

JSP 761

**HONOURS AND AWARDS
IN THE ARMED FORCES**

CONTENTS

CHAPTER	TITLE	PAGE(S)
Chapter 1	Introduction and General Instructions	1-1 to 1-6
Annex A	Awards Available to the Armed Forces	1A-1 to 1A-3
Annex A Appendix 1	A Summary of State Awards Available to the Armed Forces for Gallantry and Meritorious Service	1A1-1 to 1A1-2
Annex B	Notes on Completion of Form JPA S004 Recommendations for Honours and Awards	1B-1 to 1B-2
Annex B Appendix 1	Form JPA S004 Recommendation for Honours and Awards	1B1-1 to 1B1-2
Annex C	Application Form JPA S001 for the Replacement of Lost, Stolen or Missing Medals	1C-1
Annex D	Transsexual Medal Replacement and Inscription Policy	1D-1
Chapter 2	Operational Awards	2-1 to 2-3
Chapter 3	Non-Operational or ‘Civilian’ Gallantry Awards	3-1 to 3-3
Chapter 4	Awards in the Half-Yearly Honours Lists	4-1 to 4-4
Annex A	Classes of Orders – Guide to Eligibility by Rank	4A-1
Annex A Appendix 1	Writing State Award Recommendations using Form JPA S004	4A1-1 to 4A1-3
Annex B	Procedures for Submission of Recommendations for Half-Yearly Lists – Royal Navy and Royal Marines	4B-1 to 4B-2
Annex C	Procedures for Submission of Recommendations for Half-Yearly Lists – Army	4C-1 to 4C-2
Annex D	Procedures for Submission of Recommendations for Half-Yearly Lists – Royal Air Force	4D-1 to 4D-2

Chapter 5	Meritorious Service, Long Service and Good Conduct, Reserve Efficiency Awards, and Cadet Medals	5-1 to 5-2
Annex A	Meritorious Service Medal	5A-1 to 5A-3
Annex B	Long Service and Good Conduct Medal	5B-1 to 5B-4
Annex B Appendix 1	Good Conduct Badges (Royal Navy only)	5B1-1 to 5B1-3
Annex B Appendix 2	JPA S002 – Joint Service Application Form for Long Service and Good Conduct Medal/Clasp (RN, RM, Army, RAF)	5B2-1
Annex C	JPA S005 – Joint Service Application Form for the Award of the Volunteer Reserves Service Medal/Clasp	5C-1
Chapter 6	Notification	6-1 to 6-3
Chapter 7	Presentation of Awards	7-1 to 7-2
Annex A	Instructions for Dress at Investitures (Naval Service)	7A-1 to 7A-3
Annex B	Instructions for Dress at Investitures (Army)	7B-1 to 7B-2
Annex C	Instructions for Dress at Investitures (RAF)	7C-1 to 7C-2
Chapter 8	Campaign Medals	8-1 to 8-2
Annex A	Campaign and Other Operational Awards Authorised for the Armed Forces since 1962	8A-1 to 8A-10
Annex A Appendix 1	The Iraq Medal	8A1-1 to 8A1-6
Annex A Appendix 2	The Operational Service Medal Afghanistan	8A2-1 to 8A2-6
Annex B	JPA S003 – Joint Service Application Form for Current or Accumulated Campaign Medals (RN, RM, Army, RAF – Regular and Reserve Forces)	8B-1
Chapter 9	Forfeiture and Restoration of Awards	9-1 to 9-3
Annex A	Royal Warrant – Grant, Forfeiture and Restoration of Medals	9A-1 to 9A-2

Chapter 10	Awards, Campaign and Commonwealth Medals from Commonwealth and Foreign Countries	10-1 to 10-4
	Annex A Foreign and Commonwealth Office Rules on the Acceptance and Wearing of Foreign Medals	10A-1 to 10A-3
	Annex B Foreign and Commonwealth Office Guidance to Foreign Governments	10B-1
Chapter 11	Awards to Representatives from Foreign Armed Forces	11-1
Chapter 12	Wearing of Orders, Decorations and Medals	12-1
	Annex A London Gazette Guidance on the Order of Wear	12A-1 to 12A-3
	Annex B Wearing of Orders, Decorations and Medals by Service Personnel	12B-1 to 12B-5

Equality and Diversity Impact Assessment

This publication has been Equality and Diversity Impact Assessed in accordance with the Department's Equality and Diversity Impact Assessment Policy as follows:

Full Equality and Diversity Impact Assessment undertaken. Due for review in April 2009.

CHAPTER 1

INTRODUCTION AND GENERAL INSTRUCTIONS

“The object of giving medals, stars and ribbons is to give pride and pleasure to those who have deserved them. At the same time a distinction is something which everybody does not possess. If all have it, it is of less value. There must, therefore, be heart-burnings and disappointments on the borderline. A medal glitters, but it also casts a shadow. The task of drawing up regulations for such awards is one which does not admit of a perfect solution. It is not possible to satisfy everybody without running the risk of satisfying nobody. All that is possible is to give the greatest satisfaction to the greatest number and to hurt the feelings of the fewest.”

Winston Churchill (Prime Minister) – 22 March 1944

0101. Joint Service Publication (JSP 761) is the authoritative guide for Honours and Awards in the Armed Services. It gives instructions on the award of Orders, Decorations and Medals, including the nomination and recommendation procedure. It should be read in conjunction with Queen’s Regulations and DINs. It sets out, in particular, the list of honours and awards that may be granted and gives the conditions and procedures to be adopted when putting forward recommendations. Further advice if necessary can be sought from J1 staff, or Honours and Awards staffs in the Service Secretaries’ departments, as appropriate.

0102. Honours and awards are intended as a means of recognising service of outstanding merit beyond the normal demands of duty. Competition is intense and the qualities required of nominees are extremely high. It is essential that great care is taken in selecting personnel to be recommended for honours and awards and that the correct procedures are followed at all times.

THE UNITED KINGDOM HONOURS SYSTEM IN OUTLINE

0103. The United Kingdom Honours System relies on the concept that ‘The Sovereign is the fount of all honour’. While appointments to the Order of the Garter, the Order of the Thistle, the Order of Merit and the Royal Victorian Order remain the Sovereign’s prerogative, honours and awards are in general conferred or awarded on the advice of Ministers. This advice is normally tendered through the signing of a submission to The Sovereign.

0104. The Armed Forces of the Crown share in the national honours system; but in many cases have awards which are reserved for their use, which may be formally entrusted to the Secretary of State for Defence, and are subject to a considerable degree of delegation, through the Secretary of State for Defence, both in selection of recipients, and in administration.

0105. There are 2 fundamental principles of the UK Honours System. The first is the ‘5 Year Rule’. This states that no consideration is given to instituting new medals more than 5 years after the cessation of a particular campaign or operation. The same principle applies to recommendations for Honours and Decorations which will not be considered

more than 5 years after the event. The second is 'double medalling'. This states that only one form of medal recognition is acceptable for a single period of service/deployment.

0106. The principal Government committee concerned with honours and awards is the Inter-Departmental Committee on the Grant of Honours, Decorations and Medals (the HD Committee). The Permanent Under Secretary of State in the Ministry of Defence and the Defence Services Secretary are both members of this Committee, and the Defence Services Secretary is the normal Service channel to the Committee, through the Committee's Secretary. The Secretariat of the Committee is based in the Ceremonial Secretariat of the Cabinet Office with the Head of the Branch – the Ceremonial Officer – filling the post of Secretary. The HD Committee provides the mechanism for discussion of all matters relating to United Kingdom honours and awards and the Committee is the only channel through which proposals for additions to, or changes in, the system, including proposals affecting specifically Armed Forces awards, may be submitted to The Sovereign.

0107. A sub-committee of the HD Committee, the George Cross (Military) Committee, is responsible for maintaining the standards of the civilian gallantry awards (George Cross, George Medal, Queen's Gallantry Medal, Queen's Commendation for Bravery and Queen's Commendation for Bravery in the Air) for which Service personnel are recommended. All Service recommendations for these awards except those for Queen's Commendation for Bravery and Queen's Commendation for Bravery in the Air, which are unconnected with other recommendations, are scrutinised by the Committee. The Ministry of Defence has delegated authority from the George Cross (Military) Committee to consider recommendations for the Queen's Commendation for Bravery and Queen's Commendation for Bravery in the Air, and to submit them through the Secretary of State for Defence to The Sovereign. A similar committee, the George Cross (Civilian) Committee, scrutinises recommendations for the full range of gallantry awards to civilians.

ORDERS, DECORATIONS, MEDALS AND COMMENDATIONS

0108. United Kingdom awards comprise Orders, Decorations, Medals and Commendations. Individuals may be appointed to an Order eg. Member of the Most Excellent Order of the British Empire (MBE) or Companion of the Distinguished Service Order (DSO), be awarded a Decoration eg. Conspicuous Gallantry Cross (CGC), Distinguished Service Cross (DSC) etc or awarded a Medal eg. George Medal (GM), Queen's Volunteer Reserves Medal (QVRM) etc. Operational Service and War medals; Jubilee and Coronation medals and medals for Efficiency and Long Service (eg. Long Service and Good Conduct Medal and Meritorious Service Medal) together with Queen's Commendations complete the range of State awards. These awards may only be worn by properly entitled personnel. Entitlement is derived usually by announcement in the *London Gazette* or through an entry on a Service person's record of service which can be verified at the Ministry of Defence Medal Office (see Chapter 12 for details).

COMMANDING OFFICERS' RESPONSIBILITIES

0109. The attention of commanding officers is drawn to their special responsibilities in the field of honours and awards for their unit as follows:

- a. Commanding officers only, on the recommendation or advice of others or from their own knowledge, may initiate a recommendation for an award for a member of their unit in recognition of:
 - (1) Gallantry.
 - (2) Exceptionally meritorious service.
 - (3) Long and efficient service.

The exact procedures to be followed in each case are set out in the appropriate sections that follow.

- b. For the custody, maintenance, good order and safe transit of decorations and medals placed in their care.
- c. The provisions for safe custody and reporting of losses set out in Queen's Regulations which are to be incorporated in unit standing orders and brought to the attention of all ranks at regular intervals.
- d. The need for immediate action to place decorations and medals into safe custody in the case of disciplinary offences described in Paragraph 0903.
- e. The requirement that mobilisation orders must cater for the security of decorations and medals.
- f. The need to ensure that personnel under their command wear only those medals or ribbons to which they are entitled, and for ensuring that the appropriate entries have been made in records of service.

THE INDIVIDUAL'S RESPONSIBILITY

0110. Once the badge of an Order, a decoration or a medal has been issued, the entitled recipient becomes personally responsible for its safe custody at all times. For serving personnel, any decoration or medal that they are entitled to hold is part of their uniform and is to be readily available to be worn at short notice.

AWARDS AVAILABLE

0111. A list of awards available to the Armed Forces in recognition of gallantry and/or Meritorious Service is at Annex A to this Chapter. A Summary of these is at Appendix 1 to Annex A. A comprehensive list of State awards and instructions for wear are given in Chapter 12.

RECOMMENDATIONS

0112. All recommendations for awards for gallantry or meritorious service are to be made on form JPA S004 (formerly F/HONS/776). Endorsing comments and grading by superior commanders are most valued by awarding boards. A specimen form and notes on its completion are given at Annex B to this Chapter.

0113. Commanders at any level of command may refuse to put forward a recommendation to the next superior commander if they consider it is not up to the standard, or may recommend a higher or lower award.

0114. Recommendations for awards are IN CONFIDENCE and all correspondence is to be classified RESTRICTED-HONOURS or above. In no circumstances should individuals become aware from an initiating officer or anyone else that they have been recommended for an award and every care is to be taken to prevent individuals from knowing that their name has been put forward for an award. Information is not to be divulged to anyone other than those whose duty it is to deal with Honours and Awards. Disclosure of a recommendation can cause much disappointment if the recommendation fails or is downgraded.

RECORDING OF AWARDS ON PERSONAL DOCUMENTS

0115. The grant of State Honours or decorations to serving or retired Service personnel will be added to recipients' JPA Service records by the single Service Honours and Awards authorities. All other medals will be recorded on JPA by the MOD Medal Office. Arrangements for the recording of honours, decorations, and other medals granted to personnel not administered under JPA will be made by the appropriate Personnel Administration authority.

0116. The recording of other commendations below that of a state honour is to be the responsibility of the issuing authority.

WEARING OF RIBBONS AND USE OF POST- NOMINAL LETTERS

0117. The ribbons of the honour or decoration may be worn once the award has been announced in the London Gazette, or otherwise authorised by the relevant Service Honours and Awards authority. The appropriate miniature may also be worn with immediate effect from this date even though there will be a lapse before the full size insignia is presented. An individual may use the appropriate post-nominal letters as soon as the award has been gazetted. A higher class in a junior order takes precedence over a lower class in a senior Order as regards the arrangement of all post-nominal letters, e.g. KBE precedes CB.

HONOUR OF KNIGHTHOOD

0118. An officer appointed to a class in an Order carrying the Honour of Knighthood (e.g. KCB, DCB, KBE or DBE) may use the title 'Sir' or 'Dame' immediately after the award is announced in the London Gazette and need not wait until they have been invested by The Sovereign.

SAFE CUSTODY, LOSS AND REPLACEMENT

0119. When a decoration or medal is lost, the owner is to report immediately the loss to the commanding officer (CO) and all available information is to be recorded. Where the loss is caused entirely by unavoidable circumstances arising out of the exigencies of the Service, replacement may be at public expense, but replacement of losses caused by the circumstances and accidents of private life will not be chargeable to the public. When replacement is at public expense, a certificate will be required that no compensation has been received or will be claimed from any other source, e.g. insurance.

0120. COs are to forward application for replacement medals using the form at Annex C through the chain of command to the MOD Medal Office. The application is to be supported with all available information and is to record the COs' opinion as to whether the loss was accidental or the result of neglect. Where the loss has been the subject of a charge the result of a trial is to be forwarded with the application for replacement.

0121. Attention is drawn to the desirability of advising individuals of insuring decorations and medals against loss not arising out of the exigencies of the Service.

0122. If replacement of a decoration or medal bestowed by a commonwealth or foreign government or by civil authority is desired, application should be made to the issuing authority.

0123. Personnel no longer serving may, after all reasonable steps to recover lost decorations or medals, submit an application for replacement on prepayment direct to the MOD Medal Office. These applications must be accompanied by proof of loss in the form of a Police Crime Report or an insurance claim.

0124. The Gender Recognition Act 2004 provides transsexual personnel with legal recognition in their 'acquired' gender following the issue of a full Gender Recognition Certificate (GRC). They acquire legal protection from having their former gender disclosed. As their original medal inscriptions may identify their previous gender due to the service numbers, guidance on transsexual medal replacement and inscription policy is at Annex D to this Chapter.

COMMENDATIONS

0125. Public commendation in the London Gazette by order of The Sovereign (Mention-in-Despatches, Queen's Commendations for Bravery and for Bravery in the Air, or for Valuable Service) falls outside the system of 'Orders, Decorations and Medals' but is part of the State system of honours and awards. Emblems are worn but the awards do not carry any right to post-nominal letters.

0126. Commendations promulgated inside the Armed Forces (Commander-in-Chief, General Officer Commanding, Air Officer Commanding, Force Commander, etc) are not part of the state system but are also submitted on JPA S004 (see also Chapters 2, 3 and 4). They may be a suitable alternative to a state award but are not denoted by an emblem and no public record is maintained. However, details are to be entered on the recipient's JPA record of service in accordance with single-Service procedures.

0127. Commendations may also be awarded to civilians who have demonstrated consistently high standards of efficiency and devotion to duty. Recommendations should be made on JPA S004. However, state honours for MOD civilians should be processed in accordance with MOD PPPA guidance.

Annexes:

- A. List of Awards Available to the Armed Forces.
- B. Notes on Completion of Form JPA S004 - Recommendations for Honours and Awards.
- C. Application Form JPA S001 - Replacement of Lost, Stolen or Missing Medals.
- D. Transsexual Medal Replacement and Inscription Policy.

AWARDS AVAILABLE TO THE ARMED FORCES

1. Armed Forces Operational Gallantry Awards

Serial	Short Title (Authorised Post-Nominals)	Open To	Repeat Awards Available	Available Posthumously	Level and Conditions of Award	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Victoria Cross (VC)	All Ranks	Yes – Bars	Yes	<u>Level 1:</u> “for most conspicuous bravery, or some daring or pre-eminent act of valour or self-sacrifice, or extreme devotion to duty in the presence of the enemy”	
2	Distinguished Service Order (DSO)	All Ranks	Yes – Bars	No	<u>Level 2:</u> “for distinguished services during active operations against the enemy”	For Command and Leadership during operations.
3	Conspicuous Gallantry Cross (CGC)	All Ranks	Yes – Bars	Yes	<u>Level 2:</u> “in recognition of an act or acts of conspicuous gallantry during active operations against the enemy”	
4	Distinguished Service Cross (DSC)	All Ranks	Yes – Bars	Yes	<u>Level 3:</u> “for exemplary gallantry during active operations against the enemy” with the appropriate qualification ‘at sea’ (DSC), ‘on land’ (MC) or ‘while flying’ (DFC).	
5	Military Cross (MC)					
6	Distinguished Flying Cross (DFC)					
7	Mention in Despatches	All Ranks	Yes	Yes	<u>Level 4:</u> There are no codified conditions of award but since Sep 93 the Mention in Despatches has been restricted to gallantry during active operations	Repeat awards are made by including the recipient’s name in a second, or subsequent, despatch. There is no provision for 2 Mentions in the same theatre despatch. See also Chapter 12.

2. Armed Forces Non-Operational Gallantry Awards These awards are available for inclusion in Operational Lists when appropriate.

8	Air Force Cross (AFC)	All Ranks	Yes – Bars	Yes	<u>Level 3:</u> “for exemplary gallantry while flying but not on active operations against the enemy”.	May include flying, parachuting or when part of a Search and Rescue crew, but is not limited to these.
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3. Civilian Non-Operational Gallantry Awards These awards are available for inclusion in Operational Lists when appropriate.

9	George Cross (GC)	All Ranks	Yes – Bars	Yes	<u>Level 1:</u> “for acts of the greatest heroism or of the most conspicuous courage in circumstances of extreme danger”	British subjects only
10	George Medal (GM)	All Ranks	Yes – Bars	Yes	<u>Level 2:</u> “for acts of conspicuous bravery”	
11	Queen’s Gallantry Medal (QGM)	All Ranks	Yes – Bars	Yes	<u>Level 3:</u> “for acts of exemplary bravery”	
12	Queen’s Commendation for Bravery	All Ranks	Yes	Yes	<u>Level 4:</u> “for acts of bravery”	See also Chapter 12.
13	Queen’s Commendation for Bravery in the Air					

4. Armed Forces Awards for Meritorious Service

14	Order of the Bath [Military Division] (GCB, KCB/DCB, CB)	See Annex A to Chapter 4	By promotion within the Order	No	No conditions of appointment are included in the Statutes.	a. ‘Additional’ appointments are not normally available in an operational scale. b. Available in Operational Lists or Half-yearly Lists.
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15	Order of the British Empire [Military Division] (GBE, KBE/DBE, CBE, OBE, MBE)	See Annex A to Chapter 4	By promotion within the Order	No	No conditions of appointment are included in the Statutes.	a. 'Additional' appointments maybe available in an operational scale. b. Available in Operational Lists or Half-yearly Lists.
16	Royal Red Cross 1 st Class [Member] (RRC) 2 nd Class [Associate] (ARRC)	Nursing Services <u>only</u>	a. ARRC promoted to RRC. b. RRC – Bar.	No	<u>Level 3 (approximately):</u> a. RRC – “for exceptional devotion and competency in the performance of actual nursing duties.....over a continuous and long period.....”. b. ARRC – “for special devotion etc.....”.	a. <u>Not</u> for medical services carrying out nursing duties. b. RRC normally OF 4; ARRC normally OF 3 and below. c. Although the Royal Warrant still includes provision for award for acts of gallantry, it is not intended that this provision will be used. Level 3 gallantry awards would be more appropriate. d. Annual allocation is regulated outside of the Quinquennial Review. e. Available in Operational Lists or Half-yearly Lists.
17	Queen's Volunteer Reserve Medal (QVRM)	All Ranks	No	No	<u>Level 3 (approximately):</u> For members of any rank of the Volunteer Reserve Forces, for devotion to duty and exemplary service over a period usually of at least 10 yrs that has been of particular value and an outstanding example to others.	a. Not available to Regular or Non-Regular Permanent Staff or to officers/adult instructors of the Cadet Forces. b. Minimum 10 years service in the Volunteer Reserves is required. c. Annual allocation of 13 is fixed and outside Quinquennial Review. d. Not available in Operational Lists.
18	Queen's Commendation for Valuable Service	All Ranks	Yes	Yes	<u>Level 4:</u> There are no codified conditions of award	a. Available only in Operational Lists. b. Repeat awards are made by including the recipients name in a second, or subsequent, Operational Awards List. There is no provision for 2 awards in the same List. See also Chapter 12.

**A SUMMARY OF STATE AWARDS AVAILABLE TO THE ARMED FORCES
FOR GALLANTRY AND MERITORIOUS SERVICE**

OPERATIONAL GALLANTRY POST-NOMINALS

- | | | | |
|-----|--|-----------|------------|
| 1. | VICTORIA CROSS | – Level 1 | VC |
| | For gallantry of the highest order during active operations. | | |
| 2. | DISTINGUISHED SERVICE ORDER | – Level 2 | DSO |
| | For highly successful command and leadership during active operations. | | |
| 3. | CONSPICUOUS GALLANTRY CROSS | – Level 2 | CGC |
| | For conspicuous gallantry during active operations. | | |
| 4a. | DISTINGUISHED SERVICE CROSS | – Level 3 | DSC |
| | For exemplary gallantry during active operations at sea. | | |
| 4b. | MILITARY CROSS | – Level 3 | MC |
| | For exemplary gallantry during active operations on land. | | |
| 4c. | DISTINGUISHED FLYING CROSS | – Level 3 | DFC |
| | For exemplary gallantry while flying. | | |
| 5. | MENTION IN DESPATCHES | – Level 4 | none |
| | For an act (or acts) of bravery during active operations. | | |

NON-OPERATIONAL GALLANTRY OR GALLANTRY NOT IN THE PRESENCE OF AN ENEMY

- | | | | |
|----|---|-----------|-----------|
| 6. | GEORGE CROSS | – Level 1 | GC |
| | For gallantry of the highest order not in the presence of an enemy. | | |
| 7. | GEORGE MEDAL | – Level 2 | GM |
| | For conspicuous gallantry not in the presence of an enemy. | | |

8. **QUEEN'S GALLANTRY MEDAL** – Level 3 **QGM**

For an act (or acts) of exemplary gallantry not in the presence of an enemy.

9. **QUEEN'S COMMENDATION FOR BRAVERY** – Level 4 none

For an act (or acts) of bravery not in the presence of an enemy.

10. **AIR FORCE CROSS** – Level 3 **AFC**

For exemplary gallantry while flying – not in the presence of an enemy.

11. **QUEEN'S COMMENDATION FOR BRAVERY IN THE AIR** – Level 4 none

For an act (or acts) of bravery while flying – not in the presence of an enemy.

MERITORIOUS SERVICE AWARDS

12. **APPOINTMENT AS COMMANDER, OFFICER OR MEMBER OF THE ORDER OF THE BRITISH EMPIRE** **CBE**
- Level 2/3 (rank related) **OBE**
MBE

For meritorious service in an operational theatre (also awarded for meritorious service outside operational operational theatres in the Half-Yearly Lists).

13. **ROYAL RED CROSS** – Level 2/3 (rank related) **RRC/ARRC**

Available to the Nursing Services only for meritorious service.

14. **QUEEN'S VOLUNTEER RESERVES MEDAL** - Level 2/3 **QVRM**

For meritorious service in the Reserves.

15. **QUEEN'S COMMENDATION FOR VALUABLE SERVICE** – Level 4 none

For meritorious service in an operational theatre.

NOTES ON COMPLETION OF FORM JPA S004 (FORMERLY F/HONS/776)

1. Great care is to be taken to ensure that all particulars on Form JPA S004 are completed and correct. A specimen Form JPA S004 is shown at Appendix 1 to this Annex.
2. Approval of an award will be delayed by discrepancies on Form JPA S004. Accuracy is essential as regards:
 - a. Recording and spelling of all names including second and subsequent forenames.
 - b. Post-nominal letters of awards currently held.
 - c. The 'Regular/Reserve Service' box is to show whether the individual is a member of the Regular Forces, ex-Regular Reserves or Volunteer Reserves.
 - d. Personal numbers.
 - e. Full details of rank (substantive, temporary, acting or local).
 - f. Date of retirement.
 - g. Parent ship, regiment, corps¹ or branch as appropriate to Service.
 - h. The recommendation is to be initiated by the commanding officer and is to show his/her appointment, unit title and date of recommendation.
 - i. Form JPA S004 is to be countersigned by superior commanders who should add their own comments in manuscript or typescript in addition to marking on one of the boxes.
 - i. Very Strongly Recommended.
 - ii. Strongly Recommended.
 - iii. Recommended.
- j. The personal signature of the initiating and recommending officers are necessary only on the original copy of Form JPA S004 but the rank and appointment of both initiating and recommending officers are to be shown in typescript on all copies.

¹ Former regiments or corps in the case of Army Colonels and above.

3. Recommendations should be concise, written in the third person in plain English and typewritten in Arial 11 point. They should contain a description of the actions of the individual recommended, the effect of his/her conduct on those around him/her, and the outcome of operations, but should not specify the award which is recommended except on the front page. The type size must be Arial 11 point and only in very exceptional circumstances should the space on the form be exceeded. A margin of not less than 10 mm must be left on each side of the sheet.

4. Although Form JPA S004 can now be completed by computer, its two sides must be photocopied so that one original back-to-back form bearing signatures in ink is available. This is treated as the master copy and is retained, eventually for the National Archives.

5. Eight copies (i.e. original + seven) of Form JPA S004 are to be forwarded to the secretary of the Armed Forces Operational Awards Committee (AFOAC) when submitting recommendations for the Operational Awards Lists.

6. The number of copies required in respect of Half-Yearly Lists will be determined by the single Services.

Appendix:

1. Form JPA S004 Recommendation for Honours and Awards.

Recommendation for Honours and Awards

No.
MOD use only

To be completed in typescript.

Personal Details of Nominee:

Regular/Reserve Service:	New Year List Birthday List Operational List Non-Operational Gallantry	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Surname:
Date of Birth:	Substantive Rank/Rating and Seniority Date:	Present Rank if different from substantive rank:	Service No:
Retirement Date/Expiry of Engagement:	Appointment/ Employment:		Forenames:
Branch (RN), Parent Regiment (Army), Branch/Trade (RAF):		Ship/Unit:	Previous Awards:
			Award Recommended:

Recommendation and Comments of Superior Commanders *The recommendation should at least be supported by the Initiating Officer's immediate superior and where possible an officer of 2-Star rank or above.*

1.	Very Strongly Recommended <input type="checkbox"/> Strongly Recommended <input type="checkbox"/> Recommended <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Name:	Rank:	
Appointment:	Sig:	
Date:	Place:	

2.	Very Strongly Recommended <input type="checkbox"/> Strongly Recommended <input type="checkbox"/> Recommended <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Name:	Rank:	
Appointment:	Sig:	
Date:	Place:	

3.	Very Strongly Recommended <input type="checkbox"/> Strongly Recommended <input type="checkbox"/> Recommended <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Name:	Rank:	
Appointment:	Sig:	
Date:	Place:	

4.	Very Strongly Recommended <input type="checkbox"/> Strongly Recommended <input type="checkbox"/> Recommended <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Name:	Rank:	
Appointment:	Sig:	
Date:	Place:	

MOD use only

Award Recommended by AFOAC or RN/Army/RAF Honours Committee	Award Recommended by MOD Honours Committee (MODSHC) <i>(where applicable)</i>	Award Recommended by HD/GC(M) Committee <i>(where applicable)</i>
Date:	Date:	Date:
Award approved by The Queen		London Gazette No.
Date:		Date:

**RESTRICTED - HONOURS
(when completed)**

**JPA S004
(Formerly F/HONS/776)**

Recommendation

The length of the Recommendation must not exceed the space provided except in the case of a VC/GC recommendation.

Rating/Rank/Name:

Place:

Date of action or period covered:

How employed:

Recommendation should be concise, written in the third person in plain English, and in Arial 11 point.

Do not specify level of award in the text of the recommendation.

Name and Designation of Initiating Officer:

Name:	Rank:
Appointment:	Signature:
Unit:	Date:

**RESTRICTED - HONOURS
(when completed)**

RESTRICTED - STAFF (when completed)

**JOINT SERVICE APPLICATION FORM FOR THE REPLACEMENT OF LOST, STOLEN OR MISSING MEDALS (RN, RM, ARMY, RAF
– REGULAR AND RESERVE FORCES)**

Part 1: Applicant Details. Medal(s) will be despatched to this Unit

Service Service Number Rank

Name and Initials Current Unit Name

Current Unit Address

Medals Lost

Title of Medal or Insignia	Name of Clasps	Details as Engraved on Medal

Part 2: Statement by Applicant

I solemnly declare that the above listed medal(s) were lost in the undermentioned circumstances and that the following steps were undertaken to effect recovery:

Signed (Applicant) Date

Part 3: Statement of Commanding Officer

Opinion of the Commanding Officer as to whether the loss was caused: (complete one box with the relevant details)

a. entirely by circumstances arising out of the exigencies of the Service and beyond the control of the service person, including untraceable medals lost in the postal system (cost of replacement will be met by the MOD)

b. by accident or neglect

Name of Commanding Officer Rank Appointment

Unit Name (if different from current unit of application) Unit Contact Name

I am satisfied that all appropriate steps have been under-taken to effect recover, including instigating a Police investigation where necessary

Signed (Commanding Officer) Unit Contact Telephone Number

Date

1. This form is to be used for the application, assessment and subsequent issue to entitled personnel for replacement medals. Parts 1, 2 and 3 are all to be completed in full.
2. Applications are to be made in accordance with the criteria promulgated in JSP 761.
3. Attention is drawn to the appropriate Queen's Regulations: RN QRs Chap 74 para J.7418, Army QRs para J5.403-11, RAF QRs Chap 7 Para J257.
4. **Completed form should be sent with any additional relevant information, such as a copy of a Police Crime Report, securely attached to: MODMO Medal Office, SPVA, Bldg 250, RAF Innsworth, Gloucester, GL3 1HW.**

RESTRICTED - STAFF (when completed)

TRANSSEXUAL MEDAL REPLACEMENT AND INSCRIPTION POLICY

1. Current medal inscription policy is to engrave a medal with the recipient's number, substantive rank, initials, name and Service or Regiment/Corps at the time of the issue of the medal. Any replacement for 'loss' or 'theft' has continued to reflect the details on initial issue but the medal is marked to indicate that it is a 'Replacement'. For this reason, medals are not re-issued following a name change, for example, upon marriage or divorce.
2. The Gender Recognition Act 2004 provides transsexual personnel with legal recognition in their 'acquired' gender following the issue of a full Gender Recognition Certificate (GRC). They acquire legal protection from having their former gender disclosed.
3. **Serving Personnel.** If a serving member of the Armed Forces has been issued with a GRC and wishes to have their medals re-issued with their revised details, the individual should apply in writing to the MOD Medal Office, marked 'Personal for the Officer In Charge', enclosing a copy of the GRC, sending back their original medal(s), and providing details of their new surname, initials and service number. The MOD Medal Office will treat the request in confidence and will re-issue the medals with the updated name, initials and service number, but retaining the rate/rank that the individual held at the time the medal was originally awarded. Medals issued under these circumstances should not be marked 'Replacement' and may be provided at public expense.
4. If assertions are made that the original medal(s) is/are no longer available and cannot be returned to the MOD Medal Office new medals will be provided at the applicant's private expense and marked as 'Replacement'. The originals cannot be assumed to have been destroyed or to be unrecoverable.
5. **Veterans.** If applications are received from veterans seeking to have their medals replaced following gender reassignment having left the Armed Forces, the same policy applies as for active service personnel, recognising that if the contemporary service number was gender-specific, the MOD Medal Office may wish to offer a new medal without including a service number. Such instances will be considered by the MOD Medal Office on a case-by-case basis.
6. Assertions that the original medal(s) is/are no longer available to be returned to the MOD Medal Office should be investigated in accordance with current Departmental policy to determine whether a replacement may be issued, and whether this should be at public or private expense. Medals issued in these circumstances will be marked as 'Replacement'.

CHAPTER 2

OPERATIONAL AWARDS

AWARDS AVAILABLE

0201. Awards available are in 3 categories as shown in the table below. Further details are at Annex A to Chapter 1.

LEVEL	ARMED FORCES GALLANTRY	NON-OPERATIONAL or 'CIVILIAN' GALLANTRY	MERITORIOUS SERVICE
1	VC	GC	
2	CGC	GM	CBE, OBE, MBE, RRC, ARRC
3	DSC, MC, DFC	QGM, AFC	
4	MiD	QCB, QCBA	QCVS

Note: Additionally the DSO is awarded for leadership in operations and is regarded as a Level 2 award.

OPERATIONAL SCALES

0202. The scale of awards for gallantry and for meritorious service in an operational area or a campaign, or part thereof, is based on a recommendation from the force commander to the Chiefs of Staff which, if approved, is authorised by The Sovereign following a submission by the Ministry of Defence to the HD Committee. This scale, known as the Operational Scale, will vary according to the circumstances of the operation and be based on the average strength of the force employed over a given period. A large, and probably ongoing, operation is likely to attract a scale that applies to all types of awards listed in the table above. An example of a low intensity operational scale is:

Levels 1 – 3 1: 1000 each six months

Level 4 1: 400 each six months

Operations of greater intensity may attract a larger scale. Scales allow additional appointments to Orders and membership is 'additional' rather than 'ordinary'. Practically both are the same.

0203. Awards within Operational Scales are of three kinds, all of which count against the scale:

- a. **Periodic.** Recommendations within the scale are submitted after the end of the set period(s) laid down in the scale, as directed by the Armed Forces Operational Awards Committee (AFOAC).
- b. **Intermediate.** A recommendation for an act of gallantry that deserves early recognition may be submitted before the end of the set period.
- c. **Immediate.** These awards may be approved in the field by a commander only when he/she has received a special delegation of authority from The Sovereign.

PROCEDURES FOR RECOMMENDATIONS

0204. **Periodic Awards.** Recommendations are to be forwarded to the Secretary, AFOAC by the commander who has received the authority for the operational scale after the end of the set period(s) laid down in the scale. In the main, though restrictions may be imposed, any state award appropriate to the rank and status of the individual may be recommended. Periodic lists of awards may therefore include recommendations both for gallantry and for meritorious service. When submitting a periodic list the commander is to:

- a. Place the recommendations in an order of priority for each grade of award.
- b. Record the average strength of all ranks in the area upon which the quota of awards available has been calculated and provide an operational summary.
- c. State the number of immediate awards and the number of recommendations for intermediate awards that have already been submitted during the period.
- d. Citations dealing with a single incident, series of events or locations should be grouped together to assist the AFOAC in its assessment of the role of each individual.
- e. Submit only recommendations that are fully justified, even if the scale is under-used.

0205. **Intermediate Awards.** A recommendation for an act of gallantry that deserves early recognition may be submitted in advance of the end of the period. These recommendations are dealt with in the same way as periodic awards except that they are forwarded to AFOAC with appropriate justification for their intermediate status before the end of the set period laid down in the scale.

0206. **Immediate Awards.** In the event that immediate awards are approved for a future operation, special instructions will be issued.

POSTHUMOUS AWARDS

0207. A posthumous award is given for an act of gallantry in an action in which the individual is killed, or following which he or she dies, from any cause, before The Sovereign's formal approval has been given to the award proposed. If the recipient dies after an award has been approved by The Sovereign, but before it is 'Gazetted', the award is not posthumous and the Gazette entry should show 'since killed in action', 'since died of wounds' or 'since deceased'. When possible the Next of Kin should be made aware of the circumstances resulting in the recommendation for a posthumous award.

0208. All Armed Forces and 'Civilian' gallantry awards may be awarded posthumously. However, there is no provision for posthumous appointments to Orders, including the DSO.

MISSING PERSONNEL, PRISONERS OF WAR AND PERSONNEL WHO ESCAPE OR EVADE CAPTURE

0209. The fact that personnel are missing or are known to be Prisoners of War (PW) must be added to 'Personal Details' on the front of JPA S004, together with the date. Recommendations on behalf of missing personnel or known PW may be made but the AFOAC will decide whether they will be staffed as part of an ongoing list or whether they will be retained in the Missing or PW Pools for consideration at the end of hostilities, or when the individual rejoins his/her unit. It is most important that the AFOAC, who will make frequent checks of these pools, are kept up-to-date on the status of individuals who have been recommended and reports 'now known to have been killed in action on .././..', 'now known to be PW wef .././..', etc must be forwarded to the Secretary.

0210. Recommendations for escaping or for evading capture, based on debriefing interrogations may be made, as well as recommendations recognising 'conduct while PW'. The AFOAC will decide when these recommendations will be considered. Delay is to be expected, possibly until after the end of hostilities, and special care will be taken on security grounds with the content and timing of the announcement of awards that are approved.

AWARDS TO UK CIVILIANS

0211. UK based civilians, who are deployed in an operational theatre, are eligible to receive awards for gallantry or meritorious service on operational lists. Recommendations are to be staffed up the chain of command. If endorsed by the AFOAC they will then be staffed to MOD Civilian Honours.

CHAPTER 3

NON-OPERATIONAL OR 'CIVILIAN' GALLANTRY AWARDS

AWARDS AVAILABLE

0301. A recommendation for an award for an act of gallantry 'not in active operations against the enemy' is to be forwarded through the normal channels to Secretary AFOAC as soon as possible after the performance of the deed. Such acts include rescuing, fire fighting, defusing explosive devices etc.

0302. The following awards may be granted for gallantry other than in active operations against the enemy (See also Annex A to Chapter 2 "Conditions of award"):

- Level One - George Cross (GC).
- Level Two - George Medal (GM).
- Level Three - Queen's Gallantry Medal (QGM) and Air Force Cross (AFC).
- Level Four - Queen's Commendation for Bravery (QCB) and Queen's Commendation for Bravery in the Air (QCBA).

0303. The following conditions are applicable to all non-operational gallantry awards:

- a. Levels 1 - 4 are available to all, regardless of rank or service.
- b. Levels 1 - 4 may be awarded posthumously.
- c. A bar or bars may be awarded at Levels 1 - 3. The QCB and QCBA may both be awarded more than once. There is no provision for 2 awards to be made in the period covered by one Operational Awards List. See also Chapter 12.
- d. Levels 2, 3 and 4 awards may be given to members of foreign armed forces.
- e. All awards except the AFC are available to civilians.
- f. Recipients of gallantry awards other than the QCB and QCBA are entitled to use the appropriate post-nominal letters (GC, GM, QGM, AFC).

0304. The absence of an operational scale does not debar a commander from making recommendations for gallantry awards at any time. However, the circumstances may affect the type of award that is available. For example, for gallantry in the face of armed bandits and in similar circumstances in operations against individuals or groups who are not enemies of the Realm, non-operational gallantry awards may be more appropriate than Armed Forces operational awards.

0305. The citation should include all the circumstances that enable the degree of gallantry to be assessed. For example, the following factors are of value when assessing a rescue from drowning:

- a. Were there other people available to help? If so, how many, and in what manner did they assist?
- b. Did the drowning person struggle?
- c. Did the rescuer use a lifeline?
- d. Could either the rescuer or the drowning person swim? If so, what was their degree of proficiency?
- e. Was it day-time or night-time?
- f. What were the weather conditions?
- g. What was the wind force, tide, size of waves, type of coast, strength and direction of current?

0306. Acts of gallantry that are not considered worthy of a recommendation for a QCB or QCBA may be recognised by a commendation in accordance with Chapter 1. Such commendations are to be recorded in JPA. Similarly, a Royal Humane Society award might be considered – see paragraph 0308 below.

0307. Recommendations for non-operational gallantry awards are staffed within the MOD. Thereafter the recommendations are considered by the George Cross (Military) Committee. All recommendations finally selected are submitted to The Sovereign for approval.

THE ROYAL HUMANE SOCIETY

0308. The Royal Humane Society has a wide variety of awards and considers applications for awards as follows:

- a. To personnel who have taken part in rescues or attempted rescues from drowning or asphyxia (including the use of artificial respiration), from dangerous cliffs or other heights and also analogous cases of gallantry displayed in the aeronautical field, e.g., in connection with aircraft crashes. Occurrences solely involving Service personnel may be reported, as well as those that involve Service personnel and civilians.
- b. Cases of gallantry where a recommendation for a State award at Level 3 or above has not been made or, if made, has been unsuccessful, may be referred to the Secretary, Royal Humane Society, Brettenham House, Lancaster Place, London WC2 7EP.
- c. UK based units should make recommendations for Royal Humane Society awards through the single Service chain of command (FLEET, LAND, AIR) within 2 months of the date of occurrence; units overseas within 18 months. The Society may waive the time limit for applications for units in the UK where an initial recommendation for a State award has been unsuccessful. Where a Service

person has been involved in a civilian incident together with the emergency services, care should be taken that any recommendations for Service personnel are coordinated by the civilian service controlling the incident (usually the police).

d. Cases coming within the scope of the Royal National Lifeboat Institution, the Society for the Protection of Life from Fire, or local (e.g., Glasgow and Liverpool) Humane Societies will not be considered by the Royal Humane Society.

CHAPTER 4

AWARDS IN THE HALF-YEARLY HONOURS LISTS

INTRODUCTION

0401. Honours lists are published twice a year at New Year (end of December) and on The Sovereign's Official Birthday (currently the middle of June). Three separate lists comprise each half-yearly list:

- a. The Prime Minister's List – for civilians in the UK,
- b. The Diplomatic Service and Overseas List – for members of the Diplomatic Service and for those UK citizens working in the country's interests abroad, and
- c. The Defence Services List – for members of the Armed Forces.

ORDER OF THE BATH AND ORDER OF THE BRITISH EMPIRE

0402. The awards in each list are made in several Orders. They are summarised at Annex A to Chapter 2. There is a limit on the number of awards in each class of the Military Divisions of the Orders that are available to the Armed Forces in individual years.

- a. The Order of the Bath, limited to Knight/Dame Grand Cross (GCB), Knight/Dame Commander (KCB/DCB) and Companion (CB), is available to senior military officers.
- b. The Order of the British Empire is the main Order for awards and the one in which most military appointments are made. There are five levels: Knight/Dame Grand Cross (GBE), Knight/Dame Commander (KBE/DBE), Commander (CBE), Officer (OBE) and Member (MBE).

THE ROYAL RED CROSS

0403. Recommendations for awards of the Royal Red Cross (RRC) and Associate Royal Red Cross (ARRC) may be made through the normal chain of command. However, the staffing process should always include at least the single Service Director of Medical Services and, ideally, a nursing input as well. All RRC/ARRC recommendations should then rejoin the main group of state award nominations for endorsement at CinC/TLB Holder level before being forwarded in accordance with single Service procedures, as detailed at Annexes B-D to Chapter 4.

THE QUEEN'S VOLUNTEER RESERVES MEDAL (QVRM)

0404. The Queen's Volunteer Reserves Medal (QVRM) is awarded for exemplary personal performance over an extended period of service in the Reserve Forces.

0405. Recommendations for award of the Medal are to be submitted for the Half-Yearly Honours Lists on form JPA S004. Thirteen awards are available annually.

0406. It will be usual that members of the Volunteer Reserve Forces shall have completed 10 years' efficient service before being recommended for award of the Medal. Only in exceptional circumstances shall recommendations be considered for those with less than 10 years' service.

0407. To be eligible for recommendation for the Medal, members of the Volunteer Reserves must be serving on a commission or engagement under which they are liable to part-time training, are required to have a CO's certificate of efficiency and undertake a voluntary, enforceable obligation to call-out and embodiment. Full Time Reserve Service (FTRS) and Cadet Force members are not eligible to be considered for the QVRM.

0408. Recommendations for awards of the QVRM should be considered for men and women of any rank in the volunteer reserves of all 3 Services in recognition of outstanding service which formerly would have merited an award within the Order of the British Empire.

BASIS OF RECOGNITION OF AN HONOUR

0409. Awards are given by The Sovereign on the advice of the Secretary of State for Defence. Honours are intended to recognise exceptional achievement and/or service. Nominees should be individuals whose specific achievement or contribution goes further than is normally expected and clearly marks them out from their peers. Candidates are selected from the nominations put forward on the basis of achievement, for merit and excellence or for exemplary service.

0410. The services that are made the subject of a recommendation in the Honours Lists need not be based entirely on long and good service but should reveal outstanding services during the fairly recent past. Due weight may, however, be given to an individual's earlier services, and mention made of them in the recommendation which will be based on special services of high merit such as the discharge of duties additional or superior to those normally pertaining to the individual's rank and employment. They may also include significant charitable support in the community and noteworthy sporting achievements. They may also be based upon the performance of ordinary duties performed in difficult conditions or with such exceptional loyalty and devotion that an individual has become an inspiration and an example to his/her comrades.

0411. To be eligible for an award in a Half-Yearly Honours List, an individual must have continued to serve past the date of the previous list. If an individual retires or is discharged unexpectedly, exceptions to this rule will be considered, providing service continues within a period of 6 months prior to the date of the initiation of the recommendation.

0412. Awards of Orders in the Half-Yearly Honours Lists may only be made to living persons. Recommending officers must immediately notify the death of an individual who has been recommended through their Single Service 'recommendation chain'.

0413. Recommendations for acts of gallantry should not be submitted for consideration for the Half-Yearly Honours Lists but should be submitted in accordance with Chapter 3.

0414. The single Service authorities are to be notified immediately if, between the submission of a nomination and the presentation of the award, a candidate comes to adverse notice in such a way that casts doubt on their suitability to receive the award.

AWARDS APPROPRIATE TO RANKS

0415. Awards that may be recommended for the various ranks are at Annex A to this Chapter.

0416. An individual should be recommended for an award appropriate to the rank (temporary, substantive or acting, but NOT local) in which he or she gave the services described in the recommendation. Where there has been a change of rank, in either direction, this should be made clear. Recommendations are not to be made for alternative awards (e.g. "for CB or, failing that, for CBE").

PROCEDURES FOR THE SUBMISSION OF RECOMMENDATIONS

0417. Recommendations must be completed in accordance with Annex A to Chapter 1 and submitted in accordance with Annexes B - D to this Chapter. Completed recommendations on form JPA S004 are to reach Service Secretaries' Honours desks by the following dates annually:

- a. Third Monday in November - for The Sovereign's Birthday Honours List.
- b. Second Monday in June - for the New Year Honours List.

0418. A nominal roll is to accompany recommendations. This roll is to show number, rank, name, decorations and regiment, corps or branch of each individual and indicate the recommending officer's order of priority for selection, if applicable.

0419. Whilst selection committees will consider the priorities set out by recommending officers when making the final selections, it may not always be possible to adhere rigidly to these priorities, as the ultimate allocation of awards must be made on a pan-Service basis by each Service.

0420. The names of individuals selected to receive awards are referred to the Secretary of State for Defence who, if he concurs, submits them through the Prime Minister to The Sovereign for approval. Individuals are to be notified of their awards as detailed in Chapter 6.

ROYAL FLEET AUXILIARY PERSONNEL

0421. Civilian seafarers who comprise the crews of Royal Fleet Auxiliary vessels are eligible for awards in the Civil Division of Orders. Awards will, however, be granted from the Naval Service's Military Division allocation, and 'converted' at point of announcement, to Civil Division awards. Recommendations are to be submitted through the Naval Service chain of command, identical with Royal Navy and Royal Marine recommendations, in accordance with the instructions in the preceding paragraphs in this Chapter, using form JPA S004.

RETIRED PERSONNEL

0422. Retired service personnel, employed under FTRS engagement, are eligible for awards in the Armed Forces Half-Yearly Honours Lists. Recommendations, when appropriate, are to be submitted in accordance with the procedures above. All other retired officers, including Military Support Officers (MSF) are eligible only for awards in

the Civil Division of an Order. Their recommendations are to be handled in accordance with the procedures set out in the MOD PPPA guidance.

