

MEMORANDUM FOR: _____

FROM: Peter Marocco
Acting Deputy Administrator, USAID

DATE: February 23, 2025

SUBJECT: Specific Notice of Reduction in Force

I regret to inform you that you are affected by a Reduction in Force (RIF) action. This RIF is necessary to restructure USAID's operations to better reflect Agency priorities and the foreign policy priorities of the United States.

This is your specific notice of RIF. In accordance with RIF procedures specified in Title 5, Code of Federal Regulations, Part 351, you are being released from your competitive level because your competitive area is being eliminated. Consequently, you will be separated from the Federal service effective April 24, 2025. In the event you are qualified and have assignment rights to a position that becomes available during the notice period, you will be informed via a specific, subsequent RIF notice. Should the circumstances of the RIF otherwise change, this notice may be withdrawn.

RIF Package

Each employee impacted by RIF has access to documents that outline applicable benefits for which you may be eligible or entitled as appropriate. These documents will be provided to you by Human Capital and Talent Management (HCTM) within fourteen (14) days of this communication. To obtain paper copies of the documents or ask for additional information, you may make an appointment by contacting HCTM at HCTM-ELR@usaid.gov or 202-712-1234. In addition, the websites to certain relevant external benefits provided by other entities are found immediately below.

For training benefits under the Workforce Improvement Act of 1998, please see www.careeronestop.org.

For unemployment compensation benefits, please refer to the Department of Labor website at www.dol.gov.

For general information on transition assistance, please refer to the Office of Personnel Management website at www.opm.gov.

Appeal and Grievance Rights

U.S. Merit Systems Protection Board (MSPB)

If you believe your rights have been violated, you may appeal this action to the MSPB. You may file your appeal with the MSPB's Washington Office, 1615 M Street, NW, Washington, DC

20419. Your appeal must be in writing and may be filed any time after the effective date of the action being appealed until no later than 30 calendar days after the effective date. Failure to file an appeal within the time limit may result in dismissal of the appeal as untimely filed. More information on filing appeals is included in your RIF package. You may also access the MSPB website at www.mspb.gov for additional and further detailed information on the appeal process.

Equal Employment Opportunity (EEO)

If you believe this personnel action is based in whole or in part on discrimination based on your race, color, religion, sex, national origin, age or handicap, you may file a complaint with the Agency’s Office of Civil Rights (OCR) at 202-712-1110 or OCRDlist@usaid.gov. You must contact OCR no later than 45 calendar days of the effective date of the action, specifically, your separation from Federal service. You may also file with MSPB as noted above and raise discrimination as an affirmative defense. However, you may not proceed through both forums; you must elect one or the other. You may also access the U.S. Equal Employment Opportunity Commission (EEOC) website at www.eeoc.gov for additional and further detailed information on the Federal sector EEO process.

Office of Special Counsel

You may also seek corrective action before the U.S. Office of Special Counsel (OSC). Visit the OSC e-filing system web site at www.osc.gov, to access the online application. However, if you do so, you will be limited to whether the agency took one or more covered personnel actions against you in retaliation for making protected whistleblowing disclosures. If you choose to file an action with OSC, you will be foregoing your right to otherwise challenge the basis for this personnel action.

Employee Information

The following information was collected regarding your employment with USAID in connection with this RIF action:

Competitive Area: _____

Type of Service: _____

Work Schedule: _____

Title:

Grade and Level: _____

Tenure Group: _____

Service Date:

Veterans’ Preference: _____

Last Three Performance Ratings:

The above information did not affect your standing or treatment in this RIF action, which eliminated your entire competitive area. Nonetheless, please contact HCTM if you believe any of

the above information is incorrect and would like to request an update to your profile in USAID's HR systems.

Conclusion

This action is being taken in accordance with the applicable civil service RIF regulations. Included in your RIF package is a copy of the Office of Personnel Management (OPM) retention regulations, 5 C.F.R. Part 351. Further and detailed information about the RIF regulations may also be accessed on OPM [website](#), [Reductions in Force](#). You may make an appointment to review and obtain a copy of the RIF regulations and/or records pertaining to you by contacting HCTM.

In addition, our USAID StaffCare team is available to provide support to you and your families. The USAID Staff Care Center resources are available for virtual consultations and referrals. The entire USAID workforce, regardless of staffing mechanism, and their family members can access the Staff CareCenter services 24 hours a day, 7 days a week, 365 days a year. Services are free and confidential.

Contact Staff Care:

- Free phone: [+1 \(877\) 988-7243](tel:+18779887243)
- Direct dial: [+1 \(919\) 645-4960](tel:+19196454960)
- Global direct dial: [+44 \(208\) 987-6200](tel:+442089876200)
- Email: staffcarecenter@usaid.gov
- Website: [Staff Care Center](#) (Registration code: USAID)

Because you are being separated through a RIF action, you are eligible for career transition and placement assistance. Your RIF package includes further information on these programs.

Please be advised that an early resignation may affect your eligibility for placement assistance and your appeal rights. It may also impact your ability to qualify for unemployment compensation and training benefits provided under WIA. You are encouraged to contact your State's Department of Labor and Employment for any questions regarding unemployment compensation. You are also encouraged to contact HCTM at HCTM-ELR@usaid.gov or 202-712-1234 to determine how an early resignation may affect your benefits.

This RIF action does not reflect directly on your service, performance, or conduct. It is being taken solely for the reasons stated above. Leadership at USAID thank you for your service to our Agency and the nation.

Attachments (6)

1. Acknowledgement of Receipt
2. MSPB Appeal Information
3. OPM Retention Regulations
4. Unemployment Insurance and State Workforce Programs

5. Authorization for Release of Employment Information
6. CTAP, ICTAP and Reemployment Priority List (RPL) Program Information