

## Annex 3.5.L: Navy – Combat Systems Operator (sailors) completion bonus

This application is in five parts.

Part A – Provides information about the bonus scheme, and is for you to keep.

Part B – Is your agreement to serve in the category for three years.

Part C – Provides your election about how the bonus is paid.

Part D – Provides additional payment information if you choose to pay the money into a superannuation fund.

Part E – Provides an application for extension of time to serve your three-year undertaking.

### Part A: Application

I am applying for the Navy Combat Systems Operator (sailors) completion bonus scheme under Chapter 3 Part 5 Division 11 of Defence Determination 2005/15, Conditions of Service, made under section 58B of the *Defence Act 1903* (the Determination).

I understand that I am applying for the bonus subject to the following conditions.

1. I will serve as a Combat Systems Operator for three years. This period is called my "required period of service".
2. My required period of service will start on 1 July 2006 or a later date when I become eligible for the bonus.
3. If I hold the rank of Able Seaman or Leading Seaman and complete my three-year required period of service with no ineffective service, I will be paid \$18,000 as a completion bonus.
4. If I hold the rank of Petty Officer and complete my three-year required period of service with no ineffective service, I will be paid \$12,000 as a completion bonus.
5. If my rank changes during my three-year required period of service with no ineffective service, my completion bonus will be paid a pro rata amount for the period spent at each rank at the corresponding bonus rate.
6. If I had service that was not effective service for the purposes of the completion bonus scheme under clause 3.5.80, an amount of bonus worked out for the period of non-effective service will be subtracted from my total bonus payment at the end of three years, unless I elect using Part E of the form to continue to serve an additional period of effective service, to make up a total of three years of effective service, or until the scheme ends (whichever happens first).
7. The completion bonus will not be paid if I voluntarily: transfer out of the Combat Systems Operator employment category, or if I resign, or if I transfer to the Naval Reserve.
8. I will be paid a pro rata amount of the completion bonus in any of these situations.
  - I am promoted to the rank of Chief Petty Officer.
  - I am commissioned as an officer.
  - I reach compulsory retirement age.
  - I am discharged for medical reasons.
  - I am transferred out of the Combat Systems Operator or Combat Systems Supervisor category for Service reasons.
  - I commence a MSBS undertaking for further service.
  - I am made redundant.
  - I die.
9. If I have less than three years to go before I reach either my compulsory retirement age or the end of my fixed period of service, I will not be eligible for the scheme unless I apply for an extension of my compulsory retirement age or period of service. If the application is approved I will be a full member of the scheme. If the application is refused I will be eligible for a pro rata payment of the bonus when I retire.
10. I may elect to pay the scheme payments into a superannuation fund using the form at Part D.

11. I am advised to seek professional legal and financial advice about this decision. ADF members are not qualified to provide this advice.

If you have periods that are not effective service, the amount of your bonus will be reduced. "Effective service" is defined as continuous full time service which is paid. It does not include these periods.

| Item | Activity   | Effect   |
|------|--|--|
| 1.   | Part time leave without pay  | The unpaid component of a part-time leave without pay working pattern does not count as effective service. |
| 2.   | Leave at full pay<br><b>Examples:</b> Recreation leave, full pay long service leave  | The whole period counts as effective service.  |
| 3.   | Unpaid leave for less than 21 calendar days<br><b>Examples:</b> Leave without pay, maternity leave without pay   |  |
| 4.   | Unpaid leave for 21 calendar days or more<br><b>Examples:</b> Leave without pay, maternity leave without pay   |  |
| 5.   | Absence without leave  | The whole period does not count as effective service.  |
| 6.   | Imprisonment, detention or suspension from duty without pay  |  |
| 7.   | Leave at half pay<br><b>Example:</b> Long service leave at half pay  | Half the period of the leave counts as effective service.  |
| 8.   | An undertaking for further service under Part 8 of the <i>Military Superannuation and Benefits Act 1991</i> , as preserved by item 4 of Schedule 4 <i>Defence Legislation Amendment Act (No. 1) 2005</i> . | The whole period does not count as effective service.  |
| 9.   | A period when the member was discharging another undertaking for further service.<br><b>Exception:</b> An undertaking for further service associated with a promotion.                                     |  |
| 10.  | A period when the member was discharging another return of service obligation, and item 11 of this table does not apply.   |  |

