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**MEMORANDUM #DOP- 002-2024**

**TO:** All Department Heads, Human Resources Professionals and Payroll Personnel

**FROM:**   
Cindy L. Richardson  
Director of Division of Personnel

**DATE:** September 11, 2024

**SUBJECT: Retirement Notice of Personnel Action (NOPAs) Processing and Approval**

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It has been brought to our attention that there have been delays in processing exit NOPA(s), resulting in employees not receiving their retirement benefits in a timely manner. Considering this notification, the Division of Personnel is dedicated to ensuring that the retirement actions are processed efficiently and timely.

First and foremost, within **(30) days or less** of receiving a retirement notification, a retirement personnel action should be immediately entered into the ERP System for processing. The supporting documentation required for this action is as follows: **retirement letter, payroll letter, stats form and the current NOPA**. In the notes area of this action should include **the dates of the last day worked (LWD), the dates of the last day on payroll (LDOP), and the retirement effective date**. In addition, HR Professionals must ensure that all leave without pay (LWOP) NOPA(s) and salary changes (if applicable) are processed before initiating retirement action to avoid delays in processing.

Kindly note, once the action has passed the department's internal approval process, it will then be released to the Division of Personnel (DOP) for further approval. DOP will conduct a thorough audit of the action to ensure compliance. This review and approval process may take three (3) to five (5) business days to be approved or denied.

Once approved by DOP, the action will be forwarded to the Department of Finance (DOF) for final approval. Please note that DOF will not process the action until the employee has received their final paycheck, which will take approximately four (4) to six (6) weeks from that last paycheck. This is why it is imperative for Human Resource Professionals to enter Retirement NOPA actions timely.

After receiving final approval by DOF, DOP's HRIT unit will promptly outpost the action, enabling HR Officers and GERS Officers to access a copy of the fully executed NOPA. The retiree must be provided with a copy of the executed Retirement NOPA from their respective department/agency.

Given the information above, during an employee's exit, HR Professionals must inform the employee to contact Group Health Insurance (GHI) unit at the Division of Personnel within thirty **(30) days** of retirement if they wish to continue with their health insurance benefits. The required documents for GHI are listed below.

1. GERS-Stamped Retirement Letter
2. Health Insurance Benefits Enrollment or change form
3. Beneficiary form

All retirees and their dependents over 65 must have Medicare Part A and B to continue receiving the USVI Government's Health Insurance Benefits. The necessary documents are listed below. Employees must apply for Medicare Part B **2-3 months** before their retirement date to avoid a late enrollment penalty or lapse in coverage.

1. Stamped GERS Letter
2. Post 65 Enrollment Form
3. Health Insurance Benefits and or change form
4. Beneficiary Form

Lastly, should an employee desire to rescind the retirement letter, an official notification must be forwarded to the Agency head for approval.