



# 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 : October 5, 2010

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

All divisions, departments 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 by October 7, 2010. There will be **no exceptions** to the October 7, 2010 deadline. If 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 only. Any requests submitted with signatures other than those indicated above will not be accepted and will be returned with no action.

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

## ATTACHMENT

XC: File



**PROCEDURES  
EXECUTIVE AND LEGISLATIVE BRANCHES  
DEPARTMENT OF PERSONNEL MANAGEMENT**

SUBJECT:	<b>Automation of Extension of Assignments and/or Change in Business Unit Numbers</b>	RELEASE DATE: 10/04/10
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**PURPOSE**

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

**APPLICABILITY**

1. These guidelines apply to all regular status (full-time and part-time) and temporary 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. All Contract and Grant funded programs whose contracts end on September 30, 2010 are required to 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 (PAF) from the Office of Management and Budget (OMB) Contracts and Grants and the Office of the Controller; and submitting the approved request to the Department of Personnel Management (DPM).
3. Programs with positions that are cost allocated among more than one funding source are required to submit and an approved budget, budget transfer, or budget modification for each business unit number.
4. Employees assigned to a Contract or Grant funded position (with the exception of those listed in 5 below) will have their assignment date extended and/or

business unit number changed provided that the program submits a signed written Request for Automation of PAF Form and an approved budget, budget transfer, or budget modification by October 7, 2010. There will be **no exceptions** to the October 7, 2010 deadline. If submitted after the deadline, a manual PAF would need to be submitted with an approved budget.

5. A manual PAF is required for the following situations:

- Any changes, such as business unit number changes from contract to general fund or change in business unit distribution, termination, promotion, transfer, etc., occurring on or after the implementation date.
- Employees who are on acting status assignment or on any other type of 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 September 30, 2010.
- Temporary employees.
- Cost allocated positions.

6. Back Pay Request Form

- a. A Back Pay Request Form must be submitted along with all manual PAFs provided that the extension of assignment and/or change in business unit number was not processed with pay period ending October 9, 2010.
- b. Back Pay Request Forms must be reviewed and approved by the appropriate accounting section within Financial Services.

FORMS REQUIRED:

Personnel Action Form  
Back Pay Request Form  
Request for Automation of PAF Form



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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