**ACP 3**

**HEADQUARTERS AIR CADETS**



**HONOURS AND AWARDS**

**5TH EDITION**

**HONOURS AND AWARDS – NOTES FOR GUIDANCE**

1. This booklet is for the guidance of staff concerned with the compilation and submission of recommendations for honours and awards.

2. Men and women are equally eligible for honours and awards and the use of the masculine in this booklet should be read as including the feminine unless otherwise indicated.

**OBJECT OF HONOURS AND AWARDS**

3. Honours and awards are intended as means of recognising service of outstanding merit which has been rendered beyond the normal demands of duty. All RAF Air Cadet personnel are expected to conform to high standards of service and efficiency and in most cases advancement within the Corps must be regarded as a normal reward for those individuals who are exceptionally hard working and efficient. Consequently only services which are of absolutely outstanding merit can be considered for recognition in Honours Lists. However, it is necessary to review periodically all personnel concerned to ensure outstanding service does not go unrewarded.

**STANDARDS**

4. Competition for honours and awards is intense and the qualities required in nominees are extremely high. It is essential that great care is taken in selecting personnel to be recommended for honours and awards and that every effort is made to ensure that there is nothing in their past which renders them unsuitable to receive an honour or award. Citations must be complete and accurate in every detail and the standard of their presentation impeccable.

**AWARDS AVAILABLE**

5. At Annexes A and B to this booklet is a schedule for the awards including eligibility, channels and dates of submission.

**RANGE OF STATE HONOURS AND AWARDS AVAILABLE TO AIR CADET PERSONNEL**

6. The honours and awards for which HQ Air Cadets may make recommendations in the half-yearly Honours Lists are:

a. **Within the Most Excellent Order of the British Empire**. Recommendations may be made for both the Military and Civil divisions of this order as follows:

(1) **Commander (CBE)**. Senior members of the Air Cadet Council are eligible for this honour.

(2) **Officer (OBE)**. Those eligible include wing commanders RAFVR(T), members of the Air Cadet Council, wing representative chairmen, chairmen of 2 or more large squadron committees and regional chaplains.

(3) **Member (MBE)**. Those eligible include RAFVR(T) officers of squadron leader rank and below, WO/SNCOs (ATC), CIs, squadron committee chairmen and members, wing and squadron chaplains, honorary medical and dental officers.

1. **Flying Awards**. Although awards for gallantry, exceptional valour, courage or devotion to duty whilst flying (though not on active operations against an enemy) may be made to the Corps’ members they will not be dealt with in these notes. Commanding Officers of air experience flights and gliding squadrons who believe that there is justification for such a recommendation are to consult SO2 Personnel, HQ Air Cadets.

**BRITISH EMPIRE MEDAL (BEM)**

7. Reintroduced in 2012, this rewards a sustained, local contribution or innovative, high-impact work of a relatively short duration (eg 3-4 yrs). It honours an achievement or contribution of a very “hands on” service to the community in a local geographical area. This might take the form of sustained commitment in support of a local charitable and/or voluntary activity; or innovative work that has delivered real impact but that is relatively short in duration. Recipients may therefore be younger people who have given service of a shorter duration than usually required for higher level awards. In practical terms, MOD’s BEM candidates will come from the welfare field eg. RAFA, SSAFA, RAFBF, and operating at a “grass roots” level. Nominations are to coincide with the New Year and Queen’s Birthday Honours rounds and details will be provided in the Calling Notice issued by SO2 Personnel.

**CDS COMMENDATION**.

8. **Objective**. CDS Commendations are intended to recognise outstanding support and commitment of a rare and exceptionally high standard by non-military individuals or organisations to the Armed Forces community. There will be no limit on the number of successful awards due to the nature of the award. The commendation will take the form of a boxed medallion and a framed certificate.

9. The award of a CDS Commendation does not preclude the recipient from receiving other forms of recognition for performance or service. This scheme does not replace any other current single-service or wider military commendation schemes, but is intended to reflect the highest level of recognition below that required for State Honours.

10. **Eligibility**. Individuals and organisations who are not members of the Armed Forces or MOD employees may be nominated for a CDS Commendation. Both British and foreign citizens are eligible for the award.

11. **Citation**. The citation should demonstrate how the action of the individual or organisation is beneficial to the Armed Forces; that it displays outstanding support to the Armed Forces community of a rare and exceptionally high standard, and is deserving of CDS recognition. It should describe the task, the action(s) taken, the overall result(s) that has/have been achieved and the benefit(s) to the Armed Forces community.

12. Drafters should strive to express the citation in terms that capture the imagination of the reader and should try to avoid stereotyped phrases. The citation should be concise, written in the third person and in plain English, avoiding unnecessary abbreviations and buzzwords. All acronyms should be written in full the first time they appear in the citation, but may be subsequently abbreviated. Place particular emphasis, in a vivid and comprehensive manner, on why the individual or organisation stands out and is thus especially worthy of an award.

13. **Nomination Process**. Nominations must be submitted on the CDS Commendation Nomination Form at Annex C and sent to HQAC (SO2 Personnel) for staffing. Nominations should be sponsored at a minimum of 1\* level, but all personnel should be given the opportunity to originate recommendations for individuals or organisations. Nominations should be endorsed at 2\* level.

14. **It is extremely important that nominees are not made aware that they are being nominated in advance. Suitable handling measures should be applied.**

15. **Commendation Ceremony**. Recipients will be notified by a personal letter from CDS. HQAC (SO2 Personnel) will be notified of all successful and unsuccessful nominations. The Commendations will be presented by CDS (or another Senior Officer if appropriate), at various events throughout the year.

**COMMENDATIONS BY CAS and AOC 22 Gp**

16. **CAS’s Commendations**. These are awarded coincidentally with the Birthday and New Year Honours Lists and are available to RAF and RAuxAF personnel of sqn ldr rank and below, paid state servants of C grade and below, RAFVR(T) officers of sqn ldr rank and below, WO/SNCOs (ATC), CIs and civilian members of the Corps. CAS will personally approve Commendations awarded in his name from a shortlist provided by a joint Awards Committee. The Awards Committee will consider direct nominations for CAS’s Commendation and, where appropriate, unsuccessful nominations for State Awards. About 10 CAS Commendations in total will be awarded each year to RAF airmen/airwomen, RAF SNCOs and WO/SNCOs (ATC). A further 3 will be awarded to civilians (all permissible grades inclusive) and 3 for officers (all permissible ranks inclusive). Recommendations for CAS Commendations may be initiated only by Rgnl Comdts or by HQAC for VGS and CCF personnel.

17. **AOC 22 Gp Commendations**. These are awarded coincidentally with the Birthday and New Year Honours Lists and are available to airmen/airwomen, state servants not of officer status, WO/SNCOs (ATC), CIs and all volunteer civilian members of the Corps or teams. Those who are not selected may be considered for the Comdt RAFAC’s Commendation at the Mar or Sep Air Cadets Awards. Normally, the AOC will award his Commendation to a maximum of 2 personnel, or teams, in each of the aforementioned categories.

18. **Procedure**. Recommendations for State Awards and Commendations are to be made in accordance with the Guidance contained in the Calling Notice sent by SO2 Personnel in May and Nov each year. The Calling Notice includes electronic links to the current versions of forms to be used. **Submissions on incorrect forms will be rejected**.

**DEFENCE COUNCIL LETTERS OF APPRECIATION**

19. **Defence Council Letters of Appreciation (DCLAs)**. DCLAs are awarded twice yearly; in Spring (May) and Autumn (November), to a maximum of 12 adult staff members, including civilian committee members. Recommendations may be submitted up to a maximum of 3 months after a candidate has left the Corps but all recommendations are normally to bear a date not earlier than 4 weeks before that on which they are due to reach HQ Air Cadets. Recommendations are not acceptable for the following personnel:

a. Those who have already received a DCLA.

b. Persons who have already been awarded an OBE, MBE or BEM.

c. Persons whom it is intended to recommend for a state award in the current year.

Recommendations for DCLA in the format of Annex D are to be submitted to HQAC (SO3 Personnel Management) electronically and should be accompanied by a draft DCLA in the form shown at Appendix 1 to Annex D. Submissions should reach HQAC by 10th of May or 10th of November, to allow enough time for staffing.

**AIR CADET ORGANISATION AWARDS**

20. **Commandant’s Commendation for Meritorious Service**. The Comdt RAFAC’s Commendations for Meritorious Service are awarded annually in Mar and Sep to all adult volunteer staff and civilian committee members. Any recommendations for AOC 22 Gp Commendations which were turned down at the New Years and Birthday Honours Lists will be considered for a Comdt RAFAC’s Commendation at the appropriate time. Submissions for Comdt RAFAC’s Commendations are to be made to Rgnl HQs where the Rgnl Comdts are the deciding authority on the award. A nominal roll in accordance with Annex E is to be forwarded to HQAC.

21. **Commandant’s Certificate of Good Service**. The Commandant’s Certificate of Good Service may be awarded as follows:

a. **ATC**. All ATC cadets may be nominated for the Commandant’s Certificate of Good Service. Rgnl Comdts are the deciding authority on the award and only a nominal roll of those to be honoured is to be forwarded to HQAC, as per Annex E.

b. **CCF (RAF)**. The Commandant’s Certificate of Good Service is also available to air cadets in the Combined Cadet Force. Recommendations are to be submitted as per Annex E and are to arrive at HQAC (Sqn Ldr CCF) by 1 Feb and 1 Aug respectively.

22. **The Commandant’s Special Commendation**. This may be awarded for individual acts of bravery or outstanding service by cadets and adult staff of the ATC and the CCF. Recommendations may be made at any time in the format shown at Annex F.

23. **Commandant’s Certificate of Long Service**. All adult ATC non-uniformed staff are eligible for the Commandant’s Certificate of Long Service on completion of 12, 24 and 36 years’ service to the Corps, subject to the conditions set out in Annex G. Recommendations may be made at any time.

24. **Commandant’s Certificate of Long Service – Civilian Committee Members**. Any Civilian Committee Member who has completed at least 6 years’ service in this role will be eligible for a Certificate of Long Service. Nominations are to be submitted to either Wg or Rgnl HQ, who will prepare the certificates and distribute accordingly.

25. **Royal Humane Society Awards**. The Society considers applications for awards to personnel who have taken part in rescues or attempted rescues and the details are given at Annex H. ATC personnel who have been awarded a Society Medal may wear the appropriate ribbon on the right breast of their uniforms.

26. **The Guinea Pig Prize**. Details of this Prize are given at Annex I. It is to be noted that the Prize may be awarded annually. All recipients of the Commandant’s Special Commendation (see para 13 above) will automatically be considered for the Prize in the current year but recommendation may otherwise be made, through Wing and Regional HQ to the Comdt RAFAC. The Prize will not be awarded in any year where the necessary high standards are not met.

