Special Forces Direct Recruiting Scheme (SFDRS) Procedure:

s22

SFDRS is open to both male and female candidates. All entry standards into SFDRS are identical (including the physical SFDRS test) regardless of the candidate's gender.

s22

Responsibility for Implementation:

Workforce Delivery, ADFCC's, ADF School of Special Operations (ADFSSO), Special Forces Paper Board (SFPB), Candidate Experience Consultant (CEC), Specialist Recruitment Consultant (SRC).

N.B. RecOps Recruiter (RR) references both 'CEC' and 'SRC'.

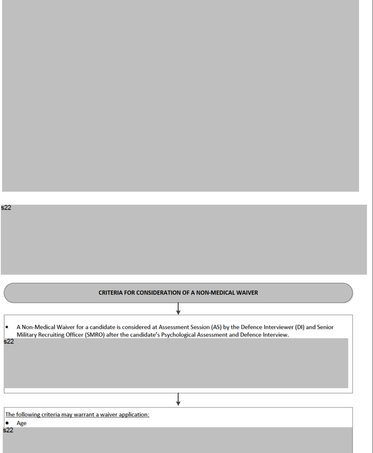
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Non-Medical Waivers and Checkable Background Pre-Screening Procedure

This process outlines the steps for requesting a Non-Medical Waiver endorsement for candidates. ADFR1020 Processing Waivers provides the relevant policy guidance for this procedure.

A request to waive an entry standard is only to be submitted under exceptional circumstances and all applicants need to be assessed up to the completion of a Defence Interview, considered suitable and recommended by the Defence Interviewer (DI).

s22



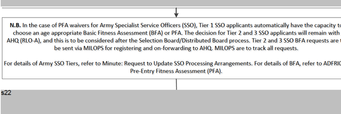
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CRITERIA FOR CONSIDERATION OF A NON-MEDICAL WAIVER

- A Non-Medical Waiver for a candidate is considered at Assessment Session (AS) by the Defence Interviewer (DI) and Senior Military Recruiting Officer (SMRO) after the candidate's Psychological Assessment and Defence Interview.

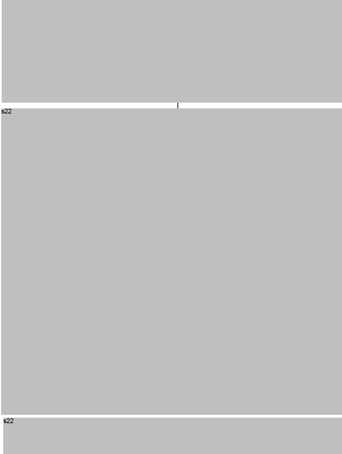
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The following criteria may warrant a waiver application:

- Age

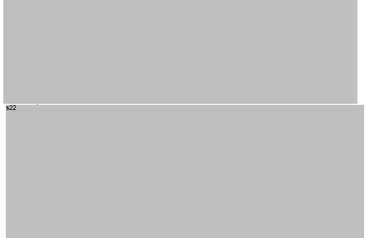
s22



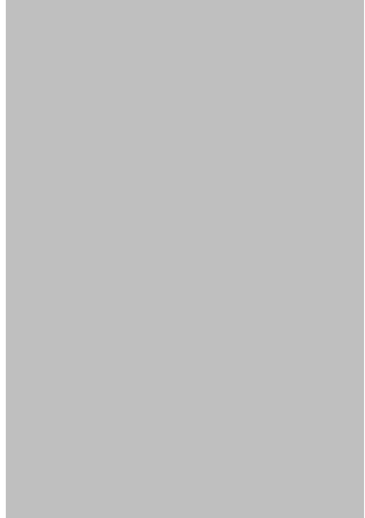
N.B. In the case of PFA waivers for Army Specialist Service Officers (SSO), Tier 1 SSO applicants automatically have the capacity to choose an age appropriate Basic Fitness Assessment (BFA) or PFA. The decision for Tier 2 and 3 SSO applicants will remain with AHQ (RLO-A), and this is to be considered after the Selection Board/Distributed Board process. Tier 2 and 3 SSO BFA requests are to be sent via MILOPS for registering and on-forwarding to AHQ. MILOPS are to track all requests.

For details of Army SSO Tiers, refer to Minute: Request to Update SSO Processing Arrangements. For details of BFA, refer to ADFR1032 Pre-Entry Fitness Assessment (PFA).

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Special Forces Direct Recruiting Scheme (SFDRS) Selection

Purpose

The purpose of this policy is to formalise the revised selection criteria as determined by Army, under which male and female candidates for the Special Forces Direct Recruiting Scheme (SFDRS) are to be selected and processed. This has been previously disseminated via the ADF Careers (ADFC) chain of command.

s22

Responsibility for Implementation:

Psychology, Defence Interviewers (DI), Workforce Delivery (WFD), Enlistment Coordinators (EC), Candidate Experience Team (CET), Talent Management Team (TMT)

Overview

The Special Forces Direct Recruiting Scheme (SFDRS) commenced in 2003 and is designed to attract, recruit and train people with no previous military experience into the Australian Defence Force Special Operations Command (SOCOMD). The SFDRS augments the existing arrangements for the identification and selection of currently serving members for service with SOCOMD.

The recruitment of people direct to SOCOMD is an evolving innovation for the Australian Defence Force (ADF) and requires refinement as the scheme matures. The unique and very specific nature of duties associated with the conduct of Special Operations prescribes that a very specific set of selection criteria be applied to candidates contemplating this avenue of entry into the ADF.

Analysis of the reasons why candidates fail to achieve the necessary standards once under training has resulted in a need to vary the selection criteria against which candidates are assessed. This has been necessary for a number of reasons, but principally from a training and workplace safety

perspective. As a result, Army has determined revised selection criteria and directed that all candidates for SFDRS be re-assessed against these new criteria.

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s22

The results of the SF Selection Board are to be advised on the day of the board by the SF Members. Results are to be advised to Workforce Delivery at HQ DFR. Workforce Delivery will arrange subsequent notifications to ADFCCs.

ADFC will issue Letters of Offer (LOO) by no later than 10 weeks prior to the notified intake date for ARTC, which will therefore provide the candidate with a reasonable amount of time to manage their personal affairs prior to enlistment. (SFTC acknowledge that occasionally candidates may need to be considered outside this timeframe due to lack of numbers at the preferred time etc.)

The Special Forces Selection Board – Rifleman – Commando Trainee - Part Time

Part Time candidates identified as interested in a (343) Rifleman - Commando Trainee position are to follow the same Selection Board process as a full time candidate; with the following exception in place:

- Candidates can be “presented” at a board at any point in the year.
- Once recommended at a board the candidate is required to follow the normal ARES pre-enlistment process (unless specified).

