

UNAMIR

G3 OPERATIONS/PLANS - TACTICAL HEADQUARTERS

5 SEPT 1994 - 23 FEB 1995

OPERATION ORDERS

[2 CONFIDENTIAL]

EL/WG JUNE 2009

PLEASE RETAIN
ORIGINAL ORDER

UNARCHIVES

SERIES S-1062

BOX 132

FILE 4

ACC. 1998/0283

CURRENT ORDERS

OPORD ~~16~~ - Security/Ceasefire

21

LIST OF OPERATIONAL ORDERS, DIRECTIVES AND INSTRUCTIONS CURRENTLY IN EFFECT		
No	DESCRIPTION	EFFECTIVE DATE
OP DIR 02	RULES OF ENGAGEMENT	23 JUL 94
WNG O	ZAMBATT AND GHANBATT ARE TO DEPLOY TO AND CONDUCT OPERATIONS IN SECTOR 4A AND 2 RESPECTIVELY.	23 AUG 94
OP INSTR	FOR THE SECURITY OF UNAMIR AND NGO INSTALLATIONS IN KIGALI CITY	30 AUG 94
FC DIR	FOR THE DISPOSAL OF SEIZED WEAPONS IN UNAMIR AOR.	30 AUG 94
OPORD 18	CONSOLIDATION AND UPDATE OF OP ORDER 16, AMENDMENT 1 TO OP ORDER 16 AND OP DIRECTIVE 17. PHASE 1 - DEPLOYMENT AND LOGISTIC SUPPORT TO REFUGEES/DISPLACED PERSONS. PHASE 2 - HANDOVER OF ACTIVITIES TO THE BBGNU AND NGOS.	31 AUG 94
FC DIR	ON TRANSPORTATION OF REFUGEES/ DISPLACED PERSONS IN UNAMIR AOR.	31 AUG 94
FC DIR	FOR THE HANDOVER OF EX-RGF SOLDIERS TO RWANDESE GOVERNMENT FOR INTEGRATION INTO RPA.	3 SEP 94
ORDER	SECTOR 4 SECURITY - TO RESTRICT THE FREEDOM OF MOVEMENT OF DISRUPTIVE ELEMENTS IN SECTOR 4.	3 SEP 94
OPORD 19	COMMENCEMENT OF PHASE 2 - UNAMIR IS TO MONITOR, CONTROL AND FACILITATE THE REINTEGRATION OF THE BBGNU AND THE RPA OF RWANDA INTO SECTOR 4. UNAMIR HQ (MAIN) ASSUMES CONTROL OF SECTOR 4.	4 SEP 94
FC DIR	AMENDMENTS TO SECTION 9: OPERATIONAL DIRECTIVE NO. 02, RULES OF ENGAGEMENT.	10 SEP 94
FRAGO 02/94	INTRODUCTION OF RPA BATTALION TO SECTOR 4C.	11 SEP 94
OPORD 20	NOT TO BE ISSUED BEFORE 20 SEP 94	

NL BURUM LES 493139097=FOPD X 23-FEB-1995 15:40:19 398893

TO : TAC HQ BUTARE
INFO : SUP PLATOON BUTARE
FROM : 95 FLSS
SUBJECT : DAILY USAGE SITREP REPORT/RAPPORT JOURNALIER DE
CONSOMMATION

ENGLISH TEXT STARTS : EFFECTIVE IMMEDIATELY, ALL DAILY USAGE SITREP
WILL BE REPORTED TO 95 FLSS FAX 11264 PRIOR 1600 HRS, ON ATTACHED
FORM.ENGLISH TEXT ENDS.

DEBUT DU TEXTE FRANCAIS : EFFECTIF IMMEDIATEMENT TOUR LES RAPPPORTS
JOURNALIERS DE CONSOMMATION DEVRONT ETRE SOUMIS AU 95 FLSS FAX 11264
AVANT 1600 HRS SUR LA FORME CL-JOINTE. FIN DU TEXTE FRANCAIS.

CONTINGENT DAILY USAGE SITREP

TO : 95 FLSS KIGALI\FAX 11264

A. FROM ;

B. DATE :

C. CONTINGENT STRENGTH :

	1	2	3	4	5
PART 1	: START	: QY	: QTY	: END	: REMARKS:
	: BALANCE:RECEIVE:	ISSUE	:BALANCE	: CAPACITY	
D. BOTTLE WATER					
E. BULK WATER					
F. CONBAT RATIONS					
G. DIESEL					
H. GASOLINE					
J. JET A-1					

PART 2	TOTAL	QTY	QTY	REMARKS
		OPERATIONAL	NON-OPERATIONAL	
K. VEHICLE, DIESEL(LT)				
L. (HY)				
M. VEHICLE, GAS (LT)				
N. (HY)				
O. GENERATORS				

PART 3

P. REMARKS/REMARQUES:

IN.419

IN.419

Page 1

UTC Time: 95-02-23 17:44:43

NL BURUM LES 493139097=FOPD X 23-FEB-1995 15:40:19 398893

TO : TAC HQ BUTARE
INFO : SUP PLATOON BUTARE
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AVANT 1600 HRS SUR LA FORME CL-JOINTE. FIN DU TEXTE FRANCAIS.

CONTINGENT DAILY USAGE SITREP

TO : 95 FL96 KIGALI FAX 11264

A. FROM :

B. DATE :

C. CONTINGENT STRENGTH :

	1	2	3	4	5
PART 1	START	QY	QTY	END	REMARKS:
	BALANCE:RECEIVE:		ISSUE	BALANCE	CAPACITY

D. BOTTLE WATER

E. BULK WATER

F. COMBAT RATIONS

G. DIESEL

H. GASOLINE

J. JET A-1

PART 2

TOTAL	QTY	QTY	REMARKS
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TO : 95 FLSS KIGALI FAX 11264

A. FROM :

B. DATE :

C. CONTINGENT STRENGTH :

	1	2	3	4	5
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	:	BALANCE:RECEIVE:	ISSUE	:BALANCE	: CAPACITY
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E. BULK WATER					
F. CONBAT RATIONS					
G. DIESEL					
H. GASOLINE					
J. JET A-1					

PART 2	:	TOTAL	:	QTY	:	QTY	:	REMARKS
	:		:	OPERATIONAL	:	NON-OPERATIONAL	:	
K. VEHICLE, DIESEL (LT)								
L.	(HY)							
M. VEHICLE, GAS (LT)								
N.	(HY)							
O. GENERATORS								

PART 3
P. REMARKS/REMARQUES:

TO IOC
PLANS
Bravo
Echo

ATTN BARNEY

FROM UNREO CHARLIE

SUBJ POPULATION AND HOME COMMUNES OF THE SIX CRS CAMPS
=====

CRS will be doing a final food distribution in six camps on the 30th and 31st of January. The camps are:

	Camp	Population
Monday	Karambi	5,309
	Mugano	4,805
	Kanyinya	4,457
Tuesday	Kiraro	10,858
	Mbuga	5,607
	Murambi	6,132

The population figures come from distribution registrations done by CRS, and the are estimated to be at least 20% above actual figures. The breakdowns by camp are given below.

