

MIR

G3 OPERATIONS / PLANS

17 MAR 1995

STANDARD OPERATING PROCEDURES

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17 March 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 965 dated 30 November 1994. That Resolution states 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) To provide security and support for the distribution of relief supplies and humanitarian relief operations; and
 - (c) Exercise its good offices to help achieve national reconciliation within the frame of reference of the Arusha Peace Agreement;
3. (The Security Council) 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;"

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 peace. Impartiality is the key and all UNAMIR's actions must be aimed at ensuring the furtherance of this objective.

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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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- 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.

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.

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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
- k. Cross-Border Fire. UNAMIR personnel are authorised to fire across the border of Rwanda into neighbouring countries only when acting in self-defence (and defence of others as per paragraph 5.c).

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. .) 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, display hostile intent or carry out any activity which would require that force be used against them.

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;
 - 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

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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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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.

Note: 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

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

28. 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. 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.
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	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.
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	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.

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.
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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.
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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).

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SECTION 18 - OPERATIONAL INSPECTIONS AND INVESTIGATIONS

OPERATIONAL INSPECTIONS

1. The operational readiness of the troops is the responsibility of the unit commanders. However, operational inspections are to be carried out by UNAMIR HQ Operations Branch to ensure the standardization of the operational activities of units. Inspections are to be made on a regular basis. In addition to the regular inspections, officers of the Operations Branch when travelling in the AO are to carry out inspections at irregular intervals at unit positions.

2. The inspections should cover the following:

- a. Deployment.
- b. Manning level.
- c. Surveillance equipment.
- d. Security.
- e. Plans and orders.
- f. Operational procedures and drills.
- g. Training.

OPERATIONAL INVESTIGATIONS

3. An operational investigation is one carried out by Force HQ or unit HQs into any special operational occurrence. It will normally evolve from:

- a. A particular serious operational incident requiring further detailed appraisal;
- b. A request by one of the parties about the operational behaviour/reaction of UNAMIR military personnel.

4. Such incidents may or may not be subject for boards of inquiry at a later stage.

5. Operational investigations are normally held against the background of a serious or potentially serious incident. As such they are very important and, if properly handled, can defuse potentially explosive situations and maintain good relations between UNAMIR and the parties.

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6. An operational investigation can be initiated by UNAMIR HQ or by a unit. It can also be requested by one of the parties or offered to one of the parties to defuse a potentially serious or threatening situation. If this is requested at unit level and involves a purely local incident, it may be carried out at that level. Normally the operational investigation will be instituted by FC, DFC or DCOS OPS, depending on the seriousness of the incident.

7. An operational investigation will be carried out by at least two suitably qualified officers of different nationalities. OPS/MILOB team may be tasked to carry out operational investigations. The investigation team must be properly briefed and be given written terms of reference.

8. The team must carry out the investigation with speed, efficiency, discretion and courtesy. They will be strictly impartial and will not accept any pressure from the parties concerned. Nor will they deliver any information on the results of the investigation to the parties without prior approval of UNAMIR OPS. The investigation will not be affected by personal opinions, but facts and professional conclusions.

9. The investigation will be carried out at the scene of the incident or as close to it as possible. The team will take notes, hear witnesses, make sketches and maps, take photographs, tag material evidence items with serial numbers, DTG, Grid References etc. The team will maintain communication with the headquarters throughout the investigation.

10. Report. At the conclusion of the investigation a written report will be submitted to the convening authority. This report will form the basis of a report to UN HQ, New York and, if necessary, to the parties. The report will include:

- a. Terms of reference.
- b. Broad description of the background to the investigation.
- c. Actions of investigation team.
- d. Statements of witnesses.
- e. Maps, physical evidence, sketches, photographs, etc.
- f. Conclusions.

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SECTION 19 - REPORTING

GENERAL

1. Reports by MILOBS will consist of reports on incidents, meetings, Special reports and Weekly reports. These reports by MILOBS are designed to provide UNAMIR battalions, MILOB GP HQ and UNAMIR OPS with information on incidents or developing trends.
2. All reports compiled by sector MILOBS will be submitted to MILOB GP HQ and copied to UNAMIR HQ and sector HQs concerned.
3. To be of value, the accuracy and factual content of reports must be beyond dispute. The facts are checked against reports from units (INCREPS) and information ascertained through thorough teams' investigations.

REPORTS ON INCIDENTS

4. When an incident is reported, normally to MILOB GP HQ and UNAMIR HQ through SITREPS or incident reports (INCREPS), a report is then to be submitted to UNAMIR HQ after the facts have been ascertained. The report may be the basis of a protest if the situation requires a protest.

REPORTS ON MEETINGS

5. Meetings with parties such as RPA/RGF must be reported in the form of minutes of a meeting.

SPECIAL REPORTS

6. Units/Independent Coys/MILOB will submit special reports including reports on verification of incidents and events to UNAMIR HQ as required. See Annex K.

WEEKLY REPORTS

7. Weekly reports from sector MILOBS will be made to keep UNAMIR HQ informed of significant events within the Sectors. A copy of the report must be given to the sector HQ concerned.

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OPERATIONAL REPORTING

8. By its very nature current operations deals with reports on operations conducted by the RPA/RGF/MILITIA or with events which may have a bearing on them. Such reports must be timely to be effective. It is stressed that reporting of operational incidents is everybody's business.

9. There are many potential reporting sources other than operational units. These include:

- a. LOG escorts.
- b. Unit convoys.
- c. MP patrols.
- d. Staff Offrs, etc. travelling in UNAMIR AOR.
- e. MP Detachment.

10. The mentioned sources must initiate reporting on operational matters which they may witness. Very often these reports contribute vital information necessary for action at a higher level. Reports should be sent by radio if assessed as immediately important. A written report should be submitted on return to base. In addition to informing UNAMIR OPS, it can often be useful to also inform the unit on the ground.

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SECTION 20 - INSTRUCTIONS ON USE OF RAPID REACTION FORCE

GENERAL

1. UNAMIR and NGO installations in KIGALI are vulnerable to trespass by unauthorized armed and unarmed locals. In response to the encroachments by locals into UNAMIR/NGO installations, the Rapid Reaction Force(RRF) has been constituted to react quickly and decisively to protect threatened UNAMIR and NGO installations in KIGALI city.

AIM

2. To provide guidelines on the use of the RRF.

COMPOSITION

3. The RRF is a motorised platoon capable of responding to an immediate threat at section level while maintaining the capacity to deploy the whole platoon if necessary.

4. Sector 6 Commander is responsible for providing the RRF.

COORDINATING INSTRUCTIONS

5. The RRF will be at 30 minutes NTM and reinforcement of troops as follows:

- a. First reinforcement section at 60 min NTM.
- b. Reinforcement section 2 at 90 min NTM.
- c. Assy area - RRF location.

6. The use of force will be as per UNAMIR Rules of Engagement.

TASKS

7. The RRF will not be deployed for more than 12 hrs. The force may act as a stop gap and should be withdrawn as soon as the threat for which they were deployed no longer exists to free them for other RRF tasks. The RRF may be deployed to undertake the following at short notice:

- a. Provide sentries when unmanned UN property/NGO facilities are threatened by locals/bandits (see Annex L).
- b. Escort unauthorized persons out of UN property and installations.

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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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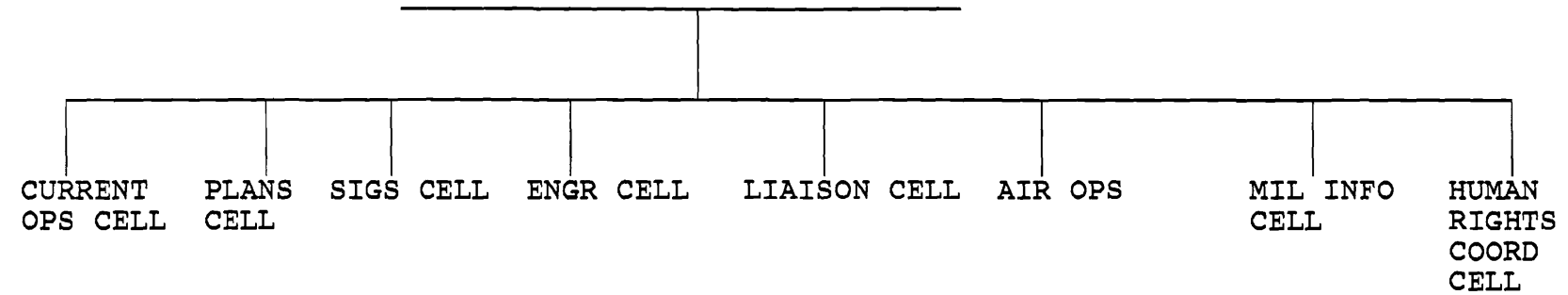
8. RRF COMMANDER. The success of the operation will largely depend on the briefing given to participating troops and the timely intervention by the RRF. The RRF comd will do the following:

- a. Brief troops about the nature of the task/impending operation. This may be done while on the move.
- b. Determine route out and route in. Selected route must be the fastest to the incident site, avoiding as many RPA CHPs as possible.
- c. At RPA CHPs, RRF convoys will stop and negotiate for no more than 5 minutes after which the RRF commander is obliged to continue with the mission.
- d. Submit After Action Report to the Force Duty Officer.

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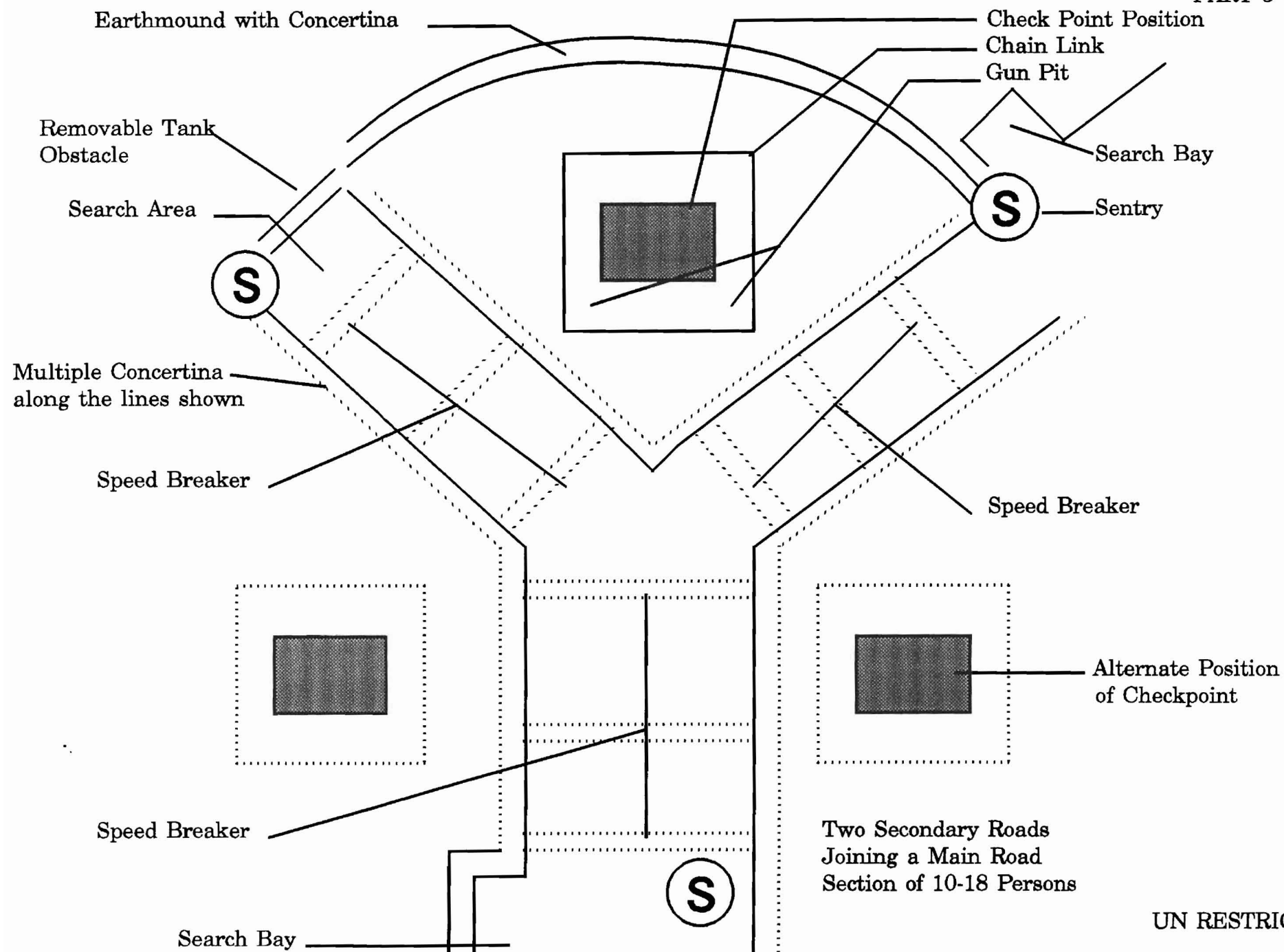
ANNEX A TO
UNAMIR SOPs
PART 3

ORGANISATION CHART FOR OPS CELL



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LAYOUT UNAMIR CHECK POINT/POSITION



GUIDELINES FOR SOLDIERS' BEHAVIOUR AT CHECKPOINTS

- | <u>DO</u> | <u>DO NOT</u> |
|---|---|
| 1. <u>SIMLE</u> when approaching the vehicle and talking to the driver. | Do not show disrespect or that you perhaps dislike him. |
| 2. Speak to the driver and let him speak to the passengers. | Do not speak to a female regardless of her age. |
| 3. <u>REQUEST</u> him to do what you want him to do. | Do not put your head or arm in through the side window or open the door without permission. |
| 4. Speak naturally and not louder than needed. | Do not shout or show that you may be impatient. |
| 5. When searching a person, do it with extra courtesy. Use scanners whenever possible. | Do not search female personally or tell her to put her hands up. Do not point a weapon directly towards her unless you must for security reasons. |
| 6. Whatever happens at the CHP, stay calm, and do the best you can to be polite even if you are offended. | Do not get involved in excited argument about any matter. Do not use FORCE unless force is against you and then use minimum force only. |
| 7. Always maintain a high standard of dress and military bearing. | Do not become careless or sloppy in appearance. |

(SECRET WHEN COMPLETED)

PATROL BRIEFING AND DEBRIEFING FORM

1. **Type of Patrol:** Foot/Mobile/Mobile CHP
(Strike out as applicable)
2. **Composition**
(names of patrollers/UNMOs)_____
3. **References** (Complaints, previous reports or other documents should be listed) _____
4. **Date and Time of Departure** _____
5. **Date and Time of Returned** (To be completed on return of patrol)_____
6. **Special Radio Instruction** (If applicable) _____
7. **Notifications** IAW operations in the forward areas (if required)
Date_____Time_____
Date_____Time_____
Date_____Time_____
8. **Route** _____
9. **Patrol Tasks**

<u>Assigned</u>	<u>Results</u>
(Detailed tasks of patrols should be listed normally in the form of questions to be answered)	(To be completed at debriefing)
a.	a.
b.	b.
c.	c.

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ANNEX D

10. Remarks (additional information IAW mode of conduct on patrol should be listed here).

Briefing completed:.....	Debriefing completed:.....
(Briefing Offr)	(Debriefing Offr)
Acknowledged:.....	Certified:.....
(OC Patrol)	(OC Patrol)
Time/date:	Time/date:

(SECRET WHEN COMPLETED)

D-2/2

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ANNEX E TO
UNAMIR SOPs
PART 3

SECURITY/ESCORT TASK FORM

UN F1

TO: MILOB GP HQ, SHQ

FROM: UNAMIR HQ

INFO: DCOS OPS, (one of factions)

DATE:

TASK NO: _____

ALPHA: REQUESTED BY: _____

BRAVO: DESTINATION: _____

CHARLIE: PURPOSE: _____

DELTA: DETAILES OF PERSONS BEING ESCORTED:

OUT

IN

ECHO: DATE/TIME OF DEPARTURE: _____

FOXTROT: PLACE OF DEPARTURE: _____

GOLF: DATE/TIME OF RETURN: _____

HOTEL: MISC: _____

INDIA: ATTACHED DOCUMENTS: _____

NAME/SIG OF OIC: _____ DATE: _____

ACKNOWLEDGEMENT

UNM F1

ALPHA: TASK NO: _____

BRAVO: TASK ACCEPTED/REFUSED/DELAYED: _____

CHARLIE: REASON: _____

DELTA: NAME/SIG OF OIC: _____

ECHO: DATE/TIME: _____

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ANNEX F TO
UNAMIR SOPs
PART 3

CONFISCATION FORM

1.	CHP:.....	DTG:..... (B)
2.	Wpn by type and Srl No:.....	
3.	Magazines:.....	
4.	Ammo/Expl:.....	
5.	Other Items:.....	
6.	Other Info:.....	
	a. Name:.....	
	b. Faction:.....	
	c. Village:.....	
	d. Veh License No:.....	
7.	Map Reference (if found):.....	
8.	Individual taking name (print):.....	
Signature:.....		
Copies: 2 copies forwarded with wpns to UNAMIR Force HQ		

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ANNEX G TO
UNAMIR SOPs
PART 3

(To be issued)

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ANNEX H TO
UNAMIR SOPs
PART 3

COMPLAINT REGISTER

1. Listed below are explanation for each of the headings contained in the Complaint Register:

- a. Ser. A numerical listing of the events. They would normally be in sequence and chronological order.
- b. Complaint No. These are the allotted numbers assigned to each complaint as it is received. This number should be recorded on each subsequent document that is related to the complaint or investigation to ensure that no information is lost. Numbers are allotted as follows:

(1)	Force HQ	-	1 to 1000.
(2)	RGF LO	-	1001 to 2000.
(3)	RPF LO	-	2001 to 3000.
(4)	CMO	-	3001 to 4000.
(5)	CHAC	-	4001 to 5000.
- c. Date Received. The date that the complaint is received, either by radio or verbally from the LO's.
- d. Reported by. The individual who actually reported the complaint or incident.
- e. Particulars of Complaint. A very short description of the complaint or incident.
- f. Investigation Required. This will normally be decided by the Deputy Chief of Staff Operations or Sector Commander.
- g. Date Complaint Sent to HQ. The date that the written complaint is received by the HQ. It should normally be accompanied by Annex J. (page 1).
- h. Names/CS of Investigations. The names and callsigns of the military observers tasked to investigate.
- j. Date Assigned. The date the military observer team was tasked with the investigation.
- k. Date Investigation Completed. The date that the investigation is completed.
- l. Date investigation Sent to HQ. The date that the HQ actually receives the written report.
- m. Action Completed. This indicates when all follow up action has been taken, e.g. letters of protest.
- n. Remarks. Any notes of explanation that may be required.

H-1/2

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REPORT OF COMPLAINT RECEIVED

1.

COMPLAINT SERIAL NO:

DATE:
2.

SECTOR/LO:
3.

DATE AND TIME RECEIVED:
4.

COMPLAINT ATTACHED CONTAINING:

a.

Date and Time of alleged incident.

Yes

No

b.

Place of alleged incident, including grid references.

Yes

No

c.

Circumstances of alleged incident.

Yes

No
5.

IS AN INVESTIGATION REQUIRED:

Yes

No
6.

