

[7 CONFIDENTIAL]

UN ARCHIVES

SERIES 51062

BOX 139

FILE 4

ACC. 19918/0723

UNITED NATIONS

ASSISTANCE MISSION IN RWANDA



UNAMIR - MINUAR

NATIONS UNIES

MISSION POUR L'ASSISTANCE AU RWANDA

File No 5000.7 (PLANS)

To: G1/CMPO

From: G3 PLANS

A handwritten signature in dark ink, appearing to be 'A. Denny', written over the 'From' line.

Date: 28 Mar 95

Subject: UNAMIR FORCE SOPs

Reference: A. 4000.1/LOG-8 dated 7 Mar 95

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1. We require that you review and comment on the attached changes to section 8 (Leave/CTO) of the Personnel SOP which conform to Ref A.
2. Comments may be sent to the attention G3 Plans 4, Capt I. Denny, 11162. On issue of the final version, the most current version of the Personnel SOP will given to your section on disk.
3. Your assistance is greatly appreciated.

Enclosures: 1

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

GENERAL

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 Leave, when granted, may be withdrawn if the prevailing situation so demands.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

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

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

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

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

CONTINGENTS AND STAFF

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

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

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

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

**MILITARY OBSERVERS**

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

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

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

PROCEDURE FOR APPLYING FOR LEAVE/CTO

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

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

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

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

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

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

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

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

UNAMIR TROOPS

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

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

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

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

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

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

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

LEAVE/CTO APPLICATION FOR UNMO-UNAMIRPART 1 - APPLICANT'S PARTICULARS

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

PART II - LEAVE/CTO APPLICATION AND RECORD

2. Annual Leave Entitlement RECOMMENDED  
Team Leader  
 a. DOA \_\_\_\_\_ DDM \_\_\_\_\_ = \_\_\_\_\_ Months Name \_\_\_\_\_  
 b. Total AL for the mission \_\_\_\_\_ days Rank \_\_\_\_\_  
 Signature \_\_\_\_\_  
 c. AL balance B/F(if any).....days  
 d. Total AL entitled.....days Sector Comd  
 e. Leave applied for Name \_\_\_\_\_  
 From \_\_\_\_\_ to \_\_\_\_\_ = days Rank \_\_\_\_\_  
 f. Al balance c/f.....days  
 Signature \_\_\_\_\_

3. CTO Entitlement APPROVED/NOT APPROVED  
BY CMO  
 a. Duty performed continuously Name \_\_\_\_\_  
 From \_\_\_\_\_ To \_\_\_\_\_ Rank \_\_\_\_\_  
 b. Total CTO earned..... days Signature \_\_\_\_\_  
 c. Accumulated CTO B/F..... days  
 d. Total CTO entitled ..... days Date \_\_\_\_\_  
 e. CTO Applied for  
 From \_\_\_\_\_ To \_\_\_\_\_ = \_\_\_\_\_ days  
 f. CTO Balance c/f(if any).... days

FOR PERSONNEL OFFICE ONLY

Remarks \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Name \_\_\_\_\_  
 Rank \_\_\_\_\_ Appt \_\_\_\_\_

Detach the portion below-----  
PART III - NOTIFICATION FOR LEAVE/CTO APPROVAL

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

Your application for:

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

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

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



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

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

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

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

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

Date \_\_\_\_\_

3. R&R Entitlement

a. Duty performed continuously  
 From \_\_\_\_\_ To \_\_\_\_\_ = .....days  
 b. Total R&R earned = .....days  
 c. R&R Applied for:  
 From \_\_\_\_\_ To \_\_\_\_\_ = .....days

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

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

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

Your application for:

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

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

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

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

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PART I - APPLICANT'S PERSONAL PARTICULARS

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

PART II - APPROVAL AUTHORITY

APPLICATION FOR LEAVE APPROVED/NOT APPROVED

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

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

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

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

LEAVE PASS

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

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

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



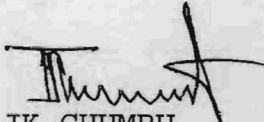
3000.28 (OPS)

See Distribution

04 Mar 95

SUBJECT: AMENDMENT TO UNAMIR SOP PART III SECTION 20

1. Attached please find an amended version of Part III section 20 of UNAMIR SOP. The amendment covers para 5 a, b and c.
2. For your necessary action.

