**Nomination for His Majesty’s Lord-Lieutenants’ Award for
Reserve Personnel, Cadet Force Adult Volunteers and Civilians**

SURNAME: Click or tap here to enter text. RANK: Click or tap here to enter text.

FORENAME: Click or tap here to enter text. KNOWN AS: Click or tap here to enter text.

RECIPIENT HOME ADDRESS: Click or tap here to enter text.

TELEPHONE: Click or tap here to enter text. MOBILE: Click or tap here to enter text.

EMAIL: Click or tap here to enter text.

PARENT UNIT *(e.g. 5 MI Bn, Edinburgh)*: Click or tap here to enter text.

SUB-UNIT *(e.g. 53 MI Coy, Leeds)*: Click or tap here to enter text.

COMMANDING OFFICER: Click or tap here to enter text.

FULL DATE JOINED RESERVE / CADET SERVICE: Click or tap here to enter text.

FULL DATE JOINED CURRENT UNIT: Click or tap here to enter text.

**Commanding Officer’s Citation**

1. Résumé of Career (up to 150 words)
*This section should comprise a concise, narrative account of the individual’s career to date, including length of service and notable advancements. DO NOT USE ANY ABBREVIATIONS.*

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| Click or tap here to enter text. |

1. Details of Outstanding Acts (up to 250 words)
*This section should comprise details of protracted outstanding service and include any specific events or actions which particularly make this individual eligible for this award.
DO NOT USE ANY ABBREVIATIONS.*

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| Click or tap here to enter text. |

1. Closing Remarks and Citation (no more than 300 words)
*This section comprises the formal citation which will be* ***read out during the presentation*** *of the award to the individual. Written in the third person and referring to the individual by title/rank and surname (e.g. Sergeant Smith) it should provide a summary of the previous two sections and read as an argument in favour of why this individual should receive HM’s Lord-Lieutenants’ Award. Family and other non-service information should be omitted from this section. DO NOT USE ANY ABBREVIATIONS.*

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| Click or tap here to enter text. |

**Recommended by**

Full Name: Click or tap here to enter text. Date: Click or tap here to enter text.

Rank: Click or tap here to enter text. Appointment: Click or tap here to enter text.

**Contact number and Email:** Click here to enter text.

**Endorsement by Commanding Officer** *(if different to above)*:

Please select from the following list: Choose an item.

Full Name: Click or tap here to enter text. Date: Click or tap here to enter text.

Rank: Click or tap here to enter text. Email: Click or tap here to enter text.

*For internal RFCA YH use only:*
 RECOMMENDED/NOT RECOMMENDED

Date ......................... ..…................................................... RFCA Chair

**----------------------------------------------------------------------------------------------------------------------------**

APPROVED/NOT APPROVED

Date ......................... ................................................ HM Lord-Lieutenant