UNAMIR POLICY 9 AUG 1994 - 25 FEB 1995

[1 CONFIDENTIAL]
EL/WG JUNE 2009

PLEASE RETAIN
ORIGINAL ORDER

UN ARCHIVES
SERIES S-1062
BOX 164
FILE 6
ACC. 1998/0283

File

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

8/27/2

TO: All Sectors
SOO
SLOGO

FILE REF: MILOBS/ADMIN/6404.2

FROM: MILOBS GP HQ

DATE: 25 February 1995

INFO: MA to DFC/CMO

SUBJECT: **ORGANISATION OF MILOBS GROUP**

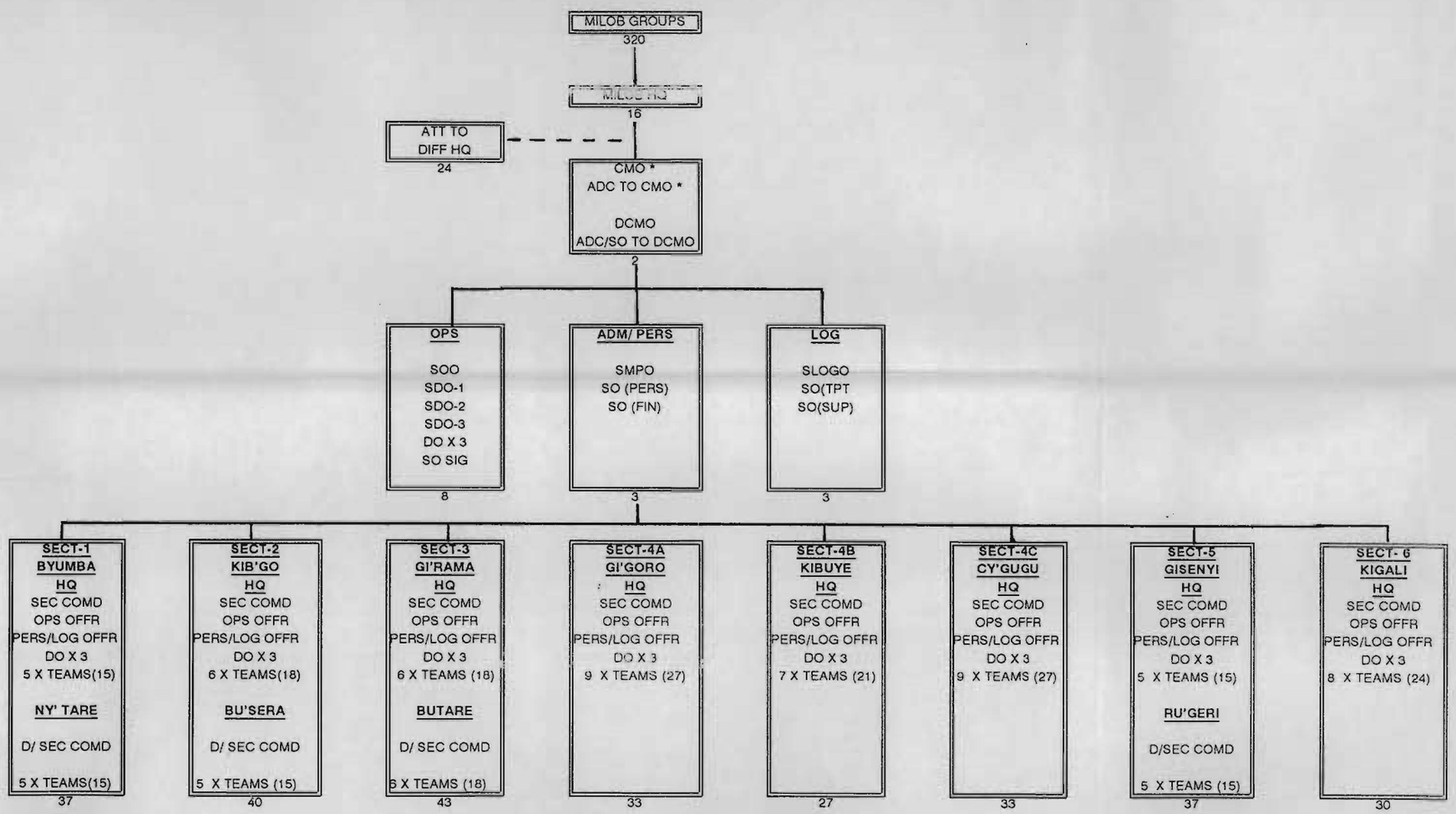
1. Attached is the approved organisation of the MILOBS Group with effect from 25 Feb 95.

