

Annex 3.5.I: Army – targeted rank and employment category completion bonus

This form is in two parts.

Part A – provides information about the offer and the bonus scheme, and is for you to keep.
Part B – provides the formal acceptance of the offer and the agreement to serve for three years.

To accept an offer you must also complete Annex 3.5.K, Bonus payment election, to advise how the bonus is to be paid

Part A: Offer and information about the scheme

This Part provides information about the completion bonus you have been offered, and is for you to keep.

If you fill in, sign and return the acceptance form at Part B, you are accepting or refusing an offer made to you under the Army – targeted rank and employment category completion bonus scheme authorised under Chapter 3 Part 5 Division 12 of Defence Determination 2015/XX, *Conditions of service*, made under section 58B of the *Defence Act 1903* ('the Determination').

Offer

The Director General Army People Capability is offering you,

.....[member's name], a completion bonus.

The amount of bonus offered is the greater of your current base salary, or your base salary at the end of your service that counts towards the bonus, including any promotions you receive in that time. In return you must perform three years of service that counts towards the bonus. Service that counts towards the bonus is described in section 3.5.95 of the Determination.

You can only accept this offer if you also take the action that is ticked below.

- No additional action required.
- To accept the offer you must also be transferred to the Australian Regular Army. You must apply to transfer and have your application approved.
- To accept the offer, if the period of agreed service extends beyond your retirement age, you must have a written direction from CDF allowing you to serve to a day that will allow you to complete the period required for the bonus
- To accept the offer you must also extend your fixed period of enlistment to at least three years from the commencement date below. You must apply to extend your fixed period of enlistment and have your application approved.
- To accept the offer you must also withdraw your application to resign, and have your withdrawal approved. (Resignation may be known as discharge.)

Your period of service commences on:

.....

You must respond to this offer by the following date. You may accept or refuse the offer.

.....

Dated this day of 20

Signed

Name:.....Rank:.....
Director General Army People Capability

Information about the completion bonus

I understand that my acceptance of this completion bonus is subject to the following terms and conditions.

- 1. I have been notified by offer that I am eligible to join the scheme.
- 2. I must respond to this offer but may accept or refuse the offer.
- 3. I will be paid a completion bonus payment at the end of three years of service that counts towards the bonus.
- 4. Service that counts towards the bonus is described in section 3.5.95 of the Determination.
- 5. If I make an undertaking for further service under Part 8 of the *Military Superannuation and Benefits Act 1991* I will not be paid a bonus under this scheme.
- 6. A partial bonus payment may only be paid if I fail to complete three years of service that counts towards the bonus for specific reasons. These are listed in section 3.5.97 of Defence Determination 2015/XX. If I leave the scheme for another reason there is no partial payment.
- 7. If I accept the offer I must also elect how the money is to be paid. It may be paid into my bank or superannuation accounts.
See: Annex 3.5.K, Bonus payment election
- 8. I am advised to seek professional legal and financial advice about this decision. ADF members are not qualified to provide this advice.

Full details of the completion bonus scheme are contained in Chapter 3 Part 5 Division 12 of Defence Determination 2015/XX, *Conditions of service*.

This acceptance form, and the related parts of Defence Determination 2015/XX, are the whole agreement between the Commonwealth and me about the nature of this scheme. It overrides any other prior understanding or agreement about the scheme. This would include, for instance, things I may have been told about the scheme or things I may have read elsewhere.

Privacy notice

This information is being collected by the Department of Defence.

You may request access to or correction of personal information held about you in relation to this scheme by contacting the Defence Service Centre on 1800 333 362 or emailing dsc@defence.gov.au

If you have concerns about the handling of your personal information, you should raise your concerns with the Defence Service Centre in the first instance, or contact the Defence Privacy Officer at defence.privacy@defence.gov.au.

Defence collects your personal information provided under this form for the primary purpose of assessing eligibility for a retention and completion benefit, and administering it. The Department of Defence may also use your personal information to conduct investigations or inquiries and to take administrative or disciplinary action relating to the making of false claims for the benefit.

Defence may disclose personal information about you relating to this scheme to ComSuper, the Commonwealth Superannuation Corporation, the Australian Taxation Office and Smartsalary.

Your information is collected under Chapter 3 Part 5 Division 12 of Defence Determination 2015/XX, *Conditions of service*. You do not have to provide the information. However, if you do not provide the information, Defence will not be able to see if you are eligible for the benefit, or administer it.

Information disclosed to Smartsalary may be held on Smartsalary servers located in Japan and the United States of America.

Further information is provided in the Defence Privacy Policy, which is available on the internet at www.defence.gov.au/ComplaintResolution/privacy.asp. This contains information on how an individual may apply for access to their personal information and how an individual may apply to have their personal information amended. It also contains information for individuals on how to make a privacy complaint to Defence if they consider Defence may have breached the APPs.

Part B: Acceptance or refusal of offer and undertaking to serve

I,
 (Rank) (Last name) (Given name)

 (Service number) (Employee ID)

Please tick one.

- () **accept** the offer to join the Army – targeted rank and employment category completion bonus scheme.
- () **refuse** the offer to join the Army – targeted rank and employment category completion bonus scheme.

If you have accepted the offer, please tick the boxes that apply below.

I have read and understood Chapter 3 Part 5 Division 12 of Defence Determination 2015/XX.	Yes []	No []
I have read and understood Part A of this form.	Yes []	No []
I agree to serve for three years of service that counts towards the bonus. Any service that I have that is not service that counts towards the bonus will extend the period until I reach three years of service that counts towards the bonus.	Yes []	No []
I have sought independent legal advice in relation to this undertaking.	Yes []	No []
I have completed the options for payment (see Annex 3.5.K, Bonus payment election.)	Yes []	No []

Dated this day of 20

Signed

Printed name

Witness _____
Signed

Printed name and rank