

# MS 123 Office of the Director: Organization, Mission, and Functions

---

**Effective Date:** June 23, 2011

**Supersedes:** 08/27/08; 11/18/03; 09/16/94; 06/19/85; 07/25/84

**Responsible Office:** D/Chief of Staff

---

[Issuance Memo](#)

[Issuance Memo](#) Partial Revision November 18, 2003

[Issuance Memo](#) (June 23, 2011)

---

## Table of Contents

- 1.0 [Authority](#)
  - 2.0 [Purpose](#)
  - 3.0 [Organization](#)
  - 4.0 [Office Missions](#)
    - 4.1 [Office of the Director](#)
    - 4.2 [Office of Strategic Information, Research, and Planning](#)
    - 4.3 [Office of Private Sector Initiatives](#)
    - 4.4 [Office of the General Counsel](#)
    - 4.5 [Office of Congressional Relations](#)
    - 4.6 [Office of Communications](#)
    - 4.7 [American Diversity Program](#)
    - 4.8 [Office of the Chief Compliance Officer](#)
  - 5.0 [Office Functions](#)
    - 5.1 [Office of the Director](#)
    - 5.2 [Office of Strategic Information, Research, and Planning](#)
    - 5.3 [Office of Private Sector Initiatives](#)
    - 5.4 [Office of the General Counsel](#)
    - 5.5 [Office of Congressional Relations](#)
    - 5.6 [Office of Communications](#)
    - 5.7 [American Diversity Program](#)
    - 5.8 [Office of the Chief Compliance Officer](#)
  - 6.0 [Effective Date](#)
- 

### 1.0 Authority

Peace Corps Act, 22 USC 2503

## **2.0 Purpose**

The purpose of this manual section is to describe the organization, mission, and functions of the Office of the Director.

## **3.0 Organization**

The Office of the Director is headed by the Director of the Peace Corps (D). The Office of the Director includes: Office of Strategic Information, Research, and Planning; Office of Private Sector Initiatives; Office of the General Counsel; Office of Congressional Relations; Office of Communications; the American Diversity Program; and the Office of the Chief Compliance Officer. Each sub-unit is headed by a Chief or Officer who reports directly to the Director.

## **4.0 Office Missions**

### **4.1 Office of the Director**

It is the mission of the Office of the Director to provide executive-level direction to the Peace Corps, overseeing its programs and activities and establishing Peace Corps policy and its congruence to the three goals of the Peace Corps, as well as ensuring compliance with the Peace Corps Act.

### **4.2 Office of Strategic Information, Research, and Planning**

It is the mission of the Office of Strategic Information, Research, and Planning to improve agency planning, better measure agency performance, enhance the stewardship and governance of data, and improve the measurement and evaluation of agency-level programs.

### **4.3 Office of Private Sector Initiatives**

It is the mission of the Office of Private Sector Initiatives to oversee the management and documentation of monetary gifts, in-kind gifts, and donations of voluntary services to the Peace Corps.

### **4.4 Office of the General Counsel**

It is the mission of the Office of the General Counsel to provide legal advice and services to the Director and overseas and domestic staff.

### **4.5 Office of Congressional Relations**

It is the mission of the Office of Congressional Relations to develop the Peace Corps' legislative strategy, coordinate activities related to all legislative issues and interests, and serve as the official liaison between the Peace Corps Director and members of Congress and congressional staff.

### **4.6 Office of Communications**

It is the mission of the Office of Communications to increase the awareness and understanding of the Peace Corps and the work of Volunteers.

### **4.7 American Diversity Program**

It is the mission of the American Diversity Program to develop and carry out the affirmative employment program; ensure equal opportunity for Volunteers, employees, and applicants for Volunteer service or employment; and provide guidance to management to do the same.

#### **4.8 Office of the Chief Compliance Officer**

It is the mission of the Office of the Chief Compliance Officer to develop and coordinate the Peace Corps' compliance system with Inspector General reports, Congressional mandates, and other regulations and laws.

### **5.0 Office Functions**

#### **5.1 Office of the Director**

Director of the Peace Corps:

- (a) Reports to the President of the United States on Peace Corps goals and accomplishments.
- (b) Implements the Peace Corps Act.
- (c) Provides executive direction to the Peace Corps, overseeing its programs and activities and establishing Peace Corps policy.
- (d) Represents Peace Corps before Congress.
- (e) Consults with representatives of foreign governments and international organizations in furtherance of the Peace Corps mission.
- (f) Consults with the Secretary of State, the Director of the Office of Management and Budget, the Administrator of the Agency for International Development, and other U.S. government officials to coordinate Peace Corps programs and activities with those of other agencies of the Executive Branch.
- (g) Articulates Peace Corps policy, plans, goals, and accomplishments to the people of the United States.

#### **5.2 Office of Strategic Information, Research, and Planning**

- (a) Ensures that tools, information, and processes meet the agency's performance planning and reporting needs.
- (b) Articulates and coordinates the content of goals, measures, and performance indicators on behalf of the Peace Corps.
- (c) Incorporates performance information into the planning and reporting documents that include the Peace Corps Strategic Plan, Performance Plan, and the Performance and Accountability Report (PAR).

- (d) Conducts agency-level (cross-functional) evaluations for the Peace Corps, either through external contracts and services or by analyst staff.
- (e) Leads the agency-level performance measurement efforts and coordinates the evaluation and measurement guidance for all agency elements.
- (f) Assists the agency to meet the reporting requirements and better articulate the impact of the work of the Peace Corps.
- (g) Conducts the Biennial Volunteer Survey (BVS), Close of Service (COS) survey, and the Early Termination (ET) and Resignation Reasons reports.
- (h) Oversees data governance for the Peace Corps and establishes data standards and facilitates data governance oversight regarding data methodology and collection.
- (i) Ensures the consistency, currency, completeness, relevance, reliability, and validity of all data going to the public via Congressional Relations, Communications, Press Relations, and other agency offices.

### **5.3 Office of Private Sector Initiatives**

- (a) Oversees and manages the solicitation and acceptance of monetary gifts, in-kind gifts, and donations of voluntary services to the Peace Corps.
- (b) Maintains donor relations and seeks to broaden donor base.
- (c) Supports posts by facilitating in-kind donations.
- (d) Administers the Peace Corps Partnership Program and provides support and training materials on the program.
- (e) Develops outreach strategies to increase donations to the Peace Corps Partnership Program.
- (f) Provides reports and comparative analysis on donor make-up, project type, amount raised, and other trends.

### **5.4 Office of the General Counsel**

- (a) Provides legal advice and assistance concerning Peace Corps programs and activities to the Director, agency officials, Volunteers, and others.
- (b) Provides legal interpretation of the Peace Corps Act, as amended; related statutes; Executive Orders; delegations of authority; and other directives, regulations, or administrative issuances that affect the implementation of Peace Corps programs.
- (c) Reviews policy information and regulations affecting the Peace Corps' relationship with Volunteers, staff, the Congress, host governments, and federal agencies; participates in

congressional presentations; and reviews all agency publications for legal sufficiency and policy consistency.

(d) Acts as the liaison with other federal agencies and reviews and comments on proposed legislation, rules, regulations, policies, or other legal matters, which affect the Peace Corps, its programs, and its personnel.

(e) Prepares draft legislation and assists in the preparation for presentation thereof to OMB and Congress.

(f) Assists in the preparation of delegations of authority, directives, regulations, notifications under the Vacancies Reform Act, and administrative issuances.

(g) Assists in the preparation of interagency agreements and agreements with other parties pertaining to Peace Corps programs, prepares all Peace Corps country agreements, renders legal interpretations, and participates in the negotiation of such agreements.

(h) Reviews administrative determinations involving claims by or against Peace Corps, conflicts of interest, financial disclosure reports, delegations of authority, Freedom of Information/Privacy Act matters, the Peace Corps administrative issuance system, and the observance of the Peace Corps' policies against involvement in intelligence operations.

(i) Reviews and comments on administrative determinations, including the authority to expend funds, enroll Volunteers, terminate Volunteers and staff; personnel procedures; standards of conduct; use of foreign currencies; contractual matters; personnel security; and other matters as appropriate.

(j) Has oversight responsibility for the manual revision process.

(k) Where required by law or otherwise deemed appropriate, refers cases to the Department of Justice for prosecution.

(l) Reviews any other matter as requested by the Director or other appropriate Peace Corps officials.

### **5.5 Office of Congressional Relations**

(a) Develops and implements strategies for legislative and other congressional activities, including the tracking of the authorization and appropriations process for the Peace Corps' annual budget.

(b) In coordination with the Office of the Chief Financial Officer, oversees the production of the agency's annual Congressional Budget Justification document.

(c) Handles constituent cases involving Peace Corps Volunteers (i.e. a Volunteer or relative of a Volunteer who writes his or her Member of Congress about a particular issue).

