



DEFENCE INSTRUCTIONS (ARMY)

Department of Defence (Army Headquarters)
CANBERRA ACT 2600

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Amendments to Defence Instruction (Army) listed below are issued by my command pursuant to section 9A of the *Defence Act 1903*.

K.J. GILLESPIE
Lieutenant General
Chief of Army

ISSUE NO OPS 4/2008

Amendment

OPS 80-1 *Army Individual Readiness Notice*
AMDT NO 4
Complete Revision

Cancellation

DI(A) OPS 80-1 ISSUE NO OPS 11/2006 of 10 NOV 2006 (AL3) and ISSUE NO 1/2005 of 17 JAN 2005 (AL2) are cancelled.

Note: Instructions for filing and maintaining DI(A) are contained in DI(G) ADMIN 01-1 (filed as DI(A) ADMIN 1-3).

ARMY INDIVIDUAL READINESS NOTICE

References:

- A. [Defence Instruction \(General\) \(DI\(G\)\) PERS 36-2](#)—*Australian Defence Force policy on individual readiness*
- B. [DI\(G\) PERS 35-6](#)—*Formal Warnings and Censures in the Australian Defence Force*
- C. [DI\(G\) PERS 16-15](#)—*Australian Defence Force Medical Employment Classification System*
- D. [Defence Instruction \(Army\) \(DI\(A\)\) PERS 148-2](#)—*Army Physical Conditioning Assessment System*
- E. Chief of Army's Senior Advisory Committee 21/2007—*Increasing female participation rates within Army*
- F. [DI\(A\) ADMIN 89-1](#)—*Army Small Arms Weapon Proficiency Policy*
- G. [Land Warfare Procedures—General 7-4-12](#)—*5.56 mm Austeyr Individual Weapon Family F88, F88C, F88SA1, F88T and 40 mm Grenade Launcher Attachment, 2004*
- H. OCA/OUT/2008/R3185961 Amendment to DI(A) OPS 80-1
- I. [DI\(A\) PERS 116-5](#)—*Separation of Regular Army soldiers, Army Reserve soldiers and soldiers on full-time service—policy and procedures*

INTRODUCTION

1. The Army, as part of the Australian Defence Force (ADF), is required to raise, train and sustain military capabilities to support the achievement of national military objectives. These capabilities are achieved and maintained by recruiting, training and equipping suitable personnel to perform individual roles and tasks and then collectively training those personnel as force elements to perform specified missions. Increasingly the Army is required to provide individuals at short notice as peacekeepers/observers, to augment coalition headquarters, and to contribute to other ad hoc organisations for operations. This necessitates the requirement for Army personnel to attain and maintain a minimum level of individual readiness (IR) in order to allow them to be prepared for deployment on operations at short notice.

2. Consistent with reference A, the Army Individual Readiness Notice (AIRN) policy has been developed to ensure Army personnel maintain themselves ready for deployment on operations at short notice. This provides a firm foundation from which Army can plan for and identify personnel for operations.

3. AIRN complements pre-deployment training during force preparation by providing a common start point and addresses Army's duty-of-care commitment by prescribing the minimum individual readiness standard to be achieved by Army personnel.

4. As well as focusing Army personnel on their readiness responsibilities, career managers will be able to access real-time AIRN data to assess the suitability of personnel for a range of positions, courses and promotion requirements. It is possible, over an extended period of time that individuals will move in and out of AIRN compliance for reasons both within and beyond their control. It is an individual's responsibility to ensure that they remain AIRN compliant at all times. It is the responsibility of commanders at all levels to ensure their personnel are afforded the opportunity and resources to maintain AIRN compliance and take corrective action in all instances of non-compliance.

PURPOSE

5. The purpose of AIRN is to maintain a minimum level of IR within Army to ensure that Army personnel are capable of being deployed on operations at short notice.

AIM

6. The aim of this Instruction is to stipulate the Army's AIRN policy.

OBJECTIVES

7. This Instruction specifies the components and requirements of AIRN to be maintained by Army personnel. The objectives of this Instruction are to:
- a. clearly enunciate Army's AIRN policy;
 - b. ensure individuals understand their obligation to be AIRN compliant for service in the Australian Army; and
 - c. assist in the focused application of resources to achieve the required standards of AIRN.

INDIVIDUAL READINESS REQUIREMENTS

General

8. The AIRN requirements specified in this Instruction apply to all full-time (FT) and part-time (PT) Army personnel (except members of the Standby Reserve), who have completed their initial Corps or trade specific training. Soldiers are subject to AIRN compliance requirements after they complete their Initial Employment Training (IET) and/or initial trade training within a Training Command—Army (TC–A) training establishment, and march-in to their unit. Officers are subject to AIRN compliance requirements after they have completed their initial officer training and Regimental Officers' Basic Course, or Logistic Officers' Basic Course, or Specialist Service Officers' course (as applicable). Once the aforementioned training is completed, individuals are considered proficient in their rank for employment and become part of the Trained Force. Upon joining the Trained Force, individuals have 90 days to achieve AIRN compliance.

9. **Trainees.** In the interest of ensuring members are progressing along the physical conditioning continuum as expected, the following time frames are to be implemented for trainees:

- a. **Direct Entry Officers.** Members are to successfully complete a Basic Fitness Assessment (BFA) within 90 days of completion of the Specialist Service Officers course conducted at Royal Military College (RMC).
- b. **RMC cadets.** RMC cadets are to successfully complete a BFA prior to graduation from RMC.
- c. **Recruits.** Soldiers are to successfully complete a BFA prior to the completion of their IET.

10. All trainees unable to pass a BFA within the time frames specified above are to have appropriate administrative action taken.

11. In the case of an IET who has passed all other aspects of training, but is unable to pass the BFA, it is up to the gaining unit whether to accept the member. This means the gaining unit's Commanding Officer (CO) accepts the responsibility to condition the member so that the baseline standard can be demonstrated by the completion of the sixth-month from the date of enlistment. If the gaining unit will not accept the soldier, that individual is to remain at the training establishment, until the baseline is achieved. Soldier Career Management Agency may post another soldier into the position if required. Retraining and reassessment, if required, are to be conducted in accordance with [paragraph 12](#).

12. **Below baseline performance.** Where no reason for below baseline performance other than lack of fitness or motivation is apparent, members are to be allowed 30 days before being reassessed. Commanders are to counsel members demonstrating below baseline performance. Members are to be provided with a reconditioning program. The member may request to be assessed in less than 30 days, but if such a request is approved, it is to be a recorded assessment.¹

13. This Instruction does not preclude commanders from pursuing higher IR standards for personnel under their command. However, such standards are to be consistent with their duty-of-care requirements and must relate directly to preparedness objectives contained within the Chief of Army's Capability Directive (CACD) specific to their command.

