

LR

G3 OPERATIONS/RANS - STANDARD OPERATING
PROCEDURES (SDP) - PERSONNEL

[1 OCT 1993-31 DEC 1995]

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ORIGINAL ORDER

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UN ARCHIVES

SERIES 51002
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UNAMIR

MIL PERS BRANCH - DUTIES

CMPO
DCMPO
WELFARE OFFICER
SO - PERS
SO - ADMIN
C/CLK

DCMPO

1. Repatriation/Planning of Rotation
Boards of Inquiry
3. UN Confidential Reports
4. Policy - Pers
5. Evacuation
6. Routine Orders
7. Miscellaneous

WELFARE OFFICER

1. Pay and Allowances
2. Medals and Ceremonies
3. Welfare and Amenities - ~~R & R PX Facilities~~
4. Games and Sports
5. Transport
6. Policy - Welfare
7. Journals/Periodicals
8. Miscellaneous

SO PERS

1. Strength Reports & Returns
2. Documentation/Issue of ID Cards
3. Pers Records
4. Postings
5. Briefings
6. SOPs
7. Trg (EDP) *See Mize cmpr 3 Feb 1994 for questionnaire*
8. Movement of Personnel

SO - ADMIN

1. Discipline
2. Conferences/Meetings
3. Deaths/Burials/Injuries
4. Leave/CTO/Holidays
5. Traffic Accidents
6. Employment of Local staff
7. Medical
8. Visits
9. Logistics

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DRAFT SOPS

UNITED NATIONS MILITARY ASSISTANCE IN RWANDA
(UNAMIR)

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MILITARY PERSONNEL SECTION

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 1 Privileges, Immunities, Obligations and Responsibilities.

Section 2 Organization, Duties and Responsibilities of Personnel Section.

Section 3 Conduct and Discipline.

Section 4 Rotations, Extensions and Repatriations.

Annex A. Repartition Format on Medical Ground.

Annex B. Request for Extension.

Section 5 Flags, ID cards and Dress.

Section 6 Pay and Allowances.

Section 7 Leave, Compensatory Time off, UN Holidays and National Holidays.

Annex A. UNMOS 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 8 Casualties and Medical.

Section 9 Reports, Investigation and Accidents/Incident, Losses and Claims, Boards of Inquiry.

Annex A. Guidelines for contingent Board of Inquiry.

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Annex B. Guidelines for HQ Board of Inquiry.

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

Section 10 UN Medal and Ceremonies.

Section 11 Driving.

Section 12 Photography.

Section 13 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.

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Section 15 Military Police.

Section 16 Spare.

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SECTION - 1 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 UN 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.

SECTION 2 - ORGANIZATION, DUTIES AND RESPONSIBILITIES

3. 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.
- j. Disseminates pertinent information to other staff heads both military and civilian.

4. DUTIES OF ACMPO

- 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.

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- f. Disseminates all info related to pers matters to other branches and sectors.
- g. Preparation of all reports and returns to UNNY.

5. DUTIES OF SO (PERS)

- a. Maintains and updates records of all UNAMIR MIL Pers.
- b. Processes Mil Pers earmarked for replacement or repatriation on compassionate, medical and disciplinary ground.
- c. Supervises the arrival and departure of all UNMOSSs prepares all reports and returns to UN NY.
- d. Casualty reporting and notifications.

6. 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.

7. 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.

SECTION 3 - CONDUCT AND DISCIPLINE

8. 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.

9. 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 endeavor 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 neighboring 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.

10. 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 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 fit and are binding on all members of the Force.

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a. General

- (1) United Nations Military Observers from various countries will be deployed with UNAMIR. UNMOs are military officers assigned to service with the United Nations on a loan basis 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 RWANDESE 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

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taking up their assignment, UNMOs are required to sign an undertaking, the text of which is reproduced at the end of this Part. 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.

c. Privileges and Immunities

- (1) The privileges and immunities of United Nations Military Observers are defined under article VI, "Experts on Missions for the United Nations", of the Convention on the Privileges and Immunities of the United Nations, which have been acceded to by all the Factions of RWANDA.
- (2) These privileges and immunities are granted in the interest of the United Nations and are not for the personal benefit of individuals. Additionally, the UNMO's own national authority may take whatever legal or disciplinary action may be warranted against an UNMO, in accordance with his country's laws and regulations. The Secretary-General also has the right and the duty to waive the immunity of a UNMO in any case where, in his opinion, the immunity would impede the course of justice. Such a waiver shall be without prejudice to the interests of the United Nations.

