



**MEMORANDUM**

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

FROM: *Tomicita Woodie*  
Tomicita Woodie, Human Resources Director  
Department of Personnel Management

DATE: July 17, 2023

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 will now require clearance signatures from the Navajo Nation Department of Information Technology (DIT) and the Office of the Controller | Financial Management Information System (FMIS) Section.

It has come to our attention that employees who have separated their employment with the Navajo Nation continue to have access to their assigned Navajo Nation email and access to JD Edwards FMIS System. To ensure proper notification and clearance when leaving employment with the Nation, all programs are now 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 employees 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: Debbie Nez-Manuel, Division Director, DHR  
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