

MS 001 Table of Contents

Series	Numbers
Manual Content and Management	001 - 099
Authorities, Organizations and Functions	100 - 199
Volunteers	200 - 299
Programming	300 - 399
Safety and Security	400 - 499
Administrative Services	500 - 599
Human Resources Management	600 - 699
Financial Management	700 - 799
General Services	800 - 899

Interim Policy Statements

IPS 1-11	Immunity from Peace Corps Disciplinary Action for Victims of Sexual Assault
IPS 5-10	Automated System for Human Resource Management
IPS 4-10	Trial period for Foreign Service Employees Receiving Initial Sixty-Month Appointments
IPS 2-10	Texting while Driving
IPS 3-08	Retention of Counsel for Volunteer/Trainee Victims of Crimes
IPS 2-07	Post Website Policies
IPS 4-04	Safekeeping of Volunteer No-Fee Passports and Visas
IPS 5-05	Restriction on Volunteer Travel Destinations

Content and Management

001	Table of Contents
002	Peace Corps Manual: Authority and Revision Process
003	Subject Index and Acronym List

Authorities

101	The Peace Corps Act
103	Interagency Agreements

Delegations of Authority

114 [Delegation of Authority](#)

Organization and Functions

122 [Peace Corps Organization](#)

123 [Office of the Director: Organization, Mission, and Functions](#)

124 [Office Management: Organization, Mission, and Functions](#)

125 [Office of Global Operations: Organization, Mission, and Function](#)

126 [Office of Volunteer Recruitment and Selection: Organization, Mission, and Functions](#)

127 [Office of Volunteer Support: Organization, Mission, and Functions](#)

128 [Office of the Chief Financial Officer: Organization, Mission, and Functions](#)

129 [Office of the Chief Information Officer: Organization, Mission, and Functions](#)

130 [Office of Safety and Security: Organization, Mission, and Functions](#)

Eligibility and Standards

201 [Eligibility and Standards for Peace Corps Volunteer Service](#)

202 [Volunteer Leaders](#)

203 [Field Enrollment of Trainees/Volunteers](#)

204 [Volunteer Conduct](#)

205 [Volunteer or Trainee Marriage](#)

206 [Adoption of Children by Volunteers](#)

Volunteer Travel and Transportation

213 [Volunteer No-Fee Passports](#)

214 [Volunteer/Trainee Baggage](#)

218 [Applicant, Trainee, Volunteer Travel and Use of Hostels](#)

219 [Trainee/Volunteer Home-of-Record](#)

Volunteer Leave and Allowances

220 [Leave for Volunteers/Trainees](#)

221 [Volunteer Allowances](#)

222 [Trainee Allowances](#)

223 [Volunteer/Trainee Readjustment Allowance](#)

Volunteer Taxes, Loans, Debts, Reimbursements

- 231 [Volunteer Education Loans](#)
- 232 [Volunteer In-Country Debts to Third Parties](#)
- 235 [Volunteer/Trainee Losses of Property and Cash](#)
- 236 [Volunteer Federal Income Tax](#)

Volunteer Support Functions

- 253 [Voter Assistance Program](#)
- 254 [Volunteer Identification](#)

Trainee/Volunteer Medical Support

- 261 [Medical Offices and Peace Corps Medical Officers](#)
- 262 [Peace Corps Medical Services Program](#)
- 263 [Volunteer Pregnancy](#)
- 264 [Medical Evacuation](#)
- 265 [Overseas Death of Volunteers/Trainees](#)
- 266 [Post-Service Medical Benefits for Volunteers, Trainees, and Dependents](#)
- 267 [Volunteer Medical Records](#)
- 268 [Medical Confidentiality](#)
- 269 [HIPAA Administration](#)

Volunteer/Trainee Safety and Security

- 270 [Volunteer / Trainee Safety and Security](#)
- 271 [Handling of Volunteer/Trainee Allegations](#)

