

**HONG KONG AIR CADET CORPS  
TRAINING GROUP**

**General Service Training Wing**

<i>From:</i> OC GST Wg	<i>To:</i> OC Units
<i>Ref:</i> GST/16/001	<i>Attn:</i>
<i>Date:</i> 8 March 2016	<i>Total Pages</i> 1

**Co-ordination Instruction for Promotion of Cadet Warrant Officer**

This coordination instruction aims at smooth running for the processing of promotion to CWO.

2. In order to seek promotion to the rank of Cadet Warrant Officer, a cadet is required to attend an interview with a Selection Board appointed by the Commanding Officer.
3. The cadet concerned should first ensure that all criteria in Cadet Training Record Book (CTRB) are properly endorsed, before approaching the unit commander for recommendation for promotion.
4. When the unit commander considers the cadet being suitable for promotion, he/she should complete the "Recommendation Form for Cadet Promotion - ACC01(Rv-01/15)", and submit it together with the CTRB, relevant supporting documents and a written "Recommendation for Promotion", which should include the cadet's service history and a brief narrative of the cadet's performance for the reference of the Selection Board, to OC GST Wg, who normally processes the cadet promotion on a monthly basis on the 10th of each month.
5. Upon verification of all documents, OC GST Wg will liaise with related parties for the arrangement of the Selection Board accordingly.
6. After successful appearance before the Selection Board, OC GST Wg will arrange the promulgation of the promotion in Headquarters Routine Order.
7. Should any special arrangement be required, please approach OC GST Wg immediately. For enquiries, please contact us at [acc.gst@gmail.com](mailto:acc.gst@gmail.com).

  
Alan K L NG Sqn Ldr  
OC GST Wg

cc. CO, CSO, DCOs (For Information), HQs Notice Board