

UNITED NATIONS

SECRETARIAT

ST/AI/193
12 June 1970

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

Subject: MATERIAL AND PACKAGE PASSES

This administrative instruction, which is effective immediately, cancels and supersedes ST/AFS/AI/100, dated 28 October 1953, and ST/AI/100/Amend.1, dated 25 June 1954.

This instruction serves the purpose of bringing to the attention of the staff members the system of control for the removal of the Organization's property from the premises and, wherever applicable, its return to the Organization. It also provides for the removal of personal property from the premises.

The Organization's equipment and supplies may be removed from the premises for official use provided that their removal is authorized by an appropriate approving officer on a material and package pass, form BMS-85. The form is obtained from and approved by the executive officer of a department or an official designated by him for the purpose.

Form BMS-85 is also required for the removal of personal property which is not readily identifiable or distinguishable from property belonging to the Organization. Staff members may be requested by security officers to open any package being removed from the premises.

In order to keep the records of the Security and Safety Section up to date, all departments are requested to submit form P-86, designating appropriate officials as approving officers for form BMS-85. Supplies of form BMS-85 are available in the Security and Safety Section of the Buildings Management Service and will be issued upon request to authorized approving officers. These forms have been numbered for identification and control purposes. The Security and Safety Section is responsible for maintaining a record by department and approving officer of the serial numbers of the forms issued.

Form BMS-85 is to be completed in triplicate by the approving officer at the time equipment or supplies are to be removed. The property that is being removed should be clearly identified, i.e., description of equipment, serial number and the United Nations property tag number, if any. In the event the property is to be returned, the date of return is to be indicated in the appropriate box on the form. If one item is being removed, the word "ONE" should be written on the pass; similarly, if more than one item is being removed, the number of items being removed should be written in words on the pass.

The original of the property pass (white) is to be given to the person removing the package. The duplicate copy (blue) will be forwarded to the Security and Safety Section by the approving officer at the time the pass is prepared. The third copy (yellow) is to be retained by the approving officer. At the place of exit from the premises the original is to be surrendered to the security officer on duty. It will be the responsibility of the approving officer to notify the Security and Safety Section in writing, when equipment noted on the pass is brought back to the premises. Each approving officer should maintain a tickler file to ensure that the equipment is returned on the date specified. After the return of the equipment, the approving officer will forward the third copy (yellow) of the pass to the Security and Safety Section, which will complete the file.

The Security and Safety Section will be responsible for notifying the Chief, Purchase and Transportation Service, at the end of each month of equipment taken out on loan and still outstanding, indicating the description of the equipment, the name of the person to whom the equipment was issued and the name of the approving officer.

Passes cancelled by the approving officer will be noted on the original and sent to the Security and Safety Section.
