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ADMINISTRATIVE INSTRUCTION NO. 70

To: Members of the Staff

Subject: AUTHORIZATION FOR SHIPMENT OF PARCELS BY AIR

1. This instruction applies specifically to unscheduled and periodic air shipments of printed matter and other mailable parcels sent through the mail dispatch service. The instruction does not apply in the case of freight and express shipments made by order of requisition (Form UN/GS/9, Rev. 2) to the Purchase and Supply office in connection with equipment and supplies nor to baggage and household shipments made by virtue of travel authorizations (Form TT/8) to the Transportation Division. This instruction does not apply in the case of air mail correspondence and similar mail matter sent at air letter rates.
2. With immediate effect at Headquarters and in offices away from Headquarters all future parcel shipments by air, including parcels sent by the diplomatic pouch, shall require authorization by a certifying officer prior to dispatch. At Headquarters the certifying officer shall be the officer authorized under AI/28/Rev. 2 to certify charges against the pertinent air freight account within the department requesting shipment. In offices away from Headquarters certification shall be made by a principal officer certifying to air freight expenditures. Form UN/GA/4 shall be used for the prescribed certifications. At Headquarters the Communications and Records Division shall have final authority to determine the most economical method of shipment commensurate with the urgency of the shipment and the applicable rates, and will code charges for shipments accordingly. Approval of the request for air shipment by the departmental certifying officer will constitute authorization to the Communications and Records Division to charge the departmental air freight account when applicable. In the field, the senior administrative officer will exercise this authority.
3. Form UN/GA/4 shall be addressed and transmitted in duplicate to the Mail Dispatch Unit, together with the authorized shipment. The form shall show the addressee or addressees, brief description of contents; number of items involved in the shipment in the appropriate spaces

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provided on the form. One copy will be returned to the Certifying Officer showing details of dispatch made and allotment chargeable.

4. In the case of regular and scheduled air shipments of documents, publications and other printed matter which may be transmitted by parcel post and/or air express and where the frequency of such shipments can be foreseen on a weekly, monthly or some similar basis, an authorization in memorandum form covering the period foreseen may be submitted by the certifying officer as defined above, in lieu of individual authorizations.

(Signed) Byron Price

BYRON PRICE

Assistant Secretary-General for  
Administrative and Financial Services

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