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## DP-AF BENCH LEVEL INSTRUCTION RAAF INDIVIDUAL POSTING AGREEMENT

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**TITLE:** DP-AF BLI CM (POSTINGS) 3-02 - RAAF Individual Posting Agreement (BP20154362)

**REFERENCE:**

- A. [DP-AF Policy Guidance 9 – Management of RAAF Individual Posting Agreements](#)
- B. [Air Force Personnel Standing Instructions](#)
- C. [DP-AF BLI CM \(POSTINGS\) 3-01 - Ronnie Posting Tool](#)

**SUPPORTING SYSTEMS:**

- A. [DP-AF RIPA Register](#) (BP19404459)
- B. [Ronnie Posting Tool](#)

**PURPOSE:** This Bench Level Instruction (BLI) will explain the steps required to action/administer RAAF Individual Posting Agreements (RIPA's). Further guidance on Agreed Postings, RIPA management, conditions and those members that are automatically afforded the guarantee of an Agreed Posting or RIPA can be found in [DP-AF Policy Guidance 9](#).

**PROCESS BREAKDOWN:**

1. Once identified for a posting which carries a RIPA entitlement, the CM is to initiate the RIPA process by contacting the member and ascertaining a 1<sup>st</sup> and 2<sup>nd</sup> achievable locality preference.

**Note:**

Postings which attract a RIPA, including CM discretionary RIPA's, are detailed in [DP-AF Policy Guidance 9](#). These positions are further flagged via a red cell fill within the "Position Title" column of the "Working Plot" tab of the [Ronnie Posting Tool](#), refer to [DP-AF BLI CM \(POSTINGS\) 3-01 - Ronnie Posting Tool](#). For ANYO/ANYA RIPA related postings, the RIPA process shall be initiated by the members regular CM.

2. Once an agreement in principle is reached, the CM is to copy and paste the following italicised 3 paragraphs (RIPA response) into an e-mail to the member, amending the bold text and using the agreed upon 1<sup>st</sup> and 2<sup>nd</sup> locality preferences:

**Note:**

This agreement is made with the CAF Authorised Person's approval when the future for a member and/or unit(s) appears clear and a solid commitment can be made to the member.

Whilst a major unexpected change of service requirement can alter an agreement, these occurrences should be extremely rare.

*This RIPA is agreed on the provision that you successfully complete your **[three year]** posting tenure at **[insert unit]** at **[insert base]** and have a satisfactory reporting history during that tenure. On completion of your posting tenure, you will be able to achieve a posting to your 1<sup>st</sup> or 2<sup>nd</sup> location preference being **[insert base or locality]** or **[insert base or locality]** WEF Jan 20XX, with a PDO of Jan 20XX.*

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*Should you not complete the posting tenure at [insert Unit/base], this RIPA may be withdrawn and your future posting determined IAW [AFPSI Chapter 8](#).*

*NB: Should you be identified for promotion whilst at your current unit or you wish to extend your posting tenure in that unit (beyond the original tenure), it is essential that you contact your CM to renegotiate your agreement, based on your change of circumstances.*

3. Member is to respond via email in agreement to the proposed RIPA.
4. CM is to forward the members RIPA response email to the CAF Authorised Person to approve the RIPA.
5. The CAF Authorised Person is to approve/not approved the RIPA via a return email to the CM. If the RIPA is not approved, the CM is to renegotiate with the member.
6. CM is to email the RIPA approval to the member and advise them to keep a copy for their records.

**Note:**

If a member endures a change of circumstances due to Service or personal reasons, it is their responsibility to contact their CM to renegotiate the RIPA.

7. The final RIPA email showing the CM's RIPA offer, the member's agreement and the CAF Authorised Person's approval is to be filed in the members H File.
8. MSI, AFG and CM discretionary RIPAs are also required to be entered into the [DP-AF RIPA Register](#)<sup>1</sup>, to facilitate ease of tracking and reviewing of ANYO/ANYA and non-standard function specific RIPAs.
9. Leading up to a posting out of a RIPA position, the CM is to review the members H file and, where applicable, the [DP-AF RIPA register](#), to ensure the members RIPA can be fulfilled.

**Note:**

It is the responsibility of the Career Manager to regularly monitor RIPAs for their workforce to ensure all upcoming RIPA's can be adhered to.

10. Upon entering the RIPA posting into PMKeyS, the member's details are to be deleted from the [DP-AF RIPA register](#). For CM discretionary entries, the entire row should be deleted, unless it is known a RIPA will be required to fill that particular position again.

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<sup>1</sup> Management of RIPAs within PMKeyS has been suspended until Defence One View is in operation, and a fit for purpose RIPA recording function implemented. In the interim, all RIPAs will be recorded and monitored via the members H file, with ANYO/ANYA and CM discretionary RIPAs also being recorded and monitored via the [DP-AF RIPA register](#).

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## DP-AF BENCH LEVEL INSTRUCTION RAAF INDIVIDUAL POSTING AGREEMENT

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- A. [DP-AF Policy Guidance 9 – Management of RAAF Individual Posting Agreements](#)
- B. [Air Force Personnel Standing Instructions](#)
- C. [DP-AF BLI - Ronnie Posting Tool](#)

**SUPPORTING SYSTEMS:**

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**PURPOSE:** This Bench Level Instruction (BLI) will explain the steps required to action/administer RAAF Individual Posting Agreements (RIPA's). Further guidance on Agreed Postings, RIPA management, conditions and those members that are automatically afforded the guarantee of an Agreed Posting or RIPA can be found in [DP-AF Policy Guidance 9](#).

**PROCESS BREAKDOWN:**

1. Once identified for a posting which carries a RIPA entitlement, the CM is to initiate the RIPA process by contacting the member and ascertaining a 1<sup>st</sup> and 2<sup>nd</sup> achievable locality preference.

**Note:**

Postings which attract a RIPA, including CM discretionary RIPA's, are detailed in [DP-AF Policy Guidance 9](#). These positions are further flagged via a red cell fill within the "Position Title" column of the "Working Plot" tab of the [Ronnie Posting Tool](#), refer to [- Ronnie Posting Tool](#). For ANYAv-O/ANYAv-E RIPA related postings, the RIPA process shall be initiated by the members regular CM.

2. Once an agreement in principle is reached, the CM is to copy and paste the following italicised 3 paragraphs (RIPA response) into an e-mail to the member, amending the bold text and using the agreed upon 1<sup>st</sup> and 2<sup>nd</sup> locality preferences:

**Note:**

This agreement is made with the CAF Authorised Person's approval when the future for a member and/or unit(s) appears clear and a solid commitment can be made to the member. Whilst a major unexpected change of service requirement can alter an agreement, these occurrences should be extremely rare.

*This RIPA is agreed on the provision that you successfully complete your **[three year]** posting tenure at **[insert unit]** at **[insert base]** and have a satisfactory reporting history during that tenure. Any DFDA convictions and/or administrative sanctions during your posting tenure will result in a review of this RIPA by a CAF Authorised Person. On completion of your posting tenure, priority consideration will be given to achieve a posting to your 1<sup>st</sup> or 2<sup>nd</sup> location preference being **[insert base or locality]** or **[insert base or locality]** WEF Jan 20XX, with a PDO of Jan 20XX.*

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*Should you not complete the posting tenure at [insert Unit/base], this RIPA may be withdrawn and your future posting determined IAW [AFPSI Chapter 8](#).*

*NB: Should you be identified for promotion whilst at your current unit or you wish to extend your posting tenure in that unit (beyond the original tenure), it is essential that you contact your CM to renegotiate your agreement, based on your change of circumstances.*

3. Member is to respond via email in agreement to the proposed RIPA.
4. CM is to forward the members RIPA response email to the CAF Authorised Person to approve the RIPA.
5. The CAF Authorised Person is to approve/not approve the RIPA via a return email to the CM. If the RIPA is not approved, the CM is to renegotiate with the member.
6. CM is to email the RIPA approval to the member and advise them to keep a copy for their records.

**Note:**

If a member endures a change of circumstances due to Service or personal reasons, it is their responsibility to contact their CM to renegotiate the RIPA.

7. The final RIPA email showing the CM's RIPA offer, the member's agreement and the CAF Authorised Person's approval is to be filed on the member's H File.
8. MSI, AFG and CM discretionary RIPAs are also required to be entered into the [DP-AF RIPA Register](#)<sup>1</sup>, to facilitate ease of tracking and reviewing of ANYAv -O/ANYAv-E and non-standard function specific RIPAs.
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**Note:**

It is the responsibility of the Career Manager to regularly monitor RIPAs for their workforce to ensure all upcoming RIPAs can be adhered to.

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<sup>1</sup> Management of RIPAs within PMKeyS has been suspended until Defence One View is in operation, and a fit for purpose RIPA recording function implemented. In the interim, all RIPAs will be recorded and monitored via the members H file, with ANYAv-O/ANYAv-E and CM discretionary RIPAs also being recorded and monitored via the [DP-AF RIPA register](#).

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## AIR FORCE PERSONNEL STANDING INSTRUCTIONS

### CHAPTER 8 – POSTINGS, SELECTIONS, DEPLOYMENTS AND ATTACHMENTS

#### INTRODUCTION

8.1 The structure of the Air Force is governed by capability requirements and defined by the hierarchy of, and relationship between, permanent and reserve positions formally established by the Directorate of Workforce Planning – Air Force (DWP-AF) on behalf of CAF.<sup>1</sup> Each of these positions is further defined by assigned rank, employment category (EC) and, on occasions, essential and desirable criteria that may include specified pre-requisite proficiencies and experience. Air Force Reserve (AFR) positions other than SERCAT 2 and 3 pool positions, are also defined by an annual allocation of Reserve Service Days (RSDs).

8.2 In broad terms, the relative priority of these established positions is determined by DGPERs-AF on behalf of CAF having regard to strategic objectives and capability requirements. At the tactical level, the Career Managers (CMs) within the Directorate of Senior Officer Management – Air Force (DSOM-AF) and the Directorate of Personnel – Air Force (DP-AF) implement this broad direction, in consultation with Commanders and members, through selection activities and vacancy management.

8.3 In addition to those positions which are part of the formal Air Force structure, pool positions that are not defined by rank and EC are also established for temporary posting arrangements, tracking purposes and to host the latent capability within the AFR, specifically in Service Category 3 (SERCAT 3).

8.4 As an inherent requirement of service in the Air Force, all Permanent Air Force (PAF) members are subject to posting action to meet immediate Service capability requirements and to broaden and develop the force generally to meet future capability requirements. As a secondary consideration, PAF members are posted to broaden their experience base and professionally develop them to facilitate their potential progression to the next rank. In addition to service requirements, personal factors and member preferences also influence posting decisions.

8.5 Much of this Chapter will deal with PAF postings, however, AFR members are also posted in support of capability but typically within a particular geographic location and only with the Reserve member's agreement given that, other than in specifically legislated circumstances, Reservists cannot be compelled to render service.

8.6 Notwithstanding their posted position, members may also be temporarily attached to another unit for a variety of reasons including but not limited to:

- a. undertaking training,
- b. supplementation purposes,
- c. providing deployment support, and
- d. proceeding on exercise or deployment.

#### Aim and scope

8.7 This Chapter provides an overview of the policy, considerations and basis for posting and attaching Air Force members. This Instruction is applicable to both PAF and AFR members. Differences between the management of the PAF and AFR will be detailed. For ease of reading, sections or paragraphs will be prefixed to show applicability to where specific to either the PAF or the AFR:

- a. PAF – (P)
- b. AFR – (R).

8.8 This Chapter does not cover removal from post on the grounds of sub-standard performance or conduct – see AFPSI Chapter 17—*Management of Sub-Standard Performance and Conduct*.

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<sup>1</sup> Details information can be found in AFPSI Chapter 2—*Air Force Structure and Workforce Characteristics* and AFPSI Chapter 3—*Establishment Management and Organisation Changes*.

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8.9 While this Chapter is applicable to both officers and enlisted members, the content focuses on members up to and including the rank of WGCDR. Beyond the rank of WGCDR, the personnel management of officers and their associated postings are managed by DSOM-AF but are directly influenced by decisions made by CAF and CDF within both an Air Force and broader ADF context. As such, while the principles influencing posting outcomes tend to be the same irrespective of rank and member wishes are a relevant consideration, officers of the rank of GPCAPT and above should understand there is generally less scope, for example, to influence posting outcomes and be posted back to back in area.

## Definitions

8.10 Routinely used terms and acronyms are detailed in Annexes [B](#) and [C](#) of AFPSI Chapter 1—*Preliminary Matters* respectively. More specific terms which may directly improve the readability of this Chapter and which might otherwise not be commonly understood are replicated below. Acronyms, other than those which are commonly understood within the Air Force, will be presented in full on first occurrence within this Chapter.

8.11 **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.

8.12 **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).

8.13 **(P) 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.

8.14 **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.

8.15 **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, EC 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)

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- c. they are enduring (ie. they will exist for the foreseeable future) or temporary (ie. they have been established with a known cease date)
- d. 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 EC, 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).

8.16 **Posting.**<sup>2</sup> 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.

8.17 **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. For example, Career Manager (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.

## Related instructions and instruments and primacy considerations

8.18 **Previous instructions and instruments.** This Chapter, replaces the following Defence Instructions (Air Force):

- a. DI (AF) PERS 03-01—Posting, Attachment and Temporary Duty—Permanent Air Force
- b. DI (AF) PERS 03-07—Posting of Personnel Standing Annotations to Posting/Attachment Authorities and Warning Orders

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<sup>2</sup> Within the AFR, transfers between SERCATs and postings often occur simultaneously because each position has an assigned SERCAT. As such, every transfer between SERCATs is accompanied by a posting. Conversely, some members may be posted between positions within the same SERCAT. As there is such overlap between postings and transfers and both are decided by a CAF authorised person, where both actions occur simultaneously, a decision to post should be understood as a decision to transfer also and vice versa.

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- c. DI (AF) PERS 03-09—Airman Career Management System—Management of Postings
- d. DI (AF) PERS 03-11—Rotation of Commanding Officer and Executive Officer Positions in Royal Australian Air Force Units
- e. DI (AF) PERS 03-12—Royal Australian Air Force Individual Career Plan
- f. DI (AF) PERS 24-02—Royal Australian Air Force Reserve—conditions of service
- g. DI (AF) PERS 03-16—Junior Officer Aircrew Personnel Management
- h. DI (AF) PERS 24-03—Administration of the Royal Australian Air Force Active Reserve and High Readiness Active Reserve
- i. DI (AF) PERS 24-04—Royal Australian Air Force Specialist Reserve
- j. DI (AF) PERS 24-05—Administration of the Royal Australian Air Force Standby Reserve

8.19 This Chapter also replaces DGPERS-AF Policy Directive 02/2012—*Royal Australian Air Force Operational Reserve Postings – WGCDR and Below* and DGPERS-AF Policy Directive 04/2012—*Royal Australian Air Force Operational Reserve Postings and Employment – GPCAPT Rank and Above*.

8.20 **Superordinate guidance.** This Chapter builds upon but is subordinate to the general advice provided in:

- a. [MILPERSMAN Part 6, Chapter 1—ADF Posting of Defence Members](#)
- b. [MILPERSMAN Part 6, Chapter 2—Posting of Inter-Service Couples in the ADF](#)
- c. [MILPERSMAN Part 6, Chapter 3—Employment of Immediate Family Members in the Same Area of Operations, Chain of Command or Workplace.](#)

8.21 Notwithstanding the primacy of the MILPERSMAN, this Chapter acts as the principle Air Force reference document for posting considerations.

## AUTHORITY

8.22 The [Defence Act 1903 \(DA-03\)](#) empowers CDF with command of the ADF. In turn, CAF is vested with command of the Air Force and has formally authorised particular appointments within Air Force to post or attach members in accordance with the [CAF Command Authorisations Instrument – Personnel Related Decision Making Functions](#).<sup>3</sup>

8.23 Throughout this Chapter, unless otherwise specified, any reference to CAF includes any member who acts as a CAF authorised person. Typically, these powers are vested in DCAF and functionally appropriate appointment holders within PERSBR-AF.

8.24 **Governing principles.** Notwithstanding the broad regulatory criteria governing all decisions made under CAF's authorisation, the following principles will inform but not always constrain posting decisions:

- a. members will be afforded a fair hearing before their posting is authorised or the proposed duration of their tenure in current position is altered;
- b. performance and assessed potential will inform posting decisions;
- c. personal preferences and circumstances will influence but not supersede capability requirements in all but the most exceptional circumstances;
- d. serving couples will not be posted to geographically distant locations against their will;
- e. individual posting solutions will normally be informed by the broader posting plot; and
- f. to the extent possible, advance notification will be provided to members to enable them to prepare themselves both personally and professionally.

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<sup>3</sup> Notwithstanding that a person may hold a relevant authorisation; they must also ensure they act within any specified limitations. For example, most authorisations are constrained by the decision maker's appointed position, rank and that of the member about whom the decision pertains to.

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## POSTING POLICY FRAMEWORK

8.25 (P) Posting availability is an inherent requirement of service in the Air Force. Air Force personnel are posted to fill capability requirements. While personal circumstances, preferences and developmental needs will influence posting deliberations and in very rare circumstances may even temporarily outweigh capability needs (ie. compassionate postings – formerly known as 'Preferential Treatment postings'), postings are primarily issued to fill priority vacancies and address defined capability requirements. PAF members can expect to be posted to locations and positions that do not necessarily align with their personal preferences.

8.26 The weighting applied to each posting will be determined by the relevant decision maker having regard to Air Force capability requirements, positional criteria where applicable and the personal preferences, development needs, experience profile, accomplishments, reported performance and potential, rank, assigned talent management code (where applicable), seniority and EC of all relevant Air Force members.

### Posting cycle

8.27 Personnel branch will release two major posting plots each calendar year:

- a. **PAF.** PAF postings will normally take effect in December and January. Posting plots are developed throughout May to July following the release of the promotion message. The release date for postings may vary depending upon rank and EC but will normally be released in the July to August timeframe.
- b. **AFR.** AFR postings are generally considered concurrent with development of the PAF posting plot but will not normally be finalised until after release of the PAF posting plot. AFR postings will normally be effected on or about 01 Jul in the following year to align with the allocation of funds against AFR positions.

8.28 Trickle postings to meet high priority capability requirements occurring between posting cycles may be authorised as necessary.

