



# The Navajo Nation

JOE SHIRLEY, JR.  
PRESIDENT

BENNIE SHELLY  
VICE-PRESIDENT

## MEMORANDUM

TO : All Navajo Nation Divisions, Departments and Programs  
Executive and Legislative Branches

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

DATE : January 27, 2010

SUBJECT : JOB VACANCY ANNOUNCEMENT SUBMISSION SCHEDULE

Attached for your information is an updated Job Vacancy Announcement (JVA) Submission and Advertisement Schedule for calendar year 2010.

The following guidelines are to be utilized when advertising positions on the Department of Personnel Management (DPM) bi-weekly job vacancy listing.

1. Programs **must** submit a hard copy of the JVA using the Excel template available on DPM's website at [www.nndpm.navajo.org](http://www.nndpm.navajo.org). The JVA **must** have all required signatures and contact information (i.e., name and telephone number of contact person). In addition, programs **must** e-mail a copy of the JVA to Tia M. Capitan, Human Resources Technician at [tia.capitan@nndpm.navajo.org](mailto:tia.capitan@nndpm.navajo.org) to be posted on DPM's website. **(If the electronic copy is not in Excel format, it will not be accepted.)**
2. Programs who wish to re-advertise a position may do so by submitting a written request to DPM in accordance with the JVA Submission and Advertisement Schedule. The request must provide justification for re-advertisement if a pool of applications were referred by DPM, including copies of the non-selection letters sent to the unsuccessful applicants and the applications.
3. All JVAs with incorrect information (i.e., incorrect position title, worksite, salary) or utilizing the incorrect format will be returned.
4. Programs may request to advertise hard to fill positions on an Open Until Filled (OUF) basis, with PRIOR approval from the HR Director.
5. The job vacancy listing is published bi-weekly, which allows positions to be advertised for ten working days.

Programs may advertise in area newspapers or publications, however, programs must ensure that position descriptions, closing dates, salary information and contact information are consistent **with the JVA**. In addition, advertisements must include the following statement, "Veterans' Preference Applies" and "The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act (NPEA)".

Your adherence to these guideline and deadlines will be appreciated. Should you have any questions, please contact the DPM at (928) 871-6722. Thank you.

Attachment

### DEPARTMENT OF PERSONNEL MANAGEMENT

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

Telephone: (928) 871-6330; Fax: (928) 871-6976; Website: [www.nndpm.navajo.org](http://www.nndpm.navajo.org)

## Department of Personnel Management Job Vacancy Announcement Submission/Advertisement Schedule

<b>JVA Due to DPM (by 5pm)</b>	<b>Advertisement</b>	
	<b>FROM</b>	<b>TO</b>
December 18, 2009	January 4, 2010	January 15, 2010
December 31, 2009	January 19, 2010	February 1, 2010
January 15, 2010	February 1, 2010	February 12, 2010
January 29, 2010	February 16, 2010	March 1, 2010
February 12, 2010	March 1, 2010	March 12, 2010
February 26, 2010	March 15, 2010	March 26, 2010
March 12, 2010	March 29, 2010	April 9, 2010
March 26, 2010	April 12, 2010	April 23, 2010
April 9, 2010	April 27, 2010	May 10, 2010
April 23, 2010	May 10, 2010	May 21, 2010
May 7, 2010	May 24, 2010	June 8, 2010
May 21, 2010	June 7, 2010	June 18, 2010
June 4, 2010	June 21, 2010	July 2, 2010
June 18, 2010	July 5, 2010	July 16, 2010
July 2, 2010	July 19, 2010	July 30, 2010
July 16, 2010	August 2, 2010	August 16, 2010
July 30, 2010	August 16, 2010	August 27, 2010
August 13, 2010	August 30, 2010	September 13, 2010
August 27, 2010	September 13, 2010	September 24, 2010
September 10, 2010	September 27, 2010	October 8, 2010
September 24, 2010	October 11, 2010	October 22, 2010
October 8, 2010	October 25, 2010	November 5, 2010
October 22, 2010	November 8, 2010	November 22, 2010
November 5, 2010	November 22, 2010	December 7, 2010
November 19, 2010	December 6, 2010	December 17, 2010
December 3, 2010	December 20, 2010	January 4, 2011
December 17, 2010	January 3, 2011	January 14, 2011
December 31, 2010	January 18, 2011	January 31, 2011