

HEADQUARTERS ROUTINE ORDER 8/2016

by
GROUP CAPTAIN LEE Kwok Wing
Commanding
HONG KONG AIR CADET CORPS

Order No.90 Appointment – Senior Member

The Commanding Officer has authorised the following appointment with retroactive effect from 16.8.16:

As Officer Trainee (No 609 Squadron)
CHAN Sum Yuet

Order No.91 Transfers – Senior Members

The Commanding Officer has authorized the following transfers with retroactive effect from 1.8.16:

<u>Rank and Name</u>	<u>From</u>	<u>To</u>
Plt Off TANG Chak Sum	HOCU	Reserve
Fg Off MO Ka Yee	OTO No 508 Sqn	Reserve

The Commanding Officer has authorized the following transfers with effect from 1.9.16:

<u>Rank and Name</u>	<u>From</u>	<u>To</u>
Plt Off AU Hon Yin	OTO No 302 Sqn	2IC No 302 Sqn
Plt Off CHENG Yiu Po	OTO No 302 Sqn	Reserve
Plt Off KWONG Suk Han	OTO No 302 Sqn	Reserve
Plt Off WONG Ka Wai	OTO No 3 (NT E) Wg	OTO No 302 Sqn

Order No.92 Promotions – Cadet Members

The Commanding Officer has approved the following promotions with retroactive effect from 1.8.16:

<u>To Cadet Lance Corporals</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
BC	KO Sin Yiu	F14-22278	No 402 Sqn
BC	TSUI Yan Ching	F14-22279	No 402 Sqn
BC	WONG Ho Wing	F14-22280	No 402 Sqn

The Command Officer has approved the following promotions with effect from 1.9.16:

<u>To Cadet Flight Sergeant</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
Sgt	WONG Man Chun	M07-14787	No 105 Sqn

<u>To Cadet Sergeant</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
Cpl	LEE Hon Ting	M09-16871	No 403 Sqn

<u>To Cadet Corporals</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
Cpl	CHAN Sze Ching	F12-19732	No 406 Sqn
Cpl	LAI Cheuk Fung	M12-19797	No 403 Sqn

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Order No.93 Classification Advancements – Cadet Members

The Commanding Officer has approved the following classification advancements with effect from 1.9.16:

		<u>To Senior Cadet</u>	
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
Sgt	WONG Man Chung	M07-14787	No 105 Sqn

		<u>To Leading Cadet</u>	
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
Cpl	LAM Wing Ting	F08-15617	No 406 Sqn

		<u>To First Class Cadets</u>	
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
BC	CHAN Cheuk Ying	F13-22344	No 501 Sqn
BC	CHAN Chun Ting	M14-22345	No 501 Sqn
BC	CHEUNG Chun Yin	M14-22349	No 501 Sqn
BC	HO Tsz Ching	F14-22357	No 501 Sqn
BC	LAM Chun Kam	M14-22361	No 501 Sqn
BC	NG Chak Yin	M14-22367	No 501 Sqn
BC	TANG Wing Tung	F14-22372	No 501 Sqn

Order No.94 Qualified First Aiders

The Commanding Officer has authorized the wearing of the First Aider Tab with effect from 1.9.16 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>
LCpl	WU Wing Kiu Michelle	F11-18303	No 206 Sqn	20.6.18
BC	YU Yan Hei Hailey	F14-21839	No 103 Sqn	2.4.19
BC	CHAN Chun Ting	M14-22345	No 501 Sqn	28.5.19
BC	LAM Chun Kam	M14-22361	No 501 Sqn	13.4.19
BC	NG Chak Yin	M14-22367	No 501 Sqn	3.3.19
BC	SO Chak Fai	M14-22437	No 301 Sqn	26.12.18

Renewals

<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>	<u>Expiry Date</u>
Sgt	LAU Shin Ying	F07-14247	No 507 Sqn	9.6.19
Sgt	AU Hei Ching	F08-15453	No 313 Sqn	3.7.17
Cpl	LEE Hon Ting	M09-16871	No 403 Sqn	2.6.19

Order No.95 Erratum

The following entry replaces the original one appeared under Order No.85 of HQRO 7/2016:

Drummer Badge

<u>Rank</u>	<u>Name</u>	<u>Serial No.</u>	<u>Unit</u>
Sgt Instr	LEE Wai Chee	O-2828 O-2888	Pipe Band

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Order No.96 Promotion Exercise for Senior Members: Mid-Year Round 2016

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 2016. Recommendations should reach CSO via WO WONG S M, AAO, not later than 31 August 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 for the year 2015 may not be considered. Successful candidates will have 1 July 2016 as their effective promotion date.

Order No.97 Invitation for applications: Personal Assistant to Commanding Officer
(closes 30 September 2016)

Invitation is now open for active duty Flight Lieutenants and Flying Officers to apply for the post of Personal Assistant to Commanding Officer (PA to CO).

This is a secondary appointment in addition to the appointee's primary posting in whatever capacity.

Qualities Required

Good knowledge of HKACC and service etiquette; mature and outgoing personality; excellent communication skill and language proficiency (Chinese and English); willingness to contribute extra time and effort to serve the Corps on top of those required of the primary post.

Duties

- (a) To assist the Commanding Officer in discharging his duties, notably in the area of administration/governance, diary keeping, policy formulation and review, and participation in key events.
- (b) To assist the Commanding Officer in the preparation of correspondence, addresses and speeches.
- (c) To serve as the secretary to the Commanding Officer's Strategic Meetings.
- (d) With support from the Deputy Personal Assistant to Commanding Officer (DPA to CO), to manage the Commanding Officer's Office.

Interested colleagues please apply with a service record summary and CV to the Commanding Officer (c/o Administrative Manager, HQ) on or before 30 September 2016, with endorsement by the Deputy Commanding Officer (or equivalent) in charge of the group under which the applicant is serving.

Wilson W S CHAN
Wg Cdr
For Commanding Officer