

Department of Defence

## MINUTE

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ACPERS-A (I-2-35) *15 Dec 89* *DPS-A*

ACPERS-AF (E-1-03B) *Action plan*

### AUSTRALIAN SERVICE MEDAL

#### References:

- A. SPP 1068/89 of 9 October 1989
- B. DACPERS 135/89 of Oct 89
- C. PERS BR 13216/89 (DPS-A) of 9 Nov 89
- D. AF87/12112 of 9 Nov 89

1. Reference A sought comments on a draft chapter from the projected Manual of Honours and Awards concerning the Australian Service Medal. References B,C and D were received in reply. The editorial comments at Reference B have been incorporated in the final document. However, after detailed consideration, the suggested amendment at Reference C has not been included as notification of one exclusion and not others may cause confusion.

2. It would be appreciated if the enclosed document on the Australian Service Medal could be widely disseminated within your Service.

*C.K. Gillman - well*  
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COL  
A/DGSPP

12 December 1989

Service Personnel Policy Branch

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## THE AUSTRALIAN SERVICE MEDAL

### Introduction

1. The Australian Service Medal was instituted by Her Majesty the Queen on 13 September 1988, to take effect from 14 February 1975, the date of the introduction of the Australian honours system.

2. The purpose of the Australian Service Medal is to accord recognition to members of the Australian Defence Force and certain other persons who render service in certain non-warlike military operations.

### Service to be Recognised

3. Members of the Australian Defence Force may be called upon to serve in non-warlike military operations overseas which are not only hazardous, but prolonged and/or arduous. Such service may warrant formal recognition through the award of the Australian Service Medal. Examples of operations which may attract the award are:

- a. peacekeeping,
- b. military training and assistance to foreign countries,
- c. occupation duties,
- d. evacuation from hostile territory,
- e. humanitarian relief, and
- f. deployment of forces to sensitive areas.

4. The Governor-General, on the recommendation of the Minister for Defence or the Minister for Defence Science and Personnel, may declare a non-warlike operation in which members of the Defence Force are, or have been on or after 14 February 1975, engaged, to be a prescribed operation for the purpose of awarding the Australian Service Medal.

### Conditions for Award of the Medal

5. The Medal may be awarded for service in or in connection with a prescribed operation.

6. The conditions for the award of the Medal for each prescribed operation are determined by the Governor-General on the recommendation of the Minister.

7. The persons to whom the Medal may be awarded are:
  - a. persons who served in a prescribed operation as members of the Defence Force; and
  - b. persons included in a class of persons determined by the Minister, for the purposes of making the award. Examples of such persons may be accredited philanthropic representatives, Australian citizens or citizens of other countries providing support to the Defence Force in prescribed operations and members of overseas allied forces. These examples are not exhaustive and classes of persons who may qualify for the award of the Medal will vary from one operation to another.

#### Processing of Recommendations for the Award of the Medal

8. There are two separate actions required before an award of the Medal can be made to an individual:

- a. first, the Governor-General's approval of an instrument of declaration of the particular non-warlike operation as a prescribed operation for the purpose of awarding the Medal and determination of the qualifying conditions for the award must be obtained ; and
- b. second, a schedule of names of members considered eligible for the award for service in that prescribed operation under the conditions determined by the Governor-General must be approved by the Governor-General and promulgated in the Commonwealth of Australia Gazette.

9. Instrument of Declaration and Determination. Where it is recommended by the Minister for Defence, Minister for Defence Science and Personnel or the Chiefs of Staff Committee that service in a non-warlike military operation should be recognised by the award of the Australian Service Medal, the Director General Service Personnel Policy is responsible for preparing the necessary instrument of declaration and determination in respect of that operation. An example of an instrument of declaration and determination is at Annex A.

10. When the draft instrument has been agreed by Legislation Branch and the appropriate Service Office, the Director General Service Personnel Policy is to submit the instrument to the Minister for Defence Science and Personnel for signature and recommendation to the Governor-General. Once the Governor-

General has signed the instrument, the Director General Service Personnel Policy will advise the appropriate Service Office of the approval.

11. Submission of Schedules. The Service Office is responsible for submitting the names of individuals deemed eligible for the award of the Medal under the conditions determined by the Governor-General to the Chief of the Defence Force or his delegate. Awards of the Medal shall be made by the Governor-General on the recommendation of the Chief of the Defence Force or his delegate. The Chief of the Defence Force has delegated his power of recommendation to the:

- a. Assistant Chief of Naval Staff - Personnel,
- b. Assistant Chief of the General Staff - Personnel, and
- c. Assistant Chief of the Air Staff - Personnel.

The names are to be submitted in the form of a schedule shown at Annex B. Government House is responsible for promulgating the names of recipients of the award of the Medal in the Commonwealth of Australia Gazette.

#### Wearing of the Medal

12. The initial award of the Medal to an individual is made in the form of an issue of the medal insignia with a clasp to denote the particular operation (eg, "Uganda"). For subsequent awards to the same individual, a clasp only is issued.

13. The wearing of the Medal shall be as determined by the Governor-General.

14. The Medal is to be worn after war medals and before long service medals.

#### Annexes:

- A. Example of Instrument of Declaration and Determination
- B. Australian Service Medal Schedule