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

11. 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.

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- 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.

12. Special Report. If the FC deems it necessary, he may advise MIL Pers home Government that a break of discipline has occurred. In this case, the FC will dispatch 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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SECTION 4 - UNAMIR ROTATION/REPATRIATION/EXTENSION POLICY

13. Introduction. The rotation, repatriation or extension of Mil pers 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.

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

15. 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 nations based on the factors of:
 - (1) Size of national group.
 - (2) Strength required for duty stations.
 - (3) Job eligibility.

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- h. Date of Arrival (DOA). The date of arrival in the mission area as indicated on the travel authorization.
- j. 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.
- k. Check-out Date. Date on which check-out procedures are carried out prior to transfer on departure date from mission (DDM).
- l. Departure Date from the Mission (DDM). Date of departure from the mission area.
- m. 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.
- n. Proposed Posting and Transfer List. The intended list of posting and transfer of UNMOs/Staff.
- o. Revised Posting and Transfer List. The confirmed and final list of posting and transfer of UNMOs/Staff to occur within one month of promulgation.

16. 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 is the percentage transfer of UNMOs/Staff on a 3 or a 6 monthly basis. The transfer can occur within sectors 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.

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17. 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.
 - (3) Requires special treatment in a national institution.
 - b. Authorization for Repatriation on Medical Grounds
 - (1) Auth of the Force Commander shall be obtained in advance of the actual travel on the basis of a written recommendation submitted in accordance with Annex A, irrespective of whether the cost is to be borne by the UN, the national government or by individual concerned.
 - (2) Following the Force Commander's auth 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. 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.
 - c. Processing of Application. Application for repatriation using the format attached at Annex A are to be submitted to the Senior Medical Officer (SMO).
 - d. Recommendations. SMO is to submit his recommendations to the CMPO, CAO and Force Commander for action in accordance with Annex A.
 - e. Follow-up. CMPO is responsible for follow-up with the Force Commander and CAO and for advising the contingent, UNMO, of the approval/non-approval.

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- f. Sequence of Action. Before a case is referred to the SMO, the following sequence of actions must be taken :
- (1) The patient will usually be examined at an approved UNAMIR med facility.
 - (2) The SMO will complete all necessary docu and also para.4 of the repatriation form shown in Annex A and forward them to the contingent commander for action as outlined above.
- g. Return to Mission. If the patient repatriated is required to return to the mission, the return and subsequent travel to the home county(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.
- h. The individual concerned is not to travel either way by routine flight paid by the UN, since this would constitute double repatriation.
- j. Disciplinary Grounds. The following actions must be followed for disciplinary grounds 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.
 - (4) Where the interest of the contingent is the main reason for repatriation, the expense for commercial

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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.

k. 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.

l. 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/members 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 expenses.
- (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.

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- m. 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.
- n. 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 entitlement may be authorized to return to the mission area for the escort. 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.
- o. 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.

18. Extension of Tour of Duty

- a. All pers who are applying for extensions must be familiar with the UNAMIR policy in this SOPs.
- 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.

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- (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.

UNAMIR REPATRIATION FORM

To : Date:_____

Through: CPers

From: _____
(Sector/Sec/Unit Comd)

SUBJECT: REPATRIATION

1. It is recommended -----
that 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 _____
Rank _____ Name _____

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

Signature: _____ Date: _____
Rank: _____ Name: _____

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5. CPers Recommendation : The case is recommended/not recommended for approval.

Recommended on NATIONAL/UN EXPENSE.

Signature: _____ Date _____

Name: _____ Rank _____

6. Recommendation of DFC/COS: Repatriation at UN expense APPROVED /NOT APPROVED.

Signature: _____ Date _____

Name: _____ Rank _____

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

If approved the limit of expense is : _____

Signature _____ Date _____

Name: _____ Rank _____

8. APPROVED BY FC: The case is APPROVED/NOT APPROVED.

R e m a r k s :

Signature _____ Date _____

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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 effecting the day following the expiration of my current tour of duty.

Signature: _____ Date _____

Name _____ Rank _____

2. Recommendations of Sector/Branch/Unit Commander

EXTENSION IS RECOMMENDED/NOT RECOMMENDED

R e m a r k s _____

Signature: _____ Date _____

Name : _____ Rank _____

3. Recommendations of the National Senior most Officer

EXTENSION IS RECOMMENDED/NOT RECOMMENDED.

