

## **CHAPTER 4**

### **TASMAN SCHEME**

#### **INTRODUCTION**

4.1 The Tasman Scheme (the Scheme) was first introduced in 1993 as an initiative of the Tasmanian State Branch of the Defence Reserves Association (DRA). The Scheme is a bilateral personnel activity between the ADF and the New Zealand Defence Force (NZDF), administered by Reserve and Youth Division (RYD).

4.2 The Scheme seeks to reward selected ADF SERCAT 3-5 Junior Officers and Junior Non-Commissioned Officers (JNCOs), for their overall performance, dedication and commitment to Reserve service.

#### **POLICY STATEMENT**

4.3 The Scheme is an important element of the ADF's recognition and reward of Reservists for their dedication and commitment. The Scheme represents a benchmark activity that demonstrates the capacity of Defence to provide opportunities for SERCAT 3-5 Junior Officers and JNCOs to develop their experience, knowledge and skills as members of the ADF.

#### **SCOPE**

4.4 The aim of this chapter is to detail the procedures for the application, selection and administration of individuals participating in the Scheme.

4.5 SERCAT 3-5 Junior Officers and JNCOs, regardless of ADF specialisation or trade, may be nominated for a Scheme secondment provided they meet the eligibility criteria.

#### **DEFINITIONS**

4.6 Military Personnel Policy Manual (MILPERSMAN) [Part 1, Chapter 3 - Military Personnel Policy Manual Glossary](#) contains common terms and definitions used throughout this chapter.

#### **OVERVIEW**

4.7 The Scheme allows SERCAT 3-5 Junior Officers and JNCOs to undertake a secondment with the NZDF, preferably related to their military employment or profession as an ADF Reservist.

4.8 SERCAT 3-5 Junior Officers and JNCOs, regardless of ADF specialisation or trade, may be nominated for a Scheme secondment provided they meet the eligibility criteria.

4.9 The secondment is not prescriptive. It may comprise a training course supported by a NZDF unit, a non-operational field deployment or exercise, or other non-operational activity (e.g. Defence Aid to the Civil Community (DACC), Christchurch earthquake)). It does not include any type of war-like or operational activity, nor does it include participation in any type of internal security or aid to the civil power activity in New Zealand or in any other third country as part of the secondment.

4.10 Commanding Officers (COs) / Officers Commanding (OCs), of units nominate individual Reservists to their formation headquarters. Nominees are assessed by a

selection committee, from which a recommended order of merit is generated and submitted to Head Reserve and Youth Division (HRYD) for approval and funding. Once approved, successful nominees are subsequently seconded to the NZDF.

4.11 Similarly, Junior Officers and JNCOs of the NZDF Reserves are seconded to ADF units. This strengthens ties between the ADF and NZDF, promotes interoperability and enhances capabilities that the ADF and the NZDF derive from their Reserves.

4.12 Further detail on the nomination and selection process is in Annex 4A below, and is annually updated by DEFGRAM.

## **ROLES AND RESPONSIBILITIES**

### **DELEGATIONS**

4.13 HRYD has been delegated responsibility for administration and management of the Scheme. HRYD is the delegate for selection of Scheme participants.

4.14 HRYD has delegated to Director Reserve and Employer Support (DRES), authority to staff all nominations to the Scheme.

4.15 HRYD will nominate a selection panel and selection methodology to identify and recommend Scheme participants.

### **AWARD ALLOCATION**

4.16 HRYD may award up to 14 Scheme participants annually.

4.17 Up to two Scheme secondments may be awarded in each of the following States on an annual basis:

- a. New South Wales,
- b. Queensland,
- c. South Australia,
- d. Tasmania,
- e. Victoria, and
- f. Western Australia.

4.18 One Scheme secondment may be awarded in each of the following Territories on an annual basis:

- a. Australian Capital Territory, and
- b. Northern Territory.

4.19 HRYD has the discretion to vary the number of secondments for any particular State or Territory, if the quality of the application warrants and the resources are available.

4.20 In following the original aims of the Scheme, a minimum of at least one Tasman Scheme award is reserved for a JNCO in each state or territory annually. This does not preclude junior officers being awarded a Tasman Scheme, but means that preference will generally be given to JNCOs.

