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# The Corps Instructions

of the

## Royal Australian Electrical and Mechanical Engineers



### Corps Instruction Two

*“Head of Corps Responsibilities”*

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Head of Corps  
RAEME

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**AG7971795****RAEME Corps Instruction Number 02 – Head of Corps Cell Responsibilities****Aim**

1. The aim of this instruction is to detail the role, function and responsibilities of the RAEME HOC Cell and appointment holders in accordance with Army Standing Instructions (Personnel) Chapter 12 Part 7.

**Role**

2. The role of HOC is to act as a senior advocate and advisor, who on behalf of Chief of Army (CA) is charged with representing the Corps interests and providing specialist Corps advice on capability, modernisation, personnel, training, employment category management and heritage related matters.

**Function**

3. The HOC function is represented in each Corps by the appointment of a senior officer as the HOC. The HOC appointment is an extra-regimental representational appointment. The HOC is appointed in writing by the CA on the recommendation of the incumbent HOC, while the Deputy Heads of Corps and Corps RSM are assigned their duties as part of their posting to their position within ALTC.

4. The HOC Cell is composed of the following staff:

- a. Head of Corps (HOC) – Brigadier appointed by the CA
- b. Deputy HOC (Ground) – CO/CI Army School of Electrical and Mechanical Engineering (ASEME), ALTC
- c. Deputy HOC (Aero) – CO/CI Rotary Wing Aircraft Maintenance School (RAMS), A-Avn TC
- d. SO2 Corps Heritage – Posted ARes position
- e. Corps RSM – RSM ASEME
- f. Corps Warrant Officer – Employment Category Advisor WO1, Development Group, ALTC (appointed only in the absence of a RAEME RSM in ASEME).

**Responsibilities**

5. **HOC.** HOC are responsible to CA for the following:
- a. represent the Corps as the senior advisor for Corps capability and heritage issues
  - 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 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
- h. coordinate and foster the Regimental Colonels, Honorary Colonels and Colonels Commandant.

6. **Deputy HOC (Ground).** The Deputy HOC (Gnd) is responsible for the following:

- a. assist HOC to represent the Corps as the senior advisor for ground based Corps capability and heritage
- b. provide a first point of contact for matters involving ground based Corps capability and other routine Corps issues
- c. coordinate Corps Conferences
- d. administer financial delegations and ARTS
- e. provide guidance to SO2 Corps and SO2 Corps Heritage regarding Corps matters and history
- f. provide administrative assistance to HOC through the SO2 Corps.

7. **Deputy HOC (Aero).** The Deputy HOC (Aero) is responsible for the following:

- a. assist HOC to represent the Corps as the senior advisor for aviation based Corps capability and heritage
- b. provide a first point of contact for matters involving aviation based Corps capability and other routine Corps issues
- c. coordinate Corps Conferences
- d. administer financial delegations and ARTS
- e. provide guidance to SO2 Corps and SO2 Corps Heritage regarding Corps matters and history
- f. provide administrative assistance to HOC through the SO2 Corps.

8. **SO2 Corps (Heritage).** The SO2 Corps (Heritage) is responsible for the following:

- a. provide support to Colonel Commandants
- b. provide HOC POC for National and Regional RAEME Associations
- c. produce RAEME Craftsman magazine
- d. coordinate Corps awards and annual dinners

e. support and assist HOC in the performance of all other Corps and HOC functions and duties as appropriate.

9. **Corps RSM.** The Corps RSM is responsible for the following:

a. represent the Corps as the senior soldier

b. assist in the coordination of Corps awards and annual dinners

c. assist HOC in representing Corps interests at Army and Corps activities

d. coordinate annual Corps Conference

e. support and assist HOC in the performance of all other Corps and HOC functions and duties as appropriate.

10. **Corps Warrant Officer.** The Corps Warrant Officer appointment will only be filled if the RSM ASEME appointment is filled by a non RAEME RSM. When appointed, the Corps Warrant Officer is responsible to carry out all tasks normally carried out by the Corps RSM.

*Arte Et Marte*