NOMINATION AND PROCESSING PROCEDURES FOR CONSPICUOUS SERVICE DECORATIONS

GENERAL

Assessment

1. Nominations will be individually assessed in the category recommended and successful selection relies on the quality of nominations and supporting comments. Recommending officers are to individually assess each nomination and they may upgrade or downgrade the nomination, recommend a different award, or not support an award.

Successful nominations

2. Directorate of Honours and Awards (DH&A) will advise details of members receiving awards to Service chiefs before the information is officially released to the public.

Unsuccessful nominations

3. 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 original citation.

Confidentiality

4. 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.

NOMINATION PROCESS

5. 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

6. Nominations are to be prepared using web Form AD 104—Nomination for Half Yearly Honours that can be accessed 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, rank¹/title, given names, and surname;

   (2) honours, or decorations held (do not include operational service medals or long service medals);

   (3) corps, mustering, unit, ship, establishment (as applicable) and for civilians, level, position and command or directorate; and

   (4) next posting and transition date (if applicable).

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.
b. General information:

(1) name of 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) nomination priority in the case of multiple nominations; and
(6) signature blocks of the nominating and recommending officers in the chain of command.

Narrative

7. The narrative justifies the decoration for which the nominee is being considered. An example of a narrative is in Appendix 1. 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 decoration 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, rank/title and full name (in the heading);

e. a one to three line citation describing the criteria applicable to the decoration 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 date of enlistment or appointment, details of any significant appointments or postings and details of last promotion;

g. justification of the decoration 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 are:

(1) discharge of duties additional, or superior, to those of the nominee’s rank or position;

(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 ie enhance the standing of the ADF within Australia or internationally.

h. 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, should also be included in the citation.

Synopsis

8. The synopsis provides a summary of the narrative for printing in the Government 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. the decoration for which the nominee is being considered;
b. rank/title, full name and residential address of the nominee;

c. a maximum two to three line citation describing the criteria applicable to the decoration and the duties or service rendered (copied from narrative); and

d. six to eight lines outlining the service to be recognised which justifies the nomination.

Format

9. 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 double line spacing between paragraphs;

c. provided as follows:

(4) in hard copy; and

(5) in electronic form with signed Form AD 104 in PDF format and narrative and synopsis in MS Word format; and

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

Privacy requirements

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

11. 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 Conspicuous Service Decorations