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UNAMIR FORCE SOPs

PART EIGHT

PERSONNEL

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SECTION 1 - INTRODUCTION

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

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

Section 2 Privileges, Immunities, Obligations and Responsibilities.

Section 3 Organization, Duties and Responsibilities of Personnel Section.

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SECTION 2 - PRIVILEGES AND IMMUNITIES, OBLIGATIONS AND RESPONSIBILITIES

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

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

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

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

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SECTION 3 - ORGANIZATION, DUTIES AND RESPONSIBILITIES

1. DUTIES OF CMPO

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

2. DUTIES OF DCMPO

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

3. DUTIES OF SO (PERS)

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

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- b. Processes mil pers earmarked for replacement or repatriation on compassionate, medical and disciplinary ground.
- c. Supervises the arrival and departure of all UNMOs and prepares all reports and returns to UN NY.
- d. Casualty reporting and notifications.

4. DUTIES OF WELFARE OFFICER

- a. Formulates UNAMIR welfare policies and directives.
- b. Coordinates with various agencies and services to acquire welfare amenities for UNAMIR pers.
- c. Organizes ceremonies and entertainment for UNAMIR ~~pers~~
- d. Disseminates to all concerned info related to welfare activities.

5. DUTIES OF PROVOST MARSHALL (LOCALLY APPOINTED)

- a. All police matters in respect of UNAMIR pers.
- b. Advises all concerned on provost matters.
- c. Ensures maintenance of discipline by all ranks of UNAMIR.
- d. Maintains and distributes all reports and returns on provost matters.
- e. Carries out spot checks on incidents involving all UNAMIR personnel in the mission area.
- f. Carries out investigations.

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SECTION 4 - CONDUCT AND DISCIPLINE

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

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

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

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

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a. General

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

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

b. Conduct and Performance

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

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

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

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

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c. Privileges and Immunities

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

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

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

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

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

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

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

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

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SECTION 5 - UNAMIR ROTATION/REPATRIATION/EXTENSION POLICY

1. Introduction. The rotation, repatriation or extension of 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.

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

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

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

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- j. Check-out Date . Date on which check-out procedures are carried out prior to transfer on departure date from mission (DDM).
- k. Departure Date from the Mission (DDM). Date of departure from the mission area.
- l. Transfer Date (TD). The date on which the UNMO/Staff is to physically report for duty at 0800 hrs (local time) at the new duty assignment.
- m. Proposed Posting and Transfer List. The intended list of posting and transfer of UNMOs/Staff.
- n. Revised Posting and Transfer List. The confirmed and final list of posting and transfer of UNMOs/Staff to occur within one month of promulgation.

4. Rotation. Rotations are classified as follows:

- a. National Contingent Rotation. The policy concerning the rotation of UNMOs/Staff of nations contributing pers to UNAMIR based on arrangement between the UN and the national government. The following procedure will apply within UNAMIR.

(1) Arrival and Departure. The main rotation flight (incoming/outgoing) will be met and supervised by a representative from the Chief Military Personnel Officer, MOVCON or ALO.

(2) Induction Training. Admin and training requirements will be carried out on the days following the reporting day.

- b. UNAMIR Rotation. The percentage transfer of UNMOs/Staff on a 3 or a 6 monthly basis. The transfer can occur within sections internally or to other sectors in HQ UNAMIR. The transfer of UNMOs will be coordinated by CMPO and promulgated on a proposed posting and transfer list.
- c. Requests for replacement for UNMOs must be sent to UNNY by CMPO 5 months prior to UNMOs DDM.

5. Repatriation. The reasons and procedures for repatriation are:

- a. Medical Grounds. Repatriation on medical grounds before the completion of full tour of duty will normally be at UN expense. This applies when patients fall into one or more of the following categories :

(1) Unlikely to be fit for full duties within 30 days including time of hospitalization.

(2) Requires treatment which is not available in the mission area, including approved UN local hospitals.

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(3) Requires special treatment in a national institution.

b. Authorization for Repatriation on Medical Grounds

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

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

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

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

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

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

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

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

(a) Raising the repatriation request and medical report if the individual is not an in-patient at the UN medical facility;

(b) Providing the initial NOTICAS to CMPO. Personnel Branch SOP Section 9 - "Death, Injury and Dangerous Illness" refers to NOTICAS requirements;

(c) Preparation of personal documents and personal items for movement including passports, visas;

(d) Providing escorts and interpreters as required;

(e) Briefing the individual on his/her movements if he/she is not an in-patient of the UN medical facility;

(f) Movement of the individual to the air head at the direction of Medical Branch if he/she is not an in-patient at the UN medical facility; and

(g) Arranging reception of the patient in home country if the patient is required to be repatriated home.

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

(a) Advice on initial NOTICAS if the individual is an in-patient of that facility;

(b) Providing medical report to accompany the repatriation request;

(c) Providing a repatriation request to FMO if the individual is an in-patient;

(d) On-going treatment of the individual until he/she departs for another medical facility;

(e) Briefing the individual on his/her movements if he/she is an in-patient of that facility;

(f) Movement of the patient to the airhead at the direction of Medical Branch if he/she is an in-patient;

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

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

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

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

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

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

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

(4) CMPO. CMPO is responsible for:

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

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

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

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

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

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

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

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(5) CAO. CAO is responsible for:

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

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

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

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

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

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

(1) At private expense.

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

(3) By routine service flight.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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1. A member repatriated on medical or compassionate grounds will be entitled to repatriation at UN expenses for the most economical one-way fare to his home. The provision of an escort for medical repatriation will be made on medical advice and the escorts may be authorized to return to the mission area. Repatriation on disciplinary grounds will usually be the responsibility of the members's national Government, however, when the interests of the UN are involved, the Senior Officer of the Contingent may submit details of the case to the FC through CMPO outlining the special circumstances if reimbursement is sought.
 - m. Many cases of compassionate and medical repatriation are emergencies or require urgent assistance. If such a situation occurs during the normal working day, the Contingent shall contact the CMPO, if the case warrants, who will seek approval based on the information produced by the Contingent. If the situation occurs at a time other than when contact can be made with the CMPO, the contingent will ensure the Civilian Administrative Duty Officer is contacted to get approval to process the repatriation. In either situation, the appropriate documents must be forwarded to CMPO as soon as possible.
6. Extension of Tour of Duty
- a. All pers who are applying for extensions must be familiar with the UNAMIR policy in this SOP.
 - b. Procedures. The application procedures for extension of tour of duty in UNAMIR are as follows:
 - (1) UNMOs serving in the field. UNMOs serving out in the Sectors may apply for extension through their SECTOR COMD who will process the application up the chain of Command. Annex B.
 - (2) UNMOs/STAFF serving in HQs. UNMOs/STAFF serving in HQ may apply for extension through their respective Head of branches or CMO who will process the application up the chain of comd by using Form at Annex B.
 - (3) Only those applications recommended for extension will be forwarded to the next higher auth. Applications not recommended at any stage will be returned to the applicant via CMPO.
 - (4) Once requests for extension are approved by FC, a letter of approval will be sent to the applicant concerned.
 - c. Pers will not circumvent the UNAMIR extension process by making request communication with national authority in their home countries.

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ANNEX A TO
UNAMIR SOPs
PART 8 SECTION 5

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

To: FC Date: _____

Through: CMPO

From: _____
(Sector/Sec/Unit Comd)

SUBJECT: REPATRIATION

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

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

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

Signature: _____ Date: _____

Name: _____ Rank: _____

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

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

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

Signature: _____ FMO Date: _____

Name: _____ Rank: _____

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ANNEX A

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

Recommended at NATIONAL/UN EXPENSE.

Signature:_____ Date:_____

Name:_____ Rank:_____

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

Remarks:_____

Signature:_____ Date:_____

Name:_____ Rank:_____

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

If approved the limit of expense is : _____

Signature:_____ Date:_____

Name:_____ Rank:_____

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

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ANNEX B TO
UNAMIR PERS SOPs
PART 8 SECTION 5

REQUEST FOR EXTENSION OF TOUR OF DUTY IN UNAMIR

1. To: Force Commander

From:

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

Sir,

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

Signature: _____ Date _____

Name _____ Rank _____

2. Recommendation of Sector/Branch/Unit Commander

EXTENSION IS RECOMMENDED/NOT RECOMMENDED

R e m a r k s

Signature: _____ Date _____

Name : _____ Rank _____

3. Recommendation of the National Senior Officer

EXTENSION IS RECOMMENDED/NOT RECOMMENDED.

Remarks: _____

Signature : _____ Date _____

Name : _____ Rank _____

4. Recommendation of CMO

EXTENSION IS RECOMMENDED/NOT RECOMMENDED.

Remarks:-----

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

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

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ANNEX B

5. Recommendation of DFC

EXTENSION IS RECOMMENDED/NOT RECOMMENDED.

Remarks: _____

Signature: _____ Date : _____

Name : _____ Rank : _____

6. Approval by the Force Commander

EXTENSION IS APPROVED/NOT APPROVED.

Remarks: _____

Signature : _____ Date : _____

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

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SECTION 6 - FLAGS, UN ID CARDS AND DRESS

FLAG AND PENNANTS

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

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

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

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

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

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

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

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

UN ID CARDS

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

6. Procedures of Issue.

- a. On reporting to UNAMIR or during rotations, the incoming unit staff officer or UNMO, will be given a blank form to fill up by the CMPO's office in which the following information is required:

- (1) Name , Rank.
- (2) Contingent/nationality.
- (3) DOA and DDM.
- (4) Date of Birth (day-month-year).
- (5) Height, weight, identification mark.
- (6) Blood group.

- b. The Security Section will issue the UN ID Cards to staff, contingent members and UNMOs.

- c. Pers arriving individually or as part of a contingent should receive ID Card(s) within 24 hours.

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

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

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

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

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

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

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

DRESS

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

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

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

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- b. Blue Scarf. May be worn by Mil both on duty in station and on special duties in the field. At social occasions, ceremonies, etc, when wearing his national uniform, the observer may wear the tie of such uniform in place of the UN scarf.
- c. Shoulder Patch. This is to be worn on the right sleeve of the national uniform, with national insignia on the left unless national dress regulation includes insignia worn on the right, in which case the UN shoulder patch assumes priority above it.
- d. The UN items of uniform are to be worn only by mil members of UNAMIR. Uniform will be worn by mil pers:
 - (1) Whenever on duty.
 - (2) When travelling on UN vehicles or aircraft except when on leave or on recreation trips.
 - (3) On those occasions when ordered by the Force Commander.
- e. Uniform may be worn on arrival and departure to and from the mission area, but should not otherwise be worn outside the mission area. Troops are to travel in uniform on all occasions.
- f. Civilian Clothing. May be worn :
 - (1) For sports
 - (2) When off-duty at the normal place of work or within the confines of other UN facility, post or installation, as well as within the city of KIGALI or in any other places when travelling off duty.
 - (3) While on leave or while travelling to and from home leave, if travelling by car or commercial airline when stopovers are extensive in other countries.
 - (4) By UNAMIR troops while on organized welfare tours.
- g. Local Customs. It is advisable when wearing civ clothing to adhere to the local customs of the host countries.

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SECTION 7 - PAY AND ALLOWANCES

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

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

2. Travel and Mission Subsistence Allowance (MSA).

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

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

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

GENERAL

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

MILITARY OBSERVERS

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

- a. The FC/CMO shall establish the hours of work and official holidays for UNMOs. Normally 1 1/2 days of leave per month may be accrued on the understanding that it is to be taken as actual leave without any cash compensation in lieu of leave not used. After completing the first two months tour of duty, an UNMO may be granted leave in advance.
- b. At the discretion the Chief Military Observer UNMOs required for duty on a more or less continuous basis of seven days a week, including Sundays and official mission holidays, may be granted up to six days compensatory time off with mission subsistence allowance for each month of such continuous service(i.e. after 30 days of service).
- c. Compensatory time off is granted to UNMOs to provide them with opportunities for rest after a specially arduous spell of duty. Consequently, such time-off shall normally be taken as soon as possible after completion of the continuous period of service. Compensatory time-off not more than 12 days may be accumulated for carry forward from one month to the next.
- d. If CTO is taken outside the Mission area, the MSA is reduced by 50%.

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

PROCEDURE FOR APPLYING FOR LEAVE/CTO

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

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

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4. Sick Leave This will not be counted against UN leave entitlement. However, all cases of compassionate leave will be counted against leave entitlement. In cases where no balance of leave days remain and compassionate leave is required, special requests are to be submitted as special cases to CMPO for Force Commander's consideration.

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

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

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

STAFF OFFICERS

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

UNAMIR TROOPS

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

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

- a. Leave earned with UNAMIR may only be taken during their tour of duty with UNAMIR and prior to repatriation. Any balance of unused leave will expire automatically at the time of rotation.

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- b. After having completed their first two month's tour of duty, an individual may be granted up to four months leave entitlement in advance. Regardless of the date of arrival in a particular month an individual will be credited with two-and-a half days leave in respect of the first calendar month of service in the mission. No leave will be granted in the last month of duty.

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

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

12. Approving Authority.

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

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

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

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

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

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

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

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

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

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

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ANNEX A TO
UNAMIR SOPs
PART 8 SECTION 8

LEAVE/CTO APPLICATION FOR UNMO-UNAMIR

PART 1 - APPLICANT'S PARTICULARS

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

PART II - LEAVE/CTO APPLICATION AND RECORD

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

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

FOR PERSONNEL OFFICE ONLY
Remarks _____
Signature _____ Date _____
Name _____
Rank _____ Appt _____

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

Name _____ Rank: _____ Sec/Sect _____ Date _____

Your application for:

a. Leave from _____ to _____ APPROVED/NOT APPROVED
b. CTO from _____ to _____ APPROVED/NOT APPROVED

Remarks: _____

Signature _____ Rank _____ Appt _____

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ANNEX B TO
UNAMIR SOPs
PART 8 SECTION 8

LEAVE/CTO APPLICATION FOR HQ STAFF

PART I - APPLICANT'S PARTICULARS

Date: _____

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

PART II - LEAVE/CTO APPLICATION AND RECORD

2. Annual Leave Entitlement

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

Date _____

3. CTO Entitlement

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

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

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

To: Name _____ Rank _____ Branch/Sector _____

Your application for:

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

Remarks: _____

Signature: _____ Rank _____ Appt _____

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ANNEX C TO
UNAMIR SOPS
PART 9 SECTION 8

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

PART I - APPLICANT'S PERSONAL PARTICULARS

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

PART II - APPROVAL AUTHORITY

APPLICATION FOR LEAVE APPROVED/NOT APPROVED

Remarks: _____

Signature _____ Date: _____

Name : _____ Appt: _____

Rank : _____ UNID _____

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ANNEX D TO
UNAMIR SOPS
PART 8 SECTION 8

LEAVE PASS

Name: _____ Rank: _____ UNID: _____

Unit/Branch: _____ Passport No. _____

_____ Tel: _____

Leave; Granted: From _____ To _____

APPROVED BY:

Name: _____

Rank: _____

Appt: _____

UNID: _____

Signature

Unit Stamp

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SECTION 9 - CASUALTIES AND MEDICAL

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

DEATH, INJURIES AND DANGEROUS ILLNESS

2. Initial Action

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

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

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

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

3. Notification of Casualty (NOTICAS).

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

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

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

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

4. Arrangements Concerning the Deceased.

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

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

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

- c. Additional Considerations.

