EXAMPLE NARRATIVE AND SYNOPSIS LAYOUT FOR VICTORIA CROSS FOR AUSTRALIA

NARRATIVE LAYOUT

ROYAL AUSTRALIAN NAVY/AUSTRALIAN ARMY/ROYAL AUSTRALIAN AIR FORCE (delete as applicable)

TO BE AWARDED THE VICTORIA CROSS FOR AUSTRALIA

(Insert in bold, upper case and without commas the PMKeyS No, Rank (in full) and Full Name)

The first paragraph contains the citation (one to three lines). The paragraph begins with:

For performance of acts of the most conspicuous gallantry in the presence of the enemy or
For acts of valour or self-sacrifice in the presence of the enemy or
For displaying extreme devotion to duty in the presence of the enemy

... (Followed by details eg as part of the Special Operations Task Group during operation HELP, Oruzgan Province, Afghanistan).

Text shown in bold font in the subparagraphs above is mandatory text. It is to be shown unbolded in the actual nomination.

Subsequent paragraphs describe the member’s actions.

Notes:

1. Abbreviations are not to be used except for HMAS, HMA Ships and superscripted numbers in unit titles, eg 1st Division.

2. ‘HONOURS–IN–CONFIDENCE’ privacy marking is not to be used on the narrative or synopsis.

3. Nomination is to be accompanied by at least three eyewitness statements.

4. Limit to one A4 size page.

5. Use Times New Roman 12 point font.
TO BE AWARDED THE VICTORIA CROSS FOR AUSTRALIA

CORPORAL ROBERT JOHN SMITH

14 Battle Street, MELBOURNE VIC 3456

For performance of acts of the most conspicuous gallantry in the presence of the enemy or

For acts of valour or self-sacrifice in the presence of the enemy or

For displaying extreme devotion to duty in the presence of the enemy

... (followed by details of the act). (This citation is to be exactly the same as the first paragraph of the narrative citation statement above, but in bold font).

Corporal Smith … (a short statement of what Corporal Smith did to earn the award—not more than six lines)

Notes:

1. Abbreviations are not to be used except for HMAS, HMA Ships and superscripted numbers, eg 1st.

2. The ‘HONOURS–IN–CONFIDENCE’ privacy marking is not to be used on the narrative or synopsis.

3. For members with protected identity, two synopses should be provided: a full synopsis that can be printed on the warrant presented to the member, and a redacted synopsis which can be made available publicly.