  
JK CHUMBU  
Maj  
SO2 OPS

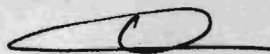
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- LIST C (Less serials 32 and 42)

SRSG Office  
CAO  
UN HQ New York (DPKO)

G3 PLANS 4

I have advised  
Lt Col Tella that we  
are the ones to  
amend SOPs. He won't  
let it happen again



5/3

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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 10 minutes NTM and reinforcement of troops as follows:

- a. First reinforcement section at 30 min NTM.
- b. Reinforcement section 2 at 45 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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## Australian Medical Support Force



MINUTE

①

613-2-2

AS MED SPT FORCE 69/95

## SOP Distribution List

## ISSUE OF ANNEX D TO SOP 111 - MASS CASUALTY EVACUATION PROCEDURE

Find attached Annex D to SOP 111, detailing AS MSF Mass Casualty Evacuation Procedure. The Annex is to be inserted into AS MSF SOPs.

*D. Galbraith*

D.B. GALBRAITH  
MAJ  
OPS OFFR/2IC

30 Jan 95

② ~~G3 Plans~~

*we should incorporate a "version" of this in UNAMIR SOPs.*

*DCOSOPS  
1.2*

③ G3 Plans 4

- 1. He prepare memo to FMO requesting development of an SOP for the Force*

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*2/2*

## MASS CASUALTY EVACUATION PROCEDURE

### General

1. By definition a mass cas incident exists when the avail med svcs will be overwhelmed. As few as five simultaneous Pri 1 cas will overwhelm the UNAMIR level two and three med facys in the Kigali area. A larger mix of Pri 1, Pri 2 and Pri 3 cas will also overwhelm the med facys. This Annex details the procedure for AS MSF as part of the overall UNAMIR response to a mass cas incident.

### Notification

2. A mass cas incident will be declared by the FMO or his delegate. Fol receipt of HQ UNAMIR notification, AS MSF Ops Room will notify sub-units that a mass cas incident has been declared. Once notified, all sub-units are to stand-to and await further instructions.

### AS MSF Response

3. AS MSF response will be a two phase operation preceded by a prelim op as fol:
- a. **Prelim Op.** AS MSF stand-to. If helo avail deploy adv elm of the Mass Cas Response Team to incident site, with SO2 HLTH OPS, UNAMIR HQ. Prepare Mass Cas Response Team and the Follow-On Force for deployment by road.
  - b. **Phase 1.** Deploy Mass Cas Response Team to incident site by air or by road on order. Prepare hospital for mass cas. Estb an aeromed staging facy (ASF) at the nearest afld for evac by fixed wing acft if ordered. Be prepared to deploy an EOD team if ordered.
  - c. **Phase 2.** Deploy follow-on force on order. Be prepared to deploy an FRT and an EOD team. Rest of AS MSF remain standing-to. Receive cas at hospital.

### Grouping

4. **Mass Cas Response Team.** Under comd Triage Offr. Grouping, in pri order is as fol:
- a. **Helo deployments.**
    - (1) **First Sortie (adv elm):**
      - (a) Triage Offr (Snr Surgeon) and signaller (Duty Signaller).
      - (b) AME Team.

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- (c) Protection elm from QRF, if required.
- (2) Subsequent Sorties:
  - (a) Resus Team comprising:
    - i. AME qual MO,
    - ii. AME qual NO, and
    - iii. two x MA.
  - (b) Interpreter.
  - (c) EOD Team, if required.
  - (d) Protection elm from QRF, if required.
- b. Road Deployment.
  - (1) Triage Offr (snr surgeon),
  - (2) Tac HQ (SO3 OPS, dvr, sig and FFR),
  - (3) MO (two if AME team not deployed),
  - (4) NO (two if AME team not deployed).
  - (5) two amb plus two addl MA,
  - (6) two LR with dvr plus thr,
  - (7) interpreter,
  - (8) QRF with 6x6 LR, and
  - (9) EOD team, if required.
- 5. AME Team. Remain under comd AS MSF. At 5 min NTM. Grouping as fol:
  - a. AME qual MO,
  - b. AME qual NO, and

