

This leaflet has been prepared by the Defence Force Retirement and Death Benefits (DFRDB) Authority to provide information on the benefits available to members of the Defence Force who are retiring with an entitlement to retirement pay. The leaflet relates to benefits payable under the DFRDB Act 1973 and the information is based on the legislation as at 1 December 1981. Further information may be obtained from the Authority at the address and phone number provided at the back of this leaflet.

ELIGIBILITY FOR RETIREMENT PAY

2. The DFRDB Scheme provides retirement benefits to members of the Defence Force who, on retirement, have completed the minimum qualifying period of service. The scheme is essentially based on the concept of completion of years of service rather than age at retirement.

3. You will be eligible to receive retirement pay if you leave the Defence Force on grounds other than invalidity if you have:—

- completed 20 years effective service;
- completed 15 years but less than 20 years effective service and you have attained the retiring age for the rank held immediately before retirement; or
- completed a second period of service (or more) and prior to rejoining you had been in receipt of retirement pay, or a deferred benefit payable under either the DFRDB or the previous Defence Forces Retirement Benefits Scheme. (As special arrangements apply in these cases you should contact the Authority for advice if this situation applies to you.)

4. In general, effective service for retirement purposes is the total of all continuous full-time contributory service plus all periods of past service that you may have purchased.

WHAT YOU GET

5. Your rate of retirement pay is a percentage of your annual rate of pay at the date of retirement, the percentage being determined by your total completed years of effective service. The annual rate of pay is the maximum rate of pay for your substantive, provisional or probationary rank and, if appropriate, your pay level (where increments are provided it is the maximum of the salary range) plus service allowance if payable. The only exception occurs in the case of Chaplains where certain intermediate points have been set because of the long salary ranges which apply.

6. If you have made an election to have a reduction in pay disregarded for the purpose of benefits under the Scheme you should contact the Authority to ascertain the rate on which retirement pay will be assessed.

7. Table I setting out the percentages of retirement pay applicable to years of effective service and Table III giving two Retirement Pay Examples are at the back of this leaflet.

NOTIONAL RETIRING AGE (APPLIES TO OFFICERS ONLY)

8. If you are an officer and you have retired at your own request or you have been discharged on disciplinary grounds, and you have:—

- completed 20 years or more effective service; but
- you have not attained the notional retiring age designated for the rank held immediately before retirement,

then your **retirement pay entitlement (retirement pay not the percentage)** is reduced by 3% for each year that your age on retirement is less than the appropriate notional retiring age. The notional retiring ages applicable to Army Officers and equivalent ranks in Navy and Air Force are Major and below 42; Lt Colonel 45; Colonel and Brigadier 50; Major General 52; Lt General and General 55. Example 2 in Table III includes a notional retiring age adjustment.

DETRIMENT (APPLIES TO OFFICERS ONLY)

9. If you are an officer who, with effect from 1 October 1972, was transferred as an officer from the previous DFRB Scheme to the present DFRDB Scheme, then your rate of retirement pay available on retirement **may** be less than that which would have been applicable to you under the previous scheme. You may be 'in detriment' if you have attained the retiring age for rank held at 30 September 1972 or, under certain circumstances, if you retire to accept a resettlement opportunity or to meet the needs of service. Should you believe you might be 'in detriment' you should contact the Authority to ascertain the benefits and requirements.

10. If, on retirement, you have fulfilled the conditions for eligibility and you are in a detrimental situation you may elect, within 90 days after retirement, to receive retirement pay at the higher rate. An election may be made in writing but cannot be made any earlier than the day after your date of retirement. The election is conditional upon payment within that 90-day period of an additional contribution as determined by the Authority.

HOW TO APPLY FOR RETIREMENT PAY

11. Payment of Retirement Pay is generated by the Form DB9 'Application for Retirement Pay/Invalidity Benefits'. This form is generally completed about 4 weeks before discharge at parent units or at the

discharge centre/pay office. The form is sent from the unit or discharge centre to the Defence Force Pay Accounting Centre, Melbourne which will forward it to the Authority.

PAYMENT ARRANGEMENTS

12. Your first retirement pay cheque can be expected approximately 4 to 6 weeks after your official discharge date. In most cases payment of arrears from the day following retirement will be issued by means of a separate cheque. Payments are made fortnightly and may be paid direct to an account in your name, or to an account held jointly with your spouse, with:—

- most savings banks
- any trading bank (i.e. cheque accounts)
- an approved building society
- an approved credit union

or by cheque to your residential or postal address. Arrangements can also be made for payment overseas.

Please indicate your requirements on Form DB9 where applicable or by letter to the Authority.

13. Taxation deductions are made from fortnightly pension payments by the Authority's paying agents. The agents are the Department of Finance in Canberra and the Northern Territory and the Department of Social Security in the Capital City of each State. The agents will forward a group certificate at the end of each financial year.

COMMUTATION

14. If you are eligible to receive retirement pay you may elect, **within 12 months after your date of retirement**, to commute a portion of your retirement pay; that is, receive a lump sum prepayment of part of your future retirement pay. The maximum amount that you may commute is 4 times your annual retirement pay applicable at the date of retirement. Your reduced retirement pay following commutation is determined in accordance with your life expectancy on the date the election is received by the Authority. It should be noted that, in law, you are regarded as attaining a particular age on the day preceding the anniversary of your birth. The life expectancy factors are provided at Table II at the back of this leaflet. Examples of retirement pay and commutation are also provided at the back of this leaflet.

15. An election for commutation can be made on Form DB55A, which is available at your discharge centre/pay office, or by letter to the Authority. An election made, or received by the Authority, on or before your date of retirement is invalid.

16. Any outstanding DFRDB debt that you have on retirement e.g. shortfall in contributions, repayment of advance on gratuity, repayment for the purchase of past service may be deducted from the lump sum on commutation providing you elect for the lump sum within 90 days after retirement.

17. You are required by the Commissioner of Taxation to declare 5% of the gross amount of your lump sum in your income tax return for the year in which it is paid.

PAYMENT OF COMMUTATION

18. There are only 2 methods of payment available in respect of the lump sum. These are by cheque:—

- sent to your residential or postal address; or
- to you, care of your bank, building society or credit union manager. (You make the arrangements with the manager to credit your account.) If payment is required care of your 'bank manager' you should also request that the manager provide, to the Authority, written agreement of the arrangement.

19. In most cases the lump sum can be expected approximately 4 weeks after the election and relevant documentation e.g. Form DB9 and discharge advice, is received by the Authority.

20. A letter will be issued by the Authority with details of your entitlements and payment arrangements. The letter should be received prior to your first retirement pay payment.

PENSION INCREASES

21. Pensions payable under the DFRDB Scheme are increased in July each year based on the movement of the Consumer Price Index for the 12 month period ending March 31 of that year. The increase in the first year is on a pro-rata basis according to the number of months that you have been a pensioner.

YOU CAN APPEAL

22. If you are dissatisfied with a decision made by the Authority you can apply in the first instance to the Authority for the decision to be reconsidered. A request for the Authority to reconsider a decision should be made within 30 days after you have received advice of that decision and the grounds on which the request is being made should also be stated. Supporting evidence should be forwarded with, or as soon as possible after, your request.

23. If you are dissatisfied with the Authority's decision after reconsideration, you can apply to an independent body, the Administrative Appeals Tribunal, for a review of the Authority's decision.

GENERAL ENQUIRIES

24. If you have any enquiries concerning benefits payable under the Scheme please do not hesitate to contact the Authority on Canberra (062) 52-7911 or write to:—

The DFRDB Authority,
PO Box 22,
Belconnen, ACT, 2616.

You may also visit the Authority to discuss your entitlements and should you wish to use this facility the counselling officer is located on Floor 4a, Unit 1, Cameron Offices, Chandler St, Belconnen, ACT, phone (062) 52-6338. The counselling officer is also available to discuss benefits under the DFRDB Scheme at Resettlement Seminars for long term members of the Defence Force who are retiring. It is strongly recommended that you obtain information on your retirement benefit entitlements before committing yourself to a retirement date.

LEAFLETS

Other Leaflets available are:—

Widows', Widowers' and Children's Benefits. (If you are retiring with an entitlement to retirement pay and you are married, separated, divorced or in a de facto relationship you should obtain and read a copy of this leaflet.)

Preservation of Rights

New Entrants

Invalidity Benefits

TABLE I
PERCENTAGE OF RETIREMENT PAY APPLICABLE TO YEARS OF SERVICE

Total Number of Years of Effective Service Completed	Percentage of Pay at date of Retirement	Total Number of Years of Effective Service Completed	Percentage of Pay at date of Retirement
* 15	30.00	28	47.50
* 16	31.00	29	49.25
* 17	32.00	30	51.25
* 18	33.00	31	53.25
* 19	34.00	32	55.50
* see paragraph 3(b) (late entrants only)			
20	35.00	33	57.75
21	36.50	34	60.25
22	38.00	35	62.75
23	39.50	36	65.25
24	41.00	37	67.75
25	42.50	38	70.50
26	44.00	39	73.50
27	45.75	40	76.50
		or more	

TABLE II
COMMUTATION OF RETIREMENT PAY: EXPECTATION OF LIFE FACTOR

Age (in yrs) at date election received	Factor		Age (in yrs) at date election received	Factor	
	male	female		male	female
31	40.18	45.53	46	26.51	31.48
32	39.25	44.57	47	25.65	30.58
33	38.31	43.61	48	24.80	29.69
34	37.38	42.65	49	23.96	28.80
35	36.45	41.70	50	23.13	27.92
36	35.51	40.75	51	22.31	27.05
37	34.59	39.81	52	21.51	26.18
38	33.67	38.86	53	20.72	25.32
39	32.75	37.92	54	19.94	24.47
40	31.84	36.99	55	19.18	23.63
41	30.93	36.06	56	18.43	22.79
42	30.03	35.13	57	17.70	21.96
43	29.14	34.21	58	16.99	21.13
44	28.25	33.29	59	16.29	20.32
45	27.38	32.38	60	15.60	19.51

TABLE III
RETIREMENT PAY EXAMPLES

Example 1 is that of an Army Sergeant (equivalent Navy and Air Force ranks) who has completed 20 years of effective service at the age of 39. The salary used is that applicable as at 7 May 1981.

Rank	Sergeant
Salary (para 5)	\$16,811.00
Effective Service (paras 3 & 4)	20 years
Retirement Pay % (Table I)	35%
Retirement Pay Per Annum	\$ 5,883.85
Retirement Pay Per Fortnight	\$ 225.68
Commutation (para 14)	\$23,535.40
Age 39 Factor (Table II)	32.75
Reduction	\$ 718.64
Reduced Retirement Pay Per Annum	\$ 5,165.21
Reduced Retirement Pay Per Fortnight	\$ 198.12

Method of calculation used is:—

16,811.00 x 35%	\$ 5,883.85
5,883.85 x 4	\$23,535.40
23,535.40 ÷ 32.75	\$ 718.64
5,883.85 less 718.64	\$ 5,165.21
5,165.21 x 14 ÷ 365	\$ 198.12

Example 2 is that of an Army Major (equivalent Navy and Air Force ranks) who has completed 20 years of effective service at the age of 39. The salary used is that applicable as at 7 May 1981.

Rank	Major
Salary (para 5)	\$27,274.00
Effective Service (paras 3 & 4)	20 years
Retirement Pay % (Table I)	35%
Retirement Pay Before Reduction	\$ 9,545.90
Notional Retiring Age Reduction for Age 39 (para 8)	9%
Reduction	\$ 859.13
Actual Retirement Pay Per Annum	\$ 8,686.77
Commutation (para 14)	\$34,747.08
Age 39 Factor (Table II)	32.75
Reduction	\$ 1,060.98
Reduced Retirement Pay Per Annum	\$ 7,625.79
Reduced Retirement Pay Per Fortnight	\$ 292.50

Method of calculation used is:—

27,274.00 x 35%	\$ 9,545.90
9,545.90 x 9%	\$ 859.13
9,545.90 less 859.13	\$ 8,686.77
8,686.77 x 4	\$34,747.08
34,747.08 ÷ 32.75	\$ 1,060.98
8,686.77 less 1,060.98	\$ 7,625.79
7,625.79 x 14 ÷ 365	\$ 292.50



THE DEFENCE FORCE RETIREMENT AND DEATH BENEFITS SCHEME

Retirement Benefits

Further information is available from the Office of:
The Defence Force Retirement and
Death Benefits Authority
P.O. Box 22,
Belconnen A.C.T. 2616