

SOP 100

PERSONNEL



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SOP 100

101 **PRIVILEGES, IMMUNITIES, OBLIGATIONS and RESPONSIBILITIES**

101.1 **PRIVILEGES AND IMMUNITIES.**

SHIRBRIG Personnel, civilian and military, operating in the field as part of a Peace-Keeping Operation (PKO), are accorded certain privileges and immunities. These privileges and immunities are set out in the following basic instruments:

- a. The Convention on the Privileges and Immunities of the United Nations. Its articles bind those who have ratified the Convention. Although neither ...Nation.. or ...Nation.. have signed this Convention they are bound by the Convention by virtue of having agreed to adhere to the United Nations Model Status of Forces Agreement (SOFA).
- b. The Status of Force Agreement (SOFA). Although (“not yet signed both parties as an interim arrangement have agreed to adhere to the United Nations Model SOFA”). Once the final SOFAs are approved and signed by both parties the main privileges and immunities will be detailed in this SOP.

101.2 **OBLIGATIONS AND RESPONSIBILITIES.**

While according these privileges and immunities, members of SHIRBRIG incur certain obligations and responsibilities on their part. These are outlined here under:

- a. Presentation of UN Identity Card.
Upon request of the appropriate host government authorities, members shall present for examination, but not surrender, their UN identity card. They are not required to possess any other identification documents within the SHIRBRIG area of operation.
- b. Taking into Custody.
A member taken into custody by the host government authorities will be delivered, together with items seized, to the nearest appropriate unit of the PKO.
- c. Wearing of Uniform.
Members of the SHIRBRIG while on duty shall wear the uniform prescribed by the nations.

102 **CONDUCT AND DISCIPLINE**

102.1 **GENERAL**

The normal military regulations of the Nations apply and will be obeyed. The only areas that are different are additional regulations that arise because of the nature of privileges, immunities, obligations and responsibilities in the mission. The legal position of troops from contributing nations belonging to SHIRBRIG assigned formations is summarised as follows:

- a. the regulation for the use of force during hostilities is contained in the Geneva Conventions;

- b. individual crimes contrary to the Geneva Convention will be dealt with ideally by the legal authorities from the contributing nations;
- c. clear rules of engagement for current, planned and future operations will be promulgated; and
- d. reference to SOPs with hosting nations.

102.2 **PAYING OF COMPLIMENTS**

All ranks of the various contingents in the SHIRBRIG should show respect to UN personnel of higher rank and to the military services of the host country, in accordance with the practice of their national service. Every other member of the SHIRBRIG should treat each member as if he belongs to the same national contingent. On arrival for service in the SHIRBRIG Mission AOR, all ranks should make themselves familiar with the badges of rank of the various national contingents and of the military services of the host country in order that a high standard or recognition is maintained in the SHIRBRIG.

102.3 **LOCAL LAWS**

Members should bear in mind the importance of respecting the laws and regulations of the host country and also of neighbouring states which are likely to be visited during their tour of duty with SHIRBRIG and on leave.

102.4 **CONTACT WITH LOCAL POPULATION**

All local inhabitants should be treated with the utmost courtesy and consideration.

102.5 **RESPECT FOR LOCAL CUSTOMS**

Members of SHIRBRIG should not offend local inhabitants by knowingly or carelessly violating their social customs or religious sentiments. Places of worship should be treated with respect and consideration. If local customs so require, appropriate rules will be established for dress while off duty.

102.6 **HANDLING OF INFORMATION**

Members should not communicate information known to them by reason of their service with the UN to any person outside the SHIRBRIG unless they have authorised in writing to do so in the course of their duties.

102.7 **OUT OF BOUNDS**

The COM SHIRBRIG may impose restrictions related to visiting areas of the host nations at any time. Unit Commanders may also, for valid reasons, declare certain places out of bounds for their troops. Instructions regarding out of bounds restrictions should be clearly communicated to all personnel concerned.

102.8 **DISPOSAL OF SHIRBRIG RATIONS AND UNIFORMS**

SHIRBRIG rations remain the property of SHIRBRIG up to the time of their consumption and may not be sold, exchanged, used as a gift or disposed of in any way other than by consumption by authorised persons. Surplus rations must be returned to stock. The personnel of SHIRBRIG should not give away parts of the SHIRBRIG uniform or permit them to fall into unauthorised hands.

102.9 **FRATERNISATION**

Fraternisation in general, such as:

- a. sexual involvement;
- b. bar visits;

with the parties involved is forbidden for SHIRBRIG personnel within the AOR.

102.10 **ALCOHOL BEVERAGES/DRUGS**

Excessive consumption of alcohol has the potential to cause serious incidents. If the local population considers the consumption of alcoholic beverages in the area of operation offensive on religious ground, sobriety in such an area is particularly important. Commanding officers are hereby instructed to impress upon the personnel under their command the importance of good conduct when visiting local cafes, restaurants or other public places. A member who appears to be under the influence of alcoholic is not to be permitted to leave SHIRBRIG premises or must immediately be conveyed to his own premises.

Given the importance our conduct will have on the overall success of the mission Unit Commanding Officers are to impose as a minimum a no more than two alcoholic drinks/cans per day rule. National Contingent Commanders are also asked to adhere to this policy.

The consumption of alcoholic beverages by troops in transit within the Mission Area is forbidden. Under no circumstances will the possession, distribution and use of drugs be tolerated. Confirmed possession, distribution or use will result in repatriation of the offender. Possession for sale or smuggling will be seriously dealt with.

Drunkenness on duty is an offence. Unfitness for duty due to previous consumption of alcohol is an offence. The following points are also noteworthy:

- a. Commanders responsibility.
Development and enforcement of an alcohol/drug policy shall be an integral part of commanders' command and supervisory responsibilities.
- b. Drivers.
The driver of an UN vehicle while on or off duty is not to drink and then drive.
- c. Official meal or meeting as part of the duty.
It is allowed to have one drink occasionally as part of the local good manner and behaviour while dealing with local counterparts during an official meeting or meal as part of the duty. Paras a. and b. are valid.
The SHIRBRIG Provost Marshall is to be informed and his advise sought on matters related to drugs (i.e. advise related to drug searches etc). If a blood test is required the nearest MEDICAL UNIT/Section of SHIRBRIG able to do the test should do the analysis. Blood testing, if done, should be in accordance with national regulations.

102.11 **WEAPONS PRIVATELY OWNED**

The use or ownership of private firearms by SHIRBRIG military personnel in the

Mission Area is forbidden.

102.12 **HUNTING AND SHOOTING**

Members of SHIRBRIG shall not hunt or shoot game birds or any animals in the Mission Area if not invited or requested by the authorities of the host country.

102.13 **WAR SOUVENIRS**

SHIRBRIG personnel are prohibited from taking any military equipment, weapons, ammunition or relics found on the scene of former battlefields.

102.14 **DICIPLINARY ACTION**

All personnel of SHIRBRIG are directly answerable to COM SHIRBRIG for their conduct and the performance of their duties. COM SHIRBRIG is empowered to “make investigations, conduct enquiries and require information reports and consultation” on matters of discipline.

Disciplinary action is a matter for the National Contingent Commander / National Senior Representative in accordance with national military laws and regulations. However, during the operation COMSHIRBRIG/G-1 Branch is to be kept informed of all disciplinary actions taken at Commanding Officer level. Especially on cases involving personnel of different nationalities. MP Provost Marshal is to coordinate each case.

102.15 **DISCORDANCE**

COM SHIRBRIG retains the right (with prior consultation with the Senior National Representative) to repatriate from SHIRBRIG personnel who act in discordance with the peace treaty and its provisions, or who behave in a manner that may harm the interest of SHIRBRIG.

102.16 **PHOTOGRAPHING**

Unauthorised photographing can cause significant problems for SHIRBRIG operations. Both ..nation name .. and . nation name . are sensitive about the possible transmission of information to the other party, by UN personnel, wittingly or unwittingly, which could potentially threaten their security. Consequently, the COM SHIRBRIG has issued COM SHIRBRIG Directive number ... The direction given in that document is to be strictly adhered to and given the widest possible dissemination.

103 **MILITARY POLICE**

103.1. **GENERAL**

The COM SHIRBRIG exercises his general responsibility for the maintenance of law, order and discipline of the SHIRBRIG through the SHIRBRIG Provost Marshall and SHIRBRIG Military Police Company. The MP Company consists of military police personnel from Within SHIRBRIG there are also Regimental Police organic to most battalions and units. They are expected to co-operate fully with the SHIRBRIG Provost Marshall and Military Police Company.

103.2 MISSION

The SHIRBRIG Military Police Company will Maintain law, order and discipline within SHIRBRIG by preventing violations to the interests of the host countries and protecting the rights of their citizens by ensuring that military members of SHIRBRIG respect local laws and comply with UN regulations and orders.

103.3 MILITARY POLICE FRAMEWORK FOR SHIRBRIG

The SHIRBRIG military Police framework is detailed at Annex A. This framework establishes policies and procedures for the participating troop contributing countries of SHIRBRIG in respect to military police responsibility, authority, and procedures for dealing with, and investigating breaches of discipline and incidents within SHIRBRIG where it is not possible to deal with them on a solely national basis because of the multinational nature of the Force.

103.4 ORGANIZATION

The organization of the SHIRBRIG Military Police Company outlined in Annex B. Military Police Company consists of the following sections:

- a. Company Headquarters
- b. Traffic Section
- c. Investigation Section
- d. Military Police Patrols Detachments

103.5 DUTIES AND RESPONSIBILITIES OF THE SHIRBRIG PROVOST MARSHALL AND HIS STAFF

The SHIRBRIG Provost Marshall and his staff are part of the SHIRBRIG HQ staff. Their duties and responsibilities are detailed below:

- a. SHIRBRIG Provost Marshall The SHIRBRIG Provost Marshall is a staff officer in G1 Personnel Branch and has the following duties and responsibilities:
 - (1) Coordinate the enforcement of SHIRBRIG policies relating to the Military;
 - (2) Implement SHIRBRIG regulations, orders and instructions;
 - (3) Notify the COM SHIRBRIG or the Chief of Staff immediately of serious breaches of discipline, which may adversely affect SHIRBRIG tasks and relations;
 - (4) Advise the COM SHIRBRIG on all military police matters, including discipline investigations and accident prevention;
 - (5) Liaise with civilian investigators on matters relating to civilian staff;
 - (6) Liaise with civil police in the Mission Area and as applicable in other countries; and
 - (7) Liaise on military police matters with relevant contingents.

The SHIRBRIG Provost Marshall has direct access to the COM SHIRBRIG on military police matters requiring special advice.

b. Deputy Provost Marshall and Operations Officer.

The Deputy Commanding Officer has the following duties and responsibilities:

- (1) Deputise for the Force Provost Marshal in the latter's absence;
- (2) Enforce the SHIRBRIG Provost Marshall policies on all matters;
- (3) Plan Military Police operations and coverage of the unit area of responsibility;
- (4) Supervise closely all unit sections and in particular detachments;
- (5) Distribute Military Police reports with an appropriate covering letter on behalf of the SHIRBRIG Provost Marshall, with the exception of incidents of serious or unusual nature;
- (6) Liaise on administrative matters with the relevant contingents; and
- (7) Others tasks as provided by the SHIRBRIG Provost Marshall.

c. Deputy Operations Officer.

The Deputy Operations Officer has the following duties and responsibilities:

- (1) Keep himself informed on: All matters of military police operational importance and policy within the force and be capable of assuming the responsibilities of the Operations officer in his absence;
- (2) Keep abreast of the current operational situation in SHIRBRIG Area of Operations And brief the Deputy Provost Marshall each morning.
- (3) Upkeep of operational maps of UNMEE Area of Operations as maintained in the offices of the Provost Marshall, Deputy Provost Marshall and Military Police duty room;
- (4) Maintain close supervision on all detachments, traffic section and provost
- (5) Section and report on their operational-effectiveness to Deputy Provost Marshall at regular intervals; and
- (6) Carry out any additional functions given to him by the Deputy Provost Marshall.

a. Provost Marshall NCO's.

Terms of references to be issued.

103.6 CONCEPT OF OPERATION

a. The MP Company staff will:

- (1) Ensure effective communication with the SHIRBRIG HQ Provost Marshall staff and Contingent RMPs;
- (2) Monitor and report incidents within the SHIRBRIG area of operations, which are of interest to the Military Police operations;

- (3) Forward routine reports to the Headquarters SHIRBRIG in accordance with forms to be developed between the MP Company and SHIRBRIG Provost Marshall staff;
- (4) Produce and forward Military Police statistics;
- (5) Support the Military Police Company personnel as needed; and
- (6) Carry out effective maintenance of Military Police Company vehicles.

