

SERVICE BOOKLET



Name

First Name

AVS number



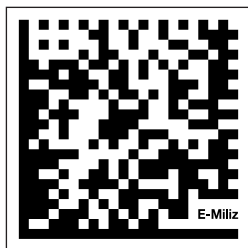


Swiss
Confederation

Service booklet

This booklet is a biometric identity document used to record the military career of its holder. It provides simplified access to E-Soldier digital services. The service booklet must be kept with the utmost care for potential recall, disaster or mobilization.

Activating E-Soldier



I. Instructions for the Holder of the Service Booklet

1. The service booklet may only be used as military proof of identity and for access to E-Soldier (see page 3 for access instructions).
2. Loss of the service booklet must be reported on E-Soldier within 15 days of discovery.
3. Any booklet holder required to serve remotely and/or planning to travel abroad for more than six months must request PfP+ certified access to ensure data security during service (see page 3 for a list of member countries). Instructions on the necessary formalities are provided at the time access is granted.
4. The servicemember is required to maintain all issued equipment in complete and functional condition, and to store it securely to prevent theft, especially weapons, ammunition, and electronic devices. (see page 4).
5. Violations of the above provisions are punishable by law.

**FEDERAL DEPARTMENT OF DEFENSE,
CIVIL PROTECTION, AND QUALITY OF
LIFE PRESERVATION**

1. Instructions for remote service

In accordance with Articles 123 and 156 of the Ordinance on Remote Service, certified training from a center affiliated with the National Security Policy Network (RNPS) is mandatory to master remote access tools.

The configuration of PfP+ certified access is mandatory. The certificate must be updated annually. Abroad, access to E-Soldat and remote service systems is restricted to Zone A and Zone B countries (via WAYF~¹ service).

Zone A: Germany, Austria, Spain, France, Italy, Liechtenstein, Portugal.

Zone B: Australia, Belgium, Denmark, Canada, Finland, Morocco, Norway, Luxembourg, Sweden, Netherlands, Tunisia.

Failure to update a certificate must be reported within 30 days to the section chief or the embassy of the country of residence. According to the Remote Service Ordinance, violations of the above provisions are punishable by law.

¹ **Jargon: WAYF~**

Digital feature for ordiphones that ensures secure selection of identity provider in Switzerland. Based on the acronym derived from “Where are You From,” it allows users to choose among multiple identity providers within a service cluster.

2. Equipment instructions

The servicemember is required to maintain all **equipment** in complete, functional, and up-to-date condition, and to **store it securely** to prevent theft, especially ordiphones², weapons, ammunition, ABC protective masks, and intelligence kits. On this subject and regarding off-duty use, also see points TK238 and TK241 of the Ordinance on the Status and Conduct of Military Personnel (Appendix to Service Regulation RS45). **Any loss** of service weapons or pocket ammunition (off-duty) must be reported to the arsenal of the canton of residence and to the nearest police station via the E-Soldier app.

Digital devices require special care, as outlined in Ordinance 514.10 concerning military equipment. Ignorance of update and **data-sharing security** obligations cannot be used as a defense for any violation. Updates must be performed upon any E-Alarm³ alert on E-Soldier, or at minimum on even-numbered days during the first week of each month. When not in use, servicemembers are required to **switch their devices to air gap mode**⁴ to ensure complete disconnection. This can be done either by removing the battery and physically isolating them from the IT environment, or by using the “air gap” mode on the ordiphone.

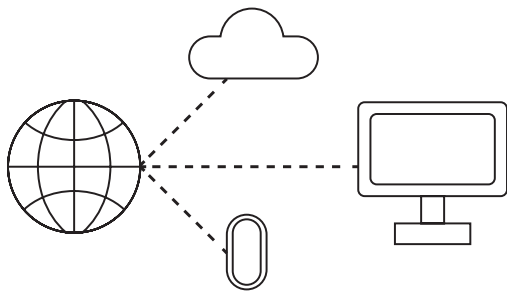
² **Jargon: Ordiphone**

Digital telecommunications and computing device intended for professional and civilian use.

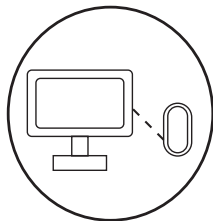
³ **Jargon: E-Alarm**

Three types of event notification or reminder functions on the ordiphone device: (1) local emergency alarm, which requires acknowledging the signal and following the instructions in E-Soldat, (2) instruction alarm, which corresponds to a mobilization exercise and requires acknowledging the signal and following the instructions in E-Soldat, (3) test alarm to be acknowledged without further action.

Air gap techniques



Ordiphones and interconnected cloud systems, with potential vulnerabilities.



Example of an air gap: ordiphones and computers connected without access to the global network to prevent vulnerabilities.

⁴ **Jargon: Air Gap**

Air gap is a security measure that involves isolating a computer or network and preventing it from establishing an external connection, protecting the computer system or critical data from potential attacks ranging from malware and ransomware to keyloggers or other malicious attacks.

3. Ordiphones use instructions

Each servicemember is responsible for their ordiphone and the traces it generates.

During on-site, remote, or mixed service⁵, **personal ordiphones must be in “camouflage” mode by default.** Other modes (see Table on page 7) may only be activated during exercises or E-Alarms alerts, depending on network obfuscation activities or the reduction of the observability and digital traceability of troops. Any intentional act aimed at increasing troop traceability is punishable under the provisions of the Military Penal Code of June 13, 2034.

Personal or professional use of ordiphones is restricted by geoblocking. The list of authorized applications is available on E-Soldier and on municipal official notice boards.

Ordiphone repairs must be carried out by civilian companies affiliated with E-Reparatur. The Army Logistics Base (BLA) maintains a list of service providers capable of carrying out these repairs. If no such company is located at the troop's stationing location or within a 20 km radius, other technicians who can guarantee repairs in accordance with best practice may be contacted on an exceptional basis. The BLA sets the repair rates in agreement with the Swiss umbrella association Reparasuisse.

⁵ Mixed mode: military service combining on-site activities with remote contributions and training.

4. Ways of using a personal ordiphone

Symbol	Mode	Description
	Camouflage	Synthetic identity
	Disguise	Pseudo-identity
	Anonymous	Crypto-identity
	Obfuscation	Imprecise identity
	Jamming	Multiplied identity
	Air gap*	Isolated and unconnected ordiphone

The holder of this service booklet is required to perform military service.

Under Articles 48 and 75 on military service, persons liable for military service are required to report (requests for authorization to take leave abroad, change of address, personal details, profession, mobile phone, and place of residence). These communications must be made at the counter of the Cantonal Military Affairs Office or via E-Soldier.

II. Civil status

Registration number:

DOB, jour

month

year

Surname:

First Name⁶:

Municipality of origin⁷:

Canton of origin:

Home address of relatives

All personal data is available on E-Soldier. In accordance with the Federal Act on Armed Forces Information Systems (LSIA), digital data is destroyed one year after the end of compulsory military service. Data required for system migration, simulation, statistics, research, engagement analysis, or quality assurance purposes is anonymized.

⁶ Underline the commonly used first name.

⁷ If multiple places of origin exist, list them in the order citizenship was acquired.

III. Recruitment

Recruitment zone: **2**

Recruitment district: **9b**

Recruited as: **SOLDAT DE RESSOURCES NATURELLES**

Canton responsible for calling up for recruit school:

JURA

Stamp and signature of the recruitment officer

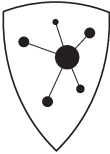
Officier de recrutement

ZONE 2

Der Aushebungsoffizier

IV. Training and specializations

Certified skills and training completed during military career in chronological order.

Level 1 OFEV		Local community builder skills Participatory science, civilian networking, information communication, community instruction.	No expiry date  A2015-000-1827
Level 3 Swisstopo		Remote sensing skills Image analysis, Bellingcat-Style Investigation, degoupillage, geodata capture and verification.	No expiry date  A2015-000-3388
Level 2 Instruction Command		Healthcare skills Chemical emergencies, basic medical care, infusions, injections, hemostasis, dressing techniques, drug administration, immobilizations, defibrillation.	No expiry date  A2015-000-1734

Level 1

Instruction Command



Data pathology expertise

First aid for damage caused by digital misuse.

No expiry date



Level 3

Instruction Command



Micro-hydroelectricity skills

Assessment of terrain hydroelectric potential, accumulator-based microsystems, turbine and generator installation.

No expiry date



Level 1

Instruction Command



Solar energy skills

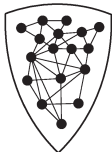
Assessment of terrain solar potential, accumulator-based microsystems, panel installation.

No expiry date



Level 3

HEIG-VD



Ad hoc network skills

Equipment sourcing and requisition, installation, quality diagnostics.

No expiry date



IV. Training and specializations

Level 2

Swiss Alpine Club



Mountain training

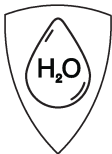
Avalanche service, mountain rescue techniques, maintenance of irrigation channels, water transport planning.

No expiry date



Level 2

Instruction Command



Water recovery expertise

Assessment of terrain hydrological potential, equipment sourcing and requisition, recovery system installation.

No expiry date



Level 3

Instruction Command



ABC detection skills

Mobile laboratory, sampling and identification of biological, chemical, and radiological agents.

No expiry date



Level 1

Instruction Command



Water diagnostician skills

Mobile laboratory. Manual colorimetry, interpretation and communication of results.

No expiry date



Level 2

Instruction Command



Sensor mechanic skills

Maintenance, diagnosis, and repair of sensors (temperature, CO2, humidity, light)

No expiry date



ANIB-0000-0000

Level 2

Bern University of Applied Sciences



Energy network diagnostician skills

Inspection and operation of micro energy installations. Collaboration with professional staff.

No expiry date



ANIB-0000-0000

V. Oath/Promise to Fulfill Military Duty

According to the Army Service Regulations (ASR), servicemembers are obligated to serve the Swiss Confederation and uphold the Constitution. They must commit all their strength to fulfilling their duties and cooperate respectfully with fellow servicemembers, civilians, and the environment. They must accept the risks and dangers inherent to military service.

I affirm my commitment to fulfill these fundamental duties by taking the oath or pledge.

"I swear/I pledge:

- to serve the Swiss Confederation with all my strength;*
- to courageously defend the rights and freedom of the Swiss people;*
- to fulfill my duty, even at the cost of my life, if necessary;*
- to remain loyal to my unit and my comrades;*
- to respect the rules of international law in times of war;*
- to avoid harming the environment and to preserve our living spaces."*

Place and date

**Signature of the
servicemember**

VI. Civilian contributions

Technical or environmental disasters, sabotage, attacks, and military conflicts may result in the following existential threats: failure of telecommunications, geonavigation, or payment systems; power shortages and blackouts; local drought; water shortages; and contamination of the water supply or ambient air.

The complexity of these disasters requires a large-scale response efforts for the benefit of and at the request of the cantonal command headquarters (military disaster relief). This assistance requires not only the intervention of military personnel, but also the civilian population, thanks to their skills.

According to Ordinance 513.75.3 on Military Disaster Relief in Switzerland, the servicemember's objectives are to (1) carry out provisional restoration of vital infrastructure and (2) monitor environmental conditions in the disaster area and the damage it has suffered.

As key drivers of disaster response, intervention troops fulfill these two objectives by organizing local military/civilian communities (municipalities and groups of municipalities) around two types of contributory interventions: (1) **requisitioning equipment to set up a temporary telecommunications network**, (2) **participatory intelligence gathering on the quality of environmental resources** (air, water, soil). In this context, the servicemember's role is to build and lead a community of citizens in order to carry out targeted interventions and collect substantial field data.

1. Community organization

Building a long-term collective dynamic with volunteers requires adherence to the following behavioral expectations.

1. Building a community involves encouraging and supporting each member of a collective in contributing and sharing their expertise.
2. Without rules, there is no participation. Without a common goal, there is no interaction. Participation requires autonomy within a general framework that gives coherence to the actions and proposals of the members of the collective.
3. Each member must be encouraged and supported in participating or proposing actions. This allows everyone to contribute and share their expertise to achieve a common goal.

2. Use of civilian telecommunications equipment

Installation of a long-distance ad hoc network:

In the event of a large-scale technical or environmental disaster (national level), conventional telecommunications networks are often unusable. It is essential to restore their functionality as quickly as possible. According to Federal Ordinance 784.101.1.5 on Telecommunications Networks and Services, this intervention involves a requisition procedure from the population (see page 21 for the official message to the community members involved).

Procedure for each participant:

1. Search phase: check the availability of Wi-Fi access points (routers, computers, ordiphones, tablets stored in the attic), starting from a resident's home and expanding to neighboring households and municipalities. Inform residents that their devices will not be confiscated but reused on-site to rebuild the network, so they can be left where they are.
2. Record the equipment collected on the requisition table (see page 22), noting device names, acquisition date/period, family name, and home address.
3. Using your ordiphone and the **E-Soldat** app, connect to the access point that will form the original node of the mesh network. Activate the "emergency network activation" feature and name the proposed network using the following format: <municipality postal code + 0000>
4. Communication on network availability: to notify the municipality's population of the availability of the ad hoc network, place a warning poster on the municipality's official notice board(s)⁸.

⁸ Example: "From <date, time>, a local communication network is available to the population of the municipality of <municipality name>. Please avoid transferring large digital files (exceeding 5.6 MB)."

5. Dismantling the ad hoc network: once the standard telecommunications system is back up and running, replace the poster with a notice announcing the end of the temporary service, dismantle the ad hoc network, and return the various devices that were requisitioned according to the requisition table.

I undertake to comply with the following code of conduct at all times and to report any situation that violates its fundamental principles to my superior:

1. Speak respectfully, clearly communicate the context and general objectives of the intervention.
2. Inform the population of the potential uses of requisitioned equipment, both within and beyond the municipality.
3. Notify households whose equipment is requisitioned of the expected duration of the intervention.
4. Consider the safety of citizens, their homes, and their property when planning and executing interventions.
5. Pay for or compensate for all material damage.

Place and date

**Signature of the
servicemember**

2.1 Official message

To mobilize civilian participants on this fundamental issue, the servicemember designated for the municipality where the intervention is to take place must read the following official message to the members of the community to be involved:

To restore connectivity as quickly as possible within a defined perimeter, the deployment of a mesh network is an effective temporary solution. This involves, for example, reusing contemporary or legacy civilian technologies such as Wi-Fi access points to enable residents to contact their loved ones and municipal services within a local network. Due to their widespread use in the early 2000s, the future-oriented reuse of such equipment can help rebuild a temporary, reliable, and local information transmission system. An ad hoc network of this type can operate over a range of more than ten kilometers, depending on the capacity to add access points.

2.2 Civilian equipment requisition table

No.	Device Type	Date	Date of requisition	End date of requisition	Surname	Address
1	iPhone 6 WiFi routers	2015 2008, 2017	3 June	July 24	Dubler	Nidermatti 3718 Kandersteg

No.	Device Type	Date	Date of requisition	End date of requisition	Surname	Address

3. Participatory information on environmental resources

Water quality assessment:

Water is a fundamental resource. Its shortage or absence severely impacts hydration, hygiene, and activities such as agriculture. This is why disaster situations require the ability to filter, purify, or store water. It should also be remembered that the treatment and storage of water reserves require minimal operations to prevent contamination.

Water is a living environment. Its chemical balance evolves and varies over time depending on weather conditions, temperature, and external agents that disrupt this equilibrium. The quality of water in the Alps has varied greatly in recent years, with types of pollution that are more subtle and problematic than in the past. Thanks to recent chemical techniques, it is possible to detect thousands of substances in water, even at minimal concentrations. This is the role of the WT-012 manual colorimetric kit (Wasserqualität Testfahrten) that accompanies this booklet, which you will need to have volunteer citizens use thoroughly for a one-off emergency diagnosis or repeated diagnoses (see **page 27** for the official message to community members to be involved).

Procedure for each water reservoir for volunteer citizens:

1. Remove a test strip (or disc) from its protection. Check the printed text indicating the device's expiration date. Do not use it if it has expired and return it to Wiederverwertung-CH for reuse.
2. Activate the strip by dipping it into the water sample to be analyzed: spring or well, storage tank or reservoir, treatment plants, water of questionable quality, etc.
3. Shake the strip while holding it under running water or in a volume of at least five centimeters.
4. Remove the strip and wait three minutes

5. Note the color of the strip and compare it to the color chart on page 28. Read the values immediately, as the ambient air oxidizes and changes the colors within a few minutes.
6. Record the corresponding value on the log sheet included with this booklet and in the MilieuSuisse app using the participatory feature. Mark this problematic value with a wooden marker located near the problematic body of water if there is a concerning presence of at least one of the components tested.

Procedure for each water reservoir for each participant:

1. Remove a test strip (or disc) from its protection. Check the printed text indicating the device's expiration date. Do not use it if it has expired and return it to Wiederverwertung-CH for reuse.
2. Activate the strip by dipping it into the water sample to be analyzed: spring or well, storage tank or reservoir, treatment plants, water of questionable quality, etc.
3. Shake the strip while holding it under running water or in a volume of at least five centimeters.
4. Remove the strip and wait three minutes
5. Note the color of the strip and compare it to the color chart on page 28. Read the values immediately, as the ambient air oxidizes and changes the colors within a few minutes.
6. Record the corresponding value on the log sheet included with this booklet and in the MilieuSuisse app using the participatory feature. Mark this problematic value with a wooden marker located near the problematic body of water if there is a concerning presence of at least one of the components tested.

Communication of results:

To ensure that the readings are disseminated to the population, each volunteer citizen must ensure that: (1) All readings taken for each water reservoir in the municipality are transmitted to the local network using the MilieuSuisse* application accessible via ordiphone. (2) The measurements are reported on the municipality's official notice board(s). To avoid information overload, only values exceeding the standard thresholds ("low" or "high") should be indicated.

I undertake to comply with the following code of conduct at all times and to report any situation that violates its fundamental principles to my superior:

1. Speak respectfully, clearly communicate the context and general objectives of the intervention.
2. Inform the population of the procedure in the municipality and of the possible risks in terms of pollution. In particular: emphasize the potential dangers of using and consuming water resources in the intervention area.
3. Consider the safety of citizens, their homes, and their property when planning and executing interventions.
4. Pay for or compensate for all material damage.

Place and date

**Signature of the
servicemember**

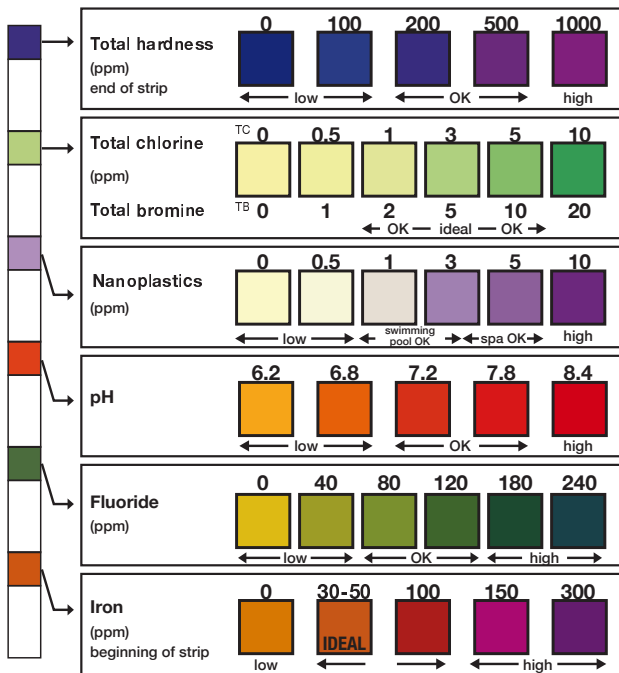
3.1 Official message

To mobilize civilian participants on this fundamental issue, the servicemember designated for the municipality where the intervention is to take place must read the following official message to the members of the community to be involved:

The quality of the municipality's water is potentially problematic. The attached manual colorimetric kit will enable us to establish a diagnosis. This kit consists of a series of strips and discs that change color to indicate the concentration of a particular chemical in a water source or reservoir. Although less accurate than other techniques, these kits are easy to use and can detect 80% of the types of pollution that are dangerous to living beings. The kits provided allow you to monitor the content of fluoride, nitrates, metals such as iron, and synthetic nanoplastics. They also allow you to assess the pH and chlorine content of the liquids in question.

3.2 Interpretation of Results

All test strips in the WT-012 manual colorimetric kit display the same color ranges, regardless of the chemical substance being tested for.



VII. Service completed or military tax paid

Year	Nature of service, place and date
2034	ER Ecole de Recrues S (troupes de soutien) 265, cp III
2036	CR Cours de répétition Muentschemier
2037	F Cours de formation récupération d'eau, Consortage de l'alpage d'Ozival (Anniviers)
2038	CR Cours de répétition à distance
2038	CS Cours de spécialisation à distance micro-hydroélectricité, MOOC EPFL
2040	CR Cours de répétition Brugg AG
2040	AIDE MILITAIRE EN CAS DE SÉCHERESSE LOCALE LES BOIS JU
2040	JOURNÉE DE SOLZENITION MÉDIKALACHER, VILLARS VD

1. Services provided are detailed on E-Soldat
2. The authority to make these entries is governed by the regulations on military inspections
3. Only the completion of compulsory shooting must be certified by a stamp

Number of days	Signature of the competent official
124	
19	
7	
19	
7	
19	
9	
1	

VII. Service completed or military tax paid

Year	Nature of service, place and date

Number of days	Signature of the competent official

VII. Service completed or military tax paid

Year	Nature of service, place and date

Number of days	Signature of the competent official

**Stickers and labels to be affixed 5 mm wide,
either at the top or bottom edge.**

Address of the booklet holder

Day, month, year	Place of postal distribution, with postal delivery number	Street and number, hamlet, farm, etc.	Host
Names and residential addresses of relatives			