2. Sector Commanders are to ensure they organise their sectors as per the approved organisation. Efforts would be made to give sectors their full strength of MILOBS when we hit our establishment strength of 320.

3. Please accept for action.

K OPONG-KYEKYEKU
Lt-Col
for CMO

ORGANISATION OF MILOBS GROUP



LEGEND: * NOT COUNTED

Policy

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

UNAMIR AI/94/003
2 February 1994

ADMINISTRATIVE INSTRUCTION

To: All UNAMIR and UNOMUR Military Observers and Civilian Police

From: P. O. Hallqvist, Chief Administrative Officer

Subject: **LEAVE AND COMPENSATORY TIME OFF**

The rules governing the application of leave and compensatory time off for Military Observers and Civilian Police Monitors attached to UNAMIR/UNOMUR are as follows:

1) The Chief Military Observer and the Commissioner of Police shall establish the hours of work and official holidays for UNMOs and CIVPOL, in consultation with the Chief Administrative Officer. Normally 1 1/2 days of leave per month may be accrued, up to a maximum not to exceed twelve days, on the understanding that it is to be taken as actual leave without any cash compensation in lieu of leave not used.

2) At the discretion the Chief Military Observer and the Commissioner of Police, UNMOs and CIVPOL required for duty on a more or less continuous basis of seven days a week, including Sundays and official mission holidays, may be granted up to six days compensatory time off with mission subsistence allowance for each month of such continuous service (i.e. after 30/31 days of service).

3) Compensatory time off is granted to UNMOs and CIVPOL 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. Compensatory time off cannot be accrued and if not taken during or immediately following the month earned, it will be forfeited.

4) If CTO is taken outside the Mission area, the MSA is reduced by 50%.

5) Compensatory time off 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 Chief Military Observer or the Commissioner of Police, who shall establish appropriate procedures for the advance approval of the observers' time off, its place, duration, etc.

6) Leave and compensatory time off 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. MILOBS AND CIVPOL may, however, be granted up to twelve days of accrued leave and compensatory time off, 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.

7) In exceptional circumstances special leave of absence without MSA may be granted to UNMOS and CIVPOL. Any request for such leave should be forwarded with the recommendation of the Chief of Staff or CMO or the Commissioner of Police to United Nations Headquarters for decision.

Policy

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : TO ALL SECTORS/CELLS **FILE NO** : MILOB/CTOLV/6453.07

FROM : MILOB GP HQ **DATE** : 7 November 1994

SUBJECT : **LEAVE/CTO APPLICATION**

Reference:

A. UNAMIR AI/94/003 dated 2 Feb 94. (Copy attached)

1. Contrary to laid down LEAVE/CTO policy, it has been observed that some UNMOS still fail to give the correct information required when completing their LEAVE/CTO application forms. This might either be due to misunderstanding of the administrative instruction or ignorance of the policy.

2. It is hereby reiterated that MILOBS are entitled to 1.5 days per month earned leave and cannot take leave in advance. However in exceptional cases, special leave of absence without MSA may be granted on application. The Administrative Instruction also stipulates that MILOBS are entitled to 6 days CTO only after working continuously for 30 days and not before. CTO cannot be accrued and if not taken immediately following the month earned will be forfeited. Action has been taken by MILOB GP HQ to get the policy amended but before this is done, MILOBS are to be guided by the current policy when completing their CTO/Leave Application forms.

3. Sector Personnel Officers are reminded that it is their duty to check thoroughly the proper completion of individual application forms before they are signed by the Sector Commander. In future, all incomplete and wrongly completed forms will not be processed.

OPONG-KYEKYEKU
Lt Col
SMPO

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA — MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

UNAMIR AI/94/003
2 February 1994

ADMINISTRATIVE INSTRUCTION

To: All UNAMIR and UNOMUR Military Observers and Civilian Police

From: P. O. Hallqvist, Chief Administrative Officer

Subject: **LEAVE AND COMPENSATORY TIME OFF**

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2) At the discretion the Chief Military Observer and the Commissioner of Police, UNMOs and CIVPOL required for duty on a more or less continuous basis of seven days a week, including Sundays and official mission holidays, may be granted up to six days compensatory time off with mission subsistence allowance for each month of such continuous service (i.e. after 30/31 days of service).

