CHAPTER 28

LONG SERVICE AND OTHER SERVICE AWARDS POST 1975

Introduction

28.1 Chapters 28–31 provide the procedures for the administration of all Australian long service awards currently, or formerly, available to Australian Defence Force (ADF) personnel. Chapter 32—‘Australian Defence Medal’ provides detail on the Australian Defence Medal and Chapter 33—‘Australian Cadet Forces Service Medal’ provides detail on the Australian Cadet Forces Service Medal.

28.2 Descriptions of Defence long service and other service awards are provided in Volume 2, Chapter 18. The method of wearing clasps and ribbon emblems is given in Volume 2, Chapter 18, Annex A.

Nomination and processing procedures

28.3 Application procedures are detailed in the respective medal chapters.

Definitions

28.4 The following definitions apply with respect to members of the ADF:

a. **Defence long service award**—means a medal from the Defence Force Service Awards (DFSA), the Defence Long Service Medal (DLSM) or, for the purposes of ADF service only, the National Medal (NM).

b. **Efficient service**—means any service in the Permanent or Reserve Forces of the ADF as determined by Chief of the Defence Force (CDF) or a Service chief. The following service has been determined not to be efficient service:

   (1) any period during which a member has been the subject of a formal warning, adverse report or other formal notice specifically concerning inefficiency, and the member is not considered under the rules applying to their Service to be worthy of retention in that Service at the conclusion of that period and is discharged or has their service terminated. (Just because a member is on a formal warning does not automatically mean a loss of pay or service; permanent members will still be at work, even when under house arrest, until they are released from warning, discharged, or have their appointment terminated);

   (2) service as a member of another Australian Government body, except where special provisions apply in respect of the NM;

   (3) periods of leave without pay, but excluding part-time leave without pay arrangements;

   (4) periods of suspension without pay;

   (5) absence without leave for periods of 24 hours or longer; and

   (6) periods of detention or imprisonment, whether military or civil.

   **Note**

   Certain categories of service have a requirement to complete periods of compulsory continuous training to be classified as efficient.

c. **Other Rank**—means any member of the Permanent or Reserve Forces who is not a commissioned officer.
d. **Permanent Forces**—means the Permanent Naval Forces, the Australian Regular Army, the Regular Army Supplement and the Permanent Air Force.

e. **Reserve Forces**—means:

   (1) the High Readiness Active Reserve,
   
   (2) the High Readiness Specialist Reserve,
   
   (3) the Active Reserve,
   
   (4) the Specialist Reserve,
   
   (5) the Standby Reserve,
   
   (6) any other categories that a Chief of Service (Army, Navy, Air Force) establishes, or may have established, for the Chief's Service.

f. **Year**—means:

   (1) for continuous service—the 12-month period ending on the anniversary of the date of enlistment or appointment.
   
   (2) for aggregated service—two or more separate periods of service that in aggregate total 12 months.

**GENERAL PROVISIONS**

**Recommending authority and delegations**

28.5 The Regulations for awards detailed in this instruction give to the CDF, or their delegate, authority to:

   a. specify any matter to be taken into account for the purpose of determining whether a member has rendered efficient service as a member of the ADF for the purposes of the regulations;
   
   b. determine the periods of service required throughout a year for ADF members and officers and instructors of cadets to qualify for a long service award;
   
   c. recommend to the Governor-General long service awards and clasps to the awards; and
   
   d. recommend to the Governor-General the forfeiture of any medals or clasps.

**Order of wearing of awards**

28.6 Defence long service awards are worn in accordance with the Australian Order of Wearing shown in Chapter 4, Annex A.

**Members of philanthropic organisations**

28.7 Defence long service awards may be awarded to members of Defence accredited philanthropic organisations under basically the same conditions as members of the ADF. Approved philanthropic organisations are listed in Defence Instruction (General) PERS 42–4—Philanthropic Organisations within the Australian Defence Force—Policy and Administration.

**Cancellation and reinstatement of awards**

28.8 The Governor-General may cancel an award within the Australian honours system and may reinstate an award so cancelled. Any proposal under this provision that an award be cancelled or that a
cancelled award be reinstated is to be submitted to the Directorate of Honours and Awards (DH&A) for consideration and any further action in accordance with the provisions detailed in Chapter 46—‘Forfeiture and restoration of Service Awards’.