COMMENTS OR PROPOSED ACTION:

(When sent by radio this section should contain a summary of the incident)

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ANNEX I TO
UNAMIR SOPs
PART 3

CONFISCATION FORM

1.	CHP:.....	DTG:.....	(B).....
2.	Wpn by type and Srl No:.....		
3.	Magazines:.....		
4.	Ammo/Expl:.....		
5.	Other Items:.....		
DETACH HERE - (ONLY TOP PORTION IS GIVEN TO THE OWNER)			
6.	Other Info (N/A if found)		
	a.	Name:.....	
	b.	Faction:.....	
	c.	Village:.....	
	d.	Veh License No:.....	
7.	AMR (if found):.....		
8.	Individual taking name (print):.....		
Signature:.....			
Copies: Original to owner, 2 Copies forwarded with wpns to BN HQ			

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ANNEX I

OFFICIAL RECEIPT

Date: _____

Place: _____

Name: _____

Weapon Serial No: _____ Type: _____

Ammunition: Quantity: _____ Type: _____

Other Items Found: _____

Signature of OIC

ANNEX I

[illegible]

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ANNEX J TO
UNAMIR SOPs
PART 3

SPECIAL REPORT FORM

TO: MILOB GP HQ
FROM: SENIOR MILOB
INFO: UNAMIR HQ (OPS)
SUBJECT: Special Report Concerning_____

1. Task

- a. Task_____
- b. Ordered by_____

2. Facts

- a. When_____
- b. Where_____
- c. What_____
- d. Who_____
- e. Why_____

3. Conclusions

Major/Team Leader

Major

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ANNEX K TO
UNAMIR SOPs
PART 3

LIST OF INSTALLATIONS AND NICKNAMES

<u>LOCATION</u>	<u>NICKNAME</u>
1. UNAMIR HQ (Amahoro Hotel)	HOME RUN
2. Kigali Airport/Warehouse	POT BELLY
3. Amahoro Stadium (CANCON/BRITCON)	PALM WINE
4. 500 man transit camp	BIG HOUSE
5. Log Base (Rwandex)	GOOD HOPE
6. Communications compound	CAPE FEAR
7. MAN Diesel compound	SNAKE CHARM
8. Kigali Central Hospital	RED RAIN
9. Belgian Village (UNAMIR staff)	SINGLE FILE
10. MT compound (Workshop)	WILD WEST
11. UNICEF Bldg (UNAMIR)	IVORY TOWER
12. UNDP Bldg (UNHCR)	COW LEG
13. Hotel Meridien (MILOBs)	HIP BONE
14. Military Academy	LOW BROW
15. MILOB GP HQ/CIVPOL HQ	COLD SHOWER
16. IVECO compound (Brown & Root)	BIG HAMMER
17. Chez Lando (UN civilians)	LONG JUMP
18. TRAFIPRO COMPOUND	APPLE PIE
19. Spare	TOM THUMB
20. Spare	LIGHT HOUSE
21. Spare	CRAZY HORSE

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UNAMIR FORCE SOPs

PART FOUR

AIR OPERATIONS

SECTION 1 -	AIR OPERATIONS
ANNEX A -	AIR TASK REQUEST FORM
ANNEX B -	AIR TASK MESSAGE
ANNEX C -	MISSION REPORT (MISREP)
ANNEX D -	OPSUM
ANNEX E -	GENERAL RELEASE FROM LIABILITY

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UNAMIR FORCE SOPs

PART FOUR

AIR OPERATIONS

GENERAL

1. The air support for UNAMIR is provided by a commercial firm under contract with 3 Canadian Bell 212. In addition one Spanish military CN-235 is also available for UNAMIR tasking. When operating under UN responsibility these aircraft are called "United Nations Aircraft" and are placed under command of the FC. The SO2 G3(Air) is responsible for the coordination, planning and execution of UNAMIR rotary air operations. Civilian Air Operations is responsible for the supervision 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 and other urgent, immediate missions.
- b. Priority - 2: Operational deployment of troops in support of the UN mandate in Rwanda by day and night. Medevac of stabilized casualties and VIP tasks.
- c. Priority - 3: Routine UNAMIR support tasks including, recce and surveillance missions, air patrols, troop redeployment and photo-recce.
- d. Priority - 4: Routine UN tasking for other agencies.
- e. Priority - 5: NGO humanitarian support operations.

TASK REQUESTS AND FORMATS

3. Units are to bid for helicopter support using an AIR TASK REQUEST form at least 24 hours in advance. All requests will be considered in order of priority and merit by SO2 G3(Air) and scheduled in accordance with aircraft availability. The task will have to be recommended by SO2 G3(Air) and approved by both the FC, through DCOS Ops, and OIC Administration, through Civilian Air Ops. The format for an air task request is at Annex A.

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4. An **AIR TASK ORDER** will be produced by G3 (Air) specifying the exact nature and detail of the task. This form will be signed by SO2 G3(Air) and copied to Air Ops. It will then be sent to the helicopter unit by cease work on the day before the task is due to be flown. The format for an air task order is at Annex B.

5. On completion of any helitask a **MISREP** (mission report) is to be completed and sent to G3 Air within 3 days. The form should not only provide task debrief statistics, but should also highlight any shortcomings or problems encountered during the task. The format for a Misrep is at Annex C.

6. A weekly task summary or **OPSUM** is to be provided to G3 Air Ops from the helicopter flight commander, providing overall hours flown over that week. It should also include any forecast change to the serviceability and flying rate capability of the detachment. Should aircraft be detached to forward operating bases (FOBs), then those aircraft details are to be included in the summary. An example of an Opsum is at Annex D to this SOP.

DUTIES AND RESPONSIBILITIES

7. SO2 G3(Air) is responsible to DCOS Ops and Air Ops for the efficient running of UNAMIR Air Operations within the Mission Area. In particular SO2 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 air resources.
- 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 Air Ops.
- g. Tasking and supervising SH assets within the Mission area.
- h. Maintaining and updating an HLS register within the Mission area.

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AIRCRAFT CAPABILITIES AND LIMITATIONS

8. The capabilities 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 high altitude and high 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: 9.
stretchers: 3.
- b. Average airspeed: 100 Kts or 185 Km/Hr.
- c. Comms: VHF/AM (band-width: 118.000 - 135.975 Mhz).
VHF/FM (band-width: 150.000 - 179.999 Mhz).
- d. Nav aids: NDB, VOR and GPS.
- e. Endurance to be used for planning purposes:
 - (1) With maximum load: 2 Hr.
 - (2) With reduced pax and 2 auxiliary fuel tank: 3 Hr 30.
- f. Limitations: IFR for all night operations.
- g. Maximum altitude 10,000 ft AMSL.
- h. Readiness for urgent missions with one helicopter:
 - (1) Daily between 07 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.
- h. Allocated flying hours : 75 hrs/month/hel

9. Listed below are the planning data for the CN - 235.

To be Issued.

TASK CAPABILITIES

10. 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.

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- d. Recce.
- e. Surveillance and Border Patrols.
- f. Resupply.
- g. Top Cover for convoys.

CASEVAC AND MEDEVAC

11. CASEVAC is the emergency transportation of injured personnel, who may be in imminent danger of death. UNAMIR medical SOPs define and determine the methods to be used to CASEVAC a casualty, this includes a standardized format for casualty requests. When a request for a CASEVAC mission is received by the HQ Duty Officer, he will carry out the following actions:

- a. Notify the Force Medical Officer (FMO), callsign M93 on channel 7, SO2 G3(Air) callsign 93H on channel 7 and Air Ops, callsign 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, SO2 G3 (Air) and Air Ops.
- c. Inform DCOS Ops about the progress of the incident.

12. The FMO will carry out the following actions:

- a. Gather as much information as possible about the incident.
- b. Determine whether a helicopter CASEVAC is appropriate.
- c. If a helicopter CASEVAC is necessary, despatch the Aero Medical Evacuation (AME) Team to the helicopter site immediately and inform SO2 G3(Air) of the medical implications of flying the casualty.
- d. Arrange for an ambulance to pick up the casualty once recovered by the helicopter. The helicopter will land in front of the ATC tower at Kigali Airport with the casualty(ies).

13. The SO2 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.

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- c. Monitor the progress of the mission until completion on VHF radio from the HQ. Air Ops may be able to operate a Flight Watch on HF radio from UNAMIR HQ.

SAR MISSIONS

- 14. 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.
- 15. A SAR mission is to be requested via SO2 G3(Air) and Air Ops:
 - a. For fixed wing aircraft by ATC/AOC.
 - b. For helicopters by the Flt Cdr of the helicopter unit.
- 16. The Mission has a very limited SAR capability at night due to aircraft limitations and inhospitable terrain.
- 17. A SAR mission can be implemented for missing vehicles/personnel along a briefed route, should no other means be available.
- 18. Should the SO2 G3(Air) not be available, Air Ops or in extremis the HQ Duty Officer may task a helicopter for a SAR/CASEVAC/MEDEVAC mission directly.

HELICOPTER LANDING SITES

- 19. Helicopter landing sites (HLSs) should be chosen with the following criteria in mind:
 - a. A clear open area, free of obstructions and loose material.
 - b. The minimum dimensions are 35x35m, cleared to ground level. An HLS for night use should be at least 100x50m.
 - c. Clear approach and departure paths.
 - d. Slope should be minimal and should not exceed 7 degrees by day and 3 degrees by night.
 - e. The site should be as secure as possible, especially if an aircraft is to shut down there for some time.
- 20. A record of HLSs will be held in Air Ops and at the helicopter detachment operations room.

MARKING HLSS

21. 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 (see diagram 1).

Figure 1. Night
Emergency HLS
Lighting.

NIGHT OPERATIONS

22. Night flying has to be flown according to Instrument Flight Rules (IFR) and this may severely limit the night capability of the Bell 212 helicopters. In IFR the safety altitude may not exceed 10,000 ft as this is the maximum height permissible without using oxygen. The Bell 212 may not therefore be able to carry out night operations over the mountains to the west of Rwanda.

23. The Bell 212 is not equipped with Night Vision Goggles (NVG) and therefore has a limited ability to conduct rescue missions at night. There are 2 Forward Looking Infra Red (FLIR) devices available, that may be fitted to the helicopter for a night search mission. FLIR is also very useful for conducting searches for casualties over water.

24. Helicopters with an enhanced altitude capability have been requested to overcome the pressure altitude limitation of the Bell 212 when carrying passengers. It should be noted that large pressure variations can seriously harm injured personnel in certain circumstances.

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TROOPING DRILLS

25. Troops may only approach a helicopter from the front quadrant when directed to do so by a member of the crew. All weapons are to be made safe and magazines are to be removed. No loose articles should be carried into the rotor area and headgear should be removed and secured. Radio aerials are to be removed and stowed and radios are not to be used inside the aircraft.

26. During flight troops are to secure their seatbelts at all times, smoking is prohibited in flight.

27. 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 AREAS

28. Overflying the VULCANO RESERVE and the AKAGERA NATIONAL PARK is not permitted below 500 feet (AGL).

PERSONNEL AUTHORIZED TO EMBARK UN AIRCRAFT

29. Personnel authorized to embark in UN aircraft are listed in para 5. of UNAMIR Administrative Instruction, Other non-UN individuals, with special authorization, shall sign a : "GENERAL RELEASE FROM LIABILITY" form as shown in Annex E.

AIR TASK REQUEST FORM

1. IDENTITY OF APPLICANT

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

2. FLIGHT REQUEST

- A. Number and Type of Aircraft.
- B. Date and Time at Pick up.
- C. Pick Up Point(s), grid or description.
- D. Drop Point(s).
- E. Passengers.
- F. Freight (weight).
- G. Nature of Task.
- H. Duration of Task.
- I. Communications at PUP or DOP if available.
- J. Special Instructions or Information.

3. SIGNATURE OF APPLICANT_____APPOINTMENT_____

4. RECOMMENDATION BY SO2 G3(Air)._____

Signature
SO2 G3(Air)

5. FLIGHT AUTHORIZATION

Comments:_____

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 AirOps_____

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ANNEX B TO
UNAMIR SOPs
PART 4

AIR TASK MESSAGE

- A. Task Number.
- B. Number and Type of Aircraft.
- C. Date and Time at Pick up(s).
- D. Pick Up Point(s), grid or description.
- E. Drop Point(s).
- F. Passengers.
- G. Freight weight.
- H. Nature of Task.
- I. Duration of Task.
- J. Communications at PUP or DOP if available.
- K. Special Instructions or Information.

Signature
S02 G3(Air)

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ANNEX C TO
UNAMIR SOPs
PART 4

MISSION REPORT(MISREP)

- A. Task Number.
- B. Date flown.
- C. Hours flown.
- D. Passengers carried.
- E. Freight uplifted.
- F. Problems encountered (if any).
- G. Suggestions or recommendations (if any).

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ANNEX D TO
UNAMIR SOPs
PART 4

OPSUM

- A. Period of OPSUM.
- B. Total hours flown.
- C. Total fuel used.
- D. Total fuel remaining.
- E. Aircraft available for tasking during the period.
- F. Forecast availability of aircraft for next period.
- G. Flight safety incidents or hazards (if any).
- H. Flight Commander's comments.

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ANNEX E TO
UNAMIR SOPs
PART 4

GENERAL RELEASE FROM LIABILITY ON ACCOUNT OF USE OF UN
HELICOPTERS

I, the undersigned, hereby recognize that my use of or travel on helicopters owned or operated by the United Nations 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 risk during such use or travel,
- b. Recognize 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.

_____ (Passenger)

_____ (Date)

_____ (Aircraft commander)

_____ (Witness)

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UNAMIR SOPS

PART FIVE

ENGINEERING OPERATIONS

SECTION 1 -	ORGANIZATION
SECTION 2 -	MINE AWARENESS
SECTION 3 -	MINE RESPONSIBILITY
SECTION 4 -	PROCEDURES FOR CONTRACT
SECTION 5 -	ENGINEER SUPPORT REQUESTS AND REPORTS
ANNEX A -	ENGINEERING REQUEST
ANNEX B -	ENGINEER TERRAIN REPORT
ANNEX C -	ENGINEER ROAD REPORT
ANNEX D -	ENGINEER LOCAL RESOURCES REPORT
ANNEX E -	ENGINEER BRIDGES(S) REPORT
ANNEX F -	ENGINEER DEMOLITION(S) REPORT
ANNEX G -	ROUTINE MINE/UXO INCIDENT REPORT
ANNEX H -	UNAMIR MINEFIELD/MUNITIONS DUMP RECCE REPORT
ANNEX I -	UNAMIR MINEFIELD/MUNITIONS DUMP CLEARANCE REPORT
ANNEX J -	ENGINEER CASUALTY REPORT
ANNEX K -	EOD TASKING FORM
ANNEX L -	ENGINEERING SITREP

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PART 5 - ENGINEERING

SECTION 1 - ORGANIZATION

AIM

1. The aim of this SOP is to ensure the coordination and direction of the engineering effort within UNAMIR and to confirm the UNAMIR Force HQ on status achieved.

SCOPE

2. This SOP describes the organizations and responsibilities of the engr cell, the aspects of mine awareness, the responsibilities, the training and drills, the procedures for contracts and the various requests and reports pertaining to engineering.

ENGINEER TASKS

3. The range of engineering tasks are numerous. Listed below are the main tasks of the engineers.

- a. Mine awareness training, management of mine clearance teams training, recording, marking and management of clearance programs and possible clearance of areas critical to the repatriation effort;
- b. Rehabilitation of roads and bridge repair;
- c. Structure repair and improvement;
- d. Water supplies in the sectors which have no access to drinkable water;
- e. Disposal of unexploded explosive ordnance devices (EOD) and unsafe ammunition; and
- f. General engineering support to the deployed force.

ORGANIZATION AND RESPONSIBILITY

4. The Engineering Cell deals with all the engineering activity within Rwanda. The cell prioritizes, directs and coordinates the activities of the Force Engr Company, engr detachments and EOD teams. It is also responsible for maintaining contacts with UN agencies, NGOs, the Rwandan military and civilian engineers in respect to their responsibilities for engineer related tasks to ensure that the appropriate UNAMIR Force HQ priorities are met.

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5. Duties

a. G3 Engr/Force Engineer Offr.

- (1) Commands the Force Engr Coy assigned to UNAMIR, coordinates and supervises the activity of engineering assets and private companies on contract to UNAMIR;
- (2) Establishes priorities and time parameters for all engineering operations in accordance with UNAMIR priorities. Chairs the engineering sub-committee meetings when required;
- (3) Provides engineering advice to the Deputy Chief of Staff Operations Offr;
- (4) As the Force Engineer Offr, participates in all engineering matter related meetings with UN agencies and NGOs;
- (5) Develops and maintains a database of all engr operations and provides information from this database;
- (6) Establishes and maintains liaison with UN agencies, NGOs and local government agencies in Rwanda on engineering operations matters;
- (7) Coordinates field engineering support to sectors/batts/units in accordance with UNAMIR priorities and tasks;
- (8) Conducts and coordinates all engr reconnaissance tasks. Supplies roads leading to sector/batts/units and team sites;
- (9) Prepares and monitors mine clearing plans and relevant tasks;
- (10) Plans the water supply and constructs facilities for water storage;
- (11) Constructs the basic accommodation facilities at those places where no facilities exist, on the basis of the Force Engr Coy as well as on a contractual agreement;
- (12) Assists elements of the mission to bring their working and living accommodations to a basic operational standard;

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(13) Upgrades and repairs roads, bridges and other facilities required for the mission, with the assistance of engr units; and

(14) Develops sewage requirements for all sectors/batts/units facilities.

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SECTION 2 - MINE AWARENESS

GENERAL

1. The mine and booby trap problem is confined to a small area of the northern part of the country. Mine accidents in Kigali proved that booby-traps or single mines were also laid in the City and in other places, mainly in recent RGF defense positions. In the north of Rwanda mines were probably laid by both parties in the dispute, but the majority were probably laid by the RGF to limit RPA vehicle movement. Moreover, mines are left in areas where the RGF have withdrawn, especially in tea and banana plantations, or in open grassland and on tracks. It is a serious threat to the local population and incoming displaced persons or refugees. Also found are a certain number of other unexploded munitions from small arms ammunition to artillery shells. These present a great risk as the mines and booby traps can be found everywhere, and they must be destroyed in part of the clearance program.

AREAS MOST LIKELY TO BE MINED

2. The mine problem in Rwanda as it has been mentioned earlier is basically localized to a small area of the northern part of the country. Nevertheless they could be found in the area of recent fightings between both factions. The mines were probably laid in any section of ground over which soldiers have been present and on active service:

- a. military buildings (outposts, warehouses, field hospitals or military encampments);
- b. side roads and entrances to storage areas;
- c. bridges and the area in a circle around the bridge, in areas where fighting has ceased;
- d. roads and paths, the edges of roads and paths. Even well used roads are dangerous after dark in areas where soldiers are active;
- e. abandoned buildings, abandoned or overgrown fields; and
- f. the area around shady trees which may be used by soldiers for protection.

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ADVICE ON PROTECTION FROM MINES COMMONLY USED BY LOCALS

- a. do not play with mines;
- b. do not go near mines;
- c. do not touch or pick up things that are unknown;
- d. do not touch valuable things in unlikely places;
- e. do not go to unknown or prohibited places;
- f. watch for booby-trapped items in areas where both factions were active;
- g. do not go into areas that are likely to be mined or areas people say are mined;
- h. follow the footsteps of the person in front if possible;
- j. always ask villagers which places are mined. Most of the time they know the exact places where mines have been laid;
- k. assume that there is more than one mine and that mines have been planted in groups; and
- m. mark the mine using a local marking system.

RWANDESE TRADITIONAL LAND MARKING SYSTEM

3. The most widely recognized sign of extreme danger for Rwandans are heaps of bush branches put on the road where the danger is located.

4. The following signs may be carved on trees:

- a. skull and crossbones symbol;
- b. X shaped symbol;
- c. + shaped symbol;
- d. arrow sign;
- e. an arrow sign with a cross through it; and
- f. written mine warnings in Kinyarwanda script.

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5. Other Markings:

- a. a tree stump painted red;
- b. grass tied to the top branch of a tree;
- c. a red cloth tied to the branch of a tree;
- d. a plastic bag tied to the branch of a tree;
- e. a thin sharp stick inserted in the tree bark (pointing to the mined area);
- f. a branch removed from a tree with a thin sharp stick attached to it (pointing to the mined area)
- g. a thin bamboo stick with a thin sharp stick through it (pointing to the mined area);
- h. cut grass tied in a bundle (placed near a mine)
- k. pieces of metal or fish cans are often deliberately dropped in a mine area to warn people that the area is mined;
- m. two tree branches in an X or + shaped cross sign;
- n. two large leaves in an X or + shaped cross sign;
- p. a bundle of upright sticks together with grass;
- q. a flag with a red X on it;
- r. a red flag with mine warning in Kinyarwanda script.

6. The following materials are used to block off a road, path or entrance or exit to a mined area:

- a. logs, branches or bamboo line, or piles to form an obstacle;
- b. thorns piled deliberately to block a path; and
- c. branches, thorns or leaves piled (usually on top of a mine).

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SECTION 3 - MINE RESPONSIBILITY

GENERAL

1. All UNAMIR Units are responsible for the safety of their own personnel from mines. Personnel should be briefed and practised in the Minefield Drill (see further)

TYPES OF MINES

2. A various range of Anti-Personnel and Anti-Tank mines have been used in Rwanda. The types found are in the UNAMIR Rwandan Reference Manual being prepared by the Engineering Cell from the UNAMIR Force HQ and to be distributed to all units.

MINE TRAINING

3. The Engineering Cell plans to carry out basic training for selected personnel from units in Mine Awareness. The following skills will be covered:

- a. Prodding Drills;
- b. Tripwire Drills;
- c. Recognition of Minefield Marking; and
- d. Basic Recognition of Minefields.

4. All units under command of UNAMIR should apply through the Ops Branch for the Basic Mine Awareness course. The mine awareness course will be aimed at Officers and SNCOs. Units should be responsible for subsequent training within Units.

DRILLS WHEN IN A MINEFIELD

5. If you find yourself in a minefield:
- a. Stand still. Alert the rest of your group, get them to stand still. If you can retrace your steps exactly do so, but only if you can use your own steps;
 - b. If you can not retrace your steps exactly you must prod yourselves out of minefield using a bayonet or a mine prodder, prod a path a minimum of 60 cm wide; mines found in this way should be marked and avoided;

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- c. Feel for tripwires carefully, if found mark and avoid by stepping over or going under; and
- d. When safely out of the minefield mark it at a safe distance, determine your exact location and report details using a minefield report.

6. Prodding for mines:

- a. The aim of prodding is to discover if there are mines in your chosen path so that you can avoid them.
- b. With a sharp pointed long bladed instrument eg. a bayonet held at 30 degrees to the ground, horizontally prod the ground across the width of your chosen path to ascertain if there are any hard objects such as mines in the ground.
- c. Progress will be slow and ground should be prodded every 2 cm across the width of the path and every 4 cm along the length of the path.
- d. Hard objects should be investigated carefully by removing soil and by using your eyes; metallic and plastic objects should be examined with great care, if identified as a mine or if in doubt, mark and avoid.

7. Feeling for tripwires:

- a. Before advancing down your chosen prodding path feel for tripwires.
- b. With gentle motions of your hand feel across the full width of the path and up to the height of a walking man to locate tripwires.
- c. If encountered mark and avoid.
- d. A 60 cm light but rigid stick gently moved about is a good method of detecting tripwires.

8. Casualties in a minefield:

- a. DO NOT approach a casualty without prodding a safe path;
- b. Having approached the casualty prod a safe area around the casualty;

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- c. Give first aid;
- d. Prod a route out of the minefield or go as you came in; and
- e. Report the incident.

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SECTION 4 - PROCEDURES FOR CONTRACTS

GENERAL

1. The aim is to outline the operating procedure for Contracts in order to achieve maximum efficiency.
2. Ops through the Engineering Cell is required to deal with a number of agencies and work in coordination with UNAMIR procurement and logistic cells.
3. On identification of a task users forward their demands to the Force HQ Ops section giving details of a requisition for the engineering support.

SEQUENCE OF ACTION

ACTION BY OPS

4. The Engineering Cell on an order from DCOS OPS carries out preliminary reconnaissance of the site and proposes all the alternatives to DCOS OPS along with relevant advantages and disadvantages. The reconnaissance report of the site should include:
 - a. G3 Engr/FEO (leader);
 - b. A representative from the Procurement Section;
 - c. A representative from the Planning Section of the Force Engr Coy; and
 - d. Representatives of contractors.
5. All the team members, jointly submit the detailed reconnaissance report. This report is to include:
 - a. Assessment of work;
 - b. Ground conditions;
 - c. Site clearance (if required);
 - d. Availability of local building materials;
 - e. Feasibility of the task at the proposed site;
 - f. Type of project with relevant specifications;
 - g. Rough estimate of project;

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- h. Time frame;
- i. Recommended terms and conditions to include in the contract;
- j. The detailed report is submitted to DCOS OPS and the Planning Section by the Force Engr Coy, which starts preparing the relevant drawings and specifications to be included in the contract document; and
- k. All drawings and specifications after approval by G3 Engr/FEO are submitted to the Procurement Section and are next used as an enclosure to the contractual document.

Action by Procurement Section

- 6. Based on the drawings and specification of the proposed project, the Procurement Section invites tenders from various contractors. The bid is opened on the given date in presence of the Planning Section's representative from the Force Engr Coy.
- 7. The contractor with the lowest accepted bid is given all terms and conditions and signs an agreement.
- 8. The Procurement Section gives a work order to the contractor and directs him to the engr cell for execution of the work.

Action by Engineering Cell

- 9. The engr cell receives a copy of the contractual document and asks the contractor to start the work.
- 10. The engr cell keeps a close check on the following:
 - a. Quality of work;
 - b. Approval of material to be used;
 - c. Time frame; and
 - d. Prioritization.

Mode of payment.

- 11. The contractor submits his monthly bill to the engr cell for varification and onward submission to the paying agency.

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12. To avoid excessive costs and any discrepancies between contractual arrangements and actual work the task is at all times supervised by a designated representative from the Force Engr Coy.

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SECTION 5 - ENGINEER SUPPORT REQUESTS AND REPORTS

REQUESTS

1. All requests for engineering support are to be submitted to OPS using the format at Annex A.

REPORTS.

2. Various formats for specific reports required are as follows:

- a. Annex A - ENGINEERING REQUEST;
- b. Annex B - ENGINEERING TERRAIN REPORT;
- c. Annex C - ENGINEERING ROAD REPORT;
- d. Annex D - ENGINEERING LOCAL RESOURCES REPORT;
- e. Annex E - ENGINEERING BRIDGE(S) REPORT;
- f. Annex F - ENGINEERING DEMOLITION(S) REPORT;
- g. Annex G - ROUTINE MINE/UNEXPLODED ORDNANCE INCIDENT REPORT;
- h. Annex H - UNAMIR MINEFIELD/MUNITIONS DUMP RECCE REPORT;
- i. Annex I - UNAMIR MINEFIELD/MUNITIONS DUMP CLEARANCE REPORT;
- j. Annex J - ENGINEERING CASUALTY REPORT;
- k. Annex K - EOD TASKING FORM; and
- l. Annex L - ENGINEERING SITREP.

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ANNEX A TO
UNAMIR SOPs
PART 5

ENGINEER REQUEST

To request engineer support when needed

Format: FM: callsign

To: callsign Force HQ

Engreq no. ...as at...

- A. Map sheet(s):
- B. Grid reference(s):
- C. Task to be done:
- D. Time task to be completed:
- E. Required support:
 - (1) personnel
 - (2) material
- F. Time support needed:
- G. Duration support required:
- H. Location support needed:
- J. Additional information:

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ANNEX B TO
UNAMIR SOPs
PART 5

ENGINEER TERRAIN REPORT

To report when requested by OPS.

Format: Fm: callsign

To: callsign Force HQ

Engrep terrain no... as at...

- A. Map Sheet(s)
- B. Date/time information collected
- C. Grid references
- D. Shape of ground and type of soil(flat, rolling, hilly, mountainous, etc.)
- E. Cross-country capability/road network in the area
- F. Vegetation
- G. Land use
- H. Water source and quality
- J. Depth of water in open well
- K. Additional information
 - (1) mines, mine markings in the area
 - (2) etc.

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ANNEX C TO
UNAMIR SOPs
PART 5

ENGINEER ROAD REPORT

To report when required by OPS

Format: Fm: callsign

To: callsign

Engrep road(s) no...as at...

- A. Map Sheet(s)
- B. Date/time information collected
- C.
 - (1) From grid reference...
 - (2) To grid reference...
 - (3) Description(per part of the road)
 - (4) Requirements(per part of the road)
- D. Condition of the road:
 - (1) total length
 - (2) minimum width of carriage way
 - (3) surface of road
 - (4) class of road: i one way traffic
ii two way traffic
 - (5) restrictions(curves, etc)
 - (6) average width of verges
- E. Parking lots:
 - (1) grid references
 - (2) number of vehicles + type
- F. Bridges:
 - (1) grid references
 - (2) class
 - (3) by-pass available
- G. Causeway/bridge
 - (1) type/class
 - (2) condition
- H. Additional information
 - (1) mines,mine markings in the area
 - (2) etc.

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ANNEX D TO
UNAMIR SOPs
PART 5

ENGINEER LOCAL RESOURCES REPORT

To report when requested by OPS.

Format: Fm: callsign
To: callsign Force HQ
Engrep LR no. ...as at...

- A. Map Sheet(s)
- B. Date/time information collected
- C. Grid reference
- D. Type
- E. Capacity
- F. Effort required:
 - (1)in collecting (manpower)
 - (2)in transport
- G. Additional information
 - (1)mines, mine markings in the area
 - (2)etc.

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ANNEX E TO
UNAMIR SOPs
PART 5

ENGINEER BRIDGE(S) REPORT

To report when the bridge(s) is (are) first reconnoitred.

Format: Fm: callsign

To: callsign Force HQ

Engrep bridge(s) no. ...as at...

- A. Map Sheet(s)
- B. Date/time information collected
- C. Grid reference
- D. Type number of spans, overall length, construction of bridge
- E. Class:
 - (1)one way traffic...
 - (2)two way traffic...
- F. Condition
- G. Roadway dimensions
- H. Vertical clearance under/over
- J. Bypass route(s)
- K. Additional information
 - (1)mines, mine markings area
 - (2)etc.

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ANNEX F TO
UNAMIR SOPs
PART 5

ENGINEER DEMOLITION(S) REPORT

To report as an incident report.

Format: Fm: callsign

To: callsign Force HQ

Engrep DML no. ...as at...

- A. Map Sheet(s)
- B. Date/time information collected
- C. Grid reference
- D. Object
- E. Prepared and Executed
- F. Demolition by whom
- G. Size of the gap or obstruction
- H. Additional information
 - (1)interference with own mission
 - (2)improvement possibilities

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ANNEX G TO
UNAMIR SOPs
PART **5**

ROUTINE MINE/UNEXPLODED ORDNANCE INCIDENT REPORT

REPORTED BY			
RANK	NAME	UNIT/ORG	DATE
LOCATION GRID		SHEET#	
DIRECTIONS TO LOCATION			

DESCRIPTION OF INCIDENT:

How far away do people live and work?

TYPE OF MINE/UNEXPLODED ORDNANCE (UXO)	
Anti-personnel Blast Anti-personnel Fragmentation Anti-Tank Booby-Traps Tripwire UXO Type(Shape & Size) Buried/unburied/ camouflaged	

MINEFIELD MARKINGS IF ANY(DESCRIPTION)

How was the mine or UXO located?

How does the mine or UXO affect your activities?

Local contact: Name and Address:

G-1/2

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SITE SKETCH

Example Methods of Marking
Bamboo Tripod
Brush Tied Together
Pile of rocks
Stakes with objects tied to it
UNAMIR Mine Signs

LEGEND									

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ANNEX H TO
UNAMIR SOPs
PART 5

UNAMIR MINEFIELD/MUNITIONS DUMP RECCE REPORT

Written by: Map Name: Sheet:

Number:

Date time group:

Reference Grids:

Type of Minefields: AREA, ROUTE, BUILT UP AREA,
NUISANCE, MUNITIONS DUMP

Type of MINES/MUNITIONS

	Type	Qty	Booby-traps	Tripwires
AP				
AT				
Improvised Munitions				
UXO				
Munitions Dump				

Minefield Laid by whom:

Date:

Minefield Markings:
Improvised
Deliberate

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Location General Description:

Terrain:

Soil conditions:

Foliage/Fauna:

Ground Features:

Drainage:

Accessibility by road:

Directions with Distances:

	Wet Season	Dry Season
Type		
Class		
Width		
Condition		

Helicopter Landing Zone: Grid:

Description of Approaches:

Size:

Ground Features:

Bivouac Area:

Grid:

Description:

Size:

Ground/Drainage:

Accommodation if avail:

Form Up Point Safe Area:

Grid:

Size:

Shelter avail and distance to mine field/dump:

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ANNEX H

Detonation Safe Area: Grid:

Size:

Control Point: Grid:

Size:

Shelter avail and distance to minefield/dump:

Ammo Storage Point: Grid:

Size:

Shelter avail distance to minefield/dump:

Sentry Positions: Grid:

Safe route description.

Safe route description
Grid

Safe route description
Grid

Safe route description
Grid

UXO/Munitions Disposal point: Grid

Description	Size
-------------	------

Shelter Avail and distance to Minefield

```
Sentry Positions:  Grid:
                   Grid:
                   Grid:
                   Grid:
```

Area burning ability
Description of method:

Local Official Contact:

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Name Position Address Telephone

Gendarmerie contact:

Name Position Address Telephone

Local Medical Support: Grid
 Location Description
 Facilities avail

Local Communications:
 Radio

Telephone

Available Resources:
 Potable Water
 Power Gravel
 Timber
 Other

Signature
Name
Rank

Annexes:
Site Sketch: "A"
Map overlay: "B"

UNAMIR MINEFIELD/MUNITIONS DUMP CLEARANCE REPORT

1.

WRITTEN BY:

DATE:
- MAP:

NAME:

SHEET NO:
- REFERENCE GRID:
2.

MINEFIELD MARKINGS:
- DESCRIPTION:
3.

DETAILS OF MINELAYING PATTERN:
- DESCRIPTION(DISTANCES & BEARINGS):
4.

DETAILS OF LAYING METHODS:

	DEPTH BURIED	CAMOUFLAGE	TRIPWIRES	BOOBY- TRAPS
AP				
AT				
UXO				
IMPROVISED MUNITIONS				

MUNITION

METHOD STORED

CONDITIONS

5. MINES ENCOUNTERED

TYPE	QTY	TRIPWIRES	BOOBY-TRAPS	CONDITION
AP				
AT				
UXO				
IMPROVISED MUNITION				

7. METHOD OF DESTRUCTION\
AMOUNT OF EXPLOSIVE PER MINE

AP

AT

UXO

IMPROVISED
MUNITION

MUNITION DUMP

8. DETAILED OF CLEARED AREA
GRID BEARINGS DISTANCES REMARKS

DATUM MARKER

START POINT

END POINT

9. SKETCH OF CLEARED AREA

10. CLEARED BY(OIC)

NAME:

SIGNATURE:

UNIT:

DATE:

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ANNEX J TO
UNAMIR SOPs
PART 5

ENGINEER CASUALTY REPORT

To report as an incident report

Format: Fm: callsign

To: callsign Force HQ

Engcasrep no. ...as at...

- A. Map Sheet(s)
- B. Date/time of accident
- C. Grid reference
- D. Type of accident
- E. Casualty/damage
 - (1) Personnel: UN/local injury
 - (2) Material:
- F. Additional information

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EOD TASKING FORM

- a. FROM: SECTOR 2
- b. TO: D COS OPS
- UNAMIR FORCE HQ (MIO - INFO).
- c. SUBJECT: TASKING FOR EOD

1. FORM:

ALFA: DTG FO FOUND

BRAVO: LOCATION

CHARLIE: NATURE/NUMBER/STATE

		<u>SAFE:</u>	/	<u>UNSAFE:</u>
ONE:	A PERS MINES	SIERRA	/	UNIFORM
TWO:	A TANK MINES	SIERRA	/	UNIFORM
THREE:	GRENADDES	SIERRA	/	UNIFORM
FOUR:	EXPLOSIVES	SIERRA	/	UNIFORM
FIVE:	BOOBY TRAPS	SIERRA	/	UNIFORM
SIX:	AMMUNITION	SIERRA	/	UNIFORM
SEVEN:	VARIOUS	SIERRA	/	UNIFORM

2. TRANSMISSION BY RADIO (EXAMPLE)

ALFA: 23 1445 OCT 94

BRAVO: NGONDORE SQ 061 295

CHARLIE:

ONE: ONE-TWO/1L / UNIFORM

TWO: THREE / UNIFORM

THREE: TWO / SIERRA

SIX: 500 ROUNDS 7.62MM / SIERRA

DELTA: MINES POSITIONED IN FRONT OF THE SECOND HOUSE
AT LEFT HAND SIDE COMING FROM BYUMBA.

3. REMARKS: ANY ROUND OF AMMUNITION, MINES OR GRENADES
HAVE TO BE CONSIDERED UNSAFE UNLESS THE CONTRARY HAS BEEN
PROVEN.

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ANNEX L TO
UNAMIR SOPs
PART 5

ENGINEERING SITREP

To report daily before 1630hrs (local time)

Format: Fm: callsign

To: callsign Force HQ

Engsitrep no. ...as at...

- A. Own situation: engineer activities, achievements, intentions for the next 24 hrs.
- B. Equipment:
 - (1). Mechanical: operational status
 - (2). Electrical: operational status
- C. Fuel consumption: engineering equipment
- D. Faction Activity:
- E. UN Activity:
- F. UN Equipment Casualty rep:
- G. Administration:
- H. Additional info: admin, civilians, refugees, etc. concerning engineer matters.

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UNAMIR SOPS

PART SIX

COMMUNICATION

SECTION 1 -	ORGANIZATION
SECTION 2 -	RADIO COMMS
SECTION 3 -	TEL COMMS
SECTION 4 -	HARDCOPY MESSAGE
SECTION 5 -	COMMUNICATION SECURITY
SECTION 6 -	MISCELLANEOUS
ANNEX A -	UNAMIR COMMS LINKS
ANNEX B -	FORCE COMMAND NET
ANNEX C -	VOICE PROCEDURE AIDE-MEMOIRE
ANNEX D -	UNAMIR TELEPHONE SYSTEM
ANNEX E -	MESSAGE FORM
ANNEX F -	MESSAGE HANDLING PROCEDURES

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PART 6 - COMMUNICATION

SECTION 1 - ORGANIZATION

AIM

1. The aim of this SOP is to coordinate the economical employment of all UNAMIR communication assets and to familiarize all UNAMIR staff with existing comms facilities and operating procedures.

SCOPE

2. This SOP describes the communication support required for the different levels of Command and Control within UNAMIR. It also outlines the organizations, procedures and reports that are integral in maintaining effective communication.

ORGANIZATION AND RESPONSIBILITY

3. The comm support to UNAMIR is provided by UN FIELD SERVICES COMMS SECTION and UNAMIR FORCE SIGNAL UNIT. This support is coordinated by the CHIEF COMMUNICATIONS OFFICER (CCO) and the FORCE SIGNAL OFFICER (FSO).

4. Duties

a. Chief Communications Officer

(1) Develop and implement a communications plan for provision of a communication network relevant to the operational needs of 8000 military and civilian personnel deployed in different sectors of the country, utilizing 6 different communications systems.

(2) Supervise the following sub-units which are staffed by 32 specialist technical personnel and 14 local staff and provide communications, electricity and other types of support to the UNAMIR mission:

(a) Radio Workshop. Installation, maintenance and operation of equipment in support of 22 active VHF networks, 1000 GP 300, 75 Fixed Base Stations, and 35 Repeaters spread over the entire country.

(b) Satellite Communications. Installation, maintenance and operation of 11 INTELSAT, 8 VSAT satellite terminals, 25 INMARSAT terminals and 20 Rural telephone links; tower erection and antenna installation.

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(c) Communication Centres. Staffed continuously on 24/365 rotating shifts.

(d) Special Equipment Unit. Installation and maintenance of fax and photocopy machines in UNAMIR offices

(e) Stores and Inventory Unit. Receiving and inspection; inventory control; stores management.

(3) Management and Administration. Office administration; liaison with local Government Authorities; procurement and property control; fiscal control.

b. Force Signal Officer

(1) Coordination of all military communication in UNAMIR.

(2) Ensuring that comm equipment of formed units are kept at acceptable levels.

(3) Provision of Signal Despatch Service within UNAMIR AOR.

(4) Manning all comm equipment in UNAMIR OPS Room and all Formed Units Rear Links to UNAMIR HQ.

LEVEL OF COMM

5. The four levels of comm are:

- a. UNAMIR HQ to Higher. Comms between UNAMIR HQ, UN HQ NY and other countries are provided by UN Field Services and are controlled by UNAMIR Comm Centre. All international comms are to be approved by the Force Commander or the Chief Administrative Officer. These comms are voice and data via satellite links.
- b. UNAMIR HQ TO SECTOR/UNIT HQ. Comms from Force HQ down to SECTOR HQ, MILOB GP HQ, CIVPOL HQ and under cmd independent units are provided by UN Field Services and Force Signal Unit. These comms are voice and hard copy msg via radio and telephone links.
- c. Sector Comms. Sector comms are provided by UN Field Services and are controlled by the SECTOR HQ.

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- d. Unit Comms. Unit comms are the responsibilities of the individual units, with the only exception being those units that the UN agreed to provide comms eqpt to.

GENERAL COMM LAYOUT

6. The following means of comm are to be provided to the various components of UNAMIR (Annex A):

- a. Radio. VHF nets are to be established for FORCE COMD, ADMIN and CO-ORD and SECTOR COMD. Other VHF nets can be established if the reqr is justified and assets are available.
- b. Telephone. Telephone services (voice & fax) are to be established at each SECTOR HQ, MILOB HQ, CIVPOL HQ and under comd indp unit. This service will be provided by a combination of satcom, VHF/UHF rural links and RwandaTel (local telephone system).
- c. Hardcopy Message. Hardcopy messaging system to be established between UNAMIR HQ and all the Sector HQ, Milob HQ, Civpol HQ and under comd indp units. This system to be provided via combination of fax, TTY and SDS.

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SECTION 2 - RADIO COMMS

VHF

1. VHF comms at all levels except at unit level are to be provided by UN Field Services. Currently, the VHF system provided by UN Field services is based on Motorola VHF radios. Motorola VHF radios work in two modes simplex and duplex. In most cases duplex mode, which involves using a repeater, will be employed because of the large area of coverage required and the mountainous terrain of Rwanda.

VHF NETS

2. The VHF nets to be established are:

- a. Force Comd. The Force Comd net (Annex B) is a "directed net" that is to provide point to point links from UNAMIR HQ Ops centre to the Ops centre at all Sector HQ, Milob HQ, Civpol HQ and under comd indp units.
- b. Force Adm. The Force Adm net is a "directed net" that is to be set along the same guidelines as the Force Comd Net.
- c. Sector. Sector nets are established to provide a means of communication for all UNAMIR pers within a specific sector for operation and security requirements. These nets are not directed; however, control of the net is the responsibility of the sector HQ.
- d. Force Co-ord. The Force Co-ord net is established to provide a means for coordinating UNAMIR Force HQ within Sector 6. The net is not directed and is accessible to a limited number of call signs.

AIR TO GROUND RADIO LINKS.

3. Aircraft radios are to be programmed, where possible, to have access to UNAMIR command nets.

CHANNEL AND FREQUENCY ALLOCATION.

4. Channel Allocation. Frequencies for the Motorola radio systems are allotted to different channels. The pairing of frequencies to channel is done by UN Field Services. Changing of the frequencies for any channel can only be authorised by Force Operations after consultations with CCO and FSO.

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5. Frequency Allocation. All frequencies which will be used by UNAMIR force including those used by contingents for rear links must be approved by RWANDATEL through UNAMIR HQ. This is necessary because of restrictions placed on the use of frequencies by governments and also to aid in management of the frequency spectrum.

CALL SIGNS

6. Force Nets. Only authorized call signs can be used on the Force Comd, Admin and Co-ord nets. The use any unauthorized call signs on these nets are strictly forbidden.

7. Sector Nets. Because of the unrestricted access to Sector Nets by all UNAMIR pers, it is important that call signs for all pers issued with Motorola radios be coordinated through the office of either the Force Signal officer or the Chief Communication Officer.

RADIO PROCEDURES

8. Voice Procedure. In order to ensure the effective and efficient use of available radio comms, a high standard of voice procedure should be adhere to. Attached as Annex C is an aide memoire on voice procedure.

9. Net Control. The control stations for all directed nets are responsible for maintaining net discipline and for ensuring the integrity of the net by the use of periodic radio checks. Sector HQ is responsible for enforcing net discipline on Sector nets.

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SECTION 3 - TELEPHONE

1. Telephone service is to be provided to all UN facilities when feasible. The installation and commissioning of telephone service will be done by UN Field Services. Telephone services will be provided via a combination of VSat, Inmarsat, VHF/UHF Rural Links and RwandaTel Lines. Attached as annex D is the proposed telephone system for linking UNAMIR HQ to all Sector HQ, Milob HQ, Civpol HQ and under comd indp units.
2. A telephone directory and other telephone instructions are to be published by UN Field Services and will be circulated separately and updated periodically.
3. International Tel services are available through the UNAMIR telephone exchange. This service is accessible from any UNAMIR tel extension (VSat ext included); however, prior arrangements with the CCO must be made for payment of long distance charges.

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SECTION 4 - HARDCOPY MESSAGE

1. Hardcopy messaging is to be established from UNAMIR HQ to all Sector HQ, Milob HQ, Civpol HQ and under comd indp units. This service will be provided via a combination of telephone fax, Inmarsat fax and SDS. Attached as Annex E is the message form for hard copy messages. Procedures and terminology for sending hardcopy messages are detailed in Annex F.

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SECTION 5 - COMMUNICATION SECURITY

1. All UN comms equipment is non-secure, and must only handle UNCLASSIFIED information. Any secure communications of RESTRICTED and above must be handled through SDS.

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SECTION 6 - MISCELLANEOUS

REQUEST FOR COMMS EQPT AND SERVICE

1. In order to avoid problems in demanding comms eqpt and service the following guidelines are to be implemented:

- a. All military req for comms eqpt and services are to be forwarded to the Force Signal Officer. Justification of req is to be attached to req.
- b. All req will be vetted with primary consideration given to operational requirements and the overall UNAMIR comms plan.
- c. Approved req will be sent to Chief Communication Officer, who is responsible for the installation and repair of the eqpt.
- d. Military comms req not sent by the FSO will not be handled by the Chief Communication Officer.

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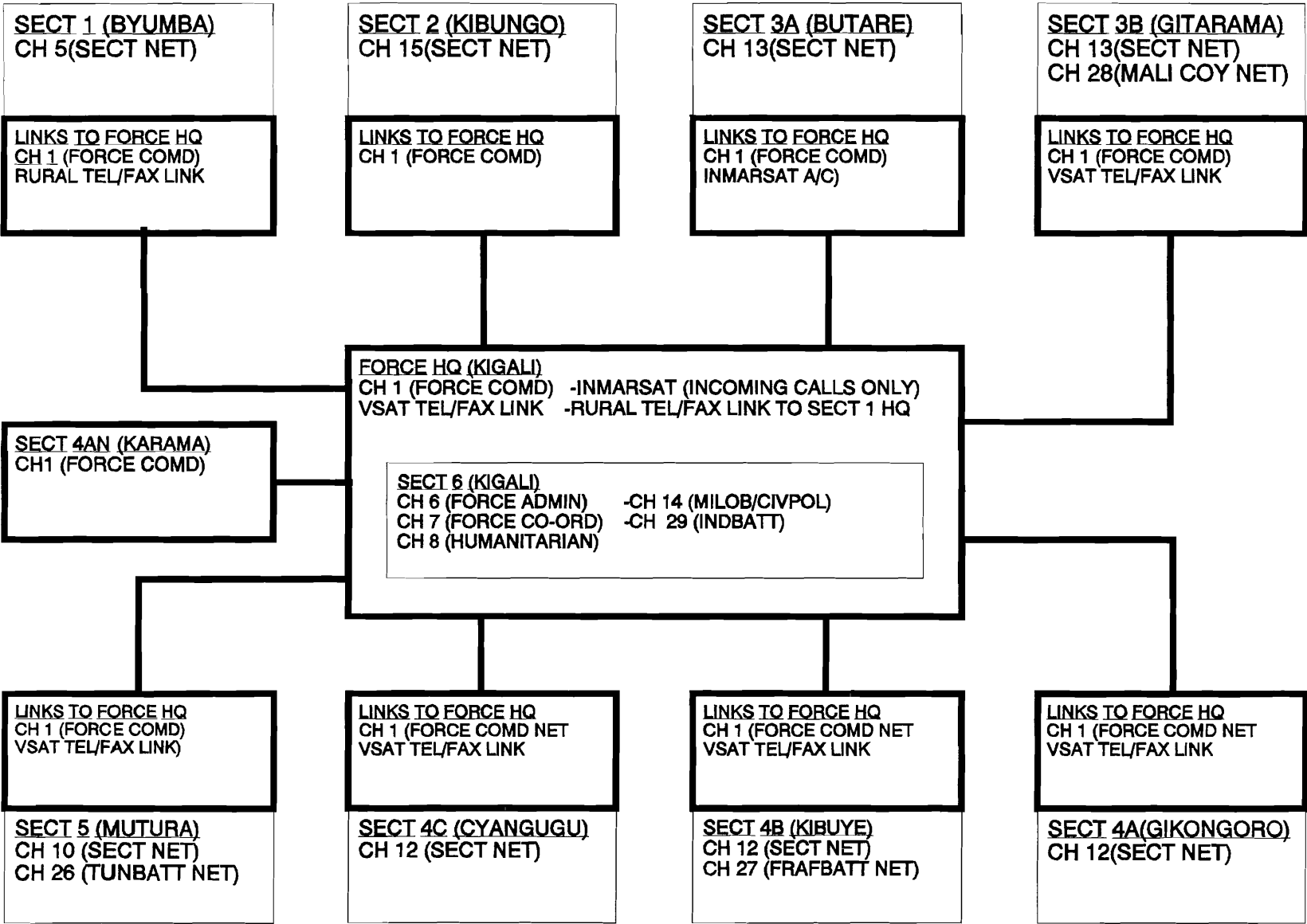
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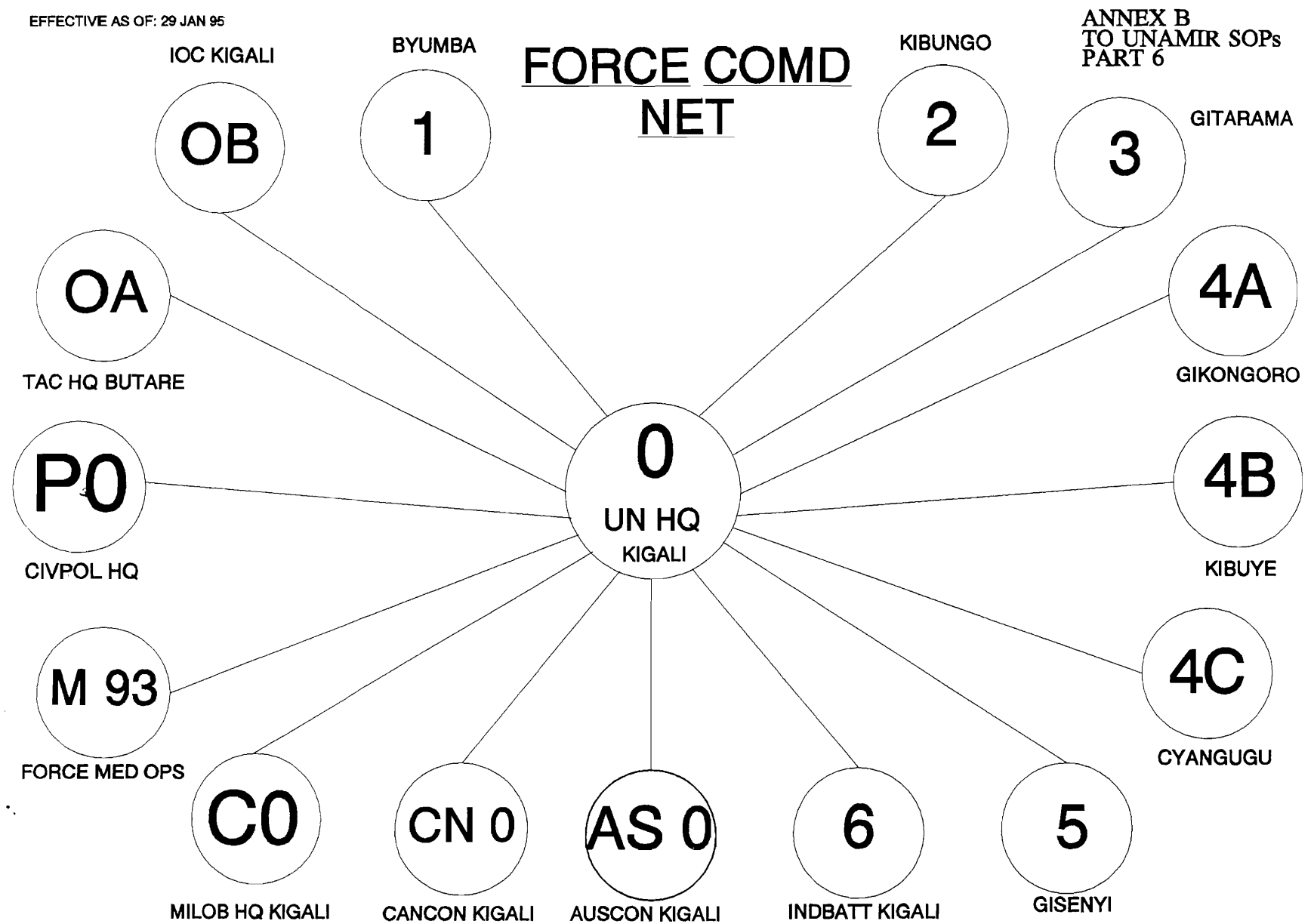
AS OF: 15 JAN 95

UNAMIR COMMS LINKS

ANNEX A
TO UNAMIR SOPs
PART 6



EFFECTIVE AS OF: 29 JAN 95



ANNEX B
TO UNAMIR SOPs
PART 6

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ANNEX C
TO UNAMIR SOP
PART 6

VOICE PROCEDURE - AIDE MEMOIRE

PURPOSE

1. The purpose of this aide-memoire is to prescribe the basic radio-telephone procedure that shall be used on all UNAMIR radio nets.

GENERAL

2. Transmissions by radiotelephone will be as short and concise as possible. Since personnel other than trained operators frequently operate radio equipment, all personnel must be cautioned that transmissions by radio are subject to intercept and therefore have no security.

3. Adherence to prescribed procedure is mandatory. Unauthorized departures from or variations in prescribed procedure often create confusion, reduce reliability and speed, and are therefore prohibited. If the procedure prescribed herein does not cover a specific operating requirement, initiative and common sense should suffice.

4. The following basic rules are essential and should be strictly enforced:

a. No transmission shall be made which has not been authorized by proper authority.

b. The following practices are forbidden:

(1) unofficial conversation between operators.

(2) excessive time consumed in tuning, changing frequency or adjusting/testing equipment.

(3) profane, indecent or obscene language.

(4) transmitting at speeds beyond capabilities of receiving operator.

5. To utilize circuit time more efficiently, all messages or their substance should be written down prior to transmission. Those messages which must be delivered by the receiving operator to another person or which are preceded by proword MESSAGE shall be written down.

6. Transmissions by radiotelephone shall be as short and concise as practicable. The use of standard phraseology enhances brevity.

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7. Transmissions over radiotelephone should be clear with natural emphasis on each word (except the prescribed pronunciation of a numeral), and should be spoken in natural phrases, not word by word.

8. To avoid interfering with other traffic, an operator shall listen to make certain that a circuit is clear before making any transmissions.

DISCIPLINE

9. Good discipline is essential to the efficient working of radio nets. Irrespective of rank, the CONTROL STATION is in charge of the net, and is responsible for its discipline. Radio discipline includes:

- a. correct use of procedures;
- b. opening and closing of nets or stations;
- c. keeping net or circuit on correct frequency;
and
- d. maintenance of radio watch by all stations.

ESTABLISHING COMMUNICATIONS

10. Before conducting regular traffic over radiotelephone circuits, it may be necessary to make contact with other stations involved to ascertain that communication is possible.

EXAMPLE A (Conditions good):

1. 2A transmits:
Two Three - THIS IS - Two Alfa - OVER.
2. 23 answers the initial call:
Two Three - OVER.
3. 2A having nothing for 23, transmits:
Two Alfa - ROGER - OUT.

EXAMPLE B (Conditions difficult):

1. 2A transmits:
Two Three - Two Three - THIS IS - Two Alfa -
Two Alfa - RADIO CHECK - OVER.
2. 23 transmits:
Two Alfa - Two Alfa - THIS IS - Two Three -
Two Three - WEAK - OVER.
3. 2A having nothing for 23, transmits:
Two Three - THIS IS - Two Alfa - ROGER -
OUT.

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RADIO CHECKS, SIGNAL STRENGTH
AND READABILITY

11. A station is understood to have good signal strength and readability unless otherwise notified. Strength of signals and readability will be exchanged only when requested or when difficulty is experienced.

12. The prowords listed below are for use when initiating and answering queries concerning signal strength and readability.

a. General

RADIO CHECK What is my signal strength and readability, i.e. How do you hear me.

ROGER I have received your last transmission satisfactorily. (the omission of comment on signal strength and readability is understood to mean that reception is loud and clear. If reception is other than loud and clear it must be described with the prowords from paragraphs b and c below).

NOTHING HEARD To be used when no reply is received from a call station.

b. Report of signal strength

LOUD Your signal strength is very strong.

GOOD Your signal strength is good.

WEAK Your signal strength is weak.

VERY WEAK Your signal strength is very weak.

FADING At times your signal strength fades to such an extent that continuous reception cannot be relied upon.

c. Report of readability

CLEAR Excellent quality.

READABLE Quality is satisfactory.

UNREADABLE The quality of your transmission is so bad that i cannot read you.

DISTORTED Having trouble reading you because your signal is distorted.

WITH
INTERFERENCE Having trouble reading you due to interference.

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NODUFF

13. NODUFF is used when an emergency occurs such as a helicopter MED EVAC. Upon hearing NODUFF all stations on the circuit shall stay off the air until the emergency is over.

PHONETIC ALPHABET

14. When necessary to identify any letter of the alphabet, the standard phonetic alphabet shall be used. This alphabet is listed below:

<u>LETTER</u>	<u>PHONETIC</u>	<u>SPOKEN AS</u>
A	ALFA	<u>AL</u> FAH
B	BRAVO	<u>BRAH</u> VOH
C	CHARLIE	<u>CHAR</u> LEE
D	DELTA	<u>DELL</u> TAH
E	ECHO	<u>ECK</u> OH
F	FOXTROT	<u>FOKS</u> TROT
G	GOLF	GOLF
H	HOTEL	HOH <u>TELL</u>
I	INDIA	<u>IN</u> DEE AH
J	JULIETT	<u>JEW</u> LEE <u>ETT</u>
K	KILO	<u>KEY</u> LOH
L	LIMA	<u>LEE</u> MAH
M	MIKE	MIKE
N	NOVEMBER	NO <u>VEM</u> BER
O	OSCAR	<u>OSS</u> CAH
P	PAPA	PAH <u>PAH</u>
Q	QUEBEC	KEH <u>BECK</u>
R	ROMEO	<u>ROW</u> ME OH
S	SIERRA	SEE <u>AIR</u> RAH
T	TANGO	<u>TANG</u> GO
U	UNIFORM	<u>YOU</u> NEE FORM
V	VICTOR	<u>VIK</u> TAH
W	WHISKEY	<u>WISS</u> KEY
X	XRAY	<u>ECKS</u> <u>RAY</u>
Y	YANKEE	<u>YANG</u> KEY
Z	ZULU	<u>ZOO</u> LOO

NOTE: syllables underlined carry the accent.

14. Difficult words or groups within the text of plain-text messages may be spelled using the phonetic alphabet and preceded by the proword " I SPELL". If the operator can pronounce the word to be spelled, he will do so before and after the spelling to identify the word.

EXAMPLE: "Cantenary - I SPELL charlie alfa november tango echo november alfa romeo yankee - Cantenary".

"Rendez vous point is - I SPELL uniform november india mike alfa kilo".

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PRONUNCIATION OF NUMERALS

15. To distinguish numerals from words similarly pronounced, the proword "FIGURES" may be used preceding such numbers.

16. When numerals are transmitted by radio, the following rules for their pronunciation will be observed:

<u>NUMERAL</u>	<u>SPOKEN AS</u>	<u>NUMERAL</u>	<u>SPOKEN AS</u>
0	ZE-RO	5	FIFE
1	WUN	6	SIX
2	TOO	7	SEV-EN
3	TREE	8	AIT
4	FOW-ER	9	NIN-ER

17. Numbers will be transmitted digit by digit, except that exact multiples of thousands may be spoken as such.

<u>NUMERAL</u>	<u>SPOKEN AS</u>
44	FOW-ER FOW-ER
136	WUN TREE SIX
90	NIN-ER ZE-RO
500	FIFE ZE-RO ZE-RO
7000	SEV-EN TOU-SAND
16000	WUN SIX TOU-SAND
812681	AIT WUN TOO SIX AIT WUN

18. The decimal point is to be spoken as "DAY-SEE-MAL".

EXAMPLE: 123.4 is to be spoken as "wun too tree DAY-SEE-MAL fow-er".

19. Dates shall be spoken digit by digit, with months in full.

20. Roman numerals shall be transmitted as the corresponding arabic numerals preceded by the word "ROMAN".

ABBREVIATION IN THE TEXT

21. Abbreviation in the text are transmitted as fols:

- a. Initials used alone or in conjunction with short titles shall be spoken phonetically.

EXAMPLE: "Para A" - shall be spoken as "Paragraph Alfa".

"APC" - shall be spoken as "Alfa Papa Charlie".

- b. Personal initials shall be spoken phonetically, prefixed by the word "INITIALS".

EXAMPLE: "G.M. Smith" - shall be spoken as "INITIALS Golf Mike Smith".

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c. Abbreviations frequently used in normal speech may be used in the same manner when transmitted by voice.

EXAMPLE: "NATO" - may be spoken as "NATO".

d. Punctuation shall be spoken as follows:

Comma (,)	COMMA
Period (.)	FULL STOP
Parentheses ()	OPEN BRACKETS/CLOSE BRACKETS
Oblique stroke (/)	SLANT
Quotation marks(" ")	QUOTE/UNQUOTE
Hyphen (-)	HYPHEN
Colon (:)	COLON
Semicolon (;)	SEMICOLON
Dash (_)	DASH

PROWORDS

22. Prowords are pronounceable words or phrases which have been assigned meanings for the purpose of expediting message handling on circuits where radiotelephone is employed. In no case shall a proword or a combination of prowords be substituted for the textual component of a message.

23. The following prowords are authorized for general use:

<u>PROWORD</u>	<u>MEANING</u>
ACKNOWLEDGE	An instruction to the addressee that the msg must be acknowledged.
ALL AFTER	The portion of the msg to which I have reference is all that which follows.
ALL BEFORE	The portion of the msg to which I have reference is all that which precedes.
ALL STATIONS	Means all stations on a net including the control station.
ASSUME CONTROL	You will assume control of this net until further notice.
BREAK	I hereby indicate the separation of the text from other portions of the msg
CALL SIGN	The group that follows is a call sign
CLEAR	The quality of your transmission affords excellent readability

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CORRECT	You are correct or what you have transmitted is correct
CORRECTION	An error has been made in this transmission. Transmission will continue with the last word correctly transmitted
DISREGARD THIS	This transmission is in error.
TRANSMISSION- OUT	Disregard it.
DISTORTED	Having trouble understanding your transmission because your signal is distorted
FADING	At times your signal strength fades to such an extent that continuous reception cannot be relied upon
FETCH	Used when indicating to whom the caller wishes to speak
FIGURES	Numerals or numbers follow
FLASH	Precedence FLASH
GOOD	Your signal strength is good
GRID	Portion following is a grid reference
I AM ASSUMING CONTROL	I am assuming control of this net until further notice
IMMEDIATE	Precedence IMMEDIATE
I READ BACK	The following is my response to your instructions to read back
I SAY AGAIN	I am repeating transmission or portion indicated
I SPELL	I shall spell the next word
LONG MESSAGE	The message about to be transmitted will take longer than twenty mins
LOUD	Your signal strength is very loud
MESSAGE	A message which requires recording is about to follow
MESSAGE PASSED	Used by the relaying station to advise the originating station that the message has been cleared
MORE TO FOLLOW	Transmitting station has additional traffic

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NOTHING HEARD	To be used when no reply is received from a called station
OUT	This is the end of my transmission to you
OVER	This is the end of my transmission to you and a response is necessary. Go ahead; transmit
PRIORITY	Precedence PRIORITY
RADIO CHECK	What is my signal strength and readability
READABLE	The quality of your signal permits satisfactory readability
READ BACK	Repeat the text of the transmission back to me exactly as received
RELAY (TO)	Transmit this message to
RELAY THROUGH	Relay your message through ... callsign
ROGER	I have received your last transmission satisfactorily
ROUTINE	Precedence ROUTINE
SAY AGAIN	Repeat all of your last transmission.
SEND	Ready to receive your message
SITREP	Situation report
SPEAKING	Used in conjunction with an appointment title to indicate who is speaking
SPEAK LOWER	Your transmission is too fast, reduce speed
SPELL	Spell word phonetically
THROUGH ME	Relay your message through me
UNKNOWN STATION	The identity of the station calling or with whom I am attempting to establish communication is unknown
UNREADABLE	The quality of your transmission is so bad that I cannot understand you
VERIFY	Verify entire message (or portion indicated) with the originator and send correct version

C-8/9

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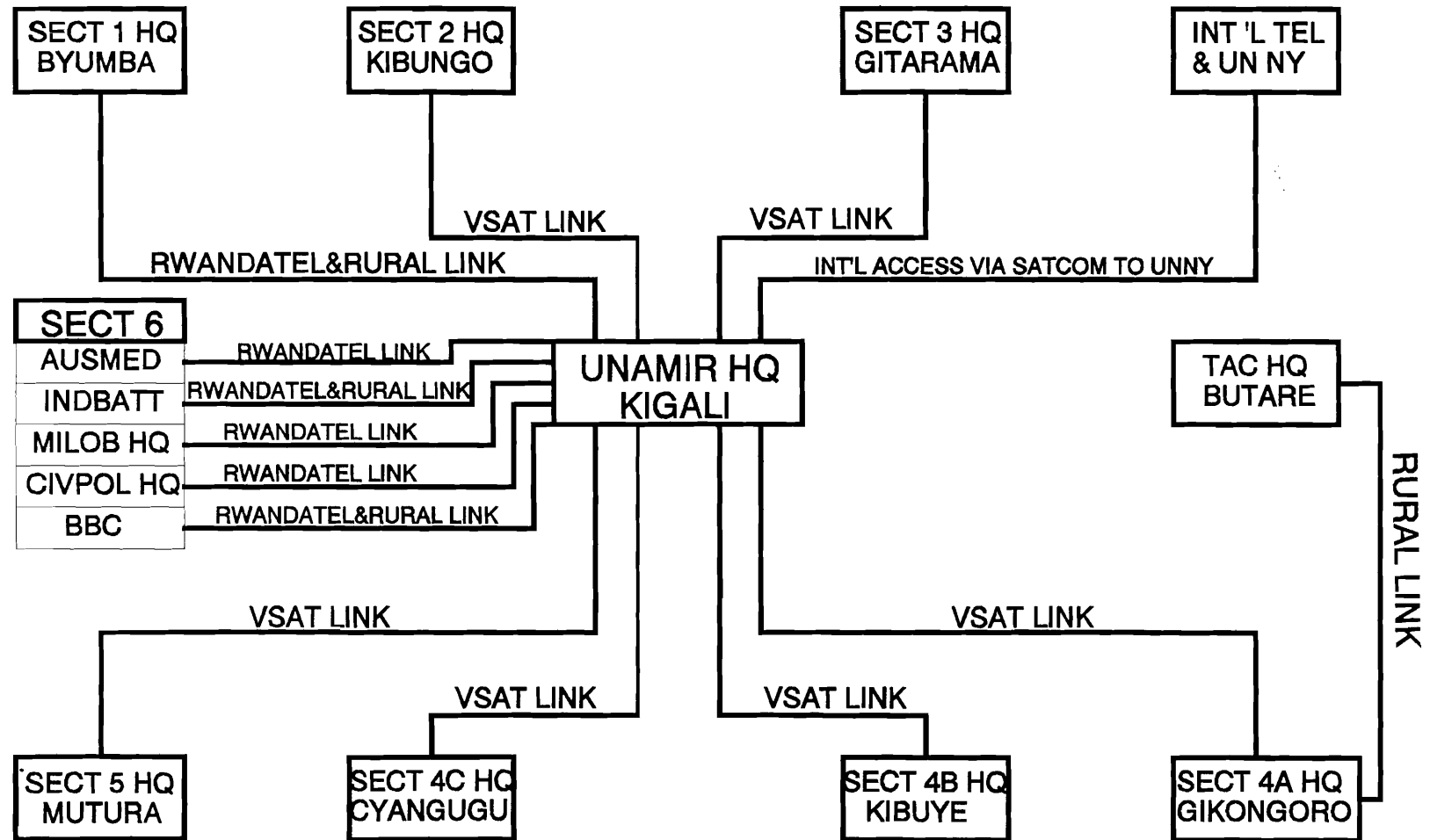
VERY WEAK	Your signal strength is very weak
WAIT	I must pause for a few seconds (no longer than 5 seconds)
WAIT OUT	I must pause longer than a few seconds
WEAK	Your signal strength is weak
WILCO	I have received your signal, understand it, and will comply. (To be used only by the addressee. ROGER and WILCO are never used together)
WITH INTERFERENCE	Having trouble understanding you your transmission due to interference
WORD AFTER	The word of the message to which I have reference is that which follows....
WORD BEFORE	The word of the message to which I have reference is that which precedes...
WORDS TWICE	Communication is difficult. Transmit each phrase twice.
WRONG	Your last transmission was incorrect, the correct version is.....

25. Radio Appointment Titles

<u>SER</u>	<u>APPOINTMENT</u>	<u>TITLE</u>
1.	COMMANDER	SUNRAY
2.	CHIEF OF STAFF	MOONBEAM
3.	G OPS STAFF	SEAGULL
4.	G INT STAFF	ACORN
5.	ADMINISTRATIVE STAFF	MANHOLE
6.	LOGISTICS STAFF/QUARTERMASTER	MOLAR
7.	AIR TRAFFIC CONTROLLER	BASEBALL
8.	AIR TRANSPORT SUPPORT OPERATIONS REP	ATOLL
9.	LAND AIR REPRESENTATIVE	HAWKEYE
10.	ENGINEER	HOLDFAST
11.	INFANTRY REPRESENTATIVE	FOXHOUND
12.	MEDICAL REPRESENTATIVE	STARLIGHT
13.	METEOROLOGICAL REPRESENTATIVE	METEOR
14.	MOVEMENTS STAFF	CONTRACTOR
15.	PROVOST REPRESENTATIVE	WATCHDOG
16.	ELECTRICAL/MECHANICAL ENGINEERING REP	BLUEBELL
17.	SIGNALS REPRESENTATIVE	PRONTO
18.	SUPPLY AND TRANSPORT REPRESENTATIVE	PLAYTIME

UNAMIR TELEPHONE LINKS TO BE INSTALLED BY FEB 95

ANNEX D
TO UNAMIR SOPs
PART 6



ANNEX E
TO UNAMIR SOPs
PART 6

MESSAGE FORM		SECURITY CLASSIFICATION	FILE NUMBER
PRECEDENCE-ACTION		PRECEDENCE-INFO	DATE-TIME GROUP
PAGE OF	MESSAGE HANDLING INSTRUCTIONS		ORIGINATORS NUMBER
FROM :			
TO :			
DRAFTER		SPECIAL INSTRUCTIONS	
NAME	OFFICE	TEL	
RELEASING OFFICER			
NAME	OFFICE	TEL	
SIGNATURE		SECURITY CLASSIFICATION	

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ANNEX F
TO UNAMIR SOPs
PART 6

MESSAGE HANDLING PROCEDURES

1. **Message Handling.** All messages will be processed by the fastest means available. Messages will be completed in two copies using the UNAMIR message form attached as Annex E. Two copies of messages will be handed to the UNAMIR HQ Orderly Room who will register all outgoing and incoming message traffic. After messages have been transmitted, one copy will be placed on file and a second copy will be returned to the Originator as a confirmation copy. All HQs are to set up a similar system for handling hardcopy message traffic.
2. **Message Precedence.** All message traffic will be given a precedence as determined by the subject and the time factor involved. The precedence determines the order in which messages are to be handled. They indicate:
 - a. The urgency of the message; and
 - b. The relative order of processing and delivery of the message.
3. **Message handling Time.** The following are the handling times for message traffic:
 - a. Flash - as fast as possible but within 10 minutes;
 - b. Immediate - 2 hours;
 - c. Priority - 4 hours; and
 - d. Routine - 8 hours.
4. **Date Time Group (DTG).** All messages will be allotted a DTG by the Originator. The DTG is comprised of the date, time, zone suffix, month and year (eg. 260900B DEC 94). The zone suffix utilized in Rwanda is zone 2 and is indicated by the letter B. The zone for GMT is indicated by the letter Z.
5. **Security Classification.** All message traffic will be allotted a security classification in accordance with the security nature or information contained within. The following security classifications will be used for classified traffic:
 - a. Secret;
 - b. Confidential; and
 - c. Restricted.
6. **Use of References.** When references are used within the text of a message and all addressees have not received such references, the term NOTAL (not to all) will be inserted after the message reference to indicate that all addressees didn't receive copies.

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UNAMIR FORCE SOP

PART SEVEN

MEDICAL

CONTENTS

SECTION ONE	-	COMMAND AND CONTROL
SECTION TWO	-	RESPONSIBILITIES OF KEY PERSONNEL
SECTION THREE	-	REPORTS AND RETURNS
SECTION FOUR	-	FUNCTIONING OF THE MED BR OP ROOM
SECTION FIVE	-	EVACUATION AND REPATRIATION
SECTION SIX	-	HEALTH LOGISTICS

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SECTION ONE - COMMAND AND CONTROL

GENERAL

1. This SOP details the method of comd and con of Medical Branch. Medical Branch is responsible to the FC on all matters affecting the health of UNAMIR.

2. Role. The role of Medical Branch is the co-ordination of all medical support to the force and to Humanitarian relief in Rwanda. It also provides advice to the FC on matters designed to promote health and prevent disease.

3. ORBAT. Med Branch is organised as follows:

- a. Force Med Officer (FMO);
- b. Staff Officer Grade Two - Health Operations (SO2 Hlth Ops);
- c. Staff Officer Grade Two - Health Logistics (SO2 Hlth Log); and
- d. Chief Clerk (CCLK).

4. From time to time other staff members will be attached to Med Br. These may be liaison off/representatives from the force medical units as follows:

- a. Australian Medical Support Force (AS MSF);
- b. 23 Parachute Field Ambulance, UK (23 PFA); and
- c. Unit Medical Station, Canadian Divisional Signals Regiment (UMS).

5. An advisory position of FHO on Med Br is held by the senior Pvnt Med Officer at the AS MSF.

METHOD AND SUCCESSION OF COMMAND

6. FMO will normally exercise comd of Med Br from Force HQ. However he may temporarily exercise comd from another loc. The succession of comd in Med Br is as follows:

- a. SO2 Hlth Ops;
- b. SO2 Hlth Log; and
- c. Senior Medical Officer from AS MSF.

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ORDERS GROUPS

7. The Med Br OGP will comprise all members and attached personnel. A representative of each Medical unit will usually be required to attend.

RECON GROUP

8. The composition of the R GP will generally be as follows:

- a. FMO;
- b. Representative from Med Br (usually Lo);
- c. Linguist;
- d. Int rep;
- e. Med asst;
- f. Driver; and
- g. Protection party

9. Variations to the above list will be made based on the situation and task.

DISTRIBUTION OF ORDERS/PLANS AND DIRECTIVES

10. The distribution list for orders, plans and directives is as per UNAMIR distribution list. All health units under comd or in spt of UNAMIR are to submit an info copy of orders and plans to Med Br.

LIAISON

11. Liaison between Med Br and health units is frequently required for comd and con purposes. Initiative should be taken to arrange contact without direction.

12. LOs will be used as follows:

- a. to convey orders and future intentions of the FMO; and
- b. to provide info on the situation to the FMO;
- c. to interface with other UN authorities, NGO and government offices.

13. LOs are to attend all conferences at their own HQ whenever possible, as well as attending O Gp of the HQ to which they are attached.

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14. An Aide Memoire for LOs is at Annex A.

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ANNEX A TO
UNAMIR SOPs
PART 7 SECTION 1

AIDE MEMOIRE FOR LIAISON OFFERS

1. Liaison Offers are to:

a. **Before Departure.**

- (1) Be prep to spend the night away from HQ.
- (2) Check comms and SOI details
- (3) Take with them the latest SITREP from the HQ.
- (4) Inform HQ of their whereabouts.
- (5) Check their routine with the Ops Room and the latest grid ref of the HQ unit they are visiting.
- (6) Know the next likely loc of the HQ.
- (7) Inform the HQ/unit they are visiting of their ETA.

b. **At the Destination**

- (1) Obtain latest SITREP and pass on latest info.
- (2) Advise parent HQ of ETD and ETA as soon as known.

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SECTION TWO - RESPONSIBILITIES OF KEY PERSONNEL

GENERAL

1. All personnel within Med Br are responsible to the FMO for the smooth functioning of the Branch. While each has a specialist field, all should be prepared to assist in the functioning of the Branch as a whole.

Responsibilities. Responsibilities of key personnel are as follows:

a. **Force Medical Officer (FMO):**

(1) Plans, directs, and advises and supervises all activities related to the medical support plan. Provides medical expertise to the Force Commander (FC) and to all contingent Senior Medical Officers (SMedOS) of the mission.

(2) Conducts initial and on-going deployment medical assessments and surveys. Gathers and distributes information of general medical situation in the operational area and of medical threats.

(a) Assesses the local medical facilities and advises on their suitability.

(b) Evaluates and coordinates medical support received from Host Nation Support.

(3) Oversees medical standards of all medical care functions. This will also include inspections of military medical facilities in-theatre.

(4) Ensures all military medical units extend their services to the UN civilian support staff, and other UN staff members assigned to that particular mission.

(5) Recommends Holding/Evacuation Policies to FC, and to UN HQ.

(6) Provides guidelines for MEDEVACS and coordinates inter and intra-theatre MEDEVACS.

(7) In concert with UN HQ, and the FC, provides guidance in the treatment of non-UN force personnel.

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(8) Responsible for coordination of medical matters with Non-Government Organizations (NGOs), Private Organizations (PVOS), and with local medical authorities.

(9) Responsible for collection of medical information/statistical reporting as required by UN HQ.

(10) Resolves clinical differences between national contingents.

(11) Responsible for the economic considerations for all of the above.

b. SO2 Health Ops. Responsible to the FMO for:

(1) the overall co-ordination of the Med Br Ops Rm;

(2) assisting in preparation of orders and plans;

(3) keeping the FMO informed of the loc, situation and capabilities;

(4) the co-ordination of all evacuation matters;

(5) the co-ordination of all repatriation matters as they apply to Med Br; and

(6) compilation of med ops returns.

c. SO2 Health Log Responsible to the FMO for:

(1) the overall supervision of medical procurement and resupply to units;

(2) the provision of advice on health logistics matters;

(3) assisting in the preparation of orders and plans;

(4) keeping the FMO informed of all health resupply problems that arise;

(5) acting as a duty officer in the Branch Ops Room; and

(6) compilation of medical logistics returns

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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;

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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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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. 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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SECTION THREE - REPORTS AND RETURNS

General

1. The FMO is required to submit periodic reports and returns to both Force HQ and HQ UN NY. To assist in this reporting, medical establishments are required to provide information to Med Branch on a regular basis. The requirements for reports and returns are laid down as follows:

Annexes: A. Medical Operations Returns

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ANNEX A TO
UNAMIR SOPs
PART 7 SECTION 3

MEDICAL OPERATIONS
SCHEDULE OF REPORTS, RETURNS AND TIMINGS

Serial/ Appendix	Title of Report/ Return	Correct as at	Originator		Sent To	By Time	Means of Transmission	Remarks
			Medical Unit	Medical Branch				
1	Daily Medical SITREP	Midnight	(Levels 2 and 3 only)		Medical Branch	0800 following day	Hard Copy	
2	Weekly Medical SITREP	Midnight on Sunday	Level 1 only		Medical Branch	0800 following day	Hard Copy	
3	Location levels and capabilities return	Last day of the month	(Levels 2 and 3 only)	X	Unit to Med Br Med Br to UN NY	1st of following month	Hard copy fax or message	Initial notification to be made by verbal means
4	Medical Flash Report	ASAP	ALL		Med Branch	ASAP after incident	Hard copy fax or message	
5	Medical Treatment Report	Midnight Sunday of each week	ALL	X	Med Branch	0800 hrs Monday	Hard copy fax or message	
6	Health Surveillance Report	Midnight on Sunday of each week	level 1 only		Med Branch	1200 Monday	Hard Copy	

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APPENDIX I TO
ANNEX A

DAILY MEDICAL SITUATION REPORT
LEVELS 2 AND 3 ONLY

Purpose of Medical Situation Report (MEDSITREP): To inform medical staff at operational level headquarters of the Health Service situation.

1. From:
2. To:
3. Info:
 - a. DTG of release.
 - b. Report as at (DTG)
 - c. Medical evacuation status:
 - (1) Number of pers unit supporting.
 - (2) Number of patients treated since last report.
 - (3) Number of patients admitted since last report.
 - (4) Number of patients evacuated since last report.
 - (5) Number of patients returned to duty since last report.
 - (6) Number of patients died since 1st report.
 - (7) Number of patients presently held.
 - (8) Number of patients awaiting evacuation.
 - d. Hospital status:
 - (1) Name of unit/org (1).
 - (2) Number of operational beds (2).
 - (3) Number of available beds (3).
 - (4) Significant personnel shortages.
 - (5) Significant major equipment deficiencies.

