



NZDF MEDAL MOUNTING STANDARD

- approved by the Chief of Defence Force on 28 May 2012

References:

- A. The Order of Wear: Orders Decorations and Medals in New Zealand, published by the Honours Unit, Cabinet Office (www.honours.govt.nz)
- B. NZDF Medals Website - 'The Wearing of Medals in New Zealand Table' (<http://medals.nzdf.mil.nz/info/orderofwear.html>)
- C. Rules Relating to the Acceptance and Wearing of Commonwealth, Foreign and International Honours by New Zealand Citizens, published by the Honours Unit, Cabinet Office (www.honours.govt.nz)

Contents

Subject	Paragraph
Purpose	1
Application of the Standard	3
Compliance with the New Zealand Order of Wear	5
Medal Mounting Style	7
Method of Mounting Medals	10
Prohibition on Modifying Medals	12
Dimensions	
- Full Size medals	14
- Miniature medals	15
- Ribbon bars - mounted	16
- Ribbon bars - sewn on	17
Commonwealth, Foreign Awards and Medallic awards from International Organisations	18
Prohibition on the wear of Unofficial Medals	22
Prohibition on the wear of Replica Medals	24
Citations and Commendations	
- Unit Citations	25
- Commendations (CDF and Single Service)	26
Quality Assurance Process	28
Guide for assessing the correct width for medal mounting bars	Appendix 1

Purpose

1. The purpose of the NZDF Medal Mounting Standard (hereafter referred to as 'the Standard') is to:
 - a. ensure that the medal groups worn by NZDF military personnel, and paid for at public expense, are:
 - (1) practical, comfortable to wear and robustly mounted; and
 - (2) fully comply with Refs A, B and C; and
 - b. provide a document on which NZDF can implement an effective quality assurance system for medal mounting at public expense.
2. The Standard applies across NZDF to all ranks and all Services. It takes precedence over any individual Service or unit custom and practice in regard to medallic dress standards. Changes to existing medal and ribbon groups to fully comply with the Standard are to happen incrementally, i.e. when the NZDSM and/or other medals are added to the medal and ribbon groups, or ribbon bars need to be replaced due to wear and tear.

Application of the Standard

3. The Standard applies to Orders, Decorations and Medals (hereinafter referred to as 'medals'), full-size and miniature, **mounted for wear on NZDF uniform for all NZDF personnel including non-Regular and NZ Cadet Forces**. The Standard also applies to the mounting and wear of ribbon bars, Unit Citations and Service Commendations on NZDF uniform.
4. These Standards do **not** apply to medal mounting for display purposes in Service Museums or in Unit areas.

Compliance with the Order of Wear

5. Medals mounted at NZDF expense are to comply in all respects with:
 - a. The *Order of Wear: Orders Decorations and Medals in New Zealand* (Ref A), published by the Honours Unit, Cabinet Office – the current version is accessible on their website: www.honours.govt.nz; and
 - b. The additional NZDF specific instructions published on the NZDF Medals website. See 'The Wearing of Medals in New Zealand Table - A Guide to the Correct Order of Wear' (Ref B) at: <http://medals.nzdf.mil.nz/info/orderofwear.html>
6. Questions on the correct Order of Wear for an individual should be directed to the NZDF Representative who authorised the medal mounting work order. If any further advice is required please contact the Medals Office (e-mail: medals@nzdf.mil.nz).

Medal Mounting Style

7. Full Size medals

- a. NZDF groups with two or more full size medals are to be mounted 'Court style'.
- b. Single medals may be mounted 'swing style' or 'Court style', at the discretion / direction of the relevant NZDF authority.

8. Miniature Medals

- a. Miniature medal groups with two or more medals for wear on mess kit or other forms of evening wear by serving personnel of the NZDF are to be mounted 'Court style'.
- b. Single medals may be mounted 'swing style' or 'Court style' at the discretion / direction of the relevant NZDF authority.

9. Definitions:

- a. 'Free or swing style' - the medals swing freely from a medal bar and are not secured to a mounting board.
- b. 'Court style' - where the ribbon comes down behind the medal and the medal itself is secured to the mounting board. Court-style mounting prevents damage to awards, especially those containing enamel work.