ATTENTION----- BARNEY,
Neither Bravo nor I have the latest ICRC camp figures. We considered holding these figures hostage until you send us a copy, but decided we did not want to initiate an ever escalating round of bureaucratic terrorism. But please, send us a copy anyway. Cheers, tim

CAMP DE KIRARO =====

I. BUTARE

COMMUNES	POPULATION
- Nyabisindu	130
- Rusatira	187
- Maraba	126
- Nyaruhengeri	90
- Ntyazo	273
- Mugusa	368
- MUYAGA	97
- Ruhashya	241
- Runyinya	121
- Ngoma	144
- Huye	94
- Mbazi	290
- Muyira	526
- Ndora	63
- Nyakizu	54

- Shyanda	150
TOTAL	----- 2954

II. GITARAMA

- Kigoma	143
- Murama	132
- Ntongwe	613
- Mushubati	89
- Mugina	96
- Masango	112
TOTAL	----- 1185

III. KIGALI RURAL

- Kanzenze	225
- Gashora	2032
- Ngenda	2908
	----- 5165

IV. KIBUNGO

- Sake	938
- Mugesera	119
	----- 1057

PVK	265
-----	-----

BYUMBA	178
--------	-----

BURUNDI	53
---------	----

TOTAL GENERAL	----- 10.857
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CAMP DE MBUGA

=====

PREFECTURES	COMMUNES	NBRE DE FAMILLES	NBRE DE PERS.
BUTARE	Ngoma	42	212
	Huye	35	245
	Rusatira	60	372
	Muyira	69	361
	Mugusa	53	287
	Ntyazo	52	280
	Nyaruhengeri	32	170
	Maraba	52	230
	Nyakizu	36	194
	Kibayi/Muganza	25	102
	Shyanda	27	120
	Muyaga	16	94
	Mbazi	17	94
	Runyinya	21	119
	Gishamvu	25	102
	Kigembe	15	90

	Nyabisindu	23	107
	Ndora	20	96
KIGALI-NGARI	Ngenda	185	706
	Gashora	43	251
	Kanzenze	38	170
GIKONGORO	Kinyamakara	58	245
	Karama	34	170
	Rukondo	53	225
KIGALI-VILLE	Nyarugenge	20	103
	Kicukiro	18	91
	Kacyiru	14	62
KIBUNGO-BYUMBA	-	53	250
GITARAMA	-	56	250
	TOTAL	1184	5607

CAMP DE KANYINYA

=====

PREFECTURES	COMMUNES	NBRE DE DEPLACES
BUTARE	Maraba	3237
	Ruhashya	241
	Rusatira	48
	Runyinya	339
	Mbazi	49
	Huye	318
	Shyanda	23
	Mugusa	16
	Ndora	5
	Ntyazo	51
	Muyira	27
	Gishamvu	5
	Kibayi	3
KIGALI-VILLE	Nyarugenge	37
	Kicukiro	23
KIGALI RURAL	Ngenda	20
	Gashora	14
	Mugambazi	9
KIBUYE	BWAKIRA	3
	TOTAL	4457

CAMP DE MUGANO

=====

PREFECTURE	COMMUNES	NBRE DE DEPLACES
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BUTARE	Maraba	2646
	Runyinya	427
	Huye	153
	Mugusa	212
	Rusatira	310
	Muyira	150
GITARAMA	-	163
KIGALI-VILLE	-	116
KIGALI-NGARI	-	475

		4805

CAMP KARAMBI

=====

PREFECTURES	COMMUNES	NBRE DE PERS.	NBRE DE MENAGES

BUTARE	Maraba	1873	471
	Huye	1089	220
	Mugusa	92	34
	Mbazi	292	66
	Ntyazo	332	77
	Muyira	155	36
	Rusitira	189	42
	Shyanda	272	51
	Ngoma	185	36
KIGALI-VILLE		135	23
KIGALI RURAL	Gashora	451	98
	Ngenda	244	58
		=====	=====
total		5309	1212

CAMP MURAMBI

=====

PREFECTURE	COMMUNE	NBRE de MENAGES	NBRE DE PERS.

BUTARE	Maraba	110	990
	Rusatira	15	118
	Ruhashya	12	97
	Runyinya	18	129
	Nyakizu	4	67
	Gishamvu	3	56
	Shyanda	8	90
	Ntyazo	16	109

	Muyira	57	351
	Muyaga	4	55
	Ngoma	26	152
	Huye	10	111
	Mbazi	7	74
	Ndora	7	93
	Nyabisindu	5	66
	Nyaruhengeu	6	79
	Mugusa	10	75
	Kibayi	7	91
	total	325	2797
GITARAMA	Ntongwe	8	84
	Murama	5	61
	Tambwe	6	55
	Kigoma	10	90
	Masango	3	49
	total	32	339
GIKONGORO	Kinyamakara	19	137
	Karama	72	425
	Nyamagabe	28	199
	Mudasomwa	2	49
	Musabeya	2	49
	Muko	4	47
	Rukondo	3	61
	Rwamiko	4	41
	Nshili	6	55
	total	140	1063
GISENYI	Karango	4	41
KIBUNGO	Sake	45	247
	Kabarondo	10	93
	Rutonde	7	73
	Mugesera	4	62
	Birenga	3	48
	total	69	564
KIBUYE	Gitesi	4	41
KIGALI	Gashora	20	151
	Kacyiru	5	63
	Bicumbi	4	38
	Musasa	4	41
	Rubungo	3	53
	Nyarugenge	6	70
	Kanzenze	19	119
	Ngenda	140	698
	total	201	1287
=====			
	GRAND TOTAL	775	6132

KIRARO.TXT

Page 1

UTC Time: 95-01-28 06:40:58

TO IOC
 PLANS
 Bravo
 Echo

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TOTAL	2954

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- Masango	112

TOTAL	1185

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	Rukondo	3	61
	Rwamiko	4	41
	Nshili	6	55
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KIBUNGO	Sake	45	247
	Kabarondo	10	93
	Rutonde	7	73
	Mugesera	4	62
	Birenga	3	48
	total	69	564
KIBUYE	Gitesi	4	41
KIGALI	Gashora	20	151
	Kacyiru	5	63
	Bicumbi	4	38
	Musasa	4	41
	Rubungo	3	53
	Nyarugenge	6	70
	Kanzenze	19	119
	Ngenda	140	698
	total	201	1287
GRAND TOTAL		775	6132

UNITED NATIONS



NATIONS UNIES

UNAMIR MINUTAR

FROM : CLOGO

TO : ALL CONTINGENTS
TAC HQ BUTARE

INFO : DCOS SP
PSS

DATE : 6 JAN 95

SUBJECT: PROCEDURE FOR WRITE-OFF OF UN AND
CONTINGENT MATERIAL

1. Enclosed herewith, please find UNAMIR Logistics Directive 206, 208 & 305 in respect of above mentioned subject which speaks for it-self forwarded for your information and necessary action.

2. All contingents are advised to go through the document and initiate write-off procedure when necessary.

3. Kindly accept for action.

A handwritten signature in dark ink, appearing to be 'VO AWOFISAYO'.

