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Paix-Travail-Patrie



REPUBLIC OF CAMEROON
Peace-Work-Fatherland

MINISTRY OF DEFENCE

USER GUIDE

VOLUME 1

CENTRAL SERVICES

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and Administrative Reform*

2023 EDITION



**H.E. Paul BIYA,
President of the Republic of Cameroon**



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Prime Minister, Head of Government



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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: 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 public service 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 public service to a user.

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

LIST OF ACRONYMS AND ABBREVIATIONS

BAN:	Naval Base
CIMA Code:	The Inter-African Conference on Insurance Markets
DCC:	Central Coordination Department
EMA:	Defence Staff
EMAA:	Air Force Staff
EMM:	Navy staff
EMAT:	Army staff
EPMS:	Sports and military physical training
ESS:	Military Service record
RG:	Gendarmerie Region
SED/CGN:	Secretariat of State at the Ministry of Defence in charge of the National Gendarmerie
SOC:	Career Non-commissioned Officer
AC:	Central services
MINDEF:	Ministry of Defence

LIST OF CODES

No.	HEADINGS	CODES
1.	Military Cooperation Division	DCM
2.	Department of Administrative and Regulatory Affairs	DAAR
3.	Department of Budget and Equipment	DBE
4.	Department of Military Property and Infrastructure	DDMI
5.	Department of Human Resources	DRH
6.	Department of Military Justice	DJM
7.	Department of Military Health	DSM
8.	Department of Sports, Cultural and Artistic Activities	DSACA

LIST OF SERVICES PROVIDED

No.	TITLE OF THE PROCEDURE	PAGE
MILITARY COOPERATION DIVISION		
1.	ISSUING AN APPROVAL FOR PARTICIPATION IN A CEREMONY/AN EVENT ORGANISED BY A FOREIGN INSTITUTION/AGENCY BASED IN CAMEROON	
2.	ISSUING A COPY OF A LEGAL INSTRUMENT (CONVENTION, AGREEMENT, LAW, AUTHORISATION, ETC.)	
3.	ISSUING A DEFENCE ATTACHE A LETTER OF ACCEPTANCE	
4.	ISSUING A DEFENCE ATTACHE AN AUTHORISATION TO CARRY OUT A CONTACT VISIT	
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2.	RENEWING THE APPROVAL OF A FIRM/COMPANY	
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3.	REIMBURSEMENT OF MEDICAL EXPENSES TO RIGHTFUL	

<i>No.</i>	<i>TITLE OF THE PROCEDURE</i>	<i>PAGE</i>
	CLAIMANTS	
4.	PROVIDING MEDICINES/VACCINES	
5.	GRANTING A PROSTHESIS	
6.	REIMBURSEMENT OF EYEGLASS EXPENSES	
DEPARTMENT OF SPORTS, CULTURAL AND ARTISTIC ACTIVITIES		
1.	ISSUING AN AUTHORISATION TO COMPETE IN A CIVILIAN CHAMPIONSHIP TO A MILITARY TEAM	
2.	ISSUING A SPORTS OR CULTURAL OUTING AUTHORISATION	
3.	PLACING AN ATHLETE/ARTIST ON RESERVE	
4.	APPROVING THE PRODUCTION OF AN ARTISTIC WORK	
5.	ISSUING AN AUTHORISATION FOR AN ARTISTIC PERFORMANCE	
6.	APPROVING PARTICIPATION IN A SPORTS CHAMPIONSHIP/NATIONAL OR INTERNATIONAL ARTISTIC EVENT	
TOTAL = 36 procedures		

MILITARY COOPERATION DIVISION

No	LIST OF PROCEDURES
1.	ISSUING AN APPROVAL FOR PARTICIPATION IN A CEREMONY/AN EVENT ORGANISED BY A FOREIGN INSTITUTION/AGENCY BASED IN CAMEROON
2.	ISSUING A COPY OF A LEGAL INSTRUMENT (CONVENTION, AGREEMENT, LAW, AUTHORISATION, ETC.)
3.	ISSUING A DEFENCE ATTACHE A LETTER OF ACCEPTANCE
4.	ISSUING A DEFENCE ATTACHE AN AUTHORISATION TO CARRYOUT A CONTACT VISIT
5.	ISSUING A DEFENCE ATTACHE AUTHORISATION TO VISIT A CONSTITUENCY, AN ADMINISTRATIVE /A TRADITIONAL AUTHORITY
6.	ISSUING AN AUTHORISATION TO AN OFFICER TO PARTICIPATE IN A TRAINING PROGRAMME ABROAD

MILITARY COOPERATION DIVISION**PROCEDURE No. 1/MINDEF/AC/DCMI****ISSUING AN APPROVAL FOR PARTICIPATION IN A CEREMONY/AN EVENT ORGANISED BY A FOREIGN INSTITUTION/AGENCY BASED IN CAMEROON**

TITLE OF THE DOCUMENT/SERVICE: Letter to approve participation in a ceremony organised by a foreign institution/organisation based in Cameroon

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Military Cooperation Division

REFERENCE INSTRUMENTS:

- Vienna Convention of 18 April 1961 on diplomatic relations;
- Vienna Convention of 24 April 1963 on consular relations;
- Multilateral agreements based on reciprocity principles;
- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Decree No. 92/156 of 17 April 1992 to reorganise the Military Territorial Command;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2011/ 408 of 9 December 2011 to organise the Government.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS:

- be an institution/organisation of a country that has cooperation ties with Cameroon;
- be preparing a ceremony / an event in Cameroon;
- must have received an official invitation from the organising structure.

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

- a letter to the Minister, specifying the nature of the ceremony/event;
- letter of invitation;
- technical file showing:
 - ✓ the annotated agenda/programme of the ceremony;
 - ✓ the stakes of the Minister's participation in the meeting.

• *Reference documents:*

- state of relations between Cameroon and the country of origin;
- cooperation file;
- activity reports.

