

Annex 3.5.ZJ: Air Force – Military instructor completion bonus scheme

This form is in four parts.

Part A – provides information about the offer and the bonus scheme for members on continuous full time service, and is for the member to keep.

Part B – provides the formal acceptance of the offer and the agreement to serve in the relevant position for 12 months.

Part C – provides a way to elect how the bonus is paid.

Part D – is for changes to superannuation account details and payment verification.

Part A: Offer and information about the scheme

This Part provides information about the completion bonus you have been offered, and is for you to keep.

If you fill in and sign the acceptance form at Part B, you are accepting an offer made to you under the Air Force – Military instructor completion bonus scheme authorised under Chapter 3 Part 5 Division 34 of Defence Determination 2005/15, Conditions of Service, made under section 58B of the *Defence Act 1903* ('the Determination').

Offer

The Director Personnel – Air Force is offering you,

.....[member's name], a completion bonus.

The bonus offered is an amount of \$.....

Note: If you move between positions during your twelve months' service period the bonus amount may be different.

If you accept the offer, you must perform effective service in a position described under paragraph 3.5.331.1.b. Your period of service commences on:

.....

and ends on a date given in the following table.

If you are a...	your period of service under the bonus scheme ends on...
military skills instructor	31 January 2011
instructor	30 June 2011
training developer	30 June 2011
training evaluator	30 June 2011

Dated this day of 20

Signed

Name:.....Rank:.....
Director Personnel – Air Force

Information about the completion bonus

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

1. I have been notified by offer that I am eligible to join the scheme.
2. I will be paid a completion bonus payment at the end of twelve months in a military instructor position.
3. The amount of the bonus will depend on the position(s) I hold during this period.
4. I will be paid a pro rata bonus payment if I fail to complete twelve months of effective service for specified reasons.
5. I may elect to pay the bonus into an approved superannuation fund using the forms provided at Parts C and D.
 - a. A payment that relates to service before 1 October 2009 may be paid into superannuation, but cannot be salary sacrificed.
 - b. A payment that relates to service after 1 October 2009 may be salary sacrificed into superannuation.
6. I am advised to seek professional legal and financial advice about this decision. ADF members are not qualified to provide this advice.
7. The validation form at Part D should be completed if my payment details change.

Full details of the completion bonus scheme are contained in Chapter 3 Part 5 Division 34 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: Acceptance of offer and undertaking to serve

I,.....
 (Rank) (Last name) (Given name)

.....,
 (Service number) (Employee ID)

accept the offer to join the Air Force – Military instructor completion bonus scheme.

The amount of the bonus offered to me is \$.....

Please tick the boxes that apply below.

I have read and understood Chapter 3 Part 5 Division 34 of Defence Determination 2005/15.	Yes []	No []
I have read and understood Part A of this form.	Yes []	No []
I agree to serve until the end of the bonus scheme.	Yes []	No []
I understand that if I move between military instructor positions during my twelve months service period the bonus amount may be different.	Yes []	No []
I have sought independent legal advice in relation to this undertaking.	Yes []	No []
I have sought independent financial advice in relation to this undertaking.	Yes []	No []
I have completed the payment details (see Part C of this form.)	Yes []	No []

Dated this day of 20

 Signed

 Printed name

Witness _____
 Signed

 Printed name and rank

Part C: Payment details

This form must be submitted along with the acceptance and undertaking to serve form at Part B.

.....

(Rank)	(Last name)	(Given name)	(Employee ID)
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1. Options

There are three options for payment.

Option one: Paid into my normal pay account. The amounts will be taxed at the applicable tax rate at the time of payment. I may then pay it into superannuation if I wish, after tax has been paid on it.

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

A payment that relates to service before 1 October 2009 cannot be salary sacrificed into superannuation.

Non-example: On 1 January 2010 a member becomes entitled to a bonus payment. That payment relates to service as a training evaluator from 1 January 2009 to 1 January 2010. Because 1 January 2009 is before 1 October 2009, this payment cannot be salary sacrificed into superannuation.

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.

2. Choice

I choose this payment method for 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. I may then choose to pay it into superannuation if I wish, after tax has been paid on it.

Option two: [] The full amount paid as an employer contribution to superannuation. I have nominated a superannuation fund.

This option is only available to payments that relate to service after 1 October 2009.

Option three: [] 1. _____% of the bonus payment as an employer contribution to superannuation. I have nominated a superannuation fund.

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 C: Payment details (continued)

3. 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 bonus payment.

Fund name

Fund number

Fund account number

Fund address

Member's account number

Dated this day of 20

Signed

Name (printed) _____

Work address _____

Occupation _____

Date _____

Part D: Validation

1. Superannuation

This section must be completed if either option two or three has been selected for item 2 of Part C, and the member's superannuation account details have changed. This form cannot be used to change the decision whether to pay a bonus into superannuation.

I nominate this Eligible Choice Fund for my bonus payment.

Fund name

Fund number

Fund account number

Fund address

Member's account number

Dated this day of 20

Signed

Name (printed)

Work address

Occupation

Date

2. Administration

To be completed when assessing a member for a bonus payment.

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

I verify that the above member has met the following conditions.

1. The member has performed duties in any of the following roles from.....
 to
 - Military skills instructor
 - Instructor
 - Training developer
 - Training evaluator

2. In that period the member had ineffective service. Peter

3. The member has met all the requirements for payment of a bonus under the Air Force – Military instructor completion bonus scheme.

Verified

Administrator authorised for and on behalf of Air Force