

MS 001 TABLE OF CONTENTS

SERIES NUMBERS

Manual Content and Management 001 - 099
Authorities, Organizations and Functions 100 - 199
Volunteers 200 - 299
Programming 300 - 399
Safety and Security 400 - 499
Administrative Services 500 - 599
Human Resources Management 600 - 699
Financial Management 700 - 799
General Services 800 - 899

INTERIM POLICY STATEMENTS IPS 3-09 NON-COMPETITIVE ELIGIBILITY

IPS 2-09 Disappearance of a Volunteer/Trainee
IPS 1-09 Handling of Volunteer/Trainee Allegations
IPS 3-08 Retention of Counsel for Volunteer/Trainee Victims of Crimes
IPS 2-08 Staff Travel - Premium Class and Rest Periods
IPS 1-08 Automated System for Human Resources Management
IPS 2-07 Post Website Policies
IPS 3-06 Telework
IPS 5-05 Travel Destination Restrictions
IPS 2-05 Compensatory Time Off for Travel
IPS 4-04 Safekeeping of Volunteer No-Fee Passports and Visas
IPS 2-04 Staff Alcohol Policy
IPS 1-03 Fraternalization Policy
IPS 1-98 Educational Travel for Children (MS 812 Staff Travel)
- MS 223: Volunteer/Trainee Readjustment Allowance
- MS 282: Transfers/Reassignments, Reinstatements, Reinstatements, and Reenrollments of Trainees and Volunteers
- MS 266: Post-Service Medical Benefits for Volunteers, Trainees, and Dependents

MANUAL CONTENT AND MANAGEMENT

001 Table of Contents
002 Peace Corps Manual: Authority and Revision Process
003 Subject Index and Acronym List

AUTHORITIES

101 The Peace Corps Act
103 Interagency Agreements

DELEGATIONS OF AUTHORITY

114 Delegation of Authority

ORGANIZATION AND FUNCTIONS

- 122 Peace Corps Organization
- 123 Office of the Director of the Peace Corps: Organization, Mission, and Functions
- 124 Office Management: Organization, Mission, and Functions
- 125 Overseas Programming and Training Support: Organization, Mission, and Functions
- 126 Office of Volunteer Recruitment and Selection: Organization, Mission, and Functions
- 127 Office of Volunteer Support: Organization, Mission, and Functions
- 128 Office of the Chief Financial Officer: Organization, Mission, and Functions
- 129 Office of the Chief Information Officer: Organization, Mission, and Functions
- 130 Office of Safety and Security: Organization, Mission, and Functions
- 131 Peace Corps Response: Organization, Mission, and Functions

ELIGIBILITY AND STANDARDS

- 201 Eligibility and Standards for Peace Corps Volunteer Service
- 202 Volunteer Leaders
- 203 Field Enrollment of Trainees/Volunteers
- 204 Volunteer Conduct
- 205 Volunteer or Trainee Marriage
- 206 Adoption of Children by Volunteers
- 208 United Nations Volunteers

VOLUNTEER TRAVEL AND TRANSPORTATION

- 213 Volunteer No-Fee Passports
- 214 Volunteer/Trainee Baggage
- 218 Applicant, Trainee, Volunteer Travel and Use of Hostels
- 219 Trainee/Volunteer Home-of-Record

VOLUNTEER LEAVE AND ALLOWANCES

- 220 Leave for Volunteers/Trainees
- 221 Volunteer Allowances
- 222 Trainee Allowances
- 223 Volunteer/Trainee Readjustment Allowance

VOLUNTEER TAXES, LOANS, DEBTS, REIMBURSEMENTS

- 231 Volunteer Education Loans
- 232 Volunteer In-Country Debts to Third Parties
- 235 Volunteer/Trainee Losses of Property and Cash
- 236 Volunteer Federal Income Tax

VOLUNTEER SUPPORT FUNCTIONS

- 253 Voter Assistance Program
- 254 Volunteer Identification

TRAINEE/VOLUNTEER MEDICAL SUPPORT

- 261 Health Unit and Medical Officers/Contractors
- 262 Peace Corps Medical Services Program
- 263 Volunteer Pregnancy

264 Medical Evacuation
265 Overseas Death of Volunteers/Trainees
266 Post-Service Medical Benefits for Volunteers, Trainees, and Dependents
267 Volunteer Medical Records
268 Medical Confidentiality
269 HIPAA Administration

VOLUNTEER/TRAINEE SAFETY AND SECURITY

270 Volunteer/Trainee Safety and Security

VOLUNTEER TRANSFERS, COMPLETION OF SERVICE, TERMINATION

281 Completion of Service Date Advancement and Extension of Service
282 Transfers/Reassignments, Reinstatements and Re-enrollments of Trainees and Volunteers
284 Early Termination of Service
285 Volunteer Description of Service Statement and Certificate of Group Health Coverage

GENERAL STANDARDS

291 Disclosure and Use of Volunteer Addresses
293 Applicant, Trainee, Volunteer Discrimination Complaint Procedure

PROGRAMMING

320 Peace Corps Publicity in the United States and Overseas
340 Opening a Post
341 Non-Emergency Post Closing

SAFETY AND SECURITY

401 Domestic Physical Security
402 Domestic Continuity of Operations and Occupant Emergency Plan Programs
403 Personnel Security Program
450 Volunteer and Trainee Transportation

