



ORDERS
BY
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COMMANDANT
HONG KONG ADVENTURE CORPS

Serial No 07 /2010

1 July 2010

PART 1 ORDER

Order No 036 Promotion

The Commandant has approved the following promotions:

Officers

<u>Ser</u>	<u>Corps No</u>	<u>Rank</u>	<u>Name</u>	<u>Unit</u>	<u>Promote to</u>	<u>Effective Date</u>
1	I 03 505	2Lt	CHENG Wai-hin, Anson	CTSW / HQ Tp	Lt	1 July 2010

Instructors

<u>Ser</u>	<u>Corps No</u>	<u>Rank</u>	<u>Name</u>	<u>Unit</u>	<u>Promote to</u>	<u>Effective Date</u>
1	I 09 1080	Instr	WONG Tsz-shuen, Winnie	C Sqn	Cpl	1 Jul 2010

Cadets

<u>Ser</u>	<u>Corps No</u>	<u>Rank</u>	<u>Name</u>	<u>Unit</u>	<u>Promote to</u>	<u>Effective Date</u>
1	07 23 5613	Ag C/Cpl	KWONG Hau-ying, Hidi	H Sqn / BUAS Tp	C/Cpl	1 st July 2010
2	07 20 5072	Cdt	TSANG Yu-tai	D Sqn	C/LCpl	1 st July 2010
3	07 21 5484	Cdt	CHAN Ho-cheong	D Sqn / LLM Tp	C/LCpl	1 st July 2010
4	07 21 5493	Cdt	SONG Shu	D Sqn / LLM Tp	C/LCpl	1 st July 2010
5	07 01 5498	Cdt	IP Ping-kong	D Sqn / HW Tp	C/LCpl	1 st July 2010

Order No 036 Promotion (Cont'd)**Cadets**

<u>Ser</u>	<u>Corps No</u>	<u>Rank</u>	<u>Name</u>	<u>Unit</u>	<u>Promote to</u>	<u>Effective Date</u>
6	08 00 5853	Cdt	LUI Dickson	D Sqn	C/LCpl	1 st July 2010
7	08 21 5879	Cdt	HO Nok-hei	D Sqn / LLM Tp	C/LCpl	1 st July 2010

Order No 037 Acting Promotion

The Commandant has approved the following acting promotions:

Instructor

<u>Ser</u>	<u>Corps No</u>	<u>Rank</u>	<u>Name</u>	<u>Unit</u>	<u>Promote to</u>	<u>Effective Date</u>
1	I 03 1042	Cpl	CHEUNG Hon-man	B Sqn	Ag Sgt	1 Jul 2010 to 31 Dec 2010

Cadets

<u>Ser</u>	<u>Corps No</u>	<u>Rank</u>	<u>Name</u>	<u>Unit</u>	<u>Promote to</u>	<u>Effective Date</u>
1	04 00 3543	C/Cpl	LEE Chi-wing	CTSW / HQ Tp	Ag C/Sgt	1 Jul 2010 to 31 Dec 2011
2	05 25 3831	C/Cpl	LI Wing-ye	D Sqn / YC2 Tp	Ag C/Sgt	1 Jul 2010 to 31 Dec 2010
3	07 23 5585	Cdt	LI Lok-lam	H Sqn / BUAS Tp	Ag C/LCpl	1 Jul 2010 to 31 Dec 2010
4	08 23 6364	Cdt	CHEUNG Chak-sum	H Sqn / BUAS Tp	Ag C/LCpl	1 Jul 2010 to 31 Dec 2010

Order No 038 Appointments, Transfers and Postings

The Commandant has approved the following appointments:

Instructors

<u>Ser</u>	<u>Corps No</u>	<u>Rank</u>	<u>Name</u>	<u>Unit</u>	<u>Appointed</u>	<u>Effective Date</u>
1	I 95 009	Capt	HO Siu-yuen, Deo	LTF Sqn	OC	16 th July 2010
2	I 05 763	Capt	CHAN Keung-kai, Patrick	H Sqn	OC	16 th July 2010
3	I 06 771	Lt	CHOW Keng-wa, John	E Sqn	LO	1 st July 2010
4	I 01 128	SSgt	CHUNG Wing-lok	E Sqn	Tp Ldr, 1 Tp	1 st July 2010

