

WEARY DUNLOP PLATOON STANDING ORDERS

RECRUIT TERMINATION MANAGEMENT

23.1 The Delegates and other members involved in the termination process utilise the following pieces of policy, doctrine and manuals for the termination process:

- a. Military Personnel Policy Manual (Milpersman)
- b. Defence Health Manual Vol 2, Part 6, Chap 2 – *Medical Employment Classification System*
- c. ASI(P) Part 4 Chap 1 – *Career Management of Soldiers in the ARA*
- d. ASI(P) Part 3 Chap 2 – *Army Individual Readiness Notice*
- e. Defence Regulations 2016
- f. ASI(P) Part 8 Chap 3 – *The Application of the MEC System and PULHEEMS Employment Standards in the Australian Army*
- g. Defence Health Manual — *An Introduction to The Management of Mental Health Problems in the Australian Defence Force.*

MODES OF TERMINATIONS

23.2 The termination categories and the Defence Regulations 2016 (DR16) stipulated in the references that are processed by WD PL with are listed below and are detailed in Annex A:

- a. DR16 Reg 18 – ‘changing periods of service – voluntary change’
- b. DR16 Reg 24(1)(a) – ‘the member is medically unfit for service in the Defence Force’
- c. DR16 Reg 24(1)(c) – ‘retention of the member’s service is not in the interests of the Defence Force’
- d. DR16 Reg 24(1)(c) – ‘the member has failed to meet a condition of his or her appointment or enlistment’.

GENERAL

Role

23.3 The role of Weary Dunlop Platoon (WD PL) is to conduct resettlement and discharge administration for recruits separating from the Army. It is not for the holding of recruits temporarily removed from training for any reason unless specifically directed by the CO 1 RTB.

Tasks

23.4 WD PL has the following tasks:

- a. Conduct discharge processing and administration for recruits
- b. Monitor the rehabilitation and administration of recruits awaiting medical separation
- c. Facilitate resettlement training and compensation through the appropriate agencies.

Delegates of specific powers

23.5 CO 1 RTB and Company Commanders are delegates of specific powers IAW the Defence Delegations issued by the Chief of the Defence Force, with respect to recruits. A copy of the Defence Delegations and Authorisations is located on Objective (BQ10994698) in the WD PL folder – *'Weary Dunlop Platoon Policy and Procedures'*.

23.6 A Delegate can not issue both a Termination Notice (TN) and a Termination of Service Decision (TSD) to an enlisted member; therefore, two independent Delegates are required to discharge/terminate an enlisted member under any sub section of DR16 Reg 24(1).

23.7 Recruits may be recommended to COMDT RMC for termination as a result of any of the Regulations listed in paragraph 23.2.

ADMINISTRATION AND PROCESSES

General

23.8 To ensure a smooth transition back to civilian life, WD PL has a step-by-step termination procedure. This procedure covers all the administration that is required until the day of termination; however, it cannot take into account every circumstance or situation.

Platoon Commander of the losing platoon

23.9 Once a recruit has been identified for termination via a Trainee Review Board (TRB) and the recommendation for transfer to WD PL has been signed by the OC RDC or the 2IC RDC (or authorised delegate), it is the Platoon Commander of the losing platoon's responsibility to ensure that all of the required paperwork is in the members PCN. Supporting documentary evidence of the recommendation to transfer to WD such as a PM008, PS006, Chaplains Report, PM101, PM532, DCO investigation, completed AC583, Records of Conversation and any other evidence that supports the termination recommendation must be included.

Documentation requirements for the transfer of recruits to WD PL

- 23.9 It is imperative that all administrative requirements for transfer and termination management are correct and completed as part of the transfer process. Recruits **will not** be accepted by WD PL Staff with incomplete administration.
- 23.10 A detailed guide for all Termination Administration is located at Annex A.

