

MS 282 TRANSFERS/REASSIGNMENTS, REINSTATEMENTS AND REENROLLMENTS OF TRAINEES AND VOLUNTEERS

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ATTACHMENTS

Attachment A Sample of Bio-Data Cable

1.0 PURPOSE

This Manual Section establishes Peace Corps policy and procedure for the transfer and reassignment of Trainees and Volunteers and for the reinstatement, re-enrollment, and reapplication of former Peace Corps Trainees and Volunteers.

2.0 REASSIGNMENTS WITHIN THE HOST COUNTRY

Upon request from, or with the concurrence of host country officials, a Country Director may reassign a Trainee or Volunteer from one assignment to another within the host country.

2.1 Temporary Reassignment

If the reassignment within the host country is temporary, and the Volunteer is expected to resume his or her original duties, the temporary reassignment need not be reported to Volunteer and Staff Payroll Services (OPBF/F/VSPS).

2.2 Permanent Reassignment

A permanent reassignment within a country needs to be reported only if it changes the information stored in the Volunteer Recruitment and Selection system. If the reassignment is expected to continue for the duration of the Trainee's or Volunteer's service and results in a change of Close of Service (COS) date, the reassignment must be reported to OPBF/F/VSPS using the following vertical format and numbers:

TO: OPBF/F/VSPS, Info CDU

REF: MS 282

SUBJECT: IN-COUNTRY REASSIGNMENT: NEW COS

1. Social Security Number
2. Full name
3. Status (Trainee or Volunteer)
4. New VAD Code
5. New Training Class Number, if applicable (if PCT or PCV reassignment requires additional training)
6. New COS date, if applicable (if COS is unchanged report: "COS Same")
7. Effective date of reassignment

3.0 PERMANENT TRANSFER TO ANOTHER COUNTRY

A Volunteer may request a transfer to another country in conjunction with an extension of service. (For guidance on extensions, *See MS 281 Completion of Service Date Advancement and Extension of Service.*)

Occasionally a Country Director may request to transfer a Trainee or Volunteer to another country in lieu of early termination. Such a request may be initiated if one of the following conditions is met:

The Trainee through no fault of his or her own is unable to meet language or technical training objectives. (Note: Failure to meet cross-cultural training objectives will not be considered justification for requesting a transfer except in unusual circumstances determined by the Regional Director.)

- The assignment is no longer viable or has been deemed inappropriate, through no fault of the Volunteer;
- The Volunteer's assignment is completed prior to the established COS;
- Peace Corps is withdrawing from the host country. (See MS 341, "Administrative Procedures for Closing a Peace Corps Post"); or A Trainee's or
- Volunteer's service is discontinued for non-disciplinary reasons (i.e., interrupted service). (See MS 284, "Early Termination of Trainee and Volunteer Service.")

3.1 Responsibilities of the Originating Country Director

3.1.1 Considerations in Recommending a Transfer

The Country Director must make every effort to identify and use the Volunteer's skills within the original country of service except in cases where the transfer is in conjunction with an extension of service.

The Country Director must use the following criteria to recommend a Volunteer for further service without reservation:

- The quality of the Volunteer's service to date
- The Volunteer's motivation in seeking to continue service through the transfer; and
- The performance and previous conduct of the Volunteer.

- The Country Director may not initiate the request if there are any concerns regarding the Volunteer's suitability for further service. In such cases, provisions of MS 284, "Early Termination of Trainee and Volunteer Service," apply.

NOTE: Country Directors may not consider a request for a transfer from a Volunteer married to a non-Volunteer if they plan on living together. In these cases, as with new applicants, Peace Corps is unwilling to accept responsibility for the non-Volunteer spouse of a Volunteer.

3.1.2 Initiating the Transfer

If the above criteria have been met, the Country Director will immediately prepare a transfer request cable utilizing the format in Attachment A, "Bio-Date Cables."

- Trainees — the transfer request cable will be sent to the Country Desk Officer. (See Paragraph 3.21.)
- Volunteers — the transfer request cable will be sent directly to other countries with programs matching the Volunteer's skill area. An information copy of this and subsequent cables will be sent to the Country Desk Officer the cables should specifically request Country Desk assistance in contacting regional or placement personnel to identify suitable assignments for Volunteers. (See Paragraph 3.2.1)
- The originating Country Director will follow-up on leads provided by the Country Desk Officer per Paragraph 3.2.

