



NW RFCA

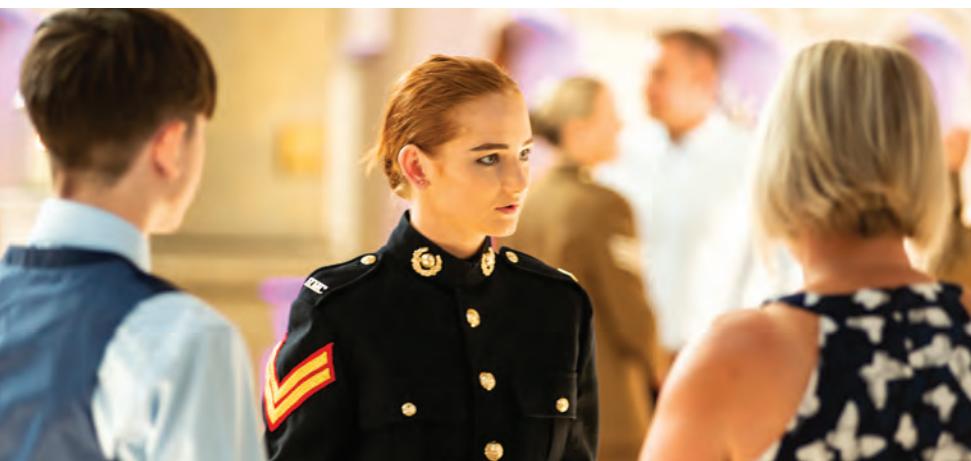
RESERVE FORCES' AND CADETS' ASSOCIATION FOR
THE NORTH WEST OF ENGLAND AND THE ISLE OF MAN



NorthWestRFCA



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Contents:

	Page
1. Introduction	2
2. Lord-Lieutenants' and Lieutenant Governor's Awards for her Majesty's Regular and Reserve Forces, Crown and Civil Service	2
3. Lord-Lieutenants' and Lieutenant Governor's Awards for the University Service Units	5
4. Lord-Lieutenants' and Lieutenant Governor's Cadet	5
5. Lord-Lieutenants' and Lieutenant Governor's Awards for the Cadet organisations	8
6. Other Awards	11
7. Ceremonies	11
8. Publicity	12

1. Introduction

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. The Lieutenant Governor of the Isle of Man is Her Majesty The Queen's Personal Representative, and is appointed by Warrant of Her Majesty The Queen.

The annual Lord-Lieutenants' and Lieutenant Governor's Awards for Regular and Reservist personnel,

Cadet Force Adult Volunteers (CFAVs), cadets and employees of the Reserve Forces and Cadet Organisations of the Armed Forces are recognised as laudatory honours throughout the Ministry of Defence. These awards are intended to supplement Honours bestowed by Her Majesty The Queen in the New Year and Birthday Honours Lists, and, in precedence, rank after such awards.

Each year, the presentation of the Lord-Lieutenants' Awards for Cheshire, Cumbria, Greater Manchester, Lancashire and Merseyside, and the Lieutenant Governor's Awards for the Isle of Man, are facilitated by the Reserve Forces and Cadets Association for the North West of England and the Isle of Man (NW RFCA).

The awards include:

- Her Majesty's Lord-Lieutenants' and Lieutenant Governor's Certificate of Meritorious Volunteer Service;
- Her Majesty's Lord-Lieutenants' and Lieutenant Governor's Certificate of Meritorious Cadet Service;
- Her Majesty's Lord-Lieutenants' and Lieutenant Governor's Commendation; and,
- the appointment of Her Majesty's Lord-Lieutenants' and Lieutenant Governor's Cadets for each county and the Isle of Man.

The presentations are made at ceremonies in each county organised by NW RFCA and

presided over by the Lord-Lieutenant of the county. The Lieutenant Governor of the Isle of Man holds a separate ceremony on the island.

