

SUPREME HEADQUARTERS
 ALLIED POWERS EUROPE
 B-7010 SHAPE BELGIUM



GRAND QUARTIER GÉNÉRAL
 DES PUISSANCES ALLIÉES
 EN EUROPE
 B-7010 SHAPE - BELGIQUE

ACO DIRECTIVE
 NUMBER 40-8

DATED 15 MAY 2007

NATO MEDALS

This directive supersedes Allied Command Operations (ACO) Directive 40-8 dated 23 May 2005.

REFERENCES: See Annex A.

1. **Applicability.** This directive is applicable to all ACO headquarters/units and is to be used for the preparation of local directives. It is also for the information and guidance of NATO nations, PfP nations and Troop Contributing Nations¹ (TCN) that have national units/personnel under ACO command and control.
2. **Interim Changes.** Interim changes are authorised only when coordinated with SHAPE J1 and approved by the SHAPE Director of Staff (DOS).
3. **Purpose.** The purpose of this directive is to establish policies, procedures, and responsibilities for the administration and award of the NATO Meritorious Service Medal (MSM), and the NATO Article 5/Non-Article 5 Medal for service on NATO operations and campaigns (NATO Medal for operations).
4. **Table of Contents.**

	Page	Paragraph
CHAPTER 1 – RESPONSIBILITIES		
Responsibilities	1-1	1-1
CHAPTER 2 – POLICY AND PROCEDURES		
Introduction	2-1	2-1
Policy for NATO Medals for Operations	2-1	2-2
Policy for NATO MSM	2-1	2-3
The Medals	2-2	2-4
Wearing of NATO Medals	2-2	2-5

¹ All Non NATO nations which contribute to NATO operations and provide units/individuals under NATO operational command and control.

AD 40-8

Page Paragraph

CHAPTER 3 – ELIGIBILITY FOR NATO MEDALS FOR OPERATIONS

Period of Service and Qualifying Service	3-1	3-1
Exceptions to Policy	3-1	3-2
Posthumous Awards	3-1	3-3
Rewards to Repatriated Personnel	3-2	3-4
Supplementary Questions	3-2	3-5

CHAPTER 4 – ADMINISTRATIVE INSTRUCTIONS FOR NATO MEDALS FOR OPERATIONS

Awards	4-1	4-1
Submissions	4-1	4-2
Delivery	4-1	4-3
Budget, Funding and Procurement	4-1	4-4
Storage	4-1	4-5

AD 40-8

CHAPTER 1

RESPONSIBILITIES

1-1. SHAPE ACOS J1 will administer all aspects of the NATO medal programme for which SHAPE has been designated the sponsor, in accordance with guidance laid down in Annex A.

- a. SHAPE J1 will procure, store, and issue the NATO Medals and Certificates for operations.
- b. SHAPE J1 will issue the NATO Medals for operations in accordance with the qualifying conditions and will maintain a central database containing the list of all personnel so awarded.
- c. The IMS will issue the MSM on behalf of the Secretary General. ACO will deliver commendations for individuals in accordance with criteria laid down in Annex F and make arrangements for the award of the Medal when approved by the Secretary General.
- d. The Joint (Force) Commands (J(F)Cs) will gather all submissions from subordinate headquarters (HQs) and commands², ensure that the eligibility criteria laid down in Annexes C to G are met, and that the submissions are correctly formatted before forwarding them to SHAPE J1.
- e. J(F)Cs will provide supplementary guidance for administration of NATO medals to subordinate HQs and commands as deemed necessary, and when directed by SHAPE.
- f. SHAPE ACOS J8 will administer all financial aspects of the medal programme.
- g. SHAPE Headquarters Support Group (HSG) will provide SHAPE J1 with secure storage for medals and certificates.

²For the purpose of this directive, the term HQs and commands includes those established for specific operations approved by OPLANs, as laid down at Annexes C to I to this directive.

AD 40-8

CHAPTER 2

POLICY AND PROCEDURES

2-1. Introduction.

- a. General regulations and qualifying conditions for NATO medals in recognition of the service of military and civilian personnel working for the Alliance on Non-Article 5 operations have existed since 1995. NATO's first Article 5 Operation in 2001 necessitated a review of the policy for the award of NATO medals, and the requirement for consistency of both policy and general regulations between those awarded for participation in Article 5 and Non-Article 5 campaigns or operations.
- b. In 2003, the Secretary General established a NATO medal for Meritorious Service. The award of this medal lies outside the conditions for the award of medals established specifically for operations.

2-2. Policy for NATO Medals for Operations.

- a. NATO medals for campaigns or operations have been established for military and civilian personnel who are on, or have been engaged in campaigns or operations in the service of NATO, and may be awarded for either of the following two categories:
 - (1) **Article 5.** Campaigns or operations conducted according to Article 5 of the North Atlantic Treaty.
 - (2) **Non-Article 5.** Campaigns or operations conducted as peace support or crisis response upon the authorisation of the North Atlantic Council (NAC).
- b. The award of a medal for any campaign or operation in support of Article 5 or Non-Article 5 operations will be pursuant to NAC authorisation and the designation of an area of operations delineating NATO's involvement. The authority to issue any specific medal remains with the NAC, and every case will be based on particular criteria and eligibility.
- c. Following NAC approval, the IMS will promulgate the specific qualifying conditions and administrative procedures for the award of medals. SHAPE J1 will transfer these specific qualifying conditions into an Annex to this Directive.

2-3. **Policy for NATO MSM.** The MSM has been established for Meritorious Service in recognition of remarkable service in the interest of the Alliance. The award of the medal to individuals will be approved by the Secretary General, following the recommendations of the Chairman of the Military Committee based on the recommendations of the Strategic Commanders and Heads of NATO Bodies.

AD 40-8

2-4. The Medals.

a. Medals will be circular, made in bronze (for operations) or silver (MSM) and bear the following inscriptions:

- (1) On the obverse, the NATO star, set in a wreath of olive leaves.
- (2) On the reverse, the words "IN SERVICE OF PEACE AND FREEDOM".

b. The medal will be suspended from a ribbon of NATO blue and white with:

- (1) Gold thread(s) for Article 5 operations.
- (2) Silver thread(s) for Non-Article 5 operations.
- (3) Gold and Silver threads for the MSM.

The design of the ribbon from which the operational NATO medal will be suspended, shall vary to denote separate and specific NATO campaigns and/or operations. The service ribbon for wearing on tunics, or uniforms, shall be of identical design and standard dimension.

c. There shall be clasps and certificates in accordance with the specific awards listed in the Annexes to this directive. The clasps will be in the same colour as the medal.

d. The design and the wording for the award certificate will be included in the specified qualifying conditions for any operation or campaign.

2-5. Wearing of NATO Medals. The wearing of NATO medals, ribbons and clasps, and their miniatures, shall be governed by the applicable regulations of the national governments of the recipients.

AD 40-8

CHAPTER 3

ELIGIBILITY FOR NATO MEDALS FOR OPERATIONS ³

3-1. **Period of Service and Qualifying Service.**

- a. The normal period of service, which shall be required as qualifying service is thirty (30) days, continuous or accumulated, in any single tour of duty, which is normally of one hundred and eighty (180) days. There is no entitlement to the award of further medals for subsequent tours of duty in the same operation. The period of qualifying service can be varied for a specific campaign or operation on a case-by-case basis by the NAC.
- b. A period of qualifying service shall not be required for the posthumous award of the medal for those missing in action, and therefore presumed killed or repatriated, consequent to wounding or serious injury while on assignment.
- c. Where personnel, by the nature of their duties or location are eligible for the award of more than one NATO medal during the same period, such personnel will only be awarded the medal for one campaign or operation. Which medal, will be decided by the NATO chain of command according to the most appropriate qualifying conditions.
- d. Subject to meeting the specific eligibility criteria, any military or civilian personnel who have completed a period of qualifying service during the designated campaign and/or operation, shall be eligible to receive the medal and appropriate ribbon and clasp, provided they have not been convicted of serious misconduct or crimes during the period of their assignment under NATO command or control.

3-2. **Exceptions to Policy.**

- a. Exceptions for the award of the medal to individuals who are regarded as particularly deserving cases, who would otherwise fall outside the eligibility criteria, may be made by the Secretary General.
- b. Any recommendation for Exception to Policy must be staffed through the chain of command.

3-3. **Posthumous Awards.** Should an individual who is eligible for the award of the medal in accordance with the eligibility criteria die before receiving it, the national government concerned shall make the award posthumously as appropriate in accordance with its own administrative arrangements.

³ Eligibility criteria for the MSM are detailed at Annex F to this Directive.

AD 40-8

3-4. **Rewards to Repatriated Personnel.** Should an individual, who is eligible for the award of the medal in accordance with these eligibility criteria, have been redeployed from the Area of Operation before receiving it, the national government concerned shall make the award as appropriate in accordance with its own administrative arrangements.

3-5. **Supplementary Questions.** NATO Civilians and International Civilian Consultants (ICCs) assigned to positions listed on the Crises Establishment (CE) are eligible to receive the NATO Medal. Local Military Personnel, Local Civilian Hires (LCH), contractors or reimbursable civilians are NOT eligible to receive the NATO Medal. LCHs listed on the CE, excluding the reimbursable LCHs, may be awarded a commendation by the local Commander for exemplary service.

AD 40-8

CHAPTER 4

ADMINISTRATIVE INSTRUCTIONS FOR NATO MEDALS FOR OPERATIONS ⁴

4-1. **Awards.** Medals should be awarded at the end, or as soon as possible, after the completion of the recipient's tour of duty.

4-2. **Submissions.**

a. NATO headquarters and units are to submit the names of personnel eligible for the award of the NATO medal through the chain of command to SHAPE J1.

b. National units and headquarters should submit the names of personnel eligible for the award of the NATO medal through their respective chain of command, to their National Military Representative (NMR) or Military Mission (MM) at SHAPE, who will forward the request to SHAPE J1.

c. Non-NATO Troop Contributing Nations (NNTCNs) should submit the names of personnel eligible for the award of the NATO medal to the Partnership Coordination Cell (PCC), at SHAPE, which will forward the request to SHAPE J1.

d. Submissions must include the details for each nominee as shown in the example and notes at Annex B.

e. Submissions will be returned to the originating administrative unit if they are not completed correctly or there is insufficient information to confirm eligibility.

4-3. **Delivery.** SHAPE J1 will arrange medal delivery to NATO units, HQs, SHAPE NMRs, MM or the PCC, for onward distribution to national units and headquarters.

4-4. **Budget, Funding and Procurement.** SHAPE J8 will make the necessary arrangements to procure the medals and certificates, when and as requested by SHAPE J1.

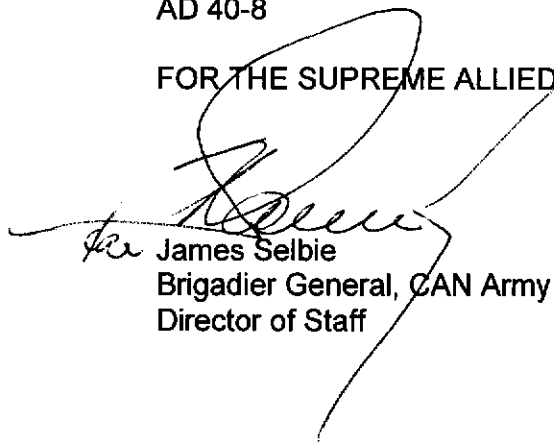
4-5. **Storage.** SHAPE HSG will provide a secure storage room to SHAPE J1 to allow sufficient stock of medals and certificates to be held at SHAPE.

⁴ Administrative instructions for the MSM are detailed at Annex F to this Directive.

NATO UNCLASSIFIED

AD 40-8

FOR THE SUPREME ALLIED COMMANDER, EUROPE:



James Selbie
Brigadier General, CAN Army
Director of Staff

ANNEXES:

- A. References.
- B. Submission Details for NATO Medals for Operations.
- C. Qualifying Conditions for the Award of an Article 5 NATO Medal for Service on NATO Operation ACTIVE ENDEAVOUR.
- D. Qualifying Conditions for the Award of a Non-Article 5 NATO Medal for Service on NATO-Led Operations in the BALKANS.
- E. Qualifying Conditions for the Award of a Non-Article 5 NATO Medal for Service on NATO-Led Operations in AFGHANISTAN.
- F. Qualifying Conditions and Administrative Instructions for the Award of a Meritorious Service Medal.
- G. Qualifying Conditions for the Award of a Non-Article 5 NATO Medal for Service on NATO-Training Implementation Mission – NTIM-I and NATO Training Mission NTM-I in Iraq.
- H. Qualifying Conditions for the Award of a Non-Article 5 NATO Medal for Service in Support of NATO Logistical Support to the African Union Mission in Sudan (AMIS).
- I. Qualifying Conditions for the Award of a Non-Article 5 NATO Medal for NATO Support to Pakistan Earthquake Relief Operations.

DISTRIBUTION

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AMENDMENTS/COMMENTS

Users of this directive are invited to send amendments/comments and suggested improvements to SHAPE, J1.

REFERENCES

- A. IMSM-603-02, dated 14 Nov 02, Administrative Procedures for the NATO Article 5 Medal - Operation EAGLE ASSIST.
- B. IMSM-604-02, dated 13 Nov 02, Administrative Procedures for the NATO Article 5 Medal – Operation ACTIVE ENDEAVOUR.
- C. IMSM-605-02, dated 12 Nov 02, Administrative Procedures for the NATO Medal for Non-Article 5 Operations in the BALKANS.
- D. IMSM-016-04, dated Jan 04, Administrative Procedures for the Award of a Non-Article 5 Medal for service on NATO-led Operation ISAF in AFGHANISTAN.
- E. MC 475/1(Final), dated 19 Jan 04.
- F. MC 475/1(Final) Change 1, dated 14 Jul 04.
- G. MC 475/1(Final) Change 2, dated 2 Aug 04.
- H. MC 475/1(Final) Change 3, dated 18 Mar 05, NATO Policy and General Regulations Qualifying Conditions for the Award of a Non-Article 5 NATO Medal for Service on NATO Training Implementation – Iraq and NATO Training Mission - Iraq.
- I. IMSM-0951-2005, dated 21 Dec 05, Administrative Procedures for the award of a Non-Article 5 Medal for NATO Logistical Support to the African Union Mission in Sudan.
- J. MC 475/1(Final) Change 4, dated 21 Dec 05.
- K. MC 475/1(Final) Change 5, dated 29 Nov 06.
- L. IMSM-003-2007, dated 5 Jan 07 Administrative Procedures for the award of a Non-Article 5 Medal for NATO support to Pakistan Earthquake Relief Operations.
- M. IMSM-0186-2007, dated 9 Mar 07, Administrative Procedures for the award of the NATO Meritorious Service Medal (MSM) for 2007.

ANNEX B TO
AD 40-8
DATED 15 MAY 2007

SUBMISSION DETAILS FOR NATO MEDALS FOR OPERATIONS

1. **Details.** Submissions should be made using EXCEL 5.0 software on 3.5" diskette or CD that is labelled with the command address, the number of medals requested, and the file(s) names(s). If connected to CRONOS, the submission may be sent via email (SHAPE J1 or natomedals@shape.nato.int). If the software is unavailable, then contact SHAPE J1 (IVSN 254 3638, 6518 DSN 423 3638, 6518) to arrange special processing.

