

CHAPTER 7

NOMINATING AND RECORDING EMERGENCY CONTACT AND NEXT OF KIN INFORMATION IN PMKEYS

INTRODUCTION

7.1 Correct and current emergency contact information is essential for the effective management of Defence members. This information is especially important when Defence members are assigned a casualty classification in accordance with the provisions of the [Defence Casualty Manual \(CASMAN\), Chapter 1](#)—Casualty Notification of Defence Members.

7.2 This chapter details the requirements for all Defence members to record Emergency Contact (EC) and Next of Kin (NOK) details in the Personnel Management Key Solution (PMKeyS) database.

POLICY STATEMENT

7.3 All Defence members are to record and maintain their EC and NOK information in PMKeyS.

SCOPE

7.4 This chapter applies to all Defence members and Defence civilians.

POLICY GUIDANCE

7.5 Defence members are to record, in PMKeyS, their NOK and a minimum of two ECs comprising one primary emergency contact (PEC) and one additional emergency contact (AEC) from the list of immediate family members as defined in [Military Personnel Policy Manual \(MILPERSMAN\) Part 1, Chapter 3](#)—*Military Personnel Policy Manual Glossary*. Where it is not reasonable for a member to nominate an immediate family member, ECs are to be nominated in accordance with the provisions in subparagraph 7.9.b of this chapter.

7.6 Before nominating their PEC and AEC, Defence members should give careful consideration to the potential effect on the physical or mental wellbeing of that person if they were to receive negative information. If their preferred PEC or AEC has a condition that could be exacerbated by receiving negative information, they should consider selecting an alternate EC to reduce such risk.

7.7 Subject to the requirements of subparagraph 7.9.b, a PEC and NOK may be the same person. In circumstances where the PEC and NOK are not the same person, the PEC should be sufficiently familiar with the health status of the NOK to be able to arrange for appropriate support (medical or otherwise) to be at hand before negative news is conveyed to the NOK.

DEFINITIONS

7.8 [MILPERSMAN Part 1, Chapter 3](#)—*Military Personnel Policy Manual Glossary* contains common terms and definitions used throughout this chapter.

7.9 The definitions applicable to this chapter are:

- a. **Emergency Contact (EC).** EC refers to a person or persons who a Defence member has nominated to be contacted in the first instance by Defence in the event that they are a casualty and notification action has commenced in accordance with the provisions of the [CASMAN, Chapter 1](#).
- b. For the purposes of this chapter an EC includes the PEC and AEC. ECs must:
 - (1) meet the requirements of an immediate family member or a person who may 'stand in the position of' being a Defence member's immediate family member
 - (2) be legally competent
 - (3) be at least 18 years of age
 - (4) not have any known physical or mental health conditions that could deteriorate as a result of the individual suddenly receiving negative news.
- c. **Legally competent** means the ability of an individual to give legal consent to, and to understand the consequences of, an action or decision. Legal competence is a criterion to assess suitability for nomination as an EC, but it does not bestow on the EC any legal entitlement, right or benefit.
- d. **Next of Kin (NOK)** means the Defence member's closest living relative, or a person who may 'stand in the position of' a Defence member's closest living relative. The priority order for determining who might be the closest living relative is as follows:
 - (1) the Defence member's partner
 - (2) the Defence member's child, stepchild or a person who the Defence member believes stands in the position of their child
 - (3) a parent or step-parent of the Defence member or a person who the Defence member believes stands in the position of their parent
 - (4) a sibling or step-sibling of the Defence member
 - (5) a grandparent or step grandparent of the Defence member
 - (6) an aunt or uncle or step-aunt or step-uncle of the Defence member.

- e. **‘Stands in the position of’** means kin-like relationships representative of the parent-child/child-parent style relationship with an individual who may not necessarily be related to that person.

ROLES AND RESPONSIBILITIES

DEFENCE MEMBERS

7.10 In addition to the requirement in paragraph 7.5, Defence members are required to review and amend their nominated EC and NOK details as recorded in PMKeyS whenever any of the following circumstances occur:

- a. upon posting in to a new unit or workplace
- b. prior to proceeding on any overseas posting or secondment
- c. prior to participating in any Defence exercise or operational deployment
- d. when their personal situation changes
- e. when they become aware that either the contact details or personal situation of their nominated EC or NOK have changed
- f. if their EC and/or NOK no longer satisfies the eligibility requirements.

7.11 It is the responsibility of the Defence member to advise the EC and/or NOK of their nomination.

COMMANDERS/MANAGERS/SUPERVISORS

7.12 Commanders/managers/supervisors must ensure that EC and NOK details of Defence members are accurately recorded and routinely audited. Where a Defence member has elected to not nominate an immediate family member as their EC or NOK the commander/manager/supervisor is to counsel the Defence member on the potential impact this decision could have on their immediate family and assess whether there may be relevant significant family issues that may complicate any subsequent notification action conducted in accordance with [CASMAN, Chapter 1](#).

PRIVACY

7.13 Defence collects EC details to facilitate action in accordance with the provisions of [CASMAN, Chapter 1](#). Information collected will be stored in PMKeyS and used for casualty notification purposes.

7.14 This information may also be used in support of workflow, by commanders, managers and supervisors in the Defence member's functional line of control, to the extent that it is reasonably required by them to fulfil their management responsibilities. This includes, but is not limited to, activities such as the Defence 'Find our People' program or other situations where Defence is unable to locate or contact the Defence member.

7.15 For deployed or deploying Defence members, the Defence Member and Family Helpline (DMFH) may elect to contact an EC upon receiving notice that the Defence member is, or is about to be, deployed so as to:

- a. advise the individual that they have been recorded as an EC of the Defence member and may be contacted in accordance with the [CASMAN, Chapter 1](#)
- b. seek information that may assist Defence in making a notification in accordance with the [CASMAN, Chapter 1](#)
- c. advise the EC of the services available to them through the DMFH.

7.16 In some circumstances, such as where the PEC resides, or is visiting a remote locality or overseas country, EC information may be disclosed to civilian police and local clergy (either in Australia or the overseas location) or to a Defence Attaché in order to facilitate actions under the provisions of the [CASMAN, Chapter 1](#). The country to which information may be disclosed will be determined by the location of the PEC at the time of disclosure.

RELATED MANUAL CHAPTERS

[MILPERSMAN Part 1, Chapter 4](#)—*Military Personnel Policy Manual Privacy Notice*

[MILPERSMAN Part 11, Chapter 6](#)—*Civilians supporting Australian Defence Force Operations*

RELATED LEGISLATION, POLICY AND PUBLICATIONS

[Defence Family Support Manual \(DFSM\)](#)

[Privacy Act 1988](#)

[Defence Casualty Manual \(CASMAN\)](#)

RELATED WEB FORMS

[Form AC989](#)—Pre-deployment Emergency Contacts Confirmation

[Form AE309](#)—HQJOC Deployment Certification

CHAPTER 3

MILITARY PERSONNEL POLICY MANUAL GLOSSARY

Accountable officer is a member of the Enterprise Business Committee, appointed by, and accountable to, the Secretary and the CDF for policies residing in their policy domain and the framework documents that explain those policies.

