

MIR

G3 OPERATIONS/PLANS

[1 DEC 1994] - 23 FEB 1995

STANDARD OPERATING PROCEDURES

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UNAMIR SOPS

PART FIVE

ENGINEERING OPERATIONS

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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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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:

SITE SKETCH

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

LEGEND										

ANNEX H TO
UNAMIR SOPs
PART 5

Type of MINES/MUNITIONS

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

Improvised	Deliberate
<p>1. Improvised</p> <p>2. Improvised</p> <p>3. Improvised</p> <p>4. Improvised</p> <p>5. Improvised</p> <p>6. Improvised</p> <p>7. Improvised</p> <p>8. Improvised</p> <p>9. Improvised</p> <p>10. Improvised</p> <p>11. Improvised</p> <p>12. Improvised</p> <p>13. Improvised</p> <p>14. Improvised</p> <p>15. Improvised</p> <p>16. Improvised</p> <p>17. Improvised</p> <p>18. Improvised</p> <p>19. Improvised</p> <p>20. Improvised</p> <p>21. Improvised</p> <p>22. Improvised</p> <p>23. Improvised</p> <p>24. Improvised</p> <p>25. Improvised</p> <p>26. Improvised</p> <p>27. Improvised</p> <p>28. Improvised</p> <p>29. Improvised</p> <p>30. Improvised</p> <p>31. Improvised</p> <p>32. Improvised</p> <p>33. Improvised</p> <p>34. Improvised</p> <p>35. Improvised</p> <p>36. Improvised</p> <p>37. Improvised</p> <p>38. Improvised</p> <p>39. Improvised</p> <p>40. Improvised</p> <p>41. Improvised</p> <p>42. Improvised</p> <p>43. Improvised</p> <p>44. Improvised</p> <p>45. Improvised</p> <p>46. Improvised</p> <p>47. Improvised</p> <p>48. Improvised</p> <p>49. Improvised</p> <p>50. Improvised</p> <p>51. Improvised</p> <p>52. Improvised</p> <p>53. Improvised</p> <p>54. Improvised</p> <p>55. Improvised</p> <p>56. Improvised</p> <p>57. Improvised</p> <p>58. Improvised</p> <p>59. Improvised</p> <p>60. Improvised</p> <p>61. Improvised</p> <p>62. Improvised</p> <p>63. Improvised</p> <p>64. Improvised</p> <p>65. Improvised</p> <p>66. Improvised</p> <p>67. Improvised</p> <p>68. Improvised</p> <p>69. Improvised</p> <p>70. Improvised</p> <p>71. Improvised</p> <p>72. Improvised</p> <p>73. Improvised</p> <p>74. Improvised</p> <p>75. Improvised</p> <p>76. Improvised</p> <p>77. Improvised</p> <p>78. Improvised</p> <p>79. Improvised</p> <p>80. Improvised</p> <p>81. Improvised</p> <p>82. Improvised</p> <p>83. Improvised</p> <p>84. Improvised</p> <p>85. Improvised</p> <p>86. Improvised</p> <p>87. Improvised</p> <p>88. Improvised</p> <p>89. Improvised</p> <p>90. Improvised</p> <p>91. Improvised</p> <p>92. Improvised</p> <p>93. Improvised</p> <p>94. Improvised</p> <p>95. Improvised</p> <p>96. Improvised</p> <p>97. Improvised</p> <p>98. Improvised</p> <p>99. Improvised</p> <p>100. Improvised</p>	<p>1. Deliberate</p> <p>2. Deliberate</p> <p>3. Deliberate</p> <p>4. Deliberate</p> <p>5. Deliberate</p> <p>6. Deliberate</p> <p>7. Deliberate</p> <p>8. Deliberate</p> <p>9. Deliberate</p> <p>10. Deliberate</p> <p>11. Deliberate</p> <p>12. Deliberate</p> <p>13. Deliberate</p> <p>14. Deliberate</p> <p>15. Deliberate</p> <p>16. Deliberate</p> <p>17. Deliberate</p> <p>18. Deliberate</p> <p>19. Deliberate</p> <p>20. Deliberate</p> <p>21. Deliberate</p> <p>22. Deliberate</p> <p>23. Deliberate</p> <p>24. Deliberate</p> <p>25. Deliberate</p> <p>26. Deliberate</p> <p>27. Deliberate</p> <p>28. Deliberate</p> <p>29. Deliberate</p> <p>30. Deliberate</p> <p>31. Deliberate</p> <p>32. Deliberate</p> <p>33. Deliberate</p> <p>34. Deliberate</p> <p>35. Deliberate</p> <p>36. Deliberate</p> <p>37. Deliberate</p> <p>38. Deliberate</p> <p>39. Deliberate</p> <p>40. Deliberate</p> <p>41. Deliberate</p> <p>42. Deliberate</p> <p>43. Deliberate</p> <p>44. Deliberate</p> <p>45. Deliberate</p> <p>46. Deliberate</p> <p>47. Deliberate</p> <p>48. Deliberate</p> <p>49. Deliberate</p> <p>50. Deliberate</p> <p>51. Deliberate</p> <p>52. Deliberate</p> <p>53. Deliberate</p> <p>54. Deliberate</p> <p>55. Deliberate</p> <p>56. Deliberate</p> <p>57. Deliberate</p> <p>58. Deliberate</p> <p>59. Deliberate</p> <p>60. Deliberate</p> <p>61. Deliberate</p> <p>62. Deliberate</p> <p>63. Deliberate</p> <p>64. Deliberate</p> <p>65. Deliberate</p> <p>66. Deliberate</p> <p>67. Deliberate</p> <p>68. Deliberate</p> <p>69. Deliberate</p> <p>70. Deliberate</p> <p>71. Deliberate</p> <p>72. Deliberate</p> <p>73. Deliberate</p> <p>74. Deliberate</p> <p>75. Deliberate</p> <p>76. Deliberate</p> <p>77. Deliberate</p> <p>78. Deliberate</p> <p>79. Deliberate</p> <p>80. Deliberate</p> <p>81. Deliberate</p> <p>82. Deliberate</p> <p>83. Deliberate</p> <p>84. Deliberate</p> <p>85. Deliberate</p> <p>86. Deliberate</p> <p>87. Deliberate</p> <p>88. Deliberate</p> <p>89. Deliberate</p> <p>90. Deliberate</p> <p>91. Deliberate</p> <p>92. Deliberate</p> <p>93. Deliberate</p> <p>94. Deliberate</p> <p>95. Deliberate</p> <p>96. Deliberate</p> <p>97. Deliberate</p> <p>98. Deliberate</p> <p>99. Deliberate</p> <p>100. Deliberate</p>

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:	GRENADERS	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 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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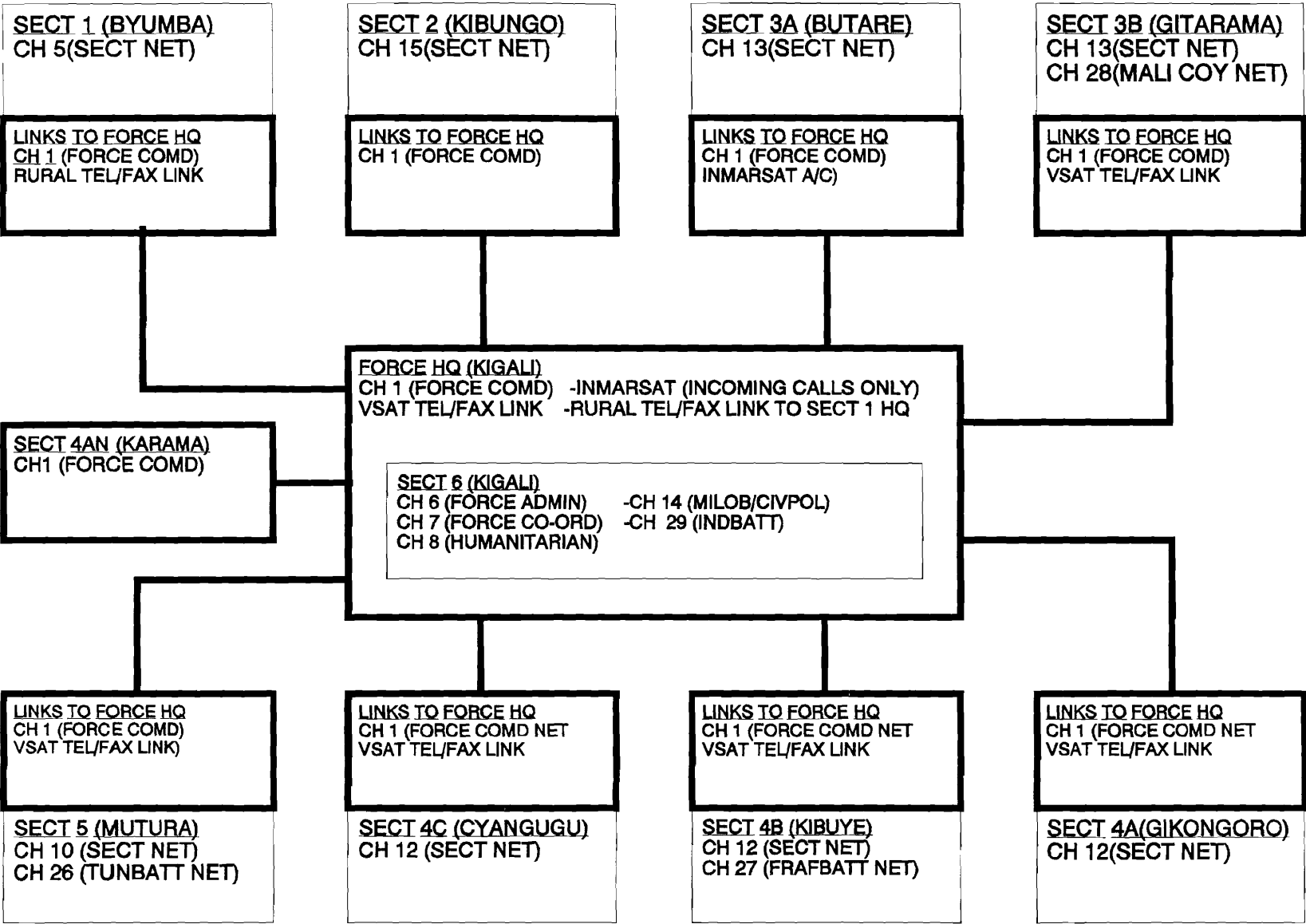
SECTION 3 - TELEPHONE

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 cmd 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.

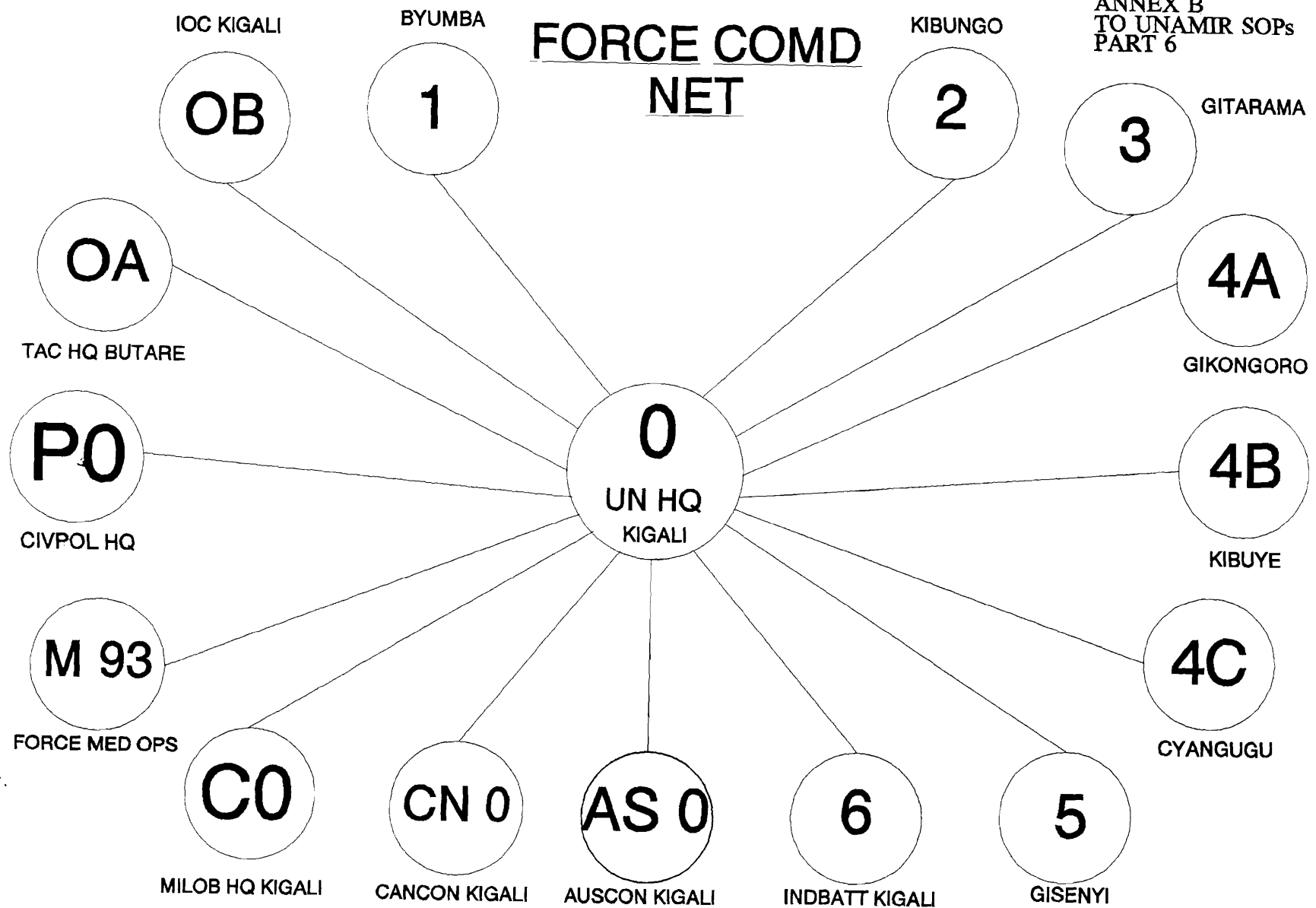
AS OF: 15 JAN 95

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	<u>GOLF</u>
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	<u>MIKE</u>
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:

