

ADF Employment Preferences - RAAF

The following is a guide for RAAF personnel who are completing form AD148 - ADF Employment Preferences and Restrictions.

Open form AD148

Navigate on the Intranet to <http://pubsdb.cbr-dps.defence.gov.au/wfs/> and search for form AD148 to open the blank form with the Delrina FormFlow Filler application. Open 'How to save data' located at the top of page 4, to obtain help in saving your data.

Complete the form as per the following instructions:

Employee ID

Enter your seven digit Employee ID (EmplId) number; do not enter your old service number. Find your EmplId on the PMKeyS web site.

Rank

Use the lookup list by clicking the left button of your mouse in the box, and selecting and clicking on your 'substantive' rank. Your selection will populate the field.

Family name

Enter your surname in the Family name field. *(The first three letters are used to cross check against the EmplId.)*

Given names

Enter your given names in the Given names field.

Service

Leave blank.

Type

Leave blank.

Description

Use the lookup list by clicking the left button of your mouse in the box and selecting and clicking on your service description (Permanent Air Force). Members on AFA 4(J) 3 should select 'RAAF Reserve Continuous FT Service'. Your selection will populate the Service, Type and Description fields.

Unit

Enter your Unit abbreviation.

Family

Enter your PMKeyS 'Family' name. Do not enter your Category, Specialisation or Mustering; find your Family/Function on the PMKeyS web site (<http://defweb.cbr.defence.gov.au/pmkeys/default.htm>), by clicking on the 'Air Force' link, use the 'Family Function for Officers/Airmen' links to determine your Family/Function short description, eg Aircrew/PLT or Clerical/CLK.

Function

Enter your PMKeyS 'Function' name. Do not enter your Category, Specialisation or Mustering; find your Family/Function on the PMKeyS web site by clicking on the 'Air Force' link.

Geographic preferences

Use the lookup lists by clicking the left button of your mouse in each box, and selecting and clicking on your 'Preferred localities' and 'Undesired localities'. Your selections will populate the fields. You do not need to justify your undesired locality preference.

The following table identifies RAAF locations and the corresponding PMKeyS locality, a full list is available on the PMKeys web site at the 'Air Force' link.

| Locality | Locality | Locality |
|--|---|---|
| ABRY/WODGA | KATHERINE (RAAF Base Tindal) | PRTH METRO |
| ACT (Canberra) | MEL METRO (RAAF Williams) | PTH OT SUB (RAAF Base Pearce) |
| ADE METRO | MEL OT SUB | PUCKAPUNYA |
| ADE OT SUB (RAAF Base Edinburgh) | NE VICTORA | SOUTH NSW |
| ALICE SPRG | NEWCASTLE (RAAF Base Williamtown) | SOUTH WA |
| BNE METRO | NORTH NSW | QLD COAST |
| BNE OT SUB (RAAF Base Amberley) | NORTH WA | STH AUSTRL |
| CAIRNS | NOWRA | STH QSLAND |
| CENTR NSW (Tamworth) | NTH QSLAND | SYD METRO |
| CENTR QLD | NTH TERR | SYD OT SUB (RAAF Base Richmond/Glenbrook/Orchard Hills) |
| CENTRAL WA | NTH VIC | |
| DAR OT SUB | OSEA-EUROP | TASMANIA |
| DARW METRO (RAAF Base Darwin) | OSEA-N.AME | TOOWOOMBA |
| FLINDERS | OSEAS | TOWNSVILLE |
| GEELONG | OSEAS-ASIA | WAGGA |
| GIPPSLAND (RAAF Base East Sale) | OSEA-SWPAC | WOOMERA |
| HOBART | OSEA-UK | WT VICTORA |

Note: If you wish to remain in your current location, **do not list here**, mark 'Prefer current location' in 'Posting considerations'.

Unit type preference

Use Unit type preference to identify the **type of unit** you wish to serve in. To amplify for a specific unit, use the Amplifying comments box of the form on page 6.

