

MS 282 Peace Corps Service Re-enrollments, Reinstatements, and Transfers

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Attachment

Attachment A – Bio Data Cables

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1.0 Purpose

This Manual Section establishes the Peace Corps policy and criteria for Volunteer and Trainee (V/T) Transfers and Returned Peace Corps Volunteer (RPCV) Re-enrollments and Reinstatements. For subsections 4.0 and 5.0, RPCV includes Returned Peace Corps Response Volunteers.

2.0 Definitions

- (a) **Re-enrollment** means the return to Peace Corps service of an RPCV to a Post other than the Post of previous service for another full-term of service (generally two years) provided the RPCV meets specific criteria and competes with other applicants.
- (b) **Reinstatement** means the return to Peace Corps service of an RPCV who completed service or was earlier terminated due to medical separation, interrupted service, or other circumstances beyond their control and wishes to return to the Post of assignment from which the RPCV's service was ended.
- (c) **Transfer** means: (i) continuation of a V/T's original service commitment at another Post; (ii) extension of a Volunteer's service at another Post; or (iii) continuation of service into a Peace Corps Response assignment.

3.0 Policy

3.1 Re-enrollments and Reinstatements

An RPCV who completed service or early terminated due to medical separation, interrupted service, or other circumstances beyond their control may seek Reenrollment or Reinstatement to Peace Corps Volunteer service.

3.2 Transfers

A currently serving V/T may seek a Transfer from one Post to another provided that the Country Directors (CDs) at the departing and receiving Posts both endorse the Transfer request. If V/Ts are seeking such a request, the CD may initiate a Transfer of an individual or multiple V/Ts. However, given the effectiveness and efficiency of the Re-enrollment process, Transfers are limited to exceptional cases.

4.0 Re-enrollments

An RPCV may be considered for Re-enrollment at a Post other than the Post of previous service for another full term of service (generally two years) provided they meet the criteria set forth below. However, RPCVs are required to compete with other applicants for a new Peace Corps assignment.

Within subsection 4.0, RPCV includes Returned Peace Corps Response Volunteers.

4.1 Eligibility Criteria for Re-enrollments

An RPCV may be considered for Re-enrollment by the Office of Placement and Assessment (Placement) or Peace Corps Response (PCR) provided they meet all of the conditions as follows:

- (a) The RPCV has either completed service or early terminated due to medical separation, interrupted service, or other circumstances beyond their control (e.g., a death in the family) and requests Re-enrollment from Placement or PCR within one year of their completion of service (COS) date or early service termination date. The timeline for requesting Re-enrollment may be extended by the Director as appropriate;
- (b) The RPCV receives a favorable recommendation from the CD at the previous Post; and
- (c) The RPCV has skills in high demand, or their Re-enrollment is otherwise in the best interest of the Peace Corps. This criterion may be waived where early termination of the RPCV's previous service was due to medical or safety and security reasons. (*See MS 284 Early Termination of Service*).

Unless all the conditions above are satisfied, an RPCV shall not be processed for Re-enrollment and must reapply through the standard application process with either Placement or PCR, as applicable.

Placement or PCR, as applicable, will review the RPCV's full applicant file, which includes the original applicant file, and may request additional information as necessary to reach a Re-enrollment determination.

4.2 Medical Clearance for Re-enrollments

If an RPCV is eligible for Re-enrollment, Placement or PCR, as applicable, will request approval of medical clearance from the Office of Health Services (OHS) in order to proceed with the Re-enrollment process.

5.0 Reinstatements

RPCVs may be considered for Reinstatement to the Post of assignment from which the RPCV's service was ended if they have completed service or were subject to early termination due to medical separation, interrupted service, or other circumstances beyond their control.

An RPCV's Reinstatement effective date must be within one year of their COS date or early service termination date. The timeline for the effective date of the Reinstatement may be extended by the Director as appropriate.

Within subsection 5.0, RPCV includes Returned Peace Corps Response Volunteers.

5.1 Establishing a New Completion of Service Date

RPCVs may often be reinstated to complete their original term of service. However, upon consideration of programmatic factors and operational needs, CDs have the authority to establish:

- (a) A new Volunteer COS date, which must result in between 21 and 24 months of Volunteer service; or
- (b) A new Peace Corps Response Volunteer COS date, in consultation with PCR.

