Checklist for tasks – Standby Reserve

This checklist has been created to provide Standby Reserve members with guidance prior, to during and following completion of tasks.

1. **You are ready to undertake tasks when one of interest arrives**
   - § In order to undertake SR Military Service under flexible work arrangements, an application form that provides DA50(4) clearance is required. To obtain an application form is located on the DPRSM-A intranet site or by emailing a request for the application to standby.reserves@defence.gov.au. Following completion by the tasking unit and you, the application is to be sent to DPSRM-A for approval.
   - § A current medical completed a PHE within 5 years (DGPERS-A/OUT/2013/R13384543 minute of 17 January 2013 applies) and MEC category is required before performing any tasks. If undertaking work 12 months after having a PHE you will be required to complete an AD424-1 Annual Health Declaration as part of the DA50 process**.**
   - § If a medical required, contact your nearest defence medical centre for an appointment.

2. **Finding a task of interest**
   - § Email DPSRM-A to obtain the task Point of Contact (POC) details.

3. **Contact POC/discussion of tasks**

   In most instances, ASSG will provide you with a telephone number and email address.
   - § Contact the POC and provide him/her with details of knowledge, experiences and skill sets that you will bring to the task.
   - § Discuss your availability.
   - § Discuss the requirement to complete, submit, and await DA50 approval prior to commencing work.
   - § Discuss/negotiate terms and conditions for completing the task. For example, can some of the work be performed remotely or is your physical presence required at the location, travel etc.
   - § Identify milestones, deadlines and progress reporting.
   - § If contact is by phone, it is recommended that you follow up the discussion with an email including attaching a one page biography or your resume.

4. **Prior to commencing the task**
   - § **Receive approvals from CMA to commence.** Please contact DPSRM-Aprior to starting work if you are unsure whether approval has been obtained.
   - § Notify DPSRM-A you are performing the task so that further administration instruction such as identifying Dept ID can be sent to you.
   - § Together with the POC complete the 'Roles and Responsibilities' document. Completing the document assists both parties in communicating the roles, responsibilities and objectives of the task. Further, it can be used to develop management and reporting processes throughout the task engagement.
   - § Does this task qualify your employer for ESP payments? For more information about the scheme: Employer Support Payments

5. **During the task**
   - § If the task is amended including scope and number of days, contact DPSRM-A so that the status of the task may be updated.

6. **On completing the task**
   - § Notify DPSRM-A that you have completed the task.

You must receive CMA approval (via DA50) before starting work.
<u>Work performed before approvals will not be paid!</u>