

REPUBLIQUE DU CAMEROUN  
Paix-Travail-Patrie



REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

# MINISTRY OF DEFENCE

## ADMINISTRATIVE PROCEDURES MANUAL

### VOLUME 4

#### ARMED SERVICES



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





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



**DION NGUTE Joseph**  
Prime Minister, Head of Government



**Mr BETI ASSOMO Joseph**  
Minister Delegate at the Presidency in charge  
of Defence



**Mr Joseph LE**  
Minister 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:** 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

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

## LIST OF PROCEDURES

<i>No.</i>	<i>TITLE OF THE PROCEDURE</i>	<i>PAGE</i>
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5.	ISSUING AN AUTHORISATION FOR CHANGE OF MARITAL REGIMETO A NON-COMMISSIONED SERVICE MEMBER	<b>43</b>
6.	ISSUING A MARRIAGE ANNULMENT NOTICE TO A NON-COMMISSIONED SERVICE MEMBER	<b>45</b>
7.	ISSUING AN AUTHORISATION TO WEAR BEARD	<b>47</b>
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5.	ISSUING A MARRIAGE AUTHORISATION EXTENSION TO A NON-COMMISSIONED SERVICE MEMBER	<b>64</b>
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<i>No.</i>	<i>TITLE OF THE PROCEDURE</i>	<i>PAGE</i>
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6.	ISSUING A MARRIAGE ANNULMENT NOTICE TO A NON-COMMISSIONED SERVICE MEMBER	<b>130</b>
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	<b>TOTAL 38</b>	

**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 2<sup>nd</sup> degree military education diploma;
- **Reference documents:**
  - roster of partner universities/institutions;
  - record of punishments

**DEADLINE:** five (05) days

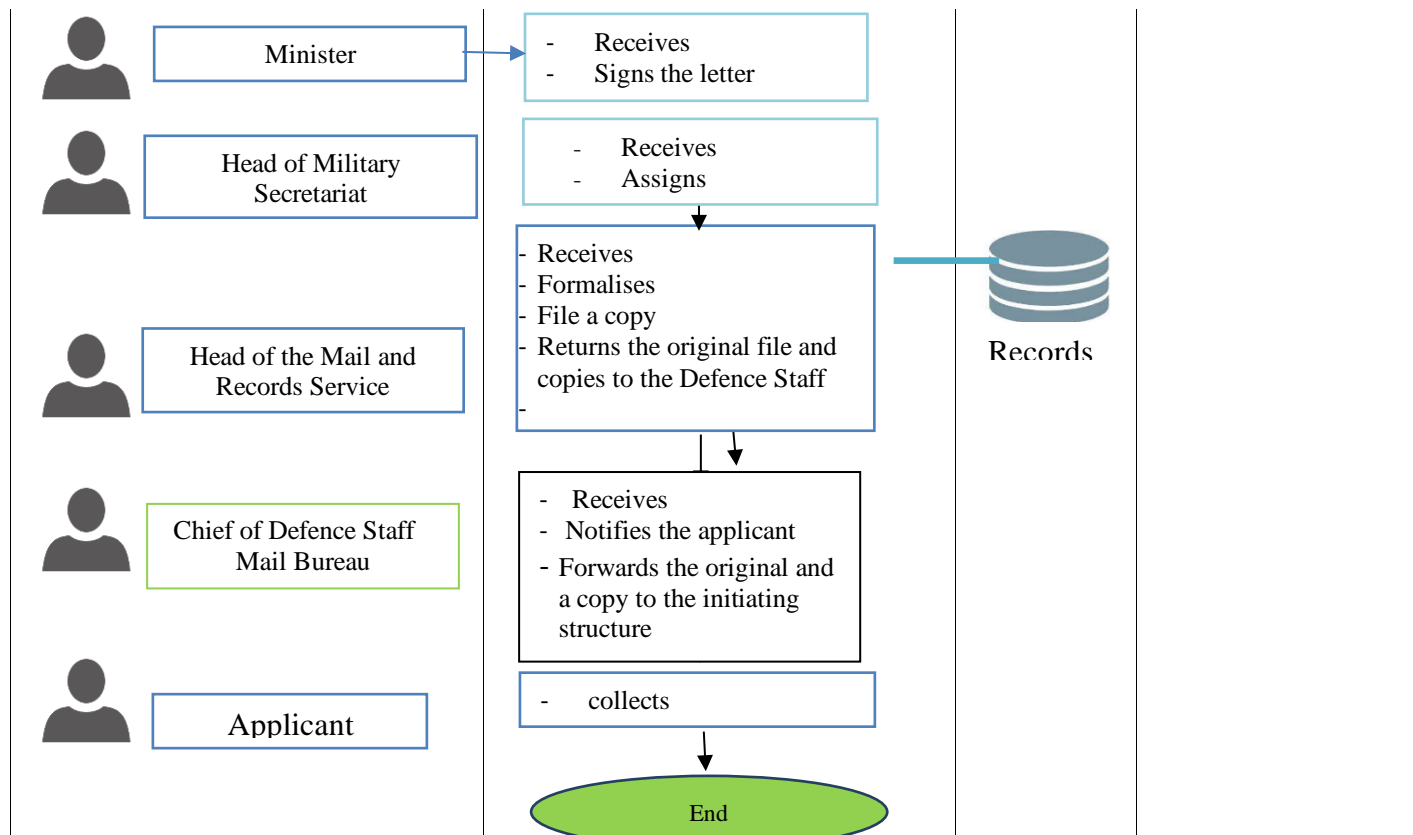
**SIGNATORY OF THE DOCUMENT:** the Minister

**DELIVERY METHOD:** notification

**QUALITY SUPERVISOR:** the Head of Mail Bureau

**PROCESSING**

DEFENCE STAFF	PROCEDURE No.01-02/ MINDEF/EMA/I	Procedure start date: 2023	
		Deadline	Procedure Version: 1.0
			Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
			<p><b>R1</b> Check file's compliance  <b>R2:</b> Check the eligibility of candidate  <b>R3:</b> Verify the authenticity of the information provided and the number of seats available</p>



**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:**










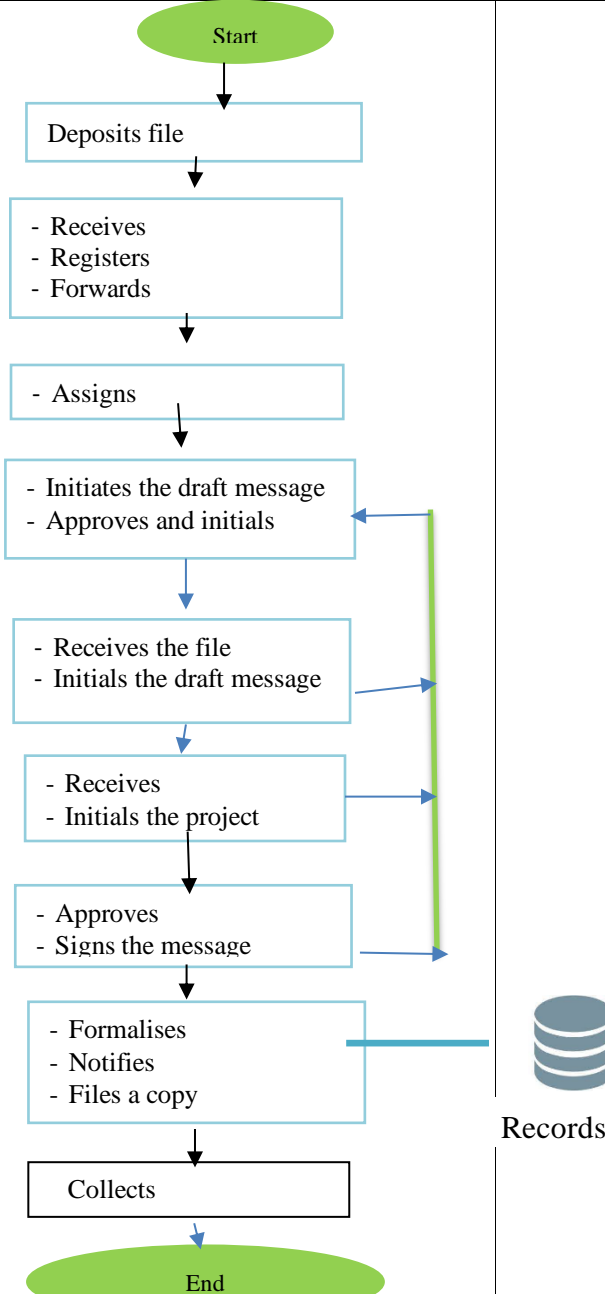
- *Required documents:*N/A
  
- *Reference documents:*
  - needs statement;
  - stocks inventory.

**DEADLINE:** ten (10) days

**SIGNATORY OF THE DOCUMENT:** the Chief of Defence Staff

**DELIVERY METHOD:** collection

**QUALITY SUPERVISOR:** The Head of Mail Bureau

DEFENCE STAFF	Procedure No.1/ MINDEF/ EMA/I Allocation of training material to a military training centre	Procedure start date: 2023	
		Deadline	Procedure Version: 1.0 Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
 Joint Military Schools and Training Centres Command  Chief of Defence Staff Mail Bureau Chief of Cabinet to the Chief of Defence Staff  The Chief of Defence Staff  Head of Employment Division  SCO  MGCEMA  The Chief of Defence Staff  Chief of Defence Staff Mail Bureau  Joint Military Schools and Training Centres Commander			<p><b>R1</b> Check file's compliance</p> <p><b>R2:</b> Check the availability of stocks</p>

**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

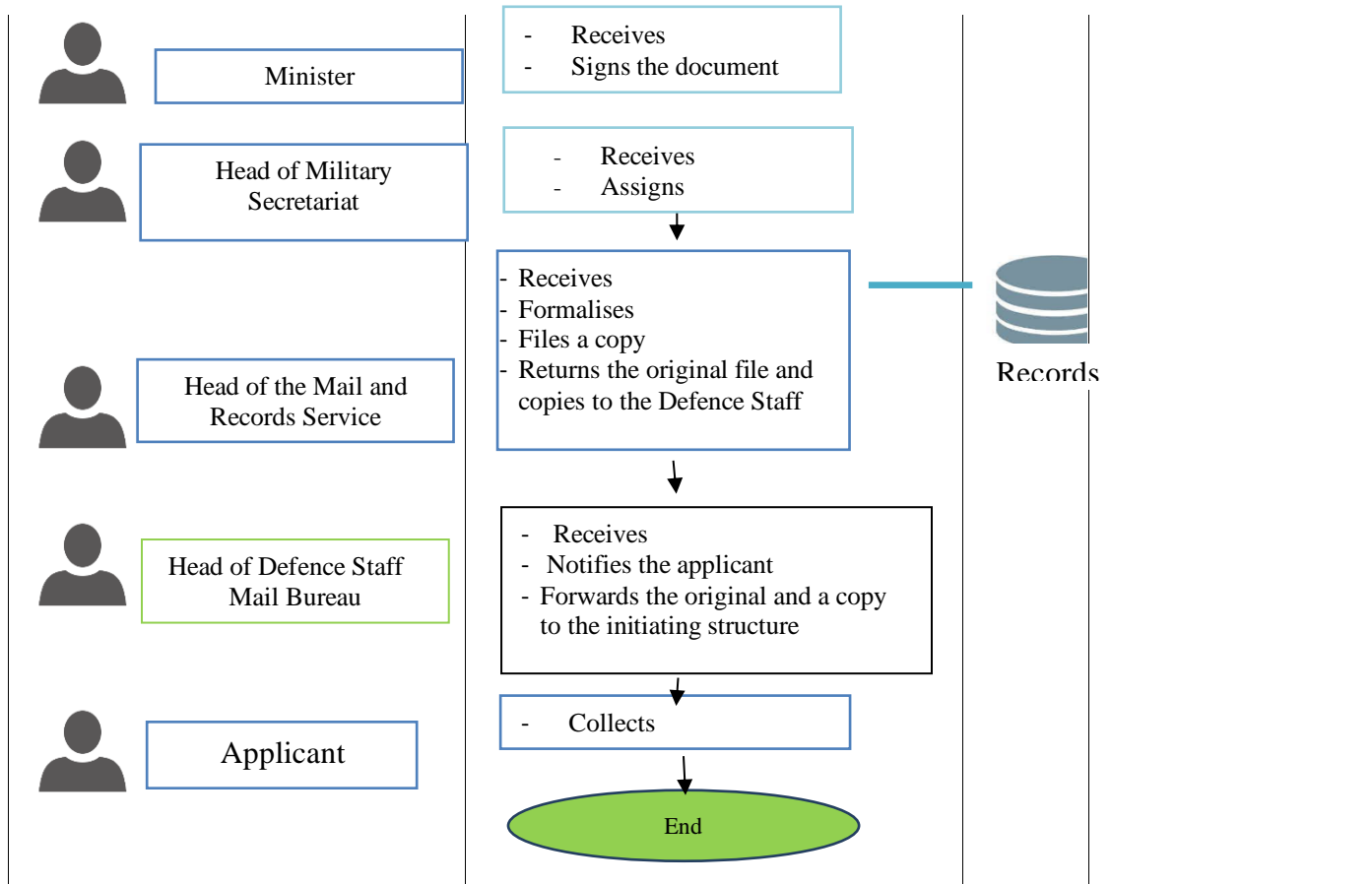
**DEADLINE:** sixty (60) days

**SIGNATORY OF THE DOCUMENT:** the Minister

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

**QUALITY SUPERVISOR:** the Chief of Defence Staff

DEFENCE STAFF	PROCEDURE No. 04-05/ MINDEF/ EMA/I	Procedure start date: 2023	
		Deadline	Procedure Version: 1.0
		Page	
<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>	
<p>The flowchart illustrates the administrative procedure. It starts with an Applicant submitting a file to the Chief of Defence Staff Mail Bureau. The process then moves through several levels of review and approval, involving the Chief of Defence Staff, CCOI, SCO, MGCEMA, and the Secretary General. Each step includes specific actions like 'Receives', 'Checks compliance', 'Registers', 'Initiates', 'Approves', and 'Initials'. A vertical green line on the right side of the flowchart indicates the progression of the document through the stages.</p>	<p><b>Beginning</b></p> <p>Submits the file</p> <p>- Receives - Checks compliance - Registers</p> <p>- Receives - Assigns</p> <p>- Initiates the draft document - Initiates the draft forwarding slip - Approves and initials the forwarding slip</p> <p>- Receives the file - Approves and initials the forwarding slip</p> <p>- Receives the file - Approves and initials the forwarding slip</p> <p>- Initials draft document - Signs the forwarding slip</p> <p>- Receives - Registers the exit</p> <p>- Receives - Checks compliance - Registers - Forwards</p> <p>- Receives - Visas the draft letter</p> <p>- Receives - Initials draft document</p>	<p><b>R1</b> Check file's compliance  <b>R2:</b> Check the eligibility of candidate  <b>R3:</b> Verify the authenticity of the information provided and the number of seats available</p>	



