



DoDEA ADMINISTRATIVE INSTRUCTION 1404.01

VOLUNTARY PERSONNEL REASSIGNMENT PROGRAM

Originating Division: Human Resources

Effective: August 12, 2020

Releasability: Cleared for public release. Available on the DoDEA Policy Webpage.

Approved by: Thomas M. Brady, Director

Purpose: This Issuance establishes policy, assigns responsibilities, and implements procedures for Department of Defense Education Activity (DoDEA) to administer the Voluntary Personnel Reassignment Program based on a DoDEA employee's documented personal need, or hardship, to include submission requirements and approval criteria.

TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION	3
1.1. Applicability.	3
1.2. Policy.	3
1.3. Information Collection.	4
SECTION 2: RESPONSIBILITIES	5
2.1. DoDEA Director.	5
2.2. DoDEA Associate Director for Financial and Business Operations.	5
2.3. DoDEA Director for Student Excellence.	5
2.4. DoDEA District Superintendent.	5
2.5. DoDEA Human Resources Division Chief.	5
2.6. Headquarters Voluntary Personnel Reassignment Program Manager.	5
2.7. Headquarters Voluntary Personnel Reassignment Board.	6
2.8. Human Resources Regional Support Team Supervisor.	6
2.9. Regional Voluntary Personnel Reassignment Program Manager.	6
2.10. Regional Voluntary Personnel Reassignment Panel.	7
2.11. DoDEA Supervisor.	7
2.12. DoDEA Employee.	7
SECTION 3: PROCEDURES	8
3.1. Application.	8
a. Criteria.	8
b. VPR Application Submittal.	9
c. Supporting Medical Documentation.	9
3.2. Regional Review.	10
3.3. Regional Review and Decision.	10
3.4. Headquarters and Outside Region Review and Decision.	12
GLOSSARY	14
G.1. Acronyms.	14
G.2. Definitions.	14
REFERENCES	16
APPENDIX	17
Appendix 1: Internal Controls Evaluation Checklist.	17
Appendix 2: Educator Voluntary Personnel Reassignment Application.	18
Appendix 3: Non-Educator Voluntary Personnel Reassignment Application.	20

SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Issuance applies to the DoDEA Headquarters Organization, the DoDEA Americas Region, the DoDEA Europe Region, the DoDEA Pacific Region, and to include all schools under the DoDEA authority.

a. The DoDEA Voluntary Personnel Reassignment (VPR) Program specifically applies to DoDEA employees, referred to as “employees” in this Issuance, within the competitive and excepted services.

b. Exceptions are indicated below:

(1) Employees on a Military Spouse, Family Member, or Schedule A appointment, whose placement is dependent upon the duty station of the sponsor.

(2) Employees who have not completed a probationary or trial period.

(3) A VPR application submitted for an employee’s medical needs will be first addressed through the Diversity Management and Equal Opportunity (DMEO) office for review under the Reasonable Accommodation (RA) process to ensure the employee receives full consideration for all options available under that process. Should reassignment not be warranted as a RA, the VPR application will be reviewed in accordance with this Issuance to determine consideration for reasons other than a RA.

1.2. POLICY.

a. Subject to mission requirements and the reasonable exercise of management discretion, it is DoDEA policy that VPR applications will be considered for employees whose VPR applications provide sufficient information and documentation. These applications must demonstrate a significant and unusual personal need or hardship, not commonly experienced, that can be relieved by a VPR. A VPR under this policy is a non-competitive personnel action.

b. A VPR is a management option, not an employee entitlement.

c. A VPR is not an exception to either the Department of Defense (DoD) Overseas Rotation Policy, reassignments under the DoD RA Program, or to the DoD Priority Placement Program.

d. Unless Permanent Change of Station (PCS) costs for a VPR are required by the DoD Joint Travel Regulation (JTR), no PCS costs are authorized under this Issuance.

e. A Management Directed Reassignment (MDR) is not authorized under this Issuance.

f. Decisions on VPR applications are not grievable.

g. Where provisions of this Issuance differ from enforceable negotiated bargaining agreements, the provisions of the negotiated bargaining agreements will apply. When provisions

of this Issuance differ from changes in Federal law or regulation, the changes in Federal law or regulation will apply.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director delegates VPR Program compliance to the Human Resources (HR) Division Chief.

