



**US NAVAL SEA CADET CORPS**  
**TEXAS DIVISION**  
USS LEXINGTON  
2914 N SHORELINE BLVD  
CORPUS CHRISTI, TX 78402

From: Commanding Officer

UNIT INSTRUCTION 01  
22 JUL 2023

To: TEXAS DIVISION Personnel

Subj: **ATTENDANCE POLICY AND PROCEDURE**

- I. **Purpose.** To specify expectations of unit personnel regarding attendance at drills and other unit evolutions.
- II. **Discussion.** Attendance is expected at all mandatory events. Cadets, Officers, and Instructors have made a commitment to the Division, which only thrives when everyone is present and gives their best effort. This policy applies to all unit cadets, midshipmen, instructors, and officers.
- III. **Scope.** This instruction is applicable to all Cadets and adult staff members actively enrolled in TEXAS DIVISION .
- IV. **Cancellation.** This memorandum will remain in effect until canceled by higher authority.
- V. **Policy.** The United States Naval Sea Cadet Corps (USNSCC) has established a 75% minimum attendance rate. Missing more than 25% of drills over a 12-month period can be considered cause for termination from the program.

A. **Attendance**

1. Attendance is to be reported by all hands by TEXAS DIVISION GroupMe or text message to the Executive Officer. Any changes to status that need to be made less than 24 hours to the start of drill are to be made by TEXAS DIVISION GroupMe or text message to the Executive Officer or the immediate supervisor. If the supervisor cannot be contacted via phone, contact the next individual in the chain of command.
2. The reason for all absences is to be reported to the individual's Chain of Command by TEXAS DIVISION GroupMe or text message to the Executive Officer or the cadet will not be given an excused absence.
3. Cadet safety is paramount. To guarantee the safety of cadets, attendance will be used to verify their presence or absence. If a cadet fails to report for drill or make known an authorized absence for not attending, it will be assumed that the cadet's safety may be jeopardized. The Cadets LPO/DIVO will make repeated attempts to contact the cadet until their status is verified.

## **B. Authorized Absences**

1. **Definition:** Cadet absences that meet the criteria set by unit standards that do not affect a cadet's standing within the unit. Authorized Absences can be granted prior to a drill if there is a valid reason given. Emergency situations will be considered on a case-by-case basis.
2. Not all absences may be excused. Cadets are expected to plan for drill and plan to work on school projects or assignments outside of drill time. Examples for excusable absences include but are not limited to illness, testing, athletic event a cadet is required to attend, and any others will be handled case by case. Unexcused absences include but are not limited to social events, optional athletic practices, homework, or school projects. Since the unit schedule is posted one year in advance, family vacations are not considered excused absences.
3. Lack of transportation is not an excuse unless all options to get the cadet to drill have been exhausted. TEXAS DIVISION adult staff members and cadet parents are willing to carpool to get cadets to drill. If a cadet's parents are willing to provide transportation to any other cadet within the unit to/from drill, they will make this known to their cadet's Division Officer. It is the cadet's responsibility to arrange transportation, and regularly scheduled transportation other than the cadet's parent(s) requires approval from at least the EXECUTIVE OFFICER. **AT NO TIME** will a cadet operate a vehicle when transporting another cadet, with or without a valid driver's license.
4. Mandatory events such as the Annual Inspection or unit competitions require approval from the Commanding Officer through the Executive Officer. This policy is required whether the absence is considered an excused absence or not.

## **C. Unauthorized Absences**

1. **Definition:** An Unauthorized Absence occurs when a cadet is not present at a required unit activity, such as drill, and does not give prior notice to the chain of command or get verbal or written permission from the EXECUTIVE OFFICER.
2. Unauthorized absences will result in a "zero" for all graded evolutions that day; this includes personnel inspections, boards, performance evaluations, and physical fitness tests. These activities cannot be made up for credit.

## **D. Recording Muster.**

1. Prior to every drill, the Division LPO will forward their muster sheet to the Division Yeoman.
2. The Division Yeoman will record the muster in the Divisional records and report back to the Division LPO for verification. The Division Yeoman will forward the muster sheet to the TEXAS DIVISION Administration Officer for filing and recording in Magellan.

3. Any drill missed without prior notification will be considered an unauthorized absence. In the event of an emergency, should the absence not be reported prior to the end of the drill day, it is considered an unexcused absence, regardless of reason. Responsibility for notification of absences lies solely with the individual missing drill; absences reported by parent(s), or significant others in the case of adult officers, will only be accepted in emergency situations.
4. Cadets who arrive late or depart early must check out with the Command Duty Officer. The CDO will update the original muster throughout the day. Departing early requires approval from the Executive Officer.
5. Repeated unauthorized absences or excessive absences, whether authorized or not, may result in termination from the program. Cadets should make every effort to attend drill for at least part of the day.
6. This unit has the following drill cycles each month:

August 11-13 McGloin Ranch  
Sept 15-17 McGloin Ranch  
Oct 6-8 USS Lexington  
Nov 10-12 USS Lexington  
Dec 1-3 USS Lexington  
Winter event Dec 26-Jan 2  
Jan 5-7 McGloin Ranch  
Feb 2-4 USS Lexington  
March 1-3 USS Lexington  
Mar 22-25 McGloin Ranch  
(This will be our April drill)

7. Each drill is recorded separately in Magellan. TEXAS DIVISION will drill for the minimum 40 drill cycles each year as required by USNSCC HQ. The attendance policy of 75% includes excused and unexcused absences.
  - a) If a cadet's attendance drops below 75% of completed drills the Admin Officer will notify the parents via official letter that their Cadet's attendance is below standards.
  - b) If the Cadet's attendance drops below 65% of completed drills, the Executive Officer will notify the parents via letter that their cadet is being placed in a probationary status that can result in disenrollment if attendance continues to be a problem.
  - c) If improvement is not made within given time, or if the cadet drops below 50% of completed drills, the cadet's parent/guardians will be notified of disenrollment via formal letter from the Commanding Officer and include the Administrative Officer and Regional Director. This letter will include the proposed date of disenrollment that will allow time for the parent(s) to contact the Commanding Officer regarding the matter.

- d) The drill cycle for TEXAS DIVISION starts in January of each year and ends in December. A reasonable accommodation will be made in that sections 7.b). and 7.c). above will not be completed until at least 10 drill periods have elapsed.

*Angelique Rendon*

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