



National  
Defence

Défense  
nationale

# *Honorary* APPOINTMENTS *of the Canadian Forces*





ELIZABETH THE SECOND, by the Grace of God of the United Kingdom, Canada and Her other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith



ELIZABETH DEUX, par la grâce de Dieu, Reine du Royaume-Uni, du Canada et de ses autres royaumes et territoires, Chef du Commonwealth, Défenseur de la Foi, à

Fred John Sample, OMM, CD

We are very pleased that you have accepted our offer of an Honorary Appointment to the Order of Military Merit.

En raison de la foi et de la confiance que nous plaçons en votre loyauté et votre service, nous vous nommons et reconnaissons, par les présentes,

Ordre militaire  
MM CD

Dans les Termes mêmes mentionnés de l'Ordre militaire à compter de la fin de janvier 2003

In This Majesty's Canadian Armed Forces from the 30 day of January 2003

ET MOINS vous êtes nommé et reconnais par les présentes, avec que tout le respect des privilèges et honneurs. Et nous reconnaissons, par les présentes, à tout nos honneurs et salutations de sang de votre nomination à ce titre.

AND WE do hereby give and grant you full power and Authority to bear, hold and enjoy your said Appointment accordingly together with all such privileges and honours thereto belonging. And We do hereby command all Our Officers and Our Commandants Members whom it may concern to acknowledge you as such.

EN FOI DE QUOI, Notre Gouverneur général du Canada a signé et scellé les présentes à Notre Hôtel de Gouvernement en la ville d'Ottawa, ce jour mentionné que de dessus et l'on de grâce deux mille trois et en la compagnie et selonc nous de Notre signe.

IN WITNESS WHEREOF Our Governor General of Canada hath hereunto set her hand and Seal at Our Government House in the City of Ottawa this twenty and day of January in the Tenth of Our said Queen's Tenth and Third and in the Tenth Year of Our Reign.

PAR ORDRE DE  
SON EXCELLENCE LA GOUVERNEUR GÉNÉRALE  
MINISTRE DE LA DÉFENSE NATIONALE

BY COMMAND OF  
HER EXCELLENCY THE GOVERNOR GENERAL  
MINISTER OF NATIONAL DEFENCE

# Honorary APPOINTMENTS of the Canadian Forces

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## FOREWORD

The purpose of this booklet is to provide guidance to the personnel involved with the staffing process associated with the nomination or extension of honorary members. Also the document will assist the honorary appointee as it provides information on various topics concerning their appointments.

The Canadian tradition of appointing honoraries to units originated with the British military but has only been in practice in Canada for a little over a century. The first Honorary Colonel appointment in Canada was that of Lieutenant-Colonel the Honourable J.M. Gibson, a Provincial Secretary in the Ontario Government. He was appointed as Honorary Lieutenant Colonel to the 13<sup>th</sup> Battalion of Infantry in 1895.

Early in the 20<sup>th</sup> century the prime minister of Canada, Sir Robert Borden described the practice of appointing honoraries as: “of greatest advantage to the Militia to be able to enlist the interest and sympathy of gentleman of position and wealth by connecting them to Regiments”. That sentiment remains true today. The Honorary is seen to be the guardian of Regimental traditions and history, promoting the units identity and ethos and being an advisor to the Commanding Officer on virtually all issues excluding operations. Although the movement originated with the army, over the years the practice of appointing honoraries has evolved and we now have Honorary members representing all the environments and major components of National Defence Headquarters. Honorary members work behind the scene and provide needed support that would otherwise not be available.



*C. Couture*

LIEUTENANT GENERAL  
ASSISTANT DEPUTY MINISTER  
(HUMAN RESOURCES – MILITARY)

## REFERENCE GUIDE FOR COMMANDING OFFICERS/COMMANDANTS AND HONORARY APPOINTMENTS

### References:

- A. QR&O 3.06 (*Honorary Appointments*)
- B. CFAO 3-4 (*Honorary Appointments and Honorary Ranks*)
- C. CFAO 18-12 (*Orders, Decorations and Medals – Precedence*)
- D. CFAO 20-20 (*Service Airlift –Personnel*)
- E. CFAO 26-3 (*Identification Cards*)
- F. CFAO 209-13 (*Travelling Expenses - Daily Rates and Conditions*)
- G. CFAO 209-14 (*Incidental Travelling Expenses*)
- H. A-AD-265-000/AG-001 (*Canadian Forces Dress Instructions*)
- I. DCBA 3-4 16/01 051300Z OCT 01 (*Honorary Colonels Travel Entitlements*)
- J. CANFORGEN 124/02 (*Supplementary Reserve Restructure, Honorary Appointments.*)
- K. MARCORD 3-4, para 6
- L. QR&O 17.06 (*Wearing of uniform*)
- M. CFAO 3-4 Annex D Para 12 (*Extensions*)



## INTRODUCTION

1. This booklet will provide the necessary tools for the personnel involved with the staffing and administration of Honorary Members. Each Honorary active member will be provided with a copy. Additional copies can be ordered through Director Senior Appointments (DSA) at National Defence Headquarters.
2. This document will deal specifically with the appointments of the following:
  - Colonel Commandant
  - Colonel of the Regiment
  - Honorary Colonels
  - Honorary Lieutenant-Colonels
  - Honorary Captain(N)
3. It does not deal with Royal Appointments, Honorary Physician to the Queen, Honorary Surgeon to the Queen, Honorary Nursing Sister to the Queen, Honorary Dental Surgeon to the Queen. These appointments are approved by the Queen and require special handling. Also appointments of Honorary Aide-de-Camp to the Governor General and Honorary Aide-de-Camp to Lt-Governor are not covered either, as these are dealt specifically at the regional levels. Any questions regarding staffing procedures for these appointments should be addressed directly to the Director Senior Appointments (DSA).





## APPOINTMENT AUTHORITY

4. The Minister of National Defence, on the recommendation of the Chief of the Defence Staff is the approving authority for all appointments. The tenure of appointment of an Honorary member will normally be for a period of three years. This three-year period is very specific with a start and end dates. Unit's CO are responsible, prior to reaching the termination date for their Honorary member, to initiate a request, through the chain of command, nine months prior to the appointment termination. This time frame should allow the staffing process to take place in order to have a replacement in a timely fashion.

## EXTENSION AUTHORITY

5. Extensions to the tenure of appointment may be granted for a period of one, two or three years. Subsequent extensions can also be requested. An extension request is processed in the same manner as an original appointment except that the approving authority is the Director Senior Appointment in accordance with Reference M, as opposed to the initial appointment where the approving authority is the Minister. Unit's CO are also responsible to initiate extensions and should do so four months prior to the appointment termination for the same reasons as above. In the Naval context the decision to request extension rests with the Chief of the Maritime Staff, and not with the Commanding Officer of the unit the Honorary Captain(N) is affiliated.

6. If no request for a new appointment or extension is initiated, an honorary member will be considered as non-active as soon as the termination date is reached. As such the member is no longer entitled to all entitlements associated with the honorary appointment.

## ELIGIBILITY

7. To be eligible a person must:

- a. be an officer, a former officer of any of Her Majesty's Forces who has a record of distinguished service, a distinguished Canadian citizen or a distinguished British subject. The Chief of the Maritime Staff restricts the appointment of Honorary Captain(N)s to distinguished Canadians in accordance with Reference K; and
- b. meet such other conditions as the Minister may prescribe.

## ELIGIBILITY RESTRICTIONS

8. Personnel not eligible:

- a. All Regular or Reserve Force pers nominated to any Honorary Appt must have been released three years prior to the proposed date of their appointment to an Honorary position. In the case of members held on SRR, they must not have been engaged in any Terms of Service (class A, B, or C service) for three years prior to the proposed date of their appointment to an Honorary position. Members must be released from the SRR prior to being nominated for an Honorary position;
- b. Member of Parliament; and
- c. Maritime Command restricts the appointment of Honorary Captain(N)s to distinguished Canadians in accordance with Reference K.



## APPOINTMENTS PROCEDURES

9. Appointment procedures vary depending on the environment. As a rule of thumb all nominations must be submitted through the chain of command and they all eventually reach the Director Senior Appointments for final staffing through the Chief of Defence Staff to the Minister's office. Units should consult with their respective area or command in order to determine the proper staffing procedures associated with their unit.
10. A recommendation for appointment must contain:
  - a. the service number, rank at the time of retirement (for retired military personnel) and name of the nominated person;
  - b. a short biographical sketch covering, place, date of birth, marital status, education, employment, military service, awards and decorations, clubs, associations and hobbies;
  - c. residence address; and
  - d. The name of the local Member of Parliament. This is a recent request from the Minister's office. Once a nomination is approved, the minister sends a letter to the Member of Parliament representing the unit area and also to the Member of Parliament representing the nominee's area (if different).
11. Once a nomination reaches DSA from the unit's chain of command, it is incorporated into the Director Senior Appointment Honorary appointees Database and the submission is checked to see if it contains all the necessary paperwork before it is submitted to the Minister through the CDS' office. This process is straightforward and normally will be actioned within two working days. All nominations go through the CDS' office for vetting and recommendation by the CDS to the Minister. This process is completed normally within two weeks. Any nomination that can be perceived as a potential conflict of interest will most likely be denied, however this situation happens rarely. Once a nomination reaches the Minister's office it can take anywhere from two weeks to three months before it is authorized. On request, DSA will question the Minister's office to obtain a status report on any particular file but be aware that this procedure will not expedite the file.

