
Annex 3.5.M: Navy – Communication Information

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 two 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 two-year undertaking.

Part A: Application information

I am applying for the Navy Communications Information Systems completion bonus scheme. This is authorised under Chapter 3 Part 5 Division 12 of Defence Determination 2005/15, Conditions of Service, made under section 58B of the *Defence Act 1903*.

I understand that my application for this obligation payment and completion bonus is subject to the following terms and conditions.

1. I will serve in the Communications Information Systems category for two years. This is called my "required period of service".
2. If I hold the rank of Leading Seaman I will be paid a \$5,000 obligation payment on acceptance of my application for the scheme.
3. If I hold the rank of Petty Officer I will be paid a \$4,000 obligation payment on acceptance of my application for the scheme.
4. If I hold the rank of Leading Seaman and complete my required two years of service with no ineffective service, I will be paid \$10,000.
5. If I hold the rank of Petty Officer and complete my required two years of service with no ineffective service, I will be paid \$4,000.
6. If I had service during the required period of service as a Leading Seaman and as a Petty Officer, the amount of the completion bonus will be apportioned to reflect the time spent in each of those ranks.
7. If I had service that was not effective in the required two year period of service, 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 two 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 two years' of effective service, or until the scheme ends (whichever happens first).
8. The completion bonus will not be paid if I transfer out of the Communications Information Systems category.
9. I will be paid a pro rata payment should I be promoted to the rank of Chief Petty Officer or become a commissioned officer; be retrenched or made redundant; reach the end of a fixed period of service or compulsory retirement age; be discharged for medical reasons; or die.
10. I will be paid a pro rata payment of both the obligation payment and the completion bonus should I commence an MSBS undertaking for further service.
11. I may elect to pay the scheme payments into a superannuation fund using the form provided at Parts C and D.
12. I am advised to seek professional legal and/or financial advice about this decision. ADF members are not qualified to provide this advice.

Effective service for the purposes of this offer is defined as continuous full time service for which salary is paid. Leave or other events may not be effective service and will reduce the completion bonus amount. The following table shows what events will have an effect.

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 Examples: Recreation leave, full pay long service leave	The whole period counts as effective service.
3.	Unpaid leave for less than 21 calendar days Examples: Leave without pay, maternity leave without pay	
4.	Unpaid leave for 21 calendar days or more Examples: 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 Example: Long service leave at half pay	
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. Exception: 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.	A period when the member is discharging a return of service obligation, that is associated with relevant training or an overseas posting. Exception: A period of initial category training. In this table, relevant training means professional or trade training that is directly relevant to the member's occupation.	For this member, any of these periods are effective service. a. The period of the training. b. The period of the overseas posting. c. The period of the return of service obligation.

Full details of the completion bonus scheme are contained in Chapter 3 Part 5 Division 12 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: Undertaking to serve

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

apply to serve in the Communications Information Systems category and join the Navy Communications Information Systems completion bonus scheme.

I agree to serve for two years.

I acknowledge that I am required to submit a Form PE 012 to cover my agreed period of service should my enlistment period be insufficient to cover the two year commitment elected above. I may then join the scheme, even if my application to extend is refused.

I acknowledge that if I am within two 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 12 of Defence Determination 2005/15, Conditions of Service ("the Determination"), have been brought to my notice.

I acknowledge that the amount of my completion bonus payment will be adjusted to reflect any periods of ineffective service (as defined in clause 3.5.90 of the Determination) within the two years required service.

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 to extend my fixed period of service, or have sought extension of my compulsory retirement age. Yes [] No []

* Please tick applicable box.

Dated this day of 200

Signed

Printed name

Address

Occupation _____

Work phone _____

Email _____

Mobile phone _____

I approve this application under Chapter 3 Part 5 Division 12 of Defence Determination 2005/15, Conditions of Service.

Approved

Part D: Superannuation fund nomination

This section must be completed if either option two or three has been selected for one of the items in Part C. It is the member's responsibility to supply superannuation fund details.

I nominate this Eligible Choice Fund for my obligation payment.

Fund name

Fund address

Account number.....

Dated this day of 200

Signed

Name (printed) _____

Address _____

Occupation _____

Date _____

I nominate this Eligible Choice Fund for payment of my completion bonus.

Fund name

Fund address

Account number.....

Dated this day of 200

Signed

Name (printed) _____

Address _____

Occupation _____

Date _____

Send the completed forms to:
Remuneration and Bonus Cell
CIS Bonus Scheme Coordinator
Directorate of Sailor's Career Management
R8-4-045
Russell Offices
CANBERRA ACT 2611

