NOMINATION AND PROCESSING PROCEDURES FOR THE VICTORIA CROSS FOR AUSTRALIA

GENERAL REQUIREMENTS

Overview

1. The Victoria Cross for Australia (VC) is Australia’s highest decoration for gallantry and is the only award that is personally approved by the Sovereign. Nominations must accurately describe the action for which recognition is being sought.

2. All nominations for the VC are to be staffed through the chain-of-command to Chief of Joint Operations (CJOPS) and Chief of the Defence Force (CDF), irrespective of whether they are supported or not.

Confidentiality

3. Commanders at all levels are to ensure that individuals are not aware that they have been nominated for an award.

Approval and announcement

4. Announcement of the award may occur other than on Australia Day or the Queen’s Birthday, but not before gazettal of the decoration.

NOMINATION AND PROCESSING PROCEDURES

5. A cover sheet, narrative and synopsis are required with each award nomination. Nominations that do not comply with the requirements detailed in this instruction may be returned to the nominating authority for corrective action. This may result in the processing of the nomination being delayed.

6. **Cover sheet.** An electronic copy of the cover sheet (Form AD 104—Nomination for Half-Yearly Honours), which is available from the Defence Web Forms System or the Directorate of Honours and Awards website, see www.defence.gov.au/medals. The cover sheet is to contain the following information:

   a. **Nominee details:**
      
      (1) PMKeyS number, rank\(^1\), given names, and surname;
      
      (2) honours, decorations or awards held (do not include service medals, active service medals or long service medals); and
      
      (3) corps, mustering, unit, ship, establishment, as applicable.

   b. **General information:**
      
      (1) name of award for which member is being recommended (VC);
      
      (2) the signature blocks of the nominating officer and recommending officers in the chain of command; and
      
      (3) whether the award is to be withheld from public view.

\(^1\) Rank shown is to be the member’s worn rank. If this is different to the member’s rank at the time of nomination this should be reflected in the narrative.
7. Narrative. An example of a narrative layout is in Appendix 1. The narrative justifies the award for which the nominee is being considered. Abbreviations are not to be used. The narrative will normally be no more than one page and is to include the following information:
   a. the Service to which the nominee belongs (in the heading);
   b. the award for which the nominee is being considered;
   c. the nominee’s PMKeyS number, rank and full name (in the heading);
   d. a one to three line citation describing the actions applicable to the award and the activities undertaken; and
   e. justification for the award, which must be a clear description of the action to be recognised.

8. Synopsis. An example of the synopsis layout is in Appendix 1. The synopsis provides a summary of the narrative for printing in the Government Gazette and announcement at the investiture ceremony. It should not contain any military terms or jargon and must include:
   a. rank, full name and residential address of the nominee;
   b. a one to three line citation describing the actions applicable to the award and the activities undertaken (identical to the citation in Paragraph 7. of narrative); and
   c. no more than six lines outlining the actions to be recognised which justify the main reason(s) for the nomination.

9. Layout. Nomination documentation is to be:
   a. prepared using Times New Roman 12 point font;
   b. justified left and right, using single line spacing within the paragraphs and double line spacing between paragraphs; and
   c. provided in both hard and electronic copy.

10. Witness requirements. Nominations are to be supported by signed statements of at least three eyewitnesses of the act for which the decoration is recommended. Wherever possible, these statements should be on oath. Provisions will be made for statements to be taken from witnesses who, through incapacity, cannot prepare or sign their statement. Group statements are not accepted.

11. Privacy requirements. The HONOURS–IN–CONFIDENCE privacy marking should not appear on the narrative or synopsis. This classification should only be used on the covering documentation.

12. Submission of nomination. A VC nomination is to be immediately passed, through the Australian Operational Joint Force Commander, to the CJOPS who will forward it to the Minister through the CDF. The CDF may then advise other commanders as appropriate.

13. Approval. Decorations are awarded with the approval of the Sovereign by an instrument, prepared by the Department of the Prime Minister and Cabinet and signed by the Governor-General on the recommendation of the Minister.

14. Following consideration of nominations by Service honours committees and Joint Operations Command honours committee, advice will be provided to the 2 Star recommending officer on unsuccessful nominations. At the discretion of those officers, this advice may be further advised to nominating officers.

Appendix:

1. Example narrative and synopsis layout for Victoria Cross for Australia