

# MS 203 FIELD ENROLLMENT OF TRAINEES/VOLUNTEERS

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Table of Contents  
Attachments

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## TABLE OF CONTENTS

- 1.0 Purpose
  - 2.0 Policy
    - 2.1 Suitability Standards
    - 2.2 Travel Costs
  - 3.0 Procedures
    - 3.1 Processing for Field Enrollment
      - 3.1.1 Evaluation of References
      - 3.1.2 Medical Approval
      - 3.1.3 Evaluation of Applicant Qualifications
  - 4.0 Allowances for Field Enrollees
  - 5.0 Effective Date
- 

## ATTACHMENTS

- Attachment A Contents of Field Enrollment Kit
  - Attachment B Agreement of Understanding, Field Enrollment
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## 1.0 PURPOSE

Occasionally a prospective applicant for the Peace Corps may reside in a country where he/she could be assigned as a Volunteer. In such a case, it may be possible to enroll the applicant in the field. This Manual Section outlines the policies and procedures for field enrollment.

## 2.0 POLICY

The Peace Corps seeks to respond to host country requests for highly skilled Volunteers and, at the same time, tries to enable as many qualified Americans as possible to serve overseas. To achieve this goal of placing the best qualified Volunteers in viable Peace Corps assignments, Country Directors should, before requesting a field enrollment, confirm that the anticipated position is compatible with host country priorities and with Peace Corps programming criteria. The Country Director cannot recommend a field enrollment for an assignment for which the Office of Placement (RPS/P) has already issued an invitation. Hence, each Country Director should evaluate the validity and necessity of requesting a field enrollment.

## **2.1 Suitability Standards**

Applicants for field enrollment must meet Peace Corps suitability standards as outlined in MS 201, Eligibility and Standards for Peace Corps Volunteer Service. The Office of Placement is responsible for determining whether a field enrollee meets these standards.

NOTE: The Office of Placement will consult with the Office of General Counsel on legal issues of Volunteer suitability, e.g., applicant involvement with intelligence type activities.

## **2.2 Travel Costs**

The Peace Corps will not reimburse field enrollees for travel costs already incurred on arrival in country.

## **3.0 PROCEDURES**

### **3.1 Processing for Field Enrollment**

Processing a field enrollment requires a minimum of five to eight weeks after all documentation has been received in Washington. When Country Directors request a field enrollment, they should submit the following information to the Country Desk Officer:

- A complete field enrollment kit (see Attachment A for contents of the field enrollment kit.)

**NOTE:** If the applicant has applied previously for Peace Corps service, the Country Director should cable RPS/P to determine whether the original application is still valid. A cable should also be sent to the Office of Medical Services to ascertain if a previous medical examination is still valid.

- A completed Trainee Assignment Criteria (TAC) and Trainee Class Summary Sheet (TCSS). Applicants should also complete a physical examination (Standard Forms (SF 88, SF 89, and SF 603) and send the forms to Medical Services (M/HS).
- A personal reference from the Country Director describing the applicant's qualification for becoming a Volunteer is required in addition to the eight references requested in the application.

**NOTE:** The applicant should understand that the completion of these forms involves no commitment on the part of Peace Corps. The applicant should acknowledge this understanding in a statement (see attachment R) and include a signed copy with the other enrollment forms.

The Country Desk Officer, upon receipt of the field enrollment request, will forward the information to the Supervisory Placement Officer RPS/P, using an Individual Placement cover sheet. (The cover sheet should be marked with the applicant's name, "Field Enrollment" and a project number obtained from RPS/P.

#### **3.1.1 Evaluation of References**

Placement (RPS/P) will forward the application to the appropriate Service Center for collection and evaluation of references. The Service Center will approve or disapprove the application and return it to RPS/Placement for the final selection decision.

#### **3.1.2 Medical Approval**

The Office of Medical Services (M/MS) will determine if a field enrollee meets the medical standards.

### **3.1.3 Evaluation of Applicant Qualifications**

RPS/Placement will evaluate the applicant and initiate security clearance (NAC). When all evaluations and clearances, except NAC, have been completed, the Supervisory Placement Officer will cable the Country Director the date the field enrollee will become eligible to be enrolled as a Peace Corps Trainee. When the NAC has been cleared and the Trainee has successfully completed training, he or she may then be sworn in as a Volunteer.

### **4.0 ALLOWANCES FOR FIELD ENROLLEES**

The Country Director has no authority to provide any allowances to a field enrollee applicant until the applicant is enrolled as a Trainee.

### **5.0 EFFECTIVE DATE**

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