DEADLINE: seven (07) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: collection/notification

QUALITY SUPERVISOR: the Head of the Follow-up Service

MILITARY COOPERATION DIVISION**PROCEDURE No. 2/MINDEF/AC/DCM/I****ISSUING A COPY OF A LEGAL INSTRUMENT**

TITLE OF THE DOCUMENT/SERVICE: Copy of the cooperation legal instrument (convention, partnership agreement, law, regulation, etc.)

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Military Cooperation Division

REFERENCE INSTRUMENTS:

- Vienna Convention of 18 April 1961 on diplomatic relations;
- Vienna Convention of 24 April 1963 on consular relations;
- Multilateral agreements based on reciprocity principles;
- Law No. 2000/010 of 19 December 2000 to regulate archives in Cameroon
- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Decree No. 92/156 of 17 April 1992 to reorganise the Military Territorial Command;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS:

- be an institution/organisation of a country that has good cooperation ties with Cameroon/a student involved in a research project or a researcher.

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

- stamped application addressed to the Minister, specifying the nature of the legal instrument requested;
- application supporting documents (letter of recommendation, affiliation).

• Reference documents:

- physical and numerical coding system;
- archive directory;
- state of relations between Cameroon and the country of jurisdiction/cooperation file, where applicable.

DEADLINE: Seven (07) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

MILITARY COOPERATION DIVISION**PROCEDURE No. 3/MINDEF/AC/DCM/I****ISSUING A LETTER OF ACCEPTANCE TO A DEFENCE ATTACHE**

TITLE OF THE DOCUMENT/SERVICE: Letter of acceptance of a Defence Attaché

INITIATOR OF THE PROCEDURE: Applicant/Diplomatic mission

INITIATING ENTITY: Military Cooperation Division

REFERENCE INSTRUMENTS:

- Vienna Convention of 18 April 1961 on diplomatic relations;
- Vienna Convention of 24 April 1963 on consular relations;
- Multilateral agreements based on reciprocity principles;
- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence

REQUIREMENT: be a Defence Attaché

CONSTITUTION OF FILE:

- **Required documents:**
 - note verbale addressed to the Minister of Delegate
- **Reference documents:**
 - directory of countries having ties with Cameroon;
 - state of relations between Cameroon and the country of origin;
 - cooperation file.

DEADLINE: seven (07) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

MILITARY COOPERATION DIVISION

PROCEDURE No. 4/MINDEF/AC/DCM/I

**ISSUING AN AUTHORISATION TO A FOREIGN DEFENCE ATTACHE TO CARRYOUT
A CONTACT VISIT**

TITLE OF DOCUMENT/SERVICE/SERVICE: Letter to authorise a Defence Attaché

INITIATOR OF THE PROCEDURE: Applicant/Diplomatic Mission

INITIATING ENTITY: Military Cooperation Division

REFERENCE INSTRUMENTS:

- Vienna Convention of 18 April 1961 on diplomatic relations;
- Vienna Convention of 24 April 1963 on consular relations;
- Multilateral agreements based on reciprocity principles;
- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Decree No. 2011/ 408 of 9 December 2011 to organise the Government;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence.

REQUIREMENT: be a Defence Attaché regularly accredited to Cameroon

CONSTITUTION OF FILE:

- **Required documents:** a note verbale addressed to the Minister Delegate stating the subject and period of the visit

- **Reference documents:**
 - copy of approval of the person concerned;
 - directory of countries having ties with Cameroon;
 - state of relations between Cameroon and the country of jurisdiction;
 - cooperation file;
 - authorisation.

DEADLINE: seven (07) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

MILITARY COOPERATION DIVISION**PROCEDURE No. 5/MINDEF/AC/DCM/I****ISSUING AN AUTHORISATION TO A DEFENCE ATTACHE TO VISIT A CONSTITUENCY, AN ADMINISTRATIVE/TRADITIONAL AUTHORITY**

TITLE OF THE DOCUMENT/SERVICE: Letter to authorise a Defence Attaché to visit a constituency, an administrative/traditional authority

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Military Cooperation Division

REFERENCE INSTRUMENTS:

- Vienna Convention of 18 April 1961 on diplomatic relations;
- Vienna Convention of 24 April 1963 on consular relations;
- Multilateral agreements based on reciprocity principles;
- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENT: be a Defence Attaché

CONSTITUTION OF FILE:

- **Required document:** a note verbale addressed to the Minister of Defence stating the subject and period of the visit.

- **Reference documents:**
 - directory of approved Defence Attachés;
 - state of relations between Cameroon and the country of jurisdiction;
 - cooperation file.

DEADLINE: seven (07) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

MILITARY COOPERATION DIVISION**PROCEDURE No. 06/MINDEF/AC/DCM/I****ISSUING AN AUTHORISATION TO AN OFFICER TO PARTICIPATE IN A TRAINING PROGRAMME ABROAD**

TITLE OF DOCUMENT/SERVICE/SERVICE: Letter authorising an officer to participate in a training programme abroad

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Military Cooperation Division

REFERENCE INSTRUMENTS:

- Vienna Convention of 18 April 1961 on diplomatic relations;
- Vienna Convention of 24 April 1963 on consular relations;
- Multilateral agreements based on reciprocity principles;
- Law No. 67/LF/9 of 12 June 1967 on the general organisation of defence;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS: be an Officer enrolled in a recognised training institution with a partnership agreement with the Ministry.

CONSTITUTION OF FILE:

- **Required documents:**
 - stamped application addressed to the Minister Delegate and stating the subject and period of the visit;
 - school attendance certificate;
 - training approval letter;
 - specifications for the academic course.
- **Reference documents:**
 - directory of accredited training institutions;
 - agreements signed with foreign training institutes;
 - state of relations between Cameroon and the country of origin;
 - cooperation file.

