

AC/14001/P1

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 a means of recognizing service of outstanding merit which has been rendered beyond the normal demands of duty. All Air Training Corps 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, SNCOs/AWOs, CIs, squadron committee chairmen and members, wing and squadron chaplains, honorary medical and dental officers.

- b. 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 Corps' members they will not be dealt with in these notes. Commanding officers of air experience flights and gliding schools who believe that there is justification for such a recommendation are to consult PSO, HQ Air Cadets.

COMMENDATIONS BY CAS, CinC AND AOC TRG GP

7. CAS's Commendations. These are awarded coincidentally with the Birthday 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, SNCOs/AWOs, 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 and the very best citations for awards of CinC's Commendations. About 10 CAS Commendations in total will be awarded each year to RAF airmen/airwomen, RAF SNCOs and ACO SNCOs/AWOs. 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 HQ AC for VGS or CCF personnel.

8. CinC's Commendations. These are awarded coincidentally with Birthday and New Years Honours Lists and are available to RAF personnel, paid state servants, RAFVR(T) officers of flt Lt rank and below, SNCOs/AWOs, CIs and civilian members of the Corps. Normally, the CinC will consider one candidate in each category and those who do not qualify for this award may be considered for the Comdt ACs Commendation at the Mar or Sep Air Cadets awards. Recommendations are to be made in accordance with Annex E.

9. AOC Training Group Commendations. These are awarded coincidentally with Birthday and New Years Honours Lists and are available to airmen/women, state servants not of officer status, SNCOs/AWOs, CIs and all volunteer civilian members of the Corps. Those who are not selected may be considered for the Comdt ACs Commendation at the Mar or Sep Air Cadets Awards. Recommendations are to be made in accordance with Annex E. Normally, the AOC will award his Commendation to a maximum of 2 personnel in each of the aforementioned categories.

DEFENCE COUNCIL LETTERS OF APPRECIATION

10. Defence Council Letters of Appreciation (DCLAs). DCLAs are awarded twice yearly; in Spring and Autumn, 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 F are to be submitted to HQ AC accompanied by a draft DCLA in the form shown at Appendix 1 to Annex F.

AIR CADET ORGANISATION AWARDS

11. Commandant's Commendation. The Comdt ACs Commendations are awarded annually in Mar and Sep to all adult volunteer staff and civilian committee members. Any recommendations for C-in-C and AOC Training Group Commendations which were turned down at the New Years and Birthday Honours Lists will be considered for a Comdt ACs Commendation at the appropriate time. Submissions for Comdt ACs Commendations are to be made in accordance with Annex G and those for CCF (RAF) staff on Appendix 1 to Annex G. Rgnl Comdts are the deciding authority on the award of Comdt's Commendations and only a nominal roll of those to be honoured is to be forwarded to HQ AC

12. 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. Recommendations are to be in the format shown at Annex G for award in March and September each year. Rgnl Comdts are the deciding authority on the award of Comdt's Commendations and only a nominal role of those to be honoured is to be forwarded to HQ AC.

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 Appendix 2 to Annex G and are to arrive at HQ AC (Sqn Ldr CCF) by 1 Feb and 1 Aug respectively.

13. 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 G and the Appendices thereto.

14. 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 H. Recommendations may be made at any time

15. 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 J. ATC personnel who have been awarded a Society Medal may wear the appropriate ribbon on the right breast of their uniforms.

16. The Guinea Pig Prize. Details of this Prize are given at Annex K. It is to be noted that the Prize may be awarded annually. All recipients of the Commandant's Special Commendation (see para 12 above) will automatically be considered for the Prize in the current year but recommendations may otherwise be made, through Wing and Regional HQ to the Comdt AC. 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

17. 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 Adult SNCOs/WOs.

18. 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 the C-in-C HQ Personnel and Training Command who may, as he deems appropriate, forward the recommendations to MOD with his own 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

19. 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.

20. 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 (PSO). 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 (PSO).

21. 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 only in very exceptional circumstances.

COUNTING OF PREVIOUS SERVICE IN ANOTHER CATEGORY

22. 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).

23. 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

24. 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. The list of useful phrases at Annex L is intended to provide originating officers with some knowledge of citation language but they should be used sparingly.
- d. 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.

F/HONS/776 – RECOMMENDATION FOR STATE HONOURS AND AWARDS RAFVR(T) PERSONNEL

25. Nominations for State Awards for RAFVR(T) officers are to be submitted on F/HONS/776. It is important that the personal details etc at the heading of the form are accurately and correctly completed. Notes on completion together with a specimen F/HONS/776 are at Annex C.

