



ADMINISTRATIVE MEMORANDUM No. 127

SUBJECT: GUIDELINES FOR MANAGEMENT AND REPLACEMENT OF OFFICIAL VEHICLES AWAY FROM HEADQUARTERS.

CONSIDERING,

That the Offices of the General Secretariat in the Member States (OGSMS) need to follow standardized procedures for the process of purchase and replacement of the official vehicle(s) assigned to the OGSMS.

That it is necessary to provide the OGSMS with an easy-to-follow Handbook for the use of the official vehicles and the corresponding guidelines for filing insurance claims.

THE DECISION:

1. To institute the following Guidelines for Management and Replacement of Official Vehicles Away from Headquarters as set forth in Attachment A.

A handwritten signature in black ink, appearing to read "P. Quilter".

Peter A. Quilter
Secretary for Administration and Finance

Date: July 13, 2015

Original: English

ATTACHMENT A

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I. Management and Maintenance Responsibilities

A. Management

1. The vehicles are exclusively for official use, and are not for the personal use of the GS/OAS staff, their family member or others. Prohibited personal use includes, *inter alia*: using the vehicle and driver to shuttle staff members' children to school; using the official vehicle to go shopping for a staff member's personal household items; using the vehicle for weekend excursions unrelated to official OAS business; and, afterhours entertainment or dining unrelated to GS/OAS official business. If a staff member needs transport for personal matters unrelated to GS/OAS official business, the cost of such transport should be at the exclusive expense of the staff member, not the GS/OAS.
2. The GS/OAS Representative is responsible for restricting the use of official vehicles to authorized personnel and for informing all authorized drivers of personal liabilities for costs involved in case of a misuse.
3. The OGSMS shall keep a log of daily use of the vehicles, including rental cars, indicating detailed transaction records on fuel purchases to track fuel usage, reason of use, and mileage. (Ref to: Log Form).
4. The official vehicles should remain parked and secured at the OGSMS when not in use. In those exceptional situations where a Staff Member has been granted the permission to keep the official vehicle at his/her personal residence instead of at the OGSMS, such authorization must be requested in writing each year and renewed by the Secretariat of Administration and Finance (SAF) in writing.
5. Violation of this policy and/or the misuse of the official vehicle may constitute grounds for disciplinary proceedings under the Staff Rules, or termination of a CPR contract.

B. Maintenance

1. Historical records tracking details of works performed and costs shall be maintained on each vehicle for the life of the vehicle.
2. Proper maintenance of vehicles shall be assured. Vehicles shall receive preventative maintenance (to include but not limited to checking/replacing fluids, tires and worn or damaged parts) at 6 months or 5000 mile intervals whichever comes first. The objective of preventive maintenance policy is to minimize breakdowns, unscheduled repairs, and undue wear and tear.

II. Procurement and Replacement of Official Vehicle

A. Approval Process

1. Once the criteria for a new vehicle has been established, the Coordinating Office approves the purchase based on the recommendation of the GS/OAS Representative and the Director of the Department of Procurement (DP), prior verification of the availability of funds by the Department of Financial and Administrative Management Services (DFAMS). Purchases of new vehicles are made through the DP.
2. DP will base its recommendation on:
 - a) A comparative costs analysis (local market vs purchase in the US).
 - b) An evaluation of the needs: type and suitability of the vehicle, quality, availability of services, and the transportations needs of the OGSMS.

B. Policy for Replacement

1. Because of scarce funding, budgeting for replacement vehicles has been limited. Permission must be obtained from Headquarters before the OGSMS proceeds with the replacement of the vehicle.
2. Some of the conditions to be taken into consideration for the replacement of a vehicle are the following:
 - a) In those Member States where the Government's regulations allows the sale of an official vehicle after two or three years of ownership without incurring in penalties, duties, and/or taxes, when the term regulated by law has passed and the vehicle may be sold without incurring in such penalties.
 - b) Maintenance costs would be significantly less.
 - c) GS/OAS vehicle would have a high enough value so it could be sold or traded for a new vehicle exempt of taxes or duties.
 - d) When the life cycle of the existing vehicle has been reached and the transaction will be economically viable.
 - e) When the condition of the existing vehicle is either beyond repair or the repairs would be too costly.
 - f) Due to an increase or change in the activities of the OGSMS a different vehicle is required.

C. Purchase of a new vehicle

1. An OGSMS may request permission to acquire a vehicle in the following cases:
 - a) Due to an increase or change in the activities of the OGSMS a new vehicle is required.
 - b) When the OGSMS does not have a vehicle.

