



Secretariat

ST/AI/333  
29 November 1985

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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: PERSONAL IDENTIFICATION CARDS - HEADQUARTERS

1. This instruction revises the system of United Nations identification cards (grounds passes) that must be worn by all persons requiring regular access to the Headquarters premises. Members of the staff are also reminded of the relocation of the Pass and Identification Office of the Security and Safety Service to the ground floor of the UNITAR Building at 45th Street and First Avenue.

2. Identification cards in a revised form will be issued for a duration of up to five years. The expiration date will be shown on the card. All staff members are requested to have their grounds pass replaced by the new card, starting 2 December 1985. Staff members whose last name begins with the letters A or B should obtain their card in December, those whose names begin with C to F in January, G to K in February, L to O in March, P to R in April and S to Z in May. Departmental executive/administrative offices will provide the necessary application forms. (Staff members who leave the Organization will be required to surrender their identification cards to the Pass and Identification Office before they obtain their final payment.)

Approval and issuance of cards

3. Identification cards in distinct formats will be issued by the Pass and Identification Office upon approval by the competent authority, as indicated below:

<u>Category</u>	<u>Authority for approval</u>
United Nations staff members	Departmental executive or administrative offices
Delegations, observers and special guests	Chief of Protocol
Representatives of non-governmental organizations	Department of International Economic and Social Affairs or Department of Public Information, depending on affiliation
Personnel of information media	Department of Public Information
Library users	Director of Library
Affiliates (i.e., employees of contractors), retired staff and staff members' spouses qualifying for courtesy identification card	Departmental executive or administrative offices

The procedures for members of delegations to obtain cards have been dealt with in a separate communication.

#### Access to restricted areas

4. Holders of the identification cards described above will, in normal circumstances, have freedom of movement throughout the premises. From time to time, however, especially during sessions of the General Assembly, it will be necessary to limit access to conference rooms or other key areas. At such times, restricted area passes will be issued by the Pass and Identification Office to specifically-designated officials upon certification by their respective executive/administrative office that their particular duties require access to the restricted areas. This pass, which will show the number of the respective General Assembly session, is to be worn in conjunction with the personal identification card.

#### Special provisions

##### Courtesy identification cards

5. These cards will not routinely be issued to spouses or other members of staff members' families. Exceptions to this will be cases in which the spouse or other members of the staff member's family regularly require access to the premises. Executive/administrative offices will have to certify this requirement on the specially-designed application form for the courtesy card.

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6. Spouses or members of staff members' families who require occasional access to the premises will be provided with a day pass, in accordance with the terms of information circular ST/IC/84/91 of 28 December 1984.

Retired staff

7. Identification cards will be issued to former staff members who have separated from service under the following conditions:

- (a) On retirement from a permanent appointment;
- (b) On expiration of a fixed-term appointment at the age of retirement after having served continuously for five years or more;
- (c) On resignation within one month before the date of retirement.

Wearing of identification cards

8. All staff members are reminded that they will be admitted to the premises only upon presentation of a valid identification card. They are expected to wear their card at all times in a clearly visible manner.

9. Staff members are responsible for the safekeeping of their card at all times and must take all necessary precautions to prevent loss or misuse of the card by other persons. Losses must be reported immediately to the Special Services Unit, Security and Safety Service, at extension 7531. Upon receipt of a completed application form (available from executive and administrative offices) the Pass and Identification Office will then issue a duplicate of the original card.

10. This administrative instruction supersedes instructions ST/AI/152 of 27 February 1963 and ST/AI/152/Add.1 of 8 July 1970. It is effective immediately.

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