

VOLUNTEERS/TRAINEES WHO EARLY TERMINATE OR CLOSE SERVICE PENDING INVESTIGATION OR INQUIRY

As noted in MS 284, completion of Attachment J is only required in cases where an allegation of serious misconduct has been made, but the Volunteer/Trainee (V/T) early terminates before a disciplinary action was either initiated or ruled out. Attachment J also may be completed when the Country Director (CD) learns of the allegations after the V/T leaves service or if a pending allegation remains unresolved as of the date of a PCV's close of service. The creation or maintenance of this record does not necessarily mean that the accused V/T committed any misconduct, nor will it serve as an automatic bar to future service or employment with the Peace Corps.

Volunteer Name: _____ **Enter-on-Duty Date:** _____

Country of Service: _____ **Early Termination/Close of Service Date:** _____

(1) Allegation related to the following policy violation(s):

- Sexual Misconduct Policy
- Child Protection Policy
- Commercial Sex
- Involvement with Drugs
- Fraud, theft, embezzlement or misuse of Peace Corps funds
- Refusal to take required Immunizations or Prophylaxes
- Failure to Disclose Legal or Medical History
- Fraternalization with students or subordinates contrary to policy
- Serious violations of U.S. or local law
- Other _____

(2) Was V/T aware of allegation prior to ET or COS?

- Yes No Unsure

(3) At the time of ET or COS, what was the status of the allegation?

- Not yet investigated
- Matter referred to OIG
- Under inquiry by CD (formal or informal)
- Investigation/inquiry complete, but pending initiation of disciplinary action
- N/A: CD became aware of allegation after end of V/T's service

(4) Brief Description of Allegation and Additional Information:

CD Name: _____ **Signature:** _____ **Date:** _____

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Instructions:

All fields must be completed. This form must be filled out in consultation with the appropriate Region and the Office of the General Counsel.

The Peace Corps maintains records on Volunteers and Trainees who are accused of serious misconduct but who early terminate (ET) or close service (COS) before the Agency has either initiated or ruled out disciplinary action. **Complete this form for all V/Ts who ET while under inquiry or investigation for serious misconduct. This means that the form must be completed for ETs that occur after an allegation has been made, but before the Agency has initiated or ruled out disciplinary action. The form also may be completed when the CD learns of the allegations after the V/T leaves service, or if a pending allegation remains unresolved as of the date of a PCV's COS.**

An "allegation" includes any allegation of serious misconduct brought to the Country Director's attention by the terminating V/T, another V/T, Peace Corps staff, OIG, community members, or any other person or entity, or known to the Country Director by any other means.

Question 2, "Was the V/T aware of allegation prior to ET or COS": the answer should reflect whether there is reasonable certainty that the V/T was informed of the allegation prior to ET or COS, whether by Peace Corps staff, OIG staff, other V/Ts, community members, or by any other means. This question is relevant to assess the implication that the V/T may have resigned to intentionally to avoid disciplinary consequences, and whether the former V/T is truthful about the knowledge of the allegation in future background checks.

Question 3, "At the time of ET or COS, what was the status of the allegation": the answer should reflect whether an inquiry or investigation into the allegation was initiated or completed. Select only one box.

- (a) ***Not yet investigated*** means that Peace Corps may or may not have received the allegation, but in any case, no investigation or inquiry has begun, and the matter was not referred to OIG.
- (b) ***Matter referred to OIG*** means the allegation was referred to OIG and OIG did not refer the allegation back to management. If that is the case, mark this box regardless of whether OIG has done any investigative work.
- (c) ***Under inquiry or investigation by CD (formal or informal)***: This means that the Country Director or his/her designee has begun to inquire or investigate the allegation. An inquiry or investigation may sometimes be delegated to persons other than the Country Director. Inquiry or investigation refers to the questioning of witnesses, questioning of the accused V/T review of relevant documents or evidence, and/or inspection of a place or person, in order to determine the validity of the allegation.
- (d) ***Investigation complete, but pending initiation of disciplinary action***: This means that the investigation is finished, but no discipline has yet been imposed. For example, if the Country Director plans to deliver a Consideration of Administrative Separation memo to the V/T, but the V/T resigns before the memo is delivered.

Question 4, "Brief Description of Allegation and Additional Information": the Country Director should include information such as when and where the alleged misconduct took place, a description of the alleged misconduct, how the Country Director learned of allegation, and the identity of the person or persons making the allegation (if the person is a V/T, only use PII with their consent). The Country Director may also wish to include information such as how the V/T knew about the allegation, whether there was evidence that would tend to make the allegation more or less credible, or what disciplinary action might have been pursued if the allegation were true. If more space is needed, additional sheets may be appended.

If there are additional questions about Attachment J, please contact the Office of General Counsel.