103.7 **EXECUTION**

The Military Police Company will exercise its authority in the following manner:

- a. Seek co-operation of Contingent Regimental Police. See Annex C.
- b. Carry out searches, seizure, and disposal of property. See Annex D.
- c. Arrest and detention – See Annex E.
- d. Control of SHIRBRIG vehicles – See Annex F.
- f. All incidents shall be reported on forms to be issued.

103.8 **REPORTING**

Information concerning offences, incidents, and accidents which have resulted in serious injury or death or might cause damage to the impartiality or reputation of the UN and/or SHIRBRIG are to be forwarded to SHIRBRIG Headquarters immediately. During working hours, the Chief of Staff will be informed. After working hours, SHIRBRIG Joint Operations Center will be informed. The Chief of Staff or SHIRBRIG Joint Operations Center will in each case decide which sections/persons need to be informed immediately.

- a. Reporting Procedure – Verbal information will be followed by written reports as soon as possible.
 - (1) Initial Reports – Initial written reports are to be received at the SHIRBRIG Headquarters within 18 hours from the time of the incident.
 - (2) Final Reports – Final written reports, where possible, should be submitted within thirty (30) days from the date of the incident – In serious cases, where investigations cannot be completed in thirty (30) days, an interim report will be issued after thirty (30) days and thereafter every thirty (30) days, until such time as investigations are complete and the final report issued – It is very important that the Military Police report forms listed in the Annex H of the SOP are submitted in a reliable, complete, accurate and timely manner in accordance with SHIRBRIG Provost Marshall directives. Information concerning serious incidents will be forwarded to the SHIRBRIG Headquarters immediately by telephone radio or other means. These verbal means must be followed by a written report as soon as possible.
- b. Distribution – The distribution list in each case will be decided on by the

SHIRBRIG Provost Marshall and worked into Military Police Company Standing Orders.

103.9 **GENERAL CONDUCT OF MILITARY POLICE**

Members of SHIRBRIG Military Police Company shall not:

- a. Normally enter unit lines on duty without informing the appropriate Commanding Officer or his representative. SHIRBRIG Military Police Company personnel when investigating cases as listed in Annex D of these orders will inform appropriate Commanding Officer as a matter of courtesy. Drug searches will be carried out without prior notification.
- b. Investigate matters of a purely administrative nature except where claims against SHIRBRIG may be involved.
- c. Investigate personal financial disputes other than fraud except as is necessary to keep peace.
- d. Be employed as perimeter guards. Further, they shall not be employed as sentries except as ordered by the COM SHIRBRIG.
- e. Serve as members of Board of Inquiry, summary investigations or any form of court martial.
- f. Serve on any duty roster other than those internal to the SHIRBRIG Provost Marshall.
- g. Assist in the execution of any form of punishment or sentence imposed on individual or group.
- h. Detain any military member of SHIRBRIG for longer than the required time to arrange an escort from the individual's own contingent. If detained the period of detention shall be no greater than 21 hours.

103.10 **KEY RELATIONSHIPS**

- a. Legal Adviser – The Legal Adviser of the Headquarters SHIRBRIG, is the only legal point of view. Extensive questions in police matters will be dealt with through the appropriate authorities in SHIRBRIG Headquarters.
- b. G-1 Personnel Branch – The G-1 Personnel Branch has an administrative relationship with the Military Police Company.
- c. Local Police - The local police have the authority to carry out searches as follows:
 - (1) SHIRBRIG vehicles ONLY in the presence of SHIRBRIG Military Police.
 - (2) Local civilians, who are not staff members, for stolen property or other materials in the second category.
 - (3) The local police may request SHIRBRIG personnel to produce their Identity Card for inspection. Personnel will co-operate with requests but will ensure that the Identity card is not left with the local police.
 - (4) The local Police shall deliver immediately any SHIRBRIG weapons or other items to which they have come into possession to the nearest MP of SHIRBRIG.

ANNEXES:

Annex A	Military Police Framework for SHIRBRIG (To be issued)
Annex B	Organisation of the MP Company. (To be issued)
Annex C	Cooperation of Contingent/Regimental Military Police (To be issued)
Annex D	Searches, Seizures and Disposal of Property (To be issued)
Annex E	Arrests and Detention. (To be issued)
Annex F	Control of SHIRBRIG Vehicles. (To be issued)

104 **FLAGS, ID-CARDS AND DRESS**104.1 **FLAGS.**

United Nations flags are blue with the UN emblem in white positioned centrally, and are categorised as follows:

- a. Ceremonial Flag.
This is flown from a flagpole at SHIRBRIG and unit headquarters on special occasions. It is lowered during the hours of darkness. It measures 9 feet by 6 feet.
- b. Standard Flag.
This is flown from a flagpole at SHIRBRIG, unit and sub-unit headquarters, camps, positions, posts, and other premises on all days, unless the ceremonial flag is being flown. It is lowered during the hours of darkness. It measures 5 feet by 3 feet.
- c. Operational Flag.
This is flown on positions and vehicles as a means of identification. It is flown at all times and has to be illuminated at night. It measures 3 feet by 2 feet.
- d. Protocol Flag.
This is flown on vehicles carrying specific VIPs as outlined below. It is flown on the offside front mudguard (wing) of the car. It must not be flown when the VIP is not a passenger in the car. It measures 1.5 feet by 1 foot.
- e. Flying of Protocol Flags.
No flag other than the UN protocol flag will be flown on VIP vehicles. The use of the UN protocol flag will be restricted to:
 - (1) The Secretary-General of the UN.
 - (2) The Special Representative of the Secretary-General (if deployed).
 - (3) The Under Secretary-General responsible for peacekeeping.
 - (4) The SHIRBRIG Commander or the officer acting for him when he is absent from the mission area.
 - (5) UNIT/SECTOR Commanders or the officers acting for them when they are absent from the mission area.

104.2 **NATIONAL AND OTHER FLAGS.**

Other flags or pennants, including national flags, may be flown by national contingent or elements in the following circumstances:

- a on national holidays / flagging days;

- b at ceremonial parades;
- c at funeral ceremonies;
- d during visits of national dignitaries;
- e on other occasions on the specific authority of COMSHIRBRIG granted at the request of the Commanding Officer of the unit concerned.

At UN ceremonial parades, national flags will be flown, together with the UN flag, in alphabetical order (according to names of countries in the English language) from right to the left and with the UN flag in the centre.

104.3 UN IDENTIFICATION CARDS.

The purpose of the UN ID card is to identify the individual as a member of the UN. It is also used for administrative purposes in SHIRBRIG. All SHIRBRIG personnel, military and civilian, must carry their UN ID Cards at all time. It must be visible while inside SHIRBRIG HQs.

- a. Responsibility for the issue of UN ID Cards. The Security Unit in co-ordination with G1 in SHIRBRIG HQ may only issue UN ID Cards.
- b. Individuals seeking UN ID Cards.
The (civilian) Chief of the Security Unit (if present in the mission area) will ensure that individuals seeking UN ID Cards are properly authorised by the Chief Military Personnel Officer (CMPO)/G1 and meet the eligibility requirements specified in this document.
- c. If Civilian Security Unit is not present in the mission area then it is overall G1 responsibility to provide UN ID Cards to the SHIRBRIG personnel. (see Annex A).
- d. Other Military units seeking UN ID Cards to their members must send the application directly to G1 at least three days prior to the issuing day.
- e. Entitlements/responsibilities of Card Holders:
 - (1) A UN ID card is the only identification document required for UN international personnel within the Mission Area and it must be carried at all times. UN ID Cards are for official use only. Personal/private travel in or out of the Mission Area should be made using national identity documents and/or UN Leave Passes.
 - (2) UN ID Card issued to all international personnel and to local staff members pursuant to these regulations permits free access to the unrestricted areas of UN compounds and facilities throughout the Mission Area.
 - (3) Local staff identification cards and local contractor ground passes DO NOT entitle the holder to cross borders within the Mission Areas or to avail UN PX facilities.
 - (4) Each individual is personally responsible for his/her UN ID Card and is responsible for protecting the card against loss, misuse, and/or duplication.
 - (5) All card holders must show their identification cards for examination whenever requested to do so by:
 - (a) any local official acting within the scope of his/her official duties;

- (b) any member of the Mission performing military guard duty or police/security functions;
 - (c) the appropriate officials at UN catering and PX facilities; and
 - (d) any member of SHIRBRIG senior in rank to the UN ID Card holder.
- (6) A UN ID Card should never be surrendered voluntarily to any non-UN person.
The card should only be surrendered to UN military and/or Security Officials acting in their official capacity.

f. Types of Cards:

- (1) UN ID Cards shall be issued in four different colours:

White cards with a BLUE top	UN International military and civilian Personnel, (including International Contractual personnel (ICP), CIVPOL and UNMOs).
White cards with a GREY top	Local staff
White cards with a GREEN top	Official UN visitors
White cards with a BROWN top – Ground Pass	Local contractors

- (2) The ID number on the front of each identification cards shall begin with a prefix as follows:
- MIL** refers to UN Military Personnel
 - CIV** refers to UN International Civilian Staff
 - ICP** refers to International Contractual Personnel
 - CIVPOL** refers to UN Civilian Police Personnel
 - UNMO** refers to UNMOs
 - LOS** refers to Local Staff
 - OV** refers to Official Visitors
 - GP** refers to Ground Pass for local contractors
 - VIP** refers to VIPs
 - CIVSO** refers to Civilian Security Officers
- (3) With the exception of Ground Passes all UN ID Cards have the following wording on the reverse side of the card:
"All civilian and military personnel are requested to allow the bearer of this card freedom of movement and afford the bearer all privileges and courtesies necessary to carry out his/her duties".
- (4) In addition to the UN ID Cards described above, UN VISITOR PASSES (without photo) may be issued at the entrance to UN facilities, on a daily basis to visitors. press or contractors who have infrequent or short-term (fourteen days or less) business with UN.

Such persons must be signed in at the entrance and an identity document must be left with the Gate Guards. The Pass must be returned when exiting the compound.

g. Issuing Procedures:

- (1) Blue ID cards with the prefix CIV, MIL, CIVPOL or UNMO should be issued to international staff members, military personnel, CIVPOL and UNMOs respectively. The cards should be issued for the duration of the individual's assignment, with a minimum expire date of six months from the date of issue.
- (2) Blue ID cards with the prefix ICP should be issued to international contractors and their internationally recruited contractual staff. The ID cards should be issued for the duration of the individual's contract.
- (3) Grey ID cards with the prefix LOS should be issued to locally recruited staff members, regardless of nationality. The cards should be issued for the duration of the individual's contract, with a minimum expire date of six months from the date of issue.
- (4) Green ID cards with the prefix OV should be issued to international UN staff members, officials, consultants or experts of the UN and personnel visiting the Mission Area on official UN business. The cards should be issued for the duration of the visit. The host of the visit is responsible of returning the ID card to Security Unit after the visit is completed.
- (5) Brown ground passes should be issued to local contractors and their employees carrying out specific tasks or routine work for the Mission. The cards should be issued for the duration of the applicable contract. Ground Passes should not be issued for contracts of less than 14 days. In such cases, VISITOR PASSES should be used - see paragraph above.
- (6) Blue ID cards with the prefix VIP should be issued to UN/Mission personnel with a VIP status. In addition to the prefix number, VIP ID cards should carry the acronym, "VIP" printed in red at the lower end of the ID card.
- (7) Mission ID cards may **not** be in the possession of or issued to the following personnel:
 - (a) Family members of any UN personnel.
 - (b) Journalists. Except for designated journalists travelling with official parties or national delegations, approved by UN New York. Such officially approved journalists should be issued with an Official Visitor card.
 - (c) Vendors are not entitled to UN ID Cards and may be issued with Ground Passes only.

h. Procedures:

- (1) Renewal Procedures:

Procedure for renewal a UN ID Cards should follow the procedures described above. The old ID card should be collected and delivered to Security Unit before a new card is issued.

- (2) Loss of ID cards:
The loss or theft of a UN ID Card must be reported immediately to the Military Police and the Unit CO. The report must include a written statement by the person to whom the UN ID Card was issued, explaining how the card was lost and the efforts made to find it. In order to obtain a replacement UN ID Card, the signed report must be given to the Security Section (see Annex B). When a replacement UN ID Card is issued, a duplicate copy of the replacement card and a copy of the report in respect of the loss of the original card should be filed with the individual card holders Security file for future reference.
- (3) Found UN ID Cards.
Should the original card be found, the replacement UN ID Card will be returned to the issuing agency for destruction.
- (4) Check - Out Procedures:
UN ID Cards remain the property of the United Nations, therefore they must be returned to the Security Section (if not present in the mission area then to G1 Branch) upon departure from the Mission Area.
- (5) Units maintain a logbook indicating: contingent, unit, function, serial number, date of issue, last name, first name, rank/title, valid to (tour plus one month), date of birth, height, weight, identification mark, passport photo, signature or recipient, blood group, name of the issuing official, and appropriate date of loss or destruction. Copy of the logbook should be forwarded to SHIRBRIG G1.
Specific instructions for completing card entries will be issued with the cards.

104.4 **DRESS**

On duty, members of SHIRBRIG will, depending on weather conditions, wear a national-issued uniform and be subject to national dress regulations. All uniforms shall be equipped with distinctive UN items that indicate the international status of the wearer.

During alert status **GREEN** civilian dress may be worn when off duty. Alert status **YELLOW** or **RED** includes restrictions concerning dress, etc. The commander of the unit will issue regulations as appropriate and in accordance with SOP 300.

The military members of SHIRBRIG will wear national issued uniforms including:

- a. Headdress.
 - (1) UN blue beret (normal headgear) or,
 - (2) UN field cap, or
 - (3) UN helmet.
- b. Cravat.
The UN blue cravat may be worn on daily duties. It should be worn on all formal occasions, unless national uniform with tie is being worn.

- c. UN and National Insignia (Badges).
Insignias will be worn at the top of the sleeves (shoulder) of all uniforms, UN and national. The UN insignia appears on the right shoulder and the national insignia on the left shoulder.
- d. Control of UN uniform items.
Control of UN uniform items is the responsibility of each individual SHIRBRIG member. It is of vital importance that only SHIRBRIG members wear UN uniform items. The sale, exchange, or giving away of UN uniform items to non-SHIRBRIG is not authorized and is to result in disciplinary action.

ANNEXES

Annex A – ID card eligibility requirements (To be issued)

105 **VISITORS**105.1 **PURPOSE.**

To establish routines for managing visits to SHIRBRIG so as to guarantee that both VIP visitors and other visitors are received in a proper way, and to ensure that all visits are effectively co-ordinated.

105.2 **RESPONSIBILITIES.**

- a. G1 Protocol is responsible for co-ordination and the proper arrangements concerning official visits to the military component of SHIRBRIG.
- b. Non national visits and VIP visits to National Contingents will be co-ordinated by the Protocol and the appropriate Contingent Commander/unit.
- c. Non VIP visits which are primarily national visits are national matters. Protocol should be informed and will assist if necessary (i.e. SHIRBRIG HQ briefing, courtesy calls etc.).
- d. Visits by members of non-military organisations are normally a G-5 matter, Protocol should be informed and will assist if necessary.
- e. Journalist/Press visits are a matter for the P&I Office. Protocol should be informed and will assist if necessary.
- f. Those visits requiring courtesy calls to SHIRBRIG HQ (i.e. SRSG, DRSG, and/or SHIRBRIG Commander etc.) are to be coordinated through Protocol.
- g. All visits to SHIRBRIG must first be approved by UN New York. Contingents are to ensure national visits are staffed to UN New York via their Permanent Missions.

105.3 **DEFINITIONS.**

The definition of a VIP-visitor is as follows:

- a. The Secretary-General.
- b. The Under Secretary-General responsible for peacekeeping.
- c. General officers above the rank of Brigade General (Navy and AIR equivalent).

- d. An official person officially representing a government (for example: Ministers, Ambassadors and senior civil servants).
- e. A senior representative for e.g. UN, EU or a non-governmental organisations.
- f. Any visitor the SHIRBRIG Commander designates as a VIP visitor.

105.4 **ANNOUNCING VIP-VISITS.**

SHIRBRIG Protocol should as soon as practical or not later than 10 days prior to the visit, be informed by the officer/unit who has arranged/received the information about VIP-visitors to SHIRBRIG. This information should (if possible) consist of:

- a. time for the visit and fixed times during the visit;
- b. purpose of the visit;
- c. passport no of participants
- d. who is contact person for Protocol in- and outside SHIRBRIG HQ;
- e. Special requests from the visitor;
- f. information/request for travel in AOR (Heli-transport etc.);
- g. important telephone numbers and other ways of communication to help to make the visit as good as possible;
- h. special needs for accommodation;
- i. expected press activity; and
- j. a curriculum vitae (CV) of the VIP.

105.5 **PROGRAMME FOR VIP-VISITS AND OTHER VISITS.**

A programme will be made for every VIP-visit. Responsible for the programme is Protocol/Visit and programme co-ordination will be made with P&I.

- a. NLT 7 days prior to the visit, Protocol will present a preliminary program with task for involved parts of SHIRBRIG HQ and units.
- b. NLT 1 days prior to the visit involved parts of SHIRBRIG HQ and units submit their inputs.
- c. The deadline for a visitors programme should be NLT 2 days before the visit takes place so that all arrangements can be confirmed.

A normal VIP-program will normally consist of those items mentioned below:

- a. Courtesy call with SHIRBRIG COMMANDER, DEPUTY SHIRBRIG COMMANDER, or COS;
- b. information briefing about SHIRBRIG;
- c. HQ branch information that is needed for the visit; and
- d. Detailed programme tailor-made for each visitor.

As much as possible, visits involving calls on local authorities should be programmed to include courtesy calls with both parties. From a political perspective this is simply a practical and courteous thing to do and helps to ensure that SHIRBRIG is viewed as a neutral organisation.

If a Contingent or SHIRBRIG unit is taking the lead for a non VIP visitor a visit timetable is to be provided to Protocol no later than 2 days prior to the visit.

105.6 SECURITY OF VIP-VISITORS

A large number of people will visit SHIRBRIG installations. Some of these personnel due to their senior position, status, or profile will require special SHIRBRIG protection and security measures to be taken in order to ensure their safety and security.

The safety of VIP-visitors while they are in the SHIRBRIG mission area, unless Otherwise co-ordinated with contingents, is the responsibility of:

- a. G1/SHIRBRIG Provost Marshall for the overall co-ordination of all SHIRBRIG protection and security support provided to a VIP; and
- b. G2 Military Information Branch for the production of a Threat Assessment (TA) of the threats posed to SHIRBRIG and the risks associated with those threats.

105.7 INFORMATION ABOUT VISITS.

Visits to SHIRBRIG can attract attention from various sources like the media (local or international), local authorities etc.

No matter if its is a SHIRBRIG or purely national visit it is vital that SHIRBRIG HQ is made aware of the visit dates and program.

The responsible contingent/unit or SHIRBRIG HQ Branch shall no later than 2 days prior to the visit send a copy of the visit program to the G1 Protocol.

The G1 Protocol will then provide a copy to:

- a. SRSG;
- b. DSRSG
- c. FC;
- d. DComd/CMO;
- e. COS;
- f. COS UNMO's/SMLO Asmara;
- g. SMLO
- h. JOC;
- i. P&I;
- a. SHIRBRIG Provost Marshall;
- b. MOVCON;
- c. All Branch Chiefs; and
- m. SHIRBRIG Chief Security (if present in the mission area).

105.8 AFTER ACTION REPORT.

An after action report should, no later than 7 days, after the visit be sent to the G1 Protocol. The report should include:

- a. General review of the visit;
- b. Lessons learned; and
- c. Recommendations.

106 UN MEDAL AND CEREMONIALS**106.1 GENERAL.**

The Secretary-General has established the UN-medal for award to military personnel and civilian police who are or have been in the service of the UN. Military members of SHIRBRIG will be awarded the UN-medal for service with SHIRBRIG provided they meet the eligibility requirements.

106.2 QUALIFICATION.

Qualification for the UN-medal is based on qualifying service during a first tour. If the member serves one or more additional tours in the same mission, either by extension at the end of his/her first tour, or by returning to the mission at a later date, he/she will be qualified for a numeral. The initial tour is deemed to equal numeral "1" (not issued).

After the end of the first tour a further period of qualifying service will make the member qualified for numeral "2", etc.

106.3 ELIGIBILITY.

Eligibility for award of UN-medals depends upon the completion of a normal tour of service with the mission concerned. The UN-medal, therefore, will only be awarded once per tour of duty. A split tour of duty with another mission shall not entitle a member to both medals. The member is entitled to the medal of the parent mission to which he or she was assigned.

Eligibility of awarding the UN-medal are governed by the following rules:

- a. The UN-medal should be awarded for service in a UN mission, to military personnel and civilian police, as long as the tasks they perform fall within a mandate given by the Security Council or the General Assembly.
- b. The personnel must be under operational or tactical control of the UN.
- c. The qualifying service period should be a minimum period of 90 days in the mission area consecutively in the service of the UN.
- d. The qualifying period for numerals shall be 180 days from the date of qualification of the medal, or previous numeral. Only periods of at least 90 consecutive days can be counted towards the total qualifying period.
- e. A period of qualifying service shall not be required for the posthumous award of the medal for personnel killed or presumed killed, while in the service of the UN.

Units Commanders are responsible for ensuring that all eligible members of their contingents, no matter where located in the mission area, are awarded the UN-medal when they become entitled to it.

The UN-medal will not be issued to personnel without the agreement of their governments. Medal and ribbons should be worn according to national rules and regulations.

106.4 EXCEPTIONAL CIRCUMSTANCES.

In accordance with UN regulations, the Secretary-General has authorised the COM SHIRBRIG to arrange the award of the medal in the following exceptional circumstances:

- a. posthumous award;
- b. service-incurred injuries and evacuation;

- c. in case of acts of bravery;
- d. individual withdrawal requests by the government for service reasons (not personal or compassionate) within ten days of the authorised award period. Unit Commanders shall make applications for special consideration to the Force Commander thru the SHIRBRIG/G1.

106.5 **NON NATIONAL AND NON-UN MEDALS.**

While serving with SHIRBRIG, no member shall accept a decoration from a government other than his/her own national government. No member of the SHIRBRIG can accept no honour, favour gift or remuneration. UN HQ in New York must grant any exception.

106.6 **PRESENTATION.**

The procedure for nominating and presenting the UN-medal is:

- a. The Secretary-General of the UN has delegated authority to the COM SHIRBRIG to present the UN-medal for service with SHIRBRIG in a mission.
- b. Unit Commanders are responsible for scrutinising nominal rolls and personnel records to ensure all nominees are eligible.
- c. The G1 is responsible for verification of the submitted data.
- d. Unit Commanders are responsible for promulgating individual entitlement to the Medal in accordance with national regulations and also for arranging the presentation of the Medals.
- e. Presentation should normally take place as soon as possible after eligibility criteria are met: however, in special circumstances the Unit Commander may defer presentation. Medal presentations should take place on a ceremonial parade and where possible are to be done by the COM SHIRBRIG. If the COM SHIRBRIG is not available the DCOM SHIRBRIG, COS, Contingent Commanders or Commanding Officers will be authorised to make the presentations. Unit Commanders should plan on holding one full scale, formal Medal Parade in each six-month period at which the COM SHIRBRIG and guests from other units are present. Other parades may be held as necessary under contingent/unit arrangements with no outside guests. Outlines for formal parades should be made well in advance and be submitted to SHIRBRIG/G1.
- f. If operational duties so dictate, soldiers unable to take part in the formal parade will receive their medals in their operational positions with as much formality as is possible in the circumstances.
- g. Once the medal or numeral has been presented the Unit Commanders shall forward a copy of the signed nominal roll to the SHIRBRIG/G1 for record purposes.

106.7 **REPLACEMENT MEDALS.**

Members of SHIRBRIG, either while serving or post-service, may purchase replacement medals. The procedure is:

- a. Members still serving with SHIRBRIG.
The contingent/unit commander makes application to SHIRBRIG/G1 giving full service particulars of the member concerned, date of issue of original medal and circumstances of loss.

b. Ex-members of SHIRBRIG.

Application comes from national military HQ (who verifies the service particulars) through the Permanent Mission to UN NY.

106.8 **CEREMONIAL.**

SHIRBRIG is primarily a military organisation. There will thus be a necessity, on occasion, to parade ceremonially. Military ceremony will always be subservient to operational needs. It is, therefore, realised that undue time cannot be spent on rehearsal unless a very calm situation prevails. Ceremonies should, therefore, be dignified but simple and easy to master.

