

PERSONAL POSTING PREFERENCE FORM (PPP)

Completion Guide

Important Information

- This form is to be used by members of the RAAF Operational Reserve of the rank WGCDR and below only, and cannot be used by members of the Permanent Air Force or RAAF Standby Reserve. Members are encouraged to complete this form each year prior to 31 Aug. Any member can submit this form at any time to express their interest for a Band 1 position, or request posting to a Band 4 position.
- If a member is currently posted in a Band 2 or 3 position, this form **must** arrive at DP-AF by 31 Aug of the year prior to a member's Planned Date Out (PDO); for example if the member's PDO is on or before 01 Jul 12, they will need to complete this form. Failure to do so will normally result in the member being posted to a Band 4 position. If a member is unsuccessful in obtaining a posting of their choice or retaining their current position (in competition with other reservists), then the member would normally be posted to a Band 4 position.
- Any member who wishes to be considered for a Band 2 or 3 posting, regardless of their PDO, should complete this form, but it must arrive at DP-AF by 31 Aug prior to the 01 Jul postings of the following year.
- A member currently posted to a Band 1 position must complete this form at the same time as signing their final High Readiness Reserve Service Agreement (HRRSA). The date of posting to a new position (Band 1, 2, 3 or 4) will be the day after the HRRSA ceases.

Action Required

Complete this form electronically. Tabbing through the form is recommended.

1. The member must complete page 1, print and sign, then pass to their Section Commander. Alternatively, the member can fax, or scan and email the form to their Section Commander.
2. Page 2 is completed by the member's Section Commander and CO (or Deputy Director).
3. Once completed Unit Admin staff are requested to scan page 1 and 2 and email to afhqdgpers.dpreistry@defence.gov.au for DP-AF action. The email title must be in the format of 'PPP – [rank] [surname] [empl ID] [mustering/category] [unit] [reserve type]'. If this is not possible, fax to: (02) 612 78867, or send to: DP-AF registry R8-7-001, Russell Offices PO Box 7909, Canberra BC ACT 2610.

Note – the member is encouraged to contact their Personnel Manager to confirm receipt of the form.

Guide to Operational Reserve Bands

Band 1 – RAAFHRAR (RAAF High Readiness Active Reserve) or RAAFHRSR (RAAF High Readiness Specialist Reserve). If selected for a Band 1 position, the member must be Individually Ready within 30 days from the date of the posting advice ('Notice of Intent to Post'). Minimum days per financial year for efficiency purposes is 50 days (RAAFHRAR), or 7 days (RAAFHRSR). Tenure is normally for a period of 3 years. In the event of a 'Call Out'/'Call For', the member may have 0-28 days 'Notice to Move'. Refer to [DGPERS-AF Policy Directive No. 02/10](#) for further requirements.

Band 2 – RAAFAR (RAAF Active Reserve) or RAAF SR (RAAF Specialist Reserve). If posted to a Band 2 position, the member is to be Individually Ready within 90 days. Minimum days per financial year for efficiency purposes is 32 days (RAAFAR), or 7 days (RAAF SR). Tenure is normally for a period of 5 years. In the event of a 'Call Out', the member may have 29-90 days 'Notice to Move'.

Band 3 – RAAFAR (RAAF Active Reserve) or RAAF SR (RAAF Specialist Reserve). There is an Annual Health Declaration/Periodic Health Examination/SPEC Annual Health Assessment as well as training requirements. Minimum days per financial year for efficiency purposes is 20 days (RAAFAR), or 7 days (RAAF SR). Tenure is normally for a period of 5 years. In the event of a 'Call Out', the member may have 91-365 days 'Notice to Move'.

Band 4 - RAAFAR (RAAF Active Reserve) or RAAF SR (RAAF Specialist Reserve). There is an Annual Health Declaration/Periodic Health Examination/SPEC Annual Health Assessment as well as training requirements. Minimum days per financial year for efficiency purposes is 1 day. In the event of a 'Call Out', the member may have 12 months or more 'Notice to Move'. Tenure is normally for a period of 5 years. Members are encouraged to apply for open Band 1, 2 or 3 positions, or source 'project' work. Further information is available on the DP-AF website.

Note: [CAF Directive No. 10/11](#) details annual training/individual readiness requirements of the Reserves.

Further info, including how to contact your Personnel Manager, can be found on the DP-AF website:

<http://intranet.defence.gov.au/raafweb/sites/DP-AF/ComWeb.asp?page=188566>

PERSONAL POSTING PREFERENCE FORM (PPP)

Page 1 (Refer to Completion Guide)

PERSONAL DETAILS			
Name: <i>(Rank, Inits, Surname)</i>		Empl ID:	Mustering/Category:
Home ph:		Mobile:	Work ph:
Defence Email address:		Personal/Work Email address:	
Current Band:	Current Unit:	Home address:	

REASON FOR COMPLETING THIS FORM
<p>I wish to: <i>(select one or more boxes; if selecting more than one, list in order of preference)</i></p> <p><input type="checkbox"/> Be posted to Band 1 (High Readiness Reserve) position.</p> <p><input type="checkbox"/> Be posted from my current position. My preferences are below.</p> <p><input type="checkbox"/> Retain my current position.</p>

POSTING PREFERENCES		
<p><i>Note that where rank or category/mustering do not match, or if position location is not near your residential location, a posting will only be considered in exceptional circumstances based on capability requirements and will be of a limited tenure.</i></p> <p>Insert your preferences for band, location, and unit, in order of most preferred.</p>		
<table border="1"> <tr> <td>No. of days availability per FY:</td> <td>Band(s):</td> </tr> </table>	No. of days availability per FY:	Band(s):
No. of days availability per FY:	Band(s):	
Location(s):		
Unit(s):		

MEMBER COMMENTS	
<p><i>Include any relevant details, such as your availability (eg shift work, school holidays, regular specific days, block periods). If requesting Band 4, include the date you wished to be posted. If your requested location(s) is not your nearest military facility, provide an explanation. A résumé may be attached.</i></p>	
<p>I acknowledge that I am aware of the requirements of my requested band(s) and have read the 'Completion Guide'.</p> <p>Signature:</p>	<p>Date:</p>

PERSONAL POSTING PREFERENCE FORM (PPP)

Page 2 (Refer to Completion Guide)

RESERVE MEMBER DETAILS

Rank, Name & Empl ID:

CURRENT UNIT

Section Commander Recommendation & Comments

Signature:

Date:

Rank & Name:

Appointment & Unit:

Ph no:

Commanding Officer/Deputy Director Recommendation & Comments

Signature:

Date:

Rank & Name:

Appointment & Unit:

Ph no:

(DP-AF use only) Personnel Manager Comments

Signature:

Date: