



RACT POLICY STATEMENT

**Office of the Head of Corps
Royal Australian Corps of Transport
Army Logistic Training Centre
BANDIANA VIC 3694**

24 MAY 2011

STATEMENT NO 42

THE RACT RECOGNITION SCHEME

This Policy Statement will expire on:

04 MAY 2014

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

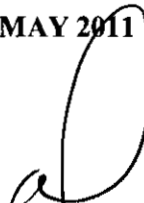
AMENDMENT

RACT Policy Statement No 42 dated

24 MAY 2011

CANCELLATION

**RACT Corps Policy Statement - 21
RACT Corps Policy Statement - 33
RACT Corps Policy Statement - 34**


**D.T. MULHALL, AM
Brigadier
Head of Corps
Royal Australian Corps of Transport**

DISTRIBUTION

As per RACT Policy Statement No. 1 Annex A

RACT POLICY STATEMENT NO 42

THE RACT RECOGNITION SCHEME

INTRODUCTION

References:

- A. DI(G) PERS 31-2 *Commendations for service*
- B. DI(A) ADMIN 152-1 *Prizes and awards – junior categories under training*
- C. DI(A) PERS 118-1 *Australian awards for long service for members of the Australian Defence Force and officers and instructors of cadets*
- D. DCM No 81/91 of 22 Aug 91 *Policy for the establishment of local recognition schemes within the Department of Defence*

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. Ref A identifies 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. Ref B also provides for prizes and awards to be granted to officers and soldiers undergoing full-time basic and/or employment training for exemplary performance while ref C provides for a system of awards to recognise long service. There are currently no awards and only very limited recognition of a member's departure from Army.

2. Prior to the issue of this Corps Policy Statement (CPS), the RACT utilised various awards to recognise retirement from the Army, students of merit on trade courses and exemplary performance by junior ranks. These awards were an adjunct to existing Army and Defence systems but were all stand-alone awards. In Jul 05 the RACT Corps Committee agreed that the existing and discrete system of RACT awards should be combined in to a single scheme. In 2009 the committee was required to review the policy due to the evolution for inductions to the scheme. This scheme is known as the RACT Recognition Scheme, it covers all aspect of awards and recognition to members of the Corps. In various areas this scheme needs to be read in conjunction with various Corps policy statements.

AIM

- 3. 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.
- 4. The aim of Corps Policy Statement 42 is to:
 - a. establish 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

5. Ref D provides for the establishment of local recognition schemes and their funding through public monies. 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 considered not, in the circumstances, to be 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 prizes and the RACT essay/article prize and photograph prize.
- b. **Category Two – PTE-CPL 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
- c. **Category Three – Recognition of Service.** Category Three includes recognition of long service, certificates of achievement and commemorative awards for RACT members.

6. 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.

CATEGORY ONE – ACADEMIC AWARDS

7. The awards that apply under category one are as follows:

- a. Student of Merit Award – Initial Employment Training (IET) Courses for RACT trade and officer courses for the trainee/student that achieves the highest academic performance are issued under ALTC SOP 106;
- b. Student of Merit Award – Promotion Courses for the RACT soldier and officer for the trainee that achieves the highest academic performance;
- c. The RACT RMC Graduate Award for the staff cadet graduating from RMC Duntroon, allocated to RACT, with the highest academic performance;
- d. The RACT Essay Prizes for the best essay/article that is published in the *Australian Army Transport Journal*; and
- e. RACT Photograph Prizes for the best Photo that is published in the *Australian Army Transport Journal*.
- f. RACT Video Prizes for the best videos that are loaded onto the RACT website

RACT Student of Merit Award - IET Courses

8. **Description.** 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).

9. **Eligibility.** A member of the RACT (ARA or ARES) who is judged by the relevant Training Establishment (TE) course staff to be the SOM on the courses detailed at annex A, serial 1 will receive the award. Where courses have students from other services and or Corps, only RACT members will be eligible for the award.

10. **Prizes.** The prize for the SOM for all IET and LOBC courses is the SOM Certificate and the RACT History Book. The SOM from the LOBC course will also receive a Corps Tie. An example of the Certificate is located at ALTC SOP 106.

