APPLICATION PROCEDURE AND PROCESSING OF FOREIGN AWARDS BY AUSTRALIAN PERSONNEL

Formal approval for acceptance and wearing by Australian Defence Force personnel

1. Application for approval to accept and wear foreign awards is to be made on Form AD 111—Application for Approval to Accept and Wear Foreign Awards. The application process for Australian personnel is detailed in this annex.

Through diplomatic channels

2. Subject to formal Government approval, Australian Defence Force (ADF) personnel may accept and wear foreign honours or awards when an offer is made by:
   a. the Head of State or the Government of a country with which Australia maintains diplomatic relations;
   b. an official agency of the United Nations; or
   c. other international organisations recognised diplomatically by Australia.

3. Proposals to give ADF personnel foreign honours or awards should, in the first instance, be made in advance through recognised diplomatic or other official channels with full details of the reasons for the proposed award. Such proposals will normally be made on recommendation from the foreign government or organisation concerned, through the Australian office responsible for a particular deployment, for example, an Embassy, High Commission or United Nations representative, to the Department of Foreign Affairs and Trade (DFAT). When an offer is made through diplomatic channels, the following process occurs:
   a. DFAT seeks advice from the Department of the Prime Minister and Cabinet (PM&C);
   b. PM&C seeks advice from the Department of Defence;
   c. Defence recommends back to PM&C (and DFAT via PM&C);
   d. PM&C seek approval of the Governor-General; and
   e. once approved, formal acceptance of the offer is communicated by DFAT to the relevant foreign government (or organisation as the case may be).

Outside diplomatic channels

4. Foreign honours or awards presented to ADF personnel without prior notification may be accepted by the member to avoid giving offence to the foreign government or organisation. In order to officially wear the award on ADF uniform, application should be made as soon as possible to Directorate of Honours and Awards (DH&A) seeking retrospective approval.

5. In these circumstances, applicants are to ensure that each page of any supporting documents submitted with the application is marked and authorised as ‘Certified True Copy’. Examples of acceptable supporting documents include:
   a. Award Certificate.
   b. Award Citation.
   c. Routine/Monthly Orders or Nominal Roll.
6. Examples of supporting documents that will not be considered as proof of receipt of a foreign award are:
   a. PMKeyS service printouts.
   b. Medal criteria.

7. DH&A will process applications on a monthly basis to the Governor-General for consideration, and upon receipt of approval update applicants’ PMKeyS records.

8. If application is made to accept and wear a foreign award which is deemed ineligible for approval, the applicant will receive formal notification from DH&A.