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UNITED NATIONS

REFERENCE GUIDE FOR PEACE-KEEPING FORCES (MILITARY PERSONNEL - LOGISTICS)

**FIELD OPERATIONS SERVICE
OFFICE OF GENERAL SERVICES**

June 1974

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OFFICE OF GENERAL SERVICES

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REFERENCE GUIDE FOR
PEACE-KEEPING FORCES

Part A - Personnel

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PART A

PERSONNEL ADMINISTRATION

May 1977

To: All Recipients of the Reference Guide for
Peace-Keeping Forces (ST/OGS/L.4)

From: George Lansky, Director, Field Operations Service
Office of General Services

Subject: Transmittal Letter Reference Guide for
Peace-Keeping Forces No. 77-1

The new pages listed below are transmitted herewith
for insertion in the Reference Guide for Peace-Keeping Forces;
old pages should be removed.

<u>New Pages</u>	<u>Chapter</u>	
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A-39	9	Addition of paragraph 9.5 regarding "Establishment of a UN Service Institute".
A-41/A-42	10	New paragraph 10.2.1 spells out the authority for repatriation on medical, disciplinary and compassionate grounds.
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**REFERENCE GUIDE FOR
PEACE-KEEPING FORCES**

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FOREWORD

For some time a need has existed for a uniform guide for preparing standard operating procedures on administrative and logistical matters applicable to Peace-Keeping Force Missions of the United Nations.

Past experiences have pointed up the difficulties inherent in establishing instructions and procedures during the initial stages of organizing a peace-keeping force and making sure that such procedures conform to the United Nations Financial Rules.

The Commander of a Peace-Keeping Force and his international administrative staff must ensure that the instructions and procedures which they issue are in accord with United Nations policies and regulations. This must be done notwithstanding the problem of different contingent nationalities, or varying national administrative and logistical methods.

The basic factors affecting the operations of a Peace-Keeping Force mission include: the mandate given to the Commander; the size of the Force; the organization and composition of the Force required to fulfill the mandate; the administrative and financial arrangements and control governing the operations; and the conditions in the area of operation. Because of differences in these basic factors, no two previous Peace-Keeping Force operations have been alike, therefore, standard operating procedures will have to be adapted to suit the particular operation of each Peace-Keeping Force mission.

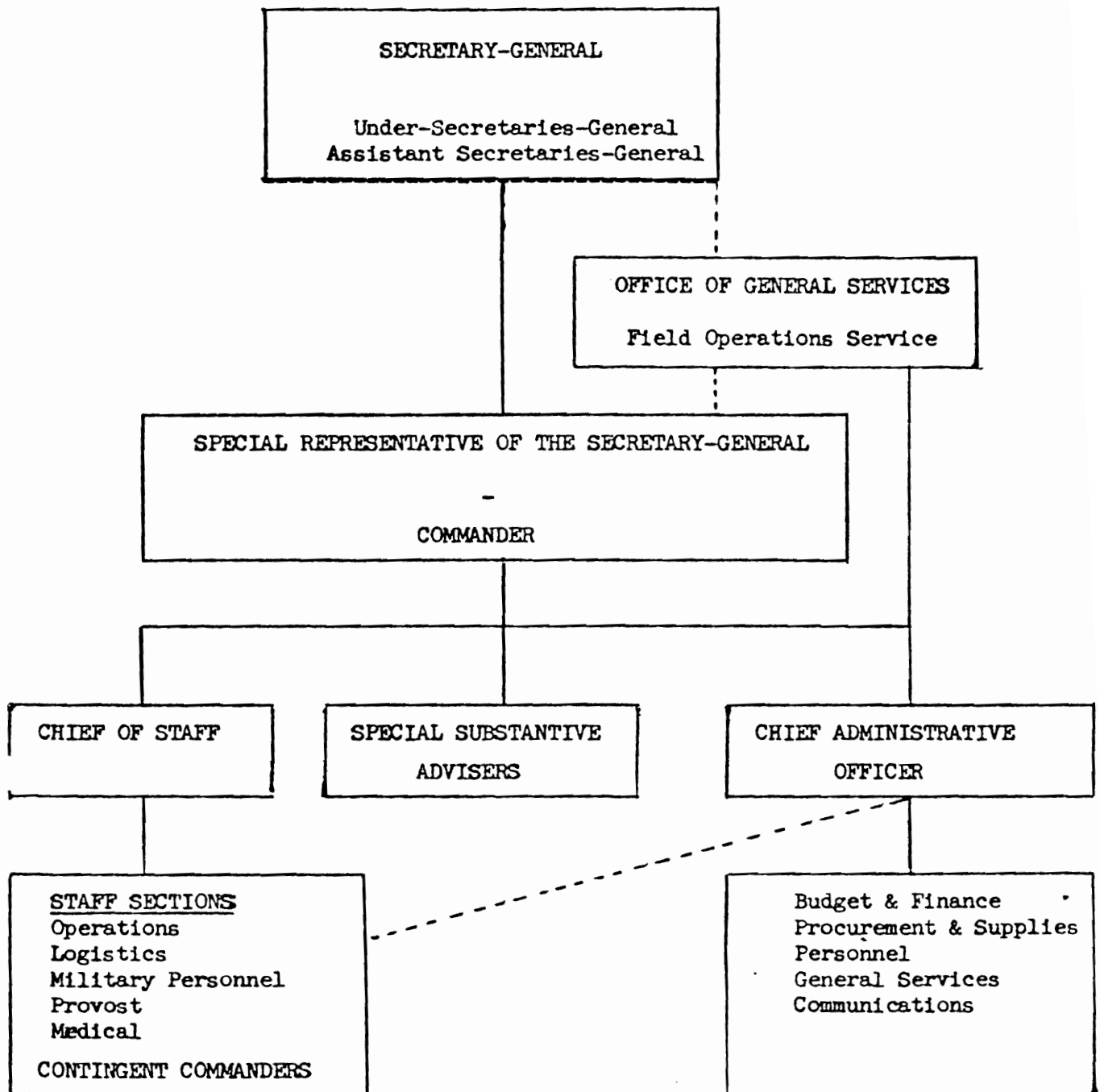
Experience of previous peace-keeping missions shows that there are many principles and much instructional material which can serve as guides or bases for the preparation of standard operating procedures in the Field.

The Guide Books on Personnel Administration and on Logistics have been prepared by the Field Operations Service, Office of General Services, to assist peace-keeping force missions in complying with United Nations requirements.

The information on some subjects in the Guide Book on Personnel Administration complements the information given on the same subject in the Guide Book on Logistics and vice versa.

ORGANIZATION CHART

UNITED NATIONS HEADQUARTERS (UNHQ) AND
U. N. PEACE-KEEPING FORCE HEADQUARTERS



UNITED NATIONS HEADQUARTERS (UNHQ) AND
U.N. PEACE-KEEPING FORCE HEADQUARTERS

A comprehensive outline showing the flow of the United Nations substantive and administrative matters with the United Nations Peace-Keeping Force is illustrated in the organization chart on the following page.

UNITED NATIONS



NATIONS UNIES

POSTAL ADDRESS—ADRESSE POSTALE UNITED NATIONS, N. Y. 10017
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE UNATIONS NEWYORK

PREFACE

The Office of General Services at United Nations Headquarters in New York is responsible for the personnel administration and the logistic support of peace-keeping missions. The Assistant Secretary-General for General Services delegates through the Field Operations Service certain responsibilities to the Chief Administrative Officer of a peace-keeping mission. The Field Operations Service, Office of General Services, is responsible for giving instructions and guidance to the Chief Administrative Officer on all administrative matters and fiscal and budgetary control of the missions' operations.

This publication is intended as a reference guide for compiling the "Standard Operating Procedures on Personnel Matters and on Logistics" which may be issued by the Force Commander of a United Nations Peace-Keeping Force.

The procedures and duties outlined herein are co-ordinated to ensure adherence to the United Nations Financial Rules and Regulations. This guide does not relate to Chapter F of the Field Administration Handbook published by Field Operations Service, Office of General Services, which provides information only on Military Observers serving at missions such as UNTSO and UNMOGIP.

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Robert J. Ryan
Assistant Secretary-General
Office of General Services



UNITED NATIONS

**REFERENCE GUIDE
FOR
PEACE-KEEPING FORCES
(MILITARY PERSONNEL - LOGISTICS)**

**FIELD OPERATIONS SERVICE
OFFICE OF GENERAL SERVICES**

June 1974

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Robert J. Ryan
Assistant Secretary-General
Office of General Services

May 1977

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From: George Lansky, Director, Field Operations Service
Office of General Services

Subject: Transmittal Letter Reference Guide for
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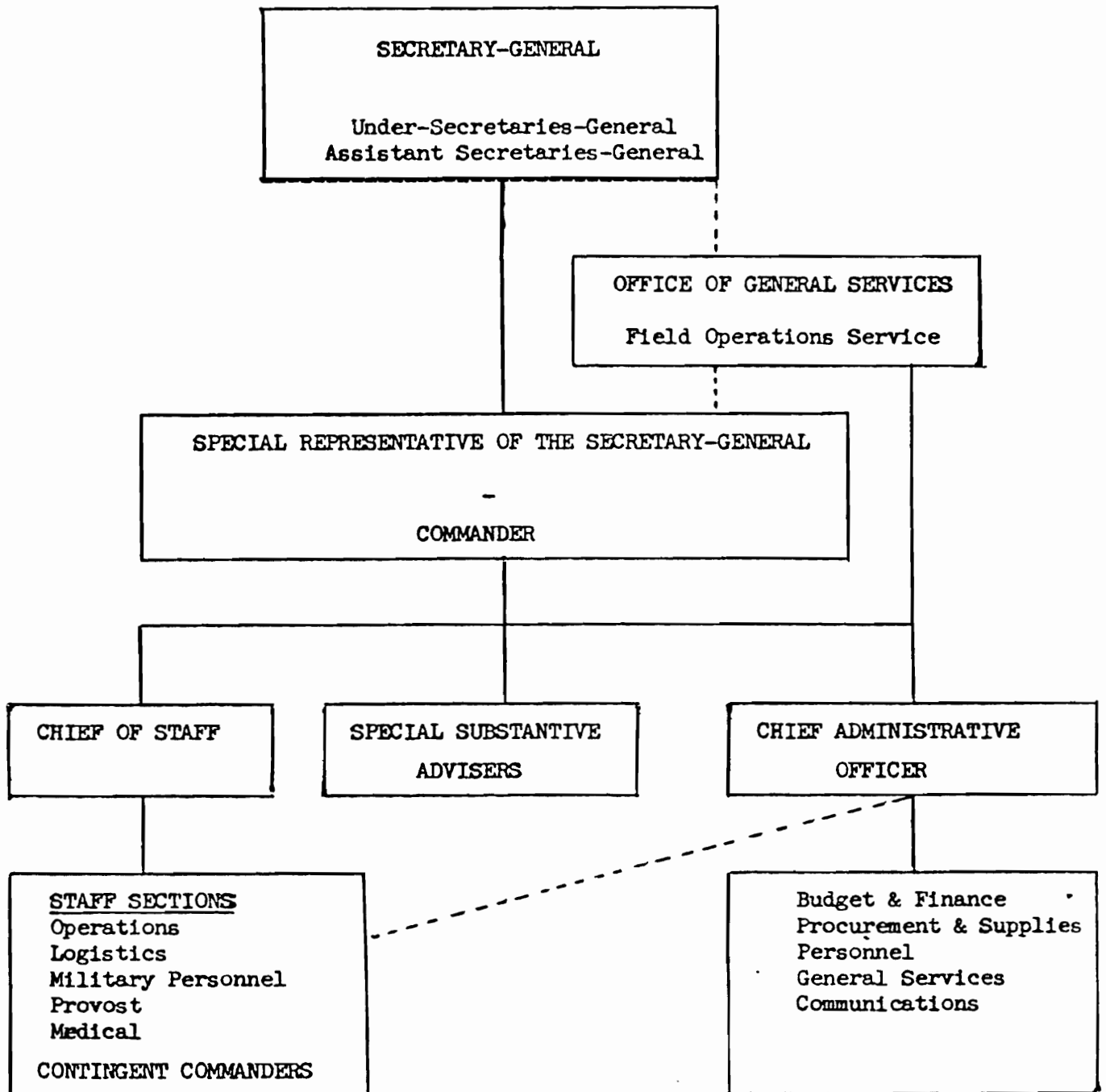
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PART A

PERSONNEL ADMINISTRATION

ORGANIZATION CHART

UNITED NATIONS HEADQUARTERS (UNHQ) AND
U. N. PEACE-KEEPING FORCE HEADQUARTERS



**FIELD OPERATIONS SERVICE
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The information on some subjects in the Guide Book on Personnel Administration complements the information given on the same subject in the Guide Book on Logistics and vice versa.

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OFFICE OF GENERAL SERVICES

REFERENCE GUIDE FOR
PEACE-KEEPING FORCES

Part A - Personnel

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Chapter 1

PURPOSE

The purpose of this publication is to give guidance in the preparation of "Standard Operating Procedure on Personnel Matters" for the United Nations Peace-Keeping Force.

The procedures detailed herein, which are co-ordinated to the United Nations Financial Rules and Regulations, are based on experience from previous Peace-Keeping Force Operations of the United Nations.

The Office of General Services at United Nations Headquarters in New York is responsible for administrative and fiscal policy in the administration of a Peace-Keeping Force. The Assistant Secretary-General, Office of General Services delegates to the CAO, through the Field Operations Service, certain specific responsibilities to facilitate the administration in the field. The Field Operations Service is the administration channel responsible for giving direction to the Chief Administrative Officer on all administrative matters relating to operation and fiscal control of the mission.

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**FIELD OPERATIONS SERVICE
OFFICE OF GENERAL SERVICES**

**REFERENCE GUIDE FOR
PEACE-KEEPING FORCES**

Part A - Personnel

SUBJECT:

OBLIGATIONS, RESPONSIBILITIES AND PRIVILEGES

Chapter 2

2.1 CHARACTER OF THE PEACE-KEEPING FORCE

Members of the Peace-keeping Force should be made aware that their service with the United Nations involves international responsibility; that they must regulate their conduct - off and on duty - with the interest of the United Nations in mind, and that they are at all times under the exclusive authority of the United Nations vested in the Commander of the Force. They should be advised to avoid any action which might adversely reflect on their integrity and neutrality, or on the independent and impartial character of the Peace-keeping Force. In this connexion they should be instructed to avoid expressing personal sentiments or convictions which might involve controversies with personnel of other nationalities.

2.2 RELATIONS WITH LOCAL AUTHORITIES

Members of the Peace-keeping Force should show due respect, proper behaviour, a co-operative attitude and maintain a courteous manner when dealing with local authority. As they represent the United Nations, they are entitled to similar regard from the local authority. Outside of Peace-keeping Force premises, camps or patrol areas, members of the Peace-keeping Force should observe the laws of the host countries and all appropriate local police, customs, railroad, health and other regulations, and should co-operate with local officials in ensuring such observance. However, if local authorities should request members of the Peace-keeping Force to carry out duties which are not within their mandate, they should refuse such requests.

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Country. This Agreement inter alia specifies the privileges and immunities to which members of the peace-keeping force are entitled while serving in the area controlled by the host country. All such privileges and immunities are granted in the interest of the United Nations and not for the personal benefit of the members of the peace-keeping force. These privileges correspondingly impose on members the duty of scrupulously avoiding any action inconsistent with the standards of conduct required of them by their international status.

The privileges and immunities set out in the remainder of this Section will usually be contained in the Agreement on the Status of the Force.

2.3.2 Exemption from passport and visa regulations

Members will be exempted from routine passport and visa regulations and from immigration restrictions, but not necessarily from customs inspection of personal property upon entry or departure from government-controlled territory.

2.3.3 Import of personal effects

Members, upon their first arrival, will have the privilege to import, free of duty, special personal effects which they need. Any other personal property brought in by members of the Force may be subject to local laws and regulations governing customs and foreign exchange.

2.3.4 Obtaining goods

Members of the Peace-Keeping Force will be entitled to obtain consumable goods and other customary articles of small value imported duty-free under arrangements concluded with the host government. All members should be advised that they are strictly forbidden to sell, barter or give away any such goods.

2.3.5 Tax exemption

Members of the Peace-Keeping Force will be exempt from any host government taxation on the pay and allowances received from their national governments or from the United Nations.

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4.2.2 Personnel arriving individually

Commanding officers should ensure that individuals who join the Peace-Keeping Force separately, not at the time the contingent is rotated, report to the appropriate officer within twenty-four hours of arrival to obtain an identity card. They must carry their national passport or other identification document. They must also present the Commanding Officer's application for an identity card, which will carry the particulars and description, mentioned in para. 4.2.1 above.

4.3 FIRST ARRIVAL

Unless provided with an identity card issued by the Peace-Keeping Force in advance of their arrival in the UN mission area, all personnel joining the Peace-Keeping Force, whether in units or individually, must carry national passports or other identification documents.

4.4 PRESENTATION OF IDENTITY CARDS

A member of the Peace-Keeping Force must show his identity card for examination whenever requested to do so by:

- (i) Any local authority acting within the scope of official duties;
- (ii) Any member of the Peace-Keeping Force performing

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- (c) Where necessary, Force Headquarters should inform the civil police about the loss of the identity card.

4.6 CONTROL OF IDENTITY CARDS

Commanding Officers should impress upon all members of their national contingents that identity cards issued by the Peace-Keeping Force should be accorded the same care as similar service documents issued by the authorities of their own countries.

Members of the Peace-Keeping Force, if they so wish, may carry personal identification cards issued to them by the authorities of the national contingent to which they belong in addition to their Peace-Keeping Force identity cards.

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5.1 GENERAL

All personnel concerned in the operation of vehicles shall ensure that motor transport is used only for authorized purposes and in a way to achieve the utmost in economy and efficiency. This chapter shall be read in conjunction with Chapter 4 "Motor Transport" of the "Guide-Book on Logistics" which provides information and guidance on the control, operation and employment of motor transport.

The operators of the UN vehicles must know and comply with all local traffic regulations.

5.2 AUTHORIZATION OF TRIPS

Routine Orders should list the names of individuals who have authority to designate transport details. This authorization, may not be delegated to others.

No vehicle may be operated unless the operator is in possession of a duly completed transport ticket authorizing the trip.

Operators of UN vehicles must always use the most direct route from one point to another.

Operators of vehicles must ensure at the beginning of each day, that a transport ticket for the vehicle to be used is

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Peace-Keeping Force HQ from time to time. Only the Commanding Officers of contingents may authorize such trips when justified and properly organized and the transport ticket should be signed by an officer.

Non-UN personnel must not be transported in UN vehicles. Under no circumstances will "hitch-hikers" be transported in UN vehicles. The reason for these restrictions is to avoid possible financial liability to the vehicle operator and the United Nations.

The operators of UN vehicles shall present their transport tickets for examination when requested by guards, sentries or military police on duty.

5.3 REIMBURSEMENT FOR USE OF UNITED NATIONS OWNED VEHICLES

United Nations vehicles are provided for official use only and additional vehicles are not budgeted for other purposes. Their use for liberty or recreation, if approved, should be limited to only those instances where vehicles are temporarily not required for official purposes. Such use which should be minimized as far as possible, will be on a reimbursable basis. The factors used in determining reimbursement to individuals for the use of their private vehicles for official purposes are identical to those applicable to the personal use of vehicles by individual members and reimbursement to the United Nations should be at the same rate.

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Officers responsible for issuing UN drivers' permits shall ensure that drivers are familiar with local traffic regulations before a permit is issued.

The UN driver's permit is only valid for operating UN vehicles.

5.5 SPEED LIMITS

Local speed limits, as indicated by Peace-Keeping Force signs or posted by local authorities, should be observed. The following speed limits should not be exceeded in any event:

<u>Type of Vehicle</u>	<u>Open Roads</u>	<u>Built-up Areas</u>
Staff cars	100 kph or 60 mph	40 kph or 25 mph
Other cars and station wagons	80 kph or 50 mph	40 kph or 25 mph
Jeeps and 3/4 ton trucks	65 kph or 40 mph	40 kph or 25 mph
All other heavy vehicles	55 kph or 35 mph	32 kph or 20 mph

The above are maximum permissible speeds under safe driving conditions and should not be exceeded at any time. Operators of UN vehicles must slow down and observe extra caution in heavy traffic or poor visibility or road conditions.

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- (c) When making a left turn, drivers should signal accordingly and drive to the centre lane of the road prior to reaching the intersection;
- (d) Slower traffic shall always give way to faster moving traffic.

5.6.2 Use of signals

Vehicle operators must clearly indicate by hand or light signals their intention to start, turn, slow down or stop. These signals should be given well in advance.

5.6.3 Parking

Vehicles halting on the road for any reason must pull over to the side of the road or off the travelled portion of the road so as not to cause any obstruction.

5.6.4 Pedestrians

- (a) Pedestrians have the right of way over vehicles at all times;
- (b) Vehicle operators must exercise the greatest care when passing pedestrians and shall reduce speed and warn of their approach by sounding the horn. In particular, operators must be alert for

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- (b) Warning by road signs of a railway crossing ahead is often given. However, all vehicle operators should be warned that approaches to level crossings, even if preceded by a warning sign, are not always guarded to give warning of an approaching train. Operators should therefore slow down and look in both directions before crossing railway tracks;
- (c) Trains may operate after dark without lights and without giving warning when approaching a level crossing. Vehicle operators must be warned to exercise extreme caution when driving on strange roads and when approaching known railroad crossing during the hours of darkness.

5.6.7 Stopping distances

- (i) Vehicle operators must maintain a safe distance between vehicles at all times.
- (ii) The following are considered to be safe driving distances between vehicles:

<u>Speed</u>	<u>Distance</u>
15 mph or 25 kph	45 feet or 15 metres
20 " or 32 "	60 " or 20 "
30 " or 48 "	90 " or 30 "
40 " or 64 "	120 " or 40 "

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- (b) Secure the vehicle and its contents against pilferage or tampering by onlookers;
- (c) Render such first aid to any injured persons as he is qualified to administer;
- (d) Arrange to report the accident to the nearest detachment or to his contingent;
- (e) Summon a local civilian policeman as soon as possible;
- (f) Give the policeman, or, if none is present, the operator of the other vehicle, the owner of the property, or the person(s) involved, a copy of the Peace-Keeping Force traffic accident report form, after filling in the necessary details;
- (g) In exchange for the form, request from the policeman, or, if none is present, from the operator of the other vehicle or owner of property, or the person(s) involved, that he fill in and return to you a copy of the Peace-Keeping Force Traffic Accident Report Forms;
- (h) Ensure that the vehicle(s) involved are not moved from the site of the accident until after the arrival of the police. If necessary, men will be posted on either side of the scene of an

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- (k) Any statements required of the vehicle operator or of any other members of the Peace-Keeping Force travelling in the vehicle will only be made to an authorized officer of the Peace-Keeping Force. The operator must be careful not to make any statements to the civil police or other persons unless permitted by and in the presence of proper authorities;
- (l) A traffic accident report form should be completed at the scene of the accident;
- (m) After the investigations have been completed, the vehicle should be taken back to the contingent. If it is not possible to drive the vehicle back, the operator should endeavour to get in touch with his superior officer for further orders. The contents of the vehicle should be made secure before leaving the scene;
- (n) If the vehicle is completely immobilized and recovery assistance is required, the nearest unit detachment or base should be contacted.

5.7.2 Action by the Military Police or appropriate authorities

Immediately on receipt of a report, the Military Police or an appropriate authority will

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5.7.2.2 Accidents involving UN vehicles with other
vehicles, persons and property

The Peace-Keeping Force's Military Police or appropriate authority will carry out investigation in liaison with the local civilian police. Injured persons will be examined by a UN medical officer.

5.7.3 Disciplinary action

Any action taken by the Military Police or appropriate authority pursuant to these instructions shall be without prejudice to the disciplinary and other powers of Commanding Officers and shall be taken in addition to and not in derogation from the investigation procedures prescribed by the applicable national laws and procedures.

5.7.4 Assessment of damage

If possible, an estimator of vehicle damage and cost of repair will proceed with the Military Police or appropriate authority to the scene of every accident involving UN and civilian vehicles. He should prepare an on-the-spot record of damage and replacement report. The UN operator will be informed that a detailed assessment of the cost of repair will later be done on his vehicle at the Workshop Unit or other UN vehicle repair installation. Where the civilian vehicle is mobile and the estimator considers there is mechanical damage that he

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Repairs to vehicles involved in an accident can be undertaken only after it has been confirmed that the appropriate authority has already inspected the vehicle, and that a detailed estimate of the cost of repairs has been prepared.

5.7.6 Settlement of Claims

Claims may arise as a result of accidents which cause damage to vehicles or property or injuries to persons. The driver or any other member of the contingent shall not in any way commit himself or the UN in the matter of liability. All questions of liability will be dealt with by Peace-Keeping Force HQ.

Settlement of claims may be arranged by the Peace-Keeping Force, but if it is established that the loss or damage was due to gross or wilful negligence on the part of a member of a national contingent, the United Nations may ask compensation from the government of the respective home country.

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6.1 DISCIPLINARY CASES6.1.1 Reporting

- (a) All unlawful offences including conduct likely to adversely affect the UN's relationship with the host country, should be reported to the Peace-Keeping Force HQ.
- (b) A report should be made as soon as a known offence has been committed. This report may later be elaborated if an official complaint is made.
- (c) It is essential that reports be made promptly. Reports should be passed to appropriate offices for action by the most expeditious means of communication available.
- (d) A report on disciplinary cases handled should be prepared by Contingent Commanders and submitted fortnightly to the Peace-Keeping Force HQ, briefly describing offences and action taken in each case. These reports will be consolidated and presented to the Commander for information and review.
- (e) The case file of each case reported to the Peace-Keeping Force HQ should be sent to the Peace-Keeping Force Commander.

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- (b) (i) Disciplinary cases involving a major offence can be finalized only after prior consultation with the Peace-Keeping Force HQ. Cases of minor offences may be disposed of without prior consultation with the Peace-Keeping Force HQ provided that all relevant evidence has been examined and weighed by the commanding officer or other authority exercising jurisdiction in the case. The findings and disciplinary action taken in all cases disposed of by commanding officers or national authorities shall be communicated to the Peace-Keeping Force HQ.
- (ii) Commanding officers must ensure that every effort is made to finalize disciplinary cases before the offender is repatriated. When such finalization is not possible, the Peace-Keeping Force HQ should be informed before the offender is repatriated.
- (c) Commanding officers may order a court of inquiry to investigate any case within their jurisdiction. The appointment of such court of inquiry should be communicated to the Peace-Keeping Force HQ. The investigation report should not be made available for use by such courts of inquiry, except for certain technical information as might enable the

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charge against funds provided for the operation of the Peace-Keeping Force by Member States of the United Nations.

- (b) United Nations financial rules require that the cases and circumstances of any loss or potential claim be examined and the degree of individual responsibility, if any, assessed by the competent UN organs designated for such purpose. In the case of military personnel, the United Nations may be obliged to ask the participating States to compensate it for losses or damage caused wilfully or by gross negligence of members of their contingents.
- (c) Any action taken by the Peace-Keeping Force or UN Headquarters pursuant to this rule shall be without prejudice to the disciplinary and other authority of the commanding officers prescribed by national laws and regulations.

6.2.2 Reporting

- (a) The nearest Peace-Keeping Force detachment will be immediately notified of:
 - (i) Any accident involving
 - death or grievous injury to UN military or civilian personnel. or

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- (b) Major incidents, including accidents caused by explosives or firearms, and major losses must also be reported immediately to the Peace-Keeping Force HQ.

6.2.3 Investigations

- (a) Immediately upon receiving a report of an accident or loss, as referred to in para 6.2.2 above, the Peace-Keeping Force HQ, will carry out an investigation with a view to ascertaining, securing and recording any factual evidence before it becomes obliterated. Commanding officers must **ensure that scenes of incidents within contingent limits are protected** until the arrival of proper authorities and that no one touches any object which might be useful as an evidence. It may be necessary to post a guard in the area to ensure its security until it has been examined by the proper authorities.
- (b) Upon receipt of the investigation report from the proper authority, the Peace-Keeping Force HQ should decide what further action is to be taken.
- (c) A full investigation by the Peace-Keeping Force HQ should take place if there was injury or damage to non-UN property.

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- (ii) A major loss occurs as a result of suspected unsatisfactory control or accounting procedures, fire or explosion, or under circumstances which may make it difficult to assess responsibility; or
- (iii) Members from different contingents are involved in the same case.
- (e) The composition, terms of reference and rules of procedure of a Board of Inquiry will in each case be prescribed by the Commander of the Peace-Keeping Force. The CAO, the Legal Officer and the Finance Officer are considered permanent members of all Boards.

6.2.4 Cases involving UN financial interests

- (a) Losses suffered by the UN may later become the subject of reimbursement demands against the government whose personnel are responsible for them and governments may, in turn, claim from the United Nations compensation for service-incurred death or disability of their personnel. It is therefore desirable to co-ordinate, to the extent possible and without prejudice to the disciplinary powers of national commanders, the conclusions reached as to responsibility for accidents and

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6.2.5 Closing of Files

The Legal Adviser must review each case investigated before it is completed. He will then prepare for the Peace-Keeping Force Commander a memorandum presenting the findings of fact and any comments made thereon by the commanding officer or staff officers concerned; any recommendations submitted for the Commander's decision will be communicated to the commanding officer concerned and to the Chief Administrative Officer, whereupon the file will be formally closed.

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7.1 UN DUTY - NATIONAL DUTY7.1.1 General

No member of the Peace-Keeping Force is permitted to travel officially by commercial carrier or otherwise unless proper written travel authorization has been issued by UN HQ or the CAO in the field.

7.1.2 UN Duty is defined as follows for purpose of travel:

Any duty authorized by UN Headquarters or by the Peace-Keeping Force HQ which may have to be performed in the interest of the Peace-Keeping Force, the expenses for which will be a legitimate charge against the budget of the Peace-Keeping Force.

7.1.3 National Duty is defined as follows:

Any duty which may have to be performed by a member of the Peace-Keeping Force purely in the interest of the contingent, the expenses and travel arrangements for which will be met by the national government provided the UN has agreed in writing to the absence of the member from the Force during the period of this travel assignment.

7.2 INDIVIDUAL AND OFF-DUTY TRAVEL

Expenses in connexion with personal trips outside the UN area of operation in the interest of the individual concerned either on

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book. No subsistence will be paid during periods of leave travel.

7.4 CUSTOMS - IMMIGRATION - CURRENCY

7.4.1 Customs

The provisions of the UN Peace-Keeping Force Status of Force Agreement between the UN and the host government will regulate the extent to which personal effects are exempt from local customs laws and regulations. It is the responsibility of every member to ensure that the contents of his luggage or parcels do not jeopardize these privileges for the Peace-Keeping Force as a whole.

7.4.2 Immigration

Members of the Peace-Keeping Force will, as a general rule, be exempt from passport and visa regulations and immigration inspection and restrictions on entering or departing from the UN area of operation. They shall also be exempted from any regulations governing the residence of aliens in the area, including registration, but shall not be considered as acquiring any right to permanent residence or domicile in territories of the host government. For the purpose of such entry or departure, members will be required to have only:

- (a) an individual or collective written authorization issued by the Peace-Keeping Force,
- (b) a personal identity card with mounted photo

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8.1 LEAVE POLICY

Due to variations in the tours of duty of the national contingents and the commitments of the Peace-Keeping Force, it is not possible to grant leave in accordance with the various national regulations. Leave entitlements are uniformly established, therefore, as shown hereafter.

8.2 ENTITLEMENTS

A member of the Peace-Keeping Force shall be entitled to a maximum of two and one-half working days leave for each calendar month of service with the Peace-Keeping Force. Such leave earned by military Force members during service with the Force may only be taken during their tour of duty and prior to repatriation. Any balance of unused leave will expire automatically at time of rotation. Sundays and UN Force holidays which fall during this period of leave will not be charged as leave.

UN Force holidays should be established after taking into consideration local customs and should be limited to the number permitted at UN Headquarters. The number of official holidays should be set at eight days per year (and should normally include the national holiday of the country in which the Peace-Keeping Force is located). The official holidays published by the CAO for the Peace-Keeping Force as well as the hours of work established for the week should be reported to the UN Headquarters.

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- (b) Counting all personnel absent from duty - whether on leave, on temporary duty or due to illness - the effective strength of a unit shall at no time be reduced below 75 per cent of the authorized establishment and the effective officer strength below 85 per cent of authorized establishment.
- (c) Travelling time between the place of duty and the place of leave shall count against the member's leave entitlement.
- (d) All leave except leave because of illness or hospitalization shall count against the accrued entitlement of 2½ days' leave per month.
- (e) The place at which leave is spent is at the discretion of the member concerned, except when restrictions have been made by the Commander for special reasons. The securing of travel documents, visas, permits, etc. is the responsibility of the member concerned. He is also responsible for ensuring that he does not overstay his leave period.

8.4 SANCTIONING AUTHORITIES

8.4.1 Peace-Keeping Force Commander

All applications of officers.

8.4.2 National Contingent/Unit Commander

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order for leave if the person is proceeding outside the UN area of operation. A member for whom leave has been authorized will be provided with:

- Completed leave pass
- Copy of individual or collective movement order if he is proceeding outside the UN area of operation.
- UN Identity Card
- National commanders will also ensure that the member has a valid passport and visas, if required.

- (b) Personnel travelling on leave will make their own travel arrangements and pay for any space booked on aircraft or other commercial carriers prior to departure.

8.6 FINANCE

Paymasters shall make arrangements with the Chief Finance Officer for issue of necessary pay advances in the appropriate currency in accordance with UN regulations. Members proceeding on leave outside the UN area of operation during their UN tour of duty should be accorded such currency exchange facilities as may be prescribed from time to time.

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Chapter 9

9.1 ESTABLISHMENT OF A GOVERNMENT DUTY-FREE STORE

9.1.1 General

- (a) The UN Peace-Keeping Force may assist in arrangements with the host government for the establishment of a government-operated, duty-free store to provide amenities for members of the Peace-Keeping Force and internationally-recruited personnel. If such facilities are considered necessary and desirable, the United Nations may authorize the contingents of the Peace-Keeping Force to deal with such a government duty-free store. Any goods imported for sale to members through the government duty-free store are exempt from customs duties and taxes, it being understood that the Peace-Keeping Force will take all the necessary measures to prevent any abuse of this privilege and to ensure that no article imported without customs clearance will be permitted to fall into the hands of unauthorized persons.
- (b) The operation of the government duty-free store for the benefit of the Peace-Keeping Force members must be checked by the Chief Administrative Officer periodically to ensure a reasonable surveillance of overhead charges.

9.1.2 Operation of government duty-free store

The operation of the government duty-free store shall be financed and administered solely by the host government for the benefit of Peace-Keeping Force personnel. The prices of items

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include provisions that members of the Peace-Keeping Force may import free of duty their personal effects in connexion with their first taking up their post in the Peace-Keeping Force, but that they are subject to local laws and regulations governing customs and foreign exchange as regards their personal property not required by them by reason of their presence with the Peace-Keeping Force.

9.2.2 Customs bond

- (i) If available, some members may wish while serving with the Peace-Keeping Force to take advantage of the opportunity for making purchases of articles unobtainable through the government duty-free store, to be taken back to their home countries. Personnel taking advantage of this facility may import to government-bonded warehouses in the host country by using the services of commercial agencies which handle that type of business. However, all personnel should be advised that any arrangements entered into with such agencies shall be of their own making and at their own expense.
- (ii) No inquiries relating to merchandise to be so imported shall be entertained by the Peace-Keeping Force HQ or the government duty-free store.
- (iii) Peace-Keeping Force personnel should not make use of the address of the Peace-Keeping Force for personal shipments. Any shipments addressed to the Peace-Keeping Force or companies under contract with the

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9.3.2 Direct importation through Peace-Keeping Force base
Post Office

- (a) No articles may be ordered from abroad for delivery through Peace-Keeping Force Post Office facilities in the UN area of operation.
- (b) If articles or parcels addressed to members of the Peace-Keeping Force are found by customs inspection to contain articles, or quantities or articles, which subject them to payment of customs duties before clearance, such clearance will be the personal responsibility of the individual who must comply with customs regulations. The Peace-Keeping Force HQ will not be used as a medium of intervention.

9.3.3 Sending articles to home country

Members must comply with local governmental regulations governing sending of articles to the home country. This is a personal responsibility and must not involve the Peace-Keeping Force.

9.4 CONTROL OF DUTY-FREE ARTICLES

9.4.1 Disposal

Articles obtained duty-free through the government duty-free store or otherwise must not be sold, exchanged, loaned or offered as a gift.

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9.4.4 Customs

Members do not enjoy customs exemptions when proceeding on or returning from leave or duty outside the UN area of operation. They are strictly forbidden to carry with them on such trips any articles subject to customs restrictions. They must avoid carrying any articles which may be subject to customs charges and must adhere to any limitations on the amounts of cigarettes, liquor, etc., which may be prescribed by customs regulations. The prohibition on selling, exchanging or giving away of items purchased from duty-free stores applies equally to all countries visited by members of the Peace-Keeping Force on duty or leave during their assignment to the Peace-Keeping Force.

9.4.5 Cigarettes, tobacco and bottled liquor

- (a) Cigarettes and tobacco are rationed items and sales should be controlled through an effective rationing system established by the Peace-Keeping Force.
- (b) Cigarettes imported for use by the Peace-Keeping Force are exempted from customs duty and taxes. Their sale, barter or offer as a gift to unauthorized persons is therefore strictly prohibited.

9.4.6 Ration coupons

Ration coupons may be issued only to Force members and internationally recruited UN staff detailed to the Peace-Keeping Force. It is strictly forbidden to sell or give away ration coupons to unauthorized persons, to exchange them for commodities purchased from local shops; or to use them for tipping.

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10.1 ROTATION

101.1 Normal rotation by contingent

The policy concerning the rotation of troops of the nations contributing to a Peace-Keeping Force is based on an agreement between the United Nations and the government concerned. The rotation of troops should be scheduled to ensure a minimal disruption of operations, a practical continuity of services, and provide for an efficient turnover.

101.2 Other

- (a) Personnel appointed to the Peace-Keeping Force HQ or special units, may be authorized to rotate out of the normal contingent/unit rotation cycle. However, where possible such travel should be co-ordinated by most economical means possible.
- (b) No individual should be rotated prior to the completion of his full tour with the Peace-Keeping Force, ~~except on compelling compassionate, medical or disciplinary grounds.~~
- (c) If a member is obliged by special circumstances to be repatriated out of normal rotation procedure by commercial airline, approval of the Force Commander must be given in writing and should cover the following points:

- (i) Date of arrival of the individual in the

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- (e) The plan for officers' appointments will be kept up-to-date in Peace-Keeping Force HQ. The proposed nationality of the replacement and the positions to be filled in the table of organization of Peace-Keeping Force HQ will be submitted to UN Headquarters, New York every three months.

10.1.3 Arrival and Departure Procedures10.1.3.1 General

- (a) Contingent commanders may make reception arrangements in connexion with arrival of nationals of their contingents after consultations are completed at Peace-Keeping Force HQ.
- (b) Other representation at arrivals and departures will be in accordance with arrangements approved by Peace-Keeping Force HQ.

10.1.3.2 Arrivals of main bodies

The main bodies of incoming troops should be met by Movement Control Officer for Peace-Keeping Force HQ, and an officer from the body of troops to be replaced.

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10.2.2 Medical grounds

The Senior Medical Staff Officer recommends to the Force Commander that an individual be repatriated on medical grounds. The case history sheet with his recommendation duly approved by the Force Commander is submitted to Peace-Keeping Force HQ. The CAO will cable UN Headquarters for necessary approval.

If the medical condition of the individual requires a medical escort, specific request must be made for UN Headquarters' approval.

10.2.3 Disciplinary grounds

Subject to the same condition as in paragraph 10.2.1 above :

- (a) All cases of repatriation on disciplinary grounds at UN expense must be approved in writing by the Force Commander.
- (b) In cases where the interest of the contingent is the main reason for repatriation, the expense for commercial travel of the individual being repatriated and his replacement are reimbursable by the national

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10.3 PERMISSION TO STAY IN HOST COUNTRY

- (a) In cases where an individual is not repatriated and wishes to remain on host country territory after his contingent has left, he can do so only upon presentation of evidence that he has been duly discharged from the service of the Member State. In such cases his presence in the area shall be on the same basis as any other foreign traveller staying in the area.
- (b) Permission to remain in the host country after completion of a tour of duty with the Peace-Keeping Force may be given only on condition that the applicant executes a waiver of entitlement to repatriation in a form to be agreed upon between the CAO and the Legal Adviser to the Force.

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11.1 NOTIFICATION OF DEATH OR INJURY

- (a) In the event of death, serious injury, or permanent disability of member of the Peace-Keeping Force, the Commander of the Peace-Keeping Force should advise the national service headquarters and UN Headquarters giving the following information on the deceased or injured member of the Peace-Keeping Force:
- Service number;
 - Identity card number;
 - Rank;
 - Full name (first, middle and last name, in that order);
 - Name, relationship and address of next of kin;
 - Date, time, place and certified cause of death (injury);
 - Description of injuries in cases of accident; and
 - Whether on UN operational or administrative duty when death (injury) occurred.
- (b) The Chief Administrative Officer will advise UN Headquarters immediately concerning death or serious injury of international or local staff.
- (c) In case of death, the contingent concerned will request its national headquarters to inform the Peace-Keeping Force HQ immediately when next of kin have been notified. No mention of the deceased's name will be made in any public release before such information is received.
- (d) Regardless whether the death or injury occurred in the course of operational or non-operational circumstances, the Peace-Keeping Force HQ must conduct an investigation

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of the incident. The results of the investigation must be conveyed to United Nations, New York for transmission to the Permanent UN Mission of the Member State concerned. The commanding officer of the contingent concerned should be given a copy of the investigation report which he may be required to send to his national service headquarters.

11.2 DEATH OR SERIOUS INJURY OF A MEMBER OF THE PEACE-KEEPING FORCE

- (a) In the event of death, injury or illness of a member attributable to service with the Peace-Keeping Force, the state from whose military service the member has come will be responsible for such benefits or compensation awards as may be payable under the laws and regulations applicable to service in the armed forces of that state. The Commander of the Peace-Keeping Force shall have responsibility for arrangements concerning the body and personal property of a deceased member of the Peace-Keeping Force.

11.3 ARRANGEMENTS CONCERNING THE DECEASED

- (a) Upon the death of a member of the Peace-Keeping Force, a board will be convened attended by a representative of the contingent concerned and a Medical Officer, a Legal Officer, a Finance Officer and the Chief Administrative Officer. This meeting will:
- review the information received on the incident;
 - determine the disposition to be made of the remains;
 - if remains are to be shipped, establish time and place of delivery of transfer case and air arrangements;
 - decide what ceremonies, if any, are to take place in the UN area of operation; and
 - appoint an escort.

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- (b) 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 Liaison Officer or Contingent Commander will be needed.
- (c) The responsibility for arranging the transportation of the body of the deceased and of the accompanying escort to the home country rests with the Chief Administrative Officer.
- (d) The Liaison Officer to the host government authorities should assist in all matters requiring the co-operation of the local authorities. In particular, he should assist the local administration in expediting the completion of any documentation which is required, such as export permission.
- (e) The CAO must ensure that all documentation as well as any written travel authorization 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 deceased's death certificate for transmittal to the appropriate authorities in the home country. He will also prepare a letter of condolence to the next of kin in an appropriate language, with an English translation, for the Force Commander's signature.

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12.1 STRENGTH RETURNS

- (a) Periodic strength returns will be forwarded to Peace-Keeping Force HQ by all contingents, units and staffs showing the following:
- Contingent/unit/staff
 - Nationality(ies)
 - Location
 - Establishment strength by subunits or branches, and ranks
 - Actual strength by subunits or branches, and ranks
 - Personnel on leave
 - Personnel in hospital
 - Personnel elsewhere out of station.
- (b) A summary of the above returns will be forwarded by the CAO to Field Operations Service, Office of General Services, UN Headquarters, New York, in five copies, preferable once a week.

12.2 NOMINAL ROLLS

- (a) A nominal roll in respect of the arrival of new contingents and individuals to the Peace-Keeping Force must be forwarded to Peace-Keeping Force HQ not later than 14 days after arrival in the area and should include:
- Full names
 - Rank and service number of each person.
- (b) The identity card number will be added to the list at Peace-Keeping Force HQ.

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- (c) Any change in strength of the nominal roll must be reported immediately, giving name, rank, service number and identity card number of the change.

12.3 HEALTH REPORTS

- (a) The Senior Medical Staff Officer should be responsible for preparing the following periodic reports on the health situation in the Peace-Keeping Force:
- Report showing hospital listings by contingent: those patients admitted, those patients discharged, and those patients remaining;
 - Overall Force health report listing the number and categories (including patients admitted in hospitals);
 - Report on infectious diseases; and
 - Report on the general health situation of the Peace-Keeping Force.
- (b) Copies of these reports will be submitted to Peace-Keeping Force HQ. Five copies of each of the reports in sub-para. (a) must be forwarded by the Chief Administrative Officer to Field Operations Service, Office of General Services, UN Headquarters in New York.

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13.1 GENERAL

Other services may have to be provided for the members of the Peace-Keeping Force during their tour of duty in the area. These services may include the following :

- (a) Medical
- (b) Dental
- (c) Public information
- (d) Postal
- (e) Communication
- (f) Military Police
- (g) Local labour

13.2 MEDICAL SERVICES

13.2.1 Responsibilities

The medical services of the Peace-Keeping Force are responsible for the care and treatment of sick and injured personnel and for advising the Force Commander on matters affecting the health of the troops.

13.2.2 Tasks

13.2.2.1 The Senior Medical Staff Officer (SMSO)

The Senior Medical Staff Officer advises the Force Commander on all medical matters and problems concerning the health of the Peace-Keeping Force.

13.2.2.2 Medical Section

- (a) The Force SMSO may be assisted by a Medical Section on matters concerning hygiene conditions throughout the Peace-Keeping Force. The section would make periodic hygiene inspections of contingents; consult on questions concerning the source and protection of

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water supply; advise contingents on camp refuse disposal; advise and assist in the preparation of statistics and reports on health situations of the Peace-Keeping Force; consult on questions relating to food hygiene; make periodic food hygiene inspections and periodic check of the quality of food.

13.2.2.3 Hospital

In the absence of adequate local facilities to handle hospital requirements, the Secretary-General may upon recommendation of the Force Commander authorize the establishment of a hospital for the Peace-Keeping Force. Such an establishment could include the following services:

- (a) Surgical department
- (b) Internal medicine department
- (c) X-ray laboratory, including a mobile X-ray unit
- (d) Clinical bacteriological laboratory
- (e) Dental clinic
- (f) Dispensary

13.2.3 Hygiene

- (a) Information and guidance instructions relating to the preservation of health and well-being of the troops may be contained in medical bulletins issued by the SMSO as approved by the Peace-Keeping Force Commander. Commanding Officers must incorporate those sections of medical bulletins relating to the personal conduct of troops into their contingent standing orders.
- (b) The hygiene of camps, including drinking water, kitchens, washing facilities, latrines, waste disposal and insect

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control is the responsibility of the Commanding Officer of the contingent and his medical officers, who should comply with the directives of the SMSO.

13.3 DENTAL

13.3.1 Overall direction

The policy of the Peace-Keeping Force dental service is to provide the temporary dental care required by the members of the Peace-Keeping Force while on duty in the mission area. Fixed and removable prostheses generally should not be prescribed except in emergency. The member of the Force should arrange for his normal dental care through his own dentist.

13.3.2 Senior Dental Staff Officer

The Senior Dental Staff Officer advises the Force Commander on all matters and problems concerning dental health in the Peace-Keeping Force; he also plans, controls and checks dental services and implements the policy governing the services performed by dental detachments including procedures for the compilation of standard dental records, reports and returns.

13.3.3 Dental Personnel

Dental Personnel should not normally be included in the establishment of national contingents; however the Secretary-General may approve the establishment of dental coverage upon recommendation of the Peace-Keeping Force Commander. If such approval is given the following guides may be applied : Dental personnel should be responsible for :

- (a) Checking the dental health of their contingents;
- (b) Informing the commanding officers on the dental state of contingent personnel;
- (c) The briefing of incoming dental officers on dental policy and procedures.

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13.4 PUBLIC INFORMATION

13.4.1 Public Information Officer (PIO)

The Public Information Officer of the Peace-Keeping Force is an international staff member of the United Nations assigned by the Secretary-General to perform his functions in accordance with the information policy of the United Nations;

- (a) he advises the Force Commander on matters pertaining to relations with the press and other public information media;
- (b) he co-ordinates and directs the information activities of the Public Relation Officers of national contingents if the Secretary-General has approved their inclusion as members of the Force;
- (c) he serves as liaison between the Peace-Keeping Force and representatives of information media;
- (d) he provides information about the Peace-Keeping Force to the public, by issuing press releases, by relaying news and giving general coverage of the Peace-Keeping Force, by publishing pamphlets and other information programmes.

In the performance of his functions, the PIO serves as the local representative of the United Nations Office of Public Information and receives policy instructions from that office. He reports to the Force Commander and is under the administrative control of the Chief Administrative Officer.

Within the terms of instructions received from UN Headquarters and from the Force Commander, and subject to security requirements the PIO will provide at his discretion appropriate information services on request in the form of research material, pamphlets, motion picture material and recordings for radio broadcasts. He is not authorized to provide services for philatelic purposes or to arrange for exchanges of private correspondence between personnel of the Peace-Keeping Force and persons outside it.

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13.4.2 Contingent Public Relations Officers (PRO's)

The contingent PRO is only responsible for informing the public of his home country on the activities of personnel of his particular contingent and for providing members of his contingent with news from the home country as well as from within the contingent itself.

The contingent PRO's are responsible to their commanding officers in matters dealing exclusively with national interests. They are not authorized to involve themselves in matters relating to United Nations information policy or co-ordinating information activities which concern other contingents or the Peace-Keeping Force as a whole.

Press releases relating to matters which affect the Peace-Keeping Force as a whole or to internal activities of a contingent can only be made through the PIO, since such activities may have direct or indirect implications for the task of the Peace-Keeping Force in the area.

13.5 POSTAL13.5.1 The Chief Administrative Officer

The Chief Administrative Officer (CAO) is the adviser to the Force Commander on all matters concerning postal services if such facilities are established. The CAO will be consulted regarding all policy matters affecting Peace-Keeping Force postal services. Contingent postal matters which cannot be dealt with by individual contingents will be dealt with by the Chief Administrative Officer following discussion with the representative of the contingent concerned.

13.5.2 Operations

Handling of mail to and from participating countries is governed by local conditions in accordance with available means of transportation and agreements with participating governments and the postal facilities of the host government.

13.5.3 Free mail

Free mail which may be handled by the Force following agreements with governments concerned is subject to the following conditions :

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Personal mail - including all Peace-Keeping Force letters, forms and ordinary letters and post cards weighing 10 grams (approx. $\frac{1}{2}$ oz.) or less addressed to any country outside the UN theatre of operation. The forms and letters must have the sender's return address indicated on the top left hand corner or on the reverse side of the envelope.

13.5.4 Paid mail

First class mail exceeding 10 grams (approx. $\frac{1}{2}$ oz.), registered mail, newspapers and parcels must be prepaid with national postage or by other arrangements between contingents and their home countries. This mail, enclosed in sealed bags properly labelled to the country of destination, is delivered to the Base Post Office for onward dispatch.

13.5.5 Mail to addresses within the host country

Mail to addressees within the host country can only be sent through local postal facilities and must be handled personally by the personnel concerned.

13.5.6 Prohibited articles

The following articles are prohibited by government postal regulations from being sent through the mail:

- (a) Coins, banknotes, currency notes, negotiable bonds payable to bearer, platinum, gold or silver, precious stones, jewels, archaeological specimens which in many cases are the property of the local government;
- (b) Articles which, from their nature or their packing, may expose mail handlers or postal officials to danger, or may soil or damage other mail;
- (c) Explosives, ammunition, inflammable or corrosive materials;
- (d) Living animals or insects;
- (e) Opium, morphine, cocaine, hashish or other narcotic drugs;

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- (f) Obscene or immoral articles, pornographic literature or photographs;
- (g) Earth, sand, grass, straw, weeds; and
- (h) Guns, pistols, rifles, grenades or military souvenirs.

13.5.7 Philatelic services

Members should avoid involvement with preparing or mailing envelopes or cards for providing stamp collectors or philatelists with samples of the Peace-Keeping Force postmark.

13.5.8 Peace-Keeping Force letter forms

If letter forms are issued by the Peace-Keeping Force, these letter forms should be considered the principal medium for correspondence originating with members of the Peace-Keeping Force. Allocations should not exceed a certain quantity per week as approved by the CAO.

13.6 COMMUNICATION MEDIA

The media of official communications of the Peace-Keeping Force may be by radio (voice and/or morse code), telephone, teleprinter, mail and despatch.

13.6.1 Internal net

If conditions in the area warrant it, each contingent of the Peace-Keeping Force should operate a communications system of its own to enable it to keep in touch with base camps and vice versa.

Communications between Peace-Keeping Force HQ and contingents should be by a separate system, separately manned by UN Field Service personnel responsible to the CAO.

13.6.2 External net

The United Nations operates an international network of radio communication between Peace-Keeping Force HQ and UN Headquarters and other UN agencies. This network is maintained

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by UN Field Service personnel, who are assigned by UN Headquarters and are responsible to the CAO.

In cases where national contingents desire to maintain radio communications with their home country, such arrangements may not involve the UN and will be exclusively on national expenditure. Clearance for use of wave lengths with the host government is a national responsibility.

13.7 MILITARY POLICE (MP)

13.7.1 General

The Peace-Keeping Force may provide Military Police services for the whole of the Peace-Keeping Force. Chiefs of sections, contingent commanders and commanding officers should ensure that all personnel under their control or command co-operate fully with the Military Police.

In carrying out police duties, Military Police personnel may be obliged to interview personnel of the Peace-Keeping Force.

All personnel should produce their identity card for inspection by the Military Police, when so required.

13.7.2 Organization

The unit should be composed of Military Police personnel from the various national contingents comprising the Peace-Keeping Force.

13.7.3 Command and terms of references

The commanding officer and second-in-command of the Military Police establishment should be appointed by the Force Commander from the contingents providing military police to the Peace-Keeping Force. Matters requiring disciplinary action shall be referred to the commanding officer of the member's parent contingent.

The second-in-command will deputize for the commanding officer in his absence.

The Commanding Officer may be obliged to serve also as the Provost Marshal of the Peace-Keeping Force.

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13.7.4 Functions

The Military Police establishment shall be responsible for carrying out any or all of the following duties:

13.7.4.1 Traffic control

- (a) Assistance in planning and control of traffic in respect of movements of personnel and vehicles by road, rail and when ordered by Peace-Keeping Force HQ;
- (b) Serve as escorts for priority traffic or otherwise as required;
- (c) Enforcement of traffic regulations to ensure that
 - Operators of UN vehicles observe established speed limits and other instructions contained in Chapter 5.
 - Operators are in possession of valid driving licenses and work-tickets.

13.7.4.2 Discipline

- (a) Giving assistance to contingents in matters relating to discipline.
- (b) Providing occasional patrols to restricted areas which may be frequented by Peace-Keeping Force personnel.
- (c) Escorting personnel who are under detention or custody.

13.7.4.3 Investigation

- (a) Conducting investigations of incidents involving members of the Peace-Keeping Force.

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(b) Conducting investigation of accidents involving death or serious injury to military or civilian personnel of the Peace-Keeping Force; and of losses or damage caused to UN property by reasons other than normal wear and tear.

(c) Conducting such other police tasks required for the good of the Peace-Keeping Force.

13.7.4.4 Security

To the extent that security functions of the Force are not met by Field Service Security Personnel, the Military Police may render internal security duties and checks when required.

13.7.5 Reporting of Incidents and Investigations

Incidents requiring the attention of the Military Police should be reported to the nearest office without loss of time.

13.7.6 Reports

(a) Military Police reports are confidential documents and contingent commanders and Peace-Keeping Force HQ shall ensure that all necessary precautions are taken to ensure that they are not compromised.

(b) The following reports may be prepared as appropriate by the Military Police:

(i) Occurrence report

An occurrence report is to record, in outline form, the facts established in the investigation of any minor incident.

(ii) Offence report

An offence report is to report the eye-witness evidence by the Military Police who has observed or discovered the commission of a

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minor offence by personnel of the Peace-Keeping Force.

(iii) Investigation report

An investigation report is to record the result of Military Police investigation.

13.7.7 Medical reports and death certificates

Peace-Keeping Force Medical Officers must provide military policemen with medical reports and death certificates which are required to document a military police inquiry.

13.8 LOCAL LABOUR

- (a) Civilian staff required by contingents for employment as local labour will be recruited and assigned to the contingents by the Chief Administrative Officer following his approval of a proper manning table for local staff as part of an overall local labour establishment. No recruitment of local personnel may be made by individual contingents at UN cost.
- (b) Civilian employees assigned to contingents are responsible to their contingent supervisor, whereas any disciplinary or personnel action with regard to them will be taken up by the Office of Chief Administrative Officer who is responsible for implementation and enforcement of the civilian regulations of the Peace-Keeping Force. Any incident involving local civilian staff (accidents, suspected thefts, serious misconduct, etc.) must be investigated by an appropriately designated UN official who will submit a report with his recommendations to the Chief Administrative Officer for further action.
- (c) However, should any local civilian staff member be caught in the act of stealing or performing any act which could be considered a threat to the security of the Peace-Keeping Force may be suspended from duty immediately pending full investigation. A report on any such action should be sent immediately to the Chief Administrative Officer at the Peace-Keeping Force HQ.

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- (d) All local civilian employees must be in possession of an official identity document.

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14.1 GENERAL

The following instructions apply to visitors to a UN area of operation of the Peace-Keeping Force.

14.2 CLEARANCE

- (a) Proposed visits to the area must be cleared by the Permanent UN Delegation of the country concerned through the office of the Secretary-General.

14.3 PURPOSE OF VISIT

- (a) Requests for approval of proposed visits must be submitted sufficiently in advance of date of travel and must contain the full name of the visitor, his nationality, passport, UN laissez-passer or identity card number; the expected time and date of his arrival and duration of visit, transportation as well as particulars concerning the nature and purpose of visit.
- (b) The number of authorized visitors to the area of the Peace-Keeping Force should be kept to a reasonable minimum to avoid imposing a burden on the Peace-Force Commander or keeping too many personnel from their normal duties. Normally, such visits should be restricted to attendance at functions of national importance or where the visit is otherwise considered to be of importance to the morale of the contingent concerned.

14.4 PROTOCOL

Normal courtesies and protocol will apply to all visits.

14.5 VISA ARRANGEMENTS

- (a) Visa arrangements for visitors will be made by the individual or the government concerned.

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14.6 VISITS OF CORRESPONDENTS

- (a) Correspondents (the term is here used to include all representatives of information media, such as photographers, journalists, television and film teams) may be permitted to visit the UN area of operation only if they are properly accredited and cleared as required above. All clearances, entry and exit permits and visas are the responsibility of the individual visiting the Peace-Keeping Force.
- (b) No means of transportation belonging to, chartered by, or paid for by the UN Peace-Keeping Force may be used for travel by any visitors. Exceptions may only be authorized by the UN, New York if the visitor has been invited by the United Nations or officially sponsored by the authorities of a Participating State and this has been accepted by the UN HQ in New York.
- (c) Restrictions on use of UN transportation

The above prohibition against the use of UN transportation or special facilities of the Peace-Keeping Force applies to all personnel.

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Chapter 1

INTRODUCTION

The United Nations is responsible for the military equipment and stores which it has agreed in advance should be brought to the mission area for use by contingents. The governments providing such equipment and stores will be reimbursed for deterioration and consumption of such material according to a formula agreed between the Secretary-General and the government concerned. With this in mind, emphasis must be given to the necessity for inspection and maintenance.

Since it is important that the responsibilities of the contributing governments and the United Nations are clearly expressed by the formula to ensure that it is clearly understood, a sample Directive on this subject is reproduced below, which should be issued to each contingent immediately on arrival in the area. Amendments can be issued as additional matters are negotiated between the United Nations and the government.

SAMPLE DIRECTIVE

Responsibility of contributing government

Contingents can bring to the area of operation only the number and type of personnel and equipment stated in the contingent's establishment as requested and approved by the Secretary-General of the United Nations. The contingent may also be specifically authorized to bring a basic load of ammunition either as stated in national regulations or as specifically indicated by the United Nations. It should be the responsibility of each contributing country to ensure that its contingent arriving in the area of operation is up to the agreed scales in personnel, equipment and ammunition.

National governments should supply their men with at least two sets of outer clothing for their journey, together with enough undergarments, footwear, shaving kits, etc, to last each member of the contingent during his tour of duty. All troops should be in possession of their personal weapons and ammunition as agreed. The percentage of wastage should be in accordance with what has been officially accepted by the contingent's own government and initial reserve stocks should be brought to the theatre on that basis.

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The contributing country should transmit, through its Permanent Mission to the United Nations, to Field Operations Service, Office of General Services, United Nations Headquarters, six (6) copies of the list of equipment and supplies which its contingent is authorized to bring to the mission area. Four of the copies will be forwarded by United Nations pouch to the Chief Administrative Officer of the United Nations Peace-Keeping Force Headquarters in the mission area.

United Nations Headquarters should be informed immediately in detail if the contributing country is unable to supply any significant items of material.

Once a contributing country's troops have entered the mission area, all supplies required for their operational support which involve a charge to the United Nations must be requested through the United Nations peace-keeping force's administrative channels. Contingents are to be advised not to bring any canteen or welfare stores, as such items can be provided under local arrangements which will be made by the United Nations.

Where special essential items peculiar to a contingent are not available from normal sources of supply, and the home government is the only logical source of supply, arrangements will be made by the CAO for the requisitions to be processed through Field Operations Service, Office of General Services, UN Headquarters under the "Assist Letter" programme with the government concerned. The "Assist Letter" programme is a contracting method by which the United Nations arranges for the provisioning of such special supplies or services from a national government based on the issuance of a numbered Assist Letter as authority. Reimbursements to governments for billings relating to these supplies and/or services will be based on specific Assist Letter numbers concerned to permit identification and documentation of the authorized expenditure and to facilitate early payment.

Governments providing troops are responsible for making payment of pay and allowances to all their contingent personnel in accordance with their own national legislation. The United Nations may render assistance to the national contingents in securing local currency if so requested.

Subject to prior agreement, the United Nations may reimburse governments for specified extra and extraordinary costs they may incur to assemble a contingent for service in the U.N. area of operations.

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Responsibility of United Nations

United Nations Headquarters may, by prior agreements with governments, assume responsibility for some of the following items:

- (a) Items of special equipment or supply required under certain circumstances recommended by the Commander which have been approved by United Nations Headquarters for procurement.
- (b) Expendable items, in accordance with approved scales of issue.
- (c) Spare parts, maintenance, and petrol, oil and lubricants for motor transport and other mobile equipment if such equipment is authorized as part of the vehicle establishment.
- (d) Personal clothing in the form of UN uniform in accordance with approved UN scales of issue.
- (e) Communications services, costs of transporting and issuing supplies of authorized equipment.
- (f) Billeting and rations for the troops, including rental, and maintenance of the premises. This does not include the cooking utensils and cookers which are authorized as part of every contingent's establishment.
- (g) All authorized equipment brought in by the contingent will be inspected by the United Nations upon its arrival in the area of operations. Depreciation of contingent-owned materials, supplies and equipment will be determined at the time of the contingent's departure from the peace-keeping force area, and utilized by the United Nations as a basis for settlement of government claims for reimbursement.

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(ii) The indent, completed in triplicate and signed by the Commanding Officer of the contingent or his designated alternative will be submitted on the same day as the POL is drawn. POL issues will be on a "container for container" basis following the initial issue.

(iii) After the issues have been made the original and duplicate copies of the indent will be signed by the drawing contingent's representative and will be retained in support of contingent's accounts. The triplicate copy, with a certificate of issue will be retained by the contingent representative for contingent records.

5.2.2.2 POL in bulk

- (i) Suitable items may be issued in bulk to contingents having facilities for bulk storage.
- (ii) These contingents will submit a request in triplicate as long in advance of the drawing date as directed.
- (iii) On receipt of the indent arrangements will be made to despatch the petrol to the respective contingents in bulk petrol trucks.
- (iv) The driver of the truck will bring with him all three copies of the contingent indent.
- (v) The contingent representative will sign for receipt on the original and duplicate copies of the indent and hand them over to the driver for return to source. The triplicate copy, endorsed with a certificate of issue will be retained by the contingent for record purposes.

5.2.2.3 POL from curbside pumps

Where arrangements are made for issue of petrol to contingents' vehicles from curbside pumps owned or hired by the Peace-Keeping Force the petrol drawn will be charged

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Staff Officer Peace-Keeping Force HQ giving detailed reasons for the excess requirements. The indent approved by the SMSO will then be the basis for issue of approved items.

5.2.3 Accounting

Contingents should keep a daily account of the amounts of POL drawn from all sources. A separate sheet will be used for each product. A monthly summary should be prepared from these records and forwarded to Logistics.

5.2.4 Disposal of unserviceable containers

Unserviceable containers such as drums and jerricans should be turned in to the Ordnance and replacements obtained on a "one for one" basis.

5.3 INSTRUCTIONS FOR POL DEPOT**5.3.1 Requisitioning**

- (i) Contracts will be established by the CAO and commercial companies for supply of POL products.
- (ii) The Supply Unit will place a requisition every month for POL items to the CAO through the Procurement and Supplies Section. This requisition will be based on anticipated requirements for the following month. When a firm request has been placed with the appropriate commercial companies by the CAO or the Chief Procurement and Supplies Officer, shipment requirements will be co-ordinated.
- (iii) Demands for POL and hygiene chemical items will be prepared periodically in advance based on the past consumption in accordance with the scale for controlled and restricted items notified by Logistics from time to time.

5.3.2 Stocking

All items of POL and hygiene chemicals will be delivered to

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MOTOR TRANSPORT (Cont'd)4.4 TRANSPORTATION OF AMMUNITION BY ROAD4.4.1 Application of instructions

The instructions hereunder are intended to ensure safety when transporting ammunition by road. These instructions may be waived at the discretion of contingent commanders provided the ammunition is not accompanied by inflammable stores;

- (a) Small arms ammunition not exceeding 500 lbs in weight; or
- (b) Pyrotechnic stores (trip flares, signal flares, etc.) not exceeding 100 lbs in weight.

4.4.2 Hours of transportation

Ammunition should be transported only during the hours of daylight unless exceptional circumstances warrant otherwise.

4.4.3 Vehicles and equipment

Covered vehicles with strong metal sides should be used for transporting ammunition. The sides should be rigid so that the load may be dunnaged securely. Each vehicle must be equipped with:

- (a) One or more fire extinguishers of the vapourizing liquid (carbon tetrachloride) pump action type; and
- (b) Four red flags at least two feet square, two for display on vehicle (paragraph 4.4.13) and two for emergency warning signals (paragraph 4.4.14). If transportation has been exceptionally authorized during the hours of darkness, flags should be replaced or supplemented by two safety flares for emergency warning signals.

4.4.4 Inspection of vehicles

Vehicles used for transporting ammunition must be inspected at frequent intervals to ensure that the mechanical condition is satisfactory and that safety apparatus is in good working order. In addition, when vehicles are used for transporting

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ammunition, operators should inspect their vehicles to determine that:

- (a) Equipment is complete and in serviceable condition;
- (b) Electric wiring is insulated completely and secured firmly;
- (c) Gasoline lines and tanks are free from leaks;
- (d) Chassis, engine, fan and bottom of the body are clean and free from surplus oil and grease;
- (e) Exhaust pipe and muffler are in good condition and show no signs of leaks;
- (f) Brakes and steering apparatus are in good condition; and
- (g) Load compartment is clean and not contaminated with tar, oil, paint or other substance likely to stick to the ammunition packages.

4.4.5 Supervision and responsibility

All operations pertaining to the transportation of ammunition by road should be carried out under the supervision of an officer or NCO who is conversant with the instructions contained herein. He should accompany the shipment to its destination and should be responsible for the observance of all safety precautions prescribed in the following sub-paragraphs. In areas not under UN jurisdiction, the supervising officer or NCO should request all persons in the vicinity of the vehicles to comply with the necessary safety precautions. If the request is ignored or not understood the supervising officer or NCO should refer the matter to the nearest local police official and request that he inform the population in the vicinity of the vehicles as to the importance of complying with the safety precautions, stressing the fact that explosives are involved.

4.4.6 Selection of route

The route selected for the journey should avoid populated

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areas. Where it is necessary to pass through populated areas, arrangements must be made through Peace-Keeping Force HQ for giving advance warning to local officials.

4.4.7 Smoking

Smoking within 100 feet 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 dash compartment of the vehicle.

4.4.8 Safety precautions - vehicles

The engines of vehicles must be switched off during loading, unloading and refuelling. The brakes must be set and, if on a grade, wheels should be chocked.

4.4.9 Loading of ammunition

The load of each vehicle should consist of ammunition of one type only. For example:

- (a) Projectiles with high explosives;
- (b) Projectiles filled with white phosphorous (smoke);
- (c) Demolition stores;
- (d) Pyrotechnics (signals, flares, etc.); or
- (e) Mines.

Small arms ammunition may be included with any of the above. Where a full load can be obtained only by mixing the types shown above, the matter will be referred to the Ammunition Examiner of the Ordnance Unit, who will issue special instructions.

4.4.10 Maximum load

No vehicle will be loaded in excess of 80 per cent of its authorized load capacity. In addition, vehicles must not carry

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more than 4,000 lbs. total gross weight of ammunition which has a risk of mass explosion with a missile effect, or 80 per cent of the authorized load capacity of the vehicle, whichever is the lesser.

4.4.11 Dunnaging

Ammunition must not be stowed higher than the sides of the vehicle and must be dunnaged securely.

4.4.12 Speed Limits

A speed limit of 35 mph (55 kph) on highways and 15 mph (25 kph) through populated areas must be observed at all times. Slower speeds may be required by local laws governing the movement of ammunition and must be observed while in the confines of the community. Safe and careful driving is essential to minimize the risk of accidents.

4.4.13 Safety precautions en route

Two red flags must be displayed, one at the front and one at the rear of each vehicle. The journey should be completed without unnecessary halts. Vehicles should not park near buildings nor stop in populated areas unless absolutely necessary. During halts, vehicles must not be left unattended. Drivers must maintain a convoy distance of 150 feet. Vehicles must be stopped in open country after approximately the first ten miles and thereafter at intervals of one hour and inspected to ensure the good condition of vehicles and that loads are secure.

4.4.14 Procedures in case of accident en route

When an emergency stop is made on public highways, red flags or flares must be displayed 100 feet from the front and rear of the vehicle or convoy.

The nearest UN military contingent must be informed by the quickest means of any accident or breakdown when the vehicle is unable to continue, giving full particulars and requirements for an additional vehicle with the necessary men

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to transfer the load of ammunition. Local police officials must be notified and assistance requested, if necessary, to safeguard the public when ammunition is in a dangerous condition.

4.4.15 Action in case of fire

If a fire occurs in a vehicle transporting ammunition, the following action must be taken by the vehicle operator and supervising officer/WCO:

- (a) When fire starts in the engine, gasoline or oil system:
 - (i) turn off the ignition switch immediately;
 - (ii) use fire extinguisher at the seat of the fire;
 - (iii) make every possible effort to contain fire from spreading and to prevent the fire reaching the body of the vehicle.
- (b) When the fire starts in the body of the vehicle, use the fire extinguisher. There is little serious risk of an explosion until the fire reaches the ammunition.
- (c) If possible, request assistance from the nearest United Nations contingent of the Peace-Keeping Force or the local police.
- (d) When in convoy, remaining vehicles and all other traffic should be stopped at least 1,000 feet clear of the vehicle on fire. Tenants of all buildings within the area should be warned and evacuated.
- (e) Any action taken to fight the fire after the ammunition is involved will depend on the decision of the supervising officer or WCO, taking account of such factors as:
 - (i) Safety of personnel;
 - (ii) Type of ammunition in the vehicle;

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(iii) Proximity of buildings;

(iv) Quantity of ammunition involved.

