

MS 284 Early Termination of Service

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1.0 Purpose

This Manual Section establishes the policies and procedures governing the circumstances under which the service of a Volunteer, including a Peace Corps Response Volunteer (PCRV), or Trainee (V/T) may end prior to their completion of service (COS) date.

Service in the Peace Corps is voluntary, but once the commitment to serve is made, expectations are created on the part of the Peace Corps, the host country, and cooperating agencies. By accepting an invitation, individuals commit themselves to serve the people of the host country to the best of their abilities for a specified period, usually about two years, within the framework and support systems established by the Peace Corps.

However, there are circumstances under which a particular V/T cannot or should not remain in service until their completion of service COS date. In the following four circumstances, each of which is discussed separately in this Manual Section, the V/T's service will be subject to "early termination:"

- (a) Resignation (2.0),
- (b) Medical Separation (3.0),
- (c) Administrative Separation (4.0), and
- (d) Interrupted Service (5.0).

When the service of a PCR/V is terminated early or the PCR/V resigns in accordance with this Manual Section, the Country Director (CD), or their designee, shall notify Peace Corps Response staff in a timely manner.

2.0 Resignation

A resignation is a decision made by a V/T that they no longer wish to continue in Peace Corps service.

2.1 Resignation of Volunteer/Trainee in Country of Service

Whenever Peace Corps staff are aware that a V/T is considering resignation from Peace Corps service, staff should advise the V/T that it is their right to resign from service at any time, for any reason. If appropriate, staff should also offer to explore with the V/T possibilities for resolving the situation short of resignation. Possibilities considered should be consistent with the needs of the program and might include such measures as increasing staff support, instituting administrative or programmatic remedies, and making available a period for reconsideration of the decision to resign. To ensure timely and appropriate staff follow-up with the V/T, staff shall inform the CD when they become aware that a V/T is considering resignation.

If, after these attempts to resolve the situation, the V/T still wishes to resign, the CD, or their designee, shall ensure that:

- (a) The V/T is advised of the travel options described in subsection 9.0 below, Early Termination Travel and
- (b) All required documentation is completed before the V/T leaves Post, including: the "Certification of Non-Indebtedness," and the "Description of Service (DOS)" (Volunteers

only), and all required information is entered in the Volunteer End of Service Information system (VESI) to terminate their service. *See* subsection 11.0, Required Documents for Early Termination.

2.2 Resignation of Volunteer/Trainee away from Post

Volunteers or Trainees who resign while away from Post (e.g., while on leave) must, as soon as practicable, notify in writing the Country Desk Unit at Headquarters or Post staff of their decision. If the Country Desk Unit is aware of a V/T's desire to resign, that Country Desk Unit shall obtain the following information from the V/T, notify the CD, and provide that information to Post staff and Office of Health Services (OHS)/In-Service staff:

- (a) Name;
- (b) Mailing address and phone number;
- (c) Country of service; and
- (d) Date when the V/T notified Headquarters of their intention to resign.

Once Post staff is informed, the CD, or their designee, shall contact the V/T to respond directly to any questions or concerns the resigning V/T may have and assist the V/T with administrative procedures. Once Post staff are aware of a V/T's resignation, the Peace Corps Medical Officer (PCMO) shall notify the OHS/In-Service staff of the termination date (*see* subsection 10.0). OHS/In-Service will provide the V/T with the medical documents required in cases of resignation.

2.3 Resignation in Lieu of Administrative Separation

A V/T may choose to resign in lieu of being administratively separated (*see* subsections 4.0 and 9.0).

3.0 Medical Separation

If a V/T has or develops a medical condition that the Peace Corps cannot medically accommodate or resolve within forty-five (45) days or any medical hold extension period granted under MS 220 *Leave for Volunteers/Trainees*, the V/T will be medically separated. This decision is made by the Office of Medical Services (OMS) in consultation with the PCMO and, if needed, appropriate medical consultants. *See* subsection 8.1 of MS 220. *See* also MS 294 *Confidentiality of Volunteer Information* and its Guidance regarding confidentiality of V/T medical information.

