

MINISTRY OF DEFENCE

ADMINISTRATIVE PROCEDURES MANUAL

VOLUME II

NATIONAL GENDARMERIE



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

2023 EDITION

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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: 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

CECI: Schools and Training Centres Command

CFS: Commands and Specialised Formations

CT: Military territorial commands

DAAFD: Department of Administrative, Financial and State Property Affairs

DCAL: Central Department of Administration and Logistics

DCC: Central Coordination Department

DES: Department of Employment and Structures

DP: Personnel Department

DTL: Technical and Logistics Department

ESS: Military Service record

FS: Specialised training

FUT: Territorial Formations and Units

GN: National Gendarmerie

IGGN: Head of the Outgoing Mail and Follow-up Bureau

LG: Gendarmerie Legions

PNO: Non-Commissioned Officer

RG: Gendarmerie Regions

SAF: Administrative and Financial Service

SED/CGN: Secretariat of State for Defence in charge of the National Gendarmerie

SOC: Career Non-commissioned Officer

SSGN: National Gendarmerie Health Service

LIST OF CODES

No.	HEADINGS	CODES
1.	CENTRAL SERVICES	I
	Central Coordination Department	DCC
	Central Department of Administration and Logistics	DCAL
2	MILITARY TERRITORIAL COMMANDS AND SPECIALISED FORMATIONS	II
	Gendarmerie Regions	RG
	Gendarmerie Legions	LG
	Schools and Training Centres Command of the National Gendarmerie	CECI

LIST OF PROCEDURES

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PART ONE: PROCESSING

**CENTRAL SERVICES
OF THE NATIONAL GENDARMERIE**

CENTRAL COORDINATION DEPARTMENT

No.	TITLES OF PROCEDURES
1.	ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AND A NON-CIVIL SERVANT
2.	ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AND A CIVIL SERVANT
3.	ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AND A PRIVATE/SERVICE MEMBER
4.	ISSUING A MARRIAGE AUTHORISATION EXTENSION TO A NON-COMMISSIONED MEMBER OF THE GENDARMERIE
5.	ISSUING AN AUTHORISATION FOR CHANGE OF MARITAL REGIME TO A NON-COMMISSIONED MEMBER OF THE GENDARMERIE
6.	ISSUING A MARRIAGE ANNULMENT NOTICE TO A NON-COMMISSIONED MEMBER OF THE GENDARMERIE
7.	ISSUING A PRIVATE AN AUTHORISATION TO DRESS IN CIVILIAN ATTIRE AT THE WORKPLACE
8.	ISSUING A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AN AUTHORISATION TO WEAR BEARD

CENTRAL COORDINATION DEPARTMENT

PROCEDURE No. 1/MINDEF/SEDCGN/DCC/I

ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AND A NON-CIVIL SERVANT

TITLE OF THE DOCUMENT/SERVICE: Marriage authorisation

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Non-Commissioned 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 service personnel;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing non-commissioned 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 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/IM/MINFA/200 of 15 March 1977 relating to the conditions of marriage for military personnel serving in the Armed 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.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau/Unit

REQUIREMENTS:

- be a private with at least four (04) years of service for the rank and file of the National Gendarmerie;
- 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 Secretary of State to the Minister of Defence in charge of the National Gendarmerie**, 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;
- certificate of non-conviction of future spouse;
- divorce judgement of the future spouse, where applicable;
- parental authorisation signed by the competent authority, if the future spouse is a minor;

- certificate of function where the future spouse is a 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 final divorce judgment.

In the case of marriage after the death of the spouse:

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

REFERENCE DOCUMENTS:

- background check report of the Gendarmerie Brigade Commander of the future spouse's place of residence providing information on her situation, that of her parents, her reputation as well as that of her family and her health condition;
- staff file.

DEADLINE: Six (06) months

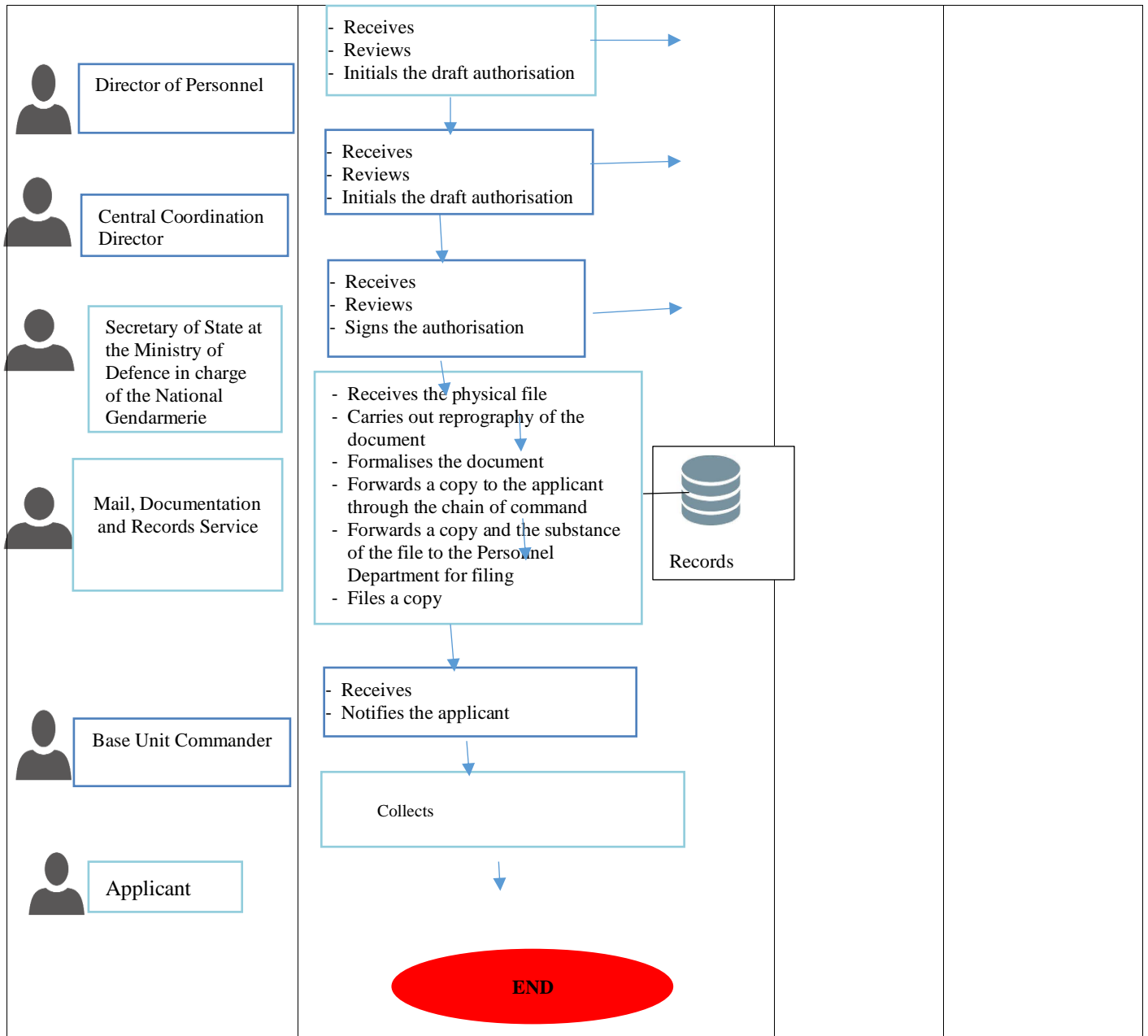
SIGNATORY OF THE DOCUMENT: the Secretary of State to the Minister of Defence in charge of the National Gendarmerie

DELIVERY METHOD: Notification/Collection

QUALITY SUPERVISOR: the Head of the Outgoing Mail and Follow-up Bureau

PROCESSING

NATIONAL GENDARMERIE	PROCEDURE No. 1/MINDEF/SEDCGN/DCC/I	Procedure start date: 2023	
		Procedure version:	
		Page	
Intervening parties	Stages	Deadline: Six (06) months	Handling rules
<p>Applicant</p> <p>Base Unit Head</p> <p>Mail, Documentation and Records Service</p> <p>Secretary of State at the Ministry of Defence in charge of the National Gendarmerie</p> <p>Head of the Mail, Documentation and Records Bureau DCC</p> <p>Central Coordination Director</p> <p>Director of Personnel</p> <p>Head of Personnel Management and Prospection Service</p> <p>Head of Non-Commissioned Personnel Bureau</p> <p>Head of Personnel Management and Prospection Service</p>	<p>Beginning</p> <p>Submits the file</p> <p>- Receives - Reviews - Orders background check - Issues the notice - Forwards the file to the SED</p> <p>- Receives - Checks compliance - Registers the file - Forwards to the SED</p> <p>- Receives - Reviews - Assigns the file</p> <p>- Receives - Registers the file - Forwards the file</p> <p>- Receives - Assigns</p> <p>- Receives - Assigns</p> <p>- Receives - Assigns</p> <p>- Receives - Initiates the draft document - Initiates the draft</p> <p>- Receives - Reviews - Initials the draft authorisation</p>		<p>R1: Check file's compliance and consistency</p> <p>R2: Check the authenticity of the documents</p> <p>R3: Ensure that the applicant and the spouse are eligible</p> <p>R4: Conduct a background check of the future spouse</p>



CENTRAL COORDINATION DEPARTMENT

PROCEDURE No. 2/MINDEF/SEDCGN/DCC/I

ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AND A CIVIL SERVANT

TITLE OF THE DOCUMENT/SERVICE: Marriage authorisation

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Non-Commissioned Personnel Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing non-commissioned 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 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/IM/MINFA/200 of 15 March 1977 relating to the conditions of marriage for military personnel serving in the Armed 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.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau/Unit

REQUIREMENTS:

- be a private with at least five (05) years of service for the rank and file of the Specialised Forces or at least four (04) years of service for the rank and file of the National Gendarmerie;
- for a female service member, the future spouse must be of Cameroonian nationality.

CONSTITUTION OF FILE:

• **Required documents:**

- handwritten application addressed to the Secretary of State to the Minister of Defence in charge of the National Gendarmerie, 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;
- certificate of non-conviction of future spouse;
- divorce judgement of the future spouse, where applicable;
- parental authorisation signed by the competent authority, if the future spouse is a minor;
- certificate of function where the future spouse is a civil servant;

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 final divorce judgment.

In the case of marriage after the death of the spouse:

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

- ***Reference document:*** Staff file

SIGNATORY OF THE DOCUMENT: the Secretary of State to the Minister of Defence in charge of the National Gendarmerie

DEADLINE: Six (06) months

DELIVERY METHOD: Collection

QUALITY SUPERVISOR: the Head of the Outgoing Mail and Follow-up Bureau

²² NB: A marriage authorisation is valid for six (06) months.

CENTRAL COORDINATION DEPARTMENT

PROCEDURE No. 3/MINDEF/SEDCGN/DCC/I

ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AND A PRIVATE/SERVICEWOMAN

TITLE OF THE DOCUMENT/SERVICE: Marriage authorisation

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Non-Commissioned Personnel Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing non-commissioned 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 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/IM/MINFA/200 of 15 March 1977 relating to the conditions of marriage for military personnel serving in the Armed 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.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau/Unit

REQUIREMENTS:

- be a private with at least five (05) years of service for the rank and file of the Specialised Forces or at least four (04) years of service for the rank and file of the National Gendarmerie;
- for a female service member, the future spouse must be of Cameroonian nationality.

CONSTITUTION OF FILE:

• **Required documents:**

- handwritten application addressed to the Secretary of State to the Minister of Defence in charge of the National Gendarmerie, specifying the following: date and place of birth, nationality, contact address, wife's occupation as well as contact address of her parents;
- copy of the future spouse's birth certificate signed by the competent authority;
- certificate of non-conviction of the future wife;
- divorce judgement of the future wife, where applicable;
- legalised consent of the future wife;
- attestation of effective presence at the service of the future wife;
- military service record of the future wife.

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 final divorce judgment.

In the case of marriage after the death of the spouse:

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

- ***Reference document:*** Staff file

SIGNATORY OF THE DOCUMENT: the Secretary of State to the Minister of Defence in charge of the National Gendarmerie

DEADLINE: Six (06) months

DELIVERY METHOD: Collection

QUALITY SUPERVISOR: the Head of the Outgoing Mail and Follow-up Bureau

CENTRAL COORDINATION DEPARTMENT

PROCEDURE No. 4/MINDEF/SEDCGN/DCC/I

**ISSUING A MARRIAGE AUTHORISATION EXTENSION TO A NON-COMMISSIONED
MEMBER OF THE GENDARMERIE**

TITLE OF THE DOCUMENT/SERVICE: Marriage authorisation

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Non-Commissioned Personnel Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing non-commissioned 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 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/IM/MINFA/200 of 15 March 1977 relating to the conditions of marriage for military personnel serving in the Armed 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.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau/Unit

REQUIREMENT: Have an expiring marriage authorisation.

CONSTITUTION OF FILE:

• **Required documents:**

- handwritten application addressed to the Chief of Staff, stating the future spouse's date and place of birth, nationality, contact address, occupation, as well as his/her parents' contact address;
- copy of expiring marriage authorisation;
- report on the non-celebration of marriage.