¹ DI(A) PERS 148–2, annex B, paragraphs 16–18 and 28.

Components of individual readiness

14. The components of AIRN and the standards required are summarised as follows:
- a. **Individual availability.** An inherent requirement of Army service is that all personnel are able to contribute fully to the timely delivery of military capability. As a consequence, FT members of the Army are to affirm that their personal circumstances, such as parenting requirements, spouse employment or legal barriers, will not prevent them from making themselves available for individual deployment on operations at short notice. PT members of the Army are to affirm that their personal circumstances will not prevent them making themselves available for individual deployment on operations immediately on call-out. Call-out is important because of the legal protections it invokes. This component is to be reported by exception with the onus being on the individual to advise their chain of command when their personal circumstances render them unable to comply with this requirement. For individuals granted a compassionate posting, the member's CO is to review the circumstances of the compassionate posting and determine what, if any, implications these have on individual availability and AIRN compliance. A copy of the IR report that includes the member's statement of availability in the bottom left-hand corner is attached in [annex A](#).
 - b. **Employment proficiency.** Personnel in the trained force are to be proficient in their rank and employment category in order to contribute to military capability. Personnel are deemed proficient after completing their initial Corps and/or trade specific training at a TC-A training establishment. Personnel who Corps transfer, revert to the Training Force and are exempt from AIRN requirements while in a TC-A training establishment. They are to be reported as 'Not Ready' for this component until they complete their subsequent Corps or trade specific training within a TC-A training establishment. If administrative action is initiated in accordance with reference B for poor job performance, the member is to be reported as 'Not Ready' under the Employment component of AIRN. The requirements and administrative guidelines for AIRN employment proficiency compliance are provided in [annex B](#).
 - c. **Medical fitness.** To be able to be deployed on operations, personnel are required to be medically fit. Personnel are to be medically assessed in accordance with reference C and are required to meet the Medical Employment Classification for deployment in their trade or employment category. All personnel are to be assessed in the Medical Fitness component of AIRN at least once every 12 months. The requirements for AIRN medical compliance are provided in [annex C](#).
 - d. **Dental fitness.** To be able to be deployed on operations, personnel are required to be dentally fit. FT personnel are to be assessed in the Dental Fitness component of AIRN at least once every 12 months. PT members are to be assessed at least once every five years. The requirements for AIRN dental compliance are provided in [annex D](#).
 - e. **Physical fitness.** In order to operate effectively and efficiently in the arduous physical and mental conditions across the spectrum of conflict, Army personnel are to be physically conditioned to undertake both general military duties and special occupational functions. Army personnel are to remain physically fit and pass a BFA at least once every six months. The requirements and administrative guidelines for AIRN physical fitness compliance are provided in [annex E](#). To be able to be deployed on operations.

- f. **Individual weapon proficiency.** While it is acknowledged that some units require their personnel to operate different individual weapons, those personnel are to be capable of deploying on operations as individuals without those specialist individual weapons. The F88 Austeyr is the basic individual weapon for Army personnel.² All Army personnel must be assessed as competent in the use of the F88 Austeyr at least once every six months. The only exception to this requirement is chaplains. The requirements and administrative guidelines for AIRN individual weapon proficiency compliance are provided in [annex F](#).

ARMY INDIVIDUAL READINESS NOTICE ADMINISTRATION

15. AIRN components are to be administered in accordance with the references for each component of AIRN listed in [annex G](#). Personnel who do not comply with the requirements of AIRN may be subjected to administrative action in accordance with reference B. Where appropriate, this can include a member being required to show cause why their service should not be terminated. Inability to maintain AIRN compliance is a valid reason to deny promotion and course opportunities and limit posting options. However, this is to be determined on a case-by-case basis, based on the supporting policies listed in [annex G](#).

Individuals' responsibilities

16. It is an individual's responsibility to ensure that they remain AIRN compliant at all times. It is also the individual's responsibility to ensure their chain of command is advised when they are not able to maintain AIRN compliance. Personnel who do not comply with this requirement can be subjected to disciplinary action for failure to comply with the lawful general orders contained in this Instruction.

Commanders' responsibilities

17. Commanders are to provide the time, facilities, and resources necessary for their subordinates to comply with the requirements of this Instruction. Commanders are required to insure that they:

- a. Have all members under their command fully briefed annually in order to be conversant with the requirements of this Instruction and their AIRN responsibilities.
- b. Assess the AIRN compliance of all personnel under their command when they march-in, continually monitoring that compliance and ensure Individual Readiness Reports are completed annually.
- c. Manage individuals that are temporarily 'Not Ready'.
- d. Provide reasonable opportunities and resources for retraining and requalification if required.
- e. Initiate appropriate administrative action for personnel identified as 'Not Ready'.
- f. Commanders of units held at less than 28 days Readiness Notice can implement additional (higher) IR standards for personnel under their command. These standards are to be consistent with duty-of-care requirements and must relate directly to their unit's preparedness requirements outlined in the CACD. Personnel are not to be recorded as 'Not Ready' if they do not achieve locally imposed additional IR standards. An AIRN Guide for unit commanders is attached in [annex H](#).

² Special Operations Command personnel qualified on the M4 weapon are permitted to use the M4 in order to satisfy this component. Special Operations Headquarters are responsible to ensure that these personnel are compliant on the F88 Austeyr if they deploy as individuals with other non-Special Forces organisations.

Recording of data

18. IR data is recorded within the PMKeyS database and is used by Army Headquarters staff to report Army's level of preparedness³, and by career managers and units to identify an individual's readiness for deployment on operations. Therefore, correct and timely input of data is essential to ensure the validity of data for operational planning and career management.