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APPENDIX I TO
ANNEX A

e. Medical logistic situation - Significant shortages of medical and dental (Class 8) supply items.

f. Mass casualty situation (As required)

(1) Cause.

(2) Location (name/grid reference).

(3) Number of casualties.

(4) Unit(s) affected.

4. Epidemic situation (As required)

(1) Disease.

(2) Location (name/grid reference).

(3) Number of patients.

(4) Unit(s) affected.

a. Remarks:

Notes:

1. Repeat as necessary.
2. Beds supported by personnel and equipment to provide treatment appropriate to unit role.
3. Beds that are operational and NOT occupied by patients.

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APPENDIX II TO
ANNEX A

WEEKLY MEDICAL SITUATION REPORT
LEVEL ONE ONLY

Purpose of Medical Situation Report (MEDSITREP): To inform medical staff at operational level headquarters of the Health Service situation.

1. From:
2. To:
3. Info:
 - a. DTG of release.
 - b. Report as at (DTG)
 - c. Medical evacuation status:
 - (1) Number of pers unit supporting.
 - (2) Number of patients treated since last report.
 - (3) Number of patients admitted since last report.
 - (4) Number of patients evacuated since last report.
 - (5) Number of patients returned to duty since last report.
 - (6) Number of patients died since 1st report.
 - (7) Number of patients presently held.
 - (8) Number of patients awaiting evacuation.
 - d. Hospital status:
 - (1) Name of unit/org (1).
 - (2) Number of operational beds (2).
 - (3) Number of available beds (3).
 - (4) Significant personnel shortages.
 - (5) Significant major equipment deficiencies.

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- e. Medical logistic situation - Significant shortages of medical and dental (Class 8) supply items.
- f. Mass casualty situation (As required)
 - (1) Cause.
 - (2) Location (name/grid reference).
 - (3) Number of casualties.
 - (4) Unit(s) affected.
- 4. Epidemic situation (As required)
 - (1) Disease.
 - (2) Location (name/grid reference).
 - (3) Number of patients.
 - (4) Unit(s) affected.

a. Remarks:

Notes:

- 1. Repeat as necessary.
- 2. Beds supported by personnel and equipment to provide treatment appropriate to unit role.
- 3. Beds that are operational and NOT occupied by patients.

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APPENDIX III TO
ANNEX A

LOCATION, LEVEL, CAPABILITIES - level 2 and 3 only
(Report is requested on the first of every month)

Date of report:_____

Name of Mission/medical
unit_____

Change in location, level, capabilities:
NO - see former report
YES - see report below

1. Organization:

Name, rank, title of header_____

Location:_____

Point of contact:_____

Phone number:_____

Other communication system (numbers, radio frequencies, call
sign etc):_____

Next airfield or helicopter/distance:_____

2. Personnel:

physicians/specialists:_____

nurses:_____

medics:_____

other:_____

total:_____

3. Beds and/or cots:total:_____

surgical:_____

maximum number in case of mass casualty:_____

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4. Medical capability: specialities_____
- isolation ward:_____
5. Intensive care unit: ICU beds:_____
- equipment:_____
6. Surgical capability: specialities:_____
- _____
- operating rooms:_____
- operating teams:_____
7. Laboratory capabilities: microbiology:_____
- virology:_____
- parasitology:_____
8. X-RAY: skeleton:_____
- abdominal:_____
- ultrasound:_____
- others:_____
9. Blood bank: screening methods:_____
- _____
10. Dental Capability:_____
11. Other special capabilities:_____
12. Preventative medicine assets:_____
13. Veterinarian service:_____
14. Medevac capability:
- ground: (number of ambulances):_____
- air: (number of aircraft (Capacity and location)
- _____
- request procedures incl. phone number or frequencies:
- _____
- _____

Medical Flash Report

(Report must be submitted immediately, with follow-up reports as soon as additional information is available)

Mission/Unit: _____ Date of report: __/__/__
Type of incident: _____
Place of incident: _____
Time of incident: _____

DEAD	DNBI	DOW	KIA	TOTAL
Military UN				
Civil UN				
Local hired UN				
Military Observers				
Civil Police				
Civilians				

WOUNDED, INJURED, SICK	DNBI	NBI	WIA	TOTAL
Military UN				
Civil Un				
Local hired UN				
Military Observers				
Civil Police				
Civilians				

DNBW = dies as result of non-battle wound/injury
DOW = died in hospital as result of battle wound/injury
KIA = killed in action (dies out of hospital)
DNBI = disease and non battle injury
NBI = non battle injury
WIA = wounded in action

Diagnoses of infectious disease outbreak or other illnesses:

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APPENDIX IV TO
ANNEX A

Verified: _____
Decisions made: _____

Additional information: _____

WEEKLY HEALTH SURVEILLANCE REPORT

LEVEL 1F/CY LOCATION: REPORT PERIOD:

SERIAL	DIAGNOSTIC CATEGORIES	PERS	REMARKS
	GENERAL DIAGNOSTIC CATEGORIES		
A	DERMATOLOGICAL ILLNESSES (DER)		
B	OPHTHALMIC ILLNESSES/INJURIES (EYE)		
C	RESPIRATORY ILLNESSES (RES)		
D	GASTRO-INTESTINAL ILLNESSES (G-I)		
E	MEDICAL ILLNESSES (MED)		
F	SURGICAL INJURIES (SUR)		
G	ORTHOPAEDIC INJURIES:		
	SPORTS INJURIES (OSP)		
	OTHER INJURIES (OOI)		
	OTHER (OTH)		
H	HEAT/COLD INJURIES (H/C)		
I	ANIMAL BITES (BIT)		
J	SEXUALLY TRANSMITTED DISEASES (STD)		
K	UNEXPLAINED FEVER (FEV)		
L	PSYCHIATRIC ILLNESSES (PSY)		
M	SUBSTANCES ABUSE (ABU)		
N	DENTAL (DEN)		
O	GYNAECOLOGICAL ILLNESSES (GYN)		
P	MISCELLANEOUS (MIS)		
	SPECIAL DIAGNOSTIC CATEGORIES:		
	COMMENTS/REMARKS		

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ANNEX B TO
UNAMIR SOPs
PART 7 SECTION 2

PERSONNEL
SCHEDULE OF REPORTS, RETURNS AND TIMINGS

SERIAL/APPENDIX	TITLE OF REPORT /RETURN	CORRECT AS AT	ORIGINATOR		SENT TO	BY TIME	MEANS OF TRANSMISSION	REMARKS
			MED UNIT	MED BR				

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MEDICAL LOGISTICS
SCHEDULE OF REPORTS, RETURNS AND TIMINGS

SERIAL/APPENDIX	TITLE OF REPORT /RETURN	CORRECT AS AT	ORIGINATOR		SENT TO	BY TIME	MEANS OF TRANSMISSION	REMARKS
			MED UNIT	MED BR				

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SECTION FOUR - FUNCTIONING OF THE OPS ROOM

General

1. The Med Br Ops room is to be manned 24 hr/day. It is located in room 2084 of UNAMIR HQ. Manning of ops room will be a minimum of one person at all times. After hours, this is to be the rostered duty officer. The main purpose of manning the Ops room is to provide a point of contact for medical requirements after hours, primarily CASEVAC which is dealt with in a separate section.

2. SO2 Hlth Ops is responsible for formulating the duty officer roster. He is also responsible for briefing oncoming duty officers before they mount duty.

Responsibilities

3. The responsibilities of the duty officer are at Annex A. He is the representative of the FMO after hours and should be prepared to give an up to date brief/sitrep at any time. A handover procedure checklist is also contained in Annex A.

Duty Logs

4. Duty officers are to maintain a duty log, a copy of which is at Annex B. Details are to include a summary of voice, radio, telephone info received/sent.

Communications

5. Communications play a vital role in the operation of the Ops cell particularly after hours. The communication facilities listed below will be located in the Ops room and are to be monitored 24 hrs per day.

- a. Force VHF Command Net;
- b. Motorola Command Net; and
- c. Inmarsat telephone link.

6. Other communications links may be established as required. Net diagrams and procedures are listed in the UNAMIR communications SOP, part 6. An administrative telephone link will operate internally.

Annexes: A. Duty Officers Responsibilities
B. Duty Officer's Log

DUTY OFFICERS RESPONSIBILITIES

Duty Offr

1. All Ops Cell Duty Offr are responsible for the gen op of the ops cell and handling all occurrences. Duty Offr are to understand fully the med plan and must ensure it is being implemented properly. Duty Offr are to make the FMO/SO2 HLTH Ops aware of any significant occurrences that may jeopardise the execution of the plan.
2. The on coming Duty Offr must be fully briefed by the off going Duty offr on the following:
 - a. activities up to the present time;
 - b. current sit;
 - c. future intentions;
 - d. outstanding action;
 - e. codewords and nick names;
 - f. comm state, codes SOI and Net diagrams; and
 - g. loc of FMO and SO2 HLTH Ops
3. The Duty Offr is to:
 - a. record occurrences in the duty log in sufficient detail to be understood
 - b. cfm accuracy of all locstats given and sent;
 - c. follow up late returns from units;
 - d. submit reports and returns IAW section three of this SOP;
 - e. be prepared to brief on current sit as req;
 - f. spr maint and tidiness of the Ops Cell; and
 - g. brief the relief Duty Offr.

DUTY LOG

DATE: PERIOD FROM: HRS TO: HRS

SERIAL	TIME	TO	TEXT	ACTION BY DO	CP ACTION COMPLETED

SECTION FIVE - EVACUATION AND REPATRIATION

General

1. This SOP is divided into three areas;
 - a. Casualty Evacuation;
 - b. Medical Evacuation; and
 - c. Medical Repatriation.

CASUALTY EVACUATION

General

2. Casualty evacuation (CASEVAC) is the process of moving any person who is wounded, injured or diseased to and or between medical treatment facilities. It includes surface evacuation and aeromedical evacuation (AME).
3. The purpose of this SOP is to define the casualty evacuation process and to describe the procedures in the evacuation of all casualties.

Evacuation Priorities

4. All cas and especially those with major injuries require special consideration of their individual treatment and evacuation needs. Consequently the following priorities are assigned to cover this requirement:
 - a. Priority one. Pri one cas are those whose life is immediately threatened. Rapid evacuation, urgent resuscitation and or surgery are required.
 - b. Priority two. Pri two cas are those whose life or limb is in serious jeopardy. Evacuation to allow early resuscitation and or surgery is required.
 - c. Priority three. Pri three cas are those for whom neither life nor limb are in serious jeopardy. Evacuation should be as soon as possible.

Types of Evacuation

5. Aeromedical evacuation (AME). AME is the movement of patients to a medical facility by air transportation. It may be by fixed wing or rotary wing aircraft. AME is the preferred means of evacuation for all priority one and two casualties.

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6. Road evacuation. Is the movement of patients to a medical facility by any road means. Road evacuation should be used for all pri three casualties. The preferred road means is a dedicated ambulance.

Casualty Regulation

7. Casualty regulation in the AO is necessary to ensure that the most appropriate evacuation assets are used. The control of casualty evacuation also ensures that the casualty is transported to the most appropriate medical facility.

CASEVAC Procedures

8. Request for CASEVAC. All CASEVAC request will be transmitted on the force command net and should be in the message format described at Annex A. This format is to be repeated in all unit SOPs.

9. Casualty Regulation. All requests for CASEVAC will be transmitted to Ops Br HQ UNAMIR. Casualty regulation will be conducted by Medical Branch, HQ UNAMIR. Ops staff will consult Medical Branch for advice on the most suitable means of evacuation and the destination of the casualty. The use of the AME dedicated aircraft will be authorised by the FMO or his representative. The use of other aircraft requires authorization by COO on the advice of FMO. Procedures with respect to CASEVAC are outlined at Annex B.

10. AME. If AME is the preferred means of evacuation then the:

- a. AME medical team will be drawn from AS Med Spt Force (AS MSF) and CANSIG med elements. The roster for the on-line AME team will be maintained by med br. The team will be dispatched from the providing unit location to KIGALI airfield.
- b. Aircrew will be notified of the CASEVAC request by Air Ops staff.
- c. Air Ops staff should also advise the control tower at KIGALI airport and gain clearance for the AME team to approach the CASEVAC aircraft; and
- d. Receiving medical facility will be notified of incoming cas by Med Br.

11. Road Evac. Will be used for all pri three cas that occur in the KIGALI area. The process of arranging road evac will be:

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- a. Road evac from RAP to AS MSF facilities will be provided by AS MSF assets; and
- b. AUS MSF will be tasked by Med Br to conduct road evac.

12. Reporting. The receiving medical facility is to notify Ops Br on the completion of the CASEVAC task.

MEDICAL EVACUATION

GENERAL

13. Medical evacuation (MEDEVAC) is the movement of any person to a medical facility beyond those provided by UNAMIR. MEDEVAC generally occurs when the UNAMIR medical facility is unable to provide the services or level of care required in-theatre.

14. The purpose of this SOP is to define the procedures for MEDEVAC.

ELIGIBILITY

15. As MEDEVAC is usually at UN expense the MEDEVAC will be to either the nearest suitable destination or that which is most economical. The CAO or Head of Mission (HOM) will decide the most appropriate location to use. As a guide the following locations are acceptable for use by UN missions in Africa or the Middle East:

- a. Africa:
 - (1) Nairobi;
 - (2) Harare;
 - (3) Abidjan;
 - (4) Dakar; or
 - (5) Johannesburg.
- b. Middle East:
 - (1) Amman;
 - (2) Jerusalem; or
 - (3) Cairo.

16. There are basically three means fro MEDEVAC out of UNAMIR theatre, namely:

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- a. By dedicated UNAMIR Fixed Wing Aircraft. At present UNAMIR does not have access to a dedicated aircraft. When available this aircraft will be stationed at Kigali International Airport (KIA).
- b. By Opportunity Aircraft. Regular scheduled UNAMIR flights operating between Kigali and other locations will generally be used for routine MEDEVAC. Other aircraft flying into Kigali may also be considered.
- c. Swiss Air Ambulance. In 1989 the government of Switzerland made available to the UN, air ambulance facilities for the evacuation and repatriation of UN personnel. The organisation which provides the service is La Garde Aerienne Suisse de Sauvetage (REGA). More detail about this service will be provided later in this SOP.

MEDEVAC PROCEDURES

17. MEDEVAC must be approved by FOD at HQ UN NY. Requests to FOD will be made by the CAO through the Medical Director. At UNAMIR HQ, Medical Branch will liaise with CAO on the MEDEVAC request. For routine MEDEVAC, CAO will notify UNNY who will seek authorization before informing HQ UNAMIR of the approval. When initial request is made, a medical report on the patients condition is to be sent.

18. In the event of an emergency, the CAO or HOM may authorise the MEDEVAC on the advice of the FMO. When available, all details of the MEDEVAC are to be forwarded to UNNY HQ.

RESPONSIBILITIES

19. Medical Branch is responsible for all medical aspects of the MEDEVAC. This includes making the initial request, the provision of reports on patient condition and co-ordination of the preparation of the patient for evacuation.

20. CAO's office is responsible for forwarding the initial request to UNNY and all administrative aspects such as organising the means of MEDEVAC and informing the receiving medical facility of patients details and requirements.

21. Medical Director at UNNY will determine if the patient is to be returned to the mission area.

USE OF REGA AIRCRAFT

22. The use of REGA evacuation means involves special authorization procedures to those outlined above. Once it has been established that an air ambulance is required the CAO will immediately advise FOD. The request from CAO is to include the following details:

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a. Evacuation.

From: To:
Date evacuation required:

b. Details of Patient.

Name:
Date of Birth:
Nationality:
Nature of illness/injury:

Present location:

c. Attending Medical Officer.

Name:
Address:
Contact Number:

d. UN Contact. (Usually CAO)

Name:
Appointment:
Contact Number: (incl Fax)

23. FOD will review the request and advise REGA, who will in turn advise UNAMIR of details. At the completion of the evacuation the CAO is to inform the FOD.

24. There is a monetary ceiling on the use of the REGA facility. Before a request to use REGA is made, all options especially the use of scheduled flights should be examined. Countries who organise their own evacuation without correctly requesting it should be aware that the UN may not reimburse costs.

25. REGA provides all evacuation teams and equipment. Countries are not required to provide escorts or evacuation teams.

REPATRIATION

GENERAL

26. The administration procedures for Repatriation are contained in Personnel Branch SOP. The information detailed below provides guidance on Medical Procedures.

27. Repatriation on medical grounds will normally be at Un expense. It is required when the person concerned:

- a. will not be fit for duty within 30 days including the time for hospitalisation;

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- b. requires treatment which is not available in the mission area: or
- c. requires special treatment in a national institution.

AUTHORIZATION

28. Repatriation on medical grounds is to be authorised by the FC on the recommendation of the FMO. The standard format for requests is contained in Personnel Branch SOP.

29. Once the FC authorises the repatriation the CAO may approve and proceed with the arrangement for having the individual repatriated. The CAO will consider the urgency of the requirement and the most economical means. The CAO will either make the arrangements through UNAMIR HQ or task the contingent to do so through their national agencies if this is considered most efficient.

MEDICAL BRANCH RESPONSIBILITIES

30. Medical Branch will receive the repatriation request from the unit concerned and the FMO will make a recommendation on the request before passing it to Personnel Branch. Once approved, Medical Branch will only become involved in the co-ordination of patient preparation and movement between UNAMIR medical facility and the departure airfield.

31. The UNAMIR medical facility will be responsible for providing transport to the airport. Medical Branch is to co-ordinate liaison between contingents/units.

Annex: A. CASEVAC REQUEST PROFORMA
B. CASEVAC procedures

CASEVAC REQUEST**Purpose**

1. The purpose of this form is to standardise the format of CASEVAC requests.
All requests are to be titled CASEVAC REQUEST and are to include the following serials.

Serial		Example
A.	UNIT NAME	A. GHANBATT
B.	CALLSIGN AND FREQUENCY OF UNIT	B. GOLF OA, FREQ 3830
C.	PRIORITY OF CASUALTIES	C. ONE X PRI 1, TWO X PRI 3
D.	NUMBER OF CASUALTIES - LYING	D. TWO
E.	NUMBER OF CASUALTIES - WALKING	E. ONE
F.	NATURE OF INJURY OR ILLNESS	F. GUNSHOT WOUND TO CHEST, FRACTURED ARM, LACERATED FACE
G.	GRID REFERENCE AND DESCRIPTION OF LOCATION OF CASUALTY	G. GR 123456, BUTARE GIKONGORO ROAD JUNCTION
H.	REQUIREMENT FOR SPECIAL EQUIPMENT	H. NIL
I.	TACTICAL SECURITY AT PICKUP POINT	I. SECURE
J.	ANY ADDITIONAL REMARKS INCLUDING MARKING AND APPROACH TO LZ	J. RED CROSS PANEL MARKER, APPROACH FROM NORTH

UNAMIR MEDICAL SOP - CASUALTY EVACUATION

CASEVAC REQUEST

Purpose

1. The purpose of this form is to standardise the format of CASEVAC requests. This proforma is to be used when requiring CASEVAC Request

Time Received:_____

Serial	Description of Serial	Actual CASEVAC Information
A	Unit Name	
B	Callsign and Frequency of Unit	
C	Priority of Casualty	
D	Number of Casualties - Lying	
E	Number of Casualties - Walking	
F	Nature of Injury or Illness	
G	Grid Reference and Description of location of Casualty	
H	Requirement for Special Equipment	

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ANNEX B TO
UNAMIR SOPs
PART 7 SECTION 5

CASEVAC PROCEDURES

1. Monitor comd net for CASEVAC request.
2. On receipt of CASEVAC request, notify Medical Branch. (Medical Branch advises on means of evacuation and the destination of the casualty.) Med Br will carry out the following actions:
3. AME
 - a. Task AME team to move to airfield. Tasking is to include all details of CASEVAC request.
 - b. Notify Air Ops to task aircraft.
 - c. Notify receiving medical facility of CASEVAC.
4. ROAD EVAC:
 - a. Task AS MSF to conduct road evac. Tasking is to include all details of CASEVAC request.
5. Reporting:
 - a. Inform Ops when CASEVAC has commenced and when it is completed.

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SECTION 6 - HEALTH LOGISTICS

GENERAL

1. National contingents are to arrive in theatre with 90 days Class VII medical stock for organic levels one and two medical support as directed by UNNY. Force Class VIII stock for 60 days is to be held and maintained at the Australian Medical Support Force (AS MSF) pharmacy located at Central Hospital Kigali (CHK). Subsequent replenishment of National contingent stocks will be provided from Force stock.

HEALTH LOGISTICS REPORTS AND RETURNS

2. Health logistics reports and returns are detailed in the schedule at Annex A and are to be submitted in signal or written format in accordance with the schedule.

3. Commodity codes are to be used when practicable. Commodity codes for level one medical supplies are listed at Annex B.

STOCK LEVELS

4. In general terms stock levels within theatre are determined by operational activity levels, the total strength/dependency of the Force, and the ability of the civil infrastructure to provide support.

5. All units will deploy with 90 days Class VIII medical stock for organic levels one and two medical facilities. Subsequently a minimum of 14 days stock is to be held and maintained at all times by units deployed in the field.

6. Force Class VIII stock for 60 days is to be held and maintained at the AS MSF pharmacy. The management of this stock is to be the responsibility of HQ UNAMIR (G4 MED). Dispersing of pharmaceuticals is to be carried out at the AS MSF pharmacy.

REPLENISHMENT PROCEDURES

7. Demand Replenishment. Units are to submit message demands to HQ UNAMIR (G4 MED), in the format at Annex C, for routine and urgent replenishment of medical supplies. Demands will be staffed by HQ UNAMIR to AS MSF pharmacy for issue. Routine demands will normally be satisfied within 7 days and supplies will be made available for collection by the demanding unit from AS MSF pharmacy.

8. Items which are peculiar to or specific to a National contingent's requirements are to be procured through National lines of supply at that Nation's expense.

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9. Demands for items which are not held in Force stock are to be staffed by G4 Med to CSUPO for local procurement action.

10. Items required by UNAMIR, which are to be procured through donor Nation supply channels are to be the subject of IOR Requests for Medical Supplies raised by HQ UNAMIR (CAO) and will be subject to reimbursement from the UN.

11. Force Stock Replenishment. Force Stock will be replenished through UN sources under local purchase arrangements every 60 days. G4 Med is to submit a Request for Supplies, covering the relevant inventory, to CSUPO six weeks prior to the required delivery date.

12. Humanitarian Supplies. Request for humanitarian medical supplies are to be submitted to HQ UNAMIR (G4 MED) utilising requisition forms issued separately by G4 MED. Humanitarian medical supplies and pharmaceuticals will be procured through Non Government Organizations and other agencies under arrangements advised by G4 MED. UN medical supplies are not to be utilized for humanitarian relief other than under those circumstances directed by the FMO.

BLOOD SUPPLY

13. Force blood stock is to be maintained at the AS MSF pathology laboratory. AS MSF is to maintain the capacity to store 140 units of blood. Force blood stock levels will be directed by the FMO.

14. Replenishment of blood and perishable blood reagents is to occur every 21 days under arrangements advised by G4 MED. AS MSF is to be responsible for the safe transit of blood and blood reagents from the airhead to the laboratory.

HANDLING OF THERMO-LABILE MEDICAL SUPPLIES

15. Personnel responsible for the procurement, storage, handling and movement of thermo-labile (temperature sensitive) medical supplies are to ensure that such supplies are packaged and stored at the prescribed temperature before, during and after transit. Furthermore, such supplies are to be handled expeditiously to prevent damage from temperature fluctuation caused by undue delays. Medical advice is to be sought wherever necessary in relation to the handling of thermo-labile medical supplies.

MEDICAL GASES

16. replenishment of medical gases is to occur every 14 days under arrangements advised by G4 MED.

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17. Units requiring medical gas replenishment are to deliver empty gas cylinders to the AS MSF pharmacy. Cylinders will be re-filled by the UN contractor in NAIROBI and subsequently returned to the AS MSF pharmacy within 14 days. Collection of cylinders from the AS MSF pharmacy is to be a unit responsibility.

REPAIR OF MEDICAL EQUIPMENT

18. First line repair of medical equipment is to be a unit responsibility. Requests for the repair of equipment requiring second line repair are to be submitted, on an EMEFIX form, to HQ UNAMIR (G4 EME). Equipment which is beyond the capability of UNAMIR to repair is to be repaired or replaced through National contingent arrangements. Medical equipment is only to be repaired and maintained by appropriately qualified medical equipment technicians.

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SCHEDULE OF HEALTH LOGISTICS REPORTS AND RETURNS

Serial (a)	Return/Report (b)	Format (c)	Time (d)	From (e)	To (f)
1.	Message Demand	Message	When req.	Units	HQ UNAMIR
2.	Request for Humanitarian Medical Supplies	Form	When req.	Units	HQ UNAMIR
3.	EMEFIX	Message	When req.	Units	HQ UNAMIR

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ANNEX B TO
UNAMIR SOPs
PART 7 SECTION 6

MEDICAL SUPPLY COMMODITY CODES

(To be issued)

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ANNEX C TO
UNAMIR SOPs
PART 7 SECTION 6

FORMAT FOR MEDICAL RESUPPLY MESSAGE DEMAND

PRECEDENCE

FROM:

TO:

FORMAT (EXPLANATION)

SUBJECT: DEMAND FOR MEDICAL SUPPLIES (OPDEM/PRIDEM/MAINTDEM)

A. UNIT/LOCATION AND DEMAND NUMBER

B. REASON FOR DEMAND (UNAMIR or Humanitarian use.)

C. ITEM/S DESCRIPTION AND QUANTITY (Generic description of item/s.)

D. COLLECTION/DELIVERY REQUIREMENTS (Units will normally be required to collect.)

E. LATEST DATE/TIME SUPPLIES REQUIRED (BRAVO time zone.)

F. SIGNALS AT DEMANDING LOCATION (Frequency and Call Sign.)

Notes:

1. OPDEM - Operationally urgent demand required up to 6 hours.
2. PRIDEM - Priority demand required up to 24 hours.
3. MAINTDEM - Maintenance demand required up to 7 days.
4. OPDEM and PRIDEM normally passed over radio communications net or facsimile.
5. MAINTDEM normally passed in written format.

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UNAMIR FORCE SOPs

PART EIGHT

PERSONNEL

SECTION 1 -	INTRODUCTION
SECTION 2 -	PRIVILEGES, IMMUNITIES, OBLIGATIONS AND RESPONSIBILITIES
SECTION 3 -	ORGANIZATION, DUTIES AND RESPONSIBILITIES OF PERSONNEL SECTION
SECTION 4 -	CONDUCT AND DISCIPLINE
SECTION 5 -	ROTATIONS, EXTENSIONS AND REPATRIATION
SECTION 6 -	FLAGS, ID CARDS AND DRESS
SECTION 7 -	PAY AND ALLOWANCES
SECTION 8 -	LEAVE, CTO, UN AND NATIONAL HOLIDAYS
SECTION 9 -	CASUALTIES AND MEDICAL
SECTION 10 -	REPORTS, INVESTIGATIONS ON ACCIDENTS/INCIDENTS, LOSSES AND CLAIMS, BOARDS OF INQUIRY
SECTION 11 -	UN MEDALS AND CEREMONIES
SECTION 12 -	DRIVING
SECTION 13 -	PHOTOGRAPHY
SECTION 14 -	REPORTS AND RETURNS
SECTION 15 -	UN CONFIDENTIAL REPORTS
SECTION 16 -	MILITARY POLICE
SECTION 17 -	POSTAL SERVICES
SECTION 18 -	UNAMIR FILE INDEX
SECTION 19 -	SPARE

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SECTION 1 - INTRODUCTION

1. These SOPs describe the responsibilities and organization within the Personnel Branch of UNAMIR HQ and the personnel procedures and reports within UNAMIR.

2. The contents of UNAMIR pers SOPs are as follows:

Section 2 Privileges, Immunities, Obligations and Responsibilities.

Section 3 Organization, Duties and Responsibilities of Personnel Section.

Section 4 Conduct and Discipline.

Section 5 Rotations, Extensions and Repatriations.

Annex A. Repatriation Format on Medical Grounds.

Annex B. Request for Extension.

Section 6 Flags, ID cards and Dress.

Section 7 Pay and Allowances.

Section 8 Leave, Compensatory Time off, UN Holidays and National Holidays.

Annex A. UNMO Application for leave and CTO.

Annex B. Staff Officers Application for Leave and CTO.

Annex C. UNAMIR CONTINGENT Leave Application.

Annex D. UNAMIR CONTINGENT LEAVE PASS.

Section 9 Casualties and Medical.

Section 10 Reports, Investigations and Accidents/Incidents, Losses and Claims, Boards of Inquiry.

Annex A. Guidelines for Contingent Board of Inquiry.

Annex B. Guidelines for HQ Board of Inquiry.

Annex C. Summary Disposal of Accident without convening Board of Inquiry.

Section 11 UN Medal and Ceremonies.

Section 12 Driving.

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- Section 13 Photography.
- Section 14 Reports and Returns.
- Annex A. UNAMIR Troops Monthly Nominal
 Roll.
- Annex B. UNAMIR Troops/UNMO Personnel
 Strength Weekly Return.
- Annex C. Monthly Consolidated Strength and
 Location Return.
- Annex D. Monthly List of Military
 Personnel.
- Annex E. Monthly Military Staff Officers
 List.
- Section 15 UN Confidential Reports.
- Annex A. UNAMIR Confidential Reports.
- Section 16 Military Police.
- Section 17 Postal Services.
- Section 18 UNAMIR File Index.
- Section 19 Spare.

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SECTION 2 - PRIVILEGES AND IMMUNITIES, OBLIGATIONS AND RESPONSIBILITIES

1. Privileges and Immunities. UNAMIR Personnel, operating as part of the Peace Keeping Operations, are accorded certain privileges and immunities. These are set out in two basic instruments:

- a. The convention on Privileges and Immunities of the United Nations which was adopted on 13 February 1964 and which was ratified by 146 member states.
- b. A Status of Force Agreement (SOFA) which should be signed between the UN and the host country before a Peace Keeping Operation is deployed.

2. Obligations and Responsibilities. While accorded these privileges and immunities, members of UNAMIR have certain obligations and responsibilities on their part. These are:

- a. Upon request of the appropriate host Government Authority, members shall present for examination, but not for surrender, their UNAMIR ID card. They are not required to possess any other identification document within the UNAMIR Area of Operation (AO).
- b. A member taken into custody by the host Government Authority will be delivered to the nearest appropriate Unit of UNAMIR.
- c. Wearing of Uniform. See Section 6.

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SECTION 3 - ORGANIZATION, DUTIES AND RESPONSIBILITIES

1. DUTIES OF CMPO

- a. Directs, coordinates and supervises the work of the Personnel Branch.
- b. Defines the responsibilities of his subordinate Staff Officers.
- c. Accepts responsibility for all personnel activity, such as: rotations, illness, leave, ID cards, sports, welfare, personnel records, strength returns, staff list, replacements, repatriations, injuries.
- d. Coordinates and directs where necessary personnel-oriented elements within the Peace-Keeping Operations (e.g. medical, military police).
- e. Processes Boards of Inquiry (BOI) and claims.
- f. Maintains supervision of progress or regress of privileges and immunities.
- g. Ensures accurate and timely submission of returns and reports.
- h. Maintains full knowledge of all developments in the personnel field, solving current issues, keeping COS and if necessary FC/DFC informed of important developments and forwarding appropriate proposals for decision by FC.
- i. Disseminates pertinent information to other staff heads both military and civilian.

2. DUTIES OF DCMPO

- a. Acts as Deputy to CMPO.
- b. Schedules leave/CTO and work roster for CMPO's Office.
- c. Stands in for CMPO in his absence.
- d. Maintains files and documents of Per Branch.
- e. Maintains and processes UN Efficiency reports.
- f. Disseminates all info related to pers matters to other branches and sectors.
- g. Prepares all reports and returns to UNNY.

3. DUTIES OF SO (PERS)

- a. Maintains and updates records of all UNAMIR MIL Pers.

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- b. Processes mil pers earmarked for replacement or repatriation on compassionate, medical and disciplinary ground.
 - c. Supervises the arrival and departure of all UNMOs and prepares all reports and returns to UN NY.
 - d. Casualty reporting and notifications.
4. DUTIES OF WELFARE OFFICER
- a. Formulates UNAMIR welfare policies and directives.
 - b. Coordinates with various agencies and services to acquire welfare amenities for UNAMIR pers.
 - c. Organizes ceremonies and entertainment for UNAMIR ~~pers~~
 - d. Disseminates to all concerned info related to welfare activities.
5. DUTIES OF PROVOST MARSHALL (LOCALLY APPOINTED)
- a. All police matters in respect of UNAMIR pers.
 - b. Advises all concerned on provost matters.
 - c. Ensures maintenance of discipline by all ranks of UNAMIR.
 - d. Maintains and distributes all reports and returns on provost matters.
 - e. Carries out spot checks on incidents involving all UNAMIR personnel in the mission area.
 - f. Carries out investigations.

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SECTION 4 - CONDUCT AND DISCIPLINE

1. General. In matters of mil discipline, service in UNAMIR is little different from normal mil service in the contributing countries. The normal mil regulations apply and will be obeyed. The only areas which are different are additional regulations which arise because of the nature of privileges, immunities, obligations and responsibilities.

2. Conduct. Discipline is a national responsibility and will be handled by Contingent Commanders once a matter is brought to their attention by responsible UNAMIR authority:

- a. Paying of Compliments. All ranks of national contingents will pay respects to UN officers of higher rank and to the Military Services of the host country. On arrival for service within UNAMIR, pers should endeavour to make themselves familiar with the badges of rank of other Contingents and of the Mil Services of the host country in order that proper recognition and respect is maintained in the Force.
- b. Local Laws/Customs. Pers should bear in mind the importance of respecting the laws and regulations of the host country and also neighbouring States where they may proceed on leave or on duty. All local inhabitants are to be treated with the utmost courtesy and respect; pers should not offend local inhabitants by knowingly or carelessly violating their social customs or religious sentiments.
- c. Hunting and Shooting. UNMOs on duty do not carry arms. In view of the nature of the tasks of UNAMIR, the use or carrying of private firearms is forbidden within the mission area. Recreational activities involving the hunting or shooting of wildlife are not permitted for members of UNAMIR.
- d. War Souvenirs. UNAMIR pers are prohibited from taking any mil equipment, weapons, ammunition or relics found on the scene of operation.

3. Discipline. UNAMIR mil pers come under the command of the Force Commander and they are directly answerable to him for their conduct and the performance of their duties. The Force Commander (FC) is empowered to issue orders and instructions consistent with the resolutions of the appropriate organs of the United Nations relating to the Force. Such orders are binding on all members of the Force.

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a. General

(1) United Nations Military Observers (UNMOs) from various countries will be deployed with UNAMIR. UNMOs are military officers assigned to service with the United Nations on loan by Governments of member states at the request of the Secretary General. UNMOs are not considered to be part of any particular national contingent, even though their nation may have a contingent deployed in the Mission Area. Specific command and administrative arrangements therefore apply.

(2) While in the mission area, UNMOs are under the command of the Force Commander and are answerable to him for their conduct and the performance of their duties. The Force Commander will normally exercise command through the MILOB HQ of UNAMIR. The MILOB HQ is commanded by the Senior Military Observer who is authorized to accord official recognition of service merits of the UNMOs as well as to enforce military discipline.

b. Conduct and Performance

(1) UNMOs shall, during the term of their appointment, discharge their functions and regulate their conduct with the interest of the United Nations only in view and shall not seek or accept instructions in respect of the performance of their duties from their own government or from any other authority external to the United Nations.

(2) UNMOs must always be completely impartial and objective, and should avoid any action that might give rise to doubts about their ability to remain so. For this reason, a UNMO should have neither family ties nor other close ties with individuals or organizations in any of the RWANDAN factions.

(3) UNMOs are to exercise the utmost discretion in respect of all matters of official business. They must not communicate to any person any information known to them by reason of their official position which has not been made public, except in the course of their duties or with the authorization of the Sector Commander. In addition, they must not use such information to private advantage. On taking up their assignment, UNMOs are required to sign an undertaking. These obligations shall not cease after the term of their appointment with UNAMIR.

(4) Arms: UNMOs are not permitted to carry arms, and therefore are not to bring them into the mission area. UNMOs are not authorized to carry their own personal cameras while on duty.

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c. Privileges and Immunities

(1) The privileges and immunities of United Nations Military Observers are defined under article VI, "Experts on Missions for the United Nations", of the Convention on the Privileges and Immunities of the United Nations, which have been acceded to by all the Factions of RWANDA.

(2) These privileges and immunities are granted in the interest of the United Nations and are not for the personal benefit of individuals. Additionally, the UNMO's own national authority may take whatever legal or disciplinary action may be warranted against an UNMO, in accordance with his country's laws and regulations. The Secretary-General also has the right and the duty to waive the immunity of a UNMO in any case where, in his opinion, the immunity would impede the course of justice. Such a waiver shall be without prejudice to the interests of the United Nations.

- d. Financial Liabilities. The UNMO may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of their negligence or of their having violated any regulation, rule or administrative instruction. This may be done by withholding the mission subsistence allowance.

4. Curtailment of Tour of Duty (Contingent). A request for curtailment of tour of duty on disciplinary grounds must be approved by the FC. If a national contingent comd is required to advise his national Government on the matter, the following procedure will be adhered to:

- a. A report on the incident is to be forwarded to the FC.
- b. Where national interest could be affected the FC will consult the national contingent comd.
- c. The FC may order an independent investigation.
- d. The national contingent comd may advise his national Government at his own discretion or in accordance with national directives.
- e. After the incident has been proven, the FC will determine any subsequent action or curtailment of duty.

5. Special Report. If the FC deems it necessary, he may advise mil pers National Government that a breach of discipline has occurred. In this case, the FC will despatch to UN NY, a written statement outlining the situation and request that the statement be forwarded to the UNMO's home Government via that country's Permanent Mission to the UN.

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6. UNAMIR Policy on Alcohol. Set out below is the UNAMIR policy on the consumption of alcohol in the mission area:

- a. Alcohol is only to be consumed in designated areas/e.g. messes, dining rooms, etc. and on occasions authorized by Commanding Officers. Times when the consumption of alcohol is permitted are to be published by the Commanding Officers in writing.
- b. UNAMIR Military Personnel are not to consume alcohol in any public place while in uniform. Any member who is invited to a restaurant is to seek approval from his Commanding Officer, through the chain of command, before accepting the invitation. If permission is granted, civilian clothes are to be worn.
- c. Members of UNAMIR may accept invitations to happy hours or social occasions at HQ or other UNAMIR unit locations on Fridays, Saturdays or Sundays, regardless of the timings, if they have been invited and are off duty. Attendance at functions on other days of the week must be approved by the Commanding Officer.
- d. No member of UNAMIR is to be in possession of arms and ammunition while consuming alcohol or while in a designated area at a time when consumption of alcohol is permitted. Commanding Officers are to make arrangements to ensure that this does not occur. For example, the following arrangements are offered for consideration:
 - (1) All weapons and magazines are to be handed in at the guard room prior to going to the designated area.
 - (2) The guard commander must issue some form of receipt, perhaps a numbered disc, to act as a receipt and provide proof that the weapons and magazines have been secured.
- e. On holidays, celebrations and during happy hours, adequate appropriate security arrangements are to continue to be observed. Guards must remain alert, with back up available from troops who are not drinking alcohol.
- f. Any member of UNAMIR who is driving, or likely to drive a vehicle within 8 hours, is not permitted to consume alcohol.
- g. Commanding Officers are permitted to delegate the authority visited in them if they consider this to be appropriate, having due regard to organizational and geographical considerations. Such delegations are to be made in writing and subdelegation is not permitted.

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SECTION 5 - UNAMIR ROTATION/REPATRIATION/EXTENSION POLICY

1. Introduction. The rotation, repatriation or extension of military personnel within UNAMIR are affected by the dictates of:

- a. United Nations Secretariat/Security Council.
- b. Host government and national government.
- c. Operational requirements.
- d. National balance.

2. The Chief Military Personnel Officer is responsible to the Force Commander for the implementation of the policy outlined in this section.

