

# **Guideline on Recommendation** **For** **Cadet Classification Advancement and Promotion**

## **Objective**

This guideline is:

- ◆ To provide clear guidelines 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

## **Procedure**

- ◆ The Recommendation Form, Cadet Training Record Book (CTRB) and the corresponding documents should be enclosed in an envelope and submitted to the OC GST Wg before 10<sup>th</sup> day of the month by placing it in the Drawer of GST Wg in HQ
- ◆ 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.

## **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 enquiries, please send email to GST Wg (email: acc.gst@gmail.com)

*Prepared by OC GST Wg*

*Version 1.0, Last Update Date: 1 Feb 2012*

*Version 1.1, Last Update Date: 30 Jul 2013*

*Version 1.2 Last Update Date : 9 Feb 2015*

## Appendix A

### First Class Cadet Badge

Category	Subject	Equivalence	Endorsed by	Countersigned by
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	-	Registered Expedition Instructor (EI) *wef. 1 Apr 2013	-
	Elementary First Aid	St. John First Aid Certificate; <u>or</u> HKACC Elementary First Aid Course	Qualified First Aid Instructor (FAI) ; or OC FA Trg / CFAI	OC Unit

*Note:*

- i. For Footdrill – DI Registration No / Rank / Name / Signature, or Exam result sheet endorsed by DI should be provided
- ii. For Physical Achievement – PAI Registered No. / Test Reference No \*wef. 1 Jan 2014/ Rank / Name / Signature of the responsible PAIs
- iii. For Expedition – Filled in the details on Page 37 OTHER ACTIVITIES, at least 1 day of expedition (e.g. hiking) should be used for advancement
- iv. For Elementary First Aid, copy of St. John First Aid Certificate; or result of EFAI Course; or endorsement on page 30 should be provided

**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) *wef. 1 Apr 2013	OC Unit

*Note:*

- I. For Cadet Project (CP)
  - i. Name of the Project should be filled
  - ii. Endorsement document from GST should be provided
- II. For Physical Achievement – PAI Registered No / Test Reference No \*wef. 1 Jan 2014/ Rank / Name / Signature of the responsible PAIs, or Examination result sheet endorsed by PAI should be provided
- III. For Expedition
  - i. Signature, rank and name and Registered No. of EI on CTRB is required (on Page 8 and 37)
  - ii. 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) *wef. 1 Apr 2013	OC Unit

*Note:*

- I. For Aviation Education (AE)
  - i. Name of the four subjects should be filled
  - ii. Result slip of Advanced Aviation Education Programme (AAEP) should be provided
- II. For Physical Achievement - Rank / Name / Signature of SPAI and Test Reference No \*wef. 1 Jan 2014 on CTRB is required, or; Examination result sheet endorsed by SPAI should be provided
- III. For Expedition
  - i. Signature, rank and name of SEI (Registered No.) on CTRB is required (on Page 9 and 37)
  - ii. On Page 37 – OTHER ACTIVITIES, at least an expedition (3 days + 2 nights / 40 km) should be listed and used for advancement

**Staff Cadet Lanyard**

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) *wef. 1 Apr 2013	OC Unit

*Note:*

- I. For Aviation Education (AE)
  - i. Name of the four subjects should be filled
  - ii. The four subjects should be different from those for Senior Cadet Badge
  - iii. Result slip of Advanced Aviation Education Programme (AAEP) should be provided
- II. For Cadet Project (CP)
  - i. Name of the Project should be filled
  - ii. Endorsement document from GST should be provided
- III. For Physical Achievement - Rank / Name / Signature of CPAI and Test Reference No \*wef. 1 Jan 2014 on CTRB is required, or; Examination result sheet endorsed by CPAI should be provided
- IV. For Expedition
  - i. Signature, rank and name of CEI on CTRB is required (on Page 10 and 37)
  - ii. 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 – Registered No. / Name / Rank / Signature of DI on CTRB is required, or; Examination result sheet endorsed by CDI or Drill Examiner should be included
- II. For Annual Camp
  - i. Details of Annual Camp should be filled on Page 15
  - ii. Signature, rank and name of Camp Commandant/Camp OIC on CTRB is required, or;
  - iii. 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 Annual Camp
  - i. Details of Annual Camp should be filled on Page 15
  - ii. Signature, rank and name of Camp Commandant/Camp OIC on CTRB is required, or:
  - iii. Endorsement document of camper list should be provided
- II. For First Aid – Copy of St John First Aid Certificate should be provided which should be current and valid at the time of promotion
- III. “First Aider Registration Form” should be submitted separately to OC FA Trg Flt 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

- i. Result slip of Footdrill Instructor Course, or;
- ii. Routine Order that includes the Footdrill Instructor Registration should be provided

II. For Annual Camp

- i. Details of Annual Camp should be filled on Page 15
- ii. Signature, rank and name of Camp Commandant/Camp OIC on CTRB is required, or:
- iii. 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
  - i. Details of Annual Camp should be filled on Page 15
  - ii. Signature, rank and name of Camp Commandant/Camp OIC on CTRB is required, or:
  - iii. 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