



NZDF MEDAL MOUNTING STANDARD (Version 2 – July 2015)

Approved by the Chief of Defence Force on 9 July 2015

References:

- A. Order of Wear: Orders, Decorations and Medals in New Zealand, published by the Honours Unit, Cabinet Office
(www.dpmc.govt.nz/honours/overview/order-of-wear)
- B. NZDF Medals Website - 'The Wearing of Medals in New Zealand Table'
(<http://medals.nzdf.mil.nz/info/orderofwear.html>)

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Purpose

1. The purpose of the NZDF Medal Mounting Standard (hereafter referred to as 'the Standard') is to:
 - a. ensure that individual medals and medal groups worn by serving NZDF military personnel and paid for at public expense:
 - (1) are consistently mounted across NZDF;
 - (2) are practical, and comfortable to wear;
 - (3) are protected from damage;
 - (4) are robust enough to be worn by serving NZDF personnel;
 - (5) cope with drill movements in unit and ceremonial events; and
 - (6) comply with Refs A and B.
 - b. provide a document upon which an effective quality assurance system for medal mounting at public expense can be based.

Application of this Standard

2. This Standard replaces the NZDF Medal Mounting Standard approved by the Chief of Defence Force (CDF) on 28 May 2012. It applies across NZDF to all ranks and all Services. It takes precedence over any existing individual Service or unit custom and practice. It is the base NZDF standard required to be met before any payments for medal mounting services are authorised at public expense.
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 serving NZDF personnel including Reserve Forces and NZ Cadet Forces**. The Standard also applies to the mounting and wear of ribbon bars, Unit Citations and Service Commendations on NZDF uniform.
 - a. **Note:** Changes to existing medal groups and ribbon bars to fully comply with the Standard are to take place incrementally; i.e. when other medals are added to an existing group, or need to be replaced due to wear and tear.
4. Serving personnel who are entitled to have their full-size medals mounted at public expense are also to have their miniature medals mounted at public expense. This includes junior ranks.
5. This Standard does not apply to medals mounted for display purposes in Service Museums or in unit displays.

Compliance with the New Zealand Order of Wear

6. 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 at www.dpmc.govt.nz/honours/overview/order-of-wear; 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>
7. Enquiries concerning the correct Order of Wear for an individual are to be directed to New Zealand Defence Force Personnel Archives and Medals, Trentham Military Camp. E-mail: nzdf.pam@nzdf.mil.nz; Telephone: (04) 527 5280.
8. **Attachment of medals to uniform.** Medals may only be attached to NZDF uniform using the pin on the back of the brooch pin assembly of the medal bar. The sewing of loops on to Service Dress or equivalent uniform jackets to facilitate the wear of medals is authorised to reduce garment damage. Units may authorise this tailoring work through their clothing budget for any personnel where it is commensurate with their duties.

Medal Mounting Styles

9. **Definitions:**
 - a. **'Court style'** - where the ribbon extends down to the centre of the medal and the medals are then secured to the mounting board. Court-style mounting prevents damage to awards, and is especially suitable for medals worn on a regular basis.
 - b. **'Free or swing style'** - the medals swing freely from a medal bar and are not secured to a mounting board.
10. **Full Size medals**
 - a. All NZDF groups with two or more medals will be mounted 'Court style'.
 - b. Single medals may be worn 'swing style' as awarded, or mounted 'Court style', at the discretion of the relevant NZDF cost centre authorising officer.
 - c. Single medals worn by Aides-de-Camp to the Governor-General will be mounted in 'Court style'.

11. Miniature medals

- a. All NZDF miniature medal groups with two or more medals for wear on mess kit or other forms of evening wear by serving personnel will be mounted in 'Court style'.
- b. Single miniature medals may be worn 'swing style' as awarded or mounted in 'Court style' at the discretion of the relevant NZDF cost centre authorising officer.
- c. Single miniature medals worn on Mess Kit or evening dress by Aides-de-Camp to the Governor-General will be mounted in 'Court style'.

Medal groups for women

12. NZDF female personnel are to have their medals, full-size and miniature, mounted in the same fashion as that prescribed for a male.
13. Guidelines on the appropriate sizes of medal groups are in Appendix 1 and are based on the number of medals to be mounted with guidance to cope with physique of the wearer. These guidelines apply to both women and men.

Methods of mounting medals

14. The NZDF acknowledges that a variety of medal mounting techniques exist that produce medal groups that will comply with this Standard. Specific requirements that shall be met by all contracted NZDF medal mounters are outlined below. Failure to comply with these standards will lead to rejection of the work and non-payment of any account presented.

