



DEFENCE INSTRUCTIONS (ARMY)

Department of Defence (Army Headquarters)
CANBERRA ACT 2600

26 November 2014

Amendments to Defence Instruction (Army) listed below are issued pursuant to sections 9(2) and 9A(3) of the *Defence Act 1903*.

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PE DANIEL
Brigadier General
Director-General Personnel – Army

Amendment

PE S 97-4
AMD 4
Full Review

[*Soldier's Medallion for Exemplary Service*](#)

Cancellation

DI(A) PERS 97-4 ISSUE NO PERS 6/2010 of 06 DEC 2010 (AL3) is cancelled.

Note

Instructions for filing and maintaining DI(A) are contained in the *System of Defence Instructions Manual* (SoDIMAN).

SOLDIER'S MEDALLION FOR EXEMPLARY SERVICE

INTRODUCTION

1. The Soldier's Medallion for Exemplary Service (SMES) was introduced to recognise outstanding service by those soldiers who would not normally gain recognition in the Australian Honours system. The SMES is intended as an Army award to be conferred by Commanding Officers (CO)/Officers Commanding (OC) Independent Sub-units.
2. The aim of this Instruction is to promulgate the administrative arrangement for the allocation, selection of recipients and issue of the Medallion.

Eligibility

SCOPE

3. The Soldier's Medallion is available to be awarded to soldiers in the Australian Army of the rank of Corporal and below, who have demonstrated exemplary service well above that expected of soldiers in the performance of their duties in the last 12 months, or for noteworthy service over a number of years. Nominations should not include service that has been previously recognised.
4. There is to be a minimum period of two intervening years before a member who has previously received a Soldier's Medallion can be nominated again, ie a soldier awarded a Medallion in 2014 would not be eligible for nomination again until 2017.
5. While recruits and trainees are not excluded from consideration for the Medallion, it is expected that it will normally be awarded to trained soldiers.
6. **Good Conduct Consideration** Only soldiers who have been of good conduct for the preceding two years are eligible to be considered for nomination for the Medallion, ie they are not to have had any adverse administrative or [Defence Force Discipline Act 19 2](#) (DFDA) action taken against them over that period.

Allocation

7. A maximum of 350 Medallions will be available for presentation in each calendar year. Allocation of Medallions is based on the ratio of one per 100 Regular and Reserve soldiers of the rank of Corporal and below.
8. Each year by **05 May**, Director General Strategic Planning—Army is to provide information on the Army strength as at **30 April** to the Army Ceremonial Cell in Army Headquarters (AHQ). Director-General Personnel – Army (DGPERS–A) will then advise the Headquarters (HQs) of the Functional Commands, including AHQ, of their allocation, by **15 May**.

9. Those HQs are then to determine an allocation to formations and units under their command on the basis of one Medallion per 100 soldiers. Particular attention is to be given to ensure that those Units/Independent Sub-units with less than 100 eligible personnel are represented on an equitable basis. Allocation to units is to occur by **31 May**.

10. Staff Officer Grade One Coordination (SO1 COORD) AHQ is to administer the allocation for soldiers posted to AHQ and all non-Army groups (NAG).

Selection

11. On advice of Medallion allocation, COs/OCs Independent Sub-units are to identify recipients within their unit/sub-unit and advise their Formation Headquarters of each intended recipient's details using the template form in [Annex A](#). All nominations are to be staffed through the respective Functional Command Headquarters for two star endorsement. Once two star endorsement has been received, the Functional Command Headquarters is to submit a consolidated list of the Command's nominees to the Army Ceremonial Cell using the template form in [Annex B](#).

12. Where a nomination is not successful or does not receive two star endorsement, a justification is to be written by that authority detailing the reasons for the change or non endorsement of the nomination. The justification is to be retained on the nominee's Unit records along with a copy of the nomination.

13. Any requests to amend nominations, after they have been submitted, are to be made through the Functional Command Headquarters (including two star re-endorsement) to the Army Ceremonial Cell.

Medallion issue

14. Medallions, badges and certificates, are to be forwarded by Army Ceremonial Cell to functional command and units/ independent sub-units, as applicable, by **01 August**. Functional commands and units/independent sub-units, as applicable, are responsible for having the Medallions engraved. The Medallions are to be engraved with the recipient's:

- a. employee identity number
- b. rank
- c. initials
- d. surname
- e. year awarded.

15. Care is to be taken to ensure the correct details are engraved on the Medallion. Any requests for replacement Medallions are to be staffed to Army Ceremonial Cell.

Certificate

16. The certificate is to be completed by the unit, by inserting the citation used on the original nomination form and it being dated and signed by the CO/OC Independent Sub-unit. The wording of the citation should be simple, dignified and concise. An example citation is shown on a copy of the certificate in [Annex C](#). Details on the certificate and a template are also located in the [Army Electronic Manual of Personnel Administration \(eMPA\)](#) on the Defence Intranet. Care is to be taken to ensure the correct details are entered on the certificate. Any requests for replacement bank certificates are to be staffed to Army Ceremonial Cell.

17. **Certificate Signature.** The minimum appointment of the signatory of the certificate is to be a CO or OC Independent Sub-unit. For soldiers in NAGs the signatory is to be the respective Administrative CO vide [DI\(A\) ADMIN 3-2 Command leadership and management of Army personnel within the Non-Army Groups](#).

Presentation

18. The unit is to arrange presentation of the Medallion, certificate and badges at a suitable ceremony or parade. The presentation should, where possible, be made by the awarding officer with appropriate publicity and due ceremony. Presentation, where possible, is to be completed on or before **01 November**, noting that Army Ceremonial Cell will be arranging for an article to be published in the first issue of Army News for November detailing the recipients of the SMES.

Documentation

19. Units are to retain a copy of the member's citation on their unit records and a copy is to be placed on the member's personal record. In addition, units are to ensure that recipients sign for the badges (noting that the badges are an issue item) immediately following receipt.

Sequence of events

20. Allocation, selection, presentation and recording of awards is to occur as follows:

- a. Army Ceremonial Cell is to advise the allocation of Medallions by **15 May** to SO1 COORD AHQ and the HQs of Functional Commands, based on Army Strength figures as at 30 April of that year
- b. SO1 COORD AHQ and HQs of Functional Commands are to advise formations and units of their allocation by **31 May**
- c. COs/OCs Independent Sub-units are to submit nominations to the relative Functional Command Headquarters for two star endorsement, via their formation HQ, by the date advised by their Functional Command Headquarters
- d. Functional Command Headquarters are to submit their final consolidated list of endorsed nominations to Army Ceremonial Cell by **30 June**

- e. Army Ceremonial Cell is to issue blank Medallions, badges and blank certificates to AHQ, HQs of Functional Commands or Formation HQs, as applicable, by **01 August** for further distribution to units/independent sub-units
- f. the unit/independent sub-unit is to ensure that presentation occurs on or before **01 November**. After presentation, the unit/independent sub-unit is to ensure that a copy of the recipient's citation is retained on file and that the recipient has signed for the badges
- g. in the **first week of November**, Army Ceremonial Cell is to arrange for the awards of the SMES to be entered onto the Defence electronic personnel information management system
- h. Army Ceremonial Cell is to arrange for an article to be published in the first issue of Army News for November detailing the recipients of the SMES.

Medallion description

21. The Medallion is bronze, approximately 10 mm in diameter. The obverse design is based on the two central figures of the Army Memorial in Canberra with the wording 'Exemplary Service—Australian Army'. The reverse is to be engraved with the recipient's employee identity number, rank, initials, surname and year awarded. The Medallion is contained in a presentation case and is accompanied by two badges (one standard and one miniature) and a certificate.

22. The badges are bronze, with the standard badge approximately 2.2 cm in diameter and the miniature badge approximately 1.6 cm in diameter.

Basis of issue

23. One engraved Medallion, a standard badge, a miniature badge and a completed certificate will be provided to each recipient.

Wearing of the badge

24. The badge is to be worn in accordance with paragraph 4.28 of the [Army Dress Manual](#).

Replacements

25. **Medallion.** While the Commonwealth has no liability to replace a lost Medallion, replacement will be considered in the event of its loss being the result of theft, fire or a natural disaster, substantiated by documentary evidence such as a police report, certificate of loss issued by an insurance company or a Statutory Declaration. Any claim for a replacement Medallion is to be made to Army Ceremonial Cell through the chain of command using form [SD 16 Loss or Damage Report](#). The member's unit will be responsible for having the replacement Medallion engraved.

26. **Badge.** Replacement or additional badges are to be purchased at member's expense from their servicing Defence Clothing Store.

27. **Certificates.** Once certificates have been issued to recipients, replacements will not be issued.

Enquiries

28. Enquiries related to this policy may be directed to the Army Ceremonial Cell, Personnel Branch – Army, email: army.ceremonial@defence.gov.au.

Annexes:

- A. [Nomination form for Soldier's Medallion for Exemplary Service](#)
- B. [Consolidated Nominations form for Soldier's Medallion for Exemplary Service](#)
- C. [Copy of Soldier's Medallion Certificate with Example Citation](#)

Sponsor: Army Ceremonial Cell, DGPERS–A

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NOMINATION FOR A SOLDIER'S MEDALLION FOR EXEMPLARY SERVICE

Personal Details

| | | | |
|------------------|-------|---------------------|-------|
| Employee ID No: | Rank: | Surname: | |
| Given Names: | | Corps: | Unit: |
| Formation: | | Functional Command: | |
| Previous Awards: | | | |

Reason for Nomination

Write a short narrative justifying nomination:

Proposed Certificate Wording

For guidance, see paragraphs 15 and 16 and example in annex C of this DI(A)

Nominating Officer

| | | |
|-------|--------------------|------------|
| Rank: | Initial & Surname: | Appt/Unit: |
| Date: | Signature: | |

Two Star Endorsement

| | | |
|--|-------------------------|------------|
| Rank: | Initial & Surname: | Appt/Unit: |
| Endorsed Not Endorsed (delete that not applicable) | Reason if not endorsed: | |
| Date: | Signature: | |

COPY OF SOLDIER'S MEDALLION CERTIFICATE WITH EXAMPLE CITATION



The Soldier's Medallion

8200000 Lance Corporal Ronald Arthur Biggs

Lance Corporal R.A. Biggs, Royal Australian Corps of Transport, is awarded the Soldier's Medallion for Exemplary Service as a Lance Corporal whilst posted to the 19th Transport Regiment.

You are an efficient and conscientious soldier whose enthusiasm is reflected in the execution of your duties. Your diligent and tireless efforts as a member of the 19th Transport Regiment have significantly contributed to the Unit's operational capability.

Your contributions and professionalism have been well above that normally expected of a Junior Non-Commissioned Officer. You have selflessly made yourself available for many additional tasks, which you have executed to the highest standards. Your initiative, maturity and dedication have set a fine example for the soldiers of the 19th Transport Regiment.

Your performance has been outstanding and in keeping with the finest traditions of the Royal Australian Corps of Transport. Your dedicated application and determination has earned you high regard from your superiors and the respect of your peers. Your efforts have brought great credit upon yourself, your family, your Corps and the Australian Army.

Dated this

day of

2014

BA Wheelturner
Lieutenant Colonel
Commanding Officer 19th Transport Regiment

26 NOV 2014