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PAPUA NEW GUINEA DEFENCE FORCE

MANUAL OF PERSONNEL ADMINISTRATION

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PAPUA NEW GUINEA DEFENCE FORCE MANUAL

The Papua New Guinea Defence Force Manual of Personnel Administration, is issued for use by the Papua New Guinea Defence Force and is effective forthwith.

A handwritten signature in black ink, appearing to be 'P. ILAU', enclosed within a circular scribble.

(P. ILAU, MBE)
Commodore
Commander PNGDF

13th

June 2002

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FOREWORD

1. The PNG Defence Force Manual of Personnel Administration outlines the policy and procedures that apply to the administration of Defence personnel and related issues. Personnel throughout the Defence Force and associated civilian organizations should use this manual to assist them with the management of personnel and personnel related issues.
2. The Manual of Personnel Administration is not the sole reference manual for the administration of personnel and should be used in conjunction with other manuals eg, the Manual for Movement Control, etc. Where a discrepancy exists between this manual and other manuals in relation to conditions and entitlements this manual is to take precedence unless directed otherwise by Chief of Personnel. However, where a discrepancy exists between this manual and government legislative documentation, approved legislative acts take precedence.
3. If readers find anomalies in this manual, or consider that alterations to entitlements, conditions of service, processes or practices could result in improvement, they should send the reason for the suggested changes and an outline of the proposed solution to:

Director of Personnel Services
HQ PNG Defence Force Murray
Barracks
BOROKO N.C.D.

DISTRIBUTION OF PNG DEFENCE FORCE MANUAL PERSONNEL ADMINISTRATION

<u>HQ PNGDF</u>	2	<u>CHIEF OF STAFF'S OFFICE .</u>	6
Commander's Office	2	Chief of Staff	1
		S01 Coord	1
<u>OPERATIONS BRANCH</u>	11	S02 Coord	1
Chief of Operations	1	PR.	1
D Land Ops	1	FSM	1
D Mar Ops	1	HQ Orderly Room	1
D Air Ops	1		
DNES	1	<u>PERSONNEL BRANCH</u>	23
S02 Land Ops	1	Chief of Personnel	1
S02 Intelligence	1	D Manpower	1
S02 Communications	1	D Training/Education	1
S02 NES	1	DPS	1
Orderly Room	1	DHS	1
Force Operations Centre	1	S02 PA	1
		S02 PS	1
<u>LOGISTICS BRANCH</u>	12	S02 Legal	1
Chief of Logistics	1	S02 Health Services	1
D Supply	1	S02 Manpower	1
D Technical Services	1	S02 Recruiting	1
D Transport/Movement	1	S02 MS	1
D Engineers	1	S02 Psychology	1
S02 Transport/Movement	1	S03 PS	1
S02 Supply	1	S03 PA	1
S02 DTS	1	S03 OR	1
S02 Engineers	1	S03 Health	1
Orderly Room DTS	1	Orderly Room	1
Orderly Room Log Branch	1	Staff Chaplain	1
Movements POM	1	S02 Training PNGDF	1
		S02 Training Overseas	1
<u>FORCE SECRETARY BRANCH</u>	6	S03 Training Education	1
Secretary	1	Training Orderly Room	1
Asst. Secretary	1		
Force Pay Master	1	<u>CHIEF OF PLANS OFFICE</u>	3
OC PI Pay	1	Chief of Plans	1
	2	S02 Plans	1
		Orderly Room	1

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<u>HQ MURRAY BARRACKS AREA</u>	25	<u>HQ TAURAMA BARRACKS AREA</u>	
HQ MBA	3	HQ TBA	3
Signals Squadron	3	Taurama Health Centre	2
POM Supply	3	Dental Section	2
POM Workshops	3	Q Store	3
MP Unit	3	MP Unit	2
Transport Pool	3	Padre	1
TTU	3	Transport Pool	2
DSA	3	Preventive Med Platoon	1
Padre	1		
		<u>HQ IGAM BARRACKS AREA</u>	
<u>1 RPIR</u>	20	HQ Lae Area	3
		Transport Platoon	2
<u>2 RPIR</u>	20	Supply Platoon	2
		Signals Squadron Detachment	2
<u>HQ.MOEM BARRACKS AREA</u>	19	Padre	1
HQ MBA	3	RAP	2
RAP	3	MP Unit	2
Q Store	2	Lae Workshop	2
Transport Platoon	2	ATS	
Supply Platoon	2	Movements Lae	1
Signals Detachment	1		
Padre	2	<u>PNGDF TRAINING DEPOT</u>	
MP Unit	2	Headquarters	5
Wewak Workshop	1	RAP	2
Movements Wewak	1	Transport Platoon	2
		Q Store	2
<u>DEFENCE ACADEMY – LAE</u>	36	Padre	1
HQ	5	Rec Coy	3
OTW (Orderly Room)	5	<u>A & S COY</u>	
Training Purposes	20	HQ	5
Academic Wing	2	Clerical Wing	15
Joint Training Wing	2	Driving Wing	2
Adv Training Wing	2	Catering	2
		Inf Wing	2
		Sig Wing	2
		Education Wing	2

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HMPNGS Tarangau	2	HQ	10
HMPNGS Buna	2	A Coy	3
HMPNGS Salamaua	2	B Coy	3
HMPNGS Basilisk	2	Spt Coy	3
HMPNGS Seadler	2		
HMPNGS Drager	2	<u>MISCELLANEOUS</u>	
Landing Craft Base Squadron	5	ATTSU	3
Movt Lombrum	2	DSA	3
		EOD	1
<u>SPARE</u>	10	GE South	2
		GE North	2

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CHAPTER I INTRODUCTION AND

DEFINITIONS

General

1.1 This Manual details the personnel administration policy and procedures applicable to members of the PNG Defence Force.

1.2 It is the authority for implementation of such procedures and supersedes those orders and instructions previously issued and now incorporated in this Manual.

Amendments

1.3 Amendments to this Manual may be made only by authority of the Commander PNG Defence Force or other person delegated this power by the Defence Council.

1.4 Amendments are to be issued by replacement pages. Proposals for amendments are to be made through normal staff channels to the Chief of Personnel Headquarters PNG Defence Force.

Index of Forms

1.5 An index of forms to be used in conjunction with this manual and copies of these forms is yet to be issued.

Explanation of Terms

1.6 In this Manual, the definitions in the following paragraphs shall, unless specifically stated otherwise, have the meanings expressed in those paragraphs.

1.7 Accompanied Member - is a member who is accompanied at public expense by his or her dependants.

1.8 Approving Authority - an approving authority is an authority authorized to approve a particular action.

1.9 Child - A child in relation to a member means, a child (including an adopted child legally adopted by the member in accordance with the Child Welfare Act consolidated to No 13 of 1990, an ex-nuptial child, a foster-child, a stepchild or a ward) who is a child of the member or spouse, is dependent on the member and is

- a. under 21 years of age; or
- b. an invalid or infirm.

1.10 Child taken to normally live with member in certain circumstances - includes a child:

- a. who is absent from the home only by reason of pursuing a full-time course of primary, secondary or undergraduate tertiary education; or
- b. is expected to be provided with overnight care in the member's home for a total period of:
 - (1) 90 or more nights a year; or
 - (2) less than 90 nights a year, if the Chief of the Defence Force is satisfied that the child lives or is expected to live with the member on a frequent and regular basis, having regard to:
 - (a) arrangements for the care and custody of the child;
 - (b) the degree of access to the child normally exercised by the member;
 - (c) the distance and available transport arrangements between the locality at which the child otherwise lives and the member's locality of posting;
 - (d) the nature and extent of the member's duty commitments; and

1.1.1 Dental officer - means an officer who is, or is eligible to be, registered as a dental practitioner under the laws of Papua New Guinea, and is serving in the Dental Branch of the PNG Defence Force.

1.12 Dependent - in relation to a member, means one or more of the following persons who normally live with the member:

- a. the member's spouse;
- b. a child;
- c. a person acting as a guardian or housekeeper to a child, if .
 - (1) the member has no spouse;
 - (2) the member's spouse is an invalid; or
 - (3) the member's spouse is a member serving at a locality other than the member's locality of posting.

- 1.13 **Effective date of posting** - means the date on which a member is taken on strength at the member's new posting locality.
- 1.14 **Family** - the spouse and child or children under the age of 16 years of a member and other relatives or persons -who, in the opinion of the Commander PNG Defence Force, are wholly dependant upon and maintained by the member.
- 1.15 **Home** - means the village at which the member has responsibility according to native custom.
- 1.16 **Leave year** - means a period of twelve months from 1 July in a year to a including 30 June in the following year.
- 1.17 **Living in** - in relation to a member, means occupying living-in accommodation, 'live in' has a corresponding meaning.
- 1.18 **Living out** - means not living in, and 'live out' has a corresponding meaning.
- 1.19 **Long term** - in relation to a posting, means a period expected to be twel months or more.
- 1.20 **Married member** - a member who has entered a contract of marriage which is recognized under the Marriage Act 1963.
- 1.21 **Married quarter** - means a residential accommodation provided by the Defence Force for members with dependents.

- 1.22 **Medical officer** - means an officer who is, or is eligible to be registered a medical practitioner under the laws of Papua New Guinea, or who will be so eligible upon completion of a period of compulsory residency which he or she is undergoing and who is serving in the Medical Branch of the PNG Defence Force.
- 1.23 **Member** - means an officer or other rank serving in the Defence Force of Papua New Guinea.
- 1.24 **Member with dependants** - means a member who maintains a home for dependants and lives in the home with one or more of the dependants.
- 1.25 **Member without dependants** - means a member other than a Member With Dependants.
- 1.26 **Minister** - means the appointed Minister for Defence of the PNG Government.
- 1.27 **Next of kin** - means the person nominated by a member for notification purposes in accordance with Chapter 72.
- 1.28 **Officer** - is a member appointed for service as an officer of the Defence Force
- 1.29 **Other Rank** - is a member of the Defence Force other than an officer. 1.30 Other than Defence Force Health Facilities - this includes all medical, dental and health facilities within PNG, other than unit RAPs and the Taurama Health Centre.
- 1.31 **Overseas post** - means any office or other establishment of the Commonwealth, including a mission in a country overseas, or any appointment, station or place in a country overseas, in which, or at which, a member is required by the Commonwealth to serve for any purpose.
- 1.32 **Privately owned vehicle** - means a vehicle owned by a member and includes a vehicle hired by or lent to a member.
- 1.33 **Posting authority** - means the official notification issued by the HQ PNG Defence Force to promulgate advice of a member's long or intermediate term posting.
- 1.34 **Public Expense** - from the funds allocated for expenditure by the Defence Force.

1.35 Public holiday - means:

- a. 1 January;
- c. 25 April;
- d. the anniversary of the birthday of the Sovereign;
- e. Independence Day;
- f. 25 December;

- g. 26 December;

- h. any day or part of any day prescribed under a law of any State or Territory in lieu of, or in addition to, any of the

- i. any day or part of any day proclaimed by the Governor General or required by any Act to be observed as a holiday in lieu of, or in addition to, any of the preceding days,

when approved by an approving authority to be observed as a holiday by a member in a location in which he or she is serving.

1.36' Rank - refers to the substantive or provisional rank of a

1.37 Records authority - a Records Authority, PH13, is the form issued by Defence Force Records Office as the authority for entries into personal

1.38 Recreation leave - means those forms of leave described in Chapter 3 of this Manual.

1.39 Removal - means a removal at Commonwealth expense, and 'removed' has a corresponding meaning.

1.40 'Seagoing Ship' has the same meaning as defined in the Defence Act 1974.

1.41 Senior Service Representative - means the senior PNG Defence Force officer, representing the Department of Defence at an overseas post.

1.42 **Short term** - in relation to a period of duty or posting, means a period expected to be 6 months or less.

1.43 **Sponsored Students** - sponsored students are students appointed to the Defence Force to undertake full time academic study at University or other approved institutions.

1.44 **Spouse** - in relation to a member means the person with whom the member has entered into a contract of marriage which is recognized under the Marriage Act 1963.

1.45 **Tertiary Education** - means the ongoing education of a child, and includes universities, colleges of technical and further education, and institutes of technology. Studies being undertaken on a part-time basis in conjunction with a child's employment, with the exception of an indentured apprentice, are not

1.46 **Utilities charges** - comprises charges for electricity, water, gas, oil, kerosene, coal, firewood and other solid fuels, garbage and sewerage disposal and condominium charges for heating and cooling.

1.47 **Weekend** - means Saturday and Sunday.

1.48 **Year** - unless otherwise defined means financial year.

1.49 **Senior officer** - an officer of the rank of Colonel or above.

Abbreviations

1.50 The meanings of abbreviations used in instructions are described below:

AWOL	Absence Without Leave
ARL	Annual Recreation Leave
CDF	Commander PNG Defence Force
ILPOC	Integrated Local Purchase Order Certificate
LIA	Living-in Accommodation
LUE	List of Unit Equipment
LWOP	Leave Without Pay
MFR	Military Financial Regulations
MWD	Member With Dependents
MWOD	Member Without Dependents
MQ	Married Quarter
NEC	National Executive Council

POR	Personnel Occurrence Report
PVA	Permanent Variation Authority
RA	Records Authority
TVA	Temporary Variation Authority

CHAPTER 2

ENLISTMENT STANDARDS AND PROCEDURES

General

2.1 This chapter details the enlistment standards and procedures for the PNG Defence Force.

2.2 The provisions apply to all applicants for entry into the Defence Force, including the following:

- a. other rank members;
- b. Defence Academy entrants;
- c. sponsored students; and
- d. direct entry specialist officers.

2.3 Additional requirements for officer categories detailed in sub paragraphs 2.2.b., 2.2.c. and 2.2.d. are contained in Chapter 36, 37 and 86.

Age

2.4 The following age limits apply for entry into the PNG Defence Force:

- a. Minimum. The minimum age is 18 years; and
- b. Maximum. The maximum age is normally 30 years. In the case of direct entry specialists, the maximum age is to be as determined by the Commander PNG Defence Force.

2.5 When records cannot establish an applicant's age, he is to be examined by a medical officer who is to determine as closely as possible the year of birth. Under these circumstances the day and month of birth is to be recorded as 1 February.

2.6 Reserved.

Medical and Dental Fitness

2.7 Each applicant is to undertake a medical examination which is to include an X Ray to ensure that he/she is free from any medical or dental disability which would prevent his/her undertaking any duty he may be called on to perform in the Defence Force.

Psychological Standard

2.8 An applicant must be assessed by a PNGDF psychologist as having adequate general ability and being suitable for service in the Defence Force.

Education Standard

2.9 All applicants for enlistment are to have a education level of Grade 10 or better.

Civil and Service Record

2.10 Clearance is to be obtained from a Provincial Secretary or delegate or Officer of Police in respect of each applicant's known past. This includes any past police record. A check is to be made through Defence Force Records Office to determine whether the applicant has had previous service.

. Oath on Enlistment

2.11 If accepted for enlistment an applicant is to make and subscribe to an oath or affirmation in accordance with the form in Annex A. The oath or affirmation is to be administered by the CO of the Recruiting Unit.

2.12 The making and subscribing of that oath by the applicant is regarded as the enlistment of that person in the Defence Force and binds him to serve in the Defence Force in accordance with the tenure of his oath until his service is lawfully terminated.

Initial Engagement

2.13 Applicants who are listed as other rank members are to serve an initial engagement of six years. Subsequent periods of re-engagement are for two years.

2.14 During this period the member is not entitled to apply for a married quarter if married.

Service Obligation

2.15 A member may be allotted for duty:

- a. within Papua New Guinea; or
- b. for specific duty overseas.

Rank on Enlistment

2.16 All other rank members are to be enlisted as private (Recruit/Trainees) except that a member with previous satisfactory service may, with the approval of the Chief of Personnel, be enlisted in a rank up to the rank previously held at discharge. The period of service break will determine the rank on enlistment.

Enlistment Authority

2.17 HQ PNG Defence Force is the enlistment authority for other rank member who meet the requirements specified in this Chapter and in the Manual of Employment. Special cases are to be referred to HQ PNG Defence Force for decision.

Pay and Allowances

2.18 The rates of pay and the allowances payable are detailed in Chapter 15

Service Number

2.19 After enlistment, Defence Force Records Office is to allot the recruit a service number. Numbers are to be allotted in serial order.

Pay Documentation

2.20 At an appropriate stage during the enlistment procedure, Defence Force Pay Office Staff are to prepare a Pay Identification Form FP 11 for completion by each recruit who is then to be issued with a service pay file.

Re-Enlistment

2.21 On receipt of an application for re-enlistment, a check is to be made with Defence Force Records Office to determine the applicant's suitability based on his/her previous service in the PNG Defence Force. A decision on suitability is to be given by the Chief of Personnel.

Recruit Training

2.22 Recruits on enlistment are to complete 6 months basic training at the PN Training Depot, unless exempted by paragraph 2.23. Recruits are to be held on the trainee strength of that unit.

2.23 The following re-entries may not be required to undergo basic training:

- a. an ex-member who held a warrant, or non-commissioned rank during a previous engagement, and who on enlistment is granted warrant or non-commissioned rank; and
- b. an ex-member who had completed at least three years satisfactory service within six months of the current date of enlistment.

2.24 The authority to exempt re-entries from basic training is vested in the Chief of Personnel HQ PNG Defence Force. Details of the exemption are to be included

- a. the element to which the recruit is allocated,
- b. the unit to which he is posted,
- c. the employment in which he is enlisted, and

2.25 The policy on basic training and allocation to employment is contained in Chapter 53.

Annex:

FORM OF OATH/AFFIRMATION ON ENLISTMENT

Form of Oath on Enlistment

I, (Name of Enlistee), do swear that I will well and truly serve the Government of Papua New Guinea as a member of the Papua New Guinea Defence Force for the period of (State period of Service) or until my service is sooner lawfully terminated, and that in all matters appertaining to my service I will faithfully discharge my duty according to law. So help me God.

Form of Affirmation on Enlistment

I, (Name of Enlistee), do solemnly and sincerely promise and declare that I will and truly serve the Government of Papua New Guinea as a member of the Papua New Guinea Defence Force for the period of (State period of Service) or until my service is sooner lawfully terminated, and that in all matters appertaining to my service I will faithfully discharge my duty according to law.

CHAPTER 3

LEAVE

General

3.1 This Chapter details the types of leave, the entitlements and the conditions for which leave may be granted to members of the PNG Defence Force.

Types of Leave

3.2 The types of leave which may be granted to members of the PNG Defence Force are:

- a. recreation leave,
- b. emergency leave,
- c. leave without pay,
- d. special leave, and

RECREATION LEAVE

Entitlement

3.3 Recreation leave accrues at the rate of 1/2 days for each completed months of Service commencing from the date of entry of the member into the PNG Defence Force.

3.4 Leave Period. Normally one period of 60. days leave not including public holidays and Sundays is to be taken after the completion of each two years of a member's service and should be taken, within six months of, and not later than six months after the completion of the two years' service period. Accrued recreation leave may be taken at any time at the discretion of the member's Commanding Officer. Members may be granted annual leave with half the normal entitlements for two yearly leave on the condition that members have at least twelve months residue I service in their engagement at the time of commencing the leave. Should a

member elect discharge at the termination of an engagement, he/she is to receive pay in lieu of recreation leave at credit. For details see Chapter 17. If he/she re-engages, leave at credit is to be taken.

Overseas Postings - Leave in Advance

3.5 Members who are posted to attend long term courses overseas are to take all leave accrued before departure from Papua New Guinea. Where the member concerned is in the second year service period, leave and leave travel entitlements up to the end of that period is to be taken in advance.

Qualifying Service

3.6 Leave granted in accordance with paragraphs 3.3 to 3.4 counts as service towards completion of an engagement and for other benefits where time in service is a qualification.

3.7 Recreation leave is to be authorized by the member's Commanding Officer.

3.8 Recreation leave at credit is to be taken in accordance with the provision in paragraph 3.4.

Carry Forward

3.9 Carry forward of recreation leave credit beyond six months after the biennial leave period, may be approved when exceptional circumstances exist. Such circumstances may include work pressure or particular domestic circumstances

which make the taking of leave undesirable at that time. An application to carry forward recreation leave by a member is to be accompanied by the Commanding Officer's recommendation then forwarded to HQ PNGDF for

3.10 The approving authority for the carry forward of recreation leave is the Chief of Personnel.

3.11- When approval is given for leave to be carried forward, the leave record is to show the approval reference.

3.12 **Sickness During Recreation Leave.** When a member becomes ill or is injured during recreation leave through no fault of his/her own and produces satisfactory medical evidence of the illness or injury, the member is to be re-credited with the number of days for which he/she was ill or injured.

3.13 Recall From Leave. Leave is to be reinstated as from the time a member leaves his/her place of leave for return to duty.

Deductions

3.14 Leave Debit for Non Effective Service. A member is to be debited leave at the rate set out in Annex A for any period of service involving an automatic forfeiture of pay. An automatic forfeiture occurs when a member is:

- a. absent without leave, except where the absence is involuntary and certified;
- b. under close arrest or suspension on a charge resulting in his/her conviction; and/or
- c. undergoing penal servitude, detention or field punishment (in custody).

3.15 **Leave Without Pay (LWOP)**. A member granted LWOP is to be debited recreation leave at the monthly rate of 2¹/₂ days for each aggregated period of 30 days.

Forfeiture

3.16 All recreation leave for the current leave year is to be forfeited when the member's service is terminated on disciplinary grounds. Leave year means each 12 month period commencing from date of enlistment into the PNG Defence Force.

Recording of Leave

3.17 Accuracy. A record of a member's leave entitlements and debits is to be accurately maintained in the member's Leave Record, PG26. All entries are to be printed legibly.

3.18 Credits. Leave credits are to be entered in the member's Leave Record PG26, as follows:

- a. Recreation Leave. To be entered each twelve months from date of enlistment. Units are to maintain a nominal roll by dates to ensure entries are made and are correct.
- b. Reinstated Leave. To be entered as it occurs. The entry is to show the Authority in the remarks column.

3.19 Debits. A member's Leave Record, PG26, is to be noted as follows:

- a. Only the exact period of recreation leave granted is to be debited. When free travel is granted the remarks column is to be noted 'FTG'. The notation used when free travel is not granted is 'NFTG'.
- b. Debits for non-effective service are to be entered when the member returns to duty. . Particulars are to be entered in the remarks column, eg:
 - (1) Absent Without Leave: 20 days - AWOL 20 days.
 - (2) Resulting In a Conviction:
 - (a) Under close arrest for three days - ARREST three day t; (b) Suspension on a charge for seven days - SUSPENSION 7 days.
 - (3) Detention: 30 days - DETENTION 30 days, or any combination
- c. All LWOP granted is to be entered in the Leave Record PG26 before the, member departs the Unit on leave. The balance column is not t be adjusted at this stage but the number of days granted is to be shown in the remarks column. The balance column is to be adjusted when leave credits are next being entered or on termination of service. The appropriate recreation leave debit (for each aggregate period of 30 days) for LWOP taken in the previous years being noted.
- d. When a debit is cancelled, an equivalent credit is to be entered and particulars noted in the remarks column.

3.20 Balance. After each entry the resultant debit or credit balance is to be entered in the Leave Record, PG26.

3.21 Carry Forward. When approval is given for leave to be carried forward, the leave record is to show the approval reference.

Leave Travel

3.22 A member, and his/her family if married accompanied, is to be granted free return travel to his/her home village once every two years when leave has been granted under paragraph 3.4. Travel Allowance is not payable while travelling on leave travel.

3.23 In exceptional circumstances when approval by C Pers Headquarters PNG Defence Force (delegate DIPS), a member may use in advance the leave travel entitlement he/she has in accordance with paragraph 22. A member who uses his/her free travel entitlement in advance will have no further free travel entitlement during the two years period, eg, a member who enlisted in Jan 75 and uses his/her free travel entitlement for emergency leave purposes in Aug 75 is not entitled to another free travel until Jan 79.

Travelling Time

3.24 Travelling time is to be added to the periods of leave granted and is to be shown in the appropriate column as "TT4". Up to a maximum of seven days is normally granted to a member when he/she goes on leave. The amount of travelling time granted is to be sufficient to allow the member to spend, at his/her leave destination, the full period of leave granted less a maximum of one day. A Commanding Officer may approve travelling time in excess of seven days in special cases.

EMERGENCY LEAVE

Granting

3.25 Members may be granted Emergency Leave of up to seven days, not including Sundays and public holidays, by their Commanding Officer to attend to personal affairs of an urgent or compassionate nature. Travelling is to be added to the authorized seven days Emergency Leave.

3.28 A member will not be granted Emergency Leave and Recreation Leave at the same time. If **after** being granted Emergency Leave under the conditions laid down in this Chapter, members find that their responsibilities cannot be acquitted in seven days, they may then contact their unit for approval to extend the period of the leave using Recreation Leave. This additional period is not to be approved for more than one full week.

3.27 Reasons for which emergency leave may be granted are:

- a. serious illness, imminent death or death of NOK or member's immediate family ('),
- b. marital difficulties or welfare of children;
- c. at any other time that the approving authority considers that the presence of the member would materially assist the situation.

3.28. Granting of Emergency Leave is not to be debited against the member's Recreation Leave entitlement..

Note

1. 'Immediate Family'- means the member's family as defined in Chapter 1 Paragraph 1.14 and also includes the member's mother, father, brothers or sisters.
Emergency Leave Travel

3.29 Members who have been granted Emergency Leave, in accordance with paragraph 3.27, may be granted emergency leave travel. The approving authority

for travel in this case is the Director of Transport and Movement. This travel is available to the member only and does not extend to the member's family.

3.30 If Emergency Leave is granted under the auspices of paragraph 3.27.b. the member will only be entitled to free travel if he is currently separated from his family for service reasons, ie no married quarter available in his posted locality.

3.31 FTE conditions remain unchanged. It may be used on emergency leave recreation leave or furlough but only within once every two (2) years provisions.

3.32 When advance use of a free travel entitlement is not desirable and an entitlement to emergency free travel is not approved, the member is to be made aware of the provisions regarding indulgence passages as detailed in Chapter 192 and in the Manual of Movement BR 400.

3.33 In any case of Emergency Leave the member is to pay his/her own fare, when provisions of paragraphs 3.27 and 3.28 are not applicable.

LEAVE WITHOUT PAY

Approval

3.34 Leave without pay (LWOP) may be granted to a member in special circumstances. Authority to approve LWOP is delegated as follows:

- a. A Commanding Officer - up to three months; and
- b. The Commander PNG Defence Force - up to 12 months (delegate Chief of Personnel).

Conditions

3.35 All Recreation Leave at credit to the member must be taken before the commencement of LWOP.

Effect on Service

3.36 Periods of leave without pay do not affect continuity of full-time service, however, such periods do not count as qualifying service for:

- a. recreation leave, when the periods of LWOP exceed 30 days in a leave year;
- b. furlough if the period of leave exceeds three months;
- c. completion of another ranks engagement if the period of LWOP exceeds 21 days;
- d. pay increments; and
- e. completion of a return of service period if the period of LWOP exceeds
21 days.

Medical Treatment

3.37 A member on LWOP is not entitled to hospitalization or medical treatment for any illness or injury not attributable to his/her service.

Employment

3.38 A member on LWOP is not to engage in employment outside the Defence Force without his/her Commanding Officer's approval.

Pension Contributions

3.39 A contributor to the Pension Fund is required to contribute during LWOP. Before commencing this leave he/she is to arrange to contribute, in advance or by fortnightly amounts to the Paymaster, HQ PNG Defence Force.

Recording

3.40 Before a member departs from his/her unit, the LWOP granted is to be entered in his/her leave record.

Notifications

3.41 Particulars of LWOP granted are to be signaled to PNGDF Records Office and Pay Office. Where an officer is granted LWOP an additional copy is to be sent to Chief of Personnel HQ PNG Defence Force.

SPECIAL LEAVE

Leave at Defence Force Training Establishments

3.42 During scheduled breaks in the approved program of long courses, leave may be granted without debit against recreation leave.

Leave at Civilian Training Establishments

3.43 Members undergoing full-time training at civilian instructional establishments may, if not required for duty, be granted special leave during normal academic vacations within the academic year.

Leave for Sponsored Students

3.44 Granting and recording of recreation leave for sponsored students is to be in accordance with the provisions of this chapter and Chapter 86.

3.45 Sponsored students may, if not required for duty, be granted special leave during normal academic vacations within the academic year.

Leave to Attend Civil Examinations

3.46 The following conditions apply to members attending civil examinations:

- a. Members required to take any examination as part of a course under the Vocational and Educational Training Scheme, Civil Schooling Schedule or PNG Defence Force Schedule, or any course on a 'part time' or own time' basis, where the fees are met by the Department, maybe granted up to five days leave each year for the purpose of attending examinations.
- b. Leave in excess of five days to attend examination, is to be debited against recreation leave at credit or granted as leave without pay, as appropriate.
- c. Any expenses for travel or maintenance incurred by a member in attending examinations are to be met by the member.

Other Circumstances

3.47 The Commander PNG Defence Force (delegate Chief of Personnel) may grant special leave with day in circumstances where such **leave** is in the interest of the Defence Force or the prestige of the nation. For example, leave may be grant to a member who is selected to represent the country as a competitors and or official in the:

- a. Olympic Games, Commonwealth Games or South Pacific Games;
- b. Sporting events at international level;
- c. Sporting events for which PNGDF provides competitors and officials for the National teams; or
- d. For training purposes immediately prior to a team leaving PNG or prior to the game being played in PNGI

3.48 The following conditions apply to paragraph 3.47:

- a. An application to seek approval for leave must be submitted through to the Commanding Officer for his/her recommendations.
- b. A written request from the appropriate sporting authority should be attached to the application together with the CO's recommendation and other relevant particulars of the events.
- c. The conditions laid down in paragraphs 3.53 to 3.56 of this Chapter must also be attached to the application.

Furlough

3.49 Periods of furlough count as effective service for the purpose of recreation leave credits. Furlough is to be taken in accordance with the provision laid down in Chapter 18 of this Manual.

Adjustment on Termination of Service

3.50 A member is to be credited recreation leave for each completed month from the start of the biennial leave period until the termination date. Any leave taken during that period is then to be deducted.

PUBLIC HOLIDAYS AND STAND DOWN

Leave in Lieu of Sundays and Holidays

3.51 Twenty four hours local leave is to be granted in lieu of Sundays and Public Holidays on which a member performs duty. This leave should be taken during the week following the week in which the duty is performed and is to be taken within one month. Members who for service reasons are unable to take this leave, eg, whilst on patrol or on sea-going duties, may accumulate leave in lieu of Sundays and Public Holidays up to a maximum of seven days. This leave is to be taken as soon as possible after completion of the patrol or seagoing duty and is normally to be taken within two months.

Stand Down

3.52 Member `Living Out'. With their Commanding Officer's approval, 'living out' members may stand down from their place of duty at any time other than their usual hours of duty or when warned for duty outside those hours, without applying for leave.

3.53 Member `Living In'. 'Living in' members may be granted stand down for periods during which they are not on duty, not exceeding the normal off duty periods of members 'living out'.

3.54 Shift Workers. Shift workers and rostered members such as cooks and drivers may be granted stand down to compensate when additional hours of duty are worked. Their hours of work are to be compared with those of other members of the unit and stand down periods are to be allotted so as to ensure that they receive not less than the normal off-duty periods of members working regular hours.

MOVEMENT

3.55 See Chapter 193, 'Travel at Public Expense' and Manual of Movements 4001. R

TRAVEL OVERSEAS ON LEAVE

Approving Authority

3.56 The approving authority is the Chief of Personnel.

Conditions

3.57 The following conditions are to apply:

- a. The member must give a written undertaking that no expense to the Defence Force will be incurred.
- b. The member must possess a return ticket or produce proof that the cost of a return ticket has been lodged with a travel agent or PNGDF cash office.

- c. The member is to provide proof that he/she can return to his/her station within the leave period granted.
- d. The member is to wear civilian clothes when in the foreign country, subject to any special instructions that may have been issued.
- e. The member is to make his/her own arrangements for passports, visa military permits if applicable, foreign currency and transport.

Notification

3.58 When leave is approved to an overseas country, HQ PNG Defence Force is to send a signal to the member's unit, with information copies to the PNG Embassy Staff or PNG Defence Staff as applicable in the destination countries.

3.59 The signal is to contain the following information:

- a. the member's number, rank and name;
- b. type of leave granted and dates of leave;
- c. method of travel including names of airlines and/or ships; and
- d. proposed itinerary including addresses at which the member can be contacted.

Return to Duty

3.60 On return to duty, the member's unit is to forward a Personal Occurrence Report PH29 to Records, with a copy to HQ PNG Defence Force (for information Intelligence), showing the overseas travel itinerary of the member.

ADMINISTRATION

Application for Leave

3.61 A Leave Application, PG25, is to be completed for all leave except for stand down taken as rest during the normal off-duty hours of the unit.

Approval

3.62 Units are to ensure that the correct authority approves leave Records

3.63 The following records are to be maintained:

- a. Leave Record PG26. A member's Leave Record is to be retained in his/her Leave File. Members are not to have unsupervised access to it.
- b. Register of Applications for Leave. A Register of Applications for Leave is to be maintained and is to be serially numbered by years.
- c. Individual Applications for Leave. Individual applications for leave are to be kept in the member's file.

3.64 An effective internal check is to be conducted regularly in accordance with Financial Instructions.

3.65 Leave records may be destroyed only on HQ PNG Defence Force authorization.

Movement Orders

3.66 A Movement Order, LT17, is to be raised and approved by the appropriate authority for all members entitled to free travel and going on leave by service transport or by their own vehicles, before departing on leave. Members using their own vehicles may be given approval to carry other members as passengers.

Travel Bookings/Warrants

3.67 Bookings. When a member receives free travel on leave, including accommodation and meals the unit is responsible for arranging the appropriate bookings and tickets through the nearest movement detachment.

3.68 Travel Warrants.. If booking or tickets cannot be completely arranged before a member's departure on leave then his/her unit is to ensure that appropriate to travel warrants are issued to the member. These warrants are to cover all parts of the journey not booked or without tickets.

3-71

Leave Advice Slip

3.69 The duplicate leave slip is to be detached from the Application for Leave, PG25, and given to the member before he/she departs on Leave.

3.70 The duplicate leave advice slip is to show the type of leave, destination on leave, free travel time approved and the time and date of commencement of leave and date of return to unit.

3.71 All leave excluding stand down is to be shown as starting at 0001 hours and finishing at 2400 hours.

Leave Records

3.72 Debit entries are to be made on a member's Leave Record, PG26, before the member departs on leave. When annual leave is granted, Leave Records are record 'half FTG' in the Remarks Column. When a member proceeds on leave with free travel a POR is to be raised by the unit and forwarded to PNGDF Records Office. The unit on receipt of the RA will enter the authority number in the Remark Column of the PG26. An example of Leave Record entries is at Annex B of this chapter.

3.73 Before a member is released to go on leave, his/her unit is to ensure that:

- a. he/she is issued with and carried his/her duplicate leave advice slip;
- b. he/she is issued with travel tickets and/or travel warrants to cover his/her complete journey (including return and accommodation and meals); and
- c. he/she is given a copy of the Movement Order, LT17, approving the use of his/her own transport.

3.74 If tickets or bookings cannot be completely arranged before departure the unit is to ensure that the member has instructions regarding further contacts or how he/she is to arrange the unorganized part of his/her journey. In particular, if return bookings cannot be made before the forward journey the member is to arrange his/her return bookings at least one week before the required date of travel.

3.75 Unavoidable Delay. A member who for any reason beyond his/her control is unable to return to his/her place of duty at the expiration of his/her leave, he/she is to notify to his/her Commanding Officer by telephone or fax, detailing the circumstances and the expected date of return. Members are to obtain a certificate of verification from a local authority such as a Government Official or Police Officer.

Address on Leave

3.76. Every member proceeding on other than local leave is to inform his/her unit of his/her postal address (and telephone number if any) during leave, and of any changes in address which may occur.

3.77 The unit is to make any necessary adjustments, due to recall, sickness or traveling time discrepancies, to the member's Leave Application, PG25, and Leave Record, PG26, if applicable.

Annexes:

A. Non Effective Service - Deductions From Recreation Leave

NON EFFECTIVE SERVICE - DEDUCTIONS FROM RECREATION
LEAVE

Number of Days Absent	Amount of Leave to be Deb	d
1-6	1/2	
7-12	1	
13-18	1 1/2	
19-24	2	
25-31	2 1/2	

Note:

1. These deductions are not applicable to non-effective service for LWOP. For the rate of deduction of recreation leave for LWOP see paragraph 3.15.

CHAPTER 4 POSTING, CHANGE OF STATION AND DETACHMENTS

General

- 4.1 This chapter details the posting, change of station and detachment procedures for the PNG Defence Force.
- 4.2 All postings, change of stations and detachments are Command Directive No service member is to refuse a posting, a change of station or a detachment without prior approval from Headquarters PNG Defence Force.

Postings

- 4.3 Posting orders are originated by either:
- a. D Manpower HQ PNG Defence Force;
 - b. member submitting an Application for Reposting PE
- 4.4 Approving Authority. D Manpower HQ PNG Defence Force is the approving authority for all postings within the Defence Force.
- 4.5 Application for Reposting. A member may submit a PE 21 through his/her unit HQ. Two copies with the Commanding Officers' recommendation, are to be forwarded to D Manpower. If approved, one copy of the PE 21 will be returned to the unit and the second copy used as the authority for PNG Defence Force Records Office to raise a Posting Order PE 71. If the PE 21 is not approved, the copy returned to the unit will detail the reasons for non-approval.
- 4.6 Period of Posting. Normally a member is to be posted for a period of two years.
- 4.7 Removal. The Posting Order is the authority for a member to apply for a removal as detailed in Chapter 194.

Change of Station

- 4.8 A change of station is when a member is posted within a unit which includes movement to a different

4.9 **Approving Authority.** A Commanding Officer is to submit the recommended Change of Station PE 72, to D Manpower HQ PNG Defence Force for approval.

4.10 **Period.** A Change of Station is normally for a period of two years.

4.11 **Removal.** The Change of Station is the authority for a member to apply for a removal as detailed in Chapter 194.

Reunion Travel on Posting or Change of Station

4.12 Where a member is posted or receives a change of station but is not allocated a married quarter in his/her new location and the member's family remains at the old locality, the member is entitled to free family reunion trip to his/her old posting locality once each six months.

Detachments

4.13 A detachment normally originates from:

- a. a temporary manpower deficiency in a unit;
- b. requests for assistance in the conduct of a course;
- c. a requirement to assess a member for a change of employment; or
- d. a requirement to attach specialists for a training activity.

4.14 **Approving Authority.** Approving authorities are:

- a. the member's Commanding Officer for a detachment of less than seven days where travel at public expense is not involved; and
- b. D Manpower HQ PNG Defence Force for all other cases.

4.15 **Authority for Detachment.** When the attachment is within a

Commanding Officers' authority, the unit is to raise a POR. All other cases, including requests for extension, are to be authorized by the raising of a Detachment Order PE 73 by PNGDF Records Office.

4.16 Detachment Orders, irrespective of the period, are not an authority for the removal of a members family at public expense.

- 4.17 No detachment is to exceed a period of more than six months.
- 4.18 Reunion Travel. In the case where a member is detached for a period in excess of three months, and the detachment is for service reasons, the member is entitled to a free family reunion trip after three months.
- 4.19 The member may be granted a period of special leave, by the Commander PNG Defence Force (delegate Chief of Personnel) to effect reunion in accordance with MPA Chapter 3 paragraph 3.48. Special leave for reunion purposes should not normally exceed 7 days (not including weekends or public holidays).
- 4.20 Travelling Allowance. Members are entitled to be paid Travelling Allowance in accordance with Chapter 27 for the duration of their posting.

CHAPTER 5

REDUNDANCY AND RETRENCHMENT

General

51 This chapter describes those entitlements specific to members who are either retrenched or made redundant in accordance with a declared redundancy situation as defined below.

Redundancy and Retrenchment Policy

2 A redundancy situation is reflected by a surplus of manpower, however rising, not requiring or not capable of performing the legislated functions of the Force in the manner determined by the NEC, and the Defence Council from time to time.

3 A redundancy situation may be declared by the Defence Council under the following circumstances:

- a. Termination, transfer or amalgamation of any of the functions of the Force provided under the Defence Act resulting from legislative amendments.
- b. Reorganization of the Force, in order to more efficiently perform its legislated functions which may result from the demands of changing technology.
- c. Demobilization of a component of the Force as a result of changed Government policy, conclusion of hostilities and/or change in social conditions.
- d. New or changed technology resulting in the obsolescence of the skills and knowledge of individual members who cannot be redeployed or retrained.
- e. Financial constraints preventing the Government from funding Force activities with the manpower level on strength.

5.4 On declaration of a redundancy situation, the Defence Council, in consultation with the Central Agencies of Government, shall determine appropriate methods of reducing the surplus manpower by one or a combination of any of the following management actions, appropriate to the redundancy situation described in paragraph 5.3 above:

- a. relocation or transfer within the Force;
- b. transfer to another of the State Services or Government agencies;
- c. retraining and redeployment; or

5.5 Members of the Force within retiring age limits, and/or suffering from ill health or incapacity may at the discretion of the Defence Council be retired on age medical grounds under provisions of the Defence Act, in order to reduce surplus manpower, subject to availability of funds.

5.6 Where the National Executive Council has declared a retrenchment situation under Section 13 of the Act, having exhausted all the above management actions, under paragraphs 5.4 and 5.5, where they are appropriate, the Defence Council will retrench any remaining surplus of members under Section 13 of the Act.

5.7 The Defence Council may in its own discretion, at any time utilize any of the management methods described in paragraphs 5.4 and 5.5, to deploy surplus manpower in the most cost efficient manner, prior to seeking NEC approval to retrench any members.

Definition

5.8 'Retrenchment' - Retrenchment is an administrative exercise involving the discharge of PNG Defence Force personnel, on orders from the Head of State, in accordance with Section of the Defence Act. The orders may be related to disbandment of units or reductions in the Force manpower ceiling.

5.9 'Redundancy' - Redundancy refers to an internal (PNGDF) decision to delete a number of authorized positions on the PNGDF establishment, thereby making those people occupying those positions unemployable. A service person who is in this situation may, among other things, be retrenched, provided that order under Section 13 of the Defence Act be obtained by the Defence Council.

5.10 'Salary' - Salary for purposes of calculating retrenchment entitlements detailed in sub-paragraphs 5.11.a. and b., includes Force Service Allowance as detailed in Chapter 15. Higher Duties Allowance is also counted if:

- a. the member is posted into the position; and
- b. has performed the duties for a period of at least 12 months prior to termination.

Retrenchment Benefits

5.11 The following benefits are available to members of the Defence Force who are retrenched under a redundancy situation:

- a. ex-gratia payment;
- b. three months pay in lieu of early release;
- c. pay in lieu of furlough (see Chapter 18, paragraph 18.5);
- d. pay in lieu of leave (see Chapter 17);
- e. Resettlement Allowance (in accordance with Annex A to this chapter);
- f. Removal in accordance with Chapter 194, this will include repatriation airfares and baggage allowance when the Defence Force does not provide transport; and
- g. retirement benefits and/or gratuities in accordance with current DFRB legislation.

Ex-Gratia Payment

5.12 Members who are retrenched are entitled to an ex-gratia payment of an amount that **will** be detailed to individual members as the occasion arises.

Pay in Lieu of Early Release

5.13 A member whose employment is being terminated due to an excess manpower situation ie, retrenchment, must be given a minimum period of notice or receive payment in lieu of that notice. The NEC has determined that 3 months' pay in lieu of notice is adequate compensation. Therefore members will receive a MILON (Money in Lieu of Notice) payment equal to:

(Notice Period (days) X K (Daily Rate of Pay))

less % Tax (see schedule paragraph 5.19)

Pay in Lieu of Furlough

5.14 The provisions for pay in lieu of furlough are detailed in Chapter 18. The calculations are based on completed years of service.

Pay In Lieu of Leave

5.15 Leave credits are to be calculated up to and including the day of separation, and the member will be paid in accordance with the provisions of Chapter 17.

Resettlement Allowance

5.16 Resettlement Allowance is to compensate retrenched personnel for those incidental costs of repatriation that are not covered by other allowances. It is mean to cover costs associated with retraining course fees and other costs related to relocating to civilian life. The rates of Resettlement Allowance are detailed at Anne A.

Removal Entitlement

5.17 Retrenched members of the Defence Force are to be repatriated to their provincial district of origin, which is also the member's district for recreation leave travel purposes. Further details of removal entitlements are contained in Chapter 194.

Retirement Benefits

5.18 Members who are retrenched are entitled to any benefits payable under the Defence Force Retirement Benefits Act as amended (1991). These benefits are variously described in Chapter 16 and in the Act. In any case of a discrepancy between the two references, the Act is to take precedence.

Taxation Rates

5.19 Special tax rates covering public sector retrenchments are to be applied dependent upon the annual salary of each retired member as follows:

Annual Salary Level	Applicable Tax Rate	
KO to K3,000	Nil	
K3,001 to K5,000	2%	
K5,001 to K8,500	5%	
K8,501 to K12,500	7%	
K12,501 to K20,000	10%	
K20,001 and above	15%	

5.20 These rates apply to all components of retrenchment benefits other than furlough accrued prior to 31 December 1992, which will be taxed at 2% or the above rate, whichever is lower.

Processing of Payments

5.21 All calculations should be completed on a standard form and signed off by the Commander or his delegate, the Secretary for Defence or his delegate, and the Department of Personnel Management representative.

Annex:

A. Rates of Resettlement Allowance

RATES OF RESETTLEMENT ALLOWANCE

1. The current rates of Resettlement Allowance are as follows:

Rank	Married Status		Single Status		
	Less than 50	50 or' Over	Less than 50	50 or Over	
PTE to CWO	K2,000	K1,500	K1,750	K1,250	
LT to COL	K3,500	K2,500	K3,000	K2,000	

CHAPTER 15 PAY, ALLOWANCES AND DEDUCTIONS

PAY

General

15.1 This Chapter describes the pay structure of the PNG Defence Force. The Discipline Services Unified Salary Structure (USS) is a performance based salary structure designed for use by the Defence Force, Police and Correctional Services. These pay scales are structured to initiate performance based conditions applicable to all ranks. Essentially a member has the potential to achieve a maximum of seven increments, or 'salary points' at each rank level. Salaries for individual members are incremented on the basis of performance after a member has reached their salary mid-point by automatic annual increases. Further details on the administration of the USS can be found at Annex F to this chapter.

15.2 Under the USS the Pay Table is categorized into Ranks, which are further categorized into seven Salary Points. The first Salary Point being the Minimum, the fourth Salary Point is the Midpoint and the seventh Salary Point is the Maximum.

Annual Salary Increase to Mid-Point

15.3 Increases in Salary Points from Minimum to Midpoint are automatically applied annually over a period of four years at all rank levels. One Salary Point above the Mid-Point (i.e., the fifth Salary Point) is to be known as Performance Based Qualifying conditions for Performance Based Salary Points are detailed in Paragraphs 15.4.

Eligibility for Salary Increase to Maximum Salary Points

15.4 Salary Points five to seven are payable to a member who is qualified at their rank level and who meet the following eligibility criteria:

- a. the member has reached the Midpoint in their current rank;
- b. the member is unable to be promoted to the next rank due to limitations in vacancies at that rank; and

- c. the member's performance is productive and efficient and they have no disciplinary action pending against them.

15.5 Conversely, a member who is in receipt of a Performance Based Salary Point may have their Salary Point reduced for reasons related to poor discipline or unsatisfactory performance. The degree of this reduction will be determined by either the severity of the punishment handed down or by the level of the military authority hearing the charges.

15.6 Reporting Procedure. The Performance Based Reporting Procedures System is based on the periodical Evaluation Reports of PR16 for officers and PR28 for other ranks. Unit Commanders and Superior Reporting Officers on appraisal of their subordinates may recommend increases or decreases in salary points in accordance with the guidelines detailed in paragraphs 15.4 and 15.5.

Authority for Salary Increases and Decreases

15.7 The authority to approve Salary Point increases and decreases is the Chief of Personnel for officers, and the Director of Personnel for other ranks, on recommendation from the unit Commanding Officer.

15.8 Records Authority (RA) are required to effect Performance Based Salary Point increases or decreases as certified and approved by the appropriate authority described in paragraph 15.7.

Salary Scales

15.9 Current salary scales are detailed in Annexes A and B to this Chapter. All changes to salary scales and rates of work related allowances and deductions are to be notified in HQ PNG Defence Force Routine Orders. The new rates are to be included in this Chapter, in Annexes A to E as applicable.

Extension of Pay and Allowances

15.10 When a member is absent from duty due to injury or illness for a continuous period exceeding six months, his rate of pay, is to be advised by HQ PNG Defence Force.

15.11 Requests for a determination by the Minister are to reach HQ PNG Defence Force two months before the end of the six month period of absence and are to include the following information:

- a. the date on which the injury or illness occurred;
- b. the cause and nature of the injury or illness;
- c. the date on which a claim for compensation was made;
- d. when a claim for compensation has been made later than two weeks after the date of notification of injury or illness, the reason for late submission, of the claim;
- e. the stage reached in the determination of the claim; and
- f. the date and result of the member's medical board.

15.12 An extension of pay and allowances is not normally approved beyond 12 months. After this period a member is normally to be discharged from the Defence Force on medical grounds:

WORK RELATED ALLOWANCES

Force Service Allowance

15.13 Reason for Allowance. Force Service Allowance is paid to members to compensate them for all exigencies of service life.

15.14 Rate and Method of Payment. Force Service Allowance is paid at the rate of 8% of base salary subject to a minimum of K40.00 per fortnight. This allowance is paid through payroll automatically each fortnight. Rates of Force Service Allowance are detailed in Annex A for officers and in Annex B for other ranks.

Domestic Market Allowance

15.15 Domestic Market Allowance (DMA) is paid to certain high demand professional and specialist occupations and trades to ensure that they are remunerated on a level equal to the civilian counterparts. Annex C to this Chapter details the conditions and rates for the payment of Domestic Market Allowance.

Senior Officer Contractual Allowance

15.16 Annex E to this Chapter details the conditions and rates for the payment of Senior Officer Contractual Allowance. Members acting in appointments that would normally attract this allowance may also be entitled to partial payment of this allowance as detailed in Annex E.

Field Patrol Allowance

15.17 Reason for Allowance. Field Patrol Allowance is paid to members to compensate them for all other exigencies, extra hours of work and job demands whilst deployed on patrol overnight away from permanent barracks, including planned periods of training.

15.18 Conditions. This allowance is paid in addition to Service Allowance. The allowance commences on the first day of field patrol and ceases on the last day of the field patrol. For the purposes of this allowance part days at the commencement

and the completion of the period are counted as full days.

15.19 Rate and Method of Payment. Field Patrol Allowance is paid at the daily rate detailed in Annex D, through payroll using TVA procedures.

Call Out Operations Allowance

15.20 Reason for Allowance. Call Out Operations Allowance is paid to members in addition to Force Service Allowance to compensate them for all other exigencies, extra hours of work and job demands whilst deployed on patrol overnight, away from permanent barracks, in an area of the country declared as a Call Out Zone by the National Security Council, on active operations.

15.21 Conditions. The allowance commences on the first day of deployment

and ceases on the last day of the deployment. The deployment is considered to have commenced on the day on which the first night is spent away from permanent barracks. For the purposes of this allowance part days at the

15.22 Rate and Method of Payment. Call Out Operations Allowance is paid at the daily rate detailed in Annex D, through payroll using TVA procedures.

Call Out Risk Allowance

15.23 Reason for Allowance. Call Out Risk Allowance is paid to members deployed in an area of the country declared as a Call Out Risk Zone by the National Security Council for the purposes of Call Out Risk Allowance.

15.24 Conditions. Call Out Risk Allowance is paid to members in addition to Call Out Operations Allowance. The allowance commences on the day of arrival in the Call Out Risk Zone and ceases on the day of departure from the zone.

For the purposes of this allowance part days at the commencement and the completion of the period are counted as full days.

15.25 Rate and Method of Payment. The daily rate of Call Out Risk Allowance and the Call Out Risk Zones to which it is applicable are detailed in Annex D.

This allowance is paid through payroll using TVA procedures.

Allowance in Lieu of Meals

15.26 Reason for Allowance. This allowance is to compensate members for meals when they are employed/deployed at work locations remote from messing facilities and barracks.

15.27 Conditions. At work locations remote from messing facilities and barracks and where members are unable to eat at their normal place of residence they are to be 'warned in' by the Unit Commander and provided with hot box meals, rations or cut lunch. Where the Unit Commander is unable to provide a hot box meal, rations or cut lunch, then personnel will be eligible to claim an Allowance in Lieu of Meals at the rates detailed in Annex D to this Chapter.

15.29 Rate and Method of Payment of Allowance in Lieu of Meal must be authorized by the Secretary of Defence, who will countersign the Unit commander's authorization on verification of compliance with the above conditions.

Seagoing Allowance

15.29 Reason for Allowance Seagoing Allowance is paid to members in respect of all additional exigencies, extra hours of work and job demands in maintaining a warship at sea.

15.30 Conditions. Seagoing Allowance is paid to members in accordance with the following conditions:

- a. the allowance is paid in addition to Service Allowance;
- b. the allowance commences on the first day that the vessel is away from its home port and ceases on the day that the vessel arrives back at its home port; and
- c. part days at the commencement and the completion of the period are counted as full days.

15.31 Allowance Not Payable. Seagoing Allowance is not payable to personnel when:

- a. they are deployed on work boats and other small craft; or
- b. they are provided with accommodation at public expense off ship while the ship is in port, either at home or away from home.

15.32 Rate and Method of Payment. Seagoing Allowance is paid at the daily rate detailed in Annex D, through payroll using TVA procedures.

Confined Space Allowance

15.33 Confined Space Allowance is paid to members posted to vessels in port and at sea. This allowance is to compensate members for working in confined spaces on board ship. Confined Space Allowance is paid at the daily rate detailed in Annex D, through payroll using PVA procedures. This allowance commences from the date a member is posted to a ship and ceases when he is posted ashore. Confined Space Allowance is not payable to personnel deployed on work boats and other small craft.

Diving Allowance

15.34 Diving Allowance is paid to qualified divers at the daily rate detailed in Annex D, for every day on which diving operations are conducted, and the member participates in the diving operations. This allowance is paid through payroll using TVA procedures.

Parachute/Cliff Climbing Allowance

15.35 This allowance is payable to a member for any day during which he/she participates in a parachute jump or cliff climbing activity. Parachute/Cliff Climbing Allowance is paid at the daily rate detailed in Annex D, through payroll using TVA procedures.

Temporary Rental Allowance

15.36 Temporary Rental Allowance is paid to married members to assist them in securing accommodation for themselves and their dependants at their current posted locality, when no PNG Defence Force Married Quarters are available. Temporary Rental Allowance is paid at the rate detailed in Annex D, through payroll using TVA procedures.

Consolidated Clinical Overtime/On-Call Allowance

15.37 Consolidated Clinical Overtime/On-Call Allowance recognizes the need for Medical Officers to provide continuous 24 hour, 7 day a week medical cover to members of the PNG Defence Force and their families. The payment of this allowance allows the Department of Defence to roster Medical Officers on overtime and on-call arrangements, and each Medical Officer so rostered shall fulfill his or he rostered duty. Consolidated Clinical Overtime/On-Call Allowance is paid fortnightly through payroll by PVA at the rate detailed in Annex D.

Medical Officers Professional Allowance

15.38 Medical Officers Professional Allowance is paid to Medical Officers to compensate them for all exigencies, hardships and extra hours of on-call duty, over and above those of normal service life. Professional Allowance is paid fortnightly through payroll by PVA at the rate detailed in Annex D.

Health Extension Officers Professional Allowance

15.39 Health Extension Officers Professional Allowance is paid to Health Extension Officers to compensate them for all exigencies, hardships and extra hours of on-call duty, over and above those of normal service life. Health Extension Officers Professional Allowance is paid fortnightly through payroll by PVA at the rate detailed in Annex D.

Health Inspectors Allowance

15.40 Health Inspectors Allowance is paid to Health Inspectors to compensate them for all exigencies, hardships and extra hours of on-call duty, over and above those of normal service life. Health Inspectors Allowance is paid fortnightly through payroll by PVA at the rate detailed in Annex D.

Area Command Allowance

15.41 LTCOLs and CWOs who are appointed as Area Commanding Officers (CO) and Regimental Sergeant Majors (RSM) are to be paid at one salary point above Midpoint in the respective salary tables, upon appointment. If a newly appointed CO or RSM is already one salary point above Midpoint as a result of performance based increments, they are to be paid on the next higher salary point at the Maximum if applicable. Area command appointments and Area RSM appointments are detailed in the following table:

<u>Area Command Appointments</u>	<u>Area RSM Appointments</u>
CO Murray Barracks	RSM Murray Barracks
CO Taurama Barracks	RSM Taurama Barracks
CO LCB Base	RSM LCB Base
CO Goldie Barracks	RSM Goldie Barracks
CO Igam Barracks	RSM Igam Barracks
CO Moem Barracks	RSM Defence Training Centre
CO Lombrum Base	RSM Moem Barracks
CO Kiki Barracks	RSM Lombrum Base
	RSM Kiki Barracks

15.42 Upon completion of CO or RSM appointments, LTCOLs and CWOs are to revert to the appropriate salary point. MAJs and WOs performing the duties of CO and RSMs on an acting basis are not entitled to Area Command Allowance. These personnel will be compensated for the extra responsibility in the form of HDA.

Chaplain's Allowance

15.43 An allowance for the maintenance and upkeep of equipment and vestments is payable to a Chaplain on completion of each continuous period of 12 months service after appointment. The rate of the allowance is detailed at Annex D.

DEDUCTIONS

Contributions for Pension

15.44 All ranks contribute six percent of their salary towards the Defence Force Retirement Benefit (DFRB) Scheme. Salary for this purpose is the annual equivalent of member's daily rate of pay. See Chapter 16 for details of the Pension Scheme.

Charges for Rations and Quarters

15.45 A daily deduction for rations and quarters is payable by single living-in members. A daily deduction at the same rate as single living in members is also payable by married members who are living in for other than service reasons, ie by their own choice. A married member occupying married quarter accommodation on receipt of TRA, or a married member who is required to live in for service reason, will not be charged for rations and quarters. The rates payable are detailed in Annex D.

Note: "Service Reasons" for the purpose of this chapter are defined as occurrences where a written order has been issued that orders a married member to live in. The order to live in must be signed by an officer not below the rank of Major and is to detail the reason and period that the member is required to live in. A written order may take the form of a Course Joining Instruction, Routine Order, etc.

Charges for Married Quarter Rent and Electricity

15.46 Occupants of married quarters are to be charged for rent at a fortnightly rate as detailed in Annex D to this Chapter. Additionally occupants will be charged a fortnightly contribution for electricity as detailed at Annex D.

Taxation

15.47 Under the Income Tax Law in Papua New Guinea, every servicemen who earns or derives salary or wages income is liable to pay tax on that income at the fortnightly rates declared by the Act.

15.48 Taxation is payable by members in accordance with PNG Taxation laws effective as from 1 Jan 96. Pay for the calculation of taxation includes pay in rank, Higher Duties Allowance and other assessable benefits and allowances.

15.49 Assessable Benefits and Allowances. Assessable benefits and allowances under the Salaries and Wages Act, are considered part of a Serviceman's remuneration. In that, instead of the PNGDF paying for the items, they are provided in cash or kind by the PNGDF. The definition of salary and wage in the Act determines that such benefits and allowances are taxed in full as part of the Serviceman's salary. Therefore taxable allowances are as **follows**:

Force Service Allowance	Domestic Market Allowance
Field Patrol Allowance	Call Out Operations Allowance
Call Out Risk Allowance	Seagoing Allowance
Confined Space Allowance	Diving Allowance
Parachute/Cliff Climbing Allowance	Medical Officers Professional Allowance
Health Extension Officers Professional Allowance	Health Inspectors Allowance
Area Command and Area (as detailed Allowance (tax is paid as	Some Components of Senior Office RSM Contractual Allowance in Annex E) part of salary)

AUTOMATIC FORFEITURE

Reasons for Forfeiture

15.50 Automatic forfeiture of pay and allowances applies when a member is either:

- a. absent from duty without leave (if convicted of the offence);
- b. in custody whether close or open arrest, on a charge resulting in his conviction by any civil or military court or a disciplinary officer;
- c. undergoing a sentence of imprisonment or detention awarded by any civil or military court or disciplinary officer; or

Periods of Forfeiture

15.51 Periods of forfeiture are calculated as **follows**:

- a. one day - when the period exceeds six but is less than 24 consecutive hours whether wholly in one day or not; and

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- b. additional days- when the period exceeds 24 hours, one day for each 24 hour period plus one additional day for any period less than 24 hours, eg 50 hours would be calculated as three days.

Non-Forfeiture

15.52 Open Arrest. A member under open arrest who is ordered to attend all parades and perform all duties will not forfeit pay and allowances for any such period.

15.53 Involuntary Absence. A member will not forfeit, pay and allowances for any period of involuntary absence which is certified by a disciplinary officer as not having been occasioned by the neglect or improper conduct of the member.

15.54 Conviction/Sentence Quashed or Varied. If a conviction is quashed on review or appeal, or if a sentence of imprisonment or detention is quashed or varied the period of forfeiture will be adjusted. Adjustment of the period of forfeiture will be made when a certified copy of the order quashing/varying the conviction/sentence, or the disciplinary officer's notification of review/appeal, is received.

ALLOTMENTS

General

15.55 Members of the PNGDF may make allotments through the PNG Defence Force Pay Office to private bank accounts.

Conditions on Allotting Monies to Bank Accounts

- 15.56 The following conditions apply to all personnel of the PNG Defence
- a. The minimum allotment which may be paid to a private bank account, is to be K10.00.
 - b. Allotments are to be in whole Kina amounts. Allotments in excess of K10.00 are to be in multiples of K5.00, ie K15.00, K20.00, K25.00
 - c. There are to be no more than two allotments to private bank account for any member (ie one self allotment plus an allotment to

- d. Variations to allotments will not normally be accepted within a six months period. However members are permitted to cancel or reduce allotments as necessary.

Other Allotments

15.57 Allotments of any amount may also be made to insurance companies with offices in PNG, and housing authorities.

Annexes:

- A. Officer's Rates of Pay
- B. Other Rank's Rates of Pay
- C. Domestic Market Allowance

**ANNEX A TO
CHAPTER 15**

OFFICER'S RATES OF PAY Officer Cadets/Sponsored Students

Salary Point	Rank	Category	Pay Per Annum	Pay Per Fortnight	Service Allowance Per Annum	Service Allowance Per Fortnight
NN12 MAX	OC	5 Yrs	K5,010.00	K200.08	K192.16	
NN11	OC	4 Yrs	K4,870.00	K194.49	K186.79	
NN10 MP	OC	3 Yrs	K4,695.00	K187.50	K180.08	K6
NN09	OC	2 Yrs	K4,565.00	K182.31	K175.10	K6
NN08 MIN	OC	1 Yr.	K4,460.00	K178.12	K171.07	K6

Trained Officers Rates of Pay

Salary Point	Rank	Category	Pay Per Annum	Pay Per Fortnight	Service Allowance Per Annum	Service Allowance Per Fortnight
0008	MAJGEN		K51,000.0	K2,118.46	K4,080.00	K156
oo07	BRIGGEN	EX	K43,760.00	K1,817.72	K3,500.80	K134.65
F167 MAX	BRIGGEN	DEP C	K44,505.91	K1,757.31	K3,560.47	K13(3-94
F166	BRIGGEN	DEP C	K43,170.92	K1,736.10	3,453.67	K132.83
F165	BRIGGEN	DEP C	K41,794.91	K1,704.62	K3,343.59	K128.60
F164 MP	BRIGGEN	DEP C	K40,459.92	K1,680.64	K3,236.79	K124 49
F163	BRIGGEN	DEP C	K39,124.93	K1,625.19	K3,019.91	x.38
F162	BRIGGEN	DEP C	K37,748.92	K1,568.03	K3,129.99	
F161 MIN	BRIGGEN	DEP C	K36,413.93	K1,512.58	K2,913.11	
F157 MAX	NOT	P-Based	K40,136.15	K1,667.19	K-3,2-10-89	9.50
F156	OCCUPIED	P-Based	K38,932.57	K1,617.20	K3,114.61	*.79
F155	NOT	P-Based	K37,691.08	K1,565.63	K3,015.29	x.97
F154 MP	OCCUPIED	4 Yrs	K36,487.50	K1,515.63	K9,919.00	K112.27
F153	NOT	3 Yrs	K35,283.92	K1,465.64	K2,822.71	K104.57
F152	OCCUPIED	2 Yrs	K34,042.44	K1,414.07	K2,723.39	K1
F151 MIN		1 Yr.	K32,838.86	K1,304.08	K2,627.11	K101.04
F147 MAX	COL	P-Based	K36,309.25	K1,508.23	K2,904.74	K11
F146	COL	P-Based	K35,219.41	K1,462.96	K2,817.55	K100.37
F145	COL	P-Based	K34,096.90	K1,416.33	K2,727.75	K1
F144 MP	COL	4 Yrs	K33,008.12	K1,371.11	K2,640.65	K101.56
F143	COL	3 Yrs	K31,919.34	K1,325.88	K2,553.55	

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Salary Point	Rank	Category	Pay Per Annum	Pay Per Fortnight	Service Allowance Per Annum	Service Allowance Per Fortnight
F142	COL	2 Yrs	K30,796.83	K1,279.25	K2,463.75	K94.7
F141 MIN	COL	1 Yr.	K29,706.99	K1,233.98	K2,376.56	K91.4
F137 MAX	LT COL	P-Based	K31,644.10	K1,314.45	K2,531.53	K97.3
F136	LT COL	P-Based	K30,694.75	K1,275.01	K2,455.58	K94.4
F135	LT COL-CO	P-Based	K29,716.90	K1,234.39	K2,377.35	K91.4
F134 MP	LT COL	4 Yrs	K28,767.55	K1,194.96	K2,301.40	K88.5
F133	LT COL	3 Yrs	K27,818.21	K1,155.53	K2,225.46	
F132	LT COL	2 Yrs	K26,840.35	K1,114.91	K2,147.23	
F131 MIN	LT COL	1 Yr	K25,891.01	K1,075.47	K2,071.28	
F127 MAX	MAJOR	P-Based	K27,922.74	K1,159.87	K2,233.92	
F126	MAJOR	P-Based	K27,084.80	K1,125.06	K2,166.78	
F125	MAJOR	P-Based	K26,221.47	K1,089.20	K2,097.72	
F124 MP	MAJOR	4 Yrs	K25,384.59	K1,054.44	K2,030.77	
F123	MAJOR	3 Yrs	K24,546.66	K1,019.63	K1,963.73	
F122	MAJOR	2 Yrs	K23,683.33	K983.77	K1,894.67	
F121 MIN	MAJOR	1 Yr.	K22,846.45	K949.01	K1,827.72	
F117 MAX	CAPT	P-Based	K25,082.78	K1,041.90	K2,006.62	K77.1
F116	CAPT	P-Based	K24,330.18	K1,010.64	K1,946.41	K74.8
F115	CAPT	P-Based	K23,555.32	K978.45	K1,884.43	K72.4
F114 MP	CAPT	4 Yrs	K22,802.72	K947.19	K1,824.22	
F113	CAPT	3 Yrs	K22,050.12	K915.93	K1,764.01	
F112	CAPT	2 Yrs	K21,275.26	K883.74	K1,702.02	
F111 MIN	CAPT	1 Yr.	K20,522.66	K852.48	K1,641.81	
F107 MAX	LT	P-Based	K23,247.18	K1,859.77	K965.65	
F106	LT	P-Based	K22,549.45	K1,803.96	K936.67	• K69.38
F105	LT	P-Based	K21,831.53	K1,746.52	K906.85	K67.17
F104 MP	LT	4 Yrs	K21,133.80	K1,690.70	K877.87	K65.0
F103	LT	3 Yrs	K20,436.07	K1,634.89	K848.88	K62.8
F102	LT	2 Yrs	K19,718.15	K1,577.45	K819.06	K60.6
F101 MIN	LT	1 Yr.	K19,020.42	K1,521.63	K790.08	K58.5
F087 MAX	2LT	P-Based	K18,343.73	K761.97	K1,467.50	K56.4
F086	2LT	P-Based	K18,115.60	K751.49	K1,449.25	K55.7
F085	2LT	P-Based	K17,226.56	K715.56	K1,378.12	K53.0
F084 MP	2LT	4 Yrs	K16,676.50	K692.72	K1,334.12	K51.31
F083	2LT	3 Yrs	K16,126.45	K669.87	K1,290.12	K49.6
F082	2LT	2 Yrs	K15,559.34	K646.31	K1,244.75	K47.8
F081 MIN	2LT	1 Yr.	K15,009.28	K623.46	K1,200.74	K46.1

ANNEX B TO CHAPTER S

OTHER RANK'S RATES OF PAY

Recruits/Trainees

Salary Point	Rank	Category	Pay Per Annum	Pay Per Fortnight	Service Allowance Per Annum	Service Allowance Per Fortnight
F012	REC	18-24 Months	K6933.49	K309.17	K1,105.00	K42.50
F011	REC	6-18 Months	K6,688.24	K299.74	K1,105.00	K42.50
<u>NN02</u>	<u>REC</u>	<u>6 Months</u>	<u>K3,859-44</u>	<u>K168.44</u>	<u>K520.00</u>	<u>K20.00</u>

Trained Members

Salary Point	Rank	Category	Pay Per Annum	Pay Per Fortnight	Service Allowance Per Annum	Service Allowance Per Fortnight
F117 MAX	FSM	P-Based	K25,082.78	K1,041.90	K2,006.62	K77.18
F116	FSM	P-Based	K24,330.18	K1,010.64	K1,946.41	K74.86
F115	FSM	P-Based	K23,555.32	K978.45	K1,884.43	K72.48
F114 MP	FSM	4 Yrs	K22,802.72	K947.19	K1,824.22	K70.16
F113	FSM	3 Yrs	K22,050.12	K915.93	K1,764.01	K67.85
F112	FSM	2 Yrs	K21,275.26	K883.74	K1,702.02	K65.46
F111 MIN	FSM	1 Yr.	K20,522.66	K852.48	K1,641.81	K63.15
F107 MAX						
F106						
F105						
F104 MP	RSM	4 Yrs	K21,133.80	K877.87	K1,690.70	K65.03
F103	RSM	3 Yrs	K20,436.07	K848.88	K1,634.89	K62.88
F102	RSM	2 Yrs	K19,718.15	K819.06	K1,577.45	K60.67
F101 MIN	RSM	1 Yr.	K19,020.42	K790.08	K1,521.63	K58.52
F097 MAX	CWO	P-Based	K20,743.74	K861.66	K1,659.50	K63.83
F096	CWO	P-Based	K20,122.37	K835.85	K1,609.79	K61.91
F095	CWO	P-Based	K19,480.78	K809.20	K1,558.46	K59.94
F094 MP	CWO	4 Yrs	K18,858.34	K783.35	K1,508.67	K58.03
F093	CWO	3 Yrs	K18,235.90	K757.49	K1,458.87	K56.11
F092	CWO	2 Yrs	K17,594.30	K730.84	K1,407.54	K54.14
F091 MIN	CWO	1 Yr.	K16,972.93	K705.03	K1,357.83	K52.22

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Salary Point	Rank	Category	Pay Per Annum	Pay Per Fortnight	Service Allowance Per Annum	Service Allowance Per Fortnight
F087 MAX	WO	P-Based	K18,343.73	K761.97	K1,467.50	K56.
F086	WO	P-Based	K18,115.60	K752.49	K1,449.25	K55.74
F085	WO	P-Based	K17,226.56	K715.56	K1,378.12	K53.00
F084 MP	WO	4 Yrs	K16,676.50	K692.72	K,334.12	K51.31
F083	WO	3 Yrs	K16,126.45	K669.87	K1,290.12	K49.
F082	WO	2 Yrs	K15,559.34	K646.31	K1,244.75	K47.
F081 MIN	WO	1 Yr.	K15,009.28	K623.46	K1,200.74	K46.1
F077 MAX	SGT HS	P-Based	K16,267.78	K675.74	K1,301.42	K50.
F076	SGT HS	P-Based	K15,779.70	K655.46	K1,262.38	K48
F075	SGT HS	P-Based	K15,276.67	K634.57	K1,222.13	K47.11
F074 MP	SGT HS	4 Yrs	K14,788.60	K614.30	K1,183.09	k45.50
F073	SGT HS	3 Yrs	K14,300.52	K594.02	K1,144.04	K44.00
F072	SGT HS	2 Yrs	K13,797.49	K573.17	K1,105.00	K42.10
F071 MIN	SGT HS	1 Yr.	K13,309.42	K554.40	K1,105.00	K42.00
F067 MAX	SGT Skill	P-Based	K14,333.72	K595.40	K1,146.70	K44.10
F066	SGT Skill	P-Based	K13,903.58	K577.53	K1,112.29	K42.
F065	SGT Skill	P-Based	K13,460.60	K560.22	K1,105.00	K42.
F064 MP	SGT Skill	4 Yrs	K13,030.46	K543.67	K1,105.00	K42.
F063	SGT Skill	3 Yrs	K12,600.32	K527.13	K1,105.00	K42.
F062	SGT Skill	2 Yrs	K12,157.34	K510.09	K1,105.00	K42.
F061 MIN	SGT Skill	1 Yr.	K11,727.20	K493.55	K1,105.00	K42.
F057 MAX	CPL HS	P-Based	K12,656.02	K529.27	K1,105.00	K42.
F056	CPL HS	P-Based	K12,276.89	K514.69	K1,105.00	
F055	CPL HS	P-Based	K11,885.96	K499.65	K1,105.00	K42.
F054 MP	CPL HS	4 Yrs	K11,505.76	K485.03	K1,105.00	K42.10
F053	CPL HS	3 Yrs	K11,125.57	K470.41	K1,105.00	K42.
F052	CPL HS	2 Yrs	K10,734.63	K455.37	K1,105.00	K42.
F051 MIN	CPL HS	1 Yr.	K10,355.51	K440.79	K1,105.00	K42.
F047 MAX	CPL t.CPL HS	P-Based	K11,169.57	K472.10	K1,105.00	K42.
F046	CPL LCPL HS	P-Based	K10,834.62	K459.22	K1,105.00	K42.90
F045	CPL CPL HS	P-Based	K10,488.90	K445.92	K1,105.00	K42.
F044 MP	CPL LCPL HS	4 Yrs	K10,153.96	K433.04	K1,105.00	K42.
F043	CPL LCPL HS	3 Yrs	K9,819.01	K420.15	K1,105.00	K42.
F042	CPL LCPL HS	2 Yrs	K9,473.29	K406.86	K1,105.00	K42.
F041	CPL LCPL HS	1 Yr.	K9,138.35	K393.97	K1,105.00	K42.

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Salary Point	Rank	Category	Pay Per Annum	Pay Per Fortnight	Service Allowance Per Annum	Service Allowance Per Fortnight
F037 MAX	LCPL Skill	P-Based	K9,982.44	K426.44	K1,105.00	K42.50
F036	LCPL Skill	P-Based	K9,683.28	K414.93	K1,105.00	K42.50
F035	LCPL Skill	P-Based	K9,374.40	K403.05	K1,105.00	
F034 MP	LCPL Skill	4 Yrs	K9,075.24	K391.55	K1,105.00	K42.50
F033	LCPL Skill	3 Yrs	K8,776.08	K380.04	K1,105.00	K42.50
F032	LCPL Skill	2 Yrs	K8,467.20	K368.16	K1,105.00	K42.50
F031	LCPL Skill	1 Yr.	K8,168.04	K356.66	K1,105.00	K42.50
F027 MAX	PTE HS	P-Based	K9,022.86	K389.53	K1,105.00	K42.50
F026	PTE HS	P-Based	K8,762.46	K379.52	K1,105.00	K42.50
F025	PTE HS	P-Based	K8,472.77	K368.38	K1,105.00	K42.50
F024 MP	PTE HS	4 Yrs	K8,202.60	K357.98	K1,105.00	K42.50
F023	PTE HS	3 Yrs	K7,932.44	K347.59	K1,105.00	K42.50
F022	PTE HS	2 Yrs	K7,652.51	K336.83	K1,105.00	K42.50
F021	PTE HS	1 Yr.	K7,382.34	K326.44	K1,105.00	K42.50
F017 MAX	Pte Skill	P-Based	K8,238.22	K359.35	K1,105.00	K42.50
F016	Pte Skill	P-Based	K7,929.75	K347.49	K1,105.00	K42.50
F015	Pte Skill	P-Based	K7,676.87	K337.76	K1,105.00	K42.50
F014 MP	Pte Skill	4 Yrs	K7,431.62	K328.33	K1,105.00	K42.50
F013	Pte Skill	3 Yrs	K7,186.37	K318.90	K1,105.00	K42.50
F012	Pte Skill	2 Yrs	K6,933.49	K309.17	K1,105.00	K42.50
F011	Pte Skill	1 Yr.	K6,688.24	K299.74	K1,105.00	K42.50

Apprentices

Salary Point	Rank	Category	Pay Per Annum	Pay Per Fortnight	Service Allowance Per Annum	Service Allowance Per Fortnight
NN12 MAX	APP	5 Yrs	K5,010.00	K200.08	K192.16	K7.39
NN11	APP	4 Yrs	K4,870.00	K194.49	K186.79	K7.18
NN10 MP	APP	3 Yrs	K4,695.00	K187.50	K180.08	K6.93
NN09	APP	2 Yrs	K4,565.00	K182.31	K175.10	K6.73
<u>NN08 MIN</u>	<u>APP</u>	<u>1 Yr.</u>	<u>K4,460.00</u>	<u>K178.12</u>	<u>K171.07</u>	<u>K6.58</u>

DOMESTIC MARKET

1. This Annex details the rates, terms and conditions governing the payment of Domestic Market Allowance. The basic premise upon which the application of DMA is based, is that it is paid only to practitioners who utilize their qualifications and skills to perform their duties, rather than being a payment merely because a member holds a particular qualification. For a member to receive DMA they must meet the following conditions:

- a. the member must hold the appropriate qualification;
- b. they must be posted into a par/line position that attracts DMA; and
- c. they must obtain the Directorate or Branch Head's recommendation.

Once a member no longer meets the above criteria then the DMA is to cease.

2. Exceptions to this rule may occur under special circumstances. A member who may be awarded DMA because of their job classification and profession, but posted to RSL or UL would normally have their DMA ceased from the date of posting, unless the Directorate or Branch Head responsible can justify continuation of DMA payment. This will only occur where a member holds a professional qualification and is engaged in duties in which they are required to use their qualifications and skills, ie some form of project work. Other exceptions are noted in the individual sections.

3. In the case of COL's DMA, Commander PNGDF has the final authority a direction to determine whether the COL should be paid DMA or not. Ordinarily it would cease at the completion of his/her contract.

4. DMA commences when a member is appointed, promoted or transferred to an office which attracts DMA or in the case of COLs, at the commencement date detailed on their contract. The allowance shall be effective from the date of that transfer, promotion, appointment or contract commencement date, after approval by HQ PNG Defence Force.

5. If an officer is selected for an office attracting a lower level of DMA, he/she shall receive that lower level of the allowance from the date of selection.

6. In the case of leave for whatever reason, DMA is payable in all circumstances where salary is paid [i.e. if leave is without pay the officer should not receive DMA for that period of leave].

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7. DMA is not calculable for furlough purposes.

RATES OF DMA

TRADESMEN - LAND AND MARITIME ELEMENTS

Rank	Domestic	Allowance	
	Per Annum	Per	
Private to Sergeant	K600.00	K23.01	
Warrant Officer to Captain	K1,000.00	K38.36	
<u>Major to Colonel</u>	<u>K1,500.00</u>	<u>K57.53</u>	

Note

- The DMA is payable only when the servicemen is occupying a technical para/line, and at the same performing duties and responsibilities of a tradesmen.

TRADESMEN - AIR TRANSPORT SQUADRON

Rank	Domestic	Allowance	
	Per Annum	Per Fortnight	
Private to Lance Corporal	K900.00	K34.52	
Corporal	K1,200.00	K46.03	
Sergeant	K1,500.00	K57.53	
Warrant Officer to Captain	K1,800.00	K69.04	
<u>Major to Colonel</u>	<u>K2,250.00</u>	<u>K86.30</u>	

Note

- DMA is payable only when ATS tradesmen are posted on ATS para/line and as DTS staff, performing duties and responsibilities of a

ENGINEERS ALL ELEMENTS

Engineers <u>Holding Recognized</u>	<u>Degrees</u>		
Rank	Domestic	Allowance	
	Per Annum	Per Fortnight	
2 nd Lieutenant to Lieutenant	K1,500.00	K57.53	
Captain	K-2,250.00	K86.30	
<u>Major to Colonel</u>	<u>K3,000.00</u>	<u>K115.07</u>	

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Engineers Holding Recognized Diplomas		
Rank	Domestic Per Annum	Allowance Per Fortnight
2 nd Lieutenant to Lieutenant	K1,000.00	K38.36
Captain	K1,500.00	K57.53
Major to Colonel	K2,250.00	K86.30

Note

- The DMA in this category is payable only when the officer is posted on Engineers para/line positions, or as D ENR'S Staff Officer.

Rank	Domestic Per Annum	Allowance Per Fortnight
2 ⁿ Lieutenant to Lieutenant	K2,700.00	K103.546
Lieutenant	K4,300.00	K164.93
Captain	K6,500.00	K249.31
Major to Lieutenant Colonel	K7,600.00	K291.51

Note

- The above allowances replace and supersede the previously approved Flying Allowances. Pilots who are decommissioned and no longer eligible to fly shall be paid 50% of the above Domestic Market

Rank	Domestic Market Allowance	
	Per Annum	Per Fortnight
Private to Corporal	K600.00	K23.01
Sergeant to Warrant Officer	K1,200.00	K46.03

Note:

- Personnel in ranks Private to Corporal currently in receipt of K1200.00a. will continue to be paid at the higher rate of K1,200.00. Newly appointed personnel in ranks Private to Corporal will be paid at the lower level of K600.00 p.a.

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MEDICAL OFFICERS ALLOWANCE

Medical Officer Classification	Domestic Market	Allowance
	Per Annum	Per Fortnight
Senior Specialist Medical Officer Class 5	K15,000.00	K575.34
Specialist Medical Officer Class 4	K7,000.00	K268.49
Medical Officer Class 3	K5,500.00	K210.96
Medical Officer Class 2	K3,000.00	K115.06
<u>Medical Officer (Class 1)</u>	<u>K2000.00</u>	<u>K76.71</u>

Note

- The level of DMA is subject to the Medical Officer being in possession of qualification and experience requirements as established by the Department of Health in the National Public Service, as shown in the National Doctors Agreement dated 1st July 1998. DPS and DHS are responsible to authorize payment of this allowance according to eligibility. Rates are effective from 1 Jul 98.

PSYCHOLOGIST ALLOWANCE

Psychologist Classification	Domestic Market	Allowance
	Per Annum	Per Fortnight
Psychologist Class 5	K3000.0	K115.07
Psychologist Class 4	K2250.0	K86.30
Psychologist Class 3	K2250.0	K86.30
Psychologist Class 2	K1560.0	K57.53
<u>Psychologist (Class 1)</u>	<u>K1000.0</u>	<u>K38.36</u>

Note

- DMA for most categories of Scientific Officers were first introduced in January 1994. The effective date for the introduction of DMA for the Defence Force Psychologists has therefore been made effective from 1 Jan 94. DORM and DPS are the responsible Authority to determine eligibility of the allowance.

15C-5 EDUCATION OFFICERS

ALLOWANCE

Education Officers Classification	Domestic	Market	Allowance
	Per Annum		Per Fortnight
Lecturer (Class 5) Grade 14	K1500.00		K57.53
Lecturer (Class 4) <u>Grade 13</u>	K1500.00		K57.53
Lecturer (Class 3) Grade 12	K1000.00		K38.36
Lecturer (Class 2) Grade 10	K1000.00		K38.36
Lecturer (Class 1) Grade 9	K1000.00		K38.36

Note

1. This allowance is payable to Education Officers who occupy the Office of Education Training at Goldie River Training Depot, or PNGDA Education Training and actually performing teaching/lecturing duties. Once an officer is posted to administrative positions other than those to do with training in terms of teaching or lecturing, the allowance is to cease.
Rates are applicable from 28 Apr 95.

ANNEX D T CHAPTER 15

RATES OF WORK RELATED ALLOWANCES AND DEDUCTIONS

EFFECTIVE - (INSERT DATE HERE)

WORK RELATED ALLOWANCES

Field Patrol Allowance

1. Rate. Field Patrol Allowance is paid at the daily rate of K7.00 per day.

Call Out Operations Allowance

2. Rate. Call Out Operations Allowance is paid at the daily rate of K15.00 per day.

Call Out Risk Allowance

3. Rate. The daily rate of Call Out Risk Allowance and the Call Out Zones which it is applicable are detailed below:

Declared Call Out Risk Zones for Payment of Call Out Risk Allowance Purposes	Rate of Call Out Risk Allowance
North Solomon's Province - including the atolls and the sea area demarcated as art of the North Solomon's Province.	K10.00 per day

Allowance In Lieu of Meals

4. Rate. Allowance in Lieu of Meals rates are detailed below:

Meal	Rate of Allowance
Breakfast	K3.00
Lunch	K5.00
<u>Dinner</u>	<u>K7.00</u>

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Seagoing Allowance

5. Rate. Seagoing Allowance is paid at the daily rate of 40% of base daily rate of salary as detailed in Annex A or B to this Chapter. The minimum rate payable is K15.00 per day.

Confined Space Allowance

6. Rate. Confined Space Allowance is paid at the daily rate of K3.50 per d

y. Diving Allowance

7. Rate. Diving Allowance is paid to qualified divers at the daily rate of K15.00 per day.

8. Rate. Parachute/Cliff Climbing Allowance is paid at the daily rate of

K15.00 per day. Temporary Rental Allowance

9. Rate. Temporary Rental Allowance is paid at the rate of k20.⁰⁰ per fortnight.

Consolidated Clinical Overtime/On-Call Allowance

10. Consolidated Clinical Overtime/On-Call Allowance is paid in accordance with the rates indicated in the following table:

Classification	Minimum	<u>Average</u>	Maximum
Specialists	K10,000.00 K383.39	K16,000.00 K613.42	K29,000.00 K1 111.82
Registrars MO's	K8,000.00 K306.71	K11,000.00 K421.73	K16,000.00 K613.42
Residents			K11,000.00 K421.73

Medical Officers Professional Allowance

11. Rate. Medical Officers Professional Allowance is paid at the rate of K3,800.00 per annum or K145.75 per fortnight.

Health Extension Officers Professional Allowance

12. Rate. Health Extension Officers Professional Allowance is paid at the rate of K1,500.00 per annum or K57.53.

Health Inspectors Allowance

13. Rate. Health Inspectors Allowance is paid at the rate of K870.00 per annum or K33.37 per fortnight.

Chaplain's Allowance

14. Rate. Chaplain's Allowance is paid annually on completion of each continuous period of 12 months service after appointment at a rate of K35.00 per annum.

DEDUCTIONS**Charges for Rations and Quarters**

15. Detailed in the following table are fortnightly rates for Rations and Quarters (R&Q) charges for personnel:

Rank	Rate of R&Q
Private to <u>Corporal</u>	K42.00
<u>Sergeant to Chief Warrant Officer</u>	K55.00
<u>Officers</u>	<u>K65.00</u>

Refund of R&Q Charges

16. R & Q is to be refunded to living-in personnel at the applicable rate if the member proceeds overseas, is on leave (at a location outside the barracks) or if the member lives outside of service accommodation.

Married Quarter Rental Rates and Electricity Charges

17. Detailed in the following table are the fortnightly rates of Married Quarter Rental and Electricity Charges for personnel:

Rank	Married Quarter Rental	Electricity Charges
Colonel Not on Contract	K87.80	K50.00
Lieutenant Colonel	K40.00	K38.00
Major	K30.00	K25.00
Captain	K25.00	K23.00
Lieutenant	K20.00	K20.00
2 ⁿ Lieutenant	K20.00	K20.00
Chief Warrant Officer	K20.00	K20.00
Warrant Officer	K20.00	K20.00
Sergeant	K15.00	K20.00
Corporal	K15.00	K20.00
Lance Corporal	K15.00	K20.00
Private	K15.00	K20.00

Refund of Married Quarter and Electricity Charges

18. MQ rent and electricity charges are to be refunded when a member is overseas on training and they decide not to use their service accommodation.

ANNEX E TO CHAPTER 1

SENIOR OFFICERS CONTRACTUAL ALLOWANCE

1. This Annex details the allowances payable to senior officers who are providing service on a contractual basis. The benefits detailed in this Annex are only payable to senior officers who are under contract. Upon completion of their contract payment of these allowances is to cease immediately. Senior officers which are still serving with the Defence Force but who are not under contract are to be paid normal salary only, as detailed in Annex A to this Chapter.
2. **Category A - Commander PNG Defence Force.** Category A officers under contract are paid the following benefits at the per annum rates detailed below:
 - a. Salary - as detailed in Annex A (taxable);
 - b. Force Service Allowance - as detailed in Annex A (taxable);
 - c. Entertainment Allowance - K2,800.00 (tax free);
 - d. Gratuity - 25% of Salary (taxable); and
 - e. Allowances in lieu of benefits:
 - (1) Housing - K7800.00 (taxable);
 - (2) Vehicle - 31,800.00 (taxable);
 - (3) Utilities - K3,600.00 (tax free);
 - f. Approved Variation. Housing Allowance of K31,200.00 is payable the Commander is not occupying state owned housing or is maintaining his own private house outside the Barracks.
3. **Category B - Colonels.** Category B officers under contract are paid the following benefits at the per annum rates detailed below:
 - a. Salary - as detailed in Annex A (taxable);

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- b. Force Service Allowance - as detailed in Annex A (taxable);
- c. Entertainment Allowance - K600.00 or K23.00 per fortnight (taxable);
- d. Gratuity - 25% of Salary (taxable); and
- e. Allowances in lieu of benefits:
 - (1) Housing - K2275.00 or K87.80 per fortnight (taxable);
 - (2) Vehicle - (dependant upon the nature of the duty);

Acting Appointments

4. A Defence member below the rank of Colonel, and Colonels not on contract, may be appointed by the Defence Council to act in a contracted position.

In such event the acting appointee shall be entitled to Telephones and Entertainment allowances where payable under the Category B Contract as detailed in this Annex, together with Higher Duties Allowance in accordance with Chapter 19.

5. A Colonel or above, already on contract, may be appointed by the Defence Council to act in another contracted position. In such event the acting appointee shall be entitled to Telephones and Entertainment allowances where payable under the Category A Contract as detailed in this Annex, together with Higher Duties Allowance in accordance with Chapter 19.

ADMINISTRATIVE RULES FOR USS

Introduction

1. The Unified Salary Structure (USS) comprises 16 salary grades each defined by a range of job evaluated Hay Points as follows:

<u>Grade</u>	1	2	3	4	5	6	7	8	9	10
<u>Mid-Point</u>	153	176	202	233	268	308	354	407	468	538
<u>Hay Points</u>										
<u>Grade</u>	11	12	13	14	15	16				
<u>Mid-Point</u>	622	746	896	1075	1290	1548				
<u>Hay Points</u>										

2. Each salary grade has a Mid-Point salary which is determined by grade mid-point Hay Points, according to the following formulae at introduction (4 April 1991).

Grades 1 to 10 Mid-Point Salary = K22.74 per Hay Point + K1,326.00

Grades 11 to 16 Mid-Point Salary = K9.09 per Hay Point + K9,158.00

3. The Minimum Salary in each grade is 90% of Mid-Point salary. The Maximum Salary in each grade is 110% of each salary range from Minimum to Maximum salary, with fixed increment between each salary point of 3.33% of Mid-Point Salary.

4. Salary Administration rules determine progression through the salary structure as a result of recruitment, promotion, annual increment, performance review and acting appointments. The rules also determine the manner of controlling cost and of budgeting for Item 1 salary costs in advance.

Grade Mid-Point Salary

5. Grade Mid-Point Salary is defined as "the rate for the job or rank". It is the salary awarded to a trained and experienced job/rank holder for thoroughly satisfactory work performance.

6. A new recruit, or promotee entering the Minimum salary point in a grade can expect to progress to Grade Mid-Point Salary within a three year period.

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Salary Point Entry at Recruitment

7. In the event that it becomes necessary to recruit an ex-member, or a professional/technical specialist from outside the Service, the normal entry salary point will be at Grade Minimum salary.
8. In the event that the recruit has extensive experience and an established prior performance reputation he or she may be placed on a salary point up to Grade Mid-Point salary.

Salary Increase on Promotion

9. Upon being promoted, a member will be placed on a new salary point in the higher grade which results in a salary increase, the greater of either:
 - a. an increase which brings the member to grade Minimum salary; or
 - b. an increase at least equal to the next salary increment that would have been due to the member in his or her present grade.
10. Following promotion, a minimum period of six months will elapse prior to the member becoming eligible for an Annual Increment, or a Performance Review Increment whilst remaining in the grade to which he or she was promoted.

Higher Duties Allowance

11. In the event that a member is required to perform duties at a higher rank level, he or she will be paid a Higher Duties Allowance.
12. The Higher Duties Allowance will be equivalent to the salary increase calculated under 4.1 above, as though the member had been promoted to the higher grade.

Annual Increment Advance *(For members occupying salary points below Mid-Point)*

13. At commencement of the first pay period in January of each year each member occupying a salary point below Mid-Point will be advanced one salary increment to the next salary point in the range, provided that he or she:
 - a. has held the salary point for a minimum period of 6 months; and
 - b. has not been found guilty of committing a disciplinary offence during the preceding 12 month period.

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14. Where under 13.a. the member has held a salary point for less than six months, one salary increment may be awarded 12 months later in January the following year.

15. Where under 13.b. the member has committed a disciplinary offence, then one salary increment may be awarded 12 months later.

Work Performance Review

16. Salary progression beyond grade Mid-Point salary will be subject only to above average work performance by the member.

17. An annual review of work performance will be conducted towards the end of each calendar year for all members who have occupied Mid-Point salary or higher, for a minimum period of six months.

18. The review of work performance will provide the basis for the award of one salary point advance effective from commencement of the first pay period in January each year.

Costing and Budgeting

19. For the purpose of controlling salary cost in each grade, the average salary being paid to all members in each grade shall not exceed the grade Mid-Point salary

Appendix:

1. Procedures for Implementing Annual Incremental and Performance Based Increases to USS

PROCEDURES FOR IMPLEMENTING ANNUAL INCREMENTAL AND PERFORMANCE BASED INCREASES TO USS

1. To allow the Pay Office to apply annual increments to pay for the following procedures are to be carried out by a member's administering unit:
 - a. each year all units are to complete a PH 30 Personal Occurrence Report (Multi Name) using the keyword (INCR), for all members in the unit who meet the following criteria:
 - (1) member must have held the salary point for a minimum period of 6 months prior to the effective date of the next increment (ie, date of first pay day in January of the following year); and
 - (2) member must not have been convicted of a service offence during the 12 months prior to the effective date of the next increment;
 - b. the unit is to raise separate PORs for Officers and Other Ranks;
 - c. the PH 30 is to be authorized by the Commanding Officer and is to contain the following certification in the Additional Comments box:

"I, *(Insert Service Number, Rank, Initials and Surname of CO)*, certify that the *above named* members meet either the *annual incremental increase* or the *performance based requirements as detailed in MPA Chapter 15 Annex F Appendix I.*"
 - d. three copies of the PH 30 are then to be forwarded to DPS at Headquarters PNG Defence Force Murray Barracks, by no later than 15 Nov;
 - e. DPS will then check and endorse the PH 30 and forward one copy to the Pay Office for action, by no later than 15 Dec, and the other copy to the either DOM for Officers or DORM for Other Ranks and then to the Records Office for normal POR action.

CHAPTER PENSIONS AND GRATUITIES

General

16.1 This Chapter provides a broad overview of the benefits and entitlements which may be available to contributing members of the Defence Force Retirement Benefits (DFRB) Scheme. This Chapter is not the legal authority for matters relating to the DFRB Scheme. For more detailed information members should refer to the Defence Force Retirement Benefits Act and Regulations dated 13 Feb 76, and the Defence Force Retirement Benefits (Amendment) Act 1991.

16.2 Specific information in relation to interest rates and gratuities can be obtained from the DFRB Board at:

Membership

16.3 Members serving on continuous full time duty of 12 months or, more are required to contribute to the PNG Defence Force Retirement Benefit Scheme.

Contribution

16.4 All members are to contribute 6% of their pay from date of entry. This contribution is calculated to provide four tenths of the cost of all benefits under the scheme.

16.5 Pay, for the purpose of calculating contributions is, pay for rank, including Force Service Allowance as detailed in Chapter 15, Annexes A and B. The amount is then rounded down to the nearest K100.00 as demonstrated below.

16.6 The following example calculation of a member's pension contribution applies to a Private (Skilled) with less than one years service in that rank:

Pay per Annum:		K7,793.24
Annual Pay: for the		K7,700(7.793.24 rounded
Purpose of Contribution	–	down to the nearest K100)
Annual Contribution	=	6% of K7,700
	=	K462.00
Fortnightly Contribution	=	462/26
	=	K17.77 per fortnight

Pension Entitlement

16.7 A pension is payable to each contributor who:

- a. discharges or resigns or is retrenched from the Defence Force having not less than 20 years service for pension; or
- b. discharges or resigns or is retrenched from the Defence Force having attained the retiring age for their rank and having not less than 15 years service for pension.

Pension Payable

16.8 The amount of pension payable varies with length of service and salary at time of discharge or retirement. Pay for pension calculations is the total fortnightly pay as per member's pay card variation advice FP8. An example of a pension calculations is at paragraph 16.29.

Invalidity Retirement

16.9 Members who are retired on the grounds of invalidity are to be classified b the percentage of their incapacity for civil employment as follows:

Percentage of incapacity Class

Sixty or Over

A

- 16.10 Benefits payable to the various classes of pensioners are:
- a. Class A. A member classified Class A is entitled to receive a pension at a rate per annum of 53% of salary at the time of discharge.
 - b. Class B. A member classified Class B is entitled to receive a pension at a rate per annum of:
 - (1) 28% of salary at the time of discharge; or
 - (2) if the member had completed 23 years service for pension or more, a pension determined in accordance with paragraph 16.30.
 - c. Class C - Less than 20 Years. A member classified Class C who at the date of discharge has not served at least 20 years is entitled to receive a refund of contributions plus interest. In addition an invalidity benefit in the form of a lump sum, referred to as gratuity, calculated as follows:
 - (1) If an officer:
 - (a) In accordance with paragraph 16.24.a.
 - (b) In accordance with paragraph 16.24.b.
 - (2) If an other rank member, in accordance with paragraph 16.24.q.
 - d. Class C - 20 Or More Years. A member classified Class C who has served for at least 20 years is to receive a pension on the basis of that service.
- 16.11 Where invalidity occurs within six months of entry, and the DFRB Board is satisfied that the invalidity was caused or substantially contributed to, by a physical or mental condition that existed at the time of entry and that the condition was not materially aggravated by his service, the benefit payable shall be a refund of contributions.

16.12 The DFRB Board has the power to vary a pensioner's invalidity classification on the basis of medical or employment grounds.

Death Benefits - Widows Pension

16.13 On the death of a married contributor, the widow is to receive a pension equal to 5/8 of the amount which would have been payable to her husband, if on the date of his death he had become entitled to a Class A invalidity pension.

16.14 In the case of the death of a married invalid pensioner; from a disease or injury which caused his retirement, the widow's pension is to be 5/8 of the amount which would have been payable had her, husband been in receipt of a Class A, invalidity pension. In all other cases, on the death of a married pensioner, the widow is to receive a pension equal to 5/8 of her husband's

16.15 The widow's pension ceases on remarriage.

16.16 Where a retired member marries after attaining age 55 years no pension is payable to his widow or children of that marriage.

Children's Pension

16.17 On the death of a married contributor or married male pensioner who is, survived by a widow and dependent children, a pension is to be paid to the widow during her lifetime for each such dependent child. The pension payable is at a rate per annum determined by the board until the child attains 18 years of age, dies or ceases to be a dependant, whichever occurs first. The total pension payable to a widow with children is not to exceed the pension that would have been payable to her husband:

- a. if he had died in service - an annual amount that would have been payable if he had become entitled to a Class A invalidity benefit on the date of his death; or
- b. if he were entitled to a pension at the date of his death - the annual amount of that pension.

Death of a Single Contributor

16.18 On the death of a male member who is unmarried, or is a widower without children, or a female member of the Defence force, contributions paid by the member plus interest and 50% of the member's contribution, are to be refunded to personal representatives nominated by the member, or, failing such nominations to such persons as the board determines.

Commutation of Pension

16.19 Commutation is the permanent reduction of the pension payable in exchange for a lump sum of money. The amount of this lump sum varies in accordance with the pension entitlement and life expectancy of the member.

16.20 A person who is entitled to a pension in accordance with paragraph 16.7 (Section 33 of the DFRB Act) can apply to the DFRB Board for the commutation of a portion not exceeding 50% of his pension multiplied by a commutation factor.

16.21 A person who is entitled to a pension in accordance with paragraph 16.10 (Section 35 of the DFRB Act) and who has completed not less than 20 years service for pension, may apply to the Board for the commutation of a portion, not exceeding 50% of the pension the member would have been entitled to under Section 33 of the Act. The reduced invalidity benefit is equal to the invalidity benefit less the amount that was multiplied by the commutation factor to determine the commutation payment.

Recognition of Past Service

16.22 The scheme is effective from 1 Jan72. Members who served continuously from 1 Jul 66 to 1 Jan 72 have that service recognized, for pensions, in the same way as service after 1 Jan 72 is recognized. Continuous service before 1 Jul 66 counts in full towards the total period of eligibility for the pension however only 6/10 of such service counts. for the calculation of the actual pension amount. Before the date members were not required to contribute and only the governments share of 6/10 as detailed in the Act is payable.

GRATUITIES

General

16.23 A contributor who on discharge has completed not less than eight years service for pension, and is not entitled to a pension or invalidity benefit, is entitled to a gratuity in addition to the amount of contribution plus interest payments.

16.24 Gratuities are payable as follows:

- a. **Officers.** To an officer whose period of service for pension does not include service as a non commissioned member of the Defence Force is an amount determined by the Board from time to time multiplied by the number of completed years of service for pension:
- b. **Officer with Prior Service as an Other Rank.** Where an officer has completed a period of service as an other rank, the gratuity payable is at the rate determined by the Board for such service multiplied by the number of years of service for pension as an other rank and at a rate determined by the board for service as an officer multiplied by the number of years of service for pension as an officer.
- c. **Other Rank.** An other rank member is entitled to receive a gratuity equal to an amount determined by the Board multiplied by the number of completed years of service for pension completed by him.

Refund of Contributions

16.25 Where a contributor ceases to be a member of the Defence Force and is not entitled to a pension, they **will** be entitled to a refund of the amount of their contributions plus an amount in lieu of interest as determined by the board.

Retrenchment

16.27 A contributor who is retrenched and is not entitled to a pension, gratuity or invalidity benefit is entitled to a lump sum payment of an amount equal to two and one half times the amount of his contributions or, if he so desires, to a pension which is the equivalent of such a payment.

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Administration

16.28 The scheme is administered by a five member DFRB Board which includes two members who are contributors.

Calculation of Pension

16.29 The calculations below are for a Sergeant High Skilled after 20 years who retired after 20 years' service at 38 years of age. The formula, which will be explained in the calculations, is as follows:

axb

(a) 14,902.49 x (b) 26%

3874.65/26

K149.03 per fortnight

Where:

(a) = Annual salary at time of
(b) = Factor specified in
Schedule 1 of the Act
relating to age on
retirement. See Annex A to
this chapter.

Annex:

A. Pension Factors (Schedule 1)

ANNEX A TO CHAPTER 16

PENSION FACTORS (SCHEDULE 1)

1. The following table contains the Pension Factors used when calculating a pension benefit as detailed in paragraph 16.29 to this Chapter.

Complete Years of Service	Percentage	Complete Years of Service	Percentage
15	21	27	33
16	22	28	35
17	23	29	37
18	24	=_ 30	39
19	25	31	41
20	26	32	43
21	27	⁵⁴ 33	45
22	28	34	47
23	29	35	49
24	30	36	51
25	31	37	53
26	32		

CHAPTER 17

PAY IN LIEU OF RECREATION LEAVE

General

17.1 Pay in lieu of recreation leave is payable on termination of a member's service.

Authority

17.2 An officer authorized to grant a member leave may authorize payment in lieu of existing recreation leave credits on termination of the member's service.

Discharge Before Completion of Engagement

17.3 When approval is given for a member to terminate his service before completion of an engagement, pay in lieu of leave at credit is payable.

Dishonorable Discharge

17.4 A member whose service is terminated under serial 6 to Annex A of

Chapter 58 or who is dismissed under provisions of The code of Military Discipline

is not to receive pay in lieu of recreation leave in respect of service during the leave year in which the termination occurs. Pay in lieu is to be made in respect of leave or

Dependants

17.5 Where a member dies, or Headquarters PNG Defence force directs that the death of a member is presumed to have occurred, payment in lieu of recreation leave is to be made to his dependents. His unit is to send a certificate of Pay in Lieu of Leave, FP1, to the Defence Force Pay Office.

Calculation of Pay for Pay in Lieu of Leave

17.6 Salary for the purposes of pay in lieu of leave is:

- a. the member's pay- pay appropriate to rank as shown in Chapter 15 Annexes A and B; and
- b. Allowances as follows:

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- (1) Higher Duties Allowances (see Note 1); and
- (2) Force Service Allowance as detailed in Annex A and B to Chapter 15.

17.7 Rate. The member is paid at the rate of seven days' pay for each period of six days leave at credit. The extra day added to each six day period is to comprehend Sundays contained in the leave period if it were taken as leave rather than as pay.

Unit Action

17.8 Units are to take the following action when a termination of a member's service is authorized:

- a. the member's leave record is to be brought up to date with leave calculated to the expected termination date in accordance with Chapter 3, ensuring that any part months at the commencement and termination of the member's service are aggregated to determine if an extra month (ie 30 days = one month) is reached; and
- b. complete the certificate Pay in lieu of Leave, FP1, and forward it to the Defence Force Pay Office for payment authorization.

Notes

1. Higher duties allowance may be included as an element for pay in lieu of leave if a member was in receipt of the allowance at the time they were discharged; and
 - a. had performed, or, but for absence on authorized leave would have performed the duties of a higher position for a continuous period of not less than one year immediately preceding the date of discharge; or
 - b. had performed the duties of the higher position for a period of not less than three years in the five years preceding the date of discharge.

CHAPTER FURLOUGH

Introduction

18.1 This Chapter sets out the eligibility and procedure for a grant of furlough pay in lieu of furlough on termination of service from the PNG Defence Force.

Definitions

18.2 In this chapter the following definitions

- a. Pay. Pay is defined in paragraph
- b. Service. Service is defined as service in the PNG Defence Force, r employment by any organization which is deemed by the PNG Public Service Board to be "service for furlough."
- c. Death. Death includes the presumed death of a member where HQ PNGDF directs that the death be presumed to have happened on a day determined by them.

Furlough - Eligibility and Rate

18.3 A member may be granted

- a. at anytime after 15 years of continuous service to a maximum of:
 - (1) 9 days on full pay or 18 days on half pay for each completed year of service which ends on or before 30 June 1977; and/or
 - (2) 12 days on full pay or 24 days on half pay for each completed, year of service which ends on or after 1 July
- b. immediately before retirement, on reaching retiring age at the following rates:
 - (1) after 12 years' service or more, but less than 15 years' service - 4 months on full pay;

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- (2) after 8 years' service or more but less than 12 years' service - 3 months on full pay;
- (3) after 4 years' service or more but less than 8 years' service - 2 months on full pay.
- (4) after less than 4 years service - nil.

Pay in lieu of Furlough - Eligibility and Rates

18.4 Pay in lieu of furlough may be granted

- a. a member who is discharged or
 - (1) after 15 years or more service;
 - (2) who after at least four years of continuous
 - (a) has reached the age for compulsory retirement;
 - (b) has been retired on account of permanent ill health and not due to his own misconduct or causes within his control;
- b. the dependants of a serving member who dies before reaching retiring age so long as he has completed four years continuous service; and
- c. any member to whom the provisions of paragraph 18.5

18.5 A member may also be granted pay in lieu of furlough as a result of retrenchment. Where immediately before retrenchment the member had served in the Defence Force for not less than four years but less than fifteen years, and at the time of such resignation, retrenchment, or discharge had not reached retiring age. Pay in lieu of furlough for the purpose of this paragraph may be approved by the Chief of Personnel and shall be calculated at the rate of 12 days pay for each completed year of service as at the separation date. Nothing in this paragraph applies to a member who is dismissed from the Defence Force under the provisions of the Defence Act 1974.

18.6 The maximum benefits for pay in lieu of furlough are the same as shown in paragraphs 18.3.a. and 18.3.b.

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Continuity of Service

18.7 Furlough benefits are normally only granted for continuous service. However, continuity of service is not considered to be broken by periods of absence if:

- a. the absence (see Note1) does not exceed a continuous period of 12 months; or
- b. the absence, in total, does not exceed one seventh of the total number of days of admissible service..

Note

1. ***'Absence' includes periods of unemployment or of employment other than with government or semi-government authorities.***

Absence from Duty

18.8 Absence from duty under the following circumstances will not affect a member's entitlement to furlough:

- a. when a member has been granted absence with full or part pay;
- b. when a member has been granted leave without pay:
 - (1) because of illness;
 - (2) under the Public Service Act or other Act provided. the leave is or has been allowed as service under the provisions of that Act;
 - (4) for a period not exceeding three months; or
 - (5) for approved full time training; or
- (6) for any other purpose approved by the Commander PNG Defense Force,
 - c. when absent without leave not exceeding 30 days which occurred prior to 10 Mar 61.

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Non-Admissible Service

18.9 The following types of employment do not count as service for furlough purposes:

- a. part time employment;
- b. employment in an honorary capacity;
- c. employment paid for by fees, allowance or commissions;
- d. employment terminated by retirement on reaching statutory retiring age and for which all furlough or a similar benefit has been granted;
- e. employment terminated for unsatisfactory service subject to the provisions of paragraph 18.11;
- f. employment with a Local Government Council as an elected member;
or
- h. service with the Defence Forces of a country other than Papua New Guinea except where it is as a member of the PNG Defence Force or as a PNG Government employee on loan, attachment or exchange to the Defence Force or Government of another country.

Reduction of Furlough Benefit

18.10 The amount of furlough or pay in lieu, which may be granted for admissible service, is reduced if a furlough benefit has previously been granted.

18.11 The official conduct record of a member is taken into account in determining whether and to what extent furlough benefits are to be granted. Each application for furlough benefits is to be considered on its merits. HQ PNG Defence Force may apply the following principles in respect of an application for a member:

- a. Dishonorable Discharge. If a member is dishonorably discharged he forfeits all furlough entitlements;
- b. Very Serious Military and/or Civil Offences. If a member has been convicted of a very serious military or civil offence which has led directly to his termination of service other than dishonorably, the deduction of half the furlough entitlement should be imposed, up to a maximum of three months.

Application for Recognition of Previous Service

18.12 Members who have had previous admissible service should be identified as soon as possible after enlistment, preferably during the period in which personal documentation is being compiled at the PNGDF Training Depot.

18.13 Previous Full Time Service in the Defence Force. An application to count previous full time service in the Defence Force is only required where the break in service exceeds 12 months. In cases where the break in service does not exceed 12 months the previous service is recognized automatically.

18.14 Previous Civilian Employment. The parent unit of a member who has had previous service as a civilian employee under the terms of paragraphs 18.2 is to obtain written verification of the service from the organization or organizations concerned, using the form shown at Annex A to this chapter. When the verification has been obtained it is to be submitted to HQ PNG Defence Force.

18.15 Approval for Recognition of Previous Service. HQ PNG Defence Force is to forward the form for verification of previous service to the PNG Public Service Board, which is the responsible authority for approving previous civilian service for furlough purposes.

18.16 Unrecorded Service. When details of previous service are unrecorded and cannot be fully substantiated, the member is to submit a Statutory Declaration in support of the application containing the following information:

- a. dates of employment;
- b. nature and location of employment;
- c. names of persons under whose supervision the applicant worked; and
- d. any other relevant information.

18.17 If possible, a Statutory Declaration from another person who worked with the applicant should be obtained.

18.18 Such applications will be considered in the light of the evidence available, so as much information as possible should be supplied.

18.19 Recording of Previous Service. Approvals given for recognition of previous service for furlough purposes are to be retained in the PNGDF Records Office with the member's records.

Application for Furlough

18.20 Periods of furlough are defined as follows:

- a. Month. This means a calendar month.
- b. Part of a Month. This is based on a 30 day month. For example one half of a month equals 15 days and three tenths of a month equals nine days.

18.21 Furlough on Half Pay. The period of half pay is double that which may be granted on full pay.

18.22 Public Holidays, Saturdays and Sundays are regarded as part of furlough and are not to be added to the period of furlough.

18.23 When the minimum qualifying period of service has been attained, a member may apply for all or part of his furlough. If part of furlough is requested it to be in months or multiples of three-tenths of a month.

18.24 Applications for furlough are to be submitted to HQ PNG Defence Force two months before the desired commencement date. Applications are to be made on the Application shown at Annex B.

18.25 Should the statutory declaration on the reverse side of the application disclose previous service which may be admissible for furlough purposes but which has not previously been recorded, HQ PNG Defence Force is to ensure that action is taken to request recognition of that service.

Statement of Service

18.26 On receipt of an application by HQ PNG Defence Force, the PNGDF Records Office is to provide a statement of service for furlough purposes.

18.27 Statements of service for purposes of furlough and pay in lieu of furlough prepared by PNGDF Records Office are to contain:

- a. dates of appointment or enlistment, re-appointment or re-enlistment and termination of service;
- b. reason for termination of service;

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- c. type and period of each appointment, enlistment, re-appointment or re-engagement;
- d. ranks held (including paid higher duties) and dates, in the five years immediately preceding the date the statement is prepared;
- e. offences, giving nature and punishment; if no offences, a statement to the effect is required;
- f. details of leave without pay;
- g. a certificate stating whether furlough or pay in lieu of furlough has been granted previously; and
- h. particulars of previous service or employment which has been recognized for furlough purposes (authority should be quoted).

The completed Application along with the Statement of Service is then to be forwarded to the Approving Authority.

Approving Authorities for Furlough

18.28 The approving authority for furlough is the Chief of Personnel HQ PNGDF. He has delegated this authority to the Director of Personnel Services.

Recording of Approved Furlough

18.29 The approved application is then to be forwarded to the PNGDF Records Office and the dates are to be entered in the member's record. The PNGDF Records Office will then raise a PHI 3 and forward it to the member's unit.

Illness During Furlough

18.30 If furlough is interrupted by illness, application can be made to have the full period restored. Written application and documentary evidence is to be submitted to HQ PNG Defence Force for approval. In cases where approval is granted, PNG Records Office is to be informed of the details.

Application for Pay in Lieu of Furlough

18.31 Applications for pay in lieu of furlough (Annex C), signed by the member, are to be submitted to HQ PNG Defence Force at least one month before the anticipated date of termination of service.

18.32 When a member dies in service, arrangements are to be made for his dependents to submit an application for pay in lieu of furlough as soon as possible after the member's death.

Approving Authorities for Pay in Lieu of Furlough

18.33 The approving authority is the Chief of Personnel HQ PNGDF. He has delegated this authority to the Director of Personnel Services.
Pay in Lieu of Furlough to Members -

18.34 A member who is eligible for pay in lieu of furlough on termination of service, and intends to engage in employment with a Government Department or approved organization (see paragraph 18.2) may elect either of two options. To carry forward the period of his Defence Force service to the other organization, or to apply to receive pay in lieu of furlough subject to the following principles:

- a. an election not to receive pay in lieu may be changed at a later date;
- b. pay in lieu of furlough is granted at the rate of pay at the time of approval;
- c. an authority for pay in lieu of furlough cannot be changed after it has been approved.

18.35 When the termination of a member's service has been approved and he is eligible for pay in lieu of furlough, his unit is to obtain a written statement from him detailing his wishes (see paragraph 18.34). If he wishes to apply for pay in lieu he is to complete an Application for Pay in Lieu of Furlough (Annex C). These documents are to be forwarded to HQ PNG Defence Force.

Action by Headquarters PNG Defence Force

18.36 Headquarters PNG Defence Force is responsible for the following action:

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- a. If a member has decided not to receive pay in lieu of furlough. The member's election to have his furlough carried forward is forwarded to PNGDF Records Office for retention in his personal file and for notation on his personal records;
- b. If a member has applied to receive pay in lieu of furlough. Obtain a statement of service for furlough purposes and submit the application, and the statement of service to the approving authority showing:
 - (1) the date and the reasons for termination of service;
 - (2) the number of completed years of service and the period for which pay in lieu may be granted.

Pay in Lieu of Furlough to Dependents

18.37 When a member dies during service, pay in lieu of furlough can be made to the member's estate in the first instance, or if no will exists then pay in lieu of furlough can be made to his/her dependents in accordance with the following paragraphs.

18.38 When dependency has been established, payments can be authorized in proportions as determined by the Commander PNG Defence Force -(delegate of Personnel). Payment may be made either to the dependents directly or to some other person or persons where the dependents are under the age of 21 or are for any reason incapable of acting on their own behalf.

18.39 Persons making a claim for pay in lieu of furlough of a deceased member are required to complete the following documents:

- a. a Statutory Declaration (Annex D); and
- b. a Release and Indemnity Form (Annex E).

18.40 The written consent to permit payment to another person (Annex F) if appropriate is to be attached to the documents listed in the paragraph

18.41 When a payment is approved to a minor (child) dependent over the age 16 who does not give consent for payment to his mother, or some other person, a trustee can be appointed by the commander, PNG Defence Force.

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Pay in Lieu of Furlough to an Estate

18.42 When a member is discharged and is eligible for pay in lieu of furlough but dies before payment is authorized, payment can be made to his estate. HQ Defence Force is to arrange for this payment through the appropriate local

Pay In Lieu of Furlough to a Member in a Mental Institution

18.43 When a member is discharged and is eligible for pay in lieu of furlough but is an inpatient of a mental institution, one of the following procedures is to

- a. if his affairs are not being administered by a trustee, and a Government Medical Officer certifies that he is capable of managing his own affairs, payment may be made direct to the individual; or
- b. if his affairs are being managed by the Public Curator or by a PNG Government Official, payment may be made direct to that official; or
- c. he is incapable of managing his own affairs and a trustee has not been appointed, payment may be made to a suitable person appointed by the Commander PNGDF with the concurrence of the Secretary for Defence.

Recording of Approval for Pay in Lieu of Furlough

18.44 Details are to be entered in the member's record held in the PNGDF Records Office and a PHI 3 raised for the member's unit.

Action to Effect Payments In Lieu of Furlough

18.45 The Force Accountant is to be advised of the authorization for pay in lieu furlough by the Staff of the Directorate of Personnel Services.

Pay

18.46 Pay is defined as the pay prescribed in Chapter 15 of this manual for the rank, pay level and length of service in rank of the member, on the day immediately before he commences furlough, retires, or dies. Pay for furlough purposes also includes any of the following allowances payable at that time:

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- a. Force Service Allowance.
- b. Confined Space

18.47 The pay of a member may be varied during furlough by service increments that would vary the member's pay. The pay of a member who was on leave without pay or under forfeiture of pay, and who retires or dies at that time, is based on that pay which he would have been paid on that date.

Advance of Pay During Furlough

18.48 A member granted furlough can draw the allotted portion of his normal pays

Tax on Advance of Pay During Furlough

18.49 The taxation on advance payments for furlough or pay in lieu of furlough will be in accordance with the taxation laws.

Rank on Furlough

18.50 Rank on furlough is normally the substantive or provisional rank held by the member on the day prior to the commencement of furlough.

Higher Duties allowance

18.51 Higher Duties Allowance is paid for furlough and for pay in lieu of furlough under conditions that are defined in Chapter 19, paragraphs 19.8 to

Annexes:

- A. Verification of Previous Service for Purposes of Furlough
- B. Application for Furlough
- C. Application for Pay in Lieu of Furlough
- D. Statutory Declaration - (*Dependant claiming PIL on death of member*)
- E. Release and Indemnity

**VERIFICATION OF PREVIOUS SERVICE FOR PURPOSES OF
FURLOUGH**

Statement by Former Employer

Full Name of Employee:					
Name of Employing Department or Authority:					
Periods of full time continuous employment: <i>not including an employment to remunerated b fees, allowances or commissions only</i>					
Date Commenced:		Date Ceased:			
Date Commenced:		Date Ceased:			
Particulars of any furlough or long service leave or pay in lieu thereof, or any similar benefit (excluding annual recreation leave granted to the employee):					
Date Furlough Commenced:					
Date Furlough Ceased:					
Period of Furlough or Long Service Leave for Which <u>Payment</u> Granted in Lieu					
Period of Service in Respect of Which or Long Service Leave or Payment in Lieu Was Granted:					
The Minimum Period of Service Required to <u>Quality</u> for the Grant:					
Particulars of any leave not recognized for purposes of furlough or long service leave:					
Date Commenced:					
Date Ceased:					
Reason for Leave:					
Cause of Leaving Employment:					
Was Employee's Service Satisfactory:					
<u>Employer or Authorized Representative</u>					
Signature:				Date:	

APPLICATION FOR FURLOUGH

Member's Detail		
Service Number	Rank	Surname and Initials
Member's Unit		

Details of <u>Furlough</u>			
Commencement Date			
Cessation Date			
Reason for Furlough			
Address on Furlough			
Furlough Is On <small>(Click appropriate Requested)</small>	Full Pay	Half Pay	
Pay in advance is Requested <small>(Circle appropriate response)</small>	Yes	No	
Member's Signature			Date

Recommendation by Commanding Officer (**Circle** appropriate response)

Recommended	Not Recommended		
CO's Signature			

Approval by Director of Personnel Services (**Circle** appropriate response)

Approved	Not Approved		
DPS Signature			

18B-2 STATUTORY DECLARATION

(1) Insert name I (1)

occupation and ' address.

a of

do solemnly and sincerely declare that:

(2) If not Since the date I first commenced full time service in the Defence Force, I have applicable am cross

out not received from any source whatsoever, a grant of furlough or other similar than-. benefit (Z) other than

(3) If more than (3) one period of

service in the

From TO Defence force,

show the

employers prior

From TO each period.

And I make this solemn declaration by virtue of the Statutory Declarations A 1959, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statement contained in this declaration to be true in every particular.

(4) signature of

(4) the person making the

' declaration.

Declared at

on the day of

20 Before me,

(5) Signature of

(5) person and

(6) Title of

person, before

APPLICATION FOR PAY IN LIEU OF FURLOUGH

Member's Detail

Service Number	Rank	Surname and Initials		
Member's Unit				
Member's Signature			Date	

Recommendation by Commanding Officer (Circle appropriate response)
 Recommended I Not Recommended

CO's Signature

Pay Details - To be completed by PNGDF Records Office

Approved Termination Date		
Termination Authority		
Reason for Termination		
Pay for PIL Purposes	K per annum	
Completed Years of Service for PIL Purposes	Years	

Approval by Director of Personnel Services (Circle appropriate response)
 Approved Not Approved

DPS Signature

18C-2

STATUTORY DECLARATION

(1) Insert
name
occupation and
address.

a _____ of

(2) If not
applicable cross
out ⁽¹²⁾
other than".

Since the date I first commenced full time service in the Defence Force, I have not received from any source whatsoever, a grant of furlough or other similar benefit (2) other than

The names and addresses of employers by whom I was employed in the twelve months immediately before commencing full-time service in the Defence Force and the dates of employment were:

(3) If more than
one period of
service in the
Defence force,
show the
employers prior
to each period.

(3)

From To From To

And I make this solemn declaration by virtue of the Statutory Declarations Act 1959, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

(4) Signature
of the person
making the
declaration.

(4)

Declared at

(5) Signature
of person and
(6) Title of
person, before
whom the
declaration is

Before me,
(5)

(6)

STATUTORY DECLARATION
(Paragraph 18.39 refers)

(1) Insert
name
occupation
and address

a _____ of
do solemnly and sincerely declare that:

(2) Number,
rank and name
of the
deceased.

I am the widow/guardian of the dependant children of the late

The particulars of all persons who were dependant upon him at the date of his death a

as follows:

Name	Present Address	Relationship
------	-----------------	--------------

Deceased (children only)

(3) If not
applicable
cross out
"("other than"

He did not receive from any source whatsoever, a grant of furlough, pay in lieu thereof, or any similar benefits in respect of his Defence Force service, ⁽³⁾ other than

In the twelve months immediately before he commenced full-time service in the Defence Force the names and addresses of his employers and the dates of his employment were: (4)

(4) If more
than one
period of
service in the
Defence force,
show the
employers
prior to each

From	To	From	To
------	----	------	----

And I make this solemn declaration by virtue of the Statutory Declarations Act 1959, a d subject to the penalties provided by that Act for the making of false statements in sta rry declarations, conscientiously believing the statements contained in this declaration to true in every particular.

(4) Signature
of the person
making the
declaration.

Declared at

on the _____ day of _____

(5) Signature
of person and
(6) Title of
person, before
whom the
declaration is
made.

(5)

(6)

RELEASE AND INDEMNITY

(Paragraph 18.39

refers)

This Agreement is made BETWEEN _____ the

widow/son/daughter of Number _____ Rank _____ Name _____

of _____ in the _____ Province of Papua
New Guinea (hereinafter called the claimant) of the one part, and the Papua New Guinea
Government (hereinafter called the Government) of the other part.

Whereas _____ a member of the PNG Defence Force died

at _____ on _____ 20

And Whereas the Defence Board in the exercise of its powers may direct that an amount payable to a deceased member for payment in lieu of furlough may be paid to, or apportioned among, the member's dependants:

NOW THIS AGREEMENT WITNESSES:

1. The Government shall upon the signing hereof by the claimant pay to the claimant the sum of _____ for the sole use and benefit of the claimant.
2. In consideration of this payment the claimant hereby releases the Government and its servants and agents from any claim or demand by or on behalf of the claimant for or in respect of moneys authorized to be paid to the dependant of the said member.
3. In further consideration of this payment the claimant hereby indemnifies the Government and its servants and agents against any claim or demand by or on behalf of any other person for or in respect of money authorized to be paid to the dependant of the said member.

IN WITNESS hereof the parties have hereunto set their hands the day and year hereinafter written.

SIGNED by the said at _____)
in Papua New Guinea this day _____)

of _____ 20 _____)

in the presence of: _____)

FORM OF CONSENT
(Paragraph 18.40 refers)

I hereby consent to the payment to (1))

of my share of any sum representing pay in lieu of furlough in respect of the

Defence Service of the late (2)
which may become due to his dependants.

Signed: (3)

Date:

Witness to Signature:

Date:

Notes

1. Show full name of person nominated as payee.
2. Show number, rank, and name of deceased.
3. Each dependent 16 years or more to sign giving full name.

CALCULATION OF FURLOUGH

(Paragraph 18.3.a.(1) and 18.3.a.(2) refers)

Example

1. The calculation of furlough for a member who enlisted on 17 September 1969 and submits a Application for Furlough on 17 September 1987 is as follows: Number of Years Completed on or Before 30 June 1977

17 Sep 69 to 30 Jun 77 = 7 Years 287 Days = 7
Completed Years

Number of Years Completed on or After 1 July 77

1 Jul 77 to 17 Sep 87 = 10 years 79 days = 10
Completed Years

Therefore:

7 Years @ 9 days/year (old rate) = 63

days Plus

10 Years @ 12 days/year (new rate) = 120

days Total Accrued Furlough as at 17 Sep 87

63 days + 120 days = 183 days

CHAPTER 19

HIGHER DUTIES ALLOWANCE

General

19.1 Higher Duties Allowance (HDA) is paid to a member who performs the duties of a position which carries a higher rank than that which they hold.

19.2 HDA is not payable for differences in levels of skill.

Eligibility for HDA

19.3 Conditions. HDA is not an automatic entitlement. Real and definite responsibility must be involved. Recommending and approving authorities are to examine each application to ensure that the following conditions are satisfied:

- a. the member must be or have been competently performing the full duties of the higher rank and have done so for at least seven consecutive days;
- b. the position for which HDA is requested is shown on the unit establishment as having the higher rank for which HDA is claimed; and
- c. the position for which HDA is claim is temporarily vacant.

19.4 A Private who performs the duties of a Lance Corporal is not eligible for HDA.

19.5 Alternative Ranks. When alternative ranks are authorized for a position the lower rank is considered for payment of HDA. For example a member of the rank of Lieutenant is not to be paid HDA when he is occupying a position on the establishment designated for Lieutenant/Captain.

Absences from Duty

19.6 A member who is in receipt of HDA becomes ineligible for payment when he is absent from duty for more than seven consecutive days, except as provided in paragraph 19.7 to 19.10. HDA is to cease with effect on and from the first day of absence.

Rate of HDA

19.13 One Step in Rank. HDA is payable as a daily rate calculated as the difference between the current rate of pay of the member, and the daily rate he would receive if promoted to the next higher rank.

19.14 Two or More Steps in Rank. HDA is payable as a daily rate calculated as the difference between the current daily rate of pay of the member, and the daily rate he would receive if promoted to the higher rank.

19.15 Equivalent Rates of Pay. Where a member's rate of pay is equal to or in excess of the rate of pay for the higher position, no HDA is payable.

Application for HDA

19.16 Applications on Form FE2, are to be submitted after the completion of the period of the higher duties, except where eligibility continues for more than one month. In these cases application are to be submitted after the first month and then at the completion of each subsequent month up to the third month. The Chief of Personnel must then approve any further applications.

Documentation

19.17 One Step in Rank. Three copies of the FE2, are to be submitted to the unit headquarters by the member's sub-unit. If HDA is approved the forms are to be distributed as follows:

- a. one copy to unit file;
- b. one copy to PNGDF Records Office; and
- c. . one copy for member's sub-unit.

19.18 Two or More Steps in Rank. Four copies of the FE2 are to be submitted by the member's sub-unit to the unit headquarters. After recommendation by the unit Commanding Officer, one copy is to go to unit file as a 'watch copy' and three copies to HQ PNG Defence Force. If HDA is approved, the forms are to be distributed as follows:

- a. one copy to the unit file;
- b. one copy to PNGDF Records Office; and

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- c. one copy to HQ PNG Defence Force file.

Payment of HDA

19.19 On receipt of an approval for HDA, PNGDF Records Office is to initiate a Records Authority. The Force Pay Office upon receipt of the authority will produce 'one time' PVA (HDA payments are always retrospective). A records authority is to be raised for each month a member performs HDA.

19.20 It is important that overpayments are not made which may cause later hardships when they are corrected. Commanding Officers are to ensure that adequate systems exist in their units for the continual review of payments. An FE covers only the actual days employed on HDA and are submitted retrospectively.

Guidelines for Commanding Officer

19.21 Applications for HDA should be submitted when the CO considers that the member satisfactorily performed the full duties of the position, and not only because a vacancy exists or the normal occupant is absent. When duties are routine or minor the duties of the higher position could be considered valuable training for a subordinate.

Consequential HDA

19.22 HDA may be payable to a member who fills a position normally occupied another member in receipt of HDA, who is absent from this place of employment under circumstances outlined in paragraph 19.10 above.

CHAPTER 20

ALLOWANCES FOR MEMBERS ATTENDING COURSES AND EXCHANGE POSTINGS OVERSEAS

General

20.1 This chapter details the allowances payable to members attending course or serving overseas on exchange postings. Some of the more common courses and programs are with the following countries:

- a. Australia, under the Defence Co-operation Program (DCP);
- b. New Zealand, under the Mutual Assistance Program (MAP);
- c. United States of America, under International Military Education Training Program (IMET);
- d. Indonesia - under governmental arrangement; and
- e. Malaysia - under governmental arrangement.

The provisions do not apply to a member sent to these countries for hospitalization, medical treatment or associated therapeutic leave. A further point to note is that any member in receipt of allowances contained in this chapter, with the exception of Clothing Allowance, are not to receive any Travelling Allowances for Short Term Missions as detailed in General Order 6, Attachments 6.6 and 6.7. for the same period.

SERVING IN AUSTRALIA UNDER DCP

20.2 Allowances payable to members attending courses or serving in Australia on activities sponsored by the Defence Cooperation Program (DCP) are detailed in the following paragraphs. Members are not eligible for any of the following allowances for any DCP training conducted in Papua New Guinea. For members that receive approval to be accompanied by their families, 'family' for this purpose means the member's 'primary spouse', (as detailed in Chapter 70, paragraph 70.21 and non adult dependants; ie children under the age of 18.

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Living Allowance

20.3 A daily living allowance is payable fortnightly in arrears to all Defence Cooperation trainees for those periods they are eligible to receive this allowance whilst undergoing training in Australia. This allowance is intended to compensate the trainees for some of the additional costs of living outside Papua New Guinea and will be paid for the period they are under Australian control (ie from day of arrival in Australia to commence training to day of return travel to Papua New Guinea). It covers incidental expenses such as laundry, toiletries, telephone calls, mess fees and other personal expenses. The rate is detailed at Annex A.

20.4 Trainees are not eligible to receive the living allowance for those periods where they are:

- a. **part** of a group participating in an ADF combined exercise activity or undertaking field training (see paragraph 20.5 below);
- b. attached to a RAN or other vessel for training purposes and the vessel is at sea; however, the trainee will be eligible to receive the living allowance for those days (including part days) that the vessel is in port
- c. in receipt of the leave subsistence allowance (see paragraph 20.14 below);
- d. temporarily returned to Papua New Guinea during a course break or for other reasons; or
- e. elected to undertake pre or post course recreation leave in Australia.

Field Allowance

20.5 A daily field allowance is payable fortnightly in advance to those trainees participating in an ADF combined land exercise activity in Australia or undertaking field training in Australia as part of a group (eg Army Sub-Unit or similar group training). The allowance is payable for the period the group is in the field or being accommodated under canvas prior to, during or following the field training. The rate of allowance payable is detailed at Annex A.

Note

1. Trainees participating in combined land exercise activities or undertaking field training as part of a group are not eligible to receive the establishment allowance, living allowance or clothing allowance.

Living Out Allowance

20.6 A daily living out allowance is payable to married accompanied students attending:

- a. courses at the Australian Defence College (ADC) or attendance at the Command and Staff Course (CSC) at Weston Creek; and
- b. **attending** other specific long term courses or exchanges approved by IP Division.

20.7 Students must be accompanied continuously by their spouses for the major part of the course (more than 50 per cent) to be entitled to this allowance.

20.8 The allowance may also be paid to unaccompanied students attending:

- a. courses conducted at ADC or attending the CSC Weston Creek; and
- b. other specific long term courses/exchanges approved by IP Division;

where Service mess accommodation facilities are not available and where the student has been granted approval to live out in rented accommodation in lieu of utilizing the more usual full board hotel/hostel accommodation.

20.9 The allowance is to assist students to meet the additional costs of living 'off-base' in rented/leased accommodation (food, utilities, etc). The allowance is payable fortnightly in advance for that period of the course that a student needs to 'live out' in a rented/leased house or unit. The rate is detailed at Annex A.

Establishment Allowance

20.10 An establishment allowance is payable to eligible trainees to cover initial costs incurred on arrival in Australia. It is a single payment made once only. The amount paid is equivalent to 14 days living allowance and is to be paid on the date of arrival in Australia or first working day thereafter.

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20.11 A trainee is not eligible to receive the establishment allowance if the trainee is part of a group participating in an ADF combined exercise activity or undertaking field training (see paragraph 20.5.above) or who, during the full period of their training attachment in Australia, is not at any time eligible to receive the living allowance.

Book (Educational) Allowance

20.12 Expenses incurred in purchasing books, periodicals or educational materials necessary for use during the course will be reimbursed where prior approval for such expenses has been given by the Commanding Officer of the relevant training establishment or the CO's delegate. Approval for a purchase is to be obtained in advance to ensure that the material is appropriate and that the trainee is eligible to be reimbursed. Full details of purchases (including receipts) and approvals must be presented by the trainee to support a claim for reimbursement. The allowance has an annual cost reimbursement ceiling that is detailed at Annex

Leave Travel Allowance

20.13 A Defence Cooperation trainee may be granted travel warrants or vehicle allowance for travel within Australia during leave/stand down periods authorized by the training establishment. Cash payments are made only in cases where trainees do not travel by public transport and are based on the cost of return fares by surface public transport, ie rail or road. This allowance has an annual cost reimbursement ceiling that is detailed at Annex A.

Leave Subsistence Allowance

20.14 A leave subsistence allowance may be paid to Defence Cooperation trainees for authorized leave away from a Service establishment, for a period longer than 72 hours. Commanding Officers of establishments may, at their discretion, grant short leave to Defence Cooperation trainees whenever short leave or stand down is granted to Australian trainees at that establishment. The daily leave subsistence allowance is paid to assist trainees to meet accommodation and meal expenses while undertaking leave travel in Australia away from the training establishment. The allowance is payable in advance on application by the trainee

Note

2. Payment of the daily living allowance (but not living out or rent allowance) is suspended for those days the trainee is receiving the leave subsistence allowance.

Clothing Allowance

20.15 A clothing allowance is payable to eligible trainees to cover the purchase of civilian clothing to suit Australia's generally colder climatic conditions. Entitlements are determined by the time of year, length of stay and location of the training. Details of the categories along with rates are detailed in Annex A.

20.16 This allowance should be paid with the establishment allowance and should be paid once only within a 12 month period.

20.17 A trainee is not eligible to receive the clothing allowance if the trainee is part of a group participating in an ADF combined exercise activity or undertaking field training (see paragraph 20.5 above) or who, during the full period of their training attachment in Australia, is not at any time eligible to receive the living allowance.

Baggage Allowance

20.18 In addition to the airlines free baggage allowance, Defence Cooperation trainees travelling commercial air receive the following excess baggage allowance. The cost of any excess baggage over and above the limits detailed below is the responsibility of the particular trainee, as is the cost of any insurance, customs duties or bond storage fees incurred should the student elect to forward baggage unaccompanied.

20.19 Travel to Australia. As required, up to a maximum of 10 kg accompanied excess baggage is available for each trainee and for each Defence Cooperation sponsored dependant. This entitlement is for members attending actual courses and or exchanges, it does not include members attending conferences, seminars and/or workshops.

20.20 Return Travel - Short Courses. Where a Defence Cooperation trainee's duration of training in Australia is less than 12 months, the baggage allowance is:

- a. unaccompanied trainee (no combinations of the following are permitted):
 - (1) up to a maximum of 10 kg accompanied air excess baggage, or
 - (2) up to a maximum of 50 kg unaccompanied air baggage, or
 - (3) sea freight up to a maximum of the equivalent cost of 50 kg unaccompanied air baggage;

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- b. trainee accompanied by dependants (no combinations of the following are permitted, and the allowances for accompanied trainees will be the same whether the trainee travels with his dependants or separately):
 - (1) up to a maximum of 10 kg accompanied air excess baggage for the trainee, and the same for each of the dependants, or
 - (2) up to a maximum of 75 kg per family unaccompanied air baggage, or
 - (3) sea freight up to a maximum of the equivalent cost of 75 kg unaccompanied air baggage per family.

20.21 Return Travel - Long Courses. Where a Defence Cooperation trainee's duration of training in Australia is 12 months or more, the allowance is:

- a. unaccompanied trainee (no combinations of the following are permitted):
 - (1) up to a maximum of 10 kg accompanied air excess baggage, or
 - (2) up to a maximum of 100 kg unaccompanied air baggage, or
 - (3) sea freight up to a maximum of the equivalent cost of 100 kg unaccompanied air baggage.
- b. trainee accompanied by dependants (no combinations of the following are permitted and the allowance for accompanied trainees will be the same whether the trainee travels with his dependants or separately):
 - (1) up to a maximum of 10 kg accompanied air excess baggage for the trainee and the same for each of the trainee's dependants or
 - (2) up to a maximum of 150 kg per family unaccompanied air baggage; or
 - (3) sea freight up to a maximum of the equivalent cost of 150 kg unaccompanied air baggage per family.

Rent Allowance

20.22 This allowance is payable to married accompanied students who are in receipt of Living Out Allowance.

20.23 The allowance may also be paid to unaccompanied students attending:

- a. the ADC or CSC at Weston Creek, and
- b. other specific long term courses/exchanges approved by IP Division,

where the student has approval to live out in rented accommodation and is in receipt of the living out allowance.

20.24 The rent allowance is the maximum amount (cost ceiling) which a student may be reimbursed for the cost of leased/rented furnished accommodation when suitable Service accommodation is not available. The allowance is payable fortnightly in advance for that period of the course that a student needs to 'live out' in a rented/leased house or unit. The rent allowance is only to be paid on evidence of a signed lease or rental arrangement between the student and the property owner/agent for the accommodation for which the allowance is being sought.

Duty Travel Allowance

20.25 Where a Defence Cooperation trainee is required to incur accommodation or meal expenses while travelling on duty away from the Service establishment where normally based, the trainee may be paid the current rate of travel allowance (but not incidental allowance) as would be paid to an ADF or Defence officer under the same circumstances in accordance with extant Service or Defence instructions.

Supplementary Living Allowance

20.26 This allowance is paid by the PNG Defence Force to members proceeding on DCP sponsored courses. The intent of the allowance is to provide trainees with a level of disposable income more closely aligned with that of their peers. Supplementary Living Allowance is paid at the daily rate detailed in Annex A.

Payment of Allowances

20.27 Establishment, Outfit and Living Allowance up to the next payday are to be paid by the Area Servicing Paymaster in Australia within two working days of a student's arrival in Australia.

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20.28 Thereafter, the Unit Pay Representative of the training establishment is responsible for the fortnightly payment of Living Allowance and where applicable, Leave Subsistence Allowance, travel, costs and reimbursement for, books and education material.

20.29 Continuity of Living Allowance payments on transfers of a student from one unit to another is the responsibility of the Unit Pay Representatives at the dispatching and receiving units.

20.30 Supplementary Living Allowance is paid to the member no earlier than one week prior to departure from Papua New Guinea. Supplementary Living Allowance is paid in advance and commences on the day of arrival of the member in Australia and ceases on the scheduled completion date of the course. Upon arrival back in PNG the member is to acquit the advance by submitting a declaration (see Annex B) indicating the actual dates of the course. HQ PNG Defence Force is then to calculate whether the member has been over or under paid and is then to initiate action to either recover the overpayment, or to pay any outstanding monies due to the member.

20.31 Supplementary Living Allowance will not be paid to a member for periods as follows:

- a. when the member temporarily returns to Papua New Guinea during course break or for other reasons; or
- b. when the member has elected to undertake pre or post course recreation leave in Australia.

LONG TERM OVERSEAS LIVING ALLOWANCES

20.32 **Definition of 'Long Term'.** 'Long term' in relation to overseas training allowances means six months or more. The overseas allowances detailed below may be payable to members attending long term courses and exchanges overseas. Some of these allowances may also apply to members attending long or short term courses in Australia under the Defence Cooperation Program.

Rental Subsidy Allowance

20.33 This allowance is paid to members on long term overseas duty to assist them in securing suitable accommodation for the period of their duty. The rate detailed in Annex A is the minimum amount payable. Chief of Personnel is

authorized to approve an increase in this allowance up to a level that will enable the member to

secure accommodation of a standard appropriate to his rank in the .host country. This rate should be based on information requested from the host unit on local accommodation rental rates. The member is required to continue paying his MQ contribution in accordance with Chapter 15 whilst he is in receipt of Rental Subsidy Allowance. Rental Subsidy Allowance is not paid when the host government provides a member with accommodation (or an accommodation allowance).

Dependant Subsidy

20.34 Dependant Subsidy is paid to assist the member with those non-quantifiable expenses associated with maintaining dependants, who accompany them on long term duty overseas. It is paid at the rate detailed in Annex A and can be paid in conjunction with DCP allowances.

Clothing Allowance

20.35 Clothing Allowance is provided to members to assist them with outfitting themselves for differing climatic conditions to that which exist in Papua New Guinea. This allowance is paid at the rate detailed in Annex A. Clothing Allowance is not paid when the host government has already provided the allowance. This allowance can only be claimed at two yearly intervals and may be paid for both long or short term periods.

Overseas Living Allowance (OLA)

20.36 An overseas living allowance may be paid to the member and his/her dependants to assist with the generally higher costs of living overseas. The rates of this allowance will vary in accordance with the country being visited and the number and ages of the dependants accompanying the member. The daily rate of OLA is based on the daily non-executive rates of Travelling Allowance for Short Term Missions that are published from time to time in General Order 6. The rates are as follows:

- a. For all countries other than Australia:
 - (1) for the member and each dependant aged 16 years and over: 20% of the Short Term Mission rate published in General Order 6, Attachment 6.6; and

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- (2) for each dependant under 16 years of age: 10% of that rate.
- b. For Australia:
 - (1) for the member and each dependant aged 16 years and over: 40% of the Short Term Mission rate published in General Order 6, Attachment 6.7, Table B; and
 - (2) for each dependant under 16 years of age: 20% of that rate.

Overseas living allowance is not to be paid to a member in Australia on DCP sponsored training. Annex A details some of the more common countries where visits occur and the applicable rate of OLA for each of these.

Equipment Allowance

20.37 This allowance is to assist the member with the purchase of text books and other items essential to the successful completion of a training course. It is paid in arrears upon return to Papua New Guinea. Payment up to the maximum amount detailed in Annex A may be approved by Chief of Personnel Members must provide receipts for all expenditure.

SHORT TERM OVERSEAS LIVING ALLOWANCES

20.38 Definition of 'Short Term'. 'Short term' in relation to overseas training allowances means less than six months.

20.39 Except for Clothing Allowance (see paragraph 20.36), periods of overseas duty of less than six months duration do not attract the living allowances detailed in this Chapter paragraphs 20.32 to 20.37. Whilst on short term duty, other than D P sponsored training (see paragraphs 20.2 to 20.31) members will receive Travelling Allowance in accordance with Chapter 27.

Annexes:

- A. Rates of Overseas Living Allowances

ANNEX A T CHAPTER**RATES OF LIVING ALLOWANCES FOR OVERSEAS DUTY**

1. Australia - DCP Funded Training (All amounts in AUS\$)

Allowance	Rate	Remarks
Living Allowance:	\$19.19/day	
Living Out Allowance		
Field Allowance (Tier One/Tier Two)	\$28.90/\$16.95	Daily Rate
<u>Clothing Allowance:</u>		Paid only once.
30 days or less:	\$117.00	
More than 30 days in tropical areas:	\$117.00	North of Tropic of Capricorn.
More than 30 days in sub-tropical areas, but with less than 7 days between 1 May and 30 Sep:	\$234.00	
More than 30 days in sub-tropical areas, with 7 days or more between 1 May and 30 Sep:	\$468.00	
More than 30 days in sub-tropical areas, with at least 7 days between Apr and 31 Oct in the following designated 'cold' areas: Kiewa area, Snowy Mountains, the ACT and Tas:	\$468.00	
220 days or more in sub-tropical areas:	\$468.00	
Book (Equipment) Allowance:	\$272.00	Upper limit per year.
Leave Travel Allowance:	\$301.60	Upper limit per year.
<u>Leave Subsistence Allowance:</u>		
SNCO, WO and Officers:	\$76.24/day	
Other Ranks:	\$56.39/day	

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Allowance	Rate	Remarks
<u>Supplementary Living Allowance:</u>		
CWO and above:	\$25.00/day	
PTE to WO:	\$20.00/day	

2. Long Term Overseas Living Allowances

Allowance	Rate	Remarks
Rental Subsidy Allowance:	K120.00/week	Where accommodation neither provided nor paid for by a host country. Capers may vary the rate
Equipment Allowance:	K500.00/year	Reimbursed on <u>production of receipts</u>
<u>Dependant Subsidy:</u>		
Spouse:	K3,500.00/year	
Each dependant child:	K2,000.00/year	
Clothing Allowance:	K500.00	Every two years.
<u>Overseas Living Allowance:</u>		
Member and Dependants 16 and over:	See Table Below	
Dependants under 16:	See Table Below	

3. Overseas Living Allowance (Some Common Country Rates)

Country	Daily Rate 16 Years +	Daily Rate Under 16 Years
Australia	\$AU 24.00	\$AU 12.00
Britain	£UK 19.00	£UK 9.50
Japan	YEN 6080	YEN 3040
<u>Malaysia</u>	\$M 48.40	\$M 24.20
New Zealand	\$NZ 53.40	\$NZ 26.70
Singapore	\$S45.20	\$S22.60
<u>United States</u>		
Other than Washington	\$US 19.60	\$US 9.80
<u>Washington</u>	\$US 22.20	\$US 11.10

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Notes

1. Australian rates based on 40% and 20% of the non-executive daily rates of Travelling Allowance - Short Term Mission, published in General Order 6, Attachment 6.7, Table B dated March 1989.
2. Other country rates based on 20% and 10% of the non-executive daily rates of Travelling Allowance - Short Term Mission, published in General Order 6, Attachment 6.6 dated March 1989.