2. Format.

DOB ¹	Name ²	Rank ³	Nat ⁴	Svc ⁵	Unit ⁶	Location ⁷	No Days ⁸	Period(s) ⁹
23-Jan-1978	John Smith	OF-3	GBR	A	1 Bn REM E	Kosovo	52	01.01.03- 21.02.03
01-Mar-1966	David Brown	A-2	USA	Civ	NHQ Sk	Skopje	123	01.08.03- 03.08.03; 01.01.04- 30.04.04
25-Aug-1961	Craig Black	OR-2	GBR	M	40 Cdo	Adriatic	35	(...)
11-Sep-1970	Luigi Cesar	OR-6	ITA	N	USS Afloat	Mediterranean	30	(...)
22-Jun-1973	Florian Weiss	OF-3	DEU	F	NHQ Sa	Bosnia	48	(...)

¹Date of birth (24-Mar-1966).

²Name.

³NATO rank abbreviated.

⁴Official NATO country codes for nationality, in capital letters only (Three Letter Code).

⁵Acronyms for Army (A), Air Force (F), Navy (N), Marines Corps (M) or Civilian (CIV) only.

⁶Unit with which deployed to theatre.

⁷The simple location in which unit served.

⁸Total Number of Days claimed towards eligibility of medal (minimum of 30 days).

⁹All periods (continuous or accumulated), first day/last day in Area of Operation as defined in the correspondent qualifying conditions.

QUALIFYING CONDITIONS FOR THE AWARD OF AN ARTICLE 5 NATO MEDAL FOR SERVICE ON NATO OPERATION ACTIVE ENDEAVOUR**1. Authorisation.**

- a. The North Atlantic Council has approved an Article 5 NATO medal for Operation "ACTIVE ENDEAVOUR".
- b. In response to the terrorist attack on the United States on 11 Sep 01, a NATO operation was authorised on 26 Oct 01, in accordance with Article 5 of the North Atlantic Treaty, in the Eastern Mediterranean called Operation "ACTIVE ENDEAVOUR". This was later expanded on 5 Mar 03 to cover the Straits of Gibraltar (STROG), and again in Oct 04 to cover the whole of the Mediterranean Sea.
- c. The design of the medal and the ribbon are shown at Appendix 1, and the wording for the award certificate is at Appendix 2.

2. Eligibility Criteria.

- a. **General.** Eligible personnel are those serving, either as individuals or as part of an element of the forces, in accordance with OPLAN 10708. Those under both NATO and national command, or control, available to the Commander of Task Force ENDEAVOUR (TFE) and Task Group STROG (TGS), and only whilst in the Area of Operation will be entitled to the award.
- b. **Area of Operations.** Operation "ACTIVE ENDEAVOUR" is conducted in the international waters of the Mediterranean Sea, and STROG, and in the airspace above it within the Area of Operation as detailed in OPLAN 10708, paragraph 5a(2) (noting also paragraph 1b) also CC-Mar Naples OPLAN 43708.
- c. **Qualifying Service.** The qualifying period in the Area of Operations is thirty (30) days continuous or accumulated service from 26 Oct 01 and a termination date, which will be notified in a supplementary document.
- d. **Aircrew.** Aircrew will accumulate one day's service for the first sortie flown of any day in the Area of Operations; additional sorties flown on the same day receive no further credit. This requirement exists for combat aircraft, as well as support aircraft to include tanker, airlift and surveillance platforms.

APPENDICES:

1. Article 5 NATO Medal ACTIVE ENDEAVOUR.
2. Article 5 NATO Medal ACTIVE ENDEAVOUR Certificate.

NATO UNCLASSIFIED

APPENDIX 1 TO
ANNEX C TO
AD 40-8
DATED 15 MAY 2007

ARTICLE 5 NATO MEDAL ACTIVE ENDEAVOUR



(Note: Colour representation for
The NATO Blue ribbon specification is: Pantone 294)

C-1-1

NATO UNCLASSIFIED

ARTICLE 5 NATO MEDAL ACTIVE ENDEAVOUR CERTIFICATE



QUALIFYING CONDITIONS FOR THE AWARD OF A NON-ARTICLE 5 NATO MEDAL FOR SERVICE ON NATO-LED OPERATIONS IN THE BALKANS

1. Authorisation.

- a. The North Atlantic Council has approved a Non-Article 5 NATO Medal for personnel participating in NATO-led operations in the Balkans. From 2 Dec 04, the Operational name for the joint Balkans operation is "JOINT ENTERPRISE".
- b. In the past, each NATO-led operation had its own medal based on specific criteria and qualifying conditions. Since 1 Jan 03, common criteria have been applied to each of the NATO led operations within the Balkans Joint Operations Area (JOA).
- c. The design of the medal and ribbon are shown at Appendix 1, and the wording for the award certificate at Appendix 2.
- d. This medal is authorised to replace the NATO medals issued for NATO Operations "JOINT FORGE", "JOINT GUARDIAN", "ESSENTIAL HARVEST" and "AMBER FOX". The criteria for the transition from the previous medals are explained below, particularly relating to periods 2 Dec 02 to 1 Jan 03.

2. Eligibility Criteria.

- a. **General.** Personnel eligible for the award are those who are members of units or staffs, as set out in the JOA Combined Joint Statement of Requirements taking part in NATO operations in the Balkans in accordance with the qualifying conditions. Forces under NATO command or control and under national command in support of the NATO-led operations, whilst in the JOA will be entitled to the award.
- b. **Area of Operations.** The Balkans JOA is delineated as the political boundaries and airspace of Bosnia-Herzegovina, Croatia, Former Republic of Yugoslavia (including Kosovo), the former Yugoslav Republic of Macedonia⁵ and Albania, based on the detailed description contained in the Joint OPLAN 10501⁶.
- c. **Period of Qualifying Service.** The qualifying period in the Balkans JOA is thirty (30) days continuous or accumulated service from 1 Jan 03 and a termination date, which will be notified in a supplementary document.

⁵ Turkey recognises the Republic of Macedonia with its constitutional name.

⁶ OPLAN 10501 Joint Enterprise replaces SFOR, KFOR FYROM OPLANS.

NATO UNCLASSIFIED

AD 40-8

d. **Aircrew.** Aircrew will accumulate one day's service for the first sortie flown of any day; additional sorties flown on the same day receive no further credit. This requirement exists for combat aircraft, as well as support aircraft to include tanker, airlift, and surveillance platforms.

3. **Additional Criteria for Transitional Arrangements.**

a. **General.** The new Non-Article 5 medal for the Balkans is authorised from 1 Jan 03. Transitional arrangements for the award of the three distinct NATO medals for Operations JOINT FORGE, JOINT GUARDIAN, ESSENTIAL HARVEST and AMBER FOX to the single medal for the Non-Article 5 Operations in the Balkans are detailed in paragraphs 3.b to e below.

b. **One Medal – One Tour of Duty.** Personnel serving on NATO operations in the Balkans, and qualifying for existing medals for the three different NATO Operations and for the Non-Article 5 medal for the Balkans either side of 1 Jan 03, will receive one medal only for any single tour of duty of one hundred and eighty (180) days.

c. **On or before 2 Dec 02.** An individual who began his/her tour of duty on or before 2 Dec 02, will qualify only for existing medals for these specific operations - JOINT FORGE, JOINT GUARDIAN, ESSENTIAL HARVEST, and AMBER FOX - according to the existing eligibility criteria and qualifying conditions.

d. **After 2 Dec 02.** An individual who began his/her tour of duty in one of the Balkan areas after 2 Dec 02, will qualify only for the Non-Article 5 medal for the Balkans according to the eligibility criteria and qualifying conditions explained above.

e. **Successive Tours – Adjacent Area.** An individual who is in the first, second or any successive tour of duty in any of the adjacent areas (out of theatre indirect support in Italy, Hungary, Greece or Austria) of Operations for JOINT FORGE, JOINT GUARDIAN, ESSENTIAL HARVEST and AMBER FOX, ceased qualifying for the old style Medals and Arabic numeral denoting numbers of tours at 2359Z hours on 31 Dec 02. An individual who was in the first, second, or any successive tour of duty and still in the theatre of operation after 2359Z hours on 31 Dec 02, and whose tour started on or prior to 2 Dec 02 stopped qualifying for old style numerals when awarded the next respective numeral or the individual's tour ends, whichever is first. Numerals are not issued for the new Article 5 and Non-Article 5 Medals.

f. **NATO HQ Sarajevo (NHQ Sa).** From 2 Dec 04, the new NATO HQ Sarajevo came into force and the NATO Stabilisation Force (SFOR) mission was complete.

NATO UNCLASSIFIED

AD 40-8

APPENDICES:

1. Non-Article 5 NATO Medal The Balkans.
2. Non-Article 5 NATO Medal The Balkans Certificate.

D-3

NATO UNCLASSIFIED

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APPENDIX 1 TO
ANNEX D TO
AD 40-8
DATED 15 MAY 2007

NON-ARTICLE 5 NATO MEDAL THE BALKANS



(Note: Colour representation for
The NATO Blue ribbon specification is: Pantone 294)

D-1-1

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NON-ARTICLE 5 NATO MEDAL THE BALKANS CERTIFICATE



**QUALIFYING CONDITIONS FOR THE AWARD OF A NON-ARTICLE 5 NATO
MEDAL FOR SERVICE ON NATO-LED OPERATIONS IN AFGHANISTAN**

1. Authorisation.

- a. The North Atlantic Council has approved a Non-Article 5 NATO medal for personnel participating in NATO operations in Afghanistan.
- b. The design of the medal, clasp and ribbon are shown at Appendix 1 and the wording for the award certificate at Appendix 2.

2. Eligibility Criteria.

- a. **General.** Personnel eligible for the award are those who are members of units or staffs, as set out in the JOA Combined Joint Statement of Requirements taking part in NATO operations in Afghanistan in accordance with the qualifying conditions. Entitlement will be acquired by those forces under NATO command or control whilst in the JOA, and those deployed to the JOA under national command in support of the NATO operation.
- b. **Area of Operation.** The Afghanistan JOA is delineated as the political boundaries and airspace of International Security Assistance Force (ISAF) OPLAN 10302. The JOA includes Afghanistan and all neighbouring countries that have borders contiguous with Afghanistan, where the force build up will be carried out and host elements of the force that provide direct support. Posts outside of the JOA are not eligible for the medal.
- c. **Qualifying Service.** The qualifying period in the Afghanistan JOA is thirty (30) days continuous or accumulated service from 1 Jun 03 and a termination date, which will be notified in a supplementary document.
- d. **Aircrew.** Aircrew will accumulate one day's service for the first sortie flown of any day in the Area of Operations; additional sorties flown on the same day receive no further credit. This requirement exists for support, as well as combat aircraft; support aircraft to include tanker, airlift and surveillance platforms.