**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.

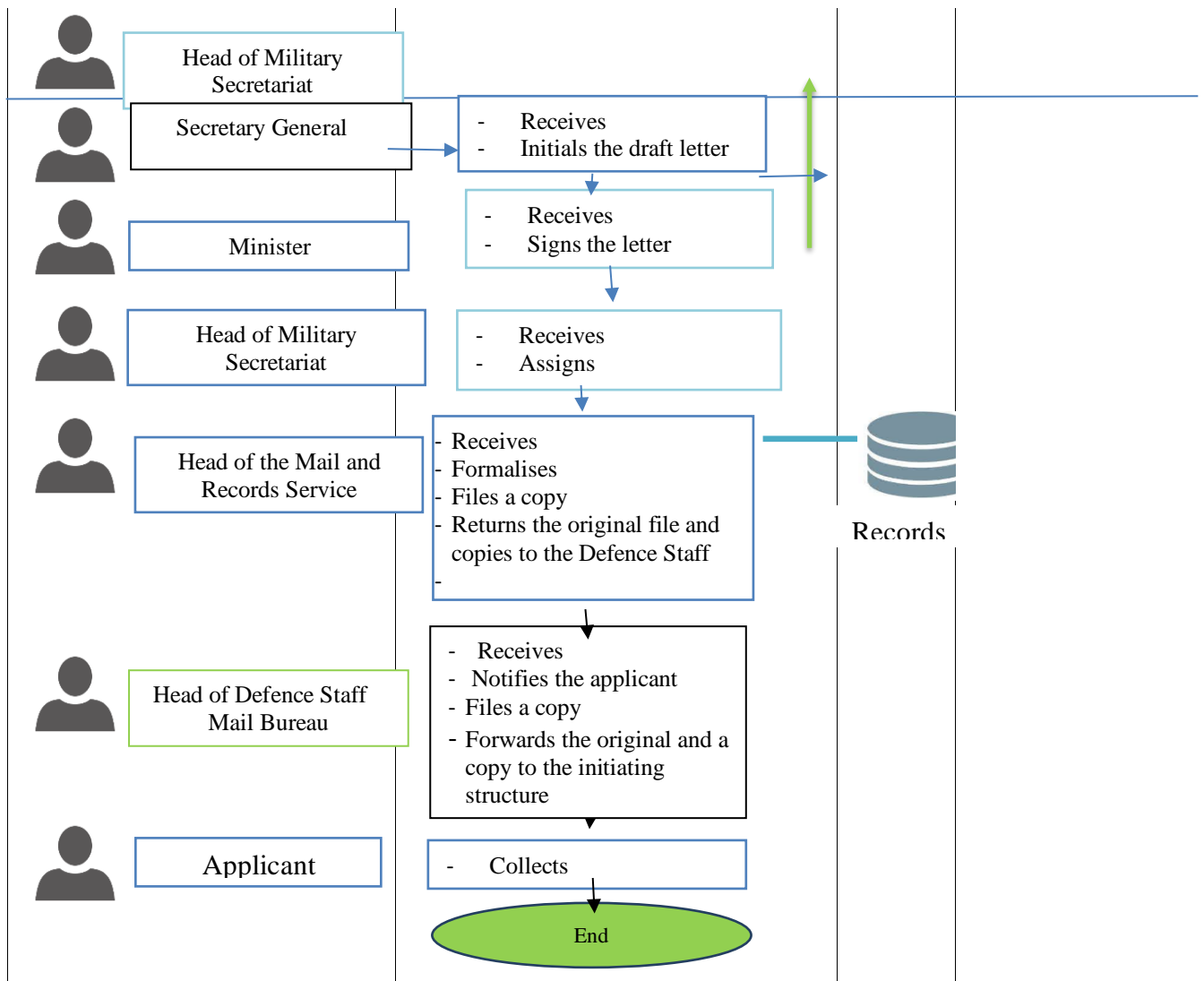
**DEADLINE:** sixty (60) days

**SIGNATORY OF THE DOCUMENT:** the Minister

**DELIVERY METHOD:** collection

**QUALITY SUPERVISOR:** the Head of the Mail Bureau

DEFENCE STAFF	PROCEDURE No. 01/ MINDEF/ EMA/I Issuing a diploma equivalence	Procedure start date: 2023	
		Deadline	Procedure Version: 1.0
		Page	
<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>	
	<p align="center"><b>Beginning</b></p> <ul style="list-style-type: none"> <li>Submits the file</li> <li>- Receives - Checks compliance - Registers - Forwards</li> <li>- Receives - Assigns</li> <li>- Receives - Assigns</li> <li>- Receives - Assigns</li> <li>- Initiates the draft letter - Initiates the draft forwarding slip - Approves and initials the forwarding slip</li> <li>- Receives the file - Approves and initials the forwarding slip</li> <li>- Receives the file - Approves and initials the forwarding slip</li> <li>- Initials the draft letter - Signs the forwarding slip</li> <li>- Receives - Formalises the forwarding slip - Registers the exit</li> <li>- Receives - Checks compliance - Registers - Forwards</li> <li>- Receives - Visas the draft letter</li> </ul>	<p><b>R1</b> Check file's compliance  <b>R2:</b> Check the eligibility of candidate  <b>R3:</b> Check the legality of the training institution  <b>R4:</b> Check the authenticity of the information</p>	





**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

DEFENCE STAFF	Procedure No. 02MINDEF/EMA/I Issuing Military driver's licence.	Procedure start date: 2023	
		Deadline	Procedure Version: 1.0
		Page	
Intervening parties	Stages	Handling rules	
<pre> graph TD     Start([Start]) --&gt; S1[Orders reports of examination sessions Initiates the draft licence and forwarding slip]     S1 --&gt; S2[Receives Initials the forwarding slip]     S2 --&gt; S3[Receives Initials the draft licence Signs the forwarding slip]     S3 --&gt; S4[Receives Registers the physical file Forwards]     S4 --&gt; S5[Receives Signs the military driver's licence]     S5 --&gt; S6[Receives Formalises Photocopies Files a copy Returns the physical file to the initiating structure Forwards a copy to the user structure of the applicant for notification]     S6 --&gt; S7[Notifies the applicant]     S7 --&gt; S8[Collects]     S8 --&gt; End([End])     </pre> <p>The flowchart details the following steps:</p> <ul style="list-style-type: none"> <li><b>Start</b> (Green oval)</li> <li><b>Step 1:</b> Orders reports of examination sessions; Initiates the draft licence and forwarding slip.</li> <li><b>Step 2:</b> Receives; Initials the forwarding slip.</li> <li><b>Step 3:</b> Receives; Initials the draft licence; Signs the forwarding slip.</li> <li><b>Step 4:</b> Receives; Registers the physical file; Forwards.</li> <li><b>Step 5:</b> Receives; Signs the military driver's licence.</li> <li><b>Step 6:</b> Receives; Formalises; Photocopies; Files a copy; Returns the physical file to the initiating structure; Forwards a copy to the user structure of the applicant for notification.</li> <li><b>Step 7:</b> Notifies the applicant.</li> <li><b>Step 8:</b> Collects.</li> <li><b>End</b> (Green oval)</li> </ul> <p>Records icon is located next to Step 6.</p>	<p><b>R1</b> Check file's compliance</p> <p><b>R2:</b> Check the eligibility of candidate</p> <p><b>R3:</b> Check the authenticity of the information</p>		



**ARMY STAFF**

<b>No.</b>	<b>TITLES OF PROCEDURES</b>
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.











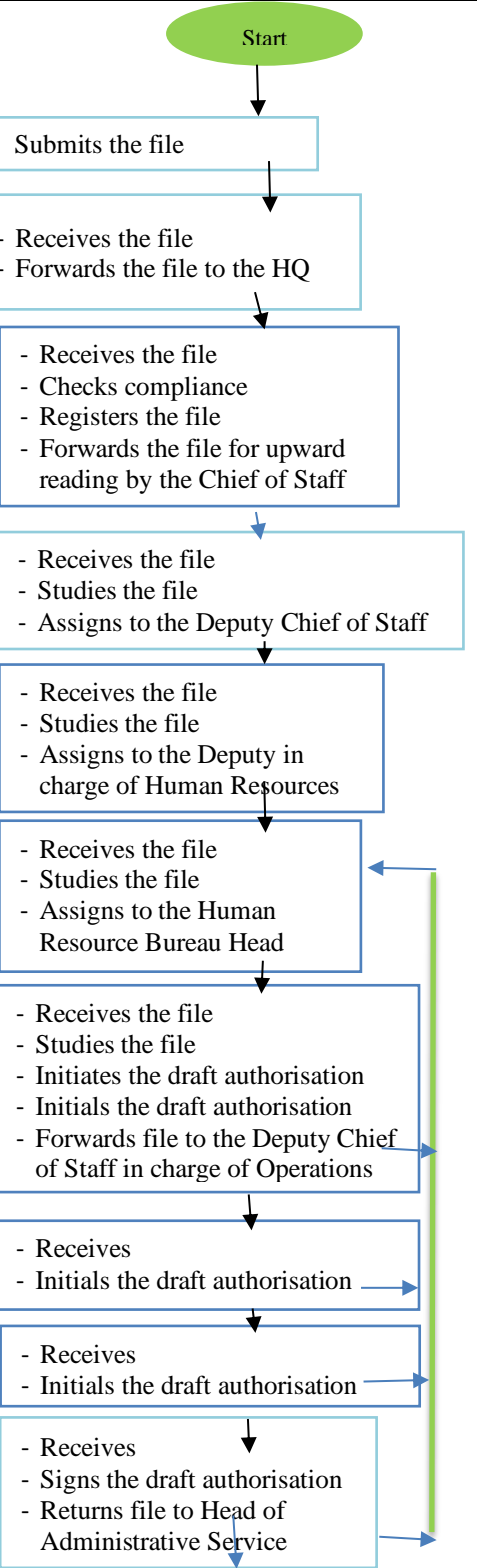
• **Reference document:** staff file

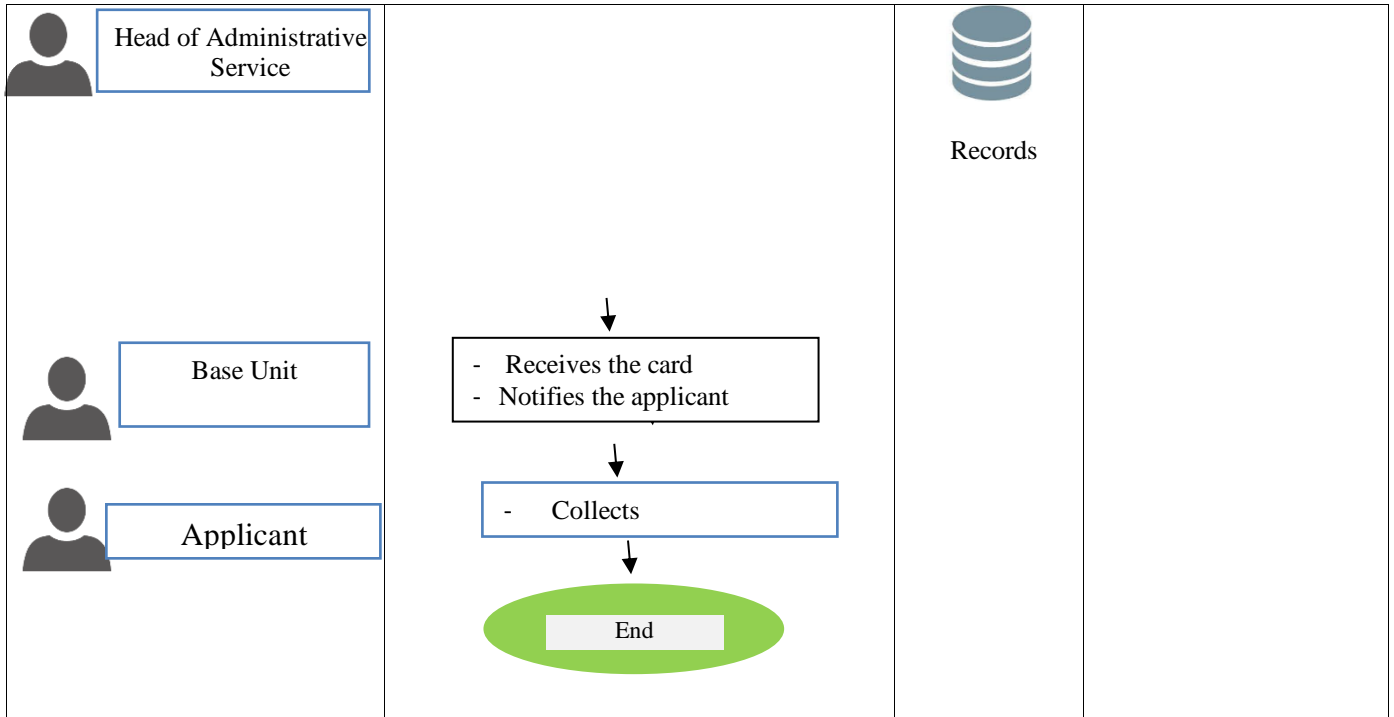
**SIGNATORY OF THE DOCUMENT:** the Chief of Army Staff

**DEADLINE:** thirty (30) days

**DELIVERY METHOD:** collection

**QUALITY SUPERVISOR:** the Head of Administrative Service

ARMY STAFF	PROCEDURE No.02-07/ MINDEF/ EMAT/I	Deadline	Procedure start date: 2023 Procedure Version: 1.0 Page
<p><i>Intervening parties</i></p> <ul style="list-style-type: none"> <li> Applicant</li> <li> Unit of origin</li> <li> Mail Bureau</li> <li> Chief of Staff</li> <li> Deputy Chief of Staff</li> <li> Deputy Chief of Staff for Human Resources</li> <li> Human Resource Bureau Head</li> <li> SCO</li> <li> Deputy Chief of Staff</li> <li> Chief of Staff</li> </ul>	<p><i>Stages</i></p>  <pre> graph TD     Start([Start]) --&gt; S1[Submits the file]     S1 --&gt; S2["- Receives the file - Forwards the file to the HQ"]     S2 --&gt; S3["- Receives the file - Checks compliance - Registers the file - Forwards the file for upward reading by the Chief of Staff"]     S3 --&gt; S4["- Receives the file - Studies the file - Assigns to the Deputy Chief of Staff"]     S4 --&gt; S5["- Receives the file - Studies the file - Assigns to the Deputy in charge of Human Resources"]     S5 --&gt; S6["- Receives the file - Studies the file - Assigns to the Human Resource Bureau Head"]     S6 --&gt; S7["- Receives the file - Studies the file - Initiates the draft authorisation - Initials the draft authorisation - Forwards file to the Deputy Chief of Staff in charge of Operations"]     S7 --&gt; S8["- Receives - Initials the draft authorisation"]     S8 --&gt; S9["- Receives - Initials the draft authorisation"]     S9 --&gt; S10["- Receives - Signs the draft authorisation - Returns file to Head of Administrative Service"]     S10 --&gt; S11["- Receives the card - Photocopies &amp; formalises the card - Forwards authorisation to the unit of origin of the applicant for notification - Forwards a copy to the Documentation and Records Bureau - Returns the physical file and a copy to the Human Resource Bureau"]                     </pre>		<p><i>Handling rules</i></p> <p><b>R1</b> Check file's compliance</p> <p><b>R2:</b> Check the status of the applicant</p> <p><b>R3:</b> Check the administrative position of the spouses</p> <p><b>R4:</b> Check the morality of the future spouse and the eligibility of the applicant</p>
	<p>- Receives the card</p> <p>- Photocopies &amp; formalises the card</p> <p>- Forwards authorisation to the unit of origin of the applicant for notification</p> <p>- Forwards a copy to the Documentation and Records Bureau</p> <p>- Returns the physical file and a copy to the Human Resource Bureau</p>		



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

ARMY STAFF	PROCEDURE No.02-07/ MINDEF/ EMAT/I	Procedure start date: 2023
		Procedure Version: 1.0
		Deadline Page
Intervening parties	Stages	Handling rules
<p> Applicant</p> <p> Company Commander</p> <p> Chancellery</p> <p> Company Commander</p> <p> Battalion Chief of Staff</p> <p> Battalion Commander</p> <p> Head of Brigade Bureau</p> <p> Head of Brigade</p> <p> Joint Military Region Chief of Staff</p> <p> Joint Military Region Commander</p>	<p style="text-align: center;"><b>Requinnin</b></p> <p>Submits file to their company/ service secretariat</p> <p>- Receives - Assigns</p> <p>- Receives - Initiates the forwarding slip</p> <p>- Receives - Signs the forwarding slip - Forwards</p> <p>- Receives - Initiates the forwarding slip</p> <p>- Receives - Signs the forwarding slip - Forwards</p> <p>- Receives - Initiates the forwarding slip</p> <p>- Receives - Signs the forwarding slip - Forwards</p> <p>- Receives - Initiates the forwarding slip</p> <p>- Receives - Signs the forwarding slip - Forwards</p> <p>- Receives - Signs the forwarding slip - Defence Staff Mail Bureau</p> <p>- Initials - Forwards</p>	<p><b>R1:</b> Check file's compliance</p> <p><b>R2:</b> Ensure conformity and authenticity of each document submitted</p>



**AIR FORCE STAFF**

## **LIST OF PROCEDURES**

<b>No.</b>	<b>TITLES OF PROCEDURES</b>
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/ EMAA/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 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 .

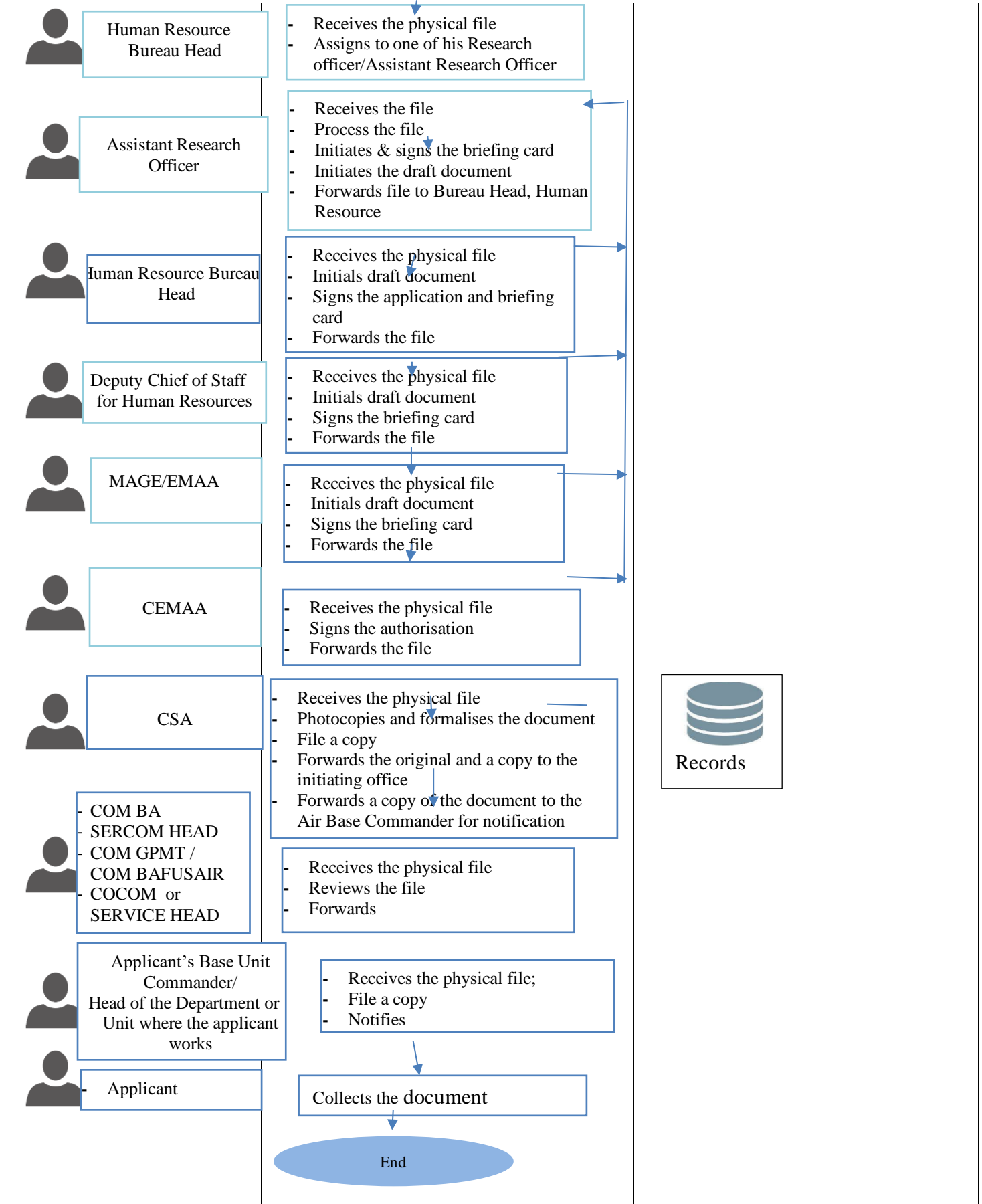
**DEADLINE:** sixty (60) days

**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.01-08/ MINDEF/ EMAA/I	Procedure start date: 2023	
		Deadline	Procedure Version: 1.0
<i>Intervening parties</i>	<i>Stages</i>		<i>Page</i>
 Applicant   Applicant's Base Unit Commander/ Head of the Service/Unit where the applicant works   COCOM/ SERVICE HEAD   COM GPMT/ COM BAFUSAIR   SERCOM HEAD   COMBA   Mail Bureau   Head of Administrative Service   Deputy Chief of Staff (MAGE)   Deputy Chief of Staff for Human Resources	<p align="center">Start</p> <p align="center">↓</p> <p align="center">Submits the file</p> <p align="center">↓</p> <ul style="list-style-type: none"> <li>- Receives the physical file</li> <li>- Checks conformity</li> <li>- Initiates background check of the future spouse</li> <li>- Initiates the hierarchical opinion sheet</li> <li>- Forwards the file to the COCOM</li> </ul> <p align="center">↓</p> <ul style="list-style-type: none"> <li>- Receives the physical file</li> <li>- Initials the hierarchical opinion sheet</li> <li>- Forwards to COM GPMT or COMBAFUSAIR</li> </ul> <p align="center">↓</p> <ul style="list-style-type: none"> <li>- Receives the physical file</li> <li>- Initials the hierarchical opinion sheet</li> <li>- Forwards to the Secretary of the Head of SERCOM</li> </ul> <p align="center">↓</p> <ul style="list-style-type: none"> <li>- Receives the file</li> <li>- Initiates the forwarding slip</li> <li>- Initials the hierarchical opinion sheet</li> <li>- Forwards the file to COMBA</li> </ul> <p align="center">↓</p> <ul style="list-style-type: none"> <li>- Receives the physical file</li> <li>- Signs and files the hierarchical opinion sheet</li> <li>- Forwards the file to CEMAA</li> </ul> <p align="center">↓</p> <ul style="list-style-type: none"> <li>- Receives the physical file</li> <li>- Registers the file</li> <li>- Forwards the file to CSA</li> </ul> <p align="center">↓</p> <ul style="list-style-type: none"> <li>- Receives the physical file</li> <li>- Initials</li> <li>- Forwards the file to MAGE</li> </ul> <p align="center">↓</p> <ul style="list-style-type: none"> <li>- Receives the physical file</li> <li>- Assigns to the Deputy in charge of Human Resources</li> </ul> <p align="center">↓</p> <ul style="list-style-type: none"> <li>- Receives the physical file</li> <li>- Assigns to the Human Resource Bureau Head</li> </ul>		<p><b>R1:</b> Check compliance and completeness of the file</p> <p><b>R2:</b> Check the status and eligibility of applicants</p> <p><b>R3:</b> Check the authenticity of personal information provided and the lawfulness of the procedure.</p>



**COM GPMT:** Group Commander. **CSA:** Head of Administrative Service. **MAGE/EMAA:** Deputy Chief of Air Force Staff

**BAFUSAIR:** Air Fusiliers Battalion. **SERCOM HEAD:** Service Head, Supply and Administration. **CEMAA:** Air Force Chief of Staff. **COCOM:** Company Commander. **COM BA:** Commander, Air Base.