2.2. DODEA ASSOCIATE DIRECTOR FOR FINANCIAL AND BUSINESS OPERATIONS. The DoDEA Associate Director for Financial and Business Operations:

- a. Serves as the approving official for VPR applications outside the employee's region of assignment and for all HQ employee VPR applications, to include employees managed from HQ.
- b. Approves or disapproves requests for VPR using the Headquarters (HQ) VPR Board recommendations and substantiating documents.

2.3. DODEA DIRECTOR FOR STUDENT EXCELLENCE. The DoDEA Director for Student Excellence (DSE):

- a. Serves as the approving official for VPR applications within their Region.
- b. Approves or disapproves requests for VPR using the Regional VPR Panel recommendations and substantiating documents.
- c. Provides concurrence or non-concurrence on VPR applications forwarded to the HQ VPR Board for consideration across Regions.

2.4. DODEA DISTRICT SUPERINTENDENT. The DoDEA District Superintendent provides concurrence or non-concurrence of the VPR application package.

2.5. DODEA HUMAN RESOURCES DIVISION CHIEF. The HR Division Chief:

- a. Designates in writing a DoDEA HQ VPR Program Manager to administer the DoDEA VPR Program.
- b. Ensures HR Division staff responsible for advising management and executing VPR actions are trained and knowledgeable of legal, regulatory, and VPR Program requirements.

2.6. HEADQUARTERS VOLUNTARY PERSONNEL REASSIGNMENT PROGRAM MANAGER. The HQ VPR Program Manager:

- a. Develops, implements, and provides advice on standards and procedures concerning the DoDEA VPR Program in accordance with this Issuance and applicable Federal, DoD, and DoDEA laws, regulations, and policies.

- b. Evaluates the effectiveness of the DoDEA VPR Program annually by conducting accountability reviews and program management evaluations to ensure compliance.
- c. Serves as the administrator and non-voting member of the HQ DoDEA VPR Board.
- d. Maintains list of approved VPR's.

2.7. HEADQUARTERS VOLUNTARY PERSONNEL REASSIGNMENT BOARD. The HQ VPR Board:

- a. Meets quarterly, or as needed, to review and make recommendations to the Associate Director for Financial and Business Operations on VPR applications outside the employee's region and for HQ employee VPR applications, to include employees managed from HQ.
- b. Consists of representatives from HR Staffing, Labor Management, and Employee Relations (LMER), Division representative or education supervisor (as appropriate), and a DoDEA Medical Review Contracted Physician, if deemed necessary.
- c. Reviews each VPR application on an individual basis.

2.8. HUMAN RESOURCES REGIONAL SUPPORT TEAM SUPERVISOR. The HR Regional Support Team Supervisor will serve as the respective Regional VPR Program Manager or designate the responsibility to someone on his/her staff.

2.9. REGIONAL VOLUNTARY PERSONNEL REASSIGNMENT PROGRAM MANAGER. The Regional VPR Program Manager:

- a. Serves as the subject matter expert (SME) on the DoDEA VPR Program, staying abreast of all Federal, DoD, and DoDEA laws, regulations, and policies, executive orders, hiring initiatives, and other published guidance that impacts the VPR Program.
- b. Administers and monitors the VPR Program and assists supervisors and employees in performing their VPR Program responsibilities.
- c. Communicates VPR Program policies and procedures to supervisors and employees.
- d. Ensures the employee VPR application submission package is complete.
- e. Forwards completed application packages to the DoDEA HQ VPR Program Manager for requests outside the Region.
- f. Maintains list of approved VPRs.

2.10. REGIONAL VOLUNTARY PERSONNEL REASSIGNMENT PANEL.

- a. The Regional VPR Panel meets quarterly, or as needed, to review and make recommendations on VPR applications for DSE approval or disapproval.
- b. The Regional VPR Panel consists of the Regional VPR Program Manager, or designee, a LMER specialist, an education supervisor, and DoDEA Medical Review Contracted Physician, if deemed necessary.
- c. The Regional VPR Panel reviews each VPR application on an individual basis.

2.11. DODEA SUPERVISOR. The DoDEA supervisor:

- a. Assures communication of the VPR Program, policies, and procedures to their subordinate employees requesting a VPR.
- b. Concurs or non-concurs with the VPR application prior to elevating the request through the chain-of-command. Endorsement must, at a minimum, state the employee's eligibility in accordance with Section 3.1.a. of this Issuance. Non-concurrence must indicate how the employee does not meet eligibility in accordance with Section 3.1.a. of this Issuance.