Accredited laboratory is a laboratory accredited by the National Association of Testing Authorities, Australia. It is an accredited authority for the purposes of *Part VIIIA* of the [Defence Act 1903](#).

Active Reserve. The [Defence Act 1903](#) creates the Permanent Forces and the Reserves. The Active Reserve is a pool of Reserve Force members who are available for, or are undertaking, training or duty. A member of the Active Reserve will be assigned to Service Category (SERCAT 3, 4 or 5) depending on the nature of their Reserve service.

ADF Alcohol, Tobacco and Other Drugs Service (ATOD) is the Australian Defence Force (ADF) provider of alcohol, tobacco and other drug (ATOD) health. The Program provides leading practice clinical guidance and support to Regional Mental Health Teams and other areas of Defence on stepped care approach policy, education, training and alcohol and drug issues.

Table 3-1: Australian Defence Force ranks

Level	Navy	Army	Air Force
E00	Recruit	Recruit	Aircraftman/Woman Recruit
E01	Seaman*	Private Trainee	Aircraftman/Woman Trainee
E02	Seaman	Private	Aircraftman/Woman
E03	Able Seamen	Private Proficient	Leading Aircraftman/Woman
E04	N/A	Lance Corporal	N/A
E05	Leading Seaman	Corporal	Corporal
E06	Petty Officer	Sergeant	Sergeant
E07	N/A	Staff Sergeant	N/A
E08	Chief Petty Officer	Warrant Officer Class 2	Flight Sergeant
E09	Warrant Officer	Warrant Officer Class 1	Warrant Officer
E10	Warrant Officer of the Navy	Regimental Sergeant Major-Army	Warrant Officer - Air Force
O00	Midshipman	Officer Cadet	Officer Cadet
O01	Acting Sub Lieutenant	Second Lieutenant	Pilot Officer
O02	Sub Lieutenant	Lieutenant	Flying Officer
O03	Lieutenant	Captain	Flight Lieutenant
O04	Lieutenant Commander	Major	Squadron Leader
O05	Commander	Lieutenant Colonel	Wing Commander
O06	Captain	Colonel	Group Captain
O07	Commodore	Brigadier	Air Commodore
O08	Rear Admiral	Major General	Air Vice-Marshal
O09	Vice Admiral	Lieutenant General	Air Marshal
O10	Admiral	General	Air Chief Marshal

Administrative policy is a term used to refer collectively to a class of documents that expresses the Defence senior leadership's approach to organising and managing the organisation. It consists of principles and rules that mandate requirements of, or provisions for, members of the organisation (what must be done) and procedures to assist in their implementation (how it should be done). Administrative policy is contained in different document types according to the intended purpose.

Adult classified products refers to restricted or extra sale control materials, including, but not limited to, internet, literature, CDs, videos, posters and computer games.

Adulterant is a substance used to compromise, or attempt to compromise, the integrity of urine, oral fluids or hair sample taken for the purpose of the Prohibited Substances Testing Program.

Advanced Medical Assistant (AMA). The term AMA encompasses Advanced Medical Assistants, Medical Technicians, Medical Sailors and enrolled nurses.

Air and sea transit. Temporary movement of ADF personnel for the purposes of conducting a specific task not related to the mode of transport. Air and sea transit represents a change in the Defence member's employment environment and needs to be considered on an individual basis.

Alcohol. Alcohol is any substance used for human consumption which contains more than 0.5% ethyl alcohol.

Alcohol and other Drug Program Adviser (ADPA). An ADPA is a volunteer who has completed the Certificate (CERT) IV in Alcohol and Other Drugs/Mental Health work and provides preventative alcohol and other drug education and advice to a unit or ship's company. An ADPA also conducts initial screening assessments, educative interventions, follow-up support and aftercare to Defence members who are assessed as being problematic users of alcohol or other drugs.

Alcohol and other Drug Program Counsellors (ADPC) are Royal Australian Navy (RAN) counsellors in support of the RAN Alcohol and Drug Program. ADPC have a CERT IV in Alcohol and Other Drugs/Mental Health work and a Diploma of Counselling. An ADPC is responsible for developing, implementing and managing the Alcohol and Drug Program Training Program, including the development, programming and conduct of the Alcohol and Drug Awareness courses and the alcohol and other drug component of officer and sailor Leadership courses and ab-initio training. The primary role of the ADPCs is to provide one-on-one counselling for personnel seeking support for Alcohol and or Drug related issues, and to conduct the ADF Level 2 harm minimisation Outpatient Alcohol Treatment Program for Navy. ADPC also refer personnel requiring further intervention from Medical, Psychology or inpatient treatment for alcohol dependency. An ADPC referral to a Medical Officer (MO) includes the member's alcohol and other drug history, current crisis, drinking pattern and information on the member's willingness to participate in further intervention.

Alcohol Dependence is a cluster of behavioural, cognitive and physiological phenomena that may develop after repeated alcohol use. Typically, these phenomena include a strong desire to consume alcohol, impaired control over its use, persistent drinking despite harmful consequences, a higher priority given to drinking than to other activities and obligations, increased alcohol tolerance, and a physical withdrawal reaction when alcohol use is discontinued.

Alcohol-related harm is where adverse health and social harms result from the use of alcohol.

Alcohol-related incident is an incident where alcohol use has been directly or indirectly involved.

Area of Operations is the geographical area, usually defined by boundaries, assigned to a commander by a higher commander in which they have responsibility and authority to conduct military operations. This includes the area necessary for joint military operations and their administration.

Australian citizen means a person who is an Australian citizen within the meaning of the [Australian Citizenship Act 2007](#).

Australian citizenship means the state of being an Australian citizen.

Australian Defence Force Associated Activity. An ADF associated activity is an activity not part of the normal duties undertaken by a member. Such activities include participation in events such as ANZAC or Remembrance Day marches and services when not part of a formed ADF body or events which support ADF-associated charity activities such as the sale of Legacy badges or Remembrance Day poppies.

Authorised decision maker (or Decision maker) means those persons who act as CDF delegates for powers that are legislatively delegable and those designated as authorised persons for the purpose of exercising specific aspects of the command power to enact prescribed by policy. In practice, appointment holders will often have powers as both a delegate and an authorised person.

Authorised officer as defined in the [Defence Force Discipline Act 1982](#) means an officer or an officer included in a class of officers, authorised, in writing, by the CDF or a Service Chief for the purposes of the provision in which the expression occurs. See also Decision maker.

Australian Public Service employee means a person employed under the Public Service Act 1999.

Blood alcohol concentration refers to the amount of alcohol present in the bloodstream.

Cadet means a person who has been enrolled under the relevant Service Chief in the Australian Navy Cadets, Australian Army Cadets or the Australia Air Force Cadets in accordance with [Cadet Forces Regulation 2013](#). They are not ADF members; rather they are volunteers whilst participating as a Cadet Force member.

Call out is compulsory service for the part of the ADF Reserves to which the call out order applies and is subject to the protections available under the [Defence Reserve Service \(Protection\) Act 2001](#).

Chain of Command means a direct supervisory or direct reporting relationship.

Chain-of-custody as defined in [Australian/New Zealand Standards 4308:2008 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine](#) is a series of procedures to account for the integrity of each Prohibited Substance Testing Program (PSTP) sample by tracking its handling and storage from point of sample collection to final disposal of the sample.

Chain-of-custody form as defined in [Australian/New Zealand Standards 4308:2008](#) – is a form to be used from time of collection of the specimen to its receipt by the laboratory as well as dispatch between laboratories. Thereafter, appropriate documentation accounts for the sample or aliquots within the laboratory. [Form AD 403—Prohibited Substance Chain of Custody and Accredited Laboratory Request](#) is used by the ADF to send the sample to the accredited laboratory.

Chaperone for the purpose of the ADF PSTP means a Defence member who provides reassurance and emotional support for the Test Member during the PSTP testing procedure.

Civil conviction is the proof of an offence, or a finding of guilt by a civil court. The following are not included in the definition of Civil Conviction:

- a. payments with respect to administrative processes rather than court appearances, including 'parking' or 'traffic' offences contained in an infringement notice disposed of by payment of a fine
- b. convictions or conditional releases that could have been dealt with by paying an administrative fine contained in an infringement notice had the convicted person either elected to do so or been aware of the administrative penalty.

Clinical Manager (CM) is a RAN Senior Medical Sailor who has completed the RAN Clinical Managers Course. The CM performs specialist clinical and emergency health care, including Advanced Cardiac Life Support under direct or indirect supervision of a Medical Officer.

Commander is an ADF officer, who by virtue of a delegation or instrument of appointment exercises authority and holds responsibility for assigned Defence personnel and includes an Administrative Commanding Officer.

Commander and/or Manager means Commanding Officers, Officers Commanding, Directors and supervisors responsible for the day-to-day management of Defence members. Commanders must be military members.

Commanding Officer means an officer performing the duties and functions of a commanding officer by virtue of:

- a. an order, instruction or directive issued by, or under the authority of, the Chief of the Defence Force or a Service Chief; and
- b. an officer whose instrument of appointment authorises the officer to exercise that power.

Command Power means the power of Defence members to command other Defence members. Command power is derived from the authority to command given to the CDF in *Section 9* of the [Defence Act 1903](#) and is supported by the service offences of disobeying a lawful command and failing to comply with a general order.

Competent, Credentialed and Authorised Health Professional refers to any MO and a Nurse Practitioner who is appropriately accredited and authorised as competent by Commander Joint Health or delegate to perform specific extended roles. Also see the [Defence Health Manual \(DHM\)](#).

Confirmatory test as defined by [Australian/New Zealand Standards 4308:2008](#) and [Australian Standard 4760:2006](#)—Procedures for specimen collection and the detection and quantitation of drugs in oral fluid is an analytical procedure that uses mass spectrometry to unequivocally identify the presence of a specific drug (prohibited substance) and/or metabolite conducted by an accredited laboratory. A confirmatory test for hair is defined as the detection and quantitation of prohibited substances at cut-off levels determined by an Australian laboratory who is National Association of Testing Authorities (NATA) accredited to [ISO/IEC 17025:2005](#)—General requirements for the competence of testing and calibration laboratories for Forensic Science in the applications of Forensic Toxicology and Forensic Biology.

Continuous Full-Time Service (CFTS) means Defence service of a continuous nature rendered by a Defence member in Service Category (SERCAT) 3, 4 or 5. CFTS is rendered under Service Option C (SERVOP C) and may be undertaken voluntarily or compulsorily by call out. CFTS/SERVOP C is normally limited by time and relates to the fulfilment of a specific Service need in keeping with the member's skills, capabilities and qualifications.

Consultant means individuals, partnerships or corporations engaged to provide professional, independent and expert advice or services. It involves the application of expert professional skills to investigate or diagnose a defined issue or problem; carry out defined research, reviews or evaluations; or provide independent advice, information or creative solutions to assist in management decision making. Performance of the services is at the discretion and professional expertise of the consultant, with Defence providing oversight. The output reflects the independent views or findings of the individual or organisation and generally belongs to Defence.

Contractor means a person engaged by Defence under a contract for skills that would normally be maintained in the Australian Public Service (APS) or Australian Defence Force (ADF) workforce. The person is performing duties required on a temporary basis, or is engaged as a short term measure while more enduring arrangements are put in place such as recruiting an ADF member or APS employee. The person is engaged to perform day-to-day duties of Defence. The person works largely under the supervision of an APS employee or ADF member. Defence specifies how the work is to be undertaken. The resulting output is produced on behalf of Defence and is generally regarded as a Defence product. The person's remuneration is based on the time worked, usually calculated on an hourly or daily rate. Defence generally provides the necessary equipment and supplies.

Corrective Training is training that a Defence member is directed to undertake in order to rectify unsatisfactory performance.

Cut-off level or permitted level is a set value above which a prohibited substance is deemed to be ‘detected’, and below which is deemed to be ‘not detected’ in accredited laboratory reporting. The permitted cut-off level for prohibited substances is specified in [Australian/New Zealand Standards 4308:2008](#) and [Australian Standard 4760:2006](#). For hair samples these levels are those that have been determined by an Australian NATA accredited laboratory who is accredited to [ISO/IEC 17025:2005](#) for Forensic Science in the applications of Forensic Toxicology and Forensic Biology.

Defence is the Department of Defence.

Defence Administrative Policy is a term used to refer collectively to a class of documents that expresses the Defence senior leadership’s approach to organising and managing the organisation. It consists of principles and rules that mandate requirements of, or provisions for, members of the organisation (what must be done) and procedures to assist in their implementation (how it should be done). Defence administrative policy is contained in different document types according to the intended purpose.

Defence civilian is defined in *Section three* of the [Defence Force Discipline Act 1982 \(DFDA\)](#), is a person (other than a Defence member) who:

- a. with the authority of an authorised officer as defined in the DFDA, accompanies a part of the ADF that is outside Australia or on operations against the enemy, and
- b. has consented, in writing, to subject themselves to ADF discipline while so accompanying that part of the ADF.

Defence Health Facility A facility established to provide health care to Defence members in garrison, the field or operational environment. Also known as ADF Health Facility.

Defence Employment Offer (DEO) means the tangible and intangible benefits which Defence offers to potential and serving Defence members and Defence employees.

Defence locally engaged employee is any person engaged overseas by contract or under *Section 74* of the [Public Service Act 1999](#).

Defence member as defined in *Section three* of the [Defence Force Discipline Act 1982](#) means:

- a. a member of the Permanent Navy, the Regular Army or the Permanent Air Force, or
- b. a member of the Reserves who:
 - (1) is rendering continuous full-time service, or
 - (2) is on duty or in uniform.

Defence personnel is all Australian Public Services employees in the Department of Defence, Defence locally engaged employees, Defence civilians, Defence members and the equivalents from other Defence organisations on exchange to Defence.

Defence premises means any of the following that is owned or occupied (whether permanently or temporarily) by the Commonwealth for use by Defence:

- a. an area of land or any other place (whether or not it is enclosed or built on)
- b. a building or other structure, in part or in whole
- c. any platform, vehicle, air or seagoing vessel (excluding Navy ships), including any fixed or moveable ramp stairs or other means of access to, or exit from the platform, vehicle, vessel or aircraft
- d. a prohibited area, within the meaning of the [Defence \(Special Undertakings\) Act 1952](#).

