



DALS DIRECTIVE NO. 1 of 2005

Note: This Directive is of a permanent nature and remains in force until cancelled. It will be reviewed as required and repromulgated only where a significant change is necessary. DALS Directives can be accessed on the Defence Legal web site www.defence.gov.au/legal

20 May 2005

RECRUITMENT AND APPOINTMENT OF RESERVE LEGAL OFFICERS AND TRANSFER OF RESERVE OFFICERS TO AALC

Introduction

1. The recruitment and appointment or transfer of legal officers to the Army Reserve must take into account the requirements of the Army's recruitment processes, the Defence Legal Standing Orders, the Career and Professional Development Committee (CPDC) and AMR 583(2).

Aim

2. The aim of this Directive is to set out the procedures that are to be followed when seeking the recruitment and appointment of lawyers to the Australian Army Legal Corps (AALC) as part of the Army Reserve or the transfer of an Army Reserve officer to the AALC.

Army Recruitment Targets

3. Each year the Army estimates the number of vacancies that are likely to arise and sets recruitment targets to fill expected vacancies. CLOs and Panel Leaders need to ensure that potential vacancies in establishments are identified at the earliest possible opportunity and that this information is conveyed to the APA as part of the bid for recruitment targets.

New Recruitment Procedures

4. Following discussions with the senior career manager at DOCM-A, it has been agreed to introduce new recruitment, appointment and transfer procedures to take account of the above requirements.

5. These new procedures will enable us to have a list of suitable candidates available to be appointed or transferred at short notice should a vacancy occur.

6. In short, the new recruitment, appointment and transfer procedures involve:

- a. an initial Corps interview before an applicant is processed by Recruiting;
- b. the maintenance of a merit list of applicants; and
- c. applicants for transfer to the AALC going before a selection board.

Initial Corps Interview

7. An applicant for recruitment, appointment or transfer as an Army Reserve legal officer is to be interviewed initially by the Panel Leader or CLO (or the senior ARA legal officer in regional areas where there is no CLO) or both. The applicant is to be informed about the AALC, vacancies, the CPDC and career management.
8. In addition, the interviewer is to make an assessment of the suitability of the applicant as an Army legal officer, particularly from a professional viewpoint.
9. Where there are unlikely to be any vacancies in the foreseeable future or the applicant is not considered suitable for appointment or transfer, the interviewer is to record the facts and provide a copy to the relevant CLO or Panel Leader, and to DALS.
10. Where an applicant is considered suitable for appointment as an Army legal officer or transfer to the AALC, the interviewer is to:
 - a. Inform the applicant that the interviewer considers the applicant suitable for appointment or transfer from a professional viewpoint but that the applicant must be assessed as suitable and competitive for appointment or transfer by the Army and, subject to that assessment, that the CPDC will make recommendations concerning rank, legal competency level, seniority and salary.
 - b. Provide the applicant with the appropriate Request to Join the Legal Officers Specialist Career Structure form, obtainable from the Career Management page of the web site (normally Form RA1).
 - c. Request that the applicant complete the form (and enclosure) and forward to the CPDC Secretary, Defence Legal, RGC-3-228 R G Casey Building, Department of Defence, Canberra ACT 2600.
 - d. Refer the applicant for appointment to the local recruitment centre for the applicant to complete an application to join the Army and to complete the Army's appointment requirements. In the case of an applicant for transfer, suggest the member complete the appropriate transfer form.
 - e. Provide a written report (e-mail will suffice) to DALS and the local APA identifying the applicant and confirming that the steps a. - d. have been completed.

CPDC Action

11. Upon receipt of the applicant's Request to Join the Legal Officers Specialist Career Structure (LOSCS) and upon confirmation by DALS that a satisfactory written report by the interviewer has been received, the CPDC will consider the suitability of the applicant. Subject to the applicant being considered suitable and competitive for appointment as an officer in the Army or for transfer to the AALC, the CPDC may make recommendations to the appropriate APA concerning the applicant's rank, legal competency level, seniority and salary. DALS will provide the relevant Panel Leader and CLO with a copy of the CPDC recommendations.

Selection Board

12. Provided an applicant satisfies the Army's entry requirements, arrangements will be made for the applicant to be considered by a Selection Board.

13. An applicant for transfer to AALC from another Corps is required to sit a selection board and be considered in competition with other direct entry applicants for vacancies.

14. The Panel Leader or CLO (or the senior ARA legal officer in regional areas where there is no CLO) should represent the Corps on the selection board. Where it is likely that a number of applicants will be competing for a limited number of vacancies, it is preferable that the same Corps representative should attend all selection boards so that there is consistent input into the development of a merit list of suitable applicants.

Merit List

15. A merit list of applicants suitable for appointment as a legal officer should be developed whenever it is likely that there will be more applicants than there are vacancies. Applicants who are considered suitable but who are not offered an appointment will have their details kept on a merit list of suitable applicants.

16. The Panel Leader, in consultation with the selection board President, the CLO and the relevant APA career manager, is responsible for the development and updating of the merit list. The merit list is to kept by the APA career manager.

17. The APA career manager may make an offer of appointment, taking into account the recommendations of the CPDC, to the applicant at the top of the merit list as soon as it is apparent that a vacancy will exist.

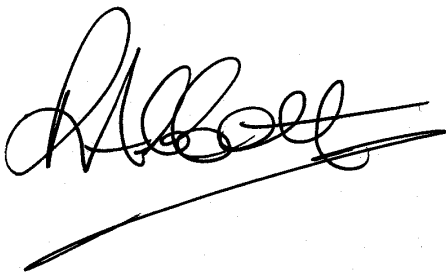
DALS Certificate

18. An applicant is not to be appointed as a legal officer in the Army unless DALS has issued a certificate of suitability pursuant to AMR 583(2). DALS has not delegated the authority to issue this certificate to any officer. Accordingly, only DALS personal certificates are valid. This certificate will not be issued until DALS has considered the CPDC recommendation and received confirmation from the APA that the applicant is the highest on the merit list of suitable applicants for appointment to the ARES AALC.

19. The DALS certificate will be provided to the appropriate APA with a copy to the Panel Leader and CLO.

Promulgation

20. Panel Leaders and CLOs are to ensure that this Directive is promulgated to any officer temporarily performing their duties and to the officer succeeding them in their appointment.

A handwritten signature in black ink, appearing to read 'R. H. Abbott', with a long horizontal stroke underneath.

R. H. ABBOTT
Lieutenant Colonel
Director of Army Legal Services

Distribution:

Panel Leaders

CLOs

APAs

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All AALC officers