Volunteer Transfers, Completion of Service, Termination

- 281 [Completion of Service Date Advancement and Extension of Service](#)
- 282 [Transfers/Reassignments, Reinstatements and Re-enrollments of Trainees and Volunteers](#)
- 284 [Early Termination of Service](#)
- 285 [Volunteer Description of Service and Certificate of Group Health Coverage](#)

General Standards

- 291 [Disclosure and Use of Volunteer Addresses](#)
- 293 [Applicant, Trainee, Volunteer Discrimination Complaint Procedure](#)

Programming

- 320 [Peace Corps Publicity in the United States and Overseas](#)
- 340 [Opening a Post](#)
- 341 [Non-Emergency Post Closing](#)

Safety and Security

- 401 [Domestic Physical Security](#)
- 402 [Domestic Continuity of Operations and Occupant Emergency Plan Programs](#)
- 403 [Personnel Security Program](#)
- 405 [Classified National Security Information](#)
- 450 [Volunteer and Trainee Transportation](#)
- 465 [Overseas Disappearance of Volunteer/Trainee](#)
- 466 [Kidnapping of Volunteer/Trainee](#)

Property

- 511 [Property Management](#)

Vehicles and Motorcycles

- 522 [Vehicle Use](#)
- 523 [Motorcycles and Bicycles](#)
- 524 [Vehicle Accidents](#)
- 526 [Motor Vehicle Insurance](#)
- 527 [Vehicle Acquisition, Disposal, and Management](#)

Computers and Information Processing

- 542 [Peace Corps IT Security Policies and Procedures](#)
- 543 [Use of IT Systems by Volunteers, Trainees and Returned Peace Corps Volunteers](#)
- 544 [Information Technology Management](#)
- 545 [Mobile Information Technology Device Policy](#)
- 547 [Use of Government Technology Services and Equipment](#)

Personnel Policies, Objectives, and Classification

- 601 [Administration of the Peace Corps Personnel System](#)
- 602 [Foreign Service National \(FSN\) Personnel Administration](#)

- 603 [Position Classification](#)
- 604 [Family Members and Domestic Partners](#)

Recruitment and Appointment

- 611 [Eligibility for Peace Corps Employment or Volunteer Service of Applicants with Intelligence Backgrounds](#)
- 613 [Trial Period Procedures for Foreign Service Employees](#)

Evaluation and Compensation

- 620 [Peace Corps Merit Promotion and Selection Plan](#)
- 622 [Within-Grade Salary Increases](#)
- 625 [Premium Pay](#)
- 626 [Performance Appraisal System](#)
- 627 [Senior Foreign Service Performance Management System and Pay](#)

Attendance and Leave

- 630 [Hours of Duty](#)
- 632 [Telework Program](#)
- 635 [Absence and Leave](#)
- 636 [Employee Volunteer Program](#)

Conditions of Service

- 641 [Standards of Conduct for Peace Corps Employees](#)
- 642 [Conditions of Service for U.S. Overseas Staff](#)
- 643 [Limited Personal Use of Government Office Equipment](#)
- 644 [Fraternization](#)
- 645 [Prevention and Elimination of Harassment, Including Sexual Harassment](#)
- 646 [Staff Alcohol Use](#)

Employee-Management Relations

- 652 [Disciplinary Procedure for Foreign Service Employees](#)
- 653 [Equal Employment Opportunity and Affirmative Employment](#)
- 655 [Employee Grievance Procedure](#)
- 658 [Peace Corps Employee Assistance Program](#)
- 659 [Labor-Management Relations](#)

Employee Training, Development, and Incentive Awards

662 [Peace Corps Incentive Awards Program](#)

664 [In-Service Employee Training](#)

Assignments, Transfers, and Separations

671 [Separation Process for Peace Corps Employees](#)

673 [Policies and Procedures for Detailing Employees](#)

Employee Programs

681 [Transit Benefits Program](#)

682 [Safety and Health Program](#)

