

Annex 3.5.Q: Navy – Hydrographic Systems Manager 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 information

I am applying for the Navy Hydrographic Systems Manager completion bonus scheme. This is authorised under Chapter 3 Part 5 [Division 16](#) 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 Hydrographic Systems Manager Grade A category for three years. This is called my "required period of service".
2. I meet all the following requirements.
 - a. I am ranked Petty Officer to Warrant Officer.
 - b. I have completed my initial minimum period of service.
 - c. I have passed either the Hydrographic Surveyor Grade 2 course or the H2 Bridging course.
 - d. I am not serving an MSBS undertaking for further service.
 - e. I have not been selected to commission as an officer.
3. If I have less than three years to serve in the Navy I cannot join the scheme, unless I apply to extend my fixed period of service or my compulsory retirement age.
4. The scheme has the following payments.
 - a. A \$25,000 obligation payment. This is paid to members when they are accepted into the scheme.
 - b. A \$10,000 completion bonus. This is paid to members who serve for three years in the scheme, with no ineffective service. Members with ineffective service will get a smaller completion payment.
5. If I leave the Hydrographic Systems Manager Grade A category within three years I may have to repay my obligation payment. If I leave for some reasons (such as those listed under item 8) I will not have to repay.
6. If I had service that was not effective in the required three-year 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 30 June 2013. If 30 June 2013 occurs before I have given three years of effective service under the scheme, I will be paid a pro rata bonus.
7. If I resign, voluntarily transfer to the Reserves, or if I voluntarily transfer out of the Hydrographic Systems Manager Grade A category the completion bonus will not be paid.
 8. I may be paid a pro rata completion bonus in some situations. Examples are if I transfer out of the Hydrographic Systems Manager Grade A category for Service reasons; 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.
 9. 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.
 10. I may elect to pay the scheme payments into a superannuation fund using the forms provided at Parts C and D.
 11. 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	Half the period of the leave counts as effective service.

Item	Activity	Effect
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.	Return of service obligations A period when the member is discharging a return of service obligation associated with the following. a. An overseas posting. b. Professional or trade training that is directly relevant to the member's occupation, and not described in item 11.a of this table.	Both of these periods are effective service. i. The period of the overseas posting or the training. ii. The period of the return of service obligation.
11.	Return of service obligations A period when the member is discharging a return of service obligation associated with the following. a. A period of initial category training. b. Any other return of service obligation not described in item 10 or 11 of this table. Examples: a. A return of service obligation associated with a transfer between Services. b. A return of service obligation associated with recruitment from another country.	The whole period does not count as effective service.

Full details of the completion bonus scheme are contained in Chapter 3 Part 5 [Division 16](#) 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 Hydrographic Systems Manager completion bonus scheme.

I agree to serve in the Hydrographic Systems Manager Grade A category for three 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 three 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 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 16](#) 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 3.5.144 of the Determination) within the three years required service.

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

Approved
DSCM for CDF

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

Approved
DSCM

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

Approved
DSCM

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 number

Fund address

Member's account number.....

Dated this day of 20

Signed

Name (printed) _____

Work address _____

Occupation _____

Date _____

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

Fund name

Fund number

Fund address

Account number.....

Dated this day of 20

Signed

Name (printed) _____

Work address _____

Category _____

Date _____

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