2.12. DODEA EMPLOYEE. The DoDEA employee:

- a. Submits a VPR application in accordance with this Issuance.
- b. Complies with the policies and procedures in this Issuance.
- c. Pays all associated PCS costs resulting from the approval of their request for a VPR, if not authorized PCS in accordance with the JTR.

SECTION 3: PROCEDURES

3.1. APPLICATION.

a. Criteria. To be considered for a VPR under the VPR Program, the employee must meet the following criteria:

(1) The VPR application must demonstrate a significant personal need or hardship of the employee or the employee's family member that only can be relieved by a reassignment. Hardships are unforeseeable situations outside of the employee's reasonable ability to control the health and welfare of the employee or a family member. A family member under the VPR Program is defined as a spouse, child, or parent of the employee or spouse, a person in loco parentis or other persons residing in the household who are dependent for over half of their financial support. Examples of hardship include, but are not limited to:

(a) A specific long-term medical situation that could not have been foreseen prior to a geographic move to the current duty location and where medical services or care are not available in the current location.

(b) Specific situations related to family member status, such as reuniting married couples when DoDEA caused the separation due to a MDR.

(2) Examples of circumstances that may be inappropriate for consideration under the VPR program:

- (a) The desire to move to a new area.
- (b) Divorce or separation and legal actions relating to it, including child custody.
- (c) Financial problems.
- (d) Housing problems.
- (e) Lack of suitable medical services for conditions that predate the geographic move.

(f) Environmental conditions in the local area.

(g) Care for aging parents.

(h) Employee or employee's family members desire to return to the U.S. or another foreign location.

(3) The employee must be performing at the fully successful performance level.

(4) Employees formally disciplined for misconduct within one (1) year of submitting a VPR application are ineligible to participate in the VPR Program.

(5) Employees under investigation, such as a Family Advocacy Program (FAP) investigation, military or civilian law enforcement investigation, or disciplinary investigation are ineligible and will not be considered for VPR under the VPR Program.

b. VPR Application Submittal. The employee must initiate the VPR application in writing.

(1) Regional employees must complete and submit the “Educator Voluntary Personnel Reassignment Application” template (Appendix 2: Educator Voluntary Personnel Reassignment Application) or the “Non-Educator Voluntary Personnel Reassignment Application” template (Appendix 3: Non-Educator Voluntary Personnel Reassignment Application) to the Regional VPR Program Manager.

(2) HQ-managed employees must complete and submit the “Educator Voluntary Personnel Reassignment Application” (Appendix 2: Educator Voluntary Personnel Reassignment Application) or the “Non-Educator Voluntary Personnel Reassignment Application” (Appendix 3: “Non-Educator Voluntary Personnel Reassignment Application Template) to the HQ VPR Program Manager.

(3) For educators only, VPR applicants will be considered for any category that appears on the educator’s current DoDEA teaching certificate.

(4) With the exception of any accompanying medical documentation, the VPR application must be submitted to the employee’s supervisor.

(5) The VPR application must provide full documentation of the underlying issue and describe how a VPR might alleviate it. The VPR applicant must indicate the lowest grade level acceptable on the VPR application, include a copy of the employee’s most recent performance appraisal, and the employee’s most recent Standard Form (SF) 50, “Notification of Personnel Action.”

c. Supporting Medical Documentation. For consideration due to medical reasons:

(1) Supporting medical documentation must be submitted directly by the employee to the respective VPR Program Manager.

(2) Employees receiving medical treatment or submitting a family member’s medical documentation as supporting documentation for a VPR application must provide written permission and/or the family member’s written permission for the release of submitted medical documentation. Employees must include information about their medical condition to authorized DoDEA officials to the extent that the information relates to the VPR application.

(3) If a civilian medical practitioner in the local community provides a medical statement, the physician’s statement must be in English or translated into English before submitting application. The physician’s statement must indicate the specific medical condition (diagnosis), prognosis, the medical basis for the inability to remain in the current location and/or position, and the type of medical care available locally. The physician’s statement must also

include documentation that the medical condition cannot be treated in the local community where the employee currently works.

