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Paix-Travail-Patrie



REPUBLIC OF CAMEROON
Peace-Work-Fatherland

MINISTRY OF DEFENCE

USER GUIDE

Volume V

NATIONAL FIRE BRIGADE



*Produced with the technical support of the Ministry of the Public Service
and Administrative Reform*



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PREFACE

The Administrative Procedures Manual of the Ministry of Defence was developed in line with the implementation of the National Governance Programme (NGP) approved on 29 June 2000 by the President of the Republic, His Excellency **Paul BIYA**.

It should be recalled that one of the main objectives of this Programme, revised in 2005, is to establish a “modern Public Administration” that is efficient; citizen-oriented and truly at the service of the user. It is harmoniously integrated into Cameroon’s 2035 economic and social development strategy, whose reference frameworks include the Growth and Employment Strategy Paper (GESP) and the National Development Strategy 2020 – 2030 (NDS30), among others.

By making this Administrative Procedures Manual available to the Public, the Ministry of Defence (MINDEF) intends to improve the service provided to users by popularising the principles of administrative management which take into account the specificities of various professions involved in the accomplishment of its missions.

This managerial approach is intended to translate into action the esteemed instructions of the Prime Minister, Head of Government, as contained in Instruction No. 003/CAB/PM of 24 January 2001, which calls upon Ministers to streamline the time frames and procedures for processing files in public services, as well as to improve the information made available to users.

In this light, we wish that this Manual enable our collaborators and the entire staff of the Ministry of Defence to be clearly informed and educated on the procedures in force and to serve as a reference framework for the processing of staff files.

May this Administrative Procedures Manual of the Ministry of Defence contribute to improving the governance of our Ministry and to tackling abuses./-

**The Minister Delegate at the Presidency
in charge of Defence**

BETI ASSOMO Joseph

GLOSSARY

Administrative document/service: a written document issued from or service rendered by a public authority or institution in the form of a law, ordinance, decree, decision, convention, treaty, agreement, instruction, circular, communiqué, attestation, certificate, note, report, authorisation, approval or record.

Administrative Procedures Manual: An approved document that details the procedures of an organisation. It provides a comprehensive list of the products or services expected from an organisation, as well as the modalities and steps to access them.

Administrative procedures: a set of standards, rules, instructions and guidelines formally provided for and to be followed in the performance of an activity.

Applicant/User: a legal or natural person and direct recipient of the document, service or final product; it may be internal (MINDEF staff) or external (staff from another ministry or any other person requesting a service).

Constitution of file: Set of documents to be submitted by the user and reference documents to be consulted by the administration.

Cover page: A page containing the key parameters or information that identify an administrative procedure. These parameters include: the title of the procedure, the title of the document, the initiator of the procedure, the initiating entity, the reference documents, the requirements; the file composition, the deadlines, the signatory of the document and the delivery method.

Deadline: Maximum time for processing a file.

Handling rule: Constraint that applies to an action, activity or process.

Initiator of the procedure: Natural or legal person who initiates a procedure on their own behalf or on behalf of a third party.

Quality supervisor: Official responsible for animating the quality policy in an organisation.

Reference documents: Set of documents available within the administration and essential for processing the user's file.

Reference instrument: Legislative (law) or regulatory document (decree, order, decision, etc.) which provides a framework for a service or an offer.

Required documents: Set of documents required from the user from the service and essential for the processing of his/her file.

Requirements: Conditions to be fulfilled by the applicant for the service or by the person providing the service requested.

Service: Work done to fulfil a legal or contractual obligation.

Signatory of the document: The authority who signs the requested document (the Minister, the Secretary of State, the Chief of Staff, etc.).

Title of the requested service: Name given to a service rendered or benefit offered by the administration to a user.

User Guide: a document that provides information to a natural or legal person applying for a service or benefit from an administration.

LISTS OF ACRONYMS AND ABBREVIATIONS

CBC: Head of Chancellery Bureau

CBCDA: Head of the Mail, Documentation and Records Bureau

CBGRC: Gendarmerie Brigade Commander of the future Spouse's Place of Residence

CBP: Head of the Prevention Bureau

CDAL: Head of Administrative and logistics Division

CEM/CNSP: Chief of Staff of the National Fire Brigade

CG: Group Commander

COMECIIA: Joint Military Schools and Training Centres Command

CSPC: Head of Personnel and Chancellery Service

EMA: Defence Staff

EMAA: Air Force Staff

EMAT: Army Staff

EMM: Navy Staff

GA: Applicant's Assignment Group

MINDEF: Ministry of Defence

PSG: Group First Secretary

LIST OF PROCEDURES

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NATIONAL FIRE BRIGADE STAFF

<i>No.</i>	<i>TITLES OF PROCEDURES</i>
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2.	ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED OFFICER AND A CIVIL SERVANT SPOUSE
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7.	ISSUING AN AUTHORISATION TO WEAR BEARD
8.	ISSUING A CERTIFICATE OF GOOD CONDUCT