VO AWOFISAYO
LtCol
CLOGO

Enclosure:

1. UNAMIR Logistics Directive 206, 208 & 305.

UNITED NATIONS ASSISTANCE MISSION IN RWANDA

LOGISTICS DIRECTIVE 206

DATED OCTOBER 1994

WRITE-OFF OF UN AND CONTINGENT MATERIAL

AIM

1. The aim of this directive is to detail the procedure to be followed by a unit to write off UN and Contingent owned material which has been stolen, hijacked, burnt, lost or which has become unserviceable due to normal wear and tear or other reasons.

GENERAL

2. All Commanding Officers are financially responsible to the UN for all material held by their unit. It is important that accurate records are maintained by the Unit of all UN-owned and all contingent-owned equipment (C.O.E). When a loss occurs for whatever reason, or damage done to material which make it unusable, it is essential that the Unit initiates write-off procedure so that the material can be taken off the ledgers of the Unit and replacements demanded.

3. EXAMPLES OF WHEN WRITE-OFF SHOULD TAKE PLACE

- a. In the event of a fire when material has been damaged beyond repair or totally burnt;
- b. After a hijacking when a vehicle, radio, weapon or anything else has been taken;
- c. After a burglary where items have been stolen;
- d. When damage has been caused by climatic conditions such as high winds, flooding, or by accidents, shelling and other military activities;
- e. Where material is no longer usable due to normal wear and tear over a period of time. Examples of this would be: sheets, blankets, mattresses, beds, lockers, tools, general/barrack stores, etc.
- f. Where material is no longer usable for reasons of hygiene and has been examined and condemned by a Medical Officer as unfit for use or a source of danger to the health of personnel either military or civilian.

4. AUTHORITY FOR WRITE-OFF

- a. Director of Administration (D.O.A) has the authority to write-off items up to a value of US\$1,500.00 for each individual item.
- b. UNAMIR Property Survey Board (PSB) has authority to write-off item or items up to a value of US\$6,000.00 per case. Other cases over US\$6,000.00 in value will be referred (by PSB) to UN HQ New York for final approval. Except vehicles which can be written off by local P.S.B. regardless of inventory value.
- c. The Unit must start the write-off procedure and forward the necessary paper work to the Assistant Chief of Staff/Logistics (DCLO/LOG) of UNAMIR. The DCLO/LOG will authorize the temporary write-off which will allow the Unit to request replacement items for those written off. The DCLO/LOG will in turn submit the Write-Off Vouchers to the secretary of the UNAMIR Property Survey Board (PSB) for further action as appropriate. When final authority has been given for the write-off, the secretary will advise DCLO/LOG who will in turn advise the Unit.

5. THE THREE DIFFERENT TYPES OF WRITE-OFF

- a. Non-technical expendable items unserviceable due to normal wear and tear. Examples:

BEDS	MATTRESSES
WARDROBES	BED LINEN
TABLES	KNIVES, FORKS, SPOONS, ETC.
CHAIRS	TOOLS

- b. Technical items unserviceable due to normal wear and tear. Examples:

BINOCULARS	HEATERS
NIGHT VISION EQUIPMENT	
TABLE FANS	TELEVISION (VCRs)
COOKERS	RADIOS, ETC
FRIDGES	CAMERAS

- (1) For condemnation of vehicles and Transportation Equipment (see Log Dir 305).
- (2) For medical items see Annex D.
- c. Technical and non-technical items which have been stolen, burnt, hijacked, shelled or damaged by natural causes such as storms and flooding.
 - (1) Tentage must be inspected by a team from Log Coy. Request survey team through DCLO/LOG - Board of Survey (BOS) form is used.
 - (2) Buildings and Huts are inspected by SO/Accommodation - BOS form is used and signed by SO/Accommodation.

6. NON-TECHNICAL EXPENDABLE ITEMS FOR WRITE-OFF DUE TO NORMAL WEAR AND TEAR - By Board of Survey

- a. The Unit will prepare six (6) copies of the Board of Survey form as per Annex B to this Directive and six (6) copies of write-off voucher as per Annex A to this Directive and hold until survey is complete.
- b. POINTS ON WRITE-OFF VOUCHERS (W.O.V.)
 - (1) All requests for write-off should be given a reference number in consecutive order, e.g.w.o.v./MALI/1,2,3, etc./1994
 - (2) Each Unit should keep a register of all write-off vouchers on a continuous basis. The Register should be handed over to the succeeding contingent upon rotation.
 - (3) Write-off vouchers and Board of Survey forms should be prepared separately for UN-owned and the Contingent-owned equipment. UN and COE should never be mixed on the same Board of Survey form. For COE always state the date of entry into UNAMIR.
 - (4) In case of crockery (broken knives, forks, spoons, glasses, plates etc, also cloth material, working gloves, bed linen, towels, shorts, T-Shirts etc; Units do not need to produce these items for inspection, if not available, but in such a case not more 25% of all items brought into mission area and declared IN-SURVEY documents can be written-off from ledger list for period of 3 months, after recommendation of BOARD OF SURVEY team and can be claimed accordingly.

- (5) In case of spare parts only main items to be checked by the inspection team. Units do not need to produce the minor unserviceable items like bulbs, oil filter etc, for inspection, if not available, due to normal wear and tear, but during maintenance all these spare parts which have been changed should be recorded in maintenance register.
 - (6) In case of fire extinguisher, unit should treat these as technical items (see para 7 this directive).
- c. The Unit will request through the DCLO/LOG, that the Board of Survey Team be made available to inspect the items for write-off. The Board will consist of representatives from UNAMIR HQ (SSO Sup). Property Control and Inventory Unit (PCIU) and the Unit concerned, normally the Logistics Officer or his deputy.
- d. AVAILABILITY OF BOARD OF SURVEY TEAM
- The Board of Survey Team is available for the Unit Commander to call on when the need arises. However, units should gather a sufficient number of items together in a central location before requesting the Board of Survey Team. The need should not normally arise more than once a month and if sufficient quantities of unserviceable items are not available, the Board may be called every two or three months. However, when a situation arises where replacement of items is required urgently the unit can request a Board of Survey at short notice. The DCLO/LOG will ensure that the Board reacts quickly to such a request.
- e. GUIDANCE FOR BOARD OF SURVEY
- (1) Units will have to collect items for write-off in a central location in their area. These items will be stored over a period of time. (One month or more). The Unit will be responsible for security of these items while being stored.
 - (2) Unit will forward a copy of list of items for Board of Survey and an estimate for transport required for transporting scrap to LOG Coy.
 - (3) Units will separate C.O.E and UN-owned equipment.
 - (4) UN and C.O.E. should never be mixed on the same Board of Survey form.

f. VISIT OF BOARD OF SURVEY TO UNIT

- (1) The Board will visit the unit, inspect the items as listed on the Board of Survey form and make recommendations in the column provided. (Each representative will sign the Board of Survey form).
- (2) Items found repairable should be delivered to LOG Coy or CCO as the case may be.
- (3) Items for scrap should be delivered to Log Coy against signature on Log Form 2001 supported by copy of B.O.S. Report.
- (4) Unit should forward a copy of the receipt of scrap items to Property Survey Unit and PCIU for records.
- (5) Items which are burned should be certified by LOGS/Officer and attached to B.O.S. Report.

g. ON COMPLETION OF BOARD OF SURVEY TEAM INSPECTION, THE UNIT WILL SUBMIT TO THE DCLO/LOG THE FOLLOWING:

- (1) Five (5) copies of the write-off voucher.
- (2) Five (5) copies of the signed Board of Survey form which is justification for the write-off.
- (3) Retain one copy of each in Unit File.

h. The DCLO/LOG will authorize the temporary write-off and return one copy of Write-off Voucher to the Unit for temporary adjustment of the Unit Ledger. This will be the Unit's authority to request replacement.

i. The DCLO/LOG will submit two (2) copies of the Write-Off Voucher (W.O.V) to the secretary of the UNAMIR Property Survey Board (PS) for the necessary survey action and one (1) copy to PCIU.

j. Upon decision on the write-off by UNAMIR and/or the Property Survey Board, the secretary of the P.S.B. will complete part (iii) of the W.O.V. and forward one copy of it to the Unit through the DCLO/LOG. This will constitute final authorization or deletion of this item from Unit Ledger and disposal action.

