



RACT POLICY STATEMENT

**Office of the Head of Corps
Royal Australian Corps of Transport
Army Logistic Training Centre
BANDIANA VIC 3694**

01 JUN 2010

STATEMENT NO 44

THE RACT TRADE MENTORS AND ADVISORS

This Policy Statement will expire on:

01 JUN 2014

Issued by the Head of Corps Royal Australian Corps of Transport for application within the Royal Australian Corps of Transport.

CANCELLATION

**D. Mulhall, AM
Brigadier
Head of Corps
Royal Australian Corps of Transport**

DISTRIBUTION

As per RACT Policy Statement No. 1 Annex A

RACT POLICY STATEMENT NO 44**THE RACT SENIOR TRADE MENTORS AND SUBJECT MATTER ADVISORS****Reference:**

- A. CASAC submission 24/09 dated 08 Oct 09

INTRODUCTION

1. The role of Head of Corps (HOC), as determined by reference A, is to represent the Corps as the senior adviser for Corps Capability and Heritage. There is a lack of capacity within the current Corps appointments to provide appropriate capability advice to the HOC. In order to provide technical and higher level Corps strategic input, the corps is to implement a Senior Trade Mentor (STM) and Subject Matter Advisor (SMA) management system. They will assist the HOC by providing capability advice on relevant trade issues and identifying opportunities for their specific trade.
2. The appointment of a senior Warrant Officer (WO) Class 1 as a RACT SMA is a new appointment and is unique to Trade Specialists within the Corps. Besides advice regarding implementation of new capability, the HOC utilises the level of expertise which the SMAs provide to assist in; doctrine review, to further trade governance, improve technical competency, and to address recruiting and retention issues within their trade
3. To support the RACT SMA and to provide a link to the HOC, particularly with strategic input to the numerous new projects which are affecting the Corps, an extension of the current advisory personnel group is required. The Corps will include a RACT STM at the LTCOL/COL ranks for each trade. This inclusion will assist the DHOC in the provision of current trade review policy and doctrine.

AIM

4. The aim of this CPS is to detail the role, responsibilities and method of appointing RACT STMs and RACT SMAs.

ROLE

5. The role of the RACT STM and RACT SMA is to provide direction and act as the key representatives of their trade, with particular emphasis placed upon subject trade mastery and input to new capability.

RESPONSIBILITIES

6. The responsibilities of the RACT STM and a RACT SMA include:
 - a. present key issues affecting their trade to the Head of Corps (HOC) RACT, RACT Conference, RACT Seminar and RACT Corps Capability Committee;
 - b. actively improve trade governance;

- c. improve the technical trade competency of RACT soldiers posted to the trade;
 - d. improve Army capability as it pertains to the trade;
 - e. mentor within their trade
 - f. promote RACT and their trade throughout the Army;
 - g. attend Subject Matter Expert Working Groups (SMEWG's) affecting their trade;
 - h. provide assistance to Development Group ALTC in the presentation of their trade to Employment Category Review Committee (ECRC) and Defence Force Remuneration Tribunal (DFRT);
 - i. encourage the compilation and collection of history of their trade;
 - j. provide comment during re-writes/submissions of doctrine and trade related matters;
 - k. recruiting and retention; and
 - l. provide an annual article on their trade for the *Australian Army Transport Journal*, and
7. In addition, specific responsibilities for the STM are to:
- a. Develop a professional relationship with your relevant trade group, particularly the SMA, in order to give members the opportunity to share their experiences and offer recommendations to grow and develop their trade.
 - b. Receive guidance and advice on specific trade challenges, including development of specific strategies and policies which both address and advance potential solutions to these challenges.
 - c. Advise the HOC on opportunities for their trade.
 - d. Assist the HOC to explore issues, test new ideas and opportunities for your trade and offer challenging discussions and fresh perspective
 - e. Attend Corps Committee meetings to advise the HOC.
8. RACT Advisors are authorised to communicate directly with DHOC RACT on matters affecting their trade. The SO2 Corps is to provide assistance and support to the Advisors on behalf of HOC RACT. The SO2 Corps is to provide funds for travel on an as required basis to assist the Advisors in the conduct of their duties. At present, the HOC Cell may not be sufficiently funded to fully support STM and SMA; however, the SO2 Corps will endeavour to meet requirements.

ENTITLEMENT

9. A maximum of 6 current serving ARA LTCOL's and 6 current serving ARA RACT WO1's can be appointed, as STMs or SMAs respectively. This number may be varied with the approval of the HOC RACT. The DHOC is precluded from holding the appointment of a STM. RACT RSM's are precluded from holding the appointment of a SMA. Each of the following RACT trades/functions are entitled to have a STM and a SMA:

- a. ECN 035 Operator Movements,
- b. ECN 274 Driver Specialist,
- c. ECN 099 Aerial Delivery,
- d. ECN 171 Cargo Specialist,
- e. ECN 218 Marine Specialist, and
- f. Postal Operator Postal

10. HOC RACT may elect to reserve the appointment of an Advisor for a trade, if in the opinion of the Mentor and Advisors Selection Committee (MASC), a suitable candidate is not available.

