|  |  |  |  |
| --- | --- | --- | --- |
| **INSERT TRIBE / TGRA NAME** | | **INSERT TRIBE / TGRA NAME** | |
| Criminal Justice Information Services Security Policy Area Configuration Management | | | |
| Approval Date: | **Click or tap to enter a date.** | Effective Date: | **Click or tap to enter a date.** |

**I. Purpose**

The purpose of this written process is to document compliance with the Criminal Justice Information Services Security Policy (CJISSECPOL), Policy Area Configuration Management (CM) requirements.

**II. Policy**

The **INSERT TRIBE / TGRA NAME** oversees the implementation of compliance responsibilities identified in the Memorandum of Understanding (MOU) with the National Indian Gaming Commission (NIGC) regarding Criminal History Record Information (CHRI), dated August 2021 (2021 CHRI MOU). The 2021 CHRI MOU was executed by **INSERT TITLE** and the NIGC on **Click or tap to enter a date.**

This document identifies the **INSERT TRIBE / TGRA NAME** process for Configuration Management as identified in [CJISSECPOL Version 6.0 dated December 27, 2024](https://le.fbi.gov/cjis-division/cjis-security-policy-resource-center).

**III. Procedure**

1. Based on **INSERT TRIBE / TGRA NAME** directives and business processes, the CHRI Network Diagram can be found at **INSERT LOCATION, FILENAME, ETC.**[[1]](#footnote-1)[CM-2 b]
2. Authorized personnel access FBI CHRI at the NIGC [Tribal Management Services (TMS) Portal](https://fp.nigc.gov) using a web browser (e.g., Google Chrome, Mozilla Firefox, etc.). Staff view CHRI response(s) from the TMS Portal. Staff do not download or print the CHRI response from the TMS Portal. Consistent with **INSERT TRIBE / TGRA NAME** background and licensing processes, staff verify any applicant CHRI disclosure(s) and/or obtain source record information to verify any reportable criminal charges as identified in 25 C.F.R.§ 556.4 (a)(8), (9) & (10).
3. Authorized personnel will ensure browser data history is cleared after each use of the TMS Portal. Clearing TMS Portal history data removes search box history, cookies, and other site data, cached images and files from the device utilized to access the TMS Portal.
4. The **INSERT TRIBE / TGRA NAME** will review and update this written process:
   1. annually;
   2. following any hardware or software changes to systems which process, store, or transmit CJI / CHRI, including when system components are installed or upgraded; and
   3. when security-relevant changes occur to the system, including security incidents. [CJISSECPOL CM-1 c; CM-2 c.3; CM-7 (1)]
5. If business process changes allow for the transmitting, processing, or storage of FBI CHRI from the NIGC, the **INSERT TRIBE / TGRA NAME** will ensure information system(s) are documented with a current baseline configuration, a previous version to support a rollback if necessary, and a complete current topological drawing depicting the interconnectivity of the agency network to CJI / CHRI systems and services. [CJISSECPOL CM-2 a, b, (3)]
6. If business process changes allow for the transmitting, processing, or storage of FBI CHRI from the NIGC, the **INSERT TRIBE / TGRA NAME** will issue properly configured CJISSECPOL complaint devices (e.g. mobile devices) to authorized personnel. [CJISSECPOL CM-2 (7)]
7. If business process changes allow for the transmitting, processing, or storage of FBI CHRI from the NIGC, the **INSERT TRIBE / TGRA NAME** will review, document, and implement configuration change control activities for CJI / CHRI hardware or software changes. Records of configuration-controlled changes for CJI / CHRI systems will be retained for two (2) years. [CJISSECPOL CM-3 (2), (4); CM-4 (2); CM-6; CM-7 (2), (5); CM-8 (1); CM-9; CM-10].
8. If business process changes allow for the transmitting, processing, or storage of FBI CHRI from the NIGC, the **INSERT TITLE** will ensure the **INSERT TRIBE / TGRA NAME** utilizes automated mechanisms to continuously (or at a minimum weekly) detect and respond to the presence of unauthorized hardware, software, or components within CJI / CHRI systems. [CJISECPOL CM-8 a, b; CM-11].
9. If business process changes allow for the transmitting, processing, or storage of FBI CHRI from the NIGC, the **INSERT TITLE** will ensure the **INSERT TRIBE / TGRA NAME** defines, documents, approves, and enforces physical and logical access restrictions associated with changes to CJI / CHRI systems. Physical and or logical access to CJI / CHRI systems will be restricted to authorized personnel and escorted visitors. If a contracted unescorted visitor performs a noncriminal justice administrative function(s), the **INSERT TITLE** will ensure written permission is obtained from the FBI Compact Officer prior to the performance of the function(s). [CJISSECPOL, CM-5]
10. If business process changes allow for the transmitting, processing, or storage of FBI CHRI from the NIGC, the **INSERT TITLE** will ensure the **INSERT TRIBE / TGRA NAME** documents the location, users, and changes of CJI / CHRI specific system components where information is processed, stored, or transmitted. [CM-12 (1)]

**IV. Self-Audit**

1. Complete the related NIGC sample audit checklist at [CJIS Resource Materials](https://www.nigc.gov/technology/cjis-resource-materials) as applicable.
2. Complete the [Sample Audit Checklist for Outsourcing](https://www.nigc.gov/wp-content/uploads/2025/07/20250723_Sample_Audit_Checklist_for_Outsourcing_Standards_for_Non-Channeling.pdf) as applicable.

**V. Tracking**

* 1. Identify storage and tracking.

1. Save all compliance documents at **INSERT LOCATION, FILENAME, ETC.**
2. Document compliance status by CJISSECPOL Policy Area at **INSERT LOCATION, FILENAME, ETC.**

D**ocument Revision History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Revision Date** | **Name** | **Role** | **Change Description** |
| 1.0 | 6/13/2024 | **Steiner, Steven** | **Author** | **Initial written process** |
| 1.1 | 8/15/2024 | **Steiner, Steven** | **Annual update** | **v5.9.5 update, process review** |
| 1.2 | 03/12/2025 | **Steiner, Steven** | **Update** | **V6.0 update, process review** |
| 1.3 | 03/25/2025 | **Steiner, Steven** | **Review** | **Verified updated hyperlink** |
| 1.4 | 07/07/2025 | **Steiner, Steven** | **Update** | **Outsourcing standards updated, verified hyperlinks.** |
| 1.5 | 07/24/2025 | **Steiner, Steven** | **Update** | **New webpage hyperlinks** |

1. *See* LASO Handbook, Part B and the sample Network Diagram, located at [CJIS Resource Materials](https://www.nigc.gov/technology/cjis-resource-materials). [↑](#footnote-ref-1)