

## **Award Administration**

### **Overview**

The administration required for the Award is simple and easy to understand. This Chapter contains the essentials – further details are contained in Chapter 6.

### **Starting the Award**

Starting the Award on a Squadron or Detached Flight, follows the outline:

- Unit CO appoints a Unit DEA Officer,
- Wing DEA Officer briefs Unit DEA Officer,
- Wing DEA Officer or Unit DEA Officer Briefs Cadets,
- Unit CO Orders Log Books from Wing HQ as required.

### **Log Book**

The Award Log Book is important as it records the briefings, training and activities that Cadets undertake.

In particular it provides:

- Evidence of enrollment into DEA
- Evidence of insurance under DEA Insurance Scheme
- Provides a written record of activities undertaken

### **New Cadet Administration**

Once a new Cadet has received their Log Book, Unit DEA Officers should:

- Record the date of issue on the Unit Award Planner
- Record the date of issue in the Cadet's Log Book
- Enter the Participants name, address, date of birth and DEA Officer's name

This is vitally important as these are the official details that signify the Cadet's enrollment in the scheme. No activities will count before this action is undertaken except in exceptional circumstances when a 3-month period can be allowed with the approval of the Wing DEA Officer.

Next, the Unit DEA Officer should take the Cadet through a planning process, so that both parties are aware of which activities are being undertaken.

## Mentoring

To ensure that satisfactory progress is being made, the Unit DEA Officer should regularly check on Cadets achievement(s) to date.

Some Cadets will need more progress checks and mentoring than others to ensure they keep up the momentum towards completing the Award.

## Action on Completion of Awards

On completion of **Bronze** Awards the following Log Book actions are to be taken:

Action	Who?
Check for Enrollment	Unit DEA Officer
Check Section Timings	Unit DEA Officer
Check for enrollment	Unit DEA Officer
Check Date of Birth	Unit DEA Officer
Send to Wing HQ	Unit CO
Record details + post to Wg Awards Officer	Wing HQ
Record details in Database	Wing DEA Officer
Sign Log Book + return to Wing HQ	Wing DEA Officer
Issue Badge and Certificate	Wing HQ
Log Book, Badge + Certificate to unit	Wing HQ
Present Badge/Certificate + return log book	Unit CO

For **Silver** and **Gold** Awards the signing off process is at Region and Corps. The Log Book still passes through the same checking procedure before reaching these levels.

At Gold Level only, an endorsement of the Award at DEA HQ is required. Therefore, DEA forms GA4 and GA4/2 are to be completed. These are to be completed and checked for accuracy by the Unit DEA Officer before forwarding to the Wing DEA Officer.

The presentation of award(s) to Cadets is a good news story that most local papers would be pleased to run.