**ELIGIBILITY AND TIMING OF RECOMMENDATIONS FOR HONOURS AND AWARDS**

27. Annex A deals with Honours and Awards submissions for RAFVR(T) and civilian volunteer personnel, scheduling the type of award, the category of personnel eligible , the channel of submission and the dates due. Part I deals with RAFVR(T) submissions and Part II with civilian volunteer staff, including those for WO/SNCOs (ATC).

28. Annex B provides schedules of honours available to RAF personnel and paid state servants. It should be noted that recommendations for state awards are submitted by HQ Air Cadets to Air Cmd who may, as deemed appropriate, forward the recommendations to MOD with additional endorsement. For this reason recommendations for RAF personnel and paid state servants are to be submitted to HQ Air Cadets earlier than those for volunteers.

**TIMING OF SUBMISSIONS AND SPECIAL CONSIDERATIONS**

29. Commanding Officers recommending a candidate for an honour or award are to sign the citation on a date not earlier than 4 weeks before it is due to reach HQ Air Cadets.

30. **Changes in Circumstances**. If a candidate for an honour or award dies, or becomes involved in disciplinary action or if any other situation arises which brings the recommendation into question, the facts are to be reported immediately to HQ Air Cadets (SO2 Personnel). Personal particulars of all candidates are to be kept under continuous review while recommendations are under consideration. Changes in address or other circumstances are to be notified immediately to HQ Air Cadets (SO2 Personnel).

31. **End of Service Recommendations**. The rule is that a candidate should be honoured while he is still performing the services for which recognition is proposed. As this is not always possible, it is permissible to nominate a candidate for the list immediately following his retirement and this nomination will be regarded as his last chance. Recommendations for honours and awards submitted after the last chance period has elapsed, will be considered in only very exceptional circumstances.

**COUNTING OF PREVIOUS SERVICE IN ANOTHER CATEGORY**

32. Infrequently a nomination is made in respect of a candidate with relatively short service in his current appointment but with earlier long service in some other capacity eg. Committee members with 4 or 5 years service having previous long service in the RAFVR(T).

33. All candidates for honours and awards will be in competition in their current category and, although previous service will be taken into account, it is to be borne in mind that candidates will have been considered for honours and awards during such previous service and cannot use it again in order to give them an unfair advantage over their present colleagues. Another consideration is that an award currently recommended may be inappropriate to the level of work and responsibility to which the candidate had been subjected in his earlier career.

**CITATION WRITING**

34. Many hundreds of recommendations for honours and awards are received at Government level in respect of each list and these are screened several times before the authority responsible makes the final recommendation to Her Majesty the Queen. Obviously, if a recommendation is to survive the filtering process, it must be convincing. A recital of routine work, however, well done and for however long, is not enough. Originating officers should consider the following:

a. A candidate must have distinguished himself among his fellows not only by long service, hard work or inspired leadership but also by proven achievements.

b. Simple honest expressions are more effective than resounding empty phrases. The originating officer is to clearly convey his reasons for the recommendation and his conviction that the honour is fully merited.

c. **Length of Citation**. Narrative citations are to be concise but adequate supporting and illustrative details should be included. Particular note should be taken of the maximum words permitted for each type of award.

**RECOMMENDATION FOR STATE HONOURS AND AWARDS RAFVR(T) PERSONNEL**

35. Nominations for State Awards for RAFVR(T) personnel are to be submitted in accordance with the Calling Notice sent out electronically by HQ Air Cadets (SO2 Personnel).

**RECOMMENDATION FOR STATE HONOURS FOR CIVILIAN PERSONNEL**

36. Nominations for State Awards for Civilian Personnel are to be submitted in accordance with the Calling Notice sent out electronically by HQ Air Cadets (SO2 Personnel). It is important that the personal details are accurately and correctly completed.

**PREPARATION AND DISPATCH OF CITATIONS**

37. The following points are to be observed in regard to the production of citations:

a. Arial black font (12 point).

b. The format is to conform to the rules for Defence Writing in displacement and balance. Paragraphs are not to be numbered.

c. Citations are to be contained within a single form or proforma and, where they are lengthy, they are to be wholly produced on the reverse with remarks “see overleaf” inserted above the signature.

d. Hard copies of citations are to be printed back-to-back. Single-side submissions will not be accepted by HQ Air Command and will therefore be rejected by HQ AC.

38. **Preparation of Recommendations**. Instructions for the completion of citation forms are given in the respective annexes. The following instructions for handling and preparing recommendations are to be observed:

a. Citations and continuation sheets (if any) are not to be pinned or stapled together.

b. Paper clips may be used to hold citations together provided a thin card is folded over the edge of the papers to prevent damage when the clip is attached or removed.

c. A piece of plain thin paper is to be used to separate citations to prevent smudging; this is particularly important when recommendations are being assembled for dispatch.

d. Citations are not to be creased or folded.

e. Citations are to bear the privacy marking “Restricted – Honours”. This is printed on certain forms and is not to be overstamped.

39. **Priorities**. Where Regional Commandants submit more than one recommendation in a particular category of honours and awards, they are to state their order of priority.

