

**HEADQUARTERS ROUTINE ORDER 12/2015**  
**by**  
**GROUP CAPTAIN LEE Kwok Wing**  
**Commanding**  
**HONG KONG AIR CADET CORPS**

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Order No.157    Season's Greetings

The Commanding Officer wishes all ranks a Merry Christmas and a Happy New Year.

Order No.158    Grantham Uniformed Youth Groups Outstanding Service Award

The Commanding Officer is pleased to announce that the following cadet members will be awarded the Grantham Uniformed Youth Groups Outstanding Service Award 2015-16.

<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
FS	WONG Chi Yeung	M07-14239	No 308 Sqn
Cpl	IP Ming Hei	M10-17015	No 407 Sqn

Order No.159    Appointments – Senior Members

The Commanding Officer has authorised the following appointments with retroactive effect from 8.10.15:

<u>As Officer Trainees (No 608 [OUHK] Squadron)</u>		
CHAN Sheung Yin	KUNG Nga Wing	LAW Ho Ming
MAK Hiu Ting	TSOI Tsz Mei	

The Commanding Officer has authorised the following appointments with retroactive effect from 1.12.15:

<u>As Officer Trainees (No 608 [OUHK] Squadron)</u>		
CHUNG Wai Ping	MA Ka Yu	WONG Hoi Yan

Order No.160    Transfers – Senior Members

The Commanding Officer has authorized the following transfers with retroactive effect from 1.12.15:

<u>Rank and Name</u>	<u>From</u>	<u>To</u>
Plt Off Vicky Wing Yan MO	OTO No 608 Sqn	Reserve
WO CHO Shun Leung	Reserve	OTO HQ No 6 Wg

Order No.161    Promotions – Cadet Members

The Commanding Officer has approved the following promotions with effect from 1.1.16:

<u>To Cadet Sergeants</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
Cpl	SIU Yan Kit	M07-14802	No 108 Sqn
Cpl	CHAN Kin Long	M08-15892	No 408 Sqn

<u>To Cadet Corporal</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
BC	LAU Kin Lok	M06-12496	No 203 Sqn

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### Order No.161 Promotions – Cadet Members (cont'd)

The Commanding Officer has approved the following promotions with retroactive effect from 1.12.15:

<u>To Cadet Lance Corporals</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
ICC	CHUI Tsz Hei Breanne	F13-21279	No 402 Sqn
ICC	LEE Hoi Tung	F13-21281	No 402 Sqn
ICC	LING Yi Kwan	F13-21282	No 402 Sqn
ICC	SHUM Chung Yan	F13-21283	No 402 Sqn
BC	CHEUNG Bo Wen	M13-21385	No 404 Sqn
BC	CHEUNG Mei Sin Kristie	F13-21386	No 404 Sqn
BC	KWOK Chun Fung	M13-21389	No 404 Sqn
BC	LAM Ho Hin	M13-21397	No 404 Sqn

### Order No.162 Classification Advancements – Cadet Members

The Commanding Officer has approved the following classification advancements with effect from 1.1.16:

<u>To Staff Cadets</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
FS	KWAN Hoi Ching	F06-12859	No 501 Sqn
FS	WONG Hin Chung	M07-14656	No 505 Sqn
Sgt	LAM Hon Yin Ericson	M08-15044	C Sqn

  

<u>To Senior Cadet</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
Sgt	CHOW Cheuk Hin	M07-14642	No 505 Sqn

  

<u>To Leading Cadet</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
Cpl	LAU Ka Wai	M11-19053	No 403 Sqn

  

<u>To First Class Cadets</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
BC	LAM Chun Ning	M11-18525	No 401 Sqn
BC	YONGCO Ka Lok	M12-19398	No 308 Sqn
BC	CHAN Cheuk Him	M12-19477	No 308 Sqn

### Order No.163 Cadet Community Services Achievement Ribbon

The Commanding Officer has been pleased to approve the following award to cadet members named below with retroactive effect from 1.12.15:

#### Cadet Community Services Achievement Ribbon

<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
Sgt	TAM Cheuk Him	M09-16956	No 303 Sqn
LCpl	MAN Hoi Kit	M12-19540	No 407 Sqn

