

TOTAL WORKFORCE SYSTEM GUIDE

ServeOn
your own terms

SERVEON YOUR OWN TERMS

Serve on your own terms with flexible service options.

You can find roles that align with your availability, preferred location, and skillset.

THE ADF TOTAL WORKFORCE SYSTEM:

- Meets the needs of individuals and of Army, now and in the future.
- Recognises transferable skills between civilian and military employment.
- Provides flexible career paths.
- Provides flexibility in workforce structures.
- Integrates part-time and full-time members into one Army.
- Sustains Army capability by attracting and retaining the right people.
- Supports diversity and inclusiveness within Army teams.
- Enables the rapid assembly of fit for purpose teams.

HOW DO I CHANGE SERCATS?

1 EXPLORE

Take the time to explore your employment options and what benefits apply to your chosen Service Category and/or Service Option. Search the following pages on the **intranet** or on **ForceNet**.

- MILPERSMAN Policy – Part 2 Chapter 5
- Career Management – Army
- ADF Total Workforce System

You can also find further information on the [Army website](#).

3 APPLY

Career Management - Army or your supervisor can support you in the process of connecting you with your preferred service category or service option. The TWS Roadmap (over page) can also be of help.

FLEXIBILITY IN THE WAY YOU SERVE

The ADF Total Workforce System (TWS) allows you to continue your career in Defence.

It offers you Service Categories (SERCATs) and Service Options (SERVOPs) so you can choose how you serve as a part-time or full-time member. These are described in further detail in the TWS Roadmap (over page).

IT'S YOUR CHOICE

You have options. As a part-time or full-time member you can use the SERCATs and SERVOPs to elect what pattern of service suits you, and when it suits you.

You can readily transfer between these patterns of service throughout your career.

This flexibility makes it easier for you to balance your work and personal aspirations without feeling like you need to jeopardise your civilian or military career.

2 DISCUSS

Arrange a time to discuss your aspirations and commitments with your supervisor. Your chain of command will support you through this process and may call upon your Career Manager for further assistance.

Army has a range of life-long career opportunities. You can serve on with your existing unit or current specialisation, or you can change any of these.

For further information and guidance submit [this form](#) to receive a phone call.

4 TRANSFER

A Career Management - Army staff member will inform you of the application outcome as soon as possible.

Once your application is successful, you will be onboarded into your new role.

TWS MEMBER BENEFITS

SERVICE		FULL-TIME WORKFORCE		PART-TIME WORKFORCE		INACTIVE
SERVICE CATEGORY		SERCAT 7	SERCAT 6	SERCAT 5	SERCAT 3	SERCAT 2
RENDER SERVICE		✓	✓	✓	✓	✗
LIABILITY FOR SERVICE		✓	✓	When called ¹		
IR REQUIREMENTS		✓	✓	✓	At Unit Discretion	✗
PATTERN OF SERVICE		Full-time	Agreed annually			✗
SALARY		Full-time salary	Pro-rated salary	Days served ²		✗
EXERCISE & OPERATIONS		✓	✓	✓	✓	✗
SUPERANNUATION		✓	✓	✗	✗	✗
TAX EXEMPT PAY		✗	✗	✓	✓	✗
HOUSING ASSISTANCE		OWN HOME	DHOAS ³			✗
		RENTING	Full entitlement	Entitlement ⁴	✗	✗
HEALTH & MEDICAL ⁵		Full entitlement		Reserve Assistance Program		✗
				Health Support Allowance		
LONG SERVICE LEAVE ⁶		✓	✓	✓	✓	✗
FLEXIBLE WORK		✓	✓	✓	✓	✗
CAREER MANAGEMENT		DOCM-A & DSCM-A		DROCM-A & DRSCM-A	DCWM-A ⁷	✗

¹ A member's liability to serve is defined IAW MILPERSMAN Part 2 Chap 5.

² Days served are paid IAW PACMAN Chap 3, Part 1B

³ DHOAS is subject to eligibility IAW PACMAN Chap 7, Part 3A

⁴ Housing contribution is calculated IAW PACMAN Chap 7, Part 6, Div 8, para 55

⁵ Health and medical allowances are subject to eligibility IAW PACMAN Chap 8, Part 10 and PACMAN Chap 4, Part 9, Div 3

⁶ Long Service Leave accrual for SERCAT 3,4,5 is subject to conditions IAW PACMAN Chap 5, Part 5, Div 3

⁷ Career Management for SERCAT 3 members is focused on placement into roles. Opportunities to present to promotion boards and advancement is limited.

HOW DO I FIND A ROLE?

You can find a role that suits your preferred pattern of service, location, and your skillset on **ForceNet** and **OneArmy.Potential**.

ForceNet is a Defence e-communication platform used to connect ADF member and their families with secure online communities. It is used as a job search platform and an information platform for trades and units.

Visit forcenet.gov.au

OneArmy.Potential allows you to unlock your potential.