40. **Dispatch of Recommendations**. Papers relating to the submission of recommendations ie. Covering letters, are to be carefully assembled and protected against damage. The documents are to be held between 2 pieces of stiff cardboard and are to be secured by use of 2 envelopes. The inner envelope is to contain all the documents and is to be addressed for the personal attention of OC Wing or Regional Commandant as the case may be. Submissions to HQ Air Cadets are to be marked “For the Personal Attention of and to be opened only by SO2 Personnel or SO3 Personnel Management”. The outer envelope is not to bear a privacy marking and is to be addressed to the Headquarters concerned.

41. **Submission Dates for Recommendations**. The dates for submissions of all categories of honours and awards are set out in the schedules at Annexes A and B but will be confirmed electronically by HQ Air Cades (SO2 Personnel) in the standard Calling Notice.

42. Where appropriate, nil returns are to be submitted to the next higher formation by the date that the submissions are due. They are to be marked “Restricted – Honours” and handled accordingly.

43. **Ceilings for Recommendations**. There are no quotas for honours and awards as such but only a limited number of awards are available in certain categories (see paras 7 and 8).

**ANNOUNCEMENT OF AWARDS**

44. Military Honours Lists are published several days before the official announcement date ie. Sovereign’s Official Birthday or New Year’s Day as appropriate. Civilian lists are not published in advance and although recommending authorities may be informed of their successes one or 2 days in advance, the only comprehensive list is that published in newspapers such as The Times, The Daily Telegraph etc.

45. **Announcement to the Recipient**. Generally, the Comdt RAFAC will be authorised to inform recipients of their awards on the day before that on which the public announcement is to be made and will send a personal message whenever possible.

**INVESTITURES AND PRESENTATIONS**

46. An Award is not processed until the recipient’s name has been published in the London Gazette and for this reason there is a delay between the announcement of the award and the date of investiture or presentation. Awards will normally be presented at a Royal Investiture. Recipients of honours will be instructed in good time about investitures (see para 39).

47. Defence Council Letters of Appreciation will normally be dispatched to HQ Air Cadets and then sent onwards to Regional Commandants for presentation. AOC 22 Gp Commendations, Commandant RAFAC Commendations and Certificates of Good and Long Service will be sent by HQ Air Cadets to Regional Commandants for presentation.

48. **Investitures**. The insignia of the OBE and the MBE are presented to the recipients at investitures held at Buckingham Palace but such awards to personnel serving in overseas squadrons may be made by the representative of the Sovereign in that area. Travel by land at public expense as for a duty journey will be allowed for personnel summoned to attend investitures or presentations. Additionally, standard rail travel may be reimbursed to 2 relatives or friends who are given tickets of admission to witness a presentation of the decorations at Buckingham Palace.

Annexes:

A. Eligibility, Channels and Dates of Submission – RAFVR(T) & Civilian Volunteers.

B. Eligibility, Channels and Dates of Submission – RAF Personnel & Civilians.

C. Recommendation for a CDS Commendation Award.

D. Recommendation for Defence Council Letter of Appreciation.

E. Commandant’s Certificates of Meritorious Service and Good Conduct – Nominal Roll.

F. Recommendation for Commandant’s Special Commendations.

G. Recommendation for the Certificate of Long Service 12, 24 or 36 Years.

H. Royal Humane Society Awards.

I. Recommendation for the Guinea Pig Prize.

Distribution:

All ACRHQs

All Wing HQs

ACCGS

All VGSs

All AEFs

ATF

COS RAFAC

Wg Cdr CCF

SO2 Personnel

SO3 Personnel Management

**ANNEX A**

**HONOURS AND AWARDS**

**ELIGIBILITY, CHANNELS AND DATES OF SUBMISSION**

**PART 1 – RAFVR(T)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SERIAL** | **AWARD** | **CATEGORY OF CANDIDATE** | **CHANNELS** | **NO OF COPIES** | | **DATE DUE HQAC\*** |
|  |  |  |  | REGION | HQ AC |  |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) |
| 1 | OBE | RAFVR(T) Wg Cdrs | ATC: ACRHQ, HQ AC  CCF: Wg Cdr CCF | 1 | 1 | 1 Feb  1 Aug |
| 2 | MBE | RAFVR(T) Plt Off to Sqn Ldr (incl) | ATC: Wg HQ, ACRHQ, HQAC  CCF: Headmaster, HQAC | 1 | 1 | 1 Feb  1 Aug |
| 3 | BEM | All CFAVs | As per Calling Notice | 1 | 1 | 1 Feb  1 Aug |
| 4 | DCLA | All RAFVR(T) officers | ATC: Wg HQ, ACRHQ, HQ AC  CCF: Headmaster, HQ AC | 1 | 1 | 1 May  1 Nov |
| 5 | CAS Commendation | All RAFVR(T) officers of Sqn Ldr and below | ATC: ACRHQ, HQ AC  CCF: Wg Cdr CCF | 1 | 1 | 1 Aug |
| 6 | Comdt RAFAC Commendation | All RAFVR(T) officers | ATC: Wg HQ, ACRHQ, HQ AC  CCF: Contingent Commander, HQ AC | 1 | 1 | 1 Feb  1 Aug |
| 7 | Comdt RAFAC’s “Special” Commendation for Acts of Bravery | All RAFVR(T) officers | ATC: Wg HQ, ACRHQ, HQ AC  CCF: Contingent Commander, HQ AC | 1 | 1 | Anytime |

\* Dates may be subject to change at short notice.

**PART 2 – CIVILIAN VOLUNTEER PERSONNEL**

| **SERIAL** | **AWARD** | **CATEGORY OF CANDIDATE** | **CHANNELS** | **NO OF COPIES** | | **DATE DUE HQAC\*** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | REGION | HQ AC |  |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) |
| 1 | CBE | Member of Air Cadet Council | HQ AC to Air Cmd | - | 1 | 1 Feb  1 Aug |
| 2 | OBE | Member of Air Cadet Council  Wg Representative Chairman  Chairman of 2 or more large Sqn Committees  Regional Chaplain | HQ AC to Air Cmd  ACRHQ, HQ AC, Air Cmd  Wg HQ, ACRHQ, HQ AC, Air Cmd  Wg HQ, ACRHQ, HQ AC, Air Cmd | -  -  1  1 | 1  1  1  1 | 1 Feb  1 Aug |
| 3 | MBE | Sqn Committee Chairmen & Members  Wing & Sqn Chaplains  Honorary Medical & Dental Officers  WOs (ATC)  CIs  Voluntary Welfare Staff | Wg HQ, ACRHQ, HQ AC, Air Cmd  Wg HQ, ACRHQ, HQ AC, Air Cmd  Wg HQ, ACRHQ, HQ AC, Air Cmd  Wg HQ, ACRHQ, HQ AC, Air Cmd  Wg HQ, ACRHQ, HQ AC, Air Cmd  Wg HQ, ARCHQ, HQ AC, Air Cmd | 1  1 | 1  1 | 1 Feb  1 Aug |
| 4 | BEM | All CFAVs | As per Calling Notice | 1 | 1 | 1 Feb  1 Aug |
| 5 | CDS Commendation | All categories of non-military CFAV | Wg HQ, HQ AC to DCDS Pers | 1 | 1 | Anytime |
| 6 | DCLA | Civilian, Volunteers of all categories, includes CIs, WO/SNCO (ATC) | Wg HQ, ACRHQ, HQ AC, Air Cmd | 1 | 1 | 1 May  1 Nov |
| 7 | CAS Commendation | Civilian Volunteers of all categories, includes CIs, WO/SNCO (ATC) | Wg HQ, ACRHQ, HQ AC, Air Cmd | 1 | 1 | 1 Feb  1 Aug |
| 8 | AOC 22 Gp Trg Commendation | Civilian Volunteers of all categories, includes CIs, WO/SNCO (ATC) | Wg HQ, ACRHQ, HQ AC, Air Cmd | 1 | 1 | 1 Feb  1 Aug |
| 9 | Comdt RAFAC Commendation | All volunteer adult (uniformed and civilian) members of the Corps | ATC: Wg HQ, ACRHQ, HQ AC  CCF: Contingent Commander, HQ AC | 1 | 1 | 1 Feb  1 Aug |
| 10 | Comdt RAFAC Certificate of Good Service | All ATC Cadets  All CCF (RAF) Cadets | ATC: Wg HQ, ACRHQ, HQ AC  CCF: Contingent Commander, HQ AC | 1 | 1 | 1 Feb  1 Aug |
| 11 | Comdt RAFAC “Special” Commendation for Acts of Bravery/Out-standing Service | All volunteer adult staff and cadets | ATC: Wg HQ, ACRHQ, HQ AC  CCF: Contingent Commander, HQ AC | 1 | 1 | Anytime |
| 12 | Comdt RAFAC Certificate of Long Service after 12, 24 or 36 Years | All volunteer adult non-uniformed ATC staff | Wg HQ, ACRHQ, HQ AC | 1 | 1 | Anytime |
| 13 | Comdt RAFAC Certificate of Long Service after 6 Years | Civilian Committee Members | Wg or Rgn HQ | 1 | 0 | Annually in January |

**ANNEX B**

**HONOURS AND AWARDS**

**ELIGIBILITY, CHANNELS AND DATES OF SUBMISSION**

**PART 1 – RAF PERSONNEL**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SERIAL** | **AWARD** | **CATEGORY OF CANDIDATE** | **CHANNELS** | **NO OF COPIES** | | **DATE DUE HQAC\*** |
|  |  |  |  | REGION | HQ AC |  |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) |
| 1 | MBE | Sqn Ldr and below | Via Command Chain to Air Cmd | - | 1 | 1 Feb  1 Aug |
| 2 | CAS Commendation | Sqn Ldr and below  Airmen & Airwomen of all ranks | Via Command Chain to Air Cmd | - | 1 | 1 Feb  1 Aug |
| 3 | AOC 22 Gp Trg Commendation | Airmen & Airwomen of all ranks | Via Command Chain to Air Cmd | - | 1 | 1 Feb  1 Aug |

\* Dates may be subject to change at short notice.

**HONOURS AND AWARDS**

**ELIGIBILITY, CHANNELS AND DATES OF SUBMISSION**

**PART 2 – PAID CIVILIAN PERSONNEL**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SERIAL** | **AWARD** | **CATEGORY OF CANDIDATE** | **CHANNELS** | **NO OF COPIES** | | **DATE DUE HQAC\*** |
|  |  |  |  | REGION | HQ AC |  |
| (a) | (b) | (c) | (d) | (e) | (f) | (g) |
| 1 | OBE | Rgnl Comdt | HQ AC, Air Cmd | - | 1 | 1 Feb  1 Aug |
| 2 | MBE | C1 and below (includes RO1 – RO3) | Wg HQ, ACRHQ, HQ AC, Air Cmd | 1 | 1 | 1 Feb  1 Aug |
| 3 | BEM | All | As per Calling Notice | 1 | 1 | 1 Feb  1 Aug |
| 4 | CAS Commendation | C2 and below | ACRHQ, HQ AC, Air Cmd | 1 | 1 | 1 Feb  1 Aug |
| 5 | Comdt RAFAC Commendation | E1 and lower grades | Wg HQ, ACRHQ, HQAC | 1 | 1 | 1 Feb  1 Aug |

\* Dates may be subject to change at short notice.

