



**Australian Government**  

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**Department of Veterans' Affairs**

# **SALUTING THEIR SERVICE CERTIFICATES of APPRECIATION**

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**GUIDELINES for  
MEMBERS of PARLIAMENT**

*Last updated: September 2021*

### What are Certificates of Appreciation?

Certificates of Appreciation (CoA) are available under the Australian Government's *Saluting Their Service* Commemorative Program. They are a way of expressing the nation's gratitude to those who served:

- overseas in Australia's Defence Forces (ADF) from the Second World War on; or
- on the home front during the Second World War.

CoA do not confer any eligibility for entitlements under the *Veterans' Entitlements Act 1986*, the *Military Rehabilitation and Compensation Act 2004* or the *Safety, Rehabilitation and Compensation Act 1988*.

### Who can apply?

You can apply for a CoA if you are a:

- veteran who served overseas in the wars, conflicts and peacekeeping operations for which CoA are available, or served on the Home Front during the Second World War; or
- family member on behalf of deceased eligible person.

### What service qualifies for a CoA?

CoA are issued for service with ADF in overseas wars, conflicts or peacekeeping operations. Service on the Home Front during the Second World War, or with Australia's logistics support in Vietnam, during the specified dates, also qualify for a CoA.

### Home front service

Home Front service qualifies for a CoA for the Second World War as this was a period of national mobilisation, and there was direct and widespread civilian involvement in supporting the war effort.

### Logistics support in Vietnam

Logistics support in Vietnam includes, for example, Royal Australian Navy ships and Qantas charter crews carrying troops and supplies from Vietnam, Red Cross, Salvation Army workers, medical staff, and civilian entertainers supporting Australian service personnel in Vietnam between 31 July 1962 and 11 January 1973.

### Information on military service and peacekeeping operations

Information on military service and peacekeeping operations is taken from the Defence Directorate of Honours and Awards (Defence) [website](#).

The Department of Veterans' Affairs (DVA) will undertake an annual review of the Defence website and these guidelines to ensure accuracy of the information.

### Eligible wars, conflicts and peacekeeping operations

Please click on the relevant link below to see the required dates of service for the applicant to qualify for a CoA.

**NOTE:** CoA for Peacekeeping Operations will be issued as “Peacekeeping Operations” and will not specifically note the theatre of operations (for example, Peacekeeping Operations in the Balkans will be issued as “Peacekeeping Operations”).

#### [Australian Service 1945 – 1975](#)

Korea	Malaya	Malaysia	Thailand	Thai-Malaya	Vietnam
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#### [Australian Service since 1975](#)

<a href="#">Afghanistan</a>	Balkans	Cambodia	East Timor	International Coalition Against Terrorism	Iraq
Iraq 2003	Kuwait	Middle East	Namibia	Rwanda	Sierra Leone
Somalia	South East Asia				

#### Australian Operational Service Medal

<a href="#">Border Protection</a>	<a href="#">Greater Middle East Operations</a>	<a href="#">Special Operations</a>
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#### [Peacekeeping Operations 1945 – 1975](#)

Berlin	Far East Strategic Reserve	Germany	Indonesia	Japan	Kashmir
Korea	Middle East	Papua New Guinea	South East Asia	Special Operations	South West Pacific
Thailand	West New Guinea				

#### [Peacekeeping Operations since 1975](#)

Balkans	Bougainville	Cambodia	Counter Terrorism/ Special Recovery	East Timor	Ethiopia/ Eritrea
Guatemala	Gulf	Haiti	Iran/Iraq	Iraq	Irian Jaya
Kashmir	Korea	Kuwait	Lebanon	Middle East	Mozambique
Peshawar	<a href="#">Rhodesia</a>	South East Asia	Sinai	Solomon Islands I	Solomon Islands II
Somalia	South Pacific 2006	South Sudan	Sudan	Special Operations	Timor-Leste
Uganda	West Sahara				

### What evidence is required?

- Service Record showing service during the relevant period and, for post-Second World War applicants, service in the relevant country during the period of conflict; or
- Service Record showing eligibility for medals for the relevant conflict; or
- Medals for the relevant conflicts, inscribed with the veteran's name and service number (on the rim or reverse), or photographs of inscribed medals; or
- Copies of entries from the Second World War, Korean War or Vietnam War [Nominal Rolls](#); or
- In the case of applicants for a Second World War Home Front CoA, evidence or a Statutory Declaration attesting to service on the home front.
  - In the case of Home Front service, the applicant may not be able to produce supporting documentation. In these circumstances, a statement detailing their contribution should be accepted.

### How are applications submitted?

Application forms are available from Federal Members of Parliaments' (MPs') offices, DVA Offices or can be downloaded from the DVA [website](#).

Applicants should complete the application form and submit it to their local MP.

Eligibility is decided by the MP, in accordance with these guidelines.

### How are CoA issued?

Only one CoA per conflict will be issued in relation to a person's service. If an applicant has served in multiple locations, multiple CoA will need to be issued.

The MP selects the conflict or peacekeeping operation applied for from the available list in the drop down box, inserts the veteran's name and their own name in the spaces provided and signs the CoA. CoA may be presented personally or posted. A covering letter must accompany all CoA's being posted.

As CoA are valued highly by recipients, MPs may wish to hold a small ceremony and present a number at the same time. Local media coverage of such events assists in promoting the availability of CoA's to other eligible veterans in the community.

### When are COA not available?

#### **1. Boer War and First World War**

CoA are designed primarily for living veterans to express the nation's gratitude for their service. The number of surviving veterans of conflicts other than the First World War is such that the primary purpose of personal recognition is maintained. All Australian First World War veterans are now deceased and cannot be personally recognised.

First World War veterans were formally recognised with a medal specific to their service by the Federal Government under the Australian Honours and Awards System.

## **2. National Services**

CoA are event-based and do not relate to forms of enlistment such as National Service.

National Servicemen were recognised in 2001 through the issue of the [Anniversary of National Service 1951-1972 Medal](#). Information and an online application for this Medal is available through the Department of Defence link above.

National Servicemen who served overseas in eligible conflicts and operations, including Vietnam, are eligible for a CoA in relation to that service.

## **3. Defence Reserve Forces**

CoA are event-based and do not relate to forms of enlistment such as reserve forces.

Reserve service may be recognised, if certain criteria are met, through the issue of the [Reserve Force Medal](#). Information and an on-line application for this Medal is available through the Department of Defence link above.

Reserve personnel who served in one of the Peacekeeping Operations theatres are eligible for a CoA in relation to that service.

Where can more information be obtained?

If you require further assistance, enquiries can be directed to the Commemorative Grants Team at DVA by email, [commemorativegrants@dva.gov.au](mailto:commemorativegrants@dva.gov.au), or phone on 1800 VETERAN (1800 838 372).