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OIA-2023-4753

7 July 2023

[REDACTED]
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Dear [REDACTED]

I refer to your email of 15 June 2023 requesting, under the Official Information Act 1982 (OIA), the following:

I would like any documents, orders, policies, DFO's, or other information which sets out the eligibility criteria for persons enlisting into the Naval Reserves as a civilian, or from the fleet. Principally, I would like the document which best reflects what the Navy itself uses when considering those persons eligibility for enlistment.

Defence Force Order (DFO) 4 prescribes the New Zealand Defence Force policy for personnel administration. Section 7 of this DFO concerns the Reserve Forces. A copy is provided at enclosure one. Further detail concerning the Naval Reserve is covered by the Royal New Zealand Navy Administration Manual NZBR1, Chapter 11, Section 2. A copy is provided at enclosure two.

You have the right, under section 28(3) of the OIA, to ask an Ombudsman to review this response to your request. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that responses to official information requests are proactively released where possible. This response to your request will be published shortly on the NZDF website, with your personal information removed.

Yours sincerely

AJ WOODS

Air Commodore
Chief of Staff HQNZDF

Enclosures:

1. DFO 4, Section 7, The Reserve
2. NZBR 1 Chapter 11, Section 2

Section 7 The Reserve

Liability for Reserve

- 2.141. On release all Service members other than those specified in paragraph 2.143 of this Section are to be transferred to the Reserve of their Service. The period of liability is to be set by the respective single Service Chief with the following minimum periods:
- a. Less than 20 years service – four years.
 - b. Twenty or more years service – two years.
- 2.142 Service members who do not have a liability or whose liability has been terminated, may elect to transfer to or remain in the Reserve of their Service, if it is considered in the interest of the Service concerned. The relevant Service Chief will make a decision on a case by case basis for Service members up to the rank of Brigadier. For Service members above that rank the decision will be made by the CDF.

Exemptions

- 2.143 Service members in the following categories will not incur a reserve liability:
- a. Service members aged 60 years or over.
 - b. When dismissed or discharged from the Service.
 - c. Falling below the required medical standard prior to release from the Service.
- 2.144 Service members who have requested release due to pregnancy or for childcare purposes will be exempt from this liability for 52 weeks after release; at which time the liability will be deemed to resume.
- 2.145 Notwithstanding the period of liability set by the respective Service Chief, Service members on the Reserve will have their liability terminated when:
- a. Reaching age 60 years.
 - b. Sentenced to a period of imprisonment by a Civil Court.

Waiver of Reserve Liability

- 2.146 A waiver of Reserve liability may be granted by the relevant Service Chief on application by the Service member or ex Service member. Decisions are to be made on a case by case basis on compassionate grounds or where there are compelling personal circumstances.
- 2.147 Specific criteria for waiving in these circumstances include:
- a. Joining an overseas Defence Force, or other employment overseas or in New Zealand where this would be precluded if there was a Reserve liability in New Zealand; or
 - b. Where there is a serious health or other personal issue that would mean a Reserve liability would not be able to be activated; or
 - c. Where pregnancy or family-care responsibilities would be adversely affected if the Reserve liability was activated.
 - d. Other compassionate circumstances as determined by single Service Chiefs.

Administration

- 2.148 The Reserve will be administered by the respective single Service authority.

THIS DOCUMENT IS UNCONTROLLED IF PRINTED

Section 2 - Personnel Management and Administration

References:

- A. Defence Act 1990
- B. Naval Forces General Orders - Part 1, Chapter 6, Section 6
- C. NZBR 1 - Part 1, Chapter 5, Article 0506
- D. NZBR 8 - RNZN Officer Career Management Manual
- E. NZBR 38 - RNZN Ratings' Career Management Manual
- F. DFO 3 - NZDF Human Resource Manual
- G. DFO 4 - Defence Force Orders for Personnel Administration

1.11.16 Promotion and Posting Authority

The provisions for promotion and posting of officers are contained in Ref D. The provisions for promotion and posting of all ratings, including warrant officers, are contained in Ref E.

1.11.17 Personnel Reporting

- a. COs of units are to ensure personal reports are completed on all Ready Reserve (RR) personnel in their units in accordance with Refs D, E and B. A 'backward rating' report is to be raised in accordance with the provisions of Ref E on all ordinary ratings that have not achieved the requirements for promotion to able rank within two years of their entry into the NR.
- b. The ACN(P&T) is to ensure that personal records for naval reserve personnel are initiated or maintained as follows:
 - (1) **RNZNVR:**
 - (a) PDRs are to be completed for all RNZNVR personnel in accordance with Chapter 6, Section 2 of Ref D and Chapter 3 of Ref E.
 - (b) RNZN 264s are to be completed for all RNZNVR ratings in accordance with Ref C.
 - (2) **RNZN:**
 - (a) PDRs are to be completed for RNZN personnel on the following occasions:
 - (i) When requested by the reservist.
 - (ii) When the reservist has completed supplementation of more than 20 Reserve Days in one block and is likely to continue to supplement for a significant period throughout the reporting year.
 - (b) Alternatively, if the reservist completes supplementation on an ad hoc basis they, or their 1-up Manager, may request a summary of work and performance from the reservist's supplementation supervisor in a form that can be uploaded to the reservist's Career Development Plan (CDP). This ensures that a Record of Service is maintained without the requirement of PDR completion.
 - (c) 1-up Managers are to request CMs or Human Resource Service Centre delete PDRs that are not required, particularly for those reservists that have not contributed to the NZDF through either training, augmenting or supplementing.
 - (d) RNZN 264s are not required to be completed for RNZN ratings, unless occasions as noted in Ref B warrant completion of a report.

1.11.18 Recruitment and Enlistment

- a. Generally, there are three streams of entry into the NR, as follows:
 - (1) **Stream 1.** 'Ab initio' recruits who do not have transferable skill sets, and who require 'ground-up' training to become competent, will enter in Stream 1. These personnel will

complete the same initial five-week training period as RF personnel. Where practicable, individuals will be able to undertake some forms of additional training in smaller modules or through distance learning. Stream 1 personnel will augment at sea and ashore as required.

- (2) **Stream 2.** Specialist recruits are personnel with skill sets acquired in civilian life that are directly transferable to naval/NZDF competency requirements, or close to that ideal. Stream 2 may include, but is not limited to, doctors, lawyers, maritime experts, dentists, teachers, town planners, psychologists, public relations experts, photographers, TV camera operators, printers, tradespeople and chaplains. Maritime Trade Operations (MTO) officers and ratings will normally be recruited as Stream 2 recruits.
 - (3) **Stream 3.** Ex-RF recruits will generally be recruited into Stream 3. These personnel will normally retain the rank and branch status they held when they left the RF. In order to progress within their branch Stream 3 personnel are required to complete all RF career progression requirements.
- b. Instructions for the recruitment and enlistment of ab initio and specialist NR personnel are detailed in Ref F.
 - c. Entry into the NR of ex-members of the NZDF and other Commonwealth Forces and specialists will be subject to their meeting all entry criteria and at the discretion of ACN(P&T) in consultation with:
 - (1) the Commander Naval Officer Career Management (CNOCM) for officers; or
 - (2) the Commander Naval Rating Career Management (CNRCM) for ratings.
 - d. Regular Force personnel requesting seamless transfer to the NR with a medical grading less than A4G3Z1 are to be medically cleared to do so prior to any Offer of Service (OOS)/Revised Conditions of Service (RCOS) being given.
 - e. Ex-NZDF personnel who request to join the NR more than 12 months after their terminal date are to complete the full entry medical process prior to an OOS/RCOS being offered.
 - f. The Fleet Personnel and Training Organisation (FPTO) is responsible for processing the entry of ex-members of the NZDF and other Commonwealth Forces.

1.11.19 Engagement Length

The period of service in the NR is for a fixed length with right of release without prejudice at any time during that time in accordance with Ref A. Initial engagements for new recruits into the NR are normally to be a minimum of, but may be less than six years in duration in accordance with Ref C. Initial engagements for ex-members of the NZDF and other Commonwealth Forces, specialist officers and ratings, will normally be three years.