## **ELIGIBILITY**

## CRITERIA

4.21 ADF SERCAT 3-5 Junior Officers and JNCOs nominated for a Scheme secondment by their Commanding Officers / Officers Commanding must satisfy the following criteria:

- a. Be a serving member with at least three consecutive years of Reserve service including the period prior to nomination.
- b. Have completed at least 20 Reserve Service Days (RSDs), in each of the three financial years leading up to, and including the year of nomination.
- c. Meet individual readiness requirements in accordance with relevant single service policies, consistent with member's Service Category (SERCAT).
- d. Single-Service criteria (at the time of nomination):
  - (1) Navy— A member of the Royal Australian Naval – SERCAT 3 or 5 and have held the substantive rank of Sub Lieutenant, Leading Seaman or Able Seaman for the 12 months prior to nomination.
  - (2) Army— A member of the Australian Army – SERCAT 5 and have held the substantive rank of Lieutenant, Corporal, Lance Corporal or Private (P), for the 12 months prior to nomination.
  - (3) Air Force— A member of the Air Force – SERCAT 3, 4 or 5 and have held the substantive rank of Pilot Officer, Flying Officer, Corporal, Leading Aircraftman or Leading Aircraftwoman for the 12 months prior to nomination.
- e. Not subject to any disciplinary action under the Defence Force Discipline Act 1982 (DFDA) or Civilian law.

## PROMOTION

4.22 **Notice of promotion prior to selection.** A nominee who is promoted, or is formally advised of promotion, to Lieutenant or Petty Officer (Navy), Captain or Sergeant (Army), Flight Lieutenant or Sergeant (Air Force), prior to the conduct of a Scheme selection panel, immediately becomes ineligible. Should a Scheme nominee receive such advice of promotion, their unit must immediately advise the appropriate State or Territory Defence Reserve Support (DRS) office.

4.23 **Notice of promotion after selection.** A successful nominee for a Scheme secondment, who is subsequently advised of promotion to Lieutenant or Petty Officer (Navy); Captain or Sergeant (Army); Flight Lieutenant or Sergeant (Air Force) prior to undertaking their secondment, may be permitted to undertake the proposed secondment subject to agreement by the NZDF. Should a successful nominee be advised of a promotion, their unit must immediately advise the appropriate state or territory DRS office.

## TRANSFER TO THE PERMANENT FORCES

4.24 If, during the selection process, a Scheme nominee transfers from SERCAT 3, 4 or 5 to SERCATs 6 or 7, they are ineligible for a Scheme secondment. If such a transfer occurs after a successful nomination, the secondment will be withdrawn.

4.25 A Scheme nominee will not be considered for a secondment, nor permitted to undertake a secondment, while serving on continuous full-time service.

## APPLICATION AND SELECTION

## NOMINATION PROCESS

4.26 The nomination of Junior Officers or JNCOs for the Scheme is the responsibility of unit Commanding Officers (CO) and Officers Commanding (OC). The nomination procedure is outlined in [annex A](#). Completed and signed nominations are to be forwarded to the unit's formation headquarters.

4.27 Parent units and formation headquarters are responsible for completing initial administrative checks and compliance against the selection criteria for each Scheme nominee to ensure compliance with this chapter.

## SELECTION COMMITTEE

4.28 HRYD will appoint an appropriate selection committee to conduct an assessment and provide selection recommendations for all Scheme nominees. The selection committee may consist solely of national office and/or a combination of state/territory office and/or DRA representatives. The make-up of the selection committee will depend on the number of nominations by region and total, and the availability of selection committee personnel.

## ASSESSMENT CRITERIA

4.29 The selection committee chair is to implement and control the assessment criteria used for the selection process. Assessment criteria will be advised to nominees as part of the assessment process, usually through publication of the annual DEFGRAM that governs the Scheme.

## SELECTION PROCESS

4.30 The specific selection process will be enunciated in the annual DEFGRAM which publicises the Tasman Scheme. Broadly, the selection committee will rank nominations from within states or territories. Written narratives from OCs / COs assist in properly ranking nominees. As the Tasman Scheme is about rewarding Reservists for their overall performance, dedication and commitment to Reserve service, relevant supporting documentation that articulates what makes individual Reservists worthy of this Award assist in the selection committee's recommendations.

4.31 The selection will be conducted as follows:

- a. **Initial Order of Merit.** An initial order of merit will be established (first pass) by each member of the selection committee prior to assessing any nomination in detail. The initial order of merit is determined based on an initial review of all nominations against the schemes eligibility criteria and any Formation Headquarter recommendations.
- b. **Preliminary Order of Merit.** Following the Initial Order of Merit assessment, nominees will be placed in a Preliminary Order of Merit for that State or Territory. The selection committee will forward to HRYD their Final Order of Merit recommendations based on an overall National and State/Territory levels.
- c. **Confirmation.** HRYD, on behalf of Defence, will determine recipients of the Tasman Scheme award.
- d. **Notification.** HRYD, on behalf of Defence, will advise in writing nominating unit CO and OC, and nominees, of the outcomes of the selection process.