Within SHIRBRIG there is the added problem of different drills and traditions. Our Peacekeeping Forces are equipped with a variety of personal weapons requiring different arms drill movements.

The main types of military ceremonial parades in which SHIRBRIG will be involved are:

- a. medal parades;
- b. guards of honour for visiting VIPs;
- c. honour guards for VIP on non-ceremonial visit;
- d. ceremonial for the dead;
- e. memorial parades (wreath laying) for UN dead.

106.9 **MEDAL PARADES.**

Where possible contingents will conduct Medal Parades in accordance with national practice.

The essential elements of a multi-national Medal Parade (HQ, MPCoy, UNMO, etc.) will be:

- a. Recipients and other participating troops are lined up in parade formation, standing at ease, under a parade commander.
- b. VIP arrives, escorted by unit commander/senior UNMO and positions himself in front, centre, facing the parade.
- c. Parade commander brings parade to attention and honours are rendered (e.g. military observers salute, armed troops present arms accompanied if possible by musical honours).
- d. Parade is stood at ease; if arms are on parade, it will be necessary for recipients to ground arms and then stand at ease.
- e. Announcer reads out citations.
- f. VIP presents medal; as he approaches, recipients are standing at ease; individually they come to attention, salute, receive medal, shake hand of VIP, salute, stand at ease.
- g. In large parades the VIP may present to a representative body while other distinguished guests present medals to the main body.
- h. The VIP returns to his original position in front of the parade where he addresses the recipients.
- i. VIP leaves the parade; as he leaves, all are brought to attention.
- j. If appropriate, displays of military/national culture can take place at this stage, though these are not mandatory.
- k. The parade ends with a reception hosted by the local UN commander.

106.10 GUARDS OF HONOUR.

- a. Guards of Honour (GOH) are conducted for:
 - (1) UN Secretary-General;
 - (2) Heads of State;
 - (3) SRSG (on special occasions);
 - (4) COM SHIRBRIG (on special occasions i.e. annual inspection);
 - (5) visiting Chiefs of Defence Forces;
 - (6) General Officers or Civilians equivalent;
 - (7) Ambassadors;
 - (8) other visiting dignitaries as authorised by the SRSG or COM SHIRBRIG.
- b. A GOH will consist of not less than 6 all ranks. Arms and UN colour will be carried. National colour may be authorised; where it is, its position will be subordinate to the UN colour. Medals will be worn and officers will carry swords or side arms. Where possible a band or buglers will be in attendance.

When the GOH consists of members of only one contingent it will be conducted in accordance with national practice.
- c. When the GOH consists of members of several contingents the essential elements of the ceremony will be:
 - (1) Parade in position; drawn up in two ranks (if appropriate, in national blocks; Officer In Charge (OIC) and colour party in front; colour should have been formally marched on with musical honours rendered).
 - (2) VIP arrives; halts front centre, facing guard.
 - (3) GOH brought to attention; general salute, including musical honours, GOH returns to position of attention with command "order arms".
 - (4) VIP reviews and does not normally inspect (e.g. traverses front rank left to right as VIP faces parade and rear rank right to the left). If an inspection format is offered, VIP will traverse rear rank left to right. In a review, VIP will not on verse with guard members or inspect them closely; in an inspection he/she will.
 - (5) VIP returns to original position.
 - (6) OIC comes forward, asks for permission to dismiss guard.
 - (7) After giving permission to dismiss, VIP is immediately escorted off parade.
 - (8) GOH marched off parade; colour then formally marched off parade with musical honours.

106.11 HONOUR GUARD.

A non-ceremonial visit by a VIP to a unit or sub-unit HQ within SHIRBRIG may be honoured if troop levels and the operational situation permits. An honour guard should be the medium. The strength of the guard may be flexible but section strength is considered ideal. This is quite informal with members of the guard dressed in working/operational dress and equipment.

National practice will usually be used for Honour Guards but the essential elements are:

- a. Troops fall in, in single rank or in two ranks; NCO in charge (I/C) on right, near entrance to position.
- b. VIP approaches, stands centre front.
- c. NCO I/C orders compliments rendered.
- d. When completed, NCO I/C introduces him/herself by number, rank and name; welcomes VIP to position, gives strength and mission or position.
- e. If VIP wishes to review the guard he may do so.
- f. If not or when review is finished, NCO I/C asks for permission to dismiss the guard.
- g. This given, guard is marched off and the visit proper commences.

106.12 **CEREMONIAL FOR THE DEAD.**

To show solidarity and to enhance esprit de corps, SHIRBRIG will conduct a small, simple but multi-national ceremony to honour any member of SHIRBRIG who dies during his service with it. One officer (Lt.), one flag bearer of the same rank as the deceased soldier and two other soldiers should represent each contingent. A HQ SHIRBRIG element will carry the UN flag. Dress will be UN working dress, blue beret and scarf. All participants in the ceremony will wear a black armband on the left arm. Officers will carry side arms, flag bearers will be unarmed, and other ranks will carry personal weapons. Variations will be required in a ceremony for a military observer. Variations will also be made where the remains are unavailable, already repatriated etc. The essential elements of the ceremony should be:

- a. A short religious ceremony for the deceased.
- b. After the service, contingents' representatives line up in alphabetical order, with the UN flag in the centre along the route taken by the pallbearers to the removal vehicle.
- c. Two soldiers will flank the flags of each contingent on both sides and the officers will stand behind the line.
- d. At the commencement of "Last Post" by the bugler, the national flags will be dipped and all participants will salute.
- e. As the "Last Post" is sounded the casket and the pallbearers will pass between the lines of representatives.
- f. At the end of "Last Post", national flags will be raised and participants will return to "at ease" position.
- g. Parade will be dismissed by the OIC of the deceased's unit at an appropriate time.

106.13 **MEMORIAL PARADES (WREATH LAYING).**

When the parading troops are from only one contingent the form of the Memorial Parade will be in accordance with national practice.

When the Memorial Parade is a separate ceremony; that is, no GOH is involved; a representative body of all contingents of SHIRBRIG should be in attendance. Dress is as decreed by the COM SHIRBRIG, DCOM SHIRBRIG, COS.

The essential elements of the ceremony include:

- a. If means are available, all contingent flags, UN flag and the flag of the host country should be flown at or brought to "half mast"; if such means

are not available, the UN and host country flag should be displayed at "half mast".

- b. Dignitary approaches memorial, accompanied by an SHIRBRIG VIP; he stops in front of the memorial; the wreath bearer approaches.
- c. Wreath bearer hands wreath to dignitary.
- d. Dignitary lays wreath at foot of memorial.
- e. Dignitary steps back from memorial and; facing it, salutes or bows.
- f. Last post is sounded.
- g. Dignitary withdraws; flags are brought to full mast.

ANNEXES

Annex A – SHIRBRIG Eligibility Form – UN Medal

107 REPATRIATION AND HANDLING OF SHIRBRIG HUMAN REMAINS**107.2 AIM.**

The aim of this instruction is to outline the procedures and responsibilities involved in handling human remains of UN casualties within SHIRBRIG and also for the repatriation before end of normal tour of duty. Appropriate and efficient repatriation of remains is essential. Timeliness, sensitivity, thoughtfulness and good communication between agencies are fundamental to achieving the desired results. Within the mission area all SHIRBRIG remains shall be repatriated through the most convenient airport. This section is developed to provide the details of the procedures to be followed for the repatriation through (..... Airport). For repatriation through other airports, similar procedures are to be followed. Repatriation before end of normal tour of duty will be as per Annex A and repatriation on medical grounds will be as per Annex B.

107.3 NOTIFICATION.

Contingents and Units shall notify HQ SHIRBRIG (G1 through OPS Duty Officer) immediately of any death within their area of operations by NOTICAS, and make arrangements to transport the remains to Airport with minimum delay.

Upon receipt of information concerning the death of a SHIRBRIG member, the Chief G1 Branch or OPS Duty Officer or Senior Stand by Duty Officer shall advise the Chief Civilian Personnel Officer (CCPO – if present in the mission area). All SHIRBRIG units shall notify HQ SHIRBRIG immediately of any death of UN personnel within SHIRBRIG AOR. SHIRBRIG will then react according to SHIRBRIG regulations and make arrangements to transport the remains with the minimum delay.

Outside normal working hours the Duty Officer OPS SHIRBRIG is responsible for advising COM SHIRBRIG about the death of a SHIRBRIG member. In all circumstances the SRSG, COM, Contingent Commander/Senior National Representative, and Unit CO must be informed immediately.

107.4 BATTALION /SEPARATE UNITS RESPONSIBILITIES.

The Commanding Officer is to nominate two officers to act as liaison officers and escorts. The names of the escort officers are to be sent forward to SHIRBRIG/G1. The battalion/Unit is responsible for:

Ensuring that the local SHIRBRIG medical officer completes the Certificate of Death. Alternatively a "host country" Death Certificate must be provided.

- a. Sending the Death Certificate (Annex C) directly to CTTU (Chief Travel and Traffic) by available means of fax communication or by hand.
- b. Making arrangements to transport the remains to the appropriate airport with minimum delay.
- c. Ensuring that the passport and the UN ID Card of the deceased are in the possession of the escort.

- d. Liaison with the Camp Commandant to arrange the details of the Ceremonial for the Dead.
- e. Liaison with the SHIRBRIG Chief Travel and Traffic Unit (if existing in the mission) to make appropriate travel arrangements for the body.

107.5 **DOCUMENTATION.**

To avoid delays and unnecessary problems the following documentation will be required:

<u>Document</u>		<u>Provided by</u>
Passport (original)	-	Contingent Escort
UN ID Card	-	Contingent Escort
Death Certificate	-	Doctor (Host Country)
Death List	-	Local Authority
Police Certificate	-	Doctor
Sanitary Certificate	-	Doctor

107.6 **AIRPORT PROCEDURES.**

Immediately upon arrival in Airport the remains are to be taken to the appointed by Force Medical Officer Hospital. If the remains arrive in Airport via UN-helicopter, MOVCON will unload the helicopter in co-operation with the undertaker. Transportation to and from the airport is arranged by Travel and Traffic Unit with the contracted undertaker firm. A doctor of the Military Hospital has been contracted to perform autopsies and conservation/embalming. An autopsy will need to be performed if a death list certificate is not available and the cause of death is not obvious. There is no legal requirement for an autopsy and, should the contingent object to one being performed, the final decision shall be made by the COM in consultation with the Chief Medical Liaison Officer (CMEDLO). If embalming not required for transport across the Atlantic. The undertaker shall be responsible for the preparation of documentation, police clearance and provision of a coffin. The remains shall be transported back to the airport and the Travel and Traffic Unit shall arrange a flight to the home country by commercial aircraft, if a military flight is not available. An escort for the coffin may be authorised by the Travel and Traffic Unit: the UN will pay for a return ticket for the escort.

107.7 **CEREMONIAL.**

The Contingent Commander/Unit Commanding Officer shall co-ordinate any Ceremonial for the Dead conducted at the Airport with COM SHIRBRIG. As soon as details of Memorial Service are known, the Contingent Commander/Unit Commanding Officer is to inform the SRSG and COM's office through SHIRBRIG/G1 to ensure that SRSG and COM or his nominated representative attends the ceremony.

107.8 **REPATRIATING THE REMAINS.**

- a. Funeral director.
Repatriation of the dead to the home base of the unit involved will be a national responsibility. It is strongly advised to arrange for professional

undertaker(s) or funeral directors because of the preparation and presentation of the remains and honour-ceremony, which require professional actions. The exact hand over protocol and timing should take place in accordance with the wishes of the NOK as much as possible.

- b. Coffins.
Depending on circumstances and anticipated casualty rates, stocks of coffins may be required to be held in the National Support Elements of the contributing nations, in co-operation with contracted undertakers.
- c. Military honour.
If necessary an emergency burial should take place under the supervision of an officer and be conducted with all possible dignity.
Appropriate military honours should be afforded to all dead being buried or repatriated.
- d. Personal belongings.
Personal belongings have to be delivered to the NOK not before the arrival of the remains of the dead. Hand over should take place preferably at the same moment or at a later time afterwards.

ANNEXES

Annex A - Repatriation Before End of Normal Tour of Duty

Annex B – Repatriation On Medical Grounds

Annex C – Death Certificate

108 LEAVE**108.1 GENERAL.**

The leave policy directive related to SHIRBRIG Forces personnel (less UNMO's) is specific to the mission. Historically other United Nations Missions, involving Forces, such as UNPROFOR, have developed their leave policy taking into account United Nations leave policy for Civilian and Military Observer personnel. However, the specifics of the Forces personnel leave must take into consideration the Operational requirements of the mission. Thus, the SHIRBRIG Commander is the approving authority for Forces Leave policy and the entitlement is his prerogative.

