

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 10th 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 1st 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

Criteria	Endorsed by	Countersign by
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

Criteria	Endorsed by	Countersign by
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

Criteria	Endorsed by	Countersign by
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

Criteria	Endorsed by	Countersign by
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