2. Lord-Lieutenants' and Lieutenant Governor's Awards for Her Majesty's Regular and Reserve Forces, Crown and Civil Service

2.1 Lord-Lieutenants' and Lieutenant Governor's Certificate of Meritorious Service

The Lord-Lieutenants' and Lieutenant Governor's Certificate for Meritorious Service may be awarded to any serving Reservist with the Royal Naval Reserve (RNR), Royal Marines Reserve (RMR), Army Reserve or Royal Auxiliary Air Force (RAuxAF), and Regular Service personnel and Civilians (e.g. Civil & Crown Servants) who are employed in direct support of the Reserve Forces.





The award is not intended as a routine recognition of long and faithful service; the criterion of exceptional service must be the principal factor. The award is not given in recognition of outstanding service on operations, which, rightly, should be recommended through the Chain of Command. However, such service can form part of the evidence of exceptional service.

As a guide, an individual should normally have a minimum of six years' service before being recommended for an award, but citations for individuals with fewer than six years' service will be considered on their merits. To qualify, an individual must be serving with, or employed by, the Reserve Forces on 1st January of the year in which he/she is recommended. The Certificate may only be awarded once to the same individual. It may be recommended posthumously.

Individuals who are recommended for an award will normally be eligible within the county of their parent unit or sub-unit, not in the county where they live, if this is different. Exceptionally, for individuals still serving in the National Army Reserve, awards will be made in the county where the individual lives.

The Certificate for Meritorious Volunteer Service is in the form of a mounted, illuminated scroll signed by the Lord-Lieutenant of the county and the President of NW RFCA. For the Isle of Man, the scroll is signed by the Lieutenant Governor.

2.2 Lord-Lieutenants' and Lieutenant Governor's Commendation

The Lord-Lieutenants' and Lieutenant Governor's Commendation may be awarded to any serving Reservist in the RNR, RMR, Army Reserve or RAuxAF, and Regular Service Personnel and Civilians (e.g. Civil & Crown Servants) who are employed in direct support of the Reserve Forces.

The award is intended to recognise an exceptional and outstanding act or achievement, either in the line of the individual's operational or domestic duties as a Reservist when not on deployment, or during service as supporting staff.

Such acts or achievements might include quick thinking in a crisis, resulting in a positive resolution, or a selfless act for the benefit of others.

To qualify, an individual must be serving as a Reservist or in employ on 1st January of the year in which he/she is recommended.

Individuals who are recommended for an award will normally be eligible within the county of their parent unit or sub-unit, not in the county where they live if this is different. Exceptionally, for individuals still serving in the National Army Reserve, awards will be made in the county where the individual lives.

The Lord-Lieutenants' and Lieutenant Governor's Commendation is in the form of a mounted, illuminated scroll signed by the Lord-Lieutenant of the County and the President of NW RFCA. For the Isle of Man, the scroll is signed by the Lieutenant Governor.





2.3 Other Honours

In recognition of the ongoing contribution and commitment made by individuals across the region, the Lord-Lieutenants and the Lieutenant Governor wish to invite to their annual Awards Ceremonies recipients of other appropriate awards, subject to capacity. These may include, for example, a Commission, or the Volunteer Reserve Service Medal (VRS).

2.4 Nominations and Timings of Submissions

The recommendation form for the Lord-Lieutenants' and Lieutenant Governor's Certificate for Meritorious Volunteer Service and the Lord-Lieutenants' and Lieutenant Governor's Commendation is available on the NW RFCA website (see link). The form should be completed electronically by the Commanding Officer (or equivalent).

A recommendation for the Lord-Lieutenants' and Lieutenant Governor's Certificate for Meritorious Volunteer Service or Commendation should not normally be submitted to run concurrently with one for an award in the New Year's or Birthday Honours List, unless in exceptional circumstances, which should be highlighted in a covering letter. An unsuccessful recommendation does not debar the submission of a further recommendation in a later list.

The deadline for recommendations is 1600hrs Friday 25 January 2019.
Lord-Lieutenants' and Lieutenant Governor's Awards 2019:
www.nwrfca.org.uk/rfca/awards



Recommendations for the Lord-Lieutenants' and Lieutenant Governor's Certificate for Meritorious Volunteer Service and the Lord-Lieutenants' and Lieutenant Governor's Commendation should include a detailed, considered citation, based upon the template provided within the recommendation form. Written in the third person, 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 Armed Forces and local communities should also be highlighted. If the recommendation is not accompanied by an appropriate citation, it will be returned.



3. Lord-Lieutenants' and Lieutenant Governor's Awards for the University Service Units

The Lord-Lieutenants' and Lieutenant Governor's Awards may also be awarded to Officer Cadets, Service personnel (Regular and Reserve) and civilian staff with the University Royal Naval Units (URNUs), University Officer Training Corps (UOTC) and University Air Squadrions (UASs). Whilst Officer Cadets will not meet the recommended minimum of six years' service for the Lord-Lieutenants' and Lieutenant Governor's Certificate of Meritorious Service, in exceptional circumstances citations will be considered on their merits. There are no restrictions on the eligibility of Officer Cadets for Her Majesty's Lord-Lieutenants' and Lieutenant Governor's Commendation provided the candidate meets the criteria for the award.

To nominate Officer Cadets, Service personnel and civilian staff with the University Service Units, please follow the guidance for the Reserve Forces.



Please note: nil returns from units and sub-units must be submitted to NW RFCA and will be forwarded to the Lord-Lieutenant or Lieutenant Governor.

4. Lord-Lieutenants' and Lieutenant Governor's Cadet

4.1 Background

Each year, the Lord-Lieutenants and Lieutenant Governor appoint young people to serve as the Lord-Lieutenants' or Lieutenant Governor's Cadets. They are drawn from the Sea Cadets (SCC), Royal Marines Cadets (RMC), Army Cadets (ACF), RAF Air Cadets and Combined Cadet Forces (CCF). The appointment is recognised as one of the highest honours a cadet can achieve.

When on duty, the Lord-Lieutenants' and Lieutenant Governor's Cadets wear a distinctive badge of their appointment to denote their role. They assist the Lord-Lieutenant or Lieutenant Governor as required, often on parade for Royal visits, and act as ambassadors for their organisations and the young people of the region.

NB: The term Lord-Lieutenant's Cadet, used hereafter, covers both the appointment of Lieutenant Governor's Cadet, as well as the new roles of Vice Lord-Lieutenant's and Deputy Lieutenants' Cadets, existent in those Counties as agreed by the Lord-Lieutenant.

Lord-Lieutenants' Cadets may wear the special Badge of the Lord-Lieutenants' Cipher on their right forearm, four inches from the cuff of their No.1 (RN/RM/RAF) or No.2 (Army) Dress. The Badge will remain the property of the Cadet. It is the responsibility of the Area (SCC/RMC), County (ACF), Wing (ATC), School (CCF) to ensure the Lord-Lieutenants' Cadets have the correct uniform when attending Lieutenancy functions. The letter of

appointment issued by NW RFCA is to be used as proof of entitlement for additional uniform items.

Lord-Lieutenants' Cadets will be required to attend both the Presentations of Awards and Cadet Briefing Days at the beginning and end of their periods in office.

The selection of duties for Lord-Lieutenants' Cadets will be made by the Lord-Lieutenant's Office. NW RFCA will provide an emolument of up to £1,000 per Lieutenancy, by way of a partial contribution toward travel expenses, which may be claimed upon presentation of receipts.





4.2 Eligibility

The Lord-Lieutenant's Cadet is a high profile appointment, and, as such, it is expected that the candidate should be of the highest standard, with excellent bearing, good interpersonal skills and the ability to interact with others. Nominations should normally hold the rank of at least Cadet Sergeant, or equivalent. He/she should be under 18 years of age (excluding ATC) on commencement of their tour of duty as Lord-Lieutenant's Cadet. Single Services are encouraged to undertake internal selection procedures before making nominations to NW RFCA.

Nominations for the appointment of Lord-Lieutenant's Cadet will be requested formally by the Lord-Lieutenant each year. Each single Service is requested to submit nominations as detailed opposite:

SCC/RMC: NW SCC Area Officer is permitted to submit up to 3 nominations per Lieutenancy (up to 18) annually.

ACF: County Commandants are permitted to submit up to 3 nominations per Lieutenancy (up to 18) annually.

RAF Air Cadets: Wings are permitted to submit up to 3 nominations per Lieutenancy (up to 24) annually.

Combined Cadet Force: Contingent Commanders are permitted to submit up to 1 nomination per school (up to 27) annually.

Geographical Eligibility

- **Cheshire:** NW Area SCC/RMC units in Cheshire; Cheshire ACF detachments; Greater Manchester Wing RAF Air Cadets, Merseyside Wing RAF Air Cadets and West Mercian & Staffordshire Wing RAF Air Cadets squadrons in Cheshire; and, the CCF contingents of King's School Chester, Christleton High School, King's Leadership Academy Warrington and Sandbach School;
- **Cumbria:** NW Area SCC/RMC units in Cumbria; Cumbria ACF detachments; Cumbria and Lancashire Wing RAF Air Cadets squadrons in Cumbria; and, the CCF contingents of Sedbergh School, Newton Rigg College and Energy Coast UTC;
- **Greater Manchester:** NW Area SCC/RMC units in Greater Manchester; Greater Manchester ACF detachments; Greater Manchester Wing RAF Air Cadets and Cumbria & Lancashire Wing RAF Air Cadets squadrons in Greater Manchester; and, the CCF contingents of Bury Grammar School, Oldham Hulme Grammar School, William Hulme Grammar School and Albion Academy;
- **Isle of Man:** NW Area SCC/RMC units on the Isle of Man; Isle of Man ACF detachments; 440 (1st Manx) Sqn RAF Air Cadets; and, the CCF contingent of King William's College;





- Lancashire:** NW Area SCC/RMC units in Lancashire; Lancashire ACF detachments; Greater Manchester Wing RAF Air Cadets, Cumbria & Lancashire Wing RAF Air Cadets and Merseyside Wing RAF Air Cadets squadrons in Lancashire; and, the CCF contingents of AKS, Kirkham Grammar School, Lancaster Royal Grammar School, Rossall School, Stonyhurst College and Carr Hill High School;
- Merseyside:** NW Area SCC/RMC units in Merseyside; Merseyside Wing RAF Air Cadets squadrons in Merseyside; and, the CCF contingents of Calday Grange Grammar School, Liverpool College, Merchant Taylor's School, St Mary's College, King's Leadership Academy Liverpool and Hugh Baird College.



The deadline for recommendations is 1600hrs Friday 25 January 2019.
Lord-Lieutenants' and Lieutenant Governor's Awards 2019:
www.nwrfca.org.uk/rfca/awards

Recommendations for the Lord-Lieutenants' and Lieutenant Governor's Cadet should include a detailed, considered citation, based upon the template provided within the recommendation form. Written in the third person, 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.

Lord-Lieutenants' Cadets will hold their appointments for the remainder of their cadet service or for one year from 1st September until 31st August, whichever is the shorter. After one year, if still serving, they will not be eligible for re-appointment.

Lord-Lieutenants' Cadets will serve the Lieutenancy in which their unit resides.

4.3 Nominations and Timings of Submissions

The recommendation form for the Lord-Lieutenants' and Lieutenant Governor's Cadet is available on the NW RFCA website (see link below). The form should be completed electronically by the SCC NW Area Officer / ACF County Commandant / OC Wing (or equivalent) / CCF Contingent Commander.