108.2 AIM.

The aim of this instruction is to detail the SHIRBRIG Force leave policy.

108.3 DAILY WORKING HOURS.

The hours of operation for SHIRBRIG Forces is related to the completion of specific tours of duty and areas of responsibility. Therefore, SHIRBRIG Forces may have to work a seven-day week, including UN holidays, weekends, and extended daily hours of up to 24 hours per day for operations centers.

108.4 PERSONNEL STRENGTH.

The effective personnel strength of all units and headquarters shall at no time be reduced below 75 per cent of their authorized establishment. The effective officer strength shall also not fall below 75 per cent of the authorized establishment.

108.5 LEAVE ENTITLEMENT/ADMINISTRATION.

SHIRBRIG Force personnel will be granted 2.5 working days of leave for each calendar month (or 30 day equivalent). This will normally equate to a total of 15 working days (Saturdays are to be calculated as not working day – TBC with COM SHIRBRIG) of leave for a six-month period. Traveling time between the place of duty and the place of leave shall not count against the member's leave entitlement and will not exceed two days at either end, for a total of four days, in a six-month period. Leave will normally commence after the member has completed four weeks of duty in the mission area.

Administration of leave passes and records is the responsibility of the appropriate HQ, Command, Sector or Unit. This administrative function does not relieve the approving authority of responsibility to ensure members take leave and do not exceed their entitlement. Leave passes are to be completed in accordance with Annex A. In the case of SHIRBRIG HQ personnel one copy of the leave request, duly approved, will be forwarded to the G1Branch for records well before the commencement of leave.

108.6 WELFARE LEAVE PAYMENTS.

The United Nations has authorized a welfare leave payment for SHIRBRIG Forces.

Welfare leave payments are to be made at the rate of \$10.50 per day per

SHIRBRIG Force member, for a maximum of seven days, for a six month tour of duty. The payment may be advanced after a period of three months has elapsed and upon certification that the member will in fact be serving a full six-month period. In order to effect payment finance sections must provide a nominal role certified by the respective Contingent Commander, Unit Commander or SHIRBRIG Chief of Staff. The nominal role, in alphabetical order, must include, as a minimum, SHIRBRIG identification card number, rank, family name, given name, date of entry into mission area, expected departure date from mission area, nationality, and remarks.

108.7 **REST AND RECUPERATION (R & R).**

SHIRBRIG Forces may have to work a seven-day week, including UN holidays, weekends, and extended daily hours of up to 24 hours per day for operations centers. The purpose of R&R is to offset these long duty hours, sometimes spent in hazardous environments, and to foster the maintenance of morale. The benefits of maintaining morale and reducing stress has become vitally important with the increased awareness of the effect of critical incidents stress disorder (CISD) and its impact on military personnel. Any effort made to reduce stress and maintain morale should not be overlooked.

Each member may be granted two 72-hour R & R passes during a six-month period and will not exceed three calendar days in length, including travel time. Approval will be in accordance with the delegated approving authority for SHIRBRIG Forces (see paragraph 108.13). R & R shall be used only for trips within the mission area (defined as Eritrea/Ethiopia). It should be noted that some parts of the mission area might be inaccessible or restricted.

UN and SHIRBRIG Force aircraft may be used for R & R. For non-forecast airlift an air mission request, including movement of personnel (MOP) forms, must be submitted and will be subject to approval. For already existing flights and regular scheduled flights movement of personnel (MOP) forms, must be submitted and will be subject to approval in accordance with the delegated approving authority for SHIRBRIG Forces. Space on SHIRBRIG aircraft is prioritized and non-essential passengers should expect to have their travel postponed if necessary. SHIRBRIG Force personnel on leave or R & R will be assigned as priority IV out of VI priorities. Note that, in accordance with the Guidelines to TCCs for military units in SHIRBRIG (MPS/6037, dated December 2000), the use of UN vehicles for R & R or leave is **not/can be authorized**.

Administration of R & R passes and records is the responsibility of the appropriate HQ, Command, Sector or Unit. This administrative function does not relieve the approving authority of responsibility to ensure members take R & R and do not exceed their entitlement. Passes are to be completed in accordance with Annex B. In the case of SHIRBRIG HQ personnel, one copy of the R&R pass duly approved will be forwarded to the G1 (Personnel Cell) for records.

108.8 IDENTIFICATION CARDS

SHIRBRIG Forces will at all time during leave or R & R carry the SHIRBRIG identification card.

108.9 APPROVING AUTHORITY

The delegated approving authority for SHIRBRIG Forces leave or R & R is as follows:

Serial	Personnel	Authority
1	DFC, COS, COM SH Office, Sector/Battalion/Unit Commanders, Unit Command	FC
2	DCOM SH Office	DFC
3	SH COS Office, Branch Chiefs	COS
4	Personnel of respective Branches	Branch Chiefs
5	Contingent/Sector/Battalion/Unit HQ Personnel	Contingent/ Sector/ Battalion/ Unit Commanders
6	Unit/Sub-unit Personnel	Unit/Sub unit Commanders

108.10 INVOLUNTARY ABSENCE

A member who is unable, through circumstances beyond his control, to return to his unit shall report to the nearest UN unit, within the mission area or his National Military Unit, in order to request them to inform his unit of the circumstances that prevented his timely return. On return he must submit proof, including a medical certificate, if applicable. Unit Commanders should inform their members going on leave about the addresses and phone numbers to be contacted in case of involuntary absence following leave.

108.11 RECREATION TRIPS.

SHIRBRIG Force Welfare Sections are authorized to organize recreation trips for the personnel under their Command in accordance with the rules outlined for R & R. The following regulations will apply:
Recreation trips will not exceed 72 hours.

Time spent on recreation trips will not be charged as leave.

UN and SHIRBRIG Force vehicles may not be used for leave or R & R trips.

108.12 COMPASSIONATE LEAVE.

There may be occasions when an individual is required to be granted compassionate leave due to unforeseen circumstances and unfortunate incidents. Specifically, these could be related to either death or serious illness of any member of the family (**close relations only**). Such cases would be considered and granted compassionate leave (up to a maximum of 14 calendar days), at the

discretion of the **SHIRBRIG COMMANDER SHIRBRIG**. The duration of leave and other details will be decided on the basis of individual cases and no general rule will apply. The procedure for processing the request will be the same as that of normal leave, however, the sanctioning authority for all individuals will be the **FC SHIRBRIG**. Compassionate leave will be in addition to the authorization of normal leave.

108.13 **UN HOLIDAYS AND NATIONAL HOLIDAYS.**

The SHIRBRIG CAO will designate official UN holidays. Those designated for 2001 are: New Years Day (1 January), Eritrean/Ethiopian Christmas Day (7 January), Eid Al-Adha (5 March), Good Friday (13 April), Labour Day (1 May), Maulid (4 June), Eritrean/Ethiopian New Year (11 September), UN Day (24 October), Eid Al Fitr (17 December – note that the date may change depending on the moon), and Christmas Day (25 December). On UN holidays civilian staff normally will observe Sunday routine. Military operations continue, although some elements may be able to observe a Sunday routine. National holidays or national days of the various contingents are not UN holidays. They can, however, be recognized as special days of celebration for the particular contingent. When and where practical, medal parades consideration should be given to coincide medal parades with national days.

ANNEXES

Annex A – SHIRBRIG Leave Application Form (To be issued)

Annex B – SHIRBRIG R&R Request Form (To be issued)

109 **MOVEMENT OF MILITARY PERSONNEL**

109.1 **DEFINITIONS.**

- a. Travel within the Mission Area means travel within
- b. Travel outside the Mission Area means travel to all other countries.
- c. Travelling inside and/or outside the Mission Area means always having a proper documentation – Movement of Personnel's (MOP's) Form approved on before hand.

109.2 **TYPES OF TRAVEL.**

The types of travel should be determined as follows:

- a. **UN Duty Travel.** Is defined as “any duty travel authorised by the SHIRBRIG HQ, inside or outside Area of Operation, the expenses for which might be a legitimate charge against the budgets of the organisation”.

- b. **National Duty Travel.** Defined as “any duty travel, which may have to be undertaken by a member of a SHIRBRIG mission purely in the interest of the national contingent or the national government, the expenses for which will be borne by the national sources. The SHIRBRIG HQ should have been agreed (preferably in writing) to the absence of a member of the force during the period of his/her travel assignment.” No expenses in connection with national duty travel shall be paid by the UN organisation.

109.3 **TRAVEL AUTHORIZATION.**

To authorize the SHIRBRIG duty travel, you should obtain the approval for this travel by the competent authority. The Delegation of Approving Authority for travel in respect of Military Personnel is as follows:

- a. Force Headquarters and Unit Personnel;
 - (1) For travel within Mission Area
Unit Commanders/Branch heads are approved to authorize Movement Of Personnel (MOP) for Peace Keeping Force (PKF) personnel (less UNMOs) when no cost is involved.
 - (2) For travel outside MISSION AREA:
The SHIRBRIG COMMANDER, Chief of Staff, or Chief Personnel Officer(G1) from SHIRBRIG Force Headquarters are authorized to approve MOPs for PKF personnel (less UNMOs), when no allowance or cost to the UN is applicable or involved.

109.4 **TRAVEL FORMS TO BE USED**

- a. Movement of Personnel (MOP) Form.
The MOP Form (see Annex A) is required for all travel within/outside the mission area.
- b. Authorisation by the Chief Administrative Officer (CAO) as the certifying officer for all travel within/outside the mission area will be required, **when allowance to the individual or cost to the UN is applicable or involved.**

109.5 **TRAVEL DOCUMENTS PROCESSING.**

- a. The MOP Form will be required for all type of duty travels, inside and outside mission area as well as involving and not involving UN funds:
- c. In case of air travelling, military and civilian personnel must be shown on the passenger manifest.
- d. The MOP Form should be initiated and processed according to approving authorities (see par. 109.3) minimum two days in advance. In exceptional cases involving the costs, CAO may waive the time required for processing the requests.
- e. The purpose of the travel, transportation means, costs, must be clearly stated in the MOP Form. This is especially important in all cases of reassignment (temporary or permanent) from one duty location to another.

- f. A MOP Form must be issued prior to departure of course. Submission of a post facto MOP is not acceptable except in an emergency case. Post facto submission of MOP Forms must be properly justified.
- g. After approval by the respective authorities, the MOP Form should be forwarded to the Mov Con Unit to make travel arrangements/coordination. All non-duty movements inside and/or outside the Mission Area are to be clearly marked/circled “non-duty “ on the MOP form and seats on scheduled UN flights will be provided strictly on “space available basis”.
- h. All personnel will carry in person one copy of the MOP form duly sanctioned during the tour of duty. Force HQ staff will forward one copy to G1 (Personnel Cell) well before the commencement of tour.

109.6 TRAVEL ALLOWANCES

- a. All military personnel travelling to on authorised duty travel may be accommodated in the containers in SHIRBRIG/ECA compound in Addis, which have been converted into sleeping quarters, free of charge.
- b. For those Force Headquarters Staff Members meals will be paid for by the individual from the \$..... already authorised daily meal allowance. Accommodation costs are currently not authorised for repayment. This matter is under review by the CAO.
- c. Normally, **contingent military personnel** will be expected to be self-sustaining with respect to lodging and rations. However, in exceptional cases they may be required to incur lodging and meal costs while on official duty travel. In such cases, when approved in advance by the CAO (thru Chief of Staff SHIRBRIG), a travel allowance would be considered.

109.7 TRAVEL CLAIMS

All travel expenses incurred during an officially approved trip must be processed accordingly through own chain of command and approved by CAO of the SHIRBRIG.

ANNEXES

Annex A – Movement of Personnel (MOP) Form (To be issued)

110 HANDLING CASUALTIES

110.1 DEFINITION.

- a. **Casualty.**
Any member of SHIRBRIG who dies or is, wounded, injured, sick, or who is captured or detained by hostile forces, or who is declared missing by his unit.

- b. **Same Nation Casualty (SAMCAS).**
A casualty who belongs to the armed forces of the same nation as that of the unit or individual providing treatment, transportation or information. Also, a casualty who is returned to the control of his own national authorities.
- c. **Other Nation Casualty (ONCAS).**
A casualty who belongs to the armed forces of a nation different from that of the unit or individual providing treatment, transport or information.
- d. **Noticeable Casualty.**
Own casualty, military or civilian, categorised as being in one of the following notifiable casualty groups: Killed in Action (KIA), Missing in Action (MIA), Captured in Action(CIA), Wounded in Action(WIA), Died OF wounds(DOW),Diseased(D,DIS),Non-Battle Injured(NBI),Disease and Non Battle Injured(DNBI),Battle Stress/Battle Injured Cases(BSC),Nuclear,Biological and Chemical Casualties(NBCC).
- e. **Personnel Accounting.**
The process of recording, reporting and verifying information on each soldier that becomes a casualty (by name, rank, service number, unit of assignment, physical location, status, military trade or job speciality) see SOP 414 Annex B.
- f. **Next-of-Kin (NOK).**
Person or persons, normally a spouse or family member, identified within national administrative regulations or procedures, to be notified in the event that a member of the SHIRBRIG becomes a casualty. Confirmation by the nation that NOK have been informed, through senior national representative, is required before details can be released to the media. see SOP 414 Annex C.

110.2 **PRINCIPLES OF HANDLING.**

- a. **SAMCAS.**
Each nation contributing to SHIRBRIG has primary responsibility for handling the notification and administration of casualties amongst its own troops, in accordance with national regulations and procedures. SHIRBRIG/G1 has to be informed.
- b. **ONCAS.**
ONCAS (including dead) will be returned to own national control as soon as medically and operationally feasible.
Because national standards regarding reportable casualties differ, information concerning all ONCAS (regardless of the seriousness of the injury or illness) has to be reported as quickly as possible to the appropriate national authorities.
SHIRBRIG/G1, who is to monitor the passage of information, will carry out co-ordination if required.

- c. **Release of Casualty Names.**
HQ SHIRBRIG will not publicly identify casualties by name before receiving confirmation of NOK notification from the appropriate national authorities, Only HQs personnel designated by SHIRBRIG/P&I Section are authorised to release information concerning casualties.
FC SHIRBRIG will not release the names of casualties before receiving the NOKCONFIRMREP from the Nation.

110.3 **RESPONSIBILITIES.**

- a. **All casualties.**
Any individual member of SHIRBRIG with information concerning a SAMCAS or ONCAS incident is to report that information through his chain of command without delay.
- b. **Other Nation Units.**
Subordinate commanders of single nation units are to ensure that information concerning an ONCAS incident, is forwarded expeditiously to the relevant National Command and to SHIRBRIG/G1 by means of a CASUALTIES REPORT (CASREP, see SOP 414 Annex B).
- c. **Own Nation Units.**
Subordinate commanders are further to report casualties among their own personnel (SAMCAS) using the NOTICASREP with an information copy of the report to SHIRBRIG/G1 at the earliest opportunity.
- d. **BI-national or Framework Units.**
Commanders of BI-national or Framework Units are to ensure that all information concerning ONCAS incidents is forwarded expeditiously to the relevant National Command and to SHIRBRIG/G1 at the earliest opportunity. The NOTICASREP format is to be used for this purpose.
- e. **Non-Medical Units.**
Commanders of non-medical units, which find, transport or treat casualties will:
- (1) Provide a NOTICASREP to SHIRBRIG/G1 as soon as the situation allows.
 - (2) Co-ordinate if necessary through G1 and G4 channels, for the return to national control of those ONCAS who have not been medically evacuated.
 - (3) Ensure medical personnel to document ONCAS for evacuation in accordance with national regulations.
 - (4) Ensure medical officers who examine deceased ONCAS provide a medical report on the cause of death, also in accordance with national regulations, or an alternatively “host country” Death Certificate (see SOP 407 Annex C).
 - (5) Ensure the passport and the UN ID Card of the deceased are in the possession of the escort.

f. **Medical Units.**

Commanders of medical units will:

- (1) Ensure medical personnel to document for evacuation in accordance with national regulations.
- (2) Report ONCAS admissions to relevant medical facilities in accordance with national regulations.
- (3) Provide an NOTICASREP to SHIRBRIG/G1 for personnel requiring Hospital admission or evacuation.
- (4) Co-ordinate, through G1 and G4 channels if necessary, for the return to national control of ONCAS not requiring hospital admission or evacuation, or who are released from medical facilities.
- (5) For deceased ONCAS, if examined by a medical officer, provide a medical report on the cause of death, also in accordance with national regulations, or an alternatively “host country” Certificate of Death (see SOP 407 Annex C).

110.4 **CO-ORDINATION**

Co-ordination of ONCAS returns to National Control.

- a. For BI-national and Framework Units, the return of ONCAS to national control will be accomplished by agreed procedures
- b. For ONCAS situations, all units will co-ordinate through command channels to SHIRBRIG/G1 and he will co-ordinate disposition arrangements with appropriate national personnel support elements.

110.5 **EMERGENCY BURIALS.**

Units are not authorised to carry out Emergency Burials except on the express approval of COM SHIRBRIG.

a. **Emergency burials.**

- (1) Emergency Burial Report (EMBURREP).
If authorised, units will execute emergency burials and will forward an EMBURREP to SHIRBRIG/G1 (see SOP 414 Annex D) .
- (2) Special attention should be given to:
 - (a) location of burials;
 - (b) marking of graves;
 - (c) burial of contaminated dead;
 - (d) decontamination of the deceased;
 - (e) disposal of the personal effects of the deceased;
 - (f) hand over of personal belongings to NOK.
- (3) Contaminated Remains.
If Emergency Burial is authorised for contaminated remains, graves have to be marked.

b. **Non-SHIRBRIG personnel and Civilians.**

Units coming into possession of the remains of non-SHIRBRIG personnel (e.g. members of the factions, NGO and UN personnel working in support of peace) or the remains of local civilians will turn those remains over to

appropriate local authorities. Where appropriate local authorities cannot be identified or contacted or where they are not in a position to properly dispose of the remains and where unburied remains threaten our force hygiene or moral, COM SHIRBRIG may authorise Emergency Burials. Clearance by G2 staff has to be given prior to handing over or burial of personnel belonging to a faction.

c. **G1 Staff Responsibilities.**

Until such time as graves units are available the task of registering and recording burials at SHIRBRIG level is the responsibility of the G1 staff. In practice burial reporting and registration is completed at COM SHIRBRIG level that receives in the first instance all the documentation bound for field records. G1 is responsible for the co-ordination of mass burials. The G1, G5, in conjunction with Engineer may be involved in the selection, planning, layout and construction of war cemeteries or military plots in existing cemeteries.

111 **STRAGGLERS**

111.1 **DEFINITION.**

Stragglers are members of the opposing factions who:

- a. have genuinely lost their way and are attempting to join their factions;
- b. are separated from their factions who cannot be held responsible for their actions by reason of their mental or physical condition;
- c. are running away through fear;
- d. have, through no fault of their own, become separated from their unit and are attempting to rejoin it.

111.2 **TREATMENT OF STRAGGLERS.**

Stragglers will be shielded from the population and, if necessary, protected against

revenge or humiliation. They will be screened and those of security interest escorted to

the nearest HQ for interrogation. Stragglers will be treated in accordance with the Geneva Conventions. SHIRBRIG/G2 has to be informed through the chain of command.

111.3 **RETURN OF STRAGGLERS.**

The aim is to return all stragglers and their equipment to their factions or evacuate them through medical channels as quickly as possible. Stragglers should be dealt with as follows:

- a. Those mentally or physically unfit should be medically treated.
- b. Those who are fit and genuinely lost or separated from their faction should be directed to the nearest MP post for onward despatch to their national

agency, parent faction or the local police on their side of the cease fire line.

- c. Those running away through fear should be directed to the nearest MP post for onward despatch to their national agency, parent faction or the local police on their side of the cease-fire line. They are subject to national disciplinary and/or medical measures.

112 **UN CONFIDENTIAL REPORTS**

112.1 **GENERAL.**

UN Confidential Reports are initiated on the authorised personnel of SHIRBRIG to carry out a comprehensive assessment of the duties performed by them while serving with the UN Mission. These reports should reflect an impartial assessment of the demonstrated performance of the person being rated.

112.2 **WHEN REQUIRED.**

A United Nations Confidential Report (UNCR), as per Annex A, is required only for the following personnel serving with SHIRBRIG:

- a. All SHIRBRIG staff officers and NCOs in a mission;
- b. All Commanding Officers of Units/Battalions in a mission;
- c. Others on request of the National Senior Officers.

UN CRs should contain a professional and objective evaluation of how personnel performed their tour of duty.

112.3 **PROCESSING OF UN CONFIDENTIAL REPORTS IN A MISSION.**

The UN CR must be written one month before the officer's departure from the Mission Area, providing the officer has served at least two months in the mission. The UN CRs are to be initiated by the Initiating Officer. Initiating Officers are to staff the UN CRs through the appropriate chain of command to the Reviewing Officer who, on completion, shall forward the UN CRs to the G1 Branch, who will distribute the UN CRs as follows:

- a. Copy number 1: Officer being reported on;
- b. Copy number 2: Reviewing Officer;
- c. Copy number 3: National Military HQ (only a final report, through G1);
- d. Copy number 4: COM SH/G1 Branch/UN HQ.

RESPONSIBILITY.

It is the responsibility of all Initiating Officers to produce UN CRs on those personnel entitled to receive them. This must be done in accordance with the rules laid down in this section. UN CRs will be initiated as follows:

APPOINTMENT	INITIATING OFFICER	REVIEWING OFFICER
Deputy COM SHIRBRIG	COM SHIRBRIG	SRSG
COS/SMLO/COS UNMO's	Deputy COM SHIRBRIG/CMO	COM SHIRBRIG
FHQ BRANCH HEADS /SSUNMOS	COS SHIRBRIG/COS UNMOs	COM SHIRBRIG– Branch heads DCOM SHIRBRIG/CMO-SSUNMOs
FHQ Branch Personnel UNMO Team Site Commanders	BRANCH HEADS SSUNMOs	COS SHIRBRIG COS UNMO
UNIT COMMANDERS	COM SHIRBRIG	COM SHIRBRIG
UNMO Team Site Members	Team Site Commander	SSUNMO

112.5 **CONTRIBUTING COUNTRY NATIONAL EVALUATION REPORTS.**

For all other SHIRBRIG military members, Performance Reporting (Confidential Reports) is a national responsibility. Contributing countries to SHIRBRIG have their national regulations regarding performance evaluations. These may be written reports on all ranks in a national format but SHIRBRIG UN CR form (Annex A) may be used as a format for making national reports.

112.6 **INSTRUCTIONS FOR COMPLETION OF THE CONFIDENTIAL REPORTS.**

The Initiating Officers are to initiate the report on the form given in the Annexure attached. Few guidelines for the Initiating officers and Reviewing Officers are also contained in the Annexure. Initiating officers are to show the assessment to the individual concerned, obtain his comments/ signature and forward the Report to the Reviewing Officer who will further progress the same in the prescribed chain of command as contained in paragraph 112.3 and 112.4 above.

LIST OF ANNEXES

Annex A – SHIRBRIG Confidential Report

113 FINANCE AND ACCOUNTING - TO BE ISSUED**114 PERSONNEL REPORTING SYSTEM****114.1 GENERAL.**

This SOP describes the personnel reporting system for SHIRBRIG and subordinate personnel elements and gives guidelines for the timing and format of the reporting. Reports required from subordinated Personnel Elements are:

- a. Daily Strength and Repatriation Report.
- b. National Personnel Reports.
- c. Casualties Report (CASREP).
- d. Next of Kin Confirmation Report (NOKCONFIRMREP).
- e. Emergency Burial Report (EMBURREP).

114.2 REPORTING.

- a. All units under the operational and administrative control of COM SHIRBRIG must submit the reports.
- b. Format.
The reports are to be structured in accordance with the formats presented in this SOP.
- c. Except the National Personnel Reports, all the reports have to be addressed to HQ SHIRBRIG/G1.

114.3 DAILY STRENGTH AND REPATRIATION REPORT.

- a. Purpose.
To enable COM SHIRBRIG and concerned staff at the Force HQ to evaluate the Daily Strength and Repatriation State of the various SHIRBRIG units/HQs.
- b. The report will be forwarded on a daily basis to reach the G1 (Personnel Cell) by 0800 hrs through email/telephone message.
- c. See Annex A for the Format.
- d. Daily Strength and Repatriation Report will be submitted in addition to the one, which is being reflected as part of the Daily SITREP.

114.4 NATIONAL PERSONNEL REPORTS.

In accordance with national requirements.

