

UNIT Title
Unit Address

Minute

Insert File Number / Objective / Registry outwards numbers

Delegate Position Title (Through: position title in chain of command)

APPLICATION TO UNDERTAKE MILITARY SERVICE UNDER SECTION 26 OF THE DEFENCE ACT 1903

References:

- A. *Defence Act 1903, s 26*
- B. *Army Standing Instruction (Personnel) Part 7, Chapter 2- Army policy on management of Army Reserve training periods*
- C. *OCA/OUT/2017/R29828303 – Retrospective Requests for Extensions of Service Day Limit, dated 24 May 17*

1. Executive Summary – Purpose for Employment

- a. Backfill a vacant APN: **if yes, enter APN; if no, enter No**
- b. Project Work: **Provide the likely duration of the Project, indicate whether the plan is for the member to continue task (for example, There is an expectation that the member will be (only required for the duration of this application/sought to provide service over two financial years etc), and provide summary of task.**
- c. Other: **if the work does not backfill and APN and is not a discrete Project, provide a summary of the work the member is requested to perform and the likely duration the member is likely to undertake work for the unit task.**

2. Members Details

- a. Employee ID:
- b. Rank:
- c. Surname and Initials:

3. Member acknowledgements:

- a. Does the member have an employable MEC (J1, J2, J3, J42, and L27/28)?
Member to indicate current MEC and expiry (member is able to check via PMKEYS or contacting DPSRM-A via standby.reserve@defence.gov.au)
- b. Does the member have any current or pending criminal/disciplinary actions?
Member must indicate yes/no and if yes the member must provide details (at a minimum to DPSRM-A)

- c. Does the member have any current or pending administrative issues? **Member must indicate yes/no and if yes provide details (at a minimum to DPSRM-A).**

4. Tasking Unit Details

- a. Tasking Unit Point of Contact: **Rank, name, email and phone number;**
- b. Tasking Unit Dept ID: **XXXXXX**
- c. MEC of J31, J42, L27 or L28 medical restrictions: **The unit is required to acknowledge that the medical restrictions are known and specify whether the member will be employed within the medical restrictions.**
- d. Army Reserve Training Salary Approver: **PMKeyS number, rank and name**
- e. CMS Supervisor: **PMKeyS number, rank and name**

5. Proposed Activity / Task description

- a. APN: **if member is assigned to an APN; if not then enter ‘N/A’**
- b. Number of Days Requested: **Insert total number of days requested eg 50**
- c. Days required for: **Greater detail is required in the table than that provided in the Executive Summary – Purpose for Employment, and forecast up to xx days.**

Ser	Activity Name and/or Description	Days Req	Comments
1	Mandatory training (to be completed at first task within each calendar year)	1	Participate at task/project mandatory training or via campus
2	Insert exercise, course or other activity including the approximate days for each.	44	Outline activities
3	Insert project work details and dates of the project. For example: 20 days undertaking project work to backfill a key ARA/ARes vacancy within a unit where xx skills were required, or xx experience was needed	50	
	Total	95	

6. Funding

- a. Total ARTS Cost: **What is total ARTS cost by employing the member?**
- b. Funding considerations: **Who is paying? Include any considerations for funding that may have been investigated. This may include cost comparisons for civilian contractors/consultants where the member is employed on specific projects. Note that this approval might be subject to a future Employer Support Payment Scheme (ESPS) claim that will be subject to separate approval.**
- c. Future funding plans for this work/role: **Is this work/role a long term task that will or is likely to extend beyond this financial year. If long term insert details of plans, or**

options investigated for: splitting the work between multiple reservists, Continuous Full Time Service, Limited Period of Service, or for establishing a position for the member to be posted into.

7. Implications if application is Not Approved

a. Insert details of impact on activities/tasks that will be adversely affected if the application is not approved.

8. Comments. **Insert any other information or extenuating circumstance that you feel should be considered when processing this application.**

C Charmers

RANK (E)

POSITION (NOTE: Minimum rank for sign off is 2 Ranks higher than member (up to LTCOL) and BRIG (EQUIVALENT) for COL and higher)

Date

Comments:

SECTION 26 OF THE DEFENCE ACT 1903
UNDERTAKING BY MEMBER OF THE AUSTRALIAN
ARMY RESERVE

As per section 26(1)(b) of the Defence Act 1903, I..... being a member of the Army Reserve, do hereby volunteer to render military service, other than continuous full time service, for a period of up to xxx days in the 20...../20.....financial year.

In volunteering to render military service, I understand that I **MUST NOT** commence service in any capacity prior to advice being received from CM-A informing that the undertaking has been accepted and signed by the Delegate.

(Signature of the member)

(Printed Name)

(Date)

**SECTION 26 OF DEFENCE ACT 1903 – MAXIMUM PERIOD OF VOLUNTARY
MILITARY SERVICE**

**UNDERTAKING ACCEPTED/NOT ACCEPTED
(Delegate Use ONLY)**

PMKEYS RANK INITIAL SURNAME is directed under section 26(3) of the Defence Act 1903 to render military service in accordance with the member undertaking for a period of up to xxx days commencing on dd mmm yy and ending at the expiration of dd mmm yy.

DELEGATE INITIALS SURNAME
RANK
POSITION TITLE

DATE: