Department of Defence

Distribution

ADF Unit copy

Tri-Service Notice of ADF Reserve Service

The following member of the Australian Defence Force Reserves is to render ADF Reserve Service for the following period

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

| Member's details | | | | | |
|--|--|---|---|------------------------------|------------------------|
| Printed name | | Rank | Employee ID | ADF Unit | |
| i miled name | | IVAIIN | Lilipioyee ID | ADI OIIIL | |
| | | | | | |
| ADF Reserve Service | | | | | |
| Start date Finish date | | Comments (Optional) | | | |
| | | | | | |
| Employer obligation | ns | | | | |
| The Defence Reserve | e Service (Protection | <u>n) <i>Act</i> 2001</u> makes it ui | nlawful for an empl | oyer to hinder or preve | ent an employee from |
| rendering ADF Reser | | | | | |
| ADF Unit point of co | | o obconce of an arms | 0)/00 to =05d== ADF | Dogania Camilaa will | course significant and |
| | | ne absence of an emplo sation. On this occasio | | | cause significant and |
| serious impact to the business or organisation. On this occasion | | | Appointment | | |
| | | | 4.1. | | |
| Phone number | Mobile number | Email | | | |
| | | | | | |
| Authorising Officer | | | | 7 | |
| This notification author | orised by: | | | | |
| Signature | | Printed name | | Rank | Employee ID |
| | | | | | |
| Appointment | | | Phone number | Mobile number | Date |
| | | | | | |
| | | | | | |
| | | | | | |
| Oort P. Completed | ADE Posserus Sa | orgino (ADE Unit to ac- | amplete) | | |
| - | | ervice (ADF Unit to co | emplete) | | |
| ADF Reserve Service | e confirmation | | | 1 | |
| ADF Reserve Service | e confirmation | ervice (ADF Unit to co accordance with the da Comments (Optional) | ates specified below | <i>/</i> . | |
| ADF Reserve Service | e confirmation was carried out in | accordance with the da | ates specified below | <i>1</i> . | |
| ADF Reserve Service ADF Reserve Service Start date | e confirmation was carried out in | accordance with the da | ates specified below | <i>1</i> . | |
| ADF Reserve Service ADF Reserve Service Start date Authorising Officer | e confirmation e was carried out in Finish date | accordance with the da Comments (Optional) | ates specified below | <i>I</i> . | |
| ADF Reserve Service ADF Reserve Service Start date Authorising Officer This confirmation of of | e confirmation e was carried out in Finish date | accordance with the da | ates specified below | /. Rank | Employee ID |
| ADF Reserve Service ADF Reserve Service Start date Authorising Officer | e confirmation e was carried out in Finish date | accordance with the da Comments (Optional) erve Service is authoris | ates specified below | | Employee ID |
| ADF Reserve Service ADF Reserve Service Start date Authorising Officer This confirmation of c | e confirmation e was carried out in Finish date | accordance with the da Comments (Optional) erve Service is authoris | ates specified below | Rank | |
| ADF Reserve Service ADF Reserve Service Start date Authorising Officer This confirmation of of | e confirmation e was carried out in Finish date | accordance with the da Comments (Optional) erve Service is authoris | ates specified below | | Employee ID Date |
| ADF Reserve Service ADF Reserve Service Start date Authorising Officer This confirmation of confirmature Appointment | e confirmation was carried out in Finish date completed ADF Rese | accordance with the da Comments (Optional, erve Service is authoris Printed name | ates specified below | Rank | |
| ADF Reserve Service ADF Reserve Service Start date Authorising Officer This confirmation of c | e confirmation was carried out in Finish date completed ADF Rese | accordance with the da Comments (Optional) erve Service is authoris Printed name | sed by: | Rank Mobile number | |
| ADF Reserve Service ADF Reserve Service Start date Authorising Officer This confirmation of c | e confirmation was carried out in Finish date completed ADF Rese | accordance with the da Comments (Optional) erve Service is authoris Printed name eme ancial assistance provide | sed by: | Rank Mobile number | |
| ADF Reserve Service ADF Reserve Service Start date Authorising Officer This confirmation of c | e confirmation was carried out in a Finish date completed ADF Research Payment (ESP) Schigible to receive finals below for more in | accordance with the da Comments (Optional) erve Service is authoris Printed name eme ancial assistance provide | sed by: | Rank Mobile number | |
| ADF Reserve Service ADF Reserve Service Start date Authorising Officer This confirmation of companies Signature Appointment Employer Support F Employers may be el See the contact detai Additional information | e confirmation was carried out in Finish date completed ADF Reserved gible to receive finals below for more in | erve Service is authoris Printed name eme ancial assistance provice formation. | sed by: | Rank Mobile number | |
