

HONG KONG AIR CADET CORPS

From: OIC No. 74 JNCOTC	To: All OC Sqns
Date: 15 August 2014	Ref : 74JNCOTC-Memo1/14 -Invitation

No 74 Junior Non-Commissioned Officer Training Course **Invitation for Application**

Kowloon East Wing would like to announce that No 74 JNCOTC will be held in October 2014 at HKTA The Yuen Yuen Institute No.3 Secondary School, Sheung Tak Estate, No.2 Tong Ming Street, Tseung Kwan O, Kowloon. Please refer to the following details.

Date & Time	Selection & Briefing: 0900 to 1145 hrs. on 12 Oct 2014 (Sunday) Course : 0800 to 1730 hrs. on 18 Oct 2014 (Saturday) 0800 to 1630 hrs. on 19 Oct 2014 (Sunday) 0800 to 1730 hrs. on 26 Oct 2014 (Sunday)
Course Size	Minimum 15 to maximum 30
Course Fee	HK\$50 including the following items: Course notes and handouts
Dress Code	No 3 for Selection & Briefing No 2, No 3 and PTU for Course
Pre-requisite Nomination	BC or above (MUST have passed HKACC and C&C with at least 1 year of active service) OC Sqn please nominate applicants by completing the Nomination List and email to 74jncotc@gmail.com
Deadline	2300 hrs. on 28 September 2014 (Sunday)
Course Outline	Role of JNCO / Basic Instructional Techniques / Communication Skills / Elementary Leadership / Revision on HKACC, C&C and Dress Regulations / Foot drill / Physical Achievement
Examination	Written: HKACC, C&C and Dress Regulation Assessment: Leadership, Foot drill, Physical Achievement and continuous assessment on discipline and uniform

Remarks

1. Priority will be given to cadet members from Kowloon East Wing. For applications from other units, places will first be allocated to First Class Cadets. All applicants must attend the selection and briefing.
2. Shortlisted candidates will be announced by 13 October 2014.
3. Individual Application Form will be provided with the shortlisted memo; completed forms and course fee will be collected on the first day of course.
4. Course fee will not be refunded once paid.

Should there be any questions, please contact the undersigned by email at 74jncotc@gmail.com .

P/O Charmaine K K LEE
OIC of No. 74 JNCOTC

Hong Kong Air Cadet Corps
No 74 Junior Non-Commissioned Officer Training Course
Nomination List

To: OIC of No 74 JNCOTC

From: OC _____ Sqn

Email: _____

Contact Number: _____

(Notes: The completed form should be sent by email to 74jncotc@gmail.com by 2300 hrs.
on 28 September 2014.)

We would like to nominate the following cadets to take part in the Course.

No	Name (Chinese)	Name (English)	Serial Number	Rank	Gender	Age as at 31 December 2014
1						
2						
3						
4						
5						
6						
7						

8						
9						
10						