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

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

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

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

(1) First aid.

(2) Sector HQ aid posts.

(3) Normal hospital.

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

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

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

REPORTS

1. Initial reports will be sent by units immediately to Force Commander (if necessary via the duty officer) on the following:

- a. Death and injury.
- b. Accidents, property loss and damage(exceeding US\$500). both UN and contingent owned.
- c. Incidents, misconduct, maladministration, failure to account, negligence, disciplinary cases and incidents likely to affect UNAMIR relations with host country.

2. Speedy and complete reporting is necessary for UNAMIR to deal with disciplinary matters in the mission, host country authorities, claims by local citizens and possible claims between the UN and contingent governments. UN has assumed financial responsibility for UN and contingent owned property used by UNAMIR but not for personal property, and for legal protection of pers against third party claims arising out of official duty. UN may seek compensation from contingent governments for loss or damage caused wilfully or by gross negligence of their military personnel.

3. An investigation report will follow if all the required information is not initially available.

4. Units will ensure that evidence is preserved in case UNAMIR HQ decides to carry out an HQ investigation or HQ board of inquiry.

5. All investigations and inquiries will be carried out promptly to their completion as far as possible before witnesses depart the mission area.

6. Local inhabitants or non-UN pers who make statements or answer questions are under no obligation to do so and they must be treated with courtesy.

7. The same general info will be required from all investigations, summary disposal of incidents and boards of inquiry but specific directives may be issued. All investigations should preferably be ordered in writing.

8. The following info is required where applicable:

- a. Authority for investigation/board, e.g. convening order, contingent unit/contingent file no
- b. Description of incident with time, date and place.

(1) For each person involved

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- (a) Name, rank, contingent, nationality, UN I.D. No.
- (b) National I.D. No. if local civilian, occupation.
- (c) Address and note of any claims which must be submitted in writing.
- (d) Function at time and involvement in incident.
- (e) Duty at time and any orders or regulations applying.
- (f) Description of injury\death.
- (g) Place where medical treatment received and name of doctor.
- (h) Medical report number.
- (j) Names and addresses of next of kin.

(2) For each Vehicle/Items of Equipment/Property Lost or Damaged.

- (a) Description, make, model, year, registration no, serial no, owner, UN/contingent (if civilian, name and address).
- (b) Driver's name and license.
- (c) Insurer.
- (d) Description of damage/loss
 - (i) How and where loss discovered.
 - (ii) Damage.
 - (iii) Discrepancy reports.
 - (iv) Technical inspection reports of vehicles, machinery, weapons, etc.

- c. Other Annexes. Statement of witnesses, record of questioning of witnesses, MP report, other Board of inquiry findings, local police report, local court action, photographs, maps. Any third party claim must be in writing.

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INVESTIGATIONS AND BOARDS OF INQUIRY

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

10. Reporting

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

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

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

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

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

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

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

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11. Investigation

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

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

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

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

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

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

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

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

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

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

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

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

17. Findings of an HQ Board of Inquiry.

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

(1) Findings required concerning death or injury.

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

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

(2) Findings required concerning Motor Vehicle Accidents.

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

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

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

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

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

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

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

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

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

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

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

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

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

23. Cases Involving United Nations Financial Interest.

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

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ANNEX A TO
UNAMIR SOPs
PART 8 SECTION 10

GUIDELINES FOR CONTINGENT BOI

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

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ANNEX A

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

4. Compilation of Report

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

FORMAT OF CONTINGENT BOARD OF INQUIRY REPORT

PART I Particulars:

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

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

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- 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 | Place | UNAMIR |
| N | | o | Accident | | vehicle |

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

Description of UNAMIR loss

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

Particulars of Third Party Claims and Insurance Coverage.

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

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

Signed at this day of 19

President

First Member

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ANNEX A

Second Member

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

5. Contingent Commander's Comment/Action:

6. UNAMIR HQ Action

Documents Attached:

Annexes:

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ANNEX B TO
UNAMIR SOPS
PART 8 SECTION 10

FORMAT FOR CONVENING ORDER FOR BOARD OF INQUIRY

Date:

To: Distribution List

From: (Name and Title of Head of Mission)

Subject: Convening Order: Headquarters Board of Inquiry

1. In accordance with page____ of the Field Administration Manual, a Headquarters Board of Inquiry is hereby convened to investigate and report on the accident which occurred on the _____ day of _____ 199 at _____ hrs at _____ when

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

by: _____

3. Composition

Chairman

Member:

Member:

Chief Administrative Officer:

Chief Finance Officer

Secretary:

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

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

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

FORMAT FOR HEADQUARTERS BOARD OF INQUIRY REPORT

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

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

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ANNEX B

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

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

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

(CHAIRMAN)

.....
(Name)

MEMBERS

.....
(Name)

.....
(Name)

CHIEF ADMINISTRATIVE OFFICER

.....
(Name)

CHIEF FINANCE OFFICER

.....
(Name)

SECRETARY

.....
(Name)

Submitted this _____ day of _____ 19____

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ANNEX B

ADMINISTRATIVE PROCEDURES FOR A HEADQUARTERS
BOARD OF INQUIRY

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

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

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

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

12. ISSUE OF CONVENING ORDER

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

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

13. Completion of Findings

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

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ANNEX B

14. Closing of the File

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

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ANNEX C TO
UNAMIR SOPs
PART 8 SECTION 10

SUMMARY DISPOSAL OF INCIDENTS WITHOUT CONVENING A
BOARD OF INQUIRY

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

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

10. I agree with the above report.

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

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SECTION 11 - THE UNITED NATIONS MEDAL

INTRODUCTION

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

AIM

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

ELIGIBILITY

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

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- a. Evacuation of personnel as a result of service incurred injury sustained before completing the qualifying service; and
- b. Withdrawal of individual personnel as a result of requests by government for service reasons (not personal or compassionate) within 10 days of the completion of the qualifying service.

9. The Force Commander is authorized to issue himself a medal in accordance with the regulations.

10. Special rules apply in the case of military personnel transferred to UNAMIR from another mission, either temporarily or permanently, before completion of their tour of duty at the other mission. In these circumstances, CMPO's staff should be consulted before application is made for the medal or an additional service numeral.

ELIGIBILITY FOR ADDITIONAL SERVICE NUMERALS

11. Metallic numeral devices for attachment to this UNAMIR medal ribbon are awarded for each additional tour of duty with the mission after the first.

12. The award of numerals is based on qualifying periods as follows:

- a. HQ and Contingent personnel - the award of numeral 2 after 12 months service, 3 after 18 months etc.
- b. Military Observers - the award of the numeral 2 after 24 months service, 3 after 36 months etc.

13. Service prior to the current tour of duty may be counted in reckoning service for this purpose.

APPLICATION

14. The following are responsible for ensuring that all eligible members of the Mission under their charge, no matter where located in the mission area, are awarded the UNAMIR medal when they become entitled to it:

- a. Within HQ UNAMIR - Branch heads ie MA/FC for personnel within the private officers of FC and DFC, DCOS (Ops) and DCOS (Sp).
- b. Chief Military Observer.
- c. Contingent Commanders.

15. On the first day of each month, the responsible officers are to forward to CMPO a nominal roll (in duplicate) of all contingent members who qualified for the UNAMIR medal or additional service numerals in the preceding month. It must be clearly indicated whether the individual personnel have qualified for the medal or an additional service numeral.

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

PROMULGATION

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

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

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

AWARD OF UNITED NATIONS ASSISTANCE MISSION
FOR RWANDA MEDAL

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

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

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

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

WEARING THE UNAMIR MEDAL

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

ACCOUNTING AND RETURNS

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

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

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THE MEDAL CERTIFICATE

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

MEDAL PRESENTATION CEREMONIES

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

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

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

29. A possible format for the parade might be:

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

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

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ANNEX A TO
UNAMIR SOPs
PART 8 SECTION 11

HEADQUARTERS

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

SPECIAL ORDER (NUMBER)/YEAR

BY

(NAME OF FORCE COMMANDER)

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

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

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

Notes:

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

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ANNEX B TO
UNAMIR SOPS
PART 8 SECTION 11

HEADQUARTERS

UNITED NATIONS ASSISTANCE MISSION FOR RWANDA

MEDAL RETURN FOR THE MONTH OF _____

1. Stock on hand at start of month _____

2. Issues by unit _____

3. Receipts _____

4. Stock on hand at end of month _____

SUMMARY

5. Total number of medals issued in previous period _____

6. Total number of medals issued this period _____

7. Grand total of medals issued _____

Date:

CMPO

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SECTION 12 - UNAMIR DRIVING REGULATIONS

GENERAL

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

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

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

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

4. Daily Trip Ticket.

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

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

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

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

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

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

9. Procedures on accidents.

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

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

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SECTION 13 - PHOTOGRAPHY AND SKETCHING

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

2. Regulations.

a. Taking of photographs by UNAMIR pers while on duty or on leave anywhere within the faction areas is forbidden. UNAMIR Personnel are advised not to bring their cameras to the restricted area while on duty. The Force Commander, Sector Comd and CMO may authorize taking of photographs in some areas by certain selected pers on the basis of using limited "duty" cameras.

b. Photocopying and sketching of the following is strictly forbidden:

- (1) Mil installations.
- (2) Mil equipments.
- (3) Comms facilities.
- (4) Movement of mil vehs or sensitive civ activities.

c. However, these restrictions do not apply to sketches required to be prepared for recording of the demilitarized zone. Such sketches are official UN documents and will be used for official purposes only.

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

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SECTION 14 - PERIODIC REPORTS AND RETURNS

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

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

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

a. MILOB HQ/SECTOR HQ/FORMED UNITS

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

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

b. Force HQ Branches/Milob HQ/Sector HQ

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

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

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

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

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ANNEX A TO
UNAMIR SOPs
PART 8 SECTION 14

MONTHLY NOMINAL ROLL

UNAMIR TROOPS

OFFICERS

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

OTHER RANKS

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

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ANNEX B TO
UNAMIR SOPS
PART 8 SECTION 14

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

TO: CMPO

FROM: _____Sect/Branch/Unit

Signature: _____Rk/Name_____

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

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

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

3. DETAILS FOR THE (+)

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

4. DETAILS FOR THE (-)

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

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U N A M I R

MONTHLY CONSOLIDATED STRENGTH AND LOCATION RETURN
CORRECT AS AT

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

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| | | | | | | |
|---------------|--|--|--|--|--|--|
| (2) Planning | | | | | | |
| (3) Personnel | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

[illegible]

C

1. DETAILS OF GAINS

2. DETAILS OF LOSSES

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ANNEX D TO
UNAMIR SOPS
PART 8 SECTION 14

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

CORRECT AS AT _____

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

AUSTRALIA - AUTHORIZED TOTAL *(*)

#

GHANA - AUTHORIZED TOTAL *(*)

#

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

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

DEPARTURES DURING _____

COUNTRY _____

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

ARRIVAL DURING _____

COUNTRY _____

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

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SECTION 15 - UN CONFIDENTIAL REPORT

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

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

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

3. Compilation of Reports.

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

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ANNEX A TO
UNAMIR SOPs
PART 8 SECTION 15

UN CONFIDENTIAL

UNAMIR

UN CONFIDENTIAL REPORT

SURNAME _____

FIRST NAME _____

MIDDLE NAME _____

RANK _____ STATUS _____

UNID CARD ----- NATIONALITY _____

PERIOD COVERED BY REPORT _____ TO _____

APPOINTMENTS HELD/DUTIES PERFORMED DURING PERIOD:

| <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 | | Continuously performs badly Not recommended for future UN service. |

1/3
UN CONFIDENTIAL

A-1/3

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UN CONFIDENTIAL

Assessment of Performance

Date: _____

Initiating Officer

Signature _____

Name _____

Rank _____ Appt _____

2/3
UN CONFIDENTIAL

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ANNEX A

UN CONFIDENTIAL

Comments of Officer Being Assessed

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

Date: _____

Signature _____

Name _____

Rank _____

Comments of Reviewing Officer

Date: _____

Signature _____

Name _____

Rank _____ Appt _____

3/3

UN CONFIDENTIAL

A-3/3

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ANNEX B TO
UNAMIR SOPs
PART 8 SECTION 15

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

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

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SECTION 16 - UNAMIR MILITARY POLICE REGULATIONS

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

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

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

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

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

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

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

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

9. Functions

a. Traffic Control.

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

(2) Info of road conditions and traffic hazards.

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(3) Checking vehs, permits and trip tickets.

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

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

b. Discipline.

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

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

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

d. Investigations.

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

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

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

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

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

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

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

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

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- c. Arresting local staff or non-UN pers only on UN premises when necessary to stop an offence or disturbance on those premises. Such persons should be delivered to and dealt with by the appropriate host country authority. The assistance of the local authorities in dealing with local people is always desirable.
- d. Not keep anyone under detention for an extended period except for the purpose of transfer to his national contingent comd or the civil authorities or for the purpose of restraint.

11. UNAMIR Veh Drivers and Passengers. The MP may :

- a. Direct drivers of UNAMIR vehs.
- b. Stop UNAMIR veh.
- c. Check the ID cards, driver's permit, trip tickets and work papers of drivers and passengers.
- d. Request drivers and passengers to get out of the veh.
- e. Search vehs and their contents.
- f. Take possession of the keys and the driver's permit, if the MP considers it dangerous or inadvisable for the driver to continue for any reason, including alcohol, drugs, fatigue or dangerous driving.
- g. Request the driver to take an alcohol breath analyzer test. However, the MP has no power to enforce such a test and must rely on testimony of witnesses who have observed the offender.
- h. Submit a report to the Force Commander which the Force Commander may refer to the CAO or national contingent comd for disciplinary action.

12. Search and Seizure. The MP may:

- a. Search UN premises and property on those premises.
- b. Search any UNAMIR veh, private veh entering or leaving UNAMIR premises or territory controlled by UNAMIR and any private veh owned by a member of UNAMIR when passing through Rwanda borders or border checkpoints.
- c. Search the baggage of all UNAMIR pers leaving or entering Rwanda.
- d. Search the person, or property of people they have arrested. Local persons may only be searched if reasonably suspected of carrying offensive weapons and only on UN premises. Any search for stolen property or other material will be conducted by the local authorities.
- e. Seize or secure UNAMIR pers property in 16.12.1 to 16.12.4 above when such property is considered to be in evidence.