SUPPLEMENTARY LIVING ALLOWANCE - DECLARATION BY MEMBER

Member's Details

Service Number	Rank	Surname and Initials
Member's Unit		

Details of Overseas Service From To No of Days

Dates of Service in Australia			(a)
Periods of Service During Above Period Spent in Papua New Guinea <i>(ie, outside host country)</i>			(b)
			(c)
			(d)
Total Days <u>service</u> overseas	= (a) - ((b) + (c) + (d))		(e)

Member's Declaration

I, declare that the above information is, to the best of my knowledge, true and correct.

Member's Signature		Date	
--------------------	--	------	--

Acquittal Details

Actual Entitlement	= (e) X Daily Rate of SLA	\$AUS
Less Amount of Original Allowance Advanced		\$AUS
If result is a minus amount HQ PNGDF is to begin recovery action. If result is a <u>positive</u> amount member is to be id the difference.		\$AUS

A pproval • b Director of Personnel Services (circle appropriate response)

Approved	Not Approved		
DIPS Signature		Date	

CHAPTER 165

PRIVATE DEBTS

Voluntary Disclosure

21.1 If a member voluntarily discloses that they are being pressed to meet repayments on a debt, they are to be interviewed and given guidance.

21.2 Under current Financial Instructions, a member is not able to make an allotment to an individual for private debts. They are able, however, to make a self allotment to a bank account and to make private arrangements with that bank to make periodic payments to a nominated creditor. Arrangements are to be made for the debt to be paid in this manner.

Debts Notified by a Creditor

21.3 Often, a creditor will write to a member's unit seeking assistance to recognize a debt or to remind a debtor about overdue installments. When this happens, the member is to be interviewed to establish if he accepts that the debt is his liability. If the debt is admitted, the member should be directed to pay it in the manner detail in paragraph 21.2. In replying to the creditor, where the member admits liability, the CO is to explain:

- a. that the Defence Force is not able to enforce payment of the debt;
- b. that the member has been encouraged to make payment; and
- c. that should the member fail to contact him, normal civil procedure for the recovery of debts should be followed.

Repeated Complaints of Indebtedness

21.4 For repeated instances when a member, despite warnings, has brought embarrassment on the Defence Force, because he is not repaying his debts, a Commanding Officer may recommend the member's discharge on the grounds that the member's retention is not in the interests of the Defence Force (see Chapter Annex A Serial 4).

21.5 Should discharge action be undertaken as detailed in paragraph 21.4, Commanding Officers are to ensure that it is in accordance with the procedures detailed in Chapter 42 for officers or Chapter 58 for other ranks.

CHAPTER 22

COMPENSATION

General

22.1 A member of the PNG Defence Force is entitled to Workers Compensation payments where personal injury by accident arising out of or in the course of his employment is caused to the member. The Workers Compensation Act consolidated to No: II of 1990 refers.

Notices Required from Units

22.2 To facilitate effective recording of information relating to injuries or disease suffered by members, units are to furnish the following documents:

- a. Notice of Major Injury, Major Disease, Death or Suspected Death Industrial Safety and Welfare Act Form 6. This notice needs to be compiled and submitted by units to the Secretary, Department of Labour (through Pers Br, HQ PNGDF) whenever a member suffers a disease or injury which arose or might have arisen out of or in the course of his employment, and which requires attention, because of its severity, by a medical practitioner, medical assistant, or assistant medical practitioner or which results in death.
- b. BR 102. This form should be completed by an RMO whenever he considers the nature of the injury warrants it. This notice of injury is to be forwarded to Pers Br, HQ PNGDF for compilation with members personal records, and a copy is to accompany the investigating office report.
- c. Investigation of Personal Injuries and Deaths. To facilitate the determination of whether or not an accident arose out of or in the course of employment, and consequently if compensation is payable, an investigation must be completed pursuant to the terms of refer in Chapter 117 whenever:
 - (1) a member suffers a disease or injury which arose or might have arisen out of or in the course of his employment; and
 - (2) the injury/disease requires medical attention because of its severity or which results in death.

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22.3 Units may not waive the requirement to investigate without express written authorization from HQ PNGDF.

22.4 HQ PNGDF will take the necessary action to raise claims for compensation where appropriate, and in any event will advise the unit of the action taken upon receipt of the investigation.

CHAPTER 23

PATROL CASH ADVANCE

General

23.1 A cash advance may be made to patrol commanders for use in the maintenance and support of patrols under the control of Headquarters PNG Defence Force.

23.2 The advance is normally limited to a maximum of K500.00, however Commanding Officers may make application for more than this amount when considered necessary. In such cases, the application is to include a detailed statement explaining why the additional amount is required.

Application for Advance

23.3 Applications are to be made on the form Request for Patrol Cash Advance FA3 and are to include a reference to the HQ PNG Defence Force authority for the patrol.

23.4 Applications are to be submitted to the Force Paymaster at least 14 days before the commencement of the patrol. The advance is payable two days before the patrol commences.

Expenditure

23.5 The advance is to be used only for the following types of expenditure:

- a. when the patrol is not eating fresh rations, the purchase of up to $\frac{1}{2}$ kg of fruit or vegetables per man per day;
- b. payment for porters, guides and interpreters;
- c. hire of canoes and other forms of transport;
- d. urgent medical treatment and evacuation;
- e. miscellaneous expenditure such as the purchase of fuel and minor repairs to equipment; and
- f. up to K100.168 for emergency expenditure.

Accounting

23.6 All expenditure is to be recorded and accounted for on the acquittal form Patrol Cash Advance Acquittal, FA4.

23.7 Expenditure for miscellaneous and emergency purposes is to be supported whenever possible by receipts which are to be attached to the acquittal form.

23.8 Patrol roll books are to be presented to one of the sub-impresst holders listed in paragraph 23.10 below for completion of the certificate at paragraph 6 of the Patrol Cash Advance Acquittal

23.9 The completed acquittal form is to be sent to the Force Paymaster within _ seven days of completion of the patrol. Any cash left over is to be returned to the receiver of public moneys and the receipt obtained is to be attached to the acquittal form.

Sub-Impresst Holders

23.10 The sub-impresst holders for the purpose of drawing and acquitting a patrol cash advance are:

- a. CO 1 RPIR,
- b. CO 2 RPIR,
- c. CO HQ Murray Barracks,
- d. CO HQ Igam Barracks,
- e. CO PNGDF Patrol Boat Base,
- f. CO PNGDF Training Depot,
- g. CO Kiki Barracks, and

- h. CO/CI Defence Academy.

CHAPTER 24

INSURANCE AND COMPENSATION - LOSS OR DAMAGE TO PERSONAL PROPERTY

General

24.1 This chapter details the policy on insurance of personal property and compensation payable for loss or damage to personal property.

Insurance

24.2 Members and employees of the Defence Force are responsible for arranging their own insurance cover for personal property.

24.3 No liability is accepted by the Defence Force for loss or damage to personal property except as detailed in paragraphs 24.4 to 24.6.

Compensation

24.4 Compensation for loss or damage to personal property is payable only when the loss or damage occurs while a member is performing their duty and in circumstances which are beyond their control.

24.5 Items covered for the purpose of compensation are only those items which are necessary for the performance of duty and which have had to be replaced or repaired. These items include:

- a. articles of uniform;
- b. articles of personal equipment, for example, a watch; and
- c. any privately owned books, instruments or other articles.

24.5 Compensation is granted in one or more of the following ways:

- a. payment to cover the value of the items at the time of loss,

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Claims

24.7 Claims for compensation are to be forwarded to HQ PNG Defence Force for approval and are to include:

- a. a full account of the events leading to the loss or damage;
- b. a copy of the investigating officer's report on the incident, including statements of eye witnesses;
- c. an outline of the member's normal duty and any extra duties performed at the time of the loss or damage; and
- d. a statutory declaration from the member.

24.8 The statutory declaration is to include the following information:

- a. the value of each article at the time of the loss or damage,
- b. the cost of repair of damaged items, and

Annex:

A. Claim For Compensation - Loss and Damage of Personal Property

**CLAIM FOR COMPENSATION LOSS AND DAMAGE
OF PERSONAL PROPERTY**

Service Number	Rank	Surname and Initials		
Member's Unit				
Member's Normal Duties:				
Any Additional Duties at the Time of Loss:				
Circumstances Surrounding the Loss and/or Damage: <i>(including a full account of the events leading u to the Incident)</i>				
Member's Signature				
Investigating Officer's Report Witness Statements Attached: <i>Attached: {tick if specific} (tick it applicable)</i>				
Comments by Commanding Officer:				
CO's Signature				

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STATUTORY DECLARATION

(1) Insert name
occupation and
address. ^{r(1)}

a _____ of do

(2) If not
applicable cross
out "(2) further
declare...".

The items of personal property listed below were lost or damaged whilst I was employed in my normal duties or whilst performing additional authorized duties. (2) further declare that I have taken all reasonable actions to recover the lost items.

Item	<u>Value at Time</u> , <u>Cost of Repair or</u>
	<u>Of Loss</u> <u>Replacement</u>

And I make this solemn declaration by virtue of the Statutory Declarations A 1959, and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statement contained in this declaration to be true in every particular.

(3) Signature
of the person
making the
declaration.

(3)

Declared at

on the _____ day of

(4) Signature of
person and (5)
Title of person
before whom the ⁽⁴⁾

CHAPTER 25

ACT OF GRACE PAYMENTS

General

25.1 An Act of Grace payment is a payment made in circumstances where no legal obligation exists, but there is agreement that a moral obligation or other reason for payment in the particular circumstances exists.

Purpose

25.2 A claim for an Act of Grace payment is to be made only when the particular case is outside the scope of current legislation and instructions. It must be possible to say in the case under consideration, that existing legislation and instructions do not embrace the special circumstances of the case.

25.3 Such a payment is not to be made with the intention of avoiding restrictions or conditions of current legislation and instructions, nor is a payment to be made when the effect would be to extend the legislation or instruction in a manner not contemplated by the originator.

Application for Payment

25.4 Claims for an Act of Grace payment are to be submitted to the Chief of Personnel HQ PNG Defence Force. The claim may be rejected when it is considered that either no moral obligation exists or the claim is not acceptable under the terms of paragraphs 25.2 and 25.3 above.

CHAPTER 26

CIVILIAN CLOTHING ALLOWANCE

General

26.1 This chapter details the policy for the wearing of civilian clothes and the payment of an allowance to those members who are required to wear civilian clothes on duty.

Wearing of Civilian Clothes

26.2 Civilian clothes are not to be worn on duty without the specific approval of Commanding Officers/Officers Commanding. For members serving with HQ PNGDF this approval may be granted only by Service Branch Heads, by the Deputy Commander or Commander.

26.3 Approval to wear civilian clothing on duty may be given when:

- a. members are travelling on civilian transport;
- b. members are required to attend at civilian seminars, conferences, university lectures, Parliament House, etc; and
- c. members are unable to wear uniform because of unforeseen maintenance problems (ie, non availability of suitable uniforms) or because of medical restrictions approved by a Force Medical Officer, or Unit Medical Officer.

26.4 Members will be ordered to wear civilian clothes on duty when they are:

- a. posted to a civilian post requiring the wearing of civilian clothing;
- b. attending civilian courts;
- c.. required to attend at political or semi political gatherings of any kind;
- d. as members of the PNGDF Police Unit, they are directed to do so by an officer of that unit; or
- e. as members of the PNGDF Intelligence Section they are directed to do by an officer of that unit; and

- f. Commanding Officers/Officers Commanding consider that the wearing of uniform would not be in the best interests of the Force.

26.5 The wearing of civilian clothes on duty except as authorized by the preceding paragraphs will not be authorized.

Allowance for Civilian Clothes Worn on Duty

26.6 An allowance is payable for Papua New Guinea members of the Defence Force who are approved in accordance with paragraph 26.4.a. of this Chapter, to wear civilian clothes.

26.7 The allowance is payable at the rate of K10.00 per fortnight.

26.8 Payment of this allowance is through standard expenses claim procedures.

26.9 When a member is ordered to wear civilian clothes on duty in accordance with this Chapter and qualifies for the allowance in accordance with paragraph 26.4.a., a red 'C' is to be recorded in the unit roll book and certified by the Commanding Officer or Officer Commanding. Certified claims in respect of individual members, are to be submitted to the PNGDF cash offices (POM, Lae, Wewak; Lombrum) on a calendar monthly basis for payment of the allowance. COs/OCs are to certify in the body of the claim that, "I certify that (No) (Rank) (Name) was ordered to wear civilian clothes on duty the following dates for the month of (Month).

CHAPTER 27

TRAVELLING ALLOWANCE

Purpose of Allowance

27.1 Travelling Allowance is paid to meet the reasonable costs of accommodation, meals and incidental expenses incurred when a member is to make an authorized journey within Papua New Guinea on duty, posting or termination of service, or when travelling to and from an-overseas destination on duty. Approving authorities are reminded that service facilities for accommodation and meals are to be used wherever possible.

Special Definitions

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

27.3 'Authorized journey' means a journey by a member when, in accordance with a direction given by the proper Defence Force authority, the member:

- a. travels at the expense of the Defence Force to visit a place other than his or her normal place of duty for the purpose of performing duty at that other place and that visit requires the member to be absent overnight from his or her normal place of residence; or
- b. is posted for duty and the time necessarily spent in travelling to the new posting locality extends overnight, or preparatory to, or immediately after termination of service, other than on disciplinary grounds or on the grounds that the member is medically unfit due to is or her own default, the member travels from his or her last place of duty or the place where the member's service was terminated to a place at public expense and the time necessarily involved in travelling extending overnight.

27.4 'Member' means a serving member of the PNG Defence Force.

27.5 'Normal place of duty' means the place where the unit, sub-unit, ship or establishment to which the member is posted, is located.

27.6 'Normal place of residence' means the residence where the member is accommodated while serving at his or her normal place of duty.

Rates for Journey Extending Overnight or Longer

27.7 Travelling Allowance consists of three separate elements for accommodation, meals and incidental expenses. A member may be paid all or a combination of these elements depending on the circumstances and varies in accordance with rank and location. Travelling Allowance is divided into two categories:

- a. member accommodated in public accommodation, ie, hotel, motel, lodge or resort, this includes Service accommodation; and
- b. member accommodated in private accommodation, ie, with friends or relatives.

The rates are further divided as Lieutenant Colonel and below, and Colonel and above. This recognizes the status of office of the members travelling. The rates for each element are shown at Annex A to this Chapter.

Accommodation Element

27.8 The appropriate amount of this element is payable to a member for each night's accommodation. The accommodation element is not payable in respect of any night where:

- a. the member is to travel overnight without a break in the journey to stay in accommodation,
- b. the cost of accommodation is included in the fare payable for the journey or is to be provided at public expense,
- c. the member is expected to arrive at his or her destination in time to use available living accommodation, or
- d. the member is accommodated in Service accommodation.

Meal Element

27.9 The appropriate amount of this element is payable for each meal period which commences during a member's absence. For this purpose, the starting time for a meal period are:

- a. Breakfast - 0700 hours.

- b. Lunch - 1300 hours, and
- c. Dinner -1900 hours.

27.10 Where a member's journey commences after the starting time of a meal period, the member is not entitled to payment for a meal in respect of that period. The meal element is not payable for any meal that is included in the cost of a fare or provided at public expense. Food provided on civil aircraft is not regarded as a substitute for that which payment of the meal element is intended. The meal element should therefore be paid in these circumstances. The meal element is not paid for any period during which the member is accommodated in Service accommodation and provided with rations.

Incidental Element

27.11 This element is payable to a member for each complete day of an authorized journey and for the aggregate of the periods on the first and last days of the journey at either a complete day or part day rate. If the total period of the member's entitlement to Travelling Allowance is less than 24 hours the incidental element is still payable at the part day rate. The incidental element is not payable where a member:

- a. is in hospital,
- b. serves in a seagoing ship,
- c. serves in the field, or
- d. serves as a member of a force on exercises.

Example for Calculating Incidental Element Only

27.12 A Corporal departs the normal place of duty on Wednesday at 1700 hrs and arrives back at the normal residence at 2000 hrs on the following Friday.

Bas
ed on a daily incidental component of (for example) K7.00 the member is entitled to
Day 1: 1700 hrs Wednesday to 2400 hrs Wednesday = 7 hours (part day)
Day 2: 0001 hrs Thursday to 2400 hrs Thursday = 1 complete day K7.00
Day.3: 0001 hrs Friday to 2000 hrs Friday = 20 hours (part day) K3.50
Total =1 Complete Day @ K7.00/day Plus Sum of Part Days (27 Hours)
Therefore TOTAL = K7.00 + K7.00 = K14.00

Review Rate

27.13 When an authorized journey extends beyond 21 consecutive days in the same location, the provisions of paragraph 27.13 cease to apply 0001 hr of the twenty-second day. The incidental element of Travelling Allowance for any further period is to be calculated on a weekly basis in line with the requirements set out in Annex B of this Chapter and is 1/3 of the approved rate.

Travel on Temporary Duty

27:14 Period of Payment. For an authorized journey on duty, using the entitle means, Travelling Allowance is payable to a member in respect of the period from the time the member is to depart from his or her normal place of duty or residence the time he or she is to return to the member's normal place of duty or residence.

27.15 ' Use of Service Facilities. A member of the rank of Major (or equivalent

or below is required to use service living in facilities where these are available. The approving authority may waive this requirement if it is considered that the member' living in would be detrimental to the expeditious or efficient performance of his or her duty. Where a member, for personal reasons, chooses not to utilize available living in facilities, the accommodation and meal elements are not payable.

27.16 Travel on Duty by Other Than Entitled Means. Where approval has been given for a member to travel on duty by other than the entitled means, the member's Travelling Allowance entitlement is limited to that amount that travel by normal means would have incurred.

Travel on Posting

27.17 Period of Payment. For an authorized journey on posting, using the entitled means, Travelling Allowance is payable to a member in respect of the period _ from the time of departure from his or her former place of duty or residence to the time of arrival at the place to which the member has been posted. Where travel b privately owned vehicle is authorized as the entitled means, the provisions of subparagraph 27.18.a. apply.

27.18 Travel on Posting by Other Than Entitled Means. Where approval h been given for a member to travel on posting by other than the entitled means, the member's Travelling Allowance entitlement is limited to that amount that travel by normal means would have incurred.

27.19 Leave During Travel on Posting. Where a member is posted and is to proceed on leave during the period between departing his or her previous place of duty or residence and arriving at the new place of duty, Travelling Allowance is not payable for the leave period.

Travel on Termination of Service

27.20 Period of Payment. For an authorized journey on termination of service, using the entitled means, Travelling Allowance is payable to a member in respect of the period from the time of departure from his or her last place of duty or residence or the place where his or her service was terminated, as appropriate, to the time of the member's arrival at the place to which he or she was travelling at public expense. Where travel by other than normal entitled means is approved, Travelling Allowance entitlement is limited to that amount that travel by normal means would have incurred

Duty Travel Overseas

27.21 Members travelling on short-term duty overseas are entitled to Travelling Allowance in accordance with the entitlements detailed at paragraphs 27.10 to 27.15, but at different rates. Short-term duty is defined as a period of less than six

months. For periods of six months or more refer to Chapter 20.

27.22 The daily rates for countries other than Australia are based on the daily rates of Travelling Allowance - Short Term Mission, published in General Order 6, Attachment 6.6 dated March 1989. The daily rates of Travelling Allowance whilst Australia are based on the rates of Travelling Allowance - Short Term Mission, published in General Order 6, Attachment 6.7, Table B dated March 1989. The rates are detailed at Annex C.

27.23 Under no circumstances are members to claim or be paid Travelling Allowance under this Chapter whilst in receipt of the 'long term living allowances', detailed in Chapter 20. This includes both DCP funded and PNG Defence Force funded courses and detachments. Further, members are not to be paid Travelling Allowance under this Chapter for any period that they are in receipt of travelling allowance from a sponsor country whilst undergoing training. At times members may be provided with accommodation and/or meals by the sponsor country, or the PNG Defence Force may pay the sponsor government directly for these services. When this occurs the member is to have Travelling Allowance reduced by the applicable amount, ie, if meals are provided then the member does not receive the meal element.

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Recall from Recreation Leave

27.24 A member who is recalled for duty whilst on recreation leave is considered to be on duty from the time he or she commences travel in accordance with the recall order. For a member who is authorized to travel by other than normal entitle means, Travelling Allowance entitlement is limited to that amount that travel by normal means would have incurred.

Travelling Allowance Not Payable

27.25 Travelling Allowance is not payable in respect of a period where a

- member: a. is hospitalized;
- b. serves in a seagoing ship;
- c. serves in the field or as part of a force on exercises;
- d. is on any paid leave of absence from duty;
- e. travels on a journey for which approval to travel at public expense has not been given;
- f. is discharged or dismissed from the Defence Force for misconduct or reasons, or medical unfitness due to the member's default;
- h. is accommodated and provided with meals at the expense of the carver during an unavoidable disruption to his or her travel arrangements, except that the incidental element continues to be payable during this period;
- i. is posted to the location at which he or she is serving on temporary duty, the allowance ceasing on midnight of the day- prior to the effective date of posting;
- j. breaks his or her journey, unnecessarily or for personal reasons;
- k. is on free leave travel, or
- l. travels on a journey that is not overnight.

Authorized Journey Varied or not Undertaken

27.26 Where a member receives an amount of Travelling Allowance in respect of an authorized journey that is subsequently varied or is not undertaken, the member may be entitled to an additional amount or liable to repay an amount to the Defence Force as follows:

- a. Journey Extended. The member is entitled to an additional, amount to cover the expenses of the extended journey.
- b. Journey Shortened. The member is liable to repay to the Defence Force the amount that exceeds the entitlement in respect of the shortened journey.
- c. Journey Not Undertaken. The member is liable to repay to the Defence Force the whole of the amount received in respect of the journey that is not undertaken.

27.27 Recovery of Amounts. Where a member, to whom subparagraphs 27.25.b. and 27.25.c. refer, does not repay the amount as required, the amount repayable may be deducted from the salary and allowances that are or will be, payable to the member.

Rates Applicable to Dependants

27.28 The rates detailed at Annex A and B are applicable to dependants of members as follows:

- a. Spouse. The member's spouse is entitled to travelling allowance at the same rate as the member.
- b. Children. The member's children are entitled to travelling allowance at the following rates:
 - (1) Children 16 and over - same rate as the member.
 - (2) Children under 16 - 50% of the member's rate.

Annexes:

- A. Rates of Travelling Allowance Within PNG

RATES OF TRAVELLING ALLOWANCE WITHIN PNG

PUBLIC ACCOMMODATION RATES

Accommodation Element

1. Public accommodation is taken to mean hotel, motel, lodges and resorts and includes Service accommodation. The accommodation rate will vary with different places of accommodation. Prior to travel the cost of accommodation is to be determined by contacting the hotel, motel, lodge etc and confirming the nightly tariff. The accommodation will then be paid by government cheque or warrant, carried by the member. If the tariff exceeds the amount of the cheque or warrant, the member is to pay the excess and claim reimbursement upon return. The member is required to produce the original receipt for the reimbursement to occur. The standard of accommodation is to be commensurate with the status and rank of the member who is travelling.

Meal Element

2. The meal element of Travelling Allowance is detailed in the table below.

COMPLETE DAY RATES			
Meal	LTCOL and Below	COL and Above	
Breakfast	K13.00	K13.00	
Lunch	K15.00	K15.00	
Dinner	K21.00	K21.00	
PART	RATES <i>(ie, for first and last day of journey)</i>		
Meals	LTCOL and <u>Sallow</u>	COL and Above	
At or before 0700 hr	K49.00	K49.00	
At or before 1300 hr	K36.00	K36.00	
At or before 1900 hr	K21.00	K21.00	
After 1900 hr	- Nil		
return	.		
At or before 0700 hr	Nil	Nil	
At or before 1300 hr	K13.00	K13.00	
At or before 1900 hr	K28.00	K28.00	
After 1900 hr	K49.00	K49.00	

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Incidental Element

3. The daily rates of incidental element of Travelling Allowance are detailed in the table below:

Incidental Element	LTCOL and Below	COL and Above	
Complete Day Rate	K7.00	K10.00	
Sum of Part Day Absence: 24 hours or less: More than 24 hours:	K7.00 K10.00	K10.00 K13.00	
Review Rate	K2.33	K3.33	

4. **Review Rate.** The review rate of incidental element commences from 0001 hr on the 22ⁿd day in the same locality.

PRIVATE ACCOMMODATION RATES

Accommodation Element

5. The accommodation rate for members being accommodated with friends and relatives is K30.00 per night.

Meal Element

6. The meal element of Travelling Allowance is detailed in the table below.

COMPLETE DAY RATES			
	LTCOL and Below	COL and Above	
Breakfast	K7.00	K7.00	
Lunch	K10.00	K10.00	
Dinner	K12.00	K12.00	
PART	RATES (ie, for first and last day of journey)		
	LTCOL and Below	COL and Above	
At or before 0700 hr	K29.00	K29.00	
At or before 1300 hr	K22.00	K22.00	
At or before 1900 hr	K12.00	K12.00	

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After 1900 hr	Nil	Nil	
<u>Return:</u>			
At or before 0700 hr	Nil	Nil	
At or before 1300 hr	K7.00	K7.00	
At or before 1900 hr	K17.00	K17.00	
After 1900 hr	K29.00	K29.00	

Incidental Element

7. The daily rate of incidental element of Travelling Allowance is detailed in the table below:

Incidental Element	LTCOL and Below	COL and Above	
Complete Day Rate	K7.00	K8.00	
Sum of Part Day Absence:			
24 hours or less:	K7.00	K10.00	
More than 24 hours:	K10.00	K13.00	
<u>Review Rate</u>	<u>K2.33</u>	<u>K3.33</u>	

8. Review Rate. The review rate of incidental element commences from 0001 hr on the 22nd day in the same locality.

Appendix:

1. Examples - Travelling Allowance Calculations

EXAMPLES - TRAVELLING ALLOWANCE

1. Example 1. A Sergeant departs his unit in Lae to travel to Port. Moresby for a seven day course. He departs Lae at 1230 hr on 3 Mar 99 and arrives in Port Moresby at 1600 hr. He departs Port Moresby 1530 hrs on 11 Mar 99 and returns to Lae at 1730 hr. During his stay in Port Moresby his rations and accommodation were provided by Service means:

Incidentals

First Day 3 Mar 99 from 1230 hr to 2400 hr = 11½ hours

Complete Days 4 Mar to 10 Mar 99 = 7 days @ K7.00/day = K49.00

Last Day 11 Mar 99 from 0001 hr to 1730 hr = 17% hours Aggregate

SUB TOTAL Incidentals = K49.00 + K10.00 =

Member traveled during lunch on 3 Mar 99 therefore he is entitled to lunch Q K11 5.00, b arrived in time for a rationed dinner. Member was provided with rations by Defence during his course and therefore is not entitled to meals for the duration of his stay in Moresby. Members return journey was not during any meal period therefore no meal element is required for rearm.

SUB TOTAL Meals = K1&00

Accommodation

Member was provided with Service accommodation by Defence during his course and therefore is not entitled to accommodation element for the duration of his stay in Port Moresby.

SUB TOTAL Accommodation =

TOTAL CLAIM = (1) K59.00 + (M) K15.00 = K74.00

2. Example 2. A Major departs his unit in Wewak to travel to Lae for a the day conference. He departs Wewak at 0700 hr on 24 Jun 99 and arrives in Lae a 1030 hr. He departs Lae 1530 hrs on 27 Jun 99 and returns to Wewak at 1730 h During his stay in Lae he is accommodated at the Lae International and is required

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Incidentals

First Day 24 Jun 99 from 0700 hr to 2400 hr = 17 hours

Complete: Days 25 Jun to 26 Jun 99 = 2 days K7.00/day = **K14.00**

Last Day 27 Jun 99 from 0001 hr to 1730 hr = 17½ hours Aggregate
of Part Days = 17 + 17/2 = 34/2 hours = **K10.00**

SUB TOTAL Incidentals = K14.00 + K10.00 = **K24.00**

Meals

First Day Departed Wewak 0700 24 Jun 99 = **K49.00**

Complete Days 25 Jun to 26 Jun 99 = 2 days @ K49.00/day = **K98.00**

Last Day Returned Lae 1730 hr 27 Jun 99 = **K28.00**

SUB TOTAL Meals = **K175.00**

Accommodation

Arriving Lae 24 Jun 99 Departing 27 Jun 99 = 3 nights @ K200.00/night = **K600.00**

SUB TOTAL Accommodation = Cheque for Lae International **K600.00**

TOTAL CLAIM =(I) **K24.00 + (M) K175.00 (A) K600.00= K799.00**

(K199.00 for *Member Plus* 'Cheque for K600.00 for Accn)

3. Example 3. A Corporal departs¹ his unit in Manus to travel to Port Moresby for a four week detachment at Murray Barracks. He departs Manus at 1100 hr on 23 Apr 99 and arrives in Port Moresby at 1430 hr. He departs Port Moresby at 133 hrs on 27 May 99 and returns to Manus at 1700 hr. During his stay in Port Moresby he is accommodated and rationed at Murray Barracks.

Incidentals

First Day 23 Apr 99 from 1100 hr to 2400 hr = 13 hours

Complete Days 24 Apr to 26 May 99 = 33 days

First 21 Days Full Rate @ K7.00/day = **K147.00**

Next 12 Days Review Rate @ K2.33/day = **K27.96** Last Day 27 May 99
from 0.001. hr to 1700 hr, = 17. hours

Aggregate of Part Days = 13+ 17 = 30 hours = **K10.00**

SUB TOTAL Incidentals= K49.00 + K10.00 = **K184.96**

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file"

Member traveled during lunch on 23 Apr 99 therefore he is entitled to lunch @ K15.00, bull arrived at Murray Barracks in time for a rationed dinner. Member was provided with rations by Defence during his detachment and therefore is not entitled to meals for the duration of his stay in Port Moresby. Members return journey was not during any meal period, therefore no meal element is required for return.

SUB TOTAL Meals = K15.00

Accommodation

Member was provided with Service accommodation by Defence during his detachment and therefore is not entitled to accommodation element for the duration of his stay in Port Moresby.

SUB TOTAL Accommodation = NIL

TOTAL CLAIM = (I) K184.96 + (M) K15.00 = K199.96

4. Example 4. A Sergeant departs his unit in Port Moresby to travel to Lae

on posting to the Engineer Battalion at Igam Barracks. He is accompanied by his wife and two children aged 7 and 14. He departs Port Moresby at 1100 hr on 13 Feb 99 and arrives in Lae at 1430 hr the same day.

The member and his family are not entitled to Travelling Allowance as their journey does not extend overnight. They will be entitled to claim Casual Meal Allowance for lunch in accordance with Chapter 29.

OVERSEAS RATES OF TRAVELLING ALLOWANCE

Countries Other than Australia

1. Overseas rates of Travelling Allowance for countries other than Australia are based on the Public Service Daily Rates of Travelling Allowance - Short Term Mission published in General Order 6 Attachment 6.6.
2. Accommodation. Accommodation is dependent upon the nightly tariff of the accommodation the member intends occupying. The rates for these are to be ascertained prior to travel if possible and payment made directly to the house of accommodation.
3. Meals & Incidentals. The cost of each meal and incidentals is based on percentages of the published daily rate in General Order 6, and is based on the country in which the member is expected to spend that night or terminate the leg of the flight. Below are some of the more common overseas destinations, however the percentage and method can be applied to any of the countries in General Order 6.

Country and Daily Rate	Meals & Incidentals	Percentage	LTCOL and Below	COL and Above
BRITAIN £95.00/£98.00	Breakfast	23.5%	£22.32	£23.03
	Lunch	26.5%	£25.18	£25.97
	Dinner	37.5%	£35.63	£36.75
	<u>Incidentals</u>			
	Full Rate	12.5%	£11.88	£12.25
	Review Rate	<i>(1/3 of full Rate)</i>	£3.96	£4.08
JAPAN YEN 30,400	Breakfast	23.5%	YEN 7,144	YEN 7,144
	Lunch	26.5%	YEN 8,056	YEN 8,056
	Dinner	37.5%	YEN 11,400	YEN 11,400
	<u>Incidentals</u>			
	Full Rate	12.5%	YEN 3,800	YEN 3,800
	Review Rate	<i>(1/3 of full Rate)</i>	YEN 1,267	YEN 1,267

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Country and Daily Rate	Meals & Incidentals	Percentage	LTCOL and Sol	COL a' Above
MALAYSIA \$M 242.00	Breakfast	23.5%	\$M 56.87	\$M 56.8'
	Lunch	26.5%	\$M	\$M 64.1'2
	Dinner	37.5%	\$M 90.15	\$M 90.7!2
	<u>Incidentals</u>			
	Full Rate	12.5%	\$M'30.25	\$M 30.22
Review Rate	(1/3 of Full Rate)	\$M 10.08	\$M 10.0	
NEW ZEALAND \$NZ 267.00	Breakfast	23.5%	\$NZ	\$NZ 62.
	Lunch	26.5°x6	\$NZ	\$NZ 70.
	Dinner	37.5%	\$NZ 100.13	NZ 100.
	<u>Incidentals</u>			
	Full Rate	12.5%	\$NZ 33.38	\$NZ 33.
Review Rate	(1/3 of Full Rate)	\$NZ 11.13	\$NZ 11.	
SINGAPORE \$S226.00	Breakfast	23.5%	\$S53.11	\$S53.11
	Lunch	26.5%	\$859.89	\$S 59.8'
	Dinner	37.5°k	\$S84.75	\$S 84.7
	<u>Incidentals</u>	12.5% `		
	Full Rate		\$S28.5	\$S 28.2!1
Review Rate	(1/3 of Full Rate)	\$S9.42	\$S 9.4	
UNITED STATES				
OTHER THAN WASHINGTON \$US 98.00	Breakfast	23.5%	\$US 23.03	\$US 23.03
	Lunch	26.6%	\$US	\$US 25.07
	Dinner	37.5%	11P' q.116	\$US 36.15
	<u>Incidentals</u>			
	Full Rate	12.5%	\$US 12.25	\$US 12.,'15
Review Rate	(1/3 of Full Rate)	\$US 4.08	\$US 4.0	
WASHINGTON \$US 111.00	Breakfast	23.5% -	\$US 26.01	\$US 26.11
	Lunch	26.5%	\$US 29.42	\$US 29.42
	Dinner	37.5%	\$US 41.63!	US 41.0
	<u>Incidentals</u>			
	Full Rate	12.5%	\$US 13.88	\$US 13.18
Review Rate	(1/3 of Full Rate)	\$US 4.63	\$US 4.6	

4. Review Rate. The review rate of incidental element commences from 0001 hr on the 22nd day in the same locality.

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Travel to Australia

5. Overseas rates of Travelling Allowance for Australia are based on the Public Service Daily Rates of Travelling Allowance - Short Term Mission published in General Order 6 Attachment 6.7.

6. Accommodation. Accommodation is dependent upon the nightly tariff of the accommodation the member intends occupying. The rates for these are to be ascertained prior to travel if possible and payment made directly to the house of accommodation.

7. Meals & Incidentals. The cost of meals and incidentals are based on percentages of the published daily rate in General Order 6 Attachment 6.7, and are to be paid in accordance with the following table.

Country and Daily Rate	Meals & Incidentals	Percentage of Daily Rate less Incidentals	LTCOL and Below	COL and Above
<u>AUSTRALIA</u> CAPITAL CITY \$AUS 165.00/220.00	Breakfast	27%	\$AUS 28.35	\$AUS 40.
	Lunch	30%	\$AUS 31.50	\$AUS 45.(0
	Dinner	43%	\$AUS 45.15	\$AUS 64.
	<u>Incidentals</u>			
	Full Rate		\$AUS 60.00	\$AUS 70.00
	Review Rate	(1/3 of Fat Rate)	\$AUS 20.00	\$AUS 23.
	NON CAPITAL CITY \$AUS 155.00/160.00	Breakfast		
Lunch			<u>AUS</u>	
Dinner				
<u>Incidentals</u>				
Full Rate			<u>55.00</u>	
Review Rate			\$AUS 18.33	

8. Review Rate. The review rate of incidental element commences from 0001 hr on the 22nd day in the same locality.

CHAPTER 28

VEHICLE ALLOWANCE

General

28.1 When a member has been given approval to travel on duty in his motor vehicle, he is to be paid-Vehicle Allowance subject to the conditions of this and following paragraphs. A member is entitled to vehicle allowance when he:

- a. makes a journey in his vehicle on duty;
- b. journeys in his vehicle to a place on termination of his service and is entitled to have his fares for the journey paid at public expense;
- c. makes a journey in his vehicle on recreation leave and is entitled to have his fares for the journey paid at public expense, which must conform to movement details contained in the LT17; or
- d. journeys in his vehicle to a place when he is entitled to a removal to that place at public expense.

Vehicle Definition

28.2 A member's motor vehicle includes:

- a. the member's own vehicle;
- b. a vehicle hired by him for use on the journey; or
- c. a vehicle which the member has been permitted to use for the journey

Irrespective of whether the vehicle is defined under sub paragraph 28.2.a., 28.2.b 28.2.c. the vehicle is required to have carry compulsory third party insurance and current registration. Additionally the member must be licensed to drive the particular class of vehicle.

Travel on Duty

28.3 When a member uses his vehicle on duty because either:

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- a. he cannot conveniently make the journey by suitable public transport; or
- b. the use of such vehicle will result in greater efficiency or in less expense than the use of public or service transport the vehicle allowance payable is up to 500 km/month rate.

28.4 When a member uses his vehicle in lieu of service transport and does not satisfy the conditions of paragraph 28.3 he shall receive the lesser of:

- a. the over 500 Km/month rate of vehicle allowance; or
- b. an amount equal to the cost of fares that would have been paid by the Defence Force if the member had used public transport.

Travel on Removal

28.5 When a member is authorized to use his motor vehicle for a journey on removal the vehicle allowance payable is the lesser of:

- a. the over 500 Km/month rate of vehicle allowance; or
- b. an amount equal to the cost of fares plus the cost of freighting the member's vehicle which would have been incurred by the Defence Force if the member had used public transport.

Additional Allowance

28A A member who is entitled to vehicle allowance and with the approval of his superior officer:

- a. carries a passenger or passengers who would be entitled to make the journey at public expense;
- b. carries in his vehicle service stores or equipment weighing not less than two hundredweight; or
- c. tows a trailer or caravan.

Is to be paid an additional allowance of one toea per km.

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Travel by Shortest Route

28.7 For the purpose of assessing vehicle allowance the number of km traveled is to be number of km by the shortest convenient route.

Rate of Payment

28.8 Payment is to be in accordance with the table shown in Annex A.

28.9 Each claim form submitted by the authorized members monthly, to the Director of Transport and Movement Headquarters PNG Defence Force, must now contain the following certification:

*"I certify that this vehicle carries compulsory Third Party Insurance and current registration and that the distance traveled was as a result of official business.
further certify that I am licensed to drive this class of vehicle"*

Annex:

A. Rates of Vehicle Allowance and Claim Procedures

**ANNEX A TO
CHAPTER 28**

RATES OF VEHICLE ALLOWANCE AND CLAIM PROCEDURES

1. The rates of Vehicle Allowance for personnel who have approval from Director of Transport and Movements to use their private vehicle for official purposes, effective from 20 August 1979 are detailed in the table below.
2. General. Mileage allowance is paid to an employee who is directed by Director of Transport and Movements to use his or her vehicle for Defence Force business.
3. Payment Procedures. A claim form TF4 giving details of kilometres, rates and journeys is to be submitted to Director of Transport and Movements at the end of each month for approval. The claim must have the following certification endorsed on it:

"I certify that the kilometres claimed were for travel on official Defence Force business, and that the vehicle used

(Vehicle Make/Model) (Regn No) (Engine Capacity CC)

is covered by third party insurance and current registration. I further certify that I am licensed to drive this class of vehicle. Director of Transport and Movements will commit the claim and forward to Accountant PNG Defence Force for payment."

4. Rates. The rates are as follows *(in toea per kilometre)*

Location	Vehicle 1800 cc and over		Vehicle Under 1800 cc		Motorbike		
	Up to 500 km	500 km and Over	Up to 500 km	500 km and Over	Up to 500 km	500 km and Over	
Port Moresby and Las	0.14	0.095	0.11	0.06	0.05	0.03	
Wewak	0.22	0.155	0.175	0.095	0.075	0.045	
Manus	0.275	0.195	0.22	0.12	0.095	0.055	

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5. Engineer Staff. Where engineer staff use their vehicle for official Defence Force business on maintenance tasks, GE (South) may approve procedures and rates outlined in paragraphs 3 and 4.

6. A member with allowance in excess of 500 km per month will be paid at the

CHAPTER 29

CASUAL MEAL ALLOWANCE

General

29.1 This chapter describes the circumstances and method of payment for casual meal allowance.

Entitlement

29.2 Casual Meal Allowance may be paid to members when they are required to travel away from their normal place of duty for a period of such a duration as to render it impractical for them to return to their normal place of abode for meals.

29.3 Casual Meal Allowance may also be paid when a member is travelling from one place to another and the journey extends over a meal period but not overnight. This may occur when a member is travelling on posting from one place to another and the journey takes place over a meal period but does not involve overnight travel.

Casual Meal Allowance is also applicable to a member's family if travelling during authorized meal period during travel on posting. The rates are detailed in Annex to this Chapter.

29.4 Casual Meal Allowance is not to be confused with Allowance in Lieu of

Meals as described in Chapter 15. The major difference being that this allowance is paid when members are away from their normal place of duty, as opposed to their normal place of duty being remote from the unit.

Authorized Meal Periods

29.5 Authorized meal periods for the purposes of this Chapter are as follows a.

- a. Breakfast - 0700 hours,
- b. Lunch - 1300 hours, and

Rates Applicable to Dependants

29.6 The rates detailed at Annex A and B are applicable to dependants of members as follows:

- a. Spouse. The member's spouse is entitled to travelling allowance at the same rate as the member.
- b. Children. The member's children are entitled to travelling allowance at the following rates:
 - (1) Children 16 and over - same rate as the member.
 - (2) Children under 16 - 50% of the member's rate.

Annex:

- A. Rates for Casual Meal Allowance

RATES FOR CASUAL MEAL ALLOWANCE

1. Following are the rates for Casual Meal Allowance:
 - a. Breakfast - K3.00;
 - b. Lunch - K5.00; and

 - c. Dinner - K7.00

CHAPTER 36

OFFICERS - GENERAL INSTRUCTIONS

36.1 This chapter contains instructions of a general nature applicable to officers of the Papua New Guinea Defence Force.

Types of Commission

36.2 The types of commission in the Defence Force are:

- a. Permanent Commission. A Permanent Commission is granted to selected officers. An officer granted a permanent commission will hold that commission until they retire, resign their commission or their service is terminated for administrative or disciplinary reasons.
- b. Short Service Commission. A short service commission (SSC) is normally granted to direct entry officers who possess a degree or diploma. The initial period of a SSC is for three years. The officer may be granted further extensions, in multiples of three years, upon application. SSC officers may also apply to be granted a Permanent Commission at any time after they have completed their first three years of commissioned service. Applications are to be forwarded with the CO/OC recommendation to C Pers.

Classification of Officers

36.3 Officers of the Defence Force are classified in two groups:

- b. Specialist Officers.

36.4 General Duties Officers. General Duties Officers are placed on a general list in order of seniority. Wider career opportunities are open to these officers since they may compete for established posts that do not require specialist qualifications.

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36.5 Specialist Officers. Specialist Officers are those holding certain civilian professional qualifications whose limited prospects for promotion, because of restricted avenues of advancement, warrant their inclusion in a separate list. All specialist officers are placed on the specialist list in order of seniority without regard to their individual professions. Specialist Officer categories are:

Medical - Doctors, Health Extension Officers, Health Officers, Dispenser
Dental - Dentists, Dental Therapists
Legal Officers Chaplains Psychologists Education Officers Public
Relations Officers Other specialists as required by the Defence Force

Employment

36.6 All officers of the general list have a basic employment for which they are trained and in which they are normally employed as Junior Officers.

Seaman
Infantryman
Pilot
Supply Engineer
Communications
Administration Catering
Transport and Movement
Military Police

36.7 Some employment categories may be sub-divided for example:

Engineer Marine
Engineer Aeronautical
Engineer Electrical

Retired List

36.8 On retirement, officers are placed on the Retired List with the substantive rank held at that time.

Rank and Seniority

36.9 The ranks of officers in the Defence Force in ascending order are:

Second Lieutenant
Captain
Major

Lieutenant Colonel
Brigadier General

36.10 Substantive Rank. Substantive rank may be withdrawn only within the provisions of the Defence Act and its Regulations.

36.11 Seniority. An officer's initial rank and seniority are specified when they are appointed. After promotion, an officer's seniority in a particular rank will be from date of promotion to that substantive rank. Officers with the same substantive rank and date of seniority are shown on the Defence Force seniority list, in alphabetical order. Seniority is based on substantive rank only.

CHAPTER 37 SELECTION, TRAINING AND APPOINTMENT OF OFFICERS

General

37.1 This chapter outlines the policy and general procedure relating to the selection, training and, appointment of officers.

Selection

37.2 A Headquarters PNG Defence Force Selection Board selects potential officers from serving members or civilian applicants. The composition of the various Selection Boards together with detailed procedures and notes for the guidance of Board members are contained in Headquarters PNG Defence Force Instructions. Additional detail concerning sponsored students and trainee pilots is contained in Chapters 86 and 89 respectively.

37.3 All persons wishing to be selected for officer training are to make formal application.' Although a recruiting officer, in the case of civilians, or officers in the case of a serving member, may suggest or recommend a particular individual, as a potential officer, the selection process will only be initiated by a formal application from the individual.

37.4 Avenues of Entry to Commissioned Rank. The avenues of entry to commissioned rank in the PNG Defence Force are:

- a. by graduation from the PNG Defence Academy; or
- b. by graduation from an overseas officer training institution; or
- c. by graduation from an In-Service Officer Qualifying course, or
- d. through the sponsored student scheme - by graduating from the appropriate tertiary institution; or
- e. by direct entry, for individuals with professional qualifications, skills and/or experience required by the Defence Force; direct entry may be made from any source civilian or military (ie, from the ranks); or

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- f. in the case of Dental Therapists, by having completed a minimum period of three years of experience since qualifying as a Dental Therapist, including a minimum of one year of service in the PNG Defence Force with the rank of Sergeant and on the recommendation of the Director of Health services.

36.5 Eligibility - General Conditions. To be considered for selection for officer training or appointment, applicants must satisfy the following conditions:

- a. Nationality. An applicant must be a citizen of Papua New Guinea before being appointed to a commission.
- b. Personal Qualities. An applicant must be of good character and possess the personal attributes of an officer.
- c. Age. An applicant must be at least 18 years of age. No upper limit has been set, as individual cases are judged in regard to Force requirements and the applicant's qualifications.
- d. Medical and Dental Standards. Applicants must be medically and dentally fit to standards determined by the Director of Health services and specified in this Manual.
- e. Psychological Standards. Applicants are to be tested by a qualified service psychologist and must be judged as suitable for Defence Force service and for officer training.
- f. Educational Standards. Applicants must possess the minimum educational qualification appropriate to the avenue of entry for which they apply. Briefly stated these minimum qualifications are:
 - (1) for entry to the PNG Defence Academy - Grade 12 or equivalent;
 - (2) for entry to the In - Service Officer Qualifying Course - Grade 10 or equivalent;
 - (3) to become a sponsored student - prerequisite education standards that are acceptable to the appropriate tertiary institution; and
 - (4) for direct appointment - professional qualifications, skills or experience appropriate to the PNG Defence Force

9. Marital Status. Applicants for admission to the PNG Defence Academy or for the sponsored student scheme should: be single. In special cases the training of married men may be approved.

37.6 Applications. Applications for officer training or direct entry appointment are to be processed as follows:

- a. All civilian applications are to be forwarded to the PNG Defence Force Recruiting Officer for initial documentation and, processing. Applications are then to be forwarded to HQ PNG Defence Force for action by the Director of Manpower.
- b. Applications by serving members are to be addressed to their Commanding Officers. After discussing an application with a member to ensure that all relevant information is included, the Commanding Officer is to forward it, together with his recommendation to the Director of Manpower.
- c. The Director of Manpower is to consider all applications for officer training or appointment in relation to the PNG Defence Force manpower requirement, and is to convene selection boards where necessary. Where the qualifications of a particular applicant do not match a current PNG Defence Force requirement, the Director of Manpower is to suggest either an alternative mode of entry, if appropriate, or that a further application be submitted at a later date. When the applicant is a serving member and the selection of that member for officer training would seriously affect the manning or efficiency of any unit of the Force, the Director of Manpower is empowered to refuse the application until the manning situation improves.

37.7 Documentation. The forms to be used, their purpose and the number of copies required for each avenue of entry, are detailed in PNG Defence Force Instruction for Recruiting and Selection.

37.8 Procedures. All selection procedures are detailed in PNG Defence Force Instructions.

37.9 Selection of Chaplains. Chaplains for the PNG Defence Force are selected and appointed as detailed in Chapter 180.

37.10 The Commander PNG Defence Force after consultation with the Head of Churches Council is empowered to reject any selection if he believes it to be against the interests of the PNG Defence Force. In this case the Council will be invited to submit alternative nominations for the Commander's approval.

Training

37.11 PNG Defence Academy. The Defence Academy is established at Igam Barracks, Lae, to conduct a one year training course for Officer Cadets. Students enter at a minimum of Grade 12 standard as Officer Cadets and graduate as general list officers with the rank of Second Lieutenant. Full details of the college course requirements, syllabus and standards are contained in the PNG Defence Force Training Manual.

37.12 In-Service Officer Qualifying Course. This course is designed to qualify serving other rank personnel for appointment to commissioned rank. Details of course standards and syllabus are contained in the PNG Defence Force Training

- a. the eligibility conditions specified in paragraph 36.5;
- b. normally to have had a minimum of six years service in the PNG Defence Force or other acceptable military or government service;
- c. normally to have reached the rank of Sergeant;
- d. to have shown outstanding leadership potential; and
- e. to be recommended by a Unit Commanding Officer.

37.13 Direct Entry Officers Course. This course is designed to provide basic service and officer training for persons with civilian professional qualifications who are to be appointed to commissioned rank. The details of the course can be found in the PNG Defence Force Training Manual.

Appointment

37.14 Type of Commission. Upon appointment the types of commission granted are:

- a. graduates of the Defence Academy and overseas officer training institutions are granted permanent commissions;

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- b. graduates of the In-Service Officer Qualifying Course are granted either a permanent or short service commission as decided by the Commander PNG Defence Force; and
- c. all other officers are initially granted a short service commission.

37.15 Probation. When the Commander PNG Defence Force considers it appropriate, he may direct that an officer be appointed to a commission on probation. The period of probation is 12 months from the date of appointment after which time the Commander may either confirm or terminate the appointment. He may however extend the period of probation for a further period not exceeding 12 months.

37.16 Rank. On appointment, the rank granted is as follows:

- a. Defence Academy, overseas training institutions and In-Service Officer Qualifying Course graduates, Second Lieutenant; or in appropriate circumstances to recognize individual experience and qualifications, when approved by the Commander PNG Defence Force, either Lieutenant or additional seniority as Second Lieutenant;
- b. for sponsored students, Second Lieutenant, Lieutenant or Captain as is appropriate to the period of training, status of the profession and qualifications achieved;
- c. for direct entry officers, rank commensurate with qualifications and experience; and
- d. for Chaplains, the title Chaplain (Captain).

37.17 **Seniority.** An officer's initial rank and seniority is specified when he is appointed. Officers with the same rank and date of Seniority are shown in the Seniority List of Officers of the Papua New Guinea Defence Force in alphabetical order.

CHAPTER 38

OFFICERS' CAREER PLANNING

General

38.1 Personnel Branch in conjunction with relevant sponsor director is responsible for planning the career of each officer in accordance with the policy outlined in this chapter.

Purpose of Career Planning

38.2 The purpose of career planning is to ensure that officers receive training in a wide range of duties and responsibilities to prepare them for higher appointments and to ensure they have a sound knowledge of the Defence Force.

38.3 Some of the factors that influence an officer's career are:

- a. the manning requirements of the Defence Force,
- b. the availability of postings,
- c. the officer's promotion prospects,
- d. the officer's expressed preferences, and
- e. other factors including domestic circumstances and medical classification.

Advice on Careers

38.4 Officers may seek advice/information on their career prospects from their sponsor director, who will consult with Director Officer Management. Written requests for advice or information are to be made through an officer's Commanding Officer. Replies are to be sent direct to the member with an information copy to the member's Commanding Officer.

38.5 Commanding Officers are not to forward requests that contain:

- a. discussion of any matter which is the subject of disciplinary action involving the member; or

- b. discussion of any matter which should properly be submitted as an application for statement of complaint as detailed in Chapter 113.

38.6 Officers are to be interviewed each year by a representative from the Director Officer Management to discuss their career plans.

Duration of Postings

38.7 Postings are normally to be for a minimum of two years. The length of each posting will vary according to the needs of the service and the individual.

Promotion

38.8 The conditions and policy regarding promotion are contained in Chapter

CHAPTER 39

OFFICER EVALUATION REPORTS

General

39.1 The purpose of the officer evaluation system is to foster efficient manning of the officer establishments of the Defence Force. The system measures the effectiveness of an officer in his duties and is a vital part of the officer promotion system. Instructions for completion of the Evaluation Report, PR16, are given in Annex A.

39.2 The Evaluation Report, PR16, is a guide to the suitability of an officer for promotion, for specific appointments, for courses or specialist training. It is also used in deciding the suitability of an officer on a Short Service Commission for permanent appointment.

Responsibilities

39.3 **Commanding Officers.** Commanding Officers are responsible for completing the Evaluation Reports on all officers under their command. Therefore, in all normal circumstances the Reporting Officer referred to in paragraph 39.4 and Annex A will be the member's Commanding Officer.. In exceptional circumstances when a Commanding Officer is unable to make the report or has, insufficient knowledge of an officer to enable him to make a fair report, the Director Officer Management is to be advised.

39.4 **Reporting Officers.** Reporting Officers are to make themselves familiar with the provisions of this chapter and are to:

- a. make every effort to gain knowledge of the officer on whom they are report (they should have observed the officer in his current employment for at least three months);
- b. advise the member on any weak points he may have to give him an opportunity to correct them;
- c. complete Part B of the Evaluation Report, (one copy only for each member being reported on) and submit it to HQ PNGDF in accordance with paragraph 39.9 below; and

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- d. interview each officer on whom he has reported to discuss the report with him.

39.5 The officer is to sight the Evaluation Report after the Reporting Officer has completed Part B Sections 1 to 7. He is to sign it and indicate whether he wishes to make a representation on the report. The signing of a report by an officer does not indicate he agrees with it, but merely that he has read it.

39.6 Written representation. If an officer substantially objects to his report, he may after signing it, make a written representation to his Reporting Officer. His representation is to clearly state the grounds and reasons for his objection. The representation is to be forwarded within seven days to the Reporting Officer who in turn may make written comments on the objection. The officer's Evaluation Report, together with the representation and the Reporting Officer's comments are to be forwarded to HQ PNG Defence Force in accordance with the time frame detailed in paragraph 39.9.

39.7 Reviewing Officers. A completed Officer Evaluation Report is sighted and commented upon in turn by the following officers:

- a. Second Lieutenants to Majors:
 - (1) Sponsor Director.
 - (2) Branch Head.
 - (3) Director of Manpower.
 - (4) Chief of Personnel.
 - (5) Commander PNG Defence Force.

- b. Lieutenant Colonels:
 - (1) Branch Head.
 - (2) Chief of Personnel.
 - (3) Commander PNG Defence Force.

A guide for Reviewing officers appears in Annex A.

Submission of Reports

39.9 Normal Annual Reports. Evaluation Reports are to be completed and are to reach Director of Manpower, HQ PNG Defence Force by the following dates:

- a. Second Lieutenant/Lieutenant - report as at 31 Jul, to reach HQ PNG Defence Force by 1 Sep
- b. Captains and Majors - report as at 31 May, to reach HQ PNG Defend Force by 1 Jul, and
 - c. Lieutenant Colonels - report as at 30 Apr, to reach S02 Officer Postings by 21 May

39.10 Special Reports. Special Evaluation Reports may be requested by HQ PNG Defence Force or submitted by Commanding Officers in the following circumstances:

- a. when the member's normal reporting cycle will be effected by repostin of either himself or his Reporting Officer;
- b. when a period of probationary service is due to be confirmed;
- c. when extension of a Short Service Commission or transfer to a permanent appointment is being considered;
- d. if the Reporting Officer has reason to seriously alter his opinion of an officer to the extent that he considers a special report warranted; or
- e. for any other reason at the discretion of the Chief of Defence Force.

Administration

39.11 Legibility of Reports. Reports may be handwritten in ink or typed. Care is to be taken to ensure legibility.

39.12 Security and Transmission. Officer Evaluation Reports are to be marked STAFF-IN-CONFIDENCE and one copy only is to be raised for transmission to HQ PNG Defence Force. The report is to be sealed in an envelope that is to be stamped STAFF-IN-CONFIDENCE and addressed as follows:

Director of Manpower
Personnel Branch
HQ PNG Defence Force

The envelope is to be sealed and placed inside another envelope and dispatched in the normal manner.

39.13 The Director of Manpower is to ensure that the Evaluation Reports are sighted only by those officers who are required to complete a further part of the report or by members of the Promotion and Selection Board. He is responsible for the safe retention of the reports and for incorporating them into the officer's personal records.

Instructions for Completion of Reports

39.14 Instructions and explanatory notes for the completion of the Officer Evaluation Reports are contained in Annex A.

39.15 Copies of Annex A are to be made available to all officers who are required to act as Reporting or Reviewing Officers.

Annexes:

A. Instructions for the completion of the Officer Evaluation Report

INSTRUCTIONS FOR COMPLETION OF EVALUATION REPORTS

Part A

1. Part A Sections 1 and 2 are to be completed by the Reporting Officer.
2. Task Statement. The Task Statement is used to indicate to the Reporting Officer:
 - a. the scope of the task,
 - b. the complexity of the task,
 - c. the span of control,
 - d. details of subordinates,
 - e. channels of responsibility,

required as a check that the list maintained by the Personnel Branch is up to date.

Part B

4. Part B is to be completed by the Reporting Officer.
5. General Principles. The Reporting Officer is to adhere to the following principles:
 - a. all assessments and comments are to relate to the specific time span of the report and not past circumstances,
 - b. he is to refrain from recording assessments based on conjecture or hearsay,
 - c. he is to record unobserved assessments when he has no personal knowledge of the member's performance,

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- d. he is to assess the member in relation to officers of the same rank, a d
- e. the report is to faithfully portray the performance of the member over the specified period of the report.

6. Descriptive Scales. The descriptive scales are designed to assist reporting officers to work to a common standard. The following guidelines are to be observed:

- a. the heading of the descriptive scales describes activities which play an important part in the efficiency of Defence Force officers;
- b. the scales follow a progression from top to bottom and are so words as to reflect this progression as accurately as possible;
- c. as it is impossible to devise a set of phrases which fit perfectly all members being assessed, Reporting Officers are to use the phrases a: guide points, and are to use judgment in their assessments;
- d. the Reporting Officer is to place a cross in ink in the box beside the phrase which best describes the officer's performance; and
- e. Reporting Officers are to give special attention to avoiding the error of central tendency and are to mark the section of the scale which best indicates the officer's performance.

7. General Comments. The comment portion of the Officer's Evaluation Report, PR16, is to be used by the Reporting Officer to amplify his assessments and to comment on areas not covered by the descriptive scales. Comments are to cover the following:

- a. Duties. Describe the member's ability in his employment category. For example, if he is a seaman describe his ship handling, navigation and watch keeping. abilities (see also paragraph 8).
Describe unusual features of the member's current duties and, when applicable, describe efficiency displayed in the performance of secondary duties.
- b. Personal Qualities. Highlight the member's capabilities and achievements. Indicate his weaknesses and whether he has been counseled on those weaknesses during the reporting period and indicate his efforts towards self improvement.

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- c. Assessments. Amplify unusually high or low assessments and apparent anomalies.
- d. General Ability. Assess the member's value to the Defence Force as an officer. Describe any aspects of performance which indicate general ability and potential.
- e. Observation Limits. Define limitations on opportunities to observe the member.
- f. Further Appointments and Courses. Comment on the member's suitability for other appointments, and for attendance on courses that would be beneficial to the member and the Defence Force.

8. Ability in Employment. In the promotion assessment system employed in the Defence Force, this report is the principal means of recording an officer's ability and efficiency in his primary employment. It is vital therefore, that the Reporting Officer and the Reviewing Officers make statements regarding this aspect of the member's performance. An officer's efficiency may be reflected in the speed in which he improves in his professional employment category. For example, an aircraft pilot or ship's officer could be required to obtain instrument rating, watch keeping and navigation certificates. Such qualifications would normally be obtained at a certain stage in an officer's career and failure to obtain them could lead to a non recommendation for promotion in the Evaluation Report Part B.

Recommendations

9. Recommendations are to be made for:
- a. Promotion. The basis of recommendation is an assessment of the member's ability to carry out a broad band of appointments in the next higher rank. The assessment must not be allied to a particular appointment nor only to the member's proficiency in a specialized field. Age, time in rank or promotion course results must not influence the recommendation.
 - b. Permanent Commission. The suitability of a Short Service Commission officer, for a permanent commission is to be gauged on the current reporting period only.

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10. Reviewing Officers Attachment. Upon receipt of the officer evaluation report, S02 Officer Records will affix an attachment sheet for use by the Reviewing Officers listed in paragraph 39.7 of this chapter. The Reviewing Officers should adhere to the following principles:

- a. Comments are to be brief and direct. They are not to be based on conjecture, hearsay or past circumstances but to the period of the report.
- b. Any areas of disagreement with the Reporting Officer are to be commented upon.
- c. Highlight where possible the strengths and weaknesses of the officer
- d. Comment upon the officer's suitability for other appointments, promotion, and attendance at courses or Staff College as appropriate.
- e. In respect of officers of rank Second Lieutenant to Captain inclusive, the Director of Manpower is to include in his remarks, the date the officer is due for promotion.

CHAPTER 40

PROMOTION

General

40.1 This Chapter details the conditions relating to the promotion of officers.

40.2 Types of Promotion. Normally promotion is to substantive rank but in certain circumstances officers may be promoted to temporary rank (see paragraph 19 of this chapter and also Chapter 36).

40.3 Promotion Not a Right. An officer is not entitled to be promoted as a right. It is a basic principle of officer career planning that an officer must demonstrate his ability and capacity for promotion.

Authority for Promotion and Appointment

40.4 The appropriate authority for the approval of promotion and appointment of officers is as follows:

- a. to the rank of Colonel and Major General - by the Governor General acting in accordance with the advice of the National Executive Council
- b. to the rank of Lieutenant Colonel - by the Defence Council acting on the recommendation of the Commander PNG Defence Force, and
- c. to the rank of Lieutenant, Captain, and Major - by the Commander PNG Defence Force.

Promotion Requirements for General List Officers

40.5 Promotion to Lieutenant. Before promotion to Lieutenant an officer must:

- a. have completed two years as a Second Lieutenant,
- b. be a proven performer and be recommended for promotion by his CO/OC on his Officer Evaluation Report,

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- c. have attended and qualified on the Junior Staff Officers Course, and
- d. be approved for promotion by the Commander PNG Defence Force,

40.6 Promotion to Captain. Before promotion to Captain an officer must:

- a. have completed three years as a Lieutenant,
- b. be a proven performer and be recommended for promotion by his CO/OC on his Officer Evaluation Report,
- c. is occupying, an establishment position for rank of Captain or will be posted to an appropriate establishment position,
- d. have attended and qualified on the Tactics Course.
- e. be approved for promotion by the Commander PNG Defence Force.

40.7 Promotion to Major. Before promotion to Major an officer must:

- a. have completed four years as a Captain,
- b. be a proven performer and be recommended for promotion by his CO/OC on his Officer Evaluation Report,
- c. is occupying an establishment position for rank of Major or will be posted to an appropriate establishment position,
- d. be approved for promotion by the Commander PNG Defence Force.

40.8 Promotion to Lieutenant Colonel. Promotion to Lieutenant Colonel and

above is by selection. To be eligible for consideration, officers must have satisfactory Officer Evaluation Reports and be recommended for promotion.

In addition, the officer's service record, and service and civilian qualifications are considered.

Promotion Requirements for Specialist List Officers

40.9 Promotion of Chaplains. Promotion of Chaplains will be based on their performance, recommendation by the Heads of Church Council and approval by the Commander PNG Defence Force.

- d. recommend Lieutenant Colonels for promotion to Colonel as vacancies occur,
- e. recommend the postings of Lieutenant Colonels.

40.15 These recommendations are forwarded to the Commander PNG Defence Force. The Commander will then make his recommendations to the Defence Council based on the advice provided by the committee.

40.16 Notification. Where promotion is by selection and an officer is within three years of his retiring age, and the opinion of the Commander based on advice from the committee is that the officer is unlikely to receive further promotion, he is to be notified officially by the Chief of Personnel.

40.17 Interviews. The Force Appointment, Promotion and Selection Committee may at their discretion, interview eligible officers who are being considered for promotion.

40.18 Effective date of promotion. Promotion is to date with effect the date specified by the promotion authority.

40.19 Temporary promotion. Temporary rank is only granted in exceptional circumstances such as command appointments, and is not to occur earlier than one year prior to the due date of substantive promotion.

40.20 If an officer ceases to fill the position for which he was granted temporary rank, or his performance deteriorates to an unsatisfactory level, he will be reverted to his substantive rank. The approving authorities for granting or withdrawing temporary rank are detailed in paragraph 40.4.

CHAPTER 41

RESIGNATION - OFFICERS

General

41.1 An officer wishing to resign may tender his resignation in writing through normal command channels at any time. Two copies of the resignation, addressed to the Chief of Personnel, are to be submitted. The Chief of Personnel must receive the resignation through normal command channels at least one month prior to requested date for resignation.

Rejection of Resignation

41.2 The Commander PNG Defence Force may reject the resignation of an officer without referral to higher authority if:

- a. the resignation is tendered in time of war, Defence standby, Defence emergency or during operational service;
- b. acceptance of the resignation, in the opinion of the Commander, would seriously prejudice the ability of the Defence Force to carry out current or future operations; or
- c. the officer has not completed the required period of service in return for training received as specified in Chapter 84 or 89.

Acceptance of Resignation

41.3 The Commander PNG Defence Force is to forward to the Defence Council any resignation which he has not rejected in the terms of paragraph 41.2.

41.4 When an officer wishes to transfer to another employment in the national interest, the Commander PNG Defence Force may recommend the resignation to the Defence Council even though the conditions of paragraph 41.2 may apply.

This provision will normally only apply where that officer's special skills can be better use(in the national interest if he is employed outside the Defence Force.

41.5 The Defence Council may accept or reject the resignation of any officer. When accepting a resignation, the Defence Council will indicate the effective date of the resignation.

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41.6 If an officer's resignation has been rejected, that officer has the right of appeal to a higher authority in accordance with Chapter 113.

41.7 Officers of the rank of Colonel are to submit their resignation in the same manner. The resignation will be forwarded through the Commander to the Defence Council in the first instance and then to the NEC for approval or rejection.

CHAPTER 42 OFFICERS RETIREMENT, AND TERMINATION OF SERVICE

Introduction

42.1 The purpose of this chapter is to detail those reasons for, which an officer's services may be terminated.

42.2 Normally an officer's appointment will be terminated as a result of:

- a. his attaining the age for compulsory retirement, or
- b. his completion of a Short Service Commission or extension thereto.

42.3 In addition, an officer's service may be, terminated at any time by the appropriate authority either:

- a. by terminating his appointment,
- b. by accepting his resignation,
- c. for disciplinary reasons, or
- d. by virtue of the officer being medically unfit for further service.

Compulsory Retirement Age

42.4 The compulsory retirement age for all officers is 55 years of age.

42.5 In time of war, Defence emergency, or other special case an officer's determined retirement age may be extended.

42.6 **Effective Date of Retirement.** Except as provided in paragraph 42.5 an officer shall be retired on the birthday on which he reaches the compulsory retiring age.

42.7 **Completion of Short Service Commissions.** Where an officer completes a Short Service Commission his service is to be terminated unless an extension has been approved. HQ PNG Defence Force is to issue a discharge order notifying the termination before the effective date.

42.8 Discharge Medical Board. A Discharge Medical Board is to be conducted at least six weeks before the member's due date of retirement. The unit medical officer is to arrange the Board in accordance with the provisions of, Chapter 135.

Termination of Service

42.9 Notice of Termination. An officer's service may be terminated by the appropriate authority at any time, providing notice has been given to the officer in writing of the reason for such termination. In cases where the termination is for reasons of misconduct or loss of efficiency, the officer is to be given 14 days in which to reply in writing.

42.10 The appropriate authority referred to in paragraph 42.9 is as follows:

- a. Colonel and above - National Executive Council;
- b. Lieutenant Colonel - Defence Council; and
- c. Second Lieutenant to Major - Commander PNG Defence Force.

42.11 A notice in accordance with paragraph 42.9 shall:

- a. specify a date before which the officer is to answer in writing; and
- b. be served on the officer by:
 - (1) being delivered to the officer personally, or
 - (2) being mailed (by registered mail) direct to the officer.

42.12 Recommendation By Commanding Officer. The Commanding Officer of a unit may, where he considers there is a cause, recommend to the Commander PNG Defence Force that an officer be called upon to resign or show cause why his appointment should not be cancelled.

42.13 Medical Disability. Termination of an officer's service for medical reasons may be effected as a result of a recommendation by a Final Medical Board

Advice of Retirement or Termination

42.14 Advice of the retirement or termination of a member's service will be in the form of discharge order.

CHAPTER 53

OTHER RANKS: BASIC TRAINING AND EMPLOYMENT ALLOCATION

Introduction

53.1 This chapter details the policy for the basic training and allocation of

recruits in the PNG Defence Force. It is to be read in conjunction with Chapter 2.

53.2 Recruiting is to be conducted to meet Defence Force requirements. It is to take into account the employment, required in the Defence Force, however allocation to categories is not to take place until the end of the recruit training phase.

Recruit Training

53.3 Recruits are to undergo basic training at the PNG Training Depot Goldie

River. Training is for a period of six months.

53.4 During basic training, all members are classified as Recruit Trainees and have the rank of recruit.

53.5 Exemptions. The following recruits will not be required to undergo basic training:

- a. ex-servicemen who held warrant or non commissioned rank during a previous engagement and who on enlistment are granted warrant or non commissioned rank; and
- b. ex-servicemen who had completed at least three years satisfactory service within six months of the current date of enlistment.

53.6 The authority to exempt recruits from basic training is the Chief of

Personnel HQ PNG Defence Force. Details of the exemption are to be included in

- a. the element to which the recruit is allocated;
- b. the unit to which he is posted;
- c. the employment in which he is enlisted; and

40.10 Promotion of Other Specialist Officers. Promotion requirements for other specialist list officers are essentially the same as for general list officers with the exception of the time in rank qualifying period. The time in rank qualifying period d is to be determined by:

- a. the appropriate Senior Specialist Officer or Director, for example Director of Health Services for specialist medical officers,
- b. the needs of the Force including the availability of suitable establishment vacancies, and
- c. the professional qualifications and expertise of the individual officer.

Officer Evaluation

40.11 Officer Evaluation Reports form a major part of the method of determining an officer's suitability for promotion. Details of reporting dates and procedures relating to these reports are contained in Chapter 39.

Medical Eligibility

40.12 Normally an officer must be medically fit for continued service before promotion. However, an officer may be promoted even if he is medically unfit, provided he is approved for promotion and this is effected before his appointment i terminated.

Force Appointment, Promotion and Selection Committee

40.13 This committee consists of all Colonels serving in the Defence Force. T Chairman is the Chief of Personnel and the Secretary is the Staff Officer Grade Two Officer Management. The committee normally sits in the June/July period annually .

40.14 Responsibilities. The responsibilities of the committee are to:

- a. recommend Majors for attendance at Staff College,
- b. recommend Majors for promotion to Lieutenant Colonels as vacancies occur,
- c. recommend Lieutenant Colonels for attendance at certain overseas courses such as Joint Services Staff College,

- d. the rank granted on enlistment;

53.7 Members Previously Qualified. When it is revealed that a recruit has previously qualified for an employment in the Defence Force, or has a civilian qualification which is required as equivalent to a Defence Force employment, action may be taken in accordance with the Manual of Employment to reclassify the recruit in that employment.

53.8 Recruits who are reclassified as detailed in paragraph 53.7 are to be posted to a unit on completion of basic training.

Allocation

53.9 On completion of basic training final allocation to employment category is to be made.

53.10 Allocation, is to be made by the Director of Manpower acting on advice from the Commanding Officer PNG Training Depot. Recruits who were enlisted for a specific employment are normally to be allocated to that employment. If however a recruit is found to be unsuitable for that employment at any time during basic training, he is to be offered discharge from the Defence Force or allocation to another employment for which he is considered more suitable.

Employment Training

53.11 Employment training is to be given to all members on completion of recruit training either within the units to which they are posted or by formal courses.

53.12 Courses are to be conducted as directed by the Director of Manpower acting on advice from the Commanding Officer PNG Training Depot.

53.13 Failure During Employment Training. When a member fails his employment course, he is to be allocated for duty as directed by the Director of Manpower, or discharged from the Defence Force.

Administration

53.14 After 16 weeks of each basic training course, the Commanding Officer PNG Training Depot is to send a return to HQ PNG Defence Force of those recruits whom he expects will complete the training.

53.15 In addition the Commanding Officer is to make recommendations for the allocation of recruits as detailed in paragraphs 53.9 and 53.10.

CHAPTER 54 SELECTION FOR FURTHER EMPLOYMENT TRAINING

General

54.1 Selected other rank members of the Defence Force may be given training in another employment.

54.2 Such training is subject to the needs of the Defence Force and the approval of the Director of Manpower.

Selection

54.3 Members may be selected for further training as follows:

- a. To provide a reserve of trained manpower within the Defence Force.
- b. To give variety in service for long serving members of the Defence Force. Long serving members are those members who have completed an initial engagement of six years and who have reengaged for a further period of service.
- c. To retrain members who for medical reasons are no longer able to remain in their present employment.
- d. To train members in another employment that will lead to increased efficiency within the Defence Force.