DEADLINE: ten (10) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

**DEPARTMENT OF ADMINISTRATIVE AND
REGULATORY AFFAIRS**

No.	TITLES OF PROCEDURES
1.	LODGING AN INFORMAL APPEAL
2.	AMICABLE SETTLEMENT OF LOSS IMPUTABLE TO SERVICE
3.	APPOINTING A GOVERNMENT REPRESENTATIVE IN COURTS
4.	ALLOCATING SOCIAL ASSISTANCE TO SERVICE MEMBERS' ORPHANS/WARDS OF THE NATION
5.	GRANTING AN EXCEPTIONAL AID
6.	GRANTING AN EXCEPTIONAL AID TO A TRAINEE

DEPARTMENT OF ADMINISTRATIVE AND REGULATORY AFFAIRS

PROCEDURE No. 1/MINDEF/AC/DAAR/I

LODGING AN INFORMAL APPEAL

TITLE OF THE DOCUMENT/SERVICE: Reply to an informal appeal

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Legal Service

REFERENCE INSTRUMENTS:

- Decree No. 2001/ 177 of 12 June 2001 to organise the Ministry of Defence
- Instrument establishing appeal for clemency.

REQUIREMENTS:

- be a staff of the Ministry of Defence;
- should have been aggrieved by an instrument.

PLACE OF SUBMISSION OF FILE: Mail Bureau

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

- petition on *papier ministre* (square ledger paper) addressed to the Minister Delegate at the Presidency in charge of Defence;
- copy of the alleged instrument;
- any other supporting documents, where applicable.

*** Reference documents:**

- respondent's file;
- any document necessary to review the file.

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Follow-up Service

DEPARTMENT OF ADMINISTRATIVE AND REGULATORY AFFAIRS

PROCEDURE No. 2/MINDEF/AC/DAAR/I

AMICABLE SETTLEMENT OF LOSS IMPUTABLE TO A SERVICE

TITLE OF DOCUMENT/SERVICE: Minutes of settlement

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY THE DRAFT DOCUMENT: Department of Administrative and Regulatory Affairs

REFERENCE INSTRUMENTS:

- Decree No. 2001/ 177 of 25 July 2001 to organise the Ministry of Defence

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENT: should have suffered a prejudice as a result of military administration.

CONSTITUTION OF FILE:

* *Required documents:*

- stamped settlement request addressed to the Minister of Defence;
- supporting documents for the damage;
- damage assessment form, where applicable.

* *Reference documents:*

- CIMA Code;
- Civil Code.

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF ADMINISTRATIVE AND REGULATORY AFFAIRS**PROCEDURE No. 3/ MINDEF/AC/DAAR/I****APPOINTING A STATE REPRESENTATIVE IN COURT**

TITLE OF THE DOCUMENT/SERVICE: Decision to appoint officials assigned to defend the State's interests (Ministry of Defence) in court

INITIATOR OF THE PROCEDURE: Applicant/Administration

INITIATING ENTITY: Legal Service

REFERENCE INSTRUMENT:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS :

- be a civil or military personnel in active service;
- have a legal background.

CONSTITUTION OF THE FILE :

* *Required document* : N/A

* *Reference document*: Staff file

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF ADMINISTRATIVE AND REGULATORY AFFAIRS

PROCEDURE No. 04/MINDEF/AC/DAAR/I

ALLOCATING SOCIAL ASSISTANCE TO SERVICEMEMBERS' ORPHANS / WARDS OF THE NATION

TITLE OF THE DOCUMENT/SERVICE: Decision to allocate social assistance to servicemembers' orphans/wards of the nation

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Central Service for Social Welfare and Schools

REFERENCE INSTRUMENTS:

- Current Finance Law of the Republic;
- Law No. 84/4 of 4 July 1984 to lay down adoption conditions and criteria for wards of the Nation;
- Decree No. 2007/6 of 26 December 2007 on the financial regime of the State;
- Decree No. 2001/ 177 of 25 July 2001 to organise the Government;
- Order to re-open the Imprest Funds of the Ministry of Defence;
- Decision to appoint officials charged with the management of Imprest Funds at the Ministry of Defence;
- Circular of MINFI to lay down instructions relating to the execution of the finance law, follow-up and control of the execution of the budget of the State and other subsidised bodies for the current budgetary year;
- Service Memo of MINDEF on the execution of the budget of the Ministry of Defence for the current budgetary year.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS: be a legal tutor of the minor child of a service member who died on duty

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

- unstamped handwritten application on *papier ministre* (square ledger paper) addressed to the Minister;
- detailed report by the Company Commander showing the circumstances of the death;
- certified true copy of death certificate of the parent;
- certified true copy of marriage certificate, where applicable;
- certified true copies of the birth certificates of the children;
- collective life certificate;
- school attendance certificates for minor children;
- original copy of a judgement of ward of the nation;
- certificate of non-appeal.

*** Reference document:** Military file of the deceased

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF ADMINISTRATIVE AND REGULATORY AFFAIRS

PROCEDURE No. 05/MINDEF/AC/DAAR/I

GRANTING EXCEPTIONAL AID

TITLE OF THE DOCUMENT/SERVICE: Decision to grant an exceptional aid

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Central Service for Social Welfare and Schools

REFERENCE INSTRUMENTS:

- Current Finance Law of the Republic;
- Decree No. 2007/6 of 25 July 2001 on the financial regime of the State;
- 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;
- Order to re-open the Imprest Funds of the Ministry of Defence;
- Decision to appoint officials charged with the management of Imprest Funds at the Ministry of Defence;
- Decision No. 15000528/DM/MINDEF/01 of 14 April 2015 to appoint officials charged with defending Government interests (Ministry of Defence) in court;
- Circular of MINFI to lay down instructions relating to the execution of the finance law, follow-up and control of the execution of the budget of the State and other subsidized bodies for the current budgetary year;
- Service Memo of MINDEF on the execution of the budget of the Ministry of Defence for the current budgetary year.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENT: be a servicemember in distress requiring medical care

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

- handwritten application on *papier ministre* (square ledger paper) addressed to the Minister of Defence;
- medical record;
- pro forma invoice;
- attestation of effective presence.

