



United States Department of the Interior
BUREAU OF INDIAN AFFAIRS
Office of Justice Services

Dear Interested Applicant,

Thank you for your interest in pursuing an employment opportunity with the Bureau of Indian Affairs, Office of Justice Services.

In order to be considered for a position with the Office of Justice Services, you will need to submit the following information:

- ❖ Form – OJS Pre-Employment Screening Questionnaire
- ❖ Resume – Including at a minimum of three (3) references
- ❖ Form - GSA3607 – Motor Vehicle Operator’s License and Driving Record
- ❖ Form – OF306 – Declaration of Federal Employment
- ❖ Copy of BIA-4432 Verification of Indian Preference for Employment
- ❖ Copy of DD-214 Military Service Record/Separation Documentation
If claiming Veterans preference for the position
- ❖ Copy of most recent SF50 – Notification of Personnel Action
If previously employed by the Federal Government

If you would like an exciting Federal career in criminal justice, apply today by submitting your pre-employment packet to one of the following locations:

For positions of interest in District 1 (ND, SD and NE):

Bureau of Indian Affairs
Office of Justice Services District 1
Attention: Recruitment
115 4th Ave, S.E. Suite 400
Aberdeen, South Dakota 57401
Phone: 605/226-7653

For all other positions of interest:

Bureau of Indian Affairs
Office of Justice Services
Attention: Recruitment
1849 C Street NW, MS-2603 MIB
Washington, DC 20240
Phone: 202/208-3438