3) Compensatory time off is granted to UNMOs and CIVPOL 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. Compensatory time off cannot be accrued and if not taken during or immediately following the month earned, it will be forfeited.

4) If CTO is taken outside the Mission area, the MSA is reduced by 50%.

5) Compensatory time off 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 Chief Military Observer or the Commissioner of Police, who shall establish appropriate procedures for the advance approval of the observers' time off, its place, duration, etc.

6) Leave and compensatory time off 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. MILOBS AND CIVPOL may, however, be granted up to twelve days of accrued leave and compensatory time off, 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.

7) In exceptional circumstances special leave of absence without MSA may be granted to UNMOS and CIVPOL. Any request for such leave should be forwarded with the recommendation of the Chief of Staff or CMO or the Commissioner of Police to United Nations Headquarters for decision.

UNITED NATIONS NATIONS UNIES
ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : SEE DISTRIBUTION FILE NO : MILOB/LEAVE/CTO 6443.03

FROM : MILOB GP HQ DATE : 27 JUL 94

SUBJ : LEAVE/CTO POLICY FOR MILOBS

1. In view of acute shortage of MILOBS in UNAMIR, all Sector Commanders and Branch/Gp Heads must exercise strict compliance of Leave/CTO policy of MILOBS. It is important to have 80% strength of MILOBS at all times in Sectors and Gp/Br for operational purpose.

2. MILOBS in Rwanda proceeding for Leave/CTO must be informed that Leave/CTO starts from Rwanda and ends in Rwanda. Every MILOBS is responsible for his return in Rwanda in time. Every MILOB is to coordinate his return schedule with MILOB Coord Team in Nairobi before he takes of from Nairobi. MILOBS posted outside Rwanda may leave and report to their duty station within time of Leave/CTO period. Any violation of this instruction will be dealt seriously.

3. Wef date Liaison visit/tour of duty is discontinued unless there is a proper official cover. All Leave/CTO applications recently submitted to this HQ if not approved to be treated as cancelled. Fresh applications may be submitted in accordance with this policy. All Leave/CTO applications have be to submitted to MILOB GP HQ Personnel Br at least 10 days before the commenment of Leave/CTO.

I D TIKOCA
Col
CMO

DISTRIBUTION :
ACTION :

Pers Section FHQ
Sector Comd, Kigali
Sector Comd, Byumba
Sector Comd, Sector 4
Sector Comd, Sector 5
CLO
Milob Gp HQ,Ops Br
Milob Gp HQ,Log Br
Movcon Kigali
Milob Coord Team, Nairobi

OUTGOING FAX

IMMEDIATE

NO OF PAGES TRANSMITTED INCLUDING THIS : 3

TO : OIC, ADMIN UNAMIR,NAIROBI	FROM: FC UNAMIR KIGALI, RWANDA
TEL: 254-2-622508	DATE: 25 AUG 94
ATTN : OIC FINANCE, NAIROBI : CCPO, KIGALI INFO : MILOB COORD TEAM NAIROBI	ORIGINATOR : SMPO MILOB GP HQ KIGALI
FAX:254-2-622668 254-2-218016	FAX: 3-3090

SUBJ : LEAVE FOR MILOBS

Quirrie.

1. THIS HQ RECEIVED A REVISED SOP FROM RERS BR, FHQ WHICH PERMITS MILOBS TO HAVE 2 1/2 DAYS LEAVE PER MONTH AND A TOTAL OF 30 DAYS LEAVE IN A YEAR. ON YOUR QUARRY ON THE ABOVE SUBJ, PERS BR, FHQ WAS REQUESTED TO SOLVE MATTER WITH YOUR OFFICE AND CCPO WITH LTR NO 6443.07 DATED 19 AUG 94. STILL THIS HQ IS LOOKING FOR THE DISPOSAL ON THE ABOVE ISSUE. HOWEVER MILOB GP HQ IS SENDING A COPY OF THE REVISED LEAVE POLICY TO YOUR OFFICE FOR FURTHER DISPOSAL ON THE SUBJ.

1. Subj was discussed with CSS and sorted out accordingly.

26.8.94

SECTION 7 - LEAVE, COMPENSATORY TIME OFF(CTO),UN HOLIDAYS,NATIONAL HOLIDAYS

GENERAL

7.1. 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 and CTO must be contained within the requirement to which exceptions may only be made by the Force Commander himself.

