

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 October 1, 2021	
Last Name Doe,		First John		Middle Yazzie		Social Security Number 123-45-9789	
Address		City/State/Zip Code		Census Number		Marital Status	
Sex		Date of Birth		Ethnic Code		Worksite	
Division /Department DHR/Department of Personnel Management				Department Number 022		Business Unit Number 100000.1001	
Position Title Office Specialist				Class Code 1366		Grade Step	
Hourly Rate				Per Annum		Remarks: Termination	
Employee Signature REFUSED TO SIGN or UNAVAILABLE FOR SIGNATURE				Date			
Department Acceptance				Date			
Department Release REQUIRED				Date			
Department of Personnel Management				Date			
Type of Termination: <input type="checkbox"/> Resignation <input type="checkbox"/> Discharge <input type="checkbox"/> Layoff							
All Tribal monies/property during employment has been accounted from the Financial Services Department							
Cashiers Ofc _____		Accts Rec _____		P-Card Sec _____		Travel Adv _____	
Credit Svcs _____		EE Benefits _____		EE Housing _____		File M / e n _____	
		Property _____		Retirement _____			
Clearance by initial from each section/departments.							

Type of Action: Termination Notice Type: Termination

Supervisors at all levels are expected to assume responsibility for reporting and initiating proper action regarding employee misconduct, unsatisfactory work performance, or violation of personnel policies or regulations. Notice of disciplinary actions should be hand delivered whenever practicable or sent by certified mail. Notice by certified mail shall be effective upon delivery of notice by the U.S. Postal Service.

ATTACHMENTS & SUPPORTING DOCUMENTS

- Notice of Disciplinary Action for Termination with the employee's acknowledgement - COPY
- If the employee is unavailable to sign the acknowledgement receipt, then a copy of the Termination Notice must be sent via US Postal Service - Certified Mail. Attach a copy of the Certified mail receipt with the tracking number.

PAF REQUIREMENTS

- Employee's Signature is preferred but not required. If the employee refuses to sign or is unavailable, the PAF must state either "Refused to Sign" or "Unavailable for Signature".
- Department Release Signature & Date

OTHER REQUIREMENTS

- If the position is externally funded, verification from Contract Accounting/OOC is required prior to submitting to the DPM.
- Clearance Signatures from all Sections / Departments