**C and E Branch Award – Subaltern of the Year**

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| http://commelec.mil.ca/cwo-cac/images/sr-rs.jpg  Subaltern Rank | This award acknowledges the top C&E Branch Subaltern 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. |

**Terms of Reference (TORs) for the**

**Communications and Electronics (C&E) Branch**

**SUBALTERN of the Year Award**

**GENERAL**

1.The Communications and Electronics (C&E) Branch SUBALTERN of the Year Award may be awarded to a C&E Branch junior officer at the rank of lieutenant and below who has displayed exceptional devotion to duty and leadership towards the goals and objectives of the C&E Branch in support of the Canadian Armed Forces. The C&E Branch SUBALTERN 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 SUBALTERN 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 officer (lieutenant and below) who has displayed an exemplary sense of duty, devotion and leadership in the delivery of Communications and Electronics Branch service to the Canadian Armed Forces.

**DESCRIPTION**

3. The C&E Branch SUBALTERN of the Year Award is a trophy donated by the former C&E Branch Leader, Lieutenant-General G.R. Thibault. In addition, the SUBALTERN of the year 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 Leader. The recipient will also be presented with a Jimmy Statuette. The C&E Branch SUBALTERN of the Year will travel to Kingston for the occasion and will accompany the Branch Leader throughout the PD week, including participation in numerous PD activities, including attendance at the C&E Branch Officer’s Annual Mess Dinner (**head table seating**).

4. The C&E Branch SUBALTERN of the Year, from that day onwards, will also join the Branch “Leadership”. Specifically, the SUBALTERN of the year shall be included in the C&E Branch information distribution (ie Branch SITREPS). Furthermore, when required, the C&E Branch SUBALTERN of the Year may be asked to accompany the Branch Leader on Branch related activities. The C&E Branch SUBALTERN of the Year formal portrait and plaque shall be displayed at the C&E Branch Office in Kingston and in Ottawa for the award year, and in the C&E Museum, at perpetuity.

**ADMINISTRATIVE DETAILS**

5. The following describes the administrative procedures pertaining to this award:

1. **Purpose**. This award recognizes devotion and leadership directly related to the C & E Branch in support of the Canadian Armed Forces by Branch junior officers of the rank of lieutenant and below;
2. **Eligibility**. All serving junior officers of the C&E Branch at the rank of lieutenant and below are eligible to receive the Branch SUBALTERN of the Year Award (candidate shall be of an eligible rank and wear a Jimmy hat badge on the date of the submission to the Branch office);
3. **Reporting Period**. The reporting period shall be from 01 April 2017 to 31 March 2018;
4. **Deadline for Submission**. Nominations must reach the C&E Branch Adjutant, NLT **15 July 2018;**
5. **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;
6. **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);
7. **Endorsement**. The nominated officer’s superior shall originate a recommendation for a C&E Branch SUBALTERN 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 officer’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;
8. **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 Tyler Lavigne**

C&E Branch Adjutant

PO Box 17000 STN Forces

9 Byng Ave (B-16)

Kingston, Ontario K7K 7B4

1. **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
2. **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 Advisor and will be composed of at least three C&E Branch Colonels or Lieutenant-Colonels representing all three C&E Branch disciplines (Land, Air and SIGINT/EW) and an independent member that would normally be the Colonel-Commandant when available. The board will convene NLT 10 September 2018. The secretary for the board will be the C&E Branch Adjutant.

**SELECTION CRITERIA**

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

**ANNOUNCEMENT**

1. **Announcement.** Approval/rejection of submissions will be conducted via the candidate’s COC.

**PRESENTATIONS**

9. **Presentations**. The Branch SUBALTERN 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.

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| **Criteria Annex A** | | | |
| **SER** | **FACTORS** | **Consider the following** | **MAX SCORE** |
| 1 | Applying job knowledge and skill | Consider complexity and consistency | 6 |
| 2 | Dedication and Motivation towards work | Based on narrative | 10 |
| 3 | Response to direction | Based on narrative | 6 |
| 4 | Initiative | Based on narrative | 8 |
| 5 | Problem solving | Clearly demonstrated in narrative | 6 |
| 6 | Performance under stress | Clearly demonstrated in narrative | 4 |
| 7 | Learning | OPME 2 per, Upgrade education 2 (trade and academic), | 4 |
| 8 | Team Building | Clearly demonstrated in narrative | 8 |
| 9 | Second language/bilingualism | Based on level achieved and current use in day-to-day work as described in narrative | 8 |
| 10 | Operational experience | (3 years back) OP Mission (90 day +) 4 per TAV,SAV, TAT (59 day-) 1 per | 4 |
| 11 | Fitness | Pass/Bronze 2 points, or Silver/Gold/BFT 4 points. Up to an additional 4 points awarded for participation in organized sports and/or significant individual sports or fitness program for a max of 8 pts. | 8 |
| 12 | Accomplishments | At formation level or above | 6 |
| 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 | 6 |
|  |  | **TOTAL** | **100** |

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| **PROTECTED B**  (when completed) | | | | |
| **RECOMMENDATION**  **FOR AN**  **INDIVIDUAL AWARD** | | **RECOMMANDATION**  **POUR UNE DISTINCTION**  **HONORIFIQUE PERSONNELLE** | | |
| Service number |  | | Numéro matricule | |
| Rank |  | | Grade | |
| Surname |  | | Nom | |
| Given names |  | | Prénom(s) | |
| Unit at time of incident |  | | Unité au moment de l'événement | |
| Name of award proposed | SUBALTERN OF THE YEAR/SUBALTERNE DE L’ANNÉE | | Nom de la distinction proposée | |
| Nominator or commanding officer's proposed citation (maximum 60 words) / Citation proposée du parrain ou du commandant (maximum 60 mots) | | | | |
| Nomination Summary:  (summarize case fully; attach supporting papers) / (résumé complet de la situation; documents en annexe) | | | | |
| Nominator’s signature, rank, name, appointment and date |  | | | Signature du proposeur, grade, nom, fonction et date |
| CO’s signature, rank, name, appointment and date |  | | | signature, grade, nom, fonction et date |
| Reproduce locally **PROTÉGÉ B** Reproduire sur place | | | | |