

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

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Attachment A – Diversity and Inclusion Policy Statement

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## **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: the Office of Strategic Information, Research, and Planning; the Office of the General Counsel; the Office of Congressional Relations; the Office of Communications; the Office of Civil Rights and Diversity; the Office of the Chief Compliance Officer; the Office of Strategic Partnerships; the Office of Innovation; the Office of Victim Advocacy; and the Office of Third Goal and Returned Volunteer Services. Each sub-unit is headed by an A Delegate.

## **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. Within the Office of the Director, the Director is assisted by the Deputy Director and Chief of Staff, who perform such duties as the Director delegates.

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

It is the mission of the Office of Strategic Information, Research, and Planning (OSIRP) to advance evidence-based management at Peace Corps by guiding Peace Corps planning, enhancing the stewardship and governance of Peace Corps data, strengthening measurement and evaluation of Peace Corps performance and programs, and helping shape Peace Corps engagement on certain high-level, government-wide initiatives.

### **4.3 Office of the General Counsel**

It is the mission of the Office of the General Counsel to provide legal advice and services and policy guidance and services to the Director and overseas and domestic staff and to assist in the development of Peace Corps policies and procedures.

### **4.4 Office of Civil Rights and Diversity**

It is the mission of the Office of Civil Rights and Diversity (OCRD) to provide leadership and guidance on all civil rights, equal opportunity and diversity and inclusion matters. The office also processes complaints of discrimination and harassment, including sexual harassment, in the recruitment or employment of staff and in the recruitment or service of Volunteers or Trainees. OCRD encourages management, employees, and Volunteers to value diversity in order to build and maintain a culture that promotes inclusion of all employees and Volunteers. OCRD works with other offices to encourage them to ensure that EEO principles and diversity management initiatives are fully integrated into the human resources and organizational data systems.

### **4.5 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.

### **4.6 Office of Innovation**

It is the mission of the Office of Innovation to work closely with senior management of the Peace Corps to better deliver on its mission.

### **4.7 Office of Victim Advocacy**

It is the mission of the Office of Victim Advocacy to ensure that each Volunteer is made aware of, and receives access to, services provided by the Peace Corps in cases of sexual assault, stalking or other crimes, to facilitate access of Volunteers to such services and to help develop and update the Peace Corps' sexual assault policy and the sexual assault risk-reduction and response training program. The Office of Victim Advocacy will give priority to cases involving serious crimes, including sexual assault and stalking.

### **4.8 Office of Third Goal and Returned Volunteer Services**

The Office of Third Goal and Returned Volunteer Services engages the Peace Corps community to further intercultural understanding and supports Volunteers through career transitions.

### **4.9 Office of Sexual Assault Risk Reduction and Response**

The mission of the Office of Sexual Assault Risk Reduction and Response (SARRR) is to coordinate the implementation of the agency's SARRR Program, to ensure an integrated and victim-centered approach to reduce the risk of sexual assault against Volunteers, and to provide compassionate and trauma informed care to Volunteers who experience sexual assault. The

Office is led by SARRR Program Director who coordinates the collaborative processes related to sexual assault risk reduction and response among units comprising the SARRR Program.

## **5.0 Office Functions**

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

The Director of the Peace Corps:

- (a) Reports to the President of the United States on Peace Corps programs and operations.
- (b) Directs the implementation of the Peace Corps Act.
- (c) Provides executive direction to the Peace Corps, overseeing its programs and activities and establishing Peace Corps policy.
- (d) Represents the 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 Peace Corps' performance planning and reporting needs.
- (b) Coordinates the collection, analysis and articulation 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 Integrated Planning and Budget System (IPBS) guidance for overseas posts and headquarters offices, the Peace Corps' Strategic Plan, Performance Plan, and Performance and Accountability Report (PAR).
- (d) Conducts agency-level (cross-functional) evaluations for the Peace Corps, either through external contracts and services or through staff analysts.
- (e) Leads the agency-level performance measurement efforts, convenes Strategic Plan Quarterly Performance Reviews, coordinates the evaluation and measurement guidance

for all Peace Corps elements, and represents the Peace Corps on the inter-agency Performance Improvement Council.

