



COMMAND AUTHORISATIONS INSTRUMENT PERSONNEL-RELATED DECISION-MAKING FUNCTIONS

1 Authority

I, Air Marshal GAVIN NEIL DAVIES AO, CSC, Chief of Air Force, make this instrument in accordance with my authority to command the Air Force (subject to the Chief of the Defence Force's direction), consistent with the Chief of the Defence Force's Charter Letter to me of 28 June 2016 and the capability objectives that I have been directed to achieve.

2 Revocation

I hereby revoke all previous Command Authorisations Instruments governing personnel-relation decision making functions.

3 Authorisations

Schedule 1 contains a list of personnel-related decision-making functions held by me, in my capacity as Chief of Air Force, and a list of positions to which I have assigned those functions.

I hereby authorise the personnel from time to time holding or performing the duties of the positions listed in abbreviated form in column 3 of Schedule 1 (explained in Schedule 2) to perform the corresponding functions as described in column 2 of Schedule 1.

4 Limitations

The functions set out in Schedule 1 are subject to the limitations (if any) specified in Schedule 1 and any other direction(s) given by the Chief of the Defence Force, the Chief of Air Force, or a duly authorised person.

The authority to undertake the personnel functions set out in Schedule 1 is not to be delegated.

Subject to any contrary intent expressed by the Chief of the Defence Force or the Chief of Air Force, the personnel functions set out in Schedule 1 must only be exercised by a person duly authorised in Schedule 1, the Chief of Air Force or the Chief of the Defence Force.

5 Commencement

This instrument commences on date of signature.

s22

G.N. DAVIES
Air Marshal
Chief of Air Force

5 April 2018

CAF Command Authorisations
Schedule 1

Item	Description	Authorised Persons	Maximum rank level to which the Authorised Person may exercise	Authorisation and any Limitations or Directions
1	Give notice of proposal to reduce a member's rank under s14(1)(a) of Defence Regulation 2016 where retention at current rank is considered not to be in the interests of the Defence Force	DCAF	AIRCDRE, CHAP 5	Must be higher in rank than the member and the notice given must be consistent with the requirements of s30 of Defence Regulation 2016
		DGPERS-AF	GPCAPT, CHAP 4	
		Officers performing duties in a PERSBR-AF GPCAPT Director Position	WGCDR, CHAP 3	
		Officers performing duties in a DP-AF WGCDR Position	SQNLDR, CHAP 2	
		Officers performing duties in a DP-AF SQNLDR Position	FLTLT, CHAP 1	Not below SQNLDR and the notice given must be consistent with the requirements of s30 of Defence Regulation 2016
		Officers	Subject to prescribed limitations	Must be an officer not below the rank of SQNLDR (E) in respect of a member who is lower in rank and within that officer's command, control or area of responsibility The notice given must be consistent with the requirements of s30 of Defence Regulation 2016
2	Give notice of proposal to reduce a member's rank under s14(1)(b) of Defence Regulation 2016 where member cannot usefully serve at current rank because of redundancy in the Defence Force	DCAF	WGCDR, CHAP 3	Must be higher in rank than the member and the notice given must be consistent with the requirements of s30 of Defence Regulation 2016
		DGPERS-AF	WGCDR, CHAP 3	
		DP-AF	SQNLDR, CHAP 2	
3	In conjunction with reducing a member's rank under s14(1) of Defence Regulation 2016, determine conditions associated with reduction in rank	CDF Delegates under s14(1) of Defence Regulation 2016	IAW CDF s14(1) Delegation	When determining conditions associated with rank reduction, decision makers should have regard to any tri-service or Air Force policy guidance and comply with any direction or rules specified by CDF such as financial conditions governed by the Pay and Conditions Manual
4	Give notice of proposal to transfer a member from the Permanent Air Force to the Air Force Reserve under s16(1) of Defence Regulation 2016 where transfer is considered to be in the interests of the Defence Force	DCAF	AIRCDRE, CHAP 5	Must be one rank higher than the member and the notice given must be consistent with the requirements of s30 of Defence Regulation 2016
		DGPERS-AF	GPCAPT, CHAP 4	
		Officers performing duties in a PERSBR-AF GPCAPT Director Position	WGCDR, CHAP 3	
		Officers performing duties in a DP-AF WGCDR Position	SQNLDR, CHAP 2	
		Officers performing duties in a DP-AF SQNLDR Position	FLTLT, CHAP 1	Not below SQNLDR and the notice given must be consistent with the requirements of s30 of Defence Regulation 2016
		Officers	Subject to prescribed limitations	Must be an officer not below the rank of SQNLDR (E) in respect of a member who is lower in rank and within that officer's command, control or area of responsibility The notice given must be consistent with the requirements of s30 of Defence Regulation 2016

