

Defence Force Orders for Honours and Awards

Contents

Defence Force Orders for Honours and Awards

Foreword

Preface

Abbreviations, Acronyms and Designations

Glossary

Relevant Publications

Amendment List

Effective Pages

Part 1

Part 2 (Reserved)

Released under the Official Information Act 1982



Defence Force Orders for Honours and Awards

Authority

1. These orders are issued pursuant to the Defence Act 1990 and are to be complied with by all concerned.
2. DFO 6 *Defence Force Orders for Honours and Awards* was issued on behalf of the Chief of Defence Force (CDF).
3. The online copy of DFO 6 is the definitive copy. This delivers information to the user ahead of that supplied on CD-ROM and in paper-based publications.

Conflict

4. Nothing in these orders is to be construed as prevailing over any relevant Act of Parliament or regulations made under it.
5. If there is any conflict between these orders and any other orders or procedures issued within the Armed Forces, interim or otherwise (except [DM 69 \(2 ed\) *Manual of Armed Forces Law*](#) and [DM 112 *Interim Law of Armed Conflict Manual*](#)), these orders are to prevail. If there is any conflict with the orders (interim or otherwise) in [DM 69 \(2 ed\)](#) or [DM 112](#), those manuals are to prevail.
6. Any conflict between these orders and any other orders, rules, instructions or procedures issued within the New Zealand Defence Force (NZDF) should be reported through normal channels to the Manager Honours and Awards, Headquarters New Zealand Defence Force (HQNZDF) without delay.

Dated at WELLINGTON this day of 2017

T.J. KEATING, MNZM
Lieutenant General
Chief of Defence Force

Original Authority Order signed by CDF, Lieutenant General T.J. Keating, MNZM, and is held on file by Defence Human Resources, HQNZDF, Wellington.

Foreword

Confidentiality

1. Honours matters are to be managed in the strictest confidence and on a 'need to know' basis. All correspondence is to be given the privacy marking 'HONOURS IN CONFIDENCE'. Refer to Chapter 2 Honours Conventions.

Sponsorship

2. DFO 6 Part 1 is sponsored within Headquarters New Zealand Defence Force (HQNZDF) by the Director Career and Talent Management (DCTM) and by the Manager Honours and Awards. Enquiries relating to matters covered in Part 1 are to be addressed to the DCTM, HQNZDF.
3. DFO 6 Part 2 is sponsored within HQNZDF by the Director Heritage Commemorations and Protocol (HCP) and by the Deputy Director Medals Policy. Enquiries relating to matters covered in Part 2 are to be addressed to Medals Policy, HCP, HQNZDF.

Cancellation

4. DFO 4 *Defence Force Orders for Personnel Administration* Chapter 11 Honours and Awards, dated 8 July 2015, and annexes thereto, are cancelled.
5. DFO 13/2014 *Chief of Defence Force Commendation, Chief of Defence Force Letter of Recognition*, dated 16 September 2014, is cancelled.

Preface

'The object of giving medals, stars and ribbons is to give pride and pleasure to those who have deserved them. At the same time a distinction is something which everybody does not possess. If all have it, it is of less value. There must, therefore, be heart-burnings and disappointments on the borderline. A medal glitters, but it also casts a shadow. The task of drawing up regulations for such awards is one which does not admit of a perfect solution. It is not possible to satisfy everybody without running the risk of satisfying nobody. All that is possible is to give the greatest satisfaction to the greatest number and to hurt the feelings of the fewest.'

—Winston Churchill (British Prime Minister), 22 March 1944

'Our honours system is a way for New Zealand to say thanks and well done to those who have served and those who have achieved. We believe that such recognition is consistent with the egalitarian character of New Zealand society and enlivens and enriches it.'

—Report of the Prime Minister's Honours Advisory Committee, September 1995

1. **DFO 6, Part 1** Part 1 covers those elements of the New Zealand Royal Honours System (hereinafter referred to as the 'Honours System') that are the responsibility of the Director Career and Talent Management (DCTM), Headquarters New Zealand Defence Force (HQNZDF), to administer on behalf of the Chief of Defence Force (CDF). These include:
 - a. the conferral of Commonwealth, foreign and international honours on New Zealand Defence Force (NZDF) personnel for merit, gallantry and bravery;
 - b. the conferral of New Zealand honours and awards on Commonwealth and foreign citizens serving with or alongside the NZDF;
 - c. NZDF Awards, such as the CDF Commendation;
 - d. rules relating to the position and use of styles, titles and post-nominal letters;
 - e. battle honours;
 - f. honorary appointments to the Sovereign's and Governor-General's households;
 - g. colours, guidons, flags, badges and the use of heraldic devices; and
 - h. Royal patronage.
2. **DFO 6, Part 2** Part 2 covers those elements of the Honours System that are the responsibility of the Medals Policy section within the Heritage Commemorations and Protocol Group, HQNZDF (HCP HQNZDF), to administer. These include:
 - a. New Zealand medals for war, operational service and peacekeeping;
 - b. special service medals;
 - c. awards for long service, including those for efficiency;
 - d. medals for champion shots of the three Services;
 - e. medals for the New Zealand Cadet Forces;

Contents

- f. the New Zealand Defence Service Medal;
 - g. the Rhodesia Medal;
 - h. the New Zealand Memorial Cross;
 - i. the Gallipoli Medallion;
 - j. the conferral of Commonwealth, foreign and international service and campaign awards on NZDF personnel;
 - k. Commonwealth and foreign honours and awards worn by lateral recruits;
 - l. duplicate, copy and replica medals; and
 - m. the *NZDF Medal Mounting Standard*.
3. Where DCTM and Medals Policy share interest in, or responsibilities for, a particular element of the Honours System, the subject is included in Part 1. Subjects in this category are:
- a. jubilee and coronation medals;
 - b. investitures and presentations;
 - c. wearing of orders, decorations, medals and commendations;
 - d. provision of insignia and related items;
 - e. forfeiture, restoration and cancellation of awards; and
 - f. care, custody, loss and replacement of awards.

Abbreviations, Acronyms and Designations

For the purposes of this Defence Force Order (DFO), unless otherwise stated, the words and acronyms listed below have the definitions assigned to them.

ADC	Aide de Camp
ADC (Addl)	Aide de Camp (Additional)
AE	The Air Efficiency Award
AE	The New Zealand Air Efficiency Award
APH	Cabinet Appointments and Honours Committee
BSc	Bachelor of Science
BRIG (E)	Brigadier (Equivalent)
Bt	Baronet
CA	Chief of Army
CAF	Chief of Air Force
CDF	Chief of Defence Force
CD-ROM	Compact Disc Read-Only Memory
CDSG	Chief of Defence Strategy and Governance
CFO	Chief Financial Officer
CJDS	Chief Joint Defence Services
CN	Chief of Navy
COL (E)	Colonel (Equivalent)
CPO	Chief People Officer
CNZM	Companion of the New Zealand Order of Merit
COMJFNZ	Commander Joint Forces New Zealand
CStJ	Commander of the Order of St John
DCNZM	Distinguished Companion of the New Zealand Order of Merit (no longer in use)
DCTM	Director Career and Talent Management
DDCTM	Deputy Director Career and Talent Management
DFO	Defence Force Order
DLS	Defence Legal Services
DM	Defence Manual
DMSM	Defence Meritorious Service Medal
DNZM	Dame Companion of the New Zealand Order of Merit
DPH	Doctor of Public Health
DPM	disruptive-pattern material
DPMC	Department of the Prime Minister and Cabinet
Dr	Doctor
DSD	Distinguished Service Decoration
DSSG	Defence Shared Services Group
DStJ	Dame of Justice/Grace of the Order of St John

Contents

ED	The Efficiency Decoration
ED	New Zealand Efficiency Decoration
Esq	Esquire
EsqStJ	Esquire of the Order of St John
EU	European Union
EUPOL	European Union Police
FRACS	Fellow of the Royal Australasian College of Surgeons
GCStJ	Bailiff/Dame Grand Cross of the Order of St John
GNZM	Knight/Dame Grand Companion of the New Zealand Order of Merit
HCP	Heritage Commemorations and Protocol Group
HE/H.E.	His/Her Excellency
HQNZDF	Headquarters New Zealand Defence Force
HRH/H.R.H.	His/Her Royal Highness
HRMIS	Human Resource Management Information System
ILP	Intranet Launch Pad
INTERFET	International Force East Timor
JP	Justice of the Peace
KNZM	Knight Companion of the New Zealand Order of Merit
KStJ	Knight of Justice/Grace of the Order of St John
LTCOL (E)	Lieutenant Colonel (Equivalent)
MA	Master of Arts
MAJGEN (E)	Major General (Equivalent)
MFAT	Ministry of Foreign Affairs and Trade
MFO	Multi-national Force and Observers
MiD	Mention in Dispatches
MNZM	Member of the New Zealand Order of Merit
MPI	Ministry for Primary Industries
MStJ	Member of the Order of St John
MUC	Australian Meritorious Unit Citations
NATO	North Atlantic Treaty Organization
NZAM	The New Zealand Antarctic Medal
NZBD	The New Zealand Bravery Decoration
NZBS	The New Zealand Bravery Star
NZBM	The New Zealand Bravery Medal
NZC	The New Zealand Cross
NZCF	New Zealand Cadet Forces
NZDF	New Zealand Defence Force
NZDF PAM	New Zealand Defence Force Personnel Archives and Medals
NZDSM	New Zealand Defence Service Medal
NZGD	The New Zealand Gallantry Decoration
NZGM	The New Zealand Gallantry Medal
NZGS	The New Zealand Gallantry Star

Contents

ONZ	The Order of New Zealand
ONZM	Officer of the New Zealand Order of Merit
OStJ	Officer of the Order of St John
PCNZM	Principal Companion of the New Zealand Order of Merit (no longer in use)
PhD	Doctor of Philosophy
PJM	Pingat Jasa Malaysia Medal
PMHAC	Prime Minister's Honours Advisory Committee
QC	Queen's Counsel
QHC	Queen's Honorary Chaplain
QHP	Queen's Honorary Physician
QSM	The Queen's Service Medal
QHDS	Queen's Honorary Dental Surgeon
QHNO	Queen's Honorary Nursing Officer
QHS	Queen's Honorary Surgeon
QSO	The Queen's Service Order
RD	Royal New Zealand Naval Reserve Decoration
RNZAF	Royal New Zealand Air Force
RNZIR	Royal New Zealand Infantry Regiment
RNZN	Royal New Zealand Navy
RNZRSA	Royal New Zealand Returned and Services' Association
Rtd/rtd	retired
Rt Hon/The Rt Hon	Right Honourable
SBSStJ	Serving Brother of the Order of St John
SC	Senior Counsel
SJ	Society of Jesus
SSStJ	Serving Sister of the Order of St John
SM	Society of Mary
UFBA	United Fire Brigades Association
UN	United Nations Organisation
VC	The Victoria Cross for New Zealand
VCDF	Vice Chief of Defence Force
VCO	Visits and Ceremonial Office
VIP	very important person
VRD	The Royal New Zealand Naval Volunteer Reserve Decoration
WGCDR	Wing Commander
WODF	Warrant Office of the Defence Force

Glossary

For the purposes of this Defence Force Order (DFO), unless otherwise stated, the words and acronyms listed below have the meanings assigned to them.

award decoration decorations and medals honours and awards orders, decorations and medals	Interchangeable terms relating to the insignia of all Orders Of Chivalry, or orders, decorations and medals, instituted or approved by the Sovereign. Refer to the separate definitions for each term.
Approving Authority/ Awarding Authority	The Sovereign, or any person to whom authority has been delegated to make awards of orders, decorations and medals, or to order the investiture, presentation, forfeiture, cancellation and restoration thereof.
award	A general term to describe something that is given to a person as recognition for gallantry, bravery or service. It may also describe the act of giving, or presentation. Refer to the interchangeable terms list above.
badge	<ol style="list-style-type: none">a. The piece of insignia that identifies an order. Often in the form of a cross, it usually bears the symbol, motto and colours of the order and may be worn in various forms or sizes on the breast, around the neck, or from a sash. Refer to insignia, neck badge and sash badge.b. A piece of wood, metal or other material bearing a design or words used to identify a person, or to indicate membership of an organisation.
bar	A full-width metal device worn on the ribbon of a decoration or medal to signify an additional award of the decoration or medal at the same level. These are usually associated with awards for gallantry, bravery, and distinguished and meritorious service.
bravery ¹	Facing and enduring danger or pain, or both, in an admirable or commendable manner in a dangerous situation, in an effort to save or attempt to save the life of another person.
campaign medal	A medal awarded for both warlike and non-warlike operational service. A campaign medal is granted for the same categories of service as a war medal, and for peacekeeping operations. For example: the East Timor Medal. Refer to the definitions for medal .

1. This definition was issued by the Cabinet Office in 1999.

citation	<ol style="list-style-type: none">a. A descriptive note accompanying the announcement of an honour or award. A citation describes the service or acts performed by the person that have resulted in the award being made.b. An award, usually in the form of a distinctive ribbon or other dress distinction, recognising gallantry, bravery or meritorious service by a unit or individual.
clasp	<p>A full-width metal device worn on the ribbon of medals. For example: clasps on a Champion Shot Medal. A clasp indicates one of the following:</p> <ol style="list-style-type: none">a. the geographical area of a campaign,b. an additional period of qualifying service, orc. the date of an honour or award.
class	<p>The term used to describe the level of membership within an order, class 1 being the highest. The term is sometimes synonymous with 'level', but not always. Refer to level and order.</p>
collar	<p>A piece of insignia denoting the highest level/class of an order, usually worn by its Chancellor or Grand Master. For example: the Governor-General wears the collar of the New Zealand Order of Merit on state and other formal occasions. Refer to insignia.</p>
commemoration medal	<p>A medal issued to recognise a specific national event. For example: the New Zealand 1990 Commemoration Medal.</p>
commendation	<p>A means of recognising a significant act or period of service by a unit or individual that does not involve the award of a decoration or medal. A commendation may be denoted by a ribbon, ribbon device or emblem worn on the uniform or jacket lapel. For example: the Queen's Commendation for Brave Conduct (no longer awarded in New Zealand). Refer to departmental awards.</p>
crest	<p>An important adornment to the top of a helmet in the design of a coat of arms. The term is often substituted incorrectly for the term 'badge'.</p>
decoration	<p>A term normally used to describe awards for gallantry and bravery, or senior honours for military personnel, other than membership of an order. For example: the Victoria Cross for New Zealand (VC), the Distinguished Service Decoration (DSD) and the New Zealand Bravery Medal (NZBM). A decoration may also be a 'medal'.</p>

departmental awards	<p>Awards instituted by government organisations to recognise meritorious or long service by their employees. Departmental awards are not approved by the Sovereign and are not part of the Honours System.</p> <p>For example: the Chief of Defence Force (CDF) Commendation.</p>
dynastic honour	<p>An honour that is in the personal gift of the Sovereign, ie it belongs to the Royal House and is not awarded on the advice of ministers. A dynastic honour is also a Royal Honour.</p> <p>For example: the (British) Order of the Garter, Royal Victorian Order and Order of Merit. Refer to honour.</p>
Ensign	<p>A flag of lesser status to that of the New Zealand Flag. An Ensign is generally flown in place of the New Zealand Flag on appropriate Service occasions.</p> <p>For example: the White Ensign is flown at Royal New Zealand Navy (RNZN) occasions and by RNZN ships.</p>
exergue	<p>A defined segment on the lower reverse of a decoration or medal, in which it is normal to find the name of that decoration or medal, or the name of the recipient.</p> <p>For example: the reverse of the New Zealand Defence Service Medal.</p>
foreign award	<p>An order, decoration or medal awarded by any country that is not a member of the Commonwealth, or of which the Sovereign is not head of state.</p>
gallantry ²	<p>Enduring great danger during warlike or non-warlike operational service, including peacekeeping, usually in the presence of belligerents or an enemy, in an admirable or commendable manner. Extraordinary command or leadership may have been demonstrated during an act of gallantry.</p>
Guidon	<p>The flag or banner of a cavalry regiment. It has the same symbolism as a Regimental Colour.</p>
hazardous	<p>Peace enforcement between belligerents who have consented to intervention or requested assistance, or missions where casualties may be expected. Refer to non-warlike and warlike.</p>
honour	<ol style="list-style-type: none">An appointment to an order, or the award of a decoration, medal, or commendation, approved by or made in the name of the Sovereign in recognition of services to the nation, or for an act of gallantry or bravery. Refer to award, dynastic honour and Royal Honour.An order, decoration, medal or commendation conferred by a head of state, head of government or recognised international organisation.

2. This definition was issued by the Cabinet Office in 1999.

Honours List	An official announcement made by the Governor-General on behalf of the Sovereign, publicly notifying honours. By custom, Honours Lists are announced at New Year (30 or 31 December) and the Sovereign's official birthday in New Zealand (first Monday in June). Honours Lists for gallantry and bravery awards are announced on an 'as required' basis.
insignia	The various collars, neck and breast badges, medals, breast stars, sashes, ribbon, lapel badges, rosettes and presentation cases that denote the award of a Royal Honour as well as the different classes of membership of an order.
international honours and awards	Honours and awards conferred by International Organisations recognised by the New Zealand government. For example: the North Atlantic Treaty Organization (NATO), the United Nations Organisation (UN), the European Union (EU) and the Multi-national Force and Observers (MFO).
Letters Patent	A legal document used by the Sovereign to appoint high Officers of State, or to grant a right or privilege. In the past, these have been used to institute orders. In New Zealand they have been replaced by the Royal Warrant .
level (of honours)	Refer to Chapter 3 Annex A .
long service awards	Awards recognising a lengthy period of uniformed service (usually an aggregate of 10 or more years) in one or more of the Services. For Reserve forces personnel, 'efficiency' is also a requirement. This category includes awards with 'Efficiency' in the name. For example: the Efficiency Decoration (ED).
medal	Usually a flat piece of metal with an effigy of the Sovereign (or a national coat of arms) on one side and an appropriate design on the other side. Given as an award to recognise service to the nation, to commemorate a significant event, or to recognise an act of gallantry or bravery. For example: the New Zealand General Service Medal 1992 (Warlike), the New Zealand 1990 Commemoration Medal and the New Zealand Bravery Medal (NZBM). A medal may also be associated with an order. For example: the Queen's Service Medal (QSM).
medal mounting	The process of mounting full-size and miniature medals on a medal bar for wear by the recipient, or for display, in accordance with Order of Wear: Orders, Decorations and Medals in New Zealand (the Order of Wear). This also applies to the mounting of medal ribbons on a bar for occasions when ribbons are worn alone.
memento	The term applied to an honour or award, usually foreign, for which official approval to wear by New Zealand Defence Force (NZDF) personnel has not been granted. In such circumstances, it may be accepted by the recipient and retained as a memento/souvenir of the qualifying service.

miniature	A reproduction of the full-size insignia of an order, decoration or medal, as well as any associated bars and clasps; usually not exceeding half the size of the full-size insignia.
neck badge	The badge of an order, worn on a ribbon around the neck. Refer to badge and insignia .
non-operational award	An honour or award conferred in recognition of service of a non-operational nature. For example: the New Zealand Army Long Service and Good Conduct Medal and the New Zealand Defence Service Medal.
non-warlike	Military activities in which casualties are not expected, including peacekeeping or sanctions-enforcing missions in benign situations, disaster relief in locations where there are belligerents or other hostile groups, observer activities, and other hazardous activities. Refer to hazardous and warlike .
numeral	A form of ribbon emblem, usually made of metal, indicating the number of tours of duty the wearer has served in a particular area of operations. Refer to ribbon device .
obverse	The side of a piece of insignia of an order, decoration or medal that is seen by an observer when worn. In the case of a medal, it usually bears the effigy of the Sovereign or the New Zealand Coat of Arms. Refer to reverse .
operational award	An award conferred in recognition of service on operations. For example: a campaign/war medal. Refer to non-operational award and operational service .
operational service (for the purposes of medallic recognition)	Service that exceeds the normal requirements of peacetime service, and which involves a credible military threat from enemy military forces, insurgents, or other hostile forces. The NZDF defines three categories of operational service: hazardous, non-warlike and warlike.
Order	A 'society of honour' instituted by the Sovereign. The structures of orders vary according to the purpose for which they are instituted. Some have several classes of membership, others only one. Persons are appointed to an order and must be living at that time. Membership ceases on the death of the member. For example: the New Zealand Order of Merit. Refer to class .
Order of Chivalry	An order, membership of the top levels of which permits the person to use a title, e.g. Sir or Dame. For example: the New Zealand Order of Merit.

Order of Wear	<ol style="list-style-type: none">a. The approved order in which the insignia of honours and awards are placed when grouped together for wear.b. The common term for the document <i>Order of Wear: Orders, Decorations and Medals in New Zealand</i>, signed by the Governor-General, that sets out a. above as well as post-nominal letters and other instructions regarding the wearing of honours and awards. A copy is available on the Wearing of Medals in New Zealand page on the NZDF Medals website, along with explanatory notes specifically for members of the NZDF.
post-nominal letters	The approved letters placed after an individual's name to indicate honours and awards, official appointments and other distinctions, such as educational qualifications, Service or Corps. Refer to Order of Wear and Chapter 11 of this DFO.
Queen's Colour	A flag that signifies loyalty to the current Sovereign or Crown. A Queen's Colour is the premier or senior Colour.
Regimental Colour	A flag that symbolises the spirit and history of a regiment.
regulations/rules	A legal instrument (document), issued under authority delegated by the Sovereign in a Royal Warrant, that sets out the rules governing the day-to-day administration of a decoration, medal or commendation.
reverse	The side of a piece of insignia of an order, decoration or medal that is unseen by an observer when worn. In the case of a medal, it usually bears a design relevant to the purpose of the award. Refer to obverse .
ribbon	<ol style="list-style-type: none">a. The coloured fabric from which the badge of an order, decoration or medal is suspended for wear or display, usually from the neck or chest. Ribbon colours are a means of identifying an honour or award.b. Denotes an award to an individual when worn on a uniform without the badge, decoration or medal affixed.
ribbon device	An emblem (usually metal) affixed to a ribbon to denote additional service, service of a special type, or a distinction of some kind.
rosette	A form of ribbon device in the shape of a stylised rose. Its meaning varies according to the regulations of the award to which it is affixed. Refer to ribbon device .
Royal Cypher	The personal emblem of the Sovereign.
Royal License	The term used to describe the formal painting or drawing of a badge, flag or other emblem that has been signed by the Sovereign or the Governor-General and countersigned by an Officer of Arms. Refer to Chapter 19.
Royal Honour	Every honour approved by sovereigns past and present for acceptance and wear by New Zealand citizens. The term encompasses all orders, decorations and medals listed in the Order of Wear , which is periodically approved by the Governor-General.

Contents

Royal Warrant	A legal instrument (document) by which the Sovereign institutes an order, decoration, medal or commendation. In the case of an order, the Royal Warrant may be referred to as the Statutes.
sash	The wide ribbon of an order worn over the shoulder by the Chancellor and persons appointed to the First Class of the Order. For example: Knight Grand Companion of the New Zealand Order of Merit (GNZM). Refer to insignia and sash badge .
sash badge	The badge of an order, worn from the sash at the hip. Refer to insignia .
sounding	A part of the approval process for honours at level 6 and above and bravery awards where, prior to approval by the Sovereign, the prospective recipient is asked by the Honours Unit, Department of Prime Minister and Cabinet (DPMC), whether or not they wish to accept a proposed honour. Sounding is conducted to prevent situations arising where a recipient refuses to accept an honour after approval, thereby causing embarrassment. Military personnel are not sounded.
Statutes	Refer to Royal Warrant .
Title	An appellation acquired by a person on receipt of an honour. For example: Sir and Dame. Refer to Order of Chivalry and Titular Honours .
Titular Honours	The levels of an Order of Chivalry that permit the use of a Title. In New Zealand, these are the first and second levels of the New Zealand Order of Merit: Knight/Dame Grand Companion (GNZM) and Knight/Dame Companion (KNZM/DNZM). Refer to Order of Chivalry and Title .
unofficial award	Any award not authorised by the Sovereign that is issued by a public or private organisation. This includes medals and badges produced on a commercial basis or for charitable purposes. For example: the International Year of the Volunteer Medal and the NZ Army 150 th Anniversary Commemorative Medal. This does not include departmental awards approved by CDF for wear on an NZDF uniform.
warlike	For the purposes of medallic recognition, it means being in a state of declared war, or in conventional combat operations against an armed adversary, or in peace enforcement between belligerents who have not consented to any intervention.
war medal	A medal recognising military campaigns and other operations that have entailed danger to life from enemy action, or special operations against an enemy, or a medal that is granted for specified service in a non-operational command during a state of war. This term has been superseded by ' campaign medal '.

Relevant Publications

Defence Force Orders and Defence Manuals

1. [DFO 3](#) *New Zealand Defence Force Human Resource Manual*
2. [DFO 5](#) *Defence Force Orders for Entitlements to Pay, Allowances and Expenses*
3. [DFO 51 \(1\)](#) *Defence Force Orders for Security, Volume 1, Protective Security*
4. [DM 69 \(2 ed\)](#) *Manual of Armed Forces Law*
5. [DM 112](#) *Interim Law of Armed Conflict Manual*

Other NZDF Publications

6. [NZDF Medal Mounting Standard](#)

Statutes/Royal Warrants; Regulations¹

7. [Statutes of The New Zealand Order of Merit: Royal Warrant](#)
[Additional Statutes of The New Zealand Order of Merit: Royal Warrant](#)
8. [Statutes of the Order of New Zealand: Royal Warrant](#)
9. [Statutes of the Queen's Service Order: Royal Warrant](#)
10. [The New Zealand Antarctic Medal: Royal Warrant](#)
[The New Zealand Antarctic Medal Regulations 2006](#)
11. [New Zealand Defence Meritorious Service Medal: Royal Warrant](#)
[New Zealand Defence Meritorious Service Medal Regulations 2013](#)
12. [The New Zealand Distinguished Service Decoration: Royal Warrant](#)
[The New Zealand Distinguished Service Decoration Regulations 2007](#)
13. [The New Zealand Meritorious Service Medal: Royal Warrant](#)
14. [The New Zealand 1990 Commemoration Medal: Royal Warrant](#)
15. [The New Zealand Suffrage Centennial Medal 1993: Royal Warrant](#)

Other Non-NZDF publications

16. [NATO Directive AD 040-008](#)
17. [The New Zealand Gazette \(https://gazette.govt.nz\)](https://gazette.govt.nz)

1. Statutes/Royal Warrants and Regulations that are not linked to here can be found on the Government's New Zealand Legislation website (www.legislation.govt.nz).

Amendment List

1. This publication has been issued at **At Issue** dated **DD MMM 2017**, as approved by CMMS WO 70091276.

Released under the Official Information Act 1982

Effective Pages

Amendment History At Issue .. ## XXX 2017

Page List and State: Total number of pages in this publication is 168 consisting of the following:

Page No	AL No	Page No	AL No	Page No	AL No	Page No	AL No
Auth	N/A	3-3	0	7-4	0	11-3	0
0-1	0	3-4	0	7-5	0	11-4	0
0-2	0	3-5	0	7-6	0		
0-3	0	3-6	0	7-7	0	Chapter 12	
0-4	0	3-7	0	7-8 (Blank)	0	12-1	0
0-5	0	3-8	0			12-2	0
0-6	0			Chapter 8		12-3	0
0-7	0	Chapter 4		8-1	0	12-4	0
0-8	0	4-1	0	8-2	0		
0-9	0	4-2	0	8-3	0	Chapter 13	
0-10	0	4-3	0	8-4	0	13-1	0
0-11	0	4-4	0	8-5	0	13-2	0
0-12	0	4-5	0	8-6	0	13-3	0
0-13	0	4-6	0			13-4 (Blank)	0
0-14	0	4-7	0	Chapter 9			
0-15	0	4-8 (Blank)	0	9-1	0	Chapter 14	
0-16	0			9-2	0	14-1	0
0-17	0	Chapter 5		9-3	0	14-2	0
0-18	0	5-1	0	9-4	0	14-3	0
0-19	0	5-2	0	9-5	0	14-4	0
0-20 (Blank)	0	5-3	0	9-6 (Blank)	0	14-5	0
		5-4	0			14-6 (Blank)	0
Part 1		5-5	0	Chapter 10			
1-TOC-1	0	5-6	0	10-1	0	Chapter 15	
1-TOC-2 (Blank)	0	5-7	0	10-2	0	15-1	0
		5-8	0	10-3	0	15-2	0
Chapter 1		5-9	0	10-4	0	15-3	0
1-1	0	5-10	0	10-5	0	15-4	0
1-2	0			10-6	0	15-5	0
1-3	0	Chapter 6		10-7	0	15-6	0
1-4	0	6-1	0	10-8	0	15-7	0
1-5	0	6-2	0	10-9	0	15-8 (Blank)	0
1-6	0	6-3	0	10-10	0		
1-7	0	6-4	0	10-11	0	Chapter 16	
1-8 (Blank)	0	6-5	0	10-12	0	16-1	0
		6-6	0	10-13	0	16-2	0
Chapter 2		6-7	0	10-14	0	16-3	0
2-1	0	6-8	0	10-15	0	16-4 (Blank)	0
2-2	0	6-9	0	10-16	0		
2-3	0	6-10 (Blank)	0	10-17	0	Chapter 17	
2-4 (Blank)	0			10-18	0	17-1	0
		Chapter 7				17-2	0
Chapter 3		7-1	0	Chapter 11		17-3	0
3-1	0	7-2	0	11-1	0	17-4 (Blank)	0
3-2	0	7-3	0	11-2	0		

Contents

<u>Page No</u>	<u>AL No</u>	<u>Page No</u>	<u>AL No</u>	<u>Page No</u>	<u>AL No</u>	<u>Page No</u>	<u>AL No</u>
Chapter 18		Part 2					
18-1	0	2-TOC-1	0				
18-2	0	2-TOC-2 (Blank)	0				
Chapter 19							
19-1	0	END					
19-2	0						
19-3	0						
19-4	0						
19-5	0						
19-6	0						
19-7	0						
19-8	0						
19-9	0						
19-10	0						
Chapter 20							
20-1	0						
20-2	0						
20-3	0						
20-4	0						
Chapter 21							
21-1	0						
21-2	0						
Chapter 22							
22-1	0						
22-2	0						
Chapter 23							
23-1	0						
23-2	0						
Chapter 24							
24-1	0						
24-2	0						

Released under the Official Information Act 1982

Intentionally Blank

Released under the Official Information Act 1982

Part 1

Contents

- Chapter 1 Introduction
- Chapter 2 Honours Conventions
- Chapter 3 Structure of the New Zealand Royal Honours System
- Chapter 4 New Zealand Gallantry and Bravery Awards
- Chapter 5 New Zealand Defence Force Awards
- Chapter 6 Nominations for Honours and Awards
- Chapter 7 Processing and Assessment of Nominations, Notification and Announcement of Honours and Awards
- Chapter 8 Investitures and Presentations
- Chapter 9 Commonwealth and Foreign Honours and Awards
- Chapter 10 Wearing of Orders, Decorations, Medals and Commendations
- Chapter 11 Rules Relating to the Position and Use of Styles, Titles and Post-Nominal Letters
- Chapter 12 Matters Relating to Deceased Personnel
- Chapter 13 Provision of Insignia and Related Items
- Chapter 14 Care, Custody, Loss and Replacement of Honours and Awards
- Chapter 15 Forfeiture, Cancellation and Restoration of Honours and Awards
- Chapter 16 Honorary Appointments to the Sovereign's Household
- Chapter 17 Honorary Appointments to the Governor-General's Household
- Chapter 18 Battle Honours (Reserved)
- Chapter 19 Colours, Guidons, Flags, Badges and Use of Heraldic Emblems
- Chapter 20 Royal Patronage
- Chapter 21 (Reserved)
- Chapter 22 (Reserved)
- Chapter 23 (Reserved)
- Chapter 24 (Reserved)

Intentionally Blank

Released under the Official Information Act 1982

Chapter 1 Introduction

Contents

- 1.1 History of the Honours System in New Zealand
- 1.2 The Sovereign and the Role of the Prime Minister
- 1.3 The Sovereign and the Armed Forces
- 1.4 Responsibilities
- Annex A Awards in the Honours System Administered by the New Zealand Defence Force

Released under the Official Information Act 1982

1.1 History of the Honours System in New Zealand

- a. The Honours System in New Zealand has evolved since the late 1840s, the first honour being the appointment of Governor George Grey as a Knight Commander of the Order of the Bath. Since then, and until 1996, New Zealanders were recommended for various traditional Royal (sometimes called 'British' or 'Imperial') Honours.
- b. In 1975, following the first review of the way in which the British Honours System was being used in this country, the first distinctive New Zealand honour, the Queen's Service Order (QSO), with an associated Queen's Service Medal (QSM), was introduced. A second honour, the Order of New Zealand (ONZ), was instituted in 1987. The Honours System remained a mix of British and New Zealand honours for a further nine years, until 1996.
- c. In 1995, a Prime Minister's Honours Advisory Committee (PMHAC) was appointed to examine the Honours System and to make recommendations for any changes that would meet the needs of New Zealand society into the future. As a result of this review, the New Zealand Royal Honours System was established in May 1996. This saw the discontinuation of awards of the traditional British State Honours¹ and other awards for distinguished service to New Zealanders, and their replacement with the New Zealand Order of Merit. The use of Titles (knighthoods and dame-hoods) continued, though these were subsequently discontinued in April 2000 for a period of nine years until reinstated with effect June 2009.
- d. In September 1999, New Zealand instituted its own range of awards for gallantry and bravery, replacing the British ones that had been awarded up to that time. Important historical links were maintained by retaining the Victoria Cross (for New Zealand) (VC) as the premier award for gallantry and the careful selection of ribbon colours for each of the new awards. The revival of the New Zealand Cross (NZC) as the premier award for bravery re-established the historical link to the 1869 award of the same name.
- e. Since 1999, further additions have been made to the Honours System, with the institution of the New Zealand Antarctic Medal (NZAM) replacing the (British) Polar Medal in 2006, the Distinguished Service Decoration (DSD) in 2007, and the Police and Defence Meritorious Service Medals in 2013. The DSD and Defence Meritorious Service Medal (DMSM) have been instituted for the exclusive use of the New Zealand Defence Force (NZDF).
- f. Though the British honours are no longer awarded to New Zealanders², existing holders of British honours continue to enjoy their Titles, styles and privileges, as these honours are recognised by, and remain an integral part of, the New Zealand Honours System.

1. The British State Honours and appointments are as follows:

- The Most Honourable Order of the Bath.
- The Most Distinguished Order of St Michael and St George.
- The Most Excellent Order of the British Empire.
- The Order of the Companions of Honour.
- Knight Bachelor.

2. New Zealanders may still receive British honours in a British Honours List. As British honours are part of the New Zealand Honours System, they enjoy the same status as if they had been awarded in a New Zealand Honours List.

- g. With the institution of the New Zealand Honours System in 1996, honours are awarded on the basis of merit only, and the following practices ceased:
 - (1) The conferral of honours based on a recipient's appointment, rank or social status.
 - (2) The announcement of honours to military personnel in a separate Military List in the regular New Year and Queen's Birthday Honours lists.
 - (3) The award of honours to members of the Armed Forces based on an annual allocation. Nominations for honours to NZDF personnel for distinguished and meritorious service are now considered in the same manner as those for all other members of New Zealand society.
- h. The Honours System continues to evolve. Since 1999, new medals have been introduced for operational service around the world, three special service medals have been instituted, and the way in which long service is recognised has been brought into line with the new strategic direction of the NZDF. The number of Commonwealth and foreign awards approved for acceptance and wear by NZDF personnel has also increased significantly.

1.2 The Sovereign and the Role of the Prime Minister

- a. The Honours System is based on the concept that the Sovereign is the 'fount of all honour'. Honours are instituted and granted by or in the name of the Sovereign on the advice of the Prime Minister.
- b. The exceptions are those honours in the exclusive gift of the Sovereign, i.e. the dynastic honours, namely the British Order of the Garter, Royal Victorian Order and Order of Merit. These may be conferred on New Zealanders.
- c. The grant of honours in New Zealand is also governed by specific conditions and delegations set down in the Royal Warrants and regulations for each award.

1.3 The Sovereign and the Armed Forces

- a. The NZDF is a major stakeholder in the Honours System and in some cases has been formally entrusted, through delegations to the Minister of Defence and Chief of Defence Force (CDF), with the administration of some awards, including the selection of recipients. A list of awards administered by the NZDF is at Chapter 1 [Annex A](#).
- b. Honours and awards exemplify the important relationship that exists between the Sovereign and the Armed Forces. Bestowing honours and awards is a means by which the Sovereign recognises and rewards the Armed Forces for service to the nation, and acknowledges gallantry, bravery, and distinguished, meritorious and long service. In addition, honours and awards provide the means by which the NZDF can acknowledge the unique conditions and standards of service that are required of its members.
- c. The number of honours and awards for gallantry, bravery, and distinguished and meritorious service is limited, and is always exceeded by the number of people deserving recognition. Competition for recognition is therefore intense and the standards required of nominees are extremely high. It is essential that great care is taken in selecting personnel to be nominated for honours and awards and that the correct procedures are followed.

1.4 Responsibilities

- a. **Chief of Defence Force.** CDF is responsible for:
 - (1) managing stakeholder relationships with the Sovereign, Governor-General, Prime Minister and ministers as they relate to the administration of the Honours System within the NZDF; and
 - (2) exercising responsibilities as may be delegated to the NZDF in the Royal Warrants and regulations of honours and awards in the Honours System.
- b. **Director Career and Talent Management.** Director Career and Talent Management (DCTM) is responsible for:
 - (1) management of the responsibilities assigned in Part 1 of this Defence Force Order (DFO);
 - (2) policy development on matters covered in Part 1;
 - (3) joint management of the subjects listed in paragraph 3. of the Preface;
 - (4) providing advice to CDF in the exercise of the responsibilities in paragraph 1. of the Preface, ;
 - (5) liaison with the Honours Unit, Department of Prime Minister and Cabinet (DPMC), the Office of the Minister of Defence, and other government agencies on matters relating to honours and awards; and
 - (6) liaison with Medals Policy, NZDF on shared responsibilities.
- c. **Medals Policy, Heritage Commemorations and Protocol Group, HQNZDF.** Medals Policy, Heritage Commemorations and Protocol Group, Headquarters NZDF (HCP HQNZDF) is responsible for:
 - (1) management of the responsibilities assigned in paragraph 2. of the Preface;
 - (2) policy development on matters covered in paragraph 2. of the Preface;
 - (3) joint management of the subjects listed in paragraph 3. of the Preface;
 - (4) providing advice to CDF on the honours and awards-related matters in Part 2;
 - (5) liaison with external agencies as required; and
 - (6) liaison with DCTM on shared responsibilities.
- d. **New Zealand Defence Force Personnel Archives and Medals, Defence Human Resources.** NZDF Personnel Archives and Medals (NZDF PAM) is responsible for:
 - (1) the administration of medallic entitlements for current and former NZDF personnel; and
 - (2) stock management, engraving and issue of awards administered by the NZDF, including ribbon and associated hardware.

- e. **Commanding Officers (or Equivalent).** Commanding Officers are responsible for ensuring that:
- (1) when initiating or supporting recommendations for honours and awards, they are satisfied that the information provided has been checked for accuracy and is as complete as is practicable;
 - (2) decorations and medals placed in their care from time to time are kept in safe custody and properly maintained;
 - (3) personnel under their command wear only those orders, decorations and medals, including ribbons, to which they are entitled; this responsibility includes the wearing of foreign awards and citations, authorised miniatures and use of post-nominal letters;
 - (4) Orders, decorations and medals worn by personnel under their command are mounted in accordance with *Order of Wear: Orders, Decorations and Medals in New Zealand* (the Order of Wear) and the *NZDF Medal Mounting Standard*;
 - (5) personnel under their command are aware of their personal responsibilities as set out in paragraph 1.4 f.;
 - (6) appropriate measures are in place for the safe custody of orders, decorations and medals belonging to unit personnel deployed overseas; and
 - (7) action is taken to recover awards that are subject to forfeiture or cancellation.
- f. **Individual Members of the New Zealand Defence Force.** Individual members of the NZDF are personally responsible for:
- (1) the proper care, mounting, insurance and safe custody of the orders, decorations and medals, including ribbons, awarded to them;
 - (2) ensuring that any order, decoration or medal, including ribbon, awarded to them is readily available for wear when directed; and
 - (3) reporting without delay the loss of or damage to any order, decoration or medal to which they are entitled.
- g. **Other.** Other responsibilities are to be found in the relevant chapters of this DFO.

Annex A Awards in the Honours System Administered by the New Zealand Defence Force

1. Awards administered under a New Zealand Royal Warrant and New Zealand regulations are as follows:
 - a. New Zealand Operational Service Medal.
 - b. New Zealand General Service Medal (1992, Warlike and Non-warlike), with Clasps.
 - c. New Zealand General Service Medal (2002) [with different ribbon for each operation].
 - d. New Zealand Special Service Medal.
 - e. New Zealand Defence Meritorious Service Medal (DMSM) [instituted 2013].
 - f. New Zealand Armed Forces Award.
 - g. Royal New Zealand Navy Long Service and Good Conduct Medal.
 - h. New Zealand Army Long Service and Good Conduct Medal.
 - i. Royal New Zealand Air Force Long Service and Good Conduct Medal.
 - j. New Zealand Efficiency Decoration (ED) [instituted 2017].
 - k. New Zealand Efficiency Medal [instituted 2017].
 - l. Royal New Zealand Naval Reserve Decoration (RD).
 - m. The Royal New Zealand Naval Volunteer Reserve Decoration (VRD).
 - n. Royal New Zealand Naval Volunteer Reserve Long Service and Good Conduct Medal.
 - o. New Zealand Air Efficiency Award (AE) [instituted 2017].
 - p. Queen's Medal for Champion Shots of the New Zealand Naval Forces.
 - q. New Zealand Defence Service Medal.
2. Awards administered under a New Zealand Royal Warrant are as follows:
 - a. New Zealand Service Medal 1946–49.
 - b. The Vietnam Medal (1964) [A joint award with Australia].
 - c. The East Timor Medal and Clasp.
 - d. The New Zealand Meritorious Service Medal.*
3. Awards administered under a British Royal Warrant and New Zealand regulations are as follows:
 - a. The Efficiency Decoration (ED).*
 - b. The Efficiency Medal.*
 - c. The Air Efficiency Award (AE).*
 - d. Queen's Medal for Champion Shots of the Air Forces.
 - e. Cadet Forces Medal.

Note * These awards have been superseded.

4. Awards administered under the terms of a British Royal Warrant and/or a Command Paper issued by the British Ministry of Defence are as follows:
 - a. 1939–45 Star.
 - b. Atlantic Star.
 - c. Air Crew Europe Star.
 - d. Arctic Star.
 - e. Africa Star.
 - f. Pacific Star.
 - g. Burma Star.
 - h. Italy Star.
 - i. France and Germany Star.
 - j. Defence Medal.
 - k. New Zealand War Service Medal 1939–45.
 - l. War Medal 1939–45.
 - m. The Korea Medal (1950–53).
 - n. Naval General Service Medal (1915–1962), with Clasps.
 - o. General Service Medal (1918–1962), with Clasps.
 - p. The General (Campaign) Service Medal 1962, with Clasps [instituted 1964].
 - q. The Rhodesia Medal.
 - r. Queen's Medal for Champion Shots of the Military Forces.
5. The award administered under New Zealand regulations only, with the Sovereign's approval: the New Zealand Memorial Cross (1960).
6. Awards administered in conjunction with other countries and International Organisations are as follows:
 - a. Medals awarded by the United Nations Organisation (UN).
 - b. Medals awarded by the North Atlantic Treaty Organization (NATO), the European Union (EU) and the Multi-national Force and Observers (MFO) in the Sinai.
 - c. The International Force East Timor (INTERFET) Medal.
 - d. The Pingat Jasa Malaysia Medal (known as the 'PJM').
 - e. The Timor-Leste Solidarity Medal.
 - f. The South Korean War Service Medal.
 - g. The South Korean Presidential Unit Citation.
 - h. The Australian Meritorious Unit Citations (MUC).
 - i. The United States Navy Presidential Unit Citation.
 - j. The United States Army Meritorious Unit Citation.
 - k. The Republic of Vietnam Cross of Gallantry, with Palm.

Intentionally Blank

Released under the Official Information Act 1982

Chapter 2 Honours Conventions

Contents

- 2.1 Outline
- 2.2 The Five-Year Rule
- 2.3 Declined Honours
- 2.4 Posthumous Honours
- 2.5 Double Recognition (Double Medalling)
- 2.6 Recognition of Service in World War II
- 2.7 Confidentiality
- 2.8 Honours, Once Granted, Are Not Reviewed or Changed

Released under the Official Information Act 1982

2.1 Outline

The Honours System operates under a number of established conventions, reflecting the wishes of successive sovereigns. These conventions are to be observed by members of the New Zealand Defence Force (NZDF).

2.2 The Five-Year Rule

The five-year rule is used in relation to different aspects of the system, these are as follows:

- (1) Preferment (further honours for distinguished and meritorious service at level 6¹ and above) should not be conferred within a five-year period, unless there are exceptional circumstances.
- (2) Recognition should not be given for meritorious services or for events that took place more than five years prior to the proposal to give recognition. This also applies to nominations for gallantry and bravery awards. This convention does not preclude the granting of honours for a career or lifetime of meritorious service.

2.3 Declined Honours

In situations where a person has formally declined an honour, it is unusual for his or her name to be resubmitted to the Sovereign for recognition unless there are good reasons for doing so. This convention would normally apply only to civilian employees of the NZDF, who are 'sounded', i.e. asked prior to announcement if they wish to accept a proposed honour. Military personnel are not sounded and may not decline an honour from the Sovereign.

2.4 Posthumous Honours

a. The rules relating to posthumous honours are as follows:

- (1) Some awards may be granted posthumously. These include the New Zealand gallantry and bravery awards, the New Zealand Antarctic Medal (NZAM), the Distinguished Service Decoration (DSD), and the Defence Meritorious Service Medal (DMSM).
- (2) Awards that may not be granted posthumously include appointments to the Order of New Zealand (ONZ), the New Zealand Order of Merit, the Queen's Service Order (QSO), and awards of the Queen's Service Medal (QSM).
- (3) In those situations where a person dies after the Sovereign has formally approved an appointment to an order, but before it is announced, the honour is granted with effect from the approval date. If the nominee dies before the Sovereign has formally approved the appointment, the nomination lapses.

2.5 Double Recognition (Double Medalling)

- a. An act of bravery or gallantry, or period of meritorious, distinguished or long and efficient service, may be recognised once only. If an honour has been bestowed, the service recognised by that honour may not be taken into account when further honours are being considered.
- b. An act of bravery or gallantry, or period of meritorious or distinguished service, that has been recognised by a Commonwealth or foreign honour may not be recognised subsequently by a New Zealand honour (and vice versa).

1. For an explanation of levels in the Honours System, refer to Chapter 3 Annex A.

2.6 Recognition of Service in World War II

King George VI directed that no recognition of service or acts of gallantry or bravery performed during World War II were to be considered after 1949. The present Sovereign has followed her late father's wishes in this matter, and no honours have been conferred in New Zealand for service during World War II since that date.

2.7 Confidentiality

- a. The sources of nominations for honours and awards and identity of nominators are not to be disclosed to anyone, especially the nominee.
- b. Details relating to the consideration of nominations are not to be disclosed.
- c. The names of those who decline an honour are not to be disclosed, nor are their reasons for doing so to be enquired into.
- d. Once receipt of a nomination has been acknowledged, no further communication is normally entered into with the nominator unless additional information about the nominee is required.

2.8 Honours, Once Granted, Are Not Reviewed or Changed

The present Sovereign has followed the convention set by her predecessors that an honour, once granted, is not reviewed, nor is the level of an already approved honour changed at a later date.

Released under the Official Information Act 1982

Intentionally Blank

Released under the Official Information Act 1982

Chapter 3 Structure of the New Zealand Royal Honours System

Contents

3.1	Outline
3.2	The Order of New Zealand
3.3	The New Zealand Order of Merit
3.4	The Queen's Service Order and the Queen's Service Medal
3.5	New Zealand Gallantry and Bravery Awards
3.6	The New Zealand Antarctic Medal
3.7	The New Zealand Distinguished Service Decoration
3.8	The New Zealand Meritorious Service Medal
3.9	The New Zealand Defence Meritorious Service Medal
3.10	Medals for War, Operational Service and Peacekeeping
3.11	Special Service Medals
3.12	Jubilee and Coronation Medals
3.13	Commemoration Medals
3.14	Long Service Awards, Including Awards for Efficiency
3.15	Medals for Champion Shots of the Three Services
3.16	Medals for Service in the New Zealand Cadet Forces
3.17	The New Zealand Defence Service Medal
3.18	Miscellaneous Medals
3.19	The Order of St John
Annex A	Levels of Honours

3.1 Outline

The Honours System consists of two orders: an Order of Chivalry, awards for gallantry and bravery, and a range of other decorations and medals recognising service of various kinds. It also includes membership and awards of the Most Venerable Order of the Hospital of St John of Jerusalem (Order of St John), and British Honours conferred on New Zealanders.

3.2 The Order of New Zealand

- a. The Order of New Zealand (ONZ) was instituted by Royal Warrant in 1987 and is New Zealand's highest honour. It is a level 1¹ non-titular order with one class (member) and is conferred for outstanding service to the Crown and people of New Zealand in a civil or military capacity. Ordinary membership is limited to 20 persons living at any one time. Citizens of foreign countries and Commonwealth countries of which the Sovereign is not Head of State can be made honorary members of the order. Additional members may be appointed to the order in recognition of a significant royal, state or national occasion.
- b. The ribbon of the order is not worn on a ribbon bar when ribbons are worn alone, and the order is not worn in miniature.
- c. The ONZ is the only honour that requires the insignia to be returned on the death of a Member.
- d. **Appointments.** Appointments to the order are made by the Sovereign on the advice of the Prime Minister. Appointments may be announced in the regular New Year and Sovereign's Birthday Honours Lists, or in Special Honours Lists.
- e. **Post-nominal Letters.** Persons appointed to the order are entitled to use the post-nominal letters 'ONZ' from the date of announcement of their appointment by the Governor-General. Refer to Chapter 11.
- f. **Royal Warrant.** The *Statutes of the Order of New Zealand: Royal Warrant* can be found on the Government's New Zealand Legislation website. General information is available on the [ONZ](#) page of the NZDF Medals website.

3.3 The New Zealand Order of Merit

- a. This Order of Chivalry was instituted in 1996 to recognise those who, in any field of endeavour, have rendered meritorious service to the Crown and nation or who have become distinguished by their eminence, talents, contributions or other merits. The order has five levels:
 - (1) Level 1: Dame and Knight Grand Companion (GNZM), and Principal Companion (PCNZM—not in use)
 - (2) Level 2: Dame and Knight Companion (DNZM/KNZM), and Distinguished Companion (DCNZM—not in use)
 - (3) Level 3: Companion (CNZM)
 - (4) Level 4: Officer (ONZM)
 - (5) Level 5: Member (MNZM)

1. For an explanation of levels in the Honours System, refer to Chapter 3 [Annex A](#).

- b. Between 18 May 2000 and 31 December 2008, level 1 and 2 of the order were non-titular and known as 'Principal Companion' and 'Distinguished Companion' respectively. These appointments are not currently used.
- c. **Appointments.** Appointments to the order are made by the Sovereign on the advice of the Prime Minister. Appointments may be announced in the regular New Year and Sovereign's Birthday Honours Lists, or in Special Honours Lists.
- d. **Post-nominal Letters.** Persons appointed to the order are entitled to use the post-nominal letters appropriate to the level of their appointment from the date of announcement by the Governor-General. Refer to Chapter 3 [Annex A](#).
- e. **Promotions.** It is possible to be promoted from one level to a higher level in the order. When this occurs, only the insignia of the higher level is worn, and the insignia of the lower level is returned to the Honours Unit, DPMC, and the post-nominal letters of the higher level replace those of the lower.
- f. **Statutes.** The *Statutes of the New Zealand Order of Merit: Royal Warrant* and *Additional Statutes of the New Zealand Order of Merit: Royal Warrant* can be found on the New Zealand Legislation website. General information is available on the [New Zealand Order of Merit](#) page of the NZDF Medals website.

3.4 The Queen's Service Order and the Queen's Service Medal

- a. The Queen's Service Order (QSO) was instituted by Royal Warrant in 1975 with one class, 'Companion'. Until 2007 the order was subdivided into two divisions: 'for Community Service' and 'for Public Services'. Ordinary membership is limited to 30 appointments per year. The QSO ranks as a level 4 honour.
- b. Associated with the QSO is a medal, designated 'The Queen's Service Medal' (QSM), which ranks as a level 6 honour and like the QSO had two subdivisions until 2007. Appointments to the QSO and awards of the QSM are for valuable voluntary service to the community or meritorious and faithful services to the Crown or similar services within the public sector, whether in elected office or appointed office.
- c. The Royal Warrant of the order prohibits appointments to the QSO and awards of the QSM to recognise regular or territorial/reserve military service. These honours may be conferred on members of the New Zealand Cadet Forces (NZCF) as well as civilian employees of the New Zealand Defence Force (NZDF), and on military members of the NZDF, in recognition of their non-military contributions to the wider community.
- d. Persons in receipt of both the QSO and QSM may wear both honours.
- e. **Appointments and Awards.** Appointments to the QSO and awards of the QSM are made by the Sovereign on the advice of the Prime Minister. Appointments may be announced in the regular New Year and Sovereign's Birthday Honours Lists, or in Special Honours Lists.
- f. **Post-nominal Letters.** Persons appointed to the order are entitled to use the post-nominal letters 'QSO' or 'QSM' from the date of announcement of their appointment by the Governor-General. Refer to Chapter 11.
- g. **Royal Warrant.** The *Statutes of the Queen's Service Order: Royal Warrant* can be found on the Government's New Zealand Legislation website. General information is available on the [Companion of the QSO](#) and [QSM](#) pages of the NZDF Medals website.

3.5 New Zealand Gallantry and Bravery Awards

Refer to Chapter 4.

3.6 The New Zealand Antarctic Medal

- a. The New Zealand Antarctic Medal (NZAM) was instituted in 2006 and replaced the British Polar Medal. It recognises those New Zealanders who make an outstanding contribution to exploration, scientific research, conservation, environmental protection or knowledge of the Antarctic region, or in support of New Zealand's objectives or operations in Antarctica. The NZAM is a level 6 honour.
- b. The NZAM is not awarded in recognition of normal military service, or military operations in support of New Zealand Antarctic programmes performed in New Zealand, on the Antarctic Continent, or in Antarctic waters or air space.
- c. **Awards.** Awards of the medal are made by the Sovereign on the advice of the Prime Minister and the Antarctic Division of the Ministry of Foreign Affairs and Trade (MFAT). Awards may be announced in the regular New Year and Sovereign's Birthday Honours Lists, or in Special Honours Lists.
- d. **Post-nominal Letters.** Persons awarded the medal are entitled to use the post-nominal letters 'NZAM' from the date the award is announced. Refer to Chapter 11.
- e. **Royal Warrant and Regulations.** *The New Zealand Antarctic Medal: Royal Warrant* and the *New Zealand Antarctic Medal Regulations 2006* can be found on the Government's New Zealand Legislation website. General information is available on the [NZAM](#) page of the NZDF Medals website.

3.7 The New Zealand Distinguished Service Decoration

- a. Instituted in 2007, the New Zealand Distinguished Service Decoration (DSD) is awarded to serving members of the New Zealand Armed Forces who have rendered distinguished or meritorious service that brings great credit to the NZDF and contributes greatly to the conduct of an operation, to the conduct of military training, or to the outcome of a project with significant implications on the future capability of the NZDF. The DSD is a level 6 honour and may be awarded posthumously.
- b. Honorary awards of the DSD may be made to Commonwealth and foreign military personnel serving with, alongside or on exchange with the New Zealand Armed Forces.
- c. **Awards.** Awards of the Decoration are made by the Sovereign on the advice of the Prime Minister. Awards may be announced in the regular New Year and Sovereign's Birthday Honours Lists, or in Special Honours Lists. The DSD may not be awarded to civilians.
- d. **Bar to the New Zealand Distinguished Service Decoration.** A recipient of the DSD who performs further distinguished service worthy of recognition by the same decoration may be awarded a bar to be attached to the ribbon of the decoration.
- e. **Post-nominal Letters.** Persons awarded the Decoration are entitled to use the post-nominal letters 'DSD' from the date the award is announced by the Governor-General. Refer to Chapter 11.
- f. **Royal Warrant and Regulations.** *The New Zealand Distinguished Service Decoration: Royal Warrant* and the *The New Zealand Distinguished Service Decoration Regulations 2007* are available via the [DSD](#) page of the NZDF Medals website.

3.8 The New Zealand Meritorious Service Medal

- a. The New Zealand Meritorious Service Medal was awarded to non-commissioned personnel for 21 or more years' meritorious service. Recipients were required to have already qualified for a medal for long service and good conduct. The number of personnel holding the medal was restricted to 10 serving members of the Royal New Zealand Navy (RNZN), 20 serving Army personnel and 15 serving Royal New Zealand Air Force (RNZAF) personnel at any one time.
- b. **Awards.** Awards of this medal ceased with effect 30 June 2013. Recipients of the medal are entitled to continue to wear it.
- c. **Post-nominal Letters.** There is no entitlement to the use of post-nominal letters with the award of this medal.
- d. **Royal Warrant.** *The New Zealand Meritorious Service Medal: Royal Warrant* is available via the [New Zealand Meritorious Service Medal](#) page of the NZDF Medals website.

3.9 The New Zealand Defence Meritorious Service Medal

- a. This medal, instituted in October 2013, has different award criteria to the New Zealand Meritorious Service Medal, which it replaced.
- b. The New Zealand Defence Meritorious Service Medal (DMSM) recognises exceptionally meritorious service by all members of the NZDF, including civilian employees. The medal may be awarded posthumously. The medal may not be awarded to recognise an act of gallantry or bravery, or to recognise long service and good conduct.
- c. **Bars to the Medal.** Bars to the DMSM may be awarded to signify second and subsequent awards.
- d. **Awards.** Approval of awards and presentations of the medal are made by Chief of Defence Force (CDF).
- e. **Post-nominal Letters.** There is no entitlement to the use of post-nominal letters with the award of this Medal.
- f. **Royal Warrant and Regulations.** *New Zealand Defence Meritorious Service Medal: Royal Warrant* and the *New Zealand Defence Meritorious Service Medal Regulations 2013* are available via the [News](#) page of the NZDF Medals website.
- g. **Nominations.** Information on the nomination procedures for the honours and awards described in paragraphs 3.2 to 3.19 is in chapter 6.

3.10 Medals for War, Operational Service and Peacekeeping

Medals for war, operational service and peacekeeping are covered in Part 2. Information is also available on the [NZDF Medals website](#).

3.11 Special Service Medals

Special Service Medals are covered in Part 2. Information is also available on the [New Zealand Special Service Medals](#) page of the NZDF Medals website.

3.12 Jubilee and Coronation Medals

- a. It is customary for the Sovereign to institute medals to mark their coronation and jubilees. During the reign of Queen Elizabeth II, medals have been instituted to mark the 1953 Coronation, 25th (Silver) Jubilee in 1977, 50th (Golden) Jubilee in 2002, and 60th (Diamond) Jubilee in 2012.
- b. British coronation and jubilee medals are normally issued to New Zealanders in accordance with allocations determined by the British authorities and the Cabinet Office. Only the 1953 Coronation and 1977 Silver Jubilee medals have been officially conferred on personnel in the New Zealand Armed Forces.
- c. Some Commonwealth countries have instituted their own jubilee medals. New Zealand has not done so.

