EXAMPLE LAYOUT OF COVER SHEET, NARRATIVE AND SYNOPSIS

COVER SHEET

HONOURS IN CONFIDENCE

Department of Defence

(Name of award)

Nominee’s Personal Details (All boxes must be filled in)

(Rank)  (Family Name)  (Given Names)  (Service Number)

(Service)

(Service Address)

Nominating Officer (if not Recommending Officer)

(Name – please print)  (Signature)

(Rank)  (Appointment)

(Telephone No in full)

(Date)

Recommending Officer

(Name – please print)  (Signature)

(Rank)  (Appointment)

(Telephone No in full)

(Date)

HONOURS IN CONFIDENCE
The first paragraph contains the citation (one to three lines) and is written as follows:

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).

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

The second paragraph contains brief biographical information and details of the nominee’s service that relates to this award.

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.

Notes:

1. Abbreviations are not to be used.

2. The ‘HONOURS–IN–CONFIDENCE’ privacy marking is not to be used on the narrative.
GENERAL STEPHEN PHILIP BROWN—UNITED STATES ARMY
Headquarters U.S. Central Command, MacDill Air Force Base, Tampa, Florida, USA, 33621

For distinguished service in responsible positions as .........................
(This citation statement is to be exactly the same as the narrative citation statement).

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

General Brown … short statement saying what the General did and how it benefited/assisted Australia (six to eight lines)

Notes:

1. Abbreviations are not to be used.

2. The ‘HONOURS–IN–CONFIDENCE’ privacy marking is not to be used on the synopsis.