

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, 2021	
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 000000.0000	
Position Title Administrative Assistant		Class Code 1260	Grade Step	Hourly Rate / Per Annum
Remarks : Extension of Assignment, Not to Exceed: mm/dd/yyyy.				
Employee Signature UNAVAILABLE FOR SIGNATURE		Type of Termination: <input type="checkbox"/> Resignation <input type="checkbox"/> Discharge <input type="checkbox"/> Layoff		
Department Acceptance REQUIRED		This section must be completed to ensure that all Tribal monies/property during employment have accounted for by the Financial Services Department and the following NN Departments or Offices		
Department Release		Cashiers Ofc _____	EE Benefits _____	
Date		Accts Rec _____	EE Housing _____	
Date		P-Card Sec _____	Fleet Mgmt _____	
Date		Travel Adv _____	Property _____	
Date		Credit Svcs _____	Retirement _____	
Date		Veterans _____		
Clearance by initial from each section/departments.				

Type of Action: Extension of Assignment Notice Type: Change

This PAF Sample may only be utilized for employees occupying a position funded by General or Non-General Funds.
For the extension of employee assignments funded by an external contract and/or grant, please refer to the PAF sample for the Extension of Contract/Grant.

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
- Not to Exceed Date

OTHER REQUIREMENTS

Not applicable for positions funded by an external contract and/or grant