MOD FORM 408 (REVISED 8/95) – RECOMMENDATION FOR STATE HONOURS CIVILIAN PERSONNEL

26. It is important that the personal details etc above the ground of recommendation (citation) are accurately and correctly completed. Notes on completion together with a specimen MOD Form 408 are at Annex D.

TYPING PREPARATION AND DISPATCH OF CITATIONS

27. Typing. The following points are to be observed in regard to the typing of citations:
- a. A new black typewriter ribbon is to be used to ensure clear reproduction. A standard 12 pitch elite typeface is to be used and, where held, an electric typewriter should be used as this will give a more consistent density of print.
 - b. Over-typing, spelling mistakes, erasures by rubber or snopake, carbon smudges, finger marks etc are not acceptable. Corrections are acceptable but only if kept to an absolute minimum.
 - c. Narratives for RAFVR(T) personnel are to be typed in single-line spacing and those for civilians in double spacing. The format is to conform to the rules for Service Writing in displacement and balance. Paragraphs are not to be numbered.
 - d. Citations are to be contained within a single form or proforma and, where they are lengthy, they are to be wholly typed on the reverse with remarks “see overleaf” inserted above the signature.
28. 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.
29. Priorities. Where Regional Commandants submit more than one recommendation in a particular category of honours and awards, they are to state their order or priority.
30. 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 PSO or DPSO". The outer envelope is not to bear a privacy marking and is to be addressed to the Headquarters concerned.
31. 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.
32. 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.
33. 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

34. 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.
35. Announcement to the Recipient. Generally, the AOC 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

36. 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 37 below).
37. Defence Council Letters of Appreciation will normally be dispatched to HQ Air Cadets and then sent onwards to Regional Commandants for presentation. C-in-C's, AOC Trg Gp Commendations, Comdt AC Commendations and Certificates of Good and Long Service will be sent by HQ Air Cadets to Regional Commandants for presentation.

38. 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, second class rail warrants may be issued to 2 relatives or friends who are given tickets of admission to witness a presentation of the decorations at Buckingham Palace.

Annexes:

- A. Eligibility Schedules, Channels, Dates – RAFVR(T) and Volunteer Civilians.
- B. Eligibility Schedules, Channels, Dates – RAF and Paid Civilian Personnel.
- C. Recommendation Form State Honours – RAF/RAFVR(T).
- D. Recommendation Form State Honours – Civilians (State and Non-State).
- E. Recommendation for Commendation by CAS/CinC PTC/AOC TG/AOC DAUs.
- F. Recommendations for DCLA.
- G. Recommendations for Commandant's Commendation/Certificate of Good Service/Special Commendation.
- H. Recommendations for Award of Certificate of Long Service to Civilians.
- J. Royal Humane Society Awards.
- K. The Guinea Pig Prize.
- L. Useful Phrases.

Distribution:

All ACRHQs
 All Wing HQs
 ACCGS
 All Gliding Schools
 All AEFs
 ATF
 COS AC/CMDR GL
 Wg Cdr CCF
 Wg Cdr Gliding
 PSO
 DPSO

ANNEX A TO
ACP 3

HONOURS AND AWARDS
ELIGIBILITY, CHANNELS AND DATES OF SUBMISSION

PART I – RAFVR(T)

SERIAL	AWARD	CATEGORY OF CANDIDATE	CHANNELS	NO OF COPIES		DATE DUE HQ AC*
				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, HQ AC CCF: Headmaster, HQ AC	1	1	1 Feb 1 Aug
3	DEFENCE COUNCIL LETTER OF APPRECIATION	All RAFVR(T) Officers	ATC: Wg HQ, ACRHQ, HQ AC CCF: Headmaster, HQ AC	1	1	1 May 1 Nov
4	CAS COMMENDATION	All RAFVR(T) Officers of Sqn Ldr and below	ATC: ACRHQ, HQ AC CCF: Wg Cdr CCF	1	1	1 Aug
5	C-IN-Cs COMMENDATION	RAFVR(T) Officers of Flt Lt and below	ATC: Wg HQ, ACRHQ, HQ AC CCF: Contingent Commander, HQ AC	1	1	1 Feb 1 Aug

SERIAL	AWARD	CATEGORY OF CANDIDATE	CHANNELS	NO OF COPIES		DATE DUE HQ AC*
				REGION	HQ AC	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
6	COMMANDANT'S COMMENDATION	All RAFVR(T) Officers	ATC: Wg HQ, ACRHQ, HQ AC CCF: Contingent Commander, HQ AC	1 1	1 1	1 Feb 1 Aug
7	COMMANDANT'S "SPECIAL" COMMENDATION FOR ACTS OF BRAVERY	All RAFVR(T) Officers	ATC: Wg HQ, ACRHQ, HQ AC CCF: Contingent Commander, HQ AC	1 1	1 1	Any Time

* Dates may be subject to change at short notice.