Nominations

54.4 Nominations are to be made by Commanding Officers who are to ensure that members meet the minimum requirements for that employment as laid down in the Manual of Other Rank Employments, (BR 9000).

54.5 Units are to submit nominations to HQ PNG Defence Force in accordance with the provisions of Chapter 84.

Eligibility

54.6 Other rank members are eligible for selection in accordance with paragraph 54.3.

Reposting

54.7 Members who successfully complete training in another employment may be reposted within their unit or to another unit in the Defence Group.

54.8 Reposting is subject to the approval of the Chief of Personnel HQ PNG Defence Force.

54.9 Members who fail to qualify in the new employment are to be retained in their previous employment.

CHAPTER 55

PROMOTION OF OTHER RANKS

General

55.1 This chapter details the policy for promotion of other rank members of the PNG Defence Force.

55.2 Promotion is by selection. Normally only members considered suitable by the unit commander for future promotion are to attend courses in order to gain promotion requirements. All such members are to be given the opportunity to attend.

55.3 Promotions can only be made where a vacancy in establishment exists.

Requirements for Promotion

55.4 To be eligible for promotion, another rank member is normally to have:

- a. qualified at the appropriate employment qualifying course;
- b. qualified at the appropriate administration course for promotion;
- c. obtained the minimum educational standard as detailed in paragraph 55.10;
- d. been passed medically fit to the standard required for promotion within his employment; and
- e. be recommended by his Commanding Officer.

55.5 The Chief of Personnel may waive some or all of the requirements for promotion.

55.6 There is no time limit on the gaining of qualifications for the next higher Rank.

55.7 Promotion Courses. Before being eligible for promotion to substantive rank a member must qualify, unless exempted, at the following courses:

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- a. Employment Qualifying Course. The employment qualifying course is designed to ensure that the member is proficient in the duties and responsibilities of the next higher rank in his employment; and
- b. Administration Course. The administration course is common to II categories and is designed to make the member proficient in the day to day administrative and general duties of the next higher rank.

55.8 Training objectives for both courses are contained in the Manual of Other Rank Employments (BR 9000).

55.9 Promotion courses are conducted under the control of the Director of Manpower at approved establishments. A list of establishments authorized to conduct promotion courses is to be published in Defence Force Routine Orders. The Director of Manpower may direct:

- a. units to conduct promotion courses; or
- b. when no Defence Force facility exists, that courses be conducted at a civilian establishment.

55.10 Education Standards. The education requirements for promotion are as follows:

- a. for promotion to Lance Corporal and Corporal - minimum of Grade 0;
- b. for promotion to Sergeant - Grade 10, 11 or 12; and
- c. for promotion to Warrant Officer - Grade 10, 11 or 12,

Promotion on Re-enlistment

55.11 Subject to the conditions detailed in Chapter 2, a member may be promoted on re-enlistment in the Defence Force.

Officers Authorized to Promote

55.12 Other ranks may be promoted:

- a. to Lance Corporal by their Commanding Officer;

- c. to Warrant Officer and Chief Warrant Officer by the Chief of Personnel in consultation with the Commander.

Promotion Procedure

55.13 Members selected for promotion are to be nominated for attendance at the appropriate employment qualifying course and administration course in accordance

with the provisions of Chapter 84. If necessary, attendance at a course to upgrade their Defence Force Certificate of Education (DFCE) is to be arranged.

55.14 Reports. A Performance Evaluation Report is to be forwarded to the Director of Manpower for each member eligible for promotion as follows:

- a. all ranks - upon becoming eligible for promotion;
- b. for promotion to Warrant Officer and Chief Warrant Officer, annually by 1 March, and for promotion to Sergeant annually by 1 May;
- c. when called for by Director of Manpower; and
- d. as considered desirable by his Commanding Officer.

55.15 Effective Date of Promotion. The effective date of promotion is that recorded on the Records Authority and is to be the date specified by the approving authority.

55.16 Badges of Rank. Members are not to wear badges of the rank to which they have been promoted until the Records Authority has authorized the promotion. A member who is promoted on posting may however be authorized by the posting order to wear the appropriate badges on joining his new unit.

Medical Discharge

55.17 A member whose discharge is pending on medical grounds is not to be promoted.

Death of a Member

55.18 Should a member die after his promotion has been approved but before the promotion has been promulgated, the promotion is to take effect on the date authorized by the Records Authority.

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Provisional Rank

55.19 Members who for reasons outside their control have been unable to meet the requirements of paragraphs 55.4 may be granted provisional rank provided the have been recommended for promotion by their Commanding Officer.

55.20 For promotion to provisional rank a Performance Evaluation Report PR28 and a POR are to be forwarded to the Director of Manpower. The POR is to contain a signed statement by the member as follows:

"I (Service Number)(Rank)(Name) fully understand and acknowledge that if provisionally promoted to) I will be required to relinquish my provisional promotion should I cease to perform the duties of (Position_(Unit) at the expiration of any further period as may be approved by HQ PNGDF."

55.21 Members who have been granted provisional rank are to complete the promotion requirements at the first available opportunity unless exempted by the Chief of Personnel.

55.22 Commanding Officers and the Director of Manpower are to review at

regular intervals the qualifications of members granted provisional rank. Members not exempted and who make no effort to gain the necessary qualifications for promotion to substantive rank within and not after 4 years from the date of promotion to provisional Rank may be reduced in rank.

55.23 Provisional rank does not count towards seniority. Seniority is based on substantive rank only.

CHAPTER 56

REDUCTION IN RANK

General of the Defence Force.

56.2 Reduction in rank may be authorized for any of the following reasons:

a. as a punishment for an offence detailed in the Defence Act 1974;

b. for inefficiency and unsuitability in rank;

c. at a member's own request; and

d. for other reasons as approved by the Chief of Personnel.

member.

b. Reduction by One Step in Rank. Reduction by one step in rank means reduction to the rank immediately below the member's current rank.

c. NCO. The term NCO includes all, other rank members of Lance Corporal rank and above.

Authority for Reduction in Rank

56.4 Commanding Officers. Commanding officers may, subject to the provisions of this chapter, authorize the reduction in rank by one step of:

a. NCOs up to and including Sergeant; and

b. any NCO who was provisionally promoted.

56.5 Chief of Personnel. The Chief of Personnel may, subject to the provisions of this chapter authorize reduction in rank as follows:

- a. reduction by one step in rank of any NCO; and
- b. reduction of NCOs of the rank of Sergeant and below to any lower

56.6 Commander PNG Defence Force. The Commander may, subject to the provisions of this chapter, authorize the reduction of any NCO to private.

Disciplinary Reductions

56.7 When a Commanding Officer awards, or wishes to award as punishment for an offence the reduction in rank of an NCO in accordance with the Disciplinary Code, he is to take the following action:

- a. If the reduction is within his authority, immediately reduce the member and inform Defence Force Records Office by POR action.
- b. If the reduction is not within his

inform the Chief of Personnel by priority signal of details of the charge and conviction,
 - (2) request authority to reduce the member,
 - (3) reduce the member, and

56.8 When a member is reduced in rank for disciplinary reasons his Record of Service is to be noted 'Disciplinary Reduction'. Further promotion is to be subject to the conditions detailed in Chapter 55.

56.9 In all cases of reduction for disciplinary reasons, the effective date of reduction is to be the date the POR is signed by the Commanding Officer.

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Reduction for Inefficiency or Unsuitability

56.10 When a Commanding Officer considers that an NCO is not efficient in the performance of his duties or is unsuitable for his present rank he is to take the following action:

- a. interview the NCO and inform him of his shortcomings;
- b. warn the NCO that unless improvement is shown he will be liable for reduction;
- c. complete a Warning for Reduction in Rank (PE33), and forward one copy with a POR to Defence Force Records Office and one copy to the Chief of Personnel; and
- d. ensure that the PE33 is accompanied by a signed statement by the member in accordance with the following details:

"I, (*Number, Rank, Initials, Surname*), fully understand and acknowledge that if I continue to perform inefficiently and/or ineffectively I will be reduced in rank. I accept that if I do not improve within two months from the effective date of this warning that I will be reduced in rank."

56.11 If after a period of at least two months, the NCO shows no sign of improvement, the Commanding Officer is to take the following action:

- a. If the reduction is within his authority, parade the member and immediately reduce him, informing Defence Force Records Office by POR action.
- b. if the reduction is not within his authority, complete the Request for Reduction in Rank (PE34) and forward this with a POR to the Chief of Personnel. On receipt of the authority, reduce the member. PNG Defence Force Records Office will raise the Records Authority.

56.12 When a member is reduced in rank for inefficiency or unsuitability his Record of Service is to be noted 'Reduced Inefficient' or 'Reduced Unsuitable', as applicable.

56.13 The effective date of reduction is to be the date specified on the Record Authority, (PH 13).

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Reduction at Member's Request

56.14 When a member requests reduction in rank he is to be interviewed by the Commanding Officer, to explain his request. If the Commanding Officer approves or recommends the reduction he is to take the necessary action in accordance with paragraph 56.11.

Seniority

56.15 When a member is reduced as detailed in this chapter his seniority in the lower rank is to be the date of reduction, unless otherwise specified by the CDF.

Reduction from Warrant Rank

56.16 When a Warrant Officer or Chief Warrant Officer is liable for reduction as detailed in this chapter he is to be given the option of discharge in accordance with Chapter 58.

CHAPTER 57 RE- ENGAGEMENT

General

57.1 This chapter details the policy and procedure for re-engagement of members of the PNG Defence Force.

57.2 Re-engagement of eligible members is important because it retains the services of trained men and maintains the planned strength of the Defence Force.

Eligibility

57.3 A member may be re-engaged providing:

- a. he has not reached the age for retirement;
- b. he is medically fit in accordance with the provisions of Chapter 134 and has had a medical board within 12 months prior to submitting an Application for Re-engagement;
- c. his record of service should be free of major offences or continued minor offences.
- d. he is recommended by his Commanding Officer; and
- e. his retention is in the interests of the Defence Force.

Approving Authority

57.4 The approving authority for all re-engagements is the Chief of Personnel Headquarters PNG Defence Force.

Re-engagement Period

57.5 The normal period for re-engagement is two years,

57.6 Retirement Age. When a member is due to re-engage and has less than two years to serve before reaching the age for compulsory retirement, he is to be reengaged for the period which will expire on the day he reaches that age. Retirement age is 55 years for all other rank members.

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57.7 Return of Service Requirements. When a member is selected for an training that has a return of service provision, he is to be re-engaged before commencing the training for sufficient period to complete the required return of service.

Effective Date of Re-engagement

57.8 Re-engagements commence on the day immediately following the end of the member's current engagement.

57.9 Periods of non-effective service are not to be taken into account when calculating re-engagement dates.

Application for Re-engagement

57.10 Units are responsible for initiating action to ensure that the re-engagement or discharge of each member takes place on the due date. Units are to inform members three months in advance of their due date for re-engagement or discharge

57.11 Completed re-engagement application forms should reach HQ PNG Defence Force at least four weeks before the date of completion of the member's current engagement.

Re-engagement in Advance

57.12 Subject to the provisions of paragraph 57.3, re-engagement in advance is to be completed:

- a. to provide sufficient service to complete return of service obligations as detailed in paragraph 57.7;
- b. to enable a posting overseas to be undertaken for a specified period; and
- c. for removal purposes, see Chapter 194.

57.13 A member may be permitted to re-engage in advance for personal reason but not earlier than one year before the expiry date of his current engagement.

Re-engagement Not Recommended

57.14 When the Commanding Officer considers that a member should not be reengaged, the member is to be informed immediately that his application has not been recommended. If the member's re-engagement is not approved by the approving authority, discharge action is to be taken in accordance with Chapter 58,

Election for Discharge

57.15 See Chapter 58.

Members Absent from Unit

57.16 Members who are to be absent from their unit on the date their re-engagement is due, are to be re-engaged in advance before leaving the unit. In particular, members proceeding on recreation leave are to be re-engaged before starting their leave.

Members Receiving Medical Treatment

57.17 When a member who is due for re-engagement is undergoing medical treatment, the unit medical officer is to determine whether or not the member is likely to be fit for further service. The provisions in Chapter 135 are to apply.

57.18 If the member is found to be medically unfit for further service, his current engagement may, with the concurrence of Chief of Personnel HQ PNG Defence Force, be extended to cover the time required to bring him to a satisfactory standard of medical fitness. Pay and allowances provisions for members medically unfit for service are detailed in Chapter 15.

57.19 If the member is temporarily medically unfit he may be re-engaged in the normal manner.

CHAPTER 58 OTHER RANKS -

DISCHARGE

General

58.1 This chapter details the policy and procedure to be followed regarding discharge of other rank members of the Defence Force.

Authority for Discharge

58.2 Subject to the provisions of this chapter, the discharge of an other rank member may be authorized by:

- a. the Commander PNG Defence Force, and,
- b. the Chief of Personnel HQ PNG Defence Force.

Entitlement to Discharge

58.3 Expiration of Engagement. A member is normally entitled to be discharged from the Defence Force at the end of the period for which he was engaged or re-engaged to serve. In time of Defence emergency however, a member may be deemed to have re-engaged for such period as is authorized by the Minister.

58.4 Discharge Before Expiration of Engagement. Serials 2 to 8 inclusive at Annex A list the reasons for which another rank member may be discharged from the Defence Force before expiration of his engagement. Authorizing officers are to ensure that the reason applicable to the circumstances of the particular case is used when issuing discharge instructions.

58.5 At Own Request. Discharge before the expiration of an engagement cannot be claimed as a right (other than as detailed in paragraph 6). Before any application for discharge at a member's own request is forwarded the member's Commanding Officer is to satisfy himself that the reasons for the request are genuine. Action should be taken to assist the member in the resolution of personal difficulties other than by discharge if possible. This may include granting emergency leave or leave without pay. Should he reach the conclusion that discharge on other

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grounds would be more appropriate he is to recommend this course of action and support such recommendation by appropriate evidence. In all cases applications for discharge at a member's own request are to be accompanied by any relevant documentary evidence available.

58.6 Warrant Officers Reduced in Rank. A member of the rank of Chief Warrant Officer or Warrant Officer is entitled to be discharged from the Defence Force when his reduction in rank has been authorized in accordance with the provisions of Chapter 56.

Retirement Age

58.7 The age for compulsory retirement of other rank members is 55 years.

Documentation

58.8 Documents relating to discharge are not to be amended in any way. When an error has been made, the document is to be cancelled and a new one issued.

58.9 There are two basic documents controlling the discharge of other rank members. There are:

- a. the Discharge Order, PG 70; and
- b. the Certificate of Discharge, PE 24.

58.10 Discharge Order, PG 70. A Discharge Order is to be issued when an

other rank member is to be discharged from the Defence Force. The order is to be signed by one of the authorities listed in paragraph 58.2. The order may only be cancelled by the officer who signed the order, or by an authority named in paragraph 58.2 who is superior in command to the original authority.

58.11 Administrative Instruction. An administrative instruction is to be issued with each discharge order. This is to be issued from Personnel Branch HQ PNG Defence Force and is to contain the following detail:

- a. date of reposting to place of discharge (if applicable);
- b. date and place of discharge or final medical board (see Chapter 135);
- c. unit documentation required and procedure to be followed; and

58.12 Certificate of Discharge, PE 24. A Certificate of Discharge is to be raised by the unit when a member's discharge has been authorized. Entries are to be typewritten and all unused space is to be ruled through to make later entries impossible. To prevent the improper use of Certificate of Discharge forms, the following action is to be taken:

- a. forms when received are to be numbered and the abbreviated title of the unit placed above the number; and
- b. the issue of certificates is to be recorded in an appropriate register showing date of issue and to whom issued.

58.13 When a Certificate of Discharge, PE 24, has been damaged or spoiled and needs replacement, a duplicate certificate may be issued on surrender of the original. Duplicates are to be endorsed 'Duplicate of Original' and the endorsement signed and dated by the issuing officer. On the issue of a duplicate, the original is to be destroyed.

Place of Discharge

58.14 The member is to be discharged at his unit unless otherwise directed by the authorizing officer.

Date of Discharge

58.15 The effective date of discharge is to be the date shown on the Discharge Order. Members are to continue to serve in the Defence Force until this date and remain subject to normal service discipline and administration.

Requests for Discharge

58.16 When a Commanding Officer recommends a member's **discharge for any of the** reasons detailed in serials 2 to 8 in Annex A, a request for discharge is to be forwarded to HQ PNG Defence Force. The request is to state the circumstances of the case and the serial of Annex A under which the discharge is recommended.

58.17 Requests for discharge on the completion of a current engagement are to be made on the form, Application for Retention, Reposting, Re-Allocation or Discharge, PE 21.

58.18 If discharge is authorized, a Discharge Order, PG 70 is to be issued and the member's discharge is to be processed as quickly as possible.

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Warning for Discharge

58.19 A member may for reasons of unsuitability or poor performance, be warned or discharge before the expiration of his engagement:

- a. A Commanding Officer may warn a member of the rank up to Cpl and including provisional Sergeant for discharge. Record of the warning is to be entered on a POR and forwarded to PNGDF Records Office. If the warning is on the grounds of poor performance, a copy of the POR with a Performance Evaluation Report is to be forwarded to Director of Manpower.
- b. Where the member to be warned is of the rank of substantive Sergeant or above, the Commanding Officer is to advise Chief of Personnel prior to the warning. If approved by Chief of Personnel, procedures in accordance with paragraph 58.19.a. are to apply.
- c. The POR is to include a copy of the Form of Warning signed by the member in accordance with Annex B.

58.20 **After** a period of two months the conditions for improvement detailed in the Form of Warning are to be reviewed. If the member has failed to meet the conditions or, if the member has not improved sufficiently to warrant retention, the member is to be issued with a Notice to Show Cause Why Discharge Should Not Occur (see Annex C). In the case of a warning issued for loss of efficiency, a further Performance Evaluation Report is to be submitted to D Manpower. The following documentation is then to be forwarded to the Chief of Personnel for his approval:

- a. The Form of Warning,
- b. Notice to Show Cause,
- d. any other documentary evidence relating to the unsuitability, and
- e. copies of both Performance Evaluation Reports if applicable.

The reason for discharge is to be Serial 4 of Annex A.

Annexes: 58-5

- A. Reasons for Discharge
- B. Example - Form of Warning of Discharge
- C. Sample Show Cause Notice

REASONS FOR DISCHARGE

Serial	Reason for Discharge	Reason Shown On Certificate	Remarks
1	On expiration of the period for which member enlisted or re-engaged.	Upon the expiration of the period for which he was engaged to serve.	
2	Upon reaching the age for compulsory retirement.	Having reached retiring age.	
3	When an authority listed in paragraph 58.2 of this chapter is satisfied that the member is not suited to serve in the Defence Force.	Not suited to be a serviceman.	This is restricted to recruits who are considered not suitable for service in the Defence Force.
	When an authority listed in paragraph 58.2 of this chapter is satisfied that the retention of the member in the Defence Force is not in the interest of that Force	Retention not in the interest of the Defence Force.	
5	When an authority is satisfied that the member gave false information in connection with his enlistment in the Defence Force	Having given false information in connection with his enlistment.	
6	When the member has been convicted of an offence, which in the opinion of an authority listed in paragraph 58.2 of this chapter, is such to render that member unsuitable for service in the Defence Force.	Having been convicted of an offence that renders him unfit for service in the Defence Force.	To be used only at the discretion of the Commander PNG Defence Force.
7	That the member is medically unfit.	Being medically unfit for service in the Defence Force.	To be used where members medical standard falls below the standard required for his employment or any alternative employment.
8	That the member has requested his discharge	Having requested his discharge	

EXAMPLE - FORM OF WARNING FOR DISCHARGE

1. To

2. I hereby warn you that I regard you as ⁽²⁾

and that unless your performance improves/suitability is demonstrated (delete as appropriate) I will recommend your discharge.

3. You are regarded as ⁽²⁾ because

4. I will recommend your discharge within ⁽⁴⁾ months unless within that time you ⁽⁵⁾

5. Your continued performance will be monitored by (s).

and in ⁽⁴⁾ months' time or earlier if appropriate, your performance will be reviewed. If at that time or earlier I do not recommend your discharge, this warning will be revoked or a new warning may be issued.

Commanding Officer's Signature

Date

ACKNOWLEDGMENT

I acknowledge receipt of this warning and that I understand the reasons stated in the warning.

Soldier's Signature

Date

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Notes

1. **Insert Number, Rank, Initials, Surname and Unit:**
2. Insert details eg, 'unsatisfactory in the performance of your duties', 'unsuitable as a soldier'.
3. Specific reasons for the soldier's unsatisfactory performance or unsuitability must be clearly and concisely stated, eg 'because of your poor discipline record as evidenced by the following offence history'.
General statements must be supported by details of specific acts or omissions that caused the CO to form the opinion that the soldier is unsatisfactory or unsuitable. Specific details may be included in an Annex.
4. Insert the period for which the warning is to remain in force.
5. Insert specific details of the corrective action required to be taken or the standards to be met by the soldier, which are to be monitored during the period of the warning.
6. Insert name/appointment of the person who will monitor the soldier's performance.
7. Insert date. This date is to be the date on which the CO signs the warning and gives it to the soldier to sign.
8. The soldier's signature is an acknowledgment that the warning has been received and understood. A soldier may be ordered to sign the warning as an acknowledgment that the soldier has read the warning and the soldier may be charged for disobedience if the soldier refuses to sign the acknowledgment.

ANNEX C T CHAPTER 58

SAMPLE SHOW CAUSE NOTICE

To: (1)

NOTICE TO SHOW CAUSE WHY I SHOULD NOT RECOMMEND YOUR DISCHARGE

1. TAKE NOTICE that I intend to recommend to the Chief of Personnel that that you be discharged in accordance with Chapter 58 on the grounds that your performance is such that your continued service is not in the interests of the Defence Force.
2. I am advised that (2)
3. The decision maker will take into account the following:
 - a. The extent and nature of your misuse of alcohol, including any offences that you may have committed.
 - b. Your entire service history including your medical condition, conduct record and any reports and qualifications gained during your service.
 - c. The recommendation of your unit commander or superior.
 - d. Any other matters that become evident during the making process, including any matter which you were not previously given the opportunity to respond to, and any other matters raised by you in response to this notice.
4. YOU ARE HEREBY INFORMED that you have fourteen days from the date upon which this notice is served upon you in which to Show Cause in relation to the actions proposed to be taken against you. You may consult a Defence Force Legal Officer, if one is available, to assist you in the preparation of your response.

(Signature Block)

(Date)

Notes: (1) Insert Service Number, Rank, Surname and Initials (2) Insert details

CHAPTER 69 RECORDS OF SERVICE

69.1 This chapter details the responsibilities of Commanding Officers for the maintenance of Records of Service, PH1, for members of their units.

69.2 A record of service is the permanent record of all relevant facts concerning an individual. Two copies are to be raised by Defence Force Records office for each member who enters the Defence Force. The original or official copy is to be held by Defence Force records office and the duplicate is to be held by the member's current unit.

Responsibilities

69.3 Units are responsible for maintaining Records of Service, 1³¹-11, for originating most personal documents and for reporting occurrences affecting all members under the administrative control of the unit.

69.4 The individual member is responsible for personal documentation that affects his personal status. Failure to report a change in his recorded status can only result in incorrect records. Therefore, an awareness is to be cultivated in individuals to report all changes in their personal circumstances to the orderly room staff of their unit immediately as they occur. This requirement is to be published in Unit Routine Orders at regular intervals.

69.5 Commanding Officers are responsible for accurate, complete and up to date personal documentation for each member of their unit.

Importance

69.6 An accurate and complete Record of Service, PH1, is of great importance to individual members since it is from this record that the member's progressions, employment, pay and allowances flow. In addition, the rights of members to ex-service benefits, pensions, compensation and the like depend to a great extent on the accuracy and completeness of the personal documentation.

Occurrences to be Reported

69.7 Occurrences affecting a member's Record of Service, PI-111, and unit responsibilities for reporting and recording those occurrences are shown at Annex A

Personnel Occurrence Reports (POR)

69.8 Occurrences that affect a member's Record of Service are to be reported to the Defence Force Records Office by POR. Keywords to be used and details to be included on the POR are shown at Annex A.

69.9 When occurrences are reported on a specific form such as a Course Report, Charge and Offence Report or Employment Test Report, a POR is not required. HQ PNG Defence Force Records Office will raise recruit's authority on receipt of an appropriate report.

69.10 A POR may contain a number of occurrences affecting a single member. Occurrences for different members are to be reported on separate PORs.

Unit Action

69.11 Units are to carry out the following actions for forwarding PORs:

- a. Compile PORs as soon as possible after the occurrence and dispatch them to Defence Force Records Office.
- b. If the event has an effective date that is retrospective more than 30 days, a unit explanation for the delay in submission is to be attached to the POR.
- c. Check the member's Record of Service to ensure the occurrence is logical according to this record and then pencil the entry into the Record of Service quoting the POR serial number.

69.12 If the occurrence is not promulgated by Defence Records Authority within 30 days, the unit is to send a signal to Records including the following detail:

Reference POR Number
Service Number
Rank Initials Name Request for the relevant
Records Authority

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69.13 Units are to carry out the following actions on receipt of the Records Authority:

- a. Check the Records Authority for content against the POR. Particular attention is to be paid to any transactions affecting pay.
- b. Record the date received and the Records Authority number on the file copy of the POR.
 - c. If the transaction was not originated in the unit, and therefore no file copy of the POR is held, the same aspects are to be checked against the Record of Service to establish that it is a logical and correct transaction.
 - d. Ink in the entry in the Record of Service.

Units Checks of Records of Service

69.14 Each month Defence Force Records Office is to distribute a list to each unit of the Records Authorities issued on behalf of members of that unit. Units are to check this list against the file copies of the PORs to ensure that all Records Authorities for that month have been received. Any discrepancies are to be reported to Defence Force Records Office by signal as detailed in paragraph 69.12.

69.15 Units are to ensure that members check their Records of Service each year under the supervision of an officer as another means of ensuring that correct and up to date information is recorded.

Custody of Records of Service

69.16 Records of Service are to be secured in a lockable container at all times and access to them is to be controlled by an officer.

69.17 Records of Service for other rank members may be kept in orderly rooms however Records of Service for officers are to be held centrally in each unit by an officer nominated by the Commanding Officer.

Loss of Record of Service

69.18 In the case of a loss of a Record of Service, a Unit is to conduct a formal investigation. The completed Investigation Report is to be sent to D Mpr. records Office will only re-issue PH1 when directed by D Mpr acting upon the report from the Investigation Officer.

Annex:

A. Notes for Guidance to Units on Compilation of Personnel Occurrence Reports

ANNEX A T CHAPTER

NOTES FOR GUIDANCE TO UNITS ON COMPILATION OF PERSONNEL OCCURRENCE REPORTS

Serial	Keyword	Type of Occurrence	Unit Reporting	Details to be Included POR	
1	ABSENCE	AWOL found to be involuntary.	1. For initial action see Serial 6 AWOL. 2. On charge being heard, Charge Report to: <ul style="list-style-type: none"> • PNGDF Records Officer • Force Pay Office • S02 (Legal) HO PNGDF • Unit File 	1. Certified or Not Certified When absence not occasioned by a own fault CO is to and no forfeiture of pay involved. When absence due to fault of absence is not certified and forfeiture of pay is involved.	.
2	APPT	Appointment to commissioned Rank.	No unit action. CPers is responsible.		
3	AWARD	Grant of the LSBGCM and MSM.	No unit action. CPers is responsible.		
4	AWARD FOR	Forfeiture of any honours, decorations or any other awards.	No unit action. CPers is responsible.		
5	AWARD RES	Restorations of any award previously awarded.	No unit action. CPers is responsible.		
6	AWOL	All occurrences concerning commencement and cessation of absence without leave up to 21 days.	1. See also Serial 37 NES and Serial 1 ABSENCE. <ul style="list-style-type: none"> • PNGDF Police Unit • PNGDF Records Officer • Force Pay Office • Servicing Paymaster • Parent Unit If Applicable 2. A copy of Descriptive Report PD14 of member wanted to PNGDF Police Unit 3. Once charged, a copy of the Charge Report to: <ul style="list-style-type: none"> • PNGDF Records Officer • Force Pay Office • S02 (Legal) HO PNGDF • Unit File 		

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Serial	Keyword	Type of Occurrence	Unit Reporting	Details to be Included POR
7	AWOL	21 Days and Over.	<ol style="list-style-type: none"> 1. POR with personal documents other than pay card, to PNGDF Records Office. 2. POR with pay and to Force Pay Office. 	<ol style="list-style-type: none"> 1. Declare member a illegal absentee. 2. Keywords AWOU/UNIT, member to illegal absentee 3. A list of Deficient funservice e Items is to be attached to POR PNGDF Records Office.
8	BIRTH	Changes to recorded date of birth.	POR to PNGDF Records Office endorsed that the birth certificate or <u>extract of birth has been sighted.</u>	State if birth certificate been sighted.
9	CAMPAIGN	Entitlements to Campaign Awards.	No unit action. CPers is responsible.	
10	CEASED MIL TITLE	Cessation of an Officer's appointment.	No unit action. CPers is responsible.	
11	CHILD	Birth, death or adoption of member's child. a	POR to PNGDF Records Officer.	<ol style="list-style-type: none"> 1. State whether malt! female. 2. Date of birth, death adoption as applicable 3. State if birth/death certificate or adoption papers have been sighted..
12	COURSE	Results of all courses.	Submit: Course Report, • Employment Test Report, or • Unit Routine Order.	POR not required.
13	DEATH	All fatal casualties.	<ol style="list-style-type: none"> 1. POR to PNGDF Records Office. 2. Notify NOK. 3. NOTICAS signal to: • HO PNG Defence Force • PNGDF Records Office • Unit near where NOK resides if applicable. 	Include cause of death contained in NOTICAS gnat or death Certificate
14	DEPEND	Recognition of mother, father, brother, sister or other if approved, as dependants.	<ol style="list-style-type: none"> 1. Initial report must be supported with documentary evidence. 2. Submit to HO PNGDF for approval. 	<ol style="list-style-type: none"> 1. Date of occurrence 2. Relationship of member. 3. Name & Address <u>Dependent.</u>

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Serial	Keyword	Type of Occurrence	Unit Reporting	Details to be Included on POR
15	DET	Members temporarily detached to other units or civil organizations.	March members in or out.	Include details of unit to which detached and period of detachment if less than 7 days.
18	DISCH	Discharge of Other Ranks.	Inform member of date for discharge three months prior.	
17	EDUC	Recording of educational qualifications.	No Unit action. S01 (EDUC) is responsible.	
18	EMPLOY	Gain of employment qualifications.	1. Gain of employment: Training unit forward three copies of Employment Test Certificate to HQ PNG Defence Force. Employment Testing Officers other than at Tro Units forward two copies of Employment Test Certificate to HQ PNG Defence Force.	POR not required.
19	EMPLOY	loss of employment qualifications.	2. When employment qualifications are withdrawn, the unit is to submit a POR to HQ PNGDF showing the change in Pay or Posina and are to forward an Employment Test Certificate showing reasons for the withdrawal.	
20	ENL	Enlistment of other ranks without previous service.	No unit action. CPers is responsible.	
21	FURL	Grants of furlough.	POR to PNGDF Records Office on commencement and completion of furlough.	Include dates of commencement and completion.
22	(TRADED	Gradings of Officer Cadets.	No unit action. CPers is responsible.	
23	HDA	Payment of Higher Duties Allowance.	Recommended applications form in triplicate for one step in rank and four copies for two steps in rank distributed in accordance with Chapter 19. POR is also required.	1. Include rank for which HDA is to be paid. 2. Date commenced and ceased HDA
24	HONOURS	Award of honours, decorations and awards other than long service and campaign awards.	No unit action. CPers is responsible.	
25	HON FOR	Forfeiture of honours.	No unit action. CPers is responsible.	
<u>26</u>	HON RES	Restoration of honours.	No unit action. CPers is responsible.	

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Serial	Keyword	Type of Occurrence	Unit Reporting	Details to be Included POR
27	HOSP	Hospitalizations including: admissions, • discharge and • transfers between hospitals.	1. If as a result of an injury, ensure completion of an investigation. 2. POR to PNGDF Records Office.	1. State whether an admission, discharge or transfer. 2. If transfer state name of new hospital 3. Keyword MEDCON If applicable.
28.	INCR	Incremental advancement.	No unit action. CPer is responsible.	
29	LEAVE	Dates of leave and free travel.	POR to PNGDF Records Office.	1. Dates and number days. 2. Free travel granted not.
30	LWOP	Leave without pay for all members on full time service. (See also Serial 37 NES).	1. POR to PNGDF Records Office. 2. Separate POR to PNGDF Records Office showing time and date of march in ex-LWOP. 3. Signal to Force Pay Office and PNGDFD Records Office in accordance with Chapter 3.	1. Date and time of march out of unit. 2. Period of LWOP granted. rented. 3. Date and time of march in on completion of LW
31	MARITAL	Change of marital status including: • Married • Divorced • Widowed	POR to PNGDF Records Office giving details and date of occurrence.	1. State whether married or divorced. 2. Keywords NOK, DEPEND and CHILD if applicable.
32	MEC	Medical Classification.	No Unit action. DHS HQ PNGDF responsibility HS3 to PNGDF Records Office.	
33	MEDCOND	Medical condition of members on Very Seriously Ill list and members wounded or injured remaining on duty.	No Unit action. Medical responsibility.	1. State whether Seriously Ill, Very Seriously Ill or Satisfactory.
34	MEDREP	Injuries to or illnesses of members reported by an investigation.	1. POR to PNGDF Records Office. 2. Direct whether or not an investigation is to be conducted.	Include keywords HOS and MEDCON if applicable.

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Serial	Keyword	Type of Occurrence	Unit Reporting	Details to be Included POR
35	MILTITLE	Grants of military titles on retirement or discharge.	No unit action. CPers is responsible.	
38	NAME	Change of names or resumption of true names of members.	1. Forwarded Statutory Declaration and POR to PNGDF Records Office. 2. For resumption of true name forward Statutory Declaration to PNGDF Records Office together with photocopy of Certificate or Extract of Birth and POR.	Include Family or Suma first, followed by other names.
37	NES	Non effective service during a members current engagement.	No unit action. PNGDF Records Office responsibility.	
38	NOK	Details of. • Next of Kin • Additional Next of Kin Change of address of NOK or additional NOK • Withdrawal of NOK or additional NOK	1. POR to PNGDF Records Office. 2. Advise members of the unit regularly of their responsibilities to notify the unit of any changes.	1. Include name and address of NOK. 2. Relationship to member.
39	OFF	Details of all service and civilian offences.	Charge report to PNGDF Records Office, Force Pay Office and S02 (Legal) HQ PNGDF for service offences. See also AWOL serials 8 and 7. PENALTY Serial 42. Civil offences are reported by PNGDF Police Unit.	
40	OVERSEAS	Movement overseas.	POR to PNGDF Records Office including ports of embarkation and disembarkation.	Place and date of embarkation and disembarkation.
41	PAYRATE	Change in payrate during members first two years service.	No unit action. PNGDF Records Office responsibility.	
42	PENALTY	Penalties awarded for an offence.	Included with Serial 39. PNGDF Records Office Responsibility.	

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Serial	Keyword	Type of Occurrence	Unit Reporting	Details to be Included on POR
43	PROM	Promotion of Officer and Other Ranks.	1. Officers: No unit action. CPers is responsible. 2. Other Ranks: <ul style="list-style-type: none"> • LCPL, POR and Evaluation Report to PNGDF Records Office. • CPL and SGTs, Performance Evaluation Report when qualified for promotion. Recommendation for provisional rank if considered necessary and member not qualified. • SGTS and above, Performance Evaluation Report each year as detailed in Chapter 55. • For provisional rank a Performance evaluation Report and a POR to HO PNGDF. 	
44	POSTING	Changes in posting.	POR TO PNGDF Records Office.	Show new posting and line number from Unit Manning Details.
45	QUAL	Qualifications which affect promotion.	POR to PNGDF Records Office.	1. Give detail of qualifications. 2. State whether fully qualified or not.
48	RED	Reductions in rank and in Seniority.	1. Officers: No unit action. CPers is responsible. 2. Other Ranks: Forward order for reduction in rank to PNGDF Records Office with a POR. Copy to Chief of Personnel.	
47	REENG	Re-engagement of other ranks whether in advance or normal except when re-Oengagement to a specific date. See RETIRES, Serial 51.	Application for Re-engagement with a POR to PNGDF Records Office.	1. State period for which re-engaged. 2. If in advance give reasons. 3. If other than normal period give dates.
48	REIMS	Orders for members to reimburse the Defence Force for losses or damages.	1. Investigate fully before issuing an order. 2. If order is to be made inform member of the reasons. 3. Make out order in triplicate. 4. Send copy of order to PNGDF Records Office with a POR.	1. State amount of reimbursement and rate of payment. 2. Appointment of Authorizing Officer.

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Serial	Keyword	Type of Occurrence	Unit Reporting	Details to be included on POR
49	RELIGION	Change of a member's religion.	POR to PNGDF Records Office after receipt of a written statement from the member.	Must state new religion
50	RELIST	Record re-enlistment after a break in service.	No unit action. CPers is responsible.	
51	RETIRE	Extensions of age for retirement.	No unit action for approvals. CPers is responsible. Once approved forward application for re-engagement to PNGDF Records Office with a POR.	
52	SERVICE NO	Promulgation of correction to service number.	No unit action. PNGDF Records Office responsibility.	
53	SUSP	Suspensions from duty.	<ol style="list-style-type: none"> 1. For suspension from duty a POR to PNGDF Records Office. 2. Notify HQ PNG Defence Force with a report of the circumstances and send a copy of the report to Force Pay Office. 	<ol style="list-style-type: none"> 1. Reason for suspension. 2. Appointment imposing the suspension. 3. Hour and date of suspension. 4. Hour and date of suspension is removed.
54	SYMBOL	Awards of service symbols and/or membership of civil institutes or associations.	Verify award and POR to PNGDF Records Office.	
55	UNIT	Allocations to or of units.	<ol style="list-style-type: none"> 1. PNGDF Records Office requires a receipted movement order from the unit. 2. POR to PNGDF Records Office. 	New unit title.
56	WARNED	Warnings to members as a consequence of unsatisfactory performance or poor discipline.	A POR and Warning for Discharge or Reduction in Rank to PNGDF Records Office and an endorsement on the Charge Report If applicable. Copy to Chief of Personnel.	<ol style="list-style-type: none"> 1. State warning and include member and Commanding 2. Warn for reduction discharge.

CHAPTER 70

MARRIAGE

General

70.1 This chapter details the policy for recognition of marriage in the PNG

70.2 For the purposes of documentation and administration, it is important that members notify their units when they marry, become divorced or remarry.

Types of Marriage

70.3 The Defence Force recognizes marriages contracted in accordance with the Papua New Guinea Act 1963, any amending subsequent legislation and Native Customary Marriage verified in accordance with the following paragraphs.

Recognition of Marriages

70.4 The Defence Force requires documentation of marriage. The statement a member, whether spoken, or written, or even by Statutory Declaration, is by itself insufficient proof of marriage; and therefore insufficient support for the raising of a Personal Occurrence Report.

70.5 In the case of marriage by authorized celebrants, recognition of the marriage is given after the member produces his marriage certificate.

70.6 In order to obtain recognition for Native Customary Marriages, the following procedure is to be followed:

- a. the member is to call on the Orderly Room staff and complete the appropriate section of the form for the verification for Native Custom
- b. this form is dispatched to persons or authorities competent to speak the group according to whose customs the Native Customary Marriage has been performed; and
- c. such verifying authorities may be local government councils, clan leaders, local churches or other local authorities.

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7.7 When this form is received back in the unit and satisfactorily verifies that the marriage has taken place in accordance with the prevailing custom, the marriage is recognized by the member's unit.

8 The assistance of chaplains may be sought in effecting the verification of native Customary Marriages.

7.9 Disciplinary action will be taken against a member who makes false statements on form for the Verification of Native Customary Marriage.

Recording of Marriage

.10 Once recognition has been given to a marriage, the unit is to inform the

Defence Force Records Office by a Personal Occurrence Report, PH 29, as detailed Chapter 69. This POR should state whether the marriage was performed by an authorized Celebrant and registered in accordance with the Marriage Act or a Native customary Marriage.

11 When a change in the member's next of kin is requested, this is to be Reported to Records on the same POR.

Divorce

.12 The Defence Force recognizes divorce effected in accordance with the law of Papua New Guinea.

70.13 The procedure for divorce varies according to the type of marriage concerned

a. Divorce in the case of a marriage performed by an Authorized Celebrant is governed by the Papua New Guinea Matrimonial Causes Act of 1964.

b. Divorce in the case of Native Customary Marriage is governed by the customs prevailing in the group according to whose customs the marriage was originally sanctioned.

Recognition of Divorce

0.14 The Defence Force requires documentation of divorce. The statement of a member, whether spoken, or written, or even by Statutory Declaration, is by itself sufficient proof of divorce; and therefore insufficient support for the raising of a personal Occurrence Report.

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70.15 In the case of a divorce, where the marriage has been registered in accordance with the Marriage Act 1963, recognition of the divorce is given after the member produces the Decree Absolute.

70.16 In the case of divorce, where the marriage was a Native Customary Marriage, recognition of the divorce is given after the member produces documentary verification of the fact of divorce given by the same group which sanctioned and verified the original marriage.

Recording of Divorce

70.17 Once recognition has been given to a divorce, the unit is to inform the Defence Force Records Office by POR as detailed in Chapter 69. The POR should state the authority for the divorce.

Remarriage

70.18 Remarriage is recognized according to the laws of Papua New Guinea.

70.19 When a member claims remarriage, the following procedure is to be **followed**:

- a. Verification of the fact of divorce is to be completed in accordance with paragraphs 70.12 to 70.16.
- b. The member is then to be recorded as single.
- c. Verification of the remarriage is to be completed in accordance with paragraphs 70.4 to 70.11.
- d. The member is then to be recorded as married.

70.20 Any entitlement attracted by the remarriage are to be effective from the either the date of marriage according to the marriage certificate or from the date a Native Customary Marriage is verified. These entitlements may include, but are of restricted to movements, allocation of married quarters, etc.

Multiple Spouses

70.21 Where a member has more than one spouse, the member must identify is primary spouse. Any entitlement on the basis of marriage will be based on the primary spouse only. Other spouses may be recognized as dependants for purposes of allowances etc in accordance with Chapter 1.

CHAPTER 71

ADOPTIONS

General

71.1 To have an adopted child recorded as a dependant, a member is to produce to his unit a Certificate of Adoption issued by a competent Court.

71.2 Applications for Certificates in relation to adoption may be made to a Local Court in accordance with the Adoption of Children (Customary Adoptions) Act 1969. These applications are processed quickly and require an appearance by the adopting parents, donor parents, and a representative from the donor parents village.

71.3 The certificate provides evidence that independently supports the

member's claim of guardianship of the adopted person. Whilst the adoption is quite legal and complete without such certificate, provided it is so recognized by native custom, the Defence Force will not recognize the person as a dependant without the certificate.

Recording

71.4 On the production of a Certificate of Adoption, the member's unit is to extract particulars of the Certificate and notify Records by a Personal Occurrence Report as detailed in Chapter 69.

Allocation of Married Quarters

71.5 Commanding Officers are to accept as a dependant for the purpose of married quarters allocation, any child adopted in accordance with the provisions of this chapter.

CHAPTER 72

NEXT OF KIN

General

72.1 All members of the Defence Force are to nominate a next of kin who is to be the person whom the member wishes to be informed in the even of injury, serious illness or death.

72.2 When a member nominates a next of kin he is to be informed that:

- a. the person nominated as the next of kin is normally the only person to whom advice of injury, serious illness and death is sent as detailed in Chapter 165; and
- b. the nomination of a next of kin is not a will and does not entitle the nominated person to receive the effects of the deceased.

Recording

72.3 The next of kin is to be recorded at the time of enlistment or appointment and is to be entered on the member's Record of Service.

72.4 The Next of Kin record is to be checked frequently and up-dated during May each year. Any changes are to be reported by POR action in accordance with the provisions of Chapter 69.

CHAPTER 73

IDENTITY CARDS

General

73.1 This chapter details the policy for issue of Identity Cards, OS1, in the Defence Force.

73.2 Identity cards are to be issued to all members, their dependants and civilian employees of the PNG Defence Force. They provide a means of identification and control of entry to Defence Force Installations.

Issue and Control

73.3 Identity cards are to be issued at the following centres:

- a. HQ Murray Barracks,
- b. HQ Igam Barracks,
- c. HQ Moem Barracks,
- d. PNGDF Patrol Boat Base Lombrum,
- e. HQ Taurama Barracks, and
- f. PNG Defence Force Training Depot.

73.4 An officer in each of these centres is to be nominated to control the issue, recording and withdrawal of identity cards. He is to record all issues and withdrawals in a register.

73.5 **Replacement.** Identity cards are to be replaced on the following occasions:

- a. change of name,
- b. on promotion,

d. when directed by HQ PNG Defence Force

73.6 Cancellations. Identity cards are to be returned and cancelled as follows;

- a. when a serviceman is discharged or dismissed from the Defence Force; and
- b. when a dependant or civilian employee ceases to become eligible for entry into PNG Defence Force establishments.

Security and Use

73.7 Identity cards are to be carried at all times and are to be presented on demand to service police, civilian police, sentries at Defence Force establishments or officers and NCOs of the Defence Force.

73.8 When an identity card is lost or damaged it is to be reported without delay and a new card issued.

73.9 Members are to ensure that cards are not to be permitted to fall into the hands of unauthorized persons. Members are not to lend or give identity cards to any unauthorized person.

CHAPTER 74

HONOURS AND AWARDS

General

74.1 This chapter details the conditions and procedures applicable to the recommendation, approval and award of Honours and Awards to members of the PNG Defence Force.

Commander PNG Defence Force Commendation

74.2 A member of the Defence Force may be awarded the Commander PNG Defence Force Commendation for an act or service which, whilst not of a degree that warrants commendation by a higher authority, is either:

- a. an act of gallantry;
- b. an act of meritorious service;
- c. exceptional devotion to duty; or
- d. outstanding in the public interest.

74.3 A recommendation for an award of the Commendation may be submitted at anytime. Where the recommendation is in respect of an act of gallantry, it is particularly important that it is submitted without delay. Recommendations are to be strictly limited to preserve the value attached to the Commendation.

74.4 Submission of Recommendation. The following points are to be observed in the preparation and forwarding of the recommendation, PR 86 (Form P 101 is used for Imperial honours, awards and citations:

- a. A member is not to be informed of the recommendation. This is necessary to avoid any disappointment to the member should the award not be approved.
- b. All details are to be typewritten.
- c. Abbreviations are not to be used.

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- d. The citation is to be clear and concise and if in respect of an act of gallantry, the following should be considered and stated:
 - (1) were other members available to help;
 - (2) if so, how many and in what manner did they assist;
 - (3) were there any difficulties or handicaps to be overcome by the member to successfully complete the act for which he/she is cited;
 - (4) did the time of day or climatic conditions make the act more difficult or hazardous.
- e. It is to be signed by the member making the recommendation, by the member's Commanding Officer and by the Area Commander.
- f. Recommendations are to be confidential and are to be submitted in duplicate to HQ PNG Defence Force (Exclusive for: S02 Officer Management).
- g. In the case where a number of members of the Defence Force participate in an act of gallantry and no one member emerges above all others as being solely instrumental in the performance of the deed, then each member should be cited for his contribution.

74.5 There is no limit to the number of commendations that may be awarded to an individual member during his period of service in the Defence Force.

74.6 Promulgation. An award of the commendation will be promulgated in Force Routine Orders and will be permanently recorded in the member's Service Record (PHI).

CHAPTER 84

COURSES

General

84.1 The schedule of courses conducted in the PNG Defence Force Training Units are promulgated every twelve (12) months in the PNG Defence Force Routine Orders (RO).

84.2 Amendments to the schedule of courses are to be promulgated by the Director of Training in signal form to all units involved and are to be confirmed by PNG Defence Force RO.

Categories of Courses

84.3 There are two categories of PNG Defence Force courses:

- a. Category A. Category A courses will be paneled directly by HQ PN Defence Force and nominations from units are not required. It is the responsibility of units, however, to advise HQ PNG Defence Force as soon as practicable after the course panel has been released of the availability of the members selected to attend the specific
- b. Category B. Category B courses will be paneled by HQ PNG Defence Force after nominations have been received from units. HQ PNG Defence Force may also select members not nominated or dele those nominated if required (D Mnpr and Sponsor Directors responsibility).

84.4 The schedule of overseas courses is notified to units by signal when vacancies occur.

Nominations

84.5 The following procedures are to be adhered to:

- a. PNG Defence Force
 - (1) Category B courses. Units are to submit their nominations t reach S02 Training PNG by the due date for nominations listed in the Command RO;

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- (2) nominations are to be made by signal in order of priority for attendance;
- (3) personnel nominated to attend courses must meet the training and selection requirements as stated in Manual of Other Rank Employment; and for officers the nomination must meet the career planning for each individual officer and must be cleared by Director of Manpower; and
- (4) late nominations will not be accepted except under special circumstances.

b. Overseas Courses:

- (1) Director of Training/Education is to inform each individual Sponsor Director when vacancies exist;
- (2) each individual Sponsor Director is to clear his nomination or nominations with Director of Manpower for clearance;
- (3) the nomination/nominations are then forwarded to the Director of Training /Education;
- (4) the Director of Training/Education is to forward the names and personnel particulars to DCMT for forwarding to Australia and for the other Defence Co-operation Programs (IMET and MAP to the individual Embassy or High Commission;
- (5) the Director of Training/Education is to inform each individual member of their selections at least three weeks in advance;
an
- (6) the Joining Instructions (JI) must be out by the second week of the three weeks in advance.

Withdrawal from a course is not permitted without prior approval from HQ PNG Defence Force.

Unit

84.6 Units are not to conduct individual promotional courses. If a unit wishes to conduct a promotional course they are to forward a request to HQ PNG Defence Force for approval.

84.7 Units are to notify HQ PNG Defence Force of details of courses they intent to conduct, including a copy of the block and detailed syllabus. Results are to be notified as detailed in paragraphs 84.8 to 84.10.

Course Reports

84.8 The final report on each student in any course conducted in PNG is to be made on a Course Report (PT4) or Certificate of Employment Test (PT3).

84.9 Reports are to be distributed as follows:

- a. one copy to member's unit; and
- b. two copies to HQ PNG Defence Force.

84.10 A general report on each course is to be completed by the training unit and forwarded to the Director of Training/ Education, HQ PNG Defence Force. Any recommendations or results that occur as a consequence of the report are to be sent to the training unit for action where appropriate.

Return of Service Obligation (ROSO)

84.11 General. On completion of a course, members are to continue to work in the Defence Force with a return of service obligation calculated on the basis of one year for each year of training plus one additional year. For periods six months or greater but less than one year, the formula is one day for each day of training plus one year. The maximum period for return of service is five years. The ROSO will be adjusted if necessary to reflect the actual course dates upon completion of the course.

84.12 To ensure that members are clearly aware of their obligation to render a ROSO following a course of training, ROSO is to be acknowledged before it is incurred. Where it is planned that a member undertake a course which will incur a ROSO the member is to be notified, in writing, and to accept, in writing, the terms of the ROSO before paneling action is commenced.

84.13 Form of Acknowledgment. Acceptance of the terms of a ROSO is to be made on a Form of Acknowledgment - Return of Service Obligation as outlined at Annex A. The completed (signed and witnessed) Form of Acknowledgment is to be lodged with PNG Defence Force Records Office before paneling action is commenced or an appointment/enlistment confirmed.

84.15 Officers on a Short Service Commission. Where an officer serving under a Short Service Commission (SSC) is planned to undertake a course of training which will incur a ROSO, and the member's SSC will expire before the fulfillment of the ROSO period, the member's SSC is to be extended for at least a period sufficient to allow the fulfillment of the ROSO to be incurred.

84.16 Other Ranks Serving Fixed Term Engagements. Where an OR who is engaged to serve for a fixed period is planned to undertake a course of training which will incur a ROSO and the member's current engagement period will expire before the fulfillment of the ROSO period the member is to re-engage for at least a period sufficient to allow the fulfillment of the ROSO to be incurred.

84.17 Release From Return Of Service Obligation. A member will generally not be released from ROSO unless circumstances exist which the Chief of Personnel believe warrants waiver of ROSO. Notwithstanding, officers and soldiers retain the right to submit a resignation or application for discharge at own request at any time. Each case will be considered on its merits. In exceptional circumstances the Chief of Personnel may waive a ROSO commitment.

Conditions of ROSO

84.18 The following conditions apply to return of service:

- a. A course of less than six months duration does not require a return of service.
- b. All service after graduation is counted as return of service.
- c. A member who completes a special course outside the Defence Force at public expense begins his return of service on completion of the course.
- d. A member is to service concurrently, periods of return of service arising from more than one consecutive training course. The time spent on a second course would pay back the return of service time due on an earlier course, therefore two separate consecutive courses of one year each would be paid back in two years after completion of a second course.

Course Administration

84.19 The detailed administration of schools and courses both PNGDF Schools/Courses and Overseas Schools/Courses is contained in the Joining Instructions (JI).

Annex:

- A. Form of Acknowledgement - Return of Service Obligation

FORM OF ACKNOWLEDGMENT

RETURN OF SERVICE OBLIGATION

Reference:

Service Number	Rank	Surname and Initials			
Course Title and Name of Training Establishment:					
Planned Course Dates:	From:		To:		
<p>I, hereby acknowledge that:</p> <p>a. I have been briefed, in writing, and am fully aware of my ROSO with regard to undertaking the course of training as detailed above, during the period shown.</p> <p>b. As a result of undertaking the aforementioned course of training I will incur a ROSO, based on the planned course dates outlined at paragraph 84.11 of Reference A, of days and that this period will be adjusted to reflect the actual dates of the training in accordance with the provisions of Reference A.</p> <p>c. Fulfillment of my ROSO will be effected with the provisions of Reference A.</p> <p>e. During the period of my ROSO I am aware that the Chief of Personnel may reject my resignation or discharge as a result of the conditions detailed in Reference A.</p>					
Member's Signature				Date	
Witness Signature				Date	
Name in Full					

Note:

1. Signing the Form of Acknowledgment is merely an administrative requirement. Failure to sign a ROSO Form of Acknowledgment does not

CHAPTER 86

SPONSORED STUDENTS

Introduction

86.1 This chapter details the conditions applicable to members enlisted as sponsored students. Students are enlisted to undertake full time academic study at either the University of Papua New Guinea or the University of Technology and other institutions that may be approved from time to time.

Courses of Study

86.2 Sponsorships can be offered for degrees and diplomas in the following fields:

- Engineering
- Medicine
- Dentistry
- Education
- Law
- Psychology
- Survey
- Other fields to meet Defence Force Requirements

Eligibility

86.3 To be eligible for sponsorship an applicant must:

- a. possess the academic standards required for the particular course;
- b. be recommended by a psychologist as having the ability to pass the course and as being acceptable as an officer;
- c. meet the required medical standards;
- d. be recommended by his school headmaster; and
- e. be recommended by a HQ PNG Defence Force Selection Board and approved by the Commander PNG Defence Force.

Recruitment

86.4 Students may be recruited only after the successful completion of their fifth year of tertiary level studies. This first year of studies is to be in addition to the Preliminary Year at UPNG, First Year at PNGUT or other equivalent institution.

86.5 Sponsored students are to be enlisted and granted officer cadet status for the duration of the course. Sponsored students must meet the same selection criteria as for other officer appointees as detailed in Chapter 37. PNG Defence Force Sponsorship will be offered each year in accordance with the forecasted P Defence Force specialist requirements. Allocation of PNG Defence Force Scholarships is controlled by the Directorate of Training.

Vacation Employment

86.6 Sponsored students are to be employed in service establishments throughout the long vacation December to January when not on annual recreation leave.

Return of Service Obligation (ROSO)

86.7 On completion of their course, students are to continue to work in the Defence Force with a return of service calculated on the basis of one year for each year of training plus one additional year. The maximum period for return of service

is five years. Further information on ROSO is in Chapter 84 of this manual.
Pay and Allowances

86.8 Rates of pay for sponsored students are detailed in Chapter 15 and the allowances and deductions applicable to serving officers apply.

86.9 Pay Provisions. Pay provisions are as follows:

- a. From the start of the academic year the student is paid at the rate applicable to the second year of the course.
- b. A student who on enlistment as a sponsored student has progressed part way through the university course is to be paid at the rate applicable to that year of the course. They are to remain on that rate until the start of the next academic year.
- c. All students progress to their next pay rate effective from the start of the academic year as shown in the applicable University Handbook.,

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- d. Subject to the new provisions laid down in paragraph 86.19, regarding failure during the course, a decision on the level of pay applicable to a student required to repeat all or part of a year's study is to be made by the Director of Training.

86.10 Personal Occurrence Report and Records Authority action is necessary each year to advise the Pay Office of the following in relation to each student:

- a. the date of the commencement of the next academic year; and
- b. the year of the course to which the student is to progress.

Administering Authority

86.11 HQ PNG Defence Force will promulgate the authority responsible for the student's administration.

Discipline

86.12 Sponsored students are subject to normal Defence Force discipline during their course.

Leave

86.13 Sponsored students are entitled to recreation leave and leave free travel in accordance with the provisions detailed in Chapter 3 of this manual.

Sponsored students may, if not required for duty, be granted special leave, in accordance with the provisions of Chapter 3, during normal academic vacations within the academic year.

Accommodation

86.14 Sponsored students are to be accommodated as detailed below:

- a. **Single Quarters.** Students are required to be resident at the

University of PNG Or the University of Technology. HQ PNG Defence Force is responsible for payment of all board and lodging charges and is to meet the difference between source deduction and actual cost of board and lodging.

b. Married Quarters. A member who is married at the time of enlistment may apply for a married quarter. A member who marries after enlistment may apply for a married quarter after the successful completion of two years of their course. A member will be required to vacate the quarter within one month from the date of termination or suspension of their engagement as a sponsored student.

c. OJT Students. OJT Students are to be accommodated in Service establishments as directed by the Commander PNG Defence Force or his delegate the Chief of Personnel.

Fees

86.16 The Defence Force is to pay all compulsory fees. These fees include:

Lecture Fees
Union Fees
Registration Fees
Student Representative Council Fees
Sports Union Fees

Any fee declared compulsory by the University of PNG or the University of Technology.

Book Allowance

86.17 The maximum amount for the book and instrument allowance is K500 per year. This allowance is to be paid prior to the commencement of each academic year. It is to be requested through the students administering unit and approved by the office of the Director of Training. Students are then responsible for purchasing their own text books, equipment and stationery and are not required to account for the expenditure of the allowance.

Training Overseas

86.18 Should students gain approval to undertake training overseas, salaries and allowances applicable are to be in accordance with Chapter 20.

Failure During the Course

86.19 If a student fails a particular year they may be authorized to repeat that year, provided the University of PNG or University of Technology recommends that they be allowed to repeat and the Commander PNG Defence Force, or his delegate the Chief of Personnel concurs.

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86.20 If a student fails during their course, or is removed from the University of PNG or University of Technology for other reasons, they are to be discharged from the Defence Force without obligation. Should they elect an alternative employment within the Defence Force they may continue to serve with the, concurrence of the Commander PNG Defence Force, or his delegate the Chief of Personnel.

Termination of Sponsorship

86.21 If a student wishes to terminate or suspend their engagement as a sponsored student, they must apply in writing to the Commander PNG Defence Force, or his delegate the Chief of Personnel. Such a request must be forwarded initially to the Director of Training for recommendation prior to approval or non approval by the Commander or Chief of Personnel. The Commander or Chief of Personnel may then give consent subject to the member complying with such conditions as are determined after consultation with appropriate authorities.

Conditions of Employment

86.22 Except where specifically stated above, the conditions of employment of sponsored students are the same as for other members of the Defence Force.

CHAPTER 87

CIVIL ATTACHMENTS

General

87.1 The aim of this chapter is to set out the conditions governing the attachment of members to government departments and civil companies for training purposes.

Definitions

87.2 For the purpose of this chapter the following definitions apply:

- a. Civil Attachment. A civil attachment is an attachment to a department, or civil company, for such duties as maybe directed for th purpose of gaining knowledge or experience in relation to service duties without charge to the Defence Force.
- b. Department. A department is any government department, commission, instrumentality or agency including local government authorities.
- c. Company. A company is any civil company, firm, industrial or commercial organization.

87.3 A member may be selected to undergo a civil attachment when instructor in some specific task or technique is not available within the Defence Force.

The attachment is to be appropriate to the future employment of the member concerned and their role within the Defence Force.

Approval

87.4 Civil attachments are to be approved by the Chief of Personnel as the Commander's delegate.

87.5 No civil attachment's are to be made until negotiations between the Defence Force and the civil organization concerned have been satisfactorily concluded.

87.6 Where a member fails to display a satisfactory standard of conduct or make sufficient progress on an attachment, he is to be withdrawn from it.

Agreements and Indemnities

87.7 Any acknowledgement or undertaking made in connection with a civil attachment is to be forwarded to HQ PNG Defence Force. When a civil organization requires it, a form of indemnity, PG11, is to be completed and forwarded to HQ P G Defence Force.

87.8 A POR is to be sent to Defence Force Records Office notifying all detail of the attachment.

Duration and Return of Service Obligation

87.9 Attachments of six months or more are subject to a Return of Service Obligation in accordance with the provisions detailed in Chapter 84.

Financial Conditions

87.10 When a department or company intends to charge for the experience or training proposed, applications for the training are to be made under the terms of civil schooling in accordance with the provisions of Chapter 88.

87.11 Any necessary expenses, such as a member's normal pay, allowances, fares, and, cost of rations and quarters charged by the training agency, are to be paid by the PNG Defence Force.

87.12 A member on attachment, who is in receipt of service pay and allowances, is not to be provided with any form of remuneration from civil organization to which he is attached.

Membership of Trade Union

87.13 A member who is to undergo a civil attachment is not to join a trade union.

Strike or Lockout - Withdrawal

87.14 In the event of a strike or lockout involving union members with whom a member would otherwise be working, and whose duties he might otherwise perform, he is to be withdrawn from the attachment until there is a return to normal working conditions.

Administering Authority

87.15 HQ PNG Defence Force will promulgate the authority responsible for the member's administration.

Discipline

87.16 A member undergoing a civil attachment is to do so as part of his duties, and is subject to normal discipline during the period of the attachment.

Leave

87.17 Leave may be granted with the agreement of the department or company concerned, in accordance with the provisions of Chapter 3. Recreation Leave is to be taken at a time least likely to prejudice the instructional value of the attachment.

Submission of Reports

87.18 Each member undergoing an attachment (except as provided in paragraph 87.18.c.) is to submit reports, in duplicate, to HQ PNG Defence Force:

- a. at the conclusion of the attachment;
- b. when the attachment is of six month's duration or longer, on completion of each three monthly period from the start of the attachment (unless separate provision is made to vary this); and
 - c. when parties of two or more members are attached simultaneously to the same organization, the senior member is to submit the report on behalf of all members of the party.

87.19 Reports are to be brief and are to include:

- a. a description of the work done by the member during the period under report; and
- b. any other information that may assist in assessing whether the attachment is achieving or has achieved its aim.

CHAPTER 88

CIVIL SCHOOLING

Aim

88.1 The Civil Schooling Scheme is designed to provide for the training and education of members of the PNG Defence Force and of the Department of Defence by use of courses available through civilian training and education agencies.

Types of Courses

88.2 Training at public expense under the Civil Schooling Scheme is restricted to those courses and subjects which are appropriate to the member's future employment within the PNG Defence Force. Approval may be granted for courses conducted on a part-time or a full-time basis, by attendance or by correspondence, and in working hours or in a member's own time.

88.3 The Civil Schooling Scheme is not designed to meet personal requirement for educational and vocational advancement. Fulfillment of these needs is provided by the Vocational and Educational Training Scheme, the details of which are specified in Chapter 101

Application and Approval

88.4 The Training Commander is to distribute to all Branch Heads, Directors and units by 30 June each year, a Catalogue of Civilian Courses which will detail those courses which will be available through the civilian education and training agencies in the following academic year.

88.5 All Directorates and units are to submit through their respective Branch Heads, requests for allocation of vacancies for **civil** schooling courses for the following academic year. All requests, endorsed by Branch Head approval, must reach the Training Commander by 31 July each year.

88.6 The Training Commander in conjunction with the Directorate of Manpower is to prepare a Schedule of Approved Courses by 31 Aug. The Schedule of Approved Courses is to indicate the number of vacancies allocated to each Branch for each of the courses listed and is to be approved by the Chief of Personnel.

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88.7 Civil Schooling NETS nominations PR 20s are to be completed by branch

or unit nominees in triplicate and are to be forwarded to the directorate of Training On Sep each year. Applications are to be forwarded through Branch Heads who re to indicate the order of priority for nominees. It is anticipated that the number of applications will exceed the number of approved vacancies in order to provide a pool of reserves that may be allocated the vacancies if the high priority nominees are subsequently prevented from attending their approved course.

88.8 A Schedule of Civil Schooling indicating the names and regimental particulars of personnel approved to attend civil schooling courses is to be published by the Training Commander by 31 Oct each year.

88.9 Joining Instructions for each of the approved courses is to be raised by the Training Commander four weeks prior to the commencement of the course.

Out of Session

88.10 For courses that become available through civilian agencies after the promulgation of the catalogue of Civilian Courses, applications may be in triplicate on the Civil Schooling NETS Nomination PT 20. Such applications are to be submitted through the relevant branch head and are to reach the Training Commander no later than six weeks before the commencement of the course. Out of session approval will generally be granted only for courses which were not known to be available at the time of promulgation of the Catalogue of Civilian Courses, or which are requested to meet the employment requirements for specific PNG Defence Force personnel in need of special training.

Return of Service Obligation

88.11 On completion of a full-time course, members are required to continue to work within the Defence Force with a ROSO calculated in accordance with the provisions of Chapter 84. The return of service for other than full time courses is to be determined by the Chief of Personnel.

Financial Conditions

88.12 The Defence Force is to pay all compulsory fees. These fees

- Tuition Fees
- Student Registration Fees
- Accommodation Fees
- Any other fees declared by the education or training agency to be compulsory and non-refundable.

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88.13 HQ PNG Defence Force may approve a book and equipment allowance of up to K500 per year. Payment of this allowance is to be controlled by the Training Commander and is to be paid prior to the commencement of the course. Members are then responsible for purchasing their own text and reference materials, equipment and stationery.

88.14 Civilian clothing allowance and travelling allowance are to be paid as appropriate in accordance with the provisions of Chapter 26 and Chapter 193 respectively.

88.15 Where it is necessary for a member to be accommodated in premises controlled by the training agency, the Defence Force is responsible for payment of accommodation charges. Under these circumstances, the member is to be regarded as a living in member and is to continue paying charges for rations and quarters in accordance with the provisions of Chapter 15.

Preliminary Training and Assessment

88.16 For most civilian courses, a prerequisite minimum education and/or experience level is specified by the training agency. It is the responsibility of the originating authority to ensure that any member of the Defence Force nominated for a course possesses the prerequisite qualifications.

88.17 For courses of six months duration or longer, the nominee's aptitude for the course is to be verified by S02 Psych HQ PNGDF.

Defence Force Duties

88.18 During term or semester breaks, unless required to remain at the institution for study, research or other purposes, members on full-time courses are required to perform normal service duties as directed by HQ PNG Defence Force. While on course, full-time students are to be exempted from routine unit duties.

88.19 Members enrolled for part-time courses are to perform all normal service duties when not actually attending the part-time course.

Leave and Vacation During a Course

88.20 Leave, including leave to attend examinations is to be granted to members attending civil schooling courses in accordance with the provisions of Chapter 3. Recreational leave is generally to be taken in the long vacation at the end of the academic year.

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88.21 For full-time students, any vacation period not devoted to leave or service training is to be devoted to some form of employment to further the aims of the course. This employment may take the form of a civil attachment. The Directorate of Manpower is to make the arrangements for such employment.

Discipline and Administration

88.22 Members who attend civil courses do so as part of their service duties and are subject to service discipline and administration.

88.23 The authority responsible for the member's discipline and administration will be promulgated by HQ PNG Defence Force and will be specified in the Joining Instruction.

Correspondence

88.24 All correspondence on civil schooling is to be given the main heading "Civil Schooling". Correspondence concerning particular student members or individual courses is to include in the main subject heading the year of commencement of the course.

CHAPTER 89

INITIAL FLYING TRAINING AND POST GRADUATE FLYING TRAINING

Introduction

89.1 This chapter details the conditions applicable to members enlisted to train as pilots for the PNG Defence Force.

89.2 Except as otherwise stated in this chapter, the conditions of service detailed in this Manual are to be applied to flying trainees.

Selection

89.3 A selection board is to be convened each year under HQ PNG Defence Force arrangements to select flying trainees. To be eligible for training an applicant must:

- a. meet the age, educational and medical standards detailed in paragraphs 89.5 to 89.7;
- b. be recommended by a psychologist as having the necessary ability to pass the course and as being acceptable as an officer; and
- c. be recommended by the Flying Training Selection Board.

89.4 The Commander PNG Defence Force is the approving officer for all applicants recommended by the Selection Board.

Age

89.5 The following age limits are to apply to applicants for flying

- a. **Civil Applicants.** Applicants are to be between 18 and 25 years of age. Applicants over 25 years of age may be accepted if they have special educational qualifications or if they have exceptional aptitude .
- b. **Serving Members.** Applicants are to be between 18 and 30 years of age.

Educational Standard

89.6 Applicants are to have obtained passes in English, Mathematics and Science at Grade 12 or higher level.

Medical Standard

89.7 Applicants are required to meet medical and fitness standards for aircrew.

Enlistment

89.8 Successful applicants are to be enlisted in the Defence Force as Officer Cadets. On completion of the pilot training courses, cadets are to be commissioned with the rank of Second Lieutenant.

89.9 Serving officers who are selected for flying training are to retain their rank during the course and can be exempted from Phase 1 training.

Training Period

89.10 Training is to take place in five phases:

- a. Phase 1. Phase 1 training consists of basic officer training at the PNG Defence Academy (PNGDA).
- b. Phase 2. Phase 2 training consists of a bridging course at Air Transport Wing.
- c. Phase 3. Phase 3 training consists of basic flying training at a selected flying training institute in accordance with PNGDF Basic Pilot Course.
- d. Phase 4. Phase 4 training consists of advanced flying training at a selected flying training institute in accordance with the PNGDF syllabus.
- e. Phase 5. Phase 5 consists of completion of Basic Officer Training and Graduation at PNGDA.

Return of Service

89.11 Successful applicants are to sign an undertaking to serve eight years in the Defence Force after graduation.

Pay and Allowance

89.12 The rate of pay for flying trainees is detailed in Annex A to Chapter 15. Allowances and deductions are those applicable to serving officers as detailed in Chapter 15. Allowances as detailed in Chapter 20 are to be paid while the member is undergoing training in Australia.

Accommodation in PNG

89.13 **Single Accommodation.** Flying trainees will be provided with single accommodation during their course. HQ PNG Defence Force is responsible for meeting the difference between deduction for rations and quarters (Chapter 15 Paragraph 15.44) and the actual cost of board and lodgings.

89.14 **Married Quarters.** Married quarters will not normally be available for trainee pilots except in cases where serving members are selected for training. Allocation of such quarters or approval to live in other suitable accommodation is to be at the discretion of the Commander PNG Defence Force.

Accommodation at the Locality of the Flying Training Institutions

89.15 **Married Quarters.** Married Quarters are not provided and dependant of married members are not eligible for removal to the locality of the institution at public expense.

89.16 **Single Accommodation.** Flying trainees will be provided with single accommodation during their course. All board and lodging charges are to be met at public expense.

89.17 Serving members who have 30 days or more leave at credit at the time of selection are to take Recreational Leave before commencing the course. In the cases an advance of leave travel is to be given in accordance with the provision of Chapter 3.

Removal from Training

89.18 Any member can be removed from the course of training with the approval of the Commander PNG Defence Force or his delegate the Chief of Personnel for one or more of the following reasons:

- a. conduct indicating moral unfitness;
- b. physical unfitness; unsatisfactory progress; or

c. at the member's request.

89.19 Members undergoing flying training with the flying institute can be suspended from training on the authority of the school and/or HQ PNG Defence Force.

89.20 Depending on the reason for removal, members can with the concurrence of the Commander PNG Defence Force be discharged; or offered alternative employment within the Defence Force.

Special Clothing and Equipment

89.21 Issues as necessary may be authorized by the Director of Supply.

89.22 Flying clothing and equipment necessary during flying training is to be issued by the training establishment.

CHAPTER 100

EDUCATION

Introduction

100.1 This Chapter details the responsibilities and the method of operation of the PNG Defence Force Education Service.

Control

100.2 The S02 Education HQ PNG Defence Force is responsible to the Director of Training for the control and efficiency of the Education Service.

Function and Duties

100.3 The Chief of Personnel is responsible for advising the Commander PNG Defence Force on educational matters affecting members of the Defence Force, and for the implementation of policy on educational training. The Education Service provides:

- a. a system of progressive educational training to ensure the academic development of members of the PNG Defence Force;
- b. special teaching in academic disciplines at PNG Defence Academy and other units within the PNG Defence Force;
- c. advice to members of the Defence Force pertaining to their own education and to that of their dependants;
- d. co-ordination of a re-establishment scheme for all ranks of the PNG Defence Force;
- e. liaison with civil education authorities and with Government Departments as required to discharge the above duties;
- f. such other services and facilities as are necessary to develop and maintain a standard of education within the PNG Defence Force adequate for its continued efficiency; and
- g. overall supervision of the maintenance and operation of the PNG Defence Force Library Service.

Certificates

100.4 There are four levels of Defence Force Certificates of Education (DFCE). The first three levels are prerequisite qualifications for OR promotion as specified in chapter 55. The fourth level, DFCE 4 is a higher qualification intended for the general upgrading of a member's educational status.

100.5 To qualify for the award of a certificate at any level, a member of the PNGDF is required to satisfy the requirements in four subjects as follows:

- a. English,
- b. Mathematics,
- c. Social Science, and
- d. one subject selected from the following:
 - (1) Agricultural Science,
 - (4) any other subject authorized by PNG Defence Force Routine Orders.

100.6 Members of the PNG Defence Force may qualify for the award of a certificate by either:

- a. satisfying the examination requirements for the four subjects at one or more DFCE courses conducted by the PNG Defence Force Education Service; or
- b. combining qualifications gained on DFCE courses with civilian education qualifications at the appropriate levels.

100.7 Qualifications in individual subjects at any of the specified levels automatically qualify a member for recognition of credit for those subjects at all lower levels.

