



**USAID**  
FROM THE AMERICAN PEOPLE

{ GAO Engagement Contact }  
U.S. Government Accountability Office  
Washington, DC 20548

Dear [GAO requester]:

In response to your request for information in connection with GAO Engagement Code XXXXX, and in accordance with 31 USC § 716, please find enclosed the documentation listed at Tab A [*Tab A should list and provide a record of all documents included in this response. Each document should be marked “potentially SBU” on the top and bottom of every page as practicable (see ADS or M/CFO GAO audit analyst for how software can make it easy to do that).*]

Included in this response are documents which, while unclassified, may include non-public information from agency records, and which may also contain sensitive or proprietary information, including information pertaining to intellectual property rights. We are providing these documents without redaction in order to comply with your request to receive information promptly. However, please note that the documents we are providing could contain:

- Proprietary information obtained from USAID partners, including confidential commercial and financial information, or intellectual property information. The Agency respects its partners' lawful interest in protecting confidential business and proprietary information. These interests are reflected in the mandates of laws limiting or prohibiting disclosure, such as the Procurement Integrity Act (41 USC 2101 et seq) and the Trade Secrets Act (18 USC 1905).
- Personally identifiable information (PII) protected from unauthorized disclosure under the Privacy or Freedom of Information (FOIA) Acts, or where disclosure of the identity of persons working on sensitive issues or in high-threat environments could place such persons at risk of personal and/or physical harm. In light of previous threats against USAID staff and partner personnel, we have a heightened concern that any such information is properly protected.
- Inter-agency or intra-agency records or other records subject to exemption from public disclosure under the FOIA which, if released publicly, would reasonably be expected to cause harm to one of the interests protected under the FOIA.

In light of the above, and in accordance with requirements under 31 USC § 716(e) and 4 C.F.R. §§ 81.5 and 81.6, as well as GAO's own protocols, we respectfully request that GAO not release any of the enclosed documents outside of GAO, and that access be limited to GAO staff

who have an official “need-to-know” the contents of the documents. In the event that you determine a need to provide documents outside of GAO, we ask that you provide USAID a reasonable opportunity to review the documents with partners and to provide redacted copies, if necessary. Following this process will allow USAID to provide documents quickly in order to facilitate GAO’s work, while maintaining appropriate protection for potentially sensitive information.

The attached documents are also provided with the understanding that GAO will not use the information contained in these documents in a public report unless USAID has cleared the information for use in a public report. USAID will have the opportunity to review any draft report in accordance with GAO’s past practice. If you have any questions concerning USAID’s response, please feel free to contact me at [contact information], or USAID GAO Liaison Mary Offerdahl at mofferdahl@usaid.gov.

Sincerely,

[Audit Action Official,  
Lead Mission, Bureau or Independent Office]

Enclosures:

As stated in Tab A.