*** Reference document:**

- Individual file

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF ADMINISTRATIVE AND REGULATORY AFFAIRS

PROCEDURE No. 6/MINDEF/AC/DAARI

GRANTING AN EXCEPTIONAL AID TO A TRAINEE

TITLE OF THE EXPECTED DOCUMENT: Decision to grant an exceptional aid to a trainee

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY : Social Welfare Service

REFERENCE INSTRUMENTS:

- Current Finance Law of the Republic;
- Decree No. 2007/6 of 25 July 2001 on the financial regime of the State;
- 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;
- Order to re-open the Imprest Funds of the Ministry of Defence;
- Decision to appoint officials charged with the management of Imprest Funds at the Ministry of Defence;
- Decision No. 15000528/DM/MINDEF/01 of 14 April 2015 to appoint officials charged with defending Government interests (Ministry of Defence) in court;
- Circular of MINFI to lay down instructions relating to the execution of the finance law, follow-up and control of the execution of the budget of the State and other subsidised bodies for the current budgetary year;
- Service Memo of MINDEF on the execution of the budget of the Ministry of Defence for the current budgetary year.

REQUIREMENT: be a service member admitted to a training course.

PLACE OF SUBMISSION OF FILE: Mail Bureau

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

- stamped handwritten application addressed to the Minister of Defence;
- service memo;
- mission order;
- payslip.

*** Reference document:** Military file of the trainee

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF BUDGET AND EQUIPMENT

No.	TITLES OF PROCEDURES
1.	ISSUING AN APPROVAL LETTER TO A FIRM/COMPANY
2.	RENEWING THE APPROVAL OF A FIRM/COMPANY
3.	WITHDRAWING THE APPROVAL OF A FIRM/COMPANY
4.	ISSUING A WARRANTY RELEASE

DEPARTMENT OF BUDGET AND EQUIPMENT

PROCEDURE No. 1/MINDEF/AC/DBE/I

ISSUING AN APPROVAL LETTER TO A FIRM/COMPANY

TITLE OF THE DOCUMENT/SERVICE: Approval letter to a firm or a company

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Service Delivery Bureau

REFERENCE INSTRUMENTS:

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2018/366 of 20 June 2018 on the Public Contracts Code.

REQUIREMENTS:

- be a promoter of a Cameroonian company or a Cameroonian legal structure;
- be of good morale and enjoy full rights as a citizen;
- provide financial guarantees to ensure that equity capital is available;
- have an escrow account of share capital;
- not be indebted to the banking and financial system;
- should not have been adjudicated bankrupt in company management, unless rehabilitated.

CONSTITUTION OF FILE:

- **Required documents:**
 - stamped application addressed to the Minister Delegate at the Presidency in charge of Defence;
 - copy of registration certificate;
 - constitution of the institution, where applicable;
 - bank statement;
 - location map;
 - certificate of residence;
 - contract bond/guarantee;
 - fiscal file.
- **Reference document:** unscrupulous contractors file

DEADLINE: five (05) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHODS: forwarding/collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF BUDGET AND EQUIPMENT

PROCEDURE No. 2/MINDEF/AC/DBE/I

RENEWING THE APPROVAL OF A FIRM/COMPANY

TITLE OF THE DOCUMENT/SERVICE: Letter to renew the approval of a firm/a company

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Accreditation and Proceedings Bureau

REFERENCE INSTRUMENTS:

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of Defence;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2018/366 of 20 June 2018 on the Public Contracts Code.

REQUIREMENTS: acknowledge that the firm or company:

- is not in default;
- has not discontinued business;
- has submitted financial statements and annual accounts for two (02) years;
- can be physically located in the field.

CONSTITUTION OF FILE:

- **Required document:** N/A

- **Reference documents:**
 - audit report;
 - official statement of facts;
 - any document supporting the alleged facts.

DEADLINE: five (05) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: Notification

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF BUDGET AND EQUIPMENT

PROCEDURE No. 3/MINDEF/AC/DBE/I

WITHDRAWING THE APPROVAL OF A FIRM/COMPANY

TITLE OF THE DOCUMENT/SERVICE: Letter to withdraw the approval of a firm/a company

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Accreditation and Proceedings Bureau

REFERENCE INSTRUMENTS:

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of Defence;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2018/366 of 20 June 2018 on the Public Contracts Code.

REQUIREMENTS: acknowledge that the firm or company:

- is not in default ;
- has not discontinued business;
- has not submitted financial statements and annual accounts for two (02) years;
- can be physically located

CONSTITUTION OF FILE:

- **Required document:** N/A

- **Reference documents:**
 - audit report;
 - official statement of facts;
 - any document supporting the alleged facts.

DEADLINE: five (05) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF BUDGET AND EQUIPMENT

PROCEDURE No. 04/ MINDEF/AC/DBE/I

ISSUING A WARRANTY RELEASE

TITLE OF THE DOCUMENT/SERVICE: Letter of warranty release to a firm/company

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Accreditation and Proceedings Bureau

REFERENCE INSTRUMENTS:

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of Defence;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2018/366 of 20 June 2018 on the Public Contracts Code.

REQUIREMENTS:

- should have been awarded a contract;
- should have performed its contractual obligations.

CONSTITUTION OF FILE:

Required document: N/A

- *Reference documents:*

- acceptance report;
- minutes of contracts award;
- any document supporting the alleged facts.

DEADLINE: five (05) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF MILITARY PROPERTY AND INFRASTRUCTURE

No.	TITLE OF PROCEDURES
1.	ISSUING A TENANCY AGREEMENT FOR A BUILDING/ HOUSE
2.	GRANTING ACCOMODATION TO MINDEF STAFF
3.	PROVIDING FREE ELECTRICITY AND WATER

DEPARTMENT OF MILITARY PROPERTY AND INFRASTRUCTURE

PROCEDURE No. 1/MINDEF/DDMI/I

ISSUING A TENANCY AGREEMENT FOR A BUILDING/ HOUSE

TITLE THE DOCUMENT/SERVICE: Tenancy agreement for a building/house

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Real Estate Contracts Bureau

REFERENCE INSTRUMENTS:

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Law No. 85/9 of 04 July 1985 on the exploitation procedures for public utilities and compensation modalities;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;

- Order No.00332/Y.15.1/MINUH/DC00 of 20 November 1987 to fix the calculation bases for the monetary value of constructions to be expropriated for public utility.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENT:

- own a building.

