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AIR FORCE PERSONNEL STANDING INSTRUCTIONS

CHAPTER 1 – PRELIMINARY MATTERS

INTRODUCTION

1.1 The Air Force Personnel Standing Instructions (AFPSIs) define and describe the Air Force structure and workforce characteristics and detail the policy, processes and principles applicable to:

- a. managing the Air Force establishment
- b. sponsorship and management of Air Force employment categories (ECs)
- c. persons seeking enlistment as an airman/airwoman or appointment as an officer in the Royal Australian Air Force (RAAF)
- d. the transfer of members serving in the Navy or Army to the RAAF
- e. the career management of officers and enlisted members in both the Permanent Air Force (PAF) and the Air Force Reserve (AFR) components of the.

1.2 These instructions replace a significant number of outdated Defence Instructions (formerly known as Defence Instructions – Air Force) and will serve as the primary source document for Air Force personnel policy as a subset of overarching ADF personnel policy.

Scope

1.3 Except where specified otherwise, these instructions are equally applicable to both the PAF and the AFR. Differences between the management of the PAF and AFR will be detailed. In some cases, the differences will be dealt with under separate headings for the PAF and the AFR. In other cases, for ease of reading, sections or paragraphs will be prefixed to show applicability to PAF or AFR as follows:

- a. PAF – (P)
- b. AFR – (R).

Policy statement

1.4 Air Force is committed to ensuring that Air Force members have an appreciation of the policies that guide both workforce management and career management as it affects them and their subordinates. This knowledge enables members to maximise their potential to achieve their goals within directed capability requirements and constraints and consistent with concurrent commitments to the equitable management of other Air Force members.

1.5 **Privacy.** Air Force is committed to protecting the privacy of members and is subject to the Privacy Act 1988 and the Australian Privacy Principles (APP) contained in the Privacy Act 1988.

1.6 The collection and use of personal information by Personnel Branch – Air Force (PERSBR-AF) is governed by the comprehensive guidance provided in [MILPERSMAN Part 1, Chapter 4—MILPERSMAN Privacy Statement](#) and more specifically, the Privacy Statement therein. On occasions, the purposes for which information is collected may be further limited by the privacy statement included on an application form.

1.7 **Compliance.** The AFPSIs provide policy guidance reflective of CAF's intent. Defence personnel are expected to comply with the policy in the AFPSIs unless the particular circumstances warrant departure from these provisions. When considering a departure from the guidance provided within the AFPSIs CAF expects Defence personnel to:

- a. consider whether a proposed departure from the provisions is reasonable and justified in the circumstances and will produce the same or a better outcome for the Air Force
- b. consult their supervisor, wherever practical about a proposed departure - a properly informed decision may involve consulting relevant authorities within PERSBR-AF
- c. be responsible and accountable for the consequences of departing from, or not adhering to a policy within the AFPSIs.

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1.8 When making decisions, irrespective of whether or not they align with CAF intent expressed in the AFPSIs, Defence personnel must also ensure they have the requisite authority to make the decision.

Sponsorship and authorisation

1.9 All chapters are sponsored by the Director General Personnel – Air Force (DGPERS-AF).

1.10 DGPERS-AF is authorised to approve, create and amend all chapters of the AFPSIs, other than Chapter 1. The authority for approval of this chapter is retained by CAF with the exception that DGPERS-AF may approve amendments to the annexures.

Governance framework

1.11 **Superordinate policy.** The AFPSIs expand upon superior policy requirements and decision making criteria derived from relevant Acts, Regulations, Determinations, Defence Instructions and both the Pay and Conditions Manual ([PACMAN](#)) and the Military Personnel Manual ([MILPERSMAN](#)).

1.12 Where inconsistency arises, the guidance provided by the AFPSIs is subordinate to the instruments described in paragraph 1.11.

1.13 **Decision making.** The practice of devolving decision making powers to specified authorities establishes a framework within which appropriately qualified and experienced appointment holders can make decisions in an efficient manner. The authority to make decisions concerning matters detailed in this instruction has been formally delegated and authorised by the CDF and CAF via the following primary instruments¹:

- a. [Defence Act 1903 \(DA-03\) – CDF Delegations](#)
- b. [Defence Regulation 2016 \(DR-16\) – CDF Delegations](#)
- c. [CAF Command Authorisations Instrument – Personnel Related Decision Making Functions.](#)

Review dates

1.14 The AFPSI will be reviewed and updated as Air Force requirements change and policies evolve.

Policy advice and proposed amendments

1.15 Where a member requires policy clarification they should contact the sponsor of the relevant chapter through their administrative staff in the first instance.

1.16 Where the reader identifies an inconsistency with a superordinate policy or believes that an amendment is necessary, they should contact the Directorate of Personnel Policy – Air Force (DPERSPOL-AF) within PERSBR-AF through their unit administrative staff.

Definitions and acronyms

1.17 Terms and acronyms used throughout the AFPSIs are provided at Annexes [B](#) and [C](#) of this Chapter respectively.

¹ Instruments of delegation for Acts governing peripheral personnel decision making processes (eg. DHOAS, MSBS RB, MRCA and SRCA) may be found on the [DPERSPOL-AF section of the PERSBR-AF intranet site.](#)

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ROLES AND RESPONSIBILITIES

1.18 The following appointment holders have roles and responsibilities in relation to the content of the AFPSIs as broadly described below:

- a. **Director General Personnel – Air Force (DGPERS-AF).** DGPERS-AF is the content authority and retains overall responsibility for ensuring the relevance and accuracy of the AFPSIs and continuing alignment with superordinate policy and legislation.
- b. **Director Personnel Policy – Air Force (DPERSPOL-AF).** DPERSPOL-AF is responsible for the ongoing management of the AFPSIs and for advising DGPERS-AF, DCAF and CAF on the policies contained herein with the exception of Chapters three and four.
- c. **Director Workforce Plans – Air Force (DWP-AF).** DWP-AF is responsible to DGPERS-AF and CAF for determining the structure of the Air Force and developing recruiting, transfer, and promotion targets to support both current and future capability requirements defined by the structure of the Air Force. DWP-AF is responsible for advising DGPERS-AF, DCAF and CAF on the policies contained in Chapters three and four.

FURTHER ADVICE

1.19 General enquiries should be directed to local administrative staff in the first instance. Enquiries unable to be resolved by local administrative staff should be directed to the appropriate functional area within PERSBR-AF listed within the relevant chapter (eg promotions section within DP-AF for promotion matters).

1.20 Comments or suggestions regarding the content of this Instruction are to be referred to the DPERSPOL-AF.

1.21 Contact details are available via the [PERSBR-AF intranet site](#).

Annexes:

- A. AFPSI Structure
- B. Definitions
- C. Acronyms

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ANNEX 1A – AFPSI STRUCTURE

1. Excepting Chapter 1 – Preliminary matters, the AFPSIs are structured as follows.
2. **Chapter 2: Air Force Structure and Workforce Characteristics.** This Chapter describes the structure (subordinate parts) of the Air Force as defined within the [Defence Act 1903 \(DA-03\)](#) and where it fits within the broader structure of the ADF. This Chapter also provides an overview of the range of characteristics that can be used to group, or describe, Air Force members. It does not detail the functional command structure as represented by the authorised establishment (See Chapter 3—*Establishment Management and Organisation Changes*).
Replaces aspects of DIs (AF) ADMIN 4-1 and 4-6.
3. **Chapter 3: Establishment Management and Organisation Changes.** This Chapter explains the processes and decision making authorities that underpin changes to the Air Force command structure, organisational entities at all levels (eg. wings, units, flights), and individual positions (including their assigned rank and employment category).
Replaces DI (AF) ADMIN 4-5.
4. **Chapter 4: Capability Management of Air Force Employment Categories.** This Chapter explains the role performed by Workforce Capability Advisors and how they support current and future capability decisions.
Replaces DI (AF) ADMIN 4-8.
5. **Chapter 5: Joining the Air Force.**¹ This Chapter outlines the policy, processes and conditions applicable to persons entering the PAF or AFR and includes:
 - a. initial appointment (officers) or enlistment (airmen) in the Air Force including 'lateral recruits' from foreign military forces
 - b. the re-appointment or re-enlistment of former Air Force members (ie. following termination of service)
 - c. Service transfers from the Navy or ArmyReplaces DIs (AF) PERS 1-3, 2-1, 2-5, and 33-12.
6. **Chapter 6: Periods of Service and Service Obligations.** This Chapter details how periods of service and service obligations (both PAF and AFR) interact and impact upon a member's service commitment.
Replaces DIs (AF) PERS 1-6 and 7-10.
7. **Chapter 7: Individual Readiness Requirements.** This Chapter details Individual Readiness requirements applicable to Air Force members and links directly to the Air Force Physical Training and Testing Manual in relation to specific requirements associated with physical fitness testing.
Replaces DI (AF) OPS 4-8 and various amending CAF Directives.
8. **Chapter 8: Postings, Selections, Deployments and Attachments.**² This Chapter details the policy and administrative procedures governing the posting, attachment and temporary duty of Air Force members.
Replaces DIs (AF) PERS 3-1, 3-7, 3-9, 3-11, 3-12, and 3-16.

¹ This Chapter does not address transfers from the AFR to the PAF or from Service Category (SERCAT) 2 (inactive Reserve) to an 'active' SERCAT because these members are already part of the Air Force (See Chapter 14—*Voluntary Alteration of Service Commitment*).

² This Chapter does not address circumstances where a member is removed from post (Chapter 17—*Management of sub-standard performance and conduct* refers). Within the AFR, there is considerable overlap between with AFPSI Chapter 14 as every SERCAT transfer within the AFR is accompanied by a posting because each position has an assigned SERCAT.

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9. **Chapter 9: Performance Appraisal.** This Chapter describes the personnel performance system use to appraise Air Force members. This Chapter also details where Air Force supervisors can source information concerning the appraisal of members of the Navy, Army and APS.

Replaces DI (AF) PERS 4-29 and DGPERS-AF Directive 3/2015.

10. **Chapter 10: Air Force Promotion System.**³ This Chapter describes the policies underpinning the Air Force promotion system (PAF and AFR). This Chapter does not precisely detail the manner in which promotion boards are conducted; this will be described on the [Promotion section of the PERSBR-AF \(DP-AF\) intranet site](#).

DIs (AF) PERS 5-1, 5-4, and 5-9.

11. **Chapter 11: Talent Management.** This Chapter provides an overview of the Air Force talent management framework including the inputs that inform the assessment of potential and the measures that may subsequently be implemented to help realise recognised potential.

12. **Chapter 12: Skill Grade Progression.** This Chapter details the policy and processes applicable to Air Force members in terms of determining their salary on entering the Air Force and at subsequent points through their career such as when they complete their initial military and employment training (IMT and IET respectively) and enter the trained force.

Replaces (DI) AF PERS 5-5.

13. **Chapter 13: Voluntary Change of Employment Category.**⁴ This Chapter describes the policy, processes and conditions applicable where a member voluntarily changes their primary role:

- a. by transferring between musterings (airmen) and specialisations (officers)
- b. via promotion from an airmen rank to an officer rank
- c. via reduction from an officer rank to an airman rank.

Replaces DIs (AF) PERS 1-7, 5-7, 5-11, 5-12 and 3-17.

14. This Chapter also provides details regarding the Civil Schooling Scheme (CSS) and the Airman Access to the Academy Scheme (AAS) which are principally intended to enable tertiary studies to support in-service career changes.

Chapter 14: Voluntary Alteration of Service Commitment.⁵ This Chapter describes the policy, processes and conditions applicable where a member voluntarily alters their service commitment to the Air Force by:

- a. transferring between the PAF and the AFR
- b. transferring between SERCATs within the PAF or within the AFR
- c. commencing a period of CFTS within the AFR (SERVOP C)
- d. transferring from the Air Force to the Navy or Army
- e. terminating their service in the PAF or AFR as a consequence of bring forward the end of their period of service

Replaces DIs (AF) PERS 7-1, 7-2 and 7-3.

