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REPUBLIQUE DU CAMEROUN
Paix-Travail-Patrie



REPUBLIC OF CAMEROON
Peace-Work-Fatherland

MINISTRY OF DEFENCE

ADMINISTRATIVE PROCEDURES MANUAL

VOLUME V

NATIONAL FIRE BRIGADE



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

2023 EDITION



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PREFACE

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

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

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

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

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

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

The Minister Delegate at the Presidency
in charge of Defence

BETI ASSOMO Joseph

GLOSSARY

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

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

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

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

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

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

Deadline: Maximum time for processing a file.

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

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

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

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.).

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.

LISTS OF ACRONYMS AND ABBREVIATIONS

CBC: Head of Chancellery Bureau

CBCDA: Head of the Mail, Documentation and Records Bureau

CBGRC: Gendarmerie Brigade Commander of the future Spouse's Place of Residence

CBP: Head of the Prevention Bureau

CDAL: Head of Administrative and logistics Division

CEM/CNSP: Chief of Staff of the National Fire Brigade

CG: Group Commander

COMECIIA: Joint Military Schools and Training Centres Command

CSPC: Head of Personnel and Chancellery Service

EMA: Defence Staff

EMAA: Air Force Staff

EMAT: Army Staff

EMM: Navy Staff

GA: Applicant's Assignment Group

MINDEF: Ministry of Defence

PSG: Group First Secretary

LIST OF PROCEDURES

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**PART ONE:
PROCESSING**

NATIONAL FIRE BRIGADE STAFF

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

NATIONAL FIRE BRIGADE STAFF

PROCEDURE No. 01/ MINDEF/CNSP/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: Chancellery 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 on the reorganisation of 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 of Non-commissioned service members of the Defence Forces;
- Decree No. 2001/183 of 25 July 2001 to reorganise the combat formations of the Army;
- Decree No. 2004/065 of 30 March 2004 on the internal organisation of the combat formations in the Army;
- Decree No. 2007/199 of 7 July 2007 to lay down rules of general discipline in the defence forces;
- Ministerial Instruction No. 4715/ IM/ MINFA/ 200 of 14 December 1979 relating to the conditions of marriage for military personnel serving in the Armed Forces.
- Ministerial Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-Commissioned service personnel.

PLACE OF SUBMISSION OF FILE: Assignment Company

REQUIREMENTS:

- be a service member of the National Fire Brigade with at least three (3) years of service;
- for female service member, the future spouse must be of Cameroonian nationality.

CONSTITUTION OF FILE:

• **Required documents:**

- handwritten application addressed to the Commander of the National Fire Brigade specifying the following (date and place of birth, nationality, contact address, spouse's occupation as well as contact address of his/her parents);
- certified copy of the future spouse's birth certificate;
- certificate of non-conviction of the future spouse;
- copy of the final judgement of divorce, for the future spouse, if applicable;

- parental authorisation signed by a competent authority, where applicable (if the future spouse is minor);
- copy of the applicant's enlistment certificate.

In the case of a second marriage

- certified true copy of first marriage certificate under polygamous regime.

In the case of marriage after divorce

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

In the case of marriage after the death of the spouse

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

• Reference document:


- nominal roll
- deserter's file
- background check report from the Gendarmerie Brigade commander of the future spouse place of residence providing information on her situation, that of her parents, her reputation as well as on her family and her health condition;
- service member individual file.

SIGNATORY OF THE DOCUMENT: the Commander of the National Fire Brigade

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Mail, Documentation and Records Bureau

THE NATIONAL FIRE BRIGADE	PROCEDURE No.01/ MINDEF/CNSP/I Authorisation for marriage between a non-commissioned service member and non-civil servant	Deadline	Procedure start date: 2022 Procedure Version: 1.0 Page
Intervening parties	Stages		Handling rules
	<pre> graph TD Start([Beginning]) --> S1[Applicant: Submits the file] S1 --> S2[GA: - Receives, - Checks compliance, - Forwards] S2 --> S3[CBCDA: - Receives, - Checks compliance, - Forwards] S3 --> S4[CEM/CNSP: - Assigns] S4 --> S5[CDAL: - Assigns] S5 --> S6[C SPC: Assigns] S6 --> S7[BC: - Receives, - Initiates the draft document, - Forwards] S7 --> S8[C SPC: Approves and initials] S8 --> S9[CDAL: Approves and initials] S9 --> S10[CEM/CNSP: Approves and signs] S10 --> S11[CBCDA: - Formalises, - Forwards the file to the CBC, - Forwards a copy to GA, - Files] S11 --> S12[GA: Notifies] S12 --> S13[Applicant: Collects] S13 --> End([End]) </pre>		<p>R1: Check the applicant's status R2: Check the applicant's status R3: Ensure that the spouses are eligible R4: Ensure procedure consistency</p>  <p>Records</p>

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GA: Applicant's Base Company **CBCDA:** Head of the Mail, Documentation and Records Bureau.
CEM/CNSP: Chief of Staff of the National Fire Brigade. **CDAL:** Head of Administrative and logistics
Division **CSPC:** Head of Personnel and Chancellery Service **CBC:** Head of Chancellery Bureau.

NATIONAL FIRE BRIGADE STAFF

PROCEDURE No.02/ MINDEF/CNSP/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: Chancellery 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 on the reorganisation of 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 service members 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 the internal organisation of the 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;
- 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.
- Ministerial Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-Commissioned service members.

PLACE OF SUBMISSION OF FILE: Assignment Company

REQUIREMENTS:

- be a service member of the National Fire Brigade with at least three (3) years of service.

CONSTITUTION OF FILE:

• **Required documents:**

- handwritten application addressed to Commander of the National Fire Brigade specifying the following (date and place of birth, nationality, contact address, spouse's occupation as well as contact address of his/her parents);
- certified true copy of the future spouse's birth certificate;
- certificate of non-conviction of future spouse;
- copy of the final divorce judgement, for the future spouse, if applicable;
- parental authorisation signed by a competent authority, where applicable (if the future spouse is minor);
- certificate of function of the civil servant ;

- copy of the applicant's enlistment certificate.

In the case of a second marriage

- certified true copy of first marriage certificate under polygamous regime.

In the case of marriage after divorce

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

In the case of marriage after the death of the spouse

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

- **Reference document:** staff file

SIGNATORY OF THE DOCUMENT: the Commander of the National Fire Brigade

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Mail, Documentation and Records Bureau

NATIONAL FIRE BRIGADE STAFF

PROCEDURE No.03/ MINDEF/CNSP/I

**ISSUING AN AUTHORISATION FOR MARRIAGE BETWEEN A NON-COMMISSIONED
SERVICE MEMBER AND SERVICE MEMBER**

TITLE OF THE DOCUMENT/SERVICE: Marriage Authorisation

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Chancellery 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 on the reorganisation of 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 service members 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 the internal organisation of the 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;
- 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.
- Ministerial Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-Commissioned service members.

PLACE OF SUBMISSION OF FILE: Assignment Company

REQUIREMENTS:

- be a service member of the National Fire Brigade with at least three (3) years of service.

CONSTITUTION OF FILE:

• **Required documents:**

- handwritten application addressed to the Commander of the National Fire Brigade specifying the following (date and place of birth, nationality, contact address, spouse's occupation as well as contact address of his/her parents);
- certified copy of the future spouse's birth certificate;
- certificate of non-conviction of future spouse;
- certified consent form signed by the future spouse;
- certificate of presence of the future spouse
- future spouse's military service record;
- copy of the applicant's enlistment certificate.

• **Reference documents:**

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

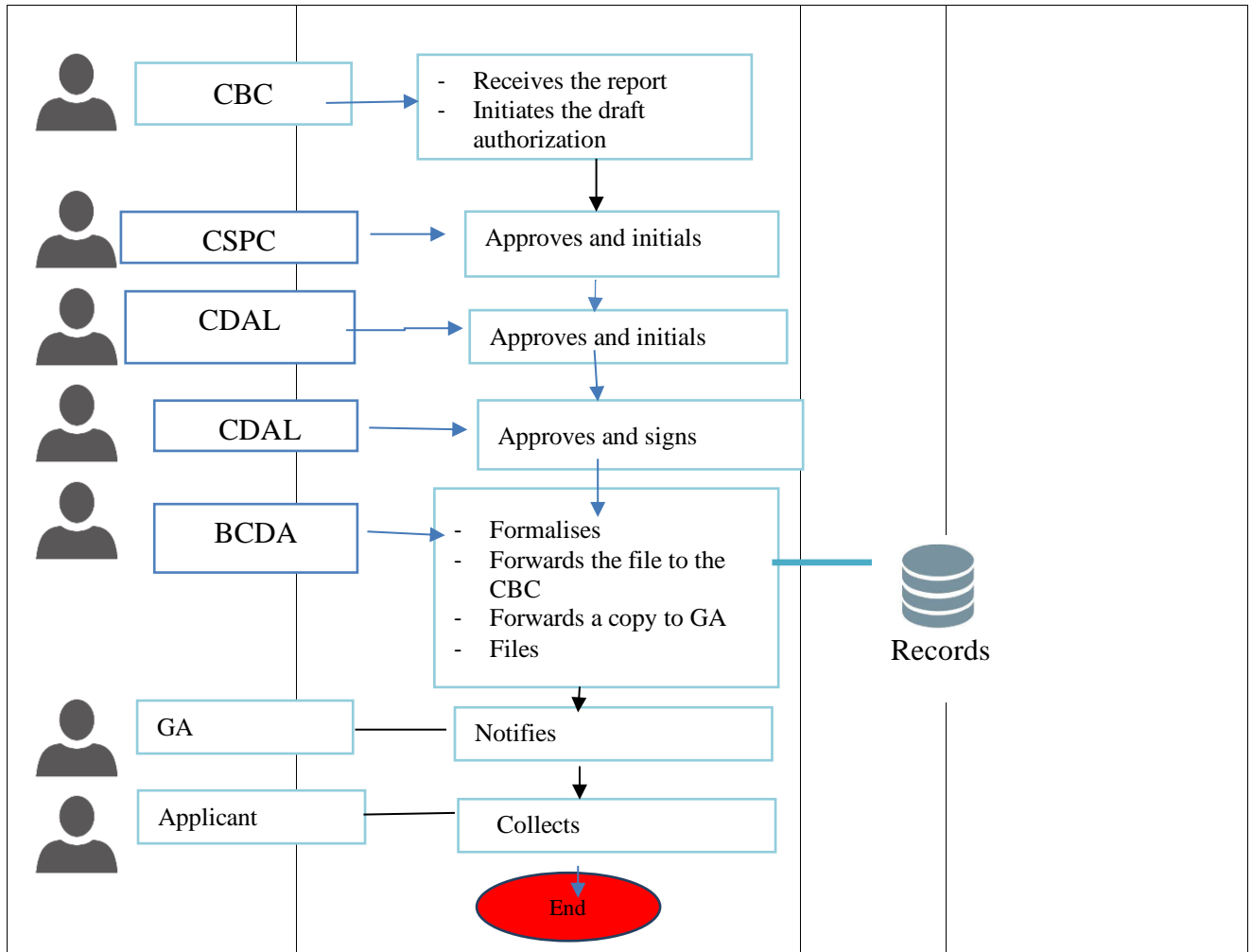
SIGNATORY OF THE DOCUMENT: the Commander of the National Fire Brigade

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Mail, Documentation and Records Bureau

THE NATIONAL FIRE BRIGADE	PROCEDURES No.02-03/ MINDEF/CNSP/I	Deadline	Procedure start date: April 2022 Procedure Version: 1.0 Page
Intervening parties	Stages		Handling rules
<pre> graph TD Start([Beginnin]) --> S1[Submits the file] S1 --> S2["- Receives - Checks compliance - Forwards"] S2 --> S3["- Receives - Checks compliance - Forwards"] S3 --> S4["- Assigns"] S4 --> S5["- Assigns"] S5 --> S6[Assigns] S6 --> S7["- Receives - Prepares forwarding slip for background check - Forwards"] S7 --> S8[Approves and initials] S8 --> S9[Approves and initials] S9 --> S10[Approves and signs the forwarding slip] S10 --> S11[Drafts the background check report] S11 --> S12["- Receives the background check report - Registers - Forwards"] S12 --> End[] </pre>			<p>R1 Check file's compliance R2: Check the applicant's status R3: Ensure that the spouses are eligible R4: Ensure procedure consistency</p>



GA: Applicant’s Base Company **CBCDA:** Head of the Mail, Documentation and Records Bureau.
CEM/CNSP: Chief of Staff of the National Fire Brigade. **CDAL:** Head of Administrative and logistics Division **CSPC:** Head of Personnel and Chancellery Service. **CBC:** Head of Chancellery Bureau.
CBGRC= Gendarmerie Brigade Commander of the spouse place of residence.

