

SAMPLE

THE NAVAJO NATION
PERSONNEL ACTION FORM

Employee Position I.D. No.
DPM USE ONLY

<input checked="" type="checkbox"/> Employment Notice	<input 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) P.O. Box 0000; Window Rock, AZ. 86511		Social Security Number 000-00-0000
Census Number 000,000	Marital Status Single/Married	Gender Male/Female	Date of Birth mm/dd/yyyy	Ethnic Code 05
Division /Department DHR / Department of Personnel Management			Department Number 022	Worksite Window Rock, AZ
Position Title Volunteer		Class Code	Grade Step	Hourly Rate Per Annum
Remarks : Start of Voluntary Services, Not to Exceed: mm/dd/yyyy				
Employee Signature REQUIRED		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 Voluntary Services**

Notice Type: **Employment**

A volunteer is an individual who offers and provides unpaid assistance or services to the Navajo Nation for a specified time period. Supervisor's must ensure that the volunteer has the appropriate coverage from the Worker's Compensation Program. For additional assistance, please refer to the Procedures for Volunteer Workers, available at the Department of Personnel Management.

ATTACHMENTS & SUPPORTING DOCUMENTS

- Justification Memorandum
 - Duties & Responsibilities
 - Work Schedule
 - Proposed Duration of Service
- Navajo Nation Policy on Drugs and Alcohol in the Workplace
- 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
- Not to Exceed Date

BACKGROUND CHECK REQUIREMENT - SENSITIVE POSITIONS

A favorable background check is required if the volunteer's duties and responsibilities meets the Sensitive Designation Criteria identified in Section K. of the Navajo Nation Personnel Policies Manual.

- Favorable Determination Notice - OBI - Copy

OTHER REQUIREMENTS

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