

# Guideline for Cadet Classification Advancement and Promotion Recommendation

## **A. Objective**

This guideline is:

- ◆ To provide the clear guideline on submission of documents for cadet classification advancement and promotion recommendation
- ◆ To provide the detailed procedure of advancement and promotion recommendation
- ◆ To smoothen the process of advancement and promotion

## **B. Procedure**

- ◆ The recommendation form, Cadet Training Record Book (CTRB) and the corresponding documents should be enclosed in an envelope and submitted to the In-Tray of GST Wg before 10<sup>th</sup> day of the month.
- ◆ Provided that sufficient and correct documents are submitted, the recommendation will be endorsed by OC GST Wg. The effective date is the 1<sup>st</sup> day of the next month.

## **C. Guideline**

### General Requirement

- ◆ The front page of CTRB should be with Headquarters Stamp, photo and filled with basic information.
- ◆ On Page 4 – PERSONAL PARTICULARS, all items should be filled.
- ◆ All signatures should be with RANK, NAME and POST in BLOCK LETTER.
- ◆ The “CADET CLASSIFICATION ADVANCEMENT RECOMMENDATION” / ”CADET PROMOTION RECOMMENDATION” form should be signed by OC Unit / Second-in-command of the Unit.

### Details

For the detailed guideline of advancement and promotion, please refer to Appendix A.

For any query of the guideline, please send email to GST Wg (email: acc.gst@gmail.com)

*Version 1.0 by Ag Sqn Ldr Juno K H CHAN, OC GST Wg dated 3/2012*

## **Appendix A**

### First Class Cadet Badge

| <b>Category</b> | <b>Subject</b>                            | <b>Equivalence</b>   | <b>Endorsed by</b>  | <b>Countersigned by</b> |
|-----------------|---|--|---|-------------------------|
| GST             | Hong Kong Air Cadet Corps                 | -  | OC Unit   | -                       |
|                 | Customs and Courtesy                      | -  | OC Unit   | -                       |
|                 | Basic Footdrill                           | -  | Registered Drill Instructor (DI)                                  | OC Unit                 |
|                 | Basic Radio Communication                 | -  | OC Unit   | -                       |
| AE              | Airmanship                                | -  | OC Unit   | -                       |
|                 | Aviation History                          | -  | OC Unit   | -                       |
| CT              | National Flag, Anthem & Emblem            | -  | OC Unit   | -                       |
| PT              | Physical Achievement – Level I            | -  | Registered Physical Achievement Instructor (PAI)                  | OC Unit                 |
| ET              | Initial Expedition Training & Map Reading | -  | OC Unit   | -                       |
|                 | Elementary First Aid                      | St. John First Aid Certificate;<br><u>OR</u> HKACC Elementary First Aid Course | Qualified First Aid Instructor (FAI) ; <u>OR</u> OC FA Trg / CFAI | OC Unit                 |

*Note:*

- i. For other equivalence, the proof of approval of OC GST should be provided
- ii. For Footdrill / Physical Achievement
  - Signature, rank and name of DI / PAI on CTRB is required, OR;  
Examination result sheet endorsed by DI / PAI should be provided
- iii. For Expedition
  - On Page 37 – OTHER ACTIVITIES, at least 1 day of expedition (e.g. hiking) should be listed and used for advancement

Leading Cadet Badge

| Category | Subject                               | Equivalence | Endorsed by                                      | Countersign by |
|----------|---------------------------------------|-------------|--|----------------|
| GST      | Government Flying Service             | -           | OC Unit  | -              |
| AE       | Aircraft recognition                  | -           | OC Unit  | -              |
|          | Principle of Flight                   | -           | OC Unit  | -              |
|          | Civil Aviation in Hong Kong           | -           | OC Unit  | -              |
| CP       |                                       | -           | OC Unit  |                |
| PT       | Physical Achievement – Level II       | -           | Registered Physical Achievement Instructor (PAI) | OC Unit        |
| ET       | Expedition (2 days + 1 night / 20 km) | -           | Registered Expedition Instructor (EI)            | OC Unit        |

