

MS 202 VOLUNTEER LEADERS

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Responsible Office: Chief of Staff/Operations
Supersedes: 5/31/06; 7/13/83; 12/4/73

1.0 AUTHORITY

22 U.S.C. 2504 and 2505

2.0 PURPOSE

The purpose of this manual section is to set out the policies and procedures regarding the enrollment of and special services provided by Peace Corps Volunteer Leaders.

3.0 POLICIES

The Peace Corps Act authorizes the Agency to enroll Volunteer Leaders whose services are requested for supervisory or other special duties or responsibilities in connection with Peace Corps programs overseas. It is Peace Corps policy to enroll Volunteer Leaders when their assistance provides added value to the Agency's overseas programs and their role as Volunteer Leaders is consistent with the criteria and requirements of this manual section. For the purposes of this manual section, the terms supervisory and supervision do not mean that Volunteer Leaders have supervisory authority over Volunteers or Trainees. Rather, the terms mean that Volunteer Leaders provide direction or guidance.

As a matter of law, a Volunteer Leader is first and foremost a Volunteer. Thus, except as specified in this manual section, all other Peace Corps policies and responsibilities applicable to Volunteers and Trainees also apply to Volunteer Leaders. Accordingly, Volunteer Leaders must, in addition to their special Volunteer Leader services, be involved in at least one substantive Volunteer program or activity with an assigned counterpart.

As a matter of law, the ratio of the total number of Volunteer Leaders to the total number of Volunteers shall not exceed 1 to 25. In order to ensure that this limitation is not exceeded, it is Peace Corps policy that the 1 to 25 ratio shall not be exceeded in any one country program except upon the recommendation of the appropriate Country Director and the written approval of the Regional Director. Each Regional Director must ensure that the ratio of the total number of Volunteer Leaders in the region to the total number of Volunteers in the region does not exceed 1 to 25. A Regional Director may request permission from the Associate Director for Global Operations to exceed the 1 to 25 ratio in the region. Permission may be granted provided that the total number of Volunteer Leaders to Volunteers on a global basis does not exceed 1 to 25.

Generally, third year Volunteers are considered for Volunteer Leader service. However, second year Volunteers may be considered if they meet the criteria in Section 4.0.

3.5 Posts shall develop training and administrative support for Volunteer Leaders that is appropriate for their responsibilities.

4.0 CRITERIA FOR ENROLLMENT

Before a Volunteer may be enrolled as a Volunteer Leader, the Country Director must determine that each of the following criteria is satisfied:

- (a) A continuing need exists for a Volunteer Leader to perform appropriate supervisory or other special duties or responsibilities above and beyond the normal assignment and responsibilities of a Volunteer;
- (b) In addition to the assigned Volunteer Leader duties, the Volunteer Leader must also be involved in at least one substantive Volunteer program/activity with an assigned counterpart;
- (c) Volunteer Leaders are not permitted to fill staff positions, but they may assist staff as long as they work under staff supervision;
- (d) Volunteer Leaders are not permitted to perform inherently governmental functions (see Attachment A); and
- (e) A Volunteer shall have had sufficient service overseas as a Volunteer to demonstrate both the knowledge and ability to work successfully with other Volunteers and to perform the duties of a Volunteer Leader.

5.0 VOLUNTEER LEADER ASSIGNMENTS

In each of their assignments, Volunteer Leaders contribute their own unique Volunteer perspective and expertise. Volunteer Leaders are generally expected to provide on-the-job supervision (that is, provide direction or guidance), handle administrative tasks related to logistical support for Volunteer projects, provide counsel and guidance to Volunteers, and be on the lookout for difficulties in job relations or personal adjustment. Specific examples of appropriate Volunteer Leader assignments include:

- (a) Acting as liaison among Volunteers, host country supervisors, and Peace Corps staff;
- (b) Assisting Peace Corps staff in site selection and placement of new Volunteers;
- (c) Assisting Peace Corps staff in the design and implementation of Volunteer training;
- (d) Assisting Peace Corps staff in the design and evaluation of Volunteer projects;
- (e) Assisting Peace Corps staff in the provision of logistical and administrative support to Volunteers and Trainees; and
- (f) Providing Imprest fund services if designated as an Imprest fund Class B cashier or sub-cashier within the provisions of MS 760, after having received the same training, directives, materials, guidance, and supervision as cashiers who are U.S. government employees.

6.0 APPOINTMENT PROCESS

6.1 Appointment

If the Volunteer meets the criteria in Section 4.0, the Country Director, with the prior concurrence of the applicable Regional Director, may designate a Volunteer as a Volunteer Leader for a specified period of time. See Attachment B for guidance for requesting approval for a Volunteer Leader. The Country Director may return a Volunteer Leader to regular Volunteer status at any time without the concurrence of the Regional Director.

6.2 Recordkeeping

The Country Director shall document Volunteer Leader appointments and terminations of appointments on Form PC-440, Notice of Volunteer-Trainee Action, showing the effective dates and, in the case of appointments, attaching copies of the Country Director's request for the Regional Director's concurrence and a copy of the concurrence. The PC-440 should be forwarded to the applicable Country Desk Officer who will send copies to the Office of the Chief Financial Officer. Service as a Volunteer Leader will be included in the Description of Service Statement prepared at the end of the Volunteer's service.

7.0 ALLOWANCES AND BENEFITS

7.1 Readjustment Allowance

Although the Peace Corps Act allows the Agency to establish a different readjustment allowance rate for Volunteer Leaders, the current rate is the same as for other Volunteers.

7.2 FECA Benefits

The Federal Employee's Compensation Act (FECA) sets the level of worker's compensation benefits in the event of disabling illness or injury incurred overseas at the rate of GS-7 employee for Volunteers and at a minimum rate of GS-11 employee for Volunteer Leaders.

7.3 Dependent Allowances

Although the Peace Corps Act permits the payment, under exceptional circumstances, of certain allowances for non-Volunteer spouses of Volunteer Leaders, the Peace Corps, as a matter of policy, has chosen not to use this authority.

8.0 EFFECTIVE DATE

The effective date is the date of issuance.