



**RFCA**

For Yorkshire and the Humber  
Reserve Forces and Cadets Association

# Her Majesty's Lord-Lieutenants' Awards 2021





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# 1. Introduction

**Her Majesty's Lord-Lieutenants are the representatives of the Crown for each county in the United Kingdom. Men and women of all backgrounds, they are appointed directly by Her Majesty The Queen, on the advice of the Prime Minister.**

The annual Lord-Lieutenants' Awards for reserve personnel, cadet force adult volunteers (CFAVs), cadets and employees of the reserve forces and cadet organisations of the armed forces are recognised as laudatory honours throughout the Ministry of Defence.

These awards are intended to supplement honours bestowed by Her Majesty The Queen in the New Year and Birthday Honours Lists, and, in precedence, rank immediately after such awards.

Each year, the presentation of the Lord-Lieutenants' Awards for Yorkshire and the Humber are facilitated by the Reserve Forces and Cadets Association for Yorkshire and the Humber (RFCA YH) and are conducted at a joint ceremony.

The presentations are made at ceremonies in each county organised by RFCA YH and presided over by Her Majesty's Lord-Lieutenant of that county.

## 2. HM Lord-Lieutenants' Awards for Reserve Personnel and Cadet Force Adult Volunteers



### 2.1 HM Lord-Lieutenants' Awards for Reserve Personnel

HM Lord-Lieutenants' Awards for reserve personnel may be awarded to any serving reservist with the Royal Naval Reserve, Royal Marines Reserve, Army Reserve or Royal Auxiliary Air Force, and regular service personnel and civilians (e.g. Civil & Crown Servants) who are employed in direct support of the reserve forces. This criteria includes personnel within the University Royal Naval Unit, Officer Training Corps and University Air Squadron. The award is not intended as a routine recognition of long and faithful service; the criterion of exceptional service must be the principal factor.

The award is not given in recognition of outstanding service on operations, which, rightly, should be recommended through the Chain of Command. However, such service can form part of the evidence of exceptional service. As a guide, an individual should normally have a minimum

of six years' service before being recommended for an award, but citations for individuals with fewer than six years' service will be considered on their merits.

To qualify, an individual must be serving with, or employed by, the reserve forces on 1st January of the year in which he/she is recommended. The certificate may only be awarded once to the same individual. Individuals who are recommended for an award will normally be eligible within the county of their parent unit or sub-unit, not in the county where they live, if this is different. Exceptionally, for individuals still serving in the National Army Reserve, awards will be made in the county where the individual lives.

The award is in the form of a framed certificate signed by the Lord-Lieutenant of the county.



## 2.2 HM Lord-Lieutenants' Awards for Cadet Force Adult Volunteers

The Lord-Lieutenants' Award for volunteer service may be awarded to any cadet force adult volunteer (CAV) with the Sea Cadet Corps, Royal Marines Cadets, Army Cadet Force, Air Training Corps, Combined Cadet Forces and civilians (e.g. Civil & Crown Servants) employed by or providing direct support to the cadet organisations. The award is not intended as a routine recognition of long and faithful service; the criterion of exceptional service must be the principal factor.

As a guide, an individual should normally have a minimum of six years' service before being recommended for an award, however citations for individuals with fewer than six years' service will be considered on their merits. To qualify, an individual must be serving with, or employed by one of the single service cadet forces on 1st January of the year in which he/she is recommended. The certificate may only be awarded once to the same individual.

Individuals who are recommended for an award will normally be eligible within the county of their parent unit or sub-unit, not in the county where they live, if this is different.

Exceptionally, for individuals serving in nationally appointed roles, awards will be made in the county where the individual lives.

The award is in the form of a framed certificate signed by the Lord-Lieutenant of the county.

## 2.3 Nominations and Timings of Submissions

The recommendation form for HM Lord-Lieutenant Awards for reserve personnel and CFAV is available to download from the RFCA YH website (see link). The form should be completed electronically by the Commanding Officer (or equivalent) and submitted by email to: [yh-commsao@rfca.mod.uk](mailto:yh-commsao@rfca.mod.uk)

The deadline for recommendations is 1600hrs Friday 14th May 2021. Download the relevant recommendation forms from [www.rfca-yorkshire.org.uk/rfca/awards](http://www.rfca-yorkshire.org.uk/rfca/awards)

Recommendations for HM Lord-Lieutenants' Awards should include a detailed, considered citation, based upon the template provided within the recommendation form. Written in the third person, and suitable to be read out during the presentation ceremony, citations should be concise, engaging and informative. Personal/family content should be avoided. Care should be given to elucidate all aspects of the individual's service, particularly those underpinning the recommendations. Service to the wider Armed Forces and local communities should also be highlighted. If the recommendation is not accompanied by an appropriate citation, it will be returned to the unit commander.

Recommendations for a Lord-Lieutenants' award should not normally be submitted to run concurrently with one for an award in the New Year's or Birthday Honours List, unless in exceptional circumstances, which should be highlighted in a covering letter.

An unsuccessful recommendation does not debar the submission of a further recommendation in a later list.

**Please note:** nil returns from units and sub-units must be submitted to RFCA YH and will be forwarded to the respective Lord-Lieutenant.

# 3. HM Lord-Lieutenants' Cadets



## 3.1 Background

Each year, the four HM Lord-Lieutenants of Yorkshire appoint young people to serve as the Lord-Lieutenants' Cadets. These cadets are drawn from the Sea Cadets (SCC), Royal Marines Cadets (RMC), Army Cadets (ACF), Air Training Corps (ATC) and Combined Cadet Forces (CCF). Each Single Service is requested to submit one nomination for each Lieutenancy. The appointment is recognised as one of the highest honours a cadet can achieve.

When on duty, the Lord-Lieutenants' Cadets wear a distinctive badge of their appointment to denote their role. They assist the Lord-Lieutenant as required, often on parade for royal visits, and act as ambassadors for their organisations and the young people of the Region. Lord-Lieutenants' Cadets may wear the special badge of the Lord-Lieutenants' cipher on their right forearm, four inches from the cuff of their No.1 (RN/RM/RAF) or No.2 (Army) Dress. The badge will remain the property of the cadet. It is the responsibility of the Area (SCC/RMC), County (ACF), Wing (ATC), School (CCF) to ensure the Lord-Lieutenants' Cadets have the correct uniform when attending Lieutenancy functions. The letter of appointment issued by RFCA YH is to be used as proof of entitlement for additional uniform items.

Lord-Lieutenants' Cadets will be required to attend both the presentations of awards at the beginning and end of their periods in office. The selection of duties for Lord-Lieutenants' Cadets will be made by the Lord-Lieutenant's office.

## 3.2 Eligibility

The Lord-Lieutenant's Cadet is a high profile appointment, and, as such, it is expected that the candidate should be of the highest standard, with excellent bearing, good interpersonal skills and the ability to interact with others.

Nominees should hold the rank of at least Able Cadet or Cadet Sergeant and should have been a cadet for at least two years. The successful cadets must be able to support HM Lord-Lieutenant for a full year following their appointment, meaning that they must not age out of their Cadet Service or have plans to move out of the county (e.g. for university or work) before August 31st of the following year. The successful cadet will be asked to sign a document to confirm this commitment.

Single Services are encouraged to undertake internal selection procedures before making nominations to RFCA YH.

The award is in the form of a framed certificate and badges which will be presented by the Lord-Lieutenant of the county in the autumn.





### 3.3 Other Honours

In recognition of the ongoing contribution and commitment made by individuals across the region, the Lord-Lieutenants of North Yorkshire, West Yorkshire, South Yorkshire and the East Riding of Yorkshire are available to present recipients of other appropriate awards (subject to venue capacity and scrutiny).

These may include, for example, a Cadet Force Medal, Cadet Certificates of Good Service, BTEC Diplomas or Master Cadet Awards. Unit HQ's are to liaise with RFCA YH if they wish to take up this offer.



### 3.4 Nominations and Timings of Submissions

The recommendation form is available to download from the RFCA YH website (see link below). The form should be completed electronically by the SCC Area Officer / ACF County Commandant / OC Wing (or equivalent) / CCF Contingent Commander and submitted by email to: [yh-offcl1@rfca.mod.uk](mailto:yh-offcl1@rfca.mod.uk)

The deadline for recommendations is 1600hrs Friday 14th May 2021. Download the relevant recommendation forms from [www.rfca-yorkshire.org.uk/rfca/awards](http://www.rfca-yorkshire.org.uk/rfca/awards)

Recommendations for HM Lord-Lieutenants' Cadets should include a detailed, considered citation, based upon the template provided within the recommendation form. Written in the third person, and suitable to be read out during the presentation ceremony, citations should be concise, engaging and informative. Personal/ family content should be avoided. Care should be given to elucidate all aspects of the individual's service, particularly those underpinning the recommendations. Service to the wider community, charities, school or youth groups should also be highlighted. If the recommendation is not accompanied by an appropriate citation, it will be returned to the unit commander.

**Please note:** nil returns must be submitted to RFCA YH and will be forwarded to the respective Lord-Lieutenant



## 4. Ceremonies for all Awards

Prior to the presentation ceremonies, RFCA YH will obtain the signatures of the Lord-Lieutenant of the county on each certificate, and arrange for them to be suitably framed. RFCA YH will coordinate details of the venue and timings of the presentation and reception to be held afterwards, and forward these details to the recipients, the recipients' units and sub-units. An annual ceremony will be organised for each Lieutenancy and will take place according to a prescribed format, and in a suitable location. On behalf of the Lord-Lieutenants, RFCA YH will coordinate invitations to the awards ceremony.

### **The invitation list will include:**

Accompanying the recipients: Commanding Officer (or equivalent), employer (if applicable and where consent is given), up to four family members / friends, and members of unit / HQ (dependent on capacity of venue).

Stakeholders: Honorary Colonels (or equivalent), Single Service Chains of Command (reserves and cadets), Mayors, MPs, Armed Forces Champions, non-recipient unit Commanding Officers, supportive employers / business leaders, headteachers, RFCA YH Association members.

## 5. Publicity

Upon confirmation of their recommendation, recipients will receive details of the relevant ceremony, together with a press and publicity proforma which they will be asked to return to RFCA YH.

The press and publicity proforma asks for the consent of the individual for their award to be publicised, and for them to provide personal details including age, location, employer, school etc. and a short quote for inclusion in publicity materials.

RFCA YH will prepare press releases to be distributed to local media the morning following each ceremony. Where consent has been given, press releases will also be distributed to awards recipients' employers and/ or schools. RFCA YH will arrange an official photographer for each ceremony. Guests are asked not to take photographs during the formal awards presentation. Official photos will be made available to award recipients and their units after the ceremony.





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for Yorkshire and the Humber**

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