**Honours, Decorations and Medals – The Coronation Medal**

**General**

1. The Coronation Medal (CM) will be awarded as a ‘thank you’ from the nation to individuals who made this year’s official constitutional Coronation events happen. In addition, serving members of the Armed Forces, and those from MOD Emergency Services, who had completed 5 full calendar years of service and were in active service/employment on 6 May 2023, or who participate in Armed Forces Coronation events during 2023, will also qualify.

 2. In response to the announcement on the eve of the Coronation, the Defence Secretary said: “Our Armed Forces and the Monarch have a unique bond. Our histories and customs mirror the reigns of Kings and Queens. Our deployments are in their names and our allegiance is sworn by each and every one of us. The Coronation Medal will celebrate that bond and allow huge numbers of service personnel to reaffirm that linkage as King Charles is crowned our new Monarch.”

3. The CM is a commemorative medal recognising service at the time of the Coronation. It is not in recognition of operational, long, meritorious, or efficient service, all of which are recognised in other ways.

4. As well as the Armed Forces (as defined at paragraph 11), the CM is being awarded to eligible members of the civilian Emergency Services, including those in the MOD Emergency Services. Consequently, the CM is likely to be the biggest award of a UK medal since the Second World War. Applications from Service Personnel are not required, except in the circumstances outlined in paragraphs 13 and 14. The MOD Medal Office (MODMO) is coordinating the manufacture and distribution of the medal.

5. The CM is a unique medal in terms of the scope and nature of its award. The eligibility criteria are significantly different in places to those applied to previous Jubilee Medals, for example, and do not provide a basis to question individual eligibility to those earlier medals.

6. The medal is to be worn on the left breast in accordance with the Order of Wear in JSP 761 Chapter 12 Annex B. Jubilee and CMs are worn immediately after operational service medals and before long service and efficiency awards. Jubilee and CMs are to be worn in date order of award. The medal, medal ribbon or miniature may not be worn until entitlement has been confirmed.

**Distribution and Issue**

7. A separate DIN will be published outlining the arrangements for the distribution and issue of the Coronation Medal to units and eligible personnel.

**Eligible Groups**

8. Defence recipients of the CM fall into three Groups (eligibility is only required within one of these):

**Group A**. Members of the Armed Forces, Civil Service, and those from MOD-sponsored voluntary organisations who provided active contributory service to the official constitutional Coronation events, including related events in the Devolved Administrations, Crown Dependencies and Overseas Territories.

**Group B**. Serving members of the Armed Forces (as defined at paragraph 11) who had completed 5 full calendar years of service and who were in active service/employment on 6 May 2023.

**Group C**. Members of the Armed Forces who participate in Armed Forces Coronation events throughout the rest of 2023, such as official gun salutes, parades, or presentations of regimental colours (such events are defined in Paragraph 9 below).

**Definition of these Eligible Groups**

9. Each of the above Groups is defined as follows:

**Group A**. Active Contribution to Constitutional Events. This includes all who provided active contributory service to the Coronation Service in Westminster Abbey, the parades to and from the Abbey and other associated events (attendance at an event, i.e. as a guest, does not in itself qualify for the medal). As well as actual participation in these events, active contribution includes those who contributed to the delivery of the event, including providing a supporting or enabling function before, during or after the event itself. In addition to the Coronation events in London on 6 May, other eligible events will include gun salutes from official saluting stations, Royal Week in Scotland in July and any official Coronation events in the Overseas Territories or Crown Dependencies.

**Group B**. Serving members of the Armed Forces with 5 years’ service. For Regular Forces this is all personnel who were in effective paid military service on 6 May 2023 and who had completed 1826 days (5 full calendar years). Details of how this applies to Reserve Forces and other MOD recipients are outlined below. As well as the Armed Forces, the CM is being awarded to members of the Civilian Emergency services who had completed 5 years’ service and who were in service/employment on 6 May 23, including those in the MOD Emergency Services.

