

Annex 3.5.CA: Part 1

MEDICAL AND DENTAL OFFICERS' COMPLETION BONUS (Reprint of former INDMAN Instruction 0716 as at 30 June 2001)

Introduction

1. The purpose of the Medical and Dental Officers' Completion Bonus (the Completion Bonus) is to provide a management tool for the attraction and retention of fully qualified Medical and Dental Officers, in order to increase the availability of doctors and dentists for clinical practice in operational units. The Completion Bonus also creates career phases for Medical and Dental Officers, through the application of the bonus in conjunction with short service commissions.
2. The Completion Bonus is open to selected Medical and Dental Officers who have completed their Return of Service Obligation (ROSO) accrued from sponsorship under the Undergraduate or Graduate Medical Schemes, or who are Direct Entry Officers (DEO). The Completion Bonus has been developed as an incentive for Officers sponsored under the Undergraduate or Graduate Medical Schemes to extend their length of service for a fixed period beyond ROSO, or in the case of DEO, to attract qualified doctors and dentists to serve for a fixed period. In both cases, payment of the bonus will be linked to completion of a required period of service provided under a short service commission.
3. Policy for currently serving members has been developed for the initial implementation of the Completion Bonus. This policy is described in Annex A of this Instruction and includes details for Officers currently serving on permanent commissions, who otherwise meet the requirements for the bonus.
4. The Completion Bonus supersedes the provisions for the payment of bounties and gratuities. Determinations 0709, 0710 and 0711 have been repealed with the introduction of the Completion Bonus and Instructions for 0709, 0710 and 0711 have been cancelled. Arrangements for those Officers who may have had an entitlement under the provisions for bounties and gratuities are detailed at Annex A of this Instruction.
5. This Instruction describes the Completion Bonus and outlines the general policy for its administration.

Legal Authority

6. The legal authority for the Completion Bonus is Chapter 3 Part 5 Division 4 of Defence Determination 2005/15, Conditions of Service, made under section 58B of the *Defence Act 1903*. Previously, the legal authority was Chapter 2 Part 6 Division 3 of Defence Determination 2003/21, Conditions of Service, Chapter 2 Part 3 of Defence Determination 2000/1, Conditions of Service and Defence Determination 1998/4, made under section 58B of the *Defence Act 1903*.

Amount

7. The amount of the Completion Bonus will be reviewed annually and will be varied at the discretion of the Head Defence Personnel Executive (HDPE). All offers made will specify the amount of the bonus being offered. The amount of the bonus offered each calendar year is shown in paragraph 8 below. On completion of the required period of service, an eligible member will receive the amount of the bonus acknowledged by the eligible member.

Required Period of Service

8. The required period of service will be reviewed annually and will be varied at the discretion of the HDPE. All offers made will specify the required period of service applicable in the year in which the offer is made. The amount of the Completion Bonus approved for each calendar year and the corresponding required period of service is:

	Calendar Year	Amount of the Completion Bonus	Required Period of Service
a.	1998	\$90,000	3 years
b.	1999	\$90,000	3 years

Review of Completion Bonus

9. The annual review of the Completion Bonus by the Head Defence Personnel Executive will determine:

- a. the effects of the Completion Bonus currently in place;
- b. the quantum for the Completion Bonus, based on attraction and retention targets;
- c. the required period of service; and
- d. the need for the bonus, based on current staffing levels.

If there is no shortfall of Medical and Dental Officers in a particular year, or future projections indicate that manning requirements will be met, then the decision may be made by the HDPE not to offer the Completion Bonus for a given period of time, subject to further review.

Common Definitions

10. The words listed below are defined in the '**Definitions and Abbreviations**' section, because they have common application throughout instructions in this manual:

Dental Officer
Medical Officer.

11. The words in the following paragraphs are defined because they have special application for the purposes of this Instruction.

12. '**Offer**', in relation to an eligible member, means an offer in writing to the member which:

- a. offers a completion bonus of the prescribed amount and on the conditions specified in paragraph 36;
- b. sets out the required period of service stipulated by the CDF in relation to the member; and
- c. is acknowledged in writing by the member.

