



**Ministry
of Defence**

**JSP 761
Honours and Awards in the Armed Forces**

Part 1: Directive

Foreword

People lie at the heart of operational capability; attracting and retaining the right numbers of capable, motivated individuals to deliver Defence outputs is critical. This is dependent upon maintaining a credible and realistic offer that earns and retains the trust of people in Defence. In order to achieve this, all personnel must be confident that, not only will they be treated fairly, but also that their families will be treated properly and that Service veterans and their dependants will be respected and appropriately supported.

JSP 761 is the authoritative guide for Honours and Awards in the Armed Services. It gives instructions on the award of Orders, Decorations and Medals and sets out the list of Honours and Awards that may be granted; detailing the nomination and recommendation procedures for each. It also provides information on the qualifying criteria for and permission to wear campaign medals, foreign medals and medals awarded by international organisations. It should be read in conjunction with Queen's Regulations and DINs which further articulate detailed direction and specific criteria agreed by the Committee on the Grant of Honours, Decorations and Medals [Orders, Decorations and Medals (both gallantry and campaign)] or Foreign and Commonwealth Office [foreign medals and medals awarded by international organisations].

Lieutenant General Andrew Gregory
Chief of Defence Personnel

Defence Authority for People

Preface

How to use this JSP

1. JSP 761 is a guide to the policy on the honours and awards which are available to members of the Armed Forces and is designed to be used by staff responsible for implementing and developing those policies. This JSP contains advice and direction on the processes involved and best practice to apply.
2. The JSP is structured in one part as a Directive, which provides the direction that must be followed in accordance with statute or policy mandated by Defence or on Defence by Central Government.

Coherence with other Defence Authority Policy and Guidance

3. Where applicable, this document contains links to other relevant JSPs, some of which may be published by different Defence Authorities. Where particular dependencies exist, these other Defence Authorities have been consulted in the formulation of the policy and guidance detailed in this publication.

Further Advice and Feedback – Contacts

4. The owner of this JSP is ACDS (Pers&Trg) / DS Sec. For further information on any aspect of this guide, or questions not answered within the subsequent sections, or to provide feedback on the content, contact:

Job title/email	Project focus	Phone
PersTrg-DSSec-Commem	Tri-Service medals policy	[REDACTED]
PersTrg-DSSec-Commem2	Tri-Service medals policy	[REDACTED]

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Equality and Diversity Impact Assessment

This publication has been Equality and Diversity Impact Assessed in accordance with the Department's Equality and Diversity Impact Assessment Policy as follows:

Full Equality and Diversity Impact Assessment undertaken.

1 Introduction and General Instructions

Introduction

“The object of giving medals, stars and ribbons is to give pride and pleasure to those who have deserved them. At the same time a distinction is something which everybody does not possess. If all have it, it is of less value. There must, therefore, be heart-burnings and disappointments on the borderline. A medal glitters, but it also casts a shadow. The task of drawing up regulations for such awards is one which does not admit of a perfect solution. It is not possible to satisfy everybody without running the risk of satisfying nobody. All that is possible is to give the greatest satisfaction to the greatest number and to hurt the feelings of the fewest.”

Winston Churchill (Prime Minister) – 22 March 1944

1.01. Joint Service Publication (JSP 761) is the authoritative guide for Honours and Awards in the Armed Services. It gives instructions on the award of Orders, Decorations and Medals, including the nomination and recommendation procedure. It should be read in conjunction with Queen’s Regulations and DINs. It sets out, in particular, the list of honours and awards that may be granted and gives the conditions and procedures to be adopted when putting forward recommendations. Further advice, if necessary, can be sought from local J1 staff, or Honours and Awards staffs in the Service Secretaries’ departments, as appropriate (see Chapter 4, Annexes A – C).

1.02. Honours and awards are intended as a means of recognising service of outstanding merit beyond the normal demands of duty. Competition is intense and the qualities required of nominees are extremely high. It is essential that great care is taken in selecting personnel to be recommended for honours and awards and that the correct procedures are followed at all times.

The United Kingdom Honours System in Outline

1.03. The United Kingdom Honours System relies on the concept that ‘The Sovereign is the fount of all honour’. While appointments to the Order of the Garter, the Order of the Thistle, the Order of Merit and the Royal Victorian Order remain the Sovereign’s prerogative, honours and awards are in general conferred or awarded on the advice of Ministers. This advice is normally tendered through the signing of a submission to The Sovereign.

1.04. The Armed Forces of the Crown share in the national honours system; but in many cases have awards which are reserved for their use, which may be formally entrusted to the Secretary of State for Defence, and are subject to a considerable degree of delegation, through the Secretary of State for Defence, both in selection of recipients and in administration.

1.05. There are 2 fundamental principles of the UK Honours System. The first is the ‘5 Year Rule’. This states that no consideration is given to instituting new medals more than 5 years after the cessation of a particular campaign or operation. The same principle applies to recommendations for Honours and Decorations which should usually have a minimum of 5 years between nomination for awards in Orders and will not be considered more than 5 years

after the event. The second is 'double medalling'. This states that only one form of medallic recognition is acceptable for a single period of meritorious and / or campaign service.

1.06. The principal Government committee concerned with honours and awards is the Inter-Departmental Committee on the Grant of Honours, Decorations and Medals (the HD Committee). The Permanent Under Secretary of State in the Ministry of Defence and the Defence Services Secretary are both members of this Committee, and the Defence Services Secretary is the normal Service channel to the Committee, through the Committee's Secretary. The Secretariat of the Committee is the Head of Honours and Appointments Secretariat at the Cabinet Office. The HD Committee provides the mechanism for discussion of all matters relating to United Kingdom honours and awards and the Committee is the only channel through which proposals for additions to, or changes in, the system, including proposals affecting specifically Armed Forces awards, may be submitted to The Sovereign.

1.07. A sub-committee of the HD Committee, the George Cross (Military) Committee, is responsible for maintaining the standards of the civilian gallantry awards (George Cross, George Medal, Queen's Gallantry Medal, Queen's Commendation for Bravery and Queen's Commendation for Bravery in the Air) for which Service personnel are recommended. All Service recommendations for these awards except those for Queen's Commendation for Bravery and Queen's Commendation for Bravery in the Air, which are unconnected with other recommendations, are scrutinised by the Committee. The Ministry of Defence has delegated authority from the George Cross (Military) Committee to consider recommendations for the Queen's Commendation for Bravery and Queen's Commendation for Bravery in the Air, and to submit them through the Secretary of State for Defence to The Sovereign. A similar committee, the George Cross (Civilian) Committee, scrutinises recommendations for the full range of gallantry awards to civilians.

Orders, Decorations, Medals and Commendations

1.08. United Kingdom awards comprise Orders, Decorations, Medals and Commendations. Individuals may be appointed to an Order eg Member of the Most Excellent Order of the British Empire (MBE) or Companion of the Distinguished Service Order (DSO), be awarded a Decoration eg Conspicuous Gallantry Cross (CGC) or Distinguished Service Cross (DSC), awarded a Medal eg George Medal (GM), Queen's Volunteer Reserves Medal (QVRM), Operational Service and War medals; Jubilee and Coronation medals and medals for Efficiency and Long Service (eg Long Service and Good Conduct Medal and Meritorious Service Medal) together with Queen's Commendations complete the range of State awards. These awards may only be worn by properly entitled personnel. Entitlement is usually derived by announcement in the London Gazette or through an entry on a Service person's record of service which can be verified at the Ministry of Defence Medal Office (see also Chapter 12 for details).

Commanding Officers' Responsibilities

1.09. The attention of Commanding Officers¹ is drawn to their special responsibilities in the field of honours and awards for their unit as follows:

a. Sub-unit Commanders and above only, on the recommendation or advice of others or from their own knowledge, may initiate a recommendation for an award for a member of their unit in recognition of:

- (1) Gallantry.
- (2) Exceptional meritorious service.
- (3) Long and efficient service.

The exact procedures to be followed in each case are set out in the appropriate sections that follow.

b. Ensuring that they have satisfied themselves that the content of the recommendations they have initiated/signed have been checked for their accuracy.

c. For the custody, maintenance, good order and safe transit of decorations and medals placed in their care.

d. The provisions for safe custody and reporting of losses of Orders, decorations and medals set out in Queen's Regulations which should be incorporated in unit standing orders and brought to the attention of all ranks at regular intervals.

e. The need for immediate action to place decorations and medals into safe custody in the case of disciplinary offences described in Paragraph 9.04.

f. The requirement that mobilisation orders must cater for the security of decorations and medals.

g. The need to ensure that personnel under their command wear only those medals or ribbons to which they are entitled, and for ensuring that the appropriate entries have been made in records of service. This includes the wearing of authorised miniatures and the use of authorised post-nominal letters.

h. Commanding Officer's role in forfeiture and restoration, see Chapter 9.

The Individual's Responsibility

1.10. Once the badge of an Order, a decoration or a medal has been issued, the entitled recipient becomes personally responsible for its safe custody at all times. Any Order, decoration or medal that an individual is entitled to hold as part of their uniform, is to be readily available to be worn at short notice. There may be disciplinary consequences for Service personnel who sell or dispose of any Orders, decorations or medals.

¹ As defined in JSP 830 (Manual of Service Law Vol 1).

- 1.11. Individuals are only to wear those medals or ribbons which they are authorised to wear. This includes authorised miniatures and the use of authorised post-nominal letters (see Chapter 12).
- 1.12. Individuals are advised to consider insuring their medals to help cover the cost of replacements if medals are stolen, lost or damaged.

Awards Available

1.12. A list of awards available to the Armed Forces in recognition of gallantry and/or Meritorious Service is at Annex A to this Chapter. A Summary of these is at Appendix 1 to Annex A. A comprehensive list of State awards and instructions for wear are given in Chapter 12.

Recommendations

1.13. All recommendations for awards for gallantry or meritorious service are to be made on form Joint Personnel Administration (JPA) S004. Endorsing comments and grading by superior commanders are most valued by awarding boards. A specimen form and notes on its completion are given at Annex B to this Chapter.

1.14. Commanders at any level of command may refuse to put forward a recommendation to the next superior commander if they consider it is not up to the standard, or may recommend a higher or lower award.

1.15. Recommendations for awards are IN CONFIDENCE and all correspondence is to be classified OFFICIAL-SENSITIVE-HONOURS or above. In no circumstances should individuals become aware from an initiating officer or anyone else that they have been recommended for an award and every care is to be taken to prevent individuals from knowing that their name has been put forward for an award. Information is not to be divulged to anyone other than those whose duty it is to deal with Honours and Awards. Disclosure of a recommendation can cause much disappointment if the recommendation fails or is downgraded. Unsuccessful recommendations are not retained.

1.16. It is recommended that a contemporaneous record of events for possible recommendations for gallantry or meritorious service on operations should be drafted as soon as possible after the event(s).

1.17. In line with national policy, successful recommendations for State and Service awards are not routinely released. However, précis of recommendations may be made available to recipients (or their Next of Kin) and Media Ops staff, provided that the content is not of a sensitive nature. Recommendations will normally be placed into the public domain by being transferred to the National Archives under the provisions of Public Records legislation.

Recording of Awards on Personal Documents

1.18. The granting of State Honours or decorations to serving or recently retired Service personnel will be added to recipients' JPA Service records by the single Service Honours and Awards authorities. All other medals will be recorded on JPA by the MOD Medal Office. Arrangements for the recording of honours, decorations, and other medals granted to

personnel not administered under JPA “eg RFA personnel, MOD Civilian staff, MOD Police etc” will be made by the appropriate Personnel Administration authority.

1.19. The recording of other commendations on JPA below that of a State Award is to be the responsibility of the issuing authority.

Wearing of Ribbons, Miniatures and use of Post-Nominal Letters

1.20. The ribbons of the Orders, Decorations and Medals are to be worn once the award has been announced in the London Gazette, or otherwise authorised by the relevant Service Honours and Awards authority. The appropriate miniature may also be worn with immediate effect from this date even though there will be a lapse before the full size insignia is presented.

1.21. An individual may use the authorised post-nominal letters as soon as the award has been gazetted. A higher class in a junior Order takes precedence over a lower class in a senior Order as regards the arrangement of all post-nominal letters, eg KBE precedes CB. Where bars are subsequently awarded asterisks may be added to a post-nominal within titles and correspondence to denote this, eg DSO*, DSO**.

Honour of Knighthood

1.22. An officer appointed to a class in an Order carrying the Honour of Knighthood (eg KCB, DCB, KBE or DBE) may use the title ‘Sir’ or ‘Dame’ immediately once the award is announced in the London Gazette and need not wait until they have been invested by The Sovereign.

Safe Custody, Loss and Replacement

1.23. When an Order, Decoration or Medal is lost, the owner is to report immediately the loss to the commanding officer and all available information is to be recorded. Where the loss is caused entirely by unavoidable circumstances arising out of the exigencies of the Service, replacement may be at public expense, but replacement of losses caused by the circumstances and accidents of private life will not be chargeable to the public. When replacement is at public expense, a certificate will be required that no compensation has been received or will be claimed from any other source, eg insurance.

1.24. Commanding Officers are to forward applications for replacement medals using the form at Annex C through the chain of command to the MOD Medal Office. The application is to be supported with all available information and is to record the commanding officer’s opinion as to whether the loss was accidental or the result of neglect. Where the loss has been the subject of a charge the result of a trial is to be forwarded with the application for replacement.

1.25. Current medal inscription policy is to engrave a medal with the recipient’s number, substantive rank, initials, name and Service or Regiment/Corps at the time of qualification for the medal. Any replacement for ‘loss’ or ‘theft’ will continue to reflect the details from the initial issue, but the medal is marked to indicate that it is a replacement with (R). For this reason, medals are not re-issued following a name change, for example, upon marriage, divorce or change of rank.

1.26. Attention is drawn to the desirability of advising individuals of insuring decorations and medals against loss not arising out of the exigencies of the Service.

1.27. If replacement is required of a decoration or medal bestowed by a Commonwealth or foreign government, international organisation or civil authority, application should be made to the issuing authority.

1.28. Personnel no longer serving may, after all reasonable steps to recover lost decorations or medals, may apply direct to the MOD Medal Office. These applications must be accompanied by proof of loss in the form of a Police Crime Report or an insurance claim. Replacements of this nature will be charged to the unit or individual. The decision for where this charge lies rests with the Head of the MOD Medal Office.

1.29. The Gender Recognition Act 2004 provides transsexual personnel with legal recognition in their 'acquired' gender following receipt of the 'date of declaration'. They acquire legal protection from having their former gender disclosed. Official numbers engraved on their original medal(s) may identify their previous gender, guidance on transsexual medal replacement and inscription policy is at Annex D to this Chapter.

Commendations

1.30. Public commendation in the London Gazette by order of The Sovereign (Mention-in-Despatches, Queen's Commendations for Bravery and for Bravery in the Air, or for Valuable Service) falls outside the system of 'Orders, Decorations and Medals' but is part of the State system of honours and awards. Emblems are worn but the awards do not carry any right to post-nominal letters.

1.31. Commendations promulgated inside the Armed Forces (eg 4*, 3*, Commanders etc) are not part of the state system but are also submitted on JPA S004 (see also Chapters 2, 3 and 4). They may be a suitable alternative to a state award but are not denoted by an emblem and no public record is maintained. However, details are to be entered on the recipient's JPA record of service in accordance with single-Service procedures.

1.32. Commendations may also be awarded to civilians who have demonstrated consistently high standards of efficiency and devotion to duty. Recommendations should be made on MOD Form 408. However, state honours for MOD civilians should be processed in accordance with DBS MOD Civilian Honours procedures.

Presentation of Honours and Awards, Decorations and Medals

1.33. In general, personnel granted Honours & Awards and decorations at Levels 1 – 3 (see Chapters 2, 3 and 4) will be presented with their award by The Sovereign or Her representative at an Investiture (see Chapter 7). The presentation of Level 4 awards; Queen's Commendations and Mention in Despatches, will be made under single Service arrangements (see Chapter 7).

1.34. Medals, eg campaign and/or operational service medals and other medals (see Chapter 8) and long service & efficiency awards (see Chapter 5), but also any other official medal(s), are to be presented under chain of command arrangements in an appropriate manner that reflects the prestige of the award and the significance of the recognition that medals represent.

1.35. Where appropriate, Commanding Officers of units or formations may wish to give consideration to arranging medal presentation events on a whole unit basis. Commanding Officers should not, however, overlook individual augmentees, including personnel who are returning to their original, pre-deployment employing unit or those who, post-deployment, may have recently joined a new unit before their medals arrive. If any official medal is received in a unit, arrangements should be made for it to be presented in a fitting and appropriate manner. "Fitting and appropriate" remains at individual Commanding Officers' discretion, but the significance of the occasion to the recipient should be borne in mind.

Presentation of Posthumous Honours & Awards, Decorations and Medals

1.36 Where a Service Person has pre deceased the award of a medal the presentation may be presented to the legal Next of Kin suitable in a manner commensurate with their eminence and the occasion where possible.

Annuity and Additional Pension for Holders of Gallantry Awards

1.37. JSP 764, Part 7 sets out the policy for annuities and additional pension payments for holders of gallantry awards.

Forfeiture of honours

1.38. It is possible to cancel an honour on the advice of the State Honours Forfeiture Committee² and with the approval of The Sovereign. The Committee considers forfeiture for holders of awards in the Orders of Chivalry (except those in the personal gift of The Sovereign) and for those appointed Knight Bachelor. It does not deal with other military medals. Gallantry awards may not be forfeited. Single Service Medal Boards may order forfeiture of some or all other military medals (see Chapter 9).

Annexes:

- A. List of Awards Available to the Armed Forces.
- B. Notes on Completion of Form JPA S004 - Recommendations for Honours and Awards.
- C. Application Form JPA S001 - Replacement of Lost, Stolen or Missing Medals.
- D. Medal Replacement and Inscription Policy for Transsexuals.

² This is a subset of the HD Committee, with membership as appropriate.

Awards Available to the Armed Forces

1A .01. Armed Forces Operational Gallantry Awards

Serial	Short Title (Authorised Post-Nominals)	Open To	Repeat Awards Available	Available Posthumously	Level and Conditions of Award	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Victoria Cross (VC)	All Ranks	Yes – Bars	Yes	<u>Level 1:</u> “for most conspicuous bravery, or some daring or pre-eminent act of valour or self-sacrifice, or extreme devotion to duty in the presence of the enemy”	Initiating officers who forward JPA S004s proposing Level 1 awards must provide at least two independent witness statements to support each recommendation. These should be written by those closest to the incident(s) and may be submitted in manuscript. Ideally one should be written by a junior officer / senior non-commissioned rank.
2	Distinguished Service Order (DSO)	All Ranks	Yes – Bars	No	<u>Level 2:</u> “for distinguished services during active operations against the enemy”	For Command and Leadership during operations.
3	Conspicuous Gallantry Cross (CGC)	All Ranks	Yes – Bars	Yes	<u>Level 2:</u> “in recognition of an act or acts of conspicuous gallantry during active operations against the enemy”	
4	Distinguished Service Cross (DSC)				<u>Level 3:</u> “for exemplary gallantry during active operations against the enemy” with	

5	Military Cross (MC)	All Ranks	Yes – Bars	Yes	the appropriate qualification ‘at sea’ (DSC), ‘on land’ (MC) or ‘while flying’ (DFC).	
6	Distinguished Flying Cross (DFC)					
7	Mention in Despatches	All Ranks	Yes	Yes	<u>Level 4:</u> There are no codified conditions of award but since September 1993 the Mention in Despatches has been restricted to gallantry during active operations	Repeat awards are made by including the recipient’s name in a second, or subsequent, despatch. There is no provision for 2 Mentions in the same theatre despatch. See Chapter 12.

1A.02. **Armed Forces Non-Operational Gallantry Awards.** These awards are available for inclusion in Operational Lists when appropriate

Serial	Short Title (Authorised Post-Nominals)	Open To	Repeat Awards Available	Available Posthumously	Level and Conditions of Award	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)
8	Air Force Cross (AFC)	All Ranks	Yes – Bars	Yes	<u>Level 3:</u> “for exemplary gallantry while flying but not on active operations against the enemy”.	May include flying, parachuting or when part of a Search and Rescue crew, but is not limited to these.

1A.03. **Civilian Non-Operational Gallantry Awards.** These awards are available for inclusion in Operational Lists when appropriate.

Serial	Short Title (Authorised Post-Nominals)	Open To	Repeat Awards Available	Available Posthumously	Level and Conditions of Award	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)
9	George Cross (GC)	All Ranks	Yes – Bars	Yes	<u>Level 1:</u> “for acts of the greatest heroism or of the most conspicuous courage in circumstances of extreme danger”	Initiating officers who forward JPA S004s proposing Level 1 awards must provide at least two independent witness statements to support each recommendation. These should be written by those closest to the incident(s) and may be submitted in manuscript.
10	George Medal (GM)	All Ranks	Yes – Bars	Yes	<u>Level 2:</u> “for acts of conspicuous bravery”	
11	Queen’s Gallantry Medal (QGM)	All Ranks	Yes – Bars	Yes	<u>Level 3:</u> “for acts of exemplary bravery”	
12	Queen’s Commendation for Bravery	All Ranks	Yes	Yes	<u>Level 4:</u> “for acts of bravery”	See also Chapter 12.
13	Queen’s Commendation for Bravery in the Air					

1A.04. **Armed Forces Awards for Meritorious Service.**

Serial	Short Title (Authorised Post-Nominals)	Open To	Repeat Awards Available	Available Posthumously	Level and Conditions of Award	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)
14	Order of the Bath [Military Division] (GCB, KCB/DCB, CB)	See Annex A to Chapter 4	By promotion within the Order	No	No conditions of appointment are included in the Statutes.	a. 'Additional' appointments are not normally available in an operational scale. b. Available in Operational Lists or Half-yearly Lists.
15	Order of the British Empire [Military Division] (GBE, KBE/DBE, CBE, OBE, MBE)	See Annex A to Chapter 4	By promotion within the Order	No	No conditions of appointment are included in the Statutes.	a. 'Additional' appointments maybe available in an operational scale. b. Available in Operational Lists or Half-yearly Lists.
16	Royal Red Cross 1 st Class [Member] (RRC) 2 nd Class [Associate] (ARRC)	Nursing Services only	a. ARRC promoted to RRC. b. RRC – Bar.	No	<u>Level 3 (approximately):</u> a. RRC – “for exceptional devotion and competency in the performance of actual nursing duties.....over a continuous and long period.....”. b. ARRC – “for special devotion etc.....”.	a. Not for medical services carrying out nursing duties. b. RRC normally OF 4; ARRC normally OF 3 and below. c. Although the Royal Warrant still includes provision for award for acts of gallantry, it is not intended that this provision will be used. Level 3 gallantry awards would be more appropriate. d. Annual allocation is regulated outside of the Quinquennial Review. e. Available in Operational Lists or Half-yearly Lists.

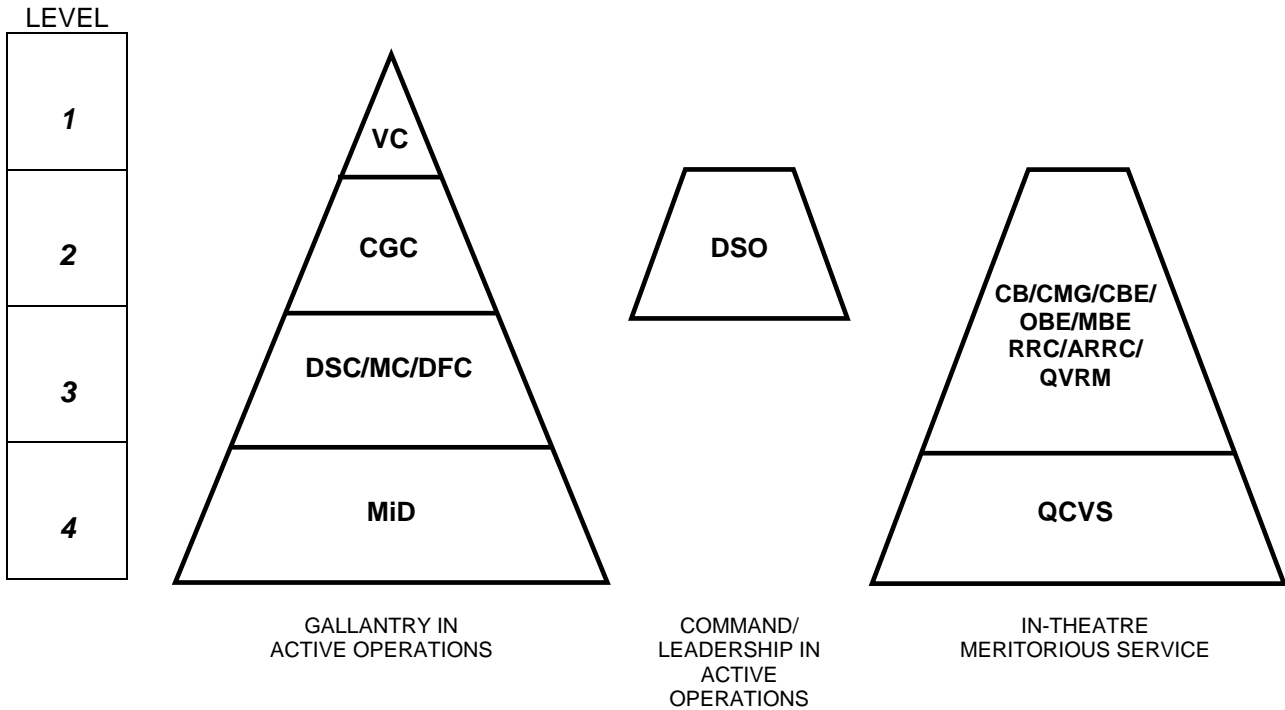
17	Queen's Volunteer Reserve Medal (QVRM)	All Ranks	No	No	<u>Level 3 (approximately):</u> For members of any rank of the Volunteer Reserve Forces, for devotion to duty and exemplary service over a period usually of at least 10 yrs that has been of particular value and an outstanding example to others.	<ul style="list-style-type: none"> a. Not available to Regular or Non-Regular Permanent Staff or to officers/adult instructors of the Cadet Forces. b. 10 years service in the Volunteer Reserves is usually required. c. Annual allocation of 13 is fixed and outside Quinquennial Review. d. Not available in Operational Lists.
18	Queen's Commendation for Valuable Service	All Ranks	Yes	Yes	<u>Level 4:</u> There are no codified conditions of award	<ul style="list-style-type: none"> a. Available only in Operational Lists. b. Repeat awards are made by including the recipients name in a second, or subsequent, Operational Awards List. There is no provision for 2 awards in the same List. See also Chapter 12.

A Summary of State Awards available to the Armed Forces for Gallantry and Meritorious Service

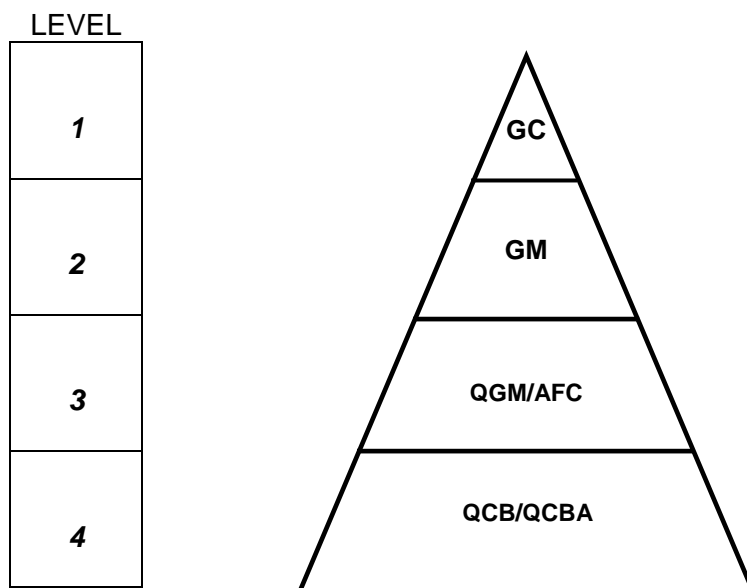
Operational Gallantry		Level	Post-nominals
1	VICTORIA CROSS For gallantry of the highest order during active operations.	1	VC
2	DISTINGUISHED SERVICE ORDER For highly successful command and leadership during active operations.	2	DSO
3	CONSPICUOUS GALLANTRY CROSS For conspicuous gallantry during active operations.	2	CGC
4	a DISTINGUISHED SERVICE CROSS For exemplary gallantry during active operations at sea.	3	DSC
	b MILITARY CROSS For exemplary gallantry during active operations on land.	3	MC
	c DISTINGUISHED FLYING CROSS For exemplary gallantry during active operations in the air.	3	DFC
5	MENTION IN DESPACHES For an act (or acts) of bravery during active operations.	4	None
Non-Operational Gallantry or Gallantry not in the presence of an Enemy		Level	Post-nominals
6	GEORGE CROSS For gallantry of the highest order not in the presence of an enemy.	1	GC
7	GEORGE MEDAL For conspicuous gallantry not in the presence of an enemy.	2	GM

8	QUEEN'S GALLANTRY MEDAL For an act (or acts) of bravery not in the presence of an enemy.	3	QGM
9	QUEEN'S COMMENDATION FOR BRAVERY	4	None
10	AIR FORCE CROSS For exemplary gallantry while flying – not in the presence of an enemy.	3	AFC
11	QUEEN'S COMMENDATION FOR BRAVERY IN THE AIR For an act (or acts) of bravery while flying – not in the presence of an enemy.	4	None
Meritorious Service Awards		Level	Post-nominals
12	APPOINTMENT AS COMMANDER, OFFICER OR MEMBER OF THE ORDER OF THE BRITISH EMPIRE For meritorious service in an operational theatre (also awarded for meritorious service outside operational theatres in the Half-Yearly Lists).	Rank related	CBE OBE MBE
13	ROYAL RED CROSS Available to the Nursing Services only for meritorious service.	N/A	RRC ARRC
14	QUEEN'S VOLUNTEER RESERVES MEDAL For meritorious service in the Reserves.	Level 2/3	QVRM
15	QUEEN'S COMMENDATION FOR VALUABLE SERVICE For meritorious service in an operational theatre.	Level 4	None

Operational Awards



Civilian or Non-Operational Gallantry Awards and the Air Force Cross: [May be awarded In-Theatre]



Notes on Completion of Form JPA S004

1B.01. Great care is to be taken to ensure that all particulars on Form JPA S004 are completed and correct. A specimen Form JPA S004 is shown at Appendix 1 to this Annex.

1B.02. Accuracy is essential when completing JPA S004. Any discrepancies will result in delay in processing the recommendation and may lead to it being rejected. In particular, care must be taken to ensure:

- a. Recording and spelling of all names including second and subsequent forenames.
- b. Authorised post-nominal letters of awards currently held.
- c. The 'Regular/Reserve Service' box is to show whether the individual is a member of the Regular Forces, Reserves, or Cadet Forces.
- d. Service numbers.
- e. Full details of rank (substantive, temporary, acting or local).
- f. Date of retirement/expiry of engagement.
- g. Parent ship, regiment, corps³ or branch as appropriate to Service.
- h. The initiating officer⁴ is to show his/her appointment, unit title and date of recommendation.
- i. The initiating officer is personally responsible for ensuring the accuracy of the content of the recommendations they have initiated/signed.
- j. Superior commanders are to countersign JPA S004 and, where possible, provide an indication of the relative merit of the submission. There should be a direct correlation between this and the strength of the recommendation on the box marking. The value of these comments to honours committees cannot be overstated.
- k. The personal signature of the initiating and recommending officers are necessary on Form JPA S004 and must not pre-date the period covered by the recommendation.

1B.03. Recommendations should be concise, written in the third person in plain English and typewritten in Arial 11 point. They should contain a description of the actions of the individual recommended, the effect of his/her conduct on those around him/her, and the outcome of operations, but should not specify the award which is recommended except on the front page. Only in very exceptional circumstances should the space on the form be exceeded. A margin of not less than 10 mm must be left on each side of the sheet.

³ Former regiments or corps in the case of Army Colonels and above.

⁴ In Front Line Commands, normally the commanding officer.

1B.04. One original back-to-back completed JPA S004 is to be treated as the master copy and is retained, eventually for the National Archives. And therefore the use of good quality paper is recommended.

Appendix:

1. Form JPA S004 Recommendation for Honours and Awards – Aide Memoire.

Appendix 1 to Annex B to Chapter 1 of JSP 761

Recommendation and Awards

No. For MOD use only

Part A – Details of Nominee

Select from List Year

* Service Number * Surname

* Forenames * Date of Birth (DD/MM/YY) * Regular / Reserve Service

* Substantive Rank / Rating * Present Rank (if different from substantive rank) * Retirement Date/Expiry of Engagement (DD/MM/YY)

* Seniority Date (DD/MM/YY) * Branch (RN), Parent Regt (Army), Branch / Trade (RAF) * Ship / Unit

* Appointment / Employment * Award Recommended

* Previous Awards

PART B – Recommendations and Comments of Superior Commanders

The recommendation should at least be supported by the Initiating Officer's immediate superior and who is of 2-Star rank or above.