The Commandant has approved the following transfers:

Instructors

<u>Ser</u>	<u>Corps No</u>	<u>Rank</u>	<u>Name</u>	<u>Unit</u>	<u>Transfer to</u>	<u>Effective Date</u>
1	I 95 009	Capt	HO Siu-yuen, Deo	CHQ	LTF Sqn	16 th July 2010
2	I 01 215	SSgt	YIU Wai-yin, Teresa	A Sqn	CHQ	1 st July 2010

Cadets

<u>Ser</u>	<u>Corps No</u>	<u>Rank</u>	<u>Name</u>	<u>Unit</u>	<u>Transfer to</u>	<u>Effective Date</u>
2	09 00 6766	Cdt	TO Ting	E Sqn	B Sqn	1 st July 2010

Order No 039 Establishment of Uniform Committee

The Commandant has decided to establish a Uniform Committee to consider all proposals affecting authorised orders of dress and embellishments for Officers, Instructors and Cadets and approves the wearing of new pattern clothing. The major function of the Uniform Committee is to:

- i) Review, standardize, implement and monitor all uniform/ corporate dress matters of the Corps under the direction of the Commandant.
- ii) To initiate proposals relating to the development of the Corps uniform/ corporate dress for consideration by the Commandant where appropriate.
- iii) To review all general administrative, cost and purchasing matter relating to uniform/ corporate dress affairs of the Corps, and make recommendations to the Commandant for improvements where necessary.

Order No 040 Appointment - Uniform Committee

The following personnel have been appointed by the Commandant as members of the Uniform Committee with effect from 1 July 2010.

Chairman

<u>Ser</u>	<u>Appointment</u>	<u>Corps No</u>	<u>Rank</u>	<u>Name</u>	<u>Unit</u>
1	Adjt	I 03 443	Capt	WON Jor-yiu, Savio	CHQ

Vice Chairman

<u>Ser</u>	<u>Appointment</u>	<u>Corps No</u>	<u>Rank</u>	<u>Name</u>	<u>Unit</u>
1	CSM	I 01 356	WO1	MAK Man-kin	CHQ

Secretary

<u>Ser</u>	<u>Appointment</u>	<u>Corps No</u>	<u>Rank</u>	<u>Name</u>	<u>Unit</u>
1	APO	I 03 496	Sgt	KWAN Ka-wai	CHQ

