



**NW RFCA**

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

# Lord-Lieutenants' and Lieutenant Governor's Awards 2020

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## Lord-Lieutenants' and Lieutenant Governor's Awards for Her Majesty's Regular and Reserve Forces, Crown and Civil Service, Cadets, Cadet Force Adult Volunteers and Veterans

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There are seven awards which are:

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

#### 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<sup>1</sup>.

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

Extracts from previous successful applications.

- a. *He has recently moved detachments from A town to B town and has within a few short months has grown the detachment from 12 to 30 cadets. He has achieved this by involving himself with local community forums and the wider local community. SMI X goes the extra mile to assist the cadets and frequently offers to drive the unit mini bus or assist with adventurous training exercises, even if he is not able to attend the event himself.*
- b. *Since 2017 he has run 'lion fit', a local keep-fit initiative run by unit physical training instructors and himself out of XX Army Reserve centre every Tuesday night. This now has in excess of 40 regular attendees and has raised the army profile significantly in that part of XX 8 new recruits have joined as a result, and on the back of this new applicants can use 'lion fit' to prepare for joining the army. Its popularity is single-handily down to Sgt XX energetic approach, infectious personality and imagination.*

## 2. Her Majesty's Lord-Lieutenants' and Lieutenant Governor's Certificate of Meritorious Service; Cadets

### Eligibility

May be awarded to any cadet of the SCC, RMC, ACF, Air Training Corps (ATC) or Cadets or CCF for exceptional service.

### Criteria

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

Recipients should typically have a minimum of four years' service before being recommended for an award, and hold the rank of Cadet Sergeant or equivalent<sup>ii</sup>.

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

Extracts from previous successful applications.

- a. *He has represented the Squadron and Wing in cross country and athletics and represented the Wing on overseas camps. He is an inspiring cadet and is looked up to by his juniors and peers alike. He has an approachable and calm manner and has been instrumental with mentoring the younger cadets. He takes time to explain things to the younger cadets and allows them to learn from their mistakes so they can reflect and learn from them going forward.*
- b. *Cadet Sergeant Major XX is the senior cadet in the largest company in XX. Initially he was a quiet individual who appeared to lack confidence, since joining the unit he has grown in stature, confidence and developed as a leader and instructor. As the company sergeant major he spends a number of nights each week at one of the 10 detachments' providing leadership and instruction to cadets. He leads from the front and takes a quiet and considered approach to leading.*

## 3. Her Majesty's Lord-Lieutenants' and Lieutenant Governor's Commendation; Cadets, Cadet Force Adult Volunteers, Reserves and Civilians

### Eligibility

May be awarded to any serving CFAV or cadet with the Sea Cadets Corps (SCC), Royal Marines Cadets (RMC), Army Cadets (ACF), RAF Air Cadets and Combined Cadet Forces (CCF), University Royal Naval Units (URNUs), University Officer Training Corps (UOTC) and University Air Squadrons (UASs) or Civilians (e.g. Civil & Crown Servants) who are employed by or providing direct support to the Cadet/Reserve organisations<sup>iii</sup>.

### Criteria

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 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.

Extracts from previous successful applications.

- a. *Whilst giving first aid Cadet Sergeant XX kept the man in conversation as much as she could obtaining his name and age ready to hand over to the paramedics. As she was in full Army Cadet Force uniform the man talked to her about his son being a member of the Parachute Regiment. He was able to relate to the work that she was doing within XX Army Cadet Force. The casualty later said that she had reassured him until the ambulance crew arrived and assumed responsibility.*
- b. *Throughout this time the boys' condition deteriorated and he began to vomit with traces of blood. Lance Corporal XX called the emergency services and remained with him to continue first aid treatment. Once the paramedics arrived they took control and the boy was immediately taken to the nearest hospital. The following day Lance Corporal XX received a phone call from the boy's mother thanking her for her fast action and first aid in assisting her son.*

#### 4. Award for the wider Armed Forces Community

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.

#### 5. Her Majesty's Lord-Lieutenants' and Lieutenant Governor's Certificate of Meritorious Service; Veterans<sup>1</sup> and service charities

##### Eligibility

May be awarded to a Veteran, a group or individual who works in the charitable sector in support of Veterans and the Defence Community<sup>2</sup>.

##### Criteria

The criterion of **exceptional service must be the principal factor**

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

Extracts from previous successful application.

