

**DEPARTMENT OF PUBLIC SAFETY
MISSISSIPPI JUSTICE INFORMATION CENTER**



N-DEX Agency Coordinator Form

Please TYPE or Print the name of your N-Dex Agency Coordinator (NAC) and the date of this appointment or change.

When you have completed this form, please return to:

**Criminal Information Center
3891 Highway 468 West
Pearl, MS 39208**

Fax: (601) 933-2662

Agency ORI: _____

Agency Name: _____

Name of NAC: _____

E-mail Address: _____

Assistant NAC: _____

Email Address: _____

Date of Appointment: _____

Signature of Agency Head

Date

**MISSISSIPPI
DEPARTMENT OF PUBLIC SAFETY
CRIMINAL INFORMATION CENTER**



MEMORANDUM

TO: N-DEX Agency

FROM: Barbara Broadway, Division Director
MS CJIS Systems Officer

SUBJECT: N-DEX Agency Coordinator (NAC)

DATE:

The N-DEX Policy Manual, Section 1.6.4, states that the CSO or designee shall ensure an N-DEX Agency Coordinator (NAC) is designated within each agency which accesses N-DEX. The NAC serves as the POC for the CSO at the local agency for matters relating to N-DEX. The NAC administers N-DEX within the local agency and oversees the agency's compliance with N-DEX system policies. The NAC may also be the agency's TAC. An agency may change its NAC at any time, but must notify the CSA in writing of the change. It is recommended an alternate be assigned as a back-up to assist with performing the administrative duties in case of emergency or personnel changes. One individual may perform all administrative roles, or the roles may be assigned to several individuals.

If you have any questions regarding this memorandum, please feel free to contact me @ 601 933-2650.