CAF Command Authorisations
Schedule 1

Item	Description	Authorised Persons	Maximum rank level to which the Authorised Person may exercise	Authorisation and any Limitations or Directions
5	In conjunction with compulsorily transferring a member from the Permanent Air Force to the Air Force Reserve under s16(1) of Defence Regulation 2016, determine conditions associated with transfer	CDF Delegates under s16(1) of Defence Regulation 2016	IAW CDF s16(1) Delegation	When determining conditions associated with compulsory transfer, decision makers should have regard to any tri-service or Air Force policy guidance and comply with any direction or rules specified by CDF such as financial conditions governed by the Pay and Conditions Manual
6	Give notice of proposal to terminate a member's service under s24(1)(a) of Defence Regulation 2016 where the member is medically unfit for service in the Defence Force	DCAF	AIRCDRE, CHAP 5	Must be equal to or higher in rank than the member and the notice given must be consistent with the requirements of s30 of Defence Regulation 2016
		DGPERS-AF	AIRCDRE, CHAP 5	
		Officers performing duties in a PERSBR-AF GPCAPT Director Position	GPCAPT, CHAP 4	
		Officers performing duties in a DP-AF WGCDR Position	WGCDR, CHAP 3	
7	Give notice of proposal to terminate a member's service under s24(1)(b) of Defence Regulation 2016 where member cannot usefully serve because of redundancy in the Defence Force	DCAF	WGCDR, CHAP 3	Must be higher in rank than the member and the notice given must be consistent with the requirements of s30 of Defence Regulation 2016
		DGPERS-AF	WGCDR, CHAP 3	
		DP-AF	SQNLDR, CHAP 2	
8	Give notice of proposal to terminate a member's service under s24(1)(c) of Defence Regulation 2016 where retention of the member's service is considered not to be in the interests of the Defence Force	DCAF	AIRCDRE, CHAP 5	Must be higher in rank than the member and the notice given must be consistent with the requirements of s30 of Defence Regulation 2016
		DGPERS-AF	GPCAPT, CHAP 4	
		Officers performing duties in a PERSBR-AF GPCAPT Director Position	WGCDR, CHAP 3	
		Officers performing duties in a DP-AF WGCDR Position	SQNLDR, CHAP 2	
		Officers performing duties in a DP-AF SQNLDR Position	FLTLT, CHAP 1	Not below SQNLDR and the notice given must be consistent with the requirements of s30 of Defence Regulation 2016
		Officers	Subject to prescribed limitations	Must be an officer not below the rank of SQNLDR (E) in respect of a member who is lower in rank and within that officer's command, control or area of responsibility The notice given must be consistent with the requirements of s30 of Defence Regulation 2016