7. TECHNICAL ITEMS FOR WRITE-OFF DUE TO NORMAL WEAR AND TEAR

- a. The Unit will send the item or items to the Log Coy concerned, Chief Communications Officer, Chief Medical Officer, Chief Logistics Officer/HQ UNAMIR.

- b. With that particular item, the unit will also send a Provisional Condemnation Certificate (PCC) as per Annex "C" for each technical item concerned. Items such as fans and other items which have no decal number may be grouped on one PCC form. For COE state date of entry in para. 14.
 - c. The maintenance unit will decide if the item can be repaired or recommended if it should be written off.
 - d. If it is to be written off the Maintenance Unit will complete the PCC and return it to the Unit.
 - e. Each Month
The Unit will prepare six (6) copies of the Write-off Voucher and attach six copies of all the PCC's as justification. Several PCC's for different items can be under one W.O.V.
 - f. The Unit will submit five (5) copies of each to the DCLO/LOG and retain one copy of each for its own unit file.
 - g. The DCLO/LOG will authorize the temporary write-off and return one copy of Write-off Voucher to the Unit for temporary adjustment of the Unit Ledger. This will be the Unit's authority to request replacements.
 - h. The DCLO/LOG will submit two (2) copies of the Write-off Voucher (W.O.V.) to the secretary of the UNAMIR Property Survey Board (PSB) for the necessary survey action and one (1) copy to PCIU.
 - i. Upon decision on the write-off by UNAMIR and/or the UN Property Survey Board, the secretary of the P.S.B. will complete part (iii) of the W.O.V. and forward one copy of it to the Unit through the ACOS/LOG. This will constitute final authorization or deletion of this item from Unit Ledger and disposal action.
8. TECHNICAL AND NON-TECHNICAL ITEMS WHICH HAVE BEEN STOLEN, LOST, BURNT, HIJACKED, SHELLED OR DAMAGED BY NATURAL CAUSES SUCH AS STORMS AND FLOODING
- a. In the event of items being written off for any of the above reasons supporting evidence will have to be produced. For fire, theft or hijacking, a Military Police Report has to be made through the Force Provost Marshal. For shelling or storm damage a report has to be made by the Unit to the DCLO/LOG of articles destroyed in the incident. The incident may have to be investigated by Hq personnel, appointed by the DCLO/LOG to determine the extent of the damage and if items can be repaired or should be written off.

- b. In the case of Technical items damaged by shelling or flooding they should be sent to Log Coy along with PCC or inspection, repair or condemnation.
- c. TO WRITE-OFF THESE ITEMS THE UNIT WILL:
- (1) Prepare six (6) copies of the Write-off Voucher. Signed by the Commanding Officer only.
 - (2) Attach one (1) copy of the MP Report or Unit investigation Report to each W.O.V.
 - (3) Forward a. and b. to the DCLO/LOG and retain one copy for unit files.
 - (4) The DCLO/LOG will authorize the temporary adjustment of the ledger and return one copy of the Write-off Voucher to the unit - this will be the unit's authority to request replacements.
 - (5) The DCLO/LOG will submit two (2) copies of the Write-off Voucher to the secretary of the PSB for necessary survey action and one (1) copy to PC U.
- f. Upon decision for the write off by the UNAMIR P.S.B, the secretary will do the following:
- (1) Complete Part III of the W.O.V.
 - (2) Forward one copy to the Unit through the DCLO/LOG. This will constitute final authorization for deletion of the item from the unit ledger and disposal action.

ANNEXES

- A - WRITE OFF VOUCHER (W.O.V.)
- B - BOARD OF SURVEY FORM (B.O.S.)
- C - PROVISIONAL CONDEMNATION CERTIFICATE (P.C.C.)
- D - MEDICAL EQUIPMENT

DISPOSAL OF MEDICAL AND DENTAL EQUIPMENT DUE TO
NORMAL WEAR AND TEAR

As and when medical equipment becomes unserviceable the following actions will be initiated:-

1. If the equipment is easily transportable, the unit will send a report alongwith the equipment to the Central Medical Supply Point, located within the premises of UNAMIR Field Hospital, Kigali to Force Medical Supply Officer (FMSO) (Office 3J Medical Branch, HQ UNAMIR) giving details of the equipment and noticeable/likely defects. A Provisional Condemnation Certificate (PCC) will also be sent along with the report.
2. If the equipment is not easily transportable, only the report alongwith the PCC will be sent to FMSO. An officer/FMSO, detailed by Medical Branch will go to the unit for the inspection of the equipment at its location.
3. A representative of the Medical Branch will decide if the equipment can be repaired in the mission area and will accordingly be sent for repairs. If repairs are not feasible and the item is unserviceable the following will be recommended:-
 - a. Equipment to be written off and to be shipped back to the country at the end of the mission.
 - b. Equipment to be written off and to be locally disposed off. The recommendation will be based on the transportation cost required to transport back the equipment vis-a-vis the salvage value of the equipment.
4. The relevant part (Part V) of the PCC will be completed by Medical Branch and returned to the concerned unit.
5. The unit will submit five (5) copies of WOV and PCC to the DCLO and retain one copy of each for its own write-off files.
6. The DCLO will authorise the temporary write - off and return one copy of the Write-off Voucher to the unit for temporary adjustment of the unit ledger. This will be the unit's authority to request replacement if required.
7. The DCLO will submit two (2) copies of the Write-off Voucher (WOV) to the secretary of the UNAMIR Property Survey Board (PSB) for the necessary survey action and one copy to PCIU.

ANNEX D TO
LOG DIR 206
DATED OCT 94
PAGE 2

8. Upon decision for write-off by UNAMIR the Property Survey Board, the secretary of the PSB will complete part (iii) of the WOV and forward one copy of it to the Unit through DCLO. This will constitute final authorisation for deletion of this item from Unit Ledger and disposal action.



WRITE-OFF VOUCHER

PART I

Requesting Write-Off _____ WOV _____
Location : _____ Date _____

TO : Deputy Chief Logistics Officer

This Unit requests authority to temporarily adjust its unit ledger for items listed until final authorisation for Write-Off is received from HQ UNAMIR. The reason for the Write-Off are as follows (include a summary of the incident, including date, time and location):

Reason: _____

Location of incident :

Date :

Time :

Part Number	Description	Cat	Qty	Unit Price US \$	COE IF COE Date in	Total Cost US \$

PART II

TO : Commanding Officer,

1. Authority granted to temporarily adjust unit ledger by the quantities of items listed.
2. Further details of the loss are required as follow:

Deputy Chief Logistics Officer

Date

PART III

TO: Assistant Chief
of Staff/Logistics

Write Off

approved. Disposal action _____

item _____

of UNAMIR/SB/MINS

CASE NO.