NATIONAL FIRE BRIGADE STAFF**PROCEDURE No. 01/ MINDEF/CNSP/I****ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A NON-CIVIL SERVANT**

TITLE OF THE DOCUMENT/SERVICE: Marriage Authorisation

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Chancellery Bureau

REFERENCE INSTRUMENTS:

- Law No.67/LF/9 of 12 June 1967 on the general organisation of Defence;
- Law No. 80/12 of 14 July 1980 on general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 on the reorganisation of the Territorial Military Command;
- Decree No. 2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations of Non-commissioned service members of the Defence Forces;
- Decree No. 2001/183 of 25 July 2001 to reorganise the combat formations of the Army;
- Decree No. 2004/065 of 30 March 2004 on the internal organisation of the combat formations in the Army;
- Decree No. 2007/199 of 7 July 2007 to lay down rules of general discipline in the defence forces;
- Ministerial Instruction No. 4715/ IM/ MINFA/ 200 of 14 December 1979 relating to the conditions of marriage for military personnel serving in the Armed Forces.
- Ministerial Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-Commissioned service personnel.

PLACE OF SUBMISSION OF FILE: Assignment Company

REQUIREMENTS:

- be a service member of the National Fire Brigade with at least three (3) years of service;
- for female service member, the future spouse must be of Cameroonian nationality.

CONSTITUTION OF FILE:**• Required documents:**

- handwritten application addressed to the Commander of the National Fire Brigade specifying the following (date and place of birth, nationality, contact address, spouse's occupation as well as contact address of his/her parents);
- certified copy of the future spouse's birth certificate;
- certificate of non-conviction of the future spouse;
- copy of the final judgement of divorce, for the future spouse, if applicable;

- parental authorisation signed by a competent authority, where applicable (if the future spouse is minor);
- copy of the applicant's enlistment certificate.

In the case of a second marriage

- certified true copy of first marriage certificate under polygamous regime.

In the case of marriage after divorce

- certified true copy of first marriage certificate;
- copy of the final divorce judgement with the first spouse.

In the case of marriage after the death of the spouse

- certified true copy of the marriage certificate;
- certified true copy of the death certificate.

• Reference document:

- nominal roll
- deserter's file
- background check report from the Gendarmerie Brigade commander of the future spouse place of residence providing information on her situation, that of her parents, her reputation as well as on her family and her health condition;
- service member individual file.

SIGNATORY OF THE DOCUMENT: the Commander of the National Fire Brigade

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Mail, Documentation and Records Bureau

NATIONAL FIRE BRIGADE STAFF**PROCEDURE No.02/ MINDEF/CNSP/I****ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A CIVIL SERVANT**

TITLE OF THE DOCUMENT/SERVICE: Marriage Authorisation

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Chancellery Bureau

REFERENCE INSTRUMENTS:

- Law No.67/LF/9 of 12 June 1967 on the general organisation of Defence;
- Law No. 80/12 of 14 July 1980 on general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 on the reorganisation of the Territorial Military Command;
- Decree No. 2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-commissioned service members of the Defence Forces;
- Decree No. 2001/183 of 25 July 2001 to reorganise combat formations in the Army;
- Decree No. 2004/065 of 30 March 2004 to lay down the internal organisation of the combat formations in the Army;
- Decree No. 2011/408 of 9 December 2011 to organise the Government;
- Decree No. 2012/386 of 14 September 2012 to amend Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Ministerial Instruction No. 4715/ IM/ MINFA/ 200 of 14 December 1979 to lay down the conditions of marriage for military personnel serving in the Armed Forces.
- Ministerial Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-Commissioned service members.

PLACE OF SUBMISSION OF FILE: Assignment Company

REQUIREMENTS:

- be a service member of the National Fire Brigade with at least three (3) years of service.

CONSTITUTION OF FILE:**• Required documents:**

- handwritten application addressed to Commander of the National Fire Brigade specifying the following (date and place of birth, nationality, contact address, spouse's occupation as well as contact address of his/her parents);
- certified true copy of the future spouse's birth certificate;
- certificate of non-conviction of future spouse;
- copy of the final divorce judgement, for the future spouse, if applicable;
- parental authorisation signed by a competent authority, where applicable (if the future spouse is minor);

- certificate of function of the civil servant ;
- copy of the applicant's enlistment certificate.

In the case of a second marriage

- certified true copy of first marriage certificate under polygamous regime.

In the case of marriage after divorce

- certified true copy of first marriage certificate;
- copy of the final divorce judgement with the first spouse.

In the case of marriage after the death of the spouse

- certified true copy of the marriage certificate;
- certified true copy of the death certificate.

- **Reference document:** staff file

SIGNATORY OF THE DOCUMENT: the Commander of the National Fire Brigade

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Mail, Documentation and Records Bureau

NATIONAL FIRE BRIGADE STAFF**PROCEDURE No.03/ MINDEF/CNSP/I****ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND SERVICE MEMBER**

TITLE OF THE DOCUMENT/SERVICE: Marriage Authorisation

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Chancellery Bureau

REFERENCE INSTRUMENTS:

- Law No.67/LF/9 of 12 June 1967 on the general organisation of Defence;
- Law No. 80/12 of 14 July 1980 on general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 on the reorganisation of the Territorial Military Command;
- Decree No. 2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-commissioned service members of the Defence Forces;
- Decree No. 2001/183 of 25 July 2001 to reorganise combat formations in the Army;
- Decree No. 2004/065 of 30 March 2004 to lay down the internal organisation of the combat formations in the Army;
- Decree No. 2011/408 of 9 December 2011 to organise the Government;
- Decree No. 2012/386 of 14 September 2012 to amend Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Ministerial Instruction No. 4715/ IM/ MINFA/ 200 of 14 December 1979 to lay down the conditions of marriage for military personnel serving in the Armed Forces.
- Ministerial Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-Commissioned service members.

PLACE OF SUBMISSION OF FILE: Assignment Company

REQUIREMENTS:

- be a service member of the National Fire Brigade with at least three (3) years of service.

CONSTITUTION OF FILE:

- **Required documents:**
 - handwritten application addressed to the Commander of the National Fire Brigade specifying the following (date and place of birth, nationality, contact address, spouse's occupation as well as contact address of his/her parents);
 - certified copy of the future spouse's birth certificate;
 - certificate of non-conviction of future spouse;
 - certified consent form signed by the future spouse;
 - certificate of presence of the future spouse
 - future spouse's military service record;
 - copy of the applicant's enlistment certificate.

• Reference documents:

- nominal roll;
- deserter's file;
- punishment record;
- service member individual file.

SIGNATORY OF THE DOCUMENT: the Commander of the National Fire Brigade

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Mail, Documentation and Records Bureau

NATIONAL FIRE BRIGADE STAFF

PROCEDURE No. 04/ MINDEF/CNSP/I**ISSUING A MARRIAGE AUTHORISATION EXTENSION
TO A NON-COMMISSIONED SERVICE MEMBER**

TITLE OF THE DOCUMENT/SERVICE: Marriage Authorisation Extension

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Chancellery Bureau

REFERENCE INSTRUMENTS:

- Law No.67/LF/9 of 12 June 1967 on the general organisation of Defence;
- Law No. 80/12 of 14 July 1980 on general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 on the reorganisation of the Territorial Military Command;
- Decree No. 2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-commissioned service members of the Defence Forces;
- Decree No. 2001/183 of 25 July 2001 to reorganise combat formations in the Army;
- Decree No. 2004/065 of 30 March 2004 to lay down the internal organisation of the combat formations in the Army;
- Decree No. 2011/408 of 9 December 2011 to organise the Government;
- Decree No. 2012/386 of 14 September 2012 to amend Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Ministerial Instruction No. 4715/ IM/ MINFA/ 200 of 14 December 1979 to lay down the conditions of marriage for military personnel serving in the Armed Forces.
- Ministerial Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-Commissioned service members.

PLACE OF SUBMISSION OF FILE: Assignment Company

REQUIREMENTS: be a service member of the National Fire Brigade with at least three (3) years of service and have an expiring marriage authorisation.

CONSTITUTION OF FILE:

- **Required documents:**
 - handwritten application addressed to the Commander of the National Fire Brigade specifying the following (date and place of birth, nationality, contact address, spouse's occupation as well as contact address of his/her parents);
 - expiring marriage authorisation;
 - report on the non- celebration of marriage.
- **Reference document:** staff file

SIGNATORY OF THE DOCUMENT: the Commander of the National Fire Brigade

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Commander of the National Fire Brigade

NATIONAL FIRE BRIGADE STAFF**PROCEDURE No.05/ MINDEF/CNSP/I****ISSUING AN AUTHORISATION FOR CHANGE OF MARITAL REGIME TO A NON-COMMISSIONED SERVICE MEMBER**

TITLE OF THE DOCUMENT/SERVICE: Authorisation for change of marital regime

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Chancellery Bureau

REFERENCE INSTRUMENTS:

- Law No.67/LF/9 of 12 June 1967 on the general organisation of Defence;
- Law No. 80/12 of 14 July 1980 on general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 on the reorganisation of the Territorial Military Command;
- Decree No. 2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-commissioned service members of the Defence Forces;
- Decree No. 2007/199 of 7 July 2007 to lay down rules of general discipline in the defence forces;
- Ministerial Instruction No. 4715/ IM/ MINFA/ 200 of 14 December 1979 to lay down the conditions of marriage for military personnel serving in the Armed Forces.
- Ministerial Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-Commissioned service members.

PLACE OF SUBMISSION OF FILE: the Applicant's Assignment Company

REQUIREMENTS:

- be a service member of the National Fire Brigade and be engaged in a previous marriage.

CONSTITUTION OF FILE:

- **Required documents:**
 - handwritten application addressed to the Commander of the National Fire Brigade specifying the following (date and place of birth, nationality, contact address, spouse's occupation as well as contact address of his/her parents), as well the reasons for the change of regime or annulment of the marriage ;
 - copy of the authorisation for marriage;
 - copies of the marriage certificate, one certified by the Unit Commander and the second one by the competent civil authority;
 - certified true copy of birth certificate of the future spouse;
 - individual notice on change of marital regime;
 - certified true copies of death certificate of the first spouse or final divorce judgement with the first spouse, where applicable.

• Reference document:

- nominal roll/staff file;
- deserter's file/punishment record;
- service roll;
- background check report from the Gendarmerie Brigade commander of the future spouse place of residence providing information on her situation, that of her parents, her reputation as well as on her family and her health condition, the circumstances of change of marital regime or annulment of marriage, where applicable.

SIGNATORY OF THE DOCUMENT: the Commander of the National Fire Brigade

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Mail, Documentation and Records Bureau

NATIONAL FIRE BRIGADE STAFF**PROCEDURE No.06/ MINDEF/CNSP/I****ISSUING A MARRIAGE ANNULMENT NOTICE TO A NON-COMMISSIONED SERVICE MEMBER**

TITLE OF THE DOCUMENT/SERVICE: Marriage annulment notice

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Chancellery Bureau

REFERENCE INSTRUMENTS:

- Law No.67/LF/9 of 12 June 1967 on the general organisation of Defence;
- Law No. 80/12 of 14 July 1980 on general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 on the reorganisation of the Territorial Military Command;
- Decree No. 2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-commissioned service members of the Defence Forces;
- Decree No. 2007/199 of 7 July 2007 to lay down rules and regulations of general discipline in the defence forces;
- Ministerial Instruction No. 4715/ IM/ MINFA/ 200 of 14 December 1979 to lay down the conditions of marriage for military personnel serving in the Armed Forces.
- Ministerial Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-Commissioned service members.

PLACE OF SUBMISSION OF FILE: Applicant's Assignment Company

REQUIREMENTS:

- be a service member of the National Fire Brigade and be engaged in a previous marriage.

CONSTITUTION OF FILE:

- **Required documents:**
 - handwritten application addressed to the Commander of the National Fire Brigade specifying the following (date and place of birth, nationality, contact address, spouse's occupation as well as contact address of his/her parents), as well the reasons for the change of regime or annulment of the marriage ;
 - copies of the marriage certificate, one certified by the Unit Commander and the second one by the competent civil authority;
 - divorce file;
- **Reference document:**
 - nominal roll/staff file;
 - deserter's file/punishment record;
 - service roll;

- background check report from the Gendarmerie Brigade commander of the future spouse place of residence providing information on her situation, that of her parents, her reputation as well as on her family and her health condition, the circumstances of cancellation of marriage, where applicable.

SIGNATORY OF THE DOCUMENT: the Commander of the National Fire Brigade

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Mail, Documentation and Records Bureau

NATIONAL FIRE BRIGADE STAFF**PROCEDURE No.07/ MINDEF/CNSP/I****ISSUING AN AUTHORISATION TO WEAR BEARD**

TITLE OF THE DOCUMENT/SERVICE: Message to authorise a service member to wear beard

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Chancellery Bureau

REFERENCE INSTRUMENTS:

- Law No.67/LF/9 of 12 June 1967 on the general organisation of Defence;
- Law No. 80/12 of 14 July 1980 on general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 on the reorganisation of the Territorial Military Command;
- Decree No. 2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-commissioned service members of the Defence Forces;
- Decree No. 2001/183 of 25 July 2001 to reorganise the combat formations in the Army;
- Decree No. 2004/065 of 30 March 2004 to lay down the internal organisation of the combat formations in the Army;
- Decree No. 2007/199 of 7 July 2007 to lay down rules of general discipline in the defence forces.