Method of Mounting Medals

10. The NZDF acknowledges that a variety of medal mounting techniques and materials produce high quality results. Therefore, NZDF has only a small number of specific directions on these subjects, which are:

- a. Medals and medal groups may only be attached to NZDF uniform using the pin on the back of the brooch bar.
 - (1) **Note:** The sewing of loops on to Service Dress or equivalent to facilitate the wear of medals is permitted.
- b. The material used on the backing and edges of the mounted group must be colour-fast, so it will not stain NZDF uniform, especially when medals have to be worn in the rain.
- c. The brooch pin assembly should be fitted or stitched into, or glued onto the mounting board, which may be made from a variety of materials such as card, aluminium, acrylic plastic or similar. Where the brooch pin assembly is glued to the mounting

board, the adhesive used must be waterproof and not leak through or be visible on the medal ribbon.

- (1) **Note:** The mounting board must be square in all aspects and the ribbon to lie perpendicular to the top edge and parallel to the side edges of the board.
- d. The ribbons may be attached to the mounting board by stitching, double-sided tape, or waterproof glue at the medal mounters discretion. The adhesive must not leak through or be visible on the medal ribbon. The dimensions are to be consistent regardless of the method used for attachment.
- (1) **Note 1:** The ribbons must lie perpendicular to the top edge and parallel to the side edges of the board.
 - (2) **Note 2:** Ripples in the ribbon (as viewed from the front) are to be avoided or minimised.
 - (3) **Note 3:** The side edges of the board are to be covered in ribbon or tape of similar colour to the adjacent medal ribbon.
- e. For Court-style mounting, the backing ribbon should extend and cover not less than half of the back of the medal group when viewed from the front. The backing ribbon must not protrude below the bottom edge of any of the medals.
- f. Medals mounted Court-style must be secured to the mounting board by wire or other suitable tie down so as to prevent excessive movement of each medal and damage caused by knocking or abrasion.
- (1) **Note 1:** Medals are NEVER to be secured directly to each other. For example, double sided tape or glue is NOT to be used to secure any medals to the mounting board or to an adjacent medal, as this damages the medals. Medals are to be tied down to control movement.
 - (2) **Note 2:** The use of 'Hot Glue guns' to secure medals to the mounting board is prohibited due to the damage caused to the medals. The application of any type of adhesive substance to any part of a medal in order to hold it in place is also prohibited.

11. Medals are to be mounted with the obverse (usually the Sovereign's head, or Royal Cypher or New Zealand Coat of Arms) showing to the front.

Prohibition on Modifying Medals

12. At no time is a medal mounter to deface, cut, grind, bend, mark, damage or apply permanent adhesives to any medal, clasp or its suspender.
13. Where the issuing authority has applied any inscription to the rim or reverse of a medal, this is not to be defaced, amended or augmented in any way.

Dimensions

14. Full Size medals

- a. The overall width of a medal group (width across the chest) is governed primarily by the physique of the wearer and the number of medals. This will normally range from 64 mm (two medals wide) to a maximum width of 160 mm. A table showing medal group dimensions that are suitable for the range of jacket sizes, both male and female, is attached as Appendix 1.
 - (1) **Note 1:** If the width across the chest of the group needs to be more than 160 mm (e.g. because of a very large number of medals) the NZDF Representative authorising the work order and the medal mounter need to agree on the appropriate measurements before the medals are mounted.
 - (2) **Note 2:** Due to the requirement to wear full size medals on parade with weapons carried, permission by NZDF to extend the width beyond 160 mm should only be given in exceptional cases.
- b. The length of the award (i.e. from the top of the ribbon to base of the medal) is to be 95 mm. The one permitted exception is when the size of an award or the number of clasps or bars attached to the ribbon of any medal in the group necessitates additional length, in which case ALL medals in the group are to be lengthened.
- c. If medals, on account of their number, cannot be mounted so all medals are fully exposed side by side, they are to be overlapped and be arranged with the first medal fully exposed and with each succeeding medal overlaid by an equal amount.
- d. NZDF females are to have their medals mounted in the same fashion as that prescribed for a male, i.e. they are not permitted to have their medals mounted in a bow on NZDF uniform.

15. Miniature Medals

- a. In general, miniatures are to be mounted in the same manner as full-size medals. The main exception is that the width of the group (width across the chest) will normally be between 32 mm (two miniatures wide) and a maximum width of 144 mm (about seven or eight miniatures not overlapped). The physique of the recipient and the number of medals will be the main determinants of the 'best fit' width. A table showing medal group dimensions that are suitable for the range of jacket sizes, both male and female, is attached as Appendix 1.
 - (1) **Note:** If the width across the chest of the group needs to be more than 144 mm (e.g. because of a very large number of miniatures) the NZDF Representative authorising the work order and the medal mounter need to agree on the appropriate measurements before the medals are mounted.
- b. The length of the group (i.e. from top of the ribbon to the base of the miniature) should be 57 mm irrespective of the size of the miniatures. The one permitted exception is when the number of clasps or bars attached to the ribbon of any miniature necessitates additional length, in which case ALL medals in the group are to be lengthened.
- c. If medals, on account of their number, cannot be mounted so all medals are fully exposed, they are to be overlapped and be arranged with the first medal fully exposed and with each succeeding medal overlaid by an equal amount.
- d. NZDF females are to have their medals mounted in the same fashion as that prescribed for a male, i.e. they are not permitted to have their medals mounted in a bow on NZDF uniform.

