

AMIR

G3 OPERATIONS/PLANS  
STANDARD OPERATING PROCEDURES

4 MAY-20 NOV 1995

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UNITED NATIONS  
ASSISTANCE MISSION IN RWANDA

NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

FROM : G 3 PLANS *for* *PK Malile* 5000.7 (Plans)  
TO : DISTRIBUTION LIST  
DATE : 20 Nov 95  
SUBJECT : AMENDMENT TO UNAMIR SOPs

1. Please find enclosed the latest version of UNAMIR Force SOP part four (4), Air Operations. It supersedes the Air Operations SOP sent vide letter dated 24 Oct 95.
2. For necessary action.

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## PART FOUR

### AIR OPERATIONS - ROTARY WING

#### GENERAL

1. Air support for UNAMIR is provided by a commercial firm (Canadian Helicopters International) under contract for three Bell 212s. When operating under UN responsibility these aircraft are called "United Nations Aircraft" and are placed under operational command of the FC through G3 Air. The CAO maintains operational control through the Civilian Air Operations Officer (C Air Ops). The G3 AIR is responsible for the coordination, planning and execution of UNAMIR rotary air taskings. Chief Air Operations is responsible for the supervision and administration of all air assets and for ensuring that operations are correctly tasked and flown in accordance with the UN mandate for the Mission.

#### TASKING PRIORITY

2. Support helicopter tasking is decided by using the following system of priorities:

- a. Priority - 1: CASEVAC, Search and Rescue (SAR) and other urgent or immediate missions.
- b. Priority - 2: MEDEVAC of stabilized casualties. Operational deployment of troops in support of the UN mandate in Rwanda. VIP tasks.
- c. Priority - 3: Routine UNAMIR support tasks including, recce and surveillance missions, air patrols, troop redeployment, photo-recce and administrative tasks.
- d. Priority 4: Routine UN tasking for other agencies.
- e. Priority 5: NGO humanitarian support operations.

#### AIR TASK REQUESTS AND FORMATS

3. All personnel/units are to bid for helicopter support using an AIR TASK REQUEST form at least 48 hours in advance of the task. Taskings for Monday are to be submitted by Friday. All requests will be considered in order of priority and merit by G3 AIR and scheduled based on aircraft availability. The task will have to be recommended by G3 AIR and approved by both the FC, through DCOS Ops, and CAO, through Chief Air Ops. An Air Task number (date + sequential number) will be assigned to the tasking. Tasking number zero one (date +01) is reserved for CASEVAC/MEDEVAC responses. The format for an air task request is

at Annex A with a message format at Annex B.

4. By 1600 hrs the day before the requested task is due to be flown, an AIR TASK ORDER will be produced by G3 Air specifying the nature and detail of the task. This form is then distributed to UNAMIR/MILOB duty officers, helicopter company and Chief Air Ops. Requesting units can contact G3 AIR or UNAMIR/MILOB Duty Officers by 1600 hrs the day prior to the tasking to confirm support for their air task request. The format for an air task order is at Annex C.

#### PERSONNEL AUTHORIZED TO EMBARK UNAMIR HELICOPTERS

5. In accordance with AIR OPS memo 538 dated 5 Oct 95, the following table outlines the various forms/authorizations that are to be completed by UNAMIR, NON-UNAMIR and NON-UN personnel when requesting helicopter support. All forms are to be completed and presented to G3 Air one day prior to the requested helicopter flight. Any request which has incomplete paper work, will not be authorized.

#### 6. HELICOPTER PASSENGER AUTHORIZATION REQUIREMENTS TABLE

PASSENGER	AIR TASK REQUEST FORM	REQUESTING LETTER	NON-UNAMIR MOV OF PERS (MOP) FORM	GENERAL RELEASE WAIVER
UNAMIR	YES	NO	NO	NO
OTHER UN AGENCIES	YES	YES	YES	NO
NON-UNAMIR NON-UN	YES	YES	YES	YES

7. As an organization may be required to reimburse UNAMIR for a portion of the flight, the Requesting Letter must be stamped and signed by an authorized individual of the requesting organization, a sample Request Letter enclosed at Annex D. For all NON-UNAMIR cases, all of the completed paperwork shall be forwarded to the office of the CAO for final approval. A sample MOP and General release waivers are enclosed at Annex E.

8. The only exception to the above table is when NGOs, RPA LO, and personnel from other UN Agencies must accompany UNAMIR personnel in order to aid UNAMIR personnel in the performance of their duty. In the instances of where the personnel are located in the field, then the requirement for the Requesting Letter is waived. All other paperwork must still be submitted prior to the flight and only one representative from a single organization

will be considered for these flights. If more than one representative will be on the flight, then a letter from the organization acknowledging a Cost Recovery will be required.

#### PASSENGER MANIFESTING

9. All UNAMIR helicopter flights shall have passengers manifested (names and UN ID numbers recorded) prior to proceeding on the flight. Manifesting is used for cost recover and in the event of accident, an accurate list of personnel on-board.

10. Manifesting is to be done through four CONSECUTIVE methods. First, the Air Task request form will have the initial list of passenger names. Second, by contacting G3 Air Ops or if unavailable UNAMIR/MILOBs duty officers and changing or adding the name of person to the Air Task Request form. Third, in the event of a last minute change, contacting the unit duty officer, who in turn will contact G3 Air to correct the passenger manifest. Fourth, the helicopter pilot will confirm the name of individuals prior to their boarding the helicopter. If a person replaces another person on the flight, the pilot will transmit the person's UN ID Number to the helicopter base unit. Additional passengers will be refused entry.

11. In Kigali, passengers will report twenty (20) minutes prior to flight departure for manifesting. Passengers not manifested five (5) minutes prior to departure, will be considered to have missed the helicopter and will not be taken on the flight.

12. In the field, passengers should be at the helicopter pick up point at least twenty (20) minutes prior to the scheduled arrival time of the helicopter. During pick up taskings, the helicopter scheduled may be varied due cancellations and/or other passengers arriving late for their pick up.

#### DUTIES AND RESPONSIBILITIES

13. G3 AIR is responsible to DCOS Ops and Air Ops for the efficient running of UNAMIR Helicopter Air Operations within the Mission Area. In particular G3 Air is responsible for the following:

- a. Advising the FC on the use of Support Helicopters (SH) within the Mission Area.
- b. Advising all UNAMIR units/sections on the use of SH assets.
- c. Staffing matters involving SH and air assets within UNAMIR.
- d. Liaising and coordinating with the Rwandese Civil Aviation Authority.

- e. Liaising and coordinating air assets with the civilian Air operations Officer in UNAMIR, including providing timely information on tasking and mission profiles.
- f. Writing and updating all relevant air SOPs and directives in cooperation with Chief Air Ops.
- g. Tasking and coordinating SH assets within the Mission area.
- h. Maintaining and updating an HLS register within the Mission area.

#### AIRCRAFT CAPABILITIES AND LIMITATIONS

14. The capabilities and limitations of the BELL 212 are listed below, however it should be noted that these figures are subject to greater constraints when operating the helicopter at higher altitude and higher temperatures, such as those encountered in western Rwanda. If the aircraft are tasked to fly over longer ranges, less payload will be available. The normal limitations are as follows:

- a. Maximum number of passengers:
  - (1) 7 normally.
  - (2) 6 during hot weather.
  - (3) 3 stretchers and three passengers/AME team.
- b. Average airspeed: 100 Kts or 185 Km/Hr.
- c. Endurance to be used for planning purposes:
  - (1) With maximum load: 2 Hr.
  - (2) With a very reduced pax load and 2 auxiliary fuel tank: 3 Hr 30.
- d. Readiness for urgent missions with one helicopter:
  - (1) Daily between 06 Hr and 17 Hr: take off within 30 min.
  - (2) When a higher state of readiness has been ordered by the FC: take off immediately.
- e. Comms: VHF/AM (band-width: 118.000 - 135.975 Mhz).  
 VHF/FM (band-width: 150.000 - 179.999 Mhz).  
 HF SSB (band-width: 2.100 - 29.999 hz).
- f. Nav aids: NDB, VOR and GPS.
- g. During night operations, Instrument Flight Rules will

be used.

- h. Maximum flight altitude without supplementary oxygen: 10,000 ft above sea level.
- i. Allocated flying hours: 60 hrs/month/hel.

#### TASK CAPABILITIES

15. Helicopters may be tasked within the Mission area for the following operations:

- a. CASEVAC/MEDEVAC/Search and Rescue (SAR).
- b. Transportation of VIPs.
- c. Troop deployment and redeployment.
- d. Recce.
- e. Surveillance and Border Patrols.
- f. Resupply.
- g. Top Cover for convoys.

#### CASEVAC AND MEDEVAC

16. CASEVAC is the emergency transportation of injured personnel, who may be in **imminent danger of death**. MEDEVAC is the emergency transportation of injured personnel, who are **NOT** in imminent danger of death but **require increased health services**. UNAMIR medical SOPs define and determine the methods to be used to CASEVAC a casualty, this includes a standardized format for casualty requests.

17. When a request for a CASEVAC/MEDEVAC mission is received by the HQ Duty Officer, he will carry out the following actions:

- a. Notify the Force Medical Officer (FMO), call sign M93 on channel 4, G3 AIR call sign 93H on channel 4 and Air Ops, call sign WZ1 on channel 11.
- b. Determine all the details of the incident in accordance with Annex A to the medical CASEVAC SOP and pass them to the FMO, G3 Air and Air Ops.
- c. Inform DCOS Ops about the progress of the incident.

18. The FMO will carry out the following actions:



- a. Gather as much information as possible about the incident.
  - b. Determine whether a helicopter CASEVAC/MEDEVAC is appropriate.
  - c. If a helicopter CASEVAC is necessary, despatch the Aero Medical Evacuation (AME) Team to the helicopter site immediately and inform G3 AIR of the medical implications of flying the casualty. It should be noted that large pressure (higher altitudes) variations can seriously harm injured personnel in certain circumstances.
  - d. If a helicopter MEDEVAC is necessary, the FMO will ascertain if adequate medical attention (two persons) will accompany the patient from the pick up point to Kigali. If no medical attention is to accompany the patient, the FMO will arrange for an AME team to accompany the helicopter from Kigali.
  - e. Arrange for an ambulance to pick up the casualty once recovered by the helicopter. If time is essential, the helicopter will land in front of the control tower at Kigali Airport with the casualty(ies). If time is NOT essential, the helicopter will recover at the Presidential Hangar.
19. The G3 AIR will carry out the following actions:
- a. Alert the SAR/CASEVAC standby helicopter crew.
  - b. Brief the crew with as much information about the detail and location of the incident as possible.
  - c. If required, alert the MILOBs at the pick-up point or drop-off point for their possible assistance.
  - d. When known, advise the medical staff of the estimated time of return of the helicopter to Kigali.
  - e. Monitor the progress of the mission until completion of mission.
  - f. Keep the C Air Ops O apprised on all matters pertaining to SAR/CASEVAC/MEDEVAC taskings.

#### **SAR MISSIONS**

20. A SAR mission will be implemented for any aircraft within the Mission area that is either overdue or transmits a MAYDAY call. Overdue action will be taken for any aircraft, 1 hour after its specified endurance is reached. If a helicopter on task fails to land at its designated location, overdue action will be taken 1 hour after its last reported ETA.

21. A SAR mission is to be requested via G3 AIR and Air Ops:
  - a. For fixed wing aircraft by ATC/AOC.
  - b. For helicopters, by the Flight Commander of the helicopter unit.
22. The Mission has a very limited SAR capability at night due to aircraft limitations and terrain considerations.
23. A SAR mission can be implemented for missing vehicles/personnel along a briefed route, should no other means be available.
24. Should the G3 AIR not be available, C Air Ops/DCOS OPS/G3 Ops may task a helicopter for a SAR/CASEVAC/MEDEVAC mission directly.