### Reasons for postings

8.29 Postings are issued to fill positional vacancies and address defined capability needs. Posting drivers may include:

- a. separations;
- b. transfers between SERCATs;
- c. promotions;
- d. promotion of enlisted members to an officer rank;
- e. compulsory and voluntary transfers between employment categories;
- f. long term absences from the workplace brought about by any of the following situations:
  - (1) maternity leave (MATL),
  - (2) leave without pay (LWOP),
  - (3) long service leave (LSL),
  - (4) full time civil schooling or training associated with transfer between employment categories,
  - (5) long-term medical non-effective postings,
  - (6) administrative or disciplinary action;
- g. variations to establishment;
- h. fixed tour lengths associated with rotational positions, highly sought after postings, particularly demanding positions, and remote localities; and
- i. other unforeseeable circumstances.

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8.30 Notwithstanding the posting drivers at paragraph 8.29, member preferences will influence posting outcomes as described at paragraphs 8.57 to 8.58. In particularly compelling and or compassionate circumstances that cannot reasonably be accommodated as a service requirement, PAF postings may also be generated as a consequence of a member's personal or family circumstances. Such circumstances will be considered under the 'Compassionate Posting' provisions (formerly known as 'Preferential Treatment') detailed in Annex A.

### Posting frequency and tenure<sup>4</sup>

8.31 CMs will strive to achieve a balance between the competing demands of operational effectiveness, individual career development and the desire to minimise disruption to members and their families. Another necessary consideration when planning postings are the significant costs associated. Cognisant of the foregoing, members should generally expect a tenure of three years in a given post.

8.32 Upon posting a member, a Planned Date Out (PDO) will be recorded in D1. The PDO is the approximate date when a member can expect to be posted again, however it is neither a guarantee of tenure nor a guarantee of when a member will be released for subsequent posting. As indicated in paragraph 37, members can generally expect their PDO to be aligned with a point three years from the effective date of their current posting. Known instances where tenure in post will normally differ from three years are:

- a. 1st Tour Pilots – Four years.
- b. Airmen aviation technical workforce.
- c. Alice Springs, Delamere, Woomera and Air Force bare bases – Two years with an option for a third where requested by the member and agreed by the relevant CM.
- d. Overseas Aircraft Transition Postings – Three years but tenure might be reduced or extended to facilitate project continuity particularly where the delivery schedule changes,
- e. Command – Generally two years with scope to extend for a further 12 months to meet capability requirements.
- f. Personal staff officer and ADC roles. Generally, officers will be posted to such roles for a 12 month period only.
- g. **Postings to SERCAT 2 and 3.** Members posted to SERCAT 2 and 3 pool position are assigned a PDO that is premised on an expiration point that does not exceed the member's CRA and is:
  - (1) five years from the date of transfer to SERCAT 2 or 3, or
  - (2) where a Reservist has not rendered service for a period of time, five years from their last date of paid service (RSD or CFTS).<sup>5</sup>

8.33 While the standard length of a posting to Tindal is three years, members may pursue early release after two years on the understanding that posting from location is the primary concern and as such, 'posted to' preferences may not be accommodated.

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<sup>4</sup> Posting considerations that are specific to an employment category such as those mentioned at paragraph 8.32 will be discussed in greater detail as appendices to Annex D. These appendices will be populated no later than 26 Feb 18.

<sup>5</sup> The five year PDO, as amended where a Reservist has been inactive for a period before transferring to SERCAT 2 or 3, has been implemented to act as a prompt for PERBSR-AF staff in terms of action that must be taken in D1 to terminate a member's service where they have been inactive for a period of five continuous years (in accordance with Section 22 of DR-16). Where this period is punctuated by a period of paid Reserve service (RSDs or CFTS), the PDO will be reset before expiration.

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## Back to back postings

8.34 (P) Where reasonably achievable, CMs will strive to give members back to back postings in a given geographic location. Long term locational stability should not be assumed albeit that some employment categories may experience greater locational stability than others and continuity in some locations is more readily accommodated than others depending upon EC and rank. For example, junior airmen technicians, airmen aircrew and junior officer aircrew normally enjoy greater stability due to training consolidation and Force Element Group (FEG) allocation.

8.35 (P) A back to back posting can conceivably be within the same unit, however such situations will be rare and CMs will strive to achieve back to back postings across different units or commands in any given geographic location. This methodology aims to achieve stability and avoid unnecessary posting churn, whilst providing career broadening opportunities for the member.

8.36 (R) AFR postings are generally more geographically constrained than for PAF members. Hence back to back postings within the same unit or chain of command will be more common for AFR members than for PAF members. Nevertheless, where there is more than one AFR member seeking posting to a particular position, or an AFR member is seeking a back to back posting to the same position, CMs will consider all candidates in competition for the position.

## Notification of postings

8.37 CMs will authorise postings following discussions with the member and appropriate appointment holders in the gaining and losing unit (CO, unit executives, flight or section commanders as dictated by the member's rank). Once vetted and approved by a CAF authorised person, the posting authority will be promulgated via Air Force posting and promotions website. Unit commanders, directors and administrative staff can readily access details regarding the anticipated future posting dates of their staff through D1.

## Communication with CMs

8.38 All members, regardless of rank, may contact their CM via telephone and/or email at any time. These access arrangements are in the interests of effective communication between CMs and members in the field. For further guidance on contact with CMs, refer to paragraph 57.

8.39 (P) **FWA and FSD.** Although members are responsible for negotiating flexible work via FWA or FSD with their Unit, it is useful for them to highlight their desire for a flexible service with their CM where they wish to enter into such an arrangement at their gaining unit. CMs will generally not advocate on the member's behalf for a FWA however, an understanding of a member's desires enables CMs to be better informed when liaising with prospective supervisors or commanders.

## Acting rank

8.40 Members who have not been identified for promotion should not assume they will be given acting rank on posting to a position of higher appointment. Normally, members will simply fulfil the role at their current rank on higher duties allowance ([PACMAN Chapter 4, Part 1—Higher duties allowance](#) refers) and gain experience that may help make them more competitive for promotion in the future.

8.41 Nevertheless, where it is proposed that a member be posted into a position of higher appointment, the CM will explore with the chain of command whether acting rank is demonstrably necessary to perform the role in accordance with the principles established by CDF ([MILPERSMAN Part 5, Chapter 3—Promotion, Acting Rank and Honorary Rank in the ADF](#) refers). Where acting rank is considered necessary by both the CM and the chain of command, prior approval by the relevant promotion delegate will be sought before the posting is finalised.

8.42 Where a member is moved internally within a unit to backfill a vacant position of higher appointment the general considerations described at paragraphs 10.37 and 10.38 of AFPSI Chapter 10—*Air Force Promotion System* apply. Where acting rank is considered necessary the commander should initiate an application for acting rank using the Acting Rank Template on the [Promotion section of the PERSBR-AF \(DP-AF\) intranet site](#).

8.43 Members holding acting rank will only be posted to another position that requires acting rank with the prior approval of DGPERS-AF or DP-AF. Successive postings on acting rank does not assure a member will be promoted outside the promotion board process notwithstanding the scope for this to occur as described in Annex A of AFPSI Chapter 10.

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## Posting certainty

8.44 **(P) RAAF individual career plans (RICPs).** The RICP is a PERSBR-AF initiated, negotiated agreement between the member, Commander and CM about future posting plans. RICPs are used sparingly and only where a member's follow on posting location can be confirmed and approved in advance by the relevant posting delegate. RICPs are not generally available for any position or location requiring competitive selection (eg. Command and Staff College or Commanding Officer positions).

8.45 Once agreed and registered in D1 (and cross referenced to objective), RICPs are binding on all parties. However, a RICP may be annulled or renegotiated where unforeseeable circumstances arise. For example; the member is promoted or there are changes to established positions which make it impossible to honour the original agreement.

8.46 **(P) Follow on posting agreement (FOPA).** A FOPA is a PERSBR-AF initiated agreement that provides a member with certainty for their next and subsequent postings. FOPAs will be used sparingly and generally in those circumstances where there is a clear capability requirement to do so. For example a posting to a particular platform or project following a posting to a high value training position. Generally these arrangements will attract a ROSO.

8.47 **(A) Unit succession planning.** Following release of the annual promotion message, units will be invited to identify critical positions or skills within their unit that require careful management. Typically, this might include succession planning of unit executives and their direct subordinates but can also include more junior members with particular skills, knowledge or experience that is important to unit capability beyond the immediate posting cycle. Specific requirements including format, submission times and particular areas of interest will be promulgated by PERSBR-AF.

8.48 On receipt of USPs, PERSBR-AF will consider what has been requested by Commanders and will provide feedback on what is achievable and what potential alternatives might be explored. The USP process is the primary capability based interface between PERSBR-AF and Commanders and as such is very important to the continuity of capability. The USP is not the vehicle through which an outward posted member's posting preferences should be explored (this should be detailed via EPAR and PPR assessment and through member discussions with CMs). The USP is not to be used to bring forward the posting of underperformers and those with behavioural problems – instead, they should be managed proactively in accordance with AFPSI Chapter 17.

## MEMBER POSTING PREFERENCES

8.49 PAF members should notify their CM of their personal posting preferences through submission of Employment Preferences and Restrictions (EPAR) via PMKeys Self Service (PSS) in D1. In the alternate, PAF members may also communicate their preferences via email, telephone and personal interview. AFR members are to use [Form AE 397—RAAF Personal Posting Preference \(PPP\)](#) to highlight their posting preferences, however as with PAF members, AFR members may contact their career manager by telephone or email at any time.