**GENERAL NOTES ON CIVILIAN STATE AND NON-STATE AWARDS**

1. Contenders for both civilian State and Non-State awards are in direct competition with civilians from all other walks of life unlike members of the Armed Forces who compete against each other within the Military Division of each list.

2. Individuals nominated for awards should be of irreproachable character and conduct and will be judged, primarily, on the quality and length of service. However, this should not preclude the consideration of a candidate who has produced an outstanding performance on a special project or in particularly arduous or hazardous conditions.

3. Sponsors should note that as it is rare for a first submission to be successful it is important that long serving candidates have sufficient remaining service to allow for at least 3 submissions before retirement. One-off valedictory submissions are rarely successful.

4. Finally, when considering recommendations for the award of the MBE it is important that those who formerly would have been eligible for the BEM are not overlooked. Therefore, when assessing an individual’s contribution it is necessary to measure it against the standard expected of the grade/appointment, rather than against a single standard applied to all grades/appointments eligible for the award of the MBE. With this in mind, sponsors are requested to ensure that all those from the old style BEM ranks who merit consideration, are put forward.

**ANNEX C**

**NOMINATION FOR A CDS COMMENDATION AWARD**

**PART 1 - PARTICULARS OF THE INDIVIDUAL/ORGANISATION BEING NOMINATED**

|  |  |
| --- | --- |
| **Title/Organisation** | **Surname** |
| **Full work address (including post code)** | Forename-by which known |
| **Job title (in full, no abbreviations)** |
| **Full work telephone number** |
| **Full Email address** |  |

### PART 2 – CONTACT DETAILS OF PERSON MAKING NOMINATION (SPONSOR)

|  |  |  |  |
| --- | --- | --- | --- |
| **Title or rank** | **Forename - by which known** | **Surname** | **Grade (C2, S03 etc)** |
| **Relationship to nominated individual** | | **Job title (in full, no abbreviations)** | |
| **Full work address (including post code)** | | **Full work telephone number** | |
| **Full external email address** | |

**PART 3 – CITATION - To be completed by the sponsor. The citation should demonstrate how the individual/organisation has provided outstanding support and commitment to the Armed Forces community. Please do not use abbreviations.**

|  |
| --- |
| **Narrative (maximum 150 words)** |

**PART 4 - ENDORSEMENT (MUST BE AT 2\* LEVEL)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title or rank** | **Forename - by which known** | | **Surname** |
| **Job title (in full, no abbreviations)** | | | |
| **Full work address (including post code)** | | **Full work telephone number** | |
| **Full work email address** | |

**PART 5 – ADDITIONAL COMMENTS (MUST BE AT 2\* LEVEL)**

|  |
| --- |
| **Narrative (maximum 100 words)** |

**Completed Forms should be forwarded to SO2 PERSONNEL, HQAC**

**ANNEX D**

**RECOMMENDATION FOR DEFENCE COUNCIL LETTER OF APPRECIATION**

Rank (if applicable): (3)

First Name(s): (1) Surname: (2)

Decorations Held: (4) Service No/CIN (if applicable):

Unit: (1) Date of Birth: (3)

Wing: (1) Date of previous recommendation for

State Award or Letter of

Appointment: (3) Appreciation: (3)

Date of Appointment: (3) Whether it is proposed to recommend

The person concerned for a State Award:

Length of Adult Service with ATC/CCF: (5) YES/NO

Comprising: Full Home Address including post code:

CI from to (3)

WO (ATC) from to (3)

RAFVR(T) from to (3)

Service to Corps in other capacities:

As from to (3)

As from to (3)

As from to (3)

Description of Special Service: (6)

NOTE: The Defence Council wish to receive a comprehensive history of the Candidate’s ATC service, with emphasis on special achievements.

Signed

Initials and Name (2)

Rank (1)

Date (3) Appointment (1)

Remarks by Regional Commandant:

Group Captain

Regional Commandant

Date (1) ( (1) ) Region

Remarks by Commandant Air Cadets:

Air Commodore

Commandant

Date Air Cadets

NOTES – DCLA

(1) In full with Initial Capitals.

(2) BLOCK LETTERS.

(3) Abbreviated.

(4) Abbreviated. Insert recognised abbreviations of previous state awards. Professional educational qualifications, campaign and long service medals are not to be shown.

(5) Numerals.

(6) Type in single spacing. Not to exceed 350 words for RAFVR(T) personnel, 200 words for volunteer personnel including WO/SNCO (ATC).

Appendix:

1. Draft DCLA Letter.

**APPENDIX 1 TO**

**ANNEX D**

DRAFT

**I am writing as a member of the Defence Council to thank you for the valuable service you have rendered to the Air Training Corps since (year).**

**The Commandant of the Air Training Corps has paid tribute to the enthusiastic and dedicated manner in which you have served the Corps in a variety of roles over the years** (or, for a member of a Civilian Committee: **the loyal and dedicated manner in which you have carried out your duties as a \_\_\_\_\_\_\_\_\_\_\_\_\_\_)**. Particular mention has been made of (or **your meritorious service included** ) followed by no more than 150 words describing the meritorious service.