3.1 Medical Separation of Volunteer/Trainee Overseas

If a V/T is medically separated overseas, the CD will ensure that arrangements are made for the V/T's return travel to the United States and that the DOS and other documentation are completed. *See* subsections 9.0, Early Termination Travel, and 11.0, Required Documents for Early

Termination. The CD will also ensure that the V/T is aware of their right to appeal medical separation under the provisions of subsection 3.3 of this Manual Section.

3.2 Medical Separation Following Medical Evacuation

If a V/T is medically separated following a medical evacuation, OMS will:

- (a) Advise the V/T of their medical separation date;
- (b) Advise the V/T and CD of the service termination date and request that the CD send the DOS and other documentation (*see* subsection 11.0);
- (c) Arrange transportation for the V/T to their home-of-record (*see* subsection 9.0);
- (d) Work with the Travel and Transportation Division (M/AS/TTD), located within the Office of Management's Office of Administrative Services, and Post staff to arrange for the return to home-of-record of one hundred (100) pounds of the V/T's personal effects as unaccompanied air freight (*see* MS 214 *Volunteer/Trainee Baggage*); and
- (e) Inform the V/T of their right to appeal medical separation under the provisions of subsection 3.3 of this Manual Section.

For information on medical evacuation, *see* MS 264 *Medical Evacuation*.

3.3 Appeal of Medical Separation

A V/T who wishes to appeal their medical separation may contact their Field Support Clinician to request a review by the Associate Director of the Office of Health Services (AD/OHS). The V/T may include any opinions or diagnoses that were not considered by OMS in reaching its original decision. In reviewing the case, the AD/OHS, or their designee, will consider all the information. The decision of the AD/OHS, or their designee, will be the final agency decision in the case. *See* MS 282 *Peace Corps Service Re-enrollments, Reinstatements, and Transfers*.

3.4 Post-Service Care under FECA

OMS will assist medically separated V/Ts in applying to the Office of Workers' Compensation Programs at the Department of Labor to obtain any post-service medical care or disability benefits for which they may be eligible under the Federal Employees' Compensation Act (FECA). *See* MS 266 *Post-Service Medical Benefits for Volunteers, Trainees, and Dependents*.

4.0 Administrative Separation

Pursuant to the Peace Corps Act, 22 U.S.C. 2504(j), the service of a V/T may be terminated at any time at the pleasure of the President. The authority of the President to terminate service has been delegated to the Director of the Peace Corps. Accordingly, the Director, or anyone to whom the Director delegates such authority, may separate a V/T at any time at the discretion of the deciding official and as otherwise expressly provided herein. For special procedures and

requirements pertaining to administrative separations based on misleading, inaccurate, or incomplete information provided in the application process, *see* subsection 8.0.

4.1 Procedures

4.1.1 Trainees

A Trainee may be administratively separated at any time by the applicable Regional Director (RD), or designee, in consultation with the Office of the General Counsel (OGC), during staging or training in the United States, or by the CD (a third country CD if the training is in a third country), in consultation with OGC and with the concurrence of the applicable RD during training overseas. Upon deciding to administratively separate a Trainee, the RD or CD, as applicable, shall inform the Trainee of the option to resign within 24 hours in lieu of being administratively separated. If the Trainee does not resign within 24 hours, the RD or CD, as applicable, shall sign and provide to the Trainee a written notification that the Trainee has been separated from service pursuant to 22 U.S.C. 2504(j). *See* MS 284 Attachment A.

When the decision to administratively separate a Trainee is based upon the Trainee's admission to the CD or a member of the OIG staff of the use, possession, or distribution of drugs in a manner not authorized by the Peace Corps for medical purposes, or on a finding regarding the use, possession, or distribution of drugs by the Trainee, the Trainee will not be provided the option to resign in lieu of being administratively separated.