19. Responsibility for entering data into PMKeyS rests with the organisations listed below. However, as AIRN compliance is an individual and command responsibility, individuals and commanders are ultimately responsible to ensure IR information is entered into PMKeyS. IR data is to be recorded in PMKeyS as soon as possible after an individual meets an IR component requirement:

- a. **Individual availability.** PMKeyS default assessment is 'Ready'. Units are responsible for by-exception reporting of an individual's inability to comply with individual availability requirements.
- b. **Employment proficiency.** PMKeyS default assessment is 'Ready'. Where an individual is deemed 'Not Ready', the initiator of the performance assessment and/or administrative warning is to ensure a 'Not Ready' assessment is recorded in PMKeyS. Upon receipt of an administrative warning for poor job performance, the respective career management agency is to confirm the 'Not Ready' assessment has been entered into PMKeyS.
- c. **Medical fitness.** PMKeyS automatically defaults to an assessment of 'Not Ready' twelve months after the last recorded medical assessment date. ADF health facility staff are responsible for entering data into PMKeyS. Where an ADF health facility is unable to meet this requirement, the individual will be provided with a medical advice form for entry into PMKeyS by unit orderly room/Military Personnel Administration Centre (MPAC) staff.
- d. **Dental fitness.** For FT personnel, PMKeyS automatically defaults to an assessment of 'Not Ready' twelve months after the last recorded dental assessment date. For PT personnel, PMKeyS automatically defaults to an assessment of 'Not Ready' five years after the last recorded dental assessment date. ADF dental facility staff are responsible for entering data into PMKeyS. Where an ADF dental facility is unable to meet this requirement, the individual will be provided with a dental advice form for entry into PMKeyS by unit orderly room/MPAC staff.
- e. **Physical fitness.** PMKeyS automatically defaults to an assessment of 'Not Ready' six months after the last recorded BFA date. Physical Training Instructor and unit orderly room/MPAC staff are responsible for entering data into PMKeyS.
- f. **Individual weapon proficiency.** PMKeyS automatically defaults to an assessment of 'Not Ready' six months after the last recorded weapon proficiency test date. Unit orderly room/MPAC staff are responsible for entering data into PMKeyS.

20. Although personnel in the Training Force are exempt from AIRN compliance, they are to have relevant IR data entered into PMKeyS as they meet AIRN compliance requirements. Where a member of the Training Force does not or can not meet IR requirements (for example, a member of the Training Force is unable to meet the Employment Proficiency requirement until they complete their initial Corps or trade specific training) they are to be recorded as 'Not Ready' for that component.

21. **Strategic reporting responsibility.** The Chief of Army (CA) is required to report AIRN compliance to Chiefs of Service Committee as at March and September each year in accordance with reference A. The Directorate of Operations—Army (DOPS—A) will centrally interrogate PMKeyS to meet the information requirements of the CA. However, commanders are reminded that AIRN is a continuous IR regime and there are no set reporting dates. All Army personnel are required to be 'Ready Always'.

3 In accordance with paragraph 12 of [DI\(G\) PERS 36–2](#).

RECOGNITION

Army Individual Readiness Notice Badge

22. **Authorisation.** The visual recognition of AIRN compliance is the AIRN Badge. All Army personnel who are AIRN compliant are authorised to wear the AIRN Badge.

23. **Eligibility to wear the AIRN Badge.** Badges are to be presented to personnel as soon as practical after AIRN qualification. For a member to qualify for the AIRN Badge or a subsequent requalification after loss of eligibility, the member must satisfy each component of AIRN. A member assessed as 'Not Ready' has 90 days to remedy this before losing eligibility to wear the AIRN Badge. Individuals granted temporary waivers retain their eligibility to wear the AIRN Badge for the duration of the waiver. After this period they are not eligible to wear the AIRN Badge until they meet the requirements of all AIRN components. Personnel who Corps transfer remain eligible to wear the AIRN Badge if they meet all AIRN requirements (less Employment Proficiency). Pregnant personnel and individuals granted a critical skills exemption are not eligible to wear the AIRN Badge.

24. **Presentation.** Acknowledgement of the achievement of AIRN compliance and the presentation of AIRN Badges is to be conducted during appropriate parades or ceremonies.

25. **Administration.** AIRN Badges are to be obtained through the Service demand process. NATO Stock Number (NSN) Badge Qualification AIRN Silver NSN 8455–66–142–8076.

26. **Dress.** The AIRN Badge is only to be worn in accordance with the Army Standing Orders for Dress.

Removal of the Army Individual Readiness Notice Badge

27. Individuals who fail to maintain AIRN compliance are not eligible to wear the AIRN Badge. When an individual loses their eligibility to wear the AIRN Badge (as detailed in [paragraph 23.](#)), commanders are to counsel individuals on the loss of AIRN compliance and inform them that they are no longer authorised to wear the badge. The removal of the badge is not to occur publicly, and the badge may not be worn again until the member is AIRN compliant.

Exemptions and waivers

28. [Annex I](#) details the circumstances and management of personnel who are eligible to receive an exemption or waiver.

Annexes:

- A. [Form AD 366—Individual Readiness Report \(including Statement of Availability\)](#)
- B. [Army Individual Readiness Notice employment proficiency guidelines](#)
- C. [Army Individual Readiness Notice medical fitness guidelines](#)
- D. [Army Individual Readiness Notice dental fitness guidelines](#)
- E. [Army Individual Readiness Notice physical fitness guidelines](#)
- F. [Army Individual Readiness Notice individual weapon proficiency guidelines](#)
- G. [Australian Defence Force policy related to Army Individual Readiness Notice](#)
- H. [Unit Commanders' guide to Army Individual Readiness Notice](#)
- I. [Army Individual Readiness Notice exemptions and waivers](#)

Sponsor: DOPS–A

FORM AD 366—INDIVIDUAL READINESS REPORT (INCLUDING STATEMENT OF AVAILABILITY)

FORM AD 366—INDIVIDUAL READINESS REPORT (INCLUDING STATEMENT OF AVAILABILITY)

AD 366
Introduced Nov 2003

STAFF-IN-CONFIDENCE (After first entry)
Department of Defence
Individual Readiness Report

Employee ID Number	Family Name	Given Name (s)	Rank	Service	Service Type
Readiness status	Overall exemption granted <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for exemption			Date from
					Date to

Component	Assessment date	Readiness status	Review date	Waiver granted	MEC/DFC	Remarks
Availability						
Denial						
Employment						
Medical						
Physical						
Weapons						

In accordance with DI(G) PERS 36-2, ADF Policy on Individual Readiness and the relevant single service instruction for readiness, DI(N) PERS 31-46, DI(A) OPS 80-1 and DI(A) OPS 4-8, I certify that I am aware of my responsibility in relation to the availability requirement for my category of service. I understand that, under compelling compassionate or personal circumstances, I may seek to declare myself unavailable for deployment. My Commanding Officer will determine whether such circumstances are sufficiently compelling to override my service obligation to remain available for deployment. I acknowledge that, in seeking to be considered unavailable for deployment, the need for my further service in the ADF may be re-assessed.

