

HEADQUARTERS ROUTINE ORDER 11/2016
by
GROUP CAPTAIN LEE Kwok Wing
Commanding
HONG KONG AIR CADET CORPS

Order No.130 Organizational Changes

The Commanding Officer has authorized the re-location of the International Exchange Unit (IEU) from IA Gp to CO's Office with effect from 1.12.16.

Order No.131 Secretary for Home Affairs' Commendation

The Commanding Officer is pleased to announce that the following senior members will be awarded the Secretary of Home Affairs' Commendation on 30.11.16 for their outstanding services to HKACC and the Community.

WO TSE Kam Wing Ag WO CHENG Wing Chui (Young Leader category)

Order No.132 Appointments – Senior Members

The Commanding Officer has authorised the appointment of following cadet members as Officer Trainees with retroactive effect from 1.11.16:

<u>Rank and Name</u>	<u>Serial No</u>	<u>From</u>	<u>To</u>
BC LUI Yat Long	M09-16937	No 203 Sqn	No 602 Sqn
BC TANG Tsz Seng	M09-16941	No 203 Sqn	No 608 Sqn

The Commanding Officer has authorised the following appointments with retroactive effect from 16.11.16:

As Officer Trainee (No 602 [HKU SPACE] Squadron)

AU Chi Kin	CHAN Ka Hin	IP Hon Yuen
LAU Chun Kit	SO Wai Man	WONG Cheuk Ming

As Officer Trainees (No 604 [CUHK] Squadron)

CHAN Wun San	LEE Ka Fai	LAM Ho Yan
LAU Tsz Wa	LAU Yuk Pang	LEUNG Chi Hong
LEUNG Siu Yik	LI Hoi Nam	LIN Hung Ho
TAM Long Yui	WOO Hoi Kei	WONG Chi Kwong

As Officer Trainee (No 608 [OUHK] Squadron)

CHAU Yuk Lun	HUNG Tsz Ching
--------------	----------------

HEADQUARTERS ROUTINE ORDER 11/2016
(cont'd)

Order No.133 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>
Instr YIU Wai Chun	Sgt Instr	13.11.16	13.11.16

(To discharge duty of the Guard of Honour SNCO at the Remembrance Sunday Parade)

Order No.134 Transfers – Senior Members

The Commanding Officer has authorized the following transfers with effect from 1.11.16:

<u>Rank and Name</u>	<u>From</u>	<u>To</u>
Plt Off CHAU Wai Hung	OTO No 202 sqn	2IC No 202 Sqn
Plt Off Dickson Chun Lung WONG	2IC No 202 Sqn	OTO No 2 (Kln E) Wg
Ag WO SHUM Cheuk Lun	Wg WO No 2 (Kln E) Wg	OTO No 2 (Kln E) Wg

The Commanding Officer has authorized the following transfers with effect from 1.12.16:

<u>Rank and Name</u>	<u>From</u>	<u>To</u>
Ag Sqn Ldr Toby Yee Ping NG	OC IEU	OC IEU/PA to CO
Flt Lt Rex Chi Man LAU	Adj, Ops Gp/PA to CO	Adj, Ops Gp

Order No.135 Promotions – Cadet Members

The Commanding Officer has approved the following promotions with effect from 15.11.16:

<u>To Cadet Lance Corporals</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
BC	HA Chung Yeung	M13-20523	No 203 Sqn
BC	KHAN Mohamed Khalid	M14-22497	No 202 Sqn
BC	SAAD Mahmood	M14-22515	No 202 Sqn
BC	WONG Tak Lok	M12-19454	No 203 Sqn

The Command Officer has approved the following promotions with effect from 1.12.16

<u>To Cadet Flight Sergeants</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
Sgt	CHEUNG Ying	F09-16698	No 406 Sqn
Sgt	TAM Cheuk Him	M09-16956	No 303 Sqn

<u>To Cadet Corporals</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
LCpl	MA Hoi Ting	F13-20747	No 108 Sqn
LCpl	YUEN Kwan Ting	F13-20910	No 101 Sqn
BC	LAW Ying Tung	F13-21590	No 401 Sqn

**HEADQUARTERS ROUTINE ORDER 11/2016
(cont'd)**

Order No.136 Classification Advancements – Cadet Members

The Commanding Officer has approved the following classification advancements with effect from 1.12.16:

<u>To Senior Cadet</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
Sgt	CHEUNG Ying	F06-16698	No 406 Sqn

<u>To Leading Cadets</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
Cpl	YIP Siu Man Wilson	M11-18737	No 308 Sqn
Cpl	LO Chi Hang	M13-21190	No 403 Sqn

<u>To First Class Cadets</u>			
<u>Rank</u>	<u>Name</u>	<u>S/N</u>	<u>Unit</u>
LCpl	TANG Chak Lam	M12-19275	CT Sqn
LCpl	CHENG Tin Yat	M12-19279	CT Sqn
LCpl	LI Cheuk Yin Jerry	M14-21627	C Sqn
BC	YEUNG Sze Ki	F11-11807	No 303 Sqn
BC	CHUNG Kiu Fung	M14-22353	No 501 Sqn