## 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. TENUE. 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.

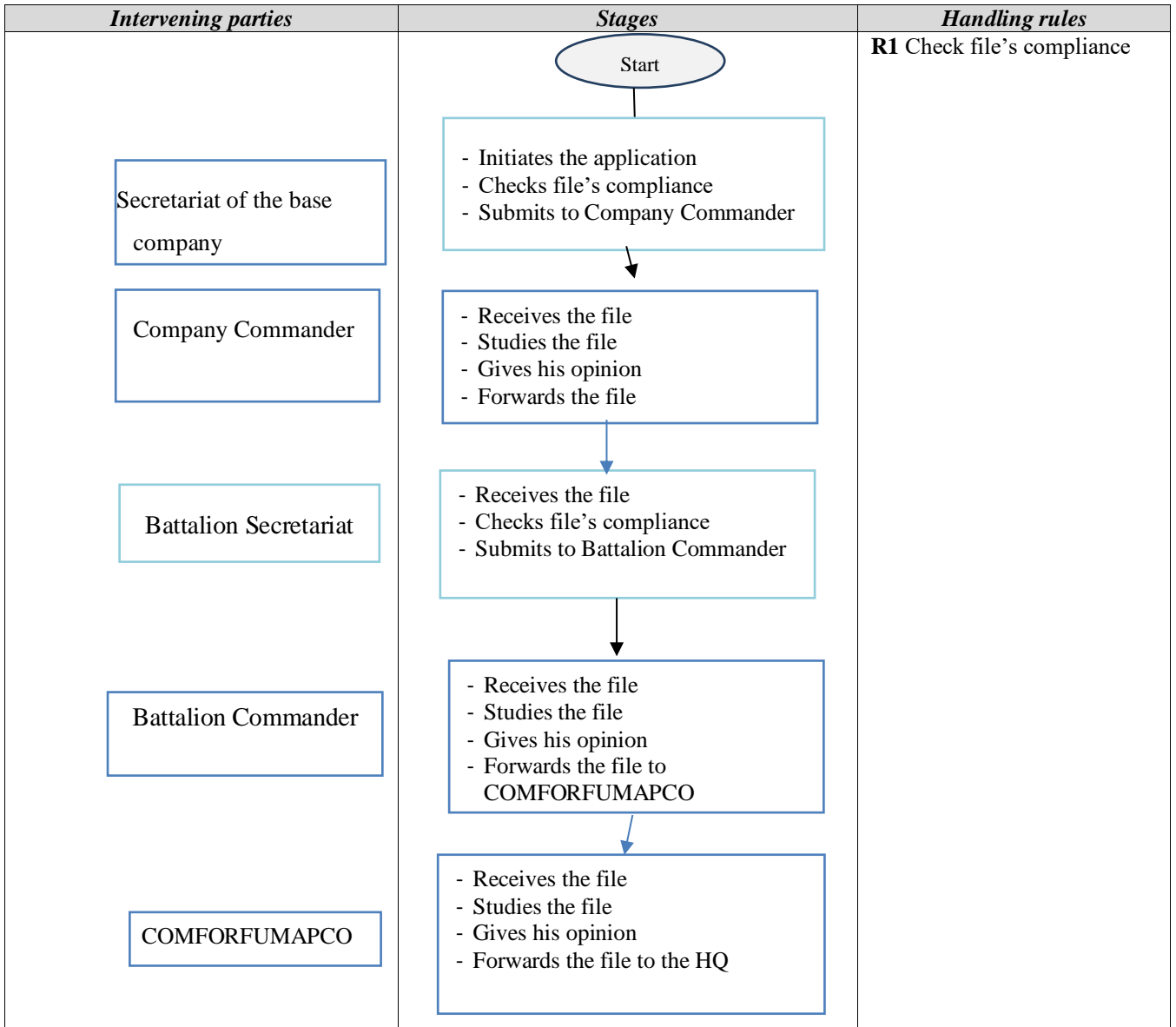
**DEADLINE:** sixty (60) days

**SIGNATORY OF THE DOCUMENT:** the Chief of Navy Staff

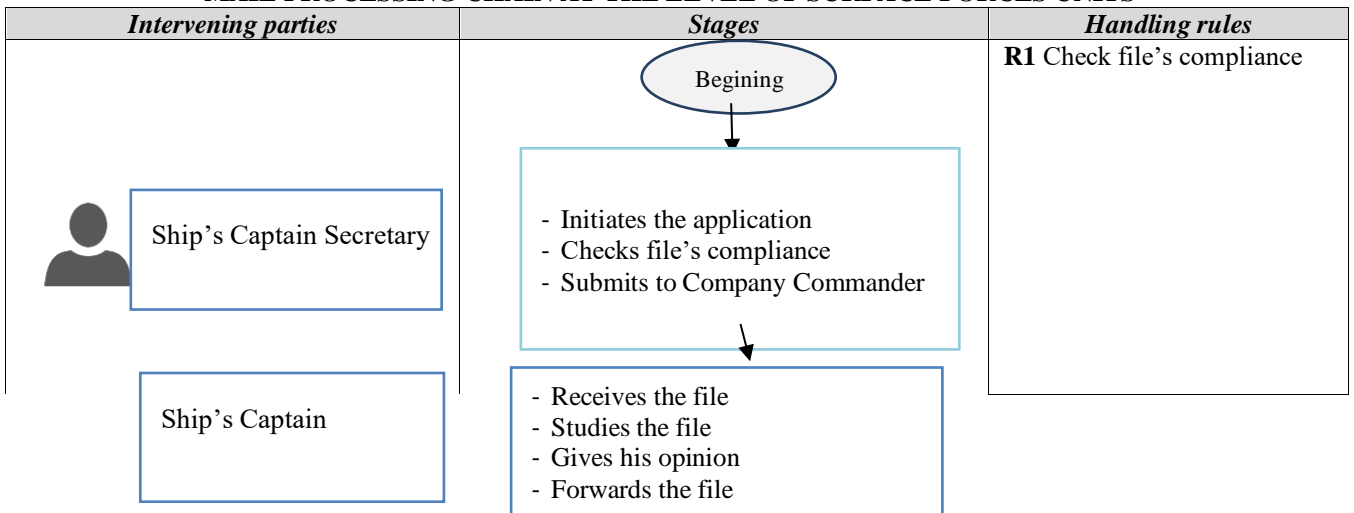
**DELIVERY METHOD:** notification/collection

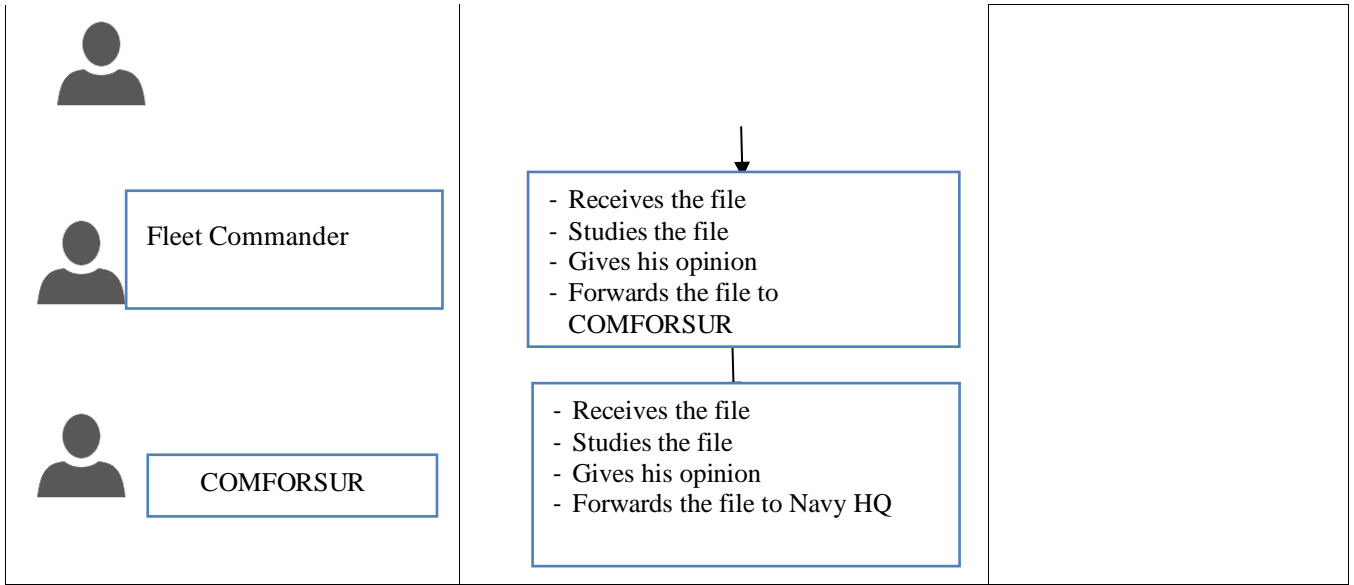
**QUALITY SUPERVISOR:** the Head of Administrative Service

**MAIL PROCESSING CHAIN AT THE LEVEL OF SEA RIFLEMEN AND COMBAT DIVERS UNITS**

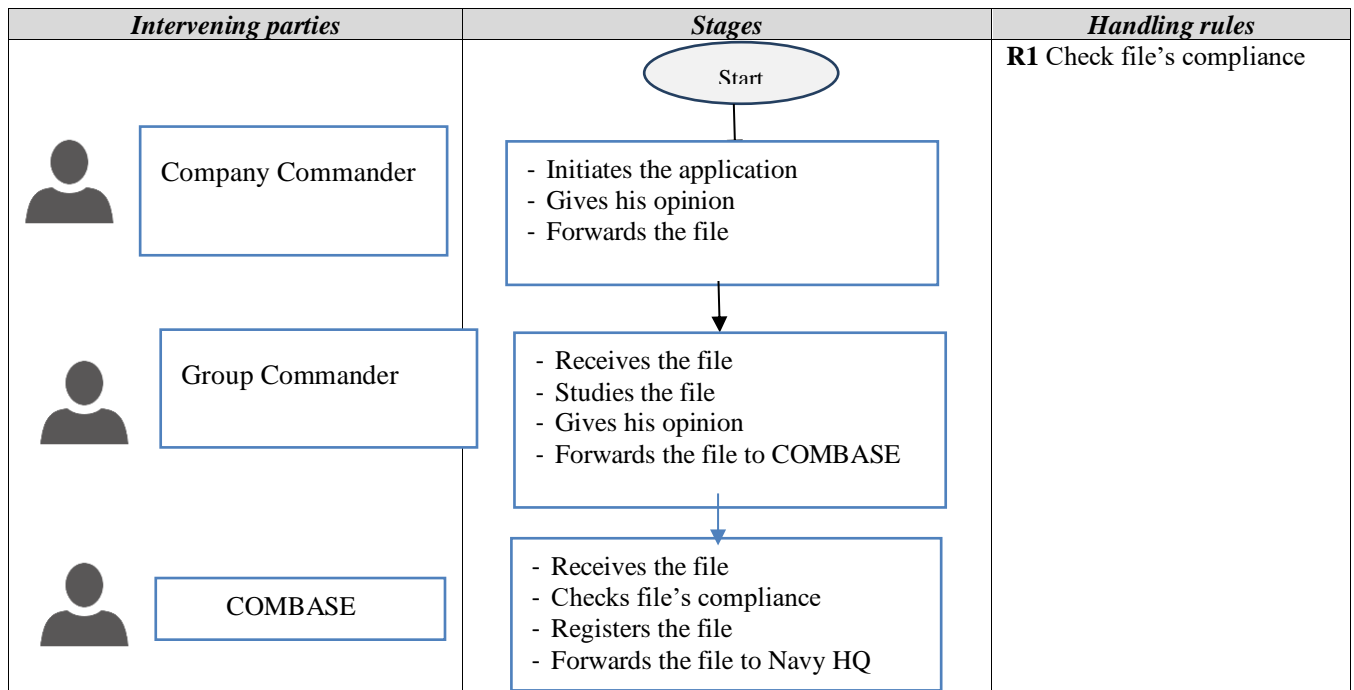


**MAIL PROCESSING CHAIN AT THE LEVEL OF SURFACE FORCES UNITS**





**MAIL PROCESSING CHAIN AT THE LEVEL OF NAVAL BASE UNITS**



## 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

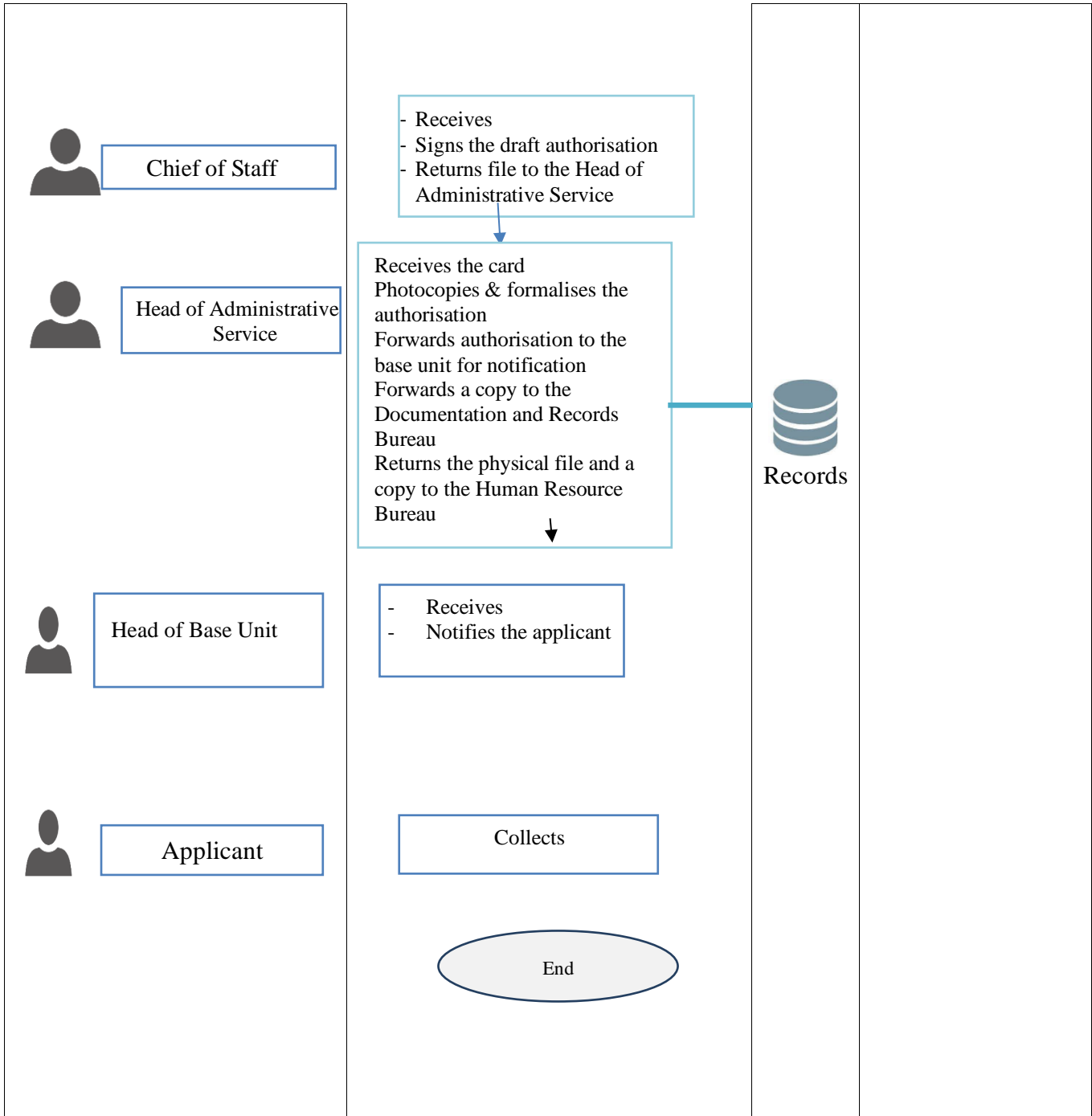
**SIGNATORY OF THE DOCUMENT:** the Chief of Navy Staff

