

## Chapter 6: Individual Readiness Requirements

### Overview

#### Introduction 9.6.1.

The New Zealand Defence Force (NZDF) is required by the Government of New Zealand to provide individuals and units/ships to meet contingencies within specified Degrees of Notice (DON). This Order provides the guidance and framework for managing the individual readiness of members of the Armed Forces.

Readiness, like combat viability, deployability and sustainment, is a component of operational preparedness. Therefore individual readiness needs to be applied within the context of the NZDF operational preparedness requirements.

The need for the NZDF to be able to deploy forces requires members of the Armed Forces to be at a level of individual readiness that allows them to deploy to conduct military operations. This ability is a fundamental component of military service.

This Order provides the minimum individual readiness requirements needed for operational preparedness.

#### Contents 9.6.2.

This chapter contains the following sections:

Section	Page
<a href="#">Section A: Background of the Order</a>	2
<a href="#">Section B: Individual Readiness Criteria</a>	6
<a href="#">Section C: Addressing Barriers to Individual Readiness</a>	15

## Section A: Background of the Order

### Overview

---

#### Introduction 9.6.3.

The ability of the NZDF to deploy forces in a timely manner is based partially on the individual readiness of members of the Armed Forces. Individual readiness involves members of the Armed Forces who have completed basic training for their Service meeting prescribed standards and is a combination of professional, military, fitness, trade skills, administrative and other personal requirements.

Members of the Armed Forces are responsible for meeting and maintaining those aspects of individual readiness that are within their ability to control. Commanders are responsible for providing the training, mentoring, coaching and development opportunities to prepare members of the Armed Forces under their command for their designated roles. Single Services are responsible for providing the resources and the strategic direction to units to enable them to carry out their primary functions.

---

#### Contents 9.6.4.

This section contains the following topics:

Topic	Page
<a href="#">Scope of the Order</a>	3
<a href="#">Intent of the Order</a>	5

---

## Scope of the Order

---

**Delegation**  
9.6.5.

Specific delegations are identified within the provisions of this Order.

---

**Application**  
9.6.6.

This Order applies to members of the Armed Forces as follows:

- (1) Members of the Regular Forces, at all times.
- (2) Members of the Territorial Forces:
  - a. in accordance with nomination requirements for operational deployments,
  - b. as detailed in exercise instructions, or
  - c. as required by Service Chiefs.

**Note:** this Order does not apply to members of the Civil Staff. Members of the Civil Staff who deploy are to meet those requirements for deployment as detailed in their individual employment agreement prior to their deployment.

---

**Effective date**  
9.6.7.

This Order is effective from 14 April 2011.

---

**Point of contact**  
9.6.8.

The Director of Human Resources Policy and Research, DHR is the point of contact for this Order.

---

*Continued on next page*

## Scope of the Order, Continued

---

**References**  
9.6.9.

This Order references the following:

- (1) [Defence Act 1990](#), ss37, 44, 55 and 56.
  - (2) DFO 3:
    - a. [Part 6, Chapter 1: Military Recruitment and Selection](#);
    - b. [Part 9, Chapter 11: Wills and Powers of Attorney](#);
    - c. [Part 11, Chapter 8: Departing the NZDF \(Military\)](#);
    - d. [Part 12, Chapter 6: Mental Health Strategy](#); and
    - e. [Part 14, Chapter 1: Identity Cards, Identity Discs and Passports](#).
  - (3) Deleted
- 

**Review date**  
9.6.10.

This Order will be reviewed by 14 April 2013.

---

## Intent of the Order

### Intent 9.6.11.

The intent of this Order is to ensure as many members of the Armed Forces as possible are ready to deploy in order to meet NZDF output requirements.

The impacts sought by this Order are:

- (1) to ensure members of the Armed Forces achieve and maintain individual readiness, and
- (2) the number of members meeting their individual readiness requirements is maximised leading to unit/ship readiness within designated DON and required Level of Capability (LOC).

### Principles to apply 9.6.12.

The following values and principles apply:

Principle	Application
Commitment	Members of the Armed Forces ensure that readiness requirements are achieved at the earliest opportunity.
Simplicity	Management processes and individual requirements will be clear and simple to apply.
Accountability	Commanders enforce standards where individual members of the Armed Forces fail to accept their responsibilities.
Transparency	Criteria to be achieved and maintained are clear and easily understood. Where exceptions are made, the decisions are clear and easily understood.

