

MS 642 Conditions of Service for Overseas U.S. Direct Hire Employees Procedures

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Responsible Office: Office of Human Resources

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MS 642 *Conditions of Service for Overseas U.S. Direct Hire Employees*

1.0 Purpose

These procedures implement the policies set forth in MS 642 *Conditions of Service for Overseas U.S. Direct Hire Employees* that describe the worldwide availability (WWA) requirement for an overseas tour of duty (*see* MS 642 subsection 7.0).

2.0 Scope

These procedures apply to overseas U.S. citizen direct hire (USDH) employees appointed to the following positions, whether currently serving overseas or in Washington, D.C. at Peace Corps Headquarters (Headquarters):

- (a) Country Director (CD);
- (b) Director of Management and Operations (DMO);
- (c) Director of Programming and Training (DPT);
- (d) Peace Corps Safety and Security Officer (PCSSO);
- (e) Regional Mental Health Officers (RMHO); and
- (f) Other USDH positions assigned to overseas Posts.

3.0 Extension of Appointments

Appointment to these positions is for one, five-year term. Appointments of CDs, DMOs, DPTs, and RMHOs may be extended for an additional 30 months in accordance with the Peace Corps Act at 22 USC 2506(a)(5). Additionally, the Director has authority to extend their appointments for up to one additional year in accordance with 22 USC 2506(a)(6). PCSSOs are exempt from the five-year rule and are therefore eligible for ongoing five-year appointments. Usually, an employee assigned overseas on a 30-month or one-year extension will be reassigned to another Post or Headquarters through either the Internal Reassignment List (IRL) or through a

Management Directed Reassignment (MDR). However, the agency does retain the authority to extend any assignment at Post beyond five years to meet specific agency needs.

4.0 Termination of Appointment

Failure to accept a new assignment, either overseas or in Washington, D.C., deemed to be in the interest of the Peace Corps may result in the termination of the employee's appointment.

5.0 Reassignment Overseas or in Washington, D.C.

In accordance with MS 642, employees serving as a CD, DMO, DPT, or RMHO for at least three years may be eligible for a reassignment to another similar position. The IRL is managed by the Office of Human Resources (OHR) Staffing Division and is the process for a USDH to express interest in a specific reassignment opportunity. After serving two years in their current assignment, an employee may formally apply to an IRL posting by following the instructions provided in the IRL tool. However, unless otherwise implemented through an MDR, an employee will not be reassigned until they have served at least three years at their current Post.

In conjunction with the IRL, all overseas USDH staff are required to complete a standard reassignment preference survey form after serving two years in their current role and Post. The survey results will create the employee's Reassignment Preference Profile (Profile) and will document their reassignment preferences, such as flexibility to work in multiple countries or regions, time remaining with the agency, language requirements, schooling, and other data.

The Profile is part of a database accessible by designated staff in Regions, the Office of Global Operations (OGO), and OHR. The Profile can be updated by the employee at any time and as often as the employee wishes to express new or different reassignment preferences.

PCSSOs will rotate on a fixed five-year schedule. PCSSOs who fail to accept a reassignment based on the needs of the Peace Corps may not be eligible for a reappointment and may be subject to termination.

While changes in an employee's personal circumstances may be taken into consideration when determining a new Post, nothing shall obligate the Peace Corps to offer or guarantee a specific position, Post, or region to the employee, and no entitlement shall exist to such posting based on those circumstances. Employees who are not reassigned or granted a 22 USC 2506(a)(5) or (6) extension will be separated at the end of their five-year appointment.

6.0 Limitations

WWA means that members of the Foreign Service are expected to serve anywhere in the world. However, in some cases, due to political instability, potentially unhealthy or unfriendly environments, and/or security concerns, family members cannot go to Post or must leave Post as security deteriorates (evacuations).