*Note:*

- i. For other equivalence, the proof of approval of OC GST should be provided
- ii. For Cadet Project (CP)
  - Name of the Project should be filled
  - Endorsement document from GST should be provided
- iii. For Physical Achievement
  - Signature, rank and name of PAI on CTRB is required, OR;  
Examination result sheet endorsed by PAI should be provided
- iv. For Expedition
  - Signature, rank and name of EI on CTRB is required (either on Page 8 or 37)
  - On Page 37 – OTHER ACTIVITIES, at least an expedition (2 days + 1 night / 20 km) should be listed and used for advancement

### Senior Cadet Badge

| Category | Subject                               | Equivalence | Endorsed by  | Countersign by |
|----------|---------------------------------------|-------------|--|----------------|
| AE       | [4 subjects]                          | -           | OC Unit  | -              |
| PT       | Physical Achievement – Level III      | -           | Registered Senior Physical Achievement Instructor (SPAI) | OC Unit        |
| ET       | Expedition (3 days + 2 nights / 40km) | -           | Registered Senior Expedition Instructor (SEI)            | OC Unit        |

*Note:*

- i. For other equivalence, the proof of approval of OC GST should be provided
- ii. For Aviation Education (AE)
  - Name of the four subjects should be filled
  - Result slip of Advanced Aviation Education Programme (AAEP) should be provided
- iii. For Physical Achievement
  - Signature, rank and name of SPAI on CTRB is required, OR;  
Examination result sheet endorsed by SPAI should be provided
- iv. For Expedition
  - Signature, rank and name of SEI on CTRB is required (either on Page 9 or 37)
  - On Page 37 – OTHER ACTIVITIES, at least an expedition (3 days + 2 nights / 40 km) should be listed and used for advancement

Staff Cadet Badge

| Category | Subject                               | Equivalence | Endorsed by                                  | Countersign by |
|----------|---------------------------------------|-------------|--|----------------|
| AE       | [4 subjects]                          | -           | OC Unit                                      | -              |
| CP       |                                       | -           | OC Unit                                      |                |
| PT       | Physical Achievement – Level IV       | -           | Chief Physical Achievement Instructor (CPAI) | OC Unit        |
| ET       | Expedition (4 days + 3 nights / 60km) | -           | Chief Expedition Instructor (CEI)            | OC Unit        |

*Note:*

- i. For other equivalence, the proof of approval of OC GST should be provided.
- ii. For Aviation Education (AE)
  - Name of the four subjects should be filled
  - The four subjects should be different from those for Senior Cadet Badge
  - Result slip of Advanced Aviation Education Programme (AAEP) should be provided
- iii. For Cadet Project (CP)
  - Name of the Project should be filled
  - Endorsement document from GST should be provided
- iv. For Physical Achievement
  - Signature, rank and name of CPAI on CTRB is required, OR;  
Examination result sheet endorsed by CPAI should be provided
- v. For Expedition
  - Signature, rank and name of CEI on CTRB is required (either on Page 10 or 37)
  - On Page 37 – OTHER ACTIVITIES, at least an expedition (4 days + 3 nights / 60 km) should be listed and used for advancement

Cadet Corporal

| <b>Criteria</b>   | <b>Endorsed by</b>               | <b>Countersign by</b> |
|---|----------------------------------|-----------------------|
| Possession of the First Class Cadet Badge                           | OC Unit                          | -                     |
| Passed the Advanced Footdrill Examination                           | Registered Drill Instructor (DI) | OC Unit               |
| Attended an Annual Camp   | OC Unit                          | -                     |
| Passed the Junior Non-commissioned Officer Training Course (JNCOTC) | OC Unit                          | -                     |
| Served for at least 12 months as a Cadet Member                     | OC Unit                          | -                     |
| Community Service Record (at least 20 hours)                        | OC Unit                          | -                     |