**DELIVERY METHOD:** notification/collection

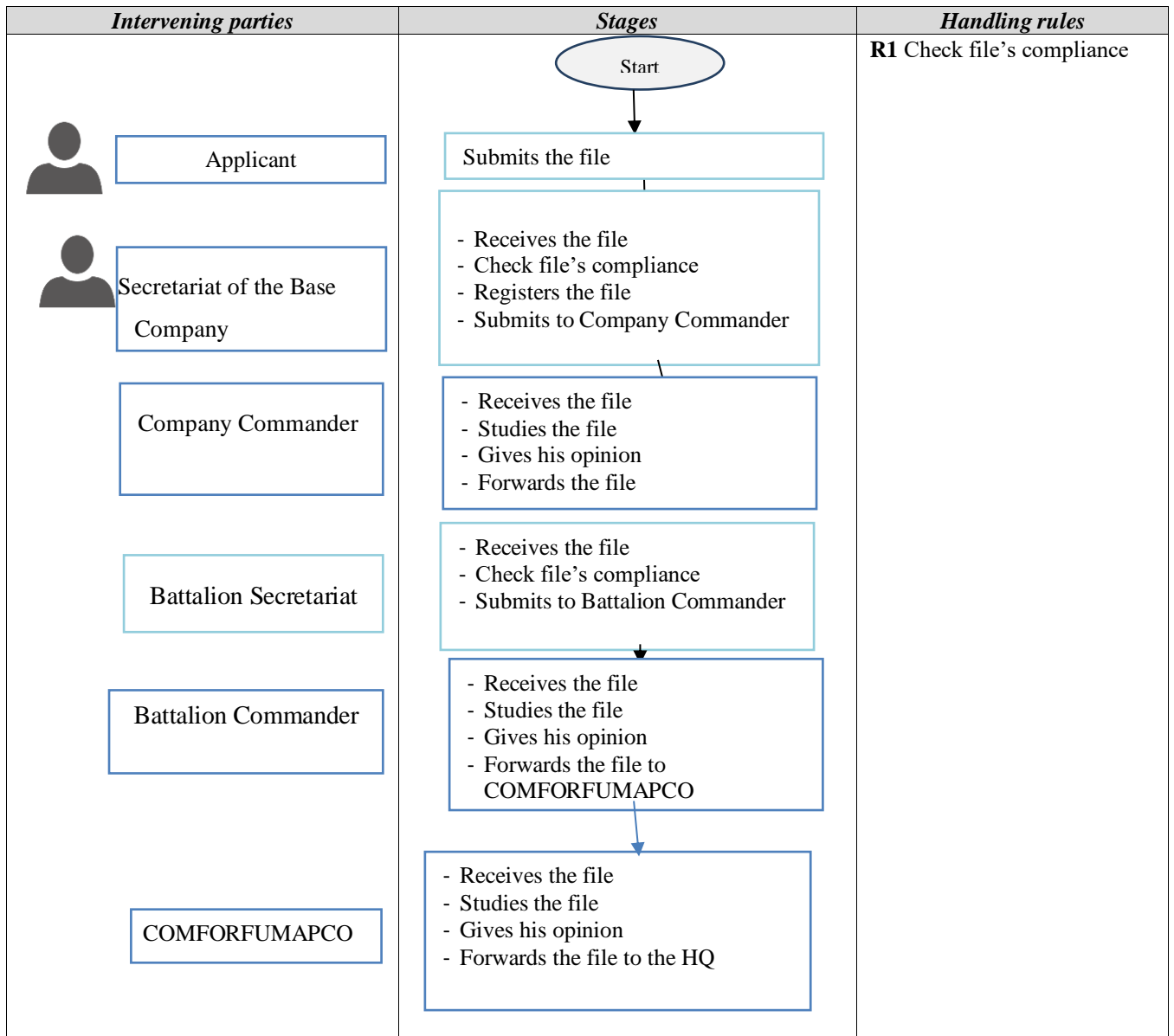
**QUALITY SUPERVISOR:** the Head of Administrative Service

NAVY STAFF	<b>Procedure No.2/MINDEF/EMMI/</b> <b><u>ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A NON- CIVIL SERVANT</u></b>	Procedure start date: 2023	
		Deadline	Procedure Version: 1.0
			Page
<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>	
<div style="display: flex; flex-direction: column; gap: 10px;"> <div> Applicant</div> <div> Base Unit</div> <div> Mail Bureau</div> <div> Chief of Staff</div> <div> Deputy Chief of Staff</div> <div> Deputy Chief of Staff for Human Resources</div> <div> Human Resource Bureau Head</div> <div> SCO</div> <div> Deputy Chief of Staff</div> </div>	<p align="center">Beginning</p> <p>↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Submits the file</div> <p>↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     - Receives the file                      - Orders background check on the spouse                      - Forwards the file to the Chief of Staff                 </div> <p>↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     - Receives the file                      - Checks compliance                      - Registers the file                      - Forwards the file for upward reading by the Chief of Staff                 </div> <p>↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     - Receives the file                      - Studies the file                      - Assigns the file to the Deputy Chief of Staff                 </div> <p>↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     - Receives the file                      - Studies the file                      - Assigns to the Deputy in charge of Human Resources                 </div> <p>↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     - Receives the file                      - Studies the file                      - Assigns to the Human Resource Bureau Head                 </div> <p>↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     - Receives the file                      - Studies the file                      - Initiates the draft authorisation                      - Initials the draft authorisation                      - Forwards file to the Deputy Chief for Human Resources                 </div> <p>↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     - Receives                      - Initials the draft certificate                 </div> <p>↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     - Receives                      - Initials the draft certificate                 </div> <p>↓</p>	<p><b>R1</b> Check file's compliance</p> <p><b>R2:</b> Check service record</p> <p><b>R3:</b> Check the morality of the soldier during their career</p>	

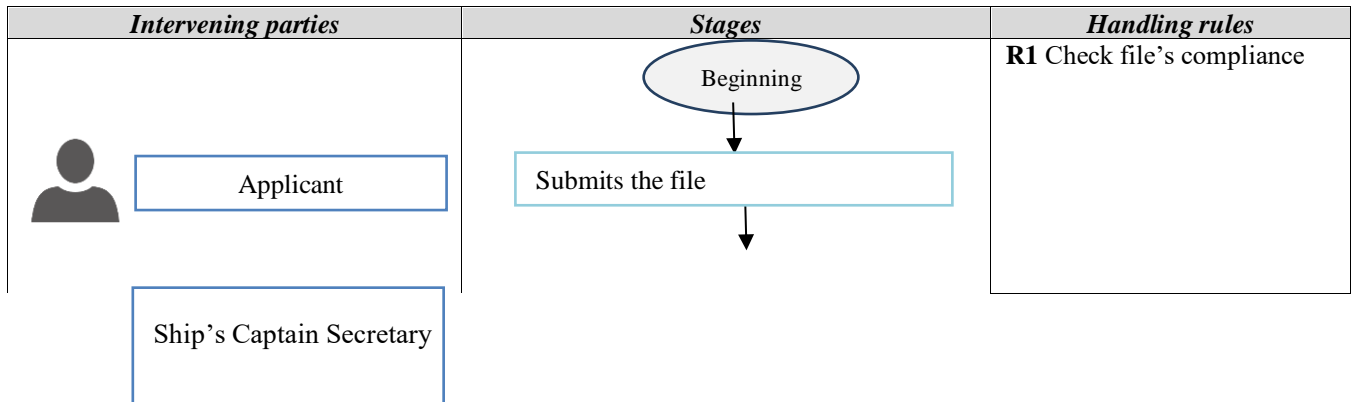


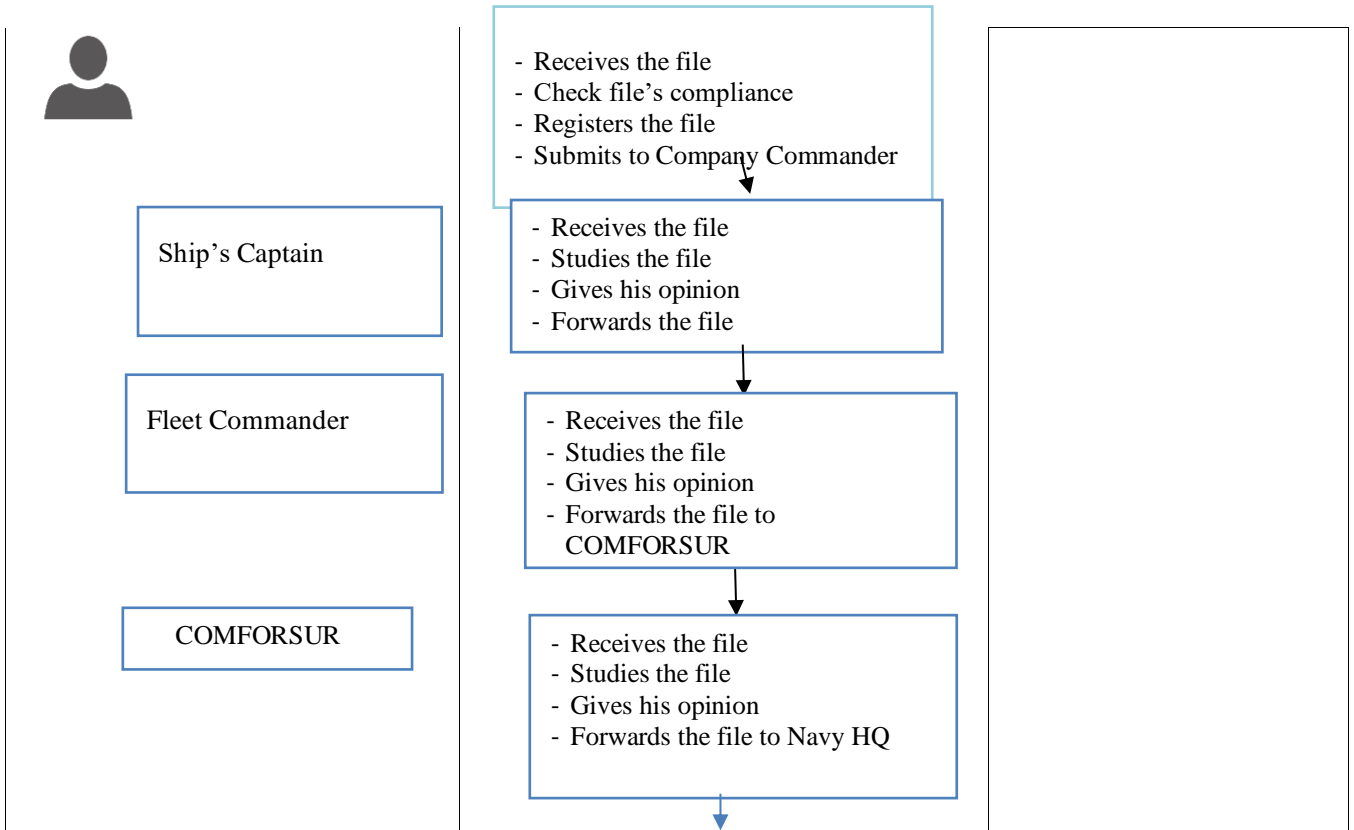


MAIL PROCESSING CHAIN AT THE LEVEL OF SEA RIFLEMEN AND COMBAT DIVERS UNITS



MAIL PROCESSING CHAIN AT THE LEVEL OF SURFACE FORCES UNITS





**MAIL PROCESSING CHAIN AT THE LEVEL OF NAVAL BASE UNITS**

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
Applicant Company Commander Group Commander COMBASE	<p>Start</p> <ul style="list-style-type: none"> <li>- Receives the file</li> <li>- Check file's compliance</li> <li>- Registers the file</li> <li>- Submits to Company Commander</li> </ul> <ul style="list-style-type: none"> <li>- Receives the file</li> <li>- Studies the file</li> <li>- Gives his opinion</li> <li>- Forwards the file</li> </ul> <ul style="list-style-type: none"> <li>- Receives the file</li> <li>- Studies the file</li> <li>- Gives his opinion</li> <li>- Forwards the file to COMBASE</li> </ul> <ul style="list-style-type: none"> <li>- Receives the file</li> <li>- Check file's compliance</li> <li>- Registers the file</li> <li>- Forwards the file to CEMM</li> </ul>	<p><b>R1</b> Check file's compliance</p>

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## 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

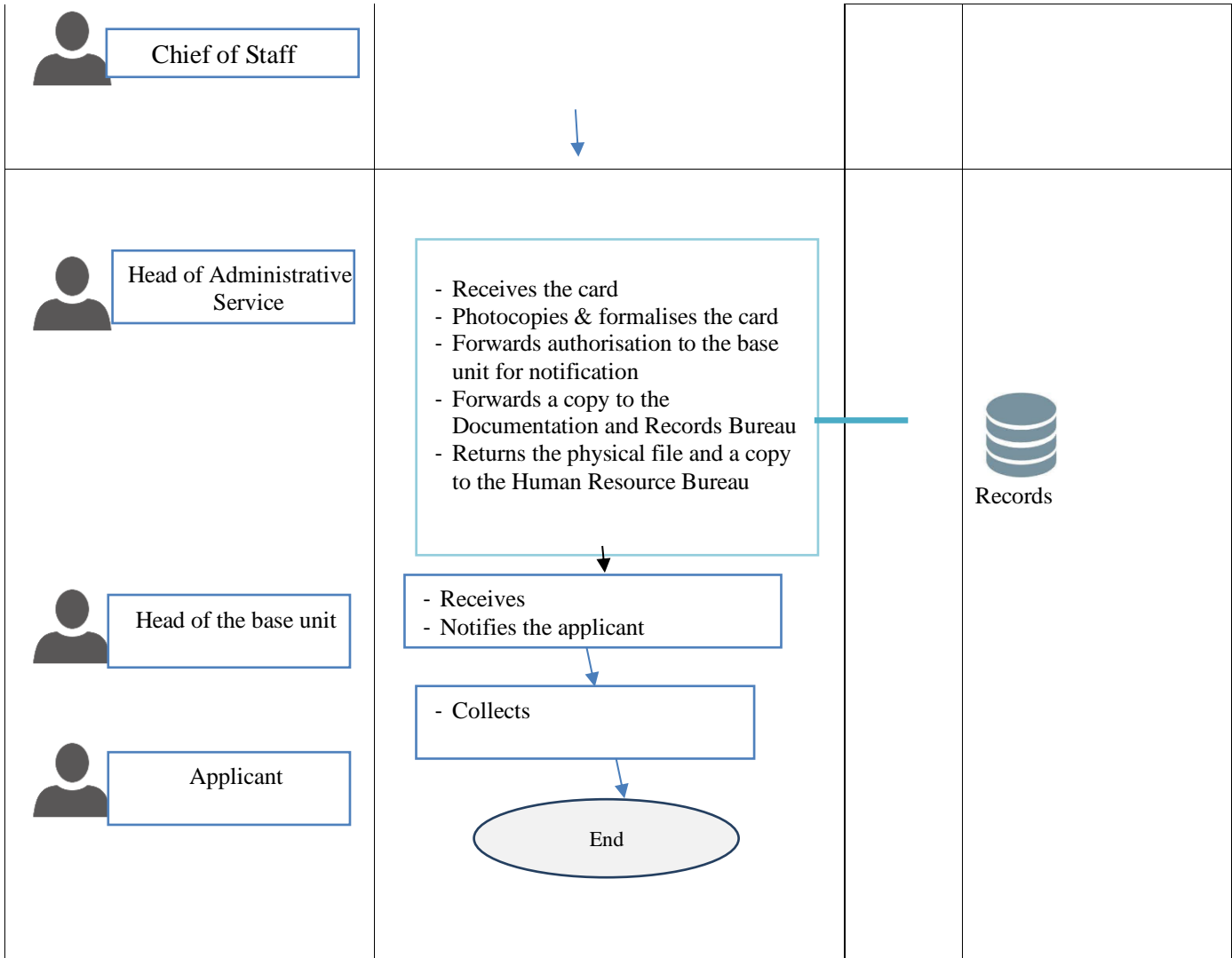
**SIGNATORY OF THE DOCUMENT:** the Chief of Navy Staff

**DEADLINE:** thirty (30) days

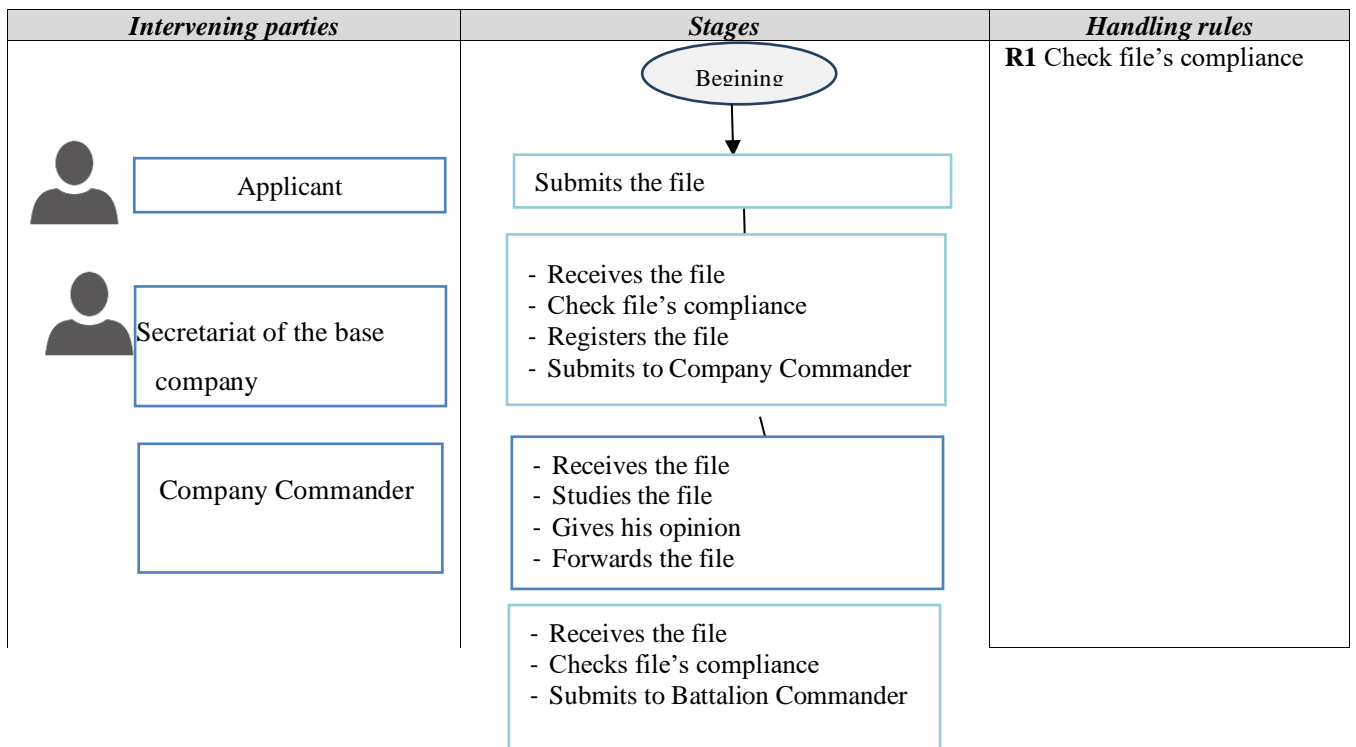
**DELIVERY METHOD:** collection

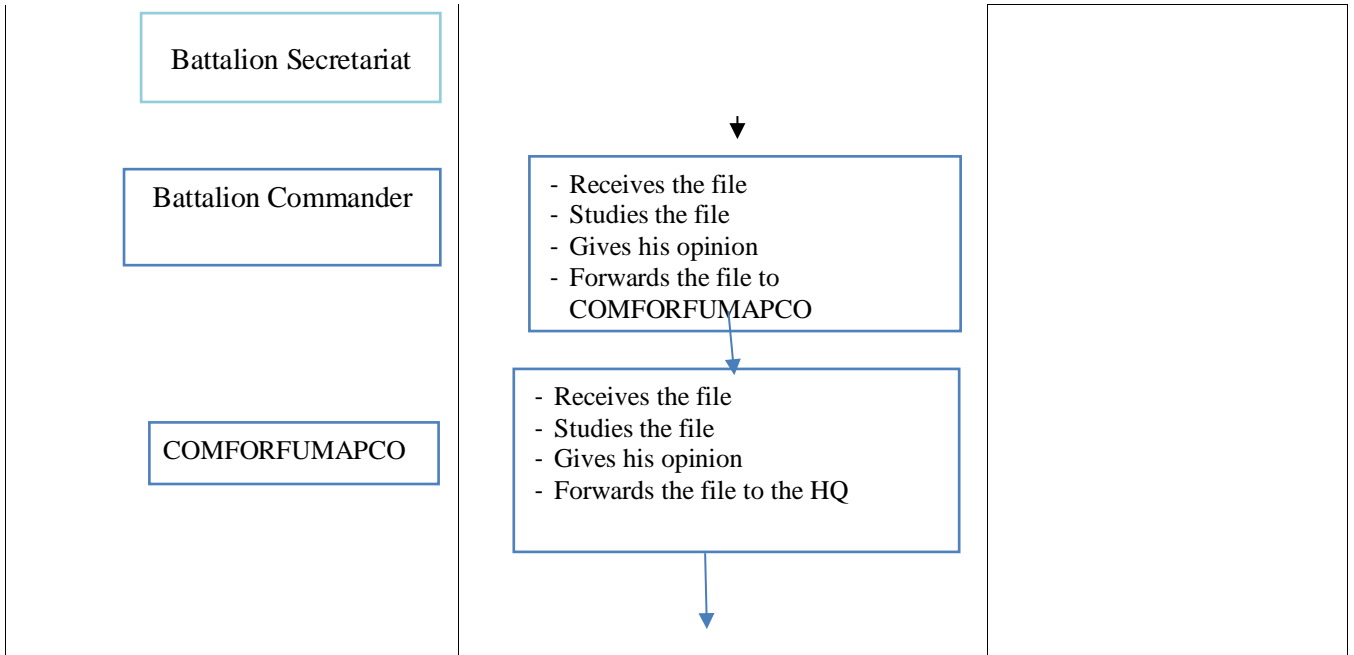
**QUALITY SUPERVISOR:** the Head of Administrative Service

NAVY STAFF	Procedure No.03-08 / MINDEF/ EMM/I ---	Procedure start date: 2023	
		Deadline	Procedure Version: 1.0
		Page	
<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>	
 Applicant  Base Unit  Mails Bureau  Chief of Staff  Deputy Chief of Staff  Deputy Chief of Staff for Human Resource  Human Resource Bureau Head  Deputy Chief of Staff for Operations  Deputy Chief of Staff	<p align="center"><b>Start</b></p> <p>Submits the file</p> <p>- Receives the file - Forwards the file to the Chief of Staff</p> <p>- Receives the file - Checks compliance - Registers the file - Forwards the file for upward reading by the Chief of Staff</p> <p>- Receives the file - Studies the file - Assigns the file to the Deputy Chief of Staff</p> <p>- Receives the file - Studies the file - Assigns to the Deputy in charge of Human Resource</p> <p>- Receives the file - Studies the file - Assigns to the Human Resource Bureau Head</p> <p>- Receives the file - Studies the file - Initiates the draft authorisation - Initials the draft authorisation - Forwards file to the Deputy Chief for Human Resource</p> <p>- Receives - Initials the draft authorisation</p> <p>- Receives - Initials the draft authorisation</p> <p>- Receives - Signs the draft authorisation - Returns file to the Head of Administrative Service</p>	<p><b>R1</b> Check file's compliance</p> <p><b>R2:</b> Check the service record</p> <p><b>R3:</b> Check the soldier's discipline during their career</p>	





**MAIL PROCESSING CHAIN AT THE LEVEL OF SEA RIFLEMEN AND COMBAT DIVERS UNITS**



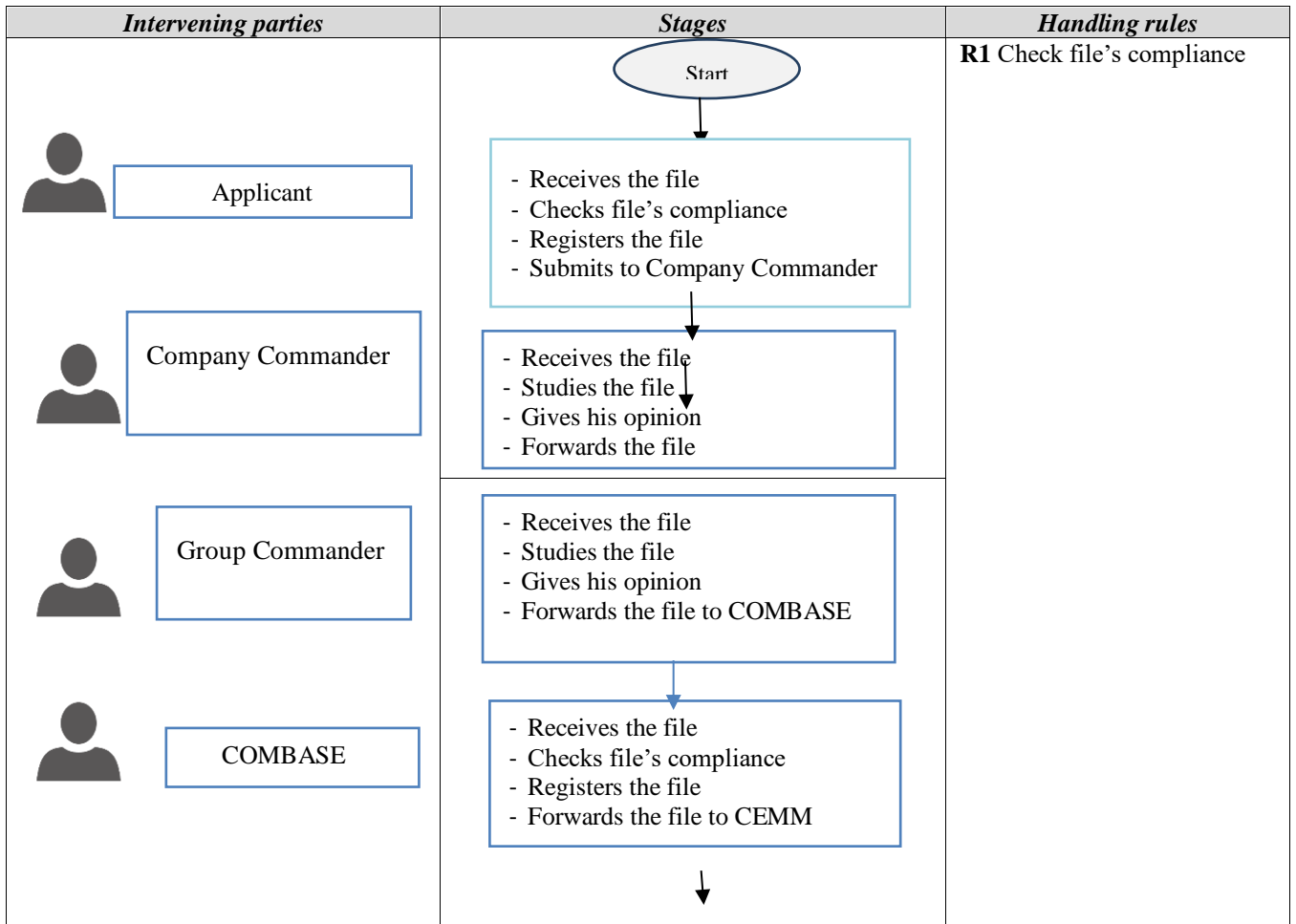


**MAIL PROCESSING CHAIN AT THE LEVEL OF SURFACE FORCES UNITS**

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
<p> Applicant</p> <p> Ship's Captain Secretary</p> <p>Ship's Captain</p> <p>Fleet Commander</p> <p>COMFORSUR</p>	<p>Beginning</p> <p>Submits the file</p> <p>- Receives the file - Check file's compliance - Registers the file - Submits to Company Commander</p> <p>- Receives the file - Studies the file - Gives his opinion - Forwards the file</p> <p>- Receives the file - Studies the file - Gives his opinion - Forwards the file to COMFORSUR</p> <p>- Receives the file - Studies the file - Gives his opinion - Forwards the file to the Navy HQ</p>	<p><b>R1</b> Check file's compliance</p>



