

FOR OFFICIAL USE ONLY - SENSITIVE: PERSONAL (After first entry)

AE 297
Revised 17 Oct 2013

Department of Defence

Application for Valet Unpack

- Refer to [PACMAN Chapter 8, Part 6, Clause 8.6.13.3](#) for eligibility and benefit details before completing this application.

HEALTH INFORMATION. This document contains sensitive health information. Its disclosure and use is governed by the Privacy Act and it is to be stored and handled in accordance with DI(G) PERS 16-20, Privacy of Health Information in Defence, and with DSM Part 2:30.

Member details

Family name		Given name(s)	
Service	Rank	Employee ID	
Current home address			
Home number	Mobile phone	Home or work email	
Alternative contact details			

Dependant details

Name of dependant with special needs	Has DCO provided an assessment of assistance to the member? <input type="checkbox"/> Yes <input type="checkbox"/> No
Member's relationship to the dependant	

Current locality details

Postal address of current member's CO/OC (Please do not use abbreviations)	Current unit, ship or establishment (Please do not use abbreviations)
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New posting locality details

Postal address of gaining member's CO/OC (Please do not use abbreviations)	Gaining unit, ship or establishment (Please do not use abbreviations)
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Please detail your justification for requesting a valet unpack and attach any additional supporting documentation to support your request

Members acknowledgement statement

Privacy Statement

The Department of Defence must abide by the Information Privacy Principles contained in the [Privacy Act \(1988\)](#). The Department of Defence requires this information from ADF members with dependants with special needs who wish to apply for unpacking assistance to determine whether or not they are eligible to receive the benefit. Unpacking assistance for ADF members is prescribed in [PACMAN Chapter 8, Part 6, Clause 8.6.13](#). Once completed and signed, this form should be forwarded to DCOHQ Special Needs Officer. This information will then be forwarded to the authorised approver for a decision.

I certify that the above information is correct and understand that giving false or misleading information is a serious offence. I have read and understood the Privacy Statement above. I understand it is my responsibility to provide a copy of the DCOHQ approval letter to my Toll Transitions case manager immediately upon receipt.

Signature	Name	Date
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Send the completed form no later than three weeks before date of uplift to:

Post: Defence Community Organisation Headquarters
Attn: Defence Family Helpline
PO Box 7921
CANBERRA BC ACT 2610

Email: defencefamilyhelpline@defence.gov.au

Fax: (02) 6265 8852

DGDCO approval

Approved Not approved



If not approved, please provide comments

Signature	Name	Date
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