Provision of Information to the Board

ADFC staff are to adjust their processes to finalise the assessment of SFDRS candidates such that it enables the conduct of the SF Selection Board approx. 12 weeks in advance of the nominated intake date for ARTC. Workforce Delivery will advise the ADFCC’s, the Candidate Experience Team (CET) and the Talent Management Team (TMT) of the cut off dates for assessment via email and a comment on the snapshot. The following information is to be batched by the ADFCC’s and forwarded (as indicated) to the SF Selection Board by the cut-off date (as above);

- Candidate’s recruiting dossier (sent to HQ SFTC);
- Candidate’s Psychology file (Contact WFD for guidance).

The SF Selection Board will be convened by COMDT SFTC and advisers as required. Outcomes from the board will be advised to HQ DFR by COMDT SFTC.

The Preparation of a Successful Candidate for Enlistment

Candidates advised as suitable by the SF Selection Board can be allocated to a target, pending the successful completion of required activities, i.e. PFA, blood screens etc. The LOO is to be issued by no later than 10 weeks prior to the nominated intake date to ARTC and the subsequent preparation of the candidate for entry/enlistment is to continue in accordance with current provisions.

Those candidates identified as not suitable for entry under the SFDRS, and accept entry via another category, are to be managed in the usual manner.

Conclusion

The SFDRS has proven to be a very effective avenue of entry for addressing the requirements to raise the Full-Time Commando and Part Time Rifleman – Commando Trainee capabilities within Army. Analysis of the conduct of intakes 1 to 4 have identified that processes and procedures require refinement to ensure that the Chief of Army's stated intent for the scheme is realised.

These process and policy related changes address the issues highlighted during the implementation of the SFDRS to date.

Waivers Policy (Non-Medical / Psychology)

Purpose

The purpose of this policy is to outline the circumstances in which consideration for a waiver for entry into the ADF may occur during ADF Careers' (ADFC) recruiting process. The standards for entry to the ADF define minimum requirements for appointment or enlistment. Hence, **WAIVERS ARE TO BE THE EXCEPTION RATHER THAN THE RULE.**

References to Corresponding Documents:

ADFRI002 Age Limits for Recruitment and Chaperoning

s22

Responsibility for Implementation:

Specialist Recruitment Consultant (SRC), Candidate Experience Consultants (CEC), Military Recruiter (MR), Defence Interviewer (DI), Senior Military Recruiting Officer (SMRO), HQDFR Military Operations, Recruitment Liaison Officers (RLO).

N.B. RecOps Recruiter (RR) references both 'CEC' and 'SRC'.

Overview

The decision to approve or not approve an application to join the ADF rests with the Senior Military Recruiting Officer (SMRO) and is based on the candidate's compliance with the entry standards for

their chosen job preferences as well as being assessed as suitable through the ADFC recruiting assessment processes. There may be times when a suitable and competitive applicant fails to meet all the eligibility requirements for entry into the ADF. The SMRO may apply for the specific entry standard/s to be waived.

A request to waive an entry standard is only to be submitted **under exceptional circumstances**. All applicants need to be assessed up to and including the completion of a Defence Interview before a request for a waiver is submitted to Recruitment Liaison Officer (RLO) for consideration (excluding candidates deemed 'Medium risk' for security clearance risk assessments. Refer to the section 'Security Clearance Waivers' for further details).

To warrant consideration of a waiver, the applicant must offer a distinct and tangible benefit to the Service or possess unique skills (e.g. assessed as an exceptional candidate in regard to their work or educational experience specific to the job role, and/or linked to a high profile target required to maintain Defence capability).

Reasons for a Waiver

The following criteria may warrant a waiver application:

- Age

s22

Candidate Waiver Consideration

- During the initial Career Coaching Interview (CCIV) Session, the Military Recruiter (MR) may identify that a candidate offers a distinct and tangible benefit to the Service but will require a waiver to proceed through the selection process. If so, the MR places a relevant comment in PowerForce (PF), makes an appropriate note in the dossier and sets a follow-up for SMRO consideration.
- The SMRO (or DI qualified delegate) is to determine if the candidate may 'Proceed to Assessment Session for further consideration'. If supported by the SMRO, the candidate continues to Assessment Session. If not supported by the SMRO the candidate should be either:
  a. redirected to another job/target ,
  b. processed out of the pipeline or,
  c. if is more appropriate that a waiver should be raised prior to Assessment session.
  ~~An Application for Waiver will be required to be raised later if the candidate is suitable at assessment and 'Recommended' by the DI.~~
- SMROs need to discern those cases for which a waiver request will be submitted and those that will not be based on a capability need and a likelihood of target achievement. Apart from the risk consideration, the SMRO should consider other factors, such as current target priorities, pipeline conditions and entry standard to be waived, but be encouraged to appropriately test the risk of the RLOs
- If the candidate is recommended by the DI, the SMRO will raise an ADF-RECFOR019 Application for Non-Medical Waiver and Checkable Background Pre-Screening and forward to MILOPs prior to being passed on to the relevant RLO for waiver determination.

- Propensity for target achievement is to be estimated using the following guidance:

  - A Non-Medical Waiver will only be accepted by the RLO for consideration against national targets.
  - For Non-Technical General Entry roles: 10 candidates in the pipeline for every 1 target.
  - For Technical General Entry roles: 15 candidates in the pipeline for every 1 target;
  - For Officer Entry roles: As Officer candidates attend an OSB, all candidates should be considered jointly by the DI/SDI, Psych and SMRO keeping in mind that if a waiver application is submitted, it must be approved prior to the candidate attending their

respective OSB. Appropriate PF annotations should prevent a candidate from being invited to attend an OSB prior to approval of a waiver.

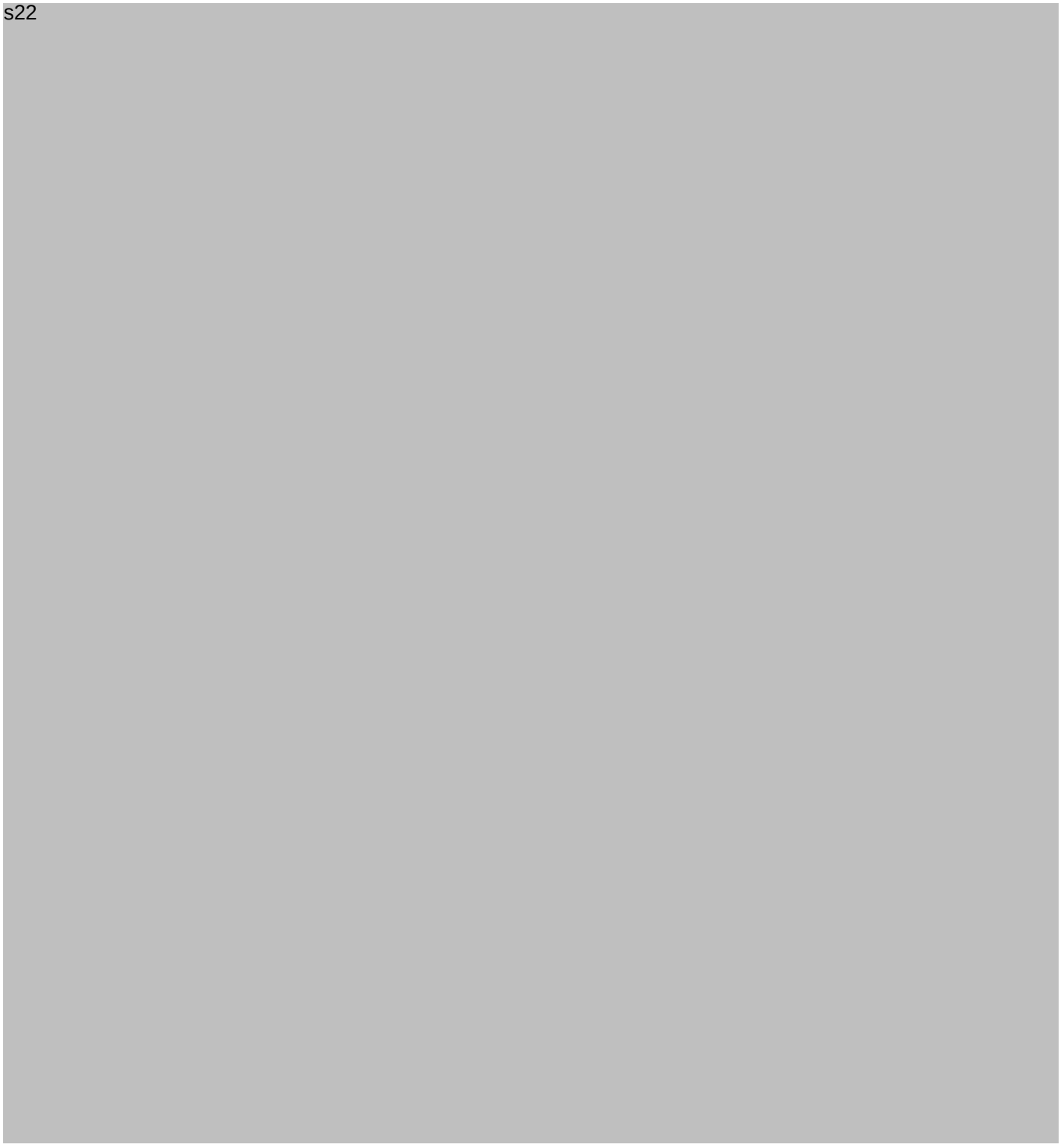
- ~~RLO is to track all requests for non-medical waivers using the Non-Medical Waiver Database on the Defence Restricted Network and will ensure PF is kept up to date with regard to the outcome of waiver applications.~~

Process of Applying for a Non-Medical Waiver

1. If a candidate is to be considered for a waiver, the DI is to note waiver requirements on the candidate's dossier and sets a Follow Up for the SMRO in PF or by clicking on the waiver/appeal button on the RPR or Defence Interview Report screens.
2. The DI completes Section One of the ADF-RECFOR019 Application for Non-Medical Waiver and Checkable Background Pre-Screening **ensuring all supporting documentation and evidence is attached IAW ADF-RECFOR019 Attachment 1.** All supporting documentation is to be uploaded into PF as this information may be accessed and reviewed by the approving chain of command.
3. The ADF-RECFOR019 is forwarded to the SMRO who reviews it, conducts a Review Board of the candidate with the relevant DI and Psych, and then completes Section Two. The SMRO is not to reproduce the DI and Psych comments but rather uses these to construct an argument/justification outlining the distinct and tangible benefit this candidate offers Defence.
4. A note to indicate that a Waiver application has commenced is recorded in PF as a journal comment.
5. The DFR-RECFOR061 ADFCC Waiver Request Log, the ADFCC waiver tracker, is updated.
6. The ADF-RECFOR019 is forwarded to HQDFR MILOPS for action and entry into the Waiver database. The following is to be added to the subject line of the email: 'YYMMDD – ~~ADFCC XX~~ – *[Waiver Type]* - Candidate's Surname / Given name – ~~Date of Birth~~ CID'.
7. HQDFR MILOPS will review the waiver application to ensure the waiver complies with policy and includes the correct information and attachments before submitting to the RLO or returning to the ADFCC for further information or documents. ~~with Workforce Delivery / National Operations Officer and provide pipeline analysis to OPSO within Section Three.~~
8. ~~Operations Officer (OPSO)/Deputy Director of Military Operations (DDMO) will endorse or not and forward all endorsed applications to the relevant RLO for consideration. MILOPS staff will ensure PF is updated to reflect the action taken by HQ DFR.~~

9. The RLO recommendation will be returned to the ADFCC via MilOps. The ADFCC will upload the recommendation to PF and a follow-up will be noted for the relevant RecOps Recruiters (RR).

s22



s22

Army Specialist Service Officer (SSO) PFA Waivers

In the case of Army SSO applicants, Tier 1 SSO applicants automatically have the capacity to choose an age-appropriate Basic Fitness Assessment (BFA) or PFA. The decision for Tier 2 and 3 SSO applicants will remain with AHQ (RLO-A), and this is to be considered after the Selection Board/Distributed Board process. Tier 2 and 3 SSO requests are to be sent via MILOPS for registering and on-forwarding to AHQ. MILOPS are to track all requests. For details of Army SSO Tiers, refer to Minute: Request to Update SSO Processing Arrangements DGPERS-A/OUT/2017/R28397915 (Enclosure 2). For details of BFA, refer to ADFRI032 Pre-Entry Fitness Assessment (PFA).

s22

s22

Waiver Validity

A waiver is valid for 24 months from the approval date and is only valid for the job preference for which it was granted. Should the candidate not be enlisted / appointed within 24 months of being granted a waiver, an extension may be requested, or resubmission may be required.