Member's statement

- I am presently available for deployment and acknowledge my responsibility to immediately advise, through my chain of command, any change to my personal circumstances that may affect my availability for deployment.
- I request to be considered temporarily unavailable for deployment for the following reason(s):

Reason(s)	Date of availability
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Statement attached (*Tick if applicable*)

Members signature	Date
Witness signature	
Witness rank and name	Date

Commanding Officer's waivers

Component	Waiver (yes or No)	Waiver expiry date	Remarks

Commanding officers signature	
Printed name	Rank
	Date

Administration action	
<input type="checkbox"/> Component(s) recorded in PMKeyS	
<input type="checkbox"/> Waiver(s) authorised and recorded in PMKeyS	
<input type="checkbox"/> Overall exemption authorised and recorded in PMKeyS	
Name	Unit
	Date

STAFF-IN-CONFIDENCE (After first entry)

ARMY INDIVIDUAL READINESS NOTICE EMPLOYMENT PROFICIENCY GUIDELINES

1. An individual is subject to the Employment Proficiency component of Army Individual Readiness Notice (AIRN) once they have completed their initial Corps or trade specific training in a Training Command—Army (TC-A) training establishment, and marched in to their first unit. For soldiers, this is after they have completed Initial Employment Training (IET) and trade training within a TC-A training establishment (if applicable). For officers, this is after they have completed their initial officer training and Regimental Officers' Basic Course (ROBC) or Logistic Officers' Basic Course (LOBC) or Specialist Service Officers' course if they do not attend a ROBC/LOBC. Although these individuals lack experience and may not be fully qualified in their trade at the completion of the aforementioned training, they are employable within a unit under supervision and are therefore deemed proficient for AIRN purposes.

Definition of not proficient

2. **Other Ranks (OR).** An OR is deemed not proficient and is to be assessed as 'Not Ready' under AIRN in the following circumstances:

- a. If a soldier receives the grading of 'Standard of work tasks performed indicated inadequate knowledge and skill level for current position' in the Application of Job Knowledge and Skills performance dimension of their Performance Appraisal Report (PAR).
- b. If a soldier who would not normally receive a PAR (eg a Private) who has not completed promotion courses) is subjected to administrative action in accordance with reference B for deficiencies in their work performance relating to inadequate knowledge and skill level for their current position.

3. **Corporal (CPL) and above.** In addition to the criteria described in [paragraph 2.](#), a soldier holding the rank of CPL or higher is deemed not proficient, and is to be assessed as 'Not Ready' under AIRN if they receive the grading of 'Leadership did not result in a productive, efficient, skilled, motivated or cohesive workforce' in the Leadership performance dimension of their PAR.

4. **Officers.** An officer is to be assessed as 'Not Proficient' if they receive the lowest grading in either the Job Competence or Leadership dimensions of their PAR.

5. **All personnel.** All Army personnel will be deemed not proficient, and are to be assessed as 'Not Ready' under the Employment Proficiency component of AIRN if:

- a. they receive the lowest grading in the Army Ethos performance dimension of their PAR; and/or
- b. they are the subject of administrative action in accordance with reference B as a result of demonstrated disregard for the values, traditions and practices of the Army.

Reporting

6. Although personnel in the Training Force are exempt from AIRN, for individual readiness reporting purposes, personnel in the Training Force are to be recorded as 'Not Ready' under the Employment Proficiency component of AIRN until they complete their respective officer, IET, or trade training course. Personnel who Corps transfer revert to the Training Force and are therefore exempt from AIRN requirements. They are to be reported as 'Not Ready' until they are deemed proficient at the conclusion of their subsequent Corps or trade specific training conducted at a TC-A training establishment.

7. **Administrative action.** Where a soldier or officer is assessed as not proficient in their rank and/or employment, or are the subject of adverse administrative action under the circumstances described in [paragraphs 2.-5.](#) the member's unit is to enter the 'Not Ready' assessment for Employment Proficiency into PMKeyS. A soldier or officer who receives the lowest grading for job competence, leadership, and/or Army ethos should also be considered for administrative action in accordance with reference B.

8. A soldier or officer subjected to administrative action and reduced in rank due to deficiencies in job competence and/or leadership is to be deemed proficient in their new rank and assessed as 'Ready' under AIRN.

ARMY INDIVIDUAL READINESS NOTICE MEDICAL FITNESS GUIDELINES

General

1. To optimise the fitness of individuals to perform their operational duties and to minimise the burden on the logistic system while deployed on operations, personnel are required to meet a defined medical standard in order to be deployable. All personnel are to meet the Medical Employment Classification (MEC) for deployment in their trade or employment category.

Medical Employment Classification standards required by Army

2. [Defence Instruction \(General\) PERS 16-15](#)—*Australian Defence Force Medical Employment Classification System* (reference C) details the MEC standards for members of the Army. In summary, these are:

- a. **MEC 1.** Medically fit, without restriction, for deployment for a particular military occupation (branch, category or trade).
- b. **MEC 2.** Medically fit for deployment but with limitations on the range of duties or geographic location, and/or a requirement for access to various levels of health logistic or personnel support.
- c. **MEC 3.** Medically unfit for deployment in the medium term (up to 12 months).
- d. **MEC 4.** Medically unfit for deployment for more than 12 months and requires review by a Medical Employment Classification Review Board (MECRB).

3. In addition to the MEC listed above, specialist employment streams (aircrew, divers, and parachutists) are to meet additional medical health requirements.

4. All Army personnel are to complete an Annual Health Assessment (AHA) every year (and Comprehensive Preventative Health Examination (CPHE) every five years), during which their MEC will be confirmed.

Medical Employment Classification and the implication for Army Individual Readiness Notice compliance

5. The allocation of a MEC impacts on Army Individual Readiness Notice (AIRN) compliance in the following way:

- a. **MEC 1 and 2.** Personnel in this classification are AIRN compliant.
- b. **MEC 3.** Personnel in this classification are considered temporarily AIRN non-compliant and require monitoring and assistance to achieve compliance. Unit commanders may grant personnel in this category an AIRN component waiver of no longer than 12 months. **An AIRN component waiver does not alter the MEC of the member, which still needs to be taken into account when considering the employment of the member.**
- c. **MEC 4.** Personnel in this classification are AIRN non-compliant in the long-term. Administrative procedures are to be initiated unless a Critical Skills Exemption has been granted under the authority of the Chief of Army.

6. **Temporary medical restrictions.** Personnel temporarily medically restricted remain AIRN compliant unless the temporary restriction extends beyond 56 days, or the member is unfit for any form of duty for 28 days or more. In these cases, the member's MEC is to be reassessed and appropriate action taken. This could include a Unit MEC Review, the granting of a Commanding Officer's waiver (detailed in [annex I](#)) or a Central MEC Review (MECR) and referral to a MECRB to determine eligibility for continued service.

7. **Immunisation.** For AIRN reporting, personnel are compliant within the immunisation element of AIRN once they have completed all initial vaccination schedules to reach DP1 standard.