15. The focus of this Chapter differs from those explored in Chapter 13—*Voluntary Change of Employment Category* in that these actions represent a recognised reduction or increase in the member's accepted obligation to the Air Force and requisite employment expectations. By contrast, AFPSI Chapter 13 explores actions that redefine the primary role which a member performs. On rare occasions, the policies in each chapter may be equally relevant (eg. where an airman transfer from the AFR to the PAF and is simultaneously promoted to an officer rank).

³ Whilst airmen are now promoted to an officer rank rather than appointed, the associated processes and policies are detailed in Chapter 13—*Change of Employment Category*.

⁴ Procedures and policies associated with compulsory transfers and rank reduction are detailed separately in Chapter 17—*Management of sub-standard performance and conduct*.

⁵ Procedures and policies associated with compulsory separation are detailed separately in Chapter 17—*Management of sub-standard performance and conduct*.

[CHAP1](#) [CHAP2](#) [CHAP3](#) [CHAP4](#) [CHAP5](#) [CHAP6](#) [CHAP7](#) [CHAP8](#) [CHAP9](#) [CHAP10](#) [CHAP11](#) [CHAP12](#) [CHAP13](#) [CHAP14](#) [CHAP15](#) [CHAP16](#) [CHAP17](#)

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17. **Chapter 15: Reservist Considerations.** This Chapter provides an overview of, and linkages to, policies, conditions of service and requirements which are specific to the AFR.

Replaces DIs (AF) PERS 24-1, 24-2, 24-3, 24-4, 24-5 and 24-7.

18. **Chapter 16: Capability Directed Separation from the Air Force and Transfers from the PAF.** This Chapter describes the policy associated with compulsory initiated, non-performance based transfers from the PAF to support capability including redundancy, command initiated transfer to the reserves (CITR) in association with the payment of a benefit and compulsory transfer to another service. This Chapter also addresses those circumstances where a member reaches the end of their PoS and they do not seek or are not granted an extension to their PoS.

19. **Chapter 17: Management of Sub-Standard Performance and Conduct.** This Chapter provides an overview of the options available to commanders to manage sub-standard performance and conduct. The first iteration of this Chapter will link into the extant DGPERS-AF Guidance concerning termination, rank reduction, compulsory transfer, denial or delay of promotion and removal from post ([DGPERS-AF Guidelines – Managing and Recording Sub-standard Performance and Conduct](#)).

20. This Chapter also addresses termination or rank reduction where a condition of appointment, enlistment, promotion or a direction to act at higher rank has not been met.

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ANNEX 1B – DEFINITIONS

1. The following definitions are applicable to the AFPSIs.
2. **Active Reserve.** In a legacy sense, the term 'Active Reserve' carries with it the connotations created as one of five categories of the Air Force Reserve (AFR) under the Defence (Personnel) Regulations 2002 which were repealed on 01 Oct 16. Where used now, the term 'Active Reserve' is synonymous with the term 'Operational Reserve' and includes all members assigned to SERCATs 3, 4 and 5.
3. **Activity and Operational Logs.** Members who are attached to another unit for the purposes of undertaking courses, operational deployments, exercises and other miscellaneous activities are normally commanded by the CO of the gaining unit.
4. **Administrative sanction.** The term administrative sanction includes but is not limited to formal warnings and censures.
5. **Aircraftman (AC).** Where used in isolation, the rank of AC as prescribed in Schedule 1 to the [Defence Act 1903 \(DA-03\)](#), should be read to also include aircraftwoman (ACW).
6. **Air Force.** The term 'Air Force' or 'Royal Australian Air Force' encapsulates both the AFR and the PAF.
7. **Air Force Reserve (AFR).** The term 'AFR' encapsulates the entire Reserve component of the Air Force (ie. SERCATs 2, 3, 4 and 5).
8. **AFR Specialist Officer.** For relevant specialisations, a term used to replicate the differentiation previously conveyed by allocation to the 'Specialist Reserve'. In accordance with the extant CAF Determination governing Reserve Service, AFR officers in the following specialisations are considered to be 'AFR Specialist Officers' for the purpose of determining compulsory service requirements (CSRs), ab initio induction training and PMET requirements: Public Affairs, Organisational Psychologist, Chaplain, Legal, Medical, Dental, Nursing, Environmental Health, Laboratory, Pharmacist, Radiographer, Specialist Capability Officer, and all Reservist allied health specialisations (including but not limited to Dietician, Forensic Anthropologist, Human Factors Specialist, Mortuary Manager, Physiotherapist and Psychologist). This definition should not be confused with the term 'Specialist' as used in the ADF PACMAN to differentiate applicable salaries.
9. **Airman and Airmen.** The terms 'airman' and 'airmen' refer collectively to Air Force enlisted men and women (enlisted members).
10. **Appointment.** On entry to the Royal Australian Air Force, persons who are awarded a rank of OFFCDT or higher are appointed as an officer with a specified rank and are issued with a commission authorised by the Governor General. As such, the term appointment essentially refers to the action of a person becoming an officer on entry to the Air Force.
11. Career Management Agencies (CMAs). Air Force CMAs include:
 - a. DP-AF – responsible for the career management of PAF and AFR members of the ranks AC/W to WGCDR inclusive.
 - b. DSOM-AF – responsible for the personnel management of PAF and AFR officers of the rank of GPCAPT and higher.
12. **Attachment.** A member is attached when transferred temporarily between units by an attachment. An attachment temporarily varies the member's duties and in most cases their place of duty (eg. attendance on a military training course or secondment to another unit). Generally, an attachment will also temporarily alter the member's chain of command. Attachments will not exceed six months and are recorded in the Defence One (D1) Activity Log by the authorising authority.
13. **Average Funded Strength (AFS).** The average number of full-time equivalent permanent force members and Reservists on continuous full time service paid over a number of pay periods commencing from the start of a financial year.
14. **Chain of Command.** The term 'chain of command' refers to circumstances where a direct supervisory or direct reporting relationship exists.

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15. **Commander.** For the purposes of the AFPSIs, a 'Commander' is defined as Commanding Officers, Wing Officers Commanding, Directors, Force Element Group Commanders, Branch Heads and other appointment holders who are more senior within the chain of command or supervision.
16. **Commanding Officer (CO).** The term 'commanding officer' means:
- An officer performing the duties and functions of a commanding officer by virtue of an order, instruction or directive issued by, or under the authority of, the Chief of the Defence Force or a Service Chief
 - An officer whose instrument of appointment authorises the officer to exercise that power.
17. **Commission.** On becoming an officer via appointment or promotion, DP-AF will arrange for the Governor General to issue the officer with their Commission with a commencement date that reflects the date of the officer's appointment. The commission is normally countersigned by the Minister for Defence. A commission is a symbolic recognition of the authority vested in an officer.
18. **Commissioning.** The term 'commissioning' is a colloquial reference to the act of promoting an enlisted member to an officer rank. Previously this was achieved by simultaneously terminating a member's service as an airman and appointing them as an officer.
19. **Compulsory EC transfers.** Where members are unable to remain in their current EC, they might be given the option to transfer to another EC in lieu of termination. Where a member is given more than one EC to choose from, this does not alter the fact that the member is being forced from their current EC. Such transfers remain compulsory rather than voluntary.
20. **Compulsory Retirement Age (CRA).** On appointment/enlistment, a member's statutory CRA aligns with that which is specified in section 23 of [Defence Regulation 2016](#). Subsequently, a member's CRA may alter if they are promoted beyond the rank of AVM, if they transfer between the PAF and the AFR, or on application. AFPSI Chapter 6—*Periods of Service and Service Obligations* provides greater detail concerning CRA.
21. **Compulsory service requirement (CSR).**¹ The CSR represents the minimum number of Reserve Service Days (RSDs) that Reservists in SERCATs 4 and 5 are required to undertake in a financial year (01 Jul to 30 Jun) irrespective of their posted position. The term CSR is equivalent to the term 'efficiency days'. Rather than simply defining the minimum number of days considered necessary to maintain proficiency, the CSR is also the minimum number of 'position days' that can be allocated to a SERCAT 4 or 5 position.
22. **Conditional period.** A 'conditional period' is the period following appointment, enlistment, promotion or transfer in which a member is subject to conditions. Conditional periods may be used to observe a member's suitability; that is their appointment, enlistment or promotion for example is probationary. Equally, conditional periods are used to establish a period in which a member must achieve something, complete a course, gain Australian citizenship or secure a specified security clearance.
23. **Continuous Full-time Service (CFTS).** All PAF members render CFTS as a condition of the nature of military service. However, where used in the AFPSIs, the term 'CFTS' typically refers to continuous service rendered by Reservist pursuant to section 26(1)(a) of the [DA-03](#) (formerly section 4J(3) of the Air Force Act 1923 (AFA-23)). Reservists rendering CFTS may also be ascribed the designation Service Option C (SERVOP C). For ease of reference, the term CFTS is used throughout the AFPSIs as the superordinate term. Whilst rendering CFTS Reservist are generally entitled to the same remuneration and conditions of service, and subject to the same obligations, laws, regulations and procedures as PAF members.

¹ CSRs have been formally determined by [CAF Determination-Reserve Training Periods and Compulsory and Voluntary Reserve Service other than on a Continuous Basis](#) pursuant to Section 27 of [Defence Regulation 2016 \(DR-16\)](#) based upon SERCAT and whether or not the member is considered an 'AFR Specialist Officer'.

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24. **Couple.** The term 'couple' where used in the AFPSIs is as defined in [PACMAN, Chapter 1, Part 3, Division 2—Dependents and categorisation](#) and means a member of the PAF and their spouse or partner (Clause 1.3.82 refers). Within this definition, the term 'spouse' means a person who is married to the member in accordance with the Marriage Act 1961 (Clause 1.3.92 refers) and the term 'partner' includes a person who is in a registered relationship prescribed by the law of a State or Territory or a de facto relationship in which the member and their partner live together on a genuine domestic basis (Clause 1.3.88, 1.3.89 and 1.3.90 refer).

25. **Decision maker.** Where used in the AFPSIs, the term 'decision maker' means a person authorised to make decisions:

- a. As an authorised person on behalf of CDF as prescribed in the PACMAN.
- b. As an authorised person on behalf of CAF as prescribed in the CAF Command Power Instrument on Personnel Decision Making.
- c. As a delegate of the CDF as prescribed in relevant delegation instruments issued pursuant to [Defence Regulation 2016](#) and various Acts including but not limited to:
 - (1) [Defence Act 1903](#).
 - (2) MSBS.
 - (3) MRCA.
 - (4) SRCA.
 - (5) VEA.

26. **Defence.** The term 'Defence' means the Department of Defence, ADF and the Defence Materiel Organisation.

27. **Defence civilian.** The term 'defence civilian' as defined in section three of the [Defence Force Discipline Act 1982](#) (DFDA-82) means a person (other than a Defence member) who:

- a. with the authority of an authorised officer as defined in [DFDA-82](#), 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.

28. **Defence employee.** The term 'defence employee' means a person employed in the Department of Defence under section 22 of the Public Service Act 1999 (the Public Service Act).

29. **Defence member.** The term 'Defence member' as defined in section three of [DFDA-82](#) means:

- a. a member of the permanent Navy, the regular Army or the permanent Air Force
- b. a member of the reserves who: is rendering continuous full-time service; or is on duty or in uniform.

Throughout the AFPSIs the term 'Defence member' is shortened for ease of reference to the term 'member'.

30. **Defence personnel.** The term 'defence personnel' means all Defence employees, Defence employees engaged locally overseas, Defence civilians, Defence members and the equivalents from other Defence organisations on exchange to Defence.