• **Reference document:** Staff file

SIGNATORY OF THE DOCUMENT: the Secretary of State to the Minister of Defence in charge of the National Gendarmerie

DEADLINE: Thirty (30) days

DELIVERY METHOD: Collection

QUALITY SUPERVISOR: the Head of the Outgoing Mail and Follow-up Bureau

CENTRAL COORDINATION DEPARTMENT

PROCEDURE No. 5/MINDEF/SEDCGN/DCC/I

ISSUING AN AUTHORISATION FOR CHANGE OF MARITAL REGIME TO A NON-COMMISSIONED MEMBER OF THE GENDARMERIE

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

INITIATOR OF THE PROCEDURE: Applicant

ENTITY INITIATING: Non-Commissioned Personnel Bureau (BPNO)

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing non-commissioned 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 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/IM/MINFA/200 of 15 March 1977 the conditions of marriage for military personnel serving in the Armed 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.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau/Unit

REQUIREMENT: Have a marriage authorisation.

CONSTITUTION OF FILE:

• **Required documents:**

- handwritten application addressed to the Minister of Defence/SED/CGN, specifying the filiation of the spouse (date and place of birth, nationality, address, profession and parents' address), as well as the reasons for the change of regime or annulment of the marriage;
- certified true copy of first marriage certificate;
- certified true copy of death certificate of the first spouse, where applicable;
- certified true copy of final divorce judgement with the first spouse, where applicable;
- certified true copy of birth certificate of the future spouse.

• **Reference documents:**

- staff file;
- background check report of the Gendarmerie Brigade Commander of the place of residence of the future spouse, giving details of his/her situation, that of his/her parents, the reputation he/she enjoys as well as his/her family and his/her state of health, the circumstances of the change of regime or annulment of the marriage.

SIGNATORY OF THE DOCUMENT: the Secretary of State to the Minister of Defence in charge of the National Gendarmerie

DEADLINE: Six (06) months

DELIVERY METHOD: Collection

QUALITY SUPERVISOR: the Head of the Outgoing Mail and Follow-up Bureau

CENTRAL COORDINATION DEPARTMENT

PROCEDURE No. 6/MINDEF/SED/CGN/DCC/I

**ISSUING A MARRIAGE ANNULMENT NOTICE TO A NON-COMMISSIONED
MEMBER OF THE GENDARMERIE**

TITLE OF THE DOCUMENT/SERVICE: Marriage annulment notice

INITIATOR OF THE PROCEDURE: Applicant

ENTITY INITIATING: Non-Commissioned Personnel Bureau (BPNO)

REFERENCE INSTRUMENTS:

- Decree No. 2001/219 of 25 July 2001 to lay down special rules and regulations governing non-commissioned officers of the Defence Forces;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- 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.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau

REQUIREMENT: Have a marriage authorisation.

CONSTITUTION OF FILE:

• **Required documents:**

- handwritten application addressed to the Minister of Defence/SED/CGN, specifying the filiation of the spouse (date and place of birth, nationality, address, profession and parents' address), as well as the reasons for the change of regime or annulment of the marriage;
- certified true copy of first marriage certificate;
- certified true copy of death certificate of the first spouse, where applicable;
- certified true copy of final judgement of divorce with the first spouse, where applicable;
- certified true copy of birth certificate of the future spouse.

• **Reference documents:**

- staff file;
- background check report of the Gendarmerie Brigade Commander of the place of residence of the future spouse, giving details of his/her situation, that of his/her parents, the reputation he/she enjoys as well as his/her family and his/her state of health, the circumstances of the change of regime or annulment of the marriage.

SIGNATORY OF THE DOCUMENT: the Secretary of State to the Minister of Defence in charge of the National Gendarmerie

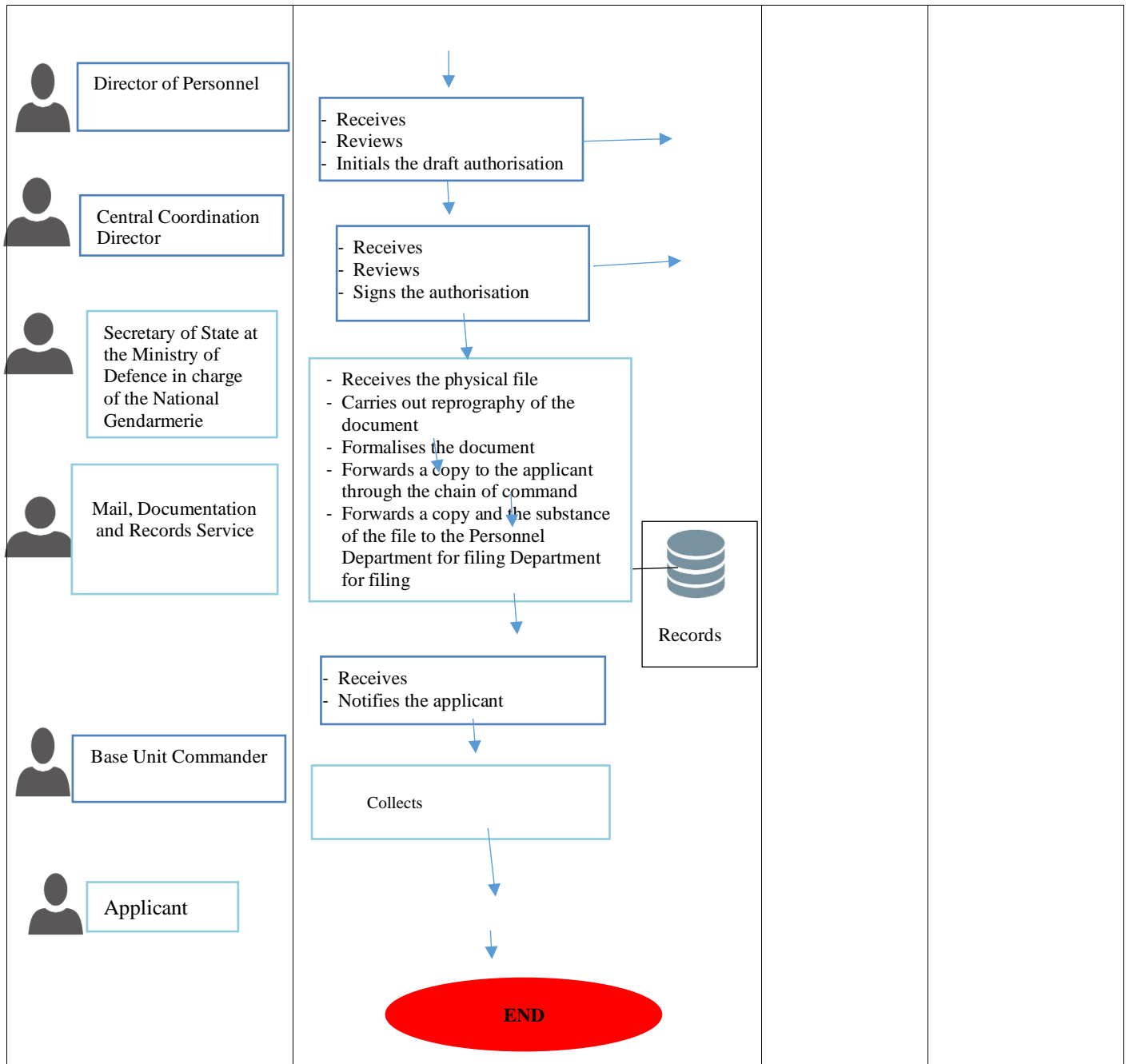
DEADLINE: Six (06) months

DELIVERY METHOD: Collection

QUALITY SUPERVISOR: the Head of the Outgoing Mail and Follow-up Bureau

PROCESSING

NATIONAL GENDARMERIE	PROCEDURE No. 2-6/MINDEF /SEDCGN/DCC/I	Procedure start date: 2023	
		Procedure version:	
		Page	
Intervening parties	Stages	Deadline: Six (06) months	Handling rules
<p>Applicant</p> <p>Base Unit Head</p> <p>Mail, Documentation and Records Service</p> <p>Secretary of State at the Ministry of Defence in charge of the National</p> <p>Head of the Mail, Documentation and Records Bureau DCC</p> <p>Central Coordination Director</p> <p>Director of Personnel</p> <p>Head of Personnel Management and Prospection Service</p> <p>Head of Non-Commissioned Personnel Bureau</p> <p>Head of Personnel Management and Prospection Service</p>	<p>Beginning</p> <p>Submits the file</p> <p>- Receives - Reviews - Issues the notice - Forwards the file to the SED</p> <p>- Receives - Checks compliance - Registers the file - Forwards to the SED</p> <p>- Receives - Reviews - Assigns the file</p> <p>- Receives - Registers the file - Forwards the file</p> <p>- Receives - Assigns</p> <p>- Receives - Assigns</p> <p>- Receives - Assigns</p> <p>- Receives - Initiates the draft document - Initials the draft</p> <p>- Receives - Reviews - Initials the draft authorisation</p> <p>- Receives - Reviews - Initials the draft authorisation</p>		<p>R1: Check file's compliance and consistency</p> <p>R2: Check the authenticity of the documents</p> <p>R3: Ensure that the applicant and the spouse are eligible</p> <p>R4: Conduct a background check of the future spouse</p>



CENTRAL COORDINATION DEPARTMENT

PROCEDURE No. 7/MINDEF/SEDCGN/DCC/I

**ISSUING A PRIVATE AN AUTHORISATION TO DRESS IN CIVILIAN ATTIRE AT THE
WORKPLACE**

TITLE OF THE DOCUMENT/SERVICE: Authorisation to dress in civilian attire

INITIATOR OF THE PROCEDURE: Applicant

ENTITY INITIATING: Civilian Personnel and Reserve Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/219 of 25 July 2001 to lay down special rules and regulations governing non-commissioned officers of the Defence Forces;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- 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;
- Decree No. 2007/199 of 07 July 2007 on the Rules of General Discipline of the Defence Forces.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau/Unit

REQUIREMENT: Be pregnant or in a medical condition that does not allow the wearing of a uniform.

CONSTITUTION OF FILE:

• **Required documents:**

- unstamped handwritten application addressed to the Secretary of State to the Minister of Defence in charge of the National Gendarmerie, specifying the reasons and the duration requested;
- medical certificate of pregnancy, where applicable;
- all supporting documents, where applicable.

• **Reference documents:** N/A

SIGNATORY OF THE DOCUMENT: the Secretary of State to the Minister of Defence in charge of the National Gendarmerie, SED/ CGN

DEADLINE: Thirty (30) days

DELIVERY METHOD: Collection

QUALITY SUPERVISOR: the Head of the Outgoing Mail and Follow-up Bureau

CENTRAL COORDINATION DEPARTMENT

PROCEDURE No. 8/MINDEF/SEDCGN/DCCI

**ISSUING A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AN
AUTHORISATION TO WEAR BEARD**

TITLE OF THE DOCUMENT/SERVICE: Authorisation to wear beard

INITIATOR OF THE PROCEDURE: Applicant

ENTITY INITIATING: Civilian Personnel and Reserve Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/219 of 25 July 2001 to lay down special rules and regulations governing non-commissioned officers of the Defence Forces;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- 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;
- Decree No. 2007/199 of 07 July 2007 on the Rules of General Discipline of the Defence Forces (art. 55);
- NDS No. 03167/DGG/PS/CHA/2 of 11 March 1983. DPC. Ch. TENUE. P No. 06.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau/Unit

REQUIREMENTS:

- be in a medical condition related to shaving duly certified by a military doctor;
- 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:**

- handwritten application addressed to the SED/CGN, specifying the reasons and the duration requested;
- medical certificate, where applicable;
- copy of the deceased's death certificate;
- any other supporting documents.

• **Reference document:**

- medical record











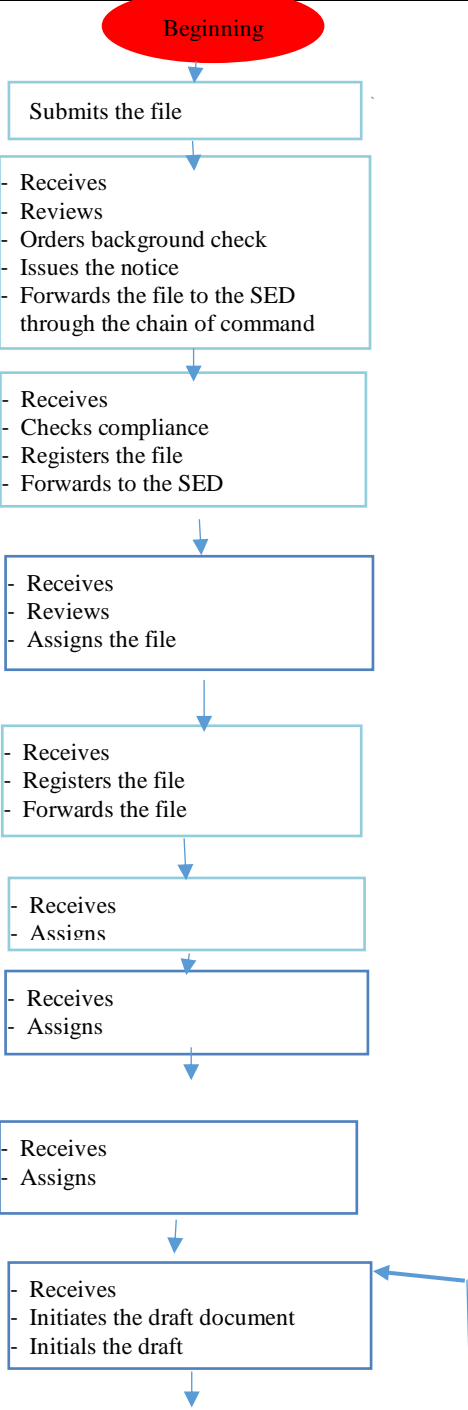
SIGNATORY OF THE DOCUMENT: the Secretary of State to the Minister of Defence in charge of the National Gendarmerie