MILITARY OBSERVERS

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

7.2.1. The Chief Military Observer shall establish the hours of work and official holidays for UNMOs in consultation with the Chief Administrative Officer. Normally 2 1/2 days of leave per month may be accrued, up to a maximum not exceeding twelve days, on the understanding that it is to be taken as actual leave without any cash compensation in lieu of leave not used.

7.2.2. At the discretion the Chief Military Observer UNMOs required for duty on a more or less continuous basis of seven days a week, including Sundays and official mission holidays, may be granted up to six days compensatory time off with mission subsistence allowance for each month of such continuous service(i.e. after 30/31 days of service).

7.2.3. Compensatory time off is granted to UNMOs 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. Compensatory time-off not more than 12 days may be accumulated for carry forward from one month to the next.

7.2.4. If CTO is taken outside the Mission area, the MSA is reduced by 50%.

7.2.5. Compensatory time-off 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 Chief Military Observer, who shall establish appropriate procedures for the advance approval of the observers' time-off, its place, duration, etc.

7.2.6. Leave and compensatory time-off 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. MILOBS may, however, be granted up to twelve days of accrued leave and compensatory time-off, 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.

7.2.7. In exceptional circumstances special leave of absence without MSA may be granted to UNMOS and CIVPOL. Any request for such leave should be forwarded with the recommendation of the Chief of Staff or CMO to United Nations Headquarters for decision.

PROCEDURE FOR APPLYING FOR LEAVE/CTO

7.3. Heads of Branches at UNAMIR HQ, Heads of cell at UNAMIR HQ, CMO and Sector Commanders are responsible for planning and approving leave/CTO for personnel in their branch/cell/sector. They are responsible for maintaining a constant minimum of 75% strength in their Branch/Cell/Sector. A fortnightly forecast of leave/CTO should be submitted to the CMPO for monitoring purposes at UNAMIR HQ. All personnel intending to go on leave/CTO will complete the leave application form (see Annex A) and forward it through the chain of command to the approving officer. All UNMOs must put up their leave/CTO applications Form to the Chief Civilian Personnel Officer (CCPO) for vetting purposes before taking final approval from the appropriate authority. Application will be approved as follows:

7.3.1. CMO will approve up to 21 days of continuous leave/CTO for UNMOs/Staff in the sectors and MILOB HQ.

7.3.2. Sector Commanders will approve for UNMOs /Staff under them up to 21 days continuous CTO/leave.

UNITED NATIONS NATIONS UNIES

ASSISTANCE MISSION FOR RWANDA — MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : PERSONNEL BRANCH, FHQ — FILE NO : MIOLB/LVE/6443.07

FROM : PERSONNEL BRANCH, MHQ — DATE : 19 AUG 94

INFO : OIC FINANCE, NAIROBI

SUBJ : CLARIFICATION ON THE REVISED LEAVE AND CTO ENTITLEMENT FOR MILOS.

REF : NAIROBI FAX MISC 1325 DATED 16 AUG 94

1. THIS IS TO INFO YOU THAT MILOB GP HQ PERSONNEL BRANCH RECEIVED THE REVISED SOP ON LEAVE/CTO FROM THE PERSONNEL BRANCH, FHQ. AS PER NEW SOP ON LEAVE AND CTO OF MILOBS, EACH MILOB IS ENTITLED TO HAVE MAX 30 DAYS OF LEAVE IN ONE YEAR THOUGH MAX ACCUMULATION IS 12 DAYS THAT MAY BE TAKEN AT ONE TIME. SIMILARLY MAX ACCUMULATION OF CTO IS 12 DAYS WHICH FACILITATES A TOTAL OF 24 DAYS OF LEAVE/CTO THAT MAY BE TAKEN AT ONE TIME.

2. AS PER ABOVE REF THE FINANCE/CIVIL PERSONNEL SECTIONS IN NAIROBI ARE NOT AWARE OF THE SUBJ. REQUEST ARRANGE COPIES OF REVISED SOP FOR THEM AND CLARIFY THE SUBJ.