PROPERTY

511 Property Management
515 Living Quarters, Furnishings and Guard Service for Full-time, Overseas Employees

VEHICLES AND MOTORCYCLES

522 Vehicle Operation and Use
523 Motorcycles and Bicycles
524 Vehicle Accidents
526 Motor Vehicle Insurance
527 Vehicle Acquisition, Disposal, and Management

COMPUTERS AND INFORMATION PROCESSING

542 Peace Corps IT Security Policies and Procedures
543 Use of IT Systems by Volunteers, Trainees and Returned Peace Corps Volunteers

PERSONNEL POLICIES, OBJECTIVES, AND CLASSIFICATION

- 601 Administration of the Peace Corps Personnel System
- 602 Foreign Service National
- 603 Position Classification

RECRUITMENT AND APPOINTMENT

- 611 Eligibility for Peace Corps Employment or Volunteer Service of Applicants with Intelligence Backgrounds
- 613 Trial Period Procedures for Foreign Service Employees

EVALUATION AND COMPENSATION

- 620 Peace Corps Merit Promotion and Selection Plan
- 622 Within Class/Grade Salary Increases
- 625 Premium Pay
- 626 Peace Corps Performance Appraisal System
- 627 SFS Performance Management System and Pay

ATTENDANCE AND LEAVE

- 630 Hours of Duty
- 635 Absence and Leave

CONDITIONS OF SERVICE

- 641 Employee Standards of Conduct
- 642 Conditions of Service for U.S. Overseas Staff
- 643 Limited Personal Use of Government Office Equipment

EMPLOYEE-MANAGEMENT RELATIONS

- 652 Disciplinary Procedure for Foreign Service Employees
- 653 Affirmative Action and Equal Opportunity Programs
- 655 Employee Grievance Procedure
- 658 Peace Corps Employee Assistance Program
- 659 Labor-Management Relations

EMPLOYEE TRAINING, DEVELOPMENT, AND INCENTIVE AWARDS

- 662 Peace Corps Incentive Awards Program
- 664 In-Service Employee Training

ASSIGNMENTS, TRANSFERS, AND SEPARATIONS

- 671 Termination Process for Peace Corps Staff
- 673 Policies and Procedures for Detailing Employees

EMPLOYEE PROGRAMS

- 682 Safety and Health Program

LOCAL RECRUITMENT AND EMPLOYMENT

- 691 Guidelines for Employment of Foreign Service Nationals by Direct-Hire and Detail

- 693 Employment of U.S. Citizens Abroad
- 694 Employment of Family Members
- 699 Report on Foreign Service National Employees and Personal Service Contractors

BUDGET OPERATIONS

- 701 Government Budget and Accounting: Introduction to Federal Government Financial Management
- 702 The Budget Process
- 704 Administrative Control of Funds
- 705 Financial Record Keeping
- 707 Continuing Resolutions and Lapses in Funding
- 708 Foreign Affairs Administrative Support
- 709 Financial Management System
- 710 Year-end Fiscal Close-Out
- 711 Accounting for Property, Plant and Equipment

SPECIAL FUNDS AND ACCOUNTS

- 720 Peace Corps Partnership Program
- 721 Gifts and Contributions to the Peace Corps
- 722 Host Country Contributions
- 723 Use of the Peace Corps' Extraordinary Authorities
- 724 Representation Allowances
- 725 Entertainment Funds
- 726 Trust Funds and Foreign Currency Accounts
- 727 Use of Foreign Currencies
- 729 Financing Group Meetings of Volunteers/Trainees

PROCUREMENT

- 730 Acquisition Plans
- 731 Peace Corps Purchase Card Program
- 732 Acquisition Regulations, Rules and Procedures - Overseas and U.S.
- 733 Leases
- 734 Medical Supplies and Equipment
- 736 Procurement Requests and Unsolicited Proposals in the United States
- 737 Control Procedures for Accountable Forms
- 738 Performance of Commercial Activity
- 739 Construction Contracts

TIME AND LEAVE RECORDS

- 742 Maintenance of Employees' Time and Leave Records

PERSONAL SERVICES CONTRACTS

- 743 Procurement of Personal Services of Host Country Residents by Contract
- 744 Procurement of Personal Services of Non-Residents of Host Country by Contract

ACCOUNTING OPERATIONS

- 753 The Recording and Control of Obligations by Overseas Posts
- 758 Authorized Certifying Officer
- 760 Overseas Imprest Management

761 Domestic Imprest Management
762 Employee Personal Property Loss or Damage

LEGAL COUNSEL AND PAYMENT OF CLAIMS

774 Retention of Counsel and Payment of Related Expenses Overseas
775 Settlement of Claims Arising Abroad
776 Claims Against U.S. Government Under the Federal Tort Claims Act
777 Billing and Collection Procedures, Debts and Claims
778 Standards for Waiver of Peace Corps Claims for Excess Payment

INTERNAL CONTROLS

784 Internal Control System

TRANSPORTATION

810 Unused Transportation Refund Procedures
811 Advance of Funds for Official Travel
812 Staff Travel
813 In-Country Travel of Country Staff and Contract Personnel
816 Staff Emergency Visitation Travel

COMMUNICATIONS

832 Cables
833 National Security Classified and Agency-Designated Protected Information
834 Telephone and Fax Use
835 International Mail and Distribution

INSPECTOR GENERAL

861 Office of the Inspector General

PAPERWORK AND RECORDS

890 Forms Management
892 Records Management
893 Freedom of Information Act Administration
895 Management of Audiovisual Activities
896 Information Quality Guidelines
897 Privacy Act Administration
898 Printing Policy and Publication Review
899 Breach Notification Response Plan