

# Application for Defence Reserve Leave (APS)

## Privacy statement

The Department of Defence must abide by the Information Privacy Principles contained in the Privacy Act (1988). The Department of Defence requires this information to assess entitlement and process applications for Defence Reserve Leave. Provision is made for Defence Reserve Leave in the Defence Collective Agreement (DeCA) 2006-2009. Once completed and signed, this form should be forwarded to the Civilian Personnel Administration Centre (CPAC) for processing and entry onto Personnel Management Key Solutions (PMKeyS), the Department of Defence Personnel Management System.

**Note:** You must acknowledge that you have read and understood the privacy statement **before** completing and submitting this form.

I have read and understand the above Privacy Statement

## Personnel Administration Centre - Southern Victoria (PAC-SV)

### General pay teams

Canberra payees A - D  
Victoria  
Tasmania  
South Australia  
Riverina/Murray Valley  
Western Australia

### Address

PAC SV  
DPM - 6  
PO Box 2288U  
MELBOURNE VIC 3001  
Facsimile: (03) 9282 7881

### Specialised pay team

DIGO  
DSD  
SES  
AWAs  
SAS  
NB. Shiftworkers and those in remote localities send to Sydney

### Address

PAC SV  
Specialised Pay Team  
DPM - 6  
PO Box 2288U  
MELBOURNE VIC 3001  
Facsimile: (03) 9282 3264  
Email: DSSV PACSPECPAY

## Civilian Personnel Administration Centre - Sydney (CPAC-S)

### General pay teams

Canberra payees E - Z  
New South Wales  
Queensland  
Northern Territory  
Alice Springs  
Exmouth  
Karratha  
Woomera  
Kimberley

### Address

CPAC Sydney  
Level 24 Defence Plaza  
270 Pitt Street  
SYDNEY NSW 2000  
Facsimile: (02) 9377 2108

### All shift workers

Shift workers (Including DIGO, DSD, SAS)

### Address

CPAC Sydney  
Level 24 Defence Plaza  
270 Pitt Street  
SYDNEY NSW 2000  
Facsimile: (02) 9377 2108

## Overseas Administration Centre (OAC)

Employees on a long term posting overseas.

### Address

OAC  
BP33-1-082  
Department of Defence  
CANBERRA ACT 2600  
Facsimile: +6 2 6127 2880

## General enquiries

### Defence Service Centre

Phone: 1800 000 677

# Application for Defence Reserve Leave (APS)

*DeCA F21 and DWRM Chapter 8 Part 8 refer*

Privacy statement  
acknowledged

## Part A - Applicants details

Employee ID	Family name	Given names	Paycentre and/or region
Phone number (Full number, no extensions)		Email address	

## Part B - Leave details

Is this an amended leave application?

No  Yes



Please provide details (Include original dates of leave)

Is any other leave being taken in conjunction with this leave? (Including flex)

No  Yes



Other leave taken in conjunction with this leave (List each type of leave separately and indicate whether the application is attached or submitted through PSS)

Start date (First day of leave)	Return date (First working day)	Days	Hours	Minutes
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**Details of Reserve Service** (Please tick appropriate type)

**Paid**

- DRL cadets
- DRL induction
- DRL training
- DRL operations
- DRL continuous fulltime service
- DRL other

**Unpaid**

- DRL continuous fulltime service
- DRL other

**Evidence** (Please tick)

- Requirement to proceed on DRL (Posting order, minute)
- Dates of service included (Start and end date)

Upon return from leave, you will need to provide your supervisor with a letter of completion or certificate confirming the period of attendance. This should be forwarded to CPAC.

## Part C - Other leave details

Are you currently part-time?

No  Yes



How many hours are you working per week?

Are you a shift worker?

No  Yes (Attach copy of the shift roster for the period of leave)

**Part D - Address on leave**

Contact details on leave (Required in all instances)

Residential address       Nominated family       Other

Address

State	Post code	Phone number
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**Part E - Employee's signature**

Signature	Date
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**Part F - Supervisor's recommendation**

A supervisor can recommend any Defence Reserve leave, with or without pay.  
Is this leave recommended?

No       Yes

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Please provide details

Signature of supervisor	Printed name	Date
Phone number (Full number, no extensions)	Email address	

**Part G - Delegate's approval**

Subject to sufficient credits, a supervisor can approve Defence Reserve Leave with pay (Line Managers at the Executive Level 2 (and equivalent) and above hold the delegation for Defence Reserve Leave without pay).

If a supervisor and/or delegate determines that an application for Defence Reserve Leave will cause significant operational or other problems for the work area, the office of Reserve Service Protection should be contacted **prior** to any refusal action. This is to see whether alternative arrangements can be made to resolve concerns with granting the leave including temporarily filling the vacancy, redistribution of work within the section or reprioritisation of deliverables.

Is this leave approved?

No       Yes

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Please provide details

Signature of delegate	Printed name	Date
Phone number (Full number, no extensions)	Email address	

**Part H - CPAC use only**

Printed name	Pay day	Date
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