Platoon Sergeant of the losing platoon

- 23.14 Once WD PL staff are satisfied all documents are complete the PL SGT (losing PL) is to:
- a. Ensure all platoon issued stores are returned and inventory signed off
 - b. Returned the individuals controlled stores to the CIP (if applicable)
 - c. Attractive items, foodstuffs, magazines and medication returned (if applicable)
 - d. The recruit's personal suitcase or bag is recovered from platoon box room
 - e. an inspection of the recruit's bed space and cupboards is conducted to ensure that no items are left behind
 - f. The recruit's gear is laid out ready for a DP1 check with WD PL staff; this ensures a fast handover of recruits and enables PL staff to ensure that all PL stores have been returned with the minimum disruption to training. The recruit is to be dressed in PT clothing prior to DP1 check
 - g.

Transfer from ARA to ARES

23.15 Recruits who have been identified as candidates for transfer from ARA to ARES by PL staff, must have completed a minimum of 60 days of the ARC and have a recommendation for transfer from the Company OC on the TRB. The signed AC853 must stipulate that if the member's application to transfer is not approved that they wish to continue with an application to resign from the Defence Force. Transfer from ARA to ARES is not a viable option if the member wishes to remain in the ARA if the application is unsuccessful. The process for transfer from ARA to ARES is located in Annex B.

Pick Up by WD PL Staff

23.16 **At no stage are recruits to be dropped off at WD PL by 1 RTB or RDC staff.** After the losing PL COMD has completed the HOTO transfer documents, WD PL staff will pick up the recruit from COY Lines. WD PL are unable to pick up recruits after 1600 daily.

23.17 A DP1 check is to be conducted by the WD PL Section Commander with the recruit present and any deficiencies reported to the losing platoon staff. An inspection is then to be conducted of the member's room and gear for the deficient item(s). All deficiencies are to be recorded on form SD016 Loss and Damage Report (L&D) immediately and registered by the 1 RTB RQ. A copy of the L&D is to be placed in the recruits PCN.

23.18 Prior to departing the losing platoon, the WD PL Section Commander is to obtain all of the recruit's personal items (wallet, phone, bag, etc.) and their Military ID Card (if issued). They are to ensure that the recruit does not owe any money to any member of the platoon and they are not owed any money.

23.19 WD PL Section Commander is to ensure the recruit is familiarised with the location of key areas during the return to WD PL Lines.

Recruit March-in Brief/procedure

23.20 On arrival at WD PL the recruit is briefed as per the March In Brief found in Annex C.

WD PL Standing Orders for Recruits

23.21 On arrival at WD PL, all recruits will be required to read and acknowledge the WD PL Standing Orders for Recruits that will be applicable to them whilst undergoing termination management. The WD PL Recruit Standing Orders is in annex D.

Appointments

23.22 The WD PL Section Commanders must book the following appointments:

- a. Separation Health Examination (SHE) (including preliminaries and dental)
- b. return of issued equipment to the Main Q Store (0800 Mondays and Thursdays)
- c. MHPS-K debrief
- d. APCD
- b. DVA VSO
- c. Transition Centre
- d. Security debrief.

23.23 Recruits are responsible to attend the appointments at the correct time and location; furthermore, they are to ensure the march-out sheet has all the signatures to correspond with the areas. Recruits are to utilise the Area Taxi to attend all appointments within the KMA.

23.24 Recruits are not to tamper with their DP1 once it has been checked and they are to attend and comply with all directions given to them at the Main Q Store when returning their gear. All L&Ds are to be completed and registered prior to the recruit going to the Main Q Store. When the

recruit receives their Q Record and gets signed off, they are to catch the Area Taxi back to WD PL.

23.25 At the Recruit Clinic/Recruit RAP, recruits are to see the both the Clinic/RAP and dental staff for their march-out process and any additional appointments are to be made prior to being signed off.

23.26 Once the SHE has been completed, the MO will generate a PM532 for confirmation by the SMO. If the recruit has been recommended for medical downgrade, the report is forwarded to the appropriate agency for a Central Medical Employment Classification Review (CMECR) by Medical Administration.