3.2. Responsibilities of the Country Desk Officer

3.2.1. Locating Possible Transfer Opportunities

Trainees: Upon receipt of the transfer request cable, the Country Desk Officer of the originating country will:

- Contact the appropriate Skill Desk Officer in VRS/P (through the Supervisory Placement Officer) and other Regional personnel for possible leads as to where the Trainee's skills may best be used;
- Cable the findings to the Country Director within a week.

Volunteers: Upon receipt of the Transfer request cable, the Country Desk Officer of the originating country will:

- If assistance is requested by the Country Director (see Paragraph 3.1.2.) contact the appropriate Skill Desk Officer in VRS/P, through the Supervisory Placement Officer, and other Regional Personnel regarding potential assignments;
- Promptly cable the finding to the Country Director for follow-up.

3.2.2 Record Keeping

In order to facilitate regional approval and to compile an official record of the transfer, the Country Desk Officer of the originating country will establish a file including, but not necessarily limited to:

- The original inquiry for transfer opportunities;
- Responses to the request;
- Additional correspondence regarding the length and nature of any proposed assignments (see Paragraph 3.3.)
- Notice of Medical Clearance (see Paragraph 3.5.);
- The specific request for regional approval (see Paragraph 3.6.);

- The Regional Director's response to the request for approval (see Paragraph 3.6.); and
- The receiving Country Director's cable reporting the transfer (see Paragraph 3.7.).

Upon completion of the transfer, the file will be maintained by the Desk Officer for the new country of service.

3.2.3 Reduction in Trainee Requests

Except in extraordinary circumstances, a transfer may not reduce a country's request for Trainees. A transfer may not result in the withdrawal of an invitation to an applicant. If the transfer plus invitees, or recently accepted applicants, overfill a training program, the Country Director must accept the additional number of trainees.

3.3 Responsibilities of Country Directors Receiving Requests for Transfers

Country Directors receiving inquiries for transfers should respond promptly, stating whether an opening exists and describing in detail:

- the prospective assignment,
- training requirements,
- the length of service required,
- the optimum arrival date, and
- the fiscal coding to be used for any costs chargeable to the receiving country per Paragraph 3.9.2.
- copies of all cables must be sent to both Country Desk Officers: the Desk Officer of the originating country and the Desk Officer of the country responding to the request.

3.3.1 Determining the COS Date

A Country Director who accepts a transfer must determine a new COS date. The new COS date must approximate the Trainee's or Volunteer's original COS date except for transfers in conjunction with an extension of service. (See 3.3.2 regarding setting a COS date if additional training is needed.)

A transfer is considered a continuation of a Volunteer's original commitment even though the receiving Country Director requires service beyond the original COS date.

Programmatic considerations are the only grounds for establishing a new COS date prior to the original COS date.

Refer to MS 281 to determine special leave requirements regarding Volunteers who transfer and extend service after a completed tour of duty, or Volunteers who have a period of service beyond the original COS date.

3.3.2. Determination of Additional Training

A Country Director who accepts a transfer is responsible for determining whether additional training is necessary.

Time in additional training is not part of a Volunteer's extended service when determining eligibility for special leave. The receiving Country Director should consider this when establishing the new COS date.

3.4 Trainee's or Volunteer's Agreement to Conditions of a Transfer

The Country Director of the originating country shall discuss the details of the prospective assignment, additional training and length of service with the Trainee or Volunteer. The Trainee or Volunteer must agree to all the requirements set forth by the receiving Country Director before the originating Country Director can request Regional Director approval for the transfer.

3.5 Medical Clearance

No transfer may be effected without prior notice of medical clearance. Approval of VS/MS is not required.

When the Trainee or Volunteer agrees to all conditions of the transfer, the originating Country Director will advise the PCMO/PCMC to conduct a standard completion of service (COS) physical and review other medical conditions for medical clearance. Any outstanding problems or medical requirements should be cabled to the PCMO/PCMC in the receiving country for clearance.

