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Paix-Travail-Patrie



REPUBLIC OF CAMEROON
Peace-Work-Fatherland

MINISTRY OF DEFENCE

USER GUIDE

VOLUME IV

ARMED SERVICES



*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

Joseph BETI ASSOMO

GLOSSARY

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

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

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

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

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

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

Deadline: Maximum time for processing a file.

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

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

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

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

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

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

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

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

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

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

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

LIST OF ACRONYMS AND ABBREVIATIONS

COMECIA: Joint Military Schools and Training Centres Command

EMA: Defence Staff

EMAA: Air Force Staff

EMAT: Army staff

EMM: Navy Staff

MINDEF: Ministry of Defence

LIST OF CODES

No.	HEADINGS	CODE
1.	CENTRAL SERVICES	I
	DEFENCE STAFF	EMA
	ARMY STAFF	EMAT
	AIR FORCE STAFF	EMAA
	NAVY STAFF	EMM
2.	TERRITORIAL COMMAND	II
	JOINT MILITARY REGIONS	RMIA

LIST OF PROCEDURES

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PART ONE: PROCESSING



DEFENCE STAFF



OFFICE OF THE DEPUTY CHIEF OF DEFENCE STAFF IN CHARGE OF PLANNING

No.	TITLES OF PROCEDURES
1.	ISSUING AN INVITATION TO A GEOSTRATEGIC CONFERENCE/SEMINAR ORGANISED BY CAMEROON
2.	ISSUING AN AUTHORISATION FOR DEFENCE STRATEGY TRAINING

OFFICE OF THE DEPUTY CHIEF OF DEFENCE STAFF IN CHARGE OF PLANNING***PROCEDURE No.01/ MINDEF/ EMA/I*****ISSUING AN INVITATION TO A GEOSTRATEGIC CONFERENCE/SEMINAR ORGANISED BY CAMEROON**

TITLE OF THE DOCUMENT/SERVICE: Invitation letter to a geostrategic conference / seminar organised by Cameroon

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Organisation and Logistics Division

REFERENCE INSTRUMENTS:

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 92/180 of 25 July 2001 to reorganise the Territorial Military Command;

PLACE OF SUBMISSION OF FILE: Defence Staff Mail Bureau

REQUIREMENTS:

- be an officer or a university lecturer serving in the Ministry of Defence;
- meet the criteria defined by the terms of reference of the relevant seminar / conference.

CONSTITUTION OF FILE:

- ***Required documents:***
 - handwritten application addressed to the Minister of Defence and stamped at the current rate;
 - letter of motivation;
 - curriculum vitae of the applicant.
- ***Reference documents:***
 - roster of partner universities/institutions;
 - terms of reference of the seminar/conference;
 - planning of strategic training programmes.

DEADLINE: five (05) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Head of Mail Bureau

OFFICE OF THE DEPUTY CHIEF OF DEFENCE STAFF IN CHARGE OF PLANNING**PROCEDURE No. 02/ MINDEF/EMA/I****ISSUING AN AUTHORISATION FOR DEFENCE STRATEGY TRAINING**

TITLE OF THE DOCUMENT/SERVICE: Letter to authorise training course in defence strategy

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Organisation and Logistics Division

REFERENCE INSTRUMENTS:

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 92/180 of 25 July 2001 to reorganise the Territorial Military Command;
- Decree No. 2011/ 408 of 9 December 2011 to organise the Government.

PLACE OF SUBMISSION OF FILE: Defence Staff Mail Bureau

REQUIREMENTS: be a service member with the necessary prerequisites for training in defence strategy.

CONSTITUTION OF FILE:

- **Required documents:**

- unstamped handwritten application on *papier ministre* (ledger square paper) addressed to the Minister;
- copy of the 2nd degree military education diploma;

- **Reference documents:**

- roster of partner universities/institutions;
- record of punishments

DEADLINE: five (05) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification

QUALITY SUPERVISOR: the Head of Mail Bureau

EMPLOYMENT DIVISION

No.

TITLE OF THE PROCEDURE

1. ALLOCATION OF TRAINING MATERIAL TO A MILITARY TRAINING CENTRE

EMPLOYMENT DIVISION**PROCEDURE No.01/ MINDEF/ EMA/I****ALLOCATION OF TRAINING MATERIAL TO A MILITARY TRAINING CENTRE**

TITLE OF THE DOCUMENT/SERVICE: Message to authorise the allocation of military training material

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Employment Division

REFERENCE INSTRUMENTS:

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Law No. 80/12 of 14 July 1980 on general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 92/180 of 25 July 2001 to reorganise the Territorial Military Command;
- Decree No. 2011/ 408 of 9 December 2011 to organise the Government.

PLACE OF SUBMISSION OF FILE: Defence Staff Mail Bureau

REQUIREMENTS:

- be a Commander of a military training centre;
- have a stock of depleted training material.

CONSTITUTION OF FILE:

- *Required documents:*N/A
- *Reference documents:*
 - needs statement;
 - stocks inventory.

DEADLINE: ten (10) days

SIGNATORY OF THE DOCUMENT: the Chief of Defence Staff

DELIVERY METHOD: collection

QUALITY SUPERVISOR: The Head of Mail Bureau

**OFFICE OF THE DEPUTY CHIEF OF DEFENCE STAFF IN CHARGE OF GENERAL STUDIES
AND INTERNATIONAL RELATIONS**

No.	TITLES OF PROCEDURES
1.	SIGNING OF A FRAMEWORK AGREEMENT ON STAFF TRAINING
2.	ISSUING AN AUTHORISATION TO AN OFFICER APPLYING AS AN OBSERVER OR PLANNER FOR THE UNITED NATIONS OR THE SOLIDARITY NETWORK

OFFICE OF THE DEPUTY CHIEF OF DEFENCE STAFF IN CHARGE OF GENERAL STUDIES AND INTERNATIONAL RELATIONS**PROCEDURE No.01/ MINDEF/ EMA/I****SIGNING A FRAMEWORK AGREEMENT ON STAFF TRAINING****TITLE OF THE DOCUMENT/SERVICE:** Draft Framework Agreement on staff training**INITIATOR OF THE PROCEDURE:** Applicant/ Administration**INITIATING ENTITY:** Division in charge of Africa / Division in charge of Rest of the World**REFERENCE INSTRUMENTS:**

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 92/180 of 25 July 2001 to reorganise the Territorial Military Command;
- Decree No. 2011/ 408 of 9 December 2011 to organise the Government.

PLACE OF SUBMISSION OF FILE: Mail Bureau**REQUIREMENTS:**

- be in charge of a partner institution;
- be a national of a country with good cooperation relations with Cameroon.

CONSTITUTION OF FILE:

- **Required documents:**
 - stamped application at the current rate addressed to the Minister;
 - technical file on the framework agreement.
- **Reference document:**
 - report on the state of relations between the partners

DEADLINE: ninety (90) days**SIGNATORY OF THE DOCUMENT:** the Minister**DELIVERY METHOD:** notification**QUALITY SUPERVISOR:** the Head of Mail Bureau

OFFICE OF THE DEPUTY CHIEF OF DEFENCE STAFF IN CHARGE OF GENERAL STUDIES AND INTERNATIONAL RELATIONS**PROCEDURE No.02/ MINDEF/ EMA/I****ISSUING AN AUTHORISATION TO AN OFFICER APPLYING AS AN OBSERVER OR PLANNER FOR THE UNITED NATIONS OR THE SOLIDARITY NETWORK**

TITLE OF THE DOCUMENT/SERVICE: Letter authorising the assignment of an officer as an Observer or Planner for the United Nations or the Solidarity Network

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Division in charge of Rest of the World

REFERENCE INSTRUMENTS:

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 92/180 of 25 July 2001 to reorganise the Territorial Military Command;
- Decree No. 2011/ 408 of 9 December 2011 to organise the Government.