3. GRATEFUL CONFIRM DECISION ON THE ABOVE SUBJ IMMEDIATELY.

Policy

(1)

MKF 2357

(NYK, PLS RELAY TO UNAMIR Kigali) 1/3

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

OUTGOING FAX NO 1472

PAGE 1 OF 3

MIR NO _____

MISC NO 1343

TO: Mr. Ally Golo, OIC, Administration, UNAMIR FAX: (1-212) 963-3091 ATTN: Major Kaiser Rizvi, MILOB Headquarters, UNAMIR - Kigali FAX: (1-212) 963-3090	FROM: Mr. Paul McNeill, Finance Officer, UNAMIR VOICE: (254-2) 621-234, x2088; FAX: (254-2) 622-688, V-SAT 3-3090
COPY:	DATE: 19 August 1994
FAX NO:	VOICE:
ORIGINATOR:	SECTION:
SUBJECT: Leave for MILOBS	

The Finance Section has received a document signed by you entitled MILOB/DIR/6433.0 dated 9 August 1994, regarding leave for MILOBS. The document announces that leave for MILOBS will be accrued at the rate of 2 1/2 days per month, and refers to an attached SOP. Paul McNeill in our Nairobi office asked the MILOB office in Nairobi for a copy of the referenced SOP, and they responded that they did not have a copy.

Paul is confused about this 2 1/2 day rate because to his knowledge the rate approved by the UN in New York is only 1 1/2 days per month. His source for that lower rate is a manual entitled United Nations Assistance Mission For Rwanda (UNAMIR) Notes for the Guidance of Military/Police Observers on Assignment dated 26 October 1993, page 7, paragraph 31. A copy of that page is attached.

Perhaps you have a more recent version of the above manual, or you have another document from the UN in New York that supersedes the manual.

Would you please send Paul a copy of the document that you are relying on to change the rate from 1 1/2 days to 2 1/2 days? Also, would you send him a copy of the SOP that your directive refers to?

(2) G1 Yours. 20/8/94

FC CAO E/DIR

1472

3/3

As soon as we receive your documents, we will resolve the confusion and promptly pay for the proper number of days. Please telephone Paul directly if that would speed the resolution of this question.

If it is necessary to receive permission from New York to make this change, Paul would be willing to work with you on that.

Thank you for your cooperation.

1472

3/3

arrangements connected with his assignment and travel both prior to his departure for the mission area and after completion of assignments with UNAMIR, will be conducted by Field Operations Division (FOD), United Nations, New York. During his tour of duty in the mission area, the observer shall deal through the UNAMIR CAO on all administrative and financial matters.

VI. DUTY SCHEDULE, LEAVE AND COMPENSATORY TIME OFF

A. Hours of Duty

30. Hours of duty are determined by the tasks to be performed and the situation in the area. Observers should be prepared to work irregular and long hours when necessary. In emergencies, UNMOs may have to work on occasion up to 24 hours a day, and possibly seven days a week. A schedule of hours of work, the working week, and associated holidays for UNAMIR will be issued by the administration. These will only apply to UNMOs performing regular headquarters staff duties.

B. Leave

31. In addition to compensatory time off (see below), leave with subsistence allowance is accrued at the rate of 1-1\2 days per month. Observers are not entitled to take home leave at United Nations expense. The following general conditions apply to the award of leave:

a. Except with regard to leave accruing in respect of the final month of service, leave may not be taken before it is earned;

b. There will be no cash payment for accrued, but unused, leave;

c. Leave must be taken within the tour of duty. Extensions will not be granted to facilitate the taking of leave;

d. Leave may be taken in conjunction with compensatory time off;

e. During the final month of service no more than 12 days leave and\or compensatory time off may be approved;

f. Leave is normally taken while posted to the mission at which it was accrued. Only in exceptional circumstances, such as a posting at short notice, will it be possible to authorize the carrying-over of accrued leave from one mission to another;

g. No more than 12 days leave may be accumulated for carry-

MILOB

MKF 2357

(NYK, PLS RELAY TO UNAMIR Kigali)

1/3

UNITED NATIONS
ASSISTANCE MISSION FOR RWANDA

NATIONS UNIES
MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

OUTGOING FAX NO 1472

PAGE 1 OF 3

MIR NO

MISC NO 1343

TO: Mr. Ally Golo, OIC, Administration, UNAMIR FAX: (1-212) 963-3091 ATTN: Major Kaiser Rizvi, MILOB Headquarters, UNAMIR - Kigali FAX: (1-212) 963-3090	FROM: Mr. Paul McNeill, Finance Officer, UNAMIR VOICE: (254-2) 621-234, x2088; FAX: (254-2) 622-688, V-SAT 3-3090
COPY:	DATE: 19 August 1994
FAX NO:	VOICE:
ORIGINATOR:	SECTION:
SUBJECT: Leave for MILOBS	

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Discussed and sorted out with previous FC

E/DIR

Maya Rizvi

May we discuss please

1472

2/3

As soon as we receive your documents, we will resolve the confusion and promptly pay for the proper number of days. Please telephone Paul directly if that would speed the resolution of this question.