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

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

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

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

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

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

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

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

16. Relations with Host Country Authorities.

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

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

18. Reports.

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

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

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SECTION 17 - POSTAL SERVICES

GENERAL

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

RESPONSIBILITIES OF FORCE POST OFFICE

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

CONTINGENT RESPONSIBILITIES

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

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

FREE MAIL SERVICE

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

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

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

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

PROCEDURE FOR FREE MAIL

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

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

PROHIBITED ARTICLES

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

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

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

PAID MAIL SERVICE

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

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

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

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

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

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

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SECTION 18 - UNAMIR FORCE FILE INDEX

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

a. Force Commanders' Office

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

b. Personnel Branch

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

c. Operations Branch

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

d. Logistics Branch

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

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e. Plans Branch

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

f. Humanitarian Assistant Cell

5500 - 5999.9

g. Military Observer Group

6000 - 6999.9

h. Sector 1 Headquarters

7000 - 7099.9

i. Sector 2 Headquarters

7100 - 7199.9

j. Sector 3 Headquarters

7200 - 7299.9

k. Sector 4 Headquarters

7300 - 7399.9

l. Sector 5 Headquarters

7400 - 7499.9

m. Sector 6 Headquarters

7500 - 7599.9

n. Force Communication Squadron

7600 - 7699.9

o. Force Support Battalion HQ

7700 - 7725.9

p. Workshop Coy

7726 - 7740.9

q. Force Log Coy

7741 - 7755.9

r. Field Medical Coy

7756 - 7770.9

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

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UNAMIR FORCE SOPs

PART NINE

LOGISTICS

| | |
|-------------|-----------------------------------|
| SECTION 1 - | INTRODUCTION |
| SECTION 2 - | CONCEPT OF UNAMIR LOGISTICS |
| SECTION 3 - | ORGANISATION AND RESPONSIBILITIES |
| SECTION 4 - | SUPPLY |
| SECTION 5 - | TRANSPORT |
| SECTION 6 - | MAINTENANCE |
| SECTION 7 - | MOVEMENT CONTROL |

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PART NINE - LOGISTICS

SECTION ONE - INTRODUCTION

1. General. There are two components in support of the logistics system in UNAMIR. The civilian component consists of UN staff and a contractor, Brown and Root, and is responsible for the provision of support to the force and, in particular, support beyond that available from deployed contingents. The military support system is provided by deployed contingents and provides first line support to the parent contingent and limited second line support to the force. Generally, contingents deploy with sufficient first line resources and the force is responsible for the provision of second and third line support.

2. The civilian and military components form a balanced partnership that combine to support a diverse and complex fleet. These SOP are designed to provide guidance on the employment of often scarce resources to maximise their benefit. As such, contingents are to ensure that procedures are adhered to, incomplete requests will not be accepted. Incomplete requests often result in delays and the unnecessary tasking of scarce resources.

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SECTION TWO - CONCEPT OF UNAMIR LOGISTICS

1. The UN does not maintain a large, deployable logistic support base that can operate in an often demanding environment. The logistic systems employed by the UN often rely on a contingent providing support to the force. The tasks of this organisation remain constant throughout UN missions and ensure the requisition and distribution of the required material.
2. The logistic system is essentially controlled through the Staff Officer responsible at HQ UNAMIR. Contingents will be required to bid for resources through HQ UNAMIR to ensure that scarce resources are allocated to the highest priority as determined by the Force Commander.
3. Contingents will not normally have direct contact with movement control detachments in the normal course of operations. However, when contingents require large non-operational movement of personnel and material within the theatre, the movement control personnel will coordinate and supervise the planning process. In day-to-day operations, they can advise contingents on all movement matters.
4. Contingent owned equipment is generally defined as military equipment brought to the theatre with a subsequent price agreement with UNNY and is the responsibility of the UN. Nations are reimbursed for the depreciation according to a formula agreed between the UN and the parent nation. Reimbursement is based on an 'in-survey' and 'out survey' which are conducted on entry and exit from the theatre. These surveys are carried out jointly by contingents and UN personnel who assess the value of the contingent owned equipment as it enters and leaves the theatre and are used as the basis for reimbursement.
5. During the deployment period, all supplies which are required for operational support and which involve a charge to the UN must be requested through the UNAMIR logistics system. If essential items are not available through the normal UNAMIR system, but are available from the contributing nation, they will be obtained under a Letter of Assist (LOA) which is agreed between UNNY and the contributing nation.
6. An LOA is a contractual document issued by the UN to a government, authorising it to provide goods and/or services to the mission. The UN agrees either to purchase the goods or services or authorises the government to supply them subject to reimbursement by the UN.

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SECTION THREE - ORGANISATION AND RESPONSIBILITIES

ORGANISATION

1. The current organisation is shown at Annex A and is structured along NATO lines. The staff is supplemented by experts in particular fields as required for specific operations.

RESPONSIBILITIES

2. Chief Logistic Officer (C Log O). The C Log O, the head of Logistics Branch (Log Br), is responsible for planning, execution and supervision of all logistic activities within the military component of UNAMIR. The C Log O will inform and advise the Force Commander (FC) and the Deputy Force Commander (DFC) on all logistic matters. He will have direct access to all civilian staff up to and including the Chief Administration Officer (CAO).

3. Assistant to Chief Logistic Officer (A/C Log O). The A/C Log O is responsible to the C Log O for the efficient operation of the Log Br Admin Cell. Specific responsibilities include:

- a. Coordination of the distribution of Logistic Directives and maintenance of the master copy file.
- b. Distribution of Log Br administrative instructions.
- c. Maintenance of personnel and administrative files.
- d. Liaison with the CAO staff regarding personnel and administrative matters.
- e. Registration of all incoming and outgoing correspondence.
- f. Providing orderly room and typing services to Log Br.
- g. Provision of secretarial services to the C Log O.

4. Staff Officer Supply (SO SUP). The SO SUP is responsible for all supply related matters within UNAMIR. Specific responsibilities include:

- a. Preparation of supply related logistic directives.
- b. Preparation of requests for supply and services.
- c. Monitoring of unit demands and assigning priorities to demands.
- d. Issue of policy on storage and stock control levels.
- e. Assisting in/out survey and handover inspection teams.

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- f. Development of scales of issue.
- g. Advising all users on supply matters.
- h. Development, in conjunction with the Procurement section, specifications for material procured from commercial sources.

5. Staff Officer Transport/Movements (SO TPT/MOV). The SO TPT/MOV is responsible for all transportation, movement and postal operations within UNAMIR. Specific duties include:

- a. Preparation of transport and movement related logistic directives.
- b. Monitoring the utilisation of UN owned/rented transportation resources.
- c. Obtaining and compiling transportation and movements data for use in future planning.
- d. In conjunction with the Chief Transportation Officer (CTO), formulate and manage the allocation of UN controlled transportation resources.
- e. Coordinate movement activities to ensure sufficient control of personnel and material from and to air/sea ports and other points in the UNAMIR theatre.
- f. Coordinate, with second line transport agencies, movement requirements for the distribution of all classes of supply.
- g. Establish a postal system to service UNAMIR.

6. Staff Officer Food Services (SO FOOD). The SO FOOD is responsible for coordinating the provision of food and food services to UNAMIR. Specific responsibilities include:

- a. Preparation of food related logistic directives.
- b. Ensuring that rations are controlled and accounted for in accordance with current UN policies and procedures.
- c. Monitoring the quality of food and food services provided by contractors.
- d. Providing advice to the second line supply agencies on foodstuff related matters.
- e. Advising commanders at all levels on matters related to nutrition, safe handling, storage, transportation and preparation of food.

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f. Assist the medical staff in the conduct of hygiene inspections.

g. Monitoring civilian contractor compliance to terms and conditions of contracts.

7. Staff Officer Maintenance (SO MAINT). The SO Maint is responsible for the coordination of repair, recovery and Class 9 repair parts support to the force. Specific responsibilities include:

- a. Preparation of all repair, recovery and repair parts related logistic directives.
- b. Ensuring that repair parts are controlled and accounted for in accordance with UN policies and procedures.
- c. Controlling the tasking of second and third line maintenance and recovery agencies.
- d. Providing priority guidelines to second and third line agencies for repair and recovery tasks.
- e. Advising commanders at all levels on matters related to maintenance of deployed equipment.
- f. Monitoring civilian contractor compliance to terms and conditions of contracts.

8. Force Logistic Company (When Deployed). The CO of the Log Coy is responsible for the provision of second and limited third line logistic support, including movement control and reception centres, to the deployed units of UNAMIR within the theatre. Specific responsibilities include:

- a. Deployment of Log Coy and Central Supply Depot to provide supply, transport, maintenance and ammunition/weapon recovery support to UNAMIR units.
- b. Provide advice to the C Log O on logistic support to deployed units.
- c. Liaise and consult with the OC Central Supply Depot (OC CSD) and SO SUP on supply support to the deployed force.
- d. Provide support to the air terminal at Kigali.
- e. Provide second and third line road transport resources to UNAMIR.
- f. Receipt, inspect, store and issue material from military and civilian sources.

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- g. Maintain minimum stock levels to ensure continued supply of material to the force.
- h. Initiate procurement action for stocked and non-stocked items.
- i. Establish, as required, central storage facilities for ammunition and weapons.
- j. Provide daily logistic sitreps to the C Log O.

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SECTION 4 - SUPPLY

To be issued (TBI)

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(1) One or more fire extinguishers of the vaporisation liquid pump action type.

(2) Four red flags at least two feet (60 cm) square, two for display on the vehicle, and two for emergency warning signal. For hours of darkness, if authorised, flags should be replaced or supplemented by vehicles at both the front and rear of the ammunition convoy/vehicle with hazard light flashing.

d. All transportation of ammunition by road is to be under command of an officer or NCO conversant with the instructions contained in this directive. The officer/NCO is responsible to:

(1) accompany the ammunition to its destination and be responsible for the observance of all the safety precautions prescribed,

(2) in the areas not under UNAMIR's jurisdiction, ask all persons in the vicinity of the vehicles to comply with these safety precautions.

(3) if the request is ignored or not understood, ask the civil police to inform people of the importance of observing the safety precautions.

e. Ammunition convoys are to have an unarmed military escort, of not less than two soldiers travelling in separate vehicles, provided by the unit to which the ammunition is being delivered.

f. Smoking within 100 feet (30 metres) of vehicles containing ammunition is prohibited. All matches, lighters and other lighting materials must be deposited outside the magazine area or in a metal box to be kept, and if possible locked, in the cab of the vehicle.

g. Motors must be switched off, parking brakes engaged and, if on a slope, wheels must be chocked during loading, unloading and refuelling of vehicles.

h. The load of each vehicle should consist of ammunition of one type only, for example:

(1) Projectile with high explosive,

(2) Projectile filled with white phosphorus (smoke),

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- (3) Demolition stores,
- (4) Pyrotechnics (signal flares), and
- (5) Mines.

Small arms ammunition may included with any of the above.

- i. No vehicle carrying ammunition will be loaded in excess of 80 percent of its authorised load capacity, or with more than 4,000 pounds (1,820 kilos) total gross weight of ammunition, whichever is less.
- j. Ammunition must not be stowed higher than the sides of the vehicles and must be securely fastened.
- k. Two red flags must be displayed, one at the front and one at the rear of each vehicle.
- l. Vehicles should not park near buildings or stop in populated areas.
- m. Vehicles must not be left unattended.
- n. Drivers must maintain a convoy distance of approximately 150 feet (50 meters).
- o. Vehicles must be stopped in open country after about the first ten miles (15 km) and thereafter at intervals of one hour, and inspected to ensure that vehicles are in good condition and loads secure.
- p. If an emergency stop is made on public highways, red flags or flares must be displayed 100 feet (30 metres) from the front and rear of the vehicle or convoy.
- q. If a fire occurs in a vehicle transporting ammunition the driver and supervising officer will:
 - (1) turn off the ignition switch immediately,
 - (2) use the fire extinguisher at the source of the fire.
 - (3) make every possible effort to stop the fire from reaching the body of the vehicle,
 - (4) if possible request assistance from the nearest UNAMIR unit,

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(5) all other traffic and vehicles should be stopped at least 330 yds (300 meters) clear of the burning vehicle, and

(6) tenants of all buildings in the area should be warned and evacuated.

FINANCIAL RESPONSIBILITY OF THE DRIVER

25. Under United Nations Staff Rule 112, paragraph 3, it is stipulated:

"Any staff member 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 the staff member's negligence or of his having violated any regulation, rule or administrative instruction."

26. The United Nations carries no collision and no theft insurance for its vehicles, but has taken insurance for its protection against legal liabilities which it may incur, including liability towards passengers not covered by the compensation scheme. If the Organization is legally liable for injury or death sustained by a passenger not covered by the compensation scheme, the insurance companies are required to meet claims arising from such injury or death, except claims from any such passenger who is a member of the family for the authorized driver of the vehicle involved in the accident from which the claim arises.

27. It is stressed that a driver transporting an unauthorized person in a UNAMIR vehicle does so at his own financial risk and may have to bear, in addition to disciplinary action, financial responsibility in case of an accident involving injury or death of his passenger.

28. It is the responsibility of the driver to safeguard his vehicle at all times against theft. In order to reduce the occurrence of thefts, all drivers are required to take the following precautions:

- a. Always park the vehicle in a place where people are frequently passing by and where it would therefore be more difficult for anyone to break into it unobserved. At night the vehicle should preferably be parked in a well-lit area.
- b. On leaving the vehicle ensure that all the windows are securely closed, all doors locked and the vehicle's key set secured. Do not leave personnel equipment or equipment belonging to UN in vehicles, especially at night.

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

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

CROSSING FRONTIERS

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

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

SHIPPING DELIVERY NOTES

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

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

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

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

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

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

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

Annexes:

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

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(WHEN COMPLETED)

ANNEX A TO
UNAMIR SOPs
PART 9

UNAMIR HQ - TRANSPORT SECTION

REQUESTS TO CTO FOR UNAMIR DRIVING PERMITS

| | | | | | | | | | | | |
|---|------|------|------------------|---|--|-------------------------------------|---|---|---|------------------------|------------------|
| I certify that the following personnel of contingent_____ have successfully passed heir driving test and obtained the necessary briefing on safe use/operation of UNAMIR vehicles and that they are holders of valid driving permits (national/international, where applicable) Name and Rank (MIO)_____ ID No._____ Date_____ Signature_____ | | | | National/ International or Military Driver's License Number | Types of vehicles Authorized to Drive | | | | | | Other Specify |
| | | | | | S E D A N | J E E P 4 X X | T R U C K H 4 X 2 | T R U C K H 4 X 4 | T R U C K H 6 X 6 | B U S M/H | |
| SER No. | NAME | RANK | UNAMIR ID No. | | | | | | | | |
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For use by UNAMIR HQ Transport Section Only

Approved by CTO_____ Date_____
UNAMIR HQ TPT

(WHEN COMLETED)

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ANNEX C TO
UNAMIR SOPs
PART 9

UNAMIR DRIVER'S ACCIDENT/INCIDENT REPORT

Date of Accident_____ Time_____ LT Vehicle UN/Private(No)_____

Location_____ Open Road/Crossroads/Built up Area

Driver_____ ID No_____ Passenger(s)_____

On or off Duty_____ Purpose of trip_____

Weather Condition_____ Road Condition_____

Other Vehicle (No)_____ Make_____ Model_____

Driver_____ Address_____

Insurance Company_____

Property (Other than Vehicle)_____

Injured Person(s) Name, Age, Address_____

Investigation

Name of Security Officer_____

Police Officer_____ No._____ Station_____

DETAILED DESCRIPTION (State also Speed; Visibility; Extent of Damage; Injury, Name of Doctor; Hospital, Witness; Passenger; All Action Taken).

