

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 October 1, 2021	
Employee Name (Last, First Middle) Doe, John Yazzie		Mailing Address (City, State, Zip Code)		Social Security Number 000-00-0000
Census Number	Marital Status	Gender	Date of Birth	Ethnic Code Worksite
Division /Department DHR / Department of Personnel Management			Department Number 022	Business Unit Number 000000.0000
Position Title Administrative Assistant		Class Code 1260	Grade Step	Hourly Rate Per Annum
Remarks: Start of Acting Status Assignment, Not to Exceed: mm/dd/yyyy. Change in Business Unit Number, Position Title, Class Code, Grade Step, Hourly Rate and Per Annum.				
Employee Signature UNAVAILABLE FOR SIGNATURE		Date		
Department Acceptance REQUIRED		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 _____		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: **Start of Acting Status Assignment**

Notice Type: **Change**

An acting status assignment usually involves assigning a regular status employee to a supervisory position during the extended absence of an incumbent or a position vacancy. An acting status assignment shall not be less than 30 calendar days and shall not exceed 180 calendar days. The employee must qualify for the position. The assignment shall have prior approval from the Department of Personnel Management.

ATTACHMENTS & SUPPORTING DOCUMENTS

- Written Request for Acting Status Assignment w/ the HR Director's approval. Memorandum shall include:
 - a.) The nature, time period and expected results of the assignment;
 - b.) The assigned duties and responsibilities;
 - c.) Reporting relationships, signatures of the appropriate supervisors and the employee;
 - d.) The appropriate salary adjustment for the period of assignment; and
- Individual Assessment Memorandum
- NN Application for Employment (Revised 9/16/2016)
- Certificates, Licensures, Degrees/Transcripts, if required by the position

PAF REQUIREMENTS

- Employee's Signature & Date
- 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.)
- Effective date shall be the beginning date of a pay period and shall be determined by the following:
 - 1.) If the position is **non-sensitive** or is **not designated**, the effective date shall be the beginning of the next pay period following the date of the Individual Assessment.
 - 2.) If the position is **sensitive**, the effective date shall be the beginning of the next pay period following the dates of **both**, the Individual Assessment and the Favorable Determination Notice issued by the Office of Background Investigations.

Not to Exceed Date

BACKGROUND CHECK REQUIREMENT - SENSITIVE POSITIONS

If the position is designated as a sensitive position, the employee shall be required to undergo a background check and suitability assessment prior to beginning employment, pursuant to the NNPPM Section IV.K.

Favorable Determination Notice - OBI - Copy

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.