CONSTITUTION OF FILE:

- **Required documents:**
 - stamped application at the current rate addressed to the Minister Delegate at the Presidency in charge of Defence;
 - copy of the land certificate;
 - certificate of ownership;
 - copy of NIC of the applicant;
 - technical report;
 - submission of legalised signature;
 - detailed plans in three (03) copies;
 - pictures of the building;
 - bank attestation;
 - site plan of the building/house.
- **Reference document:** MINH DU order setting the value of the building/house.

SIGNATORIES OF THE DOCUMENT: the Minister/Owner

DEADLINE: ninety (90) days

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF MILITARY PROPERTY AND INFRASTRUCTURE

PROCEDURE No. 2/MINDEF/AC/DDMI/I

GRANTING FREE HOUSING TO MINDEF STAFF

TITLE OF DOCUMENT/SERVICE: Letter to grant a building/house

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Real Estate Contracts Bureau

REFERENCE INSTRUMENTS:

- Law No. 67/LF/9 of 12 June 1967 on the general organisation of defence;

- Law No. 85/9 of 4 July 1985 on the exploitation procedures for public utilities and compensation modalities;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Order No.00332/Y.15.1/MINUH/DC00 of 20 November 1987 to fix the calculation bases for the monetary value of constructions to be expropriated for public utility.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENT: be a service member

CONSTITUTION OF FILE:

- **Required documents:**
 - stamped application addressed to the Minister Delegate at the Presidency in charge of Defence;
 - appointment or assignment instrument, where applicable
- **Reference documents:**
 - MINH DU order setting the value of the building/house;
 - staff file.

SIGNATORY OF THE DOCUMENT: the Minister

DEADLINE: ninety (90) days

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF MILITARY PROPERTY AND INFRASTRUCTURE**PROCEDURE No. 3/MINDEF/AC/DDMI/I****PROVIDING FREE ELECTRICITY / WATER**

TITLE OF THE DOCUMENT/SERVICE: Decision to provide electricity and water free of charge

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Real Estate Contracts Bureau

REFERENCE INSTRUMENTS:

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Law No. 85/9 of 04 July 1985 on the exploitation procedures for public utilities and the compensation modalities;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Order No. 332/Y.15.1/MINUH/DC00 of 20 November 1987 to fix the calculation bases for the monetary value of constructions to be expropriated for public utility.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENT:

- be a service member;
- be a beneficiary of staff accommodation.

CONSTITUTION OF FILE:

- **Required documents:**
 - stamped application addressed to the Minister Delegate at the Presidency in charge of Defence;
 - copy of the decision granting a house;
 - copy of previous electricity and water bills.
- **Reference document:**
 - state housing file
 - staff file

SIGNATORY OF THE DOCUMENT: the Minister

DEADLINE: ninety (90) days

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF HUMAN RESOURCES**No. LIST OF PROCEDURES**

1. ISSUING A MILITARY IDENTITY CARD
2. ISSUING A MARRIAGE AUTHORISATION TO AN OFFICER
3. ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN AN OFFICER AND A FEMALE FOREIGN NATIONAL
4. ISSUING A CERTIFICATE OF GOOD CONDUCT

DEPARTMENT OF HUMAN RESOURCES

PROCEDURE No. 01/MINDEF/AC/DRH/I

ISSUING A MILITARY IDENTITY CARD

TITLE OF THE DOCUMENT/SERVICE: Military identity card

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: National File Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 to organise Ministry of Defence and Central defence staff;
- Ministerial Instruction on the practice of physical, military and sports education in the Defence Forces.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENT: be a service member assigned to the Ministry of Defence.

CONSTITUTION OF FILE:

- **Required documents:**
 - unstamped handwritten application addressed to the Minister Delegate at the Presidency in charge of Defence;
 - attestation of effective presence;
 - photocopy of the national identity card;
 - information sheet;
 - 04 colour 4×4 photos without headgear on a single background.
- **Reference document:** Staff file

SIGNATORY OF THE DOCUMENT: the Minister

DEADLINE: one (01) month

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF HUMAN RESOURCES

PROCEDURE No. 2/ MINDEF/AC/DRH/I

ISSUING A MARRIAGE AUTHORISATION TO AN OFFICER

TITLE OF THE DOCUMENT/SERVICE: Marriage authorisation

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Discipline Bureau

REFERENCE INSTRUMENTS:

- Ordinance No. 81/002 of 29 June 1981 to organise civil status and legislation governing the status of a natural person;
- International Convention on the rights of a child of 20 November 1989;
- Decree No. 2001 the status /177 of 25 July 2001 to organise the Ministry of Defence;
- 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. 2007/199 of 07 July 2007 to lay down Rules of General discipline in the Defence Forces;
- 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. 086/MINFA/200 of 15 March 1977 relating to the conditions of marriage of military personnel in active service in the Armed Forces;
- Ministerial Instruction No. 4715/IM/MINFA/200 of 14 December 1979 on the conditions of marriage for military personnel serving in the Armed Forces.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS:

- be an officer with at least three (03) years of service;
- for a female service member, the future spouse must be of Cameroonian nationality.

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

- handwritten application on *papier ministre* (square ledger paper) addressed to the Minister Delegate at the Presidency in charge of Defence stating the future spouse's date and place of birth, nationality, contact address, occupation, as well as his/her parents' contact address;
- certified true copy of the future spouse's birth certificate;
- certificate of non-conviction of the future spouse;
- copy of divorce judgement of future spouse, where applicable;
- authorisation of the President of the Republic, if the future spouse is a minor;
- certificate of function if the future spouse is a civil servant;
- report of the Gendarmerie Brigade Commander , for Non-Commissioned Officers and the Rank and File or report of an Officer, for Officers, on the place of residence of the future spouse, that of the parents and his/her reputation as well as that of his/her family and his/her health condition.

