

SAMPLE

THE NAVAJO NATION  
PERSONNEL ACTION FORM

Employee Position I.D. No.  
  
DPM USE ONLY

<input type="checkbox"/> Employment Notice	<input type="checkbox"/> Change Notice	<input checked="" type="checkbox"/> Termination Notice	Effective Date <b>October 1, 2021</b>	
Employee Name (Last, First Middle) <b>Doe, John Yazzie</b>		Mailing Address (City, State, Zip Code)		Social Security Number <b>000-00-0000</b>
Census Number	Marital Status	Gender	Date of Birth	Ethnic Code
Division /Department <b>DHR / Department of Personnel Management</b>			Department Number <b>022</b>	Business Unit Number
Position Title <b>Volunteer</b>		Class Code	Grade Step	Hourly Rate
Remarks : <b>End of Voluntary Services</b>				
Employee Signature <b>UNAVAILABLE FOR SIGNATURE</b>		Date		
Department Acceptance		Date		
Department Release <b>REQUIRED</b>		Date		
Department of Personnel Management		Date		
Type of Termination: <input type="checkbox"/> Resignation <input type="checkbox"/> Discharge <input type="checkbox"/> Layoff				
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				
Cashiers Ofc _____		EE Benefits _____		
Accts Rec _____		EE Housing _____		
P-Card Sec _____		Fleet Mgmt _____		
Travel Adv _____		Property _____		
Credit Svcs _____		Retirement _____		
Clearance by initial from each section/departments.				

Type of Action: **End of Voluntary Services**

Notice Type: **Termination**

Per the Navajo Nation Personnel Policies Manual (NNPPM), XV.F. Termination of Volunteers or Temporary Employees

1. A supervisor may terminate a volunteer or temporary employee at any time. The termination must be in writing and include an explanation for the termination, consistent with Navajo law.
2. A volunteer who is terminated is not entitled to re-employment, layoff, or grievance rights.
3. A temporary employee who is terminated is not entitled to reemployment or layoff rights.
4. A volunteer or temporary employee may resign without prior notice. The resignation must be in writing.

**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