Defence service means service, including training by a Reserve member, in a part of the Defence Force.

Defence-sponsored passport is a generic term used to refer to diplomatic, official or ordinary passports that are issued to Defence personnel (and their dependants) for official travel at public expense.

Defence-wide administrative policy framework document is a framework document that applies to Defence personnel in more than one Group or Service.

Defensive Combat Duties are duties in a combat environment designed to protect personnel, equipment or area locations from attack and include counter-attack actions.

Delegate means an individual or a person in a specified position, or person within a particular group of people, who has been delegated legislative power via an 'Instrument of Delegation'. Also see 'Authorised decision maker'.

Deployable means a Defence member with the capacity to perform the duties of their employment group and military duties in an operational employment environment in accordance with Single Service and/or Joint requirements.

Deployment means warlike or non-warlike service overseas on ADF approved operations by members Force Assigned for duty. In the Maritime environment this includes both Force Assigned and non-Force Assigned seagoing activities.

Designated single-Service Medical Officer means the Fleet Medical Officer or delegate, Director Army Health or delegate, and the officer-in-charge Health Services Wing or delegate.

Dietary supplements are products defined as Complementary Medicines under the [Therapeutic Goods Regulations 1990](#) that are not intended for inhalation or use on the skin. They include products containing ingredients that are nutrients, such as multivitamin or fish oil products.

Drink spiking is the act whereby drugs and/or alcohol have been added to a drink (alcoholic or non-alcoholic) without the consent of the person consuming it.

Drug analogue is a synthetically created substance that has a similar chemical structure to or produces the same effect as another drug. The three types of analogues are:

- a. structural analogues, which have similar chemical structures
- b. direct analogues, which have similar chemical structures and similar pharmacological effects
- c. functional analogues, which are chemically different compounds but display similar pharmacological properties.

Duty of care is the legal requirement for a person to exercise a reasonable standard of care to prevent reasonably foreseeable injury or harm to others.

Election refers to the act or process of choosing representatives by voters.

Electoral roll refers to the list of people entitled to vote in an election or referendum.

Elector refers to any person whose name appears on the Electoral Roll.

Electronic betting terminal means a commercial self-service machine that facilitates the act of gambling.

Emergency Contact refers to a person or persons who a Defence member has nominated to be contacted in the first instance by Defence in the event the Defence member is assigned a casualty status that necessitates notification action in accordance with the provisions of the [Defence Casualty Manual, Chapter 1—Casualty Notification of Defence Members](#).

Employable means a Defence member with the capacity to perform the duties of their employment group in accordance with Single Service and/or Joint requirements.

Employment environment is the combination of those conditions, circumstances, influences and characteristics in which a Defence member is expected to perform the duties of their employment group. The nature of the employment environment will be affected by the three elements of geographic locality, extent of tasks to be performed and access to support services.

Employment Category means a Service-specific job classification applied to a Defence member. An Employment Category may refer to a trade, specialisation, mustering, primary qualification, corps or skill.

Employment restrictions means limitations on the functional capacity of the Defence member to perform ADF tasks and/or be employed in specified geographic locations based on the Defence member's medical status or a pending or positive PSTP outcome.

Enlisted member means a Defence member other than an officer—that is, a sailor, soldier or airman of rank code E00 to E10. See also ‘ADF Ranks’.

External service provider means a contractor, consultant and/or professional service provider engaged by Defence.

Fair Hearing Rules are the rules used for the purposes of a Routine Inquiry which allow a respondent or potentially affected person to:

- a. be informed of the substance of any allegations or complaint made against them
- b. have adequate opportunity to respond to any allegation or complaint
- c. have access to evidence upon which the Routine Inquiry Officer (RIO) may rely in formulating recommendations that affect them. The subject should be given all the documents that are to be relied upon. There will be exceptions, for example, where a witness provides information that, if disclosed, may constitute a threat to their safety. Where the RIO has reservations about disclosing the content of any document, a legal officer should be consulted
- d. the right to have any information provided or any submission made by them considered by the RIO
- e. expect that any information relating to them will be treated discreetly and to have their privacy respected
- f. receive timely notification of any action or decision which affects them, arising from the allegation or complaint. Material, which is adverse to a party’s interest, ought to be disclosed to that party before a decision is made to enable such party to controvert it. A party who may be adversely affected by the finding of an inquiry should neither be ‘left in the dark’ as to the risk of the finding being made nor deprived of the opportunity to adduce additional material which might deter a RIO from making a recommendation
- g. have sufficient opportunity to answer any decision or action that may affect them.

Field activities are activities conducted away from an established, permanent facility where there is a variation and consequent hardship in the following elements:

- a. living conditions
- b. working conditions
- c. eating arrangements
- d. leisure
- e. facilities and services
- f. hours of work.

Firearm means small arms weapon, which emits a projectile through a controlled explosion and includes a gun, pistol or rifle.

Fixed Period of Service means a finite period of service which is a specified or fixed period of appointment for officers or specified or fixed period of enlistment for enlisted members.

Fleet Medical Officer. Navy's designated single-Service Medical Officer.

Flexible Service Determinations are the means by which the CDF determines hours of duty or periods of duty for a member of the Permanent Forces constituting flexible service.

Flexible Work Arrangements means a formal or informal working arrangement that may include variable working hours, home located work, alternate located work or remote overseas work for an individual.

Framework documents are administrative policy documents that are part of the administrative policy framework. They are: the Defence Instruction –Administrative policy, interim Defence Instructions, Defence accountable authority instructions, manuals, group/service-specific instructions.

Functional Commander in Army is a commander who is the appointed (usually two-star) commander of a functional element of Army—for example, Special Forces Command, Forces Command and 1st Division.

Gambling means to play at any game of chance for stakes or to stake or risk money, or anything of value, on the outcome of something involving chance. Gambling activities may include, but are not limited to, all forms of betting, gaming, wagering, lotteries, raffles, sweepstakes, bookmaking and acting as an agent for a bookmaker.

General postal voter refers to an elector who is registered to have postal ballot papers sent to them without having to apply for each election/referendum.

Group-specific instruction. An instruction that applies only to Defence personnel working in the group of the issuing Group Head.

Health care provider is, in the context of alcohol and drug policy; an alcohol and other drug trained medical assistant, psychological examiner, alcohol and other drug program adviser, or an alcohol and other drug program coordinator. These members provide alcohol and other drug education, assessments and interventions to clients with alcohol and other drug issues within the limits of their training.

Health professional is a Medical Officer, psychologist, nursing officer, or a social worker. Their role is assessment, prevention and intervention. They have medical or behavioural science based tertiary qualifications that allow them to provide primary alcohol and other drug assessment and health care in the ADF. They provide specific interventions (screening, assessment, interventions and referral as required) using multidisciplinary teams where possible and supervise and/or support health care providers as required.

Health Support is the full range of health services available from the most basic first aid to the most advanced specialist level care. A Defence member's employability needs to be matched to the level of health support available in all environments that they will be employed in, including on deployment.