The RD or CD, as applicable, shall notify the Office of Volunteer Recruitment and Selection (VRS) of the Trainee's administrative separation or resignation in lieu of administrative separation, as applicable, and provide the relevant supporting documents in accordance with the instructions described in MS 284 Attachment H (Attachment H).

4.1.2 Volunteers

A Volunteer may be administratively separated for unsatisfactory conduct or performance; violation of any Peace Corps policy, including those in the Peace Corps Manual, whether agency-wide or Post-specific; or on other grounds that diminish the effectiveness of the Volunteer or the Peace Corps program, as determined at the sole discretion of the Peace Corps.

A Volunteer may be administratively separated by the CD in consultation with OGC under the following procedures, which are provided at the discretion of the Peace Corps pursuant to the authority of the Director.

(a) Standard Administrative Separation Process

These steps shall be followed in all cases that do **not** involve a Volunteer's admission to the CD or a member of the OIG staff, or a finding of, drug use, possession, or distribution (*see* 4.1.2(b) below).

- (1) When considering administrative separation for a Volunteer, the CD shall, in consultation with the Region and OGC, complete a brief "Consideration of Administrative Separation" memo stating the grounds for the separation and the

information in support of those grounds. *See* MS 284 Attachment F for the Consideration of Administrative Separation memo template. The CD shall inform the Volunteer of the opportunity to respond to the Consideration of Administrative Separation memo and of the option to resign in lieu of administrative separation up to 24 hours after a final administrative separation decision is made.

- (2) If, after considering the Volunteer's response, the CD decides to separate the Volunteer, the CD may do so only after review by OGC and with the concurrence of the applicable RD. In order to ensure an informed concurrence, the CD shall provide the RD, either orally or in writing, with the reasons for the CD's decision.
- (3) If the RD concurs, the CD shall inform the Volunteer of the final decision to administratively separate the Volunteer and shall give the Volunteer an opportunity to resign within 24 hours, in lieu of being administratively separated. If the Volunteer does not resign within 24 hours, the CD shall sign and provide to the Volunteer a written notification that they have been separated from service. *See* MS 284 Attachment B.
- (4) When the Volunteer is administratively separated or resigns in lieu of administrative separation, the CD shall notify VRS of such action and provide the relevant supporting documents in accordance with the instructions described in Attachment H.
- (5) These procedures may be expedited under exceptional circumstances as determined by the CD in consultation with the applicable RD and, if feasible, OGC.

(b) Administrative Separation when a Volunteer Admits to, or is Found to Have Engaged in the Use, Possession, or Distribution of Drugs

Except as provided in MS 204 *Volunteer Conduct* subsection 4.6.2, Voluntary Self-Referral, if a Volunteer admits to a CD or Office of Inspector General (OIG) staff their use, possession, or distribution of drugs or is found to have engaged in the use, possession, or distribution of drugs, in a manner not authorized by the Peace Corps for medical purposes, in any way in any country, the Volunteer will be administratively separated in accordance with the following process:

- (1) After consultation with the Region and OGC, the CD shall inform the Volunteer (orally or in writing, at the CD's discretion) that the Volunteer is being administratively separated.
- (2) If the CD chooses to inform the Volunteer orally, the CD shall follow up with a written notification to the Volunteer of such decision, including the grounds for the decision. (*See* MS 284, Attachment I.)
- (3) When the Volunteer is administratively separated, the CD shall notify VRS of such action and provide a copy of the written notification in accordance with the instructions described in Attachment H.

4.1.3 Corrective Action Plan (CAP)

Before considering administrative separation for a Volunteer, the CD may, but is not required to, consider initiating a CAP to provide the Volunteer an opportunity to address, to the CD's satisfaction, the grounds upon which an administrative separation would be based. The CD shall consult with the Region and OGC prior to drafting and presenting the CAP to the V/T.

4.2 Termination and Departure Dates for Volunteers/Trainees

Unless it is not feasible, a V/T's departure date shall be no more than seventy-two (72) hours after the CD makes a final decision to administratively separate the V/T or the V/T resigns in lieu of administrative separation (*see* subsection 9.0).

