

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

1.0 Administrative Separation Documents

- (a) When a Volunteer or Trainee (V/T) is administratively separated or resigns in lieu of administrative separation, the Country Director (or designee) forwards the Administrative Separation Documentation (records) to the appropriate Country Desk Officer (CDO) in the Region.

The Administrative Separation Documentation includes:

- (1) Consideration of Administrative Separation Memo or other written notification/documentation provided to the V/T;
 - (2) V/T response (if any); and
 - (3) Administrative Separation Memo provided to the V/T, if prepared (*see* MS 284 Attachment B).
- (b) The CDO locates and completes the *Consideration of Administrative Separation Form* and uploads related attachments in DOVE as follows:
- (1) Open the V/T's Talent Record.
 - (2) Click "Add/View" Forms.
 - (3) Select the *Consideration of Administrative Separation Form* in the "Select Form" dropdown menu.
 - (4) Click "Add."
 - (5) Select the correct requisition that corresponds to their service and click "Continue."
 - (6) Complete the required fields (indicated by red asterisk) of the *Consideration of Administrative Separation Form* (*see* (c) below).
 - (i) Selection of the correct option(s) in the "Reason for Separation" field on the *Consideration of Administrative Separation Form* in DOVE is very important for the Peace Corps' data analysis. As such, the CDO must carefully review the Country Director's Administrative Separation Memo to identify and then select the most appropriate option(s). If the CDO has any uncertainty about which

category to select, the CDO should consult the Region’s Chief of Operations (ChOps) or the Country Director.

- (7) Click “Save.”
 - (8) Return to the Talent Record and go to the “Attachments” tab.
 - (9) Click “Add” to attach the Administrative Separation Documentation (described in Section 1 above) to the separated V/T’s Talent Record for potential future candidacy purposes and use the attachment category “Resignation Memo” in DOVE for every document.
- (c) The CDO must also send an email to the Director of Placement and ChOPs for Peace Corps Response, while copying the appropriate regional ChOPs, informing them that a *Consideration of Administrative Separation Form* has been submitted and associated documents have been uploaded in DOVE for the V/T, in case the V/T is an active candidate for a new Peace Corps (Response or two-year) assignment.

2.0 Attachment J: V/Ts Who Early Terminate or Close Service While Under Inquiry or Investigation

- (a) The Country Director (or designee) forwards completed Attachment J to the appropriate CDO in the Region.
- (b) The CDO follows section 1.0 Administrative Separation Documents of this attachment to ensure *Consideration of Administrative Separation Form* in DOVE is complete.
- (c) The CDO attaches Attachment J to the V/T’s Talent Record in DOVE for potential future candidacy purposes and uses the attachment category “Resignation Memo” in DOVE.

Note: The terms “Resignation Memo” and “Administrative Separation Documents” in Sections 1 and 2 above align with the terminology in the Peace Corps’ information systems. The terms may not correlate with the reasons for a V/T’s early termination.