To populate the Code and Description boxes, use the yellow lookup list. When selecting a preferred unit type, you must select a unit type commencing with **R** for RAAF or **J** for Joint. By clicking with your pointer on your preferred unit type, the Code and Description boxes will populate automatically. Currently only the first three unit preferences are recorded on PMKeyS. A future PMKeyS upgrade will allow all five preferences to be recorded.

The following table identifies the unit types available to RAAF members.

| Form AD148 selection | Code | Group type | Description | Title |
|---------------------------------------|------|--------------------------|-------------|-------------------------------------|
| R-AIR COMBAT GROUP | 50 | RAAF FORCE ELEMENT GROUP | ACG | AIR COMBAT GROUP |
| R-AIR LIFT GROUP | 50 | RAAF FORCE ELEMENT GROUP | AIRLIFT | AIR LIFT GROUP |
| R-AREOSPACE OPERATIONAL SUPPORT GROUP | 50 | RAAF FORCE ELEMENT GROUP | AOSG | AEROSPACE OPERATIONAL SUPPORT GROUP |
| R-AIRCRAFT RESEARCH | 50 | RAAF FORCE ELEMENT GROUP | ARDU | AIRCRAFT RESEARCH & DEV UNIT |
| R-COMBAT SUPPORT | 50 | RAAF FORCE ELEMENT GROUP | CBTSPTGP | COMBAT SUPPORT GROUP |
| R-INTEGRATED AIR DEFENCE | 50 | RAAF FORCE ELEMENT GROUP | IADS | INTEGRATED AIR DEFENCE SYSTEMS |
| R-INFORMATION OPERATIONS SQUADRON | 50 | RAAF FORCE ELEMENT GROUP | IOSQN | INFORMATION OPERATIONS SQUADRON |
| R-SURVEILLANCE AND RESPONSE | 50 | RAAF FORCE ELEMENT GROUP | SURVRESP | SURVEILLANCE AND RESPONSE |
| R-AIR TRAINING WING | 51 | RAAF TRAINING COMMAND | AIRTRGWG | AIR TRAINING WING |
| R-COMBAT SUPPORT UNIT PEARCE | 51 | RAAF TRAINING COMMAND | CBTSPTPC | COMBAT SUPPORT UNIT PEARCE |
| R-COMBAT SUPPORT UNIT WILLIAMS | 51 | RAAF TRAINING COMMAND | CBTSPTWL | COMBAT SUPPORT UNIT WILLIAMS |
| R-GROUND TRAINING WING | 51 | RAAF TRAINING COMMAND | GDTRGWG | GROUND TRAINING WING |
| R-RAAF COLLEGE | 51 | RAAF TRAINING COMMAND | RAAFCOL | RAAF COLLEGE |
| R-DIRECTOR GENERAL PERS AIR FORCE | 52 | RAAF EXECUTIVE | DIRGENPERS | DIRECTOR GENERAL PERS AIR FORCE |
| R-DIRECTOR MANAGEMENT AIR FORCE | 52 | RAAF EXECUTIVE | DIRMNGTR | DIRECTOR MANAGEMENT AIR FORCE |
| R-POLICY & PLANNING AIR FORCE | 52 | RAAF EXECUTIVE | POLPLANR | POLICY & PLANNING AIR FORCE |
| R-AIR FORCE HEADQUARTER UNIT | 52 | RAAF EXECUTIVE | RAAFHQUNIT | AIR FORCE HEADQUARTER UNIT |
| R-RESOURCE PLANNING AIR FORCE | 52 | RAAF EXECUTIVE | RESPLANR | RESOURCE PLANNING AIR FORCE |