PROWORD

MEANING

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

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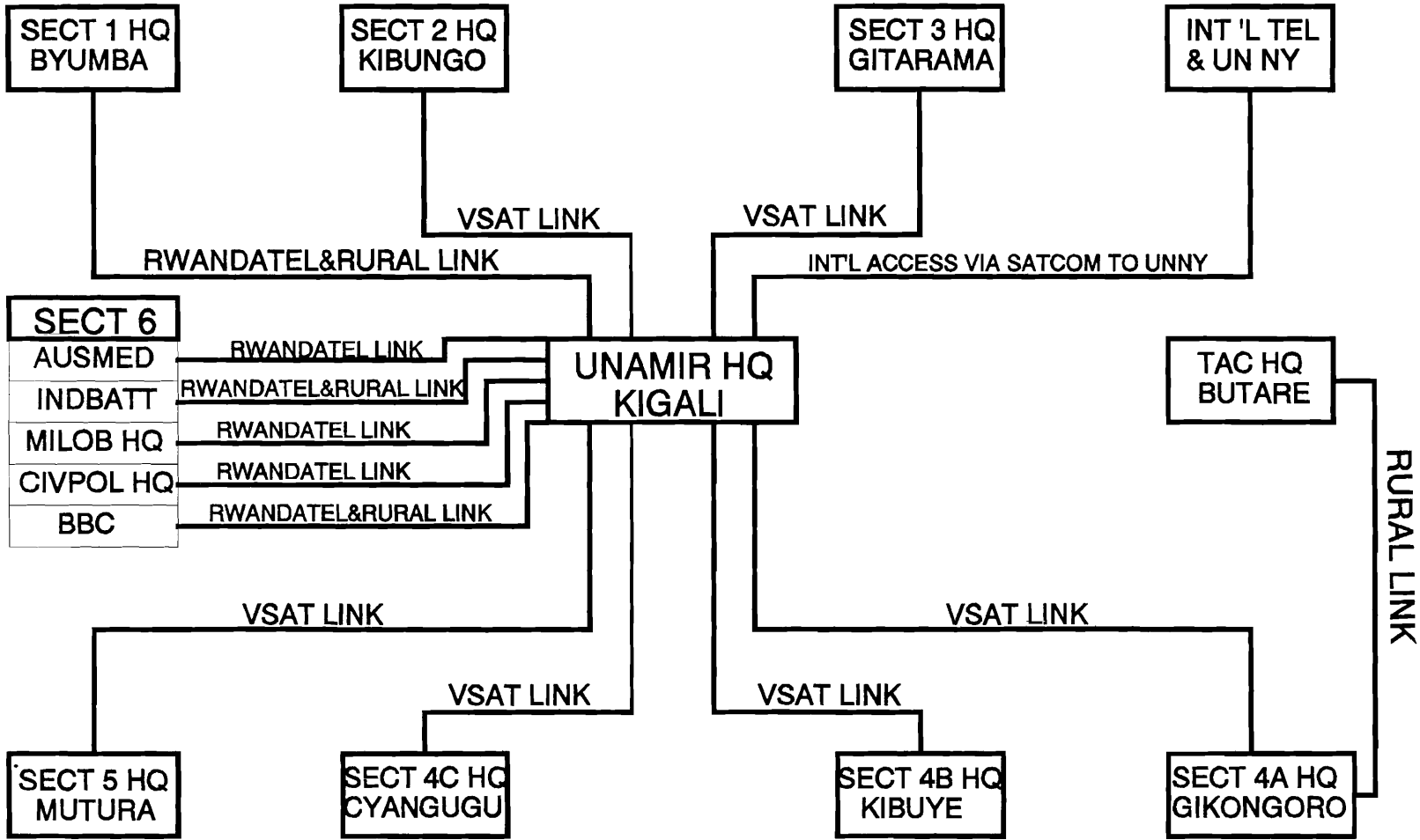
VERY WEAK	Your signal strength is very weak
WAIT	I must pause for a few seconds (no longer than 5 seconds)
WAIT OUT	I must pause longer than a few seconds
WEAK	Your signal strength is weak
WILCO	I have received your signal, understand it, and will comply. (To be used only by the addressee. ROGER and 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



MESSAGE FORM		SECURITY CLASSIFICATION	FILE NUMBER
PRECEDENCE-ACTION		PRECEDENCE-INFO	DATE-TIME GROUP
PAGE OF	MESSAGE HANDLING INSTRUCTIONS		ORIGINATORS NUMBER
<div>FROM :</div> <div>TO :</div>			
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 cmd 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 cmd 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 OFFRS

1. Liaison Offrs 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. 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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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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APPENDIX III TO
ANNEX A

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:
- _____
- _____

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APPENDIX IV TO
ANNEX A

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: _____

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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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ANNEX C TO
UNAMIR SOPs
PART 7 SECTION 3

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

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ANNEX A TO
UNAMIR SOPs
PART 7 SECTION 4

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.

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ANNEX B TO
UNAMIR SOPs
PART 7 SECTION 4

DUTY LOG

DATE: PERIOD FROM: HRS TO: HRS

SERIAL	TIME	TO	TEXT	ACTION BY DO	CP ACTION COMPLETED

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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. Th 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 CSUP0 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 CSUP0 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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ANNEX A TO
UNAMIR SOPs
PART 7 SECTION 6

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 Nations 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 his 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: _____

UN RESTRICTED

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.

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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 :-----

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ANNEX B

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 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.

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SECTION 7 - PAY AND ALLOWANCES

1. General. All mil members of UNAMIR will receive the following remunerations of various rate levels.

- a. Home pay at national levels is a national responsibility and paid as arranged between the individual and his national authority.
- b. National overseas allowance for UN service (where applicable), is a national matter and paid as arranged between the individual and his national authority.
- c. UN daily allowance of \$1.28 is payable in local currency direct to each soldier in the field or in US\$ depending on the operational situation prevailing in the theatre.
- d. Recreational leave allowance will be paid by the UN at the rate of \$10.50 a day for a period of seven days to each member of the Force serving a period of six months.
- e. A one-way airline ticket is provided by the UN in some circumstances for members and escorts if repatriation is authorized for medical, compassionate or other reason by the Force Commander.

2. Travel and Mission Subsistence Allowance (MSA).

- a. Entitlement. During a UNAMIR assignment, an UNMO is entitled to the following:
 - (1) A travel subsistence allowance while in official travel status on appointment, return travel, and other travel outside the mission area on official duty. UNMOs are considered as being in travel status until they report to UNAMIR headquarters; entitlement to payment of the mission subsistence allowance commences at that time only.
 - (2) Mission subsistence allowance (MSA) while in the mission area.
- b. Travel Expenses. Upon arrival in the mission area, a claim form (F.10) for travel subsistence and incidental travel expenses should be submitted, with supporting receipts, to the Senior Administrative Officer.

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- c. Mission Subsistence Allowance. The MSA is designed to cover the cost of board and lodging, local transportation and other incidental expenses and constitutes the local United Nations contribution towards such costs. Exact rates, which are subject to change, will be communicated in due course. As an indication, the MSA rate for Rwanda is currently US \$ 110 a day for the first 30 days, thereafter it is US\$ 97 per day. MSA will be abated if accommodation or rations are provided or funded from UN sources.
- d. Withholding of MSA. The Chief Administrative Officer may, with the approval of the SRSG, withhold a portion of the subsistence allowance to cover financial loss or damage caused to United Nations property through negligence.
- e. Currency Regulations. It is the UNMOs responsibility to learn and abide by the currency regulations of his home country and of Rwanda, especially as regards foreign currency exchanges on the local market. Violations of these regulations will result in disciplinary action and may be reported to the UNMO's government. A portion of the subsistence allowance may be paid in the local currency, and the balance may be done in United States dollars.

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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.

MILITARY OBSERVERS

2. 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 for UNMOs. Normally 1 1/2 days of leave per month may be accrued 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 Chief Military Observer UNMOs required for duty on a more or less continuous basis of seven days a week, including Sundays and official mission holidays, may be granted up to six days compensatory time off with mission subsistence allowance for each month of such continuous service(i.e. after 30 days of service).
- c. Compensatory time off is granted to UNMOs to provide them with opportunities for rest after a specially arduous spell of duty. Consequently, such time-off shall normally be taken as soon as possible after completion of the continuous period of service. Compensatory time-off not more than 12 days may be accumulated for carry forward from one month to the next.
- d. If CTO is taken outside the Mission area, the MSA is reduced by 50%.

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- e. Compensatory time-off is a privilege and can only be taken when the exigencies of the service so permit. It is subject at all times to the discretion of the Chief Military Observer, who shall establish appropriate procedures for the advance approval of the observers' time-off, its place, duration, etc.
- f. Leave and compensatory time-off with per diem must be taken within the regular tour of duty. The tour of duty shall not be extended in order to facilitate taking such leave or time off. MILOBS may, however, be granted up to twelve days of accrued leave and compensatory time-off, with retained MSA, in the last month of their tour of duty in order to complete all arrangements, including travel and baggage formalities, prior to departure from the mission area.
- g. In exceptional circumstances special leave of absence without MSA may be granted to UNMOS and CIVPOL. Any request for such leave should be forwarded with the recommendation of the Chief of Staff or CMO to United Nations Headquarters for decision.

PROCEDURE FOR APPLYING FOR LEAVE/CTO

3. Heads of Branches at UNAMIR HQ, Heads of cell at UNAMIR HQ, CMO and Sector Commanders are responsible for planning and approving leave/CTO for personnel in their branch/cell/sector. They are responsible for maintaining a constant minimum of 75% strength in their Branch/Cell/Sector. A fortnightly forecast of leave/CTO should be submitted to the CMPO for monitoring purposes at UNAMIR HQ. All personnel intending to go on leave/CTO will complete the leave application form (see Annex A) and forward it through the chain of command to the approving officer. Application will be approved as follows:

- a. CMO will approve up to 21 days of continuous leave/CTO for UNMOs/Staff in the sectors and MILOB HQ.
- b. Sector Commanders will approve for UNMOs /Staff under them up to 21 days continuous CTO/leave.
- c. Heads of branches will approve up to 21 days of continuous leave/CTO.
- d. DFC will approve up to 30 days of continuous Leave/CTO.
- e. FC will approve all leave/CTO for DFC, CMO Head of Branches and Sector Commanders. He will also approve leave/CTO in excess of 30 days for all personnel.

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4. Sick Leave This will not be counted against UN leave entitlement. However, all cases of compassionate leave will be counted against 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 CMPO for Force Commander's consideration.

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

6. UN Holidays. The list of official UN holidays is issued by way of Administrative Circular. These are to be taken only by civilian UN staff and local employees. For the Military personnel the discretion is with the Force Commander.

7. 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.

STAFF OFFICERS

- a. Staff Officers may be granted up to 15 days of leave for a six month of tour of duty. But those officers who serve one year will get 30 days of leave.
- b. No cash payments are allowed in lieu of CTO.
- c. The procedure for applying for CTO is contained in paragraph 3 above. The leave/CTO application form for staff officers is attached as Annex B. Their Leave/CTO Form does not require to be processed through CCPO.

UNAMIR TROOPS

9. 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.

10. 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.

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- 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.

11. Conditions for Granting Leave. The following conditions shall apply:

- a. An approval of leave is subject to operational exigencies.
- b. The effective strength of the Unit shall at no time be reduced to below 75% of the Units strength.
- c. Travelling time shall count against a member's accrued leave entitlement.
- d. Sick leave shall not count against a member's accrued leave entitlement.
- e. All key personnel applying for leave shall ensure that the persons whom they nominate to replace them are aware of and are available to perform the entire duties assigned to them for the full period of the leave applied for.

12. Approving Authority.

- a. Requests for entitled leave from UNAMIR will be approved by the Contingent Commanders/Branch Heads.
- b. Contingent Comds and Branch Heads will be responsible for ensuring that all leave applied for is in accordance with this SOP.
- c. All leave applications of Contingent Commanders will be sent through CMPO to Force Commander for verification and recording purposes.

13. 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.

14. Leave Allowance. UNAMIR troops proceeding on authorized leave are paid a UN leave allowance to enable them spend seven days leave away from their unit.

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15. The leave allowance consists of the payment of USD10.50 per day for each day of leave up to a maximum of seven days after completing three months of service with UNAMIR. Members who have completed a six month tour of duty which is extended for a further six month period are entitled to additional seven days leave allowance after completing three months of their extension period.

16. The leave allowance will be paid by the Finance Section in US Dollars through respective Unit Comds. The Unit Comds must forward their requirement to the Finance Section on a monthly basis.

17. Recreation Trip. Units/Sub-Units Commanders/Branch Heads at HQ are authorized to organize recreation trips for the troops under their Command in accordance with the following rules:

- a. The purpose of the recreation trip will be to maintain and improve morale, and to enable personnel learn about the history and geography of the countries in the mission.
- b. Recreation trips may be arranged to countries within the mission area.
- c. Recreation trips will not exceed two and half working days. These trips will not be charged as leave..
- d. Recreation trips will be properly organized under the control of an appointed member of the organizing unit, who will be responsible for the conduct of the recreation trip and for the behaviour and discipline of the persons during the trip.
- e. Uniform or civil dress may be worn at the discretion of the unit comd.

18. 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.
- d. A valid passport and visa if required.

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

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ANNEX A TO
UNAMIR SOPs
PART 8 SECTION 8

LEAVE/CTO APPLICATION FOR UNMO-UNAMIR

PART 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 _____

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ANNEX B TO
UNAMIR SOPs
PART 8 SECTION 8

LEAVE/CTO APPLICATION FOR HQ STAFF

PART I - APPLICANT'S PARTICULARS

Date: _____

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

PART II - LEAVE/CTO APPLICATION AND RECORD

2. 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. CTO Entitlement

a. Duty performed continuously
From _____ To _____ =days
b. Total CTO earned=.....days
c. Accumulated CTO B/F....days
d. Total CTO entitled=....days
e. CTO Applied for:
From _____ To _____ =days
f. CTO Balance c/f (if any)
.....days

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

PART III - NOTIFICATION FOR LEAVE/CTO APPROVAL Date: _____

To: Name _____ Rank _____ Branch/Sector _____

Your application for:

a. Leave from _____ To _____ APPROVED/NOT PROVED
b. CTO from _____ To _____ APPROVED/NOT APPROVED

Remarks: _____

Signature: _____ Rank _____ Appt _____

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ANNEX C TO
UNAMIR SOPS
PART 9 SECTION 8

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

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 _____

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ANNEX D TO
UNAMIR SOPS
PART 8 SECTION 8

LEAVE PASS

Name: _____ Rank: _____ UNID: _____

Unit/Branch: _____ Passport No. _____

_____ Tel: _____

Leave; Granted: From _____ To _____

APPROVED BY:

Name: _____

Rank: _____

Appt: _____

UNID: _____

Signature

Unit Stamp

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SECTION 9 - CASUALTIES AND MEDICAL

1. General. This section only covers the general procedure in handling the casualties and medical cases for the purpose of administration and reporting. The full operational procedures pertaining to the execution of an evacuation of casualties is covered in the Medical Evacuation Plan.

DEATH, INJURIES AND DANGEROUS ILLNESS

2. Initial Action

- a. In the event of death, serious injury or permanent disability of a member of a UN peacekeeping force, observer mission or other UN field mission, the Unit Commander concerned will immediately notify the mission headquarters giving the following information on the deceased or injured individual(s).

- (1) Service number.
- (2) UN I.D. card number.
- (3) Rank.
- (4) Last name in brackets, first and middle name.
- (5) Sex.
- (6) Nationality.
- (7) Next of Kin (Name, address and relationship).
- (8) Category (e.g. Contingent member, MILOB, etc).
- (9) On duty (yes or no).
- (10) Date (Date, Month, Year).
- (11) Time of Casualty (Local time).
- (12) Place of Casualty.
- (13) Type of Casualty (death, injuries, illness).
- (14) Cause of Casualty.

- b. Immediately following the receipt of information concerning a casualty the mission Headquarters must inform UN Headquarters, New York, by a preliminary cable which is to include all relevant details as available at the time of despatch.

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- c. In the case of death the Unit concerned will advise its national headquarters to inform the next of kin and to advise the mission Headquarters immediately when the next of kin has been informed. No mention of the deceased's name will be made in any public release before such notification has been received.

3. Notification of Casualty (NOTICAS).

- a. Following the despatch of the preliminary information to UN Headquarters, New York, a NOTICAS will be prepared by the Chief, Military Personnel Officer of the mission in accordance with the following pro forma:

- (1) Noticas number.
- (2) Name of mission.
- (3) Service number.
- (4) UN ID card number.
- (5) Rank.
- (6) Last name (in brackets), first and middle name.
- (7) Sex.
- (8) Nationality.
- (9) Next of kin, (name, address and relationship).
- (10) Category (e.g. Contg. member or MILOB).
- (11) On duty (yes or no).
- (12) Date (Day, Month, Year).
- (13) Time of Casualty (local time).
- (14) Place of Casualty.
- (15) Type of Casualty (death, injuries or illness).
- (16) Cause of Casualty.

- b. The NOTICAS will be prepared in the name of the Chief Administrative Officer and despatched to UN Headquarters, New York addressed to : ANNAN/OUSGSPA AND BEISSEL/ FIELDOPS. It is imperative that in a case where an initial NOTICAS covers serious injuries or illness which later results in death, follow-up information must be despatched to the aforementioned addressees with references to the original NOTICAS as soon as possible.

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- c. It is the responsibility of the Chief Military Personnel Officer to maintain a list of NOTICAS, numbered sequentially commencing with number one, covering all casualties of the mission concerned during its existence. The relevant number will be indicated on the NOTICAS which will be prepared for each casualty. Any amendments or updating of a NOTICAS will refer to the original NOTICAS number and cable reference.
- d. The Chief Administrative Officer is responsible for notifying UN Headquarters immediately concerning death or serious injury or illness of internationally or locally recruited staff members following the same NOTICAS procedure described herein.

4. Arrangements Concerning the Deceased.

- a. Upon the death of a member of a UN peacekeeping force, observer mission or UN field office, an Ad Hoc committee, comprising the following members, will be convened:

- (1) Chief Administrative Officer (or his/her representative).
- (2) Chief Finance Officer (or his/her representative.
- (3) Chief Medical Officer.
- (4) A representative from the contingent concerned.
- (5) Legal Adviser.

- b. On receipt of the NOTICAS, UN NY will officially notify the permanent mission concerned in New York of the death, injury or illness. The contingent comd UNAMIR should simultaneously inform his national auth, if rear link facilities exist. In the case of death the national auth will be asked to inform the next of kin and when that is verified as having been done, the home country will so inform UNAMIR. No mention of the deceased's name will be made in any public release by the UNAMIR HQ until this is done.

- c. Additional Considerations.

- (1) An autopsy will be performed only if it is considered necessary from the medical or legal point of view. In such cases, the prior approval of the contingent will be needed.
- (2) Responsibility for arranging the transportation of the body of the deceased and of the accompanying escort to the home country rests with CAO.

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(3) The LO to the host government auth should assist in all matters requiring their cooperation. In particular, he should assist them in expediting the completion of any document which is required, such as export permission.

(4) The CAO is to ensure that all documents, as well as any written travel auth required for the casket and escort, are properly prepared and distributed. He will issue one UN flag to the escort for draping the coffin at various transfer points, notify the contingent as to the time of departure of the casket, and escort and give the contingent a copy of the deceased's death certificate for transmission to the appropriate auth in the home country. He will also prepare a letter of condolence to the next of kin, in the appropriate language, for the SRSG's signature.

d. In the case of injury or illness, the patient will receive full med treatment at the appropriate level. The general procedure is to treat the patient at whatever level is best equipped to handle the problem. Various levels of treatment exist:

(1) First aid.

(2) Sector HQ aid posts.

(3) Normal hospital.

(4) Specialist civilian hospitals in host country or general mission area.

(5) Repatriation via air ambulance, normal commercial flight or military flight.

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SECTION 10 - REPORTS, INVESTIGATIONS AND BOARDS OF INQUIRY
ACCIDENTS, LOSSES, CLAIMS, INCIDENTS AND DISCIPLINARY CASES

REPORTS

1. Initial reports will be sent by units immediately to Force Commander (if necessary via the duty officer) on the following:
 - a. Death and injury.
 - b. Accidents, property loss and damage(exceeding US\$500). both UN and contingent owned.
 - c. Incidents, misconduct, maladministration, failure to account, negligence, disciplinary cases and incidents likely to affect UNAMIR relations with host country.
2. Speedy and complete reporting is necessary for UNAMIR to deal with disciplinary matters in the mission, host country authorities, claims by local citizens and possible claims between the UN and contingent governments. UN has assumed financial responsibility for UN and contingent owned property used by UNAMIR but not for personal property, and for legal protection of pers against third party claims arising out of official duty. UN may seek compensation from contingent governments for loss or damage caused wilfully or by gross negligence of their military personnel.
3. An investigation report will follow if all the required information is not initially available.
4. Units will ensure that evidence is preserved in case UNAMIR HQ decides to carry out an HQ investigation or HQ board of inquiry.
5. All investigations and inquiries will be carried out promptly to their completion as far as possible before witnesses depart the mission area.
6. Local inhabitants or non-UN pers who make statements or answer questions are under no obligation to do so and they must be treated with courtesy.
7. The same general info will be required from all investigations, summary disposal of incidents and boards of inquiry but specific directives may be issued. All investigations should preferably be ordered in writing.
8. The following info is required where applicable:
 - a. Authority for investigation/board, e.g. convening order, contingent unit/contingent file no
 - b. Description of incident with time, date and place.
 - (1) For each person involved

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- (a) Name, rank, contingent, nationality, UN I.D. No.
 - (b) National I.D. No. if local civilian, occupation.
 - (c) Address and note of any claims which must be submitted in writing.
 - (d) Function at time and involvement in incident.
 - (e) Duty at time and any orders or regulations applying.
 - (f) Description of injury\death.
 - (g) Place where medical treatment received and name of doctor.
 - (h) Medical report number.
 - (j) Names and addresses of next of kin.
- (2) For each Vehicle/Items of Equipment/Property Lost or Damaged.
- (a) Description, make, model, year, registration no, serial no, owner, UN/contingent (if civilian, name and address).
 - (b) Driver's name and license.
 - (c) Insurer.
 - (d) Description of damage/loss
 - (i) How and where loss discovered.
 - (ii) Damage.
 - (iii) Discrepancy reports.
 - (iv) Technical inspection reports of vehicles, machinery, weapons, etc.
- c. Other Annexes. Statement of witnesses, record of questioning of witnesses, MP report, other Board of inquiry findings, local police report, local court action, photographs, maps. Any third party claim must be in writing.

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INVESTIGATIONS AND BOARDS OF INQUIRY

9. General. The United Nations assumes financial responsibility for the equipment and supplies including contingent-owned property, used for peace-keeping and for protection of the Force/Mission and its members while on official duty against third-party claims. All incidents and accidents involving personal injury/death or property damage/loss in which UN personnel or property are directly or indirectly involved, must immediately be reported to the Chief Administrative Officer (CAO) and Chief Military Personnel Officer (CMPO) or the nearest Military Police (MP) detachment/Chief Civilian Security Officer (CSO) or Mission Headquarters Duty Officer.

10. Reporting

- a. The Unit Commander/Civilian Section Chief, other responsible UN person or involved party shall immediately inform the CAO, Contingent Commander and CMPO where military personnel are concerned, or the CAO only in the case of exclusively civilian staff involvement, or alternatively (for all personnel) the nearest MP Detachment/CSO/Mission HQ Duty Officer, of any serious incident or accident including, but not limited to the following:

(1) Any incident or accident involving the death or injury to UN military or civilian personnel.

(2) Any incident or accident involving death or injury to third parties when UN personnel are involved in the incident or accident.

(3) The occurrence or discovery of any loss of or damage to UN-owned or contingent-owned equipment, stores or other property, except items on personal issue, which cannot be ascribed to fair wear and tear.

(4) Loss of or damage to third-party owned property when UN personnel are involved in the incident.

(5) A detailed description of the incident or accident, including make and serial number of any damaged or lost items, will be recorded to facilitate investigation and reporting of the incident or accident.

(6) A preliminary report should be sent to UN Headquarters (Field Operations Division) at the earliest opportunity and should include all known factual and relevant information available at the time of reporting.

11. Investigation

- a. Upon receiving a report of any such incident or accident referred to in paragraph 2 above, the Force Provost Marshall/CO MP Coy or Chief Civilian Security Officer at the Mission HQ will immediately carry out a complete investigation in order to ascertain, secure and record all factual evidence before it becomes obliterated. In this operation the Mission or Force officials may be assisted by local police or military personnel. Commanding Officer/Civilian Section Chiefs, as appropriate, must ensure that the scene of any incident or accident within their area of responsibility is protected until the arrival of proper authorities and that no one touches any object that might be useful as evidence. In some instances, it may be necessary to post a guard (either Military Police, UN Civilian Security Officer or local police or military personnel) in the area to ensure its security until it has been examined by the proper authorities.
- b. In all cases, the Military Police, Civilian Security Unit or other investigation personnel must, to the extent possible, complete their investigation before the individual(s) involved and witnesses depart from the mission area due to rotation or repatriation. Priority should be given to completion of reports on incidents and accidents involving death, serious injury, and major property damage or loss. Completed reports should have the following documents attached:
 - (1) Statements from all personnel involved and witnesses to the incident or accident, including English translations of such statements.
 - (2) Medical reports on all injured parties.
 - (3) Damage/discrepancy reports on all damaged vehicles.
 - (4) Technical inspection reports on any UN or contingent-owned weapons involved in the incident or accident.
 - (5) Sketches, maps and photographs relating to the incident or accident.
 - (6) Upon receipt of the investigation report the Contingent Commander in consultation with CPMO, or CAO in cases involving UN civilian personnel, shall invite Board of Inquiry action.

12. Boards of Inquiry. The circumstances of an incident or accident determine whether a Contingent or Headquarters Board of Inquiry must be instituted. The following types of incident or accident require both a Contingent and an HQ Board of Inquiry:

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- a. A Force/Mission member incurs serious injury or death.
- b. Serious incidents involving Force members from different contingents.
- c. A third-party incurs serious injury or loss in an incident or accident involving a Force/Mission member.
- d. Major property loss or damage.

13. Contingent Board of Inquiry. A contingent Board of Inquiry must be commenced upon order of the Unit/Contingent Commander in any of the following cases:

- a. Minor injury to a Force member.
- b. Minor injury to a third-party in a case involving a Force member.
- c. Incidents as stated in paragraph 12 a to d.
- d. Minor loss or damage to contingent or UN-owned property.
- e. Guidelines and format for Contingent Board of Inquiry is at Annex A.

14. Headquarters Board of Inquiry. A Headquarters Board of Inquiry must be instituted for all serious incidents and accidents, including, but not limited to, the following:

- a. A member of the Force/Mission dies or is seriously injured as a result of an accident or incident, suspected misconduct on his part, wilful his/her act(s) or gross negligence on the part of another member of the Force or Mission or by any other persons.
- b. Serious injury or death to a third party in a case involving a Force or Mission member.
- c. Major damage or loss, including loss or damage as a result of suspected negligence or unsatisfactory control or accounting procedures, fire, explosion or similar occurrence other than in the course of operational activities, or under any other circumstances where responsibility for the loss or damage is unclear.
- d. When members from different contingents are involved in the same case.
- e. Any other event, accident or incident which, in the opinion of the Head of Mission, is serious enough to warrant being investigated by a Board of Inquiry.

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15. Composition and Convening Order of an HQ Board of Inquiry.

- a. In the case of any fatal or serious accident or incident as outlined in paragraph 9.11 above, the Head of Mission (e.g. Force Commander/Chief of Staff/Chief Military Observer, SRSG, etc.) shall, in addition to the reports forwarded to Headquarters by the Chief Administrative Officer, convene a Board of Inquiry and appoint three responsible individuals.
- b. In case of military involvement, the composition of the Board will normally be military with the appointed Chairman being of Lieutenant-Colonel rank or above. If the case so warrants, the composition will be civilian, with the appointed Chairman being a senior Officer. The Chief Administrative Officer (CAO), and the Chief Finance Officer (CFO) are considered permanent members of all constituted Boards of Inquiry and may attend meetings as they desire and consider necessary. They are to be given notice of all meetings of the Board. The Chief Civilian Personnel Officer(CCPO) will appoint a civilian secretary to assist the Board throughout its proceedings. Any appointed member who is unable to serve due to unforeseen circumstances must immediately inform the Chief Military Personnel Officer/Chief Administrative Officer.
- c. A Board of Inquiry Chairman or Members shall not be selected from a Unit which had charge of or responsibility for the servicing or safe-keeping of any item of equipment, vehicle or other mode of transportation, implicated in the incident to be investigated.
- d. Since lapse of time will increase the difficulty of obtaining all relevant evidence or locating and interviewing witnesses, it is most important that investigations be conducted as promptly and as speedily as possible. Therefore, the Chairman, Members and Advisers of a Board of Inquiry should not proceed on other missions or on leave until the investigation has been completed.
- e. The Board should be convened and should meet as soon as possible after the incident/accident, taking into account the requirement for a thorough investigation and proper documentation. The Chairman, upon receipt of the convening order, will immediately contact the Legal Officer who will provide an initial briefing and subsequently review the final draft of the report prior to its submission to the Head of Mission.
- f. See Annex B for guidelines of HQs Board of Inquiry.

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16. Terms of Reference and Procedures of an HQ Board of Inquiry

- a. The terms of reference and rules of procedure on an HQ Board of Inquiry will be prescribed by the Head of Mission but in each case should follow the guidelines provided herewith.
- b. A Board of Inquiry convened to deal with incidents involving technical or other specialized matters should seek the written opinion of Force, Mission or outside experts in that field.
- c. In conducting its inquiry, an HQ Board of Inquiry shall:
 - (1) Determine cause of the incident.
 - (2) Establish responsibility of individuals or groups, taking into consideration regulations, orders and procedures under which they were acting at the time, and the Board's conception of negligence or misconduct.
 - (3) Obtain the final Military Police/Chief Civilian Security Officer's report on the accident/incident from the CMPO or CAO, as appropriate, and any additional information required to complete its investigation. Any additional statements should be obtained by the Board from witnesses only when the statements attached to the Military Police/Civilian Security report are insufficient to enable the Board to address all relevant issues.
 - (4) Establish the facts of the incident from the evidence presented in the above-mentioned reports and other documents obtained.
 - (5) Present all relevant aspects of the accident/incident so that the reviewing authorities can objectively assess the case.
- d. United Nations Staff members may be ordered to appear and testify as witnesses before a Board of Inquiry, as may members of national military or civilian contingents forming part of a UN mission, since they serve under the command of a UN Officer. Any other person, including local citizens and local police or military officers may be requested to make a statement to the Board or answer its questions but are under no obligation to do so.

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- e. Witnesses should be questioned individually by the Board and in the absence of other witnesses, so that information received from one may be compared with that received from others. If necessary, witnesses who have provided information should be questioned by the Board to clarify any ambiguities in their statements and to indicate to what extent, if any, they have knowledge of relevant facts not mentioned in their statements.
- f. If witness refuses to make a statement to the Board, the Board should record that fact. If appropriate, it should also state the reason why certain persons were not called as witnesses before the Board.
- g. If feasible and deemed useful, the Chairman and members of the Board should visit the scene of the incident and note any important features that could have a bearing on the incident/accident.
- h. The Board does not consider question of compensation or legal liability.

17. Findings of an HQ Board of Inquiry.

- a. The findings must be made only after the Board has considered all the evidence and must be based upon and supported by the evidence contained in the Report of the Board.
- b. If there is conflicting evidence as to a matter on which a finding is required, the Board must, if it prefers one version, explain in its findings why it has taken that course.
- c. A Board of Inquiry shall make at least the following findings relating to the incident under investigation:

(1) Findings required concerning death or injury.

- (a) Full name of deceased or injured person,
- (b) Time, date and place death or injury occurred.
- (c) Cause of death or injury.
- (d) Whether or not any person was responsible for the death or injury.
- (e) If so, identification of person(s) responsible for the death or injury.
- (f) Whether any court action (prosecution or law suit) has commenced.
- (g) Whether deceased or injured person was on UN duty at the time of the accident or incident.

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- (h) Whether and when hospitalized.
- (i) Identification of doctors who gave medical treatment.
- (j) Identification of police who investigated (attach copy of police report).
- (k) Whether any UN Regulations, rules, orders or instructions were contravened.

(2) Findings required concerning Motor Vehicle Accidents.

- (a) Time, date and place of accident.
- (b) Identification of vehicles involved.
- (c) Identification of pers involved in accident (drivers, passengers and pedestrians).
- (d) Identification of person(s) injured.
- (e) Weather, lighting and road conditions.
- (f) Cause of the accident.
- (g) Identification of person(s) responsible for the accident.
- (h) Identification of damage to vehicles and other property.
- (i) Identification of police who investigated the accident (attach a copy of police report).
- (j) Actual or estimated cost of repairs to vehicle(s) involved.
- (k) Names and addresses of insurers of vehicles involved.
- (l) Whether or not the UN driver was on duty at the time of the accident.

(3) Findings required concerning damage to or loss of other equipment.

- (a) Time and date that the damage or loss was discovered.
- (b) To whom, by whom, and when the loss was reported.
- (c) Who was responsible for custody of the equipment.

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(d) The value of mission article(s) or cost of repairing equipment.

(e) Name and address of insurer, if any.

(f) Whether theft is suspected; whether police authorities were notified, if so, identify police force.

18. Recommendations of an HQ Board of Inquiry. The recommendations should deal with any action that, in the opinion of the Board, should be taken by UN authorities, for example: action to avoid the recurrence of an incident, such as specific additional safety precautions; legislative or administrative action such as amending regulations, rules or instructions.

19. Report of an HQ Board of Inquiry. The format for an HQ Board of Inquiry is shown at Annex B.

20. Review of an HQ Board of Inquiry. The Chairman must submit a typed draft report together with all necessary documents and attachments for review by the Legal Officer. After review the Report should be finalized. The Legal Officer, in consultation with the Chairman of the Board, will prepare a memorandum to the Head of Mission presenting the Board's report and any comments thereon.

21. Head of Mission's Review of HQ Board of Inquiry Report and Closing of File.

- a. The Head of Mission will review the Report in consultation with the appropriate technical personnel on his staff (e.g. Legal Officer, Medical Adviser). In transmitting the report to UN Headquarters (Office for Special Political Affairs and Field Operations Division) the Head of Mission will indicate whether he/she has accepted the recommendations of the Board, what measures have been taken to implement the recommendations and his/her own comments on the recommendations and, if necessary, on the Report in general.
- b. Any recommendations submitted for the Head of Mission's decision, together with his/her comments thereon, will be communicated to the Commanding Officer concerned and to the Chief Administrative Officer.
- c. The Board of Inquiry file may be closed after the Head of Mission has forwarded copies of the Board's report to UN Headquarters. However, the file and all relevant documentation should be retained in the mission's archives indefinitely.

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22. Summary Disposal of Incidents Without Convening a Board of Inquiry.

- a. Incidents not involving death or injury and in which the loss suffered by the United Nations and/or the contingent(s) implicated is not more than US\$500.00 per occurrence and where no serious disciplinary action can be foreseen, may be dealt with by the Contingent Commander in conjunction with the Chief Administrative Officer without convening a Board of Inquiry.
- b. Such cases shall nevertheless be properly documented with: identification of individuals and any items of property involved; detailed findings and recommendations regarding responsibility for the loss and imposition of restrictions on the property in question, and with an indication of any resulting disciplinary and/or corrective action. The report shall be forwarded in triplicate to the Chief Military Personnel Officer in cases involving only military personnel and where there is no financial loss to the UN; reports concerning civilian personnel and those concerning military personnel where financial loss to the UN is involved, will be forwarded to the Chief Administrative Officer. See Annex C for format of report.

23. Cases Involving United Nations Financial Interest.

- a. Financial losses sustained by the United Nations in a peace-keeping or similar mission may later become the subject of reimbursement demands against the Government whose personnel were responsible for the loss; Government may, in turn, claim compensation from the United Nations for service incurred death or disability of their personnel. It is therefore desirable to co-ordinate, to the extent possible and without prejudice to national disciplinary procedures, the conclusions as to responsibility for accidents, incidents or losses at both contingent and mission headquarters level.
- b. A commanding officer should not finalize an opinion on any case involving United Nations financial interest before he/she has had an opportunity to study the results of investigations carried out by the mission HQ. If considered necessary in the light of statements obtained by the mission HQ from non-United Nations complainants or material witnesses, or of other evidence established by an HQ Board of Inquiry, a commanding officer will order the contingent investigation carried out according to national procedures to be re-opened and reviewed in the context of the new evidence.