1 Select from List 2 Select from List

Name Appointment Date Rank Sig Place

3 Select from List 4 Select from List

Name Appointment Date Rank Sig Place

PART C – MOD use only

Award Recommended by AFOAC or RN/Army/RAF Honours Committee Award Recommended by MOD Honours Committee (MODSHC) (where applicable) Award Recommended by HD/GC(M)

Date (DD/MM/YY) Date (DD/MM/YY) Date

Award approved by The Queen London Ga

Insert all forenames.

Only insert recognised post nominal – see JSP 761, Chapter 12 Annex B.

Leave blank.

Select appropriate list from dropdown menu.

Select appropriate year from dropdown menu.

Surname only – no post nominal.

Select Regular or Reserve from dropdown menu.

Is the individual in time? They need to be serving when the previous list is published.

Insert the award being recommended. Do not refer to the level of award in the text of the citation on page 2.

Select the appropriate recommendation from the dropdown menu. Ensure the choice complements the comments below. Do not use Very Strongly Recommended as a default and be realistic.

For Army, insert Regiment or Corps only. For RN, insert Branch or specialisation. Use abbreviated title.

In making his/her comments and to assist the Board, the 2*, 3* or 4* ie HLB must prioritise and put citation in context. If using manuscript input, ensure comments and appointment are legible to all.

Citation must be supported by 3* officer or above. Not all boxes have to be completed but they must be used in strict order 1 to 4 – do not leave gaps. A minimum of one box must be left clear for TLB to comment.

In accordance with the Data Protection Act 1998, the Ministry of Defence will collect, use, protect and retain the information on this form in connection with all matters relating to personnel administration and policy

JSP Form JPA S004 Revised

PART D - Recommendation

The length of the Recommendation must not exceed the space provided except in the case of a VC / GC recommendation

Rating / Rank / Name

Place

Date of action or period covered

How Employed

Recommendation should be concise, written in the third person in plain English, and in Arial 11 point. Do not specify level of award in the text of the recommendation.

Ensure that the dates/period covered are inserted. This can, if the individual is still in post, include a specific start date to the date of signature eg "12 Jun 13 to date"

- Drafter 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.
 - Place particular emphasis, in a vivid and comprehensive manner, as to why the individual stands out from his/her peers and is thus especially worthy of an award.
 - Neither 'mere loyalty' nor a straight and unsupported statement that an individual has done exceptionally well in an appointment or task is enough, the citation must supply detail of the 'how' and, if appropriate the 'why' the service has been 'exceptional'.
 - For ease of reading, it should be broken down into a number of paragraphs. Do not be tempted to adjust pitch or font.
 - Ensure that all spelling and grammar is correct. Do not trust MS Word spell and grammar checkers. Only use 'English UK' spell check – not 'English US'.
 - Further guidance may also be found in JSP 761 - Annex B to Chapter 1 and Appendix 1 to Annex A to Chapter 4.
- Do not refer to the level of award being recommended – that is what the box on page 1 is for.**

The attention of Initiating Officers is drawn to this statement.

I confirm that the content of this recommendation is a true representation of the facts.

Name and Designation of Initiating Officer:

Name	<input type="text"/>	Rank	<input type="text"/>
Appointment	<input type="text"/>	Signature	<input type="text"/>
Unit	<input type="text"/>	Date	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (DD/MM/YY)

The Initiating Officer **must** be senior to the subject.

**Annex C to
Chapter 1 of
JSP 761**

Joint Service Application Form for the Replacement of Lost, Stolen or Missing Medals (RN, RM, Army, RAF – Regular and Reserve Forces)

In accordance with the Data Protection Act 1998, the Ministry of Defence will collect, use, protect and retain the information on the form in connection with all matters relating to personnel administration and policy

**JS Form
JPA S001**
(revised 09/14)

Part 1: Applicant Details. Medal (s) will be dispatched to this Unit

Service <input type="text"/>	Service Number <input type="text"/>	Rank <input type="text"/>
---------------------------------	--	------------------------------

Name and Initials <input type="text"/>	Current Unit Name <input type="text"/>
---	---

Current Unit Address

Medals Lost

Title of Medal or Insignia	Name of Clasps	Details as Engraved on Medal

Part 2: Statement by Applicant

I solemnly declare that the above listed medal (s) were lost in the under mentioned circumstances and that the following steps were undertaken to effect recovery:

Signed (Applicant) <input type="text"/>	Date <input type="text"/>
--	------------------------------

Part 3: Statement of Commanding Officer

Opinion of the Commanding Officer as to whether the loss was caused: (complete one box with the relevant details)

a. entirely by circumstances arising out of the exigencies of the Service and beyond the control of the service person, including untraceable medals lost in the postal system (cost of replacement will be met by the MOD)

b. by accident or neglect

Name of Commanding Officer

Rank

Appointment

Unit Name (if different from current of application)

Unit Contact Name

I am satisfied that all appropriate steps have been undertaken to effect recovery, including instigating a Police investigation where necessary

Signed (Commanding Officer)

Date

1. This form is to be used for the application, assessment and subsequent issue to entitled personnel for replacement medals. Part 1, 2 and 3 are all to be completed in full.
2. Applications are to be made in accordance with the criteria promulgated in JSP 761.
3. Attention is drawn to the appropriate Queen's Regulations: RN QRs Chap 74 para J.7418, Army QRs para J5.403-11, RAF QRs Chap 7 Para J257.
4. **Completed form should be sent with an additional relevant information, such as a copy of a Police Crime Report, securely attached to: MOD Medal Office, Innsworth House, Imjin Barracks Gloucester, GL3 1HW**

Medal Replacement and Inscription Policy for Transsexuals

1D.01. The current medal inscription policy is to engrave a medal with the recipient's number, substantive rank, initials, name and Service or Regiment/Corps at the time of qualification for the medal. In the event of medals being 'lost' or 'stolen' individuals can apply for a replacement set of medals. These will continue to reflect the details from the initial issue, but the medal is marked with an additional (R) to indicate that it is a replacement. For this reason, medals are not re-issued following a name change, for example, upon marriage, divorce or change of rank.

1D.02. The Gender Recognition Act 2004 provides transsexual personnel with specific legal recognition in their 'acquired' gender following receipt of the 'date of declaration'. This includes legal protection from having their former gender disclosed. The following sections describe how this legal protection affects both former and currently serving personnel who elect to invoke this protection.

Serving Personnel

1D.03. If a serving member of the Armed Forces has been given a 'date of declaration' of their 'acquired' gender and wishes to have their medals re-issued with their revised details, the individual should apply in writing to the MOD Medal Office as follows:

- a. The letter should be marked 'Personal for the Officer in Charge MOD Medal Office'.
- b. All original medals the individual wishes to be re-issued should be enclosed.
- c. Proof of their 'date of declaration' together with details of their new surname, initials and service number should be enclosed.

1D.04. The MOD Medal Office will treat the request in confidence and will re-issue replacement medals with the updated name, initials and service number. However, medals will retain the rate/rank that the individual held at the time the medal was originally awarded⁵. Medals issued under these circumstances are considered re-issue rather than replacement and as such will not be marked with the letter (R) and may be provided at public expense.

1D.05. If it is not possible to provide the original medals then individuals are required to make an assertion to the effect that the original medal(s) is/are no longer available. As the original medal(s) cannot be assumed to have been destroyed or to be unrecoverable the MOD Medal Office will treat the application as a request for replacement medals that are 'lost' or 'stolen'. Replacement medal(s) will include details

⁵ Unless formerly serving in acting rank, in which case, the higher acting rank will be used.

of the new surname, initials and service number but will be marked with the letter (R) and be provided at the applicant's private expense.

Veterans

1D.06. If applications are received from veterans seeking to have their medals replaced following gender reassignment having left the Armed Forces, the same policy applies as for active service personnel, recognising that if the contemporary service number was gender-specific, the MOD Medal Office may wish to offer a new medal without including a service number. Such instances will be considered by the MOD Medal Office on a case-by-case basis.

1D.07. Assertions that the original medal(s) is/are no longer available to be returned to the MOD Medal Office should be investigated in accordance with current Departmental policy to determine whether a replacement may be issued, and whether this should be at public or private expense. Medals issued in these circumstances will be marked as 'Replacement'.

2 Operational Awards

Awards Available

2.01. Awards are available in four Levels as shown below. Further details are at Annex A to Chapter 1.

LEVEL	ARMED FORCES GALLANTRY	NON-OPERATIONAL or 'CIVILIAN' GALLANTRY	MERITORIOUS SERVICE
1	VC	GC	
2	CGC	GM	CBE, OBE, MBE, RRC, ARRC
3	DSC, MC, DFC	QGM, AFC	
4	MiD	QCB, QCBA	QCVS

Notes:

1. Additionally the DSO is awarded for leadership in operations and is regarded as a Level 2 award.
2. Gallant acts connected with Counter-Improvised Explosive Device (C-IED) work can be recognised by operational or non-operational awards depending on their circumstances. Initiating Officers are to be scrupulous in checking the detail of whether the act(s) described in the recommendation were conducted in the face of the enemy or not.

Operational Scales

2.02. The scale of awards for gallantry and for meritorious service in an operational area or a campaign, or part thereof, is based on a recommendation from the force commander to the Chiefs of Staff which, if approved, is authorised by The Sovereign following a submission by the Ministry of Defence to the HD Committee. This scale, known as the Operational Scale, will vary according to the circumstances of the operation and be based on the average strength of the force employed over a given period. Operational Scales allow for additional appointments to Orders. Membership is 'additional' rather than 'ordinary', although practically both are the same.

2.03. For major operations, scales of awards or quotas are set but may change during its life depending on the periodic risk and rigour statement produced by the in-theatre commander. There is one scale for Levels 1-3 and another for Level 4 awards. Awards are not rationed by unit – the strength of respective recommendations, and the level of support they attract through the process, count for everything.

2.04. Awards within Operational Scales are of three kinds, all of which count against the scale:

- a. **Periodic.** Recommendations within the scale are submitted after the end of the set period(s) laid down in the scale, as directed by the Armed Forces Operational Awards Committee (AFOAC).
- b. **Intermediate.** A recommendation for an act of gallantry that deserves early recognition may be submitted before the end of the set period.
- c. **Immediate.** These awards may be approved in the field by a commander only when he/she has received a special delegation of authority from The Sovereign.

Procedure for Recommendations

2.05. **Periodic Awards.** Recommendations are to be forwarded to the Secretary, AFOAC by the commander who has received the authority for the operational scale after the end of the set period(s) laid down in the scale. In the main, though restrictions may be imposed, any state award appropriate to the rank and status of the individual may be recommended. Periodic lists of awards may therefore include recommendations both for gallantry and for meritorious service. When submitting a periodic list the commander is to:

- a. Place the recommendations in an order of priority for each grade of award.
- b. Record the average strength of all ranks in the area upon which the quota of awards available has been calculated and provide an operational summary.
- c. State the number of immediate awards and the number of recommendations for intermediate awards that have already been submitted during the period.
- d. Citations dealing with a single incident, series of events or locations should be grouped together to assist the AFOAC in its assessment of the role of each individual.
- e. Submit only recommendations that are fully justified, even if the scale is under-used.
- f. Initiating officers who forward JPA S004s proposing Level 1 awards must provide at least two independent witness statements to support each recommendation. These should be written by those closest to the incident(s) and may be submitted in manuscript. Ideally one should be written by a junior officer / senior non-commissioned rank.

2.06. **Intermediate Awards.** A recommendation for an act of gallantry that deserves early recognition may be submitted in advance of the end of the period. These recommendations are dealt with in the same way as periodic awards except that they are forwarded to AFOAC with appropriate justification for their intermediate status before the end of the set period laid down in the scale.

2.07. **Immediate Awards.** In the event that immediate awards are approved for a future operation, special instructions will be issued.

2.08. **Medallic Recognition (UK Honours and Awards).** The grant of a British Honour, Decoration or Medal of the status of a Mention in Despatches or a Queen's Commendation or above, for service on operation within the medal earning theatre during

the qualifying period, not amounting to that stated above, will also qualify the recipient for the appropriate service medal.

Posthumous Awards

2.09. A posthumous award is given for an act of gallantry in an action in which the individual is killed, or following which he or she dies, from any cause, before The Sovereign's formal approval has been given to the award proposed. If the recipient dies after an award has been approved by The Sovereign, but before it is 'Gazetted', the award is not posthumous and the Gazette entry should show 'since killed in action', 'since died of wounds' or 'since deceased'. When possible the Next of Kin should be made aware of the circumstances resulting in the recommendation for a posthumous award.

2.10. All Armed Forces and 'Civilian' gallantry awards and Level 4 State commendations may be awarded posthumously. However, there is no provision for posthumous appointments to Orders, including the DSO.

Missing Personnel, Prisoners of War and Personnel who Escape or Evade Capture

2.11. The fact that personnel are missing or are known to be Prisoners of War (PW) must be added to 'Personal Details' on the front of JPA S004, together with the date. Recommendations on behalf of missing personnel or known PW may be made but the AFOAC will decide whether they will be staffed as part of an ongoing list or whether they will be retained in the Missing or PW Pools for consideration at the end of hostilities, or when the individual rejoins his/her unit. It is most important that the AFOAC, who will make frequent checks of these pools, are kept up-to-date on the status of individuals who have been recommended and reports 'now known to have been killed in action on .././..', 'now known to be PW wef .././..', etc must be forwarded to the Secretary.

2.12. Recommendations for escaping or for evading capture, based on debriefing interrogations may be made, as well as recommendations recognising 'conduct while PW'. The AFOAC will decide when these recommendations will be considered. Delay is to be expected, possibly until after the end of hostilities, and special care will be taken on security grounds with the content and timing of the announcement of awards that are approved.

Awards to UK Civilians

2.13. UK based civilians, who are deployed in an operational theatre, are eligible to receive recognition for gallantry or meritorious service on operational lists. Recommendations are to be staffed up through the operational chain of command. If recommendations for any grade of the Order of the British Empire are endorsed by the AFOAC they will then be staffed to MOD Civilian Honours for consideration in the next half-yearly List.

Publications of Awards

2.14. Operational awards will be formally promulgated in the London Gazette in the substantive rank held at the time of the specific act of gallantry or meritorious service. Recognising that some recipients of operational awards may have been promoted after the date of conducting the act of gallantry or meritorious service and before formal

publication, all congratulatory correspondence will be addressed to the individual's actual/acting rank.

3 Non-Operational or ‘Civilian’ Gallantry Awards

Awards Available

3.01. A recommendation for an award for an act of gallantry ‘not in active operations against the enemy’ is to be forwarded through the normal channels to Secretary AFOAC as soon as possible after the performance of the deed. Such acts might include but are not restricted to rescues in hazardous circumstances, fire-fighting, explosive device disposal etc.

3.02. The following awards may be granted for gallantry other than in active operations against the enemy (See also Annex A to Chapter 1 “Conditions of award”):

- Level 1 - George Cross (GC).
- Level 2 - George Medal (GM).
- Level 3 - Queen’s Gallantry Medal (QGM) and Air Force Cross (AFC).
- Level 4 - Queen’s Commendation for Bravery (QCB) and Queen’s Commendation for Bravery in the Air (QCBA).

3.03. The following conditions are applicable to all non-operational gallantry awards:

- a. Levels 1 – 4 are available to all, regardless of rank or service.
- b. Levels 1 – 4 may be awarded posthumously.
- c. A bar or bars may be awarded at Levels 1 - 3. The QCB and QCBA may both be awarded more than once. There is no provision for 2 awards to be made in the period covered by one Operational Awards List. See also Chapter 12.
- d. Levels 2, 3 and 4 awards may be given to members of foreign armed forces.
- e. All awards except the AFC are available to civilians.
- f. Recipients of gallantry awards other than the QCB and QCBA are entitled to use the appropriate post-nominal letters (GC, GM, QGM, AFC).

3.04. The absence of an operational scale does not debar a commander from making recommendations for gallantry awards at any time. However, the circumstances may affect the type of award that is available. For example, for gallantry in the face of armed bandits and in similar circumstances in operations against individuals or groups who are not enemies of the Realm, non-operational gallantry awards may be more appropriate than Armed Forces operational awards.

3.05. The citation should include all the circumstances that enable the degree of gallantry to be assessed. For example, the following factors are of value when assessing a rescue from drowning:

- a. Were there other people available to help? If so, how many, and in what manner did they assist?
- b. Did the drowning person struggle?
- c. Did the rescuer use a lifeline?
- d. Could either the rescuer or the drowning person swim? If so, what was their degree of proficiency?
- e. Was it day-time or night-time?
- f. What were the weather conditions?
- g. What was the wind force, tide, size of waves, type of coast, strength and direction of current?

3.06. Acts of gallantry that are not considered worthy of a recommendation for a QCB or QCBA may be recognised by a Commendation in accordance with Chapter 1. Such commendations are to be recorded in JPA. Similarly, a Royal Humane Society award might be considered – see paragraph 0308 below.

3.07. Recommendations for non-operational gallantry awards are staffed within the MOD. Thereafter the recommendations are considered by the George Cross (Military) Committee. All recommendations finally selected are submitted to The Sovereign for approval.

Non State Life Saving Medals and Awards

3.08. Medals for Saving Life fall into two categories: those awarded by the Sovereign (official awards) and those awarded by National organisations, Orders, and individuals. The Royal Humane Society, Royal National Lifeboat Institution and Order of St John have a variety of Life saving awards and consider applications for awards as follows:

- a. To personnel who have taken part in rescues or attempted rescues from drowning or asphyxia (including the use of artificial respiration), from dangerous cliffs or other heights and also analogous cases of gallantry displayed in the aeronautical field, eg, in connection with aircraft crashes. Occurrences solely involving Service personnel may be reported, as well as those that involve Service personnel and civilians.
- b. Cases of gallantry where a recommendation for a State award at Level 3 or above has not been made or, if made, has been unsuccessful, may be referred using JPA S004 to the Secretary, Royal Humane Society. UK based units should make recommendations for Royal Humane Society awards through the single Service chain of command (Navy Command HQ, Army HQ, HQ Air Command), and for civilian's through their TLB (eg HO&CS, JFC, DE&S etc) to MS Hons within 2 months of the date of occurrence; units overseas within 18 months. The Society may waive the time limit for applications for units in the UK where an initial recommendation for a State award has been unsuccessful. Where a Service person has been involved in a civilian incident together with the emergency services, care

should be taken that any recommendations for Service personnel are coordinated by the civilian service controlling the incident (usually the police).

c. 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 will not be considered by the Royal Humane Society.

4 Awards in the Half-Yearly Honours Lists

Introduction

4.01. State Honours lists are published twice a year at New Year (end of December) and on The Sovereign's Official Birthday (the middle of June). Three separate lists comprise each half-yearly list:

- a. The Prime Minister's List – for civilians in the UK,
- b. The Diplomatic Service and Overseas List – for members of the Diplomatic Service and for those UK citizens working in the country's interests abroad, and
- c. The Defence Services List – for members of the Armed Forces.

Orders of The Bath and The British Empire

4.02. The awards in each list are made in several Orders. They are summarised at Annex A to Chapter 1. There is a limit on the number of awards in each class of the Military Divisions of the Orders that are available to the Armed Forces in individual years. This is published in the Quinquennial review of honours issued by Defence Services Secretary.

- a. The Order of the Bath, limited to Knight/Dame Grand Cross (GCB), Knight/Dame Commander (KCB/DCB) and Companion (CB), is available to senior military officers.
- b. The Order of the British Empire is the main Order for awards and the one in which most military appointments are made. There are five levels: Knight/Dame Grand Cross (GBE), Knight/Dame Commander (KBE/DBE), Commander (CBE), Officer (OBE) and Member (MBE).

The Royal Red Cross

4.03. Recommendations for awards of the Royal Red Cross (RRC) and Associate Royal Red Cross (ARRC) may be made through the normal chain of command using JPA S004. However, the staffing process should always include at least the single Service Director of Medical Services and, ideally, will also include comment from a senior nursing authority. All RRC/ARRC recommendations should then rejoin the main group of state award nominations for endorsement at sS Command HQ/TLB Holder level before being forwarded in accordance with single Service procedures, as detailed at Annexes B-D to Chapter 4.

The Queen's Volunteer Reserves Medal

4.04. The Queen's Volunteer Reserves Medal (QVRM) is awarded for exemplary personal performance over an extended period of service in the Reserve Forces.

4.05. Recommendations for award of the Medal are to be submitted for the half-Yearly Honours Lists on form JPA S004. A total of 13 awards are available annually.

4.06. It will be usual that members of the Volunteer Reserve Forces shall have completed 10 years' efficient service before being recommended for award of the Medal. Only in exceptional circumstances shall recommendations be considered for those with less than 10 years' service.

4.07. To be eligible for recommendation for the Medal, members of the Volunteer Reserves must be serving on a commission or engagement under which they are liable to part-time training, are required to have a CO's certificate of efficiency and undertake a voluntary, enforceable obligation to call-out and embodiment. Full Time Reserve Service (FTRS) and Cadet Force members are not eligible to be considered for the QVRM.

4.08. Recommendations for awards of the QVRM should be considered for men and women of any rank in the volunteer reserves of all 3 Services in recognition of outstanding service.

Basis of Recognition of an Honour

4.09. Awards are given by The Sovereign on the advice of the Secretary of State for Defence. Honours are intended to recognise exceptional achievement and/or service. Nominees should be individuals whose specific achievement or contribution goes further than is normally expected and clearly marks them out from their peers. Candidates are selected from the nominations put forward on the basis of achievement, for merit and excellence, or for exemplary service.

4.10. The services that are made the subject of a recommendation in the Honours Lists need not be based entirely on long and good service but should reveal outstanding services during the fairly recent past. Due weight may, however, be given to an individual's earlier services, and mention made of them in the recommendation which will be based on special services of high merit such as the discharge of duties additional or superior to those normally pertaining to the individual's rank and employment. They may also include significant charitable support in the community and noteworthy sporting achievements. They may also be based upon the performance of ordinary duties performed in difficult conditions or with such exceptional loyalty and devotion that an individual has become an inspiration and an example to his/her comrades as follows:

- a. The emphasis should be on describing what an individual has done to make a real difference, rather than for long and devoted service whilst simply doing his or her job.
- b. Where an individual is being nominated for a second award⁶, the recommendation should focus on what has been achieved since the original award was made.

⁶ Less valedictory citations, where there should be a minimum of 18 months, routinely there should normally be a minimum of 5 years reckonable service between recommendations for promotions within an order and / or elevation to a higher order, unless they are on different lists (Operational Awards List or Half-Yearly List). Promotions within an order may be possible within 2 years in exceptional circumstances.

4.11. Whilst acknowledging that recommendations should always be submitted on merit, single Services should aim to ensure that they achieve, where appropriate, recognition for as broad a cross-section of the military population as possible, across the rank ranges, for regulars and reservists and for both genders:

- a. To be eligible for an award in a Half-Yearly Honours List, an individual must be serving on or after the date of promulgation of the previous Half-Yearly List.
- b. Awards of Orders in the Half-Yearly Honours Lists may only be made to living persons. Recommending officers must immediately notify the death of an individual who has been recommended through their Honours and Awards 'recommendation chain'.
- c. There should be a minimum of 5 years between nominations for awards in Orders.
- d. Recommendations for acts of gallantry should not be submitted for consideration for the Half-Yearly Honours Lists but should be submitted in accordance with Chapter 3.
- e. The Honours and Awards authorities are to be notified immediately if, between the submission of a nomination and the presentation of the award, a candidate comes to adverse notice in such a way that casts doubt on their suitability to receive the award.

Awards Appropriate to Ranks

4.12. Awards that may be recommended for the various ranks are at Annex A to this Chapter.

4.13. An individual should be recommended for an award appropriate to the rank (temporary, substantive or acting, but NOT local) in which he or she gave the services described in the recommendation. Where there has been a change of rank, in either direction, this should be made clear. Recommendations are not to be made for alternative awards (eg "for CB or, failing that, for CBE"). Nor should the level of award being recommended be mentioned in the text of the citation.

Procedures for the Submission of Recommendations

4.14. Recommendations must be completed in accordance with Annex A to Chapter 1 and submitted in accordance with Annexes B - D to this Chapter. Completed recommendations on JPA S004 are to reach Service Secretaries' Honours desks through the appropriate reporting chain by the following dates annually:

- a. Third Monday in November - for The Queen's Birthday Honours List.
- b. Second Monday in June - for The New Year Honours List.

4.15. A nominal roll is to accompany recommendations. This roll is to show number, rank, name, decorations and regiment, corps or branch of each individual and indicate the recommending officer's order of priority for selection, if applicable.

4.16. Whilst selection committees will consider the priorities set out by recommending officers when making the final selections, it may not always be possible to adhere rigidly to these priorities, as the ultimate allocation of awards must be made on a pan-Service basis by each Service.

4.17. The names of individuals selected to receive awards are referred to the Secretary of State for Defence who, if he concurs, submits them through the Prime Minister to The Sovereign for approval. Individuals are to be notified of their awards as detailed in Chapter 6.

Royal Fleet Auxiliary Personnel

4.18. Civilian seafarers who comprise the crews of Royal Fleet Auxiliary vessels are eligible for awards in the Civil Division of Orders. Awards will, however, be granted from the Naval Service's Military Division allocation, and 'converted' at point of announcement, to Civil Division awards. Recommendations are to be submitted through the Naval Service chain of command, identical with Royal Navy and Royal Marine recommendations, in accordance with the instructions in the preceding paragraphs in this Chapter, using form JPA S004.

Retired Personnel

4.19. Retired service personnel, employed under FTRS engagement, are eligible for awards in the Armed Forces Half-Yearly Honours Lists. Recommendations, when appropriate, are to be submitted in accordance with the procedures above. All other retired officers, including Military Support Function (MSF), are eligible only for awards in the Civil Division of an Order. Their recommendations are to be handled in accordance with the procedures set out in the DBS guidance.

Cadet Forces

4.20. Commissioned Officers of the Cadet Forces (Sea Cadet Corps, Army Cadet Force, Air Training Corps, Combined Cadet Force) are eligible for awards in the Military Division of the half-yearly Honours Lists. Recommendations should be submitted through the single service Chain of Command using Form JPA S004. Recommendations in respect of Cadet Force Adult Volunteers, including those holding non-commissioned rank, civilian instructors and those serving in administrative positions in the Organisation, should be forwarded on MOD Form 408, through the Chain of Command to the Civilian Honours Unit for consideration.

Awards to UK Civilians

4.21. Awards to civilians fall into two categories – State and non-State. Recommendations for State Awards (eg to civil servants) and non-State awards (eg workers in welfare organisations in the Defence field, NAAFI, dependants of members of the Armed Forces etc) are to be handled in accordance with DBS guidance. Recommendations are to be submitted on MOD Form 408.

Order of St John

4.22. Members of the Armed Forces may receive awards in the Order of St John. Although these awards are not State honours and do not attract post-nominal letters they may be worn (see Annexes to Chapter 12).

Annexes:

- A. Classes of Orders – Guide to Eligibility by Rank.
- B. Procedures for Submission of Recommendations for Half-Yearly Lists – Naval Service: Royal Navy, Royal Marines, Royal Fleet Auxillary (see 4.18)
- C. Procedures for Submission of Recommendations for Half-Yearly Lists – Army.
- D. Procedures for Submission of Recommendations for Half-Yearly Lists – Royal Air Force

Classes of Orders – Guide to Eligibility by Ranks

It is usual for the guide to rank/award [**X**] to be observed as outlined below. However, depending on the strength of the recommendation, consideration should be given to recommending an award that is one level either above or below that indicated in the table. It may also be useful to consider promotion to the higher level of award if the candidate has already been appointed to the 'normal' award for the rank.

Rank \ Award		Lower Honours			Higher Honours		
		MBE	OBE	CBE	CB	KBE/ KCB	GBE/ GCB
Able Seaman/Marine Private Aircraftman	OR-1 OR-2	X	→				
To	OR-3 to OF-2						
Lieutenant Commander Major Squadron Leader	OF-3						
Commander Lieutenant Colonel Wing Commander	OF-4	←	X	→			
Captain Colonel Group Captain	OF-5		←	X			
Commodore Brigadier Air Commodore	OF-6			X			
Rear Admiral Major General Air Vice-Marshal	OF-7			←	X		
Vice Admiral Lieutenant General Air Marshal	OF-8				←	X	
Admiral General Air Chief Marshal	OF-9						X

Appendix:

1. Writing State Award Recommendations Using Form JPA S004.

Writing State Award Recommendations using Form JPA S004

4A1.01. The following guidance should be followed when writing recommendations:

General

4A1.02. Whilst the various boxes do not need to be completely filled, text must not exceed the space provided. Additionally, the font size / type-face are not to be altered in an attempt to increase the space available.

4A1.03. Insert in full military ranks and service abbreviations – eg, OC CAOC becomes “Officer Commanding Combined Air Operations Centre”. However, abbreviations in common use – eg, NATO, RN, UK, PJHQ – are acceptable.

4A1.04. Do not include the level of award being recommended in the text of the nomination.

Content

4A1.05. The recommendation must take account of the standard expected of the rank rather than a single standard applying to all ranks. This applies in particular to MBE recommendations.

4A1.06. Faithful, zealous performance of ordinary duty is not sufficient in itself to be the focus of a recommendation, nor is long and good service alone. Recommendations are not to be considered as annual appraisals. Rather, the initiating officer is nominating an individual for a State award - and the only possible reason for doing so is that he/she has stood out from his/her peer group **in rank**. In thinking why this should be so, consider:

- a. Have they performed their duties in unusually difficult or extraordinary circumstances?
- b. Have they achieved considerably more than their terms of reference might lead one to expect?
- c. Have they achieved more than one would normally expect at that rank?
- d. Have they operated above their rank?
- e. What difference have they made at their level to operational output and to their fellows?
- f. Do they carry the respect of their peers and are they role models?

Style

4A1.07. Whilst it is relatively straightforward to recognise those worthy of consideration, it is not an easy task to articulate the facts convincingly. The following points may help in the process:

4A1.08. There is **NO** special language for recommendations. Simple, straightforward text is invariably best.

4A1.09. Avoid exaggeration and well worn phrases, for example:

“Smith remains indefatigable, continuing to inspire others and to lead his staff to unprecedented levels of interaction and team working. His enthusiasm is unbridled and his effort limitless in his drive to modernize the organisation. Determined and imaginative, he has not let setbacks or occasional confrontation dampen his enthusiasm, rather he has used the opportunity to learn and re-engage with renewed vigour, far in excess of zealous and faithful performance of ordinary duties. The results have been quite astounding. And, as if all this were not enough, Sergeant Smith has also been tireless in “

4A1.10. Such language above, although well meaning, not only wearies the reader but also risks disadvantaging the nominee.

Structure

4A1.11. Ideally, the citation should read like a story, with a beginning, middle and end. Thus:

Para 1 (short):

4A1.12. A couple of lines/ sentences setting the scene:

- a. Where, when, how long the nominee has been in post.
- b. Nature of the job.
- c. Anything unusual about the circumstances:
 - (1) Appointed at short notice/with no training/with no relevant previous experience?
 - (2) Extraordinary weight of responsibility/crucial nature of the job?
 - (3) Under-resourced?
 - (4) Starting from scratch?
 - (5) Hostile/unfavourable environment?

For example: *“As the first Navy squadron within the embryonic Joint Force Harrier structure, the challenges of setting up the air operations function within a new unit on unfamiliar territory would, for some, have been a daunting task.”*

Para 2 (longer):

4A1.13. What the nominee did that made him/her stand out.

4A1.14. Rightly, many submissions dwell on exceptional leadership and/or other personal qualities but the reader will also need to see evidence backing up your claims:

“Smith has displayed the highest levels of initiative, enthusiasm and determination to overcome the myriad of technical issues presented by the

arrival of Typhoon.” [Yes, maybe, but what did Smith actually **DO** to master these issues?]

4A1.15. The result of his/her actions:

- a. Significantly enhanced operational output?
- b. Stalling project put back on track?
- c. Substantial financial savings?
- d. Quality of life/welfare support for deployed forces noticeably improved?
- e. New procedure/organisation now adopted widely as best practice? and so on.

Para 3 (short)

4A1.16. In summary, state why you are making the recommendation. For example:

“During a period of unprecedented operational activity, when UK forces have been operating well above programmed capability, and in circumstances of extreme logistic demand, Jones has been both the architect and guarantor of logistic and personnel success [as already explained in more detail previously at para 2]. His performance has been remarkable and he is wholly deserving of official recognition”; and or:

“By spearheading the introduction to service of several Intelligence, Surveillance, Targeting, Acquisition and Reconnaissance platforms, and by streamlining the provision of rotary wing support to ground forces [as already explained in more detail above], Smith has realised a disproportionate increase in the UK’s operational capability and effectiveness. Furthermore, whilst difficult to quantify, her efforts have undoubtedly saved the lives of British troops engaged in combat. Such signal achievements strongly merit official recognition.”

