



TRIBAL ACCESS PROGRAM

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

**Ready, Set, Go!
FY20**



Department of Justice
Office of the Chief Information Officer
Office of Tribal Justice

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

What you can expect



- Congratulations on being selected as one of the TAP Tribes for 2020!
- Business Relationship Managers will walk you through the entire deployment process
- Mandatory webinars will be scheduled on specific topics during the onboarding and vetting process:

TAP-FULL Webinars

- Roles and Responsibilities of a TAC
- How to Apply for an ORI (Criminal and Civil)
- Tribal Policy Development on how Tribe will use TAP
- Memorandum of Agreement Process (Billing Agreement between Tribe and CJIS)*
- TAP Workstation and IT Requirements
- N-DEx Overview*
- How to Apply for a LEEP Account / How to Activate your LEEP Account*
- User Accounts and Training & Certification Requirements*
- Agency to Agency Agreements
- SORNA Officer Training

TAP-LIGHT Webinars

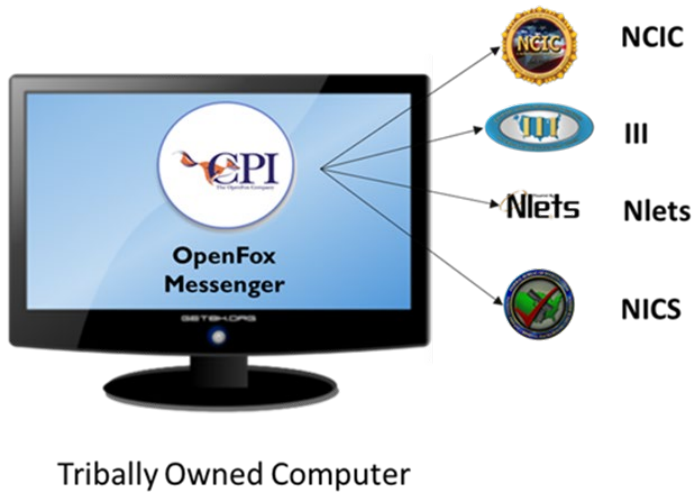
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- User Accounts and Training & Certification Requirements*
- Agency to Agency Agreements
- N-DEx Overview*

*Training Deck will be emailed

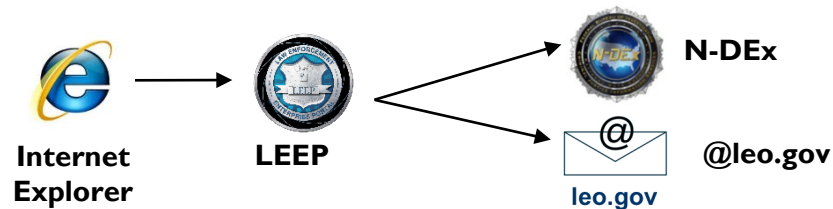
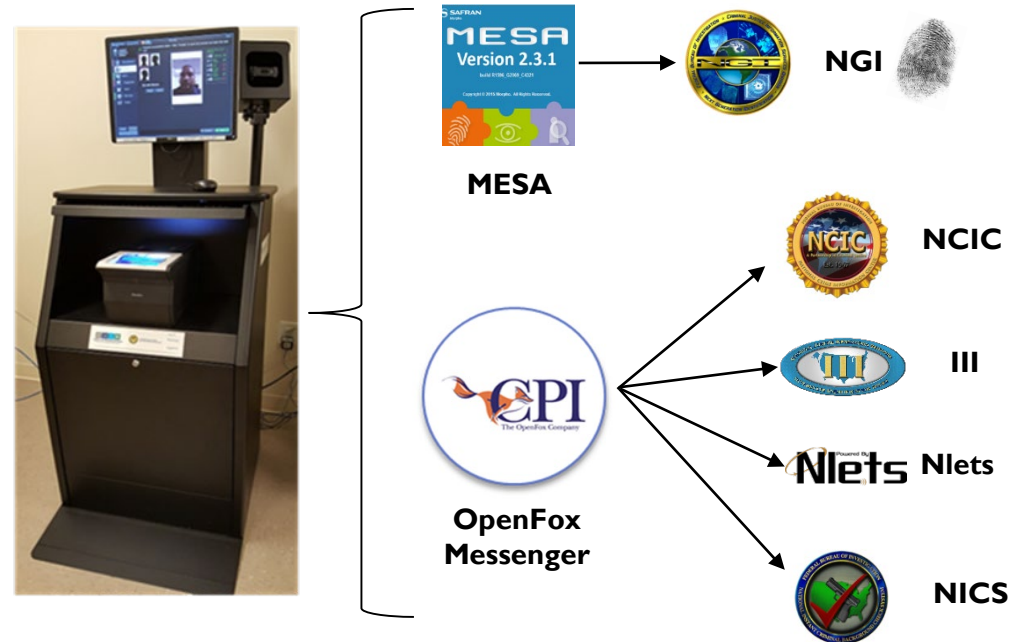
TAP-LIGHT vs TAP-FULL