31. **Deployable.** The term 'deployable' means a Defence member with the functional capacity to perform the duties of their employment category and the capability of meeting the individual readiness requirements of the individual Service.

32. **Deployment.** The term 'deployment' means warlike or non-warlike service overseas on ADF approved operations by members Force Assigned for duty.

33. **Disciplinary action.** The term 'disciplinary action' includes charges under the [Defence Force Discipline Act 1982](#) (DFDA-82) and civil convictions.

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34. **Effective and Non-effective service.** The terms 'effective' and 'non-effective service' can have quite varied meanings depending upon whether, for example, the term is being used in the context of the impacts upon promotion eligibility, increment advancement, service obligations, DHOAS and the various types of undertakings for further service (UFFS). Consequently, members should carefully read the governing policies for matters important to their circumstances before taking LWOP or commencing a period of service in SERCAT 6 for example.

As a general rule, members can generally assume:

- a. Any period of paid service is 'effective service' (subject to any additional caveats such as those which might apply where member undertakes LSL or MATL at Half Pay).
- b. Any absence without leave, detention or imprisonment is likely to be considered non-effective service.

35. **Employment Category (EC).** The term Employment Category is used to collectively refer to officer specialisations and airmen mustering. On appointment or promotion (officers) or enlistment (airmen) all members are assigned to an EC. A member's EC largely defines how they will be employed, trained, promoted and remunerated. The term EC is sometimes used interchangeably with the term Employment Group.

36. **Employment Profile.** An EP outlines the capability delivered by an EC, and specifies all the parameters essential to the personnel management of the EC (eg. entry standards, remuneration progression, any specialist roles, promotion requirements and so on). The EP lays the foundation for personnel management and training/development decisions across an EC. EPs have replaced Occupational Specifications.

37. **Enlisted member.** The term 'enlisted member' refers collectively to airmen and airwomen up to and including the rank of Warrant Officer and Warrant Officer of the Air Force (and Navy and Army equivalents). Items 13 to 21 of Schedule 1 to [DA-03](#) refers.

38. **Enlistment.** On entry to the Royal Australian Air Force, persons who are awarded a rank of Warrant Officer (WOFF) or lower are enlisted with a specified rank. As such, the term enlistment essentially refers to the action of a person becoming an enlisted member or airman on entry to the Air Force.

39. **External service provider.** The term 'external service provider' means a contractor, consultant and/or professional service provider engaged by Defence.

40. **Fixed Period of Service (FPS).** The term 'FPS' means a finite period of service and means a specified or fixed period of appointment for officers or specified or fixed period of enlistment for enlisted members. On reaching the end of a FPS, unless both the member and the CDF agree to extend the FPS or convert to an Indefinite Period of Service (IPS), the member's service in either the PAF or AFR ends. Where service in the PAF concludes, a member transfers to the AFR unless the CDF directs otherwise.

41. **Flexible Service Determination (FSD).** A FSD, authorised pursuant to section 23 of the [Defence Act 1903 \(DA-03\)](#), enables a member of the PAF to render reduced hours or periods of duty. A member whose duty obligations have been amended via FSD serve in SERCAT 6 and are subject to pro-ration of certain entitlements such as salary and service allowance. Reservists rendering CFTS cannot serve subject to an FSD.

42. **Flexible Work Arrangements (FWA).** FWA vary the manner in which work is delivered through authorisation of work routines that are differentiated from the established work routine of the section, flight, unit, etc. FWA may also involve capacity to work remotely for some or all of the working week potentially in conjunction with differentiated work routine. Importantly, an FWA does not alter the member's work commitment; this can only be achieved, potentially concurrent with an FWA, via authorisation of Flexible Service Determination (FSD) concurrent with transfer to SERCAT 6.

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43. **Immediate Family Member.** An 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 sub-paragraph a. above, whether natural, adopted, ex-nuptial, step or foster
- h. sibling means 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 sub-paragraph a. above of the Defence member or Defence civilian.

44. **Indefinite Period of Service (IPS).** The term 'IPS' means an indefinite period of appointment for officers or an indefinite period of enlistment for enlisted members. An IPS ends on reaching CRA or after a continuous period of five years in the AFR without rendering service. On reaching the end of an IPS, unless both the member and the CDF agree to extend the IPS (often in conjunction with CRA extension) or convert to an FPS, the member's service in either the PAF or AFR ends. Where service in the PAF concludes, a member transfers to the AFR unless the CDF directs otherwise.

44. **Individual Readiness (IR).** The term 'IR' refers to prescribed standard of physical, medical and dental fitness used in conjunction with a member's trade skill, weapons handling ability and availability, to assess a Defence member's suitability to deploy on operations.

45. **Initial Employment Training (IET).** IET provides trainees and members under training with the basic employment category specific skills to enter the trained force. For promotion purposes, the IET for each officer specialisation are as follows:

- a. **ACO** – ACO Initial Course (P207201) and either ACO Air Combat/Combat Air Lift Course (P207210) or Air Battle Manager Basic Course (P110987) or ACO Maritime Patrol Reconnaissance Course (P207219) as applicable to their streaming
- b. **ACO (AE)** – First three weeks of ACO Initial Course (P207201) and AP-3C Sensor Employment Manger Conversion Course (P104069)
- c. **AERO** – Aerospace Engineering Initial Course (P201174) and either Aerospace Engineer Maintenance Course (P201173) or Aerospace Engineer Logistics Course (P209436)
- d. **AFENG** – RAE Regimental Officer Basic Course (P020554)
- e. **ARM** – Aerospace Engineering Initial Course (P201174) and Engineering Armament Specialist Course (P112694)
- f. **CHAP** – ADF Chaplain Initial Course (Modules 1 and 2)
- g. **DENT** – DENTO Initial Course
- h. **ELECTR** – Aerospace Engineering Initial Course (P201174) and either Aerospace Engineer Maintenance Course (P201173) or Aerospace Engineer Logistics Course (P209436)
- i. **ENVH** – Operational Health Support Course (P010145)
- j. **GRDEF** – Graduation from the Royal Military College
- k. **INTEL** – Aerospace Intelligence Officer Basic Course (P101271), Aerospace Operations Intelligence Familiarisation Course P100469), RAAF Intelligence Familiarisation Course (ADFA only-P100467), Introduction to Defence Intelligence (P120378) and Defence Intelligence Research and Analysis Course (P120377)
- l. **JBAC** – ATC Course comprising ATC Initial Course Core Module (P100633) and ATC Initial Course Tower Module (P100635)

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- m. **LAB** – Operational Health Support Course (P010145), Malarial Diagnosis Course (Malaria Workshop-P103049), Parasitology Course (Parasitology Workshop-P103098), Haematology-Morphology Course (RCPA Haematology Workshop-P102740) and Intermediate Immunohaematology Course (Immunohaematology Workshop-P102735)
 - n. **LEGAL** – Legal Training Module 1 (residential course and consolidation tasks)
 - o. **LOG** – LOG Officer Initial Course (P103451)
 - p. **MED** – MO Basic course
 - q. **NURS** – NURSO Initial Course (P103300) or Health Officer Conversion Course Phases 1 (P115831) and 2 (P115832), and Aeromedical Evacuation Course (P010352), and Operational Health Support Course (P010145)
 - r. **OPS** – OPSO Basic Course (P102028)
 - s. **PCO** – Personnel Capability Officer Initial Course (P101208)
 - t. **PHARM** – Junior PHARMO Mentoring Program (Workbook), Operational Health Support Course (P010145), LOG Initial Course (P103451) and Pharmaceutical Integrated Logistic System Course (P106765)
 - u. **PLT** – 2FTS Advanced Pilots Course (P110888)
 - v. **RADIOG** –Operational Health Support Course (P010145) and Graduate Certificate in Image Interpretation (or equivalent)
 - w. **SECPOL** – Royal Australian Corps of Military Police Regimental Officer Basic Course
 - x. **TSO** – TSO Initial Course (102016).
46. **Initial Military Training (IMT)**. IMT is the collective term for initial officer training (IOT) and Recruit training at No 1 Recruit Training Unit (1RTU).
47. **Initial Minimum Period of Service (IMPS)**. An IMPS is an initial obligated period of service (also known as a Covered Period of Service (CPoS) applicable to all entrants to the PAF. The primary difference between an IMPS and an initial FPS is that members are informed in writing about the IMPS that applies to them and they are then obligated to serve until the end of the IMPS to ensure the ADF recovers reasonable value from its investment in the recruitment, initial training and development of its personnel and to provide surety of service.
48. **Initial Officer Training (IOT)**. Reference to IOT should be read to include the Initial Officer's Course (IOC) which is undertaken by PAF officers and AFR members other than AFR Specialist Officers, ADFA Graduation and the Specialist Reserve Induction Course (SRIC) (formerly known as either Specialist Reserve Familiarisation Course) which is undertaken by AFR Specialist Officers.
49. **Junior Officer (JO)**. A JO includes all officers of the rank of OFFCDT, PLTOFF, FLGOFF and Flight Lieutenant. In part, JOs are differentiated from senior officers on the basis that they do not compete for promotion on merit to reach advance to these ranks.
50. **Leading Aircraftman (LAC)**. Where used in isolation, the rank of LAC as prescribed in Schedule 1 to [DA-03](#), should be read to also include Leading Aircraftwoman (LACW).
51. **Member**. The term 'member' has the same meaning as the term 'Defence member' (see above).
52. **Mustering**. A mustering is a functional employment category to which an airman or airwoman is enlisted and which provides the basis on which their Air Force career is managed.
53. **Officer**. The term officer refers to any member of the Air Force who has been appointed to the Air Force in accordance with sub-section 12(1)(a) of [DR-16](#) and any member promoted to an Officer rank from an enlisted rank in accordance with sub-section 13(1)(a) of [DR-16](#). This definition includes Chaplains. The lowest commissioned officer rank is Officer Cadet. Items 1 to 12 of Schedule 1 to [DA-03](#) refer.

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54. **Operational Reserve.** The term 'Operational Reserve' is synonymous with the term 'Active Reserve' and includes all members assigned to SERCATs 3, 4 and 5.

55. **Permanent Air Force (PAF).** The PAF is the permanent component of the Air Force and is made up of SERCATs 6 and 7.

56. **Personnel Development Strategy.** The Personnel Development Strategy (PDS) for an EC is the document suite that includes the EP, the Learning Requirement Specification (LRS) and Training and Assessment Strategy (TAS). The LRS and TAS draw from the approved EP as the foundation document. The LRS outlines the learning requirements based on an analysis of required workplace performance. The TAS provides an outline of the training and development activities implemented to meet the LRS requirements.

57. **Position.** The term position is used collectively to encapsulate both 'established positions' and 'pool positions'. Established and Pool positions are defined as follows:

a. **Established position.** The term 'established position' refers to PAF and AFR positions that represent a known and accepted capability requirement. Established positions have the following characteristics:

- (1) they have an assigned rank, employment category and SERCAT
- (2) they usually have a headcount of one (ie. it is intended that only one person would be posted against the position unless:
 - i. there is an overlap during handover /takeover
 - ii. while one member is absent from the position for an extended period of time)
 - iii. members are formally sharing the role (eg. for PAF members via a SERCAT 6 job-sharing arrangement)
- (3) they are enduring (ie. they will exist for the foreseeable future) or temporary (ie. they have been established with a known cease date)
- (4) within the AFR, they are SERCAT 4 or 5 positions with a specified annual allocation of Reserve Service Days (RSDs).

