

MS 002: PEACE CORPS MANUAL: AUTHORITY AND REVISION PROCESS

ATTACHMENT A MANUAL REVISION PROCESS

Issued: January 19, 2001

1. Requests to revise the Peace Corps Manual (manual) should be directed to the Office of the General Counsel (OGC).
2. OGC will consult and meet with the Director's office and other appropriate offices to develop agency positions with respect to any policy issues raised by proposed revisions. OGC will also consult with the Director's office regarding the appropriate offices to clear the revisions before they are presented to the Director.
3. OGC will work with appropriate offices to prepare draft language reflecting the desired changes.
4. OGC will circulate the draft language for review and comment by appropriate offices.
5. OGC will revise the draft as needed and circulate the revised draft for clearance by appropriate offices.
6. Any of the foregoing steps may be repeated until clearance has been obtained from all appropriate offices.
7. OGC will clear the proposed revisions and forward them to the Director for approval.
8. OGC will add or revise the table of contents for approved manual sections and make other necessary format or technical changes. OGC will then issue the revisions on Peace Corps' Intranet in a timely manner. The issuance of the revised manual section on the Intranet shall be accompanied by a notice of the revisions on Peace Corps' agency-wide e-mail system. The notice may be issued by OGC or the head of the responsible office and shall include a hyperlink to the manual section on the Intranet. The revised manual section will become effective on the date it is issued on the Intranet. OGC will also coordinate the distribution of the approved revisions in other forms as determined by the Director.
9. Interim Policy Statements shall be prepared and approved under the foregoing process, except that the process shall be expedited.
10. OGC will maintain an administrative record in the form of a paper file for all revisions to the manual. This paper file shall constitute the authoritative record of manual revisions. At a minimum, the file shall include the original signed approval by the Director, the copy of the manual section approved by the Director, the original signed clearances from OGC and appropriate offices, relevant memoranda and e-mails, and any government documents, research, or law relied upon during the revision process.