

The functions and roles of Chief Personnel together with the relevant staff under his supervision.

a. Ch Pers/Mann

- i. Coordinates all J1 issues on behalf of the DCOS HQ JFC
- ii. Manages HQ JFC files
- iii. Identify J1 requirements to ensure smooth administration of HQ JFC
- iv. Write Insurance Companies for payment of death and disability benefits
- v. Enable and authorize dismissals, discharges on behalf of the Comd Joint Force
- vi. Brief and advice CJF on critical J1 issues
- Vii. Manage HQ J1 resources
- viii. Liaise with MoD and AFPC on J1 issues
- ix. Develop administrative instructions on both critical and minor issues
- x. Promulgate Joint Force Command Routine Orders for CJF
- xi. Manage the RSLAF redress process

b. SO2 Pers/Manning

- i. Coord J1 issues on behalf of the Ch Pers.
- ii. Provide Staff advice on the career management of JFC Pers.
- iii. Liaise with D Def Pers on all postings.
- iv. Assist the Ch Pers in identifying J1 requirement to ensure smooth admin of HQ JFC
- v. Management of J1 resources.
- vi. Liaise with MoD and AFPC on J1 issues.
- vii. Provide a focal point for admin action and redress of complaints.
- viii. Manage RSLAF redress process (Case Conference).

c. SO2 Discipline

- i. He acts as the J1 disciplinary adviser to DCOS JFC and responsible through the Ch Pers for the efficient and effective delivery of all J1 discipline services.
- ii. Monitor the discipline statistics for the RSLAF.
- iii. Ensuring the monthly discipline returns are submitted.
- iv. Control the manning figures for soldiers discharge administratively or dismissed from the RSLAF.
- v. Ensure that summary dealing policy is adhered to.
- vi. Monitor the administration of 252s.
- vii. He processes all BOIs and recommendations for discharge on behalf of the Ch Pers.
- viii. Manage redress of grievances.
- ix. Monitor adherence to AWOL procedure.
- x. He prepares all J1 Discipline casework for submission to MoD.

d. SO2 Welfare

- i. Coord all welfare matters on behalf on the Ch Pers.
- ii. Process loan applications from both serving pers and civilians employees.

- iii. Serve as chairman loan committee.
 - iv. Monitor the timely submission of moral reports.
 - v. Effect extension of passes to serving personnel.
 - vi. Effect timely liaison with AFPC on personnel faced with pay problems
 - vii. Process death certificates of service personnel and promulgate.
 - viii. Admin Instructions for burial.
 - ix. Liaise with CJF for payment of mortuary bills at funeral homes for the deceased mil pers.
 - xi. Write to Ch J4 and SO2 J8 for provision of RSLAF burial assistance to deceased family.
 - xii. Authorize AFPC to stop salary payment to any personnel who refuses to support his family.
 - xiii. Facilitate all entertainment activities at HQ JFC.
- x. Identify future problems and recommend possible solution through the chain of command.

e. **SO2 MS**

- i. Coord all MS issues on behalf of the Ch Pers
- ii. Primary task is to implement a credible MS system in line with the overall RSLAF MS system for JFC.
- iii. Provide Staff advice on the career management to ensure smooth admin of HQ JFC.
- iv. Monitor AR System for Offrs/Sldrs and ensure MS time table are met.
- v. Liaise with MoD and AFPC on MS issues.
- vi. Monitor Career Profile System for offrs and ensure they are forwarded to D Def Pers for retention in offrs P/Files.
- vii. He processes all BOIs and recommendations for discharge on behalf of the Ch Pers.
- viii. Manage redress of grievances.
- ix. Monitor adherence to AWOL procedure.
- x. He prepares all J1 Discipline casework for submission to MoD.