MAIL PROCESSING CHAIN AT THE LEVEL OF NAVAL BASE UNITS



## 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

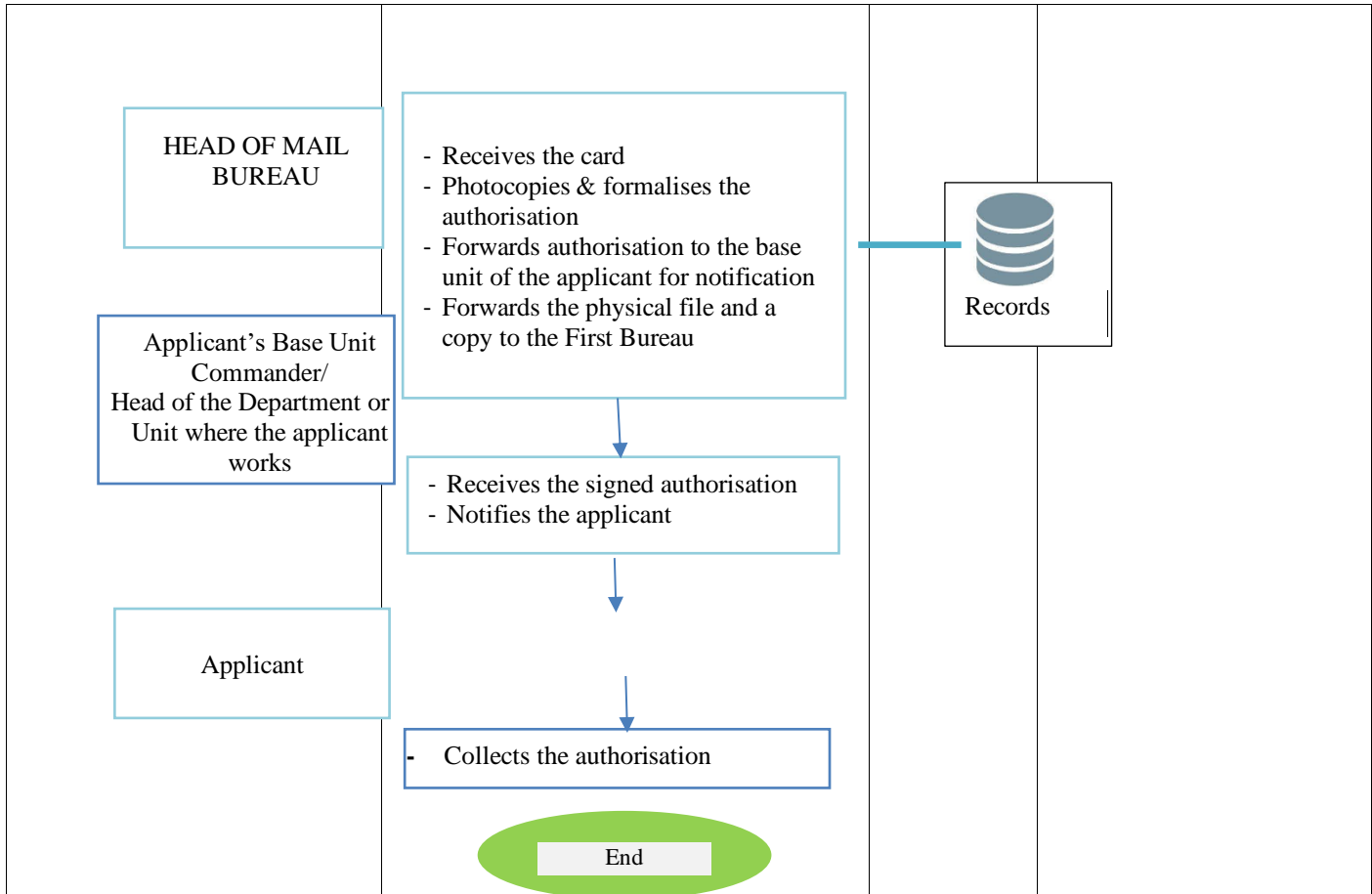
**SIGNATORY OF THE DOCUMENT:** the Commander of the Joint Military Region

**DEADLINE:** sixty (60) days

**DELIVERY METHOD:** collection

**QUALITY SUPERVISOR:** the Commander of the Joint Military Region

JOINT MILITARY REGION	<b>Procedure No. 01/MINDEF/RMIA/II</b> <u><b>ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED SERVICE MEMBER AND A NON-CIVIL SERVANT</b></u>	Procedure start date: 2023	
		Deadline	Procedure Version: 1.0
		Page	
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
<div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Applicant</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Applicant's Base Unit Commander/ Head of the Department or Unit where the applicant works</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">HEAD OF MAIL BUREAU</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">REGION COMMANDER</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">CHIEF OF STAFF</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">FIRST BUREAU</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">CHIEF OF STAFF</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">DEPUTY IN CHARGE OF THE FORCE CONCERNED</div> <div style="border: 1px solid black; padding: 5px;">MILITARY REGION COMMANDER</div> </div>	<div style="text-align: center; margin-bottom: 10px;"> <span style="background-color: #92d050; border-radius: 50%; padding: 5px 15px;">Beginning</span> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Submits the file</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> <li>- Receives the physical file</li> <li>- Carries out a conformity check</li> <li>- Orders a background check on the future spouse</li> <li>- Initiates the hierarchical opinion sheet</li> <li>- Forwards the file to the Military Region Commander</li> </ul> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> <li>- Receives the physical file</li> <li>- Registers the file</li> <li>- Forwards file to the Secretariat of the Military Region Commander</li> </ul> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> <li>- Receives the file</li> <li>- Forwards the file to the Chief of Staff</li> </ul> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> <li>- Receives the physical file</li> <li>- Assigns the file to the First Bureau</li> </ul> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> <li>- Receives the physical file</li> <li>- Initiates the draft authorisation</li> <li>- Forwards the file to the Chief of Staff</li> </ul> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> <li>- Receives the physical file</li> <li>- Initials the draft authorisation</li> <li>- Forwards the file</li> </ul> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <ul style="list-style-type: none"> <li>- Receives the physical file</li> <li>- Initials the draft authorisation</li> </ul> </div> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>- Receives the physical file</li> <li>- Signs the authorisation</li> </ul> </div>		<p><b>R1:</b> Check compliance and completeness of the file</p> <p><b>R2:</b> Check the status and eligibility of applicants</p> <p><b>R3:</b> Check the authenticity of personal information provided and the lawfulness of the procedure</p>



**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.










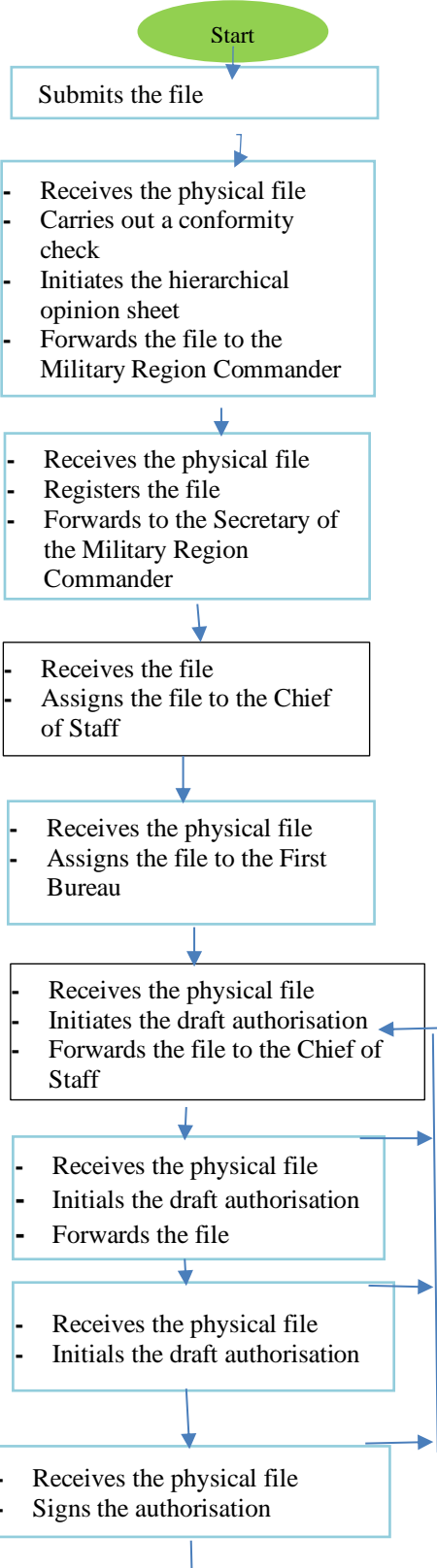
• **Reference document:** staff file

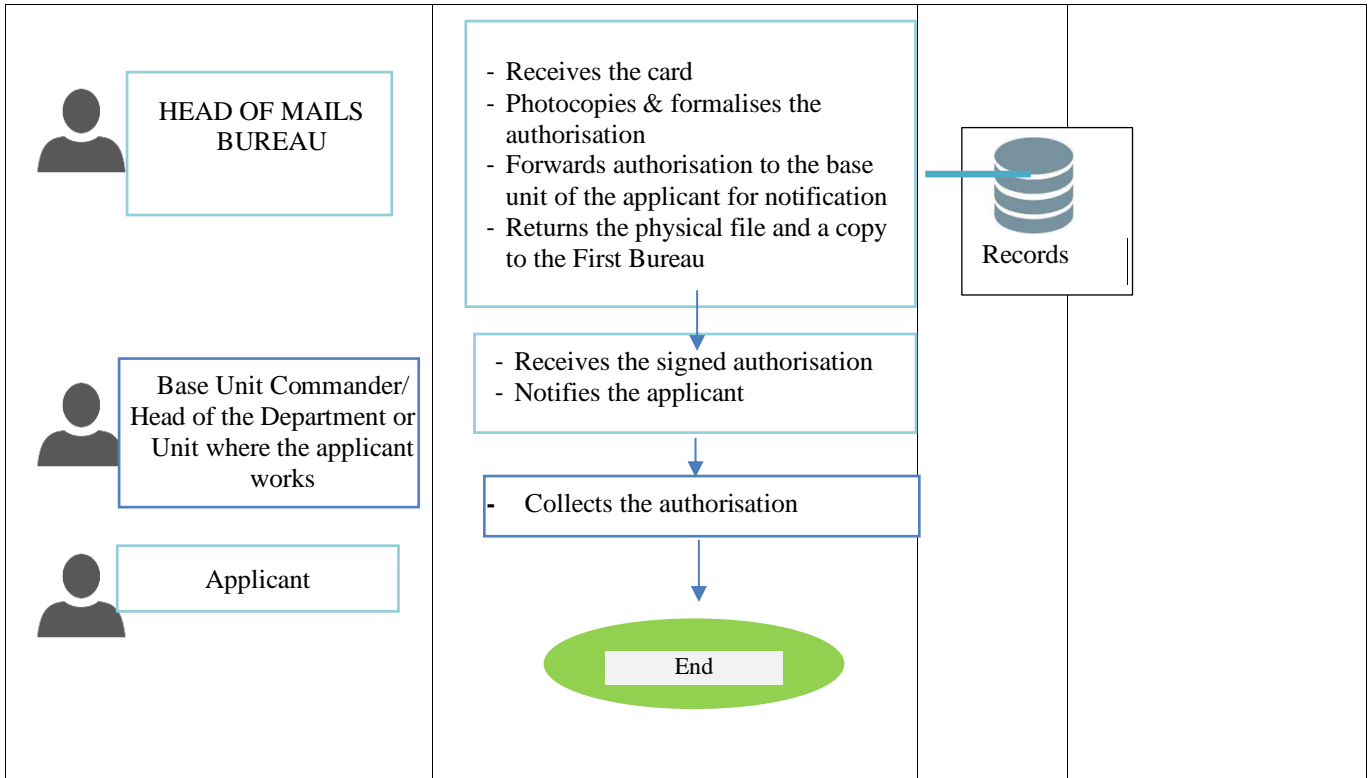
**SIGNATORY OF THE DOCUMENT:** the Commander of the Joint Military Region

**DEADLINE:** thirty (30) days

**DELIVERY METHOD:** collection

**QUALITY SUPERVISOR:** the Commander of the Joint Region



JOINT MILITARY REGION	Procedure No. 02- 07/ MINDEF/ MINDEF/RMIA/II	Procedure start date: 2023	
		Deadline	Procedure Version: 1.0
			Page
Intervening parties	Stages		Handling rules
 Applicant  Base Unit Commander/ User Service Head  HEAD OF MAIL BUREAU  REGION COMMANDER  CHIEF OF STAFF  FIRST BUREAU  CHIEF OF STAFF  DEPUTY IN CHARGE OF THE FORCE CONCERNED  MILITARY REGION COMMANDER	 <pre> graph TD     Start([Start]) --&gt; S1[Submits the file]     S1 --&gt; S2["- Receives the physical file - Carries out a conformity check - Initiates the hierarchical opinion sheet - Forwards the file to the Military Region Commander"]     S2 --&gt; S3["- Receives the physical file - Registers the file - Forwards to the Secretary of the Military Region Commander"]     S3 --&gt; S4["- Receives the file - Assigns the file to the Chief of Staff"]     S4 --&gt; S5["- Receives the physical file - Assigns the file to the First Bureau"]     S5 --&gt; S6["- Receives the physical file - Initiates the draft authorisation - Forwards the file to the Chief of Staff"]     S6 --&gt; S7["- Receives the physical file - Initials the draft authorisation - Forwards the file"]     S7 --&gt; S8["- Receives the physical file - Initials the draft authorisation"]     S8 --&gt; S9["- Receives the physical file - Signs the authorisation"]     S6 --&gt; S7     S7 --&gt; S8     S8 --&gt; S9         </pre>		<p><b>R1:</b> Check compliance and completeness of the file</p> <p><b>R2:</b> Check the status and eligibility of applicants</p> <p><b>R3:</b> Check the authenticity of personal information provided and the lawfulness of the procedure</p>