|     |  |   |
|-----|--|---|
| 11. | <p>A period when the member is discharging a return of service obligation, that is associated with relevant training or an overseas posting.</p> <p><b>Exception:</b> A period of initial category training.</p> <p>In this table, <b>relevant training</b> means professional or trade training that is directly relevant to the member's occupation.</p> | <p>For this member, any of these periods are effective service.</p> <p>a. The period of the training.</p> <p>b. The period of the overseas posting.</p> <p>c. The period of the return of service obligation.</p> |
|-----|--|---|

Full details of the completion bonus are contained in Chapter 3 Part 5 Division 11 of Defence Determination 2005/15, Conditions of Service.

This application, 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 I may have been told about the scheme or things I may have read elsewhere.

**Part B: Application**

I,.....  
 (Rank) (Last name) (Given name)  
 .....  
 (Service number) (Employee ID)

apply to serve in the Combat Systems Operator category and to join the Navy Combat Systems Operator completion bonus scheme.

I acknowledge that if I am within three years of my compulsory retirement age I must apply to extend my period of service in order to join the scheme. I may then join the scheme, even if my application to extend is refused.

I acknowledge that the provisions of Chapter 3 Part 5 Division 11 of Defence Determination 2005/15, Conditions of Service, have been brought to my notice.

I acknowledge that the amount of my completion bonus will be adjusted to reflect any periods of ineffective service as defined in the Determination.

I have read and understood Part A of this application. Yes [ ] No [ ]

I have sought independent legal advice. Yes [ ] No [ ]

I have sought independent financial advice. Yes [ ] No [ ]

I have completed the options for payment (see Parts C and D of this form.) Yes [ ] No [ ]

I have completed a form PE012 because my compulsory retirement age is less than 3 years away. Yes [ ] No [ ]

Dated this                      day of                      200

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Printed name

Address \_\_\_\_\_

Occupation \_\_\_\_\_

Date \_\_\_\_\_

Work phone \_\_\_\_\_

Mobile phone \_\_\_\_\_

Email \_\_\_\_\_

I approve this application under Chapter 3 Part 5 Division 11 of Defence Determination 2005/15, Conditions of Service.

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Approved



**Part D: 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. You must have opened an account at the fund you nominate.*

I nominate this Eligible Choice Fund for payment.

Fund name .....

Account number.....

Dated this                      day of    200

\_\_\_\_\_  
Signature of member

\_\_\_\_\_

Name (printed) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Occupation \_\_\_\_\_

Date \_\_\_\_\_

Send the completed forms to:  
Remuneration and Bonus Cell  
CSO Bonus Scheme Co-ordinator  
Directorate of Sailor's' Career Management  
R8-4-071  
Russell Offices  
Canberra ACT 2601

**Part E: Request to extend period of service**

I,.....  
 (Rank) (Last name) (Given name)  
 ..... ,  
 (Service number) (Employee ID)

have been accepted to serve in the Combat Systems Operator category under the Navy Combat Systems Operator completion bonus scheme.

I agreed to serve for three years.

I have rendered ineffective service during the three year period of my undertaking to serve and seek to extend the period so that I can complete three years of effective service and be paid the maximum amount of completion bonus that can apply to me for that period.

I acknowledge that the provisions of Chapter 3 Part 5 Division 11 of Defence Determination 2005/15, Conditions of Service ("the Determination"), have been brought to my notice.

I acknowledge that if I have not completed a total of three years' effective service under the bonus scheme before 1 July 2012 I will only be paid a pro rata amount of the completion bonus.

Dated this                      day of                      200

\_\_\_\_\_  
 Signed

\_\_\_\_\_  
 Printed name

Address

Occupation

Work phone

Email

Mobile phone

I approve this extension of time to serve under Chapter 3 Part 5 Division 11 of Defence Determination 2005/15, Conditions of Service.

\_\_\_\_\_  
 Approved