Preparation of medals prior to mounting

15. **Cleaning and polishing.** All medals, full-size and miniature, are to be cleaned, polished and properly prepared with new ribbon prior to mounting. Only cleaning agents appropriate to the medal being cleaned are to be used. Abrasive cleaners such as "Brasso" and "Silvo" are not to be used to clean NZDF medals. Special care is needed with the NZ Special Service Medal (NZSSM) by cleaning only with a soft cloth. Other cleaning products will strip off the soft gold plating.

16. **Lacquering.** All medals and clasps made of metals that are prone to tarnishing or discolouration must be lacquered prior to mounting. These include, but are not limited to, medals made of sterling silver, silver-gilt and medals manufactured before the year 2000. Most modern medals supplied for NZDF personnel have a protective coating applied and do not need to be lacquered. The lacquering process involves the following steps:

- a. Inspection of the medal. This is to determine if lacquer had been applied by a previous mounter, and its condition. If a previous

coat is in good condition the medal does not need to be re-lacquered. If a previous coat has been applied unevenly, is discoloured, or badly worn, it is to be stripped and replaced.

- b. Clean and polish the medal.
- c. Apply a new thin coat of lacquer to the obverse, reverse, rim and suspender of the medal, and any clasps. Any brush strokes should not be visible.

17. **The use of Varnish.** Polyurethane and similar 'varnish based' coatings are **not** to be applied to any medal or clasp.

Preparation of mounting boards

18. The mandatory requirements for mounting boards when court mounting NZDF medal groups are as follows:

- a. The board is to be capable of bearing the weight of the medals when worn without twisting, sagging or any other signs of deformation. The most common material used is cardboard, with perspex, polycarbonate and aluminium sheet all being acceptable products.
- b. The board must be square in all aspects, vertical and horizontal.
- c. The side edges of the board are to be covered in ribbon (silk, satin or synthetic fabric is acceptable) or fabric tape of a similar colour to the adjacent medal ribbon.
- d. The backing board should **not** extend below a line drawn across the centre of the medals. Typically this will be around 70 - 75mm in depth.
- e. The backing board should not be thicker than 3mm, nor should it add unnecessary weight to the medal group.

19. **Brooch Pin Assembly.** The brooch pin assembly is to be fixed to the mounting board by one of the following methods so that it is impossible for it to become detached from the board through normal wear by NZDF personnel:

- a. Built into the structure of the mounting board, e.g. folded into a cardboard mounting board.
- b. Affixed directly to the back of the mounting board with a powerful, waterproof adhesive, and/or securely sewn into the mounting board.

Note: The brooch pin assembly is **not** to be attached to the outer surface of the backing material so it solely reliant on non-permanent adhesive or double sided tape.

20. The top edge of the brooch pin assembly must be not more than 10 mm below the top edge of the mounting board.

Important notes for guidance

- a. In 2016, the NZDF is introducing a new range of brooch pin assemblies with spring steel pins, to replace the current brass/bronze items. The new range will be capable of being recycled for re-mounting medals.
- b. As soon as these new brooch pin assemblies are available, the existing brass / bronze brooch pin assemblies are not to be used on any medal groups re-mounted for serving NZDF personnel.

Use of medal ribbon

21. New ribbon as provided by the NZDF Personnel Archives and Medals is to be used on all medals mounted for wear by NZDF serving personnel.

22. Ribbon will only be provided in commercial quantities to contracted NZDF medal mounters. Recipients retain the right to request short lengths for any of their medal entitlement from the NZDF Personnel Archives and Medals.

23. Ribbon may be attached to the mounting board by waterproof glue or double-sided tape, at the discretion of the medal mounter. The adhesive must dry 'clear', must not leak through nor stain the front face of the medal ribbon. In addition:

- a. The ribbon must lie flat, be perpendicular to the top edge and parallel to the side edges of the board with no gaps visible between each ribbon; and
- b. All ribbon edges are to be neatly trimmed and lie flat; and
- c. Where suspension arms or fixed clasps impede on a tidy vertical line, overlapping by 5-10 mm is permitted to assist in delivering a tidy group – the guidelines for width can be reduced accordingly.

Securing medals to the mounting board

24. The following requirements are to be observed:

- a. All medals in a group are to be secured to the mounting board by wire. All medals are to be wired down with stainless steel or copper lock wire or product of a similar type. The wiring is to be firm but not place undue pressure on the medal. The wire must not detract from the neat appearance of the medal group.