PLACE OF SUBMISSION OF FILE: Mail Bureau

REQUIREMENTS:

- be an officer;
- meet the criteria defined by the terms of reference.

CONSTITUTION OF FILE:

- **Required document:**
 - unstamped handwritten application on *papier ministre* (ledger square paper) addressed to the Minister.
- **Reference document:** individual file

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: notification of the “approval” or “rejection”

QUALITY SUPERVISOR: the Chief of Defence Staff

JOINT MILITARY SCHOOLS AND TRAINING CENTRES COMMAND

No.	TITLES OF PROCEDURES
1	ISSUING A DIPLOMA EQUIVALENCE
2	ISSUING A MILITARY DRIVER'S LICENCE

JOINT MILITARY SCHOOLS AND TRAINING CENTRES COMMAND**PROCEDURE No.01/ MINDEF/ EMA/I****ISSUING A DIPLOMA EQUIVALENCE**

TITLE OF THE DOCUMENT: Letter of diploma equivalence

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Joint Military Schools and Training Centres Command

REFERENCE INSTRUMENTS:

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 92/180 of 25 July 2001 to reorganise the Territorial Military Command;
- 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 on the organisation of the Ministry of Defence.

PLACE OF SUBMISSION OF FILE: Defence Staff Mail Bureau

REQUIREMENTS: be a service member graduate from an approved training centre

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

- stamped application at the current rate addressed to the Chief of Defence Staff;
- certified true copy of the end of training diploma;
- photocopy of the authorisation for an academic internship;
- two (2) information sheets duly signed by a competent administrative authority;
- two (2) passport size photographs (4x4).

• Reference documents:

- service roll;
- directory of approved non-military training centres;
- report from the training institution;
- report of the equivalences commission.

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Minister

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Mail Bureau

JOINT MILITARY SCHOOLS AND TRAINING CENTRES COMMAND***PROCEDURE No. 02/ MINDEF/ EMA/I*****ISSUING OF A MILITARY DRIVER'S LICENCE****TITLE OF THE DOCUMENT/SERVICE:** Military driver's licence**INITIATOR OF THE PROCEDURE:** Administration**INITIATING ENTITY:** Joint Military Schools and Training Centres Command**REFERENCE INSTRUMENTS:**

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- 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 on the organisation of the Ministry of Defence.

PLACE OF SUBMISSION OF FILE: Defence Staff Mail Bureau**REQUIREMENTS:**

- be a service member;
- must have successfully undergone training in military automobile driving organised by the Joint Military Schools and Training Centres Command.

CONSTITUTION OF FILE:

- ***Required documents:*** N/A
- ***Reference documents:***
 - registration file for the training session in military automobile driving;
 - report/record of the performance of the applicant in the military driving test;
 - directory of approved military driving training centres.

DEADLINE: sixty (60) days**SIGNATORY OF THE DOCUMENT:** the Chief of Defence Staff**DELIVERY METHOD:** collection**QUALITY SUPERVISOR:** the Head of the Mail Bureau



ARMY STAFF

No.	TITLES OF PROCEDURES
1.	ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A NON-CIVIL SERVANT
2.	ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A CIVIL SERVANT
3.	ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A SERVICE MEMBER
4.	ISSUING A MARRIAGE AUTHORISATION EXTENSION TO A NON-COMMISSIONED SERVICE MEMBER
5.	ISSUING AN AUTHORISATION FOR CHANGE OF MARITAL REGIME TO A NON-COMMISSIONED SERVICE MEMBER
6.	ISSUING A MARRIAGE ANNULMENT NOTICE TO A NON-COMMISSIONED SERVICE MEMBER
7.	ISSUING AN AUTHORISATION TO WEAR BEARD
8.	ISSUING A CERTIFICATE OF GOOD CONDUCT TO A NON-COMMISSIONED SERVICE MEMBER

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

TITLE OF THE DOCUMENT/SERVICE: Marriage authorisation

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Human Resource Bureau

REFERENCE INSTRUMENTS:

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

PLACE OF SUBMISSION OF FILE: Applicant's Assignment Bureau

REQUIREMENTS:

- be a service member of the Army Staff with three (3) years of service;
- for a female service member, the future spouse must be of Cameroonian nationality.

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

- a stamped handwritten application addressed to the Chief of Army Staff specifying the status of the future spouse (date and place of birth, nationality, address, profession and parents address);
- copy of birth certificate of future spouse signed by the competent authority;
- a certificate of non-conviction of the future spouse;

- divorce judgement of the future spouse, where applicable;
- parental authorisation legalised by the competent authority if the future spouse is a minor;
- copy of enlistment certificate.

In the case of a second marriage

- Certified true copy of the first marriage certificate on the basis of polygamy

In the case of marriage after divorce

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

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:***

- nominal roll;
- deserter's file;
- background check report from the Gendarmerie Brigade Commander of the place of residence of the future spouse, giving details of her situation, that of her parents, her reputation as well as her family and her state of health;
- service member individual file .

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Chief of Army Staff

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Head of Administrative Service

ARMY STAFF***PROCEDURE No. 02/MINDEF/EMAT/I*****ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A CIVIL SERVANT****TITLE OF THE DOCUMENT/SERVICE:** Marriage authorisation**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** Human Resource Bureau**REFERENCE INSTRUMENTS:**

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

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau**REQUIREMENTS:** be a service member of the Army Staff with three (3) years of service**CONSTITUTION OF FILE:**• ***Required documents:***

- stamped handwritten application addressed to the Chief of Staff specifying the status of the future spouse (date and place of birth, nationality, address, profession and parents address);
- copy of birth certificate of future spouse signed by the competent authority;
- certificate of non-conviction of the future spouse;
- copy of divorce judgement of the future spouse, where applicable;
- parental authorisation legalised by the competent authority if the future spouse is a minor;
- certificate of employment if the future spouse is a civil servant;
- copy of enlistment decision.

In the case of a second marriage

- certified true copy of the first marriage certificate on the basis of polygamy,

In the case of marriage after divorce

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

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 Chief of Army Staff

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of Administrative Service

ARMY STAFF**PROCEDURE No. 03/MINDEF/EMAT/I****ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A SERVICE MEMBER****TITLE OF THE DOCUMENT/SERVICE:** Marriage authorisation**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** Human Resource Bureau**REFERENCE INSTRUMENTS:**

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

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau**REQUIREMENTS:** be a service member of the Army Staff with three (3) years of service.**CONSTITUTION OF FILE:**

- **Required documents:**

- stamped handwritten application addressed to the Chief of Staff specifying the status of the future spouse (date and place of birth, nationality, address, profession and parents address);
- certified true copy of birth certificate of future wife;
- certificate of non-conviction of the future wife;
- legalised consent of the future wife;
- attestation of effective presence at the service of the future wife;
- military service record of the future wife.

* **Reference document:**

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

SIGNATORY OF THE DOCUMENT: the Chief of Army Staff

DEADLINE: sixty (60) days

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Head of Administrative Service

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

TITLE OF THE DOCUMENT/SERVICE: Marriage authorisation extension

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Applicant's Base 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: general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 to reorganise the Territorial Military Command;
- Decree No.2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No.2001/190 of 25 July 2001 to lay down special rules and regulations governing Non Commissioned Officers of the Defence Forces;
- Decree No. 2001/183 of 25 July 2001 to reorganise combat formations in the Army;
- Decree No. 2004/065 of 30 March 2004 to lay down internal organisation of combat formations in the Army;
- Decree No.2007/199 of 7 July 2007 to lay down the Rules of General Discipline in the Defence Forces.
- Ministerial Instruction No. 4715/IM/MINFA/200 of 14 December 1979 to lay down the conditions of marriage for military personnel serving in the Armed Forces.
- Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations for Non-commissioned service members.