8.50 **(P) CMs conduct personal career interviews annually with those PAF members with an anticipated PDO within the forthcoming posting cycle.** Members who have been identified for promotion will also be interviewed. Interview visits will generally occur in Apr to Jun each calendar year. As circumstances dictate, face-to-face interviews may be supplemented or replaced by telephone access, e-mail, Skype or VIDCON type communications and/or written correspondence.

8.51 **(P) EPARs.** Members may submit an updated EPAR at any time however as a minimum, they should review and update their preferences annually or when a change in circumstances so dictates. If a member is unable to access the EPAR via PMKeyS Self Service in D1, they may use [Form AD 148—Employee Preferences and Restrictions \(EPAR\)](#) in the alternate. The EPAR is an important tool used by CMs to ascertain suitable and interested members for particular posts or geographic locations. The EPAR provides CMs with a readily accessible and query able data base of the members they manage, hence it is in a member's best interest to keep their EPAR up to date.

8.52 Members should note that the EPAR is a tri-service form and has options covering a number of locations, posts and employment opportunities that are not available to all employment categories and many that are not available to Air Force members. Selection of a preference that is not achievable is effectively a wasted preference. [Form AD148-3—ADF Employment Preferences – RAAF](#) provides guidance on the use of EPARs.

8.53 **(P) Serving couples.** PERSBR-AF will not deliberately separate serving couples (ie. where

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both are members of the permanent force) through the posting process, however, employment for both members in a given location cannot be guaranteed. Simply put, members will always have the option to proceed on posting as a couple; however suitable employment for both members in any given location may not be available. CMs will always endeavour to collocate a serving couple with due consideration of their preferences, however where a couple is unable or unwilling to accept a posting to a location where both members can be suitably employed, one member may need to consider alternatives such as leave without pay accompanying serving member (LWOPASM), transfer to another SERCAT or a FWA.

8.54 Where the serving couple are members of different services, an additional layer of complexity arises. [MILPERSMAN Part 6, Chapter 2—Posting of Inter-Service Couples in the ADF](#) details the mandated inter-service consultation process that is to be implemented where a serving couple's categorisation is accurately reflected in D1. MILPERSMAN also creates the expectation that each member of the couple will provide timely and mutually consistent advice concerning their employment and location preferences. Notwithstanding the commitment to collocation where desired, this policy does not override the requirement for all permanent members to be available for operational service, deployment, temporary duty and to undertake training commitments.

8.55 **(P) Compassionate postings.** Compassionate postings (formerly known as preferential treatment postings) are applicable to PAF members only. Personal preferences will only take precedence over Air Force capability requirements in rare circumstances. Such circumstances need to be demonstrably more severe or significant than those circumstances encountered by other Air Force personnel. Where a member believes they have sufficiently compelling reasons to warrant special consideration for either a posting or screening from posting, they may apply for a compassionate posting. The conditions that define compassionate postings and the application process are detailed in Annex A.

## FACTORS CONSIDERED DURING POSTING DELIBERATIONS

8.56 **(P) Capability and service requirements.** The paramount obligation for PAF members is the requirement to satisfy the capability needs of the Air Force by filling positions with suitably qualified members.

8.57 **Most appropriate person.** In determining the most appropriate person for an established vacancy a number of factors are considered. Following is a list of factors that are considered; note this list is not exhaustive and other factors of relevance may be included from time to time:

- a. requirements of the position
- b. EC health and overall experience levels in the relevant rank at both gaining and losing units
- c. unit strength and Unit Succession Plan (USP) requirements
- d. a member's likely ability to fill the position, having regard to
  - (1) qualifications/skills possessed (or able to be obtained)
  - (2) tenure in present position
  - (3) career structure requisites
  - (4) career development/career broadening considerations
  - (5) reported performance and suitability predictions as per annual reporting
  - (6) any medical restriction
  - (7) level of security clearance required
  - (8) results of any special assessment requirements or selection processes for competitive postings
  - (9) seniority in rank

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- (10) competitiveness for promotion and ability to be employed at the next rank level
- (11) any administrative sanction or performance related problem
- (12) posting/employment preferences
- (13) personal priorities
- (14) time in area (for PAF members).

8.58 **Personal preferences and restrictions.** As described in the previous section of this Chapter, the aspirations and personal requirements of members are important and taken into account during the posting deliberation process provided they have been communicated to the CM. To ensure the best chance that their preferences can be accommodated where realistic, members are urged to keep their EPAR up to date and advise their CM of any change in their personal circumstances.

8.59 **Position liability board (PLB).** The PLB is conducted annually and is chaired by DP-AF with representatives from Air Command and the FEGS. The purpose of the PLB is to establish Air Command priorities and to balance those priorities against wider Air Force priorities and non-service group liabilities. As such, the PLB is established to consider capability requirements and makes no judgements regarding individual personnel requirements or preferences.

8.60 **Unit succession plan (USP).** A USP is effectively an extension of the PLB and provides DP-AF with greater detail concerning the priorities agreed at the PLB. The USP contains details on the timings of movements for key trained personnel in and out of a unit. The USP represents an important communication tool between units and PERSBR-AF, and assists units in determining training timeframes for replacement of essential personnel. USPs are based on unit capability requirements and will not advocate for member's personal preferences. PERSBR-AF will seek USP returns on an annual basis which will be considered in posting deliberations. Commanders are to ensure that member's whose retention has been designated as essential informed accordingly.

8.61 **Personnel management board (PMB).** PMBs are conducted as necessary to consider capability from an EC and personnel perspective. PMBs are generally chaired by DP-AF and will include Air Command or FEG representatives and EC Workforce Capability Advisors (WCA). PMBs will discuss career progression and individual career management with a view to maintaining EC health and growing EC experience for the delivery of capability.

8.62 **(P) Rotation of CO/Executive officer (XO) positions.** Continuity at unit command level is essential to the continuous provision of capability and therefore effective rotation of unit CO and XO positions is required. The transition of the unit executives should occur via a staggered program with each position changing midway through the other, or if this is not possible, the desired minimum overlap between positions rotating is six months.

8.63 **(P)** In the event that periods of less than six months for flying units cannot be avoided, an appropriate risk mitigation strategy with advice from the Directorate of Defence Aviation and Air Force Safety (DDAAFS) is to be endorsed by the FEG Commander. For periods of less than three months, the endorsement is to be referred to Air Commander Australia. Risk management is impacted by factors such as:

- a. **Leave.** Planned periods of leave in excess of five working days need to be considered in the context of the available transition time.
- b. **Postings from within the wing.** Continuity can be assisted by utilising personnel who are current with the issues particular to the unit. This occurs with personnel promoted from within the unit (in the case of the XO) or from within the Wing.

8.64 **Competitive postings.** Competitive postings include overseas postings, overseas exchanges, Command and Staff Courses, command positions, civil schooling and representational posts. There are normally additional selection processes for these postings.

8.65 **(P)** Postings from initial training courses. The posting of graduates from initial training courses will be influenced by Service need, consolidation of training, preference for location, and where necessary, the order of graduation.

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8.66 (P) **Locational restrictions.** Availability for posting is an inherent requirement for continuing service in the PAF. Generally, locational restrictions will only be considered for temporary medical, dental or compassionate reasons.

8.67 **Protection orders.** In situations where two serving members are subject to a Protection Order, they are to be managed in accordance with [MILPERSMAN Part 9, Chapter 4—Protection Orders](#).

8.68 **Employment of immediate family members in the same area of operation, chain of command or working environment.** [MILPERSMAN Part 6, Chapter 3—Employment of Immediate Family Members in the Same Area of Operations, Chain of Command or Workplace](#) details ADF policy regarding employment of immediate family members in the same area of operation, chain of command or workplace. Accordingly, CMs will endeavour to avoid posting close family members to the same workplace or within the same chain of command but this principle will be implemented in a practical manner having regard to:

- a. member ranks and the relationship between their intended posted positions (ie. within a large unit or directorate for example)
- b. other competing priorities such as the colocation of serving couples and provision of back to back postings.

### **Any officer / airman positions**

8.69 Whilst most positions are established with a clear need for specialised skills representative of the various Air Force ECs, there are a range of positions / roles that are more general in nature which can be filled by motivated members with more generalised skills that are supplemented by role specific training.

8.70 These any officer / airman (ANYO/ANYA) positions are often high priority and / or high profile such as Recruiting positions, Military Skills Instructors, Directing Staff and ADCs. The processes for filling these positions are broadly as follows:

- a. The majority are to be filled through competitive selection. In these cases, DP-AF will call for expressions of interest (EOI) from the workforce and candidates will be considered in competition for the advertised position/s.
- b. Some positions are apportioned to specific ECs. These positions are filled through targeted selection. In these cases the CM will nominate suitable personnel from the applicable EC for consideration by the selection board or delegate as appropriate.
- c. Where there are insufficient voluntary candidates for ANYO / ANYA positions in a given posting cycle, DP-AF will direct CMs to nominate individuals for consideration by the appropriate delegate.

8.71 In all but a few cases, selection is generally achieved through selection boards or paper boards as deemed appropriate by the delegate. More detailed information regarding ANYO and ANYA employment, nomination and selection processes are available on the [DP-AF section of the PERSBR-AF intranet site](#).

