SAMPLE

THE NAVAJO NATION PERSONNEL ACTION FORM

Employee Position I.D. No.	
DDM LISE ONLY	

Employment Notice	Change Notice	Termination	on Notice	October 1, 2021	
Employee Name (Last, First Middle)	Mailing Address	ddress (City, State, Zip Code)		Social Security Number	
Yazzie, John Doe				000-00-0000	
Census Number Marital Status	Sex	Date of Birth	Ethnic Code	Worksite	
Division /Department		l	Department Number	Business Unit Number	
DHR/Department of Personnel Management 022		022	000000.0000		
Position Title		Class Code	Grade Step	Hourly Rate Per Annum	
Office Specialist		1366]		
Remarks : End of Suspension		•			
Remarks : End of Suspension					
Employee Signature	Date	Towns of Townsia sties.	Designation	Discharge D Loveff	
UNAVAILABLE FOR	SIGNATURE	Type of Termination:		☐ Discharge ☐ Layoff	
Department Acceptance		nis section must be complete ave been accounted for by th		al monies/property during employment ments/Ofifces	
REQUIRE	-n	•			
Department Release	Date	ashiers Ofc Accts Rec	EE B	enefitsousing	
Department recease		P-Card Sec		t Mgmt	
Description of Description		Travel Adv		eterans	
Department of Personnel Management	Date	Credit Svcs		roperty	
	Cl	learance by initial from each			
Type of Action: End of Suspension Notice Type: Change					
Upon the expiration of the suspension period, the employee shall report back to their designated worksite to resume their duties					
and responsibilities. As best practice, programs should submit the End of Suspension PAF at the same time as the Start of					
Suspension PAF to avoid any delays in processing.					
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					
☐ Effective date shall the last day of the suspension period					
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.					