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau

REQUIREMENTS:

- have an expired marriage authorisation;
- be a service member of the Army Staff.

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

- stamped handwritten application addressed to the Chief of Staff specifying the spouse's (date and place of birth, nationality, address, profession and parents address);
- expired marriage authorisation;
- report on the non-celebration of the marriage.

• *Reference document:* staff file

SIGNATORY OF THE DOCUMENT: the Chief of Army Staff

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of Administrative Service

ARMY STAFF***PROCEDURE No. 05MINDEF/ EMAT/I*****ISSUING AN AUTHORISATION FOR CHANGE OF MARITAL REGIME TO A NON-COMMISSIONED SERVICE MEMBER****TITLE OF DOCUMENT/SERVICE:** Authorisation for change of marital regime**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** Human Resource Bureau**REFERENCE INSTRUMENTS:**

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

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau**REQUIREMENTS:**

- be a service member of the Army Staff;
- be engaged in a previous marriage.

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

- handwritten application addressed to the Ministry of Defence specifying the filiation of the spouse (date and place of birth, nationality, address, profession of the spouse, as well as parents address), the reasons for the change of the regime or the cancellation of the marriage;
- copy of marriage authorisation;
- copies of marriage certificate, one certified by the Unit Commander and the other by a competent civil authority;
- certified true copy of the birth certificate of the future spouse;
- individual notice on change of marital regime;
- certified true copies of the death certificate of the first spouse or of the final judgment of divorce with the first spouse, where applicable.

• Reference documents:

- nominal roll;

- deserter's file;
- punishment record;
- service roll;
- background check report from the Gendarmerie Brigade Commander of the place of residence of the future spouse, giving details of her situation, that of her parents, her reputation as well as her family and her state of health, the circumstances of the change of regime or the cancellation of the marriage, where applicable.

SIGNATORY OF THE DOCUMENT: the Chief of Army Staff

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of Administrative Service

ARMY STAFF***PROCEDURE No.06 MINDEF/ EMAT/I*****ISSUING A MARRIAGE ANNULMENT NOTICE TO A NON-COMMISSIONED SERVICE MEMBER****TITLE OF THE DOCUMENT/SERVICE:** Marriage annulment notice**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** Human Resource Bureau**REFERENCE INSTRUMENTS:**

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

PLACE OF SUBMISSION OF FILE: Assignment Company**REQUIREMENTS:**

- be a service member of the Air Force Staff;
- be engaged in a previous marriage.

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

- handwritten application addressed to the Minister specifying the filiation of the spouse, the reasons for the cancellation of the marriage;
- copies of marriage certificate, one certified by the Unit Commander and the other by a competent civil authority;
- divorce file.

• Reference documents:

- nominal roll/staff file;
- deserter's file / Punishment record;
- service roll;
- background check report from the Gendarmerie Brigade Commander of the place of residence of the future spouse, giving details of her situation, that of her parents, her

reputation as well as her family and her state of health, the circumstances of the cancellation of the marriage, where applicable.

SIGNATORY OF THE DOCUMENT: the Chief of Army Staff

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of Administrative Service

ARMY STAFF***PROCEDURE No. 07/MINDEF/EMAT/I*****ISSUING AN AUTHORISATION TO WEAR BEARD**

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

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Human Resource Bureau

REFERENCE INSTRUMENTS:

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

REQUIREMENTS:

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

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau

CONSTITUTION OF FILE:

- **Required documents:**

- stamped handwritten application addressed to the Chief of Army Staff specifying the reasons and the duration requested;
- medical certificate, where applicable;
- any other supporting documents.

- **Reference document:** staff file

SIGNATORY OF THE DOCUMENT: the Chief of Army Staff

DEADLINE: thirty (30) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of Administrative Service

ARMY STAFF

PROCEDURE No. 08/MINDEF/EMAT/I**ISSUING A CERTIFICATE OF GOOD CONDUCT TO A NON-COMMISSIONED SERVICE MEMBER**

TITLE OF THE DOCUMENT/SERVICE: Certificate of good conduct

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Human Resource Bureau

REFERENCE INSTRUMENTS:

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

PLACE OF SUBMISSION OF FILE: Company Secretariat/ Assignment Unit

REQUIREMENTS:

- be officially assigned to one of the companies within the Army Staff;
- must not have been relieved on disciplinary grounds;
- be close to retirement.

CONSTITUTION OF FILE

• **Required documents:** N/A

• **Reference document:**

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

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Chief of Army Staff

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Head of Administrative Service



AIR FORCE STAFF

LIST OF PROCEDURES**No.****TITLES OF PROCEDURES**

1. ISSUING A CERTIFICATE OF GOOD CONDUCT TO A NON-COMMISSIONED SERVICE MEMBER
2. ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A NON- CIVIL SERVANT
3. ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A CIVIL SERVANT
4. ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A SERVICE MEMBER
5. ISSUING AN MARRIAGE AUTHORISATION EXTENSION TO A NON-COMMISSIONED SERVICE MEMBER
6. ISSUING AN AUTHORISATION FOR CHANGE OF MARITAL REGIME TO A NON-COMMISSIONED SERVICE MEMBER
7. ISSUING A MARRIAGE ANNULMENT NOTICE TO A NON-COMMISSIONED SERVICE MEMBER
8. ISSUING AN AUTHORISATION TO WEAR BEARD

AIR FORCE STAFF*PROCEDURE No.01/ MINDEF/ EMAA/I***ISSUING A CERTIFICATE OF GOOD CONDUCT TO A NON-COMMISSIONED SERVICE MEMBER****TITLE OF THE DOCUMENT/SERVICE:** Certificate of good conduct**INITIATOR OF THE PROCEDURE:** Administration**ENTITY INITIATING THE DRAFT:** Human Resource Bureau**REFERENCE INSTRUMENTS:**

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Law No. 80/12 of 14 July 1980 to lay down general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 to lay down the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 to reorganise the Territorial Military Command;
- 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. 2001/183 of 25 July 2001 to reorganise combat formations in the Army;
- Decree No. 2004/065 of 30 March 2004 to lay down internal organisation of combat formations in the Army;
- Decree No. 2011/408 of 9 December 2011 to organise the Government;
- Decree No. 2012/386 of 14 September 2012 to amend Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence.

PLACE OF SUBMISSION OF FILE: Assignment Unit**REQUIREMENTS:**

- be officially assigned to one of the companies within the Air Force Staff;
- must not have been relieved on disciplinary grounds;
- be close to retirement.

CONSTITUTION OF FILE**• Required documents:** *N/A***• Reference document:**

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

DEADLINE: sixty (60) days**SIGNATORY OF THE DOCUMENT:** the Chief of Air Force Staff**DELIVERY METHOD:** notification/collection**QUALITY SUPERVISOR:** the Head of Administrative Service

AIR FORCE STAFF*PROCEDURE No.02/ MINDEF/ EMAAI***ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A NON- CIVIL SERVANT****TITLE OF THE DOCUMENT/SERVICE:** Marriage authorisation**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** Human Resource Bureau**REFERENCE INSTRUMENTS:**

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Law No. 80/12 of 14 July 1980: general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 to reorganise the Territorial Military Command;
- Decree No.2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No.2001/181 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 7 July 2007 to lay down the Rules of General Discipline in the Defence Forces.
- Decree No. 2011/408 of 09 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.
- Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations for Non-commissioned service members.

