

# **MS 130 OFFICE OF SAFETY AND SECURITY: ORGANIZATION , MISSION, AND FUNCTIONS**

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Effective Date: December 17, 2010

Responsible Office: Office of Safety and Security

Supersedes: 5/23/2005

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## **1.0 AUTHORITY**

Peace Corps Act, 22 U.S.C. 2501, et. seq.

## **2.0 PURPOSE**

The purpose of this manual section is to describe the organization, mission, and functions of the Office of Safety and Security.

## **3.0 ORGANIZATION**

The Office of Safety and Security (SS) is headed by an Associate Director who reports directly to the Deputy Director of Peace Corps. The Office of Safety and Security is divided into two operational units, one for domestic security and one for overseas security, each headed by a Chief.

## **4.0 OFFICE MISSIONS**

### **4.1 Office of Safety and Security**

The mission of the Office of Safety and Security is to coordinate the safety and security programs for Peace Corps Volunteers and Trainees (V/Ts) and staff, both in the U.S. and overseas. The Office of Safety and Security directs and oversees all security programs for the agency with the exception of information technology (IT) security. The Office of Safety and Security provides technical oversight of the safety and security positions assigned to the Office of Global Operations by developing the scope of work for the positions, establishing performance standards and professional development programs for the positions, and assisting and advising the supervisors of such positions on the selection of applicants for the positions and the performance evaluation of the persons holding the positions, and by providing technical guidance and assistance to each Region and post. The Office of Safety and Security acts as the liaison with other agencies and organizations in security-related matters.

### **4.2 Overseas Operations**

The mission of Overseas Operations is to coordinate the agency's programs related to the safety and security of V/Ts and staff and to manage the physical security programs for Peace Corps facilities overseas.

### **4.3 Domestic Operations**

The mission of Domestic Operations is to manage the agency's programs related to the security eligibility for employment, safety, and security of U.S.-based staff; continuity of operations; and the access to, and control of, classified information.

## **5.0 OFFICE FUNCTIONS**

### **5.1 Associate Director for Safety and Security**

- (a) Advises the Director and senior staff on matters related to the agency's domestic and overseas safety and security activities.
- (b) Develops and implements agency security policies and procedures.
- (c) Serves in the following capacities as mandated by federal directives:
  - (1) In accordance with National Security Presidential Directive 51/Homeland Security Presidential Directive 20, as the Peace Corps Continuity Coordinator.
  - (2) In accordance with Federal Management Regulations occupant emergency requirements, as Peace Corps Occupant Emergency Coordinator, OEP Designated Official and Incident Commander.
  - (3) In accordance with Executive Order 12958, as the Senior Agency Official to direct and administer the Classified National Security Information Program.
  - (4) In accordance with Executive Order 12968, as the Senior Agency Official to direct and administer the agency's Personnel Security Program.
  - (5) In accordance with Presidential Decision Directive/NSC-29, serves as the Peace Corps representative to the Overseas Security Policy Board.
- (d) Manages the Office of Safety and Security.

### **5.2 Overseas Operations**

- (a) Coordinates with the Office of Global Operations and the Regions to implement appropriate solutions to safety and security problems that face V/Ts in the field.
- (b) Ensures the provision of effective and relevant safety and security training to staff and V/Ts.
- (c) Manages the activities of Peace Corps Safety and Security Officers (PCSSO) who are assigned to sub-regions and provide support to country directors in all areas of safety and security.
- (d) Conducts safety and security assessments to determine the viability of Peace Corps operations in a particular country.
- (e) Advises the Director and senior staff on safety and security matters related to suspension of operations, new country entries, and re-entries following suspension.
- (f) Provides crisis management support, both in the field and at Headquarters, during critical incidents affecting post operations.

- (g) Maintains liaison with Diplomatic Security and other agencies for the purpose of identifying threats to Peace Corps operations and personnel overseas. Provides advice and guidance to agency leadership regarding the impact of these threats on staff and V/Ts.
- (h) Develops and updates agency policy, procedures, and guidelines related to the safety and security of V/Ts and overseas staff. Ensures that these updates are communicated to the affected offices and posted on the Peace Corps Intranet.
- (i) Coordinates criminal investigative efforts with host country law enforcement and other federal agencies as appropriate to support V/Ts who have been the victim of crime overseas.
- (j) Manages the incident reporting process, compiles and analyzes crime data, identifies crime and security trends, analyzes security threats, publishes regular reports, and makes recommendations for security improvements.
- (k) Participates in overseas emergency preparedness planning and testing and reviews posts' emergency action plans on an annual basis.
- (l) In collaboration with the Department of State Bureau for Diplomatic Security, ensures that the appropriate physical security measures are implemented at Peace Corps offices and residences of direct-hire personnel overseas.

### **5.3 Domestic Operations**

- (a) Directs the conduct of investigative activity for the purpose of determining suitability for federal employment; eligibility for unescorted access into Peace Corps domestic facilities; and as appropriate, security clearance eligibility of all direct hire employees, contract employees, and all others recommended for access to classified national security information by Peace Corps.
- (b) Manages the agency's classified information holdings and trains staff in the creation, transmission, storage, safeguarding, and disposal of classified national security information.
- (c) Coordinates and manages the Peace Corps' Continuity of Operations Plan (COOP) and acts as liaison with the Federal Emergency Management Agency (FEMA) on COOP-related matters.
- (d) Develops and implements the Occupant Emergency Plan (OEP) for the Peace Corps Headquarters building, ensures personnel are properly trained, and that exercises are conducted as required.
- (e) Ensures the physical security of Peace Corps domestic facilities and assets by managing the card access control, key control, video security surveillance system, and building alarm systems.
- (f) Oversees the agency's guard force and acts as liaison with the Federal Protective Service for the provision of guard services. Coordinates with other law enforcement and fire response agencies as necessary in response to incidents at domestic facilities.

### **6.0 EFFECTIVE DATE**

The effective date is the date of issuance.