EXAMPLE NARRATIVE AND SYNOPSIS FOR UNIT CITATIONS

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 Name of Ship/Unit/Squadron/Sub-unit)

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

a. If nominated for a Unit Citation for Gallantry, For acts of extraordinary gallantry in action followed by brief details; (eg when on operational service in Afghanistan during the period ... ); or

b. If nominated for a Meritorious Unit Citation, For sustained outstanding service in warlike operations followed by brief details (eg when on operational service in Afghanistan during the period ... ) or

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

If space permits, the second paragraph contains brief biographical information and details of significant events/actions in the Ship/Unit/Squadron’s history. Dates are to be written as month and year; for example, September 1998. Otherwise priority is to be given to description of the actions that are being nominated for recognition.

The third and subsequent paragraphs contain details of the Ship/Unit/Squadron/Sub-unit’s achievements and dedication and describe 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.

USE TIMES NEW ROMAN 12 POINT FONT.
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SYNOPSIS LAYOUT

TO BE AWARDED THE (insert name of gallantry decoration)

Name of unit

Unit address

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

Name of unit followed by a short statement of what the unit did to earn the award—not more than six lines).

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