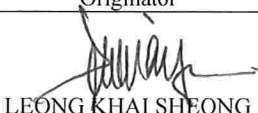
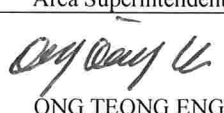
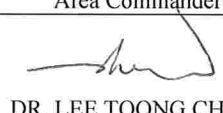
 <b>ST. JOHN AMBULANCE OF MALAYSIA, NORTH EAST AREA, STATE OF PENANG</b> <b>STANDARD OPERATING PROCEDURES</b>				
SOP. No. :	<b>NEA-SOP-CADET-005</b>	Rev. No. :	<b>00</b>	Page : <b>1 of 2</b>
SOP Title :	<b>CADET SPECIAL SERVICE SHIELD AWARD APPLICATION PROCEDURE</b>			

**APPROVAL:**

Group	Originator	Area Superintendent	Deputy Area Commander	Area Commander	Date Release
Name & Signature	 LEONG KHAI SHEONG	 ONG TEONG ENG	NA	 DR. LEE TOONG CHOW	31 Jan 2017

**1.0 Objective:**

To provide a standard guideline for the achievement of Cadet Special Service Shield Award and its application procedure.

**2.0 Scope:**

Applicable for SJAM Cadet/s only

**3.0 Requirements / Conditions:**

- All cadets shall record their voluntary service hour into SJAM Service Record Book and be signed by respective officer in charge / teacher advisor.
- The total of accumulated service hour shall be count and to determine their eligible award category.

*As quoted from SJAM General Regulation:*

**Chapter 9: Part 6 – Cadet Award**

**Para 9-22. Special Service Award**

- (a) The special service Shiled Badge is awarded by State/Regional Commanders to Cadets who are efficient and have completed a minimum of 100 hours voluntary (unpaid) service to the community. Further badges are awarded for 200, 500, 750 and 1,000 hours of service. Certificates for 1,000 hours are issued by National Headquarters.
- (b) On promotion from Cadet to Adult membership, holders of the 1,000 hours Special Service Shield Certificate are permitted to wear the Special Service Shield on their uniform for as long as they remain in the SJAM.
- (c) Applications should be submitted through the usual channels as soon as the requisite number of hours has been achieved.

**4.0 Entitlement - Badges & Certificates:**

- Any cadet who has successfully accumulate the voluntary service hour requirement shall be awarded with Cadet Special Service Shield Award badge and certificate issued by Headquarter. Below table shows the achievement category, badge and position of badge should be worn on the right chest of uniform above name tag.

Category	SSS 100 ( Green )	SSS 200 ( Blue )	SSS 500 ( Purple )	SSS 750 ( Silver )	SSS 1000 ( Gold )
SSS Badge					

- Shall any candidate receive an award badge upgrade, the existing Special Service Shield badge shall be replaced with the new badge given.

**5.0 Application Procedure**

- Award application notification shall be issued by Area Headquarter by 1<sup>st</sup> week of January of each calendar year.
- The calculation period of Accumulated Service Hour from the beginning of 1<sup>st</sup> duty/service hour collected until 31<sup>st</sup> December of each calendar year.
- Division Hon. Secretary shall ensure all Service Record book is properly recorded and signed before submission.
- Division Hon. Secretary shall submit a Cadet Special Service Shield Award Application Form together with all eligible candidates' Service Record Book to Area Hon. Secretary for validation and processing.
- Closing date for form submission is latest by end of February of each calendar year. Incomplete documents submitted will results for failure of award application.
- The result of application shall be notified by Area Headquarter through usual communication channel within 2 months period.

**6.0 Repeal**

This standard procedure supersedes any similar procedure introduced by the Headquarter prior to its implementation date

**7.0 General**

The Headquarter reserve the rights to amend, vary, withdraw, impose, add, cancel any of the term's and conditions of this Standard procedure at any time. Each application shall be considered on its own merit. The Headquarter reserves all rights not to approve an application to eligible candidates for whatsoever reason without assigning any reasons to the eligible candidate

**8.0 Form : NEA-FOM-CADET-005(00)**



**ST. JOHN AMBULANCE OF MALAYSIA, NORTH EAST AREA, STATE OF PENANG  
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NEA-FOM-CADET-00  
5(00) SSS Application