CHAPTER 32
AUSTRALIAN DEFENCE MEDAL

Introduction

32.1 The Australian Defence Medal (ADM) was established in 2006 to recognise the contribution to the nation by personnel who have served in the Australian Defence Force (ADF) and given qualifying service after 3 September 1945. The ADM is described in Volume 2, Chapter 18.

Application and processing procedures

32.2 Application and processing procedures are detailed in Annex A.

Definitions

32.3 For the purpose of this instruction, the following definitions apply:

a. **Annual qualifying service** is a period of service to be served each year in the Permanent or Reserve Forces of the ADF as determined by Chief of the Defence Force (CDF).

b. **Permanent Forces** are the Permanent Naval Forces, the Australian Regular Army, the Regular Army Supplement and the Permanent Air Force.

c. **Reserve Forces** are:
   
   (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 category that a Service chief establishes or may have established.

GENERAL PROVISIONS

Authority

32.4 ADM Regulations are detailed in Commonwealth of Australia Gazette S48 of 30 March 2006 which can be viewed in www.defence.gov.au/medals.

Qualifying service

32.5 Members or ex-members of the Permanent or Reserve Forces and National Servicemen will have qualifying service if they have completed, after 3 September 1945:

a. an initial enlistment period; or

b. a period of not less than four years service; or

c. periods of service that total not less than four years; or

d. a period or periods of service that total less than four years, being service that the member was unable to continue for one or more of the following reasons:

   (1) the death of the member during service;
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(2) the discharge of the member as medically unfit due to a compensable impairment;
(3) the discharge of the member due to a prevailing discriminatory Defence policy, as determined by the CDF or their delegate; or
e. any period of service that is determined to be efficient service, for the purpose of awarding the ADM, by CDF or their delegate.

32.6 Special determinations. In accordance with their delegation the CDF has made the following determinations under the ADM regulations relating to circumstances where the qualifying period is not met:

a. National Service. CDF determined that a minimum period of 18 months full-time national service, or five years part-time national service, commencing on or after 4 June 1971, to be efficient service for the award of an ADM.\(^1\)

b. Australian Defence Force Gap Year Scheme. CDF determined that the period spent in initial participation in the Australian Defence Force Gap Year Scheme may be counted towards the qualifying period for the ADM.\(^2\)

c. Non-compensable injury or disease. CDF determined that a member discharged as medically unfit to serve due to a non-compensable injury or disease, and the period of service of that member or former member is less than that prescribed under regulations 4(1)(a) to (c), a minimum period of 12 months service must be rendered in order to qualify for the ADM.\(^3\)

32.7 Applicants claiming eligibility under subparagraph 32.6c. will have their medical record assessed to determine the applicant’s eligibility in accordance with the CDF determination.

Non-qualifying service

32.8 The following service has been determined not to be qualifying or efficient service for the purposes of the ADM:

a. 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);

b. service as a member of another Australian Government body, except where special provisions may apply;

c. periods of leave without pay, but excluding part-time leave without pay arrangements;

d. periods of suspension without pay;

e. absence without leave for periods of 24 hours or longer; and

f. periods of detention or imprisonment in a military or civilian institution.

\(^1\) Determination by the Chief of the Defence Force dated 23 April 2007.

\(^2\) Determination by the Chief of the Defence Force dated 4 September 2007.

\(^3\) Determination by the Chief of the Defence Force dated 20 September 2012.
Members of philanthropic organisations

32.9 The ADM may be awarded to members of Defence accredited philanthropic organisations under basically the same conditions as members of the ADF. Members are required to serve for a period of at least four years or for periods totalling at least four years after 3 September 1945. Approved philanthropic organisations are listed in Defence Instruction (General) PERS 42–4—Philanthropic Organisations within the Australian Defence Force—Policy and Administration.

Making of awards

32.10 An award of the ADM may only be made by the Governor-General on the recommendation of CDF or their delegate. The regulations for the ADM provide that the Governor-General 'may delegate this power to CDF or a person from time to time holding or occupying an office in the ADF or the Department of Defence specified in the instrument of delegation'.

32.11 For the purposes of the ADM, the power to award an ADM has been delegated to the Director of Honours and Awards or Assistant Director Policy, Honours and Awards. CDF’s power to recommend an award has been delegated to the Assistant Director Service Assessments and Awards or Manager Australian Defence Medal and Long Service.4

Posthumous award

32.12 The ADM may be awarded posthumously. An unclaimed service award may be granted to an entitled person, in accordance with the provisions of Chapter 45—'Granting of unissued service awards of deceased members'.

Effect of Australian Defence Medal on other awards or entitlements

32.13 The award of the ADM does not affect the entitlement of a person to any other award or attract any entitlement or benefit.

Wearing of medals

32.14 When wearing uniform, medals are to be worn in accordance with single-Service dress regulations. The order of wearing of medals is detailed in Chapter 4, Annex A.

Record keeping

32.15 The regulations for the ADM require that a register of awards is maintained. Directorate of Honours and Awards (DH&A) maintains this register and also records the details of members’ awards on their personal records (PMKeyS) or DH&A member records as applicable.

Cancellation and reinstatement

32.16 The regulations provide that the Governor-General may cancel the award of a medal and may reinstate an award so cancelled. Any proposal under this provision that a medal award should be cancelled or that a cancelled medal award should be reinstated is to be submitted to DH&A for consideration and action in accordance with the provisions detailed in Chapter 46—'Forfeiture and restoration of Service Awards'.

Annex:

A. Application and processing procedures for the Australian Defence Medal
B. Minimum periods of annual qualifying service—Australian Defence Medal

4 Determination by the Chief of the Defence Force dated 8 November 2009.