#### **RECCE MISSION**

25. A recce mission is flown to collect information of a general nature and to confirm specific information.
26. In order to reduce aircraft flying time and to gain maximum benefit for those requesting the recce mission, the following procedures are to be followed:
  - a. Plan your recce route before requesting the helicopter tasking.
  - b. Include sufficient details of the recce route (map number, grid coordinates) in the Air Task request form. Failure to submit details will prevent the pilot from calculating the fuel requirement for your recce.
  - c. Prior to the flight, mark your recce route on a second map and give it to the pilot of the aircraft. Brief the pilot on the route marked on the second map. The pilot will return your map at the end of the flight.
27. Helicopter recce mission limitations are:
  - a. Normal recce flights should be conducted at 150 meters above terrain.
  - b. Low level flight for closer object view below 75 meters over habited area is not permitted.
  - c. The best recce view is either to the front or to the sides of the aircraft. The pilot should be informed of the preferred side for observation.
  - d. To allow for a larger quantity of fuel to be taken for

longer flights, the most suitable number of recce passengers is four.

#### HELICOPTER LANDING SITES

28. Helicopter landing sites (HLSs) should be chosen using the following criteria:

a. A clear open area, free of obstructions and loose material. Definition of loose material includes any material that may be blown around or be effected by the helicopter wind during the helicopter landing or departure phases. Most wind blown materials come from areas located too close to the helicopter landing site such as garbage pits (in particular loose plastic bags), construction sites and clothes drying areas.

b. Clear approach and departure paths. Tall trees and electrical power lines are to be avoided where possible. If unavoidable, the helicopter passenger load may be reduced to four or five passengers at that landing site.

c. The minimum dimensions are 35x35m, cleared to ground level. An HLS for night use should be at least 100x50m in size.

d. Slope of the helicopter landing area should be minimal and should not exceed 6 degrees by day and 3 degrees by night.

e. The landing site should be as secure as possible, especially if an aircraft is to shut down for some time. In the case of a shutdown, you will be required to provide and post guards.

29. A record of HLSs will be held in Air Ops and at the helicopter detachment operations room.

#### MARKING HLSs

30. Landing sites should be obvious from the air and may be designated as follows:

a. The site should be marked with a large white H in the centre, individual landing points within a large HLS may then be marked by secure marker panels or by marshallers.

b. The helicopter will try to approach into wind and a windsock, flag or smoke will assist the pilot in determining the wind direction. Smoke should not obscure the HLS when the helicopter is on its approach.

c. A night landing site should be well lit and clearly designated. In an emergency the area may be illuminated by using crossed vehicle headlights placed 35m apart downwind of the landing point, Annex F.

#### NIGHT OPERATIONS

31. Currently night flying is to be flown according to Instrument Flight Rules (IFR). IFR flight severely limits the night capability of the Bell 212 helicopters. In IFR flight, the maximum safety altitude in western Rwanda may exceed 10,000 ft. This altitude will require supplementary oxygen for the flight crew. This supplementary oxygen is not available in Rwanda. The Bell 212 may not therefore be able to carry out night operations over the mountains in western Rwanda.

32. The Bell 212 is not equipped with Night Vision Goggles (NVG) and therefore has a limited ability to conduct rescue missions at night.

#### HELICOPTER SAFETY DRILLS

33. Troops/passengers may only approach the helicopter from the front or right quadrants. When the helicopter engine is at idle, a member of the crew will direct troops/passengers to enter the helicopter. All weapons are to be made safe and magazines are to be removed. No loose articles are to be carried into the rotor area and headgear should be removed and secured. Radio aerials are to be removed and stowed. Radios are not to be used inside the aircraft.

34. During flight, smoking is prohibited and troops/passengers are to secure their seat belts at all times.

35. Troops are to wait until directed by a crew member before deplaning. On touchdown the pilot will inform the chalk commander of his exact position and heading if so requested.

#### RESTRICTED FLIGHT AREAS

36. Overflying the RPA firing range (south eastern Rwanda), VOLCANO NATIONAL PARK and the AKAGERA NATIONAL PARK is not permitted without authorization. When overflight is authorized, flight below 1000 feet above ground level is not permitted.

37. Unless landing, flight over built up areas is restricted to 1000 feet above ground level or higher.

38. Flight over downtown Kigali, Kanombe Military Camp (east of Kanombe airport) and between the camp and the airport runway is prohibited.

39. Using the Rwandan military street plan map of Kigali, "downtown Kigali" restricted flying area encompasses the hill containing the area north of Hotel Mille Colline, Rwandan National Bank, Kigali Central Hospital on the west, Nyarugenge complex on the south and the eastern slope of the hill containing boulevard l'O.U.A. (main boulevard leading to downtown from the airport).

IDENTITY OF APPLICANT

- 1. A. Name.
- B. Branch or Section.
- C. Location, Building, Room Number.
- D. Telephone Number or method of Contact.

FLIGHT REQUEST

- 2. A. Date of task
- B. Return date
- C. Task description (incl reason or special instruction/info).

- 3. A. Passengers. (UN ID NUMBER, NAME)

- |     |     |
|-----|-----|
| (1) | (5) |
| (2) | (6) |
| (3) | (7) |
| (4) |     |

- B. Luggage (weight).

4. Pick Up Point (PUP).  A. FROM TIME Call sign	4. Drop of Point (DOP)  B. TO TIME Call sign
5. RETURN FLIGHT PUP  FROM TIME Call sign	5. RETURN FLIGHT PUP  B. TO TIME Call sign

- 6. AUTHORIZING AGENT \_\_\_\_\_ APPOINTMENT \_\_\_\_\_  
DATE SIGNED: \_\_\_\_\_

- 7. RECOMMENDATION BY G3 AIR. \_\_\_\_\_  
Signature G3 AIR  
COST RECOVER

- 8. FLIGHT AUTHORIZED  
Comments: \_\_\_\_\_

This mission request is a valid  
operational requirement and  
meets the UNAMIR mission mandate.  
FC Through DCOS Ops \_\_\_\_\_

This mission meets UNAMIR  
requirements and is cost  
approved.  
CAO through Air Ops \_\_\_\_\_

GENERAL RELEASE FORM LIABILITY ON ACCOUNT OF USE OF UN HELICOPTERS

I, the undersigned, hereby recognize that my use of or travel on aircraft provided by the United Nations that is scheduled to depart from \_\_\_\_\_ for \_\_\_\_\_ on \_\_\_\_\_ 199\_\_\_\_\_ is solely for my own convenience and benefit and make take place in areas or under conditions of special risk. In consideration of being permitted to use or travel with these helicopters, I hereby:

- a. Assume all risks and liabilities during such use or travel.
- b. Recognize, subject to the provisions of this release, that neither the United Nations nor any of its officials, employees or agents are liable for any loss, damage, injury or death that may be sustained by me during such use or travel,
- c. Agree, for myself as well as for my dependents, heirs and estate, to hold harmless the United Nations and all its officials, employees and agents from any claim or action on account of any such loss, damage, injury or death.
- d. Agree, for myself as well as for my dependants, heirs, and estate, that in any case of loss, damage, injury, or death, the liability of the United Nations, if any, shall be limited and shall, as applicable, not exceed the lower of: (i) the amounts of the insurance coverage maintained for this purpose by the United Nations; (ii) the compensation payable to the staff of the United Nations; (iii) the limitations on the amounts recoverable by passengers under the provisions of the Warsaw Convention.
- e. Further agree, for myself as well as for my dependants, heirs and estate that we shall look first to any insurance taken out by myself or provided by my employer or the carrier covering such loss, damage, injury or death, and that compensation shall be payable by the United Nations only to the extent that limits provided under paragraph (c), above, exceed the amounts recovered from such insurance.

\_\_\_\_\_  
(Passenger signature)

-----  
(Print name of passenger)

\_\_\_\_\_  
(Date)

(revised 16 November 1994)

\_\_\_\_\_  
(Witness signature)

-----  
(Print name of Witness)

\_\_\_\_\_  
(Date)

*Sub file,*

*1771 / 013 LOG BR*

**UNITED NATIONS**  
ASSISTANCE MISSION IN RWANDA



**NATIONS UNIES**  
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

*FILE.*

File No 5000.7 (PLANS)

To: DISTRIBUTION LIST

From: G3 PLANS *Am*

Date: 9 Aug 95

Subject: UNAMIR FORCE SOPs

1. Enclosed is an amendment to the UNAMIR Force SOP Part 3, Section 17 Rules of Engagement.
2. Overview of the changes. The list of tasks of para 2 have been changed to those of the new mandate. In para 3 the sentence on impartiality has been deleted. In the definitions section on self-defence (para 5.c.(4)) all reference to displaced persons, refugees and civilians in sites or among populations under the protection of UNAMIR forces have been removed. A definition of serious criminal offence (para 5.i.) has been introduced. All reference to cross-border fire in the section on the use of force and engagement principles (para 9.k.) has been deleted. The sub section on authority to detain (para 12) has been rewritten to include serious criminal offence.
3. Please ensure that the amendments are made to your copy(ies) of the UNAMIR SOP and that all personnel are informed of the changes.

Enclosures:      1. Amendment Record Sheet  
                     2. Distribution List  
                     3. Section 17 to Part 3 Rules of Engagement

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MALAWICOY	4
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CAMP COMMANDANT	28
MILITARY OBSERVER GROUP HEADQUARTERS	29-45
NICOY	46-49
GHANCOY 1 & 2	50-53
MALICOY	54-57
MALAWICOY	58-61
DELETED	62-77
INDBATT	78-81
FORCE ENGINEER COMPANY	82
COMPOSITE MISSION SUPPORT GROUP (CMSG)	83
MEDICAL COMPANY	84-85
G3 AIR	86
HUMANITARIAN ASSISTANCE CELL (HAC)	87-88
FORCE PROVOST MARSHALL	89
MILITARY POLICE COMPANY	90
HUMAN RIGHTS LIAISON OFFICER	91
SPARES	92-98
EXTERNAL	
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## AMENDMENT RECORD SHEET

[illegible]

UN RESTRICTED

24 July 1995

## UNAMIR STANDING OPERATING PROCEDURES

### SECTION 17: RULES OF ENGAGEMENT

#### PART I

#### INTRODUCTION

1. The conduct of military operations is controlled and regulated by the provision of international and national law, conventions and precedence. Actions of individuals is also governed by applicable national laws. In the case of a United Nations (UN) conducted operation, it is the responsibility of the UN to set the parameters within which UN Forces will operate. Rules of Engagement (ROE) are the means by which the UN can provide to commanders at all levels the political and legal direction and guidance on the use of Force by UN personnel. ROE are drafted by the Force Commander, but are approved by the UN and may only be changed with UN authority.

2. These UNAMIR ROE are provided for UN Forces operating under the auspices of UN Security Council Resolution 997 (1995) of 9 June 1995. That Resolution states that UNAMIR will:

- " (a) Exercise its good offices to help achieve national reconciliation within the frame of reference of the Arusha Peace Agreement;
- (b) Assist the Government of Rwanda in facilitating the voluntary and safe return of refugees and their reintegration in their home communes, and, to that end, to support the Government of Rwanda in its ongoing efforts to promote a climate of confidence and trust through the performance of monitoring tasks throughout the country with military and police observers;
- (c) Support the provision of humanitarian aid, and of assistance and expertise in engineering, logistics, medical care and demining;
- (d) Assist in the training of a national police force;
- (e) Contribute to the security in Rwanda of personnel and premises of United Nations agencies, of the International Tribunal for Rwanda, including full - time protection for the Prosecutor's Office, as well as those of human rights officers, and to contribute also to the security of humanitarian agencies in case of need;"

3. Under the terms of the Arusha Peace Agreement and the UN Security Council Resolution mandates, UNAMIR has a commitment to all parties to assist them to achieve national reconciliation. However, circumstances could arise where the use of force by UNAMIR personnel would be necessary and justified.

## **PART II**

### **AIM**

4. The aim of this directive is to provide guidance to commanders and soldiers at all levels in the use of force. However, no definitive directive can be created that can detail every possible course of action for every possible situation. It is critical and mandatory that all members of UNAMIR understand these ROE and apply them to any and all situations that develop requiring the use of force.

## **PART III**

### **DEFINITIONS**

5. The following key definitions must be clearly understood by all personnel in UNAMIR:
- a. **Force**. The use of, or the threat to use, physical means to impose one's will. Military force is the use of the physical means provided by formed, armed and disciplined bodies of troops under unified command to achieve the same end and generally implies the potential to use significant levels of violence.
  - b. **Minimum Force**. The minimum degree of authorised force which is necessary, reasonable and lawful in the circumstances.
  - c. **Self-Defence**. The use of force in Rwanda to protect:
    - (1) oneself and the personnel in one's unit,
    - (2) other UNAMIR military or civilian personnel,
    - (3) non-UNAMIR humanitarian aid personnel,
    - (4) civilians who require immediate assistance in order to prevent them suffering death or serious bodily injury, and there are no Rwandan authorities who are able to render such assistance in time, or
    - (5) other UN-authorized military or civilian personnel, against a hostile act or hostile intent, where there is no other choice or time for deliberation.

**NOTE:** The right to self-defence is related to, but separate from, ROE and applies no matter what other factors are present. Therefore, notwithstanding any ROE that may be

authorised, when an attack occurs, or is anticipated, the right exists to use proportionate force in self-defence to deter, neutralise or destroy the threat.

- d. Hostile Act. A hostile act is an attack or other use of force against those entities listed in paragraph 5.c. above.
- e. Hostile Intent. Hostile intent is the threat of the imminent use of force against those entities listed in paragraph 5.c. above.
- f. Collateral Damage. Damage to persons or property adjacent to, but not part of an authorised target.
- g. Non-deadly force. Any physical means of forcing compliance that does not pose a risk of death or serious bodily harm to the individual against whom the force is directed. This is usually through the use of physical force short of the use of firearms or other deadly weapons. Examples include: pushing and lesser forms of striking or hitting, and physically or mechanically restraining persons. Warning shots are non-deadly force, even though they involve the use of firearms.
- h. Deadly Force. This is the ultimate degree of force. Deadly force is that level of force which is intended or is likely to cause death or serious bodily harm regardless of whether death or serious bodily harm actually results.
- i. Serious Criminal Offence. Any offence which may result in death or serious bodily injury or significant damage to property. Such offences include, but are not limited to: murder, rape, robbery and burglary.

#### **PART IV**

#### **INSTRUCTIONS ON THE USE OF FORCE**

##### **APPLICABILITY**

- 6. All information contained in this part shall be construed as orders. These orders do not restrict a soldier's inherent right to self-defence.

##### **COMMANDERS' RESPONSIBILITY**

- 7. UNAMIR Commanders at all levels are required:
  - a. to have this directive translated and disseminated to every subordinate under their command; and
  - b. to ensure that every subordinate under their command:
    - (1) is briefed and refreshed on the meaning and application of these ROE as they relate to assigned missions;

- (2) understands and complies with the contents of this document; and
- (3) has the opportunity to seek additional clarification, guidance or direction if these ROE are considered insufficient.

8. The UNAMIR Force Commander shall issue orders on the readiness of personal weapons to be maintained appropriate to the situation.

#### **USE OF FORCE AND ENGAGEMENT PRINCIPLES**

9. When an incident occurs that requires the use of force, the following principles will be adhered to:

- a. Reasonable Belief. Mere speculation does not constitute reasonable belief. The use of force must be predicated upon a tangible threat;
- b. Minimum Force. UNAMIR personnel will never use more force than the minimum necessary to enable them to carry out their duties and accomplish assigned objectives or the mission;
- c. Proportionality. Only a response proportionate to the perception of the level of threat is justified. Any force used must be limited to the degree, intensity, and duration necessary to achieve the objective for which the force is used, and no more;
- d. Duration of Force and Disengagement. The application of force, at whatever level, is to cease when the hostile act stops, or whenever the commander considers there is no imminent threat or attack.
- e. Negotiation and Warnings. If possible, negotiation and warnings must be exhausted before any use of force is initiated;
- f. Deadly Force. Deadly force is justified only under conditions of extreme necessity and as a last resort when all lesser means have failed or cannot reasonably be employed;
- g. Escalation. Escalation of the level of violence is to be minimised;
- h. Collateral Damage. Collateral damage is to be minimised;
- i. Retaliation and Reprisal. The use of force in retaliation and reprisal is prohibited; and
- j. Application of Force. The use of force shall be controlled, where possible, by the on-scene commander and is to cease once the aim has been achieved

**AUTHORITY TO USE FORCE**

10. Force may be used as follows:

a. Non-Deadly Force. UNAMIR personnel are authorised to use non-deadly force in the following circumstances:

- (1) in self-defence;
- (2) against attempts at infiltration or envelopment of UNAMIR units, compounds or locales;
- (3) when UNAMIR premises are violated in attempts to steal UNAMIR property or property under the protection of the UN;
- (4) when attempts are made to abduct or detain UNAMIR civilian or military personnel; and
- (5) when attempts are made to prevent UNAMIR personnel from carrying out their responsibilities as ordered by their commanders.

b. Deadly Force. UNAMIR personnel are authorised to use deadly force in the following circumstances:

- (1) in self-defence (as defined in paragraph 5.c.) against persons committing a hostile act or exhibiting hostile intent;
- (2) to protect from damage or destruction, property or installations belonging to or under the protection of UNAMIR, including protected sites and the means for the distribution and delivery of humanitarian relief:
  - (a) which have been designated by the unit Commanding Officer, in consultation with the Force Commander, as essential to the success of the UNAMIR mission,
  - (b) which justify protection through the use of deadly force, and
  - (c) where there is no way to prevent the damage or destruction;
- (3) to overcome armed attempts to prevent UNAMIR Force from discharging its duties, when authorised by the Force Commander;
- (4) to resist armed attempts to disarm, abduct or detain UNAMIR military or civilian personnel;
- (5) to resist armed attempts to compel UNAMIR personnel to withdraw from protection areas they were ordered to occupy by the Force Commander or his delegate; and
- (6) to resist armed attempts to cut off a UNAMIR force.



### **AUTHORITY TO SEARCH AND DETAIN**

11. Authority to Stop and Search. UNAMIR personnel are authorised to stop all individuals attempting to enter or who are discovered inside any facilities under UNAMIR protection and to request that the individual submit to a consensual search of himself/herself and his/her vehicle where applicable. Any individual not willing to be searched shall be denied access, escorted from the premises or detained as appropriate. Searches of persons and their property are also authorised for the purpose of security. Such searches must be conducted with the minimal use of force necessary.

12. Authority to Detain. Individuals shall only be detained if they commit a hostile act or display hostile intent, or commit a serious criminal offence or carry out any activity which would require that force be used against them in accordance with the ROE, International Humanitarian Law or Rwandan law.

13. Once detained, only minimal non-deadly force is authorised to prevent the escape of a detainee, unless there is a necessity to act in self-defence, in which case minimum force, up to and including deadly force, is authorised. However, if the individuals flee and the threat of their use of force has thus been removed, further force of any kind shall not be employed to apprehend them.

14. Any individual detained shall be turned over as soon as possible to appropriate authorities as designated by the Force Commander. Any weapons or items seized from detainees shall be confiscated and handed over to the appropriate authorities or, if required, rendered militarily ineffective.

15. Treatment of Detainees. Detainees shall not be subject to intimidation, deprivation or humiliation. Medical care and the attention of medical personnel will be provided when required. Detainees will be given rations and shelter equivalent to that of UNAMIR personnel.

### **CHALLENGE AND ESCALATION PROCEDURES**

16. Except where a response is required to open fire without warning, the following procedures are to be adhered to:

- a. Verbal or Visual Warning. Warn the aggressor to stop the activity, which in normal circumstances, should follow the sequence below:
  - (1) depending on the circumstances, a warning may be given orally, by a sign or by illumination (ie, hand-held red flares, search-lights, etc.). The issuance of a warning should also be passed up the chain of command with continuous Situation Reports;
  - (2) repeat the verbal or visual warning as many times as is necessary to ensure understanding or compliance;
- b. Charge Weapons. Make use of the visual effect of such action to convince the aggressor that failure to stop the aggressive activity may result in the use of deadly force;

- c. Non-Deadly Force. If warnings are ignored, where possible, employ minimal non-deadly force;
- d. Warning Shots. If the threat continues, employ aimed warning shots in a safe direction so that there is no danger of personal injury or collateral damage; and
- e. Deadly Force. If minimal non-deadly force is either not feasible or fails, on order and under the control of a superior, minimal deadly force, such as single aimed shots, may be used until the threat is removed. If a soldier is acting in self-defence he does not have to wait for a superior to order or control his fire.

#### **PROCEDURES DURING FIRING**

17. Any use of firearms as a means of applying deadly force shall be aimed fire. Fire must be controlled and will not be indiscriminate. Automatic fire will only be used as a last resort and fire for effect will only continue as long as it is necessary to achieve the immediate aim of self-defence (or the defence of others).

#### **PROCEDURE AFTER FIRING**

18. After firing, commanders should ensure the following actions are taken.
- a. Medical. Any wounded, including those fired upon by UNAMIR personnel will be given first aid, if such an action can be done without further endangering the lives of UNAMIR personnel.
  - b. Recording. Details of the incident will be recorded, including:
    - (1) date, time and place of firing;
    - (2) unit and personnel involved;
    - (3) the events leading up to the firing;
    - (4) why UNAMIR personnel opened fire;
    - (5) who or what was fired on;
    - (6) the weapons fired; and
    - (7) the apparent results of the firing
  - c. Reporting. The above information and the current situation will be reported through the chain of command to UNAMIR Force HQ Attn Force Commander and Deputy Chief of Staff Operations.

**PART V****RULES OF ENGAGEMENT**

19. The ROE stated in this directive apply to all military personnel provided by troop contributing States and operating in accordance with the United Nations Security Council Resolution 997 (1995) of 9 June 1995. These ROE are written in the form of either prohibitions or permissions. Issued as prohibitions, they are orders not to take specific actions. Issued as permissions they are guidance to commanders that certain specific actions may be taken if they are judged necessary to achieve the aim of the mission. The use of force by UNAMIR personnel is prohibited unless specifically authorised by the ROE.

20. Rule No. One: Authority to Carry Arms:

- a. State A: No authority.
- b. State B: Authority granted to carry weapons.

21. Rule No. Two: Status of Weapons:

- a. State A: Weapons will be carried with loaded magazines.
- b. State B: Weapons will be carried, charged and made safe.

22. Rule No. Three: Response to Hostile Intent or Hostile Act without the Use of Fire:

- a. State A: Observe and report but will withdraw in order to preserve own force.
- b. State B: Stay in place. Make contact and establish liaison with opposing force(s) and/or local authorities concerned.
- c. State C: Observe and Report. Stay in place. Warn aggressor of intent to use force and demonstrate resolve by appropriate means without opening fire.
- d. State D: Observe and Report. Stay in place. Warn aggressor of intent to use force and demonstrate resolve by appropriate means. Demonstrative use of fire is authorised.

23. Rule No. Four: Disarmament of Paramilitary Personnel or Civilians:

- a. State A: No authorisation granted.
- b. State B: Authorisation is granted. In doing so, use minimum force and escalate to include use of deadly force if hostile intent is exhibited or a hostile act is committed. Hand over to appropriate authority at the earliest opportunity.

