



March 21, 2025

Jeremy Lewin, Acting Deputy Administrator for Policy and Programming
Ken Jackson, Acting Deputy Administrator for Management and Resources
Joel Borkert, Chief of Staff
Jason Gray, Chief Information Officer
Sepideh Keyvanshad, Acting Chief Human Capital Officer
Kirsten Gunsolas, Acting Director, Employee and Labor Relations
USAID | U.S. Agency for International Development
1300 Pennsylvania Ave, NW, Washington, DC 20532

RE: Agency failure to provide promised separation packages

As part of the Agency's Reduction in Force (RIF) notice to staff on Feb 23, 2025, HCTM was tasked, within 14 days, to provide each employee with information regarding their separation package and benefits. This information has yet to be provided and is now 10 days past due. While the webinars, hosted by James Walker, provided a good high-level summary of retirement benefits and severance packages, it is not a substitute for individual counselling normally provided to departing staff, nor was it sufficient to meet the needs of individual staff. It is the Agency's duty to ensure an orderly departure for all staff and this includes providing staff with accurate information about entitlements and benefits as well as their timely processing. Failure to provide this information may lead to additional individual and/or AFSA grievance actions.

As part of this process and in addition to the normal entitlements and benefits afforded to departing staff, AFSA requests that each RIF'd employee receive the following:

- Clean SF-50 with rights to reemployment including the Interagency Career Transition Assistance Plan (ICTAP);
- Completed SF-8 form: UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM UNEMPLOYMENT INSURANCE (UI) FOR FEDERAL WORKER;
- Forgiveness of all Continuing Service Agreements;
- For staff eligible for severance payments, immediate single lump sum payment should be authorized over three annual payments; and



- Annual Leave payouts within 60 days of departure.

With April 24th rapidly approaching, we ask the Agency to take immediate action to provide all RIF'd staff with the information necessary to safely off-board as promised in the original RIF notification and that the above 5 points be acted upon immediately and without prejudice.

AFSA remains willing and ready to discuss this and other issues related to Foreign Service staff.

Respectfully,

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

Randy Chester
USAID AFSA Vice President