APPENDICES:

1. Non-Article 5 NATO Medal ISAF Operation in Afghanistan.
2. Non-Article 5 NATO Medal ISAF Operation in Afghanistan Certificate.

NATO UNCLASSIFIED

APPENDIX 1 TO
ANNEX E TO
AD 40-8
DATED 15 MAY 2007

NON-ARTICLE 5 NATO MEDAL ISAF OPERATION IN AFGHANISTAN



(Note: Colour representation for
The NATO Blue ribbon specification is: Pantone 294)

E-1-1

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**NON-ARTICLE 5 NATO MEDAL ISAF OPERATION IN AFGHANISTAN
CERTIFICATE**



**QUALIFYING CONDITIONS AND ADMINISTRATIVE INSTRUCTIONS
FOR THE AWARD OF A MERITORIOUS SERVICE MEDAL**

1. Authorization.

- a. The North Atlantic Council has approved the award of the NATO Meritorious Service Medal (MSM) in accordance with MC 475/1. Instructions for the award of the MSM are provided by SHAPE J1 in two annual Administrative Orders: Spring for operational nominations only, covering the period from 1 Sep to 28 Feb; and Autumn for operational nominations, covering the period 1Mar to 31 Aug and non-operational nominations, covering the period 01 Sep to 31 Aug.
- b. The MSM is awarded to military and civilian personnel who have been commended for providing exceptional or remarkable service to NATO.
- c. The design of the medal and the ribbon are shown at Appendix 2. The MSM Award Certificate is at Appendix 3.

2. Eligibility Criteria.

- a. Military and Civilian personnel, provided that they have not been convicted of serious misconduct or crimes during the period of assignment under NATO command and control, are eligible for the MSM.
- b. Eligible personnel are individuals serving permanently or temporarily within NATO's operational chain of command or in those forces under NATO command or control or in a NATO Body, who are commended personally by a Commander or a Head of a NATO Body for one of the following:
 - (1) Performing acts of courage in difficult or dangerous circumstances.
 - (2) Showing exceptional leadership or personal example.
 - (3) Making an outstanding individual contribution in any activity or programme.
 - (4) Enduring particular hardship or deprivation in the interest of NATO.
- c. A period of qualifying service is not required. There is no limit to the number of times an individual may be recommended for the NATO MSM.
- d. Where individuals, by the nature of their duties or location qualify for an operational award, such individuals may also be considered for the award of the MSM in accordance with the criteria detailed above.

NATO UNCLASSIFIED

e. Award of the Medal to personnel killed or presumed killed or repatriated, consequent to wounding or serious injury while on assignment may be considered.

3. Administration.

a. All commendations must meet the eligibility criteria in accordance with MC 475/1. It should be noted that the focus for nominations should be on exceptional and remarkable service to NATO capturing the essence of an individual's achievement in the limited space available, will require careful consideration and drafting. The qualities that are the subject of a recommendation should reveal outstanding individual contribution in an activity or programme. Commendations must, therefore, describe precisely the specific challenge, success, project, event or process in which the nominated person excelled, rather than vaguely explain the overall exceeding performance. They may also be based upon the performance of ordinary duties undertaken in difficult or hazardous conditions, or with exceptional loyalty and devotion to duty. However, the MSM is not a reward for number of years employment within a Command, and should not be based on long and good service, or be considered as a "farewell gift".

b. Commendations are to be made using the form at Appendix 1 recommended by Operational Commanders/Heads of NATO Bodies or their representatives through the chain of command, and are to be submitted in confidence to SHAPE J1. SACEUR will sign all ACO nominations as part of the recommendation process. The commendation must fit on one page, as the signed version of the commendation will be enclosed with the certificate and presented to the individual. Therefore, any change of format of the template or any negative references in the commendation text to an individual's personal situation (such as "despite difficulties in his family") are to be avoided.

c. Commendations are to be submitted without security classifications/ markings, page numbering or other markings (Annex, Appendix, Enclosure, Attachment) on the form. They should, however, be processed under a covering letter signed by the Commander or Head of NATO Body with a security classification of, at least, NATO UNCLASSIFIED/HONOURS-IN-CONFIDENCE. Commendations should be sent via electronic mail to SHAPE J1 before being signed, and after checking, the originals should be posted to SHAPE J1. JFCs/Joint HQ should provide SHAPE J1 with an identified point of contact for the staffing of MSM nominations on receipt of the administrative order.

4. ACO MSM Process.

a. **Numbers of Commendations.** The Secretary General has agreed that up to 150 MSM nominations per annum may be submitted for approval from operational forces and NATO bodies.

b. **Quota.** SHAPE will issue quotas based on the annual quota allocation determined by NATO HQ. Account will be taken of the current distribution of

NATO UNCLASSIFIED

manpower throughout ACO and Operational Theatres, as well the need to ensure an appropriate distribution of awards across all HQs.

c. **Timelines.** Each year, SHAPE J1 will issue the processing timelines; in January for the Spring Board, and in May for the Autumn Board.

d. Following the Secretary General's approval of the nominees, DIMS will provide MSM medals, certificates and the award announcement date, with the intention that awards should be made biannually in May and Dec.

e. This sequence covers the normal process. In exceptional circumstances, it may be appropriate to make a commendation and pass it through for approval by the Secretary General *outside of the normal process*. In such a situation, it is necessary to make a special case to SHAPE J1 for consideration before any such individual commendation process begins. Any 'out-of-cycle' nominations will count against the overall ACO allocation of medals.

5. **Responsibilities.** The responsibility of SHAPE J1, with complete impartiality and confidentially, is to:

a. Ensure that all ACO submissions meet the eligibility criteria.

b. Recommend to SACEUR a list of ACO nominations for final endorsement and onward transmission to DIMS for further staffing. The Chief, Manpower and Personnel Branch, Logistics and Resources Division will act as DIMS action officer.

6. **Concluding Remarks.** As a result of experience gained during previous MSM nomination processes, it is recommended that Commanders/Heads of NBs should consider the following points when identifying candidates for award of the MSM:

a. The Commendation must describe the specific activity in which the nominated person has excelled.

b. A balance between military and civilian candidates, senior and junior ranks, male and female candidates and across nations should be ideally maintained without having a negative impact on the requirement for nominees to be of the highest calibre.

c. To recognise that English native speakers may be able to impress more easily than others in the performance of their duties for obvious reasons.

APPENDICES:

1. Commendation Form for NATO Meritorious Service Medal.
2. The NATO Meritorious Service Medal.
3. The NATO Meritorious Service Medal Certificate.

COMMENDATION FORM FOR NATO MERITORIOUS SERVICE MEDAL⁷

NOMINATION

Family Name: *[Font Arial 10, bold]* First Name: Rank/Grade:
Appointment: *[normal Duty Post]* HQ or NB: Location:
Nationality: Date of Birth:
Appointment Start Date: Time in Appointment:

CIRCUMSTANCES OF COMMENDATION

[Brief description covering location, physical circumstances and duration, if appropriate; description of appointment when different to the one described above; include the event, activity, or scenario giving circumstances leading to commendation]
[No more than 4 lines in Font Arial 10]

COMMENDATION

*[See 3.a. this Directive]
[Not more than 200 words using Font Arial 12]*

An electronic version of this form has been produced and should be used for all submissions.

Commanded By:

Signature:

Name:

Appointment:

Date:

RECOMMENDATION PROCESS

Signature

Date

SACEUR

Recommended by Chairman
Commendation Board

Endorsed by CMC

Approved by Secretary General

⁷ All bracketed [] text as well as classifications, header and footer must be removed upon completion. Commendation form must not be longer than one page in the size DIN A4. An electronic version of this form has been produced and should be used for all submissions.

NATO UNCLASSIFIED

APPENDIX 2 TO
ANNEX F TO
AD 40-8
DATED 15 MAY 2007

THE NATO MERITORIOUS SERVICE MEDAL



(Note: Colour representation for
The NATO Blue ribbon specification is: Pantone 294)

F-2-1

NATO UNCLASSIFIED

THE NATO MERITORIOUS SERVICE MEDAL CERTIFICATE



QUALIFYING CONDITIONS FOR THE AWARD OF A NON-ARTICLE 5 NATO MEDAL FOR SERVICE ON NATO TRAINING IMPLEMENTATION MISSION NTIM-I AND NATO TRAINING MISSION NTM-I IN IRAQ**1. Authorisation.**

- a. The North Atlantic Council has approved a Non Article 5 NATO medal for personnel participating in NATO Training Implementation Mission – Iraq and NATO Training Mission – Iraq in accordance with MC 475/1 (Final) Change 3.
- b. The design of the medal, clasp and ribbon are shown at Appendix 1 and the wording for the award certificate is at Appendix 2.

2. Eligibility Criteria.

- a. **General.** Personnel eligible for the award are those who are members of units or staffs, as set out in the JOA Combined Joint Statement of Requirements taking part in NATO Training Implementation Mission - Iraq (NTIM-I) and NATO Training Mission - Iraq (NTM-I) as set out in OPLAN 10303 and in accordance with the qualifying conditions. Entitlement will be acquired by those forces under NATO command or control whilst in the JOA, and those deployed to the JOA under national command in support of both NATO missions.
- b. **Area of Operation.** The JOA includes Iraq and all neighbouring countries that have borders contiguous with Iraq and host elements of the force that provide direct support to NTIM-I and NTM-I.
- c. **Qualifying Service.** The qualifying period in the Iraq JOA is thirty (30) days continuous or accumulated service from 18 August 2004 and a termination date, which will be notified in a supplementary document.
- d. **Aircrew.** Aircrew will accumulate one day's service for the first sortie flown of any day in the Area of Operations; additional sorties flown on the same day receive no further credit. This requirement exists for support as well as combat aircraft; support aircraft to include tanker, airlift and surveillance platforms.

APPENDICES:

1. Non-Article 5 NATO Medal for NATO Training Mission – Iraq.
2. Non-Article 5 NATO Medal for NATO Training Mission – Iraq Certificate.