## HEADQUARTERS ROUTINE ORDER 12/2015 (cont'd)

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### Order No.164    Qualified First Aiders

The Commanding Officer has authorized the wearing of the First Aider Tab with effect from 1.1.16 by the following cadet members who have qualified for the St John Adult First Aid certificate:

<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>	<u>Expiry Date</u>
Sgt	KONG Hau Yi	F07-14100	No 103 Sqn	16.4.18
BC	KONG Wai Kam	M11-18276	No 103 Sqn	19.9.18
BC	YAM Cheuk Yeung Andrew	M12-20293	No 103 Sqn	6.5.18
BC	WONG Chun Ki	M13-21326	No 401 Sqn	19.8.18
BC	LEE Chun Ho	M13-21542	No 103 Sqn	6.5.18
BC	HUNG Lincoln Man Him	M14-21841	No 103 Sqn	26.8.18

### Renewals

<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>	<u>Expiry Date</u>
Cpl	LAU Ka Wai	M11-19053	No 403 Sqn	5.10.18

### Order No.165    Appointments: Qualified Instructors

The Commanding Officer has authorized the following appointments on the recommendation of DCO  
Trg:

#### Expedition Instructor

### Renewals

<u>Rating</u>	<u>Rank &amp; Name</u>	<u>S/N</u>	<u>Unit</u>	<u>Expiry Date</u>
Instructor	WO YUE Tak Chun	O-590	No 6 Wg	31.12.18

#### Physical Assessment Instructors

### Renewals

<u>Rating</u>	<u>Rank &amp; Name</u>	<u>S/N</u>	<u>Unit</u>	<u>Expiry Date</u>
Instructor	Flt Lt IP Shu Kai	O-2079	No 407 Sqn	31.12.18
Instructor	FS HO Yuk Hei	M08-14894	No 408 Sqn	31.12.18
Instructor	Cpl SHAM Kai Ming Eric	M08-15763	No 407 Sqn	31.12.18

### Order No.166    Promotion Exercise for Senior Members (2016 First Round)

Recommendations are now invited from DCOs and OC HOCU for the promotion of senior members under their command. Any of the following six types of actions may be recommended:

- (a) Promotion from Flying Officer to Flight Lieutenant;
- (b) Promotion from Pilot Officer to Flying Officer;
- (c) Confirmation of Acting Pilot Officer as Pilot Officer;
- (d) Direct commissioning of exceptionally experienced Warrant Officer to either Pilot Officer or Flying Officer;
- (e) Promotion from Sergeant Instructor to Warrant Officer; and
- (f) Promotion from Instructor to Sergeant Instructor.  
(recommendations for [e] and [f] accepted all year round)

Interviews for candidates shortlisted for promotion from Fg Off to Flt Lt and from WO to Plt Off/Fg Off will be held in March, 2016. Recommendations should reach CSO via WO WONG S M, AAO, not later than 15 February 2016. Late recommendations will not be accepted. All recommendations will be vetted by CSO against established promotion criteria before submission to CO for his consideration. Candidates who have not undergone performance appraisal and/or have not submitted duty hours during the year 2015 may not be considered. Successful candidates will normally have 1 January 2016 as their effective promotion date.

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(cont'd)**

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Order No.167    Logging of Duty Hours by Senior Members

Please be notified that the deadline for the submission of detailed duty hours logs for the year 2015 by senior members to the Commanding Officer (Attn: WO WONG S M, AAO) is 28 January 2016, should recognition for volunteer community service from the Social Welfare Department (SWD) be sought. Members who do not seek SWD recognition may elect to have their 2015 annual duty hours summarily indicated on the Performance Appraisal Form for submission not later than 15 February 2016. Senior members who do not satisfy the minimum annual efficiency requirement (100 duty hours) may not be considered for promotion, and will forfeit one year's seniority for the purpose of accumulating efficient service toward the Hong Kong Cadet Forces Medal.

Wilson W S CHAN  
Wg Cdr  
For Commanding Officer