TASKING CHECK LIST

This checklist provides assistance in preparing, advertising, selecting and administering an Army reservist. This checklist is located on the Directorate of Projects and Standby Reserve Management – Army (DPSRM-A) intranet and internet sites and all hyperlinks in this document, unless otherwise stated, are accessible on the intranet and internet.

Before advertising the task:

Prior to advertising for an Army Reservist to fill a short to medium term task or project:

Ensure you have funding to pay the Reservist.

Army Reservists are paid in Army Reserve Training Salary (ARTS). Before deciding to fill in a short-term vacancy or medium term project with an Army Reservist, your work area is required to have sufficient ARTS to pay the Reservist at his/her correct pay level.

There are two ways to source ARTS:

☐ 1. Defence groups bid for ARTS annually and your Defence group may have ARTS that you may use to pay the reservist. For information on how to bid for ARTs please follow the hyperlink: obtaining and managing ARTS. (only viewable on the DRN).

☐ 2. You can self-fund ARTS by converting supply money into ARTS money. An instruction for the process of converting supply to ARTS is available on request by emailing Reserve.Projects@defence.gov.au.

Identify unit department id *(all Defence groups)* and ACMS code *(Army group only)*

The Army reservist is required to insert your department id into his/her attendance diary in order for Reserve Pay Administration Cell (RPAC) to obtain the funds from your work area to pay the reservist.

☐ 3. Enter the department id and if an Army group include the ACMS code into the tasking request form.

Assessing the task

☐ 4. When contemplating the task, draft a moderate to comprehensive explanation of the work / requirements. That is, what is it you want the Reservist to do / deliver? Be specific. This information can be used to populate the task description section of the Task Request Form (intranet version) or via our www.army.gov.au internet site. The more descriptive you are, the more likely you are to find a reservist that meets your needs.

☐ 5. Does the task require the reservist's physical attendance can some/all be completed offsite with the agreement of deliverables and timelines. **Note:** the more flexible the working conditions, the greater number of reservists are likely to be able to bid for the job.

☐ 6. When completing the task request form ensure all sections and in particular, the yellow shaded cells are completed. Keeping cells blank delays advertising as ASSG staff will be required to contact the POC in order to collect the missing information.

☐ 7. The next step is to determine what job family/ies best defines the work. The ASSG have used the Defence and APS Standard Occupational codes and NATO

codes as a descriptor of the job families available within Defence. The job families are located by clicking the skills tab of task request form.

Advertising the task:

After completing the task, send to Reserve.Projects@defence.gov.au. On receipt, staff will match the job family/ies identified within the task request form to the job family/ies Army reservists identified as their preferred work choices. An email and sms alert is sent to reservists that meet the rank (if rank dependent) and job family/ies within the same day as receipt of the task request form.

Each week a list of current tasks is advertised on the ASSG intranet and internet sites as well at the Defence Alumni Network. Further, a link to the DPSRM-A intranet site is also advertised on the Directorate of Reserve Officer Career Management webpage.

On receipt of reservist interest:

The person you identify as the point of contact (POC) is the person the interested Reservist will contact. The reservists are encouraged to as part of making contact with the POC to email either a one page summary of their experiences or provide a resume. That way the POC has a better understanding of the reservist's knowledge and experience.

The role of selecting reservists belongs to the tasking area, as the ASSG does not presume to be able to assess the best person for your needs. The method you use to select the reservist is completely your choice; some areas perform formal interviews while others select via informal contact.

Before engaging the reservist, you will need to ask the reservist whether they are Active or Standby, as this will affect how quickly the reservist can commence working for you.

Administration requirements prior to Reservist commencing work:

Active Reservist

Apart from negotiating the terms of the task, any administrative arrangements your work area may have, and considering the information under the heading of 'Further Administration for both the Active and Standby Reservist' there is no additional administrative requirements that need to be followed prior to the reservist commencing work with your work area.

Standby Reservist

A Standby Reservist is required to have DA50 approval prior to commencing the task (processing may take up to four weeks). If the Reservist's medical is not current (that is the reservist has not obtained a medical in the last 5 years), the Reservist will be required to undergo a medical examination prior as part of the proc. Paragraph 152 of DI (A) PERS 47-1 applies.

The DA50 form is accessible on both the DPSRM-A intra and internet websites. Once completed the DA 50 is to be submitted to Standby.Reserve@defence.gov.au.

Note: DA50 needs to be approved before a member of the Standby Reserve can commence duty. **A work area allowing the Reservist to parade prior to obtaining approvals will have the tasking unit receiving formal advice for non compliance of the Reg 9 of the FMA Act and the reservist will not be paid for any time worked prior to approval.**

Further Administration for both the Active and Standby Reservist

☐ Consider completing the [Roles and Responsibilities](#) document. Completing the document assists both parties and ensures a clear understanding of the roles responsibilities and objectives relating to the task. Further, it can be used to develop management and reporting processes throughout the task engagement.

☐ Will the reservist qualify and will the employer seek Employer Support Payments? For more information see: <u>Employer Support Payments Scheme</u>

☐ Notify DPSRM-A of the reservist chosen to perform the task and the likely start and completion dates. DPSRM-A will then provide the reservist with the department id (all defence groups) and ACMS Code (Army Group only) so that they can enter it on their attendance diary.

Following completion of the task

☐ To assist the career management of the reservist, the reservist may seek the tasking work area provide a report on their performance of the task. DI(A) PERS 116-16 provides further information on reporting performance. If the reservist opts for a report, request that they will provide you with the correct form.

☐ Notify DPSRM-A that the task has been completed. DPSRM-A welcomes any feedback on the DPSRM-A process and the performance of the reservist.