- b. The wire ends that protrude through the back of the mounting board are to be covered with material of sufficient strength to prevent them from piercing the backing material and injuring the wearer.
- c. The use of nylon thread, fishing line or similar synthetic materials to tie medals to the mounting board is not permitted, as experience has shown that these materials can stretch and become loose after a short period of time

Finishing a group

25. The back of all NZDF medal groups must be 'finished' so that:
- a. The overall appearance of the back of the finished group is neat and tidy with all ribbon ends covered from view.
 - b. The brooch pin must be able to operate freely and lock securely.
 - c. There are no visible signs of adhesive.
 - d. There is suitable protection for the wearer on the rear face of the medal mount from any wiring ends when the medals are worn.
26. The material used to finish the back of a mounted group or single medal must be colour-fast, so it does not stain the uniform in wet weather conditions. Preferred backing materials are:
- a. Cloth tape or bookbinders' tape, normally self adhesive.
 - b. Velvet, velveteen, medal ribbon, or felt (This covering must be self adhesive or glued onto the back so it is secure).
27. The following materials are NOT acceptable as backing for NZDF medal groups:
- a. 'Gaffa' tape, Duct tape, electrical insulation tape or any other forms of plasticised adhesive tape.
 - b. Paper based masking tape.

Damaged medals

28. If medals or clasps are received for mounting in a damaged condition, the medal moulder is to contact NZDF Personnel Archives and Medals, Trentham Camp to arrange for a replacement medal or clasp. Telephone: (04) 527 5280; or e-mail: nzdf.pam@nzdf.mil.nz. Replacement medals and clasps will be processed with priority to minimise delays for the medal moulder.

Prohibited medal mounting techniques

29. The following techniques are prohibited:
- a. Defacing, cutting, grinding, bending, marking, or damaging any medal, clasp (slide-on or fixed), or suspender.
 - b. The use of permanent adhesives to permanently secure medals to each other or to the mounting board. This includes self adhesive foam pads and hot glue adhesive in lieu of wiring medals down.
 - c. Where the issuing authority has engraved an inscription to the rim or reverse of a medal, it is not to be removed, defaced, amended or augmented in any way.
30. **The “flat mount”.** Medal mounters are authorised to decline any request by NZDF serving personnel for a ‘flat mount’ as this requires cutting or grinding of medals and clasps. Any such request is to be declined and referred back to the Defence Shared Services Group office that the work order was received from.

Dimensions for NZDF medal groups

31. General guidelines to mounting insignia are published on the Honours Unit website at www.dpmc.govt.nz/honours/overview/insignia. These guidelines include maximum allowable ‘finished’ dimension guidance for medals when worn. However, NZDF experience has shown that these maximum dimensions are not suitable for military parade and ceremonial duties carried out by NZDF serving personnel, especially when carrying weapons, swords or colours.
32. When mounting medals for wear by serving NZDF personnel, medal mounters must observe the requirements set out in this Standard. Any compliance failure will have the medal group returned for re-mounting again at the medal moulder’s cost.
33. **Width.** The overall width of a medal group (width across the chest) is to be governed first by **the physique of the wearer**; and second by the number of medals in the group.
34. As a general guideline, the width of medal groups for NZDF personnel **should not exceed:**
- a. **160 mm for a man, and 140 mm for a woman** (Full-size); and
 - b. **110 mm for both men and women** (Miniature).

35. If the width across the group needs to exceed those dimensions because of a large number of medals, the recipient, the NZDF officer authorising the work and the medal mounter are to agree on the appropriate width measurement before the medals are mounted.

36. **Length.** The length of any single medal or medal group (i.e. from the top of the ribbon to base of the medal) is to be as follows:

- a. **Full-size medal or group** **95 mm**
- b. **Miniature medal or group** **57 mm**

37. These dimensions may only be exceeded when the physical dimensions of an award or the number of clasps or bars attached to the ribbon of any medal in the group needs additional length, in which case **all** medals in the group need to be the **same** length.

Overlapping of medals

38. If medals cannot be mounted so that the ribbon of every medal is fully exposed, they are to be overlapped so that the ribbon of the first (senior) medal is fully exposed with the ribbon of each succeeding medal overlapped by an equal amount. See the guidelines in Appendix 1 as that allows more flexibility for overlapping medals for wearers of small physique.

Bars, Rosettes and Clasps

39. The correct positioning of bars, rosettes and clasps on full size and miniature medal groups and ribbon bars are set out in Appendices 2 and 3.

