

# IPS 4-21 Peace Corps Overseas Post Operations during COVID-19 Response and Recovery Procedures

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**Effective Date:** February 16, 2022

**Responsible Offices:** Office of Global Operations; Office of Chief Financial Officer; Office of Safety and Security; Office of Health Services; Office of Human Resources; Office of Management

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## **1.0 Applicability**

These Procedures pertain to the COVID-19 Response and Recovery activities, and Posts' operational status, suspension and closure while IPS 4-21 is in effect.

## **2.0 Roles and Responsibilities**

### **2.1 Headquarters**

#### **2.1.1 Director of the Peace Corps**

With regard to the suspension and/or closure of Post operations, the Director is responsible for:

- (a) Ensuring comprehensive assessments are conducted of relevant indicators and considerations necessary to determine the continued assignment of Volunteers to a Peace Corps program in a host country. Criteria to be employed may include but are not limited to:
  - 1. The host country's expressed need and the Peace Corps' ability to recruit and field Volunteers with suitable qualifications and appropriate assignments;
  - 2. The host country's commitment to and engagement in a Peace Corps program;
  - 3. Safety and security concerns;
  - 4. Medical care and health concerns;
  - 5. Programmatic impact; and
  - 6. Administrative and financial aspects of operations.
- (b) Making final decisions regarding a Post's Operational Status in light of all relevant conditions and circumstances.
- (c) Ensuring timely and appropriate notification by the Office of Congressional Relations, in consultation with the Office of the General Counsel, to relevant Congressional committees and the Office of Management and Budget (OMB).

- (d) Ensuring timely and appropriate notification to the Department of State and the U.S. Ambassador and host country government.
- (e) Approving the timing and content of the formal notification to be given to the host government through the U.S. Ambassador.
- (f) Approving the timing and content of the formal notification to be given to Volunteers, Staff and the general public.
- (g) Ensuring the agency develops guidelines and a process for the periodic assessment and possible reduction of staffing levels at suspended Posts and the phasedown of staffing levels once a closure decision is made.
- (h) Ensuring adequate documentation of key decisions and recommendations related to closing and suspending any overseas office or country program.

### **2.1.2 Office of Global Operations (OGO)**

- (a) With regard to COVID-10 Response and Recovery activities, OGO shall:
  1. Identify which Peace Corps sector activities and indicators align with the USG COVID-19 Framework;
  2. Develop a Peace Corps COVID-19 framework which will include additional COVID-19 activities and related indicators;
  3. Ensure Posts' activities do not conflict with any restrictions imposed in their country agreements, such as use of customs duties exemptions which are reserved exclusively for the Peace Corps in connection with importation or acquisition in country of goods and services for Peace Corps use; and
  4. Ensure appropriate guidance and systems are in place to implement, monitor and document COVID-19 Response and Recovery activities.
- (b) The Associate Director (AD/OGO) for the Office of Global Operations and the relevant Regional Director shall conduct and document routine reviews to assess the Operational Status of Peace Corps Posts by:
  1. Ensuring participation of relevant Region staff in cyclical Country Portfolio Reviews (CPR) and contextual discussions of review findings (*see Attachment B, IPS 4-21 "Overview: Country Portfolio Review Process"*);
  2. Calling for and managing off-cycle CPR reviews, as necessary, to consider potential non-emergency Post closures; and
  3. Conducting the reviews called for in Section 4.0 related to Posts' operational status following enactment of IPS 4-21.