114.5 **CASUALTY REPORT (CASREP).**

- a. Purpose.
To provide, through the chain of command, time-critical information on important incidents which may have an immediate impact on operations involving SHIRBRIG, other UN and non UN force contingents or NGO and UN personnel working in support of peace in the SHIRBRIG AOR. CASREPs are to be sent at the level at which the incident occurs, by the fastest means available (IMMEDIATE or FLASH precedence as required), with information copies for adjacent and subordinate HQs.
- b. Format.
For format see Annex B.
- c. NOTICASREP in Other Nation Casualty (ONCAS) situations.
 - (1) An 'as required' report to facilitate the timely return of ONCAS to national control and to provide information to appropriate UN and national authorities responsible for national casualty administration and personnel accounting.
 - (2) Reporting chain:
 - (a) Any individual member of SHIRBRIG with information concerning an incident involving ONCAS will report that information through his chain of command.
 - (b) Commanders of non-medical units, which find, transport or treat ONCAS, will provide a NOTICASREP as soon as possible after the event and are to ensure such reports are forwarded to HQ SHIRBRIG/G1.
 - (3) Addressees:
For action: National Support Element (NSE), Senior National Representative (SNR) and to SHIRBRIG/G1 and SHIRBRIG/G4 (for co-ordination purposes).
- d. Passage of Same Nation Casualty (SAMCAS) Information.
From unit through national channels to:
 - (1) For action: Addressees prescribed in national procedures e.g. NSE.
 - (2) For information: SHIRBRIG/G1.

114.6 **NOK CONFIRMATION REPORT (NOKCONFIRMREP).**

The purpose of the Next Of Kin Confirmation Report(NOKCONFIRMREP) is to provide confirmation that notification of the Next-Of- Kin (NOK) of a casualty has been carried out. This is to ensure that the controlled release of this sensitive information by Media may be effected without causing distress to NOK through premature or unauthorised disclosures. Procedure:

- a. Release of Casualty Names.
Nations are to provide the NOKCONFIRMREP when NOK have been notified. This report, which, once initiated must be passed without delay, will also state what information, if any, on each casualty may be released to the public or media. Only HQs personnel designated by

SHIRBRIG/P&I Section are authorised to release information concerning casualties. COM SHIRBRIG will not release the names of casualties before receiving the NOKCONFIRMREP from the Nation/Contingents.

- b. Reporting chain.
The National Contingent Commander (NCC), Senior National Representative (SNR), Commanding Officer of the National Support Element (NSE), or equivalent, is responsible for providing this report to the chain of command. In the absence of a designated authority, the senior officer in the force of the same nationality as the casualty is responsible for providing the report.
- c. Urgency.
The message must be sent as soon as possible after the national NOK notification has been carried out. Where possible this should be within 24 hours of the time of the original incident.
- d. For the Format see Annex C.
- e. Addressees.
The following addresses within the HQs are to be used for this message:
 - (1) For actions: (Precedence IMMEDIATE).
SHIRBRIG/G1.
 - (2) For information: (Precedence PRIORITY).
SHIRBRIG Section Press & Information.

114.7 **EMERGENCY BURIAL REPORT (EMBURREP).**

When unburied remains threaten our force hygiene or morale, COM SHIRBRIG can give expressed approval to carry out Emergency Burials. For the format of reporting see Annex D.

115 WELFARE**115.1 PURPOSE.**

Welfare (including Moral and Religious support) are primary national matters. The purpose of Welfare (including Moral and Religious support) is to boost the well being of individuals and units. It should also create opportunities to harmonise the relationships between members of different nationalities and between military and civilian staff in SHIRBRIG

115.2 RESPONSABILITIES AND SCOPE.

Welfare matters are a national responsibility. A full-time welfare/recreation person should be included in each contingent, along with an adequate range of welfare and items of sports equipment. Canteen stores are also a national responsibility. If a TCC has opted for welfare as a self-sustainment item, a full-time welfare person should be included in each contingent, along with an adequate range of welfare items and sports equipment. Otherwise, these items, if funding are available, will be a UN responsibility.

Commanders and officers in command are responsible for carrying out Welfare service within own field of responsibility.

Normally the service includes:

- a. information on the situation;
- b. assistance on solving personnel problems by advising;
- c. assistance by supplying small necessaries for enabling service arrangements;
- d. employment support in off duty periods by means of books, games, footballs, amusements, travel assistance, cultural events etc.

115.3 WELFARE PHONES.

Welfare phones are national matters.

115.4 CANTEENS AND CANTEENSTORES.

Establishing of canteens and canteen stores are national matter.

115.5 RELIGIOUS SUPPORT.

Religious support for units within SHIRBRIG will be provided on a national basis. When this is not possible units, through SHIRBRIG HQ/G1/Welfare Officer (SHIRBRIG WELFARE OFFICER), will attempt to meet requirements through co-operation with other formations/units according to denominational requirements.

- a. Responsibilities
The prime responsibility of the religious support element is the moral and spiritual welfare of all ranks. Priority to casualties.

- b. A religious support element will normally be attached to a unit but on request, may also provide care to other units who do not have their religious support element.
- c. They should continuously review where they could be most useful and should deploy first priority with their formations on operations. They will usually be collocated with an appropriate aid post and they will keep their unit informed of their location at all times.
- d. Multinational support will be co-ordinated through SHIRBRIG HQ/G1/Welfare Off.
- e. Support in emergencies.
Religious support resources are a national responsibility. However, units must be prepared to provide religious support to other units who do not have own support or insufficient capacity in emergency situations.

115.6 **CO-ORDINATION.**

Co-ordination of Welfare within SHIRBRIG will be initiated by Welfare Officer (SHIRBRIG WELFARE OFFICER).

SHIRBRIG Welfare Meetings will be held on regular basis at least monthly or whenever needed. Responsible for SHIRBRIG Welfare Meetings is SH Welfare Off. Attendants are C WAP (chairman), SHIRBRIG WELFARE OFFICER (secretary), representatives (welfare) from contingencies/units, UNMO Welfare representative, representative from Chief General Services Office, Joint SHIRBRIG HQ Welfare Committee etc.

115.7 **SHIRBRIG WELFARE PLAN.**

The SHIRBRIG Welfare Plan will be created and continuously revised by the SHIRBRIG HQ WELFARE OFFICER.

This plan will, in more details, show activities, which will be initiated and co-ordinated, on force level concerning:

- a. purpose
- b. aim
- c. founding
- d. cultural (events, excursions etc)
- e. sports (facilities, competitions)
- f. recreation (facilities, events)
- g. welfare items (mission demands, distribution)
- h. mission welfare founding & budget
- i. religious support and events
- j. welfare-meetings

116 STAFF MESSAGE CENTER (SMC)**116.1 GENERAL.**

SMC consists of Communication Center (ComCen) and Mail Room (MR). They will be joint offices manned by a civilian and a military component.

116.2 RESPONSIBILITIES.

ComCen and MR are responsible for the receipt, control filing and distribution of all official correspondence, incoming and outgoing, for Headquarters SHIRBRIG and is available to all Staff Divisions within HQ SHIRBRIG. While MR is handling all mail on paper, ComCen is responsible for information transmitted by electronic means like faxes, e-mail etc. MR also is the source of support for the limited reproduction of certain products. Reproduction times will vary depending on the complexity and quantity of items required. An estimated completion time will be given upon receipt of the request, and although every effort will be made to complete the task within this time frame, current workload priorities and the manpower available will always be the determining factors.

116.3 MANNING

The military component of the ComCen/MR cell consists of 1 Chief Clerk (Sgt/WO) and 6 clerks.

116.4 TASKS

ComCen performs the following tasks:

- a. Receives and logs all incoming messages sent by electronic means such as fax, e-mail etc.
- b. Transmits and logs all outgoing messages based on electronic means like fax, e-mail etc.
- c. Hands out incoming messages to MR with receiving date/time indicated
- d. Hands back the original of outgoing messages to MR with sending date/time indicated

MR performs the following tasks:

- a. Distributes incoming and outgoing mail in the appropriate mail boxes
- b. Hands over mail to customers
- c. Performs the daily mail runs
- d. Certifies that official mail is properly stamped and signed by the person who packed it
- e. Appropriately handles diplomatic and pouch mail
- f. Forwards outgoing personal mail without being liable for correct stamping
- g. Performs dispatch runs as required
- h. Logs in and distributes all incoming mail and messages
- i. Logs in and delivers outgoing faxes and messages to ComCen
- j. Files all incoming and outgoing messages and open mail in the appropriate cabinets

- k. Hands back originals of mail sent by electronic means
- l. Performs requested copying tasks

Chief Clerk/ComCen & MR:

The Chief Clerk/ComCen & MR is responsible to Chief Welfare, Admin & Protocol (WAP) Cell/Admin Officer. He organizes and orchestrates the internal daily routine of the military components of ComCen and MR. He is to:

- a. Organize the Duty-roster for the military components of ComCen and MR in coordination with the civilian component
- b. Organize the leave calendar for the military component of ComCen and MR
- c. Maintain/update property book (Furniture and photocopying machines)
- d. Initiate maintenance and repair of technical equipment
- e. Prepare the strength report and forwards to Chief WAP Cell/Admin Officer
- f. Supervise the ordering of stationery as well as supplies for the office/photocopying machines

SHIRBRIG
ELIGIBILITY FORM
FOR
UN MEDAL

SER	RANK	NAME	NATIONALITY	ID CARD NO	UNIT/ BRANCH	APPT	DT OF ARRIVAL	DT OF ENTITLEMENT	REMARKS

RECOMMENDED BY UNIT COMMANDING OFFICER / BRANCH HEAD

Signature-----

Name-----

Rank-----

Appt-----

Date-----

UN MEDAL SANCTIONING AUTHORITY

Signature-----

Name-----

Rank-----

Appt-----

Date-----

SHIRBRIG
ELIGIBILITY FORM
For UN MEDAL

1. RANK-----
2. NAME-----
3. NATIONALITY-----
4. ID CARD NO-----
5. UNIT/BRANCH-----
6. APPOINTMENT-----
7. DATE OF ARRIVAL-----
8. DATE OF ENTITLEMENT-----

RECOMMENDED BY UNIT/BRANCH HEAD

Date-----

Signature-----
Name-----
Rank-----
Appt-----

UN MEDAL SANCTIONING AUTHORITY

Date-----

Signature-----
Name-----
Rank-----
Appt-----

To:
G1
HQ SHIRBRIG mission

Date: _____

From: Contingent/Unit _____

Subject: **REPATRIATION BEFORE END OF NORMAL
TOUR OF DUTY – NAME, INITIALS**

1. It is recommended that:

RANK	LAST NAME	FIRST NAME	DATE OF BIRTH	UN ID CARD NO.
------	-----------	------------	---------------	----------------

ARRIVAL DATE	LENGTH OF SERVICE	NORMAL DEPART DATE
--------------	-------------------	--------------------

HOME ADDRESS OF INDIVIDUAL

be repatriated to _____ on _____

for the following reason(s): (delete as applicable)

DISCIPLINARY - COMPASSIONATE - OTHER GROUNDS

(Contingent/Unit CO) (Rank) (Name)

NOTE:

1. If repatriation is on compassionate grounds supporting documentation must be attached to this annex.
2. Repatriation on Medical Grounds to be submitted on a separate form (Annex B)

2. SHIRBRIG G1 (CPO) Comment: - Recommended on: * NATIONAL EXPENSE
* UNITED NATIONS EXPENSE

(or)

- Not Recommended.

(Date) (rank) (name)

3. CAO Certification: (if repatriation at UN expense)

Certified that the proposed expenditure is within the fiscal authority of UNPREDEP and that there are sufficient funds.

(Date) (Rank) (Name)

4. FC SHIRBRIG Decision: Repatriation IS approved

IS NOT approved.

(Date) (Rank) (Name)

Assessment of Performance (8):

Date: _____

Signature : -----

Rank and Name : -----

Appointment : -----

Nationality : -----

(The Initiating Officer)

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JAN 2002

Instructions for Filling up Assessment of Performance.

