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Defence Honours & Awards launches its new look website!

In March 2007 the Directorate of Honours & Awards unveiled its new website. Significant changes have been made to the look and content of the website, which covers medals policy, application forms, images of medals and full eligibility criteria.

You are encouraged to visit the 'Current Issues' section often, where there is breaking news and information on topical and sometimes sensitive issues.

Honours & Awards website: www.defence.gov.au/medals

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The Defence Honours & Awards Newsletter is produced by the Directorate of Honours & Awards.

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A copy of this newsletter can be found on our website at www.defence.gov.au/medals

Defence Honours & Awards

Roles & Responsibilities

The Directorate of Honours & Awards was formed on 1 July 1997 as a result of the Defence Reform Program (DRP) and became a part of the Defence Personnel Executive. Before this, the honours and awards functions were spread between Headquarters Australian Defence Force, the Service Headquarters and the Service records areas along Service lines. Following DRP, this arrangement remained in place until 2003 when all Directorate staff in the ACT, NSW and Victoria were brought together in one location at the Tuggeranong Churches Centre in Canberra.

The Directorate is responsible for implementing Government policy in relation to Defence honours and awards. The Directorate also administers the policies for Service commendations, the Secretary's awards for long service and the Australia Day Medallion. Policy documents can be found in the Defence Instructions (General) Personnel, 31 series.

Specifically, the Directorate is responsible for the delivery of medals to entitled recipients for both past and current service. Former members seeking an award need to submit an application form, copies of which are available from the Directorate's website. Eligibility for operational awards for current serving members is determined by the areas responsible for deploying personnel. For long service medals and the Australian Defence Medal (ADM), eligibility is assessed from PMKeyS data following the qualification date of the person.

Reservists, and those with a mix of Regular and Reserve service, need to complete an application form for long service medals and the ADM. This is because in the past some Reserve record keeping was incomplete and there were anomalies between Reserve and Regular records. This means that each application for a long service medal involving Reserve service needs to be individually assessed.

Cadet Officers and Instructors applying for the Cadet Forces Service Medal need to submit an application to their State Cadet Headquarters. Applications should **not** be sent directly to the Directorate.

The next edition of this newsletter will look at how clasps for the Australian Active Service Medal and Australian Service Medal are established and administered.

Wearing of Unit Citations

Several Australian Defence Force (ADF) units are entitled to wear the emblems of unit citations, either Australian or foreign.

The protocol for wearing foreign unit citations by ADF units is well established. However, for the two Australian citations – the Unit Citation for Gallantry (UCG) and the Meritorious Unit Citation (MUC) – the Directorate of Honours & Awards regularly receives requests for advice on how and when citation emblems may be worn.



Meritorious Unit Citation

Definitions

The rectangular, metal framed ribbon that is worn on the jacket or shirt is **not** the 'citation', and individual members of the ADF are **not** 'awarded a citation'.

The citation is made to the unit, not to individuals, and the citation itself is a certificate signed by the Governor-General and presented to the unit.

The citation emblem is just that – an emblem to show that a unit has been recognised for gallantry or meritorious service.

Wearing

Depending on each Service's dress policy, the emblem may be worn by a member of the cited unit during the period of their service with that unit. However, ADF members who served with the unit at the time of the action or service for which it was cited are entitled to wear the emblem in perpetuity, with the Federation Star added.

Only one of each of the two emblems may be worn at a time, regardless of how many times the unit has been cited.



Unit Citation for Gallantry

This restriction also applies to a person who is entitled to wear an emblem in perpetuity and who then joins a unit which has also been cited for the same citation, such as the MUC.

The Honours Secretariat in the Office of the Governor-General advises that the insignia of honours may not be worn until they have actually been invested. As the UCG and the MUC are honours, the emblems are insignia of the honours. This means that a member of a unit which has been awarded either a UCG or an MUC should not wear the citation emblem (unless already entitled as a result of a previous citation) until it has been formally presented to the unit by the Governor-General or official representative of the Governor-General.

Civilian attire

Unit citation emblems are not, in and of themselves, 'awards'. They are simply uniform dress embellishments and, as such, should not be worn on civilian attire.

However, the Army permits the wearing of unit citation emblems with civilian attire by serving members of the Army, but this permission only extends to those members who are entitled to wear an emblem in perpetuity by virtue of having served with a cited unit at the time of the citation.