GENERAL QUALIFYING CONDITIONS FOR AUSTRALIAN DEFENCE FORCE LONG SERVICE AWARDS

Qualifying service

28.9 Service in the ADF is qualifying service if a member has:
   a. fulfilled the requirements specified in directions given by CDF;
   b. given qualifying service as determined by CDF; and
   c. completed a year as a member of the ADF.

28.10 Detailed qualifying conditions are provided in the respective award chapters following.

Delegate's discretion

28.11 Normally, only service rendered under Service conditions of service and remunerated at Service rates of pay may be taken into account as qualifying service for an ADF long service award. However, CDF or their delegate may take special conditions into account when assessing eligible/qualifying service. Any member, who believes that they have met the qualifying conditions for any Defence long service award, but whose claims cannot be substantiated by available records, may apply, through their chain of command, to the Director of Honours and Awards who will identify and forward the application to the appropriate delegate for special consideration. Substantial evidence is required to support such an application.

Reserve service yearly qualification requirements

28.12 Service chiefs determine the periods of training required each year to attain efficiency for members of each Reserve element of that Service. These periods of service have differed over time between various elements of the Navy, Army and Air Force Reserve. For long service awards up to and including the National Medal, the determined periods of training equated to qualifying service for various ADF long service awards. When the DFSA were introduced, the Service chiefs and CDF issued specific determinations detailing DFSA qualifying service requirements.

28.13 On 13 April 2000, CDF directed that on and after 19 April 2000 a member of the ADF (Permanent or Reserve) will be required to render a minimum of 20 days service per year for the purpose of the DLSM, calculated at the anniversary of the enlistment or appointment of the member.

28.14 Members who qualified for a DFSA before 20 April 2000 are not affected by the 20 day determination unless they elect to surrender their entitlement to the DFSA award in favour of receiving a DLSM.

28.15 Because of the varying qualification requirements, DH&A may need to determine the specific period of qualifying service required for a long service award, and resultant entitlements, on a case-by-case basis. On 06 February 2013 CDF made determinations on the minimum periods of annual qualifying service for the various Reserve elements required for qualification for Defence long service awards. These are listed in Chapter 29—‘Defence Force Service Awards’ and Chapter 30—‘Defence Long Service Medal’ for DFSA and DLSM respectively.

28.16 Reserve day. For Reserve service, one-day is deemed to have been completed after six hours work or training. Part days of less than six hours paid service may be aggregated for long service purposes. However, periods over six hours on one day may not be counted as excess for carry-over to another day. For example, eight hours performed on one day and four hours performed on the next day constitutes 1 2/3 days, not two days service. Similarly a 12-hour shift from 1800 hrs to 0600 hrs the following day constitutes one day service, not two days.
Reserve members without a training obligation

28.17  A member of the Reserve Forces, whose service does not entail an obligation to undergo training, shall be regarded as having served throughout a year if the member was called upon to render service and performed full or part time service during that year for a period, or for periods, in aggregate not less than a period determined by the CDF or their delegate.

Reserve members with a training obligation

28.18  A member of the Reserve Forces, whose service entails a training obligation, shall, subject to the provisions of Paragraph 28.11, be regarded as having served throughout the year if called upon to render service by performing full or part time duty during that year and in fact rendered that service for a period, or for periods, in aggregate, not less than a period determined by the CDF. Also, a member whose training obligation has been denied, cancelled or reduced below the period determined by the CDF in a year for Service reasons, eg, withdrawal of training funds, may be deemed to have completed efficient/qualifying service for that year if the CDF, or their delegate, assesses that on past performance, reasonable evidence exists that the member would most likely have rendered the full training commitment for that year if allowed to do so.

Recognition of volunteer service by members of the Reserve Forces

28.19  Voluntary unpaid service will be considered for recognition in accordance with the single-Service policy on such service.

28.20  The following Defence Instructions refer to single-Service policy on volunteer service:

a.  Army. Defence Instruction (Army) DI(A) PERS 116–12—Voluntary unpaid attendance by members of the Army Reserve.