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**NOTIFICATION TO VRS OF ADMINISTRATIVE SEPARATIONS  
AND  
PROCESS FOR CAPTURING DOCUMENTATION (RECORDS) IN DOVE**

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## **1.0 Administrative Separation Documents**

- (a) The Country Director (or delegate) forwards the Administrative Separation Documentation (records) for the Volunteer's Administrative Separation or Resignation in Lieu of Administrative Separation to the Country Desk Officer (CDO) in the appropriate Region.

The Administrative Separation Documentation includes:

- (1) *Consideration of Administrative Separation Memo or other written notification/documentation;*
  - (2) *Volunteer response* (if any); and,
  - (3) *Administrative Separation Memo* (if prepared).
- (b) The CDO completes the *Consideration of Administrative Separation Form*.

The CDO locates the *Consideration of Administrative Separation Form* in DOVE by:

- (1) Selecting the Volunteer's Talent Record;
  - (2) Clicking on the "Forms" icon;
  - (3) Selecting the *Consideration of Administrative Separation Form* in the "Select form" dropdown menu;
  - (4) Clicking "Add Form";
  - (5) Completing the required fields (indicated by red asterisk) of the *Consideration of Administrative Separation Form*; and,
  - (6) Clicking "Save."
- (c) The CDO forwards the Administrative Separation Documentation (as described above) to the Director of Placement.
- (d) The Director of Placement attaches the Administrative Separation Documentation to the separated Volunteer's Talent Record for potential future candidacy purposes using the attachment category "Resignation Memo."

## **2.0 Attachment J: Volunteer/Trainees Who Early Terminate While Under Inquiry or Investigation**

- (a) The Country Director (or delegate) forwards completed Attachment J to the Country Desk Officer (CDO) in the appropriate Region.
- (b) The CDO forwards Attachment J to the Director of Placement.
- (c) The Director of Placement attaches Attachment J to the Volunteer's Talent Record in DOVE for potential future candidacy purposes using the attachment category "Resignation Memo."