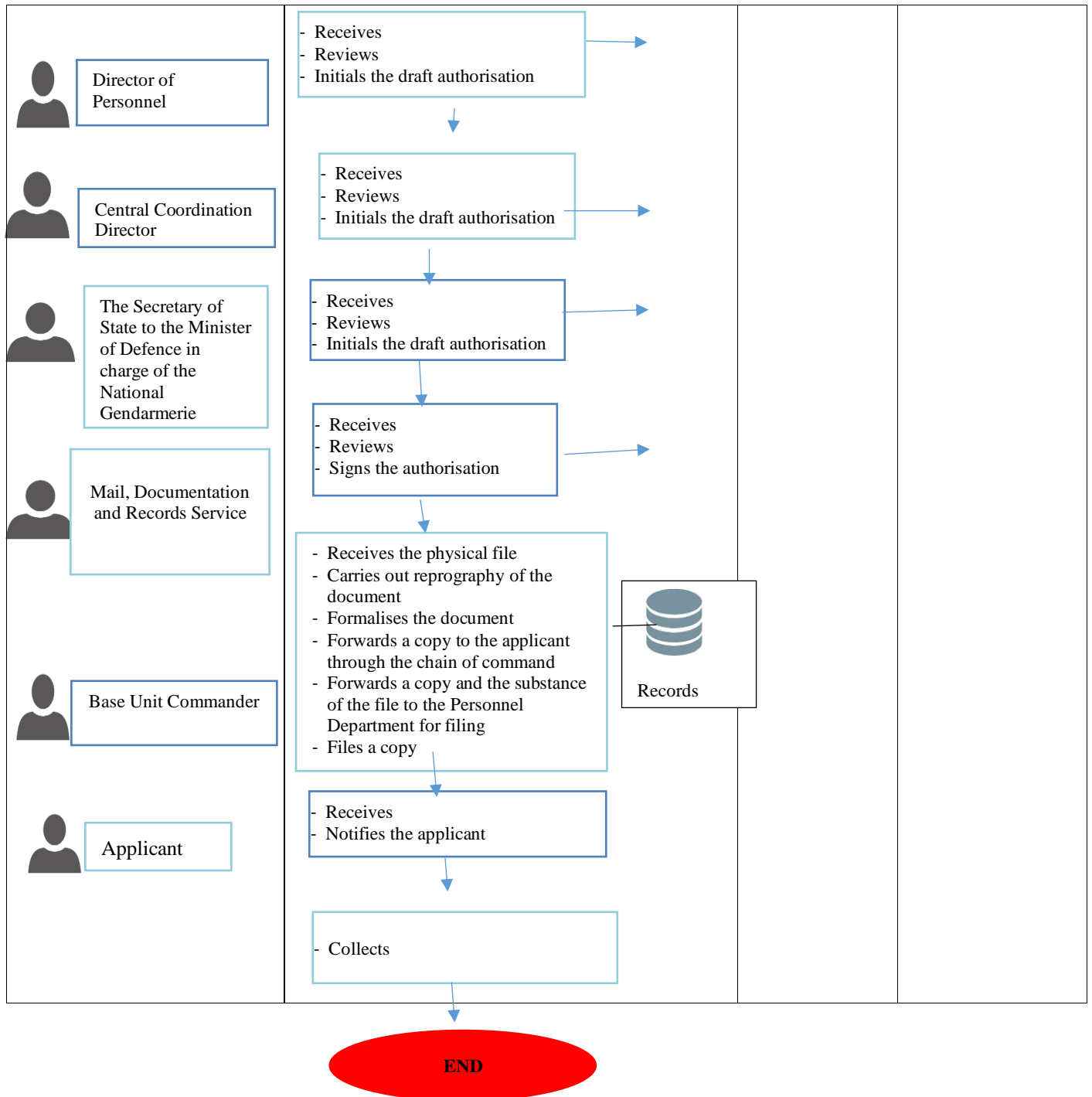
DEADLINE: Thirty (30) days

DELIVERY METHOD: Collection

QUALITY SUPERVISOR: the Head of the Outgoing Mail and Follow-up Bureau

PROCESSING

NATIONAL GENDARMERIE	PROCEDURE No. 7-8/MINDEF /SEDCGN/DCCI	Procedure start date: 2023	
		Procedure version:	
		Page	
Intervening parties	Stages	Deadline: Six (06) months	Handling rules
 Applicant  Base Unit Head  Mail, Documentation and Records Service  The Secretary of State to the Minister of Defence in charge of the National Gendarmerie  Head of the Mail, Documentation and Records Bureau DCC  Central Coordination Director  Director of Personnel  Head of the Chancellery Service  Head of Civilian Personnel and Reserve Bureau  Head of the Chancellery Service	<p style="text-align: center;">Beginning</p>  <pre> graph TD Start([Beginning]) --> A[Submits the file] A --> B["- Receives - Reviews - Orders background check - Issues the notice - Forwards the file to the SED through the chain of command"] B --> C["- Receives - Checks compliance - Registers the file - Forwards to the SED"] C --> D["- Receives - Reviews - Assigns the file"] D --> E["- Receives - Registers the file - Forwards the file"] E --> F["- Receives - Assigns"] F --> G["- Receives - Assigns"] G --> H["- Receives - Assigns"] H --> I["- Receives - Initiates the draft document - Initials the draft"] I --> J[] </pre>		<p>R1: Check file's compliance and consistency</p> <p>R2: Ensure that the applicant and the spouse are eligible</p> <p>R3: Conduct a background check of the future spouse</p> <p>R4: Check the authenticity of the documents</p>



**CENTRAL DEPARTMENT OF ADMINISTRATION
AND LOGISTICS**

No.

TITLE OF THE PROCEDURE

1. ISSUING A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AN
AUTHORISATION TO CHANGE BANK BRANCH

CENTRAL DEPARTMENT OF ADMINISTRATION AND LOGISTICS

PROCEDURE No. 1/MINDEF/SEDCGN/DCAL/I

**ISSUING A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AN
AUTHORISATION TO CHANGE BANK BRANCH**

TITLE OF THE DOCUMENT/SERVICE: A notice

INITIATOR OF THE PROCEDURE: Applicant

ENTITY INITIATING: Budget and Finance Bureau

REFERENCE INSTRUMENTS:

- Decree No. 94/197 of 07 October 1994 to lay down special regulations governing non-commissioned officers of the Armed Forces;
- Decree No. 2001/219 of 25 July 2001 to lay down special rules and regulations governing non-commissioned officers of the Defence Forces;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- 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;
- NDS No. 223/SAG of 08/09/1966 (DPA II/A) amended by Note No. 22 375/DGG/AD/TRE/2 of 07 October 1966.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau

REQUIREMENT: Have a certificate of debt clearance (non-debtor) issued by the former bank and specifying that the person concerned has no debit account in their books.

CONSTITUTION OF FILE:

• **Required documents:**

- stamped application on *papier ministre* (square ledger paper) addressed to the Minister;
- debt clearance certificate;
- certificate of account opening in the new bank.

• **Reference document:** Payslip file

SIGNATORY OF THE DOCUMENT: the SED/CGN

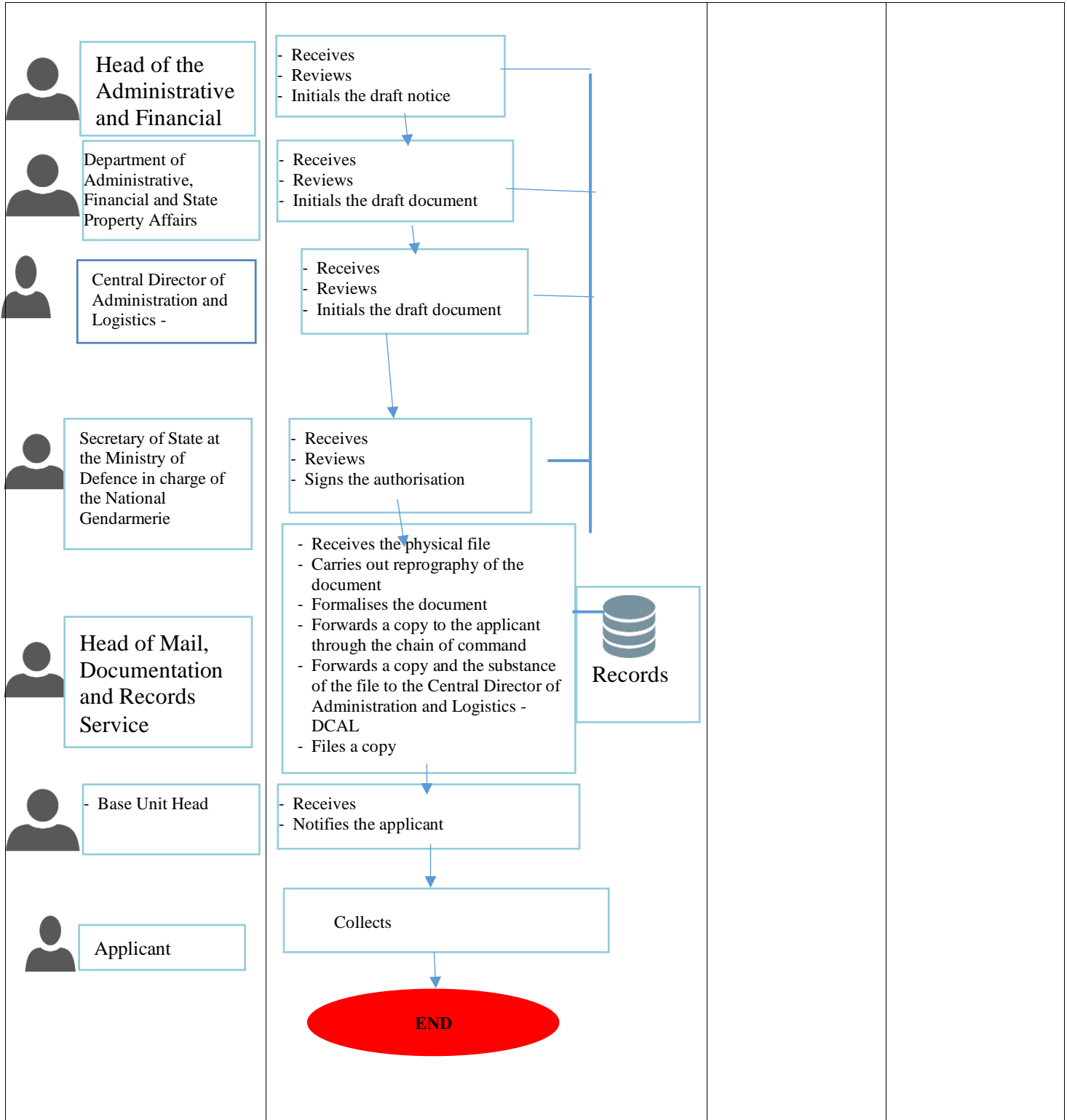
DEADLINE: Thirty (30) days

DELIVERY METHOD: Notification

QUALITY SUPERVISOR: the Head of the Outgoing Mail and Follow-up Bureau

PROCESSING

NATIONAL GENDARMERIE	PROCEDURE No. 1/MINDEF/SEDCGN/DCAL/I ISSUING AN AUTHORISATION TO CHANGE BANK BRANCH	Procedure start date: 2023	
		Procedure version:	
		Page	
Intervening parties	Stages	Deadline: Six (06) months	Handling rules
<p>Applicant</p> <p>Base Unit Head</p> <p>Mail, Documentation and Records Service</p> <p>The Secretary of State to the Minister of Defence in charge of the National Gendarmerie</p> <p>Central Director of Administration and Logistics - DCAL</p> <p>Department of Administrative, Financial and State Property Affairs</p> <p>Head of the Administrative and Financial</p> <p>Head of the Budget and Finance Bureau</p>	<p style="text-align: center;">Beginning</p> <p>Submits the file</p> <p>- Receives - Checks compliance - Registers - Issues the notice - Forwards to the SED through the chain of</p> <p>- Receives - Reviews - Registers - Forwards to the SED</p> <p>- Receives - Reviews - Assigns the file</p> <p>- Receives - Reviews - Assigns the file</p> <p>- Receives - Reviews - Assigns</p> <p>- Receives - Reviews - Assigns</p> <p>- Receives - Reviews - Initiates the notice - Initials the draft</p>		<p>R1: Check file's compliance and consistency</p> <p>R2: Check the authenticity of the documents</p> <p>R3: Ensure that the applicant is not indebted</p>



MILITARY TERRITORIAL COMMANDS

GENDARMERIE REGION

No.	TITLES OF PROCEDURES
1.	ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AND A NON-CIVIL SERVANT
2.	ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AND A CIVIL SERVANT
3.	ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AND A PRIVATE/SERVICE MEMBER
4.	ISSUING A MARRIAGE AUTHORISATION EXTENSION TO A NON-COMMISSIONED MEMBER OF THE GENDARMERIE
5.	ISSUING AN AUTHORISATION FOR CHANGE OF MARITAL REGIME TO A NON-COMMISSIONED MEMBER OF THE GENDARMERIE
6.	ISSUING A MARRIAGE ANULMENT NOTICE TO A NON-COMMISSIONED MEMBER OF THE GENDARMERIE
7.	ISSUING A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AN AUTHORISATION TO DRESS IN CIVILIAN ATTIRE AT THE WORKPLACE
8.	ISSUING A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AN AUTHORISATION TO WEAR BEARD
9.	ISSUING A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AN AUTHORISATION TO CHANGE BANK BRANCH
10.	ISSUING A CERTIFICATE OF GOOD CONDUCT

GENDARMERIE REGION

PROCEDURE No. 1/MINDEF/SEDCGN/RG/I

ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AND A NON- CIVIL SERVANT

TITLE OF THE DOCUMENT/SERVICE: Marriage authorisation

INITIATOR OF THE PROCEDURE: Applicant

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 service personnel;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing non-commissioned 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 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/IM/MINFA/200 of 15 March 1977 relating to the conditions of marriage for military personnel serving in the Armed 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.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau/Unit

REQUIREMENTS:

- be a gendarme with at least four (04) years of service for the rank and file of the National Gendarmerie assigned to the Gendarmerie Region;
- for a female service member, the future spouse must be of Cameroonian nationality;
- be a private assigned to one of the units of the Gendarmerie Region.