16. Ribbon Bars - mounted

- a. Ribbons will be mounted on brooches of not more than 120 mm in length, with the full width of ribbon visible, except in the cases specified at sub-paragraph d.
 - (1) **Note:** The brooches may be either pin-on or magnets. The choice as to which type of brooch is determined by unit practice and/or the preference of the wearer.
- b. The ribbon is to be wrapped on a 10 mm brooch bar and the normal external height of the ribbon will be 12 mm (i.e. from the perspective of a viewer).

- c. NZDF personnel will have ribbons mounted with a **maximum of three ribbons in any row**, except in the cases specified at subparagraph d.
 - (1) **Note:** The transition from the current normal NZDF practice of four ribbons on the bottom row will take place incrementally, i.e. when the NZDSM and/or other medals are added to ribbon groups, or ribbon bars need to be replaced due to wear and tear.
- d. **Exception:** If the wearer has a large physique and seven or more medals, four ribbons per row are permissible, at the discretion of the NZDF Representative authorising the work order. In these cases, the ribbon bar (and brooch) can be extended to up to 160 mm in length, if required.
- e. The bottom row is to be completed first, and where subsequent rows of a lesser number of ribbons are required, the short row is to be centrally placed above the last complete row.
- f. Ribbon bars may have either:
 - (1) No space between multiple rows of ribbon bars; or
 - (2) A small amount of space between multiple rows of ribbons as long as each ribbon row is consistent in appearance and dimension.
 - (3) Before any work is undertaken the amount of space, or no space, is to be agreed between the medal mounter and the NZDF Representative authorising a medal mounting work order. Ensuring the consistency of ribbon bars in appearance and dimension within a unit or work area should be the primary basis on which the decision is made.
- g. **Explanatory Note:** Ribbon bars are worn only on official NZDF uniforms and will be worn above the left breast pocket with no ribbon obscured by the lapel of the shirt or jacket.

17. **Ribbon Bars - sewn on**

- a. The practice of sewing ribbons directly on to Service Dress and equivalent is permitted.
- b. This is an option for those who have a frequent requirement to wear Service Dress (or equivalent). Commanding Officers (or their delegated approvers) have authority to approve this option where it is deemed appropriate.
 - (1) For example, for a VIP / Commanding Officer's driver.

Commonwealth, Foreign Awards and Medallic awards from International Organisations

18. Commonwealth and foreign awards and those of International Organisations may only be mounted with official New Zealand medals if they have been formally approved for acceptance and wear on NZDF uniform by the relevant authority (normally the Prime Minister or the Governor-General). In some cases approval will **not** be given for wear on NZDF uniform. The approval process and Rules are set out in Ref C and DFO 4.
19. Mounting of medals in anticipation of approval to wear is **not** permitted.
20. The NZDF Representative authorising a medal mounting work order which includes Commonwealth or foreign awards is to verify that formal approval to wear has been obtained in relation to each person and award. Checking an individual's Honours and Awards data in ATLAS will be sufficient verification in most cases.
21. The three most common categories of Commonwealth, foreign and International Organisation awards in NZDF medal groups are:
- a. **Campaign medals** from foreign countries or International Organisations earned while the person was a member of the NZDF, e.g. the Timor-Leste Solidarity Medal, the INTERFET Medal, the MFO Medal, NATO Medals, and United Nations Medals. Where appropriate NZDF will seek a blanket approval from the relevant New Zealand authority for eligible past and future personnel to accept and wear the award on NZDF uniform. In some cases, usually for campaign medals earned while on exchange with a foreign military, individual approval on a case-by-case basis is required instead.
 - b. **Awards for Meritorious Service by an individual** while the person was a member of the NZDF. For example, the United States Army Commendation Medal. Such awards to an individual are approved, or declined, on a case-by-case basis. No authority to wear such awards on NZDF uniform exists until the individual has been **notified in writing** via the command chain that the Governor-General or Prime Minister has given individual approval for that service person to accept and wear the medal.
 - c. **Awards held by Lateral recruits** for their service in Commonwealth or foreign militaries. Permission in writing is given, or declined, by their single Service Chief, or delegate, on a case-by-case basis for such awards to be worn on NZDF uniform (as per DFO 4).

