NOMINATION AND PROCESSING PROCEDURES FOR AUSTRALIAN SERVICE MEDAL

Consolidated nominations

1. Current serving members of the Australian Defence Force (ADF), who become eligible for a medal, will be normally nominated for the medal by the appropriate deploying authority using the form in Annex A, Appendix 1.

Individual applications

2. Current members. Any current serving member who believes that they are entitled to a medal which has not been received is to apply, through their chain of command, using the web Form AD 807—Application for the Issue of Medals and/or Clasps which is available from the Defence Web Forms System or the Directorate of Honours and Awards (DH&A) website at www.defence.gov.au/medals.

3. Former ADF members. Former ADF members who believe that they have an entitlement to a medal are to apply to DH&A providing full details of their service including all available written evidence. Wherever possible, Form AD 807 is to be used. An electronic copy of the form can be obtained from the DH&A website at www.defence.gov.au/medals. After verification, consolidated schedules setting out the names of those being recommended for awards will be forwarded to the Governor-General for consideration.

Completion and processing of Form AD 807

4. This form is to be completed by the applicant. Wherever possible, written evidence is to be provided to support the application (copies of deployment orders etc). If for any reason official records are not accurate or not available, pay records and group certificates can be a valuable source of information. Applicants are also to ensure that their PMKeyS records are updated to ensure that any approved medal can be sent to their current unit or address if discharged in the interim.

Issue and presentations of awards

5. Following the Governor-General’s approval of an award, arrangements will be made for the engraving and the dispatch of the medals to units for presentation. Whenever applicable, medals are to be presented with appropriate ceremony.

6. In the case of a person no longer serving in the Defence Force, or transferred to an inactive list, and for members of philanthropic organisations, awards will be dispatched by registered post, or other secure means, to the address provided by the member or the last known address on the member’s record.

Process for members who die in service

7. In the event of the death of a serving member, the single-Service or ADF agency responsible for the administration of the deceased member’s affairs may request DH&A to provide unissued medals to which a member may be entitled, to be used at ceremonies such as ramp ceremonies and funerals and presentation to the late member’s family. Such requests should be made as soon as possible by telephone to allow timely dispatch of medals.

Posthumous issue

8. In the case of deceased former members, unissued medals are granted in accordance with the procedure detailed in Chapter 45—‘Granting of unissued service awards of deceased members’.

Appendix:

1. Unit return on Australian Service Medal and clasps to Australian Service Medal