In the case of a second marriage:

- Where the first marriage was polygamous:
 - certified true copy of the first marriage certificate
- Where the first marriage was monogamous and if there had been a divorce:

- marriage certificate of the first marriage and the final divorce judgement
- Where the first spouse is dead:
 - copies of marriage and death certificates;
 - investigation report on the future spouse's place of birth.
- *Reference document:* Staff file

SIGNATORY OF THE DOCUMENT: the Minister

DEADLINE: six (06) months

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF HUMAN RESOURCES

PROCEDURE No. 3/MINDEF/AC/DRH/I

ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN AN OFFICER AND A FEMALE FOREIGN NATIONAL

TITLE OF THE DOCUMENT/ SERVICE: Marriage authorisation

INITIATOR OF THE PROCEDURE: Applicant

ENTITY INITIATING: Chancellery Service

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- 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. 2007/199 of 07 July 2007 to lay down rules of General discipline in the Defence Forces;
- 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. 086/MINFA/200 of 15 March 1977 relating to the conditions of marriage of military personnel in active service in the Armed Forces;
- Ministerial Instruction No. 4715/IM/MINFA/200 of 14 December 1979 on the conditions of marriage for military personnel serving in the Armed Forces.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS: be a male officer with at least three (03) years of service

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

- handwritten application on *papier ministre* (square ledger paper) addressed to the Minister Delegate at the Presidency in charge of Defence stating the future spouse's date and place of birth, nationality, contact address, occupation, as well as his/her parents' contact address;
- copy of the future spouse's birth certificate signed by the competent authority;
- copy of divorce judgement of future spouse, where applicable;
- parental authorisation legalised by the competent authority, where the future spouse is a minor;
- certificate of function where the future spouse is a civil servant.

In the case of a second marriage

- Where the first marriage was polygamous:
 - certified true copy of the first marriage certificate
- Where the first marriage was monogamous and if there had been a divorce:
 - marriage certificate of the first marriage and the final divorce judgement
- Where the first spouse is dead:
 - copies of marriage and death certificates;
 - information sheet showing :
 - names and addresses of persons in the future spouse's country of origin who can be contacted to provide information on the future spouse, if the need arises;
 - date of arrival on the national territory of Cameroon and periods of stay and that of her family members if possible;

- investigation report on the place of birth of the future spouse.

- **Reference document:** Staff file

SIGNATORY OF THE DOCUMENT: the Minister

DEADLINE: six (06) months

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF HUMAN RESOURCES**PROCEDURE No. 04/ MINDEF/AC/DRH/I****ISSUING A CERTIFICATE OF GOOD CONDUCT**

TITLE OF THE DOCUMENT / SERVICE: Certificate of good conduct

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Human Resource 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. 2001/190 of 25 July 2001 to lay down special regulations governing Non Commissioned Service personnel;
- Decree No. 2007/199 of 7 July 2007 to lay down rules of general discipline in the Defence.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS:

- be in active service in one of the structures of the Central services;
- must not have been released for disciplinary reasons.

CONSTITUTION OF FILE: N/A

REFERENCE DOCUMENTS:

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

DEADLINE: sixty (60) days

SIGNATORY OF DOCUMENT: the Minister Delegate

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF MILITARY JUSTICE

No.	TITLE OF PROCEDURE
1.	FILING A REQUEST FOR INTERVENTION

DEPARTMENT OF MILITARY JUSTICE

PROCEDURE No. 1/AC/DJM/I

FILING A REQUEST FOR INTERVENTION

TITLE OF THE DOCUMENT/SERVICE: Response letter

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Legal Affairs Bureau

REFERENCE INSTRUMENT:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS: have legal interest.

REQUIRED DOCUMENTS:

- unstamped application addressed to the Minister Delegate at the Presidency in charge of Defence;
- photocopy of National Identity Card;
- supporting documents, if applicable.

DEADLINE: fifteen (15) days

SIGNATORY OF THE DOCUMENT: the Minister Delegate at the Presidency in charge of Defence

DELIVERY METHOD: forwarding

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF MILITARY HEALTH

No.

LIST OF PROCEDURES

1. ISSUING AN AUTHORISATION FOR MEDICAL EVACUATION ABROAD
2. REIMBURSEMENT OF MEDICAL EXPENSES
3. REIMBURSEMENT OF MEDICAL EXPENSES TO RIGHTFUL CLAIMANTS
4. PROVIDING MEDICINES/VACCINES
5. GRANTING A PROSTHESIS
6. REIMBURSEMENT OF EYEGLOSS EXPENSES

DEPARTMENT OF MILITARY HEALTH

PROCEDURE No. 1/MINDEF/AC/MINDEF/DSM/I

ISSUING AN AUTHORISATION FOR MEDICAL EVACUATION ABROAD

TITLE OF THE DOCUMENT/SERVICE: Decision to authorise a medical evacuation abroad

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Hospital Management Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS:

- be a staff of MINDEF
- have a condition that cannot be treated locally;
- be under regular care of a military/civilian physician working in a health institution of MINDEF

CONSTITUTION OF FILE:

- ***Required documents:***
 - unstamped handwritten application on *papier ministre* (square ledger paper) addressed to the Minister Delegate at the Presidency in charge of Defence;
 - medical record;
 - financial assessment of the evacuation.
- ***Reference documents:***
 - staff file;
 - medical report of the attending physician.

DEADLINE: one (01) month

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF MILITARY HEALTH

PROCEDURE No. 2/MINDEF/AC/DSM/I

REIMBURSEMENT OF MEDICAL EXPENSES

TITLE OF THE DOCUMENT/SERVICE: Decision to reimburse medical expenses

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: General Resources Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence.