Pregnancy and the implication for Army Individual Readiness Notice compliance

8. **Pregnancy.** Members confirmed pregnant by an Australian Defence Force (ADF) medical officer are not required to perform a Basic Fitness Assessment (BFA), however, a member may choose to complete a BFA subject to medical clearance. **Under no circumstances is a BFA to be attempted after the 20th week of pregnancy.** Prior to resumption of duty after maternity leave, the member is to undergo a MECR. The member is to be placed on a reconditioning program. This program is to be developed with the assistance of a Physical Training Instructor or a Combat Fitness Leader and individually tailored to address the specific needs of the member. The program is to be approved by the member's commander and supervised by the member's chain of command. Practice assessments may form an element of the reconditioning program.

9. Female personnel have 12 months from date of delivery or 90 days after returning to duty (which ever is the latter) to pass the BFA. [Health Directive \(HD\) 235—Management of pregnant members of the Australian Defence Force](#) details policy relating to pregnancy for members of the Australian Defence Force.

10. Pregnant personnel are to be recorded as 'Not Ready' and are not eligible to wear the AIRN Badge. However, pregnant personnel remain eligible for promotion and career progression courses and are to be administered in accordance with [HD 235](#). Where concern exists about a pregnant member's fitness to undertake career progression activities, advice should be sought from their treating medical practitioner.

Reporting

11. PMKeyS automatically defaults to an assessment of 'Not Ready' twelve months after the last recorded health assessment date. For AIRN reporting the date of the AHA (or CPHE) is entered into PMKeyS.

12. ADF health facility staff are responsible for entering data into PMKeyS. Where an ADF health facility is unable to meet this requirement, the individual will be provided with a medical advice form for unit orderly room/shopfront action.

ARMY INDIVIDUAL READINESS NOTICE DENTAL FITNESS GUIDELINES

General

1. Personnel losses due to poor dental health can form an unacceptable level of non-battle casualties to a force. As such, the Army's ability to deploy personnel on operations is predicated on the individual's dental fitness and it forms an important component of Army Individual Readiness Notice (AIRN).

Army Dental Classification standards

2. [Health Policy Directive 402](#)—*The Australian Defence Force Dental Classification System* details the Dental Classification (DC) standards for members of the Army. In summary, these are:

- a. **DC 1.** Fully dentally fit.
- b. **DC 2.** Requires dental treatment that could be deferred for 12 months.
- c. **DC 3.** Requires dental treatment within 12 months.
- d. **DC 4.** Requires early or urgent dental treatment (within one-month).

3. All full-time (FT) Army personnel are to have their DC assessed annually. Part-time (PT) personnel are to undergo a dental examination every five years.

Dental classification and the implication for Army Individual Readiness Notice compliance

4. The allocation of a DC impacts on AIRN compliance for FT personnel, and PT personnel on continuous full-time service (CFTS), in the following way:

- a. **DC 1 and 2.** Personnel in this classification are fully deployable and therefore deemed to be AIRN compliant.
- b. **DC 3.** Although personnel classified DC 3 may be brought to a deployable dental standard within a short-time frame, for the purposes of AIRN reporting, personnel in this classification are considered non-deployable and therefore deemed AIRN non-compliant.
- c. **DC 4.** Personnel in this classification are not deployable and therefore deemed AIRN non-compliant.

5. **PT personnel.** For AIRN reporting, PT personnel are deemed to be AIRN compliant after their Initial Dental Examination (IDE), and must undergo a dental examination every five years thereafter to maintain AIRN compliance. They are not required to achieve a particular DC. Dental fitness requirements, entitlements, and administrative guidelines for PT personnel are detailed in [Defence Instruction \(Army\) PERS 57-1](#)—*Dental examination and treatment of members*.

6. FT personnel and PT personnel on CFTS downgraded to DC 3 or DC 4 have 90 days to regain a Dental Classification of DC 2 (or higher) to retain their eligibility to wear the AIRN Badge.

7. **Dental Locality Restrictions.** In accordance with [Defence Instruction \(General\) PERS 16-17](#)—*Australian Defence Force Locality Restriction for Dental Treatment*, personnel granted a Dental Locality Restriction are classified as DC 3. For AIRN purposes, these personnel are immediately deemed AIRN non-compliant and remain so until they are upgraded to DC 2 (or higher).

Reporting

8. **FT personnel.** FT personnel and PT personnel on CFTS are to have their DC assessment entered into PMKeyS. For FT personnel and PT personnel on CFTS, PMKeyS automatically defaults to an assessment of 'Not Ready' 12 months after the last recorded dental assessment date.
9. **PT personnel.** A dental classification of 'DC R' is to be entered into PMKeyS when PT personnel complete their IDE/five-year dental examination. For PT personnel, PMKeyS automatically defaults to an assessment of 'Not Ready' five years after the last recorded dental examination date.
10. For AIRN reporting the dental assessment date is entered into PMKeyS, and not the date(s) of subsequent treatment.
11. Australian Defence Force (ADF) dental facility staff are responsible for entering data into PMKeyS. Where an ADF dental facility is unable to meet this requirement, the individual will be provided with a dental advice form for unit orderly room/shopfront action.

ARMY INDIVIDUAL READINESS NOTICE PHYSICAL FITNESS GUIDELINES

Reference:

- A. [Defence Instruction \(Army\) PERS 148-2](#)—*Army Physical Conditioning Assessment System*

Purpose

1. Army personnel are to be physically conditioned to undertake their general military duties and special occupational functions in order to operate effectively and efficiently in the arduous physical and mental conditions across the spectrum of conflict. As a consequence Army utilises a fitness assessment regime to ensure physical conditioning standards are maintained at an appropriate level.

Responsibilities

2. **Unit commander.** Unit commanders are responsible for the planning and conduct of physical conditioning programs and the conduct of physical fitness assessments. They are responsible to ensure that all personnel comply with the stipulated basic fitness standards and that the level of physical fitness of each member is assessed at least once every six months.

3. **Medical staff.** Medical staff are to advise commanders regarding the ability of members to participate in physical conditioning activities and to complete the Basic Fitness Assessment (BFA). This advice is to be specific where possible to allow members to participate in those areas not affected by their restriction.

4. **Physical Training Instructors (PTI)/unit administration staff.** PTI and unit administration staff are responsible to support the Unit commander's administrative mechanisms and to ensure that the physical fitness component of individual readiness is recorded correctly in PMKeyS.

5. **Individuals.** All Army personnel are to ensure that they comply with the physical fitness requirements of Army Individual Readiness Notice.

Assessment/requirement

6. The assessment regime for full-time and part-time personnel consists of undertaking a BFA. The BFA is to be conducted at least once every six months. Unit commanders and individuals are reminded that PMKeyS will automatically record a member as 'Not Ready' six months after the last recorded BFA.

Basic Fitness Assessment

7. The performance standards and procedure to be followed in the event an individual fails the BFA are detailed in reference A to this annex.

