate security awareness training
- Monitor physical access and respond to physical security incidents
- Authenticate visitors before they enter the physically secure area / Escort visitors at all times and monitor visitor activity
- Authorize and control the movement of physical equipment in/out of the physically secure area

Appendix A

Physically Secure Location Checklist (cont'd)



If an agency is unable to meet all of the requirements listed above, they may place the CJI equipment and printed material in a separate internal office/area with limited access that meets the following requirements as defined by the CJIS Security Policy, Section 5.9.2, Controlled Area:

- Limit access to agency personnel that are authorized to access/view CJI
- Ensure all those with access to the physically secure area have completed the appropriate security awareness training
- Lock the office/area when unattended
- Position the equipment and printed material containing CJI in such a way that prevents unauthorized viewing
- Follow the encryption requirements found in the CJIS Security Policy, Section 5.10.1.2 for electronic storage of CJI

Appendix B

Hardware Dimensions with Cabinet



TAP Workstation with a Cabinet (as packaged for delivery on a pallet):

Dimensions: 72" x 30" x 38" (H x W x D)

Weight: 260 lbs

The receiving tribal site will provide the following tools and equipment for use during on-site installation activities: Dolly or palette jack, box cutter, phillips head and flathead screwdrivers, pliers

TAP Workstation with a Cabinet (after unpacking):

Dimensions: 68" x 26" x 33" (H x W x D)

Weight: 230 lbs

The receiving tribal site needs to provide a desk or table for the Flatbed Scanner and Printer

Flatbed scanner

Dimensions: 11.2" x 19.1" x 4.6" (W x D x H)

Weight: 9.6 lb.

Printer

Dimensions: 26.4" x 16.7" x 20.1"

Weight: 85.2 lb. (excluding paper)

Appendix C - Technical Specifications for Selecting a PC for Installing OFM



The technical requirements for the personal computer on which OpenFox Messenger will be installed are:

- Intel® Pentium® IV Processor or equivalent (1.5 GHz or faster) – 2 GHz is preferred
- 2 GB of System RAM – 4 GB is preferred
- 80 GB Hard Drive, with 100 MB Available
- Support for DirectX 9 graphics with:
 - WDDM Driver
 - 128 MB of graphics memory (minimum)
 - 256 MB of graphics memory (preferred)
 - Pixel Shader 2.0 support in hardware
 - 32 bits per pixel

Appendix C - Technical Specifications for Selecting a PC for Installing OFM (cont'd)



- The PC's operating system shall be Microsoft® Windows. The versions of MS Windows supported include:
 - MS Windows 7 (Basic, Home Premium, Business, or Ultimate)
 - MS Windows 8 (Windows 8 Pro, or Windows 8 Enterprise) (Note: Windows 8 RT is not supported)
 - MS Windows 10 (Pro or Enterprise)
- The Windows™ user profile must have write access to the directory paths for Windows 2000 or earlier.
- The PC should have one of the following web browsers installed on it: Microsoft Internet Explorer 5.5 (and higher), Mozilla 1.4 (and higher), or Firefox1.0 (and higher). We have experienced issues with Chrome and Edge.
- Prior to the IT Site Survey additional information will be provided on what the Tribe's IT staff will need to do in advance to set up the PC before installing Open Fox Messenger.