- (c) With regard to a potential or definitive change in a Post's operational status, after the reclassification called for in Section 4.0, the AD/OGO and the relevant Regional Director shall:
1. Prepare Staff and operational plans, informed by routine operational reviews, and a CPR if relevant.
  2. Brief the Office of the Director and other key offices about relevant findings that indicate needed changes in the future of a Post's operations.
  3. Works with the Office of Volunteer Recruitment and Selection and Peace Corps Response in delaying and/or cancelling invitations for Invitees and Peace Corps Response Volunteers, and briefing relevant agency offices as needed.
  4. Inform and work with the Office of Management, Office of the Chief Financial Officer, OGC, Office of Health Services (OHS), Office of Safety and Security (OSS), Office of Volunteer Recruitment and Selection, Office of External Affairs, and other offices as appropriate to support the transition of Post operations.
  5. Notify the Office of Inspector General of suspension and closure decisions, as necessary.
  6. Approve Volunteers' termination status after consultation with OGC, approve Volunteers' final departure dates, and ensure the safe and timely departure of Volunteers from Post.
  7. Consult with OHR, OCFO and OGC as necessary before approving staffing and operational plans related to the downsizing of Staff at a Post in Suspended or Closed Status.
  8. Keep the Director, OGC, OCR, and Office of Strategic Information Research and Planning (OSIRP) apprised of any change in the Operational Status of a Post.

### **2.1.3 Office of the General Counsel (OGC)**

OGC is responsible for:

- (a) Providing legal review and advice on decisions and documentation regarding the Operational Status of a Post.
- (b) Providing legal review and advice to responsible agency offices on any actions to be taken related to reopening, suspension or closure of Posts, including Congressional Notifications, Staff reduction plans, leases, and partnership agreements.

### **2.1.4 Office of Congressional Relations (OCR)**

The Director of OCR, in consultation with OGC and the Office of the Director, is responsible for appropriate consultation with and/or notification of OMB and Congress regarding the opening,

reopening, closure, significant reduction, or suspension of an overseas office or country program in accordance with legal requirements.

### **2.1.5 Office of Safety and Security (OSS)**

The Associate Director of OSS, in coordination with the AD/OGO and the relevant Regional Director, is responsible for conducting a safety and security assessment and providing recommendations and mitigating strategies, as necessary.

### **2.1.6 Office of Health Services (OHS)**

The Associate Director of OHS, in coordination with the AD/OGO and the relevant Regional Director, is responsible for conducting an assessment of healthcare capabilities and health risks and providing recommendations and mitigating strategies, as necessary. In the event of closure of a Post, OHS advises Peace Corps Medical Officers on the maintenance of medical records, disposition of medical supplies and equipment, and other activities related to closure of a Post's medical office.

### **2.1.7 Office of the Chief Financial Officer (OCFO)**

The Chief Financial Officer is responsible for advising and supporting the Region and Post on financial and administrative matters.

### **2.1.8 Office of Strategic Information Research and Planning (OSIRP)**

OSIRP conducts data analyses for the CPR process and manages the process for regular quarterly CPR meetings. Off-cycle meetings are managed by OGO to consider Post suspension or closure.

### **2.1.9 Office of Management**

The Associate Director of Management acts as the Senior Agency Official for Records Management and is responsible for coordinating with the Regional Director, Country Director and OGC to ensure that Posts' records management, retention and disposition meet the legal requirements under the Federal Records Act and other laws and regulations. The Office of Management, also ensures appropriate support to the Post and Region regarding Volunteers' travel and property (including vehicles, medical supplies and equipment) transfer and/or disposal.

### **2.1.10 Office of Communications**

In conjunction with the relevant Region and Post, the Office of Communications:

- (a) Develops and issues the communications related to any significant change in Post operations, including talking points, press releases, and agency communication with the media and the public; and
- (b) Coordinates as needed with U.S. Embassies' public affairs offices.

### **2.1.11 Office of Human Resources (OHR)**

OHR is responsible for advising the Region on personnel matters related to overseas U.S. Direct Hires (USDH).