Order No.137 Appointments: Qualified Instructors

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

<u>Elementary First Aid Instructors</u>				
<u>New Registration</u>				
<u>Rating</u>	<u>Rank & Name</u>	<u>S/N</u>	<u>Unit</u>	<u>Expiry Date</u>
Instructor	Plt Off SUEN Yui Ping	O-2544	No 212 Sqn	31.12.19
Instructor	Sgt Instr KO Chun Yin	O-3579	No 407 Sqn	31.12.19
Instructor	Instr KWONG To Wing	O-3382	Ops Sp Wg	31.12.19
Instructor	Instr LI Hiu Tung Amy	O-3384	C Sqn	31.12.19
Instructor	Sgt LAU Shin Ying	F07-14247	No 507 Sqn	31.12.19
Instructor	Cpl LUI Shing Fung	M07-14772	No 105 Sqn	31.12.19
Instructor	Cpl LEANG Kar Kei	M08-15847	No 302 Sqn	31.12.19

Order No.138 UK Air Cadet Organisation Leadership Badge

The Commanding Officer has granted exceptional authorization for the wearing of the UK Air Cadet Organisation (UK ACO) Leadership Badge by the following cadet members with retroactive effect from 1.11.16 for successfully completing the UK ACO Air Cadet Leadership Course:

<u>Rank & Name</u>	<u>Unit</u>
Cpl CHEUNG Ka Man	No 313 Sqn
Cpl YIP Siu Nam Wilson	No 308 Sqn
Cpl SIN Ka Yin	No 403 Sqn
Cpl LING Yi Kwan	No 402 Sqn

**HEADQUARTERS ROUTINE ORDER 11/2016
(cont'd)**

Order No.139 Cadet Community Services Achievement Ribbon

The Commanding Officer has been pleased to approve the following awards to the following cadet members with effect from 1.11.16:

First Clasp to the 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

Order No.140 City & Guilds Vocational Qualifications

The Commanding Officer congratulates the following senior member who has successfully achieved the relevant City and Guilds Professional Recognition Award through the Cadet Vocational Qualification Organization which recognizes her personal achievement and the application of professional and technical expertise within the Corps and is entitled to use the relevant post nominal letter:

City & Guilds Level 6 Graduateship in Leadership and Management – GCGI
CI Ada Sze Yue WONG

Order No.141 Invitation for applications: Co-ordination Officers/Assistant Co-ordination Officers/Unit Training Officers for Honorary Officers Co-ordination Unit (closes 31 December 2016)

Invitation is now open for active duty Flight Lieutenants, Flying Officers, Pilot Officers and Warrant Officers to apply for the posts of Co-ordination Officers/Assistant Co-ordination Officers/Unit Training Officers for Honorary Officers Co-ordination Unit.

These are secondary appointments in addition to the appointees' 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); knowledge in Administration/Sales & Marketing/Membership/ Recruitment/Public Relation; 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 OC HOCU in discharging his duties, notably in the area of recruitment/administration/marketing, book keeping, policy formulation and review, and participation in key events.
- (b) To assist the OC HOCU in the preparation of correspondence and to serve as secretary to the HOCU's Committee Meetings.
- (c) To act as escorts to Honorary Officers at key events
- (d) To support DOC HOCU in managing the unit office.

Interested colleagues please apply with a service record summary and CV to OC HOCU on or before 31 December 2016, with endorsement by the DCO or OC Gp under whom the applicant is serving.

HEADQUARTERS ROUTINE ORDER 11/2016
(cont'd)

Order No.142 Promotion Exercise for Senior Members (2017 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, 2017. Recommendations should reach CSO via WO WONG S M, AAO, not later than 15 February 2017. 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 2016 may not be considered. Successful candidates will normally have 1 January 2017 as their effective promotion date.

Order No.143 Logging of Duty Hours by Senior Members

Please be notified that the deadline for the submission of detailed duty hours logs for the year 2016 by senior members to the Commanding Officer (Attn: WO WONG S M, AAO) is 24 January 2017, 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 2016 annual duty hours summarily indicated on the Performance Appraisal Form for submission not later than 15 February 2017. 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.144 Erratum

The following entry replaces the original one appeared under Order No.123 of HQRO 10/2016:

The Commanding Officer has authorized the wearing of the HKAYP Badge by the following cadet member with effect from 1.11.16 upon his successful completion of the established requirements:

<u>Rank</u>	<u>Name</u>	<u>Bronze Badge</u> <u>S/N</u>	<u>Unit</u>
Cpl	CHEUNG Ka Man	F11-18368	No 313 Sqn
Cpl	YIP Siu Nam Wilson	M11-18737	No 308 Sqn

Wilson W S CHAN
Wg Cdr
For Commanding Officer