



**TRIBAL
ACCESS
PROGRAM**

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

Understanding the Memorandum of Agreement Process



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

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

Memorandum of Agreement (MOA) Overview



- What is an MOA?
 - Memorandum of Agreement (MOA) is a billing agreement between FBI CJIS and the Tribe for the collection of fees related to civil fingerprint submissions
- Why is the MOA important?
 - Civil ORIs will not be issued by CJIS without the agreement in place
- Who is involved from the Tribe?
 - The Tribal POC, Tribal Attorney and a designated MOA POC
 - MOA POC leads this 8-10 week process for the Tribe and coordinates directly with FBI CJIS
- Who is involved from the FBI?
 - Tracy Konieczny, FBI CJIS Fee Programs Unit
 - Heather Blizzard, FBI CJIS Fee Programs Unit

What is the process for establishing an MOA between the Tribe and FBI CJIS



Step 1 & 2: Due 12/9/19

1. Tribe provides MOA POC information to DOJ TAP (name, phone, email, address)
2. DOJ TAP provides MOA POC information to Tracy Konieczny and Heather Blizzard, FBI CJIS Fee Programs Unit

Step 3 (~2 weeks) By 12/27/19

3. Tracy and Heather emails the draft MOA to the MOA POC for review by the Tribe

Step 4 & 5 (~2 weeks) 1/3 – 1/23/20

4. Tribe will review the draft MOA through your internal process in draft form. Please include the tribal agency name where indicated, the Point of Contact, and the name and title of the signatory. Tracy and Heather will highlight the information that the Tribe needs to complete on the draft version
5. Tribe emails the draft MOA in Word format to the attention of Tracy Konieczny and Heather Blizzard via tkonieczny@fbi.gov and hablizzard@fbi.gov

What is the process for establishing an MOA between the Tribe and FBI CJIS (cont'd)



Step 6 & 7 (~3 weeks) 1/24-2/07/20

6. Tracy and Heather will finalize the document and send two originals through the approval process at FBI CJIS. This may take several weeks to complete.
7. Once the document is signed by CJIS, Tracy and Heather will forward the two originals to the MOA POC via U.S. mail. Included with the two originals will be the *Vendor Request Form*. This form is required for FBI CJIS to set up an account for your Tribe in their financial system. No signature is required on the *Vendor Request Form* and CJIS only needs steps 9 through 18 completed.

Step 8 & 9 (~2 weeks) 2/10-2/21/20

8. Tribal MOA POC will route the two originals through internal approval process for signature
9. After signing, the tribal MOA POC will mail one original to Tracy and Heather's attention in the envelope provided and will keep one original for the Tribe's records.

Step 10 (~1 week) 2/21-2/28/20

10. MOA POC will email one copy to tribalaccess@usdoj.gov so the TAP team has a copy to submit along with the ORI request to FBI CJIS.
11. When Tracy and Heather receive the original completely signed, they will notify the appropriate offices at FBI CJIS so the civil ORI requests can be processed.

Frequently Asked Questions



Q: Can the Tribe have a separate MOA between FBI CJIS and each user agency?

A: No. FBI CJIS can establish only one MOA with each Tribe.

Q: Can the Tribe make changes to the language in the MOA?

A: The Tribe may request changes to some of the wording but this will require an in-depth review by the FBI Office of General Counsel which can be a lengthy process and may/may not result in changes being accepted by FBI CJIS.

Q: Why does FBI CJIS need the draft MOA back in Word format?

A: This will allow FBI CJIS to clearly see any changes made to the draft and accurately incorporate into the final version.

Q: Can civil ORI requests be approved prior to the MOA being signed?

A: No. Therefore it is important that the signed MOA is in place at least 10 weeks prior to deployment to allow enough time for the ORI request to be processed by FBI CJIS and to configure the ORI into the TAP workstation before it ships.

Q: What's the fee for each submission?

A: Fees are subject to change:
Routine civil submissions – \$11.25
Volunteer submissions - \$9.25



- Questions regarding the selection of the Tribal MOA POC should be directed to your BRM and tribalaccess@usdoj.gov
 - Please use the title in the subject line “Tribe Name: Subject”
- Specific questions regarding the MOA should be addressed directly to Tracy and Heather via email: tkonieczny@fbi.gov and hablizzard@fbi.gov
- Public Site: www.justice.gov/tribal/onboarding-and-vetting and password is tribal2019
- JCIS Training and Learning Center:
<https://nexttest.just.jmd.usdoj.gov/cjin/index.php>



Please address your questions to the following individuals **AFTER** the MOA is complete and signed by both agencies:

- **Billing Transaction Inquiries**

Questions regarding rejected transactions, resubmissions, or requests for billing adjustments should be addressed to Sherry Weatherly by email at shweatherly@fbi.gov or by phone at (304) 625-3915

- **General Billing Inquiries**

Questions about a printed bill, how to open the billing CD, address and POC changes, and requests for copies of bill should be addressed to Julie Price by email at jlprice@fbi.gov or by phone at (304) 625-5566

- **Collections Inquiries**

Questions about payment options, balances due, and past due notices should be addressed to Heather Blizzard by email at hablizzard@fbi.gov or by phone at (304) 625-5255

- **Vendor Request Form**

Questions on how to complete the form should be addressed to Kelli Willis by email at knwillis@fbi.gov or by phone at (304) 625-5437