



**CORPS INSTRUCTIONS**  
**GOVERNING THE TECHNICAL OPERATIONS OF THE**  
**ROYAL AUSTRALIAN ELECTRICAL AND MECHANICAL ENGINEERS**

**No 6: Head of Corps Responsibilities**

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## **Introduction**

1. Chief of Army Directive 05/01 dated 17 May 01 directed the re-establishment of Heads of Corps (HOC) to represent the Corps as the senior advisor for Corps capability and heritage.

## **Aim**

2. The aim of this instruction is to detail the role, function and responsibilities of the HOC.

## **Role**

3. The role of HOC is to represent the Corps as the senior advisor for Corps capability and heritage. HOC represent CA as the authority for the capability each Corps provides to Army.

## **Function**

4. The HOC function is represented in each Corps by the appointment of a senior officer as HOC. This is an extra-regimental representational appointment. The HOC is assisted by the appointment of the following staff:
  - a. Deputy HOC – CO/CI Materiel Support Division (MSD) ALTC,
  - b. SO2 Corps,
  - c. SO to HOC (GRes) (SO2 Corps Heritage), and
  - d. Corps RSM - RSM MSD.

## **Responsibilities**

5. **HOC.** HOC are responsible to CA to:
  - a. represent the Corps as the senior advisor for Corps capability and heritage;
  - b. represent the Corps at Army and Corps activities;
  - c. coordinate Corps affairs through Corps and regimental Committees;
  - d. conduct at least biennial Corps Conferences IAW the CA Directive 05/01,
  - e. brief the ACMC on capability advice and other outcomes of Corps Conferences to ensure Corps issues are represented and considered at the Executive level;
  - f. coordinate Corps and unit histories;
  - g. promote Corps traditions; and
  - h. coordinate and foster the Regimental Colonels, Honorary Colonels and Colonels Commandant.
  
6. **Deputy HOC.** The Deputy HOC is responsible to:

- a. assist HOC to represent the Corps as the senior advisor for Corps capability and heritage;
  - b. provide a first point of contact for matters involving Corps capability and other routine Corps issues;
  - c. coordinate Corps Conferences;
  - d. administer HPC CLAE and ARTS; and
  - e. provide administrative assistance to HOC through an SO2 Corps.
7. **Corps RSM.** The Corps RSM is responsible to:
- a. Represent the Corps as the senior soldier;
  - b. Assist HOC in representing Corps interests at Army and Corps activities; and
  - c. Support and assist HOC in the performance of all other Corps and HOC functions and duties as appropriate.