(It is the Driver's responsibility to report the accident/incident to the nearest UN office/MP)

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ANNEX D TO
UNAMIR SOPs
PART 9

HEADQUARTERS UNAMIR

DUTY STATEMENT

STAFF OFFICER TRANSPORT

1. The Headquarters UNAMIR Staff Officer Transport (SO Tpt) is to perform the following duties:

- a. develop policy for UNAMIR military First and Second Line Road Transport resources;
- b. act as the Sub-Task Order Manager (STOM) for Sub-Task 10.10 (Ground Transportation) of the Brown and Root contract for support to UNAMIR;
- c. advise the Force Commander (FC). Deputy Chief of Staff - Support & Personnel (DCOS SP), Chief Logistics Officer (CLOGO) and units/contingents on UNAMIR military First and Second Line Road Transport matters;
- d. control the tasking of UNAMIR Second Line Road Transport;
- e. maintain a record of Second Line Road Transport Task Board;
- f. maintain a record of Second Line Road Transport Tasks Requests;
- g. maintain a record of Second Line Road Transport Task Orders;
- h. maintain a Second Line Road Transport Vehicle Availability Board;
- i. maintain a record of Second Line Road Transport Availability;
- j. be familiar with the road transport infrastructure within the force Area of Operations; and
- k. assist the Staff Officer Supply (SO SUP) to determine force requirements for issue of military First and Second Line Road Transport resources.

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ANNEX E TO
UNAMIR SOPs
PART 9

UNITED NATIONS
UNAMIR TPT TASK REQUEST

Distr: Tasked Unit
HQ UNAMIR OPS (Duty Officer)
File

From: _____ Rank: _____ Unit: _____
Signature _____ Date: _____

| Ser | From | Pick Up Date/Time | Destination | Deliver Date/Time | No. PAX | Load | | | | | | Remarks |
|-----|------|----------------------|-------------|----------------------|---------|---------------|-----|-----|------|----------------|-------------|---------|
| | | | | | | General Cargo | | | DC | | | |
| | | | | | | | | | Item | Weight (KG) | Volume (M3) | |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) | (m) | (n) |
| | | | | | | | | | | | | |

Note: 1. Transport Task Requests are to be submitted to the SO Tpt HQ UNAMIR 48 hours in advance of the required pick up time.

2. A point of contact at the pick up point and destination must be provided in the Remarks column.

Approved/Not Approved Signature _____

Appt: _____ Date: _____

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ANNEX F TO
UNAMIR SOPs
PART 9

Unit _____ Compiled by: _____
Rank _____ Appointment _____

[illegible]

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ANNEX G TO
UNAMIR SOPs
PART 9

UNITED NATIONS
UNAMIR TPT TASK ORDER

Distr: Tasked Unit
HQ UNAMIR
Ops (Duty Officer)
File

To: _____ Date: _____ Task Order No: _____

| Ser | From | Pick Up Date/Time | Destination | Deliver Date/Time | No. PAX | Load | | | | | | Remarks |
|-----|------|----------------------|-------------|----------------------|---------|---------------|-----|-----|------|----------------|-------------|---------|
| | | | | | | General Cargo | | | DC | | | |
| | | | | | | | | | Item | Weight (KG) | Volume (M3) | |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) | (h) | (i) | (j) | (k) | (m) | (n) |
| | | | | | | | | | | | | |

Note: 1. This is the sole authority to task UNAMIR Second Line Transport resources.
2. Tasks may only be authorised by HQ UNAMIR Log Staff.

Authorised by: _____ Appt: _____ Date: _____

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ANNEX H TO
UNAMIR SOPs
PART 9

UNITED NATIONS
UNAMIR WEEKLY TRANSPORT TASK SUMMARY

Compiled by:_____ Rank:_____ Unit:_____

For the Week Ended Date:_____

1. The following are the weekly transport task summary statistics:

a. Number of Tasks Completed:_____

b. Number of Tonnes Transported_____

c. Number of Passengers Transported: Troops:_____

Refugees:_____

d. Number of Kilometres Travelled:_____

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ANNEX I TO
UNAMIR SOPs
PART 9

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

Name:..... Name:.....

Date:..... Date:.....

Name:.....

Date:.....

| Ser | Item | Qty Issued (Consignor) | Qty Received (Driver) | Qty Received (Consignee) | Remarks |
|-----|------|---------------------------|-----------------------------|-----------------------------|---------|
| (a) | (b) | (c) | (d) | (e) | (f) |
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| 30 | | | | | |

Signature: _____

Transporting Unit/Organisation (on delivery)

Receiving Unit/Organisation (on delivery)

SO Sup (on completion of task)

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SECTION 6 - MAINTENANCE

1. Standard Commercial Pattern Vehicles (SCPV). For the purposes of this SOP, SCPV are defined as all vehicles of standard commercial pattern, compatible to UN vehicles used by UN missions for which maintenance components, workshop manuals and repair parts catalogues are obtained from commercial sources, unless they are declared MPV in UNAMIR.

2. Military Pattern Vehicles (MPV). For the purposes of this SOP MPVs are defined as all vehicles of military pattern as provided by troop contributing countries or the United Nations and which are not normally available through commercial sources. In addition, some standard commercial pattern vehicles may fall into this category in UNAMIR.

3. Miscellaneous Equipment. For the purpose of this SOP, miscellaneous equipment shall consist of:

- a. Binoculars, surveillance equipment.
- b. Generators, air compressors, water pumps, concrete mixers, tools, POL stations, POL equipment on vehicles.
- c. Refrigerators, freezers.
- d. Kerosine heaters, stoves and water heaters.
- e. Field kitchen and gas cookers.
- f. Water tank with stands.
- g. Fumigation and spraying equipment.
- h. Fuel lanterns.
- i. Electric fans and heaters, electric water boilers/coolers and juice dispensers.
- j. Office machines; type writers, duplicating and photo copying machines, calculators, etc.
- k. Televisions and radio sets, camera and film projectors.
- l. Air conditioning equipment.
- m. Computers and printers.
- n. Desks, chairs, wardrobes, beds, etc.
- o. Tents.
- p. Fire extinguishers.

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4. First Line Repair. For the purpose of this SOP, first line repair consists of minor repairs, replacement of accessible components and minor assemblies, and light welding repairs.

5. Second Line Repair. For the purpose of this SOP, second line repair consists of the replacement of major assemblies and repair of designated assemblies and subassemblies.

6. Third Line Repair. For the purpose of this SOP, the third and final line of repair support, which is beyond Force resources, involves the repair of defective sub-assemblies, rebuilding of sub-assemblies and assemblies, rebuilding and overhaul of complete equipment and limited manufacture.

7. First Line Recovery. For the purpose of this SOP, first line recovery is defined as those resources integral to the deployed unit. This may include the use of tow ropes, other vehicles or manpower. Recovery will normally be effected to an agency that is able to provide first line repair support.

8. Second Line Recovery. For the purpose of this SOP, second line recovery is defined as recovery using resources controlled by HQ UNAMIR. This may involve a second line recovery agency or civilian contractor.

9. Third Line Recovery. For the purpose of this SOP, the third and final line of recovery is defined as support which is outside the level of Force provided resources. This will involve the exclusive use of contractors to extract disabled equipment.

REPAIR

10. Aim. To identify the:

- a. responsibility for repair;
- b. procedures for obtaining repair services for Land Technical Equipment, Military and Standard Commercial Pattern Vehicles; and
- c. procedures for obtaining repair services for miscellaneous electrical/mechanical equipment.

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RESPONSIBILITY FOR REPAIR

11. First Line Repair Responsibility.

- a. Commanding Officers. Commanding Officers are responsible for the care, maintenance and repair of MPVs and miscellaneous military equipment provided that such repair action does not further damage the equipment. Commanding Officers are to ensure that proper care is taken of expensive and mission critical equipment. Maintenance companies and units are to report to the C Log O/SO Maint any cases where damage is caused by negligence or lack of care. Losses by gross negligence will be claimed from the government concerned.
- b. Chief Transport officer (CTO). CTO is responsible for repair of SCPVs. In exceptional cases, and only after approval from the CTO, units may carry out repair of these vehicles.

12. Second Line Repair Responsibility.

- a. SCPV. CTO is responsible for the second line repair of SCPVs.
- b. MPV. MPV are to be repaired using, where possible, unit resources, but may be supplemented upon request from maintenance company resources. This will be confined to "B" vehicles (soft skinned) only.
- c. Armoured Vehicles. Second line support for UN owned "A" vehicles (tracked and wheeled) will be provided by a civilian contractor, Brown and Root. units with the necessary capabilities may be allowed to carry out limited second line repair of armoured vehicles.

13. Third Line Repair Responsibility.

- a. SCPV. CTO is responsible for the third line repair of all SCPVs.
- b. MPV. SO Maint is responsible for the coordination of all third line repair through the use of a Letter of Assist which is raised by UNNY with the parent countries. SO Maint is to process such cases in conjunction with the Procurement Section. The Maintenance Company will be responsible for third line repair of UN owned "B" vehicles, when authorised, where as the contractor, Brown and Root, will repair UN owned "A" vehicles.

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PROCEDURES FOR OBTAINING REPAIR SERVICES.

14. SCPV. Units may request for repair of SCPV through the CTO or his representative located in each of the sectors. Repairs will be conducted by the CTO organisation. The procedure for obtaining repair and a flow chart outlining the repair system are at Annexes A and B respectively.

15. MPV. Units may request Maintenance Companies on "Equipment Casualty Request Form" - at Annex A in three copies to provide assistance in carrying out second or third line repair tasks. The forms are to be submitted directly to the supporting maintenance workshop at BRITCON or through SO Maint at HQ UNAMIR for those units without communications with BRITCON. A flow chart outlining the repair loop is at Annex B.

16. Miscellaneous Equipment. All requests for the repair of miscellaneous equipment as detailed in paragraph 3 are to be directed through Field Services Section at Sector HQ or HQ UNAMIR.

17. EDP Equipment. All requests for EDP repairs are to be directed to the Chief EDP Officer at HQ UNAMIR.

RECOVERY SERVICES

18. Aim To detail the responsibility and procedure for recovery service in UNAMIR.

RESPONSIBILITY FOR RECOVERY

19. First Line Recovery Responsibility

- a. Commanding Officers. Commanding Officers are responsible for the recovery of MPVs and miscellaneous equipment provided that such recovery action does not further damage the equipment. Commanding Officers are especially requested to ensure that proper care is taken of expensive and mission critical equipments. Maintenance companies and units are to report to the C Log O/SO Maint any cases where damage is caused by negligence or lack of care. Losses by gross negligence will be claimed from the government concerned.
- b. Chief Transport Officer HQ (UNAMIR). CTO is responsible for recovery of SCPVs. In exceptional cases, and only after approval of the CTO, units may carry out recovery of these vehicles.

20. Second Line Recovery Responsibility.

- a. SCPV. SCPVs are to be recovered under CTO arrangements.

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- b. MPV. MPV are to be recovered using, where possible unit resources, but may be supplemented upon request from maintenance company resources. This will be confined to "B" vehicles (soft skinned) only.
 - c. Armoured Vehicles. Second line support for UN owned "A" vehicles (tracked and wheeled) will be provided by a civilian contractor, Brown and Root. Units and maintenance companies with the necessary capabilities may be allowed to carry out limited second line recovery of armoured vehicles.
21. Third Line Recovery Responsibility.
- a. MPV. SO Maint/Units are responsible for 3rd line recovery through the use of Letter of Assist (LOA) from their respective countries for contingent owned vehicles. SO Maint will process such cases in conjunction with the Procurement Section. The Maintenance Company will be responsible for third line recovery of UN owned "B" vehicles, when authorised, whereas the contractor, Brown and Root, will recover UN owned "A" vehicles. Brown and Root may be assisted, where practicable, by the maintenance company for the recovery of armoured vehicles.
 - b. SCPV. CTO is responsible for recovery of all SCPVs.

PROCEDURES FOR OBTAINING RECOVERY SERVICES

22. The force second line maintenance facility will provide 2nd line recovery support to all UNAMIR vehicles.
23. Recovery is to be carried out at unit/sub-unit level in the first instance using unit/sub-unit assets.
24. If recovery by this means is not possible then BRITCON, the current force second line maintenance facility, may be tasked using a Vehicle Casualty Request as laid down in Annex A to SOP 9.6.2. The request is to be passed to the Maint Ops Desk at HQ BRITCON using any one of the following means:
- a. By hand to Maint Ops in HQ BRITCON at Amahoro Stadium.
 - b. Motorola Channel 7. C/S BR0.
 - c. Force HF Comd Net. C/S BR0.
 - d. Telephone.
 - e. Through HQ UNAMIR for SO Maint (if all else fails).

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25. Once authorised, recovery assets will be tasked. In the event that the driver of the vehicle casualty manages to resolve the task by self help or other means, HQ BRITCON must be informed immediately and the recovery request cancelled. Vehicle casualties must in this case remain in situation until cancellation of the task is confirmed.

26. The UNAMIR force assets available for tasking by HQ UNAMIR are as follows:

- a. 2 x M578;
- b. 2 x Foden 6x6;
- c. 2 x Bedford Lt 4T;
- d. 1 x STEYR/EKA Wheeled Recover Vehicle;
- e. 1 x Berliet 6x6 Wheeled Recovery Vehicle; and
- f. M113 Fitters Vehicle.

27. Recovery tasks in Sector 4A and 4C will normally be provided by GHANBATT who can be tasked direct.

28. Recovery throughout the remainder of RWANDA will be provided by HQ BRITCON and Brown and Root through BRITCON Maint Ops.

MAINTENANCE, INSPECTION AND INSTRUCTION ON VEHICLES

29. Aim. To detail the general policy for maintenance, inspection and instruction on vehicles, carried out by units and by tradesmen from Maint Coys in UNAMIR.

GENERAL

30. Preventive maintenance is defined as the systematic care, inspection and servicing of a vehicle to:

- a. Maintain it in a serviceable condition for operational reasons.
- b. Prevent breakdowns and damage.
- c. Prevent minor defects developing into comprehensive repair jobs.

31. Maintenance

- a. Periodic maintenance is defined as predetermined servicing to take place at a fixed mileage or time intervals in order to maintain the vehicle's serviceability (see Annex C).

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- b. All units first-line maintenance must be carried out in accordance with the Periodic Maintenance Schedule.

32. Inspection is defined as the systematic survey and control of a vehicle to assess its condition in order to clarify the need for maintenance and repair.

33. Instruction is defined as systematic instruction by military units in driving and maintaining UNAMIR vehicles. One purpose of this SOP is to detail policy for special instruction teams to be detailed by the units to improve the maintenance routines on UNAMIR vehicles and technical equipment.

34. Unit vehicle maintenance planning. The periodic maintenance for MPVs should be carried out by the unit's own workshops (para 41 to this SOP).

35. The MTO of each unit is charged with the supervisory responsibility for vehicles in his unit establishment, and is required to ensure that they are properly utilized and maintained in a serviceable condition.

