

MS 125 CENTER FOR FIELD ASSISTANCE AND APPLIED RESEARCH: ORGANIZATION, MISSION, AND FUNCTIONS

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1.0 AUTHORITY

Peace Corps Act, 22 U.S.C. 2504 and 2507.

2.0 PURPOSE

The purpose of this manual section is to describe the organization, mission, and functions for the Center for Field Assistance and Applied Research (Center).

3.0 ORGANIZATION

The Center is headed by the Director of the Center, who reports directly to the Chief of Staff/Chief of Operations, and encompasses three divisions, each headed by a Chief. The three divisions are the:

- (a) Field Assistance Division;
- (b) Overseas Training Division; and
- (c) Resource Development Division.

The Division Chiefs of each division as well as the Chief Administrative Officer and the Administrative Specialist report to the Director of the Center.

The Field Assistance Division (FAD) consists of three Regional Assistance Units (RAUs) and one Global Unit. These units focus on community health, education, agriculture and natural resources, small business development, information and communication technology, gender and development, youth, and, under the policy guidance of the Office of the Global AIDS Coordinator, HIV/AIDS. All staff in this division report to the Division Chief.

The Overseas Training Division (OTD) consists of the Training Staff Development Unit (TSDU) and the Staging Unit. These units focus on both overseas staff and Volunteer training in the areas of language training and testing, cross-cultural and diversity training, staff development, and instructional systems. All staff in this division report to the Division Chief.

The Resource Development Division (RDD) consists of the Partnership Development Unit (PDU), the Program Learning Unit (PLU), and Information Collection and Exchange (ICE). All staff in this division report to the Division Chief.

4.0 OFFICE MISSIONS

4.1 The Center

The mission of the Center is to work with Regions and posts as partners with shared responsibility to design, implement, and evaluate programming and training systems, resources, and activities that build capacity, strengthen performance, promote innovation, and capitalize on lessons learned, in order to support the effectiveness, success, and safety and security of Peace Corps Volunteers and staff serving host country development needs.

4.2 Field Assistance Division

The mission of the FAD is to provide a range of technical assistance to strengthen Peace Corps Volunteer projects in community health, education, environment, agriculture, and small business development. The FAD promotes the integration of agency initiatives including, gender and development, youth, information and communication technology, and, under the policy guidance of the Office of the Global AIDS Coordinator, HIV/AIDS, into all sectors.

4.3 Overseas Training Division

The mission of the OTD is to provide training activities, resources, and services that strengthen overseas staff performance and Volunteer experience in serving host country development needs. The OTD promotes the analysis, design, delivery and evaluation of competency-based learning methodologies in the areas of pre-departure orientation, language acquisition and testing, cross-cultural and diversity aptitude, and sector-based technical expertise.

4.4 Resource Development Division

The Resource Development Division performs program and training knowledge management through project and training monitoring and evaluation processes. The division supports agency external reporting through programming and training data analysis and information management. It produces and manages technical materials and manages external partnership resources to support overseas programming and training.

5.0 OFFICE FUNCTIONS

5.1 The Director of the Center

The Director of the Center:

- (a) Advises the Director, Deputy Director and Senior Staff on matters related to Peace Corps programming and training;
- (b) Provides management oversight, leadership and vision by implementing management strategies, clear communication, fiscal transparency, and appropriate staff development;
- (c) Ensures optimal use of available resources to support field programming and training needs in informational, human, and financial assistance to posts;
- (d) Promotes the use of innovation in all aspects of the Center's operations. Fosters an environment of experimentation and advancement relating to resource support to Volunteers and staff;
- (e) Utilizes available technologies to improve the efficiency and effectiveness of all aspects of the Center's operations; and
- (f) Oversees the development and maintenance of partnerships that enhance the impact and sustainability of programming and training.

5.2 The Office of Field Assistance Division

The Office of Field Assistance Division provides:

- (a) A range of services to field staff to increase skills in project design, implementation, and evaluation;
- (b) Technical expertise to field staff and Volunteers in sector areas including education, agriculture, environment, community health, small business development, gender and development, youth, information and communication technology and, under the guidance of the Office of Global AIDS Coordinator, HIV/AIDS;
- (c) Assistance through the facilitation of project reviews and staff training events; and
- (d) Expertise from headquarters through phone and online communications with field staff.

5.3 Overseas Training Division

The Overseas Training Division:

- (a) Provides expertise and consulting services in the disciplines of technical training, language acquisition and testing, cross-cultural and diversity training, overseas staff training, and distance learning and collaboration;
- (b) Designs, coordinates and manages the delivery of the Agency's Overseas Staff Training (OST) Program;
- (c) Delivers train-the-trainer workshops and consulting services to field staff;
- (d) Produces training resources for overseas staff to support Volunteers and Trainees;
- (e) Schedules the departure of all Trainee inputs to post in collaboration with Regions and other offices;
- (f) Manages the pre-departure orientation training (staging) for all new Trainees;

- (g) Coordinates Trainees' domestic and international travel, lodging, and meal allowance matters en route to post; and
- (h) Serves as the official enter-on-duty (EOD) point for Trainees and administers the paperwork to enroll them for service.

5.4 Resource Development Division

The Resource Development Division:

- (a) Supports program and training knowledge management and the generation of data for external reporting on project and training status;
- (b) Provides monitoring and evaluation support for overseas projects and training programs;
- (c) Oversees the development and management of agency-wide agreements with U. S. Government agencies and other entities to support the development work of Volunteers and their communities;
- (d) Manages processes to support post-level partnerships with government and non-governmental organizations; and
- (e) Manages production, purchase, and dissemination of materials and information resources, to support overseas programming and training.

6.0 EFFECTIVE DATE

The effective date is the date of issuance.