Local Recruitment and Employment

691 [Guidelines for Employment of Foreign Service Nationals by Direct-Hire and Detail](#)

693 [Employment of U.S. Citizens Abroad](#)

694 [Employment of Family Members](#)

699 [Report of Foreign Service National Employees and Personal Service Contractors](#)

Budget Operations

701 [Government Budget and Accounting: Introduction to Federal Government Financial Management](#)

702 [The Budget Process](#)

703 [Centrally Billed Account Travel Card Program](#)

704 [Administrative Control of Funds](#)

705 [Financial Recordkeeping \(Cuff Records\) and Budget Tracking](#)

706 [Individually Billed Travel Card Program](#)

707 [Continuing Resolutions and Lapses in Funding](#)

708 [International Cooperative Administrative Support Services \(ICASS\)](#)

[International Cooperative Administrative Support Services \(ICASS\) Procedures](#)

709 [Financial Management System](#)

710 [Year-end Fiscal Closeout](#)

711 [Accounting for Property, Plant, and Equipment](#)

Special Funds and Accounts

720 [Peace Corps Partnership Program](#)

- 721 [Gifts and Contributions to the Peace Corps](#)
- 722 [Host Country Contributions](#)
 - [Host Country Contributions Procedures](#)
- 723 [Use of the Peace Corps' Extraordinary Authorities](#)
- 724 [Representation Allowances](#)
- 725 [Entertainment Funds](#)
- 726 [Trust Funds and Foreign Currency Accounts](#)
- 729 [Food and Refreshment Expenses](#)

Procurement

- 730 [Acquisition Plans](#)
- 731 [Peace Corps Purchase Card Program](#)
 - [Peace Corps Purchase Card Program Procedures](#)
- 732 [Acquisition Regulations, Rules, and Procedures - Overseas and U.S.](#)
- 733 [Leases](#)
- 734 [Medical Supplies and Equipment](#)
- 736 [Procurement Requests and Unsolicited Proposals in the United States](#)
- 737 [Control Procedures for Accountable Forms](#)
- 738 [Performance of Commercial Activity](#)
- 739 [Construction Contracts](#)

Time and Leave Records

- 742 [Maintenance of Employees' Time and Leave Records](#)

Personal Services Contracts

- 743 [Personal Services Contracts with Host Country Residents](#)
 - [Personal Services Contracts with Host Country Residents Procedures](#)
- 744 [Personal Services Contracts with Non-Host Country Residents](#)
 - [Personal Services Contracts with Non-Host Country Residents Procedures](#)

Accounting Operations

- 753 [The Recording and Control of Obligations by Overseas Posts](#)
- 758 [Authorized Certifying Officers](#)
- 760 [Overseas Imprest Management](#)
- 761 [Domestic Imprest Management](#)
- 762 [Employee Personal Property Loss or Damage](#)

Legal Counsel and Payment of Claims

- 774 [Retention of Counsel and Payment of Related Expenses Overseas](#)
- 775 [Settlement of Claims Arising Abroad](#)
- 776 [Claims Against the U.S. Government Under the Federal Tort Claims Act](#)
- 777 [Billing and Collection Procedures, Debts, and Claims](#)
- 778 [Waiver of Claims for Erroneous Payments](#)

Internal Controls

- 784 [Internal Control System](#)

Transportation

- 812 [Staff Travel](#)

Communications

- 832 [Cables](#)
- 834 [Telephone and Fax Use](#)
- 835 [International Mail and Distribution](#)
[International Mail and Distribution Procedures](#)

Inspector General

- 861 [Office of the Inspector General](#)

Paperwork and Records

- 890 [Forms Management](#)
- 892 [Records Management](#)
- 893 [Freedom of Information Act Administration](#)
- 895 [Management of Audiovisual Activities](#)
- 896 [Information Quality Guidelines](#)
- 897 [Privacy Act Administration](#)
- 898 [Printing Policy and Publication Review](#)
- 899 [Breach Notification Response Plan](#)