



RACT POLICY STATEMENT

Office of the Deputy Head of Corps
Royal Australian Corps of Transport
Headquarters Army School of Transport
Tobruk Barracks
PUCKAPUNYAL VIC 3662

October 2022

STATEMENT NO 42

THE RACT RECOGNITION SCHEME

This Policy Statement to be reviewed by: April 2025

Issued by the Head of Corps Royal Australian Corps of Transport for application within the Royal Australian Corps of Transport.

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Brigadier
Head of Corps
Royal Australian Corps of Transport

AMENDMENT

RACT Policy Statement No 42 dated

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CANCELLATION

RACT Corps Policy Statement No 21
RACT Corps Policy Statement No 33
RACT Corps Policy Statement No 34

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RACT POLICY STATEMENT NO 42

THE RACT RECOGNITION SCHEME

INTRODUCTION

References:

- A. Defence Honours and Awards Manual
- B. Army Standing Instruction (Personnel), Part 11, Chapter 1
- C. Defence Learning Manual

1. The ADF has a long established principle of recognising conspicuous or meritorious service, exemplary performance of duty and specific acts of bravery. In the main, awards flow from the Australian system of honours and awards, however there are other recognition awards outside of this system. References A and B identify that Commendations for Service are used to formally recognise superior, excellent or high achievement; meritorious service or specific acts of bravery for which the Australian system of honours and awards is not, in those instances, an appropriate medium of recognition. Reference C also provides for the granting of prizes and awards to officers and soldiers undergoing full-time basic and/or employment training for exemplary performance, while reference A and B provides for a system of awards to recognise long service.

AIM

- 2. The aim of the RACT Recognition Scheme is to foster esprit de corps and to recognise and encourage excellence in the performance of duty for RACT members.
- 3. The intent of CPS 42 is to:
 - a. describe the scope of the RACT Recognition Scheme; including the frequency of awards;
 - b. specify the staffing procedure for nominations;
 - c. specify the prizes to be granted for each award; and
 - d. detail responsibilities for the administration and presentation of awards.

SCOPE OF THE RACT RECOGNITION SCHEME

- 4. The RACT Recognition Scheme is designed and structured to complement the Australian system of honours and awards and existing ADF and Service awards. As such, it provides commanders with an alternative where the existing national, ADF and/or Army awards are not considered appropriate or where there is no such provision made. The categories of awards are:
 - a. **Category One – Academic Awards.** Category One includes all RACT Student of Merit (SOM) prizes and the RACT essay/article prize and photograph prize.
 - b. **Category Two – PTE, CPL and LT Awards for Excellence.** Category Two includes all annual Awards for Excellence for the Australian Regular Army (ARA) and Army Reserve (ARes) RACT PTE, CPL and LT; and

- c. **Category Three – Recognition of Service.** Category Three includes recognition of long service, certificates of achievement and commemorative awards for RACT members.

5. A summary of the awards, including criteria under the RACT Recognition Scheme categories is described in the following paragraphs and further detailed at annexes A to C. Details of each Category One award recipients are to be forwarded to the RACT Corps manager for inclusion and acknowledgement in the *Australian Army Transport Journal*.

CATEGORY ONE – ACADEMIC AWARDS

- 6. The awards that apply under Category One are:
 - a. Student of Merit Award – Initial Employment Training (IET) Courses for RACT trade and officer courses for the student that achieves the highest academic performance, displaying Army Values. The aim of this award is to recognise academic performance and to encourage excellence amongst RACT soldiers conducting IET courses and RACT officers on the Logistic Officer Basic Course (LOBC). The RACT Recognition Scheme coordinates the RACT SOM Award for each RACT soldier IET course at Road Transport Wing, Maritime Wing and Air Movements Training and Development Unit (AMTDU) and provides the LOBC at Army School of Logistic Operations (ASLO);
 - b. Student of Merit Award – Promotion Courses for the RACT soldier and officer for the student that achieves the highest academic performance. The aim of this award is to recognise academic performance and to encourage excellence amongst RACT other ranks attending Subject 2 and/or Subject 4 promotion courses and RACT officers on the Logistic Officer Intermediate Course (LOIC). The RACT Recognition Scheme provides the RACT SOM Award for each RACT soldier trade/promotion and officer course, other than initial training and all-corps courses. The officer courses will include the Special-to-Corps (STC) phase of the LOIC ;
 - c. The RACT RMC Graduate Award for the Staff Cadet graduating from RMC Duntroon, allocated to RACT, with the highest academic performance. The aim of this award is to recognise academic performance and to encourage excellence amongst RMC cadets who will graduate as an officer to the RACT. The RACT Recognition Scheme provides the RACT RMC Graduate Award to recognize academic achievement for each RMC graduating class;
 - d. The RACT Essay Prizes for the best essay/article published in the Australian Army Transport Journal. The RACT Corps journal; Australian Army Transport Journal is a medium for all Corps members to submit articles and essays for publication. The aim of the journal is to stimulate professional research, discussion and debate about RACT capability issues. Additionally, officers attending the Logistic Officer Advanced Course (LOAC) and Command and Staff College (C&SC) are required to write essays as part of the course curriculum and those essays judged to be worthy of inclusion will also be published in Australian Army Transport Journal. The RACT Recognition Scheme provides for a prize to be awarded to the best essay or article submitted by a serving member of the Corps. The objective of this award is to stimulate the professional development of RACT members by encouraging them to research, prepare and submit essays/articles for publication. Essays/articles may address any topic addressing RACT capability issues;

