



Initial Steps to CJIS Compliance

1. Review the 2021 CHRI Memorandum of Understanding (MOU) with NIGC
 - a. Ensure all authorized personnel have reviewed the MOU.
2. Review the NIGC CJIS Resource Materials at <https://www.nigc.gov/technology/cjis-resource-materials>
3. Designate Local Agency Security Officer (LASO)
4. Update Authorized Personnel List (APL)
 - a. List all personnel with access to FBI CHRI received from NIGC; and
 - b. Send APL to NIGC Information Security Officer (ISO) at iso@nigc.gov.
 - c. Maintain up to date APL on site and on record with the NIGC ISO.
 - d. Maintain up to date Tribal Management Service (TMS) Portal user access.
<https://fp.nigc.gov/>
5. Provide and document initial security and privacy literacy training to all new system users per CJIS Security Policy (CJISSecPol) Version 5.9.2 Policy Area 5.2
 - a. At the discretion of the LASO, initial security and privacy literacy training can be obtained at <https://www.cjisonline.com/>
6. Develop/refine written internal TGRA policies to meet CJISSecPol requirements.
 - a. Policy Area 1—Information Exchange Agreements
 - b. Policy Area 2—Awareness and Training (AT)
 - c. Policy Area 3—Incident Response
 - d. Policy Area 4—Auditing and Accountability
 - e. Policy Area 5—Access Control
 - f. Policy Area 6—Identification and Authentication (IA)
 - g. Policy Area 7—Configuration Management
 - h. Policy Area 8—Media Protection (MP)
 - i. Policy Area 9—Physical Protection
 - j. Policy Area 10—Systems and Communications Protection
 - k. Policy Area 11—Formal Audits
 - l. Policy Area 12—Personnel Security
 - m. Policy Area 13—Mobile Devices
 - n. Policy Area 14—System and Services Acquisition (SA)
 - o. Policy Area 15—System and Information Integrity (SI)
7. Complete and document internal training on TGRA policies.
8. Complete and document authorized personnel training/penalty acknowledgment statements for TGRA policies.
9. Determine if a contractor for the TGRA performs noncriminal justice administrative functions with FBI CHRI from the NIGC. If so, the TGRA/Tribe must request and receive written permission from the FBI Compact Officer. (Please see CJIS Resource page **“Outsourcing Agreement Resources”**.)
10. Continue internal auditing/monitoring to maintain compliance with FBI requirements.
11. Complete annual training for users and for outsourced non-channelers.

Please contact the CJIS Audit Unit at cau@nigc.gov with any questions.

Updated: 04.17.2023