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Thank you for your cooperation.

1472

3/3

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a. Except with regard to leave accruing in respect of the final month of service, leave may not be taken before it is earned;

b. There will be no cash payment for accrued, but unused, leave;

c. Leave must be taken within the tour of duty. Extensions will not be granted to facilitate the taking of leave;

d. Leave may be taken in conjunction with compensatory time off;

e. During the final month of service no more than 12 days leave and\or compensatory time off may be approved;

f. Leave is normally taken while posted to the mission at which it was accrued. Only in exceptional circumstances, such as a posting at short notice, will it be possible to authorize the carrying-over of accrued leave from one mission to another;

g. No more than 12 days leave may be accumulated for carry-

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA
U N A M I R

TO : SEE DISTRIBUTION

FILE NO : MILOB/MISC/6443.04

FROM : MILOB GP HQ, PERS BR

DATE : 14 AUG 94

SUBJECT: BAGGAGE ALLOWANCE FOR MILITARY PERSONNEL AND CIVILIAN POLICE

1. Please be informed that the baggage allowance for military personnel and civilian police has been revised by Field Operation Department(FOD),UNATIONS, NY. As per current policy for baggage allowance, UNMOS and CIVPOL are authorised to travel to mission area with 100 Kg as accompanied baggage and for the repatriation they are authorised 100 Kg as unaccompanied baggage.

2. Find attached a copy of baggage allowance for military personnel and civilian police.

3. Forwarded for your information.

KAISER RIZVI
Maj
For CMO

DISTRIBUTION :

ACTION :

Pers Br, FHQ (MILOBS only)
Sector Comd, Sector - 1
Sector Comd, Sector - 2
Sector Comd, Sector - 3
Sector Comd, Sector - 4
Sector Comd, Sector - 5
MILOB GP HQ, Ops Br
MILOB GP HQ, Log Br
CLO
CHAC
Movcon, Kigali
MILOB Coordinating Team, Nairobi
Commissioner, CIVPOL

INFO :

ADC TO CMO

B

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA
U N A M I R

TO : SEE DISTRIBUTION **FILE No:** MILOB/DIR/6433.0

FROM : MILOB GP HQ (Pers Br) **DATE:** 09 AUG 94

SUBJECT: LEAVE / CTO MILOBS

1. As per the revised SOP, Leave for MILOBS may now be accrued as 2 1/2 days per month. (ie. thirty days leave per one year TOD). However, up to a maximum not exceeding twelve days is to be taken as actual leave without any cash compensation in lieu of leave not used.

2. It must be emphasised that Leave/CTO for all MILOBS starts and ends in Kigali irrespective of whether a MILOB spends his leave abroad or not. For example a MILOB on LV/CTO from 1 Sep 94 to 12 Sep 94, is permitted to start his journey from Kigali on the 1 Sep 94 and must endeavour to arrive back to Kigali not later than the 12 Sep 94 to start duties on the 13 Sep 94.

3. MILOBS on leave outside Rwanda have the responsibility of coordinating the booking of their return flight from Nairobi to Kigali with the Milob Coordinating Team Office, Nairobi as soon as they arrive in Nairobi before proceeding to their destination. They must also ensure that they avail that scheduled flight on the date and time booked without fail.

4. Strict disciplinary action including stoppage of MSA will be applied to MILOBS found absent after their CTO/Leave and without proper reason.

KAISER RIZVI
Major
for CMO

DISTRIBUTION:
Action:
FHQ Pers Section
MHQ Ops Br
MHQ Log Br
MHQ Liaison Br
Sector-1 HQ
Sector-2 HQ
Sector-3 HQ
Sector-4 HQ
Sector-5 HQ
Milob Coord Team, Nairobi
CAO
Info:
MA to FC
MA TO DFC
ADC to CMO

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

U N A M I R

TO : SEE DISTRIBUTION **FILE No:** MILOB/DIR/6433.0

FROM : MILOB GP HQ (Pers Br) **DATE:** 08 AUG 94

SUBJECT: **MILOBS DIRECTIVE No 2**

1. For smooth personnel administration and accurate monitoring of movement of all MILOBS, it is hereby directed that only MILOB HQ (Personnel Branch) is the sole approving authority for the movement of MILOBS out of Rwanda.

2. All Sector HQs as well as individual UNMOS are therefore to forward any such movement request to this HQ for due approval and further processing by FHQ (Air Ops) before travelling.

