

# MS 202 Volunteer Leaders

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## Attachments

Attachment A – Guide for Recording Authorization of a Volunteer Leader

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## 1.0 Authority

22 U.S.C. 2504 and 2505

## 2.0 Policy

Volunteer Leaders are Peace Corps Volunteers who are assigned special duties. Except as provided in this Manual Section, they serve on the same terms and conditions as other Peace Corps Volunteers.

### **3.0 Purpose**

The purpose of this Manual Section is to set out the policies and procedures regarding the enrollment of and duties of Peace Corps Volunteer Leaders.

### **4.0 Duties of Volunteer Leaders**

#### **4.1 Permissible Duties of Volunteer Leaders**

The following duties may be assigned to a Volunteer Leader by the Country Director:

- (a) Volunteer Leaders may provide on-the-job direction, advice, counsel or guidance to other Volunteers, handle administrative tasks related to logistical support for Volunteer projects, and help manage cultural or personal adjustment, or difficult relationships.
- (b) Specific examples of appropriate Volunteer Leader assignments include:
  - (1) Acting as liaison among Volunteers, host country supervisors, and Peace Corps staff;
  - (2) Assisting Peace Corps staff in site selection and placement of Volunteers;
  - (3) Assisting Peace Corps staff in the design and implementation of Volunteer training;
  - (4) Assisting Peace Corps staff in the design and evaluation of Volunteer projects;
  - (5) Assisting Peace Corps staff in the provision of logistical and administrative support to Volunteers;
  - (6) Providing non-professional support, counsel and guidance to Volunteers in the field; and
  - (7) Providing Imprest fund services if designated as an Imprest fund Class B cashier or sub-cashier within the provisions of MS 760 *Overseas Imprest Management*, after having received the same training, directives, materials, guidance, and supervision as cashiers who are U.S. government employees.
- (c) Volunteer Leaders may have a substantive Volunteer program/activity with an assigned counterpart while they are serving as a Volunteer Leader.

#### **4.2 Impermissible Volunteer Leader Duties**

- (a) Volunteer Leaders are not permitted to fill staff positions, but they may assist staff as long as they work under staff supervision;
- (b) Except as provided in 4.1, Volunteer Leaders are not permitted to perform inherently governmental functions; and
- (c) Volunteer Leaders may not formally supervise other Volunteers.

### **4.3 Criteria for Volunteer Leaders**

Country Directors should consider the following in selecting Volunteer Leaders:

- (a) A Volunteer Leader must have demonstrated success as a Peace Corps Volunteer.
- (b) A Volunteer Leader must demonstrate leadership skills, including the knowledge and ability to work successfully with other Volunteers and to perform the duties of a Volunteer Leader.
- (c) Volunteer Leaders should generally be Volunteers serving a third year in their country of assignment. However, second-year Volunteers may be considered on an exceptional basis to be Volunteer Leaders if they meet the criteria in (a) and (b) above.

### **4.4 Enrollment of Volunteer Leaders**

- (a) As a matter of law, the ratio of the total number of Volunteer Leaders on a global basis to the total number of Volunteers shall not exceed 1 to 25.
- (b) Country Directors may authorize the enrollment of Volunteer Leaders for the country program as long as the 1 to 25 ratio at Post is not exceeded. The Regional Director, or their designee, must provide their written approval to the Country Director in order to exceed the 1 to 25 ratio for any country program.
- (c) Regional Directors will ensure that the ratio of the total number of Volunteer Leaders in the Region to the total number of Volunteers in the Region does not exceed 1 to 25.
- (d) Regional Directors may establish a system for selection and authorization of Volunteer Leaders at their discretion.
- (e) A Regional Director may request permission from the Associate Director for Global Operations to exceed the 1 to 25 ratio in the Region. Permission may be granted provided that the total number of Volunteer Leaders to Volunteers on a global basis does not exceed 1 to 25.
- (f) The Office of Global Operations will establish a semi-annual reporting system to assist Regions in monitoring Volunteer Leader numbers.

### **4.5 Terms and Conditions for Volunteer Leaders**

- (a) Except as specified in this Manual Section, all Peace Corps policies applicable to Volunteers and Trainees also apply to Volunteer Leaders.
- (b) Although the Peace Corps Act allows the Agency to establish a different readjustment allowance rate for Volunteer Leaders, the current rate is the same as for other Volunteers who have served a comparable time. See MS 223 *Volunteer/Trainee Readjustment Allowance*.

- (c) The Federal Employee's Compensation Act (FECA) sets the level of worker's compensation benefits in the event of disabling illness or injury incurred overseas at the rate of GS-7 employee for Volunteers and at a minimum rate of GS-11 employee for Volunteer Leaders.
- (d) Although the Peace Corps Act permits the payment, under exceptional circumstances, of certain allowances for non-Volunteer spouses of Volunteer Leaders, the Peace Corps, as a matter of policy, has chosen not to use this authority.

The Country Director may return a Volunteer Leader to regular Volunteer status at any time without the concurrence of the Regional Director. However, the Regional Director must be informed of the change of status.

#### **4.6 Confidentiality Responsibilities**

- (a) Although Volunteer Leaders are not Peace Corps staff, a Peace Corps staff member may disclose personal information about another Volunteer to a Volunteer Leader if the Volunteer Leader needs to know that particular information in order to perform his or her duties.
- (b) Volunteer Leaders are subject to the same obligations to maintain confidentiality of such information as Peace Corps staff members.
- (c) A Volunteer Leader who fails to maintain the confidentiality of such information may be subject to disciplinary action up to and including administrative separation.

#### **4.7 Use of Peace Corps Resources**

Volunteer Leaders may use Peace Corps resources, including but not limited to office space, work stations, computers, telephones, office supplies, letterhead, etc., to the extent authorized by the Country Director, but only for official Peace Corps purposes related to their Volunteer Leader duties. Volunteer Leaders are subject to Peace Corps MS 542 *Peace Corps IT Security Policies and Procedures* and MS 543 *Use of IT Systems by Volunteers, Trainees and Returned Peace Corps Volunteers* in the same way as Peace Corps staff when acting within their Volunteer Leader duties.

#### **4.8 Access to Vehicles**

In accordance with MS 522 Motor Vehicle Use and Insurance a Country Director may authorize a Volunteer Leader to drive a Peace Corps vehicle if there is a significant programmatic need.

### **5.0 Recordkeeping**

The Country Director must document Volunteer Leader appointments and terminations of appointments on Form PC-440, Notice of Volunteer-Trainee Action, showing the effective dates. In the case of appointments needing Regional Director approval, a copy of the written request

and approval must be attached. The PC-440 should be forwarded to the applicable Country Desk Officer who will send copies to the Office of the Chief Financial Officer. Service as a Volunteer Leader will be included in the Description of Service Statement prepared at the end of the Volunteer's service.

## **6.0 Effective Date**

The effective date of this Manual Section is the date of issuance.