



The Navajo Nation

JOE SHIRLEY, JR.
PRESIDENT

BEN SHELLY
VICE-PRESIDENT

MEMORANDUM

TO : ALL DIVISION DIRECTORS, DEPARTMENT AND PROGRAM MANAGERS
EXECUTIVE AND LEGISLATIVE BRANCHES

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

DATE : December 07, 2010

SUBJECT : **AUTOMATION OF CONTRACT EXTENSIONS AND/OR CHANGE
IN BUSINESS UNIT NUMBERS**

All divisions, department and programs are to utilize the attached Automation of Extension of Assignments and/or Change in Business Unit Numbers Procedures and adhere to the appropriate deadlines when submitting requests for automation.

Each program is responsible for obtaining the required signatures on the Request for Automation of Personnel Action Forms (PAF) from the Office of Management and Budget (OMB) Contracts and Grants and the Office of the Controller; and for submitting the approved request to the Department of Personnel Management two (2) weeks (14 days) prior to the budget and/or contract end date; whichever, coincides with the assignment end date. There will be no **exceptions** to the deadline. If a request is submitted after the deadline, a manual PAF will need to be submitted with an approved budget.

The authorized signatures on the Request for Automation of PAF form include the Division Director of the requesting program, the Controller or the Assistant Controller of the Office of the Controller and the Contracting Officer of the Office of Management and Budget-Contracts and Grants.

Should you have any questions regarding these procedures, please contact DPM at (928) 871-6150. Thank you.

Distribution

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DEPARTMENT OF PERSONNEL MANAGEMENT

P.O. Box 7080, Window Rock, AZ 86515

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PROCEDURES
EXECUTIVE AND LEGISLATIVE BRANCHES
DEPARTMENT OF PERSONNEL MANAGEMENT

SUBJECT:	Automation of Extension of Assignments and/or Change in Business Unit Numbers	RELEASE DATE: 12/07/2010
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PURPOSE

To provide guidance on the automation of contract extensions, change in business unit numbers and extension of employee assignments.

APPLICABILITY

1. These guidelines apply to all regular status (full-time and part-time) employees.
2. Exception: These guidelines do not apply to Public Employment Program (PEP) and Summer Youth Employment.

PROCEDURES

The following procedures are to be utilized when requesting the automation of contract extensions, extension of assignments and change in business unit numbers.

1. A program whose budgets or contract is ending may submit an approved Request for Automation of Personnel Action Form (PAF) and an approved budget, budget transfer or budget modification.
2. Each program is responsible for obtaining the required signatures on a Request for Automation of Personnel Action Forms from the Office of Management and Budget or Office of Contracts and Grants and the Office of the Controller; and submitting the approved request to the Department of Personnel Management (DPM).
3. All employees assigned to a position under the Business Unit listed on the request form will have their assignment date extended and/or business unit number changed through automation provided that the program submits a signed written Request for Automation of PAF Form and an approved budget, budget transfer, or budget modification two (2) weeks (14 days) prior to the budget end date. There will be **no exceptions** to the deadline. If submitted after the deadline, a manual PAF would need to be submitted with an approved budget.

4. Employees whose assignment date will be extended through automation will utilize the same position title, grade/step, employment status and pay status. The only changes allowed in the automation process will be the extension of assignment end date and change in business unit number. Any other changes below will require a manual PAF:
- Any changes, such as business unit number, funding source, termination, promotion, transfer, etc., occurring on or after the implementation date.
 - Employees who are on acting status assignment or on any other type of special assignment.
 - Employees who are on any type of leave without pay status, i.e. Family Medical Leave, suspension, etc.
 - Employees whose assignment has a not to exceed date before the budget end date.
 - Temporary employees.
 - Cost allocated positions.

FORMS REQUIRED:

Request for Automation of PAF Form
Copy of Approved Budget



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MEMORANDUM

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

FROM : _____
Program/Department Manager
Program / Department Name
Division Name

DATE :

SUBJECT : **Request for Automation of Personnel Action Forms (PAF)**

This memorandum is to request automation of Personnel Action Forms (PAFs) for extension of assignment and/or change in business unit number(s) for the following business unit number(s):

To Be Completed by Program/Department	To Be Completed by OMB/Contracts and Grants	
Old Business Unit Number	New Business Unit Number	New Budget End Date

We certify that budgets for these business units have been approved and funds are available to cover the expenditures incurred for these employee assignment extensions and we authorize the Department of Personnel Management to automate the extension of assignment(s) and/or change in business unit. We will also ensure copies of approved budgets will be provided to the Department of Personnel Management prior to the automation of the extension of assignments and/or change in business unit(s).

Division Director's Signature

Contracting Officer's Signature

AUTHORIZATION FOR EXPENDITURE OF FUNDS:

DPM APPROVAL:

Controller's/Assistant Controller's Signature

Human Resources Director's Signature