Procedures for Submission of Recommendations for Half-Yearly Lists – Naval Service: Royal Navy, Royal Marines, Royal Fleet Auxillary

4B.01. Navy Command Headquarters. Recommendations for all Naval Service personnel (Royal Navy, Royal Marines and Royal Fleet Auxillary (RFA) personnel) are to be submitted to the Fleet Commander or 2SL/CNPT as appropriate. Once endorsed at 3* level, recommendations are to be forwarded to Naval Secretary (Honours & Awards) (Nav Sec H&A), Navy Command Headquarters, Leach Building (MP3.1), Whale Island, Portsmouth PO2 8BY.

4B.02. Joint Establishments. Recommendations for Naval Service personnel employed in Joint establishments are to be staffed as follows:

- a. **HO&CS .** Recommendations are to be submitted through the relevant HLB and VCDS to the Naval Secretary. In this instance HO&CS includes NATO, SACT, DIO, DG SAP, DSTL, DSEA, DG MAA, UKTI, DBS.
- b. **JFC.** Recommendations are to be submitted through Comd JFC to the Naval Secretary to include SG, DefAc, DSF, Cyprus etc
- c. **DE&S.** Recommendations are to be submitted through CDM to the Naval Secretary.

4B.03. RFA personnel. RFA personnel are to be nominated in the same way as RN personnel. Their awards will come from the RN allocation but will be announced as awards in the Civil Division.

4B.04. Army and RAF personnel serving in RN or RM units. Recommendations for Army or RAF personnel serving in RN or RM units are to be submitted by the CO to Navy Command Headquarters through the normal channels for Naval Service personnel of the unit, as per paragraph 1 above. Following 3* endorsement, the recommendations are to be forwarded as follows:

- a. **Army Personnel.** MS(Hons), Level 6, Zone C, Ministry of Defence, Main Building, Whitehall, London SW1A 2HB.
- b. **RAF Personnel.** Senior Appointments XO, Hurricane Block, Headquarters Air, RAF High Wycombe HP14 4UE.

4B.05. Naval Service Personnel serving in Army or RAF units. Recommendations initiated for Naval Service personnel serving in Army or RAF units are submitted by OC unit to the Headquarters of the Command or Recommending Authority through that Service's normal channels. They are then to be submitted to Nav Sec (H&A).

4B.06. **Maritime Reserves.** Recommendations for Maritime Reserves personnel are to be submitted through their chain of command to Naval Secretary/ACNS (Pers). After endorsement, recommendations will be forwarded to 2SL/CNPT.

4B.07. **Sea Cadet Corps and Combined Cadet Force**

- a. Unless otherwise promulgated, recommendations for SCC officers are to be submitted through HQ SCC to FOSNI.

- b. School staff instructors of the CCF and adult instructors of the SCC are NOT to be recommended for award in the Military Division of the Order of the British Empire. They should be recommended for the MBE (Civil Division) in accordance with the MOD instructions for civil awards, through Navy Command HQ direct to the Civilian Honours Secretary at the Ministry of Defence.

Procedures for Submission of Recommendations – Half Yearly Lists – Army

4C.01. **Army Headquarters (Army HQ).** Recommendations for members of all Regular and Army Reserve units are to be sent direct to MOD (MS(Hons)).

4C.02. **Joint Establishments.** Recommendations for Army personnel employed in Joint establishments are to be staffed as follows:

- a. HO&CS . Recommendations are to be submitted through the relevant HLB and VCDS to MS(Hons). In this instance HO&CS includes NATO, SACT, DIO, DG SAP, DSTL, DSEA, DG MAA, UKTI, DBS.
- b. DE&S. Recommendations are to be submitted through CDM to MS(Hons).
- c. JFC. Recommendations are to be submitted through Com JFC to MS(Hons) to include DSF, SG, DefAc, DSF, Cyprus etc

4C.03. **Combined Cadet Force and Army Cadet Force**

- a. Recommendations for officers of the CCF and ACF may be made by CLF. Recommendations for RN and RAF officers are sent to their respective Service Secretaries' branches.
- b. The grade of awards to ranks set out in Annex A applies but officers of the ACF with acting rank of colonel should be put forward for the OBE.
- c. School staff instructors of the CCF and adult instructors of the ACF are NOT to be recommended for awards in the Military Division of the Order of the British Empire. They should be recommended for the MBE (Civil Division) in accordance with instructions for civil awards, through Army HQ direct to the Civilian Honours Secretary at the Ministry of Defence.

4C.04. **Royal Navy, Royal Marines and Royal Air Force Personnel serving in Army Units.** Recommendations initiated for RN, RM and RAF personnel serving in Army units are to be submitted by the OC unit to Command Headquarters through the normal channels for Army personnel of the unit. Command Headquarters are to submit recommendations, when appropriate, as follows:

- a. **RN & RM Personnel.** NAVSEC H&A SO1, Navy Command Headquarters, Leach Building (MP 3.1), Whale Island, Portsmouth PO2 8BY.
- b. **RAF Personnel.** Senior Appointments XO, Hurricane Block, Headquarters Air, RAF High Wycombe HP14 4UE

4C.05. **Army Personnel serving in Royal Navy, Royal Marines or Royal Air Force Units.** Recommendations initiated for Army personnel serving in Royal Navy,

Royal Marines or Royal Air Force units are submitted by the OC unit to the Headquarters of the Command or Recommending Authority through the normal channels as for Royal Navy, Royal Marines or Royal Air Force personnel. They are then forwarded to MOD (MS (Hons)) as instructed.

Procedures for Submission of Recommendations – Half Yearly Lists – RAF

4D.01. **Air Command Headquarters.** Recommendations for all RAF personnel are to be sent to Senior Appointments XO, HQ Air Command. Following staffing to CAS level, the recommendations are to be forwarded to Senior Appointments XO.

4D.02. **Joint Establishments.** Recommendations for RAF personnel employed in Joint establishments are to be staffed as follows:

a. **HO&CS .** Recommendations are to be submitted through the relevant HLB and VCDS to Senior Appointments XO, HQ Air Command. In this instance HO&CS includes NATO, SACT, DIO, DG SAP, DSTL, DSEA, DG MAA, UKTI, DBS.

b. **JFC.** Recommendations are to be submitted through Comd JFC to the Senior Appointments XO, HQ Air Command to include SG, DefAc, DSF, Cyprus etc

c. **DE&S.** Recommendations are to be submitted through CDM to Senior Appointments XO, HQ Air Command.

4D.03. **Royal Navy, Royal Marines and Army Personnel serving in RAF units.** Recommendations initiated for RN, RM and Army personnel serving in RAF units are to be submitted by the OC unit to Command Headquarters through the normal channels for RAF personnel of the unit. Following staffing to CinC level, Command Headquarters are to submit recommendations, when appropriate, as follows:

4D.04. **RN & RM Personnel.** NAVSEC H&A SO1, Navy Command Headquarters, Leach Building (MP3.1), Whale Island, Portsmouth PO2 8BY.

4D.05. **Army Personnel.** MS(Hons), Level 6 Zone C Ministry of Defence, Main Building, Whitehall, London SW1A 2HB.

4D.06. **RAF Personnel serving in Royal Navy, Royal Marine and Army units.** Recommendations initiated for RAF personnel serving in Royal Navy, Royal Marine or Army units to be are submitted by the OC unit to the Headquarters of the Command or Recommending Authority through the normal channels as for Royal Navy, Royal Marine or Army personnel. They are then to be forwarded to Senior Appointments XO.

4D.07. **RAF Reserve Forces.** Recommendations for RAFR and RAuxAF personnel are to be submitted through their appropriate chain of command to HQ Air Command as at Para 1 above.

4D.08. **Combined Cadet Force and Air Training Corps.**

- a. Recommendations for RAFVR(T) officers are to be submitted through HQ Air Cadets to HQ AIR.

- b. School staff instructors of the CCF and adult instructors of the ATC are NOT to be recommended for awards in the Military Division of the Order of the British Empire. They should be recommended for the MBE (Civil Division), in accordance with instructions for civil awards, the citations being sent direct to HQ Air Command (Honours & Awards SO2) for onward transmission to the Civilian Honours Secretary at the MOD.

5 Meritorious Service, Long Service and Good Conduct, Reserve Efficiency Awards and Cadet Medals

Introduction

5.01. This chapter outlines the procedures for grant of awards in recognition of meritorious, long and efficient service in the Regular Forces, MPGS, Reserve and Cadet Forces.

Regular Forces Awards

5.02. The medals that are awarded for meritorious and long service and good conduct are:

- a. The Meritorious Service Medal (MSM).
- b. The Long Service and Good Conduct Medal (LS&GCM).

5.03. The MSM is common to all three Services. Each Service has its own LS&GCM. Each LS&GCM is constituted under a separate set of regulations, although to a common standard of conduct.

The Meritorious Service Medal

5.04. **The Meritorious Service Medal (MSM)** is awarded to not more than 201 candidates from the Regular Forces in each calendar year. The award quota is RN/RM not more than 52, Army not more than 89, and RAF not more than 60 per calendar year. There are no clasps to this award.

5.05. The rules governing this award are set out in Annex A to this Chapter.

Long Service and Good Conduct Medal

5.06. **The Long Service and Good Conduct Medal (LS&GCM)**. The CO is to satisfy himself that an individual's general bearing and behaviour have reached the highest standard and that the award is in all respects deserved. It is entirely within the CO's discretion to withhold a recommendation, or to delay the award until 15 years have elapsed between committing a lesser offence than that set out in Annex B, yet serious enough for the offence not to be condoned outright. To qualify for consideration for the LS&GCM personnel must be serving and have completed 15 years' reckonable service from the age of 17½ years or from date of enlistment if later. Clasps are available for this award after a further period of 15 years Service.

5.07. The rules governing this award are set out in Annex B to this Chapter.

Volunteer Reserves

5.08. **The Volunteer Reserves Service Medal (VRSM)** is awarded to Reserve Forces personnel of all ranks in recognition of long and efficient service. It is to recognise 10 continuous years' efficient service in the RNR, RMR, Army Reserve or RAuxAF. Members serving on FTRS assignments and Non Regular Permanent Staff (NRPS) are also eligible for consideration. Clasps are available for additional periods of 5 years.

5.09. Recommendations for the award of these medals and clasps are to be made in accordance with VRSM Regulations. It carries no rights to the use of post nominal letters.

5.10. Any individual claiming the award of the VRSM must be above reproach in respect of conduct and performance throughout their service. The standard of conduct to be achieved is the same as for the LS&GCM awarded to a Regular Service person. Behaviour which brings the Service into disrepute, or which results in a conviction for serious criminal offences, or military offences leading to an entry on a conduct record, may result in an individual being deemed ineligible to receive the VRSM, or for a period of paid service being deemed to be non-qualifying.

5.11. Similarly, if the standard of conduct of a holder of the VRSM falls below the standard of conduct required, as given at Annex B, or is subsequently convicted at Court Martial leading to imprisonment, forfeiture action is to be implemented in accordance with the Forfeiture Paragraph below.

5.12. The rules governing this award are promulgated in single Service Reserve Forces Regulations.

Cadet Forces

5.13. **The Cadet Forces Medal (CFM)** is available to recognise 12 years' service as an officer or uniformed adult instructor in the Combined Cadet Force, Sea Cadet Corps, Army Cadet Force, and Air Training Corps. Clasps are available for additional periods of 6 years. Recommendations for the Cadet Forces Medal and clasps are to be made in accordance with JSP 814, Policy and Regulations for MOD Sponsored Cadet Organisations.

Forfeiture

5.14. When an individual who has been awarded the MSM, LS&GCM or VRSM and associated clasps commits an offence which results in a disciplinary entry on his or her conduct sheet or when a commanding officer considers the conduct of an individual who has been awarded the MSM, LS&GCM or VRSM ceases to be irreproachable, forfeiture action of the medal and/or bar is to be initiated. The guidelines governing forfeiture are provided in Chapter 9.

Annexes:

- A. Meritorious Service Medal.
- B. Long Service and Good Conduct Medal.
- C. Volunteer Reserves Service Medal (VRSM) Application Form.

Meritorious Service Medal

The following regulations replace those previously included in BR 8748: Royal Navy Ratings and Royal Marine Other Ranks' Terms of Service, Chapter 7, Army AGAI Chapter 68, and RAF regulations AP 3392, Volume 4, Leaflet 2006, Annex A.

5A.01. The MSM is available to recognise good, faithful, valuable and meritorious service of those who are of irreproachable character and conduct. Non-commissioned Personnel serving on Extended Service engagements are also eligible to be considered. Reserve Forces personnel, including ex-Regular Service personnel serving on FTRS engagements, are not eligible to be considered for the MSM. Royal Fleet Auxiliary personnel are not eligible to be considered for the MSM.

5A.02. Selections for the award of the MSM will be made by each Service twice a year for announcement in June and December.

5A.03. The award of the MSM does not entitle the recipient to any financial benefits or entitlement to use post-nominal letters.

5A.04. In order to be considered for the MSM a candidate must be nominated by their commanding officer and must fulfil the following prerequisite conditions:

- a. Achieved 20 years' paid reckonable service from age 17½ or date of entry/enlistment/attestation if later. Previous service in any of the UK Regular Armed Forces may be aggregated.
- b. Attained the rank of substantive OR 5/6 (Petty Officer/Sergeant) at some time during their service.
- c. Be in possession of a UK Regular Armed Forces LS&GCM. Naval Service personnel must also be in possession of the full number of Good Conduct Badges appropriate to their length of service.
- d. Have provided good, faithful, valuable and meritorious service with the highest, unbroken, standard of conduct, ie VG/Irreproachable/Exemplary, throughout their career. (Note: Career Checks (CC) were introduced in the Naval Service on 1 January 2000. Naval Service candidates must have aggregated VG/CC-free service. For the purposes of consideration for the MSM, a CC will equate to a break in VG conduct). Consideration for the MSM will normally require a conduct record completely free of any disciplinary entry.

5A.05. Officers with previous non-commissioned service may only be considered for the MSM if they meet the above criteria and are recommended by their commanding officer before being commissioned, and the candidate is selected to receive the award within 12 months of being commissioned. Divisional and Corps Regimental Sergeant Majors (RSM), who may have been commissioned but fulfil a senior RSM appointment, may also be eligible while in post. Non-commissioned personnel who have retired or

otherwise left the Service may be considered once only, in time for the June or December announcement as appropriate, immediately following their last day of paid service.

5A.06. A break in service that is not due to dismissal, sentence of imprisonment, or other misconduct, will not be considered as breaking the continuity of VG and CC-free/Irreproachable/Exemplary service but time spent outside the Service will not count towards the length of service qualifying criterion. Service in the Reserve Forces during a break in service will not count towards the length of service qualifying criterion for the MSM.

5A.07. **Nomination Procedure.** The MSM is a prestigious award and Commanding Officers should ensure that only the most worthy and deserving candidates are nominated. Candidates' service and conduct must have been of the highest order throughout their career, acting as an example to others and reflecting credit on themselves and their Service. Attainment of positions of authority, for example RSM should not, of itself be justification for a nomination. Only those whose service is judged to be truly meritorious should be nominated and written recommendations must contain evidence to justify submitting a candidate for consideration. Evidence of noteworthy achievements is particularly valuable. This might include achievement in the course of military duty or in extra-curricular activity which benefits the Service or the public (for example, voluntary or charitable work, or sporting achievement). A recommendation that amounts to no more than a bland description of a candidate's service record is unlikely to be successful. Personnel who have simply performed long service with good conduct should not be recommended for the MSM. As far as possible the recommendation should take account of the candidate's whole Service record, with particular emphasis on the last 10 years' service preceding the recommendation.

5A.08. Recommendations are to be initiated by Commanding Officers on form JPA S004, no other Service documentation is required. Recommendations should be supported through the chain of command, with two levels of endorsement wherever possible ie to 2 Star level. Endorsement at higher than 2 star level is not required unless this falls within the two levels of the chain of command. Orders of merit from commanding officers or endorsing officers are not required but may be submitted if desired from areas submitting more than one recommendation.

5A.09. Commanding Officers and endorsing officers have the discretion whether or not to initiate a recommendation or to forward recommendations for consideration. As with all nominations for Honours & Awards, MSM nominations must be handled in strict OFFICIAL-SENSITIVE-HONOURS and candidates must not become aware that they have been recommended for an award.

5A.10. Recommendations may be submitted at any time once a candidate has qualified by time served or will have qualified by time served by 1 June or 1 December as appropriate, but nominating officers are to take particular care to ensure that nominations for candidates with an imminent departure from the Service are received in time to be considered for announcement in the June or December as appropriate immediately following their last day of paid service. Nominations for a June announcement must be received by the authorities below by 1 April, those for

December must be received by 1 October⁷. Following endorsement by chains of command, forms JPA S004 should be dispatched as follows:

Naval Service: Naval Service MSM Selection Panel
Naval Secretary (Honours & Awards)
Navy Command Headquarters, Leach Building (MP 3.1)
Whale Island, Portsmouth, PO2 8BY

Army: Army Medal Board
The MOD Medal Office
Innsworth House
Imjin Barracks, Innsworth, Gloucester, GL3 1HW

RAF: RAF MSM Selection Panel
Air Personnel Casework 4
HQ Air Command
RAF High Wycombe, HP14 4UE

5A.11. There are usually more recommendations received than there are awards available and only the most deserving candidates will be selected. There may be occasions if insufficient nominations of appropriate merit are received, that the annual available allocation may not be fully used if, in the view of the selection panel, the prestige and integrity of the MSM would not be maintained.

5A.12. Recipients will be individually notified of their award through the chain of command concurrently with the half-yearly State Honours Lists and the names of recipients will also be promulgated throughout single Services. The award of the MSM will also be published in the London Gazette in due course. The award of the MSM will be recorded by the appropriate single Service authority on recipients' JPA Service record.

5A.13. Unsuccessful nominations may be resubmitted providing the candidates retain their Commanding Officer's confidence that they remain a suitable candidate for consideration for the award.

5A.14. The MSM will be presented under single Service arrangements. The medal is to be presented in a manner that reflects the prestigious nature of the award.

5A.15. The single Service authorities in paragraph 10 above are to be notified immediately if, between the submission of a nomination and the presentation of the Medal, a candidate comes to adverse notice in such a way that casts doubt on their suitability to receive the award.

5A.16. **Forfeiture of MSM.** Details regarding forfeiture of the MSM can be found in Chapter 9.

5A.17. Once forfeited, the MSM can never be restored. Forfeited medals are to be returned to the MOD Medal Office for disposal. Single Service authorities will arrange for the forfeiture to be Gazetted and for the individual's service records to be annotated.

⁷ For the RAF, candidate nominations should be forwarded to the RAF MSM Selection Panel by 28 February and 31 August respectively.

Long Service and Good Conduct Medal

(The following regulations replace those previously included in BR 8748: Royal Navy Ratings and Royal Marine Other Ranks' Terms of Service, Chapter 7, BR 8373: [Naval Service] Officers' Career Regulations, Chapter 14, Army AGAI Chapter 68, and RAF regulations AP 3392, Volume 4, Leaflet 2006, Annex B)

5B.01. Each Service has its own LS&GCM that is constituted under a separate set of regulations. The standard of conduct required is, however, common to each Service. Candidates must be recommended by their Commanding Officers and must be qualified by reckonable service under the conditions below.

Qualifying Conduct and Commanding Officer's Recommendation

5B.02. The standard of conduct required is the highest standard for each Service: VG/Irreproachable/Exemplary. Before recommending a candidate for the award, the commanding officer is to be satisfied that the individual's general bearing and behaviour have reached the highest standard and that the medal is in all respects deserved.

5B.03. If the applicant has a conduct blemish on their record of conduct they may be considered but only if in the opinion of the Commanding Officer the offences were of a trivial or technical nature and there was no evidence of deliberate misconduct. The Commanding Officer must be prepared to support the application and submit a special case in writing, including a plea in mitigation from the candidate, together with any supporting documentation, to the MOD Medal Office. To ensure equity of standard the MOD Medal Office arrange for the case to be considered as an appeal against ineligibility by the single Service Medal Boards. In order to maintain the prestige of the medal and the integrity of holders of the medal, the table at Appendix 3 to this Annex B provides guidelines governing the award of the LS &GCM.

Qualifying Service

5B.04. To qualify for consideration for the medal personnel must be serving in full time regular service at the time a recommendation is submitted. Additionally;

- a. Candidates must have completed 15 years' service from age 17½, or date of entry/enlistment/attestation, whichever is later.
- b. Service over the age of 18 must be reckonable.
- c. No previous sentence of imprisonment/detention greater than 42 days.
- d. Service on FTRS and NRPS engagements are not reckonable for the medal.
- e. Naval Service only: Possession of all three Good Conduct Badges (see Appendix 1 to Annex B).

f. Naval Service only: Career Checks (CC) were introduced on 1 January 2000 when Character Assessments ceased to be made. For awards falling between 1 January 2000 and 31 December 2014, Character Assessments and Career Checks are to be taken into consideration. To be eligible, a candidate must have completed a combination of 15 years' continuous VG Character/Career Check-free service, with no previous Character Assessment below 'Good'. When Character has been assessed as 'Good' on 31 December in any one year, qualifying service is to begin on the following 1 January. The award of a Character Assessment below 'Good' will be disqualification from consideration for the Medal.

5B.05. **Break in Service.** A break in service (note, not a break in conduct) that is not due to dismissal, sentence of imprisonment, or other misconduct, will not be considered as breaking the continuity of VG and CC-free/Irreproachable/Exemplary service but time spent outside the Service will not count towards the length of service qualifying criterion. Service in the Reserve Forces during a break in service will not count towards the length of service qualifying criterion for the Medal.

5B.06. **Social Misconduct.** Social Misconduct does not permanently debar a candidate from being awarded the Medal. It is, however, still viewed as a serious matter. Where Social Misconduct has been recorded a case may be made to the MOD Medal Office for consideration by the single Service Medal Board. In line with the guidelines for expected personal conduct, the award of the Medal would not be considered until 15 years' exemplary service had been achieved since the matter was recorded. In light of the gravity with which the matter is viewed, there can be no guarantee the award will be approved.

Award Process

5B.07. There are two processes. The first deals with those who do not have a blemish on their conduct record, and the second deals with those who do have a blemish on their conduct record.

a. **No Conduct Blemish.** The JPA database will automatically identify those who have completed 15 years service without a conduct blemish recorded on their service records. The selected names are downloaded twice weekly onto the MOD Medal Office database. Staff checks are conducted, the medal is selected, engraved, and despatched to the Commanding Officer of the named recipient. It is at this point the Commanding Officer has the opportunity to reject the award of the Long Service and Good Conduct Medal if in his opinion the person concerned is not worthy of the award. If the Commanding Officer rejects the award he is to return the medal to the MOD Medal office, and record the reason for his decision on the work flow dealing with the award.

b. **With a Conduct Blemish.** In this situation the JPA database will identify the service person has a blemish in their conduct record and will not make an automatic selection. If the service person considers there are good grounds to be considered for the award of the Long Service and Good Conduct Medal they should write a plea in mitigation to the Commanding Officer. If the Commanding Officer is prepared to support the plea, a manual submission is to be made using form JPA S002 and submitted to the MOD Medal Office. The submission is to include the original copy of the plea in mitigation and a personal letter of support

from the Commanding Officer. To ensure equity standard the MOD Medal Office will arrange for the case to be heard by the respective Service Medal Boards.

c. **Appeal.** Personnel with a conduct blemish may appeal, through single Service avenues, against a decision of the single Service Medal Board that the award of the medal should be temporarily deferred for 15 years, or that the candidate is permanently ineligible. The single Service Medal Board will arrange for the appeal to be considered at the next level.

5B.08. **Presentation of the Medal.** Medals are to be presented under chain of command arrangements. Arrangements are to be made for the medal to be presented in an appropriate manner that reflects the prestige of the award.

5B.09. **Misconduct Pending Presentation.** The MOD Medal Office is to be informed immediately if an individual's conduct falls below the requisite standard in the interval between the recommendation and the date the award becomes due. If the presentation of a medal is delayed for any reason beyond the date when the award is due (the 15 year point), and misconduct resulting in a disciplinary entry (RN, Career Check) occurs in the interval, the medal is to be withheld and a report made to the MOD Medal Office. Disciplinary regulations are to be checked to establish whether the offence, or the punishment awarded, automatically involves loss of the medal. If loss of the medal is not automatic under those provisions, the report to the MOD Medal Office is to state whether deprivation would have been proposed if the medal had been in the individual's possession at the time of the punishment. If deprivation would have been automatic or proposed, the MOD Medal Office will forward the case to the single Service who may direct that the medal should be regarded as awarded on the due date, and deprived. When deprivation would have been neither automatic nor proposed, the medal should be awarded from the due date and retained.

5B.10. **Clasp to the Medal.** An individual in possession of the medal who completes a further 15 years' reckonable service will become eligible for a clasp to their medal providing they have retained a disciplinary blemish-free conduct record of service. The award process is as shown in Paragraph 8 above. The procedure for those with a blemish since the award of the LS&GCM is the same as para 5b.07b above.

5B.11. **Award to Officers.** An officer may be considered for the award of the LS&GCM providing at least 12 years of the 15 years' qualifying service has been served as a rating/other rank. The same standard of conduct is required of an officer's service as that required for ratings/other ranks. An officer who has been convicted by Court Martial or disciplinary court or who has received an administrative censure or whose conduct falls below the required standard will be precluded from consideration for the medal.

5B.12. An officer who was awarded the LS&GCM while serving as a rating/other rank, and has completed a further 15 years' paid service from the date of the award of the medal, may be considered for a bar to the medal, providing at least 7 of the 15 additional years has been served in the ranks. The same standard of conduct is required of an officer's service as that required for ratings/other ranks.

5B.13. Officers who consider that they qualify for the medal or bar may submit an application in writing through the Commanding Officer. The Commanding Officer is to

consider and endorse the application as appropriate, consulting with career managers as required, in accordance with the above provisions and submit form JPA S002 to the MOD Medal Office. Once entitlement has been established, the MOD Medal Office will issue the Medal or bar to the applicant's Unit for presentation. If entitlement is not established, the MOD Medal Office will inform the applicant's Commanding Officer.

Restoration following Forfeiture or Deprivation

5B.14. When an individual has been deprived of the LS&GCM or has forfeited the medal or the bar for misconduct in accordance with Service disciplinary regulations, the medal or the bar may be restored on completion of 5 years' blemish-free service on appeal through the MOD Medal Office.

5B.15. Where an individual is discharged or otherwise leaves the Service before completing the 5 years' service required for restoration of the medal and subsequently re-enters the Service, any further disciplinary blemish-free (RN, Career Check-free) service may be allowed to count for the purpose of re-qualification for the Medal.

Qualifying Service

5B.16. Previous time served in Commonwealth Armed Forces may be counted towards the length of service requirement for the LS&GCM as long as that time has not previously been recognised by the award of any form of long service and efficiency decoration.

Appendices:

- A. Good Conduct Badges (Naval Service only).
- B. Joint Service Application Form JPS S002 - Long Service and Good Conduct Medal/Bar (RN, RM, Army, RAF).
- C. Guidelines Governing Award of Long Service and Good Conduct Medal (Military)

Good Conduct Badges (Naval Service only)

(The following regulations replace those in BR 8748: Royal Navy Ratings and Royal Marine Other Ranks' Terms of Service, Chapter 7)

5B1.01. Good Conduct Badges (GCB) may be awarded at a commanding officer's (CO) discretion to RN ratings and RM other ranks qualified by length of service and conduct.

5B1.02. Badges are awarded at the following service points:

- a. First badge awarded after 4 years.
- b. Second badge awarded after 8 years.
- c. Third badge after 12 years.

Qualifying Service

5B1.03. The whole of a rating/other rank's service counts as qualifying service except:

- a. Service before the age of 17 ½.
- b. Time in the Second Class for conduct
- c. Time before desertion unless the 'R' is removed
- d. Time for which pay is not allowed.
- e. Time during which an individual has been out of the Service for any other cause, including periods of unpaid leave. This includes unpaid maternity leave beyond the **14 week** Service pay period.
- f. Time under training as a Reservist

Note. Previous regulations that precluded the reckoning of service prior to a period of five years or more outside the Naval Service have been revoked and all service, other than that specified in sub-paragraphs a – f above, counts as qualifying service.

Qualifying Conduct

5B1.04. In addition to the periods of qualifying service set out above, a candidate must also have a satisfactory conduct record. The minimum requirement is that during the two years of service immediately preceding eligibility by time, a candidate has not received a Career Check, (see below). For the award of subsequent badges, a

candidate must also have been properly in continuous possession of the preceding badge for the 12 months of actual service immediately prior to eligibility by time.

Note: Career Checks (CC) were introduced on 1 January 2000. Prior to this date the service requirement was continuous VG conduct.)

Commanding Officer's discretion regarding award

5B1.05. The CO is to consider the award to a candidate who is qualified by length of service and conduct whether or not the individual applies for their badge. It is within the CO's discretion to approve the award on the due date, or to defer consideration, or not to make an award. In considering these options, the CO is to bear in mind that badges represent the highest standard of conduct in the Service and should not be awarded, or restored, as a matter of course merely because a candidate has avoided serious punishment. The award of a badge is to be recorded on the recipient's JPA Service Record and on RN Form S3300d (Conduct Record).

5B1.06. If the CO decides not to make an award because in their opinion the candidate has failed to reach the necessary standard, the date the badge was due and the notation 'Not Awarded' is to be recorded on the individual's JPA Record and on the S3300d. The candidate may be re-considered for the badge once a further two years' service has been completed.

5B1.07. If the CO decides to defer consideration, this must be for a period of not less than three, or more than six, months. This is to be noted on the S3300d.

5B1.08. If, at the end of the period of deferment, the CO decides that the individual's conduct has now reached the qualifying standard, the badge is to be awarded from the date of this final decision and the entry on the S3300d is to be underlined to indicate that the deferment was intentional. The date of award is to be recorded on the individual's JPA Service Record.

5B1.09. If at the end of the period of deferment the CO decides that the candidate's conduct is still below the required standard, the date the badge was due and the notation 'Not Awarded' is to be recorded on the S3300d and on the individual's JPA Record. The candidate may be re-considered for the award after a further two years' service.

Finality of awards by the Commanding Officer

5B1.10. An award or restoration (see 'Restoration' below) of a badge properly authorised by the CO in accordance with these regulations will normally be regarded as final and should not be altered without Admiralty Board approval. Nevertheless, errors should not be perpetuated in any further award or restoration, the effective date of which should be calculated from the correct earlier date.

Re-entrants

5B1.11. Re-entrants may resume any badges previously held (see also Note in paragraph 3 above and paragraphs 15 – 17 below). Date of re-entry and the notation 'Badges Resumed' are to be recorded on the S3300d and on the individual's JPA

Record. Where fewer than three Badges were held, previous and current service may be counted towards the award of further badges.

Former Service

5B1.12. A candidate's former service, including mobilized service as a Reservist (but not time under training as a Reservist) in the RN, RM, Army or RAF, or in the Armed Forces of the British Commonwealth, reckons towards the award of naval Good Conduct Badges other than those exceptions in paragraph 3 above.

5B1.13. Re-entrants who have insufficient prior reckonable service or an insufficient period of CC-free service, may be awarded a badge as soon as they complete sufficient combined CC-free and qualifying service.

5B1.14. Time served on full pay as an officer, including mobilized service as a reserve officer, in any of the forces mentioned above, which is allowed to reckon for naval pension (see JSP 754) may also be allowed to count.

Restoration of Good Conduct Badges following deprivation

5B1.15. Following deprivation of Good Conduct Badges (JSP 830 – Manual of Service Law), restorations are to be considered when they become due, whether or not individuals reclaim their badges, in accordance with the procedures in paragraphs 5 – 9 above.

5B1.16. One badge may be regained by six months' CC-free service and additional badges by further periods of CC-free service, calculated, in each case, from the date of the preceding restoration. If, however, the individual has been sentenced to deprivation a second time within three years, re-qualification is 12 months for the first restoration and six months each for each subsequent restoration. Time which does not count for purposes of awards is not to be reckoned towards restoration of badges.

5B1.17. It is within the discretion of the CO to delay the restoration of a badge if the individual has failed to reach the required standard of conduct (see paragraphs 5 – 9 above). In this event the notation 'Not Restored' is to be entered on the individual's JPA Record and S3300d. The individual may be reconsidered for restoration after a further six months' reckonable service.

Joint Service Application Form for Long Service & Good Conduct Medal / Clasp (RN, RM, Army, RAF)

In accordance with the Data Protection Act 1998, the Ministry of Defence will collect, use, protect and retain the information on the form in connection with all matters relating to personnel administration and policy

**JS Form
JPA S002**
(revised 09/14)

1. This form is to be used for the application, assessment and subsequent issue to entitled personnel for all Long Service & Good Conduct Medals or Clasps
2. Applications are to be made in accordance with criteria promulgated in JSP 761
3. Separate forms are to be submitted for each candidate
4. This form is to be submitted with copies of the candidate's RN S330D Ratings and Other Ranks Conduct Record and RN S459 Service Certificate / AF B120 / AF B120 / 121 Regimental Conduct Sheet / RAF 445B Record of Punishments and Civil Conviction and any other additional information, eg CO's statement.
5. **Send completed form and all relevant documentation to: MOD Medal Office, Innsworth House, Imjin Barracks, Gloucester, GL3 1HW.**

Part 1: Unit Details

Service	Unit Name	Unit Address	UIN	Unit Contact Tel No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 2: Candidate Details

Medal <input type="checkbox"/> Clasp <input type="checkbox"/> Tick as applicable			Former Service No., dates and branch of service (if applicable) <input type="text"/>	Date of Birth	Date of Attestation
Service No.	Rank	Name and initials		<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>		Date Aged 17½	Eligibility Date
				<input type="text"/>	<input type="text"/>

Part 3: Recommendation (Tick 1 box only)

A. Clear Case - recommended

I have personally investigated this case, examined the conduct record and confirm there are no disciplinary entries recorded thereon. In RN and RM cases I confirm that the candidate is in possession of the full number of conduct badges. This application fulfils all conditions applicable to such a claim and I consider the candidate deserving of award of the LS&GC Medal / Clasp.