13. '**Approved Superannuation Fund**' means a Regulated and Complying Fund for superannuation as defined by the Insurance and Superannuation Commission as determined from the *Superannuation Industry Supervision Act 1993*.

14. '**Decision Date**' means the working day prior to the commencement of the defined period.

15. '**Direct Entry Officer**' means a qualified medical or dental practitioner, who is, or is eligible to be registered as a medical or dental practitioner under the laws of a state or territory, who enters the ADF as a Commissioned Officer.

16. '**Eligible Member**' means a member who:

- a. is a Medical Officer or Dental Officer;
- b. renders, or is to render, continuous full-time service for which salary is payable;
- c. meets the medical fitness standards for operational duty in the ADF;
- d. is otherwise suitable for continued service for continuous service because of the member's efficiency and competence;
- e. receives an offer; and
- f. acknowledges the offer.

17. **'Return of Service Obligation'** means an obligation to provide a return of service, as determined by the relevant Service Chief, arising if a member has:
- a. undergone expensive training;
 - b. obtained 'market value' skill through Service training;
 - c. undertaken a period of employment on special duties;
 - d. undertaken a period of service outside of Australia;
 - e. been appointed from outside Australia and that member's (and/or dependants') travel to Australia was at Commonwealth expense; or
 - f. in any other situation where a ROSO has been imposed by the Service Headquarters.
18. **'Effective Service'** means continuous full-time service in the ADF for which salary is payable, excluding any period of:
- a. any form of leave without pay exceeding 21 days;
 - b. absence without leave;
 - c. a training course or posting that entails a return of service obligation;
 - d. service rendered in discharging a return of service obligation;
 - e. a period of prospective service;
 - f. suspension from duty without pay; and
 - g. imprisonment or detention.
19. **'Eligible Termination Payment (ETP)'** means any entitlement paid to a member who is taking discharge not including unused long service leave (LSL), unused annual leave and some other amounts that may be paid on discharge.
20. **'Graduate Medical Scheme (GMS)'** means the scheme where an Officer of the ADF is sponsored to gain a post graduate degree in medicine for the purposes of employment in the ADF as a Medical Officer.
21. **'Period of Prospective Service'**, in relation to an eligible member, means a period of service ending on the day specified in an undertaking given by the member under subsection 33(3) of the *Military Superannuation and Benefits Act 1991* when the member elects to receive a retention benefit under Part 8 of that Act.
22. **'Prescribed Amount'**, in relation to an eligible member who acknowledges an offer, means the amount prescribed in paragraph 8 for the calendar year in which the offer is made.
23. **'Relevant Day'**, in relation to an eligible member, means the day on which a member acknowledges an offer.
24. **'Required Period of Service'**, in relation to an eligible member, means a period specified in paragraph 8 for the calendar year in which the offer is made, being a period of effective service as a Medical Officer or Dental Officer that:
- a. begins on the relevant day; and
 - b. is stipulated in the offer acknowledged by the member on that day.
25. **'Salary Sacrifice'** means foregoing extra salary in return for a lump sum employer benefit payment into an approved superannuation fund.

26. **'Short Service Commission'** means a commission granted to a Medical or Dental Officer for a specified period of time.

27. **'The CDF'** means the Chief of the Defence Force.

28. **'Undergraduate'** means an Officer of the ADF, who is being sponsored by the ADF to gain qualification and skill at tertiary level, in return for service in the ADF.

Short Service Commissions

29. Selected Officers will be offered a short service commission for the period of service required for the bonus. Some flexibility will be required in the management of short service commissions, in order for the requirement for three years of effective service to be met. Where variations occur to the end date of the required period of service, as a consequence of non-effective service (effective service is defined at paragraph 18), it will be the responsibility of the Director General Career Management Army (DGCM-A), Director General Career Management Air Force (DGCM-AF), or the Director General Navy Personnel and Training (DGNPT) to see that the short service commission appointment is adjusted as required.

Number of Applications

30. It is intended that a bonus generally will not be provided to a member more than twice. For each application, the administrative requirements are the same. In the case of Officers applying for a second bonus, selection processes and administration need to be initiated three months prior to the end of the required period of service for the first Completion Bonus.

