



Australian Defence Medal

The Australian Defence Medal was introduced in 2006 to recognise Australian Defence Force personnel who have served their country since the conclusion of World War Two.



Eligibility

A member who has enlisted for an indefinite period is required to render four years qualifying service, irrespective of any period of Initial Minimum Period of Service that may be required.

Qualifying service is counted by enlistment/appointment year – 12 months from your enlistment/appointment date – not calendar or financial year.

A member who has enlisted for a fixed period is required to complete the specified period of enlistment, or a period of four years, whichever is the lesser.

Initial Minimum Period of Service (IMPS) is not an initial enlistment period. An **AD304** (*Acknowledgement of the Requirements of Service in the Royal Australian Navy, Australian Army or Royal Australian Air Force*) indicates, under **Appointment** on page 3, the member enlisted for a specific period.

To enable an accurate assessment, if a member is applying for the ADM for completion of initial enlistment which is less than four years, the member should;

- Submit an application online.
- Email their completed **AD304** form to adm.ls@defence.gov.au referencing their full name, date of birth and PMKeyS number.

Former members who did not complete the qualifying period may also be eligible if they:

- died in service;
- were medically discharged;
- discharged from service due to a discriminatory Defence policy of the time; or
- discharged from service as a consequence of mistreatment.

For further information about the ADM, including Medal Instruments search online for *Defence Medals*.



Frequently Asked Questions

What is “Qualifying Service”?

Qualifying service is the number of days of remunerated service required under the Australian Defence Medal Regulations for each enlistment/appointment year in order to successfully achieve the initial enlistment period or four years’ service, whichever is the lesser.

Why can’t I receive my ADM on the 4th anniversary of my enlistment with the ADF?

To qualify for the ADM members must complete the specified amount of qualifying years, which are counted in enlistment years (from the date of enlistment until the anniversary of that date).

For a year to be considered as qualifying service you must have served the minimum number of days in that year, and still be employed with one of the three services (Navy, Army or Air Force) on the anniversary of your enlistment.

This means that an application for the ADM cannot be recommended for approval until after the qualifying date has passed. Once the qualifying date has passed and your service is assessed, the award of the ADM is placed on a schedule to be recommended for approval by the Governor-General of Australia. Once the Governor-General signs to schedule, the engraving and dispatch of your ADM is arranged. This process can take 6 to 8 weeks.

What if I was terminated before completing the qualifying service period for the ADM due to mistreatment and/or discrimination?

Defence acknowledges that in the past there are members whose service has ceased due to a discriminatory policy of the time, and eligibility to the ADM has been considered in these cases. Amendments to the Regulations have expanded this to include ex-serving members who terminated their service as a consequence of mistreatment, ensuring ADF personnel and veterans are appropriately recognised for their service.

Members should apply for the ADM via the Defence Medals Online Application Form, however should note that applications under this condition may have to undergo a formal review, however individuals will be guided through this process by Defence.

How will I receive my ADM if I am eligible?

If you are a current serving member, the ADM will be dispatched to your Unit for presentation. Reserve members can elect to have the ADM presented by their command of command or posted to their home address. The correct address is to be included in the on-line application form. The record of the ADM will appear in PMKeyS prior to actually receiving the medal.



Since the 20th of April 2000, the minimum number of days required each year in order for that year to be counted as qualifying is 20 days.

This is applicable for all services.

For further information search *Defence Medals* online or call 1800 DEFENCE (1800 333 362).