**Group C**. Service Personnel who participate in Armed Forces Coronation Events. These events are defined as those, throughout 2023, where there is a demonstrable link to the Coronation or to the transition of The Crown. Coronation events will likely include a Member of the Royal Family or a senior representative of the Sovereign such as a Lord-Lieutenant or Deputy. For events in Overseas Territories, the Sovereign may be represented by the Governor or HM Ambassador. Events are likely to be of a significant scale and include a ceremonial aspect such as a parade. Examples of such events include: The King’s Birthday Parade (Trooping the Colour); Beating Retreat and the Armed Forces Day National Event in Falmouth. Eligibility within this group does not extend to Civil Servants or to those from other MOD sponsored organisations.

**Identifying The Eligibility of Individuals in Group A (Constitutional Coronation Events)**

10. The eligibility of those who made an active contribution to constitutional Coronation events will be identified in several ways:

a. Service Personnel via the Joint Force Elements Table (JFET) for Operation GOLDEN ORB. Most Service Personnel who actively contributed to the Coronation events will appear on the Op GOLDEN ORB JFET. Wherever possible, parent units are to use JPA Move and Track to allocate these individuals to ‘Op Golden ORB’ to enable them to be identified by MODMO.

b. Service Personnel via Nominal Rolls. For individuals not recorded on the JFET, nominal rolls are to be maintained by the sponsor[[1]](#footnote-1) for this element in the Coronation and the individual’s record on JPA annotated with ‘Op Golden ORB’ as above but only after their participation has been confirmed as qualifying for the medal (see paragraph 14). If an amendment to JPA is not possible, the nominal roll should be forwarded to MODMO accompanied by a copy of the approval for this cohort to qualify for the CM.

c. Civil Servants (and any other MOD civilian participants including contractors). A nominal roll is to be maintained by the sponsor for this element of the Coronation for any MOD civilians who it is considered may be eligible as providing active contributory service to the Coronation. Nominations must be endorsed at Two Star level within the sponsor organisation before approval is sought from the Defence Services Secretary (DS Sec) (see paragraph 14). Sponsor organisations should provide nominal rolls to MODMO of any civilians approved to receive the CM.

d. MOD-Sponsored Charities. Representatives from St John Ambulance, the British Red Cross, First Aid Nursing Yeomanry, and the Royal British Legion who participated in the Coronation events are eligible. These organisations are responsible for maintaining a nominal roll of those taking part and to confirm eligibility in accordance with the criteria.

**Identifying the Eligibility of Individuals in Group B** **(5 Years’ Service)**

11. The categories of personnel within the MOD to be awarded the CM for 5 full calendar years of service and in active service/employment on 6 May 2023 are:

a. Regular Forces. All personnel who were in effective paid military service, to include Service personnel undergoing medical treatment and those within the rehabilitation and recovery pathway, within the Royal Navy, Royal Marines, Army and Royal Air Force on 6 May 2023 who have completed 1826 days (5 full calendar years). UK Service personnel serving on official UK Loan and Exchange Service, or on secondment, will qualify if they fulfil all other eligibility criteria.

b. Reserve Forces. All personnel who are in military Reserve service, as defined in Annex A, and meet the following requirements will receive the CM if they:

  (1) were in Service on 6 May 23[[2]](#footnote-2), and

(2) had been in service for a minimum of 1826 days (5 full calendar years) on 6 May 23.[[3]](#footnote-3)

c. Royal Fleet Auxiliary Service (RFA). All RFA personnel, in effective paid RFA service on 6 May 23, having completed 1826 paid days service (5 full calendar years – not necessarily continuous) will qualify for the CM.

d. Uniformed Cadet Force Adult Volunteers of the MOD sponsored Cadet Forces[[4]](#footnote-4) .

(1) To be eligible, personnel must be uniformed Adult Volunteers of the MOD sponsored Cadet Forces on 6 May 23; and

(2) On that date, have a minimum of 1826 days (5 years) membership (not necessarily continuous) of the MOD sponsored Cadet Forces as a uniformed adult volunteer or as a cadet over the age of 18.

e. MOD Emergency Services.