B. Contentious Case - recommended

I have personally investigated this case, examined the conduct record (copy attached) which does contain disciplinary entries. This application fulfils all conditions applicable for consideration by the appropriate awarding authority. I am of the opinion that the candidate is deserving of award of the LS&GC Medal / Clasp. I enclose candidate's plea in mitigation and my personal statement of recommendation.

C. Non - recommendation

I have personally investigated this case, examined the conduct record, attached a copy and am not prepared to recommend the candidate, at this time, for award of the LS&GC Medal / Clasp

Certificate of Commanding Officer

Type of recommendation (State A, B or C)

Name

Signature

Appointment

Rank

Date

All relevant documents attached (please tick)

Board Guidelines Governing Award of Long Service and Good Conduct Medal (Military)

AWARD PERMANENTLY DENIED	AWARD DELAYED 15 YEARS FROM OFFENCE OR UNTIL DISCHARGE ⁸
a	b
<ol style="list-style-type: none"> 1. Serious military or civil offence by any rank who failed to maintain the attitude and/or behaviour expected of his rank and Service. 2. Theft, Arson, Forgery/Fraud. 3. Drug and solvent offences. 4. Drink/Drive offences. 5. Sexual offences, indecency or racism. 6. ABH or worse. Striking or assault on superior/subordinate or a civil / Service police officer. 7. Serious Road Traffic offences excluding Fixed Penalty, Speeding, Parking or Driving Without Due Care and Attention 8. Multiple lesser offences⁹. 9. An offence occasioning imprisonment / detention greater than 42 days. 	<p><i>Award delayed for a minimum of 15 years from the date of the last offence or to the date of discharge if earlier. Also required is a current CO's recommendation.</i></p> <ol style="list-style-type: none"> 1. Unfit for Duty as a result of Alcohol. 2. Weapon offences – Negligent Discharge, loss of weapons excluding those within the training organisation. 3. Sentry or similar offences. 4. Fighting/Common Assault 5. Professional misconduct / failing which attracts Major Administrative Action.¹⁰ 6. Social Misconduct resulting in Major Administrative Action.

⁸ sS to decide eligibility on a case by case basis.

⁹ sS to decide eligibility on a case by case basis.

¹⁰ Excluding RAF Fitness Test Failures (RAF only).

**Joint Service Application for the Award of
the Volunteer Reserves Service
Medal/Clasp**

In accordance with the Data Protection Act 1998, the Ministry of Defence will collect, use, protect and retain the information on the form in connection with all matters relating to personnel administration and policy

**JS Form
JPA S005**
(revised 09/14)

- This form is to be used to apply for the Volunteer Reserves Service Medal (VRSM) or clasps.
- Applications are to be made in accordance with the criteria promulgated in JSP 761.
- Separate forms are to be submitted for each candidate.
- The completed form should be sent to: **MOD Medal Office, Innsworth House, Imjin Barracks, Gloucester, GL3 1HW.**

Surname	Forename(s)	Rank / Rate	Service Number
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Post Nominals	Current Service	Medal / Clasp	Date of Birth
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
Current Unit	Unit Address	UIN	Contact Number
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>

Qualifying Service Start Date(s)	Service RN, RNR, RM, RMR, Army, Army Reserve, RAF, RAFR, RAuxAF, other	Regular/ Reserve Unit (Name Unit)	Qualifying Date or (if applicable) Leaving date(s)	Period of Qualifying Service		Type of Service P/T Volunteer, FTRS, NRPS, Regular	Service to count Full Two-thirds Half	Therefore Actual period to count	
				Years	Days			Years	Days
TOTAL									

Details of Bounty Awards: VRSM 9 years – Clasp 5 years

Year No	Year of Bounty Award	Service RN, RNR, RM, RMR, Army, Army Reserve, RAF, RAFR, RAuxAF, other
1		
2		
3		
4		
5		
6		
7		
8		
9		

Commanding Officer's Recommendation

The above named has fulfilled the spirit and requirements of the Regulations governing the award of the VRSM and Clasps, is every way deserving of the award and was/was not subject to any disciplinary action during the qualifying period. (If YES, full details are to be enclosed with this application)

Name:

Rank:

Signature:

6 Notification

Introduction

6.01. The method for notifying personnel that they have been granted State Honours and Awards is a matter for each single Service's discretion. The following paragraphs outline the usual procedures adopted by each Service, though this is a guide only and may be adapted as appropriate. In general, the notifying authority will be recipient's Commanding Officer, where the individual is based upon the date of notification; though Naval Service (RN, RM and RFA) recipients of periodic Honours will be notified directly by the Naval Secretary (Commanding Officers will be provided with information copies of notification letters). Within Head Office HO&CS Service Sec sets up bespoke notifications, for the Army and RAF recipients, through the chain of HLBs based upon data provided by the authorities in those services. Naval Service recipients in the Front Line Commands and Joint TLBs are informed by the Naval Secretary with timely information copies of notification letters being passed to the appropriate TLB Service Sec/MS Rep.

Operational Awards

6.02. Recipients of awards that are presented at State Investitures (the grant of Levels 1 – 3 awards (Chapters 2 and 3) or appointment to an Order (Chapter 4)) are to be informed that they will be invited by the Central Chancery of the Orders of Knighthood to attend an investiture within three months of the announcement of their award. Central Chancery will normally issue the invitations about 6 weeks before the date of investiture. The presentation of emblems and certificates of Level 4 awards will usually be undertaken by each recipient's own Service.

6.03. **Immediate Awards.** Individuals may be informed as soon as the award has been approved by the Commander who has the authority to grant the award.

6.04. **Periodic and Intermediate Awards.** As soon as The Sovereign has approved the awards, the Secretary of the Armed Forces Operational Awards Committee (AFOAC) will direct the appropriate notifying authority to inform each recipient that an award has been granted. Recipients are to be informed of the date when the announcement will be published in the London Gazette. As a general rule, recipients should not be notified of their awards until the day before the London Gazette is due to be published. Messages of congratulation should be timed to reach recipients no earlier than the date of publication.

Half-Yearly and Non-Operational Gallantry Awards

6.05. Notification of awards:

- a. For the Army and RAF, notification of awards is a command chain responsibility. Military Secretary and Air Secretary staff will notify recipients' commanders or, in the case those serving in another Front Line Command/Joint TLB, the appropriate Service Sec in advance of upcoming awards and the date when the announcement will be published in the London Gazette.
- b. For Naval Service personnel, the Naval Secretary will write to recipients. Commanding Officers and the appropriate Service Sec in a Joint TLB will be provided with timely information copies of notification letters.

c. Within Head office HO&CS Service Secretariat sets up bespoke notifications, for the Army and RAF recipients, through the chain of HLBs based upon data provided by the authorities in those Services. Naval Service recipients in HO&CS are informed by the Naval Secretary with timely information copies of notification letters being passed to HO&CS Service Secretariat.

d. Any letters or messages of congratulation should be timed/despached to ensure that these reach recipients **no earlier** than the day of publication of the relevant London Gazette.

Meritorious Service Medal

6.06. The prestige of this medal merits personal notification to recipients that they have been selected to receive the medal; this will be conducted in accordance with the notification procedures for the half-yearly lists. Commanding officers of Army and RAF personnel will be directed by the chain of command to notify recipients. Royal Navy and Royal Marine recipients will be notified by a personal letter from the Naval Secretary which commanding officers will be invited to hand to the recipient.

Notification to Next of Kin

6.07. **Operational and Non-Operational Gallantry Awards.** In cases where a posthumous award has been made, the notifying authority will make arrangements for the Next of Kin to be informed. Notification must be made in person, if at all possible, preferably by the recipient's former commanding officer or the Next of Kin's nominated Visiting Officer.

6.08. **Appointments to Orders.** As noted in Chapter 4, appointments to Orders (eg DSO, CB, OBE etc) in the Half-Yearly List and the Operational Awards List cannot be made posthumously. However, if a person whose nomination has been formally approved by The Sovereign, should subsequently die before being notified of the award, it is the responsibility of the notifying authority to make arrangements for the Next of Kin to be informed of the award. It will be expected for notification letters to be delivered by hand, preferably by the recipient's former commanding officer or the Next of Kin's nominated Visiting Officer.

6.09. **Meritorious Service Medal.** A MSM may still be awarded if death occurs between selection and notification. Notification must be made in person, if at all possible, preferably by the recipient's former commanding officer or the Next of Kin's nominated Visiting Officer.

Release of Information to the Press

6.10. Information released to the Press, when appropriate, is to carry an embargo on publication until 2200 hours on the day prior to publication of award(s) in the London Gazette. Information on Immediate Awards, however, may be released to the Press on the day of approval by the commander authorised to grant such awards.

6.11. All those who are given advance information about an impending award are to guard against early release of information. In principle, the first approach should always be made to the commanding officer of the recipient's unit.

Publication of Citations

6.12. **Armed Forces Operational Awards Lists.** The London Gazette will publish a full citation for an award of a VC or GC; all other awards will be listed under a common brief citation for example, 'for gallant and distinguished services in operations in the Gulf during the period 1 April to 30 September 20...' If appropriate, MOD Media Releases may include extracts from recommendations. These will be provided by the Secretary of the AFOAC or the single Service Honours and Awards authorities.

6.13. **Non-Operational Awards.**

a. These awards, with brief citations, will usually be announced with the Armed Forces Operational Awards Lists. However, when awards are given as a result of a particular event that includes civilian recipients, an announcement may be published in the London Gazette, as and when necessary. Copies, or full transcripts of the recommendation, will not be made available.

b. **Copies of Recommendations.** When the Operational Awards Lists, including Non-Operational awards, are announced, the Secretary to the AFOAC, or the single Service Honours and Awards authorities may provide the MOD Press Office with additional material relating to selected cases.

6.14. **Half-Yearly Honours Lists.** By long standing convention honours announced in the New Year and Birthday Lists are not accompanied by any citation in the London Gazette nor will any copies of the recommendation be provided.

Applications for Recommendations and Honours Documentation

6.15. Personal data processed for conferring by the Crown of any honour or dignity (ie the grant of a State award) need not be disclosed. It is given a specific exemption at Schedule 7 paragraph 3 of the Data Protection Act (DPA). Furthermore the Freedom Of Information (FOI) Act does not apply as recommendations are classified as 'Personal Data'.

6.16. The recipient of any honour may request sight of the full recommendation, references, and any other documentation relating to the issue of the award. Such requests for personal data made by the data subjects may explicitly cite the DPA, or it may be implicit in what they are requesting. In either case, the request should be considered under the DPA. Such requests can be refused, citing the exemption in Schedule 7 paragraph 3, namely 'Personal data processed for the purposes of the conferring by the Crown of any honour or dignity.' Likewise, a request from anyone who has been considered for an honour which was not awarded (or not considered for an honour at all) may be refused under the same exemption.

6.17. Notwithstanding the above, yet subject to the needs of security, the MOD can provide confirmation of awards in compliance with the Freedom of Information Act. Reference to the relevant London Gazette entry should suffice for this purpose.

6.18. Papers relating to Armed Forces Operational Awards Lists and non-operational gallantry awards are held by MS(Hons) and those relating to Half-Yearly honours are held by the relevant single Service branches. Recommendations released

to the National Archives under the provisions of Public Records legislation are available from there on request.

7 Presentation of Awards

Presentation

7.01. Recipients of all awards except those listed below are summoned to a State Investiture, provided that they are in the United Kingdom and it is practicable for them to attend, under procedures arranged by the Central Chancery of the Orders of Knighthood.

7.02. The medals, or emblems, and certificates for the following awards are presented under single Service arrangements on a suitable occasion:

- a. Mention in Despatches.
- b. Queen's Commendation for Bravery.
- c. Queen's Commendation for Bravery in the Air.
- d. Queen's Commendation for Valuable Service.
- e. Meritorious Service Medal.
- f. Long Service and Good Conduct Medal.
- g. Volunteer Reserves Service Medal.
- h. Cadet Forces Medal.

7.03. Similarly the presentation of campaign medals is a unit responsibility. Parades may be held at the commanding officer's discretion.

State Investiture

7.04. Arrangements concerning the date of attendance at a State Investiture are made by the Central Chancery of the Orders of Knighthood, which issues a summons to recipients at an address in the United Kingdom about 6 weeks in advance of the Investiture. State Investitures are held mainly at Buckingham Palace but also in Windsor, Edinburgh and Cardiff. Each award recipient may be accompanied by up to a maximum of three guests. The application form for guests' tickets will be sent to recipients together with the formal summons.

Dress at Investitures

7.05. Personnel attending investitures are to dress in accordance with Annexes A – C to this chapter.

Travel and Subsistence

7.06. The regulations covering travel at public expense to a State Investiture or presentation are contained in Joint Service Publication (JSP) 752 – Tri-Service Regulations for Allowances. Travel details are at Para. 04.0123 and subsistence information is at Paras. 03.137-03.138.

Annexes:

- A. Instructions for Dress at Investitures (Naval Service).
- B. Instructions for Dress at Investitures (Army).
- C. Instructions for Dress at Investitures (RAF).

Instructions for Dress at Investitures (Naval Service)

Dress

	OFFICERS	RATINGS/OTHER RANKS
RN and RNR (inc. QARNNS)	No1C Dress	No 1C Dress
RM and RMR	No 1A Dress	No 1A Dress

The above also applies to personnel serving on Full Time Reserve Service (FTRS).

RFA	RN equivalent	Uniform applicable to rate, or morning dress or dark lounge suit as convenient
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Retired Service personnel: Arrangements may be made for the recipient to retain their uniform until after their investiture date. Alternatively, morning dress or dark lounge suit may be worn as convenient.

- Swords are not to be worn.
- The insignia of Orders, Decorations and Medals are not to be worn (though recipients may wish to take these for post-Investiture photographs).
- Ribbons of Orders, Decorations and Medals INCLUDING that of the award to be received, are to be worn.
- Uniform shoes, rather than boots, are preferred.
- Aiguillettes ARE to be worn by:
 - Equerries, Extra Equerries, Assistant Equerries to Her Majesty The Queen and Members of the Royal Family who are Royal Highnesses.
 - Members of the Royal Household.
 - ADCs to Her Majesty The Queen.
 - Honorary Chaplains, Physicians, Surgeons, Dental Surgeons, Veterinary Surgeons and Nurses to Her Majesty The Queen.
 - Members of the Navy Board.
- Aiguillettes ARE NOT to be worn by; Staff Officers, Attachés, ADCs other than those mentioned above.
- Gentlemen guests should wear morning dress or dark lounge suit as convenient. Ladies should wear day dress, preferably with a hat. Guests serving in the Armed Forces or other uniformed organisations may wear uniform applicable to rank or morning dress or dark lounge suit as convenient.

PLEASE NOTE THERE ARE NO CHANGING ROOMS AVAILABLE.


Travel and Subsistence

Travel costs for recipients and their guest(s), and subsistence (recipients only) are borne by recipients' permanent employing Unit in accordance with JSP 752, Chapters 3 and 4.

Travel documentation for retired recipients may be requested from the Naval Secretary department (FAO Honours and Awards) from the address below. An application form for this purpose is attached.

ANY ENQUIRIES REGARDING THE ABOVE MAY BE ADDRESSED TO:

Naval Secretary (Honours and Awards)
Navy Command Headquarters
Leach Building (MP 3.1)
Whale Island
Portsmouth
PO2 8BY



**APPLICATION FOR TRAVEL DOCUMENTS
TO ATTEND AN INVESTITURE**

Name/Initials/ Rank/Rate/Official No:.....
.....

Date of Investiture:.....

Names of Guest(s) (Please indicate if there are any children under age 14):

.....
.....
.....
.....

Travelling from: (If travelling by train, please indicate railway station)

Outward

From..... To

Return

From To

Serving personnel please note: Applications for travel documentation for recipients who are still serving and their guest(s) should be made to your permanent employing Unit in accordance with JSP 752, Chapter 4. Please indicate the reason if you are currently serving but are applying to the Naval Secretary's department for travel documentation. Your current employing Unit's UIN is to be provided.

.....
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Instructions for Dress at Investitures (Army)

Dress

Lieutenant Generals and above	Frock Coat with Waist Sash (no insignia of Orders, Decorations or Medals, though ribbons are to be worn).
All other Officers	Either: No. 1 Dress (Non-Ceremonial Day) if in possession with ordinary shoulder boards. Ceremonial cross belt, crimson waist sash or Sam Browne may be worn according to regimental customs (Major Generals may wear gold/crimson waist sash). Or: No 2 Dress, and Sam Browne belt or equivalent.
Non Commissioned Ranks	No. 1 Dress (Non-Ceremonial Day) if in possession. No. 2 Dress (Non-Ceremonial Day) with issued belt.

Retired Service personnel: Either morning dress or dark lounge suite as desired. Arrangements may be made with PS12(A) for recipients to retain their uniform until after their investiture date if the investiture is not long after retirement.

- Swords are not to be worn
- For male military recipients, gloves are not to be worn, nor hats which are to be removed upon entering the building, and neither are carried forward during investiture. Ladies should wear hats/caps throughout the investiture.
- The insignia of Orders, Decorations and Medals are not to be worn (though recipients may wish to take these for post-Investiture photographs). Ribbons of Orders, Decorations and Medals INCLUDING that of the award to be received, are to be worn.
- Uniform shoes, rather than boots, are preferred.
- Aiguillettes are to be worn ONLY by:
 - Equerries, Extra Equerries, Assistant Equerries to Her Majesty The Queen and Members of the Royal Family who are Royal Highnesses.
 - Members of the Royal Household.
 - ADCs to Her Majesty The Queen.
 - Honorary Chaplains, Physicians, Surgeons, Dental Surgeons, Veterinary Surgeons and Nurses to Her Majesty The Queen.
 - Members of the Army Board.
- Aiguillettes ARE NOT to be worn by Staff Officers, Attachés, ADCs other than those mentioned above.

- Gentlemen guests may wear uniform as above if serving or morning dress or a dark lounge suit as convenient. Ladies should wear day dress, preferably with a hat.

PLEASE NOTE THERE ARE NO CHANGING ROOMS AVAILABLE.

Travel and Subsistence

Travel costs for recipients and their guest(s), and subsistence (recipients only) are borne by recipients' permanent employing Unit in accordance with JSP 752, Chapters 3 and 4.

Travel at public expense to attend an investiture in the United Kingdom is not admissible for recipients stationed or domiciled overseas. However, should they elect to travel to the United Kingdom at their own expense, they may claim for travel from the point of entry to the place of Investiture.

ANY ENQUIRIES REGARDING DRESS MAY BE ADDRESSED TO:

Ministry of Defence (PS12(A))
Level 6 Zone C
Main Building
Whitehall
London
SW1A 2HB



Instructions for Dress at Investitures (Royal Air Force)

Dress

Air Vice-Marshal and above	No. 1 SD with ceremonial sash and ceremonial shoulder boards. White gloves are to be carried.
All other Officers	No. 1 SD. Brown gloves are to be carried.
Other Ranks	No. 1 SD.
RAuxAF and Retired Officers	No. 1 SD or morning dress or dark lounge suit. Ladies should wear day dress, preferably with a hat.

Retired Service personnel: Arrangements may be made for the recipient to retain their uniform until after their investiture date. Alternatively, morning dress or dark lounge suit may be worn as convenient.

- Swords are not to be worn.
- The insignia of Orders, Decorations and Medals are not to be worn (though recipients may wish to take these for post-Investiture photographs).
- Ribbons of Orders, Decorations and Medals INCLUDING that of the award to be received, are to be worn.
- Uniform shoes, rather than boots, are preferred.
- Aiguillettes ARE to be worn by:
 - Equerries, Extra Equerries, Assistant Equerries to Her Majesty The Queen and Members of the Royal Family who are Royal Highnesses.
 - Members of the Royal Household.
 - ADCs to Her Majesty The Queen.
 - Honorary Chaplains, Physicians, Surgeons, Dental Surgeons, Veterinary Surgeons and Nurses to Her Majesty The Queen.
 - Members of the Air Force Board.
- Aiguillettes ARE NOT to be worn by Staff Officers, Attachés, ADCs other than those mentioned above.
- Gentlemen guests should wear morning dress or dark lounge suit as convenient. Ladies should wear day dress, preferably with a hat. Guests serving in the Armed Forces or other uniformed organisations may wear uniform applicable to rank or morning dress or dark lounge suit as convenient.

PLEASE NOTE THERE ARE NO CHANGING ROOMS AVAILABLE.

Travel and Subsistence

Travel costs for recipients and their guest(s), and subsistence (recipients only) are borne by recipients' permanent employing Unit in accordance with JSP 752, Chapters 3 and 4.

Travel at public expense to attend an Investiture in the United Kingdom is not admissible for recipients stationed or domiciled overseas. However, should they elect to travel to the United Kingdom at their own expense, they may claim for travel from the point of entry to the place of Investiture.

ANY ENQUIRIES REGARDING THE ABOVE MAY BE ADDRESSED TO:

SO1
RAF Ceremonial and Events Team
Bentley Priory Building
RAF Northolt
Ruislip
Middlesex
HA4 6NG



8 Operational Medals

Introduction

8.01. The involvement of United Kingdom Armed Forces in operations around the world may give rise to the award of:

- a. A specific campaign / war medal (eg: the Gulf Medal).
- b. The Operational Service Medal (OSM).
- c. A medal from an international organisation, such as NATO, United Nations and European Union.

8.02. A table showing the awards approved for the Armed Forces since 1962 is at Annex A to this Chapter.

Operational Review Board

8.03. The MOD Operational Review Board sits bi-annually to assess, against operations, the requirement for the award of Operational Allowance and Medallic Recognition, and the need for deployed personnel to undertake Decompression. It is held under the chairmanship of PJHQ COS(Ops) and consists of the following members:

PJHQ Voting Members	Non-Voting Representatives of
COS(Ops) (Chair) ACOS J1/4 ACOS J2 ACOS J3 ACOS J8 ACOS J9	CDP(Rem) DSSec Nav Sec Army Pers Ops Air A1 Ops [REDACTED] MOD Medals Office PJHQ DACOS J1/4C PJHQ SO1 J1 ROW (Sec) PJHQ SO2 J1 Cap Dev (Sub-Sec) Single Service Ops Reps / PJHQ Ops Team Leaders

8.04. By considering Risk and Rigour statements submitted by PJHQ J3 and Front Line Command Ops Teams, the Operational Review Board assesses the level of Risk and Rigour experienced by personnel deployed on operations and recommends which locations qualify for Operational Allowance and which should attract Medallic Recognition. The award of Operational Allowance is based on the level of Risk, whilst Medallic Recognition is judged against both Risk and Rigour experienced by deployed personnel.

8.05. **Operational Allowance.** The Operational Review Board makes recommendations for Operational Allowance based on operational locations. In accordance with JSP 752, CDP(Rem) staff any recommendations through DCDS(Cts),

Def Res and HMT in order to gain agreement on which of the proposed locations will qualify; any agreed provision of Operational Allowance is announced via a Directed Letter.

8.06. **Medallic Recognition.** The Operational Medals Working Group, working in support of the Operational Review Board as the collective Defence and single Service medals Subject Matter Experts¹¹, formally scrutinises all Medallic Recognition recommendations against its guiding principles of maintaining prestige, parity and comparisons against historical precedent, and to determine eligibility criteria. When the Operational Review Board endorses such recommendations, they are passed to Defence Services Secretary, for Chiefs of Staff agreement. Supported recommendations are then considered by the HD Committee and, if agreed, are submitted to The Sovereign for approval.

British Campaign Medals and Clasps

8.07. The decision to institute a new United Kingdom award – a separate campaign medal or the OSM – does not depend on any formal declaration of hostilities but is based largely upon evidence of the degree of danger to life and limb and the rigours of terrain, climate, etc. These may have a bearing on the decision to award a specific campaign medal rather than the OSM though the numbers of troops engaged and nature of the campaign will also be taken into account. Full details of the process are at Annex D to this Chapter.

8.08. The qualifying period for medals varies and the proposed length of qualifying service for a new award will take particular account of the rigours of the campaign. It is by no means automatic that a medal will be granted simply if shots are fired or casualties sustained. If a United Kingdom campaign medal or the OSM has been authorised, the award during that campaign of a Mention in Despatches or a Queen's Commendation, or above, provides automatic entitlement to the medal or clasp, whether or not the full qualifying period has been served. Qualifying service may also be reduced for those who are killed or have their service in theatre terminated prematurely by wounding or other related injury, or having been captured or detained. It is, however, not the case that a campaign medal or the OSM must have been authorised before Armed Forces Operational Gallantry awards can be made.

Foreign or Commonwealth Campaign Medals

8.09. There are long-standing precedents (going back to the end of the First World War) for the United Kingdom refusing offers of campaign medals from other countries, whether or not the United Kingdom has issued a medal or clasp for the campaign. The only recent exceptions that have been made to this convention have been:

- a. The approval of awards to seconded British personnel on Loan Service who are receiving emoluments from a host nation (eg with the Sultan's troops in Oman or Brunei).
- b. The Australian INTERFET (East Timor) medal (instituted in 2000): no UK equivalent was instituted.

¹¹ Consisting of PJHQ J1, DSSec, MOD Medal Office and single Service medals representatives.

Medals Awarded by International Organisations

8.10. The commitment of United Kingdom units and/or individuals to operations under the command of major international organisations has resulted in eligibility for awards from those organisations (usually NATO, the United Nations, and European Union).

8.11. The United Kingdom always resists proposals that would result in 'double medalling' (ie simultaneous qualification for a United Kingdom medal and an international organisation's medal). Each new instance of the offer of a medal requires a proposal by the Ministry of Defence, support from the HD Committee and the approval of The Sovereign. International Organisation's medals are worn in order of date of award as if it were a United Kingdom medal.

The Accumulated Campaign Service Medal (ACSM)

8.12. The Accumulated Campaign Service Medal (ACSM) was instituted to recognise individuals who had completed more than 1080 days campaign service in addition to qualifying for the requisite campaign medal in each qualifying operational theatre. As of 1 July 2011 this medal was superseded by ACSM 11. The eligibility criterion for ACSM 11 was set at 720 days operational service in addition to qualifying for the requisite campaign medal for each qualifying operational theatre. Full details of this award are at Annex B to this Chapter.

Application, Assessment and Award

8.13. Applications for Current and Accumulated Campaign Medals are to be forwarded by units to the MOD Medal Office using the application forms provided at Annex C. The address and notes about how to compile the form are included on the form. The MOD Medal Office will assess claims against official individual service records and the published award criteria before being despatched to the address given on the Application form.

8.14. Medals, eg campaign and/or operational service medals and long service and efficiency awards, but also any other official medal, are to be presented under chain of command arrangements in an appropriate manner that reflects the prestige of the award and the significance of the recognition that medals represent.

8.15. Where appropriate, Commanding Officers of units or formations may wish to give consideration to arranging medal presentation events on a whole unit basis. Commanding Officers should not, however, overlook the singleton augmentee, both those who are returning to their original unit and those who may have recently joined a new unit before their medals arrive. If any official medal is received in a unit, arrangements should be made for it to be presented in a fitting and appropriate manner. "Fitting and appropriate" remains at individual Commanding Officers' discretion, but the significance of the occasion to the recipient should be borne in mind."

Annexes:

A. Campaign and Other Operational Awards Authorised For The Armed Forces Since 1962.

- B. Eligibility Criteria for the Accumulated Campaign Service Medal (ACSM).
- C. Application form JPA S003 for Current Campaign Medals.
- D. Procedure for the Introduction of a New Medal.

Campaign and other Operational Awards authorised for wear by the Armed Forces since 1962

United Kingdom:

8A.01 Medals for Individual Campaigns or Operations:

SER	MEDAL	EILIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	South Atlantic Medal	1 day – 2 April to 14 June 1982 30 days – 2 April to 21 October 1982	Rosette worn on the medal and brooch bar to signify service south of the 35 th Parallel	1 day 30 days (Ascension Island)	DCI JS 218/82 DCI RN 496/82 CIV 284/82	As a result of the Sir John Holmes review the end date has been moved to the 21 October 1982. All qualifications, whether one day or thirty days, that qualify after 14 June 1982 are not awarded the rosette.
2	Gulf Medal 1990-91	2 August 1990 to 7 March 1991	Clasp: 2 August 1990 Clasp: 6 January to 28 February 1991	1 day 30 days 7 days continuous	DCI GEN 185/91	Clasp awarded to those Kuwait Liaison Team personnel who were taken hostage Clasp to signify war fighting period and awarded to those in Zone I only.
3	Iraq Medal	20 January 2003 to 22 May 2011	19 March 2003 to 28 April 2003	30 days continuous Or 45 days aggregated service whilst OPCOM. All visits to Theatre do not count towards aggregation.	DCI JS 34/04 DIN01-009 2005	No Longer Available as follows: Zone 1 – 21 December 2011 (end of NATO training mission). Zone 2 – 22 May 11 (in line with the announced end of OP TELIC).

8A.02. Operational Service Medal (Instituted 1 January 2000).

SER	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	Sierra Leone	5 May 2000 to 31 July 2002	Rosette awarded for service on Op BARRAS or Op MAIDENLEY	1 day 14 days 30 days continuous	DCI JS 78/02	1 day Op BARRAS – 10 September 2000 (Rosette) 1 day Op MAIDENLEY – 15 July 2000 (Rosette) 14 days (Op PALLISER) 30 days (Op BASILLICA or SILKMAN)
2	Afghanistan (Op VERITAS/ HERRICK)	11 September 2001 to a date to be decided	Zone 1: Clasp Afghanistan Zone 2: No clasp	1 day 21 days 30 days Or 45 days aggregated service whilst OPCOM Visits do not count towards aggregation Aircrew – 30 sectors aggregated	DCI JS 126/03 DIN01-008 2005	Rosette worn on brooch bar to signify award of clasp. Aircrew awarded clasp for 30 sorties landings and takeoffs. Flying 30 sectors without landings, awarded medal only. No more than one sortie per day to count. See Appendix 2 transcript of DCI and DIN
3	Democratic Republic of Congo	14 June to 10 September 2003	Clasp: DROC	25 days OR 5 operational sorties	2005DIN01-012	Awarded to those who served in Bunia in the Ituri Province on qualifying operation

8A.03. General Service Medal 1962:

SER	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	GSM 1962	24 December 1962 to 11 August 1966	Borneo	30 days OR 1 operational sortie (aircrew)	DCI S.134/64 DCI S.72/65 DCI RAF 36/67	
2	GSM 1962	25 April to 31 July 1964	Radfan	14 days	AO37/65	
3	GSM 1962	1 August 1964 to 30 November 1967	South Arabia	30 days	DCI S.115/66	

4	GSM 1962	Ground forces – 17 August 1964 to 12 June 1965 Air crew – 17 August 1964 to 11 August 1966	Malay Peninsula	30 days or 30 sorties (max 1 per day)	DCI S.209/57 DCI S.172/70	
5	GSM 1962	14 August 1969 to 31 July 2007	Northern Ireland	30 days	AO 65/71 DCI JS 22/92	
6	GSM 1962	1 October 1969 to 3 September 1976	Dhofar	30 days	DCI S.121/75	
7	GSM 1962	7 February 1983 to 9 March 1984	Lebanon	30 days Ground Forces OR 3 sorties Aircrew	DCI J.106/84	
8	GSM 1962	15 August to 15 October 1984	Mine Clearance, Gulf of Suez	30 days accumulated	Command paper 26/7/88	Gulf of Suez
9	GSM 1962	17 November 1986 to 28 February 1989	Gulf	30 days	DCI JS 71/89	
10	GSM 1962	8 March to 30 September 1991	Kuwait	30 days	DCI GEN 262/92	
11	GSM 1962	6 April to 17 July 1991	Northern Iraq/Southern Turkey	30 days or 3 operational sorties	DCI GEN 263/92	
12	GSM 1962	16 July 1991 to 18 March 2003 16 July 1991 to 30 April 2003	Air Operations Iraq	60 days continuous or 90 days accumulated service on qualifying operations OR 6 operational sorties	DCI GEN 63/97 DCI RAF 31/97 DCI JS 63/99 DCI GEN 223/99 DCI RN 31/00 DCI JS 23/02 DCI JS 80/03 DCI JS 106/03	Op RESINATE SOUTH Op RESINATE NORTH (Incirlik, Silopi or Zakho 16 September 19/09/91 to 13/09/91, 30 days continuous or 60 days aggregated service)

8A.04. General Service Medal 2008:

Details on the award of the General Service Medal 2008 will be published in early 2015 following ratification by the HD Committee and Her Majesty The Queen.

