



September 7, 2021

Subject: Guidance to USAID/Afghanistan Implementing Partners on Administrative Approvals

Dear USAID/Afghanistan Implementing Partners,

During our recent engagements with the Implementing Partner (IP) community working in Afghanistan, partners raised several issues on the administration of USAID awards. While we are not currently in a position to respond to all of your questions, USAID is providing the following instructions and administrative authorizations for USAID/Afghanistan acquisition and assistance awards. These authorizations are provided for an initial period of 30 days, beginning August 25, 2021, subject to availability of award funds, and may be extended by notification from the Contracting/Agreement Officer (CO/AO) to a maximum of 180 days. USAID will provide further guidance as it becomes available.

1. **Evacuation Costs under Cost Reimbursement Acquisition Instruments.** USAID contractors are authorized to use contract funds for the travel and transportation costs, including allowances, for US, CCN and TCN staff during this emergency situation. The following authorizations are made in accordance with AIDAR and are applied to all USAID/Afghanistan awards.
  - a. [AIDAR 752.7002 Travel and Transportation \(JAN 1990\)](#) allows for the reimbursement of costs associated with an evacuation of contractor personnel. Specifically, AIDAR 752.7002, item (j), Emergency and irregular travel and transportation, authorizes the Mission Director to evacuate the contractor's entire team (employees and dependents). The MD made this determination in accordance with AIDAR 752.7002(j) on August 25, 2021. This allows for contractors to be reimbursed for travel and transportation expenses and travel allowance while en route in accordance with the referenced AIDAR clause.
  - b. [AIDAR 752.7028 Differentials and Allowances \(JUL 1996\)](#) does not authorize TCN and CCN contractor employees to receive differentials and allowances, unless specifically authorized by the cognizant Assistant Administrator or Mission Director. Authorization for contractors to pay TCN and CCN contractor employees' differentials and allowances associated with evacuation from Afghanistan was granted on August 25, 2021. This authorization will allow contractors to use contract funds to provide this support to their staff regardless of nationality, not to exceed the limits established in [Chapter 600 of the Department of State Standardized Regulations](#), and the [Federal Travel Regulations](#).

2. **Travel Authorization under Acquisition Awards.** Travel is authorized for all contractor staff to ensure safety and security. Prior approval of travel authorizations, in accordance with [AIDAR 752.7032 International travel approval and notification requirements \(APR 2014\)](#) is not required for emergency travel of contractor personnel and their dependents. Records of authorized emergency evacuation travel should be retained and be provided to USAID as soon as practicable.
3. **Evacuation Costs under Assistance Awards.** USAID authorizes recipients to expend program funds for the purpose of ensuring staff safety and security, both local and expatriate. This includes payment of salary and allowances. Amounts not exceeding those established in [Chapter 600 of the Department of State Standardized Regulations](#), and the [Federal Travel Regulations](#) will generally be considered reasonable.
4. **Maintaining Readiness and Salaries under Acquisition & Assistance Awards.** The rapid decline of the security situation will result in changes to the future and direction of USAID programs in Afghanistan. While USAID evaluates its plans for programming in Afghanistan, it is imperative that readiness is maintained, and most importantly that we provide for the safety and security of staff. For this reason, USAID authorizes implementing partners to continue paying staff salaries and provide necessary support to staff, in accordance with this letter and the terms and conditions of their awards. IPs should focus their near term efforts on safety, security, and readiness. Such support must be within the current ceiling of your award and is subject to the availability of funds obligated to your award. Remote work for staff is authorized from place of evacuation or home of record and is encouraged to the maximum extent possible, while taking safety and security into consideration. If required, IPs are authorized to expend programmatic funds and to transfer costs between budget line items without prior approval to cover security and safety costs.
5. **Extension of Financial, Performance, and Other Reporting.** Contractors and recipients may delay submission of financial, performance, and other reports for up to three months beyond the normal due date, in accordance with the reporting terms and conditions of your award. For assistance awards reimbursed on a letter of credit basis, recipients may continue to draw down funds without the timely submission of these reports. However, these reports must be submitted at the end of the extension period. In addition, USAID waives the requirement for recipients to notify the Agency in advance of problems, delays, or adverse conditions related to evacuation of staff on an award by award basis; however USAID expects partners to monitor the situation and share information as soon as practicable. USAID will examine the need to extend other project reporting as the need arises.

**6. Extensions of Acquisition & Assistance Awards.** If IPs have awards expiring in the next 3 months, please immediately advise your CO/AO so we can consider options.

I encourage you to continue taking steps to provide for the safety and security of your staff. USAID considers such costs to be necessary for performance under the award when otherwise reasonable, allowable, and allocable. We ask that you provide us with information on staff safety as soon as possible and update regularly as new information becomes available. USAID is grateful for your support and the important work you are doing at this time. You raised other important issues, such as U.S. Department of Treasury, Office of Foreign Assets Control (OFAC) sanctions. We will separately advise you regarding sanctions and related issues, and for now, continue to refer you to what is currently in your awards. The authorities noted in this letter are not meant to supersede any other USG funded evacuation; they are provided as an alternative option if such support is not feasible. All questions regarding allowability of specific costs must be addressed to the CO/AO.

Sincerely,

Mark Walther  
Director, Office of Acquisition & Assistance  
USAID Bureau for Management