



## **Defence Determination 2016/19 (Approved forms) Instrument (No. 1) 2025**

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I, SARAH KATE McGREGOR, Acting Director General, People Policy and Employment Conditions, make the following notifiable instrument for the purposes of section 1.3.1 of the *Defence Determination 2016/19, Conditions of service*.

Dated 20 February 2025

Sarah Kate McGregor  
Acting Director General  
People Policy and Employment Conditions  
Defence People Group

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## 1 Name

This instrument is the Defence Determination 2016/19 (Approved forms) Instrument (No. 1) 2025.

## 2 Commencement

1. Each provision of this instrument specified in column 1 of the table commences, or is taken to have commenced, in accordance with column 2 of the table. Any other statement in column 2 has effect according to its terms.

Commencement information		
Column 1	Column 2	Column 3
Provisions	Commencement	Date/Details
1. The whole of this Instrument.	13 February 2025	Commencement aligns with Schedules 1 and 2 of Defence Determination, Conditions of service Amendment (Continuation bonus) Determination (No. 2) 2025

Note: this table relates only to the provisions of this instrument as originally made. It will not be amended to deal with any later amendments of this instrument.

2. Any information in column 3 of the table is not part of this instrument. Information may be inserted in this column, or information in it may be edited, in any published version of this instrument.

## 3 Revocation

This instrument revokes Defence Determination 2016/19 (Approved forms) Instrument 2024 (No. 2).

## 4 Approved forms

For the purposes of section 1.3.1 of the *Defence Determination 2016/19, Conditions of service*, as in force from time to time, the approved form for an action listed in column A of the following table as provided under the section in column B is one of the following.

- a. The form in the Defence Personnel Management Key Solutions self-service system.
- b. If one of the following apply, the form is prescribed in column C.
  - i. There is no form in Defence Personnel Management Key Solutions self-service system for the benefit.
  - ii. The Defence Personnel Management Key Solutions self-service system is not available to the member.

<b>Item</b>	<b>Column A Action</b>	<b>Column B Related Section</b>	<b>Column C Form identifier</b>
1.	Apply for recognition of the member's resident family with special needs.	Section 1.3.6	AC832 – <i>Application for Special Needs Assistance</i>
2.	Apply for recognition as accompanied resident family.	Section 1.3.14	AE681 – <i>ADF Categorisation Change and Application to Live In/Live Out</i>
3.	Apply for recognition as unaccompanied resident family.	Section 1.3.20	AE681 – <i>ADF Categorisation Change and Application to Live In/Live Out</i>
4.	Apply for recognition of a CDF recognised partner.	Section 1.3.38	AF084 – <i>Recognition of a De Facto Relationship</i>
5.	Apply for recognition of a de facto relationship.	Section 1.3.39	AF084 – <i>Recognition of a De Facto Relationship</i>
6.	Apply for recognised family or a recognised other person.	Section 1.5.3	AD150 – <i>Amendment of Personal Data Details – ADF</i>
7.	Apply for Career Transition assistance.	Section 2.2.9	AC853-3 – <i>Defence Force Transition Program Application</i>
8.	Valid offer of a bonus to attract and retain a member.	Section 3.3.4	AF168 – <i>ADF Military Bonus Offer</i>  The form of the same name available through SharePoint
9.	Valid acceptance of a bonus to attract and retain a member.	Section 3.3.5	AF168 – <i>ADF Military Bonus Offer</i>  The form of the same name available through SharePoint
10.	Valid offer of the completion bonus.	Section 3.4.4	AF213 <i>ADF Continuation Bonus Election</i>  The form of the same name available through SharePoint
11.	Valid acceptance of the completion bonus.	Section 3.4.5	AF213 <i>ADF Continuation Bonus Election</i>  The form of the same name available through SharePoint
12.	Apply for Trainee's Dependant Allowance.	Section 4.8.6A	AD298 – <i>Trainee's Dependant Allowance</i>

13.	Apply for health support allowance for providing capability at short notice.	Section 4.9.16	AE729 – <i>Health Support Allowance – Reserves</i> AE585 – <i>Reserve Health Declaration (RHD)</i> AE585-1 – <i>Reserve Health Declaration (RHD) General Practitioner (GP) Health Status Certification</i>
14.	Apply for health support allowance – members on Reserve service.	Section 4.9.17	AE585 – <i>Reserve Health Declaration (RHD)</i> AE585-1 – <i>Reserve Health Declaration (RHD) General Practitioner (GP) Health Status Certification</i>
15.	Notify absence from car parking location to cease contribution.	Section 4.11.2	AE601 – <i>Entitled Car Parking Contributions – Authorisation</i>
16.	Apply for absence or notify of non-effective service.	Sections: 5.3.3 5.4.39 5.5.9 5.7.4A 5.8.11 5.9.7	AF088 – <i>Application for Leave</i>
17.	Apply to purchase recreation leave.	Section 5.4.22	AF145 – <i>Request to purchase Annual Leave (APS/ASD) or Recreational Leave (ADF)</i>
18.	Apply to donate recreation leave to an ADF partner.	Section 5.4.50	AF245 – <i>Transfer of Recreation Leave – Dual serving couple</i>
19.	Claim compensation resulting from cancellation or recall of leave.	Section 5.13.8	AD388 – <i>Application for Compensation Resulting from Cancellation or Recall from Leave</i>
20.	Apply for a payment for the costs of a house-hunting trip.	Section 7.1.21	Defence Housing Australia – <i>Request for a house hunting trip</i>
21.	Apply for education assistance to provide the student with limited interim assistance to help avoid or overcome any immediate difficulties with the child's education and emotional well-being as a direct result of a posting in Australia.	Section 8.4.9	AD301 – <i>Application for Education Assistance – Tutoring</i> AF170 – <i>Application for help with the cost of special needs education assistance</i> AE931 – <i>Application for help with the cost of a loss of scholarship</i>

22.	<p>Apply for assistance for expenses required for a resident family with special needs.</p> <ul style="list-style-type: none"> <li>• Assistance with travel and accommodation for a pre-posting visit.</li> <li>• Assistance with respite, personal care, therapy services and equipment hire.</li> </ul>	<p>Sections: 8.6.5 8.6.6 8.6.7</p>	<p>AC832 – <i>Application for Special Needs Assistance</i></p>
23.	<p>Apply for additional assistance to a member who has resident family with special needs when there is no removal to a new housing benefit location or family benefit location.</p>	<p>Section 8.6.12</p>	<p>AC832 – <i>Application for Special Needs Assistance</i></p>
24.	<p>Apply for a loan to help with establishment costs at a new service location.</p>	<p>Section 14.2.7</p>	<p>FD071 – <i>Payment of Overseas Outlay Advance</i></p>
25.	<p>Apply for an overseas reunion travel benefit.</p>	<p>Section 15.3.17E</p>	<p>AD701 – <i>Application for Reunion or Reverse Reunion Travel for a Member or Employee on a Long-Term Posting Overseas</i></p>
26.	<p>Valid offer of the completion bonus.</p>	<p>Section 3.4.3 of Defence Determination 2016/16, as saved by Schedule 12 of Defence Determination, Conditions of service Amendment (Continuation bonus) Determination (No. 2) 2025</p>	<p>AF213 <i>ADF Continuation Bonus Election</i></p> <p>The form of the same name available through SharePoint</p>
27	<p>Valid acceptance of the completion bonus.</p>	<p>Section 3.4.4 Section 3.4.3 of Defence Determination 2016/16, as saved by Schedule 12 of Defence Determination, Conditions of service Amendment (Continuation bonus) Determination (No. 2) 2025</p>	<p>AF213 <i>ADF Continuation Bonus Election</i></p> <p>The form of the same name available through SharePoint</p>