

HONG KONG AIR CADET CORPS
Headquarters

Guidelines for Acting Appointments

1. These guidelines cover the arrangements for acting appointments within the Hong Kong Air Cadet Corps.
2. The Commanding Officer has the authority to appoint
 - (a) any member to act in the rank of Squadron Leader and Wing Commander, for a period of not more than three months; and
 - (c) any member to act in the rank of Flight Lieutenant and below.
3. Approval from the Executive Board should be sought for all acting appointments in the rank of Group Captain and above, and for acting appointments beyond three months in the rank of Wing Commander and Squadron Leader.
4. Members holding acting appointments will have the same authority, powers, rank, and will wear the same rank insignia and uniform embellishments, as the substantive holder of the appointment.
5. Acting appointments should as far as possible be filled by members who have the knowledge and qualifications to discharge the duties of such appointments.
6. Acting appointments will normally last not more than twelve months. Extension of an acting appointment beyond a period of twelve months should in each case be reviewed and considered by the appropriate authority.

Categories of Acting Appointments

7. There are two categories of acting appointments:
 - (a) With a view to substantive promotion; and
 - (b) for administrative convenience.
8. A member may be required to act with a view to substantive promotion before being promoted.
9. Unless specifically stated to be with a view to substantive promotion, all acting appointments will be for administrative convenience.
10. Satisfactory performance whilst acting for administrative convenience will not by itself justify priority for promotion.

Acting arrangement for the Commanding Officer

11. The Executive Board will appoint an Acting Commanding Officer in case of the Commanding Officer taking a leave of absence of normally five consecutive days or longer. The Chief Staff Officer will promulgate the acting appointment.

Acting arrangement for Major Unit Commanders

12. Major Unit Commanders who will be away from office for ten consecutive days or longer should make prior acting arrangement for the period concerned. For leave of absence of less than ten consecutive days, an acting appointment may also be arranged if it is considered necessary. Upon approval by the Commanding Officer, the Chief Staff Officer will announce the acting appointment.

Acting arrangement for Unit Commanders

13. Subject to operational needs, the relevant Deputy Commanding Officer may make acting arrangements for Unit Commanders under his/her charge if the post holder will be away from office, normally for thirty consecutive days or longer. Upon approval by the Commanding Officer, the Chief Staff Officer will announce the acting appointment.

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