High risk drinking levels are those at which there is substantial risk of serious harm from alcohol consumption, and above which risk continues to increase rapidly.

Immediate Family Member in relation to a Defence member or Defence civilian means:

- a. parent, whether biological, legally recognised or step-parent
- b. legal guardian, whether current or former
- c. spouse, whether current or former
- d. a Service-recognised interdependent partner, whether current or former
- e. a bona fide de facto partner, whether current or former
- f. a person with child-rearing responsibilities for the same child
- g. child of any person described in subparagraph a. above, whether natural, adopted, ex-nuptial, step or foster
- h. a sibling, meaning any child of a person described in this clause, whether natural, half, step, adopted or foster
- i. a legal ward of a person listed in subparagraph a. above of the Defence member or Defence civilian.

Impaired faculties is a state of being in which a person's mental processes of perception, memory or judgment are diminished to an extent where the person is unable to think and act in a way in which an ordinary prudent person in full possession of their faculties, and using reasonable care, would act in like circumstances.

Indefinite Period of Service means an open ended period of appointment for officers or an open ended period of enlistment for enlisted members that generally ceases on the member reaching Compulsory Retiring Age.

Independent evidence is evidence not derived, directly or indirectly, from any self-referral disclosure(s).

Individual Readiness means a prescribed standard of physical, medical and dental fitness used in conjunction with a member's trade skill, weapons handling ability and availability, used to assess a Defence member's suitability to deploy on operations.

Initial Minimum Period of Service (IMPS) means a period of service that Defence members must serve following enlistment or appointment. Also known as a Covered Period of Service.

Instructor of Cadets is defined as a person who has volunteered and been accepted by the Chief of the Defence Force as an instructor in the Australian Navy Cadets, Australian Army Cadets or Australian Air Force Cadets in accordance with the [Defence Act 1903](#).

Insufficient urine sample means an amount of urine less than the 'Minimum fill volume' indicator of the Service provided prohibited substance testing program specimen cup.

Integrity testing defined in [Australian/New Zealand Standards 4308:2008](#) is testing for substances that affect the detection or quantitation of prohibited substances or metabolites in a urine sample.

Intoxicated means a person whose, in accordance with the [Defence Force Discipline Act 1982](#) faculties are so impaired, because of the person being under the influence of intoxicating liquor or a drug (other than a drug administered by, or taken in accordance with the directions of, a person lawfully authorised to administer the drug), that the person is unfit to be entrusted with the person's duty or with any duty that the person may be called on to perform. For the purpose of the Military Personnel Policy Manual (MILPERSMAN) intoxicated also means that for:

- a. non-safety critical areas a person has a blood alcohol concentration equal to or greater than 0.05%
- b. safety critical areas has a blood alcohol concentration of equal to or greater than 0.02%.

Investigating officer as defined in the [Defence Force Discipline Act 1982](#) means a police member; or an officer, warrant officer or non-commissioned officer (not being a police member) engaged in the investigation of a Service offence.

Involvement with prohibited substances is where a Defence person is in possession of a prohibited substance, or dealing in, or administering to others, or trafficking or selling any prohibited substance or drug or knowingly associating with individuals who use or are otherwise involved with prohibited substances.

Job-sharing is the performance of the duties of one position by two or more Defence members, where each Defence member completes only part of those duties on a part-time basis.

Land environment means an environment where the majority of activities are performed by land forces on land.

Limited Tender involves an agency approaching one or more potential suppliers to make submissions, where the process does not meet the rules for open tender or prequalified tender.

Long term harm, as it relates to alcohol policy, means the potential lifetime risk of alcohol related injury or disease as a result of drinking more than two standard drinks on any single occasion.

Low risk drinking means the possible risk of alcohol-related harm, including a range of chronic diseases and accidents and injury, which can occur on any occasion where a person is drinking or has resulted from use that has occurred over a lifetime. The guidelines for low risk drinking for both men and women are:

- a. to reduce the lifetime risk of harm by drinking no more than two standard drinks on any day
- b. to reduce the risk of alcohol-related injury arising from a single drinking occasion by drinking no more than four standard drinks.
- c. Low risk drinking for women also includes not drinking when pregnant, planning a pregnancy or when breastfeeding.

Manager means Defence personnel who direct a range of human and physical resources and their associated financial responsibilities to achieve corporate objectives. A manager may be a first-level supervisor or performs the role of a first-level supervisor where they have immediate subordinates, as well as the role of a second-level supervisor where they have Defence personnel supervised by those subordinates.

Maritime environment means either a land based Defence workplace in support of, or actual service aboard a seagoing Defence workplace. Sea going Defence workplaces may include surface vessels, aircraft operating from surface vessels, subsurface platforms or work that entails diving underwater or within hyperbaric chambers. It may also include contracted commercial enterprises that utilise Defence members, in support of these workplaces.

Medical Officer means a medical practitioner who is registered with the Medical Board of Australia and authorised to provide medical services in Defence. The medical practitioner may be a Defence member, a Defence Australian Public Service employee or a contractor.

Medically Unfit is a Defence member who has been classified as not having the functional capacity to perform the duties of their employment group in accordance with their Military Employment Classification.

Member's health statement is a statement by a Defence member outlining their understanding and views on the effects of their medical condition on their ability to undertake their military duties, and any comments they may wish to make on their employability.

Mental health professional is a suitably qualified Defence health practitioner who provides mental health services to Defence members. Practitioners include medical officers, registered nurses, psychologists, including provisionally registered psychologists, working under the direct supervision of a psychologist, and social workers. Also see the [Defence Health Manual](#).

Misuse, in the context of drug use, is the use of a substance for a purpose not consistent with legal or medical guidelines. Misuse has an effect on health or functioning of a person and may take the form of drug dependence, or be part of a wider spectrum of problematic or harmful behaviour.

Negative Prohibited Substance Testing Program screening test result occurs when an on-site screening test or confirmatory laboratory analysis does not detect the possible presence of prohibited substance(s), or their metabolites, in a sample.

Next of Kin, for Defence purposes, means a Defence member's closest living relative, or a person who may 'stand in the position of' a Defence member's closest living relative. The priority order for determining who might be the closest living relative is:

- a. the Defence member's spouse, de facto or interdependent partner
- b. the Defence member's child, stepchild or a person who the Defence member believes stands in the position of their child
- c. a parent or step-parent of the Defence member or a person who the Defence member believes stands in the position of their parent
- d. a sibling or step-sibling of the Defence member
- e. a grandparent or step grandparent of the Defence member
- f. an aunt or uncle or step-aunt or step-uncle of the Defence member.

Non-citizen means a person who is not an Australian citizen.

Non-deployable, in relation to a Defence member, means a Defence member who has been assessed at not having the functional capacity to perform the duties of their employment classification and who, due to a medical condition, is incapable of meeting the individual readiness requirements of the individual Service.

Non-effective on medical grounds means a Defence member who, due to illness or injury has been, or is likely to be, absent from duty for a period exceeding 28 days.

Nursing Officer means a registered nurse who is registered with the Nursing and Midwifery Board of Australia and authorised to provide nursing services in Defence. The registered nurse may be a Defence member, a Defence Australian Public Service employee or a contractor.