(1) MOD Emergency Services personnel who are in effective paid MOD service, retained or in a voluntary capacity who as part of their conditions of service, are called to attend emergencies and who are potentially placing themselves in danger (*and/or saving others from danger),* and

(2) Are in service on 6 May 23, and

(3) On that date, have aggregated service of 1826 days (5 full calendar years), and

(4) The following groups of MOD civilian personnel meet the definition of an emergency service, as defined above:

i. Ministry of Defence Fire & Rescue Service.

ii. Ministry of Defence Police.

iii. Sovereign Base Area Police in Cyprus.

iv. Gibraltar Service Police.

v. Northern Ireland Security Guard Service.

vi. MOD Ambulance Paramedics.

**Limitations**

12. The following apply to all of the above categories:

a. Aggregated Service. The total of 1826 days qualifying service may be aggregated across any number of the qualifying categories of service: Regular; Reserve; Uniformed Cadet Force Adult Volunteers, including cadet service over the age of 18, in MOD Sponsored Cadet Forces or service with other organisations such as service with other Commonwealth Armed Forces or the civil Emergency Services.

b**.** Breaks in Service**.** Breaks in service will not count as qualifying service for the Coronation Medal. There is, however, no limit to the number or length of breaks in service, provided a total of 1826 days aggregated qualifying service is accounted for.

c. Unpaid Service. An individual on sanctioned unpaid service on 6 May 23 will be eligible but non-effective, unpaid, or broken service itself will not count towards qualifying service. However, there is no limit to the amount of non-effective, unpaid, or broken service if the correct overall total of 1826 days aggregated effective service is fully accounted for.

 d. Disciplinary Action. Personnel absent without leave or subject to disciplinary action, which could result in a dismissal, on 6 May 23, are not eligible for the medal until the final outcome of the disciplinary action has been determined. If the disciplinary action results in dismissal, and if no appeal against that outcome is upheld, the individual will not receive the medal. In all other outcomes, the individual’s eligibility will be determined in accordance with the normal criteria.

e. Cadet Force Adult Volunteers who, on 6 May 23, were subject to disciplinary or administrative action which could result in termination of their Cadet Forces membership; who were suspended from membership; or who were in a ‘non-effective pool’, will not be eligible for the medal until the outcome of that action has been determined; their suspension lifted; or they return to active volunteering. If the action results in termination of their Cadet Forces membership, and if no appeal against that outcome is upheld, the individual will not receive the medal. In all other outcomes, the individual’s eligibility will be determined in accordance with the normal criteria.

f. Only one qualifying period of eligibility will be considered as only one CM may be earned, accepted, and worn by an individual[[5]](#footnote-5).

**Eligibility of Individuals in Group C (Armed Forces Coronation Events)**

13. Only Service Personnel are eligible under this category and nominal rolls should be maintained by the sponsor of the event. If the event is approved by DS Sec as qualifying for the CM, individuals’ JPA records should be annotated with ‘Auth CM23’

**MOD Governance Process to Endorse Active Contributory Service (Group A) and Eligible Events (Group C).**

14. The approval of [the Defence Services Secretary (DS Sec)] will be necessary for two aspects of the CM eligibility process:

a. Agreement to eligibility to the CM for elements making an active contribution to the constitutional Coronation events but not included on the JFET (Group A).

b. Agreement to events that constitute an Armed Forces Coronation Event (Group C).

15. Nominations in both cases, agreed at 2 Star level[[6]](#footnote-6), should be made by sponsor organisations to DS Sec using the forms at Annexes B and C respectively. Sponsor organisations should maintain a nominal roll of military and civilian participants and, if agreed, action taken in accordance with paragraph 12.