- e. RACT Photograph Prizes for the best photo published in The Australian Army Transport Journal. The Australian Army Transport Journal is a medium for all Corps members to submit photographs for publication. The RACT Recognition Scheme provides for a prize to be awarded to the best photograph submitted by a serving member of the Corps. The objective of this award is to stimulate professional development of RACT members by encouraging them to capture RACT history and submit photographs for publication. Photographs may include those posted on the internet or intranet. Photographs may capture pictures relating to RACT tasking and personnel; and
- f. RACT Video Prizes for the best videos that are loaded onto the RACT Sharepoint site. The RACT Sharepoint site is a median for all Corps members to submit videos for publication. The RACT Recognition Scheme provides for a prize to be awarded to the best video submitted by a serving member of the Corps. The objective of this award is to stimulate professional development of RACT members by encouraging them to capture RACT personnel and activities and submit videos for publication.

CATEGORY TWO – PTE, CPL and LT RACT AWARDS FOR EXCELLENCE

7. **Description.** The RACT Awards for Excellence are established to allow the RACT to recognise exemplary performance on behalf of its Privates, Junior NCOs and Lieutenants. The RACT awards will specifically recognise consistent exemplary service over a protracted period and will be available to RACT members only. The Awards will include separate categories for Fulltime (SERCAT 6/7) and Part-time (SERCAT 2/3/5) soldiers and officers.

CATEGORY THREE - RECOGNITION OF SERVICE

- 8. The awards that apply under category three are as follows:
 - a. Recognition of Long Service Awards;
 - b. HOC RACT Certificates of Achievement/Appreciation; and
 - c. Commemorative Plaques.

Recognition of Long Service Awards

9. **Description.** The Corps recognises the long and dedicated service that all ranks provide from 15 years and beyond upon separation from Army or transition from the ARA to the ARes. The RACT Recognition of Service Awards provide for eligible members to have their service in the RACT recognised by the presentation of a Certificate of Recognition, and subject to additional eligibility criteria, by being farewelled at RACT expense at an authorised unit function or Tobruk Dinner. Additionally, the provision for members who are appointed and provide service as the HOC and Corps RSM are provided appropriate additional recognition as detailed in annex C, serial 6.

10. Eligibility.

- a. **Certificate of Recognition.** All RACT ARA and ARes members, who have completed a minimum of 15 years effective service in the RACT or complete their career of more than 15 years' service in the RACT, are entitled to be presented a Certificate of Recognition on separation or transition. The Certificate will be presented once only at a time of the members choosing, including:
 - (1) on separation from the ARA or ARes, or

(2) on transition from the ARA to ARes.

- b. **Farewell Function.** Members wishing to be dined out at a Tobruk Dinner or authorised unit function subsidised by the RACT Central Fund must be a financial member of the RACT Central Fund for the previous five years. Non-financial members can still be farewelled at unit/Tobruk Dinners at their own expense.

11. Where a fulltime (SERCAT 6/7) member transfers to the part-time Army (SERCAT 2/3/5) and would have been eligible to be farewelled had they retired/discharged, they may elect to be farewelled upon transfer to the part-time Army rather than upon their eventual retirement/discharge from Army. This will permit them to be farewelled by friends and peers with whom they have served during the qualifying period. However, the entitlement is for only one farewell and therefore a fulltime member who exercises this option upon transfer to the part-time will not be farewelled again upon eventual retirement/discharge from Army.

12. **Retrospective Recognition of Long Service.** The retrospective claiming of entitlements under the Recognition of Long Service Award will not normally be permitted. In exceptional circumstances, former RACT members may apply to the Corps RSM in writing with full justification for the RACT Committee approval. These applications will be judged on a case by case basis in September each year.

13. **Extinguishment of Eligibility.** In order to appropriately manage the future liability for the cost of subsidising farewell dinners and to provide some certainty within the HOC annual budget, members who retire/discharge from Army should be farewelled at RACT expense within **two (2) years** from retirement/discharge date, this may be extended by exception for the RACT Committee approval. Members who fail to exercise this option will automatically forfeit their entitlement to have their farewell subsidised at RACT expense. In exceptional circumstances whereby more than two years has elapsed, a member of the Corps wishing to receive benefits of the Recognition of Long Service Award may apply to the Corps RSM in writing with full justification for the RACT Committee approval. These applications will be judged on a case by case basis in September each year.

14. **Administration.** The RACT HOC Cell is responsible for the production of the RACT Certificate of Recognition. It is also responsible for coordinating farewells for Officers at the Tobruk Dinner and the RACT Corps RSM is responsible for coordinating WO/SNCO farewells. Annex D shows an example of a Certificate of Recognition.

15. **How to Apply.** In all cases, members should be aware that HOC does not have visibility of pending transitions or separations. As such, RACT Certificates of Recognition, subsidy of authorised unit farewell functions and/or invitations to the Tobruk Dinner cannot be prepared unless appropriate advice is received by the RACT HOC Cell. Accordingly, individuals who intend to transition or separate and/or unit staff of personnel who intend to transition or separate are requested to advise the Corps RSM or RACT HOC Cell as soon as possible so that adequate time is made available for the production, signing and presentation of RACT Certification of Recognition and invitations to the Tobruk Dinner. The application form for a member to receive the benefits of the RACT Recognition of Long Service Award is in Annex G.

16. Where units provide incorrect service information for RACT Certificates of Recognition on members that are being farewelled from the Army, the replacement and associated costs may be the responsibility of the parent unit.

HOC RACT Certificate of Achievement/Appreciation

17. **Description.** All RACT members are eligible to receive awards under the Australian system of honours and awards. Additionally, reference A provides for other ADF and Service awards where, in the circumstances, the Australian system of honours and awards is considered to be inappropriate. However, there may be other occasions where neither of these two systems, nor the awards described so far in this CPS, is appropriate or relevant. Consequently, the RACT Committee has instituted a HOC RACT Certificate of Achievement/Appreciation to provide a means to provide appropriate recognition of effort in circumstances where no other appropriate alternative exists.

18. **Eligibility.** An RACT member may be eligible for the award of a HOC Certificate of Achievement/Appreciation when the circumstances of the event or performance are not adequately covered in the policy outlined in reference's A to C or this CPS and when the member's CO/OC considers that the event or performance should be recognised.

19. **Administration.** An eligible member's CO/OC or superior is to forward the nomination to the RACT HOC Cell for consideration at least three months prior to the planned presentation date. The nomination is to be in accordance with the format provided in annex H to this CPS is to include the following:

- a. HOC Certificate of Achievement/Appreciation nomination proforma that is endorsed and signed by the unit CO/OC. The nomination is to provide adequate information in order for the RACT HOC to properly consider the nomination.
- b. An electronic copy of the HOC Certificate in accordance with the format detailed in annex I.
- c. Any comments relevant to the nomination/presentation. For example, if approved the unit wishes to present the HOC Certificate of Excellence/Achievement/Appreciation to the member on the RACT Corps Birthday or other appropriate unit/region activity.

20. Where the RACT HOC approves the Certificate of Achievement/Appreciation, a HOC Certificate of Achievement/Appreciation is to be raised by the RACT HOC Cell and forwarded to the member's CO/OC or superior for presentation. Where the RACT Committee does not approve the award, notification in writing will be provided to the unit CO/OC or superior detailing reasons for the non-approval.

21. Where possible and time permitting, units should consider presentation of the HOC Certificate of Achievement/Appreciation on or at a RACT Corps birthday activity or the annual Corps Conference.

RACT Memorial Wall

22. **Description.** The RACT Memorial Wall was rebuilt in the ALTC Memorial Gardens in the exact form in which it was originally built at the Army School of Transport, Puckapunyal. The purpose of the RACT Memorial Wall is to acknowledge the service and sacrifice of RACT personnel who have died on operational service. Annex C outlines administration details for the commemorative plaque.

Conclusion

23. The RACT Recognition Scheme is designed to foster esprit de corps, recognise and encourage excellence in the performance of duty and to recognise long and dedicated service and sacrifice of RACT members. All RACT unit supervisors and commanders are to ensure that the members of the Corps are acknowledged where ever possible.

Annexes:

- A. RACT Recognition Scheme – Category One
- B. RACT Recognition Scheme – Category Two
- C. RACT Recognition Scheme – Category Three
- D. Example Certificate of Recognition
- E. Nomination format for RACT Awards of Excellence
- F. Assessment Matrix – Awards For Excellence
- G. Nomination format for RACT Recognition of Long Service Award
- H. Nomination format for HOC RACT Certificate of Achievement/Appreciation
- I. Certificate format for HOC RACT Certificate of Achievement/Appreciation

**ANNEX A TO
RACT POLICY STATEMENT NUMBER 42
DATED OCT 22**

RACT RECOGNITION SCHEME – CATEGORY ONE

ACADEMIC AWARDS

Ser (a)	Award Name (b)	Award (c)	Public Monies, RACT Central Fund, or Sponsorship (d)	Value (e)	Remarks (f)
1	Student of Merit Award – IET Courses	SOM Certificate and the RACT History Book (encouraged)	RACT Central Fund	\$50.00	Presented only to the RACT Student of Merit on the following courses: Command Training Wing IET Op Mov – 2 per year Maritime Wing: IET Marine Spec - 2 per year IET Cargo Spec - 2 per year Transport Wing: IET Basic Drivers Course - 15 per year (pending DTR) AMTDU: IET Basic Air Dispatch Course – 2 per year. ASLO: Logistic Officers Basic Course (RACT Phase) – 2 per year.
	LOBC	RACT History Book	RACT Central Fund	\$ 67.00	

Administration. OC MW; OC RTW; OC CTW; RACT Representative RMC are to advise the RACT HOC Cell of the names of the recipients for inclusion into the Australian Army transport Journal.

Presentation. Ideally, HOC staff should make all presentations. However, where HOC staff are not available, the senior RACT staff member within the locality should make presentations before the recipient departs the respective TE.

Ser (a)	Award Name (b)	Award (c)	Public Monies, RACT Central Fund, or Sponsorship (d)	Value (e)	Remarks (f)
2	Student of Merit Award – Promotion Courses	A copy of The History of the RACT	RACT Central Fund	\$40.00	Includes all RACT promotion courses conducted at Command Training Wing Maritime Wing, AMTDU and the Army School of Logistic Operations.
	LOIC	LOIC students are also awarded the P&D Toll Shield	Sponsorship/RACT Central Funds	\$150.00	The PDL Toll Shield is a perpetual award held at the Army School of Logistic Operations. Presentation to be in the form of a Fountain Pen Set.

Administration. The RACT SO2 is responsible for the purchase, safe-keeping and issue of all RACT History books and on forwarding to the respective TE. The senior RACT staff member at each respective TE is to advise RACT SO2 of annual requirements well in advance. Engraving of the PDL Toll perpetual trophy is funded by the ALSO.

Presentation. Ideally, HOC staff should make all presentations. However, where HOC staff are not available, the senior RACT staff member should make presentations before the recipient departs the respective TE. ASLO and MW will be required to pass details of the LOIC and MTOC SOMs respectively to the RACT HOC Cell prior to the presentation. The RACT HOC Cell or the senior staff member of the TE is to invite a PDL Toll representative to present the PDL Toll trophies in the various locations. In conjunction with the presentation of the PDL Toll trophies, where possible a morning tea should be conducted with the PDL Toll representatives and students.

3	RACT RMC Graduate Award - presented to the top graduate from RMC	A copy of The History of the RACT and Corps Tie to all RACT RMC graduates and the top graduate to receive a desk top pen set	RACT Central Fund	\$80.00 +\$120.00	CAPT Peter McCarthy Award HOC cell to dispatch to the Protocol Cell at RMC Duntroon.
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Administration. The RACT HOC Cell is responsible for the purchase of the Corps Tie, desk top pen set and on forwarding to the Protocol Cell at RMC Duntroon. RACT staff at RMC Duntroon is to advise The RACT HOC Cell of the individual's regimental particulars, so that the individual's achievements can be acknowledged in the Australian Army Transport Journal.

Presentation. HOC or their representative should present this award as part of the RMC Graduation Prizes and Awards ceremony.

Ser (a)	Award Name (b)	Award (c)	Public Monies, RACT Central Fund, or Sponsorship (d)	Value (e)	Remarks (f)
4	RACT Essay/Article Prize	1 st \$125.00 Cash Prize 2 nd \$75.00 Cash Prize 3 rd \$50.00 Cash Prize	RACT Central Fund	\$250.00	To be presented to the RACT member who submits the best essay that is published in Australian Army Transport Journal IAW CPS 43.
<p>Administration. Apart from essays submitted as part of the course curriculum of the LOAC and C&SC, RACT members may submit essays or articles to the RACT HOC Cell. RACT staff at ASLO and ACSC are requested to canvass students as to whether they wish their essays to be published in Australian Army Transport Journal and to then forward those essays to the RACT HOC Cell. The cut-off date for submission is the 31st October each year</p> <p>Presentation. Winners will be announced in Australian Army Transport Journal. Where possible, a suitable presentation ceremony should be conducted by the respective member's CO/OC with the local HOC representatives invited to attend.</p> <p>Judging. The HOC RACT will decide on the award winner on the recommendation of a Committee consisting of DHOC, RACT HOC Cell representative and the Corps RSM.</p>					
5	RACT Photo/video Prize	1 st \$100.00 Cash Prize 2 nd \$50.00 Cash Prize 3 rd \$25.00 Cash Prize	RACT Central Fund	\$175.00	To be presented to the RACT member who submits the best Photo that is published in Australian Army Transport Journal IAW CPS 43.
<p>Administration. All RACT members are encouraged to submit suitable photos to be published in Australian Army Transport Journal to the RACT HOC Cell. The cut-off date for submission is the 1st September each year</p> <p>Presentation. Winners will be announced in Australian Army Transport Journal. The RACT HOC Cell is to advise the members unit and dispatch the prizes for presentation to the members. Where possible, a suitable ceremony should be conducted by the respective member's CO/OC with the local HOC representatives invited to attend.</p> <p>Judging. The HOC RACT will decide on the award winner on the recommendation of a Committee consisting of DHOC, RACT HOC Cell representative and the Corps RSM.</p>					

**ANNEX B TO
RACT POLICY STATEMENT NUMBER 42
DATED OCT 22**

RACT RECOGNITION SCHEME – CATEGORY TWO

RACT PTE, LCPL/CPL and LT AWARD FOR EXCELLENCE

Ser (a)	Award Name (b)	Prize (c)	Public Monies, RACT Central Fund, or Sponsorship (d)	Value (e)	Remarks (f)
1	Fulltime SERCAT 6/7 PTE Award for Excellence.	Framed HOC Certificate of Achievement. Visit to an event/occasion IOT support RACT.	RACT Central Funds	\$80.00 each Cost	To be presented on an appropriate occasion before the members peers. Photo of member receiving the certificate, name and citation to be provided to the RACT HOC Cell for capture in the AATJ.
2	Fulltime SERCAT 6/7 LCPL/CPL Award for Excellence.	Framed HOC Certificate of Achievement. Visit to an event/occasion IOT support RACT.	RACT Central Funds	\$80.00 each Cost	To be presented on an appropriate occasion before the members peers. Photo of member receiving the certificate, name and citation to be provided to the RACT HOC Cell for capture in the AATJ.
3	Part-time SERCAT 2/3/5 PTE Award for Excellence.	Framed HOC Certificate of Achievement. Visit to an event/occasion IOT support RACT.	RACT Central Funds	\$80.00 each	To be presented on an appropriate occasion before the members peers. Photo of member receiving the certificate, name and citation to be provided to the RACT HOC Cell for capture in the AATJ.
4	Part-time SERCAT 2/3/5 LCPL/CPL Award for Excellence.	Framed HOC Certificate of Achievement. Visit to an event/occasion IOT support RACT.	RACT Central Funds	\$80.00 each	To be presented on an appropriate occasion before the members peers. Photo of member receiving the certificate, name and citation to be provided to the RACT HOC Cell for capture in the AATJ.
5	Fulltime SERCAT 6/7 LT Award for Excellence.	Framed HOC Certificate of Achievement. Visit to an event/occasion IOT support	RACT Central Funds	\$80.00 each Cost	To be presented on an appropriate occasion before the members peers. Photo of member receiving the certificate, name and citation to be provided to the RACT HOC Cell for capture in the AATJ.

		RACT.			
6	Part-time SERCAT 2/3/5 LT Award for Excellence.	Framed HOC Certificate of Achievement. Visit to an event/occasion IOT support RACT.	RACT Central Funds	\$80.00 each	To be presented on an appropriate occasion before the members peers. Photo of member receiving the certificate, name and citation to be provided to the RACT HOC Cell for capture in the AATJ.

These awards will be made annually and may be awarded to fulltime (SERCAT 6/7) and part-time (SERCAT 2/3/5) RACT Privates, Lance Corporals, Corporals and LTs, six categories in total. These awards will be made on the basis of performance in the calendar year in which the award is presented. It should be noted that the intent is to present up to four Awards of Excellence per annum, two each to Fulltime and Part-time members, dependent upon the quality of the nominations. Therefore there will not necessarily be awards under all of the following sub-categories each year.

Fulltime (SERCAT 6/7). Nominations for the ARA awards are requested from the major RACT sub-units; 1 TPT SQN, 5 TPT SQN, 9 TPT SQN, 26 TPT SQN, 176 AD SQN, 35 WTS, 30 TML SQN, RTW, MW, CTW. This does not preclude additional nominations from any CO/OC of any ARA unit with RACT soldiers or officers. These awards will be based on the ARA member's performance in their worn rank, and include:

Fulltime Award for Excellence – LT;

Fulltime Award for Excellence – JNCO (LCPL or CPL); and

Fulltime Award for Excellence – PTE;

Part-time (SERCAT 2/3/5). The Part-time awards will be nominated nationally based on the member's posting locality and staffed through the Colonel Commandant of that Region, from the nominations submitted a board consisting of the COL COMDT, RACT Regional Representative and one independent person will review all nominations and score using the assessment criteria at annex F. A single nomination is to be forwarded from each region. The intent for the Part-time Awards of Excellence is that it is to be sponsored by the regional RACT Association where possible. The Part-time Awards of Excellence include:

Part-time Award for Excellence – LT;

Part-time Award for Excellence – JNCO (LCPL or CPL); and

Part-time Award for Excellence – PTE;

Eligibility. All RACT soldiers, JNCOs and officers are eligible for consideration, regardless of their posting locality or unit. To be eligible for the RACT Award of Excellence an individual must satisfy the following criteria:

Be a member of the RACT;

Be nominated in accordance with the nomination procedures described below; and

Have an unblemished conduct record in the year of nomination and have returned a superior performance in the areas of:

- (1) trade skills;
- (2) leadership and judgement;
- (3) regimental performance (including 'all corps' skills); and
- (4) Defence values.

The award categories are based on worn rank rather than substantive rank. Individuals who have held the temporary rank of SGT throughout the year will not be considered for the RACT PTE-CPL Awards for Excellence.

Administration. All RACT soldiers, JNCOs and LTs are eligible for nomination for the awards. The nominating officer is to have the minimum rank of SGT and is to be endorsed by either the unit CO/OC, an RACT officer of the rank of MAJ or higher, or by the COFS/DQ if the nominated individual is serving on a Command or Formation HQ.

Nominations are to be written and are to reach the Corps RSM by 31 October each year. Names of all winners are to be forwarded to the RACT HOC Cell so that individual's achievements can be acknowledged in the Australian Army Transport Journal. A letter of acknowledgement will be provided by the RACT HOC Cell, for HOC signature to all members nominated.

Submissions accompanying nominations should describe the reasons why an individual has been selected for nomination, providing the maximum possible information to assist in the selection process. Awards will be made for the current year and will not be made retrospectively. Nevertheless, if a nomination is made on the basis of a demonstrated and sustained improvement in performance, evidence pertaining to performance in previous years may be presented.

The HOC RACT will decide on award winners on the recommendation of a Committee consisting of:

Deputy Head of Corps (Chair);

RACT HOC Cell representative;

Corps RSM; and

any other RACT member above and including the rank of WO1 on invitation from the DHOC.

The Committee will each individually score each nominee against the assessment criteria in annex F to produce an overall score. Where two nominees obtain the same overall score, the assessment panel is to discuss the merit of the nominations in order to re-assess and rank nominees. If the Committee deems that nominations are of insufficient quality for any of the sub-categories then they may recommend to the HOC that no award be made in that sub-category for that year. Annex F shows the assessment matrix that is used to assess nominations. On successful allocation of an award recipient the HOC Cell is to draft a letter of congratulations for the HOC signature, this is to be sent to the member, members' OC/CO and Career Advisor IOT be placed on their dossier.

The HOC decision in the matter will be final and late nominations will not be considered. The nomination format is in annex E and is to be strictly followed. Nominations that are not in the format of annex E will be returned to the respective unit for re-submission.

**ANNEX C TO
RACT POLICY STATEMENT NUMBER 42
DATED OCT 22**

RACT RECOGNITION SCHEME – CATEGORY THREE

RECOGNITION OF SERVICE

Ser (a)	Award Type (b)	Award (c)	Public Monies or RACT Central Fund (d)	Value (e)	Remarks (f)
1	15-19 years of Service (All Ranks)	Certificate of Recognition	Public Funds	\$70.00	<p>Criteria: RACT members may be presented this award <u>once</u> only as follows:</p> <ol style="list-style-type: none"> Presented to ARA and ARes members who have completed a minimum of 15 years effective service in the RACT or complete their career in the RACT. <ul style="list-style-type: none"> on Separation from the ARA, or on Transition from the ARA to ARes, or on Separation from the ARes. Election of the above by the member is to be maintained by the RACT HOC Cell.
2	20-24 years of Service (PTE to CPL)	1. Dined out at authorised unit farewell function 2. Presented with a Certificate of Recognition	RACT Central Fund Public Funds	Equivalent Cost to the Tobruk Dinner	<p>Criteria: RACT members may be presented this award <u>once</u> only as follows:</p> <ol style="list-style-type: none"> Presented to ARA and ARes members who have completed a minimum of 20 years effective service in the RACT or complete their career in the RACT: <ul style="list-style-type: none"> on Separation from the ARA, or on Transition from the ARA to ARes, or on Separation from the ARes. Election of the above by the member is to be maintained by the RACT HOC Cell. Members are to be a financial

Ser (a)	Award Type (b)	Award (c)	Public Monies or RACT Central Fund (d)	Value (e)	Remarks (f)
					<p>member of the RACT Central Fund for the previous five (5) years.</p> <p>Members that do not attend an authorised unit farewell function within two years of separation forfeit their entitlement to the RACT Central Fund contributing to the function cost and will only receive the Recognition Certificate.</p>
5	20-24 Years of Service (SGT and above)	1. Dined out at the respective Tobruk Dinner/Corps Regional Dinner or authorised unit farewell function 2. Presented with a Certificate of Recognition	RACT Central Fund Public Funds	Equivalent Cost to the Tobruk Dinner	<p>Criteria: RACT members may be presented this award <u>once</u> only as follows:</p> <ol style="list-style-type: none"> 1. Presented to ARA and ARes members who have completed a minimum of 20 years effective service in the RACT or complete their career in the RACT. <ul style="list-style-type: none"> • On Separation from the ARA, or • on Transition from the ARA to ARes, or • on Separation from the ARES. 2. Election of the above by the member is to be maintained by the RACT HOC Cell. 3. Members are to be a financial member of the RACT Central Fund for the previous five (5) years. 4. Members that do not attend the Tobruk dinner or an authorised unit farewell function within two (2) years of separation will forfeit their entitlement to the RACT Central Fund contributing to the function cost and will only receive the Recognition Certificate. 5. Members are responsible for travel costs associated in attending the Tobruk Dinner.
4	25 or more years of Service (PTE to CPL)	1. Dined out at authorised unit farewell function. 2. Presented with a Certificate of Recognition 3. Presented with	RACT Central Fund Public Funds RACT Central	Equivalent Cost to the Tobruk Dinner Market	<p>Criteria: RACT members may be presented this award <u>once</u> only as follows:</p> <ol style="list-style-type: none"> 1. Presented to ARA and ARes members who have completed a minimum of 25 years effective service in the RACT or complete their career in the RACT.

Ser (a)	Award Type (b)	Award (c)	Public Monies or RACT Central Fund (d)	Value (e)	Remarks (f)
		a single miniature Corps Banner	Fund	Cost	<ul style="list-style-type: none"> • On Separation from the ARA, or • on Transition from the ARA to ARes, or • on Separation from the ARes. <ol style="list-style-type: none"> 2. Election of the above by the member is to be maintained by the RACT HOC Cell. 3. Members are to be a financial member of the RACT Central Fund for the previous five (5) years. 4. Members that do not attend an authorised unit farewell function within two (2) years of separation will forfeit their entitlement to the RACT Central Fund contributing to the function cost and will only receive the Recognition Certificate and miniature Corps Banner.
5	25 or more years of Service (SGT and above)	<ol style="list-style-type: none"> 1. Dined out at the respective Tobruk Dinner/Corps Regional Dinner or authorised unit farewell function. 2. Presented with a Certificate of Recognition 3. Presented with a single miniature Corps Banner 	RACT Central Fund Public Funds RACT Central Fund	Equivalent Cost to the Tobruk Dinner Market Cost	Criteria: RACT members may be presented this award <u>once</u> only as follows: <ol style="list-style-type: none"> 1. Presented to ARA and ARes members who have completed a minimum of 25 years effective service in the RACT or complete their career in the RACT. <ul style="list-style-type: none"> • On Separation from the ARA, or • on Transition from the ARA to ARES, or • on Separation from the ARES. 2. Election of the above by the member is to be maintained by the RACT HOC Cell. 3. Members are to be a financial member of the RACT Central Fund for the previous five (5) years. 4. Members that do not attend the Tobruk dinner or authorised unit farewell function within two (2) years of separation will forfeit their entitlement to the RACT Central Fund contributing to the function cost and will only receive the Recognition Certificate and miniature Corps Banner. 5. Members are responsible for travel costs associated in

Ser (a)	Award Type (b)	Award (c)	Public Monies or RACT Central Fund (d)	Value (e)	Remarks (f)
					attending the Tobruk Dinner.
6	HOC and Corps RSM	Presented with a double miniature Corps Banner	RACT Central Fund	Market Cost	Criteria: RACT members may be presented this award <u>once</u> only as follows: 1. Presented to ARA members on completion of appointment as the HOC or the Corps RSM.
7	DHOC	Presented with a memento on behalf of the Corps ie RACT Decanter and Glasses in a display case	RACT Central Fund	Market Cost	Criteria: RACT members may be presented this award <u>once</u> only as follows: Presented to ARA members on completion of appointment as the DHOC.
8	HOC Certificate of Achievement Appreciation	Certificate of Achievement/ Appreciation	Public Funds		Presented by HOC to RACT members for exceptional achievement or devotion to duty. This may include Representative Colonel Commandant, Colonels Commandant and DHOC and RACT HOC Cell.

Eligibility. An RACT member may be eligible for the award of a HOC Certificate of Achievement/Appreciation when the circumstances of the event or performance are not adequately covered in the policy outlined in reference's A to C or this CPS and when the member's CO/OC considers that the event or performance should be recognised.

Administration. An eligible member's CO/OC or superior is to forward the nomination to the RACT HOC Cell for consideration. The nomination is to be in accordance with the format provided in annex H to this Corps Policy Statement is to be submitted at least three months prior to the planned presentation event and is to include the following:

HOC Certificate of Achievement/Appreciation nomination proforma that is endorsed and signed by the unit CO/OC. The nomination is to provide adequate information in order for the RACT HOC to properly consider the nomination.

An electronic copy of the HOC Certificate in accordance with the format detailed in annex I.

Any comments relevant to the nomination/presentation. For example, if approved the unit wishes to present the HOC Certificate of Excellence/Achievement/Appreciation to the member on the RACT Corps Birthday or other appropriate unit/region activity.

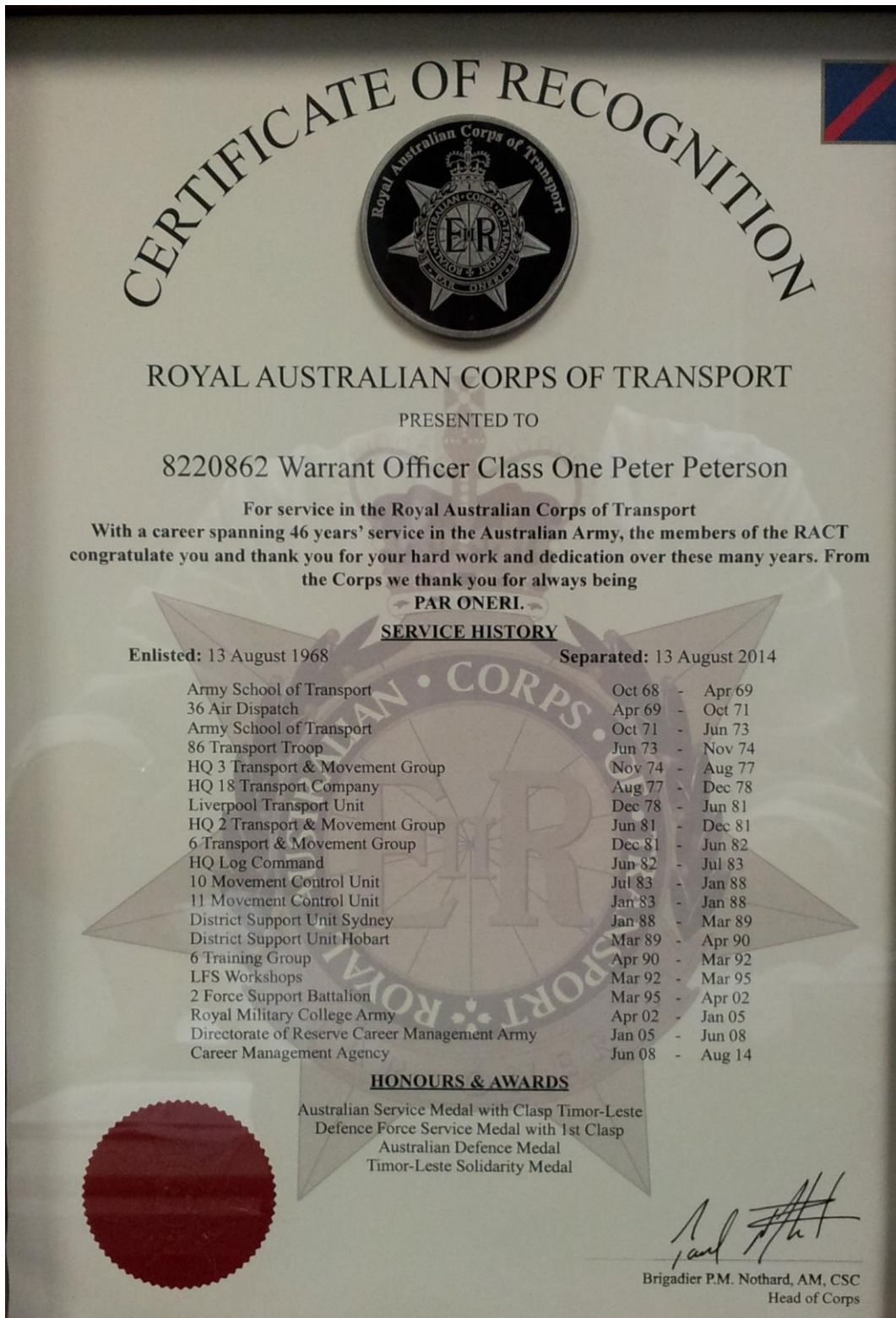
Where the RACT HOC approves the Certificate of Achievement/Appreciation, a HOC Certificate of Achievement/Appreciation is to be raised by the RACT HOC Cell and forwarded to the member's CO/OC or superior for presentation. Where the RACT Corps Committee does not approve the award, notification in writing will be provided to the unit CO/OC or superior detailing reasons for the non-approval.

Where possible and time permitting, units should consider presentation of the HOC Certificate of Achievement/Appreciation on or at a RACT Corps birthday activity or the annual Corps Conference.

Ser (a)	Award Type (b)	Award (c)	Public Monies or RACT Central Fund (d)	Value (e)	Remarks (f)
8	RACT Commemorative Plaque	Commemorative plaque	Public Funds	Market Cost	A plaque laid at the RACT Memorial Wall to commemorate the service of RACT members killed on operational service.

Eligibility. A RACT member who is killed on operational service will be eligible to have a commemorative plaque laid at the RACT Memorial Wall.

Administration. Upon notification of the death of an RACT member, the Corps RSM is to confirm the nature of that service. Once eligibility has been confirmed, the HOC or DHOC is to approve the expenditure and an order for the manufacture of a commemorative plaque is to be placed. Once the plaque has been received, an appropriate Memorial Service is to be coordinated by the Corps RSM.



NOMINATION FOR RACT PTE, CPL and LT AWARDS OF EXCELLENCE

PART ONE - NOMINEE'S PERSONAL PARTICULARS

- 15. PMKeyS number of nominee:
- 16. Current worn rank of nominee:
- 17. Worn rank during period covered by this nomination:
- 18. Name of nominee (in full):
- 19. Nominees Unit:
- 20. Category of service (ARA or ARes):
- 21. Award for which nominated (insert category from annex B):

(For Example: ARES Award for Excellence – Western Region or ARA Award for Excellence – Road Transport)

- 22. Nature of nominee's employment (including ECN):

PART TWO - NOMINATING OFFICER/SNCO'S PARTICULARS

- 23. Rank and name of nominating Officer/SNCO:.....
- 24. Unit of nominating Officer/SNCO:.....
- 25. Relationship to nominee:.....
- 26. Length of service with nominee:.....

PART THREE - JUSTIFICATION

RACT Awards for Excellence

- 1. Trade Skills / Performance (one paragraph)
- 2. Leadership / All Corps Performance (one paragraph)
- 3. Defence Values (one paragraph on each of the following):
 - a. Service.
 - b. Courage.

- c. Respect.
- d. Integrity.
- e. Excellence

Signature Block of
Nominating Officer
Date

I support this nomination

Signature Block of
OC/CO or superior
Date

ASSESSMENT MATRIX – AWARDS FOR EXCELLENCE

Award for Excellence

Nominee	Unit	Trade Skills / Performance	Leadership/ All Corps Performance	Defence Values	Overall Word Picture	Total Score

Notes: Each nominee is to be assessed against each criterion. Each criterion is to be scored out of ten. Whole points are to be scored – fractions are not permitted.

Unit	Month / Year	Unit	Month / Year

PART TWO – DETAILS OF PROPOSED FAREWELL

1. Certificate of Recognition Presentation Proposal.
 - Date
 - Location
 - Name of RACT Officer/WO/SNCO presenting Certificate
2. Central Fund Unit Farewell Function Proposal Cost:
 - Date
 - Location
 - Type of Function
 - Name of Officer/WO/SNCO conducting farewell
 - Name of authorised unit NPMA for cheque payment of RACT Central Funds:

- Notes:**
1. The subsidy available will be up to the equivalent cost of attendance at the Tobruk Dinner
 2. The payment of RACT Central Funds will **only be made to the authorised NPMA** for the unit conducting the farewell activity.
 3. Farewell at the Tobruk Dinner Proposal.
 - Date
 - Location: Sergeants’ Mess /Officers’ Mess

PART THREE - NOMINATING UNIT PARTICULARS

- Unit.
- Rank and name of CO/OC:
- Contact number of CO/OC:
- Signature of CO/OC:

NB: This form should be emailed to RACT HOC Cell; ract.hoccell@defence.gov.au

NOMINATION FORMAT FOR HOC CERTIFICATE OF ACHIEVEMENT/APPRECIATION

PART ONE - NOMINEE'S PERSONAL PARTICULARS

1. PMKeys number of nominee:
2. Current worn rank of nominee:
3. Worn rank during period covered by this nomination:
4. Name of nominee (in full):
5. Nominee's Unit:
6. Category of service (ARA or ARes):

PART TWO - NOMINATING CO/OC PARTICULARS

1. Rank and name of CO/OC:
2. Contact number of CO/OC:
3. Signature of CO/OC:

PART THREE - JUSTIFICATION

Provide here as much information as possible to justify the nomination. Justification should include if the member has been not successful for the nomination of another award (ie: soldiers' medallion)

PART FOUR – CITATION

Draft word for Citation. DG Comment: these are the words that are recommended for inclusion on the certificate.

Royal Australian Corps of Transport

Head of Corps

Certificate of Achievement/Appreciation

Presented To

Number, Rank, First & Last Name

(Enter Citation Here) *I commend you for your tireless and exemplary performance etc.*

+ (Place Corps Seal Here)

Brigadier N Ludwig
Head of Corps