NOMINATION AND PROCESSING PROCEDURES FOR THE DEFENCE LONG SERVICE MEDAL

Nomination procedures

1. **Permanent members of the Australian Defence Force (ADF).** Permanent members of the ADF will not normally need to apply for award of the Defence Long Service Medal (DLSM) as entitlements will be processed automatically in Directorate of Honours and Awards (DH&A). Unfortunately, because members who have a combination of permanent and reserve service cannot be readily identified they will need to apply through their Commanding Officer/Officer Commanding (CO/OC). Applications are to be processed in accordance with the provisions detailed in Paragraph 4. Members who believe that they are entitled to be awarded the DLSM, but whose entitlement has not been recorded on PMKeyS within four weeks of eligibility being established, should contact DH&A either by telephone or by submitting a [Form AD 807—Application for the Issue of Medals and/or Clasps](#).

2. **Members of the ADF Reserve Forces.** Members are to apply for award of the DLSM through their CO/OC who is to confirm the member’s entitlement and nominate the member for the appropriate award to DH&A using the criteria detailed in Chapter 30—‘Defence Long Service Medal’ and the form in Appendix 1. If an entitlement cannot be verified the member’s application is to be forwarded to DH&A for verification and processing.

3. **In the event that a member has qualifying service in another Service or unit of the ADF,** the member is to obtain the certified documentation from the respective CO/OC before forwarding their application to their current CO/OC. In all cases, a CO/OC must sight written evidence of qualifying service before they are able to verify any entitlement to a long service award.

4. **Retired/discharged ADF members.** Retired or discharged members of the ADF who believe that they may have qualified for the DLSM are to make application to DH&A. The application is to contain full details of the person’s service history including periods of both permanent and reserve service. Wherever possible, certified true copies of relevant documents should be provided to assist the service verification process by DH&A. Such documents may include pay records, extracts of service records, etc.

5. **Members with Permanent and Reserve Service.** The DLSM is the only current Defence long service award that allows recognition of a combination of all categories of service, unlike the Defence Force Service Award (DFSA) (refer to Chapter 29—‘Defence Force Service Awards’). Accordingly, there may be situations when a member who has a mix of service may need to consider changing their current long service award to ensure that all their Defence service may be recognised.

6. **For example, a member who has served for 20 years in the permanent forces and been awarded a Defence Force Service Medal (DFSM) with first clasp, and then serves for a further five years in the Reserve forces, is not entitled to a clasp to the DFSM. The member may however, elect to return the DFSA and be awarded a DLSM with two clasps in lieu, subject to all service meeting the DLSM eligibility requirements. Members wishing to exchange their existing award for a DLSM are to include their election (Appendix 2) with their application. It must be noted that this election is an irrevocable option.**

Processing, issue and presentation of awards

7. **The processing of a long service award application can be delayed if an entitlement has to be verified. This involves DH&A requesting details of the applicant’s service from an appropriate agency. DH&A cannot continue the process until the required information is received. This delay can be considerable and is affected by the workload of the agency concerned and the quality of records that are available. Members who apply for an award in accordance with Paragraph 2. and have their entitlement confirmed by their CO/OC, avoid this delay.**

8. **Once an entitlement is verified, the member’s details are placed on a schedule and submitted to the Governor-General for approval of the appropriate award.**
9. Following the Governor-General's approval of an award, DH&A will arrange engraving and dispatch of the medals to the appropriate units for presentation to serving members, or to private addresses in the case of retired or discharged members or Reserve members who request this option in their application.

10. In the case of a deceased member, the award may be granted to the member’s estate or legal beneficiary in accordance with the policy detailed in Chapter 45—‘Granting of unissued service awards of deceased members’.

11. Approval of each award by the Governor-General is to be annotated on the recipient's records as appropriate.

Appendixes:

1. Certification of service and nomination for Defence Long Service Medal
2. Election to be awarded the Defence Long Service Medal