Unit type preference - *continued*

| Form AD148 selection | Code | Group type | Description | Title |
|---|------|-------------------------------------|-------------|---|
| J-EMBASSY | 60 | OVERSEAS | EMBY | EMBASSY |
| J-HIGH COMMISSION | | | HCOMM | HIGH COMMISSION |
| J-OVERSEAS | | | OSEAS | OVERSEAS |
| J-HQ AUSTRALIAN THEATRE | 61 | HQAST | HQAST | HQ AUSTRALIAN THEATRE |
| J-NORTHERN COMMAND | | | NORCOM | NORTHERN COMMAND |
| J-ADF WARFARE CENTRE | | | ADFWC | ADF WARFARE CENTRE |
| J-MILITARY STRATEGY | 62 | STRATEGY | MS | MILITARY STRATEGY |
| J-NATIONAL SUPPORT | | | NATSPT | NATIONAL SUPPORT |
| J-PREPAREDNESS | | | PREP | PREPAREDNESS |
| J-INTERNATIONAL POLICY | | | IP | INTERNATIONAL POLICY |
| J-STRATEGIC COMMAND | | | STRATCOMD | STRATEGIC COMMAND |
| J-VCDF STAFF | 63 | CAPABILITY | VCDFSTAF | VCDF STAFF |
| J-CHIEF KNOWLEDGE OFFICER'S STAFF | | | CKOSTAF | CHIEF KNOWLEDGE OFFICER'S STAFF |
| J-CAPABILITY SYSTEMS | | | CAPSYS | CAPABILITY SYSTEMS |
| J-CHIEF FINANCE OFFICER'S STAFF | 64 | CHIEF FINANCE OFFICER | CFOSTAF | CHIEF FINANCE OFFICER'S STAFF |
| J-PERSONNEL EXECUTIVE | 65 | DEFENCE PERSONNEL EXECUTIVE | PERSEEXEC | PERSONNEL EXECUTIVE |
| J-AUSTRALIAN DEFENCE COLLEGE | | | ADC | AUSTRALIAN DEFENCE COLLEGE |
| J-DEFENCE HEALTH SERVICES BRANCH | | | DHSB | DEFENCE HEALTH SERVICES BRANCH |
| J-RECRUITING | | | RECRUIT | RECRUITING |
| J-PUBLIC AFFAIRS & CORPORATE COMMS | 66 | PUBLIC AFFAIRS CORP COMMS | PACCSTAF | PUBLIC AFFAIRS & CORPORATE COMMS |
| J-INSPECTOR GENERAL STAFF | 67 | INSPECTOR GENERAL | IGSTAF | INSPECTOR GENERAL STAFF |
| J-DEFENCE SIGNALS DIRECTORATE | 68 | INTELLIGENCE | DSD | DEFENCE SIGNALS DIRECTORATE |
| J-DEFENCE INTELLIGENCE ORGANISATION | | | DIO | DEFENCE INTELLIGENCE ORGANISATION |
| J-DEFENCE IMAGERY & GEOSPATIAL ORGANISATION | | | DIGO | DEFENCE IMAGERY & GEOSPATIAL ORGANISATION |
| J-DEFENCE MATERIAL ORGANISATION | 69 | DEFENCE MATERIAL ORGANISATION | DMO | DEFENCE MATERIAL ORGANISATION |
| J-MARITIME SYSTEMS DIV | | | MSD | MARITIME SYSTEMS DIV |
| J-ELECTRONIC SYSTEMS DIV | | | ESD | ELECTRONIC SYSTEMS DIV |
| J-LAND SYSTEMS DIV | | | LSD | LAND SYSTEMS DIV |
| J-AEROSPACE SYSTEMS DIV | | | ASD | AEROSPACE SYSTEMS DIV |
| J-JOINT LOGISTICS COMMAND | | | JLC | JOINT LOGISTICS COMMAND |
| J-DSTO | 70 | DSTO | DSTO | DSTO |
| J-INFO SYSTEMS | 71 | CORPORATE SERVICES & INFRASTRUCTURE | ISD | INFO SYSTEMS |
| J-SERVICE DELIVERY | | | SDD | SERVICE DELIVERY |
| J-LEGAL | | | LEGAL | LEGAL |
| J-INFRASTRUCTURE | | | INFRA | INFRASTRUCTURE |
| J-CORPORATE SERVICES | | | CORPSVC | CORPORATE SERVICES |

Members may also use the Amplifying comments box of the form on page 6 to write in any other **type of unit** that may not be indicated on the form.