3.2. REGIONAL REVIEW. VPR applications will be submitted for review by the Regional VPR Panel using the procedures outlined below:

a. The supervisor will confirm the employee is performing at a fully successful performance level, has not been formally disciplined within one (1) year of the VPR application, and is not under investigation before signing the VPR application.

b. The supervisor will forward the VPR application through the chain-of-command to the District Superintendent for concurrence or non-concurrence and forwards the application package to the Regional VPR Program Manager. Any medical release and supporting documentation will be submitted to the Regional VPR Program Manager directly by the applicant.

c. The Regional VPR Program Manager will receive the VPR application, the medical release, and medical documentation, and forward to the DoDEA Medical Review Contracted Physician who will evaluate all medical documentation and assess sufficiency of documentation to support the VPR application request for medical reasons.

d. In accordance with Section 791, Title 29, United States Code, also known as and referred to as “The Rehabilitation Act of 1973”, as amended, and in conjunction with Section 1210, Title 42, United States Code, also known and referred to as “Americans with Disabilities Act of 1990” (ADA), as amended, requires Federal Agencies to provide a RA to qualified employees with disabilities, unless to do so would cause undue hardship. To ensure DoDEA meets these requirements and protects employee rights, a VPR application for relocation based on employee personal medical needs will be reviewed first as a RA request.

e. For a VPR application based on hardship, other than an employee’s medical related reasons, the Regional VPR Program Manager will convene a Regional VPR Panel to review the VPR application and supporting documentation and make a recommendation for approval or disapproval to the respective DSE.

3.3. REGIONAL REVIEW AND DECISION.

a. The respective DSE has the authority to approve or disapprove VPR applications within their Region. A disapproval by the DSE is final.

b. Approval of a VPR application does not guarantee a placement. Placements only can be made as vacancies occur at location(s) meeting the criteria for the VPR.

c. The Regional VPR Program Manager will work with the respective HR Staffing section for placement of the approved VPR.

d. For educators only:

(1) There must be a qualified local hire educator in the local area to fill behind approved VPR placements, prior to the VPR applicant's reassignment.

(2) Educators who have been reassigned through the VPR Program are prohibited from reapplying for the next school year.

(3) Prior to VPR application approval, the potential losing and gaining District Superintendent must be consulted when an educator VPR applicant has not taught in their selected category within the last three (3) years.

e. Approved VPR applications will be considered for locations that meet all conditions contained in the VPR application. The placement will be reviewed against vacant positions within the employee's District. If more than one (1) VPR request matches a location and/or category, the VPR placement will be done based on seniority utilizing the service computation date (SCD) in the DoDEA Personnel Data System.

f. For overseas educator positions, approved VPR applications may receive priority consideration for placement before selecting a local hire. When a vacancy occurs, the HR Staffing specialist will check for approved VPR applications prior to issuing a referral list. Placement of an approved VPR application will be made if a match is found and all conditions for the VPR are met.

g. Once an employee is approved, DoDEA will attempt to find a suitable position for one (1) year from the date of approval. Approved VPR applicants are required to update DoDEA if circumstances change which could impact the employee's placement. The VPR application will expire when a VPR is granted or withdrawn by the employee or one (1) year has passed from the date of the original VPR approval. If, after one (1) year, no suitable position has been located, the VPR application will expire and the employee will need to reapply to the VPR Program.

h. A VPR application may be withdrawn at any time before an offer of reassignment is made. Once an employee is offered a position through the VPR Program, the employee must accept the reassignment or be withdrawn from the VPR Program for three (3) school years, exclusive of the current school year.

i. The current and new supervisor will be notified that placement of a VPR applicant may be made against the vacant position.

j. If the employee's initial request is to remain in the Region, the DSE's decision on the VPR request is final. If the employee requests reassignment outside the Region, the respective Regional VPR Program Manager will forward the application, including the DSE's concurrence or non-concurrence, to the DoDEA HQ VPR Program Manager for consideration by the DoDEA HQ VPR Board.

k. The DoDEA HQ VPR Program Manager will ensure VPR applications forwarded by the Region are complete. Incomplete applications will be returned to the Region for completion.

3.4. HEADQUARTERS AND OUTSIDE REGION REVIEW AND DECISION. The DoDEA HQ VPR Board will review and make recommendations on VPR applications for HQ employees worldwide and VPR applications outside the employee's Region to the Associate Director for Financial and Business Operations for approval or disapproval.

a. The DoDEA HQ VPR Program Manager will ensure VPR applications forwarded by the Region are complete. Incomplete applications will be returned to the Region for completion.

b. The Associate Director for Financial and Business Operations will serve as the approving official of VPR applications for HQ employees worldwide and for VPR applications between Regions.

c. The DoDEA HQ VPR Program Manager will notify the Regional VPR Manager of the final decision in writing and coordinate with the HQ HR Staffing section for coordination of the VPR. The Regional VPR Manager will notify the employee of the decision.

d. Approval for VPR does not guarantee a placement. Placements can only be made as vacancies occur at the location(s) that meet the criteria for the reassignment.

e. For educators only:

(1) There must be a qualified local hire educator in the local area to fill behind approved VPR placements, prior to the VPR applicant's reassignment.