PLACE OF SUBMISSION OF FILE: Applicant's assignment company

REQUIREMENTS:

- be suffering from a condition caused by beard shaving, or be subject to traditional rites linked to the death of a legitimate father or mother, child or wife, where applicable.

CONSTITUTION OF FILE:**• Required documents:**

- stamped handwritten application addressed to the Commander of the National Fire Brigade specifying the following (date and place of birth, nationality, contact address, spouse's occupation as well as contact address of his/her parents), as well the reasons for the change of regime or annulment of the marriage ;
- medical certificate, where applicable;
- any other supporting document.

• Reference document:

- staff file

SIGNATORY OF THE DOCUMENT: the Commander of the National Fire Brigade

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Mail, Documentation and Records Bureau

NATIONAL FIRE BRIGADE STAFF**PROCEDURE No.08/ MINDEF/CNSP/I****ISSUING CERTIFICATE OF GOOD CONDUCT**

TITLE OF THE DOCUMENT/SERVICE: Certificate of good conduct

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Personnel Bureau

REFERENCE INSTRUMENTS:

- Law No.67/LF/9 of 12 June 1967 on the general organisation of Defence;
- Law No. 80/12 of 14 July 1980 on general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 on the reorganisation of the Territorial Military Command;
- Decree No. 2001/188 of 25 July 2001 to lay down special regulations governing the corps of Active Officers of the Defence Forces;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations of non-commissioned service members of the Defence Forces;
- Decree No. 2001/183 of 25 July 2001 to reorganise the combat formations of the Army;
- Decree No. 2004/065 of 30 March 2004 on the internal organisation of the combat formations of the Army;
- Decree No. 2007/199 of 7 July 2007 to lay down rules of general discipline in the defence forces.

PLACE OF SUBMISSION OF FILE: Applicant's company secretariat/ Assignment company

REQUIREMENTS:

- be assigned to one of the units of the National Fire Brigade
- must not have been relieved on disciplinary grounds
- be close to retirement.

CONSTITUTION OF FILE:

- **Required documents:** N/A

- **Reference document:**

- retirement order/decision
- nominal roll;
- military service records
- deserter's file;
- punishment records for the last five (05) years ;
- evaluation record for the last five (05) years:
- service member individual file.

SIGNATORY OF THE DOCUMENT: the Commander of the National Fire Brigade

DEADLINE: sixty (60) days

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Head of the Mail, Documentation and Records Bureau

FIREFIGHTERS GROUP

No.	TITLES OF PROCEDURES
1.	ISSUING A TECHNICAL NOTICE FOR THE INSTALLATION OF A FIRE SAFETY SYSTEM
2.	ISSUING AN ASSESSMENT OF FIRE SAFETY NOTICE
3.	ISSUING AN INTERVENTION ATTESTATION
4.	ISSUING A FIRE SAFETY INSPECTION
5.	PROVIDING STATISTICS IN RESPONSE TO EMERGENCIES (FIRE, TRAFFIC ACCIDENT, DROWNING, ETC.
6.	PROVIDING TECHNICAL SUPPORT FOR FIRST AID/FIRE SAFETY TRAINING
7.	PROVIDING SUPPORT FOR FIRE DRILLS

FIREFIGHTERS GROUP**PROCEDURE No.01/ MINDEF/GSP/II****ISSUING A TECHNICAL NOTICE FOR THE INSTALLATION OF
A FIRE SAFETY SYSTEM**

TITLE OF THE DOCUMENT/SERVICE: Technical notice for the installation of a fire safety system

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Prevention Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 86/286 of 05 April 1986 to set up and organize the National Fire Brigade;
- Decree No. 2001/184 of 25 July 2001 to reorganize the National Fire Brigade;
- Decree No. 2004/158 of 23 March 2004 to set up and organize formations of the National Fire Brigade;
- Decree No. 2011/408 of 9 December 2011 on the organisation of the Government;
- Decree No. 2012/386 of 14 September 2012 to amend Decree No. 2001/177 of 25 July 2001 on the organisation of the Ministry of Defence.

PLACE OF SUBMISSION OF FILE: Secretariat of the Group Commander

REQUIREMENTS:

- be a natural or legal person;
- be a provider of fire safety services.