Members

<u>Ser</u>	<u>Appointment</u>	<u>Corps No</u>	<u>Rank</u>	<u>Name</u>	<u>Unit</u>
1	QM	N/A	N/A	SUEN Wu-tiu	CHQ
2	SWO	I 06 820	WO1	WONG Lai-ming, Alex	CHQ
3	2IC CSTW	I 05 764	Capt	NG Yick-fong, Ivy	CTSW
4	2IC A Sqn			Vacancy	
5	2IC B Sqn	I 00 079	Capt	MA Ka-lok, Simon	B Sqn
6	2IC C Sqn	I 00 067	Capt	CHIU Kwok-leung	C Sqn
7	2IC D Sqn	I 95 013	Capt	WONG Hei-meng	D Sqn
8	2IC E Sqn	I 02 242	Capt	CHAN Tam-ming	E Sqn
9	2IC F Sqn	I 06 828	Capt	YIP Chiu-fung, Christine	F Sqn
10	2IC H Sqn	I 05 763	Capt	CHAN Keung-kai, Patrick	H Sqn
11	2IC Trg Sqn	I 01 413	Capt	LUI Hoi-ye, Claudia	Trg Sqn
12	2IC HD Sqn	I 01 412	Capt	CHAU Chi-man	HD Sqn
13	2IC MKP Sqn	I 00 112	Lt	CHENG Pui-yan	MKP Sqn
14	2IC SL Sqn	I 01 184	Capt	MAK Tak-cheung	SL Sqn
15	ADMus	I 95 016	Capt	TSE Moon-wai	Band
16	WSM CTSW	I 96 229	WO2	LEE Chi-ming	CTSW
17	SSM A Sqn	I 03 540	Ag WO2	LAU Wing-hung	A Sqn
18	SSM B Sqn	I 02 310	Ag WO2	CHEUNG Pak-ho	B Sqn
19	SSM C Sqn	I 05 695	Ag SSgt	LAW Agreemen Mcgrady	C Sqn
20	SSM D Sqn	I 95 017	SSgt	YAU Man-ho	D Sqn
21	SSM E Sqn	I 03 489	WO2	LI Chung-man, Terry	E Sqn
22	SSM F Sqn	I 05 698	WO2	MOK Chi-shing	F Sqn
23	SSM H Sqn	I 06 779	Ag Sgt	CHOW Lap-chung, Philip	H Sqn
24	SSM Trg Sqn	I 03 505	SSgt	TSE Wai-yin	Trg Sqn
25	SSM HD Sqn			Vacancy	
26	SSM MKP Sqn	I 03 432	SSgt	LAM Ting-lok	MKP Sqn
27	SSM SL Sqn	I 02 391	SSgt	LEE Siu-pun, Daniel	SL Sqn
28	Drum Major	I 00 118	WO2	YEH Ziang-kai	Band
29	Pipe Major	I 07 963	PI	YUEN Cheuk-man	Band

Course Result

Order No 041

Challenge Course (High Event) Technical Certificate Course 1/2010

The following Instructors had completed and passed the Challenge Course (High Event) Technical Certificate Course held between 6th June 2010 and 13th June 2010. They are authorized to assist qualified high event instructors to run challenge course (high event) at HITC.

Ser	Corps No.	Rank	Name	Unit
1	I 98 044	Lt	FU Ka-yee, Fanny	A Sqn
2	I 09 1052	2Lt	TAM Hung-wah, Bonny	CTSW
3	I 05 745	Ag SSgt	LAM Kai-hang	CTSW
4	I 03 496	Sgt	KWAN Ka-wai	CHQ
5	I 06 926	Ag Cpl	CHAN Chun-tsung	A Sqn
6	I 09 1078	Ag Cpl	LEE Kwok-ho	A Sqn
7	I 07 927	Ag Cpl	WONG Man-chun	A Sqn
8	I 09 1091	Instr	LEE Hing-cheung, Jacky	E Sqn
9	I 09 1114	Instr	NG Chi-hung	E Sqn
10	N/A	PI	CHUI Pik-har	A Sqn

PART 2 ORDER

Order No 042 Formation of S Squadron

The Commandant is pleased to announce the formation of S Squadron with effect from 1 July 2010. The Commandant has appointed Maj CHUNG Kin-keung as OC S Sqn and the squadron personnel will be appointed and announced at a later stage.

Order No 043 Formation of Lam Tai Fai Squadron

The Commandant is pleased to announce the formation of Lam Tai Fai Squadron (LTF Sqn) with effect from 1st July 2010. The Commandant has appointed Capt HO Siu-yuen, Deo as OC LTF Sqn and the squadron personnel will be appointed and announced at a later stage.

**Order No 044 Entrant Requirement, Promotion Criteria and Procedure for Officer,
Instructor & Cadet**

The revised Entrant Requirement, Promotion Criteria and Procedure for Officer, Instructor & Cadet has been approved by the Commandant and with take immediate effect. Full details are attached in Appendix A for information.

Order No 045 Leave

The Commandant has approved the following leave application:

Officers

<u>Ser</u>	<u>Corps No</u>	<u>Rank</u>	<u>Name</u>	<u>Unit</u>	<u>Period</u>
1	I 95 280	Capt	WONG Ling-chi	CHQ	1 Jun 2010 to 31 Dec 2010

Capt Savio WON
Adjutant
for Commandant

HONG KONG ADVENTURE CORPS

Entrant Requirement, Promotion Criteria and Procedure For Officer, Instructor & Cadet

1. Entrant Requirement and Promotion Criteria for Cadet

Recruit Entrants	Entrant Criteria
Recruit (Rect)	<i>Requirements :</i> <ol style="list-style-type: none"> 1. Age between 11 to 17 years. 2. Parent's or Guardian's consent. 3. In primary 6 or secondary education with a recognized institute.
Promotion To	Promotion Criteria
Cadet (Cdt)	<i>Requirements :</i> <ol style="list-style-type: none"> 1. Passed the 6 - 9 months Basic Recruit Training Course (BRTC).
Cadet Lance Corporal (C/LCpl)	<i>Requirements :</i> <ol style="list-style-type: none"> 1. At least 6 months of active service in the rank of Cdt. 2. Completed at least 8 community service hours previously as a Cdt. 3. Excellent service record. 4. Unit Commander's Recommendation.
Cadet Corporal (C/Cpl)	<i>Requirements :</i> <ol style="list-style-type: none"> 1. At least 9 months of active service in the rank of C/LCpl. 2. Passed the Basic Drill Course (BDC). 3. Completed at least 12 community service hours previously as a C/LCpl. 4. Excellent service record. 5. Unit Commander's Recommendation.
Cadet Sergeant (C/Sgt)	<i>Requirements :</i> <ol style="list-style-type: none"> 1. At least 9 months of active service in the rank of C/Cpl. 2. Passed the Cadet Senior Non-Commissioned Officers Course (CSNCO). 3. Passed the Arms Drill Course (ADC). 4. Good leadership skills and service record. 5. Completed at least 12 community service hours previously as a C/Cpl. 6. Unit Commander's Recommendation.
Cadet Staff Sergeant (C/SSgt)	<i>Requirements :</i> <ol style="list-style-type: none"> 1. At least 9 months of active service in the rank of C/Sgt. 2. Passed the Drill Instructor Course (DIC). 3. Good leadership skills and service record. 4. Completed at least 12 community service hours previously as a C/Sgt 5. Excellent service record and Unit Commander's Recommendation.

2. Entrant Requirement and Promotion Criteria for Instructor

Recruit Entrants	Entrant Criteria
<p>Potential Instructors (PI)</p>	<p><i>Requirements :</i></p> <ol style="list-style-type: none"> 1. Must be above the age of 18 years and a permanent resident of the Hong Kong Special Administrative Region. 2. Be able to read and write Chinese / English and speak fluent Cantonese. 3. Mature personality. 4. Good physical fitness. 5. Self Confidence
Promotion To	Promotion Criteria
<p>Instructor (Instr)</p>	<p><i>Requirement :</i></p> <p>Passed the Potential Instructors Course (PIC) or the Potential Instructors Familiarization Course (PIF).</p> <p>Potential Instructors Familiarization Course (PIF)</p> <p>For applicants who met the following criteria may be considered to attend the Potential Instructors Familiarization Course (PIF).</p> <ol style="list-style-type: none"> 1. Previous / Current Military or Disciplinary Forces experience. 2. Previous / current Local / Overseas Uniformed Groups experience as an Adult Instructor. 3. Previous experience as a Cadet Corporal in a Local / Overseas Unit / Corps.
<p>Corporal (Cpl)</p>	<p><i>Requirements :</i></p> <ol style="list-style-type: none"> 1. At least 9 months of active service in the rank of Instr. 2. Completed at least 12 community service hours previously as an Instr. 3. Good service record. 4. Unit Commander's Recommendation.
<p>Sergeant (Sgt)</p>	<p><i>Requirements :</i></p> <ol style="list-style-type: none"> 1. At least 12 months of active service in the rank of Cpl. 2. Passed the Basic Drill Course (BDC) or Adult Basic Drill Assessment. 3. Passed the Adult Senior Non-Commissioned Officers Course (ASNCO). 4. Qualified First Aider (<u>Adult First Aid Certificate Course (AFA) of St. John Ambulance Association, or equivalent</u>). 5. Good leadership skills. 6. Completed at least 16 community service hours previously as an Cpl. 7. Good service record. 8. Unit Commander's Recommendation.