| ADF Reserve Service ADF Reserve Service Start date Authorising Officer This confirmation of companies Signature Appointment Employer Support F Employers may be el See the contact detain Additional information The Office of Reservices | e confirmation was carried out in Finish date completed ADF Rescarded in the completed ADF Rescarded in the complete in the c | erve Service is authoris Printed name Printed name eme incial assistance provice formation. | etes specified below) sed by: Phone number ded by the ADF ESF | Rank Mobile number Scheme. | Date |
| ADF Reserve Service ADF Reserve Service Start date Authorising Officer This confirmation of companies Signature Appointment Employer Support F Employers may be el See the contact detai Additional information | e confirmation was carried out in Finish date completed ADF Rescription gible to receive finals below for more in on ve Service Protection formation and guida | erve Service is authoris Printed name Printed name eme incial assistance provice formation. | etes specified below) sed by: Phone number ded by the ADF ESF | Rank Mobile number | Date |
| ADF Reserve Service ADF Reserve Service Start date Authorising Officer This confirmation of companies Appointment Employer Support F Employers may be el See the contact detain Additional information The Office of Reserve service ADF Reserve service | Payment (ESP) Schigible to receive finals below for more information and guidance. | erve Service is authoris Printed name Printed name on (ORSP) can ance in relation to | etes specified below) sed by: Phone number ded by the ADF ESF | Rank Mobile number Scheme. | Date |
| ADF Reserve Service ADF Reserve Service Start date Authorising Officer This confirmation of complete Signature Appointment Employer Support Femployers may be el See the contact detain Additional information Additional information ADF Reserve Service Defence Reserve S | e confirmation was carried out in Finish date Completed ADF Rescue igible to receive finals below for more in on ve Service Protection formation and guida ce. upport Offices can p | erve Service is authoris Printed name Printed name on (ORSP) can ance in relation to | pates specified below sed by: Phone number ded by the ADF ESF | Rank Mobile number Scheme. | Date |
| ADF Reserve Service ADF Reserve Service Start date Authorising Officer This confirmation of companies Appointment Employer Support F Employers may be el See the contact detail Additional information The Office of Reserve Service Defence Reserve Service the Employer Support The Office of Reserve Service Defence Reserve Service The Employer Support The Office of Reserve Service The Office Reserve Service The Employer Support The Office Reserve Service The Office Res | e confirmation was carried out in Finish date Completed ADF Rescue igible to receive finals below for more in on ve Service Protection formation and guida ce. upport Offices can p | erve Service is authoris Printed name Printed name on (ORSP) can ance in relation to | etes specified below) sed by: Phone number ded by the ADF ESF | Rank Mobile number Scheme. | Date |
| ADF Reserve Service ADF Reserve Service Start date Authorising Officer This confirmation of complete Signature Appointment Employer Support Femployers may be el See the contact detain Additional information Additional information ADF Reserve Service Defence Reserve S | e confirmation was carried out in Finish date Completed ADF Rescue igible to receive finals below for more in on ve Service Protection formation and guida ce. upport Offices can p | erve Service is authoris Printed name Printed name on (ORSP) can ance in relation to | pates specified below sed by: Phone number ded by the ADF ESF | Rank Mobile number Scheme. | Date |
| ADF Reserve Service ADF Reserve Service Start date Authorising Officer This confirmation of companies Appointment Employer Support F Employers may be el See the contact detail Additional information The Office of Reserve Service Defence Reserve Service the Employer Support The Office of Reserve Service Defence Reserve Service The Employer Support The Office of Reserve Service The Office Reserve Service The Employer Support The Office Reserve Service The Office Res | Payment (ESP) Sch igible to receive fina Is below for more in on ve Service Protection formation and guida ce. upport Offices can port Payment Scheme | erve Service is authoris Printed name neme Incial assistance provice formation. In (ORSP) can ance in relation to provide information on e and Supportive | pates specified below sed by: Phone number ded by the ADF ESF 1800 671 998 or 1800 803 485 | Rank Mobile number Scheme. | Date |

Department of Defence

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 <u>DI(G) PERS 5-33</u>, 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.