

THE
COMMUNICATIONS
AND ELECTRONICS BRANCH

95 CRAFTSMAN BOULEVARD
CFB KINGSTON, ONTARIO, K7K 7B4



BRANCHE
DES COMMUNICATIONS
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C&E BRANCH COMMENDATION

BACKGROUND:

The Communications & Electronics (C&E) Branch Commendation existed in various forms and iterations for decades. In 2004, the Commendation underwent a re-design to include a standardized *pro forma* (DND 4033-E) used to request and substantiate a nomination. The current submission method and design of the certificate closely adheres to the 2004 standard. Of note, the award no longer follows a structured submission timeline as with other Branch H&A. The Branch Leadership wishes to award worthy recipients with a commendation as close to the act or achievement as possible. Suitable venues, timings, and presiding officials (e.g. Branch Chief, Branch Advisor, or Colonel Commandant, etc.) are confirmed on a case-by-case basis. On occasion, the member's chain-of-command is requested to bestow the award on behalf of the Branch.

AIM:

The C&E Branch Commendation aspires to officially recognize a deserving recipient for an act or achievement that brings great credit to the C&E Family.

It may be awarded as an individual or collective honour to recognize actions, deeds, or service related (but not restricted) to volunteerism, event planning, ceremonial roles, community involvement, veteran support, civic duties, and / or long service marked by loyal and dedicated service to C&E members.

ELIGIBILITY:

All members of the C&E Family – including military, civilian, honorary appointments, retired members, and immediate family members – are eligible for the C&E Branch Commendation. Furthermore, units or sections of a unit may be nominated when submitting a collective award.

RESULTS OF SELECTION:

The incumbent is typically recognized at a suitable venue by the Branch Leader and Branch Chief. Depending on the availability and location of the Branch Leadership, appointments such as the Colonel Commandant and / or Branch Advisor may bestow the commendation to the recipient on behalf of the Branch Leader. As stated, the chain-of-command may also bestow the award depending on circumstances, location, time, and availability.

The member's particulars are captured by the Branch Adjutant and included in the C&E Branch H&A Database for posterity and historical reference.

If an active service member, the recipient is encouraged to visit his / her Orderly Room to have a copy of the Commendation included in their **Pers File** and recorded on the member's **Conduct Sheet**.

AWARD DESCRIPTION:

The Commendation comes in the form of a certificate which is signed and dated by the Branch Leader and the Branch Chief.



SUBMISSION PACKAGE AND PROCESS:

The nomination shall consist of the following materials listed in the table below. The preferred delivery method is to submit nominations via UNCLAS e-mail on the DWAN to the Branch Adjutant. Call 613-541-5010 x 8371 to confirm the incumbent and e-mail address.

Though the nominations are *Honours in Confidence*, there are members from the retired community who do not have access to encryption systems. Further, the Colonel Commandant is a lead decision maker who helps decide the worthiness of an application. A PKI-Encrypted CAN PROTECED B submission would need to be stripped of security markings before his / her office could review the application. *Need-to-Know* basis will control access.

DOCUMENT:	DIRECTION & GUIDANCE:
1 st – DND 4033-E	The CMCEN website contains the DND 4033-E C&E Branch Commendation Application Form . Fill out the .pdf form in its entirety and click the ' <i>submit</i> ' button at the bottom of the form (it will send a copy to the Branch Adjutant's positional inbox on the DWAN). You may also save and e-mail a copy directly to his / her office.
2 nd – Supporting Documents	Insert relevant materials (e.g. letters or citations to substantiate the narrative. These documents must apply specifically to the DND 4033-E application details.

The Branch Adjutant will review the application and acknowledge receipt. He / she will forward the completed submission package to the Colonel Commandant, Branch Advisor, and Branch Chief for discussion and deliberation. Additional authorities may be engaged on a case-by-case basis. If approved, the certificate will be printed and sent to the Branch Leader and Branch Chief for endorsement. The Branch Adjutant will remain in contact with the drafter / C-of-C to confirm an appropriate time to award the commendation.