



# United States Department of the Interior

BUREAU OF INDIAN EDUCATION  
Human Resources Office  
Albuquerque, New Mexico 87104

## Case File Review Structure

In order for the Bureau of Indian Education (BIE) to effectively conduct security case file reviews, we request that they be scanned into one Adobe PDF document. When scanned into a PDF please have the documents scanned in the order shown below. This scanning structure allows BIE to go through the file in a streamlined manner in conjunction with our program review checklist. Please use the following naming convention when the document is saved: Last Name\_Last four of SSN. Example: Smith\_1234

1. Job application
2. Privacy release form
3. Risk level designation
4. Background investigation(s) in chronological order based on most recent
5. Reference checks
6. College/university transcripts, if degree required for position
7. Verification that college/university was accredited, if degree required for position
8. I-9, Employment Eligibility Verification
9. DD Form 214, Discharge Papers and Separation Documents, if applicable
10. Security questionnaire
11. State Criminal History Checks
12. National Sex Offender Registry check
13. Local Law Enforcement Inquiries (LLEI)
14. Federal Bureau of Investigation fingerprint results
15. Adjudication due process documentation, if applicable
16. Signed and dated adjudication certification
17. Adjudication summary report