3. MILOBS not properly cleared for movement outside Rwanda will either be returned or face necessary disciplinary action.

4. For your strict compliance.

KAISER RIZVI
Major
for CMO

DISTRIBUTION:
Action:
FHQ Pers Section
MHQ Ops Br
MHQ Log Br
MHQ Liaison Br
Sector-1 HQ
Sector-2 HQ
Sector-3 HQ
Sector-4 HQ
Sector-5 HQ
Milob Coord Team, Nairobi
CAO
Info:
MA to FC
ADC to CMO

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

U N A M I R

TO : SEE DISTRIBUTION **FILE No:** MILOB/MISC/6433.0

FROM : MILOB GP HQ (Pers Br) **DATE:** 07 AUG 94

SUBJECT: DOCUMENTATION - MILOBS

1. All MILOBS are advised to submit 3 copies of their recent photographs (stamp size: 3 x 2.5 cm) to his HQ by 15 Aug 94. This has become necessary in view of the fact that most of the photos used for initial documentation were either destroyed or stolen during the war.

2. Sector HQs are to ensure collection of these individual photos and forward them to this HQ for further action.

3. Regards.

KAISER RIZVI
Major
for CMO

DISTRIBUTION:
Action:
FHQ Pers Section
MHQ Ops Br
MHQ Log Br
MHQ Liaison Br
Sector-1 HQ
Sector-2 HQ
Sector-3 HQ
Sector-4 HQ
Sector-5 HQ
Milob Coord Team, Nairobi
Info:
MA to FC
ADC to CMO

UNITED NATIONS NATIONS UNIES
ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : SEE DISTRIBUTION FILE NO : MILOB/LEAVE/CTO/6443.03

FROM : MILOB GP HQ DATE : 30 JUL 94

SUBJ : ABSENT WITHOUT LEAVE

1. It has been observed that MILOBS are not reporting in time at the place of duty after their Leave/CTO. It important for all the MILOBS to respect the laid down policies/instructions for Leave/CTO at all time. All MILOBS are responsible for their departure from the duty station and return in the duty station in time in the event of leave/CTO.

2. Wef date MILOBS not reporting in time after their Leave/CTO will be treated as AWOL and an adverse report will be forwarded to their Country Contingent Commanders. The Finance Section,UNAMIR will also be informed not to pay MSA to those defaulters for their period of absence.

3. This instruction for your strict compliance.

I D TIKOCA
Col
CMO

DISTRIBUTION :

ACTION :

Per Section, FHQ
Sector Comd, Kigali
Sector Comd, Byumba
Sector Comd, Sector - 4
Sector Comd, Sector - 5
CLO
MILOB GP HQ, Ops Br
MILOB GP HQ, Log Br
Movcon, Kigali
MILOB COORD TEAM, NAIROBI
LO TEAM, GOMA
LO TEAM, ENTEBBE

INFO :

FC
DFC

UNITED NATIONS NATIONS UNIES
ASSISTANCE MISSION FOR RWANDA MISSION POUR L'ASSISTANCE AU RWANDA

UNAMIR - MINUAR

TO : SEE DISTRIBUTION FILE NO : MILOB/LEAVE/CTO 6443.03

FROM : MILOB GP HQ DATE : 27 JUL 94

SUBJ : LEAVE/CTO POLICY FOR MILOBS

1. In view of acute shortage of MILOBS in UNAMIR, all Sector Commanders and Branch/Gp Heads must exercise strict compliance of Leave/CTO policy of MILOBS. It is important to have 80% strength of MILOBS at all times in Sectors and Gp/Br for operational purpose.

2. MILOBS in Rwanda proceeding for Leave/CTO must be informed that Leave/CTO starts from Rwanda and ends in Rwanda. Every MILOBS is responsible for his return in Rwanda in time. Every MILOB is to coordinate his return schedule with MILOB Coord Team in Nairobi before he takes of from Nairobi. MILOBS posted outside Rwanda may leave and report to their duty station within time of Leave/CTO period. Any violation of this instruction will be dealt seriously.

3. Wef date Liaison visit/tour of duty is discontinued unless there is a proper official cover. All Leave/CTO applications recently submitted to this HQ if not approved to be treated as cancelled. Fresh applications may be submitted in accordance with this policy. All Leave/CTO applications have be to submitted to MILOB GP HQ Personnel Br at least 10 days before the commenment of Leave/CTO.