3.13 Commemoration Medals

The New Zealand 1990 Commemoration Medal

- a. This medal was instituted by the New Zealand Government to commemorate the 150th anniversary of the signing of the Treaty of Waitangi. The medal was awarded during the 1990 celebrations to people who had, by their virtues, talents, and loyalty, made a recognised contribution to New Zealand life. Awards of this medal have ceased.
- b. [The New Zealand 1990 Commemoration Medal: Royal Warrant](#) is available via the [Miscellaneous New Zealand Medals and Awards](#) page of the NZDF Medals website.

The New Zealand Suffrage Centennial Medal 1993

- c. This medal was instituted to celebrate 100 years of women's suffrage in New Zealand. Awards of this medal have ceased.
- d. [The New Zealand Suffrage Centennial Medal 1993: Royal Warrant](#) is available via the [Miscellaneous New Zealand Medals and Awards](#) page of the NZDF Medals website.

3.14 Long Service Awards, Including Awards for Efficiency

Efficiency and Long Service awards, decorations and medals are covered in Part 2. Information is also available on the [New Zealand Long Service and Good Conduct Medals](#) page of the NZDF Medals website.

3.15 Medals for Champion Shots of the Three Services

Medals for Champion Shots of the three Services are covered in Part 2. Information is also available on the [Miscellaneous New Zealand Medals and Awards](#) page of the NZDF Medals website.

3.16 Medals for Service in the New Zealand Cadet Forces

Medals for service in the NZCF are covered in Part 2. Information is also available on the [Cadet Forces Medal](#) page of the NZDF Medals website.

3.17 The New Zealand Defence Service Medal

The New Zealand Defence Service Medal is covered in Part 2. Information is also available on the [New Zealand Defence Service Medal](#) page of the NZDF Medals website.

3.18 Miscellaneous Medals

Service Medal of the Order of St John

This medal is associated with the Order of St John and is recognised as an official award within the Honours System. The medal and clasps to the medal may be worn by eligible NZDF personnel on the left side with other official orders, decorations and medals.

3.19 The Order of St John

- a. The Order of St John was incorporated by Royal Charter by Queen Victoria. The Sovereign is the Sovereign Head of the Order, and the Governor-General is Prior of the Order in New Zealand.
- b. The order has six classes:
 - (1) Bailiff or Dame Grand Cross (GCStJ);
 - (2) Knight or Dame of Justice/Grace (KStJ or DStJ);
 - (3) Commander (CStJ);
 - (4) Officer (OStJ);
 - (5) Member (MStJ)²; and
 - (6) Esquire (EsqStJ); this class is rarely conferred and has no insignia other than a lapel badge.
- c. All classes of the order are recognised and worn as level 6 honours in the Honours System.
- d. Insignia of the order may be worn by NZDF personnel who are members of the order in the same manner as insignia of equivalent classes of the New Zealand Order of Merit.
- e. Persons appointed as a Bailiff or Dame Grand Cross, or as a Knight or Dame of Justice or Grace of the Order, are not entitled to use the title 'Sir' or 'Dame'.
- f. **Post-nominal Letters.** It is a convention that members of the order only use their post-nominal letters when dealing with matters associated with the order. Refer to Chapter 11.

2. Prior to January 2007, this class of member was designated Serving Brother (SBStJ) or Serving Sister (SSStJ).

Annex A Levels of Honours

1. The level of an honour is a recognised international method of comparing its relative seniority both within its country of origin, and in comparison with honours of other countries. Countries that 'exchange honours' as part of the diplomatic process pay particular attention to levels.
2. The levels of New Zealand honours within the New Zealand Honours System are shown in [Table 1](#).
3. Levels are not assigned to the other decorations and medals in the Honours System. The levels in [Table 1](#) are not the same as the 'levels' assigned to gallantry and bravery awards as covered in chapter 4.
4. The relative precedence of honours in New Zealand is set down in [Order of Wear: Orders, Decorations and Medals in New Zealand](#) (the Order of Wear).

Table 1 : Levels of Honours Within the New Zealand Honours System

Level	Honour
1	<ul style="list-style-type: none"> • Member of the Order of New Zealand (ONZ) • Dame and Knight Grand Companion of the New Zealand Order of Merit (GNZM) • Principal Companion of the New Zealand Order of Merit (PCNZM): see note
2	<ul style="list-style-type: none"> • Dame and Knight Companion of the New Zealand Order of Merit (DNZM/KNZM) • Distinguished Companion of the New Zealand Order of Merit (DCNZM): see note
3	<ul style="list-style-type: none"> • Companion of the New Zealand Order of Merit (CNZM)
4	<ul style="list-style-type: none"> • Companion of the Queen's Service Order (QSO) • Officer of the New Zealand Order of Merit (ONZM)
5	<ul style="list-style-type: none"> • Member of the New Zealand Order of Merit (MNZM)
6	<ul style="list-style-type: none"> • The Order of St John (all six levels) • The Queen's Service Medal (QSM) • The New Zealand Antarctic Medal (NZAM) • The Distinguished Service Decoration (DSD)
<p>Note: This honour has not been conferred since the reinstatement of titular honours, with effect 1 June 2009.</p>	

Chapter 4 New Zealand Gallantry and Bravery Awards

Contents

4.1	Outline
Table 4–1	New Zealand Gallantry and Bravery Awards
4.2	Gallantry Awards
Table 4–2	Approving Authorities for New Zealand Gallantry Awards
4.3	Bravery Awards
Table 4–3	Approving Authorities for New Zealand Bravery Awards
4.4	Life Saving Awards of the Order of St John and the Royal Humane Society of New Zealand
4.5	Nominations
4.6	Announcement of Awards
4.7	Recording of Awards
Annex A	Comparison Tables: New Zealand and British Gallantry and Bravery Awards
Annex B	Additional Definitions Relating to Gallantry Awards
Annex C	Additional Definitions Relating to Bravery Awards

4.1 Outline

- a. In 1999 a new range of New Zealand Gallantry and Bravery Awards were instituted, replacing British awards in use up to that time¹. The New Zealand awards are listed in [Table 4–1](#).

Table 4–1 : New Zealand Gallantry and Bravery Awards

Level ²	Gallantry	Bravery
1	The Victoria Cross for New Zealand (VC)	The New Zealand Cross (NZC)
2	The New Zealand Gallantry Star (NZGS)	The New Zealand Bravery Star (NZBS)
3	The New Zealand Gallantry Decoration (NZGD)	The New Zealand Bravery Decoration (NZBD)
4	The New Zealand Gallantry Medal (NZGM)	The New Zealand Bravery Medal (NZBM)

- b. The Royal Warrant for the New Zealand Gallantry Awards is administered by the Honours Unit, Department of Prime Minister and Cabinet (DPMC). A copy is available via the [New Zealand Gallantry and Bravery Awards](#) page of the New Zealand Defence Force (NZDF) Medals website.
- c. The Royal Warrant for the New Zealand Bravery Awards is administered by the Honours Unit, DPMC. A copy is available via the [New Zealand Gallantry and Bravery Awards](#) page of the NZDF Medals website.
- d. Within the Honours System, the awards listed in paragraph 4.1 are regarded as ‘Decorations’. Refer to the [glossary definition of decoration](#).
- e. A comparison table showing New Zealand and British Gallantry and Bravery Awards is at Chapter 4 [Annex A](#).
- f. Acts of gallantry and bravery may also be recognised with awards of a Chief of Defence Force (CDF) Commendation, a Service Chief or a NZDF Commendation. Information on these awards is in Chapter 5.

4.2 Gallantry Awards

- a. There are four New Zealand Gallantry Awards. The award criteria set down in the Royal Warrant for these decorations are as follows:
- (1) **The VC**. For most conspicuous gallantry, or some daring or pre-eminent act of valour or self-sacrifice or extreme devotion to duty in the presence of the enemy or belligerents.
 - (2) **The NZGS**. For acts of outstanding gallantry in situations of danger.
 - (3) **The NZGD**. For acts of exceptional gallantry in situations of danger.
 - (4) **The NZGM**. For acts of gallantry.

1. Refer to Chapter 4, [Annex A](#) for comparisons of the New Zealand and British gallantry and bravery awards.

2. The ‘levels’ of gallantry and bravery awards are distinct from those for the meritorious service awards described in Chapter 3, [Annex A](#).

- b. **Bar to a Gallantry Award.** A recipient of any gallantry award who performs a further act of gallantry, worthy of recognition by the same decoration, may be awarded a bar to be attached to the ribbon of the decoration.
- c. **Approving Authorities.** The Approving Authorities for New Zealand Gallantry Awards are listed in [Table 4–2](#).

Table 4–2 : Approving Authorities for New Zealand Gallantry Awards

Approving Authority	Gallantry Award
Sovereign	VC, NZGS, NZGD
Governor-General	NZGM

- d. Further definitions applicable to New Zealand Gallantry Awards are at Chapter 4, [Annex B](#).

4.3 Bravery Awards

- a. There are four New Zealand Bravery Awards. The award criteria set down in the Royal Warrant for these decorations are as follows:
 - (1) **The NZC.** For acts of great bravery in situations of extreme danger.
 - (2) **The NZBS.** For acts of outstanding bravery in situations of danger.
 - (3) **The NZBD.** For acts of exceptional bravery in situations of danger.
 - (4) **The NZBM.** For acts of bravery.
- b. **Bar to a Bravery Award.** A recipient of any bravery award who performs a further act of bravery, worthy of recognition by the same decoration, may be awarded a bar to be attached to the ribbon of the decoration.
- c. **Approving Authorities.** The approving authorities for New Zealand Bravery Awards are listed in [Table 4–3](#).

Table 4–3 : Approving Authorities for New Zealand Bravery Awards

Approving Authority	Bravery Award
Sovereign	NZC, NZBS, NZBD
Governor-General	NZBM

- d. Bravery awards may be made to personnel in operational situations in recognition of acts for which a gallantry award is not appropriate.
- e. Further definitions applicable to New Zealand Bravery Awards are at Chapter 4 [Annex C](#).

4.4 Life Saving Awards of the Order of St John and the Royal Humane Society of New Zealand

- a. The Life Saving Medals (Gold, Silver and Bronze) of the Most Venerable Order of the Hospital of St John of Jerusalem (Order of St John) and the Royal Humane Society of New Zealand, as well as their various Certificates of Merit, are recognised by the Sovereign and in the Honours System as official recognition for brave conduct.
- b. Where the circumstances are deemed appropriate, CDF may refer bravery nominations for NZDF personnel to these organisations to be considered for one of their awards.

4.5 Nominations

- a. Information on nomination procedures for a New Zealand Gallantry or Bravery Award is in Chapter 6.
- b. Citizens of Commonwealth and foreign countries are eligible for nomination for New Zealand Gallantry and Bravery Awards, and Bars to these awards.
- c. Information on assessment procedures for a New Zealand Gallantry or Bravery Award is in Chapter 7.

4.6 Announcement of Awards

- a. Gallantry and bravery awards, including the relevant citations, are normally announced by the Governor-General on behalf of the Sovereign through the print, television and other electronic media in the form of a Special Honours List. Recipients may also receive a letter of congratulation from the Governor-General and the Prime Minister.
- b. Gallantry and bravery awards are notified in the *New Zealand Gazette* by the Honours Unit, DPMC subsequent to the announcement of an Honours List.
- c. Where CDF considers that the announcement of an award may prejudice national security interests, or place the recipient or his or her family at risk, CDF may take action as set out in Chapter 7.
- d. Action taken in accordance with paragraph 4.6 c. will not prevent an award being made or conferred.

4.7 Recording of Awards

- a. All gallantry, bravery and life saving awards are to be recorded as prescribed in paragraph 7.11.

Annex A Comparison Tables: New Zealand and British Gallantry and Bravery Awards

Table 1 : New Zealand and British Gallantry Awards

Level	New Zealand	British
1	Victoria Cross for New Zealand (VC)	Victoria Cross (VC)
2	New Zealand Gallantry Star (NZGS)	Conspicuous Gallantry Cross (CGC) Distinguished Service Order (DSO): <i>now awarded for distinguished command and leadership, not gallantry</i>
3	New Zealand Gallantry Decoration (NZGD)	Distinguished Service Cross (DSC) Military Cross (MC), Distinguished Flying Cross (DFC)
4	New Zealand Gallantry Medal (NZGM)	Mention in Dispatches (MiD)

Table 2 : New Zealand and British Bravery Awards

Level	New Zealand	British
1	New Zealand Cross (NZC)	George Cross (GC)
2	New Zealand Bravery Star (NZBS)	George Medal (GM)
3	New Zealand Bravery Decoration (NZBD)	Queen's Gallantry Medal (QGM) Air Force Cross (AFC): <i>for non-operational gallantry</i>
4	New Zealand Bravery Medal (NZBM)	Queen's Commendation for Bravery Queen's Commendation for Bravery in the Air

Annex B Additional Definitions Relating to Gallantry Awards

1. For the purposes of the New Zealand Gallantry Awards the following additional definitions apply:
 - a. **Most Conspicuous Gallantry.** Actions of the highest possible level or ultimate standard which may be difficult to surpass (The Victoria Cross for New Zealand (VC)).
 - b. **Outstanding Gallantry.** Actions of a high or conspicuous standard and very worthy of note (The New Zealand Gallantry Star (NZGS)).
 - c. **Exceptional Gallantry.** Actions which are unusual and stand out as being worthy of commendation (The New Zealand Gallantry Decoration (NZGD)).
 - d. **Gallantry.** Refer to the [glossary definition of gallantry](#).
 - e. **Extraordinary Command or Leadership.** Includes decisions or actions that ensured the achievement of the operational objectives or the saving of life in hazardous or life threatening situations.

Released under the Official Information Act 1982

Annex C Additional Definitions Relating to Bravery Awards

1. For the purposes of the New Zealand Bravery Awards the following additional definitions apply:
 - a. **Great Bravery.** Actions of the highest possible level or ultimate standard which may be difficult to surpass (The New Zealand Cross (NZC)).
 - b. **Outstanding Bravery.** Actions of a high or conspicuous standard and very worthy of note (The New Zealand Bravery Star (NZBS)).
 - c. **Exceptional Bravery.** Actions that are unusual and stand out as being worthy of commendation (The New Zealand Bravery Decoration (NZBD)).
 - d. **Bravery.** Refer to the glossary definition of **bravery**.
 - e. **Danger.** Those situations that endanger or place human life at risk.
 - f. **Extreme Danger.** Those situations where there is a high risk to human life.

Released under the Official Information Act 1982

Intentionally Blank

Released under the Official Information Act 1982

Chapter 5 New Zealand Defence Force Awards

Contents

- 5.1 Outline
- 5.2 Chief of Defence Force Commendation
- 5.3 Chief of Navy Commendation
- 5.4 Chief of Army Commendation
- 5.5 Chief of Air Force Commendation
- 5.6 New Zealand Defence Force Commendation
- 5.7 Nominations
- 5.8 Dress Distinctions
- 5.9 Chief of Defence Force Letter of Appreciation
- 5.10 New Zealand Defence Force Person of the Year Award
- 5.11 Recording of Awards on Personal Files and Human Resource Management Information System
- Annex A Chief of Defence Force Commendation Badge
- Annex B Chief of Defence Force Commendation Certificate Sample
- Annex C Appreciation of Long Service Letter Sample

Released under the Official Information Act 1982

5.1 Outline

- a. New Zealand Defence Force (NZDF) Awards provide an important means of recognition for meritorious services performed by members of the NZDF. They are associated with, but are not part of, the Honours System.
- b. Chief of Defence Force (CDF), the Service Chiefs (Navy, Army, Air Force), Vice Chief of Defence Force (VCDF), Commander Joint Forces New Zealand (COMJFNZ), and senior Defence leaders at 2-Star level can award commendations to members of their respective Services and staffs in recognition of excellence and superior or outstanding service. The commendations are available to individual military and civilian staff members, and to military units. The commendations are accompanied by a citation outlining the reason for the award and a dress distinction.
- c. Commendations at Formation, Command and Commanding Officer level are not covered in this Defence Force Order (DFO).

5.2 Chief of Defence Force Commendation

- a. The CDF Commendation recognises special contributions to the NZDF deemed worthy by the CDF deserving formal recognition.
- b. In the hierarchy of awards for distinguished and meritorious service, the relative position of the CDF Commendation is as follows:
 - (1) The New Zealand Order of Merit (all five levels).
 - (2) The Distinguished Service Decoration (DSD).
 - (3) The Defence Meritorious Service Medal (DMSM).
 - (4) Chief of Defence Force Commendation.
 - (5) Service Chief and NZDF Commendations.
- c. The CDF Commendation is at a level senior (of higher status) to other commendations.
- d. A person awarded a CDF Commendation may not receive a higher award in respect of the same service or circumstances at a later date.

Eligibility

- e. A CDF Commendation may be awarded to a member of the NZDF for:
 - (1) an act of gallantry or bravery that, in the opinion of CDF is worthy of recognition but does not merit a New Zealand Gallantry or Bravery Award; or
 - (2) a singular accomplishment or extraordinary performance of duty over time.
- f. A CDF Commendation may be awarded to a unit of the NZDF that has performed a deed or activity considered by CDF to be beyond the demands of normal duty and worthy of special recognition.
- g. A CDF Commendation may be awarded to a Commonwealth or foreign citizen or military unit, working with or alongside an NZDF formation or unit to recognise the same service or performance described in paragraphs 5.2 e. and 5.2 f.

Form of Recognition

- h. Individual recipients are to receive:
 - (1) a Badge 32 mm in width, bearing in the centre the NZDF Badge in gilt on a purple background (an image of the Badge is at Chapter 5 [Annex A](#));
 - (2) a certificate signed by CDF (a specimen copy of the certificate is at Chapter 5 [Annex B](#)); and
 - (3) a copy of the official citation.
- i. Units awarded a CDF Commendation are to receive a certificate signed by CDF and a copy of the official citation.
- j. Members of a unit that has been awarded a CDF Commendation are not entitled to receive or wear the Badge awarded to individual recipients.

Method and Order of Wear

- k. The CDF Commendation is to be worn on the right side of the uniform jacket or shirt immediately after any bravery awards of the Most Venerable Order of the Hospital of St John of Jerusalem (Order of St John) and the Royal Humane Society, and before Service Chiefs' Commendations and Commonwealth or foreign commendations and citations.
- l. Where more than one commendation or citation is worn, the CDF Commendation is to be worn in the senior position; that is, closest to the centre-line of the jacket.
- m. The CDF Commendation may be worn with civilian clothes as a lapel badge on the coat or jacket. Refer to paragraphs 5.6 [c.](#) and 10.19 [f.](#)

Note All commendations currently worn by NZDF personnel are being redesigned for wear on the ROBOBAR system. Until these become available, the CDF Commendation may be worn in uniform on the right side **above** other commendations and citations.

Presentation

- n. The CDF Commendation will be presented formally by CDF, or a person delegated by CDF, at an appropriate occasion attended by family, comrades and friends. The names of recipients, together with the citation, are to be published in Service magazines and any other publications recommended by the Director Defence Public Affairs.

Recording

- o. Director/Directorate Career and Talent Management (DCTM) is to maintain a record of all awards. Details of awards to individuals are to be recorded on the Human Resource Management Information System (HRMIS) by NZDF Personnel Archives and Medals (NZDF PAM).

5.3 Chief of Navy Commendation

- a. The Chief of Navy (CN) Commendation, formerly the Chief of Naval Staff Commendation, is available to officers, ratings, ships and establishments, and civilians whose contributions to the Royal New Zealand Navy (RNZN) deserve formal recognition, but which may not meet the criteria for honours and awards from the Sovereign.
- b. Regulations for the CN Commendation are to be found on the [CN Commendation Regulations](#) page of the NZDF Medals website.

5.4 Chief of Army Commendation

- a. The Chief of Army (CA) Commendation is available to officers, soldiers, civilians and their families, and units of the New Zealand Army whose contributions to the Army deserve formal recognition, but which may not be covered by the criteria for awards from the Sovereign.
- b. Regulations for the CA Commendation are to be found on the [CA Commendation Regulations](#) page of the NZDF Medals website.

5.5 Chief of Air Force Commendation

- a. Royal New Zealand Air Force (RNZAF) personnel of all ranks, RNZAF units, and civilian employees of the RNZAF are eligible for the award of the Chief of Air Force (CAF) Commendation, formerly the Chief of Air Staff's Commendation, for outstanding zeal and devotion to duty.
- b. Regulations for the CAF Commendation are to be found on the [CAF Commendation Regulations](#) page of the NZDF Medals website.

5.6 New Zealand Defence Force Commendation

- a. The NZDF Commendation ranks with the Chiefs of Service Commendations and provides a non-medallic means of recognising outstanding achievement or service to the NZDF in an operational environment, in circumstances where the an award of a Service Chief Commendation is not appropriate, or where the recipient may not be eligible for another form of commendation.
- b. In the hierarchy of awards for distinguished and meritorious service, the relative position of the NZDF Commendation is as follows:
 - (1) The New Zealand Order of Merit (all five levels).
 - (2) DSD.
 - (3) DMSM.
 - (4) CDF Commendation.
 - (5) Service Chief and NZDF Commendations.

Awarding Authorities

- c. The NZDF Commendation may be awarded by any one of the persons holding the following appointments:
 - (1) VCDF.
 - (2) COMJFNZ.
 - (3) Chief People Officer (CPO).
 - (4) Chief Financial Officer (CFO).
 - (5) Chief Joint Defence Services (CJDS).
- d. The VCDF shall be the Awarding Authority for staff of the Office of the CDF, Chief of Defence Strategy and Governance (CDSG) (and any future organisations where an officer of Brigadier (Equivalent) (BRIG (E)) equivalent or lower rank reports directly to CDF).
- e. The authority to award the NZDF Commendation granted to the holders of the appointments listed in paragraphs 5.6 c. and 5.6 d. may not be sub-delegated.

Eligibility

- f. An NZDF Commendation may be awarded to a member or unit of the NZDF for:
 - (1) an act of gallantry or bravery that, in the opinion of the Awarding Authority, is worthy of recognition, but does not merit a higher-level award; or
 - (2) a singular accomplishment or outstanding performance of duty over time; or
 - (3) performance of a deed or activity considered by the Awarding Authority to be beyond the demands of normal duty and worthy of special recognition; or
 - (4) an NZDF Commendation may be awarded to a Commonwealth or foreign citizen or military unit working with or alongside an NZDF formation or unit to recognise the same service or performance described in paragraphs 5.6 f. (1) to 5.6 f. (3); where an award under this paragraph is being considered, CDF is to be advised before an award is made.
- g. The NZDF Commendation may be awarded posthumously, provided the nomination is submitted to the Awarding Authority within six months of the date of decease.
- h. An NZDF Commendation may not be awarded to recognise long service.
- i. A person or unit awarded an NZDF Commendation may not receive any other award in respect of the same service or circumstances.

5.7 Nominations

Information on nomination procedures for New Zealand Defence Force awards is in Chapter 6.

5.8 Dress Distinctions

- a. When awarded, military personnel are to wear the insignia of commendations referred to in this chapter as a dress distinction on the right side of the chest when in uniform, as prescribed in Chapter 10.
- b. Civilian employees and military personnel in civilian dress may wear a commendation as a lapel badge on their coat or jacket (usually on the left side), at their discretion.
- c. Members of a unit that has been awarded a Service Chief or NZDF Commendation are not entitled to receive or wear the badge awarded to individual recipients.

5.9 Chief of Defence Force Letter of Appreciation

- a. The purpose of the CDF Letter of Appreciation is to recognise long service by members of the NZDF who have completed an aggregate of 30 years' or more service with the NZDF or its predecessor organisations at the time of their impending retirement. The CDF Letter of Appreciation is not an award.

Note A CDF Letter of Appreciation for long service can be received in addition to any medallic recognition already awarded for long service and efficiency.

- b. An example of a Letter of Appreciation of long service is at Chapter 5 Annex C.
- c. Requests for a Letter of Appreciation are to be submitted by the proposed recipient's Commanding Officer or Manager to the Manager Honours and Awards, DCTM, Headquarters NZDF (HQNZDF). The application is to be accompanied by a draft citation and biography of the proposed recipient setting out their service history and any significant events or accomplishments.

Contents

- d. The Manager Honours and Awards is responsible for producing the final form of the letter for approval and signature by CDF.
- e. The letter may be presented at a function by CDF, or by the senior officer or senior civilian present as appropriate. Families should also be encouraged to attend.

5.10 New Zealand Defence Force Person of the Year Award

- a. The New Zealand Defence Force Person of the Year recognises a Member of the NZDF in a given calendar year who most exemplifies the Defence Force values of Courage, Commitment and Comradeship.

Eligibility

- b. The NZDF Person of the Year may be awarded to any of the category winners at the NZDF Awards event. Currently those categories are as follows:
 - (1) Sailor of the Year.
 - (2) Soldier of the Year.
 - (3) Airman of the Year.
 - (4) Civilian of the Year.
 - (5) Volunteer of the Year.
 - (6) Safety Person of the Year.
 - (7) Outstanding Sports Award.
 - (8) Innovation of the Year.
- c. The NZDF Person of the Year may also be identified from members of the Defence Force who received during the calendar year:
 - (1) Royal honours for gallantry, bravery, distinguished and meritorious service;
 - (2) the DMSM; or
 - (3) CDF, Service Chief and NZDF Commendations.

New Zealand Defence Force Person of the Year Award Process

- d. The NZDF Person of the Year Award recipient will be selected annually by a panel comprising:
 - (1) CDF;
 - (2) VCDF;
 - (3) Warrant Officer of the Defence Force (WODF);
 - (4) Chief of Staff, HQNZDF; and
 - (5) A civilian member of the NZDF Executive Leadership Team.
- e. The panel will be looking for the individual that best exemplifies the complete set of NZDF values, ahead of an outstanding example of one or more of the values. The panel may also choose whether qualities or contributions by an individual towards any current organisational priorities will also be a consideration in any given year.

Form of Recognition

- f. Recipients of the NZDF Person of the Year Award are to receive:
- (1) the NZDF Person of the Year (large) Trophy, to hold for the year of their award;
 - (2) an NZDF Person of the Year (miniature) Trophy, to keep permanently;
 - (3) a copy of the official citation;
 - (4) an appropriate development opportunity, tailored to the individual recipient, to be determined by the awarding panel; funding for this development opportunity will be provided from the personnel development fund administered by the Directorate of Career and Talent Management (DCTM); and
 - (5) an NZDF Commendation; excepting where the NZDF Person of the Year has already received, or been nominated for, medallic recognition or another commendation for the same contribution.

Presentation

- g. The NZDF Person of the Year Award will be the pinnacle award presented at an annual NZDF Awards Event.
- h. Responsibility for hosting of the annual NZDF Awards Event will rotate between each of the three Services.
- i. The Office of the CDF has overall responsibility for the annual NZDF Awards Event.

5.11 Recording of Awards on Personal Files and Human Resource Management Information System

All NZDF Awards are to be recorded in accordance with the provisions of paragraph 7.11.

Annex A Chief of Defence Force Commendation Badge



Actual width 30 mm

Released under the Official Information Act 1982

Annex B Chief of Defence Force Commendation Certificate Sample



NEW ZEALAND DEFENCE FORCE
TE OPE KAATUA O AOTEAROA

Commendation
by the
Chief of Defence Force
Awarded to

in recognition of your outstanding
contribution in the New Zealand Defence Force

Dated this day of

CHIEF OF DEFENCE FORCE

Annex C Appreciation of Long Service Letter Sample



**LETTER OF APPRECIATION OF LONG SERVICE FROM
CHIEF OF DEFENCE FORCE
[RANK/TITLE and NAME]**

I wish to record my appreciation to you on your retirement from the New Zealand Defence Force after XX years of loyal, dedicated, and outstanding service. During your career, first as an enlisted member in the XX and then as a member of the civil staff, you have provided exemplary service that has contributed to the reputation of the XX and the Army and of the New Zealand Defence Force as a whole. You have been conscientious and professional in your dealings with people you have come into contact with.

[SOME HIGHLIGHTS OF THE RECIPIENT'S CAREER MAY BE INCLUDED HERE]

Throughout your career with the New Zealand Defence Force, both uniformed and civilian, you have consistently demonstrated our core values of courage, commitment and comradeship and maintained the highest standards of professionalism. Your commitment to teamwork has been inspirational and your contributions to the New Zealand Defence Force throughout your working life have been greatly appreciated. On behalf of the NZDF, I thank you and I wish you well for the future.

Chief of Defence Force
(Date)

Chapter 6 Nominations for Honours and Awards

Contents

6.1	Outline
6.2	Nomination Forms
6.3	Supporting Information for Gallantry and Bravery Awards
6.4	Letters in Support of Nominations
6.5	Submission of Nominations
6.6	Acknowledgement of Nominations
6.7	Effect of Legal Proceedings
6.8	Timing
6.9	Non-New Zealand Citizens (Military and Civilian)
6.10	Consultation
6.11	Nomination Information Not to Be Placed on Personal Files
Annex A	Completion of Nomination forms
Annex B	Writing Citations for Gallantry and Bravery Awards

Released under the Official Information Act 1982

6.1 Outline

- a. The processes set out in this chapter apply to nominations for both military and civilian personnel, and to the provision of supporting letters for nominations for non-Defence-related services.
- b. Nominations for honours and awards may be made by any person in the New Zealand Defence Force (NZDF) by completing and submitting the appropriate nomination form.
- c. The consent of the person being nominated **is not** required. The nominee **is not** to be informed that they have been nominated, as this will raise expectations that may not be met.
- d. The preferred type or level of honour or award being sought does not need to be specified. This is for Chief of Defence Force (CDF) to determine if the nominee is considered to be worthy of recognition.
- e. Where possible, nominations are to be made while the nominee is still a member of the NZDF and, if possible, at least 12 months before they are expected to retire or leave the employ of the NZDF.
- f. Nominations received more than six months after a person has left the employ of the NZDF will not normally be considered.
- g. Nominations seeking recognition for events that took place more than five years prior to the date of nomination will not normally be considered. This does not apply to nominations seeking recognition for a person's whole career.
- h. Self-nominations will not be considered.