Ribbon Bars - mounted

40. All ribbon bars assembled after 1 October 2014 for serving NZDF personnel are to use the ROBOBAR system.

41. NZDF personnel are to have ribbon bars mounted with a **maximum of three ribbons in any row**. Existing ribbon bars with four ribbons per row may remain in use until due for replacement or upgrade.

42. The ribbon bar is held onto the uniform by pins or magnets. The type chosen is to be determined by the authorised officer in each unit to ensure unit consistency and the securing means is suitable for their working environment.

43. **Layout.** The bottom row is to be completed first, and when a subsequent row of a less than three ribbons are required, the short row is to be placed centrally above the last complete row.

44. It is acceptable for ribbon bars to:

- a. have rows of a different width due to the variations in the width of different ribbons; and

- b. to have a single ribbon in a row.

Ribbon Bars - sewn on

45. The practice of sewing ribbons directly on to Service Dress and equivalent is permitted. 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 and the tailoring service is available.

Mounting of medals from Commonwealth, Foreign Allies and International Organisations

46. Commonwealth, Foreign allies and International Organisation awards 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. For more information see Appendix 4.

47. Mounting of these awards by NZDF personnel in anticipation of approval to accept and wear is **not** permitted.

Citations and Commendations worn on the right side

48. **Wearing of Unit Citation insignia.** Unit Citation insignia approved for wear are to be worn on the right breast above the NZDF name tag. Where a unit has been awarded more than one citation, all unit citation ribbons may be mounted together on a multiple ribbon brooch to ensure consistency of display and ease of wear with the senior citation to the right of the bar closest to the sternum of the wearer and the lower level citations to the left.

49. **Commendations to Individuals.** CDF and Chief of Service commendations to individuals are to be worn on the right breast of their uniform in the same manner as unit citation insignia.

50. Where a person is entitled to wear a unit citation(s) plus a CDF or Chief of Service commendation(s), the CDF or Chief of Service commendation is to be worn in the senior position i.e. closest to the centre of the chest.

51. NZDF civil staff who are awarded Individual CDF or Single Service Commendations may wear these citation lapel badges on their right jacket lapel at appropriate NZDF or military events.

Prohibition on the wear of Unofficial Medals

52. **Definition.** 'Unofficial medals' are awards issued by public and private organisations, other than those of the Royal Humane Societies and the Order of St John. They also include medals produced on a commercial basis to commemorate specific battles, campaigns or military service. A list of 'approved awards' can be found on the NZDF Medals website.

53. Unofficial medals are not permitted to be worn on NZDF uniform and are not to be mounted at NZDF expense for wear by serving personnel.

Prohibition on the wear of Replica Medals

54. Modern 'replica' medals are not to be worn on NZDF uniform and are not to be mounted at NZDF expense for wear by NZDF personnel.

Quality Assurance Process

55. NZDF has a quality assurance process to ensure that the contracted medal mounting services provided to NZDF meet the requirements of this 'Standard'. This process includes:

- a. Regular audit checks by a NZDF specialist panel of a selection of medal groups and ribbon bars mounted at public expense.
- b. A signed agreement by the medal mounter that their work will always comply with this Standard.
- c. Agreement on the process and costs involved whenever any medals damaged by the mounter are to be replaced
- d. A required standard of record keeping by the medal mounter to meet NZDF audit requirements.
- e. A transparent and fair process for NZDF personnel to make a complaint about the medal mounting services provided, through appropriate NZDF channels.
- f. A transparent and fair process for escalation of any unresolved complaint on medal mounting services provided to any serving NZDF personnel through the NZDF Formal Complaints process.
- g. Authority from NZDF for medal mounters to decline requests from serving NZDF personnel:
 - (1) to mount any unauthorised medals; or
 - (2) for 'flat mounts'.

Appendices:

1. Guides for assessing the practical wearable width for NZDF medal groups:
 - Guide 1: Based on the number of full size medals
 - Guide 2: Based on the number of miniature medals
2. Correct positioning of bars, clasps and numerals
3. Correct positioning of bars and emblems for current New Zealand gallantry, bravery, distinguished and meritorious service awards
4. Commonwealth, Foreign Awards and Medallic Awards from International Organisations.

