

Annex 3.5.P: Navy–Aircrew retention and 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.

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 undertaking.

Part A: Application information

I am applying for the Navy Aircrew retention and completion bonus scheme. This is authorised under Chapter 3 Part 5 Division 15 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 may elect to serve in the scheme for three, four or five years. This three, four or five year period is called my "service period".
2. If I have fewer than five years left to serve, special rules apply. I can improve my situation by applying to extend my compulsory retirement age or fixed period of service. I should read the Determination for the arrangements that apply.
3. The following arrangements apply to me if I am a sailor.
 - a. I will serve in the Aircrewman employment category.
 - b. I must be ranked Leading Seaman to Warrant Officer.
 - c. I must be liable to fly.
 - d. I have not been selected to commission as an officer. An exception is made if I am selected to commission as an Aircrewman officer. Aircrewman officer is defined in clause 3.5.130 of the Determination.
 - e. If I am serving an MSBS undertaking for further service I cannot join the scheme.
4. The following arrangements apply to me if I am an officer.
 - a. I will hold a Pilot or Observer primary qualification.
 - b. I must be ranked Sub Lieutenant to Lieutenant Commander.
 - c. I must be liable to fly.
 - d. I have not been selected for promotion to the rank of Commander.
 - e. If I am serving an MSBS undertaking for further service I cannot join the scheme.
5. I will be paid an obligation payment when my application for the scheme is accepted.

If I am accepted into the scheme for...	I will be paid...
three years	\$10,000.
four years	\$25,000.
five years	\$40,000.
6. The following arrangements apply to me if I am a sailor.
 - a. If I choose to leave the Aircrewman category before the end of my service period 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 3.5.139.2 of the Determination.
 - b. If I am commissioned as an Aircrewman officer while in my service period I may stay in the scheme. I do not have to repay my obligation payment.

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7. This arrangement applies to me if I am an officer. If I volunteer to transfer from the Pilot or Observer primary qualification, or the Aircrewman officer specialisation before the end of my service period 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 3.5.139.2 of the Determination.
 8. If I start to serve an MSBS undertaking for further service after I have joined the scheme I must leave the scheme. I will have to repay part of my obligation payment and I will be paid a pro rata completion bonus.
 9. If I complete my service period with no ineffective service, I will be paid a \$35,000 completion bonus.
 10. 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 my original service period. 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 2014. If this date occurs before I have finished my service period of effective service under the scheme, I will be paid a pro rata bonus.
 11. This arrangement applies to me if I am an officer. The completion bonus will not be paid if I voluntarily leave the Pilot or Observer primary qualification, or the Aircrewman officer specialisation.
 12. The following arrangements apply to me if I am a sailor.
 - a. If I voluntarily leave the Aircrewman category before the end of my service period the completion bonus will not be paid.
 - b. If I am commissioned as an Aircrewman officer while in my service period I may stay in the scheme, and be paid my completion bonus when I finish my service period.
 13. The completion bonus will not be paid if I resign or voluntarily transfer to the Reserves.
 14. 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 reaching compulsory retirement age. A full list is in subclause 3.5.139.2 of the Determination.
 15. I may elect to pay the scheme payments into a superannuation fund using the form provided at Parts C and D.
 16. 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	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 Example: 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. Exception: An undertaking for further service associated with a promotion.	

Item	Activity	Effect
10.	<p>Return of service obligations 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 that is directly relevant to the member's occupation, and not described in item 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>Return of service obligations 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.</p> <p>Example: Initial Aircrewman category training</p> <p>b. A period of primary qualification training.</p> <p>Example: Pilot or Observer course</p> <p>c. Professional or trade training provided on transfer from the Army or Air Force.</p> <p>d. Professional or trade training provided on recruitment from another country.</p> <p>e. 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 15 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 join the Navy – Aircrew retention and completion bonus scheme.

I agree to serve in the scheme for:	three years []	four years []	five years. []
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I acknowledge that special arrangements apply to members whose service is due to end within five years, due to compulsory retirement age or end of a fixed period of service. Full details are in clause 3.5.133 of the Determination. By applying to extend my period of service I can stay in the scheme for longer. For some members this is true even if the application is refused. Form PE 012 can be used to apply to extend my fixed period of service.

I acknowledge that the provisions of Chapter 3 Part 5 Division 15 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 3.5.104 of the Determination) while I am in the scheme.

I have read and understood Part A of this application.	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 the box that applies.

Dated this _____ day of _____ 20_____

Signed

Printed name

Work address

Occupation _____

Work phone _____

Email _____

Mobile phone _____

Witness

The form must be witnessed by an officer or Warrant Officer.

Signed

Printed name and rank

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

Approved
DSCM/DNOP for CDF

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

Approved
DSCM/DNOP

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

Approved
DSCM/DNOP

All members should 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

