

**Attachment D**  
**Template: Written Notification for Interrupted Service**

MS 284, subsection 5.0:

“The Country Director (CD) shall consult with the Office of the General Counsel (OGC) and the Regional Chief of Operations (ChOps) on the intention and underlying circumstances relating to any separation of a Volunteer, including a Peace Corps Response Volunteer (PCR/V), or Trainee (V/T) through a grant of interrupted service status. Following such consultations, the CD shall communicate to the V/T, orally or in writing, the grounds for interrupted service, sufficient information to support those grounds, and the opportunity to appeal the decision, as referenced in subsection 5.2 (inserted at the end of the written notification). If the CD chooses to inform the V/T orally, the CD shall subsequently provide written notification to the V/T of such decision containing the same information described above.”

Guidance to the Post:

In the final document, remove this guidance and the preceding policy citation. Provide a written or electronic copy of the signed notification to the V/T, and file a copy in the V/T’s Volunteer Information Database Application (VIDA) record.

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*[Date]*

Dear *[V/T’s name]*:

In accordance with [Manual Section \(MS\) 284 Early Termination of Service](#), subsections 5.0 “Interrupted Service” and 5.1 “Grounds for Interrupted Service,” I have determined that circumstances beyond your control make it necessary for you to leave your present assignment and to be separated with “Interrupted Service” status.

*[Provide a brief description of the circumstances that led to your decision for Interrupted Service and why Interrupted Service is deemed appropriate. Cite the policy justification for Interrupted Service (see MS 284, subsection 5.1). If applicable, confirm that no other viable site could be identified.]*

*[Provide, if applicable, a description of Interrupted Service recommendations made by other Peace Corps offices (e.g., the Offices of Victim Advocacy and Safety and Security).]*

*[Reference if and when Interrupted Service was discussed with the V/T and any relevant feedback the V/T shared at that time.]*

*[Include the following paragraph.]*

Per MS 284, subsection 5.2, you have the right to appeal your separation with Interrupted Service status in writing to the Regional Director at *[insert email address]*, stating why the grounds provided for the grant of Interrupted Service status do not apply. You have 30 days to make the appeal. When determining whether the decision to separate you with Interrupted Service was appropriate, the Regional Director will consider documentation provided by you and Post staff. Except as provided in [MS 293 Volunteer Discrimination Complaint Procedure](#), the Regional Director’s decision is the final agency action.

*[Insert Country Director’s Signature]*

*[Name]*

Country Director, *[Post]*

[Insert V/T identification and service data. See below.]

V/T Name:

Oath Date:

ID #:

Effective Date, Interrupted Service:

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### **MS 284, Subsection 5.1 “Grounds for Interrupted Service”**

Interrupted service may be appropriate if:

(a) The V/T is unable to meet technical or language requirements in current assignment or country, but the CD recommends future Volunteer service;

(b) The V/T no longer meets eligibility requirements in MS 201 *Eligibility and Standards for Peace Corps Volunteer Service*, due to changes in legal, marital, or other circumstances that are beyond the V/T's control;

(c) There is no viable assignment in the country of assignment for which the V/T is qualified;

(d) Circumstances in the country of assignment prevent the V/T from carrying out their assignment (e.g., a prolonged teachers' strike);

(e) Circumstances beyond the control of the V/T may damage the effectiveness of the individual, or the credibility or effectiveness of the Peace Corps program;

(f) The host country (or other cooperating agency to which the Volunteer is assigned) requests that the Volunteer be removed from service for reasons that would not constitute grounds for administrative separation;

(g) The V/T's spouse has been medically separated, administratively separated, or separated with interrupted service status, and the V/T is not subject to administrative separation;

(h) Circumstances in the country of assignment may endanger the V/T's safety (excluding evacuations);

(i) The V/T was the victim of a sexual assault, stalking, or other serious crime; or

(j) The V/T was evacuated but did not serve the requisite period of time to be given completion-of-service date advancement.

A V/T who has been separated with interrupted service status may seek reinstatement or re-enrollment to Peace Corps service or may seek transfer to another country, provided the CD endorses the V/T's request. These conditions and procedures are set out in MS 282 *Transfers, Reassignments, Reinstatements and Reenrollments of Trainees and Volunteers*.