6.2 Nomination Forms

- a. Nominations for honours and awards are to be submitted in the format prescribed in this chapter under cover of Form [MD592 NZDF Cover Sheet for Nominations for New Zealand Honours and Awards](#). The front cover of the Form [MD592](#) allows the nominating officer to specify the type of recognition being sought. This is optional. Refer to paragraph 6.1 d.
- b. Nominations for the following honours and awards also require a Form [MD592A Nomination for a New Zealand Royal Honour](#) to be completed:
 - (1) Appointments to the New Zealand Order of Merit.
 - (2) Appointments to the Queen's Service Order (QSO) and awards of the Queen's Service Medal (QSM).
 - (3) The New Zealand Antarctic Medal (NZAM).
 - (4) The New Zealand Distinguished Service Decoration (DSD).
 - (5) The New Zealand Defence Meritorious Service Medal (DMSM).

Gallantry Awards

- c. There is no specific nomination form. A detailed description of the act(s) of gallantry, of events that took place, timings and persons involved is to be prepared on a separate sheet(s) and submitted under cover of the Form [MD592](#).

Bravery Awards

- d. Nominations for New Zealand Bravery Awards are to be submitted under cover of the Form [MD592](#) accompanied by the Honours Unit Bravery Award Nomination Form. Copies of the latter are available from the Manager Honours and Awards, Headquarters NZDF (HQNZDF).

Chief of Defence Force Commendation

- e. There is no specific nomination form. A detailed description of the nominee's performance, service or contribution is to be prepared on a separate sheet(s) and submitted under cover of the Form [MD592](#). Refer to Chapter [5](#) for more information.

Availability of Nomination Forms and Guidelines

- f. All Forms may be obtained from the Manager Honours and Awards, Directorate Career and Talent Management (DCTM), HQNZDF. Electronic copies of Forms [MD592](#) and [MD592A](#) are available on the [NZDF Forms website](#) via the Defence Intranet Launch Pad (ILP), and allow for partial completion online.
- g. Only one person is to be nominated per nomination form.
- h. Guidelines for the completion of nomination forms are at Chapter 6 [Annex A](#).
- i. Guidelines for writing citations for Gallantry and Bravery Awards are at Chapter 6 [Annex B](#).

6.3 Supporting Information for Gallantry and Bravery Awards

- a. Nominations for Gallantry and Bravery Awards require corroboration and are to be accompanied by one or more of the following types of supporting information:
 - (1) **Witness Statements.** These should be provided in all cases, and are essential for nominations seeking the award of the Victoria Cross for New Zealand (VC), the New Zealand Cross (NZC), the New Zealand Gallantry Star (NZGS) and the New Zealand Bravery Star (NZBS). Their absence will weaken the case for an award.
 - (2) **Maps and Diagrams.** Maps and diagrams should be provided, especially where a complex situation or series of events needs to be explained.
 - (3) **Incident Reports.** Where emergency services or other agencies are involved in the same incident that leads to a nomination, reports describing the view of the incident from the perspective of those services or agencies should be obtained.
 - (4) **Findings of Investigations and Inquiries.** Where an incident leading to a nomination has been the subject of a formal investigation or Court of Inquiry, key extracts from the findings may be appended to the nomination, subject to prior written approval from the Director Defence Legal Services (DLS).

6.4 Letters in Support of Nominations

In those cases where a member of the Defence Force (military or civilian), or an officer of the New Zealand Cadet Forces, is nominated for an honour in recognition of their non-NZDF services to the wider community, the nominator is to obtain, where practicable, letters of support for the nomination from the head or secretary of those organisations that have benefited from the services provided by the nominee.

6.5 Submission of Nominations

- a. Nominations for honours and awards are to be submitted **in hard copy format** by or through the unit Commanding Officer (or equivalent person) directly to the Manager Honours and Awards, HQNZDF in the first instance for processing and staff action. Normal command channels are not to be used as command endorsements will be sought during the staffing process.
- b. Twice a year, the Manager Honours and Awards will issue a call for nominations for the New Year and Queen's Birthday Honours Lists.
- c. Nominations seeking Chief of Navy (CN), Chief of Army (CA), Chief of Air Force (CAF) and NZDF Commendations are to be submitted through Service or command channels to the office of the appropriate Service Chief or Awarding Authority for consideration.
- d. Completed nomination forms (all types) are to be handled as 'HONOURS-IN-CONFIDENCE' and double-enveloped.

6.6 Acknowledgement of Nominations

- a. The Manager Honours and Awards is to acknowledge receipt of all nominations on behalf of CDF. No further correspondence regarding progress of a nomination will normally be entered into.
- b. DCTM will brief CDF, Service Chiefs, Commander Joint Forces New Zealand (COMJFNZ), Chief People Officer (CPO), Chief Financial Officer (CFO) and Chief Joint Defence Services (CJDS) on the status of nominations as required.

6.7 Effect of Legal Proceedings

- a. Where a nominee for an honour or award, or the circumstances leading to their nomination is, or is likely to be, subject to any form of legal proceedings (civil or military), DLS and the Manager Honours and Awards are to be advised.
- b. No nomination for an honour or award is to be submitted to an Approving Authority until all legal proceedings relating to it, including Coroners' Inquests, are complete. Regrettably, this requirement may cause considerable delays in processing some nominations, especially those for Bravery Awards.

6.8 Timing

- a. Nominations for honours and awards may be submitted at any time during the year.
- b. For planning purposes, nominations for honours and awards, announced in a regular Honours List by Government House, are normally required to reach the Manager Honours and Awards no later than the second week in April **of the previous year** for a New Year Honours List, and the first week in October **of the previous year** for a Queen's Birthday Honours List.

6.9 Non-New Zealand Citizens (Military and Civilian)

- a. Citizens of Commonwealth countries of which the Sovereign is head of state may be nominated for any New Zealand honours and awards.
- b. Citizens of Commonwealth countries of which the Sovereign is not head of state, and of foreign countries, are eligible to be nominated for the following New Zealand honours¹:
 - (1) Honorary appointments to the New Zealand Order of Merit, the Queen's Service Order (QSO); and for honorary awards of the Queen's Service Medal (QSM).
 - (2) Honorary awards of the NZAM.
 - (3) Honorary awards of the DSD and Bars to the Decoration.
 - (4) New Zealand Gallantry and Bravery Awards and Bars to these awards.
- c. Non-New Zealand citizens, as well as Commonwealth and foreign military units, may be nominated for a CDF Commendation.
- d. Nominations forms are to be submitted in the same manner as prescribed in paragraphs 6.2 a. to 6.2 e.
- e. Nominations for awards to non-New Zealand citizens are to be processed and assessed in accordance with Chapter 7.

6.10 Consultation

The governments of Commonwealth and foreign countries may need to be consulted before an award can be made to one of their citizens. This requirement varies depending on the country. The consultation process is managed by DCTM through the Cabinet Office and the Ministry of Foreign Affairs and Trade (MFAT), and may take up to three months to complete.

6.11 Nomination Information Not to Be Placed on Personal Files

No record of any kind is to be placed on a person's personal file that indicates that the person has been nominated for an honour or award.

1. The Order of New Zealand (ONZ) has been excluded from this list. Honorary appointments to the order are made at the discretion of the Prime Minister.

Annex A Completion of Nomination forms

1. This annex contains instructions and guidelines for those completing a nomination form for an honour or award, and for officers or senior managers who are required to comment on the relative merits of a nomination before it is submitted to Chief of Defence Force (CDF) for consideration.

General

2. The information in a nomination form should have the following characteristics:
 - a. It is to be written in plain (simple) English that can be understood by the majority of the general, non-military public. If an award is forthcoming, a summary will be published in all forms of media, except in the case of awards that CDF determines are not to be announced in accordance with paragraphs 4.6 a. and 4.6 b.
 - b. It is to be free of military jargon, acronyms and abbreviations.
 - c. Care must be taken in the use of the 'wow factor' and emotive adjectives and adverbs. These risk creating an impression that an attempt is being made to justify a higher-level award.
 - d. Details of the nominee's previous service, postings and courses attended etc. **are not** be included unless they are crucial to the substance of the case being made, i.e. the nomination is to recognise a person's entire career.

Awards for Military Service or Civilian Service to the New Zealand Defence Force

3. The nominator is to provide information showing that the nominee has achieved one or more of the following:
 - a. Made a significant contribution to the work of the New Zealand Defence Force (NZDF).
 - b. Exemplified sustained and selfless service over a long period.
 - c. Changed things, with an emphasis on achievement.
 - d. Brought distinction to the NZDF and enhanced the country's reputation.
 - e. Demonstrated innovation.
 - f. Shown sustained achievement in difficult or challenging circumstances.
 - g. Performed in a manner significantly over and above that expected by a person of their rank and experience.

Awards for Public or Community Service (Not in a Military Capacity)

4. The nominator is to provide information showing that the nominee has achieved one or more of the following:
 - a. Made a difference to their community or field of endeavour.
 - b. Exemplified sustained and selfless voluntary service.
 - c. Changed things, with an emphasis on achievement.
 - d. Improved the circumstances of those less able to help themselves.

- e. Brought distinction to New Zealand life and enhanced the country's reputation.
 - f. Demonstrated innovation and entrepreneurship.
 - g. Shown sustained achievement against the odds which has required moral courage in making tough choices.
5. Ideally, the nomination should be supported by the following:
- a. Letters from individuals and organisations relevant to the area of endeavour of the nominee.
 - b. Letters corroborating the information provided by the nominator.

Compliance with Honours Conventions

6. The nomination must be in respect of services or contribution to the nation that are within the five-year time convention and other relevant timeliness considerations.
7. In the case of nominations for honours and awards for distinguished or meritorious services, the nominee must be alive at the time the nomination is submitted for consideration.

Action by Director/Directorate Career and Talent Management Following Acknowledgement of Nomination

8. Once receipt of the nomination has been acknowledged, Director/Directorate Career and Talent Management (DCTM) is to seek comment from the following:
 - a. Senior officers and managers in the chain of command.
 - b. Senior specialist officers, as appropriate.

Organisation of Information

9. Where CDF determines that a nomination is suitable for consideration by the Cabinet Appointments and Honours Committee (APH) for inclusion in a regular (or special) Honours List, the information submitted in the nomination form is to be summarised by DCTM staff into one or two paragraphs of no more than 250 words. The Cabinet Committee does not review the original nomination form.
10. A similar situation applies in the case of nominations for Gallantry and Bravery Awards. In these cases, DCTM staff may revise the 'citation' together with all supporting and corroborating material, prior to its consideration by the relevant assessment committees.
11. It is essential, therefore, that the information provided in the nomination form is well structured, clear, and the key elements are easy to identify.

Annex B Writing Citations for Gallantry and Bravery Awards

Definition of Citation

1. For the purpose of this chapter, a citation is a descriptive note accompanying the announcement of an honour or award. A citation describes the service or acts performed by the person that have resulted in the award being made.

Characteristics

2. A citation is to have the following characteristics:
 - a. It is written in plain (simple) English that can be understood by the majority of the general, non-military, public. If an award is forthcoming, the citation will be published in all forms of media.
 - b. It tells a story that must stand on its own merits. Those who eventually read it (the public) will not have access to any supporting information from other documents.
 - c. Where several actions are involved, the transition from one to another must be easy to follow.
 - d. It is to be free of military jargon, acronyms and abbreviations.
 - e. Care must be taken in the use of the 'wow factor' and emotive adjectives and adverbs. These risk creating an impression that the citation is being inflated to justify a higher-level award.
 - f. Ideally, it should be no more than 500 words in length. Citations for top-level awards or describing a complex series of events may be longer.

Elements

3. The elements of a citation are the same regardless of the type of act(s) it is desired to recognise; i.e. it is the same whether the act is performed by a civilian or a member of the armed forces, and whether it is for gallantry or bravery.
4. It is usual for a citation for gallantry or bravery to be written in the following way:
 - a. **Opening.** The opening paragraph sets the scene. It must state the date, time and place the act(s) of gallantry or bravery took place. It must also place the subject of the citation at the scene, for example:
 - (1) **For Gallantry.** 'On (date), Sergeant Smith was leading a patrol near the village of XXXXX in Bamyar Province, Afghanistan when, at 1530 hours, his unit was ambushed by ... etc'.
 - (2) **For Bravery.** 'On (date), Sergeant Smith was driving his car over the Rakaia River Bridge towards Burnham Military Camp when, at approximately 3.30 pm, he saw an oncoming utility vehicle crash through the bridge railings and plummet into the swollen river.'
 - b. **Middle.** The act, or acts (of gallantry or bravery) performed are described in plain English, in chronological order.

- c. **Conclusion.** This is a separate paragraph, that can be in the form of an ‘impact statement’, encapsulating the act(s) performed in terms of their significance to the outcome of the event or immediate operation, such as lives saved, effects on the enemy where applicable; and in the wider context, the success of the operations that had taken place. The writer may, by using the appropriate terminology, **express an opinion** as to the level of gallantry or bravery that had been displayed. These paragraphs are often used by the media, for example:
- (1) **For Gallantry.** ‘Sergeant Smith’s outstanding gallantry (suggesting an award of the NZGD) not only saved the lives of his two scouts, it gave other members of the patrol time to take up defensive positions from which they were able to inflict significant damage on a larger enemy force and compel it to withdraw.’
 - (2) **For Bravery.** ‘Were it not for Sergeant Smith’s exceptional bravery (suggesting an award of the NZBD) in dragging the driver from the submerged utility and holding on to him and the bridge pier until emergency services arrived to assist, both men could have been swept to their deaths in the torrent.’

Personal and Career Details

5. The personal and career details of a nominee for a gallantry or bravery award are not to be included in a citation. This information may be provided as a separate attachment to the nomination form.

Citations and Supporting Material for Acts Performed during Covert, Special Forces or Sensitive Operations

6. In situations where an act (or acts) of gallantry or bravery is performed during covert or sensitive operations, all relevant details, including classified information, are to be included in the citation and supporting material submitted with the nomination. All such information is to comply with New Zealand Defence Force (NZDF) standards for the protection of official information (refer to [DFO 51 \(1\) Defence Force Orders for Security, Volume 1, Protective Security](#)). If an award is approved, Chief of Defence Force (CDF) may direct that information that should not be in the public domain is to be removed before any public announcements are made (refer to paragraph 4.6 c.).

Intentionally Blank

Released under the Official Information Act 1982

Chapter 7 Processing and Assessment of Nominations, Notification and Announcement of Honours and Awards

Contents

- 7.1 Outline
- 7.2 Responsibilities
- 7.3 Processing of Nominations
- 7.4 New Zealand Defence Force Honours and Awards Assessment Panel
- 7.5 Withdrawal of Nominations
- 7.6 Notification and Announcement of Awards
- 7.7 Posthumous Awards: Notification of Next of Kin
- 7.8 Announcements May be Withheld
- 7.9 Release of Information
- 7.10 Publication of Citations for Honours and Awards
- 7.11 Recording of Honours and Awards
- 7.12 Authority for the Immediate Wear of Ribbons and of Miniature Medals and the Use of Post-nominals
- 7.13 Review of Unsuccessful Nominations
- 7.14 Arrangements for Special Forces Personnel

7.1 Outline

- a. This chapter sets out the processes to be followed in respect of:
 - (1) the assessment of nominations for honours and awards submitted in accordance with Chapter 6, and
 - (2) the manner in which awards are to be notified and announced.
- b. The Cabinet Appointments and Honours Committee (APH) provides advice to the Prime Minister on nominations for honours recognising distinguished and meritorious service at level 6 and above. These are subsequently submitted through the Governor-General for approval by the Sovereign and announced in the regular Honours Lists.
- c. The Prime Minister's Bravery Assessment Committee provides advice to the Prime Minister on nominations for New Zealand Bravery Awards, and is responsible for maintaining the standards of these awards. Chief of Defence Force (CDF) is represented on this Committee. Recommendations for awards are made by the Committee to the Prime Minister for submission to the Approving Authority. Bravery Awards are usually announced in Special Honours Lists.
- d. A Committee chaired by the Antarctic Division of the Ministry of Foreign Affairs and Trade (MFAT) provides advice to the Prime Minister on awards of the New Zealand Antarctic Medal (NZAM). These are subsequently submitted for approval by the Governor-General and announced in regular Honours Lists.
- e. All nominations for CDF Commendations and higher-level awards raised within the New Zealand Defence Force (NZDF) are considered by the NZDF Honours and Awards Assessment Panel before recommendations are made to CDF. Those nominations CDF considers merit recognition at level 6 and above are submitted to the Prime Minister through the Minister of Defence for consideration in accordance with paragraphs 7.1 b. to 7.1 d. Successful nominations are subsequently submitted to the Approving Authority for announcement in Regular or Special Honours Lists.

7.2 Responsibilities

The Manager Honours and Awards is responsible to the Director Career and Talent Management (DCTM) for:

- (1) the management and tracking of nominations from receipt, through the assessment process, to official announcement;
- (2) obtaining comments on nominations from senior commanders and other appropriate persons;
- (3) provision of advice to CDF, the Minister of Defence, and others as required, on appropriate levels of recognition;
- (4) ensuring CDF is represented on the Prime Minister's Bravery Assessment Committee;
- (5) administering the NZDF Honours and Awards Assessment Panel;
- (6) actioning decisions by CDF on matters relating to honours and awards;
- (7) liaison with the Honours Unit, Department of Prime Minister and Cabinet (DPMC), and the preparation of submissions for honours and awards to the Prime Minister through the Minister of Defence;

- (8) liaison with the Most Venerable Order of the Hospital of St John of Jerusalem (Order of St John) and the Royal Humane Society of New Zealand on the nomination of NZDF personnel for their awards; and
- (9) liaison with Medal Policy, Headquarters NZDF (HQNZDF).

7.3 Processing of Nominations

Following acknowledgement of receipt of a nomination in accordance with paragraph 6.6 a., the Manager Honours and Awards is to:

- (1) circulate the nomination to senior commanders and other appropriate persons seeking comments as to:
 - (a) the suitability of a nominee for recognition, and any additional information in support of the nomination; or
 - (b) reasons why a nominee might not be suitable for recognition, or reasons why the nomination is not supported.
- (2) prepare nominations for consideration by the NZDF Honours and Award Assessment Panel;
- (3) submit the Panel recommendations for decision by CDF; and
- (4) action decisions made by CDF arising from paragraph 7.3 (3).

7.4 New Zealand Defence Force Honours and Awards Assessment Panel

- a. The NZDF Honours and Awards Assessment Panel is to advise CDF on the merits, or otherwise, of all nominations for honours and awards recognising gallantry, bravery, distinguished and meritorious service by members of the NZDF and those military and civilian members of forces that work alongside units of the NZDF from time to time. The Panel is to make recommendations to CDF as to whether a nomination should be:
 - (1) submitted to the Prime Minister, through the Minister of Defence, seeking approval for:
 - (a) a New Zealand Gallantry Award, and the level of that award;
 - (b) a New Zealand Bravery Award, and the level of that award;
 - (c) an appointment to the New Zealand Order of Merit; or
 - (d) an award of the Distinguished Service Decoration (DSD).
 - (2) considered by CDF for an award of the Defence Meritorious Service Medal (DMSM) or a CDF Commendation;
 - (3) referred by CDF to the appropriate Service Chief or other Approving Authority for consideration for an award of a Chief of Navy (CN), Chief of Army (CA), Chief of Air Force (CAF) or NZDF Commendation; or
 - (4) deferred while further information is obtained or for consideration at a later date.
- b. The Panel may also recommend that no award be made.

- c. The Panel is to be chaired by a military or civilian member of the NZDF at Major General (Equivalent) (MAJGEN (E)) rank appointed by CDF, and comprise of the following:
 - (1) Up to three senior officers or managers (serving or retired) selected by CDF on the basis of their independence from the nominees (where practicable) and experience relative to the nominations to be considered.
 - (2) Director Career and Talent Management (DCTM) or Deputy Directory Career and Talent Management (DDCTM).
 - (3) Manager Honours and Awards (to provide technical advice and secretarial support to the Panel).
 - (4) Warrant Officer of the Defence Force (WODF).

7.5 Withdrawal of Nominations

- a. Should any individual nominated for an honour or award die or become the subject of disciplinary action, the Manager Honours and Awards is to be advised without delay.
- b. Following an assessment of the circumstances in each case, CDF may decide on one of the following courses of action:
 - (1) Withdrawal of the nomination, either temporarily or permanently.
 - (2) In the case of an award administered by the NZDF, cancel an award before it is announced.
 - (3) In the case of all other honours and awards, request the withdrawal of the nomination.
 - (4) allow the nomination and any recommendation relating to it to proceed.
- c. The honours convention on the status of nominations following the death of a nominee is in Chapter 2.

7.6 Notification and Announcement of Awards

- a. It is the convention in New Zealand that honours and awards at level 6 and above are announced by Government House in Regular Honours Lists on the occasion of the Sovereign's official birthday (the first Monday in June), and at New Year (usually 31st December). The New Year Honours List is announced on 30 December when the 31st falls on a Sunday. A 'Special Honours List' may be announced at any time during the year and is the normal means by which Gallantry and Bravery Awards are announced.
- b. Level 6 and above honours, as well as Gallantry and Bravery Awards, are also notified in the *New Zealand Gazette* by the Honours Unit, DPMC subsequent to the announcement of an Honours List.
- c. Other awards to NZDF personnel are to be announced by CDF or Service Chiefs, Portfolio heads and senior commanders through NZDF channels.

Initial Notification

- d. Approximately three months before the official announcement of an Honours List, military personnel who are to be recommended to the Sovereign for an honour at level 6 or above, or for a Gallantry or Bravery Award, will be advised by letter from the Official Secretary at Government House of their **proposed honour**. The Official Secretary will also request a contact address to which all further correspondence is to be sent. The recipient is responsible for ensuring that this information remains current.

Confirmation of an Honour

- e. If the Sovereign approves the proposed honour, the recipient will be advised by letter from Government House. This will be sent to their nominated contact address and timed to arrive a few days before the official announcement of the Honours List.
- f. Personnel resident overseas will normally be advised by electronic means. Alternatively, contact may be made through NZDF command channels or through the nearest New Zealand diplomatic post. A letter from Government House will follow.

Confidentiality

- g. Notifications received in accordance with paragraphs 7.6 d. to 7.6 f. are to remain strictly confidential until the date of the official announcement of their award.

Notification of an Award

- h. All NZDF recipients of honours in a Regular or Special Honours List will receive a congratulatory letter from CDF following the official announcement of their award. Recipients may also receive a congratulatory letter from the Prime Minister.
- i. Recipients of awards of the DMSM and the CDF Commendation will be notified by means of a congratulatory letter from CDF.
- j. Recipients of a CN, CA, CAF or NZDF Commendation are to be advised by the authority making the award.

7.7 Posthumous Awards: Notification of Next of Kin

- a. In the case of posthumous honours and awards, the Manager Honours and Awards, Directorate Career and Talent Management (DCTM), is to liaise with the Honours Unit, DPMC, and the appropriate Service Chief to ensure that arrangements are made to notify the deceased's next of kin before an official announcement is made in accordance with Part 12 of [DFO 3 New Zealand Defence Force Human Resource Manual](#).
- b. In all cases, notification of the next of kin is to be made by a Casualty Liaison Officer appointed in accordance with [DFO 3 Part 12](#).

7.8 Announcements May be Withheld

Where CDF considers it to be necessary, the public announcement of an award, and any subsequent notification in the *New Zealand Gazette*, may be withheld as prescribed in paragraphs 4.6 c. and 4.6 d.

7.9 Release of Information

- a. DCTM is responsible for arranging the public release of information on honours and awards (with the exception of those awards covered in Part 2) through Defence Public Affairs.
- b. All those who are given advance information about an impending award are to guard against its early release and are to treat it in the strictest confidence.
- c. Information relating to the assessment of nominations is not to be released.

7.10 Publication of Citations for Honours and Awards

- a. For the purpose of this chapter, the term 'citation' may mean one of the following:
 - (1) A note accompanying the announcement of an honour or award, describing the service or acts performed by the person that have resulted in the award being made. These are provided to the media by the Honours Unit, DPMC, or Defence Public Affairs staff.
 - (2) A shortened version of the note referred to in sub-paragraph 7.10 a. (1) that is read out at the investiture or award presentation. A copy is normally provided by the Honours Unit, DPMC to the recipient following the investiture.
 - (3) A full citation for a Gallantry or Bravery Award. A copy is normally provided by the Honours Unit, DPMC to the recipient following the investiture.
- b. Additional copies of citations may be made available to recipients or their relatives, on request.

7.11 Recording of Honours and Awards

- a. All approved honours and awards are to be recorded on the recipient's personal file, along with a copy of the citation.

Advice to New Zealand Defence Force Personnel Archives and Medals, Trentham

- b. The conferral of honours and awards, above and including the level of a NZDF Commendation, is to be advised to NZDF Personnel Archives and Medals (NZDF PAM), Trentham, by the Manager Honours and Awards, DCTM. Refer to paragraph 7.14 (5).
- c. Awards of CN, CA, CAF and NZDF Commendations are to be advised to NZDF PAM, Trentham in accordance with single Service policies.
- d. On receipt of this advice, NZDF PAM is to:
 - (1) update the Human Resource Management Information System (HRMIS) record for every recipient;
 - (2) issue recipients with their miniature insignia at public expense, where applicable; and
 - (3) place a copy of award citations on the personal file of ex-service recipients.

7.12 Authority for the Immediate Wear of Ribbons and of Miniature Medals and the Use of Post-nominals

- a. From the time of the public announcement of any award, the recipient may wear the appropriate miniature insignia and wear the ribbon of the award on their ribbon bar. The recipient is also entitled to the use of any post-nominal letters associated with their award. In the case of level 1 and 2 appointments to the New Zealand Order of Merit (Knight/Dame Grand Companion (GNZM), Knight Companion (KNZM), Dame Companion (DNZM)), the recipient may use the title Sir or Dame, as appropriate.
- b. On receipt of the miniature insignia, the recipient may raise a Form MD1249 *NZDF Medal Mounting Request* for the re-mounting of their miniature medals and for the supply of two ribbon bars displaying the new award.
- c. Recipients of awards will receive their full-size insignia at an investiture or presentation ceremony. Refer to Chapter 8.

7.13 Review of Unsuccessful Nominations

Nominations for honours and awards submitted to APH, the Prime Minister's Bravery Award Assessment Committee, and to the Prime Minister for Gallantry Awards may be unsuccessful for a variety of reasons. All unsuccessful nominations will be reviewed by CDF and considered for:

- (1) resubmission for an honour or award in a subsequent Honours List;
- (2) an award of the DMSM or a CDF Commendation;
- (3) referral to the appropriate authority to be considered for a CN, CA, CAF or NZDF Commendation; or
- (4) no award.

7.14 Arrangements for Special Forces Personnel

The Manager Honours and Awards, DCTM, is to make arrangements as required, regarding:

- (1) the notification of honours and awards to Special Forces personnel;
- (2) the content of 'short' and 'long' citations;
- (3) the release of information to the public;
- (4) arrangements for investitures and presentations (refer to Chapter 8); and
- (5) the recording of information on personal files and issue of miniature insignia.

Intentionally Blank

Released under the Official Information Act 1982

Chapter 8 Investitures and Presentations

Contents

8.1	Outline
8.2	Authority to conduct Investitures
8.3	Types of Investiture
8.4	Attendance of New Zealand Defence Force Personnel at Investitures
8.5	Dates for Investitures
8.6	Invitations
8.7	Official representation at Investitures
8.8	Travel expenses
8.9	Dress for Investitures
8.10	Investitures for posthumous awards
8.11	Presentation of Awards
8.12	Authority to Conduct Presentations
8.13	Posting of Awards to Recipients
8.14	Presentation of the New Zealand Memorial Cross
Annex A	Persons Authorised to Conduct the Presentation of Awards to New Zealand Defence Force Personnel

8.1 Outline

The purpose of Investitures and presentations of honours and awards is to celebrate the achievements of the recipients in public, and especially in the presence of their comrades, colleagues, family and friends.

8.2 Authority to conduct Investitures

- a. The Sovereign has delegated authority to the Governor-General to confer the accolade of knighthood and to invest those persons on whom the Sovereign has conferred an honour.
- b. The Governor-General may delegate authority to conduct Investitures on his or her behalf.
- c. Where authority to make awards of a decoration or medal has been delegated by the Sovereign in a Royal Warrant or associated regulations, so too is the authority to make presentations of that decoration or medal.

8.3 Types of Investiture

There are five types of official Investiture:

- (1) **Public Investiture.** These are normally held in April/May and September/October each year at Government House Wellington and Government House Auckland. This is the standard type of Investiture for recipients of honours announced in the regular Sovereign's Birthday and New Year Honours Lists, in Special Honours Lists, and for Gallantry and Bravery Awards.
- (2) **Special Investiture.** These are held at the discretion of the Governor-General at any time during the year, usually to invest recipients of high honours, such as the Victoria Cross for New Zealand (VC), the NZC and the Order of New Zealand (ONZ). They may also be held for recipients of awards arising from covert operations or where it is desirable that the identity of recipients remain confidential.
- (3) **Marae Investiture.** In special cases, Māori recipients of higher honours (usually level 3 and above) may be invested on their marae by the Governor-General or a Minister of the Crown.
- (4) **Overseas Investiture.** For recipients of New Zealand honours resident overseas, including New Zealand Defence Force (NZDF) personnel. These may be conducted by the head of a New Zealand diplomatic post or a visiting Minister of the Crown. Recipients of level 5 honours (Member of the New Zealand Order of Merit (MNZM) and above) on long-term residency in the UK may apply to attend an Investiture at Buckingham Palace. NZDF personnel posted to the UK during the period they would normally expect to receive their award may submit a request for an Investiture at Buckingham Palace to the Manager Honours and Awards, Directorate Career and Talent Management (DCTM). Acceptance of such a request is at the discretion of the British authorities and cannot be guaranteed.
- (5) **Private Investiture.** Private Investitures may be authorised for recipients who are too ill or infirm to travel to Government House. These are normally conducted by a Minister of the Crown in the recipient's home, hospital, a rest home, or other suitable venue.

