



Ministry
of Defence

JSP 761

Honours and Awards in the Armed Forces

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Preface

1. JSP 761 is a guide to the policy on the honours and awards which are available to members of the Armed Forces, and civilians, and is designed to be used by staff responsible for implementing and developing those policies. This JSP contains advice and direction on the processes involved and best practice to apply.
2. The JSP provides the direction that must be followed in accordance with statute or policy mandated by Defence, or on Defence by Central Government.

Coherence with other Defence Authority Policy and Guidance

3. Where applicable, this document contains links to other relevant JSPs, some of which may be published by different Defence Authorities.

Related JSPs	Title
JSP 462	Financial Management and Charging Policy Manual
JSP 751	Joint Casualty and Compassionate Policy and Procedures
JSP 752	Tri-Service Regulations for Expenses and Allowances
JSP 764	The Armed Forces Pension Scheme 2005
JSP 814	Policy and Regulations for MOD Sponsored Cadet Organisations
JSP 830	Manual of Service Law

Application Forms referenced in this JSP

4. Application forms referenced in this JSP are available via the following links:
 - MOD Medal Application Form: [Ministry of Defence Medal Application Form](#) (www)
 - Elizabeth Cross Application Form: [Elizabeth Cross and Memorial Scroll](#) (www)

Further Advice - Contacts

5. The owner of this JSP is the Defence Services Secretary's Medallic Recognition Policy Team. For further information on any aspect of this JSP please contact:

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Equality and Diversity Impact Assessment

6. MOD respects and values people of all backgrounds. The policy set out in JSP 761 is designed to ensure all employees are treated in a fair, transparent, and consistent manner. All those involved in the management of MOD employees must abide by legislation and should adhere to MOD policy. This JSP has been subject to an Equality Impact Assessment.

“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 – 22 March 1944

Chapter One – Introduction and General Instructions

Introduction

1.01. Joint Service Publication 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 King's Regulations and Defence Information Notices (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 submitting recommendations. Further advice, if necessary, should be sought from local J1 staff, or Honours and Awards staffs in the Service Personnel Policy departments, as listed below:

ROYAL NAVY:	navynavsec-handagroupmailbox@mod.gov.uk
ARMY:	armypers-pol-conditions-mailbox@mod.gov.uk
ROYAL AIR FORCE:	air-people-servicesdiscippol@mod.gov.uk

1.02. 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

1.03. The United Kingdom Honours System is based 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.

1.04. 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.

1.05. There are two 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 operation¹. The same principle applies to recommendations for Honours and Decorations which should usually have a minimum of 5 years between nomination for awards in Orders and will not be considered more than 5 years after the event. The second is 'double medalling'. This states that only one form of medallic recognition is acceptable for a single period of meritorious and/or campaign service.

1.06. The Cabinet Office-led Committee on the Grant of Honours, Decorations and Medals (the 'HD Committee') oversees the award of all Honours, Decorations and Medals. 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.

¹ This applies to the creation of a new medal, not to an existing one. An individual can apply for a medal they were entitled to more than 5 years previously.

1.07. A sub-committee of the HD Committee, the George Cross Committee, is responsible for maintaining the standards of the civilian gallantry awards (George Cross, George Medal, King's Gallantry Medal, King's Commendation for Bravery, and King's Commendation for Bravery in the Air) for which Service personnel are recommended. All Service recommendations for these awards are scrutinised by the Committee².

Orders, Decorations, Medals, and Commendations

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

Commanding Officer's Responsibilities

1.09. The attention of Commanding Officers³ is drawn to their special responsibilities in the field of honours and awards for their unit as follows:

a. Sub-unit Commanders and above 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) Exceptional meritorious service.

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

b. Ensuring that they have satisfied themselves that the content of the recommendations they have initiated/signed have been checked for their accuracy.

c. For the custody, maintenance, good order and safe transit of decorations and medals placed in their care.

d. The provisions for safe custody and reporting of losses of Orders, decorations and medals set out in King's Regulations which should be incorporated in unit standing orders and brought to the attention of all ranks at regular intervals.

e. The need for immediate action to place decorations and medals into safe custody in the case of disciplinary offences is described in Chapter 9.

² The King's Commendation for Bravery and King's Commendation for Bravery in the Air do not require GCC approval but are submitted for their overview.

³ As defined in JSP 830.

- f. The requirement that mobilisation orders must cater for the security of decorations and medals.
- g. 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. This includes the wearing of authorised miniatures and the use of authorised post-nominal letters.
- h. Commanding Officer's role in forfeiture and restoration, see Chapter 9.

The Individual's Responsibility

1.10. 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. Any Order, decoration or medal that an individual is entitled to hold as part of their uniform, is to be readily available to be worn at short notice. There may be disciplinary consequences for Service personnel who sell or dispose of any Orders, decorations or medals.

1.11. Individuals are only to wear those medals or ribbons which they are authorised to wear. This includes authorised miniatures and the use of authorised post-nominal letters (see Chapter 12).

1.12. Individuals are advised to consider insuring their medals to help cover the cost of replacements if medals are stolen, lost or damaged.

Awards Available

1.13. A list of awards available to the Armed Forces in recognition of Gallantry and 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

1.14. All recommendations for awards for gallantry or meritorious service are to be made on form JPA Form S004. Endorsing comments and grading by superior commanders are most valued by awarding boards. Notes on completing JPA Form S004 are given at Annex B to this Chapter.

1.15. 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.

1.16. Recommendations for awards are IN CONFIDENCE and all correspondence is to be classified OFFICIAL-SENSITIVE-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. Unsuccessful recommendations are not retained.

1.17. It is recommended that a contemporaneous record of events for possible recommendations for gallantry or meritorious service on operations should be drafted as soon as possible after the event(s).

1.18. In line with national policy, agreed recommendations for State and Service awards are not released. However, précis of recommendations may be made available to recipients (or their Next of Kin) and Media staff, provided that the content is not of a sensitive nature. Recommendations will

normally be placed into the public domain by being transferred to the National Archives under the provisions of Public Records legislation.

Recording of Awards on Personal Documents

1.19. The granting of State Honours or decorations to serving or recently retired Service personnel will be added to recipients' JPA Service records by the single Service Honours Staffs. All other British medals will be recorded on JPA by MODMO. Arrangements for the recording on JPA of honours, decorations and other awards from foreign and Commonwealth countries for which authorisation has been received to accept and wear is a unit responsibility. Arrangements for the recording of honours, decorations, and other medals granted to personnel not administered under JPA "e.g. RFA personnel, MOD Civilian staff, MOD Police etc" will be made by the appropriate Personnel Administration authority.

1.20. The recording of other commendations on JPA below that of a State Award is to be the responsibility of the issuing authority.

Wearing of Ribbons, Miniatures, and use of Post-Nominal Letters

1.21. The ribbons of the Orders, Decorations and Medals are to 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.

1.22. An individual may use the authorised 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. Where bars are subsequently awarded, it has become unofficial practise for an asterisk to be added to a post-nominal within titles and correspondence to denote this, e.g. DSO*, DSO**. It is to be noted that MODMO do not re-engrave medals with asterisks (*) if bars are awarded.

Honour of Knighthood

1.23. 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 once 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

1.24. When an Order, Decoration or Medal is lost, the owner is to report the loss to the Unit Admin staff and all available information is to be recorded. Where the loss is caused entirely by unavoidable circumstances arising out of the demands of Service, e.g. the medal has fallen from the service person's chest during a parade, a replacement may be at public expense. Replacement of losses caused by the circumstances and accidents of private life, or those related to service but otherwise covered by insurance or advice to carry separately, e.g. unaccompanied baggage, will not be chargeable to the public. If replacement is required of a organisation or civil authority, application should be made to the issuing authority.

1.25. Retired personnel may, after all reasonable steps to recover lost decorations or medals, apply direct to MODMO. These applications must be accompanied by proof of loss in the form of a Police Crime Report or a successful itemised insurance claim. Replacements of this nature will be charged to the individual.

1.26. Unit Admin staff are to forward applications for replacement medals using JPA Form S001 via PowerApps through the chain of command to MODMO. The application is to be authorised by the Commanding Officer. Where the loss has been the subject of a charge, the result of a trial is to be forwarded with the application for replacement.

1.27. Current medal inscription policy is to engrave a medal with the recipient's number, acting rank, initials, name and Service or Regiment/Corps at the time of qualification for the medal. Reference to 'acting' shall not be included on the medal inscription. Any replacement for loss or theft will continue to reflect the details from the initial issue, but the medal is marked to indicate that it is a replacement with (R). For this reason, medals are not re-issued following a name change, for example, upon marriage, divorce or change of rank.

1.28. The Gender Recognition Act 2004 provides transgender personnel with legal recognition in their acquired gender following receipt of the date of declaration. They acquire legal protection from having their former gender disclosed. Official numbers engraved on their original medal(s) may identify their previous gender, guidance on transgender medal replacement and inscription policy is at Annex C to this Chapter.

Commendations

1.29. Public commendation in the London Gazette by order of The Sovereign (Mention-in-Despatches, King'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.

1.30. Commendations promulgated inside the Armed Forces (e.g. 4*, 3*, Commanders etc) are not part of the state system but are also submitted on JPA Form 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.

1.31. Commendations may also be awarded to civilians who have demonstrated consistently high standards of efficiency and devotion to duty.

Presentation of Honours and Awards, Decorations and Medals

1.32. Personnel granted Honours & Awards and decorations at Levels 1 – 3 (see Chapters 2, 3 and 4) will be presented with their award by The Sovereign or His representative at an Investiture (see Chapter 7). The presentation of Level 4 awards; e.g. King's Commendations and Mention in Despatches, will be made under single Service arrangements (see Chapter 7).

1.33. Medals, e.g. campaign and/or operational service medals and other medals (see Chapter 8) and long service & efficiency awards (see Chapter 5), but also any other official medal(s), are to be presented under chain of command arrangements in an appropriate manner that reflects the prestige of the award and the significance of the recognition that medals represent.

1.34. Where appropriate, Commanding Officers of units or formations may wish to consider arranging medal presentation events on a whole unit basis. Commanding Officers should not, however, overlook individual augmentees, including personnel who are returning to their original, pre-deployment employing unit or those who, post-deployment, may have recently joined a new unit before their medals arrive. If any official medal is received in a unit, arrangements should be made for it to be presented in a fitting and appropriate manner. "Fitting and appropriate" remains at individual Commanding Officer's discretion, but the significance of the occasion to the recipient should be borne in mind.

Presentation or Posthumous Honours, Awards, Decorations and Medals

1.35. Where the award of a medal is posthumous, the presentation may be made to the entitled Next of Kin (NOK) in an appropriate manner.

1.36. **Establishing medal entitlement for Personnel who die in Service.** The Joint Casualty and Compassionate Centre (JCCC) is required to send notification of the death of a Service Person to MODMO immediately. Upon receipt of notification, MODMO is to carry out a full official award entitlement check to establish any previous entitlement to Orders, Decorations and Medals and to arrange issue of any awards which have not previously been provided. MODMO are to contact the Visiting Officer (VO) within 48 hours of notification to establish the deceased's full official medal entitlement and the NOK's entitlement to the Elizabeth Cross and Memorial Scroll (see Chapter 13).

1.37. **Mounting of Orders, Decorations and Medals for the deceased.** If required, MODMO will arrange for the awards to be mounted in time for the funeral. The VO should liaise with the deceased's Personal Representative (PR)/unit to locate any previously issued Orders, Decorations and Medals already held by the deceased. If mounting or cleaning is required, the previously issued awards are to be forwarded to MODMO by 24 Hour Special Delivery. MODMO will arrange for the award(s) to be cleaned, any outstanding award(s) added, presentation court mounted and returned to the PR of the estate via the VO, if required, in time for the funeral.

1.38. **Replacements/duplicate set of medals.** MODMO can only provide replacement award(s) when the original award(s) are damaged, lost or stolen. If official replacement medals are required for the funeral, a JPA Form S001 must be completed and sent to MODMO with any additional relevant information. If the original award(s) cannot be found in time for the funeral, MODMO will not be able to provide replacement awards. In this instance, the unit are permitted to privately source and court-mount a replica set. The unit is responsible for funding a replica set of awards. The VO should ensure that the family are aware that the replica set of awards will NOT be original MOD issue awards.

1.39. **Presentation Cases.** Decorations and Medals may be placed on the coffin with the flag, headdress, belt, sword or family wreath. MODMO will provide one appropriate size presentation case for the award(s) in time for the funeral as part of the presentation court mounting. Only one presentation case will be issued per death. If mounting is not required, MODMO will contact the VO to request suitable address and timings for delivery/collection of the presentation case.

Annuity and Additional Pension for Holders of Gallantry Awards

1.40. JSP 764 sets out the policy for annuities and additional pension payments for holders of gallantry awards.

Forfeiture of honours

1.41. Forfeiture of State Honours, decorations and medals is covered in Chapter 9 of this JSP.

Annexes:

- A. List of Awards Available to the Armed Forces.
- B. Notes on Completion of JPA Form S004 - Recommendations for Honours and Awards.
- C. Medal Replacement and Inscription Policy for Transgender Service Personnel.

AWARDS AVAILABLE TO THE ARMED FORCES

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”	Initiating officers who forward JPA S004s proposing Level 1 awards must provide at least two independent witness statements to support each recommendation. These should be written by those closest to the incident(s) and may be submitted in manuscript. Ideally one should be written by a junior officer / senior non-commissioned rank
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 September 1993 the Mention in Despatches has been restricted to gallantry during active operations against the enemy.	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 Chapter 12.

ARMED FORCES NON-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)
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.

NON-OPERATIONAL and CIVILIAN 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)
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”	Initiating officers who forward JPA S004s proposing Level 1 awards must provide at least two independent witness statements to support each recommendation. These should be written by those closest to the incident(s) and may be submitted in manuscript.

10	George Medal (GM)	All Ranks	Yes – Bars	Yes	<u>Level 2</u> : “for acts of conspicuous bravery”	
11	King’s Gallantry Medal (KGM)	All Ranks	Yes – Bars	Yes	<u>Level 3</u> : “for acts of exemplary bravery”	
12	King’s Commendation for Bravery	All Ranks	Yes	Yes	<u>Level 4</u> : “for acts of bravery”	See also Chapter 12.
13	King’s Commendation for Bravery in the Air	All Ranks	Yes	Yes	<u>Level 4</u> : “for acts of bravery in the air”	

ARMED FORCES AWARDS FOR MERITORIOUS SERVICE

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)

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. Can be awarded for operational service.
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. Can be awarded for operational service.
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. Not 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. Can be awarded for operational service.

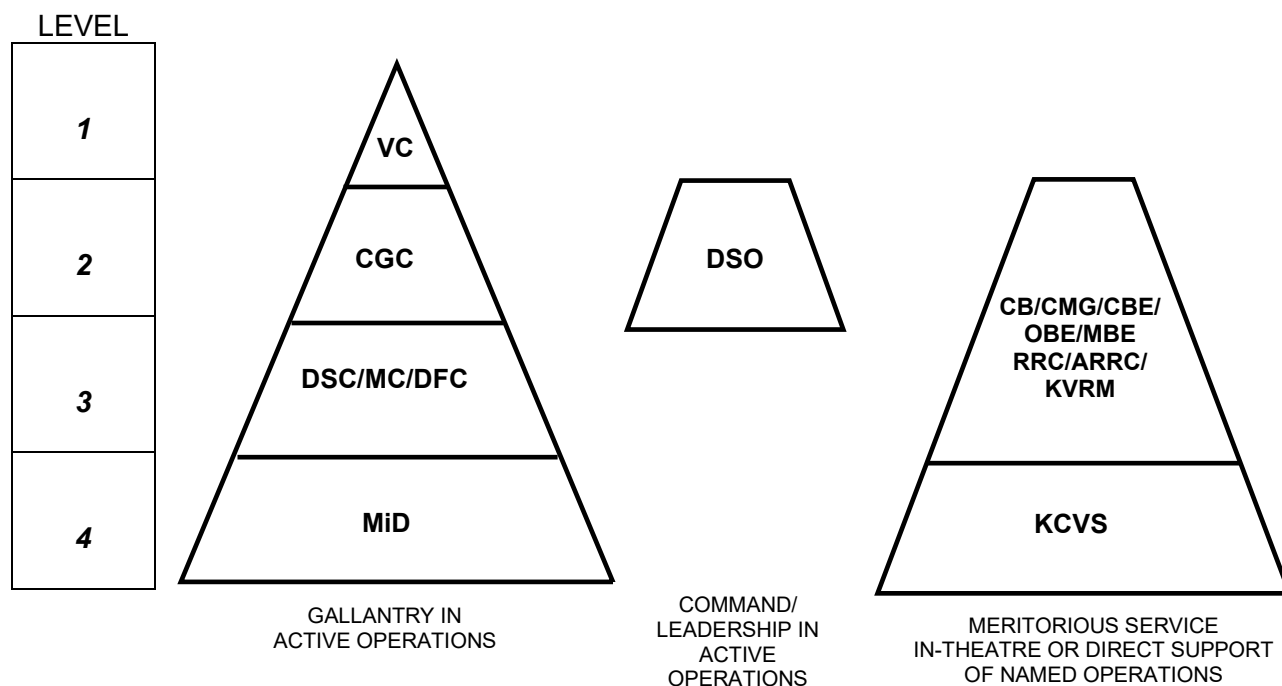
17	King's Volunteer Reserves Medal (KVRM)	All Ranks	No	No	<u>Level 3 (approximately):</u> For members of any rank of the Volunteer Reserve Forces, for devotion to duty and exemplary service over a period usually of at least 10 yrs that has been of particular value and an outstanding example to others.	a. Not available to Regular or Non-Regular Permanent Staff, ex-Regular personnel serving on FTRS, ADC or VeRR, or to officers/adult instructors of the Cadet Forces. b. 10 years' service in the Volunteer Reserves is usually required. c. Annual allocation of 13 is fixed and outside Quinquennial Review. d. Not available for operational service.
18	King's Commendation for Valuable Service	All Ranks	Yes	Yes	<u>Level 4:</u> There are no codified conditions of award	a. Available only as an operational award. b. Repeat awards are made by including the recipient's name in a second, or subsequent, Honours List. There is no provision for 2 awards in the same List. See also Chapter 12.

ARMED FORCES AWARDS FOR COMMEMORATIVE EVENTS

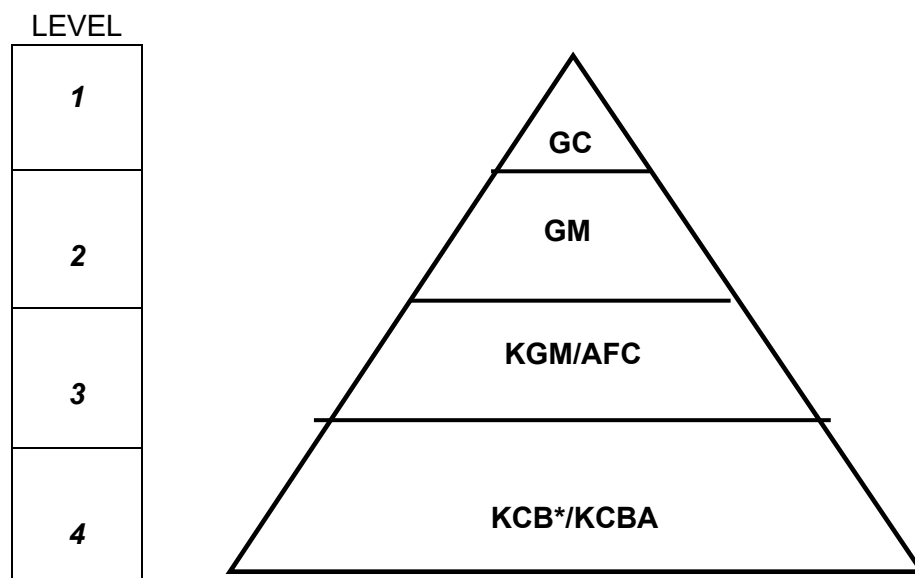
Serial	Short Title (Authorised Post-Nominals)	Open To	Repeat Awards Available	Available Posthumously	Level and Conditions of Award	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)
19	Queen's Silver Jubilee Medal (QSJM)	Select qualifying members of the UK Armed Forces	No	Yes	<u>Level 4:</u> To have been in service on 6 Feb 1977 and by special selection only.	a. awarded at the discretion of COs to select personnel and senior officers at the time of the Queen's Silver Jubilee.
20	Queen's Golden Jubilee Medal (QGJM)	All qualifying members of the UK Armed Forces	No	No	<u>Level 4:</u> To have been in service on 6 Feb 2002 to have completed a minimum of 5 years' service.	a. awarded to all qualifying members of the UK Armed Forces.
21	Queen's Diamond Jubilee Medal (QDJM)	All qualifying members of the UK Armed Forces	No	No	<u>Level 4:</u> To have been in service on 6 Feb 2012 to have completed a minimum of 5 years' service.	a. awarded to all qualifying members of the UK Armed Forces.
21	Queen's Platinum Jubilee Medal (QPJM)	All qualifying members of the UK Armed Forces	No	No	<u>Level 4:</u> To have been in service on 6 Feb 2022 to have completed a minimum of 5 years' service.	a. awarded to all qualifying members of the UK Armed Forces.

22	King's Coronation Medal (KCM)	All qualifying members of the UK Armed Forces	No	No	<u>Level 4:</u> To have been in service on 6 May 2023 to have completed a minimum of 5 years' service.	a. awarded to all qualifying members of the UK Armed Forces. See 2023DIN09-012 for the full qualifying criteria.
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OPERATIONAL AWARDS



CIVILIAN OR NON-OPERATIONAL GALLANTRY AWARDS AND THE AIR FORCE CROSS¹



¹ May be awarded in Theatre.

Notes on Completion of JPA Form S004

1B.01. Great care is to be taken to ensure that all particulars on JPA Form S004 are completed and correct.

1B.02. Accuracy is essential when completing the form. Any discrepancies will result in delay in processing the recommendation and may lead to it being rejected. In particular, care must be taken to ensure:

- a. Recording and spelling of all names including second and subsequent forenames.
- b. Authorised 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, Reserves, or Cadet Forces.
- d. Service numbers.
- e. Full details of rank (substantive, temporary, acting but not local).
- f. Date of retirement/expiry of engagement.
- g. Parent ship, regiment, corps¹ or branch as appropriate to Service.
- h. The initiating officer² is to show his/her appointment, unit title and date of recommendation.
- i. The initiating officer is personally responsible for ensuring the accuracy of the content of the recommendations they have initiated/signed.
- j. Superior commanders are to countersign the form and are encouraged to provide an indication of the relative merit of the submission. There should be a direct correlation between this and the strength of the recommendation on the box marking. The value of these comments to honours committees cannot be overstated.
- k. The personal signature of the initiating and recommending officers are necessary on Form JPA S004 and must not pre-date the period covered by the recommendation.

1B.03. 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 their conduct on those around them, and the outcome of operations, but should not specify the award which is recommended except on the front page. A margin of not less than 10 mm must be left on each side of the sheet.

1B.04. One original back-to-back completed JPA S004 is to be treated as the master copy and is retained, eventually for the National Archives.

¹ 'General Staff' in the case of Army Colonels and above.

² In Front Line Commands, normally the commanding officer.

Medal Replacement and Inscription Policy for Transgender Personnel (Serving and Veteran)

1C.01. The 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 qualification for the medal. In the event of medals being damaged, lost, or stolen individuals can apply for a replacement set of medals. These will continue to reflect the details from the initial issue, but the medal is marked with an additional (R) to indicate that it is a replacement. For this reason, medals are not re-issued following a name change, for example, upon marriage, divorce or change of rank.

1C.02. The Gender Recognition Act 2004 provides transgender personnel with specific legal recognition in their acquired gender following receipt of the date of declaration. This includes legal protection from having their former gender disclosed. The following sections describe how this legal protection affects both former and currently serving personnel who elect to invoke this protection.

Serving Personnel

1C.03. If a serving member of the Armed Forces has been given a 'date of declaration' of their 'acquired' gender and wishes to have their medals re-issued with their revised details, the individual should apply in writing to MODMO as follows:

- a. The letter should be marked 'Personal for the Officer in Charge MODMO'.
- b. All original medals the individual wishes to be re-issued should be enclosed.
- c. Proof of their 'date of declaration' together with details of their new surname, initials and service number should be enclosed.

1C.04. MODMO will treat the request in confidence and will re-issue replacement medals with the updated name, initials and service number. However, medals will retain the rate/rank that the individual held at the time the medal was originally awarded.¹ Medals issued under these circumstances are considered re-issue rather than replacement and as such will not be marked with the letter (R) and may be provided at public expense.

1C.05. If it is not possible to provide the original medals, then individuals are required to make an assertion to the effect that the original medal(s) is/are no longer available. As the original medal(s) cannot be assumed to have been destroyed or to be unrecoverable MODMO will treat the application as a request for replacement medals that are lost or stolen. Replacement medal(s) will include details of the new surname, initials and service number but will be marked with the letter (R) and be provided at the applicant's private expense.

Veterans

1C.06. If applications are received from veterans seeking to have their medals replaced following

¹ Unless formerly serving in acting rank, in which case, the higher acting rank will be used.

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 MODMO may wish to offer a new medal without including a service number. Such instances will be considered by MODMO on a case-by-case basis.

1C.07. Assertions that the original medal(s) is/are no longer available to be returned to MODMO 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 with an (R) to denote replacement.

Chapter Two – Operational Awards

Introduction

2.01. Operational awards are given for gallant and distinguished services in active operations against the enemy¹. These are for activity that has taken place while deployed within a medal-earning theatre or geographical area, which are usually but not exclusively PJHQ-owned operations, or in direct support of such operations. The awards available are shown in Annex A. Operational Awards may be awarded to those operating under UK Command and may therefore be awarded to both Civilians and Armed Forces personnel.

Operational Scales

2.02. The number of awards for gallantry and for meritorious service for an operation or a campaign, or part thereof, will vary according to the circumstances of the operation and be based on the average strength of the force employed over a given period. This is known as the Operational Scale and is authorised by The Sovereign following a submission from the MOD to the HD Committee. Operational Scales allow for additional appointments to Orders.

2.03. For major operations², scales of awards or quotas may be set but can change during its life depending on the periodic risk and rigour statement produced by the in-theatre commander. There is one scale for Levels 1-3 and another for Level 4 awards. Awards are not rationed by unit – the strength of respective recommendations, and the level of support they attract through the process, count for everything.

- 2.04. There are three kinds of awards within Operational Scales, 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 they have received a special delegation of authority from The Sovereign.

Procedure for Recommendations

2.05. **Periodic Awards.** Recommendations are to be forwarded to the Secretary AFOAC by the commander with authority for the operational scale after the end of the set period(s) laid down in the scale. **Candidates must not be made aware that they have been recommended for an award.** 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:

¹ Gallant acts connected with Counter-Improvised Explosive Device work can be recognised by operational or non-operational awards depending on their circumstances. Initiating Officers are to be scrupulous in checking the detail of whether the act(s) described in the recommendation were conducted in the face of the enemy or not.

² Operations may be judged by the Honours and Decorations Committee as 'major' according to a standardised set of criteria in which the threshold for such is either met or exceeded.

- 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. Group together citations dealing with a single incident, series of events or locations 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.

2.06 Initiating officers who forward JPA Form S004s proposing Level 1 awards must provide at least two independent witness statements to support each recommendation. These should be written by those closest to the incident(s) and may be submitted in manuscript. Ideally one should be written by a junior officer / senior non-commissioned rank.

2.07. **Intermediate Awards.** 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.

2.08. **Immediate Awards.** If immediate awards are approved for a future operation, special instructions will be issued, making clear the delegated authority arrangements and the circumstances under which that authority might be applied.

2.09. **Medallic Recognition (UK Honours and Awards).** An individual granted a British Honour, Decoration or Medal of the status of Level 4 or above, for service on operations within a Tier 1-3 medal earning theatre during the qualifying period, can also qualify for the appropriate service medal.

Posthumous Awards

2.10. A posthumous award is given for an act of gallantry in action in which the individual is killed or following which they die, 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.

2.11. All Armed Forces gallantry awards and Level 4 State commendations may be awarded posthumously. However, there is no provision for posthumous appointments to Orders, including the DSO.

2.12. The Next of Kin of eligible personnel whose deaths fell in circumstances for which a gallantry award was made will qualify for the Elizabeth Cross and Memorial Scroll (see Chapter 13).

Missing Personnel, Prisoners of War and Personnel who Escape or Evade Capture

2.13. The fact that personnel are missing or are known to be Prisoners of War (PoW) must be added to 'Personal Details' on the front of the JPA Form S004, together with the date. Recommendations on behalf of missing personnel or known PoW 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 PoW Pools for consideration at the end of hostilities, or when the individual rejoins

their 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 PoW wef .././..', etc must be forwarded to the Secretary.

2.14. Recommendations in recognition of escaping or for evading capture, based on debriefing interrogations may be made, as well as recommendations recognising 'conduct while PoW'. 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

2.15. British (National or Citizen) civilians, who are deployed in an operational theatre, or direct support of a named operation, are eligible to receive an operational award for gallantry or meritorious service. Recommendations are to be staffed up through the operational chain of command. If recommendations for any grade of the Order of the British Empire are endorsed by the AFOAC they will then be staffed to the MOD Civilian Honours Secretary for consideration in the next half-yearly List.

