

Declassified E.O. 12356 Section 3.3/NND No.

785015

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Declassified E.O. 12356 Section 3.3/NND No.

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HONOURS & AWARDS
JUN., JULY 1943

2/1

785015

SUBJECT :- Honours and Awards

DISTRIBUTION LIST "B"

Ref this HQ letters of even number dated 20 Mar 43 and 29 Jun 43

1. Many faults were found in the recent submissions of AF W 3421. In order to avoid delays in returning recommendations for correction, the following instructions are issued for strict compliance in future.

2. All recommendations for periodical awards will reach this HQ by the date stated.

3. AF W 3421 will be submitted :-

- (i) In quintuplicate for awards
- (ii) In duplicate for Mentions.

4. In many cases, in the column "Recommended by", the name of the officer was typed in. The officer originating must sign personally. Commanders countersigning recommendations also sign in this column only and units will therefore leave enough room for endorsement by General Officers of higher HQ. Consequently all officers signing AF W 3421 should do so in as confined a space as possible and large appointment stamps will not be used.

5. The casualty form on the back will be completed where applicable.

6. In the space provided for "Rank and Army or Personal No.", substantive, temporary and acting rank should be stated also the Regt or Corps of the individual. In cases of units such as HQs and PW Camps, the Regt or Corps must be included.

7. An order of priority for each batch of recommendations for the various awards should be given.

60.

To SEC
Capt DAVIS

Lt.-Col.
A.A. & J.M.G.
ALGIERS AREA.

785015

SUBJECT: Periodic and Awards

CONFIDENTIAL

219A

29 Jun 43

Destroyed

Distribution List "R"

Reference was HQ letter of even number dated 20 Mar 43.

1. It is now the intention of the Chief Administrative Officer, AFHQ, to call for recommendations for periodical awards at more frequent intervals, as previous procedure has resulted in many cases in a considerable delay between events and the recognition of individuals who distinguished themselves in them, other than by gallantry.
2. In future, batches of recommendations for Periodical Awards, including Mentions in Despatches, will be sent to the War Office at intervals of about two months.
3. Recommendations to cover the period 1 Apr - 30 Jun 43 will be submitted on AF V3121 not later than 5 Jul 43; any recommendations reaching "A" Branch, this HQ, after that date will be excluded from this batch of recommendations for Periodical Awards.
4. Where a unit wishes to recommend more than one award, recommendations will be accompanied by a covering letter setting out the awards in order of preference.
5. RASC and RMC units will submit their recommendations to the appropriate Head of the Service at this HQ in time for them to be passed to "A" Branch, this HQ, by 5 Jul 43. The recommendation of ADST or AMS will be added before they are passed to "A" Branch.
6. RE units will submit recommendations to CHM, this HQ, for similar action.
7. The greatest care must be taken in writing citations for awards since a case is judged solely from the citation on AF V3121.

To see

CSO Capt

595:

11A

Sheet 2

3. The standard of awards both for gallantry and good service is now very high. It is important that this standard be maintained and only outstanding cases will be submitted.



Lt. Colonel,
A.A. & D.M.S.,
ALGERS AREA.

C.S.O.

Pl ascertain if NLC return is reqd & if so make one.

DGP