1.11.20 Overseas Employment

- a. Naval Reserve personnel seeking employment overseas (not including service with the NZDF) are to make formal application through the divisional system to ACN(P&T). The application is to specify the location, duration and type of prospective employment. Retention of NR personnel will be dependent upon the risks and sensitivities involved with the nature of the prospective employment and location. Where an application is not approved, the individual will be discharged (Category DJ2).
- b. The following actions are to be completed prior to departure from New Zealand in respect of all NR personnel intending to proceed overseas for employment purposes:
 - (1) Personnel are to be transferred to the Standby Reserve.
 - (2) All NZDF operational equipment and uniform, and all other issued items that the Service person is not entitled to retain, is to be returned.
 - (3) NZDF identification documents, ID card and tags, are to be returned to the reserve unit

as directed by the CNR.

- (4) Personnel are to be briefed that their status will be that of an independent civilian contractor and that there can be no recourse on the NZDF.
 - (5) Officers will be informed that they have no command authority under these circumstances.
 - (6) Any references provided to support an individual's employment application are to be limited to a personal testimonial detailing the Service member's character and suitability for civilian employment. It is not to identify the referee as a Service member, and Service letterhead is not to be used.
- c. Naval Reserve personnel employed overseas without having gained approval to do so in accordance with para a., will be discharged (Category DJ2).
- d. Regular Force personnel applying for transfer to the NR on release from the RF are expected to declare their intentions with respect to overseas employment during the transfer process, providing contact details and type of prospective employment during the transfer application process.

1.11.21 Secondment and Attachments of Naval Reserve Personnel to Foreign Forces

The rules for secondments and attachments of reserve personnel are contained in Part 11, Chapter 6, of Ref F; refer also to Part 1, Chapter 6, Section 4 of Ref B.

1.11.22 Recording of Personnel Data

All personnel data is recorded on the NZDF HR information management system. Any changes to personal particulars which cannot be made by the individual through 'self-service' access are to be forwarded with supporting documentation to the Human Resource Service Centre for recording in the NZDF HR information management system. Personal information to be recorded includes, but is not limited to, changes to the following:

- (1) name;
- (2) rank and seniority (including acting rank);
- (3) branch and trade;
- (4) qualifications (including courses and examinations, and applicable civilian qualifications);
- (5) current ship/establishment;
- (6) medical grading;
- (7) marital status and dependants;
- (8) terminal date;
- (9) efficiency assessments;
- (10) living and leave addresses;
- (11) next of kin information, including addresses; and
- (12) any other information alterations required by instructions contained in other publications.

1.11.23 Permanent Transfer Between Reserve Units

Applications for transfer between reserve units are to be forwarded through the divisional system to the appropriate career manager in the FPTO. The career manager is to initiate subsequent posting action. Once approved, personal files are to be forwarded to the receiving unit.

1.11.24 Transfer of Regular Force Personnel to the Naval Reserve

- a. Serving RF ratings may apply through normal Service channels to ACN(P&T) to transfer to the SR (RNZNR) in order to continue to contribute to the NZDF. Entry into the SR is subject to approval by ACN(P&T) in consultation with the relevant branch CPT. Once transfer is approved, the relevant career manager will raise an OOS in the RNZNR.
- b. Serving officers may also make application to ACN(P&T) through normal service channels. On receipt of an officer's application, CNOCM will, in consultation with the individual's career manager, provide a recommendation to ACN(P&T), and will raise an OOS where appropriate.
- c. Personnel transferring to the NR will normally do so in their current rank.
- d. The initial term of engagement will normally be three years, but the term will be arranged to align with the timing of Extension of Service Boards.
- e. Regular Force personnel who are unable to complete initial training due to medical or welfare issues that are expected to be resolved in a relatively short term, i.e. 12 months or less may be considered for transfer to the NR. Such transfers will require a recommendation from the Commander Leadership Development (CLD) and, where medical issues have impacted on the individual's ability to complete training, a Health Services Officer (HSO). Once cleared to continue initial training, individuals will be transferred back to the RF to continue training. Personnel whose issues are not resolved within a 12-month period are to be discharged from the NR following receipt of CLD's approval. Entry into the NR in these circumstances is to be managed as follows:
 - (1) RCOS/OOS is to be raised by either the CNOCM or the CNRCM as appropriate.
 - (2) Under these provisions and where practicable, personnel will normally be placed in the RR.
 - (3) Clarification on the conditions of medical release and medical treatment costs are to be provided to the Service person by the Naval Health Unit prior to their release from the RNZN and subsequent transfer to the NR.

