

# Tri-Service Notice of ADF Reserve Service

## Part A - Notified ADF Reserve service *(ADF Unit to complete)*

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's details

Printed name	Rank	Employee ID	ADF Unit
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### ADF Reserve Service details

Start date	Finish date	Comments <i>(Optional)</i>
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### Employer obligations

The [Defence Reserve Service \(Protection\) Act 2001](#) makes it unlawful for an employer to hinder or prevent an employee from rendering ADF Reserve Service.

### 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	
Phone number	Mobile number	Email	

### Authorising Officer

This notification authorised by:

Signature	Printed name	Rank	Employee ID
Appointment	Phone number	Mobile number	Date

## Part B - 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	Comments <i>(Optional)</i>
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### Authorising Officer

This confirmation of completed ADF Reserve Service is authorised by:

Signature	Printed name	Rank	Employee ID
Appointment	Phone number	Mobile number	Date

### Employer Support Payment (ESP) Scheme

Employers may be eligible to receive financial assistance provided by the ADF ESP Scheme. See the contact details below for more information.

### Additional information

The Office of Reserve Service Protection (ORSP) can provide additional information and guidance in relation to ADF Reserve service.	1800 671 998 or <a href="mailto:orsp@defence.gov.au">orsp@defence.gov.au</a>
Defence Reserve Support Offices can provide information on the Employer Support Payment Scheme and Supportive Employer Program.	1800 803 485
Reserve and Employer Support website	<a href="http://www.defencereservesupport.gov.au">www.defencereservesupport.gov.au</a>

# 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 Continuous Full Time Service (CFTS). More information on the provisions of CFTS can be found in [DI\(G\) PERS 5-33](#), Engagement of members of the Australian Defence Force Reserves to render continuous full-time service. Each period ADF Reserve service will require a separate AE 380.

### Distribution

Three copies will be produced for distribution when printing the form: Member's copy, ADF Unit copy and Employer's copy.

### Part A - Notified ADF Reserve Service *(To be completed by ADF Unit)*

**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 is optional and used to 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. This may be the same person as the Authorising Officer.

**Authorising Officer** - Insert the details and signature of the person authorising the ADF Reserve service and the nominated ADF Unit point of contact. This may be the same person as the ADF Unit point of contact.

### Part B - Completed ADF Reserve Service *(To be completed by ADF Unit)*

**ADF Reserve Service confirmation** - Insert the actual start and finish dates of the ADF Reserve service completed by the ADF Reserve member.

**Authorising Officer** - Insert the details and signature of the person authorised to confirm that the ADF Reserve 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.