
The Corps Instructions of the Royal Australian Electrical and Mechanical Engineers



Corps Instruction Twenty One

“The RAEME Recognition of Service and In Appreciation Certificates”

A blue ink signature, likely of Brigadier AWF Freeman, is written over a horizontal line.

Brigadier AWF Freeman
Head of Corps
RAEME

14 October 2018

AG7971790**Corps Instruction Number Twenty One – The RAEME Recognition of Service and In Appreciation Certificates****Introduction**

1. The RAEME Corps Committee has approved Corps Certificates to recognise service to the Corps of Royal Australian Electrical and Mechanical Engineers.
2. The ‘Recognition of Service’ Certificate is presented to military personnel in recognition of their length of service within the Corps and Army.
3. The ‘In Appreciation’ Certificate is presented to any person in recognition of exceptional service to the Corps of RAEME.

Aim

4. The aim of this instruction is to prescribe the criteria for the issue of the RAEME ‘Recognition of Service’ certificate, the ‘In Appreciation’ certificate, and the method of presentation.

Award Criteria

5. The following criteria are to apply to the award of the RAEME ‘Recognition of Service’ Certificate:
 - a. Military:
 - (1) The recipient must be a SERCAT 3 – 7 RAEME officer or soldier who has completed their Return of Service Obligation and are discharging, or intend to permanently transfer to SERCAT 2 prior to discharge, or
 - (2) The recipient must be a SERCAT 3 – 7 RAEME officer or soldier who has not completed their Return of Service obligation and are discharging for reasons outside of their control. Examples of this include J51/52.
 - b. Civilian:
 - (1) The recipient must have previously served in the Australian Army as a RAEME officer or soldier, and have completed any Return of Service Obligation, or any Initial Minimum Period of Service.
6. To be eligible for the award of the RAEME ‘In Appreciation’ Certificate the recipient must have demonstrated that they have contributed to the development or betterment of the Corps. There is no set period of service or contribution – just that the HOC, DHOC, or COL COMDT believe that their contribution merits the certificate.
7. Lengthy service should be recognised with appropriate ceremony. If a soldier has completed 30 years of service, or is a Corps Fund member and has completed 20 years of service, they are eligible to receive a ‘Recognition of Service’ Parchment.

Issue and Presentation

8. Upon confirmation of eligibility for issue of certificate, the SO2 Corps Heritage is to:
 - a. Enter details of the recipient in the certificate register.
 - b. Arrange for the completion of the appropriate lettering on the certificate.
 - c. Submit the certificate for signature by the HOC.
 - d. Dispatch the completed certificate by certified mail either in accordance with the nomination forwarding instructions or direct to the recipient's Commanding Officer.
9. Presentation of certificates should be undertaken with appropriate ceremony. In the case of ex-serving members, presentations may also be made under local RAEME Association arrangements.
10. Military members who are eligible, but have not received a Certificate by their date of discharge or retirement, may initiate a request for issue. This should be done either through the last RAEME unit in which they served, or directly to SO2 Corps Heritage.

Replacement of Certificates

11. Requests for replacement Certificates, are to be forwarded to SO2 Corps Heritage - RAEME, Head of Corps Cell, Latchford Barracks, BANDIANA, Vic, 3694.

Arte et Marte