Our Reference: WX\_Sec-2011

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21 March 2022

Commanding Officers of all Reserve Units and Cadet Units

Gloucestershire Special Constabulary

NRCWWE

HQ SW – DCOS

SCC - SW Area HQ and DOs

ACO Regional HQ (SW)

Copy to:

Honours Board members

County Chairmen

All ACF CEOS

**HM Lord-Lieutenant’s Certificate for Meritorious Service Submissions adults**

**Introduction**

1. HM Lord-Lieutenant’s Certificates for Meritorious Service were instituted to give public recognition to members of the Reserve and Cadet Forces whose efforts are not recognised by the twice yearly national Honours Lists. The Lord-Lieutenant’s Certificate ranks second to the Queen’s Honours Lists. Individuals should not expect to receive a Lord-Lieutenant’s Award simply for long service and/or being ‘next on the list’.

2. 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.

3. The recommendations process is based on the military system for Honours and Awards. HM Lord-Lieutenants wish their system of recognition to be widely, fairly and properly used. The following are eligible for a Lord-Lieutenant’s Certificate for Meritorious Service:

1. All members of RNR, RMR, Army Reserve and RAuxAF.
2. Permanent and civilian staff members who work in support of the Reserves and Cadet Forces[[1]](#footnote-1).

1. All voluntary and part-time uniformed members and civilian assistants of the CCF, SCC, ACF and ATC.
2. Civilian committee members of the SCC and ATC.

**Criteria**

4. The criteria for the award of a Lord-Lieutenant’s Meritorious Service Certificate are:

a. Service over and above the normal call of duty warranting reward, short of an award in the Honours List, including an act of gallantry or rescue for which no other award has been given.

b. The completion, over a long period and to a high standard, of duties and responsibilities normally undertaken by someone of higher rank, where no promotion is possible or where promotion would be insufficient reward.

c. Making an outstanding contribution to their unit or cadet organisation, such as in training, at camp, in the recruiting and retention of reservists or cadets, the organisation of sports, or shooting teams, bands, training aids and ceremonial and social events.

d. Recipients must have shown loyal and exemplary service in the Reserves or cadets for at least 6 years.[[2]](#footnote-2)

e. An individual may not receive more than one certificate[[3]](#footnote-3).

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

5. Each recommendation must reflect the *individual’s* achievements [[4]](#footnote-4).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. It must focus on the specific activities and achievements that must make that individual stand out from the norm.

a. The citation is to portray what the person has done **over and above** their role in the unit that makes their performance particularly special.

b. It must not be just an historical diary of events or CV of appointments held[[5]](#footnote-5) as these Awards are not purely for long service and filling a number of posts.

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

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

e. Triumph over adversity is a valid factor; however care must be taken to avoid the

inclusion of sensitive personal detail.

6. A potentially successful candidate should come instantly to mind; if you have to consider too deeply, the individual probably is not suitable.

**Process for Submission**

7. A nominations builder template is at **Enclosure 1** and all are encouraged to follow this to improve the quality of submissions. Citation best practice Recommendations for all awards should include a detailed, considered citation, based upon the template provided within the recommendation form (**Enclosure 2**). 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.

8. Nominations are to be submitted using the Tips to writing the recommendation are:

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

b. Give a (very) short appraisal of the nominee’s involvement with the organisation to provide a setting. Of most interest is the current appointment; previous appointments should only be mentioned if relevant to the reason for individual being recommended.

c. Concentrate on the current or recent achievements of the nominee. Two questions to ask are: ‘why does the individual deserve an award?’ and ‘why do they deserve it now?’

d. Highlight the nominee’s personal contribution detailing their significant achievement, and what, if any, the benefits were. Consider including details such as how challenging the work/task has been and what obstacles had to be overcome by the nominee [[6]](#footnote-6). It should be made clear why this person has succeeded when his/her peers might not have and what personal qualities they have brought to task in bringing success, especially, where appropriate, their behaviours and leadership skills.

