

THE  
COMMUNICATIONS  
AND ELECTRONICS BRANCH

95 CRAFTSMAN BOULEVARD  
CFB KINGSTON, ONTARIO, K7K 7B4



BRANCHE  
DES COMMUNICATIONS  
ET DE L'ÉLECTRONIQUE

95 CRAFTSMAN BOULEVARD  
BFC KINGSTON, ONTARIO, K7K 7B4



## C&E BRANCH SUBALTERN OF THE YEAR



### AIM:

To recognize the top C&E Branch Subaltern whose outstanding sense of duty, steadfast dedication to the mission, exceptional loyalty to the chain-of-command, remarkable leadership, 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 **SUBALTERN** of the Year Award may be awarded to a C&E Branch officer holding the rank of Lieutenant or 2<sup>nd</sup> Lieutenant. A Captain may be nominated so long as the officer served as a Lieutenant at some point throughout the reporting period, and only their time as a subaltern may be counted toward the nomination. Beyond the time and rank criteria, 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.

### NUMBER OF NOMINATIONS:

Only three (3) submissions are considered and they must come from the following Occupational Advisors (OAs) based on the Corps or Element of the candidate. All nominations from across the CAF must be channeled to:

- **Director Signals:**  
The Top Regular Force Signal Officer;
- **Strategic A6:**  
The Top CELE Officer; or
- **CA Primary Reserve Senior Signal Officer:**  
The Top Reserve Signal Officer.

### RESULTS OF SELECTION:

Those officers who are selected to compete in the Subaltern of the Year boards are – at this point – already confirmed as the top junior officers for the CA RCCS and RCAF CELE communities. Awards, presentations, and announcements for those achievements will be made in due time according to the plans of each Occupation Advisor (OA). Of those top performing officers, one will be elected as the C&E Branch Subaltern of the Year.

The Branch Leader shall congratulate the Subaltern of the Year before any other announcement is authorized. Afterwards, the Branch Adjutant will reach out the officer to confirm administrative details. Mass publication (via CMCEN, etc.) shall be made after the formal award ceremony.

**AWARD DESCRIPTION:**

The Subaltern receives two (2) awards. The Branch Adjutant will liaise with the Mercury Kit Shop to ensure everything is available and prepared in time for the formal presentation:

- **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 and present recipient; and
- **Certificate:** The elected officer receives a certificate. The certificate bears an appropriate citation and is signed by the Branch Leader and Branch Advisor.

**AWARD BENEFITS:**

The official award is bestowed at the conclusion of C&E Week during the Branch Update. However, the officer is elected well in advance of this date and may be invited to attend a series of activities beforehand. The award ceremony is a formality with an aim to recognize the subaltern before the greater C&E community:

- 1<sup>st</sup> – The incumbent shall travel to Kingston during **C&E Week** (late-October, if situation permits) and will **accompany the Branch Leader** and / or **Branch Advisor** throughout the week as available. Travel costs are incurred by the Branch Office (the Branch Adjutant will help confirm financial codes with the member's chain-of-command);
- 2<sup>nd</sup> – Among the activities to join during C&E Week, the Subaltern of the Year shall attend the annual **C&E Branch Officers' Mess Dinner** free of charge and will sit at the head table;
- 3<sup>rd</sup> – The Subaltern of the Year is 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;
- 4<sup>th</sup> – The subaltern will be **privy to C&E Branch information** (e.g. Branch Leader and Branch Advisor SITREPS);
- 5<sup>th</sup> – When required, the C&E Branch Subaltern of the Year may be asked to carry-out, on behalf of the Branch Leader, **officer-related Branch activities**; and
- 6<sup>th</sup> – The incumbent will take a formal **CAF portrait** at base photography in DEU 3. An electronic copy will be displayed on CMCE.ca with printed copies displayed in the following locations (plus hi-resolution copy forwarded to units upon request for display):
  - 1 x copy shall be displayed in the C&E Museum; and
  - 1 x copy will be displayed within, or proximate to, the office of the Branch Leader.

**ADMINISTRATIVE INSTRUCTIONS:**

Adhere to the following guidelines when submitting a nomination:

| CRITERIA:                      | DIRECTION & GUIDANCE:  |
|--------------------------------|--|
| Rank / Appointment Eligibility | Lieutenant or 2 <sup>nd</sup> Lieutenant (Signal or CELE Officer)  |
| Reporting Period               | 01 April to 31 March of the previous reporting year  |
| Submission Deadline            | End June of the current reporting year (see table below)   |
| Security Classification        | <u>CAN PROTECTED B (HONOURS IN CONFIDENCE)</u>   |
| Submission Method              | <p><b>PKI-encrypted</b> e-mail to the Branch Adjutant via the DWAN (<a href="mailto:C-E.Branch-Branche.C-E@forces.gc.ca">C-E Branch-Branche C-E@forces.gc.ca</a>)</p> <p>The <u>e-mail header</u> will adhere to this <u>example format</u>:<br/> <b>C&amp;E Branch Subaltern of the Year 2020: CFJSR Nomination</b></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 <sup>st</sup> – 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"> <li>▪ The letter must be <u>signed</u> (ink or e-signature) by the member’s Commanding Officer;</li> <li>▪ Saved and submitted in <u>.pdf format</u>;</li> <li>▪ 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</li> <li>▪ The concluding paragraph must contain the proposed <u>citation</u> and shall be limited to 150 words or less.</li> </ul> |
| 2 <sup>nd</sup> – MPRR                 | 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.  |
| 3 <sup>rd</sup> – Supporting Documents | 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. The documents will be saved and submitted in .pdf format.   |

**SELECTION PROCESS:**

Once the deadline is surpassed, the Branch Adjutant and the three (3) OAs gather all nominations and follows the steps below in sequence. A reminder that initial nominations must be vetted by and channeled through the Occupation Advisors (OAs) – listed above – who will nominate the Top RCCS and RCAF CELE officers for consideration to the board:

- **End-June** – Submission deadline to the OAs;
- **NLT mid-August** – OAs compile, sort, and send all files to the Branch Adjutant who prepares the files for the board;
- **NLT end-August** – the Branch Advisor convenes a board consisting of a Lieutenant-Colonel or Colonel from each occupation / specialization. The board members review the files and compile their assessments using the criteria chart and evaluation forms;
- **NLT mid-September** – The Branch Leader calls the elected officer to confirm his / her successful nomination. Afterwards, the Branch Adjutant updates the following authorities personally:
  - The Branch Leadership (Branch Leader, Colonel Commandant, and Branch Chief);
  - Director Signals and the Corps Chief;
  - Strategic A6 and the ATIS Tech STA;
  - CA P Res Senior Signal Officer and CA P Res CWO; and
  - The Subaltern's Commanding Officer.
- **NLT end-September** – the Branch Adjutant will ...
  - Arrange official photos with the incumbent and handle image distribution;
  - Inscribe the trophy and the scroll in preparation for C&E Week; and
  - Prepare the monetary award or initiate admin requirements for a major event;
- **During the C&E Branch Update** (concluding event for C&E Week) – the official award ceremony convenes in which the C&E Branch Subaltern of the Year is formally recognized and receives the trophy and the scroll (if situation permits). Immediately after the ceremony, a CMCEN post is made; and
- **Throughout the Year** – The Branch Leader and Advisor remain in contact with the officer (via Distr List additions, etc.) and ensure the Subaltern of the Year is apprised of the C&E Branch NCR Mess Dinner, and other items of interest.

**TIMELINE MATRIX:**

The Branch Adjutant will ensure publication and advertisement of key dates each year once confirmed by the Branch Leadership.

| Task   | Due Date                                |
|--|---|
| Submission Deadline to OAs   | End-June                                |
| Files Sent to Branch Adjutant by Director Signals, Strategic A6, and the Senior Reserve Signal Officer | Mid-August                              |
| Board Convenes   | End-August                              |
| Recipient receives personal call by the Branch Leader  | Mid-September                           |
| Key stakeholders apprised by the Branch Adjutant   | Mid-September                           |
| Photos & Awards Engraved   | End-September                           |
| Official Ceremony  | C&E Week (Branch Update)<br>End-October |
| Mass Advertisement on CMCE and Branch Distr Lists  | Post-C&E Week                           |
| Subaltern's Tasks and Obligations  | October thru to September               |

**SUBALTERN OF THE YEAR EVALUATION CRITERIA:**

| Serial | Factor                    | Consideration(s)   | Score |
|--------|---------------------------|--|-------|
| 1      | Leadership                | <p>Focus on elements such as ...</p> <ul style="list-style-type: none"> <li>▪ Direction, guidance, and mentorship provided in garrison routine, on a FTX, on operation, or in a classroom.</li> <li>▪ Performance under stressful and demanding circumstances, and how such behavior benefitted others in the execution of their assigned tasks.</li> <li>▪ Communication skills, briefing skills, bilingualism, clarity of thought, and articulation.</li> <li>▪ Behaviour and professional bearing (as an example to others).</li> <li>▪ Initiative, ingenuity, creativity, and inventiveness.</li> <li>▪ Selflessness, dedication, and commitment to others.</li> </ul> | 10    |
| 2      | Teamwork                  | <p>Consider the following ...</p> <ul style="list-style-type: none"> <li>▪ Influence / positive impact on team morale, optimism, and group confidence despite adversity or hardship.</li> <li>▪ Responsiveness and receptiveness towards uncertainty or changing circumstances, and the ability to keep others motivated through personal example and effort.</li> <li>▪ Ability to achieve team goals and responsibilities with greater haste and / or efficacy.</li> </ul>   | 10    |
| 3      | Impact                    | <p>Is the impact significant enough to warrant Branch-wide attention ...</p> <ul style="list-style-type: none"> <li>▪ Acts, deeds, or achievements which generate a lasting and positive impression on others (did the subaltern's actions update SOPs, training, approaches to problem-sets, or become a copied response by groups facing similar issues)?</li> <li>▪ Has the subaltern's behaviour, act, or deed increased the reputation and status of the troop, squadron, or unit?</li> <li>▪ Is the impact enough to change / alter a training regimen, become a positive lesson for a MOSID, the Corps, or Branch?</li> </ul>                                       | 10    |
| 4      | Potential for Advancement | <p>Reflect on the subaltern's noted level of achievement in career courses, academics, OSQs, PD opportunities, and leadership roles. Consider the rapidity of advancement, level of trust attained, consideration for progression, promotion, deployments, or high-profile roles. Review any accolades, endorsements, or LoA.</p>  | 10    |