



ATTENDANCE POLICY/STANDARD OPERATING PROCEDURE

1. All cadets are expected to attend all drills.
2. If the division is participating in a multi-day drill not involving travel outside the Aurora area, cadets are expected to attend at least during normal drill time, even if they cannot attend the entire weekend.
3. If a cadet cannot attend a drill, it is his/her responsibility to notify his/her section leader (SL) prior to the drill. If unable to contact the SL, the cadet shall notify the Assistant Leading Petty Officer (ALPO) or Leading Petty Officer (LPO) in that order.
4. If a cadet cannot attend a drill due to prior commitments, notification to his/her SL one week in advance is required.
5. The SL and ALPO will report all attendance and absence (with reason) to LPO five days prior to drill. Updates are given to LPO as needed. LPO will then compile and report all known information during the morning Leadership Meeting.
6. If absence is to attend another USNSCC function, such as training, the cadet will receive full credit on the Attendance Report. If, in the judgment of the Commanding Officer (CO), he/she will be missing for an acceptable reason (such as family commitment, school function, work requirement, illness, etc.) he/she will receive half credit.
7. Excessive absences, either excused or unexcused, are detrimental to both the cadet and the division. Each cadet must maintain a 75% or higher attendance record (senior cadets 90% or higher). If a cadet's attendance drops, advancement may be delayed, he/she might not be issued orders to attend trainings, and he/she may be relieved of senior positions.
8. Continued poor attendance could result in disciplinary action, up to and including dismissal from the NSCC/NLCC.
9. At drill, the Petty Officer of the Watch (POOW) shall mark on the Attendance and Quarterdeck Log those cadets who are present as they check in. The LPO will advise the Operations Officer (OPS) and CO of any unaccounted absence. If the cadet did not notify the SL, ALPO, or LPO they would not be present, the absence shall be unexcused.
10. If a cadet's attendance percentage drops below 75%, the SL will contact the cadet to discuss the cadet's record and encourage his/her attendance at drill.
11. If a cadet's attendance percentage remains below 75% after being counseled by the SL, the LPO will contact the cadet to discuss the cadet's record and encourage his/her attendance at drill.
12. If a cadet's attendance percentage further drops after counseling by the LPO, OPS will contact the cadet to discuss the cadet's record and encourage his/her attendance at drill.
13. If a cadet's attendance percentage does not improve after calls from the SL, LPO, and OPS, the CO will be notified and the cadet considered for disenrollment.