**REQUEST FORM FOR RE-ASSIGNMENT**

Section 1: UNV Field Unit (where present) or Regional Office in the **releasing** country

|  |  |
| --- | --- |
| Name of volunteer under consideration |  |
| Volunteer roster number |  |
| Current assignment title |  |
| Country of Assignment |  |

Section 2: To be completed by the **requesting entity**

|  |  |
| --- | --- |
| Requesting entity |  |
| Name of Agency representative |  |
| Proposed UNV assignment |  |
| Expected date of reassignment: |  |
| Proposed assignment duration |  |
| Are funds available for this assignment? (COA in case of ATLAS agencies/ for non-ATLAS budget code) |  |

Please justify why urgent reassignment is required or attached supporting document

|  |  |
| --- | --- |
|  | |
| Agency representative signature |  |

Sections 3 and 4 only to be completed if volunteer is reassigned to a different country

Section 3: Comment UNV Field Unit, Focal Point or Regional Office in the **receiving** country

|  |  |
| --- | --- |
| Name and title |  |
| Country of assignment |  |
| Any comments or actions taken | |
|  | |
| Date of comments | Click or tap to enter a date. |
| Signature of UNV personnel (receiving country) |  |

Section 4: UNV Field Unit (where present) or Regional Office in the **releasing** country

|  |  |
| --- | --- |
| Name and title of UNV focal point |  |
| Signature of UNV focal point |  |
| Any comments/actions taken | |
|  | |
| Date of comments | Click or tap to enter a date. |
| Signature of UNV personnel (releasing country) |  |

Section 5: to be completed by the **releasing entity hiring manager**

|  |  |  |
| --- | --- | --- |
| Sending entity | |  |
| Position title | |  |
| Date | | Click or tap to enter a date. |
| Is the volunteer under investigation for disciplinary reasons? Choose an item. | | |
| Does the volunteer consent to reassignment? Choose an item. | | |
| Comments/recommendation: | | |
|  | | |
| Releasing manager name and signature |  | |

Section 6: **Field Unit/Regional Office (if no FU presence)**

Upload this document and proceed with task “Request Reassignment” in VMAM if the following are true:

There are no disciplinary issues with the proposed volunteer

The volunteer will not exceed the maximum duration of service during the proposed assignment

The new assignment is at least three months

The volunteer meets all the qualification requirements in the DOA

The request for reassignment is justified and acceptable to all relevant parties

Funding is confirmed by the receiving host entity