

**HONG KONG AIR CADET CORPS**  
**Skills Development and Support Group**  
**General Service Training Wing**

**MEMO**

<i>From</i>	<u>OC A&amp;S Flt, GST Wg</u>	<i>To</i>	<u>All OC Units</u>
<i>Ref.</i>	<u>GST/22/1</u>	<i>CC</i>	<u>DCO SD&amp;S Gp, OC SD&amp;S Gp</u>
		<i>Date</i>	<u>3 March 2022</u>

**Arrangement for Processing Recommendations for  
Cadet Promotion and Classification Advancement  
under the COVID-19 Epidemic**

In view of the latest epidemic situation and closure of the Headquarters office, the General Service Training Wing (GST Wg) will implement a special arrangement for handling cadet promotion and classification advancement recommendations.

2. Unit Commanders who wish to put forward recommendation(s) are requested to submit all relevant documents to the official email account of GST Wg ([gstwg@aircadets.org.hk](mailto:gstwg@aircadets.org.hk)), including –

- (a) duly completed Cadet Promotion or Classification Advancement Recommendation Form (as appropriate);
- (b) scanned copies of the relevant pages of the Cadet Training Record Book (CTRB), including the inner cover page with the Corps' official stamp, of the cadet(s) concerned; and
- (c) other supporting documents, e.g. successful camper list for recognised annual training camp, cadet project certificate, etc. (as appropriate)

3. It is advisable to combine the images into a single file in PDF format for good legibility and optimal file size.

4. In line with standing arrangement, recommendations received before the 10<sup>th</sup> day of each month will be handled and if considered in order, promulgated in the Headquarters Routine Order within the same month unless otherwise specified. GST Wg will subsequently arrange signature of the CTRBs of cadets concerned at an appropriate juncture.

5. The above special arrangement **takes immediate effect until further notice**. For enquiries please contact the undersigned via the official email stated above.

Fg Off Howard H Y CHU  
OC A&S Flt, GST Wg