TAP-LIGHT



TAP-FULL



Which Criminal Justice Agencies Can Use TAP?



Agencies include:

- | | |
|---|--|
| <ul style="list-style-type: none">• Law Enforcement / Police Departments• Criminal Courts• Prosecutors Office | <ul style="list-style-type: none">• Pretrial Services• Corrections• Probation and Parole |
|---|--|

- Document Tribal arrests and Tribal court dispositions**
- Access to investigative records to include DOJ Components
- Enter information to prevent guns from being purchased by prohibited persons**
- Enter No Contact Orders **
- Secure, encrypted email to exchange sensitive information
- Search and enter information about persons and property**

Which Non-Criminal Justice Agencies Can Use TAP?



Agencies include:

- | | |
|--|---|
| <ul style="list-style-type: none">• Civil Courts• Tribal Public Housing• Child Protective Services | <ul style="list-style-type: none">• Children's Social Services (e.g. Foster Care)• Child Support Enforcement• Human Resources• SORNA |
|--|---|

- Register Sex Offenders (civil function but often performed by law enforcement)
- Perform fingerprint-based record check of persons having contact or control over Indian Children
- Respond to or investigate allegations of abuse, neglect, & exploitation of children
- Perform fingerprint-based record check on public housing applicants
- Enter Orders of Protection
- Conduct child support enforcement activities such as checking driver's license records

Tribal Roles Required



- **Tribal Executive who champions TAP**
 - Has authority across all departments that are applying under TAP
- **A point of contact and an alternate who serves as the daily contact with DOJ/TAP team**
 - Point of contact and alternate should be from different agencies (e.g. criminal justice and non-criminal justice agencies)
 - Responsible for coordinating across Tribal agencies and facilitates the process to obtain the TAP workstation
 - Must attend at least 1-2 weekly meetings with DOJ/TAP team
- **Terminal Agency Coordinators (TACs)**
 - The Tribal POCs should identify a Terminal Agency Coordinator (TAC) at each agency who is responsible for participating in both pre- and post deployment tasks.
 - Usually attends 1-2 weekly meetings with DOJ/TAP team
- **IT Technical Support**
 - Responsible for ensuring IT requirements are met and attend deployment day
 - Attends IT specific meetings Early in the process and again towards the end close to deployment.



- **Each Tribe will be assigned a BRM**

- Each BRM will be responsible for multiple Tribes

- **BRM Roles**

- Primary contact to DOJ TAP Team
- Support Tribes through Onboarding and Vetting Process
 - Onboarding – Preparing Tribe for deployment by completing a number of tasks
 - Vetting – Submission of documents to FBI to request access the national crime databases and signing agreements with DOJ.
- Work with Project Coordinator to coordinate “back office” tasks and track progress
- Raise issues to OTJ and to Project Executive
- Provide Initial Post Deployment Support
- Metrics follow-ups to identify areas of low usage and determine remediation needs

Business Relationship Manager (BRM) Assignments



BRM	Tribe Name
Jordan	Central Council Tlingit and Haida Indian Tribes of Alaska
Jordan	Confederated Tribes of the Colville Reservation
Jordan	Kenaitze Indian Tribe
Jordan	Ohkay Owingeh
Jordan	Pueblo of Pojoaque
Jordan	Taos Pueblo Indian Tribe
Romer	Chippewa-Cree Indians of the Rocky Boy's Reservation
Romer	Fort Mojave Indian Tribe
Romer	Pyramid Lake Paiute Tribe of the Pyramid Lake Reservation
Romer	San Carlos Apache Tribe of the San Carlos Reservation
Romer	Washoe Tobe of Nevada and California
Romer	Yankton Sioux Tribe of South Dakota
Romer	Yavapai-Prescott Indian Tribe

BRM	Tribe Name
Breslau	Bay Mills Indian Community
Breslau	Bear River Band of the Rohnerville Rancheria
Breslau	Prairie Band Potawatomi Nation
Breslau	Red Cliff Band of Lake Superior Chippewa Indians of Wisconsin
Breslau	San Pasqual Band of the Diegueno Mission Indians of California
Kilby	Cowlitz Indian Tribe
Kilby	Flandreau Santee Sioux Tribe of South Dakota
Kilby	Jamestown S'Klallam Tribe
Kilby	Muckleshoot Indian Tribe
Kilby	Nisqually Indian Tribe
Kilby	Nooksack Indian Tribe of Washington
Kilby	Wampanoag Tribe of Gay Head of Massachusetts

BRM	Tribe Name
Franken	Chickasaw Nation
Franken	Iowa Tribe of Oklahoma
Franken	Miami Tribe of Oklahoma
Franken	Muscogee Creek Nation
Franken	Osage Nation

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, e.g.

**To: Tribalaccess@usdoj.gov
Subject: Osage - Training**

High Level Process



Step 1 - Tribal Agencies (TACs) submit documentation for their Originating Agency Identifiers (ORIs) to obtain access to CJIS Systems

Step 2 - Tribe determines location for the TAP Workstation (TAP-FULL only) and where copies of OpenFox Messenger will be placed and finalizes IT requirements

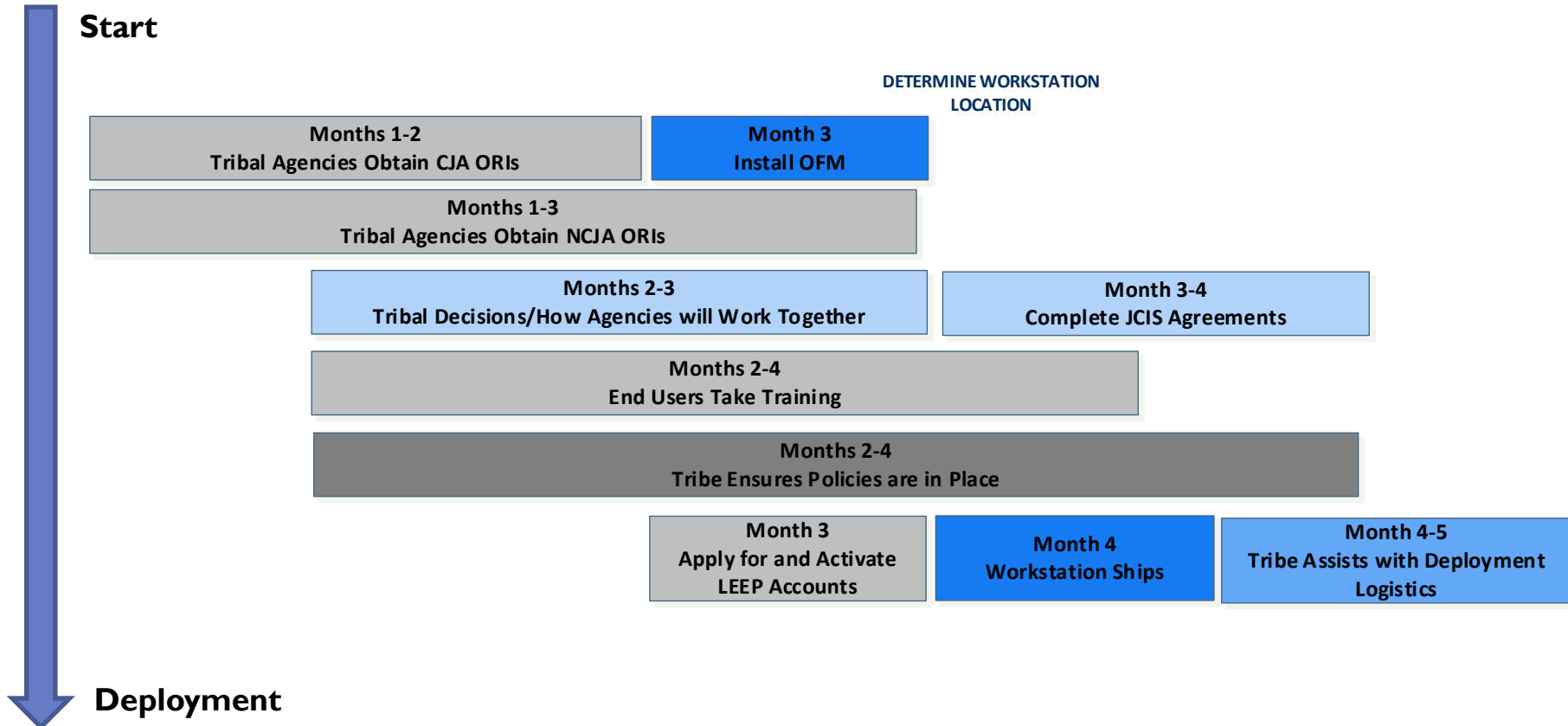
Step 3 - Tribe ensures that necessary policies are in place for meeting CJIS requirements and submits JCIS agreements

