EXAMPLE NARRATIVE AND SYNOPSIS LAYOUT FOR GALLANTRY DECORATIONS

NARRATIVE LAYOUT

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

TO BE AWARDED THE (Insert Name of Decoration)

AUSTRALIA DAY 201X/QUEEN’S BIRTHDAY 201X (delete as applicable)

Insert in bold upper case and without commas PMKeyS Number, rank (in full) and full name

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

a. if nominated for Star of Gallantry, either For acts of great heroism or For acts of conspicuous gallantry in action in circumstances of great peril followed by details eg while a member of Delta Company on patrol in Kakarak, Afghanistan on 10 July 2010; or

b. if nominated for Medal for Gallantry, For acts of gallantry in action in hazardous circumstances followed by details eg while a member of Delta Company on patrol in Kakarak, Afghanistan on 10 July 2010; or

c. if nominated for a Commendation for Gallantry, For acts of gallantry in action followed by details eg while a section commander in 2 Platoon, Task Force 1 in Blue Valley Afghanistan on 10 August 2010.

Text shown in bold font in the subparagraphs above is mandatory text. It is to be shown unbolted 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. Limit to one A4 size page.

4. Use Times New Roman 12 point font.
SYNOPSIS LAYOUT

TO BE AWARDED THE (insert Name of Gallantry Decoration)

MAJOR ROBERT JOHN SMITH

14 Battle Street, MELBOURNE VIC 3456

Insert Citation (exactly the same as the first paragraph of the narrative citation statement above, but in bold font).

Major Smith ... (a short statement of what Major 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 in unit titles, eg 1st Division.

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.