Recognition of Prior Service

If you have prior service in the Australian public sector and/or the Australian Defence Force (ADF) your service may be recognised for different types of leave (long service, annual and/or personal) subject to specific conditions.

If you are eligible and intend to have your prior service recognised with Defence, the onus is on you to provide the information to support your claim.

1. Eligible employment - no break in service

If you are commencing in the Department of Defence immediately following a period of ongoing employment with:

- the ACT Government;
- the Parliamentary Service;
- another Commonwealth agency under the FMA Act 1997

your personal, annual and long service leave will be transferred to the Department under Leave Liability arrangements. You do not need to submit a form; however you will need to advise your Recruitment Case Manager which agency you are transferring from. Once you have accepted this offer, you will need to ensure that your current HR area provides the required information to the Defence Civilian Personnel Administration Centre (CPAC) for payroll processing.

2. Recognition of Prior Service (other public sector/ ADF service)

This section applies –

- where there is a break in public sector employment OR
- your prior service was as a non-ongoing employee OR
- you are a former ADF Reservist OR
- you are a former ADF member

If you have worked in public sector employment (federal, state or local), or served in the ADF (including as a Reservist), within the previous 12 months you may be eligible to have your prior service recognised by Defence for long service leave purposes. Prior service can be recognised for LSL purposes, consistent with the Long Service Leave (Commonwealth Employees) Act 1976. Once your prior service has been recognised your LSL history will be updated to reflect:

- period(s) of eligible employment with the APS or approved agency
- periods of long service leave taken in a recognised period of prior service.

If you are a prior ADF member or Defence APS employee returning to the Department of Defence and the break in your service is less than 2 months, you may also be eligible to have your prior service recognised for personal leave purposes.

24 March 2014
To submit a claim.
Once you have commenced employment (if applicable) please complete either of the forms listed below:

Public sector and Reservist service - Request for Prior Service Details (AC 994)
- Claims for Recognition of Prior Service are to be submitted after your commencement with Defence. The AC994 must be completed and sent to your former employer to certify the details of your prior employment. Once the form has been signed off by your previous employer you will need to return it to CPAC for processing.

ADF Members - Request for Statement of Service (AE 354)
- The AE354 is for members who are separating or have separated from the ADF and who wish to have their previous full time ADF service recognised and/or transferred for long service leave and personal leave purposes. The completed AE 354 should be submitted to ADF HPPS: email - adf.hpps@defence.gov.au or Fax (02) 6127 8893.

Please note - These forms are only available on the Defence Internal intranet. The form can be completed when you have commenced employment in the APS.

Recognition of prior service claims will be assessed in accordance with DECA 2012-2014.

For prior service purposes, eligible employment means employment with Defence, the Parliamentary Service or an agency under the Financial Management and Accountability (FMA) Act 1997.

If you have specific queries regarding recognition of your prior service please contact the Defence Service Centre (DSC), phone: 1800 DEFENCE (1800 333 362) or email dsc@defence.gov.au. If you wish to clarify whether you service is likely to be eligible, prior to accepting an offer of employment please the contact the DSC.