APPENDIX 1**GUIDELINES FOR ASSESSING THE PRACTICAL WEARABLE WIDTH FOR NZDF MEDAL GROUPS**

1. Medal mounters are to use the following 'Guidelines' to set a practical, wearable width for each medal group for NZDF personnel.
2. There are no restrictions on overlapping medals – this can be done from 3 medals or more to achieve a neat presentation, especially where fixed suspender arms and/or clasps are present in the group.
3. **Measurements for Medal Groups.** Medal groups, both full-size and miniature, **must be sized to suit the physique** of the individual recipient.

Guide 1: Width assessment based on the number of full size medals to be mounted as a group**A. Standard Physique (Jacket size Large to Extra Large+)**

No. of Medals	Required width and Configuration
2	Medals side-by-side, no overlap.
3	Medals side-by-side, generally no overlap.
4	Up to 130 mm wide, medal ribbons may be overlapped where required.
5	Up to 140 mm wide, medal ribbons will normally be overlapped.
6	Up to 150 mm wide, medal ribbons must be overlapped.
7 or more	Up to 160 mm wide, medal ribbons must be overlapped. The maximum acceptable width is 160 mm unless there is prior agreement. #

- With large groups (more than 8 medals), there must be prior agreement between the recipient, the authorising officer, and the medal munter involved before groups are mounted **wider than 160 mm**.

B. Small Physique (Jacket size Medium and smaller)

No. of Medals	Required width and Configuration
2	Ribbons side-by side, no overlap.
3	Ribbons side-by side, generally no overlap.
4	Up to 110 mm wide, medal ribbons will normally be overlapped.
5	Up to 130 mm wide, medal ribbons must be overlapped.
6 or more	Up to 140 mm wide, medal ribbons must be overlapped. The maximum acceptable width is 140 mm unless there is prior agreement. #

- With large groups (more than 8 medals), there must be prior agreement between the recipient, the authorising officer, and the medal mouter involved before groups are mounted **wider than 140 mm**.

Guide 2: Width assessment based on the number of miniature medals to be mounted as a group

Number of Medals	Standard recommended width and configuration
2 - 5	Side-by-side up to 80 mm depending on ribbon width. (An overlap for 5 medal groups is optional).
6 – 8	Up to 100 mm, and normally overlapped as required.
9 or more	Up to 110 mm, medal ribbons <u>must</u> be equally overlapped. By exception, miniatures can be wider due to the number of medals. The maximum acceptable width is 140 mm unless there is prior agreement between the wearer of the medals and the medal mouter.

APPENDIX 2

CORRECT POSITIONING OF BARS, CLASPS AND NUMERALS

(These directions apply to all full-size and miniature medals)

Full-size and miniature medals

1. **Second and Subsequent Bars**
Second and subsequent award Bars to Gallantry, Bravery and Distinguished or Meritorious Service Awards are to be placed centrally on the medal ribbon. Where more than one Bar is worn, they are to be positioned equally spaced immediately above and below the central point of the ribbon.
2. **Clasps to Long Service Awards**
The first clasp to a long service award is to be placed centrally on the medal ribbon. Where two or more clasps are worn, they are to be equally spaced immediately above and below the central point of the ribbon.
3. **Clasps to United Nations, NATO, and European Union Medals**
Clasps to these medals are to be placed centrally on the medal ribbon. Where more than one clasp is worn, they are to be placed equally spaced immediately above and below the central point of the ribbon.
4. **Clasps to New Zealand Campaign Medals**
Clasps to New Zealand campaign medals, including the East Timor Medal, are to be placed at the bottom of the medal ribbon immediately above the suspender of the medal. Where more than one clasp is worn, the second clasp is to be placed immediately above the first clasp.

Note: The first clasp awarded with the New Zealand General Service Medal 1992 is normally 'fixed' to the suspender.
5. **Clasps to the New Zealand Defence Service Medal (NZDSM)**
Clasps to this medal are to be placed in order of the qualifying service rendered from the bottom of the ribbon immediately above the medal suspender. Where more than one clasp is worn, the clasp/s awarded is positioned immediately above the first clasp.
6. **Numerals**
Numerals on United Nations and NATO medals are to be placed centrally on the ribbon. Where a numeral is authorised in addition to a clasp (e.g. the NATO ISAF boxed numeral), the numeral is to be positioned immediately above the centre of the clasp, with a gap of about one millimetre.

Discretionary adjustments to this guideline

7. The individual composition of a medal group may result where the position of a clasp on one medal is identical to a clasp on an adjacent medal. **In such cases it is permissible to adjust the position** of one or more of the clasps to avoid a clasp riding above the adjacent medal clasp.

