

HEADQUARTERS ROUTINE ORDER 1/2014
by
GROUP CAPTAIN LEE Kwok Wing
Commanding
HONG KONG AIR CADET CORPS

Order No.1 Honours and Awards

It is hereby announced that the wearing of the following medal by members whose name listed hereunder has been approved by the governing authority:

Hong Kong Air Cadet Corps 40th Anniversary Commemorative Medal

Hon Sqn Ldr Hubert Yan Man HO
Flt Lt Eric Sai Chung CHIU
Fg Off Rex Chi Man LAU
Plt Off Winson Chun Kit CHOW
Plt Off LAU Elaine
Ag Plt Off CHAN Yuk Lui
Ag Plt Off Ivan Ho Wai CHEUNG
Ag Plt Off WONG Chun Lung
WO YEUNG Miu Ki Milky
Ag WO FOK Chun Tung Augustine
Ag WO AU Pak Hung
Instr CHAN Hei Yin Joe
Instr KWONG Yin Long Anson
Instr SHUM Cheuk Lun
Instr WU Wai Ting Jessica
Sgt HO Yuk Hei
Sgt SHAM Kai Cheong Edward
Cpl CHU Wang Chun
Cpl HON Sunny
Cpl SHAH Kai Hong
Cpl WONG Ching Tun

Order No.2 Promotions – Senior Members

The Executive Board has approved the following promotions with retroactive effect from 1.1.14:

To Squadron Leaders

Flt Lt Cody Yiu Hong WONG, MBB Flt Lt Benjamin Kin Pun YUEN

Order No.3 Appointments – Senior Members

The Commanding Officer has authorised the following appointments with retroactive effect from 17.12.13:

As Officer Trainees (No 602 [HKU SPACE] Squadron

CHAN Wing Ki	LAI Cho Kiu Martina	LEE Kwok Yan Jessica
LEUNG Wing Sze Wincey	TSOI Chun Ming	TSUI Han Ling
YAM Hon Kwan	YUNG Lucia Tian	

As Officer Trainees (No 608 [OUHK] Squadron

CHONG Pan Na	KAN Chun Kit	LAW Hiu Man
WONG Ting Hei		

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Order No.3 Appointments – Senior Members (cont'd)

The Executive Board has authorised the commissioning of the following Officer Trainees with retroactive effect from 28.4.13:

<u>Full Name</u>	<u>Rank</u>	<u>Posting (Unit)</u>
CHAN Lok Hang	Plt Off	TO AE Wg
FUNG Tsz Ki	Plt Off	OTO No 308 Sqn
Karen Pik Shuen HUNG	Plt Off	OTO No 605 Sqn
Cammy Yan Chi KWAN	Plt Off	OTO No 604 Sqn
LEE Hoi Chun	Plt Off	OTO No 214 Sqn
Basil Pak Sun LING	Plt Off	OTO No 205 Sqn
LUK Kwok Leung	Plt Off	OTO No 604 Sqn
Sophia Yiu Ping SUEN	Plt Off	OTO No 205 Sqn
TSANG Kai Kei	Plt Off	OTO No 507 Sqn
WONG Tak Shing	Plt Off	OTO No 604 Sqn
Rex Tsz Shing YIP	Plt Off	OTO No 401 Sqn
CHAN Yuk Lui	Ag Plt Off	TO VQU

The following Senior Member appointment was made under the Disciplined Services Volunteer Scheme (DSVS) with retroactive effect from 15.12.2013:-

<u>Rank</u>	<u>Name</u>	<u>Disciplined Services/Auxiliary Force</u>	<u>Disciplined Services/Auxiliary Force Rank</u>
Instr	CHOW Wai Ming Jonathan	Hong Kong Sea Cadet Corps	Acting Petty Officer

Order No.4 Acting Appointments – Senior Members

The following members ceased to act in the rank of Squadron Leader upon substantive promotion to that rank with effect from 1.1.14:

Flt Lt Cody Yiu Hong WONG, MBB Flt Lt Benjamin Kin Pun YUEN

Order No.5 Transfers – Senior Members

The Commanding Officer has authorized the following transfers with retroactive effect from 1.1.14:

<u>Rank and Name</u>	<u>From</u>	<u>To</u>
Ag Sqn Ldr Pheona Pui Wah SIU	OC DU	OC DU/OC IEU
Fg Off Mike Wai Kit CHAN	2IC No 206 Sqn	Reserve
Fg Off KaKa Ka Yung FAN	2IC No 405 Sqn	OTO No 402 Sqn
Fg Off Terence Chun Yu WONG	OC No 405 Sqn	OTO No 402 Sqn
Plt Off CHAN Man Kin	OTO HQ Ops Gp	OTO No 402 Sqn
Plt Off LEE Ming Wai	OTO HQ Ops Gp	OTO No 403 Sqn
Plt Off Kitty Tsui Pik LEUNG	OTO No 405 Sqn	OTO No 402 Sqn
Plt Off LUI Man Hei	OTO HQ Ops Gp	OTO No 403 Sqn
Plt Off NG Sheung Yin	OTO HQ Ops Gp	OTO No 403 Sqn

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Order No.5 Transfers – Senior Members (cont'd)

<u>Rank and Name</u>	<u>From</u>	<u>To</u>
Plt Off Sandy Tik SHUM	OTO No 405 Sqn	OC No 405 Sqn
Plt Off Lily Hiu Wah TANG	OTO No 206 Sqn	OTO HQ No 2 (Kln E) Wg
Plt Off Pauline Po Lin YAU	OTO HQ Ops Gp	OTO No 406 Sqn
Ag Plt Off Herman Shing Wah YIP	OTO HQ Ops Gp	OTO No 403 Sqn

The Commanding Officer has authorized the following transfers with effect from 1.2.14:

<u>Rank and Name</u>	<u>From</u>	<u>To</u>
Ag Flt Lt Rex Chi Man LAU	OTO HQ No 2 (Kln E) Wg	Adjt HQ Ops Gp
Instr LAM Mei Ting	OTA No 2 Wg	Member, Pipe Band, C Wg

Order No.6 Promotions – Cadet Members

The Commanding Officer has approved the following promotion with retroactive from 22.12.13:

<u>Rank</u>	<u>Name</u>	<u>To Cadet Warrant Officer</u>	<u>Unit</u>
FS	LEUNG Pak Hong	<u>S/N</u> M04-10446	No 313 Sqn

The Commanding Officer has approved the following promotions with effect from 1.2.14:

<u>Rank</u>	<u>Name</u>	<u>To Cadet Flight Sergeant</u>	<u>Unit</u>
Sgt	HUNG Ka Fai	<u>S/N</u> M06-12750	No 313 Sqn

<u>Rank</u>	<u>Name</u>	<u>To Cadet Sergeants</u>	<u>Unit</u>
Cpl	SHAH Kai Hong	<u>S/N</u> M06-13014	No 507 Sqn
Cpl	YIP Ho Lam Karen	F07-14392	No 406 Sqn

<u>Rank</u>	<u>Name</u>	<u>To Cadet Corporals</u>	<u>Unit</u>
1CC	HO Wing Fu	<u>S/N</u> M07-14264	No 507 Sqn
1CC	YU Man Hin	M10-17437	No 407 Sqn
1CC	CHEUNG Ho Ming	M10-17634	No 407 Sqn
1CC	KONG Chun Hin	M11-18429	No 407 Sqn
1CC	LEUNG Hoi Ching	M11-18434	No 407 Sqn
1CC	LAU Ka Wai	M11-19053	No 403 Sqn
1CC	LAU Chak Kai	M11-19057	No 403 Sqn

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Order No.7 Classification Advancements – Cadet Members

The Commanding Officer has approved the following classification advancements with effect from 1.2.14:

<u>To Senior Cadets</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
Sgt	CHEUNG Siu Hong	M06-12709	No 313 Sqn
Sgt	LAM Yuen Ho	M06-12714	No 313 Sqn
Sgt	LI Tin Lok Gabriel	M06-12718	No 313 Sqn
Sgt	CHAN Ka Man	F06-12732	No 313 Sqn
Sgt	HUNG Ka Fai	M06-12750	No 313 Sqn

<u>To Leading Cadet</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
Cpl	CHU Wang Chun	M08-15506	No 501 Sqn

<u>To First Class Cadets</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
BC	HO Pak lun	M09-10552	No 105 Sqn
BC	WONG Wai Tung	F11-18226	No 406 Sqn
BC	LEE Ming Yeung	M11-18384	No 313 Sqn
BC	CHAN Sheung Man	M11-18427	No 407 Sqn
BC	YU Cheuk Him	M11-18561	No 407 Sqn

