



MEMORANDUM

TO: Division/Executive Directors and Department/Program Managers
EXECUTIVE AND LEGISLATIVE BRANCHES

FROM: *Charlotte Bighthumb*
Charlotte Bighthumb, Human Resources Director
Department of Personnel Management

DATE: December 9, 2024

SUBJECT: REVISION TO PERSONNEL ACTION FORM (PAF)

Please be informed that effective immediately, the Department of Personnel Management (DPM) will implement the attached revised Personnel Action Form (PAF). The PAF revisions include changes to the "Clearance Signature" section which has been updated.

To ensure proper notification and clearance when leaving employment with the Nation, all programs are responsible for obtaining clearance signature as a part of the offboarding process to properly clear the assignment of an employee separating from Nation employment.

Further, a Termination notice must be submitted to ensure that the employee receive payment for their accrued annual leave hours and/or 401k payout. Failure to submit the required PAF in a timely manner delays payment to former employees.

To prevent any future issues or delays, your adherence in utilizing the revised form is paramount. If you have any questions, please contact DPM at (928) 871-6330.

XC: Reycita Toddy, Division Director, DHR
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