

SAMPLE

THE NAVAJO NATION PERSONNEL ACTION FORM

Employee Position I.D. No.

DPM USE ONLY

Form with fields for Employment Notice, Change Notice, Termination Notice, Effective Date (October 1, 2021), Employee Name (Yazzie, John Doe), Mailing Address, Social Security Number (000-00-0000), Census Number, Marital Status, Sex, Date of Birth, Ethnic Code, Worksite, Division/Department (DHR/Department of Personnel Management), Department Number (600), Business Unit Number (000000.0000), Position Title (Office Specialist), Class Code (1366), Grade Step, Hourly Rate, Per Annum, Remarks (Retirement), Employee Signature (UNAVAILABLE FOR SIGNATURE), Type of Termination (Resignation, Discharge, Layoff), Department Acceptance, Department Release (REQUIRED), Department of Personnel Management, Cashiers Ofc, EE Benefits, Accts Rec, P-Card Sec, Travel Adv, Credit Svcs, Retirement, Property, Clearance by initial from each section/departments.

Type of Action: Retirement

Notice Type: Termination

Pursuant to the Navajo Nation Personnel Policies Manual ("NNPPM"), XV.H., An employee is considered to have retired if their separation from employment is in accordance with the one of the following Retirement Plans administered by the Department of Retirement Services:

- 1. Defined Benefit Plan: Navajo Nation Regular Retirement Plan for employees, political appointees, judges and elected (Council Delegate) officials of the Navajo Nation Government, a plan that is a qualified governmental plan in accordance with the Internal Revenue Code.
2. Defined Contribution Plan: Navajo Nation 401(k) Savings Plan for employees, political appointees and council delegates of the Navajo Nation Council, a plan that is a qualified governmental plan in accordance with the Internal Revenue Code.
3. Deferred Compensation/Retirement Plan: A nonqualified retirement plan for political appointees and elected council delegate of the Navajo Nation Council.

Employees who are planning to retirement from employment with the Navajo Nation should contact the Department for Retirement Services to consult with a Retirement Officer, or visit their website at https://www.nndrs.navajo-nsn.gov/

ATTACHMENTS & SUPPORTING DOCUMENTS

- Notice of Retirement Letter
Letter must be signed by the employee and should indicated the effective date

PAF REQUIREMENTS

- Employee's Signature is preferred but not required. If the employee is unavailable, the PAF must state "Unavailable for Signature"
Department Release Signature & Date
Clearance Signatures from the appropriate Sections/Departments
Effective date shall be according to the employee's retirement letter

OTHER REQUIREMENTS

- If the position is funded by an external contract and/or grant, prior verification from the Contract Accounting Section with the Office of the Controller is required.
NN Pproperty Clearance Form is preferred but not required

Employee Exit Appraisal - *optional*

Effective **January 1, 2020**, the Normal Retirement Age will increase for some participants. If you are actively employed then here is how your Normal Retirement Age may change:

- No Change - Commissioned Law Enforcement
- No Change - age 60, if you are 55 or older by January 1, 2020
- No Change - age 60, if you have at least 25 years of service by January 1, 2020
- Age 61, if you have at least 10 years of service by January 1, 2020
- Age 62, if you have less than 10 years of service by January 1, 2020