 **ANNEX A**

**SUMMARY OF ELIGIBILITY FOR CORONATION MEDAL**

**(REFER TO DIN FOR FULL DETAILS)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ser** | **Category** | **Basic Criteria** | **Additional Criteria** | **Remarks** |
| (a) | (b) | (c) | (d) | (e) |
| **1** | Regular Forces | In effective paid military service on 6 May 23. | a. active contribution to Constitutional Coronation Events;orb. completed a total of 1826 paid days (5 calendar years) service;orc. participated in approved Armed Forces Coronation Event. | (including Military Provost Guard Service) |
| **2** | Full Time Reserve Service and Non-Regular Permanent Staff | In effective paid military service on 6 May 23. | a. active contribution to Constitutional Coronation Events;orb. completed a total of 1826 paid days (5 calendar years) service;orc. participated in approved Armed Forces Coronation Event. |  |
| **3** | Reserve Forces | In service on 6 May 2023 (Primary Effective Assignment Date) | a. active contribution to Constitutional Coronation Events;orb. been a member of an Eligible Reserve Group for a minimum of 1826 days (5 calendar years);orc. participated in approved Armed Forces Coronation Event. | Includes Volunteer Reserves serving in Royal Navy Reserve (RNR), Royal Marines Reserve (RMR), Army Reserve or Royal Auxiliary Air Force (RAuxAF). Inclusive of the Royal Fleet Reserve, Army Regular Reserve and RAF Reserve who are serving on one of the following service types: Voluntary Training and Other Duties (VTOD), Additional Duties Commitments (ADC), Voluntary ExRegular Reserve (VeRRs), High Readiness Reserve and Sponsored Reserve[[7]](#footnote-7).Army Reserve includes Groups A to E and the Army Reserve Reinforcement Group (ARRG) 1-5. Inclusive of RAF Reserves Civilian Component (RAFR CC) and those on RAFVR(T) TCoS.Members of the Ex-Regular Reserve Forces[[8]](#footnote-8) and Recall Reserve **are not** eligible for the CM unless serving on a Reservist commitment.  |
| **4** | Royal Fleet Auxiliary | In effective paid RFA service on 6 May 2023. | a. active contribution to Constitutional Coronation Events;orb. completed a total of 1826 paid days (5 calendar years) service. |  |
| **5** | Service as an Officer Cadet on the Defence STEM Undergraduate Scheme (DSUS), the Defence Technical Undergraduate Scheme (DTUS) or as a Bursar;orService as an Officer Cadet in University Royal Naval Units (URNU), University Officer Training Corps (UOTC), or University Air Squadrons (UAS);orService as a member of the URNU Training Cadre (Training Officer or Training Senior Rating) or RAF UAS Flying Instructor. | In DSUS, DTUS, URNU, UOTC, or UAS on 6 May 23 | a. active contribution to Constitutional Coronation Events;orb. completed a total of 1826 paid days (5 calendar years) service. |  |
| **6** | Uniformed Cadet Force Adult Volunteer | Uniformed adult volunteers of the MOD sponsored Cadet Forces on 6 May 2023. | a. active contribution to Constitutional Coronation Events;orb. been a member of the MOD sponsored Cadet Forces as a uniformed adult volunteer, or as a cadet over the age of 18, for a minimum of 1826 days (5 calendar years). |  |
| **7** | Uniformed Cadets of the MOD sponsored Cadet Forces | Only those Cadets who made an active contribution to Constitutional Coronation Events. | N/A |  |
| **8** | MOD Emergency Services | Personnel who are in effective paid service within the MOD Emergency Services on 6 May 2023. | a. active contribution to Constitutional Coronation Events;orb. have aggregated service of 1826 days (5 calendar years). | The following Emergency Services are included:a. MOD Fire & Rescue Service.b. MOD Police.c. Sovereign Base Area Police Cyprus.d. Gibraltar Service Police.e. Northern Ireland Security Guard Service.f. MOD Ambulance Paramedics. |
| **9** | MOD Civil Servants (including personnel in Military Support Functions) and contractors | Eligible if making an active contribution to Constitutional Coronation Events. | N/A | Do not qualify under Group B (5 years’ service). |
| **10** | 5 Star Officers and retired 4 Star officers who have held the appointment of CDS, VCDS, Cdr STRATCOM or Service Chief. | Eligible | N/A |  |
| **11** | Previous Commonwealth Service with countries that HM The King is Head of State | Must have been serving on 6 May 23 with UK Armed Forces and have enlisted into the appropriate Commonwealth Armed Forces on or before 6 May 18. | a. active contribution to Constitutional Coronation Events;orb. completed a total of 1826 paid days (5 calendar years) service;orc. participated in approved Armed Forces Coronation Event. | a. Previous services with Commonwealth Forces is permitted.b. Broken service is allowed.c. Different categories of service may be aggregated. |
| **12** | Individual Living Recipients of Victoria Cross (VC) and George Cross (GC). | Eligible  | N/A |  |
| **13** | Honorary and Representative Service Appointments. | Eligible in following circumstances. | a. active contribution to Constitutional Coronation Events;orb. have aggregated service of 1826 days (5 calendar years). | Details to be provided by single Services to DS Sec who will collate overall list for MODMO.  |
| **14** | Voluntary organisations for which MOD is sponsor Department on honours matters. | Eligible if making an active contribution to Constitutional Coronation Events. | N/A | Organisations included:1. St John Ambulance;
2. British Red Cross;
3. First Aid Nursing Yeomanry;
4. Royal British Legion standard bearers.
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 **ANNEX B**