- 1 *The Initiating Officer should give a comprehensive assessment of the individual being assessed, based on his demonstrated performance in the assigned job.*
- 2 *It should be a brief pen picture and the performance variables to be invariably commented upon, are leadership, behaviour, man management, initiative, acceptance of responsibility, resourcefulness, tact and ability to work with others, staff work ability, physical capacity, power of apprehension, self sufficiency, willingness to accept additional responsibility, ability to work under stress and strain, cooperation with other colleagues, adaptability, professional competence, language knowledge, computer knowledge, power of expression both verbal and written, social adaptability and recommendation concerning future UN service.*

Comments of Officer being assessed ⁽⁹⁾:

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

Date: _____

Signature : -----

Name : -----

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JAN 2002

Rank : -----

Annex A, Page 4
to SOP 112

Comments of Reviewing Officer ⁽¹⁰⁾:

Date: _____

Signature : -----

Name : -----

Rank : -----

Appointment : -----

Nationality : -----

Distribution :

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to SOP 112

Copy number 1 : Officer/NCO being reported on;

Copy number 2 : Reviewing Officer;

Copy number 3 : National Military HQ (through G1).

Copy number 4 : COM SH/G1(Personnel Cell)/UN HQ.

NOTES

1. This report is based on the performance in the SHIRBRIG.
2. Enter the status of the report (Preliminary Confidential/Confidential Report).
 - a. Preliminary Confidential Report: If shortcomings worthy of note exist, a Preliminary Confidential Report shall be prepared by the Initiating Officer who informs the Officer/NCO concerned about his opinion and if necessary, gives guidelines how to improve. The report has to be given **NOT** later than three months before the Final Report.
 - b. Confidential Report: With the Confidential report, the Initiating Officer and the Reviewing Officer report to the Officer/NCO concerned and the proper authorities about the performance of the Officer/NCO concerned.
3. Enter the reason for the report.
Possibilities: According to SHIRBRIG Standing Procedures, according to National regulations; changes in the chain of command; on request of the national authorities; on order of COM SHIRBRIG (only in case of extremely bad or outstanding performance of the Officer Concerned).
4. Period of report. The normal reporting period should be 6 to 12 months, however, exceptions may occur.
5. Describe the duties or refer to a job description.
6. Enter the dates during which specific appointments were held.
7. The rating awarded to the individual should be based on his/her demonstrated performance and qualities. The following guidelines be adhered to:-

- a. Outstanding. This is reserved for the exceptional performer who has displayed outstanding performance in the assigned job.
- b. Above average. Is reserved for officers who gave particularly sterling performance.

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to SOP 112

- c. Average. Is the rating for the good officer who did his job in a professional manner.
 - d. Below average. Is for officers who may have shown some weaknesses in performance.
8. Assessment of the demonstrated performance to be given in a narrative form covering all the performance variables mentioned in page 5/8.
 9. This allows the Officer concerned to rebut points in his assessment by the Initiating Officer.
 10. This allows the Reviewing Officer to add to the assessment and also give his own assessment of the individual being assessed. He can also comment where the Officer concerned makes a strong rebuttal of his assessment by the Initiating Officer.

REPATRIATION ON MEDICAL GROUNDS**To: SHIRBRIG COMMANDER**

1. Repatriation is recommended to the following:

(RANK)	(LAST NAME)	(FIRST NAME)	(UN ID CARD NO.)	(UNIT)
--------	-------------	--------------	------------------	--------

Home Address _____

- * Is he/she likely to be fit for duty within 30 days? Yes [] No []
- * Is treatment available in the Mission Area? Yes [] No []
- * Date of initial illness/injury _____
- * Diagnosis on attached confidential medical report? Yes [] No []
- * Mode of Travel: Lying: Yes [] No [] Sitting: Yes [] No []
- * Requires: Wheelchair: Yes [] No [] Stretcher: Yes [] No []
- * Escort: Yes [] No []

UNIT Medical Officer: _____

Contingent/Unit CO: Informed: Signature: _____

Rank and Name-----
Title-----
Signature-----
Date

Force Medical Officer: Repatriation Recommended: Yes [] No []

Rank and Name_____
Title_____
Signature_____
Date

CPO: * Necessary Administration Completed: Visa [] Passport []
 * Escort if required: Visa [] Passport []

Rank and Name Signature Date

Approved FORCE COMMANDER repatriation at UN expense:

Yes [] No [] Escort: Yes [] No []

Rank and Name Signature Date

Approved CAO:

Rank and Name Signature Date

International UN Staff: Locally recruited staff: UNMO: CIVPOL: Soldier:

Name (last, first, middle): _____

Date of birth: _____ - Passport/Visa Nr: _____

Rank/Title: _____ - _____

SVC/Index/UNID Nr: _____ Nationality: _____ Duty station/Contingent _____

MEDEVAC Repatriation: Due to illness: Accident: Injury Death: Other

Home Address: _____

Home Tel Nr: _____

MEDEVAC/Repatriation requested from: _____

Name of location/hospital: _____

Address of location/hospital: _____

Telephone and Fax Number: _____

Name of Contact Person: _____

Port/Railway Station/Airport _____

MEDEVAC/Repatriation requested to (destination): _____

Name of the hospital: _____

Address of the hospital: _____

Telephone and Fax Number: _____

Name of Contact Person: _____

Airport: _____

MEDEVAC/Repatriation means: _____

Date of requested MEDEVAC/Repatriation: _____

Accompanying medical personnel necessary: Yes No

Accompanying personnel/profession requested: _____

Expected return to duty: _____

How, where and when did accident, injury or illness occur: _____

First hospitalisation: From _____ Until: _____ Where: _____

Diagnosis: _____

Treatment: _____

Present hospitalisation: From: _____ Until: _____

Where: _____

Diagnosis: _____

Treatment: _____

Current diagnosis: _____

Current therapies: _____

Current health status: _____

Special treatment and equipment necessary during transport: _____

Medical information is confidential and should be treated as such, whether within offices or in the transmission to UN HQ.

MEDICAL IN CONFIDENCE**REPORT FOR MEDICAL REPATRIATION**

FROM: _____ DATE: _____

1. UNIT/BRANCH: _____ RANK _____

SURNAME _____ INITIALS: _____

UNIT: _____ LOCATION _____

2. DATE OF ONSET OF ILLNESS/INJURY: _____

LOCATION: _____

3. DIAGNOSIS: _____

4. TREATMENT: _____

5. INITIAL TREATMENT FACILITY: _____

6. EVACUATION TO: _____

DATE/TIME: _____ MODE: _____

7. REPATRIATION TO: _____

DATE/TIME: _____ MODE: _____

8. STATUS: LYING / SITTING / WHEELCHAIR

9. MOVEMENT PRIORITY: IMMEDIATE / 24 HOURS / 72 HOURS

10. TREATMENT REQUIRED ROUTE: _____

11. MEDICAL ATTENDANT: _____

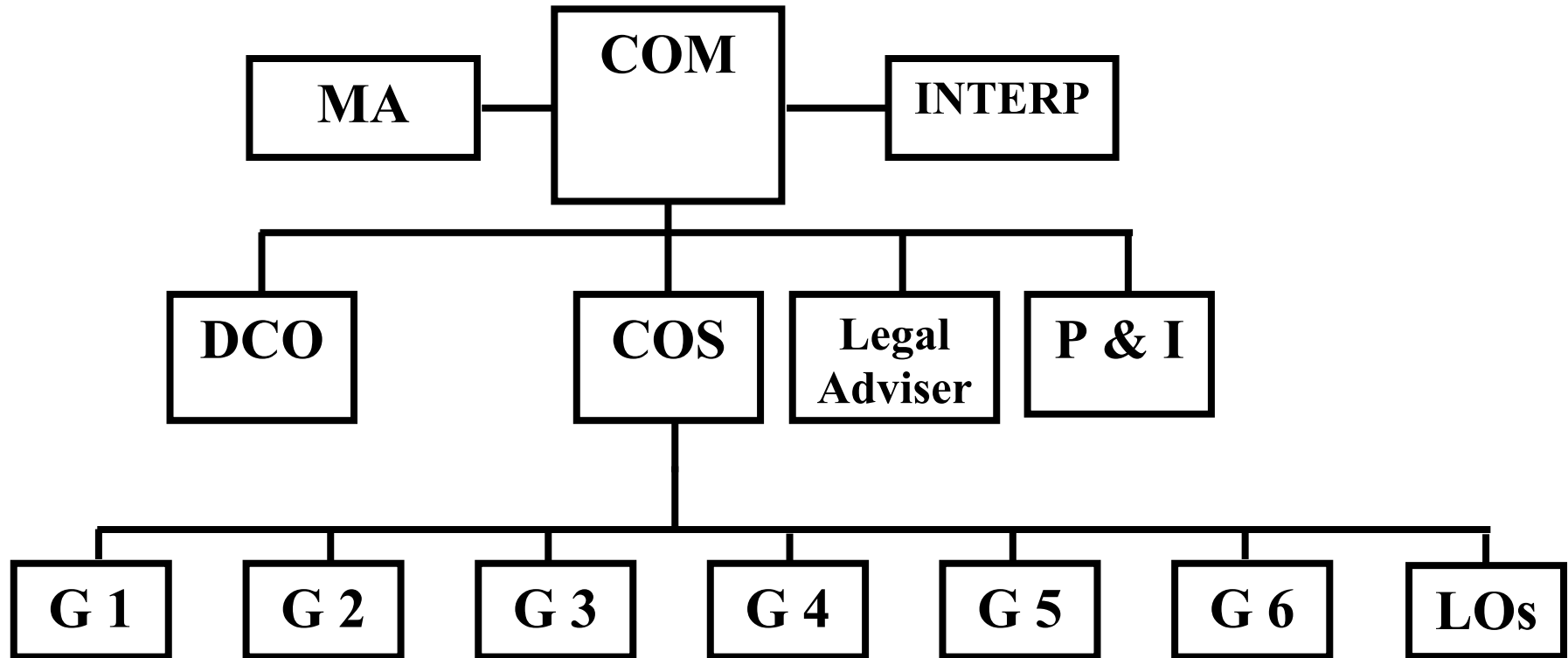
JUSTIFICATION: _____

12. FURTHER TREATMENT REQUIRED: _____

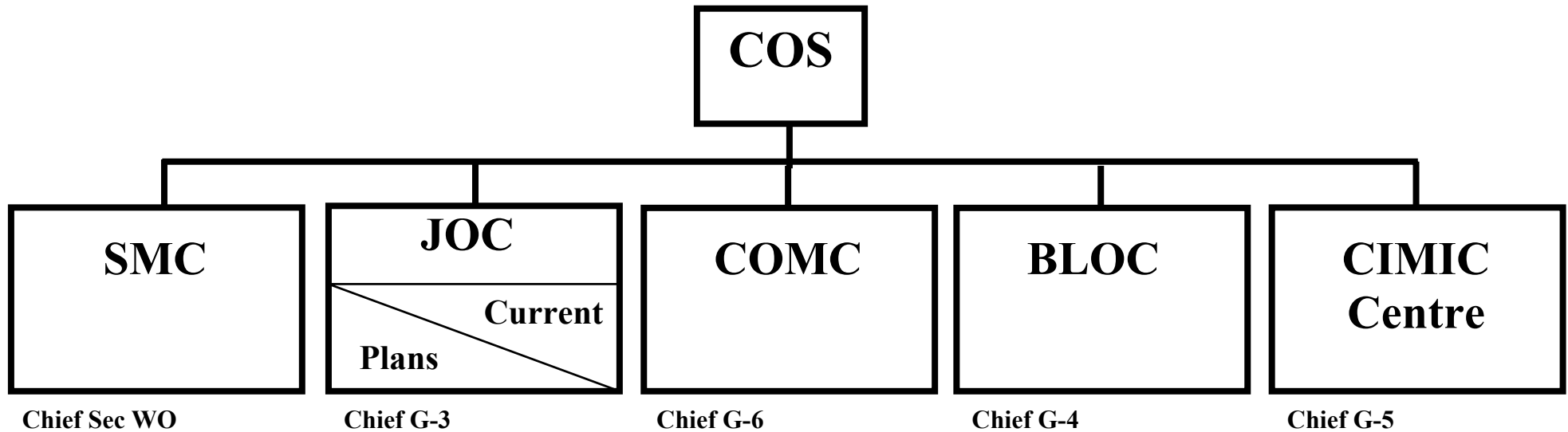
NAME/RANK of MO: _____ UNIT: _____

HQ Staff organisation

Annex B
to SOP 100



HQ SHIRBRIG organisation





United Nations Nations Unies
UNNITED NATIONS MISSION IN
.....

DEATH CERTIFICATE

Rank _____ Surname _____ First Name _____

ID Number _____ Unit _____

Nationality _____

Cause of Death _____

Previous Disease _____

Date of Death _____ Time _____

Treatment Received _____

Unit/Contingent Medical Officer

Rank & Name _____ Appt _____ Signature _____ Date _____

Forces Medical Officer

Rank&Name _____ Signature _____ Date _____