CAF Command Authorisations
Schedule 1

Item	Description	Authorised Persons	Maximum rank level to which the Authorised Person may exercise	Authorisation and any Limitations or Directions
9	<p>Give notice of proposal to suspend a member from duty without pay or on part pay under s28(1) of Defence Regulation 2016 where:</p> <ul style="list-style-type: none"> - the member has been given a notice proposing termination of their service under s24(2) and has not been informed that the termination will not proceed; or - the member has been given a notice proposing termination of their service under s100 of the Defence Act of the return of a positive test result for a prohibited substance test and has not been informed they will not be terminated because of the result; or - the CDF has decided to terminated the member's service under s24(1), but the decision has not yet taken effect. 	DCAF	AIRCDRE, CHAP 5	Must be higher in rank than then member and the notice given must be consistent with the requirements of s30 of Defence Regulation 2016
		DGPERS-AF	GPCAPT, CHAP 4	
		Officers performing duties in a PERSBR-AF GPCAPT Director Position	WGCDR, CHAP 3	
		Officers performing duties in a DP-AF WGCDR position	SQNLDR, CHAP 2	Not below SQNLDR and the notice given must be consistent with the requirements of s30 of Defence Regulation 2016
		Officers performing duties in a DP-AF SQNLDR position	FLTLT, CHAP 1	
		Officers	Subject to prescribed limitations	<p>Must be an officer not below the rank of SQNLDR (E) in respect of a member who is lower in rank and within that officer's command, control or area of responsibility</p> <p>The notice given must be consistent with the requirements of s30 of Defence Regulation 2016</p>
10	Determine the period of covered service applicable to a member or class of members	CDF Delegates under s25(3)	IAW CDF s25(3) Delegation	When determining a period of covered service, decision makers should have regard to any Air Force policy guidance or overarching Instrument or Determination authorised by CAF or CDF
11	Issue a notice proposing to compulsorily transfer a member between SERCATs 2, 3, 4, and 5, or between employment categories on the grounds of poor performance, poor conduct or unsuitability	DCAF	AIRCDRE, CHAP 5	<p>Must be higher in rank than the member</p> <p>Where required, the notice given should be similar in character to the notice requirements specified under s30 of Defence Regulation 2016</p>
		DGPERS-AF	GPCAPT, CHAP 4	
		DP-AF	WGCDR, CHAP 3	
		Officers performing duties in a DP-AF WGCDR position	SQNLDR, CHAP 2	
		Officers performing duties in a DP-AF SQNLDR position	FLTLT, CHAP 1	
		Officers	Subject to prescribed limitations	<p>Must be an officer not below the rank of SQNLDR (E) in respect of a member who is lower in rank and within that officer's command, control or area of responsibility</p> <p>Where required, the notice given should be similar in character to the notice requirements specified under section 30 of Defence Regulation 2016</p> <p>Before proposing transfer to an alternate SERCAT or employment category initiating authorities are to investigate the feasibility of their proposal with the relevant PERSBR-AF decision maker</p>
		OIC ACMC	FLGOFF	
		SO2 PERS ACMC	FLGOFF	
		SO3 PERS ACMC	FLGOFF	The notice given should be similar in character to the notice requirements specified under s30 of Defence Regulation 2016