## IMPLEMENTATION

### GENERAL

4.32 Secondments must be undertaken within the first six months of the calendar year of the award. For example, the 20xx awards will normally be undertaken in the period January - June 20xx. This may be extended under exceptional circumstances by HRYD, only after a written submission from the ADF member, supported by the member's CO/OC.

4.33 All secondment requirements, including liaison with the NZDF, travel and accommodation bookings, visas and security clearances, will be coordinated and managed by HRYD. Nominating units will provide administrative support to participants.

### ANNUAL SCHEDULE

4.34 The dates for the conduct of the Scheme are to be coordinated by RYD with the NZDF, and are advised to the Scheme recipient and chain of command once informed by the NZDF.

4.35 An indicative outline of the time line for the Scheme is in [annex B](#).

### AWARDS PRESENTATION

4.36 Award presentations will be locally co-ordinated through Defence Reserves Support (DRS) state office staff, so as to recognise successful Scheme nominees. These events may be supported by RYD.

## ADMINISTRATION

### FUNDING

4.37 HRYD is responsible for managing resources for the Scheme, including forecasting and allocating funds. RYD is responsible for funding travel associated with the Scheme.

4.38 Management of Reserve Service Days (RSDs) is the responsibility of the successful nominees' parent unit.

4.39 Funding approval for associated Scheme activities, including attendance at any selection process, is to be provided by RYD. State and territory DRS members, and individual units nominating members, must not commit funds until approval is issued in writing from RYD.

4.40 Each successful Scheme nominee and their unit will receive written advice from HRYD regarding the secondment, including instructions on how funds will be allocated. All funds must be acquitted in accordance with current Defence policies.

### DUTY STATUS

4.41 The status of Scheme participants while undertaking their secondment will be 'on duty', and they will be eligible for appropriate Defence remuneration and conditions of service for the period of their secondment.

4.42 Scheme participants, while undertaking their secondment, remain subject to the [Defence Force Disciplinary Act 1982](#).

## POST-ACTIVITY REPORTING

4.43 Scheme participants must submit a post-activity report to RYD, through their unit and DRS state or territory office, within 30 days of completion of their secondment.

4.44 Scheme participants may be required to deliver post-secondment presentations on their secondment. This is arranged through their DRS state or territory office.

## ADDITIONAL INFORMATION

4.45 Additional information on the Scheme is available on the [Defence Reserves website](#).

### Annexes:

4A [Nomination procedure](#)

4B [Tasman Scheme: Indicative Schedule](#)

**Sponsor:** RYD (DRES)

## NOMINATION PROCEDURE

### INTRODUCTION

1. The following procedure details the actions and responsibilities for the development, completion and submission of a Tasman Scheme nomination. Information required by units in order to nominate junior non-commissioned officers for a Tasman Scheme secondment is contained in this Chapter and [Defence Reserves website](#).

2. Units should note that consideration of a Tasman Scheme application will be based on a Commanding Officer's or Officer Commanding's nomination and recommendation, and the selection interview.

### RESPONSIBILITY OF UNITS

3. Units nominating an individual for a Tasman Scheme secondment must complete Web Form [AE 350](#)—*Tasman Scheme Nomination*.

4. The Web Form [AE 350](#) must be completed in full. Supporting documentation may be included as part of the nomination submission, including performance appraisal reports.

## TASMAN SCHEME

Table 4B–1 Tasman scheme: indicative schedule

| Serial (a) | Action (b)  | Time Frame (c)        | Action Agency (d)                                   | Comments (e)  |
|------------|---|-----------------------|---|---|
| 1          | Publicise Tasman Scheme   | September to December | Reserve and Youth Division (RYD)                    | In conjunction with Defence Reserve Support (DRS) offices.                                      |
| 2          | Draft nominations   | By 31 March           | Commanding Officer (CO)/<br>Officer Commanding (OC) | N/A   |
| 3          | Submit nominations  | By 30 April           | Unit  | To be submitted to DRS State or Territory, and local Defence Reserves Association (DRA) office. |
| 4          | Review applications and conduct interviews                            | May to June           | RYD and DRA   | N/A   |
| 5          | Head Cadet, Reserve and Employer Support Division approval and advice | By 30 June            | RYD   | To include an overall Order of Merit. Letter to nominees and to CO and OC.                      |
| 6          | Tasman Scheme secondments   | Post 01 July          | RYD   | To be completed by 31 May of the following year.  |