1.11.25 Transfer to the Regular Force from the Naval Reserve

- a. NR personnel may request a transfer to an RF career in the NZDF. Officers are to apply through Service channels to their appropriate career manager, who is then to provide a recommendation on their transfer to ACN(P&T). Ratings are to apply through their divisional system to ACN(P&T). Where appropriate, previous service will be recognised and variations to standard training requirements may be applied. Transfer is to be made as seamless as possible and an OOS/RCOS as appropriate is to be raised by CNOCM or CNRCM.
- b. For RF commitments such as operations, tours of duty to the Antarctic, special projects, appointments or supplementation, NR personnel may also be transferred directly to the RF under the provisions of 'Seamless Arms Transfer'. Such transfers will be effected for a minimum period of 91 days up to a maximum of three years. However, approval can be given at single Service level for a minimum of 10 days for Force Extraction Teams. NR personnel transferred to the RF under these provisions are normally to be held against established RF posts and will be eligible for RF conditions of service. As such, they are liable for operational service in accordance with the exigencies of the NZDF.
- c. Transfer to the RF is limited as follows:
 - (1) Commodores and captains may only be transferred with the authority of CDF.
 - (2) Officers of commander rank and below and warrant officers may only be transferred with the authority of CN, who will determine rank, seniority and unit post for all officers of commander rank and below, and all warrant officers.
 - (3) ACN(P&T) is the approving authority for the transfer to the RF of NR personnel of CPO rank and below. CNRCM is to determine rank, seniority and unit post for all CPOs and

below.

- (4) All NR personnel are to meet all standard Fitness for Operational Service criteria prior to transfer; refer to Part 1, Chapter 7, Section 7 of Ref B.

1.11.26 Cancellation of Commission

- a. A submission for the cancellation of an officer's commission may be raised in accordance with the provisions of Chapter 2, Section 3 of Ref G for the following reasons:
 - (1) if the officer is adversely reported on;
 - (2) if the officer is convicted by a civil court for an offence that in the opinion of the CN renders their retention in the Navy undesirable; or
 - (3) the officer's services are, for any reason, no longer required.
- b. Officers whose commissions are cancelled cease to belong to the New Zealand Naval Forces and are to return their commissioning parchments to HQNZDF Navy, Attention: Director Coordination (Navy).

1.11.27 Medical Reporting to Naval Health Unit

It is important that the NZDF maintains an up-to-date medical file on every member of the Naval Reserve so that the Command may be advised on continuing fitness for employment, promotion and deployment. An individual is to complete a Form MD1205 - NZDF Health Declaration and forward it to the NHU in the first instance. Should further information or a medical examination by a medical practitioner be required, the individual may be required to have Form RNZN182 completed by a GP. When required Form RNZN182 is to be completed by the individual's GP and forwarded to Naval Health Unit Medical Records. This form is available at "Annex 11-A. RNZNVR/RNZNR Medical Reporting to Naval Health Unit".

