

# HONG KONG AIR CADET CORPS

## ITSU, IA Group

From: OC ITSU

To : All Senior Members

All OC Units

Ref : IA/ITSU13/M03

Your Ref : ( ) in

Date : Mar 12, 2013

Dated :

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### **Email Distribution List Update**

As the new Organization Chart will be launched and effective on 1 April 2013, ITSU is going to update the email mailing list for memorandum delivery. Should all the OC Units (*both Wing and Squadron level*), please nominate maximum of 6 staff (*cadet NCOs are acceptable*) of your unit. We will DELETE the old mailing list and registered new email addresses. Please kindly fill the form "ITSU01b" in and send it to [ocitsu@aircadets.org.hk](mailto:ocitsu@aircadets.org.hk) on or before **25 March, 2013**. Please be noted you may not be able to receive any distribute email from HQ if you failed to update the distribution list.

The new email distribution list will be adopted in early Apr 2013.

### **Subscription Function (auto notification)**

ITSU has successfully implemented a subscription function into our official website. Interested members may enter their email address into the "subscription box" of the page <http://www.aircadets.org.hk/hkacc/web/news.php> and enjoy auto notification of any update of the NEWS (memorandum).

Curtis MAK  
Ag Sqn Ldr  
OC ITSU



## HONG KONG AIR CADET CORPS

### Email Distribution List Update Request Form

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From : (Unit Name) \_\_\_\_\_

#### OC Unit

Unit Name (e.g. ITSU)	
Rank & Name of OC Unit	
Mobile number of OC Unit	
Email Address of OC Unit (Max 2 emails)	

#### Distribution List (max 6 names)

	<u>Rank &amp; Name</u>	<u>Position</u>	<u>Email Address</u>
1			
2			
3			
4			
5			
6			

#### **Remarks**

1. Please fill in the form above and send to [ocitsu@aircadets.org.hk](mailto:ocitsu@aircadets.org.hk).
2. Email time stamp will be regarded as the reception record.
3. Signature is not required.