Established positions may be funded or unfunded. Within the PAF, an unfunded position is one which has been used as an offset to enable a temporary position to be created. Within the AFR, an unfunded position is an established position against which no one has been posted. Positional pre-requisite requirements may also be attached to established positions (eg. successful completion of a specified course in advance of, or shortly after, posting or the requirement to attain a particular level of security clearance).

b. **Pool position.** The term 'pool position' refers to a position that is not defined by employment category, rank or skills and has no maximum head count. Pool positions may be paid or unpaid positions and are:

- (1) used for personnel management and tracking purposes within both the PAF (see also 'DP-AF Pool Positions') and the AFR (SERCATs 2 and 3 only)
- (2) used to facilitate supplementary tasking within SERCAT 3 based upon the allocation of RSDs
- (3) created within training schools for those undergoing Initial Military Training (IMT) and Initial Employment Training (IET).

58. **Position days.** 'Position days' represent the total number of days, including the applicable CSR, allocated to a SERCAT 4 or SERCAT 5 position to deliver a desired capability effect. These allocations are recorded in D1 as described at Annex C of AFPSI Chapter of AFPSI Chapter 3—*Establishment Management and Organisation Changes*.

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59. **Posting.** Every member of the Air Force is posted actually and substantively to formally established positions within Air Force and other programs. In all but exceptional circumstances, members will be posted actually to a position which has defined duties within an organisational framework. In particular circumstances, members may be posted actually to a pool paid position for the personnel management and tracking purposes. Actual and Substantive postings are defined as follows:

- a. **Actual posting.** For the purposes of this Instruction, a member's 'actual' posting defines the member's day to day duties and who the member's Commanding Officer (CO) is for management, administrative and disciplinary purposes.
- b. **Substantive posting.** For the purposes of this Instruction, a member's 'substantive' posting defines primary ownership albeit that the member may not work within that unit on a day to day basis. For example a member who is posted actually and substantively to different units can be recalled for duty within the substantive unit as and when required for operational duties or training.

60. **Promoted rank.** The term 'promoted rank' refers to those who have been promoted to the relevant rank pursuant to sub-section 13(1)(a) of [Defence Regulation 2016 \(DR-16\)](#) (formerly known as substantive rank) as opposed to those who have been directed to act in a higher rank pursuant to sub-section 13(1)(b) of [DR-16](#) (formerly known as temporary rank). The term promoted rank' also includes Chaplains who have been advanced to a higher rank pursuant to section 31 of [DR-16](#) without a limitation on the period of their 'promotion' (ie. where an outcome similar to acting rank is not intended).

61. **Promotion Boards.** Annual Promotion Boards (APBs) are normally conducted from January to April each year, but initial promotion board considerations may begin from the 01 November PPR submission date. For those members who meet the eligibility criteria for promotion, the APBs are responsible for making recommendations regarding their competitiveness for promotion relative to other eligible candidates. In some cases Supplementary Promotion Boards may be held on an 'as required' basis.

62. **Related musterings.** For the purposes of determining rank and promotion seniority as an officer on promotion from an enlisted rank, the related musterings for each specialisation are as follows:

- a. **ACO-AEA** (only if appointed to work in the AE ACO stream)
- b. **AERO-AFITT, ARMFITT, ARMTECH, ASYSTECH, ATECH, ADATECH, ASURFIN, AVFITT, AVTECH, ADAVTECH, AVSYSTECH, ASTFITT, ADASTFITT, ALSFITT, GMEFITT, GMETECH, GSEFITT, GSETECH, and GSEMGR**
- c. **AFENG-CARP, ELECN, GHAND, PLUMBER, PLANTOP, WKSSPVR**
- d. **ARM-AFITT, ARMFITT, ARMTECH, ATECH, AVFITT, AVTECH, ASYSTECH, ADATECH, ASURFIN, ASTFITT, ADASTFITT, and ALSFITT**
- e. **DENT-DENTASST**
- f. **ELECTR- ARMFITT, ARMTECH, AVFITT, AVTECH, ADAVTECH, AVSYSTECH, CEMECH, CEFITT, CETECH, ADCETECH, and CESYSTECH**
- g. **ENVH-EH SURV**
- h. **INTEL-SIGSOP(L), SIGSOP(T), OPINT, SIGINT, GEOINT, and GIA**
- i. **JBAC-CC**
- j. **NURS-MEDASST**
- k. **GRDEF-ADG**
- l. **LAB-LABTECH and MEDASST**
- m. **LOG-CLKSPY, SPLR, MOV, SUP and COOK**
- n. **OPS-LOADM and FLTENG**
- o. **PCO-PCS, EXECWOFF and WOD**

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p. **SECPOL-SECPOL**, AFPOL and AFSEC.

63. On a case by case basis, EXECWOFFs who are appointed as officers may also be considered to be aligned to other specialisations on the basis of skills acquired in the mustering they were a member of prior to becoming an EXECWOFF.

64. **Reserve Service Day (RSD).** RSDs are days that a member of the AFR has been authorised to perform duty and are the method of recording attendance for the purpose of payment of salary and confirming eligibility for promotion, incrementing and a range of entitlements. Reservists are paid by the day or part day in accordance with [PACMAN Chapter 3, Part 1A Clause A.1.5—Salary for Reserve service](#) and, for certain specialisations only, in accordance with [PACMAN Chapter 3, Division 3 Clause B.3.3 – Approved Categories](#). SERCAT 3, 4 and 5 members are allocated RSDs to enable the delivery of capability or undertake periods of training. The number of RSDs allocated to a SERCAT 4 and 5 position is recorded in the position title prefix (Annex C of AFPSI Chapter 3—*Establishment Management and Organisation Changes* refers).

65. **Reservist.** The term 'Reservist' refers to a member of the AFR irrespective of their SERCAT.

66. **Rotational position.** A position that can be filled by any of the three Services. Referred to as a non-dedicated position in D1.

67. **Royal Australian Air Force.** The term 'Royal Australian Air Force' or 'Air Force' encapsulates both the AFR and the PAF.

68. **Return of Service Obligation (ROSO).** The term 'ROSO' is used to define a obligated period of service (also known as a Covered Period of Service (CPoS) attached to a specific posting, course, training event or specified activity. The purpose of a ROSO is to ensure the ADF recovers reasonable value from its investment in the training and development of its personnel and to provide surety of service.

69. **Senior Non-commissioned Officer (SNCO).** The term 'SNCO' means an enlisted member of the rank of Sergeant (E) or above.

70. **Separation.** The term 'separation' where used within the AFPSIs has a different meaning to that used in the MILPERSMAN. Within the AFPSIs, the term 'separation' is synonymous with the cessation of service by way of termination, discharge or dismissal. It does not include those circumstances where PAF members transfer to SERCATs 2, 3, 4 or 5 because a transfer to the AFR merely facilitates continued Air Force service in a different capacity (SERCATs 3, 4 and 5) or readily enables a return to active service from SERCAT 2.

71. **Services.** The term 'service' or 'services' refers to one or more of the three arms of the ADF—Australian Navy, Australian Army and Australian Air Force.

72. **Service Category (SERCAT).** Service Categories are subsets of both the PAF and the AFR. SERCATs differentiate between member obligations and surety of service. Movement between SERCATs is effected by way of posting and / or transfer. Within the PAF, a member's SERCAT is defined by whether they are working on a full time basis (SERCAT 7) or a part-time basis by virtue of a flexible service determination (SERCAT 6). Within the AFR, a member's SERCAT is defined by the nature of designation of their posted position. SERCATs are explained in greater detail in Annex A of AFPSI Chapter 2—*Air Force Structure and Workforce Characteristics*.

73. **Service obligation.** The terms 'Service Obligation' or 'obligated period of service' are used to collectively refer to either an IMPS or a ROSO.

74. **Specialist Officer Career Structure (SOCS) and Specialist Officer Salary Stream (SOSS).** The SOCS specialisations are MED, DENT, LEGAL and CHAP. On becoming a qualified officer within a SOCS, members are remunerated in accordance with the SOSS ([PACMAN Chapter 3, Part 1B, Division 3—Specialist officers](#) refers).

75. **Specialisation.** A specialisation is a functional employment category to which an officer is appointed or promoted and which provides the basis on which their Air Force career is managed.

76. **Substantive posting.** For the purposes of this Instruction, a member's 'substantive' posting defines primary ownership albeit that the member may not work within that unit on a day to day basis. For example a member who is posted actually and substantively to different units can be recalled for duty within the substantive unit as and when required for operational duties or training.

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77. **Supplementary days / funding.** The terms 'supplementary days' and 'supplementary funding' are used to represent the total number of RSDs (other than position days) allocated to a Reservist to deliver a desired capability effect. Supplementary days are primarily allocated to SERCAT 3 members to undertake short term tasks but may also be allocated to SERCAT 4 and 5 members where they are authorised to undertake additional tasks which may be related or unrelated to their posted position.

78. **Task sponsor.** A task sponsor is the person who sponsors a member to undertake a short-term task or project that is funded via RSDs.

79. **Temporary duty.** Temporary duty is where a member is temporarily working in a location other than their normal place of duty, but their Chain of Command is not altered and an attachment is not warranted. Typically temporary duty will not exceed one month (eg. CM base visits for interview proposes or short term duty undertaken to attend conferences). Where warranted, temporary duty may be recorded in the D1 Activity Log by the authorising authority.

80. **Termination.** The term 'termination' refers to any action, compulsory or voluntary, that leads to the complete cessation of all forms of ADF service (see caveats below). It includes but is not limited to:

- a. on reaching the end of a period of service (indefinite—compulsory retirement age or fixed) without an obligation or option to transfer to the Reserves
- b. discharge of enlisted members and termination of officers pursuant to the [DA-03](#)
- c. termination of officers and enlisted members pursuant to sub-section 24(1) of [Defence Regulation 2016 \(DR-16\)](#)²
- d. dismissal under [DFDA-82](#)
- e. the consequence of reaching the end of a period of service (PAF or AFR) where, in the case of PAF members, transfer to the AFR does not occur.³

81. **Tertiary Qualifications (TQs).** For the purposes of determining rank and promotion seniority on promotion, TQ refers to a degree from a tertiary institution. Diplomas, Associate Diplomas or Certificates **are not** recognised tertiary qualifications for rank/seniority on promotion.

82. **Training year.** The Air Force Reserve training year aligns with the financial year (eg. commencing 01 Jul and concluding 30 Jun of the following calendar year).

83. **Transfer.** The term 'transfer' is very broad. Transfer describes the act of moving between arms of the ADF, parts of the Air Force, SERCAT types and /or ECs. Transfers may be compulsory, voluntary or capability driven and they may be authorised pursuant to [DA-03](#), [DR-16](#) or the command power as circumstances require.

84. **Warrant.** On promotion to the rank of Warrant Officer, DP-AF will arrange for the Chief of Air Force issue the member with their Warrant with a commencement date that reflects the date of the member's promotion. A warrant is a symbolic recognition of the authority vested in a warrant officer as a senior airman.

² Notwithstanding the underpinning principle that 'termination' signals the complete cessation of service, termination via redundancy pursuant to sub-section 24(1)(b) of [DR-16](#) actually facilitates a transfer to the AFR pursuant to sub-section 21(3)(b) of [DR-16](#).

³ The end of a period of service may arise on reaching a period of service as originally established (eg. on reaching the end of a FPS or reaching CRA), on failing to render service in the AFR for a period of five continuous years or on being granted approval to bring forward the end of the period of service (analogous to applying to resign (PAF or AFR) or applying to transfer to the AFR (PAF)).

