

## Annex 3.5.N: Navy Acoustic Warfare Analyst and Cryptologic Systems Submarines completion bonus scheme

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 information

I am applying for the Navy Acoustic Warfare Analyst and Cryptologic Systems Submarines completion bonus scheme. This is authorised under Chapter 3 Part 5 Division 13 of Defence Determination 2005/15, Conditions of Service, made under section 58B of the *Defence Act 1903* ('the Determination').

[ ]	This is my first application for the scheme.
[ ]	This is the second part of my application for the scheme. I have previously applied using a signal, email, or facsimile.

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 Navy Acoustic Warfare Analyst or Cryptologic Systems Submarines category for three years. This is called my "required period of service".
2. I will be paid a \$25,000 obligation payment when my application for the scheme is accepted.
3. If I complete my required period of service with no ineffective service, I will be paid a \$10,000 completion bonus.
4. If I leave the Acoustic Warfare Analyst or Cryptologic Systems Submarines categories within three years I may have to repay my obligation payment. If I leave for some reasons that give me a pro rata completion bonus, I will not have to repay. These reasons are given in subclause 3.5.112.2 of the Determination.
5. If I had service that was not effective in the required period of service the following arrangements will apply.
  - a. Ineffective service will reduce the amount of the completion bonus.
  - b. I may elect to continue to serve an additional period of effective service, to make up a total of three years' of effective service. I may then be paid the full completion bonus. The election must be made using Part E of this Form.
  - c. I may not elect to serve after 1 July 2012. If this date occurs before I have given three years' of effective service under the scheme, I will be paid a pro rata bonus.
6. The completion bonus will not be paid if I transfer out of the Acoustic Warfare Analyst or Cryptologic Systems Submarines categories.
7. If I resign, voluntarily transfer to the Reserves, or if I voluntarily transfer out of my employment category I will not be paid a completion bonus. If I take one of many other actions I must leave the scheme, and I will be entitled to a pro rata completion bonus. Examples are being retrenched, or losing my submarine service qualification. A full list is in subclause 3.5.112.2 of the Determination.
8. I may elect to pay the scheme payments into a superannuation fund using the form provided at Parts C and D.
9. 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 <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 <b>Examples:</b> Leave without pay, maternity leave without pay	
4.	Unpaid leave for 21 calendar days or more <b>Examples:</b> Leave without pay, maternity leave without pay	The whole period does not count as effective service.
5.	Absence without leave	
6.	Imprisonment, detention or suspension from duty without pay	
7.	Leave at half pay <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. <b>Exception:</b> An undertaking for further service associated with a promotion.	

Item	Activity	Effect
10.	<p><b>Return of service obligations</b></p> <p>A period when the member is discharging a return of service obligation associated with the following.</p> <p>a. An overseas posting.</p> <p>b. Professional or trade training provided on transfer of category.</p> <p>c. Professional or trade training that is directly relevant to the member's occupation, and not described in item 10.b or 11.a of this table.</p>	<p>Both of these periods are effective service.</p> <p>i. The period of the overseas posting or the training.</p> <p>ii. The period of the return of service obligation.</p>
11.	<p><b>Return of service obligations</b></p> <p>A period when the member is discharging a return of service obligation associated with the following.</p> <p>a. A period of initial category training not described by item 10.b.</p> <p>b. Any other return of service obligation not described in item 10 or 11 of this table.</p>	<p>The whole period does not count as effective service.</p>

Full details of the completion bonus scheme are contained in Chapter 3 Part 5 Division 13 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.



I approve this application under Chapter 3 Part 5 Division 13 of Defence Determination 2005/15, Conditions of Service.

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Approved  
DSCM for CDF

The member has met all requirements for payment of the obligation payment.

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Approved  
DSCM

The member has met all requirements for payment of the completion bonus.

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Approved  
DSCM





Send the completed forms to:

Navy Career Management Remuneration Cell  
Navy People Career Management Agency  
PO Box 7909  
CANBERRA ACT 2610

Phone: 02 6266 7554

Fax: 02 6265 1145

Forms can also be emailed to:

[navy.completionbonuses@defence.gov.au](mailto:navy.completionbonuses@defence.gov.au)

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

*This Part of the form is to be used for those members who have ineffective service and who are electing to serve under the bonus scheme for a longer period than three years. This can be a way of getting a full completion bonus rather than a partial one.*

*Please do not complete the form when you apply to join the scheme.*

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

have been accepted to serve under the Acoustic Warfare Analyst and Cryptologic Systems Submarines completion bonus scheme.

I agreed to serve for three years.

I have had ineffective service during the three year period of my undertaking to serve. I 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 13 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 by 1 July 2012 I will only be paid a pro rata amount of the completion bonus.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
 Signed

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

Work address

Occupation \_\_\_\_\_

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

Email \_\_\_\_\_  
 \_\_\_\_\_

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

I approve this extension of time to serve under Chapter 3 Part 5 Division 13 of Defence Determination 2005/15, Conditions of Service.

\_\_\_\_\_  
 Approved  
 DSCM for CDF

