EXAMPLE NARRATIVE AND SYNOPSIS LAYOUT FOR DISTINGUISHED SERVICE 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 the PMKeyS No, Rank (in full) and Full Name)

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

a. if nominated for a Distinguished Service Cross, *For distinguished command and leadership in warlike operations as ... include details, eg Commanding Officer, Task Force 3 in Afghanistan from January 2009 to June 2010; or*

b. if nominated for a Distinguished Service Medal, *For distinguished leadership in warlike operations as ... include details; eg Company Commander, Task Force 3 in Afghanistan from January 2009 to June 2010; or*

c. if nominated for Commendation for Distinguished Service, *For distinguished performance of duties in warlike operations ... include details eg while as a sniper team leader in Task Force 3, Red Valley, Afghanistan, on 2 December 2009.*

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 achievements and dedication and demonstrate how these have affected and benefited the Australian Defence Force.

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:

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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.