DESCRIPTION
The TRBL Honours fall under the guidance and process for recommending an individual for a civilian honour.

OVERVIEW
The award of honours recognises exceptional achievement or meritorious service over and above that which might be expected of individuals in their daily activities. It is a visible symbol of recognition to both recipients and the wider community that their efforts have been properly appreciated.

WHO DOES THIS APPLY TO?
Any civilian candidate for an honour whose nomination will be sponsored by the Secretary of State for Defence.

LEVEL OF HONOURS
The appropriate level of award is determined by grade. These are:

- **Senior Civil Servants**: Knighthood/Dame, Commander – Order of the Bath (CB), Companion – Order of St Michael and St George (CMG) and Commander – Order of the British Empire (CBE)
- **Grades B1 and B2**: Officer – Order of the British Empire (OBE)
- **All other grades**: Member – Order of the British Empire (MBE) or British Empire Medal (BME)

THE NOMINATION
WHO SHOULD BE NOMINATED?

1. Honours are intended to recognise exceptional achievement and nominees should therefore be those whose contribution to MOD/charity goes further than is normally expected. The overriding principle is that awards should be made on merit, defined as achievement and exceptional service. Nominators should therefore look for candidates who have changed things, with the emphasis on specific achievement, have delivered in a way that has enhanced the area or activity concerned, have demonstrated innovation and, where appropriate, leadership, which is delivering results and who carry the respect of their peers.

2. Although recommendations are often put forward for people approaching retirement a national award should not be thought of as an automatic achievement for long and faithful service. There may well be merit in sustained excellence throughout an entire career, but honours are available at all stages of a career for those making outstanding or enduring contributions to policy development and implementation and should be, as far as possible, linked to or made very soon after specific achievements.
You must aim to satisfy two questions which will be in the selectors’ minds:

- why does this individual deserve an award?
- why do they deserve it now?

3. You should also consider timing. The ideal time for someone to receive an award is actually when they are still performing the service for which he/she is recommended as it will be apparent to others exactly what it is that is being recognised; it will also allow the individual to share their pleasure with colleagues, many of whom will likely be aware of the reasons behind the award. Nominations which might be seen as an afterthought should therefore be avoided but if this is not possible, because of a sudden retirement decision, or because the nominee has stepped down from a post earlier than expected, or for other special reasons, the recommendation may nevertheless be made.

4. It is essential that the personal standing of those receiving honours should not be open to question, either through their actions at work or in their private life. The extent to which enquiries are made is a matter for the nominator’s judgement but it clearly saves time and potential for embarrassment if self-evidently inappropriate candidates are excluded at an early stage.

**WHAT YOU NEED TO DO:**

1. **Complete the new Cabinet Office recommendation form.** Once a potential candidate whose performance deserves recognition through the award of a national honour has been identified the Civilian Honours recommendation form must be completed. Please note any letters, photographs etc accompanying the citation will not be considered, therefore only submit the form.

   Submit your forms to the TRBL Focal Point:

   Charlie Cassell, Head of Private Office, The Royal British Legion, 199 Borough High Street, London SE1 1AA

   or e-mail: ccassell@britishlegion.org.uk

2. **Have a well drafted, concise citation.** Competition for the few awards available is strong and it is more than likely that your candidate will not be known to the selectors so a well-drafted citation which sets out clearly the individual’s claim to recognition is crucial. However deserving the case a nominee with a poor citation is unlikely to be successful.

3. **Format of citation:** There is no set format for the drafting of a compelling citation but you might start with a simple sentence that summarises why the candidate should receive an award then expand on those reasons. Tell the reader what they have personally achieved and what the benefits are to MOD now and in the future.

   **Consider including details like:**
   - how challenging the work/task/project has been
   - if pressing deadlines were involved and cost limitations/savings to be made
   - what obstacles had to be overcome and so on.

You should aim to make it clear why this person has succeeded when his/her peers might not have and what personal qualities they have brought to the task in bringing success, especially, where appropriate, their behaviours and leadership skills.
Finally, and crucially, avoid the temptation to pad out the citation with unnecessary superlatives; stick to the facts and concentrate on describing how the nominee has excelled and demonstrated service worthy of recognition.

CHANGES IN CIRCUMSTANCES
Even after your nomination has gone forward you should be prepared to report to the appropriate Focal Point (Charlie Cassell) any change in circumstances which might have a bearing on the case. This might be something as simple as a promotion or change of job or a new home address, but you should also be prepared to report anything of an adverse nature, for example a disciplinary matter or something in their private life which might have a bearing on their suitability for national recognition. It is essential that a nominee’s death is reported immediately; except in the most unusual circumstances awards are not made posthumously so it will be necessary for MOD to withdraw your candidate from consideration as soon as possible.

RE-NOMINATION
Sifting and prioritising of nominees takes place at every stage of the process and it is self-evident that not all those nominated will receive an award. Even the most deserving candidates may not succeed at their first recommendation and it will often be necessary for re-nominations to be made until success is achieved or changes in circumstances make an award no longer appropriate, for example when the activity to be recognised has ended or has been overtaken by other priorities or if other more deserving candidates have been identified. If re-nominating, you should ensure that the citation and factual information is updated to reflect the latest position so that the selectors can see that an award remains both deserved and timely.

HINTS AND TIPS
For citations to be compelling consider the facts, the following questions have been designed to support your thinking, where possible expand on these in detail:

- Personally achieved?
- Benefits to MOD/Charity? (now & in the future)
- How challenging?
- Pressing deadlines involved?
- Any cost limitations/savings made?
- Obstacles to overcome?
- Why has this person succeeded?
- What personal qualities they brought in bringing success?
- Behaviours & Leadership skills (where appropriate)?
- Gone the extra mile? (Not just doing the day job)