CONSTITUTION OF FILE:

Required documents:

- handwritten application addressed to the Region Commander, specifying the following about the future spouse: date and place of birth, nationality, contact address, occupation as well as parents' address;
- copy of the future spouse's birth certificate signed by the competent authority;
- certificate of non-conviction of future spouse;
- divorce judgement of the future spouse, where applicable;

- parental authorisation signed by the competent authority, if the future spouse is a minor;
- certificate of function where the future spouse is a 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 judgment of divorce with the first spouse.

In the case of marriage after the death of the spouse:

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

Reference documents:

- background check report of the Gendarmerie Brigade Commander of the future spouse's place of residence providing information on his/her situation, that of his/her parents, the reputation he/she enjoys as well as his/her family and his/her health condition;
- staff file.











DEADLINE: Six (06) months

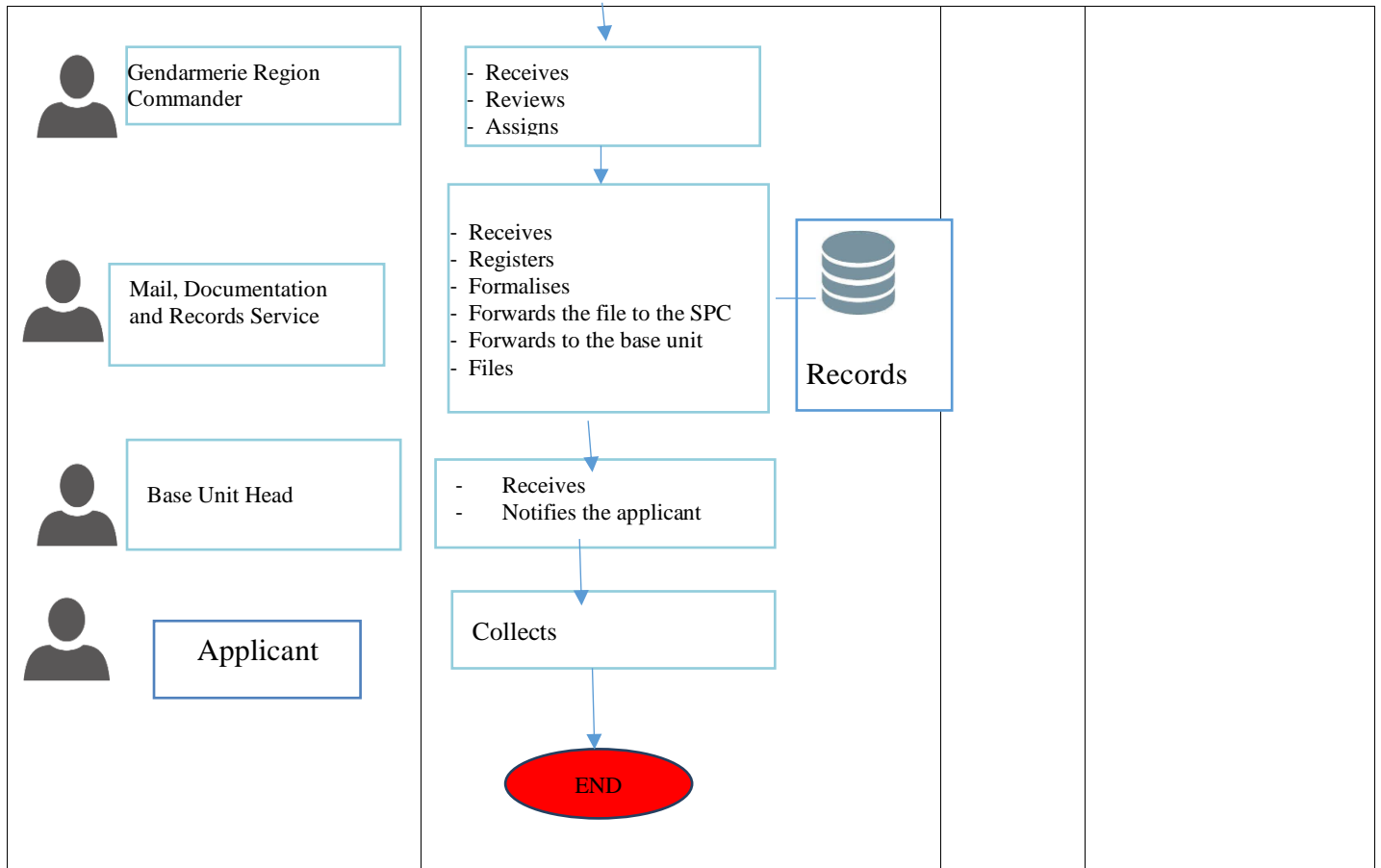
SIGNATORY OF THE DOCUMENT: the Region Commander

DELIVERY METHOD: Notification/Collection

QUALITY SUPERVISOR: the Administrative, Financial and Logistics Service

PROCESSING

NATIONAL GENDARMERIE	PROCEDURE No. 1/MINDEF/SEDCGN/RG/I ISSUING A MARRIAGE AUTHORISATION TO A NON- COMMISSIONED OFFICER	Procedure start date: 2023	
		Procedure version: 1.0	
		Deadline	Page
Intervening parties	Stages		Handling rules
 Applicant  Base unit bureau of the applicant  Head of Mail, Documentation and Records Service  Chief of Staff of the Gendarmerie Region  Gendarmerie Region Commander  Chief of Staff of the Gendarmerie Region  Chancellery Personnel Service  Personnel Bureau  Chancellery Personnel Service  Chief of Staff of the Gendarmerie Region	<p style="text-align: center;">Beginning</p> <p style="text-align: center;">Submits the file</p> <p>- Receives - Checks compliance - Orders background check - Issues the notice - Forwards the file through the chain of command to the Region Commander</p> <p>- Receives - Checks compliance - Registers the file - Forwards to the Chief of Staff</p> <p>- Receives - Reviews - Forwards</p> <p>- Receives - Reviews - Assigns</p> <p>- Receives - Assigns</p> <p>- Receives - Assigns</p> <p>- Receives - Reviews - Initiates the draft document - Initials the draft</p> <p>- Receives - Reviews - Initials the draft</p> <p>- Receives - Reviews - Initials the draft</p>		<p>R1: Check file's compliance</p> <p>R2: Check the authenticity of the documents</p> <p>R3: Ensure that the spouses are eligible</p> <p>R4: Conduct a background check of the spouse</p>



GENDARMERIE REGION

PROCEDURE No. 2/MINDEF/SEDCGN/RG/I

ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AND A CIVIL SERVANT

TITLE OF THE DOCUMENT/SERVICE: Marriage authorisation

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Personnel Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing non-commissioned 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 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/IM/MINFA/200 of 15 March 1977 relating to the conditions of marriage for military personnel serving in the Armed 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.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau/Unit

REQUIREMENTS:

- be a private assigned to one of the units of the Gendarmerie Region, with five (05) years of service for the rank and file of the Specialised Forces or four (04) years of service for the rank and file of the National Gendarmerie;
- for a female service member, the future spouse must be of Cameroonian nationality.

CONSTITUTION OF FILE:

• **Required documents:**

- handwritten application addressed to the Region Commander, specifying the following about the future spouse: date and place of birth, nationality, contact address, occupation as well as parents' address;
- copy of the future spouse's birth certificate signed by the competent authority;
- certificate of non-conviction of future spouse;
- divorce judgement of the future spouse, where applicable;
- parental authorisation signed by the competent authority, if the future spouse is a minor;
- certificate of function where the future spouse is a civil servant.

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 judgment of divorce with the first spouse.

In the case of marriage after the death of the spouse:

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

- ***Reference document:*** Staff file

SIGNATORY OF THE DOCUMENT: the Region Commander

DEADLINE: Six (06) months

DELIVERY METHOD: Collection

QUALITY SUPERVISOR: the Administrative, Financial and Logistics Service

GENDARMERIE REGION

PROCEDURE No. 3/MINDEF/SEDCGN/RG/I

ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AND A PRIVATE/SERVICEMAN

TITLE OF THE DOCUMENT/SERVICE: Marriage authorisation

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Non-Commissioned Personnel Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing non-commissioned 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 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/IM/MINFA/200 of 15 March 1977 relating to the conditions of marriage for military personnel serving in the Armed 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.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau/Unit

REQUIREMENTS:

- be a private assigned to one of the units of the Gendarmerie Region, with five (05) years of service for the rank and file of the Specialised Forces or four (04) years of service for the rank and file of the National Gendarmerie;
- for a female service member, the future spouse must be of Cameroonian nationality.

CONSTITUTION OF FILE:

• ***Required documents:***

- handwritten application addressed to the Region Commander, specifying the following about the future wife: date and place of birth, nationality, contact address, occupation as well as parents' address;
- copy of the future wife's birth certificate signed by the competent authority;
- certificate of non-conviction of the future wife;
- divorce judgement of the future wife, where applicable;
- legalised consent of the future wife;
- attestation of effective presence at the service of the future wife;
- military service record of the future wife.

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 judgment of divorce with the first spouse.

In the case of marriage after the death of the spouse:

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

- ***Reference document:*** Staff file

SIGNATORY OF THE DOCUMENT: the Region Commander

DEADLINE: Six (06) months

DELIVERY METHOD: Collection

QUALITY SUPERVISOR: the Administrative, Financial and Logistics Service

GENDARMERIE REGION

PROCEDURE No. 4/MINDEF/SEDCGN/RG/I

**ISSUING A MARRIAGE AUTHORISATION EXTENSION TO A NON-COMMISSIONED
MEMBER OF THE GENDARMERIE**

TITLE OF THE DOCUMENT/SERVICE: Marriage authorisation

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Personnel Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing non-commissioned 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 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/IM/MINFA/200 of 15 March 1977 relating to the conditions of marriage for military personnel serving in the Armed 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.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau/Unit

REQUIREMENTS:

- be a private assigned to one of the units of the Gendarmerie Region;
- have an expiring marriage authorisation.

CONSTITUTION OF FILE:

• **Required documents:**

- handwritten application addressed to the Region Commander, stating the future spouse's date and place of birth, nationality, contact address, occupation, as well as his/her parents' contact address;
- expiring marriage authorisation;
- report on the non- celebration of marriage.

• **Reference document:** Staff file

SIGNATORY OF THE DOCUMENT: the Region Commander

DEADLINE: Thirty (30) days

DELIVERY METHOD: Collection

QUALITY SUPERVISOR: the Administrative, Financial and Logistics Service

GENDARMERIE REGION

PROCEDURE No. 5/MINDEF/SEDCGN/RG/I

ISSUING AN AUTHORISATION FOR CHANGE OF MARITAL REGIME TO A NON-COMMISSIONED MEMBER OF THE GENDARMERIE

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

INITIATOR OF THE PROCEDURE: Applicant

ENTITY INITIATING: Personnel Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing non-commissioned 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 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/IM/MINFA/200 of 15 March 1977 relating to the conditions of marriage for military personnel serving in the Armed 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.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau/Unit

REQUIREMENTS:

- be a private assigned to one of the units of the Gendarmerie Region;
- have a first marriage authorisation.

CONSTITUTION OF FILE:

• **Required documents:**

- handwritten application addressed to the Region Commander, specifying the filiation of the spouse (date and place of birth, nationality, address, profession of the spouse, as well as parents address), as well as the reasons for the change of regime or annulment of the marriage;
- certified true copy of first marriage certificate;
- certified true copy of death certificate of the first spouse, where applicable;
- certified true copy of final judgement of divorce with the first spouse, where applicable;
- certified true copy of birth certificate of the future spouse.

• **Reference documents:**

- staff file;
- background check report of the Gendarmerie Brigade Commander of the place of residence of the future spouse, giving details of his/her situation, that of his/her parents, the reputation he/she enjoys as well as his/her family and his/her state of health, the circumstances of the change of regime or annulment of the marriage.

SIGNATORY OF THE DOCUMENT: the Region Commander

DEADLINE: Six (06) months

DELIVERY METHOD: Collection

QUALITY SUPERVISOR: the Administrative, Financial and Logistics Service

GENDARMERIE REGION

PROCEDURE No. 6/MINDEF/SEDCGN/RG/I

**ISSUING A MARRIAGE ANNULMENT NOTICE TO A NON-COMMISSIONED MEMBER
OF THE GENDARMERIE**

TITLE OF THE DOCUMENT/SERVICE: Marriage annulment notice

INITIATOR OF THE PROCEDURE: Applicant

ENTITY INITIATING: Personnel Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/219 of 25 July 2001 to lay down special rules and regulations governing non-commissioned officers of the Defence Forces;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- 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.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau/Unit

REQUIREMENTS:

- be a private assigned to one of the units of the Gendarmerie Region;
- have a first marriage authorisation.

CONSTITUTION OF FILE:

• **Required documents:**

- handwritten application addressed to the Region Commander, specifying the filiation of the spouse (date and place of birth, nationality, address, profession of the spouse, as well as parents address), as well as the reasons for the change of regime or annulment of the marriage;
- certified true copy of first marriage certificate;
- certified true copy of death certificate of the first spouse, where applicable;
- certified true copy of final judgement of divorce with the first spouse, where applicable;
- certified true copy of birth certificate of the future spouse.

