



Years of Service/Employment History Document Checklist

This checklist is provided to help guide you in completing and submitting a request for a Years of Service (YOS) or Employment History. The timeframe for completion of your request can take up to two (2) to ten (10) business days. It may take longer if Microfiche Records are needed from DGS/Records Management. If you have any questions or need guidance, please contact the Records Section at (928) 357-6697.

Years of Service

A Years of Service request will provide you with a total amount of years with the Navajo Nation. No other information will be provided in regards to position titles held and departments worked for. Please provide the following:

- A memorandum addressed to Charlotte Bighthumb, Human Resources Director, that indicates a request for a years of service calculation
 - Include:
 - First, Middle, Last Name
 - Any Other Names Used Previously
 - Date of Birth
 - Last Four (4) Digits of Social Security Number (SSN)
 - Current Mailing Address
 - Current Phone Number
- A copy of your valid State-Issued Identification Card, i.e. driver's license

Employment History

An Employment History will provide you with the Dates, Departments, and Position Titles you had with the Navajo Nation. If salary information is needed, please indicate in the memo. Please provide the following:

- A memorandum addressed to Charlotte Bighthumb, Human Resources Director, that indicates a request for an employment history.
 - Include:
 - First, Middle, Last Name
 - Any Other Names Used Previously
 - Date of Birth
 - Last Four (4) Digits of Social Security Number (SSN)
 - Current Mailing Address
 - Current Phone Number
- A copy of your valid State-Issued Identification Card, i.e. driver's license

Submit documents to DPM_RecordsGroup@dpm.navajo-nsn.gov OR fax to (928) 357-6750

Department of Personnel Management
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