2. Entrant Requirement and Promotion Criteria for Instructor (Cont'd)

Promotion To	Promotion Criteria
Staff Sergeant (SSgt)	<i>Requirements :</i> 1. At least 12 months of active service in the rank of Sgt. 2. Passed the Drill Instructor Course (DIC). 3. Qualified First Aider (<u>Adult First Aid Certificate Course (AFA) of St. John Ambulance Association, or equivalent</u>). 4. Good leadership skills. 5. Completed at least 16 community service hours previously as a Sgt. 6. Excellent service record. 7. Unit Commander's Recommendation.
Warrant Officer Class 2 (WO2)	<i>Requirements :</i> 1. At least 18 months of active service in the rank of SSgt. 2. Qualified Senior Drill Instructor (SDI). 3. Qualified First Aider (<u>Adult First Aid Certificate Course (AFA) of St. John Ambulance Association, or equivalent</u>). 4. Completed at least 24 community service hours previously as a SSgt. 5. Outstanding service record and proven leadership quality. 6. Unit Commander's Recommendation. 7. Successful appearance before a Promotion Board.
Warrant Officer Class 1 (WO1)	<i>Requirements :</i> 1. At least 18 months of active service as a WO2. 2. Qualified Senior Drill Instructor (SDI). 3. Qualified First Aider (<u>Adult First Aid Certificate Course (AFA) of St. John Ambulance Association, or equivalent</u>). 4. Exceptional leadership quality and man management skills. 5. Excellent service record. 6. Successful appearance before a Promotion Board. 7. Commandant's Recommendation.

3. Entrant Requirement and Promotion Criteria for Officer (General Duties)

Recruit Entrants	Entrant Criteria
<p>Officer Cadet (OCdt)</p>	<p><i>Requirements :</i></p> <p>1. <u>Residence Status</u> Must be above the age of 18 years and a permanent resident of the Hong Kong Special Administrative Region.</p> <p>2. <u>Academic Requirements</u> A Hong Kong University Degree, or equivalent; or An accredited Associate Degree from Hong Kong tertiary institution /a Higher Diploma from a Hong Kong polytechnic / polytechnic university, or a Diploma from a registered post-secondary college awarded after the date of its registration, or equivalent; or A pass in two subjects at Advanced Level in the Hong Kong Advanced Level Examination (2A) plus three other subjects at grade C or above in the HKCEE (3O), or equivalent; or Five subjects, including Chinese Language and English Language (Syllabus B), at grade E or above in the HKCEE, or equivalent and above</p> <p>3. <u>Essential Attributes</u> Mature personality. Good physical fitness. Self Confidence. Effective communication skills.</p> <p>4. <u>Corps Qualification</u> Passed the Potential Instructors Course (PIC) or the Potential Instructors Familiarization Course (PIF). Passed the Basic Drill Course (BDC) or Adult Basic Drill Assessment. At least 6 months of active service in the rank of Instr</p> <p>5. <u>Personal Character Reference and Endorsement</u> A personal/character reference must be provided by the applicant from a reputable source i.e. Employer, business acquaintances, professors/academic advisors etc. The applicant must have the endorsement of two Officers of the Corps, and the Officers are prepared to support his/her application for promotion. The endorsing Officer must know the candidate well and be satisfied that the applicant is a person of integrity and trustworthy before agreeing to propose and second the applicant.</p>