8.4 Attendance of New Zealand Defence Force Personnel at Investitures

- a. NZDF recipients of honours announced in the regular Sovereign's Birthday and New Year Honours Lists, Special Honours Lists, and recipients of Gallantry and Bravery Awards, are to attend an official Investiture.
- b. A recipient of an honour who is unable to attend an Investiture due to exigencies of the service may request that their honour be presented at a later date.
- c. NZDF recipients serving overseas may be given the option of attending an 'Overseas Investiture' or waiting until their return to New Zealand.

8.5 Dates for Investitures

The dates on which official Investitures are to be held will be advised to recipients by Government House.

8.6 Invitations

Invitations to attend an Investiture are sent to recipients by the Official Secretary, Government House. Recipients will initially be requested to confirm their availability on the date proposed and asked to nominate any guests they may wish to attend. The number of guests permitted depends on the venue, but is normally limited to four per recipient. Formal invitations and administrative details will then follow.

8.7 Official representation at Investitures

The Manager Honours and Awards, DCTM is responsible for coordinating with Government House appropriate Service representatives at official Investitures, as well as the attendance of NZDF recipients.

8.8 Travel expenses

Expenses incurred in travelling to an Investiture for recipients and their nominated guests will be reimbursed in accordance with Chapter 3 of [DFO 5 Defence Force Orders for Entitlements to Pay, Allowances and Expenses](#).

8.9 Dress for Investitures

- a. Military recipients at Investitures are to wear uniform as prescribed in Service orders. Unless ordered otherwise, **medal ribbons only are worn**. This ensures that the insignia presented on the day is readily distinguishable from any other awards the recipient may have earned previously.
- b. Military guests at Investitures are to wear uniform as prescribed in Service orders. Unless ordered otherwise, **medal ribbons only are worn** to ensure that visitors and guests are not confused with recipients.
- c. The normal attire for civilian guests is lounge suit for men and day dress for women; no decorations or medals are to be worn. Women should not wear a hat, and gloves are not necessary.

8.10 Investitures for posthumous awards

Where an award is made posthumously, or when a person who has received an award dies before it can be presented, the next of kin (or person appointed by the family to receive it) may be given the choice of attending a public or private Investiture, usually at Government House.

8.11 Presentation of Awards

- a. The following awards are to be presented to recipients at an appropriate military gathering (formal or informal) in New Zealand at which comrades, colleagues, family and friends, and VIPs have an opportunity to be present:
 - (1) Defence Meritorious Service Medal (DMSM).
 - (2) Chief of Defence Force (CDF) Commendation.
 - (3) Chief of Navy (CN), Chief of Army (CA), Chief of Air Force (CAF) and NZDF Commendations.
 - (4) Long service awards.
 - (5) Medals for operational service, including peacekeeping.
 - (6) Special Service Medals.
 - (7) New Zealand Defence Service Medal (NZDSM).
 - (8) Medals for Champion Shots of the Services.

'In theatre' Presentations of New Zealand Medals for Operational Service

- b. It is NZDF policy that these awards are not to be presented 'in theatre' unless there are exceptional circumstances, such as a visit by the Prime Minister. Requests to conduct 'in theatre' presentations of New Zealand medals for operational service require the approval of Commander Joint Forces New Zealand (COMJFNZ).

Presentation of Commonwealth and Foreign Awards

- c. The presentation of awards from Commonwealth and foreign countries will be arranged by the Manager Honours and Awards, DCTM or Medals Policy, NZDF on a case by case basis with the presenting authorities.

8.12 Authority to Conduct Presentations

- a. Persons authorised to conduct presentations of awards to NZDF personnel are listed at Chapter 8 [Annex A](#).
- b. In addition to those persons listed at Chapter 8 [Annex A](#), presentations may be made by the Prime Minister, Ministers of the Crown, Civic Dignitaries and other VIPs where the occasion is considered to be appropriate.

8.13 Posting of Awards to Recipients

- a. Sending honours and awards to current members of the NZDF by safe-hand messenger, courier or post may only be undertaken when all other avenues of presentation have been exhausted, and the recipient has given permission to receive his or her award by such means. Ex-service persons will normally be sent their medals by courier.
- b. Orders, decorations and medals sent by courier or post are to have a 'track and trace' facility enabled and are to require the recipient's signature on delivery.

8.14 Presentation of the New Zealand Memorial Cross

- a. Presentations of the New Zealand Memorial Cross are normally made by a Service Chief¹. In special cases CDF or a Minister of the Crown may make the presentation. The choice of person to conduct the presentation is to be made after careful consideration of the wishes of the next of kin, family circumstances, and the level of public interest in the event.
- b. The presentation may be made privately, or at a ceremony or parade according to the wishes of the family.

Released under the Official Information Act 1982

1. It is not normal practice for the Governor-General or Prime Minister to present the Cross. This would set a precedent and level of expectation for subsequent presentations that could not be met.

Annex A Persons Authorised to Conduct the Presentation of Awards to New Zealand Defence Force Personnel

Award	Presenting Officer (Note 1)	May be Delegated to
Defence Meritorious Service Medal	CDF	VCDF (Note 2)
CDF Commendation	CDF	VCDF Service Chief (Note 2)
CN, CA, CAF and NZDF Commendation	VCDF Service Chief Portfolio Head	As determined by Presenting Officer
Long Service Awards	Service Chief	As determined by Service Chief
Medals for operational service and peacekeeping	Commanding Officer's discretion	Commanding Officer's discretion
Special Service Medals	Commanding Officer's discretion	Commanding Officer's discretion
Medals for Champion Shots of the Services	Service Chief	As determined by Service Chief
Defence Service Medal	Commanding Officer's discretion	Appropriate civilian VIP
NZ Memorial Cross	Service Chief (Others depending on the wishes of the family)	As determined by Service Chief
Commonwealth and Foreign awards to NZDF personnel	High Commissioner or Ambassador of country making the award	Senior diplomatic or military representative Defence Adviser or Attaché
<p>Note 1. The Minister of Defence may be invited to make presentations of any award at CDF's discretion.</p> <p>Note 2. This delegation will normally be made if six months has elapsed since CDF approval of the award, or CDF has not been able to present the award.</p>		

Contents

Chapter 9 Commonwealth and Foreign Honours and Awards

Contents

- 9.1 Outline
- 9.2 Operational Service Medals Awarded by International Organisations
- 9.3 Awards Not Designed to Be Worn
- 9.4 Awards to Deceased Personnel
- 9.5 Life Saving Awards
- 9.6 Approving Authorities
- 9.7 Responsibilities
- 9.8 Rules for Submission and Consideration of Proposals
- 9.9 Receipt of Award Offers Directly from Military Authorities
- 9.10 Factors to be considered
- 9.11 Awards Conferred Without Warning
- 9.12 Insignia May be Retained as a Memento
- 9.13 Recording of Proposals and Approvals
- 9.14 Provision of Insignia and Ribbon

Released under the Official Information Act 1982

9.1 Outline

The acceptance and wear of Commonwealth and foreign honours and awards by New Zealand Defence Force (NZDF) personnel is governed by the *Rules for the Acceptance and Wear of Commonwealth, Foreign and International Honours by New Zealand Citizens* (the Rules), approved by the Governor-General under delegated authority from the Sovereign. This is available on the website of the Department of Prime Minister and Cabinet (DPMC).

9.2 Operational Service Medals Awarded by International Organisations

Chief of Defence Force (CDF) may approve, on the advice of the Director Heritage, Commemorations and Protocol Group, Headquarters NZDF (HCP HQNZDF) the acceptance and wearing by NZDF personnel of operational service medals, including clasps and ribbon emblems, issued by International Organisations recognised by the New Zealand Government; e.g. the United Nations Organisation (UN), North Atlantic Treaty Organization (NATO), and European Union (EU). This authority does not extend to the approval of awards for meritorious service, e.g. the NATO Meritorious Service Medal, which are to be treated as 'foreign awards' for the purpose of approval to accept and wear.

9.3 Awards Not Designed to Be Worn

Approval is not required for NZDF personnel to accept Commonwealth or foreign honours and awards that are not designed to be worn; e.g. medallions and certificates.

9.4 Awards to Deceased Personnel

Approval is not required for the acceptance by the next of kin or a family member of Commonwealth or foreign honours and awards to a deceased person.

9.5 Life Saving Awards

Awards for saving or attempting to save life may be accepted, when conferred on behalf of a Commonwealth or foreign government or by private life saving societies or institutions. They may not be worn on NZDF uniform without the approval of CDF. Refer to paragraphs 10.19 a. and 10.19 b.

9.6 Approving Authorities

- a. Awards from foreign countries may be accepted and worn only when approval has been granted by the Governor-General acting under authority delegated by the Sovereign.
- b. Awards from Commonwealth countries may be accepted and worn only when approval has been granted by the Prime Minister, acting under authority delegated by the Sovereign.
- c. Notwithstanding any approvals granted under paragraphs 9.6 a. and 9.6 b., no Commonwealth or foreign award may be worn on NZDF uniform without the approval of CDF.

9.7 Responsibilities

- a. The Manager Honours and Awards, Directorate Career and Talent Management (DCTM), is responsible for:
 - (1) managing all requests and proposals for the acceptance and wear by NZDF personnel and units of awards from Commonwealth and foreign countries for distinguished and meritorious service, gallantry, and bravery, including the preparation of submissions to Approving Authorities;
 - (2) the assessment of each proposal and advising CDF whether or not to seek approval from the appropriate Approving Authority for acceptance and wear;
 - (3) provision of advice on the Order of Wear of Commonwealth and foreign awards approved for wear on NZDF uniform; and
 - (4) liaison with Medals Policy HQNZDF, Honours Unit, Department of Prime Minister and Cabinet (DPMC), the Ministry of Foreign Affairs and Trade (MFAT) and representatives of foreign governments as required.
- b. Medals Policy HQNZDF is responsible for:
 - (1) managing all requests and proposals for the acceptance and wear by NZDF personnel of **campaign and service** medals and equivalent awards from Commonwealth and foreign countries, including the preparation of submissions to Approving Authorities;
 - (2) the assessment of each proposal and advising CDF whether or not to grant approval in the case of operational service awards of International Organisations; or whether or not to seek approval from the appropriate Approving Authority for acceptance and wear of other awards;
 - (3) managing all requests from lateral recruits to wear foreign awards on NZDF uniform (refer to Part 2); and
 - (4) liaison with DCTM, the Honours Unit, DPMC, MFAT and representatives of foreign governments as required.
- c. NZDF Personnel Archives and Medals (NZDF PAM) is responsible for managing all requests from lateral recruits to wear foreign awards on NZDF uniform (refer to Part 2).

9.8 Rules for Submission and Consideration of Proposals

- a. The Rules require that, before conferring a Commonwealth or foreign award on a New Zealand citizen, the government concerned should submit a proposal seeking approval through diplomatic channels to MFAT, and subsequently through the Honours Unit at DPMC to HQNZDF.
- b. Every proposal must be accompanied by a statement giving the full name, address and other relevant particulars of the proposed recipient, together with precise reasons for the proposed award, and the name of that award.
- c. Every proposal is to be considered on a case-by-case basis. The fact that a similar proposal has been approved in the past should not be taken as implying that approval will be granted in a subsequent case.

9.9 Receipt of Award Offers Directly from Military Authorities

There will be occasions where the offer of an award is received directly from the military authorities of a Commonwealth or foreign country. All such offers are to be politely acknowledged and referred immediately to the Manager Honours and Awards, DCTM, or Medals Policy HQNZDF, as appropriate. Refer to paragraph 9.11.

9.10 Factors to be considered

- a. A proposal **may** be supported where:
- (1) an act of gallantry or bravery is involved;
 - (2) the proposed award is for meritorious service as a member of the NZDF involved in operations while on exchange, attachment, interchange or loan duties with the armed forces of the country making the proposal;
 - (3) the proposed award is for duty as a special representative of the Sovereign or Governor-General at events such as a state visit, coronation, wedding, and funeral or independence celebrations; or
 - (4) the proposed award is for personal services to a Head of State or member of a Royal Family of a Commonwealth or foreign country during a state visit to New Zealand.
- b. A proposal **will not** be supported where:
- (1) the same act or service has already been recognised by a New Zealand honour or award, or one is considered to be more appropriate;
 - (2) approval will likely give rise to an objection, e.g. for the wearing of an award issued by a country while it was in armed conflict with New Zealand;
 - (3) at the time of the proposed award, the country is not recognised by the New Zealand Government;
 - (4) the proposed award is for services while a permanent employee of an International Organisation; note that the UN Secretary-General has prohibited the acceptance of national and foreign honours by employees of the UN; or
 - (5) the proposed award is offered by a private institution.
- c. Notwithstanding the factors in paragraphs 9.10 a. and 9.10 b., CDF may support a proposal where it is considered to be in the best interests of New Zealand and the NZDF to do so.
- d. Where CDF is satisfied that a proposal for a Commonwealth or foreign award to a member of the NZDF merits approval, a submission will be made, through the Minister of Defence, to the appropriate Approving Authority.

9.11 Awards Conferred Without Warning

- a. It is not uncommon for a Commonwealth or foreign award to be conferred on a member of the NZDF without prior warning or approval having been given. **In all such cases, the recipient is to accept so as not to give offence.** The recipient's unit is to advise the Manager Honours and Awards, DCTM, or Medals Policy HQNZDF, as soon as practicable after the event.
- b. The advice is to be accompanied by:
- (1) an image of the insignia (decoration or medal);
 - (2) photocopies or scans of any citation and other relevant award documents; and
 - (3) where appropriate, a written request for retrospective approval to accept and wear.

Contents

- c. The Manager Honours and Awards, DCTM, or Medals Policy HQNZDF, is to arrange for the request for acceptance and wear to be retrospectively considered as prescribed in paragraph 9.10.
- d. The insignia and award documents remain the property of the original recipient regardless of the outcome of any request for acceptance and wear. The insignia may not be worn unless acceptance and wear has been approved in accordance with this chapter.

9.12 Insignia May be Retained as a Memento

Where a person is not granted approval to accept and wear a Commonwealth or foreign honour that has been conferred on them, that person may retain the insignia and any associated documentation as a memento of their service.

9.13 Recording of Proposals and Approvals

- a. Where a Commonwealth or foreign honours or award is approved for acceptance and wear, the recipient, NZDF PAM and the appropriate Service Career Manager are to be advised by DCTM or Medals Policy HQNZDF immediately following the granting of approval.
- b. On receipt of this advice:
 - (1) NZDF PAM, Trentham, is to update the Human Resource Management Information System (HRMIS) record for the recipient, and
 - (2) the Service Career Manager is to update the recipient's personal file.
- c. Notwithstanding the outcome, any Commonwealth or foreign honour conferred on a member of the NZDF is to be recorded on the Service person's personal file and be considered during the annual performance review process.

9.14 Provision of Insignia and Ribbon

- a. NZDF PAM is not required to stock miniature insignia and ribbon for every Commonwealth and foreign award approved for acceptance and wear by NZDF personnel. Where the stocking of an item can be justified, NZDF PAM should make enquiries with the appropriate Embassy, High Commission or Consular Office in New Zealand, or seek a supply from other sources. Refer to paragraph 13.3.
- b. Where NZDF PAM does not stock the miniature insignia and ribbon for a Commonwealth or foreign award, the individual recipient is to make their own purchase arrangements at their own cost.

Intentionally Blank

Released under the Official Information Act 1982

Chapter 10 Wearing of Orders, Decorations, Medals and Commendations

Contents

- 10.1 Outline
- 10.2 Responsibilities
- 10.3 Wearing of Awards with Service Dress
- 10.4 Wearing of Awards with Mess Dress, Dinner Jacket (Black Tie) and Evening Dress (Women)
- 10.5 Wearing of Awards with Lounge/Business Suit, Blazer, Sports Jacket and Day Dress (Women)
- 10.6 Wearing of Awards with Operational Uniform
- 10.7 Wearing of Awards on Uniform Shirts
- 10.8 Wearing of Awards with Windbreakers, Sweaters and Raincoats
- 10.9 Wearing of Awards with Overcoats
- 10.10 Wearing of Awards in Tropical Climates
- 10.11 Wearing of Awards with Māori Cloaks (Kowhaiwhai)
- 10.12 Wearing of Awards with Academic Dress
- 10.13 Wearing of Awards with Legal Dress
- 10.14 Wearing of Awards with Ecclesiastical Dress
- 10.15 Wearing of Awards by Women
- 10.16 Wearing of Miniature Medals by Junior Non-commissioned Officers and Other Ranks
- 10.17 Ribbon Bars
- 10.18 Lapel Badges, Buttons and Rosettes (Boutonnieres)
- 10.19 Awards Worn on the Right Side
- 10.20 Seniority of Awards Worn on the Right Side with Uniform
- 10.21 Naming of Orders, Decorations and Medals
- 10.22 Name Tags
- 10.23 Position of Medal Bars When Other Insignia Not Worn
- 10.24 Wearing of Decorations and Medals by Next of Kin and Family Members on Days of Remembrance
- 10.25 Wearing of Poppies
- 10.26 NZDF Medal Mounting Standard
- 10.27 Unofficial Awards
- 10.28 Wearing of Orders, Decorations and Medals After Leaving the NZDF
- 10.29 Enquiries
- Annex A Wearing of Awards with Service Dress
- Annex B Wearing of Awards with Mess Dress, Dinner Jacket, and Evening Dress (Women)
- Annex C Wearing of Awards with Lounge/Business Suit, Sports Jacket, Blazer, and Day Dress (Women)
- Annex D Wearing of Ribbon Bars
- Annex E Common Unofficial Awards

10.1 Outline

- a. This chapter provides instructions on the wearing of Orders, decorations and medals by members of the New Zealand Defence Force (NZDF) with various forms of dress.
- b. Except where provided for separately in this Defence Force Order (DFO), orders, decorations and medals are to be worn in accordance with *Order of Wear: Orders, Decorations and Medals in New Zealand* (the Order of Wear), approved by the Governor-General under delegated authority from the Sovereign. The current version can be found on [the Wearing of Medals in New Zealand](#) page on the NZDF Medals website, along with explanatory notes specifically for members of the NZDF.
- c. The mounting of orders, decorations and medals for wear is to be in accordance the [NZDF Medal Mounting Standard](#), approved by Chief of Defence Force (CDF). The current version is to be found via [Wearing Medals](#) page on the NZDF Medals website.

10.2 Responsibilities

- a. The Manager Honours and Awards, Directorate of Career and Talent Management (DCTM), is responsible for providing advice to CDF on standards to be applied regarding the wearing of orders, decorations and medals on NZDF uniform.
- b. Commanding Officers (or equivalent persons) are responsible for ensuring that honours and awards are worn by personnel of their unit or organisation as prescribed in this DFO (refer to paragraph 1.4 e.).

10.3 Wearing of Awards with Service Dress

- a. Orders, decorations and medals are to be worn with Service Dress as follows:
 - (1) **Full-Size Medals.** Full-size orders, decorations and medals are worn singly or, if more than one is held, on a bar over the left breast pocket.
 - (2) **Miniatures.** Miniature insignia are not worn with Service Dress.
 - (3) **Neck Badges.** Up to three neck badges may be worn. The senior badge, suspended on a miniature ribbon, is worn with the ribbon emerging from under the shirt collar so that the badge hangs approximately 1.5 cm below the tie knot. The second and third badges are worn from miniature width ribbons emerging from the first and second button holes of the jacket.
 - (4) **Breast Stars.** Up to four stars may be worn on the left side of the jacket.
- b. The correct method of wearing awards with Service Dress is shown in Chapter 10 Annex A, [Figure 1](#).

10.4 Wearing of Awards with Mess Dress, Dinner Jacket (Black Tie) and Evening Dress (Women)

- a. Orders, decorations and medals are to be worn with the forms of evening dress commonly worn in New Zealand¹, as follows:
 - (1) **Miniatures.** Miniatures of orders, decorations and medals are worn singly or, if more than one is held, on a bar on the left lapel of the jacket, and on the left shoulder of the dress.
 - (2) **Neck Badges.** For men, one full-size neck badge may be worn, suspended on a ribbon of miniature width, and hanging approximately 1.5 cm below the knot of the bow tie. For women, refer to paragraph 10.15 b.
 - (3) **Breast Stars.** Up to four stars may be worn; however, in the interest of comfort while sitting, it is normal for only one to be worn.
- b. The correct method of wearing awards with mess dress, dinner jacket and evening dress (women) is shown in Chapter 10 Annex B, [Figure 1](#) and [Figure 2](#).
- c. On occasions where a lounge/business suit is worn instead of mess dress or dinner jacket for formal evening wear, the method of wearing awards is the same as for mess dress and dinner jacket (black tie).

10.5 Wearing of Awards with Lounge/Business Suit, Blazer, Sports Jacket and Day Dress (Women)

- a. The correct method for wearing orders, decorations and medals with lounge/business suit and other civilian day wear for men is the same as for service dress, except that only one neck badge may be worn. Refer to paragraph 10.3.
- b. For women, the full-size medal bar is worn on the left shoulder of the day dress. Refer to paragraph 10.15 b. for rules about the wearing of neck badges.
- c. The correct method of wearing awards with lounge suit, blazer, sports jacket and day dress (women) is shown in Chapter 10 Annex C, [Figure 1](#) and [Figure 2](#).

10.6 Wearing of Awards with Operational Uniform

Orders, decorations and medals are not to be worn with any form of operational uniform; e.g. disruptive-pattern material (DPM), working overalls and tank suits.

10.7 Wearing of Awards on Uniform Shirts

- a. Full-size orders, decorations and medals may be worn with uniform shirts in the same manner as for service dress. Neck badges are not to be worn with open-necked shirts.
- b. When full-size orders, decorations and medals are not worn, the ribbons alone are to be worn above the left breast pocket or the equivalent position.

10.8 Wearing of Awards with Windbreakers, Sweaters and Raincoats

Orders, decorations and medals are not worn on windbreakers (bomber jackets), sweaters (pullovers) and raincoats.

1. Full evening dress (white tie) is not normally worn in New Zealand.

10.9 Wearing of Awards with Overcoats

- a. Only those full-size orders, decorations and medals mounted on a medal bar may be worn on an overcoat at outdoor functions, such as Anzac Day. Neither neck badges nor breast stars of orders are to be worn (they may be worn on the jacket or uniform underneath).
- b. Care should be taken when orders, decorations and medals are worn on an overcoat, since they are much more vulnerable to becoming wet and damaged.

10.10 Wearing of Awards in Tropical Climates

In tropical areas, climatic conditions may make it impractical to wear certain military uniforms and evening wear. When directed, orders, decorations and medals may be worn as follows:

- (1) With long-sleeved shirt and necktie or bow tie:
 - (a) Full-size or miniature medals on the left side above the pocket, as appropriate.
 - (b) One neck badge, where entitled.
- (2) With open necked shirt (this may be short- or long-sleeved):
 - (a) Full-size or miniature medals on the left side above the breast pocket, as appropriate.
 - (b) Ribbon bar above the breast pocket or equivalent position when ribbons are worn alone.

10.11 Wearing of Awards with Māori Cloaks (Kowhaiwhai)

- a. Orders, decorations and medals, full-size and miniature, may be worn on the uniform jacket, coat or dress appropriate to the occasion, over which is worn the Kowhaiwhai.
- b. Orders, decorations and medals are not normally worn on the Kowhaiwhai unless the method of wearing precludes awards being worn in accordance with paragraph 10.11 a.
- c. At investitures or award presentations, the insignia being presented may, for the sake of convenience, be temporarily attached to the Kowhaiwhai by means of an 'investiture hook'.

10.12 Wearing of Awards with Academic Dress

- a. Orders, decorations and medals, full-size and miniature, may be worn on the uniform jacket, coat or dress appropriate to the occasion, over which is worn the academic gown.
- b. Insignia are not to be worn on the academic gown.

10.13 Wearing of Awards with Legal Dress

Orders, decorations and medals are worn in the same manner as for academic dress. Refer to paragraph 10.12.

10.14 Wearing of Awards with Ecclesiastical Dress

- a. Full-size orders, decorations and medals on a bar, or ribbons only, may be worn on the left side. In the case of Anglican, Presbyterian and some other clergy, the medal bar or ribbons are attached to the scarf, stole or cape.
- b. The badge of an Honorary Chaplain to the Sovereign is worn on the scarf below any medals.

10.15 Wearing of Awards by Women

- a. When in uniform, women are to wear orders, decorations and medals in the manner prescribed for a man.
- b. When wearing evening dress (long or short) or day dress, women appointed to levels 1 to 3, inclusive of the New Zealand Order of Merit, are to wear the **full-size** badge of the order on the left shoulder of the dress, mounted on a bow with tails. The ribbon bar is worn immediately below the badge. Refer to Chapter 10 [Annex B](#) and [Annex C](#).

10.16 Wearing of Miniature Medals by Junior Non-commissioned Officers and Other Ranks

Junior non-commissioned officers (NCOs) and other ranks may wear miniature medals at evening functions at which lounge/business suit or jacket are worn by men, and day or evening dress by women, where ordered; or where the wearing of orders, decorations and medals is specified on the invitation.

10.17 Ribbon Bars

- a. When ribbons are worn alone, they are to be mounted on a bar in accordance with the [NZDF Medal Mounting Standard](#) and the [Order of Wear](#), and worn on the left side of the uniform immediately above the breast pocket or equivalent position. Refer to Chapter 10 [Annex D](#).
- b. As an option to a ribbon bar, ribbons may be affixed to the uniform jacket by sewing.
- c. Ribbon bars are not worn in miniature and are not to be worn with civilian clothes.

10.18 Lapel Badges, Buttons and Rosettes (Boutonnieres)

- a. The Lapel Badges of the New Zealand Orders, Gallantry and Bravery Awards, the Queen's Service Medal (QSM), New Zealand Antarctic Medal (NZAM), and Distinguished Service Decoration (DSD) are issued at public expense by the Honours Unit, Department of Prime Minister and Cabinet (DPMC) to all eligible recipients shortly following the public announcement of their honour. They may be worn at the discretion of the holder, normally on the left lapel of the civilian jacket or left shoulder or lapel of the dress, on those occasions when full-size or miniature insignia, or the ribbons, are not worn.
- b. Lapel badges, rosettes and buttons **are not to be worn when in uniform**. This rule does not apply to rosettes and other emblems designed for wear on ribbon bars when ribbons are worn alone.
- c. Eligible recipients may purchase additional and replacement items at their own expense from the Honours Unit, DPMC.
- d. The rosette and lapel buttons of the various grades of the Most Venerable Order of the Hospital of St John of Jerusalem (Order of St John), the Order of the British Empire and any other Commonwealth and foreign awards to which a person may be entitled, are to be worn in the same manner as prescribed in paragraphs 10.18 [a.](#) and [b.](#)
- e. Only one lapel badge, rosette or button should be worn at any one time. Where a person is entitled to more than one such device, the choice is at the discretion of the wearer.

10.19 Awards Worn on the Right Side

Life Saving Awards

- a. The following life-saving awards may be worn on the right side of the uniform or coat when official orders, decorations and medals are worn:
 - (1) Gold, Silver and Bronze Life Saving Medals of the Order of St John;
 - (2) Gold, Silver and Bronze Life-saving Medals awarded by the Royal Humane Society of New Zealand; and
 - (3) Commonwealth and foreign medals for saving or attempting to save life approved by CDF for wear on NZDF uniform in accordance with paragraph 9.5.
- b. The life-saving awards in paragraph 10.19 a. may be worn in miniature on the right side with mess dress and other forms of evening dress. If no miniature is available, the full-size medal may be worn.

The Florence Nightingale Memorial Medal

- c. The Florence Nightingale Memorial Medal of the International Committee of the Red Cross is the highest international distinction a nurse can achieve and is awarded to nurses or nursing aids for exceptional courage and devotion to the wounded, sick or disabled or to civilian victims of a conflict or disaster or exemplary services or a creative and pioneering spirit in the areas of public health or nursing education.
- d. The medal is recognised by the Honours System and is approved for wear on the right side in the same manner as prescribed for life-saving awards in paragraphs 10.19 a. and b.

Chief of Defence Force, Services' Chief and New Zealand Defence Force Commendations

- e. CDF, Chief of Navy (CN), Chief of Army (CA), Chief of Air Force (CAF) and NZDF Commendations are worn on the right side with uniform in a corresponding position to a full-size ribbon bar worn on the left side of the uniform.
- f. In civilian dress, these commendations may be worn on the lapel of the jacket (usually on the left side), at the discretion of the recipient, in the same manner as prescribed for lapel badges in paragraph 10.18. In cases where full-size medals are worn on a lounge/business suit, these commendations are to be worn on the right lapel.
- g. CDF, CN, CA, CAF and NZDF Commendations may be worn with mess dress or any form of evening dress in accordance with single Service policies. These awards are not worn in miniature.

Commonwealth Individual and Unit Commendations and Citations Commonwealth Individual and Unit Commendations and Citations Approved for Wear

- h. These are worn in date order of award; i.e. the date the Commonwealth country originally approved the award, not the date it was approved for wear in New Zealand. In cases where an individual is in receipt of two or more awards from the same country, they are to be worn in accordance with that country's Order of Wear.

Commonwealth Individual and Unit Commendations and Citations

- i. These may be worn with mess dress or any form of evening dress in accordance with single Service policies.

Foreign Individual and Unit Commendations and Citations Foreign Individual and Unit Commendations and Citations Approved for Wear

- j. These are worn in date order of award after Commonwealth commendations and citations. Refer to paragraph 10.19 h. for definition of 'date of award' and rule for multiple awards from the same country.
- k. Foreign individual and unit commendations and citations may be worn with mess dress or any form of evening dress in accordance with single Service policies.

10.20 Seniority of Awards Worn on the Right Side with Uniform

- a. When worn with uniform, the seniority of awards worn on the right side is as follows:
 - (1) life-saving medals of the Order of St John and of the Royal Humane Society of New Zealand (gold, silver and bronze) in order of date of award;
 - (2) the Florence Nightingale Memorial Medal;
 - (3) CDF Commendation;
 - (4) CN, CA, CAF and NZDF Commendations;
 - (5) Commonwealth life-saving awards in date order of award;
 - (6) Commonwealth individual and unit commendations and citations, in date order of award (refer to paragraph 10.19 i.);
 - (7) foreign life-saving awards in date order of award; and
 - (8) foreign individual and unit commendations and citations, in date order of award (refer to paragraph 10.19 j.).
- b. Life-saving awards of the Order of St John, the Royal Humane Society of New Zealand and the Florence Nightingale Memorial Medal are to be worn on a row above all other awards worn on the right side.