11. **Administration.** The senior RACT staff member at each respective TE and OPSO AST HQ is to advise the Corps Manager RACT of the names of the recipients for inclusion in the *Australian Army Transport Journal*.

12. **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.

RACT Student of Merit Award - Promotion Courses

13. **Description.** The aim of this award is to recognise academic performance and to encourage excellence amongst RACT other ranks conducting Subject 2, 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.

14. **Eligibility.** A member of the RACT (Full-Time or Part-Time) who is judged by the relevant course staff to be the SOM on the courses detailed at annex A, serial 2 will receive the award. Only RACT members will be eligible for the award when courses are integrated / combined.

15. **Prizes.** The prize for the SOM for Subject 2 and 4 courses is a copy of the Corps history book or a suitable substitute if the Corps history book is unavailable and a Corps Tie. For officers attending the LOIC, the presentation of the PDL Toll perpetual trophy will be awarded along with a Fountain Pen set to SOM. For officers attending the MTOC, the presentation of the PDL Toll perpetual trophy will be awarded along with a set of Binoculars' to the SOM.

16. **Administration.** The Corps Manager RACT 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 Corps Manager RACT of annual requirements well in advance. Engraving of the PDL Toll perpetual trophy is funded by the ALSO.

17. **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 Corps Manager RACT prior to the presentation. Corps Manager RACT 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.

The RACT RMC Graduate Award

18. **Description.** The aim of this award is to recognise academic performance and to encourage excellence amongst RMC cadets who will graduate as officer to the RACT. The RACT Recognition Scheme provides the RACT RMC Graduate Award to recognize academic achievement for each RMC graduating class.

19. **Eligibility.** The RMC Staff Cadet graduating to the RACT, who is judged by the RMC staff to have the highest academic performance on each course, will be awarded the RACT RMC Graduate Award.

20. **Prizes.** Recipients of the CAPT Peter McCarthy RACT Memorial Prize will be presented with a copy of *The History of the RACT* and another book to the value of \$60.00, funded by RMC. The recipient is to receive an RACT Corps Tie supplied from the HOC cell under the RACT RMC Graduate Award.

21. **Presentation.** HOC or his representative staff should present this award as part of the RMC Graduation Prizes and Awards ceremony.

22. **Administration.** The Corps Manager RACT RACT is responsible for the purchase of the Corps Tie and on forwarding to the National Cadet Cell at RMC Duntroon. RACT staff at RMC Duntroon is to advise Corps Manager RACT of the individual's regimental particulars so that the individual's achievements can be acknowledged in the *Australian Army Transport Journal*.

RACT Essay/Article Prizes – ref CPS 43 annex G Appendix 1.

23. **Description.** The RACT Corps journal; *Australian Army Transport Journal* is a median 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 Advance 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.

24. **Eligibility.** Any member of the RACT (ARA or ARes) may submit an essay or article for consideration. Essays or articles must be original work and contribute to a professional debate on military matters. They must also follow the guidelines in Chap 8 to Part 3 of ADFP 102.

25. **Prizes.** The award for the RACT Essay Prize is a cash prize of 1st \$125.00, 2nd \$75.00 and 3rd \$50.00.

26. **Presentation.** Winners will be announced in *Australian Army Transport Journal*. Corps Manager RACT is to liaise with CILTA in relation to providing details of winners so that subscriptions are commenced as soon as possible after the announcement. A presentation

ceremony should be conducted by the respective member's CO/OC with the local CILTA representatives invited to attend.

27. **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 Corps Manager RACT. 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 Corps Manager RACT. The cut-off date for submission is the 1st Sep each year.

28. **Judging.** The HOC RACT will decide on the award winner on the recommendation of a Committee consisting of:

- a. Deputy Head of Corps (Chair);
- b. Corps Manager RACT;
- c. Corps RSM; and
- d. any other RACT member above and including the rank of WO1 on invitation from the DHOC.

Notification

29. Details of each Category One award recipient are to be forwarded to the Corps Manager RACT so that individual's achievements can be acknowledged in the RACT Newsletter and the *Australian Army Transport Journal*.

RACT Photograph Prizes – ref CPS 43 annex G para 12

30. **Description.** The RACT Corps journal; *Australian Army Transport Journal* is a median for all Corps members to submit photographs for publication. The aim of the journal is to stimulate RACT members to submit photos to capture the Corps history. 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 capture pictures relating to RACT tasking and personnel.

31. **Eligibility.** Any member of the RACT (ARA or ARes) may submit a photograph for consideration. Photographs should be taken of RACT associated tasking and personnel.

32. **Prizes.** The awards for the RACT photograph will be a cash prize of 1st \$100.00, 2nd \$50.00 and 3rd \$25.00.

33. **Presentation.** Winners will be announced in *Australian Army Transport Journal*. Corps Manager RACT 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.

34. **Administration.** All RACT members are encouraged to submit suitable photos to be published in *Australian Army Transport Journal* to the Corps Manager RACT. The cut-off date for submission is the 1st Sep each year.

35. **Judging.** The HOC RACT will decide on the award winner on the recommendation of a Committee consisting of:

- a. Deputy Head of Corps (Chair);
- b. Corps Manager RACT;
- c. Corps RSM; and
- d. any other RACT member above and including the rank of WO1 on invitation from the DHOC.

Notification

36. Details of each Category One award recipient are to be forwarded to the Corps Manager RACT so that individual's achievements can be acknowledged in the *Australian Army Transport Journal*.

RACT Video Prizes – ref CPS 43 annex G para 12

37. **Description.** The RACT website 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.

38. **Eligibility.** Any member of the RACT (ARA or ARes) may submit a video for consideration. Videos should be taken of RACT associated tasking and personnel.

39. **Prizes.** The awards for the RACT video will be a cash prize of 1st \$100.00, 2nd \$50.00 and 3rd \$25.00.

40. **Presentation.** Winners will be announced in *Australian Army Transport Journal*. The Corps Manager 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.

41. **Administration.** All RACT members are encouraged to submit suitable photos to be published in *Australian Army Transport Journal* to the Corps Manager. The cut-off date for submission is the 1st Sep each year.

42. **Judging.** The HOC RACT will decide on the award winner on the recommendation of a Committee consisting of:

- a. Deputy Head of Corps (Chair);
- b. Corps RSM;
- c. Corps Manager; and
- d. any other RACT member above and including the rank of WO1 on invitation from the DHOC.

Notification

43. Details of each Category One award recipient are to be forwarded to the Corps Manager so that individual's achievements can be acknowledged in the *Australian Army Transport Journal*.

CATEGORY TWO – PTE- CPL AWARDS FOR EXCELLENCE

RACT PTE-CPL Awards for Excellence

44. **Description.** The RACT Awards of Excellence are established to allow the RACT to recognise exemplary performance on behalf of its Privates and Junior NCO. Unlike some other awards, the RACT Awards of Excellence are not designed to recognise acts of bravery or isolated examples of exceptional, outstanding or meritorious service. While RACT soldiers may compete for a number of those awards (e.g. Australia Day Medallions), the RACT awards will specifically recognise exemplary service maintained on a consistent basis over a protracted period and will be available to RACT members only. The Awards will include separate categories for ARA and ARes soldiers.

45. The awards will be made annually and maybe awarded to RACT Privates, Lance Corporals and Corporals. 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 the ARA and ARes, dependent upon the quality of the nominations. Therefore there will not necessarily be awards under all of the following sub-categories each year.

- a. **ARA.** These awards will be based on the ARA member's performance in his/her worn rank, and include:
 - (1) ARA Award for Excellence – JNCO (LCPL or CPL);
 - (2) ARA Award for Excellence – PTE;
- b. **ARes.** The ARes awards will be nominated regionally based on the ARes member's posting locality and staffed through the Colonel Commandant of that Region, wherein a single nomination is to be forwarded from each region.. The intent for the ARes Awards of Excellence is that it is to be sponsored by regions RACT Association where possible. The ARes Awards of Excellence include:
 - (1) ARes Award for Excellence – JNCO (LCPL or CPL);
 - (2) ARes Award for Excellence – PTE;

46. **Eligibility.** All RACT soldiers and JNCOs 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:

- a. Be a member of the RACT;
- b. Be nominated in accordance with the nomination procedures described below; and
- c. 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) soldierly qualities (nine core behaviours of an Australian soldier).

