NOMINATION AND PROCESSING PROCEDURES FOR THE ORDER OF AUSTRALIA (MILITARY DIVISION)

NON–OPERATIONAL NOMINATION PROCEDURES

1. Nominations are to be processed through the chain-of-command. After endorsement at MAJGEN(E) level, nominations are to be submitted to the Directorate of Honours and Awards (DH&A) no later than the last Friday in May for Australia Day Awards, and the last Friday of October for Queen’s Birthday Awards. Because of time constraints, outside of the control of Defence, late submission may result in the processing of the nomination being delayed until the next honours list.

2. DH&A will compile a detailed pack of all nominations received, by Service. The packs will be passed to the relevant Service chiefs for review. They may, at their discretion, remove any nominations not recommended for further progression.

3. Nominations, endorsed by the Service chiefs, will be forwarded to Chief of the Defence Force (CDF), who, after consideration, will send the agreed nominations to the Minister for Defence with a request that the nominations be recommended to the Governor-General for approval and announcement in the honours list.

OPERATIONAL NOMINATION PROCEDURES

4. Nominations are to be processed through the operational chain-of-command and the appropriate Force Commander, to Headquarters Joint Operations Command for consideration by Chief of Joint Operations (CJOPS) who is the nominating and endorsing authority for all operational awards.

5. Endorsed nominations are passed to DH&A to check whether any nominee has also been nominated for a non-operational award and to confirm that nominations conform to the guidelines detailed in the relevant Regulations and Determinations. If a member has been nominated in both the operational and non operational lists, or any other anomaly is identified, the matter will be highlighted and brought to the attention of CJOPS. In the case of dual nominations, CJOPS will consult with single-Service chiefs to determine which nomination is to stand or whether both nominations are to be processed, noting that a person cannot hold more than one award or appointment within the Order of Australia (Military Division).

6. All nominations, endorsed by CJOPS, will be forwarded to CDF who will send the agreed nominations to the Minister for Defence with a request that the nominations be recommended to the Governor-General for approval and announcement in the honours list.

PROCESSING PROCEDURES

7. Assessment. Recommending officers are to individually assess each nomination and they may upgrade or downgrade the nomination, recommend an award outside the Order, or not support any award.

8. Successful nominations. DH&A will advise details of members receiving awards to Service chiefs before the information is officially released to the public.

9. Unsuccessful nominations. Unsuccessful nominations may be considered a second time for the next honours list subject to re-endorsement by a MAJGEN(E). Endorsing authorities will be advised of members eligible for reconsideration and encouraged to review the original nomination and provide additional or new information to strengthen the nomination.

10. Confidentiality. Nominations are to remain HONOURS–IN–CONFIDENCE and nominees are not to be notified at any time that they are being considered or have been considered for an award.

11. A nomination consists of a cover sheet, narrative and synopsis. Identical citation statements appear as the first paragraph of the narrative and synopsis. Nominations, which do not comply with this chapter, will be returned to the nominating authority for corrective action. This may result in the processing of the nomination being delayed until the next list.
Cover sheet

12. Nominations are to be prepared using Form AD 104—Nomination for Half Yearly Honours which is available from the Defence Web Forms System and also from the DH&A website www.defence.gov.au/medals. Completed cover sheets are to contain the following information:

   a. Nominee details:
      (1) PMKeyS number, rank, given names, and surname;
      (2) honours, decorations or awards held (do not include service medals, active service medals or long service medals);
      (3) corps, mustering, unit, ship, establishment, as applicable; and
      (4) next posting and transition date (if applicable).

   b. General information:
      (1) name of the award for which the member is being recommended;
      (2) the nominated honours list;
      (3) whether the recommendation is for operational or non-operational service;
      (4) whether the nomination is a re-nomination;
      (5) priority order in the case of multiple nominations; and
      (6) signature blocks of the nominating and recommending officers in the chain-of-command.

Narrative

13. The narrative (example layout is in Appendix 1) justifies the promotion, appointment or award for which the nominee is being considered. The narrative must normally be no more than one page, abbreviations are not to be used and the following information must be included:

   a. the Service to which the nominee belongs (in the heading);
   b. the promotion, appointment or award for which the nominee is being considered;
   c. the title and year of the list in which the nomination is to be included eg Australia Day 2010 or Queen's Birthday 2010 (in the heading);
   d. the nominee’s PMKeyS number, full rank and full name (in the heading);
   e. a one to three line citation describing the criteria applicable to the promotion, appointment or award and the duties or service rendered (first lines of the narrative);
   f. a brief summary of the nominee’s Service history (or civilian equivalent) comprising:
      (1) date of enlistment or appointment;
      (2) details of any significant appointments or postings;
      (3) details of last promotion; and

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1 Rank shown is to be the member’s worn rank. If this is different to the member’s rank at the time of nomination this should be reflected in the narrative.
details of any honours or decorations (as distinct from service medals and long service awards) previously awarded to the nominee, and brief details of the circumstance in which they were awarded.

g. justification for the promotion, appointment or award which must be a clear description of the service to be recognised, its value to, or beneficial results for the Australian Defence Force (ADF), and reasons why this particular service is considered to be outstanding compared to the nominee’s contemporaries (the body of the narrative). Possible grounds include:

(1) discharge of duties additional, or superior to those of the nominee’s rank or position over an extended period of time (normally two or more postings or appointments);

(2) duties carried out in difficult circumstances over an extended period of time; or

(3) duties performed in such a way that they have special value to the ADF i.e enhance the standing of the ADF within Australia or internationally.

Synopsis

14. The synopsis provides a summary of the narrative for printing in the Commonwealth of Australia Gazette and announcement at the investiture ceremony. An example of a synopsis is in Appendix 1. The synopsis should not contain any military terms or jargon, thereby enabling general community understanding, and must include:

a. rank, full name and residential address of the nominee;

b. a maximum two to three line citation describing the criteria applicable to the promotion, appointment or award and the duties or service rendered (copied from Paragraph 1 of the narrative, but in bold font); and

c. five to six lines outlining the service to be recognised which justifies the nomination.

Format

15. Nomination documentation is to:

a. be prepared using Times New Roman 12 point font;

b. be justified left and right, using single line spacing within the paragraphs and one blank line between paragraphs;

c. provided as follows:

(1) in the first instance in electronic form with signed Form AD 104 in PDF format and narrative and synopsis in MS Word format; and

(2) in hard copy; and

d. use the layout and font styles for all headings as shown in Appendix 1.

Privacy requirements

16. The ‘HONOURS–IN–CONFIDENCE’ privacy marking is to be used on all documentation except the citation and synopsis.

17. Following consideration of nominations by Service honours committees and Joint Operations Command honours committee, advice will be provided to the 2 Star recommending officer on unsuccessful nominations. At the discretion of those officers, this advice may be further advised to nominating officers.

Appendix:

1. Example narrative and synopsis layout for order of Australia (Military Division)