HONOURS AND AWARDS
ELIGIBILITY, CHANNELS AND DATES OF SUBMISSION

PART II – CIVILIAN VOLUNTEER PERSONNEL

SERIAL	AWARD	CATEGORY OF CANDIDATE	CHANNELS	NO OF COPIES		DATE DUE
				REGION	HQ AC	HQ AC*
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	CBE	Member of Air Cadet Council	HQ AC to HQ PTC	-	1	1 Apr 15 Sep
2	OBE	Member of Air Cadet Council	HQ AC to HQ PTC	-	1	1 Apr 15 Sep
		Wing Representative Chairman	ACRHQ, HQ AC, HQ PTC	-	1	“
		Chairman of 2 or more large Sqn Committees	Wg HQ, ACRHQ, HQ AC, HQ PTC	1	1	“
		Regional Chaplain	Wg HQ, ACRHQ, HQ AC, HQ PTC	1	1	“
3	MBE	Sqn Committee Chairmen and Members	Wg HQ, ACRHQ, HQ AC, HQ PTC	1	1	1 Apr 15 Sep
		Wing and Sqn Chaplains	Wg HQ, ACRHQ, HQ AC, HQ PTC			“
		Honorary Medical and Dental Officers	Wg HQ, ACRHQ, HQ AC, HQ PTC			“
		ATC Adult WOs	Wg HQ, ACRHQ, HQ AC, HQ PTC	1	1	“
		CIs	Wg HQ, ACRHQ, HQ AC, HQ PTC			“
Voluntary Welfare Staff	Wg HQ, ACRHQ, HQ AC, HQ PTC			“		

SERIAL	AWARD	CATEGORY OF CANDIDATE	CHANNELS	NO OF COPIES		DATE DUE HQ AC*
				REGION	HQ AC	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
4	DEFENCE COUNCIL LETTER OF APPRECIATION	Civilian Volunteers of all categories, includes CIs and AWOs/SNCOs	ATC: Wg HQ, ACRHQ, HQ AC, HQ PTC	1	1	1 May 1 Nov
5	CAS COMMENDATION	Civilian Volunteers of all categories, includes CIs and AWOs/SNCOs	ATC: Wg HQ, ACRHQ, HQ AC, HQ PTC	1	1	1 Aug
6	C-IN-Cs COMMENDATION	Civilian Volunteers of all categories, includes CIs and AWOs/SNCOs	ATC: Wg HQ, ACRHQ, HQ AC, HQ PTC	1	1	1 Feb 1 Aug
7	AOC TRG GP COMMENDATION	Civilian Volunteers of all categories, includes CIs and AWOs/SNCOs	ATC: Wg HQ, ACRHQ, HQ AC HQ PTC	1	1	1 Feb 1 Aug
8	COMMANDANT'S 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
9	COMMANDANT'S 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 1	1 Feb 1 Aug

SERIAL	AWARD	CATEGORY OF CANDIDATE	CHANNELS	NO OF COPIES		DATE DUE HQ AC*
				REGION	HQ AC	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
10	COMMANDANT'S "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	1 1	Any Time
11	COMMANDANT'S CERTIFICATE OF LONG SERVICE AFTER 12, 24, 36 YEARS SERVICE	All volunteer adult non- uniformed ATC staff	ATC: Wg HQ, ACRHQ, HQ AC	1	1	Any Time

ANNEX B TO
ACP 3

HONOURS AND AWARDS
ELIGIBILITY, CHANNELS AND DATES OF SUBMISSION

PART I – RAF PERSONNEL

SERIAL	AWARD	CATEGORY OF CANDIDATE	CHANNELS	NO OF COPIES		DATE DUE HQ AC*
				REGION	HQ AC	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	MBE	Sqn Ldr and below	Via Command Chain to HQ PTC	-	1	3 Jan 1 Aug
2	CAS Commendation	Sqn Ldr and below Airmen and Airwomen of all ranks	Via Command Chain to HQ PTC	-	1	1 Aug
3	Commendation by C-in-C	Airmen and Airwomen of all ranks	Via Command Chain to HQ PTC	-	1	3 Jan 1 Aug
4	Commendation by AOC Trg Gp	Airmen and Airwomen of all ranks	Via Command Chain to HQ PTC	-	1	3 Jan 1 Aug

* Dates may be subject to change at short notice.