5.0 Interrupted Service

A V/T may be separated with interrupted service status if the CD determines that circumstances beyond the control of the V/T make it necessary for the V/T to leave their present assignment. Because the nature of circumstances leading to interrupted service are beyond the V/T's control, interrupted service should not be used in lieu of administrative separation.

The CD shall consult with OGC and the Regional Chief of Operations (ChOps) on the intention and underlying circumstances relating to any separation of a 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. 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. *See* MS 284 Attachment D.

All travel options under subsection 9.0 are open to V/Ts who are separated with interrupted service status.

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, which are covered by subsection 5.1(j) and 7.0);
- (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 COS date advancement as specified in subsection 7.3.

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*.

5.2 Appeal of Interrupted Service

A V/T may appeal their separation with interrupted service status to the RD in writing, stating why the grounds provided for the grant of interrupted service status pursuant to subsection 5.1 do not apply. The RD shall consider the documentation provided by the V/T and country staff in determining whether the decision to separate the V/T with interrupted service was appropriate. Except as provided in MS 293 *Volunteer Discrimination Complaint Procedure*, the RD's decision is the final agency action.

6.0 Investigation or Inquiry

Whenever a V/T resigns in accordance with subsections 2.1 or 2.2, medically separates in accordance with subsection 3.1, or is granted interrupted service in accordance with subsection 5.0, and such early termination takes place after an allegation has been made that the V/T engaged in serious misconduct, but before disciplinary action was either initiated or ruled out, the CD shall fill out Attachment J to MS 284 (Attachment J) in consultation with the Region and OGC, and process it in accordance with the instructions in Attachment H.

If the Peace Corps becomes aware of an allegation of serious misconduct after a V/T leaves service, or if a pending allegation of serious misconduct (*see* 6.0(c) below) remains unresolved as of a V/T's service termination date or COS date, the current CD at the relevant Post may fill out Attachment J and process it in accordance with Attachment H.

The CD shall consult with the Region and OGC in completing Attachment J. Additional instructions for the completion of the form are contained in Attachment J.

The CD must consult with the RD and OGC in completing Attachment J.
For the purposes of this subsection:

- (a) The agency “initiates” disciplinary action when the V/T is first presented with a Consideration of Administrative Separation memo or a CAP. For cases involving discipline other than administrative separation or a CAP, CDs should consult with OGC and the RD. The agency “rules out” disciplinary action when the CD decides, based on a review of the circumstances, that no further investigation or discipline is warranted.
- (b) An allegation includes any allegation of serious misconduct brought to the CD’s attention or otherwise known to the CD.
- (c) The term “serious misconduct” only applies to conduct that occurred during the V/T’s service. It includes, but is not limited to, the following:
 - (1) Sexual Misconduct (IPS 1-12 *Volunteer/Trainee Sexual Misconduct*);
 - (2) Violation of the Child Protection Policy (MS 648 *Child Protection*);
 - (3) Commercial Sex (MS 204 *Volunteer Conduct*);
 - (4) Involvement with Drugs (MS 204);
 - (5) Fraud, theft, embezzlement or misuse of Peace Corps funds or funds entrusted to the V/T;
 - (6) Refusal to take required immunizations/vaccinations or prophylaxes (MS 262 *Peace Corps Medical Services Program*);
 - (7) Failure to disclose legal or medical history (MS 201 *Eligibility and Standards for Peace Corps Volunteer Service* and MS 284 *Early Termination of Service*);
 - (8) Fraternization with students or subordinates contrary to policy; and/or
 - (9) Any serious violations of U.S. or local law (e.g., murder, attempted murder, aggravated physical assault, threats).
- (d) The creation or maintenance of this record does not mean that the accused V/T committed any misconduct, nor will it serve as an automatic bar to future service or employment with the Peace Corps.

7.0 Evacuations, Suspensions, and Closures

Evacuations are defined and further detailed in [MS 460 Managing Overseas Emergencies](#) and its implementing procedures. Suspensions and closures are defined and further detailed in [MS 341 Operational Status of Overseas Posts](#).