12. Once the Minister approves a nomination, DSA is notified and a congratulatory letter signed by the Minister is forwarded to the office. A message is prepared to inform the chain of command that the Minister has approved the nomination and the unit is asked to confirm that the nominee has accepted the appointment. Accepting the nomination is critical. Until this information is received, the file is considered not active. Once DSA is notified (normally by e-mail) that the nominee has accepted, the congratulatory letter is forwarded to the member. Procedures are initiated by DSA in order to have a scroll prepared (see scroll definition para 24) for eventual presentation to the recipient by the appropriate authority.

13. Press releases are the responsibility of the Public Affairs Personnel.

## SECURITY DESIGNATION - CORRESPONDENCE

14. Correspondence dealing with requests for nomination or extension should be Protected A.



## ENTITLEMENTS

15. Honorary appointees are entitled to the following:

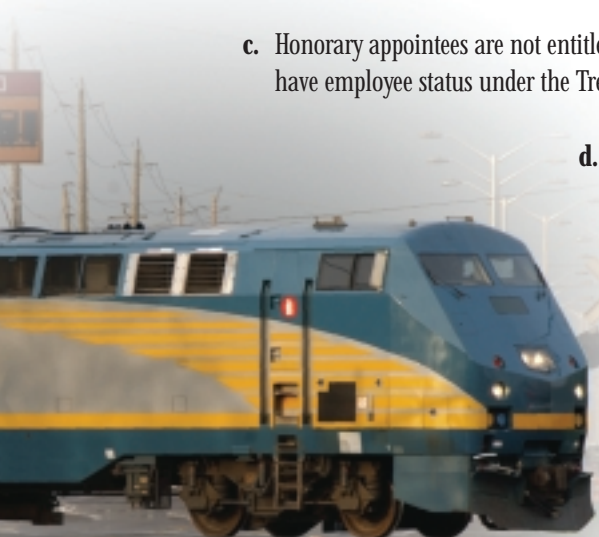
- a. travel expenses;
- b. time calculated toward a CD;
- c. uniform;
- d. ID card; and
- e. appointment scroll.

## TRAVEL EXPENSES

16. In accordance with Reference F&G, the following travel expenses are authorized for honorary appointments:

- a. Travel expenses for attendance at a maximum of five unit activities with TD benefits not to exceed seven days in each instance. Commercial air is authorized where service air is not available where the unit CO deems it necessary. All funding shall be borne by the unit. For the Land Staff, the attendance to national conferences is counted within these five activities;
- b. Travel expenses are not authorized for attendance at annual branch association conferences, and Area level conferences;
- c. Honorary appointees are not entitled to Business Class air travel, as they do not have employee status under the Treasury Board Travel Directive; and
- d. Travel expenses are those actual and reasonable expenses that are incurred by honorary appointments in support of the authorized activities listed above. These expenses include:

- ① Lodgings. Honorary appointments are entitled to use lodgings listed in the white pages of the Government Hotel Directory and may also claim, and have approved locally, actual and reasonable hotel expenses for locations not listed in the directory. The Government Hotel Directory should be available from the unit's orderly room. Requests for reimbursement of these expenses are to include original hotel receipts;
- ② Meals. Honorary appointments are entitled to claim the daily amount for meals. No receipts are required and reimbursement will be limited to the amounts that are authorized from time to time by Treasury Board for Armed Forces personnel.
- ③ Incidental Expenses. These expenses are also authorized at a current per diem rates while occupying commercial lodgings and fixed rate per day while occupying private accommodations. These per diem rates are subject to change on an annual basis.
- ④ Taxi Fares. Reimbursement for taxi fares is restricted to the amounts paid but not exceeding the tariff prevailing in the localities where the taxis were utilized. Gratuities to taxi drivers shall not be claimed since reimbursement for all gratuities is included in the daily amount paid for meals and incidental expenses. When the taxi fare expense exceeds \$8.00 (yr 2003 figures) the claim must be supported by a receipt; and
- ⑤ Duty travel on service air. Honorary appointments are authorized to utilize service air to attend official functions in accordance with CFAO 20-20, Annex A, Appendix 1, Serial 18. The approving authority for travel on service air is the Commander of a Command or a NDHQ Branch Chief. Authority may be granted for spouses of honorary appointments to accompany the honorary to attend official functions. The approving authority is the VCDS and will normally be granted only twice during the tenure of appointment. Commercial air will not be authorized for spouses of honorary appointments if service air is not available.