## **2.2 Post**

### **2.2.1 Country Director**

The Country Director is responsible for:

- (a) Ensuring COVID-19 Response and Recovery activities that are supported by Volunteers and/or Staff adhere to Peace Corps guidance, documentation requirements, and agreements with host country partners.
- (b) Keeping the Regional Director and the U.S. Ambassador informed of significant in-country issues related to Post operations, including assessment of potential governmental, institutional, and public reaction to Staff-supported COVID-19 programming, the withdrawal or return of Volunteers, and any significant disruptions in the Post's Operational Status.
- (c) Notifying Volunteers, Staff and host country partners of decisions to initiate suspension or closure of the Post, once authorized by the Regional Director to make such notifications.
- (d) Developing, reviewing and managing staffing and operational plans and procedures related to suspension or closure of the Post, in consultation with the Regional Director.
- (e) Determining what technical and personnel assistance related to suspension or closure of the Post is needed from Peace Corps headquarters and requesting assistance.
- (f) Planning, in coordination with the U.S. Embassy, correspondence with host country government officials and partners related to changes in the Post's operational status, and, in the event of closure, a close-out ceremony, as appropriate.
- (g) Informing the U.S. Embassy of any in-country media inquiries related to a change in the Post's operational status, and coordinating in-country media responses through the U.S. Embassy and the Peace Corps Office of Communications.
- (h) In consultation with OGC, ensuring that Staff adhere to agency policies, procedures and requirements and all applicable laws related to the suspension and closure of a Post, withdrawal of Volunteers, and termination of Staff, including:
  - 1. Financial obligations and proceeds of sale from disposition of property, as specified by the Office of the Chief Financial Officer;
  - 2. Records retention and disposition, as specified by the Office of Records Management; and

3. Transfer and disposal of medical supplies and narcotics, as specified by MS 734 *Medical Supplies and Equipment*; and property (including vehicles) as specified by the Office of Administrative Services (M/AS) and MS 341.7.
- (i) As conditions permit, develop a document that outlines the history and accomplishments of Peace Corps Volunteers during the time the Post has been operational.

### **3.0 COVID-19 Response And Recovery during Interim Operational Status**

#### **3.1 COVID-19 Response and Recovery Activities**

- (a) In determining the appropriateness of COVID-19 activities, Post and Region should assess whether the activities are consistent with the Guiding Principles listed in IPS 4-21.
- (b) Consistent with the Guiding Principles listed in IPS 4-21, Post Staff may:
  1. Conduct activities with host country partners, including host country counterparts that enhance, promote, or are in preparation for Volunteers' return, or related to potential Volunteer assignments.
  2. Provide technical guidance or advice commensurate with their qualifications.
  3. Engage in COVID Response and Recovery efforts, including engaging in supporting vaccination efforts; however, only PCMOs who are qualified and certified may administer vaccinations.
    - a. Any assignment of medical staff to clinical duties must be reviewed and approved by OHS. OHS will verify the medical staff is:
      - i. qualified by training and experience to administer vaccines;
      - ii. credentialed by the Peace Corps to administer vaccines; and
      - iii. authorized (e.g. licensed) under local law to administer vaccines.
  4. Engage in any other activities that align with their Statements of Work.
  5. Assist host governments in identifying host country needs and priorities as those may relate to Volunteer assignments.
  6. Work on developing brochures, posters, and public service announcements related to COVID-19.
  7. Use official vehicles for COVID-19 Response and Recovery activities, as long as Chief of Mission rules regarding vehicle use and infection control protocols are followed.
- (c) If a host country's government requests a Post to assist in geographic areas in which the Peace Corps does not have a presence, the Post must get clearance from the regional Peace

Corps Safety and Security Officer and the U.S. Embassy's Regional Security Officer before undertaking the activities.

### **3.2 Use of Direct Appropriations Funds**

- (a) Posts should refer to the following guidance regarding the use of direct appropriations funds while Posts are in Interim Operational Status, per IPS 4-21: [General Guidance Regarding the Use of Peace Corps Direct Appropriations for Staff Activities in the Absence of Volunteers](#).
- (b) If a Post is unclear whether direct appropriated funds can be used, Post should consult with the Region's Chief Administrative Officer prior to conducting the activity. The Region's Chief Administrative Officer will seek guidance from OGC and OCFO as necessary.