NATIONAL FIRE BRIGADE STAFF

PROCEDURE No. 04/ MINDEF/CNSP/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: Chancellery 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 on the reorganisation of 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 service members 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 the internal organisation of the 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;
- 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.
- Ministerial Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-Commissioned service members.

PLACE OF SUBMISSION OF FILE: Assignment Company

REQUIREMENTS: be a service member of the National Fire Brigade with at least three (3) years of service and have an expiring marriage authorisation.

CONSTITUTION OF FILE:

• **Required documents:**

- handwritten application addressed to the Commander of the National Fire Brigade specifying the following (date and place of birth, nationality, contact address, spouse's occupation as well as contact address of his/her parents);
- expiring marriage authorisation;
- report on the non- celebration of marriage.

• **Reference document:** staff file

SIGNATORY OF THE DOCUMENT: the Commander of the National Fire Brigade

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Commander of the National Fire Brigade

NATIONAL FIRE BRIGADE STAFF

PROCEDURE No.05/ MINDEF/CNSP/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: Chancellery 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 on the reorganisation of 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 service members of the Defence Forces;
- Decree No. 2007/199 of 7 July 2007 to lay down 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.
- Ministerial Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-Commissioned service members.

PLACE OF SUBMISSION OF FILE: the Applicant's Assignment Company

REQUIREMENTS:

- be a service member of the National Fire Brigade and be engaged in a previous marriage.

CONSTITUTION OF FILE:

• **Required documents:**

- handwritten application addressed to the Commander of the National Fire Brigade specifying the following (date and place of birth, nationality, contact address, spouse's occupation as well as contact address of his/her parents), as well the reasons for the change of regime or annulment of the marriage ;
- copy of the authorisation for marriage;
- copies of the marriage certificate, one certified by the Unit Commander and the second one by the competent civil authority;
- certified true copy of birth certificate of the future spouse;
- individual notice on change of marital regime;
- certified true copies of death certificate of the first spouse or final divorce judgement with the first spouse, where applicable.

• **Reference document:**

- nominal roll/staff file;
- deserter's file/punishment record;
- service roll;
- background check report from the Gendarmerie Brigade commander of the future spouse place of residence providing information on her situation, that of her parents, her reputation as well as on her family and her health condition, the circumstances of change of marital regime or annulment of marriage, where applicable.

SIGNATORY OF THE DOCUMENT: the Commander of the National Fire Brigade

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Mail, Documentation and Records Bureau

NATIONAL FIRE BRIGADE STAFF

PROCEDURE No.06/ MINDEF/CNSP/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: Chancellery 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 on the reorganisation of 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 service members of the Defence Forces;
- Decree No. 2007/199 of 7 July 2007 to lay down rules and regulations 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.
- Ministerial Instruction No. 2001/190 of 25 July 2001 to lay down special rules and regulations governing Non-Commissioned service members.

PLACE OF SUBMISSION OF FILE: Applicant's Assignment Company

REQUIREMENTS:

- be a service member of the National Fire Brigade and be engaged in a previous marriage.

CONSTITUTION OF FILE:

• **Required documents:**

- handwritten application addressed to the Commander of the National Fire Brigade specifying the following (date and place of birth, nationality, contact address, spouse's occupation as well as contact address of his/her parents), as well the reasons for the change of regime or annulment of the marriage ;
- copies of the marriage certificate, one certified by the Unit Commander and the second one by the competent civil authority;
- divorce file;

• **Reference document:**

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

- background check report from the Gendarmerie Brigade commander of the future spouse place of residence providing information on her situation, that of her parents, her reputation as well as on her family and her health condition, the circumstances of cancellation of marriage, where applicable.

SIGNATORY OF THE DOCUMENT: the Commander of the National Fire Brigade

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Mail, Documentation and Records Bureau

NATIONAL FIRE BRIGADE STAFF

PROCEDURE No.07/ MINDEF/CNSP/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: Chancellery 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 on the reorganisation of 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 service members of the Defence Forces;
- Decree No. 2001/183 of 25 July 2001 to reorganise the combat formations in the Army;
- Decree No. 2004/065 of 30 March 2004 to lay down the internal organisation of the combat formations in the Army;
- Decree No. 2007/199 of 7 July 2007 to lay down rules of general discipline in the defence forces.

PLACE OF SUBMISSION OF FILE: Applicant's assignment company

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 wife, where applicable.

CONSTITUTION OF FILE:

• **Required documents:**

- stamped handwritten application addressed to the Commander of the National Fire Brigade specifying the following (date and place of birth, nationality, contact address, spouse's occupation as well as contact address of his/her parents), as well the reasons for the change of regime or annulment of the marriage ;
- medical certificate, where applicable;
- any other supporting document.

• **Reference document:**

- staff file

SIGNATORY OF THE DOCUMENT: the Commander of the National Fire Brigade

DEADLINE: sixty (60) days

DELIVERY METHOD: collection

QUALITY SUPERVISOR: the Head of the Mail, Documentation and Records Bureau

THE NATIONAL FIRE BRIGADE	PROCEDURE Nos.04-05/ MINDEF/CNSP/I	Dead line	Procedure date : 2022
			Procedure Version : 1.0
<i>Intervening parties</i>		<i>Stages</i>	<i>Handling Rules</i>
<p>Applicant</p> <p>GA</p> <p>CBCDA</p> <p>CEM/CNSP</p> <p>CDAL</p> <p>CSPC</p> <p>BC</p> <p>CSPC</p> <p>CDAL</p> <p>CEM/CNSP</p> <p>CBCDA</p> <p>GA</p> <p>Applicant</p>	<pre> graph TD Start([Beginning]) --> S1[Submits file] S1 --> S2["- Receives - Checks compliance - Forwards"] S2 --> S3["- Receives - Checks compliance - Forwards"] S3 --> S4[Assigns] S4 --> S5[Assigns] S5 --> S6[Assigns] S6 --> S7["- Receives - Initiates the draft document - Forwards"] S7 --> S8[Approves and initials] S8 --> S9[Approves and initials] S9 --> S10[Approves and initials] S10 --> S11["- Formalises the document - Forwards the substance of the file to BC - Forwards a copy of the document to GA"] S11 --> S12[Notifies] S12 --> S13[Collects] S13 --> End([End]) Applicant --> S1 GA --> S2 CBCDA --> S3 CEM_CNSP --> S4 CDAL --> S5 CSPC --> S6 BC --> S7 CSPC --> S8 CDAL --> S9 CEM_CNSP --> S10 CBCDA --> S11 GA --> S12 Applicant --> S13 S11 --> Records[Records] </pre>	<p>R1: check file's compliance</p> <p>R2 : check the applicant status</p> <p>R3 : ensure that the spouses are eligible</p> <p>R4 : ensure procedure consistency</p>	