Order No.8 Qualified First Aiders

The Commanding Officer has authorized the wearing of the First Aider Tab with effect from 1.2.14 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>
BC	CHUN Hiu Sang	M08-15292	No 102 Sqn	23.11.16
BC	SUEN Long Kiu	M10-17039	CT Sqn	2.10.16
BC	LEE Ka Ho Andus	M10-17202	No 102 Sqn	23.11.16
BC	CHOW Ho Yin	M10-17215	No 102 Sqn	23.11.16
BC	WONG Hon Lam	M10-17264	No 102 Sqn	1.12.15
BC	CHOI Sik Kiu	M10-17534	No 102 Sqn	1.12.15
BC	WONG Lee Wai	M11-18153	No 102 Sqn	23.11.16
BC	SZE Hiu Tong	M11-18162	No 102 Sqn	23.11.16
BC	HO Tsun Yin Addis	M12-19344	No 102 Sqn	23.11.16
BC	KWOK Anson	M12-19345	No 102 Sqn	23.11.16
BC	WONG Tsz Ho Jason	M13-20388	No 102 Sqn	23.11.16
BC	WOO Kit Sze Rachelle	M13-20939	No 102 Sqn	23.11.16

Renewals

<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>	<u>Expiry Date</u>
Cpl	KUN Jeffrey	M06-12820	No 308 Sqn	10.10.16
Cpl	LEUNG Cheuk Hin	M06-13599	No 302 Sqn	23.5.16

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Order No.9 Appointments: Qualified Instructors

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

Expedition Instructor

Renewals

<u>Rating</u>	<u>Rank & Name</u>	<u>S/N</u>	<u>Unit</u>	<u>Expiry Date</u>
Instructor	Ag WO YAU Chi Kin	O-1862	No 4 (KW) Wg	31.12.16

Footdrill Instructors

New Registrations

<u>Rating</u>	<u>Rank & Name</u>	<u>S/N</u>	<u>Unit</u>	<u>Expiry Date</u>
Instructor	Sgt Instr WU Yu Lun	O-2200	No 213 Sqn	31.12.16
Instructor	Instr HO Sze Long	O-2990	No 502 Sqn	31.12.16
Instructor	Cpl LEUNG Man Wai	F06-12648	No 402 Sqn	31.12.16
Instructor	Cpl KONG Hau Yi	F07-14100	No 103 Sqn	31.12.16
Instructor	Cpl WONG Ka Nok	M08-15513	No 501 Sqn	31.12.16

Renewals

<u>Rating</u>	<u>Rank & Name</u>	<u>S/N</u>	<u>Unit</u>	<u>Expiry Date</u>
Instructor	FS LEUNG Pak Hong	M04-10446	No 313 Sqn	31.12.16
Instructor	Sgt Lam Yuen Ho	M06-12714	No 313 Sqn	31.12.16
Instructor	Sgt LI Tin Lok	M06-12718	No 313 Sqn	31.12.16
Instructor	Sgt HUNG Ka Fai	M06-12750	No 313 Sqn	31.12.16

Physical Assessment Instructors

Renewals

<u>Rating</u>	<u>Rank & Name</u>	<u>S/N</u>	<u>Unit</u>	<u>Expiry Date</u>
Senior Instructor	Sqn Ldr KWOK Yue	O-512	SD Wg	31.12.16
Instructor	Sqn Ldr NG Kwok Lun	O-715	GST Wg	31.12.16
Instructor	Sgt Instr CHUNG Tik Jong	O-2277	No 508 Sqn	31.12.16
Instructor	Instr SHUM Cheuk Lun	O-2613	No 201 Sqn	31.12.16

Elementary First Aid Instructor

Renewals

<u>Rating</u>	<u>Rank & Name</u>	<u>S/N</u>	<u>Unit</u>	<u>Expiry Date</u>
Instructor	Sgt Instr CHAN Sai Kwong	O-2558	No 213 Sqn	31.12.16

Order No.10 Cadet Community Services Achievement Ribbon

The Commanding Officer has been pleased to approve the following awards to the following cadet members with effect from 1.1.14:

First Clasp to the Cadet Community Services Achievement Ribbon

<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
Cpl	FONG Pok Yin	M09-16182	No 407 Sqn
Cpl	IP Ming Hei	M09-17015	No 407 Sqn

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Order No.10 Cadet Community Services Achievement Ribbon (cont'd)