Ribbons Mounted for Wear

- c. The ribbons of awards worn on the right side when worn alone, may be mounted and worn together on a ribbon bar in the same order of seniority as prescribed in paragraph 10.20 a., and in the same manner and at the same level on the chest as those awards worn on the left side of the uniform.
- d. When multiple award ribbons are worn, a maximum of three awards may be worn on each row.

10.21 Naming of Orders, Decorations and Medals

- a. Orders, decorations and medals are a physical record of the recipient's service to the nation. It is NZDF policy that, wherever practicable, an award is to be inscribed at a convenient place on the reverse, or rim, or in the exergue of the award in such a manner as to clearly identify the recipient.
- b. The legal requirement to name the insignia of an order, decoration or medal may be stated in the Royal Warrant for that award.
- c. As a general rule, awards to military personnel are to be inscribed with the recipient's Service number, rank, initials, surname, and Service or Corps, unless directed otherwise by CDF.
- d. Awards to civilians are to be inscribed with the recipient's initials and surname, followed by letters identifying their employing department, e.g. 'NZDF', 'MFAT' or 'MPI'.

Rank

- e. A recipient's rank inscribed on an award is to be the rank (acting or substantive) held on the date of qualification for the award. In the case of Gallantry and Bravery Awards, it is the rank held on the date the act(s) of gallantry or bravery was performed.

Gallantry and Bravery Awards

- f. Gallantry and Bravery Awards are named by the Honours Unit, DPMC prior to investiture. They are also inscribed with the date the award was officially announced.

The Victoria Cross for New Zealand

- g. The Victoria Cross for New Zealand (VC) is inscribed by the Honours Unit, DPMC, with the recipient's Service Number, initials, rank, surname, and Service, on the rear of the suspender bar, with the date the award was officially announced inscribed in the centre of the reverse of the Cross.

The New Zealand Order of Merit

- h. The insignia of the New Zealand Order of Merit **are not** named. NZDF personnel appointed to the order **are not** to attempt to name their insignia.

Replacement Awards

- i. Where a replacement award is authorised in accordance with the procedures set out in Chapter 14, the capital letter 'R' in round brackets, i.e. '(R)', is to be inscribed immediately following the recipient's name or in a suitably prominent place to signify that the award is a replacement.

10.22 Name Tags

When awards are worn on the right side in uniform, the official NZDF name tag (if worn) is to be worn in accordance with single Service policies.

10.23 Position of Medal Bars When Other Insignia Not Worn

- a. Chapter 10 Annex B, [Figure 2](#) shows the correct position of miniature medal bars when other insignia are not worn.
- b. Chapter 10 Annex C, [Figure 2](#) shows the correct position of full-size medal bars when other insignia are not worn.

10.24 Wearing of Decorations and Medals by Next of Kin and Family Members on Days of Remembrance

- a. There is a convention (or custom) in New Zealand that the next of kin and other relatives² may wear, on the right side only, on Anzac Day and similar Days of Remembrance, the military service medals of deceased relatives. Refer to the [Wearing Medals](#) page of the NZDF Medals website.
- b. The convention applies to both male and female relatives of the deceased, including children.

2. A person connected by birth, adoption, marriage, civil union, de facto, or officially recognised relationship in accordance with Part 9, Chapter 9 of [DFO 3 New Zealand Defence Force Human Resource Manual](#).

Contents

- c. The convention applies only to decorations and service medals mounted on a medal bar (full-size and miniature).
- d. The convention does not permit the wearing of:
 - (1) neck badges, sashes, sash badges, breast stars, ribbon bars, rosettes, ribbon awards (citations and commendations) and lapel badges awarded to the deceased;
 - (2) awards the deceased person was entitled to wear on the right side of their uniform or jacket;
 - (3) membership badges, pins, brooches, medallions and similar objects owned by the deceased;
 - (4) the decorations and service medals of a living person;
 - (5) the decorations and service medals of a non-relative; or
 - (6) 'Unofficial Awards'. Refer to paragraph 10.27 and Chapter 10 Annex E.

Practical Application of the Convention

- e. When wearing the decorations and service medals of a deceased relative on the right side the following guidelines should be observed:
 - (1) NZDF personnel in uniform are to wear only one group of medals (full-size or miniature) belonging to a deceased relative, on the right side at the same level as their own medal group.
 - (2) The medals worn must be those of a deceased relative. It is not appropriate for a person to wear the service decorations and medals of a person to whom they are not related, or who is not deceased.
 - (3) The decorations and medals are worn in their original Order of Wear; i.e. the original medal bar is unchanged.
 - (4) It is acceptable for one relative to wear the full-size decorations and service medals of a deceased person, while other relatives may wear the same awards in miniature.
 - (5) It is acceptable for more than one relative to wear the decorations and service medals of a deceased person in miniature.
 - (6) The ribbon bar of a deceased relative is not to be worn.
 - (7) The NZDF strongly discourages the group of decorations and service medals of a deceased person being broken up and distributed amongst more than one relative for wear on days of remembrance. For this reason, NZDF personnel are not to wear an incomplete medal group belonging to a deceased relative.
 - (8) In cases where some or all of the decorations and medals belonging to a deceased relative are missing; replica or copy medals may be worn in place of the original items.

10.25 Wearing of Poppies

- a. Poppies³ may be worn on NZDF uniform from the day poppies are sold to the public up to and including an official day of remembrance; e.g. from 'Poppy Day' to Anzac Day (inclusive) and on 11 November. They may also be worn on special unit or regimental days of remembrance, when ordered, or at funerals when specified in the order of service.
- b. When in uniform, poppies are to be worn in one of the following positions:
 - (1) behind the cap badge on the cap or beret;
 - (2) on the left side of the 'Lemon Squeezer'/Mounted Rifles Hat, behind the puggaree; and
 - (3) on the uniform jacket or shirt above the name tag.
- c. When in lounge/business suit, blazer, sports jacket or day dress (women) the poppy should be worn on the left lapel of the jacket or left shoulder of the dress.
- d. Poppies should not be worn with any form of evening dress.

10.26 NZDF Medal Mounting Standard

The current version of the Standard can be found on the [Wearing Medals](#) page of the NZDF Medals website.

10.27 Unofficial Awards

- a. Unofficial awards are not to be worn by NZDF personnel on any form of military uniform or with civilian dress.
- b. Unofficial awards are not to be mounted at public expense.
- c. A list of the more common unofficial awards can be found at Chapter 10 [Annex E](#). This list is not exhaustive. Personnel who are unsure of the status of an award are to contact Medals Policy Headquarters NZDF (HQNZDF) for advice before it is worn or a request for permission to wear it is made. As a general rule, if an award needs to be purchased by the 'recipient', it will be an unofficial award.

10.28 Wearing of Orders, Decorations and Medals After Leaving the NZDF

Although on leaving the NZDF an individual is no longer bound by this DFO, they are expected to conform to the provisions of the [Order of Wear](#), the *Rules Relating to the Acceptance and Wear of Commonwealth, Foreign and International Honours by New Zealand Citizens*, and the [NZDF Medal Mounting Standard](#).

10.29 Enquiries

Enquiries relating to the content of this chapter are to be addressed to the Manager Honours and Awards, DCTM.

3. As sold by the Royal New Zealand Returned and Services' Association (RNZRSA).

Annex A Wearing of Awards with Service Dress

1. The following awards may be worn (refer to Figure 1):
 - a. One neck badge, on miniature ribbon positioned 1.5 cm below the tie knot (for men and women).
 - b. One breast star.
 - c. Full-size medal bar or ribbon bar.
 - d. Life saving medals or Florence Nightingale Memorial Medal and commendations (on right side).



Figure 1 : Wearing of Awards with Service Dress

(Diagram reproduced with the permission of the New Zealand Herald of Arms Extraordinary)

Annex B Wearing of Awards with Mess Dress, Dinner Jacket, and Evening Dress (Women)

1. The following awards may be worn (refer to Figure 1):
 - a. Miniature medal bar.
 - b. One neck badge, on miniature ribbon positioned 1.5 cm below the tie knot.
 - c. For women only, one level 3 badge, full-size mounted on a bow worn high on the left shoulder of the dress; if this is not worn, the miniature medal bar is to be mounted higher on the left shoulder of the dress (refer to Figure 2); dress length may be long or short.
 - d. One breast star.
 - e. Life-saving Medals or Florence Nightingale Memorial Medal, in miniature (on right side).
2. Lounge suit may be worn by men instead of mess dress or dinner jacket.

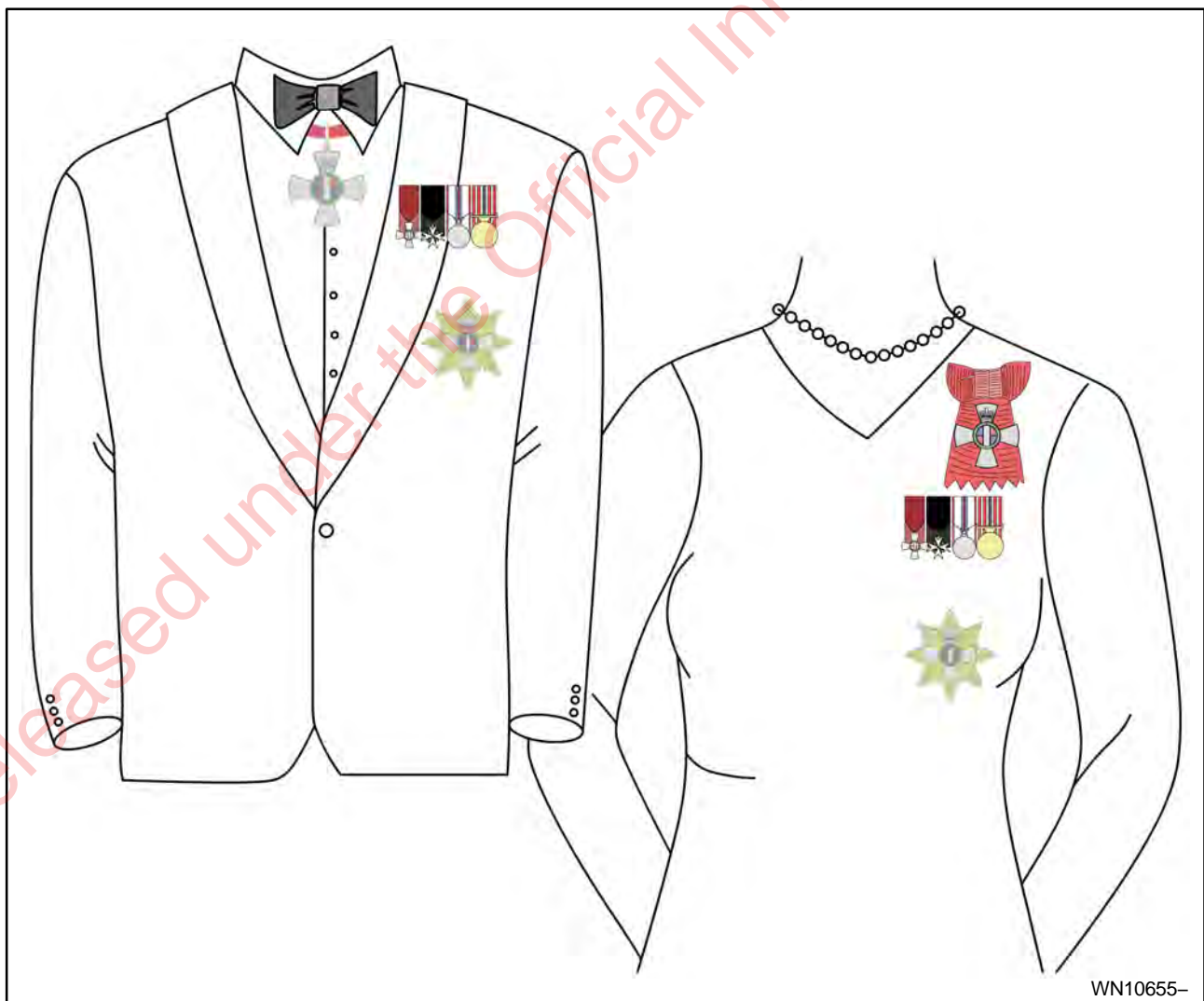


Figure 1 : Wearing of Awards with Mess Dress, Dinner Jacket, and Evening Dress (Women)
(Diagram reproduced with the permission of the New Zealand Herald of Arms Extraordinary)

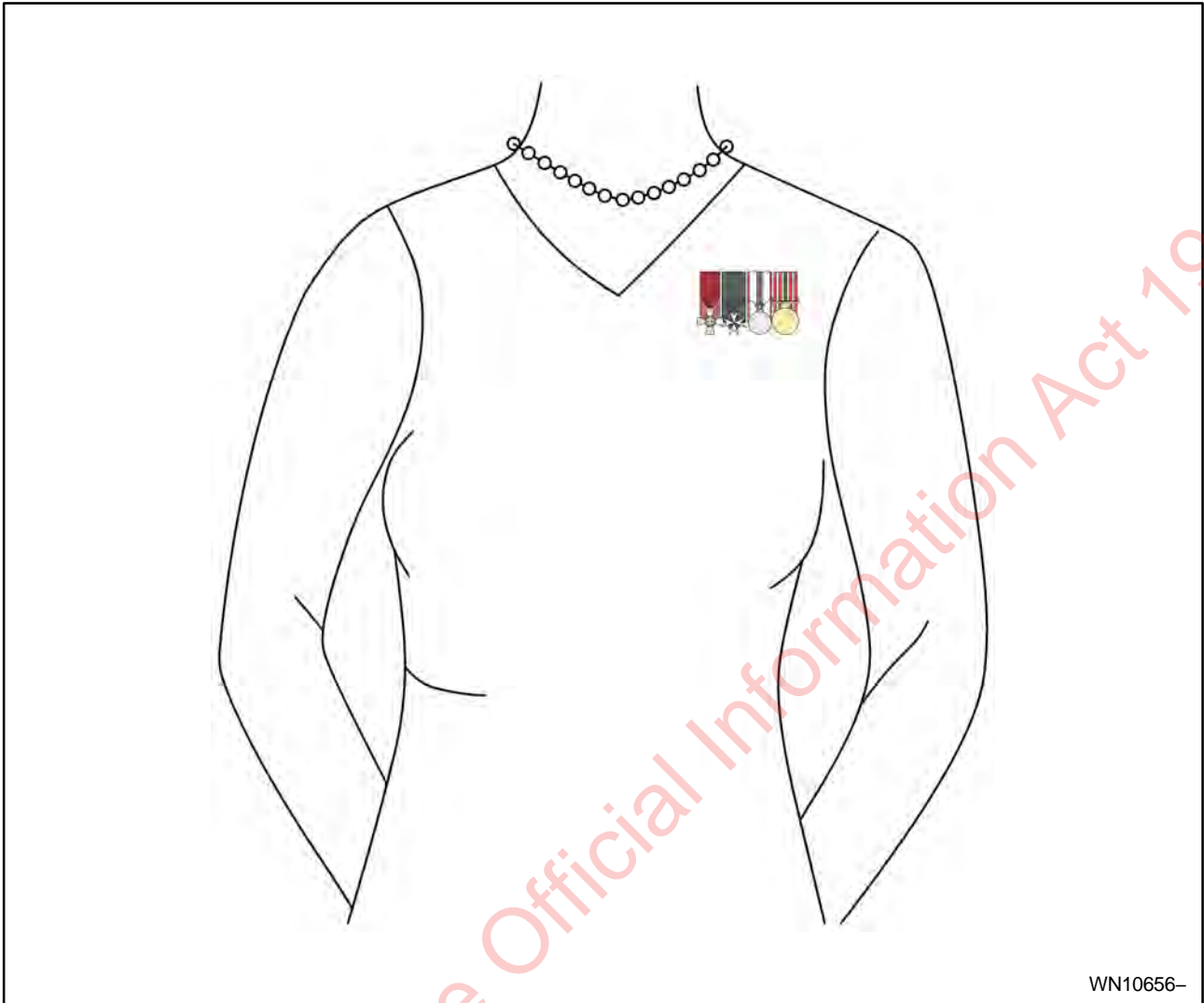


Figure 2 : Position of Miniature Medal Bar When Other Insignia Not Worn

Released under the Official Information Act 1982

Annex C Wearing of Awards with Lounge/Business Suit, Sports Jacket, Blazer, and Day Dress (Women)

1. The following insignia may be worn (refer to Figure 1):
 - a. Full-size medal bar.
 - b. One neck badge, on miniature ribbon positioned 1.5 cm below the tie knot.
 - c. For women only, one level 3 badge, mounted on a bow worn high on the left shoulder of the dress. If this is not worn, the full-size medal bar is to be worn higher on the shoulder (refer Figure 2).
 - d. One breast star.
 - e. Life saving medals or Florence Nightingale Memorial Medal (on right side).

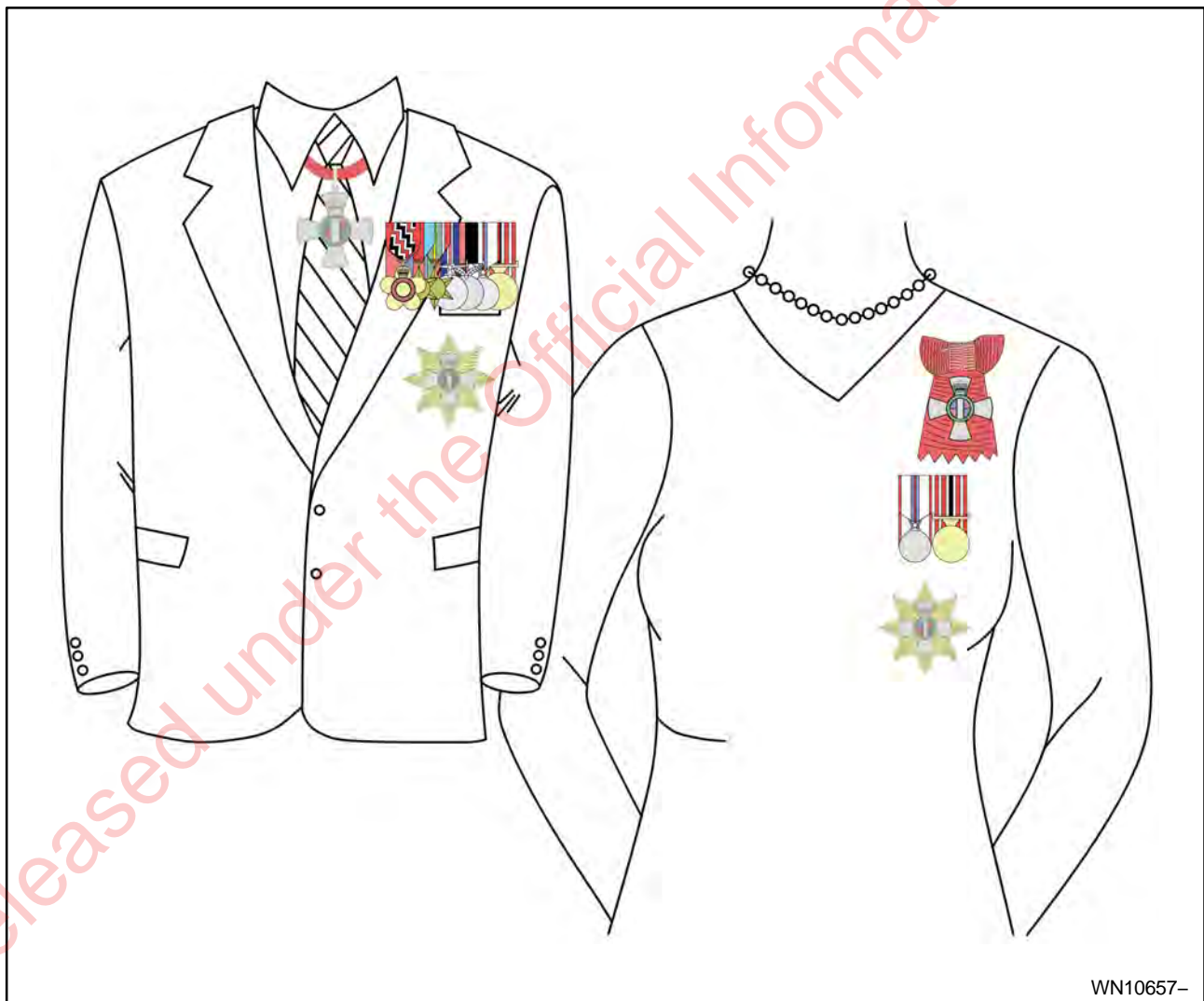


Figure 1 : Wearing of Awards with Lounge/Business Suit, Sports Jacket, Blazer, and Day Dress (Women)

(diagram reproduced with the permission of the New Zealand Herald of Arms Extraordinary)



Figure 2 : Position of Full-size Medal Bar When Other Insignia Not Worn

Released under the Official Information Act 1982

Annex D Wearing of Ribbon Bars

1. Medal ribbon bars are worn above the left breast pocket. There are normally three ribbons per row (refer to Figure 1).
2. Commendations and citations are worn above the right breast pocket in accordance with paragraphs 10.19 and 10.20.



Figure 1 : Wearing of Ribbon Bars

Annex E Common Unofficial Awards

1. Listed below are some of the more common unofficial awards (this list is not exhaustive). These are **not** authorised for wear with official orders, decorations and medals. The date of production, where known, is in brackets. See also paragraphs [10.27](#) and [10.28](#).
 - a. New Zealand origin:
 - (1) NZ Army 150th Anniversary Commemorative Medal (1995).
 - (2) Medals awarded by the United Fire Brigades Association (UFBA).
 - (3) International Year of the Volunteer Medal (2001) (UFBA)¹.
 - (4) Compulsory Military Training 1948–58 Commemorative Medal (1999).
 - (5) New Zealand Army Regular Force Cadets Memorial Commemorative Medal.
 - b. Australian origin:
 - (1) Gallipoli Star (1960).
 - (2) Tobruk 'T' Medal (1977).
 - (3) Australian Merchant Navy Service Cross (1998).
 - (4) Australian Merchant Navy Meritorious Medal (1998).
 - (5) Australian Merchant Navy Commendation (1998).
 - (6) Vietnam Veterans Medal (2005).
 - (7) Front Line Service Medal (date unknown).
 - (8) British Commonwealth Occupation Forces Medal (date unknown).
 - c. United Kingdom origin:
 - (1) Corps of Commissionaires Medal.
 - (2) Dunkirk Medal (1960).
 - (3) 'Operation Vibrato' Commemorative Medal (1981).
 - (4) Bomber Command Medal (1985).
 - (5) Army Cadet Force Anniversary Medal (1985).
 - (6) Normandy Campaign Medal (1987).
 - (7) Royal Naval Patrol Service Medal (1989).
 - (8) Allied ex-Prisoners of War Medal (1991).
 - (9) National Service Medal (1991).
 - (10) Arctic Campaign Medal (1991).
 - (11) General Service Cross (1992).
 - (12) Restoration of Peace 1945 Medal (1995).
 - (13) Suez Canal Zone Medal (1995).

1. The International Year of the Volunteer Medal is not an official award of the United Nations Organisation (UN).

- (14) Jordan Service Medal (1997).
 - (15) Merchant Naval Service Medal (1998).
 - (16) Hong Kong Service Medal (1999).
 - (17) British Forces Germany Medal (1999).
 - (18) North Africa Service Medal (1999).
 - (19) Cameronians (Scottish Rifles) Medal (1999).
 - (20) Hors de Combat Medal (2001).
 - (21) International Submarine Service Medal (2002).
 - (22) Queen's Golden Jubilee Commemorative Medal (2002)².
 - (23) Active Service Medal (2003).
 - (24) RAF Boy Entrants Commemorative Medal (2004).
 - (25) British Nuclear Weapons Test Medal (2004).
 - (26) Arabian Service Medal (2005).
 - (27) Battle for Malta 60th Anniversary Medal (2005).
 - (28) Border Service Medal (2006).
 - (29) Black Watch Medal (2006).
 - (30) Rhodesian Independence Commemorative Medal (2009).
 - (31) The Cadet Forces First Aid Medal (2010).
 - (32) Allied Special Forces Medal (2011).
 - (33) Commemorative Queen's Diamond Jubilee Medal (2012)³.
- d. European origin:
- (1) The Order of St Lazarus (all insignia).
 - (2) Annual Marching Medals (The Netherlands).

2. The official award is the Queen's Golden Jubilee Medal.

3. The official award is the Queen's Diamond Jubilee Medal.

Chapter 11 Rules Relating to the Position and Use of Styles, Titles and Post-Nominal Letters

Contents

11.1	Outline
11.2	Styles and Titles
11.3	Post-nominal Letters
11.4	Use of Full Stops
11.5	Enquiries

Released under the Official Information Act 1982

11.1 Outline

- a. This chapter sets out the standard rules and conventions that apply in New Zealand to the use of styles and titles that may be placed before a person's name, and post-nominal letters (abbreviations) that may be placed after a person's name.
- b. This subject is included in this Defence Force Order (DFO) as it is directly related to the award of orders, decorations and medals, and to official appointments and academic and professional distinctions that may be held by New Zealand Defence Force (NZDF) personnel, both during their service and following retirement.

11.2 Styles and Titles

- a. Styles and titles are placed before a person's forename in the following order as may be applicable:
 - (1) **Royal and Vice Regal Styles.** These may be in full or abbreviated form, for example:
 - (a) His or Her Royal Highness (HRH or H.R.H.)
 - (b) His or Her Excellency (HE or H.E.)¹
 - (2) **Rank** Military, academic or professional rank as entitled, e.g. General, Major, Professor, or Doctor.
 - (3) **'The Right Honourable' and 'The Honourable'.** These are used as follows:
 - (a) The title 'The Right Honourable' ('The Rt Hon' or 'Rt Hon') may be used by Members of the Sovereign's Privy Council, and by the Governor-General, Prime Minister, Chief Justice and Speaker of the House of Representatives in New Zealand.
 - (b) The title 'The Honourable' ('The Hon' or 'Hon') may be used by Members of the Executive Council (Ministers of the Crown) and Justices of the High Court of New Zealand.
 - (4) **Title.** This term covers the following:
 - (a) Any title to which the person is entitled by virtue of his or her membership of an Order of Chivalry, i.e. Sir or Dame.
 - (b) Other forms of address, such as Mr, Mrs, Ms, Miss, etc.
- b. Examples of the use of the styles and titles in paragraph 11.2 a. are as follows:
 - (1) His Excellency Lieutenant General The Right Honourable Sir John Smith, (followed by appropriate post-nominal letters).
 - (2) HE Lt Gen Rt Hon Sir John Smith.
 - (3) Major The Honourable John Smith.
 - (4) Professor Sir John Smith².

Punctuation

- c. Where a person is entitled to more than one style or title, there is no punctuation between them.

1. The style 'His or Her Excellency' is also used in the diplomatic context to address representatives of the rank of High Commissioner or Ambassador.

2. By convention, the professional rank of Doctor (Dr) is not used in conjunction with the title Sir or Dame.

11.3 Post-nominal Letters

- a. Post-nominal letters (abbreviations) indicating honours, official appointments and academic distinctions should be placed after the name in the following order:
- (1) **Baronet and Esquire.** For a Baronet, the abbreviation 'Bt' is normally used. The term 'Esquire', abbreviated as 'Esq', is antiquated and rarely used in New Zealand. It is not used if the name is prefixed by another style or title such as 'Mister', 'Doctor', 'Major', 'Sir' etc., for example:
 - (a) J. Smith, Esq.
 - (b) Sir John Smith, Bt.
 - (2) **Orders, Decorations and Medals.** In the sequence or order laid down in *Order of Wear: Orders, Decorations and Medals in New Zealand* (the Order of Wear), e.g. Colonel John Smith, ONZM, DSD.
 - (3) **Crown Appointments.** For example:
 - (a) Queen's Counsel (QC).
 - (b) Senior Counsel (SC).
 - (c) Justice of the Peace (JP).
 - (d) Aide de Camp (ADC).
 - (e) Queen's Honorary Physician (QHP).
 - (4) **Religious Orders.** For example:
 - (a) Society of Mary (SM).
 - (b) Society of Jesus (SJ).
 - (5) **Academic Distinctions and Honorary Degrees**³. Usually shown in the order they were conferred, e.g. Bachelor of Science (BSc), Master of Arts (MA) and Doctor of Philosophy (PhD), but may be in order of personal preference.
 - (6) **Medical Qualifications (Excluding Degrees), Fellowships, Memberships, Licentiates and Diplomas.** For example, Fellow of the Royal Australasian College of Surgeons (FRACS) or Doctor of Public Health (DPH). Usually shown in order of date of award or in order of personal preference. It is not discourteous to use only fellowships, memberships and licentiates instead of the relevant degrees, e.g. Mr J Smith, FRACS.
 - (7) **Fellowships and Memberships of Learned Societies, and Professional Institutions and Associations.** Usually shown in order of receipt or importance to the holder, with honorific distinctions taking precedence over those obtained by subscription.
 - (8) **Membership of the Defence Force Service or Corps as Appropriate.** For example, Royal New Zealand Navy (RNZN), Royal New Zealand Infantry Regiment (RNZIR), Royal New Zealand Air Force (RNZAF), etc. It is accepted practice for retired officers who are entitled to retain their rank, to use the appropriate Service or Corps designation followed by '(Rtd)' or '(rtd)', e.g. Major John Smith, RNZIR (Rtd).

3. By convention, holders of Honorary Doctorates should not use the title Doctor.

Note Service writing conventions in the NZDF require the '(Rtd)' to be placed after the rank, i.e. Major (Rtd) John Smith, RNZIR. This convention is not commonly observed outside the NZDF.

Punctuation

- b. Where a person is entitled to post-nominal letters, the first group of letters is separated from the surname by a comma. Second and subsequent groups of post-nominal letters are also separated from each other by a 'comma', e.g. WGCdr John Smith, MNZM, RNZAF.

11.4 Use of Full Stops

- a. The use of full stops between the letters of abbreviated styles and titles, and post-nominal letters, **is optional**. They are commonly omitted, for example:
 - (1) M.N.Z.M. or MNZM.
 - (2) D.S.D. or DSD.
 - (3) R.N.Z.N. or RNZN.

11.5 Enquiries

- a. Enquiries relating to the content of this chapter are to be addressed to the Manager Honours and Awards, Directorate Career and Talent Management (DCTM).

Released under the Official Information Act 1982

Contents

Chapter 12 Matters Relating to Deceased Personnel

Contents

- 12.1 Outline
- 12.2 Responsibilities
- 12.3 Insignia to Be Returned on Death of the Holder
- 12.4 Return of Insignia to the Family of the Deceased
- 12.5 Parading of Insignia at Funerals
- 12.6 Wearing of Decorations and Medals by Relatives of the Deceased
- 12.7 Headstones and Memorial Plaques

Released under the Official Information Act 1982

12.1 Outline

This chapter deals with medallic matters as they apply in the case of a Service person who dies while a serving member of the New Zealand Defence Force (NZDF).

12.2 Responsibilities

- a. The Commanding Officer (or equivalent) has the following responsibilities:
 - (1) where the deceased was living in barracks, placing the orders, decorations and medals in possession of the deceased into safe custody until such time as they can be returned to the family in accordance with paragraph 12.4 a.; and
 - (2) ascertaining from NZDF Personnel Archives and Medals (NZDF PAM) whether the deceased had any outstanding entitlement to an order, decoration or medal; if any such entitlement exists, the family of the deceased is to be informed.

Notification

- b. Service Career Managers are to notify the Manager Honours and Awards, Directorate Career and Talent Management (DCTM), who in turn is to notify the Secretary of the Cabinet, Parliament Buildings, Wellington, of the date and place of death of holders of the following honours:
 - (1) New Zealand Gallantry and Bravery Awards.
 - (2) The Order of New Zealand (ONZ).
 - (3) The New Zealand Order of Merit (all levels).
 - (4) The Queen's Service Order (QSO) and the Queen's Service Medal (QSM).
 - (5) The New Zealand Antarctic Medal (NZAM).
 - (6) The New Zealand Distinguished Service Decoration (DSD).

12.3 Insignia to Be Returned on Death of the Holder

- a. The ONZ is the only honour that requires the insignia to be returned on the death of the Member. The Statutes of the ONZ require the badge of the order, which is numbered, to be returned by the family to the Secretary and Registrar of the Order.¹
- b. The family of a deceased Member may retain the lapel badge of the order.
- c. All other orders, decorations, medals and awards to which the deceased was entitled during his or her lifetime belong to the estate of the deceased.

1. The Secretary and Registrar of the Order of New Zealand is the Secretary of the Cabinet, Parliament Buildings, Wellington.

12.4 Return of Insignia to the Family of the Deceased

- a. The orders, decorations and medals of a deceased person should be returned to the family as soon as possible after the date of death. In the absence of any prior instructions from the deceased, or as may be provided for in the will, they should be passed to the next of kin in the order of relationship as follows:
 - (1) The person named as next of kin on the deceased's Human Resource Management Information System (HRMIS) record.
 - (2) Surviving partner.
 - (3) Eldest surviving child.
 - (4) Surviving parent.
 - (5) Eldest surviving grandchild.
 - (6) Eldest surviving brother or sister.

Advice to Families of the Deceased

- b. It is desirable that the Commanding Officer, or some other suitable person, finds an opportunity to advise the family of the deceased to keep the deceased's orders, decorations and medals together as a record of that person's service, rather than distribute them amongst family members, or offer them for sale.

12.5 Parading of Insignia at Funerals

- a. At funerals insignia may, subject to the wishes of the family, be displayed as follows:
 - (1) Placed on the casket (usually secured on a suitable cushion) whether it is or is not draped with a flag. If a cushion is not available, the insignia may be placed directly on the flag. The insignia, like the flag, are to be removed before the casket is lowered into the grave or cremated. Only one cushion should be placed on the casket.
 - (2) Mounted on one or more cushions and carried or processed **behind** the casket². During the service the insignia may be placed at the foot or to one side of the casket where they can be seen by the congregation; or
 - (3) Where the deceased was in possession of official decorations and medals that were not mounted on the medal bar with other orders, decorations and medals, the un-mounted items may be positioned on the cushion separately and below the mounted items.
- b. Unofficial medals that the family may wish to be displayed at the funeral are not be mounted on the same cushion as official orders, decorations and medals. Refer to Chapter 10 [Annex E](#).
- c. When mounted on a cushion, insignia are to be secured by pinning or sewing to prevent them falling off during carriage.

12.6 Wearing of Decorations and Medals by Relatives of the Deceased

- a. The convention applicable to the wearing of decorations and medals by the next of kin and other relatives of a deceased person is explained in paragraph [10.24](#).
- b. The wearing by a relative of the deceased's decorations and medals at the unveiling of their headstone is also appropriate.

2. At State and Official Funerals, insignia are normally processed in front of the casket.

Contents

12.7 Headstones and Memorial Plaques

Deceased service personnel may have the badge of their Service, Corps, Ship or Unit displayed on a headstone or memorial plaque.

Released under the Official Information Act 1982

Contents

Chapter 13 Provision of Insignia and Related Items

Contents

- 13.1 Responsibilities
- 13.2 Entitlements and Issue of Insignia
- 13.3 Insignia of Commonwealth and Foreign Awards
- 13.4 Awards for Ex-Service Persons

Released under the Official Information Act 1982

13.1 Responsibilities

- a. **The Honours Unit, Department of Prime Minister and Cabinet.** The Honours Unit, Department of Prime Minister and Cabinet (DPMC), is responsible for the provision of the full-size insignia for the following honours and awards:
 - (1) The Order of New Zealand.
 - (2) The New Zealand Order of Merit.
 - (3) The Queen's Service Order (QSO) and Queen's Service Medal (QSM).
 - (4) The New Zealand Antarctic Medal (NZAM).
 - (5) The Distinguished Service Decoration (DSD).
 - (6) New Zealand Gallantry and Bravery Awards.
- b. **Medals Policy, Heritage Commemorations and Protocol Group, Headquarters New Zealand Defence Force.** Medals Policy, Heritage Commemorations and Protocol Group, Headquarters New Zealand Defence Force (HCP HQNZDF) is responsible for the development of policy relating to the provision of full-size and miniature insignia, including ribbon, for all honours and awards conferred on members of the New Zealand Defence Force (NZDF), with the exception of:
 - (1) honours provisioned by the Honours Unit, DPMC;
 - (2) awards of the Most Venerable Order of the Hospital of St John of Jerusalem (Order of St John) and the Royal Humane Society; and
 - (3) unofficial awards (refer to paragraph 10.27 and Chapter 10 Annex E).
- c. **New Zealand Defence Force Personnel Archives and Medals.** New Zealand Defence Force Personnel Archives and Medals (NZDF PAM) is responsible for:
 - (1) the provision, storage, management and issue of NZDF stocks of insignia of New Zealand honours and awards in accordance with policy set by Medals Policy HQNZDF;
 - (2) maintaining stocks of miniature insignia and ribbon of those honours listed in paragraph 13.1 a., for issue to NZDF recipients;
 - (3) maintaining stocks of ribbon and miniature insignia for British military honours and awards listed in *Order of Wear: Orders, Decorations and Medals in New Zealand* (the Order of Wear), for issue to NZDF recipients;
 - (4) maintaining stocks of ribbon and miniature insignia of Commonwealth and foreign awards commonly worn by NZDF personnel and lateral recruits;
 - (5) maintaining stocks of hardware items required for the mounting of medals and the manufacture of ribbon bars;
 - (6) naming of awards as prescribed in paragraphs 10.21 a. to f. and i.

13.2 Entitlements and Issue of Insignia

- a. For serving NZDF personnel, one item each of full-size and miniature insignia of orders, decorations and medals, including ribbon and ribbon emblems, are to be provided to all eligible recipients at public expense. Refer to Chapter 14.
- b. In the case of level 6 and above honours, and gallantry and bravery awards, the miniature insignia (and any ribbon emblems) is to be issued to the recipient immediately following the official announcement of the award and prior to the formal investiture of the full-size insignia. On receipt of their miniature, recipients may request the re-mounting of their miniature medals and the issue of new ribbon bars as prescribed paragraph 7.11 b.
- c. Miniature medals and emblems of other awards will normally be issued at the same time as the full-size insignia.

13.3 Insignia of Commonwealth and Foreign Awards

NZDF PAM is not required to stock ribbon, miniatures and other insignia items for every Commonwealth and foreign award for which approval to accept and wear by individual members of the NZDF has been granted. The selection of items to be stocked is at the discretion of the Manager NZDF PAM. Refer to paragraph 9.14.

13.4 Awards for Ex-Service Persons

The conditions set out for the supply of insignia for Commonwealth and foreign awards in paragraph 13.3 also applies to awards made to ex-Service persons by foreign governments.

Intentionally Blank

Released under the Official Information Act 1982

Contents

Chapter 14 Care, Custody, Loss and Replacement of Honours and Awards

Contents

14.1	Custody and Care
14.2	Loss and Replacement of Awards
14.3	Naming of Replacement Awards
Annex A	Directions on the Care and Cleaning of Orders, Decorations and Medals

Released under the Official Information Act 1982

14.1 Custody and Care

- a. Serving personnel are personally responsible for the proper care, insurance, and safe custody of the orders, decorations and medals, including ribbons, awarded to them. They must also ensure that they are mounted in accordance with the [NZDF Medal Mounting Standard](#) and readily available for wear when directed.
- b. Orders, decorations and medals are a visible display of a person's service history, and may highlight meritorious service as well as acts of gallantry and bravery. They are also an important part of the history of the units in which a person served. They are valuable items and are to be kept in a secure place when not being worn.
- c. Directions on the care and maintenance of orders, decorations and medals are at Chapter 14 [Annex A](#).

14.2 Loss and Replacement of Awards

Serving Military Personnel

- a. Serving military personnel who lose any order, decoration or medal are to immediately report the loss to their Commanding Officer (or equivalent) and to the New Zealand Police. Losses are also to be reported to the Military Police. The Commanding Officer is to:
 - (1) investigate the circumstances of the loss and arrange for the Service person to complete a Statutory Declaration; and
 - (2) make a submission seeking replacement through normal channels to New Zealand Defence Force Personnel Archives and Medals (NZDF PAM), accompanied by the Statutory Declaration and any Police reports; the submission is to set out the circumstances of the loss and include the Commanding Officer's recommendation as to whether replacement should be at public expense or on repayment by the Service person.
- b. If a loss is incurred by a serving person and is due to unavoidable service-related circumstances, e.g. loss in transit to/from Defence Shared Services Group (DSSG) to an NZDF-contracted medal mounter, items may be replaced at public expense.
- c. If the loss is due to other circumstances, the Service person is to pay for any replacement.
- d. If replacement is to be at public expense, the Service person is to certify that no compensation has been received for the loss from any other source, such as insurance, and that in the event of a replacement being made at public expense, no such compensation will be claimed.
- e. Where the loss involves a New Zealand Gallantry or Bravery Award, insignia of the New Zealand Order of Merit, the Queen's Service Order (QSO), the Queen's Service Medal (QSM), New Zealand Antarctic Medal (NZAM) or Distinguished Service Decoration (DSD), the Honours Unit, Department of Prime Minister and Cabinet (DPMC), is to be advised.

Ex-Service Personnel

- f. Ex-Service personnel may apply for replacement awards direct to NZDF PAM. The application is to be accompanied by a statutory declaration as to the circumstances in which the original was lost and the steps taken to effect recovery, which must include a report of the loss to the Police. Replacement awards for ex-Service personnel are not to be at public expense.

Contents

Deceased Personnel

- g. Orders, decorations and medals issued to a Service person may not be replaced after the death of the recipient.

Foreign Awards

- h. In the event of a loss of an order, decoration or medal bestowed by a Commonwealth or foreign country, the individual is to contact NZDF PAM in the first instance for advice. Some common awards may be able to be replaced by NZDF PAM; such as the International Force East Timor (INTERFET) Medal (Australian) and the United States Army Commendation Medal. If NZDF PAM cannot provide a replacement, the individual will be advised to contact the High Commission or Embassy in New Zealand of the country concerned, or seek a commercial supplier. In some cases, replacement may not be possible.

14.3 Naming of Replacement Awards

Refer to paragraph 10.21 i.

Released under the Official Information Act 1982

Annex A Directions on the Care and Cleaning of Orders, Decorations and Medals

1. Orders, decorations and medals are made from one or more of the following materials; sterling silver, gold/gilt, rhodium or silver-plated base metal, bronze, and enamel (glass). As with all items of value, they are to be treated with care.

Handling Tips

2. Make sure hands are clean.
3. Avoid placing fingers on the obverse (front) or reverse of the badge or medal. Fingerprints and oils from the hands will damage the surface over time.
4. Where possible, pick up a badge, medal or medal group at the top of the ribbon(s) where it is attached to the brooch pin.
5. After handling, wipe with a soft cloth.

Mounting

6. Medals are to be mounted according to the *NZDF Medal Mounting Standard* by a New Zealand Defence Force (NZDF) contracted medal mounter (details available from Defence Shared Services). For those in possession of more than one medal, this means court mounting. This is not a task for an untrained person, as the results are often substandard and can damage the medals.

Cleaning of Court Mounted Medals

7. Once an award has been court mounted, it should only be cleaned with a soft cloth, as cleaning materials may stain the ribbons.

Cleaning of Other Medals, Neck Badges and Breast Stars

8. Medals that are not court mounted (individual items and 'swing mounted' groups may be cleaned with a soft cloth, silver polishing cloth, or cloth used for cleaning spectacles. 'Silver Dip' type products may be used on Sterling Silver awards. This should be rinsed off immediately in cool water.
9. Cool, soapy water and a soft toothbrush may be used to clean Neck Badges and Breast Stars. These should then be dried with a hair dryer¹ on a cool setting. Hot water should never be used on awards containing enamel as rapid temperature changes will cause this material to crack.
10. **Warning!**
 - a. **Do Not** use abrasive cleaners, such as Brasso and Silvo. These will remove the plating and destroy surface detail.
 - b. **Do Not** attempt to clean medal ribbons, and keep ribbons clear of all cleaning materials.
11. Items that are subject to tarnishing (usually awards instituted prior to 2000, and items made from Silver) should be cleaned and a clear lacquer applied by the medal mounter prior to court mounting. If applied correctly, the lacquer should prevent tarnishing for many years. **Clear varnish should not be used on medals; as it is prone to cracking and discolouration.**

1. Neck Badges and Breast Stars are usually made in several pieces. A hair dryer is recommended for the removal of moisture from the crevices and joints between the component parts.

Wet Medals

12. Remove excess moisture from the medals and allow the group to dry naturally.
13. **Do Not** apply any form of artificial heat or leave them in the direct sunlight as this may cause the mounting board to warp, and ribbons to shrink and fade.

Storage

14. It is recommended that orders, decorations and medals, both full-size and miniature, be stored in a suitable box made of wood or metal with interior padding. These are available commercially. Medals should not be placed in a storage box when wet.
15. **Do Not** store insignia made with enamel in close proximity to silica gel. This substance may cause discolouration.
16. Checklist (prior to wear):
 - a. Ensure the brooch pin assembly on the back of the medal group is secure.
 - b. Check each medal in the group is perpendicular and securely **wired** to the mounting board.
 - c. The medals and ribbons are clean.
 - d. Clasps/bars are secure and at a right angle (90 degrees) to their ribbons.
 - e. The group is securely attached to the jacket, coat or dress in the correct position, and the brooch pin and claw are properly engaged.

Released under the Official Information Act 1982

Intentionally Blank

Released under the Official Information Act 1982

Contents

Chapter 15 Forfeiture, Cancellation and Restoration of Honours and Awards

Contents

15.1	Outline
15.2	Forfeiture
15.3	Action on the Issue of an Order for Forfeiture
15.4	Cancellation
15.5	Restoration
15.6	Recording
Annex A	Approving Authorities—Forfeiture, Cancellation and Restoration of Awards
Annex B	Guidelines as to the Conditions Under Which an Award May Be Forfeited and Restored

Released under the Official Information Act 1982

Contents

15.1 Outline

- a. The Royal Warrants and regulations of many of the awards in the Honours System make provision for their forfeiture, cancellation and restoration by an Approving Authority or a person to whom delegated authority has been given.
- b. A list of persons authorised to order the forfeiture, cancellation and restoration of honours and awards is at Chapter 15 [Annex A](#). Authority granted under Chapter 15 [Annex A](#) may not be sub-delegated.
- c. Each case is to be considered on its individual merits.

15.2 Forfeiture

- a. Forfeiture of an honour or award is a serious administrative consequence that may arise from a break in good character and conduct.
- b. Forfeiture of an honour or award is not an automatic consequence of a break in good character and conduct.
- c. Forfeiture of an honour or award is not a sentence that may be imposed by a Court Martial.
- d. Forfeiture of an honour or award is not a penalty that may be imposed by a person exercising summary powers of discipline.

Recommendations for Forfeiture

- e. Where a Commanding Officer (or equivalent) has cause to believe that a Service person has been involved in behaviour that may warrant forfeiture of an honour or award, they are to forward a report through command channels to the appropriate Approving Authority setting out the full particulars of the case and their recommended course of action. In the interest of natural justice, the Service person is to be given the opportunity to see the comments made by the Commanding Officer, and respond.
- f. In all cases where forfeiture of an honour or award is being considered, the Director Career and Talent Management (DCTM), Headquarters New Zealand Defence Force (HQNZDF), is to be consulted.
- g. Where an order for forfeiture of an honour or award is given, the Approving Authority may not impose a maximum or minimum time period to be applied to that order, or any special conditions to be met by the Service person.

Guidelines for Forfeiture

- h. Guidelines as to the conditions under which forfeiture of an award may be considered, and special conditions applicable to certain awards, are at Chapter 15 [Annex B](#).

15.3 Action on the Issue of an Order for Forfeiture

- a. Where an order for forfeiture of an award is issued by the Approving Authority, the person who is the subject of that order is to surrender the full-size badge, decoration or medal, together with any warrant or certificate associated with the award, to their Commanding Officer (or equivalent) who, in turn, is to forward this material under cover of form MD121 *Transfer of Documents* to NZDF Personnel Archives and Medals (NZDF PAM), for safe keeping.
- b. Awards at level 6 and above that are surrendered in accordance with paragraph 15.3 a. are to be returned by NZDF PAM to the Honours Unit, Cabinet Office, Department of Prime Minister and Cabinet (DPMC).

Contents

- c. The person subject of an order for forfeiture may retain any miniature badge, decoration or medal, and any ribbon, of the forfeited award, but is not permitted to wear them, or use any post-nominal letters pertaining to the award.

15.4 Cancellation

- a. An Approving Authority may order an award to be cancelled where it has been approved as a consequence of an administrative error or oversight, or where the recipient dies prior to formal approval of the award being received. The latter applies only to appointments to orders and to awards that cannot be made posthumously, e.g. appointments to the New Zealand Order of Merit.

Action on the Issue of an Order for Cancellation

- b. Where an order for cancellation of an award is issued, the subject of that order is to surrender all insignia (full-size and miniature) that may have been issued or presented, together with any warrant or certificate associated with the award, to their Commanding Officer (or equivalent) who, in turn, is to forward this material under cover of Form MD121 to NZDF PAM.
- c. Where an award is cancelled due to an administrative error or oversight, and the insignia (and warrant or certificate) has already been presented, the recipient is to be provided with a letter of apology and an explanation of the reasons for the cancellation.

15.5 Restoration

- a. Restoration is the act of restoring to a person an award that has been forfeited.
- b. Guidelines as to the conditions under which restoration may be considered are at Chapter 15 [Annex B](#).

Annual Review

- c. Where an NZDF Approving Authority has issued an order for the forfeiture of an award under the provisions of this Defence Force Order (DFO), restoration of that award is to be considered at least once every 12 months thereafter, or sooner at the discretion of the Approving Authority, until such time as the award is restored.

Persons Leaving the New Zealand Defence Force

- d. Except in the case of an honour at level 6 or above, where a person who has forfeited an award subsequently leaves the NZDF, restoration of that award is to be considered by the Approving Authority prior to discharge. If restoration is not approved prior to discharge, it is to be considered annually thereafter in accordance with paragraph 15.5 c.

Application for Restoration

- e. A person who has been the subject of an order for the forfeiture of an award administered by the NZDF may apply to the Approving Authority at any time seeking the restoration of that award.

Contents

Action on the Issue of an Order for Restoration

- f. Where an Approving Authority orders the restoration of an award, the Commanding Officer (or equivalent) of the recipient is to arrange for the insignia and any associated warrants or certificates to be returned by NZDF PAM to the recipient. In the case of persons who are no longer employees of the NZDF, the appropriate Service Career Manager is to arrange for the insignia and any associated warrants or certificates to be returned by NZDF PAM to the recipient.
- g. Awards that are the subject of an order for restoration are not to be presented to the recipient at an investiture or official presentation ceremony.

15.6 Recording

Approving Authorities are to ensure that all orders for forfeiture, cancellation and restoration are recorded on the subject person's Human Resource Management Information System (HRMIS) records and personal file.

Released under the Official Information Act 1982

Annex A Approving Authorities—Forfeiture, Cancellation and Restoration of Awards

Award	Forfeiture	Cancellation	Restoration
ONZ, New Zealand Order of Merit, QSO, QSM	The Sovereign (administered by DPMC)	Prime Minister (on advice from CDF administered by DPMC)	The Sovereign (administered by DPMC)
Gallantry and Bravery Awards	Not possible by Convention	Prime Minister (on advice from CDF)	Not applicable
Distinguished Service Decoration and New Zealand Antarctic Medal	Governor-General (administered by DPMC)	Prime Minister (on advice from CDF administered by DPMC)	Governor-General (administered by DPMC)
Defence Meritorious Service Medal	CDF	CDF	CDF
Awards recognising length of service and efficiency, including New Zealand Meritorious Service Medal (obsolete), and long service medals	Service Chief	Deputy Service Chief	Service Chief
New Zealand Defence Service Medal	Service Chief	Dir HR Operations	Service Chief
Medals for operational service and peacekeeping, including awards of the UN, NATO and EU	CDF	Dir HR Operations	CDF
Awards by foreign nations, e.g. the PJM, Timor-Leste Solidarity Medal	Not available	Dir HR Operations	Not applicable
New Zealand Special Service Medals	CDF	Dir HR Operations	CDF
Jubilee and Coronation medals	Not available	Governor-General	Not applicable
1990 New Zealand Commemoration Medal and 1993 Suffrage Centennial Medal	Governor-General (administered by DPMC)	Not applicable (no new awards being made)	Governor-General (administered by DPMC)
Medal for Champion Shot of each Service	Not Available for Army, otherwise Service Chief	Deputy Service Chief	Service Chief

Annex B Guidelines as to the Conditions Under Which an Award May Be Forfeited and Restored

Forfeiture

Custom and Practice Benchmarks

1. New Zealand custom and practice is that forfeiture of an honour (at level 6 and above) **may be considered** where the holder:
 - a. has been sentenced in a court of law to a minimum of three months' imprisonment; **and** where
 - b. the offence involved disloyalty to the state; or
 - c. the offence was committed by a Service member and involved serious dereliction of duty; or
 - d. the offence involved such disgraceful conduct that public opinion would be likely to consider it wrong for the offender to hold a Royal Honour; that is, the Honours System and the award would be brought into disrepute.
2. Forfeiture of an honour or award may also be considered where the holder is convicted in a court of law of an offence specified in the Royal Warrant or regulations of the award for which forfeiture of that award is a consequence.
3. Approving Authorities are to note that successive New Zealand Prime Ministers have set a very high threshold for forfeiture, so a recommendation for forfeiture should not be considered lightly, or as an automatic administrative action. People receive their honours and awards for worthy service, and the reality is that the service was still performed, despite later law-breaking or offending.

Principle

4. Except as provided for elsewhere in this chapter, a recommendation for forfeiture should not be made to an Approving Authority unless the benchmarks in paragraphs 1. or 2. of this annex have been met.

Special Conditions Applicable to Certain Awards

5. **Long Service (and Good Conduct) Awards.** A Service person who is in receipt of an award for long service (and good conduct), or a clasp to an award for long service (and good conduct), should not forfeit that award or any clasps thereto for a break in good character and conduct that occurs **after** their eligibility date for an award or clasp, unless the benchmarks in paragraphs 1. or 2. of this annex have been met.
6. There are a number of honours and awards that by convention, custom and practice, or the terms of their Royal Warrant or regulations, are not subject to forfeiture and restoration as prescribed in this Defence Force Order (DFO), or to which special conditions apply. These are set out as follows:
 - a. **Gallantry and Bravery Awards.** Although the Royal Warrants for the New Zealand Gallantry and Bravery Awards contain clauses that provide for forfeiture, the late King George V stated that awards for gallantry and bravery should not be subject to forfeiture. This view has become a convention that has been followed by successive sovereigns.

- b. The New Zealand Operational Service Medal, Campaign Service Medals, and Medals for Peacekeeping (including awards of the United Nations Organisation (UN), Multi-national Force and Observers (MFO), European Union (EU) and European Union Police (EUPOL)). Custom and practice has determined that these awards can be forfeited only if an individual is convicted of:
 - (1) treason, sedition, mutiny, or a similar offence; or
 - (2) a serious offence that is directly related to the service overseas that brings New Zealand, the New Zealand Defence Force (NZDF) or the overseas mission into disrepute.
- c. **Jubilee and Coronation Medals.** Jubilee and Coronation medals are instituted and awarded at the Sovereign's pleasure under the Royal Prerogative of Honour, not by Royal Warrant or regulation. These awards are not subject to forfeiture.
- d. **North Atlantic Treaty Organization Medals.** North Atlantic Treaty Organization (NATO) medals may be forfeited by military and civilian personnel who have been convicted of serious misconduct or crimes during the period of their assignment under NATO command or control¹.

Chief of Defence Force, Service Chief Commendations and the New Zealand Defence Force Commendation

- 7. Chief of Defence Force (CDF), Service Chief and NZDF Commendations are not subject to forfeiture.

Commonwealth and Foreign Awards

- 8. Commonwealth and foreign awards, including commendations and citations, are not subject to forfeiture unless so ordered by the awarding nation.
- 9. Awards in this category include, but are not limited to, those issued by the UN, EU and EUPOL, the Pingat Jasa Malaysia Medal (PJM), Timor-Leste Solidarity Medal and the Korean War Service Medal.

Restoration

- 10. Restoration of an honour or award is at the discretion of the Approving Authority and may be ordered at any time.
- 11. An Approving Authority may consider restoration of an honour or award earlier than might normally be the case where a person subject to an order for forfeiture has subsequently:
 - a. been awarded an order, decoration, medal or commendation for gallantry, bravery, distinguished or meritorious service;
 - b. performed meritorious service not necessarily resulting in medallic recognition or an award of a commendation;
 - c. been promoted to a higher rank;
 - d. been accepted for re-enlistment; or
 - e. been otherwise specially recommended.

1. North Atlantic Treaty Organization (NATO) Directive AD 040-008, Chapter 3, paragraph 3-2.

12. An Approving Authority may also consider restoration on the death of the recipient.
13. Where an award for long service is ordered to be restored, reckonable service towards any clasp to that award, or any other long service award to which that person may be eligible, shall normally commence on the day after the date of the last break in good character and conduct (date of conviction).

Released under the Official Information Act 1982

Contents

Chapter 16 Honorary Appointments to the Sovereign's Household

Contents

- 16.1 Outline
- 16.2 Vacancies and Nominations
- 16.3 Dress Distinction
- 16.4 Post-nominal Letters
- 16.5 Recording of Appointments

Released under the Official Information Act 1982

16.1 Outline

- a. Eight officers at any one time may have the privilege of being appointed to the Sovereign's Household in the following roles:
 - (1) Honorary Aide-de-Camp (Additional) (ADC (Addl)): normally one from each Service and one from the Reserve Forces.
 - (2) Honorary Chaplain.
 - (3) Honorary Surgeon.
 - (4) Honorary Dental Surgeon.
 - (5) Honorary Nursing Officer.
- b. Terms of appointment are generally for three years. Appointments also lapse on retirement, on promotion, and on posting overseas.

16.2 Vacancies and Nominations

- a. When a vacancy arises, the Directorate Career and Talent Management (DCTM), Headquarters New Zealand Defence Force (HQNZDF), is to call for nominations from the appropriate sources. The rank level required for nominees is as follows:
 - (1) Honorary ADC (Addl): Brigadier (Equivalent) (BRIG (E))
 - (2) Other honorary appointments: Colonel (Equivalent) (COL (E)) or Lieutenant Colonel (Equivalent) (LTCOL (E)).
- b. Nominations are to be accompanied by a biography of the nominee that is to include key positions held to date, and career highlights. A photograph of the nominee is not required.
- c. DCTM, HQNZDF is to:
 - (1) obtain Chief of Defence Force (CDF) approval for nomination(s) to be submitted through the Cabinet Office to the Sovereign for approval;
 - (2) manage the nomination process until approval is received from the Sovereign; and
 - (3) arrange for the notification of appointees and promulgation of the appointments.

16.3 Dress Distinction

- a. Appointees to the Sovereign's Household may wear the Royal Cypher on uniform shoulder boards immediately below their badge of rank for the term of their appointment.
- b. On relinquishing an appointment to the Sovereign's Household, a former holder may continue to wear the Royal Cypher on their shoulder boards in miniature.
- c. It is a convention that the Royal Cypher is not worn on shoulder boards by General Officers.

16.4 Post-nominal Letters

Appointees to honorary positions in the Sovereign's Household are entitled to use the following post-nominal letters for the duration of their appointment:

- (1) Aide-de-Camp (Additional) (ADC (Addl)).
- (2) Honorary Chaplain (QHC).
- (3) Honorary Surgeon (QHS).
- (4) Honorary Dental Surgeon (QHDS).
- (5) Honorary Nursing Officer (QHNO).

