

To : IVS/Ed Team
From : B. Wilder, COF -- IVS/Ed
Subject : Disposal of Personal Property

Larry Woodson

As Americans, under contract to USAID-Laos, we are required to adhere to the new regulations governing procedures for importation and resale of personal property. On Friday, 3 December 1965 in a meeting with Director Mendenhall, all chiefs of Party were briefed on these regulations. From that day on we are expected to abide by these regulations. Failure to do so can subject one to disciplinary action up to and including the termination of one's service in the country.

Following are the essential points from Administrative Support Team Memorandum No. 66 - C14 dated October 22, 1965.

1. Purpose : to ensure that Americans, by virtue of their privilege in Laos, do not diminish our stature in the country by making profits through resale of personal property. (including motor vehicles)
2. General Policy : No item may be resold at a price exceeding original purchase price plus any taxes or duties that might have been paid.
3. Personal Property Control Board : A board with the above title has been set up to ensure adherence to the following regulations :
 - a; Personal property may be imported only for the individual's use.
 - b; Only one vehicle may be imported per tour.
 - c. No personal property may be sold or disposed of until three months before departure from post. Disposal through the Thrift Shop is an exception.
 - d. Permission to sell property must be requested on Form EV-1, in duplicate, through the USAID General Services Officers to the Control Board. Upon approval the list will be published in the Khao Lao.
 - e. Property must be offered to US Government & other persons entitled to duty free privileges before sales may be made to persons not having such privileges. Both dollar and kip prices must be noted.
 - f. Form EV-3 must be used for recording all sales over \$50.00. Five copies are required. Distribution list is on the bottom of the Form.
 - g. It is the responsibility of the seller to see that all duties and customs, where applicable, are paid and that appropriate stamps appear on bill of sale before physical transfer of property.

- h. Resale of commissary goods is prohibited.
- i. Sales of items of insignificant value, clothing and using "hard sell" techniques are considered demeaning, not conducive to good relations and will not be generally permitted. The Thrift Shop should be the outlet for such items.
- j. Use of your title or connection with the U.S. Government are prohibited.
- k. Only one vehicle per tour may be sold. If sold to other than an American, instructions should be obtained from the Embassy General Services Unit.
- l. All forms are available from the USAID General Services Officer.

In addition to the above regulations, the following clause appears in Service Agreement with IVS :

"10. MISCELLANEOUS - The employee will not engage, for his personal profit, in any unauthorized business or occupation in the country of his overseas assignment".

Larry Woodson

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