Department of Defence

Attendance Record - Reserve Forces

Unit	Unit ID number	Unit cost centre code	Activity

Note: 'Member signature' is to be completed when form is used as a sign on sheet.

Member ID number	Rank	Family name	Initials	Date Time Group (DTG) in	Date Time Group (DTG) out	Attendance markings	Activity code	Attended unit cost centre code	Paying unit cost centre code	Activity details	Member signature

Attendance verification (multi member) *(The members and dates listed are verified correct.)*	**CO/OC certificate (single member)** *(The member is entitled to pay for Reserve service shown.)*	**Data entry confirmation by UPR** *(I confirm that the entries have been input for payment.)*	**To be completed by member** *(When used as attendance record.)*
Printed name	Printed name	Printed name	Printed name
Signature	Signature	Signature	Signature
Date	Date	Date	Date