17. For a more detailed explanation of travelling expenses, it is recommended that CFAO 209-13 and CFAO 209-14 be reviewed. If in doubt, consult with your local orderly room or claims office.

## TIME CALCULATED TOWARD A CD

18. Only the orders, decorations and medals listed on the order of precedence and foreign awards for which the acceptance and wear has been approved by the Government of Canada may be worn with the uniform (Ref: CFAO 18-12).

19. Canadian Forces' Decoration (CD). Service as Honorary Colonel is deemed to be service in an active capacity and therefore eligible to be counted toward the award of the CD. The time is calculated in the same manner as service in the Regular Force. Twelve years of service are required to qualify for the CD. Each period of 10 years of subsequent service is recognized by the award of a bar to the decoration. The Directorate of History and Heritage (DHH) is the responsible authority for the award of the CD, the OPI may be reached at 613-998-5335.

20. It is the unit's responsibility to initiate a CD request and CD bars for their honorary member. The following procedures apply:

- a. Units must apply on-line IAW CANFORGEN 080/02. Submissions that are not electronically submitted will not be actioned as this electronic submission is the only method to update the medal management system. Hard forms received without prior electronic submission will be returned to unit for action;
- b. Where no service number (SN) is available, the unit is to contact DSA through the chain of command in order to receive an appropriate SN and to confirm other relevant personnel data;

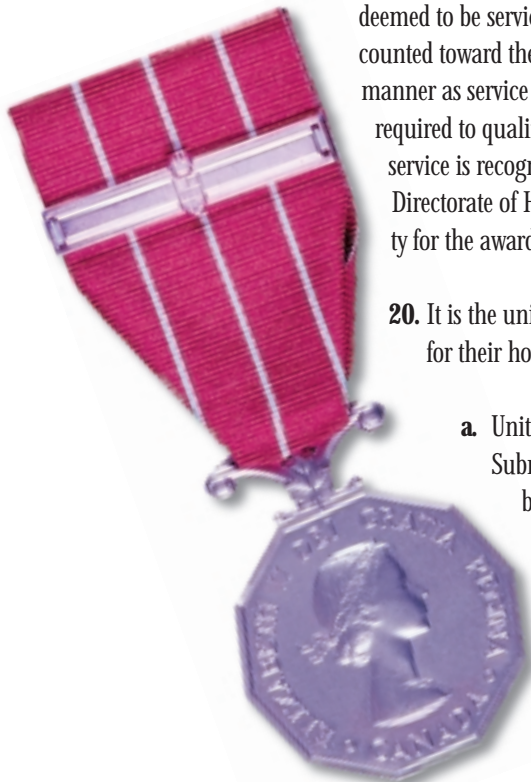
- c. Where an application is received for a member with no previous military service, DHH 4-3 will seek confirmation from DSA for the member's time as honorary member;
- d. If the CD is denied, DHH 4-3 will advise the unit to contact DSA through the chain of command.

## UNIFORMS

21. In accordance with A-AD-265-000/AG-01 honorary appointments are entitled to free issue of a uniform, rank insignia, accoutrements and accessories applicable to the honorary rank held. Entitlement is contained in CFS D01-120. Lesser orders of dress (such as combat) are provided on a temporary loan basis as required. Mess dress is the exception. It is not available through the CF Supply system and Honorary appointees who require this order of dress are to provide it at their own expense.
22. Wearing of uniform when not on duty as part of the functions associated with the Honorary appointment is limited to attending a military entertainment or a ceremony at which the wearing of uniform is appropriate in accordance with Reference L.

## IDENTIFICATION CARDS

23. Honorary appointments are entitled to and should be issued with an identification card (CAFIB.20, Service Identification Card) as soon as possible after official notification of their appointment. CFAO 26-3 outlines the procedures for the acquisition of these cards.





