

**CHECKLIST FOR SUBMISSIONS ON MEDALLIC RECOGNITION OF
NEW ZEALAND MILITARY SERVICE IN SOUTH-EAST ASIA SINCE 1950**

Name of Submitter or Organisation: _____

Address: _____

E-mail address: _____@

Contact name: _____ Telephone: () _____

How many people/members do you/your organisation represent? _____

Notes for all submissions

1. It is preferred, to ensure clarity and understanding, that all submissions are typed. Submitters are encouraged to add additional pages and attach photocopies of any supporting evidence for their case. Please do **not** send original documents.
2. Submissions (with checklist and supporting evidence) can be e-mailed as a text response; or with an attached file; to medals.admp@nzdf.mil.nz ; or mailed to:

Medallic Recognition Joint Working Group
C/- Deputy Director Medals Policy
Defence Personnel Executive
Headquarters New Zealand Defence Force
Private Bag 39997
WELLINGTON 5045

3. If your submission covers a variety of service or events in South-East Asia, we request that you complete a separate checklist for each case.
4. Only one copy of your submission is needed, and any response by e-mail does **not** need to be duplicated with a hard copy.
5. All submissions will be acknowledged and copies circulated to all members of the Medallic Recognition JWG.
6. The JWG will not be entering into any correspondence regarding the content of submissions received.

The closing date for submissions is Tuesday 23 August 2011

We welcome your comments and submissions.

Neil Walter
Independent Chair
Medallic Recognition Joint Working Group
12 July 2011

The Government's current guidelines for the assessment of operational service are listed below. **Please review and tick the criteria** before submission to show which criteria have been met in your assessment.

Checklist and Guidelines for the assessment of operational service

(See also the Medallie Principles listed in the Consultation Document - pp.8-10)

Location/s of military service relevant to this submission.
Dates of Service covered by this submission.
List the Unit(s) involved in the military service relevant to this submission.
List the Unit(s) that you were posted to relevant to this submission.

To be assessed as **operational service**, **all** of the following criteria should have been met:

Criteria	Are the criteria met?	Is supporting evidence included? (Yes or No, and number of pages)
Service must be beyond the normal requirements of peacetime service. Normal peacetime duties such as training and garrison duties will not be assessed as operational service unless undertaken in a location where there is a credible threat from enemy military forces*.		
There is a real risk of casualties from enemy activities, e.g. combat, landmines, improvised explosive devices, ambushes, assassinations, raids, etc.		
The use of force may be required.		

Criteria	Are the criteria met?	Is supporting evidence included? (Yes or No, and number of pages)
The existence of a defined enemy or potential enemy.		
That enemy by actions or statements is deemed to pose an immediate threat or immediate potential threat.		
The enemy has the military capability to make the threat credible.		
Rules of engagement have been issued.		
Defensive measures have been taken to the level that would apply if combat were imminent.		

* It is important to note that while actual combat does not have to occur, a **credible expectation** of it must exist.

The JWG thanks you in advance for the time and effort you have put into preparing your submission.