To amplify for a specific unit, use the Amplifying comments box of the form on page 6.

Employment preference

Use Employment preference to identify the type of **course/employment** you wish to undertake. To amplify for a specific course or employment not listed, use the Amplifying comments box of the form on page 6.

To populate the Code and Description boxes, use the yellow lookup list. When selecting a preferred employment preference, you must select an employment preference commencing with **R**. By clicking with your pointer on your employment preference, the Code and Description boxes will populate automatically. Currently only the first three employment preferences are recorded on PMKeyS. A future PMKeyS upgrade will allow all five preferences to be recorded.

Please note that there are a number of codes and descriptions with lines through them. They are no longer current and therefore should not be used, although they may have been used previously.

The following table identifies the employment preferences available to RAAF members.

| Code | Description | Code | Description |
|-----------------|--|-----------------|---|
| R001 | ADC & Equiv Courses | R041 | Ground Defence Section Duties |
| R002 | ADFA Post-Graduate Studies | R042 | Ground Mechanical Equipment-Maintenance/Engineering Duties |
| R003 | ADFA Staff Duties | | |
| R004 | Aerospace Centre Staff Duties | R043 | Ground Equipment Maintenance |
| R005 | Aerospace Studies Fellowship | R044 | Ground Safety |
| R006 | AETS Instructor | R045 | Human Resource Management |
| R007 | Aide-de-Camp | R046 | Imagery Analyst |
| R008 | Armament Specialist | R047 | Information Technology/Systems |
| R009 | Aust Def College Staff ADC Staff Duties | R048 | Language Staff Duties |
| R010 | Avionics | R049 | Linguist |
| R011 | Career Manager | R050 | Logistics/Materiel |
| R012 | Catering | R051 | Maintenance Manager |
| R013 | Ceremonial | R052 | Maintenance Support |
| R014 | Civil Schooling | R053 | Management Services |
| R015 | Combat Survival Instructor | R054 | Mil Skills Instructor (GSI) |
| R016 | Command | R055 | Movements |
| R017 | Communications | R056 | Operational Communications |
| R018 | Contact Contract Mgt/Purchasing Spt | R057 | Operational Trng & Doctrine |
| R019 | Control Duties - AIRDEF/ATC | R058 | Operative |
| R020 | Defence Attache | R059 | Personal Staff Officer |
| R021 | Design Engineer | R060 | Project/Materiel/Acquisition |
| R022 | Electronic Warfare | R061 | QFI Ab Initio |
| R023 | Electronic Warfare Intel | R062 | QFI CFS |
| R024 | EOD Specialist | R063 | Qualified Nav Instructor QNI |
| R025 | Exchanges - Overseas | R064 | RAAFCOL Staff Duties |
| R026 | Explosives Engineering | R065 | Signal Intelligence |
| R027 | Fighter Combat Instructor | R066 | Signals - Technical |
| R028 | Flight Test Engineer | R067 | Software Programming |
| R029 | Fly AAR | R068 | Space Operations |
| R030 | Fly AEW&C | R069 | Staff Duties |
| R031 | Fly C130 | R070 | Structural Integrity Duties |
| R032 | Fly Caribou | R071 | Surveillance Duties - AIRDEF |
| R033 | Fly FAC | R072 | Test Flying |
| R034 | Fly Fighter | R073 | Training Quality Managers |
| R035 | Fly Maritime | R074 | Visiting Military Fellowship |
| R036 | Fly Navigator Trng Aircraft | R075 | Operational Level Maintenance |
| R037 | Fly Strike/Recon | R076 | Intermediate or Depot Level Maintenance |
| R038 | Fly VIP | R077 | Computer Aided Maintenance Management |
| R039 | Flying Safety | R078 | Field Training Flight or School of Technical Training |
| R040 | Force Development | R079 | Systems Program Offices/Logistics Management Unit |