8A.05. United Nations:

SER	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	Congo (ONUC)	10 July 1960 to 30 June 1964		90 days	Army Order 50/62	Seconded/Loan personnel only
2	Cyprus (UNFICYP)	27 March 1964 to a date to be decided		30 days – 27 March 1964 to 26 March 1965 90 days – 27 March 1965 to present	Army Order 56/64 Army Order 18/65	Numerals awarded for subsequent & every accumulated 180 days service
3	Namibia (UNTAG)	1 April 1989 to 31 March 1990		90 days	DCI GEN 74/90	
4	Iraq/Kuwait (UNIKOM)	1 April 1991 to 6 October 2003		90 days	DCI GEN 93/92	
5	Western Sahara (MINURSO)	1 April 1991 to a date to be decided		90 days	DCI GEN 261/92	
6	Yugoslavia (UNPROFOR)	1 March 1992 to 31 December 1995.	No clasp	90 days	DCI GEN 132/93	Numerals awarded for subsequent & every accumulated 180 days service. Cannot have the NATO medal for same period
7	Cambodia (UNAMIC)	1 October 1991 to 31 March 1992		90 days	DCI GEN 157/93	
8	Cambodia (UNTAC)	1 April 1992 to 30 September 1993		90 days	DCI GEN 157/93	
9	Rwanda (UNAMIR)	1 October 1993 to 31 March 1996		90 days	DCI GEN 38/95	
10	International Conference on Former Yugoslavia	1994 to 1995				UK personnel seconded for service with ICFY as UN observers in Former Yugoslavia. Not administered by UK and no longer available
11	Angola (UNAVEM 3)	1 February 1995 to 1 June 1997		90 days	DCI GEN 324/95	
12	Georgia (UNOMIG)	23 August 1993 to a date to be decided		90 days	DCI GEN 45/01	Concluded (tbc)
13	Transitional Administration for Balkans (UNTAES)	January 1996 to January 1998		90 days		Eastern Slavonia, Baranja and Western Sirmium [Croatia]

14	Sierra Leone (UNOMSIL)	1 June 1998 to 30 September 1999		90 days	DCI JS 110/01	
15	Sierra Leone (UNAMSIL)	1 October 1999 to a date to be decided		90 days	DCI JS 110/01	
16	East Timor (UNTAET)	25 October 1999 to a date to be decided		90 days	DCI JS 91/01	
17	East Timor (UNAMET)	7 June 1999 to 25 October 1999		90 days	DCI JS 91/01	
18	Democratic Republic of Congo (MONUSCO formerly MONUC)	30 November 1999 to a date to be decided		90 days	DCI JS 95/02	On 28 May 2010, Security Council unanimously adopted Resolution 1925 (2010), extending the mandate of MONUC until 30 June 2010 and decided that from 1 July onwards MONUC shall be referred to as MONUSCO. SCR 1925 reflected the new phase reached in the country
19	Kosovo (UNMIK)	10 June 1999 to a date to be decided		90 days	DCI JS 109/01 DCI JS 96/102	
20	Ethiopia and Eritrea (UNMEE)	15 September 2000 to a date to be decided		90 days	DCI JS 127/03	

Note: UN medals should be applied for whilst serving in the theatre of operations directly from UN HQ in theatre. Those who do not receive their medals in theatre may apply for them through the MOD Medal Office. This service is only available for 12 months after leaving theatre. Replacements are only available 5 years after the operation has ceased.

8A.06. United Nations Special Service Medal:

SER	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	Peshawar (UNOCHA)	1989 to 1990		90 days	DCI GEN 119/97	
2	Sarajevo Airlift	3 July 1992 to 12 January 1996	No clasp	100 landings at Sarajevo as part of Op Cheshire OR 90 days with UNHCR detachments	DCI GEN 15/97 DCI GEN 144/98	Category 2 and 3 only awards may be worn

3	Iraq (UNSCOM)	April 1991 to a date to be decided.	Clasp 'UNSCOM'	90 days continuous or 180 days cumulative	DCI JS 64/99	
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8A.07. NATO:

SER	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	Former Yugoslavia	1 July 1992 to 31 December 2002	FORMER YUGO-SLAVIA – Numerals awarded for subsequent tours	30 days in Former Yugoslavia OR 90 days in support areas on qualifying operations .	DCI GEN 267/95 DCI RN 11/96 DCI CIV 68/96 DCI GEN 203/97, DCI GEN 305/99 DCI RAF 14/00 DCI GEN 204/00	Numerals for subsequent tours of 180 days in Yugoslavia or 540 days in support areas on qualifying operations. (UK Ground forces under UN Command until December 1995) No Longer Available
2	Kosovo	13 October 1998 to 31 December 2002	KOSOVO - Numerals awarded for subsequent tours	30 days in Kosovo, FYROM and Albania OR 90 days in support areas on qualifying operations	DCI GEN 287/99 DCI RAF 2/00 DCI RN 32/00 DCI GEN 15/00	Numerals for subsequent tours of 180 days in Kosovo or 540 days in support areas on qualifying operations No Longer Available
3	Macedonia (In NATO, cannot refer to Macedonia, instead use acronym FYROM)	1 June 2001 to 31 December 2002	No clasp – no numerals	25 or 30 days depending on Operation Name	DCI JS 63/02 DCI JS 77/02 DCI JS 235/02	No Longer Available
4	Balkans (Non Article 5)	1 January 2003 to 20 December 2004 for Bosnia 1 January 2003 to 31 December 2010 1 January to 31 March 2003 for FYROM	Clasp 'NON ARTICLE 5' - No numerals issued	30 days	DCI JS 125/03 DCI JS 85/04	This medal replaced the previous three NATO Balkan medals. Only personnel deploying to the Balkans for the first time are eligible to wear the medal. No numerals and no qualification in support areas No Longer Available

5	Balkans (Non Article 5)	1 January 2011 to a date to be decided for Kosovo/	Different ribbon clasp 'BALKANS' – Numerals awarded for subsequent tours after 1 January 2011	30 days or 60 days accum		This medal replaced the previous NATO Non-Art 5 Balkans medal.
6	Active Endeavour	26 October 2001 to a date to be decided.	Clasp 'ARTICLE 5' - Numerals awarded for subsequent tours after 1 January 2011	RN Ships only	DCI JS 122/03	Medals issued by NATO HQ (SHAPE) direct to ships upon application to NATO HQ. Permission to accept but NOT wear
7	Eagle Assist	11 September 2001 to 16 May 2002	Clasp 'ARTICLE 5'	RAF only	DCI JS 123/03	Medals issued by NATO HQ direct to units upon application to NATO HQ. No longer available. Permission to accept but NOT wear
8	Pakistan Earthquake	8 October 2005 to 1 February 2006	Clasp 'PAKISTAN'	14 days	None published	No permission to accept. May NOT be worn. ALL Medals have been issued – No longer available
9	Afghanistan (ISAF)	1 June 2003 and is ongoing	Clasp 'ISAF'. Tunic ribbon clasp introduced wef 1 January 2011 - Numerals awarded for subsequent tours after 1 January 2011	30 days Wef 1 January 2011, 30 days cont/accum amended to 30 days cont/60 days accum.	None published	Medals issued by NATO HQ in theatre. No permission to accept. May NOT be worn
10	NATO Meritorious Service Medal	Awarded at NATO discretion only	Clasp 'MERITORIOUS' - Numerals awarded for subsequent awards	--	2012DIN09-012	
11	NATO Training Mission Iraq	18 August 2004 to 21 December 2011	Clasp 'NTM-IRAQ' - Numerals awarded for subsequent tours after 1 January 2011	30 days Wef 1 January 2011, 30 days cont/accum amended to 30 days cont/60 days accum.	2012DIN09-011	No permission to accept or wear

12	NATO Logistical support to African Union Mission in SUDAN	13 July 2005 to 31 December 2007	Clasp 'AMIS'	30 days	None published	No permission to accept or wear No Longer Available
13	Approved NATO Operations and Activities in Relation to AFRICA	From 1 January 2008. Differing start/end dates depending on Operation/ Activity	Clasp 'AFRICA' - numerals awarded for subsequent tours after 11 January 2011	30 days Wef 1 January 2011, 30 days cont/accum amended to 30 days cont/60 days accum.		No permission to accept or wear
14	Libya NATO Non Article 5 Clasp OUP Libya	23 March 2011 to 31 October 2011	Clasp OUP/Libya/ Libye	30 days Cont/60 days accum.	2011DIN09 -020	No longer available

8A.08. Miscellaneous

SER	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	Queen's Golden Jubilee Medal	6 February 2002		Serving on 6 February 2002 with minimum aggregated service of 5 years	JS6/02	
2	Queen's Diamond Jubilee Medal	6 February 2012		Serving on 6 February 2012 with minimum aggregated service of 5 years	2011 DIN 09-012	
3	Iraq Reconstruction Service Medal	19 March 2003 to 1 October 2013		40 days of continuous service, or 40 days of service on working visits within Iraq aggregated over a period of one calendar year, provided that the visits are for a minimum of 48 hours each		Only for those members of the UK Armed Forces, working with or seconded to HMG Departments, and who do not qualify for the Iraq (campaign Medal).
4	Civil Service Medal; (Afghanistan)	19 November 2001 to a date to be decided		TBC		Only for those members of the UK Armed Forces, working with or seconded to HMG Departments, and who do not qualify for the Operational Service Medal (Afghanistan)

5	Multi-national Force and Observers Sinai					No permission to wear
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8A.09. Foreign and Commonwealth:

SER	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	Brunei General Service Medal	12 August 1966 to a date to be decided		1 year	DCI87/68	Loan personnel service only.
2	Kenya Campaign Medal	12 December 1963 to 30 November 1967		30 days (not continuous)	DCI276/68	Loan personnel service only.
3	Malaya Active Service Medal	31 August 1957 to 15 September 1963		DCI does not provide eligibility criteria	DCI 240/64 DCI 135/65	Loan personnel service only.
4	Malaysia General Service Medal	11 August 1966 to 31 December 1989		DCI does not provide eligibility criteria	DCI 198/70	Loan personnel service only.
5	Muscat/Oman Dhofar Campaign Medal	23 May 1965 to 30 September 1976		14 days	DCI 110/68	Loan personnel service only.
6	Republic of South Africa UNITAS	1 June 1994 to 26 April 2003		DCI does not provide eligibility criteria	DCI GEN 178/96	BMATT personnel only
7	Australian INTERFET (East Timor)	16 September 1999 to 10 April 2000		30 days	DCI45/01	This is worn as a Commonwealth medal instituted by The Sovereign ie after all UK awards.
8	General Service Medal (OMANI)	23 May 1965 to 30 June 1976	Dhofar	DCI does not provide eligibility criteria	2007DIN09-028	Loan personnel service only.
9	The Accession Medal (OMAN)	23 July 1970 only		1 day		Loan personnel service only. Issued to those in SAF on 23 July 1970 when the current Sultan superseded his father
10	The Peace Medal (OMAN)	Awarded for 1 years service between 1 July 1976 and 17 November 1985 Also for service with		1 year	No DCI	Loan personnel service only.

11	Muscat Victory Medal (AS SUMOOD)	23 May 1965 to 2 December 1975		30 days	DCI Army 258/77 And 79/78	Seconded forces only. Unrestricted wear.
12	Rhodesia Medal	1 December 1979 to 20 March 1980		14 days	Command Paper August 1980	Not classed as a campaign medal and thus it is worn immediately after any Long Service award
13	Sultan of Oman's Glorious 15 th National Day Medal	Sultanate's 15 th National Day on 18 November 1985		1 day	London Gazette No: 50501 28 April 1986	For those on either Loan or Contract Service to the Sultan of Oman's Forces who were serving on the date of the celebrations of the Sultanate's National Day of remembrance. Unrestricted wear authorised.
14	Sultan of Oman's Glorious 20 th National Day Medal	Sultanate's 20 th National Day on 18 November 1985		1 day	London Gazette No: 52819 Dated 30 January 1992	For those on either Loan or Contract Service to the Sultan of Oman's Forces who were serving on the date of the celebrations of the Sultanate's National Day of remembrance. Unrestricted wear authorised.
15	Sultan of Oman's Glorious 25 th National Day Medal	Sultanate's 25 th National Day on 18 November 1990		1 day	London Gazette No: 54691 Dated 27 February 1997	For those on either Loan or Contract Service to the Sultan of Oman's Forces who were serving on the date of the celebrations of the Sultanate's National Day of remembrance. Unrestricted wear authorised.
16	Sultan of Oman's 30 th Renaissance Medal	Sultanate's 25 th [30 th] National Day on 18 November 1995		1 day	London Gazette No: 56284 Dated 24 July 2001	For those on either Loan or Contract Service to the Sultan of Oman's Forces who were serving on the date of the celebrations of the Sultanate's National Day of remembrance. Unrestricted wear authorised.

17	Sultanate of Oman's 35 th Renaissance Medal	National Day 2005		1 day	London Gazette No: Dated 21 November 2005	For those on either Loan or Contract Service to the Sultan of Oman's Forces who were serving on the date of the celebrations of the Sultanate's National Day of remembrance. Unrestricted wear authorised.
18	Sultanate of Oman's 40 th Renaissance Medal	National Day 2010		1 day	N/A	The Omani Authorities have never sought permission to wear this medal from the FCO. No authority to wear

8A.10. European and other International:

SER	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	WEU Mission (Yugoslavia)	1 July 1992 to 31 December 1996		30 Days in Yugoslavia or 90 Days in support elsewhere	DCI GEN 280/96 DCI GEN 281/96	
2	European Community Monitoring Mission (Yugoslavia)	25 July 1991 to 30 June 1992		Min 21 days	DCI GEN 96/94	Issued through FCO
3	European Security Forces - Congo	14 June to 10 September 2003	Clasp 'ARTEMIS'	30 days	2005DIN 01-012	NOT approved for wear. No longer available.
4	Common Security Defence Policy Medal (formerly the European Security and Defence Policy Service Medal) Clasp ALTHEA	2 December 2004 to a date to be decided	Clasp 'ALTHEA',	Minimum 30 days continuous	2006 DIN01-008	UK troops withdrawn July 2007. Received in theatre, special cases only via MOD Medal Office. Numeral for 2 nd tour of min 30 days. Planning & Support version (central white stripe on ribbon) may NOT be worn.)
5	OP ATALANTA (Counter Piracy)					Keepsake only, not approved for wear

6	Common Security Defence Policy medal (Central African Republic)	30 June 2014 to 30 May 2015	Clasp 'EUFOR RCA'	Minimum 30 days continuous		Approved for accept and wear
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Appendices:

1. The Operational Service Medal (OSM) Afghanistan.

The Operational Service Medal (OSM) Afghanistan

8A1.01. This guidance supersedes DCI JS 126/03, DCI RN 9/04, 2005 DIN01-008 and 2005DIN10-007.

8A1.02. Her Majesty The Queen has been graciously pleased to approve the institution of the Operational Service Medal (OSM) for service on, and in support of, operations in Afghanistan since 11 September 2001.

8A1.03. The medal is silver and circular in shape, bearing on the obverse the Crowned Effigy of Her Majesty The Queen, and on the reverse, a centre circle with Union Flag, surrounded by the inscription "For Operational Service" and the four major points of the compass, with four Coronets: Royal (top left), Naval (top right), Mural-Army (bottom left), and Astral-Royal Air Force (bottom right). The medal will be suspended from a ribbon one-and-a-quarter-inches in width with a broad central red stripe, flanked each side by a stripe of royal blue and a stripe of light blue; with an outer stripe of light brown to reflect the landscape of Afghanistan.

8A1.04. The OSM Afghanistan will take precedence, in order of the date of award, equal to that of the General Service Medal 1962 (GSM 62) and other similar campaign medals.

8A1.05. **General.** For award of the OSM Afghanistan, personnel, including foreign nationals, must have been under the command of the UK Joint Task Force Commander within a specific location on a designated operation and have completed the requisite number of days continuous service during the specified period.

8A1.06. **Qualifying Periods of Service.** The qualifying periods of service for the award of the OSM (Afghanistan) is 30 days' continuous service or 45 days aggregated service between 11 Sept 2001 and a date to be notified:

8A1.07. The following personnel are also eligible:

- a. Constituted crew of a military aircraft¹², regardless of where they were based, who flew a minimum of 30 sectors in Afghanistan (Zone 1 and 2) with no more than one sector per day qualifying towards the medal¹³.
- b. Constituted crew of a military aircraft resident in Zone 2 operating in direct support of Operation LANDMAN, who will qualify for the OSM after 14 days.

¹² Basic Crew, Operating Crew and Supplementary Crew who have been approved to travel as crew in pursuance of duties closely allied to operations, including performing, or witnessing duties closely associated with the efficient conduct of a flight, with air and ground route facilities or with performance of the task.

¹³ This includes crews on StratAT such as C17, Tri-Star, VC10 and Voyager ac.

- c. RAF Ground Engineers who flew on operations qualify under the same conditions as aircrew.
- d. Personnel who deployed across a boundary between 2 sets of conditions are to be assessed against the most favourable.
- e. UK personnel deployed to Afghanistan with NATO International Security Assistance Force; on Operation TARROCK; or on other operations in the Afghanistan area of operations (zone 1 and 2) as determined by Chief of Joint Operations.
- f. Personnel who have served 45 days aggregated service under the command of the UK Joint Task Force Commander on a designated operation within the qualifying area of operations. Visitors to the operational theatre will therefore be excluded from this qualifying criteria.

8A1.08. **Joint Operational Area (JOA).** To qualify for the award of the OSM for Afghanistan personnel must have been deployed within either Zone One or Zone Two. The qualifying zones are:

- a. **Zone One** the geographical boundary of Afghanistan, the area within the recognised international borders, and airspace of, Afghanistan. *Zone Two* – encompasses RN and RFA personnel ¹⁴Op DAMIEN embarked on RN/RFA vessels and TLAM units based specifically in the sea area of the Gulf of Aden, Gulf of Oman, Arabian Gulf and that part of the Arabian sea and Northern Indian Ocean north of a line extending from the southern most point of the Indian sub-continent to a radius 200Nm from the British Indian Ocean Territories (including territorial waters) to the Somalian/Kenya border (in the vicinity of 2S 42E).
- b. **Zone Two** also includes Planning Liaison Teams (PLTs), aircrews assigned to the operation and based in the following areas:
 - (1) Islamabad and Karachi, Pakistan.
 - (2) Seeb and Thumrait, Oman.
 - (3) Termez, Uzbekistan.
 - (4) Al Udeid, United Arab Emirates.
 - (5) Muharraq and Manama, Bahrain.
 - (6) Prince Sultan's Air Base, Saudi Arabia.
 - (7) Camp Doha, Kuwait.
 - (8) Mombasa, Kenya.
 - (9) British Indian Ocean Territories, Diego Garcia.

¹⁴ Op ORACLE closed. Those serving in Dubai and Maritime Trade Organisation no longer qualify, back dated to 22 May 2011.

8A1.09. **Distinguishing Mark.** Personnel eligible for the award of the OSM for Afghanistan who qualify by virtue of service within Zone 1 and in certain instances, Zone 2, will be eligible for a clasp 'AFGHANISTAN' for wear with the ribbon of the medal, and a silver rosette on the ribbon when only the ribbon is worn.

8A1.10. **Qualifying Periods of Service.** The qualifying periods¹⁵ for the award of the Operational Service Medal (with or without clasp) reflect the relative levels of risk and rigour and the aims and nature of each operation. The requisite number of days' service are specified on the attached table.

8A1.11. **Reduced Qualifying Service.** If qualifying service is brought to an end before the completion of the specified qualifying period on account of death, wounding or other disability due to operational service, the reduced period of service will be sufficient qualification for the award of the OSM for service in Afghanistan.

8A1.12. If qualifying service is brought to an end before the completion of the specified qualifying period on account of imprisonment, detention or internment¹⁶, the Defence Services Secretary has the designated authority on behalf of the Chief of Defence Staff to award the medal on a case-by-case basis, taking into account the particular circumstances involved, including conduct whilst a prisoner or detainee and the particular risk and rigour of the conditions of imprisonment or detention.

8A1.13. **UK Honours and Awards.** The grant of a British Honour, Decoration, Medal, Mention in Despatches or a Queen's Commendation or above, for services on operations during the qualifying period, not amounting to that stated above, will also qualify the recipient for the OSM for service in Afghanistan.

8A1.14. **Aggregation.** 45 days aggregated service between operations or locations may also be counted.

8A1.15. **Exclusions.** Specific exclusions for qualifying for the award of the OSM (Afghanistan) are as follows:

- a. Members of the Armed Forces and Civilians conducting fact finding and or pastoral visits to theatre
- b. Exercise SAIF SAREEA. Personnel deployed or recovering from Exercise SAIF SAREEA.
- c. Planning and Liaison Teams (PLTs). PLTs located in Germany (HQ EUCOM), UK (MOD/PJHQ) and the United States.
- d. Defence Attachés, other Embassy personnel and Liaison Officers.
- e. British Military Advisory Training Team (BMATT) personnel.
- f. Personnel deployed on Ex INTERNAL LOOK.

¹⁵ Unless otherwise specified, these criteria apply equally to aircrew from all three services regardless of the number of sorties undertaken.

¹⁶ This is defined as imprisonment, detention or internment by any hostile group including the Armed Forces of another state or any dissident Armed Forces or other organised armed groups whether or not taking part in an internal or international armed conflict.

8A1.16. Non Qualifying Service.

- a. The qualifying period for the OSM Afghanistan does not count towards the ACSM 11.
- b. Qualifying service towards the GSM 1962 and clasp 'Air Ops Iraq' for service on Op RESINATE does not count towards the OSM Afghanistan.
- c. Qualifying service towards the OSM Afghanistan does not count towards the GSM 1962 and clasp 'Air Ops Iraq' for Op RESINATE.

8A1.17. Op RESINATE. Personnel serving on Op RESINATE who are able to satisfy the separate criteria for both Op RESINATE and Op VERITAS can be awarded both medals but the qualifying period of service must be different; the same period of qualifying service cannot count for both medals.

8A1.18. Applications. JPA will automatically identify those who have met the medal earning criteria. Medals will be despatched to peace time units. The exception to this is for RN/RFA personnel afloat, aircrew and Special Forces. Aircrew will be required to present certified true copies of their flight logs as proof of their flying time in operational airspace. Applications in respect of RN/RFA service afloat must be capable of verification eg from ships' logs, if required. These groups are to submit the manual application for JPA S003 to the MOD Medal Office, Innsworth House, Imjin Barracks, Gloucester GL3 1HW.

8A1.19. Qualifying Criteria¹ for the Award of OSM Afghanistan

AREA	LOCATION	OPERATION	QUALIFYING DATES	QUALIFYING CRITERIA	AWARD
ZONE 1	Afghanistan	VERITAS	11 September 2001 – 28 February 2002	21 days continuous service	OSM with Clasp 'AFGHANISTAN'
		HERRICK	1 March 2002 – 31 December 2014	30 days continuous service/45 days aggregate	
		FINGAL	1 December 2001 – 28 February 2002	21 days continuous service	
			1 March 2002 – 20 September 2004	30 days continuous service	
		JACANA	12 March 2002 – 1 August 2002	30 days continuous service	
		BANDOG	12 December 2001 – 28 February 2002	21 days continuous service	
			1 March 2002 – 1 August 2002	30 days continuous service	
			11 September 2001 – 28 February 2002	5 days continuous service or 1 air sortie (take off and land in Afghanistan CH47 or C130 only)	
		LANDMAN or named subsidiary SF Ops	11 September 2001 – 28 February 2002	5 days continuous service or 1 air sortie (take off and land in Afghanistan CH47 or C130 only)	
			1 March 2002 – 1 June 2004	21 days continuous service	

AREA	LOCATION	OPERATION	QUALIFYING DATES	QUALIFYING CRITERIA	AWARD
ZONE 2	Any named at Paragraph 5(b)	LANDMAN or named subsidiary SF Ops	11 September 2001 – 28 February 2002	14 days continuous service	OSM, No Clasp
			1 March 2002 – 1 June 2004	21 days continuous service	
	Islamabad, Pakistan	VERITAS	11 September 2001 – 28 February 2002	21 days continuous service	OSM, No Clasp
			1 March 2002 – 20 September 2004	30 days continuous service	
	Karachi, Pakistan	ORACLE	25 January 2002 – 28 February 2002	21 days continuous service	OSM, No Clasp
			1 March 2002 – 22 November 2002	30 days continuous service	
	Termez, Uzbekistan	VERITAS	1 April 2002 – 31 May 2002	30 days continuous service	OSM, No Clasp
	Seeb, Oman	ORACLE	1 October 2001 – 28 February 2002	21 days continuous service	OSM, No Clasp
			1 March 2002 – 31 May 2002	30 days continuous service	
	Thumrait, Oman	ORACLE	1 October 2001 – 28 February 2002	21 days continuous service	OSM, No Clasp
			1 March 2002 – 21 February 2003	30 days continuous service	

¹ Unless specified, the criteria apply equally to aircrew of all three services regardless of the number of sorties undertaken

8A1.20. Qualifying Criteria¹⁷ for the Award of OSM VERITAS

AREA	LOCATION	OPERATION	QUALIFYING DATES	QUALIFYING CRITERIA	AWARD
ZONE 2	Al Udeid, UAE	ORACLE	1 February 2002 – 28 February 2002	21 days continuous service	OSM, No Clasp
			1 March 2002 – 30 September 2002	30 days continuous service	
	Muharraq, Bahrain	ORACLE	1 October 2001 – 28 February 2002	21 days continuous service	OSM, No Clasp
			1 March 2002 – 1 July 2004	30 days continuous service	
	Manama, Bahrain	ORACLE	1 October 2001 – 28 February 2002	21 days continuous service	OSM, No Clasp
			1 March 2002 – 1 July 2004	30 days continuous service	
	PSAB, Saudi Arabia	ORACLE	1 October 2001 – 28 February 2002	21 days continuous service	OSM, No Clasp
			1 March 2002 – a date yet to be decided	30 days continuous service	
	Camp Doha, Kuwait	ORACLE	1 January 2002 – 28 February 2002	21 days continuous service	OSM, No Clasp
			1 March 2002 – 30 June 2002	30 days continuous service	
	Mombassa, Kenya	RAMSON	1 March 2002 – 23 May 2002	30 days continuous service	OSM, No Clasp
	RN/RFA ships deployed in Gulf of	ORACLE or DAMIEN	11 September 2001 – 28 February 2004	21 days continuous service	OSM, No Clasp

¹⁷ Unless otherwise specified, the criteria apply equally to aircrew of all three services regardless of the number of sorties undertaken.

	Aden/Indian Ocean		1 March 2002 – 6 December 2004	30 days continuous service			
	Dubai		ORACLE	1 February 2002 – 28 February 2002		21 days continuous service	
				1 March 2002 – a date yet to be decided		30 days continuous service	OSM, No Clasp
	Diego Garcia	VERITAS	15 December 2001 – 28 February 2002	21 days continuous service		OSM, No Clasp	
				1 March 02 – 1 August 2002			30 days continuous service

AIRCREW IN ZONE 2

1. Aircrew in Zone 2 who meet the 21 days continuous service criteria for zone 2 and have completed 6 take-off and landings in Afghanistan or 6 sorties over Afghanistan will qualify for the OSM and Clasp 'AFGHANISTAN'.

2. Aircrew in Zone 2 who meet the 30 days continuous service criteria for zone 2 and have completed 8 take-off and landings in Afghanistan will qualify for the OSM and Clasp 'AFGHANISTAN'. Sorties over Afghanistan do not qualify.

Accumulated Campaign Service Medal 2011

Introduction

8B.01. Her Majesty The Queen has been graciously pleased to approve an amendment to the qualifying criteria for the Accumulated Campaign Service Medal (ACSM) for members of the Armed Forces, MoD Civil Servants, and Contractors on Deployed Operations (CONDO). This amendment came into force on 1 July 2011.

8B.02. The ACSM was instituted to recognise individual repeat operational service in those theatres where the General Service Medal 1962 (GSM 62) with clasp was awarded since 14 August 1969. In May 2000 the Operational Service Medal (OSM) replaced the GSM 62 as the United Kingdom's campaign service medal. Consequently the ACSM ribbon and qualifying period have been amended to recognise this change, and the range of qualifying service amended to reflect the contemporary operational and medallic environments. The medal will now be known as the Accumulated Campaign Service Medal 2011 (ACSM 11). Following the introduction of the General Service Medal 2008 (GSM 08) in 2015, it is anticipated that ACSM criteria will be amended to reflect campaign service recognised by the GSM 08.

Qualifying time and criteria

8B.03. To be awarded the ACSM 11, an individual must hold a qualifying operational medal as listed in Para 8B.04 below or other specifically designated multi-national campaign medals¹⁸ and have completed more than 24 months (720 days) campaign service. Bars are to be awarded for each additional period of 720 days approved operational service. A month is defined as 30 days and part-months may be accumulated.

8B.04. The following campaign service counts **towards** the ACSM 11:

- | | | |
|----|---------------------------------|-------------------------------------|
| a. | GSM Northern Ireland | 14 August 1969 – 31 July 2007 |
| b. | GSM Dhofar | 1 October 1969 – 30 September 1976 |
| c. | GSM Lebanon | 7 February 1983 – 9 March 1984 |
| d. | GSM Mine Clearance Gulf of Suez | 15 August 1984 – 15 October 1984 |
| e. | GSM Gulf | 17 November 1986 – 28 February 1989 |
| f. | GSM Kuwait | 8 March 1991 – 30 September 1991 |
| g. | GSM N Iraq & S Turkey | 6 April 1991 – 17 July 1991 |

¹⁸ Instituted from 1 April 2000.

- | | | |
|----|----------------------------------|---|
| h. | GSM Air Operations Iraq (South) | 16 July 1991 – 18 March 2003 |
| | (North) | 16 July 1991 – 30 April 2003 |
| i. | OSM Sierra Leone | 5 May 2000 – 31 July 2002 |
| j. | OSM Afghanistan | 11 September 2001 – a date to be decided |
| k. | OSM Democratic Republic of Congo | 14 June 2003 – 10 September 2003 |
| l. | The Iraq Medal | 20 January 2003 – 22 May 2011 |
| m. | UN/NATO/EU awards | Approved since 1 April 2000 ¹⁹ |

Note: 1 Air Sortie equates to 1 day towards the ACSM at the rate of not more than one sortie per day.

8B.05. The following areas **do not** count towards the ACSM 11:

- a. Service prior to 14 August 1969.
- b. Kuwait during Op TELIC after 10 August 2003.
- c. Service in the Balkans.
- d. Service in the British Embassy in Iraq.
- e. Service on Op BANDOOG with the exception of Afghanistan.
- f. The Gulf War – The Gulf Medal 1990-91.
- g. The Falklands – South Atlantic Medal.

8B.06. Service in a theatre of operations which has been shorter than that required to qualify for the associated medallic recognition will not count towards the ACSM 11, less the following instances:

- a. An individual who receives a gallantry award, but does not complete the qualifying period of service to qualify for the associated operational service medal, will automatically qualify for the operational service medal with time served in theatre accruing towards the ACSM 11.
- b. This same principle applies to those who are killed or injured and CASEVACed out of theatre prior to completing the qualifying period of service for medallic recognition. In each case the operational medal will be awarded and the time served in theatre accrued towards the ACSM 11.

8B.07. The holding of a gallantry award will carry no automatic entitlement to the ACSM 11.

¹⁹ The published DCI/DIN relating to a multi-national operation will state whether service counts towards the ACSM.

Eligible personnel

8B.08. All holders of an approved operational medal as listed in Para 8B.04 above or other specifically designated multi-national campaign medals²⁰ serving on or after 1 January 2008, be they military, MoD civilian, or Contractors on Deployed Operations, serving or retired, are eligible for the ACSM 11 provided they meet the qualifying criteria. This will ensure that those who have left the Services since 2 January 2008 with considerable repeat campaign service are not forgotten.

8B.09. The ACSM may be awarded posthumously where service prior to their death meets the eligibility criteria herein described.

8B.10. In addition to the criteria outlined in paragraphs 3 and 6 above, individuals with unrecognised qualifying accumulated campaign service (excluding service already recognised by the award of an ACSM and or bars, prior to 1 July 2011) are entitled to carry forward their service towards the ACSM 11 and subsequent bars as appropriate.

Design of medal

8B.11. The Medal remains as the former ACSM, that being it shall be circular, made of silver and bear on the obverse the Crowned Effigy of Her Majesty. On the reverse the inscription 'FOR ACCUMULATED CAMPAIGN SERVICE' is set within a four part ribbon surrounded by a branch of oak leaves with laurel and olive leaves woven through the motto ribbon. However, differently from the previous medal, the medal is suspended from a ribbon, one and a quarter inches in width, consisting of a central stripe of purple with two vertical stripes of gold flanked on either side by a stripe of green. This change in ribbon denotes the change in criteria.

8B.12. Rosette emblems denoting the award of each Bar are attached to the ribbon when the ribbon only is worn. A maximum of 3 rosettes may be worn. To denote service beyond the award of 3 Bars (3 silver rosettes), the following shall be worn:

- a. Four Bars will be denoted by a single gold rosette.
- b. Five Bars will be denoted by one gold and one silver rosette
- c. Six Bars will be denoted by one gold and two silver rosettes.
- d. Seven Bars will be denoted by two gold rosettes.
- e. The sequence will be followed until nine clasps are denoted by three gold rosettes. A further announcement will be made in the event that holders of the ACSM 11 become eligible for a tenth clasp.

Precedence

8B.13. The medal is to be worn on the left breast, immediately after the Meritorious Service Medal and Accumulated Campaign Service Medal 94. The medal will not attract post nominal letters.

²⁰ Instituted from 1 April 2000.

8B.14. Medals will be issued to eligible personnel by the MOD Medal Office, including those who have left the service and to the Next of Kin of those personnel who are eligible but have since deceased.

Application

8B.15. **Serving Personnel.** Applications are to be submitted on form JPA S003 to the MOD Medal Office.

8B.16. **MOD Civil Servants.** MOD civil servants should submit their applications on form PPPA 114 to the PPPA S2O Team at the address given below. Where there is a mixture of civil service and military service the application should clearly show this on the form. PPPA will verify the civil service component, and the MOD Medal Office will verify the military component:

DBS 520 Support to Operations
Oak Building #6030-3
MOD Abbey Wood
Bristol
BS34 8QW

8B.17. **CONDO.** Applications for Contractors on Deployed Operations (CONDO) are to be submitted on CONDO Form 5 to the address below for verification of their contractor service. If there is former military service to be taken into consideration this should be identified clearly on the application form. CONDO Ops will verify the contractor component, and the MOD Medal Office will verify the military component.

CONDO Meeting Cell
DES DSCOM
Cedar 3c, MP 3351
MOD Abbey Wood
Bristol
BS34 8JN

8B.18. **Retired Personnel.** Those who have left the Services since 2 January 2008 with qualifying service should apply to the MOD Medal Office to confirm eligibility:

Ministry of Defence Medal Office
Innsworth House
Imjin Barracks
Gloucester
GL3 1HW

**Joint Service Application Form for Current or
Accumulated Campaign Medals
(RN, RM, ARMY, RAF – Regular and Reserve Forces)**

In accordance with the Data Protection Act 1998, the Ministry of Defence will collect, use, protect and retain the information on the form in connection with all matters relating to personnel administration and policy

**JS Form
JPA S003**
(revised 09/14)

Part 1: Unit Details. Medal(s)/Clasp(s) will be dispatched to this unit.

Service/Regt/Corp for	Unit Name	Unit Address	UIN	Medal/Clasp Applied
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 2: Applicant Details

Service Number:	Rank:	Name and initials:	Operation: (include all for ACSM applicants)	Location: (include all for ACSM applicants)	Dates: From and To (include all for ACSM applicants)	Remarks: eg Casevac case

Part 3: Records checked and details certified correct at Unit applying for the Medal(s)/Clasps(s):

Name	Appointment and Unit Name	Rank	Date	Contact Tel No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 4: Rear Party/Peacetime location contact details if different to Part 3:

Name	Appointment and Unit Name	Rank	Date	Contact Tel No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1. This form is to be used for the application, assessment and subsequent issue, where application can not be made via JPA system, to entitled personnel for all categories of current Campaign Medals or Clasps or the Accumulated Campaign Service Medal/Clasp.
2. Applications are to be made in accordance with the criteria promulgated in JSP 761 and the relevant DCI/DIN.
3. Where personnel are from the same Unit/Service/Regt/Corps and qualify for the same medal, multiple applicant details are to be submitted. Separate forms are to be submitted for each Unit/Service/Regt/Corps and for each type of medal. This form is designed to be completed and submitted electronically. Where additional written information is required, eg copies of logbooks, single applications are to be submitted via post with copies of the information securely attached to this form.
4. Send completed form to : DBS-Medals@mod.uk or MOD Medal Office, Innsworth House, Imjin Barracks, Gloucester, GL3 1HW

Procedure for the introduction of a new Medal

8D.01. A proposal for a new medal, which is to include the detailed criteria and conditions of award, should be staffed through the Defence Services Secretary to the Chiefs of Staff. A proposal will normally be initiated by:

- a. Chief of Joint Operations at the Permanent Joint Headquarters.
- b. A Commander-in-Chief, Commander British Forces, or any other Commander with similar reporting responsibilities.

8D.02. It is recommended that advice be sought from the Defence Services Secretary in the first instance and before the proposal is submitted. However, it should be noted that:

- a. There are no fixed rules or guidelines formally laid down (deliberately) as each operational situation is bound to be different, and to be too prescriptive would reduce the flexibility and increase the bureaucracy surrounding each case.
- b. The context of each operational situation should be taken into account, along with its relative merit against other similar situations, so that a proper value can be placed on the award or medal should it be instituted. The history and tradition of the three Services is also taken into account to ensure precedence is not ignored. This factor is becoming increasingly important due to the multi-national nature of operations that are currently being undertaken.

8D.03. The procedures for considering the institution of a British award for the Armed Forces have been followed for many years, with only minor changes. In the case of campaign service or an emergency situation, the process starts if the Commander-in-Chief **at the time** considers that a medal for service in the particular theatre is justified. Timeliness is of great importance in order for the passage of time not to influence the relative merit, or otherwise, of the operation and to ensure the decisions are taken by those that best understand the situation as it occurs. Equally, proposals for a new medal should not be initiated too precipitately before the nature of the campaign/operational service has become apparent. The main factors that should be considered in the overall criteria for a proposal in any particular operational situation are:

- a. The risk and danger to life.
- b. The style and force of the enemy, adversary or opponent.
- c. The physical and mental stress and rigours that had to be experienced by individuals; and, indeed, the numbers of individuals and/or units involved or committed to the operation.
- d. The extent to which climate, weather and terrain factors affected the operational situation.

- a. The restrictions, limitations and difficulty in implementing the operation.
- f. The time (stated in number of days) and the number of air sorties (which may have a limit on how many on any one day) that should count towards eligibility.
- g. The geographical boundaries within which eligibility will count (this does not have to accord with the officially defined operational area). The Joint Force Protection Glossary of Terms and Definitions is at Appendix 1 to this Annex for information.

8D.04. On receipt of the proposal the Service Chiefs will, in the case of an award for specific operations, seek advice from PJHQ Operational Review Board and other departments as appropriate and advise the single-Service Chiefs of Staff whether it appears that **in principle**:

- a. An award is operationally justified
- b. An award is not operationally justified;
- c. It is not possible to reach a decision on an operational justification for the present but the matter should be kept under review.

8D.05. If the Chiefs of Staff Committee consider that the proposed award cannot for the time being be supported, the Chief of the Defence Staff will inform the appropriate Commander that it is not possible to proceed with the proposal at present but the matter will be kept under review. The TOG Secretary will arrange for the matter to be reviewed at appropriate intervals until it is possible to reach a decision on the justification, when the procedures outlined above will be followed.

8D.06. If the single-Service Chiefs of Staff support an award in principle, the Chief of Defence Staff will instruct the Defence Services Secretary to have a formal proposal prepared by the initiating Commander. The initiating Headquarters will then staff the proposal, including the detailed criteria and conditions of award, to the Front Line Commands before being returned to the Defence Services Secretary. The purpose of staffing to the Front Line Commands is to ensure all who might be eligible have been included. The paper is then considered by the Service policy executives before submission to the Armed Forces Operational Awards Committee (AFOAC) for endorsement. Once endorsed the paper is staffed to the TOG for consideration by the Chiefs of Staff Committee (COS(I)). If necessary, the Paper is re-defined in the light of their comments.

8D.07. Once the proposed award has been agreed, the Defence Services Secretary will be instructed to provide the Chief of the Defence Staff with a suitable submission to seek the endorsement of the Secretary of State for Defence.

8D.08. If endorsed by the Secretary of State for Defence, the Defence Services Secretary will then forward the proposal to the Secretary of the HD Committee for their agreement and, once agreed, the proposal will be put to the Sovereign for approval.

8D.09. If the Sovereign approves the award, the Commander-in-Chief will be informed by the Chief of the Defence Staff immediately, and a White Paper announcing

the Sovereign's approval will be presented to Parliament by the Ceremonial Branch of the Cabinet Office in conjunction with the Defence Services Secretary.

Appendix:

1. "Joint Force Protection" Glossary of Terms and Definitions.

“Joint Force Protection” Glossary of Terms and Definitions

8D1.01. Theatre of Operations: A geographical area, or more precisely a space, defined by the military-strategic authority, which includes and surrounds the area delegated to a Joint Force Commander (termed the Joint Operations Area, qv), within which he conducts operations. (JDP 01 2nd Edition)

8D1.02. Joint Operations Area: An area of land, sea and airspace defined by a higher authority, in which a designated Joint Task Force Commander plans and conducts military operations to accomplish a specific mission. A Joint Operations Area including its defining parameters, such as time, scope and geographic area, is contingency/missions specific. (JDP 0-01.1)

8D1.03. Area of Operations: A geographical area, defined by a Joint Force Commander within his Joint Operations Area, in which a commander designated by him (usually a component commander) is delegated authority to conduct operations. See *also Joint Operations Area*. (JDP 01 2nd Edition)

9 Forfeiture and Restoration of Honours and Awards

Forfeiture

9.01. Provision is made for forfeiture and restoration of Orders, decorations and medals in the Statutes and Royal Warrants. Consequently, it is possible to cancel an honour on the advice of the State Honours Forfeiture Committee²¹ and with the approval of The Sovereign. The Committee considers forfeiture for holders of awards in the Orders of Chivalry (except those in the personal gift of the Sovereign) and for those appointed Knight Bachelor. If The Sovereign approves a recommendation to revoke an honour, a notice of forfeiture is placed in the London Gazette.

Criteria for forfeiture

9.02. The conditions for forfeiture of awards are set out in the Schedule to the Royal Warrant dated 10 Jun 85 at the Annex to this Chapter. The Committee usually considers cases where the holder of an honour has brought the honours system into disrepute. For example, if an individual:

- has been found guilty by the courts of a criminal offence and sentenced to a term of imprisonment of more than three months; or
- has been censured/struck off etc by the relevant regulatory authority or professional body for actions or failures to act which are directly relevant to the granting of the honour.

9.03. The Committee is not restricted to these two criteria, and any case can be considered where there is other evidence to suggest that the retention of an honour would bring the honours system into disrepute. It does not deal with gallantry awards or other military medals. While gallantry awards may not be forfeited, all other military medals and awards are considered by single Service Authorities.

Process

9.04. When a member of the Armed Forces has been convicted of any of the offences specified in the Schedule to the Royal Warrant dated 10 June 1985, or when he/she has been sentenced to be dismissed or removed from the Service for misconduct, or is sentenced to dismissal with disgrace or to dismissal from Her Majesty's Service or is to be discharged for misconduct under Queen's Regulations or convicted by a civil court and awarded more than 6 months imprisonment, the following action is to take place:

- a. All his/her honours and awards are to be taken into safe custody by his/her commanding officer at once and forwarded to the MOD Medal Office pending a decision as to the forfeiture or otherwise of any award(s).
- b. Details of all such convictions are to be notified to the MOD Medal Office, whether or not the individual concerned has any medals in his/her possession.

²¹ This is a subset of the HD Committee, with membership as appropriate.

c. The commanding officer is to make a report on the issue to the single services Discipline Authority; RN/RM – Navy Sec-2 Discipline, Navy Command HQ, PS12 (D Pers Ops) for the Army and Air Personnel Casework Headquarters Air for the RAF, and the single Service Honours and Awards points of contacts.

d. Forfeiture will be decided by the State Honours Forfeiture Committee and / or the single Service authorities as appropriate and commanding officers are to submit their recommendations supported by the chain of command at 2* level.

Gallantry Awards

9.05. Gallantry medals and awards including the MiD, QCB and QCBA may not be considered for forfeiture.

Campaign and Commemorative Medals

9.06. When any member, or former member, of the Armed Forces has been dismissed the Service with disgrace, or on conviction of treason, sedition, desertion during hostilities, cowardice, mutiny or other great infamy or convicted by a civil court and awarded more than 6 months imprisonment, consideration will be given to the forfeiture of all campaign and commemorative medals and any associated clasps in accordance with the respective schedule to the Royal Warrant and / or Service discretionary powers.

Long Service and Meritorious Service Medals

9.07. When a member, or former member of the Armed Forces, has been convicted of any offence or punishment which would have debarred an individual from ever being awarded the LS&GCM or VRSM or alternatively would have resulted in the delay of the award or associated clasps for a period of 15 years for the LS&GCM or 10 years for the VRSM, consideration will be given to the forfeiture of the award or associated bar or both. If the conviction or punishment would have debarred an individual from ever being awarded the LS&GCM or VRSM, both the award and any associated bars are likely to be forfeited permanently. If the individual had also been awarded the MSM, this award would also be forfeited permanently. If the offence or punishment would have resulted in the delay of the award or associated clasps for either the LS&GCM or the VRSM, consideration will be given to forfeiting either the award or the bar (but not both) with a possibility of restoring the award or the associated bar after a period of 5 years blemish-free service. If only the bar to the LS&GCM is forfeited, the MSM may be retained by the individual but commanding officers must consider whether the individual has failed to maintain sufficiently high standards and may recommend permanent forfeiture of the MSM. Once forfeited, the MSM can never be restored.

9.08. The QCVS is subject to forfeiture under conditions similar to those for other personal awards for service on operations or for meritorious non-operational service, as the case may be.

Reporting

9.09. When a serviceman/woman forfeits his/her honour, decoration or medal, a report is to be made by the appropriate single service Honours and Awards authorities to

Defence Services Secretary with a view to The Sovereign's pleasure being ascertained with regard to the retention or forfeiture of the award.

Restoration

9.10. It is an individual's responsibility to apply for the restoration of any award to his/her commanding officer with a plea of mitigation which must be supported by the commanding officer if the application is to be considered by the single Service authorities. Applications for the restoration of medals are to be made as follows:

- a. For serving personnel: by the commanding officer of the individual's current unit, through the next superior headquarters, to the MOD Medal Office.
- b. For non-serving personnel applications should be made to the single Service Secretary of their former Service through the MOD Medal office.

9.11. The forfeiture and restoration of decorations and medals are to be recorded on the individual's personal documents by the officer in charge of those documents.

9.12. The MSM can never be restored. The LS&GCM may be restored under conditions described in Para 5B.14. The restoration of any other medals and awards forfeited under Paragraphs 9.06 and 9.08 will be considered in the following circumstances:

- a. When a minimum of 3 years service (including approved service involving periodic training), has been rendered subsequent to release from detention or imprisonment (or if not applicable, subsequent to the date of conviction), provided that no offence has been committed during such service as would normally disqualify the individual from the award of an 'Exemplary' character on discharge or transfer to the reserve.
- b. In cases of desertion during a state of hostilities, no award(s) instituted for service during that period of hostilities in which desertion took place will be restored unless the individual subsequently rendered approved service in the armed forces from which he deserted, in the area and, before the termination of the particular period of hostilities for which the award was instituted. In this respect, approved service is deemed to be paid service of one day or more after release from detention or imprisonment and before the termination of the appropriate period of hostilities.

9.13. When the required 3 years re-qualifying service has not been completed owing to:

- a. discharge or release;
- b. death; or
- c. wounds or sickness, not due to misconduct,

provided that no offence has been committed during the period between release from detention or imprisonment (or, if not applicable, subsequent to the date of conviction), up to the date of termination of service, as would normally disqualify

the individual from the award of an 'Exemplary' character on discharge or transfer to the reserve.

9.14. When the individual is:

a. Accepted for re-enlistment and provided he has truthfully declared all former service.

b. Mobilised from the Reserve; or is promoted to sergeant or higher rank.

9.15. At the discretion of the single Service to the Defence Services Secretary in recognition of meritorious service not necessarily resulting in a decoration, or when otherwise specially recommended.

9.16. The provisions for restoration as specified in Paras 9.10 – 9.12, are not to apply in the case of awards forfeited on conviction of treason, sedition, mutiny or cowardice.

9.17. Forfeiture will be decided by single Service authorities and commanding officers are to submit their recommendations supported by the chain of command at 2* level.

Annex:

A. Royal Warrant – Grant, Forfeiture and Restoration.

Royal Warrant – Grant, Forfeiture and Restoration of Medals

ELIZABETH THE SECOND, by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Her other Realms and Territories Queen, Head of The Commonwealth, Defender of the Faith, to all to whom these Presents shall come, Greeting!

WHEREAS His Late Majesty King George VI by Warrant under His Royal Sign Manual dated the eleventh day of May One thousand nine hundred and fifty was pleased to make provision for the grant, forfeiture and restoration of medals;

AND WHEREAS by Warrants under Our Royal Sign Manual dated the first day of August One thousand nine hundred and fifty-three, the twenty-eighth day of January One thousand nine hundred and sixty-one, the twenty-fifth day of April One thousand nine hundred and sixty-six, the seventeenth day of February One thousand nine hundred and sixty-nine and the fifth day of February One thousand nine hundred and seventy, We did amend the aforesaid Warrant;

AND WHEREAS, We deem it expedient now to make fresh provision for the award of war, campaign and general service medals and for the forfeiture and restoration of war, campaign and of other awards granted for long service efficiency, or any of the Queen's Medals for Champion Shots;

OUR WILL AND PLEASURE IS that provision for such award, forfeiture and restoration shall be as stated in the schedule attached hereto:

OUR FURTHER WILL AND PLEASURE IS that the issue of war, campaign and general service medals as special marks of Our approval of the service of Our Armed Forces shall be notified in each case through our Defence Council;

NOW THEREFORE, WE do hereby declare that the Warrants dated the first day of August One thousand nine hundred and fifty-three, the twenty-eighth day of January One thousand nine hundred and sixty-one, the twenty-fifth day of April One thousand nine hundred and sixty-six, the seventeenth day of February One thousand nine hundred and sixty-nine and the fifth day of February One thousand nine hundred and seventy shall be abrogated, cancelled and annulled as shall also the Warrant by His Late Majesty King George VI dated the eleventh day of May One thousand nine hundred and fifty.

Given at Our Court at St James's this 10th day of June.
One thousand nine hundred and eighty-five in the Thirty-fourth year of Our Reign
MICHAEL HESELTINE
By Her Majesty's Command

Schedule

In this schedule, the term 'war medal' means a campaign star, or a medal commemorative of a campaign, granted in commemoration of an arduous campaign or other well-fought operation entailing danger to life from enemy action or other exceptional risk and hardship, or a medal which is granted for specified service in a non operational command during a state of war.

A war medal commemorative of a campaign may be given to an officer, or to a soldier, whether combatant or non combatant, who has rendered approved service during such campaign with the Army. Clasps for battles or special operations against an enemy may be issued to all officers and soldiers engaged therein whose duties necessitated their being present.

Any officer or member of the military forces or any former officer or former member of the military forces who has been dismissed from the Service with disgrace, or on conviction of treason, sedition, desertion during hostilities, cowardice, mutiny, or other great infamy, shall be liable at the discretion of the Defence Council, to forfeit any war medal and clasp and any medal and clasp awarded for long service, meritorious service (except for gallantry), efficiency or any of the Queen's Medals for Champion Shots (subsequently referred to herein as the Queen's Medals) of which they may be in possession (together with any gratuity appertaining thereto, not already paid) or to which they may be entitled by their service up to the date of their conviction, and the Defence Council will consider such cases accordingly. For the purposes of this provision the expression 'other great infamy' shall include a conviction by a civil court in respect of which that Court awarded a sentence of more than 6 months imprisonment.

Any war medal and clasp, and any medal awarded for long service, meritorious service (except for gallantry), or efficiency, forfeited by an officer, or member of the military forces or any former officer or former member of the military forces, may be restored at the discretion of the Defence Council.

If an officer or member of the military forces or any former officer or former member of the military forces is permitted or required to replace a medal or other decoration wilfully made away with, or lost through carelessness, or otherwise they shall be subjected to a stoppage of the amount required to be paid for the duplicate.

10 Awards, Campaign and Commemorative Medals from Commonwealth and Foreign Countries

10.01. Members of the Commonwealth Realms Armed Forces (of which The Sovereign is Head of State; Antigua Barbuda, Australia, Barbados, Bahamas, Belize, Canada, Grenada, Jamaica, New Zealand, Papua New Guinea, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Solomon Islands, and Tuvalu) have equal status with the UK Armed Forces and can routinely be nominated for State Awards, this is reciprocal. The rules regarding the award and wearing of foreign and Commonwealth awards which are not subject to a Royal Warrant are tightly controlled and are administered on behalf of Her Majesty's Government by the Foreign and Commonwealth Office (FCO). The Ministry of Defence (MOD) may seek advice from, or offer recommendations to, the FCO, but it is the FCO that is the 'lead Government department'.

10.02. In accordance with the FCO's rules, permission to accept and wear these awards may be given in 2 categories:

- a. **Unrestricted Permission.** This entitles the recipient to wear the award at all times within single service Dress Regulations.
- b. **Restricted Permission.** This entitles the recipient to wear the award within single service Dress Regulations, but only on the following occasions:
 - (1) On the occasion of and in connection with a State or official visit by a Head of State or Government of a foreign or Commonwealth country;
 - (2) In connection with a State visit by The Sovereign; or
 - (3) To members of Special Missions when The Sovereign is represented at a coronation, wedding or funeral or other similar occasion; or on any Diplomatic Representative²² when specially accredited to represent The Sovereign on such occasions.

10.03. Commonwealth and foreign awards or those of international organisations (eg, UN, NATO) may not be worn unless the individual has been given 'permission to accept and wear'. Individual permission may be derived from an announcement in the *London Gazette*, or may take the form of a letter from the Private Secretary to Her Majesty The Queen. In the case of Commonwealth, international organisations or foreign campaign service medals, collective permission will usually be promulgated through a DIN. Details of any Commonwealth or foreign award for which permission to accept and wear has been given must be entered on the individual's record of service.

10.04. Full details of the conditions of award of United Kingdom medals for operational service and of Commonwealth, Foreign and International Organisations' awards approved for wear are first promulgated in DINs and subsequently updated in Chapter 8.

²² This does not apply to his or her staff.

10.05. In the event that any Serviceman or woman is unexpectedly presented with an award, whether for gallantry, meritorious service or operational service, for which general permission to accept and wear has not been requested in advance, the award may not be worn but it may be retained.

Awards and Medals of Commonwealth Countries of which The Sovereign is Head of State

10.06. Appointments in the Orders of Commonwealth Realms are conferred by, or with the authority of, The Sovereign and have similar standing to awards made by The Sovereign as Head of State of the United Kingdom.

10.07. Procedures for Obtaining Permission To Wear. Service personnel with previous service in Commonwealth Realms Armed Forces may be granted permission to wear awards subject to a Royal Warrant earned during their previous service for any campaign recognised by their government. Individuals are to forward specific cases to Defence Services Secretary (DS Sec-Hons) via single Service points of contact for assessment on a case by case basis.

Awards and Medals from Countries of which The Sovereign is not Head of State

10.08. The Sovereign's permission is always required before a United Kingdom citizen or member of the Armed Forces may accept and wear an order, decoration or medal offered by a country of which Her Majesty is not Head of State, Commonwealth or otherwise. The conditions under which members of the Armed Forces may be permitted to accept and wear these awards are laid down in Rules administered by the FCO (Annex A). Permission is mainly restricted to operational service in a recognised operational theatre.

10.09. By convention, nations proposing to honour a citizen of another country consult the government of that country through diplomatic channels as outlined at Annex B to ensure that there is no objection to the proposed award. The United Kingdom always consults other countries before honouring their citizens, but it is not possible for the United Kingdom to insist on prior consultation by other countries wishing to honour United Kingdom nationals.

10.10. In general foreign governments are aware of United Kingdom policy regarding acceptance of their awards. At the first indication of any such proposal, Defence Attachés should direct all enquiries through diplomatic channels to the FCO.

10.11. An award conferred by a Head of State is not to be worn unless and until the individual concerned has been informed that the award has been approved by The Sovereign for 'unrestricted' or 'restricted' wear. The decision as to whether non-operational awards may be worn is made by the FCO and the conditions of wear are set out in detail in a letter addressed to the recipient by The Sovereign's Private Secretary or his staff. Notification of permission to accept and wear operational awards is published in the London Gazette.

10.12. The United Kingdom is opposed to the exchange of campaign and commemorative medals, which would invariably lead to 'double medalling'. Until

instructions have been issued by the MOD, foreign awards may not be accepted and worn by members of the Armed Forces of the United Kingdom.

10.13. Service personnel with previous service in a foreign (non-Commonwealth) Armed Force for which they received awards and campaign medals are to apply to Defence Services Secretary (DS Sec-Hons) via single Service points of contact for assessment on a case by case basis for permission to wear them.

10.14. Procedures For Obtaining Permission To Wear. If the UK Defence Attaché/Adviser overseas is made aware that a foreign government wishes to confer an award on a serving member of the British Armed Forces and the circumstances are within paragraph 10A.09, the Defence Attaché/Adviser is to advise Chancery at the British Embassy/High Commission. If the intention is initially made to an individual's superior officer, it is to be reported to the Defence Attaché/Adviser at the British Embassy/High Commission. The following action is then taken:

- a. The intention is reported through FCO channels to the Protocol Directorate of the FCO, London.
- b. The FCO will seek confirmation from the Defence Services Secretary that the individual is/was on loan to the particular foreign government.
- c. Having established the individual's eligibility and confirmation received that the award has subsequently been presented to the individual, the FCO will then seek The Sovereign's permission for 'unrestricted' wear.
- d. If permission is granted the FCO will forward the letter from The Sovereign's Private Secretary to the Defence Services Secretary, who will inform the appropriate Service Secretary branch.

10.15. If the award is not presented to the individual prior to his departure from service in the foreign country, the medal is to be dispatched by the Defence Attaché/Adviser of the British Embassy/High Commission to the MOD Medal Office for disposal to the recipient through his unit.

10.16. In general terms, the UK will only consider foreign awards of the equivalent of 'State level' to be able to be worn by members of the UK Armed Forces alongside the UK's State level awards.

Foreign Award Procedures

10.17. The procedures below, which apply to all foreign awards, have been in use since the Second World War. Their aim is to ensure that only awards of an equivalent status to British awards²³ are accepted formally and that 'double medalling' is prevented. Our coalition partners are reminded of these rules on a regular basis by the FCO though they are not always followed. In such cases formal permission to wear the relevant foreign award cannot be given.

²³ This refers to British Levels 1 – 4 State Awards – See Page 1A1-1.

Procedures for Awarding Foreign Awards to UK Personnel

10.18. The Foreign Embassy requests formal permission to make an award from FCO.

10.19. The FCO informs MOD who will verify whether individual has received award previously and if in line for a British award. MS Hons, the MOD staff branch, is not always able to give an instant response if British awards have yet to be confirmed (in such cases a holding reply is sent to the FCO who informs the Foreign Embassy).

10.20. The FCO informs Foreign Embassy that award may or may not be made. In cases where awards are presented unexpectedly before formal permission is sought, recipients will not be given permission to wear. At best and in order to avoid any diplomatic embarrassment in such cases, awards may be 'received as keep-sakes' rather than being accepted formally, but they cannot be worn.

10.21. The Foreign Embassy will then confirm acceptance of the award, should it be approved by the foreign authorities.

10.22. Following confirmation that the award has been received, MS Hons will obtain permission for unrestricted wear, forward a Buckingham Palace letter to the recipient, arrange publication of the award in the London Gazette and enter details of the award on the recipient's JPA record. (Foreign awards are not linked with operational awards lists as invariably timings differ. The important action is that the awards are recorded).

Procedures for US Awards to UK Personnel (written by US Authorities)

10.23. The United States authorities apply the following parallel procedures, which dove-tail neatly into the UK procedures:

- a. British serviceman is nominated for an award²⁴ by US commander²⁵.
- b. Award nomination makes its way through officer's chain of command.
- c. When award nomination reaches theatre commander, concurrences are requested from various US security agencies and the US Embassy, Foreign & Commonwealth Office and MOD in London (MS Hons).
- d. The nomination package goes to Army Human Resources Command and is sent through several steps, including the Secretary of the Army and Secretary of Defence.
- e. The signed award goes back to Army Human Resources Command and is packaged along with the medal set and sent to the requestor for presentation.

²⁴ Permission to accept and wear will only be sought for awards of the Legion of Merit, Bronze Star Medal, Distinguished Flying Cross (US) and the Air Medal, provided the recipient has not received National (UK Level 1-4) recognition for the same service and / or period of service.

²⁵ In July 2009, the FCO, in consultation with MOD, delegated blanket authority to the Defence Attaché US Embassy London to approve the award of Meritorious Service Medal (US) service commendation medals (eg Defence and Army Commendations Medals) and service achievement medals (e.g Army Achievement Medal).

- f. Once the British Serviceman receives their award they must then ask the British Government for permission to wear it on their uniform.
- g. If approved the award is published in the London Gazette by MS Hons.

10.24. This applies only to the awards made for meritorious service on operations within the defined operational area. An award can be rejected at any stage of the process.

Receipt of any Unexpected Awards

10.25. A member of the British Armed Forces who unexpectedly receives an award from any foreign government is to take the following action:

- a. Report the matter to their Commanding Officer.
- b. The application for The Sovereign's permission to accept and wear the award is to be passed by the unit to the appropriate single Service Secretary who will forward the application to the Defence Services Secretary for action as at paragraph 10.08.

Multi-national Awards

10.26. Increasingly, multi-national organisations (eg NATO, UN) issue a medal for each of their major international force undertakings. In cases where British forces are involved a submission may be made to The Sovereign seeking Her approval. The medals are normally issued by the multi-national authority but may not be worn until The Sovereign's approval has been granted and appropriate announcements have been made. Unit nominal rolls of the qualified personnel to whom the award has been made are to be submitted to the MOD Medal Office. Should a British equivalent exist, this alone would be approved for wear. In the case of Commonwealth, international organisations or foreign campaign medals, collective permission will usually be promulgated through DCI or DINs. Details of any Commonwealth or foreign award for which permission to accept and wear has been given must be entered on the individual's record of service.

10.27. If The Sovereign grants permission for the acceptance and wear of a foreign medal for an operation for which no British equivalent exists, a DIN will be issued and the updated information will subsequently be published within this JSP. Nominal rolls of United Kingdom personnel who are eligible for the award are to be prepared by the relevant authorities in theatre as and when individuals qualify.

10.28. Some multi-national medals attract a numeral for a repeat tour. Before submitting nominal rolls of those ranks eligible for a numeral to the appropriate multi-national authority, Commanding Officers of UK units are to forward the nominal rolls to the MOD Medal Office for verification.

Staffs of International Organisations

10.29. Serving United Kingdom members of International Staffs (eg NATO) are not generally permitted to accept or wear an award from another member nation in peacetime, but an award may be permitted on their departure from Crown Service.

Order of Wear

10.30. Foreign and Commonwealth awards take precedence in the order laid down at the Annexes to Chapter 12. Within the categories orders, decorations, medals, precedence is determined by date of award.

Gallantry or Meritorious Service

10.31. Normally only one award may be worn for a particular act of gallantry or period of meritorious service. For this reason a decision on whether permission is given to wear a Commonwealth or foreign award may often be deferred until it is known whether the act of gallantry or period of meritorious service is to be recognised by a British award, in which case permission to wear a second award for the same act will normally be refused.

Annexes:

- A. Foreign and Commonwealth Office Rules on the Acceptance and Wearing of Foreign Orders, Decorations and Medals.
- B. Foreign and Commonwealth Office Guidance to Foreign Governments.

Rules governing the acceptance and wear of foreign Orders, Decorations and Medals by citizens of the United Kingdom and Her Overseas Territories

10A.01. The following are the extant HMG Rules approved by HD Paper and administered by the Foreign and Commonwealth Office who are the responsible authority:

10A.02. These rules set out the circumstances under which a citizen of the United Kingdom or her Overseas Territories (“UK citizen”) may be granted the Sovereign’s permission to accept and wear an Order, Decoration or Medal (“foreign award”) conferred by a Head or Government of a foreign country, Head or Government of a Commonwealth country of which the Sovereign is not Head of State and certain international organisations (collectively referred to as “foreign state”).

Principles

10A.03. No UK citizen²⁶ may accept and wear a foreign award without The Sovereign’s permission. Such permission must be sought as soon as there is an indication that an award may be offered.

10A.04. The granting of permission for a UK citizen to accept an award offered by a foreign state will only be considered if the award recognises specified services rendered to the interests of that foreign state.

10A.05. Permission will not be given for UK citizens to accept a foreign award if they have received, or are expected to receive, a UK award for the same services.

10A.06. Acceptance of a foreign award does not mean that the UK will make a reciprocal offer directly or indirectly associated with the UK recipient.

Permission

10A.07. Permission to wear a foreign award, if granted, will be either:

- a. Unrestricted – allowing the award to be worn on any occasion; or
- b. Restricted – allowing the award to be worn only on particular occasions associated with the foreign state that conferred it.

