## THE NAVAJO NATION PERSONNEL ACTION FORM

DPM USE ONLY

| Employment Notice                       |                | Change Notice |            |   | Termination Notice  |            |   | Effective Date |                        |           |
|---|----------------|---------------|------------|---|---|------------|---|----------------|------------------------|-----------|
| Last Name                               | First Mic      |               | ddle Addre |   | ess ess   |            | City/State/Zip Code   |                | Social Security Number |           |
| Census Number                           | Marital Status | Status Gender |            |   | Date of Birth   |            | Ethnic Code   | Worksite       |                        |           |
| Division /Department                    |                |               |            |   |   | Departm    | ent No.   | Busin          | ess Unit Nu            | mber      |
| Position Title                          |                |               |            |   |   | Class Code | Grade Step  | Hourly         | y Rate                 | Per Annum |
| REMARKS:                                | 0              |               |            |   |   |            |   |                |                        |           |
| Employee Signature                      |                |               | Date       | L   | Type of Termination:     Resignation     Discharge       This section must be completed to ensure that all Tribal monies/property discharge |            |   |                |                        |           |
| Department Acceptance                   |                |               | Date       |   | been accounted for by the Financial Services Department and respective Nation Offices.<br>Accts. Rec. (OOC)                                 |            |   |                |                        |           |
| Department Release                      |                |               | Date       |   | Cashiers<br>Travel Advance<br>Tribal Housing  | s          | Accts. Rec. (Vets./Pers.) Retirement Office Credit Services |                |                        |           |
| Department of Personnel Management Date |                |               |            | Fleet Management     Property       Group Insurance     P Card 0       Clearance by initial from each |   |            | Office  |                |                        |           |

## THE NAVAJO NATION PERSONNEL ACTION FORM

Employee Position I.D. No.

DPM USE ONLY

| Employment Notice                       |                | Change Notice |        | Termination Notice  |  |                     | Effective Date  |                  |            |            |
|---|----------------|---------------|--------|---|--|---------------------|---|------------------|------------|------------|
| Last Name                               | First          | Mi            | ddle   | Addres  | ŝS   |                     | City/State/Zip Code   | Soc              | cial Secur | ity Number |
| Census Number                           | Marital Status |               | Gender |   | Date of Birth  |                     | Ethnic Code   | Worksite         |            |            |
| Division /Department                    |                |               |        |   |  | Departm             | nent No.  | Business I       | Unit Num   | ber        |
| Position Title                          |                |               |        |   |  | Class Code          | Grade Step  | Hourly Rat       | te         | Per Annum  |
| REMARKS:                                |                |               |        |   |  |                     |   |                  |            |            |
| Employee Signature                      |                | Date          |        | Т   | Type of Termination:   |                     |   | Discharge Layoff |            |            |
| Department Acceptance                   |                |               | Date   |   | This section must be completed to ensure that all Tri<br>been accounted for by the Financial Services Depart |                     |   |                  |            |            |
| Department Release                      |                |               | Date   |   | Cashiers<br>Travel Advances<br>Tribal Housing  | Accts. F<br>Retirem | Accts. Rec. (OOC) Accts. Rec. (Vets./Pers.) Retirement Office Credit Services |                  |            |            |
| Department of Personnel Management Date |                |               |        | Fleet Management     Property       Group Insurance     P Card Office       Clearance by initial from each section/departments. |  |                     |   |                  |            |            |