



LIBERTY (AGTR-5) DIVISION
United States Naval Sea Cadet Corps
1 Universe Way
MT. Sinai, NY 11766
Mailing Address only:



From: Commanding Officer
To: Distribution

23 March 2006

Subj: COMMAND POLICY LETTER 0001-2005: ATTENDANCE

Applicability: This directive is applicable to all hands assigned to the Liberty (AGTR-5) Division.

Reference:

USUSNSCC/NLCC Administration Manual (Feb 04)
USUSNSCC Regulations Manual Chapter 6, Sec., 0634 - Drill Attendance
Liberty (AGTR-5) Div., Standard Operating Procedures (SOP)

Purpose: To provide guidance for establishing and maintaining required levels of Cadet and Staff participation in Unit drills and activities and to ensure the Unit meets regulatory requirements for attendance.

General: Cadets are expected to attend a minimum of 75% of scheduled drills. Cadets failing to do so may, at the option of the commanding officer, will be dis-enrolled from the USNSCC.

There is no provision for "pick-and-choose" membership in our organization, or showing up only for the activities that suit a particular interest. You are either a member of the division, or you are not. Cadets and Officers are expected to arrive on time, and to remain for the duration of the drill or the event. There are naturally conflicts that may arise: school, church, work, community, and family events. We understand these and can accommodate them.

Monthly weekend drills and other scheduled activities throughout the year are all considered to be "All-hands" activities. Absences must be arranged before-the-fact, or have credible explanation provided after-the-fact. Our national headquarters inspects our division and our records annually, and we are graded against other USNSCC units throughout the U.S. One of the key metrics by which we are judged is attendance.

Generally speaking, Cadets and Officers in this division must have at least 75% attendance to maintain membership. If you cannot commit to this, then perhaps you have too many other demands on your time and you should instead focus on those.

Procedure: From the date of this directive forward, any unauthorized absence from drill or other activities will be documented in the official personnel record. When the unauthorized absences surpass the 75 percentile, a Staff review panel will be formed to consider termination procedures. The attendance problem will be weighed along with the cadet's general progress, attitude, and other observed behaviors to determine if the cadet shall be recommended for termination from

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the USUSNSCC program. The board's recommendation will be forwarded to the CO, who will make the final determination as to the cadet's retention or termination.

We are an all-volunteer organization. All of the officers and instructors in our division donate significant amounts of their personal time and effort, they incur costs, and they often make sacrifices in their personal lives to be here or to serve as Training Escort Officers, yet they receive zero pay. They are here because of their interest in the Navy and their commitment to America's youth. Please show them gratitude for what they do, and please be respectful of their time

Parents are encouraged to participate in our unit activities to a variety of degrees, but as a minimum they must ensure and provide for the proper participation of their son or daughter in our squadron activities.

Point of Contact (POC) for this directive is the Executive Officer.

LT(jg) Forrest Woodward
Commanding Officer

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