Nomination for HM Lord-Lieutenant’s/Lieutenant Governor’s Commendation– for **Reservists, Cadet Force Adult Volunteers and Civilians**

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| SURNAME: | RANK: |
| FIRST NAME: | KNOWN AS: |
| ADDRESS: | HOME TEL: |
|  | MOBILE: |
| POSTCODE: | EMAIL: |
| SERVICE: | UNIT: |
| COMMANDING OFFICER: |
| DATE OF BIRTH: | DATE JOINED SERVICE: |
| DATE JOINED UNIT: | PRESENTATION COUNTY: |

**Commanding Officer’s Citation**

1. **Résumé of Career (up to 150 Words)**

*This section should comprise a concise, narrative account of the individual’s career to date, including length of service and notable advancements.*

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1. **Details of Outstanding Act (up to 250 words)**

*This section should comprise a description of those actions above and beyond the normal course of duties which particularly make this individual eligible for this award.*

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1. **Character and Personality (up to 100 words)**

*This section should comprise a description of those aspects of the individual’s professional conduct, character and attitude that particularly make them eligible for this award.*

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1. **Closing Remarks and Citation (No more than 300 words)**

*This section comprises the formal citation which will be read out publicly during the presentation of the award to the individual. Written in the third person and referring to the individual by title/rank and surname (e.g. Sergeant Smith), it should provide a summary of the previous three sections and read as an argument in favour of why this individual should receive Her Majesty’s Lord-Lieutenant’s Commendation.*

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1. **Recommended by:**

|  |  |
| --- | --- |
| Signature | Date |
| Name & Rank | Appointment |

1. **Endorsement by Commanding Officer:**

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| **Very Strongly Recommended/Strongly Recommended/Recommended\*****(\*Delete as appropriate)** |

|  |  |
| --- | --- |
| Signature | Date |
| Name & Rank | Appointment |