

STAFF IN CONFIDENCE



Headquarters NZDF
Defence House,
Private Bag 39397,
Wellington 6011, New Zealand

T +64 (0)4 486 0889
F +64 (0)4 496 0869
E hqnzdf@nzdf.mil.nz
www.nzdf.mil.nz

29 June 2011

Dear

Introduction

This letter is to advise that you have been identified as an impacted military person under the Civilianisation Project by your Service Review Board. The intent is to discharge you from the Regular Force subject to the outcome of the Right of Reply process detailed later in this letter.

The following paragraphs explain the information relied upon to support your identification as an impacted person and the options available to you. Please read this letter carefully and take the appropriate amount of time to make the decisions required of you within the timeframe constraints stipulated below.

Civilianisation Project

In the Defence White Paper the Government directed the NZDF to move towards a Total Defence Workforce approach. This involved us looking at the ratio between our deployable and non-deployable personnel, ensuring we have the right balance between full-time and part-time military personnel, and between uniformed personnel and civilians.

Single Services and the HQ elements identified positions within the NZDF that were being performed by uniformed people that could be performed by a civilian. Both the Single Services and the Defence Personnel Executive reviewed the numbers of personnel in each trade/branch and rank to determine the future numbers required in uniform based on establishment changes and the operational requirements for personnel.

Criteria for identifying personnel no longer required in uniform

Based on NZDF guidelines each Service has applied business rules for selecting military personnel no longer required in uniform. The required numbers of personnel in ranks, trades and branches were referred to during the impacted military personnel process. The criteria individuals were assessed against were performance (including past performance and future potential); deployability (including medical, fitness and other service deployability criteria); and commitment to service.

How you were identified

The Service Review Advisory Board and Service Review Board considered you against the above criteria. The information used by the board to identify you as an impacted person is outlined below:

- You are a [redacted] in the New Zealand Army, which is a rank from which Army was directed to release a number of military personnel.

STAFF IN CONFIDENCE

b. Performance:

(1) Future Potential:

When considering you against the Army business rules for future potential you were assessed as having Low Potential given that your future employability was limited to a small number of employment streams.

Deployability:

(1) Medical:

When considering you against the Army business rules for medical it was identified that your medical grading is permanently or indefinitely downgraded, as reflected through your medical grading of as advised by Director Army Medical Services.

(2) Fitness:

When considering you against the Army business rules for fitness it was identified that you are unable to attempt the minimum required fitness standard on a permanent basis as advised by Director Army Medical Services.

c. Commitment to Service:

When considered against the Army business rules for Commitment to Service you were assessed as having Low Commitment to Service. In particular it was identified that although you were medically exempt two RFL periods in the last three years, you were assessed by the Director of Army Medical Services as being capable of attempting a partial RFL for the remaining four RFL periods in the last three years, and there is no record of you having done so.

Right of Reply

The identification of impacted personnel is designed to be as fair and equitable as possible. As part of this process you have the "right to be heard" and the ability to question the information used by the Service Review Board to identify you as an impacted person.

A right of reply must be submitted in writing by 13 July 2011 and must include specific information that you are relying upon in support of your submission. All endeavours will be made to provide a response to your right of reply within ten working days from receipt of your written submission. The response will be to either confirm you as an impacted person or to remove you from the list.

If you do not submit a right of reply by 13 July and elect to leave NZDF, you are hereby confirmed as an impacted person and will be sent a letter confirming your terminal date as 14 October 2011. If you do not submit a right of reply by 13 July and choose to apply for a NZDF civilian position the next letter you receive will be in line with the provisions outlined in paragraph (b) below. If you submit a right of reply by 13 July, the final decision as to whether or not you are confirmed as an impacted person will be notified at the completion of the review process.

If you wish to submit a right of reply, follow the steps outlined in the transition booklet.

The right of reply process in no way impacts on your ability to make a complaint pursuant to section 49 of the Defence Act 1990 and in accordance with DFO 3, Part 13, Chapter 12.

Options

If you are confirmed as an impacted person, you will be discharged from the Regular Force. As a next step, the options available to you are to:

- a. Leave the NZDF: If you choose not to apply for a NZDF civilian position you will be discharged from the NZDF. Under this option your terminal date will be 14 October 2011. However, you may apply to leave the NZDF earlier through submission of an MD717, which may bring forward your terminal date.

STAFF IN CONFIDENCE

3

If you choose this option, you will be eligible for redundancy compensation under the new DJ3 discharge provisions.

- b. **Apply for a NZDF civilian position.** If you apply for civilian positions with NZDF, your terminal date will be no later than 14 December 2011 and not earlier than 14 October 2011. A confirmed terminal date will be notified dependant on the recruitment outcomes for any NZDF civilian positions you may apply for. The following occurrences will trigger your terminal date: Your terminal date will be 14 October 2011, if applications close and you do not apply for any positions.

Your terminal date will be 14 October 2011 or one month from notification, whichever is the latter:

- 1) if you are not short listed for any positions and have no applications pending,
- 2) if you are not successful for any positions and have no applications pending, or
- 3) if you are offered a position, have no applications pending and decline the position.

If you are appointed to a NZDF civilian position then you may be eligible for remuneration protection for a limited period of time under the new DJ3 discharge provisions.

Individual Option Form

Attached to this letter is an option form for you to complete and indicate if you intend to apply for any NZDF civilian positions, or not. Please complete the option form and return a scanned version via email or post to HR Advisory Services (HRAS) with an information copy to your Commanding Officer no later than 13 July 2011. HRAS contact details are listed on the option form.

If you submit a right of reply and are subsequently confirmed as an impacted person the due date for you to complete the options form will be within five days of you being notified of the right of reply outcome.

NZDF Civilian Vacancies

If you wish to be considered for NZDF civilian positions and contribute through our civilian work force, I encourage you to view the 270+ civilian positions being advertised on the NZDF intranet site from 21 July 2011 onwards. You are encouraged to apply for any roles that may interest you.

The process for applying for positions is outlined in the transition booklet.

Transition Booklet

We will work closely with you to ensure that you have sufficient information to be able to make an informed decision about your future. I encourage you to read the transition booklet, which provides additional information about what is going to happen, when and how it affects you. There is also further information about the civilianisation project on the civilianisation site on the NZDF intranet. If you are not able to access the site a point of contact within your command chain will be able to assist you.

Service Accommodation

If you occupy service accommodation you are encouraged to consider alternative accommodation options because if you are confirmed as an impacted person, you will be provided notice to vacate service accommodation. More information about how we are managing impacted personnel who currently reside in service accommodation is contained within the transition booklet, which I encourage you to read if you live in either barrack accommodation or a service house.

Support

I recognise that this is a difficult and disruptive time for you, which is why we are committed to providing additional support through this process. This will include immediate and continuing one-on-one support from internal and external well-being providers (contact details are in the transition

STAFF IN CONFIDENCE

STAFF IN CONFIDENCE

4

booklet). There will also be transition workshops around managing yourself through this process and we will also offer assistance with CV preparation and job interview skills training. Details about the workshops will be advised by local command.

If you require support in dealing with the change and would prefer to speak with someone independent, I encourage you to contact Vitae, the NZDF employee assistance provider on 0508 664 981. Further information relating to our employee assistance programme is contained in the transition booklet.

Questions/Concerns

Should you have any queries or specific concerns in relation to your individual circumstances, please contact your Commanding Officer.

Yours sincerely



T.J. KEATING, MNZM
Major General
Chief of Army

Enclosures:

- A. Individual Option Form
- B. Transition Booklet

RELEASED UNDER THE OFFICIAL INFORMATION ACT

STAFF IN CONFIDENCE

29 June 2011

Introduction

This letter is to advise that you have been identified as an impacted military person under the Civilianisation Project by your Service Review Board. Accordingly it is intended to discharge you from the Regular Force subject to the outcome of the Right of Reply process detailed later in this letter.

This letter advises you of the information relied upon to support your identification as an impacted person and the options available to you. Please read it carefully and take time to make the decisions required of you within the timeframe constraints stipulated below.

Civilianisation Project

In the Defence White Paper the Government directed the NZDF to move towards a Total Defence Workforce. This involved us looking at the ratio between our deployable and non-deployable personnel, ensuring we have the right balance between full-time and part-time military personnel, and between uniformed personnel and civilians.

Single Services and the HQ elements identified positions within the NZDF that were being performed by uniformed people that could be performed by a civilian. Navy's Human Resource management personnel together with the Defence Personnel Executive reviewed the numbers of personnel in each trade/branch and rank to determine the future numbers required in uniform based on establishment changes and the operational requirements for personnel. The same review process was carried out for Army and Air.

Criteria for identifying personnel no longer required in uniform

Based on NZDF guidelines each Service has applied business rules for selecting military personnel no longer required in uniform. The required numbers of personnel in ranks, trades and branches were referred to during the impacted military personnel process. Individuals were assessed against criteria of performance, including past performance and future potential; deployability, including medical, fitness and other service deployability criteria; and commitment to service.

How you were identified

The Service Review Advisory Board and Service Review Board considered you against the above criteria. The information used by the board to identify you as an impacted person is outlined below:

- a. You are a [redacted] in the [redacted] Trade which was directed to release a number of [redacted] military personnel.
- b. Past Performance and Future Potential
You were considered against a criterion of past performance and future potential. Against this you were assessed as 'minimally meets requirements' with 'moderate potential'. This

assessment placed you below some of your peers and identified you as an impacted military person.

In addition to the options stated in this letter, you are advised that there may be an opportunity for you to request voluntary reversion in rank due to existing vacancies at the _____ level, if this is of interest to you. If you wish to be considered for this option, please contact your Career Manager as soon as possible.

