
Annex 3.5.E: Navy Electronics Technical (junior sailor) completion bonus

Part A: ADF Offer

I am offering you entry to the Navy Electronics Technical junior sailor completion bonus scheme. This is authorised under Chapter 3 Part 5 [Division 4A](#) of Defence Determination 2005/15, Conditions of Service, made under section 58B of the *Defence Act 1903*. The offer will only be made once.

1. You elect to serve in the Electronics Technical category for between one and five years. This may be called your required period of effective service.
2. You will be paid a \$5,000 acceptance payment on electing to join the scheme.
3. You will be paid a \$5,000 yearly completion bonus on your first anniversary of joining the scheme. If you had service that was not effective service in that year, this amount will be reduced or the period you must serve will be extended.
4. You will be paid a \$10,000 yearly completion bonus on your second and later anniversaries of joining the scheme. If you had service that was not effective service in those years, this amount will be reduced or the period you must serve will be extended.
5. The yearly completion bonuses will be paid for the number of years you provide effective service under the scheme. For example, if you elected to serve for four years, you will be paid four yearly completion bonuses.
6. Yearly completion bonuses will not be paid after you leave the Electronics Technical category, or become a commissioned officer. If you resign your commission special arrangements apply.
7. You will be paid a part payment should you be retrenched, have to leave the Electronics Technical category because you are discharged for medical reasons, become a commissioned officer or should you die.
8. You may elect to pay the scheme payments into a superannuation fund. A form is provided at Part C.
9. You are strongly advised to seek professional financial advice about this decision. ADF members are not qualified to provide this advice.
10. If you wish to accept this offer you have four weeks from the date you receive the offer to sign the form at Part B. If you are deployed, you have six months from the date you receive the offer (see clause 3.5.39F of the Determination).

Effective service for the purposes of this offer is defined as continuous full time service for which salary is paid. It does not include these periods.

Activity	Effect
Part time leave without pay	The unpaid component of a part-time leave without pay working pattern will reduce your yearly completion bonus.
Unpaid leave for 21 days or more	Will extend the period of time you must serve.
Absence without leave	
Imprisonment, detention or suspension from duty without pay	
Leave at half pay	Half the period of the leave will reduce your yearly completion bonus.
An undertaking for further service, under the <i>Military Superannuation and Benefits Act 1991</i> or another arrangement.	This period is not effective service, and will extend the period you must serve.
A period when you are discharging another return of service obligation. There are limited exceptions.	

Full details of the completion bonus scheme are contained in Chapter 3 Part 5 [Division 4A](#) of Defence Determination 2005/15, Conditions of Service.

This offer, and the related parts of Defence Determination 2005/15, are the whole agreement between us about the nature of this scheme. It overrides any other prior understanding or agreement about the scheme. This would include, for instance, things you may have been told about the scheme or things you may have read elsewhere.

Signed for and on behalf of the CDF

.....
(Signature)

.....
(Date)

Printed name.....

Rank.....

Part B: Acknowledgment and undertaking to serve form

I,
 (Rank) (Name) (Service number)
 accept the offer to serve in the Electronics Technical employment category and to join the Navy Electronics Technical (junior sailor) completion bonus scheme.

I agree to serve for years.
(insert whole number, between one and five)

I acknowledge that the provisions of Chapter 3 Part 5 [Division 4A](#) of Defence Determination 2005/15, Conditions of Service, have been brought to my notice.

I acknowledge that the required period of effective service will be suspended during any periods that are not effective service as defined in clause 3.5.39B of the Determination.

I acknowledge that I will not be paid yearly completion bonuses unless I stay in the Electronics Technical employment category.

I have/have not* sought independent legal advice in relation to this undertaking.
 I have/have not* sought independent financial advice in relation to this undertaking.
 I have completed the options for payment (Part C).

Dated this day of 200

_____	_____
Signed	Printed name
_____	_____
Signed (witness)	Printed name (witness)

Address _____

 Occupation _____
 Date _____

I approve this application under Chapter 3 Part 5 [Division 4A](#) of Defence Determination 2005/15, Conditions of Service.

 Authorised person
 for and on behalf of
 the Chief of the Defence Force

Superannuation fund nomination

This section must be completed if either option two or three has been selected. It is the member's responsibility to supply superannuation fund details.

I nominate this Eligible Choice Fund.

Fund name

Account number.....

Dated this day of 200

Signed

Witness

Name (printed) _____

Address _____

Occupation _____

Date _____

Send the completed forms to the Directorate of Sailors' Career Management
Attention: Promotion PO 3.