The four easy assessments let you find and express your interest in roles and training opportunities tailored to you.

Visit army.potential.withyouwithme.com

To discuss SERCAT 5 Officer general enquiries and employment opportunities: drocma.registry@defence.gov.au

To discuss SERCAT 5 Soldier general enquiries and employment opportunities: drcsma.cagspt@defence.gov.au

For SERCAT 2 and 3 general and administrative enquiries: contingentworkforce.army@defence.gov.au

For all SERCAT 3 employment opportunities: serveon.army@defence.gov.au

TWS ROADMAP

In Army, **you** choose how you serve.

Explore your options with the Total Workforce System.

SERVOP C

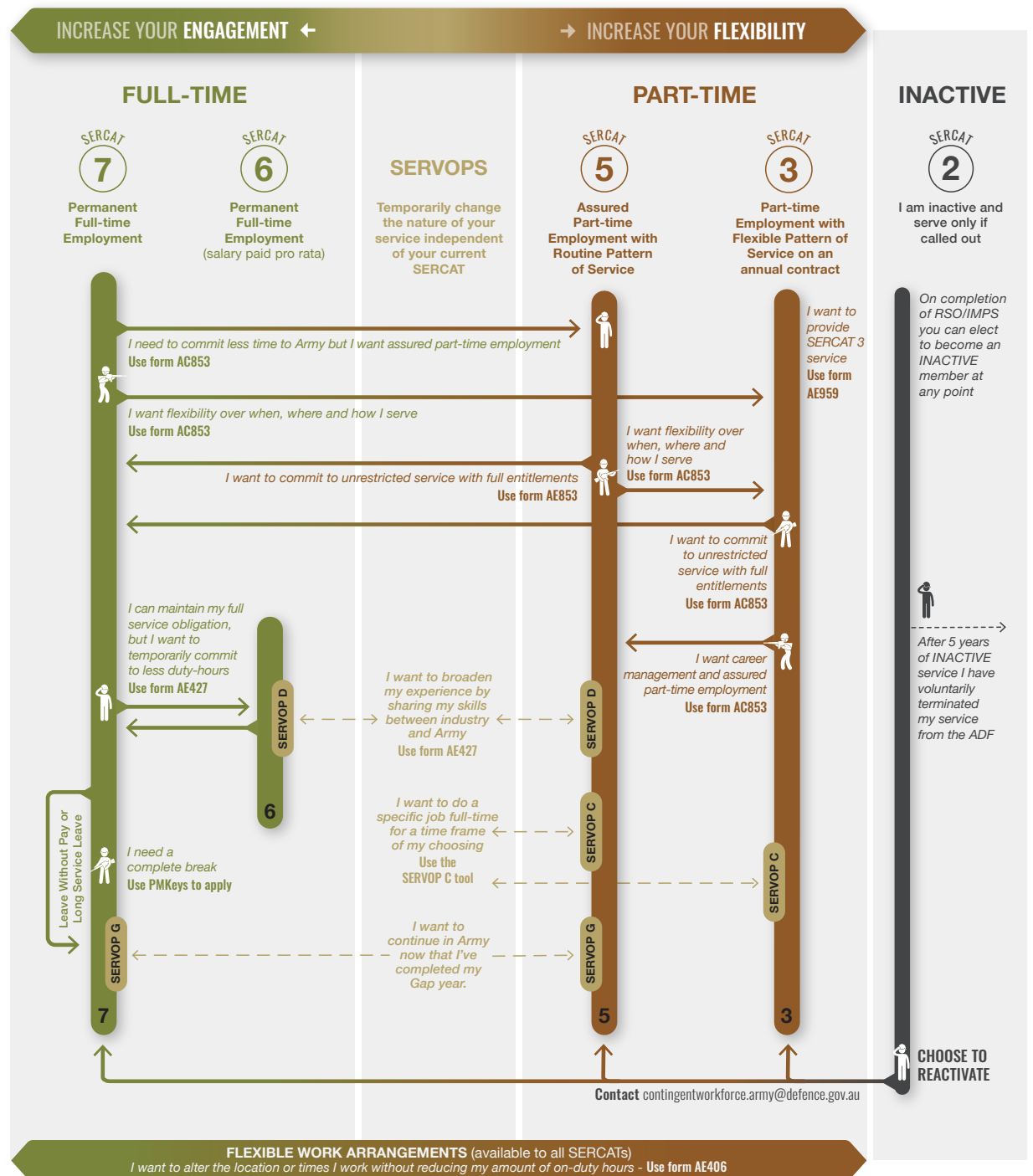
SERCAT 3,4 or 5 members rendering full-time service for a defined period of time. Members on SERVOP C are afforded the same conditions of service as SERCAT 7 members.

SERVOP D

Available to SERCAT 5 and 6 members who render part-time service while working for a civilian employer under a formal shared service/ employment agreement.

SERVOP G

Members of the ADF Gap Year program.



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