HONOURS AND AWARDS
ELIGIBILITY, CHANNELS AND DATES OF SUBMISSION

PART II – PAID CIVILIAN PERSONNEL

SERIAL	AWARD	CATEGORY OF CANDIDATE	CHANNELS	NO OF COPIES		DATE DUE HQ AC*
				REGION	HQ AC	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	OBE	RO (Prin)	HQ AC to HQ PTC	-	1	1 Feb 1 Aug
2	MBE	SEO and below (includes RO1 – RO3)	Wg HQ, ACRHQ, HQ AC, HQ PTC	1	1	1 Feb 1 Aug
3	CAS Commendation	C2 and below	ACRHQ, HQ AC, HQ PTC	1	1	1 Feb 1 Aug
4	Commendation by C-in-C	E1 and lower grades	Wg HQ, ACRHQ, HQ AC, HQ PTC	1	1	1 Feb 1 Aug
5	Commendation by AOC Trg Gp	E1 and lower ranks	Wg HQ, ACRHQ, HQ AC	1	1	1 Feb 1 Aug

*Dates may be subject to change at short notice.

ANNEX D TO
ACP 3

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 Force 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.

RESTRICTED - HONOURS

ANNEX F TO
ACP 3**RECOMMENDATION FOR DEFENCE COUNCIL LETTER OF APPRECIATION**Rank (if applicable): (3)First Name(s): (1)Surname: (2)Decorations Held: (4)Service No/Computer No
(if applicable)Unit: (1)Date of Birth: (3)Wing: (1)Appointment: (3)Date of previous recommendation for
State award or Letter
of Appreciation: (3)Date of Appointment: (3)Length of Adult Service with ATC/CCF: (5)Whether it is proposed to recommend
the person concerned or for a State Award:

Comprising:

YES/NO

CI from to (3)

Full Home Address including post code

AWO 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.

Date (3)

Signed
Initials and Name (2)
Rank (1)
Appointment (1)

RESTRICTED - HONOURS

Remarks by Regional Commandant:

Date (1)

Group Captain
Regional Commandant
((1)) Region

Remarks by Commandant Air Cadets:

Date:

Air Commodore
Commandant
Air Cadets

RESTRICTED - HONOURS

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 AWOs.

Appendix:

1. Draft DCLA Form.

RESTRICTED - HONOURS

APPENDIX 1 TO
ANNEX F TO
ACP 3

DRAFT

Sir

I am commanded by the Air Force Board of the Defence Council to inform you that their attention has been drawn to 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.

The Air Force Board wish me to express to you their warm appreciation of your devoted service to the Corps.

I am, sir,
Your obedient Servant

(Rank if applicable) plus initials and name plus approved post-nominal letters.
Full address of recipient.

Notes:

1. Underlined text mandatory.
2. No abbreviations to be used.

RESTRICTED - HONOURS

ANNEX G TO
ACP 3**RECOMMENDATION FOR COMMANDANT'S COMMENDATION/CERTIFICATE OF
GOOD SERVICE/SPECIAL COMMENDATION (DELETE AS APPLICABLE)**First Name(s)SurnameDecorations and/or AwardsRankUnitService/Computer No
(if applicable)Date of Birth (cadets only)Total length of service with
The ATCWing

Particulars of service for which recommendation is made

Date

* Continue on a separate sheet if necessary

Signature

Rank

OC

Sqn

Remarks by Officer Commanding Wing

Date

Signature

Rank

OC

Sqn

Remarks by Regional Commandant

Date

Gp Capt

Rgnl Comdt

Region

RESTRICTED - HONOURS

ANNEX H TO
ACP 3

RECOMMENDATION FOR THE AWARD OF CERTIFICATE OF LONG SERVICE TO VOLUNTEER CIVILIAN PERSONNEL FOR 12, 24 OR 36 YEARS (delete as applicable)

SURNAME _____ FIRST NAMES _____
 RANK OR TITLE _____ UNIT _____
 COMPUTER No _____ APPOINTMENT _____
 (if applicable)

TYPE OF SERVICE (APPOINTMENT/UNIT)	FROM	TO	QUALIFYING SERVICE	
	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 _____

RESTRICTED - HONOURS

NOTES ON COMMANDANTS 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 adult SNCOs/WOs who are eligible for the Cadet Forces Medal, will be eligible for the Commandant's Certificates of Long Service (CCLS) on time qualification.
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, squadron or wing committee member, 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 in the format as shown at page J-1. 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.
 - c. For Civilian Gliding Instructors. OC VGS to HQ Air Cadets.

