



UNITED NATIONS

SECRETARIAT



Distr.
GENERAL
ST/AFS/AI/100
28 October 1953

*See ST/AI/100, Amd 1
25 June 54
Superseded by
ST/AI/193
12 June 1970*

ADMINISTRATIVE INSTRUCTION

TO : Members of the Staff of United Nations
SUBJECT : MATERIAL AND PACKAGE PASSES

1. Purpose

This instruction has two principal purposes. Firstly, it is to assist those staff members who are responsible for United Nations equipment, including a record of its location at any given time, and, secondly, to provide a system for reminding staff members when they have not returned items which they have removed from Headquarters. The procedure is set forth below for authorizing the removal of personal property and United Nations equipment from the Headquarters building and for ensuring its return, if it is to be returned. The instruction is effective on 9 November 1953.

2. Authority

Equipment may be taken from Headquarters through the medium of the Material and Package Pass, Form UN/GS/25, Rev.2. Staff members will require passes only for items of personal property which are not readily identifiable as such.

These passes will be issued only by individuals designated by the Executive Officer or Certifying Officer of a Department and approved by the Director, Purchase and Transportation Division, on Form UN/AB/6, Rev.1, in accordance with the procedure for delegation of authority established in Chapter 3-4 of the Administrative Manual, Volume 3, Finance, as amended by memorandum to Executive Officers of 26 February 1952.

3. Distribution of Material and Package Passes

Distribution of a supply of passes will be made by the Security Section, Buildings Management Service, to the individuals designated as issuing authority on Form AB/6 as revised. The authorized individual will sign a receipt for these passes, the receipt to indicate the complete numerical sequence of the property passes issued to him. All passes have been serially numbered for identification purposes. The Security Section will maintain a record by Department, issuing authority, and serial number of all blank passes issued.

4. Information Required on Material and Package Pass

Passes will be made out in triplicate by the authorized individual at the time equipment is to be removed. Under no circumstances should passes be signed in advance or in quantity, nor should the signature be rubber stamped.

Passes will indicate the items to be returned and the date of such return. The property should be described in detail and, if it is serially numbered or decaled, the number should be indicated. Each item and its contents will be listed separately on the pass. The last item listed will be so indicated.

5. Procedure for Control

The original will be given to the individual removing the package from the premises; the duplicate copy will be forwarded directly to the Security Section at the time the pass is prepared; and the triplicate copy will be retained by the issuing office.

On leaving the premises, the individual removing the package will give the original to the Guard, who, in turn, will forward it to the Security Section. The original, thus obtained, will be matched with the duplicate copy submitted by the issuing office and both original and duplicate will be filed.

It will be the responsibility of the Issuing Authority to notify the Security Section in writing when equipment noted on the pass as "To be returned" is returned. In order to maintain adequate follow-up on such returnable property, a tickler file will be established by the Department originating the pass to ensure that the equipment is returned on the date specified.

At the end of each month the Security Section will notify the Standards Section, Purchase and Transportation Division, of equipment taken out on loan and still outstanding, indicating the Division, issuing authority, person to whom the equipment was issued, date and pass number.

Passes cancelled by the Department will be so noted and the original and duplicate copy sent to the Security Section. If a pass is inadvertently destroyed, the Security Section shall be so notified.

(Signed) BYRON PRICE
Assistant Secretary-General
Administrative and Financial Services