Right of Reply

The identification of impacted personnel is designed to be as fair and equitable as possible. As part of this process you have the "right to be heard" and the ability to question the information used by the Service Review Board to identify you as an impacted person.

A right of reply must be submitted in writing by 13 July 2011 and must include specific information that you are relying upon in support of your submission. Every endeavour will be made to provide a response to your right of reply within ten working days from receipt of your written submission. The response will be to either confirm you as an impacted person or to remove you from the Impacted Person list.

If you do not submit a right of reply by 13 July 2011 and:

- a. you choose the option below to leave the NZDF, you are now confirmed as an impacted person and will be sent a letter confirming your terminal date as 14 October 2011; or
- b. you choose the option below to apply for a NZDF civilian position, you are now confirmed as an impacted person. The next letter you receive will confirm your terminal date in line with the provisions outlined in paragraph (b) below.

If you wish to submit a right of reply, follow the steps outlined in the transition booklet.

The right of reply process in no way impacts on your ability to make a complaint pursuant to section 49 of the Defence Act 1990 and in accordance with DFO 3, Part 13, Chapter 12.

Options

If you are confirmed as an impacted person, you will be discharged from the Regular Force. As a next step, the options available to you are to:

- a. **Leave the NZDF.** If you choose not to apply for a NZDF civilian position you will be discharged from the NZDF. Under this option your terminal date will be 14 October 2011. However, you may apply to leave the NZDF earlier through submission of an MD717, which may bring forward your terminal date.
If you choose this option, you will be eligible for redundancy compensation under the new DJ3 discharge provisions.
- b. **Apply for a NZDF civilian position.** If you apply for civilian positions with NZDF, your terminal date will be no later than 14 December 2011 and not earlier than 14 October 2011. A confirmed terminal date will be notified dependant on the recruitment outcomes for any NZDF civilian positions you may apply for. The following occurrences will trigger your terminal date:
Your terminal date will be 14 October 2011, if applications close and you do not apply for any positions.
Your terminal date will be 14 October 2011 or one month from notification, whichever is the latter:
 - 1) if you are not short listed for any positions and have no applications pending,
 - 2) if you are not successful for any positions and have no applications pending, or
 - 3) if you are offered a position, have no applications pending and decline the position.
 If you are appointed to a NZDF civilian position then you may be eligible for remuneration protection for a limited period of time under the new DJ3 discharge provisions.

Individual Option Form

Attached to this letter is an option form for you to complete and indicate if you intend to apply for any NZDF civilian positions, or not. Please complete the option form and return a scanned version via email or post to HR Advisory Services (HRAS) with an information copy to your Commanding Officer no later than 13 July 2011. HRAS contact details are listed on the option form.

If you submit a right of reply and are subsequently confirmed as an impacted person the due date for you to complete the options form will be within five days of you being notified of the right of reply outcome.

NZDF Civilian Vacancies

If you wish to be considered for NZDF civilian positions and contribute through our civilian work force, I encourage you to view the 270+ civilian positions being advertised on the NZDF intranet site from 21 July 2011 onwards. You are encouraged to apply for any roles that may interest you.

The process for applying for positions is outlined in the transition booklet.

Transition Booklet

We will work closely with you to ensure that you have sufficient information to be able to make an informed decision about your future. I encourage you to read the transition booklet, which provides additional information about what is going to happen, when and how it affects you. There is also further information about the civilianisation project on the civilianisation site on the NZDF intranet. If you are not able to access the site a point of contact within your command chain will be able to assist you.

Service Accommodation

If you occupy service accommodation you are encouraged to consider alternative accommodation options because if you are confirmed as an impacted person, you will be provided notice to vacate service accommodation. More information about how we are managing impacted personnel who currently reside in service accommodation is contained within the transition booklet, which I encourage you to read if you live in either barrack accommodation or a service house.

Support

I recognise that this is a difficult and disruptive time for you, which is why we are committed to providing additional support through this process. This will include immediate and continuing one-on-one support from internal and external well-being providers. Contact details are in the transition booklet. There will also be transition workshops around managing yourself through this process and we will also offer assistance with CV preparation and job interview skills training. Details about the workshops will be advised by your Divisional Officer / Command Chain.

If you require support in dealing with the change and would prefer to speak with someone independent, I encourage you to contact Vitae, the NZDF employee assistance provider on 0508 664 981. Further information relating to our employee assistance programme is contained in the transition booklet.

Questions/Concerns

Should you have any queries or specific concerns in relation to your individual circumstances, please contact your Commanding Officer.

Yours sincerely,

A.J. PARR
Rear Admiral
Chief of Navy

Enclosures:

- A. Individual Option Form
- B. Transition Booklet

RELEASED UNDER THE
OFFICIAL INFORMATION ACT