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- c. one MA.
- 6. **Follow on Force.** Under comd Triage Offr. Grouping as fol:
  - a. rifle sect with 6x6 LR;
  - b. two amb with add two MA;
  - c. UNIMOG and dvr with relief stores; and
  - d. FRT and EOD team, if required.
- 7. **ASF.** Under comd AS MSF. Grouping as fol:
  - a. AME trained NO,
  - b. two AME trained MA,
  - c. rifle sect, and
  - d. a signaller.

**Tasks**

- 8. **Prelim Op.** Specific tasks for the Prelim Op are as fol:
  - a. **HQ AS MSF.**
    - (1) Liaise with FMO for coord of deployment of Mass Cas Response Team adv elm by air, if possible.
    - (2) Stand unit to, less Med Coy night shift staff.
    - (3) Prepare remainder of Mass Cas Response Team for air or road deployment within 30 min, and place follow on force on 60 min NTM for air or road deployment.
    - (4) Implement comms plan for CHK HF link, iss of 5 x Motorola, and replace Duty Signaller if deployed by helo.
  - b. **Med Coy.**
    - (1) Deploy adv elm of Mass Cas Response Team by amb to airport on order.
    - (2) Prepare for deployment of remaining med elm of Mass Cas Response Team by air or

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road.

c. **Log Spt Coy.**

- (1) Det FFR, dvr and sig to under comd Tac HQ, if mov by road.
- (2) Prepare EOD team for deployment, if required.

d. **Rifle Coy.**

- (1) Prepare QRF for deployment to incident site.
- (2) Be prep to deploy an elm of QRF for protection of Mass Cas Response Team adv elm.

9. **Phase 1 Tasks.** Specific tasks for Phase 1 are as fol:

a. **HQ AS MSF.**

- (1) Deploy Mass Cas Response Team to incident site.
- (2) Place follow-on force on 30 min NTM.
- (3) Coord estb of ASF, if ordered.
- (4) Coord deployment of AME team.

b. **Med Coy.**

- (1) Deploy med elm of Mass Cas Response Team.
- (2) Maintain follow-on force elm on 30 min NTM.
- (3) Prepare hospital for reception of mass cas.
- (4) Deploy AME team on order.

c. **Log Spt Coy.**

- (1) Deploy EOD team, if ordered.
- (2) Load relief stores at Appendix 1 on UNIMOG and maintain UNIMOG and dvr on 30 min NTM.

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- (3) Maintain FRT and EOD team (if not already deployed) on 30 min NTM.
- d. Rifle Coy.
  - (1) Deploy QRF as part of Mass Cas Response Team.
  - (2) Prov Pl Comd to comd road convoy.
  - (3) Provide a rifle sect to Med Coy for preparation tasks and stretcher bearer duties at the hospital.
- 10. Phase 2 Tasks. Specific tasks for Phase 2 are as fol:
  - a. HQ AS MSF.
    - (1) Deploy follow-on force to incident site.
    - (2) Seek additional amb spt for Kigali through FMO.
  - b. Med Coy.
    - (1) Deploy two amb and two add MA on order.
    - (2) Receive cas at hospital.
  - c. Log Spt Coy.
    - (1) Deploy relief stores on order.
    - (2) Deploy FRT and / or EOD team, if required.
  - d. Rifle Coy.
    - (1) Deploy rifle sect on order. Sect Comd to be Convoy Comd.
    - (2) Sect to provide stretcher bearer parties and additional sec at incident site.
    - (3) Continue provision of a rifle sect to the hospital for stretcher bearer duties.
- 11. Procedural Flow Diagrams. Procedural flow diagrams for AS MSF road and helo deployment, and Med Coy response are at Appendices 2 and 3 respectively.

