

MS 219 Volunteer and Trainee Home-of-Record

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Responsible Office: CFO/VPS

Supersedes: 04/28/2008; Partial revision 11/23/2007; 09/22/2006; 10/15/96; 11/09/92; MS 218, (paragraph 7, 6/26/86);

[Issuance Memo \(08/25/2011\)](#)

[Issuance Memo \(04/28/2008\)](#)

[Issuance Memo \(11/23/2008\)](#)

Attachment A [Change of Home-of-Record Form](#)

1.0 Purpose

This manual section sets out Peace Corps' policies and procedures for establishing and updating the Home-of-Record of Volunteers and Trainees (V/T's).

2.0 Applicability

This manual section applies to Peace Corps Volunteers (including Peace Corps Response Volunteers) and Trainees.

3.0 Policy

Peace Corps staff shall not authorize return travel for a V/T to a city and state or country different from that originally listed as the Home-of-Record unless a change of the Home-of-Record has been authorized by the Office of Volunteer and PSC Financial Services (VPS).

4.0 Procedures

4.1 Establishment of Home-of-Record

Each Trainee is required to establish a Home-of-Record upon entry into Peace Corps service. The Home-of-Record is the city and state or country the Trainee or Volunteer determines to be his or her place of permanent residence.

Because the Home-of-Record is the place to which termination travel will be authorized, a Trainee (or incoming Peace Corps Response Volunteer) should consider this location carefully before recording it on the [Trainee Registration Form PC-1487](#).

The Trainee Registration Form is filled out and returned to Peace Corps during the pre-departure orientation. The information is entered into the Human Resources Management System (HRMS) module of the Odyssey Financial Management System.

4.2 Request for Change in Home-of-Record

If a change to the Home-of-Record is needed during service, the request should be made using form PC-219 "Request for Change of Home-of-Record".

4.3 CD Approval or Denial of Request

A Volunteer's request for a Home-of-Record change shall be submitted to the Country Director for approval. The request must be submitted no later than 75 days in advance of the Volunteer's scheduled departure date. Requests that lack detailed reasons or sufficient information for verification will be denied but may be re-submitted after correction. Requests may be submitted by mail, fax, or e-mail. If a request is approved, the request shall be forwarded to VPS for a final decision.

4.4 Criteria for Change of Home-of-Record

Changes will normally be authorized only when a Request for Change of Home-of-Record has been submitted and one of the following conditions has been met:

- (a) A Volunteer who has married another Volunteer during the course of their Peace Corps service wants to return to the Home-of-Record of the spouse. Requests for a change of Home-of-Record under this condition must be accompanied by verification from the Country Director of the marriage;
- (b) A Volunteer who has separated from or divorced another Volunteer during the course of his or her Peace Corps service wants to return to a location other than that of the spouse. Requests for a change of Home-of-Record under this condition must be accompanied by verification from the Country Director of the divorce or separation;
- (c) The person, spouse, parent, sibling or child whose residence was designated as the permanent residence by the Volunteer before entering the Peace Corps has moved to a different U. S. address;
- (d) Travel to the new Home-of-Record would cost less than, or the same as, travel to the originally declared Home-of-Record;
- (e) The person, spouse, parent, sibling, or child whose residence was designated as the permanent residence by the Volunteer before entering the Peace Corps has moved outside the United States and its territories and possessions. In such cases the Volunteer may receive transportation to the most appropriate U. S. port-of-exit for the foreign country to which that individual has moved or transportation to the foreign country, whichever is less;
- (f) The Volunteer identified the address of a parent, sibling, child, or other person as the Home-of-Record, but actually resided at and was provided original transportation, at Peace Corps' expense, from another location. The Volunteer now wishes to return to that original point of departure;

- (g) The only surviving parent, spouse, sibling, or child who resided at the Volunteer's Home-of-Record dies;
- (h) There is an authorized emergency leave in conjunction with either an advance completion of service or early termination and the location of the emergency leave is different from the originally listed Home-of-Record; or
- (i) A Volunteer claims that the original Home-of-Record was only chosen as a place of contact. Requests for a change of Home-of-Record under this condition must be accompanied by proof of prior residence, such as a copy of tax forms, a driver's license, or a voter registration card.

4.5 Final Decision

Upon receipt of a request approved by the Country Director, VPS will make a decision to authorize the change or not. If the change is authorized, VPS will update the Volunteer/Trainee's records and notify the Country Director. The Post will also be notified if the change is denied.

4.6 Change to Address at Termination

If a Volunteer would like to change his/her official address at the time of termination, the new address should be recorded in the Volunteer End of Service Information (VESI) application. An address change at the time of termination is made for the sole purpose of continuing contact, not for purpose of return travel destination or cash-in-lieu travel amount. No CD approval is required for address changes submitted at this time.

4.7 Extraordinary Requests and Exemptions for Peace Corps Response

Volunteers or Trainees may request a Home-of-Record change in extraordinary or unusual circumstances not listed above, including situations where it is impossible to comply with the 75 day advance notice required in Paragraph 4.3. Volunteers or Trainees must provide VPS with a written explanation of the unusual or extraordinary circumstances. Because it is rarely possible for Peace Corps Response Volunteers to comply with the 75 day requirement, they shall be exempt from the rule.

Peace Corps Response Volunteers are authorized returned travel for destinations other than the originally listed Home-of-Record provided the transportation cost is equal to or less than the cost of returning to the Home-of-Record. Because Response Volunteers are provided roundtrip tickets, the cost is determined prior to departure.

5.0 Effective Date

The effective date is the date of issuance.