4.4.16 Transportation of dangerous ammunition

Ammunition which is considered to be in a dangerous condition should be transported only under the direct supervision of an officer or an Ordnance Ammunition Examiner.

4.5 INSPECTION, MAINTENANCE AND REPAIR

4.5.1 General

A proper system of vehicle maintenance requires that certain inspections be performed periodically by contingents and by special inspection teams. In general, the purpose of these inspections is to ensure that maintenance is adequate; to detect faulty practices by vehicle operators and to detect mechanical defects and faulty adjustments in the early stages, so that corrections may be made before breakdowns occur. Below is outlined the types of inspection which may be applicable.

4.5.2 Types of inspection

Inspection will be performed by contingents on all vehicles. The contingent will ascertain that:

- (a) The vehicle is in Class I condition (see 4.5.2.3 below) unless specifically declared otherwise;
- (b) Vehicle log books are accurate and have been completed to date;
- (c) Tools and equipment correspond to the list issued with the vehicle; and
- (d) The appropriate vehicle markings are painted on the vehicle.

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MOTOR TRANSPORT (Cont'd)4.5.2.1 Commanding Officer's inspection

Commanding Officers will periodically inspect all vehicles on their charge. This inspection is not of a technical nature, but rather is a formal parade of all vehicles. It will include an inspection of procedures and the condition of contingent garage facilities for the purpose of improving the efficiency of contingent maintenance.

4.5.2.2 Special periodic vehicle inspection

This is a technical inspection of contingent vehicles and should be performed by an inspection team competent to determine:

- (a) the serviceability of equipment;
- (b) future spare parts requirements.

Vehicles thus inspected should be classified according to their mechanical condition at the time of inspection.

The class given a vehicle will depend on the extent of repairs necessary to place the vehicle in fully serviceable condition as detailed below.

Class I - Vehicles which are fully serviceable or those requiring minor repairs or adjustments within the scope of contingent maintenance.

Class II - Vehicles which require light repairs consisting of adjustments and replacements of minor or major assemblies requiring a total of not more than 25 hours labour.

Class III - Unserviceable vehicles requiring repairs consisting of major adjustments and replacements of minor and major assemblies with a labour time of more than 25 but less than 100 hours.

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Class IV - Unserviceable vehicles requiring repairs consisting of complete overhaul of equipment, overhaul of assemblies and rebuilding of damaged equipment.

Class V - All equipment which is beyond economical repair.

4.5.3 Procedure for special inspection

- (a) The inspection team should visit contingents and inspect vehicles according to a schedule as notified from time to time. The inspection should include United Nations and contingent-owned vehicles.
- (b) The contingent transport officer should ensure that vehicles are grouped according to type in an area to facilitate inspection, that vehicles are clean with no components missing, and that all vehicle records are up to date and available. The Transport Officer should be present during the inspection.
- (c) During the inspection, the operator of the vehicle being inspected should remain with the vehicle and should assist the inspection team. If there is no assigned operator, the contingent should provide a competent operator for the purpose.
- (d) The inspection team should note items requiring corrective action in the Inspection Report. A copy of the Inspection Report should be given to the contingent commander who will ensure that the inspection is properly recorded in vehicle log book and that all items requiring corrective action by the contingent are performed. The contingent commander should advise the CAO through Logistics of those vehicles requiring other than contingent repair.
- (e) The contingent transport officer shall arrange scheduling of vehicles for workshop on contractual repair once approval has been received in writing.

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Chapter 2**ORGANIZATION OF LOGISTICS****2.1 GENERAL**

The logistic organization of a UN peace-keeping force is under the financial and budgetary jurisdiction of the Chief Administrative Officer (CAO).

The logistic organization is responsible for preparing the requirements of logistic support for the peace-keeping force based on United Nations approved scales of issue and levels of holdings for storing, safekeeping and distributing the material, equipment and supplies procured or made available in accordance with United Nations regulations. Procurement responsibility for material, equipment and services rests with the CAO and his authorized procurement and supply personnel.

2.2 LOGISTICS SECTION PEACE-KEEPING FORCE HQ**2.2.1 Responsibilities**

The Logistics Section is responsible for developing and implementing the logistic support requirements of the peace-keeping force within the framework of the Commander's planning.

The section is responsible for:

- (a) The maintenance requirements of the peace-keeping force for which the CAO has certifying authority.
- (b) Planning in support of operational requirements;
- (c) The planning, provisioning and co-ordinating of supply of stores and equipment, rations, POL, etc.;
- (d) Control of the allocation of transport authorized for the contingents of the Force;
- (e) Examination and review of contingents and sections to ensure that activities are within United Nations authorized limits; and
- (f) Postal services.

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2.2.2. Organization

The Logistics organization may encompass the following functions:

- (a) Planning and Co-ordination
- (b) Transportation
- (c) Supply
- (d) Food services
- (e) Accommodations
- (f) Movement control
- (g) Land claims

Under the following structural headings:

- (i) Equipment and Vehicle Sub-section
- (ii) Supply sub-section
- (iii) Movement Control sub-section

2.2.3 Duties

2.2.3.1 The Staff Logistics Officer is responsible for the following functions:

- (a) Providing the Chief Administrative Officer with detailed documentation and justification of the logistical support requirements;
- (b) Supervising, directing and controlling action taken on matters affecting the approved logistical support for the peace-keeping force in support of the CAO's certifying responsibility;

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- (c) Reviewing entitlements for the provision of approved items; preparing instructions for the supply of these items;
- (d) Exercising control of all issues and holdings; maintenance and repair of stock on hand in storage, workshops and field units;
- (e) Assisting and advising the Chief of Staff in the formulation of the logistics policies; and
- (f) Education of the Logistics Section and coordination with other HQ branches on logistics education and training within the peace-keeping force.

2.2.3.2 Planning and Co-ordination involves the following functions:

- (a) Logistics planning;
- (b) Responsibility for supporting actions for the CAO on the budgeting and programming of requirements;
- (c) Drafting, with the approval of the CAO, logistics orders, instructions and standard operating procedures;
- (d) Examination of existing procedures with a view to simplification and economy; and
- (e) Co-ordination of the Section's planning and activities.

2.2.3.3 Transportation involves the following functions:

- (a) Planning and co-ordination of functions pertaining to the equipping of the peace-keeping force, including maintenance and repair;
- (b) Planning procurement requirements for the sub-sections in accordance with budgetary guidelines approved by the CAO;

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- (c) Reviewing and developing scales of issue;
- (d) Supervising the issue of controlled stores for which the CAO has certifying responsibility;
- (e) Co-operation with procurement and supplies section on all questions concerning procurement and supplies of equipment;
- (f) Co-operation with service units and others in all matters concerning the detailed planning of procurement, stocking, distribution, maintenance and repair of equipment and stores; and
- (g) Assistance in investigations and submission of recommendations to Property Survey Board for write-off of stores and equipment.

2.2.3.4 Supply involves the following functions:

- (a) Planning and co-ordination of the logistic cover for the peace-keeping force insofar as it relates to supplies, POL, hygiene chemicals, etc;
- (b) Review of ration scales for personnel of the peace-keeping force in conjunction with the food service;
- (c) Utilization of transport;
- (d) Review of postal services requirements;
- (e) Review and control of contractual repair services as established by the CAO;
- (f) Surveillance of the water supply;
- (g) Review and control of stock levels of supplies, POL and hygiene chemicals, and
- (h) Investigation of irregularities and recommendation of write-off of losses of supplies, POL or other items under his control.

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2.2.3.5 Food services involves the following functions:

- (a) Regular inspection of cooking and messing arrangements in all units, and keeping the CAO and logistics informed of the general standard;
- (b) Inspection of the quantity and quality of food stocks and meat;
- (c) Supervision of the preparation and storage of food in units and advice to units on these matters;
- (d) Assist and advise all units in:
 - (i) interpretation of ration scales;
 - (ii) preparation of ration indents;
 - (iii) under and over-drawing of rations;
 - (iv) following the right procedures in obtaining equipment and material for kitchens, mess halls, etc. from Ordnance and Engineers sources;
 - (v) purchase of foodstuffs on repayment;
 - (vi) maintenance and operation of UN-provided field ranges and other equipment;
 - (vii) preparation and use of unfamiliar commodities with general advice to units on catering personnel, premises, food, food service and equipment;
- (e) Prepare monthly the food issue programme for the next month to indicate varieties of different commodities needed;
- (f) Provide advice to units in the planning of kitchen (design, fuel, plumbing, etc.);
- (g) Ensure that SOPs and special instructions to contingents relating to food service operations are understood by all concerned.

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2.2.3.6 Accommodations involves the following functions:

- (a) Maintenance of the accommodation plan for the Peace-Keeping Force;
- (b) Review of requests for accommodation to ensure conformity with approved standards of accommodation and submission of recommendations to CAO for approval;
- (c) Preparation of requests to the CAO for the rental of accommodations;
- (d) Preparation of annual budget estimates relating to the cost of rental of accommodation for the peace-keeping force;
- (e) Submission of recommendations on the existing standards of accommodation in the peace-keeping force;
- (f) Periodic inspection of accommodation stores held by units and submission of recommendations for establishment of scales of issue;
- (g) Regular fire inspection of all peace-keeping force premises including fire fighting equipment and facilities;
- (h) Advice on the handling and storage of inflammable liquids and material; the examination of structural or operating conditions which affect fire safety to ensure that remedial measures are taken where applicable;
- (i) Lectures and demonstrations to impress fire consciousness on all personnel;
- (j) Investigation of the cause of fires.

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- (a) Assisting the CAO to discharge his responsibility for the movement of personnel and material by road, rail, sea or air within the theatre of operation. (Receipt, inspection and control of all incoming stores and equipment whether UN or contingent-owned, and shipment of all outgoing stores and equipment, as well as the movement of personnel and contingent members by surface or air from their home countries to the peace-keeping force port areas of operation, and vice versa, are the responsibility of the CAO operating through his Travel and Traffic Unit as detailed in Chapter 17.)
- (b) These functions include:
 - (i) determination of the movement requirements of the peace-keeping force within the area;
 - (ii) advice as to the means of transport to be used;
 - (iii) determination of priorities of movement;
 - (iv) programming of shipments for day-to-day maintenance of the peace-keeping force;
 - (v) clearance with local authorities of road movements within the peace-keeping force area;
 - (vi) keeping the CAO informed of all movement control activities within the area of the mission;
 - (vii) allocation of space to all passengers and material;
 - (viii) issuing movement instructions; and
 - (ix) ensuring that correct documentation is prepared for all movements made within the area. (Liaison with local authorities regarding immigration, customs and certification of documents in the movement of personnel and/or material to and from the port areas of the peace-keeping force is

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the responsibility of the CAO operating through the Travel and Traffic Unit as outlined in Chapter 17.)

2.3 ADVISERS TO LOGISTICS STAFF

The commanding officers of the service units shown below may act as advisers to the Logistics Organization at the Peace-Keeping Force HQ.

- (a) Peace-Keeping Force Engineer Officer
- (b) Senior Medical Staff Officer (SMSO)
- (c) Senior Dental Staff Officer (SDSO)
- (d) Senior Signals Staff Officer (SSSO)
- (e) Senior Postal Staff Officer (SPSO)

2.3.1 Duties

2.3.1.1 Peace-Keeping Force Engineer advises the CLO and is responsible for reviewing all administrative works, recommending priorities and keeping the CAO informed of actions taken. His detailed duties are as follows:

- (a) Provide engineer technical advice to the Commander, the CAO and staff of Peace-Keeping Force HQ;
- (b) Co-ordinate engineering works in the peace-keeping force;
- (c) Programme engineering work;
- (d) Prepare annual estimates of approved engineer works in the peace-keeping force;
- (e) Prepare and review designs and plans;
- (f) Prepare special reports on engineer matters;
- (g) Provide technical advice on fire prevention.

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2.3.1.2 Senior Medical Staff Officer (SMSO) has the following duties:

- (a) advises the Peace-Keeping Force Commander, the CAO and their staff on all medical matters;
- (b) plans medical requirements;
- (c) exercises supervision over functioning of all medical units in the Peace-Keeping Force;
- (d) establishes procurement, control, issue and inspection of the planned programme of medical equipment and supplies.

2.3.1.3 Senior Dental Staff Officer (SDSO) has the following duties:

- (a) Advises the Peace-Keeping Force Commander, the CAO and their staff on all dental matters;
- (b) Plans dental requirements;
- (c) Supervises the functioning of all dental units in the Peace-Keeping Force;
- (d) Establishes the planned programme of procurement, control, issue and inspection of all dental equipment and supplies.

2.3.1.4 Senior Signals Staff Officer (SSSO) has the following duties:

- (a) Advises on internal communication matters;
- (b) Assists units with their internal communication problems;
- (c) Co-ordinates internal communications with the international net system operated by the United Nations Communications Section;

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- (d) Controls communications equipment and stores;
- (e) Establishes requirements for signal supplies.

2.3.1.5 Senior Postal Staff Officer (SPSO) is responsible for the efficient functioning of the postal services in the peace-keeping force.

2.4 SERVICE UNITS

The following service units may be included in a UN Peace-Keeping Force, depending on the size of the operation:

- (a) Engineer unit;
- (b) Transport unit;
- (c) Supply unit;
- (d) Ordnance unit;
- (e) Workshop unit;
- (f) Postal unit; and
- (g) Medical equipment and supply unit

The service units are responsible under the fiscal jurisdiction of the CAO, for the following:

- Requisitioning and issuing within approved establishments and scales, and
- Maintenance and repair.

2.4.1 Engineer unit

The Engineer unit is responsible for the provision of operational engineer services, the construction and/or maintenance of all accommodation occupied by the peace-keeping force, within the policy and priorities as decided

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by the peace-keeping force HQ, the operation of large static generating plants, the operation of water points, purification of water, and the repair of engineer-installed and operated equipment.

2.4.2 Transport unit

The Transport unit operates transport used to move bulk material and provides transport for contingents.

2.4.3 Supply unit

The Supply unit operates the supply depot, including cold storage depots and POL depots.

The supply depot does the requisitioning, receipt, holding, issuing and accounting of all food items for the peace-keeping force and ensures the maintenance of force reserves.

The POL depot does the requisitioning, receipt, holding, issuing and accounting for POL and hygienic chemicals used in the peace-keeping force and ensures the maintenance of the force reserve.

2.4.4 Ordnance unit

The Ordnance unit does the requisitioning, receipt, holding, issuing and accounting for all items of ordnance stores, ammunition and equipment in the peace-keeping force; the inspection of unit ordnance accounts; maintenance of force reserves of the stores and equipment; and repair of non-technical stores based on established scales of issue.

2.4.5 Workshop unit

The Workshop unit performs the inspection and field repair of all electrical, mechanical and communications equipment in the peace-keeping force.

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2.4.6 Postal unit

The Postal unit does the receipt, sorting, issue and dispatch of all mail. Postal service within contingents and units is the responsibility of the respective contingents.

2.4.7 Medical equipment and supply unit

The Medical equipment and supply unit does the requisitioning, receipt, holding, issuing and accounting of all medical and dental equipment and supplies and ensures the maintenance of force reserves.

2.5 CONTINGENT LOGISTICS STAFF

2.5.1 Contingent commander

The contingent commander is responsible to the peace-keeping force commander for the maintenance and security of the equipment and material being used by the contingent, and for the proper use of supplies and services provided.

2.5.2 Contingent logistics staff

A logistics staff may be included in the table of organization of each unit in the Peace-Keeping Force. This staff is responsible to the commanding officer of the contingent for the efficient logistics operation within the contingent.

2.6 LOGISTICS CHANNELS OF COMMUNICATION

The logistics channels of communication are as follows:

- (a) Units will deal directly with the service unit concerned for day to day logistic requirements. In all matters dealing with logistic policy or problems not including daily logistic requirements units will deal with the Logistic Section;
- (b) All inquiries by units concerning the provision of normal requirements will be referred to the applicable service unit;

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All scaled items, other than controlled stores, will be issued in accordance with entitlements.

3.3.3 Non-scaled items

Non-scaled items are those for which no scales of issue are established. Fully justified requests may be issued:

- (a) By Ordnance organization when item is under \$100 in value and properly authorized by CAO;
- (b) By Logistics organization when items are higher than \$100 in value if approved by the CAO.

3.3.4 UN clothing and personal equipment

UN clothing and personal equipment will be requisitioned on the basis of scales of issue established for the UN peace-keeping force.

Further issues at UN expense may be authorized when the original issue has been properly surveyed following loss or damage in the performance of UN duty, or if it has become unserviceable through fair wear and tear.

Disposals and retention by an individual on completion of tour of duty will be established by peace-keeping force HQ. (In regard to disposals see also para. 3.9.2(d)).

3.3.5 UN medals

Please refer to Chapter 3 of Guide Book on Personnel Administration.

3.3.6 Recreation and welfare

Recreation and welfare are a contingent or individual responsibility and no financial expense should accrue to the United Nations for these services.

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3.3.7 Issue and control of spare parts

3.3.7.1 General

The requirements for spare parts will be detailed from time to time by peace-keeping force HQ depending on what contractual arrangements United Nations HQ has authorized for the repair and maintenance of vehicles and equipment.

3.3.7.2 Control and issue of spare parts

The responsibility for control of stock levels and issue of spare parts, may be divided as follows:

(a) Workshop unit is responsible for

- (i) calculating initial stock of spare parts recommended to be held by Ordnance and units;
- (ii) recommending the issue of spare parts to units where there is doubt as to entitlement or repair procedures;

(b) Ordnance unit is responsible for

- (i) establishing and maintaining appropriate stock levels;
- (ii) consulting with Workshop unit and Transport unit regarding stock levels considered necessary and submitting recommendation to the CAO for approval.
- (iii) issue of spare parts against entitlements in accordance with directives.