Please note: nil returns must be submitted to NW RFCA and will be forwarded to the Lord-Lieutenant or Lieutenant Governor.





5. Lord-Lieutenants' and Lieutenant Governor's Awards for the Cadet organisations

5.1 Lord-Lieutenants' and Lieutenant Governor's Certificate of Meritorious Service

The Lord-Lieutenants' and Lieutenant Governor's Certificate for Meritorious Service may be awarded to any Cadet Force Adult Volunteer (CFAV) with the SCC, RMC, ACF, RAF Air Cadets, CCF, and; civilians (e.g. Civil & Crown Servants) employed by or providing direct support to the Cadet organisations.

The award is not intended as a routine recognition of long and faithful service; the criterion of exceptional service must be the principal factor.

As a guide, an individual should normally have a minimum of six years' service

before being recommended for an award, but citations for individuals with fewer than six years' service will be considered on their merits. To qualify, an individual must be serving with, or employed by, the Cadets on 1st January of the year in which he/she is recommended.

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

Individuals who are recommended for an award will normally be eligible within the county of their parent unit or sub-unit, not in the county where they live, if this is different.

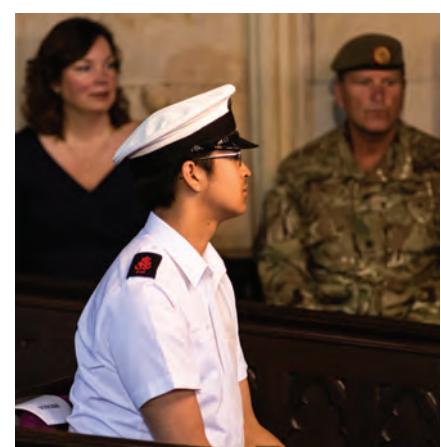
The Certificate for Meritorious Volunteer Service is in the form of a mounted, illuminated scroll signed by the Lord-Lieutenant of the County or the Lieutenant Governor of the Isle of Man, and the President of NW RFCA.

5.2 Lord-Lieutenants' and Lieutenant-Governor's Certificate of Meritorious Cadet Service

The Lord-Lieutenants' and Lieutenant Governor's Certificate for Meritorious Cadet Service may be awarded to any cadet of the SCC, RMC, ACF, RAF Air Cadets or Cadets or CCF for exceptional service. Recipients should typically have a minimum of four years' service before being recommended for an award, and hold the rank of Cadet Sergeant. Citations recommending outstanding individuals below the rank of Cadet Sergeant or of fewer than four years' service will be considered on their merits.

To qualify, an individual must be serving as a Cadet on 1st January of the year in which he/she is recommended. The Certificate may only be awarded once to the same individual.

The Certificate for Meritorious Cadet Service is in the form of a mounted, illuminated scroll signed by the Lord-Lieutenant of the County or the Lieutenant Governor of the Isle of Man, and the President of NW RFCA.





5.3 Lord-Lieutenants' and Lieutenant Governor's Commendation

The Lord-Lieutenants' and Lieutenant Governor's Commendation may be awarded to any serving CFAV or cadet with the SCC, RMC, ACF, RAF Air Cadets or CCF; or Civilians (e.g. Civil & Crown Servants) who are employed by or providing direct support to the Cadet organisations.

The award is intended to recognise an exceptional and outstanding act or achievement, either in the line of the individual's service as an Adult Instructor or cadet, or in their daily lives. Such acts or achievements might include quick thinking in a crisis, resulting in a positive resolution, or a selfless act for the benefit of others.

To qualify, an individual must be serving as a CFAV or cadet, or in employ, on 1st January of the year in which he/she is recommended.

Individuals who are recommended for an award will normally be eligible within the county of their parent unit or sub-unit, not in the county where they live if this is different.

The Lord-Lieutenants' and Lieutenant Governor's Commendation is in the form of a mounted, illuminated scroll signed by both the Lord-Lieutenant of the County or the Lieutenant Governor of the Isle of Man, and the President of NW RFCA.





