

Annex 3.5.R: Navy Cryptologic Linguist 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

This part provides information about the bonus scheme and should be kept by the member.

I am applying for the Navy Cryptologic Linguist completion bonus scheme. This is authorised under Chapter 3 Part 5 Division 17 of Defence Determination 2005/15, Conditions of Service, made under section 58B of the *Defence Act 1903* ('the Determination').

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 a Navy Cryptologic Linguist category for three years. This is called my "required period of service".
2. I meet all the following requirements.
 - a. I am ranked Able Seaman to Chief Petty Officer.
 - b. I have completed my initial minimum period of service.
 - c. I am not serving an MSBS undertaking for further service.
 - d. I have not been selected to commission as an officer or for promotion to the rank of Warrant 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 \$30,000 obligation payment. This is paid to members when they are accepted into the scheme.
 - b. A \$15,000 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 a Navy Cryptologic Linguist 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 may 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 2012. If 30 June 2012 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 a Navy Cryptologic Linguist 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 a Navy Cryptologic Linguist 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 form 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.
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>b. Any other return of service obligation not described in item 10 or 11 of this table.</p> <p>Examples:</p> <ul style="list-style-type: none"> ▪ A return of service obligation associated with a transfer between Services. ▪ A return of service obligation associated with recruitment from another country. 	<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 17 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 Cryptologic Linguist completion bonus scheme.

- 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 agree to serve in a Navy Cryptologic Linguist 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 17 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 3.5.157 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

.....
(Rank)

(Last name)

(Given name)

(Employee ID)

I approve this application under Chapter 3 Part 5 Division 17 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 C: Payment details

.....
(Rank)

(Last name)

(Given name)

(Employee ID)

This form must be submitted along with the acknowledgment and undertaking to serve form (Part A).

There are three options for payment.

Option one: Paid into the member's normal pay account. The amounts will be taxed at the applicable tax rate at the time of payment.

Option two: As an employer contribution to superannuation. This election is made once, but you will later be able to vary this election.

Option three: As a combination of these.

All members are strongly advised to seek professional financial advice when making this decision. ADF members are not qualified to provide this advice.

Obligation payment

I choose this payment method for my obligation payment:

Option one: Paid into my normal pay account. The amounts will be taxed at the applicable tax rate at the time of payment.

Option two: The full amount paid as an employer contribution to superannuation. I have nominated a superannuation fund in Part C of this form.

Option three: 1. _____% of the bonus payment as an employer contribution to superannuation. I have nominated a superannuation fund in Part C of this form.

2. The balance of the amount paid into my normal pay account. These will be taxed at the applicable tax rate.

*Tick one box. Only select **one** of the options.*

Completion bonus payment

I choose this payment method for my payment of my completion bonus:

Option one: Paid into my normal pay account. The amounts will be taxed at the applicable tax rate at the time of payment.

Option two: The full amount paid as an employer contribution to superannuation. I have nominated a superannuation fund in Part C of this form.

Option three: 1. _____% of the bonus payment as an employer contribution to superannuation. I have nominated a superannuation fund in Part C of this form.

2. The balance of the amount paid into my normal pay account. These will be taxed at the applicable tax rate.

*Tick one box. Only select **one** of the options.*

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

Member's account number.....

Dated this day of 20

_____ Signed

Name (printed) _____

Work address _____

Occupation _____

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

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 Navy Cryptologic Linguist 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 17 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 17 of Defence Determination 2005/15, Conditions of Service.

 Approved
 DSCM for CDF