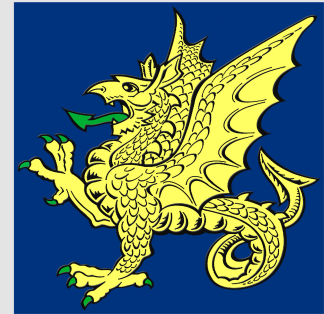


LORD LIEUTENANT'S AWARDS

OCTOBER 2021



WESSEX
RESERVE FORCES' & CADETS' ASSOCIATION





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Her Majesty's Lord-Lieutenants' Awards

Her Majesty's Lord-Lieutenants are the representatives of the Crown for each county in the United Kingdom. Men or women of all backgrounds, they are appointed directly by Her Majesty the Queen, on the advice of the Prime Minister.

Each year, the Lord-Lieutenants for The City and County of Bristol, Cornwall, Devon, Dorset, Gloucestershire, Somerset and Wiltshire, host an awards ceremony. These are facilitated by the Wessex Reserve Forces' and Cadets' Association (Wessex RFCA).

These awards ceremonies celebrate the professional and personal achievements of those dedicated members of our community, who work or volunteer within the Reserve forces and Cadet movement.

The awards presented include, but are not limited to:

- Her Majesty's Lord-Lieutenants' Certificate of Meritorious Service;
- The appointment of Her Majesty's Lord-Lieutenants' Cadets for each county;
- Defence Employer Recognition Scheme Silver Awards.

The deadline for Lord-Lieutenants' Certificate of Meritorious Service submissions is Friday 14th May 2021.

Please note: we recommend that you read this information booklet before completing and submitting a nomination for a **Lord-Lieutenant's Certificate of Meritorious Service**.

Should you require any additional information regarding the certificate submission process, please contact the Siobhan Flanary - 01823 250107 - wx-comms@rfca.mod.uk or Cheryl Grimes - 01823 250108 - wx-commsasst@rfca.mod.uk

**Please be aware that there is a separate nomination process and deadline for the appointment of Her Majesty's Lord-Lieutenant's Cadets. To find out more, contact Sally Pembery wx-events@rfca.mod.uk.*

Her Majesty's Lord-Lieutenants' Certificate of Meritorious Service; Reserves, Cadet Force Adult Volunteers and Civilians

The award of a Lord-Lieutenants' Certificate for Meritorious Service recognises those among the Reserve Forces and Cadet community, whose performance is exceptional.

The Award is used to reward long service of high quality and value, periods of intense and exceptional output in support of units and to recognise service to the community.

In all cases, recipients must be seen, among their peers and within the communities in which they live and serve, to show outstanding examples of leadership, commitment, innovation and enduring performance in post.

Her Majesty's Lord-Lieutenants' Certificate for Meritorious Service are only one step below national honours.

Eligibility

Awarded to any serving Reservist with the Royal Naval Reserve (RNR), Royal Marines Reserve (RMR), Army Reserve or Royal Auxiliary Air Force (RAuxAF), Cadet Force Adult Volunteers (CFAV) and Regular Service personnel and Civilians (e.g. Civil & Crown Servants) who are employed in direct support of the Reserve Forces.

Criteria

The criterion of exceptional service must be the principal factor. As a guide, an individual should normally have a minimum of six years' service. Commanding Officers may ask for dispensation for nominees with less.

The Certificate may only be awarded once to the same individual.

Posthumous awards are eligible only where death occurs after the submission date.

Each recommendation must reflect the individual's achievements. The text of the recommendation must explain why someone is exceptional and there must be no doubt about the personal contribution each individual has made and achieved.

Her Majesty's Lord-Lieutenants' Certificate of Meritorious Service; Reserves, Cadet Force Adult Volunteers and Civilians

The citation must not be just an historical diary of events or CV of appointments held.

The voluntary ethos is taken for granted. The service given must be demonstrably 'over and above'.

For Reservists, although deployment on operations will certainly be considered as a factor by the Board, it is not, in itself, sufficient justification.

Triumph over adversity is a valid factor; however care must be taken to avoid the inclusion of sensitive personal detail, as citations will be read out at the ceremonies.

Writing Tips

Start with the primary reason for the nomination together with a clear description of the service that merits an award.

Give a short appraisal of the nominee's involvement with the organisation to provide a setting. Of most interest is the current roles; any previous roles should only be mentioned if relevant to the reason for individual being recommended.

Two questions to ask are: 'why does the individual deserve an award?' and 'why do they deserve it now?'

Highlight the nominee's personal contribution detailing their significant achievement, and the benefits. Consider including details such as how challenging the work/task has been and what obstacles had to be overcome by the nominee.