36. For military pattern vehicles he contacts the unit maintenance officer for periodic maintenance. For commercial pattern vehicles, he liaises with the local FSA or contacts CTO in UNAMIR HQ Kigali through his Battalion Log Officer.

37. The unit maintenance officer is responsible for the periodic maintenance and ensuring repairs are carried out satisfactorily in his unit.

38. The inspection will be directed by the CO of the unit. The inspection team from UNAMIR whenever assigned will only be used to clarify a unit's vehicle status and for necessary technical expertise/assistance. Instruction will be carried out by special teams organized at unit level or through the CTO if a contingent is equipped with other vehicles from UNAMIR.

PREVENTIVE MAINTENANCE BY DRIVER

39. To ensure maximum operation readiness it is necessary that the vehicle be systematically maintained and inspected every day it is operated, so that defects may be discovered and corrected before they result in serious damage or large repair costs. Any deficiencies discovered that cannot be repaired by the driver will be reported to the unit MTO who will get it repaired through unit maintenance officer.

40. Daily Preventive Maintenance Service

- a. Before operation service. The driver must check every day the following items and make the corresponding entry into the duty trip ticket which he will sign:

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- (1) That there is sufficient fuel in the tank.
 - (2) That the radiator is filled with coolant.
 - (3) That the engine oil level is correct.
 - (4) That the tyres have the specified air pressure.
 - (5) That the battery electrolyte level is adequate.
 - (6) That the spare tyre, tools and equipment assigned to the vehicles corresponds to the list in the trip ticket folder and are in good order.
 - (7) That the brake and clutch fluid levels are correct.
and
 - (8) That the windscreen washer bottle is full.
- b. During operation service While driving, the driver should be alert to detect any unusual noises or odour, abnormal instrument readings, steering irregularities, or any other indications of malfunction of any part of the vehicle.
- c. Halt Parade Inspection This is the daily service for UN vehicles. It consists of correcting, as far as possible any operating deficiencies thus the vehicle is ready at any time. The driver is also responsible to report any defects to MTO for corrective action and carry out the tasks as per para 40.a sub sub paras 1-8.

41. Periodic Maintenance. The periodic maint for military pattern vehicles has to be carried out by the unit's own workshop (see Annex A). All periodic maint for commercial pattern vehicles takes place in the CTO's workshop, or alternately in designated commercial facilities.

INSPECTION OF VEHICLES

42. Unit Inspection. The unit MTO will prepare all vehicles to ascertain that:

- a. The vehicle is in good condition.
- b. Vehicle log books are up-to-date and accurate.
- c. Present tools and equipment correspond to the list issued with the vehicle.
- d. The appropriate vehicle marking and no other are present on the vehicle.

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43. Commanding Officer's Inspection. The Commanding Officers will periodically inspect all vehicles on their charge. This is a technical inspection and a formal parade of all vehicles. It will include an inspection of procedures and the condition of unit garage facilities, as a means of improving the efficiency of unit vehicle maint.

44. UNAMIR Vehicle inspection. This is a technical inspection of unit vehicles and should normally be performed by an inspection team from the dependent Maint Coy to determine:

- a. The serviceability of the equipment.
- b. Faults books are maintained by each sub-unit.
- c. Equipment husbandry systems are adequate to support dependent vehicles and equipment.

45. Vehicles thus inspected should be classified according to their mechanical condition and the extent of repairs necessary to make them fully serviceable:

- a. Excellent. Are those which are fully serviceable.
- b. Satisfactory. Are those requiring minor repairs or adjustments that can be done on the spot.
- c. Unsatisfactory. Are those which are unserviceable and that require repairs that cannot be done on the spot.

46. Procedures for UNAMIR inspections

- a. The inspection team will visit units and inspect a percentage of vehicles chosen at random.
- b. The unit transport officer will ensure that vehicles are grouped by type in an area suitable for easy inspection, that they are clean and with no components missing and that all vehicles records are up-to-date and available and all vehicle markings are as specified by the CTO.
- c. The driver will remain with the vehicle and the inspection team. If there is none assigned, the unit will detail a competent operator for the purpose.
- d. The inspection team will note in the inspection report Annex D (one for each vehicle) those items which require corrective action. (The report will be made in three copies, copy No. 1 for the unit, copy No. 2 for the SSO Maint/HQ UNAMIR, copy No. 3 for the inspection team.) The Transport Officer will ensure that the items needing corrective action by the unit are seen to. The Transport Officer will ensure arrangements for repair of vehicles beyond unit capability, and that they are undertaken in accordance with Logistics SOP section 6.

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- e. An inspection team from the Maint Coy will declare "the vehicle off the road" (VOR) if it finds that a vehicle has serious faults or defects of the following natures:

- (1) The vehicle is dangerous if used on the road.
- (2) Further use may cause serious damage to the vehicle itself.
- (3) Faults and defects of brakes, steering, etc.
- (4) Too little oil in engine, gearbox, transmission, etc.
- (5) Vehicle does not conform to local regulations.

The vehicle will not be driven before the faults and defects are repaired/rectified. A notice to the effect that the vehicle is off the road should be placed in the windscreen of subject vehicles.

- f. The Unit Transport Officer shall arrange scheduling of vehicles on contractual repair once approval for such repairs has been received in writing.
- g. When the inspection has been completed, the Officer in charge of the inspection team will report orally to the Unit Commander. A written report (Annex E) will be made with one copy to the Unit Commander, two copies to SSO Maint and one copy for the inspection team. SSO Maint will return one copy after getting remarks of CLO back to unit.

INSTRUCTION ON VEHICLES

47. Sector HQ are responsible for the establishment of instruction teams ASAP (as soon as possible) after rotation to prepare the units personnel selected for the following:

- a. Driving of vehicles, the daily/14 days drivers maintenance of vehicles and correct loading and restraining of loads.
- b. First-line vehicle maintenance - unit responsibilities.
- c. Recovery of vehicles.

48. The instruction team will consist of the following personnel as a minimum:

- a. 3 instructors for vehicle driving, drivers' vehicle maintenance .

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- b. 3 instructors for units' first-line maintenance responsibilities.
- c. 1 instructor for recovery.

49. The instruction will normally be executed as "on the job training". The planning and coordination meeting prior to the course will be arranged by unit MTO in cooperation with the unit maintenance officer.

DAMAGE REPORT ON EQUIPMENT AND VEHICLES

50. Aim. To detail the procedures to be followed on the occurrence of damage by accident to equipment or vehicles held by unit.

GENERAL

51. The procedures are detailed hereunder:

- a. Accidents involving commercial pattern vehicles and equipment on charge from the UNAMIR CTO, see paras 4, 5, 6, 7 and 8.
- b. Accidents involving vehicles and equipment controlled by contingents, see paras 4, 5, 6, 9, 10 and 11.

52. Herewith the procedures to be followed in relation to the vehicles are described and the same procedures will be followed for damage to other equipment, caused by accidents or abnormal use.

ACCIDENT REPORTING PROCEDURES

53. Each vehicle must have Driver's Accidents Report Form (see Annex A). Whenever a UNAMIR vehicle is involved in an accident, a report must be made to HQ UNAMIR within 24 hours.

54. Unit will complete 5 copies of accident report form and forward one copy to the SO MAINT, the CTO, the MP, the claims officer and keep one for unit file.

55. The actions and procedures to be followed by a vehicle operator in case of accident is as follows:

- a. Stop the vehicle and secure it and its contents against pilferage or tampering.
- b. Give such first aid to any injured persons as he is qualified to administer.
- c. Arrange to report the accident to the nearest UNAMIR Military Police (MP) detachment or to his unit.

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- d. Summon a local policeman as soon as possible.
- e. Give the policeman or, if none present, the operator of the other vehicles (or owner of the property, or the person(s) involved, name, rank, ID card number and location of unit and UNAMIR vehicle number involved.
- f. In exchange obtain the equivalent details from the other party as well as the name, number and parent police station of the policeman investigating.
- g. Except for the information referred to above, the driver shall not commit himself or UNAMIR in any matter of liability. Any statement required of the vehicles operator or of any other member of UNAMIR travelling in the vehicle will be made only to an authorized UNAMIR Officer. The vehicle operator must be careful not to make any statement to the civil police or any other person unless permitted by and in the presence of the proper UNAMIR authorities.
- h. Remain at the scene of the accident until all action is completed, unless his personal safety is endangered.
- i. A traffic accident form shall be completed at the scene of the accident.
- j. After the investigation have been completed, the vehicle should be returned to its base. If it cannot be driven, the operator should endeavour to obtain further orders from his superior officer. The contents of the vehicle should be made secure before leaving.

ACCIDENTS INVOLVING COMMERCIAL PATTERN VEHICLES

56. Immediately after a vehicle is involved in an accident the unit will send a message to HQ UNAMIR for CTO (in case of accidents occurring in Kigali and to the Sector Commanders for accidents occurring in sectors) giving the following information:

- a. Location of vehicle.
- b. UNAMIR registration number.
- c. Type of vehicle,
- d. Brief description of damage to vehicle.
- e. Whether assistance is required for recovery of vehicle to UNAMIR workshops.

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57. On receipt of message, CTO or Sector Commanders will arrange immediate recovery of vehicle if required. Where minor damage occurs, units will bring the vehicle to CTO UNAMIR workshops. The CTO will raise a damage/discrepancy report, (D/DR), shown at Annex B, and forward it to the claims office. Repairs will commence on receipt of the MP Report together with the Drivers Accident Report.

ACCIDENTS INVOLVING CONTINGENT OWNED VEHICLES AND EQUIPMENT

58. Immediately after a vehicle is involved in an accident, the unit will send a message to:

- a. SUPPORTING LOG COY
- b. HQ UNAMIR-SO MAINT
- c. Communications section/HQ UNAMIR, in case of damage to Motorola equipment requesting a Mobile Repair Team(MRT) be dispatched to inspect and estimate the cost of repairs.

59. The following information is to be provided in the message:

- a. Location of vehicle.
- b. UNAMIR registration number.
- c. Type of vehicle.
- d. Date and time that the accident occurred.
- e. Place of accident.
- f. Brief description (of the damage to vehicle or equipment).
- g. Condition of vehicle (if recovery assistance is required).

60. In addition, the unit will, if it is unable to repair damaged vehicles from its own resources, raise a UNAMIR Accident Maintenance Request (AMR) in the format at Annex C and submit it within 48 hours to SO Maint HQ UNAMIR.

ACTION BY SUPPORTING WORKSHOP

61. Once the workshop MRT has visited the unit or the damaged vehicle and UNAMIR AMR are received by Log Coy, it shall proceed as follows:

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- a. Prepare a UNAMIR Damage/Discrepancy Report Form in 5 copies in the format shown at Annex B. In the costing of parts and labour, when actual costs are unavailable, estimates may be used. The only costs to be provided are for repair parts. These costing figures are the basis for settlement of claims against third parties and assessment/claims against UN staff members/contingent governments.
- b. Submit within 6 working days three copies of the report to UNAMIR HQ for SO Maint, one copy to unit and retain one copy.

ACTION BY SO MAINT

62. On receipt of three copies of the Damage Discrepancy Report, SO Maint shall:

- a. Register the details.
- b. Forward two copies to the Claims Office and retain one copy on file.

CONDEMNATION AND DISPOSAL OF VEHICLES AND EQUIPMENT

62. Aim. To detail the procedures to be followed for the condemnation of UN and contingent owned vehicles and equipment in UNAMIR, except those vehicles under the direct responsibility of the CTO, and specialized equipment other than the vehicles under the direct responsibility of the Chief Communications Officer, CCO, in UNAMIR.

RESPONSIBILITIES

63. Within the area of responsibility of C Log O:

- a. UNAMIR HQ/SO Maint will process all condemnation of vehicles and related equipment supplied and budgeted for by SO Maint, in accordance with the procedure outlined hereunder and in this section.
- b. The condemnation of all other equipment supplied and budgeted for by others, will be processed by SO Sup, using the procedure laid down in SOP ?? only.

65. Authority for Condemnation.

- a. Items of original purchase price not exceeding US \$6,000 and all Military Pattern Vehicles. The UNAMIR Property Survey Board has the authority to approve condemnation of equipment of original purchase price not exceeding US\$6,000; also, condemnation and write-off of vehicles regardless of the purchase price.

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- b. Items of original purchase price exceeding US\$6,000. Proposals to condemn equipment of original purchase price exceeding US\$6,000 must be referred for decision to UN HQ Property Survey Board, New York.

RESPONSIBILITY FOR INITIATING CONDEMNATION ACTION

66. It is the responsibility of the following pers to initially recommend condemnation:

- a. Contingent Owned Vehicle/Equipment. Contingent/Unit Maintenance or Logistics Officer.
- b. UN Owned Vehicles. CTO.
- c. UN Owned Technical Equipment. Unit Maintenance Officer.
- d. UN Owned Non-Technical Equipment. To be staffed through G4 staff at HQ UNAMIR.

FACTORS TO BE CONSIDERED FOR CONDEMNATION

67. The following factors will be considered:

- a. Cost of repair (including shipping costs for the items to be condemned).
- b. Accumulated cost of previous repairs, when available.
- c. Original cost of previous repairs, when available.
- d. Present value.
- e. Availability and cost of replacement items.
- f. Obsolescence.
- g. UNAMIR standardization policy.
- h. Availability of repair parts and material.
- i. Kilometre driven/hours of operation (or an estimate thereof, if not available).
- j. Year of manufacture.

PROCEDURE FOR CONDEMNATION AND DISPOSAL ACTION

68. Unit responsibility. The holding unit/contingent shall:

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SECTION 5 - TRANSPORT

AIM

1. The aim of this SOP is to outline responsibilities for the control and employment of first and second line transport for UNAMIR.

GENERAL

2. Unit Commanders, Staff Officers and all ranks concerned with the operation of vehicles will ensure:

- a. constant and close supervision in respect to the use of transport and its maintenance;
- b. the utmost economy of vehicles and POL;
- c. the cleanliness of all vehicles, especially those used in carrying food;
- d. that water tankers are regularly rinsed;
- e. that a vehicle is set aside for the exclusive use in the collection of food;
- f. that while transporting food or troops, the tarpaulin is spread in order to afford protection from the dust and sun heat;
- g. that while travelling in convoy, all vehicle headlights are turned on;
- h. that vehicles are halted for ten minutes after every 100 km or two hours, whichever comes first, to allow loads/vehicles to be checked and for drivers to rest;
- i. that in convoy there is a 50m interval between vehicles;

3. Except in cases of genuine emergency, travel in UNAMIR vehicles is restricted to the following:

- a. Members of UNAMIR;
- b. Official guests of UNAMIR;
- c. Other personnel, such as Liaison Officers, where such travel is necessary for the performance of UNAMIR duties.

NOTE: Hitch-hikers will not be carried in UNAMIR vehicles.

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DRIVER'S PERMIT

4. Drivers must be in possession of a valid national/international military or civilian driver's permit/license in order to qualify for processing and issue of a UNAMIR driver's permit, by CTO, for the operation and use of UNAMIR vehicles.

