



# Medical Separation Process

## Quick reference guide

If you are medically separated from the Australian Defence Force (ADF), Commonwealth Superannuation Corporation (CSC) as the trustee of MilitarySuper is required to determine your level of incapacity in relation to civilian employment.

This process may take approximately 8 – 12 weeks and payments may not be made to you from CSC or Defence throughout this period.

The following information is required to assist us in making a decision as quickly as possible.

### Application process

**Incapacity Benefits application (M40)** form.

You will need to complete an **M40** form available from [csc.gov.au](http://csc.gov.au)

Please ensure you complete all sections of this form. If you require assistance contact us on **1300 006 727**.

The following sections of the **M40** are critical in making an incapacity classification decision:

- **Part H** – Your pre-service skills, qualifications and experience.
- **Part I** – Your pre-service employment history.
- **Part J** – Your in-service employment and training.
- **Part K** – Your in-service employment history.

### Medical evidence

The following medical evidence can be provided directly to CSC:

- full medical file obtained from Defence
- Department of Veterans' Affairs (DVA) reports
- independent specialist reports in relation to injuries which caused your incapacity retirement from the ADF (no older than six months prior to medical discharge).



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The following documents are critical in making a decision and are required with your **M40**:

- ADO Service Long (PMKeys printout from Orderly room)
- duty statements regarding the role(s) you were undertaking within service (if available) your resume.
- **Tax File Number Declaration** form (available from your local newsagency or post office).
- **Incapacity Retirement from the Defence Force Medical Information (DM42)** form.

The **DM42** is completed at your separation health examination. CSC uses the following information from the **DM42** to assist in making a classification determination of your incapacity for civilian employment.

- **Q16** – Any condition listed on the MECRB Determination or any condition which has arisen since the MECRB Determination that would be considered your retiring condition(s).
- **Q17** – Restrictions – A discussion of any symptoms/restrictions/limitations arising from the above retiring condition(s) in relation to civilian employment. **For example:** reduced mobility, cannot bend, trouble lifting weights over 5kg, lack of co-ordination, inability to work at heights or near moving machinery, problems with concentration and attention span, vision and hearing difficulties, etc.
- **Q18** – Any conditions that are relevant to service but are not considered your primary retiring conditions.

## Invalidity classification

You will be notified of your invalidity classification decision in writing. Payment of your pension, if classed A or B, will commence within 10 business days from the date the decision is finalised. Once we have the information required to finalise your invalidity classification, interim payments will be affected. If you are classified:

### **Class A (at least 60% incapacity for relevant civilian employment):**

- Your payment will be back dated to the date of separation from the ADF.

### **Class B (from 30% to less than 60% incapacity for relevant civilian employment):**

- A back payment from the time of discharge will occur.

### **Class C (less than 30% incapacity for relevant civilian employment):**

- If you are found to be a Class C then you will have 30 days to respond to CSC in writing as to why you disagree with the initial classification.

## Interim payments

You may be eligible to receive interim payments which you are awaiting the outcome of the invalidity classification process.

To be eligible for interim payments:

- you must be discharged
- we must be satisfied that you are at least moderately incapacitated (at least 30%) for civilian employment based on the medical documentation available.

If you are approved for interim payments:

- Interim payments are paid at the Class B pension rate.
- Payments are calculated from the time of discharge.
- Payments are **only payable from the date of CSC's decision**, i.e. there is no back payment made from the time of discharge to the time of decision.

## How can I get more information?



**EMAIL** [members@enq.militarysuper.gov.au](mailto:members@enq.militarysuper.gov.au)

**PHONE** 1300 006 727

**FAX** 02 6275 7010

**MAIL** MilitarySuper  
GPO Box 2252  
Canberra ACT 2601

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