10A.08. The grant of permission, whether unrestricted or restricted, will be conveyed by letter to the UK citizen concerned from The Sovereign’s Private Secretary.

²⁶ This includes British subjects and British-protected persons (BPPs). BPPs may accept awards conferred by their Rulers

Application

10A.09. A foreign state wishing to confer an award on a UK citizen is expected to ascertain – through its Diplomatic Representative at The Court of St James's – whether permission to accept an award would be likely to be given. Such requests for clearance will only be entertained in respect of awards given by Heads of State or Governments recognised as such by The Sovereign.

10A.10. Requests made by certain international organisations (eg the United Nations and NATO) in respect of service in operations under their auspices should be made to the Defence Services Secretary in the Ministry of Defence.

10A.11. Requests made in respect of services rendered more than 5 years previously, or in connection with events in the distant past (eg commemorative awards), will not be entertained.

10A.12. Requests for clearance meeting the requirement of these regulations will be submitted to The Sovereign for consideration by the Secretary of State for Foreign and Commonwealth Affairs – who will be under no obligation to make such a submission if the application has not been made as indicated in paragraphs 9 and 10 above.

10A.13. Requests for clearance in the case of foreign awards conferred by private societies or institutions will not be granted.

Guidelines

10A.14. Each request will be treated on a case by case basis. The fact that a similar application has been approved in the past should not be taken as implying that permission will be granted.

10A.15. The grant of unrestricted permission will be considered in the case of foreign awards conferred for services:

- a. Related to the saving or attempting to save life²⁷;
- b. By any member of the UK Armed Forces or other UK official on exchange, attachment or loan to a foreign state who is involved in military operations or an emergency²⁸ on behalf of that country, state or organisation;
- c. By any member of the UK Armed Forces serving in a UK Unit within a bi-lateral force under the command of the other country who renders especial service to that country's forces in a military operation or emergency; or
- d. In military operations under the auspices of an international organisation (eg: the United Nations);

10A.16. The grant of restricted permission will be considered in the case of foreign awards conferred:

²⁷ Including medals issued by life-saving societies and institutions (but these must be worn on the right breast).

²⁸ It will be for the UK to decide if the operation or emergency is of the standard to fall within this criterion.

- a. On the occasion of and in connection with a State or official visit by a Head of State or Government of a foreign or Commonwealth country;
- b. In connection with a State visit by The Sovereign; or
- c. To members of Special Missions when The Sovereign is represented at a coronation, wedding or funeral or other similar occasion; or on any Diplomatic Representative²⁹ when specially accredited to represent The Sovereign on such occasions.

10A.17. Other than in circumstances described in paragraphs 15 and 16 above, permission, unrestricted or restricted, will not be granted to³⁰ :

- a. Crown, civil and most categories of public servants generally;
- b. In particular, to Heads or other members of HM Diplomatic or Consular establishments abroad when leaving their posts – whether on transfer or on final retirement; and
- c. Senior officials, military or civilian, visiting foreign states; and
- d. British citizens working as officials in international organisations.

10A.18. No permission is needed for the acceptance of any foreign award if it is designed not to be worn.

²⁹ This does not apply to his or her staff.

³⁰ This guidance applies equally to the spouses or partners of Crown servants.

Foreign and Commonwealth Office Guidance to Foreign Governments

Note No: TXN 3 95/022

Protocol Directorate presents its compliments to Their Excellencies the High Commissioners and Ambassadors and to Acting High Commissioners and Charges d'Affaires in the United Kingdom, and has the honour to attach for their information, and that of their Governments, a copy of the Rules governing the acceptance and wearing of foreign Orders, Decorations and Medals by citizens of the United Kingdom and her Overseas Territories.

Paragraphs 1 and 7 of the Rules request that before any award of a national honour is made to a UK citizen, Her Majesty's Government should be consulted, through Royal, Ceremonial and Honours Unit of Protocol Directorate. In most cases agreement is given, but there are some cases where the Rules may still preclude a UK citizen from accepting a foreign award. Prior and informal consultation with the Royal, Ceremonial and Honours Unit helps to avoid potential embarrassment or disappointment. It would be appreciated if Embassies could provide the following information:

Full name, date of birth, address and occupation of the intended recipient
Description of the proposed honour
Brief details of the reasons for its award. There must be clear service to the country requesting permission.

Paragraphs 13, 14 and 15 apply to United Kingdom citizens who are employed in the service of the Crown, and who therefore in most cases may not receive foreign awards. Conditions also apply to the acceptance and wearing of the insignia of foreign and also certain Commonwealth Orders, decorations and medals by United Kingdom citizens who are not employed in the service of the Crown.

The contact details for such consultations are: Royal, Ceremonial and Honours Unit, Protocol Directorate, Room K82, Foreign and Commonwealth Office, King Charles Street, London SW1A 2AH, [REDACTED] email: honours.secretariat@fco.gov.uk

Protocol Directorate would be grateful if Heads of Mission would also remind their Governments as necessary that the Rules preclude the Heads of Her Majesty's Diplomatic and Consular Missions overseas, or members of their staffs, from accepting any foreign awards, including on the occasion of their final departure from post, or their retirement.

Protocol Directorate avails itself of this opportunity to express to Their Excellencies the High Commissioners and Ambassadors and to Acting High Commissioners and Charges d'Affaires in the United Kingdom the assurance of its highest consideration.



FOREIGN AND COMMONWEALTH OFFICE
LONDON, SW1A 2AH
20 January 2010

11 UK Awards to Representatives of Foreign Armed Forces

General

11.01. In general, United Kingdom Awards are not conferred upon Commonwealth or foreign government servants, whether armed forces or civilian. However, exceptions are sometimes made when United Kingdom forces have been closely involved with those of other countries during joint operations, and in connection with state visits. The best cases for the bestowal of UK honours will always be those where the recipients can be clearly shown to have been closely involved with UK troops, in combat within an operational theatre. Under such circumstances, awards may be made to nationals of Commonwealth and foreign countries.

Honorary State Awards

11.02. Any Orders (eg Member of the Most Excellent Order of the British Empire (MBE)) awarded to nationals of Commonwealth countries of which The Sovereign is not Head of State, or of foreign nationals, are classed as 'Honorary' (see Chapter 4). There is no such distinction for decorations (eg DSC, MC, DFC) and medals (eg GM, QGM).

11.03. Honours are awarded on merit and are intended to recognise exceptional achievement and/or service. In the case of honorary awards, service to British interests should be clear. Assessing nominations is a matter of judgement: no criteria are formally prescribed, and a broad view is taken of what constitutes exceptional service. The appropriate level of award is assessed on a case by case basis – particular awards are not linked to particular jobs. The following rules set out the circumstances under which a citizen of a foreign state of which The Sovereign is not Head of State may be recommended for an Honorary State Award.

- a. No foreign citizen may accept and wear a UK State award without The Sovereign's permission. Such permission must be sought as soon as there is an indication that an award may be offered.
- b. The granting of permission for a foreign citizen to accept a UK award offered by The Sovereign will only be considered if the award recognises specified services rendered to the interests of the UK.
- c. Permission will not be given for foreign citizens to accept a UK State award if they have received, or are expected to receive, an award from their own Head of State for the same services.
- d. Granting of Honorary Awards does not mean that the foreign state will make a reciprocal offer directly or indirectly associated with the recipient.

11.04. Proposals for non-operational awards must be forwarded to the Defence Services Secretary, through the normal chain of command, using form JPA S004. Operational recommendations for foreigners are to be staffed through the AFOAC. The Defence Services Secretary will forward the nominations to Chief of The Defence Staff for agreement and the Foreign and Commonwealth Office for their diplomatic clearance.

Once agreement has been received from CDS and the FCO, proposals are considered by the Main Honours Committee prior to subsequent approval by The Sovereign. As this is a time consuming process with potentially long lead-in timescales, proposals for non-operational honorary awards are staffed separately in advance of The Queen's Birthday Honours List and New Year Honours List. Completed recommendations are to reach the Defence Service Secretaries' Honours desk by the following dates annually:

- a. Third Monday in November - for The Queen's Birthday Honours List.
- b. Second Monday in June - for the New Year Honours List.

Exchange of Awards between Countries on Combined Operations or in War

11.05. It is generally recognised that the normal Rules covering the acceptance and wearing of foreign awards were not designed to cover major coalition operations. Depending on the circumstances, proposals may be made to The Sovereign, through the Foreign and Commonwealth Office and the HD Committee for revised arrangements, which usually are based on exchange of awards, not necessarily in equal numbers. There was a complex system of exchange during the Second World War, based on a completely new set of rules designed specifically to meet the occasion. Since the Second World War limited exchanges have taken place between the United Kingdom and her Allies during the Korean War and after the operations on the Suez Canal in 1956. A small number of United States and other awards have been approved for the Gulf War, 1991, Afghanistan and Iraq.

11.06 It must be emphasised that there are no standing arrangements for the Armed Forces to depart from the normal rules while engaged on operations involving foreign Armed Forces. Each proposal must be processed, on its merits, through the HD Committee for eventual approval, or otherwise, by The Sovereign.

12 Wearing of Orders, Decorations and Medals

General Guidance

12.01. The ribbon of an Order, decoration or medal is to be worn (and the appropriate post-nominal letters used) from the date of the official notification of the award in the London Gazette or, in the case of an immediate award, as soon as the commander authorised to grant such awards has approved the award.

12.02. Only one Level 4³¹ emblem of each type is to be worn on any one ribbon. United Kingdom emblems may be worn on the ribbons of service medals awarded by the United Nations and NATO.

12.03. When the grant of a campaign medal has been notified to the Services and names have been submitted to the MOD Medal Office the commanding officers of the units concerned may, pending approval of the award, provisionally allow the wearing of the ribbon by personnel whose names have been submitted.

12.04. Miniatures of the badge of an order and of decorations and medals may be worn on the appropriate dress. Miniatures are to be provided at the individual's expense

12.05. Emblems for Level 4 awards are to be worn on the ribbon of the medal for the campaign for which they were awarded. If a campaign medal has not been granted, the emblem is to be worn directly on the tunic after all medal ribbons. If the recipient has no medal ribbons, the emblem is to be worn in the position where a single ribbon would be worn.

12.06. Enquiries about the wearing of decorations (United Kingdom, Commonwealth, Foreign or International Organisations') for gallantry or for meritorious service, in an operational theatre or otherwise, should be directed to Service Secretaries' staff. The MOD Medal Office will answer queries on 'campaign' or similar medals.

Wearing the Insignia and Accoutrements of the British Orders of Knighthood

Military Uniform

12.07. The First Class (Knight Grand Cross) of all the Orders of Knighthoods wear a Breast Star and a Badge attached to a Broad Riband (or Sash) and a Collar which is worn only on major state ceremonial occasions. The Badge suspended from the Collar is the same Badge taken from the Broad Riband (except for the GCB and GBE which have their own Collar badge). The Collar is worn over the shoulders as near as possible to the extreme point of each shoulder hanging down equally at the front and back. Note that Collars are never worn with Mess Dress. **The Badge of a Knight Grand Cross is never worn as a Neck Decoration in uniform but may be worn with a Dinner Jacket in very specific circumstances.**

³¹ UK Level 4 awards; Mention in Despatches, Queen's Commendation for Bravery, Queen's Commendation for Bravery in the Air and Queen's Commendation for Valuable Service.

12.08. Second Class (Knight Commander) of the Orders of Knighthood wear a Breast Star and the Badge worn as a Neck Decoration (in all Orders the Breast Star and Badge of the Knight Commander are different to those worn by the Knight Grand Cross of the same Order).

12.09. Third Class (Commander) of these Orders wear the Badge as a Neck Decoration (note that this Badge is different to the First and Second Class badge of the same Order).

12.10. Up to 4 Breast Stars may be worn together on the left breast although only on Full Ceremonial Occasions. Only the Broad Riband of the senior Order is worn. Up to three Neck Decorations may be worn with the senior Order being worn uppermost. A guide to what is worn in Full Ceremonial, Ceremonial and non-Ceremonial orders of dress is attached.

12.11. Fourth and Fifth Classes (Officers and Members) are worn as suspended breast Decorations eg OBE, MBE, LVO etc on the left breast (see Annex A to Chapter 12).

Civilian Orders of Dress

12.12. In White Tie, the same principles apply as for military Mess Dress – Collars are not worn but a Broad Riband and up to four Breast Stars and one (Knight Commander) Neck Decoration may be worn.

12.13. In Dinner Jacket (Black Tie), Collars and Broad Riband are not worn. Only one Breast Star and one Neck Decoration are usually worn. **If an individual is a Knight Grand Cross but does not have a Neck Decoration from another Order, the Broad Riband Badge of the First Class Order of Knighthood is to be worn as a Neck Decoration. If an individual holds two First Class Orders, he should wear the star of the senior Order and the full-size badge of the second Order as a Neck Decoration. However even as the holder of two First Class Orders, if he holds a Second or Third Class Neck Decoration, this Neck Decoration is to be worn in place of the Badge of the First Class order. Note that this is the only occasion in any order of dress (military or civilian) when the Badge of a First Class Order can be worn as a Neck Decoration.**

12.14. In Morning Dress Collars of Knights Grand Cross are worn when specifically required. Usually only one Breast Star and one Neck Decoration are worn however it is to be noted that the Breast and Neck Decoration can NOT be from the same Order of Knighthood. Therefore a KBE who would normally wear a Breast and Neck Decoration in uniform and in Black Tie, can not wear a Neck Decoration in Morning Dress unless he is a Knight Commander in another Order of Knighthood.

12.15. In Lounge Suit, Collars, Broad Riband and Breast Stars are not worn. One Neck Decoration is worn but only by Knight Commanders.

Medal and Ribbon Bars and Miniatures

12.16. None of the Badges of the Orders of Knighthood are worn on the full size medal-bar unless they are of a class required to be worn as suspended breast

Decorations eg OBE, MBE, LVO etc. However all British Orders, Decorations and medals may be represented on the ribbon bar with the exception of the Orders of the Garter and the Thistle.

12.17. Miniature badges that denote membership of one or more of the Orders of Knighthood at the level of Commander or higher are permanently included on the miniature brooch bar and are worn regardless of whether the related full-size insignia are also worn. Badges are to be exactly half the size of the badge of the lowest class in each order.

Wearing of Emblems on Medal Ribbons

12.18. The only emblems which may be worn on a United Kingdom medal ribbon, whether the medal itself is worn or not, are:

- a. The bronze oak leaf denoting a Mention in Despatches, Queen's Commendation for Brave Conduct or Queen's Commendation for Valuable Service in the Air awarded prior to September 1993.
- b. The silver oak leaf denoting a Mention in Despatches awarded since September 1993.
- c. The silver laurel spray denoting a Queen's Commendation for Bravery awarded since September 1993.
- d. The silver eagle denoting a Queen's Commendation for Bravery in the Air awarded since September 1993.
- e. The silver oak leaf spray denoting a Queen's Commendation for Valuable Service.
- f. The rose emblem denoting the award of a bar or clasp, or specially authorised for the South Atlantic Medal and the Operational Service Medal – Sierra Leone.

12.19. In a change introduced in 2014 and made retrospective to all Level 4 awards received after 1962, up to three Level 4 emblems of any award may be worn on any one ribbon. On the ribbon and full-sized medal, they are to be full size emblems worn vertically in chronological order from the bottom of the ribbon. However if a number of clasps are already worn on the medal, then miniature forms of the emblem may be used. When only ribbons are worn, a single emblem is to be the full-sized emblem but miniature emblems are to be worn spaced horizontally across the ribbon when two or three are worn. The miniature form of the emblem is to be worn on miniature medals. Only one Level 4 award of each type may be worn on a single medal ribbon if the Level 4 award was received prior to 1962.

12.20. The emblems for the Mention in Despatches and for the Queen's Commendations for Bravery and for Valuable service are to be worn in a similar manner to the bronze oak leaf ie:

- a. When the award is made for services in a theatre for which a campaign medal or clasp to the General Service Medal has been granted the emblem is to be placed

on the ribbon of the appropriate medal, with the stalk farthest from the shoulder and with the emblem at an angle of 60 degrees from the inner edge of the ribbon.

b. When the award is made for services out of the theatre or in a theatre for which no medal or clasp has been granted the emblem is to be placed directly on the uniform immediately after any medal or medals already worn, or in the place where a single medal would be worn. [REDACTED].

12.21. Noting that ribbons can be extended in length until the overall length of ribbon and medal is no longer than 3½ inches (88.9mm), if there are so many clasps on the medal ribbon that there is insufficient space to wear all full-sized emblems, then miniature forms of the emblems are to be worn attached horizontally across the ribbon.

12.22. Irrespective of the date of each award, when 2 or more different emblems are worn on a single ribbon, the order of precedence to be applied from the top is:

MiD
QCB
QCBA
QCVS

Wearing of Numerals

12.23. Numerals may be worn on some NATO and UN medals in accordance with their specific criteria.

12.24. When medals from international organisations (eg NATO, UN, ESDP etc) are approved for wear by UK personnel, and the issuing organisation awards numerals to denote repeat tours, UK personnel are to wear the numerals on the medal ribbon with medal, and on the brooch bar when worn without ribbons. If miniature medals are worn, miniature numerals should be mounted onto the miniature medal. But these miniature numerals are not essential, being difficult to acquire, and full size numerals should not be worn on miniatures. The regulations governing the wear of full size numerals on full size medals is contained in NATO's MCM-142-99 dated 9 August 1999. For information on the wear of NATO and EU medals, refer to Service dress committees or the MOD Medal Office.

Wearing of Medals

12.25. Only those medals awarded to the individual are to be worn. Medals awarded to individuals are to be worn in accordance with single Service Dress instructions on one row on the left hand side of the chest (only the Life Saving Medal of the Order of St John, The Royal Humane Society medals, Stanhope Gold Medal and the medal of The Royal National Lifeboat Institution may be worn on the right side of the chest). When medals cannot, on account of their number, be suspended from the brooch so as to be fully seen, they are to overlap with the first medal fully exposed. No medals are to be overlapped until an individual has received the 7th medal when all 7 and any subsequent medals are to be mounted on a 6 medal brooch bar. Exceptionally for those of slight stature, overlapping may start on receipt of the 6th medal. Care is to be taken that the obverse is showing and not the reverse.

12.26. Whilst fully appreciating the increased national recognition of the unique nature of military service and veterans and relatives desire to recognise their own and their family's service and sacrifice, there is no entitlement for Service personnel to wear a relative's service medals in uniform or in civilian clothes. Joint Service Queen's Regulations (J10.017) states that 'Service personnel may only wear on uniform or civilian clothes medals awarded to them or approved for them to wear by Her Majesty The Queen'. By extension, Service personnel may not wear any other medals, for example a relative's medals, in uniform.

Wearing of Miniature Medals

12.27. Miniature Medals and emblems must correspond exactly to the full size medals an individual is authorised to wear.

Court Mounting of Medals

12.28. Members of the Royal Household (eg Equerry or ADC), members of the Household Division and those units on public duties are to have medals court mounted, at public expense for other ranks. There is no other Service requirement for medals to be court mounted.

Convention for Naming Medals

12.29. The medal naming convention is provided at Annex C, came into effect on 1 January 2009. It was introduced to provide a common standard of naming medals across the Ministry of Defence.

Wearing Medals from Previous Service in Australian, New Zealand and Fijian Armed Forces

12.30. Service personnel with previous service in the Australian, New Zealand and Fijian forces may wear campaign medals earned during their previous service for any campaign recognised by their government if the medal is subject to a Royal Warrant signed by The Sovereign or any campaign for which a single international organisation campaign medal was awarded. Individuals are to forward other specific cases to Defence Services Secretary (DS Sec-Hons).

12.31. Fijians with prior Fijian service joining the British Armed Services may wear:

- a. UN Medal for Lebanon.
- b. Fijian GSM for service in Egypt.
- c. Fijian Republic Medal.

Wearing of Medals after leaving The Service

12.32. While on leaving the Service personnel cease to be bound by these instructions, they are expected to conform to the general instructions published in the *London Gazette* and in particular not to add any order, decoration, medal or emblem to

which they are not verifiably entitled or which has not been approved for acceptance and wear. The wearing of unauthorised awards is a grave discourtesy to The Sovereign.

Annexes:

- A. Dress Table for Joint Service Occasions.
- B. London Gazette Guidance on the Order of Wear.
- C. Medal Naming Convention.

Dress Table for Joint Service Occasions

Serial and Tri-Service Dress Description	Accessories	RN	RM	Army (As per entitlement - Note 1)			RAF
				(a)	(b)	(c)	
1. Full ceremonial day		No 1A Full Dress	No 1A Full Dress	General Officer Frockcoat	No 1 Dress with Ceremonial Accoutrements	No 1 Dress or No 2 Dress with Sam Browne	No 1A SD (Note 2) or No 1 SD
	Broad Ribband/Collar	Yes	Yes	Yes	Yes	No	Yes
	Stars of Orders maximum (Notes 3, 4)	4	4	4	4	2	4
	Neck Decorations (Note 5)	2	2	2	2	2	2
	Medals	Yes	Yes	Yes	Yes	Yes	Yes
	Swords (Note 6)	Yes	Yes	Yes	Yes	Yes	Yes
2. Ceremonial day		No 1A Blue Dress	No 1A Blue Dress or No 1B Lovat Dress	General Officer Frockcoat	No 1 Dress with Ceremonial Accoutrements	No 1 Dress or No 2 Dress with Sam Browne	No 1A SD (Note 2) or No 1 SD
	Broad Ribband/collar	No	No	No	No	No	No
	Stars of Orders maximum (Note 3)	2	2	2	2	2	2
	Neck Decorations (Note 5)	1	1	1	1	1	1
	Medals	Yes	Yes	Yes	Yes	Yes	Yes
	Swords (Note 6)	Yes	Yes	Yes	Yes	Yes	Yes

3. Non-ceremonial day		No 1C Undress	No 1A Blue Dress or No 1C Lovat Dress	General Officer Frockcoat	No 1 Dress	No 2 Dress	No 1 SD
	Broad Riband/collar	No	No	No	No	No	No
	Stars of Orders maximum	No	No	No	No	No	No
	Neck Decorations	No	No	No	No	No	No
	Medals	No	No	No	No	No	No
	Swords (Note 6)	No	No	No	No	No	No
4. Full ceremonial evening		No 2A formal evening dress	No 2A formal evening dress	No 10 dress with stiff shirt			No 5A mess dress (home), wing collar, white bow tie.
	Broad Riband	Yes	Yes	Yes			Yes
	Stars of Orders maximum (Note 3)	4	4	4			4
	Neck Decorations (Note 5)	1	1	1 (Note 7)			1
	Miniature medals	Yes	Yes	Yes			Yes
5. Ceremonial evening		No 2A formal evening dress	No 2A formal evening dress	No 10 dress with stiff shirt or soft shirt			No 5B mess dress (blue waistcoat)
	Broad Riband/collar	No	No	No			No
	Stars of Orders maximum (Note 3)	2	2	2			2
	Neck Decorations (Note 5)	1	1	1 (Note 7)			1
	Miniature medals	Yes	Yes	Yes			Yes

		No 2B Evening Undress	No2B Evening Undress	No 10 dress with stiff shirt or soft shirt	No 5B mess dress (blue waistcoat)
6. Non-Ceremonial evening	Broad Ribband/collar	No	No	No	No
	Neck Decorations (Note 5)	No	No	No	No
	Miniature medals	Yes	Yes	Yes	Yes
	Miniature medal ribbons	No	No	No	No

Notes:

1. Column (e) refers to those officers entitled to wear General Officer Frockcoats and is to be worn with gold and crimson waist sash. Column (f) refers to those officers entitled to wear Ceremonial Accoutrements. Column (g) refers to those officers not so entitled in columns (e) and (f). Crossbelts may be worn according to regimental dress code.
2. AVMs and above.
3. May include one foreign star on appropriate occasions.
4. Two stars only when Sam Browne is worn.
5. May include one foreign Neck Decoration on appropriate occasions and very unusually, at single Service functions, a third Neck Decoration may be worn in Full Ceremonial Day if so entitled.
6. Unless otherwise ordered. Swords with Frockcoat: sword belt and slings are to be worn outside the frockcoat under the waist sash; when sword not worn, sword belt and slings are not worn either. The sword is never to be hooked up on the sword belt. When the wearing of a sword in a car or at an outdoor ceremonial function is likely to be an encumbrance, permission to omit the sword may be issued by the Service co-ordinating the occasion. Swords are not worn by QARNNS officers.
7. Female officers should wear insignia of Neck Decoration on bow on left shoulder.

London Gazette Guidance on the Order of Wear¹

12A.01. The full Order of Precedence can be found in the London Gazette dated 14 March 2003. An abbreviated version which covers most military purposes is:

a. The Victoria Cross and the George Cross

- (1) Victoria Cross (VC)
- (2) George Cross (GC)

b. United Kingdom Orders²

- (1) Knight of the Garter (KG)
- (2) Knight of the Thistle (KT)
- (3) Knight/Dame Grand Cross of the Order of the Bath (GCB)
- (4) Member of the Order of Merit (OM)
- (5) Knight/Dame Grand Cross of the Order of St Michael and St George (GCMG)
- (6) Knight/Dame Grand Cross of the Royal Victorian Order (GCVO)
- (7) Knight/Dame Grand Cross of the Order of the British Empire (GBE)
- (8) Companion of Honour (CH)
- (9) Knight/Dame Commander of the Order of the Bath (KCB/DCB)
- (10) Knight/Dame Commander of the Order of St Michael and St George (KCMG/DCMG)
- (11) Knight/Dame Commander of the Royal Victorian Order (KCVO/DCVO)
- (12) Knight/Dame Commander of the Order of the British Empire (KBE/DBE)
- (13) Companion of the Order of the Bath (CB)
- (14) Companion of the Order of St Michael and St George (CMG)
- (15) Commander of the Royal Victorian Order (CVO)
- (16) Commander of the Order of the British Empire (CBE)
- (17) Companion of the Distinguished Service Order (DSO)
- (18) Lieutenant of the Royal Victorian Order (LVO)
- (19) Officer of the Order of the British Empire (OBE)
- (20) Member of the Royal Victorian Order (MVO)
- (21) Member of the Order of the British Empire (MBE)

c. United Kingdom Decorations

- (1) Conspicuous Gallantry Cross (CGC)
- (2) Royal Red Cross, First Class (Member) (RRC)
- (3) Distinguished Service Cross (DSC)
- (4) Military Cross (MC)
- (5) Distinguished Flying Cross (DFC)
- (6) Air Force Cross (AFC)
- (7) Royal Red Cross, Second Class (Associate) (ARRC)

d. Order of St John (all classes)¹

e. **United Kingdom Medals for Gallantry and for Distinguished Service**

- (1) Distinguished Conduct Medal (DCM)³
- (2) Conspicuous Gallantry Medal (CGM)³
- (3) Conspicuous Gallantry Medal (Flying) (CGM)³
- (4) George Medal (GM)
- (5) Distinguished Service Medal (DSM)³
- (6) Military Medal (MM)³
- (7) Air Force Medal (AFM)³
- (8) Queen's Gallantry Medal (QGM)
- (9) Royal Victorian Medal (RVM)
- (10) British Empire Medal (BEM)⁴
- (11) Queen's Volunteer Reserves Medal (QVRM)

f. **United Kingdom Operational Service Medals, United Nations Medals and Medals of other recognised International Organisations.** Worn in order of date of award.

g. **Coronation and Jubilee Medals.** Worn in order of date of award.

h. **Long Service and Efficiency Awards**

- (1) Meritorious Service Medal
- (2) Accumulated Campaign Service Medal
- (3) Regular Forces Long Service and Good Conduct Medals:
 - (a) Medal for Long Service and Good Conduct (Military)
 - (b) Naval Long Service and Good Conduct Medal
 - (c) Royal Air Force Long Service and Good Conduct Medal
 - (d) Long Service and Good Conduct (Ulster Defence Regiment)
[discontinued]
- (4) Volunteer Reserves Long and Efficient Service Awards:
 - (a) Army Emergency Reserve Decoration (ERD)⁵
 - (b) Efficiency Decoration (Territorial) (TD)^{6 7}
 - (c) Efficiency Medal (Territorial)⁷
 - (d) Royal Naval Reserve Officers' Decoration (RD)^{6 7}
 - (e) Royal Naval Reserve Long Service and Good Conduct Medal⁷
 - (f) Royal Fleet Reserve Long Service and Good Conduct Medal⁸
 - (g) Royal Naval Auxiliary Service Medal⁹
 - (h) Air Efficiency Award (AE)^{7 10}
 - (i) Volunteer Reserves Service Medal
 - (j) Ulster Defence Regiment Medal (UD)^{10 11}
 - (k) Northern Ireland Home Service Medal
- (5) Queen's Medals for Champion Shots
- (6) Cadet Forces Medal
- (7) Rhodesia Medal

- i. **Commonwealth Orders, Decorations and Medals Instituted by The Sovereign.** Worn in order of date of award.
- j. **Commonwealth Orders, Decorations and Medals instituted since 1949 otherwise than by the Sovereign (including those of the States of Malaysia and the State of Brunei).** Worn in order of date of award.
- k. **Foreign Orders.** If approved for wear, worn in order of date of award.
- l. **Foreign Decorations.** If approved for wear, worn in order of date of award.
- m. **Foreign Medals.** If approved for wear, worn in order of date of award.

Notes:

1. The abbreviations listed are the authorised post-nominal letters, which are placed after recipients' names in the same order. Membership of the Order of St John carries no right to post-nominal letters. Level 4 Awards (MiD, QCB, QCBA and QCVS) do not attract post-nominals.
2. Persons subsequently appointed to a higher class of the same division (Military or Civil) of a British order wear the badge and ribbon and use the post-nominal letters of the higher class (eg GBE subsumes KBE, likewise KBE subsumes CBE, etc). If a holder of a lower class is promoted to a higher class in the other division of the same order, he may continue to wear the badge and ribbon of the honour first received but may only use the post-nominal letters relating to the higher class.
3. No further awards made after September 1993.
4. No further awards made after New Year Honours List 1993.
5. No further awards made after April 1967.
6. Authorised post-nominal letters.
7. Discontinued from April 1999 and replaced by VRSM; transitional arrangements may apply.
8. Discontinued from 1 April 2000.
9. Discontinued on disbandment of the Royal Navy Auxiliary Service on 31 March 1994.
10. Authorised post-nominal letters for officer recipients only.
11. Discontinued from June 1992 and replaced by Northern Ireland Home Service Medal.

Medal Naming Convention

Other Ranks and Officers

ROYAL NAVY RANK INITIALS SURNAME *Post nominal* RN³²
SERVICE NUMBER

ROYAL MARINES RANK INITIALS SURNAME *Post nominal* RM
SERVICE NUMBER

ARMY RANK INITIALS SURNAME *Post nominal*
REGIMENT³³ SERVICE NUMBER

ROYAL AIR FORCE RANK INITIALS SURNAME *Post nominal* RAF
SERVICE NUMBER

ROYAL FLEET AUXILIARY RANK INITIALS SURNAME *Post nominal* RFA

CIVILIAN TITLE INITIALS SURNAME *Post nominal*

Use of Acting Rank

The ranks held at the time of qualification for the award of the medal should be engraved on the medal. eg an Acting Captain at the time of award of a medal would have the rank of Captain engraved on the medal.

³² By convention RAdm, VAdm and Adm do not have RN annotated after their names.

³³ Members of the Army General Staff (Colonels and above) are annotated STAFF.

13 The Elizabeth Cross and Memorial Scroll

13.01. On 10 June 2008 the Secretary of State for Defence announced that the Chiefs of Staff (COS) had concluded that the time was right to recommend a new national award consisting of an emblem and a memorial scroll, to be given to the families of those who die on operations, or as a result of terrorism, in recognition of their loss and sacrifice.

Following the announcement, considerable work has been undertaken to determine the detailed arrangements. These have been approved by the Chiefs of Staff, endorsed by MOD Ministers and by the cross-Government committee on Honours and Awards and approved by Her Majesty The Queen.

13.02. On 1 July 2009 the Secretary of State for Defence announced the details of the scheme and Her Majesty The Queen let it be known in a broadcast to Her Armed Forces that She wished the emblem to be called 'The Elizabeth Cross'. The Elizabeth Cross and Memorial Scroll will be granted under the authority of a Royal Warrant.

13.03. It is not the first time that recognition of this sort has been granted in the United Kingdom. Memorial scrolls were given to the families of those who died in the two World Wars and in Korea in the early 1950s. The World War One scroll was accompanied by a memorial plaque.

The Elizabeth Cross

13.04. The Elizabeth Cross is made of hallmarked silver. The design is in the form of a cross with a laurel wreath passing between the arms. The arms of the cross bear national floral symbols of England (Rose), Scotland (Thistle), Northern Ireland (Shamrock) and Wales (Daffodil). The centre of the cross bears the crowned cypher of Her Majesty The Queen. The reverse of the Cross will be engraved with the rank, initials, surname, post-nominals, regiment, corps or service and service number of the person commemorated. The Elizabeth Cross, and a miniature silver replica, will be presented in a black leather style presentation box bearing the Royal Cypher in gold on the lid and the Royal Coat of Arms on the inner silk lining (Annex A Figure 2).

