



POLICY 13.4

THE MAJOR-GENERAL W. A. HOWARD AWARDS

Executive Committee Authorization: October 22nd, 2006

INTRODUCTION

1. This Policy supersedes CATO 47-02 which has been repealed by the Director Cadets and Junior Canadian Rangers.
2. Major-General W. A. Howard, CMM, CM, CD, QC, Colonel Commandant Royal Canadian Army Cadets from 1974 to 1979, as a legacy to his desire to promote excellence on the National Star Certification Exam (NSCE), combined with an assessment of a cadet's overall performance, has established annual awards for outstanding army cadets known as "The Major-General W. A. Howard Awards." The awards are administered and the winners selected by a Committee established by the Army Cadet League of Canada (ACLC).
3. The awards will be presented annually, one in each province and territory selected from those cadets who have scored in the top three (3) on the National Star Certification Exam and who have been assessed as outstanding cadets in accordance with the selection criteria outlined at paragraph 6. In the event that no nominations are submitted from a province or territory, the Selection Committee will select award winners from other provinces and territories, to ensure the maximum annual quota of 12 awards is met.
4. Each of the awards will take the form of a medal and ribbon funded by the Major-General Howard Fund.

THE HOWARD MEDAL





AUTHORITY

5. Approving authority for all award nominations is the Army Cadet League of Canada.
6. The Provincial/Territorial Branches of the Army Cadet League of Canada and the Regional Cadet Support Units (RCSU) shall jointly conduct the assessment process. The manner in which this consultation takes place is left to the discretion of the RCSU Commanding Officer, and the Provincial/Territorial Branch President(s) of The Army Cadet League of Canada, and is dependent upon the organization structure in that particular military region, province or territory.

SELECTION CRITERIA

7. The following criteria shall be used as a basis for selecting the outstanding cadets:
 - a. Comportment;
 - b. has achieved an average of at least 85% on the first attempt at the NSCE (current year);
 - c. and has served a minimum of three (3) years as an Army Cadet.

JOINT SELECTION BOARD

8. Each Province/Territorial Branch shall convene a Joint Board consisting of ACO/ACAs with personal knowledge of the cadets being considered. A representative of the Provincial/Territorial Branch of the Army Cadet League of Canada shall be included on the Joint Selection Board.
9. To assist the Selection Boards, written statements are required from:
 - a. the commanding officer of the Cadet Corps attesting to the cadet's qualifications, courses taken, contribution to the corps, and who concurs with the nomination of the cadet for this award (see Annex A);
 - b. the school principal or a teacher who could comment on academic standing; and
 - c. a community leader comments on any special community project or endeavour carried out by the cadet, a sporting event or like matters in which the cadet excelled.



NOTIFICATION

10. The names of the first second and third provincial/territorial winners shall be forwarded by the Regions to NDHQ, Director of Cadets and Junior Canadian Rangers (D Cadets 4-4) and the Army Cadet League of Canada (National Office) on the application form at Annex A:

11. Regions shall provide their three selections (winner and two alternates) to the National Office NLT 15 May each year so that any unawarded medals may be distributed and to allow the League to obtain the medals and ribbons and forward them to the Regions as required.

12. Photo and press coverage of the presentations should be forwarded to the National Office for possible use in the Army Cadet League newsletter "ON TARGET" and to DCdts 4-4.

**THE MAJOR-GENERAL W.A. HOWARD AWARDS
NOMINATION FORM**

1. CADET

AWARD YEAR

a. Rank	Surname	First name & Initials	Male: <input type="checkbox"/>
			Female: <input type="checkbox"/>
b. Corps No.	City/Town	Province	Region
c. Postal address	City	Province	Postal code
d. Date of Birth	Telephone No. – Residence		
Day	Month	Year	()

2. PARENT/GUARDIAN

a. Surname	First Name & Initials	Relationship
b. Residence Address (if different from above) - include postal code		
c. Telephone No.		
Residence ()	Business ()	

3. COMMANDING OFFICER

a. I nominate the above cadet for the subject award and certify that he/she meets the following selection criteria for this award:				
(1) Minimum 3 years of continuous service as an Army Cadet and enrolled on _____ . (Date)				
(2) Passed NSCE on _____ with a mark of _____% (Date)				
(3) Passed CL _____ on _____ at _____ (Course) (Date) (ACSTC)				
(4) Passed CLI _____ on _____ at _____ (Course) (Date) (ACSTC)				
(5) Outstanding loyalty to army cadet corps and army cadets.				
(6) Outstanding dress, deportment, drill, conduct, manner and dependability.				
b. Personal Comments / Recommendations:				
c. Other outstanding cadet achievements:				
d. Date	Rank	Name (please print)	Signature	Position (if signing for CO)

Reference Manual

The Army Cadet League of Canada
National Policies and Directives

**Manuel de référence**

La Ligue des cadets de l'Armée du Canada
Politiques et directives nationales

a. I concur with the nomination of this army cadet and I certify that the information in part 3 above is correct.			
b. Comments / Recommendations:			
c. Date	Rank	Name (please print)	Signature

4. AREA CADET OFFICER**5. DETACHMENT COMMANDER**

a. I concur with the nomination of this army cadet and I certify that the information in part 4 above is correct.			
b. Comments / Recommendations:			
c. Date	Rank	Name (please print)	Signature

6. PROVINCIAL/TERRITORIAL BRANCH REPRESENTATIVE

a. I certify that the _____ Branch of the Army Cadet League of Canada was consulted in the nomination of this cadet for this award.			
b. Comments / Recommendations:			
c. Date	Position	Name (please print)	Signature

7. REGION HQ

a. The information contained in this nomination form is correct and I concur with the recommendations.				
b. Comments:				
c. Date	Rank	Name (please print)	Signature	Position

NOTES:

1) It is requested that RCSU ensure this nomination pro-forma is completed in its entirety for each cadet nominated.	
2) When part 7 has been completed, please prepare in four copies and distribute as follows:	
<u>Action</u> Army Cadet League of Canada NDHQ/Director Cadets 4-4	<u>Info</u> Corps CO Provincial Branch President