



MEMORANDUM

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

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

DATE : March 24, 2011

SUBJECT: FISCAL YEAR 2011 PERFORMANCE STEP INCREASES

Pursuant to Navajo Nation Council, Resolution CF-09-11, adopting the Navajo Nation Fiscal Year 2011 Comprehensive Budget, funding for performance step increases was not approved for the FY 2011 budget. Therefore, the costs for step increases for eligible employees for the applicable rating period must be absorbed by the respective program's FY'2011 budget.

All step increases must be in accordance with the Navajo Nation Personnel Policies Manual and the Performance Step Increase Procedures. The procedures for step increases are as follows:

1. Program must submit a Step Increase Recommendation/Approval Form (SIRAF) to the Department of Personnel Management (DPM), by the established deadline date, for review and approval.
2. DPM will generate the Personnel Action Form (PAF) and approval memorandum to the program for eligible employees outlining the documents required for implementation i.e., copy of an approved Budget Revision Request.
3. The respective program will prepare Budget Revision Request pursuant to the Budget Instructions and Policies Manual, Section IX.B.3.a.(2) and 7; and submit the request and approved SIRAF to the Office of Management and Budget (OMB) for verification of funds availability.
4. If funds are available, OMB will approve Budget Revision Request and sign SIRAF to verify funds availability.
5. Program must submit the PAF and a copy of the approved Budget Revision Request to DPM.
6. DPM will input the approved PAF and budget information.
7. Payroll will process the step increase with the next scheduled payroll. **No** demand payments will be honored.

Should you have any questions, please contact DPM/Classification and Pay Office at (928) 871-7419. Thank you.

CONCURRED:

Mark Grant  
 Mark Grant, Controller  
 Office of the Controller

Dominic Beyer 3/31/11  
 Dominic Beyer, Executive Director  
 Office of Management and Budget

xc: Honorable Ben Shelly, President, OPVP  
 Honorable Johnny Naize, Speaker, Office of the Speaker  
 Reycita Toddy, HRCP Manager, DPM  
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