CONSTITUTION OF FILE:

- **Required documents:**
 - unstamped application addressed to the Group Commander;
 - certified true copy of the National identity card and taxpayer's card for natural person; accreditation and debt clearance certificate for legal person;
 - fire safety system installation draft;
 - construction plan of the building;
 - location map.
- **Reference document:** Fire safety regulations

DEADLINE: ten (10) days

SIGNATORIES OF THE DOCUMENT: the Group Commander

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Group Commander

FIREFIGHTERS GROUP**PROCEDURE No.02/ MINDEF/GSP/II****ISSUING AN ASSESSMENT OF FIRE SAFETY NOTICE**

TITLE OF THE DOCUMENT/SERVICE: Assessment of fire safety notice

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Prevention Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 86/286 of 05 April 1986 to set up and organize the National Fire Brigade;
- Decree No. 2001/184 of 25 July 2001 to reorganize the National Fire Brigade;
- Decree No. 2004/158 of 23 March 2004 to set up and organize formations of the National Fire Brigade;
- Decree No. 2011/408 of 9 December 2011 on the organisation of the Government;
- Decree No. 2012/386 of 14 September 2012 to amend Decree No. 2001/177 of 25 July 2001 on the organisation of the Ministry of Defence.

PLACE OF SUBMISSION OF FILE: Secretariat of the Group Commander

REQUIREMENTS:

- be a natural or legal person;
- have the required estimates and plans.

CONSTITUTION OF FILE:

- **Required documents:**
 - unstamped application addressed to the Group Commander;
 - certified copy of the National identity card and taxpayer's card for natural person; accreditation and debt clearance certificate for legal person;
 - schedule of works issued by a works engineer;
 - a bill of quantities from a construction engineer;
 - ground plan and site plan issued by the Ministry of Land Registry;
 - foundation plan designed by architect registered with the Order;
 - ground floor plan designed by architect registered with the Order;
 - level plan (if applicable) designed by a registered architect;
 - plan of the different views designed by architect registered with the Order;
 - roof plan designed by a registered architect.
- **Reference document:** Fire safety regulations

DEADLINE: ten (10) days

SIGNATORY OF THE DOCUMENT: the Group Commander

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Group Commander

FIREFIGHTERS GROUP**PROCEDURE No.03/ MINDEF/GSP/II****ISSUING AN INTERVENTION ATTESTATION**

TITLE OF THE DOCUMENT/SERVICE: Intervention attestation

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Prevention Bureau

REFERENCE INSTRUMENTS:

- Decree No. 86/286 of 05 April 1986 to set up and organize the National Fire Brigade;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/184 of 25 July 2001 to reorganize the National Fire Brigade;
- Decree No. 2004/158 of 23 March 2004 to set up and organize formations of the National Fire Brigade;
- Decree No. 2011/408 of 9 December 2011 on the organisation of the Government;
- Decree No. 2012/386 of 14 September 2012 to amend Decree No. 2001/177 of 25 July 2001 on the organisation of the Ministry of Defence.

PLACE OF SUBMISSION OF FILE: Secretariat of the Group Commander

REQUIREMENTS:

- be a natural or legal person;
- be a victim.

CONSTITUTION OF FILE:

- **Required documents:**
 - stamped application addressed to the Group Commander;
 - certified true copy of the National identity card and taxpayer's card for natural person; accreditation and debt clearance certificate for legal person;
 - receipt of payment as per the rate in force issued by the Treasury and paid into the account of the Ministry of Defence.
- **Reference document:** intervention report

DEADLINE: 03 (three) days

SIGNATORY OF THE DOCUMENT: the Group Commander

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Group Commander

FIREFIGHTERS GROUP**PROCEDURE No.04/ MINDEF/GSP/II****FIRE SAFETY INSPECTION**

TITLE OF THE DOCUMENT/SERVICE: Approval letter for fire safety inspection

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Prevention Bureau

REFERENCE INSTRUMENTS:

- Decree No. 86/286 of 05 April 1986 to set up and organize the National Fire Brigade;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/184 of 25 July 2001 to reorganize the National Fire Brigade;
- Decree No. 2004/158 of 23 March 2004 to set up and organize formations of the National Fire Brigade;
- Decree No. 2011/408 of 9 December 2011 on the organisation of the Government;
- Decree No. 2012/386 of 14 September 2012 to amend Decree No. 2001/177 of 25 July 2001 on the organisation of the Ministry of Defence.

PLACE OF SUBMISSION OF FILE: Secretariat of the Group Commander

REQUIREMENTS: be a natural or legal person

CONSTITUTION OF FILE:

- **Required documents:**
 - stamped application addressed to the Group Commander;
 - plan of the building;
 - certified true copy of the National identity card and taxpayer's card for natural person; accreditation and debt clearance certificate for legal person.
- **Reference document:** Fire safety regulations

DEADLINE: three (03) days

SIGNATORY OF THE DOCUMENT: the Group Commander

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Group Commander

FIREFIGHTERS GROUP**PROCEDURE No.05/ MINDEF/GSP/II****PROVIDING STATISTICS IN RESPONSE TO EMERGENCIES (FIRE, TRAFFIC ACCIDENT, DROWNING, ETC.)**