3.6 Approval of Transfers

If the Volunteer receives medical clearance the originating Country Director will request approval for the transfer from the Regional Director (or Regional Directors, if the Volunteer is to transfer to another region). The information to support the request must include:

- The reason for the request (or the original cable reference number);
- a description of the assignment that the Trainee or Volunteer is leaving, including the COS date (or the original cable reference number);
- the new COS date (or the original cable reference number); and
- the PCMO's/PCMC's notice of medical clearance. The Regional Director will respond promptly, approving or disapproving the transfer. The reasons for disapproving the transfer shall be identified for the record.

If the transfer is approved, the Volunteer should be reassigned as soon as possible. If additional training is required in conjunction with the new assignment, the receiving Country Director will assign the Volunteer to a training program. The Volunteer must participate in all training activities to the extent specified by the receiving Country Director. Volunteers will retain Volunteer status during any training; however, they are subject to all Trainee qualification procedures required by the training program. If Volunteers do not meet the training objectives and are administratively separated, or if they resign, provisions of MS 284 apply.

3.7 Reporting the Permanent Transfer

The receiving Country Director shall report the transfer or transfer/extension within 24 hours of its effective date. When transmitting this information, the following vertical cable format and numbers should be used:

TO: REF: OPBF/F/VSPS, pass CDU MS 282

SUBJECT: Transfer (or Transfer/Extension)

1. Social Security Number
2. Full name
3. Status (PCV or PCT)
4. Type of Transfer (Indicate whether this is a transfer only or a transfer with extension)
5. VAD Code

6. Training Class Number, if applicable (if Transfer requires additional training)
7. Effective date of transfer
8. New COS date, if applicable (if COS is unchanged report: "COS Same")
9. Special leave dates, administrative hold dates, or leave without allowance dates (if applicable)

3.8 Effective Date of a Permanent Transfer

The effective date of any permanent transfer or transfer/extension will be one of the following, whichever is first:

- The date of arrival in the receiving country;
- The date of arrival at a staging or other pre-departure orientation required by the receiving country;
- The first day of administrative hold; or
- The date of arrival at a state-side or third country training program required by the receiving country.

3.9 Payment of Expenses

3.9.1 Originating Country

The originating country will be responsible for the following costs:

- Any period of Administrative Hold prior to approval of the transfer;
- Transportation and travel allowances to the new country of assignment when such travel is direct and immediate;
- That portion of the monthly living allowance during any period of Special Leave not designated for housing or utilities.

3.9.2 Receiving Country

The receiving country will be responsible for the following costs:

- Any period of administrative hold after the approval of the transfer;
- Cost or equivalent of transportation from home of record (HOR) to post when Special Leave is taken in conjunction with travel from country of previous assignment;
- Cost of Special Leave transportation when Special Leave is taken after service in new country has commenced;
- Cost of any pre-departure orientation, stateside or third country training associated with new assignment;
- Any Special Leave travel and allowances to which the Volunteer becomes entitled while serving in the receiving country.

3.10 Payment of Volunteer Allowances

At the time of departure from the originating country, the Country Director will prepare Form PC-505, "Final Payments Made to Trainees and Volunteers" (MS 223, Attachment H) indicating allowances paid and actually earned for the month in which the transfer occurs. Special Leave allowances will also be noted.

Upon arrival in the new country, the receiving Country Director will adjust the Volunteer's allowances for the remainder of the month on the basis of form PC-505, crediting the Volunteer with any unused annual leave.

3.11 Training Allowances

Volunteers in training status as a result of a transfer receive the same allowances and benefits as other Trainees.

3.12 Administrative Hold and Leave Without Allowance

Trainees and Volunteers whose transfer or transfer/extension is delayed for the convenience of Peace Corps may be placed on administrative hold by the Regional Director for a period not to exceed 60 days (see MS 222 for current administrative allowance amounts).

In cases where Trainees or Volunteers are withdrawn from a country as a result of civil or political unrest or because Peace Corps determines that the Trainees' or Volunteers' safety may be endangered for a limited period of time if they remain in country, the Regional Director may extend the period of administrative hold not to exceed 60 additional days.