Effect of ROSO on the Completion Bonus

31. The aim of the Completion Bonus is for the Services to gain effective service from Medical and Dental Officers for a fixed period of three years. Accordingly, any course, training or posting undertaken during the required period of service which attracts a ROSO, will not count as effective service in relation to the Completion Bonus. In addition, any ROSO resulting from such courses, training or posting will also not count as effective service in relation to the Completion Bonus. The result of any ROSO on the Completion Bonus will therefore be to suspend the member's effective service towards the Completion Bonus until all ROSO's have been completed.

Reserve Service

32. Reserves on Continuous Full Time Service (CFTS) will be recognised as effective service for the purposes of the Completion Bonus. CFTS will be recognised on its own or in combination with service in the Permanent Force.

33. As CFTS is normally approved for a maximum of 12 months, if subsequent CFTS is not approved, and there is no offer of a short service commission to enable completion of service as detailed in the offer, then the Officer will be entitled to a pro rata payment as detailed in paragraphs 47 - 49.

34. Circumstances may arise where a Reserve Officer cannot be offered CFTS such that the Officer is unable to complete the defined period of service as a reservist. If the Officer is offered a short service commission in order to complete the defined period and does not accept the offer, then no part of the Completion Bonus is payable.

Non-Effective Service

35. Periods during which the member is not considered to be rendering effective service are defined at paragraph 18 of this Instruction. A member's service for the purposes of the Completion Bonus will be suspended during these times, and will recommence on the day after a period referred to in paragraph 18 expires. For those Medical and Dental Officers who volunteer and are selected for the Completion Bonus, DGCM-A, DGCM-AF and DGNPT are responsible for tracking any non-effective service accrued during the required period of service for attainment of the Completion Bonus. They are also responsible for adjusting the end date of the required period of service where appropriate, thereby changing the entitlement date for the Completion Bonus.

ELIGIBILITY AND SELECTION

Application Process

36. Officers of the Undergraduate or Graduate Medical Schemes who wish to serve for a fixed period beyond their initial appointment in order to qualify for the Completion Bonus, will be required to notify DGCM-A, DGCM-AF and DGNPT in order for selection procedures to be initiated. DGCM-A, DGCM-AF and DGNPT are responsible for confirming the completion date of undergraduate/graduate ROSO. Applications should be submitted three months prior to the completion of ROSO, in order to allow for processing by the 'decision date'. The same requirement for three months' notice would apply for an Officer wishing to sign on for a second Completion Bonus.

Selection Criteria

37. The Completion Bonus will only be offered to those Medical Officers or Dental Officers who meet the following criteria:

- a. Officers must meet the criteria specified in paragraphs 16(a), 16(b), 16(c) and 16(d); and
- b. At the time of application, there must be vacancies in the member's Service for Medical or Dental Officers for which the member is eligible.

Selection Process

38. Subject to vacancies, DGCM-A, DGCM-AF and DGNPT are responsible for the selection of physically fit Medical and Dental Officers who meet the professional and military requirements of the Services. To be eligible for application of the bonus, Medical and Dental Officers will be subject to selection processes conducted by DGCM-A, DGCM-AF and DGNPT in conjunction with the Defence Health Services Branch, which is responsible for professional Medical and Dental standards. Selection processes will apply for both in-service Officers and DEO applicants.

39. Upon being selected to provide service to meet the requirements for the Completion Bonus, the ADF offer must be acknowledged in writing by the member using the *Acknowledgment Form*. This document is completed by:

- a. the Officer volunteering to serve for the Completion Bonus;
- b. an authorised delegate from DGCM-A, DGCM-AF or DGNPT who is acting as a representative of their Service; and
- c. an authorised delegate from the Personnel Policy and Employment Conditions Branch, Defence Personnel Executive, Canberra.

The *Acknowledgment Form* is contained at Annex B of this Instruction. Further details regarding its administrative processing are provided at paragraphs 40-41 below.