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ANNEX 1C – ACRONYMS

1. The following acronyms are commonly used throughout the AFPSIs.

Air Commander Australia	ACAUST
Air Commodore	AIRCDRE
Air Force Act 1923	AFA-23
Air Force Headquarters	AFHQ
Air Force Organisation Directive	AFOD
Air Force Personnel Standing Instructions	AFPSI
Air Force Reserve	AFR
Air Force Reserves	AFR
Air Force Training Group	AFTG
Air Marshal	AM
Air Vice-Marshal	AVM
Aircraftman	AC
Aircraftwoman ¹	ACW
Airman Access to the Academy Scheme	AAAS
Australian Defence Force	ADF
Australian Defence Force Academy	ADFA
Australian Government Security Vetting Agency	AGSVA
Average Funded Strength	AFS
Career Management Agency	CMA
Civil Schooling Scheme	CSS
Command-Initiated Transfer to the Reserves	CITR
Commander AFTG	CDR AFTG
Commanding Officer	CO
Corporal	CPL
Chief of Air Force	CAF
Chief of the Defence Force	CDF
Defence Act 1903	DA-03
Defence One	D1
Defence Force Discipline Act 1982	DFDA-82
Defence Force Recruiting	DFR
Defence Force Remuneration Tribunal	DFRT
Defence Regulation 2016	DR-16
Defence (Personnel) Regulation 2002	DPR-02
Deputy Chief of Air Force	DCAF
Deputy Director Industrial Relations and Remuneration – Air Force	DDIRR-AF
Deputy Director Selection, Enlistment, Appointment and Transition	DDSEAT
Direct Entry Officer	DEO
Director General Personnel – Air Force	DGPERS-AF
Director / Directorate of Personnel– Air Force	DP-AF
Director / Directorate of Personnel Policy – Air Force	DPERSPOL-AF
Director / Directorate of Workforce Planning – Air Force	DWP-AF
Director / Directorate of Senior Officer Management – Air Force	DSOM-AF
Director Training Systems	DTS
Employment Category	EC
Employment Category Remuneration Review Committee	ECRRC
Employment Profile	EP
Establishment Variation Request	EVR
Expression of Interest	EOI
Fixed Period of Service	FPS
Flight Lieutenant	FLTLT
Flight Sergeant	FSGT
Flying Officer	FLGOFF
Force Element Group	FEG
Graduate Pilot Scheme	GPS
Group Captain	GPCAPT
Half Pay	HP
Headquarters Air Command	HQAC

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High Readiness Reserve	HRR
Indefinite Period of Service	IPS
Junior Officer	JO
Leading Aircraftman	LAC
Leading Aircraftwoman	LACW
Learning Requirement Specification	LRS
Leave Without Pay	LWOP
Leave Without Pay Accompanying a Serving Member	LWOPASM
Leave Without Pay Associated with MATL	LWOPASSMATL
Long Service Leave	LSL
Maternity Leave	MATL
Medical Employment Classification Review Board	MECRB
Military Personnel Manual	MILPERSMAN
Officer Cadet	OFFCDT
Officer Selection Board	OSB
Operational Employment Group	OEG
Organisation Variation Request	OVR
Pay and Conditions Manual	PACMAN
Pay Grade	PG
Period of Service	PoS
Permanent Air Force	PAF
Personnel Branch – Air Force	PERSBR-AF
Personnel Development Strategy	PDS
Personnel Performance Report	PPR
Pilot Officer	PLTOFF
RAAF Active Reserve	RAARAR
RAAF High Readiness Active Reserve	RAAFHRAR
RAAF High Readiness Specialist Reserve	RAAFHRSR
RAAF Specialist Reserve	RAARSR
RAAF Standby Reserve	RAAFStR
Recruiting Liaison Officer – Air Force	RLO-AF
Remuneration Manager	REM MGR
Reserve Service Day	RSD
Royal Australian Air Force	RAAF
Sergeant	SGT
Service Category	SERCAT
Skill Grade	SG
Specialist Officer Career Structure	SOCS
Specialist Officer Salary Stream	SOSS
Squadron Leader	SQNLDR
Supplementary Employment Group	SEG
Tertiary Qualification	TQ
Total Workforce Model	TWM
Training and Assessment Strategy	TAS
Undergraduate Entry Officer	UGRAD
Under Training Workforce	UTW
Unit Training Coordinator	UTC
Warrant Officer	WOFF
Warrant Officer of the Air Force	WOFF-AF
Wing Commander	WGCDR
Workforce Capability Advisor	WCA



AE 731
Revised 21 Sep 20

Chaplain - Consent to Use and Disclose Personal Information

Instructions

Purpose

The purpose of this form is to record member or dependant consent to the use and disclosure of specified personal information by a chaplain to specific individuals, agencies and bodies where the use or disclosure is a beneficent act for the member or dependant and for the purpose of providing holistic care in accordance with [ADF Chaplaincy Manual](#).

Background

Defence recognises that the member or dependant is generally resilient to the variability of life and yet from time to time may struggle with personal issues often brought about by the nature of Military Service. Some of these issues are of an immensely personal nature and necessitate the strictest confidence.

A member or dependant who finds themselves in such circumstances has unrestricted access to ADF Chaplaincy support and care. The member or dependant can be assured that any confession given in the light of standard faith group practice is held in absolute confidence. Outside of the confessional rite, disclosure of criminal activity or threats to self or others will be handled in accordance with Defence policy.

Requirement for consent to use or disclose specific personal information

A Chaplain, in order to support and care for a member or dependant, may need to obtain the member or dependant's consent to collect their personal information, use that information, or disclose it to relevant command and/or service providers, for beneficent purposes.

The consent is voluntary and may be withdrawn at any time. The Chaplain does not make decisions for the member or dependant, but acts in their interests to facilitate the most appropriate outcome. Prior to giving consent, the chaplain must ensure that the member or dependant understands the reasons why the personal information needs to be collected, used or disclosed and to whom or to which agencies it will be provided.

Protection of personal information

Any information collected by the Chaplain will be marked Sensitive: Personal. The information will be stored in accordance with the [Defence Security Manual \(DSM\)](#) and will only be used and disclosed for the purpose for which it was collected, or for which the consent has been provided, subject to any exceptions provided for in the [Privacy Act \(1988\)](#).

This act of consent is only valid when it is completed and signed, detailing who is permitted to receive and/or disclose information and what information they are permitted to receive.

Fields marked with * are mandatory, and must be completed before signing or submission.

Status

I am: *

☒ An ADF member ☐ A dependant ☐ Other

Personal details

Employee ID *	Rank *	Family name *	Given name(s) *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of birth *	Unit *		
<input type="text"/>	<input type="text"/>		
Country *			
<input type="text" value="Australia"/>			
Street address		City or town	
<input type="text"/>		<input type="text"/>	
		State or Territory	Postcode
		<input type="text"/>	<input type="text"/>



Details of Chaplain receiving consent

Rank	Family name *	Given name(s) *
CHAP		

Details of consent being applied

Consent 1

To whom information may be disclosed *	Date consent granted *	Date consent withdrawn

Information which may be used and/or disclosed *

Reason(s) for disclosure

Member's declaration

I consent to the Chaplain collecting, using and/or disclosing my personal information in circumstances, as specified in the details of consent being applied, where:

- the use or disclosure is beneficial for myself and/or my dependant and for the purpose of providing holistic care for the purpose for which consent is given, as described on the instruction section of this form
- the use or disclosure is necessary to enable the Chaplain to obtain an update on the status of matters relating to me

These acts of consent are limited to the facilitation of care and support and do not imply any power or authorisation to make decisions, or to enter into any financial or legally binding contract or transition, on my behalf.

In providing consent, I confirm that I understand the purpose behind the use and/or disclosure of my personal information as described on the instructions page of this form.

I also understand that I may withdraw my consent at any time.

Signature *



Consent to the Disclosure and Use of Specified Personal Information

Instructions for completion

Purpose

The purpose of this form is to record a member's consent to the use and disclosure of specified personal information by the Member Support Coordinator (MSC) to specific individuals, agencies and bodies where the use or disclosure is in the interest of the member and for the purpose of coordinating and providing access to necessary support programs in accordance with [MILPERSMAN, Part 3, Chapter 7](#), Member Support Coordination.

Background

Defence recognises that members who have been wounded on operations, or been seriously injured or diagnosed with a serious illness, may be required to interact with a range of service providers, within and external to Defence, at a time when their ability to do so may be limited.

Members who find themselves in such circumstances may be provided with Command-initiated assistance through the appointment of an MSC in accordance with [MILPERSMAN, Part 3, Chapter 7](#) and single service instructions. The MSC is appointed by the member's Commanding Officer. The MSC is responsible for assisting the member to navigate the various support services/programs and to liaise with relevant service providers, within and external to Defence, on the member's behalf. For example, an injured member may require assistance with making a claim to, or to follow up.

The MSC does not make decisions for the member, but acts in the member's interests to facilitate access to the most appropriate level of support or service.

Requirement for consent to use or disclose personal information

To be able to fulfill their role, MSCs need to collect personal information about the member and obtain the member's consent to use that information, or disclose it to relevant service providers, in order to determine the Member's needs and what services are most appropriate to assist the member. The member's consent to the use or disclosure of the personal information collected is voluntary and may be withdrawn at any time.

Prior to giving consent, the MSC must ensure that the member understands the reasons why the personal information needs to be used or disclosed and to whom or to what organisations it will be provided.

The member should be aware that, if the member does not provide consent to the use and/or disclosure of specified personal information, the MSC may be limited in the level of support and coordination they are able to provide to the member. Further, in the absence of consent, agencies, within and external to Defence, may not be able to discuss the member's circumstances with, or provide information to, the MSC.

Protection of personal information

Any information collected by the MSC will be marked Sensitive: Personal. That information will be stored in accordance with the [Defence Security Principles Framework](#) and will only be used and disclosed for the purpose for which it was collected, as described in this document, or for which the member's consent has been provided, subject to any exceptions contained in the [Privacy Act \(1988\)](#).

The Member Support Coordinator section is mandatory and MUST be completed before you can print or digitally sign this form.

Personal details (To be completed by the member)

Family name	Given names (s)	Rank	Date of birth	Employee ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit	Street address	City or town	State or territory	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Member Support Coordinator *

Member Support Coordinator (MSC) appointed to member in accordance with [MILPERSMAN, Part 3, Chapter 7, Member Support Coordination](#).

Family name	Given name(s)	Rank	Employee ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Consent

1. This act of consent is only valid where it is accompanied by a completed and signed Attachment 1 to this consent form, detailing who is permitted to receive information and what information they are permitted to receive.

I consent to , who has been appointed as my Member Support Coordinator, to use or disclose personal information specified in Column 1 of Attachment 1, for the reason(s) specified in Column 2 of Attachment 1, to the individuals, agencies or bodies listed in Column 3 of Attachment 1, as amended from time to time, where:

- The use or disclosure is necessary to facilitate my access to necessary support and is consistent with the purpose for which consent was provided, as described on the instructions page of this form; or
- The use or disclosure is necessary to enable my MSC to obtain an update on the status of matters relating to me.

2. This act of consent is only valid where it is accompanied by a completed and signed Attachment 2 to this consent form, detailing who is permitted to disclose my personal information, what information they are permitted to disclose and to whom that information may be disclosed.

I consent to the individuals, agencies or bodies listed in Column 1 of Attachment 2 providing personal information specified in Column 2 of Attachment 2, either by way of a use or disclose of that information, to , as a representative of the Department of Defence (including the Australian Defence Force), for the reasons specified in Column 3 of Attachment 2, as amended from time to time, where:

- The use or disclosure is necessary to facilitate my access to necessary support and is consistent with the purpose for which consent was provided, as described on the instructions page of this form; or
- The use or disclosure is necessary to enable my MSC to obtain an update on the status of matters relating to me.

These acts of consent are limited to the facilitation and coordination of support and do not imply any power or authorisation to make decisions, or to enter into any financially or legally binding contract or transaction, on my behalf.

In providing consent, I confirm that I understand the purpose behind the use and disclosure of my personal information, as described on the instructions page of this form. I also understand that I may withdraw my consent at any time.

Printed name	Rank	Employee ID	Date	Signature *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Attachment 1 (Only valid when attached to a completed and signed page 1 of this form.)

I consent to _____, who has been appointed as my Member Support Coordinator, to use and disclose the personal information specified below to the following individuals, agencies or bodies.

[illegible]

Attachment 2 (Only valid when attached to a completed and signed page 1 of this form.)

Member details: , ,

I consent to the individuals, agencies or bodies listed in Column 1 of this Attachment providing the personal information specified in Column 2 of this attachment, either by way of a use or disclosure of that information, to , as a representative of the Department of Defence (including the Australian Defence Force), for the reason(s) specified in Column 3 of this attachment.

Details of the individuals, agencies or bodies authorised to disclose personal information					
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
Printed name of individual, agency or body to whom I consent to the disclosure of specific information	Information which may be used or disclosed	Reasons	Signature	Date of consent	Date consent withdrawn
Department of Veterans' Affairs	Status of claim	To allow MSC to update member		DD MMM YYYY	DD MMM YYYY



AE993
Revised 17 Sep 21

Consent to Use or Disclose Personal, Sensitive and/or Health Information

PMKeys Number *	Rank *	First Name *	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit *			
<input type="text"/>			

Select the type of consent required

- ☒ Welfare Board (WB)
- ☐ Transition Board (TB)
- ☐ Gaining Unit Commanding Officer/Officer Commanding (CO/OC) **OR** Army Personnel Support Unit Commander (APSU COMD) **OR** Unit Welfare Officer/Formation Welfare Officer (UWO/FWO)
- ☐ Remote Welfare Officer (RWO)

The information below must be read before this form is used to obtain an individual's consent.

What is valid consent and how is it obtained?

The Office of the Australian Information Commissioner provides guidance on obtaining valid consent under the [Australian Privacy Principles Guidelines](#) *. In light of the sensitive nature surrounding personal, sensitive and health information, it is best practice to obtain consent for the use and disclosure of this information in writing. For consent to be effective the following four criteria must be met:

- the individual is adequately informed before giving consent
- the individual gives consent voluntarily
- the consent is current and specific, and
- the individual has the capacity to understand and communicate their consent.

An individual must be properly and clearly informed about how their personal information will be handled, so they can decide whether they wish to give their consent. They must be:

- aware of the implications of providing, or withholding, their consent
- aware that they may withdraw their consent at any time
- aware that consent given at a particular time, in particular circumstances, cannot be assumed to endure indefinitely, and
- aware of who will have access to their information and for what specific purpose.

Consent is voluntary if an individual has a genuine opportunity to provide or withhold consent. **Consent is not voluntary where there is duress, coercion or pressure that could overpower the individual's will.** Factors relevant to deciding whether consent is voluntary include:

- what alternatives are open to the individual if they choose not to give their consent
- the seriousness of any consequences if an individual refuses to provide their consent, and
- any adverse consequences that may arise if they withhold their consent.

Once an individual has withdrawn consent, the relevant board or gaining unit can no longer rely on that past consent for any future use, or disclosure of, the individual's personal information. In practice, this means that you should seek an individual's express consent at the time of the use or disclosure, to ensure their consent is current. The individual must be informed of the period for which the consent will be relied upon in the absence of a material change of circumstances.

(* Australian Privacy Principles Guidelines, Privacy Act 1988, Chapter B, Paragraph B.34-B.58)



The names of the attendees at this member's Welfare Board (WB) must be added before the form is sent to the member for their consent. (Click on the '+' button to add more boxes).

Proposed Date of Individual or Unit Welfare Board

	Name	Rank	Title/Role	Consent given
1				

Consent to Disclose Personal, Sensitive and/or Health Information: Welfare Board

1. Before signing this form, ensure that you have read and understood the information regarding the requirements of valid consent highlighted at the start of this form. This section provides information about your rights when asked to provide your written consent.

2. The above named personnel will be attending your next WB and will hear information regarding your current health or mental health status from a Garrison Health Facility clinical representative. Please advise if you consent to this information being disclosed to them by entering Yes or No in the 'Consent given' box next to their names. Any attendees you have not consented to, will not hear information regarding your current health and/or welfare status.

3. I understand that I am to be reviewed at a WB comprising of representatives from my unit and relevant health care professionals.

4. I understand that the Commanding Officer/Officer Commanding (as the WB Chairperson) and the above mentioned Board members, will be informed of the implications of my current medical/psychological/welfare treatment/issue(s) on the performance of my primary duties, general service duties and my ability to deploy. This information will not be released to parties not involved with the management of my case or for any other purpose, that I have not consented to, in writing.

5. I understand that I may elect to authorise the disclosure of my personal, sensitive and/or health information to personnel not in the Defence Health Service but who are legitimately involved in my administrative management e.g. Commanding Officer (CO), Regimental Sergeant Major (RSM), Chief Clerk (CC), Unit Welfare Officer (UWO), Formation Welfare Officer (FWO), Chaplain etc.

6. I understand that I may have my next of kin (NOK) or a representative present during the WB. Any expenses incurred by their attendance at my WB are at my own cost.

☐ I wish to have my NOK or a family representative attending my WB

☐ I do not wish to have my NOK or representative from my family attend my WB.

7. I understand that I may request to be debriefed in person by a member of the WB should I not be in attendance at that time. (NB: Wounded, Injured or Ill (WII) members managed via the Individual Welfare Board (IWB) process are to attend in person where possible. Attendance by members managed via the Unit Welfare Board (UWB) process is as per unit policy.)

☐ I wish to attend the WB in person.

☐ I wish to be debriefed on the WB outcome/s by a member of the board.

☐ I do not wish to be debriefed on the WB outcome/s by a member of the board.

8. I understand that WB documentation is given the Information Management Marker of 'Personal-privacy' therefore the 'need to know' principle will be strictly applied to this information. As explained at the start of this form, I am aware that I am entitled to withhold consent regarding the disclosure of my personal, sensitive and/or health information to personnel at my WB, and that this decision, will not prejudice the outcomes of the WB.

☐ I consent to the disclosure of my current personal, sensitive and/or health information to the members agreed to on this form for the purposes of my WB.

☐ I do not consent to the disclosure of my current personal, sensitive and/or health information to members not consented to at the top of this form. I am aware that withholding my consent to disclose my personal, sensitive and/or health information at the WB will require WB personnel to base their management decisions on my current restrictions, restricted service and the functional and/or occupational impacts of my current situation.

Member's electronic signature

Signature *



PEOPLE PROVISIONS

Title:	People Provision 2 - <i>Disclosure of certain personal information in relation to the Department of Veterans' Affairs and the Commonwealth Superannuation Corporation (PPL2)</i>
Object:	PPL2 is one of the tools necessary to allow Defence to work cooperatively with the Department of Veterans' Affairs and the Commonwealth Superannuation Corporation. This relationship allows care and support to be delivered to current and eligible former Defence members and their families.
Accountable officer:	Chief of Personnel
Policy owner:	Head People Capability
Policy contact:	Director General Veterans' Support
Cancellations:	NIL

PPL2.1 Defence personnel are authorised to disclose personal information held by Defence about a Defence member to the Department of Veterans' Affairs and the Commonwealth Superannuation Corporation in certain circumstances.

PPL2.2 Defence personnel are not authorised to disclose sensitive information to the Department of Veterans' Affairs or the Commonwealth Superannuation Corporation.

PPL2.3 The Military Personnel Policy Manual (MILPERSMAN) contains policy, directions, policies and procedures relating to ADF personnel management. [MILPERSMAN Part 7 Chapter 9](#) - *Disclosure of certain personal information to the Department of Veterans' Affairs and the Commonwealth Superannuation Corporation* contains:

- a. details regarding certain circumstances in which disclosures are authorised in accordance with PPL2
- b. information authorised to be disclosed and mechanisms for, and timings of, disclosures in accordance with PPL2
and
- c. definitions that are specific to PPL2. Directions contained within Part 7, Chapter 9 of the MILPERSMAN are to be read in conjunction with PPL2 as if the directions are part of PPL2.

PPL2.4 Defence personnel who award contracts on behalf of the Commonwealth are not authorised to include in the terms of a contract the requirement to comply with PPL2.

For the purpose of PPL2 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.

CHAPTER 4

MILITARY PERSONNEL POLICY MANUAL PRIVACY NOTICE

INTRODUCTION

4.1 Defence is subject to the [Privacy Act 1988](#) and to the [Australian Privacy Principles \(APP\)](#) contained in the [Privacy Act 1988](#). The APP set out how APP entities should collect, store, use and disclose personal information and how people can access records containing their personal information.

POLICY STATEMENT

4.2 Defence is committed to protecting the privacy of Defence personnel.

DEFINITIONS

4.3 [Military Personnel Policy Manual \(MILPERSMAN\) Part 1, Chapter 3](#)—*Military Personnel Policy Manual Glossary* contains terms and definitions used throughout MILPERSMAN. The following definitions apply to this chapter:

- a. Personal information is defined in subsection 6(1) of the [Privacy Act 1988](#) as:
 - 'information or an opinion about an identified individual, or an individual who is reasonably identifiable:
 - (1) whether the information or opinion is true or not and
 - (2) whether the information or opinion is recorded in a material form or not.'
- b. Sensitive information is defined in *subsection 6(1)* of the [Privacy Act 1988](#) as:
 - (1) 'information or an opinion about an individual's:
 - (a) racial or ethnic origin or
 - (b) political opinions or
 - (c) membership of a political association or
 - (d) religious beliefs or affiliations or
 - (e) philosophical beliefs or
 - (f) membership of a professional or trade association or
 - (g) membership of a trade union or
 - (h) sexual preferences or practices or
 - (i) criminal record or

- (j) that is also personal information or
 - (2) health information about an individual or
 - (3) genetic information about an individual that is not otherwise health information or
 - (4) biometric information that is to be used for the purpose of automatic biometric verification or biometric identification or
 - (5) biometric templates’.
- c. Personal information that is ‘sensitive information’ attracts more stringent requirements for release in accordance with [APP](#) 6.2(a)(i).

SCOPE AND APPLICABILITY OF THIS CHAPTER

4.4 This Privacy statement explains the purpose for which Defence collects personal information about individual Defence members, individuals seeking to join Defence and former members, how the personal information is used and under what circumstances personal information is disclosed. It applies to all personal information provided to or collected by Defence in relation to the policies contained within this manual.

4.5 This Privacy statement does not affect the obligations of confidentiality applicable to Defence health professionals in their management of their patients’ health information.

4.6 This chapter is applicable to all Defence personnel – and where it is a term of their contract - contractors, consultants and outsourced service providers.

PRIVACY STATEMENT

COLLECTION AND USE OF PERSONAL INFORMATION

4.7 Defence collects personal information in relation to MILPERSMAN policies to assist in the recruitment of Defence members and then throughout their careers through to separation, for the purposes of administration, training and career management of Defence members. This information is primarily used for the purpose of management and administration of Defence members under the [Defence Act 1903](#), [Defence Reserve Service \(Protection\) Act 2001](#), [Defence Force Discipline Act 1982 \(DFDA\)](#), [Public Interest Disclosure Act 2014](#), [Defence Housing Act 1987](#), regulations made under those Acts, including the [Defence Regulation 2016](#), and Defence Instructions (General) which are supplemented by relevant policies and Instructions.

4.8 The use of personal information includes, but is not limited to:

- a. career management and operational decision making processes for enlistment and appointment, transfer, postings, exchanges, operations and separations

- b. performance management and selection processes for promotion
- c. training and recognition of prior training
- d. management of warnings, censures and underperformance
- e. administration of certain honours and awards
- f. administration of identity tags, licences, passports, visas and access to weapons
- g. consideration of medical information relating to career management and operational decision processes
- h. workers' compensation claims administration, rehabilitation management and/or case management of injured or ill Defence members pursuant to the [Military Rehabilitation and Compensation Act 2004](#), [Veterans Entitlement Act 1986](#) and [Safety Rehabilitation and Compensation Act 1988](#).

