

BIO DATA CABLES

The following is the recommended format for drafting Bio-data cables for use in seeking a Trainee or Volunteer Transfer or Volunteer Transfer/Extension: Please use the same format and include all information pertinent to the individual request.

TO: CDO, (if directed to PC/W), or CD
FROM: CD

SUBJECT: MS 282 [TRAINEE TRANSFER] or [VOLUNTEER TRANSFER] or [VOLUNTEER TRANSFER/EXTENSION]

- 1) Due (REASONS FOR INITIATING, REQUEST - JOB COMPLETED, COUNTRY WITHDRAWAL, ETC.) following (PCT/PCV) wishes to pursue option of transfer to new post. Bio-data follows:
- 2) (FULL NAME), SSN: (000-00-000), (AGE), (MARITAL STATUS), (SEX-IF NOT APPARENT FROM NAME), (CURRENT COS), willing to transfer for (# OF MONTHS) in (TYPE OF ASSIGNMENT). FSI (SCORE) in (LANGUAGE).
- 3) For the past (#) months, (NAME) has been working as (DESCRIBE CURRENT ASSIGNMENT AS COMPLETELY AS POSSIBLE - IF A TEACHER, GIVE TYPE OF SCHOOL, GRADE LEVELS, #'S OF CLASSES/STUDENTS, ETC. AND EXTRACURRICULAR ACTIVITIES. LIST SIMILAR APPROPRIATE INFORMATION FOR NON-TEACHERS). Secondary activities include: (DESCRIBE).
- NOTE: If PCT/V is seeking an assignment in a sector other than that in which he/she currently works i.e., TEFL wishing change to HEALTH EXTENSIONIST, Include any/all information describing unique qualifications for that new assignment, includes education, work experience, etc.
- 4) CD recommendation: (include candid comments regarding MATURITY, MOTIVATION, FLEXIBILITY, COMMITMENT, ABILITY TO WORK INDEPENDENTLY, ETC. - BE AS INFORMATIVE AS POSSIBLE).
- 5) Please respond ASAP, giving as complete a job description as training necessary, optimum date of arrival, etc. Please inform CDO on all cable traffic.
- 6) Will advise subject's medical clearance pending your response.

NOTE: Include the following point in all Volunteers transfer requests.

- 7) FYI: If subject proceeds directly to new post with no break in service, per MS 281, would be eligible for SL upon completion of (HIS/HER) original term of service (STATE CURRENT COS), if (HE/SHE) serves at least 13 months beyond this date.

NOTE: Include when appropriate.

- 8) Info. on spouse (FULL NAME) forthcoming via septel.