47. 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.

48. **Administration.** All RACT soldiers and JNCOs 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.

49. Nominations are to be made in writing and are to reach the Corps RSM by 1st Sep each year in order for awards to be announced at the Corps Conference each year. Names of all winners are to be forwarded to the Corps Manager RACT so that individual's achievements can be acknowledged in the *Australian Army Transport Journal*.

50. 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.

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

- a. Deputy Head of Corps (Chair);
- b. Corps Manager RACT;
- c. Corps RSM; and
- d. Any other RACT member above and including the rank of WO1 on invitation from the DHOC.

52. 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.

53. The HOC decision in the matter will be final and late nominations will not be considered. The nomination format is at 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.

CATEGORY THREE - RECOGNITION OF SERVICE

54. 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

55. **Description.** The Corps recognises the long and dedicated service that all ranks provide from 15 years and beyond upon transfer, retirement or discharge from Army. 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 at annex C, serial 6.

56. Eligibility.

- a. **Certificate of Recognition.** All RACT ARA and ARes members are entitled to be presented a Certificate of Recognition on discharge or retirement 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. The Certificate will be presented once only at a time of the members choice including:
 - (1) on discharge from the ARA or ARes, or
 - (2) on transfer from the ARA to ARes.
- b. **Farewell Function.** Members wishing to be dined out at an annual 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 two years with effect 1st June 2009, moving to being a financial member of the RACT Central Fund for the previous five years with effect 1st June 2012. Members who chose not to subscribe to the RACT Central Fund are not entitled to claim to be farewelled at Corps expense at either an authorised unit function or Tobruk dinner, however, can still be farewelled at unit/Tobruk Dinners at their own expense.

57. Where an ARA member transfers to the ARes and would have been eligible to be farewelled had they retired/discharged, he/she may elect to be farewelled upon transfer to the ARes 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 an ARA member who exercises this option upon transfer to the ARes will not be farewelled again upon eventual retirement/discharge from Army.

58. **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 Manager RACT in writing with full justification for Corps Committee approval. These applications will be judged on a case by case basis.

59. **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 years** from retirement/discharge date. 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 Manager RACT in writing with full justification for Corps Committee approval. These applications will be judged on a case by case basis.

60. **Administration.** The Corps RSM is responsible for the production and issue of the RACT Certificate of Recognition. He/she is also responsible for coordinating farewells at the WO/SNCO Tobruk Dinner. The Corps Manager RACT is responsible for coordinating farewells at the Officers Tobruk Dinner. Annex D shows an example of a Certificate of Recognition.

61. **How to Apply.** In all cases, members should be aware that HOC does not have visibility of pending transfers or retirements. As such, RACT Certificates of Recognition, subsidy of authorised unit farewell functions and/or invitations to the Tobruk Dinners cannot be prepared unless appropriate advice is received by HOC staff. Accordingly, individuals who intend to transfer or retire/discharge and/or unit staff of personnel who intend to transfer or retire/discharge are requested to advise to the respective Corps POC by 1st Jun so that adequate time is made available for the production, signing and presentation of RACT Certification of Recognition and invitations to the Tobruk Dinners. The application form for a member to receive the benefits of the RACT Recognition of Long Service Award is at Annex G.

62. 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 maybe the responsibility of the parent unit.

HOC RACT Certificate of Achievement/Appreciation

63. **Description.** All RACT members are eligible to receive awards under the Australian system of honours and awards. Additionally, ref 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 Corps 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.

64. **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 refs A to C or this CPS and when the member's CO/OC considers that the event or performance should be recognised.

65. **Administration.** An eligible member's CO/OC or superior is to forward the nomination to the HOC RACT for consideration. The nomination is to be IAW the format provided at annex G to this Corps Policy Statement and 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 of Achievement IAW the format detailed at annex H.
- c. Any comments relevant to the nomination/presentation. For example, if approved the unit wishes to present the HOC Certificate of Achievement/Appreciation to the member on the RACT Corps Birthday or other appropriate unit/region activity.