CADET FORCES

0423. Commissioned Officers of the Cadet Forces (Sea Cadet Corps, Army Cadet Force, Air Training Corps, Combined Cadet Force) are eligible for awards in the Military Division of the half-yearly Honours Lists. Recommendations should be submitted through the single service Chain of Command. Recommendations in respect of Cadet Force Adult Volunteers, including those holding non-commissioned rank, civilian instructors and those serving in administrative positions in the Organisation, should be forwarded on MOD Form 408, through the Chain of Command to the Civilian Honours Unit for consideration.

AWARDS TO UK CIVILIANS

0424. Awards to civilians fall into two categories – state and non-state. Recommendations for state awards (e.g. to civil servants) and non-state awards (e.g. workers in welfare organisations in the Defence field, NAAFI, dependants of members of the Armed Forces etc) are to be handled in accordance with MOD PPPA guidance. Recommendations are to be submitted on MOD Form 408.

ORDER OF ST JOHN

0425. Members of the Armed Forces may receive awards in the Order of St John. Although these awards are not State honours and do not attract post-nominal letters they may be worn (see Annexes to Chapter 12).

Annexes:

- A. Classes of Orders – Guide to Eligibility by Rank.
- B. Procedures for Submission of Recommendations for Half-Yearly Lists – Royal Navy and Royal Marines.
- C. Procedures for Submission of Recommendations for Half-Yearly Lists – Army.
- D. Procedures for Submission of Recommendations for Half-Yearly Lists – Royal Air Force.

CLASSES OF ORDERS – GUIDE TO ELIGIBILITY BY RANKS

It is usual for the guide to rank/award [X] to be observed as outlined below. However, depending on the strength of the recommendation, consideration should be given to recommending an award that is one level either above or below that indicated in the table. It may also be useful to consider promotion to the higher level of award if the candidate has already been appointed to the ‘normal’ award for the rank.

		<i>Lower Honours</i>			<i>Higher Honours</i>		
Rank	Award	MBE	OBE	CBE	CB	KBE/ KCB	GBE/ GCB
Able Seaman/Marine Private Airman	OR-1 OR-2						
<i>To</i>	OR-3 to OF-2	X	→				
Lieutenant Commander Major Squadron Leader	OF-3						
Commander Lieutenant Colonel Wing Commander	OF-4	←	X	→			
Captain Colonel Group Captain	OF-5		←	X			
Commodore Brigadier Air Commodore	OF-6			X			
Rear Admiral Major General Air Vice-Marshal	OF-7			←	X		
Vice Admiral Lieutenant General Air Marshal	OF-8				←	X	
Admiral General Air Chief Marshal	OF-9						X

Appendix:

1. Writing State Award Recommendations Using Form JPA S004.

WRITING STATE AWARD RECOMMENDATIONS USING FORM JPA S004

1. The following guidance should be followed when writing recommendations:

GENERAL

- Whilst the various boxes do not need to be completely filled, text must not exceed the space provided.
- Use Arial 11 Point.
- Insert in full military ranks and service abbreviations – eg, OC CAOC becomes “Officer Commanding Combined Air Operations Centre”. However, abbreviations in common use – eg, NATO, RN, UK – are acceptable.
- Do not include the level of award being recommended in the text of the nomination.

CONTENT

2. The recommendation must take account of the standard expected of the rank rather than a single standard applying to all ranks. This applies in particular to MBE recommendations.
3. Faithful, zealous performance of ordinary duty is not sufficient in itself to be the focus of a recommendation, nor is long and good service alone. Recommendations are not to be considered as annual appraisals. Rather, the initiating officer is submitting an individual for a State award - and the only possible reason for doing so is that he/she has stood out from his/her peer group in rank. In thinking why this should be so, consider:
- Have they performed their duties in unusually difficult or extraordinary circumstances?
 - Have they achieved considerably more than their terms of reference might lead one to expect?
 - Have they achieved more than one would normally expect at that rank?
 - Have they operated above their rank?
 - What difference have they made at their level to operational output and to their fellows?
 - Do they carry the respect of their peers and are they role models?

STYLE

4. Whilst it is relatively straightforward to recognise those worthy of consideration, it is not an easy task to articulate the facts convincingly. The following points may help in the process:
5. There is **NO** special language for recommendations. Simple, straightforward text is invariably best.
6. Avoid exaggeration and well worn phrases, for example:

“Smith remains indefatigable, continuing to inspire others and to lead his staff to unprecedented levels of interaction and team working. His enthusiasm is unbridled and his effort limitless in his drive to modernize the organisation. Determined and imaginative, he has not let setbacks or occasional confrontation dampen his enthusiasm, rather he has used the opportunity to learn and re-engage with renewed vigour, far in excess of zealous and faithful performance of ordinary duties. The results have been quite astounding. And, as if all this were not enough, Sergeant Smith has also been tireless in “

7. Such language above, although well meaning, not only wearies the reader but also risks disadvantaging the nominee.

STRUCTURE

8. Ideally, the citation should read like a story, with a beginning, middle and end. Thus:

Para 1 (short):

A couple of lines/ sentences setting the scene:

- Where, when, how long the nominee has been in post.
- Nature of the job.
- Anything unusual about the circumstances:
 - Appointed at short notice/with no training/with no relevant previous experience?
 - Extraordinary weight of responsibility/crucial nature of the job?
 - Under-resourced?
 - Starting from scratch?
 - Hostile/unfavourable environment?

For example: *“As the first Navy squadron within the embryonic Joint Force Harrier structure, the challenges of setting up the air operations function within a new unit on unfamiliar territory would, for some, have been a daunting task.”*

Para 2 (longer):

What the nominee did that made him/her stand out.

- Rightly, many submissions well on exceptional leadership and/or other personal qualities but the reader will also need to see evidence backing up your claims:

“Smith has displayed the highest levels of initiative, enthusiasm and determination to overcome the myriad of technical issues presented by the arrival of Typhoon.” [Yes, maybe, but what did Smith actually **DO** to master these issues?]

The result of his/her actions:

- Significantly enhanced operational output?
- Stalling project put back on track?
- Substantial financial savings?
- Quality of life/welfare support for deployed forces noticeably improved?
- New procedure/organisation now adopted widely as best practice? and so on.

Para 3 (short)

In summary, state why you are making the recommendation. For example:

“During a period of unprecedented operational activity, when UK forces have been operating well above programmed capability, and in circumstances of extreme logistic demand, Jones has been both the architect and guarantor of logistic and personnel success [as already explained in more detail previously at para 2]. His performance has been remarkable and he is wholly deserving of official recognition.”

Or:

“By spearheading the introduction to service of several Intelligence, Surveillance, Targeting, Acquisition and Reconnaissance platforms, and by streamlining the provision of rotary wing support to ground forces [as already explained in more detail above], Smith has realised a disproportionate increase in the UK’s operational capability and effectiveness. Furthermore, whilst difficult to quantify, her efforts have undoubtedly saved the lives of British troops engaged in combat. Such signal achievements strongly merit a state award.”

**PROCEDURES FOR SUBMISSION OF RECOMMENDATIONS - HALF-YEARLY
LISTS – ROYAL NAVY AND ROYAL MARINES**

1. **Command Headquarters.** After staffing at sub-CinC level, recommendations for all Naval Service personnel (Royal Navy, Royal Marine and Royal Fleet Auxiliary (RFA) personnel) in Fleet Units and within the Second Sea Lord/Commander-in-Chief Naval Home Command (2SL/CNH) are to be submitted to the appropriate Commander-in-Chief (CinC). Following staffing at CinC level, the recommendations are to be forwarded to Naval Secretary (Honours & Awards) (Nav Sec H&A), Fleet Headquarters, Leach Building (MP3.1), Whale Island, Portsmouth PO2 8BY.
2. **Central Staffs and Defence Equipment & Support (DE&S).** Recommendations for Naval Service personnel employed in MOD Central Staff appointments, PJHQ, or in the DE&S Headquarters and Units/establishments, are to be submitted to Naval Secretary through VCDS, CJO or CDM as appropriate.
3. **Loan Service Personnel**
 - a. Recommendations for Loan Service Personnel are, when appropriate, to be forwarded via VCDS to Nav Sec (H&A). Where a recommendation for a Loan Service Commander or Senior British Loan Service Officer (SBLSO) has been initiated by the senior diplomatic representative of HMG, it is to be forwarded to VCDS through the Foreign & Commonwealth Office and DCDS(C).
 - b. All recommendations are to be countersigned by the senior representative of HMG in the country of origin. When countersigning, the rank/grade of HMG representative (e.g. Ambassador, High Commissioner, etc.) is to be inserted in one of the boxes on the front of the form JPA S004 marked "Recommendation and Comments of Superior Commanders".
4. **RFA personnel.** RFA personnel are to be nominated in the same way as RN personnel. Their awards will come from the RN allocation.
5. **Army and RAF personnel serving in RN or RM units.** Recommendations for Army or RAF personnel serving in RN or RM units are to be submitted by the CO to Command Headquarters through the normal channels for Naval Service personnel of the unit, as per paragraph 1 above. Following staffing at CinC level, the recommendations are to be forwarded as follows:
 - a. **Army Personnel.** MS(Hons), Ministry of Defence (8-J), Main Building, Whitehall, London SW1A 2HB.
 - b. **RAF Personnel.** Senior Appointments XO, Hurricane Block, Headquarters Air, RAF High Wycombe HP14 4UE.
6. **Naval Service Personnel serving in Army or RAF units.** Recommendations initiated for Naval Service personnel serving in Army or RAF units are submitted by OC

unit to the Headquarters of the Command or Recommending Authority through that Service's normal channels. They are then to be submitted to Nav Sec (H&A).

7. **Maritime Reserves.** Recommendations for Maritime Reserves personnel are to be submitted through their chain of command to Flag Officer Sea Training (FOST) in Plymouth. After endorsement by FOST recommendations are to be sent to 2SL/CNH.

8. **Sea Cadet Corps and Combined Cadet Force**

a. Recommendations for SCC officers are to be submitted through HQ SCC to FOST.

b. School staff instructors of the CCF and adult instructors of the SCC are NOT to be recommended for award in the Military Division of the Order of the British Empire. They should be recommended for the MBE (Civil Division) in accordance with the MOD instructions for civil awards. Once endorsed at 2SL/CNH, citations should be sent direct to the Civilian Honours Unit at the Ministry of Defence.

PROCEDURES FOR SUBMISSION OF RECOMMENDATIONS - HALF YEARLY
LISTS – ARMY

1. **Command Headquarters.** Recommendations for members of all Regular and TA units are to be sent direct to MOD (MS(Hons)).
2. **MOD (Army).** The departments under control of Members of the Army Board may submit recommendations for members of their departments to MOD (MS(Hons)).
3. **Loan Service Personnel**
 - a. Recommendations for Loan Service Personnel are, when appropriate, to be forwarded via the VCDS to MoD (MS(Hons)). Where a recommendation for a Loan Service Commander or Senior British Loan Service Officer (SBLSO) has been initiated by the senior diplomatic representative of HMG it is to be forwarded to VCDS through the Foreign and Commonwealth Office and DCDS(C).
 - b. All recommendations are to be counter-signed by the senior representative of HMG in the country of origin. When countersigning, the rank/grade of HMG representative (e.g. Ambassador, High Commissioner, etc) is to be inserted in the space marked “remarks of Brigade (or equivalent Commander”) on form JPA S004.
4. **Central Staffs.** Recommendations for Army members of the Central Staff are, where appropriate, to be submitted through VCDS.
5. **Joint Establishments.** Recommendations for Army personnel may be submitted by the OC unit up the chain of command to the appropriate TLB, e.g. CDM. Army recommendations are then to be forwarded to MOD (MS(Hons)).
6. **Combined Cadet Force and Army Cadet Force**
 - a. Recommendations for officers of the CCF and ACF may be made by CinC LAND. Recommendations for RN and RAF officers are sent to their respective Service Secretaries’ branches.
 - b. The grade of awards to ranks set out in Annex A applies but officers of the ACF with acting rank of colonel should be put forward for the OBE.
 - c. School staff instructors of the CCF and adult instructors of the ACF are NOT to be recommended for awards in the Military Division of the Order of the British Empire. They should be recommended for the MBE (Civil Division) in accordance with instructions for civil awards, through HQ LAND direct to the Civilian Honours Secretary at the Ministry of Defence.
7. **Royal Navy, Royal Marines and Royal Air Force Personnel serving in Army Units.** Recommendations initiated for RN, RM and RAF personnel serving in Army units are to be submitted by the OC unit to Command Headquarters through the normal

channels for Army personnel of the unit. Command Headquarters are to submit recommendations, when appropriate, as follows:

- a. **RN & RM Personnel.** NAVSEC H&A SO1, Fleet Headquarters, Leach Building (MP 3.1), Whale Island, Portsmouth PO2 8BY.
- b. **RAF Personnel.** Senior Appointments XO, Hurricane Block, Headquarters Air, RAF High Wycombe HP14 4UE

8. **Army Personnel serving in Royal Navy, Royal Marine or Royal Air Force Units.** Recommendations initiated for Army personnel serving in Royal Navy, Royal Marine or Royal Air Force units are submitted by the OC unit to the Headquarters of the Command or Recommending Authority through the normal channels as for Royal Navy, Royal Marine or Royal Air Force personnel. They are then forwarded to MOD (MS(Hons)) as instructed.

PROCEDURES FOR SUBMISSION OF RECOMMENDATIONS - HALF YEARLY LISTS – RAF

1. **Command Headquarters.** Recommendations for all RAF personnel are to be sent to Honours & Awards SO2, HQ AIR. Following staffing to CinC level, the recommendations are to be forwarded to Senior Appointments XO.
2. **Central Staffs.** Recommendations for RAF members of the Central Staff are, where appropriate, to be submitted through VCDS to Senior Appointments XO.
3. **Joint Establishments.** Recommendations for RAF personnel may be submitted by the OC unit up the chain of command to the appropriate TLB, e.g. CDM. RAF recommendations are then forwarded to Senior Appointments XO.
4. **Loan Service Personnel.**
 - a. Recommendations for Loan Service Personnel are, when appropriate, to be forwarded via the VCDS to Senior Appointments XO. Where a recommendation for a Loan Service Commander or Senior British Loan Service Officer (SBLSO) has been initiated by the senior diplomatic representative of HMG it is to be forwarded to VCDS through the Foreign and Commonwealth Office and DCDS(C).
 - b. All recommendations are to be counter-signed by the senior representative of HMG in the country of origin. When countersigning, the rank/grade of HMG representative (e.g. Ambassador, High Commissioner, etc) is to be inserted in one of the boxes marked "Recommendation and Comments of Superior Commanders" on the front of form JPA S004.
5. **Royal Navy, Royal Marines and Army Personnel serving in RAF units.** Recommendations initiated for RN, RM and Army personnel serving in RAF units are to be submitted by the OC unit to Command Headquarters through the normal channels for RAF personnel of the unit. Following staffing to CinC level, Command Headquarters are to submit recommendations, when appropriate, as follows:
 - a. **RN & RM Personnel.** NAVSEC H&A SO1, Fleet Headquarters, Leach Building (MP3.1), Whale Island, Portsmouth PO2 8BY.
 - b. **Army Personnel.** MS(Hons), 8-J, Ministry of Defence, Main Building, Whitehall, London SW1A 2HB.
6. **RAF Personnel serving in Royal Navy, Royal Marine and Army units.** Recommendations initiated for RAF personnel serving in Royal Navy, Royal Marine or Army units to be are submitted by the OC unit to the Headquarters of the Command or Recommending Authority through the normal channels as for Royal Navy, Royal Marine or Army personnel. They are then to be forwarded to Senior Appointments XO.

7. **RAF Reserve Forces.** Recommendations for RAFR and RAuxAF personnel are to be submitted through their appropriate chain of command to HQ AIR as at Para 1 above.

8. **Combined Cadet Force and Air Training Corps.**

a. Recommendations for RAFVR(T) officers are to be submitted through HQ Air Cadets to HQ AIR.

b. School staff instructors of the CCF and adult instructors of the ATC are NOT to be recommended for awards in the Military Division of the Order of the British Empire. They should be recommended for the MBE (Civil Division), in accordance with instructions for civil awards, the citations being sent direct to HQ AIR (Honours & Awards SO2) for onward transmission to the Civilian Honours Secretary at the MOD.

CHAPTER 5

MERITORIOUS SERVICE, LONG SERVICE AND GOOD CONDUCT, RESERVE EFFICIENCY AWARDS, AND CADET MEDALS

INTRODUCTION

0501. This chapter outlines the procedures for grant of awards in recognition of meritorious, long and efficient service in the Regular Forces, the Volunteer Reserves and the Cadet Forces.

REGULAR FORCES AWARDS

0502. The medals that are awarded for meritorious and long service and good conduct are:

- a. The Meritorious Service Medal (MSM).
- b. The Long Service and Good Conduct Medal (LS&GCM).

0503. The MSM is common to all three Services. Each Service has its own LS&GCM. Each LS&GCM is constituted under a separate set of regulations, although to a common standard of conduct.

THE MERITORIOUS SERVICE MEDAL

0504. **The Meritorious Service Medal (MSM)** is awarded to not more than 201 candidates from the Regular Forces in each calendar year. The award quota is RN/RM not more than 52, Army not more than 89, and RAF not more than 60 per calendar year.

0505. The rules governing this award are set out in Annex A to this Chapter.

LONG SERVICE AND GOOD CONDUCT MEDAL

0506. **The Long Service and Good Conduct Medal (Military) (LS&GCM)**. The commanding officer is to satisfy himself that an individual's general bearing and behaviour have reached the highest standard and that the award is in all respects deserved. It is entirely within the Commanding Officer's discretion to withhold a recommendation. To qualify for consideration for the LS&GCM personnel must be serving and have completed 15 years' reckonable service from the age of 17½ years or from date of enlistment if later.

0507. The rules governing this award are set out in Annex B to this Chapter.

VOLUNTEER RESERVES

0508. **The Volunteer Reserves Service Medal (VRSM)** is awarded to Reserve Forces personnel of all ranks in recognition of long and efficient service. It is to recognise 10 years' efficient service in the RNR, RMR, TA or RAuxAF. Members serving on FTRS assignments and Non Regular Permanent Staff (NRPS) are also eligible for consideration. Clasps are available for additional periods of 5 years. Recommendations for the award of these medals and clasps are to be made in

accordance with VRSM Regulations. It carries no rights to the use of post nominal letters.

0509. Any individual claiming the award of the VRSM must be above reproach in respect of conduct and performance throughout their service. The standard of conduct to be achieved is the same as for the LS&GCM awarded to a regular Service person. Behaviour which brings the Service into disrepute, or which results in a conviction for serious criminal offences, or military offences leading to an entry on a conduct record, may result in an individual being deemed ineligible to receive the VRSM, or for a period of paid service being deemed to be non-qualifying.

0510. Similarly, if the standard of conduct of a holder of the VRSM falls below the standard of conduct, as given at Annex B, or is subsequently convicted at Court Martial leading to imprisonment, forfeiture action is to be implement in accordance with the Forfeiture Paragraph below.

ROYAL IRISH REGIMENT (HOME SERVICE)

0511. Full-time members of Royal Irish Regiment (Home Service) (R IRISH (HS)) qualify for the LS&GCM. The Northern Ireland Home Service Medal (NIHSM) is available to recognise 12 years' service in the part-time component of the R IRISH. Clasps are available for additional periods of 6 years. Recommendations for award of the NIHSM are to be made in accordance with R IRISH Regulations.

CADET FORCES

0512. **The Cadet Forces Medal (CFM)** is available to recognise 12 years' service as an officer or uniformed adult instructor in the Combined Cadet Force, Sea Cadet Corps, Army Cadet Force, and Air Training Corps. Clasps are available for additional periods of 6 years. Recommendations for the Cadet Forces Medal and clasps are to be made in accordance with JSP 814, Policy and Regulations for MOD Sponsored Cadet Organisations.

FORFEITURE

0513. When an individual who has been awarded the MSM or the LS&GCM commits an offence which results in a disciplinary entry on his or her conduct sheet or when a commanding officer considers the conduct of an individual who has been awarded the MSM or the LS&GCM ceases to be irreproachable, forfeiture action is to be initiated. The guidelines governing forfeiture are provided in Chapter 9.

Annexes:

- A. Meritorious Service Medal.
- B. Long Service and Good Conduct Medal.
- C. Volunteer Reserves Service Medal (VRSM) Application Form.

MERITORIOUS SERVICE MEDAL

The following regulations replace those previously included in BR 8748: Royal Navy Ratings and Royal Marine Other Ranks' Terms of Service, Chapter 7, Army AGAI Chapter 68, and RAF regulations AP 3392, Volume 4, Leaflet 2006, Annex A.

1. The MSM is available to recognise good, faithful, valuable and meritorious service of those who are of irreproachable character and conduct. There are 201 medals available for award to Regular Forces' non-commissioned candidates in each calendar year in the following ratios: Naval Service (Royal Navy, Royal Marines, QARNNS) 52, Army 89, and RAF 60. Non-commissioned Personnel serving on Extended Service engagements are also eligible to be considered. Reserve Forces personnel, including ex-Regular Service personnel serving on FTRS engagements, are not eligible to be considered for the MSM. Royal Fleet Auxiliary personnel are not eligible to be considered for the MSM.
2. Selections for the award of the MSM will be made by each Service twice a year for announcement in June and December.
3. The award of the MSM does not entitle the recipient to any financial benefits or entitlement to use post-nominal letters.
4. In order to be considered for the MSM a candidate must be nominated by their commanding officer and must fulfil the following prerequisite conditions:
 - a. Achieved 20 years' paid reckonable service from age 17 ½ or date of entry/enlistment/attestation if later. Previous service in any of the UK Regular Armed Forces may be aggregated.
 - b. Attained the rank of substantive OR 5/6 (Petty Officer/Sergeant) at some time during their service.
 - c. Be in possession of a UK Regular Armed Forces LS&GCM. Naval Service personnel must also be in possession of the full number of Good Conduct Badges appropriate to their length of service.
 - d. Have provided good, faithful, valuable and meritorious service with the highest, unbroken, standard of conduct, i.e. VG/Irreproachable/Exemplary, throughout their career. (Note: Career Checks (CC) were introduced in the Naval Service on 1 Jan 00. Naval Service candidates must have aggregated VG/CC-free service. For the purposes of consideration for the MSM, a CC will equate to a break in VG conduct). Consideration for the MSM will normally require a conduct record completely free of any disciplinary entry.
5. Officers with previous non-commissioned service may only be considered for the MSM if they meet the above criteria and are recommended by their commanding officer before being commissioned, and the candidate is selected to receive the award within 12 months of being commissioned. Non-commissioned personnel who have retired or otherwise left the Service may be considered once only, in time for the June or

December announcement as appropriate, immediately following their last day of paid service.

6. A break in service that is not due to dismissal, sentence of imprisonment, or other misconduct, will not be considered as breaking the continuity of VG and CC-free/Irreproachable/Exemplary service but time spent outside the Service will not count towards the length of service qualifying criterion. Service in the Reserve Forces during a break in service will not count towards the length of service qualifying criterion for the MSM.

7. **Nomination Procedure.** The MSM is a prestigious award and commanding officers should ensure that only the most worthy and deserving candidates are nominated. Candidates' service and conduct must have been of the highest order throughout their career, acting as an example to others and reflecting credit on themselves and their Service. Attainment of positions of authority, for example RSM should not, of itself be justification for a nomination. Only those whose service is judged to be truly meritorious should be nominated and written recommendations must contain evidence to justify submitting a candidate for consideration. Evidence of noteworthy achievements is particularly valuable. This might include achievement in the course of military duty or in extra-curricular activity which benefits the Service or the public (for example, voluntary or charitable work, or sporting achievement). A recommendation that amounts to no more than a bland description of a candidate's service record is unlikely to be successful. Personnel who have simply performed long service with good conduct should not be routinely recommended for the MSM. As far as possible the recommendation should take account of the candidate's whole Service record, with particular emphasis on the last 10 years' service preceding the recommendation.

8. Recommendations are to be initiated by commanding officers on form JPA S004, no other Service documentation is required. Recommendations should be supported through the chain of command, with two levels of endorsement wherever possible. Endorsement at higher than 2 star level is not required unless this falls within the two levels of the chain of command. Orders of merit from commanding officers or endorsing officers are not required but may be submitted if desired from areas submitting more than one recommendation.

