



**USAID**  
FROM THE AMERICAN PEOPLE

January 22, 2019

To Whom It May Concern,

Since December 22, 2018, the United States Agency for International Development (USAID) has been partially shut down due to a lapse of appropriations. As a result, many USAID employees have been subject to furlough, placing them in a non-pay status. Even those employees who are reporting to work to perform excepted functions have not been receiving pay.

Because they have not been paid during the lapse in appropriations, some of our employees may have difficulty meeting their financial obligations on time. This lapse in appropriations is beyond our employees' control. We appreciate your organization's understanding and flexibility toward USAID employees until this situation is resolved.

Our employees will be returned to pay status as soon as possible. We hope this letter helps explain the furlough process that our USAID employees are subject to through no fault of their own. We extend our thanks in advance for your patience and compassion towards our employees during this time when they are negatively impacted by the lapse in appropriations.

Sincerely,

Bob Leavitt  
Chief Human Capital Officer