66. Where the RACT HOC approves the Certificate of Achievement/Appreciation, a HOC Certificate of Achievement/Appreciation is to be raised by Corps Manager RACT 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.

67. 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 Commemorative Plaques

68. **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.

69. The purpose of the RACT Commemorative Wall is to acknowledge the service and sacrifice of RACT personnel who have died on operational service.

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

71. **Administration.** Upon notification of the death of an RACT member on operational service, Corps Manager RACT 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. Consideration should be given to conducting the dedication of the plaque during the RACT Memorial Service that is held at the start of each RACT Corps Conference.

Conclusion

72. 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 of RACT members. All RACT unit supervisors and commanders are to ensure that the members of the Corps are acknowledged for their achievements 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 24 MAY 11**

**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 to the Student of Merit on the following courses: Maritime Wing: IET Op Mov – 2 per year IET Marine Spec - 2 per year IET Cargo Spec - 2 per year Transport Wing: IET Basic Drivers Course - 15 per year AMTDU: IET Basic Air Dispatch Course – 2 per year.
LOBC		RACT History Book & Tie.	RACT Central Fund	\$ 67.00	ASLO: Logistic Officers Basic Course (RACT Phase) – 2 per year.

B-2

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 <i>The History of the RACT</i> and a Corps Tie.	Public Monies RACT Central Fund	\$27.00 p/a \$40.00	Includes all RACT promotion courses conducted at Transport 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.
	MTOC	MTOC	Sponsorship/RACT Central Funds	\$150.00	Presentation to be in the form of a set of Binoculars.
3	RACT RMC Graduate Award - presented to the top graduate from RMC	A copy of <i>The History of the RACT</i> and another book to the value of \$60.00 Corps Tie	Public Monies funded by RMC. RACT Central Fund		CAPT Peter McCarthy Award HOC cell to dispatch to the National Cadet Cell at RMC Duntroon.
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 <i>Australian Army Transport Journal</i> IAW CPS 43.
5	RACT Photograph 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 <i>Australian Army Transport Journal</i> IAW CPS 43.

**ANNEX B TO
RACT POLICY STATEMENT NUMBER 42
DATED 24 MAY 11**

**RACT RECOGNITION SCHEME – CATEGORY TWO
RACT PTE-CPL AWARDS FOR EXCELLENCE**

Ser (a)	Award Name (b)	Prize (c)	Public Monies, RACT Central Fund, or Sponsorship (d)	Value (e)	Remarks (f)
1	ARA Award for Excellence - JNCO	<p>1. Boxed RACT medallion inscribed with the mbrs details</p> <p>2. Funded Trip to attend the RACT Corps Conference on the year of announcement.</p>	<p>RACT Central Fund</p> <p>Public Monies or when unavailable RACT Central Fund</p>	\$50.00 each	<p>Subject to the quality of nominations received, this award may not be presented.</p> <p>1. Flights are the cheapest flight of the day, booked and paid for by the Corps Manager RACT.</p> <p>2. Movement bookings / funding is from the members unit location in Australia to Albury / Wodonga.</p> <p>3. Accommodation is to be booked on base at Albury/Wodonga</p>
2	ARA Award for Excellence – PTE	A boxed RACT medallion inscribed with the mbrs details	RACT Central Fund	\$50.00 each	Subject to the quality of nominations received, this award may not be presented.
3	ARES Award for Excellence - JNCO	<p>1. Boxed RACT medallion inscribed with the mbrs details</p> <p>2. Funded Trip to attend the RACT Corps Conference on the year of announcement.</p>	<p>RACT Central Fund or RACT Association Sponsorship</p> <p>Public Monies or when unavailable RACT Central Fund</p>	\$50.00 each	Subject to the quality of nominations received, this award may not be presented.
4	ARES Award for Excellence – PTE	A boxed RACT medallion inscribed with the mbrs details	RACT Central Fund or RACT Association Sponsorship	\$50.00 each	Subject to the quality of nominations received, this award may not be presented.