Remarks: _____

Signature : _____ Date _____

Name : _____ Rank _____

4. Recommendations of DFC

EXTENSION IS RECOMMENDED/NOT RECOMMENDED.

Remarks: _____

Signature: _____ Date _____

Name : _____ Rank _____

5. Approval by the Force Commander

EXTENSION IS APPROVED/NOT APPROVED.

R e m a r k s
: _____

Signature : _____ Date _____

SECTION 5 - FLAGS, UN ID CARDS AND DRESS

FLAG AND PENNANTS

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

- a. Ceremonial Flag. This is flown from flagpoles in at 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 flagpole 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.

20. 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.

21. Flying of Protocol Flags. No flag other than the UN protocol 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 (if deployed).
- 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.

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

- a. On national holidays.
- b. At ceremonial parades.
- 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 countries in the English language) from right to left and with the UN flag in the centre.

UN ID CARDS

23. 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 documents required from a member of UNAMIR.

24. Procedures of Issue.

- a. On reporting to UNAMIR or during rotations, the incoming unit/ 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
 - (b) Contingent/nationality.
 - (3) DOA and DDM.
 - (4) Date of Birth (day-month-year).
 - (5) Height, weight, identification mark.
 - (6) Blood group.

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- b. The Security Sector will then issue the UN I D Cards.
- c. Pers arriving individually or as part of a contingent should receive ID Card(s) within 24 hours.

25. 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 guards duty or police functions.
- c. Any member of the UNAMIR Senior in rank to the ID Card holder.

26. 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.

27. 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, the replacement card should be returned to the CMPO's office.

28. 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, renewed card should be applied for; when issued, the new card should bear the original serial number.

29. 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 journey.

DRESS

30. In UNAMIR the UNMOs and Mil pers will, depending on weather conditions, wear national-issue uniforms with distinctive UN items of dress. They are the UN beret and cap, badge, peaks 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 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 obligated to provide.

31. 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 picked cap or helmet (when issued) may be substituted as appropriate.
- 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.

SECTION 6 - PAY AND ALLOWANCES AND FEEDING

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

- a. (1) Home pay at national levels is a national responsibility and paid as arranged between the individual and his national authority.
- (2) National overseas allowance for UN service (where applicable), is a national level and paid as arranged between the individual and his national authority.
- (3) UN daily allowance equivalent to \$1.28 is payable in local currency direct to each soldier in the field.
- (4) 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.
- (5) 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.

33. Travel and Mission Subsistence Allowance (MSA).

- a. Entitlement. During his UNAMIR assignment, the UNMO is entitled to the following:
 - (1) A travel subsistence allowance whilst 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\$ 85 per day.
- 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.

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

GENERAL

34. 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

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

- a. The Chief Military Observer shall establish the hours of work and official holidays for UNMOs in consultation with the Chief Administrative Officer. Normally 1 1/2 days of leave per month may be accrued, up to a maximum not to exceed twelve days, on the understanding that it is to be taken as actual leave without any cash compensation in lieu of leave not used.
- 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 30/31 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

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

- a. CMO will approve up to 21 days of continued 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.
- e. DFC will approve up to 30 days of continuous Leave/CTO.

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- f. 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.

37. 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.

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

39. 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.

40. National Days. Staff Officers and UMMOs 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

41. a. Staff Officers may be granted up to 30 (thirty) days of leave for a six month of tour of duty. But those officer will serve one year they will get 60 (sixty) days of leave but not more than thirty days at a time.
- b. No cash payments are allowed in lieu of CTO.
- c. The procedures for applying CTO is contained in paragraph 36 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

42. 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.

43. Entitlement. A member of UNAMIR troops shall be entitled to 30 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

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holidays which fall during the period of leave will not be charged as leave. The following general conditions apply to the award of leave.

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

44. 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 member's accrued leave entitlement.
- d. Sick leave shall not count against 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.

45. 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.

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46. 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.

47. 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.

48. 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.

48. 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 in a monthly basis.

50. 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 behavior and discipline of the persons during the trip.
- e. Uniform or civil dress may be worn at the discretion of the unit comd.

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51. 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 AMO.
- c. UNAMIR ID card.
- d. A valid passport and visa if required.

