EXAMPLE NARRATIVE AND SYNOPSIS LAYOUT FOR CONSPICUOUS SERVICE DECORATIONS

NARRATIVE LAYOUT

ROYAL AUSTRALIAN NAVY/AUSTRALIAN ARMY/ROYAL AUSTRALIAN AIR FORCE/AUSTRALIAN PUBLIC SERVICE
(delete as applicable)

TO BE AWARDED THE CONSPICUOUS SERVICE CROSS/CONSPICUOUS SERVICE MEDAL
(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 CSC, either For outstanding achievement or For outstanding devotion to duty as (insert appointment/task unit details).

b. If nominated for CSM, either For meritorious achievement or For meritorious devotion to duty as (insert appointment/task/unit 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 AWARDED THE CONSPICUOUS SERVICE CROSS/CONSPICUOUS SERVICE MEDAL
(delete as applicable)

PETTY OFFICER JANE ANNE SURNAME
16 Military Circuit, METROPOLIS QLD 4680

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

Petty Officer Surname ... (a short statement of what Petty 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.