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

f. Effective nominations often include the following:

1. Nouns such as determination, commitment, respect, drive, sustainability, recognition, Innovation, creativity, selflessness, impact, zeal, performance, ambassador.
2. Adjectives such as trusted, unstinting, conscientious, wise, inspirational, peerless, persuasive, passionate, exemplary, resourceful, enthusiastic, fair, tenacious, sympathetic, admired, unflustered, supportive, vibrant, dogged, articulate, diligent, dedicated.
3. Phrases such as:

* Making a difference.
* Going the extra mile.
* Role model.
* Overcoming obstacles.
* Head and shoulders above the rest.

g. Include numerical evidence for emphasis where relevant.

h. Clichés and repetitive phrases should be avoided both within the individual citations and across all of the unit’s submissions as a whole.

i. It is recommended that the final sentence reads: “For….(brief summary of reasons)….XX is highly recommended for the award of an HM Lord Lieutenant’s Certificate of Meritorious Service.”

9. COs must approve, and electronically sign the recommendations prior to submission to Wx RFCA.

10. Submitting a recommendation does not guarantee an award.

**Communicating Results**

11. After the Honours Board has sat, the successful recommendations will be sent to the relevant Lord-Lieutenant for final approval.

12. The Secretary of the Honours Board will inform every recommending officer of their successful and unsuccessful submissions.

1. The recommending officer is responsible for informing successful individuals

that they have been provisionally selected for an award and the date of the awards ceremony.

b. Unsuccessful nominees should not be informed that a recommendation had been submitted; but his/her CO may submit a recommendation for that individual for the following year.

13. The Honours Board Secretary will forward the list of successful individuals, including unit address, to the Wx RFCA Events Officer who will send out the invitations to the ceremonies[[7]](#footnote-7). The text of the citation will be condensed for the ceremony itself, and the final sentence will be changed to “… and is awarded… “.

**Other Honours**

14. 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 on wx-comms@rfca.mod.uk.

**Ceremonies for all Awards**

14. 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**

15. On behalf of the Lord-Lieutenants, Wessex RFCA will coordinate invitations to the presentation ceremonies. The invitation list will include:

a. **Accompanying the Recipients**. Commanding Officer/Officer Commanding (or equivalent), Employer or Head of School (where consent is given), friends and family.

b. **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**

16. Please note that an embargo will be in force on Lord-Lieutenant related news. Please do 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. Please ensure that an embargo reflecting these dates is placed upon any press releases.

**Other Awards**

13. The Lord Lieutenant’s awards ceremonies are an opportunity for other awards to be presented. The awards must be suitable and prestigious enough to deserve inclusion in the Lord Lieutenant’s award ceremonies. These include:

a. ACF/ATC Long Service medals.

b. Elizabeth Crosses and Scrolls.

c. Silver or Gold D of E awards to cadets.

d. Master Cadets or equivalent.

e. Employer Recognition Scheme (Silver) awards to businesses in the SW region.

f. St John Ambulance, or similar, letters of commendation for specific events.

**Validation**

14. In an effort to maintain the quality of submissions and to avoid submissions not making the grade on the Honours Board, a validation process will be applied to all submissions received. This will include:

1. **2022 Submission Form**. Submissions will only be processed if on the 2022 form. Any not submitted on the correct form will be rejected as not valid. Submissions will be returned to the submitting unit for correction.
2. **Submission not Suitable**. Submissions that have not followed the guidance, and are unlikely to meet the requirement of the Honours Board will be rejected as not valid. Enclosure 1 should be used to assist in the formulation of the submission.
3. **Submission Exceeding Length**. Submissions that are overly wordy are difficult to manage by the Honours Board and even more difficult to reduce down for citations if successful. A maximum of 24 texts lines in 11pt areal at 1.5 line spacing will be accepted. Submissions exceeding this will be rejected as not valid.

