



17th St. & Constitution Avenue N.W.
Washington, D.C. 20006
United States of America

Memorandum

Organization of American States

P. 202.458.3000
www.oas.org

11/23/2015
SAF/113-15

To: Offices of the General Secretariat of the OAS in the Member States

From: Peter Quilter, Secretary for Administration and Finance *PQ*

Subject: Deductions from salaries in the Offices of the GS/OAS in the Member States for financial institutions

This memorandum is in compliance with the recommendations from the Office of the Inspector General and with Staff Rule 103.1(g) that indicates,

"...salaries and other benefits for general services and local professional staff members shall be established and paid in the local currency of the duty station..."

and Staff Rule 103.20(b)(iii) (pertinent part) that indicates,

"Deductions and Contributions

(b) With prior written notice, deductions from salaries, wages, and other emoluments including, but not limited to, institutional contributions to health insurance, and termination benefits, may also be made for the following purposes:

(iii) For indebtedness to third parties when any deduction for this purpose is authorized by the Director of the Department of Human Resources..."

Based on the above, all payroll deductions with the OAS Federal Credit Union must comply with Staff Rule 103.20 (b) iii, which must be approved by the Department of Human Resources. Deductions that are not for indebtedness to third parties will be discontinued.

CC: Ambassador Jacinth Henry-Martin – Chief of Staff of the Secretary General
Carlos Calderón, CEO, OAS Federal Credit Union