

**US Agency for International Development: NCR Alert: Obtaining Personal Belongings from the Ronald Reagan Building, 25 Feb 2025**

This Thursday and Friday ONLY—on February 27 and 28, 2025— USAID staff will have one opportunity to retrieve their personal belongings from the Ronald Reagan Building (RRB) during a designated date and time as provided below. (Staff located at the USAID Annex, SA-44, and the Security Warehouse will have an opportunity to collect their personal belongings at a later date and time.)

Staff should arrive at the start of their time window, but no sooner as early entry will not be granted. Staff will be required to enter at the 14th Street entrance, near the RRB lobby, and show their USAID PIV card to Security Guards or members of law enforcement who will be on site to assist with this effort. All staff and their property will undergo magnetometer and x-ray machine screening upon entry. Staff will then be escorted to their workspace, where they will be permitted to collect their personal items and given approx 15 minutes to complete this retrieval and must be finished removing items within their time slot only.

Staff MUST bring their own boxes, bags, tape, and/or other containers to remove their personal items; these items will not be provided. Staff will be permitted to remove personal items only, and may not retrieve or remove any U.S. government created documents, supplies, or other items that are property of the U.S. government.

Staff MUST remove their USAID-issued government furnished equipment (GFE) (e.g. laptop, iPad, etc.) prior to exiting their workspace. Staff who have permanently separated from employment with USAID must turn in their USAID-issued assets, classified tokens, PIV card, and diplomatic passport (if applicable) at designated tables upon exiting USAID space. Staff who are currently on administrative leave should retain their USAID-issued assets, PIV card, and diplomatic passport until such time that they are separated from the agency. While collecting their items, staff must ensure that proper records management practices are employed when identifying and/or disposing records, pursuant to the Federal Records Act and ADS 502.

After collecting their items, but prior to exiting the RRB, staff will be required to acknowledge receipt of their personal belongings, holding all agencies harmless for any personal items left behind. Staff will also certify that they do not have any official government records in their possession – physical or electronic. Staff may designate an alternate USAID staff member to retrieve their belongings in their absence; however, please note that there will be no alternate dates or times for retrieval. No visitors, staff without PIV cards, or children of staff will be allowed in the former USAID space. If staff are unable to retrieve their items, and do not wish to have another staff member retrieve items in their absence, personal items will be packed by GSA and sent to a warehouse for collection at a later date and time. GSA cannot guarantee that personal items not claimed during this time will be free from damage or loss, but will take all precautionary measures to safeguard items. Staff WILL NOT be reimbursed for any transportation or parking costs associated with collecting their personal belongings.

Staff will be permitted to enter the RRB during their specific date and time based on their Bureau or Independent Office, as outlined below:

Thursday, February 27:

7:30am-9:00am: HCTM and SEC (4th Floor)

9:30am-11:00am: E&E and AFR (4th Floor)

11:30am-12:00pm: CPS and BHA (8th Floor)

1:00pm-2:00pm: IPI (2nd Floor)

2:00pm-3:00pm: ASIA and OCE (5th Floor)

3:00pm-4:30pm: LAC and M (5th Floor)

4:30pm-6:00pm: A/AID, ES, and LPA (6th Floor)

Friday, February 28:

7:30am-9:00am: ME and GC (6th Floor)

9:00am-11:00am: CPS and CMC (7th Floor)

11:00am-12:30pm: PLR (7th Floor)

1:00pm-1:30pm: Passport (B2)

1:30pm-2:00pm: MAILROOM (B2)

2:00pm-2:30pm: M/IRD (B2)

2:30pm-3:30pm: M/CIO, Unions, E&E (B3)

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Thank you,  
US Agency for International Development

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Published on: 02/25/2025 16:21:44 (UTC-05:00) Eastern Time (US & Canada)

Published by: Havron, Caitlin (M/MS).

Sent by: US Agency for International Development