5.2 Eligibility Criteria for Reinstatements

An RPCV may be considered for Reinstatement by the Peace Corps to the Post of assignment from which their service was ended provided the RPCV has either (i) completed service or (ii) early terminated due to medical separation, interrupted service, or other circumstances beyond their control (e.g., a death in the family). The RPCV must request Reinstatement to the Post of assignment from which their service was ended through the RPCV's Country Desk Officer or PCR (for Returned Peace Corps Response Volunteers), who will consult with the CD, no later than eight months following the Volunteer's or Peace Corps Response Volunteer's COS date or early service termination date. The timeline for requesting Reinstatement may be extended by the Director as appropriate.

5.3 Other Considerations

In addition to the eligibility criteria outlined above, the Peace Corps, in consultation with the CD, shall consider the following:

- (a) The performance (including quality of previous service, if applicable) and conduct of the RPCV during service;
- (b) The RPCV's motivation and reasoning in seeking to continue service through Reinstatement; and
- (c) The availability of an assignment for which the RPCV is qualified, given the suggested date of return to the country.

If the criteria in subsections 5.2 and 5.3 are not satisfied, the RPCV shall not be accepted for Reinstatement and must reapply through the standard application process with either Placement or PCR, as applicable.

5.4 Medical Clearance for Reinstatements

Following endorsement by the CD, the Country Desk Officer or PCR (for Peace Corps Response Volunteers) must request approval of medical clearance in writing from OHS in order to proceed with the Reinstatement process.

5.5 Restoration of Annual Leave

CDs have the authority to restore all or a portion of a RPCV's annual leave balance that existed at the time the RPCV's service was terminated due to medical separation, interrupted service, or other circumstances beyond their control. That determination shall take into consideration the new COS date and the nature of the project assignment. When offered a Reinstatement assignment, a RPCV shall be informed of the new COS date and the number of annual leave days that will be restored.

6.0 Transfers

Currently serving V/Ts may be considered for a permanent Transfer from one Post to another in exceptional cases. A Transfer is a continuation of a V/T's original service commitment, even though the receiving CD may require the V/T to serve beyond their original COS date.

Depending on the circumstances, a CD may initiate a Transfer, including a Transfer sought by a V/T. All Transfers must be endorsed by the CDs at the departing and receiving Posts and approved by the appropriate Regional Director(s).

6.1 Criteria for Transfers

A V/T may be considered for a Transfer to another Post provided one of the criteria set forth below is met:

- (a) The V/T's assignment is no longer viable or deemed inappropriate, through no fault of their own;
- (b) The Peace Corps withdraws from the V/T's Post of assignment;
- (c) A V/T's service is discontinued for non-disciplinary reasons (e.g., interrupted service).
(See MS 284);
- (d) The Peace Corps determines that a V/T's Transfer to another Post is in the best interest of the agency; or
- (e) A V/T requests a Transfer to another Post in conjunction with an extension of their service.
(See MS 281 *Completion of Service Date Advancement and Extension of Service.*)

6.2 Other Considerations for the Post Initiating a Transfer

Before endorsing a Transfer, the CD from the Post initiating a Transfer shall identify and consider the usefulness of the V/T's skills within the original Post of service to determine whether the Transfer is appropriate.

- (a) Once the CD has factored into account the V/T's skills and before endorsing a Transfer, the CD shall consider the following:
 - (1) The quality of the V/T's service and their previous conduct; and
 - (2) The V/T's motivation and reasoning for seeking a Transfer to continue their service.
- (b) The CD shall not initiate a Transfer request based on the following:
 - (1) There are suitability concerns regarding the V/T's continued service. In such cases, provisions outlined in MS 284 apply.
 - (2) The Transfer request is from a V/T married to a non-V/T who plan on living together. Under such circumstances and as with new applicants, the Peace Corps shall not accept responsibility, financial or otherwise, for the non-V/T spouse.
 - (3) Except in extraordinary circumstances, where a Transfer would reduce a Post's request for Trainees and/or the Transfer would result in the withdrawal of an Applicant's invitation. If the Transferring V/T plus incoming Trainees result in an overfilled training program, the CD must accept only the incoming Trainees and not the Transferring V/T.

6.3 Requirements of the Receiving Post

6.3.1 Determining a New Completion of Service Date

A CD who accepts and receives a Transferring V/T must determine a new COS date. Except for Transfers in conjunction with an extension of service or due to programmatic considerations, the COS date must approximate the V/T's original COS date. For V/Ts who Transfer and extend service beyond their COS date, *see* MS 281.

