

MS 512 Facilities Management

Effective Date: September 27, 2017

Responsible Office: Office of Management/Office of Administrative Services

New Manual Section

Issuance Memo (09/27/2017)

MS 512 Facilities Management Procedures

1.0 Purpose

This Manual Section establishes the Peace Corps policies for the facility management and use of domestic Peace Corps real property. Procedures implementing domestic facility management are contained in the Facility Management Procedures. Policies governing physical security of domestic real property are contained in MS 401 *Domestic Security*.

2.0 Authority

22 USC 2514 (d) (1)

3.0 Policies

3.1 Domestic facilities of the Peace Corps may only be used for official purposes in accordance with General Services Administration (GSA) Regulations governing the use of federal facilities.

3.2 Use of domestic facilities for non-official purposes is only permitted under the rules established by GSA. Use of domestic facilities for non-official purposes requires the approval of the Associate Director, Office of Management, confirming that (1) the use is proper under GSA rules; and (2) the proposed use can be supported by facilities staff.

4.0 Roles and Responsibilities

4.1 Associate Director, Office of Management is responsible to ensure that Peace Corps domestic facilities are used for official purposes. As provided in the Facilities Management Procedures, the Associate Director may approve other uses allowed under 41 CFR 102-74, when they can be properly supported by facilities staff without detriment to normal Peace Corps facilities services.

4.2 Chief, Administrative Services is responsible for developing the Facilities Management Procedures.

4.3 Associate Director, Office of Safety and Security is responsible for ensuring the physical security of Peace Corps domestic facilities. See MS 401.

5.0 Binding Implementing Procedures

5.1 Implementing procedures for facilities management and use of Peace Corps facilities are set forth in the Facilities Management Procedures, which must be approved by the Office of Management, Office of Safety and Security and the Office of the General Counsel.

5.2 The Facilities Management Procedures must address the overall administration of the Peace Corps facilities management program and other matters necessary to implement this Manual Section, including any policies that supplement the GSA regulations for use of federal facilities.

6.0 Effective Date

The effective date is the date of issuance.