Nurse Practitioner means an individual who is registered as a nurse practitioner with the Nursing and Midwifery Board of Australia and is responsible for providing nursing services within their authorised scope of clinical practice.

Offensive combat duties are duties in a combat environment where ADF-initiated action against enemy combatants, equipment or facilities is expected, including close-quarter combat environments and remote combat environments.

Officer means an appointed Defence member who holds the rank of Midshipman or Officer Cadet, or higher (rank code of O00 to O10).

Officer of Cadets is a person who has volunteered and been accepted by the Chief of the Defence Force as an officer in the Australian Navy Cadets, Australian Army Cadets or Australian Air Force Cadets in accordance with the [Defence Act 1903](#).

Official Passport is the generic term used to refer to ‘diplomatic’, ‘official’, or ‘ordinary’ passports which are issued to Defence personnel (and their families) for official travel at public expense.

On-site screening is a prohibited substances screening test carried out at a point of collection.

Open Tender is where there is an open approach to market inviting submissions for a tender.

Outsourced service provider. Defence has made a decision that the function is to be performed by an external service provider on a long term or permanent basis. It involves skills or expertise that are not required to be maintained by APS or ADF in Defence. Performance of the services is left largely up to the discretion and professional expertise of the provider. Typically, service standards or performance indicators are agreed as part of the contracting process and monitored periodically. The resulting output is produced for Defence as a customer. Remuneration is paid when milestones are reached or a task is completed, or periodically for the provision of ongoing services such as maintenance, cleaning or travel bookings. The provider generally supplies their own equipment and supplies.

Overseas elector refers to an elector who is currently overseas or is proceeding overseas on posting for six years or less.

Over-the-counter medication is a medicine for self-treatment from pharmacies, with selected products also available in supermarkets, health food stores and other retailers. Examples include cough and cold remedies, anti-fungal treatments, sunscreens, non-prescription analgesics such as aspirin and paracetamol.

Parent is any person having parental responsibility or guardianship of a Defence member under 18 years of age, including legal guardians and specified next of kin.

Partner is a recognised person who, regardless of gender, is living in a common household with the member/employee in a bona fide, domestic partnership, although not legally married to the member/employee. A Partner may also include those people who are recognised on the basis that they are in an interdependent same sex partnership or an interdependent partnership where one or both parties do not exclusively identify as male or female.

Pending Prohibited Substance Testing Program screening test result means a screening test that detects the possible presence of prohibited substance(s) or their metabolites in a sample. The term is also used to describe a urine or hair sample that has not been screened onsite but rather sent directly to an accredited laboratory for analysis. The result is referred to as ‘pending’ as it is subject to confirmation by an accredited laboratory.

Period of effect is the period of time a framework document remains extant. Framework documents that reach the end of their period of effect will be cancelled. Framework documents can be assigned a new period of effect by being reviewed.

Permanent Defence Member means a member of the Permanent Navy, the Regular Army or the Permanent Air Force, serving in Service Category (SERCAT) 6 or 7. See also ‘Defence Member’.

Permanent resident refers to an Australian permanent resident as defined under the [Migration Act 1958](#) as a person who is the holder of a permanent visa, which allows the holder to remain in Australia indefinitely. It also refers to a person who is an eligible New Zealand citizen under *subsection 5(2)* of the [Migration Act 1958](#).

Personal information is defined in *Section 6(1)* of the [Privacy Act 1988](#) as:

- a. information or an opinion about an identified individual, or an individual who is reasonably identifiable;
- b. whether the information or opinion is true or not and
- c. whether the information or opinion is recorded in a material form or not.’

Poisons Standard means the current Poisons Standard as defined by *subsection 52A (1)* of the [Therapeutic Goods Act 1989](#).

Policy domain. Means administrative policies that have been grouped together under one accountable officer due to their related content or business function.

Policy owner is a person appointed by an accountable officer to be responsible to that accountable officer for achieving effective policy outcomes for their particular business function and for effectively implementing policies and procedures contained in framework documents.

Political activity means any activity other than voting carried out on behalf of, or in connection with:

- a. elections to any Federal or State Parliament, Territory Legislature or Local Government body
- b. any registered political party, or party intending to register as a political party
- c. any group or organisation seeking to pursue their interests through political means such as lobbying, advocacy, public protest or other media attention.

Positive PSTP test result is confirmation by an accredited laboratory that there is a presence of a prohibited substance at a level above the cut off specified in [Australian/New Zealand Standards 4308:2008](#) or the levels defined by the laboratory in the PSTP test sample provided by a Defence person.

Postal vote refers to a vote cast by post because the voter cannot attend a polling place in their State or Territory.

Prequalified Tender is where there is an approach to the market inviting submissions from all potential suppliers on a:

- a. shortlist of potential suppliers that responded to an initial open approach to market on AusTender
- b. list of potential suppliers selected from a multi-use list established through an open approach to market
- c. list of all potential suppliers that have been granted a specific licence or comply with a legal requirement, where the licence or compliance with the legal requirement is essential to the conduct of the procurement.

Prescribed medication is a medicine that requires a doctor's prescription to buy it, or in the case of Defence pharmacy arrangements are dispensed to a member, or in the case of other authorised health care professionals or authorised Defence health care providers, are supplied to Defence members.

The **presumptions** in the [*Family Law Act 1975*](#) include a presumption arising from a court finding that a person is the child's parent, and a presumption arising from a man executing an instrument under law acknowledging that he is the father of the child.

Problematic drinker is a person who consumes alcohol at levels which may cause short or long term harm and is starting to cause social or professional work problems for themselves and others.

Problematic use of alcohol is the use of alcohol at levels that are associated with short and long term harm that include:

- a. family or social difficulties—for example, relationship, work, financial problems
- b. non-fatal and fatal injuries—for example, as a result of accidents, falls, violence and road trauma
- c. work-related performance issues or problems
- d. mental health problems—for example, anxiety and depression
- e. physical health problems—for example, ranging from nausea and headaches to stomach ulcers, liver or heart disease.

Prohibited List is the document of that name published by the World Anti-Doping Agency, as in force under the World Anti-Doping Code.

Prohibited reason, in relation to discrimination, means a decision on the grounds that a person is rendering, has rendered or might in the future render Defence service.

Prohibited substance for PSTP testing under the [Defence Act 1903](#) is any substance listed in the Chief of the Defence Force (Prohibited Substances) Determination.

Prohibited substance related incident is any event or occurrence precipitated by or associated with prohibited substance use or involvement with prohibited substances that may have an effect on Defence capability, operations, personnel, security, safety, reputation, property, premises, environment, legal and ethical obligations, obligations to youth, and foreign relations.

Prohibited Substance Testing Program (PSTP) screening test is the method used to exclude the presence of a drug or drug class of prohibited substance and to identify if the specimen integrity has been compromised.

Prohibited Substance Testing Program (PSTP) test is a urinalysis, oral fluids test or hair sample test conducted under the authority of the [Defence Act 1903](#).

Protected Person, as it relates to Protection Orders, is a person seeking to be protected by a Protection Order against a respondent(s).