3. Entrant Requirement and Promotion Criteria for Officer (General Duties) (Cont'd)

Recruit Entrants	Entrant Criteria
Officer Cadet (OCdt) (Cont'd)	<p>Officer Familiarization Course (OFC) For applicants who met the following criteria may be considered to attend the Officer Familiarization Course (OFC).</p> <ol style="list-style-type: none"> 1. Previous / Current Military or Disciplinary Forces experience as a Commissioned Officer. or 2. Previous / Current Local / Overseas Uniformed Groups experience as a Commissioned Officer. 3. Corps Qualification <ol style="list-style-type: none"> 3.1 Passed the Potential Instructors Course (PIC) or the Potential Instructors Familiarization Course (PIF). 3.2 Passed the Basic Drill Course (BDC) or Adult Basic Drill Assessment. 3.3 At least 6 months of active service in the rank of Instr or above. 4. Applicant will hold the rank of OCdt during training and upon completion of the OFC course, previous or equivalent rank of the applicant's last rank held will be awarded at the discretion of the Commandant.
Promotion To	Promotion Criteria
Second Lieutenant (2Lt)	<p><i>Requirements :</i></p> <ol style="list-style-type: none"> 1. Passed the Officer Cadet Training Course (OCTC) or the Officer Familiarization Course (OFC) within 1 year of active service in the rank of OCdt .
Lieutenant (Lt)	<p><i>Requirements :</i></p> <ol style="list-style-type: none"> 1. At least 18 months of active service as a 2Lt. 2. Passed the Sword Drill Course (SDC). 3. Good service record.
Captain (Capt)	<p><i>Requirements :</i></p> <ol style="list-style-type: none"> 1. At least 18 months of active service as a Lt. 2. Completion of at least one tour of duty as a Tp Ldr. 3. Outstanding service record. 4. High leadership and management quality.

3. Entrant Requirement and Promotion Criteria for Officer (General Duties) (Cont'd)

Recruit Entrants	Entrant Criteria
Major (Maj)	<p><i>Requirements :</i></p> <ol style="list-style-type: none"> 1. At least 4 years of active service as a Capt. 2. Excellent leadership ability and management skill. 3. Completion of at least 1 year as Sqn 2IC. 4. Excellent service record. 5. Successful appearance before a Promotion Board.

Notes :

1. A WO2 who has at least 3 years of service in that rank may, subject to the Commandant's approval, and in respect of personal service record, be commissioned to the rank of Lt, without having to undergo the full Officer Cadet Training Course.
2. A WO1 who has at least 3 years of service in that rank may, subject to the Commandant's approval, and in respect of personal service record, be commissioned in the rank of Capt direct, without having to undergo the full Officer Cadet Training Course.
3. Subalterns comprise of two ranks, 2Lt and Lt In the HKAC the Lt rank is reached by advancement (automatic promotion once criteria are met) and is functionally equivalent to the 2Lt rank. The rank of Capt is reached by competitive promotion from Lt Promotion of Captain and below should be approved by the Commandant on the recommendations of their respective OCs. Promotion to Senior Officer ranks (Major and above) should be approved by the Council.
4. At each promotion step, all requirements must be fulfilled before promotion is considered, whereas certain requirements may be excused subject to waiver given at the discretion of the Commandant / Council (for Senior Officers).

1. Procedures for the Promotion Application of Cadets, Adult Instructors, and Officers

Unit Commander will submit promotion recommendations on the *Officer /Officer Cadet/ Instructor / Cadet Promotion Recommendation Form* for their respective members to the Commandant at via the Chain of Command*, Unit Commander should forward the form to CHQ with written evaluation of the individual, the Adjt and the CSM will screen the application and an interview will be held as necessary on behalf of the Commandant. Only those individuals meeting the prescribed criteria will be considered for promotion by the Commandant. Officer Cadet has to attend and pass the OCdt training course run by CTSW and qualify to the substantive rank of 2Lt within one year from the date of promotion to Officer Cadet. When the Commandant has approved the promotion the Corps will publish the promotion list and issue orders through the Adjt accordingly.

The admin and screening process will take at least 4 weeks and the selection for promotion is based on the needs of the Corps and individual performance. The Corps promotion system is to be credible and meaningful, promotion recommendations must be based on performance, leadership, and contributions to the Corps.

Capt Savio Won

Adjutant

*Through the Adjt for Officers application and the CSM for Instructors & Cadets.