



United States Department of the Interior

Bureau of Indian Education

Human Resources

1011 Indian School Rd, Suite 150

Albuquerque, NM 87104

IN REPLY REFER TO:

(505) 563-5328

(505) 563-5329 (fax)

DATE: November 1, 2019

TO: Jackie Shamblin,
Human Resources Officer
Bureau of Indian Education

FROM: Sharon Pinto
Deputy Bureau Director, School Operations
Bureau of Indian Education

SUBJECT: Transferring Tribally Controlled School, Personnel Security Auditing Responsibilities, from School Operations, Grants Management Section to the BIE Personnel Security Branch of the Human Resources Office

This memorandum is to inform you that effective immediately, I am transferring responsibility for the auditing of Tribally Controlled Schools (TCS) background investigations from School Operations, Grants Management Section, to the BIE Personnel Security Branch of the Human Resources Office.

As discussed, the HR security staff have the required training and certifications to conduct employee background reviews; they have confidentiality measures in place; and, their involvement ensures consistency in the way the BIE Personnel Security Program functions as it pertains to the guidance the BIE is providing TCS, thus, further protecting the BIE from the appearance of applying different standards to BIE Operated schools verses the TCS.

Although Grants specialists, EPAs or ADD's will no longer be required to conduct this review, it is expected that the Personnel Security Branch and the Grants specialists will work together as necessary when third party audits of either parties program requirements are reviewed.

Sharon Pinto
Deputy Bureau Director, Bureau of Indian Education