# MS 001 Table of Contents

<table>
<thead>
<tr>
<th>Series</th>
<th>Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual Content and Management</td>
<td>001 - 099</td>
</tr>
<tr>
<td>Authorities, Organizations and Functions</td>
<td>100 - 199</td>
</tr>
<tr>
<td>Volunteers</td>
<td>200 - 299</td>
</tr>
<tr>
<td>Programming</td>
<td>300 - 399</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>400 - 499</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>500 - 599</td>
</tr>
<tr>
<td>Human Resources Management</td>
<td>600 - 699</td>
</tr>
<tr>
<td>Financial Management</td>
<td>700 - 799</td>
</tr>
<tr>
<td>General Services</td>
<td>800 - 899</td>
</tr>
</tbody>
</table>

## Interim Policy Statements

- IPS 1-12 Volunteer/Trainee Sexual Misconduct
- IPS 1-13 Stalking
- IPS 1-15 Global Health Service Partnership Policy
- IPS 1-16 Cloud Services
- IPS 2-05 Compensatory Time off for Travel
- IPS 2-07 Post Website Policies
- IPS 2-13 Sexual Assault Response Liaisons
- IPS 2-15 Respite Leave
- IPS 4-10 Trial period for Foreign Service Employees Receiving Initial Sixty-Month Appointments

## Content and Management

001  Table of Contents

002  Peace Corps Manual: Authority and Revision Process

003  Subject Index and Acronym List

## Authorities
### Delegations of Authority

- Delegation of Authority

### Organization and Functions

- Peace Corps Organization
- Office of the Director: Organization, Mission, and Functions
- Office of Management: Organization, Mission, and Functions
- Office of Global Operations: Organization, Mission, and Functions
- Office of Volunteer Recruitment and Selection: Organization, Mission, and Functions
- Office of Volunteer Support: Organization, Mission, and Functions
- Office of the Chief Financial Officer: Organization, Mission, and Functions
- Office of the Chief Information Officer: Organization, Mission, and Functions
- Office of Safety and Security: Organization, Mission, and Functions
- Office of Strategic Partnerships: Organization, Mission, and Functions

### Eligibility and Standards

- Eligibility and Standards for Peace Corps Volunteer Service
- Volunteer Leaders
- Field Enrollment of Trainees/Volunteers
- Volunteer Conduct
- Volunteer or Trainee Marriage
- Adoption of Children by Volunteers

### Volunteer Travel and Transportation

- Volunteer No-Fee Passports
- Volunteer/Trainee Baggage
- Applicant, Trainee, Volunteer Travel and Use of Hostels
- Trainee/Volunteer Home-of-Record

### Volunteer Leave and Allowances

- Leave for Volunteers/Trainees
- Volunteer Allowances
Trainee Allowances

Volunteer/Trainee Readjustment Allowance

Volunteer Taxes, Loans, Debts, Reimbursements

Volunteer Education Loans
Volunteer In-Country Debts to Third Parties
Volunteer/Trainee Losses of Property and Cash
Volunteer/Trainee Losses of Property and Cash - Procedures
Volunteer Federal Income Tax

Volunteer Support Functions

Voter Assistance Program
Volunteer Identification

Trainee/Volunteer Medical Support

Medical Offices and Peace Corps Medical Officers
Peace Corps Medical Services Program
Volunteer Pregnancy
Medical Evacuation
Medical Evacuation - Procedures
Death of a Volunteer
Post-Service Medical Benefits for Volunteers, Trainees, and Dependents
Volunteer Medical Records
Medical Confidentiality
HIPAA Administration

Volunteer/Trainee Safety and Security

Volunteer / Trainee Safety and Security
Handling of Volunteer/Trainee Allegations

Volunteer Transfers, Completion of Service, Termination

Completion of Service Date Advancement and Extension of Service
Transfers, Reassignments, Reinstatements and Re-enrollments of Trainees and Volunteers
Early Termination of Service
Volunteer Description of Service and Certificate of Group Health Coverage
General Standards

291 Disclosure and Use of Volunteer Addresses
293 Applicant, Trainee, Volunteer Discrimination Complaint Procedure

Programming

320 Peace Corps Publicity in the United States and Overseas
340 Opening a Post
341 Non-Emergency Post Closing

Safety and Security

401 Domestic Physical Security
402 Domestic Continuity of Operations and Occupant Emergency Plan Programs
403 Personnel Security Program
405 Classified National Security Information
450 Volunteer and Trainee Transportation
465 Overseas Disappearance of Volunteer/Trainee
466 Kidnapping of Volunteer/Trainee

Property

511 Property Management

Vehicles and Motorcycles

522 Vehicle Use
523 Motorcycles and Bicycles
524 Vehicle Accidents
526 Motor Vehicle Insurance
527 Vehicle Acquisition, Disposal, and Management

Computers and Information Processing

542 Peace Corps IT Security Policies and Procedures
543 Use of IT Systems by Volunteers, Trainees and Returned Peace Corps Volunteers
544 Information Technology Management
545  Mobile Information Technology Device Policy
547  Use of Government Technology Services and Equipment

Personnel Policies, Objectives, and Classification

601  Administration of the Peace Corps Personnel System
602  Foreign Service National (FSN) Personnel Administration
603  Position Classification
604  Family Members and Domestic Partners

