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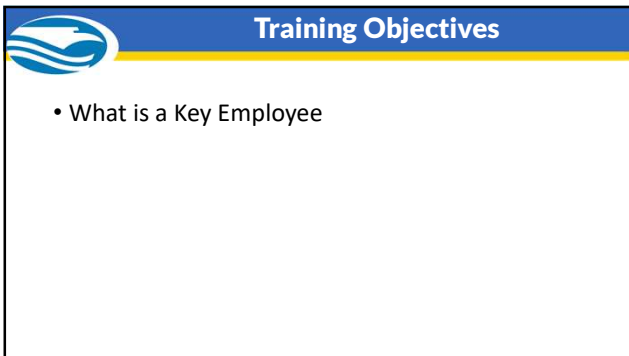
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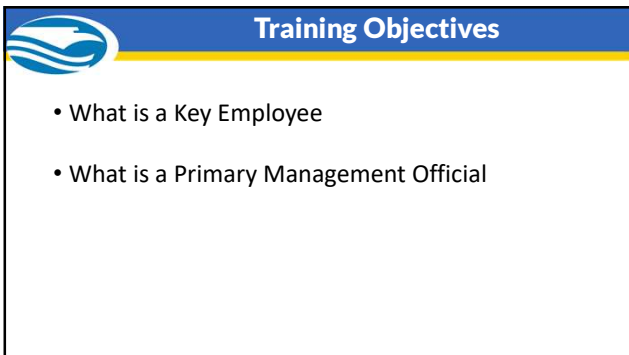
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**Training Objectives**

- What is a Key Employee
- What is a Primary Management Official
- What is the CHRI MOU

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**Training Objectives**

- What is a Key Employee
- What is a Primary Management Official
- What is the CHRI MOU
- Ensure CHRI MOU compliance

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**Appendix L**

**Key Employee/ Primary Management Official Classification Guide for CHRI MOU Compliance**

Under the 2020 Memorandum of Understanding (MOU) with the FBI, the National Indian Gaming Commission (NIGC) agrees to use CHRI solely for the purpose of determining an applicant's eligibility for employment as a key employee or primary management official at the Tribe's gaming operation, as defined in NIGC regulations, 25 C.F.R. §§ 502.14(a) - (c) and 502.19(a) - (c), and not for any other purpose.

If a Tribe has an executed MOU with the NIGC, Tribes are permitted to submit fingerprints to the FBI through the NIGC to obtain and use Criminal History Record Information (CHRI) for the sole purpose of making an employment and/or licensing determination of KEs and PMOs as defined in the FBI/NIGC MOU. The NIGC offers the following technical assistance to tribal gaming regulatory authorities (TGRA) for determining whether an applicant meets the definitions in the FBI/NIGC MOU.

Though there are some limitations, the position title can be an important indicator as to whether or not a gaming operation employee is a KE or a PMO. The proper classification of a gaming operation employee, however, depends upon the specific duties and responsibilities of the individual in their job position. For example, a Food and Beverage Manager, as an employee of a gaming operation with an annual compensation of \$47,000, without the ability to hire or fire employees, who does not handle cash or gaming supplies, is not a KE. But if the same Food and Beverage Manager gets a raise and makes in excess of \$50,000 in a year, becomes a KE. Another example is Environmental Services (EVS) staff. In general, EVS staff are employees of a gaming operation with individual "total cash compensation" less than \$50,000 a year. Nevertheless, if when the TGRA examines the individual's specific duties and determines that the night-shift EVS employee performs additional duties normally completed by a KE, the EVS employee is a KE. These duties must include one or more listed in NIGC regulation, 25 C.F.R. § 502.14 (a)-(c), such as receiving or handling gaming equipment, gaming revenue, or gaming revenue accounting records (including revenue records in gaming equipment). Once an employee's position transforms into a KE position, the employee must go through the KE licensing process and their fingerprints may be submitted through NIGC for purposes of receiving their

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**What is CHRI?** \_\_\_\_\_

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**What is CHRI?** \_\_\_\_\_

Criminal History Record Information (CHRI) means information collected by criminal justice agencies about individuals, consisting of identifiable descriptions and notations of arrests, detentions, indictments, or other formal criminal charges, and any disposition arising therefrom, including acquittal, sentencing, correctional supervision, and release.

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 **What is the CHRI MOU?**



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**KE/PMO clarification for compliance**

The definition of key employee and primary management official has not changed.

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**KE/PMO clarification for compliance**

The FBI and FBI/NIGC MOU have clarified which KE and PMO applicant fingerprints can be submitted through the NIGC under the MOU.

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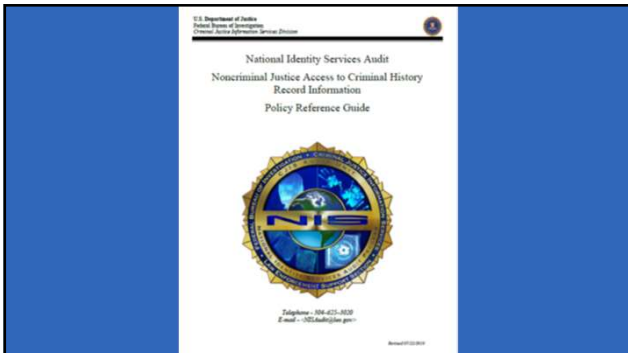
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 **Common Key Employee Traits**



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 **Common PMO Traits**

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 **Questions for KE Classification**

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 Questions for KE Classification

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 Questions for KE Classification

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 Questions for KE Classification

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 Questions for KE Classification

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 Questions for KE Classification

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 Questions for PMO Classification



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 Questions for PMO Classification



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 Questions for PMO Classification



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### NIGC Resources

- Updated Website  
<https://www.nigc.gov/compliance/CJIS-Training-Materials>
- Upcoming Regional Training Conferences00

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### Questions

Contact Information:  
[TrainingInfo@nigc.gov](mailto:TrainingInfo@nigc.gov)



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