5. Unit Transport Officers, or their representative, must report to the office of CTO at HQ UNAMIR for a briefing on control and use of UNAMIR vehicles and a driving test. Upon successfully completing the briefing and test their contingent drivers for subsequent issue by CTO of a UNAMIR driver's permit. Those personnel who are not part of a contingent will be processed by the CTO on an individual basis.

6. A UNAMIR driver's permit for Unit personnel can be obtained by submitting to the office of CTO a completed Form "Request to CTO for UNAMIR Driver's Permit", a copy of which is at Annex A. Supplies of this form are obtainable from the office of CTO.

UNAMIR REGISTRATION NUMBER - VEHICLES/TRAILERS

7. In accordance with UN policy, all vehicles, trailers, and special purpose vehicles on tract or wheel, operated by UNAMIR and regardless of ownership, will be affixed with UNAMIR registration plates.

8. The Chief Transport Officer (CTO) will establish and control the record and issue of UNAMIR numbers and will accordingly supply UNAMIR plate numbers with numbers already painted therein to standardize specifications as agreed by UN Headquarters, New York.

9. Units holding any vehicles/trailers, either United Nations or unit owned, not having permanent UNAMIR numbers will request same by completing Form "Request to CTO for UNAMIR Vehicle/Trailer Numbers" as per sample attached at Annex B, and forwarding to the CTO. (Unit number plates replaced by UNAMIR plates should be held in unit stores for refitting to any repatriated vehicles at port of exit, at which time the corresponding UNAMIR plates must be handed over to Movement Control Section for return to the CTO).

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10. On receipt of above request the CTO will notify the unit concerned, with info copy to ACOS/LOG, of permanent UNAMIR numbers assigned. These numbers may then be painted on vehicles pending receipt of the actual number plates to be prepared and forwarded to the CTO. Units must notify the CTO (a copy of the cable/report is to be sent to ACOS/LOG and CLAIMS) of any UN or unit vehicle permanently taken out of operation as a result of write-off, repatriation or any other reason, and return the UNAMIR plates to the CTO. Under no circumstances will units re-use such UNAMIR numbers for another vehicle regardless of similarity of vehicle type.

TRIP TICKETS

11. Each vehicle must have a weekly trip ticket. Unit Commanders, Staff Officers and all ranks concerned with the operation of vehicles are to ensure that:

- a. all POL drawn is entered on the Monthly Trip Ticket;
- b. all trips made are entered in the trip ticket with particular attention to the mileage at the beginning and end of the journey. Units using their national system will ensure that mileage covered and POL drawn are clearly indicated.
- c. any defect in the vehicle is noted on the trip ticket.
- d. duly completed Monthly Trip Tickets are submitted to CTO's office at the end of each week.

MAXIMUM SPEED LIMITS

12. UNAMIR exists to assist in the development of a safe living environment for the people of Rwanda. It should not therefore pose an additional threat to them through dangerous and irresponsible driving habits. Vehicles should be driven at a speed that is safe in the prevailing road and weather conditions. In any case, the absolute maximum vehicle speeds for all UN vehicles in Rwanda, as contained in the Reference, are as follows:

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| VEHICLE TYPE | OPEN ROADS | BUILT UP AREA |
|-------------------------------|-------------------|------------------|
| Staff cars | 100 kph or 60 mph | 40 kph or 25 mph |
| Other cars/ Station Wagons | 80 kph or 50 mph | 40 kph or 25 mph |
| Jeeps/3/4T trucks | 65 kph or 40 mph | 40 kph or 25 mph |
| All other heavy trucks | 55 kph or 35 mph | 32 kph or 20 mph |

13. All UNAMIR military personnel should be reminded that these speed restrictions are to be strictly adhered to. Further, it is the responsibility of all members of UNAMIR to report incidents of dangerous and irresponsible driving, through their respective chain of command, to the SO Tpt HQ UNAMIR, for further action.

ACCIDENT REPORT AND PROCEDURES

14. Each vehicle must carry an Accident Report Form, a copy of which is at Annex C. Copies are available from the CTO. Whenever a UNAMIR vehicle is involved in an accident, a report must be made to HQ UNAMIR CTO, and in the case of vehicles operated by the military to the SO Tpt, within 24 hours.

15. Units are to make four copies of the Accident Report Form and forward a copy to each of the following:

- a. SO Tpt,
- b. the Claims Officer,
- c. MPs when available, and
- d. CTO.

16. The action to be taken by a driver and procedures to be followed in case of accident are as follows (except if the driver's life is in danger):

- a. Stop the vehicle and secure it and its contents against pilferage or tampering.
- b. Give first aid to any injured persons as the driver is qualified to administer.
- c. Report the accident to the nearest UNAMIR Military Police (MP) detachment when available or to his unit.

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- d. Give the operator of the other vehicle (or owner of the property, or the person(s) involved) name, rank, ID card number, location of parent unit and the UNAMIR vehicle number.
- e. In exchange, obtain the equivalent details from the other party as well as the name, number and parent police station of the policeman investigating.
- f. Except for the information referred to above, the driver shall not admit liability on the part of himself or UNAMIR. Any statements required from the vehicle operator or of any other member of UNAMIR travelling in the vehicle will be made only to an authorized UNAMIR officer. The vehicle operator must be careful not to make any statement to the civil police or any other person unless permitted by an in the presence of the proper UNAMIR authorities.
- g. Remain at the scene of the accident until all action is completed, unless personal safety is endangered.
- h. A traffic accident form should be completed at the scene of the accident, if possible.
- i. After investigations have been completed, the vehicle should be returned to its base. If it cannot be driven, the operator should endeavour to obtain further orders from his superior officer. In any case, the contents of the vehicle should be made secure before leaving it.

VEHICLE SECURITY

17. Unit Commanders are responsible for the constant and close supervision of their vehicles. Proper fire and security precautions must be enforced. As far as is possible vehicles are to be tasked and travel in twos.

18. Drivers are to stay with their vehicles as they are responsible for them and the loads they carry. In the event of a breakdown outside the UNAMIR locations, vehicles are not to be left unattended. In circumstances where drivers feel that their lives may be under threat, damaged or otherwise immobilized, vehicles may be abandoned.

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FIRST AND SECOND LINE TRANSPORT

19. UNAMIR Transport is divided into First and Second Line. First Line road transport is organic unit transport, available for tasking by units as they see fit. Second line road transport is controlled by the SO Tpt HQ UNAMIR. The SO Tpt's Duty Statement is at Annex D and proves the capability to lift bulk loads and formed bodies of troops within the UNAMIR area of operations. Second line transport support is allocated in accordance with priorities set by HQ UNAMIR G3 Ops staff.

20. The following forms will be used to enable management of the Second Line road transport asset:

- a. Transport Task Requests. Transport Task Requests are to be submitted, direct to SO Tpt, by UNAMIR military or civilian staff requiring transport support beyond the capability of their own first Line Road transport. Effective immediately, requests for Second Line road transport support will only be accepted on a Transport Task Request form. An example Transport Task Request form is at Annex E. The example Transport Task Request should be photocopied as there will not be a bulk issue of forms. Requests should be submitted not less than 48 hours in advance of the task. The SO Tpt will prioritise the Transport Task Requests and consolidate tasks. Requests should include, in the remarks column, a point of contact at both the pick up point and delivery point where possible. Advice will be provided, within 24 hours as to whether the Transport Task Request has been approved. If the request cannot be approved (for example, due to a lack of transport resources) an attempt will be made to make alternative arrangements. Alternatives may include providing transport on another day, or exploring other sources of transport support (for example, air transport).
- b. Task Vehicle Availability. Units providing Second Line road transport are to submit Task Vehicles Availability forms, not later than 0800 hours daily, direct to the SO Tpt. Units required to submit Task Availability forms is at Annex F. The Task Availability form should be photocopied as there will not be a bulk issue of forms. By consolidating the Task Vehicle Availability forms the SO Tpt will be able to determine how much transport resource is available daily to satisfy Transport Task Requests, submitted in accordance with subparagraph a. above.

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- c. Transport Task Orders. On the basis of Task Requests, as advised in sub-paragraph a. above and, vehicle availability, as advised in sub-paragraph b. above, the SO Tpt will consolidate and assign tasks to Second Line road transport. An example Transport Task Order is at Annex G. Transport Task Orders can only be authorised by staff of the HQ UNAMIR Log Coord Cell. Copies of Task orders will be provided to both the unit assigned the task and to HQ UNAMIR G3 Ops.
- d. Weekly Task Summary. Units providing Second Line Road Transport are to submit a weekly task summary to SO Tpt by 0800 hrs each Monday. An example Weekly Task Summary is at Annex H.

21. The loading and unloading of vehicles is the responsibility of the unit requesting the transportation and the one receiving the stores. Drivers will not be used for loading and unloading vehicles.

22. During the loading of the vehicles, the driver/convoy commander must inspect the condition of the seals, locks and shape of packages. He may refuse to carry any packages or require a notation on the task order if there are indications of broken seals, opened locks or opened packages. The driver/convoy commander is responsible to account for the load in transit and to ensure that what is loaded is delivered in its entirety.

TRANSPORT OF AMMUNITION BY ROAD

23. These instructions are intended to ensure safe transport of ammunition by road. They do not apply in the following circumstances, provided there is no accompanying flammable stores:

- a. Small arms ammunition (SAA) carried for use in personal weapons. This should not exceed 5000 rounds per vehicle.
- b. Pyrotechnic stores (flares, etc) not to exceed 1 kg Net Explosives Quantity per vehicle.

24. The following is to apply for the transportation of dangerous cargo:

- a. Ammunition should be transported only during daylight hours unless exceptional circumstances warrant otherwise.
- b. Covered vehicles with strong, rigid metal sides are to be used so that the load may be secured.
- c. Each ammunition vehicle must be equipped with:

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- a. Raise a Provisional Condemnation Certificate (PCC) in eight (8) copies in case of vehicles and six (6) copies for all other equipment. All applicable sections in Sections I to VI of the PCC will be completed. Data for Sections II to III will be entered after consultation with the Property Control Inventory Unit (PCIU). When actual data cannot be obtained by any means, then an estimate must be given.
- b. Forward to SO Maint, copies 1 to 7 in case of vehicles and copies 1 to 5 in for all other equipment.
- c. Retain copy 8 in case of vehicles, and copy 6 for all other equipment.

69. Initial processing of PCC by SO Maint. On receipt of the PCC from the unit/contingent, the SO Maint shall:

- a. Ensure all information required to justify condemnation action has been provided.
- b. Return for completion any PCC which is incomplete or does not contain sufficient information to justify condemnation action.
- c. Allot PCC number and info unit.
- d. Forward copies 1 and 2 of the complete PCC to the Secretary UNAMIR Property Survey Board.
- e. Forward to PCIU copy 5 of the PCC in respect of equipment.
- f. In respect of vehicles, forward copies 6 and 7 to CTO for SCPV and SO Tpt, respectively.

FINAL DECISION ON CONDEMNATION

70. On receipt of the PCC from SO Maint, the secretary UNAMIR Property Survey Board shall:

- a. Ensure all information required for condemnation action has been provided.
- b. Submit the PCC for the Property Survey Board action required according to the value of the item.
- c. Following a decision by the Property Survey Board, complete Section VIII of the PCC.
- d. Return copy 1 of the PCC to SO Maint.
- e. Retain copy 2.

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- f. Advise the PCIU of the Property Survey Board's decision.

FINAL PROCESSING OF PCC

71. After a decision by the Property Survey Board:

- a. Action by SO Maint. On receipt of copy 1 of PCC from the Property Survey Board, SO Maint shall:
- (1) Record in Section VIII of copies 3 and 4 of the PCC, the decision of the Property Survey Board.
 - (2) Return copy 1 to the originating unit along with the forms at Annexes B and C.
 - (3) Forward copy 3 to Log Coy/Log Bn, as applicable.
 - (4) Retain copy 4.
- b. Upon receipt of copy 1 of the PCC, the unit shall:
- (1) Complete an Issue/Receipt Voucher in five copies to indicate the issue of the equipment/vehicle by the unit to the Maintenance/Logistics unit.
 - (2) For equipment other than vehicles, complete another Issue/Receipt Voucher demanding a replacement item and sign on the line "Demanding Officer".
 - (3) Turn in to Log Coy four (4) copies of both Issue/Receipt Vouchers, after ensuring that the same have been cross-referenced to one another.
- c.
- (1) If the condemnation is accepted, the unit shall, upon receipt of the PCC from SO Maint carry out the decision of the Board.
 - (2) If the condemnation is rejected, the unit shall retain all documents concerning the equipment, and repair action will then be taken in accordance with the Property Survey Board's recommendation.

REPLACEMENT OF VEHICLES

72. Within the limits of the authorized vehicle establishment of the unit, vehicles may be replaced due to cases such as major accidents, hijacking, theft and increases to authorized vehicle establishment. These replacement or additional vehicles will be made from the participating countries through a Letter of Assist.

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73. In case where misuse of the equipment is evident, the Maintenance Unit will report the matter to SO Maint and the Commanding Officer of the unit concerned.

SALVAGE OF SERVICEABLE PARTS

74. The aim of this SOP is to detail the procedure for the salvaging of serviceable parts from vehicles or equipment beyond economical repair (BER).

DEFINITION

75. Salvage of serviceable parts within UNAMIR is defined as : The removal of useable parts from one vehicle or piece of equipment in order to effect repairs on another vehicle or piece of equipment.

76. Authorization to Salvage Serviceable Parts

- a. Salvaging of serviceable parts will only be authorized if the vehicle or equipment has been condemned in accordance with this SOP. Normally, salvaging will only be carried out following the decision of the Property Survey Board.
- b. Only Log Coy will be permitted to salvage serviceable parts from vehicles or equipment, for which they have repair responsibilities; except those that are the direct responsibility of the Chief Transport Officer, Chief Communications Officer or Chief Logistics Officer, within UNAMIR HQ.

77. APPLICATION FOR SALVAGING BEFORE THE PROPERTY BOARD DECISION IS RECEIVED

- a. If salvage is considered necessary before receipt of the Property Survey Board decision, an application in writing will be forwarded to the Chief Logistics Officer.
- b. The application will contain the following information:
 - (1) UNAMIR numbers, serial numbers of all vehicles or equipment involved.
 - (2) Identification number and description of all parts to be salvaged.
 - (3) Number of Provisional Condemnation Certificate.

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78. PROCEDURE

- a. When a vehicle or equipment has been condemned in accordance with Logistics SOP 305, and the Property Survey Board's decision is received; authorization to salvage serviceable spare parts will be given in writing by the Chief Logistics Officer.
- b. The unit, which has the responsibility for the salvaging will reduce the vehicle or equipment to serviceable spare parts and scrap.
- c. The serviceable parts will be handed into stores. All items shall have a tag securely affixed. This tag will include the nomenclature (descriptive name of item), and part number or serial number as appropriate.
- d. All items received into stores, as salvaged serviceable parts, will be taken on stock in the stock records.
- e. The scrap will be stored, in the scrap-yard or Log Coy, marked conspicuously with the UNAMIR number/serial number and PCC number for record and future identification purposes. The scrap-yard or store will be maintained efficiently awaiting disposal order from the Claims/Survey/Investigation Unit. When disposal of the scrap takes place, it will be reported to the Chief Logistics Officer.

