

CHAPTER 44

ORDERS AND DECORATIONS, MEDALS AND MEDAL RIBBONS

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CHAPTER 44

ORDERS AND DECORATIONS, MEDALS AND MEDAL RIBBONS

SECTION 1 - GENERAL

4401. Authority For Wear

a. The Queen's Regulations for the Royal Navy require all personnel to wear the proper ribbons for the medals which have been awarded to them and to comply with the instructions respecting the manner of wearing orders, decorations and medals and the order in which they are to be worn, as laid down in these uniform regulations.

b. It is forbidden to wear any orders, decorations or medals without authority. Foreign orders, decorations and medals may be worn only when the Sovereign's permission has been given. This may be sought by application to Naval Secretary's Division. It should be noted, however, that permission is rarely granted and only in the most exceptional circumstances.

4402. Terms of Issue

a. The insignia of orders, decorations and medals and the Ribands to which they are attached are issued gratuitously on presentation; 229mm of medal ribbon for sewing on to garments is also supplied in the case of campaign medals.

b. Brooches for medals and medal ribbons are available from service stores. Officers purchase these items as required. Ratings and RM warrant officers, NCOs and men and associated reservists awarded a medal are given a gratuitous issue of one medal brooch and one medal ribbon brooch of the appropriate size.

c. Replacement brooches and ribbons are purchased as required.

d. Miniatures, ribbons and brooches for miniature medals and ribbons are not provided but may be purchased privately at the individual's expense.

4403. Order of Precedence

Orders, decorations, medals and medal ribbons are to be worn arranged in the order of sequence (or seniority) shown in JSP 761 'Honours and Awards in the Armed Forces' The number of each type of insignia of orders, which may be worn, with various dresses is shown in the Table of Dresses (Chapter 3 Annex 3A (RN)), (Chapter 4 Annex 4A (RM)). When the insignia of more than one order are worn, the one occupying the first position should be the most senior, unless for any reason a junior or foreign order is more appropriate to the occasion.

4404. Conditions Governing Awards

Extracts from the various Statutes and Warrants regulating the awards of Orders, Decorations and Medals are to be found in JSP 761. A number of Statutes and Warrants are in course of amendment, to take account of revised eligibility criteria introduced in 1994. Until such time as these are published, it should be noted that all gallantry awards are available at all ranks and rates.

4405. Maritime Reserves

Details of Awards for Maritime Reserves are at BRd 3(2) Chapter 8.

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SECTION 2 - MANNER OF WEAR

4406. Insignia of Orders

- a. The insignia of the various orders are as follows:
- (1) **First Class.** Knights of the Garter, Thistle and St Patrick and Knights and Dames Grand Cross and Grand Commander. Broad riband (with badge attached). Collar when ordered.
 - (2) **Second Class.** Knight and Dame Commander - star. Neck decoration (i.e. badge suspended on narrower riband, normally worn round neck).
 - (3) **Third Class Companion and Commander.** Neck decoration (but the badges of companions of the Distinguished Service Order and imperial service order are worn as medals only).
 - (4) **Fourth and Fifth Classes.** Officers and members - badge worn as medal.

4407. Broad Riband

- a. The broad riband of Knights of the Garter and Thistle is worn over the left shoulder, the bow from which the badge is suspended resting on the right hip. The broad riband of other orders is worn over the right shoulder, with the badge on the left hip. The ribands of orders when the riband alone is worn will be of the width of the ribands of the membership of the order. If there is no membership class the riband will be of the width of the riband of the companionship of the order.
- b. With ball dress the broad riband is worn under the mess jacket and over the waistcoat (or dress).
- c. With full dress the broad riband is required to pass under the shoulder strap, and in dresses which do not include shoulder straps the procedure is as follows:
- (1) If an aiguillette is worn on the right shoulder the broad riband, other than that of the Garter and Thistle, is worn under the aiguillette shoulder strap. For the Garter or Thistle an additional aiguillette shoulder strap is worn on the left shoulder.
 - (2) If an aiguillette is not worn on the right shoulder the broad riband is worn under a blue cloth shoulder strap ornamented with gold and blue cord, of the pattern worn with 'Staff' type aiguillettes (Chapter 39, Para 3913).

4408. Collar

- a. The collar of an order is worn on certain special occasions as ordered, instead of the broad riband, with full dress only (Nos. 1 and 1W Dresses). The collar is worn under the shoulder straps or epaulettes near the outer edge, hanging at an equal distance back and front, with the badge suspended below the front centre.

b. Collar Days, in accordance with instructions of the Central Chancery of the Orders of Knighthood are Easter Sunday, Ascension Day, Whit Sunday, Trinity Sunday, 1 January, 6 January (Epiphany), 25 January (Conversion of St Paul), 2 February (Presentation of Christ in the Temple), 6 February (The Queen's Accession), 1 March (St David), 17 March (St Patrick), 25 March (Lady Day), 21 April (The Queen's Birthday), 23 April (St George), 29 May (Restoration of the Royal Family), 2 June (The Queen's Coronation), 10 June (The Duke of Edinburgh's Birthday), 24 June (St John Baptist), 4 August (Queen Elizabeth, The Queen Mother's Birthday), 6 August (Transfiguration), 29 September (St Michael and All Angels), 1 November (All Saint), 30 November (St Andrews), 25 December (Christmas Day), 26 December (St Stephen), 28 December (Innocent's Day), when Her Majesty opens or prorogues Parliament and by those taking part in the Ceremony of an Introduction of a Peer in the House of Lords. In dresses that do not include shoulder straps, the procedure is as follows:

(1) If an aiguillette is worn on the right shoulder an additional aiguillette shoulder strap is worn on the left shoulder.

(2) If an aiguillette is not worn on the right shoulder a pair of blue cloth shoulder straps as described in Para 4407 c [sub para \(2\)](#) is worn.

c. The holder of more than one First Class Order, when wearing the collar of one order also wears the broad riband of the next order in sequence. Only one collar may be worn.