Prohibition on the wear of Unofficial Medals

22. Definition: 'Unofficial medals' are those awards issued by public and private organisations, other than those of the Royal Humane Societies and the Order of St John (as allowed for in Ref A). They also include medals produced on a commercial basis to commemorate specific battles, campaigns or military service. Common examples include the 150th Anniversary of the NZ Army Medal, the International Year of the Volunteer Medal, United Fire Brigades Association medals, Fire Police Association medals, New Zealand Rural Fire Force medals and the 'CMT' Medal.

23. Unofficial medals are never worn on NZDF uniform. Under no circumstances are unofficial medals to be mounted at NZDF cost in a medal group for wear on NZDF uniform.

Prohibition on the wear of Replica Medals

24. Replica medals are never worn on NZDF uniform. Under no circumstances are replica medals to be mounted at NZDF cost in a medal group for wear on NZDF uniform.

Citations and Commendations

Unit Citations

25. All approved for wear Unit Citations are worn on the right chest above the pocket. Where a unit has been awarded more than one unit citation then both citation ribbons may be mounted together on a double ribbon brooch to ensure consistency of display and ease of wear (at the discretion of the NZDF Representative authorising the work order). The citations will be worn in order of award to the unit with the first awarded citation **closest** to the centre of the chest. For example members of 161 Bty, RNZA will wear (left to right as viewed from the front by an observer):

- a. South Vietnam Presidential Unit Citation (the most recent award);
- b. United States Army Meritorious Unit Citation; and
- c. Republic of Korea Presidential Unit Citation (as the first, and therefore the senior, award received by the unit).

Commendations (CDF and Single Service)

26. All CDF and Chief of Service commendations are to be worn on the right chest above the pocket in the same manner as unit citations.

27. Where an individual wears both unit citation(s) and a CDF or Chief of Service commendation(s): the latter is to be worn in a second row ABOVE any unit citation. NZDF practice is that the citations are mounted on a double row ribbon bar to ensure consistency of display and ease of wear.

Quality Assurance Process

28. NZDF will implement a quality assurance process to ensure that the medal mounting services provided to NZDF meet the requirements of the 'Standard'. This process will include:

- a. Regular audit checks by NZDF of the medal groups and ribbon bars mounted at public expense.
- b. Agreement on the 'guaranteed quality of work' by the medal mounter.
- c. Agreement on the process and costs involved whenever any medals damaged by the mounter are to be replaced
- d. The standard of record keeping to be maintained by the medal mounter to meet NZDF audit requirements.
- e. A transparent and fair process for NZDF personnel to lay a complaint about the services provided through appropriate NZDF channels.
- f. A transparent and fair process for independent investigation of a complaint and the application of remedies.
- g. A transparent and fair process for escalation of the complaint to a higher NZDF authority.
- h. An agreement with NZDF that medal mounters are required to decline requests from serving personnel to mount unauthorised medals.

Appendix:

1. Guide for assessing the correct width for medal mounting bars

APPENDIX 1**GUIDE FOR ASSESSING THE CORRECT WIDTH
FOR MEDAL MOUNTING BARS**

1. Medal mounters are to ensure that all serving personnel can wear their medals and ribbons as part of their NZDF uniform to a consistent and professional presentation standard.
2. All unit work orders for medal mounting are to include the jacket size of the wearer to assist the medal mounter in determining the optimal width of the group for 'best fit'.

Female

Jacket Size	Width for full size medal groups (mm)	Width for miniature medal groups (mm)
6 or less	64 to 140	32 to 112
8	64 to 140	32 to 112
10	64 to 150	32 to 128
12	64 to 150	32 to 128
14	64 to 150	32 to 128
16	64 to 160	32 to 144
18	64 to 160	32 to 144
20	64 to 160	32 to 144
22 and above	64 to 160	32 to 144

Male

Jacket Size	Width for full size medal groups (mm)	Width for miniature medal groups (mm)
88 cm or less	64 to 140	32 to 112
92 cm	64 to 150	32 to 128
96 cm	64 to 150	32 to 128
100 cm	64 to 160	32 to 144
104 cm	64 to 160	32 to 144
108 cm	64 to 160	32 to 144
112 cm	64 to 160	32 to 144
116 cm	64 to 160	32 to 144
120 cm and above	64 to 160	32 to 144