# 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 |

| ADF Reserve Service details |  |
|------------------------------|--|---|
| Start date | Finish date | Comments (Optional) |

**Employer obligations**


**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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number</td>
<td>Mobile number</td>
</tr>
</tbody>
</table>

**Authorising Officer**

This notification authorised by:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Printed name</th>
<th>Rank</th>
<th>Employee ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment</td>
<td>Phone number</td>
<td>Mobile number</td>
<td>Date</td>
</tr>
</tbody>
</table>

## Part B - Completed ADF Reserve Service

**ADF Reserve Service confirmation**

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

| Start date | Finish date | Comments (Optional) |

**Authorising Officer**

This confirmation of completed ADF Reserve Service is authorised by:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Printed name</th>
<th>Rank</th>
<th>Employee ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment</td>
<td>Phone number</td>
<td>Mobile number</td>
<td>Date</td>
</tr>
</tbody>
</table>

**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 orsp@defence.gov.au
- Defence Reserve Support Offices can provide information on the Employer Support Payment Scheme and Supportive Employer Program. 1800 803 485
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 DILG_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.