



February 25, 2025

Pete Marocco, Acting Deputy Administrator
Joel Borkert, Chief of Staff
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USAID | U.S. Agency for International Development
1300 Pennsylvania Ave, NW, Suite 2.08 Washington, DC 20532

Subject: Email and Systems Access Shut for Domestic Staff on Administrative Leave

AFSA has received your recent of your February 24, 2025 notice From the Office of the Administrator, regarding Administrative Leave. In this notice you state:

While you are on administrative leave with pay, you must be available by telephone and email during normal business hours.... You **will continue to have access to USAID systems while on administrative leave and should continue to monitor email every workday for further guidance. You are permitted to submit LaunchPad tickets, and all employees should submit their own GovTA.**

We have confirmed reports from the CIO Office that last night domestic staff on administrative leave were locked out of email and all other USAID systems including GovTA and LaunchPad. This effort is counter to last night's notice from your office. It is difficult to understand how staff can comply with the administrative leave requirements with zero access to emails or other noted systems. Additionally, for staff who have received Reduction in Force notifications, those notices contained vital information and links to resources that they are no longer able to access as their emails are locked. This will impact and limit their ability to make contact with HR staff, access their personal records stored in their emails, and utilize other resources to begin planning their departure.

AFSA demands that email and other systems access be restored immediately to all domestic staff on administrative leave. Additionally, the Agency should inform staff of the restoration of access to these systems using all available means.

AFSA looks forward to the Agency's immediate response and restoration of email and systems access.

Respectfully,

A handwritten signature in black ink, appearing to read 'Randy Chester'.

Randy Chester
USAID AFSA Vice President