



# USAID | WEST BANK/GAZA

May 22, 2008  
2008-WBG-05

**To:** All USAID/West Bank and Gaza Contractors, Grantees and Recipients

**Subject:** USAID ID Cards - New Email Account.

Dear Implementing Partners,

In order to create a more efficient process for the issuance of USAID ID cards, the Mission has established a new email account, which will serve as the central repository of all ID Card requests and related matters. That e-mail account is: [wbgidcards@usaid.gov](mailto:wbgidcards@usaid.gov).

Effective Monday, May 26, 2008, all USAID ID Card requests, correspondence and questions/clarifications **MUST** be sent to the new email account.

**Please do not resubmit any requests already submitted prior to May 26, 2008.**

For any questions or concerns regarding this matter, please contact Mr. Chehade Khouny, Program Support Assistant at [ckhouny@usaid.gov](mailto:ckhouny@usaid.gov).

Thank you for your cooperation.

Sincerely,

Sonila Hysi  
Acting Director,  
Office of Contracts Management  
USAID West Bank & Gaza