### **3.3 Use of SPA Funds**

- (a) Posts in Interim Operational Status, per IPS 4-21, with Small Projects Assistance (SPA) Funds should refer to the following guidance regarding the use of SPA Funds and consult with the Office of Gifts and Grants Management after reviewing the following document: [General Guidance on Use of SPA Funds for Staff Activities in Absence of Volunteers](#).
- (b) If a Post is unclear whether SPA Funds can be used, the Post should consult with the Office of Gifts and Grants Management prior to conducting the activity.

### **3.4 Use of PEPFAR Funds**

- (a) Posts with PEPFAR Funds (U.S. President's Emergency Plan for AIDS Relief) should refer to the following guidance regarding the use of PEPFAR Funds while Posts are in Interim Operational Status or conducting COVID-19 Response and Recovery Activities, per IPS 4-21:
  - 1. [PEPFAR Technical Guidance in Context of COVID-19 Pandemic](#) (version 09/01/21 from S/GAC);
  - 2. [Peace Corps PEPFAR Financial Guidance – FY22](#); and
  - 3. [Peace Corps' General Guidance regarding PEPFAR and COVID-19 Staff Activities in the Absence of Volunteers](#).
- (b) If a Post is unclear whether PEPFAR funds can be used, the Post should consult with the Office of Global Health and HIV and the Region prior to conducting the activity.

### **3.5 Staff Salaries and Benefits during Interim Operating Status**

- (a) Staff who are acting in their official capacities are eligible for all benefits, including coverage under FECA or their country's workers' compensation program for any work-related injury or illness that occur while they are engaged in authorized activities.



- (b) Staff who engage in activities that are not official Peace Corps activities must do so on a voluntary (i.e., unpaid) basis and take annual leave, unless the Post has an approved Employee Volunteer Program (EVP), in which case staff may conduct such activities if they fit within EVP parameters.
- (c) USDH staff may be detailed pursuant to a detail agreement to another USG entity on a reimbursable basis.
- (d) Post should contact OGC, OCFO, and the Office of Acquisition and Contract Management (OCFO/ACM) within OCFO before undertaking any discussion or task to detail staff who are Personal Service Contractors (PSCs).

### **3.6 Documentation of Activities**

- (a) Dedication of agency resources, such as the assignment of staff to conduct programmatic activities in the absence of Volunteers, should be documented.
- (b) In the absence of any host country preferences, such documentation by Post should be concise, efficiently presented, and in a format acceptable to host country partners, but at the same time serves the Peace Corps' purposes. Documentation may take the form of a simple letter or implementation plan via email confirming the host country partners' expressed needs, understandings and expectations on Staff roles and responsibilities regarding the particular activities, and any other information deemed relevant by Post for implementation of those activities.
- (c) Posts must create and retain supporting documentation on COVID-19 activities, including decision memos, justifications, email and correspondence with host country officials. Questions about documentation should be directed to the relevant Region and Regional Attorney.

### **3.7 Service Models and Transition to Volunteers' Return to Service**

- (a) Posts should avail themselves of all the tools possible to contribute to host country needs and delivery on the Peace Corps mission. Given the unique context at each Post, the activities in which Posts engage during Interim Operational Status may vary greatly and will be determined by Post in consultation with the Region (see Section 3.0 of IPS 4-21 for a definition of and criteria to meet Interim Operational Status).
- (b) As the COVID-19 pandemic wanes, recovery takes hold and each post approaches full on-board strength, the focus on COVID-19 programming in each host country will be phased-out, as determined by the Post in consultation with the Region.
- (c) As each Post approaches full on-board strength, as informed by the Country Portfolio Review process, staff implementation of programming activities will be phased out as determined by the Post in consultation with the Region.