In extraordinary circumstances, as determined by the Regional Director, Trainees or Volunteers in the midst of a transfer or transfer/extension may be placed in Leave Without Allowance status for an initial period of 30 days after any period of administrative hold expires. In such cases, the Regional Director may also approve extensions of Leave Without Allowance (LWOA) for an additional 30 days. Leave Without Allowance dates must be reported to OPBF/F/VSPS.

For Trainees or Volunteers who resign while on administrative hold, the conditions of MS 284.4.4. apply.

3.13 Use of Annual Leave

With the approval of both the originating and receiving Country Director, a Volunteer may use accrued annual leave in conjunction with transfer travel. (See MS 218 for guidance on issuance of the Government Travel Requests (GTR) and see MS 281 for guidance on use of Annual Leave in conjunction with Special Leave.)

4.0 TEMPORARY TRANSFER TO ANOTHER COUNTRY

4.1 Policy

When a country temporarily needs a Volunteer with specific skills, the Country Director may solicit other Country Directors for a temporary Volunteer transfer. All temporary transfers must be in the best interest of Peace Corps, agreed to by the Volunteer, and not substantially detrimental to the progress of the Volunteer's primary assignment. Accordingly, a temporary transfer shall be approved only on rare occasions when the Volunteer in question has specific skills or experience vitally needed in the second country.

4.2 Duration of Temporary Transfers

Temporary transfers will not routinely exceed three months. However, in extraordinary circumstances the Regional Director may approve temporary transfer of up to five months when requested by a Country Director.

4.3 Administrative Requirements for Temporary Transfers

To facilitate Regional approval and to compile a permanent record of the transfer, the Country Director shall send information copies of all cables and correspondence to both Country Desk Officers involved. This information should include, but is not limited to:

- The original request, stating specifically the need and the skills or experience required to fill the position;
- The response detailing the qualifications of the prospective transfer;
- Correspondence regarding the length and timing of the proposed transfer;
- Notice of the Volunteer's medical clearance (See Paragraph 3.5.); and
- The specific request for Regional approval (See Paragraph 3.6.).

4.4 Reporting the Temporary Transfer

The receiving Country Director shall report the temporary transfer by cabling the following information to OPBF/F/VSPS, using the following vertical format and numbers listed below:

TO: REF: OPBF/F/VSPS MS 282

SUBJECT: TEMPORARY VOLUNTEER TRANSFER

1. Social Security Number
2. Full Name
3. Old VAD Code
4. New VAD Code
5. Effective Date of Transfer (usually the date of arrival in new country).
6. Specific Length of Temporary Transfer

4.5 Fiscal Procedure for Temporary Transfer

4.5.1 Transportation and Travel Allowance

The receiving country furnishes round trip transportation and any necessary travel allowances or per diems.

4.5.2 Monthly Living Allowance

The country of original assignment pays the Volunteer's monthly allowances up to the effective date of the transfer (usually the date the Volunteer arrives in the second country). It also provides for any continuing expenses the Volunteer may have at post in anticipation of his or her return. The country of temporary assignment pays the Volunteer's monthly allowances during the period of the transfer.

Payment of any travel allowances and of the monthly living allowance will be documented on Form PC-505 (MS 223 Attachment H). This form should be given to the transferring Volunteer for delivery to the Country Director in the country of temporary assignment who will adjust payment of the monthly living allowances based upon the information contained in the Form PC-505. Do not forward the Form PC-505 for transferring the Volunteer to OPBF/F/VSPS.

4.5.3 Recording Leave During Temporary Assignment

Upon the Volunteer's completion of the temporary transfer, the receiving Country Director will compile Form PC-505 as above, making sure to credit the Volunteer with any unused leave. This form should be given to the Volunteer when returning to the original country to deliver to the Country Director.

4.5.4 COS or Early Termination During Temporary Assignment

In the event that a Volunteer completes his or her service (COS) at the temporary post or if the Volunteer early terminates, per MS 284, the country of temporary assignment will pay the costs of the termination. The

country of temporary assignment is also responsible for reporting the early termination per MS 284 or close of service per MS 223 to OPBF/F/VSPS.