- (f) Assists the Peace Corps in meeting federal reporting requirements and effectively articulating the impact of the work of the Peace Corps.
- (g) Conducts the Annual Volunteer Survey (AVS), constructs and manages the Country Portfolio Review Tool, and authors Early Termination (ET) and Resignation Reasons reports.
- (h) Oversees data governance, establishes data standards, and provides oversight regarding data methodology and collection.
- (i) Ensures the consistency, currency, completeness, relevance, reliability, and validity of data shared with the public via Congressional Relations, Communications, Press Relations, and other Peace Corps offices.
- (j) Ensures performance of the authorities related to the Kate Puzey Act that have been delegated to the Director of Strategic Information, Research and Planning under Attachment K of MS 114 *Delegation of Authority*.
- (k) Ensures that surveys of Returned Peace Corps Volunteers are conducted to assess the impact of their Peace Corps service, as required by the Farr-Castle Act.

### **5.3 Office of the General Counsel**

- (a) The General Counsel, as the principal legal officer of the Peace Corps, issues legal opinions in relation to the Peace Corps Act and other laws and regulations administered by or affecting the Peace Corps.
- (b) The Office of the General Counsel, acting on behalf of the Peace Corps, among other things:
  - (1) Provides legal advice and policy guidance and assistance to the Director and overseas and domestic staff in relation to the Peace Corps and its programs and operations;
  - (2) Provides legal advice on, and interpretations of, the Peace Corps Act, all other laws, treaties, orders, directives, judgments, regulations, rules, policies, procedures and administrative, legislative and judicial issuances that affect the Peace Corps and its programs and operations and all agreements and undertakings to which the Peace Corps is a party;
  - (3) Provides advice on legal issues and guidance on policy issues relating to the Peace Corps' relationship with staff, contractors, Volunteers, Trainees, the President, Congress, other federal agencies, state and local governments, host country and other foreign governments, international organizations, non-

governmental organizations, private individuals, returned Peace Corps Volunteer organizations and other private sector entities;

- (4) Provides legal advice and policy guidance on administrative determinations, including the expenditure of appropriated and other funds, the enrollment and termination of, and other actions in relation to, Volunteers and Trainees, the appointment and termination of, and other personnel actions in relation to, staff and the entering into, administration and termination of grants, cooperative agreements and contracts;
- (5) Administers the Peace Corps' ethics and financial disclosure program;
- (6) Assists the Office of Congressional Relations in preparing for and participating in congressional presentations and in responding to congressional inquiries or hearings;
- (7) Reviews and approves all forms submitted to OMB under the Paperwork Reduction Act and all Peace Corps publications for legal sufficiency and policy consistency;
- (8) Reviews and comments on, and, as appropriate, liaises with other federal officials and agencies in connection with, proposed legislation, orders, rules, regulations, policies, and other legal matters that affect the Peace Corps;
- (9) Works with the Office of Congressional Relations to prepare draft legislation relating to the Peace Corps and its operations and assists in the presentation of such draft legislation to OMB and Congress;
- (10) Prepares regulations to be issued by the Peace Corps;
- (11) Assists in the preparation of delegations of authority, directives, notifications under the Vacancies Reform Act and other administrative issuances;
- (12) Prepares Peace Corps country agreements and agreements and undertakings with other federal agencies and participates in the negotiation and execution of such agreements and undertakings;
- (13) Reviews and approves for legal sufficiency agreements with state and local governments, host country and other foreign governments, international organizations, non-governmental organizations, returned Peace Corps Volunteer organizations, private individuals and private sector entities;
- (14) Represents the Peace Corps in administrative proceedings and coordinates with the Department of Justice and Department of State for representation of the Peace Corps in domestic and foreign judicial proceedings and administrative proceedings in foreign jurisdictions;

- (15) Approves retention of legal counsel to represent the Peace Corps in protecting the interests of the U.S. government or enabling staff members to carry out their official duties effectively and to represent Volunteers and Trainees who are victims of crime or involved in foreign judicial or administrative proceedings;
- (16) Negotiates and makes recommendations regarding settlement of claims against the Peace Corps to the extent the authority to do so has not otherwise been delegated;
- (17) Makes determinations under the Peace Corps' policy on eligibility for Peace Corps employment or Volunteer service of applicants with intelligence backgrounds;
- (18) Furnishes legal advice to Peace Corps staff as to their obligations under the Freedom of Information Act and related regulations and takes such other actions as may be necessary or appropriate to assure a consistent and equitable application of the Freedom of Information Act and such regulations by and within the Peace Corps;
- (19) Provides legal clearance for requests for waivers of Peace Corps Manual provisions;
- (20) Provides legal, administrative and other support to the Policy Secretariat and the Senior Policy Committee; and
- (21) Reviews any other matter as requested by the Director or other appropriate Peace Corps officials.

#### **5.4 Office of Civil Rights and Diversity**

- (a) Serves as the civil rights, equal opportunity, and diversity authority that advises and assists the agency and senior management with the implementation and enforcement of equal opportunity and diversity management initiatives;
- (b) Prepares and proposes policies and procedures and applies laws, regulations, and executive orders to ensure equal opportunity for applicants for Volunteer Service, Trainees, Volunteers, employees, applicants for employment, and members of the public;
- (c) Implements or coordinates the Agency's Federal Special Emphasis Programs;
- (d) Develops and monitors the implementation of the Peace Corps' equal opportunity and affirmative employment plans for the employment and advancement of underrepresented communities, women, and persons with disabilities; monitors implementation of these plans; and works with Peace Corps managers to ensure progress;
- (e) Collaborates with other parts of the Peace Corps to identify and rectify policies, practices, and procedures that may constitute barriers that hinder or impede equal opportunity for

all applicants for Volunteer service, Trainees, Volunteers, employees, and applicants for employment, including the elimination of sexual and non-sexual harassment;

- (f) Manages the Agency's Employee Resource Group Program, which promotes the Peace Corps' intercultural competence, diversity, and inclusion values, goals, and strategic objectives.
- (g) In accordance with legislation, Executive Orders, Equal Employment Opportunity Commission directives, and Peace Corps regulations and policies, administers a system for processing complaints of discrimination and/or harassment filed by applicants for Volunteer service, Trainees, Volunteers, employees, applicants for employment, and members of the public; and prepares Final Agency Decisions for the Director;
- (h) Manages the Agency's Special Emphasis Observation Program, offering staff opportunities to learn about historically marginalized communities during Special Observation Emphasis Months and Days;
- (i) Establishes and provides mandatory EEO compliance training. Collaborates with OSLD, the Chief Diversity Officer, and other departments to develop and implement intercultural competence, diversity, and inclusion, and diversity management training and mentoring;
- (j) Designates agency EEO counselors and investigators, develops training for counselors and investigators, and serves as their coordinator;
- (k) Communicates and promotes the Peace Corps' Diversity and EEO program to employees, trainees, and volunteers, as required by 29 CFR 1614;
- (l) Provides advice and guidance on disability inclusion and accessibility issues for all aspects of the agency, including employment, Volunteer service, and accessibility to the public and communities we serve, including advice and guidance on communication access such as captions and sign language interpretation; and
- (m) Facilitates reasonable accommodation requests for employees.

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

- (a) Manages the agency's response to Inspector General's financial audits, programmatic evaluations, and, where appropriate, investigative reports.
- (b) Coordinates with agency offices and posts to track and bring to closure outstanding recommendations from the reports of the Office of Inspector General (OIG).
- (c) Produces reports on the status of Peace Corps compliance with OIG recommendations.
- (d) Coordinates and prepares mandated accompanying information for the transmittal of the Inspector General's Semi-Annual Reports to Congress (SARC).



- (e) Identifies trends that emerge from compliance challenges and works to address the underlying issues.
- (f) Verifies compliance with applicable policies and regulations
- (g) Provides training to overseas staff and HQ offices.

## **5.6 Office of Innovation**

- (a) Analyzes, synthesizes and presents ideas to catalyze substantial positive change including:
  - (1) undertaking studies of agency operations and key issues
  - (2) process and procedural improvements that enable the agency to operate more efficiently and effectively
- (b) Creates a culture of innovation to generate new practices and share best practices for the continuous improvement of all aspects of the Peace Corps.
- (c) Works with senior management to examine other government-wide efforts to implement “smarter government” initiatives at the Peace Corps. This may include actively seeking the agency participation in federal government “pilot” innovation projects.

