

STAFF-IN-CONFIDENCE (After first entry)

AD 826
Introduced Sep 2008

Department of Defence

Army Standby Reserve (SR) Annual Contact Details

Entered into PMKeyS

Employee ID

Signature

Date

Personal particulars

Employee ID	Rank
Family name	
Given name(s)	

Residential details

Address	
Suburb	
State	Postcode
Home phone number (Include area code)	
Mobile phone number	Business phone number
Email address	
Postal address (If different to residential address)	

Current civilian employer

Employed <input type="checkbox"/>	Retired <input type="checkbox"/>	Unemployed <input type="checkbox"/>
Occupation		Start date
Employer		
Work postal address		
Contact phone number (Include area code)		
Can your current employer be contacted without permission? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Would you like Army Reserve information sent to your employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Provide contact name		

Emergency contact details

Name	
Relationship	
Address (If same as residential, enter 'Same')	
Suburb	
State	Postcode
Phone number (Include area code)	
Mobile phone number	

Service availability

Are you interested in transferring to Active Reserve?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you interested in employment under Defence Act 1903 Section 50 (4) (Specified period contract work)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you interested in gaining employment through the Active and Standby Staff Group (ASSG)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you interested in Continuous Full-Time Service (CFTS)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a volunteer for operational service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you intend to separate from the SR?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Complete an AC 853 - Application for Resignation, Separation, Discharge or Transfer to the Reserves (Refer to Explanatory notes)		

Applicant's signature

Signature	Date
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Army National Standby Reserve Agency (ANSRA)

Email address: ansra@defence.gov.au

Postal address: ANSRA
Reply Paid 69114
Victoria Barracks - Brisbane
ENOGGERA MC QLD 4051

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Explanatory notes

Introduction

One of the components of the Army is the SR, a pool of trained Army Reserve personnel, with prior Australian Regular Army (ARA) or Active Reserve (AR) service. The SR does not have any training or readiness liability but may volunteer to render military service and are required to render Continuous Full-Time Service (CFTS) after call-out under the [Defence Act 1903](#).

It is a requirement that SR personnel maintain annual contact with the Army. This can be achieved by completing this form and submitting it to the Army National Standby Reserve Agency (ANSRA) via reply paid postage.

ANSRA

Reply Paid 69114

Victoria Barracks - Brisbane

ENOGGERA MC QLD 4051

Civilian employer

ANSRA will not contact your employer without your permission. If your employer is interested in receiving information about ANSRA or the Employer Support Payment (ESP) Scheme, please indicate this by selecting 'Yes' in the last question of the 'Current Civilian Employer' section. If you have indicated 'Yes' your employer's details will be forwarded to the Defence Reserves Support Council (DRSC), to enable them to provide relevant Reserve information to your employer. Email ANSRA if your employer wishes to have their details withheld from DRSC.

Medical and Army Individual Readiness Notice (AIRN) status

To undertake ([Defence Act 1903 Section 50 Subsection 4 \(DA s50\(4\)\)](#)) project work, your medical status must be current via a Comprehensive Preventative Health Examination or Annual Health Assessment undertaken within the last 12 months, in accordance with extant policy.

Aside from the medical component there is no requirement for SR personnel to maintain AIRN status in order to undertake [DA s50\(4\)](#).

Transfer to the Active Reserve

Should you indicate interest in transfer to the AR, ANSRA will send you an AC 853 - *Application for Resignation, Separation, Discharge or Transfer to the Reserves* to complete. On return of the AC 853, your application will be processed. Your Career Management Agency will advise you of the outcome of your application.

Active and Standby Staff Group

The Active and Standby Staff Group (ASSG) is a Directorate of Career Management - Army (CM-A). ASSG has an establishment of Officers and NCOs who form a national pool of Reserve (Active and Standby Reserve) project staff available to undertake sponsored projects and activities. ASSG actively seeks to employ Officers and NCOs transferring from the ARA to the AR or from the SR (under DA (50) arrangements). One of the strengths of the ASSG is that although staff are located across Australia, they can also be tasked anywhere across Australia and overseas. For further information visit <http://www.army.gov.au/ASSG>.

Skills and educational qualifications

To ensure Army maintains current information regarding your skills and qualifications, or professional memberships recorded into Personnel Management Key Solutions (PMKeyS) you are required to send certified true copies of the documentary evidence of the award, qualification or proof of current membership of the professional organisation.

Send certified true copies (No postage stamp required) to the address detailed above in the 'Introduction'.

Separation from the Standby Reserve

Should you have indicated that you request separation from the SR, provided you have completed any obligatory period of service, ANSRA will forward you an AC 853 for completion.

Questions

Questions can be directed to ANSRA via the contact details below:

Contact details

Telephone: 1300 333 3623

Facsimile: (07) 3233 4382

Email: ansra@defence.gov.au

Postal address: ANSRA
Victoria Barracks - Brisbane
ENOGGERA MC QLD 4051

Internet: http://www.army.gov.au/Standby_Reserve

Intranet: <http://intranet.defence.gov.au/armyweb/sites/ansra>

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