ADMINISTRATION

Acknowledgment Form

40. Once the Officer's selection has been confirmed, an authorised delegate of DGCM-A, DGCM-AF or DGNPT will forward an offer for a Completion Bonus contained in the *Acknowledgment Form* document committing the ADF to the payment at the current rate. The member is to sign the *Acknowledgment Form* to acknowledge that the terms and conditions of the offer have been understood. DEO are to complete the forms as part of the enlistment procedure.

41. The *Acknowledgment Form* is to be completed in triplicate and distributed as follows:

- a. Original: DNOP, DOCM-A, or DPO-AF as appropriate;
- b. Second Copy: DDP for Personnel Data Base; and
- c. Third Copy: Officer's personal file.

Once the *Acknowledgment Form* has been completed, DGCM-A, DGCM-AF or DGNPT will be responsible for monitoring the member's progress and initiating the payment process when the end of the defined period approaches.

Administrative Sequence for Payment

42. Eligibility for the Completion Bonus payment will be assessed by DGCM-A, DGCM-AF or DGNPT using the following criteria:

a. An eligible member is entitled to a completion bonus equal to the prescribed amount, if the member remains an eligible member during, and completes, a period of effective service equal to (or periods of effective service the sum of which is equal to) the required period of service stipulated in the offer acknowledged by the member.

43. The following administrative sequence will apply three months prior to the completion of the defined period for the Completion Bonus:

a. **Payment Election.** *The Payment Election and Authorisation Form* (Annex C of this Instruction) should be forwarded by DGCM-A, DGCM-AF or DGNPT to the member's unit for the administration of the member no less than three months prior to the expected completion of the defined period. Section One of the form should be completed by the member and returned via the unit to DGCM-A, DGCM-AF or DGNPT no less than two months prior to the expected completion of the required period of service. Section One includes notification by the member of any intention to utilise the employer superannuation contribution option, including details of the nominated superannuation fund(s). If a superannuation fund has been nominated, unit personnel staff must check the fund in line with the requirements set out in paragraph 46 prior to returning the form to the DGCM-A, DGCM-AF or DGNPT.

b. **Authorisation.** Once the required period of service has been completed and the member's entitlement has been confirmed, Section Two of the *Completion Bonus Payment Election and Authorisation Form* should be completed by DGCM-A, DGCM-AF or DGNPT and forwarded to Defence Force Pay Accounting Centre (DEFPAC), Melbourne for finalisation (see paragraphs 48-50 below).

Payment Election - Benefit Payment Options

44. **Cash Payment.** For Officers who have chosen the 'cash' payment or part cash options, the Completion Bonus will be paid after processing is completed, on receipt of the authorisation. ~~If the completion of the required period of service coincides with an Officer's resignation, the 'cash' payment will form (or be part of) an ETP and will be paid and taxed as set out in the instructions given to administrative staff as part of the normal discharge procedure.~~ If an Officer serves a second required period of service, and has chosen to take their first Completion Bonus as a cash or part cash payment, their first Completion Bonus will be taxed at the appropriate rate. Where a member is retrenched before the completion of the required period of service, the appropriate rates of tax for either an ETP or a bona fide redundancy payment would apply to any pro rata cash payment made as set out in this Instruction. **(For additional information, see Attachment E at the end of Annex 2.A.)**

45. **Employer Superannuation Contribution Option (Salary Sacrifice).** Officers who choose to salary sacrifice some or all of their payment are to complete the appropriate part of Section One of the *Payment Election and Authorisation Form* (Annex C of this Instruction) to indicate this preference and provide details of the nominated superannuation fund(s). That element of the Completion Bonus taken as a salary sacrifice will be paid by a cheque, made out to the approved superannuation fund nominated by the member. Note that the salary sacrifice option is **not** available for any pro rata cash payments made in lieu of the Completion Bonus. Supplementary advice has been issued subsequent to the release of the INDMAN attached to the Bonus Offer. This advice is reiterated at Annex E of this Instruction.