1.11.28 - 1.11.35 Not Allocated

Section 3 - Release, Discharge or Dismissal

References:

- A. Defence Act 1990
- B. Civil Defence Emergency Management Act 2002
- C. DFO 3 - NZDF Human Resource Manual
- D. DFO 4 - Defence Force Orders for Personnel Administration
- E. Naval Forces General Orders

1.11.36 Release Categories

The release categories to be used in respect of members of the NR are as follows:

- (1) **(RA) Normal Release.** Normal release may be effected as follows:
 - (a) RA1 - transfer to the RNZN; or
 - (b) RA2 - completion of engagement; or
 - (c) RA3 - having given notice to release through submission of form MD717.
- (2) **(RB) Premature Release.** Premature release, where release is effected under the provisions s. 43 of Ref A despite liability for continuous service under s.39 of Ref A, may be effected during:
 - (a) a time of war or other like emergency; or
 - (b) any state of emergency declared under Ref B; or
 - (c) an actual or imminent emergency involving the deployment of members of the Armed Forces outside New Zealand.
- (3) **(RC) Deferred Release.** Deferred release, where a terminal date is deferred in accordance with s.39 of Ref A, may be effected as follows:
 - (a) **RC1.** Due to liability for continuous service during time of war or other like emergency or during any state of emergency declared under the Ref B release will be deferred until the end of the state of war or emergency.
 - (b) **RC2.** Due to liability for continuous service during an actual or imminent emergency involving the deployment of members of the Armed Forces outside New Zealand release will be deferred until the expiry of the period specified in the relevant proclamation from the Governor-General (including any lawful extensions), or until the emergency has passed, whichever is the sooner.

1.11.37 Applications for Release

- a. Application for Release from the RNZNR or RNZNVR are to be made iaw Ref C. Refer also to the HR Toolkit on the NZDF intranet.
- b. Officers and ratings who are released will normally incur a reserve liability and be released to the Inactive Reserve. Refer to Part 11, Chapter 8 of Ref C for detail on reserve liability obligations.
 - (1) Refer to Part 11, Chapter 8 of Ref C for detail on reserve liability obligations.

1.11.38 Discharge and Dismissal

- a. The discharge categories to be used for members of the NR are iaw Refs C and D.
- b. Refer to Part 1, Chapter 7, Section 9 - Leaving the New Zealand Defence Force and Chapter 11, Section 3 - Discharge and Dismissal of Ref E for approving authorities.

1.11.39 Authority to Approve

Refer to Part 1, Chapter 7, Section 9 – Leaving the New Zealand Defence Force and Chapter 11, Section 3 – Discharge and Dismissal of Ref E.

1.11.40 - 1.11.45 Not Allocated

Section 4 - Management of Reserve Days

Reference:

A. DFO 3 - NZDF Human Resource Manual

1.11.46 Allocation of Reserve Days

- a. 'Reserve Days' is the generic term used to describe each block of eight hours of duty that a member of the NR completes in order to undertake training, maintain skills, or contribute to the NR mission. Reserve Days usage/allocation is to be managed in accordance with para 2, with the aim of responsibly managing the NR personnel budget.
- b. In order to ensure that the NR operates within the personnel budget, the following allocation of Reserve Days is authorised and is not to be exceeded without the prior approval of ACN(P&T):

Commanding Officers of Reserve Units	80 days
Executive Officers/whole ship coordinators	50 days
Reserve national training coordinators	50 days
Ready reserve personnel	40 days
Standby reserve personnel	20 days

1.11.47 Reserve Day Usage

- a. RR personnel may utilise up to 20 Reserve Days only for divisional activities including parade/training nights, training weekends, annual training expeds, etc, and NZDF pre-approved assistance to, or attendance at, regional or local public image events. The use of Reserve Days for these purposes is to have the prior approval of the respective unit CO. It is noted that some personnel undergoing formal training and/or OJT may need to exceed their maximum allocation due to the length of the training period they are expected to attend, and this requires pre-approval by ACN(P&T) for each instance.
- b. Appropriate financial approval is required for 'supplementation' on any NZDF duties in order that the cost centre against which the supplementation occurs funds the individual's employment. This process will be administered by the relevant career manager, and applications for approval will be forwarded through the respective career manager to ACN(P&T) (in the case of RNZN duties), or other HQ (in the case of HQNZDF, HQJFNZ, NZ Army or RNZAF duties). Any uncertainty as to whether an individual's employment constitutes maintenance of skill or supplementation is to be addressed by the appropriate career manager.
- c. Reserve Days spent performing supplementation duties funded by other than NR cost centres count towards annual efficiency, but do not count against the Reserve Day allocation.

