

# MS 219 Volunteer and Trainee Home-of-Record

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**Responsible Office:** Office of the Chief Financial Officer/Office of Volunteer and PSC Financial Services

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## Attachments

Attachment A – Request for Change of Home-of-Record Form (PC-219)

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## 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/Ts).

## 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 Country Director and notification of such approval has been made to the Office of Volunteer and PSC Financial Services (VPS).

### **4.0 Procedures**

#### **4.1 Establishment of Home-of-Record**

The Home-of-Record is the city and state or country that the V/T determines to be his or her place of permanent residence. A person invited to serve in the Peace Corps (an Invitee) identifies a Home-of-Record in the Trainee Registration Form in the DOVE Onboarding system (Invitee Portal), which the Invitee has access to during the pre-departure Trainee orientation.

An Invitee (or incoming Peace Corps Response Volunteer) should consider this Home-of-Record location carefully the Home-of-Record is utilized for the following purposes:

- (a) It is the place to which termination travel will be authorized.
- (b) It is the location where the V/T may be sent, at any point during service: (i) if a medical evacuation is necessary; (ii) when the V/T is placed on administrative hold as a result of civil or political unrest or for safety reasons; or (iii) when the V/T is removed from the country of assignment for a limited period of time.
- (c) It is the place where V/T income tax information and forms will be sent after a V/T leaves service.

Home-of-Record information entered into the Invitee Portal is automatically entered in the Human Resource Management System 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 Country Director Approval or Denial of Request**

A V/T'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.

#### 4.4 Criteria for Change of Home-of-Record

Changes must be authorized by the Country Director only when a Request for Change of Home-of-Record has been submitted by the V/T 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.

#### **4.5 Notification to the Office of Volunteer and PSC Financial Services (VPS)**

When a change of Home-of-Record has been approved, the Country Director must forward the approved form PC-219 “Request for Change of Home-of-Record” to VPS, which will update the V/T's records.

#### **4.6 Change to Address at Termination**

If a V/T 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, to include mailing post-service tax forms, not for purpose of return travel destination. No Country Director approval is required for address changes submitted at this time.

#### **4.7 Extraordinary Requests**

V/Ts 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. V/Ts must provide the Country Director with a written explanation of the unusual or extraordinary circumstances.

### **5.0 Effective Date**

The effective date is the date of issuance.