4.6 Description of Service Statement

Prior to the Volunteer's departure from the country of temporary assignment, the Country Director will provide the Volunteer with a statement detailing his or her activities at the temporary post (see MS 285). This information should then be incorporated into the Volunteer's Description of Service Statement.

5.0 REINSTATEMENT

5.1 Policy

Reinstatement is the return to service of a Trainee or Volunteer who, having previously early terminated or completed service, now wishes to return to his or her original country of assignment. A Trainee or Volunteer may be reinstated only to the country in which he or she served or for which he or she was trained to serve. The effective date (Paragraph 5.5.) of any reinstatement must be within one year of the date of the Trainee's or Volunteer's early termination or completion of service date, otherwise provisions of Paragraph 6.4. apply. A Trainee or Volunteer is often reinstated to complete the original term of service. However, the Country Director has authority to establish new COS date upon consideration of programmatic factors.

5.2 Conditions for Reinstatement

Unless there are "exceptional circumstances" (see below), an early terminnee will be required to wait one year from his or her termination date and to reapply through normal Peace Corps recruitment process.

"EXCEPTIONAL CIRCUMSTANCES" are:

- Unavoidable occurrences such as a death in the family or medical separation.
- Discontinuance of Volunteer or Trainee's service, as a result of a non-disciplinary action (i.e., interrupted service, see MS 284.5), or country program or site placement limitations which may adversely affect a Volunteer or Trainee's service.
- Special request and/or a positive recommendation by the Country Director that the Volunteer or Trainee return to service in that country.

The Country Desk Unit determines if the Volunteer or Trainee meets the exceptional circumstances. If so, the Desk Officer informs the Trainee or Volunteer that the Country Director makes the final Agency decision and, if accepted, establishes the COS date. If the exceptional circumstances above are not met the Desk Officer advises the Trainee or Volunteer, when applicable, of the waiting period (usually one year) and/or conditions which must be met before he or she is considered eligible for future service.

5.3 Medical Clearance

The Desk Officer will request a decision in writing from Medical Services (VS/MS) regarding the individual's medical clearance.

5.4 Country Director's Decision

Once the person is medically cleared, the Desk Officer advises the Country Director by cable of the request and recommendation for reinstatement. The cable will include the name, social security number, dates of previous service, statement of medical clearance and information as to why the reinstatement request is

being made, including the Trainee's or Volunteer's reasons for early termination, where appropriate, and motivation for future service. The cable will also include a suggested date for return to the host country.

5.4.1 Criteria

Country Directors should use the following criteria in considering whether to accept a Trainee or Volunteer for reinstatement:

- The performance (including quality of previous service, if applicable) and conduct of the former Trainee or Volunteer;
- The Trainee's or Volunteer's motivation in seeking to continue service through reinstatement; and
- The availability of an assignment for which the individual is qualified.

If these criteria are satisfied, the Country Director may decide to accept the former Trainee or Volunteer, and will cable the following information to the Desk Officer:

- A description of the proposed assignment including VAD Code if different from the Trainee's or Volunteer's original assignment;
- The length of service proposed and new (or original) COS date;
- Additional training, if any, which may be necessary and its estimated duration;
- Optimum arrival date; and
- Any effect of the reinstatement on the matrix request for Trainees. If the reinstatement affects the matrix request see Paragraph 3.3.3. The Country Director should respond within 10 working days with the decision regarding the reinstatement request. NOTE: In cases where the Country Director denies the request, he or she must provide the Desk Officer with a written explanation to assist in considering the Trainee or Volunteer for re-enrollment.

5.5 Processing the Reinstatement

The individual requesting reinstatement must receive medical clearance for further service. The Country Director must approve the reinstatement request. And the individual must agree to all conditions proposed by the Country Director. If these conditions are met, the Desk Officer will prepare a PC-440 "Notice of Trainee-Volunteer Action" for Regional Director approval. This PC-440 will include:

- Dates of leave without allowance (The individual will be on leave without allowance status one week before the scheduled departure overseas. This status will continue through the day before departure or until the individual is placed in administrative hold status, per MS 220. The effective date of reinstatement is the date of departure for overseas.);
- Proposed new COS;
- Previous dates of service;
- Proposed date of arrival;
- A statement that the Trainee or Volunteer does not need to update the background investigation (since reinstatement is taking place within one year); and
- VAD Code if different from the Trainee's or Volunteer's original assignment (Put in item 6 blank line of PC-440 Form).

