



**THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION  
POLICY AND PROCEDURES  
BUDGET CONTROL OFFICE**

Policy/Procedure Title:	Notice of Personnel Action (NOPA)
Purpose:	This procedure provides general guidance on NOPAs coming into the Budget Control Office
Abbreviations:	VIDE – Virgin Islands Department of Education HR- Human Resources NOPA – Notice of Personnel Action PRF – Personnel Requisition Form
Policy:	<b>Unknown</b>

**Procedure:**

1. NOPAs are necessary for the following reasons: salary change, promotion, termination, retirement, resignation, and miscellaneous.
2. HR process NOPAs and release into approval flow.
3. The Budget Control Office reviews NOPAs in the Local MUNIS system and verify proper documentation is attached.
4. Proper documentation include but is not limited to: job offer letter, employee identification, PRF, social security card, old NOPA, per diem, resignation letter, termination letter, and birth paper if applicable.
5. Once verified, the NOPA is approve and move to the next level of the approval process.
6. The Budget Control Office logs the NOPA in an internal tracking tool for their records.



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