Publications of Awards

2.16. Operational awards will be formally promulgated in the London Gazette in the substantive rank held at the time of the specific act of gallantry or meritorious service. Recognising that some recipients of operational awards may have been promoted after the date of conducting the act of gallantry or meritorious service and before formal publication, all congratulatory correspondence will be addressed to the individual's substantive rank at the time of promulgation. The names of personnel from MOD A Block will not be published in the London Gazette along with the operational awards from the same period but will be reviewed regularly and may be published at a future date when it is considered appropriate to do so.

Annuity for Holders of Gallantry Awards

2.17. All Service personnel (including Reserve personnel), irrespective of rank, and pension scheme who have been awarded a Victoria Cross are entitled to an annuity for life.

2.18. JSP 764 provides guidance, criteria and conditions of payment.

Annex A: Summary of Operational Awards

SUMMARY OF OPERATIONAL AWARDS AVAILABLE TO THE ARMED FORCES FOR GALLANTRY AND MERITORIOUS SERVICE

Operational Gallantry		Level	Post-nominals
1	VICTORIA CROSS For gallantry of the highest order during active operations.	1	VC
2	DISTINGUISHED SERVICE ORDER For highly successful command and leadership during active operations.	2	DSO
3	CONSPICUOUS GALLANTRY CROSS For conspicuous gallantry during active operations.	2	CGC
4	a DISTINGUISHED SERVICE CROSS For exemplary gallantry during active operations at sea.	3	DSC
	b MILITARY CROSS For exemplary gallantry during active operations on land.	3	MC
	c DISTINGUISHED FLYING CROSS For exemplary gallantry during active operations in the air.	3	DFC
5	MENTION IN DESPATCHES For an act (or acts) of bravery during active operations.	4	None
Meritorious Service Awards		Level	Post-nominals
6	APPOINTMENT AS COMMANDER, OFFICER OR MEMBER OF THE ORDER OF THE BRITISH EMPIRE For meritorious service in an operational theatre (also awarded for meritorious service outside operational theatres).	Rank related	CBE OBE MBE
7	ROYAL RED CROSS Available to the Nursing Services only for meritorious service in an operational theatre.	N/A	RRC ARRC

8	KING'S COMMENDATION FOR VALUABLE SERVICE For meritorious service in an operational theatre.	Level 4	None
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Chapter Three – Armed Forces and Civilian Non-Operational Gallantry Awards

Introduction

3.01. A recommendation for an award for an act of gallantry 'not in the presence of an enemy' is to be forwarded through the nominee's chain of command to Secretary AFOAC as soon as possible after the performance of the deed. Such acts might include but are not restricted to rescues in hazardous circumstances, firefighting, explosive device disposal etc. Non-operational gallantry awards form part of the overall national recognition picture but they are processed separately and against different criteria to other honours. Gallantry awards tend to focus on one specific incident or sequence of events, rather than honours in which evidence of a sustained contribution is expected. Non-operational gallantry awards can be awarded in both medal-earning theatres/geographical area as well as areas for which no campaign medal has been authorised. The awards available are shown at Annex A.

3.02. There is no operational scale for non-operational gallantry awards. 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 operations that are not eligible for a campaign medal, non-operational gallantry awards may be more appropriate than Armed Forces operational awards.

3.03. The citation should include all the circumstances that enable the degree of gallantry to be assessed, such as training, environmental conditions and whether other people were available to help. The extent of risk to life should also be made clear within the citation.

3.04. Acts of gallantry that are not considered worthy of a recommendation for The King's Commendation for Bravery or The King's Commendation for Bravery in the Air may be recognised by a Commendation in accordance with Chapter 1. Such commendations are to be recorded on JPA. Similarly, a Royal Humane Society award might be considered – see paragraph 3.08 below.

Procedure for Recommendations

3.05. Recommendations for non-operational gallantry awards should be submitted on JPA Form S004 and staffed through the chain of command to Secretary AFOAC. The recommendation should include consideration of the elements outlined in Annex B to this chapter. **Candidates must not be made aware that they have been recommended for an award.**

3.06. Thereafter the recommendations are considered by the George Cross Committee. The George Cross Committee will not consider cases for awards arising more than five years after the event for which an award is sought took place. All recommendations finally selected are submitted to The Sovereign for approval and are published on the Defence List.

3.07. Initiating officers who forward JPA Form S004 proposing a Level 1 award must provide at least two independent witness statements to support the recommendation. These should be written by those closest to the incident(s) and may be submitted in manuscript.

Non-State Life Saving Medals and Awards

3.08. Medals for Saving Life fall into two categories: those awarded by the Sovereign (official awards) and those awarded by National organisations, Orders, and individuals. The Royal Humane Society,

Royal National Lifeboat Institution and Order of St John have a variety of Life saving awards and consider 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 similar 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, using the nomination form on their website: [Royal Humane Society](http://www.royalhumane.org.uk) (www). Forms should be submitted direct to the Royal Humane Society by the person making the nomination within two 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. The person being nominated must have given their permission. 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).
- c. 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.

Annuity for Holders of Gallantry Awards

3.09. All Service personnel (including Reserve personnel), irrespective of rank, and pension scheme who have been awarded a George Cross are entitled to an annuity for life.

3.10. JSP 764 provides guidance, criteria and conditions of payment.

Annexes:

A. Summary of Non-Operational Gallantry Awards.

B. Guidance of Drafting a Recommendation for a Non-Operational Gallantry Award.

SUMMARY OF NON-OPERATIONAL GALLANTRY AWARDS

Non-Operational or Civilian Gallantry		Level	Post-nominals
1	GEORGE CROSS For gallantry of the highest order not in the presence of an enemy.	1	GC
2	GEORGE MEDAL For conspicuous gallantry not in the presence of an enemy.	2	GM
3	KING'S GALLANTRY MEDAL For an act (or acts) of bravery not in the presence of an enemy.	3	KGM
4	AIR FORCE CROSS For exemplary gallantry while flying – not in the presence of an enemy.	3	AFC
5	KING'S COMMENDATION FOR BRAVERY For an act (or acts) of bravery – not in the presence of an enemy.	4	None
6	KING'S COMMENDATION FOR BRAVERY IN THE AIR For an act (or acts) of bravery while flying – not in the presence of an enemy.	4	None

Guidance on Drafting a Recommendation for a Non-Operational Gallantry Award

Ensure that the dates in the 'Date of action or period covered' box are inserted and match the period that is described in the Recommendation.

The Recommendation should be concise, written in the third person and in plain English, avoiding unnecessary abbreviations and buzzwords.

The Recommendation should include all the circumstances that enable the degree of gallantry to be assessed. As many of the following criteria as relevant should be addressed:

- whether the individual was acting above and beyond the call of duty
- the degree of risk of death
- whether the individual was aware of the danger and chose to act
- whether the incident was planned and whether the individual was trained to deal with such an incident
- whether the individual persisted in going forward in the face of danger
- whether the individual was protecting people or property
- the physical conditions in which the event occurred.

For example, the following factors may be of value when assessing a rescue from drowning:

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

For Level 1 awards at least two independent witness statements, written by those closest to the incident, must be provided to support the Recommendation.

Chapter Four – Awards in the Half-Yearly Honours Lists

Introduction

4.01. State Honours lists are published twice a year at New Year (end of December) and on The Sovereign's Official Birthday (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.

Orders of The Bath and The British Empire

4.02. The awards in each list are made in several Orders. They are summarised at Annex A to Chapter 1. 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. This is published in the Quinquennial review of honours issued by Defence Services Secretary.

- 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

4.03. Recommendations for awards of the Royal Red Cross (RRC) and Associate Royal Red Cross (ARRC) may be made through the normal chain of command using JPA Form S004. Single Service Nursing Leads are available for advice when drafting RRC/ARRC citations. The staffing process must include at least the single Service Director of Medical Services who must consult with their single Service nursing lead and ensure their comments are represented. All RRC/ARRC recommendations should then re-join the main group of state award nominations for endorsement at single Service Command/TLB Holder level before being forwarded in accordance with single Service procedures; see Chapter 4, Annexes B-D.

The King's Volunteer Reserves Medal

4.04. The King's Volunteer Reserves Medal (KVRM) is awarded for exemplary personal performance over an extended period of service in the Volunteer Reserves Forces.

4.05. Recommendations for award of the Medal are to be submitted for the half-Yearly Honours Lists on form JPA Form S004. A total of 13 awards are available annually.

4.06. It will be usual that members of the Volunteer Reserves Forces shall have completed 10 years' efficient service before being recommended for award of the Medal.

4.07. To be eligible for recommendation for the Medal, members of the Volunteer Reserves Forces 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), Additional Duties Commitment (ADC), and Cadet Force members are not eligible to be considered for the KVRM.

4.08. Recommendations for awards of the KVRM should be considered for individuals of any rank in the Volunteer Reserves of all three single Services in recognition of outstanding service.

The Basis of Recognition of an Honour

4.09. 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 based on achievement, for merit and excellence, or for exemplary service.

4.10. 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 recent past and should cover at least two years. 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 as follows:

- a. The emphasis should be on describing what an individual has done to make a real difference, rather than for long and devoted service whilst simply doing their job.
- b. Where an individual is being nominated for a second award¹, the recommendation should focus on what has been achieved since the original award was made.
- c. Activity that is mainly or wholly outside of the individual's role, and does not directly benefit Defence, is not eligible for recognition on the Defence List. Recommendations completely or predominantly for such activity should be submitted directly to the Cabinet Office using the Cabinet Office form.

4.11. Whilst acknowledging that recommendations should always be submitted on merit, single Services should aim to ensure that they achieve, where appropriate, recognition for as diverse a cross-section of the military population as possible, across the rank ranges, for regulars and reservists and for all genders and backgrounds:

- a. To be eligible for an award an individual must be serving, no less than, 12 months prior to the date of promulgation of the Half-Yearly Lists.
- b. Awards of Orders in the Half-Yearly Honours Lists may only be made to living persons. Endorsing Officers must immediately notify the death of an individual who has been recommended through their Honours and Awards 'recommendation chain'.

¹ There should normally be a minimum of five years' reckonable service between recommendations for promotions within an order and / or elevation to a higher order. In exceptional circumstances, the promotion may be made within 5 years if the promotion is for an award in the operational theatre.

c. There should be a minimum of five years between nominations for awards in Orders.

d. The Honours and Awards 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

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

4.13. 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”). Nor should the level of award being recommended be mentioned in the text of the citation.

The Procedures for the Submission of Recommendations

4.14. 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 JPA Form S004 are to reach the Defence Service Secretary’s Honours desk through the appropriate reporting chain by the following dates annually:

a. Third Monday in January - for The King’s Birthday Honours List.

b. Second Monday in September - for The New Year Honours List.

4.15. 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 Endorsing Officer’s order of priority for selection, if applicable.

4.16. Whilst selection committees will consider the priorities set out by Endorsing 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.

Approvals Process

4.17. Defence enjoys a unique and privileged position within the UK State Honours System. The Defence List throughout history has sought to acknowledge the Armed Forces contribution operationally and within broader support functions. The Cabinet Office Quinquennial Review Process outlines the importance of due process and accountability to assure the State Honours and nominations from the Single Services against a taut programme. The following boards and Committees are delivered through the Defence Services Secretary to support the biannual State honours process and generation of the Defence List which includes operational honours and recognition.

4.18. **Defence Higher Honours Committee (DHHC).** Chaired by CDS with VCDS, PUS, DS Sec and an independent Advisor. The DHHC is directed by the Cabinet Office to: assure the quality and appropriateness of the nominations; authorise and ratify the nominations from the single Service Chiefs; consider Pan Services parity and level of awards; and consider broader Statistics and evidence to ensure reach and representation and diversity where it exists.

4.19 **Independent Scrutiny.** Appointed by the Cabinet Office, the Defence Independent Scrutineer has a key role in reviewing and assuring all Defence State honours nominations submitted by the DHHC. This includes operational awards and a holding to account function to the Cabinet Office. The Independent Scrutineer may challenge assumptions, evidence and standards of accuracy. *In Extremis*, the Independent Scrutineer may recommend to CDS and the Defence Services Secretary that nominations are withdrawn from a specific List.

4.20. **Cabinet Office Main Committee.** The final formal committee stage sees the Defence List presented by CDS personally, to the Cabinet Office Main Committee. All recommendations are offered, evidence challenged, consistency examined alongside cross Government State Honours Lists in order to produce the ratified biannual submission.

4.21. The names of individuals selected by Main Committee 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

4.22. 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 Form S004.

Retired Personnel

4.23. Retired service personnel employed under an FTRS commitment are eligible for awards in the Armed Forces Half-Yearly Honours Lists, less the KVRM and MSM. Recommendations, when appropriate, are to be submitted in accordance with the procedures above. All other retired officers, including Military Support Function, 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 DBS guidance.

Cadet Forces

4.24. Commissioned Officers of the Cadet Forces (Sea Cadet Corps, Volunteer 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 using JPA Form S004.

4.25. Recommendations in respect of all other Cadet Force Adult Volunteers, including those holding non-commissioned rank, civilian instructors and those serving in administrative positions in the Organisation, should be forwarded through the Chain of Command to the MOD Civilian Honours Secretary for consideration.

Awards to UK Civilians

4.26. 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, Royal NAAFI, dependants of members of the Armed Forces, etc) are to be handled in accordance with the guidance issued by the MOD Civilian Honours Secretary when nominations are sought.

Order of St John

4.27. 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. Summary of State Honours available for Meritorious Service
- B. Classes of Orders – Guide to Eligibility by Rank.
- C. Procedures for Submission of Recommendations for Half-Yearly Lists – Naval Service: Royal Navy, Royal Marines, Royal Fleet Auxiliary.
- D. Procedures for Submission of Recommendations for Half-Yearly Lists – Army.
- E. Procedures for Submission of Recommendations for Half-Yearly Lists – Royal Air Force.

SUMMARY OF STATE HONOURS FOR MERITORIOUS SERVICE AVAILABLE TO THE ARMED FORCES

Meritorious Service Awards		Level	Post-nominals
1	APPOINTMENT AS COMMANDER, OFFICER OR MEMBER OF THE ORDER OF THE BRITISH EMPIRE For meritorious service in an operational theatre (also awarded for meritorious service outside operational theatres in the Half-Yearly Lists).	Rank related	CBE OBE MBE
2	ROYAL RED CROSS Available to the Nursing Services only for meritorious service.	N/A	RRC ARRC
3	KING'S VOLUNTEER RESERVES MEDAL For meritorious service in the Reserves.	Level 2/3	KVRM

Classes of Orders – Guide to Eligibility by Ranks

It is usual for the rank/award [X] to be observed as a guide as outlined below. However, depending on the strength of the recommendation, consideration may be given to recommending an award that is one level either above or below that indicated in the table.

 <i>Lower Honours</i>					<i>Higher Honours</i>		
Rank	Award	MBE	OBE	CBE	CB	KBE/ KCB	GBE/ GCB
Able Seaman/Marine Private Air Specialist	OR-1 OR-2	X	→				
To	OR-3 to OF-2						
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 JPA Form S0

Writing State Award Recommendations using JPA Form S004

4B1.01. The following guidance should be followed when writing recommendations:

General

4B1.02. Whilst the various boxes do not need to be completely filled, text must not exceed the space provided. Additionally, the font size / type-face are not to be altered in an attempt to increase the space available.

4B1.03. Insert in full military ranks and service abbreviations – e.g., OC CAOC becomes “Officer Commanding Combined Air Operations Centre”. However, abbreviations in common use – e.g. NATO, RN, UK, PJHQ – are acceptable.

4B1.04. Do not include the level of award being recommended in the text of the nomination.

Content

4B1.05. 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.

4B1.06. 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 nominating 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:

- a. Have they performed their duties in unusually difficult or extraordinary circumstances?
- b. Have they achieved considerably more than their terms of reference might lead one to expect?
- c. Have they achieved more than one would normally expect at that rank?
- d. Have they operated above their rank?
- e. What difference have they made at their level to operational output and to their fellows?
- f. Do they carry the respect of their peers and are they role models?

Style

4B1.07. 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:

4B1.08. There is **NO** special language for recommendations. Simple, straightforward text is invariably best.

4B1.09. 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 ...”

4B1.10. Such language above, although well meaning, not only wearies the reader but also risks disadvantaging the nominee.

Structure

4B1.11. Ideally, the citation should read like a story, with a beginning, middle and end.

Para 1 (short):

4B1.12. A couple of lines/ sentences setting the scene:

- a. Where, when, how long the nominee has been in post.
- b. Nature of the job.
- c. Anything unusual about the circumstances:
 - (1) Appointed at short notice/with no training/with no relevant previous experience?
 - (2) Extraordinary weight of responsibility/crucial nature of the job?
 - (3) Under-resourced?
 - (4) Starting from scratch?
 - (5) 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):

4B1.13. What the nominee did that made him/her stand out.

4B1.14. Rightly, many submissions dwell 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?]

4B1.15. The result of his/her actions:

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

Para 3 (short):

4B1.16. 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”; and 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 official recognition.”

Procedures for the Submission of Recommendations for Half-Yearly Lists – Naval Service

4C.01. **Navy Command Headquarters.** Recommendations for all Naval Service (RN, RM and RFA¹) personnel are to be submitted to the Naval Secretary via the Office of Protocol (Honours and Awards).

4C.02. **Joint Establishments.** Recommendations for Naval Service personnel working in Joint Establishments (DOS, MSHQ, NADG, DNE, CSOC) are to be staffed in accordance with locally issued guidance and submitted to the Naval Secretary in accordance with paragraph 4C.01.

4C.03. **Maritime Reserves.** Recommendations for Maritime Reserves personnel are to be submitted through their chain of command to the Naval Secretary in accordance with paragraph 4C.01.

4C.04. **Army and RAF personnel serving in RN or RM units.** Recommendations initiated for personnel are to be submitted by the Commanding Officer to Navy Command Headquarters through the normal channels for Naval Service personnel of the unit. Recommendations are to be forwarded as follows:

a. **Army Personnel.** Military Secretary (Honours), Level 6 Zone L, Ministry of Defence, Main Building, Whitehall, London, SW1A 2HB.

b. **RAF Personnel.** Honours and Awards, Air Personnel Casework, Hurricane Block, Headquarters Air, RAF High Wycombe HP14 4UE

4C.05. **Naval Service Personnel serving in Army or RAF units.** Recommendations initiated for personnel are submitted by the Commanding Officer to the Headquarters of the Command or Recommending Authority through that Service's normal channels. They are then to be submitted to the Naval Secretary in accordance with paragraph 4C.01.

4C.06. **Sea Cadet Corps, Volunteer Cadet Corps and Combined Cadet Force**

a. Unless otherwise promulgated, all recommendations for CFAV officers are to be submitted through Commander Royal Navy Cadet Force.

b. Non-commissioned (e.g. School Staff Instructors) of the CCF and non-commissioned adult instructors of the SCC and VCC 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) or the BEM in accordance with the MOD instructions for civil awards, through the Naval Secretary direct to the MOD Civilian Honours Secretary.

¹ RFA awards will come from the RN allocation but will be announced as awards in the Civil Division.

Procedures for the Submission of Recommendations for Half-Yearly Lists – Army

4D.01. **Army Headquarters.** Recommendations for members of all Regular and Army Reserve units are to be sent direct to the Military Secretary (Honours).

4D.02. **Joint Establishments.** Recommendations for Army personnel working in Joint Establishments (DOS, MSHQ, NADG, DNE, CSOC) are to be staffed in accordance with locally issued guidance and submitted to the Military Secretary (Honours).

4D.03. **RN, RN, and RAF Personnel serving in Army Units.** Recommendations initiated for personnel are to be submitted by the Commanding Officer unit to Command Headquarters through the normal channels for Army personnel of the unit. Recommendations are to be forwarded as follows:

a. **RN & RM Personnel.** Office of Protocol, Navy Command Headquarters, Leach Building, Whale Island, Portsmouth PO2 8BY.

b. **RAF Personnel.** Honours and Awards, Air Personnel Casework, Hurricane Block, Headquarters Air, RAF High Wycombe HP14 4UE.

4C.04. **Army Personnel serving in RN, RM or RAF Units.** Recommendations initiated for personnel are submitted by the Commanding Officer to the Headquarters of the Command or Recommending Authority through the normal channels as for RN, RM, or RAF personnel. They are then forwarded to the Military Secretary (Honours).

4C.05. **Combined Cadet Force and Army Cadet Force**

a. Recommendations for officers of the CCF and ACF may be made by CLF. 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 Army HQ direct to the MOD Civilian Honours Secretary at the Ministry of Defence.

Procedures for the Submission of Recommendations for Half-Yearly Lists – RAF

4E.01. **Air Command Headquarters.** Recommendations for all RAF personnel are to be submitted to Honours and Awards Air Personnel Casework.

4E.02. **Joint Establishments.** Recommendations for RAF personnel working in Joint Establishments (DOS, MSHQ, NADG, DNE, CSOC) are to be staffed in accordance with locally issued guidance and submitted to Honours and Awards Air Personnel Casework.

4E.03. **RN, RM and Army Personnel serving in RAF units.** Recommendations initiated for personnel are to be submitted by the Commanding Officer to the Command Headquarters through the normal channels for RAF personnel of the unit. Recommendations are to be forwarded as follows:

- a. **RN & RM Personnel.** Office of Protocol, Navy Command Headquarters, Leach Building, Whale Island, Portsmouth PO2 8BY.
- b. **Army Personnel.** Military Secretary (Honours), Level 6 Zone L, Ministry of Defence, Main Building, Whitehall, London, SW1A 2HB.

4E.04. **RAF Personnel serving in RN, RM and Army units.** Recommendations initiated for personnel are to be submitted by the Commanding Officer to the Headquarters of the Command or Recommending Authority through the normal channels as for RN, RM or Army personnel. They are then to be forwarded to Honours and Awards Air Personnel Casework.

4E.05. **RAF Reserve Forces.** Recommendations for RAFR and RAuxAF personnel are to be submitted through their appropriate chain of command to Honours and Awards Air Personnel Casework.

4E.06. **Combined Cadet Force and Air Training Corps.**

- a. Recommendations for RAF Air Cadet officers are to be submitted through HQ Air Cadets to HQ AIR. 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 for onward transmission to the MOD Civilian Honours Secretary.

Chapter Five – Meritorious Service, Long Service and Good Conduct, Volunteer Reserve Efficiency Awards and Cadet Forces

Introduction

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

Regular Service Awards

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

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

5.03. The MSM is common to all three Services. While each Service has its own LS&GCM, each of which has its own Royal Warrant, they have a common standard of conduct. The Cadet Forces Medal is common to all Service cadet organisations.

The Meritorious Service Medal

5.04. **The Meritorious Service Medal (MSM).** The MSM can be 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. There are no clasps to this award.

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

Long Service and Good Conduct Medal

5.06. **The Long Service and Good Conduct Medal (LS&GCM).** 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. These revised regulations now also apply to Officers and Other Ranks with past service in the Regular Forces who have undertaken periods of FTRS on 29 July 2014 (for officers) and 1 October 2016 (for other ranks) or subsequently. As such, in addition to those serving in the Regular Forces, Ex Regular Reservists engaged on FTRS may also be eligible for the LS&GCM (see also 2022DIN09-016).

5.07. To qualify for consideration for the LS&GCM under the revised regulations, personnel must be serving in the Regular Forces (or engaged on FTRS with past service in a Regular Force) and have completed 15 years' eligible service from the date of attestation/entry/enlistment irrespective of age. Eligible service may include Regular Service and/or FTRS. Unpaid service and Volunteer Reserve service will not count. Clasps are available for this award after each further period of 10 years' Regular Forces service or FTRS (as undertaken by an Ex Regular Reservist). 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. However, in these cases, the individual will need to apply to MODMO in accordance with paragraph C of Annex B to this Chapter.

5.08. Ex-Regular personnel who subsequently serve FTRS assignments and Non-Regular Permanent Staff (NRPS) are also eligible for consideration for the LS&GCM.

5.09. Ex Regular personnel serving on ADC or VeRR cannot qualify for the medal or clasps.

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

Volunteer Reserve Service Awards

5.11. The **Volunteer Reserves Service Medal (VRSM)** is awarded to Volunteer Reserve Forces personnel of all ranks in recognition of long and efficient service. It is to recognise 10 continuous years' efficient service (subject to the defined 10-year continuity period) in the Royal Naval Reserve (RNR), Royal Marines Reserve (RMR), Army Reserve or the Royal Auxiliary Air Force (RAuxAF). Clasps are available for additional periods of 5 years.

5.12. The award of the medal and clasp are to be made in accordance with the VRSM Regulations dated August 2002, and 2024DIN09-002 that is replicated at Annex C to this Chapter. In 2023, the Head of Reserves undertook work on behalf of the Defence Services Secretary to clarify the eligibility criteria for the VRSM, and how the VRSM policy was being applied to the processing of cases for the medal by MODMO. The outcome of this work was the publication of 2024DIN09-002, which clarified the way in which the 2002 Regulations should be applied by MODMO. Nothing changed at the core of the policy for the VRSM as a result of this work.

5.13. 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 prior to 1 October 2016. 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.

5.14. Similarly, if the standard of conduct of a holder of the VRSM falls below the standard of conduct required or is subsequently convicted at Court Martial leading to imprisonment, forfeiture action is to be implemented in accordance with Chapter 9 of this JSP.

5.15. The rules governing this award are promulgated in the respective single Service Reserve Forces Regulations.

5.16. **Post Nominal of Volunteer Reserve (VR).** All ranks who serve for 10 years in the Volunteer Forces from 1 April 1999 are entitled to use the post-nominal of "VR" to identify publicly their contribution to the Armed Forces. Eligibility to use the post-nominal will be dependent upon an individual having served continuously for 10 years in the UK Volunteer Reserve Forces, following completion of their Phase 1 training. Volunteer Reserve Forces refers to the RNR, RMR, Army Reserve or RAuxAF.

5.17. On completion of 10 years' continuous service an individual should confirm eligibility to use the post-nominal with their unit administration office.

5.18. The post-nominal letters can be used on occasions where it is appropriate, for example as part

of a titular address. “VR” is to follow the post-nominal letters denoting the grant of any state Honour or decoration, or educational or professional qualification – e.g. Corporal M J Smith MBE BSc VR or Major M J Smith MBE TD DL JP VR etc. It should be noted that the post-nominal VR is not engraved after the name of the recipient on the VRSM or any other medal.

5.19. As the post-nominal letters are formal recognition of a length of service, the entitlement to their use applies equally to serving and retired personnel on and from 1 April 1999 and will not be subject to consideration for forfeiture.

Cadet Forces

5.20. **The Cadet Forces Medal (CFM)** is available to recognise 12 years’ service as a uniformed Cadet Force Adult Volunteer in the Sea Cadet Corps, Volunteer Cadet Corps, Combined Cadet Force, 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. Cadet Force service by a Reservist may accrue time towards both the VRSM and the Cadet Forces Medal.

Forfeiture and Restoration

5.21. The MSM, LS&GCM, VRSM and CFM may be forfeited under certain circumstances. Details are in Chapter 9 of this JSP.

Annexes:

- A. Meritorious Service Medal.
- B. Long Service and Good Conduct Medal.
- C. 2024DIN09-002 The Volunteer Reserve Service Medal

Meritorious Service Medal

5A.01. The MSM is available to recognise 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 to be considered. Reserve Forces personnel, including ex-Regular Service personnel serving on FTRS commitments/ADC/VerRR are not eligible to be considered for the MSM. Royal Fleet Auxiliary personnel are not eligible to be considered for the MSM.

5A.02. Selections for the award of the MSM will be made by each Service twice a year for announcement in June and December.

5A.03. The award of the MSM does not entitle the recipient to any financial benefits or entitlement to use post-nominal letters.

5A.04. 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 17½ 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, standards of conduct, throughout their career. (Note: Career Checks (CC) were introduced in the Naval Service on 1 January 2000. 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). An entry on an individual's disciplinary record will not necessarily be a debar for consideration.

5A.05. 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 the date of their commission. Command and Corps Sergeant Majors and other senior Warrant Officers who may have been commissioned but fulfil a senior WO appointment, are also eligible provided they are recommended by their Commanding Officer before leaving the non-commissioned appointment. Non-commissioned personnel who have retired or otherwise left the Service can only be considered for the January or June announcement immediately following their last day of paid service in the Regular Forces.

5A.06. 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 Regular Forces 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.

5A.07. Nomination Procedure. 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. Attainment of positions of authority, for example RSM 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). 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 recommended for the MSM. As far as possible, the recommendation should take account of the candidate's whole Service record, with emphasis on the last 10 years' service preceding the recommendation.

5A.08. Recommendations are to be initiated by Commanding Officers on form JPA Form S004; no other Service documentation is required. Recommendations should be supported through the chain of command, with two levels of endorsement wherever possible to at least 2 Star level or equivalent. Endorsement at higher than Two Star level is not required unless this falls within the two levels of the chain of command. Orders of merit of candidates from endorsing officers should be submitted if endorsing more than one recommendation.

5A.09. Commanding Officers and endorsing officers have the discretion whether to endorse a recommendation and forward it for consideration or not. As with all nominations for Honours & Awards, MSM nominations must be handled in strict OFFICIAL-SENSITIVE-HONOURS.

Candidates must not be made aware that they have been recommended for an award.

5A.10. Recommendations may be submitted at any time once a candidate has qualified by time served or will have qualified by time served by either the January or June publication as appropriate. Nominating officers are to take 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 and all supporting endorsements must be submitted to the authorities below in accordance with single Service instructions.

Royal Navy:	Naval Secretary Via Office of Protocol (Honours & Awards) Navy Command Headquarters, Leach Building Whale Island, Portsmouth, PO2 8BY
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Army:	Army Medal Board c/o The MOD Medal Office Innsworth House Imjin Barracks, Innsworth, Gloucester, GL3 1HW
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RAF:	RAF MSM Selection Panel Air Personnel Casework HQ Air Command RAF High Wycombe, HP14 4UE
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5A.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.

5A.12. Recipients will be individually notified of their award through the chain of command concurrently with the half-yearly State Honours Lists and the names of recipients will 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 by the appropriate single Service authority on recipients' JPA Service record.

5A.13. Unsuccessful nominations may be resubmitted provided the individual remains suitable for consideration.

5A.14. The MSM will be presented under single Service arrangements in a manner that reflects the prestigious nature of the award.

5A.15. The single Service authorities in paragraph 5A.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.

5A.16. **Forfeiture and Restoration of the MSM.** The criteria for forfeiture and process to be followed when forfeiture is considered are in Chapter 9 of this JSP. It is to be noted that once forfeited, the MSM may never be restored or re-awarded.

Long Service and Good Conduct Medal

The following Regulations replace the Regulations contained in all editions of JSP 761 published prior to this.

5B.01. Each Service has its own LS&GCM, and each has its own Royal Warrant. The standard of conduct required by both Officers and Other Ranks is common to each Service. Individuals must be qualified by service in the Regular Forces under the conditions below.

- a. Officers in Regular Service on or after 29 July 2014, and Other Ranks in Regular Service on or after 1 October 2016 will be subject to the criteria below.
- b. Ex Regular Reservists (Officers, Ranks and Ratings) engaged on FTRS on or after 29 July 2014 will also be subject to the criteria below.

Qualifying Service

5B.02. To qualify for consideration for the medal or clasp personnel must be in Regular service or FTRS (as an Ex-Regular) at the time of eligibility. Additionally:

- a. Individuals must have completed 15 years of combined Regular service and/or FTRS from the date of attestation/entry/enlistment into one of the Regular services to be eligible for the medal¹. Any period of unpaid service, no matter how short, will not count. Clasps are awarded for every 10 years additional service from the date of the award of the medal or previous clasp.
- b. Any entry on the disciplinary record will automatically incur a delay for a further period of 15 years for the medal, and 10 years for the clasp from the date of the most recent offence. Any subsequent entry on an individual's disciplinary record that refers to an offence committed during the 15 years qualifying service for the medal, or 10 years for the clasp, will disqualify the individual from holding the medal or clasp. In these cases, while not a matter of forfeiture, the individual is disqualified and if already awarded the medal, it must be returned to MODMO, and the individual's records amended accordingly. Subsequent service towards the medal or clasp will start from the date of the disciplinary offence. A minor or training offence as listed in single Service Regulations will not necessarily incur a delay unless there are multiple offences.

5B.03. **Break in Service.** 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 service, but time spent outside the Regular Forces will not count towards the length of service qualifying criterion. This includes unpaid maternity leave beyond the Service pay period and career intermissions. Service in the Reserve Forces during a break in service will not count towards the length of service qualifying criterion for the medal or clasp.

Qualifying Conduct

5B.04. An individual or the Commanding Officer who receives the medal through the automated issue process but has doubts whether it is in all respects deserved in terms of good conduct

¹ If an individual changes Service, eligible time spent in both Services will count.

because for example the individual is under investigation for a possible offence committed during the qualifying service, should contact their single Service medal point of contact for advice. It may be an offence to knowingly accept and wear a LS&GC medal and/or clasp to which entitlement may not be appropriate.

Award Process

5B.05.

- a. **Medal.** The JPA database will automatically identify those who have completed 15 years' continuous Regular service from enlistment without any offences recorded on their disciplinary records. The selected names are downloaded twice weekly onto MODMO's database, who will conduct staff checks and if approved, the medal will be engraved and dispatched to the Commanding Officer of the recipient.
- b. **Clasps.** JPA will identify those who have completed additional periods of 10 years' continuous Regular service following the award of the medal or previous clasp. MODMO will conduct staff checks and if approved the clasp will be dispatched to the Commanding Officer of the recipient.
- c. **Applying after a delay.** JPA cannot identify LS&GCM entitlement for individuals with an offence on their discipline record. Individuals who have completed a further 15 years after an offence to qualify for the medal, or a further 10 years to qualify for a clasp, should apply through their Commanding Officer using JPA Form S002.
- d. **Breaks in Service.** JPA cannot identify individuals who have completed 15 years' broken/split service or a further period of 10 years' broken/split service following the award of the medal. In these cases, individuals are to apply for the award through their Commanding Officer using JPA Form S002.
- e. **Appeal.** Personnel with an offence on their disciplinary records incurring an automatic delay of 15 years for the medal or 10 years for the clasp may apply to have the delay removed if they believe the offence to be minor. Appeals are to be initiated by a plea of mitigation to their Commanding Officer. The Commanding Officer is to complete JPA Form S002 and submit it together with the individual's plea of mitigation, their own letter of support and copies of any charge sheets to MODMO. The appeal will then be prepared for consideration by the appropriate single Service Medal Board.
- f. **Previous Permanent Ineligibility.** Personnel who had the award delayed or who were permanently denied qualifying for the award of the LS&GCM under the previous regulations (pre 1 October 2016) because of a serious offence on their record may apply for the award provided they were serving in the Regular Forces on or after 1 October 2016 and have completed a period of 15 years in the Regular Forces from the date of the last offence providing that there are no further disciplinary entries. Applications from serving individuals are to be made through Commanding Officers using JPA Form S002. Applications from veterans are to be made through MODMO.
- g. **Single Service Medal Board Decisions prior to 1 October 2016.** In some instances involving a disciplinary offence, periods of longer than 15 years were imposed before an individual could be eligible to apply for the LS&GCM. Where an individual had to wait longer than 15 years the additional time can be used as reckonable towards the clasp.

5B.06. **Presentation of the 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.

Transitional Arrangements

5B.07. Other Ranks serving in the Regular Forces on or after 1 October 2016 who have already received the LS&GCM can use any subsequent unrecognised period of Regular service towards a clasp under the revised regulations. For example, an Other Rank who, on 1 October 2016, had 28 years' Regular Service and who was awarded the medal at the 15-year point, may and will have accrued a further 3 years' service towards the 2nd clasp. Other Ranks who have left Regular service before 1 October 2016 will have their eligibility assessed through the previously published regulations.

5B.08. An officer serving on 29 July 2014 who has 28 years' Regular Service will be awarded the LS&GCM and one clasp and will have accrued a further 3 years' service towards the 2nd clasp.

5B.09. An Other Rank serving on or after 1 October 2016 who enlisted before age 17 ½ and has 36 years' Regular Service without any entries on their disciplinary record and has already been awarded the medal and clasp under the previous regulations from age 17½, may claim a 2nd clasp from the 35-year point. While this means that they have served less than 5 years for the 2nd clasp, it ensures parity with an officer who also has 36 years' Regular Service and who has been awarded the medal and 2 clasps from enlistment under the revised regulations. Both the officer and Other Rank will receive the 3rd clasp on completion of 45 years' Regular service. Eligibility dates will not be amended for the medal for those who have already received it.

5B.10. An Other Rank awarded the LS&GCM prior to 1 October 2016 under the previous regulations who enlisted under the age of 17 ½ may have the previously unqualifying time deducted from the 10 years required for the clasp. As an example, an individual who enlisted at the age of 16 ½ and who was awarded the LS&GCM 15 years after their 17 ½ birthday under the previous regulations may have the previously unqualifying 365 days deducted from the 10 years needed for the clasp resulting in the clasp being awarded 25 years after the date of enlistment. This ensures parity with the individual who enlisted at the same age, but who has been awarded the LS&GCM after 1 October 2016.

Transfers between the Services

5B.11. An individual who has been awarded the LS&GCM who subsequently transfers to the Regular Forces of another Service, will receive the clasp appropriate to the original LS&GCM after a further 10 years' service. If, after 15 years' service after the date of the original LS&GCM, the individual is still serving in the Regular Forces, the clasp may be exchanged for the appropriate LS&GCM. For example, if an individual in the RAF who has been awarded the RAF LS&GCM then transfers to the Army, they will receive the RAF clasp after a further 10 years' service in the Army. After 15 years' service, the individual may apply to return the RAF clasp to MODMO in return for the award of the Army LS&GCM. Otherwise, a second clasp to the awarded LS&GCM will be automatically awarded at the point of reaching 35 years' service. If an individual accrues two or more separate Service LS&GCMs, these can be worn together.

Service in Commonwealth Armed Forces

5B.12. Previous time served in Commonwealth Armed Forces without any disciplinary offences may be counted towards the length of service required for the LS&GCM so long as that time has not been previously recognised by the award of any form of long service and efficiency decoration.

Appendix 1: Good Conduct Badges (RN/RM/Maritime Reserves).

Good Conduct Badges (Royal Navy/Royal Marines/Maritime Reserves)

5B1.01. Good Conduct Badges (GCB) may be awarded at a Commanding Officer's discretion to RN ratings and RM other ranks qualified by length of service and conduct.

5B1.02. 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

5B1.03. The whole of a rating/other rank's service counts as qualifying service except:

- a. Time in the Second Class for conduct
- b. Time before desertion unless the 'R' is removed
- c. Time for which pay is not allowed.
- d. 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 statutory** Service pay period.
- e. Time under training as a Volunteer Reservist.

Notes:

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 subparagraphs a – e above, counts as qualifying service.

The regulation which stated that service before the age of 17½ does not count as qualifying service for GCB was discontinued (announced Apr 2017) in order to align GCBs with changes to LS&GCM reckonable service.

Qualifying Conduct

5B1.04. In addition to the periods of qualifying service set out above, an individual must also have a satisfactory conduct record. The minimum requirement is that during the two years of service immediately preceding eligibility by time, an individual has not received a Career Check, (see below). For the award of subsequent badges, an individual 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 when Character Assessments ceased to be made. Prior to this date, the service requirement was continuous VG conduct. Good conduct badges should all be recorded on JPA.

Commanding Officer's Discretion Regarding Award

5B1.05. The Commanding Officer is to judge whether the eligibility requirements in terms of length and conduct have been met by the individual in their decision to award the badge. It is within the Commanding Officer'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 Commanding Officer 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 an individual 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).

5B1.06. If the Commanding Officer 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.

5B1.07. If the Commanding Officer 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.

5B1.08. If, at the end of the period of deferment, the Commanding Officer 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.

5B1.09. If at the end of the period of deferment the Commanding Officer 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

5B1.10. An award or restoration (see 'Restoration' below) of a badge properly authorised by the Commanding Officer 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

5B1.11. 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 might be counted towards the award of further badges.

Former Service

5B1.12. An individual's former service, including mobilised service undertaken by a Volunteer Reservist (but not UTS as a Volunteer 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 5B1.03 above.

5B1.13. 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.

5B1.14. Time served on full pay as an officer, including mobilised service as a Reserve officer, in any of the forces mentioned above, which can reckon for naval pension (see JSP 754) may also be allowed to count.

Restoration of Good Conduct Badges following Deprivation

5B1.15. Following deprivation of Good Conduct Badges (JSP 830 – Manual of Service 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.

5B1.16. 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 that does not count for purposes of awards is not to be reckoned towards restoration of badges.

5B1.17. It is within the discretion of the Commanding Officer 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.

2024DIN09-002 The Volunteer Reserve Service Medal

General

1. The Volunteer Reserve Service Medal (VRSM) is awarded to Volunteer Reserve Service personnel of all ranks in recognition of ten continuous years of efficient service in the Reserve Forces. The award of the VRSM, and its clasps, is governed by the Royal Warrant dated 29 March 1999 which came into effect on 1 April 1999. This DIN provides clarification on VRSM eligibility criteria to support MODMO with award applications.

Reviewed Eligibility Criteria

2. Full details of the eligibility criteria will be published in Chapter Five of JSP 761 (Honours and Awards in the Armed Forces).

3. This DIN applies to all Volunteer Reserve Service Personnel who qualify for the award of the VRSM and its clasps, with effect from 1 April 1999.

4. **Volunteer Reserve Service.** Volunteer Reserve Service personnel are defined as volunteers who accept an annual training commitment, a liability for call-out for permanent service, and are serving in one of the following: Royal Naval Reserve (RNR), Royal Marines Reserve (RMR), Army Reserve, Royal Auxiliary Air Force (RAuxAF) or RAF Reserve (RAFR). Volunteer Reserve Service includes those serving on Additional Duties Commitments (ADC), Full Time Reserve Service (FTRS), High Readiness Reserve (HRR) and Sponsored Reserve commitments.

5. To qualify for the VRSM, Volunteer Reserve Service personnel must be currently engaged or have previously completed a period of Volunteer Reserve Service on or after 1 Apr 1999 and have completed ten years (3650 days⁽¹⁾) of continuous service. Within this period, nine efficiency markers must have been achieved. If nine efficiency markers are achieved within the 10-year period, the eligibility date would be the 3650th day of continuous service. If nine efficiency markers are not met within 10 years, the eligibility date will be the date of the ninth efficiency marker. Clasps are available for additional periods of five years (1825 days¹) of continuous efficient service.

6. **Continuity of Service.** Breaks in efficient service not exceeding three years (1095 days), will not be considered a break in the continuity of service, though these breaks will not count as efficient service for the VRSM or clasps to the medal. There is no limit to the number of breaks in efficient service providing a single break in service does not exceed three years. If a break in efficient service does exceed three years all previous service is discarded and time towards the VRSM will count from when efficient service resumes.

7. **Efficient Service.** An efficiency marker is achieved by meeting one of the following criteria within a training year. Training years where more than one efficiency marker has been met from the below, will only count as one for that year:

- a. achievement of a Certificate of Efficiency (CofE); or
- b. receipt of a Bounty payment; or

- c. completion of a total of 28 Reserve Service Days (RSDs) or more on an ADC commitment; or
- d. completion of a total of 28 days or more Mobilised service; or
- e. completion of a total of 28 days or more on an FTRS commitment.

8. **Reckonable Service.** All qualifying reckonable service for the VRSM is shown at Annex A.

9. **Non-Eligibility and Forfeiture of Medal.** Any individual claiming the award of the VRSM must be above reproach in respect of conduct and performance throughout their service. Conduct which brings the Service into disrepute, or conduct which results in a conviction for a military offence or for a serious criminal offence^[2], or which results in 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.

10. **Long Service and Good Conduct Medal^[3].**

- a. Service personnel with Regular Service who have not joined the Volunteer Reserve but who serve on FTRS: FTRS service will count only against the LS&GCM eligibility.
- b. Service Personnel with Regular Service and Volunteer Reserve Service who serve on FTRS: may opt to count their FTRS service against either LS&GCM or VRSM eligibility.
- c. Service Personnel with Regular Service and Volunteer Reserve Service who are mobilised: may opt to count their mobilised service against either LS&GCM or VRSM eligibility.
- d. Service Personnel with Volunteer Reserve Service only who are mobilised: may opt to count their mobilised service against either LS&GCM or VRSM eligibility
- e. Service Personnel with Volunteer Reserve Service only who serve on FTRS: FTRS service will count only against the VRSM eligibility.

11. Once a medal or clasp has been awarded this may not be exchanged.

12. **Other long service & efficiency medallic recognition.** Any service which has been counted towards another long service award either in the Regular Forces, the Reserve Forces or the Cadet Forces cannot be counted towards the VRSM.

Exclusion

13. The following Reserve Forces are excluded from qualifying towards the VRSM:

- a. Ex-Regular Reserve Forces. Ex-Regular Forces personnel, who on leaving the Regular Forces retain a liability for call out, but who have not at any point been a member of the Volunteer Reserve,
- b. Recall Reserve^[4]. Ex-Regulars not in the Reserve Forces, and Ex-Reserve

Forces personnel who hold a commission as an officer, who have a liability to be recalled for service in the event of national danger, great emergency or an actual or apprehended attack on the UK.

c. Voluntary ex-Regular Reserve (VeRR)^[5].

d. Other Exclusions. Time spent in the Army Reserve Reinforcement Group^[6] (ARRG) two to four, on a RAF VR(T)^[7] and/or RAF Civilian Component⁶ commitment is not accruable towards the VRSM. Time spent in ARRG five does not count as qualifying service; ARRG five Service Personnel will be considered for long service and efficiency medallic recognition through their FTRS service.

e. Former Regular Service Personnel on FTRS commitments who have had no prior Volunteer Reserve Service will be able to accrue time towards the LS&GCM only.

14. Time spent in the MOD Sponsored Cadet Forces as an Adult Volunteer or cadet is excluded from qualifying towards the VRSM. Service in the MOD Sponsored Cadet Forces as a uniformed Adult Volunteer is accruable towards the Cadet Forces Medal.

Post Nominals

15. The VRSM carries no rights to the use of post nominal letters. The entitlement to use the post nominal of Volunteer Reserve (VR) is a separate criterion published in Chapter Five of JSP 761.

Applying for the VRSM

16. Claims for the award of the VRSM or Clasp are to be submitted via the form JPA S005. Claims must be submitted by the unit HR with the relevant checks conducted at unit level. If MODMO require further supporting documentation regarding the claim, this will be requested at the time of assessment.

17. Existing and new claims will be assessed under the clarified eligibility criteria. Individuals who have had a previous claim for the award of the VRSM and/or clasp rejected may resubmit their claim if they consider they may now be eligible under the clarified eligibility criteria.

18. If during the assessment process for a clasp to the VRSM it is decided that the original medal eligibility date has changed, MODMO will not reissue the medal with a corrected inscription. Any previously unused time will be counted towards the next clasp and the JPA Honours and Awards table will be updated.

Historical Claims

19. Veterans of the Reserve Forces may initiate belated claims for the VRSM by submitting the Medal Application Form to MODMO, who are the sole authority for approving or rejecting claims and will inform the claimant whether they are eligible to receive the award.

^[1] As part of the assessment process, MODMO will calculate one year as 365 days (10 years as 3650 days, nine years as 3285 days, five years as 1825 days and three years as 1095 days) to ensure parity of treatment for each case.

^[2] Seriousness is a matter of military judgement informed by aggravating and mitigating factors.

^[3] 2022DIN09-016 Long Service and Good Conduct Medal - Extension to Ex-Regular Armed Forces Personnel on Full Time Reserve Service

^[4] RFA96, Part VII Recall for Service of Officers and Former Serviceman, Section 77

^[5] RFA96, Part III Section 27

^[6] The Reserve Land Forces Regulations Pt2 Chap8

^[7] AP3392 Vol 7 Pt 1 Ch 9

Appendix 1: VRSM Reckonable Service Rates Ready Reckoner

Serial	Types of Service Engagement	Pro Rata Time Basis	Remarks
a)	b)	c)	d)
1	Service over age 18 in Royal Naval Reserve (RNR), Royal Marines Reserve, Army Reserve, Royal Auxiliary Air Force (RAuxAF), Royal Air Force Reserve (RAFR) including Voluntary Training or Other Duties (VTOD) and Additional Duties Commitments (ADC)	100%	a. Service in Commonwealth Auxiliary Forces has equal value. b. Service claimed must not have been counted towards the award of any other long service award.
2	Service in Ulster Defence Regiment (UDC) or Royal Irish Regiment (R IRISH) Home Service (HS) (PT)	100%	Such service must not have counted towards the award of the UDR Medal or Northern Ireland Home Service (NI HS) Medal
3	Mobilised service, FTRS or any combination of these forms of service	100%	Only the first five years of such aggregated service may count at this value. For service over five years go to serial eight.
4	Service in the NRPS	67%	
5	Service under age 18 as at Serial 1 Columns (b) & (d)	50%	
6	Service as an Officer Cadet in University Officer Training Corps (UOTC), University Royal Naval Units (URNU), University Air Squadrons (UAS), Defence Technical Undergraduate Scheme (DTUS) and/or Defence STEM Undergraduate Scheme (DSUS).	50%	Also applies to Medical & Dental students granted OCdt status in the Reserve Forces
7	Service as a member of the URNU Training Cadre (Training Officer or Training Senior Rating)	50%	
8	Mobilised service & FTRS or any combination	50%	Applies to service defined at Serial 3 beyond the five years, aggregated, service point
9	Former Regular service in RN, Army, RAF	50%	a. Only five years' such service may count. b. Such service must not have counted towards the

			award of another long service award
10	Service as a uniformed Adult Volunteer in the MOD Sponsored Cadet Forces	0%	May only count towards the Cadet Force Medal.
11	Legacy Short Service Volunteer Commissions (SSVC) and Special S Type Engagements (SSE)	100%	Beyond Five years becomes 50%

Chapter Six – Notification

Introduction

6.01. 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, the notifying authority will be the recipient's Commanding Officer, where the individual is based upon the date of notification.

Operational Awards and Non-Operational Gallantry Awards

6.02. **Periodic and Intermediate Awards.** Once 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 two days before publication of the London Gazette, unless there are exceptional circumstances. Messages of congratulation should be timed to reach recipient no earlier than the date of publication.

6.03. **Immediate Awards.** In abeyance and until otherwise directed, individuals may be informed as soon as the award has been approved by the Commander who has the authority to grant the award.

6.04. 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. See Chapter 7.

Half-Yearly Awards

6.05. 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 or, in the case those serving in another Front Line Command/Joint Establishment, the appropriate Service Secretary in advance of upcoming awards and the date when the announcement will be published in the London Gazette.
- b. For RN, RM and RFA, the Naval Secretary will write to recipients via Commanding Officers. Commanding Officers and the appropriate Service Secretary in a Joint Establishment will be provided with timely information copies of notification letters. Commanding Officers will be requested to inform the recipients in person.
- c. Any letters or messages of congratulation should be timed/despached to ensure that these reach recipients **no earlier** than the day of publication of the relevant London Gazette.
- d. **Retired Personnel:** Individuals who have retired should be informed by the Commanding Officer of the Unit in which they last served. For RN, RM and RFA personnel, they will be informed in writing by the Naval Secretary using the home address recorded on JPA.

Meritorious Service Medal

6.06. The prestige of this medal merits personal notification to recipients that they have been selected to receive the medal; this will be achieved in accordance with the notification procedures for the half-yearly lists. Commanding Officers will be directed by the chain of command to notify recipients.

Notification to Next of Kin

6.07. **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 to be informed. Notification must be made in person, if at all possible, preferably by the recipient's former Commanding Officer or the Next of Kin's nominated Visiting Officer.

6.08. **Appointments to Orders.** As noted in Chapter 4, appointments to Orders (e.g. DSO, CB, OBE etc) in the Half-Yearly List 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 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 Next of Kin's nominated Visiting Officer.

6.09. **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 Next of Kin's nominated Visiting Officer.

Release of Information to the Press

6.10. Information released to the Press, when appropriate, is to carry an embargo on publication until 2230 hours on the day prior to 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.

6.11. 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 who should seek guidance from single Service Honours and Awards authority.

Publication of Citations

6.12. **Operational Awards.** 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 Press Office releases may include extracts from recommendations. These will be provided by the Secretary of the AFOAC or the single Service Honours and Awards authorities. Copies, or full transcripts, of the recommendation, will not be made available.

6.13. Non-Operational Gallantry Awards.

These awards will be published with very brief citations. 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. However, the Secretary to the AFOAC or the single Service Honours

and Awards Secretaries may provide the MOD Press Office with additional material relating to selected cases.

6.14. Half-Yearly Honours Lists. By long standing Government convention meritorious honours announced in the New Year and Birthday Lists are not accompanied by any citation in the London Gazette. Copies, or full transcripts, of the recommendation, will not be made available.

Applications for Recommendations and Honours Documentation

6.15. Personal data processed for conferring by the Crown of any honour or dignity (i.e. the grant of a State award) need not be disclosed. It is given a specific exemption at Schedule 11, paragraph six of the Data Protection Act (DPA) 2018, and Section 37(b) of the Freedom of Information Act (FOIA) 2000 provides a qualified exemption.

6.16. The recipient of any honour may request sight of a 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 11 paragraph six, namely 'Personal data processed for the purposes of the conferring by the Crown of any honour or dignity.' Copies of recommendations may not be disclosed, but, subject to security and resources, it may be possible to provide a short precis of the recommendation to a recipient, subject to classification and operational sensitivities. 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. Copies of recommendations and summaries of recommendations, for honours and awards for activity in Northern Ireland are not shared under any circumstances.

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

6.18. Papers relating to Operational Awards and non-operational gallantry awards are held by Military Secretary (Honours) 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, subject to the provisions of the DPA and FOIA.

Chapter Seven – Presentation of Awards

7.01. Recipients of all awards except those listed 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.

7.02. The medals, or emblems, and certificates for the following awards are presented under single Service arrangements on a suitable occasion:

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

7.03. The presentation of campaign medals is a unit responsibility. Parades may be held at the Commanding Officer's discretion.

7.04. Any other official medal(s) are to be presented under chain of command arrangements in an appropriate manner that reflects the prestige of the award and the significance of the recognition that medals represent.

State Investiture

7.05. 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 six weeks in advance of the Investiture. State Investitures are held at Buckingham Palace, Windsor and Edinburgh. 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

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

Travel and Subsistence

7.07. The regulations covering travel at public expense to a State Investiture or presentation are contained in JSP 752.

Annexes:

- A. Instructions for Dress at Investitures (Royal Navy).
- B. Instructions for Dress at Investitures (Army).
- C. Instructions for Dress at Investitures (RAF).

Instructions for Dress at Investitures (Royal Navy)

Dress

SERVICE	OFFICERS	RATINGS/OTHER RANKS
RN and RNR	No 1C Dress	No 1C Dress
RM and RMR	No 1A Dress	No 1A Dress
RFA	RN equivalent	Uniform applicable to rate, or morning dress or dark lounge suit as convenient

The above also applies to personnel serving on FTRS.

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.

- a. Swords are not to be worn.
- b. The insignia of Orders, Decorations and Medals are not to be worn (though recipients may wish to take these for post-Investiture photographs).
- c. Ribbons of Orders, Decorations and Medals INCLUDING that of the award to be received, are to be worn.
- d. Uniform shoes, rather than boots, are preferred.
- e. Aiguillettes ARE to be worn by:
 - (1) Equerries, Extra Equerries, Assistant Equerries to His Majesty The King and Members of the Royal Family who are Royal Highnesses.
 - (2) Members of the Royal Household.
 - (3) ADCs to His Majesty The King.
 - (4) Honorary Chaplains, Physicians, Surgeons, Dental Surgeons, Veterinary Surgeons and Nurses to His Majesty The King
 - (5) Members of the Navy Board.

- f. Aiguillettes ARE NOT to be worn by; Staff Officers, Attachés, ADCs other than those mentioned above.
- g. Male guests should wear morning dress or dark lounge suit convenient. Female guests 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 and subsistence details are included as an enclosure with the notification letter. Any queries should be emailed to navynavsec-handagroupmailbox@mod.gov.uk

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

Travel for retired recipients may be requested from the Office of Protocol (Honours and Awards) via navynavsec-handagroupmailbox@mod.gov.uk

Instructions for Dress at Investitures (Army)

Dress

Lieutenant Generals and above	Frock Coat with Waist Sash (no insignia of Orders, Decorations or Medals, though ribbons are to be worn).
All other Officers	Either: No. 1 Dress (Ceremonial Day) if in possession with gold shoulder cords, ceremonial cross belt or waist sash . Or: No 2 Dress, and Sam Browne belt or equivalent.
Non-Commissioned Ranks	No. 1 Dress (Ceremonial Day) if in possession. No. 2 Dress (Ceremonial Day) with issued belt.
Retired Service personnel:	Either morning dress or dark lounge suite as desired. Arrangements may be made with PS12(A) for recipients to retain their uniform until after their investiture date if the investiture is not long after retirement/discharge
a. Swords are not to be worn b. For male military recipients, gloves are not to be worn, nor hats which are to be removed upon entering the building, and neither are carried forward during investiture. Female recipients should wear hats/caps throughout the investiture. c. The insignia of Orders, Decorations and Medals are not to 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. d. Uniform shoes, rather than boots, are preferred. e. Aiguillettes are to be worn ONLY by: (1) Equerries, Extra Equerries, Assistant Equerries to His Majesty The King and Members of the Royal Family who are Royal Highnesses. (2) Members of the Royal Household. (3) ADCs to His Majesty The King.	

- (4) Honorary Chaplains, Physicians, Surgeons, Dental Surgeons, Veterinary Surgeons and Nurses to His Majesty The King.
- (5) Full Members of the Executive Committee of the Army Board.
- f. Aiguillettes ARE NOT to be worn by Staff Officers, Attachés, ADCs other than those mentioned above.
- g. Male guests may wear uniform as above if serving or morning dress or a dark lounge suit as convenient. Female guests 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.

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

Any enquiries regarding dress may be addressed to:

ms-hq-armssvcs-ps12cer-mailbox@mod.gov.uk

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. Females 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.

- a. Swords are not to be worn.
- b. The insignia of Orders, Decorations and Medals are not to be worn (though recipients may wish to take these for post-Investiture photographs).
- c. Ribbons of Orders, Decorations and Medals INCLUDING that of the award to be received, are to be worn.
- d. Uniform shoes, rather than boots, are preferred.
- e. Aiguillettes ARE to be worn by:
 - (1) Equerries, Extra Equerries, Assistant Equerries to His Majesty The King and Members of the Royal Family who are Royal Highnesses.
 - (2) Members of the Royal Household.
 - (3) ADCs to His Majesty The King.
 - (4) Honorary Chaplains, Physicians, Surgeons, Dental Surgeons, Veterinary Surgeons and Nurses to His Majesty The King.
 - (5) Members of the Air Force Board.
- f. Aiguillettes ARE NOT to be worn by Staff Officers, Attachés, ADCs other than those mentioned above.
- g. Male guests should wear morning dress or dark lounge suit as convenient. Female guests 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.

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

Any enquiries regarding dress may be addressed to:

RAF Ceremonial
RAF Northolt
Ruislip
Middlesex
HA4 6NG

Chapter Eight – Operational Medals

Introduction

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

- (1) A specific campaign / war medal (e.g. the Gulf Medal).
- (2) The Operational Service Medal (OSM).
- (3) The General Service Medal 2008 (GSM 08).
- (4) The Accumulated Campaign Medal 2011 (ACSM 11).
- (5) The Wider Service Medal (WSM).
- (6) A medal from an international organisation, such as NATO, United Nations and European Union.
- (7) The Humanitarian Medal.¹

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

Operations Recognition Board

8.03. The Operations Recognition Board (ORB) sits bi-annually to assess, against operations, the requirement for the award of Operational Allowance, Medallic Recognition, Rest and Recuperation², Campaign Continuity Allowance, and the need for deployed personnel to undertake Decompression. It is chaired by the Chief of Staff (Operations) (COS(Ops)) at the Permanent Joint Headquarters (PJHQ) and consists of the following members:

Voting Members³	Non-Voting Representatives of
COS(Ops) (Chair)	Defence People – Armed Forces Remuneration
Navy People - Delivery Deputy Director	MSHQ - Defence Services Secretary Deputy Director
Field Army – DACOS Pers	MOD A Block (J1 Pers)
HQ Air – Deputy Director Ops	MOD Medals Office
PJHQ - ACOS J1/4	PJHQ DACOS A J1/4 (Secretary)
	PJHQ SO1 J1 Policy and Plans
	PJHQ SO2 J1 Policy and Plans
	PJHQ J8 Support to Operations

8.04. By considering Operational Impact Statements submitted by PJHQ J3 and the Front Line Commands, the ORB assesses the level of Risk and Rigour experienced by personnel deployed on operations and recommends which locations qualify for Operational Allowance, and which should attract Medallic Recognition. The award of Operational Allowance is based on the

¹ The Foreign, Commonwealth and Development Office are the lead government department for the Humanitarian Medal (<https://www.gov.uk/government/publications/the-humanitarian-medal>).

² For PJHQ operations.

³ If a majority vote is not reached between the single Services and PJHQ, the Chair will have the deciding vote.

level of Risk, whilst Medallic Recognition is judged against both Risk and/or Rigour experienced by deployed personnel, and where applicable, Operational Impact⁴. In accordance with JSP 752, Defence People Armed Forces Remuneration staff recommendations for Operational Allowance to gain agreement on which of the proposed locations will qualify; any agreed provision of Operational Allowance is announced via a Directed Letter.

8.05 Medallic Recognition. The ORB formally scrutinises all Medallic Recognition submissions against its guiding principles of maintaining parity, and comparison against historical precedent, to determine eligibility. When the ORB endorses submissions, they are passed to the Defence Services Secretary chaired Two Star Medal Forum. If endorsed, recommendations are then passed to the Chiefs of Staff and Ministers for approval. Full details of the UK Medallic Recognition Hierarchy Criteria can be found at Annex A to this Chapter.

British Campaign Medals and Clasps

8.06. The decision to introduce a new United Kingdom award – a separate campaign medal or the OSM/GSM 08 – 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/GSM 08. The numbers engaged and nature of the campaign will also be considered. The qualifying period for medals varies and the proposed length of qualifying service for a new award will relate to the Risk and Rigour of the campaign. There is no guarantee that a medal will be granted, and each Operation is considered on its merits. Any proposal for a new medal must be discussed with the Defence Services Secretary in the first instance. The Defence Services Secretary is responsible for staffing any proposal to the Chief of Staffs, Ministers, and the HD Committee. Final approval for the introduction of any new medal rests with The Sovereign.

8.07. If a United Kingdom campaign medal or the OSM/GSM 08 has been authorised, personnel who are awarded a British Honour, Decoration or Medal of Level 4 or above (e.g. a Mention in Despatches) for service on the operation within the medal earning theatre will qualify for the medal and associated clasp regardless of whether or not they meet the qualifying criteria. If qualifying service is brought to an end before completion of the specified qualifying period on account of death, wounding, capture or other disability due to operational service, the reduced period of service will be sufficient qualification for the award. A campaign medal or OSM/GSM08 does not need to have been authorised before Armed Forces Operational Gallantry awards can be made.

Wider Service Medal

8.08. The Wider Service Medal (WSM) is a Tier 4 medal that was introduced in 2024. The WSM was designed to provide medallic recognition for Armed Forces personnel, MOD Civilians, contractors, and other public servants, who are engaged on operational activity that delivers a significant and direct contribution to UK objectives in rigorous circumstances, but not necessarily in roles that expose them to physical risk. To qualify for the medal, personnel must have accrued 180 days aggregated service on eligible operational activity (reckonable service may be aggregated across multiple deployments and/or operational activity). Subsequent periods of service of 180 days will result in the award of bars to the medal. A gold bar will be issued once an individual qualifies for a fourth bar; a maximum of four gold bars can be awarded. Rest and Recuperation is included as qualifying service towards the medal. Eligible operational activity must have been ongoing on 5 March 2024, with eligibility backdated to no earlier than 11 December 2018. Service eligible for the WSM will not count towards the Accumulated Campaign Service Medal as the WSM

⁴ The Operational Service Medal without Clasp for Iraq and Syria and Wider Service Medal and the Wider Service Medal are the exception whereby medallic recognition is assessed against Operational Impact and Rigour; kinetic risk is not a factor.

is itself a reflection of aggregated service. The detailed eligibility criteria for the WSM were published in 2025DIN09-016.⁵

Operational Medals Awarded by International Organisations

8.09. The commitment of UK units and/or personnel to operations under the command of major international organisations has resulted in eligibility for awards from those organisations (usually NATO⁶, the United Nations⁷, and the European Union⁸). Detailed guidance on the process to be followed in respect of foreign awards and awards from international organisations is set out at Chapter 10.

The Accumulated Campaign Service Medal (1994 and 2011)

8.10. The Accumulated Campaign Service Medal 2011 (ACSM 11) recognises individuals who had completed more than 720 days operational service in addition to qualifying for the requisite campaign medal for each qualifying operational theatre. Full details of this award are at Annex D to this Chapter.

Application, Assessment and Award

8.11. Applications for current and accumulated campaign service medals are to be submitted by units to MODMO using JPA Form S003 and JPA Form S003B. MODMO will assess claims against individual service records and the published award criteria before despatching medals to the address given on the application form.

8.12. Aircrew (and RPAS crews) applying for current or Accumulated Campaign Medals are to present certified copies⁹ of relevant entries within their flying logbook as proof of their flying time in operational airspace in accordance with the criteria for the medal. These copies are to be submitted manually to MODMO alongside a completed JPA Form S003 or JPA Form S003B. Any applications received where either the form(s) or the copies are not signed will not be accepted and will be returned by MODMO to the Unit. Where the relevant entries on the flying logbook are recorded as the operation name rather than their specific location, copies of the logbooks are to be annotated to reflect the exact location of each qualifying sortie in order to verify the criteria has been met.

8.13. Air Sorties will be counted at a rate of one per calendar day¹⁰. The date of the Sortie will be defined by the date of the airframe's take-off as recorded in a logbook. Aircrew operating RPAS will receive medallic recognition on the basis of meeting the minimum number of flying hours, which will be detailed within the DIN released for the medal.

8.14. Rest and Recuperation is deducted from qualifying service towards campaign and

⁵ [Wider Service Medal – eligibility criteria for Ministry of Defence personnel and armed forces veterans - GOV.UK](#)

⁶ MODMO is unable to issue medals from the UN, NATO, EU and other international organisations. NATO regulations state that medals will only be issued up to two years after the individual has left theatre; this rule also applies for replacements.

For further information about NATO medals, contact SHAPEUKNMR-RegistryGrpMailbox@mod.gov.uk

⁷ The UN will only issue medals within 12 months from the date that the individual left the mission; the UN no longer replace stolen or missing medals but will direct you to purchase your own from a reputable medal company. For further information about UN medals, please contact MODMO who will forward your enquiry.

⁸ For each EU medal there is a different point of contact; enquiries should be made using the [EU Contact Form](#).

⁹ A certified copy in this case is a photocopy of any relevant entries on an individual's flying logbook that has on it an endorsement from the CO (or a delegated subordinate commander) that it is a true copy. It is not certification that the flights recorded in the logbook are verified, only that it is a true copy.

¹⁰ If multiple Air Sorties are conducted on a single calendar day.

accumulated medal service. The only exception to this is the WSM where Rest and Recuperation is included as qualifying service towards the 180 aggregated days required for the medal (see paragraph 8.08).

8.15. Visits to operational theatres are not classed as qualifying service towards campaign and accumulated medal service, or the WSM.

8.16. Personnel in Embassy roles are not routinely eligible for campaign and operational service medals, or the WSM.

8.17. Once a geographic region clasp to the GSM 08 has been awarded to an individual for operations in a particular region, a second clasp will not be issued for subsequent service in the same region. Further service on operations in the same region will instead be reckonable towards the ACSM. The same principle applies to the Global Operations Clasp, only one clasp will be awarded, with all subsequent service on operations attracting the Global Operations Clasp reckonable towards the ACSM.

8.18. Campaign, operational service and accumulated campaign service medals, are to be presented under chain of command arrangements in an appropriate manner that reflects the prestige of the award and the significance of the recognition that medals represent.

8.19. Where appropriate, Commanding Officers of units or formations may wish to consider arranging medal presentation events¹¹. Commanding Officers should not, however, overlook individual augmentees, both those who are returning to their original unit and those who may have recently joined a new unit before their medals arrive. If any official medal is received in a unit, arrangements should be made for it to be presented in a fitting and appropriate manner. "Fitting and appropriate" remains at individual Commanding Officers' discretion, but the significance of the occasion to the recipient should be borne in mind.

Reduced Qualifying Service

8.20. If qualifying service toward a UK Operational Medal is brought to an end before completion of the specified qualifying period on account of death, wounding, capture¹², or other disability, as a result of deployed operational service¹³, the reduced period of service will be sufficient to qualify for the respective Operational Medal/Clasp, unless specifically excluded within the underpinning qualifying criteria. This deployed period of service will also count as reckonable towards the Accumulated Campaign Service Medal/Clasp unless also specifically excluded but will not be uplifted to the minimum qualifying days to qualify for the medal (e.g. 30 days).

8.21. Service personnel who were returned to unit before the end of their anticipated deployment period due to the necessities of service¹⁴, disciplinary, compassionate, or medical reasons, outwith

¹¹ For RAF Units, currently serving individual should receive their medal at a presentation ceremony unless there are exceptional circumstances or the individual declines

¹² This is defined as imprisonment, detention or internment by any hostile group including the Armed Forces of another state or any dissident Armed Forces or other organised armed groups whether or not taking part in an internal or international armed conflict.

¹³ Official Ministry of Defence medical or casualty documentation will be reviewed and considered to confirm a Service person was wounded or suffered from other disabilities as a result of operational deployment that led to the premature conclusion of time in a UK medal earning operational theatre. Although, there is no exhaustive list of the form this documented evidence may take, examples include CASEVAC notifications. However, letters from medical physicians or Commanding Officers are not deemed official documentation. Instances where clear formal documentation evidence is not available, the appropriate supporting single Service can make an appeal for exceptional consideration via the appropriate Tri-Service Medals Governance process (e.g. Operations Recognition Board).

¹⁴ Examples would include but not be limited to redeployment to another non qualifying location/theatre, cessation of qualifying operation or tasking.

that caused by operational service are not eligible for UK Operational Medals under the reduced qualifying service caveat.

8.22. If a Service person is discovered to have, or is diagnosed with, an illness or injury after a deployment was brought to an end for any of the reasons at paragraph 8.20, then that will not be considered as having caused the deployment to end prematurely. Therefore, the Service person will not be eligible to qualify for the Operational Medal under the reduced qualifying service caveat.

Annexes:

- A. UK Medallic Recognition Hierarchy Guideline.
- B. Eligibility Criteria for the Operational Service Medal Iraq and Syria without Clasp.
- C. Campaign and Other Operational Awards Authorised for the Armed Forces Since 1962.
- D. Accumulated Campaign Service Medal.

UK Medallic Recognition Hierarchy Guideline

TIER	MEDAL TYPE	SCALE	RISK	ENEMY	RIGOUR
2	Campaign Service Medal	Typically, but not exclusively, a large-scale operation at a Divisional or Task Force level nationally commanded at 2* or above.	The operation has involved <i>sustained and intense</i> combat for a significant part of the force.	An operation against an armed force of a nation state, or a non-state or irregular force with a capability comparable to an armed force of a nation state.	A combination of factors including, but not limited to: • Curtailment of freedom • Ability to relax • Levels of austerity • Tempo of working • Ability to stand-down or gain relief from sources of intensity or threat
3	Operational Service Medal	Typically, but not exclusively, a medium scale operation at a Task Group, Brigade or Air Group level nationally commanded at 1*.	The operation has involved combat, or personnel were subject to kinetic attack, for a significant part of the force.	An operation against a force other than that of a nation state.	• Degree of isolation • Exposure to distressing events (e.g. loss of life and injury) • Requirement to carry IPE and weapons • Climatic conditions
	General Service Medal	Typically, but not exclusively, a small-scale operation at a Unit or Wing level or below commanded nationally at OF5 or below.			The combination of these factors will likely generate a level of rigour significantly greater than that normally expected when not on operations. <i>(The extent of these factors may contribute to determining the eligibility criteria, in days, for any medal).</i>
4	Wider Service Medal	Armed Forces personnel, MOD Civilians, contractors, and other public servants who are engaged on operational activity that delivers a significant and direct contribution to UK objectives in rigorous circumstances, but not necessarily in roles that expose them to physical risk.			
Humanitarian Medal		Awarded to public servants and members of organisations acting on behalf of HM Government who respond to humanitarian crises. Eligible actions include life-saving efforts, disaster relief, or aid provision, whether in the UK or abroad, and in hazardous or non-hazardous conditions. Service focuses on immediate crisis response (not long-term recovery).			
Coalition / International Medals		Deployed as part of a coalition or international operation in either a combat or non-combat role. Permission to accept and/or wear will be dependent on the nature and scale of the operation and the associated levels of Risk and/or Rigour that would meet as a minimum, UK national recognition, with each operation considered on a case-by-case basis.			
No Medallic Recognition		Levels of risk, rigour and scale insufficient to warrant medallic recognition. <i>(Where an international award is issued it may be accepted as a keepsake only and not worn).</i>			

Eligibility Criteria for the Operational Service Medal Iraq and Syria without Clasp

Eligible for the medal	Not eligible for the medal
Not eligible for the medal 'with clasp' but have met the threshold for medallic recognition as a result of a combination of the following factors¹, in priority order: - Support to Op SHADER is their primary task where they directly and significantly contribute to the success of the Operation.² - Impact to Op SHADER if the unit was unestablished. - As a result of Op SHADER the level of rigour is significantly greater than normally expected when not on operations. - Contribution has a direct and significant effect within the JOA³ (e.g.: in the kill chain). - Directed exposure to distressing events because of their assigned duty, physically or mentally in the JOA, in significantly contributing to Op SHADER. - Requirement for repeated travel in and out of the Op SHADER JOA, but does not meet the 45 days aggregated threshold for the OSM Iraq and Syria with clasp. - Compelling case for treating as 'all of one company' with a co-located unit.	Have not met the threshold for medallic recognition as a result of a combination of: - Contribution noteworthy but not compelling enough to treat as 'all of one company'. - Broadly the same output as prior to Op SHADER, but a slightly greater volume. - Activity would not change significantly when Op SHADER ends. - Weight of effort not Op SHADER facing. - Insufficient rigour or restrictions as direct result of Op SHADER. - Neither physically or mentally in the JOA. - Providing a reach-back function and not real time support.

¹ In conjunction with applied Military Judgement.

² Will be assessed as a 'veto'; therefore if the OIS does not articulate that the respective cohort's output meets the criteria then they would automatically not be eligible for the medal.

³ JOA – International boundaries of Iraq and Syria.

Campaign and other Operational Awards authorised for wear by the Armed Forces since 1962

8A.01 Medals for Individual Campaigns or Operations:

SER	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	South Atlantic Medal	1 day – 2 April to 14 June 1982 30 days – 2 April to 21 October 1982	Rosette worn on the medal and brooch bar to signify service south of the 35 th Parallel	1 calendar day 30 calendar days (Ascension Island)	DCI JS 218/82 DCI RN 496/82 CIV 284/82	As a result of the Sir John Holmes review the end date was moved to the 21 October 1982. All qualifications, whether one day or thirty days, that qualify after 14 June 1982 are not awarded the rosette.
2	Gulf Medal 1990-91	2 August 1990 to 7 March 1991	Clasp 1: 2 August 1990 Clasp 2: 6 January to 28 February 1991	1 calendar day 30 calendar days 7 calendar days continuous	DCI GEN 185/91	1. Clasp awarded to those Kuwait Liaison Team personnel who were taken hostage 2. Clasp to signify war fighting period and awarded to those in Zone I only.
3	Iraq Medal	20 January 2003 to 22 May 2011	19 March 2003 to 28 April 2003	30 calendar days continuous Or 45 calendar days aggregated service whilst OPCOM.	DCI JS 34/04 DIN01-009 2005	Zone 1 – 21 December 2011 (end of NATO training mission; Kuwait ceased on 10 Aug 03) Zone 2 – 22 May 11 (in line with the announced end of OP TELIC). All visits to Theatre do not count towards aggregation.
4	Ebola Medal	23 March 2014 to 29 March 2016		21 calendar days continuous Or 30 calendar days aggregated	2016DIN09-007	This is considered a humanitarian operation, therefore the Ebola Medal is to be worn after the Merchant Navy Medal for Meritorious Service, or any equivalent medals, e.g. Meritorious Service Medal, Long Service and Good Conduct Medal etc.

8A.02. Operational Service Medal (Introduced 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 calendar day 14 calendar days 30 calendar days continuous	DCI JS 78/02	1 day Op BARRAS – 10 September 2000 (Rosette) 1 day Op MAIDENLEY – 15 July 2000 (Rosette) 14 days (Op PALLISER) 30 days (Op BASILLICA or SILKMAN)
2	Afghanistan (Op VERITAS/ HERRICK)	11 September 2001 to 31 December 2014	Zone 1: Clasp Afghanistan Zone 2: No clasp	21 calendar days, 30 calendar days Or 45 days aggregated service whilst OPCOM Visits do not count towards aggregation Aircrew – 30 air sorties 30 calendar days continuous service or 45 calendar days aggregated (Visits do not count towards aggregation)	DCI JS 126/03 2005DIN01-008	Rosette worn on brooch bar to signify award of clasp. Aircrew awarded clasp for 30 take offs and/or landings in the operational area. 30 calendar days spent airborne in the operational area without landings, awarded medal only.

	Afghanistan (Op TORAL)	01 January 2015 to 7 August 2021	Clasp Afghanistan	The qualifying period of service between 1 Jan 15 to 13 Aug 21 for the award of the OSM is 30 calendar days continuous service in the JOA, formally known as Zone 12, or 45 calendar days aggregated. Prior unrecognised service towards the OSM Afghanistan during Operation HERRICK can be combined with unrecognised Service on Operation TORAL, BATTONE and CATTALO. The combined qualifying service for the award of the OSM following service on Operations TORAL, BATTONE and CATTALO remains 30 calendar days continuous service in the JOA, or 45 calendar days aggregated	2015DIN09-009 2022DIN09-012	Recipients already awarded the OSM who also qualify for Op PITTING will receive the Op PITTING clasp only
	Afghanistan (Op BATTONE)	8 July 2021 to 13 Aug 2021	Clasp Afghanistan		2022DIN09-012	
	Afghanistan (Op CATTALO)	May 2020 to 13 Aug 2021	Clasp Afghanistan		2022DIN09-012	
	Afghanistan (Op PITTING)	13 Aug 2021 to 28 Aug 2021	Clasp Operation Pitting	5 calendar days continuous or aggravated service in the landmass of Afghanistan on Op PITTING OR 3 air sorties within the airspace of Afghanistan (air sorties counted at a rate of one per calendar day when multiple sorties are conducted on a single day)	2022DIN09-004	
3	Democratic Republic of Congo	14 June to 10 September 2003	Clasp: DROC	25 calendar days OR 5 air sorties in the operational area	2005DIN01-012	Awarded to those who served in Bunia in the Ituri Province on qualifying operation
4	Iraq and Syria (Op SHADER)	9 August 2014 to a date to be decided	With clasp: Iraq and Syria	30 calendar days continuous or 45 calendar days aggregated within Iraq or Syria Aircrew- a minimum of 10 air sorties over Iraq and/or a minimum of six air sorties over Syria 50hrs on mission for RPAS crews (pilot, sensor & mission intelligence coordinator)	2022DIN09-014	
			Without clasp:	45 calendar days continuous service or 60 calendar days aggregated service.	2025DIN09-013	

8A.05. General Service Medal 1962

SER	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	24 December 1962 to 11 August 1966	Borneo	30 calendar days OR 1 air sortie in the operational area	DCI S.134/64 DCI S.72/65 DCI RAF 36/67	
2	25 April 1964 to 31 July 1964	Radfan	14 calendar days	AO37/65	
3	1 August 1964 to 30 November 1967	South Arabia	30 days	DCI S.115/66	
4	Ground forces – 17 August 1964 to 12 June 1965 Air crew – 17 August 1964 to 11 August 1966	Malay Peninsula	30 calendar days (ground or airspace of operational area)	DCI S.209/57 DCI S.172/70	
5	14 August 1969 to 31 July 2007	Northern Ireland	30 calendar days	AO 65/71 DCI JS 22/92	
6	1 October 1969 to 3 September 1976	Dhofar	30 calendar days	DCI S.121/75	
7	7 February 1983 to 9 March 1984	Lebanon	30 days Ground Forces OR 3 calendar days spent in the operational area	DCI J.106/84	
8	15 August to 15 October 1984	Mine Clearance, Gulf of Suez	30 calendar days accumulated	Command paper 26/7/88	Gulf of Suez
9	17 November 1986 to 28 February 1989	Gulf	30 calendar days	DCI JS 71/89	
10	8 March to 30 September 1991	Kuwait	30 calendar days	DCI GEN 262/92	
11	6 April to 17 July 1991	Northern Iraq/Southern Turkey	30 calendar days or 3 air sorties in the operational area	DCI GEN 263/92	
12	16 July 1991 to 18 March 2003 16 July 1991 to 30 April 2003	Air Operations Iraq	60 calendar days continuous or 90 calendar days accumulated service on qualifying operations OR 6 air sorties in the operational area	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	Op RESINATE SOUTH Op RESINATE NORTH (Incirlik, Silopi or Zakho 16 September 16/07/91 to 19/09/91, 30 days)

				DCI JS 106/03	continuous or 60 days aggregated service)
13	21 December 1963 to 26 March 1964	Cyprus 1963-64	90 calendar days or more		Introduced in 2014 as a result of the 2012 Holmes Review

8A.06. **General Service Medal 2008:**

SER	OPERATION	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN
1	DEFERENCE	21 February 2011 to 22 March 2011	Northern Africa	1 calendar day for ground-based operations 1 air sortie in the operational area 1 calendar day alongside for a naval vessel Or 10 calendar days continuous for operations within the Joint Area of Operations	2022DIN09-019
2	VOCATE	1 November 2011 to a date to be decided	Northern Africa	45 calendar days continuous or 60 calendar days accumulated service	Replaced by 2016DIN09-011
3	VERDITER (PRESIDIUM)	10 February 2010 to a date to be decided	Eastern Africa	45 calendar days continuous or 60 calendar days accumulated service	Replaced by 2016DIN09-014
4	VERDITER (LEEWAY)	01 January 2008 to 06 May 2015	Southern Asia	45 calendar days continuous or 60 calendar days accumulated service	Replaced by 2016DIN09-008
5	QUANTUM	01 January 2009 to 31 May 2012	Arabian Peninsula	45 calendar days continuous or 60 calendar days accumulated service	Replaced by 2016DIN09-012
6	NEWCOMBE (Phase 1)	13 January 2013 to 22 May 2013	Western Africa	45 calendar days continuous or 60 calendar days accumulated service 10 calendar days spent airborne in the operational area	2022DIN09-008
7	MODEST	24 January 2013 to a date to be decided	Eastern Africa	45 calendar days continuous or 60 calendar days accumulated service	2016DIN09-006
8	ICENI	01 June 2012 to 02 December 2013	Arabian Peninsula	45 calendar days continuous or 60 calendar days accumulated service	Replaced by 2016DIN09-010
9	BACKWELL	20 April 2012 to a date to be decided	Eastern Africa	45 calendar days continuous or 60 calendar days accumulated	Replaced by 2016DIN09-009

10	CATAN	03 March 2016 – 31 March 2016	Eastern Africa	45 calendar days continuous or 60 calendar days accumulated service	2016DIN09-031
		01 April 2016 to a date to be decided	Eastern Africa	45 calendar days continuous or 60 calendar days accumulated service	
11	PRAISER	16 December 2014 to a date to be decided	Eastern Africa	45 calendar days continuous or 60 calendar days accumulated service	2016DIN09-029
12	OP TANGHAM HQ British Peace Support Team (Eastern Africa) (BPST (EA))	01 November 2013 to 1 November 2016 02 November 16 to a date to be decided (date op moved to Somalia)	Eastern Africa	45 calendar days continuous or 60 calendar days accumulated service	2017DIN09-020
13	Gulf of Aden	6 October to 24 November 2016	Gulf of Aden	45 calendar days continuously onboard HMS DARING	2018DIN09-013
14	TRAMAL	13 July 2015 to a date to be decided	Northern Africa	45 calendar days continuous or 60 calendar days accumulated service	2020DIN09-018
15	MATCHMAKER (ATALANTA)	17 November 2015 to 1 April 2019	Eastern Africa	45 calendar days continuous or 60 days accumulated service	2021DIN09-003
16	TURUS (CCL)	11 Mar 2015 to 31 July 2023 for service in N'Djamena, Chad.	Western Africa	45 calendar days continuous service or 60 calendar days accumulated	2022DIN09-011
	TURUS (LST)	7 December 2015 to 31 March 2024 for service in Borno State, Nigeria			
17	NEWCOMBE (CH47)	20 February 2018 and a future date to be decided for CH-47 Service personnel deployed in Mali	Western Africa	45 calendar days continuous service or 60 calendar days accumulated service	2021DIN09-007
18	PROSPERITY GUARDIAN	19 October 2023 to 15 June 2024	Gulf of Aden	Six calendar days continuous service or 25 calendar days accumulated service	2025DIN09-009
19	CCL MNJTF	31 July 2023 to a date to be decided service in N'Djamena, Chad	Western Africa	30 calendar days continuous service or 45 calendar days accumulated service	2025DIN09-012
20	NEWCOMBE	1 November 2020 to 17 June 2023	Western Africa	30 calendar days continuous service or 45 calendar days accumulated service	2025DIN09-015

8A.07. **Wider Service Medal:**

SER	OPERATION	ELIGIBILITY PERIOD	CRITERIA	CLASPS / ROSETTES	DCI/DIN
1	AZOTIZE	From 11 December 2018	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
2	BILOXI	From 11 December 2018	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
3	CABRIT	From 11 December 2018	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
4	KIPION (Maritime Elements)	From 11 December 2018	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
5	RELENTLESS	From 11 December 2018	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
6	CROSSWAYS	From 11 December 2018	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016

7	FAIRFIELD	From 11 December 2018	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
8	KIPION (Land and Shore Elements)	From 11 December 2018	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
9	Joint Force Support Africa	From 11 December 2018	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
10	TANGHAM (CJTF Djibouti)	From 11 December 2018	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
11	CETO	From 11 December 2018	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
12	TURUS	From 11 December 2018 to 1 April 2024	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
13	KINGPIN (Shaw Air Force Base)	From 20 April 2021	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
14	WOODWALL	From October 2021	180 days service on eligible operational activity. Reckonable service may be aggregated	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016

			across multiple deployments and/or operational activity		
15	COPPERWING	From 7 February 2022	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
16	ORBITAL	From 24 February 2022	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
17	SCORPIUS	From 24 February 2022	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
18	ALUMINIUM	From 24 February 2022 to 14 February 2025	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
19	ROCKHARD	From 24 February 2022	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
20	GLANCE	From 25 August 2023	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
21	LAZURITE	From 2 October 2023	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016

22	INFLECTOR	From 27 October 2023	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016
23	Land Delivery Team Nigeria	From 2 April 2024	180 days service on eligible operational activity. Reckonable service may be aggregated across multiple deployments and/or operational activity	Subsequent service of 180 days will result in the award of bars to the medal	2025DIN09-016

8A.08. United Nations:

SER	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS	PERMISSION TO WEAR
1	Congo (ONUC)	10 July 1960 to 30 June 1964		90 calendar days	Army Order 50/62	Seconded/Loan personnel only	Yes
2	Cyprus (UNFICYP)	27 March 1964 to a date to be decided		30 calendar days – 27 March 1964 to 26 March 1965 90 calendar days – 27 March 1965 to present	Army Order 56/64 Army Order 18/65	Numerals awarded for subsequent & every accumulated 180 days service	Yes
3	Namibia (UNTAG)	1 April 1989 to 31 March 1990		90 calendar days	DCI GEN 74/90		Yes
4	Iraq/Kuwait (UNIKOM)	1 April 1991 to 6 October 2003		90 calendar days	DCI GEN 93/92		Yes
5	Western Sahara (MINURSO)	1 April 1991 to a date to be decided		90 calendar days	DCI GEN 261/92		Yes
6	Yugoslavia (UNPROFOR)	1 March 1992 to 31 December 1995.	No clasp	90 calendar 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 calendar days	DCI GEN 157/93		Yes
8	Cambodia (UNTAC)	1 April 1992 to 30 September 1993		90 calendar days	DCI GEN 157/93		Yes
9	Rwanda (UNAMIR)	1 October 1993 to 31 March 1996		90 calendar days	DCI GEN 38/95		Yes
10	International Conference on Former Yugoslavia	1994 to 1995				Not administered by UK and no longer available	Yes - UK personnel seconded for service with ICFY as UN observers in Former Yugoslavia.
11	Angola (UNAVEM 3)	1 February 1995 to 1 June 1997		90 calendar days	DCI GEN 324/95		Yes
12	Georgia (UNOMIG)	23 August 1993 to a date to be decided		90 calendar days	DCI GEN 45/01		Yes
13	Transitional Administration for Balkans (UNTAES)	January 1996 to January 1998		90 calendar days		Eastern Slavonia, Baranja and Western Sirmium [Croatia]	
14	Sierra Leone (UNOMSIL)	1 June 1998 to 30 September 1999		90 calendar days	DCI JS 110/01		Yes
15	Sierra Leone (UNAMSIL)	1 October 1999 to a date to be decided		90 days	DCI JS 110/01		Yes
16	East Timor (UNTAET)	25 October 1999 to a date to be decided		90 days	DCI JS 91/01		Yes
17	East Timor (UNAMET)	7 June 1999 to 25 October 1999		90 days	DCI JS 91/01		Yes
18	Democratic Republic of Congo (MONUSCO formerly MONUC)	30 November 1999 to a date to be decided		90 days	DCI JS 95/02	On 28 May 2010, Security Council unanimously adopted Resolution 1925 (2010), extending the mandate of MONUC until 30 June 2010 and decided that from 1 July onwards MONUC shall be referred to as MONUSCO. SCR 1925 reflected the new phase reached in the country	Yes

19	Kosovo (UNMIK)	10 June 1999 to a date to be decided		90 days	DCI JS 109/01 DCI JS 96/102		Yes
20	Ethiopia and Eritrea (UNMEE)	15 September 2000 to a date to be decided		90 days	DCI JS 127/03		Yes
21	Sudan (UNMIS)	09 January 2005 to 08 July 2011		90 days	2015DIN09-015		Yes
22	South Sudan (UNMISS)	09 July 2011 to a date to be decided 02 June 2016 to a date to be decided		90 days	2015DIN09-016		Yes
23	Mali (MINUSMA)	20 June 2013 to a date to be decided		90 days	2023DIN09-002 2015DIN09-017		Yes
24	Darfur (UNAMID)	01 December 2007 to 31 December 2020		90 days	2023DIN09-001		Yes
25	Lebanon (UNIFIL)	15 June 2023 to a date to be decided		90 days	2025DIN09-014		Yes

Note: UN medals should be applied for whilst serving in the theatre of operations directly from UN HQ in theatre. Replacements are only available 5 years after the operation has ceased.

8A.09. United Nations Special Service Medal:

SER	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS	PERMISSION TO WEAR
1	Peshawar (UNOCHA)	1989 to 1990		90 days	DCI GEN 119/97		Yes
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	Yes
3	Iraq (UNSCOM)	April 1991 to 17 December 1999.	Clasp 'UNSCOM'	90 days continuous or 180 days cumulative	DCI JS 64/99		Yes
4	Afghanistan (UNAMA)	From April 2020		90 days			Yes

8A.10. NATO:

SER	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS	PERMISSION TO WEAR
1	Former Yugoslavia	1 July 1992 to 31 December 2002	FORMER YUGO-SLAVIA – 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) No Longer Available	Yes
2	Kosovo	13 October 1998 to 31 December 2002	KOSOVO - Numerals awarded for subsequent tours	30 days in Kosovo, FYROM and Albania 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 No Longer Available	Yes
3	Macedonia (In NATO, cannot refer to Macedonia, instead use acronym FYROM)	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	No Longer Available	Yes
4	Balkans (Non Article 5)	1 January 2003 to 20 December 2004 for Bosnia 1 January 2003 to 31 December 2010 1 January to 31 March 2003 for FYROM	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. No numerals and no qualification in support areas No Longer Available	Only personnel deploying to the Balkans for the first time are eligible to wear the medal.
5	Balkans (Non Article 5)	1 January 2011 to a date to be decided for Kosovo/Bosnia	Different ribbon clasp 'BALKANS' – Numerals awarded for	30 days or 60 days accumulated		This medal replaced the previous NATO Non-Art 5 Balkans medal.	Yes

			subsequent tours after 1 January 2011				
6	Active Endeavour	26 October 2001 to a date to be decided.	Clasp 'ARTICLE 5' -Numerals awarded for subsequent tours after 1 January 2011	RN Ships only	DCI JS 122/03	Medals issued by NATO HQ (SHAPE) direct to ships upon application to NATO HQ.	Permission to accept but NOT wear
7	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
8	Pakistan Earthquake	8 October 2005 to 1 February 2006	Clasp 'PAKISTAN'	14 days	None published	ALL Medals have been issued – No longer available	No permission to accept. May NOT be worn.
9	Afghanistan (ISAF)	1 June 2003	Clasp 'ISAF'. Tunic ribbon clasp introduced wef 1 January 2011 - Numerals awarded for subsequent tours after 1 January 2011	30 days Wef 1 January 2011, 30 days cont/accum amended to 30 days cont/60 days accum.	None published	Medals issued by NATO HQ in theatre.	No permission to accept. May NOT be worn
10	NATO Training Mission Iraq	18 August 2004 to 21 December 2011	Clasp 'NTM-IRAQ' -Numerals awarded for subsequent tours after 1 January 2011	30 days Wef 1 January 2011, 30 days cont/accum amended to 30 days cont/60 days accum.	2012DIN09-011		No permission to accept or wear
11	NATO Logistical support to African Union Mission in SUDAN	13 July 2005 to 31 December 2007	Clasp 'AMIS'	30 days	None published	No Longer Available	No permission to accept or wear

12	Approved NATO Operations and Activities in Relation to AFRICA	From 1 January 2008. Differing start/end dates depending on Operation/ Activity	Clasp 'AFRICA' - numerals awarded for subsequent tours after 11 January 2011	30 days Wef 1 January 2011, 30 days cont/accum amended to 30 days cont/60 days accum.			No permission to accept or wear
13	Libya NATO Non-Article 5 Clasp OUP Libya	23 March 2011 to 31 October 2011	Clasp OUP/Libya/ Libye	30 days Cont/60 days accum.	2011DIN09-020	No longer available	Approved for accept and wear
14	NATO Meritorious Service Medal	Awarded at NATO discretion only	Clasp 'MERITORIOUS' - Numerals awarded for subsequent awards		2024DIN09-005		Approved for accept and wear when not in receipt of UK State Level Award for the same period of service
15	Afghanistan NATO Non-Article 5 for Op ALLIED SOLACE	20 August 2021 to 31 March 2022.	Clasp Afghanistan		2024DIN09-012		Approved for accept and wear

8A.11. Miscellaneous

SER	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS
1	Iraq Reconstruction Service Medal	19 March 2003 to 1 October 2013		40 days of continuous service, or 40 days of service on working visits within Iraq aggregated over a period of one calendar year, provided that the visits are for a minimum of 48 hours each		Only for those members of the UK Armed Forces, working with or seconded to HMG Departments, and who do not qualify for the Iraq (campaign Medal).

2	Civilian Service Medal; (Afghanistan)	19 November 2001 to a date to be decided		30 days continuous or 45 days aggregated service within Afghanistan over a period of one calendar year, provided that visits are for a minimum of 48 hours each		Any Crown servant, whether recruited in the UK, Afghanistan or elsewhere, including members of the Armed Forces, under Operational Command of the FCO who satisfy the qualification criteria and are not qualifying for any other medal including the Operational Service Medal (Afghanistan).
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8A.12. Foreign and Commonwealth:

SER	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS	PERMISSION TO WEAR
1	Brunei General Service Medal	12 August 1966 to a date to be decided		1 year	DCI87/68	Loan personnel service only.	Yes
2	Kenya Campaign Medal	12 December 1963 to 30 November 1967		30 days (not continuous)	DCI276/6 8	Loan personnel service only.	Yes
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.	Yes
4	Malaysia General Service Medal	11 August 1966 to 31 December 1989		DCI does not provide eligibility criteria	DCI 198/70	Loan personnel service only.	Yes
5	Muscat/Oman Dhofar	23 May 1965 to 30 September 1976		14 days	DCI 110/68	Loan personnel service only.	Yes

	Campaign Medal						
6	Republic of South Africa UNITAS	1 June 1994 to 26 April 2003		DCI does not provide eligibility criteria	DCI GEN 178/96	BMATT personnel only	Yes
7	Australian INTERFET (East Timor)	16 September 1999 to 10 April 2000		30 days	DCI45/01	This is worn as a Commonwealth medal instituted by The Sovereign ie after all UK awards.	Yes
8	General Service Medal (OMANI)	23 May 1965 to 30 June 1976	Dhofar	DCI does not provide eligibility criteria	2007DINO 9-028	Loan personnel service only.	Yes
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	Yes
10	The Peace Medal (OMAN)	Awarded for 1 years' service between 1 July 1976 and 17 November 1985		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.	Yes
12	Rhodesia Medal	1 December 1979 to 20 March 1980		14 days	Command Paper August 1980	Not classed as a campaign medal and	Yes

						thus it is worn immediately after any Long Service award	
13	Sultan of Oman's Glorious 15 th National Day Medal	National Day November 1985		1 day	London Gazette No: 50501 28 April 1986	For those on either Loan or Contract Service to the Sultan of Oman's Forces who were serving on the date of the celebrations of the Sultanate's National Day of remembrance	Yes
14	Sultan of Oman's Glorious 20 th National Day Medal	National Day November 1985		1 day	London Gazette No: 52819 Dated 30 January 1992	For those on either Loan or Contract Service to the Sultan of Oman's Forces who were serving on the date of the celebrations of the Sultanate's National Day of remembrance	Yes

15	Sultan of Oman's Glorious 25 th National Day Medal	National Day November 1990		1 day	London Gazette No: 54691 Dated 27 February 1997	For those on either Loan or Contract Service to the Sultan of Oman's Forces who were serving on the date of the celebrations of the Sultanate's National Day of remembrance	Yes
16	Sultan of Oman's Glorious 30 th National Day Medal	National Day November 1995		1 day	London Gazette No: 56284 Dated 24 July 2001	For those on either Loan or Contract Service to the Sultan of Oman's Forces who were serving on the date of the celebrations of the Sultanate's National Day of remembrance	Yes
17	Sultan of Oman's	National Day November 2005		1 day	London Gazette No:	For those on either Loan or Contract Service to the	Yes

	Glorious 35 th National Day Medal				Dated 21 November 2005	Sultan of Oman's Forces who were serving on the date of the celebrations of the Sultanate's National Day of remembrance	
18	Sultan of Oman's Glorious 40 th National Day Medal	National Day November 2010		1 day		For those on either Loan or Contract Service to the Sultan of Oman's Forces who were serving on the date of the celebrations of the Sultanate's National Day of remembrance	Yes
19	Sultan of Oman's Glorious 45 th National Day Medal	National Day November 2015		1 day		For those on either Loan or Contract Service to the Sultan of Oman's Forces who were serving on the date of	Yes

						the celebrations of the Sultanate's National Day of remembrance	
20	Sultan of Oman's Glorious 50 th National Day Medal	National Day November 2020		1 day		For those on either Loan or Contract Service to the Sultan of Oman's Forces who were serving on the date of the celebrations of the Sultanate's National Day of remembrance	Yes
21	Sultanate of Oman's Ascension Medal	Ascension Day January 2020		In Service on Ascension Day		For those on either Loan or Contract Service to the Sultan of Oman's Forces who were serving on the date of the celebrations of the Sultanate's Ascension	Yes

22	Sultan of Oman's Glorious 55 th National Day Medal	National Day November 2025		1 day		For those on either Loan or Contract Service to the Sultan of Oman's Forces who were serving on the date of the celebrations of the Sultanate's National Day of remembrance	Yes
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8A.13. European and other International:

SER	MEDAL	ELIGIBILITY PERIOD	CLASPS / ROSETTES	CRITERIA	DCI/DIN	REMARKS	PERMISSION TO WEAR
1	WEU Mission (Yugoslavia)	1 July 1992 to 31 December 1996		30 Days in Yugoslavia or 90 Days in support elsewhere	DCI GEN 280/96 DCI GEN 281/96		Approved for accept and wear
2	European Community Monitoring Mission (Yugoslavia)	25 July 1991 to 30 June 1992		Min 21 days	DCI GEN 96/94	Issued through FCO	Approved for accept and wear
3	European Security Forces - Congo	14 June to 10 September 2003	Clasp 'ARTEMIS'	30 days	2005DIN 01-012	No longer available.	Not approved for wear
4	Common Security Defence Policy Medal (formerly the European Security and	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 MODMO	Approved for accept and wear

	Defence Policy Service Medal) Clasp ALTHEA					Numeral for 2 nd tour of min 30 days. <i>Planning & Support version (central white stripe on ribbon) may NOT be worn.)</i>	
5	OP ATALANTA (Counter Piracy)						Not approved for wear
6	Common Security Defence Policy medal (Central African Republic)	30 June 2014 to 30 May 2015	Clasp 'EUFOR RCA'	Minimum 30 days continuous			Approved for accept and wear
7	EUTM Mali	07 February 2013 to a date to be decided	Clasp 'EUTM MALI'	Minimum 30 days continuous	2015DIN09-020		Approved for accept and wear

Accumulated Campaign Service Medal 2011

Qualifying time and criteria

8D.01. To be awarded the Accumulated Campaign Service Medal (ACSM) 2011, an individual must hold a qualifying operational medal as listed below and have completed 720 days campaign service including the service completed to qualify for the initial campaign service medal ¹. Bars are awarded for each additional period of 720 days approved operational service. A month is defined as 30 days, and part-months may be accumulated. Rest and Recuperation is deducted from qualifying service towards the medal.

8D.02. The following campaign/ operational service periods count towards the ACSM '11:

SER	MEDAL	ELIGIBILITY PERIOD	REGION
1	GSM 62	14 August 1969 – 31 July 2007	Northern Ireland
2	GSM 62	1 October 1969 – 30 September 1976	Dhofar
3	GSM 62	7 February 1983 – 9 March 1984	Lebanon
4	GSM 62	15 August 1984 – 15 October 1984	Mine Clearance, Gulf of Suez
5	GSM 62	17 November 1986 – 28 February 1989	Gulf
6	GSM 62	8 March 1991 – 30 September 1991	Kuwait
7	GSM 62	6 April 1991 – 17 July 1991	N Iraq & S Turkey
8	GSM 62	(South) 16 July 1991 – 18 March 2003 (North) 16 July 1991 – 30 April 2003	Air Operations Iraq
9	OSM	5 May 2000 – 31 July 2002	Sierra Leone
10	OSM	11 September 2001 – 31 December 2014 14 August 2021 – 28 August 2021	Afghanistan
11	OSM	9 August 2014 – a date to be decided	Iraq & Syria (with clasp)
12	OSM	9 August 2014 – a date to be decided	Iraq & Syria (without clasp)
13	OSM	14 June 2003 – 10 September 2003	Democratic Republic of Congo
14	Iraq Medal	20 January 2003 – 22 May 2011	Iraq (Kuwait ceased as Zone 1 on 10 Aug 03)
15	GSM 08	01 January 2008 – 06 May 2015	Southern Asia
16	GSM 08	21 February 2011 – 22 March 2011 01 November 2011 – date to be decided 13 July 2015 – date to be decided	Northern Africa
17	GSM 08	10 February 2010 – date to be decided 20 April 2012 – date to be decided 24 January 2013 - date to be decided 01 November 2013 – 1 November 2016 02 November 2016 – date to be decided 16 December 2014 – date to be decided 17 November 2015 – 01 April 2019 03 March 2016 – 31 March 2016 01 April 2016 - date to be decided	Eastern Africa
18	GSM 08	01 Jan 2009 – 31 May 2012 01 June 2012 – and 02 December 2013	Arabian Peninsular

¹ Time counted towards the campaign/ operational medal will not be counted towards ACSM entitlement.

19	GSM 08	13 Jan 2013 – 22 May 2013 11 March 2015 – 31 July 2023 07 December 2015 – 31 March 2024 20 February 2018 – 18 August 2022 01 November 2020 – 17 June 2023 31 July 2023 – date to be decided	Western Africa
20	GSM 08	6 October 2016 – 24 November 2016 19 October 2023 – 15 June 2024	Gulf of Aden

Note: Time spent deployed within an Air Sortie equates to the same number of calendar days in which the sortie spans across, where this will also correspond to the number of days that may accrue towards the ACSM 11. (For example, if aircraft take off on or before 2359 on one date and land after 0000 on the following date, then despite only a single sortie being flown, this will count as two days towards the ACSM 11. Equally, multiple sorties completed between 0000 and 2359 on a single calendar day will count as one day towards the ACSM.)

8D.03. The following **do not count** towards the ACSM 11:

- a. Service prior to 14 August 1969.
- b. Kuwait during Op TELIC after 10 August 2003.
- c. Service in the Balkans.
- d. Service in the British Embassy in Iraq.
- e. Service on Op BANDOOG except for Afghanistan.
- f. The Gulf War – The Gulf Medal 1990-91.
- g. The Falklands – South Atlantic Medal.
- e. Service on Op GRITROCK – Ebola Medal

8D.04. Multi-national campaign medals do not count towards the ACSM 11.

8D.05. Service in a theatre of operations which has been shorter than that required to qualify for the associated medallic recognition will not count towards the ACSM '11, less the following instances:

- a. An individual who receives the award of a British Honour, Decoration or Medal of Level 4 or above (e.g. a Mention in Despatches) for service on the operations but does not complete the qualifying period of service to qualify for the associated operational service medal, will automatically qualify for the operational service medal where this Initial Qualifying Period along with any subsequent time served in theatre will accrue towards the ACSM 11.
- b. This same principle applies to those who are killed or injured and removed via CASEVAC from theatre prior to completing the qualifying period of service for medallic recognition. In each case the operational medal will be awarded with the time served in theatre accruing towards the ACSM 11.

8D.06. The holding of a gallantry award will carry no automatic entitlement to the ACSM 11.

Eligible personnel

8D.07. All holders of an approved operational medal as listed in paragraph 8D.02, be they military,

MOD civilian, or Contractors on Deployed Operations, serving or retired, are eligible for the ACSM 11 provided they meet the qualifying criteria.

8D.08. Applications from serving personnel must be submitted using JPA Form S003B; MOD civil servants should submit their applications on HR Form 114; contractors should use CONDO Form 5; retired personnel should use the MOD Medal Application Form.

8D.09. The ACSM 11 may be awarded posthumously where service prior to their death meets the eligibility criteria herein described.

8D.10. In addition to the criteria outlined above, individuals with unrecognised qualifying accumulated campaign service (excluding service already recognised by the award of an ACSM 94 and or bars, prior to 1 July 2011) are entitled to carry forward their service towards the ACSM 11 and subsequent bars as appropriate.

8D.11. Rosette emblems denoting the award of each Bar are attached to the ribbon when the ribbon only is worn. A maximum of three rosettes may be worn. To denote service beyond the award of three Bars (three silver rosettes), the following shall be worn:

- a. Four Bars will be denoted by a single gold rosette.
- b. Five Bars will be denoted by one gold and one silver rosette
- c. Six Bars will be denoted by one gold and two silver rosettes.
- d. Seven Bars will be denoted by two gold rosettes.
- e. The sequence will be followed until nine clasps are denoted by three gold rosettes.

Chapter Nine – Forfeiture and Restoration of Honours and Awards

General

9.1. The object of forfeiture is to preserve the integrity of the honours system. It is generally judged to be wrong that a person previously honoured should continue to hold a symbol of high regard after committing a serious offence.

9.2. Provision is made for the forfeiture and restoration of Orders, decorations and medals in the Statutes and Royal Warrants for each. In addition, there is a Royal Warrant that covers the forfeiture and restoration of war, campaign, general service and any of the Medals for Champion Shots. In general, Orders, decorations and medals are liable to forfeiture when an individual is considered no longer worthy of wearing The Sovereign's Honours and awards or no longer fulfils the criteria for the medal.

9.3. The Defence Council holds delegated authority to remove and restore war, campaign and commemorative medals and any of the Medals for Champion Shots and has in turn given delegated authority to the single Services for other awards granted for meritorious service and long service and efficiency. In the case of State Honours, the Defence Council can only make a recommendation to the State Honours Forfeiture Committee.¹

9.4. Equally an Order, decoration or medal can only be restored provided the individual fulfils the criteria for each award. Exceptionally, Orders, decorations and medals can be restored if the original conviction(s) that led to forfeiture are overturned or deleted through the disregard process.

9.5. With the exception of the MSM and/or the LS&GCM, which should be retained by the individual while the matter is being investigated, a Commanding Officer is to take all other awards liable to forfeiture into safe custody pending a decision as to their forfeiture or otherwise. Medals that are forfeited should be returned to MODMO.

9.6. In accordance with KRs, a Commanding Officer is required to consider forfeiture in all cases when an individual under their command is convicted of any civil or military offence.

Gallantry Awards

9.7. Gallantry medals and awards including the MiD, KCB and KCBA may not be considered for forfeiture.

State Honours

9.8. State Honours in this context include the Orders of Chivalry, including the DSO, as well as the KVRM and the KCVS, but excludes those in the personal gift of The Sovereign. The Honours Forfeiture Committee considers forfeiture of all State Honours making recommendations to The Sovereign through the Prime Minister.

Criteria for Forfeiture of State Honours

9.9. Forfeiture of State Honours is judged on a case-by-case basis. One criterion is the severity of a sentence; at present imprisonment for a minimum of three months (whether or not

¹ Recommendations for forfeiture in respect of civilian personnel are subject to separate arrangements.

suspended) warrants consideration of forfeiture. Forfeiture will also be considered in the following instances:

- a. Disloyalty to the State.
- b. Serious dereliction of duty by a public servant.
- c. Conduct unbecoming to the position held and for which the award was made; for example, has been censured/struck off, etc., by the relevant regulatory authority or professional body for actions or failures to act which are directly relevant to the granting of the honour.
- d. Actions considered to have directly brought the Honours system into disrepute.
- e. Sexual Offences covered by the Sexual Offences Act 2003 (England and Wales), Sexual Offences Order 2008 (Northern Ireland) or Sexual Offences Act 2009 (Scotland).

Process for Forfeiture of State Honours

9.10. The Commanding Officer's recommendation for either forfeiture, or not, must be supported by a superior commander of at least OF7 rank in the individual's chain of command. If a recommendation of forfeiture is supported, the Commanding Officer should write to the appropriate single Service authority². In accordance with KRs, the letter should contain:

- a. A statement giving full details of the offence and, if applicable, details of why the Commanding Officer considers forfeiture to be appropriate. In certain high-profile cases, a Commanding Officer may wish to state why he does not consider forfeiture to be appropriate.
- b. Details of any mitigating factors which should be considered.
- c. A firm recommendation by the Commanding Officer.
- d. A copy of the individual's JPA Discipline Record.
- e. Support from the superior commander.

9.11. The following levels of authority should be applied when staffing Defence forfeiture cases. The single Services may not provide direct representation to Cabinet Office or The Sovereign in relation to forfeiture. In Defence List cases, The Defence Services Secretary will act as the administrative authority.

Type	Initiator	Review Authority	Deciding Authority	Promulgation
State	Single Service Honours Board (Through the Defence Services Secretary)	Cabinet Office FC	Sovereign	Central Chancery (Through the Defence Services Secretary and single Service)

² RN: NavSec (H&A), Army: MS Honours, RAF: APC H&A

Campaign Commemorative	Commanding Officer	Single Service Medals Board	Defence Council	2* single Service Honours Lead.
LS&GCM MSM VRSM	Commanding Officer	Single Service Medals Board	Single Service Medals Board	2* single Service Honours Lead.

9.12. The single Service Authority should forward the recommendation to the single or tri-Service Committee³ that recommended the award of the State Honour. If the Committee supports the recommendation, it should be forwarded to the Defence Council through the Defence Services Secretary with any relevant single Service legal comment. Finally, if the Defence Council supports the case for forfeiture, it should forward the recommendation to the State Honours Forfeiture Committee. Should the State Honour be forfeited, the Central Chancery of the Orders of Knighthood will notify the Defence Services Secretary and publish the cancellation or forfeiture as appropriate to the Honour in the London Gazette.

9.13. The Cabinet Office may, from time to time, seek Defence advice through the Defence Services Secretary, and Defence Council recommendation, on forfeiture cases for retired personnel who have been awarded state honours on the Defence List.

9.14. A Referring Authority's recommendation for forfeiture can be rejected at any stage. The Chair of the relevant Committee that rejected the recommendation is to inform the Referring Authority through the Defence Services Secretary.

9.15. Insignia of State Honours are not to be removed from an individual until the wishes of The Sovereign are known.

9.16. A State Honours forfeiture framework policy is set out at Annex B.

Restoration of State Honours

9.17. The Statutes of the Orders of Knighthood allow for the restoration of an award at a later date if appropriate. Such cases are rare. The appropriate single Service Committee may recommend restoration at any time, not only when the Half-Yearly Honours Lists are published. Restoration is not a matter of time, but an individual must demonstrate that they are worthy of re-qualifying for the Honour by their actions and behaviour subsequent to committing the original offence.

War, Campaign, and Commemorative Medals

9.18. War, Campaign (e.g. CSM, OSM, GSM and WSM, as well as UN, EU and NATO medals) and Commemorative (e.g. Jubilee) Medals may be forfeited as may the ACSM 94 and ACSM 11. The Deciding Authority for forfeiture and restoration of these medals is the Defence Council.

Criteria for Forfeiture of War, Campaign, and Commemorative Medals

9.19. Criteria for the forfeiture of these medals is by the authority of the Royal Warrant – Grant, Forfeiture and Restoration of Medals 1985 and its schedule, both of which are reproduced at Annex A. In short, an individual is liable to forfeit these medals if sentenced to be dismissed or removed from the Service for misconduct or is sentenced to dismissal with disgrace or to dismissal from Service or discharged for misconduct under King's Regulations or convicted by a civil court or Court Martial and awarded more than six months imprisonment. Commanding Officers also have

³ RN: RN Honours Cttee; Army: Lower or Higher Honours Cttee; RAF: RAF Honours Cttee; each Service may also send recommendations for operational awards to the AFOAC.

the discretion to consider forfeiture in cases where an individual has received a sentence of less than six months. If all war and campaign medals have been forfeited, the individual will no longer qualify for the ACSM 94 or ACSM 11 and both should be removed.

Process for Forfeiture of War, Campaign, and Commemorative Medals

9.20. The process is similar to that of a State Honour; a Commanding Officer is required to consider forfeiture of these medals if an individual under their command has been found guilty by either a civil or military court of an offence that may fall within the criteria above. A recommendation for either forfeiture or not must be supported by the Commanding Officer's superior commander. If a recommendation for forfeiture is supported, then a letter from the Commanding Officer should be sent to the appropriate single Service authorities⁴. The letter should contain:

- a. A statement giving full details of the offence and, if applicable, details of why the Commanding Officer considers forfeiture to be appropriate. In certain high-profile cases, a Commanding Officer may wish to state why they do not consider forfeiture to be appropriate.
- b. Details of any mitigating factors which should be considered.
- c. A firm recommendation by the Commanding Officer.
- d. A copy of the individual's JPA Discipline Record.
- e. Support from the superior commander.

9.21. The single Service Authorities must then forward the recommendation to the single Service Medal Board. If the Board supports the recommendation, this must be forwarded through the Defence Services Secretary to the Defence Council. A recommendation for forfeiture can be rejected at any stage. The Chair of the relevant Board or Committee that rejected the recommendation is to inform the Commanding Officer.

Restoration of War, Campaign, and Commemorative Medals

9.22. The authority for the restoration of War, Campaign and Commemorative medals, as well as the ACSM 94 and ACSM 11, is the Defence Council. It is an individual's responsibility to apply for the restoration of any award to their Commanding Officer with a plea of mitigation which must be supported by the Commanding Officer. Applications for the restoration of 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 single Service Authorities.
- b. For veterans, applications should be made to the single Service Authority of their former Service through MODMO.

9.23. Restoration of these medals will be considered in the following circumstances:

- 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

⁴ RN: NavSec (H&A), Army: PS12, RAF: APC H&A

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 unless the individual subsequently rendered approved service in the armed forces 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.

9.24. Restoration will also be considered when the required 3 years re-qualifying 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.

Meritorious and Long Service and Efficiency/Good Conduct Medals

9.25 These medals include the Meritorious Service Medal (MSM), the single Service Long Service and Good Conduct Medals (LS&GCM) and Clasps, the Cadet Forces Medal and the Volunteer Reserve Service Medal (VRSM) as well as the previous awards replaced by the VRSM in 1999. The Deciding Authority for the forfeiture and restoration of these medals are the single Service Medal Boards.⁵

Criteria for Forfeiture of Meritorious and Long Service and Efficiency/Good Conduct Medals

MSM

9.26. The provisions of the Royal Warrant – Grant, Forfeiture and Restoration of Medals do not apply to the MSM. The MSM is available to recognise good, faithful, valuable and meritorious service of individuals of the Regular Forces who are of irreproachable character and conduct. Consequently, King's Regulations requires a Commanding Officer to consider forfeiture of the MSM after any entry on an individual's disciplinary record if they have been awarded the MSM. Because of the very high standards required of anyone awarded the MSM, any entry on an individual's disciplinary record should lead to a Commanding Officer recommending forfeiture.

LS&GCM

9.27. When a member, or former member, of the Armed Forces, has been convicted of any offence or punishment which would have previously debarred an individual from ever being

⁵ RN: NavSec (H&A), Army: PS12, RAF: APC H&A

awarded the LS&GCM, or alternatively would have resulted in the delay of the award of the medal or associated clasps for a period of 15 years or 10 years respectively, consideration may be given to the forfeiture of the award and associated clasps.

VRSM

9.28. When a member, or former member, of the Armed Forces, has been convicted of any offence or punishment which would have previously debarred an individual from ever being awarded the VRSM, or alternatively would have resulted in the delay of the award of the medal or associated clasps for a period of 10 years or 5 years respectively, consideration may be given to the forfeiture of the award and associated clasps.

Process for Forfeiture of Meritorious and Long Service and Efficiency/Good Conduct Medals

9.29. A Commanding Officer is required to consider forfeiture of these medals if an individual within their command has been found guilty by either a civil or military court or summary hearing of any offence. A recommendation for either forfeiture or not must be supported by the Commanding Officer's superior commander. If a recommendation of forfeiture is supported, then a letter from the Commanding Officer is sent to the appropriate single Service Medal Board. The letter should contain:

- a. A statement giving full details of the offence and, if applicable, details of why the Commanding Officer considers forfeiture to be appropriate. In certain high-profile cases, a Commanding Officer may wish to state why they do not consider forfeiture to be appropriate.
- b. Details of any mitigating factors which should be considered.
- c. A firm recommendation by the Commanding Officer.
- d. A copy of the individual's JPA Discipline Record.
- e. Support from the superior commander.

9.30. If a single Service Medal Board approves forfeiture, MODMO are to place a notice of forfeiture in the London Gazette. A Commanding Officer's recommendation for forfeiture can be rejected and, if so, the Chair of the relevant Board is to inform the Commanding Officer. Medals are only to be removed from an individual once the final decision is known unless the individual is likely to have been discharged from the Services and there could be difficulty in recovering the forfeited medals.

Restoration of Meritorious and Long Service and Efficiency/Good Conduct Medals

9.31. Once forfeited, the MSM can never be restored. Restoration of the LS&GCM may be considered after a further period of 15 years' service, or 10 years for the restoration of a clasp, provided that there are no further entries on an individual's disciplinary record. Restoration of the VRSM may be considered after a further period of 10 years' service, or 5 years for the restoration of a clasp, provided that there are no further entries on an individual's disciplinary record.

Individuals who have forfeited the LS&GCM or VRSM must apply through their Commanding Officer for the medal to be restored once the respective qualifying period has been completed.

Cadet Forces Medal

9.32. The Deciding Authority for forfeiture and restoration of the Cadet Forces Medal (CFM) are the single Service Medal Boards. The criteria for forfeiture and the process is described in JSP 814. Applications from the individual for restoration of the medal will only be considered after a further 6 years' qualifying service after the date of the forfeiture.

Veterans

9.33. Those veterans who serve in other Uniformed Services (such as Police, Fire, Prison Service, etc.,) and who are entitled to wear medals on a Crown service uniform are subject to the forfeiture rules of the Service that awarded the medal. A veteran who is the holder of a State Award who commits a serious offence is subject to the same forfeiture criteria. Forfeiture of all military medals will be considered by the MOD for veterans convicted of serious civil offences.

9.34. The restoration of medals to a veteran will only be considered if new information comes to hand or there is evidence of administrative errors. Exceptionally, Orders, decorations and medals can be restored if the original conviction(s) that led to forfeiture are overturned or deleted through the disregard process.

Restoration of Medals to Veterans Discharged on the Basis of their Sexuality

9.35. Prior to 2000, a number of armed forces personnel were discharged from service on the basis of their sexuality. Some received convictions under specified legislation that has now been de-criminalised, while others were discharged solely on the basis of their sexuality, without any conviction.

9.36. In the course of their discharge, some personnel either forfeited medals directly, or were prevented from continuing to serve and thus denied the ability to regain medals that might previously have been forfeited for unrelated reasons.

9.37. The Ministry of Defence introduced a policy in 2021 which enables individuals to apply to have their medals restored. Applications for restoration are considered on the basis of the facts available and submitted for approval to the Defence Council who will exercise the powers invested in them by the 1985 Royal Warrant on the Grant, Forfeiture and Restoration of Medals.

9.38. Where available, Service records will be examined to confirm that applicants meet the criteria for restoration. The Defence Services Secretary will review the case before submitting to the Defence Council for a final determination.

9.39. For restoration to be considered under this policy there must be clear evidence that discharge from the service and forfeiture of medals was for a reason primarily connected with sexuality, and that there are no other significant issues which were the cause of their dismissal. Where it is felt that the evidence is not clear cut, extra information will be required to understand the circumstances under which a medal was forfeited, or if there is another basis on which the medal might remain forfeited, applicants will, where appropriate, be given the opportunity to provide further information or representations in writing.

9.40. In the case of a living applicant who was not the subject of a conviction covered by Section

92 of the Protection of Freedoms Act 2012, but who was discharged from the service solely on the basis of their sexuality, an application should be made to MODMO with a covering letter summarising the circumstances of their discharge from the Armed Forces using the MOD Medal Application Form.

9.41. Where a deceased individual was not the subject of a conviction but was discharged from military service solely on the basis of their sexuality, the next of kin may apply for the return of the relevant medals. Applications should be made to MODMO in the first instance.

9.42. In the case of a living applicant who received a conviction for sexual offences that have since been decriminalised, they must first be able to present a valid disregard from the relevant authority (for example, the Home Office). However, a disregard can only be granted to living individuals and this route would not be available to next of kin.

9.43. An applicant who received a conviction for a sexual offence that has since been repealed and for which a disregard may be obtained under the Protection of Freedoms Act 2012 or the Historical Sexual Offences (Pardons and Disregards) (Scotland) Act 2018, must first be able to present a valid disregard from the relevant authority (i.e. in England and Wales, the Home Office-led 'disregard' scheme) and should then apply in writing to honours@cabinetoffice.gov.uk providing evidence of their valid disregard, along with their full name, address, date of birth, and details regarding which medals they forfeited and the circumstances under which they were forfeited.

Restoration of Medals to Living and Deceased Individuals

9.44. Applications for the restoration of Insignia of Orders, Decorations and Medals are to be made using the MOD Medal Application Form. The Deciding Authority on the restoration of awards under these circumstances is the Defence Council.

- a. **Living Individuals.** For living individuals, the forfeited medals may be returned at public expense although, in all likelihood, they will not be the original medals. Living individuals or their appointed representative are to attach to the claim form the formal disregard received from the Home Office. Once received, MODMO will pass all relevant documentation to the appropriate single Service Medal Board. The Board will assess whether the historical offences on the individual's records can be disregarded and secondly that the disregarded offences were the sole justification for the forfeiture of awards. If, in the view of the Board, both these conditions are fulfilled, recommendations will be made to the Defence Council through the Defence Services Secretary. If approved, MODMO will be directed to provide replacement medals, their name will be restored to the appropriate Registers, their names published in the London Gazette and their records annotated accordingly.
- b. **Deceased Individuals.** Although deceased individuals convicted of decriminalised offences will automatically receive a pardon, details of the offence will remain on the individual's records and unlike a disregard, a pardon confers no rights to have any medals restored.

Annexes:

- A. Royal Warrant and Schedule - Grant, Forfeiture and Restoration of Medals.
- B. State Honours Forfeiture Framework – Tri Service Policy

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

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.

A war medal commemorative of a campaign may be given to an officer, or member of the military forces, whether combatant or non-combatant, who has rendered approved service during such campaign with the military forces. Clasps for battles or special operations against an enemy may be issued to all officers or members of the military forces engaged therein whose duties necessitated their being present.

Any officer or member of the military forces or any former officer or former member of the military forces who has been dismissed from 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 King's Medals for Champion Shots (subsequently referred to herein as the King'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.

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.

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

State Honours Forfeiture Framework – Tri Service Policy

Overview

9.B.01. This Policy creates a Defence standard and an agreed approach to the review, staffing and recommendations for the forfeiture of State Honours (non-Gallantry) awarded to serving personnel and veterans.

9.B.02. The Policy assists Single Services Honours Staffs to understand and manage risks and issues associated with conducting internal reviews and the subsequent staffing of recommendations in accordance with Cabinet Office Policy and JSP 761.

9.B.03. It does not advise on how to make sure investigations comply with other regulatory authorities or law enforcement bodies, such as the police or legal due process.

9.B.04. An internal investigation and review framework, considered alongside Government policy, is an essential foundation in forming justified recommendations to the Defence Council and will help Defence consistently meet any legal or regulatory obligations. A failure to initiate timely investigations, conduct a review and make a recommendation may lead to inconsistent approaches, delay and subsequently expose Defence and the Chain of Command to significant legal, employment, and reputational risks and media scrutiny.

Purpose

9.B.05. To ensure the consistent approach and application of Government Policy across the Services in the identification of personnel subject to forfeiture, staffing of the review and recommendation to the Defence Council.

Policy

9.B.06. Government State Honours Policy includes.

- a. Cabinet Office Honours Secretary Handbook.
- b. JSP 761.

Forfeiture of State Honours – Initiating Commission

9.B.07. In accordance with Government Policy, Single Services may be commissioned by the Cabinet Office, through the Defence Services Secretary, to review and consider the forfeiture of State Honours awarded on the Defence List to serving and retired personnel whose actions are deemed to have breached the policy threshold contained in Chapter 9 of JSP 761.

Notification

9.B.08. There are multiple ways that a potential requirement for forfeiture consideration could be flagged to the Single Services. These include (but are not limited to):¹

¹ In cases B-F, the Single Service should notify the Defence Services Secretary that a forfeiture case has been initiated who will, in turn, advise the Cabinet Office where cases have been internally initiated.

- a. Forfeiture Commission from Cabinet Office.
- b. Referral by Defence Legal Department.
- c. Referral by Principal Security Adviser (PSyA).
- d. Referral by a Commanding Officer following summary discipline proceedings.
- e. Media or Third-Party notification.
- f. Matter flagged directly by Defence Services Secretary.

Policy

9.B.09. Where investigations have concluded, and sanctions/outcomes have been decided, forfeiture must be considered against the following policy criteria as met or potentially met. Single Services are obliged to consider these matters and make referrals for forfeiture consideration to the Defence Services Secretary where appropriate.

9.B.10. The criteria for forfeiture ('Hard Triggers') are as follows:

a. The conditions for forfeiture of awards are set out in Annex 2 to the State Honours Secretaries Handbook and Annex B to Chapter 9 of JSP 761. The Cabinet Office Forfeiture Committee, and formed of representatives of Departmental Honours, usually considers cases where the holder of an honour has brought the Honours System into disrepute. For example, if an individual:

- (1) Has been found guilty by the courts of a criminal offence and sentenced to a term of imprisonment of more than three months, including suspended sentences.
- (2) Has been censured/struck off, etc. by the relevant regulatory authority or professional body¹ for actions or failures to act which are directly relevant to the granting of the honour.
- (3) Is subject to any sentence resulting in inclusion in the Sex Offenders Register or any formal censure contrary to the Defence Policy on Zero tolerance of Unacceptable Sexual Behaviour.²

9.B.11. The Cabinet Office Forfeiture Committee is not restricted to these three criteria; any case may be considered where there is other evidence to suggest that the retention of an honour would bring the Honours System into disrepute.³

9.B.12. Forfeiture administration is governed by a Royal Warrant dated 1985, and the corresponding policy in Chapter 9 of JSP 761 alongside the Cabinet Office Honours Secretary Handbook. Whilst the basis of the policy is sound, it potentially lacks prescriptive guidance for all cases to aid decision making in the modern context of disciplinary and administrative action for Defence. A clear and auditable process, along with early and regular engagement with the Defence Services Secretary, is essential in all cases of potential forfeiture consideration to inform Defence Council decision making.

Process

9.B.13. Single Service Honours Staffs will act as Desk lead for all forfeiture matters and must

¹ Such as the General Medical Council or the Bar Council.

² 2025DIN01-082.

³ Factors may include whether the person is being Discharged from the Service, the level of sentence/sanction, public perception, internal perception, press coverage etc.

consult with Single Service Secretaries, Legal and the Defence Services Secretary all cases.

9.B.14. Where it is deemed that a case is at or near the policy threshold for forfeiture consideration, a Single Service Forfeiture Committee must be convened to initially consider the matter¹. The composition of the Forfeiture Committee is not fixed, but must consist of the following as a minimum:

- a. Service Secretary – as Chair.
- b. Honours Desk Officer (Min SO2 or Equivalent) – Secretary and Policy Advisor.
- c. Additional Board Members² – minimum of two.
- d. Legal Advice – written or in person attendance.
- e. Assistant Defence Services Secretary – where deemed appropriate.³

9.B.15. The Single Service Forfeiture Committee is to consider the following information within the meeting. This will include but is not limited to:

- a. Confirmation of Service Details – name, rank, Service Dates.
- b. Details of the offence/s or administrative matter/s leading to referral.
- c. Details of sentences or sanctions.
- d. Detail of the State Award held including award list inc Gallantry awards.
- e. Lists all other medals and awards including foreign awards.
- f. A timeline of events.
- g. Formal Representations i.e. Formal Medical, Welfare or Psychological Reports
- h. Any press coverage or internal communications relating to the matter.
- i. Policy information.

9.B.16. A Single Service Forfeiture Committee must decide whether the matter has met the threshold to be referred through the Defence Services Secretary to Defence Council, for potential subsequent consideration by the Cabinet Office Forfeiture Committee.⁴

9.B.17. It is important to note that Single Service Forfeiture Committees do not make final forfeiture decisions; their remit is to consider, collate and review evidence against Policy, recommend then refer only.

9.B.18. Single Services cannot abdicate responsibility to review evidence or refer directly to the Defence Services Secretary or indeed Defence Council regardless of rank or appointment. In cases of potential conflict of interest, the Defence Services Secretary will provide guidance informed by Director Defence Legal.

Timing

9.B.19. Single Services are to consider, review and make recommendation to the Defence Services Secretary for the Defence Council within 90 days from the issue of any commission by the Cabinet Office.

9.B.20. The Defence Council will seek to convene and make recommendation at the next scheduled quarterly Cabinet Office Forfeiture Committee Meeting or to inform Out of Committee Paper

¹ For Service Chief approval inc those nominations considered by AFOAC.

² Will typically be senior in rank to the person under discussion. Should include any required specialist skills or knowledge to assist the process and must not be in the Chain of Command or have been involved in the disciplinary or administrative action.

³ For policy assurance and specialist advice.

⁴ A Cabinet Office Committee and the national authority for State Honours Forfeiture. [Forfeiture - UK Honours System](#) (www).

9.B.21. Forfeiture recommendation should not exceed 180 days without formal Cabinet Office authority.

Record of Decisions

9.B.22. A Record of Decisions should be raised, even in cases where a Single Service Forfeiture Committee was not deemed necessary or where a committee convened but opted not to refer. Information Management Protocols should be applied to ensure confidentiality where appropriate.

Referral

9.B.23. Where a case is referred, the Single Service Desk lead is to prepare the note as per Appendix 1 for release approval by the Service Secretary. The referral note is to include full details including any legal advice, mitigations, or representations.¹

Defence Services Secretary – Secretariat Role

9.B.24. The Defence Services Secretary will act as the secretariat to Defence Council for the purpose of State Honours forfeiture. A covering note by the Defence Services Secretary will be provided to all Single Service submissions. The Defence Services Secretary may take or offer additional Policy guidance or Legal advice to the Defence Council to assist in making a timely recommendation to Cabinet Office.

Defence Council

9.B.25. The Defence Council under the authority of the Secretary of State will convene to offer formal advice to the Cabinet Office for all forfeiture commissions raised against Defence and reviews offered by Single Services and has primacy in making a formal recommendation. The Defence Services Secretary will advise Service Secretaries when a recommendation has been made by the Defence Council.

Cabinet Office Forfeiture Committee

9.B.26. Cabinet Office Forfeiture Committee will convene periodically to consider all cases of State Honour Forfeiture and make recommendation to the Prime Minister and Sovereign. The Defence Services Secretary may be asked to attend to discuss Defence cases. In considering submissions, Cabinet Office may seek further detail or approach the subject directly for additional comment, mitigation or association representation, copying the Defence Services Secretary's Office.

Informing

9.B.27. The Defence Services Secretary Office will provide regular progress updates to Single Services. Service Secretaries are to apprise Service Chiefs of any ongoing State Honours Forfeiture Cases under consideration by higher authority and conduct a quarterly review of any forfeiture case.

9.B.28. The Defence Services Secretary will advise Service Secretaries when a decision has been made by the Cabinet Office, the Prime Minister and Sovereign, and how and when the individual will be notified.

¹ Sealed In Confidence.

9.B.29. The Central Chancery of the Orders of Knighthood will write directly to the subject, copying the Defence Services Secretary, advising of the decision and any removal from the Registrar of specific Orders. Single Services will be advised directly in cases of Serving personnel to provide support¹ to the subject.

9.B.30. Single Services are not required to specifically communicate with veterans.

9.B.31. Forfeiture decisions are usually published in the London Gazette.²

9.B.32. Following London Gazette announcement, the Single Service Honours Staff will remove the award and post-nominal from JPA.

9.B.33. Honours and Awards matters have an exemption from the Freedom of Information Act³. For any formal requests under the Act, the Single Service lead will be able to convey requested information on matters of policy and process but not any specific information relating to an award or its forfeiture.

Administrative Action and Aftercare

9.B.34. A service person should not be told that they are being considered for forfeiture of a State Honour. It is likely that those facing disciplinary or administrative action, and who hold a State Honour, may realise that this is a possibility. Whether during the process, or following notification of forfeiture, the Single Service Honours Staffs must ensure that Welfare agencies are apprised to support serving personnel during what may be a very stressful time.

Media Handling

9.B.35. Until publication, all forfeiture action is confidential. Single Services or Media Staffs are not to discuss Forfeiture cases with media outlets or agencies.

9.B.36. Following publication of a forfeiture in the London Gazette, Single Services should engage with Media Staffs to respond appropriately to media and other enquiries.

Appeal

9.B.37. There is no appeal process for decisions made by the Cabinet Office Forfeiture Committee.

Appendix

- A. State Honours Forfeiture - Review Template
- B. Process Flowchart for State Honours Forfeiture Administration.

¹ This may include but not be limited to moral and media related welfare support.

² In exceptional circumstances there may be cause not to publish the forfeiture. Honours Staffs will advise in such cases.

³ [Communications with His Majesty and the Awarding of Honours \(Section 37\) ICO](#) (www).

TEMPLATE

Date

DS Sec

Copy to:

Addressees

STATE HONOURS FORFEITURE RECOMMENDATION – [RANK] [INITIALS] [SURNAME] [SERVICE NUMBER]

Reference

- a. JSP 761 Chapter 9.
- b. Cabinet Office Honours Secretaries Handbook.

ISSUE

1. [SERVICE] was commissioned to undertake a review into the behaviours and actions of specific serving and retired personnel whose state honours, granted under the Defence List may be considered for forfeiture.

RECOMMENDATION

2. The Defence Council is invited, following due consideration and a review of evidence and policy, to make the following forfeiture recommendation to the Cabinet Office Forfeiture Committee with respect to

- a. Rank Initials Surname (Regular/Retired) – State Award i.e. MBE (Dated) – Sanction e.g. Custodial Sentence of 3 years and 2 Months from 2019.

Or

The Defence Council is invited **to note** a formal review has identified insufficient evidence to make a recommendation for forfeiture under current Policy guidelines¹.

- b. Rank Initials Surname (Regular/Retired) – State Award i.e. MBE (Dated) – Sanction i.e. Custodial Sentence of 3 years and 2 Months from 2019.

TIMING

3. **Routine** - Submission of recommendations to the Defence Council for Cabinet Office Forfeiture Review under Quarterly arrangements.

ASSUMPTIONS

4. Single Service Honours Staff and Legal Officers have undertaken a full case review endorsed at 2* level, based on Reference A and B guidelines.

CASE REVIEW

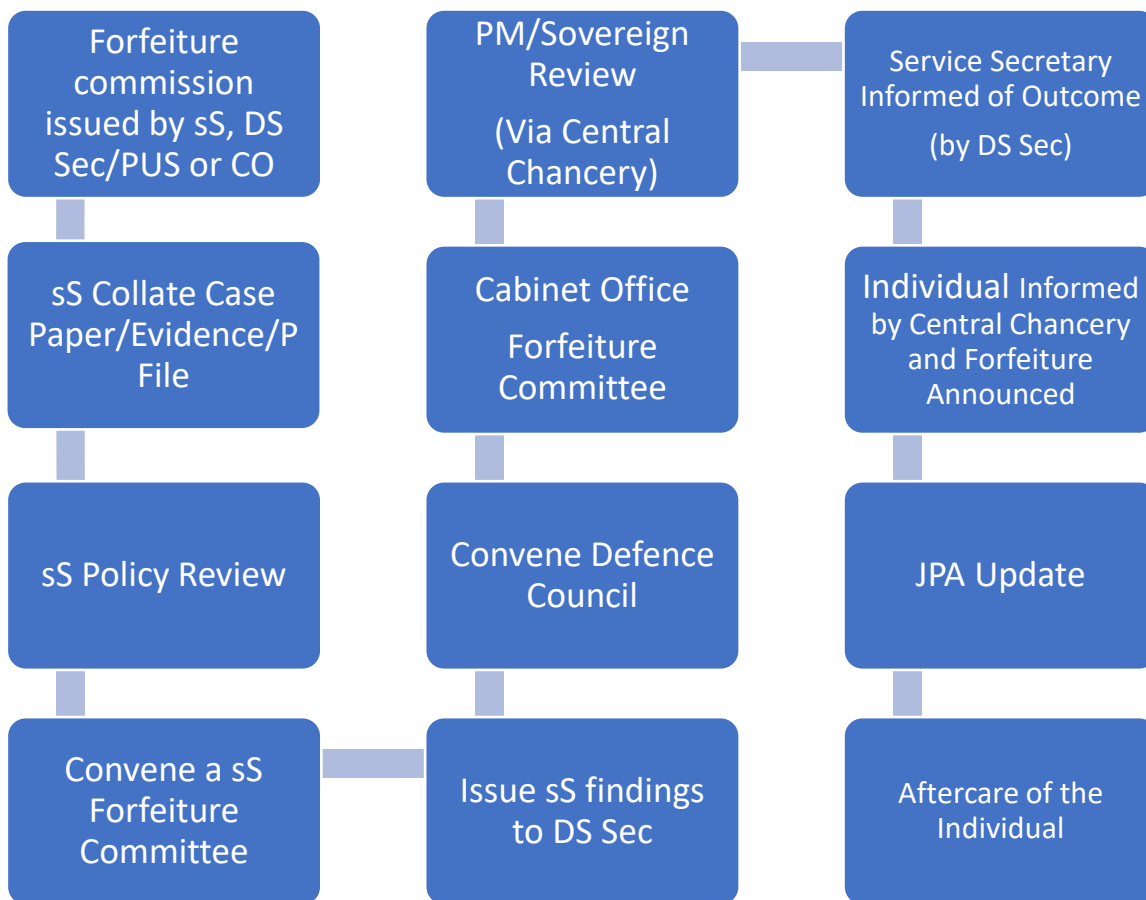
5. **Summary Of Case**
6. **Legal Advice or guidance**
7. **Mitigations**
8. **Presentational (Media)**
9. **Representations.**
 - a. The Subject may only be offered the opportunity to make a representation if specifically requested by Cabinet Office.

Summary of Recommendation

The Single Service Secretary has reviewed the case and makes formal representation to the Defence Council for State Honour forfeiture with respect to NAME whose offences and sentence meet the policy hard trigger criteria.

Signature Block
Service Secretary

PROCESS FLOWCHART FOR STATE HONOURS FORFEITURE ADMINISTRATION



Chapter 10 – Foreign and International Organisation Awards

Overview

10.01. These rules set out the circumstances under which a national¹ of the United Kingdom or her Overseas Territories (“UK national”) may be granted The Sovereign’s permission to accept and wear an Order, Honour, Decoration or Medal conferred by:

- A foreign or Commonwealth country, at any level of government, including local ministries.
- One of The Sovereign’s Realms, where the award is part of that country’s official Orders.
- An international organisation.
- Through an exchange of Orders, Decorations or Medals between countries.

10.02. Hereafter, these rules will refer to the following collective terms, except where there are specific conditions associated with any of the individual categories:

- Foreign award: All Orders, Honours, Decorations or Medals in the four categories at paragraph 10.01.
- Foreign country: All foreign and Commonwealth countries, The Sovereign’s Realms and international organisations.

Principles and Understanding Circumstances where Permission will not be Granted

10.03. No UK national may accept or wear a foreign award without The Sovereign’s permission.

10.04. Permission will not be given for a UK national to accept a foreign award if it is considered that it would not be in the UK national interest to do so.²

10.05. Permission must be sought, before the potential recipient is made aware of the wish to confer an award, by the foreign country or international organisation which would like to confer the award. Retrospective permission, after an award has been conferred, is not possible and permission should not be requested in these circumstances.

10.06. The granting of permission for a UK national to accept a foreign award will only be considered if the UK considers that the award recognises specified, direct and intentional, services rendered to that foreign country.

¹ This includes British subjects and British-protected persons (BPPs). BPPs may accept awards conferred by the Heads of State of the country where they live. This also includes British nationals holding other nationality including that of the country seeking to confer an award.

² The UK reserves the right not to recommend the granting of permission for the formal acceptance of any foreign award which it judges to be contrary to UK policy or interests.

10.07. Requests should normally be made within five years of the service, or services rendered, to the foreign country. Consideration can be given to requests in relation to older service, but only where it is considered to be in the UK national interest³. This would still be subject to the principle of no retrospective permission after an award has been conferred.

10.08. Permission will not normally be given for UK nationals to accept a foreign award if they have received, or are expected to receive, a UK award for the same services.⁴

10.09. Permission will not be granted to the following⁵ except in the specific circumstances which are outlined in paragraphs 10.19 and 10.20.

- **Crown, civil or most categories of public servants**⁶. This includes during postings to UK missions overseas; and on, or after leaving posts on transfer or final retirement of the following: Heads of UK missions abroad; any members of UK missions abroad, civilian or military; civilian or military officials visiting foreign countries.
- **UK nationals, who are not public/civil servants, working as officials in international organisations until they finish working at the relevant organisation, and do not take on another international role.** Individuals at paragraph 10.02, working in, or attached to, international organisations are not eligible to receive foreign awards, even when they finish their tenure.
- **Serving Ministers.** As set out in the Ministerial Code.

10.10. **Former Crown, civil and public servants, including former Ministers**, can only be considered for a foreign award if **all** the following apply:

- A sufficient proportion of the service to the foreign country is recent (within five years).
- At least five years have passed since they held any Crown, civil or public service role for the UK.
- The service was carried out after, and separate from, their Crown, civil or public service role.

10.11. Permission will not be given for a UK national to use any title, associated with a foreign award, in the UK.

Granting of Permission

10.12. The granting of permission to a foreign country to confer an award should not lead to an expectation that the UK will make a reciprocal offer to that foreign country, or another.

10.13. Once the UK has approved the request for a foreign country to confer an award on a UK national, permission to accept and wear will be either:

³ This would be based on a high bar and normally reserved to UK ministers.

⁴ But consideration can be given to requests where it would be in the UK national interest to do so.

⁵ This guidance normally applies equally to the spouses or partners of Crown Servants.

⁶ For reasons of conciseness "Crown Servants, Civil and most categories of Public Servants" is hereafter shortened to "Crown Servants" for the rest of the document unless specified. Crown Servants are employed to work for the direct and intentional benefit to the UK and therefore it is for the UK to consider whether they merit recognition for that service.

- **Unrestricted:** allows the award to be worn on any occasion where wearing awards is appropriate.
- **Restricted – Temporary Wear:** allows the award to be worn only on particular occasions associated with the foreign country that conferred it. For example: formal events in, or hosted by, the relevant foreign country; certain formal events hosted by a UK government department where there is a significant presence by the country which conferred the award.

10.14. If there is any doubt about whether the award can be worn for a particular event, please check with the Honours Secretariat in the Foreign, Commonwealth and Development Office (FCDO) or the Defence Services Secretary, as appropriate. Other occasions when foreign awards can be worn may be directed by The Sovereign.

10.15. Foreign award sashes, neck decorations, breast stars or equivalent cannot be worn with UK military uniform.

10.16. Orders, Honours, Decorations and Medals which are not conferred by a foreign country are not covered by these rules. For example, requests for permission to confer awards by institutions, private societies or bodies will not be considered. UK nationals can retain these awards but permission to accept and wear them cannot be granted.

10.17. Permission is not needed for the acceptance of any foreign award if it is designed not to be worn, for example, if the award is a certificate or statuette, which would instead fall under any relevant employers' acceptance of gifts policy.

10.18. UK nationals are not permitted to make their own decision that they will not wear a foreign award, that is designed to be worn, in order to avoid the process of requiring permission.

Circumstances where Permission may be Considered for Crown Servants

10.19. Unrestricted permission may be granted for foreign awards for the services listed below, as long as the proposed recipient has not received, or is not expected to receive, a UK award for the same services, unless it is in the UK national interest to do so. Services include:

- Saving or attempting to save life.⁷
- Service by any member of the UK Armed Forces, or other UK official, on exchange, attachment or loan to a foreign country, who is involved in a military operation or an emergency⁸ on behalf of that country.
- Service by any member of the UK Armed Forces, or other UK official, serving in a UK unit within a bi-lateral force under the command of the other country, who renders special service to that country's forces in a military operation or emergency.
- Military operations under the auspices of an international organisation, for example the United Nations or NATO.
- The NATO Meritorious Service Medal for UK military and civilian personnel.

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 operations or emergency is of the standard to fall within this criterion.

10.20. Restricted permission may be granted for foreign awards in the following circumstances:

- On the occasion of, or in connection with, a State or official visit to the UK by a Head of State or Government of a foreign country, where there is an official exchange of honours.
- In connection with a State visit by The Sovereign, where there is an official exchange of honours.
- To members of Special Missions when The Sovereign is represented at a coronation, wedding or funeral, or other similar occasion; or to any Diplomatic Representative⁹ when specially accredited to represent The Sovereign on such occasions.
- Where there is a UK national interest case for a UK Minister, following advice from the FCDO or MOD as appropriate, and recommended by the Prime Minister.

Seeking Permission

10.21. Foreign countries should consult the UK rules before making any approaches regarding requests to confer foreign awards. A foreign country wishing to confer an award should send requests for permission, with the full information and details of the reasons for the proposed award.

Requests for UK Military Personnel – Serving or Retired

10.22. An official request should be made by the foreign country's Defence section in the UK to the Defence Services Secretary in the MOD. All requests must be submitted to mshq-dssec-foreignawards@mod.gov.uk.

10.23. If the foreign country does not have a Defence section in the UK, their Diplomatic Representative at The Court of St James's may send the request direct to the MOD. If the foreign country does not have any Representative in the UK, they may send the request direct to the MOD or through the nearest UK Defence section overseas. In most cases, consideration for permission to confer the awards will primarily be based on a high bar of risk and rigour. The minimum information required is as follows:

- Name of potential recipient
- Service Number
- Date of Birth
- Rank
- Role
- Operational theatre; location
- Reason for award and details/evidence of recent direct and intentional service to that country: "what/when/where"
- Proposed Order/award and level/class of award
- Any previous awards from the same country

⁹ This does not apply to accompanying, supporting or other staff.

Requests for Awards from Multi-National Organisations – UK Military Personnel

10.24. Multi-national organisations (e.g. NATO, UN)¹⁰ often issue medals for each of their

international force operations. In cases where UK service personnel are involved in such operations and are offered the medal, the Defence Services Secretary should be notified in the first instance; the full details of the proposed award must be submitted to mshq-dssec-foreignawards@mod.gov.uk. The Defence Services Secretary will staff each request in conjunction with the Operations Recognition Board.

10.25. It has become increasingly common for medals to be issued by multi-national organisations before a formal request for permission to accept and wear has been received. In such instances, medals cannot be worn until The Sovereign's approval has been granted and appropriate announcements have been made via a DIN. Should a British medal exist for the same operation, multi-national awards will not be granted permission to wear.

Requests for Service at an International Organisation (excluding Military Personnel)

10.26. An official request should be made by its official representative in the UK to the Honours Secretariat in the FCDO. All requests must be submitted to Honours.Secretariat@fcdo.gov.uk.

10.27. If the international organisation does not have a Representative in the UK, they may send the request direct to the FCDO or through the nearest UK Diplomatic Mission overseas.

Requests for UK Nationals (excluding Military Personnel)

10.28. An official request should be made by the Diplomatic Representative at The Court of St James's to the Honours Secretariat in the FCDO. All requests must be submitted to Honours.Secretariat@fcdo.gov.uk.

10.29. If the foreign country does not have a Representative in the UK, they may send the request direct to the FCDO or through the nearest UK Diplomatic Mission overseas. The minimum information required is as follows:

- Name of potential recipient
- Date of birth
- Address
- Occupation/role
- Nationalities
- Reason for award and details/evidence of recent direct and intentional service to that country: "what/when/how long/where"
- Proposed Order/award and level/class of award
- Any previous awards from the same country

10.30. Requests, meeting the requirements of these rules, will be considered by the FCDO or

¹⁰ UK service personnel who are members of International Staffs (e.g. NATO, UN) are not permitted to accept or wear an award from another member nation in peacetime.

MOD, as appropriate, on behalf of The Sovereign. Neither will be under obligation to give such consideration, if the request has not been made as set out here.

10.31. Each request will be treated on a case-by-case basis. The fact that a similar request has been granted in the past should not lead to the expectation that permission may be granted for a similar request in the future.

Informing UK Nationals of Permission to Wear Foreign Awards

10.32. After the permission process has been followed, and permission granted to the foreign country to offer or confer the proposed award, the following will apply:

- **Crown Servants:** The grant of permission to wear (whether unrestricted or restricted) will be conveyed by a letter from The Sovereign's Private Secretary to the proposed recipient.

Any queries about permission to wear letters should be directed as appropriate to:

MOD: mshq-dssec-foreignawards@mod.gov.uk

FCDO: Honours.Secretariat@fcdo.gov.uk

- **UK nationals who are not Crown Servants:** May wear their awards in all cases without restriction. No specific letter will be issued. Recipients are welcome to check with the Honours Secretariat if permission has been sought in line with these UK Rules.

10.33. Only those awards that have been granted permission to accept and/or wear by The Sovereign should be recorded officially on JPA. Awards that have not been granted permission to accept and/or wear can only be retained as a keepsake.

Previous Service in Commonwealth Armed Forces

10.34. Service personnel with previous service in Commonwealth Armed Forces may be granted permission to wear awards earned during their previous service for any campaign recognised by their government. All requests must be submitted to mshq-dssec-foreignawards@mod.gov.uk for consideration.

10.35. Fijian personnel with prior Fijian service before joining the British Armed Forces may wear:

- UN Medal for Lebanon.
- Fijian GSM for service in Egypt.
- Fijian Republic Medal.

10.36. Medals awarded for being members of a Commonwealth Armed Forces, such as a Defence Medal, may not be worn.

Annex A: US Awards.

US Awards

10.A.01. Permission to accept and wear will only be sought for the following US awards if they meet the qualifying criteria provided the recipient is not nominated to receive a UK State Level 1-4 or a NATO MSM award, in recognition for the same service and/or period of service.

- Legion of Merit
- Bronze Star Medal,
- Distinguished Flying Cross
- Air Medal

10.A.02. All US Commendation, Achievement and Meritorious Service Medals can be retained as official recordable keepsakes on JPA when given for Operational service or for saving a life. Under no circumstances are they to be given permission to wear as they do not equate to a UK State level award. This includes the miniatures.

10.A.03. The United States authorities apply the following procedures:

- a. British service person is nominated for award of a Legion of Merit, Bronze Star Medal, Distinguished Flying Cross or the Air Medal by US commander.
- b. Award nomination makes its way through recipient's US chain of command.
- c. When award nomination reaches theatre commander, concurrences are requested from the relevant US agencies and the US Embassy, and the Defence Services Secretary. The Defence Services Secretary will then verify whether the individual has received an award previously or is in line for a British award. However, they may not be able to give an instant response if British awards have yet to be confirmed.
- d. The British service person should inform the Defence Services Secretary when the award has been received. It is at this point that the Defence Services Secretary will consider permission to wear.
- e. When approved for wear, the award will be published in the London Gazette by the Defence Services Secretary in the relevant Half-Yearly Honours List submission and recorded on JPA.

Chapter 11 – UK Awards to Representatives of Foreign Armed Forces

General

11.01. 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. The best cases for the bestowal of UK honours will always be those where the recipients can be clearly shown to have been closely involved with UK troops, on UK-recognised operations. Under such circumstances, awards may be made to nationals of Commonwealth and foreign countries.

Honorary State Awards

11.02. Any Orders (e.g. 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' (see Chapter 4). There is no such distinction for decorations (e.g. DSC, MC, DFC) and medals (e.g. GM, QKGM).

11.03. Honours are awarded on merit and are intended to recognise exceptional achievement and/or service. In the case of honorary awards, service to British interests should be clear. Assessing nominations is a matter of judgement: no criteria are formally prescribed, and a broad view is taken of what constitutes exceptional service. The appropriate level of award is assessed on a case-by-case basis – particular awards are not linked to particular jobs. The following rules set out the circumstances under which a citizen of a foreign state of which The Sovereign is not Head of State may be recommended for an Honorary State Award.

- a. No foreign citizen may accept and wear a UK State award without The Sovereign's permission. Such permission must be sought as soon as there is an indication that an award may be offered.
- b. The granting of permission for a foreign citizen to accept a UK award offered by The Sovereign will only be considered if the award recognises specified services rendered to the interests of the UK.
- c. Permission will not be given for foreign citizens to accept a UK State award if they have received, or are expected to receive, an award from their own Head of State for the same services.
- d. Granting of Honorary Awards does not mean that the foreign state will make a reciprocal offer directly or indirectly associated with the recipient.

11.04. Proposals for awards on the Half-yearly Lists must be forwarded to the Defence Services Secretary, through the normal chain of command, using JPA Form S004. The Defence Services Secretary will forward the nominations to CDS for agreement and the FCDO for their diplomatic clearance. Once agreement has been received from CDS and the FCDO, proposals are considered by the Main Honours Committee prior to subsequent approval by The Sovereign. As this is a time-consuming process with potentially long lead-in timescales, proposals for non-operational honorary awards are staffed separately in advance of The King's Birthday Honours List and New Year Honours List. Completed recommendations are to reach the Defence Service Secretaries' Honours desk by the following dates annually:

- a. Third Monday in January - for The King's Birthday Honours List.
- b. Second Monday in September - for the New Year Honours List.

Operational Awards

11.05. Recommendations for operational awards for foreign service personnel are to be staffed to the AFOAC, as per recommendations for UK Service personnel. If selected by the AFOAC, the recommendations will be forwarded to the Defence Services Secretary to follow the route for non-operational awards outlined in para 11.04 above. Operational Awards for foreign personnel are not published in the London Gazette.

Exchange of Awards between Countries on Combined Operations or in War

11.06. 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 FCDO and the HD Committee for revised arrangements, which usually are based on exchange of awards, not necessarily in equal numbers.

11.07. It must be emphasised that there are no standing arrangements for the Armed Forces to depart from the normal rules with regards to acceptance of medallic recognition 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

General Guidance

12.01. Only those Orders, decorations and medals that an individual has been authorised by The Sovereign to wear may be worn on uniform and civilian clothing. Equally all Orders, decorations and medals awarded to an individual and authorised to wear must be worn on uniform.

12.02. The ribbon and miniature of an Order or decoration may 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. However, the insignia of an Order, or the decoration itself may not be worn until either invested into the Order or presented with the award.

12.03. The ribbon and miniature of the Meritorious Service Medal may be worn as soon as formal notification of those awarded the medal has been published. The Meritorious Service Medal itself may not be worn until presented with it.

12.04. The ribbon and miniature of all campaign, commemorative and long service medals may only be worn once the medal itself has been received.

12.05. Emblems for Level 4 awards are to be worn on the ribbon of the Tier 1-3 medal for the operation for which they were awarded. Up to three Level 4¹ emblems of each type can be worn on any one ribbon. United Kingdom emblems may be worn on the ribbons of service medals awarded by the United Nations and NATO. If a Tier 1-3 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.

12.06. 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 Defence Service Secretaries' staff through the single Services' points of contact.

Wearing the Insignia and Accoutrements of the British Orders of Knighthood

Military Uniform

12.07. The First Class (Knight Grand Cross) of all the Orders of Knighthoods wear a Breast Star and a Badge attached to a Broad Riband (or Sash) and a Collar which is worn only on major state ceremonial occasions. The Badge suspended from the Collar is the same Badge taken from the Broad Riband (except for the GCB and GBE which have their own Collar badge). The Collar is worn over the shoulders as near as possible to the extreme point of each shoulder hanging down equally at the front and back. Note that Collars are never worn with Mess Dress. The Badge of a Knight Grand Cross is never worn as a Neck Decoration in uniform but may be worn with a Dinner Jacket in very specific circumstances.

¹ UK Level 4 awards; Mention in Despatches, King's Commendation for Bravery, King's Commendation for Bravery in the Air and King's Commendation for Valuable Service.

12.08. Second Class (Knight Commander) of the Orders of Knighthood wear a Breast Star and the Badge worn as a Neck Decoration (in all Orders the Breast Star and Badge of the Knight Commander are different to those worn by the Knight Grand Cross of the same Order).

12.09. Third Class (Commander) of these Orders wear the Badge as a Neck Decoration (note that this Badge is different to the First- and Second-Class badge of the same Order).

12.10. Up to 4 Breast Stars may be worn together on the left breast although only on Full Ceremonial Occasions. Only the Broad Riband of the senior Order is worn. Up to three Neck Decorations may be worn with the senior Order being worn uppermost. A guide to what is worn in Full Ceremonial, Ceremonial and non-Ceremonial orders of dress is attached.

12.11. Fourth and Fifth Classes (Officers and Members) are worn as suspended breast Decorations e.g. OBE, MBE, LVO etc on the left breast (see Annex A to Chapter 12).

Civilian Orders of Dress

12.12. In White Tie, the same principles apply as for military Mess Dress – Collars are not worn but a Broad Riband and up to four Breast Stars and one (Knight Commander) Neck Decoration may be worn.

12.13. In Dinner Jacket (Black Tie), Collars and Broad Riband are not worn. Only one Breast Star and one Neck Decoration are usually worn. If an individual is a Knight Grand Cross but does not have a Neck Decoration from another Order, the Broad Riband Badge of the First-Class Order of Knighthood is to be worn as a Neck Decoration. If an individual holds two First Class Orders, he should wear the star of the senior Order and the full-size badge of the second Order as a Neck Decoration. However, even as the holder of two First Class Orders, if he holds a Second- or Third-Class Neck Decoration, this Neck Decoration is to be worn in place of the Badge of the First-Class order. Note that this is the only occasion in any order of dress (military or civilian) when the Badge of a First-Class Order can be worn as a Neck Decoration.

12.14. In Morning Dress Collars of Knights Grand Cross are worn when specifically required. Usually only one Breast Star and one Neck Decoration are worn however it is to be noted that the Breast and Neck Decoration can NOT be from the same Order of Knighthood. Therefore, a KBE who would normally wear a Breast and Neck Decoration in uniform and in Black Tie, cannot wear a Neck Decoration in Morning Dress unless he is a Knight Commander in another Order of Knighthood.

12.15. In Lounge Suit, Collars, Broad Riband and Breast Stars are not worn. One Neck Decoration is worn but only by Knight Commanders.

Medal and Ribbon Bars and Miniatures

12.16. None of the Badges of the Orders of Knighthood are worn on the full-size medal-bar unless they are of a class required to be worn as suspended breast Decorations e.g. OBE, MBE, LVO etc. However, all British Orders, Decorations and medals may be represented on the ribbon bar except for the Orders of the Garter and the Thistle.

12.17. Miniature badges that denote membership of one or more of the Orders of Knighthood at the level of Commander or higher are permanently included on the miniature brooch bar and are worn regardless of whether the related full-size insignia are also worn. Badges are to be exactly half the size of the badge of the lowest class in each order.

Wearing of Emblems on Medal Ribbons

12.18. The only emblems which may be worn on a UK Tier 1-3 medal ribbon, whether the medal itself is worn or not, are:

- a. The bronze oak leaf denoting a Mention in Despatches, King's Commendation for Brave Conduct or King'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 King's Commendation for Bravery awarded since September 1993.
- d. The silver eagle denoting a King's Commendation for Bravery in the Air awarded since September 1993.
- e. The silver oak leaf spray denoting a King'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.

12.19. In a change introduced in 2014 and made retrospective to all Level 4 awards received after 1962, up to three Level 4 emblems of any award may be worn on any one ribbon. On the ribbon and full-sized medal, they are to be full size emblems worn vertically in chronological order from the bottom of the ribbon. However, if a number of clasps are already worn on the medal, then miniature forms of the emblem may be used. When only ribbons are worn, a single emblem is to be the full-sized emblem, but miniature emblems are to be worn spaced horizontally across the ribbon when two or three are worn. The miniature form of the emblem is to be worn on miniature medals. Only one Level 4 award of each type may be worn on a single medal ribbon if the Level 4 award was received prior to 1962.

12.20. The emblems for the Mention in Despatches and for the King's Commendations for Bravery and for Valuable service are to be worn in a similar manner to the bronze oak leaf i.e.:

- a. When the award is made for services in a theatre for which a Tier 1-3 medal or clasp has been granted, the emblem is to be placed on the ribbon of the appropriate medal, with the stalk farthest from the shoulder and with the emblem at an angle of 60 degrees from the inner edge of the ribbon.
- b. When the award is made for services out of the theatre or in a theatre for which no Tier 1-3 medal or clasp has been granted, the emblem is to be placed directly on the uniform immediately after any medal or medals already worn, or in the place where a single medal would be worn.²

12.21. Noting that ribbons can be extended in length until the overall length of ribbon and medal is no longer than 3½ inches (88.9mm), if there are so many clasps on the medal ribbon that there is insufficient space to wear all full-sized emblems, then miniature forms of the emblems are to be worn attached horizontally across the ribbon.

12.22. Irrespective of the date of each award, when 2 or more different emblems are worn on a single ribbon, the order of precedence to be applied from the top is:

² DCI 214/94 refers.

MiD
KCB
KCBA
KCVS

Wearing of Numerals

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

12.24. When medals from international organisations (e.g. NATO, UN, ESDP etc) are approved for wear by UK personnel, and the issuing organisation awards numerals to denote repeat tours, UK personnel are to wear the numerals on the medal ribbon with medal, and on the brooch bar when worn without ribbons. If miniature medals are worn, miniature numerals should be mounted onto the miniature medal. But these miniature numerals are not essential, being difficult to acquire, and full-size numerals should not be worn on miniatures.

Wearing of Medals

12.25. Only those medals awarded to the individual are to be worn. Medals awarded to the individual are to be worn in accordance with single Service Dress instructions 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 to be fully seen, they are to overlap with the first medal fully exposed. No medals are to be overlapped until an individual has received the 7th medal when all 7 and any subsequent medals are to be mounted on a 6-medal brooch bar. Exceptionally for those of slight stature, overlapping may start on receipt of the 6th medal. Care is to be taken that the obverse is showing and not the reverse.

12.26. Whilst fully appreciating the increased national recognition of the unique nature of military service and veterans and relatives desire to recognise their own and their family's service and sacrifice, there is no entitlement for Service personnel to wear a relative's service medals in uniform or in civilian clothes. Service Regulations state that 'Service personnel may only wear on uniform or civilian clothes medals awarded to them or approved for them to wear by His Majesty The King'. By extension, Service personnel may not wear any other medals, for example a relative's medals, in uniform.

Wearing of Miniature Medals

12.27. Except for State awards, miniature medals and emblems must correspond exactly to the full-size medals an individual is authorised to wear.

Court Mounting of Medals

12.28. Members of the Royal Household (e.g. Equerry or ADC), members of the Household Division and those units on public duties are to have medals court mounted, at public expense. Service Personnel and Reserve Personnel with six or more medals may have them court mounted at public expense.

Convention for Naming Medals

12.29. The medal naming convention is provided at Annex C, came into effect on 1 January 2009. It was introduced to provide a common standard of naming medals across the Ministry of Defence.

Wearing of Medals after leaving The Service

12.30. On leaving, Service personnel cease to be bound by these instructions. However, 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 to, or which has not been approved for acceptance and wear. The wearing of unauthorised awards is considered a grave discourtesy to The Sovereign.

Annexes:

- A. Dress Table for Joint Service Occasions.
- B. London Gazette Guidance on the Order of Wear.
- C. Medal Naming Convention.

Dress Table for Joint Service Occasions

Serial and Tri-Service Dress Description	Accessories	RN	RM	Army (As per entitlement - Note 1)			RAF
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1. Full ceremonial day		No 1A Full Dress	No 1A Full Dress	General Officer Frockcoat	No 1 Dress with Ceremonial Accoutrements	No 1 Dress or No 2 Dress with Sam Browne	No 1A SD (Note 2) or No 1 SD
	Broad Riband/Collar	Yes	Yes	Yes	Yes	No	Yes
	Stars of Orders maximum (Notes 3, 4)	4	4	4	4	2	4
	Neck Decorations (Note 5)	2	2	2	2	2	2
	Medals	Yes	Yes	Yes	Yes	Yes	Yes
	Swords (Note 6)	Yes	Yes	Yes	Yes	Yes	Yes
2. Ceremonial Day		No 1A Blue Dress	No 1A Blue Dress or No 1B Lovat Dress	General Officer Frockcoat	No 1 Dress with Ceremonial Accoutrements	No 1 Dress or No 2 Dress with Sam Browne	No 1A SD (Note 2) or No 1 SD
	Broad Riband/collar	No	No	No	No	No	No
	Stars of Orders maximum (Note 3)	2	2	2	2	2	2
	Neck Decorations (Note 5)	1	1	1	1	1	1

	Medals	Yes	Yes	Yes	Yes	Yes	Yes
	Swords (Note 6)	Yes	Yes	Yes	Yes	Yes	Yes
3. non-ceremonial day		No 1C Undress	No 1A Blue Dress or No 1C Lovat Dress	General Officer Frockcoat	No 1 Dress	No 2 Dress	No 1 SD
	Broad Riband/collar	No	No	No	No	No	No
	Stars of Orders maximum	No	No	No	No	No	No
	Neck Decorations	No	No	No	No	No	No
	Medals	No	No	No	No	No	No
	Swords (Note 6)	No	No	No	No	No	No
4. Full ceremonial evening		No 2A formal evening dress	No 2A formal evening dress	No 10 dress with stiff shirt			No 5A mess dress (home), wing collar, white bow tie.
	Broad Riband	Yes	Yes	Yes			Yes
	Stars of Orders maximum (Note 3)	4	4	4			4
	Neck Decorations (Note 5)	1	1	1 (Note 7)			1
	Miniature medals	Yes	Yes	Yes			Yes
5. Ceremonial evening		No 2A formal evening dress	No 2A formal evening dress	No 10 dress with stiff shirt or soft shirt			No 5B mess dress (blue waistcoat)
	Broad Riband/collar	No	No	No			No
	Stars of Orders	2	2	2			2

	maximum (Note 3)						
	Neck Decorations (Note 5)	1	1	1 (Note 7)			1
	Miniature medals	Yes	Yes	Yes			Yes
6. non- Ceremonial evening		No 2B Evening Undress		No2B Evening Undress	No 10 dress with stiff shirt or soft shirt	No 5B mess dress (blue waistcoat)	
	Broad Riband/collar	No		No	No	No	
	Neck Decorations (Note 5)	No		No	No	No	
	Miniature medals	Yes		Yes	Yes	Yes	
	Miniature medal ribbons	No		No	No	No	

Notes:

1. Column (e) refers to those officers entitled to wear General Officer Frockcoats and is to be worn with gold and crimson waist sash. Column (f) refers to those officers entitled to wear Ceremonial Accoutrements. Column (g) refers to those officers not so entitled in columns (e) and (f). Cross belts may be worn according to regimental dress code.
2. AVMs and above.
3. May include one foreign star on appropriate occasions.
4. Two stars only when Sam Browne is worn.
5. May include one foreign Neck Decoration on appropriate occasions and very unusually, at single Service functions, a third Neck Decoration may be worn in Full Ceremonial Day if so entitled.
6. Unless otherwise ordered. Swords with Frockcoat: sword belt and slings are to be worn outside the frockcoat under the waist sash; when sword not worn, sword belt and slings are not worn either. The sword is never to be hooked up on the sword belt.
7. When the wearing of a sword in a car or at an outdoor ceremonial function is likely to be an encumbrance, permission to omit the sword may be issued by the Service co-ordinating the occasion. Swords are not worn by QARNNS officers.
8. Female officers should wear insignia of Neck Decoration on bow on left shoulder.

London Gazette Guidance on the Order of Wear (see Note 1)

12A.01. The full Order of Precedence can be found in the [London Gazette](#) (www). 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 Orders (see Note 2)
 - (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)**
- e. **United Kingdom Medals for Gallantry and for Distinguished Service**

- (1) Distinguished Conduct Medal (DCM) *(see Note 3)*
- (2) Conspicuous Gallantry Medal (CGM) *(see Note 3)*
- (3) Conspicuous Gallantry Medal (Flying) (CGM) *(see Note 3)*
- (4) George Medal (GM)
- (5) Distinguished Service Medal (DSM) *(see Note 3)*
- (6) Military Medal (MM) *(see Note 3)*
- (7) Distinguished Flying Medal
- (8) Air Force Medal (AFM) *(see Note 3)*
- (9) King's Gallantry Medal (KGM)
- (10) Royal Victorian Medal (RVM)
- (11) British Empire Medal (BEM)
- (12) King's Volunteer Reserves Medal (KVRM)

f. **United Kingdom Operational Service Medals (including Campaign and General Service Medals), United Nations Medals and Medals of other recognised International Organisations.** Worn in order of date of award.

g. **Wider Service Medal.**

h. **Coronation and Jubilee Medals.** Worn in order of date of award.

i. **Long Service and Efficiency Awards**

- (1) Meritorious Service Medal
- (2) Accumulated Campaign Service Medal
- (3) Accumulated Campaign Service Medal 2011
- (4) Regular Forces Long Service and Good Conduct Medals:
 - (a) Medal for Long Service and Good Conduct (Military)
 - (b) Naval Long Service and Good Conduct Medal
 - (c) Royal Air Force Long Service and Good Conduct Medal
 - (d) Long Service and Good Conduct (Ulster Defence Regiment) [discontinued]
- (5) Volunteer Reserves Long and Efficient Service Awards:
 - (a) Army Emergency Reserve Decoration (ERD) *(see Note 5)*
 - (b) Efficiency Decoration (Territorial) (TD) *(see Notes 6-7)*
 - (c) Efficiency Medal (Territorial) *(see Note 7)*
 - (d) Royal Naval Reserve Officers' Decoration (RD) *(see Notes 6-7)*
 - (e) Royal Naval Reserve Long Service and Good Conduct Medal *(See Note 7)*
 - (f) Royal Fleet Reserve Long Service and Good Conduct Medal *(See Note 8)*
 - (g) Royal Naval Auxiliary Service Medal *(see Note 9)*
 - (h) Air Efficiency Award (AE) *(see Notes 7 and 10)*
 - (i) Volunteer Reserves Service Medal
 - (j) Ulster Defence Regiment Medal (UD) *(see notes 10-11)*
 - (k) Northern Ireland Home Service Medal
- (6) King's Medals for Champion Shots
- (7) Cadet Forces Medal
- (8) Ebola Medal
- (9) Rhodesia Medal

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

k. **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.

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

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

n. **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, KCB, KCBA and KCVS) 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 (eg 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 September 1993.

4. No further awards made after New Year Honours List 1993.

5. No further awards made after April 1967.

6. Authorised post-nominal letters.

7. Discontinued from April 1999 and replaced by VRSM; transitional arrangements may apply.

8. Discontinued from 1 April 2000.

9. Discontinued on disbandment of the Royal Navy Auxiliary Service on 31 March 1994.

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

11. Discontinued from June 1992 and replaced by Northern Ireland Home Service Medal.

Medal Naming Convention

Other Ranks and Officers

ROYAL NAVY	SERVICE NUMBER RANK INITIALS SURNAME <i>Post nominal</i> RN <i>(see Note 1)</i>
ROYAL MARINES	SERVICE NUMBER RANK INITIALS SURNAME <i>Post nominal</i> RM
ARMY	SERVICE NUMBER RANK INITIALS SURNAME <i>Post nominal</i> REGIMENT <i>(see Note 2)</i>
ROYAL AIR FORCE	SERVICE NUMBER RANK INITIALS SURNAME <i>Post nominal</i> RAF
ROYAL FLEET AUXILIARY	RANK INITIALS SURNAME <i>Post nominal</i> RFA
CIVILIAN	TITLE INITIALS SURNAME STAFF NUMBER <i>Post nominal</i>
MOD CIVIL SERVANTS	TITLE INITIALS SURNAME STAFF NUMBER <i>Post nominal</i>

Use of Acting Rank

The ranks held at the time of qualification for the award of the medal should be engraved on the medal; e.g. an Acting Captain at the time of award of a medal would have the rank of Captain engraved on the medal.

Notes:

1. By convention RAdm, VAdm and Adm do not have RN annotated after their names.
2. Members of the Army General Staff (Colonels and above) are annotated STAFF.

Medal Naming Convention for Operational Gallantry Awards

LEVEL 1 AWARDS (VC)

ALL SERVICES

Named by the Central Chancery of the Order's of Knighthood

LEVEL 2 AWARDS (CGC) *(see Note 1)*

ALL SERVICES

RANK INITIALS SURNAME *(see Note 2)* *Post Nominal* *(see Note 3)* SERVICE/REGIMENT *(see Note 4)*
SERVICE NUMBER YEAR *(see Note 5)*

LEVEL 3 AWARDS (DSC, MC, DFC, AFC)

ALL SERVICES

RANK INITIALS SURNAME *Post Nominal* SERVICE/REGIMENT SERVICE NUMBER *(see Note 6)*
YEAR

LEVEL 4 CERTIFICATES *(see Note 7)* (MID)

ALL SERVICES

Rank Name Surname *Post nominal* Service/Regiment *(see Note 8)*

CIVILIAN

Title Name Surname *Post nominal* Department

Use of Acting Rank

Engraving for crosses and medals for all services and RN/RM Level 4 certificates follow the medal naming convention eg an Acting Captain at the time recommendation would have the rank of Captain written on the certificate. Ranks for Level 4 certificates for Army and RAF should include the full word acting eg an Acting Captain at the time of recommendation would have the rank of Acting Captain written on the certificate.

Notes:

1. DSO and GM named by the Central Chancery of the Order's of Knighthood.
2. By convention RAdm, VAdm and Adm do not have RN annotated after their names.
3. Only post nominal received prior to award.
4. Members of the Army General Staff (Colonels and above) are annotated STAFF.
5. Year award published in London Gazette is engraved on the reverse at the base of the lower arm of all crosses.
6. Service number is not engraved on the DFC or AFC.
7. All ranks, titles Service and Regiments to be written in full. Regiment full titles are taken from the Army List.
8. Members of the Army General Staff (Colonels and above) are annotated 'Late The....' followed by full Regiment.

Medal Naming Convention for Non-Operational or ‘Civilian’ Gallantry Awards

LEVEL 1 AWARDS (GC)

ALL SERVICES & CIVILIAN

Named by the Central Chancery of the Order’s of Knighthood

LEVEL 2 AWARDS (GM)

ALL SERVICES & CIVILIAN

Named by the Central Chancery of the Order’s of Knighthood

LEVEL 3 AWARDS (AFC)

ALL SERVICES

RANK INITIALS SURNAME *(see Note 2)* *Post Nominal* *(see Note 3)* SERVICE/REGIMENT *(see Note 4)*
YEAR *(see Note 5)*

CIVILIAN

TITLE FULL NAME SURNAME *Post Nominal*

LEVEL 4 CERTIFICATES *(see Note 6)* (KCB, KCBA)

ALL SERVICES

Rank Name Surname *Post nominal* Service/Regiment *(see Note 7)*

CIVILIAN

Title Name Surname *Post nominal* Department

Use of Acting Rank

The rank published in the London Gazette should be engraved on the crosses and medals. The naming for all crosses and medals for all services and Level 4 certificates for the RN/RM follow the medal naming convention in Annex C to Chapter 12 of JSP 761 eg an Acting Captain published in the London Gazette would have the rank of Captain engraved on the award or written on the certificate. Ranks for Level 4 certificates for Army and RAF should include the full word acting eg an Acting Captain at the time of recommendation would have the rank of Acting Captain written on the certificate.

2. By convention RAdm, VAdm and Adm do not have RN annotated after their names.
3. Post nominal received prior to award.

4. Members of the Army General Staff (Colonels and above) are annotated STAFF.
5. Year award published in London Gazette is engraved on the reverse at the base of the lower arm of all crosses.
6. All ranks, titles Service and Regiments to be written in full. Regiment full names are taken from the Army List.
7. Members of the Army General Staff (Colonels and above) are annotated 'Late The....' followed by full Regiment name.

Medal Naming Convention for the Half-Yearly Honours Lists

MBE, OBE, CBE, CB, KBE/KCB, GBE/GCB

ALL SERVICES & CIVILIAN

Not named, issued by the Central Chancery of the Order's of Knighthood

RRC/ARRC

ALL SERVICES

YEAR *(see Note 1)*

KVRM

ALL SERVICES

RANK INITIALS SURNAME *Post Nominal* SERVICE/REGIMENT SERVICE NUMBER

LEVEL 4 CERTIFICATE *(see Note 2)* **(KCVS)**

ALL SERVICES

Rank Name Surname *Post Nominal* Service/Regiment *(see Note 3)*

CIVILIAN

Title Name Surname *Post Nominal* Department

Use of Acting Rank

The rank published in the London Gazette should be engraved on the crosses or medals. The naming for all crosses and medals for all services follow the medal naming convention in Annex C to Chapter 12 of JSP 761 e.g. an Acting Captain published in the London Gazette would have the rank of Captain engraved on the cross or medal.

Ranks for Level 4 certificates for Army and RAF should include the full word acting, e.g., an Acting Captain at the time of recommendation would have the rank of 'Acting Captain' written on the certificate.

1. Year award published in London Gazette is engraved at the foot of the lower limb of all crosses.
2. All ranks, titles Service and Regiments to be written in full. Regiment full names are taken from the Army List.
3. Members of the Army General Staff (Colonels and above) are annotated 'Late The....' followed by full Regiment name.

Chapter 13 - The Elizabeth Cross and Memorial Scroll

13.01. The Elizabeth Cross and Memorial Scroll are presented to the Next of Kin¹ of Regular, Reserve, or Royal Fleet Auxiliary personnel who have died on operations, or as a result of an act of terrorism, since 1 January 1948 in recognition of their loss and sacrifice.

13.02. The Elizabeth Cross is made of hallmarked silver. The design is in the form of a cross with a laurel wreath passing between the arms. The arms of the cross bear national floral symbols of England (Rose), Scotland (Thistle), Northern Ireland (Shamrock) and Wales (Daffodil). The centre of the cross bears the crowned cypher of Her Late Majesty The Queen Elizabeth II. The reverse of the Cross will be engraved with the rank, initials, surname, post-nominals, regiment, corps or service and service number of the person commemorated. The Elizabeth Cross, and a miniature silver replica, will be presented in a black leather style presentation box bearing the Royal Cypher in gold on the lid and the Royal Coat of Arms on the inner silk lining.

13.03. The Elizabeth Cross does not have the formal status of a medal. There are therefore no rules for its wear on civilian clothes. It is designed for wear on the lapel/collar of a jacket and recipients may wear it at any time they deem appropriate. The Elizabeth Cross might be worn on formal occasions such as Remembrance Sunday with the miniature being worn at less formal events, or every day if desired. Wearing of the Elizabeth Cross on uniform is set out at paragraph 13.20.

13.04. The Memorial Scroll is headed with the Royal Coat of Arms in colour and bears the signature of Her Late Majesty The Queen in the top left-hand corner. If a death occurred after 1 October 2023, the Memorial Scroll will bear the signature of His Majesty The King.

Eligibility Criteria

13.05. Eligible personnel are those who were serving with, or former members of:

- a. The UK Armed Forces (Regular and Reserve).
- b. The UK Royal Fleet Auxiliary (RFA).²

13.06. The Next of Kin of eligible personnel whose deaths fall into the following categories will qualify.

- a. Death from whatever cause whilst serving on a Tier 1-3 medal earning operation. Medal earning operations are those in which deployed personnel received a Campaign Medal, General Service Medal, or Operational Service Medal which demonstrated the risk and rigour involved. Operations where a UN, NATO, other international body, or other nation's campaign medal was accepted for wear, in the absence of a UK medal, also qualify.
- b. Death as a result of an act of terrorism where the available evidence suggests that the Service person, whether on or off duty, was targeted because of their membership of the UK Armed Forces.
- c. Death on a non-medal earning operational task where the death was caused by the

¹ A person's NOK is defined in JSP 751 (based on intestacy laws) as their closest living relative in a specified order. Service personnel are encouraged to record their NOK on JPA (not necessarily the same as their Emergency Contact) but the JSP 751 definition will be taken as the authority.

² Only when deployed in direct support of a designated operation.

inherent high risk of the operational task.¹

d. Subsequent and premature death as a result of injury or illness attributed to the circumstances outlined in paragraphs 1306a to 1306c above.

e. Death in the circumstances outlined in sub-paragraphs 1306a to 1306d as a result of an incident that occurred after 1 January 1948 or as a result of service in Palestine between 27 September 1945 and 31 December 1947.²

f. Death in circumstances for which a gallantry/bravery award was made.

13.07. Where a death occurs on operational activity eligible for the Wider Service Medal, the award of the Elizabeth Cross will not be automatically conferred as unlike Tier 1-3 medals, the Wider Service Medal is not Risk and Rigour based. However, this does not necessarily exclude the award of the Elizabeth Cross to the entitled Next of Kin following a death on Wider Service Medal operational activity, which would depend on whether the circumstances met the other Elizabeth Cross criteria as set out above.

13.08. Where the following are not determined to be the Next of Kin, they may apply for an additional Memorial Scroll only.

a. The parents of the deceased, or

b. The spouse/partner of the deceased or someone who had a 'substantive' relationship with the deceased.³

13.09. Normally, only two Memorial Scrolls (including the one presented to the NOK) will be issued per death. Requests for additional Scrolls, beyond the two usually issued, should be made to the Defence Services Secretary, via MODMO. Full details of why it is felt an additional Scroll is appropriate must be provided.

Issue Process

Active In-Service Deaths

13.10. In the event of a death in Service, the Joint Casualty and Compassionate Centre will inform the Notifying Authority and MODMO. The Notifying Authority will appoint a Visiting Officer (VO) and MODMO will establish if the Next of Kin is eligible for the Elizabeth Cross and Memorial Scroll. If eligible, MODMO will contact the VO assigned to the family to inform them and will provide further information on the Elizabeth Cross and Memorial Scroll to the VO. The VO will inform the Next of Kin, discuss the possibility with the family whether another family member may be entitled to the Scroll and establish the Next of Kin's preference for having the Elizabeth Cross presented. MODMO will then arrange for the Elizabeth Cross to be engraved and the Memorial Scroll printed. Details of the casualty reporting process involving MODMO and VO is incorporated in JSP 751.

¹ This category may include, for example, such operational tasks as Search and Rescue and Explosive Ordnance Disposal or when a posthumous UK Civilian Gallantry Award is subsequently approved in recognition of the individual's actions.

² The Commonwealth War Graves Commission attributed deaths up to 1 January 1948 to World War 2 service and recorded them on their Rolls of Honour and Memorials. The only exception to this is deaths in Palestine (27 September 1945 to 30 June 1948) which will also be eligible for the Elizabeth Cross and Memorial Scroll. This is also consistent with the dates used for recognition on the Armed Forces Memorial, although the criteria for inclusion on the Memorial are different.

³ A substantive relationship is generally based on joint financial commitment and will have to be proved by the applicant.

13.11. The Next of Kin's wishes in each case should be paramount when establishing how they would like the Elizabeth Cross and Memorial Scroll to be presented. The following presentation options will be offered:

- a. At the time of the funeral by the Lord Lieutenant, as the Sovereign's regional representative, and accompanied by a senior military representative.
- b. At the time of the funeral by a senior military representative, perhaps the Commanding Officer or other officer from the deceased's parent organisation.
- c. Personal presentation sometime after the funeral by either the Lord Lieutenant or senior military representative.

13.12. If the Next of Kin does not wish for a presentation, they may opt to receive the Elizabeth Cross and Memorial Scroll by Recorded Delivery post with the Secretary of State's compliment slip.

Applications

13.13. All applications for deaths occurred prior to 1 August 2009 should be submitted to MODMO by the Next of Kin using the Elizabeth Cross Application Form and the case will be assessed using Service records. MODMO will reply to the Next of Kin informing them if they are eligible and, if not, details of the appeals process.

13.14. If eligible the Next of Kin's wishes in each case should be paramount when establishing how they would like the Elizabeth Cross and Memorial Scroll to be presented. The following options will be offered:

- a. Personal presentation by either the Lord Lieutenant, as the Sovereign's regional representative, or senior military officer.
- b. Receipt of the Elizabeth Cross and Memorial Scroll by Recorded Delivery post with the Secretary of State's compliment card.

13.15. In order to adhere to the Welsh Language Act 1993, if the MOD receives an application in the Welsh Language, the Memorial Scroll itself (bearing Her Late Majesty The Queen's signature) will always be in English and should be accompanied by a Welsh translation on plain, good quality, paper with no heading and no signature – i.e. just the translation of the text on the Scroll. The Secretary of State Compliments card will be provided in Welsh.

Presentations

13.16. MODMO will notify the following single Service points of contact on a monthly basis with a list of requests for presentations of the Elizabeth Cross:

ROYAL NAVY:	NAVYPEOPLE-SPTRNCCNOTICAS@mod.gov.uk
ARMY:	apsg-perssvcs-bas-group@mod.gov.uk
ROYAL AIR FORCE:	Air-COSPers-DelCasBereaveMIbx@mod.gov.uk

The exact nature of such presentations will not be prescribed, and it is the responsibility of the organisers to plan an appropriate event, including the issue of invitations to the Next of Kin. The Lord Lieutenant (or suitable alternative) should be invited to attend.

13.17. Next of Kin living overseas will normally receive the Elizabeth Cross and Memorial Scroll by Registered Post with a Secretary of State's compliment card, although it may be possible and appropriate in some locations for Defence Attachés to be involved.

13.18. The most appropriate way of presenting the Elizabeth Cross is in an open box, with the scroll presented by the Unit afterwards. This is consistent with Next of Kin presentations at Investitures which offers something of a precedent and avoids similarities with investing somebody as a member of an Order.

Funding Presentations

13.19. Presentations are a formally endorsed Defence objective to which no regularity or propriety issues arise regarding funding. JSP 462 is the policy guidance on official entertainment. Travel and subsistence funding will not be available for the families attending the presentations.

Wearing in Uniform

13.20. Service recipients should have the discretion to decide whether or not to wear the Elizabeth Cross. There should however be no element of compunction on members of the UK Armed Forces to wear the Elizabeth Cross in uniform as there is with medals. However, the Elizabeth Cross may be worn by service recipients on orders of uniform upon which medals are worn as follows:

- On the right of the chest.
- Only be worn when medals are ordered.
- The full-size Elizabeth Cross should be worn when full-size medals are worn. When miniature medals are worn then the miniature Cross may be worn.

Replacements

13.21. The Elizabeth Cross and miniature require no routine maintenance. In the event of accidental damage, the manufacturer will undertake any repairs free of charge. If an Elizabeth Cross or miniature is lost, recipients may submit an application for a replacement together with evidence of the proof of loss; a replacement may be provided at full cost. Applications for replacements or repairs should be sent to MODMO.

Appeals

13.22. If an applicant is not satisfied with the initial decision of MODMO they may appeal to the Defence Services Secretary. Appeals should be sent to:

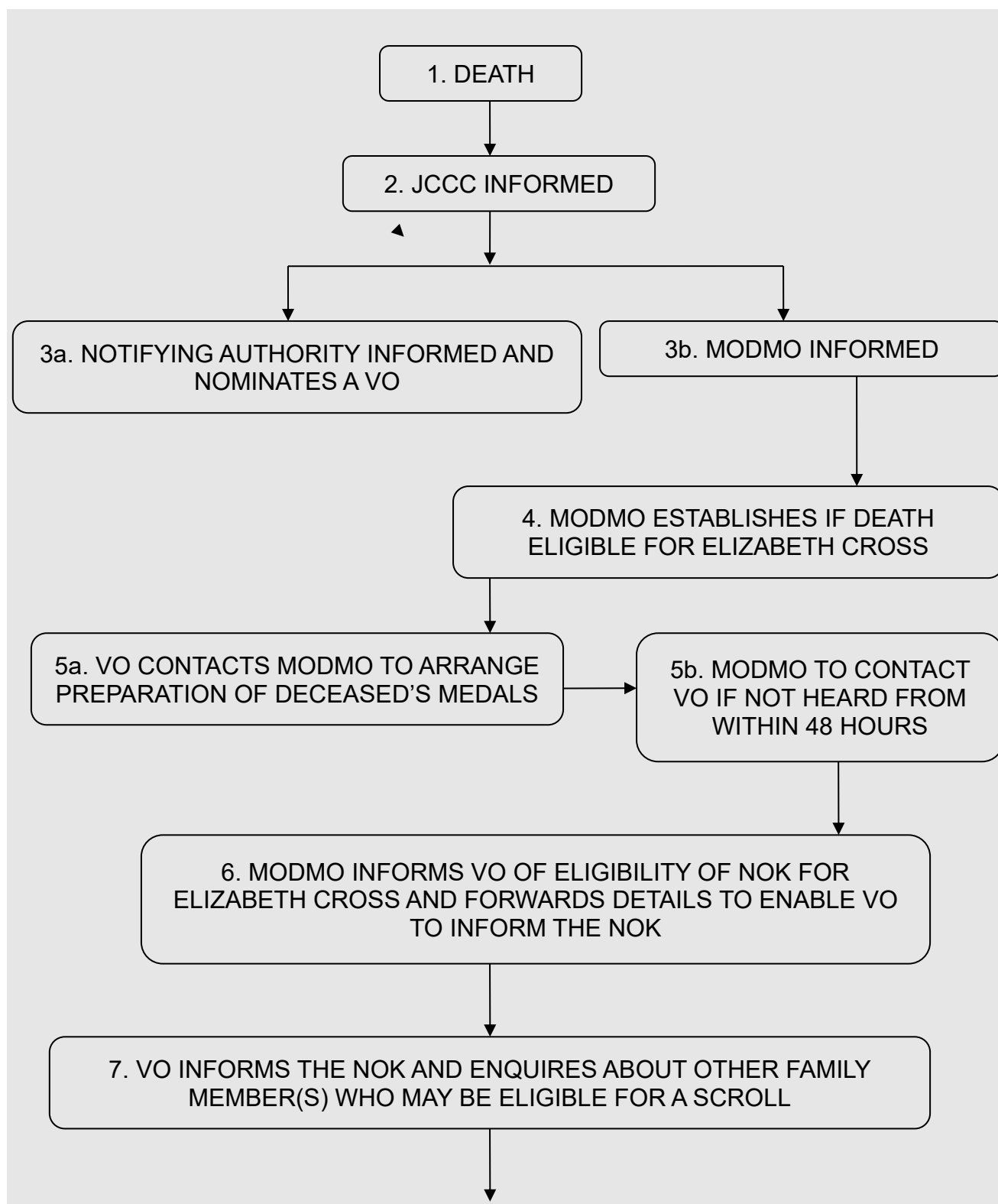
Defence Services Secretary
Level 6, Zone L, Main Building
Ministry of Defence
Whitehall, SW1A 2HB
mshq-dssec-honsmailbox@mod.gov.uk

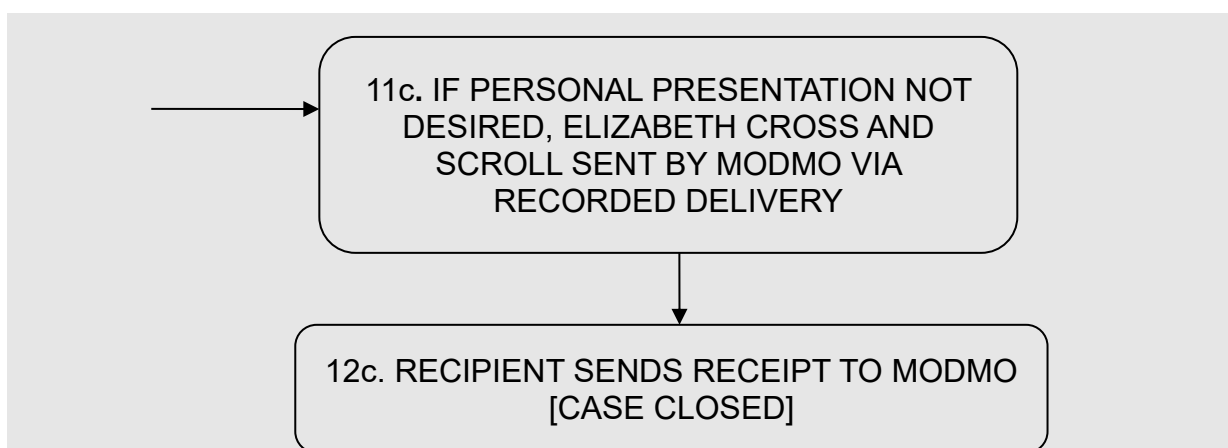
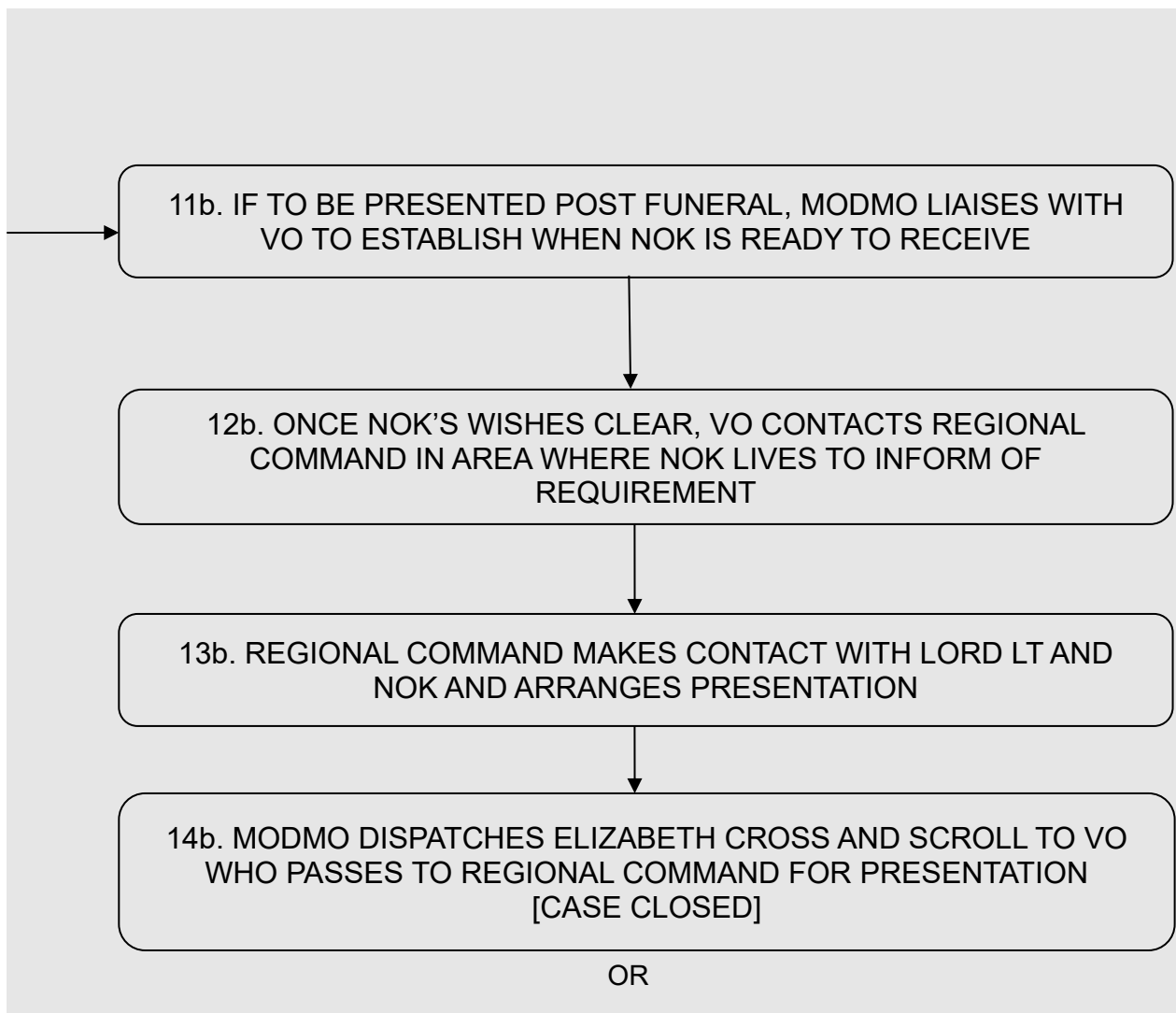
13.23. Appeals will be processed within three months of receipt. In instances where further time is required to consider the appeal, the appellant will be notified accordingly.

Annexes:

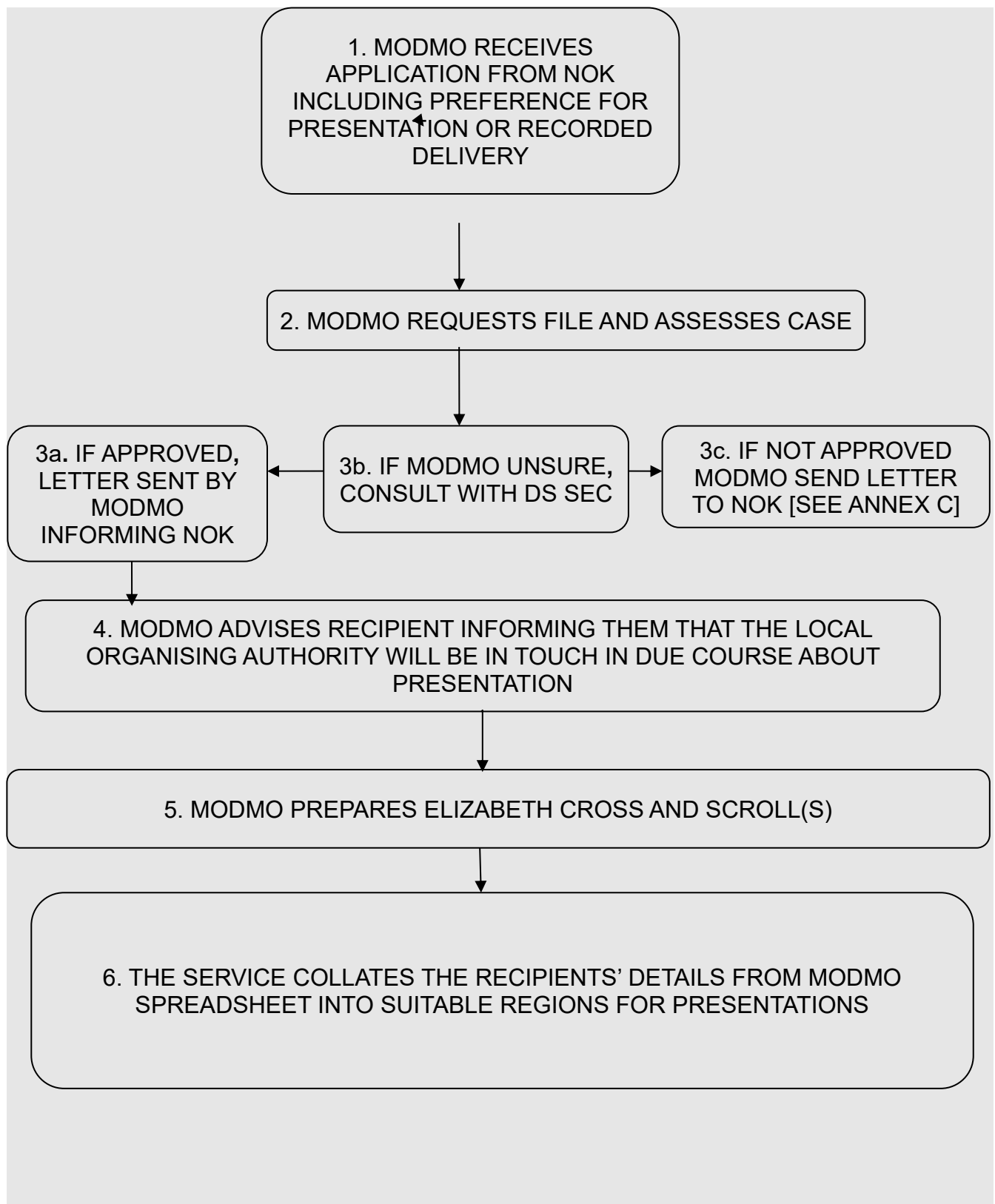
- Annex A: Active In-Service Deaths – Process.
- Annex B: Historic Applications – Process.
- Annex C: Appeals – Process.

Active In-Service Deaths – Process





Historical Applications – Process



Appeals Process