4.9 Defence may also use and disclose the personal information it collects for the purpose of:

- a. initiating and undertaking inquiries in accordance with Defence administrative procedures or the [Defence \(Inquiry\) Regulations 1985](#), into matters associated with or coincidental to, decisions and actions taken or to be undertaken in accordance with the MILPERSMAN
- b. reviewing decisions or actions under [Defence Regulation 2016](#), Part 7—Redress of Grievances
- c. maintaining military discipline under the [DFDA](#)
- d. assessing suitability for security clearances and other requirements of the [Defence Security Principles Framework \(DSPF\)](#)
- e. support to reviews such as the Defence Abuse Response Task Force, Royal Commissions etc.

4.10 Defence may collect personal information about Defence members in relation to policies contained in the MILPERSMAN over the telephone, from information provided by the Defence member on forms, via correspondence (whether by letter, fax or email), electronic means or in person. Defence also collects personal information about individuals from the member's chain of command and line management. There may be occasions when Defence seeks relevant personal information from a third party, for example:

- a. other Government agencies (including Federal, State and Territory Agencies) including law enforcement agencies and
- b. medical practitioners, hospitals or other health service providers.

DISCLOSURE OF PERSONAL INFORMATION

4.11 When appropriate, Defence may disclose personal information collected in connection with a decision made or action taken in relation to MILPERSMAN policies to:

- a. [Department of Veterans' Affairs](#)
- b. [Commonwealth Superannuation Corporation](#)
- c. [Department of Foreign Affairs and Trade](#)
- d. [Department of Home Affairs](#)
- e. [Defence Reserve Association](#)
- f. [Defence Housing Australia](#)
- g. contracted relocation service providers
- h. contracted training providers, or
- i. contracted recruiting agencies.

4.12 Where Defence engages contractors, consultants or outsourced service providers in support of administrative or personnel functions such as training, recruiting or removals, they may use the personal information relevant to the issue to provide the contracted service.

4.13 Access to personal information is restricted to personnel who have a need to access the information for purposes which are reasonably necessary for, or directly related to, Defence's functions or activities.

4.14 **Disclosures overseas.** Defence may be required to disclose a Defence member's personal information to foreign government departments and recipients outside of Australia for the purpose of facilitating overseas postings, exchanges, deployments and operational exercises and visits.

STORAGE OF PERSONAL INFORMATION

4.15 Where Defence collects personal information in connection with MILPERSMAN policies, it may store the personal information as hardcopy documents or as electronic data, including data that is stored on virtual servers (also known as Cloud storage).

4.16 Defence protects personal information in accordance with policy laid out in the [DSPF](#) in order to protect it against loss, unauthorised access, use and disclosure, modification and misuse. Protective measures include password protections, access privileges, secured cabinets/containers and physical access restrictions.

4.17 Defence regularly conducts system audits and staff training to ensure that it adheres to its established protective and information security practices.

CONSEQUENCES FOR THE NON-PROVISION OF PERSONAL INFORMATION

4.18 If all relevant personal information is not provided when requested for the purpose of making a decision or taking an action in accordance with the MILPERSMAN, Defence may not be able to accurately assess the circumstances in order to make the best decision available. This may adversely affect the member's career, safety and the safety of others, financial and non-financial conditions of service and Defence's operational capability.

4.19 Providing false or misleading information may also result in administrative, disciplinary or criminal action being taken.

ACCESS AND SEEKING CORRECTION OF YOUR PERSONAL INFORMATION

4.20 Everyone has a right to request access, or seek correction to, their personal information (including that personal information collected in connection with MILPERSMAN policies) held by Defence that relates to them.

4.21 The [Defence Privacy Policy](#) provides the following:

- a. information about how a Defence member can obtain personal information held by Defence
- b. how that information can be accessed or corrected; and
- c. how to submit a complaint if the Defence member is of the view that their privacy has been breached.

RELATED MANUAL CHAPTERS

4.22 [MILPERSMAN Part 7, Chapter 9](#)—*Disclosure of Certain Personal Information to the Department of Veterans' Affairs and Commonwealth Superannuation Corporation*

RELATED LEGISLATION AND PUBLICATIONS

[Privacy Act 1988](#)

[Public Interest Disclosure Act 2014](#)

[Australian Privacy Principles](#)

[Defence Privacy Policy](#)

Defence Health Manual, Volume 1, [Part 3, Chapter 1](#)—*Privacy of Health Information in Defence*

Sponsor: ASPPEC (DMPP)

CHAPTER 9

DISCLOSURE OF CERTAIN PERSONAL INFORMATION IN RELATION TO THE DEPARTMENT OF VETERANS' AFFAIRS AND THE COMMONWEALTH SUPERANNUATION CORPORATION

INTRODUCTION

9.1 This Chapter details the personal information that Defence personnel are authorised to disclose to the Department of Veterans' Affairs (DVA) and the Commonwealth Superannuation Corporation (CSC) under [Defence Instruction Administrative Policy \(DI ADMINPOL\) Annex J, PPL2](#)—*Disclosure of certain personal information in relation to the Department of Veterans' Affairs and the Commonwealth Superannuation Corporation*.

9.2 This Chapter deals only with the disclosure of information to DVA and CSC in accordance with [DI ADMINPOL Annex J, PPL2](#)—*Disclosure of certain personal information in relation to the Department of Veterans' Affairs and the Commonwealth Superannuation Corporation*. It does not affect the disclosure of information to DVA through other existing means, such as disclosure with the consent of the relevant ADF member or disclosures made pursuant to a notice to produce under relevant legislation.

9.3 Defence and DVA work cooperatively to deliver care and support to current and eligible former ADF members and their families. Defence has the lead in caring for and supporting current ADF members while DVA has the lead for widows/widowers, dependants and wounded, injured or ill former ADF members.

9.4 Defence maintains a similar relationship with CSC in regards to impairment coverage for current and former ADF members.

9.5 To facilitate early engagement between DVA and CSC and ADF members and to ensure that ADF members and their families are best placed to receive the level of support necessary to ensure their wellbeing, Defence may disclose certain personal information to DVA or CSC to:

- a. assist DVA or CSC in keeping ADF members informed of the services and support that may be available to them and their families during their career and after they:
 - (1) transfer from:
 - (a) Service Category (SERCAT) 6 or 7 to SERCAT 2-5 or
 - (b) Service Option (SERVOP) C, or
 - (2) separate from the ADF;

- b. ensure DVA and, where relevant, CSC are aware of certain trigger events during an ADF member's career where early engagement with an ADF member may be appropriate;
- c. help expedite and, where appropriate, prioritise the consideration of any future claim for compensation or impairment; and
- d. in the case of DVA, to facilitate the:
 - (1) establishment of a direct relationship with a serving ADF member as early as practicable in an ADF member's career; and
 - (2) provision of support, where appropriate.

9.6 The personal information authorised for disclosure to DVA and CSC under this Chapter is personal information Defence has collected for a range of purposes that includes:

- a. the provision of health, rehabilitation and veterans' services to ADF members; and
- b. the management of the welfare of ADF members and their dependants.

9.7 Defence personnel are not authorised to disclose sensitive information as defined in paragraph 9.11c.

9.8 Full details of the personal information collected by Defence, and the purposes of that collection, is contained in the [Defence Privacy Policy](#).

POLICY STATEMENT

9.9 In order to ensure early engagement between ADF members, DVA and, where relevant, CSC, Defence is committed to ensuring that:

- a. DVA is made aware of all ADF members who:
 - (1) enlist in or are appointed to the Royal Australian Navy, Australian Army or the Royal Australian Air Force on or after 01 January 2016
 - (2) are involved in a serious incident
 - (3) have been given notice of a proposal to terminate their service (termination notice)¹ on either medical grounds or for any reason that involves the use of prohibited substances

¹ In this Chapter, 'termination notice' refers to either (a) a notice issued pursuant to s 24(1) of *Defence Regulation 2016* to terminate a member's service where the member is medically unfit for service or that retention of the member's service is not in the interests of the Defence Force; or (b) a notice of a positive test result pursuant to s 100 of the *Defence Act 1903* which invites the member to provide a written statement why they should not be discharged.

- (4) have been given an involuntary termination decision where the misuse of alcohol was a significant contributing factor
 - (5) transfer from:
 - (a) SERCAT 6 or 7 to SERCAT 2-5, or
 - (b) SERVOP C
 - (6) separate from the ADF, or
 - (7) render service which attracts eligibility as qualifying service as defined in the [Veterans' Entitlements Act 1986](#).
- b. CSC is made aware of all ADF members who:
- (1) have been given a termination notice on medical grounds or for any reason that involves the use of prohibited substances or
 - (2) have been given an involuntary termination decision where the misuse of alcohol was a significant contributing factor.

SCOPE

9.10 This Chapter sets out Defence's policy regarding the disclosure of certain personal information to DVA and, where relevant, CSC. This Chapter applies to all Defence personnel.

DEFINITIONS

9.11 Common definitions used in this policy can be found in [Military Personnel Policy Manual \(MILPERSMAN\) Part 1, Chapter 3](#)—*Military Personnel Policy Manual Glossary*. The following specific definitions apply to this Chapter:

- a. **Prohibited Substance(s).** Has the same meaning as in Section 93 of the [Defence Act 1903](#) being:
 - (1) a narcotic substance, as defined in the [Customs Act 1901](#)
 - (2) any substance that is a prohibited substance because of a determination under subsection 93B(1) of the [Defence Act 1903](#).
- b. **Retiring impairment.** A retiring impairment is one that, at the time of separation, caused or was one of the causes of that separation.
- c. **Sensitive information.** Has the same meaning as in Section 6 of the [Privacy Act 1988](#).
- d. **Separation.** Separation is the departure of an ADF member from ADF service. It does not include movement from the Permanent Force to the Reserve Force, or to any other form of ADF service.

- e. **Serious Incident.** Means an incident where a member has been classified in accordance with [Defence Casualty Manual \(CASMAN\), Chapter 1—Casualty notification of Defence Members](#), as either:
- (1) Very Seriously Ill, or Very Seriously Injured (VSI) or
 - (2) Seriously Ill or Seriously Injured (SI).
- f. **Service Spectrum.** The Service Spectrum reflects a contemporary 'employment' model and tailored conditions of service that support the generation and sustainment of Defence capability. The Spectrum comprises a range of full and part-time service and duty arrangements across the Permanent and Reserve components of the ADF as well as APS members in direct support of ADF operations. The service and duty arrangements are described in terms of Service Categories (SERCATs) and Service Options (SERVOPs). The Service Spectrum is designed to provide Defence with a cohesive structural mechanism to facilitate member contribution to capability and to enable members to access flexible service arrangements during their careers.
- g. **Transfer.** Transfer is internal movement of an ADF member between Service Categories within the Service Spectrum or between Services.
- h. **Transition.** The journey of an ADF member (and their family) from a predominantly ADF service-centred life to one that is re-integrated into the mainstream Australian civilian community. Transition can apply to both transfers and separations.
- i. **Use.** In relation to Prohibited Substances, means where an ADF member administers, or causes, or permits to be administered, to himself or herself a Prohibited Substance.

DISCLOSURE OF CERTAIN PERSONAL INFORMATION IN RELATION TO THE DEPARTMENT OF VETERANS' AFFAIRS AND THE COMMONWEALTH SUPERANNUATION CORPORATION

9.12 **Disclosure of certain personal information to DVA.** In accordance with [DI ADMINPOL Annex J, PPL2](#)—*Disclosure of certain personal information in relation to the Department of Veterans' Affairs and the Commonwealth Superannuation Corporation*, Defence personnel are authorised to disclose certain personal information held by Defence about an ADF member to DVA:

- a. on enlistment in, or appointment to, the Royal Australian Navy, Australian Army or the Royal Australian Air Force; or

- b. when an ADF member:
 - (1) is involved in a serious incident
 - (2) has been given a termination notice on either medical grounds or for any reason that involves the use of prohibited substances
 - (3) has been given an involuntary termination decision where the misuse of alcohol was a significant contributing factor
 - (4) transfers from:
 - (a) SERCAT 6 or 7 to SERCAT 2-5, or
 - (b) SERVOP C
 - (5) separates from the ADF; or
- c. to assist DVA in determining if an ADF member has rendered service which attracts eligibility as qualifying service as defined in the [Veterans' Entitlements Act 1986](#).