ARMY INDIVIDUAL READINESS NOTICE INDIVIDUAL WEAPON PROFICIENCY GUIDELINES

References:

- A. [Land Warfare Procedures—General \(LWP-G\)—5.56 mm Austeyr Individual Weapon Family F88, F88C, F88SA1, F88T and 40 mm Grenade Launcher Attachment](#), volume 1, AL4, 2007
- B. [LWP-G 7-4-12—5.56 mm Austeyr Individual Weapon Family F88, F88C, F88SA1, F88T and 40 mm Grenade Launcher Attachment](#), volume 2, 2004
- C. [LWP-G 7-4-12—5.56 mm Austeyr Individual Weapon Family F88, F88C, F88SA1, F88T and 40 mm Grenade Launcher Attachment](#), volume 3, AL2, 2005
- D. [Defence Instruction \(Army\) ADMIN 89-1—Army Small Arms Weapons Proficiency Policy](#)

Purpose

1. All Army personnel must be confident and competent in the use of the F88 Austeyr in order to be deployable and to reduce the likelihood of non-battle casualties.

Responsibilities

2. **Unit commander.** Unit commanders are responsible for the planning and conduct of weapon training programs and the conduct of weapon proficiency tests. They are responsible to ensure that all personnel comply with the stipulated requirement and are assessed at least once every six months.
3. **Individuals.** All Army personnel are to ensure that they comply with the Individual Weapon Proficiency requirements of Army Individual Readiness Notice (AIRN).

Army Individual Readiness Notice proficiency requirement

4. The aim of the AIRN weapon proficiency component is to confirm an individual's ability to safely operate the F88 Austeyr¹, and maintain the minimum standard of marksmanship proficiency necessary to commence predeployment training.
5. The AIRN weapon proficiency requirement is comprised of two elements detailed below. The two components are to be completed within the same day wherever possible. Where this is not possible, the two elements are to be completed within a 14-day period:
 - a. **Weapon Training Test (WTT).** Individual's are assessed in their ability to safely handle the F88 Austeyr. The criteria and standards required for the WTT are detailed in reference A to this annex. Personnel must successfully complete the WTT before attempting the grouping practice.
 - b. **Grouping and application of fire practice.** The ability to achieve a group is the foundation of marksmanship and is a prerequisite for commencing predeployment marksmanship training. All Army personnel are to achieve a group average of 200 mm or less in the F88 Live Fire (LF) 1—Grouping Practice.
 - c. The conduct of LF1 is detailed in reference C to this annex.
6. To meet AIRN weapon proficiency requirements the grouping practice (LF1) is to be fired by live firing (ball ammunition) or using the Weapon Training Simulation System (WTSS). The preferred method of achieving the AIRN weapon proficiency is through live fire. Personnel that live fire LF1 as part of unit shooting training, and meet the minimum standard described in [paragraph 5](#), do not have to also complete the WTSS practices.²

1 Special Operations Command personnel qualified on the M4 weapon are permitted to use the M4 in order to satisfy this component. Special Operations Headquarters are responsible to ensure that these personnel are compliant on the F88 Austeyr if they deploy as individuals with other non-Special Forces organisations.

2 Amended by order of Chief of Army vide OCA/OUT/2008/R3185961.

Retraining and retesting policy

7. Personnel who fail the WTT are to receive additional training or instruction prior to attempting the test again. Personnel who do not achieve the minimum standard for the grouping test may immediately reattempt the practice, or seek additional training before attempting the practice again. If an individual is unable to achieve the minimum grouping standard after three attempts, they are to receive retraining and pass the WTT before attempting the practice again.

8. If after a reasonable period of retraining and reassessment an individual is unable to meet the standards specified above, they are to be assessed as 'Not Ready' for the individual weapon proficiency component.

AUSTRALIAN DEFENCE FORCE POLICY RELATED TO ARMY INDIVIDUAL READINESS NOTICE

Army Individual Readiness Notice (AIRN) Component	Reference	Title
Australian Defence Force Readiness Policy	Defence Instruction (General) (DI(G)) PERS 36-2	<i>Australian Defence Force policy on individual readiness</i>
Command and Management	Defence Instruction (Army) (DI(A)) ADMIN 3-2	<i>Command and management of Army personnel within the non-Army Groups</i>
Employment Proficiency	DI(A) PERS 47-1 DI(A) PERS 47-10 DI(A) PERS 116-5 DI(A) PERS 47-11 DI(G) PERS 35-6 DI(G) PERS 10-8	<i>Career Management of Australian Army Officers</i> <i>Resignation, Retirement and Termination of Service—Officers</i> <i>Separation of Regular Army soldiers, Army Reserve soldiers and soldiers on full-time service—policy and procedures</i> <i>Career management of soldiers in the Australian Regular Army and Army Reserve</i> <i>Formal Warnings and Censures in the Australian Defence Force</i> <i>Performance Appraisal Reporting in the Australian Defence Force</i>
Physical Fitness	DI(A) PERS 148-2	<i>Army physical conditioning assessment system</i>
Personal Weapon Proficiency	LWP-G 7-4-12 DI(A) ADMIN 89-1	<i>5.56 mm Austeyr Individual Weapon Family F88, F88C, F88SA1, F88T and 40 mm Grenade Launcher Attachment, volume 1, AL4, 2007</i> <i>5.56 mm Austeyr Individual Weapon Family F88, F88C, F88SA1, F88T and 40 mm Grenade Launcher Attachment, volume 2, 2004</i> <i>5.56 mm Austeyr Individual Weapon Family F88, F88C, F88SA1, F88T and 40 mm Grenade Launcher Attachment, volume 3, AL2, 2005</i> <i>Army Small Arms Weapon Proficiency Policy</i>

Army Individual Readiness Notice (AIRN) Component	Reference	Title
Medical Fitness	<p>Australian Defence Force Publication 1.2.2.1</p> <p>DI(G) PERS 16-1</p> <p>DI(A) PERS 159-1</p> <p>DI(G) PERS 16-15</p> <p>Health Directive (HD) 235</p> <p>HD 236</p>	<p><i>Immunisation Procedures</i></p> <p><i>Health care Australian Defence Force personnel</i></p> <p><i>PULHEEMS Employment Standards</i></p> <p><i>Australian Defence Force Medical Employment Classification System</i></p> <p><i>Management of pregnant members of the Australian Defence Force</i></p> <p><i>Medical Employment Classification procedures</i></p>
Dental Fitness	<p>DI(A) PERS 57-1</p> <p>Health Policy Directive 426</p>	<p><i>Dental examination and treatment of members</i></p> <p><i>Australian Defence Force Locality Restriction for Dental Treatment</i></p>
Individual Availability	<p>DI(G) PERS 36-3</p> <p>DI(A) PERS 47-1</p> <p>DI(A) PERS 47-10</p> <p>DI(A) PERS 116-5</p> <p>DI(A) PERS 116-8</p>	<p><i>Inherent requirements of service in the Australian Defence Force</i></p> <p><i>Career Management of Australian Regular Army Officers</i></p> <p><i>Resignation, Retirement and Termination of Service—Officers</i></p> <p><i>Separation of Regular Army soldiers, Army Reserve soldiers and soldiers on full-time service—policy and procedures</i></p> <p><i>Promotion, Reduction and Relinquishment of Rank of Soldiers in the Regular Army and Army Reserve</i></p>
AIRN Badge	<p>Army Standing Order of Dress, volume 1</p>	<p><i>Army Standing Orders for Dress</i></p>