**ANNEX C TO
RACT POLICY STATEMENT NUMBER 42
DATED 24 MAY 11**

**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	Commonwealth funded.	\$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 Discharge from the ARA, or on Transfer from the ARA to ARES, or on Discharge from the ARES. Election of the above by the member is to be maintained by the Corps Manager RACT.

Ser (a)	Award Type (b)	Award (c)	Public Monies or RACT Central Fund (d)	Value (e)	Remarks (f)
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 Commonwealth funded.	Equivalent Cost to the Tobruk Dinner	Criteria: RACT members may be presented this award <u>once</u> only as follows: 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 Discharge from the ARA, or • on Transfer from the ARA to ARES, or • on Discharge from the ARES. 2. Election of the above by the member is to be maintained by the Corps Manager RACT. 3. Members are to be a financial member of the RACT Central Fund for the previous two years with effect 1st June 2009 moving to being a financial member of the RACT Central Fund for the previous five years with effect 1st June 2012 4. Members that do not attend an authorised unit farewell function within two years of discharge forfeit their entitlement to the RACT Central Fund contributing to the function cost and will only receive the Recognition Certificate.

Ser (a)	Award Type (b)	Award (c)	Public Monies or RACT Central Fund (d)	Value (e)	Remarks (f)
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 Commonwealth funded.	Equivalent Cost to the Tobruk Dinner	<p>Criteria: RACT members may be presented this award once 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 Discharge from the ARA, or • on Transfer from the ARA to ARES, or • on Discharge from the ARES. 2. Election of the above by the member is to be maintained by the Corps Manager RACT. 3. Members are to be a financial member of the RACT Central Fund for the previous two years with effect 1st June 2009 moving to being a financial member of the RACT Central Fund for the previous five years with effect 1st June 2012. 4. Members that do not attend the Tobruk dinner or an authorised unit farewell function within two years of discharge 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.

C-5

Ser (a)	Award Type (b)	Award (c)	Public Monies or RACT Central Fund (d)	Value (e)	Remarks (f)
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 a single miniature Corps Banner	RACT Central Fund Commonwealth funded. RACT Central Fund	Equivalent Cost to the Tobruk Dinner Market Cost	Criteria: RACT members may be presented this award once only as follows: 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. • On Discharge from the ARA, or • on Transfer from the ARA to ARES, or • on Discharge from the ARES. 2. Election of the above by the member is to be maintained by the Corps Manager RACT. 3. Members are to be a financial member of the RACT Central Fund for the previous two years with effect 1st June 2009 moving to being a financial member of the RACT Central Fund for the previous five years with effect 1st June 2012. 4. Members that do not attend an authorised unit farewell function within two years of discharge 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	1. Dined out at the respective Tobruk Dinner / Corps Regional Dinner or authorised unit farewell function.	RACT Central Fund	Equivalent Cost to the Tobruk	Criteria: RACT members may be presented this award once only as follows: 1. Presented to ARA and ARES members who

Ser (a)	Award Type (b)	Award (c)	Public Monies or RACT Central Fund (d)	Value (e)	Remarks (f)
	(SGT and above)	2. Presented with a Certificate of Recognition 3. Presented with a single miniature Corps Banner	Commonwealth funded. RACT Central Fund	Dinner Market Cost	<p>have completed a minimum of 25 years effective service in the RACT or complete their career in the RACT.</p> <ul style="list-style-type: none"> • On Discharge from the ARA, or • on Transfer from the ARA to ARES, or • on Discharge from the ARES. <p>2. Election of the above by the member is to be maintained by the Corps Manager RACT.</p> <p>3. Members are to be a financial member of the RACT Central Fund for the previous two years with effect 1st June 2009 moving to being a financial member of the RACT Central Fund for the previous five years with effect 1st June 2012.</p> <p>4. Members that do not attend the Tobruk dinner or authorised unit farewell function within two years of discharge 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.</p> <p>5. Members are responsible for travel costs associated in attending the Tobruk Dinner.</p>
6	HOC and Corps RSM	Presented with a double miniature Corps Banner	RACT Central Fund	Market Cost	<p>Criteria: RACT members may be presented this award once only as follows:</p> <p>1. Presented to ARA members on commencement of appointment as the HOC</p>