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**Appendices:**

1. Relief Stores List
2. Procedural Flow Chart - Mass Casualty Situation
4. Procedural Flow Chart - Med Coy

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## RELIEF STORES LIST

1. The fol are to be earmarked as Mass Cas Incident Follow-On Stores:
  - a. 20 x jerry cans of potable water - Engr Sect
  - b. 50m festoon lighting - Engr Sect
  - c. 500W Light Set - Engr Sect
  - d. 20 x 1.8m star pickets - Engr Sect
  - e. 2 x 11x11 tents - QM Sect
  - f. 2 x FS tables - QM Sect
  - g. 2 x CP lights - QM Sect
  - h. 4 x Camp Chairs - QM Sect
  - i. 1 x 4.5 KVA Gen Set - QM Sect
  - j. 2 x brush rakes - QM Sect
  - k. 2 x fire beaters - QM Sect
  - l. 2 x knapsack sprayers - QM Sect
  - m. 2 x rolls sissal - QM Sect
  - n. 2 x 20 ltr jerry cans of diesel - Tpt Sect
  - o. 40 Blankets - Med Coy
  - p. 20 x litters - Med Coy
  - q. 10 x body bags - Med Coy
  - r. Qty med stationary - Med Coy

**MASS CASUALTY SITUATION**  
**DECLARED BY M9**

**HELO DEPLOY**

First Sortie:  
. AME TEAM  
. TRIAGE OFFICER  
. SIG  
. INTERPRETER  
+ SEC ELM (IF REQ)

SECOND SORTIE:  
. AME QUAL MO  
. NO  
. MA X 2  
. EOD TEAM (IF REQ)

FOLLOW ON ASAP

AME TEAM  
RELEASED FOR  
AME TASKING

**ROAD DEPLOY**

PHASE 1:  
. TAC HQ  
. TRIAGE OFFICER  
. MO (2 IN AME TEAM NOT DEPLOYED)  
. NO (2 IN AME TEAM NOT DEPLOYED)  
. MA x 4  
. 2 x AMB  
. INTERPRETER  
. 2 x LR WITH TLR & DRV  
. QRF & 6X6 LR  
. EOD TEAM (IF REQ)  
. AME TEAM AT 5MIN NTM  
. FOLLOW ON FORCE AT 30MIN NTM

PHASE 2:  
. RIFLE SECTION & 6X6 LR  
. 2 X AMB  
. 2 X MA  
. UNIMOG & DVR WITH RELIEF STORES  
. FRT & EOD TEAM (IF REQ)

ADDITIONAL AMB ASSETS REQUIRED  
IN KIGALI - ADVISE M93

**COMBINED HELO/ROAD DEPLOY**

PRELIM OP - AS PER FIRST SORTIE OF HELO OP  
PHASE 1 - ROAD DEPLOY OF FOL:  
. MO AME QUAL  
. NO  
. MA X 4  
. 2 X AMB  
. INTERPRETER  
. 2 X LR WITH TLR & DVR  
. QRF & 6X6 LR  
. EOD TEAM (IF REQUIRED)  
. SEC ELM (IF REQ)

AME TEAM RELEASED  
FOR TASKING (IF DEPLOYED)

PHASE 2 - ROAD DEPLOY OF:  
. 2 X AMB  
. 2 X MA  
. UNIMOG & RELIEF STORES  
. FRT & EOD (IF REQ)  
. SECURITY ELM (IF REQ)

ADDITIONAL AMB REQIN  
KIGALI - ADVISE M93

# MEDICAL COMPANY RESPONSE

APPENDIX 3 TO  
ANNEX D TO  
SOP 111

MASS CASUALTY SITUATED DECLARED BY FMO

ALL HOSPITAL STAFF WARNED OUT BY  
OC MED COY - AT HOSPITAL  
OPSO - AT BARRACKS

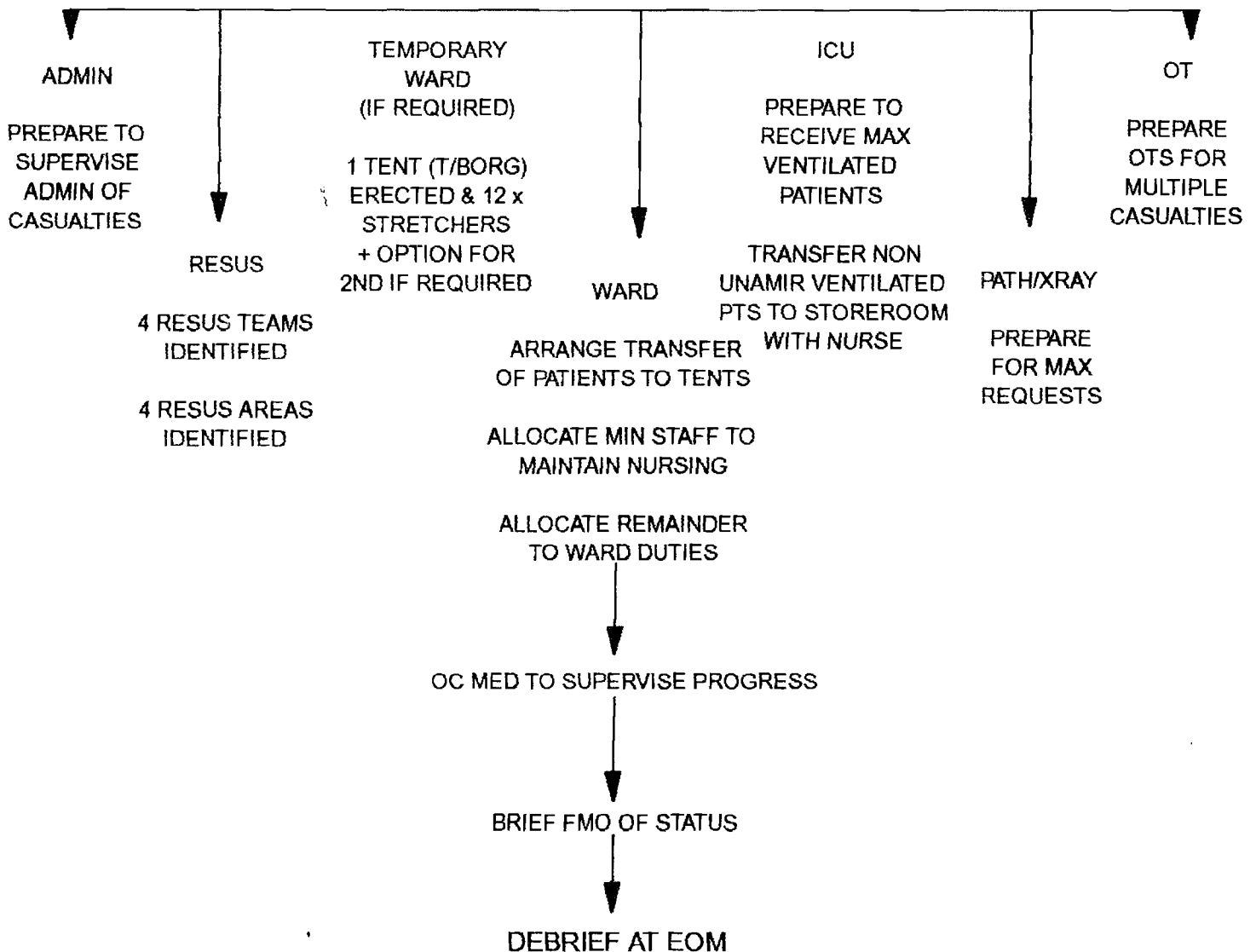
RIFLE COY ELM ←  
PLACED ON STANDBY  
FOR TASKING BY CSM

COMMUNICATIONS ESTAB  
BY SIG ELM  
- FFR PLUS REMOTES  
TO COY HQ  
- 5 x ADDITIONAL MOTOROLA

ALL STAFF TO PRESENT TO COURTYARD OUTSIDE ADMIN FOR BRIEF

OC MED COY

APPOINTS  
CSM FOR  
WORK PARTIES



UN RESTRICTED  
(UNCLASSIFIED less enclosure)

UNITED NATIONS  
ASSISTANCE MISSION IN RWANDA



UNAMIR - MINUAR

NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

File No 5000.7 (PLANS)

To: Distribution List

From: G3 PLANS *AB* *W. Cor*

Date: 7 Jan 95

Subject: UNAMIR FORCE SOPs

---

1. Please find enclosed the UNAMIR Force SOPs.
2. Your copy is part of an initial printing of 10 copies. Further copies will be promulgated to all sections/contingents as soon as possible.

Enclosure: 1

Distribution List:

Action:

MA to FC  
MA to DFC/CMO  
COS  
G1/CMPO  
G3 Ops  
G4  
MILOB GP HQ  
AUSMED  
CAO

(UNCLASSIFIED less enclosure)  
UN RESTRICTED



UN RESTRICTED  
(UNCLASSIFIED LESS ENCLOSURE)

UNITED NATIONS  
ASSISTANCE MISSION IN RWANDA



NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

File No 5000.7 (PLANS)

To: MA TO FC

From: *[Signature]* G3 PLANS

Date: 14 DEC 94

Subject: AMENDMENT TO PERSONNEL SOP - REPATRIATION

---

Please find enclosed page changes to the UNAMIR SOP.

Enclosure: 1 (pages 8-5-3 to 8-5-8 and Annex A to Part 8  
Section 5)

(UNCLASSIFIED LESS ENCLOSURE)  
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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.

- 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: \_\_\_\_\_

A-1/2

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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.

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(UNCLASSIFIED LESS ENCLOSURE)

UNITED NATIONS  
ASSISTANCE MISSION IN RWANDA



NATIONS UNIES  
MISSION POUR L'ASSISTANCE AU RWANDA

File No 5000.7 (PLANS)

To: MA TO FC

From: *[Signature]* LG3 PLANS *Copy*

Date: 12 DEC 94

Subject: AMENDMENT TO LOGISTIC SOP - TRANSPORT

Ref: A. 4000.1/Log-2 dated 21 Nov 94

- 
1. Ref A provided an addition to the logistics transport SOP section.
  2. Enclosed are page changes to the UNAMIR SOP.

Enclosure: 1 (pages 9-5-11 to 9-5-13 and Annex I)

(UNCLASSIFIED LESS ENCLOSURE)  
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- c. If on returning to a parked vehicle it is found that items have been removed the following action should be taken:
- (1) Report immediately by any means available to the nearest UNAMIR MP, where available, or unit HQ.
  - (2) When the Security Officer/MP investigating the incident and the police arrive, give a statement of the circumstances of the case to the Security Officer/MP.
  - (3) Submit a written report to the Security Officer/MP as soon as possible.

Any damage to a UNAMIR vehicle and loss of United Nations property caused by accident, theft or negligence will be reported to the Local Survey Board. The Local Survey Board will make appropriate recommendations to the FC/CAO who may, if in accordance with the delegation set out in the Field Administrative Handbook, order recovery of the whole or part of the expense occasioned to the United Nations from the staff member responsible in cases where negligence of the driver is disclosed.

**CROSSING FRONTIERS**

29. It is the responsibility of each Unit Commander and each staff member travelling in a UNAMIR vehicle to ensure that if frontiers are to be crossed, all necessary documents are in his possession and proper clearance has been obtained from appropriate authorities.

30. It is the responsibility of the driver of a UNAMIR vehicle crossing frontiers to ascertain that all goods, commodities and articles carried in his vehicle are authorized. UNAMIR personnel are, therefore, reminded that illegal use of duty free items is a serious offence.

**SHIPPING DELIVERY NOTES**

31. To ensure that issues and deliveries of stores can be adequately tracked and accounted for, a system of UNAMIR Shipping Delivery Notes is employed. A Shipping Delivery Note is at Annex I. Instructions for use of this new form are as follows:

- a. Consignor. The Consignor is the person or organisation issuing stores, for example the Brown and Root Warehouse. The Consignor is responsible for the following:

9-5-11

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- (1) To insert a Consignor's Registered Number at the top of the form, the form having been provided by the driver/convoy commander, for internal consignor accounting;
- (2) To fill in the consignor's details, including the name of the individual making the actual issue;
- (3) To fill in the items and quantities issued, including signing to verify that this is what has been issued;
- (4) To make any comments in the Remarks column regarding the condition of the consignment as is considered necessary;
- (5) To retain a copy of the Shipping Delivery Note for accounting purposes; and
- (6) To provide two copies of the Shipping Delivery Note to the driver/convoy commander.