## **4.0 Transition of Posts' Operational Status upon enactment of IPS 4-21**

- (a) Upon the enactment of IPS 4-21, OGO, in collaboration with Regions, will transition each Post suspended during the COVID-19 pandemic to Interim Operational Status, provided the Post is actively preparing for the return of Volunteers and meets the criteria outlined in Section 3.0(d)2, IPS 4-21.
- (b) A Post categorized as being in Interim Operational Status shall transition to Full Operational Status once Volunteers arrive at Post.
- (c) Any Post not re-categorized to Full Operational Status or Interim Operational Status shall remain Suspended until such which time the Post can be transitioned to Interim Operational Status or the decision is made to close the Post.
- (d) The AD/OGO shall ensure OSIRP is informed of the transition of Posts' operational status.

## **5.0 Suspension Decision and Process**

The following processes apply once Posts have been re-categorized as called for in Section 4.0.

### **5.1 Criteria and Assessments**

- (a) To determine whether a Post in Full Operating Status or Interim Operating Status should be suspended, assessments shall be conducted and a report with findings and recommendations shall be prepared by the Region, in consultation with relevant offices, and presented to the AD/OGO, Chief of Staff, and the Director. The report should include, at a minimum:
  - 1. Assessment process and findings.
  - 2. Recommendations regarding future Post operations, including:
    - a. Criteria that must be met for continuation and/or resumption of Peace Corps operations and the reassignment of Volunteers to the Post.
    - b. Mitigating strategies, if any, that would enable the reassignment of Volunteers.
    - c. Timelines and milestones for making final determinations about the Post's continued Suspended Status.
- (b) Once a Post is suspended, assessment findings will be monitored and revised, as needed by the appropriate offices.
- (c) The following assessments shall be conducted prior to and during a Post's suspended status, as appropriate for the circumstances at Post.
  - 1. Safety and Security Factors

The Office of Safety and Security, in coordination with the AD/OGO, relevant Region, and Country Director, will lead and document safety and security assessments and take into consideration criteria such as:

- a. Terrorism or political instability,
- b. Civil unrest,
- c. Armed conflict,
- d. Crime,
- e. Law enforcement capabilities,
- f. Natural disasters,
- g. Transportation,
- h. Communications, and
- i. Environmental and technological challenges.

## 2. Health and Medical System Factors

The Office of Health Services, in coordination with the AD/OGO, relevant Region, Country Director, and Office of Safety and Security, will lead and document health and medical system assessments and take into consideration criteria such as:

- a. Significant degradation of the host country's health care system;
- b. Significant prevalence of serious infectious disease that is not mitigated by vaccines, prophylactics or behaviors;
- c. Inability of Post to hire or retain qualified medical officers; and
- d. Medical transportation barriers that hinder emergency responses.

## 3. Administrative and Financial Factors

The Region, in consultation with the Office of the General Counsel, the Office of the Chief Financial Officer, and, if relevant, the Office of Management, will lead and document administrative and financial assessments and take into consideration criteria such as:

- a. Inability to obtain visas;
- b. Inability to hire or retain sufficient, qualified Staff; and
- c. Inability to payroll staff and conduct basic financial transactions due to economic or banking system challenges.

#### 4. Host Country Need and Commitment Factors

The Region, in consultation with the Office of Volunteer Recruitment and Selection, the Office of Overseas Programming and Training Support, and, if relevant, Peace Corps Response, will lead and document programmatic assessments and take into consideration criteria such as fit between the host country's expressed need and Peace Corps' ability to recruit Volunteers with suitable qualifications and to field and train them with appropriate assignments.

### 5.2 Coordination of Assessments

The relevant Regional Director shall ensure the timely and thorough conduct of the assessment and the presentation of sound findings and recommendations, with the participation of all relevant offices.