(2) Educators who have been reassigned through the VPR Program are prohibited from reapplying for the next school year.

(3) Prior to approval, the potential losing and gaining District Superintendents must be consulted when educator VPR applicants, who have not taught in their selected category within the last three (3) years, are being considered for VPR placement.

f. Approved VPR applications will be considered for locations that meet all conditions contained in the VPR application. The placement will be reviewed against vacant positions within the employee's District. If more than one (1) VPR request matches a location and/or category, the VPR placement will be done based on seniority utilizing the service computation date (SCD) in the DoDEA Personnel Data System.

g. For overseas educator positions, approved VPR applications may receive priority consideration for placement before selecting a local hire. When a vacancy occurs, the HR Staffing specialist will check for approved VPR applications prior to issuing a referral list. Placement of an approved VPR application will be made if a match is found and all conditions for the VPR are met.

h. Once an employee is approved, DoDEA will attempt to find a suitable position for one (1) year from the date of approval. Approved VPR applicants are required to update DoDEA if circumstances change which could impact the employee's VPR placement. The VPR application will expire when a reassignment is granted or withdrawn by the employee or one (1) year has passed from the date of the original VPR approval.

i. A VPR application may be withdrawn at any time before an offer of reassignment is made. For non-educators, once the employee is offered a position through VPR, they must accept the reassignment or be withdrawn from the VPR Program for three (3) calendar years from when the position is offered. For educators, once the employee is offered a position through VPR, they must accept reassignment or be withdrawn from the VPR Program for three (3) school years, exclusive of the current school year.

j. The current and new supervisor will be notified that placement of a VPR applicant may be made against the vacant position.

GLOSSARY

G.1. ACRONYMS.

ADA	Americans with Disabilities Act
DMEO	Diversity Management and Equal Opportunity
DSE	Director for Student Excellence
FAP	Family Advocacy Program
HQ	Headquarters
HR	Human Resources
JTR	Joint Travel Regulation
LMER	Labor Management and Employee Relations
MDR	Management Directed Reassignment
PCS	Permanent Change of Station
RA	Reasonable Accommodation
SCD	Service Computation Date
SF	Standard Form
SME	subject matter expert
VPR	Voluntary Personnel Reassignment

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this Issuance.

educator. Professional supervisory and nonsupervisory education personnel in the competitive and excepted service, but excluding Schedule A, Family Member Appointed personnel, substitute teachers, and employees who have not completed a probationary or trial period.

family member. For the purposes of the VPR Program, a family member is defined as a spouse, child, or parent of the employee or spouse, a person in loco parentis or other persons residing in the household who are dependent for over half of their financial support.

in loco parentis. In loco parentis refers to a relationship in which a person puts himself or herself in the situation of a parent by assuming and discharging the obligations of a parent to a child.

non-competitive personnel action. Hiring managers may hire candidates without having to post an announcement and going through the full application process. This is done by reassigning or transferring a current permanent employee who is in the grade of the position being filled.

priority consideration. Employee receives precedence over any other candidate.

region. The organizational jurisdiction of the DSEs.

REFERENCES

DoD (DD) Form 2792, “Family Member Medical Summary,” August 1, 2014

DoD Instruction 114, “Reasonable Accommodation for Individuals with Disabilities,” October 24, 2013, as amended

Joint Travel Regulation, current edition

Office of Personnel Management Standard Form 50, “Notification of Personnel Action”, July 1991, or current edition

United States Code, Title 29, Section 791 (also known as The Rehabilitation Act of 1973), as amended

United States Code, Title 42, Section 1210, (also known as The Americans with Disabilities Act of 1990), as amended

