

# MS 282 Transfers, Reassignments, Reinstatements and Reenrollments of Trainees and Volunteers

---

**Effective Date:** November 22, 2011

**Responsible Office:** Office of Global Operations/Office of Volunteer Recruitment and Selection/Office of the Chief Financial Officer

**Supersedes:** 1/3/83

[Issuance Memo](#) 11/22/11

---

## 1.0 Purpose

This Manual Section establishes Peace Corps policy and procedures for the transfer and reassignment of Trainees and Volunteers and for the reinstatement and re-enrollment 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 or counterparts, a Country Director may reassign a Trainee or Volunteer from one assignment to another within the host country.

## 3.0 Permanent Transfer to another Country

A Volunteer transfer to another country may be initiated by the Volunteer or the Country Director of the original country of assignment. Note that the procedures in this Section 3.0 do not apply to a transfer to Peace Corps Response, which are governed by Peace Corps Response procedures.

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

**(b) Country Director Request.** A Country Director may request to transfer a Trainee or Volunteer to another country. Such a request may be submitted if one of the following occurs:

- 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 completion of service (COS) date;
- 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](#))
- The Peace Corps determines that a transfer of a Volunteer or Trainee to another country is in the best interests of the agency.

### **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 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 memo using the format in Attachment A, "Bio-Date Memos."

- Trainees: The transfer request memo will be sent to the Country Desk Officer of the originating country. (See Paragraph 3.21.)
- Volunteers: The transfer request memo will be sent directly to other countries with programs matching the Volunteer's skill area. An information copy of this and subsequent memos will be sent to the Country Desk Officer. The memos 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 memo, 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;
- Report the findings to the Country Director within a week.

Volunteers: Upon receipt of the Transfer request memo, 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 report 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 an electronic 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 (or Regional Directors') response to the request for approval (see Paragraph 3.6.); and
- The originating Country Director's memo reporting the transfer (see Paragraph 3.7.).

Upon completion of the transfer, the electronic 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 memos 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 may require 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 (see [MS 220 Leave for Volunteers/Trainees](#); [MS 281 Completion of Service Date Advancement and Extension of Service](#)). The receiving Country Director should not consider the training period as service 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 must 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**

When the Trainee or Volunteer agrees to all conditions of the transfer, the originating Country Director will advise the PCMO at Post to conduct a standard COS physical and review other medical conditions for medical clearance. The PCMO should consult with VS/MS about any outstanding problems or medical requirements, and must communicate with the PCMO in the receiving country. The receiving PCMO must provide medical clearance. No transfer may be effected without medical clearance from the receiving PCMO.

### **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 memo);
- A description of the assignment that the Trainee or Volunteer is leaving, including the COS date (or the original memo);
- The new COS date (or the original memo); and
- The PCMO's notice of medical clearance.

The Regional Director(s) will respond promptly, approving or disapproving the transfer. The reasons for disapproving the transfer must 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 (see subsection 3.3.2 above), 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 a Volunteer or Trainee does

not meet the training objectives and is administratively separated or resigns the respective provisions of MS 284 *Early Termination of Service* apply.

### **3.7 Reporting the Permanent Transfer**

The Country Director of the originating Post must report the transfer or transfer/extension to CFO/VPS as soon as all relevant Regional Director approvals for the transfer have been received – in advance of the Volunteer departing the Post. The transfer or transfer extension format in VIDA should be used to report the transfer.

### **3.8 Effective Date of a Permanent Transfer**

The effective date of any permanent transfer or transfer/extension will be the date immediately following the Volunteer's departure from the originating Post. This date may often coincide with the first day of special leave for transfer/extensions, administrative hold, or travel to the receiving country.

### **3.9 Payment of Expenses**

#### **3.9.1 Originating Country**

The budget of the originating country will be responsible for the following costs:

- Any period of Administrative Hold (see MS 220) prior to effective date of the transfer;
- Transportation and travel allowances to the new country of assignment when such travel is direct and immediate;
- Any special leave travel to HOR and allowances earned in the originating country

#### **3.9.2 Receiving Country**

The budget of the receiving country will be responsible for the following costs:

- Any period of Administrative Hold after the effective date 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; and
- Any Special Leave travel and allowances to which the Volunteer becomes entitled while serving in the receiving country.

### **3.10 Payment of Readjustment Allowances**

A Volunteer who is transferring into Peace Corps Response may receive 1/3 of the Volunteer's Readjustment Allowance. The Director of Management and Operations (formerly the Administrative Officer) of the originating country needs to contact CFO/VPS to specifically request this payment to the Volunteer.

