**HUMANITARIAN OVERSEAS MEDAL**

**Nomination Form**

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| **The Humanitarian Overseas Medal honours members of recognised Australian groups for emergency humanitarian service overseas in hazardous circumstances. Situations may include service in war zones, during peacekeeping operations, and response to natural disasters.** |
| **PART ONE - NOMINATOR** |
| **Title**:       | **Given Name**:       | **Surname**:       |
| **ID** **No**:       | **Position**:       | **Rank**:       |
| **Region**:       | **Unit**:       | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:       | **Mobile**:       |  [ ]  DM [ ]  State |
| **Email**:       |  |
| **PART TWO – NOMINEE**  |
| **Title**:       | **Given** **Name**:       | **Surname**:       |
| **ID No**:       | **Position**:       | **Rank**:       |
| **Region**:       | **Unit**:       | **Service**: [ ]  FRS [ ]  RFS [ ]  SES  |
| **Phone**:       | **Mobile**:       |  [ ]  DM [ ]  State |
| **Email**:       | **DOB**:       |
| **Awardee’s nationality** | [ ]  Australian [ ]  Dual [ ]  Other:       |
| **Awardee’s place of birth:**       |
| **Address prior to commencing this overseas humanitarian service:**       |
| **Is this application being made for your own service?**  | [ ]  Yes  | [ ]  No |
| **Is the proposed nominee deceased or infirm?** [ ]  Neither | [ ]  Deceased  | [ ]  Infirm |
| **If yes, what is your relationship to this person?**       |
| **PART THREE – SERVICE DETAILS** |
| * Detail humanitarian operation, country and dates where proposed nominee’s service was rendered.
* If proposed Nominee is eligible for more than one Clasp, please provide the details for each operation.
 |
| **Humanitarian operation/organisation and overseas country** | **Service Start Date** | **Service End Date** |
| Clasp and Organisation:       |       /     /      |      /     /      |
| Country (and location in country):       |

|  |  |  |
| --- | --- | --- |
| **Humanitarian operation/organisation and overseas country** | **Service Start Date** | **Service End Date** |
| Clasp and Organisation:        |      /     /      |      /     /      |
| Country (and location in country):       |
| **PART FOUR – SUMMARY OF SERVICE OVERSEAS PROVIDING HUMANITARIAN AID** |
| Please provide a brief summary of service overseas, identifying the country where this service was rendered, including any hazardous conditions and circumstances which exposed the nominee to the risk of death or significant harm when rendering humanitarian aid. |
|       |
| **PART FIVE – PREVIOUS AWARDS OF THE HOSM AND CLASPS** |
| **Has the nominee already received, or applied for, the Humanitarian Overseas Service Medal for any other service?**  | [ ]  Yes [ ]  No |
| **If yes, detail the Operation(s) and HOSM Clasp(s) awarded or eligible for:**       |
| **Humanitarian Operation(s) covered by HOSM and Clasp(s) awarded/eligible for** | **HOSM medal clasps received/eligible for** | **Date Awarded** |
| **Medal** | **Clasp** |
| **1.**       | **HOSM** |       |      /     /      |
| **2.**       | **HOSM** |       |      /     /      |
| **PART SIX – OTHER AUSTRALIAN AWARDS RECEIVED FOR THIS HUMANITARIAN SERVICE**e.g. Australian Active Service Medal, Australian Service Medal, or Police Overseas Service Medal or other medal such as General Service Medal, Vietnam Medal, or Vietnam Logistic & Support Medal etc. |
| **Has the nominee already received, or is eligible to receive another Australian award for this humanitarian service?** | [ ]  Yes [ ]  No |
| **If yes, detail the Operation(s) and Clasp(s) awarded or eligible for:**       |
| **Other Australian Awards/Clasps awarded/eligible for** | **Medal clasps received/eligible for** | **Date Awarded** |
| **Medal** | **Clasp** |
| **1.**       |       |       |      /     /      |
| **2.**       |       |       |      /     /      |
| **PART SEVEN – ENGRAVING OF THE HUMANITARIAN OVERSEAS SERVICE MEDAL** |
| **Given Name:**       | **Surname:**       |
| **PART EIGHT – ISSUING THE HUMANITARIAN OVERSEAS SERVICE MEDAL** |
| **Mailing Address:** | QFES Honours, Reward & RecognitionEmergency Services Complex125 Kedron Park RoadKEDRON QLD 4030 |
| **PART NINE - DECLARATION** |
| **I declare that:** | 1. The details I have given on this form are complete and correct
 |
|  | 1. I (or the awardee if someone else) was NOT a resident or refugee of the area served in, NOR a commercial contractor OR an employee of a commercial contractor to an organisation in the specified hazardous area;
 |
|  | 1. I agree to the proposed awardee’s address appearing on www.itsanhonour.gov.au.
 |
| [ ]  Yes [ ]  No | **Given Name**:       | **Surname**:       |
| **Signature:**       | **Date**:       |
| **PART TEN – SIGHTED BY MANAGER** (e.g. Area/Zone Commander, Regional Manager, Executive Manager, Director) |
| **Title:**       | **Given Name:**       | **Surname:**       |
| **Signature:**       | **Date:**       |
| **Do you support this nomination?** [ ]  Yes [ ]  No (Please comment) |
| **Comments:**      **Note: this nomination must be progressed to the AC/ED’s Office** |
| **PART ELEVEN – ENDORSEMENT BY ASSISTANT COMMISSIONER / EXECUTIVE DIRECTOR** |
| **Title**:        | **Given Name**:       | **Surname**:       |
| **Signature**:       | **Date**:        |
| **Comments:**  |
|  |

Guidelines

**General Information**

The Humanitarian Overseas Service Medal (HOSM) recognises ‘humanitarian service’, which the Regulations define as ‘service that gives immediate remedy to needy or distressed persons in order to sustain their life or dignity; or action to assist needy or distressed persons in order to sustain their life or dignity’. It is not an award for capacity-building or development aid projects. The HOSM can be awarded to members of recognised Australian groups who are exposed to risk or danger when giving humanitarian service overseas during international peacekeeping operations or during periods of civil or military strife or war.

Only one HOSM will be awarded to recognise a period of eligible overseas humanitarian service, although additional Clasps may be awarded to the Medal to recognise period(s) of eligible service in other operational area(s) of service. The following clasps have been declared:

|  |  |  |  |
| --- | --- | --- | --- |
| Afghanistan | Balkans | British Columbia | British Columbia II |
| Cambodia | Christchurch | East Timor | Great Lakes (Africa) |
| Haiti | Indian Ocean | Iraq | Japan |
| Mozambique | Nepal | Northern Iraq | Pakistan |
| Pakistan II | Philippines | Samoa | Somalia |
| South Sudan | South Vietnam | Ukraine | Vanuatu |
| West Africa |  |  |  |

**Eligibility Criteria**

Individuals who served as a member of an eligible group may be nominated for this award.

Eligible groups are outlined in the [Humanitarian Overseas Service Medal Guide to Eligible Groups](https://www.pmc.gov.au/sites/default/files/files/hosm-guide-to-eligible-groups-october-2020.pdf).

You can self-nominate for this award.

**Nomination Process**

1. Nominations are made via a nominator within QFES.
2. Complete this form and submit to appropriate Manager for sighting. It is the responsibility of the nomination officer to ensure that the individual’s details are correct and to ensure that, to the best of their knowledge, the individual being nominated meets the eligibility criteria.
3. Managers are responsible for considering nominations regarding the eligibility criteria and ensuring the nomination is progressed.
4. Manager sighted nominations are to be submitted to the relevant Assistant Commissioner (AC)/Executive Director (ED) for approval.
5. AC/ED approved nominations are submitted to QFES Honours, Reward and Recognition (HRR) Team.
6. The HRR Team conduct various credential checks and submit integrity checks to the Workforce Liaison Unit. Any adverse integrity checks are sent directly to the Chair, HRR Advisory Panel for consideration.
7. All nominations meeting the eligibility criteria and are clear of integrity checks are progressed to the HRR Advisory Panel for recommendation to the Commissioner.
8. Once the Commissioner has approved, the HRR Team will submit to the Governor-General’s Office in Canberra.