UNIT COMMANDERS' GUIDE TO ARMY INDIVIDUAL READINESS NOTICE

Component	Reporting Requirement	Mandatory Report Required	Compliance Requirements	INDICATIVE NON-COMPLIANCE CRITERIA AND ACTION		
				Within control	Beyond control explanation	Unit action for members permanently nor ready for non compliance with Army Individual Readiness Notice (AIRN) for reasons within control
(a)	(b)	(c)	(d)	(e)	(f)	(g)
Statement of Availability	Confirmation of status upon march-in to unit and then on occurrence when not available.	Change in availability status.	All members are to state personal availability to deploy within 28 days RN.	Member fails to declare availability.	Member temporarily unable to declare availability due to compassionate/ extenuating circumstances.	Commander monitors and commences administrative or posting action in accordance with relevant Australian Defence Force (ADF) Instructions. Commander reviews availability when circumstances applicable.
Employment Proficiency	Confirmation of status upon march-in to unit and then on occurrence when assessed as not proficient.	Performance Appraisal Report assessment of non proficiency in job competence, leadership and/or ethos. Member receives admin. warning for unsatisfactory job performance, leadership and/or ethos.	Complete initial training requirement and be rated proficient on annual assessment.	Rated not proficient in accordance with annex B .	Member unable to perform duties due to medical condition.	Commander commences administrative action in accordance with relevant ADF Instructions.

Component	Reporting Requirement	Mandatory Report Required	Compliance Requirements	INDICATIVE NON-COMPLIANCE CRITERIA AND ACTION		
				Within control	Beyond control explanation	Unit action for members permanently nor ready for non compliance with Army Individual Readiness Notice (AIRN) for reasons within control
(a)	(b)	(c)	(d)	(e)	(f)	(g)
Medical	At least once every 12 months.	On downgrade to Medical Employment Classification (MEC) 3 or 4.	Deployable MEC in accordance with Employment Category Number requirements.	Self inflicted injury. Failure of member to attend treatment. Failure to take action in accordance with medical direction to recover medical fitness.	Unit unable to provide opportunity for a member to attend an Annual Health Assessment. Injury/illness resulting in a downgrading of medical fitness.	Commander commences disciplinary or administrative action in accordance with relevant ADF instructions.
Dental Full-time	At least once every 12 months.	On downgrade to Dental Classification 3 or 4.	Maintained at Dental Classification 2 as a minimum.	Failure of member to complete programmed dental inspections. Failure of member to attend treatment.	Unit unable to provide dental examination.	Commander commences disciplinary or administrative action in accordance with relevant ADF Instructions.

Component	Reporting Requirement	Mandatory Report Required	Compliance Requirements	INDICATIVE NON-COMPLIANCE CRITERIA AND ACTION		
				Within control	Beyond control explanation	Unit action for members permanently nor ready for non compliance with Army Individual Readiness Notice (AIRN) for reasons within control
(a)	(b)	(c)	(d)	(e)	(f)	(g)
Dental Part-time	Once per five-year period.	Not applicable.	Screening dental examination at Commonwealth expense will be conducted on entry and then every five years.	Failure of member to attend examination.	Unit unable to provide dental examination.	Commander commences disciplinary or administrative action in accordance with relevant ADF Instructions.
Physical fitness	At least once every six months.	On occurrence of failure to maintain fitness status after retaining and reassessment.	Pass two Basic Fitness Assessments (BFA) each year not more than six months apart to remain current.	Failure by member to attempt BFA. Lack of physical fitness after assessment, retraining and medical review.	Member absent on Service duties. Temporary restriction from completing BFA due to illness/injury.	Commander commences disciplinary or administrative action in accordance with relevant ADF Instructions.

Component	Reporting Requirement	Mandatory Report Required	Compliance Requirements	INDICATIVE NON-COMPLIANCE CRITERIA AND ACTION		
				Within control	Beyond control explanation	Unit action for members permanently nor ready for non compliance with Army Individual Readiness Notice (AIRN) for reasons within control
(a) Weapon Proficiency	(b) At least once every six months.	(c) On occurrence of failure to pass assessment after retraining and reassessment.	(d) Pass Weapon Proficiency Training Test, grouping practice (LF1) at least every six months. Conducted on either Weapon Training Simulation Systems (WTSS) or live fire using ball ammunition.	(e) Member fails to attend unit training. Member (exempt chaplains) refuses to attempt weapon handling due to conscientious objections. Member fails test or to acquire necessary shooting standard.	(f) Temporary disability due to injury/illness. Member not able to attend a unit's programmed range practice due to being exempt AIRN for part of the year (eg posted overseas when the training was conducted). Insufficient availability of live ammunition or inability to access WTSS of live firing range.	(g) Commander monitors and commences administrative action in accordance with relevant ADF Instructions if member continues to fail to meet requirement.