3.4 INSPECTION AND CONTROL OF INCOMING STORES AND SUPPLIES

3.4.1 General

The responsibility for receipt, inspection and control

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of all incoming stores and supplies whether UN or contingent-owned, rests with the Travel and Traffic unit and the receiving unit. The responsibilities are divided as indicated below:

(a) Travel and traffic unit responsibilities:

The responsibilities of the Travel and traffic unit will be confined to the receipt of stores at points of discharge and routing them to destination points concerned. Where pilferage is obvious, Travel and traffic unit shall advise the proper authorities prior to making a detailed check of shipment involved.

(b) Responsibilities at destination points:

On receipt of stores from Travel and traffic unit, authorized recipients shall:

- (i) ascertain that incoming stores and supplies are in accordance with way bills or shipping advice accompanying the shipment;
- (ii) sign shipping or receiving documents if in order and return to Travel and traffic unit;
- (iii) check stores and supplies for (1) quantity, (2) quality and required specifications and (3) condition of commodities and containers;
- (iv) report any damage or loss;
- (v) submit receiving and inspection reports or discrepancy reports.

3.5 CONTINGENT-OWNED STORES AND EQUIPMENT

3.5.1 Incoming equipment

The UN will accept financial responsibility for contingent-owned stores and equipment only when the UN has authorized the stores and equipment to be shipped to the mission area. Exempted from this regulation are items of personal issue such as clothing, etc. for which the individual is personally accountable to his contingent commander.

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Requests for authority to bring such stores and equipment into the area of operation should be submitted in writing to the CAO of peace-keeping force HQ two months prior to estimated time of arrival, unless prior written authorization was given by UN Headquarters to the Delegation of the government concerned.

Freight costs for such shipments may be borne by the peace-keeping force only if prior approval of shipment has been given by the United Nations. The most economical means of transport will be used.

Contingents are responsible for the maintenance and repair of all contingent-owned stores and equipment authorized by United Nations for shipment to area of operations.

3.5.2 Outgoing shipment

On return of authorized equipment to the home country, United Nations will compensate the Government concerned for depreciation in accordance with the agreed upon guidelines for the Force. The freight will normally be paid for by the United Nations. To facilitate economical settlement, the Logistics organization in conjunction with the contingent Liaison Officer concerned will arrange inspection of the equipment and submit a joint status report to the CAO and the contingent concerned.

When authorized contingent-owned equipment becomes uneconomical to repair it will be provisionally condemned in accordance with approved United Nations procedures.

3.5.3 Monthly returns

Contingent commanders are responsible for notifying monthly any changes in the holdings of authorized contingent-owned equipment. These monthly returns should indicate in detail stores and equipment returned to the home country during the previous month, stores and equipment brought into the

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mission area during the previous month, and stores and equipment destroyed, lost, worn out or otherwise written off during the previous month. These should be reconciled to records and authorizations mentioned under this section.

Contingents will report on all non-expendable items, less items of personal issue such as clothing, web equipment and accoutrements.

3.5.4 Handing over on change of command**3.5.4.1 General**

Commanders of incoming and outgoing contingents are responsible for the handover of UN and contingent-owned stores, equipment and accounts at time of rotation. The handover of contingent property and accounts should be in accordance with respective national regulations.

3.5.4.2 Rotation of units

Where contingents are rotated as complete units to replace each other it is essential that planning arrangements provide for an advance party of logistics personnel of the incoming contingent to arrive in the area of operations early enough to take over all the stores and equipment prior to the departure of the outgoing contingent.

3.5.4.3 Rotation of individuals

Where rotation of contingents does not occur simultaneously and a time gap exists between the arrival of the incoming contingent and the departure of the outgoing contingent, arrangements must be made by the outgoing contingent commander to delegate an authorized representative to remain with the stores and equipment taken over by the replacement contingent. If this cannot be done, the stores and equipment will be taken over as is subject to audit and adjustment for subsequent handover to the incoming contingent.

3.5.4.4 Procedure and returns

A comprehensive status report covering both UN and contingent-

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owned items will be forwarded to the Logistics organization after completion of the handover, indicating all discrepancies, with appropriate comments. (See also para. 3.7.3 (b) Inspections).

3.6 MAINTENANCE AND REPAIR

3.6.1 Definitions

3.6.1.1 Maintenance

Maintenance is the inspection and care of stores and equipment to ensure serviceability. Maintenance includes inspection, cleaning, minor adjustments or minor repair, lubrication and the prevention of deterioration.

3.6.1.2 Repair

Repair includes adjustments, minor repairs, replacement of minor assemblies and light weldings necessary to restore an item to serviceable condition.

The repair function may be one which involves work that must be contracted to others for completion. In cases of this type, the authority of the CAO is required before a commitment can be made. The CAO will examine the requirement in detail before making a determination.

3.6.2 Responsibilities

3.6.2.1 Maintenance

The serviceability of all stores and equipment on charge is a contingent responsibility. Instructions to personnel should be issued by the contingent commander to ensure proper maintenance and continued serviceability of all such items.

Contingent commanders may be assisted in their task by technical and non-technical personnel such as the

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listed below if appropriate authority has been given in writing by the CAO:

- (a) Mechanical transport personnel
- (b) Quartermaster personnel, such as:
tradesmen - mechanics, carpenters, etc.
- (c) Operators of equipment - Drivers, cooks, etc.

Supervisory personnel should note any unsatisfactory maintenance practices during their inspection of stores and equipment and should advise repair personnel how to correct faults. Detailed instructions for the maintenance of stores and equipment should be issued.

3.6.2.2 Repair

Contingents may perform repairs as per paragraph 3.6.1.2 above within the resources of tools and facilities provided spare parts and repair material have been authorized for the contingent for the purpose. Under no circumstances will a contingent resort to cannibalization of other equipment to perform repairs.

Field and base repairs will be performed in accordance with directives issued. Repair by local contract beyond the scope of the contingent repair facilities can be done under authorization by the CAO through arrangements made by his Procurement and Supplies Section.

Emergency vehicle repairs may be performed by civilian facilities, designated under contract by the CAO.

Procedures regarding repair services may be issued by Peace-Keeping Force HQ.

3.7 ACCOUNTING, STOCK-TAKING AND INSPECTIONS**3.7.1 Accounting**

Contingents are responsible for the accurate accounting of all stores and equipment issued to them. When both UN and nationally

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owned property are held by a contingent, separate accounts should be maintained for each category of property. Accounts will be inspected periodically by personnel authorized to perform the function.

Contingents are responsible for providing the necessary staff for efficient stores accounting within their respective contingents.

Accounting instructions should be issued separately in the field as Standard Operating Procedures.

3.7.2 Stock-taking

The function of stock taking should be performed on a monthly basis. The number of line items on ledger charge to be counted each month will depend on the rotation period of the contingent, the objective being to cover all items before the contingent leaves the mission and the procedures established for stock-taking should include detailed instructions for:

- (a) Adjustment of surpluses and deficiencies
- (b) Disposition of stocks excess to requirements of the contingent due to changes in policy, amendments to scales of issue or lack of movement for a period of 6 - 12 months.

3.7.3 Inspections

Inspections of UN stores and equipment held by contingents will be made:

- (a) When a contingent is to be rotated;
- (b) When a transfer of command takes place three months after the last inspection;
- (c) When a contingent prepares to leave the mission area;
- (d) On other occasions as may be required by the CAO.

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The following require submission for write-off to the CAO:

- (a) Deficiencies disclosed at monthly stock-takings;
- (b) Deficiencies due to break in and thefts;
- (c) Losses discovered immediately or shortly after occurrence;
- (d) Defence stores used in construction or repair of defence works;
- (e) Items completely destroyed by accidental fire, etc;
- (f) Shortages/damages discovered on receipt of incoming shipments;
- (g) Items condemned as authorized by UN;
- (h) Deficiencies disclosed by contingent stock-taking on change of command;
- (i) Deficiencies disclosed in contingent holdings by service inspection or stock-takings;
- (j) Deficiencies in stocks held by services as disclosed by stock-taking; and
- (k) Worn-out stores and equipment.

3.8.2 Procedures

Procedures will be established by the CAO as directed by Field Operations Service, Office of General Services, including authorization to write-off or condemn, accounting, placing of responsibilities, etc.

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3.9 DISPOSALS

3.9.1 General

All disposals are subject to UN Headquarters Survey Board procedures, as laid down in the Field Administration Handbook published by Field Operations Service, Office of General Services, which will be available at the Chief Administrative Officer's office as a basis for establishing appropriate standard operating procedures.

Delegation of authority for disposal will be laid down by UN Headquarters to the CAO.

Except in exceptional circumstances, to be fully documented, all items will be utilized until the economic useable life has expired. No items of supply or material shall be submitted for disposal unless it has been properly condemned in accordance with provisions established for the Peace-Keeping Force.

Disposals normally fall into one of the following categories :

Sale of scrap material

Sale of condemned stores

Sale of vehicles

Sale of excess stocks of various types

Destruction of non-serviceable security stores

Demolition of ammunition and explosives

Destruction of communications and allied equipment of all types, weapons or parts therefore and armourer tools

Destruction of items of no sales value (excluding ammunition).

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Items falling into the following categories will not normally be disposed of by sale. Instead disposal will be by total destruction.

- (a) Ammunition and explosives
- (b) Military communications and allied equipment including spares
- (c) Weapons or parts thereof and armourer/armament tools
- (d) Non-serviceable security stores (i.e. UN berets, caps, flags, badges, insignia, etc.)

3.9.3 Procedures

Regulations for disposal by destruction or by sale will be established in accordance with requirements of UN HQ., New York, including delegation of responsibility for disposal, methods of disposal, accounting, etc.

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MOTOR TRANSPORT

4.1 MOTOR TRANSPORT

4.1.1 General

Motor transport in this connexion means that type of vehicular transport allotted to each contingent for operational and administrative use. This chapter should be used in conjunction with Chapter 5 "Driving" of the "Guide Book on Personnel Administration" which provides information on authorization permits, regulations and procedure in case of accidents.

Contingent commanders, staff officers and all ranks concerned with the operation of vehicles are to ensure that a constant and close supervision is maintained in order to effect the utmost economy in the use of motor transport. The objective of motor transport operations is to obtain maximum load-carrying capacity with a minimum of vehicles.

Each contingent should appoint a competent transport officer responsible to the commanding officer for the state of mechanical transport in the contingent.

All personnel concerned with motor transport must be aware of and obey speed limits and other operating instructions with the object of minimizing risk of accidents and wear and tear on vehicles.

A UN driver's permit should be issued to each driver only after he has been properly tested by the contingent concerned; he must hold a UN permit before he can be assigned as a vehicle operator.

4.1.2 Security

Proper fire precautions will be taken to protect the vehicles, the motor transport park, workshops and POL storage areas.

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Precautions should also be taken to protect vehicles against theft. In the event of a breakdown outside the contingent area a vehicle should never be left unattended, and vehicles should accordingly be despatched with two persons competent to drive.

4.1.3 Accounting

Transport records should be maintained by all contingents in accordance with the regulations issued by the Peace-Keeping Force HQ.

Accounting for POL, tools and spare parts should be carried out in such manner as to reflect the exact state of these items and to ensure that the facts needed for inspection purposes are readily available to inspecting officers.

4.1.4 Compliance with regulations

All contingents should have motor transport standing orders based on Peace-Keeping Force regulations and all personnel in the contingent should be familiar with these orders. Standing orders should be provided to each driver in his own language.

4.1.5 Local purchase

Under certain conditions the CAO may authorize the contingent commanding officer to make local purchases of material and services which are urgently required and which the Peace-Keeping Force cannot supply in time to complete a vehicle repair. Only if authorized may commanding officers make such a local purchase, and they will report it to the CAO.

4.1.6 Use of contingent motor transport

Contingents should publish orders listing the names of those personnel who may authorize transport details. This authority cannot be delegated. Transport details should be checked frequently and reviewed to determine how economies can be effected in the use of motor transport.

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The use of contingent motor transport should be restricted to the contingent's local area. Contingent commanding officers may authorize trips within the designated area, but authority for trips outside the area must be obtained from the Peace-Keeping Force Headquarters.

Vehicles for transportation of foodstuffs must be thoroughly clean and sanitary at all times.

4.2 ORGANIZATIONAL MOTOR TRANSPORT

4.2.1 General

Organizational motor transport means motor transport used for the movement of bulk material for the Peace-Keeping Force and for providing special transport assistance to contingents when exceptionally required.

4.2.2 Demands for organizational motor transport

- (a) Contingents may request organizational motor transport in the following cases:
 - (i) When the contingent transport capacity is insufficient to meet requirements within the areas mentioned in paragraph 4.1.6 above;
 - (ii) When the need arises for transport of stores or personnel to or from places outside the area which cannot be handled by the contingent vehicle establishment.
- (b) Demands for organizational motor transport should be prepared and submitted for prior approval as laid down by the Peace-Keeping Force HQ.
- (c) Demands must be submitted in writing and should describe the stores to be transported so that the correct type of vehicle may be assigned.

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MOTOR TRANSPORT (Cont'd)**4.2.3 Control and operation**

Organizational motor transport may function under the control of the Logistics at HQ, which should determine the broad policy for its employment. The following matters should be referred to Logistics for decision:

- (a) The recommendation of priorities to be established when more demands are received than can be met;
- (b) Demands for which justification is inadequate or doubtful.

Local trips should be combined if economy of transport can be achieved thereby and all demands for transport outside the contingent area should be closely scrutinized (see para. 4.1.6 above) to ensure that full loads are carried in both directions if possible.

Logistics at HQ and the transportation office should review standing orders periodically.

4.3 RECOVERY**4.3.1 Responsibilities**

Contingent: Primarily it is a contingent's responsibility to recover vehicles. Vehicles which are wrecked or disabled will be recovered by the contingents themselves if recovery resources are adequate within the contingent areas. Arrangements for the recovery of vehicles other than those specified for contingents will be made by Peace-Keeping Force HQ.

4.3.2 Information required when vehicle recovery is requested

When vehicle recovery is requested, the following information must be given to Force HQS:

- (a) Name of contingent to which equipment belongs;
- (b) Type and make of equipment;

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- (c) Peace-Keeping Force number of equipment;
- (d) Accurate location of equipment (with map reference if possible);
- (e) If the equipment is ditched, bogged, or had had mechanical failure;
- (f) Details of mechanical defects;
- (g) Type of load;
- (n) Name and unit of passengers when not on troop transport detail;
- (i) Whether or not vehicle operators are with equipment;
- (j) If equipment can be towed and, if so, whether straight tow or suspended tow is required; and
- (k) How contact with vehicle operators can be made.

4.3.3 Action by vehicle operator

The vehicle operator should request recovery as soon as practical. In case recovery is requested from a source other than his own contingent, information on the request should be transmitted to his contingent commander as early as possible.

Equipment must not be left unguarded. If for some reason the vehicle operator is unable to guard equipment, a request for assistance should be made to his own contingent or nearest other contingent, whichever is more practical. If the required assistance is received before the arrival of the recovery vehicle, the vehicle operator must immediately so inform his HQS. If the recovery vehicle is already enroute to make the recovery and cannot be stopped en route, arrangements should be made to assign someone to await its arrival.

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- (iii) The officer-in-charge is responsible for detailed control to ensure that total quantity of daily issues from curbside pumps correspond to the records of detailed issues.

5.3.5 Accounting

(i) On arrival of bulk stores from commercial companies the contents and quantities will be checked in the presence of a representative from the company concerned. Stores actually received will be taken on charge and receiving and inspection reports will be submitted to the Chief Administrative Officer for further action. Discrepancy reports will be submitted together with receiving and inspection reports to the CAO for action.

- (ii) The following accounts should be maintained:

(a) Ledger account for POL

This account will contain total receipts, issues and balances of POL items.

(b) Detailed account of petrol

This account will contain the accounts, by contingents showing the total issues of petrol made to the contingents in bulk, pack and from curbside pumps every day. The total monthly entitlement of the contingent will be entered on the top of each page, and once the entitlement has been issued, no further issues will be made without prior approval of the CAO based on supporting justification submitted by Logistics.

5.3.6 Monthly POL Report

Each month the Supply Unit will submit a POL report to Logistics. The POL report will give the total issues of POL items together with a breakdown showing quantities issued to individual contingents and amounts overdrawn (See 5.2.1 (a)).

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- (c) Schedules inspections of all contingents covering the general conditions of ammunition storage, maintenance of magazines, security and fire protection.

6.3 UNIT PROCEDURES**6.3.1 Types of ammunition**

6.3.1.1 First line ammunition is that ammunition held for the immediate fulfilment of any operational tasks envisaged. It should be held with the weapons, in contingent magazines. This ammunition is not to be used for training purposes unless authorized by the Commander of the Peace-Keeping Force.

6.3.1.2 Reserve holdings

Reserve holdings means ammunition held in reserve over and above first line.

6.3.1.3 Training ammunition

Training ammunition is ammunition held for training purposes and includes ammunition used in shooting competitions when these are programmed for training aids.

6.3.2 Application of scales of issue

The ammunition scales, determined per para. 6.2.1, are applied to the number and types of weapons to arrive at the requirements of any given contingent or formation or for the entire Peace-Keeping Force. Ammunition requirements are determined thereby for all levels based on the contingent holdings of weapons and on contingent strengths.

Replenishment of ammunition at contingent levels is based on that actually used. The usage rates, referred to in para. 6.2.1 are for planning figures for bulk provisioning.

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AMMUNITION (Cont'd)**6.4 PEACE-KEEPING FORCE PROCEDURES****6.4.1 Requisitioning**

Requisitions for ammunition should be prepared by the Ordnance in accordance with the requirements determined by the Logistics as approved by the CAO. After taking all assets into consideration, net requirements will be calculated to provide for the following:

- (a) Contingent holdings (first line)
- (b) Reserve holdings
- (c) Replacement for first line usage and for training and shooting competitions usage.

The requisitions will be cleared through Logistics and will be submitted to the CAO for approval and procurement action.

6.4.2 Issues

All issues will be made by Ordnance on receipt of approved indents from Logistics at HQ.

6.4.3 Accounting and Returns

The Peace-Keeping Force reserve and training ammunition held in Ordnance will be held on a single ledger card. The ledger card will reflect the force reserve as a minimum obligated stock and holdings will not be permitted to fall below this quantity.

Ordnance will submit periodic returns as directed by Logistics.