5.4 Other Honours

In recognition of the ongoing contribution and commitment made by individuals across the region, the Lord-Lieutenants of Cheshire, Cumbria, Greater Manchester, Lancashire and Merseyside, and the Lieutenant Governor of the Isle of Man, wish to invite to their annual Awards Ceremonies recipients of other appropriate awards, subject to capacity. These may include, for example, a Cadet Force Commission, the Cadet Force Medal (CFM), BTEC Diploma, or Master Cadet awards.

5.5 Nominations and Timings of Submissions

The recommendation form for the Lord-Lieutenants' and Lieutenant Governor's Certificate for Meritorious Volunteer Service and the Lord-Lieutenants' and Lieutenant Governor's Commendation is available on the NW RFCA website (see link below). The form should be completed electronically by the SCC NW Area Officer / ACF County Commandant / OC Wing (or equivalent) / CCF Contingent Commander.



A recommendation for a Lord-Lieutenants' and Lieutenant Governor's Certificate for Meritorious Service or Commendation should not normally be submitted to run concurrently with one for an award in the New Year's or Birthday Honours List, unless in exceptional circumstances, which should be highlighted in a covering letter. An unsuccessful recommendation does not debar the submission of a further recommendation in a later list.

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www.nwrfca.org.uk/rfca/awards



Please note: nil returns from units and sub-units must be submitted to NW RFCA and will be forwarded to the Lord-Lieutenant or Lieutenant Governor.

Recommendations for the Lord-Lieutenants' and Lieutenant Governor's Certificate for Meritorious Volunteer Service, the Lord-Lieutenants' and Lieutenant Governor's Certificate for Meritorious Cadet Service and the Lord-Lieutenants' and Lieutenant Governor's Commendation should include a detailed, considered citation, based upon the template provided within the recommendation form. Written in the third person, 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 and other causes should also be highlighted. If the recommendation is not accompanied by an appropriate citation, it will be returned.





6. Other awards

In exceptional circumstances Her Majesty's Lord-Lieutenants' and His Excellency the Lieutenant Governor may wish to recognise the achievements of other members of the wider Armed Forces community in the region. This might, for example, include veterans or those working in support of veterans' and other service charities. These nominations must be made via the offices of the Lord-Lieutenant and Lieutenant Governor, copied to NW RFCA, and will be considered on a case by case basis.



7. Ceremonies for all awards

Prior to the presentation ceremonies, NW RFCA will obtain the signatures of the Lord-Lieutenant of the county or Lieutenant Governor of the Isle of Man and the President of the Association on each Certificate for Meritorious Service and Commendation, and arrange for them to be suitably framed.

NW 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.

On behalf of the Lord-Lieutenants, NW RFCA will coordinate invitations to the presentation ceremony.

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, NW RFCA Board members, supportive employers.

Certificates will be presented by the Lord-Lieutenant of the County or the Lieutenant Governor of the Isle of Man.





8. Publicity

Upon confirmation of their recommendation, awards recipients will receive in the post notification of details of the relevant ceremony, joining instructions and a press and publicity pro forma which they will be asked to return to NW RFCA.

The press and publicity pro forma asks for the consent of the individual for their award to be publicised, and for them to provide personal details including age, location, employer, school etc. and a short quote for inclusion in publicity materials.

NW RFCA will prepare press releases to be distributed to local media the morning following each ceremony. Where consent has been given, press releases will also be distributed to awards recipients' employers and/or schools.

NW RFCA will arrange an official photographer for each ceremony. Guests are asked not to take photographs during the formal awards presentation. Official photos will be made available to awards recipients and their units after the ceremony.



NW RFCA

RESERVE FORCES' AND CADETS' ASSOCIATION FOR
THE NORTH WEST OF ENGLAND AND THE ISLE OF MAN

For further information about NW RFCA:
Call 0151 317 9520 email nw-comms@rfca.mod.uk
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