

THE
COMMUNICATIONS
AND ELECTRONICS BRANCH

101 COLONEL BY DRIVE
OTTAWA, ONTARIO, K1A 0K2



BRANCHE
DES COMMUNICATIONS
ET DE L'ÉLECTRONIQUE

101 PROMENADE COLONEL BY
OTTAWA, ONTARIO, K1A 0K2



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 Seaman (i.e. MCpl to Pte / MS to AS / MCpl to Avr). 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. The member is considered the top performer and manifests the highest tier of professional bearing coupled with an unrivaled degree of dedication.

AWARD DESCRIPTION:

- **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 recipient;
- **Plaque:** A plaque donated by a former Colonel Commandant – BGen Pep Fraser (Retired) – inscribed with the members particulars and displayed in the C&E Museum;
- **Scroll:** In addition, the elected member receives a framed scroll. The scroll bears an appropriate citation and is signed by the Branch Advisor; and
- **Statue:** The recipient is also presented with a Jimmy Statuette.

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 is 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 timeframe) and will **accompany the Branch CWO** throughout the week as available;
- 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 also 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 will join the Branch NCM Leadership Distribution List and will be privy to C&E Branch NCM information (e.g. Branch CWO 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; and
- 6th – The incumbent will take a formal CAF portrait at base photography (preferably at CFB Kingston with coordination conducted by the Branch Adjutant’s Office). An electronic copy will be displayed on CMCEN.ca with printed copies displayed in the following locations:
 - 1 x copy and plaque shall be displayed in the C&E Museum;
 - 1 x copy shall be displayed at the entrance of the Branch Adjutant’s Office in the Forde Building at CFB Kingston; and
 - 1 x copy will be displayed at IM Group Headquarters at NDHQ, home of the Branch Leader in his / her capacity as COS(IM) for ADM(IM).
- 7th – The Member of the Year shall attend – free of charge – a major Branch Event such as a Battlefield Study Tour. In absence of such an event; the Branch Advisor, Adjutant, and Chief will arrange a gift or gift certificate (roughly valued at \$1,000.00 CAN as of this writing).

Administrative Instructions:

Adhere to the following guidelines when submitting a nomination:

CRITERIA:	DIRECTION & GUIDANCE:
Rank / Appointment Eligibility	Master Corporal and Below / Master Seaman and Below
Reporting Period	01 April to 31 March of the current FY
Submission Deadline	Last working Friday in July (see 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 (call CSN 271-8371 to confirm incumbent if not known)</p> <p>The <u>e-mail header</u> will adhere to the <u>example format</u> below: C&E Branch Member of the Year 2019: CFJSR 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 one (1) page max, CAF letter format, size 11 font (Times New Roman):</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);▪ Supporting documentation – see below – should be used to <u>justify the narrative</u>; and▪ The concluding paragraph must contain the proposed <u>citation</u> and shall be limited to 150 words or less.
2 nd – MPRR	<p>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.</p>
3 rd – Supporting Documents	<p>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 and not simply be a collection of documents in hopes to bolster the nomination. The documents should be saved and submitted in .pdf format.</p>

Selection Process:

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

- **End-July** – Deadline for submissions;
- **NLT mid-August** – compile, sort, and send all files to the Branch Chief;
- **NLT mid-September** – the Branch Chief convenes a board consisting of a MWO or CWO from each occupation. The board members review the files and compile their assessments using the criteria chart and evaluation forms (see pages below). The following are required as of this writing:
 - Chair (Branch Chief Warrant Officer);
 - RCCS Signal Operator Rep;
 - RCCS Signal Technician Rep;
 - RCCS Line Technician Rep;
 - RCAF ATIS Technician Rep;
 - CFIOG Communication Research Operator Rep; and
 - CFIOG Cyber Operator Rep.
- **NLT end-September** – the announcement is made on CMCEN.ca via the Branch Adjutant's Office. At minimum, the following authorities are contacted personally:
 - The Branch Leadership (Branch Leader, Advisor, and Colonel Commandant);
 - Those OPIs and Command Teams who submitted a nomination;
 - Director RCCS and the Corps Chief;
 - Strategic A6 and the Senior ATIS Tech Advisor; and
 - Comd CFOIG and the Group Chief.
- **NLT mid-October** – the Branch Adjutant will ...
 - Arrange official photos with the incumbent and handle image distribution; and
 - Inscribe the trophy, plaque, scroll, and statuette 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, scroll, and statuette. In addition, either a confirmation of attendance on a major historical tour / event, or the awarding of a gift / gift certificate shall be made to the member; and
- **Throughout the Year** – The Branch Chief remains in contact with the member (via Distr List additions, etc.) and ensure the Member of the Year is apprised of the C&E Branch NCR Mess Dinner, and other items of interest.

Board Member Evaluation Criteria:

Serial	Factor	Consideration(s)	Score
01	Applying Job Knowledge & Skills	Complexity & Consistency in Job	8
02	Motivation Towards Work	Based on Narrative	8
03	Response to Direction / Orders	Based on Narrative	6
04	Initiative	Based on Narrative	6
05	Problem Solving	Clearly identified in Narrative	6
06	Performance Under Stress	Clearly identified in Narrative	4
07	Professional Development	CAFJODs / OPME OSQs and Non-Core Trade Quals Post-Secondary Qualifications Pursuing college / university Language Proficiency Review Course Report Progress	6
08	Team Building	Clearly identified in Narrative	6
09	Dedication	Clearly identified in Narrative	10
10	Operational Experience	Out-Can postings Deployments TAVs TATs DOMOPs (protracted / month+) Major International Exercises	8
11	Fitness	Bronze: 1 Silver: 2 Gold: 3 Platinum: 4	4
12	Accomplishments / Achievements	Troop: 1 Squadron: 2 Regiment: 3 Formation: 4	4
13	Leadership	Clearly identified in Narrative	10
14	C&E Branch Contribution	Clearly identified in Narrative	6
15	Future Positive Impact Potential for the C&E Branch	Clearly identified in Narrative	8

TOTAL SCORE: 100 Points

CAN PROTECTED B (when completed)		
RECOMMENDATION FOR AN INDIVIDUAL AWARD	RECOMMANDATION POUR UNE DISTINCTION HONORIFIQUE PERSONNELLE	
Service Number:		Numéro matricule :
Rank:		Grade :
Surname:		Nom :
Given Name(s):		Prénom(s) :
Unit at time of Nomination:		Unité au moment de l'événement :
Name of Award Proposed:	MEMBER OF THE YEAR MEMBRE DE L'ANNÉE	Nom de la distinction propose :
Factor 01:	Factor 09:	
Factor 02:	Factor 10:	
Factor 03:	Factor 11:	
Factor 04:	Factor 12:	
Factor 05:	Factor 13:	
Factor 06:	Factor 14:	
Factor 07:	Factor 15:	
Factor 08:	Other / Miscellany:	
Evaluator's signature, rank, name, appointment, and date		Signature du proposeur, grade, nom, fonction, et date
CAN PROTECTED B (when completed)		