Secretary, UNAMIR Property
Survey for Director of Administration

Date _____

PROVISIONAL CONDEMNATION CERTIFICATE
(FOR WRITING-OFF TECHNICAL INVENTORIED ITEMS)

Date _____ PCC No. _____

SECTION I - GENERAL INFORMATION

1. Originator _____ 2. User Unit _____
3. Work Order No. _____ 4. Unit Service Request No. _____

SECTION II - DESCRIPTION OF MATERIAL TO BE CONDEMNED

5. Description _____
6. Make _____ 7. Model _____ 8. Country of Origin _____
9. Registration or Decal No. UNAMIR _____ 10. Serial No. _____
11. Material owned by _____
12. Year of manufacture _____
13. Hours of Operation on entry to UNAMIR _____ (ACTUAL/EST)
14. Date of Material placed into UNAMIR service _____ (ACTUAL/EST)
15. Duration of UNAMIR service _____ (ACTUAL/EST)
16. Hours of Operation at time of PCC _____ (ACTUAL/EST)
17. IN-SURVEY: Date _____ Category _____ Line Item _____
18. OUT-IN SURVEY: Date _____ Category _____ Line Item _____

SECTION III - FINANCIAL DATA

19. Original Purchase Price \$ _____ (ACTUAL/EST)
20. Estimated Value at Time of PCC \$ _____ (ACTUAL/EST)
21. Scale of Depreciation used _____
22. Cost of Repairs \$ _____

SECTION IV - FOR ACCIDENT DAMAGE ONLY

23. MP Report No. _____ Report sent to _____ Date _____

24. If no investigation made given reasons and suspected cause of damage:

25. _____

SECTION V - EXAMINER'S RECOMMENDATIONS

26. Recommendations for Disposal _____

27. Reasons for recommendations _____

(NAME) (APPOINTMENT) (DATE)

SECTION VI - CONTINGENT RECOMMENDATIONS

28. The contingent agrees/disagrees with the recommendation for condemnation and disposal as per Section V.

If contingent disagrees, see _____ (attached).

(NAME) (APPOINTMENT)

SECTION VII - PROPERTY SURVEY BOARD DECISION

29. Decision _____

UNAMIR PSB MINS/ ITEM _____ OF _____

CASE NO _____

30. Disposal Action _____

(NAME) (APPOINTMENT)

(DATE)

ANNEX P
LOG DIR 270
DATED OCT 94

BOARD OF SURVEY
ITEMS FOR WRITE-OFF

*OWNED BY

LOCATION

WRITE-OFF VOUCHER NO. _____

UN/COE

*In case of COE state date of entry, UN Owned date of receipt in column "DESCRIPTION"

[illegible]

SO/SUP REPRESENTATIVE

TENTAGE EXAMINER
SO ACCOMMODATION

UNIT LOGISTIC OFFICER

PCIU
REPRESENTATIVE

UNITED NATIONS ASSISTANCE MISSION IN RWANDA

LOGISTICS DIRECTIVE 208DATED OCTOBER 1994HANDOVER OF UN AND CONTINENT-OWNED
STORES - SURVEYSAIM

1. The aim of this Directive is to establish the procedures to be followed in obtaining information for the verification of government claims for depreciation charges on Contingent owned equipment, supplies and vehicles, and in the handover of UN and "Continent owned" stores, equipment and vehicles from the outgoing unit to the incoming unit.

GENERAL

2. All Contingent owned stores, equipment and vehicles are subject to the logistics control of HQ UNAMIR. Further, all "Continent owned" stores, equipment and vehicles are subject to depreciation payments by UN, provided such items have been authorized, as required in the performance of duty in the Mission area, by UN HQ. New York. It is therefore necessary to maintain records of the quantity and the condition of all items which are held by the individual units.

3. These records will be used to support all Claims lodged by the Troop Contributing Governments against the United Nations for depreciation payments of equipment, supplies and vehicles brought into the mission area, with approval of United Nations Headquarters. Unit Commanders are responsible for forwarding a copy of the IN/OUT Survey to their Home Governments for pricing and claim action. Accuracy in maintaining these records is therefore of utmost importance to both the Governments concerned and the United Nations.

4. To determine that records are kept in accordance with Logistics Directives, and also to ensure that the Unit Commander is aware of both the UN and the "Contingent -Owned" stores, equipment and vehicles held by his Unit, inventory surveys shall be conducted on the following occasions:

- a. when a unit arrives in the Mission area;
- b. when a unit withdraws from the Mission area;

- c. when a Unit Commanding Officer changes;
- d. when directed to do so by the Director of Administration (DOA), and the Deputy Chief of Staff/Logistics;
- e. at least once a year as required by UN regulations.

5. All units shall submit a monthly update of Continent owned material brought in or removed from the Mission area. The format set forth in Annex A will be used and all information required in that annex must be provided.

ADMINISTRATION

6. The following HQ UNAMIR agencies will be involved in the performance of all Surveys:

- a. Director of Administration, attention: Property Control and Inventory Unit (PCIU) or Force Vehicle Inventory Unit (FVIU);
- b. Deputy Chief of Staff (Logistics), attn: Senior Staff Officer Supply (SO SUP) or Chief Military Transport Officer (CMTO).

7. SO SUP is the agency responsible for the coordination of the timely performance of all surveys on handover of material and the staffing of all surveys and reports. PCIU is the agency responsible to verify the material on behalf of the DOA.

8. To ensure the proper planning and timely performance of all surveys, SO SUP will produce a semi-annual schedule, based on the known rotation dates of the various units as provided by CMPO. This schedule will be published and distributed to the unit Logistics Staff for their evaluation. Any proposed changes shall be forwarded to HQ UNAMIR, attention: SO SUP as soon as possible, after a decision has been reached at unit level, so that timings and manpower allocations can be arranged. Once the timings have been agreed to and confirmed by the unit, the schedule will be published in final form.

9. The schedule mentioned in para 9. above, will be considered as a firm guideline for all surveys, except when a special survey is directed by the Director of Administration (DOA) HQ UNAMIR. The schedule will, however, be flexible to cater to unforeseen problems of short duration. The following format will be used for the presentation of the schedule:

- a. Date of the pre-survey visit to the unit;
- b. Date of commencement of the physical count by the Unit Board;

- c. Date of commencement of the physical count by the Unit staff;
 - d. Date of the submission of the Unit Report;
 - e. Date of the submission of the HQ UNAMIR; staff Report.
10. A task force of unit personnel listed as Annex B will be appointed by the unit Commander for the purpose of surveying all stores, equipment and vehicles on ledger charges to the unit and appraising such stores as to their conditions.
11. A team consisting of members from SO SUP and PCIU (including CMTO and CTO representatives) will conduct a pre-survey visit with the unit to discuss the up-coming survey. The team will meet with both the unit Logistics Officer and the president of the Unit Survey Task Force, to assist in planning and conducting the survey. CMTO and CTO will advise on Transport matters.
12. The dates and timings for the survey will be finalized so that the hand-over may be concluded during the period when both the outgoing and incoming unit Commanders and Logistics Officers are available.
13. All unit originated correspondence on survey matters shall be addressed to both SO SUP and PCIU either as Action or Information addresses.
14. Correspondence originated from HQ UNAMIR, will be addressed to the Unit Log Officer, except when the president of the Task Force will become the contact point and all correspondence will be addressed to him through the Log Officer.
15. The Force Vehicle Inventory Unit (FVIU) is a unit established under HQ Transport Section and is directly responsible to the Chief Transport Officer.
16. FVIU is the agency responsible for carrying out yearly inventory and establishing the necessary records for the Force Vehicle Fleet (all UN and contingent owned vehicles, specialist equipment, and trailers); also, for assisting in verification of the documents as submitted to the office of the CTO by all concerned on all the respective IN/OUT surveys.
17. CMTO will also assist in the verification of handover of transportation equipments/vehicle surveys.

