

Application for Categorisation as a Member with Dependants (Unaccompanied) - MWD(U)

Instructions for completion

1. Member to complete 'Part A - Member's details' and 'Part B - Details of application'.
2. In circumstances where the Commanding Officer is the approving authority, CO is to complete 'Part C - CO or OC approving authority'.
3. Forward completed form to pay office for data input.
4. Applications that require Director-General Personnel approval must be forwarded through the CO for recommendation before forwarding to:

DGNP Department of Defence R8-1-016 PO Box 7909 CANBERRA BC ACT 2610	DGPERS-A Attn: SO2 Delegations Department of Defence R8-9-042 PO Box 7909 CANBERRA BC ACT 2610	DDPCP-AF Department of Defence R8-2-33 PO Box 7909 CANBERRA BC ACT 2610
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Part A - Member details

Employee ID	Service number <i>(if applicable)</i>	Rank	Family name	Initials
Unit		Losing unit		Posting with effect from

Part B - Details of application

I hereby apply to be categorised MWD(U) with effect from

Date from	Date to <i>(if known)</i>
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I maintain a home for my dependants at the following address:

and would reside in that home if I were serving in the location in which the home is situated.

My dependants are listed below:

Full name	Relationship	Age	Place of residence

While separated from my dependants I will be residing at:

I have been posted to a **new** posting location and I will continue to **provide** a home for my dependants at the **losing** location. My application for MWD(U) categorisation is submitted, as per [PACMAN Volume 1, Chapter 1, Part 3, Division 2, Clause 1.3.81](#).
(Tick appropriate boxes)

Clause 1.3.81 (4)
Approving authority is Commanding Officer
Member with dependants (MWD) posted for more than six months.

Clause 1.3.81 (5)
Approving authority is Commanding Officer
Member is required to live in, or has been posted for any period up to six months, at a location other than where the member provides a home for his or her dependants. This clause only applies when a member is actually posted or attached for a period of less than six months **not** where a member has less than six months remaining in a posting location.
The applicant would have been eligible under previous policy.
 Yes No

Clause 1.3.81 (7)
Approving authority is Service Director-General Personnel.
The CDF may decide that a member is taken to be a MWD(U) having regard to the criteria as specified in Clause 7. a, b, c and d.

Clause 1.3.81 (8)
Approving authority is Service Director-General Personnel.

Note: Copies of all supporting documentation are to be included and member's circumstances verified at unit level.

Part B - Details of application (Continued)

I acknowledge that I am required to advise unit administrative staff of any changes in my domestic circumstances which may affect my continued eligibility for this allowance.
 Allowances payable to a member categorised MWD(U) may constitute Living Away From Home Allowance (LAFHA) for Fringe Benefits Tax purposes. This form is to be utilised as my LAFHA declaration in terms of the relative Fringe Benefits Tax legislation.

Member's signature	Printed name	Date
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Commanding Officer's recommendation before forwarding to Service Director-General Personnel

Recommended Not recommended

Comments

Signature	Printed name	Rank	Appointment	Date
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Part C - To be completed by CO or OC when they are the approving authority

Is categorisation approved?

No Yes →

Category	Date from	Date to (if known)
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If 'No', state reason

Is payment of separation allowance approved?

No Yes →

Date from	Date to (if known)
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If 'No', state reason

Signature	Printed name	Rank	Appointment	Date
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Part D - Entered into PMKeyS

Signature	Employee ID	Date
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Action complete