PLACE OF SUBMISSION OF FILE: Military Secretariat

REQUIREMENTS:

- be a MINDEF staff;
- should have pre-financed his/her medical care, that of his/her spouse or minor child;
- should have reported the illness to the hierarchy;
- be treated locally.

CONSTITUTION OF FILE:

- **Required documents:**
 - stamped handwritten application addressed to the Minister Delegate at the Presidency in charge of Defence;
 - medical report issued by the attending physician;
 - original invoice approved by the relevant doctor;
 - payslip;
 - copy of letter addressed to the hierarchy;
 - copies of children's birth certificates, where applicable;
 - children's collective life certificate, where applicable;
 - copy of marriage certificate, where applicable;
 - receipts for expenses incurred.
- **Reference document:** N/A

DEADLINE: one (01) month

SIGNATORY OF THE DOCUMENT: the Minister Delegate at the Presidency in charge of Defence

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Follow-up Service Head

DEPARTMENT OF MILITARY HEALTH

PROCEDURE No. 3/MINDEF/AC/DSM/I

REIMBURSEMENT OF MEDICAL EXPENSES TO RIGHTFUL CLAIMANTS

TITLE OF THE DOCUMENT/SERVICE: Decision to reimburse medical expenses to rightful claimants

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: General Resources Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS:

- be a rightful claimant of a deceased service member;
- justify the pre-financing of medical care of the deceased's illness;
- should have reported the illness to the hierarchy;
- be managed locally.

CONSTITUTION OF FILE:

- ***Required documents:***

- handwritten stamped application addressed to the Minister Delegate at the Presidency in charge of Defence;
- certified copy of the certificate of inheritance
- medical report issued by the attending physician;
- original invoice approved by the relevant doctor;
- recent pay slip of the deceased ;
- receipts for expenses incurred.

- ***Reference document:*** N/A

DEADLINE: one (01) month

SIGNATORY OF THE DOCUMENT: the Minister Delegate

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Follow-up Service Head

DEPARTMENT OF MILITARY HEALTH

PROCEDURE No. 4/MINDEF/AC/DSM/I

PROVIDING MEDICINES / VACCINES

TITLE OF THE DOCUMENT/SERVICE: Purchase order

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Procurement Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS: N/A

CONSTITUTION OF FILE:

- **Required documents:** N/A
- **Reference documents:**
 - available stock of medicines/vaccines;
 - purchase order of the health facility.

SIGNATORY OF THE DOCUMENT: the Minister

DEADLINE: five (05) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF MILITARY HEALTH

PROCEDURE No. 5/MINDEF/AC/DSM/I

GRANTING A PROSTHESIS

TITLE OF THE DOCUMENT/SERVICE: Health care voucher

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: General Resources Bureau

REFERENCE INSTRUMENT:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS:

- be a MINDEF staff;
- live with a disability that requires a prosthesis or corrective device;
- be regularly followed up by a military/civilian physician working in a health facility of MINDEF.

CONSTITUTION OF FILE:

- **Required documents.**
 - unstamped application addressed to the Minister Delegate at the Presidency in charge of Defence;
 - medical record;
 - proforma invoice.
- **Reference document:** Medical report

SIGNATORY OF THE DOCUMENT: the Minister

DEADLINE: one (01) month

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF MILITARY HEALTH

PROCEDURE No. 6/MINDEF/AC/DSM/I

REIMBURSING THE COST OF PURCHASING EYEGLASSES

TITLE OF THE DOCUMENT/SERVICE: Refund voucher

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: General Resources Bureau

REFERENCE INSTRUMENT:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence.

REQUIREMENTS:

- be a MINDEF staff with a visual condition that requires wearing glasses;
- be followed up by a military/civilian physician working in a health institution of MINDEF;
- should have purchased a pair of glasses.

CONSTITUTION OF FILE:

- **Required documents.**
 - unstamped application addressed to the Minister Delegate at the Presidency in charge of Defence;
 - medical record;
 - invoice.
- **Reference documents :**
 - medical report;
 - staff file.

SIGNATORY OF THE DOCUMENT: the Minister

DEADLINE: one (01) month

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF SPORTS, CULTURAL AND ARTISTIC ACTIVITIES

No. TITLES OF PROCEDURES

1. ISSUING AN AUTHORISATION TO COMPETE IN A CIVILIAN CHAMPIONSHIP TO A MILITARY TEAM
2. ISSUING A SPORTS OR CULTURAL OUTING AUTHORISATION
3. PLACING AN ATHLETE/ARTIST ON RESERVE
4. APPROVING THE PRODUCTION OF AN ARTISTIC WORK
5. ISSUING AN AUTHORISATION FOR AN ARTISTIC PERFORMANCE
6. APPROVING PARTICIPATION IN A SPORTS CHAMPIONSHIP/NATIONAL OR INTERNATIONAL ARTISTIC EVENT

DEPARTMENT OF SPORTS, CULTURAL AND ARTISTIC ACTIVITIES

PROCEDURE No. 1/MINDEF/DSACA/I

**ISSUING AN AUTHORISATION TO COMPETE IN A CIVILIAN CHAMPIONSHIP
TO A MILITARY TEAM**

TITLE OF THE DOCUMENT/SERVICE: Decision to authorise a military team to compete in a civilian championship

INITIATOR OF THE PROCEDURE: Applicant/Administration

INITIATING ENTITY: Sports, Cultural and Artistic Activities Service

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 on the general organisation of the Ministry of Defence and Central General Staff;
- Ministerial Instruction No. 15000530/FM/MINDEF/27 of 20 April 2015 on the practice of physical, military and sports education within the Defence Forces.

PLACE OF SUBMISSION OF FILE: Military Secretariat

REQUIREMENTS:

- have a team in the relevant sports discipline;
- should have insured the team.

CONSTITUTION OF FILE:

• ***Required documents:***

- unstamped application addressed to the Minister Delegate at the Presidency in charge of Defence;
- photocopies of NICs of athletes and coaches;
- certificates of coach trainers;
- copy of insurance;
- 3 colour 4X4 photos of athletes/coaches;
- terms of reference/roadmap.