23.27 If the PM532 specifies a MEC of J40, the termination category will need to be changed. For instance, if a recruit was recommended for termination under DR16 24(1)(c) 'retention of the member's service in not in the interests of the Defence Force' and the PM532 states that they are now MEC J40, the recruit will now be terminated under DR16 24(1)(a) 'the member is medically unfit for service in the Defence Force' therefore all paperwork must be changed to reflect the new separation regulation. The only exception to this is if the recruit provided false or misleading information on enlistment. They will not be discharge under DR16 24(1)(a) but under DR16 24(1)(c).

23.28 All recruits are to be seen by MHPS-K for debriefing and to complete a survey prior to leaving KMA.

Submission of TN to OC RDC

23.29 WD PL SECT COMD will draft a Termination Notice (TN) for signature by the OC RDC (for all except DR16 Sect 18 see para 23.31). Ensure para 23.27 has been complete if there has been a change to DR16 24(1)(a) 'the member is medically unfit for service in the Defence Force'.

23.30 Once signed by OC RDC the WD PL COMD/SGT is to issue the TN with a staff member present as a witness; all recruits are to be given a detailed brief explaining the form and options available.

Application to resign from the Defence Force

23.31 A Discharge via ROR (DR16 Sect 18) requires the AC853 to be signed by CO 1 RTB. Once the SHE is completed, the AC853, TSD and evidence are forwarded to the CO 1 RTB.

Recruits Wishing to Contest Termination of Service

23.32 If upon the issue of the TN, a recruit wishes to contest their termination, WD PL staff are to arrange all of the relevant paperwork to be forwarded to Legal to assist with the drafting of the recruit's Statement of Reasons (SOR) as to why their enlistment should not be terminated. The recruit has a maximum of 14 days to submit their SOR. An extension may be applied for and must be approved by CO 1 RTB or XO 1 RTB.

23.33 Once the recruit's SOR is completed, it is then presented to the CO/CI 1 RTB, along with all previous paperwork with a Change of Circumstances Minute, drafted by the WD PL COMD, where appropriate.

23.34 The CO 1 RTB is to provide a response to the recruit within 14 days (where practicable). If a decision of termination remains extant, the recruit acknowledges the response. Recruits may submit a Redress of Grievance to Military Redress if they are not satisfied with the decision of the CO 1 RTB.

Recruits Wishing to Contest Termination of Service on Medical Grounds

23.35 A recruit wishing to contest termination on medical grounds should supply new medical evidence to support his/her case. A second specialist opinion, if sought, is to be at the recruits own expense.

23.36 WD PL compiles the recruit's paperwork with a covering minute for KAPHC to process to the CMECR. If JHC agree with original medical discharge a report (incl PM610) will be sent to WD PL who will send to CO 1 RTB. CO 1 RTB drafts response to recruit who acknowledges. All paperwork is then sent to CO 1 RTB for TSD.

23.37 If JHC do not agree with medical separation, WD PL draft a Change of Circumstances Minute and CMEC report are sent to CO 1 RTB for decision on whether to pursue medical discharge, return recruit to training or change discharge mode. CO 1 RTB provides response to SOR to recruit for acknowledgement. The Recruit is either returned to training or the termination process continues.

23.38 If the recruit's appeal is successful and the CO 1 RTB decides to retain the recruit reimbursement of the medical expenses can be sought, IAW MILPERSMAN.

Submission of PCN to CO 1 RTB

23.40 The WD PL SECT COMDs are to draft a Termination of Service Decision incorporating a Statement of Reasons (TSD-SOR), for the CO 1 RTB's approval and signature, an example of which is at Annex A.

23.41 In the case of contested medical termination, the CO 1 RTB will take the recruit's SOR, the JHC report and OC RDC's report into account before making a decision on the termination.