24. Rule No. Five: Intervention and Warning Shots:

- a. State A: Intervention between warring factions is prohibited
- b. State B: Intervention with deadly force against positively identified and designated targets only after warning shots have been fired as part of the warning process.

25. Rule No. Six: Control of Weapons Systems:

- a. State A: Manning, preparation, movement and firing of weapons in the presence of the forces in conflict is prohibited.
- b. State B: Designated activity in the presence of the forces in conflict is permitted but will be specified by the following notes:
  - (1) Man (type of system);
  - (2) Prepare (type of system);
  - (3) Move (type of system); and
  - (4) Fire (type of system).

26. There are three ROE states that may apply in any given sector in Rwanda. These states are GREEN, YELLOW and RED and are described on UNAMIR Levels of Readiness/Alert pages in Annex A. In normal circumstances, the ROE status shall be GREEN.

27. Changes in the normal status of the ROE for UNAMIR Forces as a whole will be ordered by the Force Commander or his delegate. Sector Commanders may order changes in normal status of the ROE for their sectors, if authorised by the Force Commander or his delegate. Contingent Commanders will inform or, if necessary, seek approval from national authority for the change in status.

**PART VI**

**CONCLUSION**

28. Amendments to this Directive will be issued as required and as approved by the UN.

29. This Directive will be classified UN RESTRICTED.

**Annexes:**

Annex A Instructions for all Members of the UNAMIR Military Component Regarding Opening Fire in Rwanda.

Annex B UNAMIR Levels of Readiness/Alert

**INSTRUCTIONS FOR ALL MEMBERS OF  
THE UNAMIR MILITARY COMPONENT  
REGARDING OPENING FIRE IN RWANDA**

1. You are to avoid the use of force, if it is possible to do so, and your conduct must cause the least possible concern, fear or danger to the local population.
2. Your immediate commander will order any change in the states of weapon readiness. While your commander will normally issue the order to open fire, you have the right to use appropriate force in self-defence to protect yourself and those it is your duty to protect. Whenever possible a warning should be given before opening fire.
3. If you have to use force, you must only use the **MINIMUM FORCE** necessary. **MINIMUM FORCE** normally involves the following sequential actions:
  - a. open display of weapons,
  - b. verbal warning,
  - c. barring access to the point being protected,
  - d. physical restraint,
  - e. warning shots,
  - f. pointing weapons, and
  - g. firing weapons at a person.

**WARNINGS**

4. **WARNING BEFORE FIRING.** Whenever possible a warning should be given before firing. The warning should be given in a loud clear voice in ENGLISH/FRENCH or KINYARWANDA.

**STOP-HANDS UP/ ARRETEZ LEVEZ LES MAINS/ AGARARA, AMABOKO  
HEJURU**

**(PAUSE)**

**STOP OR I WILL SHOOT/ ARRETEZ OU JE TIRE/ HAGARARA, CYANGWA  
BAKURASE**

5. **FIRE AFTER WARNING.** After warning you may fire on a person in order to avoid death or grievous bodily harm only if:
- a. the person is carrying a dangerous weapon (e.g. firearm, improvised firing device or machete); AND
  - b. you believe the person is about to attack you, your unit, or any person it is your duty to protect; AND
  - c. the person refuses to stop when called upon to do so; AND
  - d. you believe there is no other way of stopping the person.
6. **FIRE WITHOUT WARNING.** You may fire without warning on a person in order to avoid death or grievous bodily harm only if that person:
- a. has used or is using a fire arm or other dangerous weapon against you, your unit or persons it is your duty to protect; OR
  - b. is carrying what you believe to be a dangerous weapon, AND is clearly about to use it, AND you believe that there is no other way to protect yourself, your unit, or the persons it is your duty to protect.
7. If you have to fire, you must account for all rounds expended in an after action report submitted in writing to your immediate commander.

**UNAMIR LEVELS OF READINESS/ALERT**

SERIAL	STATUS	UNITS/HQ	ACTION
1	GREEN	ALL	1. Normal activities 2. <b>ROE: Rule 1-Status B, Rule 2- Status A, Rule 3-Status B, Rule 4-Status A, Rule 5-Status A, Rule 6-Status A.</b>
2	YELLOW	HQ	1. Planning for next higher status commences. 2. Liaison increased. 3. VIP visits postponed. 4. No leave granted except on compassionate grounds.
		UNITS	1. Precautionary stage. 2. Double sentries. 3. Night movement restricted. 4. Test shelters. 5. Stand To/Local alarm practice. 6. No leave granted except on compassionate grounds. 7. Backup comms/units/wpns. 8. Reserves put on 3 hrs notice to move.
		ALL	<b>ROE: Rule 1-Status B, Rule 2-Status B, Rule 3-Status C, Rule 4-Status A, Rule 5-Status A, Rule 6-Status A.</b>
3	RED	HQ	1. General Alert. 2. VIP visits cancelled. 3. No leave granted. 4. Emergency movement only. 5. Special SITREPS to UNHQ. 6. Civilian evacuation if the situation warrants
		UNITS	1. Troops in defensive positions. 2. Troops in Stand To positions. 3. Reserves put on one hour notice to move 4. No leave granted. 5. Troops on duty outside to wear flak jackets.
		ALL	<b>ROE: Rule 1-Status B, Rule 2-Status B, Rule 3-Status D, Rule 4-Status B, Rule 5-Status B, Rule 6-Status B.</b>

**AIDE MEMOIRE - RULES OF ENGAGEMENT**

NOTE: GREEN status indicated in boxes

**RULE ONE: AUTHORITY TO CARRY ARMS**

STATE A: No authority granted.

STATE B: Authority granted to carry weapons.
----------------------------------------------

**RULE TWO: STATUS OF WEAPONS**

STATE A: Weapons will be carried with loaded magazines.
---------------------------------------------------------

STATE B: Weapons will be carried, charged and made safe.

**RULE THREE: RESPONSE TO HOSTILE INTENT OR HOSTILE ACT WITHOUT THE USE OF FIRE**

STATE A: Observe and report but will withdraw in order to preserve own forces.

STATE B: Stay in place. Make contact and establish liaison with opposing force(s) and/or local authorities concerned.
-----------------------------------------------------------------------------------------------------------------------

STATE C: Observe and report. Stay in place. Warn aggressor of intent to use force and demonstrate resolve by appropriate means without opening fire.

STATE D: Observe and report. Stay in place. Warn aggressor of intent to use force and demonstrate resolve by appropriate means. Demonstrative use of fire is authorized.

**RULE FOUR: DISARMAMENT OF PARAMILITARY PERSONNEL OR CIVILIANS**

STATE A: No authorization granted.
------------------------------------

STATE B: Authorization is granted. In doing so, use minimum force and escalate to include use of deadly force if hostile intent is exhibited or a hostile act is committed. Hand over to appropriate authority at earliest opportunity.



**RULE FIVE: INTERVENTION AND WARNING SHOTS**

STATE A: Intervention between warring factions is prohibited.
---------------------------------------------------------------

STATE B: Intervention with deadly force against positively identified and designated targets only after warning shots have been fired as part of the warning process.

**RULE SIX: CONTROL OF WEAPON SYSTEMS**

STATE A: Manning, preparation, movement firing of weapons in the presence of forces in conflict is prohibited.
----------------------------------------------------------------------------------------------------------------

STATE B: Designated activity in the presence of the forces in conflict permitted but will be specified by the following notes:

- (1) Man (type of system);
- (2) Prepare (type of system);
- (3) Move (type of system); and
- (4) Fire (type of system).



UNITED NATIONS

NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : ALL SECTORS/BRANCHES

FILE NO : MILOB/ADM/6401.32

FROM : MILOBS GP HQ

DATE : 25 July 1995

SUBJECT : AMENDMENT TO UNAMIR SOPs

Reference:

A. UNAMIR SOPs issued December 1994

1. Please are copies of amendments to Reference A. You are requested to amend your copies and ensure all MILOBS under command are informed of the changes.

2. Please accept for action.

A handwritten signature in dark ink, appearing to be 'K. Opong', is written over the typed name.

K OPONG - KYEKYEKU  
Lt/Col  
for CMO

UNITED NATIONS

ASSISTANCE MISSION IN RWANDA



NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

File No 5000.7 (PLANS)

To: DISTRIBUTION LIST

From: G3 PLANS

Date: 24 Jul '95

Subject: UNAMIR FORCE SOPs

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1. Please find enclosed amendments to the UNAMIR Force SOP.
2. Please ensure that the amendments are made to your copy(ies) of the UNAMIR SOP and that all personnel are informed of the changes.

Enclosures: (1) Page changes to UNAMIR SOP

Distribution List: Page 2

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## AMENDMENT RECORD SHEET

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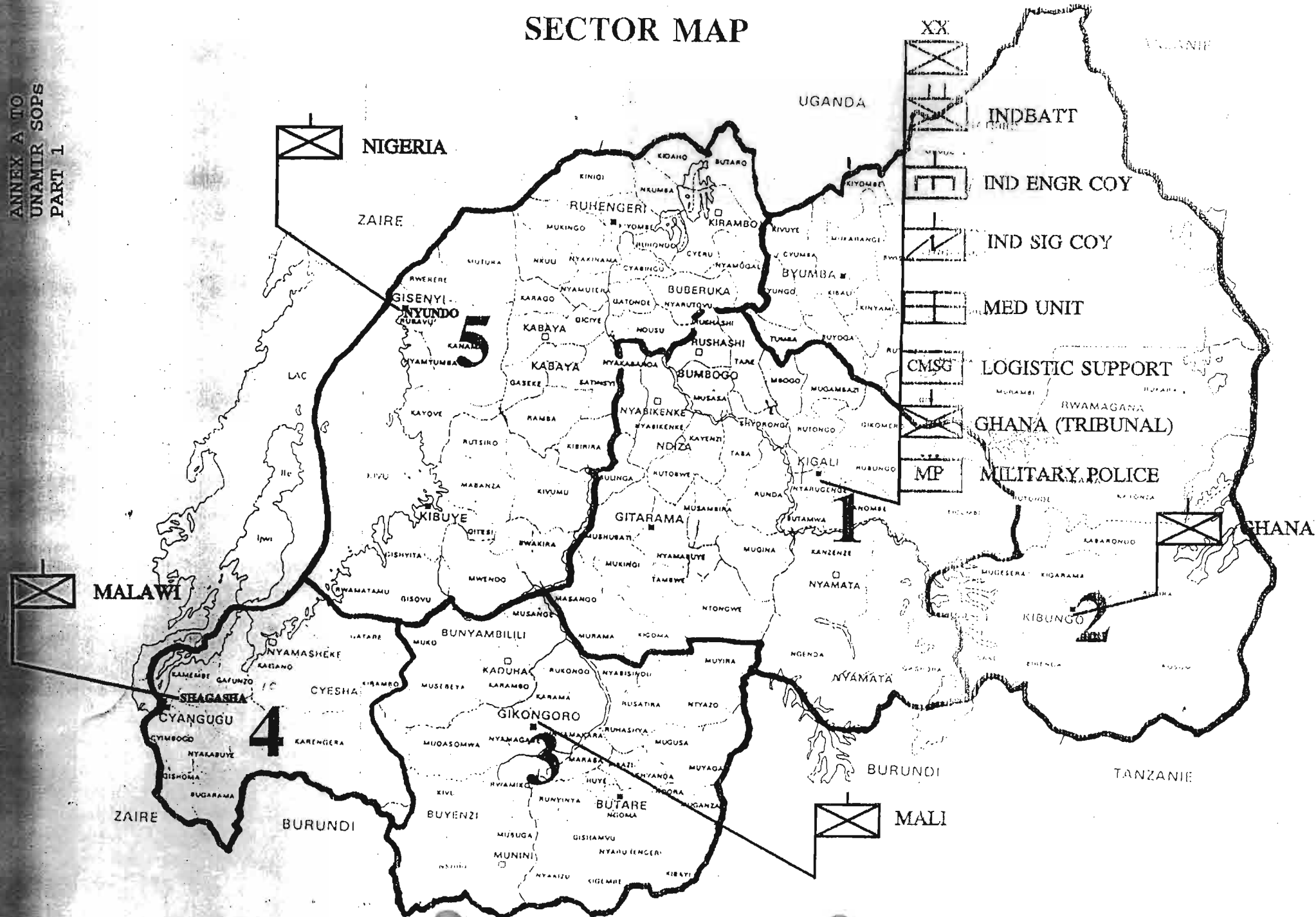
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ZAMBATT	62-65
SENBATT	66-69
DELETED	70-77
INDBATT	78-81
FORCE ENGINEER COMPANY	82
COMPOSITE MISSION SUPPORT GROUP (CMSG)	83
MEDICAL COMPANY	84-85
G3 AIR	86
HUMANITARIAN ASSISTANCE CELL (HAC)	87-88
FORCE PROVOST MARSHALL	89
MILITARY POLICE COMPANY	90
HUMAN RIGHTS LIAISON OFFICER	91
SPARES	92-98
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ANNEX A TO  
UNAMIR SOPs  
PART 1



