

# MS 122 PEACE CORPS ORGANIZATION

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Responsible Office: Office of the Director

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Transmittal Memo

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## 1.0 AUTHORITY

22 U.S.C. 2503(b); Executive Order 12137 (1979), as amended.

## 2.0 PURPOSE

The purpose of this manual section is to set out the Peace Corps' current organizational structure and a process for future revisions to that structure.

## 3.0 APPROVAL AUTHORITIES

**3.1** The Director determines the overall framework of the agency's organization. In addition, the Director shall approve and authorize any revisions to the Agency's organizational structure at or above the following levels:

- (a) Major sub-divisions under the direction of the Associate Directors, Chief Financial Officer, and the Chief Information Officer;

- (b) Overseas posts;
- (c) Major sub-divisions at headquarters within the Regions, Peace Corps Response and the Center for Field Assistance and Applied Research;
- (d) Regional recruiting and administrative offices; and
- (e) Any other program unit where the head of the unit reports directly to the Director.

**3.2** Associate Directors and the Directors of Peace Corps Response and the Center for Field Assistance and Applied Research may approve and authorize revisions to the Agency's organizational structure for sub-divisions under their respective areas of responsibility, except for those sub-divisions reserved to the Director in §3.1.

## **4.0 PROCEDURES**

### **4.1 Proposal**

A proposal for an organizational change shall be in writing and shall include:

- (a) A description of the change;
- (b) A justification for the change;
- (c) A statement of the anticipated impact on any affected employees; and
- (d) A description of any anticipated changes in the number or grades of employee positions.

### **4.2 Financial Review**

A copy of the proposal must be sent to the Chief Financial Officer for budgetary review and a signed clearance.

### **4.3 Administrative Review**

A copy of the proposal must be sent to the Associate Director for Management for administrative review and a signed clearance.

### **4.4 Final Approval**

After the proposal has been cleared by the Chief Financial Officer and the Associate Director for Management, the approving official may give final approval for the changes.

### **4.5 Codification of Changes**

The approving official shall inform the Chief Financial Officer of the final approved organization change. The Chief Financial Officer shall then create new organization and location codes, as necessary, and make any necessary adjustments in the allocation of funds, FTEs, or other resources.

Functional statements shall be revised and incorporated in the appropriate Peace Corps manual section.

### **4.6 Recordkeeping**

The Office of Management shall retain the administrative record of an organizational change. The record shall generally consist of the proposal, a copy of a notice to the union and the union's response (if notice was given), a copy of the signed final approval, and any other appropriate information on the change.

## **5.0 FUNCTIONAL STATEMENTS**

**5.1** Functional Statements are included in the Peace Corps Manual for the Agency's major program units or officials, as designated by the Director. The assignment of functions for these organizational units shall be made by the Director and shall be based on the following criteria:

- (a) Every authorized function shall be assigned to a specific organizational unit;
- (b) The same function shall not be assigned to more than one organizational component;
- (c) When different organizational components perform related or similar functions, a clear distinction shall be made between the authorities and responsibilities of each of the components;
- (d) Unlike or unrelated functions will not be assigned to an individual structural component except to the degree that the work can be readily coordinated by a single supervisor;
- (e) Line functions will not be assigned to staff components and staff functions will not be assigned to line components. (Staff components assist the internal operation of a given organizational unit, while line components assist overall agency operations.)

### **5.2 Content of Functional Statements**

Functional statements shall include:

- (a) A clear definition of each significant function assigned to an organizational unit, including a concise description of what the function does, but NOT how it is done;
- (b) The identification of the position responsible for the review of, or coordination of, each function with those of other organizational units; and
- (c) The relationship of the organizational unit's functions with those of other organizational units, other federal agencies or departments, state and local governments, or private organizations.

### **5.3 Responsibility for Functional Statements**

**5.3.1** The Director's staff office heads shall prepare and update their office functional statements for approval by the Director.

**5.3.2** Associate Directors and the Directors Peace Corps Response and the Center for Field Assistance and Applied Research are responsible for the preparation of functional statements for their areas of responsibility.

## **6.0 CURRENT ORGANIZATIONAL STRUCTURE**

A chart of the Agency's current organizational structure is included as Attachment A to this manual section.

## **7.0 EFFECTIVE DATE**

The effective date of this manual section is the date of issuance.