

UNCLASSIFIED

PRECEDENCE ACTION: **ROUTINE**

PRECEDENCE INFO: **ROUTINE**

DTG: 292245ZJUN14

FM: HQNZDF

TO: 16952  
16953  
16978

INFO: HQNZDF (DPE.DDMP)

SIC: ZBZ

FOR: COMMAND, ADMINISTRATION AND ALL UNITS

**NZDF 5400/1. NEW MEDAL MOUNTING PROCESS FOR ALL SERVING PERSONNEL WEF 1 JUL 14**

1. ON 13 MAY 14 CDF APPOINTED AC PERS AS THE NZDF BUSINESS OWNER FOR MEDALS RELATED MATTERS
2. AC PERS HAS DIRECTED THAT WEF 1 JUL 14 **ALL** MEDAL MOUNTING FOR SERVING NZDF PERSONNEL IS TO BE PROCESSED THROUGH THE DEFENCE SHARED SERVICES (DSS) CAMP AND BASE SERVICE CENTRES
3. ALL MEDAL MOUNTING INITIATED ON OR AFTER 1 JUL 14 WILL BE PAID BY UNIT COST CENTRES
4. THE CENTRALISED FUNDING FOR MOUNTING OF THE NZ DEFENCE SERVICE MEDAL (NZDSM) CEASES WEF 30 JUN 14.
5. UNIT COMMANDERS AND COST CENTRE MANAGERS ARE TO NOTE THAT ALL MEDAL MOUNTING TASKS FOR THEIR SERVING PERSONNEL PAID FOR BY PUBLIC FUNDS FROM 1 JUL 14 MUST:
  - A. MEET THE NZDF MEDAL MOUNTING STANDARD; AND
  - B. BE PROCESSED THROUGH THEIR NEAREST DSS SERVICE CENTRE
6. WORK ALREADY IN PROGRESS CAN BE CLEARED UNDER CURRENT ARRANGEMENTS.
7. ANY LOCAL ARRANGEMENTS FOR MEDAL MOUNTING MADE BY UNITS WILL NOT BE APPROVED FOR PAYMENT AT PUBLIC EXPENSE AFTER 1 AUG 14
8. THE NEW PROCESS APPLIES TO ALL MEDALS (FULL-SIZE AND MINIATURE), MOUNTED FOR WEAR ON NZDF UNIFORM FOR ALL NZDF PERSONNEL INCLUDING NON-REGULAR AND NZ CADET FORCES
9. THE PROCESSING OF MEDAL MOUNTING THROUGH DSS SERVICE CENTRES FOR THE NZDSM SINCE OCT 2011 HAS BEEN SUCCESSFUL, AND THIS PROCESS IS NOW BEING EXTENDED TO COVER ALL MEDALS

**10. NZDF CONTRACTED MEDAL MOUNTERS**

**UNCLASSIFIED**

11. THERE ARE CURRENTLY EIGHT NZDF CONTRACTED MEDAL MOUNTERS. THEY ARE:

- |    |                  |                  |
|----|------------------|------------------|
| A. | CHAPLOWS         | UPPER HUTT       |
| B. | GORDON JENKINSON | LINTON CAMP      |
| C. | NIGEL BREWIN     | LINTON CAMP      |
| D. | DARYL BURTON     | PALMERSTON NORTH |
| E. | IC MEDALS        | WAIOURU          |
| F. | DAVID BAGULEY    | WELLINGTON       |
| G. | PETER STITT      | WELLINGTON       |
| H. | COLLECTOR SERIES | WELLINGTON       |

12. ANY OTHER MEDAL MOUNTERS WISHING TO BE REGISTERED FOR THIS BAU WORK WITH SERVING NZDF PERSONNEL AT PUBLIC EXPENSE MUST REGISTER THEIR INTEREST BY EMAIL TO: MR JACK HAYES, ADVISER MEDALS POLICY, DPE, HQ NZDF. [JACK.HAYES@NZDF.MIL.NZ](mailto:JACK.HAYES@NZDF.MIL.NZ) DTELN 3498827, DDI (04) 498 6827.

13. IF THEY WISH TO, UNITS ARE BE ABLE TO SPECIFY TO THEIR LOCAL DSS SERVICE CENTRE WHICH CONTRACTED MEDAL MOUNTER IS TO UNDERTAKE WORK FOR THEIR UNIT

14. POINT OF CONTACT FOR ALL MATTERS IN THIS SIGNAL IS MR JACK HAYES, ADVISOR MEDALS POLICY, DEFENCE PERSONNEL EXECUTIVE, DTELN 349 8827, DDI (04) 498 6827

DRAFTER: J.S.HAYES (MR)

RELEASING OFFICER: GPCAPT K. HARVEY, COS DPE

SIG.....