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Paix-Travail-Patrie



REPUBLIC OF CAMEROON
Peace-Work-Fatherland

MINISTRY OF DEFENCE

USER GUIDE

VOLUME II

NATIONAL GENDARMERIE



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

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PREFACE

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

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

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

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

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

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

The Minister Delegate at the Presidency
in charge of Defence

BETI ASSOMO Joseph

GLOSSARY

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

Administrative procedures: 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.

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

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	Central Department of Administration and Logistics	DCAL
2	MILITARY TERRITORIAL COMMANDS AND SPECIALISED FORMATIONS	II
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	Gendarmerie Legions	LG
	Schools and Training Centres Command of the National Gendarmerie	CECI

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**CENTRAL SERVICES
OF THE NATIONAL GENDARMERIE**

CENTRAL COORDINATION DEPARTMENT

No.	TITLE OF THE PROCEDURE
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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 the future spouse;

¹ NB: A marriage authorisation is valid for six (06) months.

- 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 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 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

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;

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

- 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

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/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 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

REQUIREMENTS: 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/SED/CGN/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

REQUIREMENTS: 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 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 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/SEDCGN/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

REQUIREMENTS: 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

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

**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

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

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

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 document:

- 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

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 relieved 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

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



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 Gylien MANDAH.