PROCEDURES

18. The procedures to be followed during the various surveys are detailed in the following Parts I, II and III.

PART 1 - ARRIVAL OF A UNIT IN THE MISSION AREA

19. All nationally owned accountable items brought into the Mission area and all UN owned material issued to the unit on arrival, will be taken on ledger charge in accordance with Log Dir 213.

20. The Stores, equipment and vehicles will be surveyed and accounted for by a Unit Survey Task Force within one month of their arrival in UNAMIR.

21. The Unit Commander will appoint the Task Force which will be comprised as indicated in Annex B to this directive and forward the names to HQ UNAMIR, attention: SO SUP.

22. The receipt of the Task Force member's names will indicate to SO SUP that the unit is ready to start the proceedings. SO SUP will then initiate a pre-survey visit to the unit in accordance with para 11, above.

PART 2 - ROTATION OF A UNIT AND DIRECTED SURVEY

23. On rotation of a complete unit, a logistics advance party must arrive before the departure of the outgoing Contingent Commander and his Staff and be present at the outset of the Unit Survey Task Force Proceedings. Unit Commanders are responsible for advising their home countries of this policy.

24. Upon arrival of the advanced party, the Unit Commander shall appoint a Unit Survey Task Force of members from the outgoing unit and members from the advance party of the incoming unit. This Task Force shall be organized as indicated in Annex B and the names forwarded immediately by letter or message to HQ UNAMIR, attention: SO SUP.

25. The receipt of the composition of the Task Force will be the indication to SO SUP that the unit is ready to start the proceedings of the IN/OUT Survey. HQ UNAMIR, SO SUP will then initiate a "pre-survey visit" to the contingent to explain in detail what is required from the unit and to answer questions on the procedures. The pre-survey visit will also be used to coordinate all the other Logistics aspects of the Survey (i.e. transportation required, accommodation and rations for personnel on TD, etc.)

26. Following the coordination meeting, the Unit Survey Task Force will perform the following duties:

- a. Ensure that all "Contingent owned" accountable and UN-owned accountable material is recorded on ledger cards.
 - b. Finalize all outstanding documentation (receipts, issues, etc.) related to issue items.
 - c. Properly identify all items by name, stock number and serial number.
 - d. ensure that articles of national stores to be returned to the home country are itemized and crated but not sealed.
 - e. In conjunction with PCIU, carry out the physical verification of all items including the crates ready for shipment to the home country.
 - f. In conjunction with CMTO & CTO verify all vehicles and transport equipment.
 - g. Seal the crates and advise HQ UNAMIR (SO MOV) of the number of crates and the weight and cube of each crate.
 - h. Condition all items in terms of serviceability or use remaining.
 - i. Complete the supporting documentation as indicated in Annex A.
 - j. Resolve all discrepancies between the quantity held and the quantity on ledger cards.
 - k. Prepare a request for write-off in accordance with Logistics Directive 206 for items which are deficient.
 - l. Complete Appendix 1 to Annex A and obtain the signatures and
 - m. Retain one copy of the Report and forward seven copies to HQ UNAMIR attn: SO SUP as soon as possible after completion.
27. The Property Control and Inventory Unit representative will:
- a. In conjunction with the Unit Survey Task Force, carry out the physical verification of all accountable items including the national stores selected to be returned to the home country.
 - b. Assist in the proper identification of all items and ensure that stock number, serial number and other identifying data are included.

c. Assist in resolving the discrepancies between the quantity on hand the quantity on ledger card.

d. Prepare a PCIU physical verification report indicating all items actually seen during the verification. This report shall also contain, as an annex, the list of UN and "Contingent owned" material which should have been physically verified but which was not located.

e. Forward this report in two copies to HQ UNAMIR attn: SO SUP as soon as completed. This will enable the Unit report to be compared with the PCIU report to provide a complete picture of the situation; and

f. Retain one copy of the PCIU report on file.

28. CTO & CMTO will:

a. In conjunction with the Unit Task Force carry out the physical verification of all transportation equipment including vehicles to be returned to the home country.

CTO to check civilian pattern vehicles.

CMTO to check military pattern vehicles.

b. Assist in conditioning of all transport and equipment.

c. Assist in resolving the discrepancies (if any).

d. Verify the handover of UN and Contingent owned transport equipment.

29. The HQ UNAMIR SO SUP representative will:

a. Coordinate all aspects of the survey ensuring that the unit and all other participants are advised of all information and timings:

b. Maintain a Survey file of all related correspondence;

c. Review all survey reports for completeness and correctness, and if necessary prepare observation on the survey, requesting the unit to provide more information;

d. Retain one copy of the Unit Report and one copy of the PCIU report on the survey file;

e. Forward one copy of the PCIU Report to the Unit; and

- f. Forward seven copies of the Unit Survey Report to the PCIU. (After approval two go to UN HQ New York, one to DOA, one to PROPOSED SURVEY UNIT, one to PCIU and two to SO SUP who will send one copy to the Unit).

PART III - REPATRIATION/WITHDRAWAL OF A UNIT

30. The DCOS (Log) will send a party of Logistics Staff Officers to the repatriating unit's base camp to provide technical assistance and guidance to the unit commander prior to repatriation of the unit. The DCOS (Log) will issue a detailed Logistics Order directing the action to be taken by the unit and HQ UNAMIR staffs. The Logistics Order will contain relevant information not normally included in UNAMIR Logistic Directives and information which must be considered for the completion of withdrawal procedures.

31. The Unit Commander will:

- a. Appoint a Unit Rear Party formed to finalize all clear - out activities.
- b. Forward the composition of the Rear Party to HQ UNAMIR SO SUP within two weeks of receiving the direction from the DCOS Log to do so.
- c. Carry out the detailed instructions of the Logistics Order; and
- d. Forward a copy of the finalized In/Out Survey to his Home Government with the request that it be priced and used in the Government's submission of depreciation claims to UN HQ, New York.

32. The Unit Rear Party will:

- a. Ensure that all "Contingent owned" material and UN owned accountable material is recorded on ledger cards in accordance with Logistics Directive 213.
- b. Finalize all outstanding documentation (receipts, returns, etc.).
- c. Ensure that all items are properly identified and conditioned.
- d. Carry out the physical verification of all items (except vehicles) with the PCIU.
- e. Carry out the physical verification of military pattern vehicles CMTO and Civilian pattern vehicles with CTO.

