

# MS 647 Staff Responsibilities and Conduct

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**Responsible Office:** Office of Management/Office of Human Resource Management

**Supersedes:** Attachment A to MS 652, IPS 2-10 *Texting While Driving*

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Attachment A – *Core Expectations for All Peace Corps Staff Worldwide*

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## 1.0 Purpose

Peace Corps staff members are expected to conduct themselves in a manner that furthers the three goals of the Peace Corps and reflects the high public trust placed in the Peace Corps. The purpose of this Manual Section is to provide staff with a guide regarding the legal and other issues and general rules which affect employee responsibilities and conduct. Employees should be aware of their legal responsibilities so as to comply with conduct requirements for federal employees. This Manual Section applies to all Peace Corps employees and personal service contractors.

## 2.0 References

- (a) Sections 7(a) and 7(c) of the Peace Corps Act, as amended.
- (b) Article XIX of the Negotiated Agreement between the Peace Corps and the Peace Corps Employees Union, AFSCME, AFL-CIO.
- (c) 5 CFR Part 734 Political Activities of Federal Employees.
- (d) 5 CFR Part 735 Employee Responsibilities and Conduct.
- (e) 5 U.S.C. 2302 Prohibited personnel practices.

### 3.0 Policy

Peace Corps staff members are expected to maintain high standards of personal integrity, conduct, and effectiveness and to comply with the specific rules and regulations of the Peace Corps Manual and other authorities.

### 4.0 Staff Responsibilities and Conduct Issues Generally

Staff members of the Peace Corps are responsible for behaving in a way that brings credit upon the Federal Government and the Peace Corps, that contributes to the efficiency of the government, and that best realizes the three goals of the Peace Corps. Such behavior or conduct includes, among other requirements, observing rules and obligations set forth in the Peace Corps Manual and other authorities—as applicable to a particular employee—and otherwise complying with basic on-the-job rules. The outline in sub-sections 4.1 and 4.2 below is not meant to be exhaustive, but is intended to serve as a guide regarding the responsibilities and conduct of staff in effectuating the Peace Corps’ mission.

#### 4.1 Peace Corps and Other Regulations

Peace Corps staff members are responsible, among other obligations, for conducting themselves in accordance with the following:

**4.1.1 Alcohol Use.** See MS 646 *Staff Alcohol Use* and MS 658 *Peace Corps Employee Assistance Program* Section 3.1.

**4.1.2 Communications.** See MS 320 *Peace Corps Publicity in the United States and Overseas*.

**4.1.3 Confidentiality.** See MS 268 *Medical Confidentiality*, MS 269 *HIPAA Administration*, MS 271 *Handling of Volunteer/Trainee Allegations*, and MS 897 *Privacy Act Administration*.

**4.1.4 Discrimination.** See MS 653 *Equal Employment Opportunity and Affirmative Employment*.

**4.1.5 Ethical Conduct.** See MS 641 *Standards of Conduct and Standards of Ethical Conduct for Employees of the Executive Branch*, 5 CFR Part 2635.

**4.1.6 Fraternalization.** See MS 644 *Fraternalization*.

**4.1.7 Government Vehicle Use.** See MS 522 *Vehicle Use and Insurance*; MS 523 *Motorcycles and Bicycles*; MS 524 *Vehicle Accidents*; 41 CFR §301-10.201; 31 U.S.C. 638a(c)(2).

**4.1.8 Harassment.** See MS 645 *Prevention and Elimination of Harassment*.

**4.1.9 Information Technology Use.** See MS 542 *Peace Corps IT Security Policies and Procedures* Section 7.0.

**4.1.10 Labor-Management Relations.** See MS 659 *Labor-Management Relations*.

**4.1.11 *Personal Use of Government Equipment.*** See MS 511 *Property Management* Section 3.5; MS 547 *Use of Government Technology*.

**4.1.12 *Political Activity.*** See the Hatch Act, 5 U.S.C. 7321-7326 and 5 CFR Part 734.

**4.1.13 *Texting While Driving.*** See Executive Order 13513, 74 FR 51225 (10/1/09).

**4.1.14 *Time and Attendance Requirements.*** See MS 630 *Hours of Work*, MS 632 *Telework Program*, MS 635 *Absence and Leave*, and MS 636 *Employee Volunteer Program*.

## **4.2 Basic On-The-Job Rules**

Peace Corps staff members are responsible, among other obligations, for the following:

**4.2.1** Reporting to work on time and ready, willing and able to perform the duties of their position. This means reporting for duty free from any effects of alcohol and/or drugs that may impair job performance or conduct; physically and mentally capable of performing his or her job requirements. See MS 646 *Staff Alcohol Use* and MS 658 *Peace Corps Employee Assistance Program* Section 3.1.

**4.2.2** Responding promptly to and fully complying with directions and instructions received from their supervisor or other management officials.

**4.2.3** Exercising courtesy and respect in dealing with fellow employees, supervisors, contract personnel and the public.

**4.2.4** Maintaining a clean and neat personal appearance, in appropriate clothing, during working hours.

**4.2.5** Safeguarding and handling appropriately all sensitive agency information, including but not limited to classified national security information and other protected information (such as PII and medically confidential information), to prevent unauthorized disclosure consistent with applicable law and policy.

**4.2.6** Conserving, protecting and ensuring appropriate use of Peace Corps resources, time, information, and personnel (both employees and contractors).

**4.2.7** Seeking advice and guidance as needed through their supervisory chain concerning their responsibilities under this and other policies governing employee conduct. Guidance may also be sought through the Employee and Labor Relations Manager (ELRM) in the Office of Human Resource Management (M/HRM) or the Designated Agency Ethics Official in the Office of the General Counsel.

**4.2.8** Abstaining from, either for or without compensation, teaching, lecturing, or writing for the purpose of the preparation of a person or class of persons for an examination of the Office of Personnel Management or Board of Examiners for the Foreign Service that depends on information obtained as a result of the employee's Government employment. 5 CFR §735.202.

**4.2.9** Avoiding criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct, or other conduct prejudicial to the Government. 5 CFR §735.203.

**4.2.10** Reporting fraud, waste, abuse, mismanagement, misconduct and other wrongdoing to the Office of Inspector General. See MS 861 *Office of Inspector General*.

**4.2.11** Observing and abiding by all laws, rules, regulations and other authoritative policies and guidance.

## **5.0 Supervisors and Management Officials**

In addition to the responsibilities set forth generally in sub-sections 4.1 and 4.2 above, staff with personnel authority—managers and supervisors—and all staff making recommendations regarding personnel actions are charged with assuring that the exercise of such authority and the making of such recommendations are free from prohibited personnel practices under 5 U.S.C. 2302.

## **6.0 Failure to Comply with Staff Responsibilities and Conduct**

Failure to comply with the rules and regulations set forth in 4.1 and 4.2 above, or with other rules and regulations applicable to Peace Corps employees and contractors, may result in disciplinary action under MS 652 *Disciplinary Procedure for Foreign Service Employees* or under other authorities.

## **7.0 Effective Date**

This Manual Section shall become effective upon the date of issuance.