b. Driver/Convoy Commander. The driver/convoy commander is the person transporting the stores to the consignee, for example a Brown and Root driver. The driver/convoy commander is responsible for the following:

- (1) Provide the consignor with the Shipping Delivery Note to be completed;
- (2) To insert the Transport Task Order Number to enable cross referencing with transport tasks;
- (3) To fill in the driver/convoy commander's details, including the name of the driver/convoy commander;
- (4) To fill in the items and quantities received, including signing to verify that this is what has been received;
- (5) To make any comments in the Remarks column regarding the condition of the consignment as is considered necessary;
- (6) Return the Shipping Delivery Note to SO SUP on completion of the delivery task (this may be done in bulk by the driver/convoy commander's manager, for a number of tasks, on a daily basis.); and
- (7) To retain a copy of the Shipping Delivery Note, after it has been completed by the consignee, for accounting purposes.

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- c. Consignee. The consignee is the person/organisation to whom the stores are consigned, for example a contingent. The consignee is responsible for the following:
- (1) To fill in the consignee's details, including the name of the person actually receiving the stores;
  - (2) To fill in the items and quantities received, including signing to verify that this is what has been received;
  - (3) To make any comments in the Remarks column regarding the condition of the consignment as is considered necessary.
  - (4) To provide the driver/convoy commander with a copy of the Shipping Delivery Note for return to SO SUP on completion of the delivery task; and
  - (5) To retain a copy of the shipping Delivery Note, after it has been completed by the consignee, for accounting purposes.
- d. SO SUP. SO SUP will use the Shipping Delivery Note to verify that consignments have been received in good order, to assist in accounting for stores issued and to resolve any queries regarding the delivery of stores.

32. All agencies providing transport of consignments should copy the Shipping Delivery Note, Annex I, for their use as there will not be a bulk distribution of this form

Annexes:

- A. Request to CTO for UNAMIR Driver's Permit
- B. Request to CTO for UNAMIR Vehicle/Trailer Numbers
- C. Accident Report Form
- D. Duty Statement - SO Transport
- E. Transport Task Request Form
- F. Task Vehicle Availability Form
- G. Transport Task Order Form
- H. Weekly Task Summary
- I. Shipping Delivery Note

SHIPPING DELIVERY NOTE

Task No.: .....  
Reg No.: .....

Consignor: .....(Unit)    Driver/Convoy Commander: .....(Unit)  
Name: .....    Name: .....  
Date: .....    Date: .....  
  
Consignee: .....(Unit)  
Name: .....  
Date: .....

Ser	Item	Qty Issued (Consignor)	Qty Received (Driver)	Qty Received (Consignee)	Remarks
(a)	(b)	(c)	(d)	(e)	(f)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

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

Distribution: Issuing Warehouse (on issue to driver/convoy commander)  
Transporting Unit/Organisation (on delivery)  
Receiving Unit/Organisation (on delivery)  
SO Sup (on completion of task)

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SOPS ON RETURNEES FROM EXILE

GENERAL

1. The death of the President on 06 April 94 marked a series of border jumping following the war that ensured. The refugees have indicated their intentions to come back to their homes because the situation has turned back to normalcy. These SOPs describe procedures to be followed in the return of exiled citizens of Rwanda.

AIM

2. The aim of these SOPs is to outline procedures for the smooth return of Rwandese persons from exile.

CATEGORIES

3. The following categories comprise personalities with the intention of returning to their homes:

- a. Politicians.
- b. Ex Govt Officials.
- c. Ex Militants/Gendarmerie.
- d. Militias.
- e. Ordinary Rwandese People.

POLITICIAN

4, One who is engaged in politics as a profession. This person can be selected and officiated with a political party or simply engaged in politics as a profession. This category involves persons as shown hereunder:

- a. Party President.
- b. Cabinet Ministers.
- c. Politburo Members.
- d. Parliamentarians.