• **Reference document:**

- staff file;
- background check report of the Gendarmerie Brigade Commander of the place of residence of the future spouse, giving details of his/her situation, that of his/her parents, the reputation he/she enjoys as well as his/her family and his/her state of health, the circumstances of the change of regime or annulment of the marriage.











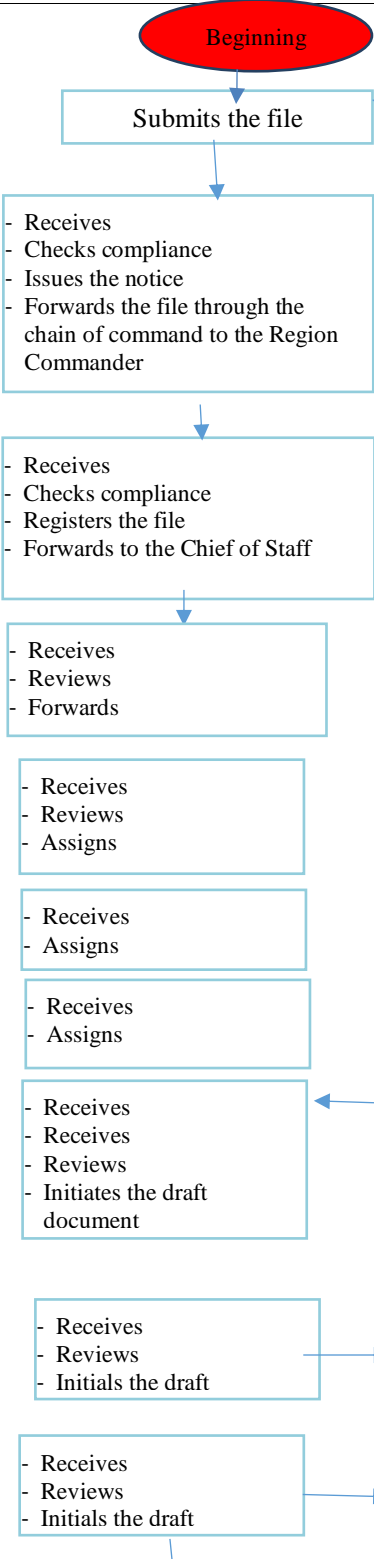
SIGNATORY OF THE DOCUMENT: the Region Commander

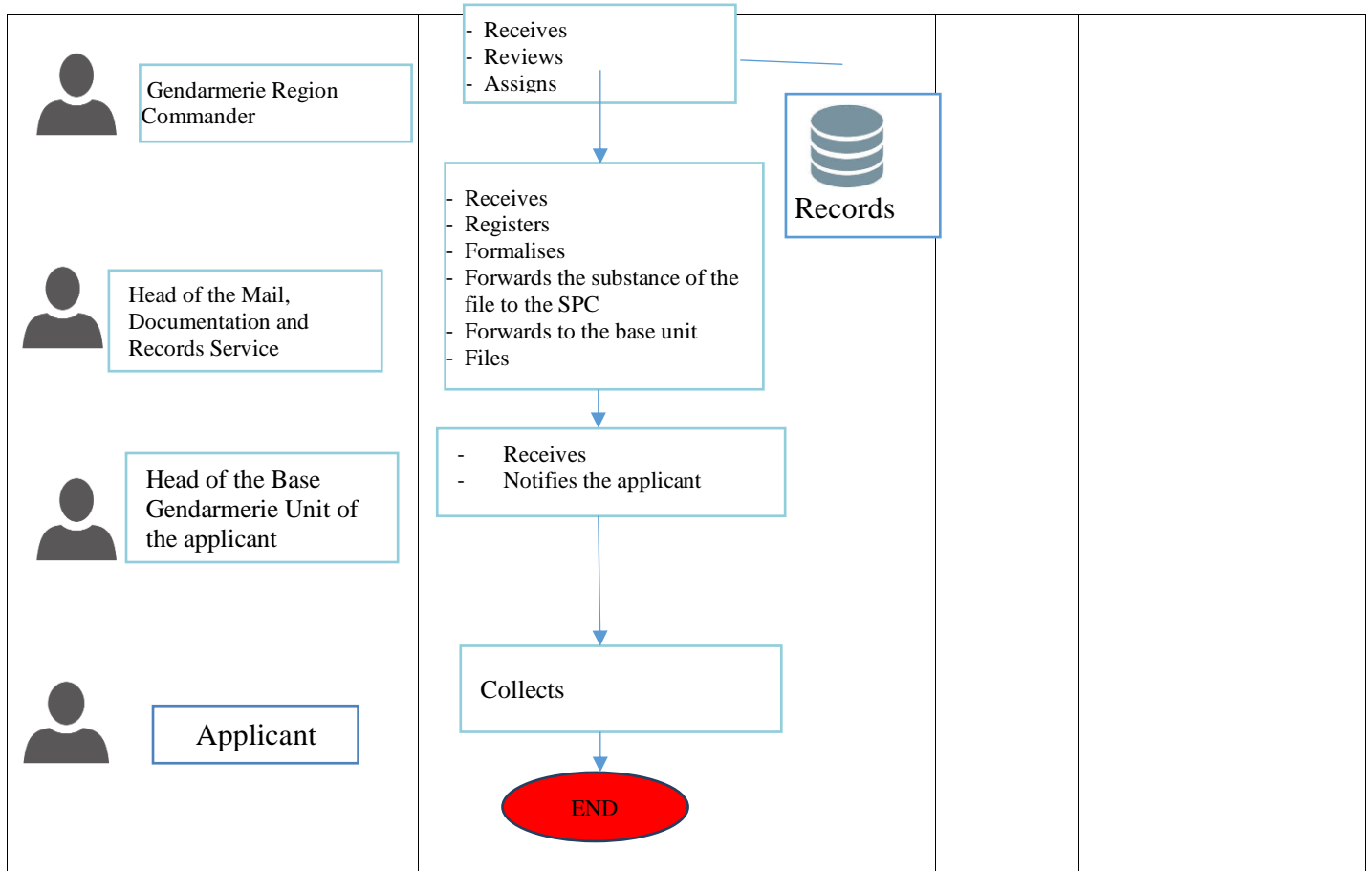
DEADLINE: Six (06) months

DELIVERY METHOD: Collection

QUALITY SUPERVISOR: the Administrative, Financial and Logistics Service

PROCESSING

NATIONAL GENDARMERIE	PROCEDURE No. 2-6/MINDEF/SEDCGN/RG/I	Procedure start date: 2023	
		Procedure version: 1.0	
		Deadline	Page
Intervening parties	Stages		Handling rules
 Applicant  Head of Base Gendarmerie Unit of the applicant  Head of Mail, Documentation and Records Service  Chief of Staff of the Gendarmerie Region  Gendarmerie Region Commander  Chief of Staff of the Gendarmerie Region  Chancellery Personnel Service  Personnel Bureau  Chancellery Personnel Service  Chief of Staff of the Gendarmerie Region	 <pre> graph TD Start([Beginning]) --> S1[Submits the file] S1 --> B1["- Receives - Checks compliance - Issues the notice - Forwards the file through the chain of command to the Region Commander"] B1 --> B2["- Receives - Checks compliance - Registers the file - Forwards to the Chief of Staff"] B2 --> B3["- Receives - Reviews - Forwards"] B3 --> B4["- Receives - Reviews - Assigns"] B4 --> B5["- Receives - Assigns"] B5 --> B6["- Receives - Assigns"] B6 --> B7["- Receives - Receives - Reviews - Initiates the draft document"] B7 --> B8["- Receives - Reviews - Initials the draft"] B8 --> B9["- Receives - Reviews - Initials the draft"] </pre>		<p>R1: Check file's compliance R2: Ensure that the spouses are eligible R3: Ensure procedure consistency</p>



GENDARMERIE REGION

PROCEDURE No. 7/MINDEF/SEDCGN/RG/I

**ISSUING A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AN
AUTHORISATION TO DRESS IN CIVILIAN ATTIRE AT THE WORKPLACE**

TITLE OF THE DOCUMENT/SERVICE: Letter authorising dressing in civilian attire

INITIATOR OF THE PROCEDURE: Applicant

ENTITY INITIATING: Personnel Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/219 of 25 July 2001 to lay down special rules and regulations governing non-commissioned officers of the Defence Forces;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- 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;
- Decree No. 2007/199 of 07 July 2007 on the Rules of General Discipline of the Defence Forces.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau/Unit

REQUIREMENTS:

- be a private assigned to one of the units of the Gendarmerie Region;
- be in a health condition (pregnancy or medical) requiring an exemption from wearing a uniform.

CONSTITUTION OF FILE:

• **Required documents:**

- handwritten application addressed to the Region Commander, specifying the reasons and the duration requested;
- medical certificate of pregnancy), where applicable;
- all supporting documents, where applicable.

• **Reference documents:**

- staff file;
- medical record.

SIGNATORY OF THE DOCUMENT: the Region Commander

DEADLINE: One (01) month

DELIVERY METHOD: Collection

QUALITY SUPERVISOR: the Administrative, Financial and Logistics Service

GENDARMERIE REGION

PROCEDURE No. 8/MINDEF/SEDCGN/RG/I

**ISSUING A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AN
AUTHORISATION TO WEAR BEARD**

TITLE OF THE DOCUMENT/SERVICE: Letter authorising the wearing of beard

INITIATOR OF THE PROCEDURE: Applicant

ENTITY INITIATING: Personnel Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/219 of 25 July 2001 to lay down special rules and regulations governing non-commissioned officers of the Defence Forces;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- 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;
- Decree No. 2007/199 of 07 July 2007 on the Rules of General Discipline of the Defence Forces (art. 55);
- - NDS No. 03167/DGG/PS/CHA/2 of 11 March 1983. DPC. Ch. TENUÉ. P No. 06.

REQUIREMENTS:

- be a private assigned to one of the units of the Gendarmerie Region;
- be in a medical condition related to shaving duly certified by a military doctor;
- 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:**

- handwritten application addressed to the Region Commander, specifying the reasons and the duration requested;
- medical certificate, where applicable;
- death certificate, where applicable;
- any other supporting documents.

• **Reference documents:**

- staff file;
- medical record.

SIGNATORY OF THE DOCUMENT: the Base Region Commander

DEADLINE: One (01) month

DELIVERY METHOD: Collection

QUALITY SUPERVISOR: the Administrative, Financial and Logistics Service

¹ NB:

- For medical reasons, the duration for wearing of beard shall be determined by a medical practitioner;
- For the death of a relative (legitimate father, mother, spouse or child), the duration shall be twelve (12) months maximum.

GENDARMERIE REGION

PROCEDURE No. 9/MINDEF/SEDCGN/RG/I

**ISSUING A NON-COMMISSIONED MEMBER OF THE GENDARMERIE AN
AUTHORISATION TO CHANGE BANK BRANCH**

TITLE OF THE DOCUMENT/SERVICE: Notice on change of bank branch

INITIATOR OF THE PROCEDURE: Applicant

ENTITY INITIATING: Personnel Bureau

REFERENCE INSTRUMENTS:

- Decree No. 94/197 of 07 October 1994 to lay down special regulations governing non-commissioned officers of the Armed Forces;
- Decree No. 2001/219 of 25 July 2001 to lay down special rules and regulations governing non-commissioned officers of the Defence Forces;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- 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;
- NDS No. 223/SAG of 08/09/1966 (DPA II/A) amended by Note No. 22 375/DGG/AD/TRE/2 of 07 October 1966.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau

REQUIREMENTS:

- be a private assigned to one of the units of the Gendarmerie Region;
- have a certificate of debt clearance (non-debtor) issued by the former bank and specifying that the person concerned has no debit account in their books.

CONSTITUTION OF FILE:

• **Required documents:**

- stamped application on *papier ministre* (square ledger paper) addressed to the Minister of Finance;
- certificate of debt clearance from the former bank;
- certificate of account opening in the new bank.