100.8 DFCE are issued by S02 Education, HQ PNG Defence Force. A DFCE will not be issued where the qualification is gained entirely from civilian education institutions.

Exemptions and Civilian Equivalents

100.9 All DFCE recognized by the National Education Board as equivalent to civilian education qualifications as follows:

- a. DFCE 1 is equivalent to Grade 7,
- b. DFCE 2 is equivalent to Grade 8,
- c. DFCE 3 is equivalent to Grade 9. and

100.10 Equivalent recognition of civilian qualifications for accreditation towards DFCE will be approved upon presentation to the Directorate of Training of documentary evidence of satisfactory completion of the civilian courses.

Courses

100.11 All DFCE courses are conducted at the PNG Defence Force Training Depot. Details of courses are promulgated in the PNG Defence Force Schedule of Courses.

100.12 Units may bid for vacancies in accordance with the provisions of Chapter 84. Final selection of course panels will be made by the Director of Training in consultation with S02 Education.

- 100.13 In allocating vacancies, the following system of priorities will be
- a. **Priority 1.** Members requiring the qualification for substantive promotion within the following twelve months;
 - b. **Priority 2.** Members requiring the qualification as a prerequisite for attendance at another approved course scheduled to commence within the following twelve months.
 - c. **Priority 3.** Members requiring the qualification to facilitate reestablishment in civilian life within the following twelve months.

- d. Priority 4. All other members.

Recording of Qualifications

100.14 The S02 Education HQ PNGDF maintains a Register of Individual Educational Qualifications, which shows the current education standard of all members of the PNGDF.

100.15 On enlistment, educational standards of all members are ascertained and notified to the S02 Education by the PNG Defence Force Recruiting Officer.

100.16 Qualifications gained by attendance at DFCE courses are notified to the S02 Education by the Senior Education Officer of the PNGDF Training Depot in accordance with the provisions of Chapter 84.

100.17 Civilian education qualifications gained by serving members of the PNGD are notified to the S02 Education by the members unit. Documentary evidence of satisfactory completion of the civilian courses is forwarded with the notification.

100.18 Qualifications gained at the PNG Defence Academy are notified to the SO Education by the Senior Education Officer of the Academy.

100.19 The S02 Education is to advise the PNGDF Records Office by Education Schedule as members gain qualifications.

CHAPTER 101 VOCATIONAL AND EDUCATIONAL TRAINING SCHEME (VETS)

Introduction

101.1 The Vocational and Educational Training Scheme (VETS) is designed to provide assistance to members who wish, while serving, to undertake individual studies of an educational or vocational nature with civilian agencies in order to improve their qualifications or to prepare themselves for civilian life. These courses are to be undertaken in the member's own time.

101.2 This chapter details:

- a. facilities and financial assistance available under the Defence Force Vocational and Educational Training Scheme (VETS);
- b. the procedure for enrolling in courses; and
- c. the procedure for obtaining a refund of fees. **Eligibility**

101.3 **All serving** members are eligible to participate in the scheme. **Courses**

101.4 The courses available under the scheme are:

- a. any course conducted by a university, institute, school or college operated by a PNG public authority; or
- b. courses offered by authorities other than those authorized in sub paragraph 101.4. above, as approved by S01 Education HQ PNG Defence Force.

Approval

101.5 Approvals are to be obtained from the Director of Manpower at least four weeks before enrolling for any course under the VETS program

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101.6 Approvals will normally be restricted to two course units at a time. However, the Director of Manpower may vary this on application by the member.

Enrolment

101.7 Once approval is obtained, the member is to enroll for the course and where the fees do not exceed K100.00, pay the course fees. A receipt should be obtained and kept. If course fees exceed K100.00 the member is to pay K100.0 to the Receiver of Public Moneys (for the VETS Fund). The member is then to forward the receipt and completed enrolment form to the Director of Manpower HQ PNG

Refunds

101.8 Members will be entitled to a refund of course fees on satisfactorily passing the course or course unit undertaken. The refund will be 100% of the course fee if the member has 12 or more years continuous service or 75% of the course fees if the member has less than 12 years service.

101.9 To obtain a refund members are to forward documentary evidence of their pass, together with the receipts for course fees to the Director of Manpower who will arrange for the appropriate refund.

101.10 Failure to satisfactorily complete and pass a unit will render the member ineligible for reimbursement and liable to repay any money advanced for that unit on his behalf.

101.11. If the member is unable to complete a course or course unit for service reasons he may receive a 100% refund of any money he has paid for course fee. Applications for refunds under this provision are to be made by units, on the member's behalf, to the Director of Manpower. Applications are to state in detail, the reasons why the member was unable to complete the course, and are to be accompanied by a recommendation from the member's Commanding Officer.

101.12 Should a member undertaking a course be honorably discharged before completing the course the normal refund will be payable, providing he has satisfactorily completed at least 50% of the course.

101.13 Refunds will not be made for textbooks or other equipment purchased.



CHAPTER 102

RE-ESTABLISHMENT IN CIVILIAN LIFE

General

102.1 The Re-establishment Scheme is designed to assist members of the PNG Defence Force to prepare for, and to obtain employment in civilian life after discharge from the Force. The scheme is administered in accordance with the following principles:

- a. the member is to be assisted in transferring from the PNG Defence Force to a civilian occupation with the minimum involuntary break in the continuity of his employment;
- b. the employment obtained, subject to the wishes of the member, is to be selected so as to enable the member to make the best possible use of his/her qualifications, skills and expertise;
- c. the employment obtained is to offer reasonable job security; and
- d. the needs and wishes of the member are to be considered in obtaining suitable employment.

102.2 The scheme is administered by HQ PNG Defence Force in conjunction with the department of Labour and Industry.

Eligibility

102.3 All members of the PNG Defence Force except those members discharged for disciplinary reasons are eligible to participate in the scheme.

The benefits detailed in Paragraph 102.5.b., however, are available only to long-term members. Long-term members are defined as:

- a. members who have completed a minimum of twelve years of service;
or
- b. members who have completed a minimum of eight years service and are compelled to leave the PNG Defence Force on reaching compulsory age for retirement; or

- c. members who, irrespective of length of service are discharged compulsorily on medical grounds except when the disabilities have been occasioned by disobedience or willful neglect, or the disabilities existed prior to enlistment and have not been aggravated by service in the PNG Defence Force.

Re-establishment Benefits

102.4 Although members are eligible to apply for the re-establishment benefits in accordance with the provisions of Paragraph 102.5, these benefits are not to be regarded as automatic entitlements. The approving authority for all reestablishment benefits is the Chief of Personnel.

102.5 The re-establishment benefits available to members of the PNG Defence Force are:

- a. for all members:
 - (1) re-establishment advice from Unit Re-establishment Officer (URO);
 - (2) Department of Labor and Industry, Employment and Counseling service interview; and
 - (3) assistance in obtaining suitable civilian employment.
- b. for long-term members as defined in Paragraph
 - (1) pre-discharge training of up to four weeks to be taken during the final three months of service;
 - (2) free travel to attend a Department of Labor and Industry interview; and
 - (3) post-discharge training of up to two years duration.

Special Conditions

102.6 The following conditions apply for the re-establishment benefits available under the scheme:

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- a. URO Interviews. Every member of the PNG Defence Force whose discharge has been approved by HQ PNG Defence Force is to be interviewed by the URO. Details of the interview are to be recorded in the Unit Re-establishment Interview Register;
- b. Department of Labor Interview. Requests for interviews with the Employment and Counseling service are to be forwarded to the Department of Labor and Industry by HQ PNG Defence Force.

When interviews are warranted, arrangements will be made whenever possible for the member to be interviewed in the locality of his parent unit.

- c. Employment Assistance. HQ PNG Defence Force will forward requests for employment assistance to the Department of Labor and Industry.
- d. Pre-Discharge Training. Long-term members of the PNG Defence Force may be granted up to four weeks pre-discharge training to be taken during the three months immediately preceding the date of discharge. Pre-discharge training may be undertaken with a civilian firm, a government department, or a formal training agency. The four weeks training need not be taken consecutively or with only one prospective employer or agency. Members are not required to take Recreational Leave for such periods of pre-discharge training. They are to receive normal pay and (allowances) for any period under training and are not to receive any remuneration from the employer of agency. There is no entitlement for free travel to enable a member to undertake training at a location removed from his parent unit.
- e. Free Travel for Interview. The Chief of Personnel may, at his discretion and on the advice of Trg Directorate HQ PNG Defence Force, approve free travel for a long-term member to attend one Department of Labor and Industry, Employment and Counseling Service interview at a locality removed from the member's parent unit when it is not possible for the interview to be conducted locally.
- f. Post-discharge Training. Approval may be granted for up to two years post discharge re-establishment training for long-term member at civilian training agencies. Post-discharge training is to commence as soon as possible, and no later than twelve months, after the member is discharged from the PNG Defence Force. When post discharge training for a member is approved, HQ PNG Defence For

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is responsible for payment of all compulsory fees, including tuition fees accommodation fees, and student registration fees. A book allowance of up to K100 per year maybe authorized. There is no entitlement for the payment of travel expenses, service allowances, living allowances or any non-compulsory fees. Application for post-discharge training is to be made before the member is discharged or, where circumstances could not have reasonably been foreseen, within six months of the date of discharge. Continuation from one stage of training to the next stag of post-discharge training is conditional upon successful completion of each successive stage of training.

Unit Re-establishment Officers

102.7 Commanding Officers of all units are to appoint a Unit Re-establishment Officer (URO), and are to ensure that HQ PNG Defence Force is kept informed of the regimental particulars of the current incumbent.

102.8 When it is established that a member of the PNG Defence Force is to be discharged, the URO is to be notified by HQ PNG Defence Force and is to take the following action.

- a. interview the member to determine whether he requires re-establishment assistance and to advise him of the benefits for which h may apply;
- b. during the interview, complete in triplicate the Application for Resettlement in Civil Life PE31;
- c. where pre-discharge training is
 - (1) complete in triplicate the civil Schooling NETS Nomination PT20; and
 - (2) obtain from the member three copies of a letter of acceptance from the prospective employer or training adency:
- d. where post-discharge training is requested, complete in triplicate the civil Schooling NETS Nomination PT20;
- e. record details of all action taken in the Unit Re-establishment Register;
- f. file one copy of all documentation in unit files: and

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- g. forward the original and one copy of all documentation to HQ PNG Defence Force.

Coordination

102.9 Control and coordination of the re-establishment scheme is to be exercised by the Director of Manpower, HQ PNG Defence Force. In maintaining control over the scheme, HQ PNG Defence Force is to take the following action:

- a. notify relevant UROs of all discharge orders raised by HQ PNG Defence Force;
- b. check for accuracy and completion, all requests for interviews, pre-discharge training and post-discharge training, and forward the original copies of related documentation to the department of Labor and Industry for consideration;
- c. consider and authorize as necessary, the benefits for which members apply;
- d. maintain liaison with the department of Labour and Industry and with UROs;
 - e. maintain the HQ PNG Defence Force Re-establishment Register;
- f. authorize payment of training costs incurred under the operation of the scheme;
 - g. maintain a current list of all UROs; and
 - h. ensure that UROs are fully briefed on the means of discharge of their responsibilities.

CHAPTER 113

REQUESTS, STATEMENTS OF COMPLAINT AND REDRESS OF GRIEVANCES

REQUESTS

General

113.1 An officer or other rank member has a right to make a formal request in respect of any matter affecting his service, or to make representation on matters affecting his welfare.

113.2 The member's superior officer is to investigate a member's request, . prepare minutes and proposed letters where appropriate and forward proposals to the unit Commanding Officer for a decision.

113.3 This procedure does not preclude a member from seeing his Commanding Officer privately or the Commanding Officer from seeing a member to discuss a request with him and communicate his decision personally to the member.

113.4 A Commanding Officer's "Request Book" (see Annex C) containing a record of requests and decisions is to be maintained. The aim of this procedure is to process requests efficiently.

STATEMENTS OF COMPLAINT

Right of Complaint

113.5 Every member with a grievance concerning any matter relating to their service, may make a complaint to their superior officer.

113.6 The officer to whom the complaint is made is to investigate the complaint without delay.

Content of

113.6 Complaints initially are normally to be made verbally however, they may also be submitted in writing. They are:

- a. to be confined to a statement of the true facts complained of and to the alleged effects on the member himself;
- b. not to contain language or comment that is disrespectful or insubordinate except where this is necessary for an adequate statement of the facts;
- c. not to be made by two or more members combined or through the press or media; and
- d. not to be made anonymously.

Use of the Chain of Command

113.7 Before submitting a written complaint, a member should seek advice regarding the matter causing the grievance through the normal chain of command. The provision of additional information or counseling may satisfy the member's grievance. Further, quick remedial action is often possible through the normal command channels. A member who wishes to make a complaint is not to be dissuaded or prevented from doing so, nor is anyone to attempt to dissuade or prevent a member from making a complaint. However, attempts to satisfy the complaint through the normal administrative processes prior to the submission of an application for a Redress of Grievance (ROG) will not be viewed as attempts to dissuade or prevent the making of a complaint.

113.8 The member's CO is responsible for interviewing or counseling the member as to the outcome of administrative processes employed to resolve the member's complaint. If the complaint involves a decision of the CO, another officer conduct the interview or counseling. Even at the administrative investigation phase, advice or information sought or provided in dealing with a complaint must be in writing. Should the administrative process fail to satisfy the complaint, the member must be informed that the ROG process is available as a means of addressing the complaint.

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113.9 It is the duty of any officer receiving a complaint to have it investigated as soon as possible. The Commanding Officer receiving the complaint is to satisfy himself that the complaint is made in accordance with the provisions of paragraph 113.6, and if it appears that the member has been wronged, is to, if it is within his power, remedy the complaint so made.

113.10 If the CO refuses or is unable to remedy the complaint he is to inform the member. He is also to inform the member of his right to seek redress by submitting his complaint to higher authority in the form of a Redress of Grievance (ROG).

REDRESS OF GRIEVANCE

Action by Member

113.11 Requirements. Members are to submit their complaint in writing to their CO in the first instance. The complaint should be set out in the format at Annex A; preferably, it should be typed. The following should be considered when composing an application for ROG:

- a. the application needs to be expressed in plain English in a clear and logical manner;
- b. the complaint should be specific rather than general in nature;
- c. the complaint should be supported by evidence;
- d. the redress sought should be realistic and relevant to the complaint;

- e. emotive statements should be avoided;
- f. supporting documents should be attached;
- g. copies of documents should be of good quality;
- h. events should be in chronological order;
- i. if possible, classified material should be avoided;
- j. while there is no absolute time frame for the submission of a complaint, ideally it should be submitted within 90 days of the events that gave rise to the complaint, or sooner if possible;

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- k. requests to a CO for referral of a ROG to the Chief of Personnel or Commander PNG Defence Force should also be made as soon as practicable; and
- l. where a member has an outstanding disciplinary petition to the Chief of Personnel on a related subject, investigation of the ROG will not be in until the disciplinary matter is resolved.

113.12 **Withdrawal of a Complaint.** If a member wishes to withdraw a complaint the withdrawal is to be notified in writing to the CO. Reasons need not be stated. A member cannot be forced to withdraw a complaint.

113.13 **Member's Costs.** A member who obtains civil legal assistance in the preparation of a complaint is responsible for any costs incurred.

113.14 **Privacy of Other Members.** A member who wishes to quote another member's circumstances as a precedent for a complaint is not to identify that member without the permission of that member, unless the case has been given wide publicity and is known as a precedent case.

113.15 **Assistance to the Member.** A member may request assistance in drafting a complaint. Where assistance is provided, care should be taken to ensure that the member's point of view is not lost. Assistance should be sought at an early stage.

Commanding Officer's Responsibilities

113.16 A member's CO has the primary responsibility for attempting to resolve the member's grievance and for ensuring that the procedures detailed in this chapter are adhered to.

113.17 Where a member's complaint is against a decision or actions of the member's CO, the CO may take action that satisfies the complaint. If the CO does not take such action, the CO should not investigate the complaint personally, but should consult the CO's superior and cause the complaint to be investigated by another officer.

113.18 COs are to ensure that the following actions are taken:

- a. if necessary, suspend executive action (see paragraph 113.22);

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- b. provide timely assistance to enable the member to prepare a complaint;
- c. on receipt of a complaint, ensure that the complaint, the grounds for complaint and the redress sought are clearly stated and supporting documentation attached;
- d. acknowledge receipt of the complaint using the format at Annex A as a guide;
- e. investigate the complaint, or cause it to be
- f. ensure the privacy of a complaint, especially where sensitive personal issues are involved:
 - g. determine if there are grounds for complaint, no grounds for complaint or may be grounds for complaint (see paragraphs 113.32 to 113.35);
 - h. advise the member that if the member is not satisfied with the CO's determination, the matter may be referred to the Chief of Personnel;
- j. on receipt of a determination from the Chief of Personnel or Commander PNG Defence Force advise the member in writing of the decision;
- k. consider whether Defence Force Pay Office should be informed where the complaint has implications for commencing/ceasing recovery of money;
- l. noting (f) above, consider what information should be passed to the chain of command; and
- m. advise the member every 28 days of the progress of the complaint (for complaints being staffed to the Commander this advice is to be provided by the Military Advisor to the Commander.

113.19 In attempting to resolve the complaint the CO should approach any authorities previously involved in the problem who are in a position to provide expert advice.

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113.20 Suspension of Action Forming Basis of Complaint. When a complaint relates to a proposed action, the Defence Force is not to take that action until the complaint has been finally disposed of, unless Defence Force requirements dictate

otherwise; ie, where considerations of safety, security, discipline or effective operation of the unit dictate that the proposed action should be taken regardless the submission of a complaint. If necessary, on receipt of a complaint the member CO should alert the appropriate authority to this requirement.

113.21 Disciplinary and Other Investigations. Defence Force requirements would normally dictate that executive action would not be suspended following complaints relating to investigations:

- a. under the Defence Act 1974,
- b. under the Defence Code of Military Discipline,
- c. of sexual harassment, and
- d. of other improper conduct.

113.22 Reversal of Action. Where a complaint relates to action already taken where Defence Force requirements allow, consideration should be given to reversing the action pending resolution of the complaint.

113.23. Change of Location. Where a complaint has been referred to a high authority in accordance with paragraph 113.33, the CO is responsible for advising the higher authority of a member's change of posting.

Investigation of Complaint

113.24 A CO should appoint an officer or warrant officer to investigate the

complaint, referred to as 'the Redress Officer', and prepare a written advice should be sought as necessary. When appointing an investigating officer the CO should issue Terms of Reference along the lines suggested at Annex D. Where a complaint is made against a decision, investigation should be directed to the merits of that decision.

113.25 Minor complaints may be investigated by an informal investigation; however, the key factors and conclusions must be documented for possible perusal by a CO or by the Chief of Personnel/Commander PNG Defence Force. An important point is to record an acknowledgment by the member that the member is satisfied, or otherwise, with the outcome of such an investigation.

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113.26 When investigating a complaint against an administrative decision a redress officer should normally obtain a Statement of Reasons (SOR) from the original decision maker. It is not necessary for the decision maker to be provided with a copy of the redress, but sufficient information should be provided to enable an adequate SOR to be provided. Upon receipt of a request for a SOR, the decision maker is not required to conduct a review of the original decision but to provide an explanation for the decision. However, if the provision of a SOR reveals an error has been made, the decision maker may take remedial action before responding to the redress officer.

Investigation of Complaint

113.27 A decision made by a redress officer, is a decision of an administrative nature. In making such decisions the administrative law considerations are important. The redress officer may wish to seek legal assistance before making a finding, particularly where issues such as alleged breach of natural justice are raised.

Grounds for Complaint

113.28 When a redress officer is satisfied that the member has grounds for complaint then the redress officer is to:

- a. redress the grievance if able to do so; or
- b. if the redress officer is unable to redress the grievance but considers that the grievance should be redressed, refer the complaint to the appropriate officer who has authority or power to provide the redress sought, with a recommendation for redress action, keeping authorities within the chain of command informed; and
- c. notify the member of the action taken, or if appropriate, that the grievance is of a nature that cannot be redressed.

Maybe Grounds for Complaint

113.29 When a redress officer considers there maybe grounds for the complaint or, when the redress officer is satisfied that there are grounds for the complaint but is not sure as to whether the grievance can be redressed, then the redress officer is to:

- a. refer the complaint together with a recommendation to the appropriate officer who has authority or power to provide the redress sought; an

- b. notify the member of the action

No Grounds for Complaint

113.30 When a redress officer is satisfied that the member has no grounds for the complaint the redress officer is to notify the member in writing together with reasons for the decision and a reminder of the right of referral to higher authority.

113.31 In advising the member of the decision the terms 'dismissed' or 'found to be without merit/substance', should not be used. A member either 'has grounds for complaint', or 'has no grounds for complaint'.

Access to Investigating Officer's Report

113.32 If requested, a redress officer should provide to the member a copy of the investigation report.

Referral to Higher Authority

113.33 Where a CO, the Chief of Personnel or Commander find there are no, or only partial grounds for complaint, subsequent advice to the member should contain a reminder that the member has the right to refer the matter to the next level of appeal. Those levels of appeal are:

- a. from a decision of a CO - to the Chief of Personnel;

- b. from a decision of the Chief of Personnel - to Commander PNG Defence Force;

113.34 A complaint referred to the Chief of Personnel is to be accompanied by all the relevant documentation, including the results of previous investigations, and the reasons for the earlier decisions which led to the referral. The complaint is to be forwarded to HQ PNG Defence Force, for attention 'Chief of Personnel'. Complaints referred to Commander should be forwarded via the Chief of Personnel.

113.35 While a member may submit a grievance to the Minister at any time, only in exceptional circumstances will the Minister's office investigate a complaint that has not already been processed to finality through the redress system.

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113.36 On completion of an investigation the Minister's office will advise the member of the outcome while providing a copy of the response to Commander. This response is in turn forwarded to the Chief of Personnel and down through the chain of command.

113.37 Whilst individuals are responsible for submitting their own complaint to the Minister, it is reasonable for the member to advise the chain of command of the referral of a complaint and of the progress of the complaint. This enables any necessary suspension of executive action to be taken at an early stage.

Discharge or Posting of a Member

113.38 If the member is discharged whilst a complaint remains unresolved, the redress officer investigating the complaint at the time of the member's cessation of service should establish from the member whether the complaint is to be processed further.

113.39 Where involuntary cessation of service is likely to form the basis of a complaint, the member is to be given a minimum of 21 days from the date of receipt of the discharge order to the date of discharge. This will allow sufficient time for the member to submit a complaint before being discharged.

113.40 Even though a member may have redressed a discharge decision, pre-discharge administration, including final medical and dental boards, should be completed whilst the complaint is being processed. The member should not normally change location, and should be available to react immediately a decision is made on the complaint.

Delays in Handling Complaints

113.41 Redress officers are to finalize all actions on complaints without undue delay. In particular, redress officers and others responsible for the processing of complaints are to have regard to any special time constraints applicable and are to allocate priorities accordingly. An application is not to be unduly delayed to the extent that, even if it were eventually found that there were grounds for complaint, no redress could be effected because the passage of time had overtaken events.

113.42 Where a complaint is not likely to be finalized within 28 days, the complainant is to be so informed before the expiration of the 28th day. That advice is to include the reasons for the anticipated delay. Thereafter, a progress report is to be forwarded to the complainant within every 28 days by the redress officer.

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Provision of Advice to Member

113.43 All advice to a complainant regarding the member's complaint is to be in writing and accompanied by reasons for that advice. Advice of a decision regarding the member's complaint is to include all possible information concerning the factors considered in reaching that decision, and proposed further action, if any.

Advice to a member from a redress officer is to be forwarded to the member, for information authorities in the chain of command as appropriate.

Deficiencies in Legislation, Policies or Procedures

113.44 Where, in the course of consideration of a complaint, a redress officer becomes aware of anomalies or deficiencies in legislation, policy or procedures, the should notify the relevant area of the Defence Force of the deficiencies or anomalies . In the event that an ROG has been submitted against a defective policy, it is reasonable for the complainant to agree to the ROG being suspended whilst the administrative avenues of redress are pursued.

INSTRUCTIONS FOR COMMANDING OFFICERS

113.45 A CO to whom a complaint is referred is to take such action as is permitted within the constraints of legislation and promulgated policy to redress the grievance The CO may seek clarification from the complainant before reaching a decision.

113.46 If the CO decides not to redress the grievance, the Redress Officer is to be so advised, together with reasons for that decision. The member is to be informed of these reasons and any further action which the Defence Force proposes to take. The chain of command should be kept informed as appropriate.

Annexes:

- A. Example of Receipt for Application for Redress of Grievance
- B. Redress of Grievance Notification Procedures

ANNEX A TO CHAPTER 113

**EXAMPLE OF RECEIPT FOR APPLICATION FOR REDRESS
OF GRIEVANCE**

File No:

Unit:

To:

(Service Number) (Rank) (Full **Name**)

1. Your complaint dated has been received. It will be investigated as soon as possible and you will be notified of my determination within 28 days. If the investigation of your complaint is not completed within 28 days of the date of receipt I will advise you of progress every 28 days until I have made a determination. If you are not satisfied with my determination you are entitled to have your complaint referred to the Chief of Personnel. Subsequently, you may refer your complaint to Commander PNG Defence Force
2. If you have exhausted all service channels and you are still not satisfied you may submit your complaint to the Minister for Defence.
3. You may also request the Minister to investigate your complaint if you have not been advised each 28 days of the progress of your complaint. The Minister would normally investigate the reasons for delay in processing complaints where the delay is particularly lengthy or where there are special reasons for seeking an early decision. Equally, if you want the Minister to investigate your complaint in such circumstances, the Minister would need to be satisfied that there are special reasons to justify intervention.

Signature of CO

Date

REDRESS OF GRIEVANCE NOTIFICATION PROCEDURES

Unit Action

1. On receipt of a ROG the unit is to notify immediately the Chief of and the Chain of Command, of the
 - a. Service particulars of the applicant;
 - b. Service category;
 - c. subject to privacy considerations, the reason for the ROG;
 - d. the date of the member's ROG;
 - e. the date the ROG was submitted to the CO; and
2. The unit is to notify Chief of Personnel and the Chain of Command, every 28 days, of the progress of the ROG. In addition, the unit is to keep the
3. Complaints, which have financial implications for the member (for example, action to commence/cease recovery of monies), should also be notified to the Defence Force Pay Office.

ANNEX C TO CHAPTER 11

REGISTER OF WRITTEN COMPLAINTS

1. The details required in a register of written complaints are:
 - a. Service particulars of the complainant;
 - b. date the complaint is received;
 - c. subject of complaint and redress sought; and
 - d. details of action taken, including;
 - (1) date forwarded for Statement of Reasons;
 - (2) date Statement of Reasons received;
 - (3) date forwarded to Redress Officer, if applicable;
 - (4) date reply received from Redress Officer, if applicable;
 - (5) date forwarded to the Chief of Personnel;
 - (6) dates member advised of progress;
 - (7) date of finalization; and
- (8) decision and member's comment.

**INVESTIGATION INTO AN APPLICATION FOR REDRESS OF
GRIEVANCE - TERMS OF REFERENCE**

To:

(Investigating Officer's Service Particulars)

1. Pursuant to your task to investigate the Application for Redress of Grievance b you are to: (Complainant's Service Particulars)
 - a. obtain all the information relevant to the
 - b. if the complaint relates to the making of a
 - (1) report whether the officer who made the decision complained had the authority to do so at the time the decision was made;
 - (2) request a Statement of Reasons from the decision maker;

CHAPTER 114

ADMINISTRATION OF ALLEGED OFFENDERS WHILST ASSENT FROM THEIR UNITS

General

114.1 This chapter should be read in conjunction with Chapter 115, Absence Without Leave.

114.2 The Commander PNG Defence Force may, within an area in his command, appoint an officer to exercise the powers of a Commanding Officer over all members who are absent from their unit. This officer is to be of the rank of major and is to act as a 'local Commanding Officer' for the discipline of such members.

Disciplinary Measures

114.3 When a member absent from his unit, is alleged to have committed a Service or civil offence, the local Commanding Officer is to investigate the case. If the local Commanding Officer decides that the member is to be charged with an offence or offences he is to:

- a. remand the member to the Commanding Officer of his unit,
- b. dispose of the case summarily, or
- c. arrange for the member to be tried by a civil court.

114.4 In deciding which of the above mentioned courses he will adopt, the local Commanding Officer is to take into consideration:

- a. the location of the parent unit of the member, and whether or not the remanding of the member to his unit Commanding Officer would result in undue delay in disposal of the case; and
- b. whether or not it is desirable, in the interests of discipline or for any other reason, that the case be disposed of locally.

Documentation

114.5 In the event of a local Commanding Officer disposing summarily of a charge against a member, he is, in addition to disposing of copies of the Charge and Offence Report PD 38 in accordance with current procedure, to forward a copy of that report by the quickest possible means to the member's unit,

114.6 When a local Commanding Officer decides to remand a member to his unit Commanding Officer, the following documents are to be forwarded to the members unit:

- a. Certificate of Arrest or Surrender PD 15 if the charge is 'Absence Without Leave;
- b. summary of evidence if taken; and
- c. any other documents, properly certified, that maybe relevant to the case..

11,4.7 If the member is to be returned to his unit under escort, the above mentioned documents are to be forwarded by hand to the senior member of the escort. In other circumstances the documents are to be sent by Registered mail.

CHAPTER 115

ABSENCE WITHOUT LEAVE

Introduction

115.1 This chapter sets out the procedure to be followed in dealing with member of the Defence Force who absent themselves without leave.

Definitions

115.2 The following definitions apply throughout this chapter:

- a. 'Parent Unit' means that unit to which the member was last posted by posting order.
- b. 'Receiving Unit' means the unit which first accepts custody of the member after his return from absence.
- c. 'Responsible Unit' means the unit in which the member, before absenting himself, was last physically present.

Reporting Absence

115.3 When the absence of a member without leave has continued for more than 72 hours, the responsible unit is to report the absence within the next 24 hours by signal which constitutes an POR, to the following:

- a. PNG Defence Force Police Unit,
- b. PNG Defence Force Records Office,
- c. Force Pay Office,
- d. Servicing Paymaster, and
- e. the member's parent unit if appropriate.

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- b. time and date the absence started;
- c. name and address of next of kin and relationship;
- d. any information of the member's whereabouts or likely whereabouts, including details of possible involuntary absence; and
- e. advice whether a Descriptive Report PD 14 is being forwarded to PNG Defence Force Police Unit.

115.5 The members parent unit, within 24 hours of receipt of the signal from the responsible unit, is to forward to PNG Defence Force Police Unit and PNG Defence Force Records Office:

- a. advice of any corrections or additions to the original AWOL signal; and
- b. completed Descriptive Report if such action is not being taken by the responsible unit.

Warrants for Arrest

115.6 If a member has not returned after 21 days absence, a Warrant for Arrest

PD 39 is to be issued. The warrant is to describe the member as an absentee.

115.7 A Warrant for Arrest is to be issued by the Commander PNG Defence Force must be signed by the Commander or his authorized delegate the Chief of Personnel.

115.8 When a Warrant for Arrest is issued, a signal originated by the PNG Defence Force Police Unit, reporting this action, is to be sent to the addressees who in accordance with paragraph 115.3, had previously been informed of the member absence.

115.9 The possession of a Warrant issued by the Commander PNG Defence Force empowers Force police to enter private premises in order to arrest the person named in the warrant. There is no power to enter premises without a warrant. Forced entry of private premises to arrest a member, is not to be effected with or without a warrant.

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115.10 A member of the civil police has power to arrest without warrant, any person, if he has reasonable grounds to believe that the person has committed an offence against the law of the country and that proceedings against that person by summons would not be effective. A member of the civil police is also empowered to execute arrest warrants issued in accordance with paragraph 115.7..

Action When Absence Exceeds 21 Days

115.11 When a member is alleged to have been absent without leave for 21 days, the member's personal documents, other than his pay card are to be forwarded under cover of a POR containing the keywords 'AWOL' and 'UNIT - Illegal Absentee List' to the PNG Defence Force Records Office. The member is regarded as being an illegal absentee on and from the 22nd day of absence.

115.12 The member's pay card is to be forwarded to the Force Pay Office under cover of a separate copy of the POR. After reconciliation the Pay Office is to retain the pay card until the member is apprehended.

115.13 When personal documents are not available, the location of these documents is to be indicated on the POR.

115.14 After a member is placed on the Illegal Absentee List by order of a Record Authority, he ceases to belong to his former unit. He is to be placed on the allotted list by PNG Defence Force Records Office.

115.15 The clothing and personal equipment of a member absent for more than 72 hours is to be packed into separate boxes and three copies made of an inventory of the contents of each box. The boxes are to be stored under unit arrangements. One copy of the inventory is to remain with each box, one copy is placed on the member's personnel file and the third copy is to be forwarded to the PNG Defence Force Records Office.

115.16 If a member is absent for a period in excess of 21 days all items of his personal equipment are to be withdrawn from his Q Record and if serviceable taken on charge. A list of deficiencies and unserviceable items is to be forwarded to the PNG Defence Force Records-Office.

115.17 On return of the absentee a check is to be made of all items in his possession. The clothing left behind by the member is to be returned to him and items to complete his kit to scale are to be provided on payment by the member.

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115.18 When the unit holding an absentee's clothing is informed that the member has been discharged, all clothing is to be returned to store as part worn

15.19 Personal effects are to be held under Headquarters PNG Defence Force arrangements until the member is recovered.

Recovery of Absentees

115.20 An absentee who voluntarily surrenders to the civil police will be transfers to service custody, unless he is required to answer a charge for an offence alleged committed against civil law.

115.21 When an absentee is recovered, the receiving unit is to report the cessation of absence by signal to the addressees listed in paragraph 115.3. On receipt PNG Defence Force Police Unit is to cancel the Warrant for Arrest.

115.22 The signal which constitutes a POR is to be prefixed 'AWOL CEASED' and contain:

- a. number, rank, name and unit of member;
- b. reference to AWOL message (if known);
- c. time, date and location absence ceased;
- d. any circumstances indicating an involuntary absence;

115.23 When an absent member is arrested by, or surrenders to, a Force Authority, a Certificate of Arrest or Surrender is to be prepared and forwarded to

115.24 When an absent member is arrested by or surrenders to civil police, an Order for Delivery into Defence Force Custody of an Absentee PD 9 is to be prepared and signed by the civil police on delivery of the member into Force custody. The Force Authority is to complete the Certificate of Arrest or Surrender, which is to be signed by the arresting constable showing the date/time of the arrest or surrender, when the absentee is released to the Force Authority.

Investigation of Offences of Illegal Absence

115.25 A recovered absentee may be returned to his former unit or retained in the receiving unit for investigation and trial at the discretion of the Commanding Officer of the receiving unit. This officer is to take the course that seems to him to be the most sensible and convenient in the circumstances, taking into account such factor as the following:

- a. length of absence and likely punishment applicable,
- b. whereabouts of the absentee's former unit,

115.26 PNG Defence Force Records Office is to place the returned absentee on the unallotted list and attach him to such unit as is convenient for investigation and trial. This is to be done by Records Authority. Investigation and disposal of charge(s) is not to proceed until this Records Authority has been received.

115.27 As an absentee on recovery is a person suspected of an offence, it is necessary to comply with the normal rules regarding the questioning of the member. The appropriate caution is to be given to the absentee before they make a statement, either at the time of recovery or whilst awaiting trial.

Reposting of Member After Trial

115.28 After trial, PNG Defence Force Records Office is to take necessary action to discharge or repost the member.

CHAPTER 116

CIVIL

General

116.1 This chapters details the provisions regarding civil offences committed; by members of the Defence Force.

Notification of Offence

116.2 A member who: has been arrested or convicted in connection with a civil offence is to immediately notify his unit of the circumstance.

116.3 A Notification of Civil Offence PD 10 is to be submitted by the member's unit to:

- a. PNG Defence Force Police Unit,
- b. HQ PNG Defence Force;
- c. Force Pay Offices, and

116.4 The appropriate details of the charge and conviction are to be published o a Records Authority. On receipt of the Records Authority, the member's unit is to enter the particulars on the member's Conduct Sheet.

Deductions from Pay

116.5 When a member is committed to a civil prison by civil court, he is to forfeit pay for the period he is in custody awaiting trial and during any imprisonment. Action required in connection with a member's pay card is detailed in the Manual of Pay Procedures.

116.6 No deduction is to be made from the pay of a member's in respect of any fine imposed by a civil court.

Offences by Officers, Warrant Officers or NCOs

116.7 In addition to the action described in paragraphs 116.2 to 116.6, units are to submit to Headquarters PNG Defence Force, all relevant details regarding the conviction of an Officer, Warrant Officer or, NCO by a civil court on any offence involving:

- a. dishonesty,

- b. physical violence,

- c. behavior considered unsuitable for a member of the Defence Force or which reflects adversely on the Defence Force; or

- d. any action which the member's Commanding Officer considers require

116.8 In the case of a Warrant Officer or NCO, the report is to contain a recommendation, either:

- a. that no further action be taken;

- b. that the member be reduced to a lower rank, or

116.9 In the case of an Officer who has been imprisoned, the report is to include a written statement, by the Officer giving reasons why his commission should not be terminated.

116.10 The Commanding Officer is to request such a statement as per the following form:

'You are hereby called upon to show cause, in writing, why your appointment in the Papua New Guinea Defence Force should not be terminated on the grounds that you are unfit to hold such a commission, in that you were, on (date), convicted by a civil court of an offence (offences) and sentenced to; be imprisoned for (period). Any representations you may wish to make should be in writing and should reach this Headquarters by not later than (date). If you do not reply by (date), I will assume that you do not wish to comment.'

116.11 Representation made by the Officer, or information that he has not made representation is to be forwarded with the report to Headquarters PNG Defence Force.

Attendance in Civil Courts

116.12 A member who is subpoenaed or called upon to attend a civil court is on duty when he is called:

- a. as a witness,
- b. to produce documents in court in accordance with paragraph 116.17,
- c. in the capacity of a member of the Force, or

116.13 In all other, cases when a member is involved in a civil court action he may be granted recreation leave or leave without pay to attend the court.

116.14 Members on duty as described in paragraph 116.12 may claim normal travelling allowance as appropriate, but are not eligible to receive witness fees or other expenses or allowances from any other party. However, reimbursement to the Defence Force of the costs of attendance of the member is normally required as a condition of his attendance. Reimbursement may be waived at the discretion of the Commander PNG Defence Force, with the concurrence of the AS Finance and Programming.

116.15 Members granted leave as described in paragraph 116.13 are not on duty and do not qualify for travelling allowance. They may seek from another party, reimbursement of expenses incurred.

116.16 Uniform is not to be worn by members in civil courts unless specifically ordered by the Commander PNG Defence Force.

Production of Documents in Civil Court

116.17 When a member is subpoenaed to produce, in a civil case, any official document, he is to prepare immediately a brief statement of the nature of the document and forward it to his superior officer. All cases are to be referred to Headquarters PNG Defence Force for consideration on what action is to be taken.

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Assistance to Civil Authorities

116.18 Commanding Officers are to cooperate with civil authorities investigating civil offence involving members of the PNG Defence Force.

CHAPTER 117 BOARDS OF INQUIRY AND INVESTIGATIONS

Introduction

117.1 This chapter sets out procedures for the administrative handling of Boards of Inquiry and reports by Investigating Officers.

Definitions

117.2 In this chapter the following definitions apply:

- a. 'Board' includes a General Board of Inquiry and a Board of Inquiry.
- b. 'Board of Inquiry' means a Board of Inquiry constituted under Section 51 of the Defence Act 1974.
- c. 'Convening Authority' means the authority that orders the convening of a Board of Inquiry or an investigation, that is, a Superior Authority of Commanding Officer.
- d. 'Government Property' means government property of any description whatsoever which has been issued, advanced, is on char to, or in use by, the Defence Force and includes arms, ammunition, equipment, ships, aircraft, stores, supplies, public moneys and unit trust funds.
- c. 'Proceedings' means the statements, statutory declarations, declarations, reports and other papers relative to an investigation and the report thereon by an Investigating Officer.
- d. 'Money' includes notes, coins, cheques, postage stamps and any other r valuables with a monetary designation, which are readily convertible t cash.
- e. 'Superior Authority' means an officer superior in command to the Commanding Officer of the unit or units concerned or an authority who is authorized by the Commander PNG Defence Force to assemble a board of inquiry.

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- f. 'Injury' means any, physical or mental injury and includes the aggravation, acceleration or recurrence of a pre-existing injury.
- g. 'Collision' means the mutual striking of two or more moving vessels of r a moving vessel with a stationary object.
- h. 'Aircraft Incident' means any major accident, minor accident or special occurrence to an aircraft, its crew or its operation and not caused directly by enemy action.

Constitution of Board of Inquiry

117.3 A board of inquiry is an assembly of one or more officers directed to t collect and examine evidence and to report on any matter that may be referred to it. The Board of Inquiry shall be constituted by:

- a. one person who shall be the chairman; or
- b. three persons, one of whom shall be appointed as the Chairman by the convening authority, however in complicated cases additional experts can be appointed to the board by the Convening Authority.

Investigating Officers

117.4 An Investigating Officer is an officer appointed by a Commanding Officer of a unit or an officer appointed by a superior authority to inquire and report on any matter.

117.5 An Investigating Officer is to hold the rank, qualifications and experience commensurate with the subject matter of the investigation and is to be furnished with full and specific terms of reference.

Convening of Boards of Inquiry

117.6 A Board of Inquiry may convened by:

- a. the Secretary for Defence, in respect of matters the terms of reference of which are within his functions as specified in Section 15 of the Defence Act; and
- b. the Commander PNG Defence Force in respect of matters the terms of reference of which are within his functions, are functions in Section 15 of the Defence Act.

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117.7 Selection of Members. A Board of Inquiry should include at least one

officer with special knowledge of the subject matter under investigation. In some cases, advantages can be had in appointing a legal officer as a member. A suitable civilian employee of the Defence Force may be appointed as a member of a board.

117.8 If an occurrence under investigation contains matter that adversely affects the character of a member, then the Investigating Officer appointed is to be senior in rank to the member. In addition, full opportunity is given to the member to be present, give evidence; make a statement or cross examine witnesses.

Investigations Ordered by Commanding Officers

117.9 A Commanding Officer may order an investigation by his own officers into any occurrence notwithstanding the possibility that the Commander may subsequently order a Board of Inquiry. An immediate investigation may be of great value in assembling evidence while the memory of witnesses is still fresh, or to preserve documentary evidence and exhibits.

PROCEDURE AND POWERS

Proceedings before Board of Inquiry

117.10 Subject to a direction to the contrary by the convening authority an inquiry before a Board of Inquiry shall be held in private.

117.11 Subject to the Defence Act and this Regulation, the practice and procedure of a Board is as the Chairman directs.

Duties and Powers

117.12 In inquiring into any matter a Board is not bound to observe strict legal procedure or to apply technical rules of evidence but may admit and consider as it thinks fit such information as is available and relevant to the inquiry.

117.13 Investigating Officers may be required to examine and record the evidence without giving an opinion on that evidence. They may however be required to form from the evidence available, an opinion about the facts of the occurrence. Investigating Officers may also be required to submit recommendations either for subsequent disciplinary action or measures necessary to prevent the recurrence of the same disaster or mishap.

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117.14 A person summoned to appear before a Board shall take an Oath or make an affirmation in Form PD 93, a copy of which is at Annex G.

Jurisdiction of Boards

117.15 A Board may conduct an inquiry and exercise its power and functions within or outside the country

117.16 The convening authority may, where it thinks fit, appoint a lawyer to assist a Board.

117.17 A member has, in the exercise of his duty as a member, the same protection and immunity as a Judge.

117.18 A Board of inquiry is not a judicial body and has no power to award any punishment, it can only recommend. It may however, be invested with any power not exceeding that of the convening authority, which may be necessary for the proper conduct of the inquiry:

117.19 Subject to any direction to the contrary by a Board of Inquiry in proceeding before it:

- a. a person who is summoned as a witness, and
- b. the Secretary and the Commander PNG Defence Force shall not be represented by a lawyer.

117.20 Where, in the course of proceedings before it, it appears to the Board of Inquiry that a matter has arisen concerning the character, integrity or military reputation of the Secretary or the Commander PNG Defence Force which may reflect adversely upon, the Board of Inquiry shall report the matter to the Minister.

117.21 Where a Board of Inquiry is of the opinion it is unable to effectively deal with a matter before it within the Terms of Reference, it may adjourn the inquiry.

117.22 Where a Board of Inquiry adjourns an inquiry the Board shall notify:

- a. the convening authority, and

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117.23 The interests of the service demand that witnesses speak frankly and truthfully at inquiries, without fear of having their statements held against them.

The record of proceedings of an inquiry may therefore not be produced before a summary trial unless the charge is one arising out of the giving of the evidence itself for example, a charge of making a false statement at such an inquiry.

Effect of Investigation on Disciplinary Action

117.24 Disciplinary action may be taken in a matter at any time, despite the matter being the subject of an investigation. A Commanding Officer is to take disciplinary action as soon as the evidence available indicates such action is required.

Board of Enquiry to Furnish Report

117.25 A Board of Inquiry shall, as soon as practicable after the conclusion of its proceedings, furnish to the convening authority a report setting out:

- a. the findings of the Board of Inquiry; and
- b. any observations and recommendations the Board of Inquiry thinks fit*.

117.26 Where a Board has furnished its report, and the convening authority considers that the Board still exist; and requires a further report in respect of certain matters being inquired into, it may, by notice in writing:

- a. direct the Board to reopen its inquiry, and
- b. specify the matters into which the Board is to make further inquiries.

Investigating Reports

117.27 Investigating Officers are on completion of their investigation to forward reports, as detailed in the following paragraph, to the convening authority. Reports are to be signed by all members of the Board of Inquiry or the investigating officer. If there is a difference of opinion between members, the grounds of the differences are to be stated fully.

117.28 When an investigation covers more than one incident it is in order to combine the investigation into one report.

117.29 A superior authority may, after considering the report of an Investigating Officer, order a further inquiry by the same or another Investigating Officer or convene a board of inquiry.

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117.30 Matters to be covered in the investigation and report of loss of government property are shown at Annex A.

LOSS OF GOVERNMENT PROPERTY

117.31 Unless exceptional circumstances justify a superior authority in assembling a Board of Inquiry, investigations of loss or government property are to be carried out by an Investigating Officer appointed by the superior authority or a Commanding Officer of the unit involved. If an incident involves two or more units, one Investigating Officer is to be appointed by the superior authority.

117.32 No inducement that a person will not be prosecuted if they make restitution in whole or in part of any deficient public moneys or stores, is to be offered. Nor is this undertaking to be given to any person known to be or suspected of being guilty of theft, fraud or any other offence.

Action by Unit on Loss of Government Property

117.33 When government property valued at less than K100.00 is lost and theft, fraud or weakness in the system of control is not involved, the Commanding Officer is to investigate the loss and ensure that action is taken to replace the property lost and prevent recurrence. The Commanding Officer may, if he considers it necessary, appoint an officer to investigate the incident and report to him in order that he may be fully informed regarding the loss.

117.34 When the value of the property lost is in excess of K100.00 or the loss is thought to involve theft, fraud or weakness in the system of control, a Commanding Officer is to:

- a. report the matter to a superior authority; and
- b. notify the civil and service police if the loss is thought to be due to theft, fraud or willful damage.

Action by Superior Authority Upon Loss of Government Property

117.35 The superior authority may on receipt of a report of loss exceeding K100.00, either appoint an Investigating Officer or convene a Board of Inquiry to investigate the circumstances of the loss. The Investigating Officer or members of the Board of Inquiry are not to be members of the unit which has the property on

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charge. Unless there are exceptional circumstances justifying the convening of a Board of Inquiry, the superior authority is to appoint an Investigating Officer.

117.36 Prerogative is given to a superior authority to waive the appointment of an Investigating Officer when:

- a. The property lost is disclosed, at a stock take or audit and found to be due to wastage, depreciation or any cause not involving:
 - (1) neglect on the part of any members,
 - (2) weakness in the system or method of control of property, or
- b. A Board of Officers or any Inspector of Supplies has condemned stores and supplies that have deteriorated due to circumstances beyond the control of any member.
- c. Stores or supplies on consignment by any form of transport are lost and the loss was unavoidable and not attributable to circumstances within the control of any member.
- d. Stores are condemned or declared unserviceable by the Board of Survey or other appropriate authority because of fair wear and tear or due to circumstances beyond the control of any member.

Losses or Deficiencies of Public Monies

117.37 Headquarters PNG Defence Force is to be informed immediately there is any loss, deficiency or misappropriation of public monies.

DAMAGE TO GOVERNMENT PROPERTY

General

117.38 Unless exceptional circumstances justify a superior authority assembling a Board of Inquiry, investigations of damage to government property are to be carried out by an Investigating Officer appointed by the superior authority or by the Commanding Officer of the unit involved.

Action by Units

117.39 When damage to government property does not exceed K200.00 and damage to civilian property or injury to personnel is not involved, a Commanding Officer is to investigate the loss and take action to prevent a recurrence. He may appoint an Investigating Officer to inquire into the damage if he considers it desirable, to enable him to be fully informed.

117.40 When the value of the damage exceeds K200.00, a Commanding Officer is to:

- a. report the matter to superior authority, and
- b. notify the civil and service police if willful damage is suspected.

Action by Superior Authority

117.41 The superior authority is to either appoint an Investigating Officer or convene a Board of Inquiry to investigate the circumstances of the damage. Those appointed are not to be members of the unit which has the damaged property on charge.

Damage to Aircraft

117.42 When an aircraft has been damaged and is not repairable, or is missing or irrecoverable, a superior authority is to convene a Board of Inquiry. The president of the board is to possess pilot qualifications and is to be in current flying practice, preferably on the type of aircraft involved. When technical or medical aspects are relevant, a board is to include a medical officer or a suitably qualified technically trained officer as members. All aircraft incidents are to be reported to Headquarters PNG Defence Force in the manner prescribed. Matters to be covered in the Investigation are shown at Annex C.

Vehicle Accidents

117.43 When a unit vehicle is involved in an accident, the driver is to immediately complete an LT 44 Accident Report - Vehicles and submit it to his unit headquarters. Where it is not possible to submit form LT 44, the driver is to advise his unit headquarters by telephone or message.

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117.44 On notification of a vehicle accident the Unit Commander is to notify (eg message or telephone) the Area Commander, and PNG Defence Force Police Unit/Detachment with an information copy to Headquarters PNG Defence Force (fo attention S02 PA). The message is to contain the following information:

- a. vehicle number;
- b. date, time and location of accident;
- c. a brief description of accident including damage to service vehicle; d. details of civilian parties involved, ie, name, car registration, insurance details etc;
- e. details of injuries sustained by servicemen and civilians; and

117.45 Because of the large number of minor accidents, Investigating Officers will normally only be required in the following circumstances:

- a. damage to vehicles exceeds K200.00,
- b. there is a weakness in the system or method of control,
- c. civilian property is involved, or

117.46 Where an accident has been caused by the neglect of the driver and non of the other circumstances listed are evident, there is no requirement for an Investigating Officer's report. Such cases should be the subject of normal disciplinary proceedings with the details being notated on the LT 44.

117.47 The Unit Commander is to complete paragraph 19 of the LT 44 and submit the following to the Area Commander:

- a. Accident Report Vehicles LT 44 - four copies;

- c. Report of Injury or Illness - four copies where applicable; and

117.48 The Area Commander is to appoint an Investigating Officer where necessary and submit to Headquarters PNG Defence Force by a date not later than three weeks after the day of the accident. Terms of Reference for vehicle accidents are attached at Annex F.

- a. Investigating Officers Report - three copies;
- b. supporting documents detailed in Paragraph 5 of Annex E to this Chapter - three copies; and
- c. Claims for Compensation 1978 - three copies where applicable.

117.49 Where the Area Commander considers that an investigation maybe dispensed with, he is to complete paragraph 20 of the LT 44 by inserting, 'Accident investigation waived', together with any other comments. Three copies of the LT 44 are then to be forwarded to Headquarters PNG Defence Force by a date not later than three weeks after the day of the accident.

Damage to Ships and Other Vessels

117.50 When a ship or other vessel is in a collision, is stranded, grounded or sunk, a report is to be made to Headquarters PNG Defence Force on a 'Report of Collision' form. Either a Board of Inquiry is to be convened, or an Investigating Officer appointed to inquire into the damage, see Annex G to this chapter.

Damage by Fire

117.51 When government property has been damaged by fire, a report is to be sent to Headquarters PNG Defence Force as soon as possible by priority signal. Matters to be contained in the signal report are shown at Annex D. A confirmatory memorandum is to follow the signal report. In an investigation of damage by fire, matters additional to those shown at Annex A are to be reported. These are shown at Annex B.

117.52 If a fire is suspected to have been deliberately lit, the civil and service police are to be notified and an Investigating Officer is to be appointed.

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Damage to Hired Premises or Property

117.53 Damage to hired premises or property is to be investigated. Matters to be reported are shown at Annex A and in the case of fire those additional items shown at Annex B.

Death of and Injuries to Members

117.54 Injuries received on or off duty are to be investigated by an Investigating Officer appointed by the Unit Commander. Those matters to be covered in the investigation are shown at Annex E. All injuries are to be reported to Defence Force Records Office as detailed in Chapter 69.

117.55 The Commanding Officer of an injured member may waive the appointment of an Investigating Officer where a medical officer states that the injury is minor and not likely to cause permanent disability, and, where the Commanding Officer is of the opinion that the member is unlikely to be entitled to compensation.

117.56 Where a member dies as a result of an injury or due to an accidental or unnatural cause, the Commanding Officer is to immediately take action in accordance with Chapter 165, 'Notification of Casualties and Advice to Next of Kin'. A Board of Inquiry is to be held when superior authority considers that there are exceptional circumstances surrounding the death.

117.57 If a coroner's inquest is held, an investigation by a Board of Inquiry or Investigating Officer is not necessary, provided a copy of the proceedings together with completed documents required for compensation purposes are forwarded. If the documents for compensation have not been completed an Investigating Officer is to be appointed.

117.58 In the case of a member who dies as a result of unexploded ordnance, regulations for conducting an investigation are to be in accordance with this chapter and Chapter 13 of the BR5000.

Incidents to be Reported to PNG Defence Force Police

117.59 Delays in reporting of incidents/offences to the proper authority could be detrimental to the outcome of the subsequent investigation, because incriminating evidence at the scene may become contaminated or destroyed.

117.60 A reduction in the interval between occurrence and reported time of incidents/offences will greatly enhance the prospects of attaining a favorable solution to the matter under enquiry.

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117.61 Accordingly, the following matters are to be reported to the PNG Defence Force Police Unit or the nearest PNG Defence Force Police Detachment as soon as possible after discovery:

- a. death or serious injury of a member or dependant;
- b. assault by or of a member or dependant;
- c. breaking and entering of Defence Force Property;
- d. theft or suspected theft (regardless of how trivial it may seem);
- e. willful/malicious damage to Defence Force property;.
- f. alleged offences by civilian personnel employed by the Defence Force, or within a Defence Force area;
- g. misappropriation of public monies;

117.62 A verbal report is to be made immediately the subject matter comes to notice and is to be confirmed by a written report at an early date.

SPECIAL INVESTIGATION SERVICE

General

117.63 Members of the SIS are trained to investigate military and criminal offences. The CO PNG Defence Force Police Unit Murray Barracks is responsible for operational control and technical

117.64 Members of the SIS have been specially trained to investigate and report on offences of a criminal nature. This employment is therefore normally restricted to

Responsibilities

117.65 The SIS is responsible for the investigation of suspected offences committed against persons and property of the Defence Force and also offences committed by members of the Defence Force against civilians, where necessary in conjunction with the Royal Papua New Guinea Constabulary.

- 117.66 Responsibilities for investigations include the
- a. unnatural deaths of Defence Force members or unnatural deaths in which Defence Force members are involved;
 - b. all cases of acts of indecency involving Defence Force personnel;
 - c. serious assaults involving members;
 - d. incidents involving breaking and entering, or attempted breaking and entering of Defence Force buildings ie, stores, armories, magazines, offices etc;
 - e. willful damage caused to Defence Force property or buildings under the control of the Defence Force;
 - f. theft or loss of Defence Force property;
 - g. theft or loss of personal property of Defence Force members and civilians employed by the Defence Force within military establishments;
 - h. fraud or suspected fraud, including forgery, false pretences and incidents involving dishonoured cheques;
 - i. all losses of arms and ammunitions;
 - j. offences involving possession, misuse or abuse of dangerous drugs;
 - k. violations of mail after it has been received into military custody; and

Responsibilities

117.67 Requests for assistance should be made to the nearest SIS sub-unit, but in serious cases or when advice is required, the OC PNG Defence Force Police Unit should be consulted.

117.68 Requests for assistance are to be made as soon as possible after an offence has been discovered or is reasonably suspected of having been committed as delay in notification may cause the loss of valuable evidence and thereby minimize its chances of success in investigations.

117.69 Commanding Officers are to provide all possible assistance to SIS investigators. In all cases where offences have been committed in unit lines the Investigator is to report to the Commanding Officer or his representative before commencing his inquiry. Commanding Officers will always receive a copy of the SIS investigators report concerning their unit.

117.70 At times it may not be possible for SIS to cant' out an investigation requested by a unit due to heavy commitments on the resources of SIS, especially if it is regarded as a minor case in comparison with other matters requiring investigation. In these circumstances the SIS is to report the matter to the Roy a[Papua New Guinea Constabulary, or to provide advice to the unit, whichever is requested.

117.71 . When a Board of Inquiry is convened or an Investigating Officer appointed under circumstances provided for in this chapter, Commanding officers are to ensure that no action is taken which could hinder the SIS investigation. The Board of Inquiry is to be convened but immediately adjourned pending completion of the SIS investigation. The Investigating Officer is to be instructed to defer his investigation until the SIS inquiries are completed. Any difficulty involved in this course is to be referred to Headquarters PNG Defence Force for decision. In either case the SIS report should be presented to the Court or attached to the Investigating Officers report.

SIS Case Reports

117.72 SIS case reports are 'in Confidence' and particular care is to be taken to ensure that the contents of the report are not made available to persons who may be involved in the defence of a potential accused person. The contents of a SIS report, or any information relating thereto are not to be released to any individual or organization outside the Defence Force without reference to Headquarters PNG Defence Force.

117.73 SIS Investigators are not responsible for the laying of charges against an offender as a result of their investigations. This is the responsibility of the offender's Commanding Officer. S02 Legal, Headquarters PNG Defence Force is provided with a copy of the SIS report and his advice, when necessary, should be sought on the correct formulation of charges.

Reporting of Incidents and NOTICAS

117.74 Compliance with this instruction does not relieve a unit of the responsibility to report incidents and follow the required NOTICAS procedures as set out in the MPA.

Annexes:

- A. Investigation into Loss of Government Property
- B. Signal Notification of Damage by Fire
- C. Investigation of Aircraft Damage
- D. Additional Items to be Investigated in Case of Fire

- E. Example Terms of Reference - Investigation Involving Personal Injuries
- F. Example Terms of Reference - Investigation into Vehicle Accident
- G. Investigation into Ship Accident

INVESTIGATION INTO LOSS OF GOVERNMENT PROPERTY

1. The report of investigation is to
 - a. the cause and extent of the loss;
 - b. the values of the property affected before and after the occurrence;
 - c. the period over which the losses or discrepancies occurred;
 - d. an opinion whether the loss was occasioned or facilitated by an offence committed by a member against the Code of Discipline;
 - e. an opinion whether the loss was due to weakness in the system or method of control and if so its nature;
 - f. in the case of MT accidents, a comment that:
 - (1) an inspection report;
 - (2) an accident report and summary;
 - (3) the driver's license, and
 - g. the name of any person concerned with the property, if its loss arose out of an identifiable transaction;
 - h. the name of any person who was concerned in any transaction affecting the property or who would have been responsible for its safe custody since it was last accounted for;
 - i. a list of the duties of any person who was associated with the transaction of the property; and

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1. a statement whether those persons named had performed their duties or if the duties were not fully performed, the reasons why.
2. This list is not exhaustive and other areas may need to be investigated as required.

SIGNAL NOTIFICATION OF DAMAGE BY FIRE

1. The signal sent to HQ PNG Defence Force as soon as possible after a fire, is to contain the following detail:
 - a. date and time of fire,
 - b. location of property,
 - c. description of the property,
 - d. particulars of extent of the damage,
 - e. estimated value of damage to buildings and contents,
 - f. method of extinguishing fire,
 - g. cause of fire,
 - h. fire protection precautions, taken and fire fighting equipment installed,
 - i. injuries or death to personnel as a result of the fire, and
 - j. any other comments including effectiveness of fire control and fire fighting equipment.

INVESTIGATION OF AIRCRAFT DAMAGE

1. The following matters are to be answered or commented
 - a. the date, time and place of the accident;
 - b. the service particulars of the occupants of the aircraft;
 - c. the details of the aircraft and of the flight authorization and clearance;
 - d. whether or not the occupants were on duty;
 - g. the occupants' medical categories, physical and mental condition immediately before the flight.
 - h. the occupants' activities before the flight which may have affected the performance during flight;
 - i. any aspects of the occupants' medical histories or, physical or mental conditions which may have affected their performance during flight;
 - j. the weather conditions prevailing at the time of the accident;
 - k. the serviceability or otherwise of the aircraft and its ancillary equipment at the commencement of the flight;
 - l. the nature and extent of any failure or malfunction of the aircraft, its ancillary equipment or any part thereof during the flight.
 - m. the operation of the air traffic control procedures, instructions and equipment in connection with the flight and the efficiency thereof;
 - n. the cause of the accident and any contributing

- o. the operation of the emergency and crash rescue facilities and their efficiency; and
- p. the extent of the cost of damage done to the aircraft and property in the vicinity of the accident.

ADDITIONAL ITEMS TO BE INVESTIGATED IN CASE OF

1. The following questions are to be

What immediate action was taken?

- d. When and by whom was the fire alarm sounded?
- e. What action did the fire picquet and fire parties take?
- f. Who was in charge of the fire fighting parties?
- g. Were the fire appliances and water supplies sufficient?
- h. When was the fire brigade called, when did it arrive, and what was the extent of its assistance?
- i. When was the fire extinguished?
- i. What was the cause of the fire?
- k. Who or what was responsible for the outbreak?
- l. What was the extent of injury or damage to persons, stores, equipment or property?

Were the unit fire orders properly drawn up published, and regularly promulgated?

EXAMPLE TERMS OF REFERENCE - INVESTIGATION INVOLVING PERSONAL INJURIES

Telephone:

Our

Reference:

TERMS OF REFERENCE - PERSONAL INJURIES

1. You are hereby appointed by the Commanding Officer to investigate and report on the circumstances surrounding the material incident involving which occurred on without limiting the scope of your investigation, your report is to contain the information relative to the following:

- a. Ascertain and report the cause and general nature of the injury.
- b. Ascertain and report whether the member injured was on duty, on leave or travelling directly to or from his place of employment when e injury was sustained, and if on duty the nature of such duty.
- c. Ascertain whether any neglect, misconduct, carelessness or failure observe any act, regulation, order or instruction, by the injured member or if any other person caused or contributed to the injury.
- d. Get signed statements from the injured member and such other persons as are able to give material information on the time, date, place and circumstances of the injury.
- e. Ensure that the application forms for compensation have been completed or, if they are not to be submitted, enclose a certificate f

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2. Five copies of the Investigating Officer's Reports are to reach PNG Defence Force Headquarters by (date by which investigation is to be submitted to Headquarters PNG Defence Force).

Signature Block

ANNEX F CHAPTER T O

EXAMPLE TERMS OF REFERENCE- INVESTIGATION INTO VEHICLE ACCIDENT

Telephone

File No

To:

TERMS OF REFERENCE - DAMAGE ARISING FROM VEHICLE ACCIDENT
PNGDF VEHICLE NO:

References: A. Manual of Vehicle Operating Procedures

B. Manual of Personnel Administration Chapter 117

1. You are hereby appointed by

to investigate and report on the circumstances surrounding the accident involving
PNGDF Vehicle No _____ that occurred on _____
Without limiting the scope of your report is to contain information relative to the
following:

- a. Time, date and place of the accident.
- b. Report the cause and extent of the damage.
- c. The identity of the vehicles and drivers including the posting within the unit of the service driver and the name and address of the owner and driver of any civilian vehicle involved.
- d. The age and marital state of the service driver and the establishment, and the date, that driving qualifications were gained.
- e. The unit to which the service vehicle was on charge.
- f. Whether the member was on a properly authorized duty task and the nature thereof.
- g. whether any driver was under the influence of alcohol or drugs at the time of the accident,

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- h. whether the driver and passengers of the service vehicle were wearing seat belts at the time of the accident,
- i. whether the speed of the military vehicle was in excess of the speed prescribed for the type of vehicle involved or was excessive, having regard to the conditions existing at the time of the accident, eg, intersections, weather,
- j. Obtain a signed statement from any member or civilian able to give information, if any civilian declines to make a statement record this accordingly in your report. (See Note 1)
- k. State whether, in your opinion the damage was occasioned or facilitated by an offence committed by any member against the Code of Military Discipline.
- l. Report whether, in your opinion, the accident was due to a weakness in the system or method of control and if so, the nature thereof.
- m. Ensure that a Vehicle Inspection Report, LI33 and an Accident Report Vehicle LT44 are completed and attached to the report and that the driver's license LT 43 and work ticket LT42 are in order; and report accordingly.
- n. Attach to your report all written statements which have been obtained together with any other relevant documents, including a copy of the terms of reference and any reports by civil or Force
- o. If damage to civilian property or injury to a civilian is alleged to have been occasioned by a member or by Government property or when damage to Government property, alleged to have been occasioned by a civilian or by civilian property you' are to:
 - (1) Immediately inspect the location where the damage was occasioned or the accident occurred and view any damaged property.
 - (2) Ensure that the name of any insurance comparison with which the civilian is insured is recorded or, if the civilian reserves to disclose the Information, that such refusal is recorded on LT4-4. (Include details of *KNOCK for KNOCK* agreement).
 - (3) Report the cause and extent of any civilian injury.

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- (4) In the event of the death of or injury to a member ensure that the instruction referred to in Chapter 117 is complied with.
- (5) Report whether the loss, damage or injury was occasioned by the negligence of any member or civilian and if so the nature of such negligence.

- p. Date of Introduction into
- q. Number of accident cases dates, location and extent of damage including cost.
- r. Dates and nature of service in the last six months before the accident if the accident was due to any system break down;
- s. If there is a system breakdown, investigate by interview and direct observation whether there has been modification on that system and outline briefly the nature of the modification; and
- t. The mileage of the vehicle on the date of the accident.

2. Evidence is not to be taken on

3. Five copies of the Investigating Officer's Report are to reach this Headquarters by (date by which investigation is to be submitted).

(

) Signature Block

Note

- 1. A civilian party involved in an accident with a service vehicle can not be compelled to make a statement which could prejudice his right to defend claim against him by the Government. Prior to acceptance of a statement given by a civilian party the investigating officer is to record that the statement has been given voluntarily and after due consideration of the civilian party's legal rights.

Appendix:

ADDITIONAL FACTS TO BE ELICITED ON

Reference: A. Accident Report - Vehicle LT 44 Paragraph

1. Additional facts to be elicited on investigation by Unit Commander or Investigating Officer (if appointed):

- a. Was he/she on the recommended route for that journey?
- b. Were there any passengers?
- c. Speed of the vehicle?
- d. Speed of the other vehicle?
- e. Were there any speed or traffic restrictions in the area?
- f. Where was the other vehicle when first seen by the service driver?

- g. Describe the weather conditions at the time of the accident?
- h. Vehicle lights on or off?
- i. Were the horns sounded?
- j. Were signals given?
- k. Could the accident have been avoided?
- l. Who does the service driver consider was at fault?
- m. Driver's experience and how many accidents has he had?

2. The above questions should be directed, where applicable, to persons giving evidence. Detail is to be typed below statements made by such persons.

INVESTIGATION INTO SHIP

1. The following matters are to be answered or commented upon where appropriate on an occasion of a ship accident:
 - a. Date time group of accident.
 - b. Place of accident, (co-ordinates).
 - c. Collision report by the Commanding Officer.
 - d. Details of task/passage authorization and clearance prior to and leading to the accident,
 - e. Whether or not persons other than the ship's company were on board , who authorized their passage and for what reason(s).
 - f. The command teams seamanship and navigation qualifications, their ability and adequacy.
 - h. The weather conditions prevailing at the time of the
 - i. Brief history of the performance of propulsion, navigation and communication equipment on board.
 - j. The nature and extent of any failures that may have occurred at the time of the accident.
 - k. Was the Rule of the Road observed to the letter?
 - l. Effectiveness of damage control, fire fighting and emergency equipment carried on board, when used.
 - m. Whether the emergency equipment referred to in sub paragraph 1.1. was sufficient; if not, why not?
 - n. Extent of damage to the
 - o. Ships course and/or speed leading up to

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- p. Ships course and/or speed at impact.
- q. Other ships course and/or speed.
- r. Efficiency of the crew.
- s. The cause of the damage and any other contributing factors.

ANNEX H TO CHAPTER 117

OATH OR AFFIRMATION OF WITNESS

Form 2

THE INDEPENDENT STATE OF PAPUA NEW GUINEA

Defence Act 1974

OATH OF WITNESS

The evidence you shall give to the Board concerning the matter in question shall be the truth, the whole truth and nothing but the truth.

So help you God.

Act Se. 56 (1)(b) Reg. Sec 11(3)

Form 13

THE INDEPENDENT STATE OF PAPUA NEW GUINEA

Defence Act 1974

AFFIRMATION OF WITNESS

I, _____ (Full Name) do solemnly, sincerely and truly declare and affirm that the evidence I shall give to the Board concerning the matter in question shall be the truth, the whole truth and nothing but the truth.

DATED the _____ day of _____, 20, _____

Signature Block

CHAPTER 118

UNLAWFUL POSSESSION OR DISPOSAL OF FIREARMS AND EXPLOSIVES

Definitions

118.1 In this chapter, the following definitions

- a. **-Explosive.** The term explosive means a fuse or explosive substance of any kind, and includes any ammunition containing a propellant, explosive filling or live cap.
- b. **Firearm.** A firearm
 - (1) an air gun or other kind of gun from which a shot, bullet or other missile can be discharged; and
 - (2) a gun, machine gun or pistol, from which a shot, bullet or other missile cannot be discharged due to an obstruction in the barrel defect or absent parts, but which, if parts were replaced or repaired and the obstruction removed, would be capable of discharging a shot, bullet or missile.

Civil Law

118.2 Any person in possession of firearms or explosives, including those that are on issue to him as part of his authorized equipment, is required to comply with the civil laws of Papua New Guinea.

War

118.3 At all times, former enemy equipment is the property of the PNG Government and, unless the member has been authorized to retain such equipment as a souvenir, its retention is an offence.

118.4 Except when acting in the course of duty, a member is not to deliver, transmit or acquire in any way, firearms or explosives that are the property of the PNG Government.

118.5 Paragraphs 118.1 to 118.4 of this chapter are to be published annually in Headquarters PNG Defence Force and Unit Routine Orders.

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Private Firearms

118.6 No member is to carry privately owned firearms, air pistols and air or spring guns or to keep such arms and ammunition in his personal care on any ship or in any Defence establishment. Such arms or ammunition are to be surrendered for safe custody in unit armories.

CHAPTER 119 ELECTIONS, VOTING AND POLITICAL MATTERS

Political Activities

119.1 Any form of political activity on Defence Force property is prohibited. Political meetings, speeches and visits by parliamentary candidates, canvassers or political agents are not permitted except as authorized by the Commander PNG Defence Force.

119.2 No member is to take part in the affairs of a political organization or party, either by acting as a member of an election committee, by speaking in public, by distributing literature or in any other manner.

Political Demonstrations and Processions

119.3 No member is permitted to attend a political demonstration or procession.

Political Meetings

119.4 Members are not prohibited from attending a political meeting in civilian dress providing that such attendance does not interfere with the performance of their duty and that they do not go onto the platform, make a speech or take any active part in the meeting.

119.5 Defence Force facilities and stores are not to be made available for any activity that is intended to further the interests of any political party.

Candidates for Political Appointment

119.6 No regular member of the Defence Force may be a candidate for election to the National Parliament, Provincial Government, Local Government or to those offices prescribed by Regulation under Section 71 of the Defence Act.

119.7_ A member, who transfers to the Reserve Force for purposes of becoming a candidate and is unsuccessful, may be transferred back to the Regular Force.

Electoral Enrolment

119.8 Members are personally responsible for complying with the PNG Electoral Act (1963-1971). Members who have reached the age of 18 years are to enroll by submitting an enrolment form obtained from a post office or electoral office.

119.9 A member may use for the purposes of enrolment, either:

- a. his home address, or

Voting

119.10 An enrolled member may

- a. as an ordinary voter by attending on polling day at a polling place within the electorate for which he is enrolled.
- b. as an absent voter by attending on polling day at a polling place other than that above, and
- c. as a postal voter at any time between the nomination and the close the poll if, on polling day:
 - (1) he is absent from the electorate for which he is enrolled; or (2) he is unable to attend a polling place, because of distance or illness.

Notice of Elections and Polling Days

119.11 Information concerning election dates and polling arrangements is to be promulgated in PNG Defence Force Routine Orders and in Unit Routine Orders.

CHAPTER 120

STATEMENTS TO THE NEWS MEDIA AND PUBLIC INCIDENTS LIKELY TO CAUSE COMMENT

General

120.1 It is the responsibility of all officers to ensure that members under their command are aware of the requirements governing the release of information to the news media or the public.

Release of Information

120.2 Under no circumstances are Defence Force members to release to the news media or the public the following types of information:

- a. classified information,
- b. information relating to any matter which might prejudice operational security of current or future operations,
- c. information with regard to the personal details of another member,
- d. information of a commercially sensitive nature,
- e. political matters or matters critical of government policy, or f. information on any matter which may adversely affect the Government's relations with another Government.

120.3 Subject to the provisions of paragraph 120.2, members may be authorize by the CDF to provide detail relating to the following types of information to the media or the public, after policy has been publicly released:

- a. amplification of aspects of service policy,
- b. matters of an administrative nature,
- c. service planning, and
- d. service operations.

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120.4 Information, relating to normal activities such as ceremonial, social, approved routine patrols, exercises and where service personnel are giving assistance to the community, may be given at any time by:

- a. Branch Heads, and
- b. Commanding Officers of the rank of major or above.

120.5 This information is to be released through the Defence Force Public Relations Officer or in the case of remote units, advised to him as soon as possible

120.6 In order to clarify any misunderstanding that may arise through misquotation by the Press, the following procedures are to be adopted:

- a. A detailed, accurate record of any statement made to the Press or public is to be retained.
- b. Such records, whether they be documentary or tape recordings are to be kept for no less than four weeks.

120.7 A copy of any statement made by a member called upon to address a gathering at which the public is present is to be kept. If members of the public are present it must be assumed that the Press will also be in attendance whether invited or not.

120.8 All speakers making such addresses are to avoid expressing any personal opinion that may be regarded as critical of Government policy.

Briefs for the News Media

120.9 The Commander PNG Defence Force may authorize briefs for the news

media to assist them to form views of their own on a subject. In such cases there is to be a clear understanding that the information given is not to be attributed, either directly or indirectly, to the officer releasing the information. When briefs are verbal, a Public Relations Officer is to be present.

Press Visits to

120.10 Prior to a visit by the news media to a unit, the Commanding Officer is to seek guidance from Headquarters PNG Defence Force on the type of information he can supply. A public relations officer should accompany the press on such occasions. A report of the visit is to be submitted to Headquarters PNG Defence Force by the Commanding Officer.

Release of Accident Details

120.11 Under no circumstances are names of accident victims to be released to the news media or the public until the next of kin have been advised. The authority for the release of names of accident victims is the Chief of Personnel.

Incidents Likely to Cause Press Comment

120.12 Any incident, involving PNG Defence Force personnel, that is likely to be subject to press comment is to be advised by signal to both the Commander PNG Defence Force and the Chief of Staff Headquarters PNG Defence Force as soon as possible. The Chief of Staff will then notify other Directors if required.

CHAPTER 121 EMPLOYMENT OF PERSONNEL IN

Conditions

121.1 A member may, with the written approval of his Commanding Officer, accept private employment during off-duty hours, subject to the following condition:

- a. The activity is not to involve the use of official time and the hours of duty are to be such that his efficiency as a serviceman is not affected
- b. The activity is not to involve the use of information or experience (other than ordinary skills) acquired in the course of his
- c. The activity must not bring the Defence Force into disrepute.
- d.

The member is not to replace, or receive the pay of a civilian who is

Applications

121.2 Applications for the Commanding Officer's approval are to be in writing and are to contain a statement that the member understands that:

- a. his private business or employment is not to interfere with his service duties;
 - b. no special leave of absence from duty can be granted to him;
 - c. any approval given will not alter any posting which may arise for him
- ; and

Defence Force Responsibility

121.3 The Defence Force under no circumstances accepts any liability for injury, loss or damage arising as a result of a member's private employment whether the employment has been approved or not.

CHAPTER 122 MONTHLY PUNISHMENT

RETURNS

General

122.1 Monthly Punishment Returns, PD 99, are to be submitted in duplicate to Headquarters PNG Defence Force within one week after the last day of each

Responsible Units

122.2 The following units are to submit Monthly Punishment Returns to include all Area units:

- a. Headquarters Murray Barracks;

- c. Headquarters Igam Barracks;
- d. Headquarters Moem Barracks;
- e. PNGDF Patrol Boat Base;
- f. PNGDF Landing Craft Base;
- g. PNGDF Air Transport Squadron;
- h. PNGDF Training Depot;
- i. PNGDF EOD Unit; and

- j. Detachments under command of Senior Disciplinary Officers, which are absent from their parent unit/area for a period in excess of one month.

Completion of Returns

122.3 Section 1. Detail by number and type, offences that occurred during the month.

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122.4 Section 2. Detail by number and type, offences that occurred during the month.

the area/unit were found guilty by civil court during the reporting month.

122.6 Section 4. A summary of the general conduct of the area/unit during the month, with reasons for increase/decrease in the number of offences.

122.7 The return is to be signed by the senior Disciplinary Officer of the area/unit. This authority is not to be delegated. In the absence of the CO/OC, the senior Disciplinary Officer is to be notified in Force Routine Orders.

CHAPTER 123

BARRACK DETENTION

Barrack Detention Rooms

123.1 PNG Defence Force Barrack Detention Rooms are located at:

- a. Taurama Barracks,
- b. Moem Barracks,
- c. Goldie River Barracks,
- d. Igam Barracks,
- f. PNGDF Patrol Boat Base.

123.2 These Barrack Detention Rooms have been so determined in accordance with the Code of Military Discipline, Section C19.

Purpose of Barrack Detention Rooms

123.3 Barrack Detention Rooms will enable Commanding Officers to in strict code of discipline and all PNG Defence Force personnel may be confined to them. The maximum sentence that may be served in Barrack Detention, Rooms other than Murray Barracks is a period not exceeding 21 days. Members awarded detention exceeding 21 days are to be moved under escort to the Murray Barrack Detention Room to serve the total period of confinement.

Commanders Barracks Detention Rooms

123.4 The officer designated OC of the Barrack Detention Room in each area shall be a Junior Disciplinary Officer and shall be appointed by one of the following officers:

- a. CO Taurama Area.
- b. CO Wewak Area.

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- c. CO Goldie Area,
- d. CO Lae Area,
- e. CO Murray Barracks, and
- f. CO PNG Defence Force Patrol Boat Base Lombrum.

Organization and Staffing

123.5 The officer designated as OC of Barracks Detention rooms is to have the powers of Junior Disciplinary Officer over all those members undergoing detention.

123.6 The Detention Room is to be staffed by personnel provided by the Area concerned. With the exception of the PNG Defence Force Patrol Boat Base, Lombrum, a non-commissioned officer of the PNG Defence Force Police Unit will be in charge of the Detention Room during the periods it is operative. In the case of the PNG Defence Force Patrol Boat Base an NCO is to be appointed by the OC of the Barrack Detention Room. The NCO is responsible for the supervision of the guards and will instruct them in their duties relating to the control and exercise of the members under detention in accordance with Annex E. The OC PNG Defence Force Police Unit is responsible for the technical control of the Force Barracks Detention Rooms.

Unit Responsibilities

123.7 The parent unit of members committed to a Barracks Detention Room is to take the following action:

- a. notify the receiving authority (Barracks Headquarters) and the OC PNG Defence Force Police Unit;
- b. prepare the following documentation which is to be handed to the NCC who has been detailed to escort the member:
 - (1) 'medical certificate of fitness to undergo detention as per Annex
 - (2) descriptive report of member;
 - (3) record of Service Card (PH1) and Unit Health Record (HS4);
 - (4) inventory of kit and personal belongings with the member; and

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(5) Warrant of Commitment as per Annex B. (This form is used only for the execution of an Award of Detention awarded by a Disciplinary Officer).

- c. arrange movement of the member and escort to the Barrack Detention Room; and
- d. kit the soldiers in accordance with Annex C; these items are to be listed in accordance with paragraph 123.7.b.(4) above.

123.8 PNG Defence Force Police Unit and PNG Defence Force Patrol Boat is to provide an NCO, preferably of Sergeant rank, who will be in charge of the Barrack Detention Room. His duties are at Annex F.

123.9 PNG Defence Force Police Unit and PNG Defence Force Patrol Boat Base are to:

- a. train the guards in their duties;
- b. ensure that the guards carry out their duties;
- c. enforce discipline at the Barrack Detention Room;
- d. ensure that the Barrack Detention Room is regulated in
 - e. maintain registers/books at the Barrack Detention Room as per Annex F.

Administration

123.10 The CO of the area in which the Barrack Detention Room is functioning, is responsible for the administration of the Barrack Detention Room, including:

- a. R&Q of members under sentence, and the guards; and
- b. the supply of stores as listed at Annex D.

123.11 The CO of the responsible area or an officer appointed by him is to visit the Barrack Detention Room daily and is to receive any complaints from the members under sentence. Details of the visits are to be recorded in the register detailed in Annex F.

Transport

123.12 Units are responsible for the transport of their own personnel to and from the Barrack Detention Room.

Medical Officer

123.13 Whilst members are serving sentences at a Barrack Detention Room, the CO of the respective area is to nominate a Medical Officer to visit the Barrack Detention Room daily. Details of the visits are to be recorded in the book provided

Standing Orders

123.14 The Standing Orders for PNG Defence Force Barrack Detention Rooms are detailed at Annex E.

Annexes:

- A. Medical Certificate on committal to Detention
- B. Warrant of Commitment in Execution of Award of Detention by a Disciplinary Officer
- C. Clothing and Equipment Required by Member
- D. Furniture and Stores Required
- E. Standing Orders for Members in Detention
- F. Duties of Barrack Detention Room NCO

MEDICAL CERTIFICATE ON COMMITTAL TO

DETENTION Member's Detail

Service Number	Rank	Surname and Initials	
Member's Unit			

Details of Medical Examination

There is evidence of infectious diseases: <i>(circle appropriate response)</i>	Yes	No	
There is evidence of scabies or periculi: <i>(circle appropriate response)</i>	Yes	No	
Member's Medical Classification is:			
Restrictive nature of any disabilities:			
I consider the member to be fit to undergo detention: <i>((circle appropriate response))</i>	Yes	No	
I consider the member is fit to undertake hard labour: <i>((circle appropriate response))</i>	Yes	No	
The member is not considered fit for detention or hard labour for the reasons detailed below:			

Signature of Medical Officer
Medical Officer's

Medical
Officer's

Date

WARRANT OF COMMITMENT IN EXECUTION OF AWARD
OF DETENTION BY A DISCIPLINARY OFFICER

To the OC of the Place of Detention at:

Whereas (*Service Number*)

(*Name*) of

a member of the Papua New Guinea Defence Force was at

on the day of

awarded by his Disciplinary Officer detention for hours
for having while subject to Military Law under the Code of Military Discipline,
committed the offences of:

(1

)

I, the undersigned, the Disciplinary Officer of the said soldier, being an authority empowered by the Defence Act and Code of Military Discipline to issue this warrant, do hereby, in pursuance of the said Act and Regulations, order you to receive the said member into your custody and detain him to undergo the said detention, and fo doing so this shall be your warrant.

Signed this day of

(Personal Signature of the Disciplinary

ANNEX C O CHAPTER U3

CLOTHING AND EQUIPMENT REQUIRED BY MEMBER

TO BE WORN:

Beret

Shirt Juniper Green Shorts Rifle Green Set of Underwear Stockings Juniper Green
and Garters Boots
Belt Leather Black

TO BE CARRIED IN KIT BAG:

Safety razor with one blade only Toilet gear and cleaning gear Sets of underwear
(2) Stockings Juniper Green
Set shorts and shirt Towels (2)

Note

1. Maritime dress equivalent for Maritime Element members.

ANNEX D TO CHAPTER 123

FURNITURE/STORES REQUIRED

1. The following items are to be issued on inventory to the Barrack Detention Room NCO:

Ram	Quantity
Steel lockers	5
Beds	5
Steel Filing Cabinet -1 drawer	1
Tables FS	3
Chairs metal nesting	6
Shovel - wide mouth	1
Axe	1
Sledge hammer	1
Buckets fire - water	5
Fire extinguishers	5
Mattock	1
Broom	1
Bass Broom	1
Brush scrubbing	1
Electric iron	1
Buckets fire - sand	5
Night cell cans	4
Expense supplies	as required
Bedding	as required
Mess Gear	as required
Rifle and Equipment for Marching	as required
Order	
Shorts green, Prisoner	2

ANNEX E T CHAPTER 123

STANDING ORDERS FOR MEMBERS IN DETENTION

General

1. These Orders are issued to you on admission for your guidance. If you do not understand any particular instruction, ask the Detention Room NCO to explain it to you. Once these orders have been issued and promulgated to you, ignorance of any particular order contained in them will not be accepted as an excuse.

Disobedience of any instruction may render you liable to a charge and subsequent punishment. Damage or destruction of these orders will result in you being charged. On your release you will return these orders in good condition to a member of the staff.

Cleanliness and Dress

2. You are to shower and shave daily and your hair will be kept short and neatly cut.

3. You are to be issued with two Shorts Green which you will be expected to wash and keep clean. All other articles of dress will be stored for you in the staff building.

4. You are to keep the interior of your cell clean and tidy, paying particular attention to the walls, floor and ledges.

5. Immediately after the unlock parade each morning, you are to take your
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can to the latrine in your yards, and empty the contents. You are to cant' out this action daily, whether you have used the call pan or not. You are to then rinse the cell can. Water that has been used to rinse out the cell can is to be poured down the latrines. Your cell can is to be kept polished on the outside and clean on
Damage to Government Property

6. You are not to interfere in any way with fire fighting equipment. Fire buckets are not to be used for the purpose of washing clothes or washing out cells

7. You will not write upon or otherwise deface the walls, floor or door of your cell. Failure to comply with this order may result in the cost of repainting your cell being debited against your pay.

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8. You will not damage or destroy any article you use at the Barrack Detention Room, including mess tins and tools. The cost of any article destroyed or damaged may be recovered from your pay, and you may also be charged and punished.

Kit Layout

9. Your kit is to be laid out for inspection by 0715 hours daily, as per the kit

layout plan. You will be shown how to lay out your kit on admission.

Discipline

10. You will stand to attention whilst in the presence of any member of the Detention Room Staff, irrespective of his rank.

11. All members of the staff are to be addressed by their rank, however, Commissioned and Warrant officers are to be addressed as "Sir". You will salute Commissioned Officers each time you see them.

12. You will obey all orders, promptly and without question. You will not lean against walls, doorways, etc. When moving from one point to another you will double at the rate of 180 paces per minute.

13. The following are classified as prohibited articles:

Money Knives

Ammunition

Tobacco

Matches

Newspaper

Writing paper

Keys

Any means of generating a naked light

Weapons of any description

Food Ladders Ropes Clothing (other than Barracks

Detention Room Issue) Tools

Books

Dress

14. Shorts green as issued are to be worn whilst you are under sentence.

Daily Routine

15. The following is the daily routine:

<u>Time (Hrs)</u>	<u>Action</u>
0600	Unlock parade
0640	Breakfast
0715	Inspection of cell layout
0730	Drill parade
0830	Fatigue
1000	Drill parade
1100	P&RT
1200	Lunch
1240	Inspection of cells
1300	Fatigues
1500	P&RT
1600	Drill
1700	Make and Mend
1730	Dinner
1815	Drill parade
1845	Lock up parade
1900	Clean equipment in cells
2000	Bed down

Letters and Parcels

16. You are not permitted to receive letters or parcels. Letters and parcels addressed to you, received at the Barrack Detention Room will be handed to you upon your discharge.

Requests and Complaints

17. Each morning the Duty Officer will visit you and you will be asked if you

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Visitors

18. The only personnel permitted to visit you are those required to do so as part of their duties, this will include a daily visit by a Medical Officer. Civilian visitors will not be permitted under any circumstances.

Conclusion

19. You have been sent to the Barrack Detention Room because you have committed an offence against the Code of Military Discipline. If you work hard, are cheerful, show an unquestioning obedience to all lawful orders you will return to your unit a better soldier. If you are lazy and display an unwillingness to obey orders, you will be charged and your punishment may prolong your stay at the Barrack Detention Room.

20. If you are doubtful of anything in relation to the Barrack Detention Room, ask a member of the staff to clarify the point for you.

Tok Save long Kalabus

21. Yupela kisim kalabus bilong Difens Fos, bilong wanem, yu bin brukim to bilong Difens Fos. Sapos bai yu wok gut na yu lap plant! na bihanim gut olgeda o a orait, taim yu go bek long unit yu olsem gutpela soldia gen. Tasol sapos yu les n soim mipela olsem yu no laik bihainim of oda orait bai yu go gen na kisim punisma inap pasim yu longpela taim moa long hia. Sapos yu gat daut bilong samepla tok k bilong hia yu mas askim wanpela NCO na em bai i stretim yu.

DUTIES OF BARRACK DETENTION ROOM NCO

1. The officer, WO or NCO in charge of a Barrack Detention Room is to exercise his authority with firmness and humanity, to abstain from all offensive or inappropriate language and on no account to strike or ill treat a member. He is also to ensure that his assistants follow the same rules of conduct.
2. He is to take care that every member under sentence received into his charge is informed of the regulations, orders, and instructions relating to the discipline and treatment of members under sentence in Barrack Detention Rooms (which will be read to the member on admission).
3. He is to see the members in his custody frequently, but he is not to hold any unnecessary conversations with them, and he is not to permit any person to visit them except the officers directed by this instruction or as authorized by HQ PNG Defence Force.
4. He is to report to the medical officer at his regular visits the case of any member in his custody who appears to be out of health, and in the event of sudden and serious illness at any other time he is to send an immediate report to the nearest medical officer.
5. He is to see that the members in his custody have such exercise as their health, in the opinion of the medical officer, requires. He is to superintend the employment on parade, on fatigues, or other work which is ordered for members undergoing sentence, and is responsible that they are kept fully employed. Half a hours exercise on Sundays may be allowed.
6. He is not to permit the members undergoing sentence to hold conversations with each other.
7. He is to ensure that any member who persists in disobeying any order when employed outside his room is immediately sent back to it, and in due course brought forward to be dealt with for the offence.
8. He is to take care that the means by which a member in his custody may communicate with him or his assistants are kept in proper order, reporting any defect to the orderly officer.
9. He is to pay due attention to the ventilation of the rooms. He is to obey any instructions he receives from the medical officer on this point.

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10. He is to ensure that the members in his custody are supplied with their regular meals.

CHAPTER 124

THE MISUSE OF ALCOHOL

Introduction

124.1 The consumption of alcohol is a legal and socially acceptable custom in Papua New Guinea society. When controlled and used in moderation it normally presents no problems to individuals, society or the Defence Force. The misuse of alcohol however can have serious professional, safety, health, fitness, and social implications.

124.2 It is Defence Force policy to encourage members to maintain a responsible attitude to the consumption of alcohol. The Defence Force **will** not retain members who repeatedly misuse alcohol, members who refuse treatment for alcohol misuse, or members who fail to complete an alcohol counseling program when ordered.

Definitions

124.3 The following definitions are used in this Instruction:

- a. **Alcohol Misuse.** Alcohol misuse means the consumption of alcohol which has the effect of:
 - (1) adversely affecting job performance,
 - (2) contributing to misconduct or unacceptable behavior, or
 - (3) adversely affecting the fitness or health of a member.
- b. **Blood Alcohol Level (BAL).** BAL means the level of alcohol in the blood expressed either in terms of milligrams per 100 milliliters of blood or as a percentage of this.
- c. **Service Land.** Service land means land (including buildings or other structures) used or occupied by the Defence Force. In this Instruction it does not include a Service Married Quarter.

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Consumption of Alcohol - General

124.4 The consumption of alcohol by Defence Force members is not to be popularized. No member is to be encouraged or forced to consume alcohol. Commanders at all levels are to monitor practices in messes, clubs and canteens and prohibit those which they believe glamorize or otherwise exert pressure on individuals to consume alcohol.

124.5 Commanding Officers (CO) are to ensure that the consumption of alcohol is not the principle purpose or focus of any activity conducted under Defence Force auspices.

124.6 Alcohol may only be consumed on Service Land:

- a. within that area of a mess, canteen or club set aside for the consumption of alcohol, or
- b. at places authorized by a CO.

Consumption of Alcohol Prior to Duty

124.7 Members are not to mount duty whilst influenced by alcohol or the effect of prior alcohol consumption.

Consumption of Alcohol on Duty

124.8 Members are not to consume alcohol while on duty unless circumstance exist which are approved by the member's CO. This includes recreational and sporting activities, and meal and other breaks prior to

Consumption of Alcohol by Drivers of Private Motor Vehicles on Service Land 124.9

A Defence member is not to drive a vehicle on Service land while he/she is under the influence of intoxicating liquor or a drug to such an extent as to be incapable of having proper control of the vehicle.

Possession of Alcohol on Service Land

124.10 On Service land a member may only be in possession of alcohol:

- b. if the member is conveying the alcohol to a civilian destination or place of authorized consumption or storage.

Sale or Supply of Alcohol on Service Land

124.11 On Service land alcohol may only be sold or supplied in:

- a. an officers' or sergeants' mess,
- b. an authorized club or canteen established by a unit, or
- c. other places approved by a CO.

124.12 On Service land alcohol is not to be sold or supplied to any person who is under the minimum age prescribed by Papua New Guinea law.

Storage and Consumption of Alcohol In Living-in Quarters

124.13 The limited storage of alcohol in barracks and living-in quarters may be permitted at the discretion of the CO.

124.14 Exclusions. Alcohol is not to be stored or consumed in the living-in quarters of:

- a. a soldier, officer cadet or officer undergoing recruit or initial training;
- Or
- b. a soldier, officer cadet or officer who has not attained the legal age for the consumption of alcohol.

Discretionary Powers

124.15 An independent sub-unit commander, a CO, or an authority superior to a

O may impose restrictions on an individual or group further to those set out in this Instruction.

Prevention of Alcohol Misuse

124.16 Commanding Officers are to implement measures to prevent alcohol

misuse within units. COs should consider:

- a. Enforcing strict limits on the hours that messes and clubs may serve alcohol, including the procedures by which normal trading hours may be extended.
- b. Empowering Mess or Canteen Committee members to refuse bar service to members who are intoxicated.
- c. Ensuring that non-alcoholic drinks are available at any function or venue where alcohol is, served.
- d. Ensuring that food is available whenever alcohol is served.
- e. Encouraging messes, canteens and clubs to make local rules which refer to acceptable practices regarding alcohol consumption by members and guests.
- f. Encouraging individual members to examine their fitness to drive before they depart a function where alcohol has been served.
Fitness to drive is an individual responsibility.
- g. Discouraging discounts or subsidies on alcoholic drinks which are no equally applied to non-alcoholic drinks.
- h. Discouraging group billing for functions which include a component fo alcoholic drinks.
- i. Discouraging the consumption of alcohol at sporting events for participants and spectators until after the game.
- j. Monitoring fund-raising by clubs or messes through the sale or promotion of alcoholic products.

THE MANAGEMENT OF DEFENCE FORCE MEMBERS WHO REGULARLY MISUSE ALCOHOL

Management Principles

124.17 The management of members who regularly misuse alcohol is based on the following principles:

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- a. Successful management requires the early identification and recognition by the member and his commander that a problem exists.
- b. Members who are identified or who self-identify a problem are to be appropriately counseled and provided with assistance and treatment.
- c. Members who cannot efficiently perform their duties through the regular misuse of alcohol, or those who refuse treatment or fail to complete an alcohol counseling or rehabilitation program will be subject to administrative discharge (Retention Not in the Interest of the Defence Force).
- d. Unless special circumstances exist, the maximum period allowed for rehabilitation after formal counseling or treatment is one year.

Identification, Assessment and Treatment of Members who Regularly Misuse Alcohol

124.18 The identification, assessment and treatment of member's who regularly misuse alcohol has four phases:

- a. Phase 1. Identification or self-identification of alcohol misuse by a member, followed by initial counseling by the member's commander or CO. This may include a Formal Warning for Alcohol Misuse.
- b. Phase 2. Referral to a Medical Officer (MO) for assessment to exclude any previously undiagnosed medical factors and to determine the extent of alcohol misuse.
 - c. Phase 3. Referral to a suitable in-patient or outpatient alcohol counseling service or facility for education and rehabilitation.
 - d. Phase 4. Support and monitoring at unit level.

Phase 1 - Identification and Formal **Warning for Alcohol Misuse**

124.19 A guide to assist in the identification of members who regularly misuse alcohol is at Annex A. Any instance of family violence or serious social misconduct involving alcohol misuse which is brought to the attention of the Defence Force is to be reported to the member's CO.

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124.20 A commander who has reason to believe that a member is regularly misusing alcohol is to interview the member to assist him to resolve the problem. Prior to the interview, the commander should examine the member's personal file and liaise with the MO to determine whether there is any record of a previous interview or counseling for alcohol misuse. A guide to the interview of members who are suspected of regular alcohol misuse is at Annex B.

124.21 A record of the interview is to be raised following the interview that details the known extent of the problem and the proposed action plan. The record of interview is to be signed by the member and passed to the MO for retention on the member's Unit Health Record (HS 4).

124.22 COs are to ensure that the career or promotion prospects of a member are not jeopardized by an initial self-referral or request for counseling for alcohol misuse se.

124.23 Formal Warning for Alcohol Misuse. A Formal Warning for Alcohol Misuse (Annex C) is to be issued to all members who:

- a. have failed to respond to initial alcohol misuse counseling,
- b. have been convicted of an alcohol misuse offence under the Military Code of Discipline,
- c. have been involved in a serious instance, or repeated minor instances of alcohol related misconduct, or
- d. frequently consume alcohol on duty when not authorized.

124.24 A copy of the Formal Warning for Alcohol Misuse is to be retained on the member's Personal File and a copy placed on the member's HS 4. It is to be removed from the Personal file with the authority of the CO if 12 months is completed without relapse.

Phase 2 - Referral to a Medical Officer

124.25 Any member issued with a Formal Warning for Alcohol Misuse is to

referred to a MO. Following such referral or self-referral by a member direct t a MO, the MO is to interview and examine the member to determine:

- a. whether there is a record on the HS 4 of previous counseling for alcohol misuse in which case the CO is to be informed, and
- b. whether there are medical factors not disclosed or evident to the GO.

Phase 3 - Referral to Outpatient Counseling or In-patient Treatment

124.26 The CO is to consult with the MO to determine whether the member is to be counseled as an outpatient or treated as an in-patient at a rehabilitation facility. Outpatient counseling may be conducted by the MO, an appropriately qualified unit officer, or by referral to an external agency. In-patient treatment is to be referred by the MO to the specialist resource which can provide the appropriate treatment.

124.27 Members undergoing in-patient treatment are to be administered by their unit as a hospital patient. Any member who refuses to commence, or fails to complete in-patient treatment is to be referred to his CO who is to initiate discharge proceedings.

Phase 4 - Support and Monitoring

124.28 Members who commence in-patient treatment are to undergo a Special Medical Board on completion of their treatment and are to have a report raised by MO for the CO which details:

- a. the nature and results of the treatment,
- b. the cooperation of the member during treatment,
- c. instructions given to the member regarding future alcohol consumption, and
- d. recommendations regarding a requirement for review.

124.29 Upon receipt of the results of the Medical Board and the Report of the MO, the CO is to make a recommendation to Chief of Personnel regarding the future service of the member.

124.30 The 12 months following rehabilitation or treatment are critical and will require assistance from the member's commanders to ensure that opportunities are available to attend further counseling and support groups.

124.31 When a member returns to the unit following in-patient treatment at an external agency, the member must be interviewed to discuss:

- a. the results of the treatment (referring to the results of the Medical Board and any other special reports);

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- b. any restrictions on the member recommended or imposed by the MO
- c. any special considerations which will be allowed by the CO for a defined period, which may include:
 - (1) excusing the member from former responsibilities associated with h alcohol, eg Bar or Social Member of a Mess or Club; and
 - (2) excusing the member from social and other functions where alcohol is prominent, eg Regimental Dinners;
- d. an action plan to assist the member, which may include:
 - (1) encouraging contact with another unit member who has successfully rehabilitated, and appointing that other member as minder;
 - (2) ensuring that the member is able to attend regular support group meetings such as Alcoholics Anonymous; and
 - (3) monitoring and influencing the peer group pressure which is applied to the member.

124.32 A record of the interview is to be raised following the interview which details the proposed action plan and any restrictions imposed on the member. The record of interview is to be signed by the member and passed to the MO for retention on the member's HS 4.

124.33 If a member fails to adhere to the guidance or standards set during a 12-month period from initial treatment, then the CO is to initiate discharge proceedings in accordance with Chapter 58 (Retention Not in the Interest of the Defence Force).

Administrative Discharge of Members who Regularly Misuse Alcohol

124.34 Initiation of Discharge Proceedings. If a CO considers that a member should be recommended to a discharge authority, a Show Cause Notice in the format at Annex D is to be raised. A Show Cause Notice should only be issued after the processes of referral and treatment described in Phase 2 and Phase 3 of this Part have been completed. The process must also include the prior issue of a Formal Warning for Alcohol Misuse (Annex C).

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124.35 The Show Cause Notice is a notice of intent, and is not a form of discipline or censure. It provides for natural justice by allowing the member the opportunity to state his/her case in relation to the CO's intended action.

124.36 The Show Cause Notice, the member's response, and the final recommendation of the CO are to be forwarded to Chief of Personnel for decision.

Annexes

- A. Guidelines to Assist in the Detection of Members Who Regularly Misuse Alcohol
- B. Guidelines to the Interview of Members Who Regularly Misuse Alcohol
- C. Formal Warning for Alcohol Misuse

ANNEX A TO CHAPTER 124

GUIDELINES TO ASSIST IN THE DETECTION OF MEMBERS WHO REGULARLY MISUSE ALCOHOL

1. The immediate commander or supervisor has the closest contact with the member and is therefore in the best position to detect deteriorating work performance or social behavior which may indicate regular alcohol misuse.

Recognizing the Symptoms

2. The following paragraphs list the symptoms which may indicate to a supervisor that an alcohol misuse problem exists. They may occur singly or in combination, and not necessarily in the order in which they are listed. They may signify problems other than the regular misuse of alcohol, but alcohol misuse should be considered as a possible cause.

3. Work Performance Disorders:

- a. Generally lowered work performance or productivity.
- b. Spasmodic work pace often reaching capacity output, followed by severe slump.
- c. Rapid deterioration of concentration and quality of work.
- d. Carelessness, increased mistakes, and errors in judgment.
- e. Fatigue becoming more apparent.

- f. Lies and excuses becoming a habit.

4. Poor Attendance:

- a. Increased frequency of days or half-days off work.
- b. Repeated absence on Mondays or Fridays.
- c. Increased minor illnesses.
- d. Frequent lateness for work.

- e. Leaving work early.
- f. Extended lunch periods.
- g. Unexplained disappearances from the job.

5. Unreliability:

- a. An inclination to put things off.
- b. Neglect of details or sloppy handling of tasks.
- c. Tendency to blame others for shortcomings.
- d. Desire for a different job assignment.
- e. Repeatedly seeking monetary loans from friends or colleagues.

6. Changes in Normal Attitudes and Habits:

- a. Sensitivity about references to drinking.
- b. Avoidance of superiors or associates.
- c. Intolerance and suspicion of fellow workers.

- d. Loud talk, or conversely, dullness and tiredness during working hours.

7. Changes in Normal Physical Appearance:

- a. Noticeable changes, such as increased nervousness.
- b. Irritability.
- c. Hand tremors.
- d. Swelling or flushing of the face.
- e. Red or bleary eyes.
- f. Neat individuals may become slovenly; casual people may become deliberately concerned with dress and appearance.

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8. Hazards to Health and Safety:
 - a. Frequent injuries and lost time owing to accidents on and off the job.
 - b. Careless handling and maintenance of equipment or machinery leading to accidents and breakdowns.
 - c. Risk taking following periods of low achievement.
 - d. Lack of safety awareness becoming a threat to fellow members.
9. Domestic Problems. Impending marital break-up, domestic violence and delinquent behavior by dependant children are often indications of alcohol misuse.

GUIDELINES TO THE INTERVIEW OF MEMBERS WHO REGULARL- MISUSE ALCOHOL

1. A commander or supervisor who considers that a member is regularly misusing alcohol is to interview the member at the earliest opportunity. Prior to the interview it should be ascertained from the MO whether there is any record on the member's Medical Records of previous counseling for alcohol misuse.

The Aim of the Interview

2. The aim of the interview is to inform the member of the seriousness with which the Defence Force views regular alcohol misuse, and to determine a course of action to overcome the problem.

3. You should refrain from any statement to the member that might be construed as an allegation that the member is an alcoholic, but you must clearly state that in your opinion the members misuse of alcohol has lead to the interview.

The Conduct of the Interview

4. You must first establish whether other problems that were not previously evident have contributed to the member coming to your attention. If you accept that there are other more significant reasons, you may choose to deal with these issues first.

5. If the member admits to alcohol misuse, or if you are convinced that this is the case, you must state that in your opinion misuse of alcohol has contributed to the evident unsatisfactory performance or conduct by the member.

6. In conducting the interview you must maintain the initiative. This can only be done if you are thoroughly prepared for the interview. Basic interview techniques are outlined in the following paragraphs.

7. Prepare a Fact Sheet. The interview must concentrate on facts relating to:

- a. previous counseling (if any) for alcohol misuse;
- b. job performance which includes reliability, leadership, appearance, bearing, and attitude;

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- c. safety;
 - d. health and fitness;
 - e. conduct, including social and family
8. Keep to the Subject. The member may look for inconsistencies, and may try to divert the discussion to other subjects. The alcohol misuse problem must remain the issue to be discussed.
9. Offer Assistance. You must impress upon the member that the aim of the interview is to find a solution, and you must be firm in pointing out that the member's deficiencies have put his/her career in jeopardy. Ensure that the member realizes that your first responsibility is to the Defence Force, and that Defence Force policy is that members who consistently misuse alcohol are discharged.
10. You should consider and prepare a range of options for assisting the member before the interview.
11. Do Not Sympathize. Undue sympathy or understanding must not be used to excuse unsatisfactory performance or alcohol misuse.
12. Ensure Confidentiality. The interview is to be treated as 'Staff-In-Confidence' or 'Medical-In-Confidence' and the member should be informed of this.
13. Be Positive. When a decision on appropriate action has been reached, you should discuss the action plan in a positive manner; and then assure the member that you will provide him/her with the opportunity to achieve success.
14. Avoid Threats. Threats will have no effect unless you are able to, and intend to, follow through with them.

Closing the Interview

15. The interview must close with a clear understanding by the member of the agreed course of action, and an acknowledgment that a future report to you of alcohol misuse will lead to certain further action. Ensure that:
- a. there is an action

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- b. the member understands that you intend to be firm in dealing with an future misuse of alcohol that comes to your attention, and
 - c. there is a plan to review or follow-up the action plan at a pre-determined time.
16. Follow Up the Interview. Ensure that there is a method and agreed time to review the action plan.

FORMAL WARNING FOR ALCOHOL

1. I, (1)

acknowledge that I have been informed of alleged deficiencies in the following areas which

- a. Performance of duties.
- b. Conduct or social behavior.
- c. Fitness or health.

2. I acknowledge that I will be referred to a Medical Officer for assessment and that I will be required to undergo counseling or treatment at my CO's discretion for my alleged misuse of alcohol.

3. I acknowledge that disciplinary or administrative action will be taken against me if

- a. refuse the counseling or treatment;
- b. refuse to actively participate in, or complete the required counseling or treatment; or

(Signature of Member)

(Signature of Commanding Officer)

(Date)

(Date)

Distribution:
File

Chief of Personnel

Member's Personal

Note: (1) Insert Member's Service Number, Rank, Initials and

SAMPLE SHOW CAUSE NOTICE

To:

NOTICE TO SHOW CAUSE WHY I SHOULD NOT RECOMMEND YOUR DISCHARGE

1. TAKE NOTICE that I intend to recommend to the Chief of Personnel that that you be discharged in accordance with Chapter 58 on the grounds that your Misuse of Alcohol
2. I am advised that
3. The decision maker will take into account the following:
 - a. The extent and nature of your misuse of alcohol, including any offences that you may have committed.
 - b. Your entire service history including your medical condition, conduct and any reports and qualifications gained during your service.
 - c. The recommendation of your unit commander or superior.
 - d. Any other matters that become evident during the decision making process, including any matter which you were not previously given the opportunity to respond to, and any other matters raised by you in response to this notice
4. YOU ARE HEREBY INFORMED that you have fourteen days from the date upon which this notice is served upon you in which to Show Cause in relation to the actions proposed to be taken against you. You may consult a Defence Force Legal Officer, if available, to assist you in the preparation of your response.

(Signature Block)

(Date)

Notes: (1) Insert Service Number, Rank, Surname and Initials
(2) Insert details

CHAPTER 125

INVOLVEMENT BY MEMBERS OF THE DEFENCE FORCE WITH ILLEGAL DRUGS

Introduction

125.1 Involvement by Papua New Guinea Defence Force (PNGDF) personnel with illegal drugs is not compatible with an effective and efficient Defence Force. Drug involvement leads to reduced performance, health impairment, presents a security risk and has the potential to put an individual and/or other personnel in unnecessary danger. Such behavior is unacceptable in the PNGDF which requires members to maintain high standards of work performance, behavior, and physical and mental fitness.

125.2 In addition, the PNGDF has a responsibility towards its younger members on behalf of their parents to protect them from undesirable pressures that may lead to involvement with illegal drugs. Given the community expectation that members of the PNGDF maintain a high standard of responsibility and readiness to properly perform their duties, involvement with an illegal drug by a member can adversely affect the PNGDF's public image. Effective procedures and active education programs to eliminate or minimize involvement with illegal drugs by members of the PNGDF are therefore essential.

Aim

125.3 The aim of this Instruction is to:
and

- b. identify administrative procedures and requirements, and

Definitions

- a. **drug.** A drug is any chemical substance or compound, organic and/or inorganic, derived from a natural source or by synthetic formulation and including the natural source which, when taken into a living organism, may modify one or more of the physiological, biochemical or psychological functions of that organism and is not required to sustain the normal functioning of the organism.

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- b. **Illegal Drugs.** Illegal drugs are those drugs whose possession or use is prohibited or restricted by either the Code of Military Discipline, Papua New Guinea laws that are applicable to a member, the law of any country to which a member is deployed and is bound to observe or as prohibited by order of a commander of a force deployed overseas.
- c. **Involvement with Illegal Drugs.** Involvement with illegal drugs includes the use of any drug which is inconsistent with, or is unrelated to, its prescribed use.' Involvement' in this context includes possession,, selling, dealing in or administering the illegal drug to oneself or another.
- d. **Drug Incident.** A drug incident is an occurrence where there is reason or evidence to suspect involvement with illegal drugs:
 - (1) by a member; or
 - (2) on a military establishment, ship or aircraft.

PAPUA NEW GUINEA DEFENCE FORCE POLICY ON INVOLVEMENT WITH ILLEGAL DRUGS

125.5 Involvement with illegal drugs by members of the PNGDF is not condoned. Disciplinary and/or administrative action that may result in termination of a member's appointment or discharge is to be initiated against any member involved with illegal drugs.

Drug Education

125.6 COs are to ensure that pro-active drug education programs are established.

Applicants for Appointment or Enlistment

125.7 Applicants for appointment or enlistment to any part of the PNGDF are to have their applications rejected if:

- a. they admit to habitual drug involvement;

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- b. they are found to have an addiction to habitual drug involvement; or
- c. there is evidence of conviction for the use of or possession of an illegal drug, or of trafficking in any restricted or prohibited drug.

The Chief of Personnel may, however, exercise discretion in the appointment or enlistment of an applicant who is no longer involved with illegal drugs but has admitted to prior minor, non-habitual involvement and who is considered unlikely to become involved again.

125.8 All prospective PNGDF applicants before enlistment or appointment are to;

- a. be given an oral warning (Annex A), and
- b. sign and date the acknowledgment section (Annex B) on the relevant documentation.

DISCIPLINARY AND ADMINISTRATIVE ACTION

125.9 **Disciplinary** and/or administrative action, as appropriate, is to be initiated against PNGDF members found to have been involved with illegal drugs. Whenever 'prima-facie evidence' exists of a Service offence, and Service jurisdiction also exists, disciplinary action is to be taken under the provisions of the Code of Military Discipline. In cases where Service jurisdiction is not clear, or the evidence indicate a civil offence or both a civil and Service offence action should be taken under the provisions of civil law.

125.10 Where a PNGDF member is found to have had involvement with illegal drugs, his/her retention in the PNGDF is to be reviewed by the Chief of Personnel. Factors which should be taken into account when considering a member's suitability for retention are:

- a. the type and quantity of illegal drugs involved;
- b. frequency, period and level of use;
- c. nature of involvement;

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- e. the likelihood of repetition (eg whether illegal use ceased voluntarily or only after detection, contrition displayed, cooperation during -investigation);
- f. voluntary admission of use coupled with the intention to cease use;
- g. circumstances of voluntary admission; and
- h. disciplinary record, civil and Service convictions, character and work performance.

125.11 However, the involvement of any PNGDF officer, Warrant Officer or non-commissioned officer (NCO) with illegal drugs indicates severe shortcomings in personal leadership qualities. Accordingly, except in extenuating circumstances taking due cognizance of the factors at paragraph 125.10, involvement with illegal drugs by any PNGDF officer, Warrant Officer or non-commissioned officer should lead to a termination of appointment or discharge. In cases where retention of an NCO is recommended, the recommendation should also include an assessment of the member's suitability to continue to serve in his/her present rank.

125.12 In all cases where the Chief of Personnel approves retention of a member following involvement with illegal drugs, the member is to be advised that any further involvement will result in termination of appointment or discharge. Retention is conditional upon the member signing a written acknowledgment of the following:

- a. The member must consent to provide urine samples for drug analysis as required.
- b. The member will undertake such drug education or counseling as the Chief of Personnel directs.

Failure to comply with the above conditions is to result in the initiation of action to terminate the member's appointment or to discharge the member.

Annexes:

- A. Oral Warning

ANNEX A TO CHAPTER 125

ORAL WARNING

1. Involvement by members of the Defence Force with illegal drugs is not compatible with an effective and efficient Defence Force. Use of illegal drugs leads to reduced performance, health impairment, presents a security risk and has the potential to put an individual and/or other personnel in unnecessary danger. Use of illegal drugs is unacceptable in the Defence Force which requires members to maintain high standards of work performance, behaviour, and physical and mental fitness. Involvement with illegal drugs by a member can also adversely affect the public image of the Defence Force, given the community expectation that members of the Defence Force maintain a high standard of responsibility and readiness to properly perform their duties.
2. Any suspected involvement with illegal drugs may also be subject to an investigation by military or civil police or both. Involvement with illegal drugs will result in disciplinary and/or administrative action being taken against you and may lead to termination of your appointment or discharge from the Defence Force.

ACKNOWLEDGMENT

ANNEX B TO
CHAPTER 125

1, (1) acknowledge that I have been made aware of the Defence Force policy in relation to illegal drug involvement. I further acknowledge that I have been made aware that if I engage in the prohibited use of illegal drugs I may have my appointment terminated or be discharged from the Defence Force in accordance with Defence Force policy. I acknowledge that this may occur whether or not disciplinary action or civil prosecution has been taken against me.

(Signature)

Notes:

1. Insert Service Number, Rank, Name and Initials.

CHAPTER 126

GAMBLING IN DEFENCE FORCE ESTABLISHMENTS AND SHIPS

Introduction

126.1 This Chapter sets out the policy governing the conduct of gambling in PNG Defence Force establishments and on ships.

Aim

126.2 The aim of this Chapter is to provide guidance and direction to Commanding Officers in respect of their responsibilities for controlling the conduct of gambling activities in Defence Force establishments and in ships.

Definition

126.3 Gambling includes all forms of betting, gaming, wagering, lotteries, raffles, sweepstakes, bookmaking and acting as an agent for a bookmaker.

Limits on Commanding Officer's Discretion

126.4 A Commanding Officer may authorize gambling in a Defence Force establishment or ship and may impose such restrictions as is considered appropriate as long as the form of gambling so authorized is not prohibited by the law of the Papua New Guinea.

126.5 Prior to approving the conduct of any form of gambling a Commanding Officer is to ascertain whether or not the form of gambling proposed is permissible the law of Papua New Guinea and the restrictions which are imposed by the applicable law upon the conduct of such gambling.

Authorized Gambling

126.6 Any form of gambling authorized by a Commanding Officer to be conducted in a Defence Force establishment or ship is to be:

- a. conducted in accordance with the requirements of the law of Papua New Guinea; and
- b. conducted for charitable, welfare or amenities purposes approved by the Commanding Officer.

CHAPTER 132

MEDICAL AND DENTAL TREATMENT

General

132.1 Members of the Defence Force are entitled to medical and dental treatment

132.2 Medical and dental treatment at public expense may also be obtained from other than Defence Force facilities in accordance with the provisions of Chapter

Extent of Treatment

132.3 The treatment provided at Defence Force facilities and at approved non Defence Force facilities is to be sufficient to restore the member to normal health. Such treatment is to include:

- a. hospitalization as necessary;
- b. the provision of essential medicines, drugs and dressings;
- c. the provision of medical, dental and surgical appliances as prescribed;
- d. the provision of specialist medical, dental, physiotherapy and paramedical services as deemed necessary; and

Convalescence

132.4 Periods of convalescence may be granted by a Medical Officer to allow a member, who has completed his hospital treatment, sufficient time to rest and recover before returning to duty.

132.5 In granting periods of convalescence Medical Officers take into consideration the beneficial effect that convalescence will have in promoting the recovery of the member. Medical Officers may grant convalescence for the following specified periods:

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- a. up to 14 days at their own discretion; and
- b. for periods in excess of 14 days with the concurrence of the Director of Health Services.

132.6 Convalescence is normally only granted whilst a member is in hospital. On completion of a period of convalescence he is to return to the Defence Force medical facility for final assessment before being discharged from hospital and returned to duty.

Pay and Allowances

132.7 When a member is absent from duty due to injury or illness for a continuous period exceeding six months it is necessary to have his rate of pay assessed and advised by Headquarters PNG Defence Force. The Medical Officer in charge of Defence Force medical facility is to ensure that where a member's hospitalization is likely to exceed six months his unit is informed of the circumstances. On receipt of this advice the members' unit is to initiate the Request for Extension of Pay and Allowances in accordance with Chapter 15 paragraphs 15.10 to 15.12.

Treatment from Other than Defence Force Facilities

132.8 Medical and dental treatment may be provided at other than Defence Force facilities. The general provisions concerning the use of non Defence Force facilities and the procedure for submission of claims for payment of costs incurred in using these facilities are contained in Chapter 147.

Refusal to Undergo Treatment

132.9 Should a member refuse to undergo treatment deemed necessary by 'a medical or dental officer, his documents are to be endorsed 'Refused Treatment' and the member is to sign this endorsement. Disciplinary action may be taken against the member.

132.10 Where a member elects for his own reasons to be treated or for his dependants to be treated at other than a Defence Force facility or by a civilian medical or dental officer, he may do so provided that he understands the following conditions apply:

- a. All costs incurred for such treatment will be at the member's expense.
- b. All treatments are to take place in the member's own time.

- c. Any recommendation made by a civilian medical or dental officer for sick/leave, convalescence or restrictions on employment will not be recognized or endorsed unless confirmed by a Defence Force Medical or Dental Officer.

Medical and Dental Treatment of Members Serving Overseas

132.11 The general conditions and provisions for the medical and dental treatment of members serving overseas are contained in Chapter 147 paragraphs 147.9 to 147.11 inclusive.

Compensation

132.12 Where a medical or dental officer has full knowledge of the circumstances surrounding the injury sustained by or illness contracted by a member, and is of the opinion that this injury/illness has occurred during the course of the member's duties the medical or dental officer is to complete the 'Medical Officers Report' section of the Report of Injury or Illness' form.

132.13 On completion of the 'Medical Officers Report' section of the BR 102 the medical or dental officer is to advise the member that his injury/illness may be compensable and to submit the BR 102 to his unit for further action in accordance with Chapter 22.

RAP Medical Fees - DOD Staff and Dependants

132.14 Medical fees will be imposed for all DOD staff and dependants of service personnel throughout the forces RAP. Medical fees charged by RAP staff are to be the same amount charged at the general hospitals for outpatient fees. The general hospitals referred to are:

- a. POM General Hospital,
- b. Angau General Hospital,
- c. Boram General Hospital,
- d. Lorengau General Hospital, and

CHAPTER 133

HEALTH DOCUMENTATION

General

133.1 This Chapter describes the policy and procedures relating to the uses, distribution, security, transfer and disposal of health documentation.

Members Health Records

133.2 For each member of the Defence Force two sets of health records are to be maintained:

- a. The Central Health Record (CHR) which is to contain the complete service health history of a member. The CHR is to be held at the Defence Force Health Records Office under the supervision and control of the Director of Health Services; and
- b. The Unit Health Record (HS4) which is to contain the essential health history of a member. The HS4 is to be held in the member's supporting RAP or Health Center under the supervision and control of the Medical Officer.

Family Health Record

133.3 When a member has a dependant family a Family Health Record (HS4A) is to be maintained. The HS4A is to contain the essential health history of a member's family. One copy of the HS4A is to be raised for each family and is to be held in the supporting Health Center or RAP/FAP under the supervision and control of the Medical Officer.

Health Documentation Forms

133.4 A description of the forms, their use and distribution is contained in Annex A to this Chapter.

Confidentiality of Health Records

133.5 Health Records contain information of a personal and confidential nature and are to be marked 'MEDICAL-IN-CONFIDENCE'. Access to this information is only available to Medical Officers, Staff Officers of the Health Services and members of the Health Services as deemed necessary by the Director of Health Services.

133.6 All members of the Health Services are responsible at all times to preserve the confidentiality of a member's health records. Members of the Health Service are not to disclose all or part of a member's health record to unauthorized personnel and any member who fails to comply with this instruction may be subject to disciplinary action.

Security of Health Records

133.7 The personal and confidential nature of the contents of health records requires that when not in use they are to be kept in a locked container. Only authorized Health Services personnel may have access to these records.

Release of Medical Information

133.8 The policy and procedures relating to the release of medical information by Health Services personnel to non-medical Defence Force personnel, civilian organizations and other Government Departments are contained in Chapter 151.

Transfer of Health Documents

133.9 Health documents are to be transferred from one location to another by either mail or safe hand messenger. The following procedures for the transfer of health documents are to be used:

- a. Health documents transferred by mail are to be double enveloped. The inner envelope is to be marked 'MEDICAL-IN-CONFIDENCE' and is to be securely sealed. If the public postal service is being used the documents are to be sent by registered mail.
- b. health documents transferred by safe hand messenger are to be securely sealed in a single envelope which is to be marked 'MEDICAL IN-CONFIDENCE'.

133.10 All health documents being transferred by either means are to be accompanied by an Issue and Receipt Voucher - Health Documents (HS28). Instructions for the use of the HS28 are contained at Annex A to this Chapter.

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133.11 Circumstances, which require the routine transfer of health documents and the responsibility for initiating their dispatch are:

- a. **Posting/Transfer.** Where a member is posted to another unit the transferring unit is to obtain the Unit Health Record (UHR) from the supporting Health Centre or RAP. The health documents are then dispatched together with the members regimental documents to the members new Unit. The receiving unit is to forward the health records to its supporting Health Centre or RAP.
- b. **Course.** Where a member is attending a course of instruction of more than seven days at a training installation, the dispatching and receiving units are to comply with paragraph 133.11.a.
- c. **Illegal Absentee.** When a member has been declared an Illegal Absentee, the unit is to obtain the member's UHR and forward it in accordance with paragraph 133.9, to the Defence Force Records Office for inclusion with the members Central Health Record (CHR). If a member returns from the absence the unit is to request the UHR returned from the Records Office.
- d. **Discharge.** When a member ceases appointment or is discharged, Headquarters PNG Defence Force will notify the member's unit of the discharge date. The unit is then to arrange a Discharge Medical Board. The UHR is then forwarded to DHS with the results of the examination. Once DHS action has been completed the UHR is to be forwarded to the Defence Force Records Office for inclusion with the members Central Health Record (CHR).
- e. **Death.** When a member dies, the unit is to forward the UHR to DHS. The reasons for sending the records are to be clearly marked on the outer envelope. Once DHS action has been completed the UHR is to be forwarded to the Defence Force Records Office for inclusion with the members Central Health Record (CHR).

Medical Boards

133.12 When a member attends a medical board the member's UHR is to be made available to the board. Board proceedings should normally not be completed unless members of the board have examined either the UHR or the

133.13 The results of a medical board are subject to confirmation by the Director of Health Services. This confirmation is promulgated by the Notification of Health Assessment (HS3), form. The results of a member's medical board once confidential are to be endorsed on the members Unit Health Record.

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133.15 Reserved.

Sick Parade Attendance

133.16 When a member attends a RAP or Health Centre for medical treatment the following procedures apply:

- a. A member reporting sick to the RAP or Health Centre where his Unit Health Record is held. The Medical Officer is to make the necessary clinical notes on the Attendance and Treatment Sheet (HS5), which is to be filed in the members Unit Health Record (HS4).
- b. A member reporting sick at an RAP or Health Centre where his Unit Health Record is not held. The Medical Officer **is** to make the necessary clinical notes on an Attendance and Treatment Sheet (HS). After the treatment is completed, the HS5 is to be forwarded to the members supporting RAP or Health Centre where his Unit Health Record is held.

Hospitalization

133.17 Should a member reporting sick at an RAP or Health Centre require admission for further treatment the following procedures apply:

- a. **Defence Force Health Centres.** When a member is admitted to a Defence Force Health Centre the Medical Officer ordering admission is to raise a Specialist Referral Form (HS6).The HS6 is to be endorsed 'FOR ADMISSION' and is to contain all relevant clinical information and reasons for admission, and the HS6 together with the members Unit Health Record are to be forwarded to the admitting Health Centre.
- b. **Civilian Hospitals.** Should a member require admission to a civilian hospital the following is to occur:

The Medical Officer ordering admission is to raise a Specialist Referral (HS6), form.The HS6 is to contain the relevant clinic. I details and reasons for admission. The HS6 is to accompany the member to the civilian hospital, however where this is not possible it is to be forwarded as soon **as** possible after admission n.

- (2) The members Unit Health Record is to remain at the RAP or Health Centre arranging his admission.
- ;3) The Director of Health Services is to be advised by the admitting RAP or Health Centre of all details concerning patients admitted to civilian hospitals.
- (4) When a patient is admitted to a civilian hospital the admitting Medical Officer or Health Centre/RAP is to ensure that:
 - (a) All clinical reports, special examination results, X Rays and documents pertaining to the patients hospitalization are collected when the patient is discharged from the hospital.
 - (b) All clinical information obtained from the civilian hospital is summarized on a Discharge Summary Form (HS11) and distributed as per Annex A.
 - (c) All original documents obtained from the civilian hospital are forwarded to DHS for inclusion in the members Central Health Record.

Specialist Referrals

133.18 Should a Medical Officer consider it necessary to refer a patient for Specialist Medical Opinion or for special treatment the following procedures are to apply:

- a. an appointment is to be made with the specialist or special clinic;
- b. the referring Medical Officer is to raise a Specialist Referral (HSt3), which is to contain all the relevant clinical information and reason for referral;
- c. the HS6 is to accompany the patient to the specialist or clinic together with his Unit Health Record (HS4), or as applicable the Family Health Record HS4A;
- d. in cases referred for psychiatric assessment a Commanding Officer's Report on the member's behavior, conduct, and performance is to be attached to the HS6; and

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- e. Patients are to be instructed to report back to the referring Medical Officer on completion of their specialist appointment or special clinical treatment.

Notification to Units

13319 Health Centres and RAPs are to notify a member's unit by the Health Minute (HS7), form of the following circumstances:

- a. when a member is placed on medical restrictions;
- b. when a member is given approved absence due to sickness or injury;
- c. when a member is admitted to hospital;
- d. when a member is placed on convalescence; and
- e. when a member is discharged from hospital for return to duty.

133.20 Health Centres and RAPs when notifying Units of a member's restrictions or absences due to illness, injury, hospitalization or convalescence are to preserve the confidentiality of a members medical information. Only that information which will inform the member's unit of the duration of absence or degree of restrictions is to be disclosed. The HS7 is to be distributed in accordance with Annex A.

Dependant's

133.21 The HS series of forms are also to be used for recording the clinical detail on, and maintaining the health records of dependants. There is no requirement to distribute copies of these forms to the Defence Force Health Records Office. Forms are to be distributed in accordance with Annex A. Where applicable, forms not use for dependants are indicated.

133.22 The procedures for the administration of dependant health documentation in relation to transfer, disposal, recording of attendance and treatment, hospitalization and specialist referrals are those procedures described in this chapter for serving members.

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DENTAL RECORDS

General

133.23 A Dental Record (HS14), is to be maintained for each member of the Defence Force. On enlistment or appointment the Dental Record, HS14, is to be completed in duplicate by the Dental Officer. The original copy of the HS14 is to be filed at Defence Force Health Records Office together with the member's Central Health Record. The duplicate copy of the HS14 is to be filed with the Unit Health Record (HS4).

Recording of Dental Treatment

133.24 Each attendance for dental treatment is to be recorded on a Dental Record Continuation Sheet (HS15), which is to be recorded in duplicate and distributed in accordance with Annex O.

Dependant Dental Records

133.25 Dental Records for dependants are to be raised using the same forms as for serving members. Only one copy is to be raised which is to be filed in the Family Health Records (HS4A).

Transfer and Disposal of Dental Records

133.26 The procedures to be used when transferring or disposing of Dental Records is to be in accordance with paragraphs 133.9 to 133.12 of this Chapter.

Loss of Health Records

133.27 When a member's Unit Health Record is lost, the unit, Health Centre or RAP responsible for the custody of the members health records at the time of loss i to:

- a. advise the Director of Health Services by signal giving a brief description of the circumstances surrounding the loss; and
- b. conduct a limited investigation and submit the written report to the Director of Health Services together with a request for a duplicate Unit Health Record for the member.

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133.28 The Director of Health Services Headquarters PNG Defence Force on receipt of a request to issue a duplicate Unit Health Record for a member and providing that he is satisfied that all possible steps have been taken to locate the lost documents is to issue a duplicate copy. Those entries in the members Central Health Record which would normally comprise the contents of his Unit Health Record are to be duplicated and enclosed in a new Unit Health Record (HS4).

133.29 All relevant details concerning the member are to be endorsed on the Unit Health Record and the cover is to be marked 'DUPLICATE COPY'.

Personnel of Other Forces. Seconded, Attached or On Loan to the PNG Defence Force

133.30 The Health Documents of personnel from other forces are to be held in the RAP or Health Centre, supporting the Unit to which the member is seconded, attached or on loan.

133.31 Should a member of other forces required medical treatment, the Medical Officer is to enter all clinical details on the member's Health Documents. If it is necessary to raise new documentation the appropriate HS series of forms are to be used in accordance with this Chapter; all original copies of these forms are to be forwarded to the Director of Health Services, Headquarters PNG Defence Force.

133.32 The Director of Health Services is then to forward the original copies to the Force or Service Headquarters of those personnel attached, seconded or on loan.

Annexes:

- A. PNG Defence Force Health Documentation - Instructions for Use
- B. Report of an Injury or Illness - BR 102
- C. Workers Compensation Act 1978 - Notice by Employer of Injury to Worker - Form 11
- D. Workers Compensation Act 1978 - Application for Compensation - Form 3
- E. Workers Compensation Act 1978 Application for Compensation of Deceased Worker -Form 4
- F. Workers Compensation Act 1978 - Notice by Employer of an Injury to Worker Resulting in Death - Form 12
- G. Workers Compensation Act 1978 - Medical Report on Injured Worker

ANNEX A T
CHAPTER 13

PNG DEFENCE FORCE HEALTH DOCUMENTATION INSTRUCTIONS
FOR USE

Form Number	Form Title	Form Use	copies	Distribution	Remarks
HS1	Health History Questionnaire	Use to record the health history of a member on enlistment or appointment and on discharge.	2	1. Central Health Record (CHR) 2. Unit Health Records (HS4)	a. Both copies of HSI are to be forwarded to D for confirmation before distributed b. Not used for dents.
HS2	Health Examination Records	Use to record the results of medical examinations of members as described in Chapter 135.	2	As for HSI	As for HS1.
HS3	Notification of Health Assessment	Use to notify a member's unit of the results of a medical examination conducted in accordance with Chapter 135.	4	1. Central Health Record (CHR) 2. Unit Health Record (HS4) 3. Member's Unit 4. DHS File Copy	a. Raised by DHS. b. Not used for dependants. c. See paragraph 133.15.
HS4	Unit Health Record	This cover forms the basis of a member's Unit Health Record and is used to file copies of medical reports as described in this Annex. It is also used to record the medical information of members concerning vaccinations, inoculations, sensitivity to drugs, blood grouping and the results of recent medical examinations.	1	Held by the member's supporting RAP or Health Centre.	a. Not used for dependants. b. See paragraph 133.2.
HS4A	Family Health Record	This cover forms the basis of Family Health Records and is used to file medical reports relating to members of a dependant family.	1	As for HS4.	Only one copy of the Family Health R is raised for each far and is to contain all medical information members of at family

Form Number	Form Title	Form Use	Copies Raised	Distribution	Remarks
HS5	Attendance and Treatment Sheet	This form is used to record brief notes on all attendance for medical treatment, special examinations and hospitalization of members and for their	Member	1. Central Health Record (CHR) 2. Unit Health Records (HS4)	a. See Paragraph 133.15 . b. One copy of the HS5 is to be raised for each member of a family for inclusion in the HS4A.
		provides sufficient space for multiple entries and is distributed when all space for entries are complete.	Other 1	Family Health Record (HS4A)	
HS8	Specialist Referral	This form is used to refer for Medical patients Specialist attendance at special diners, physiotherapy or other special treatments as required. It is also used to refer patients for admission to hospital	Member 2	1. 1. Central Health Record (CHR) 2. Unit Health Records (HS4)	All copies of this form accompany the patient to the specialist, di or special service arid are distributed non completion assessment of treatment.
			Family 1	Family Health Record (HS4A)	
HS7	Health Minute	This form is used to notify a member's unit on matters relating to his medical condition in particular it advises: 1. Restrictions on employment. 2. Details of sick leave. 3. Notification of Hospitalization. 4. Details of any convalescence granted.	3	1. Member's Unit 2. Unit Health Record (HS4) 3. Member's Copy.	a. Not used for dependants. b. See paragraph 133.17.
HS8	Request for request special Investigation investigations such as X Ray or pathology.	This form is used to by Medical Officers to	Member 3	1. Central Health Record (CHR) 2. Unit Health Record (HS4) 3. Pathology or X Ray Department File Copy.	a. All copies of form are sent Ray or Pathology Department. When tests ordered are complete the results are endorsed on t HS8 and return to the requests Medical Office distribution. b. See paragrap 133:17.b.(4)

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Form No	Form TRW	Form Use	Copies	Distribution	Remarks
HS8 (CONT)			Family 2	1. Family Health Record (HS4A) 2. File Copy.	
HS9	Hospital Bed Card	This card is used to identify hospital in-patients.	1	Attached to the patients bed and destroyed after their discharge from hospital	
HS10	Hospital Folder	This folder is used to file all health documents and reports raised on a patient whilst in hospital	Member 1	Filed in the Central Health Record of the member within one month of discharge from the hospital	1. The contents of HS10 are to be summarized before discharge from hospital on Discharge Summary (HS11) and distributed in accordance with paragraph 133.17.b.(4)
			Family 1	Held In the hospitalizing Health Centre for 12 months then destroyed	
HS10A	Inpatient Case Sheet	This form is used to record the clinical details of a patient's treatment whilst in hospital.	1	File in the patient's HS10 and distribute as for the HS10	
HS10b	Inpatient Case Sheet (Continuation)	As for HS10A	1	As for HS10A	
HS10C	Clinical Chart	This form is used to record routine checks of a patients temperature, pulse and respiration whilst in hospital. It is also used to record any drugs administered to a patient whilst In hospital.	1	As for HS10A	
HS10D	Treatment Instructions	This form is used to record all treatments administered to a patient. It is also used by the Medical Officer to order special treatments.	1	As for HS10A	
HS11	Discharge Summary	This form is used to summarize all relevant clinical information contained in the HS10 at the time a patient is discharged from hospital.	Member 2	1. Central Health Record (CHR) 2. Unit Health Record (HS4)	See paragraph 133.17.b.(4)
			Family 1	Family Health Record (HS4A)	

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Form Number	Form Title	Form Use	Copies	Distribution	Remarks
HS12	Fluid Balance Chart	This form is to be used to record a hospital inpatients fluid Intake and output.	1	As for HS10A	
HS13	Observation Chart	This form is used to record the observations taken on an unconscious patient.	1	As for HS10A	
HS14	Dental Record	This form is used to record the dental health of a member on appointment or enlistment by the Dental Officer at the time of the member's Initial examination. It is also used to record the dental health of a dependant at the time of Initial examination.	Member 2	1. Central Health Record (CHR) 2. Unit Health Record (HS4)	See paragraph 133.4 25.
			Family 1	Family Health Record (HS4A)	
HS15	Dental Record (Continuation) Sheet	This form is used to record notes on all attendances for dental treatment for both member and dependants. The form provides space for multiple entries and is distributed when all space for entries are complete.	Member 2	1. Central Health Record (CHR) 2. Unit Health Record (HS4)	See paragraph 133.26
			Family 1	Family Health Record (HS4A)	
HS16	Dental Slate	This form is used by Dental Centres to report the number of dental treatments conducted at the Centre each month.	2	1. Senior Dental Officer 2. Unit File Copy	This form is to be submitted by the 15 day of the month following the report period.
HS17	Notification of Medical and Dental Appointment	This form is used to notify a member or dependant of the time, place and duration of any medical or dental appointment. It is also used to advise member's unit of the requirement for a member to attend a medical or dental appointment.	Member 3	1. Member's Unit 2. Member's Copy 3. Dental Health Centre File Copy	
			Family 2	1. Dependent's Copy 2. Dental/Health Centre File Copy	
HS18	Dental Appointment Diary	This form is used by Dental Centres to record the times of appointments given to patients.	1	Held by the supporting Dental Centre	

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Form Number	Form Title	Form Use	Raised	Distribution	Remarks
HS19	Dental Laboratory Work Slip	This form is used by a Dental Officer to advise the dental technician of the nature of work required for a patient.	2	1. Forwarded to the Dental Technician 2. Retained in the member's Dental Record	The second copy of HS19 is destroyed completion of the required work.
HS20	Dental Treatment Book	This book is used to record all treatments performed in each Dental Centre.	1	Held by the Dental Centre	Information contained in the HS20 is summarized each month on the HS16.
HS21	Binder - Central Health Record	This binder is used to file all health documents that make up a members Central Health	1 Record.'	Retained by Defence Force Health Records	Raised by Defence Force Health Record Office on receipt of members initial He History Questionnaire (HS1) and Initial H Examination Record (HS2).
HS22	X Ray Envelope	This envelope is used for enclosing X Rays.	1	Central Health Record	X Rays are to be forwarded to the members CHR on completion of treatment. X Rays which display pos' information, on the top % in right hand the HS22'KEEP' a red felt tip pen. Rays which show abnormality detect are to be marked "NAD" in the top right hand corner of the HS22.
HS23	Monthly Return of Notifiable Diseases	This form is used by RAPs and Health Centres to record and report the number and diagnosis of notifiable diseases occurring in their area each month.	2	1. DHS 2. RAP or Health Centre File Copy	See Chapter 142.
HS24	Nominal Roll of Hospitalization	This form is used to record the number of admissions to, discharges from, transfers in and out and the total number of patients in each Health Centre. The form is raised daily by each Health Centre.	2	1. DHS 2. Health Centre File SDV	This form into be forwarded to DHS daily basis.

Form Number	Form Title	Form Use	Copies raised	Distribution	Remarks
HS25	Admission and Discharge Book	This book is used to record the number rank, name and diagnosis of in-patients admitted to or discharged from Health Centres. It is also used for dependants.	1	Retained by the Health Centre	Completed HS25s are to be held at the Health Centre for six months then forwarded to D for further action.
HS28	Blood Grouping and Cross Matching Label	This label is used to correctly identify any blood specimen for blood grouping or cross matching for transfusion.	2	1. Attached firmly to units of blood for transfusion 2. Pathology Laboratory File Copy	Both copies of the HS28 are to be attached to the specimen to be tested. On completion of testing the laboratory technician attaches original copy contained the results of testing the units of blood to transfused. When specimen requires return; a blood grouping technician original copy of the HS28 to the requesting Medical Officer.
HS27	Notifiable Report	This form is used by Medical officers to report individual cases of notifiable diseases.	2	1. DHS 2. Unit Health Record (HS4) or Hospital Folder (HS10) as applicable	See Chapter 142.
HS28	Issue and Receipt Voucher Health Documents	This voucher is used by Health Centres and RAPs to record the issue of receipt of health documents.	3	1. Retained by issuing unit 2. Retained by receiving unit 3. Watch Copy	a. Unit issuing health documents forward the No. 1 and No. 2 copy of the HS28 to receiving unit retain the No. 1 copy as a watch copy. b. The receiving unit is to acknowledge receipt on the No. 1 copy and forward it to the Issuing unit. The No. 2 copy is then retained by receiving unit as a record. c. The issuing unit on receipt of acknowledge No. 1 copy is file No. 1 copy and destroy No. 3 watch copy. d. See paragraph 133.10.

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Form Number	Form Title	Form Use	Copies Raised	Distribution	Remarks
HS29	Prescription	This pad contains prescription forms for use by a Medical Officer to order pharmaceuticals for patients.	2	1. Dispensary or civilian pharmacy copy 2. Patient's copy	a. When a Defence Force dispensary is used both copies are to accompany the patient The original is retained by the dispensary and the duplicate is given to the patient at the time of issue of the pharmaceuticals b. When the pharmaceuticals are supplied by civilian pharmacy the original copy of the HS29 is retained by the pharmacist and forwarded to D together with an itemized account. The duplicate is given to the patient at the time of dispensing.
HS30	Monthly Statistical Return	This form is raised by RAPs and Health Centres each month. The form is used to record and report on the medical workload of Health Centres and to provide the essential information for DHS to assess the needs of the Defence Force in health care planning.	2	1. DHS 2. Unit File Copy	

ANNEX B TO
CHAPTER 133

REPORT OF AN INJURY OR ILLNESS- BR 102

1. Report of Injury to:				
Service Number	Rank	Surname and Initials	Age (Years & Months)	
Unit		Section		
Place Injury Occurred		Date Injury occurred		
2. Statement of Injured Person. The circumstances of the injury were as follows:				
Signature of Injured Person	Date	Place	Witness to Signature	Date
3. Witnesses to Injury. <i>(Record more than one witness if possible)</i>				
Service Number	Rank	Nam	Unit	
4. Report of Medical Officer.				
a. <u>Description</u> of the nature and location of the <u>injury</u> :				
b. Probable period; if any, during which the member will be incapacitated from resuming du or civil employment:				
c. In you opinion, will it, or is it likely to, cause permanent ill effects?				
d. In you opinion, will it, or is it likely to, impair the member's future efficiency as an officer or soldier?				
e. In your opinion, could the present condition of the member have resulted from an Injury as stated b the member?				
f. Is there any evidence of a pre-existing disability, and if so, has it in your opinion been <u>aggravated</u> b the member?				
g. Is the injury of a minor nature?				
Signature of Medical Officer			Date	
5. Direction of Unit Commander. <i>(*Delete not applicable).</i>				
a. An <u>Investigating Officer</u> 10 *will/will not be appointed. Name of 10:				
b. A <u>Notice of Major Injury, Disease, Death or Suspected Death</u> Form G *will/will not be raised.				
c. An <u>special instructions</u> to 10:				
Signature of Unit Commander	Date	Place		

6. Decisions and Recommendations. of Unit Commander. (*Delete not applicable).	
a. I *concur/do not concur with the report made by the 10 for the reason that:	
b. Appropriate disciplinary action *is/is not warranted by the evidence and will/will not be taken unless otherwise directed by a Superior Authority.	
c. It is considered that appropriate action to prevent further occurrences of a similar nature is/is not warranted by the evidence and will/will not be taken.	
d. A claim for compensation under the Papua New Guinea Workers Compensation Act 1978 *has been/has not been made.	
e. It is concluded that:	
<u>Signature</u> of Unit Commander	Date
7. Remarks of Superior Authority. (If Applicable)	
Signature, Rank and Appointment	Date
8. Remarks of the Director of Health Services. (If Applicable)	
Signature, Rank and Appointment	Date
9. Remarks of the Chief of Personnel. (If Applicable)	
Signature, Rank and Appointment	D
10. Disposal Action	
a. To Records Office for promulgation by Records authority and with member's Central subsequent lodgment	

NOTICE BY EMPLOYER OF INJURY TO

INDEPENDENT STATE OF PAPUA NEW GUINEA

Act. Sec. 42.
11 Reg., Sec. 13 (2) (a).

Workers' Compensation Act 1978

Form

Register No. 20.....

IN RESPECT OF

(full name of worker) , a worker o (address)

..... AND

(full name of employer), the employer o (address)

NOTICE BY EMPLOYER OF INJURY TO WORKER

The Registrar,

Office of Workers' Compensation
P.O. Box 5644,

TAKE NOTICE that on//20, personal injury possibly arising out of or in the course of his employment as a worker was caused to the above named worker.

PART A: Personal Details of Worker.

Age Sex Marital Status Place of origin (where applicable state village, district and province)

PART B: Details of Employment

Occupation Place where accident occurred Nature of employment Average weekly wage (see Sec.

69 & 70 K...../.....

PART C: Details of Injury.

Nature and extent of injury Cause of injury if due to machinery state -

Name and type of machine, Part of machine responsible (c) Source of power by which machine operated Injury to finger or hand - was person injured right handed/left handed.

PART D: Details of Dependency.

e)

Children Under 16 Years of Age

Name	Sex.....	Age	Name	Sex.....	Age ...	Name
.....	Sex.....	Age	Name	Sex.....	Age ...	Name
.....	Sex.....	Age	Name	Sex.....	Age ...	Name
.....	Sex.....	Age	Name	Sex.....	Age ...	Other

Employment Details (complete where relevant):

Location Name (if any) of subcontractor If injury is a disease contracted by gradual process, give names and address of all other employers by whom

PART F. Details as to Insurer.

PART G. Weekly

The worker is being paid at a weekly rate of K...../.....

An application for an order by a Tribunal that Section 36(1) of the Act is *not to apply/will not be made/is attached/is being submitted.

DATED/...../20

..... (Signature of employer/lawyer)..... , f

*Strike out whichever is

APPLICATION FOR COMPENSATION

INDEPENDENT STATE OF PAPUA NEW GUINEA

Reg., Sec. 8 (2) (a).

Workers' Compensation Act 1978

Form **3**

Register No. 20.....

IN RESPECT OF

(full name of worker) a worker a f
(address)

AND

(full name of employer) the employer
(address)

APPLICATION FOR COMPENSATION

The Registrar,

Office of Workers' Compensation
P.O. Box 5644,
BOROKO.

On //20, personal injury arising out of or in the course of his/her employment was caused to the above named worker. Application is hereby made under the Workers' Compensation Act 197 for a determination by a Tribunal in respect of compensation payable as therein provided as a consequence of personal injury in accordance with the particulars herein set out.

PART A. Details of Worker.

Occupation Date of Birth Sex

Marital Status Average weekly amount which the worker is earning or able to earn in a suitable employment during period of incapacity.

Salary/Wages K /.....
Per Lunar Month K..... Payment of allowance or benefit received from employer during period of incapacity.

Per Day Per Week
..... Per Fortnight K

..... Per Annum Names of Wife Address

..... Children Under 16 Years of Age

Name Sex..... Age Name Sex..... Age, Name
..... Sex..... Age Name Sex..... Age Name

Place of Operation Name of Business

Full name of a subcontractor if any under whom the worker was employed at the time of the accident, if the worker was working under such arrangements.