23.42 If the CO 1 RTB decides to retain the recruit, the WD PL COMD is to draft a minute for distribution to KAPHC, OC RDC and the recruit's PCN outlining the TSD and MECRB determination, including MEC and PULHEEMS. An example TSD/MECRB Determination Minute is at annex A. Recruits may submit a Redress of Grievance to Military redress if they are not satisfied with the decision of the Termination Delegate.

Issue of Termination of Service Decision

23.43 The PLCOMD/SGT is to issue the TSD with a staff member present as a witness. All recruits are to be given a detailed brief fully explaining the TSD. Recruits are to acknowledge they have been debriefed by signing acknowledgement page of the TSD.

Recruits who are being discharged under DR16 Reg 24(1)(a)

23.44 The process for recruits that are being discharged under DR16 Reg 24(1)(a) is addressed in full in Annex A. This annex also addresses the weekly phone checks and members who are Held in Abeyance (HIA).

23.45 The decision to for HIA is made by CO 1 RTB via an Individual Welfare Board (IWB). The WD PL Comd is to compile an Individual Welfare Plan (IWP) for each recruit in collusion with all supporting agencies. An example of an IWP is in Annex A. Once completed the IWP and supporting documents are to be presented to CO 1 RTB for his determination. Complex case may be presented in person with representatives from each supporting agency present.

Resettlement and Compensation

23.46 The Army Personnel Coordination Detachment (APCD) will provide a brief that will detail any resettlement and/ or compensation requirements. Recruits that are medically terminated may be entitled to compensation through the Department of Veterans' Affairs (DVA). The DVA representative will handle the required paperwork for these claims. WD PL staff must ensure this is complete prior to the recruit being presented to the IWB.

Discharge Movements

23.47 Travel is not to be booked until the march-out process is complete and the form sighted by the WD PL Section Commanders. Once the process is complete the transitions staff are to be notified WRT the recruit and the stage they are up to.

23.48 The WD PL staff is to book travel using webform AE505.

March out

23.49 At the conclusion of the termination process the WD PL Section Commanders are responsible for ensuring the following occurs:

- a. All documentation pertaining to termination of service is completed and signed
- b. The recruit receives a brief regarding dress and behaviour required whilst travelling home
- c. The recruit has removed all personal belongings from the lines, and their room has been refurbished

- d. The recruit's room is to be inspected by a Section Commander to ensure that all rubbish is removed, there is no damage and all dirty linen/tracksuits have been washed and in the appropriate place.

Local Leave

23.50 The PL COMD WD PL is authorised to grant local leave to recruits at WD PL awaiting termination. Prior to proceeding on local leave, recruits are to receive a local leave brief located in Annex E.

Recruits Dress of the Day

23.51 Dress of the day for recruits at WD PL is as follows:

- a. Reveille to Lights out Monday to Sunday – PT attire
- b. Local Leave – neat civilian attire.

Suicide threat/suicide watch

23.52 In the event that a recruit makes a threat of self harm or is deemed as a potential threat of self the actions on are located in Annex F.

Discipline

23.53 Recruits are subject to the DFDA up until discharge date. The CSM RDC is the discipline officer for WD PL recruits.

RECRUIT MANAGEMENT AT WD PL

23.54 The WD PL staff duties and responsibilities are located in Annex G.

23.55 WD PL is manned between 1600h and 0730h by a DNCO, orders for the DNCO are located in Annex H. Recruits are informed as part of the march-in brief that the DNCO is not there to provide information on individual administrative processes, if the DNCO is approached about a recruits termination process they are to direct the member to the WD PL CoC.

23.56 The enlisted member's code of conduct which is applicable to all members including recruits is located in Annex I.

23.57 The Staff member's code of conduct is located at Annex J all staff are to read and comply with the code of conduct at all times.

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This page and the following 24 pages are exempt under Section 22 of the Freedom of Information Act.

ANNEX D TO
WEARY DUNLOP PLATOON
STANDING ORDERS
DATED 16 JAN 24

WEARY DUNLOP PLATOON RECRUIT STANDING ORDERS

Role

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