CHAPTER 1

AUTHORITY

INTRODUCTION

1.1 The Defence Honours and Awards Manual (DHAM) provides a consolidated reference of the policies and processes applicable to honours and awards within the Australian system of honours and awards and other means of recognition available within Defence including the Defence Commendation Scheme, civilian long service awards and the Australia Day Medallion. The DHAM deals with those awards that have, or have had, Defence-wide application. Volume 2 of the DHAM provides descriptive information on both current awards and those previously awarded to Defence Personnel.

1.2 Recognition of the service and achievements of Defence Personnel is important for the morale of recipients and Defence generally. Recognition is particularly important for Australian Defence Force personnel deployed on operational service. To be effective, recognition must be appropriate and timely, and administered efficiently.

POLICY STATEMENT

1.3 Defence has a responsibility to promote an awareness of the importance of appropriately recognising outstanding performance of Defence Personnel by effective use of the honours and awards resources available for recognition within Defence.

1.4 The DHAM is authorised as the principal reference for the management of the honours and awards system within Defence.

SCOPE

1.5 This Instruction establishes the DHAM through which the management and administration of honours and awards is established. All Defence Personnel responsible for the management and administration of honours and awards must comply with DHAM.

1.6 The DHAM applies to Defence Personnel as defined in Annex A, as well as the equivalents from foreign military organisations on exchange to Defence and other personnel engaged by Defence, including External Service Providers where compliance is a term of their engagement.

DEFINITIONS

1.7 The definitions that apply to this chapter can be found in Annex A. Definitions that apply to other chapters are provided in the relevant chapters throughout the DHAM.

SPONSORSHIP

1.8 The DHAM has been endorsed by Chief of the Defence Force (CDF) and the Secretary. The sponsor area is responsible for updating the DHAM. All chapters within the DHAM are sponsored by the Deputy Secretary Defence People.

ROLES AND RESPONSIBILITIES

Chief of the Defence Force and the Secretary of Defence

1.9 Departmental responsibility for the administration of honours and awards within Defence is assigned to the CDF and the Secretary of Defence.
1.10 The CDF is responsible for making recommendations on those operations that should be declared as eligible operations for the purposes of awards and for making determinations that apply to Defence awards in accordance with delegations contained in the regulations for those awards.

First Assistant Secretary People Support

1.11 Responsibility for any amendments to the DHAM (excluding Chapter 1 (Volume 1), rests with the First Assistant Secretary People Solutions on behalf of the Deputy Secretary Defence People.

Defence Personnel

1.12 Commanders and Managers at all levels have a responsibility to be aware of the performance of their staff and ensure that those deserving of recognition are nominated for an appropriate award under the relevant scheme.

AUTHORISATIONS

Deputy Secretary Defence People

1.13 Deputy Secretary Defence People is authorised to approve the promulgation of the DHAM, excluding Chapter 1 (Volume 1).

RELEASE DATES

1.14 Volumes 1 and 2 of the DHAM are scheduled to be published in 2012.

1.15 The chapters on the policy for administering foreign awards, including United Nations and other multinational awards, are under development and are scheduled to be published by May 2012.

IMPLEMENTATION

1.16 The issuing of the DHAM replaces the following Defence Instructions (General) (DI(G)):

a. DI(G) PERS 31–1—Australian awards for long service for members of the Australian Defence Force and Officers and Instructors of Cadets;

b. DI(G) PERS 31–3—Australian Gallantry and Distinguished Service Awards;

c. DI(G) PERS 31–4—Australian Bravery Decorations;

d. DI(G) PERS 31–5—Australian Defence Force Policy on Nomination Procedures for the Order of Australia and Conspicuous Service Decorations;

e. DI(G) PERS 31–7—Australia Day Medallion;

f. DI(G) PERS 31–8—Forfeiture, restoration and replacement of decorations, medals and war badges; and

g. The following elements of Circular Memorandum 009/2000—Civilian Awards in Defence are incorporated in DHAM:

(1) Commendations for Service;

(2) The Secretary’s Commendation (included in Defence Commendation Scheme);

(3) The Secretary’s Award for Long Service;

(4) Australia Day Medallion; and

(5) The Public Service Medal.

1.17 The DHAM is a primary source of information.
1.18 The DHAM is available as a Defence manual on the Defence Restricted Network. Personnel may print or otherwise copy chapters for their own use, however, these copies are not revision-controlled.

RELATED POLICY/INSTRUMENTS/DOCUMENTS/PUBLICATIONS AND LEGISLATION

1.19 A general reference to related policy documents etc is made in Chapter 2—‘General Information’ of the DHAM. Specific instruments such as regulations, declarations, determinations etc are included with the relevant award.

Annex:
A. Definitions