



GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS

DEPARTMENT OF
EDUCATION


Division of Federal Grants

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María E. Meléndez-Tirado, Ed.D.
Director

MEMORANDUM

To: Nicole Jacobs, Director of Human Resources
Gerda Sebastien, Director of Business and Budget
Colleen Williams, Insular Superintendent (STX)
Dionne Wells-Hedrington, Insular Superintendent (STTJ)
Avery Lewis, LEA Program Manager (STTJ)
Henry Lloyd, LEA Program Manager (STX)

From: María Meléndez-Tirado, Ed.D. 
Director of Federal Grants

Subject: *Notification of Personnel Action (NOPA) for Federally Funded Employees*

Date: January 24, 2018

In an effort to ensure compliance with Federal Guidelines and Policies, new employees whose salaries are federally funded **cannot** commence work until a Notification of Personnel Action (NOPA) has been fully approved and executed. This policy also applies to employees who are rehired, transferred, and have received salary and/or position changes.

The Third Party Fiduciary's approval of payroll reimbursements to the Government of the Virgin Islands (GVI) is dependent on proper execution of this policy.

Failure to comply will result in non-reimbursements to GVI and as non-budgeted expenses to the local budget. This will also be viewed as an inability to plan and budget effectively.

It is imperative that a copy of this memo be distributed to employees responsible for processing NOPAs.

cc: Sharon Ann McCollum, Ph.D., Commissioner
Chermaine Hobson, Assistant Commissioner
Muriel Fenton, Director of Reporting and Quality Assurance
Keith Hendy, Project Director for TPFA