PLACE OF SUBMISSION OF FILE: Assignment Unit Bureau**REQUIREMENTS:**

- be a service member of the Air Force Staff with three (3) years of service;
- for a female service member, the future spouse must be of Cameroonian nationality.

CONSTITUTION OF FILE:

- **Required documents:**

- stamped handwritten application addressed to the Chief of Air Force Staff specifying the status of the future spouse (date and place of birth, nationality, address, profession and parents address);
- copy of birth certificate of future spouse signed by the competent authority;
- certificate of non-conviction of the future spouse;
- divorce judgement of the future spouse, where applicable;
- copy of enlistment certificate;
- parental authorisation legalised by the competent authority if the future spouse is a minor.

In the case of a second marriage

- Certified true copy of the first marriage certificate on the basis of polygamy

In the case of marriage after divorce

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

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:***

- nominal roll;
- deserter's file;
- background check report from the Gendarmerie Brigade Commander of the place of residence of the future spouse, giving details of her situation, that of her parents, her reputation as well as her family and her state of health;
- service member individual file .

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Chief of Air Force Staff

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Head of Administrative Service

AIR FORCE STAFF*PROCEDURE No.03/ MINDEF/ EMAA/I***ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A CIVIL SERVANT****TITLE OF THE DOCUMENT/SERVICE:** Marriage authorisation**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** Human Resource Bureau**REFERENCE INSTRUMENTS:**

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Law No. 80/12 of 14 July 1980: general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 to reorganise the Territorial Military Command;
- Decree No.2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No.2001/190 of 25 July 2001 to lay down special rules and regulations governing Non Commissioned Officers of the Defence Forces;
- Decree No.2007/199 of 7 July 2007 to lay down the Rules of General Discipline in the Defence Forces.
- Ministerial Instruction No. 4715/IM/MINFA/200 of 14 December 1979 to lay down the conditions of marriage for military personnel serving in the Armed Forces.
- Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations for Non-commissioned service members.
- Decree No.2001/181 of 25 July 2001 to organise the National Gendarmerie;

PLACE OF SUBMISSION OF FILE: Assignment Company**REQUIREMENTS:** be a service member of the Air Force Staff with three (3) years of service**CONSTITUTION OF FILE:**• ***Required documents:***

- stamped handwritten application addressed to the Chief of Staff specifying the status of the future spouse (date and place of birth, nationality, address, profession and parents address);
- copy of birth certificate of future spouse signed by the competent authority;
- certificate of non-conviction of the future spouse;
- copy of divorce judgement of the future spouse, where applicable;
- parental authorisation legalised by the competent authority if the future spouse is a minor;
- certificate of employment if the future spouse is a civil servant;
- copy of enlistment decision.

In the case of a second marriage

- certified true copy of the first marriage certificate on the basis of polygamy,

In the case of marriage after divorce

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

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 Chief of Air Force Staff

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of Administrative Service

AIR FORCE STAFF*PROCEDURE No. 04/ MINDEF/ EMAA/I***ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A SERVICE MEMBER****TITLE OF THE DOCUMENT/SERVICE:** Marriage authorisation**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** Human Resource Bureau**REFERENCE INSTRUMENTS:**

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

PLACE OF SUBMISSION OF FILE: Assignment Company**REQUIREMENTS:** be a service member of the Air Force Staff with three (3) years of service.**CONSTITUTION OF FILE:**• **Required documents:**

- stamped handwritten application addressed to the Chief of Staff specifying the status of the future spouse (date and place of birth, nationality, address, profession and parents address);
- certified true copy of birth certificate of future wife;
- certificate of non-conviction of the future wife;
- legalised consent of the future wife;
- attestation of effective presence at the service of the future wife;
- military service record of the future wife;
- enlistment certificate of both future spouses.

* **Reference document:**

- nominal roll;

- deserter's file;
- punishment records;
- service member individual file.

SIGNATORY OF THE DOCUMENT: the Chief of Air Force Staff

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of Administrative Service

AIR FORCE STAFF*PROCEDURE No.05/ MINDEF/ EMAA/I***ISSUING A MARRIAGE AUTHORISATION EXTENSION
TO A NON-COMMISSIONED SERVICE MEMBER****TITLE OF THE DOCUMENT/SERVICE:** Marriage authorisation extension**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** Human Resource Bureau**REFERENCE INSTRUMENTS:**

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

PLACE OF SUBMISSION OF FILE: Assignment Company**REQUIREMENTS:**

- have an expired marriage authorisation;
- be a service member of the Air Force Staff.

CONSTITUTION OF FILE:

- **Required documents:**

- stamped handwritten application addressed to the Chief of Staff specifying the spouse's (date and place of birth, nationality, address, profession and parents address);
- expired marriage authorisation;
- report on the non-celebration of the marriage.

- **Reference document:** staff file

SIGNATORY OF THE DOCUMENT: the Chief of Air Force Staff**DEADLINE:** sixty (60) days**DELIVERY METHOD:** collection**QUALITY SUPERVISOR:** the Head of Administrative Service

AIR FORCE STAFF*PROCEDURE No.06/ MINDEF/ EMAA/I***ISSUING AN AUTHORISATION FOR CHANGE OF MARITAL REGIME TO A NON-COMMISSIONED SERVICE MEMBER****TITLE OF INSTRUMENT:** Authorisation for change of marital regime**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** Applicant's Base Unit**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: general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 to reorganise the Territorial Military Command;
- Decree No.2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No.2001/190 of 25 July 2001 to lay down special rules and regulations governing Non Commissioned Officers of the Defence Forces;
- Decree No.2007/199 of 7 July 2007 to lay down the Rules of General Discipline in the Defence Forces.
- Ministerial Instruction No. 4715/IM/MINFA/200 of 14 December 1979 to lay down the conditions of marriage for military personnel serving in the Armed Forces.
- Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations for Non-commissioned service members.

PLACE OF SUBMISSION OF FILE: Assignment Company**REQUIREMENTS:**

- be engaged in a previous marriage;
- be a service member of the Air Force Staff.

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

- handwritten application addressed to the Chief of Air Force Staff specifying the filiation of the spouse (date and place of birth, nationality, address, profession of the spouse, as well as parents address), the reasons for the change of the regime or the cancellation of the marriage;
- copy of marriage authorisation;
- copies of marriage certificate, one certified by the Unit Commander and the other by a competent civil authority;
- certified true copy of the birth certificate of the future spouse;
- individual notice on change of marital regime;
- certified true copies of the death certificate of the first spouse or of the final judgment of divorce with the first spouse, where applicable.

• **Reference documents:**

- nominal roll;
- deserter's file
- punishment record;
- service roll;
- background check report from the Gendarmerie Brigade Commander of the place of residence of the future spouse, giving details of her situation, that of her parents, her reputation as well as her family and her state of health, the circumstances of the change of regime or the cancellation of the marriage, where applicable.

SIGNATORY OF THE DOCUMENT: the Chief of Air Force Staff

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of Administrative Service

AIR FORCE STAFF*PROCEDURE No.07/ MINDEF/ EMAAI***ISSUING A MARRIAGE ANNULMENT NOTICE TO A NON-COMMISSIONED SERVICE MEMBER****TITLE OF DOCUMENT/SERVICE:** Marriage annulment notice**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** Human Resource Bureau**REFERENCE INSTRUMENTS:**

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

PLACE OF SUBMISSION OF FILE: Assignment Company**REQUIREMENTS:**

- be a service member of the Air Force Staff;
- be engaged in a previous marriage.

