

# MS 254 Volunteer Identification Cards

---

**Effective Date:** May 25, 2012

**Responsible Office:** Office of Global Operations

**Supersedes:** 3/18/86; 7/5/85

---

## Attachments

Attachment A: Form PC- 1723

Attachment B: Sample ID Card

Issuance Memo (5/25/12)

---

## 1.0 Purpose

This Manual Section establishes Peace Corps policy for the issuance of Volunteer identification (ID) cards.

## 2.0 Policy

Country Directors at each Post are authorized to issue ID cards to Volunteers. The Country Director at a Post decides whether or not to issue ID cards and the information to be included on the cards. A Country Director may issue ID cards in order to:

- (a) Provide a convenient means of identifying an individual who has been enrolled as a Volunteer.
- (b) Provide basic identifying information.
- (c) Provide emergency instructions and medical information.
- (d) Facilitate Volunteer recognition, inside and outside of country of assignment.

## 3.0 Description

(e) The Country Director is authorized to determine the information to be included on the ID card, which may include information that is specific to, or appropriate for, the country of assignment. Information on the ID card may include:

- (a) Full Name of Volunteer
- (b) Country of Assignment
- (c) No-Fee Passport Number
- (d) Date of Birth

- (e) Volunteer's Signature
- (f) Country Director's Signature
- (g) Volunteer Number
- (h) Country Specific Emergency Information
- (i) Allergies and other Emergency Medical Information on the Individual Volunteer
- (j) Expiration Date
- (k) Address to which Found Cards should be Returned
- (l) Visa-type photograph of Volunteer

#### **4.0 Preparation and Issuance of Cards**

Although ID cards are normally issued only after swearing-in, Trainees should be provided with Volunteer ID Card Information Form (Form PC- 1723, see Attachment A) to fill out and return before the end of training.

The PC-1723 serves both as the source document for Volunteer specific information to be included in the ID card and as the official record that a card has been issued. Information and signatures on Form PC-1723 must be identical to the information and signatures on the ID card.

The completed Form PC-1723 for Trainees should be retained in the Volunteer's Official Health Folder at each Post because it contains medical information. The forms for Trainees who are not sworn in as Volunteers must be immediately destroyed.

The Country Director is authorized to determine the design of the ID card. See Attachment B for a sample ID card. Information normally included on the ID card is as follows:

#### **4.1 No-Fee Passport Number**

The Volunteer's no-fee passport number may be entered on the ID card. Generally, other passport numbers, i.e., personal or tourist passport, are not entered on the ID card.

#### **4.2 Country Specific Emergency Information**

Country specific emergency information on the ID card should normally include the emergency contact names and telephone numbers of the Peace Corps Medical Officer (PCMO), the Associate Peace Corps Director (Program Manager), most directly related to the Volunteer's project, and the Country Director.

### **4.3 Medical Information**

Medical information included on the ID card must be consistent with information contained in the Volunteer Overseas Health Jacket. The PCMO must certify that the information reflected on the ID card is in agreement with information contained in the health jacket.

If the information reflected on PC-1723 is not in agreement with information contained in the individual's Official Health Jacket, the PCMO must discuss the discrepancy with the Volunteer. The PCMO, in consultation with the Volunteer, will enter the correct data on the PC-1723. The PCMO will take measures to correct errors that may be contained in the Official Health Jacket.

### **4.4 Expiration Date**

ID cards may reflect the Volunteer scheduled completion-of-service (COS) date. In the event of an extension of service of more than one month, a new ID card should be issued with an updated COS date.

### **4.5 Return Address**

ID cards may include a local address to which found cards should be returned. Generally, this will be the P.O. Box number of the Peace Corps office or nearest U.S. Embassy.

## **5.0 Replacement/Reissuance**

ID cards should be replaced or reissued as follows:

### **5.1 Lost/Stolen Cards**

Volunteers who lose their card or whose card has been stolen should report the loss to the Country Director as soon as possible. A written report should describe the circumstances of the loss and request a replacement. A new card will be issued. If the original card is subsequently recovered, it should be returned to the Country Director for destruction. Replacement of an ID card should be noted on the written report and placed in the Volunteer Personnel Folder maintained at Post.

### **5.2 Change in COS Date**

Normally ID cards will not be reissued as a result of a change in the COS date of one month or less. However, when a Volunteer extends service for more than one month, a new card should be issued. Appropriate notations of the issuance of a new card should be made in the Volunteer Personnel Folder maintained at each Post.

### **5.3 New Country of Assignment**

When a Volunteer transfers to a new country, the old ID card must be turned in to the new Country Director or voided by the new Country Director if the Volunteer requests to keep it. The new Country Director will issue a new card.

### **5.4 Change/Correction in Other Information**

In the event that a Volunteer must be issued a replacement no-fee passport (thus changing the Volunteer passport number) or if other information on the Volunteer ID card changes, a replacement ID card with a new number should be issued.

### **6.0 Return of Card Upon Completion of Service or Early Termination**

Upon completion of service or early termination, the Volunteer's ID card must be returned to the Country Director for destruction. However, if the Volunteer requests to keep the ID card, it may be returned to the Volunteer after it has been voided by the Country Director.

### **7.0 Effective Date**

This Manual Section takes effect on the date of issuance.