NATIONAL FIRE BRIGADE STAFF

PROCEDURE No.08/ MINDEF/CNSP/I

ISSUING CERTIFICATE OF GOOD CONDUCT

TITLE OF THE DOCUMENT/SERVICE: Certificate of good conduct

INITIATOR OF THE PROCEDURE: Administration

INITIATING ENTITY: Personnel Bureau

REFERENCE INSTRUMENTS:

- Law No.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 on the reorganisation of the Territorial Military Command;
- Decree No. 2001/188 of 25 July 2001 to lay down special regulations governing the corps of Active Officers of the Defence Forces;
- Decree No. 2001/190 of 25 July 2001 to lay down special rules and regulations of non-commissioned service members of the Defence Forces;
- Decree No. 2001/183 of 25 July 2001 to reorganise the combat formations of the Army;
- Decree No. 2004/065 of 30 March 2004 on the internal organisation of the combat formations of the Army;
- Decree No. 2007/199 of 7 July 2007 to lay down rules of general discipline in the defence forces.

PLACE OF SUBMISSION OF FILE: Applicant's company secretariat/ Assignment company

REQUIREMENTS:

- be assigned to one of the units of the National Fire Brigade
- must not have been relieved on disciplinary grounds
- be close to retirement.

CONSTITUTION OF FILE:

- **Required documents:** N/A
- **Reference document:**
 - retirement order/decision
 - nominal roll;
 - military service records
 - deserter's file;
 - punishment records for the last five (05) years ;
 - evaluation record for the last five (05) years:
 - service member individual file.

SIGNATORY OF THE DOCUMENT: the Commander of the National Fire Brigade

DEADLINE: sixty (60) days

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Head of the Mail, Documentation and Records Bureau

FIREFIGHTERS GROUP

<i>No.</i>	<i>TITLES OF PROCEDURES</i>
1.	ISSUING A TECHNICAL NOTICE FOR THE INSTALLATION OF A FIRE SAFETY SYSTEM
2.	ISSUING AN ASSESSMENT OF FIRE SAFETY NOTICE
3.	ISSUING AN INTERVENTION ATTESTATION
4.	ISSUING A FIRE SAFETY INSPECTION
5.	PROVIDING STATISTICS IN RESPONSE TO EMERGENCIES (FIRE, TRAFFIC ACCIDENT, DROWNING, ETC.)
6.	PROVIDING TECHNICAL SUPPORT FOR FIRST AID/FIRE SAFETY TRAINING
7.	PROVIDING SUPPORT FOR FIRE DRILLS

FIREFIGHTERS GROUP

PROCEDURE No.01/ MINDEF/GSP/II

**ISSUING A TECHNICAL NOTICE FOR THE INSTALLATION OF
A FIRE SAFETY SYSTEM**

TITLE OF THE DOCUMENT/SERVICE: Technical notice for the installation of a fire safety system

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Prevention Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 86/286 of 05 April 1986 to set up and organize the National Fire Brigade;
- Decree No. 2001/184 of 25 July 2001 to reorganize the National Fire Brigade;
- Decree No. 2004/158 of 23 March 2004 to set up and organize formations of the National Fire Brigade;
- Decree No. 2011/408 of 9 December 2011 on the organisation of 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: Secretariat of the Group Commander

REQUIREMENTS:

- be a natural or legal person;
- be a provider of fire safety services.

CONSTITUTION OF FILE:

- **Required documents:**
 - unstamped application addressed to the Group Commander;
 - certified true copy of the National identity card and taxpayer's card for natural person; accreditation and debt clearance certificate for legal person;
 - fire safety system installation draft;
 - construction plan of the building;
 - location map.
- **Reference document:** Fire safety regulations

DEADLINE: ten (10) days

SIGNATORIES OF THE DOCUMENT: the Group Commander

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Group Commander

FIREFIGHTERS GROUP

PROCEDURE No.02/ MINDEF/GSP/II

ISSUING AN ASSESSMENT OF FIRE SAFETY NOTICE

TITLE OF THE DOCUMENT/SERVICE: Assessment of fire safety notice

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Prevention Bureau

REFERENCE INSTRUMENTS:

- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 86/286 of 05 April 1986 to set up and organize the National Fire Brigade;
- Decree No. 2001/184 of 25 July 2001 to reorganize the National Fire Brigade;
- Decree No. 2004/158 of 23 March 2004 to set up and organize formations of the National Fire Brigade;
- Decree No. 2011/408 of 9 December 2011 on the organisation of 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: Secretariat of the Group Commander

REQUIREMENTS:

- be a natural or legal person;
- have the required estimates and plans.

CONSTITUTION OF FILE:

- **Required documents:**
 - unstamped application addressed to the Group Commander;
 - certified copy of the National identity card and taxpayer's card for natural person; accreditation and debt clearance certificate for legal person;
 - schedule of works issued by a works engineer;
 - a bill of quantities from a construction engineer;
 - ground plan and site plan issued by the Ministry of Land Registry;
 - foundation plan designed by architect registered with the Order;
 - ground floor plan designed by architect registered with the Order;
 - level plan (if applicable) designed by a registered architect;
 - plan of the different views designed by architect registered with the Order;
 - roof plan designed by a registered architect.
- **Reference document:** Fire safety regulations

DEADLINE: ten (10) days

SIGNATORY OF THE DOCUMENT: the Group Commander

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Group Commander

FIREFIGHTERS GROUP

PROCEDURE No.03/ MINDEF/GSP/II

ISSUING AN INTERVENTION ATTESTATION

TITLE OF THE DOCUMENT/SERVICE: Intervention attestation

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Prevention Bureau

REFERENCE INSTRUMENTS:

- Decree No. 86/286 of 05 April 1986 to set up and organize the National Fire Brigade;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/184 of 25 July 2001 to reorganize the National Fire Brigade;
- Decree No. 2004/158 of 23 March 2004 to set up and organize formations of the National Fire Brigade;
- Decree No. 2011/408 of 9 December 2011 on the organisation of 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: Secretariat of the Group Commander

REQUIREMENTS:

- be a natural or legal person;
- be a victim.

