

CHAPTER 7

ORDERS DECORATIONS AND MEDALS**J237. General.***Sponsor: ACOS Pers Pol*

- (1) The Sovereign's awards to members of the Forces fall under four broad headings:
 - (a) Awards for:
 - (i) Gallantry and distinguished service in operational areas.
 - (ii) Acts of gallantry not in the face of the enemy.
 - (b) Awards for inclusion in either the New Year Honours List or the Sovereign's Birthday Honours List.
 - (c) Medals for meritorious service or for long service and good conduct.
 - (d) War medals for service in a specified operation or operational area.
- (2) In addition, Mentions-in-Despatches, Queen's Commendations for Bravery, Queen's Commendations for Bravery in the Air and Queen's Commendations for Valuable Service may be awarded.
- (3) Awards granted by certain civilian societies are officially recognised and may be worn in uniform.
- (4) Persons recommended for awards other than those mentioned in para **J238**(8) must be known to be alive at the time the recommendation is forwarded to PMA SPACE(AS).

J238. Gallantry Awards and Operational Awards.*Sponsor: ACOS Pers Pol*

- (1) The following awards may be recommended for gallantry and distinguished service in an operational area:
 - * Victoria Cross
 - Companion of the Order of the Bath
 - Commander of the Order of the British Empire
 - * Distinguished Service Order
 - Officer of the Order of the British Empire
 - Member of the Order of the British Empire
 - * Royal Red Cross (Class I)
 - * Distinguished Service Cross
 - * Military Cross
 - * Distinguished Flying Cross
 - Royal Red Cross (Class II)
 - * Distinguished Conduct Medal
 - * Conspicuous Gallantry Medal (Naval)
 - * Conspicuous Gallantry Medal (Flying)
 - * Distinguished Service Medal
 - * Military Medal
 - * Distinguished Flying Medal
 - * British Empire Medal
 - Mention-in-Despatches
 - Queen's Commendation for Brave Conduct
 - Queen's Commendation for Valuable Service in the Air.

(2) The following awards may be recommended for non-operational gallantry, ie not in the face of an enemy:

- * George Cross
- * Royal Red Cross (Class I)
- * Air Force Cross
- Royal Red Cross (Class II)
- * George Medal
- * Air Force Medal
- * Queen's Gallantry Medal.
- Queen's Commendation for Bravery
- Queen's Commendation for Bravery in the Air.

(3) The award of a bar (or additional bar) may be recommended for the holder of an award marked *.

(4) Relevant extracts from the Statutes and Warrants governing the above awards (except Queen's Commendations and Mentions-in-Despatches) are to be found in [Appendix 28A](#) (RAF only).

(5) A recommendation for an award for gallantry should be made as soon as possible after the action for which the award is proposed.

(6) On proposals submitted by the C in C, a scale of awards may be approved for a specific operation or operational area. Instructions regarding individual recommendations are issued when the scale has been approved.

(7) In time of war, with a view to immediate reward in specially deserving cases, the Sovereign may place a limited number of awards at the disposal of a C in C or Force Commander, who may approve an award and permit the recipient to wear the ribbon and use the appropriate letters after his name. Such awards require the formal approval of the Sovereign and details are to be forwarded to PMA SPACE(AS) as soon as possible.

(8) Posthumous Awards. All service gallantry awards may be awarded posthumously except for the DSO. However, the AFC and AFM may only be awarded posthumously for an act of gallantry and the RRC and ARRC may only be awarded posthumously for an act of bravery.

(9) Civilians. Acts of gallantry by civilians (whether Crown servants or not) which appear to attain a standard meriting recognition should be reported through the same channels as recommendations for Service personnel. If the act is not considered to be of a sufficiently high standard to justify a State award, a Defence Council letter of appreciation may be recommended.

(10) Recommendations. Are to be treated "RESTRICTED HONOURS" or higher. They are to be submitted in accordance with instructions contained in [AP 3392 Vol 4 Chap 20](#), on the appropriate form - see also [Appendix 28B](#).

(11) A recommendation may be submitted to the Royal Humane Society for an award for saving or attempting to save life - see para **J244**.

J239. The New Year Honours List and the Sovereign's Birthday Honours List.

Sponsor: ACOS Pers Pol

(1) The following awards may be recommended for the New Year and Sovereign's Birthday Honours Lists:

- Order of the Bath
- Order of the British Empire
- Royal Red Cross

(2) Extracts from the Statutes and Warrants governing the above awards (except Queen's Commendations) are to be found in [Appendix 28A](#).

- (3) When more than one name is submitted for any particular award, the order of priority of merit is to be stated.
- (4) Retired officers and ex-officers serving in civilian posts are not eligible for awards in the Military Division of an Order.
- (5) Recommendations, which are to be treated "RESTRICTED HONOURS" or higher, are to be forwarded in accordance with instructions contained in [AP 3392 Vol 4 Chap 20](#), in the form set out in [Appendix 28B](#).

J240. Medals for Meritorious Service and for Long Service and Good Conduct.

Sponsor: ACOS Pers Pol

- (1) The medals which are awarded for meritorious service and for long service and good conduct are:

The Meritorious Service Medal
The Long Service and Good Conduct Medal.

- (2) The Meritorious Service Medal is common to all three Services. Each Service has its own Long Service and Good Conduct Medal and each medal is constituted under a separate set of Regulations - see [Appendix 28C](#), Section 1 (RAF only).
- (3) Recommendations by COs for Meritorious Service Medals are required. Candidates will be considered by a Board of Officers at HQ AIR. Recommendations for the Long Service and Good Conduct Medal are to be made in accordance with Section 1 to [Appendix 28C](#) (RAF only).

J241. War Medals and Clasps.

Sponsor: ACOS Pers Pol

The conditions governing the grant of war medals, the procedure for submitting the names of personnel who appear to be eligible and instructions regarding issue are announced after the institution of the award. See also [AP 3392 Vol 4 Chap 20](#).

J242. Presentation of Insignia of Orders, Decorations and Medals. *Sponsor: ACOS Pers Pol*

- (1) The insignia of the awards referred to in para **J237**(1)(a) and (b) are presented to the recipients at Investitures held at Buckingham Palace, Holyrood Palace or Cardiff Castle or by the representative of the Sovereign or by a senior officer of the Forces.
- (2) Arrangements for the presentation of the following awards are set out in clauses (3) to (9):
 - (a) Victoria Cross
George Cross
Knights Grand Cross
Knights Commanders
 - (b) Companions and Commanders of Orders
Distinguished Service Order
Officers and Members of the Order of the British Empire
Conspicuous Gallantry Cross
Royal Red Cross

Distinguished Service Cross

Military Cross

Distinguished Flying Cross

Air Force Cross

George Medal

Queen's Gallantry Medal

(c) Mention-in-Despatches

Queen's Commendation for Bravery

Queen's Commendation for Bravery in the Air

Queen's Commendation for Valuable Service

(d) Medals for meritorious service or for long service and good conduct.

(3) Recipients of any of the awards referred to in clause (2)(a) above will be summoned to an Investiture provided they are in the UK and it is practicable for them to attend. If recipients of the Victoria Cross or the George Cross are unlikely to be in the UK for a considerable time, arrangements may be made for presentation of the awards overseas by the appropriate representative of the Sovereign.

(4) Recipients of any of the awards referred to in clause (2)(b) above who are in the UK will be summoned to an Investiture. Otherwise, the award will be presented by the appropriate representative of the Sovereign.

(5) The awards referred to in clause (2)(d) above will be sent to the CO, who is to arrange for presentation to the recipient at a suitable parade.

(6) Medals sent to Service authorities are to be kept in safe custody pending presentation. Receipts are to be obtained from the recipients after presentation.

(7) Invitations to attend Investitures will be sent from the Central Chancery of the Orders of Knighthood and will give precise information about the ceremony and will be accompanied by a form of application for guest tickets.

(8) An individual attending an Investiture is to wear the ribbon of the award which is to be presented, but no insignia or medals.

(9) The rules regarding travelling expenses are laid down in para **2475**.

J243. Wearing of Orders, Decorations, Medals and Ribbons.

Sponsor: ACOS Pers Pol

(1) The regulations governing the manner of wearing decorations, medals and ribbons and the order in which they are to be worn are laid down in AP 1358. (Dress Regulations for the RAF).

(2) The ribbon of an Order, decoration or medal is to be worn and the appropriate letters after the name used from the date of the official notification of the award or, in the case of an immediate award under para **J238(6)** as soon as the C in C or Force Commander has approved the award.

(3) When the grant of a war medal has been notified to the Services and names have been submitted, the CO may, pending approval of the award to the individual, provisionally authorize the wearing of the approved ribbon by personnel whose names have been submitted.

(4) Only medals awarded or approved for wear by the Sovereign may be worn in uniform or civilian clothes.

J244. Royal Humane Society Awards.*Sponsor: ACOS Pers Pol*

(1) The Royal Humane Society considers applications for awards to personnel who have taken part in rescues or attempted rescues from drowning or asphyxia (including the use of artificial respiration) and from dangerous cliffs or other heights and also analogous cases of gallantry displayed in the aeronautical field, eg in connection with aircraft crashes. Occurrences solely involving Service personnel may be reported, as well as those which involve Service personnel and civilians. Cases coming within the scope of the Royal National Lifeboat Institution, the Society for the Protection of Life from Fire, or local (eg Glasgow and Liverpool) Humane Societies, will not be considered.

(2) Cases of gallantry where a recommendation for a State award has not been made or, if made, has been unsuccessful, may be referred to the Secretary, Royal Humane Society, Brettenham House, Lancaster Place, London, WC2E 7EP.

(3) For home units, application should be made within two months of the date of occurrence; for units abroad, within 18 months. The Society may waive the time limit for applications by home units where an initial recommendation for a State award has been unsuccessful.

J245. Civil Awards for Gallantry.*Sponsor: ACOS Pers Pol*

No restriction is placed on the acceptance of any British civil award for gallantry, but the only insignia and ribbons of such awards which are allowed to be worn with uniform are:

(1) Sovereign's awards. These medals are worn on the left breast.

(2) Other awards - The Life Saving Medal of the Order of St. John of Jerusalem, the medals of the Royal Humane Society and the medal of the Royal National Lifeboat Institution. Awards are to be reported to HQ PTC (AMPSec(SC)1) so that the necessary authority may be given for them to be worn. They are worn on the right breast and the insignia and ribbon of one award only may be worn for one act of gallantry.

J246. Commonwealth and Foreign Awards.*Sponsor: ACOS Pers Pol*

(1) The regulations governing the acceptance and wearing of Commonwealth and Foreign Orders, Decorations and Medals are contained in [J Appendix 5](#). The restrictions referred to in para 9 are that only one Commonwealth or foreign medal may be worn for one act of gallantry. Service personnel may not accept any Commonwealth or foreign award which is not designed to be worn. HQ PTC (AMPSec(SC)1) should be notified of any award made.

(2) The regulations governing the manner of wearing Commonwealth and foreign orders, decorations and medals are laid down in AP 1358.

(3) All applications for permission to wear foreign or Commonwealth awards of campaign or commemorative war medals are to be submitted to HQ PTC (AMPSec(SC)1) through the appropriate Command chain.

J247. Wearing of Civil, Commonwealth and Foreign Awards for Gallantry.*Sponsor: ACOS Pers Pol*

Not more than two insignia and medal ribbons may be worn for one act of gallantry. When two insignia and medal ribbons are so worn, at least one of them must be a Sovereign's award.

J248. Recording on Personal Documents.*Sponsor: ACOS Pers Pol*

The grant, forfeiture and restoration of decorations and medals are to be recorded on the individual's personal documents by the officer in charge of those documents.

J249. Packages Containing Medals.*Sponsor: ACOS Pers Pol*

Transit services are to be used as fully as possible for the dispatch of medals and each package is to contain a receipt which is to be signed by the recipient and returned. Where transit services cannot be used World War II campaign medals and stars are to be dispatched by ordinary second

class post, packages containing any other non-personalised bronze or cupro-nickel medals or stars are to be sent by the Recorded Delivery Service and packages containing decorations, medals containing precious metal or personalised bronze or cupro-nickel medals are to be Registered, the minimum fee only being paid. Medals of those who are killed in action or die whilst serving will be sent by post from the Army Medal Office to PMA (PMA(Sec)1c(RAF)). PMA (PMA(Sec)1c(RAF)) will forward the medals (which will have been mounted and placed in a presentation case by the Army Medal Office) to the deceased's last AOC who will be responsible for making arrangements for presentation in accordance with the wishes of the next of kin.

J250. Custody.

Sponsor: ACOS Pers Pol

Decorations and medals are normally kept by the individual to whom they are awarded. COs are responsible for ensuring that ratings, soldiers and airmen are in possession of the decorations and medals they are authorized to wear.

251. Airmen proceeding on Active Service.

Sponsor: ACOS Pers Pol

When airmen are proceeding on active service from the UK, their decorations and medals are to be held in safe custody in the UK. When active service is declared whilst they are outside the UK, the officer in command is to make arrangements for the safe custody of decorations and medals. If airmen serving outside the UK proceed to an active service area, such arrangements are to be made before they depart.

252. Reservists.

Sponsor: ACOS Pers Pol

When a reservist is called up (except for training) or rejoins on mobilisation, he is not to bring his decorations and medals except when he has no place where he can leave them in safe custody. In the latter case, they may be sent to PMA (PMA(Sec)1c(RAF)) for the duration.

253. During Voyages.

Sponsor: ACOS Pers Pol

Decorations and medals of airmen proceeding overseas by sea are to be handed over for safe custody during the voyage.

J254. When Travelling on Change of Station.

Sponsor: ACOS Pers Pol

By whatever means of travel, decorations and medals are to be carried in the personal kit accompanying the individual and are not in any circumstances to be sent with unaccompanied baggage.

J255. Responsibility for Loss during Affixing by Tailors.

Sponsor: ACOS Pers Pol

Individuals who make private arrangements with a tailor for mounting decorations or medals are to be personally responsible for any loss or damage which may result.

J256. (Omitted)

J257. Loss and Replacement.

Sponsor: ACOS Pers Pol

(1) When a decoration or medal is lost, the owner is immediately to report the loss to his CO and all available information is to be recorded. Where the loss is caused entirely by unavoidable circumstances arising out of the exigencies of the Service, replacement may be at the public expense, but losses caused by the circumstances and accidents of private life will not be chargeable to the public. When replacement is at public expense, a certificate will be required that no compensation has been received or will be claimed from any other source, eg insurance.

(2) COs are to forward applications for replacement through the usual channels to HQ PTC (AMPSec(SC)1) for State awards and PMA(Sec)1c(RAF) for campaign

and long service medals with all available information and are to record their opinion as to whether the loss was accidental or the result of neglect. Where the loss has been the subject of a charge the result of the trial is to be forwarded with the application for replacement.

(3) Attention is drawn to the desirability of insuring decorations and medals against loss not

arising out of the exigencies of the Service.

- (4) If replacement of a decoration or medal bestowed by a Commonwealth or foreign Government or by a civil authority is desired, application should be made to the appropriate representative.

J258. Personnel Sent to Hospital.

Sponsor: ACOS Pers Pol

The decorations and medals of personnel sent to hospital are to be dealt with as directed in para **1506A**.

J259. Personnel of Unsound Mind.

Sponsor: ACOS Pers Pol

- (1) The decorations and medals of an individual who on discharge is sent to a mental hospital or placed in the charge of a local authority will be forwarded by the officer carrying out the discharge to PMA (PMA(Sec)1c(RAF)) with a notification of the date of discharge and the institution to which the man has been sent.

- (2) Similar notification is to be made if the individual is entitled to decorations and medals not yet issued.

J260. Deceased Personnel.

Sponsor: ACOS Pers Pol

Subject to any specific directions in the Statutes or Warrants governing the various Orders, decorations and medals, the decorations or medals of an individual dying in the Services are to be sent to the authority responsible for disposing of his estate, see para **1300**.

J261. Absentees and Deserters.

Sponsor: ACOS Pers Pol

- (1) Decorations and medals of absentees without leave are to be kept in safe custody under unit arrangements.

- (2) Decorations and medals of deserters are to be forwarded to PMA (PMA(Sec)1c(RAF)).

J262. Forfeiture and Restoration.

Sponsor: ACOS Pers Pol

- (1) When any member or former member of the armed forces has been dismissed the Service with disgrace, or on conviction for treason, sedition, desertion during hostilities, cowardice, mutiny or other great infamy, consideration will be given to the forfeiture of campaign and commemorative medals and clasps thereto in accordance with the respective Service warrants or discretionary powers. Each Service will operate a 2-stage procedure for cases where forfeiture might be appropriate.

- (2) Provision is made for the forfeiture or restoration of Orders, decorations and medals of Orders and gallantry awards in the Statutes and Warrants respectively governing them - see [Appendix 28A](#) (RAF only).

- (3) Mentions-in-despatches, Queen's Commendations for Bravery in the Air and Queen's Commendations for Valuable Service are subject to forfeiture under conditions similar to those for other personal awards for service in operations or for gallantry, as the case may be.

- (4) The conditions under which war medals and awards granted for meritorious service and for long service are forfeited and restored are laid down in [Appendix 28C](#), and [28E](#) (RAF only).

- (5) (RAF only) Medals are to be recovered by COs from servicemen as laid down in [Appendix 28C](#), Section 4.

263. The Queen's Medal for Champion shots of the Air Force.

Sponsor: ACOS Pers Pol

The warrant governing this medal is to be found at **Appendix 28D**.

264-300. (*Omitted*)