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# HEADQUARTERS ROUTINE ORDER 5/2015

**by**

# ACTING GROUP CAPTAIN Wilson Wing Shing CHAN

## Commanding

# HONG KONG AIR CADET CORPS

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Order No.64 Change of Command

 Wg Cdr Wilson Wing Shing CHAN assumed command of HKACC from 12.5.15 to 28.5.15 (both dates inclusive) in the acting rank of Group Captain vice Group Captain LEE Kwok Wing (overseas trip).

Order No.65 Honours and Awards

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

Hong Kong Air Cadet Corps 40th Anniversary Commemorative Medal

Hon Wg Cdr HO Wing Tim Hon Sqn Ldr Sophia Shuk Woon LEE

 Hon Sqn Ldr WOO King Hang Hon Sqn Ldr YANG Yusi

Order No.66 Promotion – Senior Member

 The Executive Board has approved the following promotion with effect from 1.7.15:

To Squadron Leader

Flt Lt Pheona Pui Wah SIU

Order No.67 Acting Appointments – Senior Members

 The Commanding Officer has approved the following acting appointment:

Rank and Name Acting Rank From To

Flt Lt Michael Wai Keung CHAN Sqn Ldr 1.7.15 until further notice

(for administrative convenience to fill the post of Officer Commanding Administration and Support Group)

 The following member ceased to act in the rank of Squadron Leader upon substantive promotion to that rank with effect from 1.7.15:

Flt Lt Pheona Pui Wah SIU

Order No.68 Appointments – Senior Members

 The Commanding Officer has authorized the following appointments with retroactive effect from 1.5.15:

As Officer Trainees (No 6009 [PolyU] Flight)

 CHENG Tsz Ho CHEUNG Wai Kin CHIU Man Wai Raymond

 LAW Man Cheong SHUM Ka Ki MOK Yuk Ting

 TSANG Tat Lun WONG Yan Ho YU Wo Ping Nicholas

 YUNG Hin Chun

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Order No.69 Transfers – Senior Members

The Commanding Officer has authorized the following transfers with retroactive effect from 1.4.15:

|  |  |  |
| --- | --- | --- |
| Rank and Name | From | To |
| Flt Lt Dorothy Chung Fan TONG | HQ No 6 Wg | OTO No 6 Wg |
| Fg Off Elvin Chung Yin CHAN | 2IC No 408 Sqn | OC No 408 Sqn |
| Fg Off Mark Lee Wan CHUNG | Reserve | OTO No 606 Sqn |
| Fg Off Gary Yeu Hang MA | OC No 408 Sqn | Reserve |
| Plt Off Jacky Chun Kit CHEUNG | HQ No 6 Wg | OTO No 608 Sqn |
| Plt Off Vincent Kin Chung YU | HQ No 6 Wg | OTO No 608 Sqn |
| Ag Plt Off LAU Ting Ming | HQ No 6 Wg | OTO CT Sqn |
| Instr NG Kwan Chi Derby | HQ No 6 Wg | TA No 606 Sqn |

The Commanding Officer has authorized the following transfers with retroactive effect from 1.5.15:

|  |  |  |
| --- | --- | --- |
| Rank and Name | From | To |
| Sqn Ldr Francis Chun CHAN | Reserve | LO (1), HQ Ops Gp |
| Flt Lt Gloria Lai Han KWOK | LO, HQ Ops Gp | LO (2), HQ Ops Gp |
| Plt Off Martina Cho Kiu LAI | No 602 Sqn | OTO No 6009 Flt |
| Plt Off Wincey Wing Sze LEUNG | No 602 Sqn | OTO No 601 Sqn |
| Plt Off Bolong Bo Long LI | No 602 Sqn | OTO No 6009 Flt |
| Plt Off Vicky Wing Yan MO | No 608 Sqn | OTO No 608 Sqn |
| Plt Off Anfield Chi Hang MOK | No 602 Sqn | OTO HQ No 6 Wg |
| Plt Off Sum San Sum WANG | No 602 Sqn | OTO No 602 Sqn |
| Ag Plt Off Jason Tat Yin CHEUK | No 608 Sqn | OTO No 505 Sqn |
| WO CHO Shun Leung | OTO No 6 Wg | Reserve |

The Commanding Officer has authorized the following transfers with retroactive effect from 4.5.15:

|  |  |  |
| --- | --- | --- |
| Rank and Name | From | To |
| Plt Off Lisa Chia Hsing ZHOU | PA Flt, A&S Gp | Reserve |

The Commanding Officer has authorized the following transfer with effect from 1.6.15:

|  |  |  |
| --- | --- | --- |
| Rank and Name | From | To |
| Plt Off Arthur Long Ho CHAU | DU, IA Gp | VQU, Trg Gp |

