EXAMPLE NARRATIVE AND SYNOPSIS LAYOUT FOR ORDER OF AUSTRALIA (MILITARY DIVISION)

NARRATIVE LAYOUT

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

TO BE PROMOTED TO/APPOINTED AS A COMPANION/OFFICER/MEMBER/AWARDED THE MEDAL
OF THE ORDER OF AUSTRALIA (delete as applicable)

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 AC, either For eminent service in duties of great responsibility as (insert appointments) or in the field of (insert details).

b. If nominated for AO, either For distinguished service in responsible positions as (insert appointments) or in the field of (insert details).

c. If nominated for AM, either For exceptional service or For exceptional performance of duties as (insert appointment) or in the field of (insert details).

d. If nominated for OAM, either For meritorious service or performance of duty as (insert appointments) or in the field of (insert details).

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

For non-operational nominations the second paragraph contains brief biographical information and details of significant postings/appointments including date of last promotion. The paragraph always begins with the member’s rank and full name and follows with the date the member joined the Navy/Army/Air Force. Dates are to be written as month and year; for example, September 1998.

The third and subsequent paragraphs contain the remainder of the narrative that includes details of the member’s achievements and dedication and describe how these have affected and benefited the Australian Defence Force.

The second and subsequent paragraphs of operational nominations 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. The ‘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 APPOINTED A MEMBER OF THE ORDER OF AUSTRALIA

WARRANT OFFICER CLASS ONE ROBERT STEPHEN SURNAME

81 Suburban Street, SUBURBANVILLE NSW 2468

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

Warrant Officer Class One Surname ... (a short statement of what Warrant Officer Surname 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.