It is emphasised that that the validation process is to support all involved and to ensure smooth passage to and beyond the Honours Board if successful. This will ensure that nominations are not disadvantaged. The Secretary is available at any time for advice and guidance on the preparation and submission of nominations

**Timings**

15. Timings are shown at Enclosure 3, however all submission are to be sent to the Secretary Honours Board NLT **25 May 22** on [wx-ihub@rfca.mod.uk](mailto:wx-ihub@rfca.mod.uk)

{Original Signed on PH2}

J FRADLEY

Major (Retired)

Head of Support Services

Honours Board Secretary

01823 250103 or Office Mobile: 07957 435 916

Enclosures:

1. Nomination Builder Template
2. Recommendation Form for HM Lord-Lieutenant’s Certificate of Meritorious Service 2022- Adult
3. Timetable for Submissions.
4. Honours Board Procedure.

**TIMETABLE FOR SUBMISSION OF HM LORD-LIEUTENANT’S CERTIFICATE OF MERITORIOUS SERVICE SUBMISSIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ser**  **(a)** | **Date**  **(b)** | **Activity**  **(c)** | **Action**  **(d)** |
| 1 | By 25 Mar | Call for citations | Wx RFCA |
| 2 | By 25 May | Citations submitted to Secretary Honours Board by email wx-ihub@rfca.mod.uk | Units/Organisations |
| 3 | By 2nd week in Jun | Wessex RFCA Honours Board is convened | Board composition as at Annex D. |
| 4 | By end of Jun | Citations are submitted to HM Lord-Lieutenants for their approval  Commanding Officers of successful candidates are informed. | Wx RFCA  HM Lord-Lieutenants |
| 5 | Jun – end Sep | Award Ceremonies planned and invitations sent out | Wx RFCA |
| 6 | Oct | HM Lord-Lieutenant’s Awards ceremonies |  |

**HONOURS BOARD PROCEDURE**

1. The Honours Board to consider the HM Lord-Lieutenant’s Awards for Meritorious Service is constituted annually on behalf of, and by authority of, HM Lord-Lieutenants.

2. The Honours Board’s recommendations are sent to the respective Lord-Lieutenants via the County Chairmen for approval. The Board consists of:

|  |  |  |
| --- | --- | --- |
| **Ser**  **(a)** | **Appointment**  **(b)** | **Comment**  **(c)** |
|  | Association Chairman | Chairman |
|  | Association Vice-Chairman Naval |  |
|  | Association Vice-Chairman Air |  |
|  | Association Vice-Chairman Marine |  |
|  | County Joint Services Cadets Committee Chairman | On a rotational basis |
|  | Regional Commandant Air Cadets Regional Headquarters (South West) | Or in his absence the Regional Deputy Commandant |

3. The Honours Board is to assemble at Wessex RFCA on a date in early June.

OFFICIAL – HONOURS *(when completed)*

4. Each member will review the recommendations for all candidates. After all recommendations have been scored, the scores will be totalled. Borderline candidates will be discussed by the Members; in the event of no clear result, the Chairman has the casting vote.

5. The workings of the Honours Board are governed by the principles of JSP 761 – Honours and Awards in the Armed Forces.

**Reserve Forces’ and Cadets’ Association**

**Lord Lieutenants Certificate of Meritorious Service Nomination Builder Template**

**Introduction**

This template is provided to assist the author to construct the nomination form for the Lord Lieutenants Certificate of Meritorious Service. It is intended to draw out the positive attributes of the nominee in order to support the construction of a narrative suitable for submission. It is recommended that it is used by all who undertake a submission

The Nomination of individuals for recognition through the Lord Lieutenants Certificate of Meritorious Service is an annual event. The nomination process requires units both Cadets and Reserves to write nominations against a defined criteria to be considered by the Honours Board. The process requires units to write detailed citations highlighting how and why an individual is deserving of formal public recognition and is followed along the lines of the Military Honours System. This information in the citations provided is processed through an Honours Board made up of representatives across the association.