The Commanding Officer has authorized the following transfer with effect from 1.7.15:

|  |  |  |
| --- | --- | --- |
| Rank and Name | From | To |
| Sqn Ldr Raymond Siu Wing MA, MH | OC A&S Gp/OC Med Sqn | OC Med Sqn |
| Ag Sqn Ldr Michael Wai Keung CHAN | OC PA Flt/Adjt A&S Gp | OC A&S Gp |

Order No.70 Membership Termination

The Commanding Officer has ordered that the membership of the following officers be terminated with effect from 15.5.15 for serious disciplinary offences:

 Flt Lt (sp) Simon Po Kei WONG Plt Off Melanie Wai Fun CHENG

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Order No.71 Promotions – Cadet Members

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

To Cadet Corporals

|  |  |  |  |
| --- | --- | --- | --- |
| Rank | Name | S/N | Unit |
| LCpl | LEE Wing Hin | M10-17692 | No 108 Sqn |
| 1CC | CHOW Nok Wai | M12-19403 | No 313 Sqn |
| 1CC | LAU Wing Tung | F12-19417 | No 313 Sqn |
| 1CC | LI Tin HANG | M12-19422 | No 313 Sqn |
| 1CC | MA Chun Hin | M12-19426 | No 313 Sqn |

Order No.72 Classification Advancements – Cadet Members

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

To Leading Cadet

|  |  |  |  |
| --- | --- | --- | --- |
| Rank | Name | S/N | Unit |
| Cpl | WONG Ting Hong | M08-15521 | No 501 Sqn |

To First Class Cadets

|  |  |  |  |
| --- | --- | --- | --- |
| Rank | Name | S/N | Unit |
| BC | LAM Ho Fai | M07-1405 | No 401 Sqn |
| BC | POON Fui Chi | M10-17387 | No 401 Sqn |
| BC | CHAN Wai Nam | M10-17816 | No 308 Sqn |
| BC | NG Ho Yin | M10-18108 | No 401 Sqn |
| BC | YUEN Sing Chun | M11-18947 | No 401 Sqn |

Order No.73 Qualified First Aiders

 The Commanding Officer has authorized the wearing of the First Aider Tab with effect from 1.6.15 by the following cadet members who have qualified for the St John Adult First Aid certificate:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rank | Name | S/N | Unit | Expiry Date |
| Cpl | WONG Hei Ping | M07-14727 | No 403 Sqn | 25.2.18 |
| LCpl | WONG Sze Ching Leslie | F12-19499 | No 108 Sqn | 19.12.16 |
| BC | CHAN Cheuk Hei | M12-19814 | No 505 Sqn | 5.5.17 |

Order No.74 Appointments: Qualified Instructors

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

# Expedition Instructors

New Registrations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rating | Rank & Name | S/N | Unit | Expiry Date |
| Instructor | Fg Off LEUNG Wing Hang | O-2865 | No 6009 Flt  | 31.12.17 |
| Instructor | Plt Off Rex Tsz Shing YIP | O-2862 | No 401 Sqn | 31.12.17 |
| Instructor | Ag Plt Off Edward Kwok Hong TSANG | O-2863 | No 308 Sqn | 31.12.17 |

Renewal

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rating | Rank & Name | S/N | Unit | Expiry Date |
| Instructor | Plt Off Kitty Tsui Pik LEUNG | O-2770 | SD Wg | 31.12.17 |

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Order No.75 Honour Guard Badge

 The Commanding Officer, on the recommendation of the Deputy Commanding Officer (Training), has authorised the wearing of the Honour Guard Badge by the following member with retroactive effect from 1.4.15, in accordance with the regulations governing the award of the Honour Guard Badge:

|  |  |  |  |
| --- | --- | --- | --- |
| Rank | Name  | S/N | Unit |
| Sqn Ldr | Rayson Wing Fai CHAN | O-885 | OC C Wg |

Order No.76 Erratum

The following entry replaces the original one appeared under Order No.61 of HQRO 4/2015:

# ~~Footdrill~~ Elementary Fist Aid Instructor

Renewals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rating | Rank & Name | S/N | Unit | Expiry Date |
| Instr | Instr KWONG Tsz Kwan | O-3103 | CSS | 31.12.17 |

Order No.77 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 retroactive effect from 1.4.15:

Fg Off Elvin Chung Yin CHAN

 The following member shall cease to wear the HKACC Commander’s Insignia from 1.4.15 onward:

Fg Off Gary Yeu Hang MA

The Commanding Officer has also authorized the wearing of HKACC Commander’s Insignia by the following member with effect from 1.7.15:

Ag Sqn Ldr Michael Wai Keung CHAN

Order No.75 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 Not*e*s* 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.

Wilson W S CHAN

Ag Gp Capt

Acting Commanding Officer