7.1 Types of Early Termination or Advanced COS Due to an Evacuation, Suspension, or Closure

- (a) V/Ts who are evacuated and do not return to service or who have their service terminated due to the suspension or closure of a Post will end their service as follows:
 - (1) Trainees will be given interrupted service.
 - (2) Volunteers who have completed fewer than 21 months of service will be given interrupted service.
 - (3) Volunteers who have completed 21 months of service or greater will be given a COS date advancement, in accordance with MS 281 *Completion of Service Date Advancement and Extension of Service*.
- (b) The provisions of 7.3(a)(1-3) shall not affect the resignation, medical separation, and/or administrative separation processes. In such early termination circumstances, reference subsections 2.0, 3.0, or 4.0 of this policy, respectively.

7.2 Description of Service, Re-enrollments and Transfers, and Non-Competitive Eligibility during an Evacuation

- (a) ***Description of Service (DOS)***. The DOS statements for evacuated Volunteers shall indicate the lengths and nature of their service, with an explanation for their early departures (e.g., emergency evacuation). (See MS 285 *Volunteer Description of Service, Non-Competitive Eligibility, and Certificate of Group Health Coverage*.)
- (b) ***Re-enrollments and Transfers***. Evacuated V/Ts will be given priority consideration for re-enrollment in another Peace Corps program and may be transferred to other Posts. In order to facilitate these transfers, V/Ts may be placed on administrative hold in accordance with subsection 8.2 of MS 220 *Leave for Volunteers/Trainee*.
- (c) ***Non-Competitive Eligibility (NCE) and Peace Corps Eligibility (PCE)***. Evacuated Volunteers may be eligible for NCE and/or PCE status. (See MS 285.)

8.0 Misleading, Inaccurate, or Incomplete Information in Application Process

Pursuant to the Peace Corps Act, 22 U.S.C. 2504 (a) and (i), the selection of an applicant for Peace Corps service and the termination of a V/T's service are at the pleasure of the President. These authorities have been delegated to the Peace Corps Director. For the Peace Corps to be able to make appropriate selection and placement decisions, it is critical that applicants for Peace Corps service provide complete and accurate information throughout the application process.

The Director, or anyone to whom the Director delegates such authority, may disqualify an applicant or administratively separate a V/T at any time when the Peace Corps determines that the applicant or V/T has provided misleading, inaccurate, or incomplete information ("non-disclosure") during the Peace Corps application process.

8.1 Procedures when Non-Disclosure Discovered During Application Stage

If, at any time before an applicant arrives at a staging event, the Peace Corps determines that an applicant provided misleading, inaccurate, or incomplete information, the applicant may be disqualified for service without application of the procedures in subsection 8.2.

8.2 Procedures when Non-Disclosure Discovered During V/T Stage

If the Peace Corps determines that a V/T, while still an applicant, provided misleading, inaccurate, or incomplete information to the Peace Corps that could have affected the Peace Corps' review or consideration of that applicant, the V/T may be administratively separated from Peace Corps service under the following procedures, which are provided purely at the discretion of the Peace Corps pursuant to the authority of the Director:

- (a)
 - (1) Where the non-disclosure relates to medical information or the medical clearance process, the "Deciding Official" is at the level of the Office of Medical Services Field Support Manager or higher. The "Concurring Official" is at the level of the Director of the Office of Medical Services (D/OMS) or higher.
 - (2) Where the non-disclosure relates to any other information relevant to an application for Peace Corps service, the Deciding Official is the VRS Director of Placement. The Concurring Official is the Chief of Operations of VRS.
- (b) Before taking any action to administratively separate a V/T under these provisions, the Deciding Official must consult with OGC and:
 - (1) notify the RD if the Trainee has not left the United States; or
 - (2) notify the CD if the V/T is at Post and provide the CD an opportunity to comment, as appropriate.
- (c) The Deciding Official will complete a brief Consideration of Administrative Separation memo stating the grounds for separation and the information in support of those grounds. *See MS 284 Attachment G* for this Consideration of Administrative Separation memo template. The Deciding Official will inform the V/T of the option to resign in lieu of administrative separation at any time before a final administrative separation decision is made.
- (d) The Deciding Official will give the V/T a reasonable period to respond, considering the V/T's ease of access to information the V/T requires for such a response. A Trainee who has not left the U.S. may be required to remain in the U.S. until a decision is made.