ADFRI 019

APPOINTMENT AND ENLISTMENT

This Australian Defence Force Recruiting Instruction (ADFRI) is promulgated for use by all Defence Force Recruiting (DFR) staff and is effective forthwith.

s47E(d)

s47E(d)

Headquarters Defence Force Recruiting

Department of Defence
CANBERRA ACT 2609

06 Dec 24

Owner:	Director Military Recruiting
Current Status:	Active
Date Approved:	Dec 24
Date of Next Review:	Jul 25
Objective ID:	BS38369379

INTRODUCTION

1. Defence Force Recruiting (DFR) is responsible for ensuring candidates for appointment/enlistment are aware of the requirements of Defence service. It is essential new Australian Defence Force (ADF) members, whether Permanent Force or Reserve, are appointed/enlisted in accordance with the requirements of References A to S, and in a manner that is reflective of the importance of the occasion.

SCOPE

2. In accordance with References A to C, Australian citizenship is a requirement for ongoing service in the ADF. In some circumstances, Defence may appoint or enlist eligible non-Australian citizens and permanent resident applicants. This policy applies to appointment or enlistment to the ADF of candidates that reside in Australia and are Australian citizens, or permanent residents/non-citizens who meet eligibility criteria as per Reference B Section 3.22.

POLICY STATEMENT

3. This instruction details the requirements for offering positions in the ADF to candidates and the processes for appointment/enlistment into the ADF.

s22

SUITABILITY

s22 [redacted]

‘Fit and proper person’ assessment

7. If, during the recruiting process, the Senior Military Recruiting Officer (SMRO) determines that a candidate is not a ‘fit and proper person’ to perform the duties as an officer/enlisted member, the SMRO is to exercise their judgement on the candidates’ suitability. s22 [redacted]

8. In accordance with References A, C and E, a range of attributes and circumstances are relevant when considering if a person is ‘fit and proper’ for service in the ADF, including a person’s age, s22 [redacted]

s22 [redacted]

Authority

25. For GE candidates, LOOs are to be signed by the SMRO; however, in their absence, this task may be delegated to the next senior military member available within the ADFCC. References L to N articulate the target allocation procedure and the processes to be followed in preparation for appointment or enlistment. References O and P respectively articulate the procedures for the appointment/enlistment session and the Appointment/Enlistment Day Advice (ADA/EDA).

26. The SMRO, or their delegate, may use their digital signatures (with date) for the signing of LOOs.

27. LOOs are not to be issued to candidates until all of the paperwork for appointment/enlistment has been completed. This includes any pending or outstanding waivers, but does not include the paperwork to be completed on ADA/EDA.

Enlistment or appointment 'subject to conditions'

28. Reference Q authorises the Chief of the Defence Force (CDF) to determine conditions of appointment or enlistment, whether an individual need not comply with one or more these conditions, and approve the entry of a candidate subject to future compliance with one or more entry conditions. Where the specified condition has not been met, the member's service may be terminated. Enlistment subject to compliance with a condition/s must be authorised by the CDF or their delegate.

Political positions

29. Reference R places special requirements on ADF members involved in political activities such as service in Federal or State Parliament, Territory Legislature or a Local Government body. The following requirements exist:

a. OE Full Time (FT) candidates who are employed in, or nominating for, Federal, State or Territory political commitments are required to resign from their political appointment prior to appointment into the Permanent Forces.

b. GE FT or Part Time (PT) candidates who are employed in political activities at the Federal, State or Territory level are required to resign from their political appointment prior to enlistment into the Permanent or Reserve forces.

c. Defence members can participate in Local Government only with the permission of a delegate IAW Reference R paragraphs 5.24 to 5.26.

d. OE PT candidates who are employed in, or nominating for, Federal, State or Territory political commitments are to be advised that they may choose to resign from their political appointment prior to appointment in the Reserve Forces, or continue with their political appointment on the acknowledgement that they are unable to undertake paid SERCAT 3/5 service whilst contesting an election.

OATH AND AFFIRMATION

OATH

I, *(insert full name of person),* swear that I will well and truly serve His Majesty King Charles the Third, His Heirs and Successors according to law, as a member of the

(insert **Royal Australian Navy, Australian Army,** or **Royal Australian Air Force***)*

(insert

for the period of my initial engagement, *or*

until retiring age), and

that I will resist His enemies and faithfully discharge my duty according to law.

SO HELP ME GOD!

AFFIRMATION

I, *(insert full name of person),* promise that I will well and truly serve His Majesty King Charles the Third, His Heirs and Successors according to law, as a member of the

(insert **Royal Australian Navy, Australian Army,** or **Royal Australian Air Force**)

(insert

for the period of my initial engagement, *or*

until retiring age), and

that I will resist His enemies and faithfully discharge my duty according to law.

ADFRI 020

PROCESSING WAIVERS

This Australian Defence Force Recruiting Instruction (ADFRI) is issued for use by all Defence Force Recruiting (DFR) staff and is effective forthwith.

s47E(d)

s47E(d)

Headquarters Defence Force Recruiting

Department of Defence
CANBERRA ACT 2600

06 Dec 24

Owner:	Director Military Recruiting
Current Status:	Active
Date Approved:	Dec 24
Date of Next Review:	Sep 25
Objective ID:	BQ38030128

s22

INTRODUCTION

1. For Defence to maintain an operationally capable force, applicants for the Australian Defence Force (ADF) must meet mandated Service requirements as detailed within References A and B. Reference A also provides for the Chief of Defence Force (CDF) and authorised delegates to create appointment and enlistment standards for ADF members s22 , age, s22 These entry standards are detailed within various Defence Instructions, policy manuals and directives, and are made available on the ADF Careers website.

2. Defence Force Recruiting (DFR), including Headquarters DFR (HQDFR) and ADF Careers Centre (ADFCC) staff, are responsible for ensuring all candidates meet the required entry standards prior to their appointment/enlistment. In certain circumstances, where a candidate fails to meet the entry standards, including those within the Service Waiver Management Directives, the Senior Military Recruiting Officer (SMRO) or their Defence Interviewer (DI) qualified delegate may raise a waiver request, including a justification and supporting documents, for the relevant Service's consideration.

s22

POLICY STATEMENT

4. This policy provides guidance on the processes to be followed when requesting a waiver from the Services.

GENERAL

5. Responsibility for approving an application to join the ADF rests with the SMRO and is based on a candidate's compliance with the entry standards for their chosen job preference(s), along with consideration of the recommendations from the DI as well as Medical and Psychology staff.

6. For candidates who fail to meet the standards, the SMRO may apply to have these standards waived; however, the following criteria must be met:

a. the candidate must have completed the assessment process

(1) There may be occasions when a non-medical waiver (NMW) could or should be raised prior to assessment, such as Checkable Background Pre-Screening (CBPS) checks for Security Clearance (CBPS-SC) and ITAR (CBPS-ITAR). SMRO should use judgement or seek advice if required

b. there must be insufficient candidates to meet Service needs

c. the employment of the candidate is assessed to provide a distinct and tangible benefit to the Service and present a low risk to Defence (that is, while the candidate does not meet the entry standard, their entry will not reflect poorly upon the ADF).

Responsibilities

7. SMROs are responsible for ensuring candidates are aware of the requirements for service in Defence. When a candidate fails to meet all entry standards, the SMRO (or their DI-qualified delegate) is responsible for determining whether a waiver is appropriate, and if so, endorsing the application, using ADF Recruiting Form ADF-RECFOR019 – *Application for non-medical waiver and checkable background pre-screening*, before forwarding it to HQDFR for further consideration.

8. Reference C describes the responsibilities for, and processing of, medical waivers.

9. Where guidance or assistance on waivers is required, the matter should be discussed with:

a. HQDFR Military Operations (MilOps) for NMW, or

b. HQDFR Directorate of Recruiting Health Services (DRHS) for medical waivers.

10. As the representative of the three Services, the SMRO is responsible for advising candidates of the decision and rationale behind the outcome of waiver applications. The Service's rationale for an unsuccessful waiver is usually provided on the waiver determination.

s22

s22

15. **Approving authorities.** Ultimate authority for decisions to accept candidates who do not meet required standards resides with the relevant Service. The waiver approval authorities are summarised in Annex B.

s22

Currency of Service waiver management directive

18. Service waiver management directives remain extant until cancelled or replaced. HQDFR will seek annual review of these directives in order to ensure contemporary advice is considered for candidate progression.

Validity of waivers

s22

20. **Medical waivers.** Validity of medical waivers is the same as Entry Level Medical Examination (ELME) validity IAW Reference D.

s22

ADFRI020

s22 [redacted]

Annexes:

s2 [redacted]
B. Waiver Approval Authorities
C. Non-medical waivers
D. Other non-medical waivers - considerations

ANNEX B TO
ADFRI020

B-1

WAIVER APPROVAL AUTHORITIES

***Note**. Service Waiver Management Directives (WMD) should be followed in the first instance and Annex A should be followed if NMW does not fit with directive guidelines.

Waiver Type	s22	Age (ADFRI002)	s22
Navy		s22	
Army		***Recommend*** SMRO ***Approve:*** RLO-A	
Air Force		s22	

Defence FOI 482/26/27
Document 6

ADFRI 093

MID-CAREER ENTRY

This Australian Defence Force Recruiting Instruction (ADFRI) is issued for use by all Defence Force Recruiting (DFR) staff and is effective forthwith.

s47E(d)

s47E(d)

Headquarters Defence Force Recruiting

Department of Defence
CANBERRA ACT 2600

Aug 25

Owner:	Director Military Recruiting
Current Status:	Active
Date Approved:	Aug 25
Date of Next Review:	Aug 26
Objective ID:	BQ70733595

s22 [redacted]

References:

A. MILPERSMAN Part 2, Chapter 3 – Appointment and Enlistment into the Australian Defence Force
B. ADFRI070 - Re-Enlistment & Re-Appointment
C. ADFRI087 – Defence Force Recruiting Candidate Prioritisation
D. Defence Health Manual Volume 2, Part 5, Chapter 4
E. ADFRI020 – Processing Waivers

INTRODUCTION

1. The Australian Defence Force (ADF) Mid-Career Entry (MCE) pathway facilitates the recruitment of individuals at a higher rank and skill/pay grade than *ab initio*, in order to fill capability shortfalls that cannot be addressed by the extant ADF workforce.

s22 [redacted]

3. The MCE pathway is facilitated by the newly-created Alternate Entry section of Defence Force Recruiting (DFR). The increased focus on recruitment via alternate entry pathways has placed greater focus on MCE and highlighted the need for greater clarity and consistency for this pathway.

4. MCE candidates are not “fast tracked”, but some elements of the recruitment process may be waived in accordance with the capability requirements of their recruitment.

s22 [redacted]

DEFINITIONS

7. For the purpose of this instruction, the following definitions are applicable:

a. **Mid-Career Entry (MCE)**. The recruitment of individuals at a higher rank and skill/pay grade than *ab initio*, which is designed to fill capability shortfalls that cannot be addressed by the extant ADF workforce

s22 [redacted]

MCE STAKEHOLDERS

8. Each MCE recruitment generally consists of the following:

a. **Candidate.** Individual with skills and experience that can immediately fill an ADF workforce capability shortfall.

b. **Sponsor.** For reserve recruitments, the sponsor (min. O6 equivalent) owns the position and/or job role that is subject to MCE recruitment and verifies that the candidate has the skills and experience to fill their position. If a position does not exist, the sponsor articulates the capability shortfall and commits to creating a position as part of the recruitment process (noting position creation is subject to separate approvals). Career Managers may also fulfil this function as they are well-placed to identify vacant positions.

c. **Capability Verification.** Once the candidate and capability shortfall is identified, the ADF MCE team engage Employment Category Managers (ECM), Workforce Capability Advisers (WCA) and/or Career Managers (CM) to verify that the candidate can enter an ADF employment category at the requisite rank and skill grade.

d. **ADF MCRE team.** This team facilitates the MCE recruitment process and acts as a 'Case Manager' for the MCE-specific aspects of the candidate's recruitment process. The ADF MCE team works closely with the PSR MCE team for Mid-Career Entry to facilitate standard recruitment components.

e. **PSR MCE team**. This team may be the first POC for MCE candidates and will register the candidate in the DFR system. The PSR MCE team facilitates the conventional recruitment assessments as applicable (medical, psychology, fitness etc.). Any waivers to entry standards that are required will be considered by Recruitment Liaison Officers, and any exemptions to entry standards must be approved by the appropriate delegate.

MID-CAREER ENTRY OVERVIEW

9. **Eligibility**. MCE can be used to fill workforce capability shortfalls in all service categories (reserve and permanent). MCE candidates may be employed in any employment category within the ADF, provided they have skills and experience that align to employment category documentation.

10. **MCE vs Re-entry**. It is important to note that any candidate with prior ADF service will be processed as a re-entry candidate in accordance with ADFRI070. The primary distinction between these candidates is the need for re-entrants to undertake a Service Suitability Check based on their prior service.

11. **Initiation.** MCE generally commences via one of three ways:

a. **Unit-initiated.** For reserve entry, the unit may identify a candidate and will 'sponsor' their recruitment into a vacant position or a position that the unit will create as part of the process. Units with a prospective MCE candidate

are encouraged to contact the ADF MCRE team in the first instance, to ensure all necessary preliminary action is completed prior to initiation.

b. **Candidate-initiated.** A candidate may contact DFR seeking to join via MCE. These candidates will be referred to the PSR MCE team who will register the candidate via standard DFR protocols and refer the case to the ADF MCRE team for further action.

c. **Organisation-initiated.** An area within Defence will refer a candidate to the ADF MCRE team. This occurs through a variety of sources including senior ADF officers and DFR staff. In these instances, the ADF MCRE team may be able to provide general advice; however, candidates may need to locate a sponsor for their recruitment before the MCE recruitment can continue.

