NOMINATION AND PROCESSING PROCEDURES FOR HONORARY
APPOINTMENT TO THE ORDER OF AUSTRALIA
(MILITARY DIVISION)

Raising of nomination

1. Nominations will normally be raised by the Chief of the Defence Force (CDF), or an officer of LTGEN(E) rank. If the nomination is raised by another officer, who must not be below the rank of BRIG(E), the nomination is to be forwarded through the chain-of-command to the appropriate LTGEN(E) commander for consideration.

Preparation of correspondence

2. Endorsed nominations are to be forwarded in both hard and electronic copy to Directorate of Honours and Awards (DH&A). DH&A will prepare a submission for CDF which includes:
   a. a ministerial submission from CDF requesting the nomination be endorsed by the Minister for Defence;
   b. a letter of notification from the Minister to the Prime Minister; and
   c. a letter of recommendation from the Minister to the Governor-General.

Notification procedures

3. Following receipt of the Governor-General’s approval, DH&A is to ensure that the recipient’s government is contacted and approval is given to present the award. The recipient’s Government is also to be requested to on-forward a letter, provided by DH&A, to the intended recipient seeking their acceptance of the award. The recipient must sign and return this letter to DH&A before the award can proceed. All correspondence is prepared in the first instance by DH&A and sent electronically to the relevant Defence attaché with a request to pass on the documents to the intended recipient and their government. Requested replies should be passed through the Defence attaché to DH&A.

Gazetral of appointment

4. Once the necessary agreements have been obtained, Government House is to be advised by DH&A to enable the honorary award to be gazetted.

PROCESSING PROCEDURES

5. A nomination consists of a cover sheet, narrative and synopsis.

Cover sheet

6. The cover sheet, an example of which is in Appendix 1 contains the following information:
   a. Nominee details:
      (1) rank, service number, given names, and surname;
      (2) major honours, decorations or awards held (do not include service medals, active service medals, long service medals or similar type awards);
      (3) Service; and
      (4) current appointment.
   b. General information:
      (1) name of award for which the nominee is being recommended, and
      (2) signature blocks of the nominating and recommending officers as appropriate.
Narrative

7. The narrative justifies the award for which the nominee is being considered. An example of a narrative layout is in Appendix 1. Abbreviations are not to be used in the narrative which must be no more than one page, and include the following information:

a. the parent Service to which the nominee belongs (in the heading);

b. the award for which the nominee is being considered;

c. the nominee’s rank and full name (in the heading);

d. a one to three line citation describing the criteria applicable to the award and the service rendered (first lines of the narrative);

e. details of any Australian honours or decorations (as distinct from war medals and long service awards) previously awarded to the nominee, and brief details of the circumstance in which they were awarded; and

f. justification for the award (must be a clear description of the service to be recognised, and its value to, or beneficial results for the Australian Defence Force/Australia).

Synopsis

8. The synopsis provides a summary of the narrative for printing in the Commonwealth of Australia Gazette and announcement at the investiture ceremony. An example of a synopsis layout is in Appendix 1. The synopsis must include:

a. the award for which the nominee is being considered;

b. rank, full name and residential address of the nominee;

c. a maximum two to three line citation describing the criteria applicable to the appointment and the duties or service rendered (copied from the narrative, but in bold font); and

d. five to six lines outlining the service to be recognised, justifying the nomination and summarising the main reason(s) for the nomination (the synopsis should not contain any military terms or jargon thereby enabling general community understanding).

Format

9. Nomination documentation is to:

a. be prepared using Times New Roman 12 point font;

b. be justified left and right, using single line spacing within the paragraphs and one blank line between paragraphs;

c. provided as follows:

(1) in the first instance in electronic form with signed Form AD 104—Nomination for Half Yearly Honours in PDF format and narrative and synopsis in MS Word format; and

(2) in hard copy; and

d. use the layout and font styles for all headings as shown in Appendix 1.

Privacy requirements

10. The ‘HONOURS–IN–CONFIDENCE’ privacy marking is to be used on all covering documentation but is not to appear on the narrative or synopsis.

Appendix:

1. Example layout of cover sheet, narrative and synopsis