Avoid the temptation to pad out the citation. Stick to the facts and concentrate on describing how the nominee has excelled and demonstrated service worthy of recognition.

Bear in mind at all times that the citation will be read out at the presentation of the certificate. They need to be concise and informative. Be careful not to include too much personal information.

Her Majesty's Lord-Lieutenants' Certificate of Meritorious Service; Reserves, Cadet Force Adult Volunteers and Civilians

Extracts from previous successful applications:

Second Lieutenant XX has used initiative to seek alternative accommodation for the Unit by building a strong relationship with the local school. Impressed by the enthusiasm and zeal demonstrated, the school offered the Unit dedicated premises. She has also formed links with local Reserve units, obtaining a range of opportunities for Cadets.

Warrant Officer Class XX works tirelessly to provide opportunities for Reserves to upgrade and maintain their skills. He has organised bespoke courses and liaised with numerous training groups and schools in order to secure resources, which given the variety of trades and geographic dispersion of the Regiment, is a constant challenge requiring exceptional dedication and commitment.

Second Lieutenant XX is an outstanding example of a dedicated Cadet Force Adult Volunteer, who has provided more than nine years of voluntary service to XX Army Cadet Force. She frequently goes the extra mile for the Cadets in her charge by volunteering for additional duties and overcoming challenging circumstances in order to succeed.

A quiet, modest man, preferring to work behind the scenes, Sergeant Major Instructor XX stands head and shoulders above the average volunteer, always going the extra mile to help cadets, especially those from Ethnic Minority communities or deprived backgrounds, to excel and inspiring them to achieve things many of them thought were impossible.

Warrant Officer XX has undertaken a range of roles, including Training Officer and Adjutant, mastering these duties and then working hard to pass his knowledge on to other volunteers. On top of his other duties, he continues to be a stalwart in supporting the cadets in extracurricular activities.

Warrant Officer Class Two XX has used his considerable experience in training and management, to provide direction and assistance to the sub-units in all aspects of both trade and military training.

XX Army Cadet Force is blessed with many committed and passionate volunteers, but none more so than Staff Sergeant Instructor XX. The devotion she displays for her cadets in XX Detachment, and more widely across her Company, is truly humbling. Nothing is too much trouble for her in her unstinting efforts to ensure the young people in her care receive the most rewarding cadet experience possible.

Nominations and timings of submissions

The deadline for Lord-Lieutenants' Certificate of Meritorious Service submissions is Friday 14th May 2021. Please be aware that late applications will not be accepted.

Citation best practice

Recommendations for all awards should include a detailed, considered citation, based upon the template provided within the recommendation form. Written in the third person, in a gender neutral manner and suitable to be read out during the presentation ceremony, citations should be concise, engaging and informative. Care should be given to elucidate all aspects of the individual's service, particularly those underpinning the recommendations.

Service to the wider community, charities, school or youth groups should also be highlighted. If the recommendation is not accompanied by an appropriate citation, **it will be returned**.

Other Honours

In recognition of the ongoing contribution and commitment made by individuals across the region, the Lord-Lieutenants are available to present recipients of other appropriate awards, subject to capacity at their annual Awards Ceremonies. These may include, for example, a Commission, the Volunteer Reserve Service Medal (VRSM) or Cadet Force Medal (CFM). Unit CO's are to liaise with Head of Communications Wessex RFCA if they wish to take up this offer.

Ceremonies for all awards

Wessex RFCA will coordinate details of the venue and timings of the presentation and reception to be held afterwards, and forward these details to the recipients and the recipients' units and sub-units. An annual ceremony will be organised for each Lieutenancy and will take place according to a prescribed format, and in a suitably impressive location.

Award ceremony invitations

On behalf of the Lord-Lieutenants, Wessex RFCA will coordinate invitations to the presentation ceremonies. The invitation list will include: Accompanying the recipients: Commanding Officer / Officer Commanding (or equivalent), Employer or Head of School (where consent is given), friends and family. Stakeholders: Honorary Colonels, single Service Chains of Command Reserves and Cadets, Wessex RFCA Board members, supportive employers. Certificates will be presented by the Lord-Lieutenant of the County.

PR and Communications

Please note there is an embargo on Lord-Lieutenant related news. You should not publicly announce recipients of the Lord-Lieutenants' Certificate of Meritorious Service or Lord-Lieutenant's Cadets until **after** the respective ceremonies for each county.

Ensure that an embargo reflecting these dates is placed upon any press releases.

Should you require any additional information regarding the certificate submission process, please contact the following;

Head of Communications - Siobhan Flanary - 01823 250107 - wx-comms@rfca.mod.uk

Communications Assistant - Cheryl Grimes - 01823 250108 - wx-commsasst@rfca.mod.uk