12. **MCE Application Form.** Once a candidate is identified, the recruitment is initiated through completion of the Alternate Entry recruitment form (ADF-RECFOR060). The form can be initiated by either the ADF MCRE team or the PSR MCE team and the candidate will be asked to complete Part 1 and facilitate completion of Part 2 of the form (sponsor section). They will also be asked to submit a copy of their Curriculum Vitae (CV), education documentation, and any other information that supports their application.

13. **PSR MCE team processing**. The PSR MCE team will register the candidates on PowerForce and provide each candidate with a unique identifying number. They will also book and track the conventional components of the MCE candidate's recruitment such as medical, psychology, and fitness appointments.

14. **ADF MCRE Team processing.** The ADF MCRE team will coordinate the differentiated aspects of the MCE candidate's recruitment such as credential checks, liaison with Sponsors, conditions of service checks, facilitating selection activities/boards and drafting Letters of Offer.

OTHER MCE CONSIDERATIONS

15. **MCE prospects without a sponsor**. In these instances, prospects are encouraged to contact the ADF MCRE team in the first instance to determine if any MCE opportunities exist. Prospects should be informed that the ability of the ADF MCE team to locate available sponsors/opportunities are limited and not guaranteed.

16. **SERCAT 7 (Permanent) MCE candidates.** Individuals seeking to join the permanent force (SERCAT 7) via MCE may not require a sponsor if they are not being recruited into a specific position. Interested prospects should be referred to the PSR MCE team for candidate registration and referral to ADF MCRE staff.

17. **Attraction and engagement of MCE opportunities.** The ADF MCRE team is actively investigating attraction and engagement solutions which will enable the linkage of prospective candidates with MCE opportunities. In the interim, units may contact the ADF MCRE team to discuss their opportunity.

18. **MCE Candidates identified unsuitable for progression to ELME**. Where a candidate is deemed unsuitable for progression to ELME through initial screening,

the CMO is to submit MEDFOR211 Medical Submission Coversheet to the relevant Service RLO for consideration. If the waiver is approved, the candidate is to be progressed to ELME as per extant processes. The PSR MCE team is to ensure the ADF RECFOR060 is uploaded to PowerForce prior to this process occurring and additionally, make a VIP journal comment clearly identifying the candidate as MCE pathway.

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ADFRI 032

PRE-ENTRY FITNESS ASSESSMENT (PFA)

This Australian Defence Force Recruiting Instruction (ADFRI) is issued for use by all Defence Force Recruiting (DFR) staff and is effective forthwith.

s47E(d)

s47E(d)

Headquarters Defence Force Recruiting

Department of Defence
CANBERRA ACT 2600

Jul 26

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INTRODUCTION

1. Reference A states that a prescribed level of physical fitness is a fundamental requirement for entry to and retention in the Australian Defence Force (ADF). While fitness requirements differ by Service and entry pathway, all ADF personnel must attain and maintain a prescribed level of fitness throughout their service (References B-D). Accordingly, the Services have established a Pre-entry Fitness Assessment (PFA) that applies to most new entrants into the ADF. The PFA standards are designed to ensure that candidates possess the baseline physical capability necessary to safely undertake Initial Military Training (IMT) and follow on Initial Employment Training (IET) thereby minimising the risk of injury.

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Candidate Preparation

11. **Eligibility.** Defence has a duty of care to ensure that all candidates are medically fit before they participate in the S&C program or undertake a PFA. As articulated at References G and H, all candidates must have completed an Entry Level Medical Examination (ELME) before they are eligible to attempt a PFA. This is to be recorded in PowerForce and ADFCC staff are to confirm the candidate's medical suitability prior to booking their PFA.

12. **PFA preparation.** Prior to attempting a PFA, candidates are to be encouraged to build on their strength and fitness through PFA specific conditioning programs.

a. **UniSport Strength and Conditioning program.** Candidates are to be invited to participate in the S&C program once they are eligible.

b. **ADF Ready App.** Candidates are to be encouraged to download the ADF Ready app to assist them in preparing for their PFA and develop their overall strength and fitness in preparation for their IMT.

First Aid Qualification

13. The contractor's First Aid representative is to hold qualifications through an externally endorsed first aid course. ADF members may assist in this capacity provided they hold a current ADF recognised first aid qualification. There are differences to ADF qualifications and externally endorsed first aid courses; however, the differences are mitigated by the conduct of candidate medical assessments prior to the conduct of PFAs and the application of procedural constraints based on the age of the participants. s22

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[redacted]

Age appropriate testing.

