



GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES  
PUBLIC WORKS DEPARTMENT  
8244 SUB BASE  
ST. THOMAS, V. I. 00802-5805

DIVISION OF ADMINISTRATION

TEL: (340) 776-4844 Ext. 209/215  
FAX: (340) 776-8990

**MEMORANDUM**

TO: All Employees STT/STJ/STX

THROUGH: Vida Rouse *Vida Rouse*  
Director of Administrative Services

FROM: Kathlene Ritter *Kathlene Ritter*  
Personnel Administrative Assistant

DATE: July 26, 2016

SUBJECT: **HEALTH RISK ASSESSMENT STATUS**

This is a reminder for those who did not complete the Health Risk Assessment Program for the FY' 2016 cycle October 1, 2015 to September 30, 2016. As you are aware, this program is **mandatory**, and should you wish not to participate you will be fined **\$20.83** each payday for non-compliance in the program.

Please feel free to utilize the Division of Personnel website [www.dopusvi.org/hra-status/](http://www.dopusvi.org/hra-status/) to check your status. Those employees who do not have access to a computer to check your status can visit the Human Resources office on their respective island.

cc: Gustav James, P.E. Commissioner  
Lisa Melchior, Assistant Commissioner, Administration  
Dennis Brow, Assistant Commissioner, Operations  
Rodney W. Kidd, Director of Human Resources/Payroll