If the person is: A seaman, name of ship.....owner ,.....
.....Port of Registry

If injury is a disease contracted by a gradual process, give names and addresses of all other employers by wh the worker was employed during the three years preceding the day on which the worker became totally or partially incapacitated by reason of his injury

.....

PART C. Details of Injury & Incapacity.

Nature of injurywhere did accident happen? I...
Date and time when injury sustained.....was

it during working hours?.....What was the worker doing at the time of
injury? Extent
of disability

Estimated duration of incapacity

PART E. Insurer.

Name

Address.....

PART F. Details of Applicants.

Name of applicant Address.....

DATED/...../20

.....(Signature of applicant).

NOTE: (1) This application may be made by a Deputy Registrar, the injured worker, the lawyer or other agent for a dependant.

(2) The original and two copies are to be submitted to the Registrar.

***Strike out whichever** is inapplicable.

APPLICATION FOR COMPENSATION FOR DECEASED

INDEPENDENT STATE OF PAPUA NEW GUINEA

Reg., Sec. 8 (2) (b).

Workers' Compensation Act 1978

Form 4

Register No. 20.....

IN RESPECT OF

(full name of worker), a worker

(address) AND

(full name of employer), the employer

(address)

APPLICATION FOR COMPENSATION

The Registrar,

Office of Workers' Compensation

P.O. Box 5644.

On //20, personal injury arising out of or in the course of his/her employment was caused to the above named worker whose death resulted from or was materially contributed to by the inj Application is hereby made under the *Workers' Compensation Act 1978* for a determination by a Tribunal in respect of compensation payable and the settlement of question as to who are dependants as therein provided s a consequence of the said personal injury in accordance with the particulars herein set out.

PART A: Details of Deceased Worker.

Occupation

Date of Birth Sex

Marital Status

Place of origin

Salary/Wages K/.....

Date and place of death

Per Lunar Month

Was any compensation payment made prior to his

Per Day

death?

Per Week

..... How much K...../.....

Per Fortnight

Per Annum

PART B. Details of Employment and Injury.

Place of Operation Name of Business

Full name of a subcontractor if any under whom the worker was employed at the time of the accident, if the worker was working under such arrangements.

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-2-

What was the worker doing at the time of the injury?.....

.....
If the person is a seaman, name of ship

OwnerPort of Registry

If injury is a disease contracted by a gradual process, give names and addresses of all other employers of who the deceased worker was employed during the three years preceding the day on which the deceased worker w injured

.....
Nature and extent of injury PART C.

Details of Dependency.

Name of SpouseAddress..... Children Under
16 Years of Age

Name Sex..... Age Name Sex..... Age ... Name
..... Sex..... Age Name Sex..... Age ... Name
..... Sex..... Age Name Sex..... Age ... Name
..... Sex..... Age Name Sex..... Age ... State whether you
were wholly dependent on the deceased's earning at his/her death.

..... ;,

If you were only part dependent, give full particulars.
Other dependents (including customary)

Name AddressRelationship Degree of
Dependency Name
AddressRelationship Degree of Dependency
..... Name Address
.....Relationship Degree of Dependency
.....

PART D. Compensation Claimed.

State compensation being claimed,

Give details of any medical expenses being claimed

PART E. Insurer.

Name of Insurer

Address
Name of applicant

Address..... Name of person(s) for
whom the application made

DATED/...../20

(Signature of applicant).

NOTE: (1) This application may be made by a Deputy Registrar, a dependant or dependants, or a lawyer or other agent for a dependant.

(2) The original and two copies are to be submitted to the Registrar.

NOTICE BY EMPLOYER OF AN INJURY TO WORKER RESULTING IN DEATH

INDEPENDENT STATE OF PAPUA NEW GUINEA

Act. Sec. 42
Reg., Sec. 13 (2) (b).

Workers' Compensation Act 1978

Form 1 .

Register No. 20.....

IN RESPECT OF

(address)

AND (*full name of employer*), the employer of

(address)

NOTICE BY EMPLOYER OF AN INJURY TO WORKER RESULTING IN

The Registrar,

Office of Workers' Compensation
P.O. Box 5644,
BOROKO.

TAKE NOTICE that on/...../20, personal injury possibly arising out of or i the course of his employment as a worker was caused to the above named worker and that death resulted from the injury or was contributed to by the injury.

PART A: Details of Deceased Worker.

Any other known names Age

..... Sex Marital Status Place of origin PART B:

Details of Employment of Deceased Worker

Occupation Place where injury occurred What was the person doing at time of death? Average weekly wage (see Sec.

69 & 70 K...../.....

PART C: Details of Injury.

Date of death Place of death Nature and extent of injury

Cause of injury (if due to machinery state)

(a) Name and type of machine

PART D: Details of Dependency.

e)

Children Under 16 Years of Age

Name Sex..... Age Name Sex..... Age .. Name
..... Sex..... Age Name Sex..... Age Name
..... Sex..... Age Name Sex..... Age .. Name
..... Sex..... Age Name Sex..... Age Names and place of

PART E. Other Employment Details.

Name of Business Nature or Business
Location Name (if any) of subcontractor

If injury is a disease contracted by gradual process, give names and address of all other employers by whom the worker was employed during the three years preceding the day on which the worker died from injury

PART F. Details as to Insurer.

DATED/...../20

..... .. (Signature of employer/lawyer).

*Strike out whichever is inapplicable.

*Note: Section 13(3) states that a notice under the section is not an admission of liability.

MEDICAL REPORT ON INJURED WORKER

PAPUA NEW GUINEA WORKERS' COMPENSATION

ACT 1978 MEDICAL REPORT ON INJURED WORKER

TO:

The Registrar,

INTERIM/FINAL REPORT
(delete not applicable)

Department of Labour &
Employment, Office of Workers'

PATIENT'S NAME:
VILLAGE: SUB-
PROVINCE: DISTRICT:
PATIENT'S
OCCUPATION: PLACE
OF EMPLOYMENT:

NAME OF HOSPITALS:
DATE ADMITTED:
ADMISSION NO: DATE
DISCHARGE:
EMPLOYER'S NAME:
NOTICE OF INJURY NO:

THE FOLLOWING TO BE COMPLETED BY THE EXAMINING DOCTOR ONLY

1. Brief description of Injury	
2. Estimated period of incapacity	
3. Is Patient's condition static?	
4. Is further treatment necessary?	
5. Is patient fit to resume duty In his occupation shown above?	
6. If answer to Q.5 Is NO', give details of the type of work . Patient is fit for e.g. work not involving heavy <u>lifting.</u>	
7. If Injury Involves arms or' hands, state whether <u>Patent_ 1\$ left-handed or right-handed.</u>	
8. Describe the permanent loss in accordance with the Table (Sec 66) of the Workers' Compensation Act which is printed on reverse of this form. Where necessary state percentage loss (e.g. 50% loss of distal phalanx left forefinger). For injuries not <u>specified overleaf_ see 0.10. .</u>	
9. In addition to the actual physical loss shown in your answer to *0.8, give a percentage estimate of the permanent loss of the efficient use of that part of the body in relation to the Workers' occupation (e.g. Typist who has lost two phalanges of her left middle finger could have loss 100% of the efficient use of that finger for the	
10. In case where the injury is not specified in table overleaf (e.g. Injury to spine), give a percentage estimate of efficient use of the part of the body in relation to the Workers' occupation	
* NOTE: Examining Doctor forward: SIGNED.....	
1. Original to Registrar Dept Labour. QUALIFICATIONS	
2. Duplicate to nearest Labour Office.	
DOCTOR'S NAME... ..	

133G-2 WORKERS' COMPENSATION ACT 1978 TABLE SPECIFIED INJURIES

1.	Permanent and incurable loss of mental <u>capacity</u> resulting in total <u>inability</u> to work.	
2.	Total and incurable <u>paralysis</u> of limbs.	
INJURIES		
1.	Total loss of sight of both eyes.	
2.	Total loss of sight of one eye.	
3.	Total loss of sight of one eye, the vision in the other eye being less than 6/60 Inellens type wit correction or absent.	
INJURIES		
1.	Total loss of hearing.	
INJURIES		
1.	Total loss of the power of speech.	
INJURIES		
1.	Total loss of senses of taste and smell.	
2.	Total loss of sense of taste.	
3.	Total loss of sense of smell.	
4.	Loss of arm at or above elbow.	
2.	Loss of arm below elbow.	
INJURIES		
1.	Loss of both hands.	
2.	Loss of hand or loss of thumb and four <u>fingers</u> .	
3.	Loss of thumb.	
4.	Loss of forefinger.	
5.	Loss of middle finer.	
6.	Loss of ring finer.	
7.	Loss of little finer.	
8.	Total loss of movement of <u>Joint</u> thumb.	
9.	Loss of distal <u>phalanx</u> of thumb.	
10.	Loss of portion of terminal segment of thumb involving one-third of its flexos surface without loss of distal <u>phalanx</u> .	
11.	Loss of distal <u>phalanx</u> of forefinger.	
12.	Loss of distal <u>phalanx</u> of other fingers.	
INJURIES		
1.	Loss of <u>leg</u> at or above knee.	
2.	Loss of l below knee.	
FOOT INJURIES		
1.	Loss of both feet.	
2.	Loss of foot and hand.	
3.	Loss of foot.	
4.	Loss of <u>great</u> toe.	
5.	Loss of an other toe.	
6.	Loss of two <u>phalanges</u> of an other toe.	
7.	Loss of <u>phalanx</u> of <u>great</u> toe.	
8.	Loss of <u>phalanx</u> of an other toe.	
MISCELLANEOUS		
Loss of <u>genitals</u> .		
Severe facial <u>scarring</u> or disfigurement a maximum of.		
Severe bodily other than facial <u>scarring</u> or disfigurement to maximum of.		

CHAPTER 134

MEDICAL SYSTEM OF CLASSIFICATION

Introduction

134.1 This chapter defines the system for classifying medical fitness for service n the PNG Defence Force. Technical Instructions for the application of this system are issued in Health Services Administrative and Technical Instructions.

PART 1 - MEDICAL EMPLOYMENT

General

134.2 Medical Employment Categories (MEC) indicate both medical fitness for service employment in terms of physical and mental health, and as well they indicate the period for which the MEC is effective. Medical fitness is expressed in an employment category by three separate factors, Land (L), Sea (S) and Air (A) which relate respectively to 'Land' duties and the specific duties of the individual's current service employment. A and S factors apply to:

- a. 'Air' duties or transportation by air; and
- b. 'Sea' service or transportation by

134.3 The criteria for each factor are detailed at Annex B.

Recording of MECs

134.4 When medical employment standards are recorded on other than the standard form they are to be written horizontally with each factor separated by a dash.

134.5 Temporary MECs. A temporary MEC is indicated by inserting the capital letter T immediately after the relevant factor with an expiry date shown in brackets at the end of the MEC.

134.6 Permanent Employment Standards. Inserting the capital letter P after the relevant factor indicates a permanent employment standard.

Examples of MECs

134.7 Examples are shown at Annex

Types of Employment Standards

134.8 On the basis of a member's capacity for service employment, MECs are divided into the following types:

- a. **Unrestricted MEC.** An unrestricted MEC is allocated when a member's medical fitness imposes no functional or geographical restrictions on his service employment and there are no grounds for expecting a change in the foreseeable future.
- b. **Restricted MEC.** A restricted MEC is one allocated when a member's medical fitness imposes employment restrictions, but his continued service is approved. In the case of entry candidates the provisions of paragraph 14 apply. A restricted MEC may be temporary or permanent, as follows:
 - (1) A temporary restricted MEC is allocated when there are reasonable grounds for expecting a change in the medical disability which will permit upgrading after a certain period. This period is indicated by the expiry date incorporated in the MEC. The duration of a temporary restricted MEC is not to exceed a maximum period of 12 months.,.
 - (2) A permanent restricted MEC is allocated when the employment restrictions are likely to be of a permanent nature. Unit medical officers are to rewrite restricted MECs at intervals as laid down in
- c. **Unfit MEC. An unfit MEC is:**
 - (1) Allocated when an entry candidate is assessed as permanently medically unfit for a specific service employment or for service in any capacity. It is also allocated when a serving member, who is not totally non-effective on medical grounds, is assessed as permanently unfit for his current employment or for continued service in any capacity.

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- (2) It is to comprise only factor L for members of the Land Element or Air Element ground staff, A in the case of aircrew and S for members of the Maritime Element allocated for sea service.

d. Non-effective MEC. A non-effective MEC is allocated to a serving member who is totally non-effective on medical grounds. It is normally allocated to an inpatient of a medical facility or to a member on convalescent leave. A non-effective employment standard may be temporary or permanent as follows, and is to comprise only factor L except when factor A or S is indicated:

- (1) A temporary non-effective MEC is only allocated when an individual has been or is likely to be unfit for service in any employment for a continuous period exceeding 28 days. A temporary non-effective MEC is not to exceed six months except when approved by DHS Headquarters PNG Defence
- (2) A permanent non-effective MEC is one which indicates that the individual is permanently unfit for duty in any employment. It is allocated when the individual is likely to be non-effective for a continuous period of six months or longer. On the expiration of six months non-effectiveness, action is to be taken in accordance with paragraph 134.8.b.(2).

PART II - MEDICAL CLASSIFICATION OF DEFENCE FORCE ENTRY CANDIDATES

Entry Medical Standards

134.9 The medical fitness of each candidate for entry for full time duty with the Defence Force is to be assessed in order to determine whether the individual is:

- a. free from any contagious or infectious disease which would be likely to endanger the health of other personnel;
- b. physically, and mentally fit to complete any training required to perform the duties of the basic rifleman in any location in peace and in war and is likely to remain medically fit for the proposed period of service; and

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- c. free and likely to remain so of any medical disability which would be aggravated by Defence Force Service, require lengthy treatment, or result in non-effectiveness on medical grounds.

Medical Disability Waiver Procedure

134.10 When an examining Medical Officer is informed by the Commanding Officer of the training unit concerned or the Senior Recruiting Officer that medical disability waiver procedure is being considered, he is to record clearly on the medical examination record (HS1 and 2) his opinion, regarding the following aspects of each case:

- a. whether the medical disability is of a static or progressive nature, is likely to be aggravated in service, require frequent treatment or result in recurrent periods of non-effectiveness; and
- b. the nature and duration of functional or geographic employment restrictions, imposed by the medical disability, related both to the general service duties and the duties of any employment for which the applicant may have special qualifications.

134.11 The Medical Officer is then to forward the medical records to DHS Headquarters PNG Defence Force with a covering letter indicating that a waiver for a medical disability is being requested.

134.12 The Recruiting Officer or Commanding Officer of the training unit concerned is to forward details of the case to Headquarters PNG Defence Force requesting a decision on the member's suitability for employment in the Defence Force.

134.13 When a decision has been made, the training unit is to be advised accordingly.

134.14 Entry candidates who fall below the prescribed standards of medical fitness are not to be accepted for service except on the authority of Headquarters PNG Defence Force after advice from DHS.

134.15 The standards of medical fitness for entry to the Defence Force are laid down in Health Services Administrative and Technical Instructions.

Annexes:

- A. Examples of MECs

EXAMPLES OF MECs

1. The following are examples of employment standards with brief explanatory notes':
2. Unrestricted Employment Standards:
 - a. Land Element, Air Element Ground Staff and Shore Based Maritime Element Personnel:

L1-A4-S4 L2-
A4-S4
 - b. Aircrew:

L1-A1-
S4 L2-
 - c. Sea Service Maritime Element:

L1-A4-
S1 L2-
3. Restricted MECs:
 - a. Land Element, Air Element Ground Staff or Shore Based Maritime Element:
 - (1) Rifleman. L7T (no walking or standing) A4-S1 (December 1985 indicates that this member (who has a broken leg) is fit for sedentary duties only but is fit for transportation by air or sea.
His MEC is to be reviewed in December 1985 .
 - (2) Medical Assistant. L4P (no patrolling or marching or heavy labour) A4-S4. This member has arthritis in one hip resulting from a vehicle accident.
 - (3) Driver. L1-A6T-S4, (December 1985) . This member has a blockage of his nose by polyps and is not fit to undergo rapid changes in altitude. His MEC is to be reviewed in December 1985 .

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- (4) Air Frame Fitter. L5T (no welding duties) A4-S4 (October 1985). This member has an eye condition that would be aggravated by a welding flash. His MEC is to be reviewed in October 1985.
- (5) Dental Assistant (Maritime). L5-A4-S4. This member is suspected of high blood pressure and needs to be reviewed regularly.
- (6) Aircrew:
 - (a) Pilot. L1-A3T (as or with co-pilot) S4 (February 1985) indicates that the member may fly only as or with a co-pilot and that the MEC is to be reviewed in February 1985.
 - (b) Air Dispatcher. L1-A6T-S4 (March 1985) indicates that this member is temporarily unfit for flying but fit for all ground duties and that the MEC is to be reviewed in March 1985.
- (7) Sea Service:
 - (a) Able Seaman. L1-A4-S5T (December 1985) indicates that the member is temporarily unfit for sea service but fit for all land duties and that his MEC is to be reviewed in December 1974.
 - (b) Seaman Officer. L6T-A4-S6 (January 1985) indicates that this officer is permanently unfit for sea service and that he is unfit for shore duties involving sustained mental stress and intense personal responsibility. This MEC is to be reviewed in January 1985.

ANNEX B T
CHAPTER I

MEDICAL SYSTEM OF CLASSIFICATION

	1	2	3	4	5	6	7	8	9
LAND	Is an unrestricted factor which indicates physical and mental fitness for all general service duties and those of the member spook trade category.	Is an unrestricted factor equivalent to L1 from an employment aspect. is This provided for use any In facilitating the medical surveillance of members with certain types of medical conditions which requires periodic medical review. This category dose not l employment restrictions.	Is a restrictive factor indicating medical fitness for employment only In noise safe situations.	is a restrictive factor Indicating medical fitness below which precludes the member from requiring him to do active patrolling, heavy work or employment in primarily a fighting role. When the restrictions do not apply to the full range of duties a brief but deer description of those applicable is to be incorporated In the employment standard.	Is a restrictive factor indicating employment restrictions that are not reflected by sub factor L3.4. 6 a 7. The restrictions are to be stated.	ISO factor indicating medical unfitness for dudes Involving sustained mental stress and intensive personal responsi	ISO restrictive factor Indicating medical (boss below L3 which precludes the member from other than N duties.	This factor Indicates temporary medical unfitness for service In the Defence Force In any Capacity.	This factor Indicates perma medical Unfitness for in the Defence Force In any Capacity
AIR	Unrestricted for full aircrew flying duties In all types aircraft		is a restricted factor Indicating medial fitness only for restricted Crew flying duties. A bid but clew description of are restriction is to be Incorporated In the MEC. Restrictions may apply to aircraft types or b restrictions to the current type.	Is an unrestricted factor indicating medial fitness for ran crew air duties and for air transportation In the case of. other land or sea based personnel.	A restrictive or unfit factor, which according to circumstances q/ indicates unfitness to all flying In the mss of aircrew or duties in the case of non	Is e restricted factor that Indicates medial unfitness for air transportation n.			
SEA	Unrestricted for full sea service In all "a of service craft.		_Is a indicating medial fitness only for restricted am service duties. A brad but dear description to be Incorporate In 1M MEC. Restriction may apply b types d ships or to restriction to .. current types vessel In which the member is Serving	Is an factor faun restricted in-illness medical illness for land. air and shore based maritime personnel -- se ^{ve} on no Gavel by ace.	ISO restrictive unfitness for no temporarily but fitness shore The for shore duty should be Indicate duration of anilines is b be	This Is a restrictive c a unit factor Indicate s permanent unfitness for no service fitness f duty ca MEC for shore duty should be Indicate under factor .	ISO respective w factor that medical; unfitness for travel by sea.		

CHAPTER 135 MEDICAL BOARDS AND DENTAL EXAMINATIONS

Introduction

135.1 This chapter details the policy for the conduct of Medical Boards and dental examinations in the Defence Force.

135.2 Instructions for medical classifications and allocation of medical employment category are contained in Chapter 134.

MEDICAL BOARDS

Composition

135.3 A Medical Board is to consist of one or more Medical Officers as directed by the DHS PNG Defence Force.

Assembly and Confirmation

135.4 The DH\$ is the sole authority for assembling a Medical Board. He is also the confirming authority for the findings of all Medical Boards.

135.5 The role of the DHS as confirming authority is

- a. confirm or not confirm the findings of the Medical Board;
- b. ensure that Medical Boards are conducted competently; and

- c. ensure that Medical Officers are adequately trained in Defence Force medical procedures and in the medical classification system.

135.6 As confirming authority the DHS

- a. alter the findings of a Medical Board;

- b. bring to the attention of the Board any obvious errors in the findings;

Review of Medical Board Findings

135.7 When a member considers that the medical employment category given him is not correct, he may request that a review be made. This request is to be made to the Unit Medical Officer who is to inform the DHS.

135.8 A Reclassification Medical Board is to be convened to review the members case. See paragraphs 135.23 to 135.27.

Types of Medical Boards

135.9 There are six types of Medical Boards. These

Initial Medical Board
Periodic Medical Board
Reclassification Medical Board
Special Medical Board
Discharge Medical Board
Final Medical Board

Initial Medical Board

135.10 Function. The function of an Initial Medical Board is to determine Whether r an applicant for enlistment or appointment is medically fit in accordance with the standard required.

135.11 Documentation. Medical Officers are to record the results on the following forms:

- a. Health History Questionnaire HS1 (two copies); and.
- b. Health Examination Report HS2 (two copies).

135.12 The documents are to be forwarded to the DHS for confirmation. After confirmation the members Medical Employment Category will be notified by a Notification of Health Assessment, HS3.

135.13 One copy of each document is to be placed on the member's Central Health Record and Unit Record, HS4, in accordance with Chapter 133.

135.14 When an applicant states that he has had previous. service, his Health Records are to be examined before enlistment is processed.

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Periodic Medical Boards

135.15 Function. The function of a Periodic Medical Board is to maintain a check on the health of members of the Defence Force and to check that they are employed in accordance with their Medical Employment Category.

135.16 Frequency. Boards are to be conducted as follows:

- a. Annual Health Assessment. Annual Health Assessments are to be given to: all aircrew personnel, all air traffic controllers, personnel engaged in parachuting duties, all personnel older 40 years or older and all personnel who are not fully fit for employment.
- b. Biannual. Health Assessments are to be given each two years to all personnel who are 30 years or over but less than 40 years, except those detailed in sub paragraph 135.16.a.
- c. Tri-Annual. A Health Assessment is to be conducted once each three years for personnel who are under 30 years of age, except those in sub paragraph 135.16.a.

135.17 PNG Defence Force Personnel on Exchange with Other Forces. Except as otherwise directed, all PNG Defence Force personnel serving on attachment or exchange duties with other Forces are to observe the requirements of that Force concerning the periodic assessment of health fitness.

135.18 Date of Periodic Assessment. In order that the workload is evenly distributed throughout the year, Medical Officers are to medically assess personnel in the month allotted in the following table, according to the first letter of their surnames.

Month	First Letter of Surname for Periodic Assessment	Month	First Letter of Surname for Periodic Assessment
January	A	July	LMc
February	B	August	MNO
March	C	September	PQR
April	DEF	October	ST
May	GH	November	UVW
June	IJK	December	

135.19 Documentation. Medical Officers are to be in possession of the member's Unit Health Record and are to record the results of the Board in duplicate on a Health Examination Record, HS2, and forward both copies to DHS for confirmation.

135.20 After confirmation the DHS is to distribute a Notification of Health Assessment, HS 3, as follows:

- a. Defence Force Records Office;
- b. Pers Br HQ PNG Defence Force;
- c. Member's Unit; and

135.21 On receipt of the unit copy of the HS 3, the relevant details are to be entered on the member's Unit Health Record HS 4 and the member's Record of Service. Details are confirmed on receipt of a record authority.

135.22 All other health documentation in relation to the Board is to be placed in the member's Central Health Record HS 4 and the Unit Health. Record in accordance with Chapter 133.

Reclassification Medical Board

135.23 Function. The function of a Reclassification Medical Board is to review the health classification of a member and subsequently his Medical Employment Category.

135.24 This Board is to be assembled at the following times:

- a. when an examining Medical Officer considers the member's medical classification to be incorrect;
- b. when it is obvious that a member will be absent from duty due to illness for a period in excess of eight weeks; or
- c. when directed by the DHS.

135.25 Documentation. Reclassification Medical Boards are to be document as detailed in paragraphs 135.19 to 135.22.

135.26 Restrictions on Employment. Members, who are subject to a Reclassification Board that is likely to result in a downgrading from their previous health fitness, are to be employed on restricted duties as detailed by their Unit Medical Officer.

135.27 When the results of the Reclassification Board have been confirmed, members are to be employed according to their medical

Special Medical Board

135.28 Function. The function of a Special Medical Board is to review the health) classification of the following categories of members:

- a. Those in receipt of advice of posting or attachment overseas and on return from overseas.
- b. Serving members who have applied for officer training.
- c. Members who have applied for an extension of duty beyond the norm age for retirement normal .Those members prior to an operational deployment, with particular attention to ensuring they are free from communicable disease.

135.29 Aircrew. Special aircrew assessment is to take place as follows:

- a. Aircrew who have been involved in an aircraft accident are to undergo health assessment before returning to duty.
- b. Aircrew of aircraft damaged as a result of enemy action are to undergo health assessment as soon as practicable. A Medical Officer is to assess them before they return to duty.
- c. Aircrew who have been off duty due to illness or who have suffered illness during leave are to undergo health assessment before they return to duty.
- d. Aircrew who have suffered injury or who have been involved in a vehicle accident are to undergo health assessment before they return to duty.

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- e. Aircrew who have been exposed to an infectious disease are to notify the Medical Officer as soon as practicable and are not to proceed on duty away from the unit until a health assessment has been made.

135.30 Where a health assessment precludes the member from flying duties for a period of more than one month, a Medical Board is to be convened. In other case documentation is to consist of detailed medical notes on the HS4 a notification to Unit Commanding Officer on the

135.31 Confirmation and documentation is to be as detailed for Periodic Medical Boards in paragraphs 135.19 to 135.22.

Discharge Medical Boards

135.32 Function. The function of a Discharge Medical Board is to determine the member's fitness at the time of discharge and to determine if a requirement exists for him to have a Final Medical Board in respect of any disability suffered as a result of service in the PNG Defence Force.

135.33 Where the due date of termination of service is known or can be anticipated the Discharge Medical Board is to be started approximately six weeks before the date of discharge.

135.34 The Medical Officer is to be in possession of the Unit Health Record and to document the Board as detailed in paragraphs 135.11 and 135.12.

135.35 Where a member is boarded for discharge and the Board assesses the percentage incapacity as 20% or greater, the clinical details together with a statement whether the condition is considered permanent or remediable is to be endorsed on the HS2. If the condition is considered remediable then the estimated duration of corrective treatment is to be noted on the HS2.

135.36 On confirmation of the Board proceedings the DHS is to indicate on the HS3 whether a Final Medical Board is warranted or corrective treatment is preferred.

135.37 If corrective treatment is offered, the member must indicate his willingness to delay his date of discharge if required, to undergo such treatment. If the member does not accept treatment, then he is to sign a statement waiving medical treatment prior to discharge. If medical treatment is accepted, the DHS is to notify the Director of Manpower and Defence Force Records Office to cancel or raise an amendment to the Discharge Order.

135.38 After completion of the required medical treatment, a Final Medical Board is to be convened by the DHS.

Final Medical Board

135.39 Function. The function of a Final Medical Board is to properly assess percentage incapacity of a member before being discharged from the PNG Defence Force for any reason.

135.40 A Final Medical Board is convened in the following circumstances:
a. When a member is found to be medically unfit for further service the percentage incapacity is to be properly assessed.

b. When 20% incapacity or greater has been discovered at a Discharge Medical Board.

135.41 A Final Medical Board is normally to consist of at least two Medical Officers, but a specialist report will suffice in lieu of one Medical Officer. If a specialist report is used, the report is to indicate direct reference to the member's

DENTAL

General

135.42 Commanding Officers are to ensure, that dental examinations are carried out as detailed in this chapter.

Examinations

135.43 Dental examinations are to be conducted at the following times:

- a: on entry to the Defence Force,
- b. annually for all serving members;

- e. on other occasions as directed by the DHS or Senior Dental Officer.

CHAPTER 136

CONSENT TO SURGICAL OPERATIONS PNG DEFENCE FORCE MEMBERS, DEPENDANTS AND AUTHORIZED CIVILIANS

General

136.1 **Before** any surgical procedure or operation whether minor or major is carried out by a Medical Officer, the expressed or implied consent of the patient is required. This must occur except where the patient is incapable of giving consent and any delay may endanger life or cause disability.

136.2 Members, dependants and authorized civilians under the age of 18 may not legally consent to an operation. The consent of a parent, spouse, or guardian is necessary where the patient is under the age of 18 years or where the Medical Officer considers that the member is not able to consent freely or make a reasonable judgment on the matter.

CHAPTER 137

NOTIFICATION OF UNUSUAL OR SUSPICIOUS ILLNESS, INJURIES OR DEATHS

dependants, authorized civilians or any civilian who for whatever reason, has been treated by members of the Defence Force Medical Staff. Medical Officers when working in a civilian facility should observe the rules of that facility.

Notification at Unit Level

137.2 Medical Officers are to report cases of unusual or suspicious deaths to the Commanding Officer when appropriate and to the local Military Police.

Notification to Headquarters PNG Defence Force

137.3 Medical Officers are to inform DHS Headquarters PNG Defence Force of details of any cases of unusual or suspicious illness or death as follows:

- a. suspected poisoning;
- b. unexplained disease outbreaks;
- c. injuries such as severe assault,
rape
- d. deaths:
(1) possible homicide or accident; or

DHS is to be notified as soon as possible. The initial report whether it be by telephone, signal or letter, it is to be followed by a report of any additional information which becomes available later e.g. as a result of investigations, Coroner's inquiries or from other sources.

137.4 DHS Headquarters PNG Defence Force is to keep the Chief of Personnel fully informed of the type of cases mentioned above. The Director of Public Heal is to be informed where appropriate.

Notification of Civil Authorities

137.5. Medical Officers are to observe the laws of PNG regarding the notification of death, Coroner's inquiries and associated aspects.

137.6 DHS is to ensure that Medical Officers are aware of the information referred to in paragraph 137.5. Whenever necessary, Medical Officers are to seek DHS advice in these matters.

CHAPTER 456

BLOOD GROUPING

Introduction

138.1 This Chapter sets out the procedure to be followed for the classification and recording of blood grouping in the PNG Defence Force.

General

138.2 The primary purpose of blood group classification is to facilitate the rapid and accurate identification of potential recipients and donors for the purpose of blood transfusions.

138.3 The blood group of an individual is a characteristic that does not alter. It may in extreme cases be used as a further check on the identity of a casualty in the same way as other distinguishing features are used.

Classification

138.4 There are two major complementary systems of blood group classification. These are:

- a. The ABO System. The ABO System refers to the grouping letters O, A, B, and AB. All individuals belong to one of these four groups.
- b. The Rh (Rheasus) System. The Rh System relates to the 'Rh factor'. Individuals either have this factor or they do not. The former are referred to as Rh POSITIVE and the latter as Rh NEGATIVE.

138.5 The combination of these two Systems results in a simple terminology that provides sufficient information for the Defence Force purposes. This terminology is in accordance with modern serological practice and provides a set of standard definitions which are to be used in the Defence Force to record blood group classifications.

138.6 All members of the PNG Defence Force are to be classified as being in one of the following eight blood group types:

O POSITIVE	O NEGATIVE
A POSITIVE	A NEGATIVE

Timing

138.7 Blood grouping is to be carried out during basic training and, in the case of officers, at the unit of initial entry.

Recording

138.8 Details of the member's blood group are to be recorded in duplicate on the Blood Grouping and Cross Matching Label HS26. One copy (Section A) is to be attached to the original copy of the HS1 held in the member's HS4.

138.9 The details of the member's blood group are to be transcribed at his unit to his:

- a. HS4,

- b. Record of Service Book,

- c. Identification Card, and

138.10 Abbreviations are to be used in recording. The Rh factor is to be recorded as POS or NEG.

138.11 This transcription is to be checked twice in order to avoid clerical errors.

CHAPTER 139

BLOOD DONATION

Introduction

139.1 All PNG Defence Force personnel are encouraged to donate blood to the Red Cross Transfusion Service when it visits units for routine collections.

139.2 In emergencies, blood donations maybe required for urgent treatment at Defence Force medical facilities and local hospitals. In these circumstances Defence Force members are also encouraged to donate blood.

Restrictions on Duty

139.3 After donating blood the restrictions on duties to be performed by the donors are detailed below:

- a. Aircrew in active flying appointments are not to donate blood except in special circumstances such as donation of rare blood grouping.
- b. Personnel are not to drive Defence Force vehicles or private vehicles in Defence Force Unit areas for 24 hours following the donation. In addition they are to be advised not to drive anywhere for a period of 24 hours following the blood donation.
- c. In case a donor might faint after donating blood, he is not to undertake any duty that may endanger himself or others for a period of two hours after the donation.

Exclusions

139.4 It is necessary to reject members who wish to donate blood in certain circumstances, these are detailed in the Health Services Administrative and Technical Instructions.

Conditions

139.5 The donation of blood is voluntary. Units are not to use inducements or persuasion of any kind to attract donors. PNG Defence Force members who are minors over the age of 16 years may donate blood.

CHAPTER 140

BLOOD TRANSFUSION

Routine Transfusions

140.1 Normally Medical Officers are to obtain blood for transfusion in elective surgery and medical treatment from the Red Cross Blood Transfusion Service.

140.2 They are to care for blood so obtained as recommended by the Director of the Red Cross Blood Transfusion Service. A copy of these instructions is promulgated in the Health Services Administrative and Technical Instructions.

Emergency Transfusion

140.3 Medical Officers are to use the Red Cross Blood Transfusion Service when practicable for emergency transfusions.

140.4 When blood can be obtained more quickly by bleeding suitable donors at the medical facility, Medical Officers are to use this method. They are to conduct at least part process cross matching prior to bleeding the donor to avoid wastage and whenever possible are to perform full cross matching prior to commencing transfusion.

140.5 Medical Officers are to use disposable donor sets and are not to store blood under these emergency conditions.

Organization

140.6 At remote Units where obtaining blood from local donors is always quicker Medical Officers are to maintain an Organization for Blood Transfusion including as applicable:

- a. a register of donors; and
- b. routine instructions for transfusion procedures.

CHAPTER 141

IMMUNIZATION OF MEMBERS, THEIR DEPENDANTS AND AUTHORIZED CIVILIANS

Introduction

141.1 The aim of immunization in the Defence Force is to:

- a. Protect the health and overall effectiveness of service personnel by preventing diseases that exist or are a potential threat in PNG, and to prepare them for service overseas.
- b. Prevent or limit epidemic diseases in Servicemen, their dependants and authorized civilians.

141.2 This Chapter applies to the immunization of all Defence Force members, their dependants and authorized civilians.

Members of the PNG Defence Force

141.3 As soon as possible after enlistment in the Defence Force, members are to be given primary immunization as per the vaccinations listed in Annex A paragraph 1, unless there is acceptable documentary evidence of immunization within the time limits specified in Annex A. Tuberculin testing and when necessary immunization against tuberculosis, is to be carried out under arrangements made by DHS through the appropriate Defence Medical Officer. Booster immunization is to be maintained in accordance with the instructions in Annex B.

141.4 At times it may be necessary for members to be immunized against certain diseases not listed in Annex A. Such immunization is to be defined by separate instructions that will be issued as necessary. The Frequency Table of Immunization at Annex B should be consulted where applicable.

Unit Responsibilities

141.5 Unit Commanders are responsible for ensuring that members attend for immunization in accordance with this Chapter. Immunization records are to be checked quarterly by the Unit Commander or his representative.

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141.6 The program and timings of primary immunization required for recruit intakes are to be arranged in conjunction with the Unit or Area Medical Officer. An immunization schedule should not be compressed into a very short period of time for administrative convenience. This is medically unwise and may lead to poor levels of immunity and unnecessarily severe reactions.

Medical Responsibilities

141.7 Immunization procedures are to be carried out either by a Medical Officer or under his close supervision. It is the Medical Officer's responsibility to ensure that records of the immunization are entered on the HS4. The Medical Officer is to advise the member or what immunization they are about to be given and the possible side effects, if any. Members should be free to decline the immunization and not be compelled to be immunized against their will.

Headquarters PNG Defence Force Responsibilities

141.8 DHS or his representative is to check immunization documentation on regular visits to units to ensure that immunizations are being kept current.

Members Proceeding Overseas

141.9 Members proceeding overseas are to be immunized in accordance with Schedule of Immunization (paragraph 2 of Annex A). An International Certificate of Vaccination is to be issued to these members, properly stamped and endorsed.

141.10 In cases where there is short notice of the departure of members for overseas and immunization cannot be completed in time, the urgent departure of individual members or drafts is not to be delayed because some immunizations have not been completed. Outstanding immunizations are to be completed in the country of destination. The draft nominal roll is to be endorsed to show any outstanding immunizations prior to departure from PNG. If PNG has been declared an epidemic area for any particular disease, immunization must be completed before departure.

Allied Operations

141.11 When members of the Defence Force are included in an integrated force that is not under PNG Defence Force Command, immunization is to be as shown in Annex A, unless otherwise ordered by Headquarters PNG Defence Force.

Immunization of Dependants and Authorized Civilians

141.12 Dependants of members and authorized civilians may be immunized at public expense, in Defence Medical Centres. The immunizations available are listed in Annex A. A proper record detailing such immunization is to be kept in the dependant's medical file. Precautions are to be observed before and after Immunization procedures.

141.14 Medical and Nursing Staff are to inquire before each immunization whether previous immunizations have produced any unusual sensitivity, allergic or untoward reactions. Personnel must ensure that Medical Staff are fully aware of any unfavorable features in their medical or immunization history that may be of significance.

141.15 Personnel are to observe the following precautions after immunization procedures:

- a. alcohol should not be consumed for 24 hours after immunization;
- b. those who develop severe local or general reactions are to report to the Medical Officer and are not to return to duty unless declared medically fit to do so; and
 - c. aircrew are not to perform flying duties within the subsequent 24 hours without the specific approval of a Medical Officer.

Annexes:

- A. Schedule of Immunization

SCHEDULE OF IMMUNIZATION

1. The following vaccinations are to be given to members of the PNG Defence Force

Poliomyelitis

Tuberculosis (if indicated by tuberculin test)
Tetanus
Cholera

2. Additional Vaccination. Additional vaccinations against diseases listed in the attached frequency table may be advised when considered necessary (e.g. during an epidemic situation).
3. Additional Vaccination of Dependants. Additional Vaccination of dependants is as indicated in the Frequency Table.

ANNEX B TO CHAPTER 14 I1

FREQUENCY TABLE OF IMMUNIZATION

Serial	Type	Immunization	Immunization	Remarks
1.	Cholera	2 Doses] Minimum of 1 week apart. Maximum of 4 weeks apart.	One dose every 6 months.	A single booster dose is required within 6 months of the primary immunization and thereafter within 6 monthly intervals. If no booster has been given within a 6 month period, primary immunization must be repeated as International Certificate of Vaccination will not valid unless the immunization has been given in the past 6 months. Cholera immunization is not give to children less than 6 months old.
2.	Typhoid	<u>3 Doses</u> 2 nd dose 4 - 6 week intervals. 3 rd dose 6 -12 week intervals.	Annually to all members performing regular patrol or patrol boat duties. Three yearly to all.	Typhoid is regarded as endemic in most village in PNG. This Immunization will not be offered to dependants.
3.	Tetanus	<u>3 Doses</u> 2 nd dose 4 - 6 week intervals. 3 ^d dose 6 -12 week intervals.	1 dose 5 yearly.	May be offered to all dependants. Children under two years of age are more easily immunized with triple antigen (Tetanus, Whooping Cough Diphtheria.) Immunization against tetanus should be encouraged in all pregnant women.
4.	Poliomyelitis	Oral dose (Sabin) <u>3 Doses</u> 2 dose 6 week interval. 3 rd dose 6 month interval.	Under epidemic or special risk condition 1 dose (Sabin)	Epidemic and special conditions will be by DHS. All dependants under 25 years of age should be immunized.

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Serial	Type	Primary Immunization	Booster Immunization	Remarks
5.	Tuberculosis	<u>1 Dose (BCG)</u> 4 - 6 weeks apart.	Nil	Routine if indicated by negative TUBERCULIN Test. Should be offered to dependents
6.	Influenza	2 Doses 4 - 6 weeks apart.	1 dose yearly.	When advised by HQ PNGDF. Primary and reinforcing immunization may vary for different strains. DHS will advise technical details. In the event of an impending epidemic, this immunization may be offered to dependents.
T.	Plague			When ordered by HQ PNG Defence Force.
8.	Typhus			When ordered by HQ PNG Defence Force.
9.	Rubella (German Measles)			Available to all female of child bearing age, a female children in the -12 years of age group Pregnancy is a definite contra indication.
10.	Morbili (Measles)			Available to all children under 12 years of age. This immunization may prevent considerable morbidity and mortality,
11.	Mumps			Available to all children under 12 years of age. This immunization may prevent considerable morbidity and mortality
12.	Triple Antigen (Tetanus, Whooping Cough, Diphtheria)		<u>3 Doses</u> At intervals of 4 - 6 weeks.	Should be offered to al dependants less than years of age and over two months of age. Older children may be offered combined diphtheria but instructions on the use Schick and Malopnev testing should be complied with to avert hypersensitivity reactions.

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Note

- 1. In all cases before administering the immunization, Medical Officers are to check the printed instructions issued with the vaccine. These instructions are always to be followed where the dose or dose interval differs from that in this Chapter. Other vaccinations e.g. Gamma Globulin appropriate circumstances.**

CHAPTER 142

NOTIFIABLE DISEASES

General

142.1 This Chapter provides the methods of reporting diseases classified as 'notifiable' which may be contracted by members of the PNG Defence Force, their dependants and civilians entitled to receive medical treatment.

142.2 A notifiable disease is a disease which because of either its high mortality rate or highly infectious nature is required to be brought to the notice of Health Authorities as soon as possible.

Notifiable Diseases

142.3 Diseases classified as 'notifiable diseases' which are to be reported in accordance with the procedures in this Chapter are listed in Annexes A, B and C.

Method of Reporting

142.4 Diseases listed in Annexes A and B are to be immediately notified to DH by signal as soon as the diagnosis is confirmed or when the epidemic focus is reached in accordance with Annex B. Signals are to contain the following information:

- a. Number, Rank, Name, Unit and Immunization Status (if applicable) in the case of serving members.
- b. Name of the disease.
- c. Any other relevant information.

Notifiable Diseases Report

142.5 In addition to the requirements in paragraph 142.4 a Notifiable Diseases Report (HS27) is to be submitted for:

- a. all cases of confirmed Malaria and Venereal Disease;
- b. all cases of diseases listed in Annex A; and

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- c. all epidemic cases of disease listed in Annex B.

142.6 The Notifiable Diseases Report (HS 27) is to be processed as follows:

- a. completed by the Medical Officer in duplicate and distributed in accordance with serial 34 of Annex A to Chapter 133;
- b. full details of the patients movements in the four weeks before the onset of the illness are important and are to be recorded; and
- c. information concerning, immunization status, previous illness and contact details in respect of Venereal Disease are to be recorded in the 'General Remarks' column of the HS27.

Monthly Returns

142.7 A Monthly Return of Notifiable Diseases (HS23), is to be submitted for all diseases listed in Annexes B and C. This form lists the total number of notable diseases contacted during the reporting.

142.8 The HS23 is to be raised and distributed in accordance with Serial 30 of Annex A to chapter 133.

Annexes:

- A. Diseases Requiring Urgent Notification
- B. Diseases Requiring Epidemic and Monthly Notification

ANNEX A TO CHAPTER 142

DISEASES REQUIRING URGENT NOTIFICATION

<u>Disease</u>	<u>Telegraphic Abbreviation</u>
Cholera	CHO
Plague	PLA
Rabies	RAB
Smallpox	SMA
.....

ANNEX B TO CHAPTER 1 2

DISEASES REQUIRING EPIDEMIC NOTIFICATION

<u>Disease</u>	<u>Telegraphic Abbreviation</u>	<u>Epidemic Focus</u>
Diarrhoea (infantile)	DIA	20
Diphtheria	DIP	1
Dysentery (all types)	DIS	10
Encephalitis (all types)	ENC	3
Hepatitis (infective)	HEPING	5
Influenza	INF	20
Measles	MEA	20
Menigitis (Meningococcal)	MEN	1
Pertussis	PER	5
Poliomyelitis	POL	1
Typhoid Fever	TYP	2

Note

1. These diseases are to be notified monthly when contracted sporadically.

ANNEX C TO CHAPTF-R 1412

DISEASES TO BE REPORTED MONTHLY

<u>Disease</u>	<u>Telegraphic Abbreviation</u>
Dengue	DEN
Donovanosis	DON
Gonorrhoea	GON
Hepatitis (Serum)	HEP SER
Lymphogranuloma Venereum	LYM
Soft Chancre	SOF
Syphilis	SYP
Tetanus	TET
Yawa	YAW

CHAPTER 144

PREVENTION OF MALARIA

General

144.1 Malaria is one of the most common causes of sickness and death in Pap

New Guinea and is a major cause of loss of manpower in the Defence Force. It is an acute and chronic infection characterized by severe fever, headaches and shivering and with complications which maybe serious or fatal. This disease is transmitted from person to person through the bites of infected female anopheles mosquitoes.

144.2 The awareness of the dangers of Malaria is important to all ranks. They are to be fully acquainted with the means available to diminish its incidence not only in Servicemen but also in civilian employees and families.

144.3 The prevention of Malaria is more a service problem than a medical one. Medical authorities are to advise the precautions necessary, however successful prevention depends on the implementation of those measures. This is the responsibility of Commanders at all levels and of every individual. Malaria control measures are to extend to all members of the Defence Force, their dependants and to all civilians employed by the Defence Force.

144.4 This chapter gives details of anti-malaria precautions that are to be taken by all members of the Defence Force. They are considered under the following headings:

Anti-Malaria Drugs

Personal Anti-Mosquito Measures

Mosquito Control

Disease surveillance

Anti-Malaria Drugs

144.5 The normal anti-malarial drug to be taken by all members of the Defence

Force is Maloprim. This drug, when taken in the prescribed doses with or after is virtually free of ill effects and no risk to health.

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- a. The dose is to be one tablet (each tablet contains pyrimethamine 12. mg and dapsone 100 mg). The tablet should be taken on the same day each week.
- b. The drug is to be administered at a parade supervised by an Officer or Senior NCO. The administration is to be recorded in a roll book kept especially for this purpose. Where such a parade is impracticable or where a member cannot attend such a parade, Officers and NCOs are to ensure that Maloprim is administered weekly to each individual and that such administration is duly recorded in the roll book. It is nevertheless the personal duty of every member to ensure that he receives his Maloprim as prescribed, especially during periods of leave or absence from supervision.

144.6 Leave. Prior to taking leave, members are to be issued with sufficient anti-malarial drugs for the period of leave for themselves and dependants and are to be fully instructed in the correct method of administration.

144.7 Supply of Anti-Malarial Drugs. Maloprim is to be supplied to units only through Medical channels. Before each Maloprim parade, the responsible officer is to obtain the required number of tablets from the RAP or Health Centre. Any tablets remaining after the parade are to be returned.

144.8 Maloprim tablets are not to be issued in bulk to messes or to the individual

144.9 Anti-Malarial Drugs for Authorized Civilians. Maloprim is also to be administered to all civilian employees in the same dose and at the same frequency as above for the following reasons:

- a. to keep all members of the work force fit, and
- b. to eliminate a potential reservoir of infection.

144.10 Anti-Malarial Drugs for Dependants. Families are to be encouraged To attend a central location weekly to receive anti-malaria drugs. This is probably best organized by Preventative Medicine Health Staff. Details of the drugs used are given in Annex A.

144.11 Absence From PNG. Maloprim is to be continued weekly during

absences of less than four weeks from this country. For absences of more than four weeks, the radical course described in Annex B is to be taken. The Medical Officer prescribing the course must ensure that the recipient does not have a Glucose 6 Phosphate Dehydrogenase deficiency.

Personal Anti-Mosquito Measures

144.12 Equally as important as the anti-malaria drugs is the taking of precautions against being bitten by mosquitoes as these insects carry many other diseases. The anti-malaria drug does not stop these diseases which include dengue fever, encephalitis and elephantiasis. Anti-mosquito precautions comprise the use of:

- a. protective dress'
- b. mosquito repellent, and

144.13 **Protective Dress.** Between the hours of dusk, 1830 hours, and sunrise, all ranks should be encouraged to wear long trousers, shoes, socks and long, sleeves buttoned at the wrist unless exempted by the provision of paragraph 144.1

144.14 Mosquito Repellent. Except as indicated in paragraph 144.16, repellent is to be carried on the person and applied frequently between dusk and sunrise when a person is not protected either by mosquito nets or suitable insect

144.15 **Mosquito Nets.** Rest or sleep between dusk and sunrise is to be under properly erected mosquito net unless the sleeper is in a building that is adequately screened. Each member is to inspect his net daily for holes and repair them as necessary. Regular and frequent checks are to be made by an Officer or SNCO.

144.16 **Precautions in Urban Areas.** Exceptions to the provisions of paragraph 144.13 and 144.14 may be made in the case of proclaimed areas where effective anti-mosquito measures are in operation. In these areas, listed in Annex C, the following may apply:

- a. Dress. Shorts and short sleeved shirts maybe worn after dark.
- b. Repellent. It need not be carried on the person, but its use is recommended, especially if outdoors between 1830 hours and 2400 hours and 0400 to 0630 hours, the period when mosquitoes mostly bite.

144.17 In all situations, other than Urban Areas, the full measures described in paragraphs 144.13, 144.14 and 144.15 are to be applied.

Mosquito Control

144.18 It is the responsibility of all Commanders to ensure that regular effective and continuing anti-mosquito measures.

144.19 Anti-Malaria Squads. A team from the PNG Defence Force Preventive Medicine P1 maybe deployed from time to time to assist other Unit Health Staff in controlling outbreaks of Malaria, Whilst deployed they would be carrying out all a mosquito measures as follows:

- a. residual spraying of building,
- b. area fogging with insecticides, and
- c. examination and treatment of breeding grounds.

Disease Surveillance

144.20 It is the responsibility of the DHS and his staff to prescribe the technical details of the anti-malarial measures that are to be taken throughout the Defence Force. In addition they are to ensure that the provisions of this chapter are implemented and are to note the incidence of the disease. Advice is to be given to the CDF of the adequacy of these measures.

Special Precautions Against Malaria

144.21 In order to prevent the occurrence of Malaria in personnel who maybe harbouring malaria parasites, the following groups are to receive a single dose of four tablets of chloroquine (60 mg base), preceded by the taking of a

- a. all recruits marching into PNG Defence Force Training Units,
- b. all reserve members on starting a camp of continuous training; and

- c. personnel returning from long leave taken within Papua New Guinea.

Annexes:

- A. Anti-Malarial Drugs for Dependents
- B. Radical Anti-Malaria Course
- C. Proclaimed Base Areas

- D. Measures for Mosquito Control

**ANNEX A TO
CHAPTER 144**

ANTI-MALARIAL DRUGS FOR DEPENDANTS

Serial	Drug	Weekly Dose	Remarks
1.	<u>Maloprim Tablets</u> (12.5 mg Pyrimethamine & 100 mg Dapsone).	1 Tablet	Adults & over 10 ears
		1/2 Tablet	5 - 10 years old
2.	<u>Chloroquine Tablets</u> (150 mg base)	2 Tablets	<ul style="list-style-type: none"> e For use in pregnancy. a Mother's who are breast feeding.
		2 Tablets	<ul style="list-style-type: none"> • On adverse reaction to Maloprim resume Chloroquine. • In those to sulphur and sul
3.	<u>Amodiaquine Tablets</u> (Infant amodiaquine -100 mg base)	1/2 Tablet	1-2 years old.
		1 Tablet	3-4 years old
4.	Chloroquine Syrup (Nivaquine 50 mg base/5 ml)	2.5 ml	From 4 months
		5.0 ml	5-12 months of age.

Note:

1. To be measured accurately in a metric teaspoon or medicine dispenser available from Health Centres.

ANNEX B TQ CHAPTER 441

RADICAL ANTI-MALARIAL COURSE

1. Fourteen days before departing from an area that is prone to malaria the following drug regime is to be undertaken:

a. Chloroquine:

(1) 4 tablets at once,

(2) 2 tablets 6 hours later, and

b. Primaquine:

(1) 1 tablet (7.5 mg base) three times daily for 14

2. These tablets are contained in a special pack that is clearly inscribed with the above directions.

3. This course is to be issued only on a Medical Officer's authority. Its issue is to be recorded in the members medical documents and he is to be instructed to report ill effects without delay.

4. This course is not to be issued to dependants less than 14 years old. Such dependants should continue their regular weekly anti-malarial drug for at least four weeks after moving to a non-malaria prone area.

ANNEX C TO CHAPTER 114

PROCLAIMED BASE AREAS

1. . Base areas in which the provisions of paragraph 144.16 apply are:
 - Murray Barracks
 - Taurama Barracks
 - Goldie River Barracks
 - Igam Barracks Moem
 - Barracks Lombrum
 - Vanimo

2. These provisions also apply to all urban areas of Papua New Guinea.

MEASURES FOR MOSQUITO CONTROL

Anti-Malaria Squads

1. A team from the PNG Defence Force Preventive Medicine Platoon should be deployed from time to time to assess unit mosquito control measures and to combat an outbreak of any mosquito borne diseases such as malaria, when required.
2. Units and sub-units are responsible for carrying out mosquito control measures such as clean up campaigns once a month in their respective areas, under the direction of Unit/Area Medical Officers or Preventive Health Officers and NCOs.

Residual Spraying

3. A solution of DDT and Malathion is sprayed onto the interior walls and ceiling of dwellings not screened. This is done in order to kill any mosquito that might rest on them after feeding. Six monthly residual spraying is carried out in Area Fogging
4. Malathion ULV (ultra low volume) is dispersed from a fogging machine in order to kill any flying mosquito. This type of fog remains suspended in the air for long hours and when it finally settles on a surface it has residual effect for at least 3 months.
5. Pyrethrin is the other insecticide commonly used for area fogging, however as it is a knock down type it has no residual effect.

Elimination and Treatment of Breeding Grounds

6. These must be identified by qualified personnel and either destroyed by drainage or filling (engineer action maybe required) or else treated by appropriate
7. Full details of these procedures are contained in Health Services Administration and Technical Instructions.

CHAPTER 145

SEXUALLY TRANSMITTED DISEASES

General

145.1 This Chapter details the Defence Force policy in relation to Sexually Transmitted Diseases (STD).

145.2 STD previously known as Venereal Disease (VD) has become a common social problem in PNG. STD is a group term for infectious diseases transmitted mainly during sexual intercourse. This group of diseases has a wide spectrum from common venereal warts to syphilis.

145.3 Members of Defence Force are to co-operate with the Department of Public Health in every way in relation to reporting of cases and investigation of contacts.

Control Measures

145.4 Commanding Officers are responsible for ensuring that all ranks are given adequate instruction in the various aspects of STD. Frequent discussions, lectures and films are to be avoided as they tend to focus attention and curiosity on the subject. A well prepared program held approximately once yearly should suffice. Should STD become a cause for loss of manpower then alternative measures such as an increased emphasis on sport, or increased encouragement of members to consume their alcohol in unit lines should be used. These will be more worthwhile than an increase in threats of punishment.

145.5 A stock of condoms (male sheaths) is to be made available on personal request at the RAP or Health Centre. On no account are these to be dispensed at orderly rooms or any unsupervised and readily accessible locations.

145.6 Medical Officers are to document the details of every case of STD on a Notifiable Disease Report (HS27) and forward all particulars to DHS and the local health authority so that contacts may be treated. Under no circumstances is the name of any member to be given to superior officers, NCOs or to the local health authority, unless the provisions of paragraph 145.9 apply. All medical documentation of STD is on a strictly MEDICAL-IN-CONFIDENCE basis.

Treatment

145.7 Members suffering from STD are to be confined to barracks until treatment is complete. Members are, however, to continue normal training unless other

145.8 Members due for discharge from the Defence Force, and who are suffering from STD are to be given such treatment as is necessary to make them non-infective before discharge.

Discipline

145.9 Contraction of STD is not in itself an offence. However as an infectious disease it is to be reported immediately the member becomes aware that he is infected. Failure to report STD is an offence and disciplinary action is to be taken.

CHAPTER 146

HEARING CONSERVATION

Introduction

146.1 Exposure to the noises produced by aircraft engines, weapons and workshop noise etc may cause temporary or permanent deafness. This chapter describes the essentials of the PNG Defence Force Hearing Conservation Program which are designed to protect the hearing of all personnel.

146.2 The Hearing Conservation Program is a range of measures to be adopted to prevent any loss of hearing by personnel exposed to noise and to prevent further deterioration when some loss has already occurred.

Definitions

146.3 The following definitions apply:

- a. Ear Protection. Ear protection is the fitting and wearing of a protective device in or over the ear. There are three types of ear protection available:
 - (1) Temporary Ear Plugs (average attenuation 25' db);
 - (2) Ear Plugs, (average attenuation 30 db); and
- b. Audiometry. Audiometry is the measurement by audiometer of a person's ability to perceive pure tone sounds of varying Intensity and frequency. Each ear is tested separately by utilizing several test frequencies.
- c. Audiogram. The quantitative record of audiometry measurements i termed as audiogram. These are to be done on enlistment as a baseline for comparison with subsequent measurements.

Implementation of Hearing Conservation Program - Responsibilities

146.4 Headquarters PNG Defence Force. This Headquarters is responsible the policy on hearing conservation. It is to ensure that, in the design, introduction and procurement of new buildings, equipment and industrial processes, appropriate measures are taken to eliminate or reduce any potential noise hazard.

146.5 Unit Commanding Officers. Commanding Officers of units are to ensure that:

- a. all areas where noise constitutes as a hazard are defined in Unit Routine Orders;
- b. all personnel receive adequate education concerning the hazards to hearing resulting from exposure to noise;
- c. each member on the strength of the unit has a baseline audiogram;
- d. each member while working or visiting noise hazard area wears appropriate ear protection; and
- e. adequate stocks of ear protection devices are available for use.

146.6 Medical Officers. Medical Officers are to ensure that:

- a. all audiometers are properly functional and calibrated at least once annually;
- b. staff are properly trained in the operation of the audiometer;
- c. audiometry is performed regularly; and
- d. personnel discovered to be suffering from hearing **loss** are medically examined and dealt with in accordance with Health Services Administrative and Technical Instructions.

Periodic Audiometry'

146.7 Periodic audiometry is to be performed on the following

- a. personnel not employed in a noise hazard area or occupation, during periodic medical examinations; and

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- b. personnel employed in noise hazard area or occupation, annually.

Ear Protection - Special Occasion

146.8 Small Arms, Grenade and Mortar Ranges. All members engaged in training involving range practices, whether on land or sea, are to wear ear protection as prescribed below:

- a. personnel who attend range practices regularly must wear ear muffs;
- b. other personnel engaged in intermittent or irregular range practices are to wear temporary ear plugs.

146.9 Passengers on Aircraft. Members travelling on Hercules, Caribou, Iroquois, Arava or Casa aircraft on journeys of four hours or longer are to wear protective ear muffs.

146.10 Workshop Areas, Tarmac Areas, and Ships Engine Rooms. These areas are to be individually assessed and appropriate ear protection advised by DHS. Noise dangerous areas are to be promulgated in Force Routine Orders.

Supply of Ear Plugs

146.10 The Medical Officer is responsible for prescribing the use of earplugs. He is to requisition an adequate supply of the varying sizes.

CHAPTER 147

MEDICAL AND DENTAL TREATMENT FROM OTHER THAN PNG DEFENCE FORCE FACILITIES

General

147.1 This Chapter describes the policy and procedures that apply to the provision of medical and dental treatment from other than PNG Defence Force Facilities (see definition in Chapter 1). This Chapter should be read in conjunction with Chapter 132 'Medical and Dental Treatment'.

147.2 Members of the Defence Force, their dependants and authorized civilians are normally to be provided with medical and dental treatment at Defence Force facilities. However this is not always practicable and circumstances which may require that treatment is provided by non-Defence Force facilities are:

- a. When a Defence Force Medical or Dental Officer considers it necessary for a patient to be referred for a specialist opinion or special treatment he may authorize attendance by the patient at a non Defence Force facility.
- b. When a member; dependant or authorized civilian is absent from their supporting Defence Force Medical or Dental facility on approved leave or duty and requires medical or dental treatment. Such treatment may be obtained from a non-Defence Force facility in accordance with paragraph 147.4 of this Chapter.
- c. When a member, dependant or authorized civilian is admitted directly to a non Defence force medical facility following an accident or emergency where it was neither practicable nor possible for treatment to be provided at a Defence Force facility.
- d. When a member is transferred overseas on long term duty or attending a course his medical and dental treatment will normally be provided by the Medical Services of the Force to which he is posted or attached for training.

Specialist Referrals

147.3 Should a patient require referral for specialist opinion or treatment the following procedures for referral and payment of accounts apply:

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- a. the referring Medical or Dental Officer is to arrange for the specialized opinion or treatment in accordance with paragraph 133.18 of Chapter 133;
- b. accounts for payment for these services are to be forwarded to the referring Medical or Dental Officer who is to endorse and sign the account as follows:

'I certify that these services were authorized, that the services have been satisfactorily provided and that all reports and documents have been entered in the patients health records'.
- c. accounts for payment once verified by the referring Medical or Dental Officer are to be forwarded to the Director of Health Services Headquarters PNG Defence Force for further action.

Absence from Unit Area

147.4 When a member, dependant or authorized civilian is absent from their usual supporting Defence Force Health facility on approved leave or duty and they require medical treatment, such treatment may be obtained from non Defence Force facilities.

147.5 In these circumstances treatment should first be sought from the nearest Defence Force facility. Where this is not practicable or possible the nearest government sponsored clinic should be available, then treatment may be obtained from a private practitioner or private clinic:

147.6 Accounts for payment for these services are to be paid by the member who is to obtain a receipt.

The receipt is to be forwarded; through the member's unit, to the Director of Health Services Headquarters PNG Defence Force. The DHS is to consider the member's claim and provided that the provisions of Chapter 132 paragraph 132.10 do not apply, is to arrange for the member to be reimbursed.

Hospitalization

147.7 Where a member, dependant or authorized civilian is admitted directly to a non Defence Force facility following an accident or emergency the following procedures apply:

- a. the member, where possible is to request or arrange for the nearest Defence Force Health facility to be notified that he or a dependant has been hospitalized; and

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b. . the Health Centre or RAP receiving such notification is to:

- (1) notify the member's unit in accordance with the procedures in Chapter 133 paragraph 133.19; and
- (2) assume the full responsibility for the patients medical administration in accordance with Chapter 133 paragraph 133.17.b.

147.8 Accounts for payment for the patient's hospitalization are to be forwarded to the administering Health Centre or RAP for certification in accordance with paragraph 147.3.b. of this Chapter and forwarding to the Director of Health Service Headquarters PNG Defence Force for payment.

Treatment Whilst Serving Overseas

147.9 When a member is serving overseas, either on long term duty or attending a course his medical and dental treatment will normally be provided by the Medical Services of the Force to which he is posted or attached for, training.

147.10 The Director of Health Services when notified that a member is to be transferred overseas is to arrange for the members Health Records to be dispatched to the supporting medical facility at the members overseas destination. In addition the DHS is to, where possible, brief the member on methods of obtaining medical treatment whilst serving overseas.

147.11 Should medical treatment whilst serving overseas not be available from the Force to which the member is posted or attached for training, then, the provisions of paragraphs 147.5 and 147.6 of this Chapter apply in relation to receiving reimbursement for payments for medical treatment.

Referral for Treatment Outside PNG

147.12 In the event of a Defence Force member suffering a life threatening injury and where appropriate treatment is not available within PNG, the Commander PNG Defence Force, on recommendation from the Director of Health Services, may approve treatment of the member at a medical facility outside PNG.

147.13 The member is to return to PNG as soon as the treating doctor advises that the member is stable enough to travel and appropriate post operative treatment is available in PNG.

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147.14 If a dependant requires medical treatment outside PNG, the PNG Defence Force Health Services may assist in arranging the treatment and providing liaison between the dependant and the overseas medical facility, but all costs associated with the treatment and travel are to be borne by the member or dependant.

CHAPTER 148

AEROMEDICAL EVACUATION (AME)

General

148.1 This Chapter describes the procedures that are to be used when the Aero medical Evacuation of members of the Defence Force, their dependants or authorized civilians is considered necessary by a Medical Officer.

148.2 A Medical Officer may consider it necessary to transfer a patient to a major hospital or medical facility for specialist opinion or special treatment. This may be considered where such treatment is not available at the patients present location. The request that the patient be transferred by air is to be made in accordance with the procedures in this Chapter.

Request Procedure

148.3 Once a Medical Officer considers a patient's condition warrants evacuation to a major hospital or special medical facility he is to initiate a 'Request for AME' signal. The signal is to be dispatched to the Director of Health Services Headquarters PNG Defence Force with information copies to Director Air Ops, Director Movements and Transport. The signal is to contain:

- a. Number, rank, name and unit of the member, or in the case of dependants or authorized civilians full details of name, relationship and, where applicable, appointment.
- b. All relevant clinical information.
- c. The patient classification in accordance with Annex A.

DHS Action

- 148.4 If the DHS considers the AME is necessary he is to:
- a. Notify Ops Branch Headquarters PNG Defence Force of all relevant information including Movement Priority in accordance with Annex q
 - b. Immediately submit a LT17 for civil air booking or charter to the Chi 4f of Staff Headquarters PNG Defence Force if advised that no service aircraft is available for the task service

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- c. Once approval for the AME is granted, notify all medical staff concerned at both requesting location and receiving location of all relevant details concerning timings, special equipment requirements and ambulance transport.

148.5 When an AME is not considered necessary, DHS is to notify the requesting unit by signal that the request is not approved. Information copies of the signal are to be forwarded to Director Air Ops and Director Movement & Transport.

Director Air 009 Action

148.6 Once an AME is approved Director Air Ops is

- a. notify DHS whether a service aircraft is available for the task or
- b. when a service aircraft is available for AME, notify the details of approval, timings and other special requirements to:

(1) DHS,

(2) Air Transport Squadron, and

Director Movement and Transport Action

148.7 When civil air is approved Director Movement and Transport is to ensure that bookings/ tickets are obtained and all relevant information is passed to DHS for further action.

Annexes:

- A. Classification of Patients for AME

CLASSIFICATION OF PATIENTS FOR AME

1. units/area when requesting AME are to classify patients according to the Classes 1 -4' outlined in paragraph 2 and additionally as special patients in the circumstances outlined in paragraph 3.
- 2.. Classes 1 - 4. The classes are as follows:
 - a. Class 1 - Neuropsychiatric Patients.
 - (1) Class 1A. Neuropsychiatric patients who are frankly disturbed and Inaccessible and require the use of restraint equipment,
 - (2) Class 1B. Neuropsychiatric patients who do not usually require the use of restraint equipment and are not at the moment mentally disturbed but may react badly to air travel or commit acts likely to endanger themselves or the safety of the aircraft its occupants.
 - (3) Class 1C. Neuropsychiatric patients who are co-operative and have proved reliable under specialist operation. Class 1C patients are normally to be considered as walking patients.
 - b. Class 2 - Litter Patients Other Than Neuropsychiatric.
 - (1) Class 2A. Patients who are unable to move about on their own volition in any circumstances.
 - (2) Class 2B. Patients who in an emergency will be able to move themselves.
 - (3) Class 2C. Patients whose medical condition would benefit from carriage on a litter during flight but who may be handled as walking patients during loading and unloading procedures, during transport between terminal and destination medical facilities and during their stay in staging facilities. Use of Class 2C is particularly applicable to long-range flight. However, the

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classification to be based on the condition of individual patients and is not to be used to ensure carriage. when this is merely a matter of general comfort in aircraft where seating is considered inadequate. In these circumstances the provision flitters; for use throughout the flight or on a, rotational basis is a matter for arrangement,. by the Medical ;staff discretion in accordance with directives applicable to the system concerned.

- c. Class 3 - Walking Patients Other Than Psychiatric ." These are patients who need only minor attention or), route
- d. Class 4 - Passenger, Class. These are patients who need no medical treatment enroute and are physically. able to travel unattended.

3. Special Patients. Patients in the following categories are to be classified

as Special Patients in addition to the classifications of paragraph

- a. . those requiring special attention in preflight preparation, in-flight care, care at enroute or destination medical facilities in loading or unloading, or in any other medical or general aspect of -handling during the
- b. those requiring a special medical team or medical equipment;
- c. those suffering from a communicable disease in an infectious

MOVEMENT PRIORITY OF PATIENTS

Introduction

1. The purpose of the allocation of airlift priority in aeromedical evacuation operations is to:
 - a. select patients when the available airlift capacity is inadequate in regard to the number of patients awaiting evacuation; or
 - b. to indicate to Director Air Ops and the Movement Agency the degree of urgency when a special aeromedical evacuation mission is requested in connection with individual patients.

System of Movement Priority

2. The DHS Headquarters PNG Defence Force, after considering the AME request and taking regard of all details including the Classification of Patients, in accordance with Annex A, is to allocate a movement priority according to the following system:
 - a. Urgent. Patients for whom speedy evacuation is necessary as a life-saving measure, or to avoid serious permanent disability.
 - b. Priority. Patients who are liable to suffer unnecessary pain or discomfort unless evacuated by the quickest possible means and those who urgently require specialized treatment not available near the place of emplacement.
 - c. Routine. Patients whose immediate treatment requirements are within the powers of the place of emplacement but whose prognosis would definitely benefit by aeromedical evacuation rather than evacuation by other means.

CHAPTER 149 CIVILIAN EMPLOYEES - MEDICAL EXAMINATION

Conditions

149.1 Civilian employees who are to be accommodated in unit areas, employed in the handling or preparation of food for human consumption or handling personal effects are, before engagement, to be certified free from any clinical sign of infection or contagious disease. The examination -is to include an x-ray of the chest. The examination is to be carried out as near as possible to the date of commencement o duties.

149.2 A condition of employment is that applicants for any position are to submit to a health examination. Applicants are to be informed that:

- a. they will be required to submit themselves for health examination by a Defence Force Medical Officer, or other medical practitioner approved by the DHS Headquarters PNG Defence Force, both before starting and periodically during their employment; and
- b. they are required to inform their immediate superior if they develop a infection or contagious disease.

149.3 These requirements are to be explained in Neo-Melanesian or "pies tow and the Hiring Officer is to satisfy himself that they are understood.

149.4 Civilian employees in areas served by a Defence Force Medical Officer should be examined annually. The DHS may however limit the scope of the health examination; for example, employees not handling food need a chest x-ray only.

CHAPTER 164 VERY SERIOUSLY ILL MEMBERS - VISITS BY NEXT OF KIN

General

164.1 When a member is on the Very Seriously Ill (VSI) list his next of kin (NOK if resident in Papua New Guinea, may be provided` at public expense With transportation, accommodation and meals to visit the member.

164.2 When approval is given for the member's NOK to visit, free return travel is to be provided. Travel is to be granted to the place where the member is under treatment either within Papua New Guinea or any place outside Papua New Guinea other than where operations preclude such visits.

164.3 When the visiting NOK, for reasons of sickness or infirmity, requires the services of an attendant, that attendant may accompany the NOK.

Duration of Visit

164.4 The duration of the visit excluding travelling time is to be restricted to:

- a. within Papua New Guinea - four days; or
- b. outside Papua New Guinea - seven days.

Extension of Visit

164.5 In exceptional cases, on medical recommendation the visit may be extended.

164.6 Where the NOK extends the visit without authority the return fare only is to be paid, any other additional expenses are to be bore by the NOK.

Method of Travel

164.7 Forward Journey. Air travel is to be considered as the normal means o travel.

164.8 Return Journey. The return journey is to be made by the most economical and convenient means of travel available, providing this does not cause an unacceptable delay.

Expenses

164.9 All costs for transport, meals and accommodation are to be met by the Defence Force up to the limits detailed in paragraphs 164.4, 464.5 and 164.6.

Medical Treatment

164.10 Subject to the following provisions, treatment may be given to NOK from Defence Force resources:

- a. if the NOK was under treatment before the visit, this treatment is to be continued; and
- b. treatment for any injury or illness resulting from the visit is to be given to the NOK only while visiting the member.

164.11 No other costs of any kind are to be paid for by the Defence

Applications

164.13 When, in the opinion of the Unit Medical Officer, a visit by the NOK is necessary, he is to make an application to the unit Commanding Officer giving the following details:

- a. number, rank and name of the member;
- b. address of the hospital;
- c. name and address of the next of kin;

164.13 The request is to be passed by immediate signal to Headquarters PNG Defence Force for a decision by the approving authority.., Approval, if given, is to b passed to the unit by the same means.

164.14 The approving authority is the Chief of Personnel, PNG Defence Force which is to be advised by the Director of Health Services (DHS).

Travel and Accommodation

164.15 On receipt of an approval for a visit, the unit is to make all necessary travel and accommodation arrangements including completion of the Form of Indemnity, PG6.

164.16 Service accommodation and transport is to be used when available. When this is not possible, arrangements are to be made to use normal scheduled civil aircraft and suitable accommodation.

CHAPTER

NOTIFICATION OF CASUALTIES AND ADVICE TO NEXT OF

Introduction

165.1 This chapter describes the principles and procedures for reporting notifiable casualties of the PNG Defence Force and the procedure for notification of the next of kin (NOK).

Definitions

- 165.2 In this chapter the following definitions
- a. Notifiable Casualty (NOTICAS). This means the death, wounding, injury or illness of a member as detailed in Annex A.
 - b. Next of Kin (NOK). This is the person nominated by the member to be recorded as their NOK as detailed in Chapter 72.
 - c. Responsible Unit. This is the unit responsible for local administration of the member at the time he becomes a notifiable casualty.

Reporting Procedure

165.3 When a notifiable casualty is reported the following procedure is to be followed by the responsible unit:

- a. confirm the correctness of the report and obtain all available information;
- b. inform the NOK as detailed in paragraph 165.5 below *if the* NOK resides in the area of the responsible unit; and
- c. dispatch a NOTICAS message in the form detailed in Annex C to Headquarters PNG Defence Force and Defence Force Records Office and where applicable a copy to the Defence Force unit located near the area in which the NOK resides.

