

Royal Engineers Association Badge of Merit Award

Procedure Notes

Basis of Award

1. Association Rule 18 authorises the award of a “Badge of Merit”, together with an appropriate Certificate, to members who have given particularly meritorious service to the Association.
2. These Rules should be carefully read by all Branch and Group Officials concerned in the nomination of a candidate for the award.

Frequency of awards

3. Several general points concerning the recommendation should be noted.
 - a. There is no hard and fast rule concerning the number of awards made annually. Obviously too many would tend to “debase the currency” but if, in any one year, the quality of the nominees warrants it, then the number of awards made may be increased or decreased accordingly.
 - b. Only one nomination may be submitted by each Branch annually.
 - c. Contrary to what is sometimes thought there is no “quota” of awards for Branches or Groups. It is stressed that awards are made only on the basis of individual merit.
4. Following a recommendation from the REA Chairman a nomination may be made to the Committee for an individual who has provided ‘meritorious’ service to the Association as a whole rather than at either Group or Branch level. Such a nomination is not assessed by the Awards Board in the same way as Group and Branch submissions. A nomination to the Management Committee by the REA Chairman will only be submitted after thorough consultation with the Controller and/or the Corps Colonel. Because of the unique status of the submission, the Management Committee is required to simply vote on its acceptance or otherwise.

Procedure

5. HQ Circulars remind Branches, which believes that it has a candidate of sufficient merit for the award, to apply to HQ REA for a copy of REA Form 10 ‘Nomination for the REA Badge of Merit Award’ and the ‘Guidelines for Nominating Officers’.
6. Before requesting a Form 10, the Branch Officers concerned should consider carefully whether their proposed candidate does measure up to the high standard required.
 - a. In particular, Rule 18.01 requires that nominees shall “*have given particularly meritorious service to the Association*”.
 - b. It is not a pre-requisite that the nominee has previously received a Group Director’s Commendation.
 - c. Achievement and quality of service, in whatever capacity is, and will be, the over-riding factor.
 - d. Members holding or having held a Branch or National level appointment do not have primacy over meritorious service performed by ordinary Branch members; both are considered equally on their merits.
7. Those officials preparing the citation should take heed of the ‘Guidelines for Nominating Officers’; in particular the fact that it is *the narrative* that makes or breaks the recommendation.
8. The recommendation must be submitted on the current REA Form 10. There are two formats of the Form; an editable MS Word document or a plain hard copy for completion by hand. Branches are urged to use the editable MS Word format as this will ensure a neat, professional appearance and greatly improve the readability and circulation of the document.

9. The Form 10 should be completed by the senior member of the Branch, unless, of course, that senior member is the candidate himself. Consultation with Branch Committee Members is recommended.
10. Nominees must not be aware of their nomination. Self-nomination is extremely bad form, as is the practice of asking nominees to write their own Branch Recommendation; neither will be tolerated.
11. The fact that a nominee is not successful one year does not prevent a further nomination. Nevertheless, a new recommendation must be completed for each candidate, each year.
12. Every effort should be made to verify the accuracy of the information given. Inaccuracies, even if made in good faith, tend to reduce the credibility of the remainder of the Form.
13. Nominations may be made at any time during the year except December. Once the Branch has completed its Assessment and Recommendation, the Form 10 should be forwarded to the Branch's respective Group Secretary. The Form is to be authenticated by the Group Director and sent to REA HQ by 30th November for consideration by that year's Awards Board. Nominations received by REA HQ during December will be returned to the Group Director with the advice that a new recommendation be submitted for consideration in the following year.
14. The Forms, having been checked and collated by the Controller REA, will be presented to the Awards Board which will meet in Chatham during the second full week of December to assess those submissions received and, together, make recommendation to the Management Committee.
15. The Awards Board, a Sub-Committee to the Management Committee, will consist of the Controller (Chairman), the Corps Colonel, an RSM from the Management Committee and two elected members of the Committee (The RSM and Committee members will rotate in January each year).
16. The Awards Board recommendations will be ratified at the January meeting of the Management Committee, whereupon successful candidates will be notified of their award. As directed in Rule 18.03, unsuccessful candidates are not to be told that their names were submitted for consideration.
17. The names of those awarded the Badge of Merit will be published in the March HQ Circular and posted on the Association's website.