



# USAID | WEST BANK/GAZA

FROM THE AMERICAN PEOPLE

September 10, 2015  
2015-WBG-04

To: All USAID/West Bank and Gaza Contractors  
Subject: Changes in Country Clearance Approval and Travel to Gaza

Dear Contractors:

The purpose of this notice is to inform you of changes to the Mission's country clearance requirement and changes in policy on travel to Gaza. The changes below apply equally to subcontractors.

### Country Clearance

The Mission has determined that contractors no longer need to obtain country clearance from the Mission for their staff and consultants. Instead, contractors must notify their respective Contracting Officer's Representative (COR) of the arrival and departure of their expatriate U.S. citizen (including dual U.S. citizens) and third country national (TCN) (including Israeli citizens) staff and consultants, including their origin and destination of travel. Contractors remain responsible for obtaining the necessary international travel approvals, as applicable, in accordance with the terms and conditions of their respective award. The Mission Contracting Officer retains the prerogative to reactivate the requirement for obtaining country clearance should security or other conditions deem it necessary.

As a reminder, U.S. citizens are advised to register with the U.S. Embassy in Tel-Aviv and/or the U.S. Consulate General (ConGen) in Jerusalem through the State Department's Smart Traveler Enrollment Program (STEP) website (<https://travelregistration.state.gov>). Up-to-date information on security conditions can also be accessed at <http://israel.usembassy.gov> and <http://jerusalem.usconsulate.gov> as well as on the ConGen Facebookpage available at <https://www.facebook.com/jerusalemConsular>. For travel to Gaza, see <http://www.gaza-nso.org>.

### Travel to Gaza

Due to a change in U.S. government policy, USAID contractors are now permitted to travel to Gaza in the performance of their USAID contracts, after their security plans have been reviewed by USAID. However, U.S. citizen (including dual U.S. citizens) and TCN (including Israeli citizens) staff and consultants of USAID contractors may not travel into Gaza without obtaining USAID's prior written consent on each occasion. USAID's consent will be valid for 10 days from the date provided. Consent is not required for Palestinian and East Jerusalem ID holders. In implementing any activity in Gaza, contractors are reminded they must adhere to the Mission's contact policy as described in the Mission's Contractors/Grantees Notice No. 2007-WBG-18 entitled "Contact Policy". <http://www.gaza-nso.org/>

To obtain USAID's consent to travel to Gaza, contractors must follow the below guidelines:



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- First have their security plans reviewed by USAID.
- Then send a request to their respective COR at least 1 week prior to the requested date of entry. The request should include a completed Entry into Gaza form (see attached form).
- If consent is provided, contractors must obtain the necessary permits (see note below) from the Israeli authorities.
- Contractors must notify their respective COR of actual dates of travel to and out of Gaza.
- Contractors must notify USAID/West Bank and Gaza and the American Citizen Services section in the event a U.S. citizen and/or a TCN does not return from travel as expected or does not report to work.
- The COP should obtain up-to-date information on the location of his/her staff at all times while staying in Gaza and be able to share this information with USAID should an emergency arise.

Note: USAID/PSU is still not authorized to facilitate permits from Israeli authorities for U.S. citizens to enter Gaza. Contractors should assist their U.S. citizens by filing an application with the Israeli Ministry of Defense: Foreign Relations Department- Coordination and Liaison Administration via their website: <http://www.clagaza.org/>. USAID can assist in obtaining permits for non-U.S. citizens (West Bank ID holders, Jerusalem ID holders and TCNs). To process such requests, you may contact the PSU via email at [psu-permit@usaid.gov](mailto:psu-permit@usaid.gov).

Should you have any questions relating to this notice, please contact Ms. Reine Joubran, Acquisition Supervisor, at [rjoubran@usaid.gov](mailto:rjoubran@usaid.gov)

Sincerely,

Dale Lewis  
Director, Office of Contracts Management  
USAID/West Bank and Gaza

Attachment: FORM- ENTRY INTO GAZA FOR CONTRACTORS' EXPATS

cc: USAID West Bank and Gaza C/AORs

# FORM- ENTRY INTO GAZA FOR CONTRACTORS' EXPATS (U.S. & TCNS)

## Employee/Contractor Information

Full Name : \_\_\_\_\_  
*Last* *First* *M.I.*

Country(ies) of  
Citizenship: \_\_\_\_\_

Expected Date of  
Entry into Gaza  
(MM/DD/YY): \_\_\_\_\_

Expected Date of  
Exit From Gaza  
(MM/DD/YY): \_\_\_\_\_

Reason for  
Entering Gaza \_\_\_\_\_

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

## Prime Awardee Certification (to be completed by the Prime Org. Chief of Party)

Chief of Party of the Prime Contractor certifies in submitting this form that he/she has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form.

COP Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Consent (to be completed by the COR)

Consent to enter Gaza (circle one):      YES                              NO

Date of Consent: \_\_\_\_\_

COR Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Actual Date of  
Entry into Gaza: \_\_\_\_\_

Actual Date of Exit  
from Gaza: \_\_\_\_\_