

MS 124 Office of Management: Organization, Mission, and Functions

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Attachment A – Agency Sustainability Policy Statement

Table of Contents

- 1.0 Purpose
- 2.0 Authority
- 3.0 Organization
- 4.0 Office Missions
 - 4.1 Office of Management
 - 4.2 Office of Administrative Services
 - 4.3 Office of FOIA/Privacy Act/Records Management
 - 4.4 Office of Staff Learning and Development
- 5.0 Office Functions
 - 5.1 Associate Director for Management
 - 5.2 Office of Administrative Services
 - 5.3 Office of FOIA/Privacy Act/Records Management
 - 5.4 Office of Staff Learning and Development
- 6.0 Effective Date

1.0 Purpose

The purpose of this Manual Section is to describe the organization, mission, and functions of the Office of Management.

2.0 Authority

- (a) Peace Corps Act, 22 U.S.C. 2501, *et seq.*
- (b) Records Management by Federal Agencies (44 U.S.C. Chapter 31)
- (c) The Freedom of Information Act, 5 U.S.C. § 552

(d) The Privacy Act of 1974, 5 USC 552a

3.0 Organization

The Office of Management is headed by the Associate Director for Management (AD/M). The AD/M reports directly to the Chief of Staff. The Office of Management includes three sub-units: the Office of Administrative Services; the Freedom of Information Act (FOIA)/Privacy Act/Records Management Office; and the Office of Staff Learning and Development. Each office is headed by a Director, Chief or Officer who reports to the AD/M.

4.0 Office Missions

4.1. Office of Management

It is the mission of the Office of Management to provide operational, professional development, administrative and logistics support to the Peace Corps' domestic and overseas activities and organizations.

4.2 Office of Administrative Services

It is the mission of the Office of Administrative Services (M/AS) to provide administrative services in the areas of Post logistics support (overseas medical supplies and overseas vehicle fleet management), transportation (travel authorizations, personal property shipments, Government travel card program), facility management (domestic building leases and maintenance, track overseas building leases, U.S. vehicle fleet management, and property management) mail and distribution, energy sustainability, parking program, transit subsidy program, voting assistance program, warehouse operations, federal occupational health program, and the Occupational Safety and Health Administration program.

4.3 Office of FOIA/Privacy Act/Records Management

It is the mission of the Office of FOIA/Privacy Act/Records Management to manage the Peace Corps' responsibilities under FOIA, the Privacy Act, the Paperwork Reduction Act, and the statute governing records management, Records Management by Federal Agencies. This office responds to requests for information under both the FOIA and Privacy Act, provides guidance internally on the restrictions on the use of privacy information, assists offices with form clearances, including Paperwork Reduction Act clearances, and trains employees on their responsibilities and rights under these acts, and relevant implementing guidance. The office is also responsible for preparing and submitting the Peace Corps' annual FOIA report to the Department of Justice.

4.4 Office of Staff Learning and Development

It is the mission of the Office of Staff Learning and Development (OSLD) to manage the professional development programs in the areas of onboarding, leadership development, coaching and mentoring, Federally-mandated job skills training, and offboarding that are consistent in content and delivery for staff worldwide. As the central point for communication and collaboration of learning activities for the agency, OSLD serves as a partner and/or resource

to all offices with a role in professional development programs and works in concert with the agency Learning Council to ensure a high-performing learning organization.

5.0 Office Functions

5.1 Associate Director for Management

The Associate Director for Management:

- (a) Advises the Director and senior staff on matters related to the Peace Corps' domestic and overseas management operations;
- (b) Develops and implements Peace Corps administrative policies, procedures, goals and objectives;
- (c) Sets Peace Corps-wide administrative management priorities;
- (d) Develops and maintains the Peace Corps' internal management controls;
- (e) Oversees the Offices of Administrative Services, FOIA/Privacy Act/Records Management, and Staff Learning and Development;
- (f) Provides technical assistance and guidance for administrative matters affecting overseas posts;
- (g) Assists in the preparation of specific mandatory reports and Peace Corps responses to directives, circulars, etc., received from oversight agencies, including the Office of Personnel Management, Office of Management and Budget, and General Services Administration; and
- (h) Serves as the Senior Agency Official for Privacy and the Chief FOIA Officer.

