



Department of Information Technology

TITLE: *Tribal Collaboration and Communication
Policy*

POLICY NUMBER: *DOIT-361-109-A Version 1.0*

POLICY OWNER: *Tribal Liaison*

POLICY SPONSOR: *Secretary Ackley*

AGENCY: 361

ISSUE DATE: 1/3/2012

EFFECTIVE DATE: 1/3/2012

REVISED DATE: original

NEXT REVIEW DATE: 6/3/2012

1. AUTHORITY:

- 1.1 New Mexico State Statue 9-27 INMSA 1978 Department of Information Technology Act
- 1.2 New Mexico State Statue 11-18 NMSA 1978 State-Tribal Collaboration Act.

2. REFERENCES:

- 2.1 State Personnel Board Rule, 1 NMAC 7, 11 Discipline

3. PURPOSE AND SCOPE:

- 3.1 The purpose of the Tribal Collaboration and Communication Policy is to foster, facilitate, and strengthen positive government to government relations between the Department and New Mexico's Native Nations

4. DEFINITIONS:

- 4.1 Agency: A department, commission, board, or institution of the State of New Mexico.
- 4.2 Annual Report: The State-Tribal Collaboration Act Fiscal Year Department of Information Technology Agency Report.
- 4.3 Department: Department of Information Technology
- 4.4 DoIT: Department of Information Technology
- 4.5 Employee(s): State of New Mexico employee(s) who work for the Department of Information Technology.
- 4.6 Native Nations: Indian Nation, Tribe or Pueblo; any federally recognized Indian nation, tribe or pueblo located wholly or partially in New Mexico.

- 4.7 Tribal Liaison: The individual assigned by the Department for government-to-government relations, communication, and education to assist Native Nations and the Department to work effectively with each other.

5. POLICY:

- 5.1 The Department shall comply with New Mexico State Statute 11-18 NMSA 1978 State-Tribal Collaboration Act and make a reasonable effort to collaborate with Native Nations in the development and implementation of policies, agreements and programs of the Department that directly affect Native Nations.
- 5.2 The Department shall designate a Tribal Liaison. The Tribal Liaison shall serve as a contact person who shall maintain ongoing communication between the Department and affected Native Nations. The Tribal Liaison shall work with the Native Nations programs to improve state-tribal interactions and resolve potential issues in improving the delivery of Department services to Native Nations.
- 5.3 The Department shall ensure that employees are provided with training, technical assistance and other supports necessary to work within culturally diverse communities.
- 5.4 Employees shall participate in ongoing professional development and in-service tribal protocol training for building knowledge awareness and skills in the area of cultural competence.
- 5.5 The Department shall submit a Annual Report, no later than July 31st to the Indian Affairs Department on the activities of the Department pursuant to the State-Tribal Collaboration Act; New Mexico State Statute 11-18-4-C NMSA 1978.

6. PROCEDURES:

- 6.1 Identify Department employees that have assigned work related to or communication with Native Nations and maintain a roster of these identified employees.
- 6.2 Employees identified will attend mandatory training as provided by the Department of Indian Affairs to include "Cultural Competency Training". The Department will maintain a list of those employees that successfully completed the course.
- 6.3 The Department will maintain a current contact list of individuals that the Department has business relationships specific to Information Technology with Native Nations.
- 6.4 The Department will notify employees via email annually as to the State-Tribal Collaboration Act, The Department Tribal Collaboration and Communication Policy, and Annual Report.
- 6.5 All Department employees assigned work related to or communicate with any Native Nations should read and sign the Acknowledgement Form for this policy.

7. FORMS:

7.1 Policy Acknowledge Form

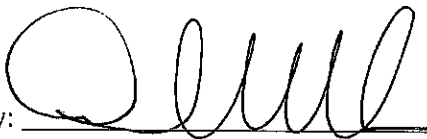
8. MANAGEMENT:

8.1 Appropriate and timely notification will be made regarding change(s) in policy or procedures, as deemed appropriate by the Department Secretary.

8.2 Each reported infraction of this policy will be handled on it's own merit and may be subject to disciplinary action in conjunction with the State Personnel Board Rule, 1 NMAC 7, 11 Discipline.

8.3 The Department's Office of Policy and Assessment will review this policy in accordance with the Department's Policy Management Plan.

9. APPROVAL:

Approved By:  Date: 1/17/2012
Darryl Ackley, Secretary
Department of Information Technology

ATTACHMENT A: Acknowledgement Form

I have received, read, and understood the **Policy: *Tribal Collaboration and Communication* DOIT-361-109**. I understand it is my responsibility to adhere to this policy.

Should I have any questions I will notify the DoIT Human Resources Office.

Printed Name

Signature

Title

Date (mm/dd/yyyy)