

DH ELIGIBILITY CRITERIA FOR THE DIAMOND JUBILEE MEDAL

The official Medal designed to mark Her Majesty The Queen's sixty years on the throne will be predominantly awarded to those in the Armed Forces, emergency services and prison service personnel.

CRITERIA

Emergency services personnel who have been in paid service, retained or in a voluntary capacity, who have to publicly face the prospect of dealing with emergencies as part of their conditions of service, and have completed five full calendar years of service on 6 February 2012.

The categories of personnel who will qualify for receipt of the medal are those listed in the attached Annex A who fulfill any of the following three eligibility criteria:

1. All emergency service personnel who are in full-time paid effective service at the bodies or institutions listed in Annex A on 6 February 2012 and have completed 5 calendar years reckonable service. The total of 5 years qualifying service may be aggregated, but non-effective, unpaid or broken service will not count.
2. All emergency service personnel who are in part-time, paid effective service at the bodies or institutions listed in Annex A on 6 February 2012 and have completed 5 calendar years reckonable service. The total of 5 years qualifying service may be aggregated, but non-effective, unpaid or broken service will not count.
3. All emergency service personnel who are retained or act in a voluntary capacity for any of the bodies or institutions listed in Annex A on 6 February 2012 and have completed 5 calendar years reckonable service. The total of 5 years qualifying service may be aggregated, but non-effective, unpaid or broken service will not count.

Emergency service personnel are defined as those who respond to the scene of 999 calls and who are potentially placing themselves in danger.

COMMUNITY FIRST RESPONDERS.

All Community First Responders who are in service on Monday 6 February 2012, and have completed five full calendar years' service, and were fully accountable to an NHS ambulance service on or prior to Wednesday 7 February 2007 are eligible. The total of five years' qualifying service may be aggregated, but broken service will not count. There is, however, no limit on the amount of broken service provided that the correct overall total of five years' aggregated service is fully accounted for.

BANK STAFF

All bank staff who are in service on Monday 6 February 2012, and have completed five calendar years' service, which includes the equivalent of one bank shift per calendar month, i.e. 12 shifts per year, are eligible. The total of five years qualifying service may be aggregated, but non-effective, unpaid or broken service will not count.

EXCEPTIONS

Personnel on unpaid service on 6 February 2012 due to disciplinary action will not be eligible for the Medal. However, if on 6 February 2012, it is not possible to decide whether an individual qualifies for the Medal due to outstanding or uncompleted disciplinary action, the decision as to qualification is to be made once the final outcome of the disciplinary action has been determined.

OTHER TERMS AND CONDITIONS

Serving personnel on unpaid service on 6 February 2012 that is not due to disciplinary action will be eligible for the Medal but the period of unpaid service will not count towards the qualifying time criteria.

Only one qualifying period of eligibility will be considered as only one Medal may be earned, accepted and worn by an individual.

Qualifying service can only count once towards eligibility.

In cases where the individual has served in different emergency services or other groups qualifying for the Medal, the onus of proof of eligibility will be for the individual to provide to the NHS ambulance trust within which they are employed/ accountable to.

WEARING THE MEDAL

The Medal will be worn on the left breast, immediately before The Long Service & Good Conduct Medal / Queen's Ambulance Service Medal, and in date order with all other Coronation or Jubilee Medals.

The Medal or Medal ribbon may not be worn until entitlement has been confirmed and, subsequent to that, the Medal may not be worn prior to Tuesday 5 June 2012 (the date agreed with the Cabinet Office and the date of the official Thanksgiving Service).

No other equivalent decoration, award or medal (including foreign or Commonwealth) may be worn to commemorate the Accession of Her Majesty The Queen.

The medals will not be presented. Medals will be issued, when available, to eligible personnel, including to those who have left the service since 06 February 2012 and to the next of kin of those personnel who are eligible but have since deceased.

Each recipient, or next of kin, must sign for his or her medal at their accountable NHS ambulance service. Each ambulance service must then provide the Department of Health with a full list of recipients of the Medal, including name, operational role/ title, date of joining the service and the staff's signature of receipt.

Each NHS ambulance service must identify all eligible members and notify the Urgent & Emergency Care team at the Department of Health (urgent&emergency@dh.gsi.gov.uk) of the number of Medals required by **16 December 2011**.

There will be no appeal against a decision that a member of the ambulance service is not eligible to receive the medal.

Annex A

LIST OF BODIES AND INSTITUTIONS QUALIFYING FOR THE DIAMOND JUBILEE MEDAL

Department	Service
MoD	UK Armed Forces
Home Office	Police (England, Wales, Channel Islands and Isle of Man)
Dept for Transport	British Transport Police Ports Police Mersey Tunnel Police Airport Fire and Rescue Services HM Coastguard Lifeboat Services
CLG	Fire and Rescue Services (England)
Dept for Health	NHS Ambulance Service
Ministry of Justice	Prison Officers (England and Wales) Crown Dependencies
FCO	Overseas Territories
Northern Ireland Executive	Police, Fire and Rescue service, Ambulance Service, Prison Service and Mountain Rescue, Lifeboat Services
Scottish Executive	Police, Fire and Rescue service, Ambulance Service, Prison Service and Mountain Rescue, Lifeboat Services
Welsh Government	Ambulance Service Fire and Rescue Services