## Section B: Individual Readiness Criteria

### Overview

---

**Introduction**  
9.6.13.

This section explains the different levels of readiness and gives details of the criteria on which individual readiness is based.

---

**Contents**  
9.6.14.

This section contains the following topics:

<b>Topic</b>	<b>Page</b>
<a href="#">Levels of Readiness</a>	7
<a href="#">Timing</a>	9
<a href="#">Documentation</a>	10
<a href="#">Records and Availability</a>	11
<a href="#">Training</a>	12
<a href="#">Fitness Standards</a>	13
<a href="#">Command Clearance</a>	14

---

## Levels of Readiness

---

### Definition of individual readiness 9.6.15.

Individual readiness is defined as a level of individual preparedness for deployment.

It is characterised by:

- (1) there being no administrative barriers to the deployment of a member of the Armed Forces (including timing, documentation, records and availability)
  - (2) the member of the Armed Forces achieving the required level of individual training
  - (3) the member of the Armed Forces maintaining the required level of fitness, and
  - (4) the member of the Armed Forces being command cleared for deployment.
- 

### Readiness levels 9.6.16.

On posting to a unit/ship, members of the Armed Forces are to be initially categorised as being at one of four readiness levels:

Readiness Level	Description
1	There are no impediments to short notice deployment.
2	Administrative or command issues need resolving but readiness can be achieved within response times.
3	Ability to deploy is limited by factors that prevent readiness being achieved within response times. <b>Note:</b> these members could still be required to deploy.
Not deployable	Impediment(s) to ability to deploy.

By the last day of each month, COs are to have reviewed and recorded on SAP HCM any changes to the readiness level of members of the Armed Forces under their command.

**Command Guidance:** as many members of the Armed Forces as possible must attain Level 1 or 2 readiness within their unit/ship's DON.

Where individuals do not manage the aspects of readiness that are within their control or do not appropriately escalate those which are not appropriate corrective actions should be taken.

---

*Continued on next page*

## Levels of Readiness, Continued

**Criteria**  
9.6.17.

Individual readiness is based on 19 criteria, grouped as follows:

Type	Criteria
Timing	(1) Age (2) Deferred Release
Documentation	(3) Citizenship (4) Passport (5) Security clearance (6) Licences
Records and Availability	(7) Status of personal records (8) Individual availability
Training	(9) Personal weapon proficiency (10) LOAC (11) Trade/specialisation qualification(s) (12) IEDAT Level 1 (13) MJTP (14) SERR
Fitness standards	(15) Physical (16) Medical (17) Vaccinations (18) Dental (19) Drug testing
Command Clearance	Command issues

**Degrees of notice**  
9.6.18.

DON will vary depending on the employment context and the role for which units/ships of the Armed Forces are to be deployed.

DON may be affected by operational or other contingencies outside NZDF's control. Some members of the Armed Forces may be required to deploy within response times shorter than the DON applicable for any particular employment context.

**Command Guidance:** individual readiness is predicated upon the current employing unit/ship's DON.

**Criteria details**  
9.6.19.

Policy for each of the individual criteria is set out in the topics that follow.



## Timing

---

**Age**  
9.6.20.

Members of the Armed Forces under 18 years of age are not to be deployed on:

- (1) active service in New Zealand or overseas, or
- (2) operational service outside New Zealand.

**Refer:** [Defence Act 1990](#), s.37 and s.44.

---

**Deferred Release (Category RC)**  
9.6.21.

Members of the Regular Forces serving overseas, or who are under less than 3 months' notice to serve overseas, may be required to serve beyond the requested release date or expiry date.

Where it is identified that the requested release date or engagement expiry date of a member of the Regular Forces will occur during a period of overseas service or within the post-deployment administration period following his or her return to New Zealand (RTNZ) from overseas service, one of the following is to occur:

- (1) the individual is to be considered for an extension of service by his or her respective Service, or
- (2) where an extension of service is not offered, the member is to be subject to the deferred release provisions.

**Refer:** [Defence Act 1990](#), s.55 and s.56 and [DFO 3, Part 11, Chapter 8](#) *Departing the NZDF (Military)*.

---

## Documentation

---

### **Citizenship** 9.6.22.

Members of the Armed Forces being considered for deployment should be New Zealand citizens.