Ser (a)	Award Type (b)	Award (c)	Public Monies or RACT Central Fund (d)	Value (e)	Remarks (f)
					or the Corps RSM.
7	HOC Certificate of Achievement Appreciation	Certificate of Achievement/Appreciation	Commonwealth funded.		Presented by HOC to RACT members for exceptional achievement or devotion to duty. This is to include Representative Colonel Commandant, Colonels' Commandant and DHOC and Corps Manager RACT.
8	RACT Commemorative Plaque	Commemorative plaque	Public Monies	Market Cost	A plaque laid at the RACT Memorial Wall to commemorate the service of RACT members killed on operational service.

CERTIFICATE OF RECOGNITION

ROYAL AUSTRALIAN CORPS OF TRANSPORT

PRESENTED TO

8485630 SGT STEPHAN BLOGGS

60

For service in the Royal Australian Corps of Transport

With a career spanning 15 years service in the Australian Regular Army, the members of the RACT congratulate you and thank you for your hard work and dedication over these many years.

From the Corps we thank you for always being

PAR. ONE

SERVICE HISTORY

Enlisted: 01 March 1990

Discharged: 24 April 2005

Headquarters 1st Brigade
Canning Logistic Company
Headquarters Land Warfare Centre
3rd Combat Service Support Battalion
Australian Defence Force Academy
Army Recruit Training Centre
Army School of Transport
4th Combat Service Support Battalion
Royal Military College Duntroon

Jun 90 - Jan 91
Jan 91 - Dec 93
Jan 94 - Dec 96
Jan 96 - Dec 98
Jan 98 - Dec 99
Jan 99 - Dec 00
Jan 00 - Dec 01
Jan 02 - Dec 03
Jan 04 - Apr 05

HONOURS & AWARDS

Australian Service Medal with Clasp Timor Leste
Defence Long Service Medal
Australian Defence Medal

Brigadier D. T. Mulholland, AM
Head of Corps

**ANNEX E TO
RACT POLICY STATEMENT NO 42
DATED 24 MAY 11**

NOMINATION FOR RACT PTE-CPL AWARDS OF EXCELLENCE

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. Nominees Unit:
6. Category of service (ARA or ARes):
7. Award for which nominated (insert category from annex B):

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

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

PART TWO - NOMINATING OFFICER/SNCO'S PARTICULARS

9. Rank and name of nominating Officer/SNCO:.....
10. Unit of nominating Officer/SNCO:.....
11. Relationship to nominee:.....
12. Length of service with nominee:.....

PART THREE - JUSTIFICATION

RACT Awards for Excellence

1. Trade Skills (one paragraph)

2. Leadership / Regimental Performance (one paragraph)

3. Soldierly Qualities (one paragraph on each of the following);

 - a. Integrity.

 - b. Initiative.

 - c. Loyalty.

 - d. Judgement.

 - e. Other Attributes.

**Signature Block of
Nominating Officer**

Date _____

I support this nomination

Signature Block of
OC/CO or superior

Date _____

ASSESSMENT MATRIX -- AWARDS FOR EXCELLENCE

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

APPLICATION FOR RACT RECOGNITION OF LONG SERVICE AWARD

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 faxed to Corps Manager RACT, RACT.

NOMINATION FORMAT FOR HOC CERTIFICATE OF ACHIEVEMENT

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.



ROYAL AUSTRALIAN CORPS OF TRANSPORT

Head of Corps Certification of Achievement/Appreciation

Presented to

PMKeys Number Rank Christian and Surname in full

I commend you for your tireless and exemplary performance in carrying out your responsibilities as the Acting Second-in-Command of 3 Section, A Troop at 1 Transport Company.

Your contribution to the functioning of 3 Section has contributed significantly to the overall performance of A Troop and in turn, to the performance of 1 Transport Company.

You have displayed an extensive knowledge of transport section operations and the command, leadership and management principles to produce superior results. Working under severe time constraints and arduous working conditions, you have applied yourself diligently to all tasks, ensuring their timely completion.

Your achievements are of the highest order and are in keeping with the finest traditions of the Royal Australian Corps of Transport

Date

**Brigadier
Head of Corps**