

**THE NAVAJO NATION
PERSONNEL ACTION FORM**

Revised: 10/01/2014

Employee Position I.D. No. DPM USE ONLY

<input type="checkbox"/> Employment Notice	<input type="checkbox"/> Change Notice	<input type="checkbox"/> Termination Notice	Effective Date
Last Name	First	Middle	Address
			City/State/Zip Code
Social Security Number			
Census Number	Marital Status	Gender	Date of Birth
		Ethnic Code	Worksite
Division /Department			Department No.
Business Unit Number			
Position Title		Class Code	Grade Step
		Hourly Rate	Per Annum
REMARKS: _____ _____ _____			
Employee Signature	Date	Type of Termination: <input type="checkbox"/> Resignation <input type="checkbox"/> Discharge <input type="checkbox"/> Layoff	
Department Acceptance	Date	This section must be completed to ensure that all Tribal monies/property during employment has been accounted for by the Financial Services Department and respective Nation Offices.	
Department Release	Date	Cashiers _____	Accts. Rec. (OOC) _____
Department of Personnel Management	Date	Travel Advances _____	Accts. Rec. (Vets./Pers.) _____
		Tribal Housing _____	Retirement Office _____
		Fleet Management _____	Credit Services _____
		Group Insurance _____	Property _____
			P Card Office _____
Clearance by initial from each section/departments.			

**THE NAVAJO NATION
PERSONNEL ACTION FORM**

Revised: 10/01/2014

Employee Position I.D. No. DPM USE ONLY

<input type="checkbox"/> Employment Notice	<input type="checkbox"/> Change Notice	<input type="checkbox"/> Termination Notice	Effective Date
Last Name	First	Middle	Address
			City/State/Zip Code
Social Security Number			
Census Number	Marital Status	Gender	Date of Birth
		Ethnic Code	Worksite
Division /Department			Department No.
Business Unit Number			
Position Title		Class Code	Grade Step
		Hourly Rate	Per Annum
REMARKS: _____ _____ _____			
Employee Signature	Date	Type of Termination: <input type="checkbox"/> Resignation <input type="checkbox"/> Discharge <input type="checkbox"/> Layoff	
Department Acceptance	Date	This section must be completed to ensure that all Tribal monies/property during employment has been accounted for by the Financial Services Department and respective Nation Offices.	
Department Release	Date	Cashiers _____	Accts. Rec. (OOC) _____
Department of Personnel Management	Date	Travel Advances _____	Accts. Rec. (Vets./Pers.) _____
		Tribal Housing _____	Retirement Office _____
		Fleet Management _____	Credit Services _____
		Group Insurance _____	Property _____
			P Card Office _____
Clearance by initial from each section/departments.			