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

- handwritten application addressed to the Chief of Air Force Staff specifying the filiation of the spouse, the reasons for the cancellation of the marriage;
- copies of marriage certificate, one certified by the Unit Commander and the other by a competent civil authority;
- divorce file.

• Reference documents:

- nominal roll/staff file;
- deserter's file/Punishment record;
- service roll;

- background check report from the Gendarmerie Brigade Commander of the place of residence of the future spouse, giving details of her situation, that of her parents, her reputation as well as her family and her state of health, the circumstances of the cancellation of the marriage, where applicable.

SIGNATORY OF THE DOCUMENT: the Chief of Air Force Staff

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of Administrative Service

AIR FORCE STAFF*PROCEDURE No.08/ MINDEF/ EMAAI***ISSUING AN AUTHORISATION TO WEAR BEARD****TITLE OF THE DOCUMENT:** Message to authorise a service member to wear beard**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** Human Resource Bureau**REFERENCE INSTRUMENTS:**

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Law No. 80/12 of 14 July 1980: general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 to reorganise the Territorial Military Command;
- Decree No.2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No.2001/190 of 25 July 2001 to lay down special rules and regulations governing Non Commissioned Officers of the Defence Forces;
- Decree No.2001/183 of 25 July 2001 to reorganise combat formations of the Army;
- Decree No. 2004/065 of 30 March 2004 to lay down the internal organisation of combat formations of the Army;
- Decree No.2007/199 of 7 July 2007 to lay down the Rules of General Discipline in the Defence Forces.
- NDS No. 03167/DGG/PS/CHA/2 of 11March1983. DPC. Ch. TENUUE. P No. 06.

REQUIREMENTS:

- To be subject to a medical condition caused by the shaving of the beard, or subject to traditional rites following the death of the father / legitimate mother / legitimate child or legitimate spouse.

PLACE OF SUBMISSION OF FILE: Assignment Company**CONSTITUTION OF FILE:**• **Required documents:**

- stamped handwritten application addressed to the Chief of Air Force Staff specifying the reasons and the duration requested;
- medical certificate, where applicable;
- any other supporting documents.

• **Reference document:** Staff file**SIGNATORY OF THE DOCUMENT:** the Chief of Air Force Staff**DEADLINE:** thirty (30) days**DELIVERY METHOD:** collection**QUALITY SUPERVISOR:** the Head of Administrative Service



NAVY STAFF

LIST OF PROCEDURES

No.	TITLES OF PROCEDURES
1.	ISSUING A CERTIFICATE OF GOOD CONDUCT TO A NON-COMMISSIONED SERVICE MEMBER
2.	ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A NON-CIVIL SERVANT
3.	ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A CIVIL SERVANT
4.	ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A SERVICE MEMBER
5.	ISSUING A MARRIAGE AUTHORISATION EXTENSION TO A NON-COMMISSIONED SERVICE MEMBER
6.	ISSUING AN AUTHORISATION FOR CHANGE OF MARITAL REGIME TO A NON-COMMISSIONED SERVICE MEMBER
7.	ISSUING A MARRIAGE ANNULMENT NOTICE TO A NON-COMMISSIONED SERVICE MEMBER
8.	ISSUING AN AUTHORISATION TO WEAR BEARD

NAVY STAFF

PROCEDURE No.01 / MINDEF/ EMM/I**ISSUING A CERTIFICATE OF GOOD CONDUCT TO A NON-COMMISSIONED SERVICE MEMBER****TITLE OF THE EXPECTED DOCUMENT:** Certificate of good conduct**INITIATOR OF THE PROCEDURE:** Administration**ENTITY INITIATING THE DRAFT:** Employment and Coordination 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 the general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 to reorganise the Territorial Military Command;
- 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.2001/219 of 06 august 2001 to lay down special rules and regulations governing Non Commissioned Officers of the Defence Forces;
- Decree No. 2011/408 of 09 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;

PLACE OF SUBMISSION OF FILE: Base Company/Vessel/Boat**REQUIREMENTS:**

- be a service member assigned to the Navy Staff;
- must not have been relieved on disciplinary grounds;
- be close to retirement.

CONSTITUTION OF FILE

- ***Required documents:*** N/A

- ***Reference document:***

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

DEADLINE: sixty (60) days**SIGNATORY OF THE DOCUMENT:** the Chief of Navy Staff**DELIVERY METHOD:** notification/collection**QUALITY SUPERVISOR:** the Head of Administrative Service

NAVY STAFF

PROCEDURE No.02/ MINDEF/EMM/I**ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A NON-CIVIL SERVANT****TITLE OF THE DOCUMENT/SERVICE:** Marriage authorisation**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** Human Resource Bureau**REFERENCE INSTRUMENTS:**

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Law No. 80/12 of 14 July 1980: general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 to reorganise the Territorial Military Command;
- Decree No.2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No. 2001/181 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 7 July 2007 to lay down the Rules of General Discipline in the Defence Forces;
- Decree No. 2011/408 of 9 December 2011 to organise the Government;
- Decree No. 2012/386 of 14 September 2012 to amend Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Ministerial Instruction No. 4715/IM/MINFA/200 of 14 December 1979 to lay down the conditions of marriage for military personnel serving in the Armed Forces.
- Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations for Non-commissioned service members.

PLACE OF SUBMISSION OF FILE: Assignment Company/Formation**REQUIREMENTS:**

- be a service member of the Air Force Staff with three (3) years of service;
- for a female service member, the future spouse must be of Cameroonian nationality.

CONSTITUTION OF FILE:

- **Required documents:**

- stamped handwritten application addressed to the Chief of Navy Staff specifying the status of the future spouse (date and place of birth, nationality, address, profession and parents address);
- copy of birth certificate of future spouse signed by the competent authority;
- certificate of non-conviction of the future spouse;
- divorce judgement of the future spouse, where applicable;
- copy of enlistment certificate;
- parental authorisation legalised by the competent authority if the future spouse is a minor.

In the case of a second marriage

- certified true copy of the first marriage certificate on the basis of polygamy

In the case of marriage after divorce

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

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:*

- nominal roll;
- deserter's file;
- background check report from the Gendarmerie Brigade Commander of the place of residence of the future spouse, giving details of her situation, that of her parents, her reputation as well as her family and her state of health;
- service member individual file .

DEADLINE: sixty (60) days

SIGNATORY OF THE DOCUMENT: the Chief of Navy Staff

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Head of Administrative Service

NAVY STAFF

PROCEDURE No. 03/MINDEF/EMM/I**ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A CIVIL SERVANT****TITLE OF THE DOCUMENT/SERVICE:** Marriage authorisation**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** Human Resource Bureau**REFERENCE INSTRUMENTS:**

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

PLACE OF SUBMISSION OF FILE: Assignment Company/Formation**REQUIREMENTS:** be a service member of the Navy Staff with three (3) years of service**CONSTITUTION OF FILE:****• Required documents:**

- stamped handwritten application addressed to the Chief of Navy Staff specifying the status of the future spouse (date and place of birth, nationality, address, profession and parents address);
- copy of birth certificate of future spouse signed by the competent authority;
- certificate of non-conviction of the future spouse;
- copy of divorce judgement of the future spouse, where applicable;
- parental authorisation legalised by the competent authority if the future spouse is a minor;
- certificate of employment if the future spouse is a civil servant;
- copy of enlistment decision.

In the case of a second marriage

- certified true copy of the first marriage certificate on the basis of polygamy.

In the case of marriage after divorce

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

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 Chief of Navy Staff

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of Administrative Service

NAVY STAFF**PROCEDURE No.04/ MINDEF/ EMM/I****ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A SERVICE MEMBER AND A NON-COMMISSIONED SERVICE MEMBER****TITLE OF THE DOCUMENT/SERVICE:** Marriage authorisation**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** Human Resource Bureau**REFERENCE INSTRUMENTS:**

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

PLACE OF SUBMISSION OF FILE: Assignment Company/Formation**REQUIREMENTS:** be a service member of the Navy Staff with three (3) years of service.**CONSTITUTION OF FILE:****• Required documents:**

- stamped handwritten application addressed to the Chief of Staff specifying the status of the future spouse (date and place of birth, nationality, address, profession and parents address);
- certified true copy of birth certificate of future wife;
- certificate of non-conviction of the future wife;
- legalised consent of the future wife;
- attestation of effective presence at the service of the future wife;
- military service record of the future wife;
- enlistment certificate of both future spouses.

* ***Reference document:***

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

SIGNATORY OF THE DOCUMENT: the Chief of Navy Staff

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of Administrative Service

NAVY STAFF**PROCEDURE No.05 / MINDEF/ EMM/I****ISSUING A MARRIAGE AUTHORISATION EXTENSION TO A NON-COMMISSIONED SERVICE MEMBER****TITLE OF THE DOCUMENT/SERVICE:** Marriage authorisation extension**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** Human Resource Bureau**REFERENCE INSTRUMENTS:**

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

PLACE OF SUBMISSION OF FILE: Assignment Company/Formation**REQUIREMENTS:**

- be a service member of the Navy Staff
- have an expired marriage authorisation;

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

- stamped handwritten application addressed to the Chief of Navy Staff specifying the spouse's (date and place of birth, nationality, address, profession and parents address);
- expired marriage authorisation;
- report on the non-celebration of the marriage.

• Reference document: staff file**SIGNATORY OF THE DOCUMENT:** the Chief of Navy Staff**DEADLINE:** sixty (60) days**DELIVERY METHOD:** collection**QUALITY SUPERVISOR:** the Head of Administrative Service

NAVY STAFF**PROCEDURE No.06 / MINDEF / EMM / I****ISSUING AN AUTHORISATION FOR CHANGE OF MARITAL REGIME TO A NON-COMMISSIONED SERVICE MEMBER**

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

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Human Resource Bureau

REFERENCE INSTRUMENTS:

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

PLACE OF SUBMISSION OF FILE: Assignment Company/Formation

REQUIREMENTS:

- be engaged in a previous marriage;
- be a service member of the Navy Staff.

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

- handwritten application addressed to the Chief of Navy Staff specifying the filiation of the spouse (date and place of birth, nationality, address, profession of the spouse, as well as parents address), the reasons for the change of the regime or the cancellation of the marriage;
- copy of marriage authorisation;
- copies of marriage certificate, one certified by the Unit Commander and the other by a competent civil authority;
- certified true copy of the birth certificate of the future spouse;

- individual notice on change of marital regime;
- certified true copies of the death certificate of the first spouse or of the final judgment of divorce with the first spouse, where applicable.

• ***Reference documents:***

- nominal roll;
- deserter's file
- punishment record;
- service roll;
- background check report from the Gendarmerie Brigade Commander of the place of residence of the future spouse, giving details of her situation, that of her parents, her reputation as well as her family and her state of health, the circumstances of the change of regime or the cancellation of the marriage, where applicable.

SIGNATORY OF THE DOCUMENT: the Chief of Navy Staff

DEADLINE FOR SUBMISSION OF FILE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of Administrative Service

NAVY STAFF**PROCEDURE No.07 / MINDEF/ EMM/I****ISSUING A MARRIAGE ANNULMENT NOTICE TO A NON-COMMISSIONED SERVICE MEMBER**

TITLE OF DOCUMENT/SERVICE: Marriage annulment notice

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Human Resource Bureau

REFERENCE INSTRUMENTS:

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

PLACE OF SUBMISSION OF FILE: Applicant's Base Bureau

REQUIREMENTS:

- be a service member of the Navy Staff;
- be engaged in a previous marriage.

CONSTITUTION OF FILE:

• **Required documents:**

- handwritten application addressed to the Chief of Navy Staff specifying the filiation of the spouse, the reasons for the cancellation of the marriage;
- copies of marriage certificate, one certified by the Unit Commander and the other by a competent civil authority;
- divorce file.

• **Reference documents:**

- nominal roll/staff file;
- deserter's file/punishment record;
- service roll;
- background check report from the Gendarmerie Brigade Commander of the place of residence of the future spouse, giving details of her situation, that of her parents, her reputation as well as her family and her state of health, the circumstances of the cancellation of the marriage, where applicable.

SIGNATORY OF THE DOCUMENT: the Chief of Navy Staff

DEADLINE FOR SUBMISSION OF FILE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of Administrative Service

NAVY STAFF

PROCEDURE No.08/ MINDEF/ EMM/I**ISSUING AN AUTHORISATION TO WEAR BEARD**

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

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Human Resource Bureau

REFERENCE INSTRUMENTS:

- Law No. 67/LF/ 9 of 12 June 1967 on the general organisation of defence;
- Law No. 80/12 of 14 July 1980: general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 to reorganise the Territorial Military Command;
- Decree No.2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No.2001/190 of 25 July 2001 to lay down special rules and regulations governing Non Commissioned Officers of the Defence Forces;
- Decree No.2001/183 of 25 July 2001 to reorganise combat formations of the Army;
- Decree No. 2004/065 of 30 March 2004 to lay down the internal organisation of combat formations of the Army;
- Decree No.2007/199 of 7 July 2007 to lay down the Rules of General Discipline in the Defence Forces;
- NDS No. 03167/DGG/PS/CHA/2 of 11March1983. DPC. Ch. TENUE. P: No.06.

PLACE OF SUBMISSION OF FILE: Assignment Company

REQUIREMENTS:

- to be subject to a medical condition caused by the shaving of the beard, or to traditional rites following the death of the father / legitimate mother / legitimate child or legitimate spouse.

PLACE OF SUBMISSION OF FILE: Assignment Company

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

- stamped handwritten application addressed to the Chief of Navy Staff specifying the reasons and the duration requested;
- medical certificate, where applicable;
- any other supporting documents.

• Reference document: Staff file

SIGNATORY OF THE DOCUMENT: the Chief of Navy Staff

DEADLINE: thirty (30) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of Administrative Service

JOINT MILITARY REGION

No.	TITLES OF PROCEDURES
1.	ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A NON- CIVIL SERVANT
2.	ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A CIVIL SERVANT
3.	ISSUING AN MARRIAGE AUTHORISATION EXTENSION TO A NON-COMMISSIONED SERVICE MEMBER
4.	ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A SERVICE MEMBER
5.	ISSUING AN AUTHORISATION FOR CHANGE OF MARITAL REGIME TO A NON-COMMISSIONED SERVICE MEMBER
6.	ISSUING A MARRIAGE ANNULMENT NOTICE TO A NON-COMMISSIONED SERVICE MEMBER
7.	ISSUING AN AUTHORISATION TO WEAR BEARD

JOINT MILITARY REGION

PROCEDURE No. 01 / MINDEF/RMIA/II**ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A NON-CIVIL SERVANT****TITLE OF THE DOCUMENT/SERVICE:** Marriage authorisation**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** First 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: general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 to reorganise the Territorial Military Command;
- Decree No.2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No.2001/190 of 25 July 2001 to lay down special rules and regulations governing Non Commissioned Officers of the Defence Forces;
- Decree No.2007/199 of 7 July 2007 to lay down the Rules of General Discipline in the Defence Forces;
- Ministerial Instruction No. 4715/IM/MINFA/200 of 14 December 1979 to lay down the conditions of marriage for military personnel serving in the Armed Forces.
- Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations for Non-commissioned service members.

