



## 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 Statute 9-27 INMSA 1978 Department of Information Technology Act
- 1.2 New Mexico State Statute 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.

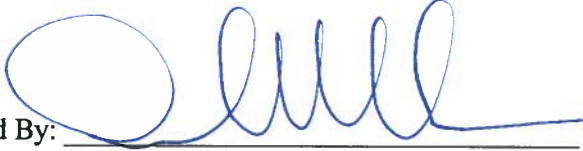
**7. FORMS:**

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)