

# The Air Cadet League of Canada

## AIR CADET SERVICE

### MEDAL (AirCSM)

#### GENERAL

1. The Air Cadet League of Canada (AirCLC) has created an award to recognize continuous meritorious cadet service of at least four years by deserving Air Cadets. The effective date of this award shall be 01 Jan 06.

#### AUTHORITY

2. The award (AirCSM) was authorized for issue and wear by the National Cadet Council (NCC) 05 May 04.

3. The authority for the AirCSM shall be The Air Cadet League of Canada. For currently serving Air Cadets, the medal will be recommended for issue by the Cadet Squadron Commanding Officer and approved by the Chairperson of the Squadron Sponsoring Committee or the Squadron Sponsor, where a Sponsoring Committee does not exist. Applications for *currently serving cadets* – Form #1 are to be sent by the Squadron to the appropriate Air Cadet League Provincial/Territorial Committee. Please contact your League representative for the address and contact information for each Provincial Committee.

**NOTE:** Application forms - Form # 2, *for former Air Cadets* are to be sent for verification, approval and fulfillment to the National Headquarters in Ottawa:

**Air Cadet League of Canada**  
**66 Lisgar St.**  
**Ottawa, ON K2P 0C1**  
**ATTENTION: Executive Director**

#### ELIGIBILITY

4. The onus shall be on the individual cadet to apply for this award using the form “*Application for the Air Cadet Service Medal*” (attached).

5. To qualify for this award, a serving cadet must have successfully completed four years of honourable service with no serious infractions, and be recommended by the Cadet Squadron Commanding Officer. All Air Cadets past or future, shall be eligible for this award.

6. Cadets on strength at a cadet squadron as of 01 Jan 06 shall be eligible to receive the medal.

7. Former cadets who were non-effective (N/E) or Struck off Strength (SOS) on or before 31 Dec 05 may apply to the National Office for this award. No medal shall be issued without supporting proof of service, the onus to produce such proof being upon the applicant. The cost of the medal and handling charges, determined by the AirCLC, will be the responsibility of the applicant.

8. Replacement medals may be issued to an individual, at the current sales price, after proof of original issue is produced and an application re-submitted to the National Office. No replacement medal shall be issued without supporting proof of original issue, the onus to produce such proof being upon the applicant.

9. A break in service in the aggregate of one month or less will not disqualify a recipient from receiving the award. An Air Cadet who has previously served with the Army Cadets and/or the Sea Cadets may count such service to the eligibility period for the AirCSM. Eligible service is portable between air cadet squadrons.

#### DESIGN/WEARING

10. The medal design is as follows:

- Round gold coloured medal, 35mm in diameter.
- Obverse side: Badge of the RCAirC, above the badge, the words "SERVICE – CADETS", below the

badge the word "CANADA"

- On the reverse of the medal, a rectangular blank where the recipient's name, squadron and date may be engraved.
- The ribbon is 35 mm wide with five stripes; 10 mm royal blue border represents the Air Cadet League's bestowed Royal title; 7 mm light blue in the center represents the Air Force; and the two 4 mm gold stripes represent four years of successful service.

11. The Medal with ribbons, loose or court mounted may be worn in accordance with military protocol over the left pocket on all ceremonial occasions. When in undress uniform, the ribbon shall be worn over and above the edge of the left breast pocket. The Air Cadet Service Medal will be worn at the extreme left of all decorations and medals of the Cadet system, all in accordance with existing dress regulations of the Canadian Cadet Organization and, if/where permitted, of the Canadian Honours System.

#### **ADMINISTRATION**

12. The application for the award of the Air Cadet Service Medal to "**currently serving**" Air Cadets will be initiated by the cadet, by completing the "Application for the Air Cadet Service Medal" Form #1. "**Former Air Cadets**" applying for the Medal will complete and submit the "Application for the Air Cadet Service Medal" Form #2.

13. The Air Cadet League shall assume responsibility for the administration, finance and control of this process. Medals for "**currently serving**" Air Cadets shall be obtained by the Provincial/Territorial Committees. Applications for replacement medals and medals issued to former cadets shall be made to the National Office:

**Air Cadet League of Canada  
66 Lisgar Street Ottawa, ON K2P 0C1  
ATTENTION: Executive Director**

14. Upon receiving an application, the Cadet Squadron Commanding Officer shall substantiate the cadet's service, make the appropriate recommendation, and forward it to the Local Sponsoring Committee or Sponsor for approval and administration. The approved application shall be retained in the cadet's personal file. A copy of the application shall then be forwarded to the Provincial/Territorial Committee for issue and presentation of the award. A list of the names of recipients and their Squadrons shall be maintained by the AirCLC Provincial/Territorial Committees.

#### **PRESENTATION TO CURRENTLY SERVING AIR CADETS:**

15. Presentation of the award shall be made at a suitable ceremony by a representative of The Air Cadet League of Canada as may be arranged by the Provincial/Territorial Committees with the Cadet Squadrons.

#### **DISPUTES**

16. Disputes "**for currently serving cadets**" shall be mediated by the Provincial/Territorial Committee whose decision shall be final and binding. Disputes for rejections of applications by "**former Air Cadets**" can only be appealed by special request to the National President of the Air Cadet League of Canada.

17. All cadet applications for the AirCSM whether recommended or rejected by the Commanding Officer, must be forwarded to the Sponsoring Committee.