UNSATISFACTORY CONDITION REPORT

78. Aim. To detail the procedures for reporting unsatisfactory conditions of material.

GENERAL

79. The proper functioning of a logistics system depends upon the collection, transmission and processing of data submitted by units when unsatisfactory condition exist or arise. The term 'unsatisfactory conditions' applies to the unserviceability or unsuitability of any item of material when its condition is considered unacceptable. It does not include replacement of parts and components which constitute normal technical failures. Such failures should be regarded as routine maintenance incidents.

INTRODUCTION

80. The unsatisfactory condition report (UCR) form at Annex A will be submitted by units or individuals to :

- a. Report on potential hazards or hazard causing situation or equipment.

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- b. Report specific details of unsatisfactory conditions of any sort that reduces the efficiency of the logistics system, eg, problems concerning packing, calibration, inadequate documentation, receipt of sub - standard equipment and material or poor logistics practices and/or procedures.
 - c. Answer specific questions from HQ UNAMIR.
81. Some specific examples of unsatisfactory conditions are;
- a. Damage resulting from inadequate maintenance procedures, the improper use of tools or inadequate design.
 - b. Premature or recurring failure of a part or component due to unsuitable material.
 - c. Material received or found defective or unserviceable due to improper handling, apparently serviceable but packing is badly damaged.

LIMITATIONS

82. The procedures listed in this SOP shall not be used to report deficiencies relating to design, construction or maintenance of buildings and facilities that constitute an accommodation or Engineering responsibility. In addition, deficiencies in orders or regulations or any administrative problems should not be staffed via the UCR.

UCR SUBMISSION PROCEDURES

83. The following will be the normal procedure for the submission of UCRs from the units to SO MAINT, UNAMIR HQ. The blocks shall be completed as follows:

- a. Block 1. "Unit/Section" - Enter the name of the originating unit or section.
- b. Block 2. "UCR" Reference No" - SO MAINT will maintain the UNAMIR Control Record and will allocate the UNAMIR Control No to reflect the year of submission and UCR serial no, eg, 92/001.
- c. Block 3. " Date Submitted " - Enter originator's date of submission.

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d. Block 4.

(1). " Identification Data " - The identification of the unsatisfactory item and where applicable the next higher assembly to which it relates should be inserted in blocks 4a to 4h inclusive. Although in many instances, it will not be possible to complete all the blocks, as much information as possible should be entered.

(2). "Nomenclature/Name" - Enter the name of the defective item being reported. When submitting UCR's on publication and SOPs, the page, figure, index numbers, etc, are to be included.

(3). "Stock Number" - Self Explanatory - enter if available.

(4). "Part No/Circuit Symbol".

(5). "Type or Model" - Enter the type or model of the item being reported. This information is usually available from the item name plate data.

(6). "Serial Number" - Enter the serial number of the item if applicable.

(7). "Manufacturer and Date" - Enter the name of manufacturer and the date of manufacture if applicable.

(8). "Plan/Drawing Number" _ enter if applicable.

e. Block 5.

(1). "Hours/Milage", etc.

(2). "Last Rebuild/ R&O By" - Indicate name of the rebuild or overhaul facility or contractor and date of last overhaul or rebuild.

f. Block 6. "Type of Last Planned/Preventive maintenance"
Enter if applicable.

g. Block 7.

(1). "Contract No" - Indicate whether it was a contract agreement (CA), requisition for supplies and services (RSS), local purchase order, (LPO) or New York purchase order (NYPO).Block 7a to 7d are essential for the identification of the contractor when items are received in unsatisfactory condition from the supply organization or when returned from a civilian contractor on completion of repairs.

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(2). "Received From" - Indicate the supply section or contractor from whom the item was received.

(3). "S/IV No" - Indicate the supply / issue voucher number when an item is received from a supply section.

(4). "Batch/Lot No" - As applicable.

h. Block 8.

(1). "Installed On" - Indicate the major equipment on or in which the item being reported is installed.

(2). "Registration No" - Enter the registration number of major equipment if applicable.

(3). "Serial No" - Enter serial number of major equipment if applicable.

j. Block 9. "Subject Report" - This block is to contain a brief general description of the unsatisfactory condition of the item being reported. If the space is not adequate attach statement on separate piece of paper and insert "Att" in this block.

k. Block 10. "Date Of Failure" - Indicate the date of failure or when the unsatisfactory condition was first noted.

l. Block 11. "Man Hours To Repair" - Enter if known.

m. Block 12. "No Of Previous Failures" - Indicate the number of similar incidents of unsatisfactory condition.

n. Block 13. "Amplifying Detail" - This is to be completed by originator. Upon completion, sign the UCR.

o. Block 14. "Unit Approval" - To be completed by the unit commander or specialist officer before forwarding to UNAMIR HQs ATTN SO MAINT. Indicate whether report warrants further action. If so give recommendations.

p. Block 15. "Specialist Officer" - Upon receipt of UCR, SO MAINT will affix a control number and forward UCR to applicable specialist officer who will complete block 15. comments to include results of research, effects on supply system, etc, and recommendations. UCR is then to be returned to SO MAINT.

q. Block 16. "HQ UNAMIR Logistics Comments" - C Log O will comment, sign and forward to Chief Procurement Officer or Director of Administration, as applicable.

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- r. Block 17. "Chief Procurement Officer" - Comment, sign and forward to Director of Administration, if applicable.
- s. Block 18. "Director of Administration" - Gives recommendations and forward to UN New York if applicable.

DISTRIBUTION

84. UCRs are to be initiated in 6 copies and shall be distributed as follows:

- a. Originating unit keep one copy and submit 5 copies to SO MAINT HQ UNAMIR.
- b. SO MAINT will allocate UNAMIR Control No retain one copy and pass 4 copies to specialist officer for investigation.
- c. Specialist officer on completion of his comments will return four copies to SO MAINT.
- d. SO MAINT will forward 4 copies to C Log O for his comments.
- e. C Log O will comment, sign and forward 3 copies to Chief Procurement Officer (CPO) if applicable, and return one copy to SO MAINT.
- f. CPO will comment, sign and forward 2 copies to Director of Administration if applicable.
- g. Director of Administration will comment, sign and forward one copy to UN NY, if applicable.

85. When the UCR is considered to be complete at any level the recommendation and/or decision will be forwarded to the originating unit by the C Log O through SO MAINT.

EQUIPMENT AND SUPPLIES

86. No equipment and /or supplies being reported on UCRs will be disposed off before a recommendation is received from HQ UNAMIR. Faulty material will be kept in quarantine and will be made available for inspection as required.

MANAGEMENT OF ELECTRIC GENERATORS

87. Aim. To outline and clarify the UNAMIR system of generator management and control.

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88. General. Good user operation and maintenance is extremely important for the overall reliability and longevity of generator sets and their associated electrical equipment. Generators are used to supply most of the electrical needs, therefore their importance cannot be over emphasized. In order to standardize equipment procedures, all generator users are required to comply with the procedures set out below.

CONTROL OF GENERATORS

89. All generators come under the control of Chief Communications Officer (CCO) and Communications Section Generator Unit. Issue of such generators will be effected using the standard UNAMIR demand form.

90. Larger gensets (10kVA and upwards) will be installed by the Headquarters Generator Unit. The users will have to construct a generator house in accordance with the supplied plans.

91. The users will appoint qualified and briefed men to ensure the proper running of generators and the continuous supply of fuel, lubricating oil and filters. They will also perform daily and first line maintenance. Qualified technicians from the CCO Generator Unit will carry out all other maintenance as listed in Annex B. Gensets must not be removed or modified without the written permission of the CCO. All enquiries shall be directed to the generator unit/CCO through respective logistic channels.

MAINTENANCE OF EQUIPMENT DATA PROCESSING

92. The aim of this SOP is to detail the UNAMIR Electronic Data Processing (EDP) maintenance procedures to be followed throughout Rwanda.

DEFINITION

93. UNAMIR includes UNAMIR HQs and all units/organizations which are in the immediate surrounds of the capital. Sector area includes all units/organizations within the sphere of influence of UNAMIRs operation in or out of Rwanda in the designated mission area.

RESPONSIBILITIES

94. Commanding Officers. Commanding Officers are responsible for the care and manipulation of all EDP equipment on issue to their unit. Since most units do not have the technical expertise to repair EDP equipment, no maintenance is to be carried out at unit level.

95. Chief EDP Officer. The Chief EDP Officer is responsible for first, second and third line maintenance for all UNAMIR EDP equipment.

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REPAIR PROCEDURES

96. EDP equipment repairs will be handled directly by the UNAMIR EDP workshop. A request for EDP work services, Annex A, is to be sent to the Chief EDP Officer located at HQ UNAMIR. Upon receipt of Annex A, the Chief EDP officer will determine where the repair of the equipment will occur.

97. HQ UNAMIR/Kigali. The unit/organization will be advised by the Chief EDP Officer if the equipment is to be sent to the workshop or whether a mobile technical team will visit the unit/organization location.

98. Sector area. The unit/organization are to send their faulty equipment to the sector HQ. Upon receipt of the equipment, the Field Services Officer will advise, via Annex A, the Chief EDP Officer that the equipment is presently at the sector HQ. Upon receipt of Annex A, the Chief EDP Officer will determine whether the equipment will be repaired at sector HQ or back in Kigali.

REPAIRS THROUGH LOCAL TRADE/CONTRACTORS

99. Aim. To detail the procedures to be followed to obtain repair services for contingent owned technical equipment and vehicles from civilian repair facility or contractor which cannot be repaired by the integral repair/maint facility of the unit.

100. General. The repair services are extended for vital pieces of eqpt and vehs which if rendered unserviceable may jeopardize the operational efficiency of the unit. This is also applicable to the life saving and emergency handling eqpt. The control and sanctioning authority of all such repairs is C Log O, LOG HQ UNAMIR. Under no circumstances will a repair service through local trade be obtained without prior approval of C Log O or his designated representative.

DEFINITIONS

101. Few important terms are defined as under:-

- a. Repair Services. This will include the procurement of both labour and parts required to effect repairs. It may also include only labour when parts not required or are supplied by UN. This will not cover the repair parts alone.
- b. Local Repair Facility/Contractor. This will include all civilian repair facilities/contractors located in Rwanda.
- c. Authorization. The authorization for repairs through local trade/contractor is only given by the C Log O through a separate requisition raised through SO MAINT.

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PROCEDURE

102. General. There are certain repair activities which do not fall within the purview or capability of the maint set-ups of the units. To facilitate such works a maximum ceiling of US \$ 500 per piece of eqpt has been fixed for repair through local commercial repair resources or contractors. Units will make their own arrangements for transportation of repairable items to and back from repair centres. UN will not pay any transportation/freight charges for this purpose.

103. Conduct.

- a. When repair of an item of contingent owned eqpt or veh is beyond unit capability, a maint request form as per Annex "A" will be initiated by the unit. Unit shall prepare four copies of this form, two copies will be sent to SO MAINT UNAMIR HQ, one to the maint officer of the dependant Log Coy and one will be kept as office copy.
- b. SO MAINT will scrutinize the request and forward it to C Log O with his recommendations for approval or otherwise.
- c. C Log O may approve or not approve the job depending upon the recommendations of SO MAINT.
- d. After getting approval of the C Log O the SO MAINT shall return approved copy to the unit for commencement of the work. An info copy will also be sent to the maint officer of the Log Coy.
- e. On completion of work, unit maint offr shall verify repairs for standard quality and certify the invoices. The completion report along with the original invoices will be sent to SO FIN through SO MAINT for reimbursement. A copy shall also be sent to maint offr of Log Coy.
- f. Maint offr of Log Coy shall act as a point of contact for SO MAINT and may be required to send his rep to the units to verify/settle quarries if any on behalf of SO MAINT.

104. REPORTS AND RETURNS. The unit will send a monthly status report of eqpt/veh being repaired through local trade to SO MAINT with a copy to Log Coy. This will include the following:

- a. Jobs under repair - give reference of case number under which the job was sanctioned.
- b. Jobs repaired during the month.

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- c. Total number of jobs repaired through local trade till date.
- d. Any other details if any.

105. CAUTION. Under no circumstances a request for repair of a piece of eqpt or veh involved in an accident will be forwarded under this SOP. Procedures related to eqpt/vehs damaged in accidents are covered in Log Dir 303, which will be followed strictly by all concerned. The onus of responsibility shall lie with the Commanding Offr of the unit for forwarding any request under this system for repairs of an eqpt or a veh damaged in accidents.

Annex A - Equipment Casualty Request Form
Annex B - Vehicle Casualty System
Annex C - Periodic Maintenance
Annex D - UNAMIR Vehicle and Eqpt Inspection Form
Annex E - UNAMIR Vehicle & Eqpt Inspection Form (Summary)
Annex F - Driver's Accident Report
Annex G - Damage/Discrepancy Report
Annex H - UNAMIR Accident Maintenance Request
Annex I - Unsatisfactory Condition Report (UCR)
Annex J - Maint Request Form

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ANNEX A TO
UNAMIR SOPs
PART 9 SECTION 6