CAF Command Authorisations
Schedule 1

Item	Description	Authorised Persons	Maximum rank level to which the Authorised Person may exercise	Authorisation and any Limitations or Directions
12	Following a proposal to transfer a member pursuant to Item 11, compulsorily transfer members between SERCATs 2, 3, 4, and 5, or between employment categories and determine conditions of transfer	DCAF	GPCAPT, CHAP 4	Must be an officer not below the rank of SQNLDR and must be at least two ranks higher than the member
		DGPERS-AF	WGCDR, CHAP 3	ACMC Staff may only make decisions in relation to OA Officers
		Officers performing duties in a PERSBR-AF GPCAPT Director Position	SQNLDR, CHAP 2	When determining conditions of transfer, decision makers should have regard to any tri-service or Air Force policy guidance and comply with any direction or rules specified by CDF such as financial conditions governed by the Pay and Conditions Manual
		Officers performing duties in a DP-AF WGCDR position	FLTTLT, CHAP 1	
		Officers performing duties in a DP-AF SQNLDR position	FLGOFF	
		OIC ACMC	FLGOFF	
		SO2 PERS ACMC	FLGOFF	
13	Transfer members between SERCATs 2, 3, 4, and 5, or between employment categories and determine conditions of transfer where: - the member applies for, or agrees to the transfer, - the transfer aligns with the member's planned date out of the relevant posted position, - the member has not attended for duty as required, or - an employment category is disbanded or replaced by one or more related employment categories.	DCAF	AIRCDRE, CHAP 5	Must be at least equal in rank to the member
		DGPERS-AF	AIRCDRE, CHAP 5	When determining conditions of transfer, decision makers should have regard to any tri-service or Air Force policy guidance and comply with any direction or rules specified by CDF such as financial conditions governed by the Pay and Conditions Manual
		DSOM-AF	GPCAPT, CHAP 4	
		Officers performing duties in a PERSBR-AF GPCAPT Director Position	WGCDR, CHAP 3	
		DP-AF Staff	Subject to prescribed limitations	Must be an officer or WOFF who is both posted to the DP-AF and higher in rank than the member
				When determining conditions of transfer, decision makers should have regard to any tri-service or Air Force policy guidance and comply with any direction or rules specified by CDF such as financial conditions governed by the Pay and Conditions Manual
		OIC ACMC	FLGOFF	ACMC Staff may only make decisions in relation to OA Officers
		SO2 PERS ACMC	FLGOFF	When determining conditions of transfer, decision makers should have regard to any tri-service or Air Force policy guidance and comply with any direction or rules specified by CDF such as financial conditions governed by the Pay and Conditions Manual
		SO3 PERS ACMC	FLGOFF	

CAF Command Authorisations
Schedule 1

Item	Description	Authorised Persons	Maximum rank level to which the Authorised Person may exercise	Authorisation and any Limitations or Directions
14	Issue a notice proposing to remove a member from post on the grounds of poor performance, poor conduct, or unsuitability	DCAF	AIRCDRE, CHAP 5	Must be higher in rank than the member
		DGPERS-AF	GPCAPT, CHAP 4	Where required, the notice given should be similar in character to the notice requirements specified under s30 of Defence Regulation 2016 and should not propose a specific posting solution in the event that removal from post is approved
		DP-AF	WGCDR, CHAP 3	
		Officers performing duties in a DP-AF WGCDR position	SQNLDR, CHAP 2	In the context of Reservists, formally issuing a notice as detailed in this Item is not necessary where the member's unsuitability is premised on not attending for duty as required
		Officers performing duties in a DP-AF SQNLDR position	FLTTLT, CHAP 1	
		Officers	Subject to prescribed limitations	Must be an officer not below the rank of SQNLDR (E) in respect of a member who is lower in rank and within that officer's command, control or area of responsibility
		OIC ACMC	FLGOFF	Where required, the notice given should be similar in character to the notice requirements specified under section 30 of Defence Regulation 2016 and should not propose a specific posting solution in the event that removal from post is approved
		SO2 PERS ACMC	FLGOFF	
		SO3 PERS ACMC	FLGOFF	
				In the context of Reservists, formally issuing a notice as detailed in this Item is not necessary where the member's unsuitability is premised on not attending for duty as required