13.05. The Elizabeth Cross does not have the formal status of a medal. There are therefore no rules for its wear on civilian clothes. It is designed for wear by both men and women on the lapel/collar of a jacket and the recipients may wear it at any time they deem appropriate. The Elizabeth Cross might be worn on formal occasions such as Remembrance Sunday with the miniature being worn at less formal events, or every day if desired.

Memorial Scroll

13.06. The Memorial Scroll (Annex A Figure 3) is made from parchment style paper and will be headed with the Royal Coat of Arms in colour and bear the signature of Her Majesty The Queen in the top left hand corner.

Eligibility Criteria

13.07. The Elizabeth Cross and Memorial Scroll will be presented to the Next of Kin³⁴ of UK Armed Forces personnel who have died on operations or as a result of an act of terrorism since 1 January 1948 in national recognition of their loss and sacrifice. Eligible personnel to be remembered in this way are those who were serving with or former members of:

- a. The UK Armed Forces (Regular and Reserve).
- b. The UK Royal Fleet Auxiliary (RFA)³⁵.

13.08. The Next of Kin of eligible personnel whose deaths fall into the following categories will qualify.

- a. Death from whatever cause whilst serving on a medal earning operation. Medal earning operations are those in which deployed personnel received a Campaign Medal, General Service Medal or Operational Service Medal which demonstrated the risk and rigour involved. Operations where a UN, NATO, other international body or other nation's campaign medal was accepted for wear, in the absence of a UK medal, also qualify.
- b. Death as a result of an act of terrorism where the available evidence suggests that the Service person, whether on or off duty, was targeted because of his or her membership of the UK Armed Forces.
- c. Death on a non-medal earning operational task where the death was caused by the inherent high risk of the operational task³⁶.
- d. Subsequent and premature death as a result of injury or illness attributed to the circumstances outlined in paragraphs 1308a to 1308c above.
- e. Death in the circumstances outlined in sub-paragraphs 1308 a to d as a result of an incident that occurred after 1 January 1948 or as a result of service in Palestine between 27 September 1945 and 31 December 1947³⁷.
- f. Death in circumstances for which a gallantry/bravery award was made.

13.09. The Next of Kin will receive both the Elizabeth Cross and Memorial Scroll. For retrospective claims when the Next of Kin is deceased, their legal successor may apply.

³⁴ A person's NOK is defined in JSP 751 (based on intestacy laws) as his or her closest living relative in a specified order. Service personnel are encouraged to record their NOK on JPA (not necessarily the same as their Emergency Contact) but the JSP 751 definition will be taken as the authority.

³⁵ Only when deployed in direct support of a designated operation.

³⁶ This category may include, for example, such operational tasks as Search and Rescue and Explosive Ordnance Disposal or when a posthumous UK Civilian Gallantry Award is subsequently approved in recognition of the individual's actions.

³⁷ The Commonwealth War Graves Commission attributed deaths up to 1 January 1948 to World War 2 service and recorded them on their Rolls of Honour and Memorials. The only exception to this is deaths in Palestine (27 September 1945 to 30 June 1948) which will also be eligible for the Elizabeth Cross and Memorial Scroll. This is also consistent with the dates used for recognition on the Armed Forces Memorial, although the criteria for inclusion on that Memorial are different.

13.10. Where the following are not determined to be the Next of Kin, they may apply for an additional Memorial Scroll only³⁸.

- a. The parents of the deceased, or
- b. The spouse/partner of the deceased or someone who had a 'substantive'³⁹ relationship with the deceased.

13.11. As a Memorial Scroll was issued at the time to the Next of Kin of those who died in the Korean War, the Elizabeth Cross only (and not the new Memorial Scroll) will be issued in remembrance of those who died during that war.

Issue Process

13.12. Chiefs of Staff have directed that the priority will be to issue the Elizabeth Cross and Memorial Scroll in recognition of any deaths after 1 August 2009, followed by those that have occurred since 1 January 2000. For deaths prior to 1 January 2000 the MOD Medal Office will not be attempting to contact the Next of Kin.

13.13. In order to adhere to the Welsh Language Act 1993, if the MOD receives an application in the Welsh Language, the Memorial Scroll itself (bearing Her Majesty The Queen's signature) will always be in English and should be accompanied by a Welsh translation on plain, good quality, paper with no heading and no signature – ie just the translation of the text on the Scroll. The Secretary of State Compliments card will be provided in Welsh.

Deaths after 1 August 2009

13.14. In event of a death in service after 1 August 2009, the Joint Casualty and Compassionate Centre will inform the Notifying Authority and MOD Medal Office. The Notifying Authority will appoint a Visiting Officer (VO) and MOD Medal Office will establish if the Next of Kin is eligible for the Elizabeth Cross and Memorial Scroll. If eligible, the MOD Medal Office will contact the VO assigned to the family to inform them and will provide further information on the Elizabeth Cross and Memorial Scroll to the VO. The VO will inform the Next of Kin, discuss the possibility with the family whether another family member may be entitled to the Scroll and establish the Next of Kin's preference for having the Elizabeth Cross presented. The MOD Medal Office will then arrange for the Elizabeth Cross to be engraved and the Memorial Scroll printed. Details of the casualty reporting process involving the MOD Medal Office and VO is incorporated in JSP 751.

13.15. Chiefs of Staff have directed that the Next of Kin's wishes in each case should be paramount in establishing how the Elizabeth Cross and Memorial Scroll should be presented. The following presentation options will be offered to the Next of Kin.

- a. At the time of the funeral by the Lord Lieutenant, as Her Majesty The Queen's regional representative, and accompanied by a senior military representative.

³⁸ Normally, only two Memorial Scrolls (including that presented to the NOK) will be issued per death.

³⁹ A substantive relationship is generally based on joint financial commitment and will have to be proved by the applicant.

- b. At the time of the funeral by a senior military representative, perhaps the Commanding Officer or other officer from the deceased's parent organisation.
- c. Personal presentation some time after the funeral by either the Lord Lieutenant or senior military representative.

13.16. If the Next of Kin does not wish for a presentation, he or she may opt to receive the Elizabeth Cross and Memorial Scroll by Recorded Delivery post.

13.17. Further details of the presentation processes for deaths after 1 August 2009 are provided at Annex B.

Deaths before 1 August 2009

13.18. For deaths prior to 1 August 2009, applications will be received by the MOD Medal Office from Next of Kin or their legal successors and the case will be assessed using Service records. The MOD Medal Office will reply to the Next of Kin informing them if they are eligible and, if not, details of the appeals process. If eligible, the Next of Kin will be asked to confirm their preference for presentation.

13.19. Chiefs of Staff have directed that the Next of Kin's wishes in each case should be paramount in establishing how the Elizabeth Cross and Memorial Scroll should be presented. The following options will be offered to the Next of Kin:

- a. Personal presentation by either the Lord Lieutenant, as Her Majesty The Queen's regional representative, or senior military officer.
- b. Receipt of the Elizabeth Cross and Memorial Scroll by Recorded Delivery post.

13.20. Further details of the presentation processes for deaths before 1 August 2009 are provided at Annex C.

Wearing in Uniform

13.21. Service recipients should have the discretion to decide whether or not to wear the Elizabeth Cross. There should however be no element of compunction on members of the UK Armed Forces to wear the Elizabeth Cross in uniform as there is with medals. However, the Elizabeth Cross may be worn by service recipients on orders of uniform upon which medals are worn as follows:

- a. On the **right** of the chest.
- b. Only be worn when medals are ordered.
- c. The full size Elizabeth Cross should be worn when full-size medals are worn. When miniature medals are worn then the miniature Cross may be worn.

Presentations

13.22. The Army has accepted responsibility as the lead service for presentations in respect of past deaths. The Army point of contact is PS4(A), Headquarters Land Forces who will liaise with a single point of contact in NAVSEC, Navy Command Headquarters

and Air Personnel Policy in HQ Air Command, to make arrangements for regional tri-service presentations via the Army Regional Forces organisation to the relevant Brigade as appropriate. Once a Brigade has been requested to arrange a presentation event they should invite the appropriate Lord Lieutenant, or a representative, to make the presentations. There may also be occasions, however, where it would be more appropriate for the Naval Service or the RAF to take the lead in organising a presentation. The exact nature of such presentations will not be prescribed and it is the responsibility of the organisers to plan an appropriate event, including the issue of invitations to recipients.

13.23. It may be some months before an event is arranged in any particular region as it could take some time to capture sufficient recipients in a particular area. Next of Kin living overseas will normally receive the Elizabeth Cross and Memorial Scroll by Registered Post, although it may be possible and appropriate in some locations for Defence Attachés to be involved.

13.24. The Lord Chamberlain's Office has advised that the most appropriate way of presenting the Elizabeth Cross is in an open box, with the scroll presented by the Unit **afterwards**. This is consistent with Next of Kin presentations at Investitures which offers something of a precedent, and avoids similarities with investing somebody as a member of an Order.

Funding Presentations

13.25. The MOD's Directorate of Financial Management has confirmed that the presentations are a formally endorsed defence objective to which no regularity or propriety issues arise regarding funding. JSP 462 Chapter 44 is the policy guidance on official entertainment. Travel and subsistence funding will not be available for the families attending the presentations.

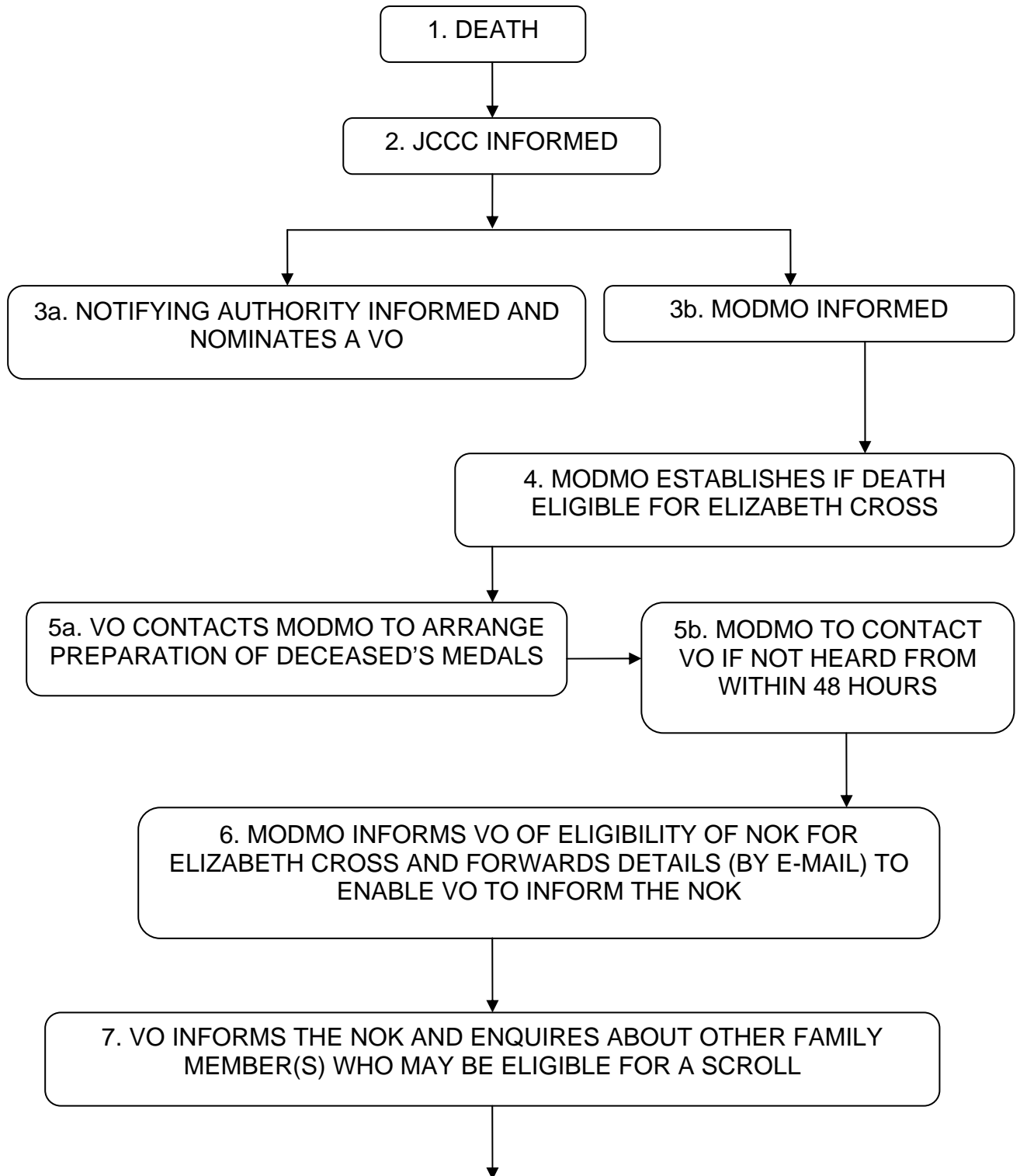
Appeals

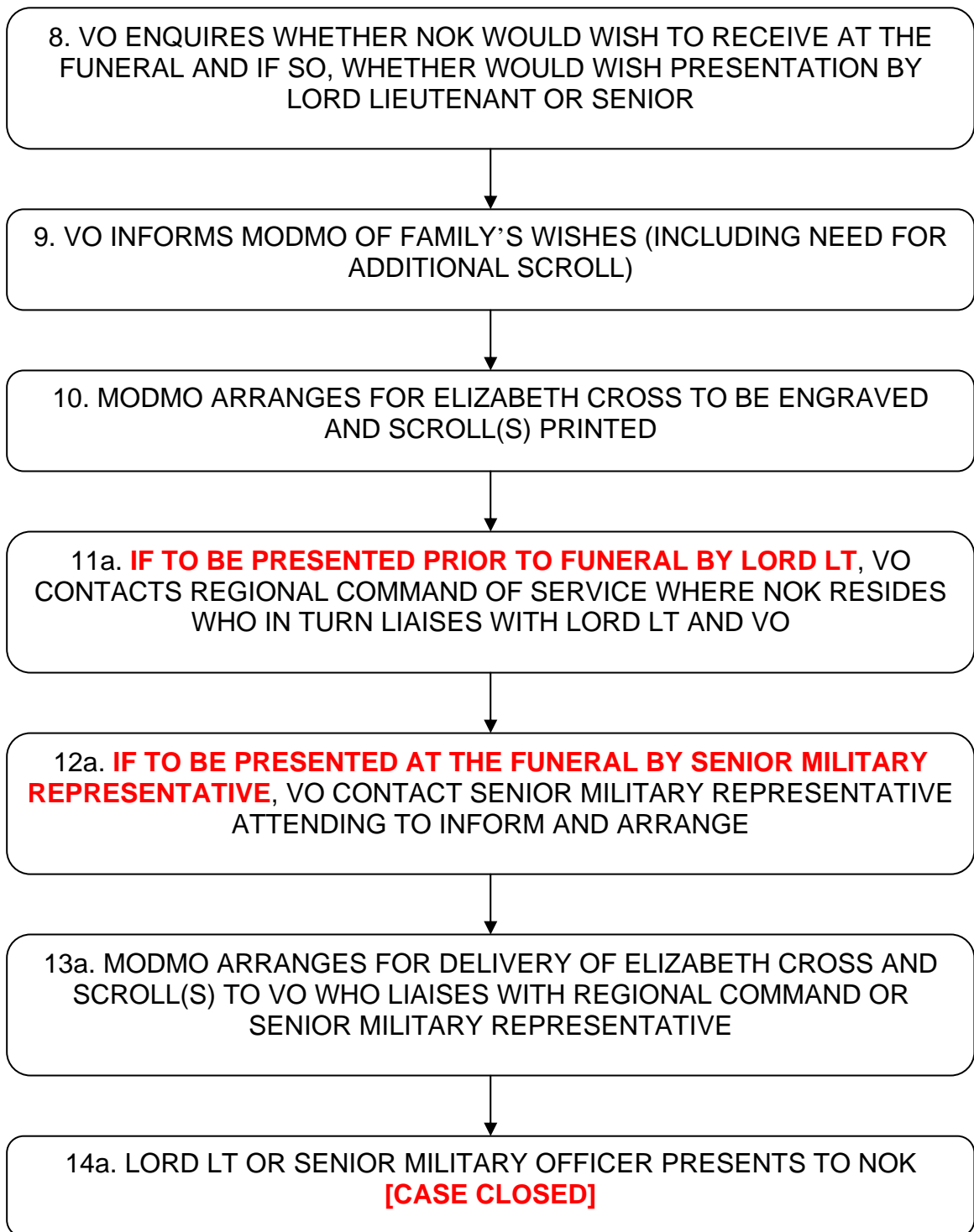
13.26. If an applicant is not satisfied with the initial decision of the MOD Medal Office, they may appeal through the MOD Medal Office to the Assistant Chief of Defence Staff (Personnel) and ultimately to the Principal Personnel Officers. The process is outlined at Annex D.

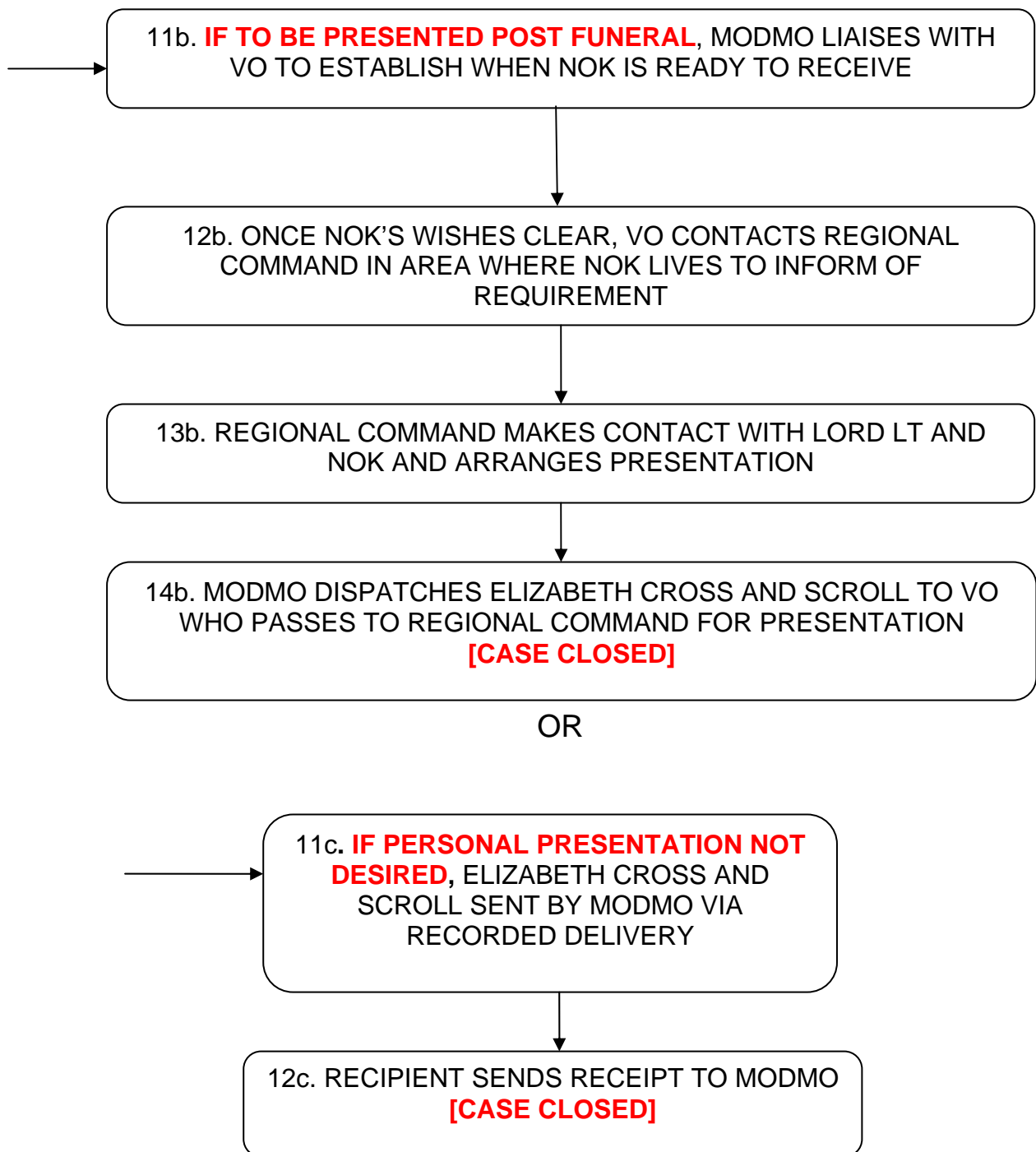
Annexes:

- A. Deaths Post 1 August 2009 – Process.
- B. Deaths Before 1 August 2009 – Process.
- C. Appeals Process.
- D. Appeals Timetable.

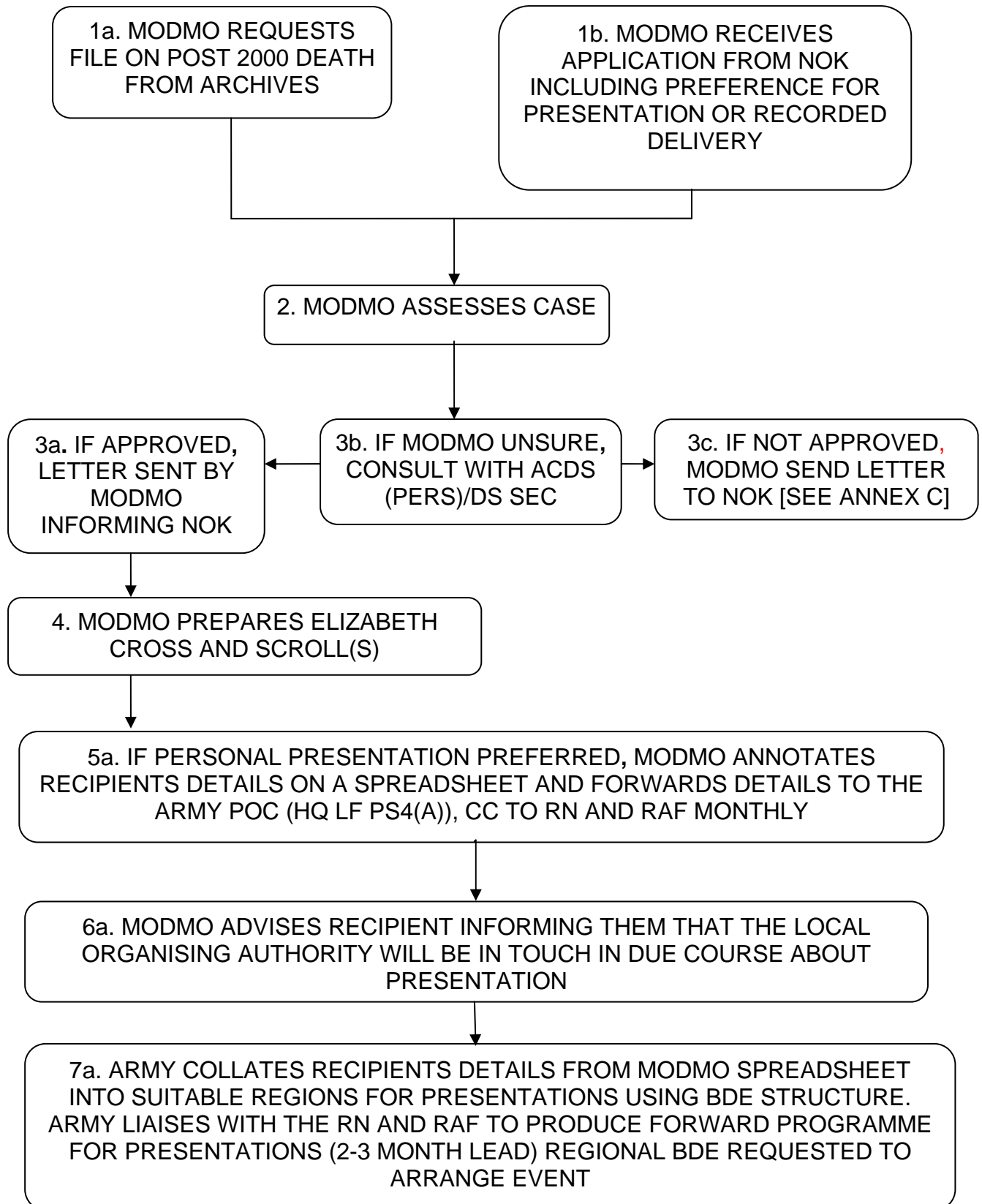
Deaths Post 1 August 2009 – Process

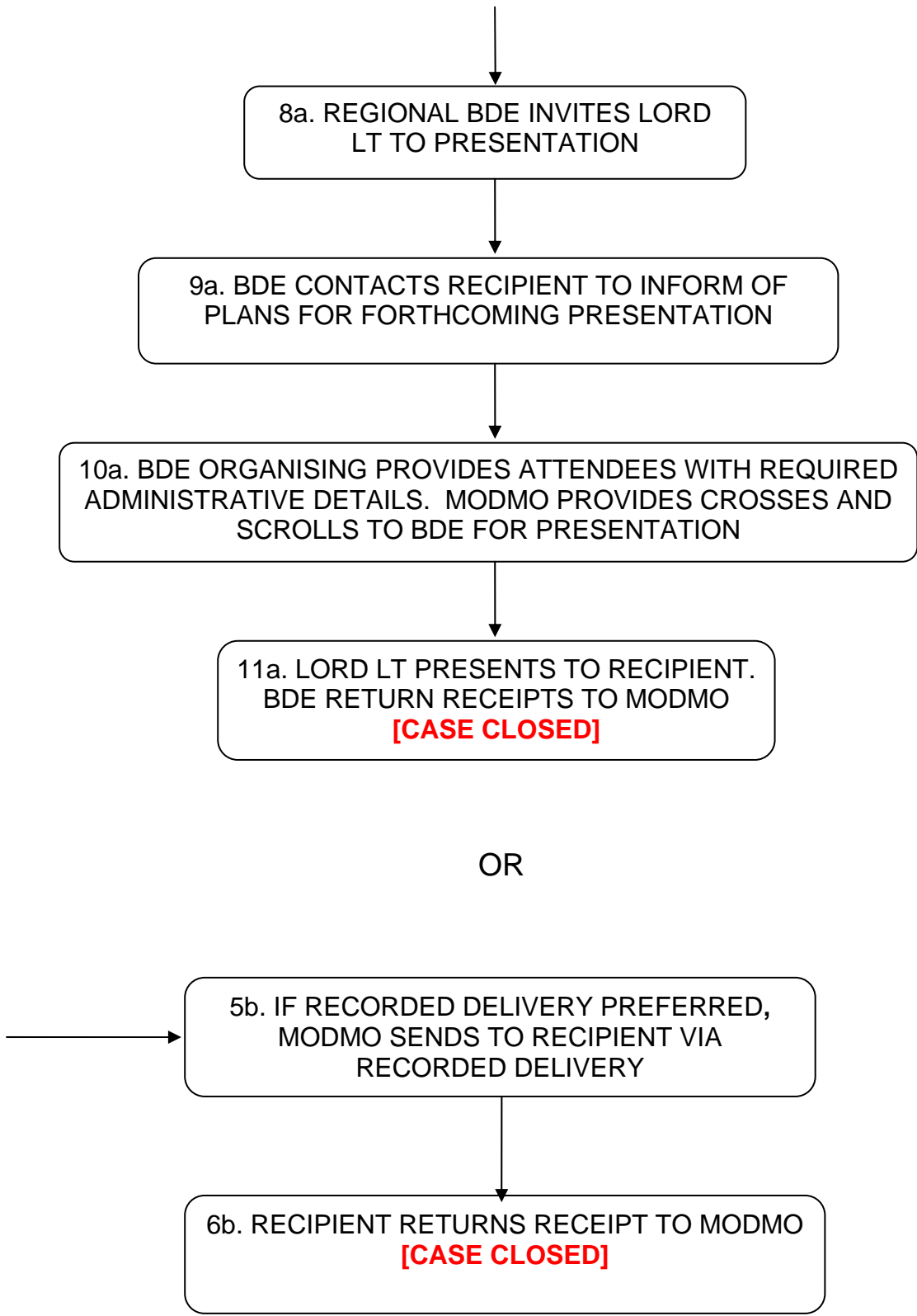




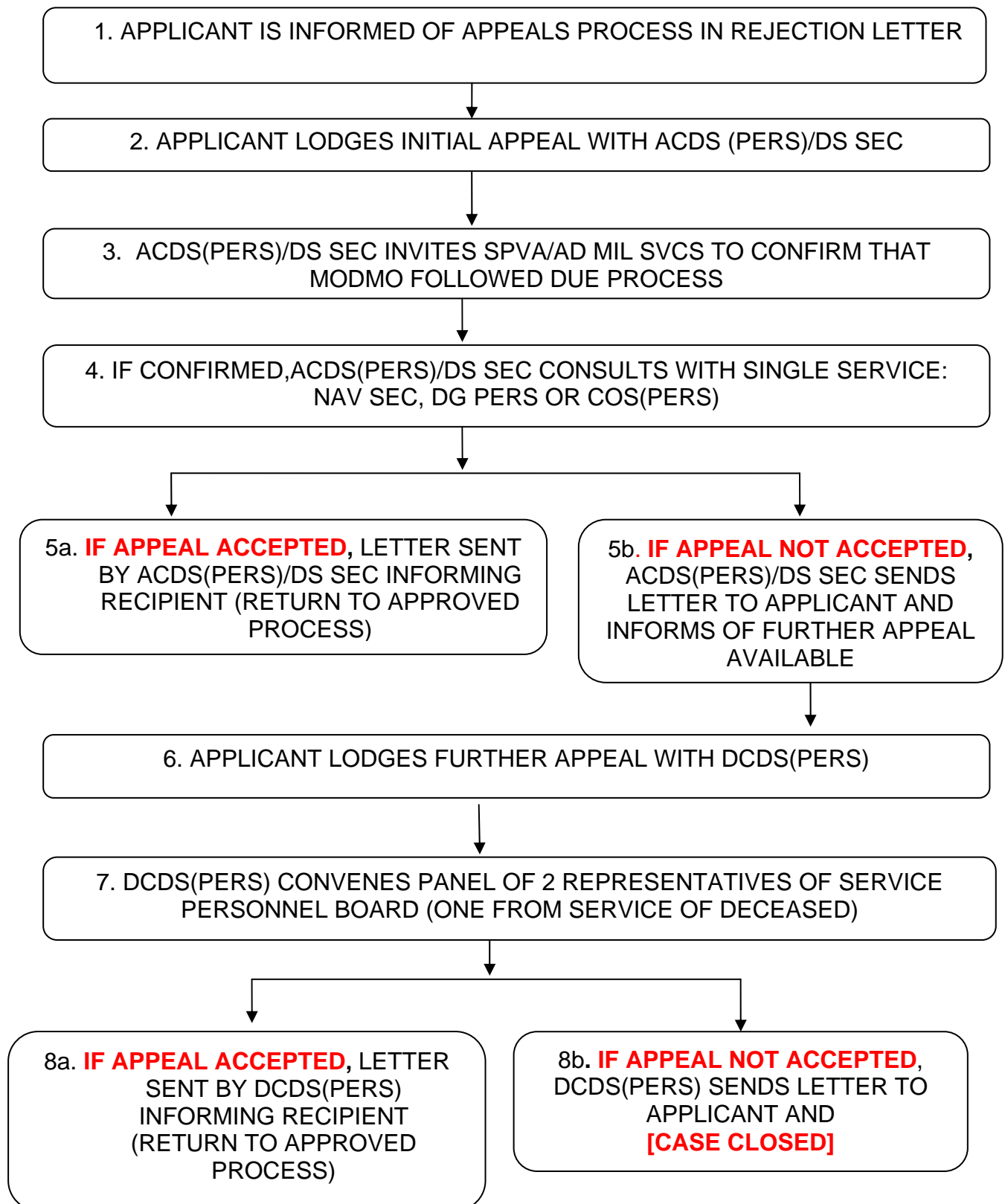


Deaths Before 1 August 2009 – Process





Appeals Process



Timetable

13D.01. Every effort is to be made to deal with appeals in a timely and compassionate manner. Where the following generic timeline is exceeded appellants are to be informed of the reasons why it has not been possible to meet these timings.

Day +	Event	Action
D	Appeal letter received	
1		Letter of acknowledgement letter passed to MOD Medal Office for comment
10	MOD Medal Office comments received	
11		File passed to single Service for comment as appropriate
31	FLC comments received	
		Brief compiled and draft response pass to Defence Services Secretary
34	Appeal passed to Defence Services Secretary	
		Decision letter sent to Appellant

13D.02. This should be the worse case timescale in the majority of cases. It should be possible, for example to shorten the review period for none controversial or appeals against the policy. Conversely, there may be a few occasions when the case requires a further stage of consultation, for example the Service Secretary, Surgeon General (SG) or Central Legal Services (CLS) are asked for a more details explanation of events.



Ministry
of Defence