*Note:*

i. For Advanced Footdrill

- Signature, rank and name of DI on CTRB is required, OR;  
Examination result sheet endorsed by CDI or Drill Examiner should be included

ii. For Annual Camp

- Details of Annual Camp should be filled on Page 15
- Signature, rank and name of Camp Commandant/Camp OIC on CTRB is required, OR;  
Endorsement document of successful camper list should be provided

iii. For JNCOTC

- Result slip should be provided

iv. For Community Service

- Endorsement document (Request for Cadets' Community Service Record memo) from OC CSS should be provided

### Cadet Sergeant

| <b>Criteria</b>   | <b>Endorsed by</b> | <b>Countersign by</b> |
|---|--------------------|-----------------------|
| Possession of the Leading Class Cadet Badge                                       | OC Unit            | -                     |
| Attended an Annual Camp as a Cadet Corporal                                       | OC Unit            | -                     |
| Qualified for the St John First Aid Certificate, or equivalent                    | OC Unit            | -                     |
| Passed the Senior Non-commissioned Officer Training Course (SNCOTC)               | OC Unit            | -                     |
| Served for at least 12 months as a Cadet Corporal                                 | OC Unit            | -                     |
| Community Service Record whilst in the rank of Cadet Corporal (at least 20 hours) | OC Unit            | -                     |

*Note:*

- i. For equivalence, the proof of approval of OC GST should be provided.
- ii. For Annual Camp
  - Details of Annual Camp should be filled on Page 15
  - Signature, rank and name of Camp Commandant/Camp OIC on CTRB is required, OR:  
Endorsement document of camper list should be provided
- iii. For First Aid
  - Copy of St John First Aid Certificate should be provided
  - "First Aider Registration Form" should be submitted for First Aider Tab
- iv. For SNCOTC
  - Result slip should be provided
- v. For Community Service
  - Endorsement document (Request for Cadets' Community Service Record memo) from OC CSS should be provided

Cadet Flight Sergeant

| <b>Criteria</b>   | <b>Endorsed by</b> | <b>Countersign by</b> |
|---|--------------------|-----------------------|
| Possession of the Senior Class Cadet Badge  | OC Unit            | -                     |
| Passed the Footdrill Instructor Course  | OC Unit            |                       |
| Attended an Annual Camp as a Cadet Sergeant                                       | OC Unit            | -                     |
| Served for at least 12 months as a Cadet Sergeant                                 | OC Unit            | -                     |
| Community Service Record whilst in the rank of Cadet Sergeant (at least 20 hours) | OC Unit            | -                     |

*Note:*

i. For Footdrill

- Result slip of Footdrill Instructor Course, OR;  
Routine Order that includes the Footdrill Instructor Registration should be provided

ii. For Annual Camp

- Details of Annual Camp should be filled on Page 15
- Signature, rank and name of Camp Commandant/Camp OIC on CTRB is required, OR:  
Endorsement document of camper list should be provided

iii. For Community Service

- Endorsement document (Request for Cadets' Community Service Record memo) from OC CSS should be provided

Cadet Warrant Officer

| <b>Criteria</b>  | <b>Endorsed by</b> | <b>Countersign by</b> |
|--|--------------------|-----------------------|
| Possession of the Staff Cadet Lanyard  | OC Unit            | -                     |
| Attended an Annual Camp as a Cadet Flight Sergeant                                 | OC Unit            | -                     |
| Served for at least 12 months as a Cadet Flight Sergeant                           | OC Unit            | -                     |
| Successful appearance before a Selection Board appointed by the Commanding Officer | CO                 | OC Unit               |

*Note:*

i. For Annual Camp

- Details of Annual Camp should be filled on Page 15
- Signature, rank and name of Camp Commandant/Camp OIC on CTRB is required, OR:  
Endorsement document of camper list should be included

ii. For Community Service

- Endorsement document (Request for Cadets' Community Service Record memo) from OC CSS should be provided