Neither the Royal Australian Navy nor the Royal Australian Air Force allows the wearing of unit citation emblems with civilian attire by its members. Indeed, the relevant Air Force authority specifically precludes unit citation emblems from the list of insignia that may be worn with civilian dress.

The Gallantry Cross Unit Citation – the Myth

Some ex-Service organisations have claimed that all Australian Vietnam War veterans are entitled to wear the emblem of the Republic of Vietnam Gallantry Cross Unit Citation. This claim appears to have come from an incorrect – and increasingly common – belief amongst Vietnam Veterans that all Australians who served in the Vietnam War were under the command of either the United States Army Vietnam or the United States Military Assistance Command Vietnam.

Organisations and individuals who subscribe to this view cite a United States Department of the Army General

Order of 1974, which authorises the general award of the Republic of Vietnam Gallantry Cross Unit Citation to United States personnel who served under the command of these United States units, and they assert that this order also applies to Australian personnel.

This is not correct. The order relates **only** to the United States Army and has no authority for Australian personnel. At no time during the Vietnam War was an Australian unit or individual person under command of the United States.

Every Australian serving in Vietnam did so under command of a discrete and fully independent Australian national command element. This was originally the Commander Australian Army Force Vietnam and later, when Australia's commitment expanded, the Commander Australian Force Vietnam.

While the Australian commander was responsive to the requirements of the Commander United States Military Assistance Command and in some cases placed units under his operational control under specific arrangements, he remained fully independent and was answerable to the Chairman of the Chiefs of Staff Committee in Canberra – not to the United States commander.

The Government of the Republic of Vietnam was fully aware of the protocols in place at the time, that for an award of the Gallantry Cross Unit Citation to be made to an Australian unit, an official offer had to be made to the Australian Government. If the offer was formally accepted this would be communicated back to the Republic of Vietnam and the award was made. These protocols still exist today in relation to foreign awards to Australians.

The only awards of the Gallantry Cross Unit Citation made to Australian units in Vietnam were to the Australian Army Training Team Vietnam, 8th Battalion the Royal Australian Regiment and 2 Squadron, Royal Australian Air Force.

Current Operations

Since 2005, the Directorate of Honours & Awards' Current Operations Cell has awarded more than 30,000 contemporary military awards to serving ADF members.

In a streamlined process, serving members who are deployed on operations are awarded medals based on certified lists sent by operational areas through the operational chain-of-command.

This information is then confirmed by a PMKeyS Operation Log (OPLOG) entry and endorsed by the member's Commanding Officer. It is then sent through the chain-of-command to Headquarters Joint Operations Command (HQJOC) for auditing. Finally, the list is sent to the Directorate for processing.

The certified lists are then added to a nominal roll and forwarded to the Governor-General for approval. This process can take up to eight weeks.

As the relevant data is drawn from the career management section in PMKeyS, members should ensure that their details are kept up-to-date.

Once approval has been received by the Directorate, the awards are dispatched by registered post to the members' current unit for presentation by their Commanding Officer.

If Commanding Officers are unable to immediately present a medal or to locate a recipient, the medal should be returned to the Directorate as soon as possible.

If a person has been discharged, the medal will be sent to the member's last residential address recorded on PMKeyS.

Individual nominations

In consultation with HQJOC, the Directorate is reviewing the process for awarding medals to those members who have been inadvertently left off certified lists and therefore not awarded a medal.

An application form is being produced which will streamline the process for individual nominations. *The form will soon be available on the Directorate's website.*

If a member's service is not automatically recognised they should seek nomination through their current chain-of-command. HQJOC is not to be contacted directly without a direct liaison authority approval.

The member's current Commanding Officer or Officer Commanding will sign the application form confirming that the member's OPLOG correctly reflects the operational service to be recognised and that they have qualified for an award under the guidelines of the relevant determination.

When completing the application, it will be the responsibility of the Commanding Officer or Officer Commanding to sight the relevant material that supports the application. Once he or she has confirmed the entitlement and that the PMKeyS OPLOG is correct, the form will be sent to the Directorate for processing.

The Directorate is not a verifying authority and therefore it is unable to investigate and verify eligibility for awards. This remains the responsibility of the environmental commands or Commanding Officers/Officer Commanding.