TITLE OF THE DOCUMENT: Letter to forward statistics table in response to emergencies

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Prevention Bureau

REFERENCE INSTRUMENTS:

- Decree No. 86/286 of 05 April 1986 to set up and organize the National Fire Brigade;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/184 of 25 July 2001 to reorganize the National Fire Brigade;
- Decree No. 2004/158 of 23 March 2004 to set up and organize formations of the National Fire Brigade;
- Decree No. 2011/408 of 9 December 2011 on the organisation of the Government;
- Decree No. 2012/386 of 14 September 2012 to amend Decree No. 2001/177 of 25 July 2001 on the organisation of the Ministry of Defence.

PLACE OF SUBMISSION OF FILE: Secretariat of the Group Commander

REQUIREMENTS: be a natural or legal person

CONSTITUTION OF FILE:

- **Required document:**
 - unstamped application addressed to the Group Commander;
 - certified true copy of the National identity card and taxpayer's card for natural person; accreditation and debt clearance certificate for legal person.
- **Reference document:** intervention reports

DEADLINE: three (03) days

SIGNATORY OF THE DOCUMENT: the Group Commander

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Group Commander

FIREFIGHTERS GROUP**PROCEDURE No. 6/ MINDEF/GSP/II****PROVIDING TECHNICAL SUPPORT FOR FIRST AID/FIRE SAFETY TRAINING**

TITLE OF THE DOCUMENT: Approval letter for technical support for first aid/fire safety training

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Training and Professional Development Bureau

REFERENCE INSTRUMENTS:

- Decree No. 86/286 of 05 April 1986 to set up and organize the National Fire Brigade;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/184 to reorganize the National Fire Brigade;
- Decree No. 2004/158 of 23 March 2004 to set up and organize formations of the National Fire Brigade;
- Decree No. 2011/408 of 9 December 2011 on the organisation of the Government;
- Decree No. 2012/386 of 14 September 2012 to amend Decree No. 2001/177 of 25 July 2001 on the organisation of the Ministry of Defence.

PLACE OF SUBMISSION OF FILE: Secretariat of the Group Commander

REQUIREMENTS:

- be a natural or legal person

CONSTITUTION OF FILE:

- **Required documents:**
 - unstamped application addressed to the Group Commander;
 - terms of reference for the training;
 - certified true copy of the National identity card and taxpayer's card for natural person; accreditation and debt clearance certificate for legal person.
- **Reference documents:**
 - fire safety regulations;
 - group first aid manual, level 1.

DEADLINE: three (03) days

SIGNATORY OF THE DOCUMENT: the Group Commander

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Group Commander

FIREFIGHTERS GROUP**PROCEDURE No.07/ MINDEF/GSP/II****SUPPORT FOR FIRE DRILLS**

TITLE OF THE DOCUMENT/SERVICE: Approval letter for fire drills

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Prevention Bureau

REFERENCE INSTRUMENTS:

- Decree No. 86/286 of 05 April 1986 to set up and organize the National Fire Brigade;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/184 of 25 July 2001 to reorganize the National Fire Brigade;
- Decree No. 2004/158 of 23 March 2004 to set up and organize formations of the National Fire Brigade;
- Decree No. 2011/408 of 9 December 2011 on the organisation of the Government;
- Decree No. 2012/386 of 14 September 2012 to amend Decree No. 2001/177 of 25 July 2001 on the organisation of the Ministry of Defence.

PLACE OF SUBMISSION OF FILE: Secretariat of the Group Commander

REQUIREMENTS: be a natural or legal person

CONSTITUTION OF FILE:

- **Required documents:**
 - stamped application addressed to the Group Commander;
 - plan of the building or house.
- **Reference document:** Fire safety regulations

DEADLINE: three (03) days

SIGNATORY OF THE DOCUMENT: the Group Commander

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Group Commander

ANNEXES

EQUIPE DE REALISATION

I- EQUIPE OPERATIONNELLE

❖ **Supervision :**

- M. Secrétaire Général / MINDEF
- M. TCHAGADICK NJILLA Yves Alain, Secrétaire Permanent à la Réforme Administrative/ MINFOPRA.

❖ **Coordonnation Administrative :** M.DAAR/MINDEF.

❖ **Coordination Technique :** Mme. ESSAMA née NGANTOA ZOA Virginie, Chef de la Division des Administrations de Souveraineté / MINFOPRA ;

❖ **Point focal MINDEF. Commandant**

❖ **Chef d'Equipe :** Mme AFFANA Nicole, Conseiller Assistant en Organisation Administrative/ MINFOPRA.