Recruitment and Appointment

611  Eligibility for Peace Corps Employment or Volunteer Service of Applicants with Intelligence Backgrounds
613  Trial Period Procedures for Foreign Service Employees

Evaluation and Compensation

620  Peace Corps Merit Promotion and Selection Plan
622  Within-Grade Salary Increases
625  Premium Pay
626  Performance Appraisal System
627  Senior Foreign Service Performance Management System and Pay

Attendance and Leave

630  Hours of Duty
632  Telework Program
635  Absence and Leave
636  Employee Volunteer Program

Conditions of Service

641  Standards of Conduct for Peace Corps Employees
642  Conditions of Service for U.S. Overseas Staff
643  Limited Personal Use of Government Office Equipment
644  Fraternization
645  Prevention and Elimination of Harassment, Including Sexual Harassment
646  Staff Alcohol Use
Employee-Management Relations

652  Disciplinary Procedure for Foreign Service Employees
653  Equal Employment Opportunity and Affirmative Employment
       Employee Grievance Procedure
655  Employee Grievance Procedure - Procedures
656  Alternative Dispute Resolution Program
658  Peace Corps Employee Assistance Program
659  Labor-Management Relations

Employee Training, Development, and Incentive Awards

662  Peace Corps Incentive Awards Program
       Incentive Awards Program Handbook
664  In-Service Employee Training

Assignments, Transfers, and Separations

671  Separation Process for Peace Corps Employees
       Detailing Employees
673  Detailing Employees - Procedures

Employee Programs

681  Transit Benefits Program
682  Safety and Health Program

Local Recruitment and Employment

691  Guidelines for Employment of Foreign Service Nationals by Direct-Hire and Detail
693  Employment of U.S. Citizens Abroad
694  Employment of Family Members
699  Report of Foreign Service National Employees and Personal Service Contractors

Budget Operations

701  Government Budget and Accounting: Introduction to Federal Government Financial Management
702  The Budget Process
703  Centrally Billed Account Travel Card Program
Centrally Billed Account Travel Card Program - Domestic Procedures
Centrally Billed Account Travel Card Program - Overseas Procedures

704 Administrative Control of Funds
705 Financial Recordkeeping (Cuff Records) and Budget Tracking
Individually Billed Travel Card Program
706 Individually Billed Travel Card Program - Domestic Procedures
Individually Billed Travel Card Program - Overseas Procedures
707 Continuing Resolutions and Lapses in Funding
708 International Cooperative Administrative Support Services (ICASS)
    International Cooperative Administrative Support Services (ICASS) - Procedures
709 Financial Management System
710 Year-end Fiscal Closeout
711 Accounting for Property, Plant, and Equipment

Special Funds and Accounts

Peace Corps Partnership Program
720 Peace Corps Memorial Giving Guidelines
    Peace Corps Partnership Program Volunteer Handbook
Gifts and Contributions to the Peace Corps
721 Peace Corps Memorial Giving Guidelines
    Host Country Contributions
    Host Country Contributions - Procedures
722 Use of the Peace Corps' Extraordinary Authorities
724 Representation Allowances
726 Trust Funds and Foreign Currency Accounts
729 Food and Refreshment Expenses

Procurement

730 Acquisition Plans
    Peace Corps Purchase Card Program
    Peace Corps Purchase Card Program - Procedures
732 Acquisition Regulations, Rules, and Procedures - Overseas and U.S.
    Leases
    Leases - Procedures
    Medical Supplies and Equipment
    Medical Technical Guideline 240
Procurement Requests and Unsolicited Proposals in the United States
Control Procedures for Accountable Forms
Performance of Commercial Activity
Construction Contracts

Time and Leave Records

Maintenance of Employees' Time and Leave Records

Personal Services Contracts

Personal Services Contracts with Host Country Residents
Personal Services Contracts with Host Country Residents - Procedures
Personal Services Contracts with Non-Host Country Residents
Personal Services Contracts with Non-Host Country Residents - Procedures

Accounting Operations

The Recording and Control of Obligations by Overseas Posts
Authorized Certifying Officers
Overseas Imprest Management
Overseas Financial Management Handbook
Domestic Imprest Management
Employee Personal Property Loss or Damage

Legal Counsel and Payment of Claims

Retention of Counsel and Payment of Related Expenses Overseas
Settlement of Claims Arising Abroad
Claims Against the U.S. Government Under the Federal Tort Claims Act
Billing and Collection Procedures, Debts, and Claims
Waiver of Claims for Erroneous Payments

Internal Controls

Internal Control System

Transportation
Communications

Staff Travel
- Procedures

Cables
- Procedures

Telephone and Fax Use

International Mail and Distribution
- Procedures

Inspector General

Office of the Inspector General

Paperwork and Records

Forms Management

Records Management

Freedom of Information Act Administration

Management of Audiovisual Activities

Information Quality Guidelines

Privacy Act Administration

Printing Policy and Publication Review

Breach Notification Response Plan

Agency Charters and By-Laws

Office of the Chief Information Officer - Information Technology Council Charter

Office of Management - Human Resource Council (HRC) Charter and By-laws

Volunteer Delivery System Steering Committee Charter

Overseas Contracting Issues Council Charter and By-Laws