## APPOINTMENT SCROLL

- 24.** All new appointees are presented with a nomination certificate similar to a commission scroll signed by the Governor General and the Minister. This document will only be initiated after we receive confirmation that the member has accepted the nomination.

## SECURITY CLEARANCES

- 25.** Security clearances for honorary appointments are not normally required. Security clearances will only be issued where there is a requirement for prolonged access to classified material and on a need to know basis. Recommendations for security clearances must be fully substantiated.

## PUBLIC RELATIONS

- 26.** The general public and the news media consider Honorary appointees to be representatives of the Department of National Defence, the same as any other serving member of the Canadian Forces. Thus, the appointment must never be used to promote political opinion or to seek political favour for the unit or any member thereof. Public relations are a very important part of the activities of a Honorary appointee and due to their high visibility in the local community they are in demand by the news media. It is desirable, however, that Honorary members remain outside any public controversy concerning the Canadian Forces. Honorary members are encouraged to accept invitations as guest speakers or as participants in public functions.

## HONORARY APPOINTEE AIDE-MÉMOIRE

- 27.** Honorary appointments carry responsibilities. An honorary appointment may include, but are not restricted to the following duties and responsibilities. Some points are army oriented but most fit all environments.
- a.** fostering esprit de corps;
  - b.** developing, promoting and sustaining strong community support for the unit;
  - c.** establishing and maintaining liaison with unit charities and associations;
  - d.** maintaining close liaison with the unit CO or Commandant and other honoraries in the area ;
  - e.** assisting the unit in hosting parades and other unit functions;
  - f.** carrying out other duties or providing expertise in matters where they are qualified through background and knowledge when requested by higher authority. Such requests will be submitted through and with the approval of the unit CO or Commandant;
  - g.** Honorary rank is “honorary and advisory.” Honorary rank does not confer authority or command function (even if the Honorary previously held a substantive rank higher than that of the CO);
  - h.** expect to be treated with respect , but do not expect “Royal Treatment.” Be realistic in what your unit can supply. You are there to serve the unit, so enjoy the association and work with/for your unit;
  - i.** ensure units have copies of this booklet, as some units do not know what to expect from their Honorary;
  - j.** Honoraries can provide continuity within the unit on matters of Regimental (unit) and ceremonial dress, participation in community events and activities, unit traditions etc. Of importance can be speaking to new recruits and young officers on unit history and Regimental (unit) traditions;

- k.** assist unit through the donation of plaques, trophies for competitions/courses. If appropriate, assist in the purchase of specialty Regimental (unit) requirements that may be outside the unit's capability/resources to provide;
- l.** for the Land Forces, ensure the new Honorary is aware of the Honorary Colonels Council, which can provide advice and assistance;
- m.** provide advice on unit succession. Assist in recruitment of young officers by way of business and community connections;
- n.** assist the Canadian Forces Liaison Council (CFLC) with matters of mutual interest. This enables CFLC to become familiar with individual units and provides a conduit/assistance for unit personnel with CFLC and local employers;
- o.** when appropriate maintain contact on the unit's behalf with higher HQ/formations; and
- p.** "time spent" is perhaps the most important attribute, and attention must be paid to "all ranks" of the unit.

- c.** Area Headquarters:
  - i.** LFAA: 1-902-427-0550 ext 0764
  - ii.** LFQA: 1-514-252-2777 ext 4146 or ext 4147
  - iii.** LFCA: 1-416-633-6200 ext 5942
  - iv.** LFWA: 1-780-973-4011 ext 5942 or ext 2891
- d.** Air Command:
  - i.** D Air PM&S 3-2-2-2. 1-613-995-8185
- e.** Maritime Command:
  - i.** MS COS Sec 5-2: 1-613-945-0633
- f.** Communication Group
  - i.** CM NCM 613-998-8413

## POINT OF CONTACTS

- 28.** The following organizations are involved in the administration of Honorary Colonels/Capt(N)s and the staff can assist you if you have any questions.
- a.** Director Senior Appointment:
    - i.** DSA AO: 1-613-995-8535 (Policies and directives)
    - ii.** DSA Coord: 1-613-995-6448 ( Database and staffing)
  - b.** Land Staff
    - i.** Reserve Force – Dir Land Res Mgt 4- 1-613-945-0322; or
    - ii.** Regular Force – DLPM 2-6 -1-613-949-2058.

## WEB SITE

- 29.** Visit our website at <http://hr.ottawa-hull.mil.ca/dsa/> (Intranet)  
<http://www.forces.gc.ca/hr/dsa> (Internet)

# NOTES

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