On behalf of the Defence Council, I am grateful for your devoted service to the Corps.

(Rank if applicable) plus initials and name plus approved post-nominal letters.

Full address of recipient.

Notes:

1. Bold text mandatory.

2. No abbreviations to be used.

**ANNEX E**

**COMMANDANT’S COMMENDATIONS & CERTIFICATES OF GOOD SERVICE – NOMINAL ROLL**

**ACRHQ ( )**

| **PERSONAL NO** | **RANK** | **SURNAME** | **INITIALS** | **SQUADRON** | **WING** |
| --- | --- | --- | --- | --- | --- |
| A1234567 | FG OFF | BLOGGS | A N R | No 1127 (Kendal) Squadron | Cumbria & N Lancs |
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**ANNEX F**

**RECOMMENDATION FOR COMMANDANT’S SPECIAL COMMENDATION – RAFVR(T) AND CCF (RAF) OFFICERS**

First Name(s): Surname:

Decorations and/or Awards Rank

CCF Contingent/ATC Unit Service/Computer No

Total Length of Service

With ACO

\*Particulars of Service for which Recommendation is made:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School/Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Continue on a separate sheet if necessary.

**ANNEX G**

**RECOMMENDATION FOR THE AWARD OF CERTIFICATE OF LONG SERVICE TO VOLUNTEER CIVILIAN PERSONNEL FOR 12, 24 OR 36 YEARS**

Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank/Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CIN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Appointment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if applicable)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| TYPE OF SERVICE | FROM | TO | QUALIFYING SERVICE | |
| (APPOINTMENT/UNIT) | DATE | DATE | YEARS | DAYS |
|  |  |  |  |  |
|  |  | TOTAL |  |  |

CERTIFICATE OF RECOMMENDATION

I hereby certify that from the information available to me, I am satisfied that the details recorded above are correct. I further certify that the above named has completed his voluntary duties satisfactorily and that he is in every way deserving of a certificate for \_\_\_\_\_\_\_\_\_\_\_\_ years Service.

Signature of Recommending Authority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Higher Recommending

Authority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appointment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTES ON COMMANDANT’S CERTIFICATE OF LONG SERVICE**

1. **Eligibility for Certificates of Long Service**. All adult persons appointed to service with the ACO in a voluntary unpaid capacity, other than RAFVR(T) officers and WO/SNCOs (ATC) who are eligible for the Cadet Forces Medal, will be eligible for the Commandant’s Certificates of Long Service (CCLS) on time qualification. Civilian Committee members will be eligible for a Long Service Certificate after 6 years’ service.

2. **Service Required**. The periods of qualifying service required for the CCLS are 12, 24 and 36 years as defined in para 3 below. Broken service may be counted in the aggregate provided that each period of service is not less than one year in duration.

3. **Qualifying Service**. Qualifying service for the CCLS will be time spent with the ACO as a civilian instructor, civilian gliding instructor, chaplain or other voluntary unpaid helper. Other considerations are:

a. Service with organisations other than the ACO will not count as qualifying service for the CCLS.

b. Service which has qualified for the Cadet Forces Medal will not count as qualifying service for the CCLS.

4. **Recommendation Procedure**. Recommendations for the CCLS may be submitted at any time following completion of 12, 24 or 36 years service using Annex F. Originators and channels of submission are:

a. **For Squadron Staff**. The Sqn Cdr through OC Wg to HQ Air Cadets.

b. **For Wing Staff**. OC Wg through Rgnl Comdt to HQ Air Cadets.

1. **For Civilian Gliding Instructors**. OC VGS to HQ Air Cadets.
2. **For Civilian Committee Members**. To Wg or Rgn HQs.

**ANNEX H**

**ROYAL HUMANE SOCIETY AWARDS**

1. The Royal Humane Society considers applications for awards to personnel who have taken part in rescues or attempted rescues. Notwithstanding that risk is the criterion normally governing awards the Committee may, in a case where outstanding skill is displayed in effecting a rescue, make a higher award than the degree of risk alone would justify. Occurrences solely involving Service personnel may be reported, as well as those which involve Service personnel and civilians.

2. The following are examples of cases recognisable by the Society for Honorary Awards:

a. All rescues or attempted rescues from:

(1) Drowning anywhere at sea, including the coast, in rives, lakes, canals, docks, wells, reservoirs or mines.

(2) Dangerous cliffs or other heights.

Provided that the rescue or attempted rescue involved a certain amount of personal risk.

b. All cases of exceptional bravery in rescues or attempted rescues of persons from death by asphyxia in wells, blast furnaces, sewers and confined spaces where foul gas may endanger life.

c. Cases where life has been restored from drowning or asphyxia by means of resuscitative treatment.

d. Cases of rescue from ships or aircraft not otherwise rewarded.

3. Occasions when the Society will not make an award are:

a. Where there is a near relationship between the rescuer and the rescued, unless the Committee considers that there are special circumstances to justify an exception being made.

b. Cases coming within the scope of the Royal National Lifeboat Institution, the Society for the Protection of Life from Fire, or local (eg Glasgow and Liverpool) Humane Societies.

c. The Society does not take cognizance of cases outside the British Isles where foreign subjects are concerned, unless the rescuer or the rescued is a British subject, in which case it may do so. The expression “British” is used in its broadest sense.