9. Commanding officers and endorsing officers have the discretion whether or not to initiate a recommendation or to forward recommendations for consideration. As with all nominations for Honours & Awards, MSM nominations must be handled in strict confidence and candidates must not become aware that they have been recommended for an award.

10. Recommendations may be submitted at any time once a candidate has qualified by time served or will have qualified by time served by 1 June or 1 December as appropriate, but nominating officers are to take particular care to ensure that nominations for candidates with an imminent departure from the Service are received in time to be considered for announcement in the June or December as appropriate immediately following their last day of paid service. Nominations for a June announcement must be received by the authorities below by 1 April, those for December must be received by 1 October. Following endorsement by chains of command, forms JPA S004 should be dispatched as follows:

Naval Service: Naval Service MSM Selection Panel
Naval Secretary (Honours & Awards)
Fleet HQ, Leach Building (MP 3.1)
Whale Island, Portsmouth, PO2 8BY

Army: Army MSM Selection Panel
The MOD Medal Office
Building 250
Innsworth Station, Gloucester, GL3 1HW

RAF: RAF MSM Selection Panel
Air Personnel Casework 4
HQ AIR
RAF High Wycombe, HP14 4UE

11. There are usually more recommendations received than there are awards available and only the most deserving candidates will be selected. There may be occasions if insufficient nominations of appropriate merit are received, that the annual available allocation may not be fully used if, in the view of the selection panel, the prestige and integrity of the MSM would not be maintained.

12. Recipients will be individually notified of their award through the chain of command and the names of recipients will also be promulgated throughout single Services. The award of the MSM will also be published in the London Gazette in due course. The award of the MSM will be recorded on recipients' JPA Service record.

13. Unsuccessful nominations may be resubmitted providing the candidates retain their commanding officers' confidence that they remain a suitable candidate for consideration for the award.

14. The MSM will be presented under single Service arrangements. The medal is to be presented in a manner that reflects the prestigious nature of the award.

15. The single Service authorities in paragraph 10 above are to be notified immediately if, between the submission of a nomination and the presentation of the Medal, a candidate comes to adverse notice in such a way that casts doubt on their suitability to receive the award.

16. The imposition of a Career Check (CC) in the Naval Service, and/or conviction for any misdemeanour, and/or forfeiture of the LS&GCM will automatically result in the MSM being forfeited. In addition, if a commanding officer considers that a holder of the MSM, whilst maintaining CC or conviction-free conduct, is failing to maintain the high standard expected of a holder of the MSM, this is to be notified to the single Service authorities as above, with a recommendation whether the Medal should be forfeited.

17. Forfeited medals are to be returned to the MOD Medal Office for disposal. Once forfeiture has been confirmed as appropriate, a forfeited MSM may not be restored. Forfeiture is to be noted on an individual's records.

LONG SERVICE AND GOOD CONDUCT MEDAL

(The following regulations replace those previously included in BR 8748: Royal Navy Ratings and Royal Marine Other Ranks' Terms of Service, Chapter 7, BR 8373: [Naval Service] Officers' Career Regulations, Chapter 14, Army AGAI Chapter 68, and RAF regulations AP 3392, Volume 4, Leaflet 2006, Annex B)

1. Each Service has its own LS&GCM that is constituted under a separate set of regulations. The standard of conduct required is, however, common to each Service. Candidates must be recommended by their commanding officers and must be qualified by reckonable service under the conditions below.

QUALIFYING CONDUCT AND COMMANDING OFFICER'S RECOMMENDATION

2. The standard of conduct required is the highest standard for each Service: VG/Irreproachable/Exemplary. Before recommending a candidate for the award, the commanding officer is to be satisfied that the individual's general bearing and behaviour have reached the highest standard and that the medal is in all respects deserved.

QUALIFYING SERVICE

3. To qualify for consideration for the medal personnel must be serving at the time a recommendation is submitted. In addition:

- a. Candidates must have completed 15 years' service from age 17½, or date of entry/enlistment/attestation, whichever is later.
- b. Service over the age of 18 must be reckonable.
- c. No previous sentence of imprisonment/detention greater than 42 days.
- d. Service on FTRS engagements is not reckonable for the medal.
- e. Naval Service only: Possession of all three Good Conduct Badges (see Appendix 1 to Annex B).
- f. Naval Service only: Career Checks (CC) were introduced on 1 Jan 00 when Character Assessments ceased to be made. For awards falling between 1 Jan 00 and 31 Dec 14, Character Assessments and Career Checks are to be taken into consideration. To be eligible, a candidate must have completed a combination of 15 years' continuous VG Character/Career Check-free service, with no previous Character Assessment below 'Good'. When Character has been assessed as 'Good' on 31 December in any one year, qualifying service is to begin on the following 1 January. The award of a Character Assessment below 'Good' will be disqualification from consideration for the Medal.

4. A conviction for desertion during a candidate's career will be disqualification from consideration for the award.

5. A break in service (note, not a break in conduct) that is not due to dismissal, sentence of imprisonment, or other misconduct, will not be considered as breaking the continuity of VG and CC-free/Irreproachable/Exemplary service but time spent outside the Service will not count towards the length of service qualifying criterion. Service in the Reserve Forces during a break in service will not count towards the length of service qualifying criterion for the Medal.

6. An application may be submitted in respect of when, in the opinion of the commanding officer, the offences were of a trivial or technical nature and there was no evidence of deliberate misconduct. The commanding officer must be prepared to support the application and submit a special case in writing, including a plea in mitigation from the candidate, together with any supporting documentation, to the MOD Medal Office. To ensure equity of standard the MOD Medal Office will arrange for the case to be considered as an appeal against ineligibility by the single Service Medal Board. No such application may be made unless the candidate satisfies the requirements in paragraph 3 a-f above. Regardless of conduct assessments, in order to maintain the prestige of the medal and the integrity of holders of the medal, the following offences would normally preclude its award:

- a. Cheating/Falsehood (other than trivial offences).
- b. Forgery/Fraud.
- c. Theft/Larceny, including taking and driving away a vehicle.
- d. Drug and solvent offences.
- e. Drinking and driving offences to include leaving the scene of an accident.
- f. Impaired driving.
- g. Sexual offences, indecency or racism.
- h. Assault occasioning actual bodily harm. Striking or assault on a superior/subordinate or civilian police officer.
- i. Arson.
- j. Profusion of lesser offences (usually four).
- k. Serious military or civil offences committed whereby the Service person failed to maintain the attitude or behaviour expected of their rank and status.

7. Social Misconduct does not permanently debar a candidate from being awarded the Medal. It is, however, still viewed as a serious matter. Where Social Misconduct has been recorded a case may be made to the MOD Medal Office for consideration by the single Service Medal Board. In line with the guidelines for expected personal conduct, the award of the Medal would not be considered until 15 years' exemplary service had been achieved since the matter was recorded. In light of the gravity with which the matter is viewed, there can be no guarantee the award will be approved.

8. **Submission of Recommendation.** The names of those recommended, along with those receiving a non-recommendation for the award, are to be forwarded to the

MOD Medal Office, Innsworth Station, Gloucester, on form JPA S002. For those with a blemish on their record of service a copy of the conduct record is also required. At the time an individual is found guilty of an offence that, when this is subsequently taken into consideration at the 15 year length of service point, would temporarily or permanently preclude an award being made, commanding officers may record their views whether there are mitigating circumstances that may warrant waiving the consequential penalty that award of the Medal should be temporarily deferred or permanently refused.

9. **Presentation of the Medal.** Medals are to be presented under single Service arrangements. Arrangements are to be made for the medal to be presented in an appropriate manner that reflects the prestige of the award.

10. **Misconduct Pending Presentation.** The MOD Medal Office is to be informed immediately if an individual's conduct falls below the requisite standard in the interval between the recommendation and the date the award becomes due. The medal is not to be awarded and, if received in the employing unit is to be returned to the Medal Office with a letter of explanation.

11. If the presentation of a medal is delayed for any reason beyond the date when the award is due, and misconduct resulting in a disciplinary entry (RN, Career Check) occurs in the interval, the medal is to be withheld and a report made to the MOD Medal Office. Disciplinary regulations are to be checked to establish whether the offence, or the punishment awarded, automatically involves loss of the medal. If loss of the medal is not automatic under those provisions, the report to the Medal Office is to state whether deprivation would have been proposed if the medal had been in the individual's possession at the time of the punishment. If deprivation would have been automatic or proposed, the Medal Office will forward the case to the single Service who may direct that the medal should be regarded as awarded on the due date, and deprived. When deprivation would have been neither automatic nor proposed, the medal should be awarded from the due date and retained.

12. **Clasps to the Medal.** An individual in possession of the medal who completes a further 15 years' reckonable, disciplinary blemish-free service from the date of the award of the medal may be awarded a clasp.

13. Recommendations for the award are to be submitted to the MOD Medal Office on form JPA S002, endorsed 'Clasp Only'.

14. **Award to Officers.** An officer may be considered for the award of the LS&GCM providing at least 12 years of the 15 years' qualifying service has been served as a rating/other rank. The same standard of conduct is required of an officer's service as that required for ratings/other ranks. An officer who has been convicted by Court Martial or disciplinary court or who has received an administrative censure or whose conduct falls below the required standard will be precluded from consideration for the medal.

15. An officer who was awarded the LS&GCM while serving as a rating/other rank, and has completed a further 15 years' paid service from the date of the award of the medal, may be considered for a clasp to the medal, providing at least 7 of the 15 additional years has been served in the ranks. The same standard of conduct is required of an officer's service as that required for ratings/other ranks.

16. Officers who consider that they qualify for the medal or clasp may submit an application in writing through the commanding officer. The commanding officer is to consider and endorse the application as appropriate, consulting with career managers as required, in accordance with the above provisions and submit form JPA S002 to the MOD Medal Office. Once entitlement has been established, the MOD Medal Office will issue the Medal or clasp to the applicant's Unit for presentation. If entitlement is not established, the Medal Office will inform the applicant's commanding officer.

RESTORATION FOLLOWING FORFEITURE OR DEPRIVATION

17. When an individual has been deprived of the LS&GCM or has forfeited it for misconduct in accordance with Service disciplinary regulations, the medal may be restored on completion of 5 years' disciplinary blemish-free service on appeal through the MOD Medal Office.

18. Where an individual is discharged or otherwise leaves the Service before completing the 5 years' service required for restoration of the medal and subsequently re-enters the Service, any further disciplinary blemish-free (RN, Career Check-free) service may be allowed to count for the purpose of re-qualification for the Medal.

Appendixes:

1. Good Conduct Badges (Naval Service only).
2. Joint Service Application Form JPS S002 - Long Service and Good Conduct Medal/Clasp (RN, RM, Army, RAF).

GOOD CONDUCT BADGES (NAVAL SERVICE ONLY)

(The following regulations replace those in BR 8748: Royal Navy Ratings and Royal Marine Other Ranks' Terms of Service, Chapter 7)

1. Good Conduct Badges (GCB) may be awarded at a commanding officer's (CO) discretion to RN ratings and RM other ranks qualified by length of service and conduct.
2. Badges are awarded at the following service points:
 - a. First badge awarded after 4 years
 - b. Second badge awarded after 8 years
 - c. Third badge after 12 years

Qualifying Service

3. The whole of a rating/other rank's service counts as qualifying service except:
 - a. Service before the age of 17 ½
 - b. Time in the Second Class for conduct
 - c. Time before desertion unless the 'R' is removed
 - d. Time for which pay is not allowed.
 - e. Time during which an individual has been out of the Service for any other cause, including periods of unpaid leave. This includes unpaid maternity leave beyond the 14 week Service pay period.
 - f. Time under training as a Reservist

Note. Previous regulations that precluded the reckoning of service prior to a period of five years or more outside the Naval Service have been revoked and all service, other than that specified in sub-paragraphs a – f above, counts as qualifying service.

Qualifying Conduct

4. In addition to the periods of qualifying service set out above, a candidate must also have a satisfactory conduct record. The minimum requirement is that during the two years of service immediately preceding eligibility by time, a candidate has not received a Career Check, (see below). For the award of subsequent badges, a candidate must also have been properly in continuous possession of the preceding badge for the 12 months of actual service immediately prior to eligibility by time.

Note: Career Checks (CC) were introduced on 1 January 2000. Prior to this date the service requirement was continuous VG conduct.)

Commanding Officer's discretion regarding award

5. The CO is to consider the award to a candidate who is qualified by length of service and conduct whether or not the individual applies for their badge. It is within the

CO's discretion to approve the award on the due date, or to defer consideration, or not to make an award. In considering these options, the CO is to bear in mind that badges represent the highest standard of conduct in the Service and should not be awarded, or restored, as a matter of course merely because a candidate has avoided serious punishment. The award of a badge is to be recorded on the recipient's JPA Service Record and on RN Form S3300d (Conduct Record).

6. If the CO decides not to make an award because in their opinion the candidate has failed to reach the necessary standard, the date the badge was due and the notation 'Not Awarded' is to be recorded on the individual's JPA Record and on the S3300d. The candidate may be re-considered for the badge once a further two years' service has been completed.

7. If the CO decides to defer consideration, this must be for a period of not less than three, or more than six, months. This is to be noted on the S3300d.

8. If, at the end of the period of deferment, the CO decides that the individual's conduct has now reached the qualifying standard, the badge is to be awarded from the date of this final decision and the entry on the S3300d is to be underlined to indicate that the deferment was intentional. The date of award is to be recorded on the individual's JPA Service Record.

9. If at the end of the period of deferment the CO decides that the candidate's conduct is still below the required standard, the date the badge was due and the notation 'Not Awarded' is to be recorded on the S3300d and on the individual's JPA Record. The candidate may be re-considered for the award after a further two years' service.

Finality of awards by the Commanding Officer

10. An award or restoration (see 'Restoration' below) of a badge properly authorised by the CO in accordance with these regulations will normally be regarded as final and should not be altered without Admiralty Board approval. Nevertheless, errors should not be perpetuated in any further award or restoration, the effective date of which should be calculated from the correct earlier date.

Re-entrants

11. Re-entrants may resume any badges previously held (see also Note in paragraph 3 above and paragraphs 15 - 17 below). Date of re-entry and the notation 'Badges Resumed' are to be recorded on the S3300d and on the individual's JPA Record. Where fewer than three Badges were held, previous and current service may be counted towards the award of further badges.

Former Service

12. A candidate's former service, including mobilized service as a Reservist (but not time under training as a Reservist) in the RN, RM, Army or RAF, or in the Armed Forces of the British Commonwealth, reckons towards the award of naval Good Conduct Badges other than those exceptions in paragraph 3 above.

13. Re-entrants who have insufficient prior reckonable service or an insufficient period of CC-free service, may be awarded a badge as soon as they complete sufficient combined CC-free and qualifying service.

14. Time served on full pay as an officer, including mobilized service as a reserve officer, in any of the forces mentioned above, which is allowed to reckon for naval pension (see JSP 754) may also be allowed to count.

Restoration of Good Conduct Badges following deprivation

15. Following deprivation of Good Conduct Badges (see BR 11 – Manual of Naval Law), restorations are to be considered when they become due, whether or not individuals reclaim their badges, in accordance with the procedures in paragraphs 5 – 9 above.

16. One badge may be regained by six months' CC-free service and additional badges by further periods of CC-free service, calculated, in each case, from the date of the preceding restoration. If, however, the individual has been sentenced to deprivation a second time within three years, re-qualification is 12 months for the first restoration and six months each for each subsequent restoration. Time which does not count for purposes of awards is not to be reckoned towards restoration of badges.

17. It is within the discretion of the CO to delay the restoration of a badge if the individual has failed to reach the required standard of conduct (see paragraphs 5 – 9 above). In this event the notation 'Not Restored' is to be entered on the individual's JPA Record and S3300d. The individual may be reconsidered for restoration after a further six months' reckonable service.

RESTRICTED - STAFF (when completed)

JOINT SERVICE APPLICATION FORM FOR LONG SERVICE & GOOD CONDUCT MEDAL / CLASP (RN, RM, ARMY, RAF)

1. This form is to be used for the application, assessment and subsequent issue to entitled personnel for all Long Service & Good Conduct Medals or Clasps.
2. Applications are to be made in accordance with the criteria promulgated in JSP 761
3. Separate forms are to be submitted for each candidate.
4. This form is to be submitted with copies of the candidate's RN S330D Ratings and Other Ranks Conduct Record and RN S459 Service Certificate / AF B120 / AF B120/121 Regimental Conduct Sheet / RAF 445B Record of Punishments and Civil Conviction and any other additional information, e.g. CO's statement.

5. Send completed form and all relevant documentation to: MOD Medal Office, SPVA, Bldg 250, RAF Innsworth, Gloucester, GL3 1HW.

Part 1: Unit Details

Service	Unit Name	Unit Address	UIN	Unit Contact Tel No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 2: Candidate Details

Medal <input type="checkbox"/>	Clasp <input type="checkbox"/>	Tick as applicable	Former service no., dates, and branch of service (if applicable)	Date of Birth	Date of Attestation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Service No.	Rank	Name and Initials		Date Aged 17½	Eligibility Date
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Part 3: Recommendation (Tick 1 box only)

<p>A. Clear Case – recommended <input type="checkbox"/></p> <p>I have personally investigated this case, examined the conduct record and confirm there are no disciplinary entries recorded thereon.</p> <p>In RN and RM cases I confirm that the candidate is in possession of the full number of conduct badges.</p> <p>This application fulfils all conditions applicable to such a claim and I consider the candidate deserving of award of the LS&GC Medal/ Clasp.</p>	<p>B. Contentious Case – recommended <input type="checkbox"/></p> <p>I have personally investigated this case, examined the conduct record (copy attached) which does contain disciplinary entries.</p> <p>This application fulfils all conditions applicable for consideration by the appropriate awarding authority. I am of the opinion that the candidate is deserving of award of the LS&GC Medal/Clasp. I enclose candidate's plea in mitigation and my personal statement of recommendation.</p>	<p>C. Non-recommendation <input type="checkbox"/></p> <p>I have personally investigated this case, examined the conduct record, attached a copy and am not prepared to recommend the candidate, at this time, for award of the LS&GC Medal/ Clasp.</p>	<p>Certificate of Commanding Officer</p> <p>Type of recommendation (State A, B or C) <input type="checkbox"/></p> <p>Name</p> <p><input type="text"/></p> <p>Signature</p> <p><input type="text"/></p> <p>Appointment <input type="text"/></p> <p>Rank <input type="text"/></p> <p>Date <input type="text"/></p> <p>All relevant documents attached (please tick) <input type="checkbox"/></p>
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RESTRICTED - STAFF (when completed)

CHAPTER 6

NOTIFICATION

INTRODUCTION

0601. The method for notifying personnel that they have been granted State Honours and Awards is a matter for each single Service's discretion. The following paragraphs outline the usual procedures adopted by each Service, though this is a guide only and may be adapted as appropriate. In general, notifying authorities for Army and RAF personnel will be their Commanding Officer; Naval Service (RN, RM and RFA) recipients will be notified by the Naval Secretary and Commanding Officers will be provided with information copies of notification letters.

OPERATIONAL AWARDS

0602. Recipients of awards that are presented at State Investitures (the grant of Levels 1 – 3 awards (Chapters 2 and 3) or appointment to an Order (Chapter 4)) are to be informed that they will be invited by the Central Chancery of the Orders of Knighthood to attend an investiture within three months of the announcement of their award. Central Chancery will normally issue the invitations about 6 weeks before the date of investiture. The presentation of emblems and certificates of Level 4 awards will usually be undertaken by each recipient's own Service.

0603. **Immediate Awards.** Individuals may be informed as soon as the award has been approved by the Commander who has the authority to grant the award.

0604. **Periodic and Intermediate Awards.** As soon as The Sovereign has approved the awards, the Secretary of the Armed Forces Operational Awards Committee (AFOAC) will direct the appropriate notifying authority to inform each recipient that an award has been granted. Recipients are to be informed of the date when the announcement will be published in the London Gazette. As a general rule, recipients should not be notified of their awards until the day before the London Gazette is due to be published. Messages of congratulation should be timed to reach recipients no earlier than the date of publication.

HALF-YEARLY AND OCCASIONAL NON-OPERATIONAL GALLANTRY AWARDS

0605. Notification of awards:

- a. For the Army and RAF, notification of awards is a command chain responsibility. Military Secretary and Air Secretary staff will notify recipients' commanders in advance of upcoming awards and the date when the announcement will be published in the London Gazette. For Naval Service personnel, the Naval Secretary will write to recipients. Commanding officers will be provided with information copies of notification letters.
- b. Any messages of congratulation should be timed to reach recipients no earlier than the day of publication of the relevant London Gazette.

MERITORIOUS SERVICE MEDAL

0606. The prestige of this medal merits personal notification to recipients that they have been selected to receive the medal. Commanding officers of Army and RAF personnel will be directed by the chain of command to notify recipients. Royal Navy and Royal Marine recipients will be notified by a personal letter from the Naval Secretary which commanding officers will be invited to hand to the recipient.

NOTIFICATION TO NEXT OF KIN

0607. **Operational and Non-Operational Gallantry Awards.** In cases where a posthumous award has been made, the notifying authority will make arrangements for the Next of Kin (NOK) to be informed. Notification must be made in person, if at all possible, preferably by the recipient's former commanding officer or the NOK's nominated Visiting Officer.

0608. **Appointments to Orders.** As noted in Chapter 4, appointments to Orders (e.g. DSO, CB, OBE etc) in the half-yearly lists and the Operational Awards Lists cannot be made posthumously. However, if a person whose nomination has been formally approved by The Sovereign, should subsequently die before being notified of the award, it is the responsibility of the notifying authority to make arrangements for the Next of Kin (NOK) to be informed of the award. It will be expected for notification letters to be delivered by hand, preferably by the recipient's former commanding officer or the NOK's nominated Visiting Officer.

0609. **Meritorious Service Medal.** A MSM may still be awarded if death occurs between selection and notification. Notification must be made in person, if at all possible, preferably by the recipient's former commanding officer or the NOK's nominated Visiting Officer.

RELEASE OF INFORMATION TO THE PRESS

0610. Information released to the Press, when appropriate, is to carry an embargo on publication until 0001 hours on the day of publication of award(s) in the London Gazette. Information on Immediate Awards, however, may be released to the Press on the day of approval by the commander authorised to grant such awards.

0611. All those who are given advance information about an impending award are to guard against early release of information. In principle, the first approach should always be made to the commanding officer of the recipient's unit.

PUBLICATION OF CITATIONS

0612. **Armed Forces Operational Awards Lists.** The London Gazette will publish a full citation for an award of a VC or GC; all other awards will be listed under a common brief citation for example, 'for gallant and distinguished services in operations in the Gulf during the period 1 April to 30 September 20...' If appropriate, MOD Media Releases may include extracts from recommendations. These will be provided by the Secretary of the AFOAC or the single Service Honours and Awards authorities.

0613. **Non-Operational Awards.**

a. These awards, with brief citations, will usually be announced with the Armed Forces Operational Awards Lists. However, when awards are given as a result of a particular event that includes civilian recipients, an announcement may be published in the London Gazette, as and when necessary. Copies, or full transcripts of the recommendation, will not be made available.

b. **Copies of Recommendations.** When the Operational Awards Lists, including Non-Operational awards, are announced, the Secretary to the AFOAC, or the single Service Honours and Awards authorities may provide the MOD Press Office with additional material relating to selected cases.

0614. **Half-Yearly Honours Lists.** By long standing convention honours announced in the New Year and Birthday Lists are not accompanied by any citation in the London Gazette nor will any copies of the recommendation be provided.

APPLICATIONS FOR RECOMMENDATIONS AND HONOURS DOCUMENTATION

0615. Personnel data processed for conferring by the Crown of any honour or dignity (ie. the grant of a State award) need not be disclosed. It is given a specific exemption at Schedule 7 paragraph 3 of the Data Protection Act (DPA). Furthermore the Freedom Of Information (FOI) Act does not apply as recommendations are classified as 'Personal Data'.

0616. The recipient of any honour may request sight of the full recommendation, references, and any other documentation relating to the issue of the award. Such requests for personal data made by the data subjects may explicitly cite the DPA, or it may be implicit in what they are requesting. In either case, the request should be considered under the DPA. Such requests can be refused, citing the exemption in Schedule 7 paragraph 3, namely 'Personal data processed for the purposes of the conferring by the Crown of any honour or dignity.' Likewise, a request from anyone who has been considered for an honour which was not awarded (or not considered for an honour at all) may be refused under the same exemption.

0617. Notwithstanding the above, yet subject to the needs of security, the MOD can provide confirmation of awards in compliance with the Freedom of Information Act. Reference to the relevant London Gazette entry should suffice for this purpose.

0618. Papers relating to Armed Forces Operational Awards Lists and non-operational gallantry awards are held by MS(Hons) and those relating to Half-Yearly honours are held by the relevant single Service branches. Recommendations released to the National Archives under the provisions of Public Records legislation are available from there on request.

CHAPTER 7

PRESENTATION OF AWARDS

PRESENTATION

0701. Recipients of all awards except those listed in paragraph 0702 below are summoned to a State Investiture, provided that they are in the United Kingdom and it is practicable for them to attend, under procedures arranged by the Central Chancery of the Orders of Knighthood.

0702. The medals, or emblems, and certificates for the following awards are sent to the recipient's commanding officer (or Commander-in-Chief for the Royal Navy), who is to arrange presentation on a suitable occasion:

- a. Mention-in-Despatches.
- b. Queen's Commendation for Bravery.
- c. Queen's Commendation for Bravery in the Air.
- d. Queen's Commendation for Valuable Service.
- e. Meritorious Service Medal.
- f. Long Service and Good Conduct Medal.
- g. Volunteer Reserves Service Medal.
- h. Northern Ireland Home Service Medal.
- i. Cadet Forces Medal.

0703. Similarly the presentation of campaign medals is a unit responsibility. Parades may be held at the commanding officer's discretion.

STATE INVESTITURE

0704. Arrangements concerning the date of attendance at a State Investiture are made by the Central Chancery of the Orders of Knighthood, which issues a summons to recipients at an address in the United Kingdom about 6 weeks in advance of the Investiture. State Investitures are held mainly at Buckingham Palace but also in Edinburgh and Cardiff. Each award recipient may be accompanied by up to a maximum of three guests. The application form for guests' tickets will be sent to recipients together with the formal summons.

DRESS AT INVESTITURES

0705. Personnel attending investitures are to dress in accordance with Annexes A–C to this chapter.

TRAVEL AND SUBSISTENCE

0706. The regulations covering travel at public expense to a State Investiture or presentation are contained in Joint Service Publication (JSP) 752 – Tri-Service Regulations for Allowances. Travel details are at Para. 04.0123 and subsistence information is at Paras. 03.137-03.138.

Annexes:

- A. Instructions for Dress at Investitures (Naval Service).
- B. Instructions for Dress at Investitures (Army).
- C. Instructions for Dress at Investitures (RAF).

INSTRUCTIONS FOR DRESS AT INVESTITURES (NAVAL SERVICE)

DRESS

	<u>OFFICERS</u>	<u>RATINGS/OTHER RANKS</u>
RN and RNR (inc. QARNNS)	No1C Dress	No 1C Dress
RM and RMR	No 1A Dress	No 1A Dress

The above also applies to personnel serving on Full Time Reserve Service (FTRS).

RFA	RN equivalent	Uniform applicable to rate, or morning dress or dark lounge suit as convenient
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Retired Service personnel: Arrangements may be made for the recipient to retain their uniform until after their investiture date. Alternatively, morning dress or dark lounge suit may be worn as convenient.

- Swords should not be worn.
- The insignia of Orders, Decorations and Medals should not be worn (though recipients may wish to take these for post-Investiture photographs).
- Ribbons of Orders, Decorations and Medals INCLUDING that of the award to be received, are to be worn.
- Uniform shoes, rather than boots, are preferred.
- Aiguillettes ARE to be worn by:
 - Equerries, Extra Equerries, Temporary Equerries to The Queen and Members of the Royal Family who are Royal Highnesses.
 - ADCs to The Queen.
 - Honorary Chaplains, Physicians, Surgeons, Dental Surgeons, Veterinary Surgeons and Nurses to The Queen.
 - Members of the Navy Board
- Aiguillettes ARE NOT to be worn by:
 - Staff Officers, Attachés, ADCs other than those mentioned above.
- Gentlemen guests should wear morning dress or dark lounge suit as convenient. Ladies should wear day dress, preferably with a hat. Guests serving in the Armed Forces or other uniformed organisations may wear uniform applicable to rank or morning dress or dark lounge suit as convenient.
- PLEASE NOTE THERE ARE NO CHANGING ROOMS AVAILABLE.

TRAVEL AND SUBSISTENCE

- Travel costs for recipients and their guest(s), and subsistence (recipients only) are borne by recipients' permanent employing Unit in accordance with JSP 752, Chapters 3 and 4.

- Travel documentation for retired recipients may be requested from the Naval Secretary department (fao Honours & Awards) from the address below. An application form for this purpose is attached.

ANY ENQUIRIES REGARDING THE ABOVE MAY BE ADDRESSED TO:

Naval Secretary (Honours & Awards)
Fleet Headquarters
Leach Building (MP 3.1)
Whale Island
Portsmouth
PO2 8BY
Tel: BT: 02392 628675/MOD: 93832 8675 (fax: 02392 625100)

APPLICATION FOR TRAVEL DOCUMENTS TO ATTEND AN INVESTITURE

Name/Initials/ Rank/Rate/Official No:.....

.....

Date of Investiture:

Names of Guest(s) (Please indicate if there are any children under age 14):

.....

.....

.....

.....

.....

.....

Travelling from: (If travelling by train, please indicate railway station)

Outward

From..... To

.....

Return

From To

.....

Serving personnel please note: Applications for travel documentation for recipients who are still serving and their guest(s) should be made to your permanent employing Unit in accordance with JSP 752, Chapter 4. Please indicate the reason if you are currently serving but are applying to the Naval Secretary's department for travel documentation. Your current employing Unit's UIN is to be provided.

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INSTRUCTIONS FOR DRESS AT INVESTITURES (ARMY)

DRESS

Lieutenant Generals and above Frock Coat with Waist Sash

All other Officers No. 1 Dress (Non-Ceremonial Day) if in possession with ordinary shoulder boards, otherwise No 2 Dress, and Sam Browne belt or equivalent.
Crimson waist sash or ceremonial cross belt may be worn if preferred (Maj Gens may wear gold/crimson waist sash).

Non Commissioned Ranks No. 1 Dress (Non-Ceremonial Day) if in possession.
No. 2 Dress (Non-Ceremonial Day) with issued belt.

Retired Service personnel: Arrangements may be made for the recipient to retain their uniform until after their investiture date. Alternatively civilian clothes, morning dress or dark lounge suit, may be worn as convenient.

- Swords should not be worn
- Gloves should not be worn, nor hats which are to be removed on entering the building, and neither are carried forward during investiture.
- The insignia of Orders, Decorations and Medals should not be worn (though recipients may wish to take these for post-Investiture photographs).
- Ribbons of Orders, Decorations and Medals INCLUDING that of the award to be received, are to be worn.
- Uniform shoes, rather than boots, are preferred.
- Aiguillettes ARE to be worn only by:
 - Equerries, Extra Equerries, Temporary Equerries to The Queen and Members of the Royal Family who are Royal Highnesses.
 - ADCs to The Queen.
 - Honorary Chaplains, Physicians, Surgeons, Dental Surgeons, Veterinary Surgeons and Nurses to The Queen.
 - Members of the Army Board
- Gentlemen guests may wear uniform as above if serving or morning dress or a dark lounge suit as convenient. Ladies should wear day dress, preferably with a hat.
- PLEASE NOTE THERE ARE NO CHANGING ROOMS AVAILABLE.

TRAVEL AND SUBSISTENCE

- Travel costs for recipients and their guest(s), and subsistence (recipients only) are borne by recipients' permanent employing Unit in accordance with JSP 752, Chapters 3 and 4.
- Travel at public expense to attend an Investiture in the United Kingdom is not admissible for recipients stationed or domiciled overseas. However, should they

elect to travel to the United Kingdom at their own expense, they may claim for travel from the point of entry to the place of Investiture.

ANY ENQUIRIES REGARDING THE ABOVE MAY BE ADDRESSED TO:

Ministry of Defence (PS12(A))
Spine 3 Level 8 Zone J
Main Building
Whitehall
London
SW1A 2HB
Tel: BT 020 7218 6320/MOD: 9621 86320

INSTRUCTIONS FOR DRESS AT INVESTITURES (ROYAL AIR FORCE)

DRESS

Air Vice-Marshal and above	No. 1 SD with ceremonial sash and ceremonial Shoulder boards. White gloves are to be carried.
All other Officers	No. 1 SD. Brown gloves are to be carried.
Other Ranks	No. 1 SD.
RAuxAF and Retired Officers	No. 1 SD or morning dress or dark lounge suit. Ladies should wear day dress, preferably with a hat.

Retired Service personnel: Arrangements may be made for the recipient to retain their uniform until after their investiture date. Alternatively, morning dress or dark lounge suit may be worn as convenient.

- Swords should not be worn.
- The insignia of Orders, Decorations and Medals should not be worn (though recipients may wish to take these for post-Investiture photographs).
- Ribbons of Orders, Decorations and Medals INCLUDING that of the award to be received, are to be worn.
- Uniform shoes, rather than boots, are preferred.
- Aiguillettes ARE to be worn by:
 - Equerries, Extra Equerries, Temporary Equerries to The Queen and Members of the Royal Family who are Royal Highnesses.
 - ADCs to The Queen.
 - Honorary Chaplains, Physicians, Surgeons, Dental Surgeons, Veterinary Surgeons and Nurses to The Queen.
 - Members of the Air Force Board
- Aiguillettes ARE NOT to be worn by:
 - Staff Officers, Attachés, ADCs other than those mentioned above.
- Gentlemen guests should wear morning dress or dark lounge suit as convenient. Ladies should wear day dress, preferably with a hat. Guests serving in the Armed Forces or other uniformed organisations may wear uniform applicable to rank or morning dress or dark lounge suit as convenient.
- PLEASE NOTE THERE ARE NO CHANGING ROOMS AVAILABLE.

TRAVEL AND SUBSISTENCE

- Travel costs for recipients and their guest(s), and subsistence (recipients only) are borne by recipients' permanent employing Unit in accordance with JSP 752, Chapters 3 and 4.

- Travel at public expense to attend an Investiture in the United Kingdom is not admissible for recipients stationed or domiciled overseas. However, should they elect to travel to the United Kingdom at their own expense, they may claim for travel from the point of entry to the place of Investiture.

ANY ENQUIRIES REGARDING THE ABOVE MAY BE ADDRESSED TO:

Directorate of Air Staff
RAF Ceremonial Office
Building 263
RAF Bentley Priory
Stanmore
Middlesex
HA7 3HH

(Note that from May 08 the RAF Ceremonial
Office will be located at RAF Northolt)

Tel: BT: 020 8838 7595 or 020 8838 7588/MOD: 95271 7595 or 95271 7588

CHAPTER 8

CAMPAIGN MEDALS

INTRODUCTION

0801. The involvement of United Kingdom Armed Forces in operations around the world may give rise to the award of:

- a. A specific campaign / war medal (eg: the Gulf Medal).
- b. The Operational Service Medal (OSM).
- c. A medal from an international organisation, such as NATO, United Nations, and European Union.

0802. A table showing the awards approved for the Armed Forces since 1962 is at Annex A to this Chapter.

BRITISH CAMPAIGN MEDALS AND CLASPS

0803. The decision to institute a new United Kingdom award – a separate campaign medal or the OSM – does not depend on any formal declaration of hostilities but is based largely upon evidence of the degree of danger to life and limb and the rigours of terrain, climate, etc. These may have a bearing on the decision to award a specific campaign medal rather than the OSM though the numbers of troops engaged and nature of the campaign will also be taken into account.

0804. Current operations are recognised by the award of the Operational Service Medal Afghanistan and the Iraq Medal. Annex A provides a list of all campaign medals and clasps authorised since 1962.

0805. The qualifying period for medals varies and the proposed length of qualifying service for a new award will take particular account of the rigours of the campaign. It is now by no means automatic that a medal will be granted simply if shots are fired or casualties sustained. If a United Kingdom campaign medal or the OSM has been authorised, the award during that campaign of a Mention-in-Despatches or a Queen's Commendation, or above, provides automatic entitlement to the medal or clasp, whether or not the full qualifying period has been served. Qualifying service may also be reduced for those who are killed or have their service in theatre terminated prematurely by wounding or other related injury, or having been captured or detained. It is, however, not the case that a campaign medal or the OSM must have been authorised before Armed Forces Operational Gallantry awards can be made.

FOREIGN OR COMMONWEALTH CAMPAIGN MEDALS

0806. There are long-standing precedents (going back to the end of the First World War) for the United Kingdom refusing offers of campaign medals from other countries, whether or not the United Kingdom has issued a medal or clasp for the campaign. The only recent exceptions that have been made to this convention have been:

- a. The approval of awards to seconded British personnel on Loan Service who are receiving emoluments from a host nation (e.g. with the Sultan's troops in Oman or Brunei).
- b. The Australian INTERFET (East Timor) medal (instituted in 2000): no UK equivalent was instituted.

MEDALS AWARDED BY INTERNATIONAL ORGANISATIONS

0807. The commitment of United Kingdom units and/or individuals to operations under the command of major international organisations has resulted in eligibility for awards from those organisations (usually NATO, the United Nations, and European Union).

0808. The United Kingdom always resists proposals that would result in 'double medalling' (i.e. simultaneous qualification for a United Kingdom medal and an international organisation's medal). Each new instance of the offer of a medal requires a proposal by the Ministry of Defence, support from the HD Committee and the approval of the Sovereign. In all cases except Korea 1950-54 the international organisation's medal has taken the place of any United Kingdom medal that might have been awarded and the medal is worn in order of date of award as if it were a United Kingdom medal.

THE ACCUMULATED CAMPAIGN SERVICE MEDAL (ACSM)

0809. The Accumulated Campaign Service Medal (ACSM) was instituted to recognise individuals who had completed more than 1080 days service towards the General Service Medal 1962 (GSM 62), since 14 Aug 69. It has been agreed that service qualifying for the OSM and other specifically designated multi-national campaign medals, instituted from 1 Apr 00, may also count towards the ACSM. Clasps are awarded for each additional period of 1080 days approved operational service.

APPLICATION, ASSESSMENT AND AWARD

0810. Applications for Current and Accumulated Campaign Medals are to be forwarded by units to the MOD Medal Office using the application forms provided at Annex B. The address and notes about how to compile the form are included on the form. The MOD Medal Office will assess claims against award criteria as published in DCIs or DINs and despatch to the address given on the Application form.

Annexes:

- A. Campaign and Other Operational Awards Authorised For The Armed Forces Since 1962.
- B. Application form JPA S003 for Current Campaign Medals

CAMPAIGN AND OTHER OPERATIONAL AWARDS AUTHORISED FOR THE ARMED FORCES SINCE 1962

UNITED KINGDOM:

1. Medals for Individual Campaigns or Operations:

Ser	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	South Atlantic Medal	2 April - 12 July 1982 - 30 days 2 April – 14 June 1982 - 1 day	Rosette worn on the medal and brooch bar to signify service south of the 35 th Parallel	1 day 30 days (Ascension Island)	DCI JS 218/82 DCI RN 496/82 CIV 284/82	
2	Gulf Medal	2 August 1990 to 7 March 1991	Clasp: August 1990 Clasp: 6 Jan – 28 Feb 1991	1 day 30 days 7 days continuous	DCI GEN 185/91	Clasp awarded to those Kuwait Liaison Team personnel who were taken hostage Clasp to signify war fighting period and awarded to those in Zone I only.
3	Iraq Medal	20 January 2003 to a date to be decided	19 Mar - 28 Apr 2003	30 days RN 30 days continuous or 45 days aggregated	DCI JS 34/04 DIN01-009 2005	See Appendix 1 transcript of DCI and DIN.

2. **Operational Service Medal** (Instituted 1 January 2000).

Ser	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	Sierra Leone	5 May 2000 to 31 July 2002	Rosette awarded for service on Op BARRAS or Op MAIDENLEY	1 day 14 days 30 days continuous	DCI JS 78/02	1 day Op Barras / Maidenley (Rosette) 14 days (Op Palliser) 30 days (Op Basillica or Silkman)
2	Afghanistan (Op VERITAS)	11 September 2001 - to a date to be decided.	Zone 1: Clasp Afghanistan Zone 2: No clasp	1 day 20 days 30 days Aircrew – 30 sectors aggregated	DCI JS 126/03 DIN01-008 2005	Rosette worn on brooch bar to signify award of clasp. Aircrew awarded clasp for 30 landings and takeoffs. Flying 30 sectors without Landings, awarded medal only See Appendix 2 transcript of DCI and DIN
3	Democratic Republic of Congo	14 June – 10 September 2003	Clasp: DROC	25 days OR 5 operational sorties	2005DIN01-012	Awarded to those who served in Bunia in the Ituri Province on qualifying operation

3. **General Service Medal 1962:**

Ser	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	GSM 1962	24 December 1962 to 11 August 1966.	Borneo	30 days OR 1 operational sortie (aircrew)	DCI S.134/64 DCI S.72/65 DCI RAF 36/67	
2	GSM 1962	25 April to 31 July 1964	Radfan	14 days	AO37/65	
3	GSM 1962	1 August 1964 to 30 November 1967	South Arabia	30 days	DCI S.115/66	
4	GSM 1962	17 August 1964 to 12 June 1965 – Ground Forces 17 August 1964 to 11 August 1966 for Air Crew	Malay Peninsula	30 days or 30 sorties (max 1 per day)	DCI S.209/57 DCI S.172/70	

5	GSM 1962	14 August 1969 to 31 July 2007	Northern Ireland	30 days	AO 65/71 DCI JS 22/92	
6	GSM 1962	1 October 1969 to 3 September 1976	Dhofar	30 days	DCI S.121/75	
7	GSM 1962	7 February 1983 to 9 March 1984	Lebanon	30 days Ground Forces OR 3 sorties Aircrew	DCI J.106/84	
8	GSM 1962	15 August to 15 October 1984	Mine Clearance	30 days accumulated	Command paper 26/7/88	Gulf of Suez
9	GSM 1962	17 November 1986 to 28 February 1989	Gulf	30 days	DCI JS 71/89	
10	GSM 1962	8 March to 30 September 1991	Kuwait	30 days	DCI GEN 262/92	
11	GSM 1962	6 April to 17 July 1991	Northern Iraq/Southern Turkey	30 days or 3 operational sorties	DCI GEN 263/92	
12	GSM 1962	16 July 1991 to 18 March 2003 16 July 1991 to 30 April 2003	Air Operations Iraq	60 days continuous or 90 days accumulated service on qualifying operations OR 6 operational sorties	DCI GEN 63/97 DCI RAF 31/97 DCI JS 63/99 DCI GEN 223/99 DCI RN 31/00 DCI JS 23/02 DCI JS 80/03 DCI JS 106/03	Op RESINATE SOUTH Op RESINATE NORTH (Incirlik, Solopi or Zaku 16/09/91 to 13/09/91, 30 days continuous or 60 days aggregated service)

4. UNITED NATIONS:

Ser	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	Congo (ONUC)	10 July 1960 to 30 June 1964		90 days	Army Order 50/62	Seconded/Loan personnel only
2	Cyprus (UNFICYP)	27 March 1964 to a date to be decided.		30 days 27/03/64 – 26/03/65 90 days 27/03/65 – present	Army Order 56/64 Army Order 18/65	Numerals awarded for subsequent & every accumulated 180 days service
3	Namibia (UNTAG)	1 April 1989 to 31 March 1990		90 days	DCI GEN 74/90	
4	Iraq/Kuwait (UNIKOM)	1 April 1991 to 6 October 2003		90 days	DCI GEN 93/92	
5	Western Sahara (MINURSO)	1 April 1991 to a date to be decided		90 days	DCI GEN 261/92	
6	Yugoslavia (UNPROFOR)	1 March 1992 to 31 December 1995.	No Clasp	90 days	DCI GEN 132/93	Numerals awarded for subsequent & every accumulated 180 days service. Cannot have the NATO medal for same period
7	Cambodia (UNAMIC)	1 October 1991 to 31 March 1992		90 days	DCI GEN 157/93	
8	Cambodia (UNTAC)	1 April 1992 to 30 September 1993		90 days	DCI GEN 157/93	
9	Rwanda (UNAMIR)	1 October 1993 to 31 March 1996		90 days	DCI GEN 38/95	
10	Angola (UNAVEM 3)	1 February 1995 to 1 June 1997		90 days	DCI GEN 324/95	

11	Georgia (UNOMIG)	23 August 1993 to a date to be decided		90 days	DCI GEN 45/01	
12	Transitional Administration for Balkans (UNTAES)	January 1996 to January 1998		90 days		Eastern Slavonia, Baranja and Western Sirmium [Croatia]
13	Sierra Leone (UNOMSIL)	1 June 1998 to 30 September 1999		90 days	DCI JS 110/01	
14	Sierra Leone (UNAMSIL)	1 October 1999 to a date to be decided		90 days	DCI JS 110/01	
15	East Timor (UNTAET)	25 October 1999 to a date to be decided.		90 days	DCI JS 91/01	
16	East Timor (UNAMET)	7 June 1999 to 25 October 1999		90 days	DCI JS 91/01	
17	Congo (MONUC)	30 November 1999 to a date to be decided		90 days	DCI JS 95/02	
18	Kosovo (UNMIK)	10 June 1999 to a date to be decided		90 days	DCI JS 109/01 DCI JS 96/102	
19	Ethiopia and Eritrea (UNMEE)	15 September 2000 to a date to be decided		90 days	DCI JS 127/03	

Note: UN medals should be applied for whilst serving in the theatre of operations directly from UN HQ in theatre. Those who do not receive their medals in theatre may apply for them through the MOD Medal Office. This service is only available for 12 months after leaving theatre. Replacements are only available 5 years after the operation has ceased.

5. United Nations Special Service Medal:

Ser	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	Peshawar (UNOCHA)	1989 to 1990		90 days	DCI GEN 119/97	
2	Sarajevo Airlift	3 July 1992 to 12 January 1996	No clasp	100 landings at Sarajevo as part of Op Cheshire OR 90 days with UNHCR detachments	DCI GEN 15/97 DCI GEN 144/98	Category 2 and 3 only awards may be worn
3	Iraq (UNSCOM)	April 1991 to a date to be decided.	Clasp 'UNSCOM'	90 days continuous or 180 days cumulative	DCI JS 64/99	

6. NATO:

Ser	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	Former Yugoslavia	1 July 1992 to 31 December 2002	FORMER YUGOSLAVIA – Numerals awarded for subsequent tours	30 days in Former Yugoslavia OR 90 days in support areas on qualifying operations .	DCI GEN 267/95 DCI RN 11/96 DCI CIV 68/96 DCI GEN 203/97, DCI GEN 305/99 DCI RAF 14/00 DCI GEN 204/00	Numerals for subsequent tours of 180 days in Yugoslavia or 540 days in support areas on qualifying operations. (UK Ground forces under UN Command until December 1995)
2	Kosovo	13 October 1998 to 31 December 2002	KOSOVO - Numerals awarded for subsequent tours	30 days in Kosovo OR 90 days in support areas on qualifying operations	DCI GEN 287/99 DCI RAF 2/00 DCI RN 32/00 DCI GEN 15/00	Numerals for subsequent tours of 180 days in Kosovo or 540 days in support areas on qualifying operations
3	Macedonia	1 June 2001 to 31 December 2002	No Clasp – No Numerals	25 or 30 days depending on Operation Name	DCI JS 63/02 DCI JS 77/02 DCI JS 235/02	

4	Balkans (Non Article 5)	1 January 2003 to 20 December 2004 for Bosnia 1 January 2003 to a date to be decided for Kosovo/ 1 January - 31 March 2003 for Macedonia	Clasp 'NON ARTICLE 5' - No numerals issued	30 days	DCI JS 125/03 DCI JS 85/04	This medal replaced the previous three NATO Balkan medals. Only personnel deploying to the Balkans for the first time are eligible to wear the medal. No numerals and no qualification in support areas
5	Active Endeavour	26 October 2001 to a date to be decided.	Clasp 'ARTICLE 5'	RN Ships only	DCI JS 122/03	Medals issued by NATO HQ direct to ships upon application to NATO HQ. Permission to accept but NOT wear
6	Eagle Assist	11 September 2001 to 16 May 2002	Clasp 'ARTICLE 5'	RAF only	DCI JS 123/03	Medals issued by NATO HQ direct to units upon application to NATO HQ. No longer available. Permission to accept but NOT wear
7	Pakistan Earthquake	8 October 2005 to 1 February 2006	Clasp 'PAKISTAN'	14 days	None published	No permission to accept. May NOT be worn. ALL Medals have been issued – No longer available
8	Afghanistan		Clasp 'ISAF'	30 days	None published	Medals issued by NATO HQ in theatre. No permission to accept. May NOT be worn
9	NATO Meritorious Service Medal	Awarded at NATO discretion only	--	--	DCI JS 124/03	Permission to accept but NOT wear
10	NATO Training Mission Iraq	18 August 2004 to a date to be decided	Clasp 'NTM-IRAQ'	30 days	None published	No permission to accept or wear
11	NATO Logistical support to African Union Mission in SUDAN	13 July 2005 to a date to be decided	Clasp 'AMIS'	30 days	None published	No permission to accept or wear

7. MISCELLANEOUS

Ser	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	Queen's Golden Jubilee Medal	2 February 2002		Serving on 6 Feb 2002 with minimum aggregated service of 5 years	JS6/02	

8. FOREIGN AND COMMONWEALTH:

Ser	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	Brunei General Service Medal	12 August 1966 to a date to be decided		1 year	DCI87/68	Loan personnel service only.
2	Kenya Campaign Medal	12 December 1963 to 30 November 1967		30 days (not continuous)	DCI276/68	Loan personnel service only.
3	Malaya Active Service Medal	31 August 1957 to 15 September 1963		DCI does not provide eligibility criteria	DCI 240/64 DCI 135/65	Loan personnel service only.
4	Malaysia General Service Medal	11 August 1966 to a date not known		DCI does not provide eligibility criteria	DCI 198/70	Loan personnel service only.
5	Muscat/Oman Dhofar Campaign Medal	23 May 1965 to 30 September 1976		14 days	DCI 110/68	Loan personnel service only.
6	Republic of South Africa UNITAS	1 June 1994 to a date to be decided		DCI does not provide eligibility criteria	DCI GEN 178/96	BMATT personnel only
7	Australian INTERFET (East Timor)	16 September 1999 to 10 April 2000		30 days	DCI45/01	
8	General Service Medal (OMANI)	23 May 1965 to 30 June 1976	Dhofar	DCI does not provide eligibility criteria	2007DIN09-028	Loan personnel service only.

9	The Accession Medal (OMAN)	23 July 1970 only		1 day		Loan personnel service only. Issued to those in SAF on 23 July 1970 when the current Sultan superseded his father
10	The Peace Medal (OMAN)	Awarded for 1 years service between 1 July 1976 and 17 November 1985 Also for service with		1 year	No DCI	Loan personnel service only.
11	Muscat Victory Medal (AS SUMOOD)	23 May 1965 to 2 December 1975		30 days	DCI Army 258/77 And 79/78	Seconded forces only. Unrestricted wear.
12	Rhodesia Medal	1 December 1979 - 20 March 1980.		14 days	Command Paper Aug 80	Not classed as a campaign medal and thus it is worn immediately after any Long Service award
13	Sultan of Oman's 30 th Renaissance Medal	National Day 2000		1 day (see Remarks)		Extract from London Gazette dated Tue 24 Jul 01 (number 56284) Her Majesty the Queen has been graciously pleased to approve that Members of Her Armed Forces who were in the service of His Majesty the Sultan of Oman on either loan or contract terms at the date of the celebration of the Sultanate's National day in November 2000 and who are eligible to receive from the Sultan the 30 th renaissance Medal (30 th National Day Medal) in recognition of their services, may accept and wear the medal with unrestricted permission

9. EUROPEAN AND OTHER INTERNATIONAL:

Ser	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	WEU Mission (Yugoslavia)	1 July 1992 to a date yet to be decided		30 Days in Yugoslavia or 90 Days in support elsewhere	DCI GEN 280/96 DCI GEN 281/96	
2	European Community Monitoring Mission (Yugoslavia)	25 July 1991 to 30 June 1992		Min 21 days	DCI GEN 96/94	Issued through FCO
3	European Security Forces - Congo	14 June – 10 September 2003	Clasp 'ARTEMIS'	30 days	2005DIN01-012	NOT approved for wear. No longer available.
4	European Security and Defence Policy Medal.(Bosnia)	2 December 2004 to a date to be decided	Clasp 'ALTHEA',	Minimum 30 days continuous	2006 DIN01-008	UK troops withdrawn July 2007. Received in theatre, special cases only via medal office. Numeral for 2 nd tour of min 30 days Planning & Support version (central white stripe on ribbon) may NOT be worn.)

Appendices:

1. The Iraq Medal.
2. The Operational Service Medal (OSM) Afghanistan.

THE IRAQ MEDAL

DEFENCE INSTRUCTIONS AND NOTICES

Reference 2005DIN01-009

Introduction

1. Her Majesty The Queen has been graciously pleased to approve amendments to the conditions of award of the Iraq Medal for service on, and in support of, operations in Iraq from 20 January 2003. The original conditions of award for the medal were promulgated in DCI JS 34/04.
2. In addition to those eligible for the medal under the conditions published in DCI JS 34/04 the following personnel are also eligible:
 - a. aircrew, regardless of where they were based, to qualify by flying 10 missions in Iraqi airspace with no more than one mission per day qualifying towards the medal.
 - b. RAF Ground Engineers who flew on operations qualify under the same conditions as aircrew.
 - c. members of United Kingdom Special Courier Teams qualify under the same conditions as aircrew.
 - d. personnel in the former Zone 1 (the Northern Arabian Gulf north of the 28th parallel) who completed 30 days continuous seagoing service between 20 January 2003 and 24 March 2003, or 45 days cumulative seagoing service to be completed during a single operational deployment (usually of five months' duration) between 23 April 2003 to a date to be notified.
 - e. British Military Mission/British Military Advisory and Training Team personnel serving in Kuwait who deployed with Kuwaiti Armed Forces for a period of at least 7 days continuous service, in tactical locations and under field conditions between 19 March and 28 April 2003, or 30 days continuous service in tactical locations and under field conditions between 20 January and 24 March 2003.

JS 34 34/04

Honours, Decorations and Medals – The Iraq Medal (R)

[D/DSSec 4/46: (9)621x86687]

1. Her Majesty The Queen has been graciously pleased to approve the institution of the Iraq Medal in recognition of campaign service related to operations in, and in support of, Iraq from 20 January 2003.

2. The medal is called “The Iraq Medal” and is circular in form and in cupro-nickel. The obverse bears the crowned Wynne effigy of Her Majesty The Queen. The design of the reverse is the symbol of the Lamussu, (a sculpture dating from the Assyrian period which is symbolic of the region) above the word “IRAQ”. The medal will be suspended on the left breast by a ribbon one-and-a-quarter-inch in width. The ribbon will consist of three central equally sized stripes of black, white and red flanked on either side by an equal sized band of sand colour.

3. The Iraq Medal has the same status as other campaign medals, the General Service Medal, 1962 and the Operational Service Medal and will be worn alongside them, in order of the date on which conferred.

4. *General.* The qualifying criteria for the award of the Iraq Medal shall be service on, or in support of, Operation TELIC within the Joint Operational Area. The Joint Operational Area consists of two zones, Zone One and zone Two, to distinguish those who served in Iraq and Kuwait and those who served elsewhere in support of the operation. Only United Kingdom Armed Forces and civilians and certain foreign nationals assigned to Operation TELIC, or discrete operations in support of Operation TELIC, are eligible for the award of the Iraq Medal.

5. *Joint Operational Area (JOA).* To qualify for the award of the Iraq Medal personnel must have been deployed within either Zone One or Zone Two. The qualifying zones are:

a. *Zone One* – the waters of the Northern Arabian Gulf (NAG – North of the 28th parallel), not including the UK recognised Iranian territorial seas, including Kuwaiti and Iraqi territorial seas and internal waters, and the land and airspace of the countries of Kuwait and Iraq.

Or

b. *Zone Two* – the waters of the Gulf and Straits of Hormuz, bounded to the South East by a line drawn from Damagheh ye Meydan in Iran to Jaz Fahl near Muscat, Oman, not including UK recognised Iranian territorial seas and internal waters, including the airspace and sovereign territory of Oman, United Arab Emirates, Jordan, Saudi Arabia, Qatar, and Bahrain.

6. *Distinguishing Mark:* Personnel eligible for the award of the Iraq Medal who qualify by virtue of service within Zone One and, in certain instances Zone Two, between 19 March and 28 April 2003, will be eligible for a clasp ‘19 MAR – 28 APR 2003’ for wear with the ribbon of the medal when the medal is worn and a silver rosette on the ribbon when only the ribbon is worn.

7. *Qualifying Periods of Service.* The qualifying periods of service for the award of the Iraq Medal will be:

a. *Campaign Medal with Clasp '19 Mar – 28 Apr 03'.*

(1) *Zone One (Iraq and Kuwait)* Seven days continuous service during the period 19 Mar 03 – 28 Apr 03.

Or

(2) *Aircrew based outside, but flying into Zone One.* Two or more flights at a rate of not more than one flight per day into Zone One during the period 19 Mar 03 – 28 Apr 03.

b. *Campaign Medal without Clasp.*

(1) *Personnel based in Zone One (Iraq) not completing seven days' service between 19 Mar – 28 Apr 03.* 30 days' continuous service between 20 Jan 03 – 24 Mar 03 or 30 days' continuous service from 23 Apr 03 to a date to be notified.

Or

(2) *Personnel based in Zone One (Kuwait) not completing seven days' service between 19 Mar – 28 Apr 03.* 30 days' continuous service between 20 Jan 03 – 24 Mar 03 or 30 days' continuous service from 23 Apr 03 to 10 Aug 03.

Or

(3) *Personnel in Zone Two.* 30 days' continuous service between 20 Jan 03 – 28 Apr 03.

Or

(4) *Aircrew² based outside Zones One and Two.* 30 sectors³ in Zone One or Zone Two at a rate of not more than one sector per day between the period 20 Jan 03 – 28 Apr 03.

Or

(5) *Aircrew based outside Iraq.* Ten sorties/sectors into Iraq from 28 Apr 03 to a date to be notified at a rate of not more than one sector per day.

8. *Eligible Personnel.* Eligible Personnel are:

a. Regular or Reserve members of the United Kingdom Armed Forces on the attached or posted strength of any unit or formation committed to Operation TELIC.

b. United Kingdom Armed Forces serving with foreign forces engaged directly on, or in support of, Operation TELIC are eligible for the award of the Iraq Medal if they satisfy the qualification criteria. Loan Service and British Military Advisory Team personnel may qualify for the medal if they were attached for the requisite periods of time to United Kingdom or Coalition units engaged in Operation TELIC.

² Aircrew applies equally to all three Services regardless of type of aircraft or helicopter.

³ Sector = part of a trip generally undertaken by heavy aircraft

- c. Regular or Reserve Foreign and Commonwealth personnel serving as members of the United Kingdom Armed Forces on the attached or posted strength of any unit or formation committed to Operation TELIC.
 - d. Foreign and Commonwealth Exchange personnel serving with, or alongside, United Kingdom Armed Forces committed to Operation TELIC.
 - e. Ministry of Defence Civilians.
 - f. Members of the Royal Fleet Auxiliary Service and DLO Warship Support Agency deployed in support of Operation TELIC.
 - g. Contractors on Deployed Operations (CONDO).
 - h. Foreign civilians employed in direct support of Operation TELIC subject to a supporting recommendation from the relevant Headquarters.
 - i. Ministry of Defence accredited war correspondents, photographers, cameramen and sound recordists.
 - j. Civilian members of any such other organisations who served directly with the Armed Forces in support of Operation TELIC.
9. *Reduced Qualifying Service.* If qualifying service is brought to an end before the completion of the specified qualifying period on account of death, wounding or other disability due to operational service, the reduced period of service will be sufficient qualification for the award of the Iraq Medal.
10. *UK Honours and Awards.* The grant of a British Honour, Decoration or Medal of the status of a Mention-in-Despatches or a Queen's Commendation or above, for services on operations during the qualifying period, not amounting to that stated above, will also qualify the recipient for the Iraq Medal.
11. *Aggregation.* All service is to be continuous. Aggregated service between different qualifying locations is not to count.
12. *Other Operations.* Personnel and units originally deployed on Operation RESINATE (North and South) are eligible for the General Service Medal (GSM) and clasp (Air Ops Iraq). Operation RESINATE (South) was subsumed into Operation TELIC on 19 Mar 03, Operation RESINATE (North) ceased on 30 May 03. Personnel originally deployed on Operation RESINATE (South) are eligible for the award of both medals as long as they satisfy separately the eligibility requirements for both. Time served in qualification for one medal cannot be used for qualification of the other. Thus qualifying service on Operation RESINATE (South) prior to 19 Mar 03 cannot count for the award of the Iraq Medal.
13. Personnel and units employed exclusively for Operation VERITAS or Operation ORACLE are not eligible for the Iraq Medal.

14. *Exclusions.* Specific exclusions for qualifying for the award of the Iraq Medal are as follows:

- a. *Locations where Risk and Rigour is Insufficient to Justify Award.* Locations, which were considered sufficiently benign and comfortable as not to satisfy the requirements for the award of the Iraq Medal, include Turkey, Cyprus and Diego Garcia. Additionally, British Forces otherwise based in Turkey, whilst inside the Joint Operational Area, did not actively participate in Operation TELIC and are similarly excluded.
- b. *Embassy/Loan Service/British Military Advisory Training Team (BMATT) Personnel.* Defence Attaches and supporting Embassy personnel are not included in the Iraq Medal criteria. Loan Service and BMATT personnel are also ineligible unless they qualify as outlined in paragraph 8 (b) above.
- c. *Personnel within the Joint Operational Area on Exercise.* Personnel who entered the qualifying areas on exercise are ineligible for award of the Iraq Medal.
- d. *Operation RESINATE.* Personnel deployed on Operation RESINATE (North) are ineligible for the award of the Iraq Medal. Personnel deployed on Operation RESINATE (South) cannot count qualifying service before 19 Mar 03 towards the award of the Iraq Medal.
- e. *Other Operations.* Personnel and units employed exclusively for Operation VERITAS or Operation ORACLE are ineligible for the award of the Iraq Medal.
- f. *Sub-Contractors.* Sub-contractors employed by Contractors on Deployed Operations, not directly under contract by the MOD are ineligible for the award of the Iraq Medal.
- g. *Locally Employed Civilians.* Locally Employed Civilians are ineligible for the Iraq Medal.

15. *Other Qualifying Service.*

- a. Qualifying service for the Iraq Medal does count towards the qualifying criteria for the Accumulated Campaign Service Medal (ACSM) if appropriate.
- b. Qualifying service for the Iraq Medal does not count towards the GSM and Clasp 'Air Ops Iraq' for Operation RESINATE (North or South).
- c. Qualifying service for the GSM and Clasp 'Air Ops Iraq' for service on Operation RESINATE (North) does not count towards the Iraq Medal.
- d. Personnel service on Operation RESINATE (South) who were subsumed into Operation TELIC with effect from 19 Mar 03 and are able to satisfy the separate criteria for both GSM with Clasp 'Air Ops Iraq' and the Iraq Medal can be awarded both medals, however, the qualifying period of service must be

different; the same period of service cannot count for both medals. Qualifying service before 19 Mar 03 is to be counted towards the GSM and Clasp 'Air Ops Iraq' and is not to be counted towards the Iraq Medal.

16. *UK personnel serving with Foreign Forces.* Personnel serving with foreign forces who qualify for the UK Medal should apply for the UK Medal and are not entitled to wear any foreign medal if presented. Those who do not qualify for the Iraq Medal but who may have received a foreign award must apply to Single-Service policy branches for a decision regarding the acceptance and wear thereof.

17. *Applications.* Applications and queries in respect of UK Armed Forces personnel and their Foreign and Commonwealth equivalents and RFA personnel are to be addressed to single Service Medal Offices in accordance with single Service arrangements. Applications must stipulate the location within the JOA to which qualifying service relates, and, if appropriate, official confirmation e.g., flying logbooks is to be produced. Separate instructions will be promulgated for civilian personnel by the Civilian Honours Unit.

THE OPERATIONAL SERVICE MEDAL AFGHANISTAN

DEFENCE INSTRUCTIONS AND NOTICES

Reference 2005DIN01-008

Introduction

1. Her Majesty The Queen has been graciously pleased to approve amendments to the conditions of award of the Operational Service Medal (OSM) for service on, and in support of, operations in Afghanistan, since 11 September 2001. The original conditions of award for the medal were promulgated in DCI 126/03 which also gave a detailed description of the medal.
2. The title of the medal has changed from the Operational Service Medal for Operation VERITAS to the Operational Service Medal for Afghanistan to describe the operational service that the medal recognises. The name change is retrospective to the institution of the medal. The medal, clasp and ribbon are unchanged.
3. The conditions of award for the Operational Service Medal for Afghanistan have been extended to include specifically UK personnel deployed to Afghanistan with NATO International Security Assistance Force; on Operation TARROCK; or on other operations in the Afghanistan area of operations (zone 1 and 2) as determined by Chief of Joint Operations.
4. In addition to those eligible for the medal under the conditions published in DCI 126/03 the following personnel are also eligible:
 - a. Aircrew, regardless of where they were based, who flew a minimum of 30 sectors in Afghanistan (Zone 1 and 2) with no more than one sector per day qualifying towards the medal.
 - b. Aircrew resident in Zone 2 operating in direct support of Operation LANDMAN, who will qualify for the OSM after 14 days.
 - c. Personnel serving in HMS SCOTT or HMS BEAGLE, when assigned to Operation ORACLE, in accordance with the conditions of the award for the OSM.
5. Other changes to the conditions are:
 - a. Personnel who deployed across a boundary between 2 sets of conditions are to be assessed against the most favourable.

- b. RAF Ground Engineers who flew on operations qualify under the same conditions as aircrew.
6. The following dates in DCI 126/03 have been amended:
- a. The start date for qualification in respect of service at Prince Sultan Air Base (Saudi Arabia), Seeb, Thumrait (Oman), Manama and Muharraq (Bahrain) is to be 1 October 2001.
 - b. The end of the qualifying period for service at Thumrait is 21 February 2003.

126/02 Honours, Decorations and Medals – The Operational Service Medal for service on Operation VERITAS (R)
[D/DSSec 4/42: (9)621x86687]

1. Her Majesty The Queen has been graciously pleased to approve the institution of the Operational Service Medal (OSM) for service on, and in support of, Operation VERITAS, the operations in Afghanistan since 11 September 2001.
2. The medal is silver and circular in shape, bearing on the obverse the Crowned Effigy of Her Majesty The Queen, and on the reverse, a centre circle with Union Flag, surrounded by the inscription “For Operational Service” and the four major points of the compass, with four Coronets: Royal (top left), Naval (top right), Mural-Army (bottom left), and Astral-Royal Air Force (bottom right). The medal will be suspended from a ribbon one-and-a-quarter-inches in width with a broad central red stripe, flanked each side by a stripe of royal blue and a stripe of light blue; with an outer stripe of light brown to reflect the landscape of Afghanistan.
3. The OSM for service on Operation VERITAS will take precedence, in order of the date of award, equal to that of the General Service Medal 1962 (GSM 62) and other similar campaign medals.
4. *General.* For award of the OSM for Operation VERITAS, personnel, including foreign nationals, must have been under the command of the UK Joint Task Force Commander within a specific location on a designated operation and have completed the requisite number of days continuous service during the specified period.
5. *Joint Operational Area (JOA).* To qualify for the award of the OSM for Afghanistan personnel must have been deployed within either Zone One or Zone Two. The qualifying zones are:
 - a. *Zone One* – the geographical boundary of Afghanistan, the area within the recognised international borders, and airspace of, Afghanistan.
 - b. *Zone Two* – encompasses RN and RFA personnel assigned to Op ORACLE or Op DAMIEN embarked on RN/RFA vessels and TLAM units based specifically in the sea area of the Gulf of Aden, Gulf of Oman, Arabian Gulf and that part of the Arabian sea and Northern Indian Ocean north of a line extending

from the southern most point of the Indian sub-continent to a radius 200Nm from the British Indian Ocean Territories (including territorial waters) to the Somalian/Kenya border (in the vicinity of 2S 42E). Zone Two also includes Planning Liaison Teams (PLTs), aircrews and the Maritime Trade Organisation assigned to the operation and based in the following areas:

- (1) Islamabad and Karachi, Pakistan;
- (2) Seeb and Thumrait, Oman;
- (3) Termez, Uzbekistan;
- (4) Al Udeid, United Arab Emirates;
- (5) Muharraq and Manama, Bahrain;
- (6) Prince Sultan's Air Base, Saudi Arabia;
- (7) Camp Doha, Kuwait;
- (8) Mombassa, Kenya;
- (9) British Indian Ocean Territories, Diego Garcia;
- (10) Dubai.

6. *Distinguishing Mark.* Personnel eligible for the award of the OSM for Afghanistan who qualify by virtue of service within zone 1 and in certain instances, Zone 2, will be eligible for a clasp 'AFGHANISTAN' for wear with the ribbon of the medal, and a silver rosette on the ribbon when only the ribbon is worn.

7. *Qualifying Operations.* The operations to count towards qualifying for the award of the OSM for Afghanistan are:

- a. Operation VERITAS;
- b. Operation ORACLE;
- c. Operation LANDMAN and subsidiary SF operations BLEED, DETERM, SCOW, DAMIEN and LARVA;
- d. Operation FINGAL;
- e. Operation JACANA;
- f. Operation RAMSON;
- g. Operation BANDOOG.

8. *Qualifying Periods of Service.* The qualifying periods⁴¹ for the award of the Operational Service Medal (with or without clasp) reflect the relative levels of difficulty and danger and the aims and nature of each operation. The requisite number of day's service are specified on the attached table.

9. *Reduced Qualifying Service.* If qualifying service is brought to an end before the completion of the specified qualifying period on account of death, wounding or other

⁴ Unless otherwise specified, these criteria apply equally to aircrew from all three services regardless of the number of sorties undertaken.

disability due to operational service, the reduced period of service will be sufficient qualification for the award of the OSM for service in Afghanistan.

10. *UK Honours and Awards.* The grant of a British Honour, Decoration or Medal of a Mention-in-Despatches or a Queen's Commendation or above, for services on operations during the qualifying period, not amounting to that stated above, will also qualify the recipient for the OSM for service in Afghanistan.

11. *Aggregation.* All service is to be continuous. Aggregated service between operations or locations is not to count.

12. *Exclusions.* Specific exclusions for qualifying for the award of the OSM for VERITAS are as follows:

- a. Exercise SAIF SEREEA. Personnel deployed or recovering from Exercise SAIF SAREEA.
- b. Planning and Liaison Teams (PLTs). PLTs located in Germany (HQ EUCOM), UK (MOD/PJHQ) and the United States.
- c. Defence Attaches, other Embassy personnel and Liaison Officers.
- d. BMATT personnel.
- e. Personnel deployed on Ex INTERNAL LOOK.

13. *Other Qualifying Service.*

- a. Qualifying service for the OSM for VERITAS does count towards the qualifying criteria for the Accumulated Campaign Service Medal (ACSM).
- b. Qualifying service towards the GSM and clasp 'Air Ops Iraq' for service on Op RESINATE does not count towards the OSM for Op VERITAS.
- c. Qualifying service towards the OSM Op VERITAS does not count towards the GSM and Clasp 'Air Ops Iraq' for Op RESINATE.

14. *Op RESINATE.* Personnel service on Op RESINATE who are able to satisfy the separate criteria for both Op RESINATE and Op VERITAS can be awarded both medals but the qualifying period of service must be different; the same period of qualifying service cannot count for both medals.

15. *Applications.* Applications and queries are to be addressed to single Service Medal Offices in accordance with single Service arrangements. Applications must stipulate the specific operation and location within the JOA to which qualifying service relates, and, if appropriate, official confirmation from flying logbooks is to be produced.

DEFENCE INSTRUCTIONS AND NOTICES
Qualifying Criteria¹ for the Award of OSM VERITAS

AREA	LOCATION	OPERATION	QUALIFYING DATES	QUALIFYING CRITERIA	AWARD
ZONE 1	Afghanistan	VERITAS	11 Sep 01 – 28 Feb 02	21 days continuous service	OSM with Clasp 'AFGHANISTAN'
			1 Mar 02 – To a date yet to be decided	30 days continuous service	
		FINGAL	1 Dec 01 – 28 Feb 02	21 days continuous service	
			1 Mar 02 – To a date yet to be decided	30 days continuous service	
		JACANA	12 Mar 02 – 1 Aug 02	30 days continuous service	
		BANDOG	12 Dec 01 – 28 Feb 02	21 days continuous service	
			1 Mar 02 – 1 Aug 02	30 days continuous service	
		LANDMAN or named subsidiary SF Ops	11 Sep 01 – 28 Feb 02	5 days continuous service or 1 air sortie (take off and land in Afghanistan CH47 or C130 only)	
			1 Mar 02 – To a date yet to be decided	21 days continuous service	
		ZONE 2	Any named at Paragraph 5(b)	LANDMAN or named subsidiary SF Ops	
1 Mar 02 – to a date yet to be decided	21 days continuous service				
Islamabad, Pakistan	VERITAS		11 Sep 01 – 28 Feb 02	21 days continuous service	OSM, No Clasp
			1 Mar 02 – to a date yet to be decided	30 days continuous service	
Karachi, Pakistan	ORACLE		25 Jan 02 – 28 Feb 02	21 days continuous service	OSM, No Clasp
			1 Mar 02 – 22 Nov 02	30 days continuous service	
Termez, Uzbekistan	VERITAS		1 Apr 02 – 31 May 02	30 days continuous service	OSM, No Clasp
Seeb, Oman	ORACLE		1 Oct 01 – 28 Feb 02	21 days continuous service	OSM, No Clasp
			1 Mar 02 – 31 May 02	30 days continuous service	
Thumrait, Oman	ORACLE		1 Oct 01 – 28 Feb 02	21 days continuous service	OSM, No Clasp
			1 Mar 02 – 21 Feb 03	30 days continuous service	

¹ Unless specified, the criteria apply equally to aircrew of all three services regardless of the number of sorties undertaken

Qualifying Criteria² for the Award of OSM VERITAS

AREA	LOCATION	OPERATION	QUALIFYING DATES	QUALIFYING CRITERIA	AWARD
ZONE 2	Al Udeid, UAE	ORACLE	1 Feb 02 – 28 Feb 02	21 days continuous service	OSM, No Clasp
			1 Mar 02 – 30 Sep 02	30 days continuous service	
	Muharraq, Bahrain	ORACLE	1 Oct 01 – 28 Feb 02	21 days continuous service	OSM, No Clasp
			1 Mar 02 – to a date yet to be decided	30 days continuous service	
	Manama, Bahrain	ORACLE	1 Oct 01 – 28 Feb 02	21 days continuous service	OSM, No Clasp
			1 Mar 02 – to a date yet to be decided	30 days continuous service	
	PSAB, Saudi Arabia	ORACLE	1 Oct 01 – 28 Feb 02	21 days continuous service	OSM, No Clasp
			1 Mar 02 – to a date yet to be decided	30 days continuous service	
	Camp Doha, Kuwait	ORACLE	1 Jan 02 – 28 Feb 02	21 days continuous service	OSM, No Clasp
			1 Mar 02 – 30 Jun 02	30 days continuous service	
	Mombassa, Kenya	RAMSON	1 Mar 02 – 23 May 02	30 days continuous service	
	RN/RFA ships deployed in Gulf of Aden/Indian Ocean	ORACLE or DAMIEN	11 Sep 01 – 28 Feb 02	21 days continuous service	OSM, No Clasp
			1 Mar 02 – to a date yet to be decided	30 days continuous service	
	Dubai	ORACLE	1 Feb 02 – 28 Feb 02	21 days continuous service	OSM, No Clasp
			1 Mar 02 – to a date yet to be decided	30 days continuous service	
	Diego Garcia	VERITAS	15 Dec 01 – 28 Feb 02	21 days continuous service	OSM, No Clasp
1 Mar 02 – 1 Aug 02			30 days continuous service		

AIRCREW IN ZONE 2

1. Aircrew in Zone 2 who meet the 21 days continuous service criteria for zone 2 and have completed 6 take-off and landings in Afghanistan or 6 sorties over Afghanistan will qualify for the OSM and Clasp 'AFGHANISTAN'.
2. Aircrew in zone 2 who meet the 30 days continuous service criteria for zone 2 and have completed 8 take-off and landings in Afghanistan will qualify for the OSM and Clasp 'AFGHANISTAN'. Sorties over Afghanistan do not qualify.

² Unless otherwise specified, the criteria apply equally to aircrew of all three services regardless of the number of sorties undertaken.

ANNEX B TO
CHAPTER 8 TO
JSP 761

RESTRICTED - STAFF - (when completed)

JPA S003

JOINT SERVICE APPLICATION FORM FOR CURRENT OR ACCUMULATED CAMPAIGN MEDALS (RN, RM, ARMY, RAF – REGULAR AND RESERVE FORCES)

Part 1: Unit Details. Medal(s)/Clasp(s) will be despatched to this Unit.				
Service / Regt / Corp for	Unit Name	Unit Address	UIN	Medal / Clasp Applied
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 2: Applicant Details

Service Number:	Rank:	Name and initials:	Operation: (include all for ACSM applicants)	Location: (include all for ACSM applicants)	Dates: From and To (include all for ACSM applicants)	Remarks: e.g. Casevac case

RESTRICTED - STAFF - (when completed)

1 of 3

CHAPTER 9

FORFEITURE AND RESTORATION OF AWARDS

FORFEITURE

0901. Provision is made for forfeiture and restoration of Orders, decorations and medals in the Statutes and Royal Warrants.

0902. The conditions for forfeiture of awards are set out in the Schedule to the Royal Warrant dated 10 Jun 85 at the Annex to this Chapter. MiD, QCB, QCBA and QCVS are subject to forfeiture under conditions similar to those for other personal awards for service on operations, for gallantry, or for meritorious non-operational service, as the case may be.

0903. When a member of the Armed Forces has been convicted of any of the offences specified in the Schedule to the Royal Warrant dated 10 Jun 85, or when he/she has been sentenced to be dismissed or removed from the Service for misconduct, or is sentenced to dismissal with disgrace or to dismissal from Her Majesty's Service or is to be discharged for misconduct under Queen's Regulations, the following action is to take place:

- a. All his/her awards are to be taken into safe custody by his/her commanding officer at once.
- b. On confirmation of the sentence, the commanding officer is to forward the awards to the MOD Medal Office pending a decision as to the forfeiture or otherwise of any award(s) not already governed by the provisions of the Schedule to the Royal Warrant dated 10 June 1985.
- c. Details of all such convictions are to be notified to the MOD Medal Office, whether or not the individual concerned has any medals in his/her possession.
- d. The commanding officer is to make a report on the issue to the single services Discipline Authority (Fleet DCS (Law-Discipline) for RN, Air Personnel Casework Headquarters Air for the RAF, and PS2 (DPS(A) for the Army) and the single Service Honours and Awards points of contacts.

0904. When a serviceman/woman forfeits his/her honour, decoration or medal, a report is to be made by the appropriate Service Discipline Branch to the single service Honours and Awards authorities with a view to The Sovereign's pleasure being ascertained with regard to the retention or forfeiture of the award.

0905. When any member, or former member, of the Armed Forces has been dismissed the Service with disgrace, or on conviction of treason, sedition, desertion during hostilities, cowardice, mutiny or other great infamy, consideration will be given to the forfeiture of campaign and commemorative medals and clasps thereto in accordance with the respective Service warrants or discretionary powers. Each Service will operate a 2 stage procedure for cases where forfeiture might be appropriate.

RESTORATION OF CAMPAIGN AWARDS

0906. Applications for the restoration of campaign medals are to be made as follows:

- a. For serving personnel: by the commanding officer of the individual's current unit, through the next superior headquarters, to the MOD Medal Office.
- b. For non-serving personnel applications should be made to the Single Service Secretary of their former Service.

0907. The forfeiture and restoration of decorations and medals are to be recorded on the individual's personal documents by the officer in charge of those documents.

0908. The restoration of campaign medals forfeited under Paragraphs 0901 – 0905 will be considered in the following circumstances: (Note this is an extract from Army Queen's Regulations).

- a. When a minimum of 3 years service (including approved service involving periodic training), has been rendered subsequent to release from detention or imprisonment (or if not applicable, subsequent to the date of conviction), provided that no offence has been committed during such service as would normally disqualify the individual from the award of an 'Exemplary' character on discharge or transfer to the reserve.
- b. In cases of desertion during a state of hostilities, no award(s) instituted for service during that period of hostilities in which desertion took place will be restored under 0908a or 0909b and c, unless the individual subsequently rendered approved service in the armed force from which he deserted, in the area and, before the termination of the particular period of hostilities for which the award was instituted. In this respect, approved service is deemed to be paid service of one day or more after release from detention or imprisonment and before the termination of the appropriate period of hostilities. Non regular soldiers who have been found guilty of desertion (or have had their trial for desertion dispensed with) may not aggregate service before conviction with subsequent service in order to qualify for the restoration of a campaign star or medal, if the former service is not reckonable as qualifying service for pay, or for increments of pay under The Pay Warrant 1964, Article 451.

0909. When the required 3 years requalifying service has not been completed owing to:

- a. discharge or release;
- b. death; or
- c. wounds or sickness, not due to misconduct,

provided that no offence has been committed during the period between release from detention or imprisonment (or, if not applicable, subsequent to the date of conviction), up to the date of termination of service, as would normally disqualify

the individual from the award of an 'Exemplary' character on discharge or transfer to the reserve.

0910. When the individual:

a. is accepted for re-enlistment and provided he has truthfully declared all former service. (This condition does not apply in the case of soldiers who were conscripted under the provisions of the National Service (Armed Forces) Act, 1939, immediately following removal from commissioned rank. Such personnel, however, are not thereby debarred from qualifying for restoration under any other condition specified in this section.)

b. is mobilised from the Reserve; or is promoted to sergeant or higher rank.

0911. At the discretion of the Army Board to the Defence Council in recognition of meritorious service not necessarily resulting in a decoration, or when otherwise specially recommended.

0912. The provisions for restoration as specified in Paras 0908-0910, are not to apply in the case of awards forfeited on conviction of treason, sedition, mutiny or cowardice.

Annex:

A. Royal Warrant – Grant, Forfeiture and Restoration of Medals.

ROYAL WARRANT - GRANT, FORFEITURE AND RESTORATION OF MEDALS

ELIZABETH THE SECOND, by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of Her other Realms and Territories Queen, Head of The Commonwealth, Defender of the Faith, to all to whom these Presents shall come, Greeting!

WHEREAS His Late Majesty King George VI by Warrant under His Royal Sign Manual dated the eleventh day of May One thousand nine hundred and fifty was pleased to make provision for the grant, forfeiture and restoration of medals;

AND WHEREAS by Warrants under Our Royal Sign Manual dated the first day of August One thousand nine hundred and fifty-three, the twenty-eighth day of January One thousand nine hundred and sixty-one, the twenty-fifth day of April One thousand nine hundred and sixty-six, the seventeenth day of February One thousand nine hundred and sixty-nine and the fifth day of February One thousand nine hundred and seventy, We did amend the aforesaid Warrant;

AND WHEREAS, We deem it expedient now to make fresh provision for the award of war, campaign and general service medals and for the forfeiture and restoration of war, campaign and of other awards granted for long service efficiency, or any of the Queen's Medals for Champion Shots;

OUR WILL AND PLEASURE IS that provision for such award, forfeiture and restoration shall be as stated in the schedule attached hereto:

OUR FURTHER WILL AND PLEASURE IS that the issue of war, campaign and general service medals as special marks of Our approval of the service of Our Armed Forces shall be notified in each case through our Defence Council;

NOW THEREFORE, WE do hereby declare that the Warrants dated the first day of August One thousand nine hundred and fifty-three, the twenty-eighth day of January One thousand nine hundred and sixty-one, the twenty-fifth day of April One thousand nine hundred and sixty-six, the seventeenth day of February One thousand nine hundred and sixty-nine and the fifth day of February One thousand nine hundred and seventy shall be abrogated, cancelled and annulled as shall also the Warrant by His Late Majesty King George VI dated the eleventh day of May One thousand nine hundred and fifty.

Given at Our Court at St James's this 10th day of June.
One thousand nine hundred and eighty-five in the Thirty-fourth year of Our Reign
MICHAEL HESELTINE
By Her Majesty's Command

SCHEDULE

1. In this schedule, the term `war medal' means a campaign star, or a medal commemorative of a campaign, granted in commemoration of an arduous campaign or other well-fought operation entailing danger to life from enemy action or other exceptional risk and hardship, or a medal which is granted for specified service in a non operational command during a state of war.
2. A war medal commemorative of a campaign may be given to an officer, or to a soldier, whether combatant or non combatant, who has rendered approved service during such campaign with the Army. Clasps for battles or special operations against an enemy may be issued to all officers and soldiers engaged therein whose duties necessitated their being present.
3. Any officer or member of the military forces or any former officer or former member of the military forces who has been dismissed the Service with disgrace, or on conviction of treason, sedition, desertion during hostilities, cowardice, mutiny, or other great infamy, shall be liable at the discretion of the Defence Council, to forfeit any war medal and clasp and any medal and clasp awarded for long service, meritorious service (except for gallantry), efficiency or any of the Queen's Medals for Champion Shots (subsequently referred to herein as the Queen's Medals) of which they may be in possession (together with any gratuity appertaining thereto, not already paid) or to which they may be entitled by their service up to the date of their conviction, and the Defence Council will consider such cases accordingly. For the purposes of this provision the expression `other great infamy' shall include a conviction by a civil court in respect of which that Court awarded a sentence of more than 6 months imprisonment.
4. Any war medal and clasp, and any medal awarded for long service, meritorious service (except for gallantry), or efficiency, forfeited by an officer, or member of the military forces or any former officer or former member of the military forces, may be restored at the discretion of the Defence Council.
5. If an officer or member of the military forces or any former officer or former member of the military forces is permitted or required to replace a medal or other decoration wilfully made away with, or lost through carelessness, or otherwise they shall be subjected to a stoppage of the amount required to be paid for the duplicate.

CHAPTER 10

AWARDS, CAMPAIGN AND COMMEMORATIVE MEDALS FROM COMMONWEALTH AND FOREIGN COUNTRIES

1001. The rules regarding the award and wearing of foreign or Commonwealth medals are tightly controlled and are administered on behalf of Her Majesty's Government by the Foreign and Commonwealth Office (FCO). The Ministry of Defence (MOD) may seek advice from, or offer recommendations to, the FCO, but it is the FCO that is the 'lead Government department'.

1002. In accordance with the FCO's rules, permission to accept and wear these awards may be given in 2 categories:

- a. **Unrestricted Permission.** This entitles the recipient to wear the award at all times within single service Dress Regulations.
- b. **Restricted Permission.** This entitles the recipient to wear the award within single service Dress Regulations, but only on the following occasions:
 - i. on the occasion of and in connection with a State or official visit by a Head of State or Government of a foreign or Commonwealth country;
 - ii. in connection with a State visit by The Sovereign; or
 - iii. to members of Special Missions when The Sovereign is represented at a coronation, wedding or funeral or other similar occasion; or on any Diplomatic Representative⁵ when specially accredited to represent The Sovereign on such occasions.

1003. Commonwealth and foreign awards or those of international organisations (eg, UN, NATO) may not be worn unless the individual has been given 'permission to accept and wear'. Individual permission may be derived from an announcement in the *London Gazette*, or may take the form of a letter from the Private Secretary to The Queen. In the case of Commonwealth, international organisations or foreign campaign service medals, collective permission will usually be promulgated through DCI or DINs. Details of any Commonwealth or foreign award for which permission to accept and wear has been given must be entered on the individual's record of service.

1004. Full details of the conditions of award of United Kingdom medals for operational service and of Commonwealth, Foreign and International Organisations' awards approved for wear are first promulgated in DINs and subsequently updated in Chapter 8.

1005. In the event that any Serviceman or woman is presented with an award, whether for gallantry, meritorious service or operational service, for which general permission to accept and wear has not been promulgated, the award may not be worn but it may be retained.

⁵ This does not apply to his or her staff.

AWARDS AND MEDALS OF COMMONWEALTH COUNTRIES OF WHICH THE SOVEREIGN IS HEAD OF STATE

1006. Appointments in the Orders of Commonwealth countries of which the Sovereign is Head of State are conferred by, or with the authority of, The Sovereign and have similar standing to awards made by The Sovereign as Head of State of the United Kingdom.

1007. Procedures For Obtaining Permission To Wear. Service personnel with previous service in Commonwealth Armed Forces may be granted permission to wear gallantry awards and campaign medals earned during their previous service for any campaign recognised by their government if the medals bear The Queen's likeness on them or any campaign for which a single international organisation campaign medal was awarded. Individuals are to forward specific cases to DS Sec-Hons via single Service points of contact for assessment on a case by case basis.

AWARDS AND MEDALS FROM COUNTRIES OF WHICH THE SOVEREIGN IS NOT HEAD OF STATE

1008. The Sovereign's permission is always required before a United Kingdom citizen or member of the Armed Forces may accept and wear an order, decoration or medal offered by a country of which Her Majesty is not Head of State. The conditions under which members of the Armed Forces may be permitted to accept and wear these awards are laid down in Rules administered by the FCO (Annex A to Chapter 10).

1009. By convention, nations proposing to honour a citizen of another country consult the government of that country through diplomatic channels as outlined at Annex B to ensure that there is no objection to the proposed award. The United Kingdom always consults other countries before honouring their citizens, but it is not possible for the United Kingdom to insist on prior consultation by other countries wishing to honour United Kingdom nationals.

1010. In general foreign governments are aware of United Kingdom policy regarding acceptance of their awards. As any refusal could cause offence, at the first indication of any such proposal, Defence Attachés should direct all enquiries through diplomatic channels to the FCO.

1011. An award conferred by a Head of State is not to be worn unless and until the individual concerned has been informed that the award has been approved by The Sovereign for 'unrestricted' or 'restricted' wear. The decision as to whether non-operational awards may be worn is made by the FCO and the conditions of wear are set out in detail in a letter addressed to the recipient by The Sovereign's Private Secretary or his staff. Notification of permission to accept and wear operational awards is published in the London Gazette.

1012. The United Kingdom is opposed to the exchange of campaign and commemorative medals, which would invariably lead to 'double medalling'. Until instructions have been issued by the MOD, foreign awards may not be accepted and worn by members of the Armed Forces of the United Kingdom.

1013. Service personnel with previous service in a foreign (non Commonwealth) Armed Force for which they received awards and campaign medals are to apply to DS Sec-Hons via single Service points of contact for assessment on a case by case basis for permission to wear them.

1014. Procedures For Obtaining Permission To Wear. If the UK Defence Attaché/Adviser overseas is made aware that a foreign government wishes to confer an award on a serving member of the British Armed Forces and the circumstances are within Paragraph 13 of Annex A to this Chapter, the Defence Attaché/Adviser is to advise Chancery at the British Embassy/High Commission. If the intention is initially made to an individual's superior officer, it is to be reported to the Defence Attaché/Adviser at the British Embassy/High Commission. The following action is then taken:

- a. The intention is reported through FCO channels to the Protocol Directorate of the FCO, London.
- b. The FCO will seek confirmation from the Defence Services Secretary that the individual is/was on loan to the particular foreign government.
- c. Having established the individual's eligibility and confirmation received that the award has subsequently been presented to the individual, the FCO will then seek The Sovereign's permission for 'unrestricted' wear.
- d. If permission is granted the FCO will forward the letter from the Sovereign's Private Secretary to the Defence Services Secretary, who will inform the appropriate Service Secretary branch.

1015. If the award is not presented to the individual prior to his departure from service in the foreign country, the medal is to be dispatched by the Defence Attaché/Adviser of the British Embassy/High Commission to the MOD Medal Office for disposal to the recipient through his unit.

RECEIPT OF ANY UNEXPECTED AWARDS

1016. A member of the British Armed Forces who unexpectedly receives an award from any foreign government is to take the following action:

- a. Report the matter to their Commanding Officer.
- b. The application for The Sovereign's permission to accept and wear the award is to be passed by the unit to the appropriate single service Secretary who will forward the application to the Defence Services Secretary for action as at Paragraph 1009.

MULTI-NATIONAL AWARDS

1017. Increasingly, multi-national organisations (e.g. NATO, UN) issue a medal for each of their major international force undertakings. In cases where British forces are involved a submission may be made to The Sovereign seeking Her approval. The

medals are normally issued by the multi-national authority but may not be worn until The Queen's approval has been granted and appropriate announcements have been made. Unit nominal rolls of the qualified personnel to whom the award has been made are to be submitted to the MOD Medal Office. Should a British equivalent exist, this alone would be approved for wear. In the case of Commonwealth, international organisations or foreign campaign medals, collective permission will usually be promulgated through DCI or DINs. Details of any Commonwealth or foreign award for which permission to accept and wear has been given must be entered on the individual's record of service.

1018. If The Sovereign grants permission for the acceptance and wear of a foreign medal for an operation for which no British equivalent exists, a DIN will be issued and the updated information will subsequently be published within this JSP. Nominal rolls of United Kingdom personnel who are eligible for the award are to be prepared by the relevant authorities in theatre as and when individuals qualify.

1019. Some multi-national medals attract a numeral for a repeat tour. Before submitting nominal rolls of those ranks eligible for a numeral to the appropriate multi-national authority, Commanding Officers of UK units are to forward the nominal rolls to the MOD Medal Office for verification.

STAFFS OF INTERNATIONAL ORGANISATIONS

1020. Serving United Kingdom members of International Staffs (e.g. NATO) are not generally permitted to accept or wear an award from another member nation in peacetime, but an award may be permitted on retirement from Crown Service.

ORDER OF WEAR

1021. Foreign and Commonwealth awards take precedence in the order laid down at the Annexes to Chapter 12. Within the categories orders, decorations, medals, precedence is determined by date of award.

GALLANTRY OR OF MERITORIOUS SERVICE

1022. Normally only one award may be worn for a particular act of gallantry or period of meritorious service. For this reason a decision on whether permission is given to wear a Commonwealth or foreign award may often be deferred until it is known whether the act of gallantry or period of meritorious service is to be recognised by a British award, in which case permission to wear a second award for the same act will normally be refused.

Annexes:

- A. Foreign and Commonwealth Office Rules on the Acceptance and Wearing of Foreign Orders, Decorations and Medals.
- B. Foreign and Commonwealth Office Guidance to Foreign Governments.

FOREIGN AND COMMONWEALTH OFFICE RULES ON THE ACCEPTANCE AND WEARING OF FOREIGN ORDERS, DECORATIONS AND MEDALS

The following are the extant HMG Rules approved by HD Paper and administered by the Foreign and Commonwealth Office who are the responsible authority:

RULES GOVERNING THE ACCEPTANCE AND WEAR OF FOREIGN ORDERS, DECORATIONS AND MEDALS BY CITIZENS OF THE UNITED KINGDOM AND HER OVERSEAS TERRITORIES

These rules set out the circumstances under which a citizen of the United Kingdom or her Overseas Territories (“UK citizen”) may be granted the Sovereign’s permission to accept and wear an Order, Decoration or Medal (“foreign award”) conferred by a Head or Government of a foreign country, Head or Government of a Commonwealth country of which the Sovereign is not Head of State and certain international organisations (collectively referred to as “foreign state”).

Principles

1. No UK citizen⁶ may accept and wear a foreign award without The Sovereign’s permission. Such permission must be sought as soon as there is an indication that an award may be offered.
2. The granting of permission for a UK citizen to accept an award offered by a foreign state will only be considered if the award recognises specified services rendered to the interests of that foreign state.
3. Permission will not be given for UK citizens to accept a foreign award if they have received, or are expected to receive, a UK award for the same services.
4. Acceptance of a foreign award does not mean that the UK will make a reciprocal offer directly or indirectly associated with the UK recipient.

Permission

5. Permission to wear a foreign award, if granted, will be either:
 - Unrestricted - allowing the award to be worn on any occasion; or
 - Restricted - allowing the award to be worn only on particular occasions associated with the foreign state that conferred it.

⁶ This includes British subjects and British-protected persons (BPPs). BPPs may accept awards conferred by their Rulers

6. The grant of permission, whether unrestricted or restricted, will be conveyed by letter to the UK citizen concerned from The Sovereign's Private Secretary.

Application

7. A foreign state wishing to confer an award on a UK citizen is expected to ascertain – through its Diplomatic Representative at The Court of St James's – whether permission to accept an award would be likely to be given. Such requests for clearance will only be entertained in respect of awards given by Heads of State or Governments recognised as such by The Sovereign.

8. Requests made by certain international organisations (eg the United Nations and NATO) in respect of service in operations under their auspices should be made to the Defence Services Secretary in the Ministry of Defence.

9. Requests made in respect of services rendered more than 5 years previously, or in connection with events in the distant past (eg commemorative awards), will not be entertained.

10. Requests for clearance meeting the requirement of these regulations will be submitted to The Sovereign for consideration by the Secretary of State for Foreign and Commonwealth Affairs – who will be under no obligation to make such a submission if the application has not been made as indicated in paragraphs 7 and 8 above.

11. Requests for clearance in the case of foreign awards conferred by private societies or institutions will not be granted.

Guidelines

12. Each request will be treated on a case by case basis. The fact that a similar application has been approved in the past should not be taken as implying that permission will be granted.

13. The grant of unrestricted permission will be considered in the case of foreign awards conferred for services:

- Related to the saving or attempting to save life⁷;
- By any member of the UK Armed Forces or other UK official on exchange, attachment or loan to a foreign state who is involved in military operations or an emergency⁸ on behalf of that country, state or organisation;
- By any member of the UK Armed Forces serving in a UK Unit within a bi-lateral force under the command of the other country who renders especial service to that country's forces in a military operation or emergency; or

⁷ Including medals issued by life-saving societies and institutions (but these must be worn on the right breast).

⁸ It will be for the UK to decide if the operation or emergency is of the standard to fall within this criterion.

- In military operations under the auspices of an international organisation (eg: the United Nations);

14. The grant of restricted permission will be considered in the case of foreign awards conferred:

- On the occasion of and in connection with a State or official visit by a Head of State or Government of a foreign or Commonwealth country;
- In connection with a State visit by the Sovereign; or
- To members of Special Missions when The Sovereign is represented at a coronation, wedding or funeral or other similar occasion; or on any Diplomatic Representative⁹ when specially accredited to represent The Sovereign on such occasions.

15. Other than in circumstances described in paragraphs 13 and 14 above, permission, unrestricted or restricted, will not be granted to¹⁰ :

- Crown, civil and most categories of public servants generally;
- In particular, to Heads or other members of HM Diplomatic or Consular establishments abroad when leaving their posts – whether on transfer or on final retirement; and
- Senior officials, military or civilian, visiting foreign states; and
- British citizens working as officials in international organisations.

16. No permission is needed for the acceptance of any foreign award if it is designed not to be worn.

⁹ This does not apply to his or her staff.

¹⁰ This guidance applies equally to the spouses or partners of Crown servants.

FOREIGN AND COMMONWEALTH OFFICE GUIDANCE TO FOREIGN GOVERNMENTS

Note No: TXN 3 95/022

Protocol Directorate presents its compliments to Their Excellencies the High Commissioners and Ambassadors and to Acting High Commissioners and Charges d'Affaires in the United Kingdom, and has the honour to enclose for their information, and that of their Governments, a copy of the Rules governing the acceptance and wearing of foreign Orders, Decorations and Medals by citizens of the United Kingdom and her Overseas Territories.

Paragraphs 1 and 7 of the Rules request that before any award of a national honour is made to a UK citizen, HM Government should be consulted, through Honours Secretariat of Protocol Directorate. In most cases agreement is given, but there are some cases where the Rules may still preclude a UK citizen from accepting a foreign award. Prior and informal consultation with the Honours Secretariat helps to avoid potential embarrassment or disappointment. It would be appreciated if Embassies could provide the following information:

- Full name, date of birth, address and occupation of the intended recipient
- Description of the proposed honour
- Brief details of the reasons for its award.

Paragraphs 13, 14 and 15 apply to United Kingdom citizens who are employed in the service of the Crown, and who therefore in most cases may not receive foreign awards. Conditions also apply to the acceptance and wearing of the insignia of foreign and also certain Commonwealth Orders, decorations and medals by United Kingdom citizens who are not employed in the service of the Crown.

The contact details for such consultations are: Mrs Caron Mason-Mahon, Honours Secretariat, Protocol Directorate, Room 1/62, Old Admiralty Building, London SW1A 2PA, Tel: 020-7008 1028, Fax: 020-7008 1971. E-Mail: Caron.Mason-Mahonfco.gov.uk.

Protocol Directorate would be grateful if Heads of Mission would also remind their Governments as necessary that the Rules preclude the Heads of Her Majesty's Diplomatic and Consular Missions overseas, or members of their staffs, from accepting any foreign awards, including on the occasion of their final departure from post, or their retirement.

Protocol Directorate avails itself of this opportunity to express to Their Excellencies the High Commissioners and Ambassadors and to Acting High Commissioners and Charges d'Affaires in the United Kingdom the assurance of its highest consideration.



FOREIGN AND COMMONWEALTH OFFICE
LONDON, SW1A 2AH
30 October 2006

CHAPTER 11

AWARDS TO REPRESENTATIVES FROM FOREIGN ARMED FORCES

GENERAL

1101. In general, United Kingdom Awards are not conferred upon Commonwealth or foreign government servants, whether armed forces or civilian. However, exceptions are sometimes made when United Kingdom forces have been closely involved with those of other countries during joint operations, and in connection with state visits. Under such circumstances, awards may be made to nationals of Commonwealth and foreign countries.

1102. Any Orders (eg member of the Most Excellent Order of the British Empire (MBE)) awarded to nationals of Commonwealth countries of which The Sovereign is not Head of State, or of foreign nationals, are classed as 'Honorary'. There is no such distinction for decorations (eg DSC, MC, DFC) and medals (eg GM, QGM).

1103. Proposals for such awards must be forwarded to the Defence Services Secretary, through the normal chain of command, using form JPA S004. Operational recommendations for foreigners are to be staffed through the AFOAC. The Defence Services Secretary will forward the nominations to the Foreign and Commonwealth Office for their diplomatic clearance and subsequent approval by The Sovereign. To that end, the Defence Services Secretary's office will issue a 'calling-notice' asking for nominations every 6 months. Service Secretaries' branches are not to contact FCO directly.

1104. To ensure impartiality, International Staffs, e.g., NATO, are not permitted to accept an award from another member nation in peacetime. The question of a United Kingdom award to a member of an International Staff should not, therefore, arise.

EXCHANGE OF AWARDS BETWEEN COUNTRIES ON COMBINED OPERATIONS OR IN WAR

1105. It is generally recognised that the normal Rules covering the acceptance and wearing of foreign awards were not designed to cover major coalition operations. Depending on the circumstances, proposals may be made to the Sovereign, through the Foreign and Commonwealth Office and the HD Committee for revised arrangements, which usually are based on exchange of awards, not necessarily in equal numbers. There was a complex system of exchange during the Second World War, based on a completely new set of rules designed specifically to meet the occasion. Since the Second World War limited exchanges have taken place between the United Kingdom and her Allies during the Korean War and after the operations on the Suez Canal in 1956. A small number of United States and other awards have been approved for the Gulf War, 1991, Afghanistan and Iraq.

1106. It must be emphasised that there are no standing arrangements for the Armed Forces to depart from the normal rules while engaged on operations involving foreign Armed Forces. Each proposal must be processed, on its merits, through the HD Committee for eventual approval, or otherwise, by The Sovereign.

CHAPTER 12

WEARING OF ORDERS, DECORATIONS AND MEDALS

1201. The ribbon of an Order, decoration or medal is to be worn (and the appropriate post-nominal letters used) from the date of the official notification of the award in the London Gazette or, in the case of an immediate award, as soon as the commander authorised to grant such awards has approved the award.

1202. When the grant of a campaign medal has been notified to the Services and names have been submitted to the MOD Medal Office the commanding officers of the units concerned may, pending approval of the award, provisionally allow the wearing of the ribbon by personnel whose names have been submitted.

1203. Miniatures of the badge of an order and of decorations and medals may be worn on the appropriate dress. Miniatures are to be provided at the individual's expense.

1204. Emblems for Level 4 awards (MiD, QCB, QCBA, QCVS) are to be worn on the ribbon of the medal for the campaign for which they were awarded. If a campaign medal has not been granted, the emblem is to be worn directly on the tunic after all medal ribbons. If the recipient has no medal ribbons, the emblem is to be worn in the position where a single ribbon would be worn.

1205. Details of awards that can be worn by members of the UK Armed Forces are at Annex A to this Chapter and the London Gazette guidance on the Order of Wear is at Annex B to this Chapter.

Annexes:

- A. London Gazette Guidance on the Order of Wear.
- B. Wearing of Orders, Decorations and Medals by Service Personnel.

LONDON GAZETTE GUIDANCE ON THE ORDER OF WEAR¹

1. The full Order of Precedence can be found in the London Gazette dated 14 Mar 03. An abbreviated version which covers most military purposes is:

a. **The Victoria Cross and the George Cross**

- (1) Victoria Cross (VC)
- (2) George Cross (GC)

b. **United Kingdom Orders²**

- (1) Knight of the Garter (KG)
- (2) Knight of the Thistle (KT)
- (3) Knight/Dame Grand Cross of the Order of the Bath (GCB)
- (4) Member of the Order of Merit (OM)
- (5) Knight/Dame Grand Cross of the Order of St Michael and St George (GCMG)
- (6) Knight/Dame Grand Cross of the Royal Victorian Order (GCVO)
- (7) Knight/Dame Grand Cross of the Order of the British Empire (GBE)
- (8) Companion of Honour (CH)
- (9) Knight/Dame Commander of the Order of the Bath (KCB/DCB)
- (10) Knight/Dame Commander of the Order of St Michael and St George (KCMG/DCMG)
- (11) Knight/Dame Commander of the Royal Victorian Order (KCVO/DCVO)
- (12) Knight/Dame Commander of the Order of the British Empire (KBE/DBE)
- (13) Companion of the Order of the Bath (CB)
- (14) Companion of the Order of St Michael and St George (CMG)
- (15) Commander of the Royal Victorian Order (CVO)
- (16) Commander of the Order of the British Empire (CBE)
- (17) Companion of the Distinguished Service Order (DSO)
- (18) Lieutenant of the Royal Victorian Order (LVO)
- (19) Officer of the Order of the British Empire (OBE)
- (20) Member of the Royal Victorian Order (MVO)
- (21) Member of the Order of the British Empire (MBE)

c. **United Kingdom Decorations**

- (1) Conspicuous Gallantry Cross (CGC)
- (2) Royal Red Cross, First Class (Member) (RRC)
- (3) Distinguished Service Cross (DSC)
- (4) Military Cross (MC)
- (5) Distinguished Flying Cross (DFC)
- (6) Air Force Cross (AFC)

- (7) Royal Red Cross, Second Class (Associate) (ARRC)
- d. **Order of St John (all classes)¹**
- e. **United Kingdom Medals for Gallantry and for Distinguished Service**
- (1) Distinguished Conduct Medal (DCM)³
 - (2) Conspicuous Gallantry Medal (CGM)³
 - (3) Conspicuous Gallantry Medal (Flying) (CGM)³
 - (4) George Medal (GM)
 - (5) Distinguished Service Medal (DSM)³
 - (6) Military Medal (MM)³
 - (7) Air Force Medal (AFM)³
 - (8) Queen's Gallantry Medal (QGM)
 - (9) Royal Victorian Medal (RVM)
 - (10) British Empire Medal (BEM)⁴
 - (11) Queen's Volunteer Reserves Medal
- f. **United Kingdom Operational Service Medals, United Nations Medals and Medals of other recognised International Organisations.** Worn in order of date of award.
- g. **Coronation and Jubilee Medals.** Worn in order of date of award.
- h. **Long Service and Efficiency Awards**
- (1) Meritorious Service Medal
 - (2) Accumulated Campaign Service Medal
 - (3) Regular Forces Long Service and Good Conduct Medals:
 - (i) Medal for Long Service and Good Conduct (Military)
 - (ii) Naval Long Service and Good Conduct Medal
 - (iii) Royal Air Force Long Service and Good Conduct Medal
 - (iv) Long Service and Good Conduct (Ulster Defence Regiment) [discontinued]
 - (4) Volunteer Reserves Long and Efficient Service Awards:
 - (i) Army Emergency Reserve Decoration (ERD)⁵
 - (ii) Efficiency Decoration (Territorial) (TD)^{6 7}
 - (iii) Efficiency Medal (Territorial)⁷
 - (iv) Royal Naval Reserve Officers' Decoration (RD)^{6 7}
 - (v) Royal Naval Reserve Long Service and Good Conduct Medal⁷
 - (vi) Royal Fleet Reserve Long Service and Good Conduct Medal⁸
 - (vii) Royal Naval Auxiliary Service Medal⁹
 - (viii) Air Efficiency Award (AE)^{7 10}
 - (ix) Volunteer Reserves Service Medal
 - (x) Ulster Defence Regiment Medal (UD)^{10 11}
 - (xi) Northern Ireland Home Service Medal
 - (5) Queen's Medals for Champion Shots
 - (6) Cadet Forces Medal

(7) Rhodesia Medal

i. **Commonwealth Orders, Decorations and Medals Instituted by The Sovereign.** Worn in order of date of award.

j. **Commonwealth Orders, Decorations and Medals instituted since 1949 otherwise than by the Sovereign (including those of the States of Malaysia and the State of Brunei).** Worn in order of date of award.

k. **Foreign Orders.** If approved for wear, worn in order of date of award.

l. **Foreign Decorations.** If approved for wear, worn in order of date of award.

m. **Foreign Medals.** If approved for wear, worn in order of date of award.

Notes:

1. The abbreviations listed are the authorised post-nominal letters, which are placed after recipients' names in the same order. Membership of the Order of St John carries no right to post-nominal letters. Level 4 Awards (MiD, QCB, QCBA and QCVS) do not attract post-nominals.

2. Persons subsequently appointed to a higher class of the same division (Military or Civil) of a British order wear the badge and ribbon and use the post-nominal letters of the higher class (e.g. GBE subsumes KBE, likewise KBE subsumes CBE, etc). If a holder of a lower class is promoted to a higher class in the other division of the same order, he may continue to wear the badge and ribbon of the honour first received but may only use the post-nominal letters relating to the higher class.

3. No further awards made after Sep 93.

4. No further awards made after New Year Honours List 93.

5. No further awards made after Apr 67.

6. Authorised post-nominal letters.

7. Discontinued from Apr 99 and replaced by VRSM; transitional arrangements may apply.

8. Discontinued from 1 Apr 00.

9. Discontinued on disbandment of the Royal Navy Auxiliary Service on 31 Mar 94.

10. Authorised post-nominal letters for officer recipients only.

11. Discontinued from Jun 92 and replaced by Northern Ireland Home Service Medal.

WEARING OF ORDERS, DECORATIONS AND MEDALS BY SERVICE PERSONNEL

1. Enquiries about the wearing of decorations (United Kingdom, Commonwealth, Foreign or International Organisations') for gallantry or for meritorious service, in an operational theatre or otherwise, should be directed to Service Secretaries' staff. The Ministry of Defence Medal Office will answer queries on 'campaign' or similar medals.

UNITED KINGDOM CAMPAIGN, GENERAL SERVICE AND OPERATIONAL SERVICE MEDALS

2. Campaign medals currently in wear are:

- a. Rhodesia Medal: 01 Dec 79 to 20 Mar 80.
- b. South Atlantic Medal: 02 Apr 82 to 12 Jul 82.
- c. Gulf Medal: 02 Aug 90 to 07 Mar 91.
- d. Iraq Medal: 20 Jan 03 to date to be decided.

3. The General Service Medal, 1962, with the following clasps, is currently in wear:

- a. Northern Ireland: 14 Aug 69 to 31 Jul 07.
- b. Dhofar: 01 Oct 69 to 03 Sep 76.
- c. Lebanon: 07 Feb 83 to 09 Mar 84.
- d. Mine clearance – Gulf of Suez: 15 Aug 84 to 15 Oct 84.
- e. Gulf: 17 Nov 86 to 28 Feb 89.
- f. Kuwait: 8 Mar 91 to 30 Sep 91.
- g. Northern Iraq/South Turkey: 06 Apr 91 to 17 Jul 91.
- h. Air Operations – Iraq: 16 Jul 91 to 18 Mar 03.

4. The Operational Service Medal has been awarded since 2000. Operations which contribute to respective OSMs are:

- a. OSM Sierra Leone: 05 May 00 to 31 Jul 02.
- b. OSM Afghanistan: 11 Sep 01 to date to be decided.
- c. Democratic Republic of Congo: 14 Jun 03 to 10 Sep 03.

5. The Accumulated Campaign Service Medal is awarded on completion of 36 months accumulated service since 14 Aug 69.

MEDALS AWARDED BY INTERNATIONAL ORGANISATIONS

6. Permission to accept and wear the following awards has been given:

- a. United Nations Medal for service with:
 - (1) UNFICYP (Cyprus): 27 Mar 64 to date to be decided.
 - (2) UNTAG (Namibia): 01 Apr 89 to 31 Mar 90.

- (3) UNIKOM (Iraq/Kuwait): 01 Apr 91 to 06 Oct 03.
- (4) MINURSO (Western Sahara): 10 Apr 91 to date to be decided.
- (5) UNAMIC/UNTAC (Cambodia): 01 Oct 91 to 30 Sep 93.
- (6) UNPROFOR (Yugoslavia): 01 Mar 92 to 31 Dec 95.
- (7) UNOMIG (Georgia): 23 Aug 93 to date to be decided.
- (8) UNAMIR (Rwanda): 01 Oct 93 to 31 Mar 96.
- (9) UNAVEM 3 (Angola): 01 Feb 95 to 01 Jun 97.
- (10) UNOMSIL (Sierra Leone): 1 Jun 98 to 22 Oct 99.
- (11) UNAMSIL (Sierra Leone): 22 Oct 99 to date to be decided.
- (12) UNAMET/UNTAET (East Timor): 7 Jun 99 to date to be decided.
- (13) UNMIK (Kosovo): 10 Jun 99 to date to be decided.
- (14) MONUC (Congo): 30 Nov 99 to date to be decided.
- (15) UNMEE (Ethiopia/Eritrea): 15 Sep 00 to date to be decided.

b. United Nations Special Service Medal with Clasp:

- (1) UNOCHA (Mine-clearance – Peshawar): 1989 – 1990.
- (2) Sarajevo Airlift: 03 Jul 92 to 12 Jan 96.
- (3) UNSCOM (Iraq): Apr 91 to 17 Dec 99.

c. NATO Medal with ribbon/clasp for:

- (1) Former Republic of Yugoslavia*: 01 Jul 92 to 31 Dec 02.
- (2) Kosovo*: 13 Oct 98 to 31 Dec 02.
- (3) Macedonia: 01 Jun 01 to 31 Dec 02.

d. NATO Non-Article 5 Medal:

- (1) Balkans (Non-Article 5): 01 Jan 03 to date to be decided.
(Note: Macedonia [FYROM] elements ceased on 31 Mar 03. The Bosnia Herzegovina elements ceased on 01 Dec 04).

e. European Community Monitoring Mission Medal (Yugoslavia): 25 May 91 to 30 Jun 92.

f. Western European Union Mission Medal* (Yugoslavia): 01 Jul 92 to 31 Dec 96.

g. The European Security and Defence Policy Service Medal for Operation ALTHEA (Bosnia and Herzegovina): 02 Dec 04 to date to be decided.

The medals in paragraphs 2-6 above are worn in the order in which the recipient qualified for them. Some UN medals and those annotated with an asterisk above may have numerals indicating repeated tours. See also Annex B to this Chapter.

OTHER FOREIGN AND COMMONWEALTH MEDALS AUTHORISED FOR WEAR

7. Permission to accept and wear the following awards has been given:
 - a. Malaysia General Service Medal: 11 Aug 66 to 31 Dec 89. (Loan service only).
 - b. Muscat/Oman Dhofar Medal: 23 May 65 to 30 Sep 76. (Loan service only).
 - c. UNITAS (Republic of South Africa): 01 Jun 94 to 26 Apr 03 (BMATT only).
 - d. Australian INTERFET (East Timor): 16 Sep 99 to 10 Apr 00. It is worn as a Commonwealth medal instituted by the Sovereign ie after all United Kingdom awards.

8. Permission has also been granted for wear of the Sultanate of Oman 35th Renaissance medal to those service personnel who were in the service of HM The Sultan of Oman, either on contract or loan, on the date of the celebration of the Sultanate's National day on 18 Nov 05.

9. Fijians with prior Fijian service joining the British Armed Services may wear:
 - a. UN Medal for Lebanon.
 - b. Fijian GSM for service in Egypt.
 - c. Fijian Republic Medal.

10. Service personnel with previous service in the Australian, New Zealand and Fijian forces may wear campaign medals earned during their previous service for any campaign recognised by their government if the medals bearing The Queen's likeness on them or any campaign for which a single international organisation campaign medal was awarded. Individuals are to forward other specific cases to DS Sec-Hons.

GOLDEN JUBILEE MEDAL

11. To be eligible personnel must have been in service on 06 Feb 02; have been commissioned or enlisted prior to 07 Feb 97 and have completed the following five full calendar years service on 06 Feb 02.

MERITORIOUS MEDALS

12. The 3 services also award Long Service and Good Conduct (LS&GC) medals and Meritorious Service Medals (MSM) which will be awarded through the Chain of Command.

WEARING OF EMBLEMS ON MEDAL RIBBONS

13. The only emblems which may be worn on a United Kingdom medal ribbon, whether the medal itself is worn or not, are:
 - a. The bronze oak leaf denoting a Mention-in-Despatches, Queen's Commendation for Brave Conduct or Queen's Commendation for Valuable Service in the Air awarded prior to September 1993.

- b. The silver oak leaf denoting a Mention-in-Despatches awarded since September 1993.
 - c. The silver laurel spray denoting a Queen's Commendation for Bravery awarded since September 1993.
 - d. The silver eagle denoting a Queen's Commendation for Bravery in the Air awarded since September 1993.
 - e. The silver oak leaf spray denoting a Queen's Commendation for Valuable Service.
 - f. The rose emblem denoting the award of a bar or clasp, or specially authorised for the South Atlantic Medal and the Operational Service Medal – Sierra Leone.
14. Only one emblem of each type is to be worn on any one ribbon. (For example, an individual who has received a QCVS for service in Northern Ireland and a further QCVS for service in Air Operations – Iraq will wear only one oak leaf spray on the ribbon of the General Service Medal 1962).
15. United Kingdom emblems may be worn on the ribbons of service medals awarded by the United Nations and NATO.

WEARING OF NUMERALS

16. Numerals may be worn on some NATO and UN medals in accordance with their specific criteria.

MINIATURE MEDALS

17. Miniature Medals and emblems must correspond exactly to the full size medals an individual is authorised to wear.

WEARING OF MEDALS

18. Only those medals awarded to the individual are to be worn.
19. Medals awarded to the individual are to be worn in accordance with *Joint Service Publication 336 Volume 12: Supply Chain Instructions for the LAND Environment* on one row on the left hand side of the chest (only the Life Saving Medal of the Order of St John, The Royal Humane Society medals, Stanhope Gold Medal and the medal of The Royal National Lifeboat Institution may be worn on the right side of the chest). When medals cannot, on account of their number, be suspended from the brooch so as to be fully seen, they are to overlap with the first medal fully exposed. Care is to be taken that the obverse is showing and not the reverse.

WEARING OF MEDALS AFTER LEAVING THE SERVICE

20. While on leaving the Service personnel cease to be bound by these instructions, they are expected to conform to the general instructions published in the *London Gazette* and in particular not to add any order, decoration, medal or emblem to which they are not verifiably entitled or which has not been approved for acceptance and wear. The wearing of unauthorised awards is a grave discourtesy to Her Majesty The Queen.

COURT MOUNTING OF MEDALS

21. Units on public duties are to have medals court mounted, at public expense for other ranks. There is no other Service requirement for medals to be court mounted.