APPOINTMENT AS AN ADVISOR

Method

11. RACT Mentors and Advisors are appointed by the HOC RACT. The MASC is to consist of the HOC RACT, DHOC, SO2 Corps, Corps RSM and Senior Career Manager (SCM) RACT for SMAs. The MASC for Mentors and Advisors is to meet on an as required basis. For STMs, the DHOC is to present for consideration by MASC a list of suitable candidates for each trade. For SMAs, this is to be compiled by the SO2 Corps and SCM RACT with an outline of their service against the selection criteria at paragraph 13.

12. An STM or SMA will retain the appointment for two years with an option to extend in consultation with HOC. A STM or SMA can request their appointment be terminated. Alternatively a STM or SMA may be required to relinquish their appointment for the following reasons:

- a. they elect to separate from Service or their trade;
- b. they are unable to discharge their responsibilities
- c. posted overseas with a tenure of more than 12 months;
- d. they are appointed as an RSM or DHOC; or
- e. if their actions are deemed by HOC RACT to be contrary to Army and RACT values and ethos.

Selection Criteria

13. In selecting a STM or SMA the MASC will consider candidates based on:
- a. merit and performance as determined by HOC;
 - b. a demonstrated capacity to promote RACT and their trade throughout the Army;
 - c. demonstrated trade governance, trade technical and subject mastery; and
 - d. an ongoing commitment to serve Army and RACT.

Administration of Advisors

14. Details of all administration is listed at annex A.

ADVISORS PARCHMENT**Parchment**

15. On appointment, each SMA will be issued with a parchment, an example of which is at annex B.

Presentation

16. The presentation of the Parchment will normally be undertaken by the HOC, preferably at the Corps Conference.

Annexes:

- A. Standing Operating Procedure for Administration of Advisors
- B. RACT Advisors Parchment

**STANDING OPERATING PROCEDURE FOR ADMINISTRATIVE OF MENTORS
AND ADVISORS**

General

1. This SOP details the process required to administer Advisors once selected by HOC.

Upon Initial Appointment

2. **Acceptance.** As a result of the MASC, the DHOC is to approach the Mentor / Advisor and advise them of their selection, seeking their acceptance. A letter from the HOC is to then be sent to each STM to detail their specific responsibilities and areas that require their attention. SMAs will receive a parchment.
3. **Unit Notification.** Once the Mentor or Advisor are confirmed, the HOC is to then write a letter to the Mentor or Advisor's posted unit detailing the role, responsibilities of the position and support required by the HOC. The letter should also request that consideration be given to supporting availability of the Mentor or Advisor to perform his / her role as required. Upon subsequent postings this information is to be provided to the new unit in the form of an appropriate letter.
4. **Appointment Recording.** The DHOC is to inform DOCM-A/SCMA in writing of the appointment. A PMKeyS entry is to be drafted upon advice from DOCM-A/SCMA. The HOC Cell is to ensure that the appropriate details of the appointment of Mentors and Advisor are entered on PMKeyS.

RACT TRADE ADVISOR PARCHMENT

Subject Matter Advisor's Parchment

Warrant Officer Class One

'Insert name'

is appointed

Subject Matter Advisor

For the

Royal Australian Corps of Transport, 'Insert trade'

on this 'Insert date'

The appointment as Subject Matter Advisor of the Royal Australian Corps of Transport 'Insert trade' acknowledges your professional mastery of 'Insert trade' skills, knowledge and attitudes and your contribution to the soldiers and officers of the 'Insert trade' through your dedicated leadership.

You are charged with the responsibility of upholding the highest standard of your trade and core behaviours and in doing so reinforcing and shaping the values of the Corps. You are entrusted with the custody of our proud history, customs and traditions and the ongoing invigoration of esprit de corps within the Royal Australian Corps of Transport 'Insert trade'. You are to diligently discharge your duty in advising and working with senior commanders on behalf of the 'Insert trade', which you represent as the Subject Matter Advisor.

The Royal Australian Corps of Transport established the appointment of the Subject Matter Advisor on 'Insert date'. You are hereby appointed as the Subject Matter Advisor for the 'Insert trade' of the Royal Australian Corps of Transport and are to discharge your duties until released by the Head of Corps, Royal Australian Corps of Transport.

Given under my hand

.....
D.T. MULHALL, AM
Brigadier
Head of Corps