**UNITED NATIONS**

ASSISTANCE MISSION FOR RWANDA



**NATIONS UNIES**

MISSION POUR L'ASSISTANCE AU RWANDA

ANNEX B TO

UNAMIR SOPs

PART I

*Office of the Spokesman*

## **SECURITY COUNCIL EXTENDS AND ADJUSTS MANDATE OF UNAMIR UNTIL 8 DECEMBER 1995**

**Resolution 997 (1995) adopted unanimously**  
**9 June 1995**

### **Text of the Resolution**

#### **The Security Council,**

**Recalling all its previous resolutions on the situation in Rwanda, in particular its resolution 872 (1993) of 5 October 1993 by which it established the United Nations Assistance Mission for Rwanda (UNAMIR), and its resolutions 912 (1994) of 21 April 1994, 918 (1994) of 17 May 1994, 925 (1994) of 8 June 1994, and 965 (1994) of 30 November 1994, which set out the mandate of UNAMIR,**

**Having considered the report of the Secretary-General on UNAMIR dated 4 June 1995 (S/1995/457),**

**Recalling also its resolution 955 (1994) of 8 November 1994 establishing the International Tribunal for Rwanda, and its resolution 978 (1995) of 27 February 1995, concerning the necessity for the arrest of persons suspected of certain offences in Rwanda,**

**Stressing the importance of achieving genuine reconciliation among all members of Rwandan society within the frame of reference of the Arusha Peace Agreement,**

**Noting with great concern reports of military preparations and increasing incursions into Rwanda by elements of the former regime and underlining the need for effective measures to ensure that Rwandan nationals currently in neighbouring countries, including those in camps, do not undertake military activities aimed at destabilizing Rwanda or receive arms supplies, in view of the great likelihood that such arms are intended for use within Rwanda,**



2

ANNEX B

**Underlining the need for increased efforts to assist the Government of Rwanda in the promotion of a climate of stability and trust in order to facilitate the return of Rwandan refugees in neighbouring countries,**

**Emphasizing the necessity for the accelerated disbursement of international assistance for the rehabilitation and reconstruction of Rwanda,**

**Calling again upon all States to act in accordance with recommendations adopted by the Regional Conference on Assistance to Refugees, Returnees and Displaced Persons in the Great Lakes Region, held in Bujumbura in February 1995,**

**Recognizing the valuable contribution that the human rights officers deployed by the High Commissioner for Human Rights to Rwanda have made towards the improvement of the overall situation,**

**Acknowledging the responsibility of the Government of Rwanda for the safety and security of all UNAMIR personnel and other international staff serving in the country,**

**Reaffirming the need for a long-term solution to the refugee and related problems in the Great Lakes States, and welcoming, therefore, the intention of the Secretary-General to appoint a special envoy to carry out consultations on the preparation and convening, at the earliest possible time, of the regional Conference on Security, Stability and Development,**

1. **Decides to extend the mandate of UNAMIR until 8 December 1995 and authorizes a reduction of the force level to 2,330 troops within three months of the adoption of this resolution and to 1,800 troops within four months;**

2. **Decides to maintain the current level of military observers and civilian police personnel;**

3. **Decides, in the light of the current situation in Rwanda, to adjust the mandate of UNAMIR so that UNAMIR will:**

(a) **Exercise its good offices to help achieve national reconciliation within the frame of reference of the Arusha Peace Agreement;**

(b) **Assist the Government of Rwanda in facilitating the voluntary and safe return of refugees and their reintegration in their home communities, and, to that end, to support the Government of Rwanda in its ongoing efforts to promote a climate of confidence and trust through the performance of monitoring tasks throughout the country with military and police observers;**

(c) **Support the provision of humanitarian aid, and of assistance and expertise in engineering, logistics, medical care and demining;**

(d) **Assist in the training of a national police force;**

(e) **Contribute to the security in Rwanda of personnel and premises of United Nations agencies, of the International Tribunal for Rwanda, including full-time protection for**

the Prosecutor's Office, as well as those of human rights officers, and to contribute also to the security of humanitarian agencies in case of need;

4. Affirms that the restrictions imposed under Chapter VII of the Charter of the United Nations by resolution 918 (1994) apply to the sale or supply of arms and matériel specified therein to persons in the States neighbouring Rwanda, if that sale or supply is for the purpose of the use of such arms or matériel within Rwanda;

5. Calls upon the States neighbouring Rwanda to take steps, with the aim of putting an end to factors contributing to the destabilization of Rwanda, to ensure that such arms and matériel are not transferred to Rwandan camps within their territories;

6. Requests the Secretary-General to consult the Governments of neighbouring countries on the possibility of the deployment of United Nations military observers, and to consult, as a matter of priority, the Government of Zaire on the deployment of observers including in the airfields located in Eastern Zaire, in order to monitor the sale or supply of arms and matériel referred to above; and further requests the Secretary-General to report to the Council on the matter within one month of the adoption of this resolution;

7. Takes note of the cooperation existing between the Government of Rwanda and UNAMIR in the implementation of its mandate and urges the Government of Rwanda and UNAMIR to continue to implement the agreements made between them, in particular the Status of Mission Agreement of 5 November 1993 and any subsequent agreement concluded to replace that Agreement in order to facilitate the implementation of the new mandate;

8. Commends the efforts of States, United Nations agencies and non-governmental organisations which have provided humanitarian assistance to refugees and displaced persons in need, encourages them to continue such assistance, and calls upon the Government of Rwanda to continue to facilitate their delivery and distribution;

9. Calls upon States and donor agencies to fulfil their earlier commitments to give assistance for Rwanda's rehabilitation efforts, to increase such assistance, and in particular to support the early and effective functioning of the International Tribunal and the rehabilitation of the Rwandan judicial system;

10. Encourages the Secretary-General and his Special Representative to continue to coordinate the activities of the United Nations in Rwanda including those of the organizations and agencies active in the humanitarian and developmental field, and of the human rights officers;

11. Requests the Secretary-General to report to the Council by 9 August 1995 and 9 October 1995 on the discharge by UNAMIR of its mandate, the humanitarian situation and progress towards repatriation of refugees;

12. Decides to remain actively seized of the matter.

**NB**

The UNAMIR had originally been established by resolution 872 (1993) of 5 October 1993. Resolution 918 (1994) had expanded the mandate of the Mission to include responsibility for the security of civilians and of humanitarian operation, had increased its strength up to 5,500 troops and imposed an arms embargo on Rwanda.

By its action today, the Council affirmed that the Chapter VII restrictions imposed by resolution 918 (1994) apply to the sale or supply of arms and matériel to persons in the States neighbouring Rwanda, if such arms or matériel are for use within Rwanda. It called upon the States neighbouring Rwanda to take steps to ensure that such arms and matériel are not transferred to Rwanda camps within their territories.

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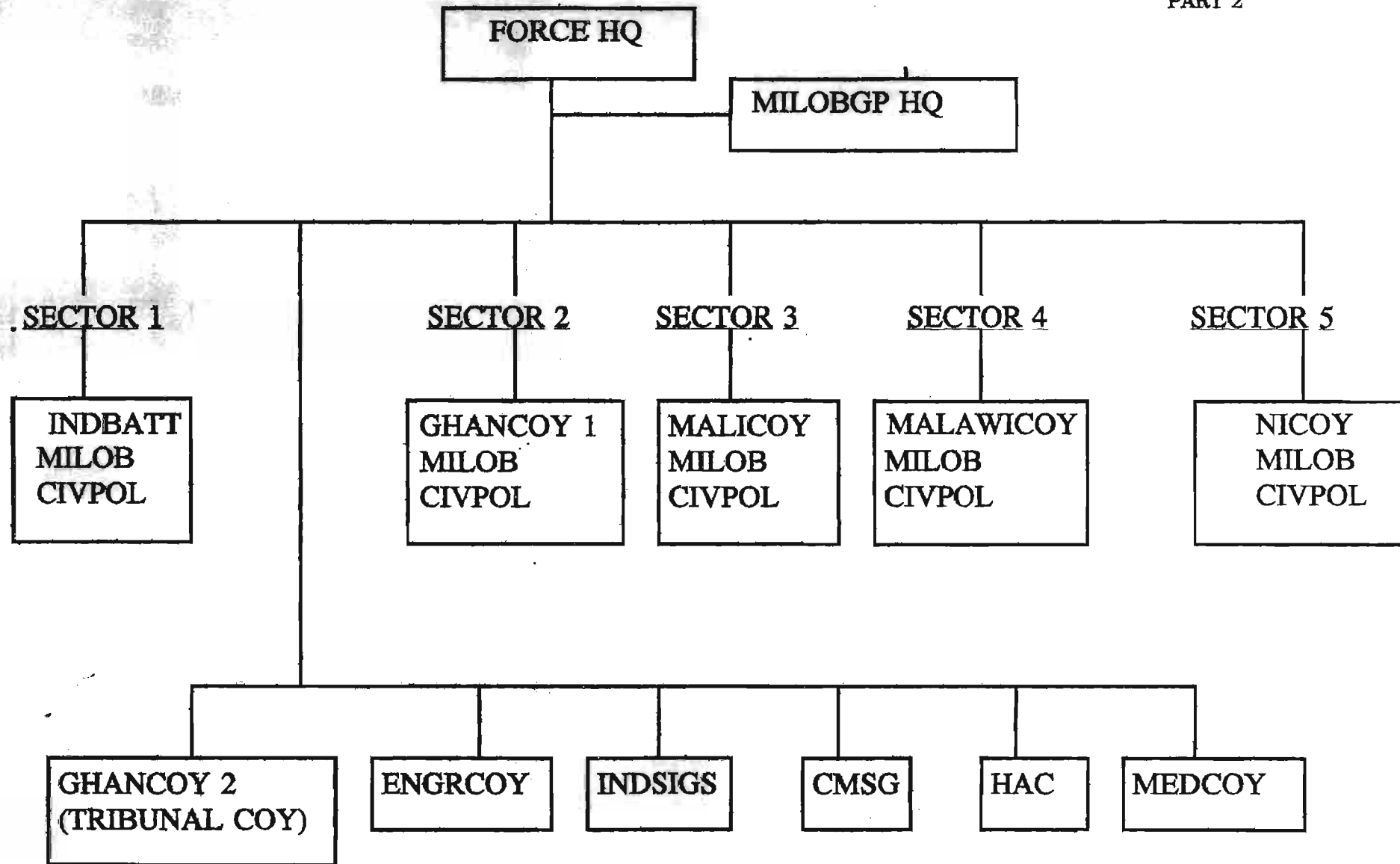
In a statement to the Council, the representative of Zaire called for an independent investigation to refute the claims that his country had been involved with the sale or supply of arms for use in Rwanda. He said it was up to the Government in Rwanda to create a favourable climate for the return of the refugees.

The representative of Rwanda, speaking after the vote, called for an end to the arms embargo against his Government and for an international commission to study the problem of the refugee camps. He added that the change in the UNAMIR mandate reflected the changed situation in his country.

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# UNAMIR COMMAND AND CONTROL

ANNEX A TO  
UNAMIR SOPs  
PART 2



UNITED NATIONS



NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : ALL SECTORS/BRANCHES

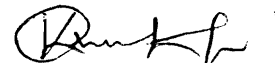
FILE NO : MILOB/ADM/6401.48

FROM : MILOB GP HQ

DATE : 6 JULY 95

SUBJECT : AMENDMENT TO UNAMIR SOPs

1. Attached is an amendment to the UNAMIR SOPs. You are requested to amend your copy and ensure that all MILOBS are informed of the changes.
2. Please accept for action.

  
ARKORFUL K K  
Capt  
for DCMO

CP

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8. The UNAMIR Force Commander shall issue orders on the readiness of personal weapons to be maintained appropriate to the situation.

**USE OF FORCE AND ENGAGEMENT PRINCIPLES**

9. When an incident occurs that requires the use of force, the following principles will be adhered to:

- a. Reasonable Belief. Mere speculation does not constitute reasonable belief. The use of force must be predicated upon a tangible threat;
- b. Minimum Force. UNAMIR personnel will never use more force than the minimum necessary to enable them to carry out their duties and accomplish assigned objectives or the mission;
- c. Proportionality. Only a response proportionate to the perception of the level of threat is justified. Any force used must be limited to the degree, intensity, and duration necessary to achieve the objective for which the force is used, and no more;
- d. Duration of Force and Disengagement. The application of force, at whatever level, is to cease when the hostile act stops, or whenever the commander considers there is no imminent threat or attack.
- e. Negotiation and Warnings. If possible, negotiation and warnings must be exhausted before any use of force is initiated;
- f. Deadly Force. Deadly force is justified only under conditions of extreme necessity and as a last resort when all lesser means have failed or cannot reasonably be employed;
- g. Escalation. Escalation of the level of violence is to be minimised;
- h. Collateral Damage. Collateral damage is to be minimised,
- i. Retaliation and Reprisal. The use of force in retaliation and reprisal is prohibited;
- j. Application of Force. The use of force shall be controlled, where possible, by the on-scene commander and is to cease once the aim has been achieved; and

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ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : ALL SECTORS/BRANCHES

FILE NO : MILOB/ADM/6401.48

FROM : MILOB GP HQ

DATE : 29 Jun 95

SUBJECT : AMENDMENT TO UNAMIR SOPs

1. Attached is an amendment to the UNAMIR SOPs. You are requested to amend your copy and ensure that all MILOBS are informed of the changes.
2. Please accept for action.

  
K-OPONG KYEKYERU  
LT COL  
SMPO



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## AMENDMENT RECORD SHEET

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However, circumstances could arise where the use of force by UNAMIR personnel would be necessary and justified.

### **PART II**

#### **AIM**

4. The aim of this directive is to provide guidance to commanders and soldiers at all levels in the use of force. However, no definitive directive can be created that can detail every possible course of action for every possible situation. It is critical and mandatory that all members of UNAMIR understand these ROE and apply them to any and all situations that develop requiring the use of force.

### **PART III**

#### **DEFINITIONS**

5. The following key definitions must be clearly understood by all personnel in UNAMIR:

- a. **Force.** The use of, or the threat to use, physical means to impose one's will. Military force is the use of the physical means provided by formed, armed and disciplined bodies of troops under unified command to achieve the same end and generally implies the potential to use significant levels of violence.
- b. **Minimum Force.** The minimum degree of authorised force which is necessary, reasonable and lawful in the circumstances.
- c. **Self-Defence.** The use of force in Rwanda to protect:
  - (1) oneself and the personnel in one's unit,
  - (2) other UNAMIR military or civilian personnel,
  - (3) non-UNAMIR humanitarian aid personnel,
  - (4) displaced persons, refugees and civilians in sites or among populations under the protection of UNAMIR forces, or
  - (5) other UN-authorized military or civilian personnel, against a hostile act or hostile intent, where there is no other choice or time for deliberation.

**NOTE:** The right to self-defence is related to, but separate from, ROE and applies no matter what other factors are present. Therefore, notwithstanding any ROE that may be authorised, when an attack occurs, or is anticipated, the right exists to use proportionate force in self-defence to deter, neutralise or destroy the threat.

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(7) the apparent results of the firing.

- c. Reporting. The above information and the current situation will be reported through the chain of command to UNAMIR Force HQ Attn Force Commander and Deputy Chief of Staff Operations.

## **PART V**

### **RULES OF ENGAGEMENT**

19. The ROE stated in this directive apply to all military personnel provided by troop contributing States and operating in accordance with the United Nations Security Council Resolution 965 (1994) of 30 November 1994. These ROE are written in the form of either prohibitions or permissions. Issued as prohibitions, they are orders not to take specific actions. Issued as permissions they are guidance to commanders that certain specific actions may be taken if they are judged necessary to achieve the aim of the mission. The use of force by UNAMIR personnel is prohibited unless specifically authorised by the ROE.

20. Rule No. One:            Authority to Carry Arms

- a. State A: No authority; and
- b. State B: Authority granted to carry weapons.

21. Rule No. Two:            Status of Weapons

- a. State A: Weapons will be carried with loaded magazines.
- b. State B: Weapons will be carried, charged and made safe.

22. Rule No. Three:            Response to Hostile Intent or Hostile Act without the Use of Fire

- a. State A: Observe and report but will withdraw in order to preserve own force.
- b. State B: Stay in place. Make contact and establish liaison with opposing force(s) and/or local authorities concerned.
- c. State C: Observe and Report. Stay in place. Warn aggressor of intent to use force and demonstrate resolve by appropriate means without opening fire.
- d. State D: Observe and Report. Stay in place. Warn aggressor of intent to use force and demonstrate resolve by appropriate means. Demonstrative use of fire is authorised.

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ASSISTANCE MISSION FOR RWANDA

MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : ALL SECTORS/BRANCHES FILE NO : MILOB/ADM/6401.40

FROM : MILOB GP HQ

DATE : 27 MAY 95

SUBJECT : AMENDMENT TO UNAMIR SOPS

Reference:

a. Sector 1 Ops/Misc/08/05/01 dated 08 May 95 (Not copied to all).

1. Find herewith are the amendments of UNAMIR SOPs which were not issued earlier as stated below:

- a. Annex A & B of part 1.
- b. Page 3-20-2.
- c. Annex B to Part 8 Sect 15.
- d. Annex B to Part 9 Sect 5.
- e. Annex F to Part 9 Sect 6.

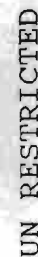
2. Please accept for action.

A handwritten signature in dark ink, appearing to be 'K. OPONG-KYEKYEKU', is written above the typed name.

K OPONG-KYEKYEKU

LT COL

SMPO



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## Security Council

Distr.  
GENERALS/RES/965 (1994)  
30 November 1994

## RESOLUTION 965 (1994)

Adopted by the Security Council at its 3473rd meeting,  
on 30 November 1994

The Security Council,

Reaffirming all its previous resolutions on the situation in Rwanda, in particular its resolution 872 (1993) of 5 October 1993 by which it established the United Nations Assistance Mission for Rwanda (UNAMIR), and its resolutions 912 (1994) of 4 April 1994, 918 (1994) of 17 May 1994, and 925 (1994) of 8 June 1994, which set out the mandate of UNAMIR,

Having considered the progress report of the Secretary-General on UNAMIR dated 25 November 1994 (S/1994/1344),

Noting the report of the Secretary-General on security in the Rwandese refugee camps of 18 November 1994 (S/1994/1306),

Recalling its resolution 955 (1994) of 8 November establishing the International Tribunal for Rwanda,

Stressing the importance of achieving genuine reconciliation between all elements of Rwandan society within the frame of reference of the Arusha Peace Agreement,

Noting the deployment of human rights officers to Rwanda by the High Commissioner for Human Rights in order to monitor the ongoing human rights situation, to help redress existing problems and prevent possible human rights violations from occurring, to help foster a climate of confidence and the establishment of a more secure environment and thus facilitate the return of refugees and displaced persons, and to implement programmes of technical cooperation in the field of human rights, particularly in the area of administration of justice,

Noting also that the widespread dispersal of landmines is causing hardship to the civilian population and is hampering the return of refugees and displaced persons and other humanitarian relief efforts,

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S/RES/965 (1994)  
Page 2

Welcoming the establishment by the Secretary-General of a Trust Fund pursuant to resolution 925 (1994) of 8 June 1994,

1. Decides to extend the mandate of UNAMIR until 9 June 1995;
2. Reaffirms that UNAMIR will:
  - (a) Contribute to the security and protection of displaced persons, refugees and civilians at risk in Rwanda including through the establishment and maintenance, where feasible, of secure humanitarian areas;
  - (b) Provide security and support for the distribution of relief supplies and humanitarian relief operations;
  - (c) Exercise its good offices to help achieve national reconciliation within the frame of reference of the Arusha Peace Agreement;
3. Decides to expand UNAMIR's mandate to include the following additional responsibilities within the limits of the resources available to it:
  - (a) Contribute to the security in Rwanda of personnel of the International Tribunal for Rwanda and human rights officers, including full-time protection for the Prosecutor's Office, as well as security details for missions outside Kigali;
  - (b) Assist in the establishment and training of a new, integrated, national police force;
4. Strongly urges the Government of Rwanda to continue its cooperation with UNAMIR in the implementation of its mandate and in particular in ensuring unimpeded access to all areas of Rwanda by UNAMIR forces, personnel of the International Tribunal for Rwanda, and human rights officers;
5. Welcomes UNAMIR's efforts to increase its radio broadcasting capabilities so as to reach the refugee camps in neighbouring countries and expresses the hope that it will soon be possible for the Government of Rwanda to conclude appropriate arrangements with UNAMIR in this regard, including the allocation of a radio frequency;
6. Commends the efforts of States, United Nations agencies and non-governmental organizations which have provided humanitarian and other assistance, and encourages them to continue and increase such assistance, particularly in Rwanda;
7. Requests the Secretary-General to make recommendations on possible steps that could be taken by the United Nations to promote the establishment of an effective mine clearance programme in Rwanda;
8. Calls upon the international community to provide resources needed to meet the immediate needs of the Government of Rwanda directly or through the Trust Fund established pursuant to resolution 925 (1994) of 8 June 1994;



9. Requests the Secretary-General, following the usual consultations, to inform the Council should he consider that the additional tasks in paragraph 3 require consideration of an adjustment in the logistic and personnel requirements of UNAMIR;

10. Decides to keep under review the situation in Rwanda and the role played by UNAMIR and, to that end, requests the Secretary-General to report to the Council by 9 February 1995 and 9 April 1995, on UNAMIR's discharge of its mandate, the safety of populations at risk, the humanitarian situation and progress towards repatriation of refugees;

11. Commends the efforts of the Secretary-General, his Special Representative and his Special Humanitarian Envoy to coordinate the United Nations response to the various aspects of the crisis in Rwanda;

12. Decides to remain actively seized of the matter.



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- c. Arrest and handover trespassers to the local authorities with the assistance of UNAMIR Military Police.
- d. Protect personnel belonging to UNAMIR, UN agencies, NGOs and local Rwandan citizens (if assessed that local authorities are unable to respond appropriately).

**REPORTING**

6. When UNAMIR assistance is required at the site of an incident, UNAMIR HQ OPS will be contacted on Channel 7 or 8 and the following information will be passed to the Force Duty Officer to facilitate decision making regarding deployment of the RRF.

- a. Brief description of incident.
- b. Location of incident (Grid Ref necessary).
- c. Suggested loc for RV with RRF.
- d. Strength of trespassers/intruders, whether armed or unarmed. If armed, type of weapons and dispositions at incident site.
- e. Possible routes to incident site.
- f. Comms arrangements if different from CH 7 or 8.
- g. Any cas to UN/NGO personnel.

**RESPONSIBILITIES**

7. **DUTY OFFICER**. The Force Duty Officer will be responsible for deploying the RRF. He will ensure that the following are carried out. Paras (a to e) will be carried out before deploying the RRF.

- a. Determine strength of RRF required.
- b. Identify location of incident site.
- c. Identify possible routes.
- d. Brief the RRF comd by radio/telephone on the nature of the impending task including action of RRF at RPA CHPs/Road Blocks.
- e. Inform G3 OPS/G3 PLANS.
- f. Inform RPA LO and Gendamarie HQ of incident and RRF tasks.
- g. Submit detailed After Action Report to DCOS OPS as soon as possible.

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ANNEX B TO  
UNAMIR SOPs  
PART 8 SECTION 15

**GUIDELINES FOR INITIATING AND REVIEWING  
UNAMIR CONFIDENTIAL REPORTS**

	PERSONNEL REPORTED UPON	INITIATING OFFICER	REVIEWING OFFICER
1.	For all UNMOS	Team Leader/Sect Comd	CMO
2.	UNMO Team Leaders	Sect Comd/Sect Snr Coord	DFC
3.	Sect Comd UNMOS	CMO	DFC
4.	Sec Heads - Milob HQ	CMO	DFC
5.	Sect Comd	DFC	FC
6.	Sec Chiefs	DFC	FC
7.	Force HQ Staff	Sec Chief	DFC
8.	2ICs of Sect HQs	Sect Comd	DFC
9.	Staff of Sector HQs	Sect 2IC	Sect Comd
10.	Contingent Members: a. 2ICs and all offr b. Infantry Group Commanders	Contingent Comd Sect Comd	Sect Comd FC
11.	Force HQ Troops  a. 2IC and all officers of Log, Engr & Med element.  b. Log, Engr & Med Element Commanders	Element Comd  Sect Comd/DFC	Sect Comd/DFC  FC
12.	CMO	FC	-
13.	DFC	FC	-

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ANNEX B TO  
UNAMIR SOPs  
PART 9 SECTION 5

(To be issued)

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ANNEX F TO  
UNAMIR SOPs  
PART 9 SECTION 6

(To be issued)

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MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : ALL SECTORS/ BRANCHES FILE NO : MILOB/ADM/6401.32

FROM : MILOB GP HQ

DATE : 4 May 1995

SUBJECT : AMENDMENT TO UNAMIR SOPs

Reference:

A. UNAMIR SOPs ISSUED December 1994.

1. Attached are copies of amendments to Reference A. You are requested to amend your copies and ensure all MILOBs under command are informed of the changes.

2. Please accept for action.

A handwritten signature in black ink, appearing to be 'K. OPONG'.

K OPONG - KYEKYEKU

Lt Col

For CMO

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## AMENDMENT RECORD SHEET

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LOGISTICS BRANCH	18-21
PLANS BRANCH	22-27
CAMP COMMANDANT	28
MILITARY OBSERVER GROUP HEADQUARTERS	29-45
SECTOR 1	46-49
SECTOR 2	50-53
SECTOR 3A	54-57
SECTOR 3B	58-61
SECTOR 4A	62-65
SECTOR 4B	66-69
SECTOR 4C	70-73
SECTOR 5	74-77
SECTOR 6	78-81
ENGINEER COMPANY	82
FORCE SUPPORT GROUP	83
MEDICAL COMPANY	84-85
HELICOPTER SQUADRON	86
HUMANITARIAN ASSISTANCE BRANCH	87-88
FORCE PROVOST MARSHALL	89
MILITARY POLICE COMPANY	90
SPARES	91-98
EXTERNAL	
CAO (DIV. OF ADMIN. AND MANAGEMENT)	99-100
SRSG OFFICE	101
UNITED NATIONS HQ NEW YORK (DPKO)	102

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- d. Force Health Officer Responsible to the FMO for:
- (1) the provision of health advice to staff and national contingents on preventive measures;
  - (2) inspection and auditing of national measures to ensure international standards are maintained in the area of:
    - (a) food;
    - (b) water; and
    - (c) sanitation.
  - (3) the co-ordination of mission dependant preventive medicine services such as regional spraying or vector control;
  - (4) reporting on, and maintaining standards of occupational Health and Safety as they apply to national contingents.
- e. WO CLK ADMIN. Responsible to the FMO for:
- (1) maintenance, receipt, dispatch, correspondence and filing daily;
  - (2) custody, maintenance, and update of Commander's Dairy;
  - (3) assisting in Medical Evacuation procedures both tactical and strategic;
  - (4) assisting in repatriation of UN military personnel on medical grounds;
  - (5) ensuring all periodical reports and returns completed at end of each week and each month;
  - (6) ensuring weekly medical treatment reports collated and necessary action taken;
  - (7) collate and distribute weekly and monthly treatment statistics;
  - (8) perform the duties of Medical Branch Duty Officer when required;
  - (9) Ensure necessary items are available for daily sitrep;
  - (10) Resupply as necessary office equipment and stationary;

7-2-3

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- (11) Sub Account holder;
- (12) carrying out daily general administration;
- (13) assisting FMO, FHO and G4 Med Log when required;
- (14) assisting G3 Med Ops with medical operations duties as required.

f. LO Representatives from force medical units.  
Responsible to the FMO for:

- (1) all co-ordination matters between their unit and Med Br;
- (2) assisting SO2 Health Ops and SO2 Health Log as required; and
- (3) acting as a duty officer in the Med Br Ops Room.

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- b. Blue Scarf. May be worn by Mil both on duty in station and on special duties in the field. At social occasions, ceremonies, etc, when wearing his national uniform, the observer may wear the tie of such uniform in place of the UN scarf.
- c. Shoulder Patch. This is to be worn on the right sleeve of the national uniform, with national insignia on the left unless national dress regulation includes insignia worn on the right, in which case the UN shoulder patch assumes priority above it.
- d. The UN items of uniform are to be worn only by mil members of UNAMIR. Uniform will be worn by mil pers:
  - (1) Whenever on duty.
  - (2) When travelling in UN vehicles or aircraft except when on leave or on recreation trips.
  - (3) On those occasions when ordered by the Force Commander.
- e. Uniform may be worn on arrival and departure to and from the mission area, but should not otherwise be worn outside the mission area unless performing official duties. Troops are to travel in uniform on all occasions.
- f. Civilian Clothing. May only be worn during ROE state GREEN and only for the following purposes;
  - (1) Sports.
  - (2) When off-duty at the normal place of work or within the confines of other UN facility, post or installation, as well as within the city of KIGALI.
  - (3) While on leave or while travelling to and from home leave, if travelling by car or commercial airline when stopovers are extensive in other countries.
  - (4) By UNAMIR troops while on organized welfare tours.
  - (5) As permitted by Force Commander Directives.
- g. Local Customs. It is advisable when wearing civ clothing to adhere to the local customs of the host countries.

SECTION 8 - LEAVE, R&R, COMPENSATORY TIME OFF(CTO),  
UN HOLIDAYS, NATIONAL HOLIDAYS

GENERAL

1. Due to variation in tour of duty of individual contingents and to UNAMIR commitments, it is not possible to grant leave as entitled by the separate national regulations. Therefore a standard leave policy has been established for all personnel serving with UNAMIR. Within UNAMIR, leave is not considered as a right, it is a privilege, granted to Military personnel wherever the exigency of the service permits for the purpose of rest and recreation. Leave, when granted, may be withdrawn if the prevailing situation so demands. **The strength in all sectors and HQs must at no time be less than 75%.** Leave, R&R and CTO must be contained within the requirement to which exceptions may only be made by the Force Commander himself.

2. UN Leave cannot be taken either in the last month of UN service or after the completion of UN service. However UNMOs can, in their final month, take up to 12 days of annual leave and compensatory time off(CTO), if it is accrued and available, in order to organise their departure from the mission area.

3. Travelling time shall count against leave entitlement, but Sundays or UNAMIR holidays that fall during a leave period will not count against the entitlement.

4. For the purposes of leave there are two separate categories of military with different levels of leave entitlement:

- a. Contingents and Staff.
- b. Military Observers.

CONTINGENTS AND STAFF

5. Contingents and Staff are entitled to up to 15 days leave in every 6 month period of a tour, accrued at a rate of 2.5 days for each calendar month. It can be taken after two months service and after completing that two months it can be taken in advance. After the completion of two months service, of a six month tour, up to 15 days can be taken.

6. Commanders/Branch Heads are authorised to organize recreation trips for their contingents/staff who have completed 36 days service. After 36 days this R&R can be taken each month when Commanders/Branch Heads believe that R&R is necessary to improve the continued effectiveness of their area of responsibility. It is usually to be taken within or adjacent to the mission area and should not exceed 3 working days. In each six month period Commanders/Branch Heads may authorise one of these three day periods of R&R to be added to leave.

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7. Leave Allowance, USD \$10.50, is payable daily for up to seven days leave for that leave taken after completing 3 months service of each 6 month tour of duty. It is paid through Unit Finance/Personnel Officers, who must forward their requirements to the CMPO one month in advance and certify that these individuals are expected to serve for the full six months.

8. The UN Daily allowance of USD \$1.28 is not paid if leave is taken outside the mission area.

MILITARY OBSERVERS

9. The rules governing the application of leave and compensatory time-off for Military Observers attached to UNAMIR are as follows:

- a. The FC/CMO shall establish the hours of work and official holidays. Leave entitlement is 1.5 days per month giving a total of 18 days for a one year tour. Leave may be accrued, up to a maximum of 12 days, on the understanding that it is to be taken as actual leave without any cash compensation in lieu of leave not used. After completing the first two months tour of duty, an UNMO may be granted leave in advance.
- b. At the discretion of the CMO, UNMOs required for duty for 7 days a week, including Sundays and official mission holidays, may be granted up to 6 days CTO with mission subsistence allowance (MSA) for each month of such continuous service(i.e. after 30 days of service). If CTO is taken outside the mission area, MSA is reduced, and there is no payment of MSA if an individual is in his home country.
- c. CTO is granted only to UNMOs, not to contingents/staff, to provide them with opportunities for rest after a specially arduous spell of duty. Consequently, such time-off shall normally be taken as soon as possible after completion of the continuous period of service. CTO, in excess of 6 days, cannot be accrued and if not taken during or immediately following the time in which it is earned, it will be forfeited. Not more than 6 days can be taken in any one month.
- d. CTO is a privilege and can only be taken when the exigencies of the service so permit. It is subject at all times to the discretion of the CMO, who shall establish appropriate procedures for the advance approval of the observers' time-off, its place, duration, etc.

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- e. Leave and CTO with per diem must be taken within the regular tour of duty. The tour of duty shall not be extended in order to facilitate taking such leave or time off. UNMOs may, however, be granted up to 12 days of accrued leave and CTO, with retained MSA, in the last month of their tour of duty in order to complete all arrangements, including travel and baggage formalities, prior to departure from the mission area.
- f. In exceptional circumstances special leave of absence, without MSA, may be granted. Any request for such leave should be forwarded with the recommendation of the CMO to the FC for decision.