8.72 Standard tenure is unchanged albeit some positions such as ADC roles are generally for a shorter period. Where necessary, RICPs and other measures may be used to create a large, highly motivated competitive pool from which to select candidates.

## **POSTINGS – GENERAL INFORMATION**

8.73 **Employment against posted position.** Notwithstanding the member's posted position, Commanders are authorised to allocate the member to alternate duties within their unit as required. This is most common for junior airmen who may be moved through a range of duties within a unit to broaden their experience and develop their skills within their mustering. For officer specialisations where skill grade progression is affected by the nature of their posted position, internal movement for an intended period in excess of three months should be discussed both with the officer and their DP-AF CM beforehand and should normally be formalised via posting action.

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8.74 **(P) Member with dependents (unaccompanied) (MWD(U)).** Air Force preference is that members proceed on posting with their family. This preference is directly supported by Defence removal and accommodation policy which provides scope for families to accompany members in all instances other than specific overseas hardship postings and short-term postings. Nevertheless, while an Air Force member is not in a position to refuse their posting, there is also no onus on the member to move their family. Personal circumstances such as proximity to extended family, child schooling and spousal employment may mitigate against proceeding as a family unit. While such decisions are wholly within the control of the member and his or her family, and can be accommodated under MWD(U) provisions, such arrangements should not be entered into lightly as MWD(U) often places a strain on the family unit and generally there are no assurances the member will be posted back to the family location after their initial posting period.

8.75 (P) Before proceeding on an MWDU posting, members and their partners should discuss how and when the family might join the member on posting noting that 'short-touring' coupled with a return posting are unlikely to be accommodated. Conditions and removal entitlements associated with MWDU can be found in [PACMAN Chapter 8, Part 3—Member with dependents \(unaccompanied\)](#).

8.76 **Effective date of posting.** The effective date of a posting is that which is recorded in D1 and represents the date upon which the member is to report to the gaining unit unless leave has been approved beyond this date. Any leave beyond the effective date should only be approved by the relevant supervisor at the gaining unit or by the member's current supervisor on agreement from the gaining supervisor. Members should also ensure that the gaining supervisor has an appreciation of intended dates for down-lift removal.

8.77 **Annotations to posting instructions.** The annotations which may be quoted in a posting instruction are listed at Annex B to this Chapter. Annex B provides expanded explanations of each annotation and details who is responsible for carrying out any action. Where required action is not covered by an annotation, the requirements will be detailed separately in the posting instruction.

8.78 **Overseas and representation postings.** In some cases, an assessment of suitability for posting will not be based solely on the member's availability for release, performance, and representational qualities but will also have regard to the member's immediate family and their robustness to undertake a posting in a potentially challenging environment. When calling for EOIs, CMs will highlight any specific requirements such as the need for the immediate family to undergo a Defence Community Organisation assessment and to demonstrate an appreciation of the environment and community into which they would enter.

8.79 **Deferment or cancellation of posting.** When a CO considers that a posting should be deferred or cancelled for Service or administrative reasons, the CO is to notify DP-AF giving full details of the case and any recommendations. Reasons include, but are not limited to, resolution of application such as redress of grievance, EC transfer, disciplinary reasons, etc.

8.80 **Exchange of posts/posting.** Exchange of post or exchange posting is an option available to members up to and including the rank of SGT. In simple terms, a member may apply either to exchange posts with another member of the same rank and EC, or on becoming aware that another member of the same rank and EC is posted, with that member's concurrence, to be posted in lieu. An exchange can only proceed with the concurrence of both members and their Commanders. Members are liable for any expenses, if any, incurred as a result of the exchange.

8.81 **Posting following reduction in rank.** A member who is reduced in rank can be expected to a position at their new rank.

8.82 **Postings that attract a ROSO.** Where a particular posting will attract a ROSO, CMs will inform members as part of the posting negotiation process. Members will be required to accept the terms of the ROSO in writing prior to a posting or attachment to a position that attracts the ROSO.

8.83 **(P) Cessation of PAF service.** On ceasing a period of service in the PAF, members will be posted to a holding pool position. When their final day in the PAF is reached, a termination row will be input which actions the cessation of salary and allowances and, where applicable ensures the 'cash-out' of unexpended leave. Immediately following termination, members who have been transferred to the AFR will be posted to an AFR position (typically SERCAT 2 or 3 but on occasions, by prior arrangement, may be a SERCAT 4 or 5 position).

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## PAF MEDICAL NON-EFFECTIVE POSTINGS

8.84 (P) Administration, management and considerations associated with medical non-effective postings are prescribed at Annex C.<sup>6</sup>

### TEMPORARY ABSENCES FROM POSTED POSITION

8.85 Air Force Commanders may authorise the temporary absence of unit members for duty purposes. Approved absences are recorded through D1 by utilising Activity Logs and Operational Logs. The approving authority is determined by the level of the activity or exercise and specific authorisations are detailed in Reference E.

8.86 **Local Attachments.** In accordance with the [CAF Command Authorisations Instrument – Personnel Related Decision Making Functions](#), the following officers external to PERSBR-AF may attach members as follows:

- a. FEGCDRs, Wing OCs and Directors may attach a member between elements within their command/reporting chain for a single period less than six months.
- b. FEGCDRs, Wing OCs and Directors may attach a member to a unit or wing in another group, for a single period less than six months providing prior agreement has been obtained from the equivalent appointment in the gaining element.
- c. **Combat Support Group (CSG).** Within CSG only, Wing XOs and SO2PERS have the authority to attach members for periods of up to three months. Where the attachment crosses commands within CSG, agreement of the gaining Wing OC, Director, Wing XO or Deputy Director must be obtained beforehand.

8.87 **Temporary Duty.** Commanders may authorise a member to proceed on temporary duty within Australia where an attachment is not warranted. Such duty would generally be associated with the member's primary role and would not normally exceed one month. For example, members travelling to conferences, attending interstate meetings and so on. Authority for travel in these circumstances is provided by approval of AE505–Travel Request Form or a Domestic Travel Budget Calculator and Authority Form.

### Recording temporary absences

8.88 A Locally Approved Move (LAM) is a functionality in D1 that was intended to be used by units for temporary movement of personnel for periods of less than 90 days. However, Air Force units and administrative staff are not to use LAMs for temporary movement of Air Force personnel. Instead they should use the following activity or operational log as applicable:

- a. **Activity Log.** The Activity Log within D1 is used to approve and record the temporary absence of a member from their posted unit. Records of personnel movements facilitate the accurate and timely reporting of absences from a member's posted unit and assist commanders and supervisors with the management of their workforce. Additionally, accurate recording of personnel movements in the Activity Log, ensures the whereabouts of members is recorded for 'find our people' purposes and provides a record for reference in any future compensation claims. The types of activity recorded in the Activity Log are Absences on Duty (AOD), Hospitalisation, Training and Exercises.
- b. **Operational Log.** The Operational Log is maintained for personnel on operations that have been officially declared by the Minister for Defence or directed by the Strategic Operations Division.

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<sup>6</sup> Although there is potential for overlap, the term 'non-effective posting' should not be confused with the term 'non-effective service' which can impact upon a broad range of entitlements as specified in the [PACMAN](#).

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## FURTHER ADVICE

8.89 General enquiries concerning postings, attachments and deployments should be directed to local administrative staff in the first instance. Enquiries unable to be resolved by local administrative staff are to be directed to the originating authority as follows:

- a. General postings – the relevant DP-AF CM (WGCDRs and below) or DSOM-AF (GPCAPTs and above);
- b. Under training workforce postings and attachments – Deputy Director of Selections, Enlistments, Appointments and Transition (DDSEAT) within DP-AF.
- c. Course attachments – Deputy Director of Selections, Enlistments, Appointments and Transition (DDSEAT) within DP-AF.
- d. Operational Deployments – Air Command Personnel Operations (PERSOPS) Staff.

### **Related instructions, guidance, determinations, legislation, delegations and authorisations**

[Defence Act 1903](#)

[Defence Regulation 2016](#)

[PACMAN](#)

[MILPERSMAN Part 6, Chapter 1—ADF Posting of Defence Members](#)

[MILPERSMAN Part 6, Chapter 2—Posting of Inter-Service Couples in the ADF](#)

[MILPERSMAN Part 6, Chapter 3—Employment of Immediate Family Members in the Same Area of Operations, Chain of Command or Workplace](#)

[CAF Command Authorisations Instrument – Personnel Related Decision Making Functions](#)

### **Annexes:**

- A. PAF Compassionate Postings
- B. Posting Annotations
- C. PAF Medical Non-Effective Postings
- D. PAF Tailored EC Posting Considerations

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## ANNEX 8A – PAF COMPASSIONATE POSTINGS

### Introduction

1. All members of the PAF have an obligation to serve wherever and whenever they are required to do so and, under normal circumstances, their wishes will be subordinate to Service requirements. Acknowledgement of this and other inherent service requirements are made on appointment or enlistment. [MILPERSMAN Part 2, Chapter 1—Inherent Requirements of Service in the ADF](#) expands upon these requirements.
2. Notwithstanding this obligation, personal circumstances may arise which are beyond the individual's control and are so compelling that an individual may be unable temporarily to fully meet their posting, employment or deployment obligations. Such circumstances may warrant special treatment or posting consideration in the form of a Compassionate Posting (formerly referred to as a 'Preferential Treatment' posting).
3. All members of the PAF may be considered for compassionate posting but approvals are tightly constrained because in many cases a compassionate posting will result in the member being held in location surplus to establishment for the duration of the posting. Therefore, the circumstances must be sufficiently compelling to warrant overriding Service requirements.
4. Before contemplating a compassionate posting, members should first approach their CM to ascertain if their concerns can be addressed via the usual posting process. Experience has shown that PERSBR-AF's capacity to assist members in need is greatly enhanced via timely and open dialogue.
5. A compassionate posting may involve the granting, deferral, cancellation of, or screening from, an attachment, deployment or posting. As a consequence, members may find their capacity to pursue certain career management goals such as skill grade advancement or promotion are temporarily impeded.