- (d) Involves members of Congress and their staff in special events related to the Peace Corps.
- (e) Provides information about and enhances the visits of congressional delegations (CODELS) and staff delegations (Staffdels) to Peace Corps countries.
- (f) Represent the Peace Corps Director as the exclusive and official agency liaison with Congress.

#### **5.6 Office of Communications**

- (a) Advises the Director concerning the effectiveness of all agency communications functions.
- (b) Advises the Director and agency managers regarding appropriate public affairs support of Peace Corps programs, internationally and domestically.
- (c) Prepares speeches and remarks for the Director.
- (d) Represents the Peace Corps to public and other agencies in the planning and administration of communications functions.
- (e) Produces agency publications and periodicals, in cooperation and consultation with program offices.
- (f) Establishes and maintains rapport with media enterprises, reporters, free-lance writers, editors, and researchers.
- (g) Prepares and disseminates news releases, feature stories and other such information to print and broadcast media.
- (h) Provides graphic design assistance and expertise to the entire agency.
- (i) Provides video programs and photographic services to the entire agency and produces video programs in cooperation and consultation with program offices.
- (j) Advises agency management and field staff on photography and video production, purpose, and potential equipment expenses. Provides direction, programmatic objective information, conceptual approaches, and technical assistance to contractors.
- (k) Manages and administers the agency printing program and provides technical guidance to assure that program requirements are met. Advises on the utilization of the Government Printing Office (GPO) and General Services Administration (GSA), as well as Peace Corps' printing authority.
- (l) Manages the agency's photographic library and archives.
- (m) Handles information requests from the public. Develops and implements the agency marketing plan, emphasizing the agency's recruitment requirements.

(n) Manages design, production, and delivery of all recruitment and other promotional products, including national advertisements and all collateral materials.

(o) In close coordination with VRS, works with the public affairs specialists in the 11 regional recruitment offices, as well as with other headquarters departments.

### **5.7 American Diversity Program**

(a) Prepares policies and procedures and interprets regulations to ensure equal opportunity for Volunteer applicants, Trainees, Volunteers, employees, and applicants for Peace Corps employment.

(b) Develops the Peace Corps' equal opportunity and affirmative employment plans for the employment and advancement of minorities, women, and persons with disabilities, including disabled veterans; monitors implementation of these plans; and works with Peace Corps managers to ensure progress. (MS 653, *Affirmative Action and Equal Opportunity Program* describes the Office of Human Resource Management's role in this functional area.)

(c) Prepares and assists managers with the implementation of equal opportunity and affirmative employment programs.

(d) Designates agency EEO counselors and investigators, develops training for counselors and investigators, and serves as their coordinator.

(e) Administers a system for processing complaints of discrimination and harassment filed pursuant to appropriate protective legislation, Executive Order, Equal Employment Opportunity Commission directives, or Peace Corps regulations by an applicant, Trainee, Volunteer, employee, or applicant for employment; and prepares Final Agency Decisions for the Director.

(f) Implements the agency's special emphasis programs, including the Federal Women's and Hispanic Employment Programs; and programs for disabled persons, including disabled veterans. (MS 653, *Affirmative Action and Equal Opportunity Program* describes the Office of Human Resource Management's role in this functional area.)

(g) Publicizes the Peace Corps' EEO program to employees, Trainees, and Volunteers, as required by 29 CFR 1614.

(h) Analyzes applicant and employment statistics; monitors affirmative employment progress and advises management; and monitors and reviews personnel operations and programs and recommends changes to conform with the requirements of 29 CFR 1614.

### **5.8 Office of the Chief Compliance Officer**

(a) Coordinates with agency offices to track and bring to closure outstanding recommendations from the reports of the Office of Inspector General (OIG).

(b) Produces reports on the status of Peace Corps compliance with OIG recommendations.

- (c) Reconciles and updates compliance matrices.
- (d) Coordinates and prepares mandated accompanying information for the transmittal of the Inspector General's Semi-Annual Reports to Congress (SARC).
- (e) Reviews submissions from the Regions to ensure compliance with the MS 270 Volunteer Safety and Support System Compliance Checklist that all posts submit annually.
- (f) Identifies trends that emerge from compliance challenges and works to address the underlying issues.
- (g) Crafts compliance presentations to overseas and domestic staff as needed.
- (h) Organizes and records the minutes of the annual HIPAA compliance meeting.
- (i) Reviews any other matter as requested by the Director or other appropriate Peace Corps officials.

**6.0 Effective Date**

The effective date is the date of issuance.