



UNITED STATES DEPARTMENT OF THE INTERIOR

Bureau of Indian Education
1011 Indian School Rd. NW, Suite 150
Albuquerque, NM 87104

Case File Review Structure

To facilitate the Bureau of Indian Education (BIE) Personnel Security review process, each individual security file should be organized in a consistent chronological manner, with the most recent documents placed at the front of the file.

Electronic Security File Naming Conventions:

Use a consistent naming format, such as:

- Smith_John
- Smith_John_1234

Individual Security File Checklist

For each employee security file, include the following documents (as applicable):

Order	Required Documents
1.	Security Questionnaire / Employment Application
2.	Required Regulatory and Child Care Questions
3.	Authorization for Release of Information
4.	Supervisory Reference Checks
5.	Employment Verification Reference Checks
6.	Education Verification from an Accredited College/University (if a degree is required for the position)
7.	Local Law Enforcement Inquiries (LLEI) and Tribal Law Checks
8.	National Sex Offender Registry Check
9.	Federal Bureau of Investigation (FBI) Fingerprint Results
10.	State Criminal History Record (SCHR) Checks
11.	DD Form 214, Discharge Papers, and Separation Documents (if applicable)
12.	Adjudication Due Process Notice and Supporting Documentation (if applicable)
13.	Adjudication Summary Report or Case Summary
14.	Signed and Dated Certification of Investigation and Adjudication
15.	Provisional Hiring Documentation (P.L. 101-647 Line-of-Sight Supervision Form or equivalent), if applicable
16.	Form I-9, Employment Eligibility Verification

Additional Documentation Required for Review - Provide the following documents separately from the selected security files:

1. Employer Background Investigation Policy
2. Adjudicator Training Certificate(s) for each adjudicator
3. Two (2) Individual Vacancy Announcements