



AE380  
Revised 19 Oct 22

# Tri-Service Notice of ADF Reserve Service

## Instructions

Fields marked with \* are mandatory, and must be completed before signing or submission.

### Part A - Notified ADF Reserve service

The following member of the Australian Defence Force Reserves is to render ADF Reserve Service for the following period (including time required to travel to and from the relevant ADF ship / unit / establishment)

#### Member details

Name *	Rank or title *	Employee ID *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Service	ADF unit	
<input type="text"/>	<input type="text"/>	

EXAMPLE

#### ADF reserve service details

Start date (first day of service) *	End date (last day of service) *	Purpose of Reserve service *
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Employer obligations

The [Defence Reserve Service \(Protection\) Act 2001](#) provides employment, partnership and education protection for reservists and makes it unlawful for an employer to hinder or prevent an employee from rendering ADF Reserve Service.

#### Employer Support Payment (ESP) Scheme

Employers may be eligible to receive financial assistance provided by the ESP Scheme. For information about the Scheme, employers may contact 1800 DEFENCE (1800 333 362) during business hours or refer to the [Australian Defence Force Reserves and Employer Support](#)

#### ADF Unit point of contact

Employers may contact the ADF Unit if the absence of an employee to render ADF Reserve Service will cause significant and serious impact to the business or organisation. On this occasion, your point of contact is:

Name *	Appointment *	
<input type="text"/>	<input type="text"/>	
Phone number (daytime contact) *	Mobile number	Email address
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Reserve Service Authorising Officer

This notification authorised by:

Name *	Rank or title	Employee ID	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Appointment	Phone number	Mobile number	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Signature

Signature *
<input style="width: 100%; height: 50px;" type="text"/>



**OFFICIAL**

**Part B - Certification of completed ADF Reserve Service (ADF Unit to complete)**

**ADF Reserve Service confirmation**

ADF Reserve Service was carried out in accordance with the dates specified below.

Start date *	Finish date *	Reason/tasking *
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Authorising officer**

This confirmation of completed ADF Reserve Service is authorised by:

Name *	Rank or title	Employee ID	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Appointment	Phone number	Mobile number	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Signature**

Signature \*

EXAMPLE

**Additional information**

Employer Support Service Protection (ESSP) can provide additional information and guidance in relation to ADF Reserve service and the Employer Support Payment Scheme.	1800 DEFENCE (333 362)
Australian Defence Force Reserve and Employer Support (ADFRES) Offices can provide information on the Employer Support Payment Scheme and the Supportive Employer Program.	1800 DEFENCE (333 362)
ADFRES Website	<a href="http://www.reserveemployersupport.gov.au">www.reserveemployersupport.gov.au</a>





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# Tri-Service Notice of ADF Reserve Service

## Instructions for completion

### Purpose

The AE 380 - Tri-Service Notice of ADF Reserve Service provides ADF Reserve members, their employers and educational institutions with written notification of their ADF Reserve service requirements. Once completed, the form provides the relevant details of the ADF Reserve service to be undertaken, including the start and finish dates in addition to the details of an ADF Unit point of contact. The AE 380 is an approved form to be used by Navy, Army and Air Force when written notification is provided to or requested by an employer.

### Limitations

The AE 380 does not replace the notification requirements associated with SERVOP C - Continuous Full Time Service (CFTS). More information on the provisions of SERVOP C can be found in [Military Personnel Policy Manual](#), Part 2, Chapter 7, Service Option C - Continuous Full-time Service. Each period of ADF Reserve service will require a separate AE 380.

### Distribution

A copy of the form must be retained by the ADF Unit and copies forwarded to the Member and the Employer after the completion of Parts A and B.

The ADF Unit is responsible for completing Parts A and B of the AE380. The Reserve member is responsible for ensuring that their employer receives a copy Part A and Part B once completed.

**Part A - Notified ADF Reserve Service** (To be completed by ADF Unit) This section is to be completed and signed by the ADF Unit Commanding Officer or an authorised representative.

**Member's details** - Insert the details of the member carrying out the ADF Reserve service.

**ADF Reserve Service details** - Insert the start and finish date of the ADF Reserve service to be carried out. The comments field should provide employers or educational institutions with relevant details of the ADF Reserve service to be undertaken.

**ADF Unit point of contact** - Insert the name and contact details of the person nominated as the ADF Unit point of contact for any enquiries or contact from the employer. This may be the same person as the Authorising Officer.

**Authorising Officer** - This section is to be completed, and signed by the unit commander or their authorised representative authorising the ADF Reserve service and the nominated ADF point of contact.

**Part B - Completed ADF Reserve Service** (To be completed by the ADF Unit) This section is to be completed and signed by the ADF Unit Commanding Officer or their authorised representative.

**ADF Reserve Service confirmation** - Insert the actual start and finish date of each individual period of ADF Reserve service completed within the overall dates of service rendered by the ADF Reserve member.

**Authorising Officer** - This section is to be completed, and signed by the ADF Unit Commanding Officer or their authorised representative to confirm that the ADF service was completed as specified.

### Using the form

The ADF Units are responsible for completing Part A and B of the AE 380 while the ADF Reserve member is responsible for ensuring that their employer receives a copy of Part A and B once completed. The following points aim to assist with this requirement:

- The ADF Unit completes Part A of the AE 380 and passes two copies to the member;
- The member retains a copy and provides the employer or educational institution with the other copy;
- On completion of the ADF Reserve service, the ADF Unit completes Part B of the AE 380 and passes two copies to the member;
- The member retains a copy and provides the employer or educational institution with the other copy;
- It is the member's responsibility to ensure that the employer, educational institution, or partnership etc, receives a copy of the AE 380 when Part A is completed and again when Part B is completed.