Step 4 - Tribe submits agency users, including IT, who will have access to criminal justice information and ensures users take necessary training and pass tests

Step 5 - Tribe ensures that appropriate personnel apply for necessary accounts to submit fingerprints to FBI CJIS

Step 6 - Tribe assists with deployment logistics and selects a date for deployment approximately 3 months out

Timeline



Next Steps: Administrative Items



- Schedule kick-off meeting and weekly meeting date/time with your BRM
- Confirm the primary and alternate points of contact
- Identify an Memorandum of Agreement POC (sets up billing agreement between Tribe & CJIS to pay for civil fingerprint submissions) (TAP-FULL Only)
- Identify IT Point of Contact and submit contact information
- Confirm Agency Heads and Terminal Agency Coordinators (TAC) for each agency that is participating
- TAP will host webinars to help guide Tribes through the process and on key areas

What We Need From You



- Mandatory attendance at the webinars and weekly meetings
- Provide updates to Tribal Executive on TAP Progress
- Timely delivery of milestone tasks. If you expect delays or have questions, please contact your BRM. They are there to help you.
 - Delayed items will be forwarded to OTJ who will contact Tribal Executive
- Work in partnership with BRMs and TAP team to meet these dates:
 - Onboarding and Vetting: January 2020 – March 2020
 - Deployment: Starting in April 2020



- Always cc: Tribalaccess@usdoj.gov
 - Use the title in the subject line “Tribe Name: Subject”
- Public Site: www.justice.gov/Tribal/onboarding-and-vetting and password is Tribal2019
- JCIS Training and Learning Center:
<https://nextest.just.jmd.usdoj.gov/JCIS/index.php>

Webinar Schedule



Webinar Title	Select a Date
Memorandum of Agreement Process (Billing Agreement with CJIS for Civil Agencies) <i>Attendees: MOA POCs, Tribal POCs, Tribal Attorney</i>	Training deck to be emailed to MOA POCs 12/11 – 2:00 pm Eastern 12/18 – 3:00 pm Eastern
Terminal Agency Coordinator Roles and Responsibilities <i>Attendees: Agency Heads, TACs and Tribal POCs</i>	12/18 – 3:00 pm Eastern 12/23 – 3:00 pm Eastern
How to Apply for an ORI <i>Attendees: Agency Heads and TACs and Tribal POCs</i>	LE: 12/20- 1:00 pm Eastern NLE 12/20 – 3:00 pm Eastern NCJA- 1/6 – 3:00 pm Eastern
Tribal Decisions <i>Attendees: Tribal Executive, Tribal Attorney and Tribal POCs</i>	To be scheduled
TAP Workstation/IT Requirements <i>Attendees: Tribal POCs, IT POC</i>	To be scheduled

Webinar Schedule (cont'd)



Webinar Title	Select a Date
User Accounts/Training & Certification Requirements <i>Attendees: Tribal POCs, Agency Heads, TACs, and IT POCs</i>	Training deck to be emailed
How to Apply for a LEEP Account <i>Attendees: Tribal POCs, Agency Heads and TACs, Law Enforcement TAC</i>	Training deck to be emailed
Agency to Agency Agreements <i>Audience: Tribal Executive, Tribal POCs, Tribal Attorney, Agency Heads and TACs</i>	To be scheduled
N-DEx Overview <i>Audience: Law Enforcement TAC and other CJA TACs</i>	Training deck to be emailed
How to Activate your LEEP Account <i>Attendees: Tribal POCs, Agency Heads and TACs</i>	Training deck to be emailed
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

***To ensure initial list of users obtain accounts and take training**