



Department
for Transport

MERCHANT NAVY MEDAL FOR MERITORIOUS SERVICE NOMINATIONS

GUIDANCE NOTES

1 QUALIFICATION FOR THE MEDAL

Eligibility for the Medal is limited to those who have served, or are serving, in the Merchant Navy or Fishing Fleets of the United Kingdom, Isle of Man and the Channel Islands who have shown devotion to duty and exemplary service which has been of particular value and has constituted an outstanding example to others. Recipients of the Medal will normally be required to have completed 20 year's good conduct and exemplary service, although in exceptional circumstances the period of service may be less.

2 WHO MAY MAKE A NOMINATION

Anyone may make a nomination by completing this form and forwarding it to the Department for Transport at the address given below. It is not possible to nominate yourself.

3 COMPLETING THE NOMINATION FORM

Please complete the nomination form completely and accurately, following the instructions in each section. It is important that you provide as much information as possible about your nominee. A list jobs or positions held is not sufficient, on its own: please also explain why you consider that the nominee's actual contribution or impact has been meritorious.

You can use additional sheets of paper, but please make sure that you make clear which section you are completing. Nomination information is scanned into an electronic system, so please do not send in examples of the nominee's work (e.g. videos, photographs, books) in formats which are difficult or impossible to scan, as such evidence cannot be kept.

4 NUMBER OF AWARDS

The maximum number of awards of the Merchant Navy Medal for Meritorious Service which may be made in any one year is 20. It is therefore important to realise that not everyone can receive recognition in this way, and individual nominations may be unsuccessful.

5 TIMING OF NOMINATIONS

There are no deadlines for the receipt of nomination forms, but as awards of the Medal will normally only be made once a year, towards the end of the year, nominations need to be received by the end of May in order to be considered in the current year.

6 UNSUCCESSFUL NOMINATIONS AND RE-NOMINATIONS

If, after two years, your nominee has not been successful you can assume the nomination has lapsed. You may re-nominate them, but a different outcome is unlikely unless your nominee has had additional achievements.

7 CONFIDENTIALITY

All nominations are treated in the strictest confidence. The nominee should **not** be told that they have been nominated.

8 SUPPORT LETTERS

Letters of support should be provided from people with first-hand knowledge of the nominee who can endorse their contribution or supply additional information. At least two letters of support are normally required to support a nomination.

9 ACKNOWLEDGEMENT AND PROGRESS OF NOMINATIONS

We will acknowledge receipt of your nomination. We regret that we cannot enter into correspondence on the merits of a particular nomination.

10 CHANGES TO INFORMATION SUBMITTED

You may send additional information to support the nomination at any time. We will ensure that it is considered with the existing papers. The Department should also be advised if there has been any important change to the information supplied on the nomination form, such as the home address of the nominee.

11 ENQUIRIES

Enquiries relating to the Merchant Navy Medal for Meritorious Service should be made to:

Maritime Training
Department for Transport
Zone 2/33
Great Minster House
33 Horseferry Road
LONDON SW1P 4DR

Telephone: 020 7944 5121

Facsimile: 020 7944 2186

E-mail: commercialshippingpolicy@dft.gsi.gov.uk