4. **Time Limit for Reporting Cases**. It is particularly important that all applications for the Society’s awards one cases occurring in the British Isles be sent to the Secretary within 2 months after the date of the occurrence, in order that the Committee may have current evidence for guidance. (The time limit may be waived in special cases). If the rescue, or attempted rescue, occurs at a distance from the British Isles the time limit may be extended, but 18 months after the date is the maximum.

5. **Recommendations**. Recommendations are to be prepared initially in the form of a narrative report of the incident. This report supported by any newspaper cuttings, eyewitness reports etc is to be submitted without delay to Wing Headquarters for onward transmission to Regional Headquarters and HQ Air Cadets (SO2 Personnel). The recommendation will be returned, after approval in principle, to the originating station or unit with a copy of the Royal Humane Society’s form. When this form has been completed in detail, it is to be submitted direct to the Secretary of the Society.

6. **Presentation of Awards**. Royal Humane Society Awards received by HQ Air Cadets will be forwarded to Regions for presentation.

7. **Wearing of Ribbon by ATC Uniformed Personnel**. Officers, WO/SNCOs (ATC) and cadets awarded the Society’s medals may wear the appropriate ribbon on their uniform.

8. **Clasps**. Clasps may be awarded to persons already entitled to wear the medal.

9. **Levels of Award**. Dependent upon the degree of bravery, awards made by the Royal Humane Society consist of:

a. **The Stanhope Gold Medal**. This award is for the most meritorious case reported to the Society each year. It is awarded only by the General Court of the Society.

b. **A Silver Medal or Silver Clasp**. Gallantry in saving life from drowning, from dangerous cliffs, or from asphyxia in wells etc under circumstances of very great danger and personal risk to the Rescuer(s) may be recognised by the award of a silver medal or clasp.

c. **A Bronze Medal or Bronze Clasp**. This award is for courage and promptitude in saving life from drowning, from dangerous cliffs, or from asphyxia in wells etc under circumstances of great danger and personal risk to the Rescuer(s).

d. **A Testimonial on Vellum**. For saving life from drowning, from dangerous cliffs or asphyxia in wells etc under circumstances of considerable personal risk to the Rescuer(s) a Testimonial on Vellum signed by the President of the Society may be awarded.

e. **A Testimonial on Parchment**. For promptitude in saving life from drowning, from dangerous cliffs or from asphyxia in wells etc, where there was some personal risk to the Rescuer(s) a Testimonial on Parchment signed by the Chairman of the Society may be awarded.

f. **A Resuscitation Certificate**. For restoring the apparently dead from drowning or asphyxia a Certificate signed by the Chairman of the Society may be awarded.

g. **Pecuniary Awards**. Sums of up to £5 may be granted in special cases. The total of such awards is limited to £40 in any one year.

h. **Posthumous Awards and “In Memoriam” Testimonials on Vellum**. These awards may be presented at the discretion of the Committee to the relatives of those who lose their lives in attempting rescues, and such cases should therefore be reported to the Society for consideration.

**ANNEX I**

**THE GUINEA PIG PRIZE**

1. **Designation**. The Prize shall be designated “The Guinea Pig Prize”.

2. **History**. The Guinea Pig Club was formed at the Queen Victoria Hospital, East Grinstead on 20 July 1941, membership being drawn from aircrew of the Royal Air Force, Empire Air Forces and, later, Allied Air Forces who were injured badly in air battles. As part of the 40th Anniversary celebrations on 20 July 1981, members of the Club presented their President, His Royal Highness, The Prince Philip, Duke of Edinburgh, with a porcelain figurine of a Royal Air Force fighter pilot, circa September 1940. His Royal Highness decided to award it as a prize to the Air Training Corps, of which he is Air Commodore-in-Chief.

3. **Eligibility and Conditions of Award of the Prize**. All Air Training Corps officers, adult staff and cadets are eligible for the Prize which will normally be awarded annually in April to the person who most distinguishes him/herself by an act of bravery or other achievement during the previous calendar year. At the discretion of the Commandant Air Cadets, the Prize may be withheld in any year where there is no act or achievement of the requisite high standards.

4. **Recommendations**. Anyone awarded the Commandant’s Special Commendation (for bravery or other outstanding achievement) will automatically be considered for the Guinea Pig Prize for the current year. Other recommendations are to be made by Squadron Commanders in the format set out in Appendix 1 to this Annex. Recommendations are to reach HQ Air Cadets (SO3 Personnel Management) by the last day of January each year.

5. **Description of the Prize**. The figurine is too fragile to change hands each year and will be retained on permanent display at HQ Air Cadets. Winners will receive framed colour photographs of the Prize and a signed declaration by the Commandant Air Cadets.

Appendix:

1. Recommendation for the Guinea Pig Prize.

**APPENDIX 1 TO**

**ANNEX I**

**RECOMMENDATION FOR THE GUINEA PIG PRIZE 20……..**

First Name(s) Surname

Decorations and/or Awards Rank

Unit Wing

Total Length of service with the ATC

Particulars of service for which recommendation is made

(to be completed and signed by recommending officer)

Signature

Rank

Date Unit

Remarks by Officer Commanding Wing

(or other superior officer)

Signature

Rank

Date Unit

Remarks by Regional Commandant

Group Captain

Regional Commandant

Date ( ) Region