NOMINATION AND PROCESSING PROCEDURES FOR UNIT CITATIONS

Assessment of nominations

1. Nominations are to be assessed on merit with strict attention paid to the criteria for the award. Nominations are to be submitted no later than three years after the end of the conflict.

Periodic awards

2. Nominations for unit citations may be submitted for inclusion in the Australia Day and Queen’s Birthday Honours Lists for any Australian Defence Force operation. These awards are known as periodic awards.

Periodic awards nomination submissions

3. A unit (or sub-unit) may be recommended for a citation at any level from within a formation or command. A unit commander may nominate a sub-unit for a citation. Nominations are to be processed through the operational chain of command and the appropriate force commander, to Headquarters Joint Operations Command (HQJOC) for consideration by Chief of Joint Operations (CJOPS). HQJOC is to ensure that all members listed as eligible to wear the insignia for the citation conform with the criteria in Chapter 9, Paragraph 9.5.

4. HQJOC is to pass nominations to the Directorate of Honours and Awards (DH&A) who will confirm that nominations conform to guidelines detailed in the relevant regulations and determinations. If any anomaly is identified, the matter is to be highlighted and brought to the attention of CJOPS.

5. When final clearance is received from CJOPS, DH&A will prepare the documentation required for processing the nominations through Chief of the Defence Force and the Minister to the Governor-General, for final approval.

NOMINATION PROCESS

6. A cover sheet, narrative, synopsis and nominal roll of personnel involved are required with each award nomination. Nominations which do not comply with the requirements detailed in this annex may be returned to the nominating authority for corrective action. This may result in the processing of the nomination being delayed until the next honours list.

7. **Cover sheet.** An electronic copy of the cover sheet *(Form AD 104—Nomination for Half-Yearly Honours)* may be accessed from the Defence Web Forms System or the DH&A website [www.defence.gov.au/medals](http://www.defence.gov.au/medals). The cover sheet is to contain the following information:

   a. Unit details:

      (1) name of the unit or sub-unit cited, including deployment rotation details if applicable; and

      (2) honours already held by the unit.

   b. General information:

      (1) name of award for which the unit is being recommended;

      (2) the nominated applicable honours list;

      (3) whether the nomination is a re-nomination;

      (4) the signature blocks of the nominating officer and recommending officers in the chain-of-command; and
8. **Narrative.** An example of a narrative layout is in Appendix 1. The narrative justifies the award for which the unit is being considered. Abbreviations are not to be used. The narrative will normally be no more than one page and include the following information:

   a. the Service to which the unit belongs (in the heading);
   b. the award for which the unit is being considered;
   c. an attached list of the names, and PMKeyS numbers of personnel involved;
   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.

9. **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. name and address of unit;
   b. a one to three line citation describing the actions applicable to the award and the activities undertaken (identical to the citation in paragraph 1 of the narrative); and
   c. no more than six lines outlining the actions to be recognised which justify the main reason(s) for the nomination.

10. **Nominal roll of personnel.** A nominal roll of unit members who served with the unit during the period of service cited, who meet the criteria to be entitled to wear the citation insignia with Federation Star, is to be submitted with the nomination. The layout of the nominal roll is shown in Appendix 2.

11. **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 as follows:
      (1) in hard copy; and
      (2) in electronic form with signed Form AD 104 in PDF format and narrative and synopsis in MS Word format.

12. **Privacy requirements.** The ‘HONOURS–IN–CONFIDENCE’ privacy marking should not appear on the citation or synopsis. This classification should only be used on the covering documentation.

**Appendixes:**
1. Example narrative and synopsis for unit citations
2. Nominal roll of unit personnel