3. Terms and Definitions. The following terms used in this section are defined as follows:

- a. Posting. Assignment to an appointment within UNAMIR following the in-processing at UNAMIR HQ.
- b. Transfer. Reassignment from one posting to another appointment within UNAMIR.
- c. Extension. The approval of an additional period of duty for a specific duration beyond the original tour of duty date.
- d. Tour of Duty. (TOD) A tour of 6 months, 9 or 12 months depending on national policies.
- e. Declining to Extend. An official statement by a UNMO declining to serve beyond the current TOD.
- f. Curtailment. Completion of service before the end of the current TOD.
- g. National Balance. The equitable distribution of nationalities based on the factors of:
 - (1) Size of national group.
 - (2) Strength required for duty stations.
 - (3) Job eligibility.
- h. Date of Arrival (DOA). The date of arrival in the mission area as indicated on the travel authorization.
- i. Reporting Day. The day on which the UNMO/Staff is to report to UNAMIR HQ to complete check-in procedures. It is the first working day after the arrival date.

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- j. Check-out Date . Date on which check-out procedures are carried out prior to transfer on departure date from mission (DDM).
 - k. Departure Date from the Mission (DDM). Date of departure from the mission area.
 - l. Transfer Date (TD). The date on which the UNMO/Staff is to physically report for duty at 0800 hrs (local time) at the new duty assignment.
 - m. Proposed Posting and Transfer List. The intended list of posting and transfer of UNMOs/Staff.
 - n. Revised Posting and Transfer List. The confirmed and final list of posting and transfer of UNMOs/Staff to occur within one month of promulgation.
4. Rotation. Rotations are classified as follows:
- a. National Contingent Rotation. The policy concerning the rotation of UNMOs/Staff of nations contributing pers to UNAMIR based on arrangement between the UN and the national government. The following procedure will apply within UNAMIR.
 - (1) Arrival and Departure. The main rotation flight (incoming/outgoing) will be met and supervised by a representative from the Chief Military Personnel Officer, MOVCON or ALO.
 - (2) Induction Training. Admin and training requirements will be carried out on the days following the reporting day.
 - b. UNAMIR Rotation. The percentage transfer of UNMOs/Staff on a 3 or a 6 monthly basis. The transfer can occur within sections internally or to other sectors in HQ UNAMIR. The transfer of UNMOs will be coordinated by CMPO and promulgated on a proposed posting and transfer list.
 - c. Requests for replacement for UNMOs must be sent to UNNY by CMPO 5 months prior to UNMOs DDM.
5. Repatriation. The reasons and procedures for repatriation are:
- a. Medical Grounds. Repatriation on medical grounds before the completion of full tour of duty will normally be at UN expense. This applies when patients fall into one or more of the following categories :
 - (1) Unlikely to be fit for full duties within 30 days including time of hospitalization.
 - (2) Requires treatment which is not available in the mission area, including approved UN local hospitals.

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(3) Requires special treatment in a national institution.

b. Authorization for Repatriation on Medical Grounds

(1) Authority of the Force Commander or his delegate shall be obtained in advance of the actual travel irrespective of whether the cost is to be borne by the UN, the national government or by the individual concerned.

(2) Once this authority has been obtained, the CAO will proceed with arrangements for having the individual repatriated by the mission or the contingent via the most economical means, taking into account the urgency of the case including the possible use of regular rotation or resupply flights. The CAO will seek the prior approval of UN NY in cases requiring a special or exceptional arrangement for which additional expenses on the part of the UN are expected, such as chartering an airplane or providing an escort of more than one person.

(3) All cases of medical repatriation require timely assistance. If such a situation occurs during the normal working day, Medical Branch shall contact the CMPO, if the case warrants, who will seek approval based on the information produced by Medical Branch. If the situation occurs at a time other than when contact can be made with the CMPO, Medical Branch will ensure the Civilian Administration Duty Officer is contacted to get approval to process the repatriation. In either situation, the appropriate documents must be forwarded to CMPO as soon as possible. In any case of medical repatriation, the application is to be processed quickly in the interests of the member concerned.

c. Request for Medical Repatriation. All requests for repatriation on medical grounds are to be submitted by fastest means to the FMO, UNAMIR HQ using the format at Annex A. Units/medical facilities are to complete sections 1-3 before forwarding the request to the FMO who will initiate staff action.

d. All requests are to be accompanied by a medical report which must include the following details:

- (1) Condition of the individual;
- (2) Why the condition requires repatriation;
- (3) How soon is repatriation required;
- (4) What special equipment is required for movement, eg. stretchers, wheelchairs, extra seats on acft.
- (5) Why an escort required (if necessary). If so, full details of the escort are to be provided.

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- e. Responsibilities. CMPO has overall responsibility for medical repatriation on advice from FMO. Responsibilities of all personnel involved in the process are as follows:

(1) Member's Unit. The individual's unit/organisation is responsible for:

- (a) Raising the repatriation request and medical report if the individual is not an in-patient at the UN medical facility;
- (b) Providing the initial NOTICAS to CMPO. Personnel Branch SOP Section 9 - "Death, Injury and Dangerous Illness" refers to NOTICAS requirements;
- (c) Preparation of personal documents and personal items for movement including passports, visas;
- (d) Providing escorts and interpreters as required;
- (e) Briefing the individual on his/her movements if he/she is not an in-patient of the UN medical facility;
- (f) Movement of the individual to the air head at the direction of Medical Branch if he/she is not an in-patient at the UN medical facility; and
- (g) Arranging reception of the patient in home country if the patient is required to be repatriated home.

(2) UN Medical Facility. The UN medical facility is responsible for:

- (a) Advice on initial NOTICAS if the individual is an in-patient of that facility;
- (b) Providing medical report to accompany the repatriation request;
- (c) Providing a repatriation request to FMO if the individual is an in-patient;
- (d) On-going treatment of the individual until he/she departs for another medical facility;
- (e) Briefing the individual on his/her movements if he/she is an in-patient of that facility;
- (f) Movement of the patient to the airhead at the direction of Medical Branch if he/she is an in-patient;

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(g) Provision of escorts if required including specialist AME personnel; and

(h) Liaison with specialists at destination medical facility if required.

(3) Medical Branch. The Medical Branch is responsible for:

(a) Completion of Section 4 of the repatriation request;

(b) On-forwarding of the repatriation request and medical report to CMPO;

(c) Provision of on-going advice on medical aspects, in particular, the most appropriate evacuation means; and

(d) Coordinating the movement of the patient and escort to airhead once travel arrangements are confirmed if the member is an in-patient of a UN medical facility.

(4) CMPO. CMPO is responsible for:

(a) Receipt of initial NOTICAS from individual's unit and on-forwarding of that report to CAO for transmission to UN NY;

(b) Staffing of the repatriation request through UNAMIR HQ once it is received from Medical Branch;

(c) Providing CAO's office with approved repatriation form for travel arrangements to be made;

(d) Raising of a confirmatory NOTICAS to the CAO for the transmission to UN NY;

(e) If the individual is not an in-patient of the UN medical facility, the CMPO is to liaise with the member's unit to coordinate movement;

(f) If the member is being repatriated to their home country, the CMPO is to liaise with the contingent who will be asked to organise reception of the member in the home country; and

(g) If the member is being repatriated to a medical facility in another country, the CMPO is to liaise with the CAO who will be asked to organise reception in that country.

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(5) CAO. CAO is responsible for:

(a) Receipt of initial NOTICAS from CMPO and on-forwarding it to UN NY;

(b) Requesting approval for repatriation from UN NY if it is required;

(c) Civilian administration arrangements including travel bookings, timely payment of allowances, reception of the patient in Nairobi and final destination;

(d) Advising CMPO and Medical Branch of administrative arrangements; and

(e) Provision of advice on visa and customs requirements in the country of destination.

f. Return to Mission. If the patient repatriated is required to return to the mission, the return and subsequent travel to the home country(after the completion of the tour of duty) must be undertaken under one of the following circumstances:

(1) At private expense.

(2) At the expense of the national government concerned.

(3) By routine service flight.

g. The return of any escorts and/or AME teams will usually be approved at UN expense.

h. Disciplinary Grounds. The following actions must be followed for disciplinary ground repatriation:

(1) The senior officer of the contingent/sector/branch will submit Annex A to this SOP together with a memorandum outlining the reasons for the disciplinary repatriation and a recommendation for travel, i.e. UN expense/contingent expense to CMPO.

(2) The CMPO will make his recommendation and forward application to the CAO/FC, if travel will be at UN expense.

(3) When the Force Commander returns the application to the CMPO, the CMPO will advise the senior officer of the contingent of the approval/non-approval and he will also advise the civilian personnel, and travel office who will arrange transportation if required at UN expense.

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(4) Where the interest of the contingent is the main reason for repatriation, the expense for commercial travel of the individual being repatriated and the cost of transporting his replacement will be the responsibility of the contingent involved.

(5) Individuals being repatriated on disciplinary grounds may be authorized escorts if required.

- i. Compassionate Grounds. The Force Commander, in consultation with the CAO, may authorize repatriation of individuals on compassionate grounds at UN expense if the requirement exists to have the member returned to his home country. In principle, repatriation travel on compassionate grounds should only be granted to a member in the following cases:

(1) Attending the funeral of a parent, spouse, child.

(2) Visiting a parent, spouse or child critically injured or dangerously ill.

(3) Attending the funeral of a relative who, prior to his or her death, had been the sole surviving relative of a member of a national contingent of UNAMIR or who, except for another relative or other relatives serving in UN peace-keeping forces, would be such a sole surviving relative.

- j. Procedures for application. The procedures for applications on compassionate grounds are as follows:
(1) The senior Officer for the Contingent will submit Annex A to this SOP together with a memorandum outlining the reasons for compassionate repatriation and a recommendation for travel, i.e. UN expense/contingent expense/member's expense to CMPO.

(2) The CMPO will make his recommendation and forward to the CAO, if travel will be at UN expense, or directly to the FC if at Contingent/member expense.

(3) When the FC returns the application to the CMPO the CMPO will advise the Senior Officer of the Contingent of the approval/non approval and he will also advise the Civ Pers and travel office, who will arrange transportation if required at UN expense.

- k. Other Reasons: Periodically a member of the force may be required to return to his home country for other reasons than those described above. Each case will be evaluated on its own merits and the decision whether the UN will pay for transportation will rest with the FC based on the recommendation by the Senior Officer of the Contingent, CMPO and SAO. These cases will be forwarded to the CMPO with a complete explanation of the circumstances and the approval procedures and notification will be made in a similar manner as described in the compassionate cases.

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1. A member repatriated on medical or compassionate grounds will be entitled to repatriation at UN expenses for the most economical one-way fare to his home. The provision of an escort for medical repatriation will be made on medical advice and the escorts may be authorized to return to the mission area. Repatriation on disciplinary grounds will usually be the responsibility of the members's national Government, however, when the interests of the UN are involved, the Senior Officer of the Contingent may submit details of the case to the FC through CMPO outlining the special circumstances if reimbursement is sought.
- m. Many cases of compassionate and medical repatriation are emergencies or require urgent assistance. If such a situation occurs during the normal working day, the Contingent shall contact the CMPO, if the case warrants, who will seek approval based on the information produced by the Contingent. If the situation occurs at a time other than when contact can be made with the CMPO, the contingent will ensure the Civilian Administrative Duty Officer is contacted to get approval to process the repatriation. In either situation, the appropriate documents must be forwarded to CMPO as soon as possible.

6. Extension of Tour of Duty

- a. All pers who are applying for extensions must be familiar with the UNAMIR policy in this SOP.
- b. Procedures. The application procedures for extension of tour of duty in UNAMIR are as follows:
 - (1) UNMOs serving in the field. UNMOs serving out in the Sectors may apply for extension through their SECTOR COMD who will process the application up the chain of Command. Annex B.
 - (2) UNMOs/STAFF serving in HQs. UNMOs/STAFF serving in HQ may apply for extension through their respective Head of branches or CMO who will process the application up the chain of comd by using Form at Annex B.
 - (3) Only those applications recommended for extension will be forwarded to the next higher auth. Applications not recommended at any stage will be returned to the applicant via CMPO.
 - (4) Once requests for extension are approved by FC, a letter of approval will be sent to the applicant concerned.
- c. Pers will not circumvent the UNAMIR extension process by making request communication with national authority in their home countries.

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ANNEX A TO
UNAMIR SOPs
PART 8 SECTION 5

UNAMIR REPATRIATION FORM
(FORMAT CORRECT AS AT 11 NOV 94)

To: FC Date: _____

Through: CMPO

From: _____
(Sector/Sec/Unit Comd)

SUBJECT: REPATRIATION

1. It is recommended that UN ID NO: _____
RANK: _____ NAME: _____
DOB: _____ NATIONALITY: _____ STATUS: _____
SECTION: _____ DOA in UNAMIR: _____
Length of Service _____ days be repatriated from service
on _____ to his home country.
(address): _____

2. The above recommendation is based on the following reasons:
Medical/Disciplinary/Compassionate/Other Ground/End of Tour Duty

3. Detail description : (If other than end of tour of duty)

Signature: _____ Date: _____

Name: _____ Rank: _____

4. Medical Officer's Recommendation: RECOMMENDED/ NOT
RECOMMENDED (only for repatriation on medical grounds)
specialist's advice: _____

Is an escort required: (if so, provide
details): _____

Any special seating arrangements required (stretcher,
wheelchair): _____

Signature: _____ FMO Date: _____

Name: _____ Rank: _____

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ANNEX A

5. CMPO's Recommendation : (Not required for Medical repatriation) The case is RECOMMENDED/NOT RECOMMENDED for approval.

Recommended at NATIONAL/UN EXPENSE.

Signature:_____ Date:_____

Name:_____ Rank:_____

6. Approved by FC or delegate: The case is APPROVED/NOT APPROVED

Remarks:_____

Signature:_____ Date:_____

Name:_____ Rank:_____

7. Approval of CAO: Repatriation at UN expense APPROVED/NOT APPROVED.

If approved the limit of expense is : _____

Signature:_____ Date:_____

Name:_____ Rank:_____

NOTE: Once this form is completed it is to handed by the CMPO to CAO for Processing of travel arrangements.

A-2/2

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ANNEX B TO
UNAMIR PERS SOPs
PART 8 SECTION 5

REQUEST FOR EXTENSION OF TOUR OF DUTY IN UNAMIR

1. To: Force Commander

From:

Rank	Name	Nationality
------	------	-------------

Sir,

I request that my present tour of duty may please be extended by _____ months effective the day following the expiration of my current tour of duty.

Signature: _____ Date _____

Name _____ Rank _____

2. Recommendation of Sector/Branch/Unit Commander

EXTENSION IS RECOMMENDED/NOT RECOMMENDED

R e m a r k s

Signature: _____ Date _____

Name : _____ Rank _____

3. Recommendation of the National Senior Officer

EXTENSION IS RECOMMENDED/NOT RECOMMENDED.

Remarks: _____

Signature : _____ Date _____

Name : _____ Rank _____

4. Recommendation of CMO

EXTENSION IS RECOMMENDED/NOT RECOMMENDED.

Remarks:-----

Signature :----- Date :-----

Name :----- Rank :-----

B-1/2

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5. Recommendation of DFC

EXTENSION IS RECOMMENDED/NOT RECOMMENDED.

Remarks: _____

Signature: _____ Date : _____

Name : _____ Rank : _____

6. Approval by the Force Commander

EXTENSION IS APPROVED/NOT APPROVED.

Remarks: _____

Signature : _____ Date : _____

Name :----- Rank :-----

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SECTION 6 - FLAGS, UN ID CARDS AND DRESS

FLAG AND PENNANTS

1. UN flags are blue with the UN emblem in white positioned centrally, and are categorized as follows:

- a. Ceremonial Flag. This is flown from flag poles in Peace Keeping Operations and Unit HQ on special occasions. It is lowered during the hours of darkness. It measures 9 ft by 6 ft.
- b. Standard Flag. This is flown from a flag pole at UNAMIR HQ, Unit HQ and Sector HQ on all days, unless the ceremonial flag is being flown. It is lowered during the hours of darkness. It measures 5 ft by 3 ft.
- c. OP Flag. This is flown on positions and vehicles as a means of identification. It is flown at all times and may be illuminated at night. It measures 3 ft by 2 ft.
- d. Protocol flag. This is flown on vehicles carrying specific VIPs as outlined below. It is flown on the off side front mudguard (wing) of the car. It must not be flown when the VIP is not a passenger in the car. It measures 1.5 ft by 1 ft.

2. Flying of UN Flags. UNAMIR is entitled to fly the UN Flag at its HQ, Camps, positions, posts and other premises and on operation vehicles, vessels or otherwise as decided by the FC. The UN flag will be flown in accordance with the UN Flag code and regulations.

3. Flying of Protocol Flags. No flag other than the UN protocol flag will be flown on VIP vehicles. The use of the UN protocol flag will be restricted to:

- a. The Secretary General when on an official visit to UNAMIR.
- b. The Special Representative of the Secretary General.
- c. The Under Secretary General responsible for peacekeeping (USGSPA) when on an official visit.
- d. The FC or the officer acting for him when he is absent from the mission area.

4. National and Other Flags. Other flags or pennants, including national flags may be flown by national contingents or elements thereof on the following occasions:

- a. On national holidays.
- b. At ceremonial parades.

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- c. At funeral ceremonies.
- d. During visits of national dignitaries.
- e. On other occasions on the specific authorization of FC granted at the request of the CO of the contingent concerned.
- f. At UN ceremonial parades, national flags will be flown, together with the UN flag, in alphabetical order (according to names of contributing countries in the English language) from left to right facing the VIP stand and with the UN flag in the centre.

UN ID CARDS

5. The purpose of the UN ID Card is to identify the individual as a member of UNAMIR. All UN pers, mil and civ, must carry their ID cards at all times. In practice, the UN ID is the only identity document required from a member of UNAMIR.

6. Procedures of Issue.

- a. On reporting to UNAMIR or during rotations, the incoming unit staff officer or UNMO, will be given a blank form to fill up by the CMPO's office in which the following information is required:
 - (1) Name , Rank.
 - (2) Contingent/nationality.
 - (3) DOA and DDM.
 - (4) Date of Birth (day-month-year).
 - (5) Height, weight, identification mark.
 - (6) Blood group.
- b. The Security Section will issue the UN ID Cards to staff, contingent members and UNMOs.
- c. Pers arriving individually or as part of a contingent should receive ID Card(s) within 24 hours.

7. Presentation. All members of UNAMIR must show their ID cards for examination whenever requested to do so by:

- a. Any local authority within the scope of official duty.
- b. Any member of UNAMIR performing mil guard duty or police functions.
- c. Any member of UNAMIR senior in rank to the ID Card holder.

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8. Control of ID Cards. Sectors Comd/Heads of branches and the national contingent comds should impress upon all members that ID cards issued by UNAMIR should be accorded the same care as similar service docus issued by the authority of their own countries.

9. Loss of the ID Cards. The following procedures are to be observed :

- a. Any pers losing his ID card should report the loss immediately to his sector commander/head of branch, with a statement in writing of the circumstance in which the loss occurred.
- b. The sector comd/head of branch should recommend the issue of a duplicate ID card with a detailed report of the circumstance of the loss and forward to the CMPO.
- c. The CMPO's office will inform the MP/Civ Police about the card.
- d. Should the original ID card be found later, it should be returned to the CMPO's office.

10. Renewal. Should a UN I.D. card become invalid due to the changes in the holder's particulars or expire due to the holder's extension, a new card should be applied for; when issued, the new card should bear the original serial number.

11. Disposal. UNAMIR pers must return their ID cards on completion of tour of duty as they leave the mission area. In exceptional circumstances, individuals may be authorized to retain the UN I.D. card but it must be returned on completion of the journey.

DRESS

12. In UNAMIR all mil pers, whether staff officers, UNMOs or contingent members will, depending on weather conditions, wear national-issue uniforms with distinctive UN items of dress. They are the UN beret and cap, badge, peaked cap, scarf and shoulder patch. The normal rules for the wearing of national uniform, appropriate to the occasion, must still apply. However, the UN items impart to the various national uniforms a character recognized by the parties. The UNMOs and mil pers must consistently wear the normal UN items so that the parties become familiar with them and identify them readily. The UN accoutrements are the outward "badge" that demonstrate UNAMIR entitlement to the Security and Status that the parties are obliged to provide.

13. OP Dress Regulations. The following is the method of wearing the UN distinctive items:

- a. Head Dress. UN mil pers shall wear the UN blue beret as head-dress on all occasions except OP/Ptl duty where the peaked cap or helmet (when issued) may be substituted as appropriate.

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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.

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 - (1) Whenever on duty.
 - (2) When travelling on 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. Troops are to travel in uniform on all occasions.
- f. Civilian Clothing. May be worn :
 - (1) For 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 or in any other places when travelling off duty.
 - (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.
- g. Local Customs. It is advisable when wearing civ clothing to adhere to the local customs of the host countries.