1.11.48 Guidance to Commanding Officers

- a. COs of all units are to have produced and implemented annual training/activity plans, and are also to ensure that all training carried out is aimed at achieving unit outputs. Unnecessary attendance by personnel at parade/training nights or training weekends is to be avoided, and weekly parade nights are to be restricted to those necessary to achieve the training outcomes. It is recognised that there will be instances that cannot be programmed such as unknown or unplanned visits by out of town dignitaries, leadership and other personnel, HMNZ Ships, or other events. It is accepted that these may require inclusion in the training/activity plan as they become evident. NR personnel pay includes travel time in accordance with Part 8, Chapter 4 of Ref A, which increases expenditure and Reserve Days usage. Fiscal responsibility is to be exercised at all times, particularly in the case of those personnel who travel long distances to attend activities/training. It is stressed that the maximum allocation of Reserve Days should not be considered a minimum target for personnel, and that the Reserve Days

target for annual efficiency remains at 20 days.

- b. COs are responsible for the maintenance of accurate training records for all NR personnel, including the timely and accurate completion of individual paysheets. COs are to use training and pay records to monitor Reserve Day usage, with assistance from the FPTO as necessary. Unused Reserve Days by an individual may not be utilised by other personnel who have reached their maximum allowance.

1.11.49 Participation at NZDF Sports and Adventure Training

- a. NR personnel are eligible for selection to participate in recognised NZDF sports or adventure training. Where the individual is RR, a recommendation from the individual's CO for attendance to be on NR pay is to be forwarded to ACN(P&T) before final selection is approved. COs are to take into account whether personnel have met the minimum fitness for service requirements and have made a recent contribution to the NR or NZDF in the preceding 12 months. Where the individual is SR, application is to be made to ACN(P&T) through the career manager.
- b. Time spent participating in sport will not count towards annual efficiency.

1.11.50 - 1.11.55 Not Allocated

Section 5 - Effective Training and Service

Reference:

A. DFO 5 - Defence Force Orders for Entitlements to Pay, Allowances and Expenses

1.11.56 Training Year

The Reserve Force (ResF) efficiency or training year has been adjusted over a number of years. The ResF training year is now aligned to the NZDF's fiscal year, running from 01 July to 30 June of the following year.

1.11.57 Annual Efficiency

- a. Annual efficiency contributes as qualifying time towards medallic recognition, the award of Good Conduct Badges (GCB) and seniority for promotion. In order to qualify for the award of an 'efficient' assessment NR personnel must have satisfied the following requirements:
 - (1) have completed not less than 20 days' effective service in the current training year; and
 - (2) satisfied ACN(P&T), through individual COs, that he/she has made a satisfactory contribution to the RNZN or NZDF during the training year.
- b. Where personnel are prevented from completing any period of qualifying service due to a personal injury by accident attributable to naval service, ACN(P&T) may approve an individual having completed the service requirement and assess them as 'efficient' for that year, providing all other conditions have been met.

1.11.58 Qualifying Effective Service

- a. The following activities may be counted towards effective service, in whole or in part:
 - (1) **Training, including:**
 - (a) initial training;
 - (b) individual professional or specialist trade training conducted within the NR unit or at an NZDF facility;
 - (c) unit scheduled weekend training;
 - (d) on job training;
 - (e) maintenance of skill-set or continuation training;
 - (f) approved distance education;
 - (g) organised unit physical training in order to maintain MSFT standard; or
 - (h) approved special training activities such as exercises or seminars.
 - (2) **Supplementation or Augmentation.** Including employment on duties within RF units as approved by individual career managers (prior to the duties being carried out).
 - (3) **Parades.** Conducted by individual Reserve units.
 - (4) **Other Parades.** Official participation in ANZAC Day parades, conducted by each unit, as prescribed by COs in accordance with the annual training plan.
 - (5) **Other Duties.** Other duties includes approved ceremonial duties and other duties approved by the ACN(Delivery).
- b. Non-effective service attracts entitlement to normal pay and allowances, but will not count towards annual efficiency. Non-effective service may include, but is not limited to:
 - (1) sick leave approved during any period of effective service;
 - (2) personal administration (e.g. completion of security forms, medical reviews, selection boards); and

- (3) approved participation in NZDF sport.

1.11.59 Less than 20 Days Effective Service

- a. Notwithstanding the above provisions, there may be instances when a total of less than 20 days effective service may still qualify an individual to be assessed as efficient for the current year, for example:
- (1) when compassionate circumstances prevented the individual's attendance at qualifying activities;
 - (2) when sickness or injury occurs during training and prevented attendance; or
 - (3) where there is insufficient time during the training year to complete 20 days effective service due to timing of enlistment, a Short Term Engagement (STE) or RF transfer (a STE is defined as a transfer to the RF for a period of less than 12 months' duration. Generally, an STE will be for specific service requirements, e.g. RF supplementation. The full period of RF service will not count as qualifying service for effectiveness or efficiency).
- b. Where there is insufficient time during the training year to complete 20 days effective service, or where leave of absence for a period of greater than 28 days has been approved, the following minimum number of days' effective service must be completed before an individual may be considered for the award of an 'efficient' assessment in that training year:

Months Available for Duty	Minimum Number of Effective Days' Service	Months Available for Duty	Minimum Number of Effective Days' Service
1 month	1 day	7 months	15 days
2 months	2 days	8 months	16 days
3 months	5 days	9 months	17 days
4 months	6 days	10 months	18 days
5 months	8 days	11 months	19 days
6 months	14 days	12 months	20 days

- c. NR personnel who qualify under the above provisions may request to be granted efficiency for that training year. The request is to be submitted in writing through normal Service channels and is to be accompanied by supporting documentation, including an indication by the CO as to whether or not the individual made a satisfactory contribution during the training year. The approving authority is ACN(P&T). Each case will be considered on its merits, with the reasons for approval or non-approval recorded on the individual's personal file. Requests of this nature are to be limited to two successive years.
- d. Once approved, the appropriate date is to be recorded in the NZDF HR information management system.
- e. NR personnel who complete less than 20 days effective service in any training year, and who are subsequently assessed efficient for that training year, may be entitled to partial payment of the Non-RF Gratuity in accordance with the provisions of Chapter 19 of Ref A.

1.11.60 Effective Service for Specified Duties

The following personnel may also be credited with effective service:

- (1) COs who conduct duties not included in training programmes; and
- (2) NR chaplains who officiate at divine services in NZDF bases or who undertake chaplaincy duties.

1.11.61 Non-efficient Personnel

If an individual does not contribute to the NR, the RNZN or the NZDF for a period of three years it is unlikely they will be considered for any further extension of service, and they will be released on reaching their terminal date.

1.11.62 - 1.11.99 Not Allocated

Annex 11-A. RNZNVR/RNZNR Medical Reporting to Naval Health Unit

RNZN 182
 (Rev 03/11)

RNZNVR/RNZNR MEDICAL REPORTING TO NAVAL HEALTH UNIT

SURNAME:		FORENAMES:		SERVICE NO:	DATE OF BIRTH:
ADDRESS:				TEL:	
WLV LPSRUWDQW WKDW WKLVRILFH PDLQWDLQV DQ XS-WR-GDWH PHGLFDO ILOH RQ HYHU\ PHPEHU RI WKH 51=195/51=15, VR WKDW ZH FDQ DGYLVH &RPPDQG RQ \RXU FRQWLQLQJ ILWQHVV IRU HPSOR\PHQW, SURPRWLRQ, DQG GHSOR\PHQW. 7R GR WKLVR, ZH QHHG LQIRUPDWLRQ IURP \RXU *3 ZKHQHYHU \RX KDYH D VLJQLILFDQWKHDOWK HYHQW. 3OHDVH PDNH VXUH \RXU *3/6SHFLDOLVW FRPSOHWHV WKLVRUP LI \RX KDYH DQ\ RI WKH IROORZLQJ:					7LFN DV DSSURSULDWH
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