**PROCEDURE FOR APPLYING FOR LEAVE, R&R/CTO**

10. Heads of Branches and Cells at UNAMIR HQ, CMO and Sector Commanders are responsible for planning and approving leave for their personnel. A fortnightly forecast of leave should be submitted to the CMPO for monitoring purposes. All personnel intending to go on leave, R&R/CTO will complete the leave application form (see Annex A & B) and forward it through the chain of command to the approving officer. Application will be approved as follows:

- a. CMO will approve up to 18 days of continuous leave/CTO for UNMO Sector Commanders and Heads of Branches at MILOB HQ.
- b. Sector Commanders and Heads of Branches at MILOB HQ will approve for UNMOs under them up to 18 days continuous CTO/leave.
- c. Heads of Branches/Contingent Commanders will approve up to 15 days of continuous leave for their contingents/staff.
- d. DFC will approve any periods of leave/CTO over 18 days for UNMOs or 15 days contingents/staff.
- e. FC will approve all leave/CTO for DFC, CMO Head of Branches and Sector Commanders.

11. Leave applications, Leave passes and completed movement orders, when proceeding outside UNAMIR area of operations, are required for all leave periods. These can be obtained from G1/CMPO.

12. Sick Leave. This will not be counted against the UN leave entitlement. If sick leave is claimed while the individual is on duty leave or R&R/CTO, then under current UNAMIR practice no payment will be made for such sick leave unless a medical certificate is produced to substantiate each day of such sick leave.

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13. Compassionate Leave. Compassionate leave will be counted against the UN leave entitlement. In cases where no balance of leave days remain and compassionate leave is required, special requests are to be submitted as special cases to the G1/CMPO for the Force Commander's consideration.

14. Special Leave. Special leave without payment of MSA may be granted by the Force Commander in exceptional cases for UNMOs.

15. UN Holidays. The list of official UN holidays is issued by way of Administrative Circular.

16. National Days. Staff Officers and UNMOs may be granted a day off for the purpose of celebrating their national day. Every UNMO is entitled to one day off duty for his national day but any travel time to and from the national celebration must be taken as either CTO or leave.

UNAMIR TROOPS

17. Leave Policy for UNAMIR Troops. Due to variations in nature of duty within UNAMIR, there are military personnel who do not fall into the category of UNMOs/Staff Officers. There is a separate set of leave policy for these military personnel.

18. Entitlement. A member of UNAMIR troops shall be entitled to 15 days of leave for a six month tour of duty. However any leave will be subject to the exigencies of the Mission. Sunday and UNAMIR holidays which fall during the period of leave will not be charged as leave. The following general conditions apply to the award of leave.

- a. Leave earned with UNAMIR may only be taken during their tour of duty with UNAMIR and prior to repatriation. Any balance of unused leave will expire automatically at the time of rotation.
- b. After having completed their first two month's tour of duty, an individual may be granted up to four months leave entitlement in advance. Regardless of the date of arrival in a particular month an individual will be credited with two-and-a half days leave in respect of the first calendar month of service in the mission. No leave will be granted in the last month of duty.

19. Involuntary Absence After Leave. A member who is unable to return to his place of duty on expiry of his leave, owing to circumstances beyond his control, shall report to the nearest military unit and request it to advise UNAMIR HQ of the circumstances that prevent his timely return. On return to his place of duty the individual must submit proof for the delay, including medical certificate, if applicable.

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20. Documentation. Applications for leave are to be submitted on a form designed for the purpose, (Annex C). Leave applications must be accompanied by a completed movement order for leave if the person is proceeding outside UNAMIR area of operations. A member for whom leave has been authorized will be provided the fol:

- a. A leave pass (see Annex D)
- b. Copy of an individual or collective movement order if he is proceeding outside UNAMIR AO.
- c. UNAMIR ID card.

21. Persons travelling on leave are to make their own travel arrangements. The security of travel documents, visas, permits etc is the responsibility of the member concerned.

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ANNEX A TO  
UNAMIR SOPs  
PART 8 SECTION 8  
(REVISED FEB 95)

LEAVE/CTO APPLICATION FOR UNMO-UNAMIR

PART 1 - APPLICANT'S PARTICULARS

1. Name\_\_\_\_\_ Rank\_\_\_\_\_ UNID\_\_\_\_\_ NAT\_\_\_\_\_  
Sector/Sec\_\_\_\_\_ Appoinment\_\_\_\_\_  
Leave Address:\_\_\_\_\_

Tel:\_\_\_\_\_

PART II - LEAVE/CTO APPLICATION AND RECORD

2. Annual Leave Entitlement

a. DOA\_\_\_\_\_ DDM\_\_\_\_\_ = \_\_\_\_\_ Months Signature\_\_\_\_\_ of Applicant

b. Total AL for the mission\_\_\_\_\_ days

c. AL balance B/F (if any)..... days

d. Total AL entitled..... days

RECOMMENDED

Team Leader

Name\_\_\_\_\_

Rank\_\_\_\_\_

e. Leave applied for

From\_\_\_\_\_ to\_\_\_\_\_ =...days

f. AL balance c/f.....days

Signature\_\_\_\_\_

3. CTO Entitlement

APPROVED/NOT APPROVED  
BY SECTOR COMD/BRANCH  
HEAD/DCMO/CMO

a. Duty performed continuously

Name\_\_\_\_\_

From\_\_\_\_\_ to\_\_\_\_\_

Rank\_\_\_\_\_

b. Total CTO earned\_\_\_\_\_days

Signature\_\_\_\_\_

c. CTO Applied for

From\_\_\_\_\_ to\_\_\_\_\_ =...days

Date\_\_\_\_\_

Detach the portion below\_\_\_\_\_

PART III - NOTIFICATION FOR LEAVE/CTO APPROVAL

DATE\_\_\_\_\_

Name\_\_\_\_\_ Rank:\_\_\_\_\_ Sect/Sec\_\_\_\_\_

Your application for:

a. Leave from\_\_\_\_\_ to\_\_\_\_\_ APPROVED/NOT APPROVED

b. CTO from\_\_\_\_\_ to\_\_\_\_\_ APPROVED/NOT APPROVED

Remarks:\_\_\_\_\_

Signature\_\_\_\_\_ Rank\_\_\_\_\_ Appt\_\_\_\_\_

UN RESTRICTED



LEAVE/R&R APPLICATION FOR HQ STAFFPART I - APPLICANT'S PARTICULARS

Date: \_\_\_\_\_

1. Name: \_\_\_\_\_ Rank \_\_\_\_\_ UNID \_\_\_\_\_  
 Sec/Sector \_\_\_\_\_ Appointment \_\_\_\_\_  
 Leave Address: \_\_\_\_\_  
 \_\_\_\_\_ Tel : \_\_\_\_\_

PART II - LEAVE/R&R APPLICATION AND RECORD2. Annual Leave Entitlement

a. DOA \_\_\_\_\_ DDM \_\_\_\_\_ = .....months APPROVAL BY  
 b. Total AL for the mission= .....days APPROVED/NOT APPROVED  
 c. AL balance B/F(if any)=...days  
 d. Total AL entitled=.....days Signature \_\_\_\_\_  
 e. Leave applied for Rank \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ = .....days Name \_\_\_\_\_  
 f. AL balance c/f= .....days Appt \_\_\_\_\_  
 Date \_\_\_\_\_

3. R&R Entitlement

a. R&R Applied for:  
 From \_\_\_\_\_ To \_\_\_\_\_ = ..... days

-----Detach the below portion-----

PART III - NOTIFICATION FOR LEAVE/R&R APPROVAL Date: \_\_\_\_\_

To: Name \_\_\_\_\_ Rank \_\_\_\_\_ Branch/Sector \_\_\_\_\_

Your application for:

a. Leave from \_\_\_\_\_ To \_\_\_\_\_ APPROVED/NOT PROVED  
 b. R&R from \_\_\_\_\_ To \_\_\_\_\_ APPROVED/NOT APPROVED

Remarks: \_\_\_\_\_

Signature: \_\_\_\_\_ Rank \_\_\_\_\_ Appt \_\_\_\_\_

UNAMIR LEAVE APPLICATION FORM  
(FOR MILITARY PERSONNEL OF UNAMIR TROOPS)

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PART I - APPLICANT'S PERSONAL PARTICULARS

1. Name \_\_\_\_\_ Rank: \_\_\_\_\_ UNID: \_\_\_\_\_  
Unit/Branch: \_\_\_\_\_ DOA: \_\_\_\_\_ DDM: \_\_\_\_\_
2. Present Request: From: \_\_\_\_\_ To: \_\_\_\_\_  
No. of Working Days : \_\_\_\_\_ days  
No. of Weekends : \_\_\_\_\_ days  
No. of UN Holidays : \_\_\_\_\_ days
3. Itinerary: \_\_\_\_\_
4. Leave Address: \_\_\_\_\_  
\_\_\_\_\_ Tel: \_\_\_\_\_
5. Relief While on Leave:  
Name: \_\_\_\_\_ Rank: \_\_\_\_\_ UNID: \_\_\_\_\_
6. Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

PART II - APPROVAL AUTHORITY

APPLICATION FOR LEAVE APPROVED/NOT APPROVED

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name : \_\_\_\_\_ Appt: \_\_\_\_\_

Rank : \_\_\_\_\_ UNID \_\_\_\_\_

LEAVE PASS

\_\_\_\_\_  
Name: \_\_\_\_\_ Rank: \_\_\_\_\_ UNID: \_\_\_\_\_  
Unit/Branch: \_\_\_\_\_ Passport No. \_\_\_\_\_  
\_\_\_\_\_ Tel: \_\_\_\_\_  
Leave; Granted: From \_\_\_\_\_ To \_\_\_\_\_  
APPROVED BY:

Name: \_\_\_\_\_  
Rank: \_\_\_\_\_  
Appt: \_\_\_\_\_  
UNID: \_\_\_\_\_

\_\_\_\_\_  
Signature Unit Stamp

SPECIAL LEAVE APPLICATION FOR UNMO-UNAMIRPART 1 - APPLICANT'S PARTICULARS

1. Name\_\_\_\_\_ Rank\_\_\_\_\_ UNID\_\_\_\_\_ Nat\_\_\_\_\_  
Sector/Sec\_\_\_\_\_ Appointment\_\_\_\_\_  
Leave/Address:\_\_\_\_\_  
Tel:\_\_\_\_\_

PART II -SPECIAL LEAVE APPLICATION AND RECORD

2. a. Special Leave applied for:

(1) No. of days\_\_\_\_\_ days

(2) Period From\_\_\_\_\_ To\_\_\_\_\_

Signature\_\_\_\_\_  
of Applicant

3. RECOMMENDATION BY DFC/CMO

a. RECOMMENDED/NOT RECOMMENDED

Signature\_\_\_\_\_  
Name\_\_\_\_\_  
Rank\_\_\_\_\_  
Date\_\_\_\_\_

4. APPROVAL BY FORCE COMD

a. APPROVED/NOT APPROVED

Signature\_\_\_\_\_  
Name\_\_\_\_\_  
Rank\_\_\_\_\_  
Date\_\_\_\_\_

\_\_\_\_\_Detach the portion below\_\_\_\_\_

PART III -NOTIFICATION FOR SPECIAL LEAVE APPROVAL Date\_\_\_\_\_

Name\_\_\_\_\_ Rank\_\_\_\_\_ Sect/Sec\_\_\_\_\_  
Your application for:  
a. Special Leave from\_\_\_\_\_to\_\_\_\_\_approved/not approved

Remarks:\_\_\_\_\_

Signature\_\_\_\_\_ Rank\_\_\_\_\_