16.5 Recording of Appointments

- a. A list of current appointees to honorary positions in the Sovereign's Household is to be maintained by the Manager Honours and Awards, DCTM.
- b. Service Career Managers are to advise DCTM, HQNZDF when a holder of one of the honorary appointments listed in paragraph 16.1 is promoted, posted overseas, or leaves the NZDF.
- c. Approval by the Sovereign of new honorary appointments to their Household is to be advised to the appointee and to Service Career Manager by DCTM, HQNZDF.
- d. Service Career Managers are responsible for updating an appointee's personal records.

Released under the Official Information Act 1982

Intentionally Blank

Released under the Official Information Act 1982

Contents

Chapter 17 Honorary Appointments to the Governor-General's Household

Contents

- 17.1 Outline
- 17.2 Vacancies and Nominations
- 17.3 Dress Distinction
- 17.4 Post-Nominal Letters
- 17.5 Recording of Appointments

Released under the Official Information Act 1982

17.1 Outline

- a. New Zealand Defence Force (NZDF) personnel, both Regular and Territorial/Reserve Force, may have the privilege of being appointed to the Governor-General's Household in the following roles:
 - (1) Honorary Aide-de-Camp (ADC) (Regional appointments in Auckland, Wellington, and the South Island).
 - (2) Honorary Surgeon.
 - (3) Honorary Dental Surgeon.
 - (4) Honorary Nursing Officer.
 - (5) Personal Pipers.
- b. Terms of appointment are generally for three years. Appointments also lapse on retirement, on promotion, and on posting overseas or out of the geographic area covered by the appointment.

17.2 Vacancies and Nominations

- a. When a vacancy arises, Director/Directorate Career and Talent Management (DCTM), Headquarters NZDF (HQNZDF) is to call for nominations from the appropriate sources. The preferred rank level for nominees is Lieutenant Colonel (Equivalent) (LTCOL (E)). There is no prescribed rank level for appointment as a Personal Piper.
- b. Nominations are to be accompanied by a biography of the nominee that is to include key positions held to date, and career highlights.
- c. DCTM, HQNZDF is to:
 - (1) advise Chief of Defence Force (CDF) of the names of nominees to be submitted to the Governor-General for consideration;
 - (2) manage the nomination process until approval is received from the Governor-General; and
 - (3) arrange for the notification of appointees and promulgation of the appointments with Service Career Managers.

17.3 Dress Distinction

The Governor-General's Household Badge is worn by men on the left lapel and by women on the left side of the dress, above any decorations and medals, at official and other appropriate occasions when civilian dress is worn. **The Badge is not worn on military uniform.**

17.4 Post-Nominal Letters

There are no post-nominal letters associated with appointments to the Governor-General's Household.

Contents

17.5 Recording of Appointments

- a. A list of current appointees to honorary positions in the Governor-General's Household is to be maintained by the Manager Honours and Awards DCTM.
- b. Service Career Managers are to advise DCTM when a holder of one of the honorary appointments listed in paragraph 17.1 a. is promoted, posted overseas, or leaves the NZDF.
- c. Approval by the Governor-General of new honorary appointments to their Household is to be advised to the appointee and to Service Career Manager by DCTM.
- d. Service Career Managers are responsible for updating an appointee's personal records.

Released under the Official Information Act 1982

Intentionally Blank

Released under the Official Information Act 1982

Chapter 18 Battle Honours (Reserved)

Released under the Official Information Act 1982

Released under the Official Information Act 1982

Contents

Chapter 19 Colours, Guidons, Flags, Badges and Use of Heraldic Emblems

Contents

19.1	Outline
19.2	The New Zealand Herald of Arms Extraordinary (The Herald)
19.3	Colours
19.4	Heraldic Honours
19.5	Royal New Zealand Navy
19.6	New Zealand Army
19.7	Royal New Zealand Air Force
19.8	Change of Name or Motto
19.9	New or Replacement Colours, Flags, Ensigns and Badges
19.10	Heraldic Emblems
19.11	War Memorials
19.12	Ex-Service and Veterans' Organisations
19.13	Statutory Protection
19.14	Enquiries
Annex A	The New Zealand Herald of Arms Extraordinary
Annex B	Rules for the Use of the Royal Crown
Annex C	Images of Heraldic Emblems

19.1 Outline

Armorial Bearings (Coats of Arms), flags, colours, guidons, banners and badges are in the nature of an honour from the Sovereign and fall within the Sovereign's prerogative power as the 'fount of all honour'.

19.2 The New Zealand Herald of Arms Extraordinary (The Herald)

The Herald is the representative of the College of Arms in New Zealand. His responsibilities include providing advice to the Government, government departments, including the New Zealand Defence Force (NZDF), on heraldic and certain allied matters, and liaison with the College of Arms in respect of the granting, confirmation and registration of Armorial Bearings, both personal and corporate. In matters relating to badges, emblems and flags of the NZDF, the Herald acts as Deputy to Garter Principal King of Arms and as Deputy Inspector of Naval, Army and Air Force Colours and Badges. More information on the appointment and duties of the Herald is at Chapter 19 [Annex A](#).

19.3 Colours

- a. **Definition.** For the purpose of this chapter, 'Colours' refers to Queen's, Regimental and Squadron Colours, Guidons, Standards, Banners and the like.
- b. **Ownership of Colours.** Colours, including those laid-up, are the property of the Crown. Under no circumstances may they pass into private ownership.
- c. **Additions to Colours.** The design of a Colour may not be altered by the addition of any word, inscription or emblem. In other words, if additions are desired, a new Colour is required.
- d. **Repair of Colours.** Colours may be repaired by a person or persons qualified in needlework or, if painted on fabric, by an artist suitably qualified.
- e. **Replacement of Colours.** A Colour that is unable to be repaired may, with the Sovereign's approval, be replaced with an exact replica. The Colour being replaced would normally be laid-up.
- f. **Duplicate Colours.** As follows:
 - (1) On the amalgamation of two units, both entitled to Colours, only one Colour or pair of Colours (i.e. a Queen's Colour and a Regimental Colour) would normally be paraded until such time as new Colours are granted by the Sovereign. At this point the old Colours are to be laid-up.
 - (2) On the amalgamation of two units, one of which is entitled to Colours, they may be paraded until such time as new Colours are granted by the Sovereign. At this point the old Colours are to be laid-up.
- g. **Laying-Up of Colours.** As follows:
 - (1) Under normal circumstances old, obsolete or damaged Colours are to be laid-up in a military or public museum with the capacity to preserve them for the long-term enjoyment of all New Zealanders. The practice of allowing laid-up Colours to disintegrate over time is to be discouraged.
 - (2) Where it is proposed that old, obsolete or damaged Colours be laid-up in a church (of any denomination) or in some other public building, instead of as described in paragraph 19.3 g. (1), the reasons for the proposal are to be submitted to the appropriate Service Chief for approval.

- (3) The Colours of Regular Force units should normally be laid up in the appropriate NZDF Service museum.
 - (4) The Colours of Reserve Force units, because of their traditional territorial associations, should normally be laid up in an appropriate regional museum.
- h. **Selection of Museums.** The museum selected must be able to demonstrate that it has the appropriate facilities and policies in place to preserve colours for the long term. In all cases where Colours are laid up in a museum, a loan or gift agreement is to be put in place that specifies the following:
- (1) In the event that the museum decides to dispose of them, they are to be offered back to the NZDF in the first instance.
 - (2) The Colours remain the property of the Crown at all times (refer to paragraph 19.3 b.).
 - (3) Once laid-up, it is unusual for a Colour to be restored to service.
- i. **Depositing of Colours.** For reasons such as mobilisation, Colours may be deposited (as opposed to laid-up) with an appropriate institution for temporary safe-keeping. Deposited Colours may be returned to service at a future time, e.g. when the Corps or Unit has returned from operational service.
- j. **Replacement Colours.** Refer to paragraph 19.9.
- k. **Disposal of Flags.** Flags of a historic nature should be gifted to an appropriate military museum or public institution. In exceptional circumstances a flag that is no longer suitable for flying may be destroyed. Destruction is normally by burning in private avoiding any public disrespect or comment.
- l. **Approving Authority.** The laying-up and depositing of Colours and the disposal of flags requires the approval of the appropriate Service Chief.
- m. **Heritage Advice.** Units contemplating the laying-up or depositing of Colours, or the disposal of flags, should seek heritage advice from the Directorate of Heritage Commemoration and Protocol, Headquarters NZDF (HQNZDF), in the first instance.
- n. **Use of Colours as a Funeral Pall.** As follows:
- (1) Colours may not be used as a Pall over a casket.
 - (2) A flag, such as the New Zealand Flag, New Zealand White Ensign, Royal New Zealand Air Force (RNZAF) Ensign, and New Zealand Red Ensign, may be used as a Pall over a casket. The flag should always fully cover the casket and should be removed before the casket is lowered into the grave or dispatched to the crematorium. Normally, the New Zealand Flag is used for the funerals of current and former service personnel.

19.4 Heraldic Honours

- a. **The New Zealand Defence Force Badge.** The NZDF Badge was approved by the Sovereign in 1993. The Badge may only be used by those persons or organisations for which the NZDF has formal responsibility.
- b. **Queen's Colours.** Queen's Colours have been issued to the Royal New Zealand Navy (RNZN), RNZAF and several regiments of the New Zealand Army. These Colours signify loyalty to the Sovereign or Crown and are the premier heraldic honours held by the NZDF.

19.5 Royal New Zealand Navy

- a. **New Zealand White Ensign.** This flag was approved by the Sovereign in 1968. It is generally flown in place of the New Zealand Flag on appropriate Service occasions.
- b. **Royal New Zealand Navy Badge.** The RNZN Badge was approved by the Sovereign in 1969. The Badge may only be used by those persons or organisations for which the RNZN has formal responsibility.
- c. **Royal New Zealand Navy Ships' Badges.** Ships' Badges are approved by the Chief of Navy (CN) in consultation with the Herald. The form of approval for a Badge is normally a painting of the Badge that is signed by the CN and countersigned by the Herald. Badges include a 'Naval', as opposed to a 'Royal', Crown. In those cases where a Badge incorporates a Royal Emblem the Sovereign's personal approval may be required.

19.6 New Zealand Army

- a. **Badge of the New Zealand Army.** The Badge of the New Zealand Army was approved by the Sovereign in 2001, replacing the Badge approved in 1949. The Badge may only be used by the Army and those persons or organisations for which it has formal responsibility.
- b. **Flag.** The New Zealand Army does not have a flag. The New Zealand Flag may be used on all occasions when a flag is required to be flown.
- c. **Regimental Colours.** Regimental Colours symbolise the spirit and history of a regiment and may bear some or all of its battle honours. A Regimental Colour is junior in status to a Queen's Colour.
- d. **Guidon.** A Guidon symbolises the spirit and history of a cavalry regiment. It has the same status as a Regimental Colour.
- e. **Regimental and Corps Badges.** The design of Corps and regimental badges require the formal approval of the Sovereign or, in certain situations, the Governor-General.
- f. **Banners.** Some Corps and regiments have a Banner, sometimes known as a Colonel-in-Chief's Banner. This is a blue flag with the Corps or regimental badge in the centre and the Cypher of the Colonel-in-Chief (normally a member of the Royal Family) in the Canton (top-left-hand corner). A Banner does not have the same status as a Regimental Colour.
- g. **New Zealand Expeditionary Force (1939–45) Infantry Battalion.** These flags bear a design consisting of the 'Onward' Badge on a red field and the name of the unit below, and were sanctioned in 2007. They are not to be treated or regarded in the same manner as Regimental Colours.

19.7 Royal New Zealand Air Force

- a. **RNZAF Ensign.** This flag was approved by the late King George VI in 1939. It may be flown in place of the New Zealand Flag on appropriate Service occasions.
- b. **RNZAF Badge.** Approved by the late King George VI, the Badge may only be used by the RNZAF and those persons or organisations for which it has formal responsibility.
- c. **RNZAF Squadron Badges.** The design of Squadron and Unit Badges requires the formal approval of the Sovereign.

19.8 Change of Name or Motto

If a Corps, Ship, Regiment, Unit, or Squadron changes its name or motto, a new badge is required.

19.9 New or Replacement Colours, Flags, Ensigns and Badges

- a. Proposals for changes to an existing heraldic honour, or for new or replacement Colours, Flags, Ensigns and Badges are to be submitted by Service Chiefs to Chief of Defence Force (CDF), through Director/Directorate Career and Talent Management (DCTM) (attention Manager Honours and Awards).
- b. Services contemplating a change to an existing heraldic honour, or seeking new or replacement Colours, Flags, Ensigns and Badges, are to consult the Herald and the Manager Honours and Awards, DCTM, at the earliest possible opportunity in the preparation of their proposal.
- c. **Royal License.** A change to an existing heraldic honour, or a new or replacement Colour, Flag, Ensign or Badge, requires a 'Royal License'. This usually takes the form of a formal painting of the item, signed by the Sovereign or Governor-General and countersigned by an Officer of Arms (the Herald). The preparation of a Royal License may take between four to twelve months. The design of any emblem sanctioned by Royal License may not be altered without a new Royal License.
- d. **Fees.** Fees may be payable for the preparation of a Royal License. The Herald can advise on the fees involved and when they are required to be paid. These fees do not include manufacturing and other costs.
- e. **Limitations.** The grant of an emblem to a specific Service, Corps, Ship, Unit, or Squadron does not entitle that organisation (i.e. the grantee) to authorise a third party or other parties to use that emblem. There is also an important distinction between the 'use' of an emblem as opposed to 'display'. The Herald is to be consulted on doubtful cases.

19.10 Heraldic Emblems

- a. **Royal Crown.** A heraldic Royal Crown is a personal symbol or emblem of the Sovereign and its use is subject to strict rules. The rules currently applicable in New Zealand are at Chapter 19 [Annex B](#). The design of Royal Crowns used in Armorial Bearings and on certain badges and flags varies from time to time. The Royal Crown currently in use for the reign of Queen Elizabeth II is a heraldic version of the Coronation Crown, known as 'St Edward's Crown'. Prior to 1953, the heraldic Royal crowns in general use were known as an 'Imperial Crown'.
- b. **The Royal Arms.** The Royal Coat of Arms is both the Arms of the Sovereign and the British Government. There are many different styles and formats. For historical reasons, the Royal Arms are worn as rank insignia by Warrant Officers of the RNZN and RNZAF. This use does not entitle the wearer to use the Arms in any other manner or form.
- c. **The New Zealand Coat of Arms.** The New Zealand Coat of Arms is the Arms of the Executive or the Government of New Zealand. It is not the national Coat of Arms. The Arms may be used by the Government, government organisations (including the NZDF) and other agencies over or for which the Crown has formal administrative responsibility. The Arms are worn as rank insignia by the Warrant Officer of the Army. This use does not entitle the wearer to use the Arms in any other manner or form.
- d. **Royal Cypher.** The Royal Cypher is a personal emblem of the Sovereign. Permission to use it is rarely granted. The present Cypher consists of the 'E II R' device, usually surmounted by a Royal Crown. The Cypher may be worn as a badge by Honorary Aides de Camp (ADC) and Equerries to the Sovereign (refer to paragraphs 16.6 and 20.16). With the Sovereign's approval the Cypher may be incorporated into the design of a military badge, medal, flag and the like.

Contents

- e. **The Queen's Personal Flag for New Zealand.** This flag is only flown by the Queen when she is in New Zealand. It takes precedence over all other flags, including the New Zealand Flag.
- f. **The Flag of the Governor-General of New Zealand.** This flag is only flown when the Governor-General is present. It takes precedence over all other flags, including the New Zealand Flag, except the Queen's Personal Flag for New Zealand.
- g. **Images.** Images of these heraldic emblems are at Chapter 19 [Annex C](#).

19.11 War Memorials

Service, Corps, Ship and Unit badges may be displayed on Service and War Memorials.

19.12 Ex-Service and Veterans' Organisations

Subject to the specific written approval of the appropriate Service Chief, ex-Service and veterans' organisations may display the Badge of a former Service, Corps, Ship or Unit (which may include a Royal Crown) on their letterheads and publications, provided:

- (1) The Badge is not displayed in a manner implying it is the Badge of the ex-Service or Veterans' organisation concerned.
- (2) The design of the Badge is not altered in any way.
- (3) The Badge is not placed on, or incorporated into, the design of any flag, banner or pennant.

19.13 Statutory Protection

In New Zealand, the unauthorised use of Vice-Regal, State and heraldic emblems and names, including Royal Crowns and Coats of Arms, is covered by Part II of the Flags, Emblems and Names Protection Act 1981.

19.14 Enquiries

All enquiries relating to heraldic honours and emblems are to be addressed to the Manager Honours and Awards, DCTM, HQNZDF.

Annex A The New Zealand Herald of Arms Extraordinary

1. The office of New Zealand Herald of Arms Extraordinary to Her Majesty the Queen (hereinafter referred to as the Herald) was established by Royal Warrant, dated 6 February 1978.
2. As an Officer of Arms, the Herald is a member of the Royal Household and an honorary member of the Governor-General's household. He is not a public servant and, as an Officer of Arms, acts independently and in accordance with custom. The Herald may charge fees for services or advice given.
3. The Herald is the formal channel of communication and liaison between New Zealand and the College of Arms in London, a corporation within the Royal Household. The duties of the Herald fall into the following three categories:
 - a. **Armorial or Heraldic.** To advise the Crown, the Government, government departments (including the New Zealand Defence Force (NZDF)) on heraldic and certain allied matters; to liaise with the College of Arms in respect of the granting, confirmation and registration of Armorial Bearings, both personal and corporate. In matters relating to the badges, emblems and flags of the NZDF, the Herald acts as Deputy to Garter Principal King of Arms and as Deputy Inspector of Naval, Army and Air Force Colours and Badges.
 - b. **Ceremonial.** To attend the Sovereign and Governor-General on such occasions as may be required. This includes the State Opening and Dissolution of Parliament.
 - c. **Genealogical.** To liaise with the College of Arms in matters relating to the research and registration of pedigrees, in particular those relating to confirmations of Arms.

Annex B Rules for the Use of the Royal Crown

Use in New Zealand

1. In New Zealand, approval to use a Royal Crown, (normally to incorporate it into a Badge) is restricted to the following:
 - a. The Governor-General (Crown alone) and personal officers of the Sovereign.
 - b. Government departments and certain other agencies of the Crown, including the New Zealand Defence Force (NZDF). (Note that Badges of Her Majesty's New Zealand Ships use a 'Naval Crown' instead of a Royal Crown).
 - c. Certain organisations of a semi-official nature that may be linked or have close ties to the Crown or the Government, or both, e.g. Waitangi National Trust, Royal New Zealand Federation of Justices of the Peace.
 - d. Organisations concerned with the welfare of former military personnel, such as the Royal New Zealand Returned and Services' Association (RNZRSA) (at a national level only).

Prohibitions

2. A Royal Crown may not be used, without specific approval:
 - a. on badges, seals, stationery, publications and similar items of non-official organisations with no Crown or Government connection though their objectives and purpose may be praiseworthy and patriotic;
 - b. by commercial and private organisations, including charitable trusts; or
 - c. by private persons.

Approvals

3. Approval to use a Royal Crown is in the nature of an honour and may be granted by:
 - a. the Sovereign; or
 - b. the Governor-General, acting under authority from the Sovereign.
4. In both instances, the approval usually takes the form of a painting or drawing of the Badge (*Royal License*), which is signed by the Sovereign or Governor-General and countersigned by an officer of Arms (from the College of Arms, or the Herald).

Special Rules

5. Occasionally, for a Royal Visit or important Royal celebrations, the Sovereign may relax for a limited period the rules for the use of Royal Crowns and other Royal emblems and permit them to be used as public decorations and on specific commemorative items, other than those of a commercial nature, e.g. the Queen's Diamond Jubilee Emblem for New Zealand 2012.

Annex C Images of Heraldic Emblems



Figure 1 : The St Edward's Crown (Stylised);
'Royal Crown' of Her Majesty Queen Elizabeth II



Figure 2 : The Royal Coat of Arms



Figure 3 : The New Zealand Coat of Arms



Figure 4 : Royal Cypher of Her Majesty Queen Elizabeth II
(Incorporating a Royal Crown)



Figure 5 : Royal Cypher Incorporated into the Design of a Decoration
(The New Zealand Efficiency Decoration)

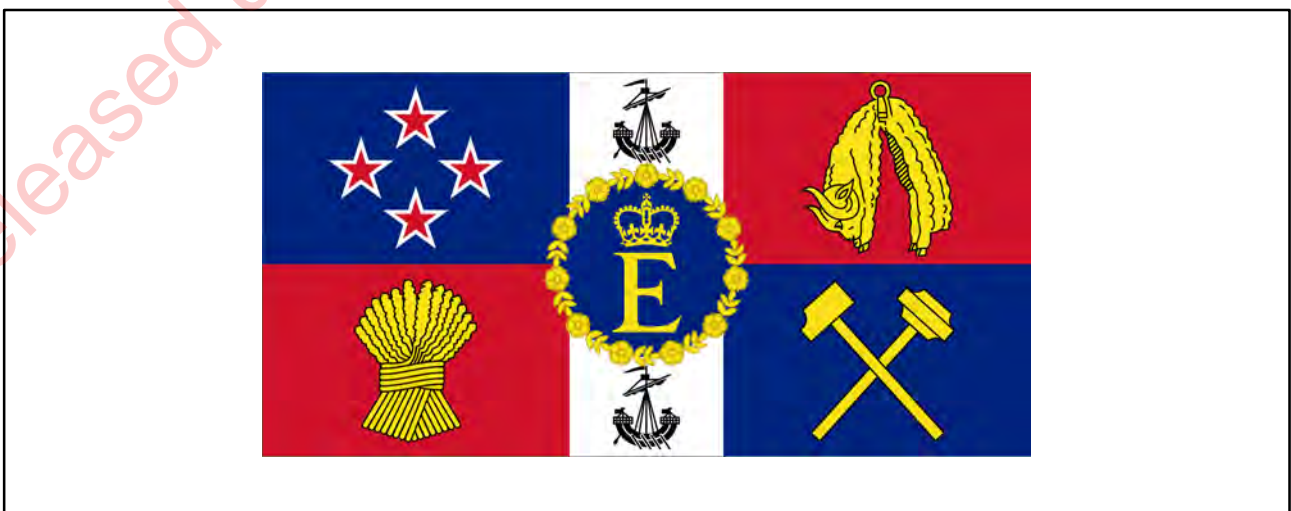


Figure 6 : The Queen's Personal Flag for New Zealand

Chapter 20 Royal Patronage

Contents

20.1	Outline
20.2	Royal Appointments and Commissions
20.3	Grant of the Title 'Royal'
20.4	Royal and Vice-Regal Patronage
Annex A	Equerry: History, Role and Guidelines for Appointment

Released under the Official Information Act 1982

20.1 Outline

This chapter covers the following:

- (1) Appointments of members of the Royal Family to the following positions in the New Zealand Armed Forces:
 - (a) Colonel-in-Chief of Corps and Regiments of the New Zealand Army
 - (b) Captain-General of the Royal Regiment of New Zealand Artillery and the Royal New Zealand Armoured Corps
- (2) Appointment of members of the Royal Family to honorary rank in the Services
- (3) Grants of the title 'Royal'
- (4) Royal and Vice-Regal patronage

20.2 Royal Appointments and Commissions

- a. Where it is desired to invite a member of the Royal Family to be a Colonel-in-Chief or accept an honorary commission (honorary rank) or appointment in the New Zealand Defence Force (NZDF), the two-stage process as set out in paragraph 20.2 b. and c. is to be observed:
- b. **Initial (Informal) Process.** As follows:
 - (1) A written proposal is to be submitted via command channels through Director/Directorate Career and talent Management (DCTM), Headquarters NZDF (HQNZDF) to Chief of Defence Force (CDF).
 - (2) CDF informally discusses the proposal with the Service Chief, Minister of Defence, and with the Clerk of the Executive Council and Secretary of the Cabinet (the Clerk).
 - (3) The Clerk informally discusses the proposal with the Prime Minister and the Private Secretary to the Sovereign.
- c. **Formal Process.** If the proposal is acceptable to the Sovereign, the following procedure is followed:
 - (1) CDF makes a submission to the Prime Minister through the Minister of Defence.
 - (2) If approved by the Prime Minister, the Clerk of the Executive Council prepares a formal submission for the Prime Minister to submit to the Sovereign.
 - (3) If approved by the Sovereign, the appointment is announced and notified in the *New Zealand Gazette*.
- d. The 'initial' and 'formal' processes are to be coordinated on behalf of CDF by DCTM, HQNZDF.
- e. **Consideration and Selection of Candidates for Appointment.** Where a Service has a preferred candidate in mind, this should be made clear in the written proposal to CDF. Neither the preferred candidate nor any member of their personal staff is to be approached prior to or during the consideration process. The selection of appointees is the prerogative of the Sovereign and the preferred choice may not be available. Potential candidates for appointment are normally discussed during the initial process (refer to paragraph 20.2 b.).
- f. Matters relating to the selection and appointment process are to be dealt with in the strictest confidence until formal approval of an appointment is received.
- g. When a member of the Royal Family holding an appointment dies, some considerable time (years) may elapse before the Sovereign considers the appointment of a replacement.

20.3 Grant of the Title 'Royal'

- a. The process for applying for a grant of the title 'Royal' is the same as that for Royal Appointments and Commissions described in paragraph 20.2 **b.** and **c.**
- b. The grant of the title 'Royal' does not automatically entitle the organisation receiving it to use a Royal Crown. The use of the title and use of the Crown are two distinct and separate honours or marks of Royal favour.

20.4 Royal and Vice-Regal Patronage

- a. **Entitlement.** An organisation with Royal or Vice-Regal patronage is not automatically entitled to use a Royal Crown, the Royal Arms, the New Zealand Coat of Arms, or the title 'Royal'. Refer to Chapter 19 for more information.
- b. **Requests for Vice-Regal Appointments and Patronage.** Requests for Vice-Regal appointments and patronage are to follow the same, processes set out in paragraphs 20.2 **b.** and **c.**; except that the Governor-General, rather than the Sovereign, is the Approving Authority.
- c. **Equeries.** CDF may authorise the appointment of an officer to act as an Equerry to a Colonel-in-Chief or a member of the Royal Family during a visit to New Zealand. The history and role of an Equerry, together with guidelines for appointment, are at Chapter 20 **Annex A.**
- d. **Appointments of Persons other than Members of the Royal Family.** Any suitable person, who is not a member of the Royal Family, may be appointed as a Colonel-in-Chief or to honorary rank in the New Zealand Armed Forces.¹ Appointments follow the same process as set out in paragraph 20.2 **b.** and **c.**
- e. **Enquiries.** All enquiries relating to Royal and Vice-Regal patronage are to be addressed to the Manager Honours and Awards, DCTM, HQNZDF.

1. There have been occasions where Governors-General and notable military figures, such as Field Marshal Lord Kitchener, have held such appointments in the past.

Annex A Equerry: History, Role and Guidelines for Appointment

1. Equerry (emphasis on the second syllable) is an anglicised form of the French word *écurie*, meaning 'stable'. Originally they were employed by persons of high rank, one of their duties being to tether their master's horse, for which they carried a short rope over their shoulder. Some believe this rope is the origin of the aiguillettes worn on the right shoulder by Equerries to members of the Royal Family. All Equerries of the Royal Household were originally called 'Equerries of the Crown Stable' and their duties included 'mouthing, managing and breaking the saddle horses and preparing them for the King's riding.' They also rode in attendance upon the Sovereign.
2. The following duties could be expected to be performed in New Zealand by an officer appointed as an Equerry to a Colonel-in-Chief and other members of the Royal family:
 - a. Attendance at reconnaissance activities conducted prior to a visit.
 - b. Liaison as required with the Cabinet Office, Government House staff, Visits and Ceremonial Office (VCO) (Department of Internal Affairs) and Diplomatic Protection Squad staff who may be attached.
 - c. Liaison with the Deputy Director Visits and Ceremonial, Headquarters New Zealand Defence Force (HQNZDF).
 - d. Work closely with the Private Secretary of the Colonel-in-Chief's Household and the permanent Equerry, with whom duties may be shared.
 - e. Ensure members of the visiting household are familiar with all aspects of the visit programme, and any changes that arise.
 - f. As required, briefing the Colonel-in-Chief on the places to be visited, as well as VIPs and key personnel (civil and military) they will meet.
 - g. Attend to any tasks as directed by the Colonel-in-Chief or his Private Secretary.
3. Equerries may be called upon to carry out duties on behalf of the Colonel-in-Chief when the latter is not in New Zealand, such as representing the Colonel-in-Chief at a funeral.

Note The Equerry may be made a temporary and honorary member of the Colonel-in-Chief's household for the duration of any visit to New Zealand.

4. It is desirable that the appointee is:
 - a. thoroughly familiar with the Service/Corps/Regimental history, role and current activities;
 - b. knowledgeable about Māori and Pasifika culture and protocols;
 - c. competent in dealing with security threats that might arise;
 - d. able to work comfortably at all levels of society and in all situations likely to be encountered during a visit;
 - e. trained in dealing with the media;
 - f. able to represent the NZDF with distinction; and
 - g. able to carry out the role with the appropriate military bearing, in the public eye, and under pressure.
5. The role and tasks of an Equerry are similar to those of an Aide-de-Camp (ADC).

Chapter 21 (Reserved)

21.1

Released under the Official Information Act 1982

Released under the Official Information Act 1982

Chapter 22 (Reserved)

22.1

Released under the Official Information Act 1982

Released under the Official Information Act 1982

Chapter 23 (Reserved)

Released under the Official Information Act 1982

Contents

23.1

Released under the Official Information Act 1982

Chapter 24 (Reserved)

24.1

Released under the Official Information Act 1982

Contents

24.1

Released under the Official Information Act 1982

Part 2 (Reserved)

Contents

Released under the Official Information Act 1982

Intentionally Blank

Released under the Official Information Act 1982