CONSTITUTION OF FILE:

- **Required documents:**
 - stamped application addressed to the Group Commander;
 - certified true copy of the National identity card and taxpayer's card for natural person; accreditation and debt clearance certificate for legal person;
 - receipt of payment as per the rate in force issued by the Treasury and paid into the account of the Ministry of Defence.
- **Reference document:** intervention report

DEADLINE: three (03) days

SIGNATORY OF THE DOCUMENT: the Group Commander

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Group Commander

FIREFIGHTERS GROUP

PROCEDURE No.04/ MINDEF/GSP/II

FIRE SAFETY INSPECTION

TITLE OF THE DOCUMENT/SERVICE: Approval letter for fire safety inspection

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Prevention Bureau

REFERENCE INSTRUMENTS:

- Decree No. 86/286 of 05 April 1986 to set up and organize the National Fire Brigade;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/184 of 25 July 2001 to reorganize the National Fire Brigade;
- Decree No. 2004/158 of 23 March 2004 to set up and organize formations of the National Fire Brigade;
- Decree No. 2011/408 of 9 December 2011 on the organisation of 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: Secretariat of the Group Commander

REQUIREMENTS: be a natural or legal person

CONSTITUTION OF FILE:

- **Required documents:**
 - stamped application addressed to the Group Commander;
 - plan of the building;
 - certified true copy of the National identity card and taxpayer's card for natural person; accreditation and debt clearance certificate for legal person.
- **Reference document:** Fire safety regulations

DEADLINE: three (03) days

SIGNATORY OF THE DOCUMENT: the Group Commander

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Group Commander

FIREFIGHTERS GROUP

PROCEDURE No.05/ MINDEF/GSP/II

**PROVIDING STATISTICS IN RESPONSE TO EMERGENCIES (FIRE, TRAFFIC ACCIDENT,
DROWNING, ETC.)**

TITLE OF THE DOCUMENT/SERVICE: Letter to forward statistics table in response to emergencies

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Prevention Bureau

REFERENCE INSTRUMENTS:

- Decree No. 86/286 of 05 April 1986 to set up and organize the National Fire Brigade;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/184 of 25 July 2001 to reorganize the National Fire Brigade;
- Decree No. 2004/158 of 23 March 2004 to set up and organize formations of the National Fire Brigade;
- Decree No. 2011/408 of 9 December 2011 on the organisation of 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: Secretariat of the Group Commander

REQUIREMENTS: be a natural or legal person

CONSTITUTION OF FILE:

- **Required document:**
 - unstamped application addressed to the Group Commander;
 - certified true copy of the National identity card and taxpayer's card for natural person; accreditation and debt clearance certificate for legal person.
- **Reference document:** intervention reports

DEADLINE: three (03) days

SIGNATORY OF THE DOCUMENT: the Group Commander

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Group Commander

NATIONAL FIRE BRIGADE	Procedure Nos. 01 - 5/MINDEF/CNSP/II	Deadline	Procedure start date: April 2021 Procedure Version: 1.0 Page
<i>Intervening parties</i>	<i>Stages</i>		<i>Handling rules</i>
<p>Applicant</p> <p>PSG</p> <p>CG</p> <p>CBP</p> <p>CG</p> <p>PSG</p> <p>Applicant</p>	<pre> graph TD Start([Beginning]) --> S1[Submits the file] S1 --> S2["- Receives - Checks compliance - Registers - Forwards"] S2 --> S3[Assigns] S3 --> S4["- Initiates the draft document - Approves and initials"] S4 --> S5[Approves and signs] S5 --> S6["- Receives - Notifies - Files"] S6 --> S7["- collects"] S7 --> End([End]) </pre>		<p>R1: Check file’s compliance R2: Check the eligibility of the applicant and availability of the required information R3: Ensure availability of equipment and technical expertise</p> <p>Records</p>

PSG= Group First Secretary. CG= Group Commander. CBP=Head of the Prevention Bureau

FIREFIGHTERS GROUP

PROCEDURE No. 6/ MINDEF/GSP/II

PROVIDING TECHNICAL SUPPORT FOR FIRST AID/FIRE SAFETY TRAINING

TITLE OF THE DOCUMENT: Approval letter for technical support for first aid/fire safety training

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Training and Professional Development Bureau

REFERENCE INSTRUMENTS:

- Decree No. 86/286 of 05 April 1986 to set up and organize the National Fire Brigade;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/184 to reorganize the National Fire Brigade;
- Decree No. 2004/158 of 23 March 2004 to set up and organize formations of the National Fire Brigade;
- Decree No. 2011/408 of 9 December 2011 on the organisation of 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: Secretariat of the Group Commander

REQUIREMENTS:

- be a natural or legal person

CONSTITUTION OF FILE:

- **Required documents:**
 - unstamped application addressed to the Group Commander;
 - terms of reference for the training;
 - certified true copy of the National identity card and taxpayer's card for natural person; accreditation and debt clearance certificate for legal person.
- **Reference documents:**
 - fire safety regulations;
 - group first aid manual, level 1.