Protection Order (PO) is an order made by a Federal, State or Territory court, or Police Service, for the protection of one person against another. POs may also be called Domestic Violence Orders (DVO), Apprehended Violence Orders (AVO), Apprehended Domestic Violence Orders (ADVO), Apprehended Personnel Violence Orders (APVO), Intervention Orders (IO), Family Violence Intervention Orders (FVIO), Personnel Safety Intervention Orders (PSIO), Violence Restraining Orders (VRO), Misconduct Restraining Orders (MRO), Personnel Protection Orders (PPO), Family Violence Order (FVO), Police Family Violence Orders (PFVO) or other similar terms. A PO includes an interim or provisional order. A PO also includes any voluntary undertakings (for example, to a court or to Police) given by a person which has similar restricting effect to that of a formally imposed PO. Orders can act as a restraint to the future conduct of a person, and standard conditions mandate that a person does not commit domestic violence, or refrains from committing family violence against an aggrieved person. Orders can also include the restriction of a person from contacting, or approaching the aggrieved person, and preventing a person from coming within a specified distance in relation to the victim's home, place of employment, or the school of a child.

Provision is a condition or stipulation formally incorporated in a framework document.

Provisional in relation to appointment, enlistment or promotion indicates that a member must meet a stipulated condition or conditions within a specified time frame or face termination or rank reduction as appropriate.

Reasonable suspicion is where there is a suspicion, based on facts which, objectively seen by a reasonable person, is sufficient to give rise to an apprehension of the suspected matter.

Responsible third party is a person or body other than a parent who owes a duty of care, has supervisory responsibility, or otherwise has a role in protecting the interests or ensuring the welfare of a Defence member under 18. This may include charitable organisations.

Referendum refers to an event in which the Australian people at Federal or State and Territory level vote for or against a law that deals with a specific issue.

Redundancy means that Defence no longer requires the work or job to be performed by anyone because of changes in the requirements of Defence.

Referee sample in relation to a prohibited substances test, is a portion of the original sample which has been decanted or placed into a separate container, sealed at the point of collection, subsequently transported and securely stored at the accredited laboratory for analysis in the event of any disputed result(s).

Rehabilitation is a key component for facilitating the return of a Defence member to full employability in their employment group as soon as is practicable after injury or illness.

Relevant Defence service, as it relates to citizenship, is a Defence member who, in accordance with the [Australian Citizenship Act 2007](#), Section 23, is eligible for Australian citizenship if:

- a. the person has undertaken a total of at least 90 days service in one or more of the Permanent Forces (whether or not that service was continuous); or
- b. the person has undertaken a total of at least 90 days service on which he or she was required for, and attended and was entitled to be paid for, duty in one or more of the Reserves (whether or not that service was continuous); or
- c. the person:
 - (1) was discharged from service undertaken in one of the Permanent Forces or the Reserves as medically unfit for that service
 - (2) became so unfit because of service undertaken in any of the Permanent Forces or the Reserves.

Religion is generally regarded as a set of beliefs and practices, usually involving acknowledgment of a divine or higher being or power, by which individuals and communities order the conduct of their lives both practically and in a moral sense.

Reserve Assistance Program (RAP) is a program that provides Reserve members and their families with professional counselling advice through a contracted service provider.

Reserve Member (Reservist) is a Defence member serving in Service Category (SERCAT) 2, 3, 4 or 5.

Reserve Service Days (RSD) means a day (or part-day) that a member of the Reserves is entitled to and paid a daily rate of salary. The service must be part of their authorised duty commitment.

Resignation means a member who has approval to voluntarily reduce their period of service and cease all form of service with the ADF.

Respondent, as it relates to Protection Orders (PO) or Weapons Prohibition Orders (WPO), is the person named in a PO or WPO whose actions are being restricted or limited. In some States or Territories a respondent may be referred to as the defendant.

Responsible Gambling means the provision of a gambling activity in a way that seeks to minimise harm to Defence personnel and the associated community. This includes being aware of the signs of problem gambling, and intervention and support services available to Defence personnel.

Return of Service Obligation (ROSO) means a period of service that a Defence member must serve as a consequence of receiving specified training, education, experience or undertaking special duties. Also known as a Covered Period of Service.

Safety Critical Area is a work environment assessed as having an increased risk to the physical safety of Defence members or members of the public or where decisions affecting safety or key operational decisions are made.

Sample for the purpose of the Prohibited Substance Testing Program means a portion or aliquot from the specimen, on which the test or assay is actually carried out.

Senior Non-commissioned Officer is an enlisted Defence member of the rank Sergeant (E) or above (rank code of E06 to E10). See also 'Warrant Officer' and 'Service Warrant Officer'.

Sensitive information is defined in *Section 6(1)* of the [Privacy Act 1988](#) as:

- a. 'information or an opinion about an individual's:
 - (1) racial or ethnic origin or
 - (2) political opinions or
 - (3) membership of a political association or
 - (4) religious beliefs or affiliations or
 - (5) philosophical beliefs or
 - (6) membership of a professional or trade association or
 - (7) membership of a trade union or
 - (8) sexual preferences or practices or

- (9) criminal record or
- (10) that is also personal information or
- b. health information about an individual or
- c. genetic information about an individual that is not otherwise health information or
- d. biometric information that is to be used for the purpose of automatic biometric verification or biometric identification or
- e. biometric templates'.

Separation is an omnibus term that can mean either termination or resignation. It may also be used within a specific context such as transfer from the Permanent Force to the Reserves or another Service—that is, Permanent Force separation, transfer within a category of the Reserves—that is, category separation rate or a transfer from an employment category—that is, employment category separation rate.

Service Category (SERCAT) groups members into like service arrangements that share mutual obligations and conditions of service. All members are categorised in a single SERCAT at all times, and a SERCAT may be combined with a Service Option (SERVOP).

Service Chief means the Chief of Navy, the Chief of Army, the Chief of Air Force.

Service land means land (including buildings or other structures) used or occupied by:

- a. the ADF
- b. an allied force or an institution of the ADF or of an allied force
- c. Service land does not include a Service Residence.

Service obligations are used to collectively refer to either a ROSO or an IMPS.

Service Option (SERVOP) provides the Services with the means of grouping members who provide capabilities where differentiated arrangements are required. These differentiated arrangements could include entry standards, skill sets, remuneration, duty patterns or any other conditions that may be approved by a Service Chief, in addition to those invoked by the SERCAT. A SERVOP may be applicable to more than one SERCAT and must not be used in isolation of a SERCAT.

Service property means a vessel, vehicle, aircraft, land (including buildings or other structures) used or occupied by:

- a. The ADF
- b. an allied force or an institution of the ADF or of an allied force

- c. Service property does not include an ADF Service Residence.

Services means the three arms within the ADF—Australian Navy, Australian Army and Australian Air Force.

Service Residence mean living accommodation situated within a Defence establishment or under the management of Defence Housing Authority and provide for the exclusive residential use of a Defence member or a Defence member and their family.

Service Spectrum comprises of full-time and a range of part-time service arrangements across the Permanent and Reserve components, as well as APS in direct support of ADF operations. The service arrangements are described in terms of SERCATs and SERVOPs.

Service Spectrum Options Generator (SSOG) is a tri-Service decision support tool designed to allow workforce managers to identify options for filling positions in order to meet their Service's capability needs.

