


# C & E Branch Award – Member of the Year

<p>C&amp;E Branch Award Member of the Year</p> 	<p>This acknowledges the top C &amp; E Branch junior NCM who has displayed an exemplary sense of duty, dedication to the mission and an above reproach performance record in the delivery of Communications and Electronics Branch service to the Canadian Armed Forces.</p>
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## Terms of Reference (TORs) for the Communications and Electronics (C&E) Branch MEMBER of the Year Award

### GENERAL

1. The Communications and Electronics (C&E) Branch MEMBER of the Year Award may be awarded to a C&E Branch MEMBER at the rank of MCpl and below who has performed a deed or activity considered beyond the demands of normal duty, exceptional contributions to the goals and objectives of the C & E Branch in support of the Canadian Armed Forces. The C&E Branch MEMBER of the Year Award is established to recognize and acknowledge the hard work, dedication to the mission and the above reproach performance record in the delivery of Communications and Electronics support to the Canadian Armed Forces. Once per year, a MEMBER of the C&E Branch will be recognized as the Top Performer for their manifestation of total professionalism and high level of dedication within the C&E Branch in support of the Canadian Armed Forces and its missions.

### AIM

2. To acknowledge the top C&E Branch junior NCM (MCpl and below) who has displayed an exemplary sense of duty, dedication to the mission and above reproach performance record in the delivery of Communications and Electronics Branch service to the Canadian Armed Forces.

### DESCRIPTION

3. The C&E Branch MEMBER of the Year Award is a plaque donated by the former Col Cmdt of our Branch, BGen (Ret'd) Pep Fraser. In addition, the Top MEMBER will receive a framed scroll, inscribed with the name of the individual concerned. The scroll bears an appropriate citation and is signed by the Communications and Electronics Branch Advisor. The recipient will also be presented with a Jimmy Statuette. The C&E Branch MEMBER of the Year will travel to Kingston for the occasion and will accompany the Branch CWO throughout the PD week, including participation in numerous PD activities, including attendance at the C&E Branch Annual Mess Dinner (**head table seating**) in the National Capitol region and also at the Branch WO's/Sgts and CPOs'/POs' mess dinner during C&E Week at the Home Station.

4. The C&E Branch MEMBER of the Year, from that day onwards, will also join the Branch NCM "Leadership". Specifically, the MEMBER shall be included in all C&E Branch NCM information distribution (ie Branch CWO SITREPS). Furthermore, when required, the C&E Branch MEMBER of the Year may be asked to carry, on behalf of the Branch CWO, NCM related Branch activities. The C&E Branch MEMBER of the Year formal portrait and plaque shall be displayed in the C&E Museum, at perpetuity.

## ADMINISTRATIVE DETAILS

5. The following describes the administrative procedures pertaining to this award:
- a. **Purpose**. This award recognizes personal achievement, effort and dedication directly related to the C & E Branch in support of the Canadian Armed Forces by Branch Members of the rank of MCpl and below;
  - b. **Eligibility**. All serving Members of the C&E Branch at the rank of MCpl and below are eligible to receive the Branch MEMBER of the Year Award (MEMBER shall be of an eligible rank and wear a Jimmy hat badge on the date of the submission to the Branch office);
  - c. **Reporting Period**. The reporting period shall be from 01 April 2018 to 31 March 2019.
  - d. **Deadline for Submission**. Nominations must reach the C&E Branch Adjutant, **NLT 15 July 2019**;
  - e. **Security Classification**. Units shall prepare recommendations in the form of a narrative. The nomination shall be designated **PROTECTED B** unless national security dictates otherwise. It shall be divulged on a need to know basis only;
  - f. **Narrative Length**. The narrative should be limited to and shall not exceed one page (letter format, font Arial 10) of text. The emphasis will be on quality vice quantity. An update MPRR shall also be attached, including any supporting information (ie recent course report, letter of appreciation etc);
  - g. **Endorsement**. The nominated MEMBER's superior shall originate a recommendation for a C&E Branch MEMBER of the Year Award. The submission must be reviewed and endorsed by the unit or organization's commanding officer before it is submitted to the C&E Branch Adjutant. Suggestions for an award from outside the chain of command shall be referred to the MEMBER's superior, who will then follow the guidance contained in this document. The narrative in support of a recommendation must contain an account of what the individual did to merit the award, including a full description of any event that gave rise to the recommendation, the degree of involvement of the individual, the time frame and the location. A short, proposed citation of 150 words maximum summarizing the narrative shall also be provided;
  - h. **Transmitting Submissions (Hardcopy)**. Submissions forwarded to the Branch Adjutant for consideration shall be double enveloped with the inner envelope marked "**TO BE OPENED BY THE C&E BRANCH ADJUTANT**" and the outer envelope addressed as follows:  
  
**Attn: Maj Blair Christie**  
C&E Branch Adjutant  
PO Box 17000 STN Forces  
9 Byng Ave (B-16)  
Kingston, Ontario K7K 7B4
  - i. **Transmitting Submissions (Softcopy)**. Electronic submissions are to be emailed to the Branch Adjutant using PKI encryption. In all cases, the Branch Adjutant shall acknowledge receipt by notifying the sponsors; and
  - j. **Language of Submission**. The submission can be forwarded in either official language.

## **SELECTION PROCESS**

6. **Review Board.** Submissions will be reviewed and evaluated by a board chaired by the Branch CWO and will include a MWO or CWO (as alternate) from every NCM occupation of the C&E Branch. The board will convene NLT 10 September 2019.

## **SELECTION CRITERIA**

7. Selection criteria to be used are contained at Annex A.

## **ANNOUNCEMENT**

8. **Announcement.** Approval/rejection of submissions will be conducted via the MEMBER's COC.

## **PRESENTATIONS**

9. **Presentations.** The Branch MEMBER of the Year Award will be presented annually, at Kingston, during the C&E Branch PD week.

10. Any questions or queries should be directed to the C & E Branch Adjutant in Kingston, Ontario, at 613-541-5010 extension 8371

**Criteria Annex A**

<b>SER</b>	<b>FACTORS</b>	<b>Consider the Following</b>	<b>MAX Score</b>
1	Applying job knowledge and skill	Consider complexity and consistency	8
2	Motivation towards work	Based on narrative	8
3	Response to direction	Based on narrative	6
4	Initiative	Based on narrative	6
5	Problem solving	Clearly demonstrated in narrative	6
6	Performance under stress	Clearly demonstrated in narrative	4
7	Professional Development	(3 years back) OPME 1 per/max 2, Non-core trade courses and educational upgrades 1 per/max 3, Language testing 1pt	6
8	Team Building	Clearly demonstrated in narrative	6
9	Dedication	Based on overall dedication described in narrative	10
10	Operational experience	(3 years back) Out-Can missions/Ops >90 days 4 per; TAV, SAV, TAT (59 day-) 1 per; Nil points for Domestic Ops.	8
11	Fitness	Pass/Bronze 2 points, or Silver/Gold/BFT 4 points	4
12	Accomplishments	At formation level or above	4
13	Leadership	Clearly demonstrated in narrative	10
14	Contribution to the C&E Branch	Clearly demonstrated in narrative	6
15	Potential for future positive impact on the Branch	Clearly demonstrated in narrative	8
		<b>TOTAL</b>	<b>100</b>