46. **Superannuation Fund Check.** Where the member has elected the salary sacrifice or part salary sacrifice option, the unit personnel staff are required to check that the 'Approved Superannuation Fund' is a regulated and complying fund for superannuation. The fund will have a nine digit identification number and can be checked by contacting the Insurance and Superannuation Commission on 131050. This check is to be conducted by the unit before the *Payment Election and Authorisation Form* is returned to the Service career manager. If any question over the fund status arises as a result of the check, the

member should be informed immediately. Where this occurs, it is the member's responsibility to ensure proof is provided that the fund complies with the legislative requirements for acceptance of employer superannuation contributions. Alternatively, a different (complying) fund could be nominated (in writing). Where any doubt or disagreement arises over the interpretation of this aspect, further advice should be sought. If necessary, Director General Personnel Policy and Employment Conditions, Defence Personnel Executive, Canberra may ultimately be consulted where the situation cannot easily be resolved within the chain of command.

47. **Change of Payment Election.** It should be noted that it is permissible for members to change the nature and/or proportions of their payment election at any point prior to the completion of the required period of service. This must be done in writing to DGCM-A, DGCM-AF or DGNPT through the member's unit, by completing a new *Payment Election and Authorisation Form* (Section One), with a covering letter expressly revoking the previous Payment Election. Note that due to the operation of the tax law, the Payment Election is not revocable after the required period of service has been completed and the entitlement is earned, even when a request to change the election method is made prior to the actual payment of the bonus. **(For additional information, see Attachment F at the end of Annex 2.A.)**

Authorisation for Payment

48. Payment of the Completion Bonus can only be made by DEFPAC after it has been authorised by a delegate of the appropriate DGCM-A, DGCM-AF or DGNPT. DGCM-A, DGCM-AF or DGNPT are responsible for:

- a. ensuring that any non-effective service is added to the completion date of the required period of service,
- b. ensuring that any ROSO is added to the completion date of the required period of service (where appropriate), and
- c. confirming that the period of service which has been served corresponds with the *Acknowledgment Form*.

49. When Medical or Dental Officers are deemed to have met all the qualifying requirements of the Completion Bonus, DGCM-A, DGCM-AF or DGNPT are to complete Section Two of the *Payment Election and Authorisation Form* (Annex C of this Instruction) and forward it to DEFPAC.

Finalisation of Payment

50. On receipt of the *Payment Election and Authorisation Form*, DEFPAC is to process the payment of the Completion Bonus according to the preferences expressed by the member in Section One.

Completion Bonus Not Payable

51. Officers are not restricted by signing the *Acknowledgment Form* from leaving the ADF during the required period of service. However, should they choose to leave, they will be ineligible for any portion of the Completion Bonus.

52. Those Officers discharged for inefficiency or disciplinary reasons prior to completion of the required period of service will not be eligible for any portion of the Completion Bonus.

53. As a personnel management principle, an Officer should not normally be retrenched during the required period of service. However, should a retrenchment occur, a member will be entitled to a pro rata payment, subject to the provisions of paragraphs 54-56 below.

Pro Rata Payment

54. If an officer is unable to complete the required period of service because the member:

- a. dies;
- b. becomes permanently medically unfit for operational duty in the Defence Force, as a result of physical or mental incapacity that is not within the member's power to control;

- c. is a member of the Reserve Forces whose continuous full-time service in the Permanent Forces is curtailed for service reasons that are not within the member's power to control; or
- d. is retrenched,

the member or the member's legal personal representative (as the case requires) is entitled to an amount calculated by DGCM-A, DGCM-AF or DGNPT using the following formula:

$$P = \frac{A \times t}{T}$$

where:

- P represents the pro rata payment,
- 0A represents the total amount stipulated in the offer,
- t represents the number of days of effective service rendered within the required period of service in the offer, and
- T represents the total number of days in the required period of service in the offer.

55. A decision to make a pro rata payment is to be recommended by DGCM-A, DGCM-AF or DGNPT, subject to approval by the HDPE, Canberra. DEFPAC will receive written notification of authorisation for a pro rata payment where a member is considered to be eligible. In such cases, DGCM-A, DGCM-AF or DGNPT is to initiate action on processing a *Pro Rata Payment Authorisation Form* (Annex D of this Instruction). If the recommendation is approved by the HDPE, Canberra, the form will provide authorisation for the payment and is to indicate the conditions under which the payment has been granted, so that DEFPAC can determine the correct taxation treatment which should apply.

56. Pro rata payments can only be taken as cash. Any extant election to exercise the salary sacrifice payment option only applies to the full bonus payable on completion of the required period of service and not to any pro rata payments made under these guidelines. The appropriate taxation treatment for pro rata payments may vary widely. Each will need to be assessed on a case by case basis, according to the circumstances of the payment and the tax law and rulings which prevail at the time of the payment.

Annexes:

- A. Initial Implementation Policy
- B. Acknowledgment Form
- C. Payment Election and Authorisation Form
- D. Pro Rata Payment Authorisation Form
- E. ADF Completion Bonuses – Clarification of Administrative Advice (now at Part 5 to Annex 3.5.D)

ANNEX A

INITIAL IMPLEMENTATION POLICY

1. Officers serving at the inception of the Completion Bonus will not be disadvantaged or discriminated against, when compared with Officers entering the ADF after the Completion Bonus has been introduced. Clearly, the Completion Bonus will only be offered to those Officers who meet the criteria for selection.
2. Officers who have completed less than two years of service after completion of Return of Service Obligation (ROSO), and Direct Entry Officers (DEO) with less than two years service, may be eligible to be offered the first Completion Bonus, with the required period of service commencing from the date that the *Acknowledgment Form* is signed. These Officers will, on selection, also be eligible for a second Completion Bonus after completion of the second required period of service.
3. Officers who have completed more than two but less than four years of service after completion of ROSO, and DEO who have completed more than two but less than four years of service, will be offered the Completion Bonus for a required period of service commencing from the date that the *Acknowledgment Form* is signed. However, these Officers will not be offered a second Completion Bonus.
4. Officers who have completed more than four years of service beyond ROSO, will not be entitled to any Completion Bonus.
5. Those Officers who have been appointed to permanent commissions will be treated in the same way as those Officers on short service commissions. It is important to note that during the initial implementation period, one of the criteria for the Completion Bonus is a vacancy for the Officer seeking to volunteer for the Completion Bonus. In the event that a Service is overborne by either doctors or dentists at the rank of the member volunteering for the Completion Bonus, that member will not be offered the Completion Bonus, even where the member is serving on a permanent appointment or short service commission which does not expire for a period greater than or equal to the required period of service applicable for that year.
6. If a Medical or Dental Officer has been paid a bounty on their appointment to the Permanent Defence Force, there will be no requirement for refunding any portion of the bounty upon selection for serving for a Completion Bonus. Those Medical and Dental Officers who were eligible for payment of a gratuity prior to the repeal of Determinations 0710 and 0711 will be paid on a pro-rata basis. Administration of outstanding pro-rata payment of gratuities will be managed by the Entitlements section of the Personnel Policy and Employment Conditions Branch, Defence Personnel Executive, Canberra.

ANNEX B

MEDICAL AND DENTAL COMPLETION BONUS - ACKNOWLEDGMENT FORM

PART A: ADF OFFER

Under Part 3 of Chapter 2 of Defence Determination 2000/1 made under Section 58B of the *Defence Act 1903*, I am authorised to make an offer of a Medical and Dental Completion Bonus of being payable on completion of years of effective service commencing from the date of signing Part B of this offer.

Effective service for the purposes of this offer is defined as continuous full-time service for which salary is payable, excluding any periods of:

- a. any form of leave without pay exceeding 21 days;
- b. absence without leave;
- c. a training course or posting that entails a return of service obligation (ROSO)
- d. service rendered in discharging a ROSO;
- e. a period of prospective service;
- f. suspension from duty without pay; and
- g. imprisonment or detention.

You will be entitled to a completion bonus equal to the amount stated in this offer, if you remain an eligible member during, and complete, a period of effective service equal to (or periods of effective service the sum of which is equal to) the required period of service stipulated in this offer. Any ROSO or period of prospective service which you currently have, or become liable for during the period of this offer, will suspend the effective service contributing towards this bonus.

Pro rata payment of the Completion Bonus will only be paid should you:

- a. die;
- b. become permanently medically unfit for operational duty in the ADF as a result of physical or mental incapacity that is not within your power to control;
- c. be a member of the Reserve Forces whose full-time service in the Permanent Forces is curtailed as a result of physical or mental incapacity that is not within your power to control; or
- d. be retrenched.

Full details of the Completion Bonus are contained in Instruction 0716, the legal authority for which is Part 3 of Chapter 2 of Defence Determination 2000/1.

.....
(Signature)

Printed Name

Rank

Date

ANNEX B - continued

PART B: ACKNOWLEDGMENT BY OFFICER

I,.....
(Service number) (Rank) (Name in Full)

for the purposes of Part 3 of Chapter 2 of Defence Determination 2000/1 made under Section 58B of the *Defence Act 1903*, accept the offer to serve for a period of three years effective service in the Australian Defence Force beginning on

I acknowledge that the provisions of Part 3 of Chapter 2 of Defence Determination 2000/1 and Part 1 of Schedule 1 of that Determination have been brought to my notice and that I fully understand them.

I acknowledge that the period of effective service of three years that I commit to render under Defence Determination 2000/1 will be suspended during any excluded periods of effective service as detailed in the Determination.

I acknowledge that, under Defence Determination 2000/1, my failure to complete the commitment period disqualifies me from receipt of the Medical and Dental Officers Completion Bonus, or any part thereof, except in circumstances as described in the Determination.

I acknowledge that this commitment to serve has no binding effect on the Commonwealth unless and until the commitment period of service set out above is certified as having been completed, or, unless I am unable to complete the commitment period of service for reasons as described in f the Determination.

Dated this.....day of.....1999

Officer

Witness

.....
Signature

.....
Signature

.....
(Service No, Rank)

.....
(Name in Full)

.....
(Name in Full)

.....
(Address)

.....
(Occupation)

ANNEX B - continued

PART C: CONFIRMATION ACTION BY DGCM-A, DGCM-AF or DGNPT

The offer of a Medical and Dental Completion Bonus pursuant to Part 3 of Chapter 2 of Defence Determination 2000/1 made under Section 58B of the *Defence Act 1903* acknowledged by (insert name) is *confirmed / not confirmed*.

.....
(Signature)

Printed Name

Rank

Date

PART D: POST CONFIRMATION ACTION

1. Officer informed by letter.

a. Reference

b. Date

c. Signature

d. Name / Rank

2. Original offer returned to DGCM-A, DGCM-AF or DGNPT for file action

a. Reference

b. Date

c. Signature

d. Name / Rank

ANNEX C

MEDICAL AND DENTAL OFFICERS COMPLETION BONUS PAYMENT ELECTION AND AUTHORISATION FORM

Officer's Details

Service	Navy		Army		Air Force	
Service Number						
Rank						
Surname						
Given Names						

SECTION ONE - PAYMENT ELECTION

This Payment Election requires personnel to elect in advance the preferred method of payment of the Medical and Dental Officers' Completion Bonus (The Completion Bonus). It must be completed in conjunction with the *Acknowledgment Form*.

Payment Options

There are three options for payment of the Completion Bonus:

One: cash - taxed at the rate appropriate upon receipt; or

Two: as an employer contribution to superannuation; or

Three: as a combination of cash and an employer contribution to superannuation, in proportions defined by the Officer.

All candidates are strongly advised to seek professional financial advice when making this decision. ADF Officers are not qualified to provide this advice.

Payment Election

I _____ hereby choose to be paid my
(Rank, Initials, Surname, Service Number)

Completion Bonus as:

Option One: [] Cash in full, to be taxed at the appropriate tax rate; or

Option Two: [] As an employer contribution to superannuation in full, taxed accordingly; or

Option Three: [] In part as an employer contribution to superannuation to the value of
\$_____, with the balance paid as cash, taxed at the appropriate tax
rate.

Tick one box. Only **one** of the above options is to be selected. This Payment Election must be read in conjunction with and subject to the *Acknowledgment Form*, and in no way affects the entitlement of personnel to the Completion Bonus.

ANNEX C - continued

Superannuation Fund Nomination

This section is **only** to be completed by the member if either Option Two or Three has been selected. It is the **member's** responsibility to supply the superannuation fund details requested.

I _____ hereby nominate
(Rank, Initials, Surname, Service Number)

the following Approved Superannuation Fund for payment of my Completion Bonus:

Fund Name

Superannuation Fund Number

Member's Acknowledgment

I acknowledge that the above information contained in Section One of this form reflects my preference for payment of the completion bonus should I become eligible to receive it. I have read this form in conjunction with the offer and acknowledge that my Payment Election of itself in no way affects my entitlement to the Completion Bonus.

Member's Signature

Date

Superannuation Fund Check

(To be completed by unit personnel staff, if applicable)

The superannuation fund nominated by the member in Section One of this form has been verified as set out in Instruction 0716 as being a complying regulated fund for the receipt of employer superannuation contributions:

Signed

Date

Rank and Appointment

ANNEX C - continued

SECTION TWO - AUTHORISATION

This Authorisation requires DGCM-A, DGCM-AF or DGNPT to confirm the following details:

1. The above named officer has served to the end of the required period of service according to the *Acknowledgment Form* (Annex B of Instruction 0716);
2. Adjustments have been made to the end date of the required period of service where non-effective service for the purposes of the Completion Bonus has been incurred during the defined period;
3. I certify that the above named officer completed the requisite service for the Completion Bonus on _____
Date
4. Payment of the Bonus is to be made in accordance with the Payment Election made by the member in Section One of this form, being:

\$ _____ Cash - Payment into Officer's NPD account.

\$ _____ Cheque - Made out to the Superannuation Fund nominated in Section One of this form, and mailed to the officer.

Signature of DGCM-A/DGCM-AF/DGNPT

Date

Rank Initials Surname of DGCM-A/DGCM-AF/DGNPT

Contact phone number

DEFPAC Certification

All Action Complete (DEFPAC use)

Date

ANNEX D

MEDICAL AND DENTAL OFFICERS' COMPLETION BONUS
PRO RATA PAYMENT AUTHORISATION FORM

Officer's Details

Service	Navy		Army		Air Force	
Service Number						
Rank						
Surname						
Given Names						

SECTION ONE - RECOMMENDATION BY DGCM-A/DGCM-AF/DGNPT

This Recommendation requires DGCM-A, DGCM-A or DGNPT to confirm the following details:

1. The above named officer meets the criteria for a pro rata payment in lieu of the Completion Bonus, based on the period of service provided, compared with the required period of service, as set out in Instruction 0716.
2. Adjustments have been made to the end date of the required period of service where non-effective service for the purposes of the Completion Bonus has been incurred during the defined period;
3. I certify that, in accordance with the formula provided in Instruction 0716, the pro rata payment for the above named officer is \$_____.
4. The member's circumstances giving rise to this recommendation are:
 The death of the member (pro rata payment to be treated as a death benefit for taxation purposes).
 The discharge of the member for medical reasons.
 The retrenchment of the member (see note below).

Signature of DGCM-A/DGCM-AF/DGNPT

Date

Rank Initials Surname of DGCM-A/DGCM-AF/DGNPT Contact phone number

Note: In the event of a pro rata payment in respect of retrenchment, the taxation of the payment must be assessed in accordance with the nature of the dismissal and any other benefit payable as a result of the retrenchment. This will determine whether the payment should be treated as an ETP or a bona fide redundancy payment. In such cases, additional guidance will need to be provided by DGCM-A, DGCM-AF or DGNPT to DEFPAC (preferably as an attachment to this form) to finalise the payment process.

ANNEX D - continued

SECTION TWO - AUTHORISATION

Authorised / Not Authorised

Signature of Head of Personnel Executive

Date

Rank Initials Surname

Following authorisation (or otherwise) by HDPE, the form is to be returned to DGCM-A/DGCM-AF/DGNPT for forwarding to DEFPAC or further staff action as appropriate.

For Authorised Payments (forwarded by DGCM-A/DGCM-AF/DGNPT to DEFPAC for payment)

The payment is to be made either as a cash payment into Officer's NPD account or as a cheque made payable to the Officer, depending upon the circumstances of the payment as detailed above. The appropriate taxation deductions (if any) are to be made prior to payment.

DEFPAC Certification

All Action Complete (DEFPAC use)

Date