6.3.2 Determining Additional Training Requirements

A CD who accepts and receives a Transfer must determine whether a V/T requires additional training and the V/T must participate in all training specified by the receiving CD. If it is determined that the Transferring V/T requires additional training, the receiving CD must not consider the training period as part of the V/T's service when establishing the new COS date (*see* subsection 6.3.1). Moreover, the time spent in additional training shall not be considered part of a Volunteer's extended service when determining eligibility for special leave (*See* MS 220 *Leave for Volunteers/Trainees* and MS 281).

If a V/T is required to participate in additional training, the individual will retain their V/T status during any training period and receive the same allowances as other Trainees in their training program. If a V/T does not meet the training qualification requirements and is administratively separated or resigns, the V/T may be subject to early termination resulting in administrative separation or resignation in lieu of administrative separation, as outlined in MS 284.

6.4 Volunteer/Trainee Transfer Requirements and Agreement

The CD initiating the Transfer from the departing Post must discuss all the requirements with the V/T including prospective assignment details, additional training, and length of service. Before the departing and receiving CDs endorse the V/T's Transfer and request approval from the appropriate Regional Director(s), the V/T must agree to all of the requirements discussed, which were set forth by the receiving CD.

6.5 Transfer Approvals and Rejections

The CD initiating the Transfer from the departing Post shall request approval for the Transfer from the appropriate Regional Director(s). The Regional Director(s) will respond promptly, approving or rejecting the Transfer request.

If the Regional Director(s) reject the Transfer request, the Regional Director(s) must provide and identify their reasoning for the record.

If the Regional Director(s) approve the Transfer request, the V/T must be medically cleared to serve by OHS. If medically cleared, the V/T should be reassigned as soon as possible. If the V/T requires additional training, the receiving CD will assign the V/T to a training program (*see* subsection 6.3.2).

6.6 Medical Clearance Prior to a Transfer

When the V/T agrees to all of the conditions and requirements of the Transfer and has received approval of the Transfer from the appropriate Regional Director(s), the CD from the departing Post will advise their Peace Corps Medical Officers to conduct a standard COS physical. Following completion of the physical, the Country Desk Officer must request approval of medical clearance in writing from OHS in order to proceed with the Transfer process.

6.7 Effective Date of a Transfer

The effective date of any Transfer will be the date upon which the V/T leaves the departing Post.

6.8 Allowances due to a Transfer

6.8.1 Readjustment Allowance Payments

- (a) If a Volunteer's Transfer is in conjunction with an extension of their original service, the conditions of subsection 6.0 of MS 223 *Volunteer/Trainee Readjustment Allowance* apply.

- (b) If a Volunteer extends service by transferring into a Peace Corps Response program, the Volunteer is eligible to receive one-third of their Readjustment Allowance. (See subsection 6.0 of MS 223.)

6.8.2 Training Allowances

V/Ts requiring additional training as a result of a Transfer shall receive the same allowances as other Trainees in their training program. (See MS 222 *Trainee Allowances*.)

6.8.3 Administrative Hold and Leave without Allowance

6.8.3.1 Administrative Hold

If a V/T's Transfer is delayed in order to participate in an upcoming training program, the V/T may be placed on administrative hold by the receiving Regional Director in accordance with MS 220 and current administrative hold allowances shall apply. (See MS 221 *Volunteer Allowances* and MS 222.) For a V/T who resigns while on administrative hold pending a Transfer, the provisions contained in MS 284 shall apply.

6.8.3.2 Leave Without Allowance

In extraordinary circumstances and as determined by the receiving Regional Director, a V/T during the course of a Transfer may be placed in leave without allowance (LWOA) status for a period of up to 60 days after the administrative hold period expires. (See MS 220.) Start and end dates for the period of LWOA must be reported to the Office of the Chief Financial Officer/Global Accounts Payable/Volunteer and Personal Services Contract (PSC) Financial Services (OCFO/GAP/VPS).

6.9 Use of Annual Leave and Special Leave

- (a) With the approval of the CDs in the departing and receiving Posts, a Volunteer may use accrued annual leave in conjunction with a Transfer. (See MS 218 *Trainee and Volunteer Travel and Use of Transit/Regional Houses*.)
- (b) For guidance on use of annual leave in conjunction with special leave, see MS 281.

7.0 Procedures

Procedures implementing this Manual Section shall be developed by the Office of Global Operations, in consultation with the Office of the General Counsel, and with the approval of the Office of Volunteer Recruitment and Selection, the Office of the Chief Financial Officer, and OHS.

8.0 Effective Date

The effective date of this Manual Section shall be the date of issuance.