GUIDELINES FOR CONTINGENT BOI

1. The Board of Inquiry shall:
 - a. Acquaint itself with the background and circumstances of the case and, if necessary, seek additional evidence.
 - b. Scrutinize contradictory evidence and endeavour to establish the objective facts.
 - c. Not accept unsupported statements of one witness without attempting to obtain corroboration.
 - d. Present all aspects of the case so that reviewing authorities who are not familiar with the locale and circumstances can form an opinion.
2. Report of BOI. Six copies of the report of the Board of Inquiry shall be submitted to the CMPO through the Contingent Commander.
3. In the case of a traffic accident, the Board will report on the following:
 - a. Were the driver's license, trip tickets, and registration properly recorded and valid?
 - b. Was the driver on duty?
 - c. Was the journey authorized and was the most direct route being taken?
 - d. Were any oral or written instructions given to the driver and, if so, were they obeyed?
 - e. What were the road and weather conditions at the time of the accident?
 - f. Was the speed of the UN vehicle excessive in the circumstances existing at the time of the accident?
 - g. Did a mechanical/technical defect/deficiency contribute to the cause of the accident?
 - h. What previous experience did the driver have on the particular type of vehicle?
 - j. Have the accident report, statements and sketch plan of the accident been properly completed?

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ANNEX A

- k. If damage to third party property is involved:
 - (1) What is the extent of the damage?
 - (2) Estimated cost of damage?
 - (3) Have the Military Police been notified?
 - (4) Particulars of third party claims and insurance coverage.
- l. If personal injuries are involved:
 - (1) What action was taken immediately following the accident regarding treatment of injuries? Were the injured treated as outpatients or admitted to hospital?
 - (2) On what date was the medical report(s) completed?
 - (3) What was the extent of the injuries?
 - (4) Based on medical opinion(s), will the injuries result in any permanent disability to the person(s) concerned?
 - (5) Are the injuries attributable to UN duty?
- m. Was there any negligence on the part of any person(s)?

4. Compilation of Report

- a. Attach documents, e.g. statements, medical reports, photos and sketches.
- b. Brief details of circumstances.
- c. Opinions, findings and recommendations of the Board (including date and signatures of all members).
- d. Unit Commander's opinion and action taken (including date and signature).
- e. Contingent Commander's opinion and action taken (including date and signature).

FORMAT OF CONTINGENT BOARD OF INQUIRY REPORT

PART I Particulars:

- (1) Contingent
- (2) Unit
- (3) Date and place of incident

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ANNEX A

- (4) Nature of incident (brief description)
- (5) Description of UN and/or contingent-owned property involved (including particulars of vehicles, if any).
- (6) Ownership of property.
- (7) Description of loss/damage to UN- and/or Contingent-owned property.
- (8) Cost of loss/damage (with reference to source of information).
- (9) Mission member(s) implicated (full identification of Contingent).
- (10) Injuries to Mission member(s), if any (description of injuries and reference to medical documentation)
- (11) Third party property involved (description/identification, including particulars of vehicles, if applicable)
- (12) Operators of third party vehicle(s).
- (13) Owner(s) of third party property, including vehicle(s) (identification and addresses).
- (14) Description of loss/damage to third party property.
- (15) Actual/estimated cost of loss/damage to third party property.
- (16) Injuries to third parties identification, addresses, description of injuries, names of doctor and hospitals involved, reference to medical documentation)
- (17) Particulars of any claims from third parties, if known.
- (18) Reference number of Military Police/SIS report, if any.
- (19) Reference number of local Civilian Police report, if any.
- (20) Reference number of damage/discrepancy report, if any.
- (21) Reference number(s) of medical report(s), if any.

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ANNEX A

- PART II Documents Attached.
- PART III Brief Details of Circumstances.
- PART IV Opinions, Findings and Recommendations of the Board.
(including date and signature of all members).
- PART V UNIT Commander's Opinion and Action Taken.
(including date and signature).
- PART VI Contingent Commander's Opinion and Action Taken.
(including date and signature)

SUMMARY OF CONTINGENT BOARD OF INQUIRY REPORT

1.

Proceeding of UNAMIR	Assembled at	Date	File
	by order of		

This Board of Inquiry is convened pursuant to Chief
Military Personnel Officer UNAMIR directive..... date....

For the purpose of

Contingent	Unit	Contingent	Date of	Place	UNAMIR
N		o	Accident		vehicle

Name(s) of other party(ies) involved and address(es)

Description of UNAMIR loss

UNAMIR Member(s) involved	Injuries to UNAMIR Member(s)	Medical Report Ref No.
Third Party Property	Third Party Operator	Third Party Owner

Particulars of Third Party Claims and Insurance Coverage.

MP or SIS Ref No	Contingent Report Ref No.	Civ Police Ref No:	Damage/Dis- crepancy Report Ref.No
------------------	------------------------------	-----------------------	--

2. List of Witnesses (Attach Statements as Annexes)3. Description of Circumstances4. Opinions, findings and recommendations of the Board
(incl arguments and motivations)

Signed at this day of 19

President

First Member

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ANNEX A

Second Member

(Note: For each-number, rank, name, initials,
decorations and contingent)

5. Contingent Commander's Comment/Action:

6. UNAMIR HQ Action

Documents Attached:

Annexes:

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ANNEX B TO
UNAMIR SOPS
PART 8 SECTION 10

FORMAT FOR CONVENING ORDER FOR BOARD OF INQUIRY

Date:

To: Distribution List

From: (Name and Title of Head of Mission)

Subject: Convening Order: Headquarters Board of Inquiry

1. In accordance with page____of the Field Administration Manual, a Headquarters Board of Inquiry is hereby convened to investigate and report on the accident which occurred on the _____day of _____199 at _____hrs at_____when

2. The Board is to submit the final report and 10 copies

by:_____

3. Composition

Chairman

Member:

Member:

Chief Administrative Officer:

Chief Finance Officer

Secretary:

4. The final draft of the Board's proceedings with annexes, is to be submitted to the Legal Officer for his/her advice on the substance and form before it is forwarded to the Head of Mission for consideration and comment.

5. The Chairman must advise the Legal Officer of the Board's progress and submit the final draft report for his/her review one week prior to the designated deadline.

Distribution: Chairman, Members and Secretary of Board
Legal Officer
CMPO/CCPO or Chief Personnel Officer at other
involved component

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FORMAT FOR HEADQUARTERS BOARD OF INQUIRY REPORT

6. A Headquarters Board of Inquiry Report should be structured along the following lines:

- a. Constitution. Cite the convening order; the time, date and place of the incident and the period during which the Board conducted its proceedings.
- b. Description of the Incident. Present the objective facts of the incident obtained from the available evidence with full reference to the sources used, including details of duty being performed at the time of the incident/accident
- c. Deliberation. Present the main issues to be addressed in assessing the incident and in reaching substantiated conclusions.
- d. Findings and Conclusions. Address the issues raised by presenting the Board's findings and conclusions based on the available evidence and relevant Mission HQ/Unit orders, directive, regulations and SOPs..
- e. Recommendations. Recommend any remedial or preventive measures that should be implemented to prevent a recurrence of any similar accident or incident.
- f. Signature. Signed by the Chairman and Board members.
- g. Annexes. The following should be attached as annexes:
 - (1) Convening Order.
 - (2) MP/UN Civilian Security or other police or investigating authority's report with original photos.
 - (3) List of persons present at or involved in the incident, giving name, rank, unit, ID number and distinguishing UN personnel from other persons whose full name, occupation and address must be listed.
 - (4) Statements and reports of witnesses.
 - (5) Any additional relevant documents or statements including all medical reports and technical inspection report (e.g. weapon inspection reports, vehicle inspection reports).
 - (6) Any maps or sketches of the scene of the incident.
 - (7) Any claims, local police reports, pending proceedings or actual decisions of local courts.

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ANNEX B

- (8) Detailed description of property destroyed or damaged, annexing any available damage/discrepancy reports.
- (9) Relevant copies of Mission HQ/Unit Orders, directives, regulations, SOPs, etc.

7. The front cover of the Report should appear as follows:

REPORT of a Board of Inquiry which conducted its proceedings from
the _____ day of _____ 19____ to
the _____ day of _____ 19____
by order of
(insert name of Head of Mission)
for the purpose of investigating the incident wherein.....
(insert brief description of incident)
.....

(CHAIRMAN)

.....
(Name)

MEMBERS

.....
(Name)

.....
(Name)

CHIEF ADMINISTRATIVE OFFICER

.....
(Name)

CHIEF FINANCE OFFICER

.....
(Name)

SECRETARY

.....
(Name)

Submitted this _____ day of _____ 19____

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ADMINISTRATIVE PROCEDURES FOR A HEADQUARTERS
BOARD OF INQUIRY

8. Boards of Inquiry are within the authority of the Head of Mission. Unless otherwise ordered by the Head of Mission the Legal Officer, and in his/her absence the CAO, will guide and administer Boards on behalf of the Head of Mission.

9. The Legal Officer's Secretary will maintain a record of all Boards noting the number, the incident, the date of the incident, the personnel involved, the contingent involved, the date commenced and the date the report is sent to UN Headquarters, New York,

10. There is only one file of Board of Inquiry Reports; it is kept in the Head of Mission's Office.

11. Because CMPO is aware of tasking and rotation dates of military personnel, he/she may be asked by the Head of Mission or his/her delegate to assign military members to a BOI but this is the limit of his/her role in a BOI.

12. ISSUE OF CONVENING ORDER

The Legal Officer's Secretary will type out one form and mark with BOI number and will:

- a. Send it to Head of Mission (or his/her delegate) for appointment of Chairman and members.
- b. Have it signed by Head of Mission (or his/her delegate).
- c. Photocopy and send one each to the Board Chairman, Members and Secretary.
- d. Give a photocopy to Legal Officer, CAO, CFO, CMPO, and Claims Officer.
- e. File original with note of issue and distribution in Head of Mission's file.

13. Completion of Findings

- a. Board's Secretary types draft and submits it with all annexes to Legal Officer for review.
- b. Legal Officer returns it to Chairman for final typing by the Secretary of the Board who produces three copies for signature by the Chairman and Members. All photocopies must be legible.
- c. Chairman returns it to Legal Officer for submission to Head of Mission.

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ANNEX B

14. Closing of the File

- a. Distribution may be otherwise as directed by the Head of Mission but normally is as follows:
- b. Cover letter from the Head of Mission plus 2 copies of the Report each to Director Field Operations Division (FOD) and Office for Special Political Affairs (OSPA).
- c. Original and 1 copy on Head of Mission's file.
- d. Secretary is to make a note of distribution and date on the Head of Mission's file copy of letter to FOD and OSPA.

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ANNEX C TO
UNAMIR SOPs
PART 8 SECTION 10

SUMMARY DISPOSAL OF INCIDENTS WITHOUT CONVENING A
BOARD OF INQUIRY

1. Reference.....
Convening Order to Investigate.....
2. As the accident/incident is within the conditions specified in Para. of Field Administration Manual Chapter, I recommend that a Board of Inquiry should NOT be held.
3. The following is a description of how the accident/incident occurred.....
4. The accident/incident was immediately reported to
..... and the following actions taken.....
5. There were no injuries/There were minor injuries to civilian or military personnel.
6. There was no damage to Mission Vehicle No.....
There was minor damage to Mission Vehicle No.....
7. There was no damage to civilian vehicle/property. There was minor damage to civilian vehicle/property to the value of
8. I recommend that the cost be written off against.....
.....(State amount if known).
9. Military Police/UN Civilian Investigation Report is attached as Annex.....

SIGNATURE RANK.....
(Military Only)
DATE.....

10. I agree with the above report.

SIGNATURE..... RANK.....
(Military Only)
NAME.....
APPOINTMENT/TITLE.....
DATE.....

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SECTION 11 - THE UNITED NATIONS MEDAL

INTRODUCTION

1. The UN medal contributes to morale of those serving with the United Nations in the cause of peace and is a visible sign that the wearer has rendered such service. The Secretary General has approved the award of the UN Medal for service in UNAMIR.
2. The distinctive ribbon of a UN medal awarded for service in UNAMIR contains
3. Serving more than one tour of duty with UNAMIR entitles the holder of a UNAMIR medal to affix an appropriate numeral to the ribbon of the medal.

AIM

4. The aim of this section is to:
 - a. Describe the eligibility conditions for the UNAMIR medal;
 - b. Detail the administrative procedures associated with the award of the medal; and
 - c. Give guidance on the form of ceremony for the presentation of the medal.

ELIGIBILITY

5. The following members of UNAMIR are eligible for the award of the UNAMIR medal after completion of the qualifying period, providing they have not been convicted of serious misconduct or crimes during the period of their assignment with UNAMIR:
 - a. The military component of HQ UNAMIR;
 - b. Contingent members;
 - c. Military Observers; and
 - d. UN Civilian Police.
6. The qualifying period for the award of the UNAMIR medal for both UNAMIR troops and Military Observers for 90 days.
7. No minimum period of qualifying service is required for the posthumous award of the medal to personnel killed, or presumed killed, while serving with UNAMIR.
8. Additionally, the Force Commander is authorized to approve the award of the UNAMIR medal in the following exceptional circumstances:

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- a. Evacuation of personnel as a result of service incurred injury sustained before completing the qualifying service; and
 - b. Withdrawal of individual personnel as a result of requests by government for service reasons (not personal or compassionate) within 10 days of the completion of the qualifying service.
9. The Force Commander is authorized to issue himself a medal in accordance with the regulations.
10. Special rules apply in the case of military personnel transferred to UNAMIR from another mission, either temporarily or permanently, before completion of their tour of duty at the other mission. In these circumstances, CMPO's staff should be consulted before application is made for the medal or an additional service numeral.