**Submitting Recommending Officer Detail**

|  |  |
| --- | --- |
| Name of Nominee |  |
| Post |  |
| Name of Author |  |
| **Step 1: Does the Nominee Qualify**  **Does the nominee meet the criterial for nomination?**  **How many years have they served (Minimum 6 years)?**  **Years of Service:**  **Has the nominee received a certificate of meritorious service before?**  **(The Board may grant a waiver where the second recommendation is for markedly different reasons eg where there is significant time between awards and for different qualifying criteria and from a different Lord-Lieutenancy)**  **If so when, where and what for:**  **Has the nominee given Service over and above the normal call of duty warranting reward, short of an award in the Honours List, including an act of gallantry or rescue for which no other award has been given?**  **If so what, when and how:**  **Has the nominee completed, over a long period and to a high standard, duties and responsibilities normally undertaken by someone of higher rank, where no promotion is possible or where promotion would be insufficient reward?**  **If so when, what, how long, how:**  **Has the nominee Made an outstanding contribution to their unit or cadet organisation, such as in training, at camp, in the recruiting and retention of reservists or cadets, the organisation of sports, or shooting teams, bands, training aids and ceremonial and social events? ‘why does the individual deserve an award?’ and ‘why do they deserve it now?’**  **Each recommendation must reflect the *individual’s* achievements [[8]](#footnote-8). 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. It must focus on the specific activities and achievements that must make that individual stand out from the norm. Triumph over adversity is a valid factor; however care must be taken to** **avoid the inclusion of sensitive personal detail.**  **If so what did they do, when and where did they do it, how long for, what was the impact, how did it stand out as over and above:** | |
| **Step 2 Formulating a Submission – Describe the Individual**  **Describe the Individual: Present an opening statement introducing the nominee. The submission opening paragraph – Draw from Step 1** | |
| **Who and What: Introduce the individual, what they do, where they have gained recognition for a nomination, how long they have been doing it, who it is supporting or helping to improve and what.**  **Start with the primary reason for the nomination together with a clear description of the service that merits an award**. **Give a (very) short appraisal of the nominee’s involvement with the organisation to provide a setting. Of most interest is the current appointment; previous appointments should only be mentioned if relevant to the reason for individual being recommended.**  Examples:  Major xxxx has served continuously for over 6 years with xxxx. He has made a highly effective contribution to both his local community and the wider cadet world emulating the ACF motto of ‘To inspire to achieve’. All through this time he has been personally responsible, and in the vast number of cases pivotal in providing opportunities for cadets across the Wessex RFCA Region to participate in Sports.  In the last two years Captain xxx has done three different jobs for xxx: Detachment Commander, Public Relations Officer, and Company second in command, and has done them all to an exceptional standard. As a detachment commander for the last few years, he has been remarkable, actively engaging with the community in xxx and recruiting and retaining one of the largest, happiest, and most effective detachments in the county. For the last two years he has also concurrently held a second important post, that of County Public Relations Officer, which he has turned into something truly exceptional. | |
| **Step 3: Formulating the Submission – Main Body – Describe the achievements** | |
| **Describe the situation, what they have done, what they have achieved:** Each recommendation must reflect the individual’s achievements. This section must explain why someone is exceptional and there must be no doubt about the personal contribution the individual has made and achieved. It must focus on the specific activities and achievements that must make that individual stand out from the norm. **This should not be their employed role or a cut and paste of their annual report – Draw from Step 1 & 2**  **Avoid the temptation to pad out the citation with unnecessary superlatives.** Stick to the facts and concentrate on describing how the nominee has excelled and demonstrated service worthy of recognition.  Highlight the nominee’s personal contribution detailing their significant achievement, and what, if any, the benefits were. Consider including details such as how challenging the work/task has been and what obstacles had to be overcome by the nominee . It should be made clear why this person has succeeded when his/her peers might not have and what personal qualities they have brought to task in bringing success, especially, where appropriate, their behaviours and leadership skills.  **Example:**  When the unit needed someone to take on the role of Commanding Officer at the xxx unit he, without hesitation, stepped forward and dedicated his time in that challenging role, serving with distinction during this 12 year period and then as cover for illness. Without him continuing to go above and beyond the normal time restraints and remaining in this very important role, the xxx unit would surely have slipped into decline with the eventual consequence of closure.  There were times when he sacrificed his own business needs to attend events and help the community organisations around the area when he was the only one available and would have to disappoint the xxx and organisers if he did not drop everything to supervise. He has proven to be an excellent ambassador for the xxx locally giving time to help the local branches of the xxx and xxx and xxx and encouraging a long lasting relationship that exists to this day with the unit.  His dedication and commitment to running the unit has assured many generations of xxx in the xxx area a strong foundation for the future, a personal sacrifice for xxx, travelling a considerable distance away in xxx, where he lives, to xxx on at least two occasions every week. Not only has he carried out the onerous duties of a Commanding Officer, but he also dedicates his time with the xxx using the skills he enjoys most, teaching boat work, especially sailing and power boat handling. His own qualifications are impressive.  He is a very committed and exceptional xxx and has helped a great number of young people to gain self-confidence and leadership qualities by his own excellent example.  Over the 35 years of service to the xxx he has given his time, experience, energy and skills in abundance for the benefit of the xxx at unit, district and national level.  I strongly recommend xxx for the award of Her Majesty’s Lord Lieutenant Certificate of Meritorious Service for his service to the xxx, xxx and xxx | |
| **Step 4 – Gaining Support and Endorsement– Ensure that the full support can be gained from the Commanding Officer or equivalent. Ensure that the nomination is signed at both sections. Unsupported or Endorsed Nominations will be rejected as Not Valid.** | |