Rules specific to Ribbon bars

8. Rosettes are authorised to indicate the award of a Clasp to a Long Service Awards.

9. **Ribbon bars with the clasp 'ISAF' and a Multiple Tour Indicator (MTI).** The clasp 'ISAF' is worn in the vertical and horizontal centre of the ribbon bar and the Arabic numeral multiple tour indicator is worn on the right side of the ribbon bar.

APPENDIX 3

CORRECT POSITIONING OF BARS AND EMBLEMS FOR CURRENT NEW ZEALAND GALLANTRY, BRAVERY, DISTINGUISHED AND MERITORIOUS SERVICE AWARDS

1. **The New Zealand Gallantry and Bravery Awards Ribbon emblems.**

Emblems will be worn centrally on the ribbon of the Award.

2. For the **Victoria Cross for New Zealand**, the Emblem (a small bronze cross) is worn centrally placed on the ribbon bar, when ribbons are worn alone. The recipient of the Victoria Cross with a Bar wears an additional Emblem worn equally spaced from the centre of the ribbon, when ribbons are worn alone. Note there is no bronze cross worn on the full size or miniature medal ribbon.

3. For the **New Zealand Cross**, the Emblem (a small silver cross) is worn centrally placed on the ribbon bar. A recipient of the New Zealand Cross with a Bar (a silver oblong bearing fern fronds) wears an additional Emblem worn centrally from the centre of the ribbon, when ribbons are worn alone. Note there is no bronze cross worn on the full size or miniature medal ribbon.

4. The Bar for the **New Zealand Gallantry Star**, the **New Zealand Bravery Star**, the **New Zealand Gallantry Decoration**, and the **New Zealand Bravery Decoration** is a silver oblong slide on clasp bearing two fern fronds. Recipients of a Bar to these four awards wear a silver coiled fern frond emblem centrally on the ribbon, when ribbons are worn alone.

5. The Bar for the **New Zealand Gallantry Medal** and the **New Zealand Bravery Medal** is a bronze oblong slide on clasp bearing two fern fronds. Recipients of a Bar to these two awards wear a bronze coiled fern frond emblem centrally on the ribbon, when ribbons are worn alone.

6. **The New Zealand Distinguished Service Decoration (DSD)**

a. The award of a Bar to this award is shown by an oblong silver slide on clasp bearing two fern fronds. The Bar is to be placed centrally on the ribbon. Where more than one Bar is worn, they are to be positioned equally spaced immediately above and below the central point of the ribbon.

b. **DSD Ribbon Emblem.** Recipients of a Bar to this award wear a silver coiled fern frond emblem centrally on the ribbon when ribbons are worn alone. For each Bar awarded an additional emblem shall be worn spaced equally from the centre of the ribbon.

7. **The New Zealand Defence Meritorious Service Medal (DMSM)**
 - a. The award of a Bar to this award is shown by an oblong silver slide on clasp bearing a single fern frond. The Bar is to be placed centrally on the ribbon. Where more than one Bar is worn, they are to be positioned equally spaced immediately above and below the central point of the ribbon.
 - b. **DMSM Ribbon emblem.** Recipients of a Bar to this award wear a silver rosette centrally on the ribbon when ribbons are worn alone. For each Bar awarded an additional rosette shall be worn spaced equally from the centre of the ribbon.

APPENDIX 4

COMMONWEALTH, FOREIGN AWARDS AND MEDALLIC AWARDS FROM INTERNATIONAL ORGANISATIONS

Reference:

- A. 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.dpmc.govt.nz/honours/overview/rules-foreign)

1. 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 A and DFO 6.
2. Mounting of medals in anticipation of approval to wear is **not** permitted.
3. 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.
 - 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 (see DFO 4, Chapter 15, Section 6).

4. NZDF Personnel Archives and Medals, Trentham Military Camp stocks miniature medals and ribbon for the most common foreign awards approved for wear by NZDF personnel. Serving personnel are to contact NZDF Personnel Archives and Medals for any assistance required:

E-mail: nzdf.pam@nzdf.mil.nz; Telephone: (04) 527-5280.

5. Questions on the approval process are to be addressed to the Medals Policy Cell, Defence Human Resources, Headquarters New Zealand Defence Force, Private Bag 39997, Wellington 6011, or by e-mail:

medals.policy@nzdf.mil.nz.

6. For general information on Commonwealth, Foreign Awards and Medallic awards from International Organisations worn on NZDF uniform see NZDF Medals Website (<http://medals.nzdf.mil.nz>).