


# Career Transition Assistance Application

• [PACMAN Chapter 2, Part 2 refers](#)

## Part A - To be completed by the member

Personal details						
Employee ID	Rank	Family name		Given name(s)		
Unit	Service	Rate, corps or mustering	Date of enlistment	Separation date		
Home phone number	Mobile phone number	Work number	Fax number	Years of service (Excluding NES)		
Email address		Separation type (Tick appropriate box)			CTA Level	
Mailing address for correspondence		<input type="checkbox"/> Own request <input type="checkbox"/> Medical <input type="checkbox"/> Other 			<input type="checkbox"/> CTAS Level 1 <input type="checkbox"/> CTAS Level 2 <input type="checkbox"/> CTAS Level 3	
		Specify				
Proposed separation field of employment			Previous recognised full time ADF service			
			Date from		Date to	

### Details of requested Career Transition Training (CTT), Career Transition Management Coaching (CTMC), On Job Experience (OJE), Approved Absence (AA), CV Coaching (CV) and Financial Counselling (FC).

Activity (CTT, CTMC, OJE, AA, CV, FC, travel)	Provider	Course name (CTT) or nature of experience (OJE)	Date from	Date to	Number of days Approved Absence (Not to exceed 23 days)	Cost (Including GST)

The member must provide a statement in support of this application. This statement must contain details of the member's post separation career aspirations, the essentiality of the requested training and any previous training and/or relevant experience. Essentiality relates to qualifications and training that reinforce a member's competitiveness within a broad employment spectrum; not to help with a specific job or employer. A member who has secured suitable employment is deemed to be successfully transitioned and has no entitlement to Career Transition Training.

Member's supporting statement

I wish to apply for Career Transition Assistance according to the above request. I have read and understood [PACMAN Chapter 2, Part 2](#). True and accurate supporting documents are attached.

Signature	Contact phone number	Date	<input type="checkbox"/> I have not secured suitable post separation employment.
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Please note, for benefits that incur Fringe Benefits Tax (FBT), the Reportable Fringe Benefit Amount (RFBA) of those benefits will appear on a members annual Payment Summary. The RFBA may affect some income-tested surcharges, liabilities and government benefits (eg Child support payments, Medicare levies etc). Members should be encouraged to seek financial advice and refer to Defence Tax Management Office (DTMO) and the [FBT Manual Chapter 16](#) to identify any financial impact of receiving benefits under CTAS.

**Part B - To be completed by the member's supervisor** (Forward to ADF Transition Officer for action and update of member's records)

This application is:

**Supported** (To release the member to undertake the applied for career transition activity)

**Not supported** (Please comment below)

Comments

Signature	Printed name	Rank	Phone number	Date
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**Part C - To be completed by ADF Transition Officer or DTSS** (If over Transition Officer delegation)

Previously accessed career transition activities

Yes  No

Description	Amount
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(Tick appropriate box)

<b>CTT</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<b>CTMC</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<b>OJE</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<b>AA</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not approved
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Amount	Amount	Number of days	Number of days
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<b>CVC</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<b>FC</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<b>Travel (CTA Level 3 only)</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not approved	<b>Eligible</b> <input type="checkbox"/> Approved <input type="checkbox"/> Not approved
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Amount	Amount	Amount	Amount
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Comments/decision brief

Signature	Printed name	Position number	Phone number	Date
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Application forwarded to MPAC-DS or administrative unit for FCT (Absence for Career Transition) information entered into PMKeyS

Entered into PMKeyS (CTAS panel)  ROMAN claim forwarded to ISIS for processing

Signature	Date
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Signature	Date
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**Part D - To be completed by the ADF Transition Officer (All CTT applications are to include the following documentation)**

**This form must be completed with the following details:**

- a.  The title of the course or the precise nature of the qualification sought
- b.  The overall duration of the training
- c.  Approved absence days *(if required)*
- d.  The total cost of the course, including the cost of each module
- e.  Information if compulsory manuals or text books are required
- f.  For CTA Level 3 members - travel costs *(if required)*
- g.  The GST component of the course costs

**The following should form part of the member's supporting statement:**

- h.  An overview of their working history, including a summary of their military and related training to date
- i.  The reasons for requesting the training, and reasons why they believe that their current level of training and experience is insufficient to gain employment in their chosen field
- j.  Explanation as to why the courses are essential and how they relate to any minimum qualifications prescribed by the relevant industry or licensing board
- k.  Details of any preliminary training already completed including any training sponsored under the Defence Assisted Study Scheme for career transition purposes
- l.  Detail any OJE or other courses of CTT for which the member has previously applied or intends to apply for
- m.  Explanation as to why this particular provider has been selected and why others *(where they exist)* could not satisfy the requirement

**Supporting documentation (Attachments):**

- n.  Separation confirmation/Copy of AC 853
- o.  Confirmation of MEC status
- p.  Goal 3 letter *(if applicable)*
- q.  Letter of offer *(OJE)*
- r.  PMKeyS CTAS panel printout
- s.  Information outlining the content of the course
- t.  Written quotation/Tax Invoice
- u.  Evidence demonstrating a firm commitment to employment or self employment in the field related to the required training
- v.  A letter, brochure or other information from the Registered Training Organisation
- w.  For CTA Level 3 members - A Travel Budget Calculator must be completed and should include costs for travel, accommodation and/or meals associated with the course. A PY 010 - *Cost Comparison - Duty Travel*, may also be required
- x.  For travel after 21 days and/or if the member does not have a Defence Travel Card, member must complete an AC 985 - *Claim for Travelling Allowance* and PY082 - *Travel Requisition/Order*.
- y.  For medical separations, a copy of the members Vocational Assessment (VOC)

# Career Transition Assistance Application

## Instructions

- [PACMAN Chapter 2, Part 2 refers](#)

The Department of Defence must abide by the principles contained in the [Privacy Act 1988](#). In accordance with the Information Privacy Principles (IPP) personal information collected on this form may be used by or disclosed to other persons within Defence or to other agencies where such use or disclosure is necessary. Defence will not use or disclose any personal information for other purposes without first obtaining consent. Defence may however be required to disclose personal information without consent if the disclosure is: required or authorised by law (including the [Privacy Act 1988](#)); required in order to investigate an unlawful activity; required by an enforcement body for investigative activities; or necessary to prevent a serious and imminent threat to a person's life, health or safety, or to public health or safety.

### Important

Some Career Transition Assistance Scheme (CTAS) benefits are subject to Fringe Benefits Tax (FBT) and are reportable on member's annual payment summaries. Reportable fringe benefits may affect various income tested Government benefits and surcharges and other liabilities such as child support payments. Members are advised to consult Centrelink, their tax agent/accountant, the Defence Tax Management Office (DTMO) and the Fringe Benefits Tax Manual Chapter 6 to identify the financial impact of receiving benefits under CTAS.

The approval of Career Transition Assistance Applications at the regional level is subject to the financial delegation limit of \$4,400 (Including GST) inclusive of all CTAS components (CTT, CTMC, CV coaching and financial counselling). Applications exceeding this amount will require the approval of the Executive Officer - Transition Support Services located within the Directorate of Transition Support Services.

- CTAS application should be forwarded to Transition Centre as soon as possible for consideration.
- In order for this application to be considered it is to be fully completed, include all relevant documentation and returned to your Transition Officer.

### Part A - To be completed by member

To be completed by the ADF member.

Details of request: Members are required to provide details of their Career Transition Assistance (CTA) request including:

- Activity
- Provider
- Course name or nature of experience
- Commencement and conclusion dates
- Cost

### Supporting statement:

Members are required to provide a supporting statement to support their applications for CTA. Members are to be aware that they are not automatically 'entitled' to CTA and must provide details of their post separation career aspirations, the impact of the requested training/benefit, any previous training and/or relevant experience.

### Attachments:

Members are requested to support their application by providing:

- Confirmation and/or copies of the AC 853
- Course literature (CTT)
- Written quotation (CTT, CTMC, CV and FC)
- Letter of offer (OJE)
- Confirmation of MEC4 status (Medical separations)
- Itinerary and costing of travel

### Part B - To be completed by the member's supervisor.

Supervisors are to confirm their support decision for the members CTA application. If the application is not supported, supervisors are to provide comment.

### Part C - To be completed by ADF Transition Officer or Executive Officer - Transition Support Services (Directorate of Transition Support Services)

ADF Transition Officer or Executive Officer - Transition Support Services are to indicate which components of CTA the applying member is approved to undertake.

Members are to be aware those applications above the \$4,400 (Including GST) regional delegation are required to be submitted through the ADF Transition Officer to the Executive Officer - Transition Support Services for approval.

On completion of Career Transition Assistance Application place on ADF Transition file.

### Part D - To be completed by the ADF Transition Officer, before an assessment can be made of the application.

Members are requested to provide the following information and supporting documents relevant to their application.