

CSC 760/9a

To: See distribution list

12 October 2010

NATIONAL HONOURS AND AWARDS – GUIDANCE

I undertook to provide some guidance on what makes a successful citation:

Whilst there can never be a perfect answer to the citation that will get your nominee final approval for a National Honour, I am able to give some points and guidance that should help avoid early rejection and give your candidates the best possible chance of success – please note the following information and guidance:

KEY POINTS TO AID SUCCESS

- a. As well as service in the Sea Cadet Corps, there is clear evidence indicating that those nominees who volunteer additionally for other organisations do enjoy marginally more success than those singularly involved with Sea Cadets.
- b. Outstanding achievements in fund-raising for specific projects overseen by the nominee
- c. Local community youth projects in deprived areas as well as service to Sea Cadets.
- d. Although long service seems to be a factor it is not necessarily a requirement.
- e. Dedicated, loyal and steadfast service to others is the key and more importantly how we ensure that the citation reflects those qualities and achievements in a professional, skilled and consistent way.
- f. Honours are intended to recognise exceptional achievement and nominees should therefore be those whose contribution to SCC goes further than is normally expected. The overriding principle is that awards should be made on merit, defined as achievement and exceptional service.
- g. Nominators should look for candidates who have changed things, with the emphasis on specific achievement, delivered in a way that has enhanced the area or activity concerned, and has demonstrated innovation which is delivering results and who carry the respect of their peers.
- h. Although recommendations are often put forward for people approaching retirement a national award should not be thought of as an automatic 'gold watch' for long and faithful service.



j. There may well be merit in sustained excellence throughout an entire career but honours are available at all stages of a career for those making outstanding or enduring contributions but should be, as far as possible, linked to or made very soon after specific achievements.

k. You must aim to satisfy two questions which will be in the selectors' minds – why does this individual deserve an award and why do they deserve it now.

l. You should also consider timing. The last occasion on which a nominee may receive an honour is the Honours List immediately following a move away from the post in which their service is considered to merit recognition.

m. It is essential that the personal standing of those receiving honours should not be open to question, either through their actions at work or in their private life.

n. The extent to which enquiries are made is a matter for the nominator's judgement but it clearly saves time and potential for embarrassment if self-evidently inappropriate candidates are excluded at an early stage.

p. Competition for the few awards available is strong and it is more than likely that your candidate will not be known to the selectors so a well-drafted citation which sets out clearly the individual's claim to recognition is crucial.

THE CITATION

q. However deserving the case a nominee with a poor citation is unlikely to be successful.

r. There is no set format for the drafting of a compelling citation but you might start with a simple sentence that summarises why the candidate should receive an award then expand on those reasons.

s. Tell the reader what they have personally achieved and what the benefits are to the SCC now and in the future. Consider including details like: how challenging the work/task/project has been

t. If pressing deadlines were involved and cost limitations/savings to be made; what obstacles had to be overcome and so on.

u. You should aim to make it clear why this person has succeeded when his/her peers might not have and what personal qualities they have brought to the task in bringing success.

v. Finally, and crucially, avoid the temptation to pad out the citation with unnecessary superlatives; stick to the facts and concentrate on describing how the nominee has excelled and demonstrated service worthy of recognition.

A handwritten signature in black ink, appearing to read 'M. Windsor'. The letters are stylized and connected.

M WINDSOR BSc MA
Captain Royal Navy
Captain Sea Cadets

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