

GRANTING OF UNISSUED SERVICE AWARDS FOR DECEASED MEMBERS

Purpose

This policy is provided to define the conditions for the granting of unissued service awards for deceased members. This process is also referred to as the 'posthumous medals policy'.

Service awards

Service awards are those decorations and medals awarded to members to recognise their achievements and service. The entitlement to service awards exists only for those members and cannot be transferred to any other person.

Unissued service awards

Unissued service awards are those that a member is entitled to receive but the member dies before the award can be issued. This can occur when a member dies in service before an award is processed or when a medal, such as the Australian Defence Medal, is introduced that has retrospective entitlement provisions.

Granting unissued service awards to other persons

While the entitlement to an award exists only for the original member, unissued awards may be granted to an approved claimant as a gesture of respect to the deceased member.

Detailed below are the persons who may be approved to receive a deceased member's unissued awards. These are as follows:

- a. before an estate is settled, the executor of the will of the deceased member, or the person appointed to administer the estate in the case of intestacy may be granted unissued awards; or
- b. after an estate is settled unissued awards may be granted to an applicant who falls within the following priority order:
 - (1) Beneficiary of the member's Will
 - (2) Widow/Widower (*Spouse or eligible partner*)
 - (3) Child
 - (4) Parent
 - (5) Sibling
 - (6) Aunt/Uncle
 - (7) Niece/Nephew
 - (8) Grandchild

In addition, consideration may be given to an application by a relative who has possession of other original awards of a deceased member by gift or bequest of the member. This provision does not apply to dealers or collectors who may be in possession of awards.

Conditions for granting unissued service awards

No person, other than the original member, has an entitlement to awards.

When issued, awards become the personal property of the recipient. This may be the member, a member's estate or any person granted unissued awards of a deceased member. Any dispute arising after awards are granted is to be resolved in the same way as any other property matter. Defence has no responsibility for awards that have been issued or granted and will not become involved in any family dispute that may arise.

If any dispute exists before awards are granted, no grant will be made.

Procedure for requesting unissued service awards

Persons seeking the grant of a deceased member's unissued service awards are to apply using form AD809 *Application for the Posthumous Issue of Medals and/or Clasps*. The form is available from DH&A website or the DRN Web Forms System.

Applications will be assessed to determine if there are any unissued medals. If there are, applicants will be advised of this and forwarded a statutory declaration form to complete in justification of their claim. This declaration is to include:

- a. description of their relationship with the deceased member;
- b. acknowledgement of any others who may also be able to make a claim, together with statements from those persons that they have no objection to the application being made; and
- c. any other information supporting the application, for example, evidence of being in possession of other original awards issued to a deceased member.

Further information

Detailed information is available by calling the toll-free telephone inquiry line **1800 111 321** or by mail to:

Directorate of Honours and Awards
Department of Defence
T-4-013H
PO Box 7952
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