1. **Application for approval to award the Coronation Medal to those making an active contribution to the official constitutional Coronation events but not included on the Joint Force Elements Table (JFET).**

**Part A (To be completed by event sponsor)**

**Event:** e.g. London Coronation events

**Elements participating and role** (include number of pers involved - military and/or civilian):

**Did the individual or team make an active contribution to the delivery of the constitutional Coronation events, including providing a supporting or enabling function before/during/after the event itself?**

**Was the team or individual on duty or in work solely because of the event?**

**Any further comments:**

**Signed: Appointment:**

**Defence Services Secretary: Approved/Not Approved**

**Comments:**

**Signed Defence Services Secretary**

**ANNEX B**

**Part B (To be endorsed at Two Star Level in Sponsor Organisation)**

**I endorse this activity as making an active contribution to the official Coronation events as expressed in Para 9 of the DIN.**

**Sponsor Two Star Comments:**

**Signed: Appointment:**

**Part C (To be completed by Defence Services Secretary)**

**Approved/Not Approved**

**DS Sec Comments:**

**Signed: Defence Services Secretary**

 **ANNEX C**

**B. Application for approval of an event as an official Armed Forces Coronation Event eligible for the award of the Coronation Medal.**

**Part A (To be completed by event sponsor)**

**Event:**

**Theme:** What is/was the main theme or purpose of the event – is/was there a demonstrable link to the Coronation or to the transition of The Crown?

**Scale:** How large or significant is/was the event?

**Nature:** What is/was the nature of the event – parade, other ceremonial activity, etc?

**Royal Involvement:** Will/did the event include attendance by a Member of the Royal Family or an appropriate representative of the Sovereign (Lord Lieutenant or Deputy, Governor or HM Ambassador for overseas events)?

**Any further comments:**

**Signed: Appointment:**

**Defence Services Secretary: Approved/Not Approved**

**Comments:**

**Signed: Defence Services Secretary**

**ANNEX C**

**PART B (To be endorsed at Two Star Level in Sponsor Organisation)**

**I endorse this event as meeting the definition of an Armed Forces Coronation Event as expressed in Para 9 of the DIN.**

**Sponsor Two Star Comments:**

**Signed: Appointment:**

**Part C (To be completed by Defence Services Secretary)**

**Approved/Not Approved**

**DS Sec Comments:**

**Signed: Defence Services Secretary**

 **ANNEX C**

**FREQUENTLY ASKED QUESTIONS**

**Q1 I believe that I was in a role that made an active contribution to the Coronation – how do I ensure that it is being taken into consideration for the medal?**

If your role was recorded on the Op GOLDEN ORB Joint Force Elements Table (JFET) award of the medal should be automatic. If it was not, or you are in doubt, you should make contact with your chain of command for GOLDEN ORB and establish if you were on the JFET or a case is being submitted for your role to be included as eligible.

**Q2 I did not receive the Queen’s Platinum Jubilee Medal last year and will not now earn the CM - why has 5 years been chosen as the qualifying criteria?**

Whenever an award is instituted, there will inevitably be an issue over where the boundaries on eligibility are set and there will always be those who will not qualify and therefore feel aggrieved. The 5 years’ eligibility criteria, which applies to others beyond the Armed Forces, was agreed by His Majesty The King and follows a similar pattern to the service required in the past to earn a Jubilee Medal. The 5 year period encompasses as many Service personnel as possible whilst maintaining the integrity of the medal and preserving the long tradition that the Armed Forces have never received a medal devoid of any eligibility criteria.