CAF Command Authorisations
Schedule 1

Item	Description	Authorised Persons	Maximum rank level to which the Authorised Person may exercise	Authorisation and any Limitations or Directions
15	Post, or change the posting order of a member and to determine conditions attached to the posting	DCAF	AIRCDRE, CHAP 5 (AFR) WGCDR, CHAP 3 (PAF)	Must be equal to or higher in rank than the member except for removal from post decisions made following the issue of a notice as prescribed at Item 14
		DGPERS-AF	AIRCDRE, CHAP 5 (AFR) WGCDR, CHAP 3 (PAF)	
		DSOM-AF	GPCAPT, CHAP 4 (AFR)	Removal from post decisions made following the issue of a notice as prescribed at Item 14 must be made by an officer who is at least two ranks higher than the member
		DP-AF	WGCDR, CHAP 3	
		DP-AF Staff	Subject to prescribed limitations	Must be an officer or WOFF who is both posted to the DP-AF and higher in rank than the member
				Removal from post decisions made following the issue of a notice as prescribed at Item 14 must be made by an officer not below the rank of SQNLDR who is also at least two ranks higher than the member
		OIC APMC	FLGOFF	May only make decisions in relation to OA Officers
		SO2 PERS APMC	FLGOFF	Removal from post decisions made following the issue of a notice as prescribed at Item 14 must be made by an officer who is at least two ranks higher than the member
		SO3 PERS APMC	FLGOFF	
16	Issue a notice proposing to deny or delay promotion on the grounds that poor performance, poor conduct, or unsuitability means the member is not fit and proper to perform duties at the higher rank	Officers	Subject to prescribed limitations	Must be an officer not below the rank of SQNLDR (E) in respect of a member who is lower in rank and within that officer's command, control or area of responsibility or posted to PERSBR-AF
17	Attach members to another unit for a period less than six months and to determine conditions of the attachment other than financial conditions of service governed by the Pay and Conditions Manual	Officers	Subject to prescribed limitations	Must meet all of the following: (a) must be an officer who is appointed as Wing OC or Director or who is higher within the command/reporting chain; (b) must be higher in rank; and (c) if attachment is across commands, agreement of equivalent appointment in gaining command must be granted.
		Officers and WOFFs	Subject to prescribed limitations	Must be posted to the DP-AF and higher in rank than the member
		OIC APMC	FLGOFF	May only make decisions in relation to OA Officers
		SO2 PERS APMC	FLGOFF	May only make decisions in relation to OA Officers
		SO3 PERS APMC	FLGOFF	May only make decisions in relation to OA Officers
	Attach members to another unit to undertake a training course or courses for a period less than six months	DP-AF Staff	Subject to prescribed limitations	Must be posted to a position responsible for panelling members on training courses
	Attach members to another unit for a period less than three months and to determine conditions of the attachment other than financial conditions of service governed by the Pay and Conditions Manual	Combat Support Group Officers	Subject to prescribed limitations	Must meet all of the following: (a) must be an officer who is appointed as Wing XO or SO2PERS; (b) if attachment is across commands, agreement of Wing OC, Director, Wing XO or Deputy Director in gaining command must be granted.

CAF Command Authorisations
Schedule 1

Item	Description	Authorised Persons	Maximum rank level to which the Authorised Person may exercise	Authorisation and any Limitations or Directions
18	Attach members for the purpose of supporting domestic exercises	ACAUST		
		DACAUST		
		A1 HQAC		
	Attach members for the purpose of supporting domestic exercises in accordance with HQAC A3/5 Task Orders	HQAC Personnel Operations Staff		
	Attach formed units for the purpose of conducting domestic exercises in support of Task Orders issued by HQAC A3/5	Officers	Subject to prescribed limitations	Must be a Commanding Officer, or an officer higher within the chain of command, in respect of a member who is lower in rank and within that officer's command
19	Issue a notice proposing to formally warn or censure a member	Officers	Subject to prescribed limitations	Must be an officer not below the rank of FLGOFF (E) in respect of a member who is lower in rank and within that officer's command, control or area of responsibility or posted to PERSBR-AF
20	Impose a formal warning or censure on a member	Officers	Subject to prescribed limitations	Must be an officer not below the rank of SQNLDR (E) in respect of a member who is lower in rank and within that officer's command, control or area of responsibility or posted to PERSBR-AF
21	Determine those employment categories which constitute the Permanent and Reserve elements of the Air Force	DCAF		
		DGPERS-AF		
22	Determine the workforce structure and establishment required to meet capability requirements	DCAF		
		DGPERS-AF		
		DWP-AF		
23	Approve voluntary unpaid duty or attendance in the Air Force Reserves	SQNLDR and above	Subject to prescribed limitations	Must be an officer not below the rank of SQNLDR in respect of a member who is lower in rank and within that officer's command, control or area of responsibility or posted to PERSBR-AF