

# MS 340 OPENING A POST

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Date: December 20, 2010

Responsible Office: Chief of Staff/Operations

Supersedes: 3/29/2007; MS 340, 05/14/93; 10/21/83

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## 1.0 AUTHORITY

22 U.S.C. 2501, 2501a

## 2.0 PURPOSE

This manual section provides a general outline of the process for opening or reopening a Peace Corps post in a country. Procedural guides for opening or re-opening a post are set out in the Peace Corps' [New Country Assessment Guide](#) and [New Country Entry Guide](#).

## 3.0 RESPONSIBILITIES

### 3.1 The Director

The Director is responsible for:

- (a) Authorizing the initiation of discussions with the Department of State and the host country government regarding possible Peace Corps operations in the country;
- (b) Directing senior staff to conduct a comprehensive assessment of the social, political, and security situation in the country to determine the feasibility of operating a Peace Corps program;
- (c) Evaluating the country assessment and determining whether, and under what conditions, to proceed with opening a post; and
- (d) If the decision is made to open a post, selecting the Country Director.

### 3.2 Office of the General Counsel

If the General Counsel determines that an adequate Country Agreement does not exist, the General Counsel is responsible for:

- (a) Obtaining Department of State authorization to negotiate a country agreement between the United States and the host country government regarding the establishment and operation of a Peace Corps program in the country; and
- (b) Negotiating the country agreement.

### **3.3 The Office of Global Operations**

The Associate Director for Global Operations and the appropriate Regional Director are responsible for coordinating the primary activities in opening or re-opening a post in the Region, including:

- (a) Overseeing the country assessment;
- (b) Working with Regional staff to define the strategic direction for the proposed post;
- (c) When a decision has been made to open a post, developing a plan and timetable for the arrival of the first group of Trainees or Peace Corps Response Volunteers, taking into account other support needs of the new post;
- (d) Establishing preliminary liaison with:
  - (1) The United States Embassy, other United States agencies, third country agencies, host country agencies and other organizations in-country, such as NGOs;
  - (2) Peace Corps support staff at headquarters or overseas; and
  - (3) Appropriate officials of the host country's Embassy in Washington, DC, the Department of State (particularly the desk officer) and other appropriate US public and private organizations;
- (e) Coordinating with the Department of State, including the United States Chief of Mission in the host country, the date for Peace Corps' entry into the country, obtaining NSDD 38 approvals for USDH and FSN staff, the issuance of required clearances, and such other matters as may be appropriate.
- (f) Determining the staging and other pre-departure needs of the program;
- (g) Work with OCIO, OCFO, OACM, VRS, and other offices as appropriate to support opening the post;
- (h) Establishing the staffing patterns for hiring as appropriate for a country entry;
- (i) Coordinating and requesting appropriate funding for the opening year and the out year post operating costs;
- (j) Ensuring that all systems necessary to support Volunteers and Trainees (V/Ts), to include safety and security and medical, are properly established and functioning prior to the arrival of the first Trainees or Volunteers (transfer-extensions or PCRVs); and

### **3.4 The Office of Safety and Security**

The Associate Director for Safety and Security is responsible for:

- (a) Conducting a comprehensive safety and security assessment for the Director's review and providing recommendations regarding the viability of Peace Corps operations;
- (b) Working with Global Operations and Region to ensure that necessary security waivers and approvals have been obtained for the Peace Corps office and residences of U.S. Direct Hire, in accordance with the applicable directives in the Foreign Affairs Manual and Foreign Affairs

Handbook, prior to the arrival of the first Trainees or Volunteers (transfer-extensions or PCRV's) in country; and

- (c) Ensuring that the safety and security policies and programs to support V/Ts are properly established prior to the arrival of Trainees.

### **3.5 The Office of Volunteer Support**

The Associate Director for Volunteer Support is responsible for:

- (a) Conducting a medical and health assessment, including advice regarding the medical capabilities, risks and challenges in the country, in order to determine if conditions in the country are conducive for Peace Corps operations;
- (b) Recommending the principal components of the medical and health care program required for V/Ts in the country, which should include access to clinical resources, medical supplies, and medical evacuation options; and
- (c) Ensuring that an acceptable medical and health care program has been established prior to the arrival of the first V/Ts.

### **4.0 EFFECTIVE DATE**

The effective date is the date of issuance.