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

LEAVE/CTO APPLICATION FOR UNMO-UNAMIRPART 1 - APPLICANTS PARTICULARS

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

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

- a. DOA _____ DDM _____ Month _____
 b. Total AL for the mission _____ days
 c. AL balance B/F(if any) _____ days
 d. Total AL entitled _____ days
 e. Leave applied for _____ days
 From _____ to _____ days
 f. AL balance c/f _____ days

RECOMMENDEDTeam Leader

Signature _____

Name _____

Rank _____

Sector Comd

Signature _____

Name _____

Rank _____

3. CTO EntitlementAPPROVED/NOT APPROVED

- 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 _____ days
 From _____ To _____ days
 f. CTO Balance c/f(if any) _____ days

BY CMO

Signature _____

Name _____

Rank _____

Date _____

FOR PERSONNEL OFFICE ONLY

Remarks _____

Signature _____ Date _____

Name _____

Rank _____ Appt _____

Detach the below portion _____

PART III - NOTIFICATION FOR LEAVE/CTO APPROVAL

Date _____

Name _____ Rank: _____ Sec/Sect _____

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 9 SECTION 7

LEAVE/CTO APPLICATION FOR HQ STAFF

PART I - APPLICATION 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 _____ =month

APPROVAL BY

b. Total AL for the mission=

APPROVED/NOT APPROVED

..... days

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 7

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

PART I - APPLICATION'S PERSONNEL 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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LEAVE PASS

Name: _____ Rank: _____ UNID: _____

Unit/Branch: _____ Passport No. _____

_____ Tel: _____

Leave; Granted: From _____ To _____

APPROVED BY:

Name: _____

Rank: _____

Appt: _____

UNID: _____

Signature

Unit Stamp

SECTION 8- CASUALTIES AND MEDICAL

1. General. This section only covers the general procedure in handling the casualties and medical cases for the purpose of admin and reporting. The full op 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

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inform UN Headquarters, New York by a preliminary cable which is to include all relevant details as available at the time of despatch.

- 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.

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- 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 addresses with references to the original NOTICAS as soon as possible.
- 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.

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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.
- (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 9 - REPORTS, INVESTIGATIONS AND BOARDS OF INQUIRY
ACCIDENTS, LOSSES AND 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

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b. Description of incident with time, date and place.

(1) For each person involved

- (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.

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,

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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.

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- (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 CMPO, or CAO in case 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:

- a. A Force/Mission member incurs serious^{ous} injury or death. X
- 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~~^{UN}-owned property. X
- 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

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misconduct on his/her part, wilful 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.

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 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

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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.

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 report on the accident/incident

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- 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.
- c. 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.
 - d. 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.
 - e. 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.
 - f. 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.
 - g. The Board does not consider question of compensation or legal liability.

17. Finding 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.
 - (h) Whether and when hospitalized.
 - (j) Identification of doctors who gave medical treatment.
 - (k) Identification of police who investigated (attach copy of police report).
 - (l) Whether any UN Regulations, rules, orders or instructions were contravened.
 - (2) Findings required concerning Motor Vehicle Accidents.
 - (a) Time, date and place of accident.

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- (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.
 - (j) Identification of police who investigated the accident (attach a copy of police report).
 - (k) Actual or estimated cost of repairs to vehicle(s) involved.
 - (l) Names and addresses of insurers of vehicles involved.
 - (m) 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.
 - (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.

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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.

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

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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. x
- 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.

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ANNEX A TO
UNAMIR SOPS
PART 9 SECTION 9

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 endeavor to establish the objective facts.
 - c. Not accept unsupported statements of one witness without attempting to obtain ~~corroboration~~ ^{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

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particular type of vehicle?

- j. Have the accident report, statements and sketch plan of the accident been properly completed?
- 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).

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FORMAT OF CONTINGENT BOARD OF INQUIRY REPORT

PART I

Particulars:

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

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- (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.

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)

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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 Accident	Place	UNAMIR vehicle No.
------------	------	------------	---------------------	-------	-----------------------

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
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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 Witness (Attach Statements as Annexes)

3. Description of Circumstances

4. Opinions, findings and recommendations of the Board
(incl arguments and motivations)

Signed at this day of 19

President

First Member

Second Member

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

5. Continent Commander's Comment/Action:

6. UNAMIR HO Action

Documents Attached:

Annexes:

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FORMAT FOR CONVENING ORDER FOR BOARD OF INQUIRY

ANNEX B TO
UNAMIR SOPS
PART 9 SECTION 9

Date: _____

To: Distribution

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~~ ^{structured} along the following lines: X

- 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} ~~Affix signatures~~ of the Chairman and Board members. X
- 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).

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- (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.
- (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.

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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.

