

THE
COMMUNICATIONS
AND ELECTRONICS BRANCH

95 CRAFTSMAN BOULEVARD
CFB KINGSTON, ONTARIO, K7K 7B4



BRANCHE
DES COMMUNICATIONS
ET DE L'ÉLECTRONIQUE

95 CRAFTSMAN BOULEVARD
BFC KINGSTON, ONTARIO, K7K 7B4



C&E BRANCH MEMBER OF THE YEAR



AIM:

To recognize the top C&E Branch junior-ranking NCM whose outstanding sense of duty, steadfast dedication to the mission, and unfaltering professional bearing brought great credit to the Branch, and enabled exemplary Command & Control capabilities to the Canadian Armed Forces.

ELIGIBILITY:

The Communications and Electronics (C&E) Branch **MEMBER** of the Year Award may be awarded to a C&E Branch NCM at – or below – the appointment of Master Corporal / Master Sailor (i.e. MCpl to Sig / MS to S3 / MCpl to Avr). A Sergeant / Petty Officer 2nd Class may be nominated so long as the NCO served as a Master Corporal / Master Sailor at some point throughout the reporting period, and only their time as a junior ranking member may be counted toward the nomination. Beyond the time and rank criteria, the nominee must have performed a deed or activity considered beyond the demands of normal duty and who made an exceptional contribution to the goals and objectives of the C&E Branch in support of the Canadian Armed Forces.

NUMBER OF NOMINATIONS:

Eight (8) submissions must come from the following Occupational Advisors (OAs) based on the Corps or Element of the candidate; all nominations from across the CAF must be channeled to either:

- **RCCS Corps Chief:**
Top Signal Operator, Signal Technician, Line Technician, and Information Systems Technician;
- **RCAF ATIS Tech Senior Trade Advisor (STA):**
Top Aerospace Telecommunications & Information Systems Technician;
- **CFIOG Group Chief:**
Top Cyber Operator and Signals Intelligence Specialist; and
- **CA P Res Designated Chief (designated by RCCS CWO):**
The Top Reserve Junior Signaller.

RESULTS OF SELECTION:

Those NCMs who are selected to compete in the Member of the Year boards are – at this point – already confirmed as the Top Junior Members in each of their respective professions / groups. Awards, presentations, and announcements for those achievements will be made in due time according to the plans of each OA. Of those top performing personnel, one will be elected as the C&E Branch Member of the Year.

The Branch Leader shall congratulate the Member of the Year before any other announcement is authorized. Afterwards, the Branch Adjutant will reach out to the Member to confirm any details. Mass publication (via CMCEN, etc.) shall be made after the formal award ceremony.

AWARD DESCRIPTION:

The Member receives three (3) awards. The Branch Adjutant will liaise with the Mercury Kit Shop to ensure everything is available and prepared in time for the formal presentation:

- **Trophy:** The current award is a trophy consisting of a wooden base surmounted by a statue of Mercury. The wooden base holds the engraved names of each past and present recipient;
- **Plaque:** A plaque donated by a former Colonel Commandant – BGen (Ret'd) Pep Fraser – is inscribed with the member's particulars and displayed at the C&E Museum; and
- **Certificate:** The elected member receives a certificate. The certificate bears an appropriate citation and is signed by the Branch Leader and Branch Chief.

AWARD BENEFITS:

The official award is bestowed at the conclusion of C&E Week during the Branch Update. However, the Member is elected well in advance of this date and may be invited to attend a series of activities beforehand. The award ceremony is a formality with an aim to recognize the member before the greater C&E community:

- 1st – The incumbent shall travel to Kingston during **C&E Week** (late-October if situation permits) and will **accompany the Branch Chief** throughout the week as available. Travel costs are incurred by the Branch Office (the Branch Adjutant will help confirm financial codes with the member's chain-of-command);
- 2nd – Among the activities to join during C&E Week, the Member of the Year shall attend the annual **C&E Branch NCMs' Mess Dinner** free of charge and will sit at the head table;
- 3rd – The Member of the Year is invited to attend the **Annual C&E Branch Mess Dinner** in the National Capitol Region (NCR) at no cost with seating at the head table;
- 4th – The Member is **privy to C&E Branch NCM information** (e.g. Branch Chief SITREPS);
- 5th – When required, the C&E Branch Member of the Year may be asked to carry-out, on behalf of the Branch CWO, **NCM-related Branch activities**;
- 6th – The incumbent will take a formal **CAF portrait** at base photography in DEU 3. An electronic copy will be displayed on CMCEN.ca with printed copies displayed in the following locations (plus hi-resolution copy forwarded to units upon request for display):
 - 1 x copy shall be displayed in the C&E Museum; and
 - 1 x copy will be displayed within, or proximate to, the office of the Branch Leader.

ADMINISTRATIVE INSTRUCTIONS:

Adhere to the following guidelines when submitting a nomination:

CRITERIA:	DIRECTION & GUIDANCE:
Rank / Appointment Eligibility	Master Corporal or Below / Master Sailor or Below
Reporting Period	01 April to 31 March of the previous reporting year
Submission Deadline	End June of the current reporting year (see table below)
Security Classification	<u>CAN PROTECTED B (HONOURS IN CONFIDENCE)</u>
Submission Method	<p>PKI-encrypted e-mail to the Branch Adjutant via the DWAN (C-E Branch-Branche C-E@forces.gc.ca)</p> <p>The <u>e-mail header</u> will adhere to this <u>example format</u> below: C&E Branch Member of the Year 2020: CFSCE Nomination</p>
Language	Either Official Language
Acknowledgement	The Branch Adjutant will respond to each submission so as to formally acknowledge receipt of the file

SUBMISSION PACKAGE:

The nomination shall consist of the following materials, attached to the e-mail in order:

DOCUMENT:	DIRECTION & GUIDANCE:
1 st – Narrative	<p>The narrative is limited to a two (2) page letter, size 11 font, Times New Roman, and adheres to the template provided:</p> <ul style="list-style-type: none"> ▪ The letter must be <u>signed</u> (ink or e-signature) by the member’s Commanding Officer; ▪ Saved and submitted in <u>.pdf format</u>; ▪ The document must provide <u>tangible substantiation</u> to justify the award nomination (e.g. specific acts or achievements with measurable success, along with the date and location); and ▪ The concluding paragraph must contain the proposed <u>citation</u> and shall be limited to 150 words or less.
2 nd – MPRR	The MPRR is preferably a Monitor MASS output as it contains a photo and greater details in a logical layout; however, a print-out from EMAA / Guardian will suffice.
3 rd – Supporting Documents	Insert relevant materials (e.g. Course Reports, LoA, or citations) for the year in question to substantiate the narrative. These documents must apply to the narrative. The documents will be saved and submitted in .pdf format.

SELECTION PROCESS:

Once the deadline is surpassed, the Branch Adjutant and the four (4) OAs gather all nominations and follow the steps below in sequence. A reminder that initial nominations must be vetted by and channeled through the Occupation Advisors (OAs) – listed above – who will nominate the Top Regular Force Signaller, RCAF Communicator, Cyber Operator, SIGINT Specialist, and Reserve Force Signaller for consideration to the board:

- **End-June** – Submission deadline to the OAs;
- **NLT mid-August** – OAs compile, sort, and send all files to the Branch Adjutant who prepares the files for the board;
- **NLT end-August** – the Branch Chief convenes a board consisting of a CWO or MWO from each occupation / specialization. The board members review the files and compile their assessments using the criteria chart and evaluation forms. The following (at minimum) are required as of this writing:
 - Chair (Branch Chief);
 - RCCS Rep;
 - RCAF Rep;
 - CFIOG Rep; and
 - Honest Broker (e.g. ADM(IM) CWO).
- **NLT mid-September** – The Branch Leader calls the elected member to confirm his / her successful nomination. Afterwards, the Branch Adjutant contacts the following authorities personally:
 - The Branch Leadership (Branch Leader, Colonel Commandant, and Branch Chief);
 - Director Signals and the Corps Chief;
 - Strategic A6 and the ATIS Tech STA;
 - Comd CFIOG and the Group Chief;
 - CA Primary Reserve designated Chief Warrant Officer; and
 - The Member's Commanding Officer.
- **NLT end-September** – the Branch Adjutant will arrange official photos with the incumbent, handle image distribution, and prepare the trophy, plaque, scroll, and gift in preparation for C&E Week;
- **During the C&E Branch Update** (concluding event for C&E Week) – the official award ceremony convenes in which the C&E Branch Member of the Year is formally recognized and receives the trophy, plaque, and scroll. Immediately after the ceremony, a CMCEN post is made; and
- **Throughout the Year** – The Branch Chief remains in contact with the member (via Distr List additions, etc.) and ensures the Member of the Year is apprised of the C&E Branch NCR Mess Dinner, and other items of interest.

TIMELINE MATRIX:

The Branch Adjutant and Branch Chief will ensure publication and advertisement of key dates each year once confirmed by the Branch Leadership.

Task	Due Date
Submission Deadline to the four (4) NCM OAs	End-June
Files Sent to Branch Adjutant by the NCM OAs	Mid-August
Board Convenes	End-August
Recipient receives personal call by the Branch Leader	Mid-September
Key stakeholders apprised by the Branch Adjutant / Chief	Mid-September
Photos & Awards Engraved	End-September
Official Ceremony	C&E Week (Branch Update) End-October
Mass Advertisement on CMCEN and Branch Distr Lists	Post-C&E Week
Member's Tasks and Obligations	October thru to September

MEMBER OF THE YEAR EVALUATION CRITERIA:

Serial	Factor	Consideration(s)	Score
1	Leadership	Focus on elements such as ... <ul style="list-style-type: none"> ▪ Direction, guidance, and mentorship provided in garrison routine, on a FTX, on operation, or in a classroom. ▪ Performance under stressful and demanding circumstances, and how such behavior benefitted others in the execution of their assigned tasks. ▪ Communication skills, briefing skills, bilingualism, clarity of thought, and articulation. ▪ Behaviour and professional bearing (as an example to others). ▪ Initiative, ingenuity, creativity, and inventiveness. ▪ Selflessness, dedication, and commitment to others. 	10
2	Teamwork	Consider the following ... <ul style="list-style-type: none"> ▪ Influence / positive impact on team morale, optimism, and group confidence despite adversity or hardship. ▪ Responsiveness and receptiveness towards uncertainty or changing circumstances, and the ability to keep others motivated through personal example and effort. ▪ Ability to achieve team goals and responsibilities with greater haste and / or efficacy. 	10
3	Impact	Is the impact significant enough to warrant Branch-wide attention ... <ul style="list-style-type: none"> ▪ acts, deeds, or achievements which generate a lasting and positive impression on others (did the member's actions updated SOPs, training, approaches to problem-sets, or become a copied response by groups facing similar issues)? ▪ Has the member's behaviour, act, or deed increased the reputation and status of the section, troop, or higher? ▪ Is the impact enough to change / alter a training regimen, become a positive lesson for a MOSID, the Corps, or Branch? 	10
4	Potential for Advancement	Reflect on the member's noted level of achievement in career courses, academics, OSQs, PD opportunities, and leadership roles. Consider the rapidity of advancement, level of trust attained, consideration for progression, promotion, deployments, or high-profile roles. Review the weight and status of any accolades, endorsements, or LoA.	10