APPENDIX

APPENDIX 1: INTERNAL CONTROLS EVALUATION CHECKLIST

CHECKLIST ITEM	YES/NO
Did the supervisor send the VPR application to the District Superintendent? (Supervisors reporting to HQ send applications to HQ VPR Program Manager for HQ VPR Board review.)	
Did the District Superintendent send the VPR application to the Regional VPR Program Manager if concurring with reassignment?	
Did the employee send the medical documentation to the Regional VPR Program Manager?	
Did the Regional VPR Program Manager review the VPR application package for completeness and determine eligibility?	
Did the Regional VPR Program Manager forward the completed VPR application package to the Regional VPR Panel for recommendation?	
Did the Regional VPR Program Manager send the Regional VPR Panel recommendation to the Region DSE?	
Did the Region DSE review the VPR application package and provide approval or disapproval (or concurrence or non-concurrence for inter-Regional VPR applications)?	
Did the Regional VPR Program Manager send the approval or disapproval letter to the employee? Or, if the Region DSE concurs with reassignment outside of the Region did the Regional VPR Program Manager forward the VPR application package to the HQ VPR Program Manager?	
Did the HQ VPR Program Manager reviews the VPR application package for completeness?	
Did the HQ VPR Program Manager forward the completed VPR application package to the HQ VPR Board for recommendation?	
Did the HQ VPR Program Manager send HQ VPR Board recommendation to the DoDEA Associate Director for Financial and Business Operations for approval or disapproval?	
Did the HQ VPR Program Manager send the approval or disapproval letter to the Regional VPR Program Manager for delivery to the employee?	

APPENDIX 2: EDUCATOR VOLUNTARY PERSONNEL REASSIGNMENT APPLICATION

1. Name				
2. Current Duty Station (School/District/Region name) and current position				
3. Current Teaching Category(ies)		4. Position Start Date		
5. Number of continuous years at current location				
6. Previously requested Voluntary Personnel Reassignment			Yes (if yes see below)	No
Requested in SY	Reason	Reassigned to		Not Reassigned
Requested in SY	Reason	Reassigned to		Not Reassigned
Requested in SY	Reason	Reassigned to		Not Reassigned
Requested in SY	Reason	Reassigned to		Not Reassigned
7. Basis for the current request				
<p>_____</p> <p>Hardship (describe situation):</p> 				
<p>_____</p> <p>Please describe what you have personally done to resolve this issue:</p> 				

Documentation to forward directly to VPR Program Manager separately	
<p>_____ Physician’s statement (in English) including diagnosis, prognosis, the medical basis for inability to remain in current location/position, and the type of medical care, climate or environment needed to relieve the medical condition. Include in the documentation the ability to treat medical condition on the local economy. The completed DoD (DD) Form 2792, “Family Member Medical Summary” must be submitted for individuals receiving treatment/evaluation by military medical facilities.</p>	
<p>_____ Other (explain):</p> 	
Documentation included:	
8. Other options I have considered and explanation why these are not viable (i.e., Leave without Pay, disability retirement, resignation, etc.):	
<p>By signing below, I verify the above information is correct. I certify that I have experience teaching or have received training in all of the teaching categories listed above. I understand that failure to accept an assignment will result in removal from VPR consideration.</p> <p>I understand I am required to submit updates to my application as medical conditions or circumstances change. Failure to do so may result in removal from VPR consideration.</p>	
Employee Signature	Date
Supervisor Signature	Date

APPENDIX 3: NON-EDUCATOR VOLUNTARY PERSONNEL REASSIGNMENT APPLICATION

1. Name				
2. Current Duty Station (i.e., School/District/Region name)				
3. Current Position		4. Position Start Date		
5. Number of continuous years at current location				
6. Previously requested Voluntary Personnel Reassignment			Yes (if yes, see below)	No
Requested in SY	Reason	Reassigned to		Not Reassigned
Requested in SY	Reason	Reassigned to		Not Reassigned
Requested in SY	Reason	Reassigned to		Not Reassigned
Requested in SY	Reason	Reassigned to		Not Reassigned
7. Basis for the current request				
<p>_____</p> <p>Hardship (describe situation):</p> 				
<p>_____</p> <p>Please describe what you have personally done to resolve this issue:</p> 				

Documentation to forward directly to VPR Program Manager separately	
<p>_____ Physician’s statement (in English) including diagnosis, prognosis, the medical basis for inability to remain in current location/position, and the type of medical care, climate or environment needed to relieve the medical condition. Include in the documentation the ability to treat medical condition on the local economy. The completed DoD (DD) Form 2792, “Family Member Medical Summary” must be submitted for individuals receiving treatment/evaluation by military medical facilities.</p>	
<p>_____ Other (explain):</p> 	
Documentation included:	
<p>8. Other options I have considered and explanation why these are not viable (i.e., Leave without Pay, disability retirement, resignation, etc.):</p> 	
<p>By signing below, I verify the above information is correct. I understand that failure to accept an assignment will result in removal from VPR consideration.</p> <p>I understand I am required to submit updates to my application as medical conditions or circumstances change. Failure to do so may result in removal from VPR consideration.</p>	
Employee Signature	Date
Supervisor Signature	Date