PLACE OF SUBMISSION OF FILE: Assignment Unit**REQUIREMENTS:** be a service member working in a military unit or formation within the Military Region with three (3) years of service**CONSTITUTION OF FILE:****• Required documents:**

- stamped handwritten application addressed to the Commander of the Joint Military Region specifying the status of the future spouse (date and place of birth, nationality, address, profession and parents address);
- copy of birth certificate of future spouse signed by the competent authority;
- certificate of non-conviction of the future spouse;
- copy of divorce judgement of the future spouse, where applicable;
- parental authorisation legalised by the competent authority if the future spouse is a minor;
- certificate of employment if the future spouse is a civil servant;
- copy of enlistment decision.

In the case of a second marriage

- certified true copy of the first marriage certificate on the basis of polygamy.

In the case of marriage after divorce

- certified true copy of the first marriage certificate;

- copy of the final divorce judgement.

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 Commander of the Joint Military Region

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Commander of the Joint Military Region

JOINT MILITARY REGION**PROCEDURE No. 02/ MINDEF/RMIA/II****ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A CIVIL SERVANT**

TITLE OF THE DOCUMENT/SERVICE: Marriage authorisation

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: First 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: general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 to reorganise the Territorial Military Command;
- Decree No.2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No.2001/190 of 25 July 2001 to lay down special rules and regulations governing Non Commissioned Officers of the Defence Forces;
- Decree No.2001/183 of 25 July 2001 to reorganise combat formations of the Army;
- Decree No. 2004/065 of 30 March 2004 to lay down the internal organisation of combat formations of the Army;
- Decree No.2007/199 of 7 July 2007 to lay down the Rules of General Discipline in the Defence Forces;
- Ministerial Instruction No. 4715/IM/MINFA/200 of 14 December 1979 to lay down the conditions of marriage for military personnel serving in the Armed Forces.
- Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations for Non-commissioned service members.

PLACE OF SUBMISSION OF FILE: Assignment Unit

REQUIREMENTS: be a service member working in a military unit or formation within the Military Region with three (3) years of service.

CONSTITUTION OF FILE:

• **Required documents:**

- stamped handwritten application addressed to the Commander of the Joint Military Region specifying the status of the future spouse (date and place of birth, nationality, address, profession and parents address);
- copy of birth certificate of future spouse signed by the competent authority;
- certificate of non-conviction of the future spouse;
- copy of divorce judgement of the future spouse, where applicable;
- parental authorisation legalised by the competent authority if the future spouse is a minor;
- certificate of employment if the future spouse is a civil servant;
- copy of enlistment decision.

In the case of a second marriage

- certified true copy of the first marriage certificate on the basis of polygamy.

In the case of marriage after divorce

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

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 Commander of the Joint Military Region

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Commander of the Joint Military Region

JOINT MILITARY REGION**PROCEDURE No. 03/ MINDEF/RMIA/II****ISSUING AN MARRIAGE AUTHORISATION EXTENSION
TO A NON-COMMISSIONED OFFICER**

TITLE OF THE DOCUMENT/SERVICE: Marriage authorisation extension

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: First 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: general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 to reorganise the Territorial Military Command;
- Decree No.2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No.2001/190 of 25 July 2001 to lay down special rules and regulations governing Non Commissioned Officers of the Defence Forces;
- Decree No.2001/183 of 25 July 2001 to reorganise combat formations of the Army;
- Decree No. 2004/065 of 30 March 2004 to lay down the internal organisation of combat formations of the Army;
- Decree No.2007/199 of 7 July 2007 to lay down the Rules of General Discipline in the Defence Forces;
- Ministerial Instruction No. 4715/IM/MINFA/200 of 14 December 1979 to lay down the conditions of marriage for military personnel serving in the Armed Forces.
- Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations for Non-commissioned service members.

PLACE OF SUBMISSION OF FILE: Assignment Unit

REQUIREMENTS:

- have an expired marriage authorisation;
- be a service member of a military unit or formation within the Military Region.

CONSTITUTION OF FILE:

• **Required documents:**

- stamped handwritten application addressed to the Commander of the Joint Military Region specifying the spouse's (date and place of birth, nationality, address, profession and parents address);
- expired marriage authorisation;
- report on the non-celebration of the marriage.

• **Reference document:** staff file

CONSTITUTION OF FILE:

- **Required documents:**
 - handwritten application addressed to the Commander of the Joint Military Region specifying the status of the future spouse (date and place of birth, nationality, address, profession and parents address);
 - expiring marriage authorisation;
 - report on the non-celebration of marriage.
- **Reference document:** staff file

SIGNATORY OF THE DOCUMENT: the Commander of the Joint Military Region

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Commander of the Joint Military Region

JOINT MILITARY REGION**PROCEDURE No. 04/ MINDEF/RMIA/II****ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A SERVICE MEMBER****TITLE OF THE DOCUMENT/SERVICE:** Marriage authorisation**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** First 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: general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 to reorganise the Territorial Military Command;
- Decree No.2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No.2001/190 of 25 July 2001 to lay down special rules and regulations governing Non Commissioned Officers of the Defence Forces;
- Decree No.2001/183 of 25 July 2001 to reorganise combat formations of the Army;
- Decree No. 2004/065 of 30 March 2004 to lay down the internal organisation of combat formations of the Army;
- Decree No.2007/199 of 7 July 2007 to lay down the Rule of General Discipline in the Defence Forces;
- Ministerial Instruction No. 4715/IM/MINFA/200 of 14 December 1979 to lay down the conditions of marriage for military personnel serving in the Armed Forces.
- Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations for Non-commissioned service members.

PLACE OF SUBMISSION OF FILE: Assignment Unit**REQUIREMENTS:** be a service member of a military unit or formation within the Military Region with three (3) years of service.**CONSTITUTION OF FILE:**

- **Required documents:**

- stamped handwritten application addressed to the Commander of the Joint Military Region specifying the status of the future spouse (date and place of birth, nationality, address, profession and parents address);
- certified true copy of birth certificate of future wife;
- certificate of non-conviction of the future wife;
- legalised consent of the future wife;
- attestation of effective presence at the service of the future wife;
- military service record of the future wife;
- enlistment certificate of both future spouses.

- **Reference documents:**

- nominal roll;

- deserter's file;
- punishment records;
- service member individual file.

SIGNATORY OF THE DOCUMENT: the Commander of the Joint Military Region

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Commander of the Joint Military Region

JOINT MILITARY REGION**PROCEDURE No. 05 / MINDEF/RMIA/II****ISSUING AN AUTHORISATION FOR CHANGE OF MARITAL REGIME TO A NON-COMMISSIONED SERVICE MEMBER**

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

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: First 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: general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 to reorganise the Territorial Military Command;
- Decree No.2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No.2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-Commissioned Officers of the Defence Forces;
- Decree No.2001/183 of 25 July 2001 to reorganise combat formations of the Army;
- Decree No. 2004/065 of 30 March 2004 to lay down the internal organisation of combat formations of the Army;
- Decree No.2007/199 of 7 July 2007 to lay down the Rules of General Discipline in the Defence Forces;

PLACE OF SUBMISSION OF FILE: Assignment Unit

REQUIREMENTS: be a service member of a military unit or formation within the Military Region and be engaged in a previous marriage

CONSTITUTION OF FILE:

• ***Required documents:***

- handwritten application addressed to the Commander of the Joint Military Region, specifying the filiation of the spouse (date and place of birth, nationality, address, profession of the spouse, as well as parents address), the reasons for the change of the regime or the cancellation of the marriage;
- copy of marriage authorisation;
- copies of marriage certificate, one certified by the Unit Commander and the other by a competent civil authority;
- certified true copy of the birth certificate of the future spouse;
- individual notice on change of marital regime;
- certified true copies of the death certificate of the first spouse or of the final judgment of divorce with the first spouse, where applicable.

• ***Reference documents:***

- nominal roll;

- deserter's file
- punishment record;
- service roll;
- background check report from the Gendarmerie Brigade Commander of the place of residence of the future spouse, giving details of her situation, that of her parents, her reputation as well as her family and her state of health, the circumstances of the change of regime or the cancellation of the marriage, where applicable.

SIGNATORY OF THE DOCUMENT: the Commander of the Joint Military Region

DEADLINE FOR SUBMISSION OF FILE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Commander of the Joint Military Region

JOINT MILITARY REGION

PROCEDURE No. 06/ MINDEF/RMIA/II**ISSUING AN A MARRIAGE ANNULMENT NOTICE TO A NON-COMMISSIONED SERVICE MEMBER****TITLE OF DOCUMENT/SERVICE:** Marriage annulment notice**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** First 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: general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 to reorganise the Territorial Military Command;
- Decree No.2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No.2001/190 of 25 July 2001 to lay down special rules and regulations governing Non Commissioned Officers of the Defence Forces;
- Decree No.2001/183 of 25 July 2001 to reorganise combat formations of the Army;
- Decree No. 2004/065 of 30 March 2004 to lay down the internal organisation of combat formations of the Army;
- Decree No.2007/199 of 7 July 2007 to lay down the Rules of General Discipline in the Defence Forces;
- Ministerial Instruction No. 4715/IM/MINFA/200 of 14 December 1979 to lay down the conditions of marriage for military personnel serving in the Armed Forces.
- Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations for Non-commissioned service members.

PLACE OF SUBMISSION OF FILE: Assignment Unit**REQUIREMENTS:** be a soldier working in a military unit or formation within the Military Region connected by a previous marriage**CONSTITUTION OF FILE:****• Required documents:**

- a handwritten application addressed to the Minister specifying the filiation of the spouse, the reasons for the cancellation of the marriage;
- copies of marriage certificate, one certified by the Unit Commander and the other by a competent civil authority;
- divorce file.

• Reference documents:

- nominal roll/staff file;
- deserter's file / punishment record;
- service roll;

- background check report from the Gendarmerie Brigade Commander of the place of residence of the future spouse, giving details of her situation, that of her parents, her reputation as well as her family and her state of health, the circumstances of the cancellation of the marriage, where applicable.

SIGNATORY OF THE DOCUMENT: the Commander of the Joint Military Region

DEADLINE FOR SUBMISSION OF FILE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Commander of the Joint Military Region

JOINT MILITARY REGION**PROCEDURE No. 07 / MINDEF/RMIA/II****ISSUING AN AUTHORISATION TO WEAR BEARD****TITLE OF THE DOCUMENT:** Message to authorise a service member to wear beard**INITIATOR OF THE PROCEDURE:** Applicant**INITIATING ENTITY:** First 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: general rules and regulations governing servicemen;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/178 of 25 July 2001 on the general organisation of Defence and Central Staff;
- Decree No. 2001/180 of 25 July 2001 to reorganise the Territorial Military Command;
- Decree No.2001/188 of 25 July 2001 to lay down special rules and regulations governing the corps of Active Officers of the Defence Forces;
- Decree No.2001/190 of 25 July 2001 to lay down special rules and regulations governing Non Commissioned Officers of the Defence Forces;
- Decree No.2001/183 of 25 July 2001 to reorganise combat formations of the Army;
- Decree No. 2004/065 of 30 March 2004 to lay down the internal organisation of combat formations of the Army;
- Decree No.2007/199 of 7 July 2007 to lay down the Rules of General Discipline in the Defence Forces;
- NDS No. 03167/DGG/PS/CHA/2 of 11March1983. DPC. Ch. TENUÉ. P: No.06.

PLACE OF SUBMISSION OF FILE: Assignment Unit**REQUIREMENTS:** to be subject to a medical condition caused by the shaving of the beard, or subject to traditional rites following the death of the father / legitimate mother / legitimate child or legitimate spouse.**CONSTITUTION OF FILE:**• **Required documents:**

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

• **Reference document:** staff file**SIGNATORY OF THE DOCUMENT:** the Commander of the Joint Military Region**DEADLINE:** thirty (30) days**DELIVERY METHOD:** collection**QUALITY SUPERVISOR:** the Commander of the Joint Region

EQUIPE DE REALISATION

I- EQUIPE OPERATIONNELLE

❖ **Supervision :**

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

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

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

❖ **Point focal MINDEF. Commandant**

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

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

❖ **Membres :**

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

❖ **Représentants des Etats majeurs :**

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

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

❖ **Secrétaire :** Mme EPASSI Solange.

II- COMITE SCIENTIFIQUE

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

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

❖ **Membres :**

- *les représentants du MINDEF :*
- Colonel DAAR

- Cdt. ABANDA, représentant du Secrétariat Général MINDEF ;
- **les Chefs de Structure du SPRA/ MINFOPRA :**
 - M. EBAÏ Moses EFFIMAKA, Chef de la Division des Administrations Technique /MINFOPRA ;
 - Mme EBA'A Jeanne, Chef de la Division des Administrations Economique et Sociales / MINFOPRA;
 - Mme. ESSAMA née NGANTOA ZOA Virginie, Chef de la Division des Administrations de Souveraineté / MINFOPRA ;
 - Mme BIMEM Yvette : Chef de la Section/SPRA/MINFOPRA
 - Mme NGAMBI Amphaïde : Chef de la Section/SPRA/MINFOPRA
 - M. TABI NTOBO Ananie ; Chef de la Section/SPRA/MINFOPRA
 - M. TOUNDE BINDE Joseph Thierry ; Chef de la Section/SPRA/MINFOPRA
- **l'Equipe Opérationnelle :**
 - Mme. ESSAMA née NGANTOA ZOA Virginie, Chef de la Division des Administrations de Souveraineté / MINFOPRA ;
 - Mme AFFANA Nicole, Conseiller Assistant en Organisation Administrative/ MINFOPRA ;
 - M. BEKONO Bernard Armand, Conseiller en Organisation Administrative/ MINFOPRA ;
 - Mme EVOLA née NGAH Justine, Conseiller en Organisation Administrative/ MINFOPRA ;
 - M. EKOTTI Silas PALE, Conseiller en Organisation Administrative/ MINFOPRA ;
 - Mme ONGBOULAL MBOM Yolande, Chef de Brigade/SPRA ;
 - M. BANANG FATOING, Chef de Brigade/SPRA ;
 - M. MBARGA François Mathurin, Chargé d'Etudes Assistant/SPRA ;
 - M. BEA Marc Claude, Cadre/SPRA ;
 - Mme EPASSI Solange Rachel ;
 - Mme. AKANDE Gylien MANDAH.

III- COMITE DE PILOTAGE

❖ Pour le compte du MINDEF

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

❖ Pour le compte du MINFOPRA

- Mme. ESSAMA née NGANTOA ZOA Virginie, Chef de la Division des Administrations de Souveraineté / MINFOPRA, Coordonateur Technique ;
- M. TOUNDE BINDE Joseph Thierry ; Chef de la Section/SPRA/MINFOPRA, Coordonateur Technique Adjoint ;

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