I D TIKOCA
Col
CMO

DISTRIBUTION :
ACTION :

Pers Section FHQ
Sector Comd, Kigali
Sector Comd, Byumba
Sector Comd, Sector 4
Sector Comd, Sector 5
CLO
Milob Gp HQ,Ops Br
Milob Gp HQ,Log Br
Movcon Kigali
Milob Coord Team, Nairobi

SECTOR COMD SECT-3

MA - DFC

MOV CON

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA
U N A M I R

TO : SEE DISTRIBUTION **FILE No:** MILOB/DIR/6433.0

FROM : MILOB GP HQ (Pers Br) **DATE:** 09 AUG 94

SUBJECT: **LEAVE / CTO MILOBS**

1. As per the revised SOP, Leave for MILOBS may now be accrued as 2 1/2 days per month. (ie. thirty days leave per one year TOD). However, up to a maximum not exceeding twelve days is to be taken as actual leave without any cash compensation in lieu of leave not used.

2. It must be emphasised that Leave/CTO for all MILOBS starts and ends in Kigali irrespective of whether a MILOB spends his leave abroad or not. For example a MILOB on LV/CTO from 1 Sep 94 to 12 Sep 94, is permitted to start his journey from Kigali on the 1 Sep 94 and must endeavour to arrive back to Kigali not later than the 12 Sep 94 to start duties on the 13 Sep 94.

3. MILOBS on leave outside Rwanda have the responsibility of coordinating the booking of their return flight from Nairobi to Kigali with the Milob Coordinating Team Office, Nairobi as soon as they arrive in Nairobi before proceeding to their destination. They must also ensure that they avail that scheduled flight on the date and time booked without fail.

4. Strict disciplinary action including stoppage of MSA will be applied to MILOBS found absent after their CTO/Leave and without proper reason.

KAISER RIZVI
Major
for CMO

DISTRIBUTION:
Action:
FHQ Pers Section
MHQ Ops Br
MHQ Log Br
MHQ Liaison Br
Sector-1 HQ
Sector-2 HQ
Sector-3 HQ
Sector-4 HQ
Sector-5 HQ
Milob Coord Team, Nairobi
CAO
Info: MOVCON KIG
MA to FC
MA TO DFC
ADC to CMO

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

U N A M I R

TO : SEE DISTRIBUTION **FILE No:** MILOB/DIR/6433.0

FROM : MILOB GP HQ (Pers Br) **DATE:** 08 AUG 94

SUBJECT: **MILOBS DIRECTIVE No 2**

1. For smooth personnel administration and accurate monitoring of movement of all MILOBS, it is hereby directed that only MILOB HQ (Personnel Branch) is the sole approving authority for the movement of MILOBS out of Rwanda.

2. All Sector HQs as well as individual UNMOS are therefore to forward any such movement request to this HQ for due approval and further processing by FHQ (Air Ops) before travelling.

3. MILOBS not properly cleared for movement outside Rwanda will either be returned or face necessary disciplinary action.

4. For your strict compliance.

KAISER RIZVI
Major
for CMO

DISTRIBUTION:
Action:
FHQ Pers Section
MHQ Ops Br
MHQ Log Br
MHQ Liaison Br
Sector-1 HQ
Sector-2 HQ
Sector-3 HQ
Sector-4 HQ
Sector-5 HQ
Milob Coord Team, Nairobi
CAO
Info: MOV CON KIG
MA to FC
ADC to CMO

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

U N A M I R

TO : SEE DISTRIBUTION **FILE No:** MILOB/MISC/6433.0

FROM : MILOB GP HQ (Pers Br) **DATE:** 07 AUG 94

SUBJECT: **DOCUMENTATION - MILOBS**

1. All MILOBS are advised to submit 3 copies of their recent photographs (stamp size: 3 x 2.5 cm) to his HQ by 15 Aug 94. This has become necessary in view of the fact that most of the photos used for initial documentation were either destroyed or stolen during the war.

2. Sector HQs are to ensure collection of these individual photos and forward them to this HQ for further action.

3. Regards.

KAISER RIZVI
Major
for CMO

DISTRIBUTION:
Action:
FHQ Pers Section
MHQ Ops Br
MHQ Log Br
MHQ Liaison Br
Sector-1 HQ
Sector-2 HQ
Sector-3 HQ
Sector-4 HQ
Sector-5 HQ
Milob Coord Team, Nairobi
Info: MOV CON KIGALI
MA to FC
ADC to CMO

UNITED NATIONS NATIONS UNIES
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SECTOR COMD SECT-3
MOV CON CON - KIG