### 5.3 Initiating Suspended Status

- (a) The decision to transition a Post in Full Operating Status or Interim Operating Status to Suspended Status must be preceded by one or more assessments listed in 5.1(c) above.
- (b) The Regional Director, in collaboration with the AD/OGO, shall present the assessment findings and recommendations to the Chief of Staff and Director.
- (c) The Director shall make a preliminary decision to suspend a Post, documented in a draft Decision Memo, setting forth the criteria based on the Regional Director's reports and recommendations, assessment findings, and input from and clearances by the Associate Directors for OGO, OSS, OHS, OCFO, OGC and Management.
- (d) Once the Director has made the preliminary decision to suspend a Post, OCR shall initiate the Congressional consultation and notification process required by the Peace Corps Act (22 USC 2509(k)) and the Peace Corps' annual appropriations acts, and clear the Congressional Notification through OMB before submitting it to Congress.
- (e) Upon resolution or other disposition of any questions or concerns raised by the appropriate Congressional committees (as defined in 22 USC 2509(k)(3)) during the 15-day period for Congressional notification, the Director's decision to suspend the Post shall be finalized by signing the Decision Memo.
- (f) Once the Director makes the decision to suspend a Post, Volunteers' service will be closed, per MS 281 *Completion of Service Date Advancement and Extension of Service* and MS 284 *Early Termination of Service*.

### 5.4 Notification of Suspension

- (a) Once a suspension decision is made, the Director, in consultation with the AD/OGO the relevant Regional Director and the Country Director, shall approve the timing, process and content of formal notification to the:

- a. Post staff;
  - b. U.S. Ambassador and the Department of State;
  - c. Host country government and partners;
  - d. Volunteers; and
  - e. The general public, including applicants and invitees.
- (b) The AD/OGO shall ensure the suspension decision is communicated to all offices listed in Section 2.1, the Office of Inspector General, and the Office of Volunteer Recruitment and Selection.

## **5.5 Staffing**

- (a) Once the Director suspends the Post, the Country Director shall prepare a staffing and operational plan for the Regional Director that takes into account the timelines for additional assessments that may be conducted. The Regional Director may revise the staffing plan following consultations with the AD/OGO and other relevant Offices such as OSS, OHS, OGC, OHR, and OCFO. A sample phasedown plan is posted on OGO's Workspace page.
- (b) Staffing plans should consider the skills and duties essential during reduced Post operations while further assessments are conducted, per Section 5.0.
- (c) Because of the significant investment in the hiring, training, and experiences of Post staff, caution should be taken in prematurely terminating staff while a Post is suspended.
- (d) During Suspended Status, host country nationals may be given temporary assignments within the Peace Corps and U.S. Direct Hires may be under ordered departure, reassigned, or terminated.

## **5.6 Terminating Suspended Status**

- (a) While a Post is in Suspended Status, the Region shall ensure close monitoring of conditions within the host country and work with other Offices and Post as needed to conduct additional assessments.
- (b) At least every three months, the Regional Director shall update the AD/OGO, the Chief of Staff, and the Director on the status of conditions within the host country that led to the suspension and the appropriateness of the Post's staffing levels.
- (c) The Director shall make the decision to approve assignment of Volunteers to the Post or to transition the Post to Closed Status after considering the Regional Director's reports and recommendations, assessment findings, and input from the Associate Directors for OGO, OSS, OHS, OCFO and Management. The Director's decision shall be documented in a Decision Memo that includes criteria on which the decision was based.

- (d) Because of the significant investment in a skilled local staff, host country partnerships, organizational systems, and approved leases, the decision to transition a Post from Suspended Status to Closed Status should not occur prior to the passage of 12 months from the date on which the Director suspended the Post, unless circumstances warrant otherwise.

## **6.0 Closure Decision and Process**

### **6.1 Criteria**

- (a) The decision to close a Post is informed by one of the following situations:
  1. If a Post is in Suspended Status, conditions which led to the Post's suspension have not and are not projected to improve sufficiently in the foreseeable future, as determined by the processes outlined in Section 5.1;
  2. Sudden and catastrophic events, such as terrorism or the severing of diplomatic relations between the host country and U.S. Government; or
  3. Country Portfolio Reviews and other operational determinations that call for a planned, phased closure of a Post.