• **Reference document:** Payslip file










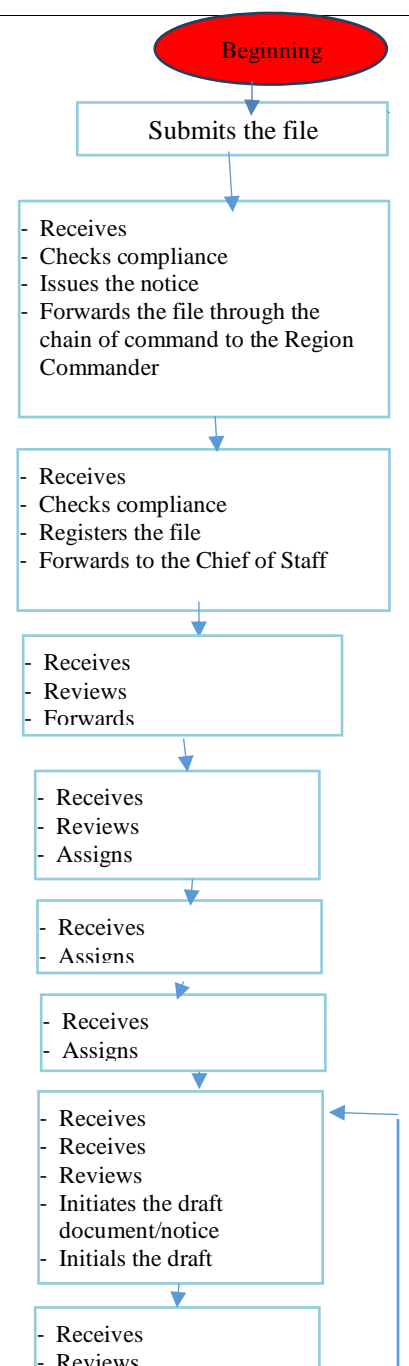
SIGNATORY OF THE DOCUMENT: the Region Commander

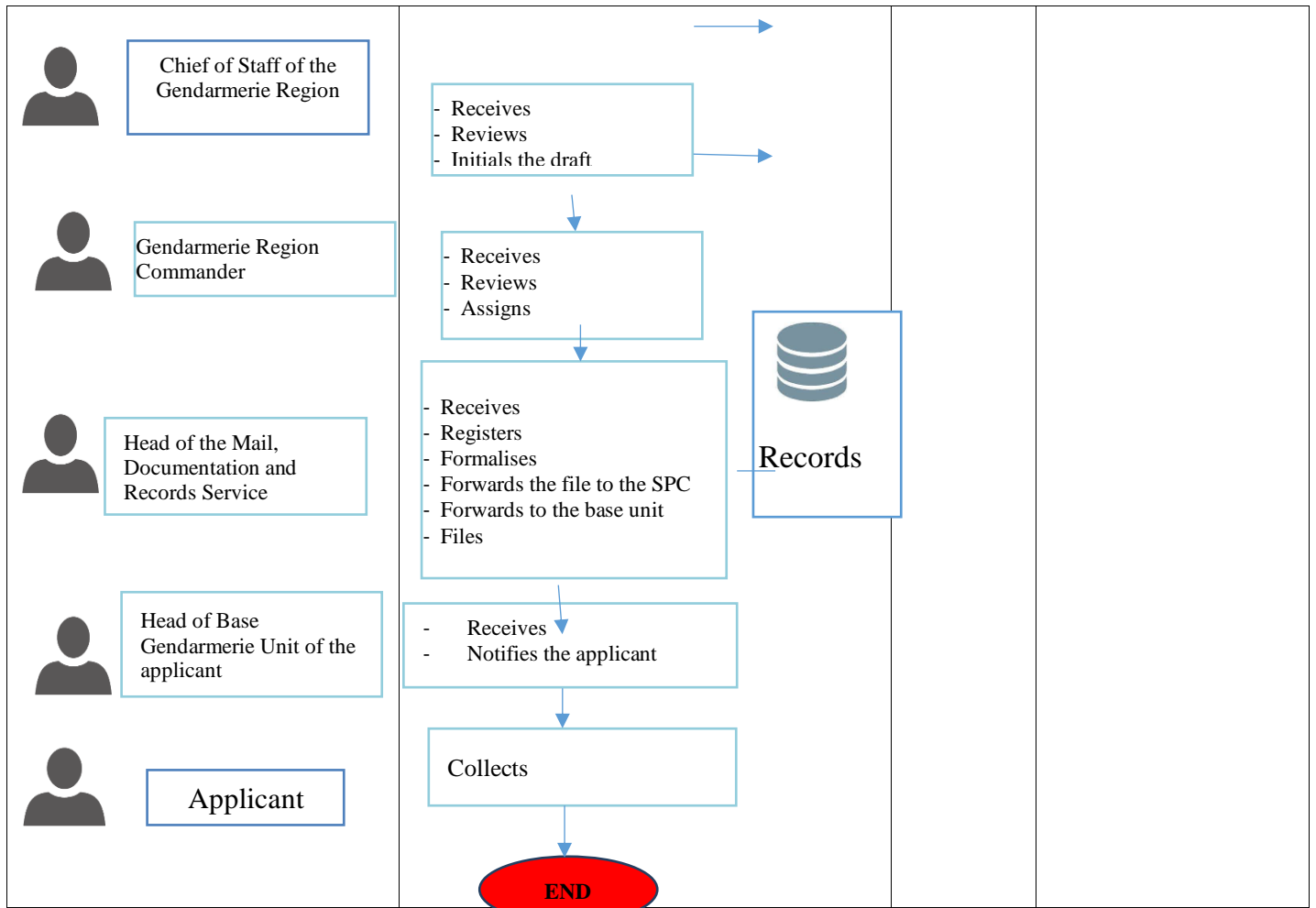
DEADLINE: One (01) month

DELIVERY METHOD: Notification

QUALITY SUPERVISOR: the Administrative, Financial and Logistics Service

PROCESSING

NATIONAL GENDARMERIE	PROCEDURE No. 7-9/MINDEF/SEDCGN/RG/I	Procedure start date: 2023	
		Procedure version: 1.0	
		Deadline	Page
<i>Intervening parties</i>	<i>Stages</i>	<i>Deadline:</i> six (06) months	<i>Handling rules</i>
 Applicant  Head of Base Gendarmerie Unit of the applicant  Head of the Mail, Documentation and Records Service  Chief of Staff of the Gendarmerie Region  Gendarmerie Region Commander  Chief of Staff of the Gendarmerie Region  Chancellery Personnel Service  Head of Personnel Bureau  Chancellery Personnel Service	 <pre> graph TD Start([Beginning]) --> S1[Submits the file] S1 --> S2["- Receives - Checks compliance - Issues the notice - Forwards the file through the chain of command to the Region Commander"] S2 --> S3["- Receives - Checks compliance - Registers the file - Forwards to the Chief of Staff"] S3 --> S4["- Receives - Reviews - Forwards"] S4 --> S5["- Receives - Reviews - Assigns"] S5 --> S6["- Receives - Assigns"] S6 --> S7["- Receives - Receives - Reviews - Initiates the draft document/notice - Initials the draft"] S7 --> S8["- Receives - Reviews - Initials the draft"] </pre>		<p>R1: Check file's compliance</p> <p>R2: Check the authenticity of the documents</p> <p>R3: Ensure that the applicant is not indebted</p>



GENDARMERIE REGION

PROCEDURE No. 10/MINDEF/SEDCGN/RG/I

ISSUING A 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. 65/LF/19 of 12 November 1965;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No.74/140 of 20 July 1974;
- Order No. 60-20 of 22 February 1960;
- Memorandum No. 469/SAG of 30 October 1966;
- Ministerial Note No. 48 MINFA/400 of 24 January 1969.
- Memorandum No. 469/SAG of 30 October 1966 Decree No.74/140 of 20 July 1974.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau/Unit

REQUIREMENTS:

- be a retired private formerly assigned to one of the units of the Gendarmerie Region;
- must not have been discharged on disciplinary grounds.

CONSTITUTION OF FILE:

- **Required documents:** N/A

- **Reference documents:**
 - service roll;
 - nominal roll;
 - deserters record;
 - punishment register;
 - individual file of the service member.

SIGNATORY OF THE DOCUMENT: the Region Commander

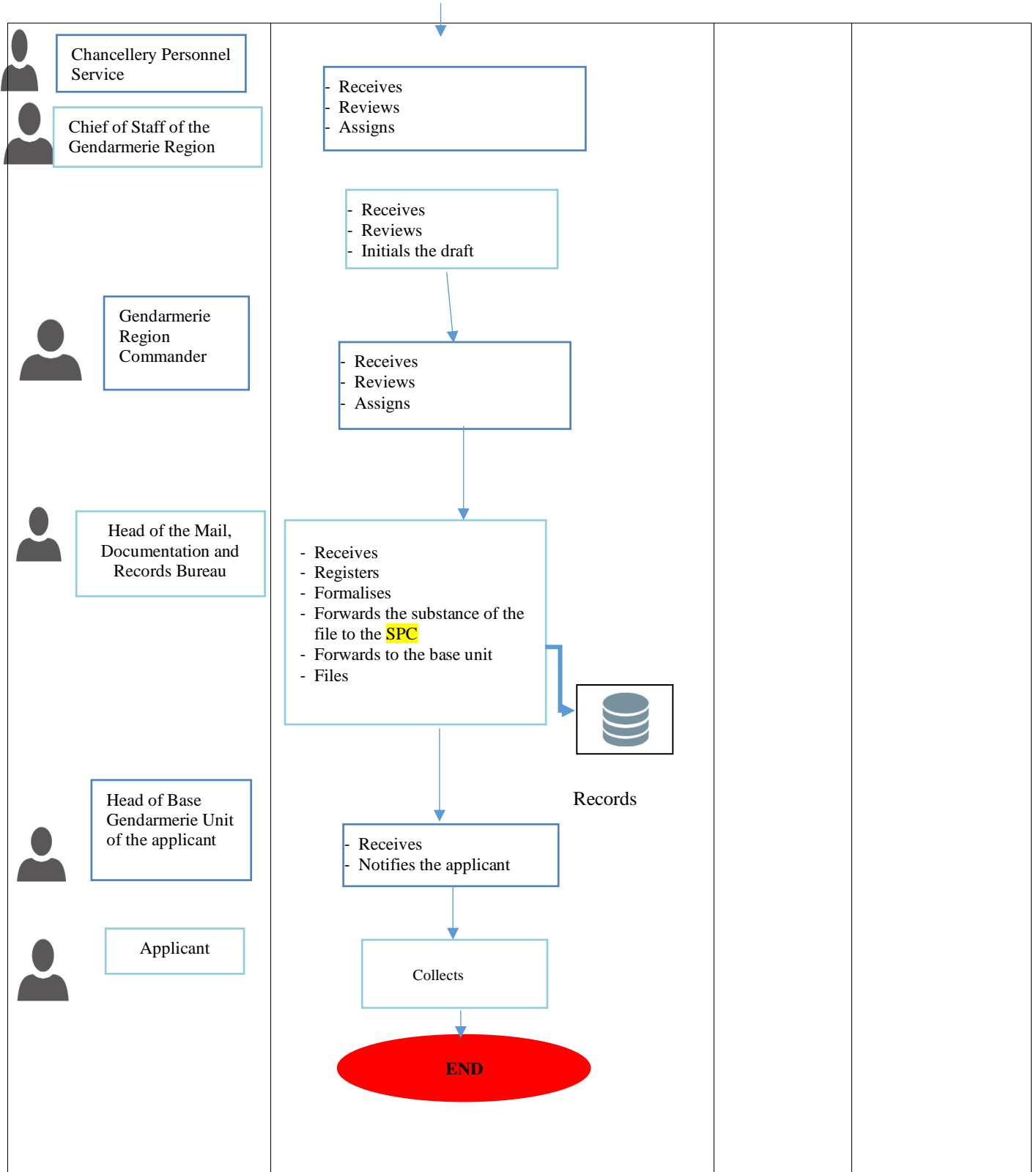
DEADLINE: One (01) month

DELIVERY METHOD: Notification

QUALITY SUPERVISOR: the Administrative, Financial and Logistics Service

PROCESSING

NATIONAL GENDARMERIE	PROCEDURE No. 10/MINDEF/SEDCGN/RG/I	Procedure start date: 2023	
		Procedure version:	
		Page	
Intervening parties	Stages	Deadline: six (06) months	Handling rules
<p>Applicant</p> <p>Head of Base Gendarmerie Unit of the applicant</p> <p>Head of the Mail, Documentation and Records Bureau</p> <p>Chief of Staff of the Gendarmerie Region</p> <p>Gendarmerie Region Commander</p> <p>Chief of Staff of the Gendarmerie Region</p> <p>Chancellery Personnel Service</p> <p>Head of Personnel Bureau</p>	<p style="text-align: center;">Début</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Submits the file</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">- Receives - Produces the service record - Launches the request - Issues the notice - Forwards to the Region Commander through the chain of command</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">- Receives - Checks compliance - Registers the file - Forwards to the Chief of Staff</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">- Receives - Reviews - Forwards</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">- Receives - Reviews - Assigns</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">- Receives - Assigns the file</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">- Receives - Assigns</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">- Receives - Reviews - Initiates the draft document - Initials the draft</p> <p style="text-align: center;">↓</p>		<p>R1: Check file's compliance</p> <p>R2: Check applicant's status</p> <p>R3: Ensure that the spouses are eligible</p> <p>R4: Ensure procedure consistency</p>



GENDARMERIE LEGION

No.	TITLES OF PROCEDURES
1.	ISSUING A PRIVATE AN AUTHORISATION TO DRESS IN CIVILIAN ATTIRE AT THE WORKPLACE
2.	ISSUING A PRIVATE AN AUTHORISATION TO WEAR BEARD
3.	ISSUING A PRIVATE AN AUTHORISATION TO CHANGE BANK BRANCH

GENDARMERIE LEGION

PROCEDURE No. 1/MINDEF/SEDCGN/LG/II

**ISSUING A PRIVATE AN AUTHORISATION TO DRESS IN CIVILIAN ATTIRE AT
THE WORKPLACE**

TITLE OF THE DOCUMENT/SERVICE: Authorisation to dress in civilian attire

INITIATOR OF THE PROCEDURE: Applicant

ENTITY INITIATING: Personnel Bureau – Chancellery

REFERENCE INSTRUMENTS:

- Decree No. 2001/219 of 25 July 2001 to lay down special rules and regulations governing non-commissioned officers of the Defence Forces;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- 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;
- Decree No. 2007/199 of 07 July 2007 on the Rules of General Discipline of the Defence Forces.

REQUIREMENTS:

- be a private assigned to one of the units of the Gendarmerie Legion;
- be pregnant or in a medical condition that does not allow the wearing of a uniform.

CONSTITUTION OF FILE:

• **Required documents:**

- handwritten application addressed to the Legion Commander, specifying the reasons and the duration requested;
- medical certificate of pregnancy, where applicable;
- all supporting documents, where applicable.

• **Reference documents:**

- staff file;
- medical record.

