

SAMPLE

THE NAVAJO NATION
PERSONNEL ACTION FORM

Employee Position I.D. No.

DPM USE ONLY

<input type="checkbox"/> Employment Notice	<input checked="" type="checkbox"/> Change Notice	<input type="checkbox"/> Termination Notice	Effective Date October 1, 2025	
Employee Name (Last, First Middle) Doe, John Yazzie		Mailing Address (City, State, Zip Code)		Social Security Number 000-00-0000
Census Number	Marital Status	Gender	Date of Birth	Ethnic Code
Division /Department DHR Department of Personnel Management		Department Number 022	Business Unit Number 114009.1001	
Position Title Office Specialist		Class Code 1366	Grade Step GFA8A	Hourly Rate \$ 17.32
				Per Annum \$ 36,164.16
Remarks : Rate Adjustment per the FY 2026 Compensation Study				
Employee Signature UNAVAILABLE FOR SIGNATURE		Date		
Department Acceptance REQUIRED		Date		
Department Release		Date		
Department of Personnel Management		Date		
Type of Termination: <input type="checkbox"/> Resignation <input type="checkbox"/> Discharge <input type="checkbox"/> Layoff				
This section must be completed to ensure that all Tribal monies/property during employment have been accounted for by the following Departments.				
Cashiers Office _____		Accts Rec. _____		
Travel Advances _____		Veterans Admin _____		
Employee Housing _____		Retirement Ofc _____		
Fleet Management _____		Credit Services _____		
Employee Benefits _____		Property Mgmt _____		
Dept of Into Tech _____		P-Card Section _____		
		FMIS Section _____		
Clearance by initial from each section/departments.				

Type of Action: **Rate Adjustment per the FY 2026 Compensation Study**

Notice Type: **Change**

Pursuant to the Navajo Nation Personnel Policies Manual ("NNPPM") §VII.D.(2), the Department of Personnel Management ("DPM") hereby issues new Salary Schedules for immediate implementation by all divisions/departments of the Navajo Nation Executive and Legislative Branches. The following schedules are effective on 10/01/2025 and supersede all previous schedules and shall be utilized for all personnel matters relating to recruitment, payroll, benefits, retirement and budgeting.

New Salary Schedules

New Schedule ID: GFA	Applicability: Non-Exempt & Exempt Titles	Replaces: CL, CM, CN
New Schedule ID: EXA	Applicability: Executive Titles	

Non-General Funds shall consist of all other fund types i.e., Fiduciary Fund, Permanent Fund, Proprietary Fund - Enterprise, Proprietary Fund - Internal Service and Special Revenue - Internal. All External and Non-General Funds shall identify funds within their current budget and shall complete a Budget Revision Request (BRR) prior to implementing the new rates. To determine an employees placement on the new salary schedule, please contact DPM for assistance.

The following programs are not impacted by the implementation of the compensation study and should continue utilizing their current schedules:

- Navajo Head Start – Salary Schedules CO/CP
- Division for Children and Family Services – Salary Schedules CFA/CFB

ATTACHMENTS & SUPPORTING DOCUMENTS

- Approved Budget and/or Approved Budget Revision Request (BRR) - Copy

PAF REQUIREMENTS

- Employee's Signature is preferred but not required. If the employee is unavailable, the PAF must state "Unavailable for Signature"
- Department Acceptance Signature & Date

- Annual Salary is calculated at 2,088 hours pursuant to the Navajo Nation FY'26 Budget Instructions Manual (BIM).

Note: The Per Annum for Seasonal or Regular Part-Time employees shall be calculated by multiplying the estimated total number of work hours by the employee's hourly rate

OTHER REQUIREMENTS

- If the position is funded by an external contract and/or grant, verification from Contract Accounting/OOC is required prior to submitting the PAF to the DPM.