Cadet Community Services Achievement Ribbon

<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
Cpl	LEE Ming Yin	M09-16193	No 407 Sqn
Cpl	ONG Man Ho	M09-16199	No 407 Sqn
Cpl	TANG Man Fung	M10-17429	No 407 Sqn
BC	LEUNG Hoi Ching	M11-18434	No 407 Sqn

Order No.11 Marksman Badge

The Commanding Officer has authorized the wearing of the Marksman Badge by the following members with retroactive effect from 11.1.14:

<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
OT	CHEUK Tat Yin, Jason	O-3074	No 608 Sqn
OT	CHAN Leung Hei	O-3096	No 602 Sqn
OT	WONG Cheong Lok	M12-19748	No 608 Sqn
OT	CHAN Miu Kuen	F12-19752	No 608 Sqn
OT	TSANG Tsz Hin	M12-19921	No 602 Sqn
OT	TANG Chun Hiu	M12-20010	No 602 Sqn

Order No.12 Hong Kong Air Cadet Corps Commander's Insignia

The Commanding Officer has authorized the wearing of HKACC Commander's Insignia by the following member with effect from 1.1.14:

Plt Off Sandy Tik SHUM

The following member shall cease to wear the HKACC Commander's Insignia from 1.1.14 onward:

Fg Off Terence Chun Yu WONG

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Order No.13 Performance Appraisal

The Performance Appraisal Exercise 2013 for senior members will be held in January and February, 2014. The results of the appraisal will assure the quality of the Corps' services, and will be taken into consideration by the Executive Board and Commanding Officer when deciding on recommendations for promotions, decorations, medals or commendations. In conducting the performance appraisal exercise, will colleagues please comply with the following arrangement

<u>Appraiser</u>	<u>Appraisee</u>
CO	CSO, DCO Fg, , DCO Trg, DCO IA DCO Ops, OC HOCU
CSO	OC A&S Gp, Unit Cdrs under A&S Gp, HQ A&S Gp personnel (delegation of appraiser duties at the discretion of CSO)
DCO Fg	Pilots and OC FOU
DCO Trg	OC Trg Gp, Major Unit Cdrs under Trg Gp, HQ Trg Gp personnel (delegation of appraiser duties at the discretion of DCO Trg)
DCO IA	OC IA Gp, Major Unit Cdrs under IA Gp, HQ IA Gp personnel (delegation of appraiser duties at the discretion of DCO IA)
DCO Ops	OC Ops Gp, OC No 1 to 7 Wgs. HQ Ops Gp personnel (delegation of appraiser duties at the discretion of DCO Ops)
OC Wgs	OC Sqns and OC Independent Flts, Wg HQ personnel
OC Sqns	senior members posted to a squadron
OC Independent Flts	senior members posted to an independent flight OC

Appraisal forms can be downloaded from the HKACC website. The absolute deadline for submission of appraisal report to CO (Attn: WO WONG S M, AAO) is 15 February 2014. Senior members who have not undergone the performance appraisal exercise may not be considered for promotion.

Order No.14 Promotion Exercise for Senior Members: 2013 Second Round

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

- (a) from Flying Officer to Flight Lieutenant;
- (b) from Pilot Officer to Flying Officer;
- (c) from Warrant Officer for direct appointment to either Pilot Officer or Flying Officer; and
- (d) from Instructor to Sgt Instructor (recommendations 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, 2014. Recommendations should reach CSO via WO WONG S M, AAO, not later than 15 February 2014. 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 for the year 2013 may not be considered. Successful candidates will have 1 January 2014 as their effective promotion date.

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Order No.15 Logging of Duty Hours by Senior Members

Please be notified that the deadline for the submission of detailed duty hours logs for the year 2013 by senior members to the Commanding Officer (Attn: WO WONG S M, AAO) is 28 January 2014, 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 2013 annual duty hours summarily indicated on the Performance Appraisal Form for submission not later than 15 February 2014. 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.

Order No.16 Erratum

The following entry places the original one appeared under Order No.140 of HQRO 12/2013

<u>Rank and Name</u>	<u>From</u>	<u>To</u>
Plt Off Crystal Ching Man CHAN	OTO No 212 Sqn	OTO No 406 Sqn
	<u>OTO No 406 Sqn</u>	<u>OTO No 212 Sqn</u>

Wilson W S CHAN
Wg Cdr
for Commanding Officer