6.4.4 Disposal of ammunition

Any unserviceable ammunition - either Peace-Keeping Force or contingent-owned will be taken over by Ordnance for proper disposal action.

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COMMUNICATIONS7.1 GENERAL

This chapter covers the policy concerning the division of responsibility between the United Nations Peace-Keeping Force and national contingents in the provision and maintenance of communication equipment. See also Chapter 3, paragraph 3.3.

7.2 LINE EQUIPMENT

The Peace-Keeping Force assists in providing and maintaining equipment needed for telephone communication from its headquarters to contingents and between contingents if such assistance is required and equipment cannot be provided from existing resources of contingents.

7.3 RADIO EQUIPMENT7.3.1 Principles

The following principle should be observed.

Where radio equipment of a contingent is adequate for its UN role, its provision and maintenance will be entirely a contingent responsibility.

7.3.2 Peace-Keeping Force responsibilities

- (i) The Peace-Keeping Force assists in the provision and maintenance of equipment needed for radio communication from Peace-Keeping Force HQ to the Headquarters of contingents.
- (ii) Special radio equipment may be authorized by the Chief Administrative Officer for communication to outposts or for patrols where normal contingent equipment is inadequate for the task;
- (iii) Maintenance of Peace-Keeping Force-owned equipment is a Peace-Keeping Force responsibility.

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ACCOMMODATION**8.1 PROVISION OF WORKS AND BUILDINGS**

Accommodations for the Peace-Keeping Force shall be provided in accordance with policy as decided by the Peace-Keeping Force HQ. Generally this accommodation is arranged in accordance with the local conditions and availability of facilities conforming to the Status of Forces Agreement with the host government. It may be concentrated into platoon, company or contingent camps according to the operational role of the contingent. If civilian accommodation must be rented for use by the Peace-Keeping Force, arrangements must be concluded by the CAO in accordance with Delegation of Authority issued to him by United Nations Headquarters.

8.2 NEW CONSTRUCTION

New construction of works and buildings can only be authorized by UN headquarters. All contracts for construction, maintenance and rentals are the responsibility of the CAO and must be executed in accordance with United Nations Financial Rules.

Proposals for new construction shall be forwarded with necessary plans, specifications and estimates to the Peace-Keeping Force HQ. The CAO must submit them to UN Headquarters for approval before new construction can be started.

Contingent commanders must obtain the authority of the Peace-Keeping Force HQ prior to undertaking any self-help projects regardless of the source of funds, materials or labour.

8.3 MAINTENANCE, ALTERATION AND ADDITIONS TO WORKS AND BUILDINGS**8.3.1 Authorization**

Subject to paragraph 8.3.2 below and within the financial regulations of the United Nations, maintenance, alterations and additions to works and buildings may be authorized only after appropriate approval has been received by the CAO from UN Headquarters.

8.3.2 Limitations

No maintenance, alterations or additions shall be authorized under 8.3.1 if they:

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The Chief Administrative Officer of the Force is delegated the following responsibility by UN Headquarters:

- (a) Negotiations with owners of accommodation to be rented;
- (b) The initiation and termination of lease contracts, including water, electricity and fire insurance, etc.

8.4.1.3 Contingents are responsible for:

- (a) Submitting the initial request to Logistics for the accommodations required;
- (b) Obtaining the necessary advice from Engineers concerning routine maintenance;
- (c) Upkeep of premises;
- (d) Security of the building or land when it is vacated prior to being returned to the owner;
- (e) Notifying Logistics as soon as possible when the building or land is no longer required;
- (f) Contingents must not undertake or negotiate rental charges or terms of lease with owners of accommodation before receiving proper authority from the CAO through Logistics.

8.4.2 Procedure**8.4.2.1 Acquiring accommodation**

- (a) Contingents should forward requests for acquisition of new or replacement accommodation to Logistics at HQ with detailed substantiation for the need of such accommodation. The following information should accompany the request:

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signed by all concerned. This is essential to the determination of damages and deficiencies when the lease is terminated. (See 8.4.2.3 (b)).

- (g) Upon finalization of the contract, the CAO will hand over the building to Logistics (Accommodations), which office will assign the building to the contingent concerned against a signed receipt (in triplicate). One copy will be retained by the contingent, one will be forwarded to CAO's Office and one to Logistics (Accommodation).

8.4.2.2 Maintenance

- (a) All matters relating to the maintenance of leased accommodation, additions or alterations required by occupying contingents will be forwarded through Logistics (Accommodation Officer) to the CAO who will obtain the owner's agreement in writing before any such authorized work is carried out.
- (b) Under no circumstances will contingents, or personnel occupying the accommodation, make any changes in the building without written authority of the CAO.
- (c) Periodic inspections of accommodation will be made by the Accommodation Officer, and a contingent representative to determine the condition of the building and accommodation stores. Any damages or unauthorized changes will be made a charge against the occupants.

8.4.2.3 Termination of lease

- (a) When it has been decided that leased accommodation is no longer required, the building will be handed back from the contingent to Logistics. Damages or deficiencies which occurred during occupation will be noted.

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Halls, toilets, bathrooms and kitchens should be excluded when determining allocation of accommodation space.

Peace-Keeping Force HQ may hold reserve accommodation for use by transient personnel.

8.5 ALLOTMENT OF BUILDINGS

Each building shall be allotted to a specific use by Peace-Keeping Force HQ.

8.6 SAFEGUARDING OF WORKS AND BUILDINGS

Contingent commanders should ensure that all assigned works and buildings in their area are properly safeguarded at all times.

8.7 CONTINGENT HOUSEKEEPING DUTIES

Contingents occupying buildings will be responsible for the following housekeeping duties:

- (a) Cleaning and related upkeep of Buildings:
 - (i) When necessary between periodic painting, the washing of walls and ceilings;
 - (ii) Cleaning electric lamps and fixtures mounted including all fluorescent lighting; and
 - (iii) Replacing electric lamps less than 200 watts used for all lighting excluding all fluorescent tubes and mercury flood and spotlamps;
- (b) Cleaning of compounds and other contingent areas and similar duties;
- (c) Maintenance of ground improvements, etc. not provided from UN funds;
- (d) If a vacant building is allotted to a contingent for care and custody, that contingent must be responsible for the above housekeeping duties.

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ACCOMMODATION (Cont'd)**8.9.2 Requests for Engineer Services**

Contingents requiring Engineer services will forward the requests to Peace-Keeping Force HQ with full details and justification.

8.9.3 Priority of works

Approval of a request for Engineer services must be submitted to the CAO for prior fiscal approval. Projects in the Engineer works programme are completed according to priorities set by Peace-Keeping Force HQ and within budgetary funds provided for the projects.

8.9.4 Contingent self-help projects

Contingents may undertake self-help projects using contingent labour and materials providing prior authority is first granted by the Peace-Keeping Force HQ. Authority is obtained as for any normal project by submitting a request to the Engineer Unit giving full particulars of design, data, source of funds, labour necessity, etc. which must have the final approval of the CAO.

Construction should be subject to inspection and general supervision of the Engineer Unit at all times and must meet the standards required by the Peace-Keeping Force.

8.10 LAND CLAIMS**8.10.1 Agreement with host government**

Rules for the provision of land for use of the Peace-Keeping Force should be included in the "Status of Peace-Keeping Force Agreement" between the United Nations and the host government.

8.10.2 Responsibilities**8.10.2.1 Operations section**

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(b) A payment voucher is prepared.

8.10.2.4 Finance Section will effect proper payment of bills against documented vouchers.

8.10.2.5 Contingents

(a) Preparation of initial application;

(b) Ensuring that agreements are implemented and that land occupied is not in excess of or less than the area covered by the agreement.

8.10.3 Procedures for obtaining land

When land is required, an application will be made depending on the type of requirement, giving the following information:

- (a) Contingent;
- (b) Location (with grid reference);
- (c) Purpose for which needed;
- (d) Total area required in local measurements;
- (e) Type of ground (e.g. open fields, forest, sandy waste); and
- (f) Sketch showing the layout of the area needed.

Application for operational requirements will be screened by Operations and if approved will be forwarded to Logistics.

Logistics will arrange for a representative of the host Government to form an investigation team. The team will measure the land to be occupied and assess the compensation.

An investigation report which should be prepared shows complete details of the land to be occupied, the compensation to be paid and should include a sketch of the area.

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9.1 FOOD SERVICE

9.1.1 Food service organization

Logistics' responsibility includes inspection of food service in the contingents and rendering assistance and advice to food service personnel when required.

9.1.2 Food preparation

Contingent commanders must ensure that only properly trained personnel are employed in the preparation of food and that they perform their tasks efficiently. Whenever practical, central feeding facilities should be established throughout the Peace-Keeping Force. This will improve feeding operations and reduce overhead costs resulting from the operation of many small kitchens.

9.2 RATION SCALES

9.2.1 General

The ration scales that have been adopted from time to time for each of the contingents serving with the various Peace-Keeping Missions were based initially on studies made by dietary experts in consultation with Medical and Supply Advisers, as well as authorities in the home countries of the contingents. These scales were developed to:

- (a) Provide the member of the Peace-Keeping Force with an optimum average of calories and adequate amounts of other food nutrients;
- (b) Be compatible with the home scales of contingents, and
- (c) Cater to national food tastes and religious dietary customs.

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9.2.2 Amendments to scales

Proposed amendments to ration scales shall be submitted by the CAO to United Nations Headquarters for approval. Proposals must include estimated costs and detailed justification.

9.3 TYPES OF RATIONS

Three types of rations are issued:

- (a) Fresh rations include such items as vegetables, eggs, fruits, meat, bread and dairy products.
- (b) Dry rations consist of bagged or canned food supplies.
- (c) Pack rations are compact ready to eat rations normally packed for 4 or 5 men for 1 day. They are used for special situations when issue of fresh or dry rations is not practical.

9.4 ADDITIONAL RATIONS

Additional rations may be authorized for the following:

(a) Casual meals

Are authorized to be drawn on the basis of one ration for every 3 casual meals served. This extra ration is authorized only for Peace-Keeping Force personnel visiting from other stations. A contingent may occasionally be required to service meals to personnel such as civilian aircrew who are not members of the Peace-Keeping Force. In such cases an appropriate charge is to be made for the meals and extra rations are drawn on a repayment basis.

(b) Extra rations

Contingents with total strength up to 50 which are authorized to serve extra meals for night duty personnel or special duty may draw up to 10 per cent extra rations for such purpose.

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FOOD SERVICE - RATIONS (Cont'd)(c) Hospital rations

Extra ration issues for hospital patients may be made upon recommendation of the hospital Medical Officer and as authorized by the Chief Administrative Officer.

(d) Special issues

Contingents may be authorized to draw extra rations on national occasions each year. Such arrangements must be approved in advance by the Chief Administrative Officer on a one-issue basis.

(e) Rations on repayment

Contingents may draw ration items, on a repayment basis for daily extra messing or for special occasions only when authorized in advance by the CAO and only when they can be made available without affecting stocks for regular ration requirements.

9.5 CONTINGENT RATION PROCEDURE9.5.1 Stock levels and reserves

Contingents should maintain the following **stocks** and ensure regular turnover:

- (a) Seven days' working stock of dry rations at the beginning of each week.
- (b) Two days' reserve stock of pack rations for each man on the strength of the contingent. (Special instructions regarding the turnover of pack rations should be published as required.)

9.5.2 Indenting

Contingents should forward a weekly feeding strength return on Monday of each week. The return should show feeding strength for the past seven days and should be signed by the responsible officer. Feeding strength must exclude all personnel not entitled

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to draw UN rations, e.g. all personnel on leave, or on duty drawing per diem or on national duty, etc.

9.5.2.1 Fresh rations

Indents should be prepared and submitted daily 3 days in advance of the drawing date and in accordance with an issue programme published by Peace-Keeping Force HQ.

9.5.2.2 Dry rations

Indents should be prepared and submitted weekly one week in advance of the drawing date.

9.5.2.3 Rations on repayment

Indents should be signed by an authorized official and processed in advance of ration drawing as follows:

- (a) Separate indents should be prepared for dry and fresh rations and the word "Repayment" clearly marked on top of each indent.
- (b) The indent must be submitted to the CAO for approval ten days in advance of the drawing date.

9.5.2.4 Pack rations

Pack rations should be used only when required and recommended. In emergencies, the Officer Commanding may authorize issue of pack rations held in the contingent and after justifying their use, obtain post-facto approval from Force HQ on which the contingent may raise a requisition for replacement.

9.5.3 Drawing

Contingents may draw dry rations once a week according to directions issued by Peace-Keeping Force HQ. Fresh rations may be drawn daily depending on provisioning arrangements.

Contingents should detail a responsible representative to be at the supply point when rations are being drawn, in order

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to satisfy themselves both as to the quality and the quantity of supplies issued. Supplies, once issued and accepted by contingents, are not returnable to the supply points.

The following points should be observed when drawing rations:

- (a) Vehicles sent for collection of foodstuffs must be thoroughly clean;
- (b) All items drawn, particularly fresh items, must be carefully handled and placed in vehicles in such a manner to avoid deterioration, damage and contamination en route. Contingents should provide suitable packing material for the carriage of fresh rations.
- (c) Packing material issued to contingents should be returned to the supply point in accordance with instructions issued.

Officers at the supply point should inspect contingent vehicles sent to collect rations and reject vehicles which are in an unhygienic state.

9.5.4 Accounting

Accounting for rations must be based on the feeding strength and the appropriate ration scales. Contingents must maintain complete records of the rations indented for, drawn and issued to personnel.

9.5.4.1 Rations overdrawn or underdrawn

Ration overdrawals made by contingents during one month will be adjusted by the supply point by under-issues in the subsequent month. Rations under-drawn during a month will be considered lost. Overdrawals are not permitted in a subsequent month to compensate for underdrawals in the previous month.

9.5.4.2 Excess rations

Rations held in excess of current requirement will

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be disposed of as follows:

- (a) When calculating requirements of rations, contingents must deduct from their entitlement excess quantities held and submit their demand based on the balance;
- (b) Should stock-in-hand exceed foreseeable requirements, the estimated excess stock should be listed and reported immediately to the supply point. This will be the basis for authorizing contingent transfers to adjust holdings.

9.5.5 Condemnation of rations

When rations are considered unfit for human consumption the following action must be taken by contingents.

- (a) If the Medical Officer determines food to be unfit for consumption, a certificate to this effect must be prepared and signed by him and the Commanding Officer. On the basis of this certificate instructions can be requested for condemnation and disposal action.
- (b) Condemned rations should be replaced by submitting an indent for the quantity condemned, quoting the condemnation certificate as authority for re-issue. The supply point should expedite the replacement issues for the first scheduled pick-up after receipt of indent.

9.5.6 Administrative handover

Contingents should arrange for a thorough administrative handover of rations and supplies on completion of their tour with the Peace-keeping Force. This will ensure the minimum of disruption and inconvenience during relief of the outgoing contingent by the incoming one. The handover should include visits to the supply point by the incoming personnel responsible for drawing and accounting for rations for the purpose of becoming familiar with the ration scales and their

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alternatives, the method of calculating ration entitlements and the preparation of indents. Where necessary, data should be translated into the national language of the contingent.

9.6 SUPPLY POINT RATIONS PROCEDURE**9.6.1 Requisitioning**

The supply point should take action as follows for the provision of rations for the Peace-Keeping Force.

9.6.1.1 Dry rations and frozen items of supply

Requirements of dry and frozen items for the Peace-Keeping Force should be developed periodically by the supply point in advance, taking into account the strength of the Peace-Keeping Force during the period rations are required and the ground balance of rations held at the depot. The officer in charge of the depot should prepare a statement showing ground balance on the last day of each month and forward it to the supply point. As a rule, requisitions for supplies to be procured from overseas sources must be submitted quarterly and forwarded sufficiently in advance to allow them to be cleared by the CAO and dispatched to Headquarters New York six months prior to the date delivery is required.

9.6.1.2 Fresh vegetables, fruit and eggs

- (a) Contracts should be reviewed periodically by the CAO for all items being procured locally.
- (b) The contracts should include schedules showing variations of fruit and vegetables to be issued. These schedules must be drawn up according to local availability. A record will be maintained at the supply point to show the varieties and quantities of fruit and vegetables issued each month.

9.6.1.3 Pack rations

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Requisitions should be submitted as the necessity for replacement of emergency issues arises and when turn-over is necessary prior to expiration dates for consumption.

9.6.2 Receiving

9.6.2.1 Dry rations

Dry rations requisitioned by the supply point should be procured under arrangements approved by the CAO. Details of shipment and transportation will be advised to the supply point as arranged by Travel and Traffic Unit. On arrival at the supply point the shipments must be checked in the presence of a representative of Travel and Traffic Unit. Stores actually received will be taken on charge and receiving and inspection reports will be submitted together with discrepancy reports for discrepancies, if any for further action.

9.6.2.2 Frozen items

Frozen items should also be procured under arrangements approved by the CAO and receiving procedures will be the same as for dry rations. These items must be stocked in deep freeze storage and transported in refrigerated vehicles.

9.6.2.3 Fresh vegetables, fruit and eggs

The supply point should prepare a monthly demand statement and forward it to the contractor one week in advance of the date of commencement of supply. A copy of the demand statement must be forwarded to the CAO. The contractor must despatch the items demanded according to the terms of contract. On receipt at the supply point the items will be checked. Any items below standard should be rejected and the contractor and CAO advised accordingly. Rejected items will be disposed of in accordance with instructions. A monthly statement showing all rejections and shortages, as well as substitute issues of canned fruit and vegetables must be forwarded by the

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supply point to the CAO for adjustment of contractor invoices. Quantities accepted for issue should be taken on ledger charge at the supply point. Receipt, inspection and delivery notes should be prepared at the supply point and forwarded to the CAO.

9.6.3 Issuing

The supply point is responsible for issuing all items of rations demanded by contingents in accordance with paragraph 9.5.2 above, and should prepare issuing instructions to contingents regarding turnover of dry, canned and pack rations held by them.

9.6.3.1 Dry rations

- (a) Supply point checks and compares the figures in weekly feeding strength returns of the contingent with the number of rations drawn in that month and adjusts overdrawings in the previous month by making an under issue.
- (b) In case of excess stock held by contingents, the supply point orders inter unit or contingent transfers to adjust holdings.