5.2 Office of Administrative Services

The Office of Administrative Services:

- (a) Performs as the Peace Corps liaison to building management for all domestic leased and owned property;
- (b) Manages the Peace Corps' transit subsidy program and the Peace Corps parking program;
- (c) Manages Peace Corps' existing domestic facilities, travel and transportation services, emergency and medical supply purchases, and headquarters support services;
- (d) Develops and provides oversight for the Peace Corps' Occupational Safety and Health program and federal occupation health program;
- (e) Directs the Peace Corps' worldwide transportation management program and operations;

- (f) Purchases pharmaceuticals, prescription eyewear, medical supplies and equipment, and controlled substances;
- (g) Carries out the obligations of the Peace Corps under the Controlled Substances Act;
- (h) Manages the Peace Corps' domestic vehicle fleet program, and the procurement, inventory and disposal of overseas vehicles, in accordance with standardized procedures;
- (i) Provides input to the property management program for the annual General Services Administration property inventory report and the annual financial audit;
- (j) Manages usage of and access to Shriver Hall;
- (k) Develops the Agency Sustainability Plan and coordinates the Agency Climate Change Adaptation Plan for annual submission to the Office of Management and Budget and the White House Council for Environmental Quality. See Agency Sustainability Policy Statement (Attachment A);
- (l) Manages contracts for overseas shipping and warehouse management and provides oversight of commercially expedited shipping contracts;
- (m) Manages the Peace Corps' mail program in accordance with U.S. Postal Service and International Mail requirements and provides all domestic and international mail services for the Peace Corps, including Diplomatic Pouch, Army Post Office, messenger service, inter-office mail and overseas and domestic express courier service; and
- (n) Manages the Peace Corps Voting Program.

5.3 FOIA/Privacy Act/Records Management Office

The FOIA/Privacy Act/Records Management Office:

- (a) Manages the Peace Corps' response to requests under FOIA and the Privacy Act;
- (b) Assists the Peace Corps in developing FOIA and Privacy Act statements for Peace Corps reports and forms;
- (c) Maintains files and records of requests for information under the FOIA and the responses to those requests;
- (d) Compiles, formulates and submits the Peace Corps' annual FOIA report to the Department of Justice;
- (e) Ensures that privacy guidelines are followed for the Peace Corps' systems of records, and conducts training and provides consultation for Peace Corps offices that maintain systems of records;
- (f) Manages the Peace Corps' records management program;

- (g) Maintains the Peace Corps' electronic inventory of forms, provides guidance to offices creating or revising Peace Corps forms, and provides clearance for new or revised forms, and
- (h) Manages Paperwork Reduction Act submissions for the Peace Corps.

5.4 Office of Staff Learning and Development

- (a) Develops the agency learning strategy and the yearly calendar of training/development events for both domestic and overseas staff;
- (b) Disseminates information to the Peace Corps staff on training opportunities, coordinates and/or conducts group training activities and training of supervisors, conducts orientation for new employees, and promotes leadership development within Peace Corps;
- (c) Coordinates, track, evaluates, and reports on staff training worldwide and conducts a yearly assessment of training needs;
- (d) Manages the annual training budget that covers the costs of training/development, events that are open to all staff such as initial learning and development, federally mandated training, supervisory training, courses offered worldwide, and the Leadership Development Academy (LDA). Each office/unit within the Peace Corps will continue to have a budget for staff development that is determined during the Operations Planning process;
- (e) Designs, coordinates, and manages Overseas Staff Training (OST) in Washington and promotes continual learning for overseas staff through distance learning opportunities and collaboration with Posts and Regions for in-country and sub-regional staff training;
- (f) Coordinate and support the work of subject matter experts and instructional designers in various offices across Peace Corps (such as OPATS, Safety and Security, OHS, OGC, Regional Recruiting Offices, and overseas posts) for staff training.
- (g) Provide career counseling, coaching, mentoring, organizational development, and change management support.
- (h) Work with stakeholders across the agency to set agency-wide standards, policy, and procedures for staff training/development.
- (i) As Business Owner of the agency's Learning Management System, maintains a system to verify completion by employees of mandatory training.

6.0 Effective Date

The effective date is the date of issuance.