ARMY INDIVIDUAL READINESS NOTICE EXEMPTIONS AND WAIVERS

Exemptions

1. Army personnel may be exempt from individual readiness (IR) requirements where, due to Service requirements, they are unable to maintain Army Individual Readiness Notice (AIRN) compliance. The following personnel are exempt from AIRN compliance for the duration of their posting or appointment. They are to be reported in PMKeyS by the unit Orderly Room/Military Personnel Administration Centre (MPAC) as 'Ready in receipt of overall exemption' and remain eligible to wear the AIRN Badge:
 - a. deployed on designated operations, or
 - b. posted or detached overseas for a period in excess of 90 days.
2. Army personnel absent on leave for a protracted period of more than 90 days (eg while on long service leave or leave without pay) are exempt from AIRN compliance for the duration of the leave period. They are to be reported in PMKeyS as 'Ready in receipt of overall exemption' and remain eligible to wear the AIRN Badge.
3. Members confirmed pregnant by an Australian Defence Force medical officer are exempt from AIRN compliance for the duration of their pregnancy. From the date of childbirth, female personnel have six months, or up to 90 days from the date they return to work (whichever is the latter), to requalify in all AIRN components. Individuals unable to complete a Basic Fitness Assessment during this exemption period for medical reasons may be granted an additional waiver. Pregnant personnel are to be recorded as 'Not Ready' and are not eligible to wear the AIRN Badge.
4. Non-Effective Service (NES) Reserve members are exempt from AIRN compliance for the following periods and are not entitled to the 90 days to regain their 'Ready' status when returning from a period of exemption:
 - a. 14 days from the dispatch date of the first letter of intent to discharge;
 - b. 28 days from the dispatch date of the second letter of intent to discharge; and
 - c. 30 days from the dispatch date of all the documents forwarded to Army Personnel Agency.
5. AIRN exempt personnel are strongly encouraged to maintain AIRN standards in the physical fitness, medical, and dental components (where their personal circumstances permit) in order to preserve their IR.
6. **Return from a period of exemption.** With the exception of pregnant personnel and NES Reserve members, individuals returning from a period of exemption are to regain their 'Ready' status within 90 days of returning to duty. This Instruction provides the authority for the granting of the 90-day waiver, commencing on the first day an individual returns to work. It is the individual's responsibility to ensure their unit administrative staff/MPAC enter a waiver into PMKeyS (if necessary) to cover the 90-day exemption period.
7. The following are exempt from the requirements of AIRN for the duration of their posting or appointment and are not eligible to wear the AIRN Badge:
 - a. members of the Training Force (personnel who Corps transfer remain eligible to wear the AIRN Badge if they meet all AIRN requirements, less Employment Proficiency);
 - b. personnel posted to the Standby Reserve;
 - c. Standby Reserves employed on a DA50 (4); and
 - d. Regional Force Surveillance List members of the Regional Force Surveillance Units.
8. Personnel transitioning from the Training Force to the Trained Force have 90 days to complete their AIRN requirements.

Skills exemption

9. Members assessed as permanently unable to maintain AIRN compliance for reasons beyond their control are to have their continued service evaluated in terms of their career preferences and the skills and experience they offer. The member's continued service will be based on the needs of the Service. Individuals who possess certain skills and who are not deployable, but remain employable, may be offered a Skills Exemption (SE) for a period of up to three years, during which time they remain eligible for postings and promotion, commensurate with their restrictions. Members with permanent restrictions will not be panelled to attend promotion courses unless a Service need exists and they are in receipt of a SE.

10. Personnel in receipt of a SE are exempt from the requirements of AIRN and are to be recorded as 'permanently not ready to deploy, but in receipt of a SE'. They are not eligible to wear the AIRN Badge. Personnel in receipt of a SE are to meet AIRN standards for medical, dental and physical fitness (where appropriate) in order to preserve their overall health.

11. SE may be granted by the Chief of Army or through the following delegates:

- a. Deputy Chief of Army for all Army personnel;
- b. Director-General Personnel—Army for Colonels and below;
- c. Commanding Officer (CO) Soldier Career Management Agency for full-time (FT) soldiers;
- d. Directorate of Officer Career Management—Army for FT officers up to and including the rank of Lieutenant Colonel; and
- e. Director Army Personnel Agency for part-time (PT) soldiers and PT officers up to and including the rank of Lieutenant Colonel.

12. Unit commanders are to notify the appropriate delegate when a member is assessed as permanently unable to maintain the required standards for reasons beyond their control and may be suitable for a SE. The notification is to include:

- a. all job functions, formerly referred to as employment category number;
- b. the member's preferred job function;
- c. the reasons for failing to maintain the required standards;
- d. justification for any request for the grant of an exemption; and
- e. the CO's recommendation.

13. In the case of a medical issue prompting a SE, the relevant delegate is to obtain medical advice from the Director of the National Health Support Agency or their delegate.

14. Personnel granted a SE are to be reviewed 12 months prior to the expiration of the exemption. The aim of the review is to establish whether a Service need still exists for the skills and experience the member offers, and whether the member should be granted a further period (up to three years) of SE. Personnel not offered a further SE are to be separated in accordance with extant Defence policy.

Waivers

15. The aim of waivers is to manage the temporary inability of a member to maintain AIRN compliance.

16. COs are authorised to grant waivers for individual AIRN components to members who are unable to maintain AIRN compliance due to temporary reasons beyond the member's control. COs are responsible for assessing whether a restriction is temporary or permanent, and if the reasons for the restriction are beyond the member's control. Indicative circumstances within/beyond a member's control are described in [annex H](#). COs are not authorised to delegate their authority to grant waivers. Commanding Officers are not authorised to waive their own AIRN requirements.

17. A temporary assessment describes the circumstances where the member may be able to comply with AIRN requirements within twelve months. In situations where doubt exists, COs should refer to their chain of command and seek guidance from the Directorate of Operations—Army.

18. **Reporting.** If a restriction is assessed as temporary and caused by reasons beyond the member's control, COs are to grant individuals a 'Commanding Officer's Waiver' for the requirements of the applicable AIRN component and provide the opportunity and resources required for the member to regain AIRN compliance. COs authorise the granting of a waiver by completing and signing the 'Commanding Officer's Waivers' section of the members Individual Readiness Report. The granting of a 'Commanding Officer's Waiver' is to be entered on PMKeyS by unit administrative staff/MPAC. Individuals granted such waivers retain the right to wear the AIRN Badge for the duration of the waiver.

19. **Civil schooling/extended absences.** Personnel who are absent from a military environment for extended periods attending civil schooling or any other reason not detailed specifically in this policy are to maintain their AIRN compliance. If they are unable to satisfy AIRN requirements they are to apply to their administrative CO for a component waiver.

Standing waiver for chaplains

20. Chaplains are granted a standing waiver for the individual weapon proficiency component of AIRN.

Reasons within member's control

21. Members unable to maintain AIRN compliance for reasons within their control are to be reported as 'Not Ready' and provided with the opportunity and resources for timely and appropriate retraining and retesting, or remedial action. A reason within a member's control is defined as when a member consciously takes a course of action that causes them to be unable to comply with AIRN requirements.

22. Failure to maintain AIRN compliance is to be dealt with by administrative and/or disciplinary action, including the member being required to show cause why their service should not be terminated. Inability to maintain AIRN compliance is a valid reason to deny promotion and course opportunities and limit posting options. For further detail on the administrative process to be followed refer to [Defence Instruction \(Army\) \(DI\(A\)\) PERS 116-5—Separation of Regular Army soldiers, Army Reserve soldiers and soldiers on full-time service—policy and procedures](#), in the case of soldiers, and [DI\(A\) PERS 47-10—Resignation, Retirement and Termination of Service—Officers](#), in the case of officers.