**香港少年領袖團 Hong Kong Adventure Corps**

**晉升、署任晉升及委任表格**

**Promotion, Acting Promotion and Appointment Recommendation Form**

**(** (如欲於下月一日起生效及於下一份司令訓令刊登，此表格須於本月15日或之前遞交至團總部（經辦人：行政助理）**)**

**(**This form mist be submitted to CHQ (Attn: Administrative Assistant) on or before the 15th day of the month

for timely processing effective and issuance in the Commandant’s Orders of the following month**)**

1. 此表格應由**單位指揮官**填寫。

This form should be completed by **unit commander**.

1. 此表格檔案格式為docx，請使用Word 2007或以上版本開啟此表格以方便使用。

This is a docx file, you are advised to open it with Word 2007 or later version.

1. 藍色字為下拉式選單，如使用電腦開啟，請按藍色部分以選擇項目。

You may click on the blue words to select the preset item.

1. **個人資料 (由單位指揮官填寫)**

**Part A. Personal Particulars (Completed by Unit Commander)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| \*姓名 |  | | | 單位 | | Current | 團員編號 | |  | |
| \*Name | Unit | | Corps No. | |
|  | | | | | | | | | | |
| 現時階級 | | Rank | | 現時階級生效日期 | | | | Date | | |
| Current Rank | | Date of Appointment to Present Rank | | | |
|  | | | | | | | | | | |
| 現時職位 (如有) | | |  | | 現時階級生效日期 | | | | | Date |
| Current Appointment (if Applicable) | | | Date of Appointment | | | | |
| \***需與學員/導師申請表填寫的資料相符 Should be consistent with Cadet / Instructor Application Form** | | | | | | | | | | |

1. **推薦 (由單位指揮官填寫)**

**Part B. Recommended for (Completed by Unit Commander)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | 晉升 |  | 晉升階級 | Rank | | | 生效日期 | | Date |
| Promotion | Promoted To | With Effect From | |
| 2. | 署任晉升 |  | 署任階級 | Rank | 日期 | 由 | Start Date | 至 | End Date |
| Acting Promotion | Acting As | Date | From | To |
| 3. | 委任 |  | 委任為 | Appointment | | | 生效日期 | | Date |
| Appointment | Appointed as | With Effect From | |
| 按方格以選擇申請  Click on the Square Box for Application | | | | | | | | | |

1. **必要條件 (推薦晉升適用) (由單位指揮官填寫)**

**Part C. Prerequisites (Applicable for Promotion Recommendation) (Completed by Unit Commander)**

被提名人已符合香港少年領袖團有關晉升的條件及要求，包括：

The nominee has fulfilled the promotion criteria set by the Hong Kong Adventure Corps, including:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 出席右列課程並於課程中取得合格成績：  Attended and Passed the following course: | 1a. | Induction Training | 日期  Date | Date |
|  | 1b. | Promotion Courses | 日期  Date | Date |
|  | 1c. | Drill Courses | 日期  Date | Date |
|  | 1d. | Adventure Training & Drill | 日期  Date | Date |
|  | 1e. | (Others, Please List Out Here) | 日期  Date |  |
| 已取得右列資格 (如適用)：  Qualification Obtained (if Applicable): | 2a. | Qualification | 日期  Date | Date |
|  | 2b. | Qualification | 日期  Date | Date |
| 社區服務時數 (如適用)：  Community Service Hour (if Applicable): |  |  | 小時  Hour | |

***本人確定上述資料準確無誤，團總部職員可就上述資料進行核對。***

***I hereby certify the information mentioned above is correct. CHQ staff may crosscheck the information stipulated herein.*** *轉下頁 Next Page…*

1. **單位指揮官理由、評語及簽署 (由單位指揮官填寫)**

**Part D. Unit Commander’s Justification, Recommendation and Endorsement**

**(Completed by Unit Commander)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| 單位指揮官姓名 |  | 簽署 |  | 日期 | Date |
| Unit Commander’s Name | Signature | Date |

1. **副官/團士官長評語及簽署 (由副官/團士官長填寫)**

**Part E. Adjutant’s/Corps Sergeant Major’s Comment and Endorsement (Completed by Adjt/CSM)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| \*獲得/不獲 推薦  Recommended / Not Recommended | | | | | |
| \*副官/團士官長姓名 |  | 簽署 |  | 日期 | Date |
| \*Adjutant/Corps Sergeant Major’s Name | Signature | Date |

1. **司令評語及簽署 (由司令填寫)**

**Part F. Commandant’s Comment and Endorsement (Completed by Comdt)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
| 推薦 \*獲得/不獲 批准  Approved / Not Approved | | | | | |
| 司令姓名  Commandant’s Name |  | 簽署 |  | 日期 | Date |
| Sign | Date |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **團總部專用**  **CHQ use only** | | | | | | | | | | | |
| 收表日期 | Date | | | 由 | | Staff | | | | 接收。 | |
| Date Received | Received by | | . | |
|  |  | | | | | | | | | | |
| 司令訓令 | 刊登/不刊登  Issued/Not Issued | | 人事登記 | | 登記/不需登記  Registered/Not Regd. | | | 通知信函/委任狀 | | | 發出/不發出  Issued/Not Issd. |
| Commandant’s Orders | POR | | ProLet/Parchment | | |
|  | | | | | | | | | | | |
| 團總部職員 | Staff | 簽署 | |  | | | 日期 | | Date | | |
| CHQ Staff | Sign | | Date | |
|  | | | | | | | | | | | |
| (\*刪去不適用者)  \*Delete as appropriate | | | | | | | | | | | |