



USAID | WEST BANK/GAZA

FROM THE AMERICAN PEOPLE

July 20, 2006
Notice No. 2006-WBG-23

To: All USAID Contractors and Grantees

Subject: USAID Permit Guidelines

Dear Contractors and Grantees,

This notice is issued to inform you of the establishment of guidelines for USAID's issuance of permits for Contractor and Grantee staff. These revised guidelines have resulted from extensive discussions with the office of Civil Administration and demonstrate their positive support of the USAID West Bank and Gaza program and your contributions.

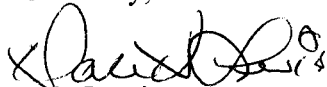
I ask that you inform your staff of these guidelines as well as incorporate them into your operational procedures, where needed.

Guidelines for USAID Contractors and Grantees Permits

- USAID Contractors and Grantees will receive Israel permits for three month periods valid from 5:00am until 7:00pm – Requests for permits until 12:00 midnight will require a justification for the additional hours.
- USAID Contractors and Grantees will receive West Bank movement permits for three month periods valid between the hours of 5:00am and until 7:00pm – Requests for permits until 12:00 midnight will require a justification for the additional hours.
- USAID Contractors and Grantees will receive 24 hour permits (overnight) to Israel only for specific days and with a detailed justification for this need. Requests for 24 hour permits will only be submitted on a case-by-case basis and must be forwarded to USAID West Bank and Gaza 48 hours prior to their need.
- USAID Contractors and Grantees who are interested in West Bank movement permits with a *private* vehicle must sign a document stating that they certify that the vehicle will be used only for work purposes and, that if found using the vehicle for personal use, the permit may be confiscated. This certification will be signed by the individual requesting the permit and the Chief of Party of that organization, This statement will be forwarded to USAID as an attachment to be submitted to Matak with the permit request. This document is not necessary if the permit involves the use of a USAID vehicle.

Please note that these guidelines address existing conditions and may change. Please direct any questions to our PSU supervisor, Mr. Fouad Salman at fsalman@usaid.gov , 972-3-511-4862. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Dale Lewis", with a stylized flourish at the end.

Dale Lewis

Contracting Officer

USAID/West Bank and Gaza