NATO UNCLASSIFIED

APPENDIX 1 TO
ANNEX G TO
AD 40-8 TO
DATED **15 MAY 2007**

NON-ARTICLE 5 NATO MEDAL FOR NATO TRAINING MISSION - IRAQ



(Note: Colour representation is not accurate.
The NATO Blue ribbon specification is: Pantone 294)

G-1-1

NATO UNCLASSIFIED

NON-ARTICLE 5 NATO MEDAL FOR NATO TRAINING MISSION – IRAQ
CERTIFICATE



QUALIFYING CONDITIONS FOR THE AWARD OF A NON-ARTICLE 5 NATO MEDAL FOR SERVICE IN SUPPORT OF NATO LOGISTICAL SUPPORT TO THE AFRICAN UNION MISSION IN SUDAN (AMIS)**1. Authorisation.**

a. The North Atlantic Council has approved a Non Article 5 NATO medal for personnel participating in NATO missions in support of NATO Logistical Support to the African Union Mission in Sudan (AMIS) in accordance with MC 475/1 (Final) Change 4.

b. The design of the medal, clasp and ribbon are shown at Appendix 1 and the wording for the award certificate is at Appendix 2.

2. Eligibility Criteria.

a. **General.** Personnel eligible for the award are those serving, either as individuals or as members of units or staffs as set out in the Strategic Military Mission Order for NATO Logistical Support to AMIS, and in accordance with the eligibility criteria described below. Entitlement will be acquired by those under NATO command or control whilst in the Joint Operational Area (JOA), and those deployed to the JOA under national command in support of the NATO operation.

b. **Area of Operation.** The AMIS JOA is delineated as the political boundaries and airspace of Sudan, and those support locations in the African countries detailed in the Strategic Military Mission Order for NATO Logistical Support to AMIS.

c. **Qualifying Service.** The qualifying period in the JOA is thirty (30) days continuous or accumulated service from 13 Jul 05 and a termination date, which will be notified in a supplementary document (SD).

d. **Aircrew.** Aircrew will accumulate one day's service for the first sortie flown of any day in the JOA; additional sorties flown on the same day receive no further credit. This requirement exists for support as well as combat aircraft; support aircraft to include tanker, airlift and surveillance platforms.

APPENDICES:

1. Non-Article 5 NATO Medal for NATO Logistical Support to the African Union Mission in Sudan (AMIS).

2. Non-Article 5 NATO Medal for NATO Logistical Support to the African Union Mission in Sudan (AMIS) Certificate.

NATO UNCLASSIFIED

APPENDIX 1 TO
ANNEX H TO
AD 40-8
DATED 15 MAY 2007

**NON-ARTICLE 5 NATO MEDAL FOR NATO LOGISTICAL SUPPORT TO THE
AFRICAN UNION MISSION IN SUDAN (AMIS)**



(Note: Colour representation is not accurate.
The NATO Blue ribbon specification is: Pantone 294)

H-1-1

NATO UNCLASSIFIED

**NON-ARTICLE 5 NATO MEDAL FOR NATO LOGISTICAL SUPPORT TO THE
AFRICAN UNION MISSION IN SUDAN (AMIS) CERTIFICATE**



QUALIFYING CONDITIONS FOR THE AWARD OF A NON-ARTICLE 5 NATO MEDAL FOR NATO SUPPORT TO PAKISTAN EARTHQUAKE RELIEF OPERATIONS**1. Authorisation.**

a. The North Atlantic Council approved a Non Article 5 NATO medal for personnel participating in NATO support to Pakistan Earthquake Relief Operations following the earthquake on 8 Oct 05, in accordance with MC 475/1 (FINAL).

b. The design of the medal for this missions is in accordance with MC 475/1 (FINAL), paragraph IX; in this instance, the clasp will bear the word "PAKISTAN". The design of the clasp and ribbon is shown at Appendix 1 and the wording for the award certificate at Appendix 2.

2. Eligibility Criteria.

a. **General.** Eligible personnel are those serving on NRF 5 CJSOR (COM JF LISBON), COM NAEW&C FC units and elements supplemented by extra force generation assets offered by nations under direct control of NATO either as individuals or as part of an element units or staffs, as set out in the Strategic SACEUR Operation Plan (OPLAN) 10305 and JC Lisbon OPLAN 79112, and in accordance with the qualifying conditions. Entitlement covers those forces that were under NATO command or control whilst in the Joint Operational Area (JOA), and those deployed to the JOA under national command in support of the mission.

b. **Area of Operations.** The Area of Operations is defined as the JOA, which comprises the sovereign territory of Pakistan, including the land territory, territorial waters and airspace of Pakistan; and that area of Afghanistan, including the land territory and airspace, south of 36 degrees N and east of 65 degrees E.

c. **Qualifying Service.** The qualifying period in the JOA is fourteen (14) days continuous or accumulated service between 8 Oct 05 and 1 Feb 06.

d. **Aircrew.** Aircrew will accumulate one day's service for the first sortie flown of any day in the Area of Operations; additional sorties flown on the same day receive no further credit. This requirement exists for support as well as combat aircraft; support aircraft to include tanker, airlift and surveillance platforms.

NATO UNCLASSIFIED

APPENDICES:

1. Non-Article 5 NATO Medal for NATO Support to Pakistan Earthquake Relief Operations.
2. Medal Award Certificate for NATO Support to Pakistan Earthquake Relief Operations.

NATO UNCLASSIFIED

APPENDIX 1 TO
ANNEX I TO
AD 40-8
DATED 15 MAY 2007

**NON-ARTICLE 5 NATO MEDAL FOR NATO SUPPORT TO PAKISTAN
EARTHQUAKE RELIEF OPERATIONS**



I-1-1

NATO UNCLASSIFIED

**MEDAL AWARD CERTIFICATE FOR NATO SUPPORT TO PAKISTAN
EARTHQUAKE RELIEF OPERATIONS**