If the Regional Director approves the request for reinstatement, the Desk Officer will forward the following to the individual requesting reinstatement:

- “Trainee Registration Form” PC-1487;
- Forms required to enable the Trainee or Volunteer to purchase or waive coverage under Peace Corps’ \$15,000 death benefit insurance policy (PC-652, PC-653, PC-656);
- Forms required to request an allotment or withdrawal from the Readjustment Allowance Account (Form PC-10);
- Forms required to enable the Trainee or Volunteer to purchase personal articles insurance (Form PC-6001);
- Forms required to enable Trainee or Volunteer to defer Student Loan payments.

NOTE: Unless otherwise directed, allotments or withdrawals arranged during the Trainee’s or Volunteer’s original term of service will automatically be reactivated at the point of reinstatement for the number of payments or length of time originally specified.

When these forms are completed and returned, the Desk Officer will:

1. Request that M/AS/G/T make travel arrangements including securing the necessary visas, returning or reissuing the no-fee passport, and making the necessary airline reservations. The Desk Officer will complete and forward to M/AS/G/T the necessary travel authorization.
2. Cable the Country Director the individual’s complete estimated time of departure/arrival (ETD/A) and the necessity of administering the Volunteer oath upon arrival in-country and reimbursing the individual for travel expenses, when appropriate.
3. Forward the completed forms described above and two copies of Form PC-440 to OPBF/F/VSPS. Compile the permanent file, including all related cables, correspondence and the original of the completed Form PC-440.

NOTE: If there is a shortage of time, the Desk Officer will not provide the individual with a travel allowance advance. The Desk Officer will advise the individual to maintain all receipts and discuss reimbursement with the Country Director upon arrival in country.

5.6 In-Country Reinstatements

Occasionally, a Country Director will receive a request for reinstatement from a former Trainee or Volunteer still residing overseas. If the proposed reinstatement is within one year of either the COS or resignation, the Country Director may decide to accept the former Trainee or Volunteer for reinstatement based on the criteria in Paragraph 5.4.1. If the Trainee or Volunteer is accepted for reinstatement, the Country Director must cable the Desk Officer and request that they process the reinstatement as outlined in Paragraph 5.5. Medical clearance will be coordinated by the PCMO.

6.0 RE-ENROLLMENT

6.1 Policy

Re-enrollment is the return to Peace Corps service of a former Trainee or Volunteer in a country other than the country of previous service for another full term of service (generally two years).

Peace Corps recognizes the potential contributions of former Volunteers. However, completing a term of service or having been a Trainee or Volunteer does not automatically qualify an individual for a new assignment. In most cases, former Trainees and Volunteers must compete with other applicants for a new Peace Corps assignment.

Unless there are “exceptional circumstances” (see below), early terminees will NOT be processed for re-enrollment but rather required to wait one year from the early termination date before reapplying through recruitment channels.

The “EXCEPTIONAL CIRCUMSTANCES” for former Trainees or Volunteers meeting the basic Peace Corps suitability, are:

1. Having a rare skill;
2. Unavoidable occurrences such as a death in the family or medical separation (determined by VS/SS or VS/MS, as appropriate, with VRS approval);
3. Program or country limitations which may have restricted the Volunteer’s or Trainee’s service, e.g. interrupted service per MS 284.5 (determined by the Regions, with VRS approval).

6.2 Eligibility for Re-enrollment

A former Volunteer or Trainee who early terminated or completed service and meets the “exceptional circumstances” above (section 6.1.) may be considered for re-enrollment by VRS/Placement, provided:

1. The Volunteer or Trainee contacts Placement to request re-enrollment within one year of his or her termination date; [See the 12/08/98 Interim Policy Statement at the end of this Manual Section.
2. The Volunteer who completed service qualifies for a scarce-skill assignment as defined by the Placement Officer at the time of the request for re-enrollment.

In the event that the applicant requesting re-enrollment was an early terminnee who was administratively separated, VRS staff may review the applicant’s early termination appeal filed with VS/SS. VRS staff will assess the applicant’s eligibility for future service before initiating the following steps.