- f. Complete Appendixes, two, three and four to Annex A of this Directive in six copies.
 - g. Return all surplus and unserviceable stores to LOG COY.
 - h. Ensure that shipments of national stores which are to be returned to the home country are itemized and crated, but not sealed.
 - i. Once the crates of national stores to be returned to the home country have been verified by the PCIU, seal them and advise HQ UNAMIR (SO MOV) the number of crates and the weight and cube of each crate.
 - j. Resolve all discrepancies between the quantity held and the quantity on ledger cards.
 - k. Prepare and submit a Request for write-off in accordance with Logistics Directive 206 for items which are deficient.
 - l. Complete Appendix 1 to Annex A of this directive in six copies.
 - m. Retain one copy of Appendixes 1 to 4 of Annex A and give five copies to HQ UNAMIR (SO SUP); and
 - n. Return stores to LOG COY and/or re-distribute stores to other units as directed by the DCOS (Log) in the Logistics Order.
33. HQ UNAMIR SO SUP will:
- a. Coordinate all aspects of the Out Survey ensuring that the unit, LOG COY and the PCIU are advised of all information and timings.
 - b. Open a TD for this survey and place a copy of all related correspondence on that TD.
 - c. Ensure that the DCOS (Log) Logistics Order is followed completely.
 - d. Review the OUT Survey Reports for completeness.
 - e. Retain five copies of the Unit OUT Survey Report.
 - f. Forward three copies of the Unit OUT Survey Report to PCIU.
 - g. Ensure that the unit prepared and submits a Request for write-off for all deficiencies, in accordance with Logistics Directive 206.

34. The PCIU will:

- a. Carry out the physical verification of all items in conjunction with the Unit Rear Party.
- b. Verify the "Contingent owned" items which are being returned to the home country.
- c. Ensure that all items are conditioned correctly.
- d. Assist in resolving discrepancies between the quantity on hand and the quantity on ledger cards.
- e. Ensure that the appropriate paper work is raised for the redistribution and return of all stores.
- f. Sign Appendix one to Annex A of the OUT Survey on behalf of the Director of Administration.
- g. Retain one copy of the Unit OUT Survey Report on file.
- h. Forward one copy of the Unit OUT Survey to the CPO; and
- i. Forward one copy of the Unit OUT Survey to UN HQ New York.

35. CTO and CMTO will:

- a. Carry out the physical verification of transportation equipment in conjunction with the Unit Rear Party.
- b. Verify the Contingent owned transport equipment to be returned to the home country.
- c. Assist in conditioning of all vehicles.
- d. Assist in resolving discrepancies (if any).
- e. Ensure that the appropriate paperwork is raised for the redistribution and return of all vehicles.
- f. Ensure that UN vehicles will be stored in Force Reserve military pattern vehicles to be stored in LOG COY; civilian pattern vehicles to be stored in CTO area.
- g. Ensure that these vehicles will be checked and if necessary repaired/reallotted to units.

36. LOG COY will:

- a. Assist identifying and conditioning all unit materials.

- b. Assist in resolving any discrepancies between the quantity on hand and the quantity on ledger cards; and
- c. Ensure that all material is returned to LOG COY or redistributed to other units as directed in the Hq Logistics Order and that the appropriate documentation is raised.

PART IV - MONTHLY REPORTING OF "CONTINGENT OWNED" STORES
AND EQUIPMENT WHICH HAVE BEEN BROUGHT INTO UNAMIR AND/OR
REMOVED FROM UNAMIR BY A UNIT

37. Each month, Unit Commanders shall report to HQ UNAMIR (SO Sup) all national stores and equipment which have either been brought into UNAMIR or returned to the home country during that month. The SO SUP is responsible for ensuring that monthly reports (including nil reports) are submitted. Reports are to be forwarded to reach UNAMIR (ATTN. SO S^UP), by the fifth day of the month following the reporting period.

38. The Unit Logistics Officer will:

- a. Prepare in six copies Appendix 5 to Annex A of this Directive listing all "Contingent owned" items which have been brought into UNAMIR during the previous month.
- b. Forward one copy to their home country for pricing and onward transmission to UN Headquarters New York.
- c. Retain one copy on Unit files; and
- d. Forward four copies to HQ UNAMIR SO SUP.

39. HQ UNAMIR SO SUP will:

- a. Examine the return for completeness.
- b. Retain one copy; and
- c. Forward three copies of the monthly report to the PCIU.

40. PCIU will:

- a. Retain one copy of the monthly report on file.
- b. Forward one copy of the monthly report to the CPO; and
- c. Forward one copy of the monthly report to UN New York.

Annexes:

- A. Supporting documentation.
- B. Unit Survey Task Force.

SUPPORTING DOCUMENTATION

1. All reports prepared under the guidelines of this Logistics Directive will be presented in the format given in the following Appendices 1 to 5. These forms shall be reproduced locally whenever required.

2. Stores and equipment will be listed in the following "equipment categories":

- a. Catering: Contains all equipment related to Food Services (eg. freezers, fridges, food serving tables, etc.)
- b. Communications: Contains all communication related equipment (eg. radios, teletypes, telephone switchboards, etc.)
- c. Electrical: Contains all materials and equipment related to electrical systems (eg. wires, switches, generators, etc.)
- d. Engineering/Technical: Contains all engineering and technical related equipment, systems and apparatus (eg. electronic testing equipment).
- e. General Stores: Contains all items of common usage which have an accountability code of "B" (eg. barrack and accommodation stores, hand tools and non-technical hardware).
- f. Medical and Dental: Contains all medical and dental related equipment (eg. drugs, surgical hardware, etc.)
- g. Optical: All optics and related equipment (eg. night observation devices, binoculars, photographic equipment).
- h. Tentage: Self explanatory.
- i. Armoury: All items related to armament, ammunition, etc.
- j. Miscellaneous: All items of supply with an accountability code of "B" which are not included in other categories.

3. To ensure a standard method of presentation in all IN/OUT Survey Reports from the units, the above mentioned appendices will be put together in the following manner:

- a. Covering letter to DCOS/LOG HQ UNAMIR (Appendix 1).
- b. Handover of UN owned property other than transportation.
- c. Handover of "Contingent owned" property other than transportation.
- d. Handover of UN and "Contingent owned" transportation equipment.

4. All the pages covering one type of material shall be numbered consecutively.

5. The handover of transport equipment shall be done on Appendix 5 to this Annex and shall be accompanied by a covering letter Appendix 4 with provision for verification by FVIU and CMTD.

Appendices:

1. Covering letter to DCOS/LG for equipment other than transportation.
2. Handover of UN owned property.
3. Handover of Unit property.
4. Covering letter to DCOS/Log for transportation equipment.
5. Handover of Transport equipment.
6. Monthly report of material.

