



USAID | WEST BANK/GAZA

January 18, 2011
2011-WBG-07

To: All USAID/West Bank and Gaza Contractors, Grantees and Recipients
Subject: American Employee Data

Dear Implementing Partners,

As in previous years and in response to the Regional Security Office's (RSO's) request, the USAID West Bank and Gaza Mission kindly requests that each implementing partner provide us with a list of your American citizen staff (including dual citizens), who are resident in Israel, Jerusalem, the West Bank, and Gaza. This list should include staff that is working on your program, whether they are specifically funded by USAID or otherwise. Your response should include the following information:

1. Name of individual
2. Local home address
3. Contact information, please include phone numbers and e-mail address

Kindly submit this information to Ms. Maya Dadush at mdadush@usaid.gov, by Monday January 31, 2011. This list should be updated quarterly, or as changes occur in your staffing.

In addition, USAID requests that all implementing partners compile and maintain a similar list for all non-US citizen staff (local and third country nationals) working on your project. We kindly request that you keep this list accessible should an emergency occur that would require you to contact your employees.

As a reminder, American citizens are strongly encouraged to register with the Consular Section of the U.S. Consulate General in Jerusalem through the State Department's travel registration website <https://travelregistration.state.gov>, via e-mail jerusalemacs@state.gov, in person at the Consulate, or at the U.S. Embassy in Tel Aviv, as appropriate.

Should you have any questions or concerns regarding this notice, please contact Ms. Hilde Pearson of the Program Support Unit, at hpearson@usaid.gov.

Sincerely,


Bruce Gelband
Director, Office of Contracts Management
USAID West Bank and Gaza