APPLICATION AND PROCESSING PROCEDURES FOR THE AUSTRALIAN DEFENCE MEDAL

Permanent members of the Australian Defence Force

1. Normally, current serving members of the Australian Defence Force (ADF) will not be required to apply for the award of the Australian Defence Medal (ADM). Entitlements will be assessed automatically by the Directorate of Honours and Awards (DH&A) and recorded in PMKeyS records. Members who believe that they are entitled to be awarded the ADM, 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 497—Application for Australian Defence Medal.

Members of the Australian Defence Force Reserve

2. Members who have been awarded an ADF long service award may apply for the ADM using Form AD 497. Personnel who have not been awarded a long service medal, are also to apply using Form AD 497, but must also provide proof of service. A document from their commanding officer, certifying that they have completed four or more years of ADF service, will suffice.

Former Australian Defence Force members

3. Former members of the ADF who believe that they are eligible for the award of the ADM, are to apply using Form AD 497. Wherever possible, proof of ADF service is to be attached to the application. This can be in the form of a certified true copy of a Certificate of Service, Certificate of Discharge, Extracts of Service Records or details of any long service award received. Applicants, who can not provide proof of service, will require their service records to be checked in order to verify entitlement but this process will, unfortunately, result in some delay.

Form AD 497