EQUIPMENT CASUALTY REQUEST

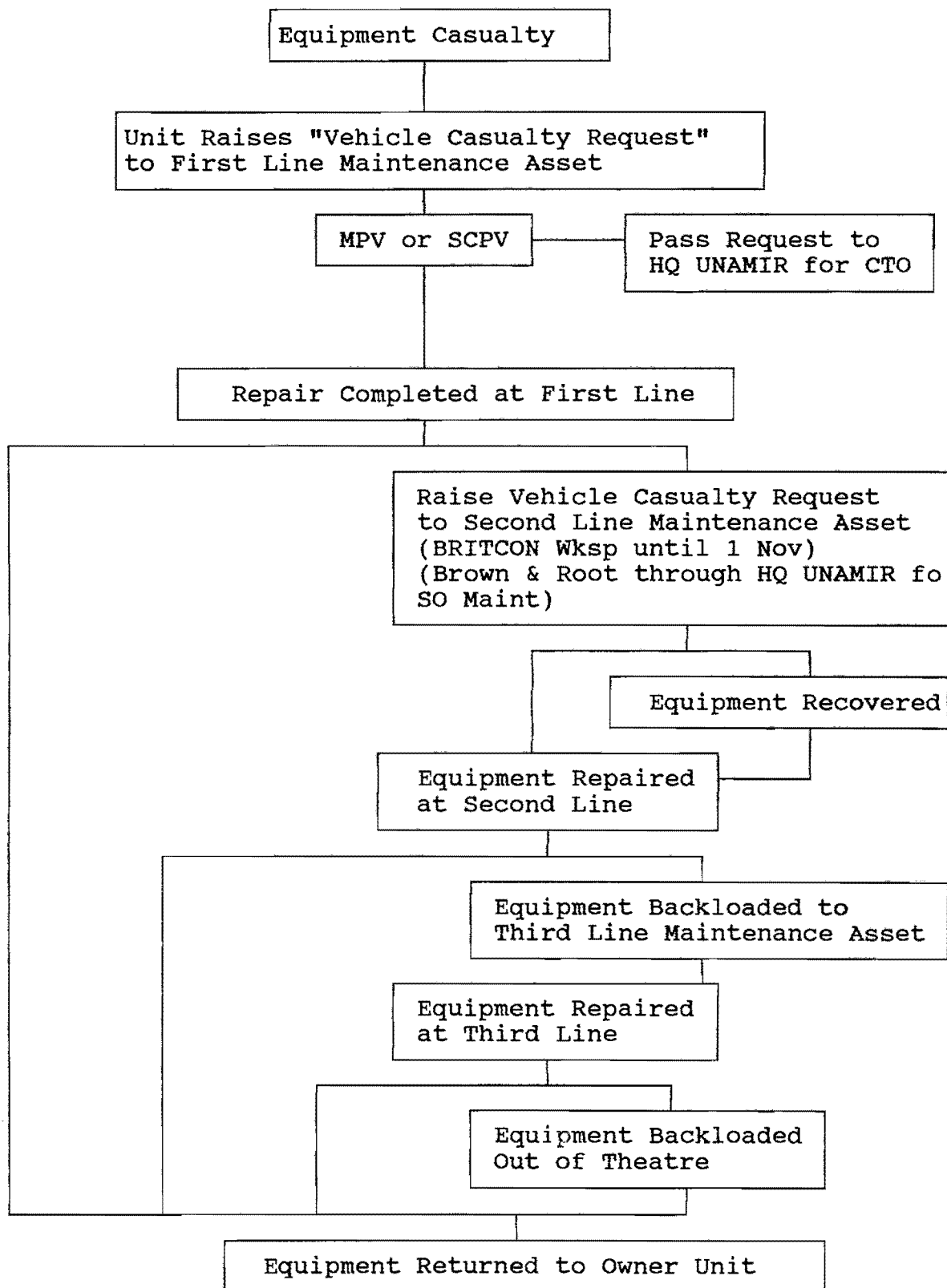
From: _____

To: _____

Unit Control Number: _____

- A. Type of Equipment (to include manufacturer, model number, year of manufacture, other relevant technical information.)
- B. Serial or registered Number of Equipment.
- C. Owner Unit (to include callsign and frequency where applicable.)
- D. Location of Equipment (to include map reference, grid reference and street.)
- E. Condition of Equipment (i.e. bogged, over turned, battle damage, etc.)
- F. Type of Load (or any special condition that may impede repair or recovery.)
- G. Geographical or Tactical Hazards.
- H. requirement to repair, recover (to include latest date/time for completion of task.)
- I. Location of Crew.
- J. RV guides/protection parties (to include their location, frequency and call sign.)
- K. Reported by (person, unit.)
- L. Any administrative requirements for mobile repair/recovery teams.

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VEHICLE CASUALTY SYSTEM

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ANNEX C TO
UNAMIR SOPs
PART 9 SECTION 6

PERIODIC MAINTENANCE

1. Periodic maintenance will be carried out as stated below in accordance with the appropriate vehicle manual. All units will carry out 14 days periodic service. This service will be recorded on their periodic maintenance schedule.

2. A - MAINTENANCE - AT 1500 KMS or 1 MONTH INTERVAL. This will include washing and cleaning of the vehicle, lubrication of all moving parts as well as checking and where necessary, rectifying faults with any of the following:

a. Operator.

- (1) Check coolant system and engine for leaks/defects.
- (2) Check transmission and running gear for leaks/defects.
- (3) Check body and underbody for signs of damage.

3. B - MAINTENANCE - AT 4000 KMS OR 3 MONTHS INTERVAL. This will include all A - maintenance in addition to the following:

- a. Change of engine oil and filter.
- b. Cleaning of air and fuel filters.
- c. Correct focusing of head lights.

4. C - MAINTENANCE - AT 12000 KMS INTERVAL. This will include all A and B maintenance in addition to the following:

- a. Test of compression and tuning of engine.
- b. Change of oil filter.
- c. Checking and greasing of wheel bearings.
- d. Checking of brake linings.
- e. Checking of shock absorbers.

5. D - MAINTENANCE - 24000 KMS INTERVAL. This will include all A, B and C maintenance in addition to the following:

- a. Adjustment of suspension and steering.
- b. Change of transmission and differential oil.

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ANNEX C

- c. balancing of wheels.
- d. Demounting of spring bolts and shackles.
- e. Decarbonizing if required.
- f. Repair of body, and painting

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ANNEX D TO
UNAMIR SOPs
PART 9 SECTION 6

UNAMIR Vehicle and Equipment Inspection Form

Unit _____ U N A M I R N o File No _____
Make _____ Chassis No _____
& type Engine No _____
Kilometre _____ Date of _____
since last inspect. Total _____ last inspection
kilometre

Date and location of inspection _____

| Item | Observation/fault | Item | Observation/fault |
|--|-------------------|-----------------------------------|-------------------|
| 1. <u>Engine</u> | | 6. <u>Lubrication System</u> | |
| 2. <u>Transmission</u> | | 7. <u>Fuel System</u> | |
| 3. <u>Power take off</u> | | 8. <u>Electrical System</u> | |
| 4. <u>Ignition System</u> | | 9. <u>Suspension/Tracks</u> | |
| 5. <u>Cooling System</u> | | 10. <u>Body</u> | |
| BRAKES TYRES STEERING CLEANLINESS | | 11. <u>Tool & Accessories</u> | |

12. Road Test Report

13. Remarks of OIC - Inspection
Excellent, Satisfactory or Unsatisfactory

14. Remarks of CO.

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ANNEX E TO
UNAMIR SOPs
PART 9 SECTION 6

UNAMIR VEHICLE AND EQUIPMENT
SUMMARY OF INSPECTION

Unit _____ Country _____ Sector _____

Ref _____ Copy No _____ Date _____

Inspected by _____
Name & Designation

1. Category of vehicles and equipment inspected:

- a. Vehicles all type Appendix 1
- b. Fire control instruments Appendix 2
- c. Telecommunication / wireless equipment ... Appendix 3
- d. Generators/motors Appendix 4
- e. Test equipment Appendix 5
- f. Miscellaneous technical equipment Appendix 6
- g. Earth moving / Engineer equipment Appendix 7
- h. Weapons Appendix 8

2. Remarks and general observation of the inspecting officer:

3. Overall maintenance standard:

- a. Excellent
- b. Satisfactory
- c. Unsatisfactory

4. Remarks of CO/OC of inspected unit.

5. Remarks of SSO Maint.

6. Remarks of CLO.

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APPENDIX 1 TO
ANNEX E

SUMMARY OF VEHICLES

Unit _____ Country _____ Sector _____
Ref _____ Copy No _____ Date _____

| Serial No | Make & Type | NUMBER | | NUMBER | | | Overall grading |
|-----------|-------------|----------------|-----------|--------|-----|-------|-----------------|
| | | Held on Charge | Inspected | Exc | Sat | Unsat | |
| | | | | | | | |

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APPENDIX 2 TO
ANNEX E

SUMMARY OF FIRE CONTROL INSTRUMENTS

Unit _____ Country _____ Sector _____
Ref _____ Copy No _____ Date _____

| Serial No | NUMBER | | NUMBER | | | Overall grading |
|-----------|----------------|-----------|--------|-----|-------|-----------------|
| | Held on Charge | Inspected | Exc | Sat | Unsat | |
| | | | | | | |

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APPENDIX 3 TO
ANNEX E

SUMMARY OF TELECOMMUNICATION/WIRELESS EQUIPMENT

Unit _____ Country _____ Sector _____
Ref _____ Copy No _____ Date _____

| Serial No | NUMBER | | NUMBER | | | Overall grading |
|-----------|----------------|-----------|--------|-----|-------|-----------------|
| | Held on Charge | Inspected | Exc | Sat | Unsat | |
| | | | | | | |

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APPENDIX 4 TO
ANNEX E

SUMMARY OF GENERATORS/MOTORS

Unit _____ Country _____ Sector _____

Ref _____ Copy No _____ Date _____

| Serial No | NUMBER | | NUMBER | | | Overall grading |
|-----------|----------------|-----------|--------|-----|-------|-----------------|
| | Held on Charge | Inspected | Exc | Sat | Unsat | |
| | | | | | | |

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APPENDIX 5 TO
ANNEX E

SUMMARY OF TECHNICAL EQUIPMENT

Unit _____ Country _____ Sector _____

Ref _____ Copy No _____ Date _____

[illegible]

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APPENDIX 6 TO
ANNEX E

SUMMARY OF MISCELLANEOUS TECHNICAL EQUIPMENT

Unit _____ Country _____ Sector _____

Ref _____ Copy No _____ Date _____

| Serial No | NUMBER | | NUMBER | | | Overall grading |
|-----------|----------------|-----------|--------|-----|-------|-----------------|
| | Held on Charge | Inspected | Exc | Sat | Unsat | |
| | | | | | | |

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SUMMARY OF EARTH MOVING/ENGINEER EQUIPMENT

Unit _____ Country _____ Sector _____
Ref _____ Copy No _____ Date _____

| Serial No | Make & Type | NUMBER | | NUMBER | | | Overall grading |
|--------------|-------------|----------------------|---------------|--------|-----|-------|-----------------|
| | | Held on Charge | Inspe cted | Exc | Sat | Unsat | |
| | | | | | | | |

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APPENDIX 8 TO
ANNEX E

SUMMARY OF WEAPONS

Unit _____ Country _____ Sector _____

Ref _____ Copy No _____ Date _____

[illegible]

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ANNEX G TO
UNAMIR SOPs

DAMAGE/DISCREPANCY REPORT

| | | | | |
|-------|--------|-------|-----|--------|
| MAKE: | MODEL: | YEAR: | Km: | UNAMIR |
|-------|--------|-------|-----|--------|

| | |
|--------------|-----------|
| ASSIGNED TO: | LOCATION: |
|--------------|-----------|

| | |
|-------------------------------|---------------------|
| DAMAGE/DISCREPANCY CAUSED BY: | DURING DUTY/LIBERTY |
|-------------------------------|---------------------|

| | | |
|--------|-------|-------|
| PLACE: | DATE: | TIME: |
|--------|-------|-------|

| | | |
|---------|--------|------|
| DRIVER: | ID NO: | REF: |
|---------|--------|------|

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ANNEX G

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ANNEX G

UNITED NATIONS ASSISTANCE MISSION IN RWANDA

DATE:

TO: Log Coy/CTO

FROM: SO Maint/UNAMIR HQ

SUBJECT: DAMAGE/DISCREPANCY REPORT

Please forward damage report for the following vehicles:

| VEHICLE N°. | BELONGING TO | DATE OF TRAFFIC ACCIDENT |
|-------------|--------------|--------------------------|
| C | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| C | | |
| | | |
| | | |
| | | |
| | | |

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ANNEX H TO
UNAMIR SOPs
PART 9 SECTION 6

UNAMIR ACCIDENT MAINTENANCE REQUEST

| UNIT REQUEST NO. | HOLDING UNIT | OWNERSHIP UN OR CONTINGENT |
|------------------|--------------|-------------------------------|
|------------------|--------------|-------------------------------|

| VEHICLE TYPE | UNAMIR NUMBER |
|--------------|---------------|
|--------------|---------------|

SERVICE REQUESTED:

1. Repair accident damage
2. Prepare damage report

DESCRIPTION OF ACCIDENT

| DATE OF ACCIDENT | MP REPORT NO. | LOCATION |
|------------------|---------------|----------|
|------------------|---------------|----------|

| DRIVER (NAME, RANK, UN ID NO.) |
|--------------------------------|
|--------------------------------|

| BRIEF DESCRIPTION OF ACCIDENT |
|-------------------------------|
|-------------------------------|

UNIT REQUESTING OFFICER

Signature: _____

Rank: _____

Date: _____

WORKSHOP RECEIVING OFFICER

Signature: _____

Rank: _____

Date: _____

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ANNEX I TO
UNAMIR SOPs
PART 9 SECTION 6

UNSATISFACTORY CONDITION REPORT (UCR)

| | | |
|---|---------------------------------|-------------------------------------|
| 1. Unit | 2. UCR Ref No. | 3. Date submitted |
| 4a. Identification data | Failed item | Next higher assembly |
| b. Nomenclative/Name | | |
| c. Stock Number | | |
| d. Part number/Circuit Symbol | | |
| e. Type or Model | | |
| f. Serial Number | | |
| g. Manufacturer and Date | | |
| h. Plan Drawing Number | | |
| 5a. Hours, Mileage, Month New | b. Rebuild/R&O Planned Maint | c. Last Rebuilt/ R&O by and Date |
| 6. Type of Last Planned / Preventive Maintenance | Inspection Schedule | |
| 7a. Contract No. | b. Received from | c. S/IV No. d. Batch/Lot No. |
| 8a. Installed on | b. Received from | c. Serial No. |
| 9. Subject Report | | |

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ANNEX I

| | | |
|---|-------------------------|------------------------------|
| 10. Date of Failure | 11. Man hours to Repair | 12. No. of Previous Failures |
| 13. Amplifying Details | | |
| _____ Signature / Appointment / Date | | |
| 14. Unit Approval | | |
| _____ Signature / Appointment / Date | | |
| 15. HQ UNAMIR Specialist Officer | | |
| _____ Specialist Officer / Rank / Date | | |
| 16. HQ UNAMIR Logistics Officer | | |
| _____ Signature / Appointment / Date | | |
| 17. Chief Procurement Officer Comments | | |
| _____ Signature & Date | | |
| 18. Director of Administration | | |
| _____ Signature & Date | | |
| 19. United Nations New York Comments | | |
| _____ Signature / Appointment / Date | | |

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ANNEX J TO
UNAMIR SOPs
PART 9 SECTION 6

MAINT REQUEST FORM

(SPECIMEN)

1. UNIT. _____
2. SUB UNIT. _____
3. SECTOR. _____
4. LOCATION. _____
5. MAKE & TYPE OF VEH/EQPT. Give complete nomenclature of veh/eqpt.
6. UNAMIR NO OR NATIONAL REGN NO OF EQPT/VEH. Self explanatory.
7. COMPONENT / ITEM TO BE REPAIRED. For example clutch assy or fuel injection pump etc.
8. ESTIMATE OF REPAIR COST. Not to exceed US \$ 500 for a single piece of veh/eqpt.
9. REPAIR FACILITY/CONTRACTOR. Give name of repair centre or contractor.
10. LEAD TIME. In days, i.e. in how many days the job will be completed.
11. ANY OTHER INFO.
12. UNIT AUTHORIZING OFFICER. The authorization will be done by either by the unit maint offr or the offr appointed by the commanding offr of the unit. The specimen signatures of the unit authorizing offr will be sent to SO MAINT and changes if any shall also be intimated. The requests and invoices shall not be honoured if the same are not signed by the unit authorizing offr.
13. RECOMMENDATION OF SO MAINT.
14. C Log O. APPROVED/NOT APPROVED.

DISTR. Unit File - One
SO MAINT - Two
Log Coy - One (For the per attn of maint offr)

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