165.4 On receipt of the NOTICAS message Headquarters PNG Defence force is to:

- a. if the NOK has not been informed, to nominate the unit responsible for notifying the NOK;
- b. prepare a telegram of condolence from the Commander P,NG Defence Force, if appropriate; this telegram is to be dispatched after advice from the nominated unit that the NOK has been informed; and
- c. take necessary POR action.

Notification of NOK

165.5 The unit nominated to advise the NOK is to do so immediately as follows

- a. in cases when the NOK resides locally, notification is to be by an officer accompanied by a chaplain; or
- b. when the NOK resides in an area remote from the unit, notification is to be made through a local authority such as the local Administration Officer or Church authority.

165.6 A notifiable casualty may request that a person specified by him notify the

165.7 When for any reason the NOK cannot be located, the unit is to advise Headquarters PNG Defence Force who are to make other arrangements for notification.

Progress Reports

165.8 For members very seriously ill or seriously ill, medical condition reports in accordance with Annex C are to be submitted daily where possible to the following addressees:

- a. Headquarters PNG Defence Force;
- b. member's unit; and
- c. the unit responsible for notifying the

NOK. Standard Terminology

165.9 Standard terminology used in casualty reporting is shown at Annex B.

Annexes:

- A. Notifiable Casualties
 - B. Notification of Casualties Standard Terminology
- C. NOTICAS Signal and MEDCOND Reports

ANNEX A T CHAPTER 1E

NOTIFIABLE CASUALTIES 1. The following groups of casualties are to be notified:

Group	Type of Casualty	Remarks	
	A battle casualty. (For the purpose of this instruction a minor battle casualty remaining on duty is classified as a battle casualty.)	a. A battle casualty is any person lost to his organization because of death, injury, capture or interment providing such loss is incurred in action. b. A battle casualty does not include death, injury or illness sustained during training o when a member is not on duty or when culpable negligence on the part of the member contributes to or is the cause of death, injury or illness. In these circumstances the casualty is t be categorized as a non-battle casualty.	
	Missing or prisoner of war.		
3.	Very seriously ill (VSI) or seriously ill (SI).	Each placement, transfer or removal must be notified to NOK.	
4.	Serious injury.	Not involving listing on the VSI or SI list but which is likely to cause permanent disability deformity.	
5.	Injury or illness likely to receive publiciv.	When a member is injured or becomes ill in circumstances likely to receive press or radi publicity. These include injury or illness by: a. road accidents; b. training accidents; c. fire or explosion; or d. infectious diseases such as poliomyelitis, meningitis and encephalitis.	

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Notes

1. In cases where members are notifiable casualties but are not VSI or SI, the notifying unit is to inform the NOK that the notification is standard Defence Force procedure and is intended to offset any misleading or inaccurate information from unofficial sources.

2. In cases of minor injury or illness not listed in this Annex, the responsible unit may consider it desirable that NOK be notified. If a NOTICAS message is raised for this reason a statement to this effect is to be included in the NOTICAS message.

3. When a member is hospitalized and will remain overnight the NOK is to be notified where necessary and practical.

4. Evacuation for or treatment of venereal disease is not to be notified unless required by inclusion on the VSI or SI list. In such cases the NOK is not to be given any indication of the primary cause of the illness.

5. A member suffering from a serious illness with a poor long-term prognosis (e.g. malignant diseases), may not require immediate listing as SI or VSI. In these cases, if the member is over 21 years of age, the decision to notify NOK is to be left to the member.

NOTIFICATION OF CASUALTIES - STANDARD TERMINOLOGY

1. The following standard terminology is to be used in reporting notifiable casualties:

Nature of Casualty	Category of Casualty Terminology	
	(1) Killed in action.	
	(2) Killed in action accidentally.	
	(3) Killed accidentally.	
a. FATAL	(⁴) died of wounds.	
	(5) Died of injuries.	
	(6) died of disease or illness.	
	(7) Drowned.	
	(8) Died of self-inflicted injuries.	
	(1) Missing, believed killed.	
	(2) Missing, believed drowned.	
b. MISSING	(3) Missing, believed Prisoner of War.	
	(4) Missing, believed wounded and Prisoner of War	
	(5) Missing.	
	(6) Previously reported missing now returned to duty.	
c. WOUNDED	(1) wounded in action.	
	(2) Wounded in action accidentally.	
d. INJURED	(1) Injured accidentally.	
	(2) Injured, self-inflicted.	
e. ILLNESS	Brief diagnosis (where this is not possible an indication of	
	the nature of the illness or disease is to be given.)	

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2. The member's condition is to be described under one of the following headings:

Condition	Explanation	
VERY SERIOUSLY ILL (VSI)	The member's- condition is such that there is a distinct chance of death in the future.	
SERIOUSLY ILL (SI)	The member's condition is such that there is a distinct possibility that complications will cause a worsening of the condition which would necessitate a VSI listing.	
SATISFACTORY	The member has a normal life expectancy and is not expected to suffer any complications.'	
TREATED AND RETURNED TO DUTY		
REMAINED ON DUTY		

NOTICAS SIGNAL AND MEDCOND REPORTS

NOTICAS

1. The NOTICAS signal is to be sent by the responsible unit as soon as a notifiable casualty is reported. The signal is to be prefixed by the word NOTICAS and is to contain the detail shown below:

- ONE Number, rank, name, unit and religion of member.
- TWO Classification and nature of the casualty as detailed in Annex B paragraph 1.
- THREE Location and times of incident.
- FOUR Brief description of injuries etc.
- FIVE Brief details of circumstances of the incident.
- SIX Condition of the casualty (either VSI, SI or satisfactory). See Annex B paragraph 2.
- SEVEN Current location of casualty.
- EIGHT Name, relationship and address of next of kin.
- NINE Next of kin advised or not advised.
- TEN Any restrictions on detail to be passed to the NOK.
- ELEVEN Any additional information.

MEDCOND

1. This report is to be sent daily as detailed in paragraph S of this chapter. The signal is to be prefixed by the word MEDCOND and is to be in the following format:

- ONE Number, rank, name of member.
- TWO Date and time of report.
- THREE Any additional diagnosis including results of surgery.

CHAPTER 166

DISPOSAL OF EFFECTS AND EQUIPMENT OF DECEASED AND MISSING MEMBERS

General

166.1 Finalization of all matters relating to deceased and missing member is to as efficient and as prompt as practicable, with the minimum of distress and in convenience to relatives or other persons concerned.

166.2 The procedures in this chapter are to be followed for the disposal of monetary and personal effects and equipment of deceased and missing members. When a member was living out in a married quarter or other approved accommodation, the procedures are to be applied only to items of clothing and effects belonging to the Defence Force. All other items are to be returned to the deceased member's spouse or NOK.

166.3 Collection of the effects and equipment of a deceased member is to be under the direct supervision of an officer.

Inventory

166.4 When collection is completed an inventory is to be made (four copies) of all

- a. civilian clothing;
- b. cash, cheque books, bank books, pay book, presented cheques etc
- c. valuable items such as watches, cameras, radio sets and jewelry; d. private correspondence and photographs; and e. miscellaneous items.

166.5 A separate inventory is to be made of all issue clothing and equipment.

166.6 Inventories are to include all relevant serial numbers of such items as paper currency, watches, bank books, cheque books and service equipment.

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166.6 When completed, copies of the inventory are to be disposed of as follows:

- a. two copies to Headquarters PNG Defence Force;
- b. one copy to be enclosed with the deceased member's effects; and

Disposal of Effects

166.7 The effects are to be disposed of as detailed below:

- a. The member's pay card and any cash is to be handed to the receiver of public moneys and the receipt number is to be written on the inventory.
- b. Medical documents to be disposed of as outlined in Chapter 133 paragraph 133.9.
- c. Service clothing and effects are to be handed in to the area clothing store.
- d. Private correspondence, diaries and photographs are to be carefully examined to ensure they contain no information of a security nature of a nature likely to cause distress to the NOK. They are then to be returned to the sender, the NOK or destroyed as considered advisable by the unit Commanding Officer.
- e. All other effects are to be securely packed with one copy of the inventory and are to be held by the barracks stores officer pending instructions from Headquarters PNG Defence Force.

166.9 When items are disposed of as detailed in paragraph 166.8, all copies of the inventory are to be endorsed with the particulars of disposal.

166.10 When a will is found, this is to be sent by registered mail to the Legal Officer Headquarters PNG Defence Force who is to arrange for its proper execution. In all cases, a certified copy of the will is to be made and kept in the unit until the original is received in Headquarters PNG Defence Force. The copy is then to be sent to the Legal Officer.

166.11 When no will is found, disposal of the deceased member's effects is to be as directed by the Legal Officer acting in accordance with civil law.

CHAPTER 167

FUNERALS

General

167.1 In normal circumstances, the local administering command to which the member was serving at the time of his death, shall be responsible to co-ordinate an arrange service funerals in conjunction with Headquarters Defence Force (Pegs Branch).

167.2 Where a deceased member was serving at Headquarters PNG Defence Force at the time of his death, Headquarters Murray barracks Area shall be responsible to co-ordinate and arrange the service funeral in conjunction with Headquarters PNG Defence Force (Pers Branch).

167.3 When a member of the PNG Defend Force dies while serving, he is to be buried at public expense. Funerals provided at public expense are to be service funerals unless the NOK of the deceased member requests a civil funeral.

167.4 Separate instructions will be issued by units concerned to cover war or other emergency or unusual

Responsibilities

167.5 Responsible Unit. The unit in which the deceased member was serving at the time of his death shall be known as the Responsible Unit and Is therefore responsible for the following:

- a. Dispatch NOTICAS signal to Headquarters PNG Defence Force at once, and take other administrative action as detailed in Chapter 165, Annex C.
- b. Ensure a coffin is available when
- c. Arrange details of the service funeral and ensure an instruction is promulgated for each occasion. The instruction should specify the strength of parties to participate, timings for the church service and the honors to be paid.
- d. Ensure transport arrangements are organized well in advance. If need be contact Headquarters PNG Defence Force for assistance.

- e. Due to many of the drills and procedures for service funerals being conducted on an infrequent basis it is important to ensure that all the aspects of the ceremony are rehearsed as much as is possible prior to the event. A warning order is to be issued so that rehearsals commence as early as possible. A reconnaissance of the funeral locations such as the church and the cemetery is to be conducted by the Headquarters concerned, to be followed by a briefing to confirm the actual employment of catafalque parties and bearers.

Headquarters PNG Defence Force

167.6 Headquarters PNG Defence Force (Pers Branch) shall be responsible for the following:

- a. Co-ordinate all activities and ensure preparations are running smoothly.
- b. Ensure that all administrative matters affecting the deceased member are attended to as soon as possible.
- c. Co-ordinate arrangements for the remains of the deceased member to be removed to the funeral home (Port Moresby Area units only) or hospital for outside units.
 - d. Advise DSA finance section of the funeral expenses and arrange payment when the remains are removed from the funeral home or hospital.
- e. Arrange with Amenities Fund to purchase flowers for the, wreath, to be presented on behalf of the Commander PNG Defence Force when the coffin is removed from the funeral home (Port Moresby Area units only).

Funeral Expenses

167.7 The following funeral expenses up to the maximum of K4000.00 are to be met at public expense:

- a. collection and preparation of remains;
- b. supply and delivery of casket:

- d. air, sea or road transport of remains;
- e. provision of memorials where required; and
- f. where necessary, the conveyance of relatives to the funeral service, from the funeral service to the burial ground and back to their place of residence.

Composition of Funeral Parties

167.8 Funeral Parties for officers and other ranks may consist of the following:

- a. leading detachment,
- b. a mounted escort,
- c. an escort party,

- d. a firing party,

- e. a band (including Pipes and Drums),
- f. a bearer party,
- g. pall bearers (for officers only),

- h. attending party,

- i. saluting party (for officers of General Rank and entitled persons)

167.9 Responsible units are to make every effort to familiarize themselves with the contents of the appropriate references before attempting to organize a service funeral.

Place of Funeral and Burial

167.10 Service funerals shall be conducted at the unit in which the member was serving at the time of his death.

167.11 Burials are to be conducted at the unit burial grounds or at a nearby civil cemetery, unless burial at another locality is requested by the NOK of the deceased member.

167.12 Where burial at another locality has been requested, the approval of the Commander PNG Defence Force shall be sought in the first instant.

Movement of Remains

167.13 When burial in another locality has been approved, movement of remains shall be arranged in accordance with current Department of Public Health Regulations.

167.14 Movement of remains of a deceased member by a PNG Defence Force aircraft, ship or a civil aircraft under charter, is to be made in accordance with the PNG Defence Force Manual of Movement.

Attendance of Next of Kin

167.15. Where the NOK resides in another locality, the responsible unit is to seek approval from the Commander PNG Defence Force for the attendance of the NOK.

167.16 When approved, return travel at Public expense for the attendance of next of kin to the place of the funeral service is to be arranged.

167.17 Accommodation and meal expenses shall be met by the

Provision of Memorials

167.18 Memorials shall be provided at public expense for deceased members who are buried at the unit burial ground.

167.19 Memorials provided will be a bronze plaque mounted on a concrete base. The plaque shall be inscribed with deceased member's regimental number, rank name and religion, together with an inscription to meet the wishes to the NOK.

167.20 The responsible unit is to liaise with the Engineer Battalion for the manufacture of the bronze plaque.

Disposal of Personal Effects and Equipment

167.21 Personal effects and equipment of the deceased member shall be disposed of in accordance with Chapter 166.

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Care and Maintenance of Unit Cemetery

167.22 Care and maintenance of a unit cemetery remains a responsibility of the Area Headquarters of that unit.

167.23 Area Headquarters are to ensure the following are carried out:

- a. Plots reserved for servicemen are separated from plots reserved for dependents. Servicemen and dependents are not to be buried on the same plot.
 - b. The cemetery lawn is to be kept green all year round and to be kept clean everyday by an attendant.
 - c. There is to be no individual gardens on individual graves.
 - d. Memorials are to be provided for Servicemen and dependents alike. Fathers are to bear the cost of memorials provided for their deceased dependents.
 - e. A register is to be kept by the Area Headquarters responsible. The register is to contain the following information:
 - (1) Name of deceased,
 - (2) Fathers Name,
 - (3) Mothers Name,
 - (4) Village,
 - (5) Unit,
 - (6) Date of birth,
 - (7) Date of death,

CHAPTER 178

RELIGION

Introduction

178.1 This chapter states the general principles regarding the place and importance of religion in the Defence Forces. It also states the policy on religious observance, the arrangements to be made for members to attend religious service and associated matters.

General

178.2 Effective service demands a high standard of personal behavior at all times. In a crisis, courage, control, justice and self-sacrifice are required. These personal qualities of character can be developed and inspired by religious faith and practice.

178.3 When men enter the Defence Force and cut the ties of home and the church, their spiritual development can be impaired. In order to avoid this impairment, ample opportunity is given by the Defence Force for members to maintain their association with the Church.

178.4 The Churches that are recognized by the Defence Force and are represented by the Heads of Churches are as follows:

- a. Roman Catholic;
- b. Lutheran;
- c. Evangelical Alliance;
- d. Anglican; and
- e. United Church

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178.5 Commanding Officers are to direct the attention of all ranks to the importance of religion. They are to make provision for the free practice of their religion by members of their unit whose denomination is recognized by the Defence Force, and is represented in the Heads of Churches committee and to ensure that members are afforded the opportunity to practice their religion inside their unit.

178.6 Religious faith cannot be satisfactorily developed without religious worship . Area headquarters are to ensure that provision is made for regular religious service for those churches that are being recognized by the Defence Force and are being represented in the Heads of Churches Committee. Units are to arrange regular church parades with associated religious services. All members should be encouraged to attend

178.7 Commanding Officers are to direct the attention of those members of the Defence Force who, at their own wish, have joined other smaller churches and sects, to attend worship outside the units in which they serve. They are to be further directed that they are in no way to practice their new religion in the units publicly.

Conduct of Service

178.8 Normally religious services in the Defence Force are to be conducted by an ordained chaplain of the Defence Force. If the use of a non-service chaplain is required then the Commanding Officer may grant permission for a replacement, nominated by the unit or area chaplain, to conduct services.

Ecumenical Services

1178.9 Members should attend the religious services of their own denomination. However, they may attend an ecumenical service, provided it is arranged in conformity with the policies of the various religious bodies. The details of such services should be arranged by a conference of chaplains. These ecumenical services are not to replace the Sunday denominational service.

178.10 Combined or united services may be composed of the following elements

- a. hymns,
- b. scripture readings,
- c. Psalms,
- d. The Lords Prayer,

- e. Appropriate collects and prayers.
- f. Address suited to the occasion. and
- g. blessing and scriptural wording.

178.11 Combined united services are normally to be conducted jointly by denominational chaplains.

178.12 In special circumstances, for example when on exercise, one chaplain may conduct a service for all denominations. Such a service should be composed of the elements detailed in paragraph 178.10. In these special circumstances, the chaplain's primary obligation is to conduct the combined service for all the members. If there is opportunity, he may also conduct a denominational service for members of his own denominational group.

Attendance at Local Services

178.13 When Service chaplains or civilian clergy are not available to a unit for the conduct of religious services, a Commanding Officer may arrange for members to attend suitable churches in the reasonable vicinity of the unit. If this occurs the members may use either Defence Force transport if available, or other transport at the individual expense of the members. Members attending such a service are to be regarded as being on duty during the period of the service, and during the period of direct travel between the unit and the place of the services.

Use of Chapels

178.14 Chapels are places dedicated for worship and other religious uses. They may not be used for any other purpose than this without the consent of the unit Commanding Officer, in consultation with his unit chaplains.

Bands

178.15 A band may play at a religious service if the chaplain requires it. The use of a Service band requires the approval of the Commanding Officer.

Training of Servicemen on Sundays and Holy Days

178.16 When training, movement or other activity is necessary on Sundays or Holy Days, the unit is to endeavor to arrange suitable times and places for chaplains to conduct religious services. On such occasions, services in the field are preferable, as they provide an opportunity for combined worship by the majority of the members of a unit or sub-unit. This serves to strengthen the unit, and enables chaplains to contact a larger number of men, with less loss of training time.

Employment of Civilian Clergy

178.17 A need may arise for the services of a chaplain at a time or place where a chaplain of the Defence Force can be made available. In such cases the Commanding Officer is to liaise with civilian clergy of recognized denominations in the vicinity of the units for the provision of the required services. Attendance of civilian clergy, including details of travel is to be documented, and reimbursement of services at current rates arranged through Headquarters PNG Defence Force.

Days of Religious observance

178.18 To ensure that members are afforded opportunity to fulfill their religious obligations, Commanding Officers are to be guided by the following:

- a. Most Christian denominations observe Sunday in each week as a rest day, and a day for religious observances;
- b. The Christian Holy Days for special religious observances are:
 - (1) Christmas Day;
 - (2) Good Friday;
 - (3) Easter Sunday; and
 - (4) Pentecost Sunday;
- c. Members of the Seventh Day Adventist denomination observe from sunset Friday to sunset Saturday as a rest day and a day for religious observance.

178.19 Members whose religious beliefs require them to observe Saturday as a rest day should not normally be required to perform duties or training from sunset Friday to sunset Saturday. However, to prevent disruption within the PNG Defence Force, to avoid misunderstandings by other members of such belief and to safeguard the rights of other members, the following points are to be observed:

- a. Exemption from such duties or training is not to be granted where to do so would seriously effect performance of unit functions or cause unacceptable hardship or inconvenience to other personnel; and
- b. At the time of entry into the Defence Force, men of such belief are to be informed of these points as conditions under which they serve.

CHAPTER 179

CHARACTER TRAINING

Introduction

179.1 This chapter details general principles regarding the place and importance of character training in the Defence Force and describes the means by which the Chaplains assist in the character training of service personnel.

General Principles

179.2 Character training has an important part in training in the Defence Force. The effective implementation of all other training and procedures depends IN the final analysis on the character of individual members of the Force.

179.3 The strength of the Defence Force lies in the moral character and spirit of its members. They should possess a sense of individual dignity, responsibility and courage, and should know the ideals and cultures of their country, and be willing to protect them.

179.4 Chaplains share with others responsibility for character development. They contribute to character development by the performance of the full range of their chaplain duties among the men and on special occasions as explained in paragraph 179.5.

179.5 The special means by which chaplains engage in character training and character development include:

- a. Character Guidance and Character Development Courses;
- b. Lectures and informal talks, including Citizenship and Ethics discussions and Commanding Officer's Hours;
- c. Other Chaplain activities such as re-affirmation parades; and
- d. Service type courses, where Chaplains may be asked to assist in specific topics.

Procedure In Arranging Courses

179.6 Chaplains arranging a course for any aspect of character training are to submit to Headquarters PNG Defence Force through the Staff Chaplain's Conference, a request for:

- a. approval to conduct the course;
- b. approval to enter into detailed planning with interested officers at headquarters, and with units, and to start writing detailed instruction for the running of the course.

179.7 The request is to contain the following

- a. the type of course, its aim and length;
- b. the place and approximate date of the course;
- c. the members for whom the course is intended;
- d. the members to be included in the

179.8 Requests are to reach Headquarters PNG Defence Force at least three months before the intended starting date of the course.

179.9 Staff for chaplains character training courses **will** be drawn, where **possible**, from Defence Force chaplains. When there is a need, and the Chief Of Personnel gives approval, civilian clergy may be employed to assist. A Defence Force chaplain is to maintain supervision, and overall direction of all chaplains

179.10 The Staff Chaplain's Conference is to prepare an annual forecast of all Chaplains Character Training Courses. The approved schedule of courses is to be promulgated by the Director of Manpower.

179:11 Some character training courses are more effective when they are conducted away from a service establishment. This is especially true of the more advanced courses. When chaplains consider that a particular course will be more appropriate conducted away from a service establishment they may apply to conduct the course at a more suitable site.

179.12 The existing denominational foundations in the lives of members can be important in the conducting of character training courses. Hence, where numbers on courses and the course syllabus warrants it, chaplains may apply for character training courses to be conducted within denominational groupings.

179.13 When numbers on a character training course, or the syllabus involved, indicate that the course would be better conducted on a non-denominational basis, it is desirable for members to have access at some stage of the course to a chaplain of their own denominational group.

Recruit Character Guidance Courses

179.14 The aim of the Character Guidance Course for recruits is to give members the means on which to build and strengthen their own characters. This is achieved by setting up standards of conduct that will enable them to cope with the problems and difficulties of the early days of service life, and to form attitudes that will be beneficial to the member and to the Defence Force.

179.15 For the conduct of Character Guidance Courses for recruits, the following guidelines are to be used:

- a. The syllabus is to be drawn up by the Staff Chaplain's Conference.
- b. The course timetable is to be laid down by the Commanding Officer PNG Training Depot after consultation with the chaplains.
- c. The course is normally to be conducted within denominational groups in keeping with the principle stated in paragraph 179.12.
- d. All PNG Defence Force Chaplains are to attend as *staff*, however, when unforeseeable duties arise, the Chaplains of that particular unit are to be exempted.
- e. Instruction is to be given by means of lectures, syndicate, and open forum discussion. Use of suitable films is recommended. Other methods, suited to the aim of the course and to the attitude of the course members may also be used.

179.18 At the conclusion of each course, the course staff are to meet to assess the value and effectiveness of the course, and make suggestions for improvement. Their assessment may be aided by asking course members to complete course reaction forms. The coordinating chaplain is to submit a course report to PNG Training Depot and to Headquarters PNG Defence Force through the Staff Chaplain.

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179.17 Attendance at the Recruit Character Guidance Course is compulsory for II recruits.

179.18 Character Guidance Courses similar to that given to recruits may be given to other members of the Defence Forces. The Staff Chaplain's Conference is to review the syllabus as considered necessary.

Character Guidance Courses for Special Groups

179.19 The aim of the Character Guidance Course for special groups is to provide the members of such groups with a period of concentrated assistance in coping with particular problems current within the group. It is further intended to enable them form attitudes and adopt standards of behaviour conducive to personal character development within the Defence Force.

179.20 These courses are conducted for specific groups composed of members who have much in common in matters of background, training, employment, and areas of concern. Their shared experiences help deepen the perception of problems and the means of coping with them.

179.21 As this course is directed towards the particular problems current in a special group, the syllabus is to be determined by the needs expressed by the group itself. Prospective course members are to nominate areas of concern to chaplain prior to and during the course. The member's expressed needs also determine which topics will be treated during the course.

179.22 It is important that this course be conducted away from service establishments.

179.23 Course staff are to prepare and submit a course report to the officer responsible for the group, and through the Staff Chaplain to Headquarters PNG Defence Force.

Character Development Courses

179.24 The aim of the Character Development Course is to strengthen and develop the faith and character of members by:

- a. Developing qualities that will improve their service and initiative;
- b. Helping them to cope with difficulties that hamper their personal growth

and performance within the Force; and

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- c. Assisting them to develop into more mature persons more valuable members of the Force.

179.36 The Commanding Officer's Hour has special application in recruit training. A special list of topics is prepared by the Staff Chaplain. These are to be given weekly.

Other Activities

179.36 Chaplains are to be available, at the request of Commanding Officers, to conduct other activities. The general aim of such activities remains the development of character.

Chaplains Assistance in Service Courses

179.37 Some courses, for example leadership courses, involve development of moral attitudes and values. Chaplains are to assist in this aspect if requested by Commanding Officers.

CHAPTER 180 CHAPLAINS ORGANIZATION AND DUTIES OF CHAPLAINS

Introduction

180.1 This chapter deals with the organization, functions, service, duties and administration of Chaplains in the PNG Defence Force,

180.2 The Chaplains are responsible for all aspects of religion in the Defence Force. They are also responsible for the conduct of courses designed to develop the character of all members of the Force.

180.3 Their responsibilities cover the spiritual needs of all members of the Force, civilian employees and dependants.

Jurisdiction Over Chaplains

180.4 Chaplains exercise their ministry within the Defence Force subject to a dual jurisdiction, namely service and ecclesiastical.

180.5 The organization of PNG Defence Force Chaplains consists of:

- a. The Heads of Churches Committee;
- b. The Staff Chaplains Conference; and
- c. Unit Chaplains.

The Heads of Churches Committee

180.6 The Chaplains are directed, in matters ecclesiastical, by the civilian Head of Churches Committee. This Committee consists of heads of churches within Papua New Guinea or their representatives as follows:

- a. Roman Catholic;
- b. Lutheran;
- c. Evangelical Alliance;

- e. United Church.

180.7 A Chairman and Deputy Chairman of the Heads of Churches Committee are to be elected from among the Committee members, by the members. Election is for an agreed term, in denominational rotation The Secretary for the Heads of Churches Committee is to be the Defence Force Staff Chaplain.

180.8 The duties of the Heads of Churches Committee are:

- a. the formation of policy concerning
- b. the overseeing of religion in the Defence
- c. the selection and presentation of men for commissioning as
- d. to arrange the termination of service *of* Chaplains;
- e. to make posting recommendations for
- f. to perform special religious ceremonies within the Defence Force as required; and
- g. to meet at least three times a year.

180.9 Financial responsibility for meetings of the Heads of Churches Committee is to be borne by the Defence Force. This is to include reimbursement to member for time lost in attending and reimbursement for fares

The Staff Chaplain's Conference

180.10 The *Staff* Chaplain's conference is to consist *of* all Chaplains in the PNG Defence Force. In the case of emergency matters; Port Moresby area Chaplains can exercise the power of the Staff Chaplain's conference. The Defence Force St W Chaplain is to have the dual role of Chairman and Secretary.

180.11 The duties of the Staff Chaplain's Conference

- a. implementation of policy determined by the Heads of Churches Committee;
- b. to report and make recommendations to the Heads of Churches Committee on all Chaplain matters;

- c. to ensure adequate Chaplain coverage for all service activities within the Defence Force;
- d. to organize and co-ordinate Chaplain work in courses run by Chaplains;
- e. to arrange replacements for Chaplains on leave; and
- f. to submit minutes of each Conference meeting to Headquarters PNG Defence Force for all Chaplains, and all members of the Heads of Churches Committees.

180.12 The Staff Chaplain's Conference is to make its decisions on a basis of unanimity. If this cannot be achieved, the matter is to be laid before the Heads of Churches Committee, or the Chief of Personnel as appropriate.

The Defence Force Staff Chaplain

180.13 One of the Chaplains in the Port Moresby area is to act as a Staff Chaplain. He is to be appointed from among the serving Chaplains by Headquarters PNG Defence Force on the recommendations of the Heads of Churches Committees. His appointment is for a period of three years.

180.14 The duties of the Staff Chaplain are:

- a. To act as Secretary for the Heads of Churches Committee and to prepare and distribute minutes of meetings of this Committee and other documents as required.
- b. To liaise with the Chairman of the Heads of Churches Committee on pertinent matters and with each member of this Committee on denominational matters, but without prejudice to the right of approach by an individual Chaplain to his denominational representative on the Committee.
- c. To implement matters referred to him by the members of the Heads of Churches Committee.
- d. To act as Chairman and Secretary to the Staff Chaplain's Conference, to convene meetings of this Conference, and to prepare and distribute minutes of meetings of this Conference and other documents as required.

- e. To attend to staff work relating to Chaplains and chaplaincy matters, and to liaise as required with Headquarters PNG Defence
- f. To perform his normal chaplaincy duties.

180.15 In performing his duties, he is to implement the decisions and instruction of the Committee and the Conference on which he serves. He is to perform his work without favour to person or denomination. He is to maintain duplicate copies of his submissions; and is an equal among the regular Chaplains.

Conference of Chaplains in Areas

180.16 Chaplains in areas that are reasonably accessible to one another are to constitute an Area Chaplains -Conference. This -Conference is to:

- a. advise the Area Commander on matters relating to chaplaincy services
- b. , assist. Chaplains as required in the performance of their functions;
- c. meet regularly to plan chaplaincy requirements in the -
- d. forward minutes of meetings to area headquarters including a summary of matters on which area action is recommended; and
- e. forward copies of the minutes and summary to the Staff Chaplain and to the other members of the Staff Chaplains Conference.

Appointment of Chaplains

180.17 Chaplains are appointed by Headquarters PNG Defence Force on the recommendation of the Heads of Churches Committee.

180.18 To be eligible for appointment as a Chaplain in PNG Defence Force an applicant is to comply with the following requirements:

- a. Age. He must be under 50 years of age at the date of appointment.
- b. Physical Fitness. He must pass a medical examination to the prescribed standard.

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- c. Professional Qualifications. He must be a minister of religion recognized by his denomination and denominational group as:
 - (1) having been ordained or equivalent;
 - (2) authorized to conduct the services of worship normal conducted ' within his denomination; and
 - (3) authorized to perform all usual pastoral and sacramental functions;

180.19 First appointment is to a short service appointment of three years duration

with the first year on probation as detailed in Chapter 37. A Chaplain may be reappointed for successive periods of up to five years provided that:

- a. his services are still required;
- b. he applies for reappointment; and

180.20 Chaplains are commissioned specialist officers with the status of Captain

and Majors in accordance with their actual appointments. For pay purposes Chaplains are aligned with general list officers as follows:

- a. Chaplains (with the status of Captains):
 - (1) on appointment - Captain on appointment; and
 - (2) after one year - Captain after one year
- b. Chaplains (with the status of Major):

180.21 Chaplains are to receive normal annual pay increments as detailed in Chapter 15.

Dress

180.22 Chaplains are to wear normal PNG Defence Force dress and ranks as Captains or Majors on shoulder boards and crosses on their collars. Retirement

180.23 The prescribed retiring age for Chaplains is 55 years.

180.24 A Chaplain's service may be terminated for any of the following reasons:

- a. on his attaining the prescribed retiring age;
- b. on completion of appointment;
- c. by resignation duly accepted; and

Allotment of Chaplains

180.25 Chaplains are to be posted by Force Headquarters on recommendation of the Heads of Churches Committee.

180.26 In some circumstances there may be a need to employ part-time Chaplains to meet chaplaincy requirements. Appointment of Chaplains to part-time duties is to be made by Headquarters PNG Defence Force on the recommendation, of the Heads of Churches Committee.

180.27 When a denominational group as defined by the Heads of Churches, Committee and Headquarters PNG Defence Force is not represented by the chaplaincy coverage may be provided by clergy residing in the region majority Approval may be given by Headquarters PNG Defence Force for the acceptance of such clergy, when they have, been nominated by the appropriate member of the heads of Churches Committee. Such clergy are to be reimbursed for flying costs, work and travelling time.

180.28 Chaplains are the consultants of commanders in all matters relating to, religion and morality.

180.29 Although a Chaplain may be attached to a barracks headquarters his duties may be extended to other barracks or units.

180.30 Within the barracks to which he is allotted or attached, a Chaplain is

responsible for the spiritual welfare of all members regardless of their denominations. He is to liaise with Chaplains of other denominations to ensure that members of other denominations or denominational groups are provided with opportunities for public, worship and spiritual care.

a. A Chaplain's duty include:

- (1) regular conduct of religious services in the units of the barracks to which he is allotted or attached;
- (2) conduct of occasional religious services such as baptisms, marriages and burials, and the completion of the necessary documentation and register entries;
- (3) voluntary religious instruction for individuals, study groups and Sunday schools, for members, and their families;
- (4) conduct of Commanding Officer's hours and other character training periods;
- (5) visits to the sick in unit lines and to members of his unit in nearby hospitals;
- (6) visits to members in the barracks detention rooms as arranged with the Commanding Officer;
- (7) personal contacts and cultivation of comradeship with members;
- (8) pastoral ministry to families of members in his allotted barracks
- (9) maintenance of ecclesiastical records, as required by his denominational representative on the Heads of Churches Committee; and

180.32 Chaplains are not to perform the duties of mess secretary or mess treasurer or any other organizational executive positions.

Channels of Communication

180.33 Chaplains are to use the normal channels of communication within their barracks. They have the right to communicate direct with the Staff Chaplain the Staff Chaplains Conference, the Heads of Churches Committee and their ecclesiastical superiors.

Security

180.34 Security regulations applicable to other members of the Force apply also to Chaplains.

Ecclesiastical Equipment, Clothing and Supplies

180.35 On enlistment Chaplains are to be issued to scale as per LUE. Ecclesiastical equipment for use in the ministry, up to a maximum value of K250, may be procured through local purchase. A Chaplain's allowance for the annual maintenance of such items is as detailed in Chapter 15.

180.36 Supplies of candles, communion wafers and altar wines, may be purchase by Chaplains as required. Altar wines are to conform to the types approved by the Heads of Churches Committee. Chaplains are to submit a Claim for Payment with supporting documents to unit cash offices for reimbursement.

Transport

180.37 Chaplains are to be provided with official transport where

180.38 When the Commanding Officer of the unit to which a Chaplain is attached considers that the unit cannot provide such transport, Chaplains are to apply for authority to use a private vehicle in the performance of chaplaincy duties.

180.39 When authority is given, mileage allowance is to be

Training of Chaplains

180.40 The basic training and qualification of Chaplains is carried out within the normal civilian training framework. Before being appointed as Defence Force Chaplains, however, some pastoral, experience is desirable.

180.41 During his probationary year with the Defence Force, the Chaplain is given

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- a. provide Chaplains with an opportunity to understand the service environment; and
- b. give the Chaplain a general knowledge of the services.

180.42 This training is to be mainly on-the-job, with the assistance of unit officers. It is important that the Chaplain have access to serving Chaplains at this time, and to maintain close liaison with them.

180.43 Maintaining contact with developments within his profession is important. Chaplains are personally responsible to maintain their reading and study. Opportunity is to be made for Chaplains to attend courses and seminars designed to improve their capability. For attendance at such courses the recommendation of denominational representative on the Heads of Churches Committee and the approval of Headquarters PNG Defence Force are required. A Chaplain is to be regarded as on duty both for movement to and from, and for the period of attendance at such courses.

Retreats

180.44 The PNG Defence Force employs the Chaplain as a minister of religion. It expects the Chaplain to maintain his own religious life.

In keeping with this requirement, the Chaplain is to be permitted to make religious retreats of up to five days each year.

For attendance at such a retreat, the recommendation of the denominational representative on the Heads of Churches Committee, and the approval of Headquarters PNG Defence Force is required. A Chaplain is to be regarded as on duty, for the period of the retreat.

Synods

180.45 Chaplains are made available to the Defence Force for employment full time in duties as a Chaplain. If a denomination requires him to attend a denomination assembly such as a synod or bishops' conference, a request for his attendance is to be made through the denomination member of the Heads of Churches Committee. This member is to forward the request to Headquarters PNG Defence Force noting:

- a. a recommendation for attendance or non-attendance; and
- b. how attendance benefits the Chaplain's service to the Defence Force or denominational members within the Force or both.

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180.46 If attendance is approved the Chaplain is to be regarded as on duty for the duration of the assembly. If not approved the Chaplain may apply for approval to attend at his own expense on leave or leave without pay.

CHAPTER 191 MOVEMENT OF PERSONNEL, DOCUMENTATION AND CONTROL

General

191.1 A draft consists of a member or a group of members moving between units on duty.

Documentation

191.2 In all cases where travel is approved an LT17 is to be submitted to the Movement Agency. The LT17 when authorized is the authority for a member to travel.

191.3 When a draft leader is appointed as provided in paragraph 191.5, his name and the words 'and party' are to be written on the front of the LT17. A Nominal R II

of Draft is to be attached to the LT17. The disposal of the LT17 is in

191.4 On receipt of the authorized LT17, the unit dispatching the draft will prep re six copies of the Nominal Roll of Draft for dispatch as follows:

- a. one copy by post to Defence Force Records Office,
- b. one copy to the unit of destination by post,
- c. three copies for the draft leader, and

Control

191.5 Where more than one member is travelling on duty, the senior member is to be appointed as draft leader. He is responsible for control of the draft.

191.6 On arrival at intermediate units and at the final destination, the draft lead or is to report to the unit orderly room and present the Nominal Roll of Draft and other personnel documentation.

191.7 Instructions for the handling of drafts are to be included in unit routine orders.

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191.8 On the arrival of the draft at its destination, the unit receiving the draft is to sign the Nominal Roll of Draft and send one copy to Defence Force Records Office, one copy to the dispatching unit and retain one copy for unit file.

CHAPTER 192

INDULGENCE PASSAGE

General

192.1 This chapter deals with carriage of members of the Defence Force and other eligible persons, by aircraft, when movement is desired, but travel by aircraft's not provided for at public expense. This Chapter is also reflected in Manual of

- a. PNG Defence Force aircraft,
- b. aircraft of other nations,

192.2 Few aircraft will have space available and indulgence passengers do not have any priority over official passengers or cargo.

192.3 For the purpose of this chapter, PNG Defence Force aircraft also include PNG Defence Force maritime and road transport.

Sponsoring Authority

- a. CO HQ Murray Barracks,
- b. CO HQ Taurama Barracks,
- c. CO PNGDF Trg Dep,
- d. CO HQ Moem Barracks,
- e. CO HQ Igam Barracks,
- f. CO PNGDF Patrol Boat Base;
- g. OC PNGDF Movement Agency; and

h. SOI Coord.

192.5 For travel to and within Australia, the sponsoring authority is the Chief of Personnel Headquarters PNG Defence Force.

192.6 For travel overseas from PNG or travel overseas from within Australia the sponsoring, authority is also the Chief of Personnel Headquarters PNG Defence Force.

Procedure for Applying

192.7 By the Applicant. The following is to be adopted:

- a. A member is to apply through his unit headquarters using four copies of the Application for Air Passage LT120 for cargo and LT17 for passengers. Separate applications are to be made for the forward and return journeys.
- b. The application is to be submitted no earlier than three months prior to the travel date; and
 - c. the application should reach the sponsoring authority no later than:
 - (1) for travel within PNG - seven days before travel; or
 - (2) for all other countries - three weeks before travel.

192.8 By Unit Headquarters. The Commanding Officer is to forward applications to the sponsoring authority.

192.9 By Sponsoring Authority. The sponsoring authority is to:

- a. complete the application form and forward into the approving authority when eligibility is established;
- b. when compassionate reasons dictate urgency, a signal is to be sent to Headquarters PNG Defence Force seeking priority action; and
- c. when the air passage is approved, advise the applicant.

Approving Authorities

192.10 The approving authorities for indulgence passages are the Director of Transport and Movements with the concurrence of the operator or Service. The aircraft captain exercises the final right to accept or reject passengers or cargo.

Eligibility for Indulgence Passage

192.11 The following persons are eligible for sponsorship for indulgence passage:

Note

1. Although the forward and return indulgence passages are sponsored at the same time, separate approvals are needed for each part of the journey,
one for the forward the other for the return. The application for the return passage is to be hand carried by the passenger and given to the Movement Controller or the Air Movements Officer at the destination
 - a. members of the Defence Force on full time duty;
 - b. personnel of a Defence Service of another country on attachment, exchange or for other purposes serving with the PNG Defence Force, provided that the prior approval of the resident diplomatic representative in Papua New Guinea *of* the other country has been obtained;
 - c. approved dependants of members of the Defence Force on full time duty;
 - d. approved dependants of personnel *of* a Defence Force of another country as in sub paragraph 192.11.b.; and
 - e. any other persons where special circumstances exist as agreed by the Commander PNG Defence Force.

Conditions for Indulgence Passages

192.12 The conditions under which indulgence passages may be granted are:

- a. Passage either for the forward or the return journey cannot be guaranteed. Indulgence Passengers must be prepared at all times if and when they are off loaded at any port or terminal for alternate arrangements.

b. Members are to wear uniform unless otherwise directed.

c. Female passengers understand that there are limited toilet facilities. Women who are up to seven and one half months pregnant are not normally carried in any service aircraft, but civil charter aircraft may carry women who are up to seven and one half months pregnant. An approval to travel given by the airline's doctor is necessary for women who are more than seven and one half months pregnant. In all cases of pregnancy, a doctor's certificate is to be carried which states the expected confinement date and whether the confinement is expected to be normal.

d. Children under the age of 16 years are to be accompanied by a parent or legal guardian under normal circumstances.

e. Indulgence passengers are to report to the movement officer at the point of departure one hour before the notified departure time.

f. A written undertaking in the form shown at Annex A, that no expense to the Government will be incurred, is to be lodged with and witnessed by the sponsor or one of his staff.

g. Passengers are to understand that no firm bookings on a particular aircraft can be given.

h. The indulgence passenger is to meet the cost of his own transport to and from the airport, any incidental expenses, plus any other expenses including food and accommodation.

i. During flight, the passenger understands that the aircraft captain has absolute authority over all occupants irrespective of rank or status.

192.13 Baggage Entitlement. The allowance for baggage is 20 kilograms for each passenger, adult or child.

192.14 Baggage Rules. The following rules apply:

- a. no individual item is to exceed 20 kilograms or 0.849 cubic metres;
- b. the container is to be proof against pilferage and damage by weather or rough handling;
- c. containers are not to be sewn in canvas or nailed down;

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- d. baggage is carried at the owner's risk, insurance is an owner's responsibility;
- e. containers are to be marked with service number, rank, name, 'PNG Defence Force' where applicable and the name of the airport of destination;
- f. when any battery powered electrical items are carried, the batteries are to be removed; and
 - g. cigarette lighters are to be checked by the movements officer to see if they are safe to be carried in the aircraft.

Annex:

- A. Waiver of Government Obligation to Meet Expenses.

ANNEX A : CHAPTER 1

WAIVER OF GOVERNMENT OBLIGATION TO MEET EXPENSES

I, *(Insert Full Name and Rank if applicable)*

declare that no expense to the Government of Papua New Guinea will be incurred
a result of my being granted an air indulgence passage from: s

to (Airfield/Port) (Airfield/Port)

(Signature of Passenger)

(Signature of Witness)

(Name of Passenger)

(Name of Witness)

(Date)

(Date)

CHAPTER 193

TRAVEL AT PUBLIC EXPENSE

General

193.1 Any member who is required to travel in the performance of his duty is entitled to travel at public expense. Where a member is required to pay all or part of his own fares for such travel, he is to be reimbursed the costs incurred, provided that:

- a. the cost exceeds 50t and the member produces a receipt; or
- b. when the cost is greater than K1.00, the member produces a receipt certified by the Force Paymaster that no ILPOC for travel was issued before he undertook the journey.

193.2 In addition, a member who is required to travel on duty may be entitled to meals, accommodation and other allowances as detailed in this Chapter and Chapters 20 and 27.

Applicants for Appointment or Enlistment

193.3 The reasonable cost of a prospective entrant's journey to the place of his interview and medical examination is to be at public expense. Similarly the cost of a journey to his place of entry or appointment after selection is to be at public expense.

193.4 If a prospective entrant is not entered immediately after his Interview and medical examination and returns to his home to await further instructions, the cost for transport to and from his home is to be at public expense subject to the consent of the approving authority.

193.5 If accommodation and rations cannot be provided by a service establishment during a prospective entrant's travel, and these are not included in the cost of the fare provided, then any reasonable cost of accommodation and meals is to be paid by the Defence Force.

Travel on Recreation Leave

193.6 Travel at public expense for recreation leave is authorized once in every two year period, normally two years from the date of previous travel on recreation leave. However, approval may be given for advance use of a member's next free travel entitlement when this is considered necessary for service convenience. The authority for advance use of next free travel entitlement is Chief of Personnel Headquarters PNG Defence Force (delegate DPS). A grant of Leave Free Travel is to be notated in 'the remarks column' of the member's Leave Record.

193.7 Annual Leave. Members may take annual leave with half the normal entitlement of two yearly leave travel costs and travelling time subject to the following conditions:

- a. members must pay half the travel posts in advance to the Receiver of Public Moneys before return tickets or warrants are issued
- b. the receipt number for the payment of half the travel costs are to be endorsed on the relevant movement documentation; and
- c. a grant of half Leave Free Travel is to be notated in the remarks column of the member's Leave Record.

193.8 Travel at public expense on Recreation Leave authorized in accordance with paragraphs 193.6 and, 193.7 is to include travel for the wife and family of a married accompanied member.

Emergency Leave

193.8 Where a member is granted Emergency Leave he may be entitled to travel at public expense. The authority in this case is Director of Transport and

Movement. Chapter 3 paragraphs 3.29 to 3.33 refer. Travel on Removal

193.10 A member entitled to a removal in accordance with the provisions of Chapter 194 is to travel at public expense.

Travel Overseas

193.11 A member required to travel overseas on duty is to travel at public expense.

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193.12 The allowances payable to a member travelling overseas, are detailed in Chapters 20 and 27.

Travel on Termination of Service

193.13 On termination of service, members are entitled to travel at public expense to the place at which they resided immediately before the start of their service, except as provided in paragraph 193.15.

193.14 After completing 20 years service, a member who terminates their service at the completion of an engagement, or at their own request, may elect to travel to any other locality in Papua New Guinea. Director of Transport and Movement Headquarters PNG Defence Force may authorize travel at public expense for a member and family in cases where the member intends to establish a permanent home in that locality.

193.15 Members who terminate their service at own request before they have completed not less than two years continuous service are not eligible for travel at public expense.

193.16 A member, who has his service terminated on disciplinary grounds, or for medical reasons caused by self-inflicted injury or illness, is to travel to his home village at public expense, together with his family if married accompanied. The method of travel is to be the most economical available and into include the cost of necessary meals and reasonable accommodation during the journey.

193.17 Travel overseas on termination of service at public expense is not to be authorized.

Class of Travel

193.18 When a member is entitled to travel at public expense, the method and class of travel is to be as follows:

- a. Within Papua New Guinea or between Papua New Guinea and Australia. When travel is entirely within Papua New Guinea or Australia the following classes apply:
 - (1) Colonel and above are to travel Business Class if available; and
 - (2) Lieutenant Colonel and below are to travel Economy Class.

- b. Other Travel Overseas. All members travelling overseas on duty to destinations other than Australia are to travel business class.

Baggage Entitlement

193.19 Travel on Posting or Removal. When a member has a removal entitlement in accordance with Chapter 194, the carriage of baggage in addition to the free allowance given by the agency may be authorized as follows:

- a. Air Travel. The additional entitlement is:
 - (1) 40 kilograms for a single or married unaccompanied member; and
 - (2) 75 kilograms for a married member accompanied by his/her family.
- b. Other Means. The approving authority may authorize the carriage of items urgently required ahead of the bulk of furniture and effects, at its discretion.

193.20 Travel on Duty. When travelling on duty other than posting, the entitlement and authority is:

- a. baggage in excess of that carried free by the airlines may be authorized by:
 - (1) the approving officer, when the nature of the duty or attachment warrants it, and the member will be absent from his normal place of duty for more than seven days - up to 5 kgs weight or one piece;
 - (2) Headquarters PNG Defence Force, in special cases - up to 10 kgs weight in addition to that authorized in 20.1. 1 above; and
 - (3) Headquarters PNG Defence Force in all other cases and for a movement overseas.
- b. When necessary, an approving officer may approve the carriage of official documents up to 5 kgs weight as excess baggage. Headquarters PNG Defence Force authorization is required for the carriage of documents exceeding this weight.

- c. Baggage allowances for members travelling under the auspices of the Defence Cooperation Program are contained in Chapter 20.

Illegal Use of Tickets or ILPOCS

193.21 No member is to use a ticket or ILPOC, which has been issued for authorized travel at public expense, for any purpose other than that for which it was intended. Should this occur the member is liable to pay the full cost of its value to the Defence Force and the person shall also be subject to disciplinary action. Unused tickets or ILPOCS are to be returned for cancellation or refund from the transportation agency concerned as appropriate.

Provision of Travelling Allowance

193.22 As stated in paragraph 193.2 an entitlement to travel whilst on duty may include an entitlement to travelling allowance. Where possible, accommodation and meals are to be provided at service establishments for single or unaccompanied members. In all other cases, arrangements are to be made for payment of account for meals and accommodation at hotels or motels from public funds.

Private Vehicle not Deemed Hire

193.23 When a member is entitled to travel at public expense and is authorized to use a private vehicle for such travel, the vehicle is not deemed to be hired for reward, and therefore not required to conform to the licensing and tax requirements for commercial vehicles. Additional insurance cover may be required when the vehicle is used on duty. It is the member's responsibility to check with his/her insurance company whether additional cover is necessary and to meet any costs involved.

Damage to Private Vehicles

193.24 When a member uses his private vehicle when travelling at public expense, the Defence Force is not liable for any damage caused to the vehicle in the course of the travel.

CHAPTER 194

REMOVALS

General

194.1 This chapter details the conditions governing the removal of members, the families and their household furniture and effects.

194.2 When a member becomes entitled to, a removal at **public** expense, he is to make application on the Removal Application/Approval (LT121). An approval covers the removal of an applicant's family, furniture and effects from his old station or home to his new station or home.

194.3 All removals are to be authorized by one of the approving officers listed in paragraph 194.4a. The written authority is to include:

- a. reference to the paragraph of this chapter under which the approval is given, and

- b. detail of the disturbance allowance entitlement.

Definitions

194.4 The following definitions apply throughout this chapter:

- a. 'Approving Officer' means the officer holding or from time to time performing, the duties of any of the following officers, and acting with the concurrence the Assistant Secretary, Finance and Programming:

- (1) the Commander PNG Defence Force;
- (2) the Chief of Logistics;
- (3) the Director of Transport and Movement; or
- (4) Unit Commanding Officer.

- b. 'Married Member' means a member who has entered into a contract marriage which is recognized under the Papua New Guinea Marriage Act 1963.

c. 'Family' means:

- (1) the member's wife, being a person to whom the member is married in accordance with the Marriage Act 1963
- (2) his children under the age of 16 years if they
are: (a) natural born of the member or his wife;
or
(b) legally adopted in accordance with the Child Welfare Act 1961 under the age of 16 years;
- (3) other relatives or persons who in the opinion of the Commander PNG Defence Force are wholly dependant upon and maintain by the member.

When records cannot establish the age of a child, a medical officer 1 to determine as closely as possible the year of birth. The day and month of birth are to be recorded as 1 February

- d. 'Furniture and effects' means those items which, in the opinion of the approving officer, perform a different function from the items provided at public expense in married quarters.
- e. 'Home' means the village at which the member has responsibility according to native custom.
- f. 'Approved Accommodation' means a married quarter or other accommodation approved by the Commander as suitable.
- g. 'Removal Agency' means the organization approved by the Headquarters PNG Defence Force to carry out removals for of the PNG Defence Force.

Removal Conditions

194.5 Married Member. A married member is entitled to a removal at public expense provided:

- a. each of these conditions is fulfilled:

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- (1) he has completed recruit training;
 - (2) he has been allocated approved accommodation in the new locality; and
 - (3) his family would be able to spend no less than 12 months in the new locality during the period of his posting;
- b. the removal is at the termination of the member's service: or
 - c. he is required to vacate or move into a married quarter for service reasons.

194.6 In emergency circumstances, a married member may be granted an advance of his next removal entitlement to return his family to his home, on the understanding that any further removal of his family is subject to the member having sufficient residual service to meet the conditions of paragraphs 194.5.a.(3).

194.7 Unmarried Member. An unmarried member may qualify for removal of his motor vehicle when posted if:

- a. each of these conditions if
 - (1) he is expected to serve in his new posting for a period of at least 12 months; and
 - (2) he has completed his first posting outside of recruit training; or
- b. the removal is at the termination of the member's service.

Removal Entitlements

194.8 Reposting, Discharge or Repatriation. Provided the member meets conditions for removal detailed in paragraphs 194.5 and 194.6, he is entitled to the following:

- a. removal by normal means of himself, his wife and family from his old station or home to his new station or home;

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- b. if the removal is effected by air, the removal of 75 kilograms of excess baggage is authorized for the member and his family. If the member travels unaccompanied, he is entitled to use up to 40 kilograms, and his wife and family are entitled to the balance of the total 75 kilogram for their removal;
- c. removal of approved furniture and effects from his old station or home to his new station or home, or loss of the sale of furniture as detailed in paragraph 194.13;
- d. if in possession of a private vehicle and it is road-worthy and registered at the time of removal, the loss on the sale as detailed in paragraphs 194.10 to 194.12 or the removal of the vehicle by the most economical means. This entitlement does not come into effect until the member's second posting arises and only then if the vehicle is co-located with the member at his old station.
- e. the removal of a boat and second private vehicle subject to the approval of CDF with the concurrence of the AS finance and Programming;
- f. reimbursement of expenses incurred by the member and his wife and family for reasonable overnight accommodation and meals during the removal;
- g. payment of disturbance allowance as per Annex A;
- h. vehicle allowance, as defined in Chapter 28 is payable when the member transports himself and his family from his old station or home to his new station or home by motor vehicle;
- i. insurance of furniture and effects at public expense except those items detailed in paragraph 194.22; and
storage of furniture and effects (except motor vehicles) when the approval restricts the removal of all of the furniture and effects to the new locality.

194.9 Death of a Member. The family of a deceased member is entitled to a removal as provided in paragraph 194.8.

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Loss on Sale of Vehicle

194.10. A member entitled to a- removal of his motor vehicle may elect to sell the vehicle and claim the loss on its sale.

194.11 If a member wishes to claim loss on the sale he is to:

- a. apply for loss on the sale in lieu of the removal of **his vehicle** when submitting his application for removal;
- b. if approval is given for the payment of loss on the sale, the **value** of vehicle is to be determined by an assessor, and the vehicle is then to be sold for the highest possible price; and
- c. the member is to submit details of the sale to the approving officer.

194.12 The approving officer, if satisfied that a fair price has been received for the vehicle, is then to authorize payment of the loss on the sale being the lesser of:

- a. the difference between the assessed value and the price obtained for the vehicle up to a maximum of K500.00; or
- b. an amount equal to the cost that would have been incurred if the vehicle had been removed.

Loss on Sale of Furniture

194.13 The same procedure applied for loss on the sale of furniture as that detailed in paragraphs 194.10 to 194.10.

194.14 The rate of payment for a loss on the sale of furniture is the lesser of:

- a. the difference between the assessed value and the price obtained for the furniture; or .
- b. an amount equal to the cost that would **have** been incurred if the furniture had been removed.

Method and Class of Travel

194.15 The method and class of travel determined by the approving officer is:

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- a. Method. The normal means of travel is by air: or road with travel by sea as the alternative. The method selected is to be the most economical available, subject to service convenience and efficiency.
- b. Class. The class of travel for all ranks and their families is to be the class provided by the transport agency providing the service.

Baggage Allowance

194.16 When the method of travel is other than by air, the baggage entitlement is that allowed by the transport agency.

194.17 When air travel has been approved, the carriage of baggage additional to the airline free allowance may be authorized by the approving officer up to a maximum weight as follows:

- a.. 40 kilograms for a single or married unaccompanied member; a
- b. 75 kilograms for a married member and his family.

Up to 40 kilograms of this allowance at sub paragraph 194.17.b. can be allocated to the member if he precedes his family and the remainder allocated to his family when they move.

Private Removals

194.18 Members are not to make private arrangements in anticipation of an approval for removal at public expense, unless authorized to do so by the approving authority. Expenses incurred in an unauthorized private removal will not be reimbursed.

Accommodation and Meals

194.19 When a member or his family are travelling on removal and are unable to use service facilities for accommodation and meals, the cost incurred for reasonable accommodation and- meals is to be met by the Defence Force. The latter procured at own costs, receipts are to be produced for reimbursements.

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insurance During Removals

194.20 The Defence Force accepts unlimited liability as determined, for loss or damage to furniture and effects. No premium is payable by the member. The Department of Finance through the Division of Supply accepts full liability for loss or damage to furniture and effects that may occur during a removal.

194.21 The period of indemnity extends from the time the consignment is accepted by the removing agency up to the time the goods are delivered to the destination residence.

194.22 Exclusion from Indemnity. The following items are not covered by the indemnity and any insurance premiums paid are not recoverable from the Defence

- a. motor vehicles;
- b. towed items;
- c. boats;
- d. technical failure of electrical and mechanical appliances unless they are prepared as follows:

- (1) Refrigerators. The motors must be bolted down to prevent movement. All foodstuffs, trays and crispers must be removed. The refrigerator must be defrosted and the inside dried. No removed articles are to be packed inside it.
- (2) Washing Machines. Owners are to ensure that the washing machine bowl and lid have been dried out. The wringer is to be removed and packed separately. Articles are not to be packed inside the washing machine.
- (3) Record Player or Radiogram. The pick-up arm is to be secured, the turn table tightened down, and all records

194.23 Dangerous and Inflammable Items. The member is to make his own arrangements if, in the opinion of the local representative of the removal agency, the removal of these items is likely to constitute a danger to the other items of furniture and effects being moved.

194.24 **Item Not Stored.** Foodstuffs, liquids, live ammunition, matches, acids inflammable materials are not to be placed in storage. If such action is taken, the Defence Force will not accept liability for loss or damage of these items during storage or transit. In addition, the member is liable for damage caused to other goods in store and for damage to the store, itself.

Removal Procedures

194.25 Application. Immediately a member becomes eligible, he is to submit Application for Removal LT121 to his unit. The unit is to submit two copies of the Application to. Headquarters PNG Defence Force Movement Agency. If the LT121- , is valid, .the PNG Defence Force Movement, Agency will with proper concurrence;. have the application approved and will distribute the copies of the Approval.

194.26 Action by the Member. On receipt of the approved Removal Approval, the member is to approach the PNG Defence Force Movement Agency representative in his area with a request for the number of packing crates and packing material he will need. These will then be requisitioned for and picked up from the Division of Supply Warehouse in the particular area concerned. It is stressed that it is the member's responsibility at all times to request the number of crates he thinks that he will require to pack his furniture and effects. It is also his responsibility to arrange transport through the PNG Defence Force Movement Agency in order to effect pickup of these crates from the warehouse. If specific size crates are required, ie, for packing of freezers the member is to inform the Movement Agency representative who will submit a PNG Government form TF a 'Requisition for Supplies and Services' to the local Public Works Department. The crates will then be made up according to dimensions supplied, delivery being effected as above.

194.27 Packing and Unpacking. It is the member's responsibility, in all cases t both pack and unpack his furniture and effects. Prior to uplift, however a Division f Supply representative may inspect such packing to ensure as far as possible, that o damage will be sustained during removal and that technical or electrical equipment is in a safe condition for movement.

194.28 Inventories. Having received crates for removal purposes, the member s to prepare inventories for the contents of each particular crate - six copies of the inventory are then to be submitted to the members unit for disposal as follows:

- a. one copy for his unit personal file;
- b. one copy for the member; and

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- c. four copies for the PNG Defence Force Movement Agency, Murray Barracks (sent by the fastest possible means).

194.29 Inventories are to be accurate and complete. The Division of Supply is not liable for any item lost or damaged during removal that is not included in the inventory.

194-30 When preparing inventories, the member is to observe the following:

- a. all items within each crate are listed;
- b. the dimensions of each crate are given;
- c. the individual cost price of all items is listed, including the year of purchase;
- d. the exact quantity of all items is shown; and listed under the heading 'Miscellaneous Items'.

194.31 Removal Pick Up. The PNG Defence Force Movement Agency on receipt of four copies of the inventory will submit three copies together with two copies of PNG Form S53 'Dispatch Authority' to the Division of Supply Headquarters requesting the date of uplift. If possible, this date will correspond with the date originally requested on the Application for Removal. The Division of Supply representatives in the various areas will contact respective PNG Defence Force Movement Agency representatives in these areas when the removal agency has been appointed and will confirm pick up times. This information will then be passed to the member.

194.32. Removal Delivery. The Division of Supply representatives in the various areas will notify the PNG Defence Force Movement Agency representatives in the areas once furniture and effects have arrived and will detail a time of delivery. The Movement Agency will then notify the member. Once unpacking has been completed by the member, he is to inform the Movement Agency who will arrange the pickup of the crates by the Division of Supply.

Claim for Loss or Damage

194.33 The member is to, by no later than 21 days, submit a report by letter to e. PNG Defence Force Movement Agency (Murray Barracks) if he has any claim for loss or damage.

194.34 This report showing details of the loss or damage must also have a copy of the inventory attached, with the respective items on the inventory marked. The PNG Defence Force Movement Agency will then submit the Report to the Division of Supply who will arrange for inspection of the goods.

194.35 The Department of Finance is responsible for adjustments of damage or loss by arranging for the necessary repairs to be effected or reimbursing against a claim for losses, after calculating depreciation values of the items concerned.

194.36 If a member is dissatisfied with the decision as to reimbursement amounts given by the Department of Finance, the only right of appeal that he has is by submission of a letter to the Defence Council. In all cases this appeal must be submitted first to his unit headquarters, who will forward it to Log Branch Headquarters PNG Defence Force for action. The decision made by the Defence Council as to the appeal will be final.

Removal of Private Vehicles

194.37 When a member has an entitlement for the removal of a vehicle at public expense, a freight warrant or bill of lading is to be issued for the transportation of the vehicle. The member is responsible for making all arrangements under guidance from PNG Defence Force Movement Agency. Approving authorities are to ensure that the most economical method of transport is used.

194.38 Incidental Expenses of Removing a Private Vehicle. In addition to the cost of transportation of a vehicle covered by a freight warrant or bill of lading, the costs of steam cleaning before shipment are chargeable to public expense. All vehicles are required to be steam cleaned. The Movement Agency will advise members on the procedures for arranging the steam cleaning.

194.39 **Insurance of Private Vehicles.** The Defence Force is not responsible for reimbursement of insurance cover during removal of private vehicles.

194.40 Procedures are as per Manual of Movements Chapter 36.

Repatriation Airfares and Baggage Allowance

194.41 In the case of repatriation due to retrenchment or redundancy, and, where physical transport is not provided by the Defence Force itself, a cash estimate to cover the cost of airfares and baggage may be payable to the member. This payment is to be made free of tax and is not to exceed the cost of the following:

- a. a single economy air fare from a commercial airport at the place of employment, to the airport nearest to the place of origin/permanent abode, for the member and authorized dependants;
- b. PIVIV and/or boat fares for the member and authorized dependants; and
- c. unaccompanied baggage charges to a maximum cost of 400 kilogram for married members and 200 kilograms for single members.

Annex:

ANNEX AT CHAPTER 194

RATES OF DISTURBANCE ALLOWANCE

1. The rates of Disturbance Allowance for members who have an approved removal entitlement are detailed below:

Value of Furniture and Effects K	Amount Payable K	
K1001.00 and Over	50.00	
K500.00 to K1000.00	30.00	
K201.00 to K500.00	20.00	
<u>K0.00 to K200.00</u>	10.00	

2. For the purpose of Disturbance Allowance, household furniture and effects excluding items of clothing, are defined as those articles normally required . domestically and owned by the member. Items such as garden tools, bicycles, sewing machines, washing machines and radios to a 'reasonable number are included.

3. The following are not considered when assessing the rate of disturbance allowance payable, boats, electric lights, motor vehicles, towed items, foodstuffs, animals, plants and birds, and any item which the member or his family carry with them as personal baggage during their travel on removal, which are not household effects.

CHAPTER 195

USE OF DEFENCE FORCE MOTOR TRANSPORT

General

195.1 This chapter details the policy for the use of Defence Force motor transport for other than official purposes. This chapter is to be read in conjunction with Manual of Movements Chapter 41 and Manual of Vehicle Operating Procedures

Approval for Use

195.2 The Commanding Officer of a unit is authorized, subject to the conditions of this chapter to approve the use of motor transport free of charge.

195.3 The purposes for which a Commanding Officer can approve the use of motor transport are detailed in paragraphs 195.5 and 195.6 below.

Restrictions

195.4 Defence Force motor transport is not to be used for recreational purposes or for the convenience of members or their dependants when suitable public transport services are available. Public transport is to be considered suitable if.

- a. the service operates within one mile of the unit and passes within one mile of the required destination;
- b. it is scheduled to arrive at the destination at a convenient time and no earlier than one hour before the required time; and
- c. it has the capacity to take the number requiring movement.

Motor Transport on Repayment

195.5 Payment, is to be made for each vehicle at the rates detailed in paragraph 195.7 below when Defence Force motor transport is used for the following purpose

- a. movement to and from duty of married members and of civilians employed by the Defence Force who are required to live out due to non-availability of accommodation within the unit area;

- b. movement of members for local leave purposes;
- c. movement of dependants on market trips;
- d. movement of member's children to and from school when the distance involved is greater than one mile;
- e. movement of members and dependants for attendance at religious services;
- f. movement of members and dependants for approved recreation purposes organized and controlled by the Defence Force;
- g. movement of stores for loan to civilian organizations or for use by the canteen organization; and

Motor Transport Without Charge

195.6 **Motor transport** is to be provided without charge when approved for the following purposes:

- a. movement of sporting teams, officials and spectators to sporting eve is controlled by the Defence Force;
- b. travel to and from duty of single members forced to live out due to single accommodation not being available in the unit area;
- c. movement of dependants and civilians employed by the Defence Form for necessary medical treatment;
- d. movement of visiting dignitaries; and
- e. other purposes as approved by Commander PNG Defence Force.

Rates

195.7 The rates chargeable for transport used on a repayment basis (paragraph 195.5 above) are detailed in the following table:

<u>Category</u>	<u>Vehicle Weight</u>	<u>Vehicle Types</u>	<u>Rate (t/km)</u>
Category A	Up to 1 tonne	Mazda 323 Bus/Van 6 seater Datsun Ute	6.5 t/km
Category B	1 to 2 tonnes	Hi-Ace buses Dyna trucks Land Rovers/Land cruisers 1 tonne C/L trucks	10.6ttkm
Category C	2 to 5 tonnes	2-3 ton trucks Isuzu 6x6 Buses on Heavy Chassis Wreckers Dump trucks Water trucks	20.5t/km

195.8 Where transport is provided on a regular basis for tasks involving a number of passengers, fares should be charged at the rate of repayment for the vehicles normally used divided by the average number of passengers. The rate to be charged for regular usage would be a flat nominal rate determined on the above basis.

195.9 Payment for regular travel should be made to the Area Cash Office on a periodic basis and passes may be issued on receipt of such payment. The Pa may be issued on a monthly basis or in the case of School Bus Passes, on a term basis.

195.10 Where transport is used to meet a special one time requirement, the rate to be charged should be based on the rate of repayment for the vehicle used by the number of kilometres traveled divided by the number of passengers carried.

Recovery of Charges

195.11 Commanding Officers are to nominate an officer to be responsible for the collection of money payable for the use of motor transport. This officer is to carry out the following duties:

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- a. arrange/supervise the collection of all money payable in accordance with the provisions of chapter;
- b. maintain a register as shown in Annex A recording all money collected; and
- c. present each working day to the receiver of public monies, all money collected.

Movement of Civilians

195.12 When civilians, including member's dependants and children are to be carried in Defence Force motor transport without charge, the relevant indemnity form is to be completed before movement. These forms are to be filled in unit headquarters:

- a. Indemnity Civilian Passengers PG19; and
- b. Indemnity Dependant Children PG18.

Annex:

- A. Motor Transport On Repayment - Record Book

CHAPTER 196

CUSTOMS AND QUARANTINE

General

196.1 Compliance with Customs, Quarantine and Immigration provisions is the responsibility of Commanding Officers and individual members. This subject is also reflected in Manual of Movements Chapter 6.

196.2 Defence Force members are to observe the Customs, Quarantine and Immigration provisions of PNG and any country they enter.

196.3 Customs, Quarantine and Immigration provisions concern the entry of personnel, personal effects and stores including but not limited to:

- a. Defence Force members and their dependants;
- b. animals, plants, food, firearms, motor cars;
- c. personal effects either carried with member or carried separately;
- d. Defence Force stores; and
- e. the arrival of ships, boats or aircraft of the Defence Force.

PNG Provisions

196.4 Headquarters PNG Defence Force is to promulgate information concerning PNG Customs, Quarantine and Immigration provisions. Particular reference is to be made to 'Duty Free' entitlements.

CHAPTER 197

REMOVALS AND STORAGE EXPENSES ON TRANSFER EITHER BY SEA OR AIR

General

197.1 This Chapter details the removals and storage expenses on transfer by or air of Defence Force personnel on long term courses or posted to countries outside of Papua New Guinea.

197.2 Where a member is appointed to a position in an overseas mission or post or transferred from one mission or post to another, or to Papua New Guinea, removal expenses shall be paid in accordance with the following paragraphs.

197.3 When a member is entitled to a removal to an overseas post the member and each member of the family over two years of age is entitled to an air baggage allowance as follows:

- a. Accompanied Baggage. An allowance of 30 kilograms including the normal airline free baggage allowance.
- b. **Unaccompanied Baggage.** An allowance of 15 kilograms of baggage in excess of the 30 kilograms may be sent as unaccompanied baggage.

The Department shall also pay a baggage allowance of the cost of 15 kilograms of excess baggage for each dependant child under two years of age for whom the airline grants no baggage allowance.

197.4 When proceeding on recreation leave from an overseas post a member and each member of the family over two years of age is entitled to an air baggage allowance of 30 kilograms including the normal airline free baggage allowance. No unaccompanied baggage costs are permitted for the purpose of travel on leave.

Course Conducted Under Australian DCP Arrangements

197.5 For members attending courses in Australia under the auspices of the Defence Cooperation Program baggage allowances are for travel to and from are detailed in Chapter 20.

Sea Baggage Entitlement

197.6 Subject to paragraph 5, **the following** limits will apply to the volume of personal and household effects (not to include furniture, motor vehicles, boats or engines) which members travelling on appointment, transfers, retirement or resignation will be permitted to ship at departmental expenses.

Entitlement	Cubic Metres	
	Unaccompanied	Accompanied
<u>Leaving PNG:</u>		
(1) All Members	2	4
(2) Each Child		1
<u>Returning to PNG or Direct Re a</u>		
(3) All Members	3	7
(4) Each Child		1
<u>Long Service Entitlement:</u>		
Members whose continuous overseas service exceeds four (4) years, excluding home leave, have an additional return entitlement of 0.5 cubic meters.		

197.7 Members wishing to ship with their official consignment a greater volume of effects than that authorized in paragraph 197.6, must confirm in writing, prior to shipment that they are willing to meet all excess costs. The costs of shipping goods in excess of the member's entitlement **will** be calculated on a pro-rata division of the total charges to packing, cartage, insurance and other expenses at the ports of departure and destination, and for sea freight.

Shipment of Personal and Household Effects

197.8 The Department shall refund to a member, or pay direct, the costs of:

- a. packing, freight, insurance and other personal and household effects within the limits prescribed in the table above;

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- b. unloading, delivery and unpacking of personal household effects and other unavoidable expenses upon a member's return to PNG, provided that no liability for storage will be accepted unless the member makes all necessary clearance and delivery arrangements within two weeks of the arrival of any effects.

197.9 Heads of Missions and posts may authorize that refund to a member or the direct payment of charge:

- a. in the case of a member arriving at the mission or post, unloading, delivery, unpacking, and storing of personal and household effects at the city of hosting for a maximum period of one month;
- b. in the case of an member transferring from the mission or post, cross posting or who has resigned, packing, freight, insurance and other unavoidable expenses incurred in shipping personal and household effects within the limits prescribed in the table above.

Shipment of Private Cars

197.10 The Defence Force will not be responsible for the shipment of private cars. Where a member is recalled to Headquarters, cross posted on transfer or on appointment, before expiration of his/her tour of duty at one post (that is three years) the Defence Force will reimburse the member any additional costs that the member may incur as a result of having to sell the car but not the cost of the shipment of the car to his/her new post. Reimbursement of these costs **will** be subject to production, of evidence such as receipts etc, all such cases must be subject to approval from Chief of Personnel.

Storage of Effects in PNG

197.11 Members proceeding on overseas posting may have personal and household effects packed and stored in Papua New Guinea at official expense. Members returning from posting may have their personal and household effects unpacked and stored for a maximum period of one month at official expense.

197.12 Personal and household effects will be stored at the Government Store. If for any reason space in the store is inadequate or unsuitable, application may be made to the Chief of Personnel for approval to store effects with a commercial storage company.

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197.13 The following items may not be stored at official expense:

- a. cars, motor cycles and motor scooters;
- . b. building materials;
- c. large workshop machinery;

- d. boats and canoes;

- e. wood, fuels and explosive or inflammable materials;

197.14 Members should arrange for insecticide treatment of their effects before these are placed in storage. The Defence Force will refund reasonable costs of such treatment.

197.15 Members must, prior to packing, prepare four copies of a complete, itemized inventory, for each container of the effects to be stored including a description of all effects and the value of each item at the time of the storage. One copy of the inventory should be retained by the member, one copy is placed on the member's personal file and two copies are to be forwarded to the PNG Defence Force Movement Agency for disposal as necessary. An inspection of the effect to be stored may be required by the Defence Force

197.16 Effects will not be, acceptable for storage or shipment unless each case or container is clearly marked with the member's full name and is professionally packed.

197.17 It **is** the responsibility of each member to arrange full risk insurance cover

for all effects being stored or in transit. Reimbursement will be made for such cover provided the value of the effects does not exceed K4,000.