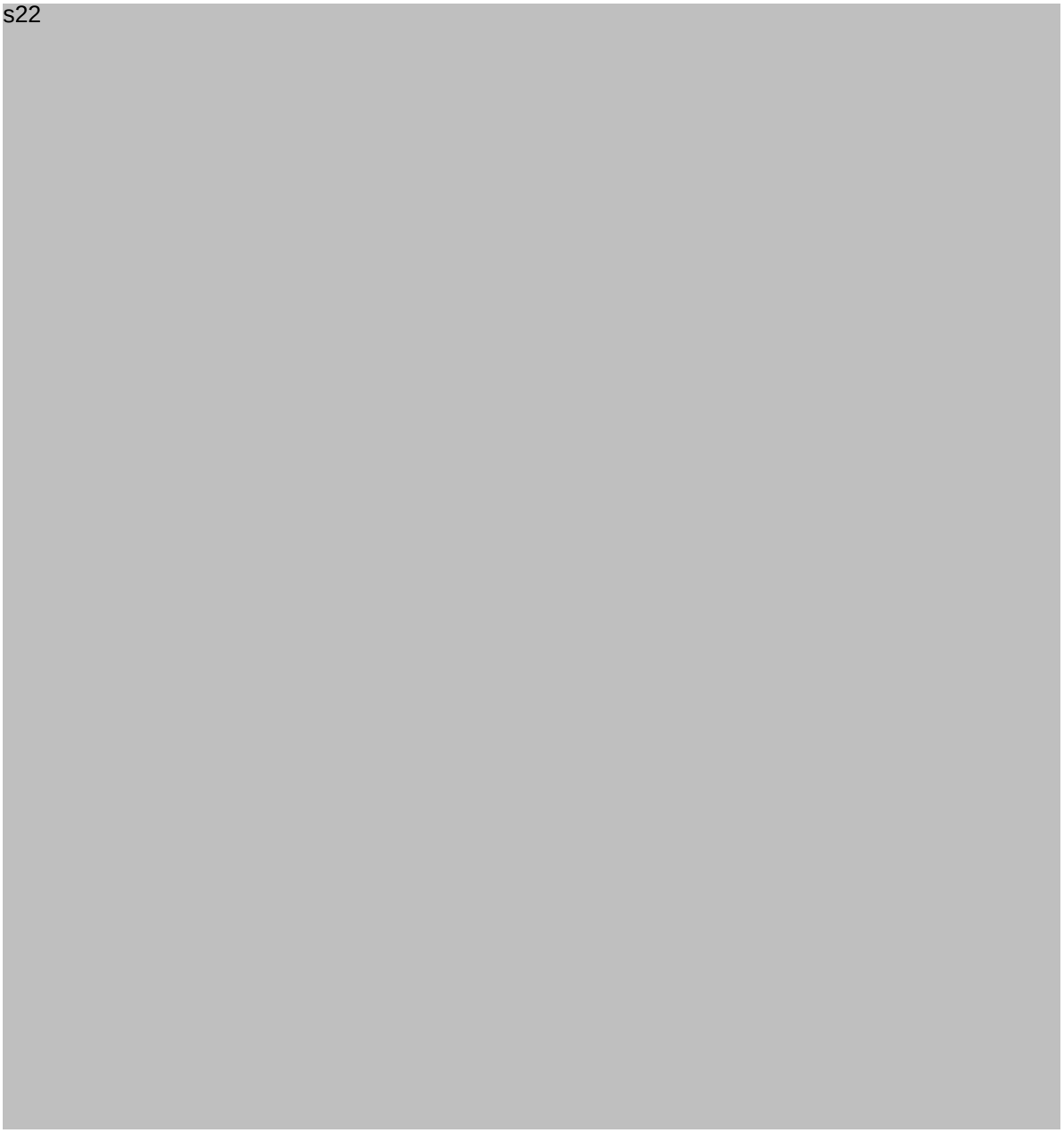
36. The Services may consider the age appropriate in-Service physical fitness assessment (Air Force – PFT; Army – BFA) on a case-by-case basis. These are normally

only considered for specialist personnel who require minimal initial training. Requests are to be submitted via HQ DFR MilOps for RLO consideration.

37. Tier 1 SSO may elect to do an age appropriate BFA without needing to attempt a PFA first. All other tiers are to attempt a PFA, and if unsuccessful, a non-medical waiver for fitness must be submitted for RLO-A for approval to conduct an age appropriate BFA.

38. Where an SSO has only completed an age appropriate BFA, this is to be recorded on the Enlistment/Appointment Day Advice (EDA/ADA) and on the candidate's file for the both the gaining unit and the SSO first appointment course. On appointment, RLO-A is to be provided with a list of candidates who have been unable to undertake a PFA.

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ADFRI 002

AGE LIMITS FOR RECRUITMENT AND CHAPERONING

This Australian Defence Force Recruiting Instruction (ADFRI) is promulgated for use by all Defence Force Recruiting (DFR) staff and is effective forthwith.

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Headquarters Defence Force Recruiting

Department of Defence
CANBERRA ACT 2600

Aug 26

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References:

A. Defence Regulation 2016 incorporating Defence Amendment (2020 Measures No. 1) Regulations 2020
B. MILPERSMAN Part 2 Chapter 3 – *Appointment and Enlistment into the Australian Defence Force*
C. MILPERSMAN Part 7 Chapter 2 – *Management and Administration of ADF members under 18 years of age*
D. ADFRI020 – *Processing Waivers*
E. Youth Manual (YOUTHPOLMAN)

INTRODUCTION

1. In accordance with References A-C and E, the Australian Defence Force (ADF) is bound by certain legislation and protocols when determining age limits for service in the ADF and the chaperoning of underage candidates.

SCOPE

2. This document applies to all candidates applying for a position with the ADF.

POLICY STATEMENT

3. This policy details the age restrictions for entry to, and service in, the ADF and DFR's chaperone policy.

DEFINITIONS

4. **Initial Minimum Period of Service (IMPS)**. An initial obligated period of service applicable to all entrants into the ADF that they are obliged to serve until the end of IMPS to ensure the ADF recovers reasonable value from its investments in the recruitment, initial training and development of its personnel and to provide surety of service.

5. **Return of Service Obligation (ROSO)**. Defines an obligated period of service attached to a specific posting, course, training event or specific activity.

MINIMUM RECRUITMENT AGE

6. The ADF Careers website lists the current minimum and maximum recruitment age for all avenues of entry.

7. Generally, candidates may apply for entry into the ADF when aged 16 years and six months. In accordance with Reference B, the minimum age that candidates must have achieved before they are able to be appointed or enlisted into the ADF is 17 years of age.

8. There are some employment categories with variations to the minimum age limit. These include the following:

a. **Army Employment Category Number (ECN) 079 - Commando Army** (all Service categories). The age range for entry into the Army as a Commando is 18 to 55 years.

b. **Indigenous programs**. For the Navy Indigenous Development Program (NIDP) conducted in Cairns and the Army Indigenous Development Program (AIDP) conducted in Darwin, candidates must be at least 18 years of age on the day of enlistment. For Indigenous Pre-Recruit Programs (IPRP) conducted nationally and the AIDP conducted at Kapooka candidates may be 17 years of age.

c. **General Entry (GE) Gap Year**. GE Gap Year applicants must be 17-24 on date of enlistment or appointment, *and* need to be between 18-24 years of age by completion of their recruit training, i.e. recruits must have turned 18 by the final day of recruit training.

d. **Officer Entry (OE) GAP Year - Navy and Army**. Army OE Gap Year applicants need to be between 18-24 years of age by completion of Training Block one, therefore be 18 before they commence Training Block 2-5. Navy OE Gap Year applicants need to be between 18-24 years of age by completion of their officer training.

e. **Australian Defence Force Academy (ADFA)**. ADFA candidates may commence an application and book a Your Opportunities Unlimited (YOU) session (or equivalent) from the age of 16 years. ADFA candidates must be over the age of 16 years before they can attend a YOU session (or equivalent) and undertake testing.

9. **Change of preference**. A candidate under the age of 16 years and six months who has attended a YOU session (or equivalent) for ADFA may change their preference to GE, but must meet the age requirements for applying in accordance with paragraph 7 before progressing further.

MAXIMUM RECRUITMENT AGE

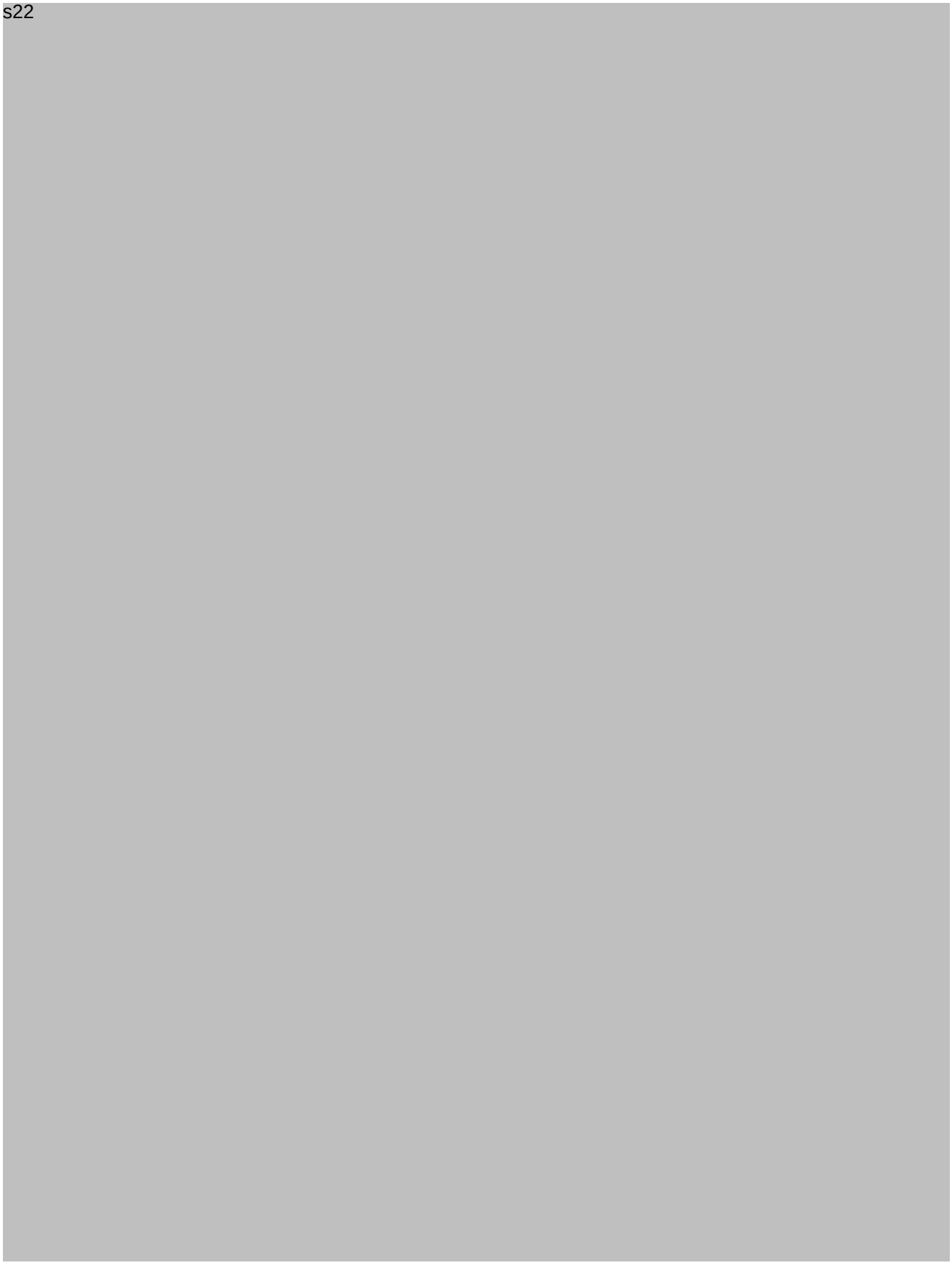
10. The maximum age at which a person can join the ADF is calculated by considering the length of time required to train them and the length of service required to be given in order for the ADF to obtain a reasonable return on investment, prior to the member reaching their compulsory retirement age (CRA). The CRA is 60 years for Permanent Force members and 65 years for Reserve members.

11. For Permanent Force applicants the maximum recruitment age is 60 years less the relevant IMPS/ROSO at the date of enlistment. Reserve applicants must be under the age of 61 years. However, recruitment age waivers may be considered for both Permanent Force and Reserve applicants in some circumstances and for some job roles.

Authority for Waivers

12. Each Service is empowered to set aside the maximum age limits for entry of candidates who have critical skills for which the Service has a need. ADF Careers Centres (ADFCCs) that identify such candidates should forward a request for a non-medical waiver in accordance with Reference D.

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ADFRI 087

DEFENCE FORCE RECRUITING CANDIDATE PRIORITISATION

This Australian Defence Force Recruiting Instruction (ADFRI) is promulgated for use by Defence Force Recruiting (DFR) staff and is effective forthwith.

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Headquarters Defence Force Recruiting

Department of Defence
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Defence FOI 482/26/27
Document 11



Australian Army

Information Session – Joining as a Special Forces Operator

ADF CAREERS

Defence FOI 482/26/27
Document 11



Eligibility

Requirements

- Australian Citizen
- Year 10 English and Maths (or equivalent)
- Aged 16 ½ to apply (majority of successful applicants are aged between 22 -24)
- Aptitude – measured through the Job Opportunities Assessment (JOA)
- Medical assessment
- Pass the Special Forces Operator Pre-entry Fitness Assessment
- Ability to obtain a NV1 security clearance

ADF CAREERS

Are there any age or rank restrictions?

There is no minimum or maximum age. The majority of successful applicants are aged between 22-34. Applicants outside of this age bracket will be considered on merit during the screening and selection process.

Statistically the success rate drops off significantly for every year over 35 years old. Regardless, you are free to apply as you see fit.

The rank restrictions for SF roles are PTE-MAJ (O4 equivalent). Members should be 12+ months post IETs or Officer training so they have gained sufficient experience within wider Defence. Junior Officers are welcome to apply and there is no requirement to have completed O3 promotion courses to be eligible.

Your employment history and service tenure will be considered during the SFAP and you will be ranked against your peers during the panelling process for Selection. During Selection, Officers undertake detailed and complex planning serials.

Whilst ACCC or promotion to CAPT is not a pre-requisite to apply, you'll need to demonstrate advanced planning skills during the Selection process. Consider mitigating any limitations regarding your ability to plan against advanced and complex scenarios.

Eligibility

The eligibility requirements and recruitment process differs for each role so you must check that you meet the requirements before submitting your expression of interest (EOI) for a particular role.

	SF Operator
Service	Army, Navy, Air Force
Corps/Trade	All
SERCAT	All

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All Roles

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Age	There is no minimum or maximum age restriction. The majority of successful applicants for SF roles are aged between 22-34. Applicants outside of this age bracket will be considered for suitability to proceed.

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