



The Navajo Nation

JOE SHIRLEY, JR.
PRESIDENT

BENNIE SHELLY
VICE-PRESIDENT

MEMORANDUM

TO : All Navajo Nation Divisions, Departments and Programs
Executive and Legislative Branches

FROM : Bernadette Bernally
Bernadette Bernally, Human Resources Director
Department of Personnel Management

DATE : December 19, 2008

SUBJECT : JOB VACANCY ANNOUNCEMENT SUBMISSION SCHEDULE

Attached for your information is an updated Job Vacancy Announcement (JVA) Submission and Advertisement Schedule for calendar year 2009.

The following guidelines are to be utilized when advertising positions on the Department of Personnel Management (DPM) bi-weekly job vacancy listing.

1. Programs must submit a hard copy of the JVA using the Excel template available on DPM's website at www.nndpm.navajo.org. The JVA must have all required signatures and contact information (i.e., name and telephone number of contact person). In addition, programs must e-mail a copy of the JVA to Tia M. Capitan, Human Resources Technician at tia.capitan@nndpm.navajo.org to be posted on DPM's website.
2. Programs who wish to re-advertise a position may do so by submitting a written request to DPM in accordance with the JVA Submission and Advertisement Schedule. The request must provide justification for re-advertisement if a pool of applications were referred by DPM, including copies of the non-selection letters sent to the unsuccessful applicants and the applications.
3. All JVAs with incorrect information (i.e., incorrect position title, worksite, salary) or utilizing the incorrect format will be returned.
4. Programs may request to advertise hard to fill positions on an Open Until Filled (OUF) basis, with PRIOR approval from the HR Director.
5. The job vacancy listing is published bi-weekly, which allows positions to be advertised for ten working days.

Programs may advertise in area newspapers or publications, however, programs must ensure that position descriptions, closing dates, salary information and contact information are consistent **with the JVA**. In addition, advertisements must include the following statement, "Veterans' Preference Applies" and "The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act (NPEA)".

Your adherence to these guideline and deadlines will be appreciated. Should you have any questions, please contact the DPM at (928) 871-6722. Thank you.

Attachment

DEPARTMENT OF PERSONNEL MANAGEMENT

P.O. Box 7080, Window Rock, AZ 86515

Telephone: (928) 871-6330; Fax: (928) 871-6976; Website: www.nndpm.navajo.org

Department of Personnel Management

Job Vacancy Announcement Submission/Advertisement Schedule

JVA Due to DPM (by 5pm)	For Advertisement	
	FROM	TO
December 19, 2008	January 5, 2009	January 16, 2009
January 2, 2009	January 20, 2009	February 2, 2009
January 16, 2009	February 2, 2009	February 13, 2009
January 30, 2009	February 17, 2009	March 2, 2009
February 13, 2009	March 2, 2009	March 13, 2009
February 27, 2009	March 16, 2009	March 27, 2009
March 13, 2009	March 30, 2009	April 10, 2009
March 27, 2009	April 13, 2009	April 24, 2009
April 10, 2009	April 28, 2009	May 11, 2009
April 24, 2009	May 11, 2009	May 22, 2009
May 8, 2009	May 26, 2009	June 9, 2009
May 22, 2009	June 8, 2009	June 19, 2009
June 5, 2009	June 22, 2009	July 6, 2009
June 19, 2009	July 6, 2009	July 17, 2009
July 2, 2009	July 20, 2009	July 31, 2009
July 17, 2009	August 3, 2009	August 17, 2009
July 31, 2009	August 17, 2009	August 28, 2009
August 13, 2009	August 31, 2009	September 14, 2009
August 28, 2009	September 14, 2009	September 25, 2009
September 11, 2009	September 28, 2009	October 9, 2009
September 25, 2009	October 12, 2009	October 23, 2009
October 9, 2009	October 26, 2009	November 6, 2009
October 23, 2009	November 9, 2009	November 23, 2009
November 6, 2009	November 23, 2009	December 8, 2009
November 20, 2009	December 7, 2009	December 18, 2009
December 4, 2009	December 21, 2009	January 5, 2010