

# **MS 002: PEACE CORPS MANUAL: AUTHORITY AND REVISION PROCESS**

## **ATTACHMENT B DISTRIBUTION PROCESS FOR NEW OR REVISED MANUAL SECTIONS**

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1. **Purpose.** The purpose of this guidance is to set out an internal process for the distribution of new or revised manual sections ("manual revisions") that have been issued on the Peace Corps Intranet in accordance with Attachment A to MS 002 (Peace Corps Manual: Authority and Revision Process).
2. **Authority.** This guidance implements Attachment A to MS 002 which provides that the Office of the General Counsel (OGC) will coordinate the distribution of approved manual revisions, as determined by the Director.
3. **Methods of Distribution.** Each manual revision shall be distributed as follows:
  - a. **Paper Copies.** Manual revisions will be issued agency-wide by e-mail. See Attachment A. Peace Corps will no longer send paper copies of manual revisions to posts or regional offices. Instead, posts and regional offices are directed to print out paper copies and insert them in their manual binders. It is important for posts to have a paper copy of the Manual as backup, in case of an electronic system failure. Country Directors and Regional Office Managers should designate a staff person to carry out this task.
  - b. **CD-ROM.** A CD-ROM copy of the most current version of the Peace Corps Manual shall be sent to each post on a quarterly basis. The Intranet Manager in the Office of the Chief Information Officer is responsible for preparing the CD-ROMs. The regions are responsible for forwarding them to their respective overseas posts.
4. **Interim Policy Statements (IPS).** Each IPS shall be distributed in the same manner as any other manual revision.