### **6.2 Decision Process**

- (a) The decision to transition a Post in Full Operating Status, Interim Operating Status, or Suspended Status to Closed Status must be determined in accordance with the criteria listed in 6.1 and preceded by one or more assessments listed in 5.1(c).
- (b) The Region, in consultation with relevant offices, shall prepare a report with findings and recommendations. The report should include at a minimum a description of the assessment process and findings; recommendations regarding future Post operations; and timelines for the closure process.
- (c) The Regional Director, in collaboration with the AD/OGO, shall present the report to the Chief of Staff and Director.
- (d) The Director shall make a preliminary decision, documented in a draft Decision Memo, to close a Post setting forth the criteria based on the Regional Director's reports and recommendations, assessment findings, and input from and clearances by the Associate Directors for OGO, OSS, OHS, OCFO, OGC and Management.
- (e) Once the Director has made the preliminary decision to close a Post, OCR shall initiate the Congressional consultation and notification process required by the Peace Corps Act (22 USC 2509(k)) and the Peace Corps' annual appropriations acts, and clear the Congressional Notification through OMB before submitting it to Congress.
- (f) Upon resolution or other disposition of any questions or concerns raised by the appropriate Congressional committees (as defined in 22 USC 2509(k)(3)) during the 15-day period for

Congressional notification, the Director's decision to close the Post shall be finalized by signing the Decision Memo.

- (g) The Director, in consultation with the AD/OGO and relevant Regional Director, shall confirm the timelines related to the closure of the Post.

### **6.3 Notification of Closure Decision**

- (a) Once a closure decision is made, the Director, in consultation with the AD/OGO the relevant Regional Director and the Country Director, shall approve the timing, process and content of formal notification to the:
  - 1. Post staff;
  - 2. U.S. Ambassador and the Department of State;
  - 3. Host country government and partners;
  - 4. Volunteers; and
  - 5. The general public, including applicants and invitees.
- (b) The AD/OGO shall ensure the closure decision is communicated to all offices listed in Section 2.1, the Office of Inspector General and the Office of Volunteer Recruitment and Selection.

### **6.4 Closure Process**

Once the closure decision is final and notifications in 6.3(a) have been made, the Post shall proceed in handling the termination of all administrative activities by complying with the policy, procedures and/or guidance contained in the following documents that are periodically updated by the issuing offices:

- 1. Fiscal and Administrative
  - a. Chapters 39 and 40, Overseas Financial Management Handbook (OCMH)
  - b. Sections on the Termination/Ending and Close-out of Contracts in the Leases, Supplies/Services and Personal Services Contracts Chapters of the Overseas Contracting Handbook (OCH)
  - c. Section 2.5, Vehicle Fleet Management Guide
  - d. Sections 14 and 15, Personal Property Management Handbook
- 2. Personnel

- a. **Host Country Residents:** The Post should comply with the guidance contained in *Severance and Other Separation Pay for Host Country Residents (Chapter 26, OFMH)*.
  - b. **U.S Direct Hires (USDH):** The Region should consult with the Office of Human Resource Management (M/HRM) to determine whether USDH staff at the affected Post are eligible for reassignment. Subsequently, either M/HRM or the Region contacts each USDH staff to discuss reassignment options.
3. Records Management
- a. *MS 892 Records Management*
  - b. Closing or Suspending Overseas Posts Records Management Standard Operating Procedures, (request from records@peacecorps.gov)
4. Medical Supplies
- a. MS 734 Medical Supplies and Equipment
  - b. Technical Guideline 395 Planned Country Post Closure of Health Unit
5. IT Systems
- a. Office of the Chief Information Officer (OCIO) document: Suspending/Closing a Post and Decommissioning CROs (request from OCIO)