SIGNATORY OF THE DOCUMENT: the Legion Commander

DEADLINE: Thirty (30) days

DELIVERY METHOD: Collection

QUALITY SUPERVISOR: the Mail, Documentation and Records Bureau

GENDARMERIE LEGION

PROCEDURE No. 2/MINDEF/SEDCGN/LG/II

ISSUING A PRIVATE AN AUTHORISATION TO WEAR BEARD

TITLE OF THE DOCUMENT/SERVICE: Authorisation to wear beard

INITIATOR OF THE PROCEDURE: Applicant

ENTITY INITIATING: Personnel Bureau - Chancellery

REFERENCE INSTRUMENTS:

- Decree No. 2001/219 of 25 July 2001 to lay down special rules and regulations governing non-commissioned officers of the Defence Forces;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- 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;
- Decree No. 2007/199 of 07 July 2007 on the Rules of General Discipline of the Defence Forces (art. 55);
- NDS No. 03167/DGG/PS/CHA/2 of 11 March 1983. DPC. Ch. TENUE. P No. 06.

REQUIREMENTS:

- be a private assigned to one of the units of the Gendarmerie Legion;
- be in a medical condition related to shaving duly certified by a military doctor;
- 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:**

- handwritten application addressed to the Legion Commander, specifying the reasons and the duration requested;
- medical certificate, where applicable;
- any other supporting documents.

• **Reference documents:**

- staff file
- medical record

SIGNATORY OF THE DOCUMENT: the Legion Commander

DEADLINE: Thirty (30) days

DELIVERY METHOD: Collection

QUALITY SUPERVISOR: the Mail, Documentation and Records Bureau

GENDARMERIE LEGION

PROCEDURE No. 3/MINDEF/SEDCGN/LG/II

ISSUING A PRIVATE AN AUTHORISATION TO CHANGE BANK BRANCH

TITLE OF THE DOCUMENT/SERVICE: A notice

INITIATOR OF THE PROCEDURE: Applicant

ENTITY INITIATING: Personnel Bureau - Chancellery

REFERENCE INSTRUMENTS:

- Decree No. 94/197 of 07 October 1994 to lay down special regulations governing non-commissioned officers of the Armed Forces;
- Decree No. 2001/219 of 25 July 2001 to lay down special rules and regulations governing non-commissioned officers of the Defence Forces;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/181 of 25 July 2001 to organise the National Gendarmerie;
- 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;
- NDS No. 223/SAG of 08/09/1966 (DPA II/A) amended by Note No. 22 375/DGG/AD/TRE/2 of 07 October 1966.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau

REQUIREMENTS:

- be a private assigned to one of the units of the Gendarmerie Legion;
- have a certificate of debt clearance (non-debtor) issued by the former bank and specifying that the person concerned has no debit account in their books.

CONSTITUTION OF FILE:

• **Required documents:**

- stamped application on *papier ministre* (square ledger paper) addressed to the Minister of Finance;
- certificate of debt clearance;
- certificate of account opening in the new bank.

• **Reference document:** Payslip file

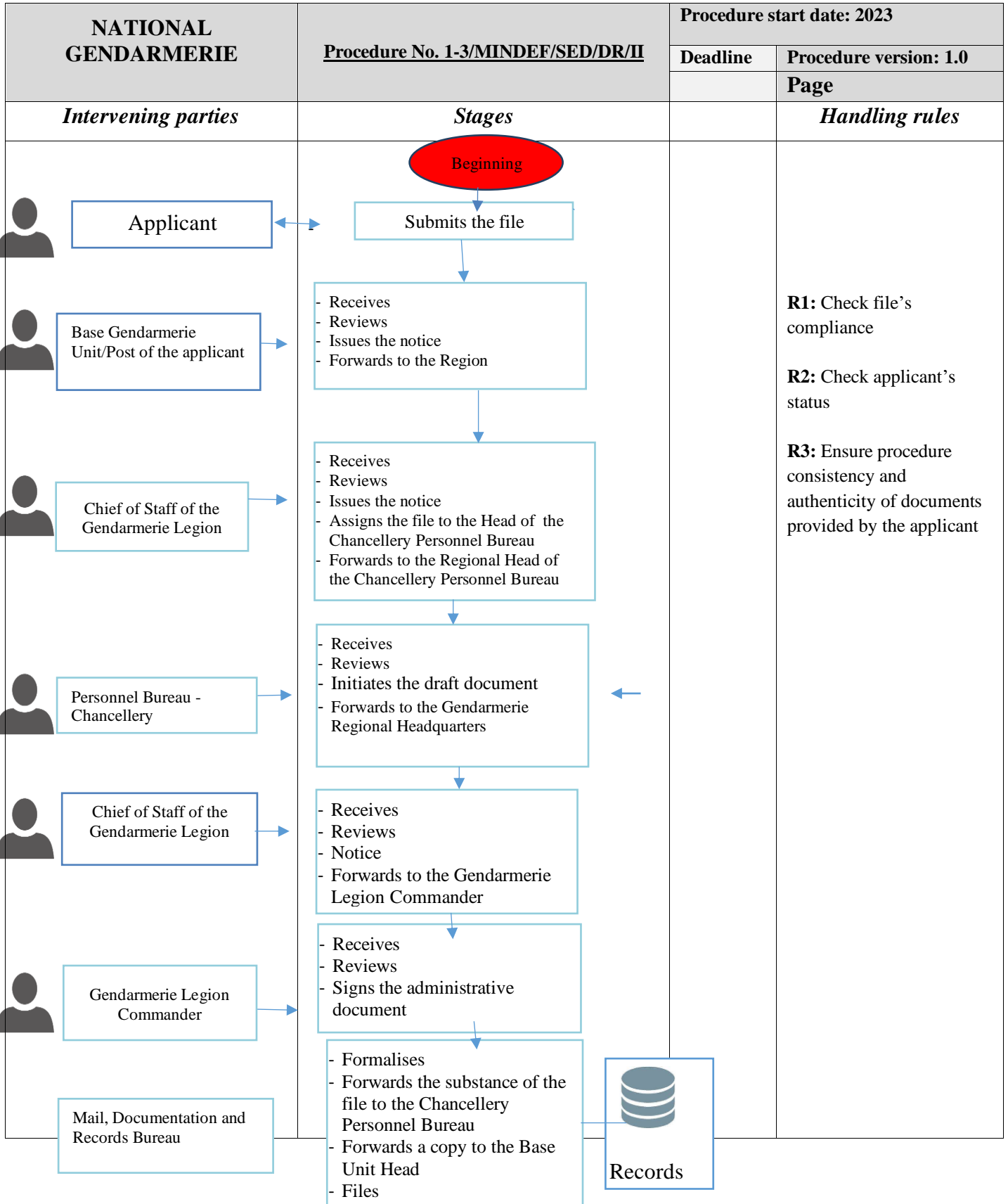
SIGNATORY OF THE DOCUMENT: the Legion Commander

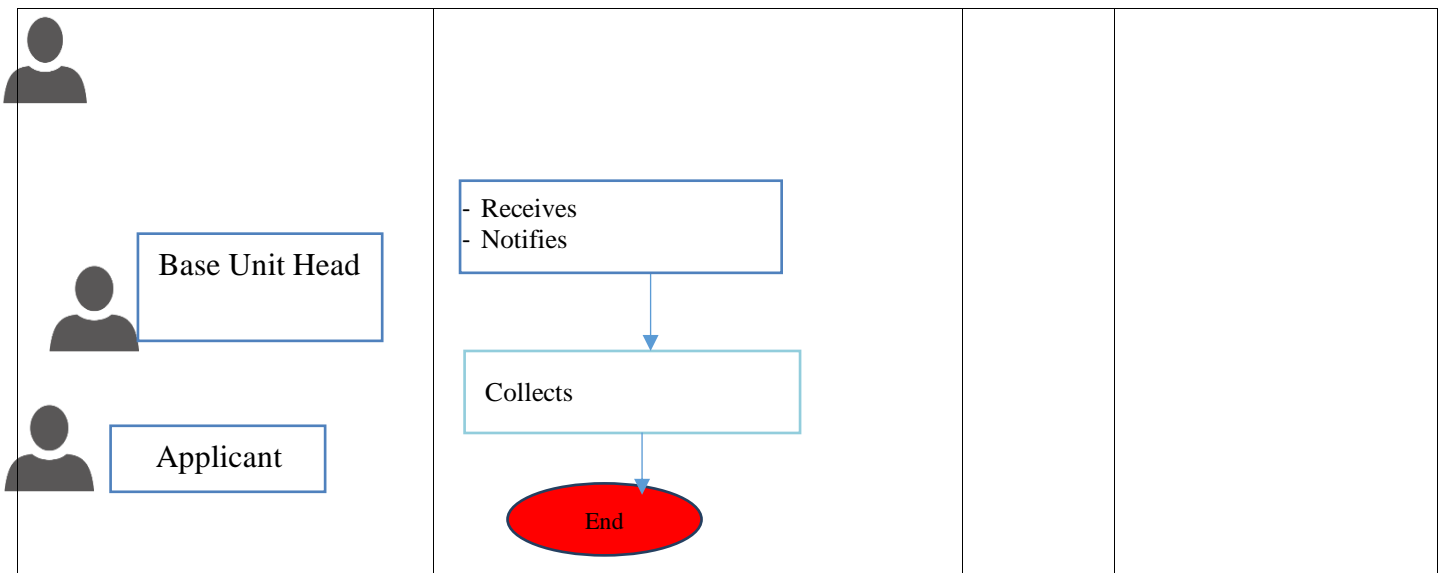
DEADLINE: Thirty (30) days

DELIVERY METHOD: Collection

QUALITY SUPERVISOR: the Mail, Documentation and Records Bureau

PROCESSING








**PART TWO:
STANDARD OPERATIONS OF STAKEHOLDERS IN
THE PROCESSING CHAIN**


I. PROCESSING OF FILE AT THE MAIL OFFICE LEVEL

a. AT THE BEGINNING OF THE PROCESS


<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 Applicant  Head of Incoming Mail Office	<p style="text-align: center;">Beginning</p> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;">Submits files</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;"> <ul style="list-style-type: none"> - Receives the physical file - Reviews the physical file - Registers the physical file, which automatically generates a mail number - Writes the generated number on the physical file - Issues an acknowledgement receipt to the applicant - Prints the forwarding slip - Forwards the electronic data to the Head of the General Affairs Division - Forwards the physical file to the Secretary of the Sub-director of Reception, Mail and Liaison </div> <p style="text-align: center;">↓</p> <p style="text-align: center;">End</p>	<p>R1: Ensure receipt of the required number of documents</p>

b. During the process

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
	 Beginning	




 <p>Head of the Mail Bureau</p>	<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 10px;"> <ul style="list-style-type: none"> - Receives the physical file, the forwarding slip meant for the service concerned and the forwarding slip against receipt - Checks the conformity of physical file data with electronic data - Receives the electronic data and prints the acknowledgement receipt - Formalises the signed slip - Registers exit of the physical file - Forwards the electronic data to the services of another structure - Prints the forwarding slip - Takes the physical file under docket to the Services of the structure concerned </div> <p style="text-align: center;">End</p>	<p>R1: Ensure conformity of physical data with electronic data</p> <p>R2: Ensure that the addressee has not been mistaken</p> <p>R3: Ensure that the name of the addressee is correct</p>
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c. AT THE END OF THE PROCESS




<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <p>Head of the Outgoing Mail Bureau</p>	<p style="text-align: center;">Beginning</p> <div style="border: 1px solid black; padding: 10px;"> <ul style="list-style-type: none"> - Receives the physical file and the decision - Initials the forwarding slip - Registers the document - Carries out reprography of the document - Formalises the document and photocopies - Registers and codifies the document - Registers exit of the file - Files a copy of the document - Returns the substance of the file and a copy of the document to the concerned - Forwards the original document to the applicant </div> <p style="text-align: center;">End</p>	<p>R1: Ensure that page numbering is respected</p> <p>R2: Ensure that confidentiality is respected</p>

II. PROCESSING AT THE SECRETARIAT LEVEL


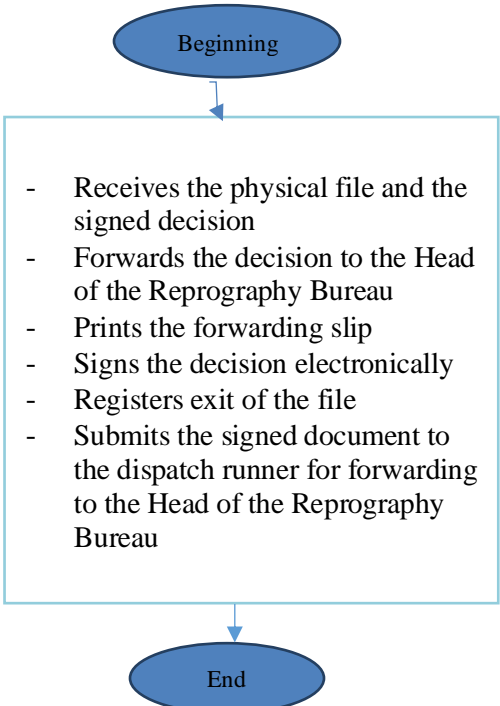
a) RECEPTION OF FILE

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Secretary</div>	<div style="text-align: center;">  <p>Beginning</p> </div> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <ul style="list-style-type: none"> - Receives the physical file and electronic data - Checks the conformity of physical file data with electronic data - Registers entry of the physical file - Initials the forwarding slip - Prints the recipient slip - Submits physical file to hierarchy </div> <div style="text-align: center;">  <p>End</p> </div>	<p>R1: Ensure conformity of physical data with electronic data</p> <p>R2: Ensure that confidentiality is respected</p>