If requirements (1) and (2) listed above are met, then VRS/P will review the individual’s original applicant file and may then request that the following information be submitted in writing (otherwise the applicant will be referred to the Office of Recruitment to initiate a new application per Paragraph 6.4.):

- A statement of the former Trainee’s or Volunteer’s motivation for and commitment to another term of Volunteer service, including a review of both the positive and negative aspects of the prior tour and, if applicable, the reason for early termination;
- The names and address(es) of the Country Director, a second staff member or host country supervisor and one (preferably two) co-Trainee(s) or Volunteer(s) to be contacted for references;
- A written description of the former Trainee’s or Volunteer’s work and living situation (if applicable, a Description of Service Statement), and a brief description of what the former Trainee or Volunteer has been doing since she or he left Peace Corps;
- Documentation required for the background investigation update; and
- Other appropriate updates as may be required by VRS/P. VRS/P, with Regional concurrence, will contact the Country Director in the individual’s original country of assignment for a recommendation for future service. The Country Director should cable his or her recommendation within 10 working days to VRS/P (with a copy to the Country Desk Officer). The Country Director’s recommendation will be weighed heavily by VRS/P in deciding if the individual is eligible for another assignment.

Country Directors should consider the following criteria when preparing a recommendation for re-enrollment:

- The quality of the former Volunteer’s previous service;

- The Volunteer’s motivation to resume service;
- The performance and previous conduct of the former Volunteer. If the re-enrollment affects the matrix request, the procedures described in Paragraph 3.2.3. apply. If the Placement Officer determines that an early terminatee is not suitable for an immediate new assignment, the early terminatee may re-apply through the local recruitment office one year from the date of termination of service (see 6.1.). A former Volunteer who completed service and who is ineligible for re-enrollment may reapply through a recruiter at any time.

6.3 Medical Clearance

If the Trainee or Volunteer is eligible for re- enrollment, VRS/P will request a decision from the Office of Medical Services regarding the individual’s medical clearance.

6.4 Reapplication by Former Trainees and Volunteers beyond Date for Reinstatement and Re-enrollment

Former Volunteers and early terminatees who are ineligible for reinstatement or re-enrollment as a result of the timing of their application or the lack of an immediate assignment for which they qualify must apply and qualify for a new assignment in the same manner as any new applicant. This includes:

- Completion of a Peace Corps application, including a statement of motivation which includes reasons for early termination, if applicable, and appropriate references. If the applicant has been out of service for less than 5 years, the references should include one Peace Corps staff member, or host country supervisor from the country of service who had direct knowledge of the former volunteer’s service and at least one co-volunteer. Where these references are unavailable the Evaluation Manager may require the substitution of other suitable references;
- Completion of all related pre-training procedures;
- Completion of the medical examination required for applicants;
- Completion of an updated background investigation; and
- Compliance with all training program qualification criteria if selected to train for a new assignment.

6.5 In-Country Re-enrollments

Occasionally, a Country Director will receive a request for re-enrollment in his or her country from a former Trainee or Volunteer residing overseas. If the individual completed service or early terminated in another country within the previous 12 months, the Country Director may apply the provisions of MS 203, “Field Enrollments,” to re-enroll the individual in his or her program.

7.0 DELEGATION OF AUTHORITY

The specific duties and responsibilities assigned to named officers in this Manual Section may be performed by persons designated to fill those offices in an “Acting” capacity.

8.0 EFFECTIVE DATE

This Manual Section shall take effect on the date of issuance.

INTERIM POLICY STATEMENT RE-ENROLLMENT PERIOD

1.0 ELIGIBILITY FOR RE-ENROLLMENT

A Returned Peace Corps Volunteer (RPCV) may be considered for re-enrollment by VRS/Placement if he/she meets all of the following conditions:

1. The RPCV contacts Placement to request re-enrollment within two years of his/her termination date.
2. The RPCV has skills in high demand.
3. The RPCV has either completed service or has early terminated due to medical separation, interrupted service, or other circumstances beyond his/her control (e.g., a death in the family).

Signature on file	Effective Date
Mark D. Gearan	12/08/98