

# MS 646 Staff Alcohol Use

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**Responsible Offices:** Office of Management; Office of Human Resources; Office of Safety and Security

**Supersedes:** 01/07/13; 11/22/11; IPS 2-04 Staff Alcohol Policy; 04/15/04

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Issuance Memo (11/22/2011)

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## 1.0 Authority

- (a) Peace Corps Act, as amended, Pub. L. 87-293, 22 USC 2506
- (b) 41 CFR. §102-74.405

## 2.0 Purpose

This Manual Section sets forth the Peace Corps policy regarding consumption of alcohol by U.S.-based staff with Peace Corps applicants, Trainees, or Volunteers (hereinafter referred to as “applicants” and “V/Ts”), the requirement that each post issue post-specific procedures governing consumption of alcohol by overseas staff with V/Ts, and the authorization for the consumption of alcohol on Peace Corps premises. MS 658 *Peace Corps Employee Assistance Program* sets forth the Peace Corps policy on assistance to employees handling alcohol problems.

## 3.0 Definitions

- (a) **Staff** means Direct Hire employees and personal services contractors, whether American, host-country, or third-country nationals.

- (b) *U.S.-based Staff* means staff whose official workstations are in the United States.
- (c) *Overseas Staff* means staff whose official workstations are outside the U.S.
- (d) *Inappropriate Consumption* means: (a) excessive alcohol consumption (i.e. consuming alcohol in excess of moderation), (b) any alcohol consumption that violates Federal, state, or host country law (e.g., underage drinking, drinking while operating a motor vehicle, drinking on duty, and similar laws), or (c) alcohol consumption inconsistent with the post-specific policy governing the place of consumption.

## **4.0 Policy**

### **4.1 General**

Staff members have a unique relationship with and responsibility for applicants and V/Ts, and the Peace Corps expects staff to serve as role models regarding how V/Ts should comport themselves while serving in the Peace Corps. Staff must conduct themselves at all times in a manner that is consistent with their official responsibilities, particularly in their interaction with applicants and V/Ts. Inappropriate Consumption of alcohol by staff with applicants and V/Ts may jeopardize the objectivity and professionalism with which staff must perform their responsibilities. In addition, it may send the wrong message about what Peace Corps considers appropriate behavior for V/Ts, thereby encouraging conduct that may reflect poorly on the Peace Corps and may undermine Peace Corps policy.

### **4.2 All Staff**

All staff are prohibited from Inappropriate Consumption of alcohol with any applicant or V/T, whether in the United States (e.g., during recruitment events, stagings, or when V/Ts are in the U.S. on medical evacuation or leave) or overseas.

This policy is not intended to encourage alcohol consumption but rather authorizes only reasonable and appropriate alcohol consumption by staff, i.e., drinking in moderation, whether attending official ceremonial, social, or other events overseas (where the post-specific procedures must be followed) or in the United States.

### **4.3 Overseas Staff**

Regional Directors must assure that each post has post-specific procedures that address the issue of overseas staff consumption of alcohol with V/Ts. The procedures should be based on the policy stated in Section 4.1 above, as well as the specific needs and conditions of the post.

### **4.4 Consumption of Alcohol at Headquarters and Regional Recruiting Offices**

Peace Corps authorizes an exemption under 41 CFR. §102-74.405 for moderate consumption of alcoholic beverages at holiday functions and other office events at headquarters and regional recruiting offices where the attendees are *solely* Peace Corps staff.

Office heads are responsible for approving the use of alcohol at events hosted in their offices and coordinating with M/AS any set-up and clean-up needs.

Headquarters offices must provide, in advance, a written notice, email, or memorandum, to SS/DO/EMPS with the date, time, and place of the event to ensure that the security guards will permit the alcohol to be brought into the building.

Regional recruiting offices should consult with their respective landlords to ensure compliance with any rules or restrictions applicable to alcohol on premises and the hosting of such events.

Consumption of alcohol at headquarters and regional recruiting offices at events at which both Peace Corps staff and individuals who are not Peace Corps staff may attend must receive prior approval of the Deputy Director or Chief of Staff after consultation with the Office of the General Counsel.

## **5.0 Effective Date**

This Manual Section shall be effective on the date of issuance.