ELIGIBILITY FOR ADDITIONAL SERVICE NUMERALS

11. Metallic numeral devices for attachment to this UNAMIR medal ribbon are awarded for each additional tour of duty with the mission after the first.
12. The award of numerals is based on qualifying periods as follows:
- a. HQ and Contingent personnel - the award of numeral 2 after 12 months service, 3 after 18 months etc.
 - b. Military Observers - the award of the numeral 2 after 24 months service, 3 after 36 months etc.
13. Service prior to the current tour of duty may be counted in reckoning service for this purpose.

APPLICATION

14. The following are responsible for ensuring that all eligible members of the Mission under their charge, no matter where located in the mission area, are awarded the UNAMIR medal when they become entitled to it:
- a. Within HQ UNAMIR - Branch heads ie MA/FC for personnel within the private officers of FC and DFC, DCOS (Ops) and DCOS (Sp).
 - b. Chief Military Observer.
 - c. Contingent Commanders.
15. On the first day of each month, the responsible officers are to forward to CMPO a nominal roll (in duplicate) of all contingent members who qualified for the UNAMIR medal or additional service numerals in the preceding month. It must be clearly indicated whether the individual personnel have qualified for the medal or an additional service numeral.

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16. At the same time, they should submit applications for the award of the UNAMIR medal in respect of personnel who have not completed the qualifying service period but for whom the award of a medal is recommended under the exceptional circumstances set out under Eligibility. These applications will be submitted by CMPO to the Force Commander for his consideration.

PROMULGATION

17. CMPO is to notify the officers submitting applications whether the award of medals has been agreed.

18. On receipt of this notification, the award is to be promulgated by means of Routine or Special Orders.

19. Units within contingents which publish Routine Orders should as soon as possible after receiving notification from CMPO include in those orders a notice as follows:

AWARD OF UNITED NATIONS ASSISTANCE MISSION
FOR RWANDA MEDAL

The following members of UNAMIR are eligible and have been awarded the United Nations medal pursuant to the Regulations for the United Nations Medal (ST/SGB/119/REV.1 dated 16 February 1966):

Service No	Rank	Initials	Name	Country
------------	------	----------	------	---------

20. Two copies (if applicable) of this order are to be forwarded to CMPO.

21. For those personnel who are contingent/HQ members, CMPO UNAMIR is to prepare a Special Order for signature by DCOS (Sp) format 2 at Annex A. CMPO is to forward a copy of each routine and special order awarding the UNAMIR medal to CAO for submission to Logistics/Communications Section (Medals), Field Operations Division, United Nations Headquarters. This section will notify national governments of the award.

WEARING THE UNAMIR MEDAL

22. The UNAMIR Medal and ribbon are to be worn in accordance with national regulations.

ACCOUNTING AND RETURNS

23. CMPO is to ensure that adequate stocks of medals are held in the mission. Stocks are to be procured through CAO. CMPO is to maintain an account of medals issued to eligible recipients. On the first day of each month he is to submit a return (in the format at Annex B) to CAO for onward transmission to Logistics/Communications Section (Medals).

24. Similar procedures should be followed in respect of the promulgation, accounting etc for additional service numerals.

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THE MEDAL CERTIFICATE

25. It is traditional within United Nations missions that the award of the United Nations Medal is accompanied by a suitable certificate. The certificates are procured by CAO and controlled by CMPO. CMPO is to account for the certificates in the same manner as for medals but returns are not to be sent to Logistics/Communications Section (Medals).

MEDAL PRESENTATION CEREMONIES

26. The Force Commander may present the UNAMIR medal to qualified personnel or he may delegate this to appropriate senior officers eg sector commanders or commanding officers.

27. Presentation should normally take place as soon as possible after the award of the medal has been promulgated. In special circumstances, presentation may be deferred at the discretion of the officer who made the application for medals.

28. Whenever possible, all medals should be presented at a formal parade at which medals and certificates will be presented to all those who qualify. The outline for this parade should be determined well in advance and discussed with the offices who will be making the presentation. If operational duties dictate, personnel unable to take part in the parade will receive their medals at their posts with as much formality as is possible in the circumstances.

29. A possible format for the parade might be:

- a. Recipients and other participating tps are lined up in parade formation, standing at ease, under a parade comd.
- b. VIP arrives escorted by Unit/Sector comd and positions himself in front centre facing the parade.
- c. Parade comd brings the parade to attention and honours are rendered (e.g. UNMOs salute, armed troops present arms accompanied if possible by musical honours).
- d. Parade is stood at ease, in some cases it may be necessary for recipients at this stage to ground arms and reform for presentation.
- e. Announcer reads out citations.
- f. VIP presents medals, as he approaches, recipients are standing at ease, individually they come to attention, salute, receive medal, shake hand of VIP, salute and stand at ease.
- g. In large parades, the VIP may present to a representative body while other distinguished guests present medals to the main body.

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- h. The VIP returns to his original position in front of the parade where he addresses the recipients.
- i. If appropriate, displays of international/national culture can take place at this stage, though these are not mandatory.
- j. The parade ends with a reception hosted by the local UN Commander.

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ANNEX A TO
UNAMIR SOPs
PART 8 SECTION 11

HEADQUARTERS

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

SPECIAL ORDER (NUMBER)/YEAR

BY

(NAME OF FORCE COMMANDER)

Pursuant to the Regulations for the United Nations Medal (ST/SGB/119/REV.1 dated February 1966), the following are eligible and have been awarded the United Nations medal:

Service No (if applicable)	Rank	Initials	Name	Country
-------------------------------	------	----------	------	---------

The acceptance of the United Nations Medals is subject to the approval of the National Government of the individuals listed. This Special Order does not constitute authority for wearing the ribbon or the United Nations Medal itself, which is governed by the individual Government concerned.

Notes:

1. Orders are to be numbered sequentially within each year. The number reverts to 1 at the staff of each year.
2. Personnel should be grouped together by country
3. A copy of this order should be given to each person named within it.

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ANNEX B TO
UNAMIR SOPS
PART 8 SECTION 11

HEADQUARTERS

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

MEDAL RETURN FOR THE MONTH OF _____

- 1. Stock on hand at start of month _____
- 2. Issues by unit _____

- 3. Receipts _____
- 4. Stock on hand at end of month _____

SUMMARY

- 5. Total number of medals issued in previous period _____
- 6. Total number of medals issued this period _____
- 7. Grand total of medals issued _____

Date: CMPO

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SECTION 12 - UNAMIR DRIVING REGULATIONS

GENERAL

1. UNAMIR cannot perform its operational duties or logistic functions without vehicles. Vehicle maintenance is a logistic function. Ensuring that vehicles are properly driven and their use controlled is a pers function. With the exception of a few specially assigned vehicles, all UNAMIR vehicles are to be operated in a pool system in order to obtain maximum fleet efficiency. All staff are reminded that assigned vehicles are not for their sole use.

2. Pers Authorised to drive UN Vehicles. Only pers who have a valid UNAMIR driving permit are allowed to drive UNAMIR vehicles. This will be issued to staff who have a valid national driving license on completion of a satisfactory test. UNAMIR pers who have valid international driving license may drive civil/UNAMIR vehicles.

3. Passengers in UNAMIR Vehicles. The following pers are allowed to travel in UNAMIR vehicles:

- a. All staff members, military, international, and local.
- b. Government liaison officers specifically assigned to UNAMIR.
- c. Official guests of UNAMIR in the mission area.
- d. Officials of other UN agencies in or visiting the mission area.
- e. Other categories of pers may only travel in UNAMIR vehicles if the specific approval of the CAO has been obtained. A written waiver must be submitted to the claims and transport office exonerating the UN from liability for compensation caused by death or injuries and losses incurred to the personnel while travelling in UNAMIR vehicles.

4. Daily Trip Ticket.

- a. The driver of the vehicle is responsible for filling in the daily trip ticket, at the start of and at the end of every journey, recording the mileage at the start and the end.
- b. The driver is also responsible for recording any gasoline or oil received, together with the location of the service station and the speedometer reading. Trip tickets should be returned weekly to despatch or MTO offices for checking.

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5. Vehicle Daily Check. The driver is responsible for checking oil, water, gasoline and all other equipment issued to the vehicle (spare wheel, wheel key/spanner, jack, tool kit, etc). The driver should also check the trip ticket folder for the insurance and maintenance record, accident report forms and registration documents.

6. Maintenance of Vehicles. The driver should check the maintenance record in the trip ticket folder which will tell him when the next maintenance is due. The driver is responsible for bringing the vehicle in on time for maintenance. Any faults found with the vehicle should be recorded on the daily trip ticket.

7. Driving Regulations. All drivers must observe the local highway codes, traffic laws and regulations and particularly the speed limits. While it is essential to follow the traffic flow, the vehicle speed must be controlled in accordance with the speed limit signs placed along the roads. Any fine/penalties incurred for offenses such as exceeding speed limits or illegal parking are the responsibility of the driver. Special regulations for UN vehicles are:

- a. Speed limits. The regulations are max 40 km/h for built up areas and max 60 km/h on open roads.
- b. Seat Belts. The driver and all passengers must wear seat belts (if fitted) at all times.
- c. Defensive Driving
 - (1) Keep to the right.
 - (2) Use direction indicators early.
 - (3) Turn your head (don't trust just mirrors).
 - (4) Do not trust traffic lights, slow down when approaching junctions.
 - (5) Use headlights after 1800 hrs and always when visibility is poor.
 - (6) Keep distance from the vehicle ahead.

8. Security of vehicle. All drivers must ensure that the vehicle is properly secured when parked for any length of time. If available it is advisable to park in a garage for a better protection of vehicle against thefts. All accidents/thefts/breakages must be reported to local police/MP Det/UNAMIR HQ.

9. Procedures on accidents.

- a. If any person is injured, the driver must assist the injured person to the nearest available hospital, using a vehicle that is not involved in the accident or seek local assistance.

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- b. The vehicle involved in the accident should not be moved until the local police/UN MP arrive at the scene. It is the responsibility of the UNAMIR driver to ensure that he receives the police report before leaving the scene of accident.
- c. All accidents must be reported to either sector HQ, UNAMIR HQ or the Force Provost Marshal by radio or public telephone as soon as possible and the driver must ensure that he delivers the police report plus the driver's accident report form to FPM as soon as possible after the accident.

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SECTION 13 - PHOTOGRAPHY AND SKETCHING

1. Introduction. Taking of photographs within the faction areas is sensitive whether on duty or on leave.

2. Regulations.

- a. Taking of photographs by UNAMIR pers while on duty or on leave anywhere within the faction areas is forbidden. UNAMIR Personnel are advised not to bring their cameras to the restricted area while on duty. The Force Commander, Sector Comd and CMO may authorize taking of photographs in some areas by certain selected pers on the basis of using limited "duty" cameras.
- b. Photocopying and sketching of the following is strictly forbidden:
 - (1) Mil installations.
 - (2) Mil equipments.
 - (3) Comms facilities.
 - (4) Movement of mil vehs or sensitive civ activities.
- c. However, these restrictions do not apply to sketches required to be prepared for recording of the demilitarized zone. Such sketches are official UN documents and will be used for official purposes only.

3. UN Investigation Teams. The use of cameras by UNMOs appointed to the UNAMIR investigation teams in the execution of their official duties is not to occur without the prior auth of UNAMIR HQ. Such auth shall be included within the investigation teams terms of reference by Ops Branch.

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SECTION 14 - PERIODIC REPORTS AND RETURNS

1. For the purpose of effective administrative control and monitoring of manpower related matters within UNAMIR, there is the need for constant staff check and updating of personnel state. Additionally UNAMIR HQ is required to render periodic reports on personnel state to UN NY.

2. The goals above could only be achieved through the use of reports and returns from respective sectors, HQ Branches and Formed troops.

3. The reports and returns required from all units of UNAMIR are as follows:

a. MILOB HQ/SECTOR HQ/FORMED UNITS

(1) Monthly Nominal Roll. To be submitted on the last day of every month. See Annex A.

(2) Personnel Strength Weekly Return. To be submitted on every Saturday. See Annex B.

b. Force HQ Branches/Milob HQ/Sector HQ

(1) Monthly Consolidated Strength and Location Return. To be submitted on the last day of every month. See Annex C.

(2) Monthly Personnel List ('G' Form II). To be submitted nationality wise on the last day of every month. See Annex D.

(3) Monthly Military Staff Officer's List. To be submitted on the 1st day of each month. See Annex E.

4. Any problems encountered in completing these forms should be clarified from the Military Personnel Branch.

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ANNEX A TO
UNAMIR SOPs
PART 8 SECTION 14

MONTHLY NOMINAL ROLL

UNAMIR TROOPS

OFFICERS

<u>S/NO</u>	<u>RANK</u>	<u>NAME</u>	<u>UNID</u>	<u>APPT</u>	<u>DOA</u>	<u>DDM</u>	<u>REMARKS</u>
-------------	-------------	-------------	-------------	-------------	------------	------------	----------------

OTHER RANKS

<u>S/NO</u>	<u>RANK</u>	<u>NAME</u>	<u>UNID</u>	<u>APPT</u>	<u>DOA</u>	<u>DDM</u>	<u>REMARKS</u>
-------------	-------------	-------------	-------------	-------------	------------	------------	----------------

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ANNEX B TO
UNAMIR SOPS
PART 8 SECTION 14

UNAMIR TROOPS/UNMO PERSONNEL STRENGTH WEEKLY RETURN
FOR THE WEEK OF _____ TO _____
(Submit every Sat/1000 hrs of the week)

TO: CMPO

FROM: _____ Sect/Branch/Unit

Signature: _____ Rk/Name _____

1. TOTAL STRENGTH WEEK BEFORE :
(+) NEW ARRIVAL
(+) RETURNED FM AL/CTO
(+) RETURNED FR SICK LEAVE
(+) RETURNED FROM OUTSTATION

2. STR. AVAILABLE THIS WEEK:
(-) DEPARTURE FOR THE WEEK
(-) ON/STILL ON AL/CTO:
(-) ON OUTSTATION DUTY:
(-) HOSP/SICK LEAVE:

TOTAL STR THIS WEEK:
(STR THIS WK/TOTAL STR)

3. DETAILS FOR THE (+)

<u>SN</u>	<u>(+) DETAILS</u>	<u>NAME</u>	<u>RK</u>	<u>UNID</u>
<u>LOCATION/REMARKS</u>				

4. DETAILS FOR THE (-)

<u>SN</u>	<u>(-) DETAILS</u>	<u>NAME</u>	<u>RK</u>	<u>UNID</u>
<u>LOCATION/REMARKS</u>				

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U N A M I R

MONTHLY CONSOLIDATED STRENGTH AND LOCATION RETURN
CORRECT AS AT _____

S/N	DETAIL	COUNTRY		COUNTRY		UNMO		REMARKS
		OFFR	ORS	OFFR	ORS	OFFRS		
1.	<u>STRENGTH</u>							
	a. Bal B/F from							
	the previous							
	return							
	b. Gains (+)							
	c. Sub-total							
	d. Losses (-)							
	e. Total							
2.	<u>DISPOSITION</u>							
	a. HQ							
	b. UNMO							
	c. UNAMIR Troops							
	e. Total							
	<u>LOCATION</u>							
	a. HQ UNAMIR							
	b. Sector 5							
	c. Sector 9							
	d. <u>Branches</u>							
	(1) Ops							

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	(2) Planning						
	(3) Personnel						

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ANNEX D TO
UNAMIR SOPS
PART 8 SECTION 14

(SAMPLE)
U N A M I R
MONTHLY LIST OF MILITARY PERSONNEL ('G' FORM II)

CORRECT AS AT _____

<u>S/NO</u>	<u>UNID</u>	<u>NAME</u>	<u>RANK</u>	<u>STATION</u>	<u>APPT</u>	<u>DOA</u>	<u>DDM</u>
-------------	-------------	-------------	-------------	----------------	-------------	------------	------------

AUSTRALIA - AUTHORIZED TOTAL *(*)

#

GHANA - AUTHORIZED TOTAL *(*)

#

NOTE: * Show contributing countries alphabetically. The
 authorized strength and then actual total within
 bracket.

 # Alphabetically enter names by surname, then first
 name/names, then remaining details. Continue
 until all contributing countries have been
 entered.

DEPARTURES DURING _____

COUNTRY _____

<u>S/NO</u>	<u>UNID</u>	<u>NAME</u>	<u>RANK</u>	<u>STATION</u>	<u>APPT</u>	<u>DOA</u>	<u>DDM</u>
-------------	-------------	-------------	-------------	----------------	-------------	------------	------------

ARRIVAL DURING _____

COUNTRY _____

<u>S/NO</u>	<u>UNID</u>	<u>NAME</u>	<u>RANK</u>	<u>STATION</u>	<u>APPT</u>	<u>DOA</u>	<u>DDM</u>
-------------	-------------	-------------	-------------	----------------	-------------	------------	------------

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SECTION 15 - UN CONFIDENTIAL REPORT

1. General. Contributing countries to UNAMIR have their own regulations regarding confidential report (Performance Evaluations) on UNMOs/ Staff. There can be written reports on all ranks in a national format for formed units but will vary from contingent to contingent. UNAMIR Confidential Reports are required for:

- a. UNMOs/ Staff Officer.
- b. All UNAMIR contingent commanders and Branch Heads.

2. Conditions. In principle, UNAMIR Confidential Reports should contain a professional assessment of how pers performed during their tour of duty. They are to be completed on all mil pers who have served a minimum of three months for UNMOs/staff and one month for the case of troops within UNAMIR. They serve to provide HQ UNAMIR with a record of those pers who have served within the mission area as well as provide the contributing country a record of the individual officer's service within UNAMIR on his return to his home country.

3. Compilation of Reports.

- a. Upon posting of an UNMO from one appointment to the other during the rotation, it is mandatory to initiate an efficiency report if the UNMO is rated outstanding, above average, below average or unsatisfactory. No report needs to be initiated if the UNMO has been graded average. The initiating officer, after endorsement, will then forward the same to the CMPO for retention.
- b. UNAMIR Confidential Reports will be compiled on all relevant pers before their DDM. The original and one copy will be forwarded to USGSPA. A copy is retained in the CMPO's office. The original is transmitted via the Permanent Mission to the individual's national mil HQ.
- c. The UNAMIR Confidential Report format with explanatory notes is at Annex A.
- d. Annex B to this section is a guide to initiating and reviewing UN Confidential Reports.

UN CONFIDENTIAL		
UNAMIR		
UN CONFIDENTIAL REPORT		
SURNAME _____		
FIRST NAME _____		
MIDDLE NAME _____		
RANK _____ STATUS _____		
UNID CARD ----- NATIONALITY _____		
PERIOD COVERED BY REPORT _____ TO _____		
APPOINTMENTS HELD/DUTIES PERFORMED DURING PERIOD:		
APPTS	FROM	TO
_____	_____	_____
_____	_____	_____
_____	_____	_____
OUT STANDING		An Exceptional Performance
-----	-----	-----
ABOVE AVERAGE		A Sterling Performance
-----	-----	-----
AVERAGE		A Good officer who executes his tasks in a professional manner
-----	-----	-----
BELOW AVERAGE		Shows some weaknesses
-----	-----	-----
UNSATISFACTORY		Continuously performs badly Not recommended for future UN service.
-----	-----	-----
1/3		
UN CONFIDENTIAL		

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ANNEX A

UN CONFIDENTIAL

Assessment of Performance

Date: _____

Initiating Officer

Signature _____

Name _____

Rank _____ Appt _____

2/3
UN CONFIDENTIAL

A-2/3

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Comments of Officer Being Assessed

I have been apprised of the contents of my UN efficiency report. I wish to add the following points:

Date: _____

Signature_____

Name _____

Rank _____

Comments of Reviewing Officer

Date: _____

Signature _____

Name _____

Rank _____ Appt _____

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ANNEX B TO
UNAMIR SOPs
PART 8 SECTION 15

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

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

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SECTION 16 - UNAMIR MILITARY POLICE REGULATIONS

1. UNAMIR Military Police. A composite UNAMIR Military Police Unit is established to carry out normal police duties pertaining to the force. In this connection, it is recommended that, in addition to the personnel required for its primary task, each contingent include in its organization a section of about six English and/or French speaking military policemen, including at least one sergeant and the remainder corporals, who will be detached to the Military Police Unit. The Unit will be commanded by the Force Provost Marshall. All regulations concerning the powers, authority and functions of the military police (MP) are to be approved by the LA (Legal Adviser) in writing.

2. Authority, Org and Comd. Under the authority of the Force Commander, for the good order and discipline of the mission, UNAMIR MPs are the only competent police element in UNAMIR, particularly concerning matters specifically listed in para 15.9 below. Unless tasked, MPs do not have the authority to act on behalf of UNAMIR and are concerned with discipline of the mil pers. Their functions are listed in para 15.9. UNAMIR MP will contact sector comd and support unit comds when entering their areas of responsibility and will seek their cooperation.

3. UNAMIR pers are obliged to cooperate with the MP, to identify themselves with their ID cards, to respond to interviews, to permit searches and to follow directions.

4. The MPs have no authority to approach non-UN persons outside UN-occupied premises, UN-controlled areas or UN vehicles. Should it become necessary to approach such persons in exceptional circumstances, the MP is obliged not to give the impression that it has such authority. Normally, all such contact will be through local authorities.

5. When working in teams the team will be of mixed nationality. They wear an MP arm band and carry UNAMIR MP ID card.

6. The MP is responsible to the Force Commander through the CMPO and COS. He is supervised by the LA and the COS in all matters concerning his powers and by the LA and CMPO in his contact with host authorities.

7. Military Police. In addition to personnel for the Force Military Police Unit, each battalion should include its own police component for local supervision of its own UN military elements. All regulations concerning the powers, authority and functions of the military police (MP) are to be approved by the LA (Legal Adviser) in writing.

8. Matters requiring disciplinary action are referred to the national contingent comds.

9. Functions

a. Traffic Control.

(1) Enforcement of traffic regulations on operations of UNAMIR vehicles.

(2) Info of road conditions and traffic hazards.

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(3) Checking vehs, permits and trip tickets.

(4) When necessary, to assist movcon at airports and harbours, borders, checkpoints and with tasks associated with movement of pers.

(5) In necessary, searching vehs, cargo and luggage on UN flights.

b. Discipline.

(1) Patrolling areas frequented by or out of bounds to UN pers.

(2) Liaison with med staff and with air authorities on crime and vice problems.

c. Security. Internal security duties, investigations and checks as required and to the extent not covered by field service security pers.

d. Investigations.

(1) Within the mission area as directed by Force Commander, DFC, COS and CMPO.

(2) Into all serious matters including death, serious injury, loss or damage to property.

(3) Into incidents involving UN pers, members of more than one contingent or likely to affect UNAMIR or its relations with local person.

(4) Into possible serious breaches of discipline or crime, including loss of weapons or ammunition, smuggling/drug and currency offenses or black-marketing.

(5) Into all traffic accidents involving UN vehs and privately owned UN vehs when requested by their UN drivers.

10. Powers of Arrest. The power of arrest within contingents is governed by the national law of the contingent concerned. The MP may however :

a. Arrest a mil member whenever he is found outside contingent lines who breaches discipline or conducts himself in a disorderly manner, or who has committed, is found committing or who is reasonably suspected of having committed an offence. Such a member will be transferred as soon as possible into the custody of his national contingent comd for further action. The national contingent comd is obliged to take custody and he alone is responsible for any further detention. Arrest or search of an officer should, where practicable, be made by an officer of equal or superior rank.

b. Arrest an international civ staff member whenever he/she is found, only when committing an offence which endangers the safety of persons or property.

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- c. Arresting local staff or non-UN pers only on UN premises when necessary to stop an offence or disturbance on those premises. Such persons should be delivered to and dealt with by the appropriate host country authority. The assistance of the local authorities in dealing with local people is always desirable.
 - d. Not keep anyone under detention for an extended period except for the purpose of transfer to his national contingent cmdr or the civil authorities or for the purpose of restraint.
11. UNAMIR Veh Drivers and Passengers. The MP may :
- a. Direct drivers of UNAMIR vehs.
 - b. Stop UNAMIR veh.
 - c. Check the ID cards, driver's permit, trip tickets and work papers of drivers and passengers.
 - d. Request drivers and passengers to get out of the veh.
 - e. Search vehs and their contents.
 - f. Take possession of the keys and the driver's permit, if the MP considers it dangerous or inadvisable for the driver to continue for any reason, including alcohol, drugs, fatigue or dangerous driving.
 - g. Request the driver to take an alcohol breath analyzer test. However, the MP has no power to enforce such a test and must rely on testimony of witnesses who have observed the offender.
 - h. Submit a report to the Force Commander which the Force Commander may refer to the CAO or national contingent cmdr for disciplinary action.
12. Search and Seizure. The MP may:
- a. Search UN premises and property on those premises.
 - b. Search any UNAMIR veh, private veh entering or leaving UNAMIR premises or territory controlled by UNAMIR and any private veh owned by a member of UNAMIR when passing through Rwanda borders or border checkpoints.
 - c. Search the baggage of all UNAMIR pers leaving or entering Rwanda.
 - d. Search the person, or property of people they have arrested. Local persons may only be searched if reasonably suspected of carrying offensive weapons and only on UN premises. Any search for stolen property or other material will be conducted by the local authorities.
 - e. Seize or secure UNAMIR pers property in 16.12.1 to 16.12.4 above when such property is considered to be in evidence.

