CHAPTER 36

HONOURS AND AWARDS IN THE ROYAL NAVY

(Sponsor: NAVY PEOPLE-HQ PROTOCOL SO1)

Note. *The following regulations are complementary to JSP 761: "Honours and Awards in the Armed Forces".*

SECTION 1 – INTRODUCTION TO HONOURS AND AWARDS

Para

3601. Introduction
3602. JSP 761 – Joint Policy for Honours and Awards

SECTION 2 – ADMINSTRATION OF HONOURS AND AWARDS

3603. Timelines
3604. Recommending MOD Civilians for State Honours
3605. Key People Involved in the Honours and Awards Process

SECTION 3 – PERIODIC HONOURS FOR MILITARY AND RFA UNIFORMED PEOPLE

3606. New Year and King's Birthday Honours Lists.
3607. Award/Rank Eligibility
3608. Qualifying Criteria for a Periodic Honour
3609. Writing the Nomination
3610. Citations
3611. Evidence/Impact
3612. Classification
3613. Personal Circumstances
3614. Behaviour and Conduct
3615. Repeat Evidence
3616. Diverse Nominations
3617. Inclusion of wider activities in a Citation.
3618. Staff Checks
3619. Honours and Awards Battle Rhythm
3620. Guidance on the Use of Automated Intelligence (AI) and Large Language Models (LLM)

SECTION 4 – OPERATIONAL HONOURS AND AWARDS FOR MILITARY AND RFA UNIFORMED PEOPLE

3621. Introduction
3622. Qualifying Criteria for an Operational Honour or Award
3623. Writing the Nomination

SECTION 5 – COMMENDATIONS

3624. Overview

SECTION 6 – MERITORIOUS SERVICE MEDAL (MSM)

3625. Overview
3626. Eligibility
3627. Forfeiture of MSM

SECTION 7 – LONG SERVICE AND GOOD CONDUCT MEDAL (LS&GCM)

3628. Overview
3629. Service in Commonwealth Armed Forces
3630. Forfeiture and Restoration
3631. Further Guidance

SECTION 8 – GOOD CONDUCT BADGES (GCB)

3632. Overview

SECTION 9 – RESERVE SPECIFIC MEDALS

3633. King's Volunteer Reserves Medal (KVRM)
3634. Volunteer Reserves Service Medal (VRSM)

ANNEXES

Annex 36A: Administration of Nominations
Annex 36B: Meritorious Service Medal (MSM)
Annex 36C: Long Service and Good Conduct Medal (LS&GCM)

CHAPTER 36

HONOURS AND AWARDS IN THE ROYAL NAVY

SECTION 1

INTRODUCTION TO HONOURS AND AWARDS

3601. Introduction

a. Honours and Awards are a means of recognising exceptional achievements over and above that which might be expected by the people of the RN Whole Force[1] in their daily activities. This recognition of gallant, brave, valuable and meritorious service is achieved through a range of Honours and Awards.

b. These range from State level, which includes Periodic Honours (King's Birthday List and New Year Honours List), Operational Honours, the Meritorious Service Medal, and Joint and single Service commendations. There are also many other awards within the Royal Navy and wider Defence that can be utilised to recognise the achievements of our people.

3602. JSP 761 – Joint Policy for Honours and Awards

a. This policy sets out the procedural and administrative arrangements for all State level Honours and higher-level commendations for the Whole Force and provides guidance on the writing of citations. Nominations for State level awards for MOD Civilians is subject to a separate policy supported by an annual calling notice. This chapter specifically covers the policy for the following awards:

(1) Periodic Honours for military and RFA uniformed people (Section 3).

(2) Operational Honours for military and RFA uniformed people (Section 4).

(3) Commendations (Section 5).

(4) Meritorious Service Medal (Section 6).

(5) Long Service & Good Conduct Medal (Section 7).

(6) Good Conduct Badges (Section 8).

(7) Reserve Specific Medals (Section 9).

b. As well as these higher-level awards, there are a variety of other awards available within the Royal Navy and wider Defence that might be suitable for recognising the contributions of our people. A link to a live list of wider RN and Defence Awards can be found at the Office of Protocol Landing Page[2].

[1] Including all Army and RAF people assigned, attached or detached to a Royal Navy Chain of Command.
[2] People and Training Directorate - Home (https://modgovuk.sharepoint.com/teams/59845).

c. The over-arching policy for Honours and Awards in the UK Armed Forces is contained in JSP 761[3].

[3] https://modgovuk.sharepoint.com/sites/IntranetHeadOffice/SitePages/JSP-761.aspx

SECTION 2

ADMINISTRATION OF HONOURS AND AWARDS

3603. Timelines

The deadlines for submission of nominations will be published via an annual Honours and Awards RNTM and must be observed to ensure the (often short) time available between the end of the award period and the date citations are required by the relevant Honours Committee. Of note, careful adherence to the periods laid down for the Operational Lists is key, as nominations will be rejected if the activity undertaken is outside the period covered by the list.

3604. Recommending MOD Civilians for State Honours

A separate 6-montly Calling Notice will be sent out for Civilian Honours containing full guidance for writing a State level nomination for a MOD civilian, and non-State level nominations for civilians who support Defence. Further guidance can be obtained from the Office of Protocol.

3605. Key People Involved in the Honours and Awards Process

a. The following people and organisations are critical to the effective and timely administration and processing of Honours and Awards for the Royal Navy:

(1) **Naval Secretary (NAVSEC).** As the Service Secretary for the Royal Navy, they are accountable to the 1SL for the delivery of the Honours and Awards process; they represent the Royal Navy at Joint and Head Office on all matters to do with Honours and Awards.

(2) **Royal Navy Office of Protocol.** Owned by NAVSEC, this is the central office in the Royal Navy for the management, coordination and administration of all State Honours and Awards, the First Sea Lord Commendation, the Royal Navy Commendation, the Meritorious Service Medal and Civilian Honours. The Office of Protocol can offer advice and guidance on the process and the writing of citations.

Title	Email	Responsibilities
SO1 Protocol	NAVY PEOPLE-HQ PROTOCOL SO1	Higher Honours (CBE and above) Operational Recognition State Honours Forfeiture
SO2 Hons Protocol	NAVY PEOPLE-HQ PROTOCOL HONS SO2	Lower Honours (OBE and below)
SO2 Protocol	NAVY PEOPLE-HQ PROTOCOL SO2	Civilian State Honours
WO Protocol	NAVY PEOPLE-HQ PROTOCOL WO1	3 and 4* Commendations Meritorious Service Medal LS&GC Appeals

(3) **Commanding Officer**[4]**.** COs have specific responsibilities in the field of Honours and Awards for their unit, and they alone are authorised to initiate a recommendation for an award for a member of their unit in recognition of gallantry, bravery, exceptional meritorious service, or long and efficient service. In initiating a nomination, they must satisfy themselves that the content of the recommendations they have initiated/signed have been checked for accuracy.

(4) **Superior Commanders.** All recommendations for an Honour or Award require 2* Director/Commander endorsement and order of merit (**recommendations without a 2* Order of Merit will not be accepted by the Office of Protocol**). All State nominations additionally require endorsement by at least one officer of 3* rank or above.

[4] For the purposes of NCHQ this role is to be undertaken by the Head of respective teams which is deemed to be an officer of OF5 rank, B Band Civil Servant, or 1* Deputy Director as the Initiating Officer.

SECTION 3

PERIODIC HONOURS FOR MILITARY AND RFA UNIFORMED PEOPLE

3606. New Year and King's Birthday Honours Lists

The New Year and King's Birthday Honours Lists recognise meritorious service other than that on operations (see Section 4). The awards in each list are made in several Orders:

Award	Short Title / Notes
Order of the Bath (Military Division)	GCB, KCB/DCB, CB (appropriate to rank)
Order of the British Empire (Military Division)	GBE, KBE/ DBE, CBE, OBE, MBE (appropriate to rank)
Royal Red Cross	1st Class (Member) RRC 2nd Class (Associate) ARRC (appropriate to rank) (awarded for professional competency, devotion to duty and compassion to care, over a continuous and long period)
King's Volunteer Reserve Medal	KVRM (Part Time Volunteer Reserve Forces, all ranks)

3607. Award/Rank Eligibility

Eligibility for the awards within the Military Division are based on the rank of the individual who is being nominated[5]. Personnel should be recommended for the award appropriate to their rank, whether that is substantive or acting. Consideration may be given to recommending an award one level higher or lower, depending on the strength of the citation.

Award	Rank
GCB/GBE	Admiral/Gen (OF-9)
KCB/KBE	Vice Admiral/Lt Gen (OF-8)
CB	Rear Admiral/Maj Gen (OF-7)
CBE	Cdre/Brig and Capt/Col (OF6 and OF5)
OBE	Cdr/Lt Col (OF4)
MBE	AB/Marine to Lt Cdr/Maj (OR1 – OF3)
RRC	Nursing Services only – normally OF4
ARRC	Nursing Services only – normally OF3 and below
KVRM	All ranks (Part Time Volunteer Reserves only)

[5] JSP 761, Chapter 4, Annex A.

3608. Qualifying Criteria for a Periodic Honour

a. 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 an annual appraisal, nor a 'thank you and farewell'; nominations which read as a strong OJAR/SJAR are unlikely to be successful. **Rather, the Initiating Officer is submitting an individual for an appropriate level of recognition, and the only possible reason for doing so is that the individual has stood out from their peer group in rank**. In thinking why this should be so, the following might be considered:

(1) Have they performed their duties in unusually difficult or extraordinary circumstances?

(2) Have they achieved considerably more than their terms of reference might lead one to expect?

(3) Have they achieved more than one would normally expect at that rank?

(4) Have they operated above their rank?

(5) What difference have they made at their level to operational output and to their fellows?

(6) Do they carry the respect of their peers and are they role models?

(7) What is the Unit, RN or pan-Defence impact of their achievements?

(8) Is the period covered two years or more? If not, see para. 8 for further guidance.

b. **RRC/ARRC.** For exceptional/special devotion and competency in the performance of nursing duties over a continuous and long period[6]. Nominations should always include the Director of Medical Services as an Endorsing Officer.

c. **KVRM.** This is awarded for exemplary personal performance over an extended period of service in the Part Time Volunteer Reserves.

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

[6] 2022DIN09-018-Nominations for Royal Red Cross (RRC) and Associate Royal Red Cross (ARRC) .docx (sharepoint.com)

(2) To be eligible for recommendation for the Medal, members of the Part Time 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 liable to undertake a voluntary, enforceable obligation to call-out and embodiment. Ex-Regulars[7] serving on Full Time Reserve Service (FTRS) and Cadet Force members are not eligible to be considered for the KVRM.

3609. Writing the Nomination

a. The latest version of JPA S004 must be downloaded from the Office of Protocol portal and used for all periodic Honours and Awards. Guidance on how to complete the form is at JSP 761[8].

b. Remember, each citation will be scrutinised and assessed on its merits based on the information provided. Only the strongest citations will result in success, so presenting a good citation must provide enough information to make a compelling case.

c. **Period being covered.** Citations should cover a **minimum period of 2 years** unless in exceptional circumstances, such as an operational award or a particularly notable achievement. For a higher honour (CB or above), there is an expectation of a range of examples which illustrate the continual contributions the individual has made over a period of time, usually around a number of themes which mark them out as worthy. Additionally, it is important to bring out the impact they have had as a leader on the individuals that work with them, and for them. **Citing one or two high profile successes without explaining the wider impact they have had is unlikely to be successful.** Initiating Officers who are considering a nomination with a citation period of less than two years **must** consult the Office of Protocol prior to submission.

d. **Full career.** Where an individual is written up for a full career or a significant time period, the award should clearly convey how the individual has been consistently outstanding and the range of achievements covered. It is important that these types of citations do not feel like a CV summary or take the tone of a valedictory certificate. Such nominations are unlikely to succeed.

e. **Previous Awards.** Avoid using the citation to cover activity or impact that the individual has previously been given a State award for. If they received an OBE in 2015, do not repeat in detail what this was for. A reference to it to set the context is appropriate but avoid using the citation to repeat previously recognised work.

f. **Five Year Rule.** An individual should not be put forward for promotion within their Order in less than five years (the Five-Year Rule), unless there are exceptional circumstances. The Office of Protocol should be consulted early in such cases.

[7] Royal Fleet Reserve.
[8] JSP 761 Chapter 1, Annex B and Appendix 1 to Annex B.

g. **Retirement/Release.** Service persons remain eligible for consideration for *twelve months* after their final date in Service, although the strong preference is for awards to be nominated and presented whilst still serving: the 'win and wear' principle. Initiating Officers should take advice from the Office of Protocol if the nominee is approaching retirement or release. This applies to both State Honours and the Meritorious Service Medal.

3610. Citations

Each one is unique and specific to an individual, so it is difficult to provide examples of good citations that cover all eventualities. A good citation should read like a story – not an OJAR/SJAR - with a beginning, middle and end. The guidance in JSP 761 is the most useful here and sets out clear guidance on writing and structuring a citation[9]. Examples of successful citations are available on the Office of Protocol Landing Page: Example Nomination 1 PDF[10] and Example Nomination 2 PDF[11]. If you require further guidance, please contact the Office of Protocol. Writing style is individual but some guidance can be found here Writing a Citation – Style PDF[12].

3611. Evidence/Impact

Citations need to condense firm, quantifiable evidence and clearly demonstrate the impact the individual has had. Ensure the introductory paragraph is eye-catching and sets the scene that the individual is worthy of State recognition for outstanding achievement. They should *not* be written like an extended annual report as that does not provide sufficient impact. Many submissions appear as extracts from OJARs/SJARs and talk about how an individual has performed but lack any statement on the impact that they have had. In other words, **what has changed in the real world as a result of the actions they took?** Additionally, for Higher Honours, it is helpful if the opening sentences are strong, sets the scene and then articulates clearly why an individual is worthy of a high-level State award. Technical language, and the use of lesser-known acronyms should be avoided. Successful citations at all levels frequently include evidence of:

a. Making a difference and bringing distinction to an organisation or field of work.

b. Enhancing the Service, MoD or UK's reputation.

c. Sustained and selfless long-term voluntary service.

d. Innovation, creativity and/or entrepreneurship.

e. Introducing change, usually by solid, practical achievement.

f. Improving life for people less able to help themselves.

g. Displaying moral courage.

[9] JSP 761, Chapter 4, Annex A, Appendix 1.
[10] https://modgovuk.sharepoint.com/:b:/r/teams/55419/HonoursAwardsList/Example%20Nomination%201.pdf?csf=1&web=1&e=bIHyy5
[11] https://modgovuk.sharepoint.com/:b:/r/teams/55419/HonoursAwardsList/Example%20Nomination%202.pdf?csf=1&web=1&e=I9gXec
[12] https://modgovuk.sharepoint.com/:b:/r/teams/55419/HonoursAwardsList/Writing%20a%20Citation%20-%20Style.pdf?csf=1&web=1&e=MuThuo

3612. Classification

Citations can be made at OFFICIAL SENSITIVE or SECRET level. A higher classification should be used where it is necessary to convey to the Honours Committee the achievements and impacts if a lower classification (OS) would prevent a detailed description.

3613. Personal Circumstances

Domestic circumstances do not need to be referred to unless an individual has really done something remarkable in the face of adversity.

3614. Behaviour and Conduct

Those nominated for recognition at the highest levels are expected to have demonstrated exemplary standards of behaviour and conduct. Initiating Officers who are aware of any pending or current investigations or convictions, or any recent misdemeanours that may bring into question the individual's suitability for an award, embarrass the Sovereign and Honours system, or cause media interest must contact the Office of Protocol for further guidance.

3615. Repeat Evidence

There have been cases where citations on different individuals cover the same impact, or a number of people within the same Chain of Command are being recommended. The former is being effectively weeded out through the governance process. The latter may well be legitimate, but it does focus additional scrutiny and can lead to criticism and a perception of automatic entitlement in certain roles or areas of Defence business.

3616. Diverse Nominations

a. The Honours system should reflect the society it represents, and statistics are still low for Other Ranks, Women and those from an ethnic minority background. The vast majority of nominations received for State Awards are for officers. Our people, from the most junior upwards and across all elements of our workforce, are delivering amazing results for the Service. You are encouraged to put forward those who have made a significant contribution, whatever their rank, if we are to get the widest spread of our people appropriately recognised. Your attention is drawn to the direction in JSP 761 on this point, which clearly states that: **'The recommendation must take account of the standard expected of the rank rather than a single standard applying to all ranks.'**

b. Diversity is a key focus when the Defence List is submitted. Nominations will be considered purely on merit by the Royal Navy's selection committees. However, the committees must have a balanced pool from which to draw, to ensure that they can achieve recognition for as broad a cross-section of the Regular and Reserve military and RFA population as possible.

3617. Inclusion of wider activities in a Citation

Whilst it is highly appropriate to incorporate an individual's wider participation and achievements in sporting activities (either coaching or playing) and charitable efforts in the local community, it is important that the citation is not dominated by these and, where included, that they link directly with the professional achievements of the individual on behalf of the Royal Navy or Defence.

3618. Staff Checks

At each stage in the staffing process progress, it is incumbent on all involved to ensure that rigorous checks are completed on all citations in order to avoid unnecessary re-work. As well as spelling/grammar checks for the citation itself, these checks must include the front cover of each form to make sure that post-nominals are correct, the appropriate Honours List has been articulated, and all necessary (email) signatures are present. *Do not nominate personnel that are subject to ongoing disciplinary action.*

3619. Honours and Awards Battle Rhythm

If an individual has delivered an exceptional piece of work which is considered worthy or recognition, write it up at the time and submit it. Too many submissions are written late, forgotten about, or people who should have written them up move on before they get around to committing to do it. *Do not wait, write it up at the time.* To support this, COs are encouraged to make Honours and Awards a standing agenda item at their regular Command/HoDs/Holding to Account meetings.

3620. Guidance on the Use of Automated Intelligence (AI) and Large Language Models (LLM)

Unless explicitly approved and clearly labelled, sensitive and personal information must not be input into any external web-based generative AI services[13].

[13] JSP 740 Acceptable Use Policy for ICT: https://www.gov.uk/government/publications/acceptable-use-policy-jsp-740

SECTION 4

OPERATIONAL HONOURS AND AWARDS FOR MILITARY AND RFA UNIFORMED PEOPLE

3621. Introduction

a. Operational Honours and Awards exist to recognise gallantry and outstanding meritorious service in an operational area or a campaign overseas during a specific operational period, or direct support to a named operation. Nominees must have achieved something truly exceptional to be considered for a nomination, considerably more than would be expected in their day-to-day role, regardless of how well they have performed.

b. These awards fall into *four levels* and *three categories*, covering operational gallantry (in the presence of an enemy), non-operational bravery (not in the presence of an enemy) and outstanding meritorious service on operations. All these awards (with the exception of single Service commendations) are considered by the Armed Forces Operational Awards Committee (AFOAC) at which NAVSEC represents the Royal Navy.

c. The available awards are[14]:

Level of Award	Operational Gallantry (in the presence of the enemy and within an operational theatre)	Non-Operational Bravery (not in the presence of an enemy - UK or abroad)	Meritorious Service (on operations)
Level 1	**Victoria Cross** All Ranks *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.*	**George Cross** All Ranks *For acts of the greatest heroism or of the most conspicuous courage in the circumstances of extreme danger not in the presence of an enemy.*	
Level 2	**Distinguished Service Order** All Ranks *For Command, Leadership and distinguished services during active operations against the enemy.*	**George Medal** All Ranks *For conspicuous gallantry not in the presence of an enemy*	**CBE / OBE / MBE** Appropriate to rank[15] *For in-theatre meritorious service* **1st Class (Member) RRC** Nursing Services only Normally OF4
	Conspicuous Gallantry Cross		

[14] JSP 761, Chapter 1, Annex A.
[15] JSP 761, Chapter 1, Annex A.

	All Ranks *In recognition of an act or acts of conspicuous gallantry during active operations*		**2nd Class (Associate) ARRC** Nursing Services only Normally OF3 and below *For special devotion and competency in the performance of actual nursing duties over a continuous and long period.*
Level 3	**Distinguished Service Cross (at sea)** **Military Cross (on land)** **Distinguished Flying Cross (in air)** All Ranks *For exemplary gallantry during active operations at sea / on land / in the air.*	**King's Gallantry Medal** All Ranks *For an act (or acts) of bravery not in the presence an enemy.*	
		Air Force Cross All Ranks *For exemplary gallantry while flying but not on active operations against the enemy.*	
Level 4	**Mention in Despatches** *For an act (or acts) of bravery during active operations.*	**King's Commendation for Bravery** All Ranks *For acts of bravery not in the presence of the enemy.*	**King's Commendation for Valuable Service** All Ranks *For meritorious service in an operational theatre (available outside the UK only)*
		King's Commendation for Bravery in the Air All Ranks *For acts of bravery while flying not in the presence of the enemy.*	
	1SL Commendation, RN Commendation, CJO and equivalent Land and Air Command Commendations		

d. Nominations should be submitted in accordance with the timelines in the annual Honours and Awards RNTM.

3622. Qualifying Criteria for an Operational Honour or Award

Not all criteria will apply to every case, nor do they need to be given equal weight, but the more elements which are applicable to a nomination, the stronger it is likely to be.

a. **Acting above and beyond the call of duty.** It is important to establish that the nominee was acting above and beyond the call of duty.

b. **Risk.** The degree of risk should be related to the level of award; a higher known risk to life strengthens a case. The table below is a guide to be used in conjunction with all other factors.

Level of Award	Risk of Death
1	Over 90%
2	50 – 90%
3	20 – 50%
4	Below 20%

This is a very rough measure, and each case should be considered on its merits.

c. At the highest level, the hallmark is one of deliberate self-sacrificial heroism, generally over a sustained timescale, and with the imminent prospect of death and which may, in a high proportion of cases, lead to a posthumous award. (Of the George Crosses awarded to date which are not war-related, approximately 60% have been posthumous.)

d. Bravery, by definition, involves risk. However, it is also necessary to consider whether an individual's actions were reckless and actually increased risk in a given situation. This might apply particularly if a nominee's actions put others at risk, whether or not that resulted in actual harm to others.

e. Risk must be real as well as assumed. If a nominee thought that there might be danger but in reality, there was none, this will give less weight to the assessment of risk in the case.

f. **Choice.** It is important that the individual either:

(1) knew of the danger before taking action and had the opportunity to make a choice before proceeding; or

(2) once becoming aware of the danger, made a deliberate decision to continue to act positively in the face of that danger.

If the individual was caught up in a chain of events and took no positive action (for example, was a victim of circumstance), an award must be doubtful.

g. **Planning.** If the act of gallantry occurred during, or as a result of, a planned operation or an event for which the individual had been trained and/or was equipped to tackle, the degree of risk is reduced. Action in an unknown situation (for example, when a routine incident escalates into one involving firearms) weighs more heavily than acting in a similar incident when firearms are expected, and people are trained and prepared to deal with it.

h. **Persistence.** Individuals must have persisted in going forward in the face of danger. The exception to this rule is when their action may have been reckless or aggravated the situation, leading to increased risk to the lives of those involved. In some cases, awards may reflect courageous action in repeated incidents over an extended but coherent timescale.

i. **Protecting others.** Gallantry awards are available to those who attempt to save life but not to those who seek only to protect property. In some cases (for example, searching premises in the face of an immediate threat of fire or explosion to establish if people are inside, even if it transpires that the property is empty), it may be appropriate to consider a gallantry award, provided the action was an attempt to save life. Self-preservation does not lead to an award, but due weight should be given to deliberate self-sacrifice knowingly taken in order to save others.

j. **Physical conditions.** The physical surroundings - darkness, extreme temperatures or confusion arising from the scale of the event - may also influence the evaluation of the degree of risk. Photographs or maps are often helpful in clarifying these factors. A similar influence may be the extent to which one individual was the sole focus of attention (say, of a gunman) or was part of a larger, widely spread group all dealing with the danger.

3623. Writing the Nomination

a. The latest version of JPA S004 form must be used for all Operational Honours and Awards which can be downloaded from the Office of Protocol portal. Guidance on how to complete the form is at JSP 761[16]. Further Easy Use Guides are also available on the Office of Protocol portal.

b. In many ways the recommendations for Operational Awards should follow the same rules as for the Periodic Awards detailed in Section 3. They need to be accurate and concise, and they need to cover the correct operational period and represent the facts. Avoid the temptation to exaggerate, it stands out and lessens the credibility of the recommendation. Further, the recommendations should not contain hyperbole, waffle, or too much technical language; comments like “in a truly British way” or “with nothing left to prove” add no material value.

c. **Importantly, recommendations need to be an explanation of the impact the individual has had, supported by strong evidence, rather than just being a narrative of what happened**. The text should explain what has changed in the real world because of the actions that person took, or what could have happened had they not taken that action.

[16] JSP 761 Chapter 1, Annex B and Appendix 1 to Annex B.

d. Additionally, for those being nominated for awards at higher levels, it is important to bring out the impact they had as a leader on the individuals that work with them, and for them. Where several people have contributed to an area or impact, a decision has to be made as to who has made the most significant contribution within the Chain of Command, as only one individual may be nominated. If there are different elements which each warrant an award, the recommendations must make it very clear what each individual did and their impacts.

e. **Guidance on the Use of Automated Intelligence (AI) and Large Language Models (LLM).** Unless explicitly approved and clearly labelled, sensitive and personal information must not be input into any external web-based generative AI services[17].

[17] JSP 740 Acceptable Use Policy for ICT: https://www.gov.uk/government/publications/acceptable-use-policy-jsp-740

SECTION 5

COMMENDATIONS

3624. Overview

Service that is considered appropriate for recognition but for which a State Award or Meritorious Service Medal is not available, or may not be appropriate, can be considered for a Commendation. The Royal Navy has set the following levels of commendation[18]:

a. **First Sea Lord's Commendation.** This Commendation will be published at the same time as The King's Birthday and New Year Honours Lists. The 1SL Commendation is an individual *or team award*, for any member of the Royal Navy usually of the rank of OF4 and below, including RFA and civilian equivalents[19] who has demonstrated meritorious service. Usually there are *up to 24* available per calendar year split across the two Lists.

b. **The Royal Navy Commendation.** This Commendation is awarded jointly by the Second Sea Lord and Fleet Commander and will be published at the same time as The King's Birthday and New Year Honours Lists. It can be awarded to an individual or team in the Royal Navy usually of the rank OF4 and below, including RFA and civilian equivalents (as in para. 2.a above). Usually there are *up to 40* awards available per calendar year split across the two Lists.

c. **2* Awards.** To enhance the number of levels of recognition for our people, Directorates may give Whole Force 2* Awards within their area of responsibility. This applies to all RN 2* Directorates and the Office of Commandant General Royal Marines (irrespective of the rank of the current incumbent of the post). Directorates are responsible for the criteria, administration, announcement, production, presentation and cost of these awards, and are to limit the number of awards to a *maximum of 20* per calendar year. The Office of Protocol can provide assistance to ensure parity where appropriate.

d. **Commander's Commendation.**

(1) This level of Commendation is only available for the following people to award[20]:

(a) COMOPS, CSF, CSG, Comd UK Cdo Force when authorised by the Fleet Commander for named operations.

(b) OF6 Flotilla Commanders.

(c) Commander RN Cadet Forces.

(d) Commanding Officers of OF4 or OF5 Rank of HM Ships, Submarines, Squadrons and Cdo Units as listed on the Bridge Card.

[18] Awards can be given to members of Army or RAF when working for the RN TLB.

[20] This includes Royal Navy Contractors, members of Royal Navy Sponsored Charities, those who have a direct impact on the Royal Navy and is the same for the Royal Navy Commendation.

(2) Each Commander can award ***up to 16*** awards per year as individual or team awards.

(3) Further guidance on the administration of Commendation nominations can be found at Annex 36A. Nominations for First Sea Lord and Royal Navy Commendations are administered in conjunction with the 6-monthly battle rhythm for State Honors and MSM nominations. 2* and 1* Commendations are subject to local instructions.

SECTION 6

MERITORIOUS SERVICE MEDAL (MSM)

3625. Overview

a. The Meritorious Service Medal (MSM) is awarded to recognise the good, faithful, valuable and meritorious service of non-commissioned personnel who are of irreproachable character and conduct. Non-commissioned personnel serving on Extended Service engagements are also eligible for award of the MSM. Reserve Forces personnel, including ex-Regular Service personnel serving on FTRS engagements, and Royal Fleet Auxiliary personnel, are not eligible to be considered.

b. This is a highly prestigious award, and Commanding Officers must nominate only those whose conduct and service have been exemplary throughout their careers, and who have acted as an example to others. Rank or senior positions alone are not sufficient justification; nominations must demonstrate genuinely meritorious service supported by strong evidence including any noteworthy achievements that benefit the Service and or the wider public. Routine long service with good conduct is not sufficient justification for a nomination. Recommendations should reflect the individual's full career, especially the last ten years, and should be more substantive than a simple account of their Service record. The Office of Protocol WO can assist Initiating Officers by providing previous SJAR information to support nominations.

c. Selections for the award will be made in Service, twice yearly for announcement in June and December in conjunction with the New Year and King's Birthday Honours Lists.

d. The award does not give the recipient any financial benefits or entitlement to use post-nominal letters.

e. Further detail on the administration of MSM nominations can be found at Annex 36B.

3626. Eligibility

a. In order to be considered, a candidate must be nominated by their CO and meet the following prerequisite conditions:

(1) Achieved 20 years' paid reckonable service from age 17½, or date of entry/enlistment/attestation if later. Previous service in any of the UK Regular Armed Forces may be aggregated.

(2) Attained the rank of substantive OR 5/6 (Petty Officer/Sergeant) at some time during their service.

(3) Be in possession of a UK Regular Armed Forces LS&GCM. Royal Navy personnel must also be in possession of the full number of Good Conduct Badges appropriate to their length of service.

(4) Have provided good, faithful, valuable and meritorious service, with the highest, unbroken, standards of conduct, i.e. VG throughout their career. (Note: On 1 Jan 00 Career Checks (CC) were introduced in the Royal Navy. Any candidate 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.

b. Officers with previous non-commissioned service may only be considered if they meet the above criteria and are recommended by their CO prior to being commissioned and are selected to receive the award within 12 months of having been commissioned. Divisional and Corps Regimental Sergeant Majors (RSM), who may have been commissioned but fill a senior RSM appointment, may also be eligible while in post. 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.

c. 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 service. However, time spent outside the Service will not count towards the length of service qualifying criteria, nor will service in the Reserve Forces during a break in service count towards the length of service qualifying criteria for the MSM.

(1) Non-commissioned personnel serving on Extended Service engagements are eligible to be considered if they fulfil the criteria in sub-para. a (1-4).

(2) Reserve Forces personnel, including ex-Regular Service personnel serving on FTRS engagements, are not eligible to be considered.

(3) Royal Fleet Auxiliary personnel are not eligible to be considered.

3627. Forfeiture of MSM

Details regarding forfeiture of the MSM are in JSP 761, Chapter 9. Once forfeited, the MSM cannot be restored. Forfeited medals are to be returned to the MOD Medal Office for disposal. Single Service authorities will arrange for the forfeiture to be gazetted and for the individual's JPA Service record to be annotated.

SECTION 7

LONG SERVICE AND GOOD CONDUCT MEDAL (LS&GCM)

3628. Overview

a. While each Service has its own LS&GCM, each of which has its own Royal Warrant, they have a common standard of conduct.

b. The regulations for the award of LS&GCM were revised with effect from 1 October 2016. The revised regulations apply to all officers of the Regular Forces who were serving on or after 29 July 2014 and to all Other Ranks of the Regular Forces who qualified for the award of the LS&GCM or to a clasp to the medal on or after 1 October 2016. Other Ranks who have left Regular service before 1 October 2016 will have their eligibility assessed through the previously published regulations.

c. To qualify for consideration for the LS&GCM under the revised regulations, personnel must be serving in the Regular Forces and have completed 15 years' eligible service from the date of attestation irrespective of age. Clasps are available for this award after each further period of 10 years' Regular Forces service. It makes no difference if an individual is commissioned at any stage during these 15 years or subsequently. Any entry on an individual's JPA disciplinary record will automatically lead to a delay of 15 years from the date of the most recent offence or a delay of a further 10 years for the clasp. Certain minor offences and sanctions as well as training offences committed when still in training as defined in single Service regulations may be discounted.

3629. Service in Commonwealth Armed Forces

Previous time served in Commonwealth Armed Forces may be counted towards the length of service requirement for the LS&GCM as long as that time has not been previously recognised by the award of any form of long service and efficiency decoration.

3630. Forfeiture and Restoration

An individual who has already been awarded the LS&GCM, who subsequently incurs an entry on their disciplinary record, cannot forfeit the medal but will incur an automatic delay before the clasp can be awarded. If the individual also holds the MSM, it will be liable to forfeiture if the individual's conduct is no longer irreproachable. However, an individual who is sentenced to imprisonment for a period greater than 6 months and/or is dismissed the Service with disgrace is liable to forfeit the LS&GCM or VRSM, and potentially other awards such as Campaign, Commemorative and other Service medals in accordance with JSP 761. Medals may occasionally be restored after a further period of service on application to the Defence Council in accordance with JSP 761, however, the MSM can never be restored once forfeited.

3631. Further guidance

Additional guidance governing this award is set out in Annex 36C.

SECTION 8

GOOD CONDUCT BADGES (GCB)

3632. Overview

a. The rules governing the award, deprivation and restoration of Good Conduct Badges are contained in JSP 761, Chapter 5.

b. The following additional policy regarding Maritime Reservists **only** should be noted:

(1) **Conditions.** In addition to the necessary periods of 'reckonable service', the following conditions must also be satisfied for the award of GCBs:

(a) The rating/other rank must have received a Certificate of Efficiency:

i. First Badge: 3 years.

ii. Second Badge: 7 years.

iii. Third Badge: 11 years.

(2) **Time before Enrolment**. Ratings/ORs who enroll in the RNR/RMR after discharge from the Regular Service may add the time served in any of the following Reserves during the intervening period.

(1) **RN and RM.**

i. RFR.

ii. RNR.

iii. QARNNS(R).

iv. RMR.

(2) **Army and RAF.** All cases are to be referred to COMMARRES, who has authority to make the award on the basis of time served in the Army or RAF on an exceptional basis.

SECTION 9

RESERVE SPECIFIC MEDALS

3633. King's Volunteer Reserves Medal (KVRM)

a. On 1 Apr 99 the QVRM (now known as KVRM) was introduced to recognise outstanding service in the Volunteer Reserve Forces. It may be awarded to Maritime Reservists of any rank/rate and is announced in the Armed Forces section of the New Year and King's Birthday Honours Lists. All nominations for the KVRM are to be staffed through COMMARRES.

b. The KVRM is awarded to Service personnel of any rank/rate, of all three services, in recognition of exemplary personal performance over an extended period of service in the Volunteer Reserve Forces. It is announced in the Armed Forces section of the New Year and King's Birthday Honours Lists and recipients, who are entitled to the letters 'KVRM' after their name, will attend an investiture. The medal is circular in shape, made of silver, and hangs from a dark green ribbon with three narrow gold stripes. In the official Order of Wear, the KVRM is classed as a Decoration and is worn after any other Decorations but before Campaign and Operational Service Medals and Long Service and Efficiency awards.

c. Nominations will be called for twice yearly, to the same timescales as other Honours and Awards citations, as part of the New Year Honours and King's Birthday Lists.

d. Recommendations for the award are to be submitted to COMMARRES on Form JPA S004 in accordance with JSP 761, Chapter 4. Each unit is strongly encouraged to forward a citation for their most deserving candidate (officer or rating). This will allow an even spread of citations to be staffed and forwarded to higher authority for comparison and selection.

e. 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.

f. To be eligible for recommendation for the KVRM, members of the RNR/RMR must be serving on a commission or engagement under which they are liable for part-time training, required to reach specified levels of efficiency and undertake a voluntary, enforceable obligation for call-out and embodiment.

g. Exemplary personal performance in the following aspects of Volunteer Reserve service will be particularly important when considering recommendations for the award:

(1) Recruiting, and the documentation and administration of recruits and their training.

(2) Maintaining high standards of individual skill at arms or combat specialisation, and in collective training at all levels.

(3) The successful raising of new Units or the success of Units following amalgamation or change of arm, branch, etc.

(4) Efficient and effective carrying out of administration, including clerical duties, stores maintenance and accounting, and the administration of pay, rations, fuel, etc.

(5) The welfare and morale of Units, including the provision or encouragement of messing, social and welfare activities, sports, etc.

(6) Individual staff and liaison appointments outside Units or at formation of other headquarters.

(7) Encouraging links between the RNR/RMR and the Cadet Forces, particularly through the provision of expertise and training.

(8) Representing the RNR/RMR to the general public through bands, guards of honour, display teams, participation in, or support for, major local events, etc.

(9) Performance while temporarily filling posts that would normally attract higher rank/rate.

(10) Prolonged service, but only when accompanied by exceptional achievement and merit.

3634. Volunteer Reserves Service Medal (VRSM)

The policy for the VRSM is held in JSP 761.

Note. *VRSM Transitional Arrangements for RNR Personnel Serving on 1 April 1999 have now been removed from BRd 3(1). Previous policy can be obtained from the Office of Protocol.*

ANNEX 36A

ADMINISTRATION OF NOMINATIONS

1. Form JPAS004

This form is to be used for military and RFA uniformed people State level nominations, for all Royal Navy 4* and 3* Commendations and the MSM. Guidance on how to fill out the JPA S004 form is at JSP 761[1]. A link to the latest version of the form is available on the Office of Protocol landing page.

a. The CO of the individual or team being recommended **must be** the Initiating Officer[2] and sign the JPAS004, using their MOD email address in the Signature box.

b. Forms are to be submitted electronically by the Initiating Officer and subsequent Chain of Command directly to the 2* Director/Commander for further administrative action. Each Navy Command Directorate has a 2* Honours and Awards coordinator.

c. 2* Directors/Commanders are to add a recommendation and endorsing comments and to develop an Order of Merit for consideration at the 3* Scrutiny Board. Recommendations without an Order of Merit will be returned to the 2* area. 2* Honours and Awards coordinators are to ensure that nominations are of a high quality, are policy compliant and are correctly staffed by their Chain of Command. The Office of Protocol will provide advice and support as required.

d. Once compiled at the 2* level, the 2* Honours & Awards Co-Ordinator is to submit all nominations as Word documents to the Office of Protocol using the group mailbox (NAVY NAVSEC-H AND A GROUPMAILBOX).

e. Nominations can be submitted at OS or SECRET level. For SECRET nominations, please contact SO2 Hons Protocol or WO Protocol before submitting to ensure the correct MODNET(S) email address is used.

f. The Office of Protocol will arrange for 3* endorsement and alignment for Royal Navy TLB State Honours and 3* and 4* Commendations.

g. **Signatures.** The JPA S004 is to be submitted electronically as a word document (not a pdf). The electronic signatures of Initiating and Endorsing Officers should be inserted in the appropriate box using the MOD email address (i.e. John.Smith999@mod.gov.uk).

h. **Confidentiality.** All nominations, including those for Commendations, must be handled in strict confidence until formally announced. **Candidates must not become aware that they have been nominated for any form of recognition.**

i. **Recording of Honours and Awards.** The Office of Protocol is responsible for recording all State level, 4* and 3* Commendations on JPA.

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[1] JSP 761 Chapter 1, Annex B and Appendix 1 to Annex B.
[2] For NCHQ this is the OF5/B Band Head of Team, 1* Deputy Director/Head or 2* Director/Commander.

2. Presentations

Recipients of State level awards are usually presented with their awards at formal Investitures. Mention in Dispatches (MiD) and King's Commendations (e.g. KCB, KCBA, KCVS), Royal Navy 4* and 3* Commendations and MSMs are awarded during First Sea Lord and Second Sea Lord/Fleet Commander presentation ceremonies.

ANNEX 36B

MERITORIOUS SERVICE MEDAL (MSM)

Note. *The following regulations are complementary to JSP 761 'Honours & Awards in the Armed Forces', Chapter 5.*

1. Nomination Procedure

a. Recommendations are to be initiated by COs on the latest version of 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, i.e. to 2 Star level. Endorsement at higher than 2-star level is not required unless this forms part of the two levels of command chain. Orders of merit from Endorsing Officers should be submitted if endorsing more than one recommendation.

b. COs and Endorsing Officers have the discretion of whether or not to endorse a recommendation and forward it for consideration. As with all nominations for Honours & Awards, MSM nominations must be handled in strict OFFICIAL-SENSITIVE-HONOURS and candidates must not become aware that they have been recommended for an award.

d. Recommendations may be submitted at any time once a candidate has qualified by time served or will have qualified by time served by 1 Jun or 1 Dec as appropriate. Initiating/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 Jun or Dec immediately following their last day of paid service. Nominations for a Jun announcement must be received by your 2-star Directorate by the date detailed as per the latest Honours and Awards Submissions table in the most up to date RNTM[1]. Following endorsement by chains of command, Forms JPA S004 are to be dispatched by email to the following address:

NAVY NAVSEC-H AND A GROUPMAILBOX (MULTIUSER)

e. Normally, there are more recommendations received than awards available and hence only the most deserving of candidates will be selected. In order to preserve the prestige and integrity of the MSM, however, if insufficient nominations of appropriate merit are received, the selection panel may decide to forego all of the annual allocation.

f. Recipients will be notified individually of their award through the chain of command concurrently with the half-yearly State Honours Lists and the names of recipients will be promulgated through single Service channels. The award of the MSM will also be published in the London Gazette in due course. The award of the MSM will be recorded by the appropriate single Service authority on the recipient's JPA Service record.

[1] For the RAF, candidate nominations should be forwarded to the RAF MSM Selection Panel by 28 February and 31 August respectively.

g. Unsuccessful nominations may be resubmitted, providing the candidates retain their CO's confidence that they remain suitable for consideration for the award.

h. 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.

i. Office of Protocol is to be notified immediately if, between the submission of a nomination and the presentation of the Medal, a candidate comes to notice in a way that casts doubt on their suitability to receive the award.

2. Writing the Nomination

a. Nominations should be submitted on the latest version of the JPA S004 form which can be downloaded from the Office of Protocol Landing Page. Guidance on how to complete the form is at JSP 761[2].

b. The MSM is a prestigious award and Commanding Officers should ensure that only the worthiest and most 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.

c. Attainment of positions of authority should not, of itself, be justification for a nomination. **Only those whose service is judged 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 that benefits the Service or the public (for example, voluntary or charitable work, or sporting achievement.)

d. A recommendation that amounts to no more than a bland description of a candidate's service record is unlikely to be successful.

e. Personnel who have simply performed long service with good conduct should not be recommended for the MSM.

f. 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. The Office of Protocol can assist with access to relevant extracts of service records to help Initiating Officers build a full picture.

3. Announcement

Selections for the award of the MSM will be made twice a year, for announcement in June and December, usually at the same time as The King's Birthday List and The New Year List. The award of the MSM does not entitle the recipient to any financial benefits or entitlement to use post-nominal letters.

4. Presentation

The recipients of the MSM will be invited to receive their medal at a presentation ceremony hosted by the Second Sea Lord onboard HMS VICTORY. If the recipient is unable to attend, alternative arrangements to have the medal presented by their Commanding Officer can be made.

[2] JSP 761 Chapter 1, Annex B and Appendix 1 to Annex B.

5. Guidance on the Use of Automated Intelligence (AI) and Large Language Models (LLM)

Unless explicitly approved and clearly labelled, sensitive and personal information must not be input into any external web-based generative AI services[3].

[3] JSP 740 Acceptable Use Policy for Information and Communications Technology and Services - GOV.UK (https://www.gov.uk/government/publications/acceptable-use-policy-jsp-740)

ANNEX 36C

LONG SERVICE AND GOOD CONDUCT MEDAL (LS&GCM)

SECTION 1 – OVERVIEW

Note. *The following regulations are complementary to JSP 761: "Honours & Awards in the Armed Forces", Chapter 5.*

1. Award Process

a. **Medal.** The JPA database will automatically identify those who have completed 15 years' service with no entries recorded on their disciplinary records. The selected names are downloaded twice weekly onto the MOD Medal Office database. Staff checks are conducted, following which the medal is selected, engraved, and despatched to the Commanding Officer (CO) of the named recipient. The CO is to ensure that there are no pending disciplinary proceedings and arrange for the award to be presented. If there are disciplinary proceedings pending, the CO is to retain the medal until such time as the disciplinary proceedings are resolved. If no disciplinary action is taken, the medal can be presented to the individual. However, if the date of an offence or offences resulting in an entry on the individual's disciplinary record is before the qualifying date for the medal and therefore incurs a delay of 15 years, the CO is to return the medal to the MOD Medal Office with a covering letter detailing the circumstances.

b. **Clasps.** JPA will identify those who have completed additional periods of 10 years Regular service following the award of the medal or previous clasp. The MOD Medal Office will conduct staff checks and then dispatch the clasp to the CO of the individual. The CO is to ensure that there are no pending disciplinary proceedings and make arrangements for the award of the clasp. If there are disciplinary proceedings pending, the CO is to retain the clasp until the disciplinary proceedings are resolved. If no disciplinary action is taken, the clasp can be presented to the individual. However, if the date of an offence or offences resulting in an entry on the individual's disciplinary record is before the qualifying date for the clasp and therefore incurs a delay of 10 years, the CO is to return the clasp to the MOD Medal Office with a covering letter detailing the circumstances.

c. **Application for Award After Delay.** JPA cannot identify those who have completed a further 15 years after a disciplinary entry or a further 10 years for a clasp. In these cases, individuals are to apply for either the medal or clasp to the MOD Medal Office through their CO. The CO is to complete JPA Form S002 and submit it to the MOD Medal Office. If there are disciplinary proceedings pending, the CO is to retain the medal or clasp until the disciplinary proceedings are resolved. If no disciplinary action is taken, the clasp can be presented to the individual. However, if the date of an offence or offences resulting in an entry on the individual's disciplinary record is before the qualifying date for the medal or clasp and therefore incurs a further delay, the CO is to return the clasp to the MOD Medal Office with a covering letter detailing the circumstances.

d. **Appeal.** Personnel with an entry on their disciplinary records incurring an automatic delay of 15 years (or 10 years for the clasp) may apply to have the delay removed if they believe the offence to be minor. Applications are to be initiated by a plea of mitigation to their CO. If the appeal is supported, the CO is to complete JPA Form S002 and submit it together with the individual's plea of mitigation and their own letter of support to the MOD Medal Office. The appeal will then be considered by the appropriate single Service Medal Board. Appeals against single Service Board decisions can be made provided there is continuing support from the CO. In these instances, the MOD Medal Office will arrange for the appeal to be considered further by the single Service or the Defence Services Secretary as appropriate.

e. **Previous Permanent Ineligibility.** Other Ranks who had previously had the award delayed or been permanently denied qualifying for the award of the LS&GCM under the previous regulations because of a serious offence on their record may apply for the award provided they were serving in the Regular Forces on 1 October 2016 and had completed a period of 15 years in the Regular Forces from the date of the last offence. Applications from serving individuals are to be made through COs. Applications from veterans are to be made direct to the MOD Medal Office.

2. Presentation of Medal

Medals and clasps are to be presented under chain of command arrangements. Arrangements are to be made for the medal or clasp to be presented in an appropriate manner that reflects the prestige of the award.

SECTION 2 – GUIDELINES FOR THE ASSESSMENT OF ENTITLEMENT TO THE LONG SERVICE & GOOD CONDUCT MEDAL

Note. *Any list of adverse activity and the response to such activity cannot be exhaustive. Each Contentious Case application is to be assessed on its individual merits, but the following table is intended to assist COs.*

COLUMN A: AWARD NOW **The Medal may be awarded with effect from the candidate's due date, 15 years from age 17 ½ (or date of entry if later)**	**COLUMN B: "WAIT 15"** **The award of the Medal is deferred for 15 years from date of offence**
NATURE OF OFFENCE (unless the sentence/sanction awarded is listed in the "Wait 15" column)	**NATURE OF OFFENCE** (unless the sentence/sanction awarded is listed in the "Award Now" column)
AWOL Breach of the Peace Conduct Prejudicial to good order and Service discipline Contravention of Standing Orders Drunk/Drunk & Disorderly Leave offences short of AWOL (including failure to attend) Loss of ID Minor motoring offences, including speeding or insurance offences Neglect of duty Negligent Discharge	Administration of justice offences (including but not limited to perjury and perverting the course of justice) Any offences committed in 'prescribed circumstances' or listed in Schedule 2 under the Armed Forces Act 2006 Asleep on watch/duty/sentry duty Criminal damage offences (including but not restricted to Arson and criminal damage) Dishonesty-offences (including but not limited to theft, fraud, obtaining services by deception, forgery, taking a vehicle without consent) Disobedience to lawful command/ insubordination Drink-Driving Drugs-related offences Drunk on board/duty Drunk on operations/deployed Explosives or offensive weapons-related offences Failure to apprehend (as sentry) Harassment-related offences (including racial harassment) Ill treatment of subordinates Misconduct dealt with by major administrative action rather than disciplinary means

(Continued)

COLUMN A: AWARD NOW The Medal may be awarded with effect from the candidate's due date, 15 years from age 17 ½ (or date of entry if later)	COLUMN B: "WAIT 15" The award of the Medal is deferred for 15 years from date of offence
	Multiple 'minor' offences (usually 4 or more) Possession of indecent images of children or extreme pornography Public order offences (including but not limited to riot, violent disorder, affray, threatening behaviour intended to cause alarm or distress) Road Traffic Offences (serious) Sentry offences Sexual-related offences (including but not limited to rape, assault by penetration, indecent assault, sexual assault, exposure, voyeurism) Smuggling Unauthorised disclosure of sensitive official information Vehicle tampering Violence-related offences against the person (including but not limited to common assault, battery, assault on a police officer, fighting, striking a superior or subordinate, ABH, inflicting GBH (with or without intent), wounding, robbery)
SENTENCE/PUNISHMENT	**SENTENCE/PUNISHMENT[1]**
Admonition Extra Work & Drill Fine under 7 days' pay Reparation Order Stoppage of Leave/Privileges	Any custodial sentence (including committed or suspended sentences of detention or imprisonment) Disrating/Reduction in rank Service Supervision and Punishment Order (SSPO) Fine of 7 days' pay or more Forfeiture of seniority (for officers) Severe Reprimand
SANCTION	**SANCTION**
Minor Administrative Action Police Caution (including simple or conditional cautions) CO's Logging or Formal Warning	Major Administrative action which involves: a removal from assignment for misconduct (a 'no fault'); Career Check, Reversion following a civil conviction; or, for officers, the imposition of a Displeasure or Severe Displeasure censure Misconduct dealt with by major administrative action rather than by disciplinary means (including but not limited to Bullying or Harassment, Dishonesty, Violence)

[1] For details on Administrative Consequences of Punishments under AFA 06 refer to JSP 830 MSL Chapter 13 Paras 34-126