

Annex 3.5.ZM: Army – targeted rank and employment category completion bonus

This form is in three parts.

Part A – provides information about the offer and the bonus scheme, and is for you to keep.

Part B – provides the formal acceptance of the offer and the agreement to serve for three years.

Part C – provides a way to elect how the bonus is paid.

Part A: Offer and information about the scheme

This Part provides information about the completion bonus you have been offered, and is for you to keep.

If you fill in, sign and return the acceptance form at Part B, you are accepting or refusing an offer made to you under the Army – targeted rank and employment category completion bonus scheme authorised under Chapter 3 Part 5 Division 38 of Defence Determination 2005/15, Conditions of Service, made under section 58B of the *Defence Act 1903* ('the Determination').

Offer

The Director General Personnel – Army is offering you,

.....[member's name], a completion bonus.

The amount of bonus offered is the greater of your current base salary, or your base salary at the end of your service that counts towards the bonus, including any promotions you receive in that time. In return you must perform three years of service that counts towards the bonus. Service that counts towards the bonus is described in clause 3.5.368 of the Determination.

You can only accept this offer if you also take the action that is ticked below.

- No additional action required.
- To accept the offer you must also be transferred to the Australian Regular Army. You must apply to transfer and have your application approved.
- To accept the offer you must also extend your compulsory retirement age to at least three years from the commencement date below. You must apply to extend your compulsory retiring age and have your application approved.
- To accept the offer you must also extend your fixed period of enlistment to at least three years from the commencement date below. You must apply to extend your fixed period of enlistment and have your application approved.
- To accept the offer you must also withdraw your application to resign, and have your withdrawal approved. (Resignation may be known as discharge.)

Your period of service commences on:

.....

You must respond to this offer by the following date. You may accept or refuse the offer.

.....

Dated this day of 20

Signed

Name:.....Rank:.....
Director General Personnel – Army

Information about the completion bonus

I understand that my acceptance of this completion bonus is subject to the following terms and conditions.

1. I have been notified by offer that I am eligible to join the scheme.
2. I must respond to this offer but may accept or refuse the offer.
3. I will be paid a completion bonus payment at the end of three years of service that counts towards the bonus.
4. Service that counts towards the bonus is described in clause 3.5.368 of the Determination.
5. If I make an undertaking for further service under Part 8 of the *Military Superannuation and Benefits Act 1991* I will not be paid a bonus under this scheme.
6. A partial bonus payment may only be paid if I fail to complete three years of service that counts towards the bonus for specific reasons. These are listed in clause 3.5.370 of Defence Determination 2005/15. If I leave the scheme for another reason there is no partial payment.
7. I may elect to pay the bonus into an approved superannuation fund using the forms provided at Part C.
8. I am advised to seek professional legal and financial advice about this decision. ADF members are not qualified to provide this advice.

Full details of the completion bonus scheme are contained in Chapter 3 Part 5 Division 38 of Defence Determination 2005/15, Conditions of Service.

This acceptance form, and the related parts of Defence Determination 2005/15, are the whole agreement between us about the nature of this scheme. It overrides any other prior understanding or agreement about the scheme. This would include, for instance, things I may have been told about the scheme or things I may have read elsewhere.

Part C: Payment details (continued)

3. Superannuation fund nomination

This section must be completed if either option two or three has been selected for one of the items in Part C. It is the member's responsibility to supply superannuation fund details.

I nominate this Eligible Choice Fund for my completion payment.

Fund name

Fund number

Fund account number

Fund's Australian business number

Fund street address

.....

.....

Fund postal address

.....

.....

Fund phone number.....

Fund Bank Details (BSB-Account Number).....

Member's account number.....

Member's tax file number [optional].....

Dated this day of 20

Signed

Name (printed) _____

Work address _____

Occupation _____

Date _____