2. The request of the OGSMS is subject to the approval process set forth in section A of this chapter.

D. Inventory

1. The GS/OAS Representative must send to the Department of General Services (DGS) the Fixed Asset Record (OAS Form FA369). The form should contain all necessary information to register the vehicle in the inventory of fixed assets corresponding to the OGSMS and to purchase the appropriate insurance, if required by local regulations.
2. The Acquisition Date reported on the FA-369, must be the date the vehicle was physically received and made operational. In addition to the FA-369, the GS/OAS Representative should include copies of the Title (Tarjeta de Propiedad) for the vehicle and documentation issued by the dealer.

E. Type of Vehicle

1. The type of vehicle is based on the local environment and requirements.

III. Financing

The following are the possible sources to finance the purchase of a vehicle:

A. Proceeds from the sale or insurance claims

1. These funds are allocated to an account designated by DFAMS (contact DFAMS for details) and are available for the replacement of the official vehicles in the member states.

B. Contributions from the Host Government (Fund 18)

1. In the extent permitted by the agreement under which contributions are made, funds may be used for vehicle purchases. Transfer of funds between offices is not permitted.

C. Regular Fund Appropriations

1. The purchase of vehicles using this fund is available only when a provision has been included in the approved budget. In case of emergency and funds were not contemplated in the budget for this item, it will be left to the discretion of the SAF with the advice of the DFAMS to explore alternative sources of funding.

IV. Insurance

A. Insurance

All vehicles owned by the GS/OAS must be insured to the extent determined by the DP. Depending on the requirements of local laws, insurance may also be obtained locally.

1. Insurance will be purchased locally if required by law and then only to the extent required. A copy of the policy must be sent to the DP.
2. All vehicles owned by the GS/OAS are covered by a policy purchased at Headquarters.

B. Accidents

The following actions should be taken in case of an accident:

1. Driver and passengers shall avoid admitting fault or liability. This will be determined by the police report and the insurers.
2. Within the following 24 hours a report on the accident should be sent to DP stating:
 - a) Date, place and time of the incident;
 - b) Extent of injuries, if any; and
 - c) Brief description of the accident, the damages caused to the GS/OAS vehicle and/or any other party.
3. The following documents should be sent as they are available:
 - a) Police report.
 - b) Local insurance claim.
 - c) At least two estimates for repair (or replacement) of all vehicle involved.
 - d) Other proof of loss: such as photographs.
 - e) In the event of total loss or major damages, the insurance company may appoint a local agent to investigate the accident.
4. Upon receipt of the required documents, the DP will file the claim with the insurance carrier. A detailed written claim must be submitted within a period of ninety days (90) from the date of loss or damage. The DP shall handle exclusively all follow-ups activities through the settlement of the claim. All inquiries should be channeled by the DP.

V. Sale or Disposal

A. Requirements

1. Request to sell or dispose of an official vehicle should be sent to the DGS with copy to the DP and be accompanied by Form OAS FA592-Declaration of Property as Surplus or Obsolete write-offs providing detailed information such as:
 - a) Description
 - b) Barcode Number
 - c) Serial Number
 - d) Acquisition Date
 - e) Cost in \$US
 - f) Remarks