DEADLINE: three (03) days

SIGNATORY OF THE DOCUMENT: the Group Commander

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Group Commander

NATIONAL FIRE BRIGADE	Procedure No 6/MINDEF/CNSO/II Providing technical support for first aid/fire safety training	Procedure start date: April 2021
		Procedure Version: 1.0
		Page
Intervening parties	Stages	Handling rules
<pre> graph TD Start([Beginning]) --> S1[Submits the file] S1 --> S2["- Receives - Checks compliance - Registers - Forwards"] S2 --> S3[Assigns] S3 --> S4["- Initiates the draft document - Approves and initials"] S4 --> S5[Approves and signs] S5 --> S6["- Receives - Notifies - Files"] S6 --> S7["- Collects"] S7 --> End([End]) Applicant1[Applicant] --> S1 PSG1[PSG] --> S2 CG1[CG] --> S3 CBFP[CBFP] --> S4 CG2[CG] --> S5 PSG2[PSG] --> S6 Applicant2[Applicant] --> S7 S2 --> S1 S6 --- Records[(Records)] </pre>	<p>R1 Check file's compliance R2: Ensure availability of equipment and technical expertise</p>	

PSG= Group First Secretary. CG= Group Commander. CBP=Head of the Prevention Bureau

FIREFIGHTERS GROUP

PROCEDURE No.07/ MINDEF/GSP/II

SUPPORT FOR FIRE DRILLS

TITLE OF THE DOCUMENT/SERVICE: Approval letter for fire drills

INITIATOR OF THE PROCEDURE: Applicant

INITIATING ENTITY: Prevention Bureau

REFERENCE INSTRUMENTS:

- Decree No. 86/286 of 05 April 1986 to set up and organize the National Fire Brigade;
- Decree No. 2001/177 of 25 July 2001 to organise the Ministry of Defence;
- Decree No. 2001/184 of 25 July 2001 to reorganize the National Fire Brigade;
- Decree No. 2004/158 of 23 March 2004 to set up and organize formations of the National Fire Brigade;
- Decree No. 2011/408 of 9 December 2011 on the organisation of 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: Secretariat of the Group Commander

REQUIREMENTS: be a natural or legal person

CONSTITUTION OF FILE:

- **Required documents:**
 - stamped application addressed to the Group Commander;
 - plan of the building or house.
- **Reference document:** Fire safety regulations

DEADLINE: three (03) days

SIGNATORY OF THE DOCUMENT: the Group Commander

DELIVERY METHOD: notification/collection

QUALITY SUPERVISOR: the Group Commander

NATIONAL FIRE BRIGADE	Procedure No 07-/MINDEF/CNSO/II Support for fire drills	Procedure start date: April 2021
		Procedure Version: 1.0
		Page
Intervening parties	Stages	Handling rules
<pre> graph TD Start([Beginning]) --> Submit[Submits the file] Submit --> Check[- Receives - Checks compliance - Registers - Forwards] Check --> Assign[Assigns] Assign --> Draft[- Initiates the draft document - Approves and initials] Draft --> Sign[Approves and signs] Sign --> Files[- Receives - Notifies - Files] Files --> Collect[Collects] Collect --> End([End]) Applicant1[Applicant] --> Submit PSG1[PSG] --> Check CG1[CG] --> Assign CBP[CBP] --> Draft CG2[CG] --> Sign PSG2[PSG] --> Files Applicant2[Applicant] --> Collect Files --- Records[(Records)] </pre>	<p>R1 Check file's compliance R2: Ensure availability of equipment and technical expertise</p>	

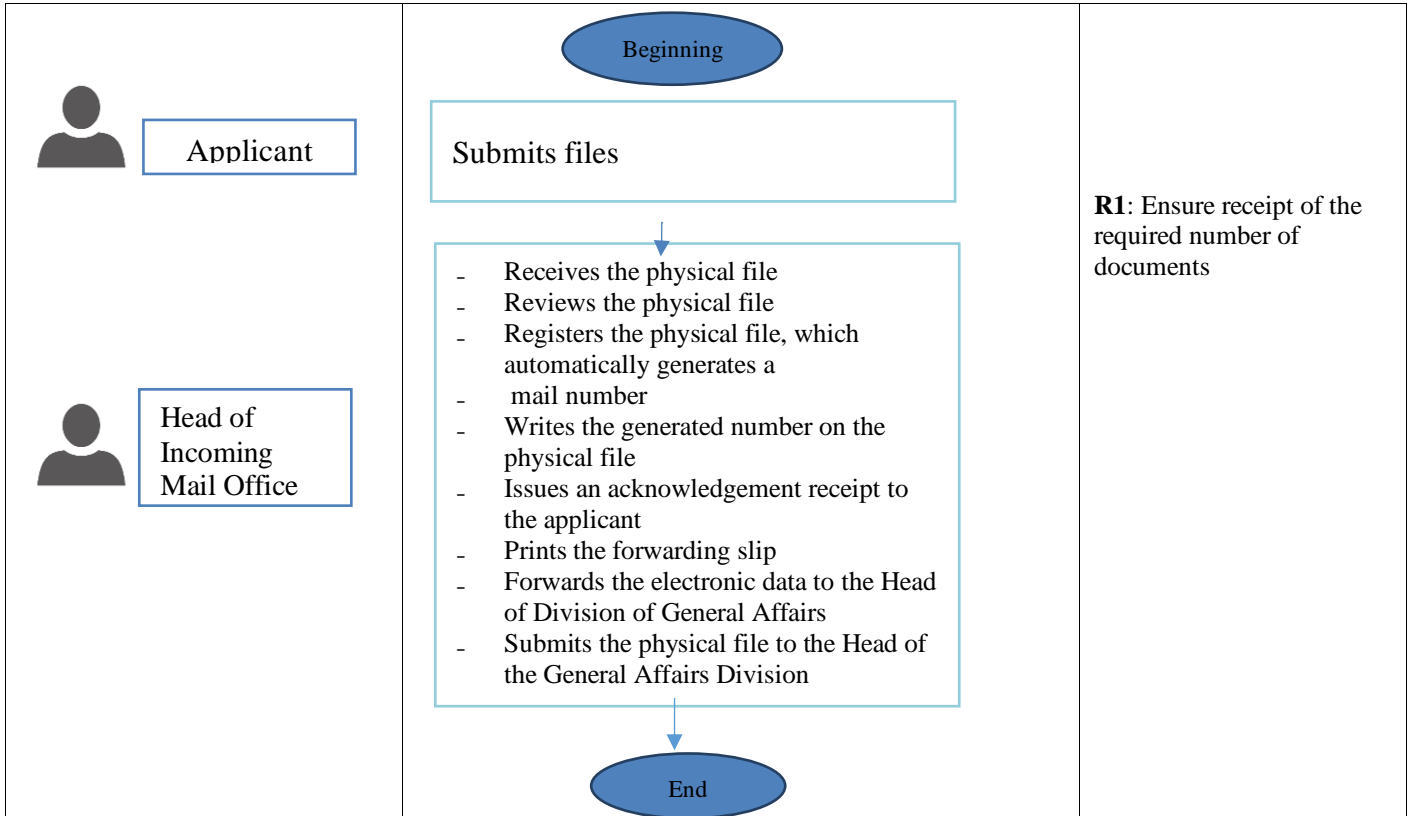
PSG= Group First Secretary. CG= Group Commander. CBP=Head of the Prevention Bureau

