

**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 <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	Worksite		
Division/Department <b>DHR / Department of Personnel Management</b>				Department Number <b>022</b>	Business Unit Number <b>000000.0000</b>		
Position Title <b>Administrative Assistant</b>			Class Code <b>1260</b>	Grade Step <b>BQ62A</b>	Hourly Rate <b>\$ 18.60</b>	Per Annum <b>\$ 38,836.80</b>	
Remarks : <b>End of Acting Status Assignment; Change in Business Unit Number, Position Title, Class Code, Grade Step, Hourly Rate and Per Annum</b>							
Employee Signature <b>UNAVAILABLE FOR SIGNATURE</b>			Date				
Department Acceptance <b>REQUIRED</b>			Date				
Department Release			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 _____		Accts Rec _____		P-Card Sec _____		Travel Adv _____	
Credit Svcs _____		EE Benefits _____		EE Housing _____		Fleet Mgmt _____	
				Property _____		Retirement _____	
				Veterans _____			
Clearance by initial from each section/departments.							

Type of Action: **End of Acting Status Assignment**

Notice Type: **Change**

An employee who completes an acting status assignment will return to his/her previous position and resume regular duties at the previous grade/step.

**ATTACHMENTS & SUPPORTING DOCUMENTS**

Notification to the Employee - *Optional*

**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
- Any additional changes must be indicated in the "Remarks" section of the PAF (i.e. business unit number, position title, worksite, department number, grade step, etc.)

**OTHER REQUIREMENTS**

- If the position is externally funded, verification from Contract Accounting/OOC is required prior to submitting the PAF to the DPM.