

**HEADQUARTERS ROUTINE ORDER 6/2015**  
**by**  
**GROUP CAPTAIN LEE Kwok Wing**  
**Commanding**  
**HONG KONG AIR CADET CORPS**

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Order No.77     Appointments – Senior Members

The Commanding Officer has approved the re-grading of Instr CHOW Hung Wai to the rank of Pilot Officer with effect from 1.7.15.

Order No.78     Acting Appointments – Senior Members

The Commanding Officer has approved the following acting appointment:

<u>Rank and Name</u>	<u>Acting Rank</u>	<u>From</u>	<u>To</u>
Sgt Instr SHUM Cheuk Lun	WO	1.7.15	until further notice

(for administrative convenience to fill the post of Squadron Warrant Officer, No 201 Squadron)

Order No.79     Promotions – Cadet Members

The Commanding Officer has approved the following promotions with retroactive effect from 1.5.15:

<u>Rank</u>	<u>Name</u>	<u>To Cadet Lance Corporals</u>	<u>Unit</u>
ICC	HUI Sai Nam	S/N M10-17813	No 308 Sqn
BC	CHAN Siu Lung	M13-21539	No 502 Sqn
BC	CHENG Cheuk Yat	M11-19052	No 403 Sqn
BC	CHENG Hon Lam	M09-16209	No 402 Sqn
BC	CHOW Cheuk Yim	F13-21500	No 502 Sqn
BC	LAI Cheuk Fung	M12-19797	No 403 Sqn
BC	LING Tommy	M11-18345	No 203 Sqn
BC	LO Tze Long	M13-21459	No 407 Sqn
BC	LOK Chun Yin	M13-21460	No 407 Sqn
BC	NG Ngai For	M13-21454	No 407 Sqn
BC	SO Fan Long	M13-21464	No 407 Sqn
BC	WAN Man Kin	M11-18324	No 203 Sqn

The Commanding Officer has approved the following promotions with retroactive effect from 1.6.15:

<u>Rank</u>	<u>Name</u>	<u>To Cadet Sergeant</u>	<u>Unit</u>
Cpl	KONG Hau Yi	S/N F07-14100	No 103 Sqn

<u>Rank</u>	<u>Name</u>	<u>To Cadet Corporals</u>	<u>Unit</u>
BC	CHU Hoi Wing	F12-19404	No 313 Sqn
BC	CHUNG Ka Hei	M12-19405	No 313 Sqn
BC	MA Chia Pao	M12-19455	No 313 Sqn

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Order No.79      Promotions – Cadet Members (cont'd)

To Cadet Lance Corporals

<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
ICC	CHOI Ka Lok	M10-18074	C Sqn
ICC	LAI Pui Sun	M13-20336	C Sqn
BC	CHENG Yung Ki Giselle	F12-19160	C Sqn

Order No.80      Classification Advancements – Cadet Members

The Commanding Officer has approved the following classification advancements with retroactive effect from 1.6.15:

To Leading Cadet

<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
Cpl	CHAN Kin Long	M08-15892	No 408 Sqn

To First Class Cadets

<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
LCpl	LEUNG Siu Chung	M11-18999	No 201 Sqn
LCpl	SIT Wing Yee	F12-19673	No 405 Sqn
LCpl	YIP Chak Leung	M12-19679	No 405 Sqn
BC	TO Chun Hang	M11-18292	No 103 Sqn
BC	LAM Ka Hei	M13-20554	No 313 Sqn
BC	LAW Sum Kiu	M13-20557	No 313 Sqn
BC	MA Yin Ka	M13-20558	No 313 Sqn
BC	CHENG Ho Man	M13-20560	No 313 Sqn