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




<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <div data-bbox="199 716 427 882" style="border: 1px solid black; padding: 5px; width: fit-content;"> Head of the Mail Bureau </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"> - Receives the physical file and the transmittal slip intended for the administration concerned and the forwarding slip against signature - Ensures the conformity of data in the physical file with electronic data - Receives electronic data and prints receipt slip - Formalises the signed note - Registers the exit of physical file - Forwards the electronic data to the Services of another administration - Prints the forwarding slip - Takes the physical file with transmittal slip attached to the services of the administration concerned </div> <div style="text-align: center; margin-top: 20px;">  <p>End</p> </div>	<p>R1: Ensure compliance of physical data with electronic data.</p> <p>R2: Ensure that the addressee has not been mistaken.</p> <p>R3: 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="215 593 486 743" style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Head of the Mail Bureau</p> </div>	<div data-bbox="651 284 933 385" style="border: 1px solid blue; border-radius: 50%; text-align: center; padding: 5px; background-color: #4a86e8; color: white; margin-bottom: 20px;"> <p>Beginning</p> </div> <div data-bbox="539 465 1050 958" style="border: 1px solid blue; padding: 10px;"> <ul style="list-style-type: none"> - Receives the physical file and the decision - Initials the forwarding slip - Registers the document - Carries out the reprography of the document - Formalises decision and photocopies - Registers and et codifies the document - Registers exit of file - Files a copy of the document - Hands the substance of the file and a copy of the document to the initiating structure - Forwards the original document to the applicant </div> <div data-bbox="683 1182 880 1243" style="border: 1px solid blue; border-radius: 50%; text-align: center; padding: 5px; background-color: #4a86e8; color: white; margin-top: 20px;"> <p>End</p> </div>	<p>R1: Ensure that page numbering is respected</p> <p>R2 : Ensure that confidentiality is respected</p>

PROCESSING AT THE SECRETARIAT LEVEL




a) Reception of file

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <div data-bbox="220 504 448 593" style="border: 1px solid black; padding: 5px; 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"> - Receives physical file and electronic data - Checks the conformity of physical file's data with electronic data - Registers the entry of physical file - Initials the forwarding slip. - Prints the recipient slip - Submits physical file to hierarchy </div> <div style="text-align: center; margin-top: 10px;">  <p>End</p> </div>	<p>R1: Ensure compliance of physical data with electronic data</p> <p>R2 : Ensure that confidentiality is respected</p>



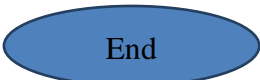
b) Exit of file

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <div data-bbox="220 1310 448 1400" style="border: 1px solid black; padding: 5px; 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"> - Receives the physical file - Registers the exit of physical file - Prints the forwarding slip - Forwards electronic data - Returns the physical file to the dispatch runner </div> <div style="text-align: center; margin-top: 10px;">  <p>End</p> </div>	<p>R1: Ensure compliance of physical data with electronic data</p> <p>R2: Ensure that the name of the addressee has not been mistaken</p> <p>R3: Ensure that the name of the addressee is correct</p>

c) After signing the administrative document

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
 <div style="border: 1px solid black; padding: 5px; display: inline-block;">Secretary</div>	<div style="text-align: center;">  <p>Beginning</p> </div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <ul style="list-style-type: none"> - Receives the physical file and the signed decision - Forwards the decision to the Head of the Reprography Bureau - Prints the forwarding slip - Assigns electronic signature on the decision - Registers exit file - Submits the signed document to the dispatch runner for forwarding to the Head of the Reprography Bureau </div> <div style="text-align: center; margin-top: 10px;">  <p>End</p> </div>	<p>R1: Ensure compliance of physical data with electronic data</p> <p>R2: Ensure that the addressee has not been mistaken</p> <p>R3: Ensure the name of the addressee is correct</p>

