

August 01, 1986
Serial: 03

MEMORANDUM

To : All Ministers
: All Bureau Directors
: All Division Chiefs
: All Heads of Boards, Commissions, Authorities and Other Agencies of the National Government

From : The President

Subject: Implementation of Administrative Directive No. 30-86
(Procedures for Controls on the Use of Governments owned or operated motor vehicles)

It is now over 30 days since the issuance of Administrative Directive No. 30-86 on the use and control of Government vehicles and very little has been done toward implementation of this directive:

Effective immediately, the following shall be implemented:

1. All Government owned or operated vehicles shall be parked at their designated parking areas no later than six o'clock p.m. until six o'clock a.m. the following day during workweek and at all times (2.4-hours) during Saturdays, Sundays and holidays.
2. Government vehicles will not be used for transportation of officers and employees between their domiciles and places of employment (see paragraph 3, for exceptions).
3. The only exceptions to this policy are as follows:
 - (a) Vehicles which are being used by all law enforcement agencies such as police and immigration, customs, tax and quarantine officials serving arriving and departing air rafts or vessels.
 - (b) Vehicles which are being used by those who are subject to emergency call on a 24-hour basis such as the utilities, health services, communications and disaster management personnel.
 - (c) Vehicles which are being used by contract employees whose contract provides for a Government furnished vehicle.
4. All operators of vehicles authorized for use after normal working hours under paragraph 3 are prohibited from driving such vehicles to commercial establishments or

other destinations for private purposes, particularly shopping and transporting of family members, relatives or friends. Vehicles authorized under paragraph 3(c) are exempted from this paragraph.

5. No vehicles owned, leased or rented by the government will be operated by a person who is not an employee of the Government or without a valid Government Vehicle Operator's Permit.

6. The Division of Procurement and Supply, Property Accountability Section, will be responsible for identification of all Government operated vehicles by marking them in accordance with Administrative Directive No. 30-86, paragraph 1 no later than August 15, 1986. A report listing all vehicles so marked shall be submitted to the Executive Officer immediately thereafter.

7. All ministers shall submit to the Executive Officer for approval by the President, certification of need for vehicles within their area of responsibility which are required for use outside of normal working hours as specified under sub-paragraph 7 of Administrative Directive No. 30-86 no later than August 15, 1986.

8. All Ministers shall submit to the Executive Officer for approval by the President, a list of designated parking areas for their vehicles in accordance with paragraph 6 of Administrative Directive No. 30-86.

9. The Bureau of Public Safety Director shall report to the President on a weekly basis on the violations of this Directive and the progress of its enforcement.

10. Violation by any person of the above and or any section of Administrative Directive No. 30-86 will be used as the basis for formal disciplinary action as appropriate.

It is imperative that vehicles used by the Government be strictly controlled in order to achieve economy and minimize unnecessary expenses to the Government.

SO DIRECTED this 29th of April, 1986.

/s/

Lazarus E. Salii
President of the Republic of Palau