



MEMORANDUM

TO : Division Directors, Department and Program Managers  
Executive and Legislative Branches

FROM : Bernadette Bernally  
Bernadette Bernally, Human Resources Director  
Department of Personnel Management

DATE : November 7, 2012

SUBJECT : PERSONNEL ACTION FORMS (PAF)

All departments/programs are to submit two (2) Personnel Action Forms (PAF) for all personnel actions (i.e., employment, promotions, demotions, transfers, terminations, reclassifications, etc.) utilizing the attached format. Each PAF must include the required signatures from the employee, appropriate supervisor/manager and contract accounting. PAFs are to be prepared with no errors or type overs. PAFs will be returned to the initiating program for correction if typographical errors are detected.

The Department of Personnel Management (DPM) has a very limited operating budget and is unable to continue make copies considering the large volume of PAFs being processed. Currently, departments/programs submit only one (1) copy of the PAF and each time a PAF is approved and processed, the Human Resources Technicians make two (2) copies of the PAF for the department and employee. This process has become very costly and time consuming and takes the Human Resources Technician away from their processing time. In our efforts to improve and expedite the processing time of PAFs, the DPM is implementing this change.

Therefore, DPM will no longer accept NCR multiple copy PAFs or PAFs with carbon paper, beginning Pay Period Ending December 14, 2012. DPM will accept PAFs on a regular 8X11 inch letter size paper with two (2) PAFs per page. The PAFs when processed and scanned will be forwarded back to the initiating department. An Excel fill-in format Personnel Action Form will be available on the DPM website at <http://www.dpm.navajo-nsn.gov/>.

The box in the upper right hand corner of the PAF is for DPM USE ONLY and must remain blank. DPM is having problems with departments inserting the position numbers and many times this information is incorrect. The HR Technicians do not have any authority to make changes on PAFs and PAFs submitted with this box filled in will be returned. Should you have any questions, please contact me at 928.871.6150 concerning these changes.

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