### Circumstances

6. Circumstances that may attract a compassionate posting must be of a strong compassionate or exceptional nature and demonstrably more severe than those circumstances encountered by other Air Force members. Also, the member must demonstrate that the compassionate posting will facilitate resolution of the circumstances such that, at the end of the posting, they will again be able to meet their posting obligations without restriction.
7. All members of the Air Force and their families suffer some inconvenience and disadvantages in meeting their service obligations. These may include disruption to children's education, interference to spouse employment, family separations, dislocation from extended family such as aging parents in ill health and so forth. Such circumstances could be described as the 'normal' disadvantages of Service life and will not normally warrant the approval of a compassionate posting. Similarly, a desire for collocation with a spouse or partner<sup>1</sup> will not, on its own, attract a compassionate posting.

### Duration

8. Given the subordination of Service requirements, the duration of a compassionate posting will be tailored to the circumstances and limited to a maximum of 24 months. Where an initial approval period of less than 24 months proves insufficient, the member may seek an extension, however the compassionate posting period will not extend beyond 24 months.

### Member's responsibility

9. When a member has a compassionate posting approved, they are responsible for immediately advising DP-AF, through their CO, of any change in the circumstances which gave rise to the approval of the posting. Advice on any change in circumstances should be via email to [DP-AF Admin Sanctions](#).

### Posting at the expiration of a compassionate posting

10. At the expiration of a period of a compassionate posting, members will be considered for posting in the same manner as they would normally, albeit on the understanding that depending upon posted location, rank and EC, there may not be scope to remain in area.

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<sup>1</sup> Partner is defined in [PACMAN Chapter 1, Part 3, Division 2—Dependents and categorisation](#).

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## COMPASSIONATE POSTING ADMINISTRATION

11. All applications for compassionate posting are to be processed as follows.

### Identification of compassionate or compelling circumstances

12. Members who consider their circumstances warrant a compassionate posting should discuss the matter with their CM in the first instance. Where it is apparent the CM cannot resolve or mitigate the member's concerns via a service based posting decision, the member should seek guidance from their Unit PCO.

### Initial responsibilities of unit PCOs

13. In all cases, as soon as they become aware of circumstances that are likely to give rise to an application for a compassionate posting, the Unit PCO is to contact DP-AF (OIC Administrative Sanctions (AS) or 2IC AS) to discuss the circumstances and to ascertain what supporting documents and specialist input will be necessary to support the application.

14. After consultation with DP-AF, the PCO is to counsel the member concerning the caveats that apply to compassionate postings and outline the administrative requirements concerning submission of an application. In particular, members should be counselled regarding any requirement to attend interviews with specialist officers for evaluation of their personal circumstances. The PCO should also review any specialist documentation already obtained by the member to advise on the relevance and completeness of the information provided.

### Responsibilities of specialist staff

15. Often, the objective assessment provided by specialist staff such as DCO social workers, chaplains and medical officers / doctors plays a crucial role in the approving authority's assessment of a case. It is therefore essential that the member's situation is assessed having regard to the following considerations:

- a. **Specialist counsellors.** Those with specialist counselling skills and an accurate understanding of the Air Force workplace, policies and flexible working options are well placed to assist the decision making process. Specialist counsellors should consider all options which might resolve a member's circumstances and indicate why options other than a compassionate posting are suitable or unsuitable. Their report should not simply reflect the views of the member but also provide a balanced, professional commentary on the facts. Judgments which only argue the member's case or focus excessively on the emotional state of the applicant or other family members should be avoided. Instead, the underlying causes of the situation should be isolated.
- b. **Medical officers (MO).** Many compassionate posting applications arise as a consequence of medical issues involving a member's immediate or extended family. Consequently, an ADF MO can play a vital role in ensuring that relevant and comprehensible information is presented to PERSBR-AF for consideration. In most cases, where a member is applying for PT on the basis of the health of a family member, some form of supporting comment has already been obtained from the treating doctor. The nature of such comments varies widely:
  - (1) Some may provide technical medical information which may not be easily understood by PERSBR-AF staff. In these circumstances, an ADF MO should be requested to provide a plain language interpretation of the doctor's statement, focusing on the impact of the particular medical condition and the prognosis of the patient.
  - (2) Some may contain insufficient information upon which to base a decision and sometimes resistance is experienced by members attempting to obtain supporting statements from civilian doctors. In these cases, an ADF MO can lend valuable assistance by contacting the treating doctor to obtain the required information, subject to patient agreement, and provide a synopsis in support of the application.

16. An individual's right to privacy is understood and respected by PERSBR-AF staff. There is no requirement for details of the diagnosis to be provided in many cases. However, decision makers do need sufficient information upon which to make a judgement in respect of the merit of the case and the likely time required for resolution. Without verification of that information, compassionate postings cannot be approved.

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## Submission of application

17. Applicants are to provide a statement of the circumstances leading to the application for compassionate posting on Form AE715—*Preferential Treatment Posting Application – Air Force* (to be updated to reflect title change). The application should indicate why other measures (eg exchange posting, long service leave, LWOP) are inappropriate or unsuitable to their circumstances. On completion, the application together with any supporting documentation is to be submitted to their unit PCO for further action.

## Responsibilities of the unit PCO

18. On receipt of an application for compassionate posting, the PCO is to review Part A to ensure that all relevant facts have been presented. After interviewing the member and conducting an objective assessment of the circumstances against the provisions of this Annex, the PCO is to complete Part B ensuring each question is addressed and then pass the application to the CO for consideration. The staffing situation within the section should not be addressed as it is not fundamental to approval of the application.

## Responsibilities of Commanders

19. In formulating their recommendations, Commanders should focus on the issues that gave rise to the application. They should be aware that staffing is not a consideration in determining whether a compassionate posting should be approved. Should the application be approved, any resulting staffing issues will be addressed separately by DP-AF CMs.

20. Commanders are to provide comments which:

- a. objectively address the circumstances, as stated by the member, and the content of specialist reports against the requirements of this Annex
- b. certify that the circumstances presented in the application have, so far as is possible, been verified for accuracy, and
- c. indicate the steps taken by the member and unit management in an attempt to resolve the situation without resorting to compassionate posting.

## DP-AF action

21. On receipt of the application, a case assessment will be prepared based upon:

- a. the circumstances detailed in the application,
- b. supporting specialist reports, and
- c. any relevant information in the member's history file.

22. Once the outcome of the application is known, DP-AF staff will advise the unit CO and/or PCO of the decision. If the application has been approved, the member's CM will negotiate with the member and unit management, to facilitate release of a posting (where required). If the application has not been approved, formal advice of the decision, including reasons, will be forwarded to the member and unit management.

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## **ANNEX 8B – POSTING ANNOTATIONS**

1. The posting annotations formerly detailed in DI (AF) PERS 3-7—*Posting of Personnel Standing Annotations to Posting/Attachment Authorities and Warning Orders* have been altered to reflect current requirements. They will be detailed in this Annex once Defence One has been updated.
2. This amendment will precede commencement of the 2019 Posting Cycle deliberations commencing in May 2018.

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## ANNEX 8C – PAF MEDICAL NON-EFFECTIVE POSTINGS

1. Non-effective postings are administrative postings that indicate that although still a member of the PAF, the member is not currently employed in the workplace and, where not in receipt of salary; their service is not counted against the Air Force Average Funded Strength (AFS). In most cases the member remains in their current locality and current unit. Depending upon the circumstances, postings for periods of non-effective service may have an impact upon a member's entitlements such as salary, allowances, leave accrual, housing and accommodation, superannuation, injury compensation and continuity of service for bonuses. The [PACMAN](#) provides specific advice on the effects of non-effective service on each entitlement. Career prospects may also be impacted such as promotion seniority, consideration for postings, acquittal of Return of Service Obligation, etc. Members are to refer to specific Air Force policy guidance as required.

### Non effective postings on medical grounds

2. When a member is deemed by a medical officer to be medically unfit for duty for an actual or anticipated period exceeding 28 days, inclusive of consecutive periods of sick leave, the member's health unit is responsible for conducting a MEC review and downgrading the member's MEC to J34 (Temporarily non-effective – Defined period between 28 days and four months), in accordance with [MILPERSMAN Part 3, Chapter 2—ADF Medical Employment Classification System](#). The health unit should advise the member, the member's unit and DP-AF (Attn: Medical Employment Classification Review Board (MECRB) Support via [PERSBR.AFERSupport@defence.gov.au](mailto:PERSBR.AFERSupport@defence.gov.au) through the immediate promulgation of Form PM 532 MEC Advice.