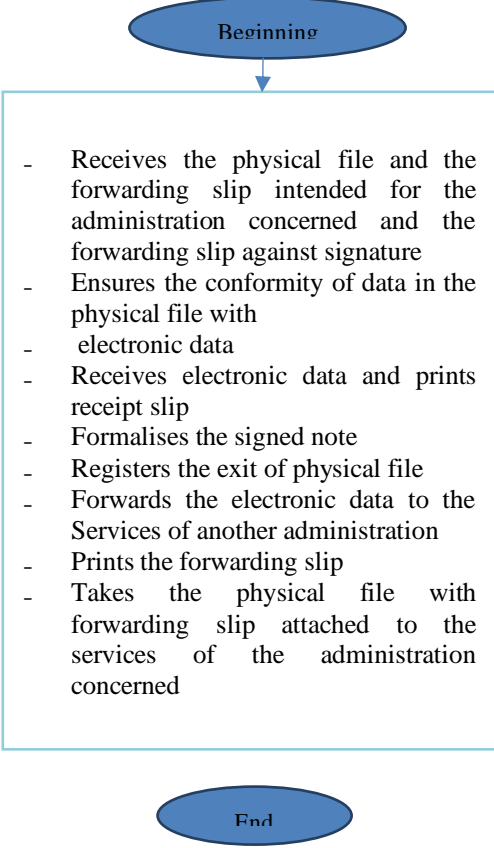
**PART TWO:  
STANDARD OPERATIONS OF STAKEHOLDERS IN  
THE PROCESSING CHAIN**

## I. PROCESSING OF FILE AT THE MAIL OFFICE LEVEL


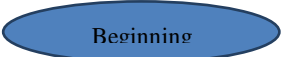

### a. At the beginning of the process

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 Applicant   Head of Incoming Mail Office	<p style="text-align: center;">Beginning</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Submits file</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>- Receives the physical file</li> <li>- Reviews the physical file</li> <li>- Registers the physical file, which automatically generates a mail number</li> <li>- Writes the generated number on the physical file</li> <li>- Issues an acknowledgement receipt to the applicant</li> <li>- Prints the forwarding slip</li> <li>- Forwards the electronic data to the Head of the General Affairs Division</li> <li>- Submits the physical file to the Head of the General Affairs Division</li> <li>-</li> </ul> </div> <p style="text-align: center;">↓</p> <p style="text-align: center;">End</p>	<p><b>R1:</b> Ensure receipt of the required number of documents</p>

**b. While sending file to another service/structure**



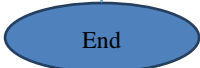
<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <div data-bbox="201 757 427 918" style="border: 1px solid black; padding: 5px; display: inline-block;">                     Head of the Mail Bureau                 </div>	<div style="text-align: center;">  <pre>                     graph TD                         Start([Beginning]) --&gt; Tasks[ ]                         subgraph Tasks [ ]                             direction TB                             T1[Receives the physical file and the forwarding slip intended for the administration concerned and the forwarding slip against signature]                             T2[Ensures the conformity of data in the physical file with electronic data]                             T3[Receives electronic data and prints receipt slip]                             T4[Formalises the signed note]                             T5[Registers the exit of physical file]                             T6[Forwards the electronic data to the Services of another administration]                             T7[Prints the forwarding slip]                             T8[Takes the physical file with forwarding slip attached to the services of the administration concerned]                         end                         Tasks --&gt; End([End])                     </pre> </div>	<p><b>R1:</b> Ensure that physical data conforms to electronic data  <b>R2:</b> Ensure that the addressee has not been mistaken  <b>R3:</b> Ensure the name of the addressee is correct</p>

c. At the end of process




<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <div data-bbox="212 589 485 741" style="border: 1px solid black; padding: 5px; width: fit-content;">                     Head of Outgoing Mail Bureau                 </div>	<div style="text-align: center;">  <p>Beginning</p> <p>↓</p> <div style="border: 1px solid black; padding: 10px;"> <ul style="list-style-type: none"> <li>- Receives the physical file and the decision</li> <li>- Initials the forwarding slip</li> <li>- Registers the document</li> <li>- Carries out the reprography of the document</li> <li>- Formalises decision and photocopies</li> <li>- Registers and codifies the document</li> <li>- Registers exit of the document</li> <li>- Files a copy of the document</li> <li>- Hands the substance of the file and a copy of the document to the initiating structure</li> <li>- Forwards the original document to the applicant.</li> </ul> </div> <p style="text-align: center;">↓</p>  <p>End</p> </div>	<p><b>R1:</b> Ensure that page numbering is respected</p> <p><b>R2 :</b> Ensure that confidentiality is respected</p>

## II. PROCESSING AT THE SECRETARIAT LEVEL

### a) Reception of file




<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Secretary</div>	<div style="text-align: center;">  <p>Beginning</p> </div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <ul style="list-style-type: none"> <li>- Receives physical file and electronic data</li> <li>- Checks the conformity of physical file's data with electronic data</li> <li>- Registers the entry of physical file</li> <li>- Initials the forwarding slip.</li> <li>- Prints the recipient slip</li> <li>- Submits physical file to hierarchy</li> </ul> </div> <div style="text-align: center; margin-top: 10px;">  <p>End</p> </div>	<p><b>R1:</b> Ensure that physical data conforms to electronic data</p> <p><b>R2 :</b> Ensure that confidentiality is respected</p>

**b) Exit of file**




<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Secretary</div>	<div style="text-align: center;">  <p>Beginning</p> </div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <ul style="list-style-type: none"> <li>- Receives the physical file</li> <li>- Registers the exit of physical file</li> <li>- Prints the forwarding slip</li> <li>- Forwards electronic data</li> <li>- Returns the physical file to the dispatch runner</li> </ul> </div> <div style="text-align: center; margin-top: 10px;">  <p>End</p> </div>	<p><b>R1:</b> Ensure compliance of physical data with electronic data</p> <p><b>R2:</b> Ensure that the name of the addressee has not been mistaken</p> <p><b>R3:</b> Ensure that the name of the addressee is correct</p>

**c) After signing the administrative document**








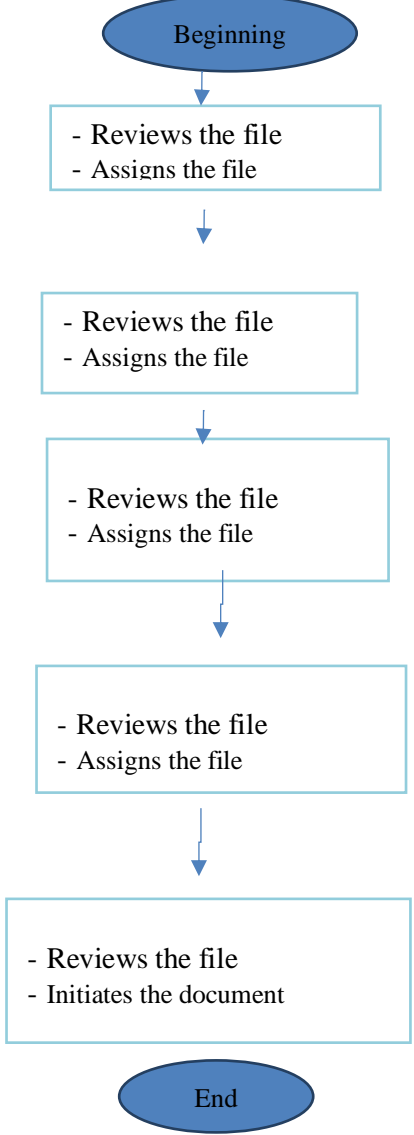
<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <div style="border: 1px solid black; padding: 5px; display: inline-block;">Secretary</div>	<div style="text-align: center;">  <p>Beginning</p> <p>↓</p> <div style="border: 1px solid black; padding: 10px;"> <ul style="list-style-type: none"> <li>- Receives the physical file and the signed decision</li> <li>- Forwards the decision to the Head of the Reprography Bureau</li> <li>- Prints the forwarding slip</li> <li>- Assigns electronic signature on the decision</li> <li>- Registers exit file</li> <li>- Submits the signed document to the dispatch runner for forwarding to the Head of the Reprography Bureau</li> </ul> </div> <p style="text-align: center;">↓</p>  <p>End</p> </div>	<p><b>R1:</b> Ensure compliance of physical data with electronic data</p> <p><b>R2:</b> Ensure that the name of the addressee has not been mistaken</p> <p><b>R3:</b> Ensure that the name of the addressee is correct</p>

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

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <div style="border: 1px solid black; padding: 5px; display: inline-block;">Secretary</div>	<div style="text-align: center;">  <p>Beginning</p> <p>↓</p> <div style="border: 1px solid black; padding: 10px;"> <ul style="list-style-type: none"> <li>- Receives the physical file against signature</li> <li>- Registers the physical file</li> <li>- Takes the file to the head</li> </ul> </div> <p style="text-align: center;">↓</p>  <p>End</p> </div>	<p><b>R1:</b> Ensure compliance of physical data with electronic data</p> <p><b>R2:</b> Ensure that the name of the addressee has not been mistaken</p> <p><b>R3:</b> Ensure that the name of the addressee is correct</p>

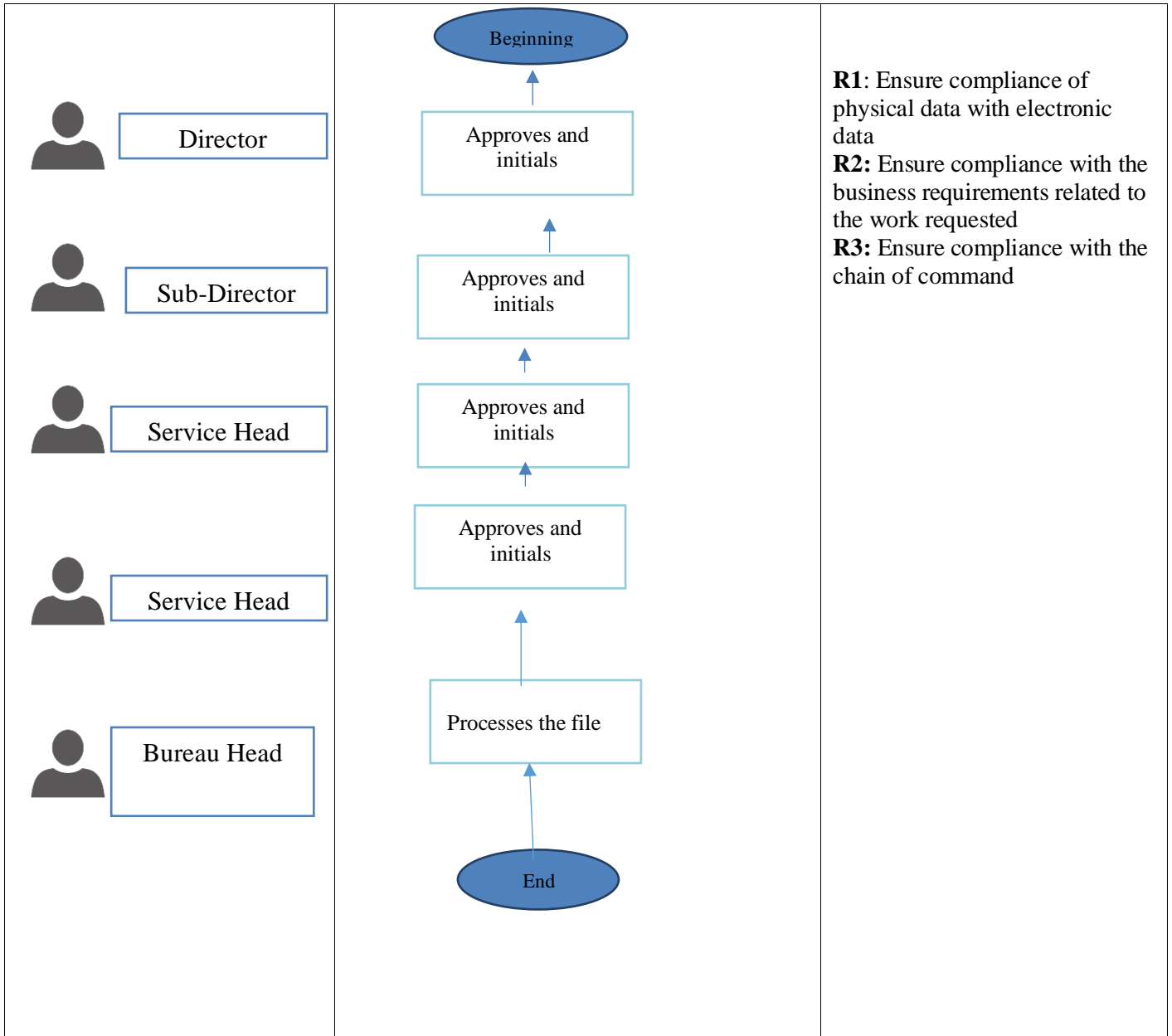
### IV. PROCESSING AT TECHNICAL STRUCTURE LEVEL

#### a) Entry of file

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

**b) Exit of file**

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
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## 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, Coordonnateur 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.