EX GOVT OFFICIALS

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5. Any individual who was employed by the government and exercised senior responsibility and who acted as representative of his government. The persons meant are as follows:

- a. Governors/Prefect/Bomgamesters etc.
- b. Govt Functionaries.
- c. Appointees of Parastatals.
- d. Govt Appointees.

EX MILITARY/GENDARMERIE

6. Any members who were or are in active service. Retired army officers with influence. These are:

- a. RGF/RGA.
- b. Gendarmerie.
- c. Police.
- d. Retired Army Officers.

MILITIAS

7. These are armed wings of political parties protecting interests of political parties. Party faithfuls Armed but are not members of the army.

ORDINARY RWANDESE PEOPLE

8. These are the rank and file who are citizens of Rwanda by birth and nationality.

9. DETAILED PROCEDURES ON RETURN. The following procedure is to be followed by applicants:

- a. Any individual or group of persons wishing to return to Rwanda is to contact the nearest UNHCR or UNAMIR Troops.
- b. Returnees are to fill in four copies of the application forms (Annex A).

10. ACTION BY SECTOR HQ'S/LIAISON STAFF. The following must be done by the contacted HQ or Liaison Teams:

- a. Ensure that individual particulars are filled in properly.
- b. Forward copies onward to HAC at Force HQ.



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done by the contacted HQ or Liaison Teams:

- a. Ensure that individual particulars are filled in properly.
- b. Forward copies onward to HAC at Force HQ.
- c. Collate all information in respect of the returnees.
- d. Maintain a record of returning citizens.
- e. Continue to monitor the situation.
- f. Conduct administration of returnees to assist them being placed under the care of ICRC/UNHCR.
- g. Where the ICRC/UNHCR is not available, Sector HQ is to move these people to the nearest ICRC/HCR Offices.

11. ACTION BY HAC. The HAC will receive forms from all sectors and forward them to the Government Ministry of Interior, Information to UNAMIR Political Office for guidance where necessary. Pass down information to Sector HQs and inform ICRC/UNHCR of intended future tasks.

SECTOR HQs

12. The Sector HQs will do the following:

- a. Inform individual returnees about the procedure of movement and their clearance,.
- b. Prepare escorts in continuation with RPA if movement is by road, and within their area of responsibility.

PROCEDURE FOR RETURN

13. UNAMIR is to arrange and act as follows:

- a. Unit in area of refugees homes to monitor arrival of returnees.
- b. HAC to inform units in home area of cleared persons for follow up action in consent with ICRC and HCR.
- c. HAC and COO Cells to co-ordinate mode of transport from pick-up points to release places.
- d. Means of transport can be C-130, Helicopter and Vehicles

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of various types. Bearing in mind that pick up points could be across the border areas in Entebbe, Nairobi or Goma.

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ANNEX A TO SOP  
RETURNEE FROM EXILE

BIOGRAPHY DATA FOR RETURNEES

CATEGORY \_\_\_\_\_

1. FAMILY NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_

2. OTHER NAMES \_\_\_\_\_ ID NO. \_\_\_\_\_

3. NATIONALITY \_\_\_\_\_ RANK (IF APPLICABLE) \_\_\_\_\_

SERVICE NO. \_\_\_\_\_ LAST UNIT \_\_\_\_\_

4. WHETHER ACCOMPANIED BY FAMILY MEMBERS \_\_\_\_\_

GIVE NAMES:

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

E. \_\_\_\_\_

5. PERMANENT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. OCCUPATION BEFORE THE WAR \_\_\_\_\_

7. LAST APPOINTMENT BEFORE THE WAR \_\_\_\_\_

8. LAST PLACE OF RESIDENCE \_\_\_\_\_

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9. BRIEF BACK GROUND \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. RETURNEE FROM:	TO:
A. TOWN _____	A. TOWN _____
B. PREFECTURE _____	B. PREFECTURE _____
C. UNAMIR SECTOR _____	C. UNAMIR SECTOR _____

11. APPLICANTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

12. SECTOR COMD'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

13. COMMENTS BY SRSG \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE:

DATE STAMP: