



U. S. Agency for International Development
West Bank & Gaza Mission
American Embassy
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MEMORANDUM

DATE: December 28, 2001
TO: Chiefs of Party
THROUGH: Mike de la Rosa, Executive Officer
FROM: Mark J. Herzberg, Deputy Executive Officer
SUBJECT: ID Cards

As Mission Director Larry Garber explained at the December 19 Contractor Meeting, recently there were some problems with the USAID ID cards we issued to contractor personnel. The Embassy Regional Security Officer (RSO) is requiring that these cards be recalled and replaced with a modified card.

The RSO's primary concerns as follows:

- The card's intended use was to facilitate the cardholder's access passed Israeli and Palestinian checkpoints in the course of his/her work on USAID projects. Many were using the ID as identification for purposes beyond its designed scope;
- The card indicates that it was issued by the U.S. Embassy. As this was not the case, this was misleading. The new cards will not mention the Embassy; and
- The new cards may be valid only for one year.

To minimize the disruption, rather than ask you to turn in your cards now, we plan to wait until the new cards are ready and we will do a trade at the same time, either at our Tel Aviv office or at the next Contractor Meeting in Jerusalem.

To request new ID cards for you and your employees who need them for their work on a USAID project, please send a letter (with your signature) to me through your counterpart USAID Office Director (for clearance). Your request must include the following: employee's name; title; justification for needing an ID card (when not self-evident, i.e. for secretaries and guards); proof of identity (photocopy of Israeli or other ID); and 2 passport-size photographs. If you happen to have a digital camera, photographs may be e-mailed to me at mherzberg@usaid.gov. We will notify you once the new ID cards are ready and you will need to turn in the old cards at the same time. Any old cards not being replaced, including for employees no longer working on a USAID project, must be returned to me immediately. Should you have any new employees who need the new ID cards urgently, please let me know; we are ready to consider such requests on an exceptional basis.

Thanks for you cooperation. If you have any questions, please feel free to contact me at 03-511-4838.