

RESIGNATION REASON CODE REPORTING

Date: May 2009
To: Peace Corps Staff
From: Acting Peace Corps Director
Subject: Resignation Reason Codes and Procedures

We know that it is a serious decision when Volunteers and Trainees (V/Ts) choose to resign from Peace Corps service. Therefore it is critical that we understand the reasons for the early termination. Having accurate and timely information about resignations allows us to assess patterns, and then take steps to make any necessary changes.

Your cooperation is essential in collecting resignation data and forwarding it to headquarters in a consistent and timely manner. V/T forms should be collected and submitted as part of the resignation process. If you use an early termination checklist at your post, please add the resignation forms to that checklist. Input from the V/T's Associate Peace Corps Director or Peace Corps Medical Officer should be included in the termination e-mail as necessary to assure an accurate and complete assessment of the Staff perspective on the reason for resignation.

Please keep the following points in mind when completing the resignation form:

- (a) Although filling out and submitting the V/T copy of the form is optional, each V/T should be strongly encouraged to do so. The forms will be anonymous and are helpful in our efforts to understand trends and respond appropriately.
- (b) The response must be as genuine as possible, so that the Agency has an accurate picture of the reasons for attrition.
- (c) Consistency in how early terminations are categorized (resignation, administrative separation, medical separation, interrupted service) is important for accurately assessing early termination and resignation rates. Please review the circumstances that are appropriate for each of these types of early terminations according to MS 284, and include your assessment of the resignation reason on the termination E-mail *every* time there is a resignation.
- (d) The information captured under Item 3 above will be documented by VPS in the Peace Corps Volunteer Database Management System.
- (e) When a V/T resigns:
 1. Staff provides the V/T with the letter from the Peace Corps Director, and a copy of the Volunteer/Trainee Resignation form,

2. The Volunteer or Trainee completes the resignation form, and provides it to the Country Director for transmittal to Headquarters.
3. Administrative Staff at Post transmits the form electronically to the Office of Strategic Information, Research, and Planning, (OSIRP) in Washington D.C.

If a V/T resigns while in the United States, the Office of Special Services will ensure that the resigning V/T receives a resignation form in the United States for submittal to OSIRP.

Once the resignation forms reach Washington, OSIRP will enter the reason codes in an electronic data base. Individual forms will be reviewed for time-sensitive or particularly significant issues, with appropriate follow-up with staff and/or the former Volunteer, as necessary. This might include allegations of V/T abuse, concerns with post operations, breach of Peace Corps policy, or threats to V/T health or safety. The Office of Strategic Information, Research & Planning, will analyze and share resignation information with field and headquarters offices on a timely and periodic basis.

Thank you for your assistance in helping the agency collect information from V/Ts who resign from service. I am optimistic that the data collected on these forms will provide valuable information and help us improve our agency operations.



Dear Peace Corps Volunteer or Trainee,

As you prepare to resign from Peace Corps service, please take a moment to indicate on the attached resignation form the reason(s) you made this decision. Completion of this form is Voluntary for every Volunteer or Trainee (V/T) who resigns. Having the Volunteer form is helpful for Peace Corps so that we know the reasons for your resignation expressed in your own words. I strongly encourage you to include written comments as well. Return your completed form anonymously to the Peace Corps staff at post. It will be sent to Peace Corps headquarters where we will use your comments to help us analyze the reasons for resignations and define steps to reduce or minimize the impact of issues that are adversely affecting volunteer continuity of service.

Your feedback is extremely useful to me as the Director of the Peace Corps, because it will add the benefit of your experience to the Agency effort to upgrade all aspects of Peace Corps operations and service. Your information will be compiled and analyzed by our staff in Washington, and will be included in periodic reports on early termination and resignation trends in the Peace Corps. The information you provide on this form will in no way reflect negatively on your Peace Corps service. It will not be shared with the public or prospective employers. Your written comments will be confidential, and will be shared with other Peace Corps headquarters staff only on a "need to know" basis. V/T names will not be associated with data contained in resignation reports.

Thank you for your comments, and best of luck in your future endeavors.

Sincerely yours,

Aaron S. Williams
Director