



Headquarters  
New Zealand Defence Force  
Defence House  
Private Bag 39997  
Wellington Mail Centre  
Lower Hutt 5045  
New Zealand

OIA-2024-4950

// March 2024

[REDACTED]  
[REDACTED]

Dear [REDACTED]

I refer to your email of 7 March 2024 requesting '*copies of DFO 4 relating to CAT DF discharge and equivalent provisions for members of the Territorial*'. Your request has been considered in accordance with the Official Information Act 1982 (OIA).

Enclosed are relevant sections from two Defence Force Orders (DFOs): DFO 4 Defence Force Orders for Personnel Administration, and Stand Alone DFO (SADFO) 09/2014 Establishment of the Standby Reserve within the Active Reserve. Although the relevant section of DFO 4 references Regular Force members, the preface to DFO 4 states:

These orders apply to all members of the Regular Forces, **and where appropriate, to all members of the Territorial Forces** and Civil Staff of the New Zealand Defence Force.

The discharge processes in DFO 4 apply to members of the Standby Reserve as referenced in SADFO 09/2014 paragraph 12(e).

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](http://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. Sections from DFO\_4
2. Sections from SADFO 09/2014