Where the transfer is in conjunction with an extension of a Volunteer's service, rather than a transfer to Peace Corps Response, the conditions of [MS 223.7.2](#) apply.

### **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 (LWOA) status for a period of up to 60 days after any period of administrative hold expires. LWOA dates must be reported to CFO/VPS.

For Trainees or Volunteers who resign while on administrative hold, the conditions of MS 284 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 *Applicant, Trainee, and Volunteer Travel and Use of Hostels* 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 will 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 must send information copies of all correspondence to both Country Desk Officers involved. This information must 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 originating Country Director must report the temporary transfer by using the transfer template in VIDA and noting that it is temporary.

### **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.

#### **4.5.3 Recording Leave During Temporary Assignment**

Upon the Volunteer's completion of the temporary transfer, the receiving Country Director must compile any unused leave earned during the temporary assignment and communicate that information back to the originating 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 must pay the costs of the termination.

### **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 (see [\*MS 285 Volunteer Description of Service Statement and Certificate of Group Health Coverage\*](#)).

## **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. A Trainee or Volunteer is often reinstated to complete the original term of service. However, the Country Director has authority to establish a new COS date upon consideration of programmatic factors.

### **5.2 Criteria for Reinstatement**

#### **(a) Following an early termination**

Unless the V/T's early termination was because of exceptional circumstances (see below), an early terminnee is not eligible to seek reinstatement, and must wait one year from his or her termination date and to reapply through normal Peace Corps recruitment process.

Exceptional circumstances are either:

1. Resignation because of unavoidable occurrences beyond the control of the V/T, such as a death in the family; or
2. Discontinuance of Volunteer or Trainee's service, as a result of a non-disciplinary action (i.e., medical separation or interrupted service, see MS 284), or country program or site placement limitations which may adversely affect a Volunteer or Trainee's service.

The Country Desk Officer 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 Peace Corps decision and, if accepted, establishes the COS date. If the conditions for reinstatement 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.

(b) Following a COS

A Volunteer who has COS'd who wishes to return to service in the original country of service is eligible to seek reinstatement if the return to service would occur within a year of the Volunteer's COS date. The Country Desk Officer determines whether the individual is eligible to seek reinstatement.

### **5.3 Country Director's Decision**

If the person meets the criteria for reinstatement, the Desk Officer advises the Country Director by memo of the request and recommendation for reinstatement. The memo must include the name, Volunteer ID number, dates of previous service, 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 memo must also include a suggested date for return to the host country.

In determining whether to accept a Trainee or Volunteer for reinstatement, Country Directors should consider the following criteria: in considering:

- 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 communicate 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.

## 5.4 Medical Clearance

Following approval by the CD, the Desk Officer must request approval in writing from Medical Services (VS/MS) regarding the individual's medical clearance.

## 5.5 Processing the Reinstatement

The Country Director must approve the reinstatement request. The individual requesting reinstatement must receive medical clearance for further service 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](#) HQ. "Notice of Trainee-Volunteer Action-HQ" for Regional Director approval.

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

- [PC-1487 -Trainee Registration Form](#);
- [PC-654 - Designation of Beneficiary for Life Insurance Coverage](#); or
- [PC-853 – Waiver of Coverage for Life Insurance](#).

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. Send 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 Form PC-440HQ to CFO/VPS.
4. 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 communicate with the Desk Officer and request that the reinstatement be processed as outlined in Paragraph 5.5. Medical clearance will be coordinated by the PCMO.

## **6.0 Re-enrollment**

### **6.1 Eligibility for Re-enrollment**

Re-enrollment is the return to Peace Corps service of a Returned Peace Corps Volunteer (RPCV) in a country other than the country of previous service for another full term of service (generally two years). Completing a term of service or having been a RPCV does not automatically qualify an individual for a new assignment. In most cases, a RPCV must compete with other applicants for a new Peace Corps assignment.

A 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 one year of his/her termination date;
2. 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);
3. The RPCV receives a favorable recommendation from the CD at the previous post; and
4. The RPCV has skills in high demand or for other reasons in the best interest of the Peace Corps. (This criterion may be waived where the RPCV's previous service was terminated early because of medical or safety and security reasons (See MS 284.3, 284.5).)

Unless all the conditions above are satisfied, an RPCV will not be processed for re-enrollment but rather required to wait one year from the early termination or COS date before reapplying through recruitment channels.

VRS/P will review the individual's original applicant file and may then request such additional information as it deems necessary to reach a decision on re-enrollment.

## **6.2 Medical Clearance**

If the RPCV is eligible for re- enrollment, VRS/P will request approval from the Office of Medical Services regarding the individual's medical clearance.

## **7.0 Effective Date**

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