Order No.81      Qualified First Aiders

The Commanding Officer has authorized the wearing of the First Aider Tab with retroactive effect from 1.6.15 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	LAM Ho Fai	M07-14015	No 401 Sqn	27.6.16
BC	YUEN Sing Chun	M11-18947	No 401 Sqn	29.12.17
BC	CHENG Yung Ki Giselle	F12-19160	C Sqn	11.8.17
BC	MA Hong Ngai	F13-20539	No 203 Sqn	8.11.17
BC	CHUI Tsz Hei Breanne	F13-21279	No 402 Sqn	14.7.17
BC	LEE Hoi Tung	F13-21281	No 402 Sqn	2.7.17
BC	LING Yi Kwan	F13-21282	No 402 Sqn	29.11.17
BC	SHUM Chung Yan	F13-21283	No 402 Sqn	2.7.17
BC	CHENG Ka Ling	F13-21589	No 203 Sqn	28.8.17

Renewals

<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>	<u>Expiry Date</u>
Sgt	KAN Hei Tung	F06-12699	No 102 Sqn	23.11.16
Cpl	WONG Ka Nok	M08-15513	No 501 Sqn	29.5.17
Cpl	WONG Ho Ming	F08-15790	No 505 Sqn	23.2.18

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Order No.82     Appointments: Qualified Instructors

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

Physical Assessment Instructors

Renewals

<u>Rating</u>	<u>Rank &amp; Name</u>	<u>S/N</u>	<u>Unit</u>	<u>Expiry Date</u>
Instructor	Plt Off Vickie Yuen Yee SIU	O-2602	No 107 Sqn	31.12.17
Instructor	WO LEE Wing San	O-1373	C Sqn	31.12.17
Instructor	Ag WO LEE Hoi Yi	O-999	CSS	31.12.17
Instructor	Ag WO CHENG Wing Chui	O-2605	CSS	31.12.17
Instructor	Sgt Instr YAU Chi Kin Jacky	O-1862	No 4 Wg	31.12.17
Instructor	Sgt Instr HO Yuk Lun	O-2090	No 6 Wg	31.12.17

Order No.83     Hong Kong Award for Young People

The Commanding Officer has authorized the wearing of the HKAYP Badge by the following cadet member with effect from 1.6.15 upon his successful completion of the established requirements:

<u>Rank</u>	<u>Name</u>	<u>Silver Badge</u> <u>S/N</u>	<u>Unit</u>
Cpl	LI Yat Long	M08-15201	No 102 Sqn

Order No.84     Marksman Badge

The Commanding Officer has authorized the wearing of the Marksman Badge by the following members with retroactive effect from 23.5.15:

<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
Plt Off	YIP Tsz Shing	O-2862	No 401 Sqn
Ag Plt Off	TSANG Kwok Hong	O-2863	No 308 Sqn
OT	Willam Wai Long TSUI	O-3176	No 605 Sqn
LCpl	KWOK Shu Chun	M12-19554	No 507 Sqn
BC	LAM Ho Fai	M07-14015	No 401 Sqn
BC	NG Ho Yin	M10-18018	No 401 Sqn
BC	LEUNG Wing Yan	F13-21618	No 401 Sqn

Order No.85     Performance Appraisal

The first Performance Appraisal Exercise for senior members to be conducted using the newly introduced *HKACC/ADMIN/PA/1* form and related *Guidance Notes* will be held from April to June 2015. Senior members' performance during the period from 1 January 2014 to 31 March 2015 (15 months) will be appraised and reviewed under this exercise. The appraisal results will assure the quality of the Corps' services, and be taken into consideration by the Executive Board and Commanding Officer when approving promotions, decorations, medals or commendations.

The new appraisal report form and *Guidance Notes* can now be downloaded from the HKACC website. Deadline for submission of reports to CO (Attn: WO WONG S M, AAO) is 30 June 2015. Senior members who have not undergone performance appraisal may not be considered for promotion in FY 2015/16.

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Order No.86      Promotion Exercise for Senior Members: Mid-Year Round 2015

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; and
- (c) from Warrant Officer for direct appointment to either Pilot Officer or Flying Officer.

Interviews for candidates shortlisted for promotion from Fg Off to Flt Lt and from WO to Plt Off/Fg Off will be held in October 2015. Recommendations should reach CSO via WO WONG S M, AAO, not later than 31 August 2015. 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 2014 may not be considered. Successful candidates will have 1 July 2015 as their effective promotion date.

Wilson W S CHAN  
Wg Cdr  
For Commanding Officer