

NW RFCA

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

His Majesty's Lord-Lieutenant's and Lieutenant Governor's Awards Guidance Booklet

2027





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THE NORTH WEST OF ENGLAND AND THE ISLE OF MAN

HIS MAJESTY'S LORD-LIEUTENANT'S & HIS EXCELLENCY THE LIEUTENANT GOVERNOR'S AWARDS 2027:

REGULAR, RESERVE & CADET FORCES, CROWN & CIVIL SERVICE, VETERAN'S AND MEMBERS OF THE ARMED FORCES COMMUNITY

There are six awards which are:

1 The appointment of HM Lord-Lieutenant's and HE 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 their Lord Lieutenant's or Lieutenant Governor's Cadets. They are drawn from the SCC, RMC, ACF, ATC or CCF. The period of holding the appointment is from 1 September 2027 - 31 August 2028.

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 (this does not apply to ATC Cadets who may serve beyond 18 years of age) on commencement of their tour of duty as Lord-Lieutenant's/Lieutenant Governor Cadet.

To be appointed as a Lord Lieutenant's Cadet, the Cadet must be able to complete either the whole year or a substantial portion of the year as a member of the Army or Sea Cadets. Where a cadet will reach their 18th birthday during the 12 month period after appointment, then:

A cadet **cannot** continue in appointment once they have left the Cadets, as they will no longer be covered by the MOD indemnity covering authorised cadet activities.

Single Services/CCF are encouraged to undertake internal selection procedures before making nominations to NW RFCA. The ultimate selection is made by the respective county Lord-Lieutenant / Lieutenant Governor IOM. In exceptional circumstances a Deputy Lord-Lieutenant / Lieutenant Governor Cadet may also be made.

Those cadets put forward to the Lord-Lieutenant / Lieutenant Governor and who are not selected will automatically receive a Cadet Certificate of Meritorious Service.

2 HM Lord-Lieutenant's and HE 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 RAF Reserves, 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 and Cadets.

Team Award

May be awarded to two or more individuals. All members of the team are to be named in the award nomination.

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 (Note: This award is NOT for Cadets).

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

3 HM Lord-Lieutenant's and HE Lieutenant Governor's Certificate of Meritorious Service: Veterans[1] 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[2]

Team Award

May be awarded to two or more individuals. All members of the team are to be named in the Award nomination.

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.

4 HM Lord-Lieutenant's and HE Lieutenant Governor's Cadets Award for Endeavour

Eligibility

May be awarded to any Cadet of the SCC, RMC, ACF, ATC or CCF for endeavour and hard work.

Criteria

The Award is presented to Cadets who have shown hard work, determination and/or endeavour during their time with the unit, irrespective of how long they have been a Cadet.

5 HM Lord-Lieutenant's 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 SCC, RMC, ACF, ATC, 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.

Team Award

May be awarded to two or more individuals. All members of the team are to be named in the award nomination.

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.

6 HM Lord-Lieutenant's and HE 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[3]

Team Award

May be awarded to two or more individuals. All members of the team are to be named in the Award nomination.

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.

ADMINISTRATION OF AWARDS

Nominations and timings of submissions

The Lord-Lieutenant's and Lieutenant Governor's Awards submissions window opens Friday 30 October 2026 and closes Friday 26 Feb 2027. Late applications will not be accepted.

Citation best practice

Recommendations for all awards should include a 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 explain all aspects of the individual's service, particularly those underpinning the recommendations. Service to the wider community, charities, and schools or youth groups should also be highlighted. If the recommendation is not accompanied by an appropriate citation, it will be returned. Please note the word count is limited to **200 words**, you should be succinct, precise and focus on why the recipient is worthy of an award.

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 at 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 ceremonies 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), 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.

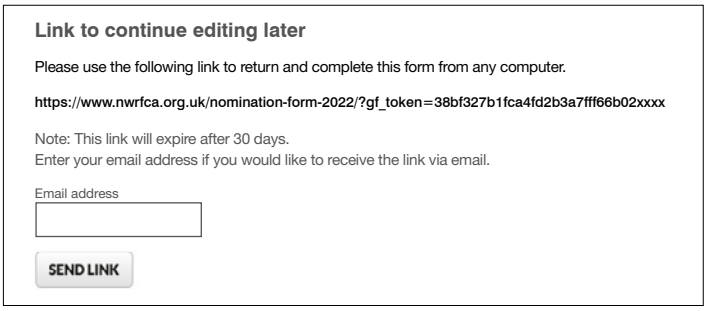
Event postponement

In the event of a large scale incident which prevents the Awards ceremonies from taking place, NW RFCA will engage with the Lord-Lieutenant's and Lieutenant Governor's office to arrange an alternative means of presenting the awards

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.

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



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

NW RFCA - Head of Engagement

Tel: 07816 599302 - Email: nw-headeng@rfca.mod.uk

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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-Lieutenant's and Lieutenant Governor's Certificate of Meritorious Service, in exceptional circumstances citations will be considered on their merits

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