

Annex 3.5.F: Navy – Marine Technical and Electronics Technical (sailors) retention bonus

Part A: ADF Offer

Under Chapter 3 Part 5 [Division 5A](#) of Defence Determination 2005/15, Conditions of Service, made under section 58B of the *Defence Act 1903* (the Determination), I am authorised to offer you a Navy Marine Technical or Electronics Technical retention bonus of \$

In accepting the offer, you are agreeing to serve for

The retention bonus scheme has these features.

1. You will serve in the Marine Technical or Electronics Technical category for the period of the offer.
2. The amount of bonus you are paid depends on your rank and qualifications, outlined in the Determination.
3. The retention bonus will not be paid after you leave the Marine Technical or Electronics Technical category or leave the ADF. If you do these things you will have to repay a part of your bonus.
4. You will not have to repay an amount should you be retrenched, have to leave the Marine Technical or Electronics Technical category because you are discharged for medical reasons or transferred out for Service reasons, or should you die.
5. You may elect to pay the bonus into a superannuation fund. A form is provided at Part C.
6. 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 3.5.44F of the Determination).

If you have periods that are not effective service, the period you must serve may be extended. "Effective service" is defined as continuous full time service which 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 bonus.
Unpaid leave for 21 calendar 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 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 retention bonus are contained in Chapter 3 Part 5 [Division 5A](#) of Defence Determination 2005/15, Conditions of Service.

All members are strongly advised to seek independent legal and financial advice when making this decision. ADF members are not qualified to provide this advice.

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.

.....
(for and on behalf of
the Chief of the Defence Force)

Printed name.....

Rank.....

Date.....

Part B: Acknowledgment and undertaking to serve form

I,
 (Rank) (Name) (Service number)

accept the offer to serve in the Marine Technical or Electronics Technical employment category and to join the Marine Technical or Electronics Technical (sailors) retention bonus scheme.

I agree to serve for the period stated in the offer.

I acknowledge that the provisions of Chapter 3 Part 5 [Division 5A](#) 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 the Determination.

I acknowledge that I will be required to repay part of the retention bonus in the circumstances outlined in the Determination.

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.

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 5A](#) of Defence Determination 2005/15, Conditions of Service.

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

Part C: Payment details

There are three options for payment.

Option one: Paid into the member's normal pay account. These will be taxed at the applicable tax rate when they are paid.

Option two: As an employer contribution to superannuation.

Option three: As a combination of these.

All members are strongly advised to seek professional financial advice when making this decision. ADF members are not qualified to provide this advice.

I choose this payment method:

Option one: [] Paid into my normal pay account. These will be taxed at the applicable tax rate when they are paid.

Option two: [] The full amounts paid as an employer contribution to superannuation. I have nominated a superannuation fund in Part 3 of this form.

Option three: []

1. \$_____ of the first bonus payment as an employer contribution to superannuation. I have nominated a superannuation fund in Part C of this form.
2. \$_____ of each retention bonus as an employer contribution to superannuation. I have nominated a superannuation fund in Part C of this form.
3. The balance of the amounts paid into my normal pay account. These will be taxed at the applicable tax rate.

*Tick one box. Only select **one** of the options.*

Part D: Application

Members who are eligible for a benefit will be automatically made an offer, to start on 1 November each year. In certain circumstances, out of session offers will need to be made. Members seeking an offer or adjustment to previous payments should complete this application form and send it to the Directorate of Sailors' Career Management, Attention: Promotion PO 3.

I am seeking an offer under Chapter 3 Part 5 [Division 5A](#) of Defence Determination 2005/15, Conditions of Service, made under section 58B of the Defence Act 1903 for a Navy Marine Technical or Electronics Technical Sailor Retention Bonus. This is because:

- I have gained an initial qualification
(Marine Technical sailors only) Marine Systems Controller Certificate or Machinery Watchkeeping Certificate gained on _____ (date)
The qualification must be recorded in PMKeyS.
- I have gained a higher qualification
I gained the higher qualification on _____ (date)
It is a:
 Marine Systems Manager Certificate
 Engine Room Watchkeeping Certificate Common
 Marine Technical Charge Certificate
 Electronics Technical Certificate of Competence
The qualification must be recorded in PMKeyS.
- I have been promoted to Petty Officer
(Electronics Technical sailors only) I am not under an obligation to serve due to payment of an Electronics Technical (junior sailor) retention bonus.
- Other Provide reason for application:

.....
(Signature of member)

.....
(Signature of Divisional Officer)

Printed name.....

Printed name.....

Rank.....

Rank.....

No.

No.

Date.....

Date.....

[] I have confirmed that the qualification is entered into PMKeyS.