Employment preference - *continued*

| Code | Description | Code | Description |
|------|---|------|--------------------------------------|
| R080 | Non Destructive Testing | R111 | Operations Flight Commander |
| R081 | Aircraft Systems | R112 | Training Flight Commander |
| R082 | Avionics Systems | R113 | Chief Instructor |
| R083 | Advanced Electronics | R114 | Standardisation Officer |
| R084 | Administration | R115 | Recruiting Medasst Duties |
| R085 | FIREFTR Instructor | R116 | Shopfront |
| R086 | FIREFTR Operational ECSS | R117 | Medical Admin |
| R087 | ADG Ground Defence Section | R118 | Orderly Room |
| R088 | ADG Instructor | R119 | OPS Clk |
| R089 | ADG Recruit Training | R120 | Recruiting |
| R090 | ADG Squadron | R121 | Personnel Assistant |
| R091 | ADG Operational ECSS | R122 | Base Education Admin |
| R092 | Airmovements | R123 | Special Investigations |
| R093 | Warehousing | R124 | Directorate of Security and Policing |
| R094 | Motor Transport | R125 | DSECO |
| R095 | Tankers | R126 | ASTJIC-TAF |
| R096 | MWDH | R127 | Digital Imagery |
| R097 | Counter-Intelligence | R128 | Intelligence |
| R098 | Ground Telecommunications | R129 | Journalism |
| R099 | Ground Based Radar | R130 | FEG Support |
| R100 | Airworthiness Regulations | R131 | Fire Section |
| R101 | Health Services | R132 | AOCC |
| R102 | Air Traffic Control Instructor | R133 | DISCON |
| R103 | Air Traffic Control Senior Training Officer | R134 | COMSEC |
| R104 | Tactical Air Control Officer | R135 | COMCEN |
| R105 | Senior Air Traffic Control Officer | R136 | Instructional Duties |
| R106 | Capability | R137 | Operation |
| R107 | Tactical Ops | R138 | Theatre Nursing |
| R108 | Operational | R139 | Hospital Duties |
| R109 | Headquarters | R140 | Medical Flight (HSF) |
| R110 | Executive Officer | R141 | Estate/Planning/Management |

Employment opportunity general

Personnel may volunteer for any of the employment opportunity general options, indicated on page 4, with a 'tick'. Members may also use the Amplifying comments box to write in any other employment opportunity general preference that may not be indicated on the form.

Posting considerations

Personnel must number two fields only, using '1' and '2' in order of preference. Except for 'None', reasons must be provided for all other posting considerations in the Amplifying comments box on page 6 of the form. If greater than two considerations, note details in the Amplifying comments box on page 6 of the form.

Use 'Prefer current location' to advise the Career Manager that you wish to **remain** at your current location.

Use 'Home owner and prefer to live in own home located at "preferred locality 1" above' to indicate 'Home owner and prefer to live in own home'. Identify the location of your home in the Amplifying comments box.

Dependants with special schooling or medical needs should only be selected for those **registered** as having special schooling or medical needs.

Preferred posting out date

Enter date of preferred posting out to advise the Career Manager when you would like to be posted out.

Desired career plan *(optional)*

This information is not entered into PMKeyS. The information may assist in advising the Career Manager of your long-term career plan.

Personal priorities

Do not use 'Co-location with spouse' unless you have identified the EmplId of your spouse in the Dependant details on form AD150 - ADF Personal Data - PMKeyS.

'I have immediate family member(s) serving in the ADF'. The 'Yes' box is used to prompt the Career Manager to ensure that a family member is not posted into the same chain of command.

Tertiary qualifications

This information is not entered into PMKeyS.

Reservists availability

Not applicable to permanent Air Force members.

Amplifying comments

If insufficient space, attach a separate document.

CO/OC/Supervisor

Optional for RAAF.

Print and save

Save the document as your PMKeyS Employee ID in **.dbf** format.

Send the disk, a completed printed form and a self-addressed envelope to your Orderly Room for onforwarding to your Career Manager at:

DPA
R8-6-001
Russell Offices
CANBERRA ACT 2600

DPO-AF
R8-7-001
Russell Offices
CANBERRA ACT 2600