**香港少年領袖團**

**便箋**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***發文人*** |  |  |  | ***受文人*** | 團總部 | | |
| ***編號*** |  |  |  | ***(經辦人*** | 團士官長 ***)*** | | |
| ***電話號碼*** |  |  |  | ***來函編號*** |  | | |
| ***傳真號碼*** |  |  |  | ***總頁數*** | 1 | ***傳真號碼*** | 2792 8510 |
| ***日期*** |  |  |  | ***日期*** |  | | |
|  |  |  |  |  |  | | |

**要求開辦基本步操訓練班及安排考核**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | （單位名稱） | |  | | | | | | | 有意開辦基本步操訓練班，有關詳細安排如下︰ | | | | | | | | | | | | |
|  |  | |  | | | | | | |  | | | | | | | | | | | | |
| 2. | （單位名稱） | |  | | | | | | | 欲於 | | |  | | | | | | （年份／月份）至 | | | |
|  |  | |  | | | | | | |  | | |  | | | | | | （年份／月份）期間 | | | |
|  | 由步操教練／高級步操教練 | | | | | | |  | | | | | | | | | | | （姓名及官階）#1 | | | |
|  | 開辦基本步操訓練班。預計參與訓練班人數為 | | | | | | | | | | | | | | |  | 名學員及 | | | |  | 名導師。 |
|  | #1 本中隊／單位 | | | □ | 需要 ／ | | | | □ | | 不需要由團士官長指派步操教練協助是次訓 | | | | | | | | | | | |
|  | 練班。 | | | | | | | | | | | | | | |  |  | | | |  |  |
|  | 考核日期（首選）為 | | | | |  | | | | | | | | （年／月／日）； | | | | | | |  |  |
|  | （次選）為 | | | | |  | | | | | | | | （年／月／日）。 | | | | | | |  |  |
|  |  | | | | |  | | | | | | | |  | | | | | | |  |  |
| 3. | 有關是次訓練班，可與本中隊／單位指揮官 | | | | | | | | | | | | | |  | | | | | （姓名及官階）聯 | | |
|  | 絡，電話為 |  | | | | | | ；或與中隊／單位士官長 | | | | | | | | | |  | | | | （姓名及 |
|  | 官階）聯絡 ，電話為 | | | | | |  | | | | | 。 | | | | | | | | | | |

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|  |  | *（簽署／*  *電子簽署）* | | |
| 香港少年領袖團*（單位名稱）* |  | | 指揮官 | |
| （ |  | | ）代行 | |
|  | *（姓名及官階）* | |  | |