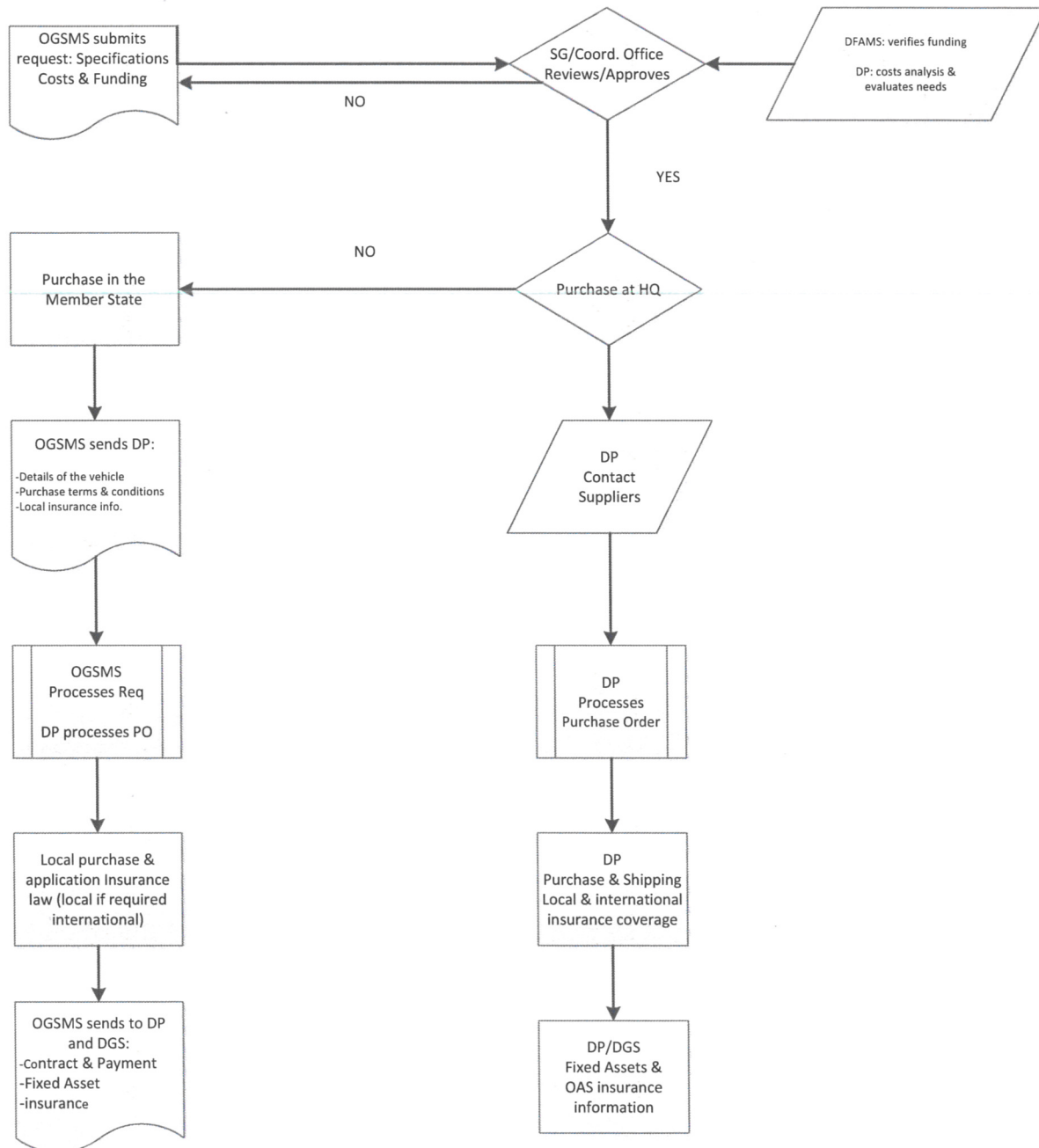
g) Current Status

2. The DGS will notify the OGSMS of the approval of the request and copy the DP; the OGSMS shall proceed with the sale or disposal of the official vehicle. Copy of the bill of sale must be sent to the DP and the DGS to expedite procedures for canceling the insurance and removing the assets from the Fixed Assets Inventory. In addition, the OGSMS should send the DGS with a copy to the DPS, the following:
 - a) Sale of a vehicle through bidding – all documentation of the bidding, buyer information, copy of check received.
 - b) Exchange of the current vehicle for the new one – all documents supporting the exchange issued by the dealer.
 - c) Donation of the vehicle – A Letter of Delivery signed by both parties.
3. The vehicle will only be removed from the Fixed Assets Inventory upon receipt of the documentation requested.

B. Disposition of the Proceeds from the Sale

1. The resulting proceeds from the sale of an official vehicle must be credited in an account designated by DFAMS (a revolving account or a liability account) for the purchase or replacement of vehicles in the OGSMS.

PROCEDURES AND APPROVAL PROCESS TO PURCHASE OR REPLACE GS/OAS VEHICLES IN THE OFFICES OF THE GENERAL SECRETARIAT IN THE MEMBER STATES





Form FA-502
(Rev 07/12)

General Secretariat - Organization of American States
Declaration of Property as Surplus or Trash
Offices Away from Headquarters
Fixed Assets Administration
SAF / Department of General Services

From: _____, Director, Office of the General Secretariat in: _____

To: Director, Department of General Services Date: _____

I hereby request that the following property of the General Secretariat be declared surplus or trash as shown in the Remarks column of the following table.

Description	Bar code No	Asset (HQ Use)	Serial No	Acquisition Date	Cost in US \$	Remarks	Current Status

Director, Name and Signature Administrative Officer, Name and Signature Staff Member, Name and Signature

From: Director, Department of General Services _____
 Date: _____

To: [complet / completar], Director, Office of the General Secretariat in: _____

Your request has been reviewed and the following action has been taken.
 Approved as requested
 Not Approved

Observations or Remarks to your request	- For use by SAF / DGS



**General Secretariat - Organization of American States
Record and Delivery of Assets
Offices Away from Headquarters
SAF / Department of General Services**

Form FA-389
(Rev 07/12)

From: _____, Director, Office of the General Secretariat in: _____ Date _____

To: Director, Department of General Services
Subject: New Fixed Assets Records

Location: National Office
 Project /Program/Mission Name: _____

Bar Code No	Asset (HQ Use)	Description	Invoice #	Make	Model	Serial No (engine motor, chassis)	Acquisition Date	Purchase order#	Cost in US \$

Name, Signature/Director _____ Name, Signature/Administrative Officer. _____

FOR VEHICLES, PLEASE SPECIFY: (engine, motor, chassis)