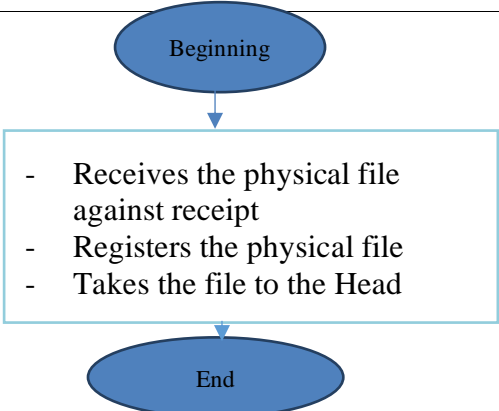
b) EXIT OF FILE

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Secretary</div>	<div style="text-align: center;">  <p>Beginning</p> </div> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <ul style="list-style-type: none"> - Receives the physical file - Registers exit of the physical file - Prints the forwarding slip - Forwards electronic data - Returns the physical file to the dispatch runner </div> <div style="text-align: center;">  <p>End</p> </div>	<p>R1: Ensure conformity of physical data with electronic data</p> <p>R2: Ensure that the addressee has not been mistaken</p> <p>R3: Ensure that the name of the addressee is correct</p>

c) AFTER SIGNING THE ADMINISTRATIVE DOCUMENT






<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <div style="border: 1px solid black; padding: 5px; display: inline-block;">Secretary</div>	<div style="text-align: center;">  <pre> graph TD A([Beginning]) --> B[] subgraph B [] direction TB B1[- Receives the physical file and the signed decision] B2[- Forwards the decision to the Head of the Reprography Bureau] B3[- Prints the forwarding slip] B4[- Signs the decision electronically] B5[- Registers exit of the file] B6[- Submits the signed document to the dispatch runner for forwarding to the Head of the Reprography Bureau] end B --> C([End]) </pre> </div>	<p>R1: Ensure conformity of physical data with electronic data</p> <p>R2: Ensure that the addressee has not been mistaken</p> <p>R3: Ensure that the name of the addressee is correct</p>

III. PROCESSING AT THE LEVEL OF A CLERK/DISPATCH RUNNER/LIAISON AGENT

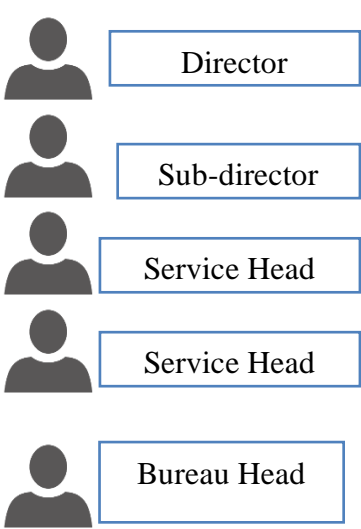
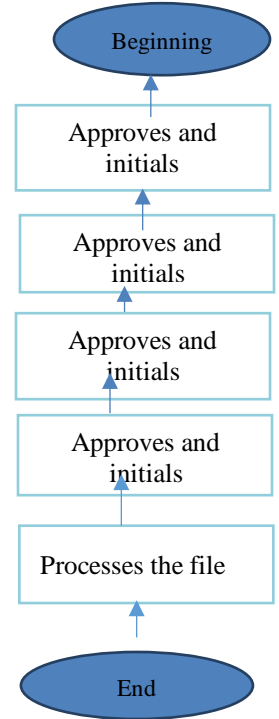
<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <div style="border: 1px solid black; padding: 5px; display: inline-block;">Secretary</div>	<div style="text-align: center;">  <pre> graph TD A([Beginning]) --> B[] subgraph B [] direction TB B1[- Receives the physical file against receipt] B2[- Registers the physical file] B3[- Takes the file to the Head] end B --> C([End]) </pre> </div>	<p>R1: Ensure conformity of physical data with electronic data</p> <p>R2: Ensure that the addressee has not been mistaken</p> <p>R3: Ensure that the name of the addressee is correct</p>

IV. PROCESSING AT TECHNICAL STRUCTURE LEVEL

a) Entry of file


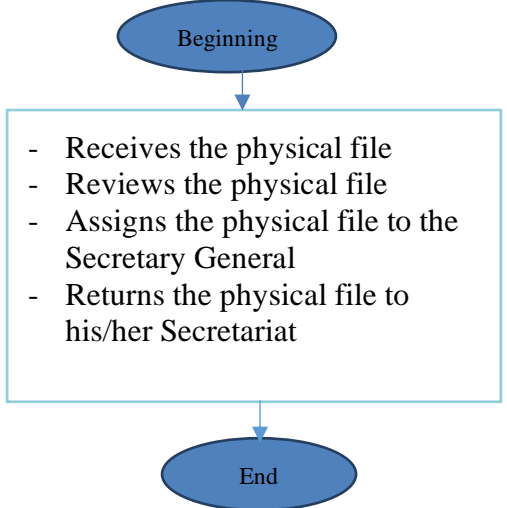
<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 Director and persons ranking as such  Sub-director and persons ranking as such  Service Head and persons ranking as such  Deputy Service Head and persons ranking as such  Bureau Head	<pre> graph TD Start([Beginning]) --> S1[- Reviews
- Assigns the file] S1 --> S2[- Reviews
- Assigns the file] S2 --> S3[- Reviews
- Assigns the file] S3 --> S4[- Reviews
- Assigns the file] S4 --> S5[- Reviews
- Assigns the file
- Initiates the document] S5 --> End([End]) </pre>	<p>R1: Ensure conformity of physical data with electronic data</p>




b) Exit of file

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <p>Director</p> <p>Sub-director</p> <p>Service Head</p> <p>Service Head</p> <p>Bureau Head</p>	 <pre> graph TD B([Beginning]) --> A1[Approves and initials] A1 --> A2[Approves and initials] A2 --> A3[Approves and initials] A3 --> A4[Approves and initials] A4 --> P[Processes the file] P --> E([End]) </pre>	<p>R1: Ensure conformity of physical data with electronic data</p> <p>R2: Ensure compliance with requirements for the requested service</p> <p>R3: Ensure compliance with the chain of command</p>




PROCESSING AT THE LEVEL OF OTHER POSTS OF RESPONSIBILITY


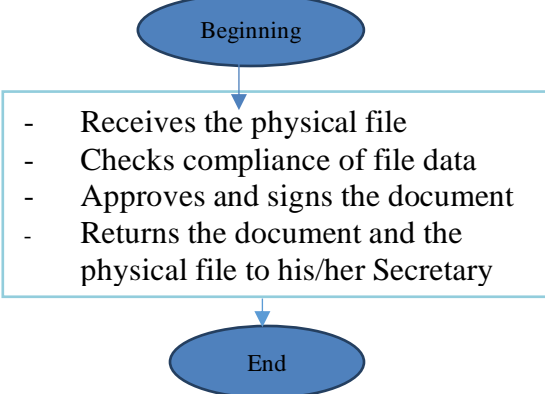
a. RECEPTION OF FILE

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <p>SED/ COREGION/ COLEGION</p>	 <pre> graph TD B([Beginning]) --> S[Receives the physical file Reviews the physical file Assigns the physical file to the Secretary General Returns the physical file to his/her Secretariat] S --> E([End]) </pre>	<p>R1: Ensure conformity of physical data with electronic data</p> <p>R2: Ensure compliance with the chain of command</p>

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <div data-bbox="228 401 451 499" style="border: 1px solid black; padding: 5px; display: inline-block;">Chief of Staff</div>	<div style="text-align: center;">  <p>Beginning</p> </div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <ul style="list-style-type: none"> - Receives the physical file - Reviews the physical file - Assigns the physical file to the technical department concerned - Returns the physical file to his/her Secretariat </div> <div style="text-align: center;">↓</div> <div style="text-align: center;">  <p>End</p> </div>	<p>R1: Ensure conformity of physical data with electronic data</p> <p>R2: Ensure compliance with the chain of command</p>

b. EXIT OF FILE

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <div data-bbox="228 1089 451 1188" style="border: 1px solid black; padding: 5px; display: inline-block;">Chief of Staff</div>	<div style="text-align: center;">  <p>Beginning</p> </div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <ul style="list-style-type: none"> - Receives the physical file - Approves and initials the draft decree - Prints the forwarding slip - Retourne le dossier physique à </div> <div style="text-align: center;">↓</div> <div style="text-align: center;">  <p>End</p> </div>	<p>R1: Ensure conformity of physical data with electronic data</p> <p>R2: Ensure compliance with requirements for the requested service</p> <p>R3: Ensure compliance with the chain of command</p>

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <div data-bbox="228 401 451 541" style="border: 1px solid black; padding: 5px; display: inline-block;"> SED/ COREGION/ COLEGION </div>	<div style="text-align: center;">  <pre> graph TD A([Beginning]) --> B[- Receives the physical file - Checks compliance of file data - Approves and signs the document - Returns the document and the physical file to his/her Secretary] B --> C([End]) </pre> </div>	<p>R1: Ensure conformity of physical data with electronic data</p> <p>R2: Ensure compliance with requirements for the requested service</p> <p>R3: Ensure compliance with the chain of command</p>

ANNEXES

PRODUCTION TEAM

I- OPERATIONAL TEAM

❖ **Supervision:**

- Mr Secretary General/MINDEF;
- Mr TCHAGADICK NJILLA Yves Alain, Permanent Secretary for Administrative Reform/MINFOPRA.

❖ **Administrative Coordination:** MrDAAR/MINDEF.

❖ **Technical Coordination:** Mrs ESSAMA née NGANTOA ZOA Virginie, Head of the Sovereignty Administrations Division/MINFOPRA.

❖ **MINDEF Focal Point:** Major

❖ **Team Leader:** Mrs AFFANA Nicole, Assistant Administrative Organisation Adviser/MINFOPRA.

❖ **Rapporteur:** Mr BEKONO Bernard Armand, Administrative Organisation Adviser/MINFOPRA.

❖ **Members:**

- Mrs EVOLA née NGAH Justine, Administrative Organisation Adviser/MINFOPRA;
- Mr EKOTTI Silas PALE, Administrative Organisation Adviser/MINFOPRA.

❖ **Staff Representatives:**

- **Armed Services Staff** Representative:
- Army Staff Representative:
- Air Force Staff Representative:
- Navy Staff Representative:

❖ **Executive/Computer Scientist:** Mr BEA Marc, Executive/SPRA.

❖ **Secretary:** Mrs EPASSI Solange.

II- SCIENTIFIC COMMITTEE

❖ **Chairperson:** Mr TCHAGADICK NJILLA Yves Alain, Permanent Secretary for Administrative Reform/ MINFOPRA.

❖ **Rapporteur:** Mr BEKONO Bernard Armand, Administrative Organisation Adviser/MINFOPRA.

❖ **Members:**

- **MINDEF Representatives:**

- ColonelDAAR;
- Major ABANDA, representative of the MINDEF General Secretariat;

- **Heads of Structure of SPRA/MINFOPRA:**

- Mr EBAÏ Moses EFFIMAKA, Head of the Technical Administration Division /MINFOPRA;
- Mrs EBA'A Jeanne, Head of the Economic and Social Administrations Division/MINFOPRA;
- Mrs ESSAMA née NGANTOA ZOA Virginie, Head of the Sovereignty Administrations Division/MINFOPRA;
- Mrs BIMEM Yvette, Head of Section/SPRA/MINFOPRA;
- Mrs NGAMBI Amphaïde, Head of Section/SPRA/MINFOPRA;
- Mr TABI NTOBO Ananie, Head of Section/SPRA/MINFOPRA;
- Mr TOUNDE BINDE Joseph Thierry, Head of Section/SPRA/MINFOPRA;

- **Operational Team:**

- Mrs ESSAMA née NGANTOA ZOA Virginie, Head of the Sovereignty Administrations Division / MINFOPRA;
- Mrs AFFANA Nicole, Assistant Administrative Organisation Adviser/MINFOPRA;
- Mr BEKONO Bernard Armand, Administrative Organisation Adviser/MINFOPRA;
- Mrs EVOLA née NGAH Justine, Administrative Organisation Adviser/MINFOPRA;
- Mr EKOTTI Silas PALE, Administrative Organisation Adviser/MINFOPRA;
- Mrs ONGBOULAL MBOM Yolande, Chief of Brigade/SPRA;
- Mr BANANG FATOING, Chief of Brigade/SPRA;
- Mr MBARGA François Mathurin, Assistant Research Officer/SPRA;
- Mr BEA Marc Claude, Executive/SPRA;
- Mrs EPASSI Solange Rachel;
- Mrs AKANDE Gylien MANDAH.

III- STEERING COMMITTEE

❖ **On behalf of MINDEF**

- Colonel XXXXXX, DAAR;
- Colonel XXXXX, representing SED/CGN;

- Colonel XXXXX, representing SED/CACVG;
- Colonel XXXXX, representing the Lieutenant-General;
- XXXXXX, representing the Navy;
- XXXXXX.

❖ **On behalf of MINFOPRA**

- Mrs ESSAMA née NGANTOA ZOA Virginie, Head of the Sovereignty Administrations Division / MINFOPRA, Technical Coordinator;
- Mr TOUNDE BINDE Joseph Thierry; Head of Section/SPRA/MINFOPRA, Deputy Technical Coordinator;
- Mr BEKONO Bernard Armand, Administrative Organisation Adviser/MINFOPRA;
- Mrs EVOLA née NGAH Justine, Administrative Organisation Adviser/MINFOPRA;
- Mr EKOTTI Silas PALE, Administrative Organisation Adviser/MINFOPRA;
- Mrs AFFANA Nicole, Assistant Administrative Organisation Adviser/MINFOPRA;
- Mr BANANG FATOING, Chief of Brigade/SPRA;
- Mr MBARGA François Mathurin, Assistant Research Officer/SPRA;
- Mr BEA Marc Claude, Cadre/SPRA;
- Mrs EPASSI Solange Rachel;
- Mrs AKANDE Gylie MANDAH.