- (e) If, after considering the V/T's response, the Deciding Official decides to separate the V/T, the Deciding Official may do so only with the concurrence of the Concurring Official. To ensure an informed concurrence, the Deciding Official must provide the Concurring Official, either orally or in writing, with the reasons for the decision and the V/T's response.
- (f) If the Concurring Official concurs, the Deciding Official will inform the V/T of the final decision to administratively separate the V/T and give the V/T an opportunity to resign within 24 hours, in lieu of being administratively separated.
- (g) If the V/T does not resign within 24 hours, the Deciding Official will sign and provide to the V/T a written notification that they have been separated from service pursuant to 22 U.S.C. 2504(i). *See Attachment C.*
- (h) The Deciding Official will notify the CD of the outcome of the process.
- (i) When the V/T is administratively separated or resigns in lieu of administrative separation, the Deciding Official shall notify VRS of such action and provide the relevant supporting documents in accordance with the instructions described in Attachment H.
- (j) There are no other procedures than those set forth herein, except those required under subsection 7.1(c) of MS 861 *Office of Inspector General*.

9.0 Early Termination Departure Timeline and Travel

9.1 Departure Timeline

Early terminating V/Ts are expected to depart Post for their home-of-record within 72 hours of their resignation, resignation in lieu of administrative separation, or in accordance with the terms of the final separation notice, including an Interrupted Service Memo (*see* MS 284 Attachment D). The CD has the authority to delay the V/T's departure beyond 72 hours.

9.2 Return Travel at the Peace Corps' Expense

Peace Corps will pay return transportation costs for early terminating V/Ts who, upon termination from Peace Corps service, return directly and immediately to their home-of-record from their country of assignment. "Direct" is defined as the most direct route from the country of assignment to the V/T's home-of-record as determined by the agency.

V/Ts traveling at the Peace Corps' expense must be given:

- (a) An international travel authorization (*see* MS 218 *Trainee and Volunteer Travel and Use of Transit/Regional Houses*);
- (b) An economy class air ticket from Post to the home-of-record (the V/T may not be advanced the cash value of any part of this air ticket); and
- (c) Travel allowances in accordance with MS 221 *Volunteer Allowances* or MS 222 *Trainee Allowances* (only if complying with direct and immediate return travel requirements).

Early terminating Trainees are not eligible for an advance from their readjustment allowance; however, early terminating Volunteers may receive a readjustment allowance advance of up to USD \$ 200.00 in country with authorization from the CD.

9.3 Field Exception to Direct and Immediate Return

The CD may grant a Volunteer an exception to the requirement to return directly and immediately to the Volunteer's home-of-record if the requirement would create a hardship for the Volunteer and the early termination is for reasons beyond the Volunteer's control. Trainees are not eligible for this exception.

Under this exception, Volunteers who are granted an exception:

- (a) Will be given an air ticket (as authorized under subsection 4.10.1 of MS 218) purchased by the Peace Corps to their home-of-record. In certain situations related to interrupted service, under subsection 5.0, a CD, with concurrence of the RD, may grant a travel stipend;
- (b) Receive no travel allowance;
- (c) Are not medically covered by the Peace Corps after termination of service. Peace Corps life insurance may be valid for ninety (90) days following termination, depending upon stipulations contained in the insurance policy;
- (d) Although Volunteers granted an exception are not required to return directly and immediately, the CD may require that the Volunteer depart from the host country via the quickest appropriate means in situations involving risk to personal safety or when the departure is required by the host country;
- (e) The Volunteer's service termination date is the day final administrative processing is completed at Post; and
- (f) The CD may authorize the cash withdrawal of up to USD \$200.00 of the Volunteer's readjustment allowance. A payment from the readjustment allowance should be reported on Form PC-10 "Application to Allot or Withdraw Readjustment Allowance" (see MS 236 *Volunteer Federal Income Tax*, Attachment B).