## **5.7 Office of Victim Advocacy**

- (a) Advocates for Volunteers who are victims of sexual assault, stalking and other crimes, giving priority to cases involving serious crimes, including sexual assault and stalking.
- (b) Establishes protocols, procedures, and systems to ensure that Volunteers who are victims of sexual assault, stalking and other crimes are made aware of the Peace Corps support services available to them and receive full and open access to such services.
- (c) Facilitates access of Volunteers who are victims of sexual assault, stalking and other crimes to the support services to which they are entitled under applicable law and Peace Corps policy.
- (d) Coordinates with other Peace Corps offices to assure efficient, responsive and compassionate management of cases involving Volunteers who are victims of sexual assault, stalking and other crimes.
- (e) May assist a Volunteer who is the victim of a sexual assault, stalking or other crime in dealing with the local legal system.
- (f) May, in carrying out the responsibilities of the Office of Victim Advocacy, communicate with outside parties on behalf of a Volunteer who is the victim of a sexual assault, stalking or other crime.

- (g) Provides input, guidance and subject matter expertise in the development and updating of the Peace Corps' policies, procedures and practices pertaining to Volunteers who have been the victims of sexual assault, stalking or other crimes, including Peace Corps' comprehensive sexual assault policy.
- (h) Provides input, guidance and subject matter expertise in the development and updating of the Peace Corps' sexual assault risk-reduction and response training program for Volunteers.
- (i) Ensures performance of the authorities related to the Kate Puzey Act that have been delegated to the Director of the Office of Victim Advocacy under Attachment K of MS 114 *Delegation of Authority*.

## **5.8 Office of Third Goal and Returned Volunteer Services**

- (a) Develops and implements Peace Corps' Third Goal programming, outreach, and training, leveraging the Peace Corps experience to increase Americans' global and intercultural competence.
  - (1) Incentivizes Returned Peace Corps Volunteers (RPCVs) and Volunteers to achieve the Third Goal through innovative contests (such as, Blog it Home, Storytelling Contest, etc.) and campaigns.
  - (2) Designs and oversees annual Peace Corps Week activities that encourage Volunteers and RPCVs to share their service experiences with American communities.
  - (3) Provides trainings, promotional items (including Third Goal Kits), and other resources to Volunteers, RPCVs, and staff to assist them in supporting the Third Goal.
  - (4) Connects American classrooms and community groups with current and RPCVs through World Wise Schools programming, resources, and events to increase global competence and 21<sup>st</sup> century skills.
- (b) Engages and supports RPCVs as they return home from service with career resources to aid their transition.
  - (1) Hosts RPCV Career Link, a searchable web-based jobs board featuring positions around the world with employers seeking to hire RPCVs.
  - (2) Holds career conferences, career events, and career fairs in cities around the country to bring local RPCVs together for career development training, networking, and events with local employers.
  - (3) Promotes career and transition information and services through a variety of avenues including emails, web chats, phone calls, social media, and web site resources to reach RPCVs wherever they live with whatever questions they have.

- (4) Offers individual career counseling sessions to provide tailored feedback and strategies for making the most of Peace Corps service to obtain positions.
- (5) Supports Volunteers by providing career information through Close of Service Conferences (COS) and COS emails, alerting them to the career resources available.
- (c) Engages employers (public, nonprofit, and corporate organizations) to hire RPCVs by promoting the benefits of Peace Corps service and noncompetitive eligibility.
- (d) Collaborates with RPCV Groups nationwide, including the National Peace Corps Association, to support RPCVs in Third Goal and career events and activities.
- (e) Produces official documentation of Peace Corps service to support RPCV employment, education, and other post-service transition issues.
- (f) Maintains RPCV contact information and other data through the RPCV Portal, surveys, and focus groups.

## **5.9 Office of Sexual Assault Risk Reduction and Response**

- (a) Plans, organizes and manages the SARRR Team (a team of representatives from the five implementing SARRR program offices, led by the Director of the Office of Sexual Assault Risk Reduction and Response) on behalf of the Director to ensure an integrated and responsive victim-centered program.
- (b) Under the supervision and guidance of the Director, provides authoritative guidance to individual SARRR implementing offices regarding the direction, development, and implementation of SARRR activities, in keeping with best practices in the field.
- (c) Develops and implements activities designed to assist with ongoing strategic planning for the SARRR Program.
- (d) Works with the SARRR Team to assure compliance with all policies and procedures impacting the SARRR Program.
- (e) Supports the Sexual Assault Advisory Council (SAAC).
- (f) Works with the SARRR Team to implement SAAC recommendations.
- (g) Ensures performance of the delegated authorities as outlined within Attachment K – Kate Puzey Act of MS 114 *Delegation of Authority*.

## **6.0 Effective Date**

The effective date is the date of issuance.