
Annex 3.5.U: Army – Critical employment category retention bonus scheme

This form is in four parts.

Part A – provides information about the bonus scheme, and is for you to keep.

Part B – your agreement to serve in the rank for two years.

Part C – your election about how the bonus is paid.

Part D – additional payment information if you choose to pay the money into a superannuation fund.

Part A: Information about the retention bonus scheme

This Part provides information about the retention bonus scheme, and is for you to keep.

I am accepting an offer made to me under the Army – Critical employment category retention bonus scheme. This is authorised under Chapter 3 Part 5 Division 20 of Defence Determination 2005/15, Conditions of Service, made under section 58B of the *Defence Act 1903* ('the Determination').

I understand that my acceptance of this retention bonus is subject to the following terms and conditions.

1. I meet the requirements to be eligible to accept a bonus under the Determination.
2. If I have less than two years to serve in the Army I cannot accept a retention bonus, unless I also apply to extend my fixed period of service or my compulsory retirement age.
3. I will be paid a \$25,000 retention bonus on joining the scheme.
4. I must serve two years of effective service if I accept the offer of a retention bonus under this Division.
5. If I leave Army for a reason within my control, I may have to repay a part of the bonus.
6. I may not be asked to repay part of the bonus if I do not complete the two years' service for a reason beyond my control. Examples are if I transfer out of the rank I am in for Service reasons; am retrenched or made redundant; reach the end of a fixed period of service or compulsory retirement age; am discharged for medical reasons; or die.
7. If I start to serve an undertaking for further service under Part 8 of the *Military Superannuation and Benefits Act 1991* (as preserved by item 4 of Schedule 4 of the *Defence Legislation Amendment Act (No. 1) 2005*) ('an MSBS undertaking') before I finish the retention bonus, I may not finish my two-years of service for the retention bonus until after I have completed the MSBS undertaking.
8. If I start to serve an MSBS undertaking for further service after I have accepted the offer of a completion bonus, I will have to complete my two years' service after I finish my MSBS undertaking for further service.
9. I may elect to pay the scheme payments into a superannuation fund using the forms provided at Parts C and D.
10. Effective service for the retention bonus is continuous full-time service for which salary is paid. Leave or other events may not be effective service and may reduce my amount of retention bonus. The table in subclause 3.5.199.3 of the Determination shows what counts as effective service.

Full details of the completion bonus scheme are contained in Chapter 3 Part 5 Division 19 of Defence Determination 2005/15, Conditions of Service.

This acceptance form, and the related parts of Defence Determination 2005/15, is 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 two years for a retention bonus

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

accept the offer to join the Army – Critical employment category retention bonus scheme.

I agree to serve in the Australian Regular Army for two years.

I acknowledge that the provisions of Chapter 3 Part 5 Division 20 of Defence Determination 2005/15, Conditions of Service ('the Determination'), have been brought to my notice.

Please tick the boxes that apply below.

I have read and understood Part A of this form. Yes [] No []

I have completed the options for payment (see Parts C and D of this form.) Yes [] No []

I have applied to extend my fixed period of service, or have sought extension of my compulsory retirement age beyond the period of service required for the bonus. Yes [] No []

[] This is my first acceptance of a place in the scheme.

[] I am not currently in receipt of any other retention or completion bonus.

[] I am required to serve under these other bonus schemes before I serve my two years for this bonus:

(List any other bonus schemes).....

Dated this day of 20

 Signed

 Printed name

Witness
(This person must not be below the applicant in the chain of command)

 Signed

 Printed name

I,

 (Rank) (Last name) (Given name) (Employee ID)

verify that the member has met all requirements for payment of the retention bonus.

 Approved

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 (Parts A, B and C).

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.

Retention bonus payment

I choose this payment method for my retention 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 D of this form.

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

Fund name

Fund number

Fund address

Member's account number.....

Member's tax file number.....

Dated this day of 20

_____ Signed

Name (printed) _____

Work address _____

Occupation _____

Date _____