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Date: Fri, Jan 21, 2022 at 11:38 AM

Subject: USAID/Ukraine General Information and RCO Guidance for Implementing Partners

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Dear USAID/Ukraine Implementing Partners,

The Regional Contracting Office (RCO) has received numerous requests from many of you seeking information/instructions from USAID on your operating posture in case of increased aggression from Russia. We would like to reassure you that USAID/Ukraine remains steadfastly committed to the safety and security of all our IPs operating in Ukraine. As we receive new information, we will share with the implementing partner community.

Below is General Information and RCO Guidance for Implementing Partners about the current situation.

USAID/Ukraine will host its quarterly virtual implementing partner's meeting on Monday, January 31, 2021, at 1pm. You should have already received an invitation and a save the date email from this office. Additionally, the U.S. Embassy Kyiv invited U.S. Citizens to a virtual town hall to be held on January 25, 2022, at 3:30pm. We highly encourage you to participate in these meetings.

Should you have more detailed questions related to this message, please feel free to email your Contracting/Agreement Officer's Representative (C/AOR) with a copy to the RCO.

#### **GENERAL INFORMATION:**

- Department of State Travel Advisory: The U.S. Department of State on December 20, 2021, issued a travel advisory Level 3: Reconsider Travel, due to increased threats from Russia, as well as a Level 4: Do Not Travel, due to the increased COVID caseload in Ukraine.
- U.S. Embassy Kyiv Security Alert. The US Embassy Kyiv on January 12, 2022, issued a security alert advising US Citizens against traveling to Ukraine due to increased threats from Russia.

- Emergency and other Messages for U.S. Citizens: Travel information for U.S. citizens is provided by the U.S. State Department's Bureau of Consular Affairs. All U.S. citizens are strongly encouraged to register with the Smart Traveler Enrollment Program (STEP) to receive information on a timely basis.  
<https://step.state.gov/step/>
- Emergency Messages Specific to Ukraine: Travel information for U.S. citizens in Ukraine is provided by the U.S. Embassy Kyiv.  
<https://ua.usembassy.gov/u-s-citizen-services/security-and-travel-information>  
<https://www.facebook.com/usdos.ukraine>  
<https://twitter.com/usembassykyiv>
- Safety and Security Information: The U.S. State Department's Overseas Security Advisory Council (OSAC) provides regular information for the public concerning developments in the overseas security environment.  
<https://www.osac.gov/>

## **REGIONAL CONTRACTING OFFICE (RCO) GUIDANCE FOR IMPLEMENTING PARTNERS:**

- If the security situation deteriorates and the U.S. Government authorizes an evacuation of its staff (Authorized Departure or an Ordered Departure), RCO will issue a letter to Implementing Partners providing additional guidance and details regarding authorization for emergency travel costs. The below points are applicable if an evacuation were to be authorized:
  - o Partners should continue to assess the risks to their remaining American citizen (AMCIT) and third country national (TCN) staff and – based on their unique situations and risk tolerance – make decisions on whether to retain staff in Ukraine or elsewhere. Partners should follow their own internal guidance in relation to assistance to their Ukrainian staff.
  - o The decision for AMCIT and TCN staff to remain, drawdown, relocate, or return to Ukraine rests solely at the implementing partner's discretion.
  - o Organizations operating under USAID contracts should follow and implement their internal organization policies and security plan regarding the drawdown or relocation of AMCIT and TCN staff independently of the U.S. Embassy or USAID (contractors should focus special attention to the Federal Acquisition Regulation (FAR), USAID

Acquisition Regulation (AIDAR), Agency policies on specific topics under sections of the Code of Federal Regulations (CFRs), and the 300 Series of the Automated Directives System (ADS) as incorporated in your respective contract).

- o U.S. or non-U.S. organizations operating under USAID assistance mechanisms, to include cooperative agreements or grants, should follow and implement their internal organization policies and security plan regarding the drawdown or relocation of AMCIT and TCN staff independently of the U.S. Embassy or USAID (recipients should focus special attention on Title 22 Code of Federal Regulations (CFR) Part 226 *or* 2 CFR 200 as incorporated in your respective agreement).
  
- o USAID/Ukraine will continue to maintain contact with all our Implementing Partners throughout this situation. As necessary USAID may request our partners to provide additional information on their (planned or actual) drawdown or relocation of AMCITs, TCNs, and CCN's.

Regards,

**Brian K. Woody**

**Supervisory Regional Contracting Officer**

Ukraine, Moldova, Belarus

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