

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) <b>Window Rock, AZ</b>		Social Security Number <b>000-00-0000</b>
Census Number	Marital Status	Sex	Date of Birth	Ethnic Code
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	Hourly Rate Per Annum
Remarks : <b>Transfer; Change in Worksite, Department Number, Business Unit Number, Position Title and Class Code</b>				
Employee Signature <b>REQUIRED</b>	Date	Type of Termination: <input type="checkbox"/> Resignation <input type="checkbox"/> Discharge <input type="checkbox"/> Layoff		
Department Acceptance <b>REQUIRED</b>	Date	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		
Department Release	Date	Cashiers Ofc _____	EE Benefits _____	
Department of Personnel Management	Date	Accts Rec _____	EE Housing _____	
		P-Card Sec _____	Fleet Mgmt _____	
		Travel Adv _____	Property _____	
		Credit Svcs _____	Retirement _____	
			Veterans _____	
Clearance by initial from each section/department				

Type of Action: Transfer (Intra-departmental)

Notice Type: Change

All transfer decisions will be made in accordance with applicable laws and Navajo Nation policies, procedures, rules and regulations. To the extent possible, Program Managers will make transfers that are voluntary. Intra-departmental Transfer is the transfer of a regular status employee to a position in the same pay grade within the same department upon written request from the employee to the Program Manager. A transfer is not final until approved by the Department of Personnel Management. An employee shall not be transferred during an introductory period

**ATTACHMENTS & SUPPORTING DOCUMENTS**

- Justification Memorandum - Copy
- If the position was advertised, the following are required:
  - Referral Memorandum - Copy
  - Non Selection Letters - Copy
- If the position was not advertised, the following are required:
  - Letter of Interest / Written Request for Transfer
  - Individual Assessment Memorandum - Copy
- 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 determined by the date of the Individual Assessment memorandum and the HR Director's approval
  - 2. If the position is sensitive, the effective date shall be after the Favorable Determination Notice issued by the Office of Background Investigations.

- If the employee is transferred to a supervisory position, the employee is "Subject to 90 Days Supervisory Introductory Period" (include this in the remarks section of the PAF)

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