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- f. The MPs have no right to enter any private house outside UN premises unless invited by the occupant.
- g. The MP may not search any civ off UNAMIR premises nor conduct any search in a private house with or without permission. Receipts are to be given for property seized.

13. Disposal of Seized Property. When property of any kind is seized or recovered, full evidence will be entered in a special register. Articles which have been seized for the purpose of an investigation may be returned to the rightful owner when the investigation is concluded and any required proceedings terminated. All measures will be taken to protect the seized property against damage, loss, theft, etc. All efforts will be made to locate the rightful owner of recovered property. Property for which the rightful owner cannot be located will be disposed of as follows:

- a. Mil stores will be handed over to the appropriate authorities.
- b. Non-mil stores will be referred to the CAO for a decision as to disposal.
- c. Personal property, e.g. contraband, will be referred to LA for advice or disposal.

14. General Prohibition for MP Pers. Members of MP shall not:

- a. Investigate matters of a purely admin nature except with the authority of the CAO.
- b. Become involved in financial disputes other than those found necessary to keep the peace.
- c. Be employed as perimeter guards, permanent pers access control supervisors, on sentries except as ordered by Force Commander.
- d. Serve as members of boards of inquiry, summary investigations, or any form of court martial.
- e. Assist in the execution of any form of punishment or sentence imposed on an individual or group.
- f. Serve on duty roster other than those internal to FPM.

15. Contingent MP. When appointed within the support units contingent MPs perform duties within their contingents and are responsible to contingent comd for police duties within their national law, order, discipline and investigation or minor incidents:

- a. Members of the mission shall be subject to the exclusive criminal codes and jurisdiction of their respective national States. However, the UN has a duty to see that justice is done. Therefore, the results of disciplinary action taken by contingent or national authorities of members of the force should be notified to HQ UNAMIR.

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- b. Will act without delay in accidents and other incidents requiring investigation when UNAMIR MP is not available, or preserving evidence for the UNAMIR MP when they arrive.
- c. Will assist in questioning persons in their mother tongue, it being the right of members of the mission to be questioned and to give statement in their mother tongue.
- d. Will arrange for any med tests by contingent or national authorities on alcohol or drugs when necessary.
- e. Will assist UNAMIR authorities in maintaining security of documents, pers and goods by providing escorts, advice on practical measures and surveys of security problems when requested.

16. Relations with Host Country Authorities.

- a. The MP will liaise with local police and other local authorities but any extensive questions and any written contract or exchange of documents will be done through the LA with his authorization.
- b. Local police may conduct investigations, e.g. into veh accidents. The MP should not interfere in their procedures. UNAMIR pers should cooperate with local police, producing their ID cards, ensuring the ID card is not left with the police, and giving their name, rank, unit and unit location. However, they should only make and sign statements to the MP, unless and until authorized to give statement to the local police.
- c. UN vehs should only be searched by UN pers. However, if local authorities insist on searching, the UN pers should submit under protest and report to the MP.
- d. A member of UNAMIR should only be taken into custody or arrested by local authorities when committing a serious crime and when the MP is not able to effect the arrest. He should be transferred immediately to UNAMIR MP.

17. Cooperation with Other Missions. The MP may take action in incidents when a member of some other UN peace-keeping operation is involved within their territory. Any other action will be taken by request of the authorities of the other missions and in close cooperation with them.

18. Reports.

- a. Initial reports should be made in writing or verbally as soon as possible to COS/CMPO/CAO. After duty hours the Ops duty officer will decide who should be informed, if the case is urgent.
- b. Complete reports are to follow in writing as soon as possible.

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- c. MP reports are confidential docus and all necessary precautions will be taken to ensure their security. No MP reports or UN docus may be delivered to anyone outside UNAMIR.
- d. Unless otherwise directed by the Force Commander, distribution will be in the format of a circular with a comment sheet on top. to FC/COS/LA/CAO/CMPO/CLAIMS. CAO and CMPO will send copies to section/unit heads concerned as required.
- e. The following reports may be prepared as appropriated by the MP:
 - 1) Occurrence Report. An occurrence report is to record, in outline form, the facts established in the investigation of any minor incident.
 - (2) Offence Report. An offence report has eye-witness evidence of a witness who has observed or discovered the commission of a minor offence by UNAMIR pers.
 - (3) Investigation Report. An investigation Report records the result of an investigation.
 - (4) Med Reports and Death Certificates. UNAMIR MOs must provide MP with med reports and death certificates when they are required to document an inquiry.

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SECTION 17 - POSTAL SERVICES

GENERAL

1. UNAMIR Postal Services will cover both personal and official mail. Towards this end a Force Post Office, to which all units/sections in UNAMIR will relate, will be established at UNAMIR HQ under the overall supervision of the Welfare Officer who will act as the Force Postal Officer. It will provide postal services to contingent troops only at UN expense.

RESPONSIBILITIES OF FORCE POST OFFICE

2. The force post office will be responsible for:
- a. Bagging, billing, tagging, sealing and despatch.
 - b. Transfer of paid air mail from the base post office to the civil postal channels and/or its despatch via commercial or military aircraft to home countries.
 - c. Receipt and distribution of incoming mail.
 - d. Verification and confirmation of transportation charges submitted by civil airlines and the postal administration of Rwanda.

CONTINGENT RESPONSIBILITIES

3. All free mail for despatch to a contingent's home country shall be franked with the UN Stamp provided for the purpose. This is contingent responsibility. The stamped items will then be bundled and forwarded by the contingent to the Force post office at Force HQ. Schedules and deadlines shall be established by the Force post office and communicated to contingents.

4. Contingents are responsible for collection of mail from their various companies/detachments to the Force Post Office from Monday to Friday at 1000 hrs daily. Each contingent will be required to attach one OR to the Force Post Office for mail duties.

FREE MAIL SERVICE

5. Free Mail from Contingents to Home Countries. The UN shall provide a free mail service for individual military personnel of UNAMIR contingents, from their deployment area to their home countries. In addition official mail from a contingent shall be forwarded to the home country at the expense of the UN. Both types of free mail (personal and official) shall be franked with the UN impression. The free mail service does not apply to mail from home countries to contingents.

6. Items of Free Mail. The following shall apply to free mail:

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- a. Only mail classified first class mail shall be accepted.
- b. All official documents from contingent Headquarters shall be accepted.
- c. Only letters and postcards under ten grams in weight shall be accepted free from individual members of a contingent. Each such member is entitled to despatch up to five free letters per week, including UN aerogrammes (air letters) which are provided free of charge by the UN.

7. UN Aerogrammes. The free UN aerogrammes constitute the main bulk of personal correspondence. Contingents shall requisition aerogrammes from the force post office. The Force Procurement Section will replenish the stock by requisitioning from the UN Headquarters. Issues to contingents will be based on an allocation of five per man per week and the time during which the forms are going to be used. No enclosures are permitted in aerogrammes.

PROCEDURE FOR FREE MAIL

8. Personal Mail. Each letter or aerogramme must not bear any other inscription than the address of the receiver and that of the sender (at the top left hand cover). Free mail service for individuals does not include registration or any other specialised service. Registered mail must be arranged personally through the local post office.

9. Official Mail. The cover of official mail shall be endorsed "Official Mail" and signed by an officer who shall indicate his rank. Free registration service is available for this category of mail and the ten gram weight limit does not apply.

PROHIBITED ARTICLES

10. All articles listed below are prohibited from despatch via the force post office:

- a. Coins, bank notes, negotiable bounds payable to the bearer, platinum, gold, silver, precious stones, jewels and archaeological specimens which are the property of the host country.
- b. Articles which by their very nature or their packing may expose mail handlers or postal officials to danger or may soil or damage their mail.
- c. Explosives, ammunition, inflammable or corrosive materials.
- d. Living animals or insects.
- e. Opium, morphine, heroin and cocaine.

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- f. Obscene or Immoral articles, pornographic literature or photographs.
- g. Earth, sand, grass, straw, seeds or plants.
- h. Guns, pistols, rifles, grenades or military hardware souvenirs.

PAID MAIL SERVICE

11. Paid Personal Mail to Home Country. First class mail exceeding 10 grams, registered mail, newspapers and parcels must be prepaid with national postage or despatched under other arrangements between contingents and their home countries. They should be enclosed in sealed bags properly labelled to the country of destination and delivered to the base post office for onward despatch.

12. Paid personal Mail to Other Countries. Personal first class mail to any country except the home country of contingents (including the host country) can be sent only through the local postal facilities and must be arranged personally by the individual concerned. Alternatively, it may be sent pre-paid via the home country, bearing the national postage applicable between that country and the country of destination.

13. Postage of Mail with UN Stamps. First class mail may also be despatched to any destination using the appropriate value of UN Postal Stamp. Such stamps shall be made available and mail bearing them may be sent via the UN pouch to Headquarters, New York for forwarding through the regular channels to its final destination.

14. Mail from Home Country to Contingent. Mail from home countries to contingents must bear stamps of sufficient value to cover its despatch to UNAMIR HQ via regular means. It must bear the official address of the mission which is:

UNAMIR HQ
(Bn, Sec, Sect etc)
P.O. Box 749 (Separate P.O. Box Force Post Office has
KIGALI to be opened)
RWANDA
Central East Africa

15. Troop contributing countries may establish central mailing address for their contingents in their home countries. Such mail is normally limited to first class mail. This mail is bagged and despatched collectively to the mission by air at no cost to the UN. Upon arrival in UNAMIR HQ the force postal officer will be responsible for its collection and delivery to the contingent concerned. Clearing expenses, if any, will be absorbed by the UN.

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SECTION 18 - UNAMIR FORCE FILE INDEX

1. Listed in this Section is the UNAMIR file index for all branches, sections, and units of UNAMIR. They are to be used in all official correspondence.

a. Force Commanders' Office

1000	(FC)	-	Force Commander
1000.1	(Gen)	-	Force Commander
1000.2	(ADC)	-	Aide De Camp
1000.3	(MA)	-	Military Assistant
1000.4	(A/MA)	-	Assistant
1000.5	(HQ Comdt)	-	HQ Commandant
1000.6	(PA)	-	Personal Assistant to the Force Commander
1000.7	(DFC/COS)	-	Deputy Force Commander/Chief of Staff
1000.8	(ADC)	-	Aide De Camp to the Deputy Force Commander/Chief of Staff
1000.9	(SO)	-	Staff Officer to the Deputy Force Commander/Chief of Staff

b. Personnel Branch

2000	(Pers)	-	Personnel Branch
2000.1	(CMPO)	-	Chief Military Personnel Officer
2000.2	(DCMPO)	-	Deputy Chief Military Personnel Officer
2000.3	(WELO)	-	Welfare Officer
2000.4	(CCLK)	-	Chief Clerk
2000.5	(SO Pers)	-	Staff Officer Personnel
2000.6	(SO Admin)	-	Staff Officer Administration

c. Operations Branch

3000	(Ops)	-	Operation Branch
3000.1	(COO)	-	Chief Operations Officer
3000.2	(DCOO)	-	Deputy Chief Operations Officer
3000.3	(SDO)	-	Senior Duty Officer
3000.4	(CASO)	-	Chief Air Services Officer
3000.5	(MEO)	-	Military Engineer Officer
3000.6	(MSO)	-	Military Signal Officer
3000.7	(TRGO)	-	Training Officer
3000.8	(LnO)	-	Liaison Officer
3000.9	(IO)	-	Information Officer

d. Logistics Branch

4000	(LOG)	-	Logistics Branch
4000.1	(CLOGO)	-	Chief Logistics Officer
4000.2	(DCLOGO)	-	Deputy Chief Logistic Officer
4000.3	(MOVCONO)	-	Movement Control Officer
4000.4	(FMO)	-	Force Medical Officer

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e. Plans Branch

5000	(PLANS)	-	Plans Branch
5000-1	(CPO)	-	Chief Plans Officer
5000-3	(TRGO)	-	Training Officer
5000-4	(LOGO)	-	Logistic Officer

f. Humanitarian Assistant Cell

5500 - 5999.9

g. Military Observer Group

6000 - 6999.9

h. Sector 1 Headquarters

7000 - 7099.9

i. Sector 2 Headquarters

7100 - 7199.9

j. Sector 3 Headquarters

7200 - 7299.9

k. Sector 4 Headquarters

7300 - 7399.9

l. Sector 5 Headquarters

7400 - 7499.9

m. Sector 6 Headquarters

7500 - 7599.9

n. Force Communication Squadron

7600 - 7699.9

o. Force Support Battalion HQ

7700 - 7725.9

p. Workshop Coy

7726 - 7740.9

q. Force Log Coy

7741 - 7755.9

r. Field Medical Coy

7756 - 7770.9

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- s. Force Engineer Coy
7771 - 7785.9
- t. Force Military Police Coy
7786 - 7799.9
- u. Air Ops Cell
7800 - 7899.9
- v. Force Hel Wing
7900 - 7999.9
- w. CIVPOL
8000 - 8099.9
- x. To be allocated
8100 - 10,000.9

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