If the deployment of a non-New Zealand citizen is necessary, a waiver should be sought from COMJFNZ.

Where a non-New Zealand citizen is required for a deployment where it is not appropriate to issue a waiver, and for which New Zealand citizenship is deemed essential, a case will need to be made to the Minister of Internal Affairs through the Department of Internal Affairs for urgent citizenship consideration. Such applications are to be made by COMJFNZ through CDF. Should application for urgent citizenship be denied, then the deployment of the individual concerned is to be reviewed.

**Refer:** [DFO 3, Part 6, Chapter 1](#) *Military Recruitment and Selection* and [Part 14, Chapter 1](#) *Identity Cards, Identity Discs and Passports*.

---

### **Passport** 9.6.23.

Members of the Armed Forces are to have or be able to obtain a current valid passport.

**Non-New Zealand Citizens:** HQ JFNZ is to provide the travel documents for members of the Armed Forces who do not hold New Zealand citizenship and for whom the citizenship waiver has been obtained.

**Command Guidance:** consideration should be given to the replacement of a passport where that passport contains a visa for a country that may impede or severely restrict the ability of the member of the Armed Forces to travel.

**Refer:** [DFO 3, Part 14, Chapter 1](#) *Identity Cards, Identity Discs and Passports*.

---

### **Security clearances** 9.6.24.

Members of the Armed Forces are to hold a security clearance appropriate for their appointment, rank and trade or branch.

---

### **Vehicle licences** 9.6.25.

Vehicle licences or qualifications required (including driver licence or similar) are to be current and appropriate for the appointment and role.

---

## Records and Availability

---

**Status of  
personal  
records**  
9.6.26.

The CO is to ensure that personal records for members of the Armed Forces are to be kept up to date.

---

**Individual  
availability**  
9.6.27.

Members of the Armed Forces should be deployable at any time. At a minimum, a member of the Armed Forces should be able to achieve deployability standard within his or her designated unit/ship's DON.

---

## Training

---

### Weapon proficiency 9.6.28.

Members of the Armed Forces are to be tested and certified as having passed their single Service personal weapon handling tests and single Service weapon qualifications prior to attending OLOC PDT.

**Note:** Additional operation-specific requirements are to be addressed through selection and OLOC training.

---

### Improvised Explosive Device Awareness Training 9.6.29.

Members of the Armed Forces are to have completed Improvised Explosive Device Awareness Training (IEDAT Level 1) prior to commencement of OLOC PDT.

---

### Laws of armed conflict 9.6.30.

Members of the Armed Forces are to have qualified on the Law of Armed Conflict (LOAC) Level 1.

---

### Trade or employment qualification 9.6.31.

Members of the Armed Forces are to have a current endorsement for employment areas or trades where regular assessment is required to maintain a qualification.

---

### Military Justice Training Programme 9.6.32.

Members of the Armed Forces are to have completed the appropriate level of Military Justice Training Programme (MJTP) for their rank and position held, or position likely to be held if deployed.

---

### Sexual Ethics and Respectful Relationships 9.6.33.

CDF has directed that Sexual Ethics and Respectful Relationships (SERR) training (or its equivalent) is a requirement to be fit for operational service (FFOS) for any deployments under the Command of COMJFNZ. Any individuals unable to comply with the SERR training requirements are to seek a waiver from the approving authority through their Command prior to deployment.

**Approving Authority:** Regional Sexual Assault Prevention and Response Advisor (SAPRA) or National Prevention and Response Manager.

---

## Fitness Standards

---

### **Fitness tests** 9.6.34.

As a minimum, members of the Armed Forces deploying on operational service are to have met their single Service fitness standards before commencing PDT.

---

### **Medical** 9.6.35.

Members of the Armed Forces deploying on operational service are to have met the NZDF medical fitness criteria detailed in [DFO 18 Defence Force Orders for Health Services](#), Chapter 2 *Health Service Delivery*, and are to be medically fit prior to deployment.

**Command Guidance:** in addition to medical clearance, commanders are to ensure psychological readiness to deploy is monitored in all members of the Armed Forces as outlined in DFO 3, Part 12, Chapter 6 *Mental Health Strategy*.

**Refer:** DFO 3, [Part 12, Chapter 6 Mental Health Strategy](#) and [Part 14, Chapter 1 Identity Cards, Identity Discs and Passports](#).