The Directorate's website has the relevant determination and guidelines.

PMKeyS and unclaimed Medals

Because many PMKeyS records contain incorrect or out-of-date information, a large number of unclaimed medals are returned to the Directorate.

To ensure that your medal does not become a statistic, please make sure your **correct** unit and home address is recorded in your PMKeyS profile. This is particularly important for members who are discharging.

If the information is incorrect you should contact your career management agency or the service area responsible for your PMKeyS data to have it amended.

If you are a former member of the ADF you can complete a Change of Address form which is available on the Directorate's website: www.defence.gov.au/medals

Are You Planning to Ring Our Toll-Free Hotline?

1800 111 321 is the Directorate's toll-free medals inquiry hotline. If you are calling to enquire about medals you will be asked to complete an application form, before this information can be provided.

The Directorate's Customer Response Team cannot assess medal entitlements over the phone.

Also, for privacy reasons, the Directorate cannot provide information about a third party without written authority from that person.

Application forms are available on the Directorate's website: www.defence.gov.au/medals or by calling the hotline and asking for a form be sent to you.

Copies of records for WWI and WWII service can be requested by writing to:

National Australian Archives
PO Box 4752
Canberra Mail Centre
CANBERRA ACT 2600

WWI records have been digitised and can be accessed through the National Archives' website: www.naa.gov.au

Did You Know?

Alys Ross-King is Australia's most decorated woman

Alys (or Alice, as she is also known) Appleford, formerly Alys Ross-King, was born in Ballarat, Victoria in 1891.

After training and qualifying as a nurse in Victoria, at the outbreak of World War I Alice was appointed a Staff Nurse in the Australian Army Nursing Service. She saw active service in the Mediterranean, nursing wounded from Gallipoli and in France.



Alice was serving with the 2nd Australian Casualty Clearing Station on 22 July 1917 when she was awarded the Military Medal for bravery and devotion to duty during an air raid on the unit. This was one of seven awards of the Military Medal made to Australian nurses during World War I.

Later that year Alice was Mentioned in Despatches for her work as a nurse, and in May 1918 she was appointed to the Second Class of the Royal Red Cross (ARRC), an award specifically established to recognise the devotion to duty of military nurses.

In 1919, Alice married Lieutenant Colonel Sydney Appleford, a former Army doctor and they settled in Gippsland, Victoria.

In the years before the outbreak of World War II, Alice was heavily involved in setting up and training Volunteer Aid Detachments (VAD) in Victoria. At the outbreak of war she became a full-time VAD officer, and her husband returned to the Army.

When the VAD evolved into the Australian Army Women's Medical Services (AAWMS) Alice was commissioned as a Major and served for the duration of the war as an AAWMS staff officer in Victoria.

For her World War II service Alice received the War Medal 1939-45 and the Australia Service Medal 1939-45.

In 1949 she was awarded the Florence Nightingale Medal by the International Red Cross.



Australia
Service Medal
1939-1945



War Medal
1939-1945

Alice Appleford died on 17 August 1968 at Cronulla, Sydney and is buried in Fawkner Cemetery, Melbourne.

The Rumour Mill

Rumours have been circulating again that eligibility for the Australian Defence Medal (ADM) has been backdated to 1939. This is not true.

The ADM remains available only to those who completed four years' service or another enlistment period following the end of the Second World War.

The Australia Service Medal 1939-45 is awarded in recognition of service in the Australian Armed Forces during World War II.

Focus on the Australian Defence Medal

The following statistics about the Australian Defence Medal (ADM) are for the first six months of 2007:

- ✓ ADM applications received: **32 918**
- ✓ Records of current serving personnel checked: **46 861**
- ✓ Applications assessed: **50 636**
- ✓ ADMs dispatched by mail: **50 431**
- ✓ ADMs presented by local members of parliament: **1 541**

The overall medals tally

From January 2007 to June 2007 the Directorate of Honours & Awards has received a total of **64 256** applications and dispatched a total of **73 921** medals, including those from automated lists.

Would your club or association like to receive a hard copy of this newsletter?

Phone our toll-free hotline:
1800 111 321

CONTACT US:

Website - former ADF members & general public

www.defence.gov.au/medals

Website – current serving ADF members

<http://intranet.defence.gov.au/dsg/sites/HonoursandAwards>

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