9.6.3.2 Fresh rations

Issues of fresh rations should be made in accordance with the periodic issue programme.

9.6.4 Accounting

All items of rations received and issued at the supply point should be accounted for. All issues must be supported by a proper authorization.

9.6.4.1 Rations on repayment

Supply point prepares a summary voucher for each contingent that has drawn rations on repayment during the past

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week, forwards it to the CAO for charges against the appropriate contingent accounts.

9.6.5 Stock levels and reserves

The supply point holds the following stocks and is responsible for turnover of pack rations held by contingents.

- (a) 3 months' working stock of dry rations at the beginning of every quarter.
- (b) 10 days' reserve stock of all other items.
- (c) 3 days' reserve stock of pack rations for the whole force.

9.6.6 Stocktaking

A stocktaking of all items held at the supply point is made once a month and the CAO is advised of the actual stock balances. Surpluses are brought to charge and deficiencies written off under authorization and procedures to be established by the Peace-Keeping Force Headquarters.

9.6.7 Sampling

Sampling of stocks to detect infestation or deterioration are taken as follows:

- (a) Bagged supplies

Once every two weeks.

- (b) Cartoned supplies

Once every month.

- (c) Canned items

On detection or suspicion of deterioration or on receipt of a complaint concerning specific items.

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9.6.8 Condemnation and disposal

The following action is taken when stocks in the depot are suspected of being unfit for consumption:

- (a) The supply point advises all concerned urgently and requests an immediate inspection and analysis of the suspected food. The CAO is also informed.
- (b) The supply point may condemn items considered unfit for human consumption and request authority for their destruction or disposal. A certificate of condemnation is signed by the CO of the supply point and the medical officer and forwarded to the CAO.

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TRANSPORTATION (EXTERNAL)

10.1 GENERAL

The Field Operations Service, Office of General Services, United Nations Headquarters, is responsible for authorizing and arranging the transportation of personnel, equipment and continuing logistic support material to and from the mission area. Responsibility in the mission area is delegated to the Chief Administrative Officer.

10.2 METHODS OF MOVEMENTS

The methods of transportation are by:

(a) Surface

- (i) Road)
- (ii) Rail) Usually restricted to internal movements
- (iii) Sea

(b) Air

- (i) Military aircraft
- (ii) Commercial charter aircraft
- (iii) Commercial scheduled airlines
- (iv) Contingent aircraft (must be authorized by UNHQ if UN is implicated financially).

10.3 INFORMATION TO BE PROVIDED BY GOVERNMENTS AND CONTINGENTS

To enable the United Nations to arrange for transportation it is necessary that accurate load details be provided by the governments of contingents. These details should include the following information:

- (a) Number of personnel and weight of personal baggage and military equipment;

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- (b) Total weight, cubic capacity and type of equipment and stores to accompany troops;
- (c) Total weight, cubic capacity and type of equipment and stores to be sent separately or by surface means;
- (d) Availability date(s);
- (e) Availability of location(s); and
- (f) Priorities for stores and equipment to be shipped by air and surface transportation.

10.4 RESPONSIBILITIES OF GOVERNMENTS AND CONTINGENTS

Nations contributing contingents to the Peace-Keeping Force have the responsibility of ensuring the following, whether or not personnel and equipment are transported at UN expense:

- (a) That the personnel are bona fide members of the contingent of the contributing nation assigned for duty with the Peace-Keeping Force.
- (b) That the equipment of the contingent is necessary to the accomplishment of contingent's mission and is legally the property of contingents concerned.

10.5 CONTINGENT EQUIPMENT AND PERSONAL BAGGAGE

The following instructions should be observed regarding the shipment of personal baggage and contingent equipment by sea or air:

10.5.1 Contingent equipment

All organizational equipment and contingent baggage may be transported at UN cost, (subject to paras. 3.5.1 and 3.5.2) unless the government of the contingent concerned has volunteered to bear the cost.

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10.5.2 Personal baggage allowances

Individual officers and men may be permitted to carry bona fide personal baggage at UN cost at the scale given below:

(a) By surface (rail or ship or a combination of both)

Officers	-	220 lbs. (100 kgs.)
WO	-	190 lbs. (86 kgs.)
OR	-	150 lbs. (68 kgs.)

(b) By air

(i) Individual officers and men may be permitted to carry personal baggage at UN cost not to exceed 66 lbs. (30 kgs.) per man. If it is necessary that personal weapons and other items of a military nature, such as haversacks or field packs, be carried by the troops, increased allowances may be permitted subject to prior approval by UNHQ. Weapons must not be loaded and no ammunition can be carried aboard the aircraft by individuals.

(ii) Any additional items acquired for personal use during service in the mission may also be transported by surface at UN cost up to the difference between the allowance for air at (b) (i) and the allowances for surface at (a), i.e. 154 lbs. (70 kgs.) for officers, 124 lbs. (56 kgs.) for warrant officers and 84 lbs. (38 kgs.) for other ranks. Where surface transport does not exist at the point of departure, air freight may be used to the point where surface transport is available.

10.5.3 Personal baggage in excess of allowances

Transportation of personal baggage over and above the entitlement limits is the sole responsibility of the individual(s) concerned.

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SUBJECT:Chapter 10 TRANSPORTATION (EXTERNAL) (Cont'd)**10.6 JOURNEY BY SEA****10.6.1 Cabin class baggage**

Personal baggage accompanying cabin class passengers on board the troop ship should be limited to two pieces of cabin luggage. Personal items such as cameras, brief cases and small zipper type bags may also be carried. Every other item of baggage over and above these items should be manifested and delivered to the appropriate authorities to be stored in the hold of the ship.

10.6.2 Troop baggage

Personal baggage, earmarked as hand baggage for the troop class passengers, and which is to be kept in the berthing compartment, should be limited to the standard military specifications as follows:

- (a) Kit bag.
- (b) A small hand bag for toilet articles.

10.6.3 Shoulder weapons, side arms and ammunition

Shoulder weapons or side arms may be carried aboard by the individuals and maintained in the berthing area if the contingent Commander so desires. Individuals must not carry ammunition aboard ship. Prior to embarkation all ammunition must be collected by the contingent supply officer and, if shipped, must be considered contingent equipment. Weapons must be inspected to ensure they are not loaded.

10.6.4 Haversacks or field packs

Haversacks or field packs, when worn are not to be considered as part of personal baggage and are therefore not included in the above limitations.

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10.7 JOURNEY BY AIR

10.7.1 Travel by military aircraft

The airlift of contingents may be carried out by military transport. This must be arranged by the United Nations with the Government providing the aircrafts.

The amount and type of equipment and stores to be airlifted depends upon the availability of aircraft and the requirement. (See paragraph 10.3(f) above regarding priorities.)

10.7.2 Travel by commercial charter aircraft

Contractual arrangements with commercial airlines are made by the UN. Since numerous companies are requested to submit bids for airlifts, a national airline of the contributing country competes on equal footing for award of the contract.

10.7.3 Travel by commercial scheduled airlines

Baggage entitlement of military personnel being transported individually rather than as a group by commercial scheduled airlines is limited to 66 lbs. for all ranks. Any excess baggage up to the total limits laid down in paragraph 10.5.2(b)-(ii) above must be shipped by surface means at UN cost if authorization is given by the CAO.

The allowable authorized weight of specialist equipment accompanying individual (e.g. flight gear, tools, testing equipment) must be determined by the United Nations.

10.7.4 Exclusion of dangerous cargo

Ammunition (except safety cartridges), explosives, inflammable materials and other items of a dangerous nature must not be permitted on aircrafts carrying troops.

10.8 CARGO MANIFESTS

- (a) Separate manifests must be prepared for the personal baggage of individuals as well as authorized contingent baggage.

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- (b) All crated items, containing contingent or personal stores, must have a packing note inside the crate as well as outside, so that contents can be checked for verification.
- (c) All crates/boxes must be marked serially and names of individuals, designation of the contingents, and weight of the crate/box must be stenciled on the outside.

In order to ensure that no illicit objects are being removed from their area of posting, either to their home country or to within the mission area, contingent commanders must arrange for an inspection by their own officers of the men's personal and contingent baggage, whenever a move of any nature is involved.

Commanders must arrange for a proper procedure for checking all baggage, particularly in the interest of their own protection against rumours and false accusations regarding trafficking in contraband.

Personnel of Travel and Traffic Unit with the assistance of Movement Control personnel, if these are part of the Peace-keeping Force, and other agencies should be authorized to make a "spot check" of stores at embarkation/emplaning points within the mission area, to ensure that the items as listed on the manifests tally with the contents of such boxes and crates.

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Chapter 11

MEDICAL AND DENTAL SUPPLIES

11.1 GENERAL

Assistance may be given for the provision of medical and dental supplies required for personnel of the Peace-Keeping Force. The entitlements of these supplies are determined by the officers responsible for providing the Medical and Dental Services.

If a Medical Equipment Depot is warranted and established it will be charged with the requisitioning, storage and distribution of medical and dental equipment and supplies. Instructions and scales of issues as to the type and quantities of medical and dental supplies which may be drawn by Medical and Dental Services will be issued by Peace-Keeping Force HQ.

Contingents bringing with them medical and dental supplies are to report such holdings to the central medical storage facility established for this purpose.

11.2 CATALOGUE OF SUPPLIES

A catalogue containing a list of drugs and expendable medical and dental supplies available should be issued to the medical and dental facilities of the Peace-Keeping Force. This list should also contain the authorized scale of issue of medical and dental supplies per 100 men per month. Indents are to be according to normal supply procedures. Indents should quote catalogue number and nomenclature of each item, at the same time indicating quantities used, amounts due in and present stocks.

Indents for items not in the catalogue or in excess of the authorized scale must have prior headquarters approval before submission.

11.3 ACCOUNTING

Detailed instructions for the procedure for accounting should be issued to all Force medical and dental facilities.

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Chapter 12

HYGIENE AND SANITATION12.1 PRECAUTIONS AGAINST DISEASE

A high standard of hygiene and sanitation should be maintained by all members of the Peace-Keeping Force.

Sanitary latrine, ablution and sewage facilities shall be established in each camp or area.

All persons handling food, water and other commodities that are consumed will ensure the cleanliness of themselves and the equipment they use.

12.2 DISINFECTANTS

The procedure for providing disinfectants is given in Chapter 5 paragraph 5.2.2.4. These items may be provided by the Force.

12.3 INSTRUCTIONS FOR HYGIENE AND SANITATION

Detailed instructions concerning hygiene and sanitation should be issued by the Peace-Keeping Force.

12.4 GARBAGE

Garbage will be disposed of as follows:

- (i) Garbage which is subject to decomposition may be disposed of by proper incineration methods;
- (ii) Other garbage should be disposed of in specified areas selected as garbage disposal areas by the Peace-keeping Force HQ.

Contingents should ensure that the garbage is disposed of in accordance with Peace-Keeping Force HQ orders and does not become a source of local nuisance, even if it is being disposed of by local contractors.

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Chapter 13

POSTAL SERVICES

13.1 GENERAL

This chapter applies if postal facilities are made available to UN Peace-Keeping Force personnel and defines the regulations governing them.

13.2 FORMS OF ADDRESS

The following forms of address are authorized for use by United Nations Peace-Keeping Force personnel:

- (i) For mail posted in countries participating in the UN Peace-Keeping Force:

As directed by the country concerned.

- (ii) For mail posted in countries not participating in the UN Peace-Keeping Force:

Number, Rank, Name
Unit
Contingent
Name of UN Peace-Keeping Force Post Office
Locality and Country

- (iii) For mail posted in the theatre of operation:

Number, Rank, Name
Unit
Contingent
Name of UN Peace-Keeping Force Post Office
Locality

- (iv) Personal telegrams:

Number, Rank, Name
Unit
Contingent
Abbreviation for name of UN Peace-Keeping Force
and locality.

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POSTAL SERVICES (Cont'd)13.3 PERSONAL FREE MAIL

The United Nations may authorize for UN Peace-Keeping Force members the free dispatch of a limited number of UN Peace-Keeping Force air letter forms. These may be made available on an agreed scale of issue, normally not to exceed five per individual per week. Contingent demands made on UN Peace-keeping Force Post Office must show contingent strength and period during which the forms requested are to be used.

UN Peace-Keeping Force letter forms do not permit enclosures. Items containing enclosures cannot be accepted.

13.4 REGISTRATION

The free mail service does not extend to registration service, therefore registered mail must be arranged personally through the local post office.

13.5 RESPONSIBILITIES

If established the UN Post Offices are responsible for:

- (i) Preparation of the free mail dispatches;
- (ii) Transfer of paid air mail dispatches between UN Peace-Keeping Force and civil postal channels; and
- (iii) Receipt and distribution of incoming mail.

13.6 FACILITIES

The Peace-Keeping Force may establish one Base Post Office and field offices when distances, deployment of the Peace-Keeping Force or other conditions so require.

13.7 ADDITIONAL SERVICES

The United Nations, after Headquarters approval, may authorize additional postal services.

Special postal services provided to a contingent by the home country, including the operation of contingent post offices, should be cleared in advance through Peace-Keeping Force Headquarters.

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Chapter 14

PROCUREMENT

14.1 GENERAL

The procurement organization of a UN Peace-Keeping Force for which the CAO is responsible in the field, is established by the Office of General Services, UN Headquarters, New York and for which the Field Operations Service serves as the focal point. The Force procurement organization consists of a Procurement and Supplies Section at Peace-Keeping Force HQ headed by the Chief of Procurement and Supplies who operates under the authority of the CAO.

The procurement organization is responsible locally and internationally for procurement and delivery of material, supplies and services necessary to equip, maintain and support the Peace-Keeping Force.

14.2 REQUISITIONS

14.2.1 Raising of requisitions

The requirements of the Peace-Keeping Force are presented in the form of programmes and requisitions. The requisitions originate at the service and supply points of the Peace-Keeping Force to:

- (i) replenish stocks depleted through normal usage, and
- (ii) obtain new items required by contingents in response to contingent demands.

Only persons specifically authorized to do so are permitted to raise requisitions or obtain services directly through the procurement organization for required goods and services for which payment will be made out of Peace-Keeping Force budgetary funds.

Contracts for services, supplies, equipment and other requirements are made only by an authorized official in accordance with the directives established by the CAO.

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PROCUREMENT (Cont'd)**14.2.2 Channel of requisitions**

- (i) Requisitions of routine planned approved requirements are forwarded to the CAO for procurement action.
- (ii) Requisitions of a special nature must be screened before approval and procurement action.

14.2.3 Procurement from home governments

If items peculiar to a contingent are only obtainable from the home government, the CAO will forward the approved requisition to Field Operations Service for procurement under the "Assist Letter" programme. Under this procedure an "Assist Letter" is issued by Field Operations Service, Office of General Services, United Nations Headquarters to the country concerned. The "Assist Letter" number reference is cited by the government when it submits an invoice for the charges involved.

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Chapter 15

LOCAL PURCHASE

15.1 AUTHORIZATION

Local purchases of materials or services may be authorized by the CAO, when they are urgently required and cannot be supplied from normal sources in the necessary time. Local purchase for normal maintenance when it is more economical and convenient to obtain the services or materials from local sources may also be authorized by the CAO. Purchases will be limited to a fixed amount or to specific services and materials necessary under given periods as approved by the CAO.

15.2 PROCEDURES

Separate procedures should be established for "normal" maintenance local purchases and "emergency" local purchases.

15.2.1 Normal maintenance local purchase

When authorization has been given by the CAO for local purchase he will also advise as to the best source.

When the materials or services are purchased under the above authorization, bills or statements from the supplier showing the exact quantity of materials or services supplied, and price must be obtained.

The bills are then forwarded with prescribed certifications through Peace-Keeping Force HQ, to the CAO for payment.

15.2.2 Emergency purchases

If an emergency local purchase has to be made, cash payment will be made to the supplier which will be reimbursed following approval by the CAO on submission of details of the emergency.

If it is found that the materials or services were available within the Peace-Keeping Force and could have been supplied to the contingent, Peace-Keeping Force HQ may not approve the purchase for reimbursement. In this case, the responsibility for payment will rest with the contingent concerned.

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Chapter 16

SERVICES BY CONTRACT16.1 CONTRACTS

Contracts for services, supplies, equipment and other requirements will be made only by the Chief Administrative Officer or his authorized representative in accordance with procedures established by the CAO.

16.1.1 Contracts for services

Local contracts may be arranged for such services as the following:

- (i) Laundry and cleaning;
- (ii) Hair cutting;
- (iii) Coopler services;
- (iv) Rentals;
- (v) Water supply;
- (vi) Garbage disposal.

If a contingent requires contractual services, the contingent Commanding Officer should forward his request to Logistics who will determine the necessity for the provision of the service and recommend action to the Chief Administrative Officer.

16.2 VEHICLE REPAIRS BY LOCAL CONTRACT

A similar procedure may be established by the CAO for contractual facilities for vehicles if it is determined that such services are essential for maintenance of vehicles and inadequate repairs are being performed by existing resources.

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Chapter 17

THE GENERAL SERVICES SECTION
(SHIPPING, RECEIVING AND TRAVEL)

17.1 GENERAL

The Chief Administrative Officer is responsible for contracting for transportation of personnel, stores and equipment.

- (i) Determining the external movement of personnel, stores and equipment to and from the area of operation.
- (ii) Receipt, control and inspection of all incoming stores and equipment, whether UN or contingent-owned at the port areas of the Peace-Keeping Force.
- (iii) Arranging to issue receiving and inspection reports.
- (iv) Programming of all external shipments to and from the port areas of the area of operation.
- (v) Issuing shipping authorization documents.
- (vi) Arrangements regarding internal movements of stores, equipment and personnel.
- (vii) Arranging for external transportation as outlined in CHAPTER 10.
- (viii) Arrangements with local authorities regarding immigration customs and clearances.
- (ix) Ensuring adequate movement control to cover external movement of personnel, shipment and receipt of stores equipment.
- (x) Compilation of data concerning such movements, and
- (xi) Performing all other matters related to shipping, receiving and travel requirements of the Peace-Keeping Force.

The internal movement of stores, equipment and personnel within the Peace-Keeping Force areas of operation is a function for which a General Services section is responsible.