4409. Stars

a. Stars of orders are worn on the left side.

b. When only one star is worn it should be in the centre line of the breast pocket with the upper point not less than 25mm below the lip of the pocket, or in the corresponding position on garments without a breast pocket.

c. When two stars are worn the second star is placed directly below the first, with its upper point not less than 25mm below the lower point of the star above.

d. When three stars are worn the second and third stars are normally worn below the first, in horizontal line, with the second towards the wearer's right, but if in this position the stars interfere with the broad riband, the first and second stars may be worn in line, senior star to the right, with the third star beneath.

e. When four stars are worn the first is worn above, the second and third in line below, senior star to the right, and the fourth below again, in vertical line with the first.

f. When either three or four stars are worn on the undress coat it is necessary to position the first so that the second is clear of the top left-hand button of the coat, for which purpose it is permissible for the top star to be worn with its upper point up to 13mm above the lip of the breast pocket.

- g. With women officers' dresses which include a cape or bolero, stars are worn thereon - not on the dress.

4410. Neck Decorations

- a. With the ceremonial day coat, and with RM tunics and frockcoat with stand collar, the first or only badge is worn with the riband inside the coat or tunic collar, emerging between the hook and eye and the bottom of the collar. If a second badge is worn it is suspended from a small eye stitched inside the coat or tunic, on 76mm of ribbon emerging between the first and second button on the right-hand side.
- b. With a turned-down collar and day tie the first or only riband is worn inside the collar and over the tie, with the badge immediately below the knot of the tie. The second riband, if any, is worn on naval-type uniforms immediately below the first, the lower part of the badge resting on the cross of the lapel of the coat. Chaplains may wear neck decorations in a corresponding manner with the clerical collar. On military type uniforms the second riband emerges 19mm below the top button of the jacket, being suspended from a small eye stitched inside.
- c. With winged collar and bow tie (only to be worn in the evening) one neck decoration only may be worn and the riband is worn the collar but under the tie, the badge hanging as close as possible below the bow.
- d. With the white tunic the first or only badge is worn with the riband inside the tunic collar and the badge emerging to hang 19mm below the collar, and other badges, if any, are worn emerging between the buttons of the tunic, each 25mm below the badge above.
- e. Until replaced by the new mess dress, women officers' dresses which include a cape or bolero the riband is made up into a bow and worn with the badge attached below it on the left side of the cape or bolero, immediately below the medals, which should be moved up as necessary to provide room. When two badges are worn the senior badge is placed above and overlapping the junior. If a star is worn additionally (e.g. by a Dame Commander of an Order) it is positioned below the other decorations.

4411. Medals (Including Badges of The 4th And 5th Classes of Orders and Decorations Worn as Medals)

- a. Medals, suspended from their ribands, are to be worn on the left breast in one horizontal line, with the highest in seniority at the end furthest from the shoulder. Medals awarded by a society for bravery in saving human life, if specially authorised to be worn, are to be worn on the right breast, similarly to those on the left and on the same horizontal line. All medals are worn observe outwards, i.e. with the head of the Sovereign showing.

b. The ribands are to be suspended from a bar, which they must completely cover, without gaps. The bar should be disposed centrally in the space available, without projecting outward beyond the shoulder or inward beyond the opening of the coat, or beyond the centre of a tunic or coat without opening. When the medals are too many to be suspended from the bar so as to be fully seen, they are to overlap, the most senior showing in full. In the case of ratings and ranks below officer, medals should, however, overlap whenever three or more are worn, the length of the bar to be 95mm for three medals up to a maximum of 171mm for larger numbers.

c. The bar should be of the brooch type, with the pin inserted through beackets sewn to the garment. It may, if necessary, come over the lapel of the garment, except when a rifle is carried, when the bar should be under the lapel, as a protection for the medals.

d. The medal bar is worn immediately above the top row of medal ribbons sewn to the garment, or in the same position, and using the same beackets, as the top row of detachable ribbons. See Para 4413 [sub para e](#).

(1) For RMBS ranks wearing No. 1 Fully Dress Blues - Ceremonial Dress the medal bar is worn centrally on the left breast using beackets, the top of the medal bar being positioned horizontally, slightly above the second button down.

(2) For RMBS ranks wearing No. 1 AW Dress - Tropical Full Ceremonial Dress the medal bar is worn centrally on the left breast and is pinned directly onto the fabric 6mm above the top seam of the pocket. Medal ribbons are not worn by band ranks in this uniform.

e. The length of medal riband for medals of normal size is to be 44mm. When two or more medals are worn, the length of ribands of medals of other than normal size should be adjusted so that the lowest points of the medals are all in line. A 44mm medal riband will accommodate four clasps: if more than four are worn the length of riband should be adjusted as necessary, leaving 13mm clear riband above the top clasp.

f. When medals are worn with garments on which medal ribbons are sewn, care must be taken that the ribbons are completely covered. If necessary a piece of material can be attached to the medal bar for this purpose.

g. Where more than one medal has been awarded, the ribands are to be suspended from a bar, which should be of the brooch type, with the pin inserted through beackets sewn to the garment. Medal ribands should be placed side by side up to and including a quantity of 6 medals unless the width of these 6 medals extends past the left shoulder seam of the uniform. In this instance, the 6 medals may be overlapped.

h. **Court Mounting.** Medals may also be worn court mounted. In this method the ribands are mounted on a frame of which the lower edge is in line with the centre of the medals. Commencing from the lower edge of the frame each riband runs over the upper edge and down to the ring of the medal. The medals are stitched down to the ribands. Court mounted medals may also be overlapped however, personnel with 7 or more court mounted medals should always wear them overlapped. Individuals with 6 or more medals may have them court mounted at crown expense. Personnel with 5 or less medals who wish to have them court mounted may do so at their own personal expense.

i. Badges of the 1st, 2nd and 3rd classes of orders are not worn as medals (other than miniatures - see [Para 4412](#)).

4412. Miniature Medals

a. These are half the size of the insignia, which they represent and on ribands 29mm long, are worn in the same manner as full-sized medals.

b. With some exceptions, as detailed in JSP 761, miniatures of all badges of orders and decorations are worn with miniature medals.

c. Except as in [sub para d](#), miniature medals are worn with number 2A/2B Mess Dress/Undress on the lapel of the mess jacket. They may extend over the lapel towards the shoulder but not beyond the lapel on the inner side. The position on RM officers' mess jackets is: Colonels and above, 102mm below the neck point of the shoulder seam; other officers 19mm below the Globe and laurel badge. Until replaced by the new mess dress the officers' capes should be level with the top of the rank badge.

d. Drum Majors wear miniature medals horizontally on the Drum Major's dress belt and centrally on the black band above the word "Gibraltar" so as not to obscure the battle honour.

4413. Medal Ribbons

a. When ribbons are worn apart from the orders, decorations and medals themselves a ribbon is worn for each medal, etc except the Garter, Thistle and St Patrick. The ribbon is the same for all classes of an order. The ribbon is to be worn from the date of the official notification of the award.

b. Length of ribbons to be worn: RN, and personnel - 13mm, but with more than five rows ribbons 10mm long may be worn. Royal Marines - 10mm all cases.

c. The width of the ribbon is to be that of the riband attached to the order, decoration or medal itself. For orders, the width is that of the riband of the lowest class. The normal width in each case is 32mm.

- d. The ribbons are to be sewn on the garments, except on whites, tropical khaki and stone-coloured garments for which a detachable, brooch-type bar similar to the medal bar is to be used, with the pin inserted through beackets sewn in the correct positions. The ribbons are to be arranged in one or more rows as required, without either gaps or overlapping, in order of seniority as for medals, starting at the inside end of the top or only row. The rows should be 6mm apart for officers and Royal Marines and 3mm for others, but officers and Royal Marines may reduce the distance apart if necessary to accommodate a large number. The ribbons of orders, decorations and medals for which only private permission to wear has been given are not to be sewn on the garments.
- e. The ribbons are to be worn on the breast, as for medals, positioned as follows:
- (1) **RN Officers.** Top or only row 25mm below point of shoulder. When additional rows are sewn to the garment the number of ribbons in each row should be such that all visible, while preserving as symmetrical an arrangement as possible. The detachable bar may also have more than one row if necessary, in which case no row should be longer than the one above.
 - (2) **Royal Marines.** First row centrally over the breast pocket, 6mm above the top seam of the pocket. Additional rows centrally over the first, with no row shorter than the one above. Not more than five ribbons to a row, and no row to extend nearer than 19mm from the shoulder seam, but each row to be completed to maximum width before another is started.
 - (a) For female band ranks wearing No. 1A Regimental Dress Blues first row to be sewn centrally on the left breast being positioned horizontally, between the first and second button down so that the medal(s) sit at an appropriate height above the bust point. Additional rows as described above.
 - (b) For band officers and WO1s wearing No. 1 Full Dress Blues - Ceremonial Dress (Frockcoat Order) medal ribbons are to be sewn between the centre seam and left breast buttons with the first row being positioned horizontally, slightly above the second button down. Additional rows as described above. Medals are not worn in this uniform.
 - (3) **Ratings.** Top or only row: on jackets: level with the point of lapel; on blue jumpers: 114mm below point of shoulder; on white uniform: 51mm below point of shoulder. In each case, when there is more than one row, no row is to be shorter than the one above, and the whole display should be as symmetrical as possible about the vertical.
- f. Ribbons must not project outward beyond the point of the shoulder, or inward beyond the centre of the garment or under the lapel, and they must all be visible.

4414. Miniature Medal Ribbons

Ribbons 10mm long and 19mm wide, are worn only with mess dresses. They are not sewn to garments but are worn on detachable, brooch-type bars, in the same positions as miniature medals. See Para 4412 [sub para c](#). Miniature medal ribbons are not worn by Royal Marine and Naval Officers except, in the latter case, for safety reasons when acting as Duty Officer.

4415. Rosettes

Rosettes are worn on certain medal ribbons and miniature medal ribbons to denote clasps to the medals or some special distinction.

4416. Wearing of Foreign Medals

a. The rules governing the wearing of foreign medals are contained in Foreign and Commonwealth (FCO) regulations. The MOD is required to seek and follow FCO guidance if foreign medals are offered to Service or civilian personnel. The FCO advises all foreign embassies of the British rule on a regular basis.

b. HM the Queen approves the receiving and wearing of all foreign medals, orders and decorations. In all cases, requests to receive or wear should be made through the Chain of Command to Naval Secretary for onward transmission, as necessary, to Defence Services Secretary. It will then be for DS Sec to staff the request formally to both the FCO and the Ceremonial Branch of the Cabinet Office, whose agreement is required before Her Majesty's permission is sought. There will inevitably be some delay during this process and it should be noted that permission to wear is given only rarely.

c. Individual foreign awards for gallantry or meritorious service follow the same staffing route. Both may be subject to scrutiny within the FCO which must take account of the employment of Service personnel as State Servants, although it is usual that life-saving actions may be recognised by the appropriate Head of State.

d. No campaign medal for wearing, UK or foreign, may be claimed through concurrent service which gains another campaign medal.

e. Occasions may arise where foreign medals are presented to Service personnel abroad without prior warning. In such cases, individuals must exercise judgement as to whether refusal might give offence and the usual course of action is to accept the award. Thereafter, the Chain of Command is to be informed together with any request to wear and justification for it. Usually, the recipient will be allowed to keep the medal as a memento, not to be worn.

f. See JSP 761 'Honours and Awards in the Armed Forces', Chapter 12, Annex B for the official order of wear for foreign orders, decorations and medals which have been approved for wear.

4417. Wearing of Numerals or Bars Denoting Multiple Tours with UN, NATO or WEU

Rules for the wearing of numerals are derived from the instructions issued by the Secretaries of the UN, NATO or WEU, as amended by any bilateral agreement between the UK and the relevant organisation. The UN makes official provision for numerals, NATO and the WEU do not. In addition, some nations reward multiple tours by the wearing of a medal for each tour. However, the practice or customs of other nations in receipt of the same medals is NOT to be adopted by UK Service personnel unless explicitly authorised in DINs.

4418. Wearing of Unofficial Medals

a. Only those Honours, Decorations, Medals and Awards that have been formally approved by the Sovereign may be worn. This applies to the wearing in uniform and civilian clothing, and by retired members of the Armed Services. Commanding Officers are responsible for ensuring that individuals do not wear medals that are not approved or to which they are not entitled, as well as being responsible for ensuring individuals are in possession of medals to which they are entitled.

b. A number of private companies market unofficial commemorative medals and although there is no reason why individuals may not purchase these items they are still formally classified as unofficial and have not been given approval by the Sovereign, and thus may not be worn. The fact that an advertisement for such medals appears in "in house" Service magazines is not to be taken as an indication that a medal has been formally approved and may be worn.

c. Any queries on the status of any medal, or of an individual's entitlement to it, should, in the first instance, be made to single-Service medal offices.

4419. Wearing of Family Medals

Medals awarded to parents, grandparents, children, siblings or other family members, are not to be worn by serving personnel in uniform. Such 'family' medals may, however, be worn in civilian clothing on suits or blazers and female equivalent dress on the appropriate occasions, when they are customarily worn over the right breast.

SECTION 3 - WEARING OF ORDERS, DECORATIONS AND MEDALS WITH CIVILIAN DRESS

4420. General Conformity

The following instructions, which conform to those promulgated by the Lord Chamberlain's Office in the London Gazette for the guidance of all concerned, apply to both serving and retired personnel when the civilian dress.

4421. Evening Dress

a. The occasions on which the insignia of orders and miniature medals and badges are worn with evening dress are as follows:

(1) At parties and dinners when any of the following members of the Royal Family are present:

- Her Majesty the Queen.
- His Royal Highness the Duke of Edinburgh.

Their Royal Highnesses:

- The Prince of Wales.
- The Prince William.
- The Prince Harry.
- The Prince Andrew.
- The Prince Edward.
- The Princess Anne, Mrs Timothy Lawrence.
- Princess Alice, Duchess of Gloucester.
- The Duke and Duchess of Gloucester.
- The Duke and Duchess of Kent.
- Prince and Princess Michael of Kent.
- Princess Alexandra, the Honourable Mrs Angus Ogilvy.

(The host should notify his guests if any of these members of the Royal Family will be present.)

(2) At parties and dinners given in houses of Ambassadors and Ministers accredited to the Court, unless otherwise notified by the Ambassador or Minister concerned. (A decoration of the country concerned should be worn in preference to a British one, and if both are worn, the former should take precedence over the latter.)

(3) All official dinners and receptions, including Naval, Military and Air Force dinners, dinners of City Livery companies and public dinners. (The word 'Decorations' on the invitation card to be the intimation from the host that the entertainment is an official one.)

(4) On official occasions when entertained by:

- HM Lieutenant of a county within their county.
- The High Sheriff of a county within their county.
- Cabinet Ministers.
- Ex-cabinet Ministers.
- Knights of the Garter, Thistle and St Patrick.
- Great Officers of State and of The Queen's Household.
- Lord Mayors and Mayors.
- Lord Provosts and Provosts.

(The word 'Decorations' on the invitation card to be the intimation from the host that the entertainment is an official one.)

b. With Full Evening Dress the following may be worn:

- Broad riband.
- Up to 4 stars.
- Not more than 1 neck decoration.
- Miniature medals.

c. With Dinner Jackets the following only may be worn:

- Not more than 1 star.
- Not more than 1 neck decoration.
- Miniature medals.

d. On occasions when it is desired that decorations be worn, invitations should state either 'Evening Dress, Decorations' (for full evening dress) or 'Dinner Jacket, Decorations'. When 'Evening Dress, Decorations' is prescribed those not in possession of full evening dress may wear dinner jacket, with decorations, etc. as in Para 3819 sub para c.

With 'Dinner Jacket, Decorations' it is permissible to wear either a stiff evening collar or a soft collar.

4422. Day Dress

The insignia of orders, decorations and medals (full size) may be worn with formal day dress on appropriate official occasions and at public functions. When decorations are worn with formal day dress on such occasions as a British Legion rally or ex-Servicemen's parade, it is customary to wear medals only, stars of orders and neck decorations not being worn.

4423. General

a. Nothing in the above shall affect in any way the practice of the Knights of the Orders of the Garter and Thistle, and Members of the Order of Merit, the Order of the Crown of India and the Order of the Companions of Honour with regard to wearing their insignia in accordance with previous custom.

b. Ladies in civilian dress may wear the orders, decorations and medals to which they are entitled under the same conditions as above, so far as appropriate.

- c. The manner of wearing the insignia of orders, decorations and medals is the same as with corresponding items of uniform.

SECTION 4 - MERITORIOUS SERVICE MEDAL, LONG SERVICE AND GOOD CONDUCT MEDAL, AND GOOD CONDUCT BADGES

The following regulations replace those previously included in BR 8748: "Royal Navy Ratings and Royal Marine Other Ranks' Terms of Service", Chapter 7, and are complementary to JSP 761: "Honours & Awards in the Armed Forces", Chapter 5.

4424. Introduction

a. This section outlines the procedures for the administration of the Regular Services' Meritorious Service Medal (MSM) and Naval Long Service & Good Conduct Medal (LS&GC Medal), and naval Good Conduct Badges (GCB). Regulations for the Reserve Forces' Volunteer Reserve Service Medal (VRSM) and the use of "VR" post-nominal letters, and the Cadet Forces Medal (CFM) are found elsewhere in BR3 and JSP 761.

b. Procedures for State awards recognising outstanding meritorious service, gallantry and bravery are in JSP 761.

4425. Meritorious Service Medal (MSM)

a. The MSM can be awarded to not more than 201 candidates from the Regular Forces in each calendar year. The award quota is RN/RM not more than 52, Army not more than 89, and RAF not more than 60 per calendar year. There are no clasps to this award.

b. The rules governing this award are set out in [Annex 44A](#) to this Chapter.

4426. Long Service and Good Conduct Medal (LS&GCM)

a. While each Service has its own LS&GCM, each of which has its own Royal Warrant, they have a common standard of conduct.

b. The regulations for the award of LS&GCM were revised with effect from 1 October 2016. The revised regulations apply to all officers of the Regular Forces who were serving on or after 29 July 2014 and to all Other Ranks of the Regular Forces who qualified for the award of the LS&GCM or to a clasp to the medal on or after 1 October 2016. Other Ranks who have left Regular service before 1 October 2016 will have their eligibility assessed through the previously published regulations.

c. To qualify for consideration for the LS&GCM under the revised regulations, personnel must be serving in the Regular Forces and have completed 15 years' eligible service from the date of attestation irrespective of age. Clasps are available for this award after each further period of 10 years' Regular Forces service. It makes no difference if an individual is commissioned at any stage during these 15 years or subsequently. Any entry on an individual's JPA disciplinary record will automatically lead to a delay of 15 years from the date of the most recent offence or a delay of a further 10 years for the clasp. Certain minor offences and sanctions as well as training offences committed when still in training as defined in single Service regulations may be discounted.

d. The rules governing this award are set out in [Annex 44B](#) to this Chapter.

4427. Forfeiture and Restoration

Once forfeited, the MSM may not be restored. An individual who has already been awarded the LS&GCM who subsequently incurs an entry on his/her disciplinary record cannot forfeit the medal but will incur an automatic delay before the clasp can be awarded. If the individual also holds the MSM, it will be liable to forfeiture if the individual's conduct is no longer irreproachable. However, an individual who is sentenced to imprisonment for a period greater than 6 months and/or is dismissed with disgrace is liable to forfeit the LS&GCM or VRSM as well as Campaign, Commemorative and other Service medals in accordance with Chapter 9 of JSP761. All medals can be restored after a further period of service on application to the Defence Council in accordance with Chapter 9 of JSP761.

4428. Good Conduct Badges

The rules governing the award, deprivations and restoration of Good Conduct Badges are at [Annex 44C](#) to this Chapter.

ANNEX 44A

MERITORIOUS SERVICE MEDAL

The following regulations replace those previously included in BR 8748 'Royal Navy Ratings and Royal Marine Other Ranks' Terms of Service', Chapter 7, and are complementary to JSP 761 'Honours & Awards in the Armed Forces', Chapter 5.

1. The Meritorious Service Medal (MSM) is awarded to recognise the good, faithful, valuable and meritorious service of non-commissioned personnel who are of irreproachable character and conduct. Non-commissioned personnel serving on Extended Service engagements are also eligible for award of the MSM. Reserve Forces personnel, including ex-Regular Service personnel serving on FTRS engagements, and Royal Fleet Auxiliary personnel, are not eligible to be considered.
2. Selections for the award of the MSM will be made Service twice yearly for announcement in Jun and Dec.
3. The award of the MSM does not give the recipient any financial benefits or entitlement to use post-nominal letters.
4. In order to be considered for the MSM, a candidate must be nominated by their Commanding Officer (CO) and fulfil the following prerequisite conditions:
 - a. Achieved 20 years' paid reckonable service from age 17½, or date of entry/enlistment/attestation if later. Previous service in any of the UK Regular Armed Forces may be aggregated.
 - b. Attained the rank of substantive OR 5/6 (Petty Officer/Sergeant) at some time during their service.
 - c. Be in possession of a UK Regular Armed Forces LS&GCM. Naval Service personnel must also be in possession of the full number of Good Conduct Badges appropriate to their length of service.
 - d. Have provided good, faithful, valuable and meritorious service, with the highest, unbroken, standards of conduct - ie. VG - throughout their career. (Note: On 1 Jan 00 Career Checks (CC) were introduced in the Naval Service. Naval Service candidates must have aggregated VG/CC-free service. For the purposes of consideration for the MSM, a CC will equate to a break in VG Conduct). Consideration for the MSM will normally require a conduct record completely free of any disciplinary entry.
5. Officers with previous non-commissioned service may only be considered for the MSM if they meet the above criteria and are recommended by their CO prior to being commissioned, and are selected to receive the award within 12 months of having been commissioned. Divisional and Corps Regimental Sergeant Majors (RSM), who may have been commissioned but fulfil a senior RSM appointment, may also be eligible while in post. Non-commissioned personnel who have retired or otherwise left the Service may be considered once only, in time for the Jun or Dec announcement as appropriate, immediately following their last day of paid service.

6. A break in service that is not due to Dismissal, sentence of Imprisonment, or other misconduct, will not be considered as breaking the continuity of VG and CC-free service, but time spent outside the Service will not count towards the length of service qualifying criterion. Additionally, service in the Reserve Forces during a break in service will not count towards the length of service qualifying criterion for the MSM.

7. Nomination Procedure

The MSM is a prestigious award and COs are to ensure that only the most worthy and deserving candidates are nominated. Candidates' service and conduct must have been of the highest order throughout their career, acting as an example to others and reflecting credit on themselves and the Naval Service. Attainment of positions of authority, for example RSM should not, of itself, be justification for a nomination. Only those whose service is judged truly meritorious should be nominated and written recommendations must contain evidence to justify the submission. Evidence of noteworthy achievements is particularly valuable. This might include achievement in the course of military duty or in extra-curricular activity that benefits the Service or the public (for example, voluntary or charitable work, or sporting achievement). A recommendation that amounts to no more than a bland description of a candidate's service record is unlikely to be successful. Personnel who have simply performed long service with good conduct should not be recommended for the MSM. As far as possible, the recommendation should take account of the candidate's whole Service record, with particular emphasis on the last 10 years' service preceding the recommendation.

8. Recommendations are to be initiated by COs on Form JPA S004; no other Service documentation is required. Recommendations should be supported through the chain of command, with two levels of endorsement wherever possible, ie. to 2 Star level. Endorsement at higher than 2 star level is not required unless this forms part of the two levels of command chain. Orders of merit from endorsing officers should be submitted if endorsing more than one recommendation.

9. COs and endorsing officers have the discretion of whether or not to endorse a recommendation and forward it for consideration. As with all nominations for Honours & Awards, MSM nominations must be handled in strict OFFICIAL-SENSITIVE-HONOURS and candidates must not become aware that they have been recommended for an award.

10. Recommendations may be submitted at any time once a candidate has qualified by time served or will have qualified by time served by 1 Jun or 1 Dec as appropriate. Nominating officers are to take particular care to ensure that nominations for candidates with an imminent departure from the Service are received in time to be considered for announcement in the Jun or Dec immediately following their last day of paid service. Nominations for a Jun announcement must be received by the authorities below by 1 Apr; those for Dec must be received by 1 Oct¹. Following endorsement by chains of command, Forms JPA S004 are to be dispatched as follows:

Naval Service MSM Selection Panel
Naval Secretary (Honours & Awards)
Navy Command Headquarters, Leach Building (MP 3.1)
Whale Island, Portsmouth, PO2 8BY

1. For the RAF, candidate nominations should be forwarded to the RAF MSM Selection Panel by 28 February and 31 August respectively.

11. Normally, there are more recommendations received than awards available and hence only the most deserving of candidates will be selected. In order to preserve the prestige and integrity of the MSM, however, if insufficient nominations of appropriate merit are received, the selection panel may decide to forego all of the annual allocation.

12. Recipients will be notified individually of their award through the chain of command concurrently with the half-yearly State Honours Lists and the names of recipients will be promulgated through single Service channels. The award of the MSM will also be published in the London Gazette in due course. The award of the MSM will be recorded by the appropriate single Service authority on the recipient's JPA Service record.

13. Unsuccessful nominations may be resubmitted, providing the candidates retain their CO's confidence that they remain suitable for consideration for the award.

14. The MSM will be presented under single Service arrangements. The medal is to be presented in a manner that reflects the prestigious nature of the award.

15. NavSec (H&A) is to be notified immediately if, between the submission of a nomination and the presentation of the Medal, a candidate comes to notice in a way that casts doubt on their suitability to receive the award.

16. Forfeiture of MSM

Details regarding forfeiture of the MSM are in JSP 761 Chapter 9. Once forfeited, the MSM cannot be restored. Forfeited medals are to be returned to the MOD Medal Office for disposal. Single Service authorities will arrange for the forfeiture to be gazetted and for the individual's JPA Service record to be annotated.

ANNEX 44B

LONG SERVICE AND GOOD CONDUCT MEDAL

The following regulations replace those previously included in BR 8748: "Royal Navy Ratings and Royal Marine Other Ranks' Terms of Service", Chapter 7, and are complementary to JSP 761: "Honours & Awards in the Armed Forces", Chapter 5.

1. The regulations for the award of LS&GCM were revised with effect from 1 October 2016. The revised regulations apply to all officers of the Regular Forces who were serving on or after 29 July 2014 and to all Other Ranks of the Regular Forces who qualified for the award of the LS&GCM or to a clasp to the medal on or after 1 October 2016. Other Ranks who have left Regular service before 1 October 2016 will have their eligibility assessed through the previously published regulations.

2. To qualify for consideration for the LS&GCM under the revised regulations, personnel must be serving in the Regular Forces and have completed 15 years' eligible service from the date of attestation irrespective of age. Clasps are available for this award after each further period of 10 years' Regular Forces service. It makes no difference if an individual is commissioned at any stage during these 15 years or subsequently. Any entry on an individual's JPA disciplinary record will automatically lead to a delay of 15 years from the date of the most recent offence or a delay of a further 10 years for the clasp. Certain minor offences and sanctions as well as training offences committed when still in training as defined in single Service regulations may be discounted.

3. Qualifying Conduct

The LS&GC Medal is a prestigious award. An individual or the Commanding Officer who receives the medal through the automated issue process but has doubts whether it is in all respects deserved in terms of good conduct should contact the MOD Medal Office or their single Service medal point of contact for advice. It may be an offence to knowingly accept and wear a LS&GC Medal and/or clasp to which entitlement may not be appropriate. A guide to the effect of certain offences/misconduct on eligibility for the award of the LS&GCM is at [Appendix 1](#).

4. Qualifying Service

To qualify for consideration for the medal or clasp under the revised regulations, personnel must be serving in full time service with the Regular Forces at the time of eligibility or application. Additionally:

a. Individuals must have completed 15 years' service in the Regular Forces from the date of attestation. Clasps are awarded for every 10 years' additional service from the date of the award of the medal or previous clasp.

b. Any entry on the disciplinary record will automatically incur a delay for a further period of 15 years from the date of the most recent entry. If an individual incurs a disciplinary entry after receiving the medal, eligibility to the clasp or additional clasps will be automatically delayed for a period of 10 years from the date of the most recent entry. A minor or training offence as listed in single Service Regulations will not incur a delay unless there are multiple offences.

- c. Service on FTRS and NRPS engagements or as a Reservist is not reckonable for the medal.
- d. Naval Service only: Possession of all three Good Conduct Badges (see Annex C).
- e. Naval Service only: Career Checks (CC) were introduced on 1 January 2000 when Character Assessments ceased to be made. For awards falling between 1 January 2000 and 31 December 2014, Character Assessments and Career Checks are to be taken into consideration. To be eligible, an individual must have completed a combination of 15 years' continuous VG Character/Career Check-free service, with no previous Character Assessment below 'Good'. When Character has been assessed as 'Good' on 31 December in any one year, qualifying service is to begin on the following 1 January. The award of a Character Assessment below 'Good' will be disqualification from consideration for the Medal.

5. Break in Service

A break in service (note, not a break in conduct) or a Career Intermission that is not due to dismissal, sentence of imprisonment, or other misconduct, will not be considered as breaking the continuity of service but time spent outside the Service will not count towards the length of service qualifying criterion. Service in the Reserve Forces during a break in service will not count towards the length of service qualifying criterion for the medal or clasp.

6. Award Process

a. **Medal.** The MSM is a The JPA database will automatically identify those who have completed 15 years' service with no entries recorded on their disciplinary records. The selected names are downloaded twice weekly onto the MOD Medal Office database. Staff checks are conducted, following which the medal is selected, engraved, and despatched to the Commanding Officer of the named recipient. The Commanding Officer is to ensure that there are no pending disciplinary proceedings and arrange for the award to be presented. If there are disciplinary proceedings pending, the Commanding Officer is to retain the medal until such time as the disciplinary proceedings are resolved. If no disciplinary action is taken, the medal can be presented to the individual. However if the date of an offence or offences resulting in an entry on the individual's disciplinary record is before the qualifying date for the medal and therefore incurs a delay of 15 years, the Commanding Officer is to return the medal to the MOD Medal Office with a covering letter detailing the circumstances.

b. **Clasps.** JPA will identify those who have completed additional periods of 10 years Regular service following the award of the medal or previous clasp. The MOD Medal Office will conduct staff checks and then dispatch the clasp to the Commanding Officer of the individual. The Commanding Officer is to ensure that there are no pending disciplinary proceedings and make arrangements for the award of the clasp. If there are disciplinary proceedings pending, the CO is to retain the clasp until the disciplinary proceedings are resolved. If no disciplinary action is taken, the clasp can be presented to the individual. However if the date of an offence or offences resulting in an entry on the individual's disciplinary record is before the qualifying date for the clasp and therefore incurs a delay of 10 years, the Commanding Officer is to return the clasp to the MOD Medal Office with a covering letter detailing the circumstances.

c. **Application for Award After Delay.** JPA cannot identify those who have completed a further 15 years after a disciplinary entry or a further 10 years for a clasp. In these cases, individuals are to apply for either the medal or clasp to the MOD Medal Office through their Commanding Officer. The Commanding Officer is to complete JPA Form S002 and submit it to the MOD Medal Office. If there are disciplinary proceedings pending, the Commanding Officer is to retain the medal or clasp until the disciplinary proceedings are resolved. If no disciplinary action is taken, the clasp can be presented to the individual. However if the date of an offence or offences resulting in an entry on the individual's disciplinary record is before the qualifying date for the medal or clasp and therefore incurs a further delay, the Commanding Officer is to return the clasp to the MOD Medal Office with a covering letter detailing the circumstances.

d. **Appeal.** Personnel with an entry on their disciplinary records incurring an automatic delay of 15 years (or 10 years for the clasp) may apply to have the delay removed if they believe the offence to be minor. Applications are to be initiated by a plea of mitigation to their Commanding Officer. If the appeal is supported, the Commanding Officer is to complete JPA Form S002 and submit it together with the individual's plea of mitigation and their own letter of support to the MOD Medal Office. The appeal will then be considered by the appropriate single Service Medal Board. Appeals against single Service Board decisions can be made provided there is continuing support from the Commanding Officer. In these instances, the MOD Medal Office will arrange for the appeal to be considered further by the single Service or the Defence Services Secretary as appropriate.

e. **Previous Permanent Ineligibility.** Other Ranks who had previously had the award delayed or been permanently denied qualifying for the award of the LS&GCM under the previous regulations because of a serious offence on their record may apply for the award provided they were serving in the Regular Forces on 1 October 2016 and had completed a period of 15 years in the Regular Forces from the date of the last offence. Applications from serving individuals are to be made through Commanding Officers. Applications from veterans are to be made direct to the MOD Medal Office.

7. Presentation of Medal

Medals and clasps are to be presented under chain of command arrangements. Arrangements are to be made for the medal or clasp to be presented in an appropriate manner that reflects the prestige of the award.

8. Transitional Arrangements

a. Other Ranks who have already received the LS&GCM and any clasps prior to 1 October 2016 can use any unrecognised period of Regular service towards additional clasps under the revised regulations. For example, an Other Rank who, on 1 October 2016, has 28 years' Regular Service and who was awarded the medal at the 15 year point may claim the clasp for the 10 additional years' Regular Service following the award of the medal and will have accrued a further 3 years' service towards the 2nd clasp. Other Ranks who have left service before 1 October 2016 will have their eligibility assessed through the previously published regulations.

b. An officer who was serving on or after 29 July 2014 and who on 1 October 2016 has 28 years' Regular Service will be awarded the LS&GCM and one clasp and will have accrued a further 3 years' service towards the 2nd clasp. An officer who left the Regular Forces on or after 29 July 2014 with 26 years' Service may claim the medal and one clasp on application to MOD Medal Office.

c. An Other Rank who, on 1 October 2016, has 36 years' Regular Service without any entries on their disciplinary record and who has already been awarded the medal and clasp under the previous regulations, may claim a 2nd clasp from their 35 year point. While this means that they have served only 5 years for the 2nd clasp, this is to ensure parity with an officer who also has 36 years' Regular Service and who has been awarded the medal and 2 clasps under the revised regulations. Both the officer and Other Rank will receive the 3rd clasp on completion of 45 years' Regular service.

9. Service in Commonwealth Armed Forces

Previous time served in Commonwealth Armed Forces may be counted towards the length of service requirement for the LS&GCM as long as that time has not been previously recognised by the award of any form of long service and efficiency decoration.

APPENDIX 1 TO ANNEX 44B

GUIDELINES FOR THE ASSESSMENT OF ENTITLEMENT TO THE LONG SERVICE & GOOD CONDUCT MEDAL



Note. Any list of adverse activity and the response to such activity cannot be exhaustive. Each Contentious Case application is to be assessed on its individual merits but the following table is intended to assist COs.

<p>COLUMN A: AWARD NOW The Medal may be awarded with effect from the candidate's due date, 15 years from age 17 ½ (or date of entry if later)</p>	<p>COLUMN B: "WAIT 15" The award of the Medal is deferred for 15 years from date of offence</p>
<p>NATURE OF OFFENCE (unless the sentence/sanction awarded is listed in the "Wait 15" column)</p>	<p>NATURE OF OFFENCE (unless the sentence/sanction awarded is listed in the "Award Now" column)</p>
<p>AWOL</p> <p>Breach of the Peace</p> <p>Conduct Prejudicial to good order and Service discipline</p> <p>Contravention of Standing Orders</p> <p>Drunk/Drunk & Disorderly</p> <p>Leave offences short of AWOL (including failure to attend)</p> <p>Loss of ID</p> <p>Minor motoring offences, including speeding or insurance offences</p> <p>Neglect of duty</p> <p>Negligent Discharge</p>	<p>Administration of justice offences (including but not limited to perjury and perverting the course of justice)</p> <p>Any offences committed in 'prescribed circumstances' or listed in Schedule 2 under the Armed Forces Act 2006</p> <p>Asleep on watch/duty/sentry duty</p> <p>Criminal damage offences (including but not restricted to Arson and criminal damage)</p> <p>Dishonesty-offences (including but not limited to theft, fraud, obtaining services by deception, forgery, taking a vehicle without consent)</p> <p>Disobedience to lawful command/insubordination</p> <p>Drink-Driving</p> <p>Drugs-related offences</p> <p>Drunk on board/duty</p> <p>Drunk on operations/deployed</p> <p>Explosives or offensive weapons-related offences</p> <p>Failure to apprehend (as sentry)</p> <p>Harassment-related offences (including racial harassment)</p> <p>Ill treatment of subordinates</p>

	<p>Misconduct dealt with by major administrative action rather than disciplinary means</p> <p>Multiple 'minor' offences (usually 4 or more)</p> <p>Possession of indecent images of children or extreme pornography</p> <p>Public order offences (including but not limited to riot, violent disorder, affray, threatening behaviour intended to cause alarm or distress)</p> <p>Road Traffic Offences (serious)</p> <p>Sentry offences</p> <p>Sexual-related offences (including but not limited to rape, assault by penetration, indecent assault, sexual assault, exposure, voyeurism)</p> <p>Smuggling</p> <p>Unauthorised disclosure of sensitive official information</p> <p>Vehicle tampering</p> <p>Violence-related offences against the person (including but not limited to common assault, battery, assault on a police officer, fighting, striking a superior or subordinate, ABH, inflicting GBH (with or without intent), wounding, robbery)</p>
SENTENCE/PUNISHMENT	SENTENCE/PUNISHMENT^a
<p>Admonition</p> <p>Extra Work & Drill</p> <p>Fine under 7 days' pay</p> <p>Reparation Order</p> <p>Stoppage of Leave/Privileges</p>	<p>Any custodial sentence (including committed or suspended sentences of detention or imprisonment)</p> <p>Disrating/Reduction in rank</p> <p>Service Supervision and Punishment Order (SSPO)</p> <p>Fine of 7 days' pay or more</p> <p>Forfeiture of seniority (for officers)</p> <p>Severe Reprimand</p>
SANCTION	SANCTION
<p>Minor Administrative Action</p> <p>Police Caution (including simple or conditional cautions)</p> <p>CO's Logging or Formal Warning</p>	<p>Major Administrative action which involves: a removal from assignment for misconduct (a 'no fault'); Career Check, Reversion following a civil conviction; or, for officers, the imposition of a Displeasure or Severe Displeasure censure</p> <p>Misconduct dealt with by major administrative action rather than by disciplinary means (including but not limited to Bullying or Harassment, Dishonesty, Violence)</p>

a. For details on Administrative Consequences of Punishments under AFA 06 refer to JSP 830 MSL Chapter 13 Paras 34-126.

ANNEX 44C

GOOD CONDUCT BADGES

The following regulations replace those in BR 8748: 'Royal Navy Ratings and Royal Marine Other Ranks' Terms of Service', Chapter 7.

1. Good Conduct Badges (GCB) may be awarded at the Commanding Officer's (CO's) discretion to RN ratings and RM Other Ranks qualified by length of service and conduct.
2. Badges are awarded at the following service points:
 - a. First badge awarded after 4 years.
 - b. Second badge awarded after 8 years.
 - c. Third badge after 12 years.

3. Qualifying Service

The whole of a rating/other rank's service counts as qualifying service, with the following exceptions:

- a. See [Note 2](#) below.
- b. Time in the Second Class for conduct (now known as Service Supervision and Punishment Order (SSPO)).
- c. Time before desertion unless the 'R' is removed.
- d. Time for which pay is not allowed.
- e. Time during which an individual has been out of the Service for any other cause, including periods of unpaid leave. This includes unpaid maternity leave beyond the 14-week Service pay period.
- f. Time under training as a Reservist.



Notes:

1. *Previous regulations that precluded the reckoning of service prior to a period of five years or more outside the Naval Service have been revoked and all service, other than that specified in [Sub Para a](#) - [Sub Para f](#) above, counts as qualifying service.*
2. *With effect from 1 Oct 16, the regulation which stated that service before the age of 17½ does not count as qualifying service for GCB was discontinued (announced Apr 17) in order to align GCBs with changes to LS&GC Medal reckonable service.*

4. Qualifying Conduct

In addition to the periods of qualifying service set out above, an individual must also have a satisfactory conduct record. The minimum requirement is that during the two years of service immediately preceding eligibility by time, an individual must not have received a Career Check (see below). For the award of subsequent badges, an individual must also have been properly in continuous possession of the preceding badge for the 12 months of actual service immediately prior to eligibility by time.



Note. Career Checks (CC) were introduced on 1 Jan 00. Prior to this date, the service requirement was continuous VG Conduct.

5. Commanding Officer's Discretion Regarding Award

a. The CO is to consider the award to an individual who is qualified by length of service and conduct without regard to whether the individual makes application for a GCB. It is within the CO's discretion to approve the award on the due date, or to defer consideration, or not to make an award. In considering these options, the CO is to bear in mind that GCBs represent the highest standard of conduct in the Service and should not be awarded, or restored, as a matter of course merely because an individual has avoided serious punishment. The award of a badge is to be recorded on the recipient's JPA Service Record and on RN Form S3300d (Conduct Record).

b. If the CO decides not to make an award because in their opinion the candidate has failed to reach the necessary standard, the date the badge was due and the notation "Not Awarded" is to be recorded on the individual's JPA Record and on the S3300d. The candidate may be re-considered for the badge once a further two years' service has been completed.

c. If the CO decides to defer consideration, this must be for a period of not less than three, or more than six, months. This is to be noted on the S3300d.

d. If, at the end of the period of deferment, the CO decides that the individual's conduct has now reached the qualifying standard, the GCB is to be awarded from the date of this final decision and the entry on the S3300d is to be underlined to indicate that the deferment was intentional. The date of the award is also to be recorded on the individual's JPA Service Record.

e. If at the end of the period of deferment the CO decides that the candidate's conduct is still below the required standard, the date the badge was due and the notation "Not Awarded" is to be recorded on the S3300d and on the individual's JPA Record. The candidate may be re-considered for the award after a further two years' service.

6. Finality of Awards by the Commanding Officer

An award or restoration (see [Para 8](#) below) of a GCB properly authorised by the CO in accordance with these regulations will normally be regarded as final and should not be altered without Admiralty Board approval. Nevertheless, errors should not be perpetuated in any further award or restoration, the effective date of which should be calculated from the correct earlier date.

7. Former Service

- a. An individual's former service, including mobilized service as a Reservist (but not time under training as a Reservist) in the RN, RM, Army or RAF, or in the Armed Forces of the British Commonwealth, may be counted as reckonable towards the award of GCBs, with the exceptions of those in [Para 3](#) above.
- b. Re-entrants, who have insufficient prior reckonable service or an insufficient period of CC-free service, may be awarded a GCB as soon as they complete sufficient combined CC-free and qualifying service.
- c. Time served on full pay as an officer, including mobilized service as a reserve officer, in any of the forces mentioned above, which is allowed to reckon for naval pension (see JSP 754) may also be allowed to count for the award of a GCB.

8. Restoration of Good Conduct Badges following Deprivation

- a. Following deprivation of GCBs (JSP 830 - Manual of Service Law), restorations are to be considered when they become due, whether or not the individual applies for the restoration of their badges, in accordance with the procedures in [Para 3](#) - [Para 6](#) above.
- b. One badge may be regained by six months' CC-free service and additional badges by further periods of CC-free service, calculated, in each case, from the date of the preceding restoration. If, however, the individual has been sentenced to be deprived GCBs for a second time within three years, re-qualification is 12 months for the first restoration and six months each for each subsequent restoration. Time that does not count for the purposes of awards is not to be reckoned towards restoration of badges.
- c. It is within the discretion of the CO to delay the restoration of a badge if the individual has failed to reach the required standard of conduct (see [Para 5](#) above). In this event, the notation 'Not Restored' is to be entered on the individual's JPA Record and S3300d. The individual may be reconsidered for restoration after a further six months' reckonable service.