- a. *This close knit 'band of brothers and sister(s)' has between them 910 years of age and has served her majesty's forces including the police force in the united kingdom, Germany, Somalia, Egypt, Cyprus, Singapore, northern Ireland, Malaya, Aden, Borneo, Thailand and Palestine as members of the Manchester regiment, the Lancashire regiment, the royal signals, the royal navy, the queens Lancashire regiment, the kings regiment and Manchester city police. They continue to serve their comrades and the community as the Manchester Regiment old comrades Association.*

#### 6. Her Majesty's Lord-Lieutenants' and Lieutenant Governor's Commendation; Veterans and service charities

##### Eligibility

May be awarded to a Veteran, a group or individual who works in the charitable sector in support of Veterans and the Defence Community<sup>2</sup>.

##### Criteria

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 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.

Extracts from previous successful application.

- a. *Mr XX has worked with Veterans in a welfare and mentor capacity for over 10 years. In that time he has set up and lead a successful Veterans support organisation in Merseyside. In 2019 the organisation achieved charitable status and has established a support network across Liverpool City Region where it has been able to offer support to other Veterans support agencies including the Royal British Legion, the Soldier's Sailors' Airman's' and Families Association. To date the charity has supported in excess of 2000 veterans' and their families. It is for his hard work, selfless commitment and support to the regions Veterans Mr XX is awarded Her Majesty's Lord-Lieutenants' and Lieutenant Governor's Commendation.*

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1 In the UK a military veteran is defined as anyone who has drawn one day's pay from the Armed Forces. This means all personnel, male or female, who have served for one day or more, in any occupation in the Royal Air Force, Royal Navy, or the Army, including Reservists and National Service personnel, and the Merchant Navy if involved in a conflict.

2 For the purpose of these awards The Defence Community is defined as: Veterans, their families, Wounded, Injured and Sick (WIS) personnel.

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## 7. The appointment of Her Majesty's Lord-Lieutenants' and Lieutenant Governor's Cadets for each county and the Isle of Man

### Eligibility

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 Corps (SCC), Royal Marines Cadets (RMC), Army Cadets (ACF), Air Training Corps (ATC) and Combined Cadet Forces (CCF).

### Criteria

The candidate should be of the **highest standard**, with **excellent bearing, good interpersonal skills** and the ability to interact with others. They must be able to work independently and be able to accompany the Lord Lieutenant/Lieutenant Governor of VVIPS e.g. Royals.

Nominations should normally hold the rank of at least Cadet Sergeant, or equivalent.

He/she must be under 18 years of age (excluding ATC) on commencement of their tour of duty as Lord-Lieutenant's/Lieutenant Governor Cadet. They must be able to at least cover the first ten months of their appointment (from the 1st September) to the date they turn 18 (excluding ATC).

Single Services/CCF are encouraged to undertake internal selection procedures before making nominations to NW RFCA.

Extracts from previous successful applications.

- a. *Cadet sergeant XX is a mature and intelligent cadet who cares very deeply for those around her. She takes time to help new cadets settle in, looks out for their welfare and is the first to stand up for someone or to be there as a friend if a cadet looks to be isolated or alone.*
- b. *In his spare time, he has raised funds for Parkinson's UK, the John Thornton trust, the Royal British Legion, packed bags to raise squadron funds and has attended the launch of the royal research ship, Sir David Attenborough. He is currently attending his junior leaders' course and to date is progressing well in what is a testing and demanding promotion course. He is a prominent member of the squadron, especially when it comes to leading from the front and encouraging other members of the squadron to join him when fundraising or attending training evenings and weekends.*

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i Citations for individuals with fewer than six years' service will be considered on their merits.  
ii Citations recommending outstanding individuals below the rank of Cadet Sergeant or of fewer than four years' service will be considered on their merits.  
iii 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.

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## **Now the boring bit.....it's a bit like the small print!**

### **Nominations and timings of submissions**

The Lord-Lieutenants' and Lieutenant Governor's Awards submissions window opens 01 Oct 19 and closes 31 Jan 20. 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, 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 and the Lieutenant Governor are available to present recipients of other appropriate awards, subject to capacity their annual Awards Ceremonies. These may include, for example, a Commission, or the Volunteer Reserve Service Medal (VRSM) or Cadet Force Medal (CFM). Unit CO's are to liaise with Head of Engagement NW RFCA if they wish to take up this offer.

### **Ceremonies for all awards**

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.

### **Award ceremony invitations**

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.

## **Should you require any additional information regarding the Awards submission process please contact the following:**

NW RFCA - Head of Engagement - Tel: 0151 317 9518

NW RFCA - Head of Communications - Tel: 0151 317 9520