Service Warrant Officers

- a. **Navy.** The Warrant Officer of the Navy (WO-N) is a Service Warrant Officer, E10, and a member of the Permanent Force (Royal Australian Navy). Generically, the Warrant Officer of the Navy is an enlisted member and a Warrant Officer where the term Warrant Officer is taken to include the Warrant Officer of the Navy (E10) and Warrant Officers (E09). For the purposes of policy and unless there is specific policy for a Service Warrant Officer, WO-N should be considered a Warrant Officer or enlisted member as appropriate.
- b. **Army.** The Regimental Sergeant Major of the Army (RSM-A) is a Service Warrant Officer, E10, and a member of the Permanent Force (Australian Regular Army). Generically, RSM-A is an enlisted member and a Warrant Officer where the term Warrant Officer is taken to include the Regimental Sergeant Major of the Army (E10), Warrant Officer Class 1 (E09) and Warrant Officer Class 2 (E08). For the purposes of policy and unless there is specific policy for a Service Warrant Officer, RSM-A should be considered a Warrant Officer, a Warrant Officer Class 1, or enlisted member as appropriate.
- c. **Air Force.** The Warrant Officer of the Air Force (WOFF-AF) is a Service Warrant Officer, E10, and a member of the Permanent Air Force. Generically, WOFF-AF is an enlisted member and a Warrant Officer where the term Warrant Officer is taken to include the WOFF-AF (E10) and Warrant Officers (E09). For the purposes of policy and unless there is specific policy for a Service Warrant Officer, WOFF-AF should simply be considered a Warrant Officer.

Short-term harm, as it relates to alcohol policy, means the risk or occurrence of alcohol related injury as a result of drinking more than four standard drinks on any single occasion.

Social harm means harm resulting from violence, vandalism, public disorder, family and other interpersonal problems, financial problems and educational difficulties.

Sponsoring Authority is the commander or manager responsible for both the request for a publicly funded passport and the confirmation of the identity of the applicant and their employment with Defence.

Spouse has the same meaning as Partner.

Stands in the position of has been used in the definitions of closest living relative and immediate family member to acknowledge that Defence members may have kin-like relationships representative of the parent-child/child-parent style relationship with an individual who may not necessarily be related to that person.

Specimen is a biological medium authorised by the CDF collected from the test member under authorisation of [Form AD 400](#).

Sport is an activity that involves physical exertion and skill that is governed by a set of rules or customs in a structured, competitive environment, where participants are provided with a team and/or personal challenge.

Substantive rank is the rank to which a member is appointed, enlisted, or promoted pursuant to *subsections 12(1)(a), 12(1)(b) and 13(1)(a)* of the [Defence Regulation 2016](#). As such, the granting of honorary rank (*Sections 31 and 32 of the Regulation*) or a direction to act at a higher rank (*subsection 13(1)(b)*) does not alter a member's substantive rank.

Supervisor means Defence personnel or contractors who have direct or line supervisory responsibilities for Defence personnel.

Standby Reserve (SERCAT 2) means a part of the Reserves comprising of Defence members who do not render service and have no service obligation except for call out.

Termination of service usually means the involuntary end of a period of service which has the effect of ending all forms of ADF service.

Test member means a Defence person who is to provide or has provided a sample to be assessed for the presence of prohibited substances or prohibited substance metabolites.

Testing year for the purpose of the ADF prohibited Substance Testing Program means the financial year.

Trained force comprises Defence members who have completed their initial recruit/officer training and initial employment training and are required to be ready in accordance with their respective single-Service individual readiness requirements.

Tri-Service PSTP Coordinator is the appointment, within the Directorate of Military Personnel Policy (DMPP), responsible for all PSTP policy issues relating to the ADF.

Total Workforce System (TWS) means the tri-Service people management framework made up of several component parts including a structure, systems, and service offer. The structural component known as the Service Spectrum is at the core of the TWS.

TWS Component means those elements that support the TWS in operation. They include ForceNet (and enabling technologies), Transfer, Career Management and the Defence Employment Offer.

Urinalysis Program (UP) is a Navy program where periodic Prohibited Substance Testing is carried out on Defence personnel who have previously been involved with prohibited substance use but have been retained in Defence.

Use of prohibited substances is when a Defence person administers, or causes, or permits a prohibited substance to be administered.

Vessel means any RAN vessel or boat belonging to the Commonwealth of Australia.

Vessel under way means that a vessel is not at anchor, or made fast to the shore or aground.

Visa is official approval for entry into the country concerned and for a period and purpose subject to the conditions detailed in the visa.

Voluntary Unpaid Attendance (VUA) means approved attendance by a Reservist on an unpaid basis at an activity that does not directly contribute to ADF capability or objectives, and does not count as effective service.

Voluntary Unpaid Duty (VUD) means approved duty performed by a Reservist on an unpaid basis that may count as effective service.

Vulnerability, as it relates to youth policy, is a young person's susceptibility to injury or attack, due to an inability to appreciate risk. Such injuries or attacks may take many forms, from physical to emotional and psychological. Vulnerability of Defence members under 18 may be related to the following factors:

- a. Age—in general terms, the level of vulnerability reduces as age increases, with a Defence member under 18 representing the highest level of vulnerability.
- b. Gender—a level of vulnerability will exist when the relative proportion of one gender within a group is significantly less than the other.
- c. Life experience—life experience informs an individual's ability to manage undesirable or potentially threatening situations. School leavers can generally have limited life experience and therefore have a higher level of vulnerability.
- d. Rank—in general terms, the level of vulnerability reduces as rank increases.

Warrant Officer is an enlisted member of the rank of Warrant Officer and rank code E09 and E10 in each of the Services and includes 'Service Warrant Officer'. In Army, the term Warrant Officer also includes Warrant Officer Class 2 (E08).

Weapon means an offensive or defensive instrument of combat used to destroy, injure, defeat or threaten persons and includes a firearm, bomb, explosives or other dangerous goods.

Weapons Prohibition Order (WPO) means an order issued by a State or Territory Court or Police Force that limits or restrains access to, possession or use of a weapon and includes cancellation, suspension or refusal of a weapon licence, permit, registration, or any similar authorisation, or orders the confiscation or disposal of a weapon. A WPO may include orders issued under Commonwealth legislation such as the *Family Law Act 1975*. A WPO may also be known as a Firearms Prohibition Order.

Workplace Disability Report (WDR). The WDR is a statement by a Commanding Officer concerning a Defence member who is undergoing a MECRB. The WDR provides comment on the ability of the Defence member to perform their duties and provides recommendations in regard to future employment of the Defence member. For Defence members employed in non-Service programs the member's Director or equivalent should complete the WDR.

Workforce Financial Decision Support Tool (WFDST) is a tool that provides an understanding of relative financial impact associated with implementing different workforce options identified by using the Service Spectrum Options Generator (SSOG).

Youth inappropriate materials refers to restricted or extra sale control materials, including, but not limited to, internet, literature, CDs, videos, posters and computer games. Items that contain content that is not appropriate for young people under the age of 18 and/or items which contain content which is illegal to provide or sell to young people under the age of 18.