3. Ordinarily DP-AF will action the non-effective posting so the member will be actually posted to a DP-AF medical non-effective pool position while remaining substantively posted to their parent unit in their current geographic location.<sup>1</sup> On occasion there may be a need to post a member to an alternate location, or to a different chain of command, normally on advice from the treating health professionals or at the discretion of DP-AF. In such cases, members will be posted to a DP-AF medical non-effective pool position in the member's location with any variations to the chain of command or administrative/welfare arrangements established on a case-by-case basis and promulgated as part of the posting.

4. **Casualty reporting.** The provisions of the above paragraphs do not change the requirements for casualty notification in accordance with the [Defence Casualty and Bereavement Support Manual](#).

5. **Change of circumstance.** Health units are to provide DP-AF (Attn: MECRB Support) with an update of any change in circumstance associated with a member's non-effective status in accordance with the [Defence Health Manual](#). Change of circumstance can be advised via email but should be followed-up with dispatch of an updated PM532 in the following circumstances:

- a. For a member assigned MEC J34, if the period of non-effective service is going to be extended beyond four months, the treating health unit should initiate CMECR action and assign the member MEC J40 Holding – pending MECRB determination. The resultant PM532 MEC Advice confirming MEC J40 status should include an annotation that confirms the member remains non-effective.
- b. Where a member is already undergoing a CMECR and is assigned MEC J40, but subsequently becomes medically non-effective, the health unit should promulgate a new PM532 which re-confirms MEC J40. This advice should include an annotation that confirms the date the member commenced non-effective service. This updated MEC advice should be provided to the member, their unit and to MECRB Support staff (via [PERSBR.AFERSupport@defence.gov.au](mailto:PERSBR.AFERSupport@defence.gov.au)).

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<sup>1</sup> This approach readily enables all medically non-effective members to be monitored for the duration of their posting without altering the intended welfare and management responsibilities of the Commander.

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6. If a member regains sufficient fitness to undertake any military duties, they are no longer considered medically non-effective. As such, the treating health unit should promulgate a PM532 to the member, their unit and DP-AF (Attn: MECRB Support) which confirms:

- a. the MEC upgrade (unless member is MEC J40),
- b. ongoing employment restrictions and with effect date the member ceased non-effective status. If a CMECR has already commenced for the member, a clinical update should also be provided to Medical Employment Classification Advisory & Review Service (MECARS) and the MECRB Secretary, in addition to the PM532. The MEC J40 status cannot be amended until a determination has been made by a MECRB.

7. Non-effective Posting following Medical Employment Classification Review Board (MECRB) Decision. After a decision by the MECRB the following posting action is to be taken:

- a. Where a member is deemed to be MEC J44 Extended non-effective, the member is to be posted to an appropriate non-effective pool position IAW paragraph 2 of this Annex, if such a posting has not already occurred. The MECRB will specify an appropriate date by which the next CMECR is to be initiated.
- b. A member allocated MEC J52 Not employable on medical grounds – non-effective is to be posted to an appropriate non-effective pool position IAW paragraph 2 of this Annex, if such a posting has not already occurred, pending either the separation of the member, or review of the decision by the MECRB, in accordance with [MILPERSMAN Part 3, Chapter 2—ADF Medical Employment Classification System](#).

8. **Cessation of non-effective posting.** When DP-AF are notified that a member who has been posted non-effective is no longer non-effective, DP-AF will enter a new posting for the member, restoring them to their normal posted unit, or alternate unit if such arrangements have been agreed.

## **Management of personnel posted non-effective**

9. Commanders remain responsible for the management of personnel posted non-effective to their unit. Depending upon the situation, this may range from individual case management that provides the member with individual assistance and monitoring, to providing contact details of unit and base administrative staff and ensuring periodic communication is made if appropriate. Commanders are required to provide DP-AF (WGCDR and below) or DSOM-AF (GPCAPT and above) as applicable, with an update of any change in circumstance associated with a member's non-effective status.

## **Posting after non-effective service**

10. When a member who has been posted non-effective is available for posting, the unit to which the member has been posted non-effective will be advised by message of the member's posting instructions and employment standard (where applicable). Until a posting instruction is received, the member is to remain at and on the non-effective strength of that unit.

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## **ANNEX 8D –TAILORED EC POSTING CONSIDERATIONS – PAF**

1. Although the fundamental career management posting principles and considerations are quite similar across the PAF, some specialisations and musterings or families of specialisations and musterings have additional career management considerations which might outweigh or moderate the general guidance to achieve best capability effect.
2. The appendices to this Annex, once populated, will detail these additional considerations. These appendices will be populated via formal amendment no later than 26 February 2018.

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## POSTING SELECTIONS AND TENURE FOR TINDAL, WOOMERA AND OTHER ISOLATED LOCATIONS

### Background

1. Isolated locations within Australia where Air Force personnel are required to serve are either bare bases (with no medical, commercial, social or community support services) or remote communities where such facilities are very limited. Both these location types are distant from large population centres and a posting there means members (and their accompanying dependants) are removed from social support structures.
2. Designated isolated locations for Air Force posting purposes are RAAF Tindal, Woomera<sup>1</sup>, Alice Springs, the bare bases at Curtin, Learmonth and Scherger, and the Delamere Weapons Range.

### Aim

3. The aim of this Annex is to provide guidance to DP-AF Career Managers (CMs) on the process to be adopted when selecting Air Force personnel for postings to isolated locations, and also specifies posting tenures for those areas. Note that screening procedures for postings to Butterworth are detailed in [Annex A to DP-AF Policy Guide No 6](#).

### Posting tenure

4. The standard tour length for all Tindal positions is three years, with the option of requesting an early posting from the location at the two-year point. More information on Tindal posting requirements is at paragraphs 14 and 15.
5. Posting tenure for remaining isolated locations (Woomera, Alice Springs, Delamere, and the Air Force bare bases) is two years, with the option for a member to request to remain in area for a third year. The approving authority for a third year extension is the appropriate DD CM. All extensions from a three to four year posting to an isolated location are to be approved by DP-AF. Additional information regarding community services and support available for ADF families at Woomera is at paragraph 16.
6. Any postings for Air Force personnel out of isolated units/locations under the standard minimum tenure of two years not previously agreed by DP-AF (except those due to establishment changes, promotion or preferential treatment) are to be submitted to DP-AF for his/her personal approval.

### Pre-posting screening

7. Following identification of the preferred candidate for posting to a position at Woomera, Alice Springs, Curtin, Learmonth, Scherger or Delamere, the relevant DP-AF CM is to request a pre-posting assessment interview by the Defence Member Family Services (DMFS) for the member and any accompanying spouse/partner. This is initiated via submission of [Web Form AC698](#) to the DFMS email address indicated at the end the form, with a copy also provided to the member and their commanding officer (CO). If school-age children will be accompanying the member to the isolated location, the AC698 is to

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<sup>1</sup> Isolated locality status applies to members who are posted for actual duty at Woomera, not those posted to the Adelaide area with an occasional requirement for duty periods at Woomera.

specifically request comment from a Regional Education Liaison Officer (REDLO) concerning any special needs requirements for the member's children, and the capacity to source the appropriate assistance in the isolated locality. The AC698 seeking a pre-posting assessment is to be completed by the relevant CM and signed by their Deputy Director (DD) in the 'Unit contact' segment.

8. Were a member is identified for a posting to Tindal, the relevant CM is to contact the member's supervisor<sup>2</sup> to confirm there are no known or potential medical, psychological or domestic/personal issues that may impact on the selection. This includes dependants who will be accompanying the member and have chronic health conditions or educational/special needs. If such issues are evident, the candidate's chain of command is to be informed that DP-AF will initiate the appropriate medical, DFMS and/or psychological assessments prior to approval of the posting.

9. Should DFMS, medical, and/or psychological reports raise issues about the member's or their dependants' suitability for service in any location listed at paragraph 2, the decision on whether the posting proceeds will be taken by the posting approval Delegate<sup>3</sup>, on advice/recommendation from the applicable CM. In such cases, input will be required from the CO/manager of the gaining (isolated) unit regarding the availability of in-area support facilities for the member and their family.

10. Finally, for all isolated locality posting selections apart from Tindal, the CM is to afford the position sponsor an opportunity to comment on the proposed choice of candidate before forwarding a selection brief to the approval Delegate. This will ensure the selected member meets the sponsor's professional requirements for the position; however, responsibility for the final selection decision rests with the appropriate DP-AF approval Delegate.

### **Medical Employment Classification requirements**

11. Members posted to Tindal units should not hold a Medical Employment Classification (MEC) of J29<sup>4</sup>, or any J3 or J4 sub-classification. However, a DP-AF waiver may be granted if Joint Health Command (JHC) confirms the member can be employed at Tindal, within their listed employment restrictions, and they can be adequately supported. Members posted to the other isolated locations must hold a MEC of either J1 or J2 (noting a J29 sub-classification will require JHC clearance and a DP-AF waiver).

12. For Tindal, Woomera and other isolated locations, all JHC requests for posting availability are to be requested from the *gaining* locality JHC medical authority. For isolated locations that do not have local JHC support, the gaining locality will be the posted unit base. For example, RAAF Curtin positions form part of 13SQN so are reportable to RAAF Darwin JHC.

13. Members posted to any isolated location (including Tindal) who develop a medical condition or sustain an injury requiring consideration by the Medical Employment Classification Review Board (MECRB) are to be afforded priority in the MECRB process.

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<sup>2</sup> Not below WOFF rank.

<sup>3</sup> Specified at [paragraph 6](#) in the main body of this Policy Guide.

<sup>4</sup> MEC J29 can only be awarded by the MECRB and stipulates defined limitations and/or material support requirements, with access to regional hospital facilities capable of performing advanced trauma surgery and providing inpatient medical/surgical care.

### Additional requirements for Tindal postings

14. Paragraph 4 specifies a standard posting tenure for Tindal postings of three years, with an option to leave the area at the two-year point. The following requirements also apply:

- a. Prior to their departure for Tindal, all Air Force members posted there are to be informed (in writing) of their planned date out (PDO).
- b. Requests to depart Tindal at the two-year point are to be submitted via the member's chain of command<sup>5</sup> to the relevant CM in time to enable inclusion in annual posting plot deliberations. These requests will be considered indicative of a member's desire to move to another location, irrespective of their recorded posting preferences (which will nevertheless be accommodated if possible).
- c. Members will be provided a posting to their first or second location preference (within Australia) following completion of a three-year tour at Tindal, subject to an appropriate vacancy at rank and mustering/specialisation arising at the preferred posting locality.
- d. A member may request to extend their Tindal posting to four years. Any extension from three to four years (against a member's preference) is to be entertained only in exceptional circumstances, and in the absence of a suitably trained and competent replacement.
- e. Posting tenure for all Tindal positions is to be limited to a maximum four years, unless a member submits a Web Form PE057—*Standard application* (through their chain of command) detailing their reason(s) for remaining in area longer than four years and their preferred PDO. In such cases completion of a further RICP is also required. Further information on RICP management is in [DP-AF Policy Guide No 9](#).
- f. All extensions from a three to four year tour at Tindal are to be approved by the relevant DD CM. Members will not be extended beyond a four-year tour against their will, except in rare and extenuating circumstances, and upon approval by DP-AF.

15. Members serving at Tindal are not to be posted from that location to another isolated locality without DP-AF approval in all cases. Furthermore, CMs and local chains of command are not to assert undue pressure on members to remain at Tindal beyond previously agreed three or four-year PDO points.

### Woomera posting issues

16. DFMS management has provided the following information regarding limitations on family support and schooling facilities at Woomera, which is to be properly considered in posting decisions for that location:

- a. **Housing.** Woomera housing stock is very basic and does not meet Defence Housing Authority standards. Resident families are therefore offered an allowance package.
- b. **Family support.** There is a lack of community services in Woomera, with the closest regional centre being Roxby Downs (population 5000, 80 km by road, 55 minutes

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<sup>5</sup> WOFF minimum for members up to SGT rank, and a SQNLDR supervisor for FSGTs and above.



driving time). Support at Woomera is available via scheduled visits from DFMS SA staff, and families are able to access the 24-hour Defence Family Helpline.

- c. **Schooling.** There are limited schooling options and educational support facilities at Woomera, provided by the Woomera Area School<sup>6</sup>. Members with school-age children who apply or are being considered for a posting to Woomera should be advised to seek information about schooling options through their local DFMS REDLO.
- d. **Childcare.** There are no commercial or after-school childcare facilities available at Woomera.

17. CMs are to remain cognisant of these limitations when discussing Woomera postings with potential applicants, and when requesting DFMS assessments on members identified for posting to that location.

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<sup>6</sup> A small SA Government Primary/Secondary School, with student enrolments up to and including year 12.

## DIRECTOR OF PERSONNEL–AIR FORCE

### POLICY GUIDANCE No 9

#### MANAGEMENT OF RAAF INDIVIDUAL POSTING AGREEMENTS

##### Background

1. RAAF Individual Posting Agreements (RIPAs) are a DP-AF initiated process used selectively when a member's follow-on posting location can be confirmed and approved in advance by the relevant DP-AF Authorised person.

##### Aim

2. The aim of this Policy Guidance is to provide guidance for DP-AF CMs on negotiating RIPAs, and on the management of members for whom they have been granted.

##### Policy considerations

3. Air Force policy on the development and implementation of RIPAs is detailed in [Air Force Personnel Standing Instructions](#).

4. A RIPA is for a first or second preferred location or preferred employment role within Australia, at the member's rank and mustering when the plan is negotiated. RIPAs should not include specific unit or position preferences as this may establish an obligation that cannot be met. Requested locational preferences must be realistic and achievable. These agreements are not available for positions requiring a competitive selection process, such as sub-unit command and at staff colleges.

5. Specific instructions on the process for completing a RIPA with members are detailed in [DP-AF BLI CM \(POSTINGS\) 3-02 - RAAF Individual Posting Agreement](#).

##### Occasions for using RIPAs

6. RIPAs are to be generated by DP-AF CMs and will be used in the specific situations described at paragraphs 7 to 9 below. An agreed RIPA is binding on all involved parties however can be varied in specific circumstances, refer to paragraphs 12 and 13 below.

7. **Military Skills Instructors and Australian Federation Guard personnel.** RIPAs are to be offered to Aviators (AC/W-WOFF) posted to units<sup>1</sup> as Military Skills Instructors (MSIs), and to the Australian Federation Guard (AFG) in Canberra. For these postings, RIPAs are conditional upon the member:

- a. completing the full posting tenure; generally 3 years however some short notice or return postings to these positions may be 2 years, and
- b. maintaining satisfactory conduct and reporting history during their posting tenure, as confirmed by discussions with the member's supervisor and from their annual Personnel Performance Reports (PPRs).

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<sup>1</sup> MSIs are located at OTS, 1RTU, ADFA, RAAFSTT and DFCE Holsworthy.

8. **Remote postings.** RIPAs are to be offered to Air Force personnel who satisfactorily complete their full posting tenure in one of the below listed remote locations, noting for the purposes of a RIPA, a full posting tenure is generally considered to be 3 years in Tindal and a minimum of 2 years at the other listed locations. In rare cases, CMs can utilise discretion to shorten these durations by up to circa 6 months, for example a member volunteering to post mid-year at short notice to fill an unexpected priority vacancy.

- a. Tindal,
- b. Woomera,
- c. Delamere,
- d. Curtin,
- e. Scherger, and
- f. Learmonth.

9. **Undesirable locations or duties.** RIPAs may also be offered at a CM's discretion where a member accepts a posting to an undesirable location or to a position that is difficult to fill. In these cases, the RIPA will be for the member to achieve their first or second preferred location within Australia, as detailed in paragraph 4, upon completion of their tenure in the undesirable/difficult position.

### **General administrative requirements**

10. All RIPAs need to be suitably considered and require approval by the relevant DP-AF Authorised Person before the agreement is final. Essentially, RIPAs are an exception to the general rule, and should be used sparingly to assist Air Force capability and to achieve individual location/employment profile preferences in the posting circumstances described above. However, there must be a realistic expectation that an appropriate vacancy at rank and mustering/specialisation will arise at the preferred posting locality.

11. Generally the follow on RIPA posting will be for a standard 3 year posting period, however workforce constraints might require a 2 year period for some ranks within certain musterings/categories. When agreeing to RIPAs, CMs are to advise the member if it is likely the follow on posting duration will only be 2 years, as this may impact the location preference for the member.

12. RIPA negotiations and administration are to be conducted in accordance with [DP-AF BLI CM \(POSTINGS\) 3-02 - RAAF Individual Posting Agreement](#).

13. **Variations.** A RIPA may require renegotiation where unforeseeable circumstances arise. For example; the member is promoted, changes to established positions or when the member experiences a change in personal circumstances which make it impossible to honour the original agreement. In such cases, the CM will liaise with the member to seek guidance on alternative locations/employment roles.

14. **Extensions.** Members with a current RIPA may request a 12 month extension to their original three-year posting. If an extension is granted, the member must confirm with their CM that their original RIPA is achievable, given the revised planned date out, as the extension may require negotiation of another location. MSI and AFG extensions beyond four years will only be approved in exceptional circumstances, and after confirming the additional time out of mustering will not degrade a member's core skills. Any member requested RIPA extension beyond 4 years will generally be considered as satisfying the member's original RIPA, with no further location preferences being guaranteed for their follow posting. However, certain situations may result in the CM still honouring the original RIPA locational preference, for example due to the member requesting an extension to allow for continuity for their child to complete year 12.

15. **Annulments.** RIPAs may be annulled if the conditions listed in paragraphs 7 to 9 are not met; essentially being the member has not satisfactorily completed the original posting tenure, from either a duration or performance perspective.

### **Other considerations**

16. **Co-location.** Air Force personnel who are in a recognised relationship with another ADF member need to appreciate that a RIPA agreement does not extend to their spouse/partner. If members consider co-location to be their primary requirement then they need to ensure the nominated RIPA location can achieve this outcome.

### **Policy implementation**

17. This policy guidance is effective from the date of signature.

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by s47E(d)  
Date: 2021.11.11  
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DP-AF

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### **Related policy guidance and instructions**

1. Air Force Personnel Standing Instructions - CHAPTER 8 – *Postings, Selections, Deployments and Attachments*
2. Annex C to DP-AF Policy Guidance No 5—*Posting selections and tenure for Tindal, Woomera and other isolated locations*
3. DP-AF BLI CM (POSTINGS) 3-02—*RAAF Individual Posting Agreement*