ANNEX J TO
ACP 3

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 recognizable by the Society for Honorary Awards:
 - a. All rescues or attempted rescues from:
 - (1) Drowning anywhere at sea, including the coast, in rivers, 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 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 (PSO). 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, adult SNCOs/WOs 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 Stanope 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 from 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 K TO
ACP 3

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 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 coloured photographs of the Prize and a signed declaration by the Commandant Air Cadets.

Appendix:

1. Recommendations for the Guinea Pig Prize 20—

RESTRICTED - HONOURS

APPENDIX 1 TO
ANNEX K TO
ACP 3**RECOMMENDATION FOR THE GUINEA PIG PRIZE 20.....**First Name(s) SurnameDecorations and/or Awards RankUnit WingTotal length of service with the ATC

Particulars of service for which recommendation is made

(To be completed and signed by recommending officer)

<u>Date</u>	<u>Signature</u>
	<u>Rank</u>
	<u>Unit</u>

Remarks by Officer Commanding Wing
(Or other superior officer)

<u>Date</u>	<u>Signature</u>
	<u>Rank</u>
	<u>Unit</u>

Remarks by Regional Commandant

<u>Date</u>	<u>Group Captain</u>
	<u>Regional Commandant</u>
	(_____) <u>Region</u>

RESTRICTED - HONOURS

ANNEX L TO
ACP 3**USEFUL PHRASES FOR CITATIONS**

1. The importance of writing convincing and persuasive citations cannot be overstressed. The following list of phrases may be helpful to writers of citations but they are only a guide and are in no way meant to inhibit personal turns of phrase.

2. Phrases for Highly Meritorious Service.

Exceptional zeal and patience through long hours of duty.

Possesses zeal, energy and loyalty of the highest order.

Outstanding devotion to duty above his fellows.

Exceptional leadership and high sense of duty.

Sacrificing personal interests he has worked consistently long hours in the interests of the Air Training Corps.

Outstanding determination and zeal.

Devoted much of his spare time to the well-being of the ATC.

His wealth of experience, coupled with his zeal and energy, has contributed largely to the success of ATC training.

By sheer force of character, energy and devotion to duty, he has achieved exceptional results.

Has exceptional ability and a strong sense of duty.

A splendid record of long service and devotion to duty.

His exceptional qualities have been an inspiration to all; cadets, adult members and officers alike.

The care, patience, skill and long hours he has put into his work make him an outstanding example to all.

He has zealously applied maximum effort to furthering the efficiency of ATC training.

In addition to the faithful and zealous performance of his duties, he has by his enthusiasm, energy and leadership been outstanding among his fellow officers.

He possesses drive, energy and zeal far in excess of the zealous and faithful performance of ordinary ATC duties.

APPENDIX 1 TO
ANNEX G TO
ACP 3

**RECOMMENDATION FOR COMMANDANT'S COMMENDATION /SPECIAL
COMMENDATION CCF (RAF) – RAFVR(T) OFFICERS**

First Name(s)

Surname

Decorations and/or Awards

Rank

CCF Contingent

Service/Computer No

Total Length of Service
With CCF (RAF)

Particulars of Service for which Recommendation is made

Signature

Name

Rank

Date

Contingent
Commander

* Continue on a separate sheet if necessary

RESTRICTED - HONOURS

Remarks by Headmaster/Head Teacher
(if appropriate)

Date _____ Signature _____

Remarks by Wg Cdr CCF

Date _____ Signature _____ Wg Cdr _____

APPENDIX 2 TO
ANNEX G TO
ACP 3

RECOMMENDATION FOR COMMANDANT'S CERTIFICATE OF GOOD SERVICE
/SPECIAL COMMENDATION – CCF (RAF) CADETS

First Name(s)

Surname

Rank

CCF Contingent

Total Length of Service
with CCF (RAF)

Particulars of Service for which Recommendation is made

Signature

Name

Rank

Date

OC RAF Sect

* Continue on a separate sheet if necessary

RESTRICTED - HONOURS

Remarks by Headmaster/Head Teacher
(if appropriate)

Date _____ Signature _____

Remarks by Wg Cdr CCF

Date _____ Signature _____ Wg Cdr _____