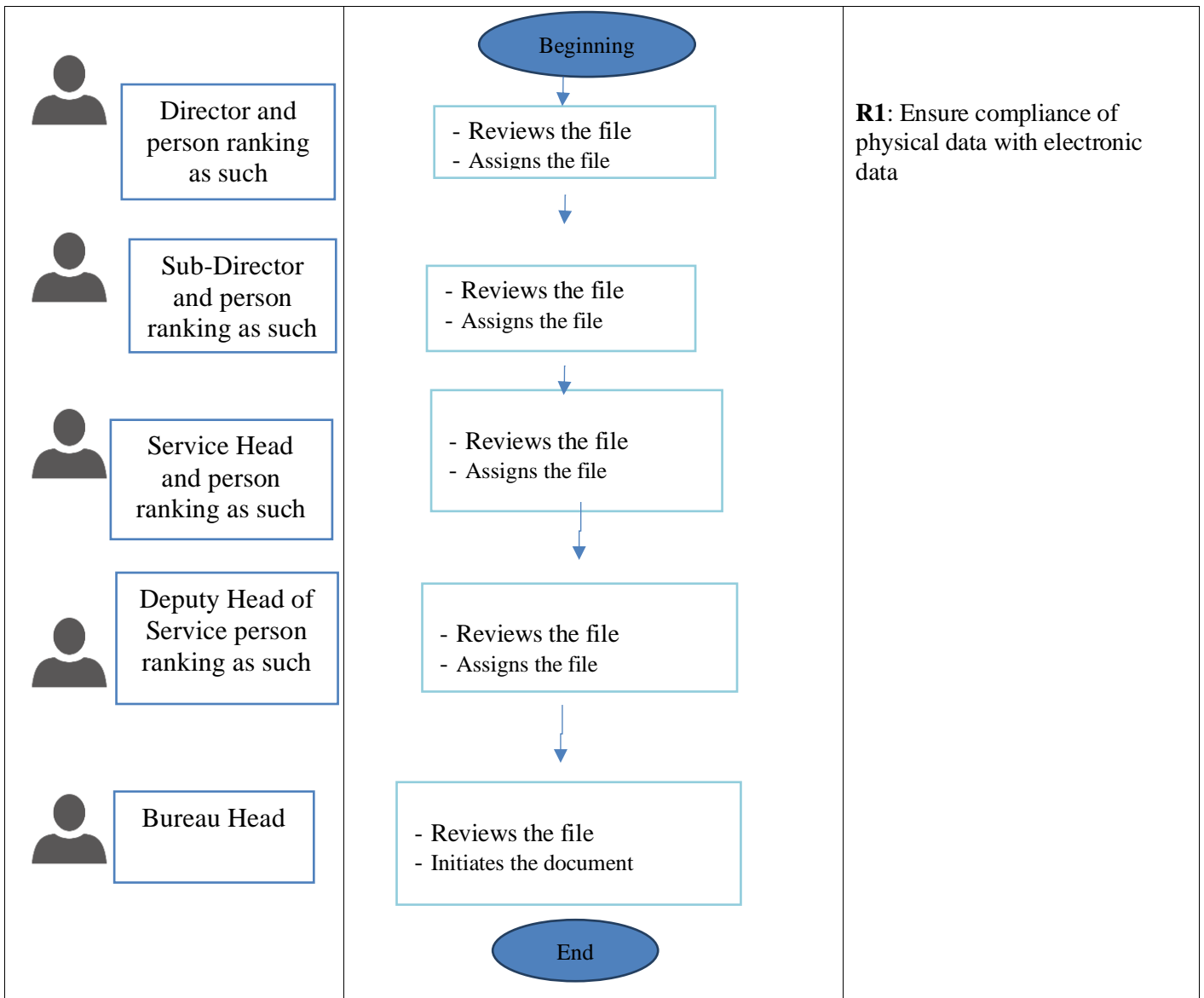
II. PROCESSING AT THE LEVEL OF A DISPATCH RUNNER/LIAISON AGENT

<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> </div> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <ul style="list-style-type: none"> - Receives the physical file against signature - Registers the physical file - Takes the file to the head </div> <div style="text-align: center; margin-top: 10px;">  <p>End</p> </div>	<p>R1: Ensure compliance of physical data with electronic data</p> <p>R2: Ensure that the addressee has not been mistaken</p> <p>R3: Ensure the name of the addressee is correct</p>

III. PROCESSING AT TECHNICAL STRUCTURE LEVEL

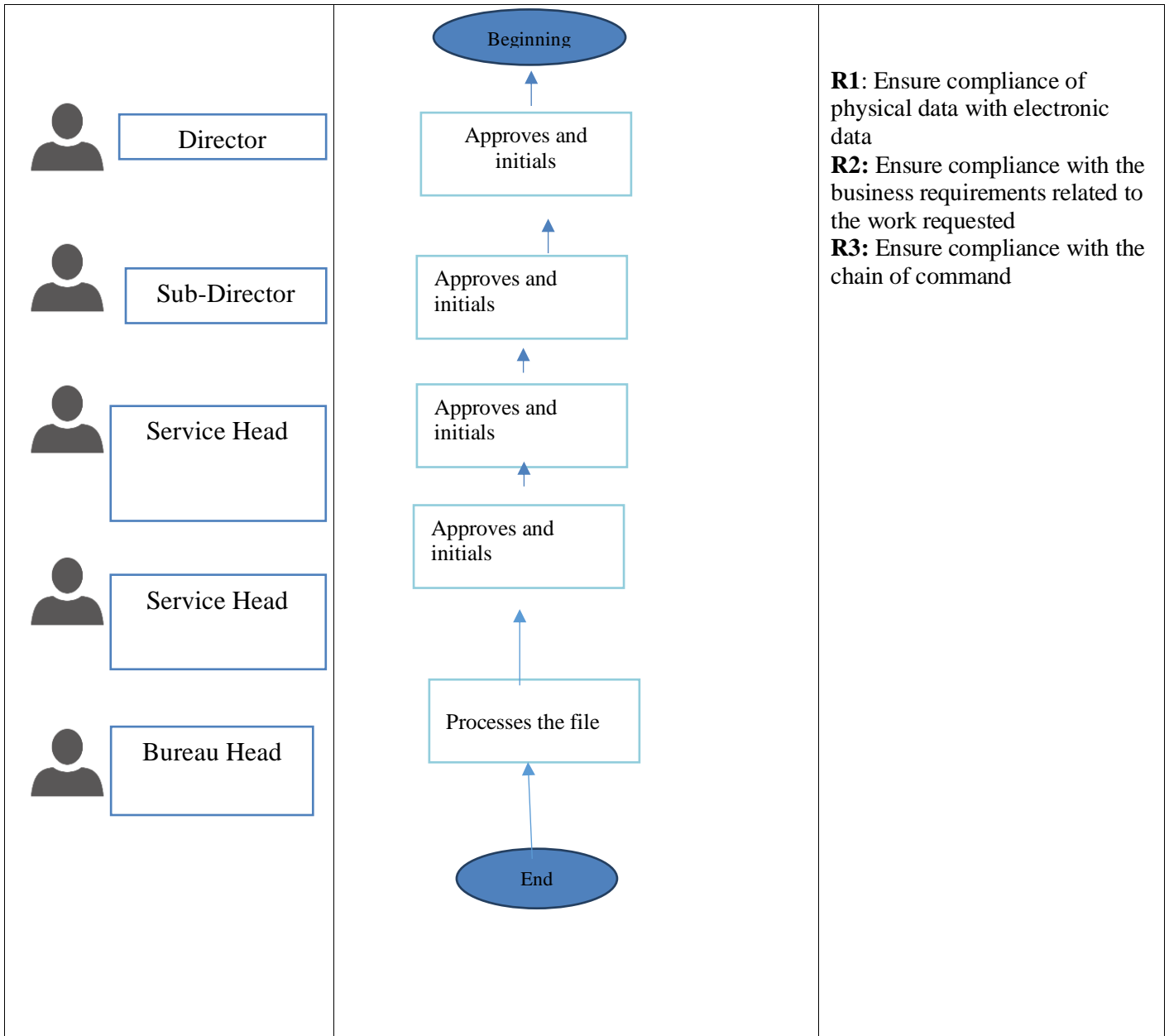
a) Entry of file

<i>Intervening parties</i>	<i>Stages</i>	<i>Handling rules</i>
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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 XXXXXX, représentant SED/CGN ;
- Colonel XXXXXX, représentant SED/CACVG ;
- Colonel XXXXXX, représentant CGA ;
- XXXXXX, représentant Marine;
- XXXXXX

❖ Pour le compte du MINFOPRA

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

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