❖ **Rapporteur :** M. BEKONO Bernard Armand, Conseiller en Organisation Administrative/ MINFOPRA.

❖ **Membres :**

- Mme EVOLA née NGAH Justine, Conseiller en Organisation Administrative/ MINFOPRA ;
- M. EKOTTI Silas PALE, Conseiller en Organisation Administrative/ MINFOPRA.

❖ **Représentants des Etats majors :**

- Représentant de l'Etat-major des Armées :.....
- Représentant de l'Etat-major de l'armée de terre.....
- Représentant de l'Etat-major de l'armée de l'Air.....
- Représentant de la Marine National :.....

❖ **Cadre/ Informaticien :** M. BEA Marc, Cadre/SPRA.

❖ **Secrétaire :** Mme EPASSI Solange.

II- COMITE SCIENTIFIQUE

❖ **Président :** M. TCHAGADICK NJILLA Yves Alain, Secrétaire Permanent à la Réforme Administrative/ MINFOPRA.

❖ **Rapporteur :** M. BEKONO Bernard Armand, Conseiller en Organisation Administrative/ MINFOPRA.

❖ **Membres :**- **les représentants du MINDEF :**

- Colonel DAAR
- Cdt. ABANDA, représentant du Secrétariat Général MINDEF ;

- **les Chefs de Structure du SPRA/ MINFOPRA :**

- M. EBAÏ Moses EFFIMAKA, Chef de la Division des Administrations Technique /MINFOPRA ;
- Mme EBA'A Jeanne, Chef de la Division des Administrations Economique et Sociales / MINFOPRA;
- Mme. ESSAMA née NGANTOA ZOA Virginie, Chef de la Division des Administrations de Souveraineté / MINFOPRA ;
- Mme BIMEM Yvette : Chef de la Section/SPRA/MINFOPRA
- Mme NGAMBI Amphaïde : Chef de la Section/SPRA/MINFOPRA
- M. TABI NTOBO Ananie ; Chef de la Section/SPRA/MINFOPRA
- M. TOUNDE BINDE Joseph Thierry ; Chef de la Section/SPRA/MINFOPRA

- **l'Equipe Opérationnelle :**

- Mme. ESSAMA née NGANTOA ZOA Virginie, Chef de la Division des Administrations de Souveraineté / MINFOPRA ;
- Mme AFFANA Nicole, Conseiller Assistant en Organisation Administrative/ MINFOPRA ;
- M. BEKONO Bernard Armand, Conseiller en Organisation Administrative/ MINFOPRA ;
- Mme EVOLA née NGAH Justine, Conseiller en Organisation Administrative/ MINFOPRA ;
- M. EKOTTI Silas PALE, Conseiller en Organisation Administrative/ MINFOPRA ;
- Mme ONGBOULAL MBOM Yolande, Chef de Brigade/SPRA ;
- M. BANANG FATOING, Chef de Brigade/SPRA ;
- M. MBARGA François Mathurin, Chargé d'Etudes Assistant/SPRA ;
- M. BEA Marc Claude, Cadre/SPRA ;
- Mme EPASSI Solange Rachel ;
- Mme. AKANDE Gylien MANDAH.

III- COMITE DE PILOTAGE❖ **Pour le compte du MINDEF**

- Colonel XXXXXX, DAAR ;
- Colonel XXXXX, représentant SED/CGN ;
- Colonel XXXXX, représentant SED/CACVG ;
- Colonel XXXXX, représentant CGA ;

- XXXXXX, représentant Marine;
- XXXXXX

❖ **Pour le compte du MINFOPRA**

- Mme. ESSAMA née NGANTOA ZOA Virginie, Chef de la Division des Administrations de Souveraineté / MINFOPRA, Coordonateur Technique ;
- M. TOUNDE BINDE Joseph Thierry ; Chef de la Section/SPRA/MINFOPRA, Coordonateur Technique Adjoint ;
- M. BEKONO Bernard Armand, Conseiller en Organisation Administrative/ MINFOPRA ;
- Mme EVOLA née NGAH Justine, Conseiller en Organisation Administrative/ MINFOPRA ;
- M. EKOTTI Silas PALE, Conseiller en Organisation Administrative/ MINFOPRA ;
- Mme AFFANA Nicole, Conseiller Assistant en Organisation Administrative/ MINFOPRA ;
- Mme ONGBOULAL MBOM Yolande, Chef de Brigade/SPRA ;
- M. BANANG FATOING, Chef de Brigade/SPRA ;
- M. MBARGA François Mathurin, Chargé d'Etudes Assistant/SPRA ;
- M. BEA Marc Claude, Cadre/SPRA ;
- Mme EPASSI Solange Rachel ;
- Mme. AKANDE Gylien MANDAH.