

NIGC

Presents

LASO Bootcamp

AGENDA

Hosting Tribe: Seneca Nation

Wednesday, May 20, 2026

Session Times	Session Titles and Descriptions
8:00 a.m. – 8:30 a.m.	Registration
8:30 a.m. – 9:30 a.m.	Icebreakers and Introductions
9:30 a.m. – 9:45 a.m.	Break
9:45 a.m. – 10:45 a.m.	CAU Panel A discussion of program functions, duties and CJIS compliance issues.
10:45 a.m. – 11:00 a.m.	Break
11:00 a.m. – 12:00 p.m.	NIGC Fingerprint Process A discussion on the status of NIGC Fingerprint Process resources. Learn more about L0008 error messages and when and how an FBI CJIS Biographic Verification Request can be used to further identify criminal history when biometric data “is too low to be used.”
12:00 p.m. – 1:30 p.m.	Lunch
1:30 p.m. – 2:30 p.m.	CAU Kiteworks Fingerprint Folders Review of the Fingerprint (FP) folders in Kiteworks for fingerprint fee invoices and statements. Kiteworks FP folder “members” can download invoices and statements. Learn how Tribal Management Services (TMS) users can leverage the TMS Portal for Transaction History data with daily, weekly or monthly reports.
2:30 p.m. – 2:45 p.m.	Break
2:45 p.m. – 3:45 p.m.	Awareness Training/CJIS Online/Authorized Personnel Lists Discuss Awareness Training in CJIS Online, Authorized Personnel Lists (APLs), and the Tribal Management Services (TMS) Portal.
3:45 p.m.	Recap/ Close the day

Thursday, May 21, 2026

Session Times	Session Titles and Descriptions
8:00 a.m. – 8:30 a.m.	Recap Day 1 Overview of foundational CJIS processes, Kiteworks and billing, and fingerprint processes.
8:30 a.m. – 9:30 a.m.	Criminal History Record Information (CHRI) and Compliance with 25 CFR Part 558.3(f) A discussion about CHRI and compliance with 558.3(f), including CHRI retention and how to achieve CJIS compliance within the context of NIGC regulations.
9:30 a.m. – 9:45 a.m.	Break
9:45 a.m. – 10:45 a.m.	NIGC and or FBI NGI / NCJITS Audit(s): What to expect! The session introduces the audience to the Next Generation Identification (NGI) and Noncriminal Justice Agency Information Technology Security (NCJITS) audits that are performed by the FBI and NIGC. It begins with the initial phone call to set up the audit, discussing the pre-audit material that is sent out, and walks the audience through the lifecycle of the audit.
10:45 a.m. – 11:00 a.m.	Break
11:00 a.m. – 12:00 p.m.	Outsourcing Basics Learn about the CJIS Resource Material resources available on our webpage and their application. Resources discussed include how to evaluate Noncriminal Justice Administrative Functions, drafting and successful submission of a Request for Permission to Outsource letter, and the sample audit checklists available after execution of the outsourcing agreement.
12:00 p.m. – 1:30 p.m.	Lunch
1:30 p.m. – 2:30 p.m.	LASO Duties and Handbook Discuss and review the Local Agency Security Officer (LASO) Handbook. Attendees will get an overview of the NIGC LASO Handbook and how to utilize it as a tool for developing their own policy and procedures.
2:30 p.m. – 2:45 p.m.	Break
2:45 p.m. – 3:45 p.m.	LASO Duties and Handbook <i>Continued.</i>
3:45 p.m.	Final Remarks