---

### **Vaccinations** 9.6.36.

The vaccinations for members of the Armed Forces are to be maintained according to the NZDF Vaccination Schedule.

Additional vaccinations may be required for specific deployments.

---

### **Dental** 9.6.37.

Members of the Armed Forces deploying on operational service are to have met the NZDF dental fitness criteria detailed in [DFO 18 Medical and Dental Services](#), Chapter 2 *Health Service Delivery*, and are to be dentally fit prior to deployment.

---

### **Waiver of fitness standards** 9.6.38.

COMJFNZ may vary or waive the above required fitness standards, based on the nature of the deployment and projected role that the member of the Armed Forces is being considered for.

---

### **Drug testing** 9.6.39.

**Refer:** DFO 3, Part 12, Chapter 7 *Substance Misuse – ‘Pre-deployment Testing’*.

---

## Command Clearance

---

**Introduction**  
9.6.40.

Command issues are to be factored into any decision to deploy or not deploy a member of the Armed Forces.

---

**Factors to consider**  
9.6.41.

Factors to consider are those affecting members of the Armed Forces or their families. These may not be reflected in their personal or medical records, and may include:

- (1) compassionate matters
  - (2) medical problems
  - (3) legal issues (including disciplinary issues)
  - (4) financial issues
  - (5) mental health issues
  - (6) addiction or substance misuse
  - (7) family or relationship issues
  - (8) residual capability
  - (9) performance issues or formal warnings
  - (10) court-ordered loss of driver licence, or
  - (11) restriction on handling firearms.
- 

**Responsibility of members of the Armed Forces**  
9.6.42.

Members of the Armed Forces are to notify their CO without delay of any personal issues that may impact on their ability to deploy. This includes any restrictions imposed on them through the New Zealand Legal System (including the New Zealand Police or other such agency) that impacts on their employment or their ability to carry out their full duties.

---

**Update SAP HCM**  
9.6.43.

It is to be recorded in SAP HCM where a member of the Armed Forces is not command cleared for deployment. This decision is to be reviewed monthly in accordance with [Levels of Readiness](#) policy in this Order.

---

## Section C: Addressing Barriers to Individual Readiness

### Overview

---

**Introduction**  
9.6.44.

This section outlines the responsibilities of members of the Armed Forces and commanders when there are barriers to a member achieving a readiness level of 1 or 2.

---

**Contents**  
9.6.45.

This section contains the following topic:

Topic	Page
<a href="#">Barriers to Individual Readiness</a>	16

---

## Barriers to Individual Readiness

---

**Introduction**  
9.6.46.

A barrier to individual readiness is any event or situation either temporary or permanent that adversely impacts on the ability of a member of the Armed Forces to deploy.

---

**Barriers to individual readiness**  
9.6.47.

Members of the Armed Forces are to report all barriers to individual readiness to their CO as soon as they become apparent.

Members of the Armed Forces are to resolve any barriers within their control as soon as practicable and update their CO on at least a monthly basis of their progress.

---

**Members of the Armed Forces under training**  
9.6.48.

In accordance with single Service training requirements, members of the Armed Forces under training specific to trade and rank may be exempted from meeting some or all individual readiness requirements at the discretion of their commander or relevant single Service training authority.

An exemption for training reasons:

- (1) is to be recorded on SAP HCM, and
  - (2) is to note the length of the exemption.
- 

**Service needs take precedence**  
9.6.49.

Nothing in this Order limits the Crown in determining the deployment and disposition of the Armed Forces.

An exemption to a barrier to individual readiness may be granted.

Barriers may be overridden at any time at the discretion of the single Service, Command or COMJFNZ.

Where an exemption is cancelled, it is desirable to give no less than three months' notice.

---

*Continued on next page*



## Barriers to Individual Readiness, Continued

---

**Inability to  
maintain  
individual  
readiness**  
9.6.50.

Where members of the Armed Forces are assessed as being unable to maintain individual readiness for reasons within or beyond their control, their continued service is to be reviewed in accordance with these Orders at [DFO 3, Part 11, Chapter 8 \*Departing the NZDF \(Military\)\*](#).

In the context of this provision, 'unable to maintain' means that the member of the Armed Forces is 'not deployable' and has been or is likely to be 'not deployable' for a period of time in excess of six months.

---