CHAPTER 34

SECRETARY’S LONG SERVICE AWARDS

Purpose of the Award

34.1 The purpose of the Secretary’s Award for Long Service is to formally recognise Defence civilian officers who complete long periods of Australian Government service.

34.2 Descriptions of the various awards are contained in Volume 2, Chapter 23.

Eligibility criteria

34.3 Long Service Badge. To be eligible for the Long Service Badge, Defence civilian members must have completed 20 years Australian Government service.

34.4 Long Service Medallion and Badge. To be eligible for the Long Service Medallion and Badge, Defence civilian members must have completed 30 years Australian Government service.

34.5 Long Service Wall Plaque. To be eligible for the Long Service Wall Plaque, Defence civilian members must have completed 40 years Australian Government service.

34.6 Wood grain clock. To be eligible for the wood grain clock and certificate in a matching frame, Defence civilian members must have completed 50 years Australian Government service.

34.7 Ex-members of the Australian Defence Force who are subsequently employed as civilians with the Department of Defence may count their service towards the Secretary’s Award for Long Service provided that it has not been counted towards a Defence Force Long Service Award.

Nature of the Award

34.8 The Long Service Badge for 20 years service consists of a lapel badge, silver in colour, in the form of a miniature medallion with the inscription 20 Years Service.

34.9 The Long Service Medallion and Badge for 30 years service consists of medallion and lapel badge. The medallion is approximately 50 mm in diameter on the obverse of which is the Coat of Arms of Australia and the words Department of Defence—for Service. The recipient’s name and the number of years of service are to be engraved on the reverse side. Responsibility for engraving rests with the member’s functional area. The lapel badge is gold in colour and has the inscription 30 Years Service.

34.10 The Secretary’s Award for Long Service for 40 years consists of a wall plaque which is to be engraved with the person’s name.

34.11 The Secretary’s Award for Long Service for 50 years consists of a wood grain clock and a certificate in a matching frame.

Qualifying service

34.12 Australian Government service includes service with Commonwealth Government Agencies such as the former Departments of Navy, Army and Air Force. Where Commonwealth functions have been subsumed into the Department of Defence, eg the former Department of Supply, service with such organisations may be recognised as qualifying service. For the purpose of this award, Australian Government service also includes service with State authorities.

Administration and presentation

34.13 The Directorate of Honours and Awards (Staff Officer Honours and Decorations) is responsible for the policy and administration of the award. Individual Commanders are responsible for keeping records on civilian staff and identifying members as soon as they become eligible for an award. Nominations in the form of a certificate which includes the eligible member’s full name, classification, Australian Government Service number, qualifying dates of service (from/to dates, organisation and total number of years, months and days completed) should accompany each nomination for an award.
All nominations are to be endorsed by Commanders or Group Heads. Nominations for the Secretary’s Award for Long Service for 40 and 50 years should also include a brief biography and details of any significant positions or promotions during the person’s career.

34.14 The Secretary’s Award for Long Service is to be presented on an appropriate occasion by a senior Defence officer of not less than Director-General or equivalent within four weeks of receipt. The civilian member’s unit is to arrange engraving of the awards as appropriate and framing of the certificate.