

THE
COLONEL-IN-CHIEF
COMMENDATION

HER ROYAL HIGHNESS,
THE PRINCESS ROYAL



LA
MENTION ÉLOGIEUSE
DE COLONEL-EN-CHEF

SON ALTESSE ROYALE,
LA PRINCESSE ROYALE

THE COLONEL-IN-CHIEF COMMENDATION

BACKGROUND:

The Colonel-in-Chief Commendation was established by Her Royal Highness, The Princess Royal, Princess Anne. The award was officially unveiled on the 24th of October, 2013 to help mark the 110th anniversary of military communications in the Canadian Armed Forces.

AIM:

The Colonel-in-Chief Commendation is the highest award that the C&E Family may bestow. It serves to recognize recipients for exceptional service and selfless dedication, and to applaud those who made a lasting contribution to the objectives of the C&E Branch and our greater family writ large.

It may be awarded as an individual or collective honour to recognize actions, deeds, or service related to one or both of the criteria listed below:

- **Heritage:**
Imparts a lasting and positive effect on the customs, traditions, history, and heritage of the C&E Branch; and / or
- **Service:**
Denotes an enduring and tangible benefit to the morale and support of our veterans, families, or charitable organizations and which elevates the status of the C&E community.

ELIGIBILITY:

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

RESULTS OF SELECTION:

The incumbent is formally recognized at a suitable venue by the Branch Leader and the Colonel Commandant (as detailed below, the default venue shall occur during C&E Week in the late October timeframe proximate to the anniversary of the C&E Branch).

The recipient is awarded with a medallion, a pin, and a certificate signed by the Colonel-in-Chief.

Lastly, the member's particulars are captured in a C&E Branch H&A Database for posterity and historical reference.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 is comprised of three (3) components:



Medallion:

The recipient is awarded with a decoration depicting the C&E Branch emblem on the obverse (front-facing). 'Commendation / Mention Élogieuse' is inscribed on the upper edge of the award. The Branch Motto 'Velox, Versutus, Vigilans' is written on the lower border of the medallion.

The royal cypher of our Colonel-in-Chief is displayed on the reverse coupled with the unique issuance number of the award and the text 'Colonel-in-Chief / Colonel En Chef.'

The medallion is worn around the neck and is supported by a ribbon sporting the C&E Branch colours: Gray over Dark Blue (*Gray Skies over Murky Waters*).



The medallion may be worn at any C&E Branch-sanctioned event or ceremony, and may – for example – be worn with Number 2 (Mess Dress).

Consultation with the Colonel Commandant should be sought if the appropriateness of an event or official occasion comes into question.

Pin:

A small lapel pin portraying the C&E Branch Crest over a dull gray backing is also awarded. The pin may be worn on the lapel of any civilian suit.

The text 'Commendation / Mention Élogieuse / Velox, Versutus, Vigilans' surrounds the Branch crest.



Certificate:

A certificate – signed and dated by HRH, The Princess Royal, Princess Anne – is bestowed to the recipient by the Branch Leader and Colonel Commandant during a fitting venue or celebration. As mentored, the default occasion is the Branch Update (H&A presentation portion) as part of the closing events for C&E Week in the late October timeframe.



SUBMISSION PACKAGE:

The nomination shall consist of the following materials, attached to the e-mail in the order listed 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*, the ultimate approval derives from the Colonel-in-Chief thru the Colonel Commandant. PKI-Encrypted CAN PROTECTED B submissions must be stripped before these offices can review the materials. *Need-to-Know* basis will control access.

For Active Service Members:

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 to help shape the citation on the certificate.
2 nd – MPRR	<p>The MPRR is preferably a Monitor MASS output as it contains a photo and greater detail in a logical layout; however, a print-out from EMAA or Guardian (current iteration of HRMS) will suffice.</p>
3 rd – Supporting Documents	<p>Insert relevant materials (e.g. Course Reports, LoA, or citations to substantiate the narrative. These documents <u>must</u> apply to the narrative. If possible, submit the documents in .pdf format.</p>

For Retired / Civilian Members:

DOCUMENT:	DIRECTION & GUIDANCE:
1 st – Narrative	<p>No change to the above-referenced example in terms of composition and required details. The signature block shall be the drafter. It is preferable – but not mandatory – that the finished document is saved in .pdf format so as to assure the integrity of the letter.</p>
2 nd – Biography or CV	<p>Enclose a one (1) page biographical synopsis or a <i>Curriculum Vitae</i> so as to provide background context on the nominee.</p>
3 rd – Supporting Documents	<p>Insert relevant materials (e.g. letters or citations to substantiate the narrative). These documents <u>must</u> apply to the narrative.</p>

SELECTION PROCESS:

Once the deadline is passed, the Branch Adjutant gathers all nominations and follows the steps below in sequence.

- **End-June** – Submission deadline for the current year;
- **NLT mid-August** – The Branch Adjutant vets and compiles all nominations and forwards copies to the office of the Colonel Commandant;
- **NLT end-August** – The Colonel Commandant convenes a board from representatives of the C&E Family or Senate. The merits of each submission are scrutinized and a decision is confirmed on who, if any, will receive the Colonel-in-Chief Commendation. Those not selected may be considered – at the discretion of the board – for a C&E Association Heritage nomination, at which point the Colonel Commandant will forward selected files to the Heritage Committee's H&A Chair for consideration;
- **NLT mid-September** – The Colonel Commandant will write a letter to Buckingham Palace to seek endorsement from HRH to award a nominee with the commendation. Enclosed will be a draft certificate with citation (arranged by the Branch Adjutant);
- **NLT mid-October** – The signed and dated certificate is framed or displayed in a suitable casing (such as a C&E Certificate Docket held in the Branch Adjutant's Office). If the certificate was sent digitally (due to time pressures or availability of HRH), then the Home Station will work with Pub Dev, CFSCE to ensure a hi-quality print is generated. The certificate is paired with a medallion and pin. All details and particulars are captured in the C&E Branch H&A Database; and
- **End-October: During the C&E Branch Update** – The official award ceremony convenes in which the Colonel-in-Chief recipient is formally recognized. He / she receives the medallion, pin, and certificate. The ceremony is presided over by the Branch Leader and the Colonel Commandant. Official photos will be taken and uploaded onto suitable platforms (e.g. CMCEN) for wider publication.