United Nations ST/AI/2018/13

Secretariat

28 December 2018

Administrative instruction

Material and package passes in New York Headquarters

The present instruction brings to the attention of staff members, together with other occupants of United Nations premises in the New York Headquarters area, the system of control for the removal of United Nations property from the premises and, when applicable, its return. This system of control also applies to the removal of personal property from the premises, as explained below.

Section 1
General provisions

1.1 United Nations 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, also known as form SSS.39. Form SSS.39 is also required for the removal of personal property which is not readily identifiable or distinguishable from property belonging to the Organization.

1.2 The Executive/Administrative Officer of a department or office, or an official designated by the Executive/Administrative Officer, is the approving officer for the purpose of authorizing the removal of equipment and supplies from the premises. In order to keep the records of the Security and Safety Service up to date, all departments shall submit form P.86 (Delegation of authority), designating appropriate officials as approving officers for form SSS.39, to the Security and Safety Service.

1.3 The approving officer must request form SSS.39 from the Office of the Chief of the Security and Safety Service. Upon approval by the Office of the Chief of Security and Safety Service, the Special Investigations Unit will provide the form to the approving officer. SSS.39 forms are numbered for identification and control purposes. The Security and Safety Service shall be responsible for maintaining a record, by department and approving officer, of the serial numbers of the forms issued. In the event that a form SSS.39 is prepared but then cancelled and not issued by the approving official, the original shall be sent to the Security and Safety Service, with its cancellation noted.

1.4 The property that is being removed shall be clearly identified on form SSS.39, that is, with a description of the equipment, serial number and United Nations asset management number, if any. In the event that the property is to be returned, the date of return shall be indicated in the appropriate box on the form. The number of items being removed shall be written in words.

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1.5 Form SSS.39 shall be completed in triplicate by the approving officer at the time equipment or supplies are to be removed. The original (white) shall be given to the person removing the property. The duplicate copy (blue) shall be forwarded to the Security and Safety Service by the approving officer. The third copy (yellow) shall be retained by the approving officer. At the place of exit from the premises, the original shall be surrendered to the security officer on duty.

1.6 Building occupants may be requested by security officers to open any package being removed from the premises for inspection, in accordance with administrative instruction ST/AI/2018/8 on the authority of United Nations security officers in New York Headquarters.

1.7 When the United Nations property listed on form SSS.39 is returned to the premises, it shall be the responsibility of the approving officer to give written notification to the Security and Safety Service. The third copy (yellow) shall be attached to the written notification. Each approving officer shall maintain a file to ensure that the equipment is returned on the date specified.

1.8 The requesting Executive Office shall be responsible for notifying the Security and Safety Service and the Asset Management Unit 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.

Section 2
Final provisions

2.1 The present administrative instruction shall enter into force on the date of its issuance.

2.2 Administrative instruction ST/AI/193/Rev.1 is hereby superseded.

(*Signed*) Jan **Beagle**
Under-Secretary-General for Management