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 9 SECTION 9

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 1, I recommend that a Board of Inquiry should NOT be held. X

3. The following is a description of how the accident/incident occurred.....

4. The accident/incident was immediately reported to
..... and The following..... (action/s ^{was/were} taken)..... X

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 of 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 10 - UN MEDAL AND CEREMONIES

78. Introduction. The UN medal contributes to morale and provides contentment in the service of peace among all ranks who serve with UNAMIR. The UNAMIR medals will be awarded to UNMOs and staff/troops subject to the regulations for the UN medal (ST/SGB/199/Rev.1.16 FEB 1966).

79. Mil pers serving more than one tour of duty with UNAMIR are authorized to wear a numeral in metallic silver affixed to their existing medal.

80. Design of UNAMIR Medal. The specifications of the medal and a ribbon design for UNAMIR will be recommended to the Force Commander for submission to UNNY with a short explanation of the design attached at a later state by the ADC.

81. Qualification. Qualification for UNAMIR medal is based on a combination of tour of duty and qualifying service.

a. Tour of Duty. The Following are the qualifying tours of duty for the medal:

- (1) UNAMIR troops - 6 months.
- (2) UNMOs - 6 months

b. Qualifying Service. The qualifying service for UNAMIR medals are:

- (1) UNAMIR troops - 90 days
- (2) UNMOs - 90 days

82. Qualifications for the UNAMIR medals are based on qualifying service during a first tour (e.g 90 days). If the individual serves one or more additional tours in UNAMIR is granted extension at the end of the first tour, or returns to UNAMIR at later date, he/she becomes qualified for one or more numerals. The initial tour is deemed to equal numeral 1(not issued). After the end of the first tour, if there is a further period of qualifying service (6 months), the individual becomes qualified for numeral 2, and so on.

83. An adjustment has to be made where UN pers on tours of duty of differing lengths serve as members of UNAMIR and where one of these serving the shorter tour extends. In order to treat all members of UNAMIR in the same way, such an extension will be interpreted as changing to the longer tour of duty rather than commencing a second tour.

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84. No mil pers will receive more than one medal during any single tour of duty.

85. The UNAMIR medal will not be issued to pers without the agreement of their governments. Medals and ribbons should be worn according to national rules and regulations.

86. While serving with UNAMIR no member shall accept a decoration from a government other than his/her own national government. No honor, favour, gift or remuneration can be accepted by any member of UNAMIR. Any exception must be granted by UNNY, though this is, in practice, extremely rare.

87. Exceptions. UNAMIR medal regulations allow the following exceptions:

- a. Posthumous award, before qualifying service has been completed.
- b. Service-incurred injuries and evacuation, before qualifying service has been completed.
- c. An individual has been withdrawn at the request of national auth for service reasons (not personal or compassionate) within ten days of completing his/her qualifying service.

88. Awarding. Branch Heads/Sector/Unit Comds are responsible for ensuring that all eligible members under their charge, no matter where located in the mission area, are awarded the UNAMIR medal when they become entitled to it. To this end, on the first day of each month they are to forward a nominal roll in duplicate of all contingent/unit branch members who qualified for the UNAMIR medal during the preceding months to the CMPO.

89. Presentation. The FC/DFC will present the UNAMIR MEDAL to the qualified personnel. However, he may delegate the auth to the sector/unit comds. Presentation should normally take place as soon as possible after the award. However, in special circumstances, it may be deferred at the discretion of the section/unit comds.

90. Where possible, all medals should be presented at a formal parade, at which medals and citations will be presented to all those who qualify. The outline for this parade should be made well in advance and submitted to UNAMIR HQ. If Ops duties so dictate, pers unable to take part in the formal parade will receive their medals at their posts with as much formality as is possible in the circumstances.

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91. Medal parades. Parades will be the medium through which medals will be presented in UNAMIR. This will normally not be a problem with the UNMOS. The essential elements will 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 bring 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.
- h. The VIP returns to his original position in front of the parade where he addresses the recipients.
- j. If appropriate, displays of international/national culture can take place at this stage, though these are not mandatory.
- k. The parade ends with a reception hosted by the local UN Commander.

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SECTION 11 - UNAMIR DRIVING REGULATIONS

GENERAL

92. UNAMIR cannot perform its 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.

93. Pers auth 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.

94. 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.

95. 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.

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- 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.

96. 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.

97. 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.

98. 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 UN regulations are max 60 km/h for trucks and max 80 km/h for other vehicles.
- 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 trust} just mirrors). X
 - (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.

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99. 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.

100. 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.
- 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 12 - PHOTOGRAPHY AND SKETCHING

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

102. 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} Comms facilities. X
 - (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.