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**ADULT RECOMMENDATION FOR HM LORD-LIEUTENANT'S**

**CERTIFICATE OF MERITORIOUS SERVICE 2022**

|  |  |
| --- | --- |
| **County:** Click here to enter text. | **Unit:** Click here to enter text. |
| **Rank:** Click here to enter text. | **Years served in Reserves:** Click here to enter text. |
| **Surname:** Click here to enter text. | **Forename:** Click here to enter text. |
| **Email:** Click here to enter text. | **Telephone:** Click here to enter text. |

**Submission *(Maximum 24 text lines of 11pt Arial at 1.5 line spacing)***

**Recommended by**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Telephone |  |
| Appointment |  | Email |  |

**Endorsement by Commanding Officer or other**\*Please state either  
Reserve Unit – Commanding Officer, ACF – Commandant, Sea Cadet – Area Officer, Air Training Corps – OC Wing, CCF – Commander or Other

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Telephone |  |
| Appointment\* |  | Email |  |

**Recommendation**The nominee is – please state either Very Strongly Recommended, Strongly Recommended or Recommended

|  |
| --- |
| Recommendation - |

**PLEASE SUBMIT TO AND ENSURE ANY CHANGES TO THE RANK OR CONTACT NUMBERS ARE NOTIFIED TO   
Wessex RFCA at:** [**wx-ihub@rfca.mod.uk**](mailto:wx-ihub@rfca.mod.uk)

1. Including ACF Permanent Support Staff. [↑](#footnote-ref-1)
2. This can be waived for exceptional cases, but the recommending officer must be very clear to demonstrate the case for waiver. [↑](#footnote-ref-2)
3. The Board may grant a waiver where the second recommendation is for markedly different reasons eg where there is significant time between awards and for different qualifying criteria and from a different Lord-Lieutenancy. [↑](#footnote-ref-3)
4. Previously some citations have credited successes and achievements to a number of nominees without mentioning that the individuals worked as a team.  This weakens the justification of whichever nominee was the most deserving and may misdirect the board. [↑](#footnote-ref-4)
5. Again a common fault in previous years. [↑](#footnote-ref-5)
6. ie ill-health or disability but without revealing too much personal information. [↑](#footnote-ref-6)
7. The County Chairman will receive copies for information. [↑](#footnote-ref-7)
8. Previously some citations have credited successes and achievements to a number of nominees without mentioning that the individuals worked as a team.  This weakens the justification of whichever nominee was the most deserving and may misdirect the board. [↑](#footnote-ref-8)