9.13 Disclosure of certain personal information to CSC. Defence personnel are authorised to disclose personal information held by Defence about an ADF member to CSC where the ADF member:

- a. has been given a termination notice on either medical grounds or for any reason that involves the use of prohibited substances or
- b. has been given an involuntary termination decision where their misuse of alcohol was a significant contributing factor.

9.14 Use of prohibited substances. Disclosure to DVA and CSC related to the use of prohibited substances under subparagraph 9.12b.(2) is only to occur where the ADF member's service is proposed to be terminated in accordance with s 100 of the [Defence Act 1903](#). Disclosure is not authorised where the ADF member's potential termination is associated with possession or supply of prohibited substances.

9.15 Qualifying Service. Disclosure of information to assist DVA in determining if a member has rendered service which attracts eligibility as qualifying service will normally follow:

- a. a disclosure under subparagraphs 9.9a.(1) to 9.9a.(6);
- b. the submission of a claim for compensation; and/or
- c. an ADF member's application to DVA to determine whether they have rendered Qualifying Service.

9.16 **Disclosure of personal information does not pre-judge outcome.** A disclosure to either DVA or CSC following the issue of a termination notice does not pre-judge the outcome of the proposal or, where relevant, an ADF member's representation or application for redress but is intended to facilitate DVA and/or CSC engagement with the ADF member as early as practicable.

INFORMATION TO BE DISCLOSED

9.17 Subject to the Privacy Act and the contents of this Chapter, Defence may use the personal information it has collected in relation to the ADF member's service, incident, transfer or separation process and disclose it to DVA or CSC.

9.18 The information to be disclosed to DVA in accordance with paragraph 9.12 is limited to:

- a. on enlistment or appointment to the Royal Australian Navy, Australian Army or the Royal Australian Air Force, transfer or separation, the ADF member's:
 - (1) name, gender and the following Service details: Service, rank, employee identification number and date of birth
 - (2) current posted and administrative unit (if applicable) address, current home address, email address and phone numbers
 - (3) for ADF members enlisting in or being appointed to the Royal Australian Navy, Australian Army or the Royal Australian Air Force, the type of enlistment or appointment
 - (4) for ADF members who have transferred or separated, the reason for transfer or separation and the following post-transition contact details if known: home address, personal email address and personal phone numbers
 - (5) date of either the:
 - (a) enlistment, or appointment, to the Royal Australian Navy, Australian Army or the Royal Australian Air Force or
 - (b) transfer or
 - (c) separation
- b. in the event an ADF member is involved in a Serious Incident, where they have been given a termination notice for any of the reasons set out in subparagraph 9.12b.(2) or have been given an involuntary termination decision where the misuse of alcohol was a significant contributing factor:
 - (1) the ADF member's name and the following Service details: Service, rank, employee identification number and date of birth

(2) that:

if the ADF member is involved in a *Serious Incident* - a statement which says: *a Serious Incident has occurred (including a general description of the nature and timing of that incident if those details are reported in the Casualty Notification message (NOTICAS))*

if the ADF member has been given a termination notice on medical grounds – a statement which says: *the ADF member may separate from Defence on medical grounds*

if the ADF member has been given a termination notice for any reason that involves the use of prohibited substances – a statement which says: *the ADF member may separate from Defence for administrative reasons*

if the ADF member has been given an involuntary termination decision where the misuse of alcohol is a significant contributing factor – a statement which says: *the ADF member is to separate from Defence for administrative reasons*

(3) the ADF member's contact details or, if appropriate to the circumstances, the Defence contact details for the relevant point of contact at the ADF member's posted or administrative unit

(4) where relevant and, if known, the proposed date of the ADF member's separation from service.

c. when assisting DVA in determining if an ADF member has rendered service which attracts eligibility as Qualifying Service as defined in the [Veterans' Entitlements Act 1986](#):

(1) the ADF member's name and the following Service details: Service, rank, employee identification number and date of birth

(2) relevant details of the ADF member's operational service history

(3) the following ADF member's contact details: current posted and administrative unit (if applicable) address, current home address, email address and phone numbers

9.19 The information to be disclosed to CSC in accordance with paragraph 9.13 is limited to:

a. the ADF member's name and the following Service details: Service, rank, employee identification number and date of birth;

- b. that:
- (1) if the ADF member has been given a termination notice on medical grounds – a statement which says: the ADF member may separate from Defence on medical grounds
 - (2) if the ADF member has been given a termination notice for any reason that involves the use of prohibited substances – a statement which says: the ADF member may separate from Defence for administrative reasons
 - (3) if the ADF member has been given an involuntary termination decision where the misuse of alcohol is a significant contributing factor– a statement which says: the ADF member is to separate from Defence for administrative reasons
- c. the ADF member's contact details or, if appropriate to the circumstances, the Defence contact details for the relevant point of contact at the ADF member's posted or administrative unit
- d. where relevant, and if known, the proposed date of the ADF member's separation from service.

MECHANISM FOR DISCLOSURE

9.20 Defence will, where possible, make the information outlined in subparagraphs 9.18a and 9.18c available to DVA electronically.

9.21 All other disclosures are to be made by email as detailed below:

a. **Disclosure to DVA.**

- (1) If an ADF member is involved in a Serious Incident, has been given a termination notice for one of the circumstances described in subparagraph 9.12b.(2), Defence is to disclose the personal information set out in subparagraph 9.18b with either **NOTICAS** or **PROPOSED SEPARATION** as the first word in the subject line. NOTICAS and Proposed Separation disclosures are to be made individually to defence.notifications@dva.gov.au.
- (2) If an ADF member has been given an involuntary termination decision iaw subparagraph 9.12b.(3), Defence is to disclose the personal information set out in subparagraph 9.18b with **SEPARATION** as the first word in the subject line. Separation disclosures are to be made individually to defence.notifications@dva.gov.au.

b. Disclosure to CSC.

- (1) If an ADF member has been given a termination notice for one of the circumstances described in subparagraph 9.12b.(2), Defence is to disclose the personal information set out in subparagraph 9.18b with **PROPOSED SEPARATION** as the first word in the subject line. Proposed Separation disclosures are to be made individually to defence.notifications@admin.csc.gov.au.
- (2) If an ADF member has been given an involuntary termination decision iaw subparagraph 9.12b.(3), Defence is to disclose the personal information set out in subparagraph 9.18b with **SEPARATION** as the first word in the subject line. Separation disclosures are to be made individually to defence.notifications@admin.csc.gov.au.

TIMING OF DISCLOSURE

9.22 Where mutually agreed, Defence will provide DVA with an electronic report disclosing the specified personal information associated with enlistment, appointment, transfer or separation. Defence will also provide DVA with access to the Defence electronic records associated with these events and to the electronic records required to determine whether a member has rendered Qualifying Service.

9.23 For remaining disclosure events, the information should be disclosed to DVA or CSC as soon as practicable after:

- a. Defence Member and Family Support Branch receive a NOTICAS that includes a medical classification of either SI or VSI (DVA only); or
- b. the relevant Career Management Agency has received confirmation that the member has been given:
 - (1) a termination notice for any of the reasons set out in subparagraph 9.12(b)(2) or
 - (2) an involuntary termination decision where the misuse of alcohol was a significant contributing factor.

9.24 Unless there are exceptional circumstances, after hours disclosure is not required.

RELATIONSHIP TO CLAIMS UNDER THE RELEVANT LEGISLATION

9.25 The disclosure of any information by Defence to DVA and CSC under this chapter, and any early engagement by DVA or CSC, does not constitute a claim or acceptance of liability under the relevant legislation. Nor does the disclosure of any information by Defence to DVA or CSC remove from the ADF member the responsibility to submit a claim to DVA or CSC.

9.26 ADF members should submit a claim to the relevant authority as soon as practicable if they intend to seek recognition of a retiring impairment or believe they have sustained an injury or illness that is related to their ADF service. An early submission will help ensure an early determination as the evidence to support a claim should be readily available. In turn, an early determination will ensure that ADF members, and, if relevant, their families, can plan for their future with confidence.

RESPONSIBILITIES

9.27 Service Chiefs are responsible for ensuring that, in relation to termination notices on medical grounds or relating to the use of Prohibited Substances or for termination decisions where the misuse of alcohol is a significant contributing factor, the specified information described in paragraph 9.18b is disclosed to DVA and, where relevant, the information described in paragraph 9.19 is disclosed to CSC. The relevant Career Management Agency is responsible for making such disclosures on behalf of the respective Service Chief.

9.28 Deputy Secretary - Defence People is responsible for:

- a. ensuring the specified information held in PMKeyS/Defence One associated with enlistment, appointment, transfer or separation is provided to DVA and that this information, along with the information required by DVA to determine Qualifying Service, is (where practicable) electronically accessible by DVA; and
- b. disclosing information about ADF members who have been involved in a Serious Incident to DVA.

EXPECTED OUTCOME OF DISCLOSURE

9.29 DVA and CSC may use the information provided by Defence to make contact with the ADF member to allow:

- a. DVA to:
 - (1) in relation to enlistment, appointment, transfer or separation, provide advice on the support and services available from DVA and details of how ADF members can manage their ongoing relationship with DVA;
 - (2) in relation to any reason described in subparagraph 9.12b, determine:
 - (a) what level of assistance the ADF member may need should they intend to make a claim for compensation in relation to the incident in question or their potential or actual separation from the ADF and/or
 - (b) what other support DVA may be able to provide; and
 - (3) in relation to Qualifying Service as defined in the [Veterans' Entitlements Act 1986](#), advise the ADF member if DVA determines that the ADF member has rendered service which attracts eligibility as Qualifying Service.

- b. CSC, in relation to potential or actual separations, to determine what level of assistance the ADF member may need should they intend to seek recognition of a retiring impairment.

9.30 ADF members are under no obligation to accept the assistance offered by DVA or CSC and are free to seek support, assistance or advocacy from other agencies.

PRIVACY

ACCESSING AND SEEKING CORRECTION TO YOUR PERSONAL INFORMATION

9.31 Everyone has the right to request access or seek correction to their personal information collected and held by Defence, including that personal information collected in connection with MILPERSMAN policies.

9.32 The Defence Privacy Policy provides guidance on how:

- a. an ADF member can obtain their personal information held by Defence;
- b. that personal information can be accessed or corrected; and
- c. to submit a complaint if the ADF member is of the view that their privacy has been breached.

RELATED MANUAL CHAPTERS

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

[MILPERSMAN Part 4, Chapter 1](#)—*Alcohol Management in the Australian Defence Force*

[MILPERSMAN Part 4, Chapter 3](#)—*Management of the Use of Prohibited Substances in the Australian Defence Force*

[MILPERSMAN Part 10, Chapter 2](#)—*Termination of Service in the Australian Defence Force*

RELATED LEGISLATION, POLICY AND PUBLICATIONS

[Defence Act 1903](#)

[Defence Force Discipline Act 1982](#)

[Privacy Act 1988](#)

[Veterans' Entitlements Act 1986](#)

[Defence Privacy Policy](#)

[Defence Instruction Administrative Policy \(DI ADMINPOL\) Annex J, PPL2](#)—
*Disclosure of certain personal information in relation to the Department of Veterans’
Affairs and the Commonwealth Superannuation Corporation*

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

Sponsor: DPG (HPC)