103. UN Investigation Teams.

- a. 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 13 - PERIODIC REPORTS AND RETURNS

104. For the purpose of effective administrative control and monitoring of man power 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.

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

106. 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.

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

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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>
-------------	-------------	-------------	-------------	-------------	------------	------------	----------------

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	BANGLADESH		BELGIUM		MLO/ 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. MLO/UNMO c. UNAMIR Troops						
	e. Total						
	<u>LOCATION</u> a. HQ UNAMIR b. Sector 5 c. Sector 9 d. <u>Branches</u> (1) Ops (2) Planning (3) Personnel						

	(4) Personnel (5) Logistics (6) (7) (8) (9) (10) (11) e. Leave/CTO f. Hospital g. Other						
	TOTAL ALL RANKS						

DETAILS OF GAINS AND LOSSES

1. DETAILS OF GAINS
- CONTINGENT DATE OFFERS ORS REASONS
2. DETAILS OF LOSSES
- CONTINGENT DATE OFFERS ORS REASONS

(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 country 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>
-------------	-------------	-------------	-------------	----------------	-------------	------------	------------

SECTION 14 - UN CONFIDENTIAL REPORT

108. 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 troop commanders and Branch Heads.

109. 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.

110. 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 officer.

UN CONFIDENTIAL

UNAMIR
UN CONFIDENTIAL REPORT

ANNEX A TO
UNAMIR SOPS
PART 9 SECTION 14

SURNAME _____

FIRST NAME _____

MIDDLE NAME _____

RANK _____ STATUS _____

UNID CARD ----- NATIONALITY _____

PERIOD COVERED BY REPORT _____ TO _____

APPOINTMENTS HELD/DUTIES PERFORMED DURING PERIOD:

<u>APPTS</u>	<u>FROM</u>	<u>TO</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

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		Contineously performs badly Not recommended for future UN service.
-----	-----	-----

UN CONFIDENTIAL

Assessment of Performance

Date: _____

Initiating Officer

Signature _____

Name _____

Rank _____ Appt _____

UN CONFIDENTIAL

Comments of Officer Being Assessed

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

Date: _____

Signature _____

Name _____

Rank _____

Comments of Reviewing Officer

Date: _____

Signature _____

Name _____

Rank _____ Appt _____

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.	Sect 2ICs of DMZ/Kigali Sect HQs	Sect Comd	DFC
9.	Staff of Kigali/DMZ Sect HQ	Sect 2IC	Sect Comd
10.	<u>Contigent Members:</u> a. 2ICs and all offr 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/DFC FC
12.	CMO	FC	-
13.	DFC	FC	-

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SECTION 15 - UNAMIR MILITARY POLICE REGULATIONS

111. 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.

112. Authority, Org and Comd. Under the authority of the Force Commander, for the good order and discipline of the mission, UNAMIR MP are the only competent police element in UNAMIR, particularly concerning matters specifically listed in para 119 below. Unless tasked, MPs do not have the authority to act on behalf of UNAMIR and are concerned with discipline with the mil pers. Their functions are listed in para 119. UNAMIR MP will contact sector comd and support unit comds when entering their areas of responsibility and will seek their cooperation.

113. 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.

114. 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.

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

116. 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.

117. 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.

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

119. Functions

a. Traffic Control.

- (1) Enforcement of traffic regulations on operations of UNAMIR vehicles.
- (2) Info of road conditions and traffic hazards.
- (3) Checking vehs, permits and trip tickets.
- (4) When necessary to assist movcon at airports and harbors, 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.

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

120. 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.
- 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 comd or the civil authorities or for the purpose of restraint.

121. UNAMIR Vehs 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 veh and their contents.

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- 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 comd for disciplinary action.

122. 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 a, b, c, and d above when such property is considered to be in evidence.
- f. The MP 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.

123. 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

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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.

124. 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, except as is 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.

125. Contingent MP. When appointed within the support units contingent MP 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.
- 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.

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- 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.

126. 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.

127. 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.

128. 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.

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- b. Complete reports are to follow in writing as soon as possible.
- c. MP reports are confidential docs and all necessary precautions will be taken to ensure their security. No MP reports or UN docs 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 16 - POSTAL SERVICES

GENERAL

1. UNAMIR Postal Services will cover both personal and official. Towards this end in Force Post Office, to which all units/sections in UNAMIR will relate, will see 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

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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:

- 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

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and archaeological specimens which are to 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.
- 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. Postal 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.

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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

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
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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
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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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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