**Q3 Why is the medal being awarded to all Service Personnel who have served for 5 years but not all MOD Civil Servants who, in many cases, have served well in excess of this?**

MOD Civil Servants who made an active contribution to the constitutional Coronation events will be eligible for the CM. Nominations will be made by organisations within which they were employed and applications from individuals are not required. In addition, and in line with the agreed pan-Government criteria, MOD Emergency services personnel who as part of their conditions of service are called to attend emergencies, and who are potentially placing themselves in danger, are in service on 6 May 23 and have aggregated service of 5 years or more on 6 May 23 will qualify for the medal.

**Q4 I am a Civil Servant but in a uniformed role – will this mean that I am eligible for the Coronation Medal?**

It is the nature of the role and not whether in uniform or not which determines which organisations are eligible for the CM. Civil Servants are eligible if they made an active contribution to the Constitutional Coronation events.

**Q5 Will time in University RN Reserve Units (URNU); Officer Training Corps (OTC), Royal Air Force Volunteer Reserve (University Air Squadron) (RAFVR(UAS)) count towards the CM?**

Yes – all earning years in these organisations will count towards the CM.

**Q6 Will any personnel who left the Service prior to 6 May 23 receive the medal?**

To qualify as part of Group B (5 years’ service) personnel must have been serving on 6 May 23. The CM is a commemorative medal and is not intended to recognise operational, long, meritorious or valuable service which are all recognised in other ways. The only exception are those veterans who played an active contribution to the official Constitutional Coronation events, such as those with the Royal British Legion.

**Q7 When will I receive the medal? How long will it take to issue them all?**

The main manufacture of the CM will commence in September and with over 400,000 medals being awarded it will take many months to produce and distribute medals. It is not therefore possible to estimate when units or individuals will receive their medals.

**Q8 When may I wear the miniature and ribbon from?**

The medal, medal ribbon or miniature may not be worn until entitlement has been confirmed on JPA. Eligible Service personnel will have their JPA Honours & Awards records updated from September 2023.

**Q9 What is meant by Active Assignment Dates?**

Almost all UK Armed Forces Service personnel records, since 2007, are managed via the Joint Personnel Administration system (JPA). Service personnel may change their assignment types throughout their careers (e.g., Regular, FTRS, Volunteer Reserve, etc) or have multiple commitments at the same time (FTRS (HC), Volunteer Reserve and Cadet Force Adult Volunteer). However, to prevent double counting service only the primary assignment periods are reckonable towards the 1826 qualifying days required. The start and end periods are taken from the first date actively assigned on such an engagement and with a unit. This is used purely for the purpose of calculating eligibility to the Coronation Medal 2023.

**Q10** **I joined the Armed Forces after 6th May 2023, however I took part in an official Coronation event in October 2023. Am I still eligible to receive the Coronation Medal?**

This may be possible for those who participated in an Armed Forces Coronation Event (Group C) which has been authorised to receive the CM.

1. The Sponsor is defined as the Tasking Authority for the activity. [↑](#footnote-ref-1)
2. Active Assignment. See Q9 of FAQS (Annex C) for definition. [↑](#footnote-ref-2)
3. As defined by the Active Assignment Dates reflected on JPA. [↑](#footnote-ref-3)
4. The MOD sponsored Cadet Forces comprise the Sea Cadet Corps (SCC), the Volunteer Cadet Corps (VCC), the Combined Cadet Force (CCF), the Army Cadet Force (ACF), and the Air Training Corps (ATC). [↑](#footnote-ref-4)
5. For example, MOD Emergency service personnel who serve as a Special Constable during their out-of-work time, should they have enough qualifying service in that respect as well, shall not accept a medal in respect of that volunteer service. In the same way, Cadet Force Adult Volunteers who are also members of the Reserves or of the emergency services and qualify for a medal through that route, shall not accept a medal in respect of their Cadet Force service. [↑](#footnote-ref-5)
6. Front Line Commands and UK Stratcom will issue separate guidance on how nominations are to be routed for 2 Star approval. [↑](#footnote-ref-6)
7. Must have a valid agreement on 6 May 23. [↑](#footnote-ref-7)
8. Royal Fleet Reserve, Army Regular Reserve and RAF Reserve not in active reserve service on 6 May 23. [↑](#footnote-ref-8)