9.4 Field Termination

An early terminating V/T who chooses not to accept the return transportation paid for by the agency in accordance with the departure and direct and immediate return travel policies in subsections 9.1 and 9.2 above shall be considered to have field terminated. The Peace Corps will not cover return travel costs to their home-of-record for field terminees, but may, if the already terminated V/T requests a ticket, pay for a ticket (as authorized under MS 223 subsection 7.0(c)) if sufficient funds are in the V/T's readjustment allowance) to the V/T's home-of-record and shall deduct the cost of the ticket from the V/T's readjustment allowance.

V/Ts who choose field termination under this subsection shall be advised that:

- (a) Once the decision to field terminate is made and termination is complete, the V/T's decision cannot be reversed or changed;
- (b) The Peace Corps will not assume any expenses for the V/T's return transportation costs or shipment of personal effects;
- (c) The V/T should obtain medical insurance to provide for any necessary medical care or medical evacuation after termination of Peace Corps service, other than for post-service benefits provided by the Peace Corps;
- (d) In accordance with MS 213 *Volunteer No-Fee Regular Passports*, the V/T's no-fee passport and visa will be cancelled at the end of service. The Peace Corps will notify the host country government that the V/T is no longer in service. The field-terminated V/T's no-fee passport may be used to exit the country of service at the end of service and to obtain a visa in the V/T's personal passport. A personal passport must be used for any subsequent travel; and
- (e) Upon their service termination date (see subsection 10.0 below), the V/T assumes the status of a private U.S. citizen without travel assistance or other support from the Peace Corps.

The Peace Corps will determine the final balance of the V/T's readjustment allowance account after all deductions have been made to cover unpaid allowances, overpayments, debts owed to the Peace Corps, and in-country debts.

Upon the field terminnee's request, the CD may authorize an advance of up to USD \$200.00 to a Volunteer, provided there is a sufficient balance in the Volunteer's readjustment allowance account. Trainees are not eligible for a readjustment allowance advance.

10.0 Service Termination Date

The service termination date for a V/T whose service is terminated prior to their COS date, as provided for in MS 284 will be the date of their departure from Post. In the event of field termination or when separation occurs away from Post, the termination date will be either the date upon which the V/T resignation notice is received by Post or in accordance with the terms of the final separation notice. For Trainees in the United States, the service termination date will be the day of departure from the staging or training location.

11.0 Required Documents for Early Termination

Information related to early termination documents and their retention is set forth below.

11.1 Required Documents for All Early Terminations

The following documents are required for ALL types of early termination:

Document	Where to send or file
Designation of Travel (MS 284 - Attachment E)	File in-country
Certificate of Non-Indebtedness (MS 223 - Attachment J)	File in-country
Description of Service (Volunteers only) (MS 285 - Attachments A & B)	Original to Volunteer; one copy on file in-country; and electronic copy submitted to certify@peacecorps.gov . Point of contact for RPCVs is Third Goal.

11.2 Required Documents for Early Termination Pending an Inquiry or Investigation

In the case of an early termination that occurs while an inquiry or investigation is pending:

Document	Where to send or file
Volunteers Who Early Terminate While Under Investigation/Inquiry (MS 284 - Attachment J)	File in DOVE, in accordance with Attachment H

12.0 Information Provided to VRS

Under 4.1.1, 4.1.2, 6.0, and 8.2(i), information must be provided to VRS in accordance with the instructions described in Attachment H. VRS, OGO, OGC, and the Office of Records Management are delegated authority to approve the instructions in Attachment H.

13.0 Effective Date

The effective date of this Manual Section is the date of issuance. The revised policy will not apply to any cases already pending before the effective date.