• ***Reference document:***

- file of the relevant sports Federation

SIGNATORY OF THE DOCUMENT: the Minister

DEADLINE: seven (07) days

DELIVERY METHOD: collection/notification

QUALITY SUPERVISOR: the Follow-up Service Head

**DEPARTMENT OF SPORTS, CULTURAL AND ARTISTIC
ACTIVITIES**

PROCEDURE No. 2/MINDEF/AC/DSACA/I

ISSUING A SPORTS OR CULTURAL OUTING AUTHORISATION

TITLE OF THE DOCUMENT/SERVICE: Letter to authorise the release of an athlete or artist

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Sports, Cultural and Artistic Activities Service

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 on the general organisation of the Ministry of Defence and Central General Staff;
- Ministerial Instruction No. 15000530/FM/MINDEF/27 of 20 April 2015 on the practice of physical, military and sports education within the Defence Forces.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS:

- be working in the Ministry of Defence;
- be an athlete/artist;
- be invited to a festival/sports competition outside the country.

CONSTITUTION OF FILE:

- **Required document:**
 - unstamped handwritten application on *papier ministre* (square ledger paper) addressed to the Minister Delegate at the Presidency in charge of Defence;
 - invitation letter;
 - letter from the president of the federation.
- **Reference document:** Directory of athletes/artists

SIGNATORY OF THE DOCUMENT: the Minister

DEADLINE: seven (07) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

DEPARTMENT OF SPORTS, CULTURAL AND ARTISTIC ACTIVITIES

PROCEDURE No. 3/ MINDEF/AC/DSACA/I

PLACING AN ATHLETE/ARTIST ON RESERVE

TITLE OF DOCUMENT/SERVICE: Letter to place an athlete or an artist on reserve

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Sports, Cultural and Artistic Activities Service

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 on the general organisation of the Ministry of Defence and Central General Staff;
- Ministerial Instruction No. 15000530/FM/MINDEF/27 of 20 April 2015 on the practice of physical, military and sports education within the Defence Forces.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS:

- be working in the Ministry of Defence ;
- be an athlete/artist;
- be invited for a festival/sports competition outside the country.

CONSTITUTION OF FILE:

- **Required documents:**
 - unstamped handwritten application on *papier ministre* (square ledger paper) addressed to the Minister Delegate at the Presidency in charge of Defence;
 - invitation letter;
 - letter from the president of the federation;
 - evidence of the sports or cultural event.
- **Reference document:** Directory of athletes/artists

SIGNATORY OF THE DOCUMENT: the Minister

DEADLINE: seven (07) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

**DEPARTMENT OF SPORTS, CULTURAL AND ARTISTIC
ACTIVITIES**

PROCEDURE No. 4/ MINDEF/DSACA/I

APPROVING THE PRODUCTION OF AN ARTISTIC WORK

TITLE OF DOCUMENT/SERVICE: Letter to approve the production of an artistic work

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Sports, Cultural and Artistic Activities Service

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 on the general organisation of the Ministry of Defence and Central General Staff;
- Ministerial Instruction No. 15000530/FM/MINDEF/27 of 20 April 2015 on the practice of physical, military and sports education within the Defence Forces

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS:

- be an artist working in the Ministry of Defence;
- be the author of a work of art.

CONSTITUTION OF FILE:

- **Required documents:**
 - Application on *papier ministre* (square ledger paper) addressed to the Minister Delegate at the Presidency in charge of Defence;
 - model/draft/project of the artistic work to be produced.
- **Reference document:** N/A

SIGNATORY OF THE DOCUMENT: the Minister

DEADLINE: seven (07) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

**DEPARTMENT OF SPORTS, CULTURAL AND ARTISTIC
ACTIVITIES**

PROCEDURE No. 5/ MINDEF/AC/DSACA/I

ISSUING AN AUTHORISATION FOR AN ARTISTIC PERFORMANCE

TITLE OF THE DOCUMENT/SERVICE: Letter to authorise an artistic performance

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Sports, Cultural and Artistic Activities Service

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 on the general organisation of the Ministry of Defence and Central General Staff;
- Ministerial Instruction No. 15000530/FM/MINDEF/27 of 20 April 2015 on the practice of physical, military and sports education within the Defence Forces.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS:

- be an artist working in the Ministry of Defence;
- have a show project or be invited.

CONSTITUTION OF FILE:

- **Required documents:**
 - unstamped handwritten application on *papier ministre* (square ledger paper) addressed to the Minister Delegate at the Presidency in charge of Defence;
 - draft programme of the show.
- **Reference document:** Staff file

SIGNATORY OF THE DOCUMENT: the Minister

DEADLINE: seven (07) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

**DEPARTMENT OF SPORTS, CULTURAL AND ARTISTIC
ACTIVITIES**

PROCEDURE No. 6/ MINDEF/DSACA/I

**APPROVING PARTICIPATION IN A SPORTS CHAMPIONSHIP/NATIONAL OR
INTERNATIONAL ARTISTIC EVENT**

TITLE OF DOCUMENT/SERVICE: Letter to authorise participation in a championship

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Sports, Cultural and Artistic Activities Service

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 on the general organisation of the Ministry of Defence and Central General Staff;
- Ministerial Instruction No. 15000530/FM/MINDEF/27 of 20 April 2015 on the practice of physical, military and sports education within the Defence Forces.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS:

- be a MINDEF team/artist;
- be qualified/invited.

CONSTITUTION OF FILE:

• ***Required documents:***

- invitation letter;
- explanatory note addressed to Minister Delegate at the Presidency in charge of Defence;
- draft programme of the championship/show;
- letter from the president of the federation.

• ***Reference document:***

- *Staff file*

SIGNATORY OF THE DOCUMENT: the Minister

DEADLINE: seven (07) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Follow-up Service

APPENDIX

PRODUCTION TEAM

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 majeurs :**

- 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.