APPENDIX 1
TO ANNEX A
TO LOG DIR 208

PAGE 1

COVERING LETTER

To: Deputy Chief of Staff (Logistics)
HQ UNAMIR

ANYBATT HQ
Date_____

From: Commanding Officer
Anybatt

Subject: ANYBATT SURVEY - DATE

Reference: A. Logistics Directive 208

1. Attached as Annexes A, B, C, D and E is the Anybatt IN/OUT
Survey dated_____.

2. I certify that the Survey is complete and accurate.

President of the Survey
Task Force

Outgoing
Commanding Officer

Incoming
Commanding Officer

Verified:

PCIU

SO SUP

Certified:

Director of Administration

ANNEX B
TO LOG DIR 208
DATED OCT 94

PAGE 1

UNIT SURVEY TASK FORCE

PRESIDENT	- Lieutenant Colonel/Major
	- Major - Unit Logistics Officer
	- Captain/Lieutenant - Outgoing Unit Supply Officer
IN ATTENDANCE	- HQ UNAMIR SO SUP
	- PCIU representatives
	- LOG COY Team (as required)
	- CTO Representative (as required)
	- CMTO Representative (as required)

ANNEX C
TO LOG DIR 208
DATED OCT 94

PAGE 1

UNIT REAR PARTY

Officer Commanding (OC)	-	Major (See Note A).
Logistics/Rotation Officer	-	Captain.
Quartermaster	-	Captain/Lieutenant.
2 Supply Technicians	-	Junior Non-Commissioned Officers (Jr.NCO's)
Administrative Clerk	-	Sergeant.
2 Mobile Repair Team (MRT)	-	Jr. NCO's.
6 General Duties	-	Corporal/Private.
1 OC's Driver	-	Corporal.
Cook	-	Junior NCO.
Communications Operator	-	Junior NCO.
Ammunition/Weapon Technician	-	Sergeant/Corporal.

NOTE: A. The Officer Commanding the Rear Part must have the delegated authority to sign and acknowledge on behalf of the Unit any deficiencies, surpluses or other discrepancies which may arise as a result of the repatriation procedures.

UNITED NATIONS ASSISTANCE MISSION IN RWANDA

LOGISTIC DIRECTIVE 305

DATED OCT 94

CONDEMNATION AND DISPOSAL OF VEHICLES AND EQUIPMENT

AIM

1. The aim of this directive is to detail the procedures to be followed for the condemnation of all UN and contingent owned vehicles and equipment in UNAMIR, except those vehicles under the direct responsibility of the Chief Transport Officer, and specialized equipment other than the vehicles under the direct responsibility of the Chief Communications Officer in UNAMIR. (Read directive 305 in conjunction with Log Dir 206).

RESPONSIBILITIES

2. Within the area of responsibility of CLO:

a. UNAMIR HQ/SSO Maint will process all condemnation of vehicles and related equipment supplied and budgeted for by SSO Maint, in accordance with the procedure outlined hereunder.

b. The condemnation of all other equipment supplied and budgeted for by others, will be processed by SSO Sup, using the procedure laid down in Log Dir 206 only.

AUTHORITY FOR CONDEMNATION

3. Items of original purchase price no 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 no exceeding US\$6,000; also, condemnation and write-off of vehicles regardless of the purchase price.

RESPONSIBILITY FOR INITIATING CONDEMNATION ACTION

4. 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. Chief Transport Officer.

c. UN Owned Technical Equipment. Unit Maintenance Officer.

d. UN Owned Non-Technical Equipment. See Log Dir 206.

FACTORS TO BE CONSIDERED FOR CONDEMNATION

5. 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. Kilometer driven/hours of operation (or an estimate thereof, if not available).
- j. Year of manufacture.

PROCEDURE FOR CONDEMNATION AND DISPOSAL ACTION

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

- a. Raise a Provisional Condemnation Certificate (PCC) in eight (8) copies in case of vehicles and six (6) copies for all other equipment (Annex A). 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 SSO 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.

7. Initial processing of PCC by SSO Maint. On receipt of the PCC from the unit/contingent, the SSO 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 and SSO Tpt, respectively.

FINAL DECISION ON CONDEMNATION

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

- a. Ensure all information required for condemnation action has been provided.
- b. Following a decision by the Property Survey Board, complete Section VIII of the PCC.
- c. Return copy 1 of the PCC to SSO Maint.
- d. Retain copy 2.
- e. Advise the PCIU of the Property Survey Board's decision.

FINAL PROCESSING OF PCC

9. After a decision by the Property Survey Board:

- a. Action by SSO Maint. On receipt of copy 1 of PCC from the Secretary Property Survey Board, SSO Maint shall:
 - (1) Return copy 1 to the originating unit along with the forms at Annexes B and C.
 - (2) Forward copy 3 to Log Coy/Log Bn, as applicable.
 - (3) 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 SSO 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

10. 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.

11. The procedure for write-off of stores and equipment is contained in Log Dir 206 and for disposal in Log Dir 214. In case where misuse of the equipment is evident, the Maintenance Unit will report the matter to SSO Maint and the Commanding Officer of the unit concerned.

UNITED NATIONS ASSISTANCE MISSION IN RWANDA

PROVISIONAL CONDEMNATION CERTIFICATE
(VEHICLES AND EQUIPMENT)

PCC No _____

SECTION I - GENERAL INFORMATION

1. Originator _____ 2. User Unit _____
3. Work Order No _____ 4. Unit Service Request No _____

SECTION II - DESCRIPTION OF MATERIAL TO BE WRITTEN OFF

5. Nomenclature _____
6. Make _____ 7. Model _____ 8. Country _____
9. Registration/UNAMIR No _____ 10. Serial No _____
11. Material Owned by _____ 12. Year of Manufacture _____
13. Miles/Kilometers/Hours of Operation on Entry
into UNAMIR (Actual/Estimate)
15. Duration of UNAMIR Service _____ (Actual/Estimate)
16. Miles/Kilometers/Hours of Operation at Time
of PCC (Actual/Estimate)

SECTION III - FINANCIAL DATA

17. Original Purchase Price of Equipment US\$ _____ (Actual/Estimate)
18. Estimate value at Time of Condemnation US\$ _____ (Actual/Estimate)
19. Scale of Depreciation Used _____
20. Cost of Repair US\$ _____ (See Section V Other Side)
21. Accompanying Documents _____

SECTION IV - FOR ACCIDENT/DAMAGE

22. MP Report No _____
23. If no investigation made give suspected case of Damage _____

[illegible]

Estimated Labour _____ hrs at _____/h

DATE _____

DATE _____

25. Reason for Recommendations _____

DATE _____

27. HQ UNAMIR agrees/disagrees with the recommendation for condemnation and disposal as per Section VI. If disagrees, see _____ attached.

DATE .

ANNEX A
TO LOG DIR 305
DATED OCT 94

PAGE 3

SECTION VIII - PROPERTY SURVEY BOARD DECISION

28. Decision _____

Disposal Action _____

Case No. UNAMIR/ ITEM _____ OF PSB MINS/

_____	_____	_____
NAME	APPOINTMENT	DATE

To : Commanding Officer
For : Maintenance Officer/Logistics Officer
From : UNAMIR HQ /SSO Maint
Subject: Provisional Condemnation of Vehicle and Equipment
Reference: Logistics Directive 305

1. The following item has been condemned by the Property Survey Board under PCC number _____ in accordance with ref.

- a. Nomenclature _____
- b. Make, Model _____
- c. Registration/UNAMIR No _____

2. This form is submitted to you for information.

Note: When the item being condemned is a vehicle, the UNAMIR license plates will be returned to CTO HQ UNAMIR and UNAMIR number will be painted on the dashboard so that the vehicle can be identified if required at a later date.