

BLUEANGELSINST 1000.1  
14 Jan 2015

BLUE ANGELS INSTRUCTION 1000.1

From: Commanding Officer, Blue Angels Squadron

Subj: ATTENDANCE POLICY

Ref: (a) NSCC Regulations Manual  
(b) NLCC Regulations Manual  
(c) NSCC/NLCC Training and Operations Manual

1. Purpose. This instruction establishes Blue Angels Squadron's attendance policy.
2. Discussion. Unit drills serve several purposes, including providing members the opportunity to exercise their leadership skills, participate in general military training and to foster unit cohesion and interact with shipmates in a military atmosphere. It is a critical part of the NSCC/NLCC experience and it is why all drills are considered important. Attendance at unit activities is one indicator of participation, which is a factor considered by the command when deciding promotions and appointments to leadership positions. The unit's annual drill schedule is issued in the fall every year to provide members and their parents ample time to plan around NSCC/NLCC drills and activities.

3. Policy.

a. Minimum attendance. National policy requires members to maintain a minimum 75 percent attendance record, which is measured annually from 1 January through 31 December. Members should balance their activities, placing a priority on school work and cadets in order to exceed this minimum standard.

b. Attendance. Unit sponsored activities, including drills or off-site parades, are categorized as regular, mandatory or optional. Members will be credited with attending one drill or activity for each four hour period up to two per day. For example a drill weekend counts as four drill periods, two on Saturday and two on Sunday. The unit schedules at least 48 drill periods per year, so missing more than 12 drill periods or three drill weekends will result in falling below the 75 percent attendance minimum. The categories are defined as follows:

(1) Regular. Attendance at these activities will count toward the required minimum hours of attendance.

(2) Mandatory. Attendance at these activities will count toward the required minimum hours of attendance, however no excused absences will be granted. Members who miss designated mandatory activities may face additional consequences up to and including captain's mast. Annual inspection is generally the only mandatory event each year.

(3) Optional. Attendance at these activities is expected, but not required. Depending on the activity, optional activities may count toward the required minimum hours of attendance.

c. Absences.

(1) Excused. With prior notification to and approval of the member's chain of command, members may be excused from drill for family emergencies, academic commitments and competitive sports. Excused absences count against the minimum drill requirement, but will generally not impact consideration for leadership positions or promotion. Members may be excused from no more than 80 percent of regular drills or activities in a given calendar year.

(2) Unexcused. Unexcused absences are absences for reasons not excused, including attending a sporting event (but not competing), attending a school dance, participating in a recreational activity, employment or family vacation. Prior notification is required, otherwise the absence will be deemed unauthorized.

(3) Unauthorized. Missing any mandatory activity or a regular activity without prior notification/authorization of your chain of command is an unauthorized absence. Members may be placed on report following six unauthorized absences in a year.

(4) Training Duty. Members away from the unit on orders at training will be counted as present for attendance purposes.

d. Consequences.

(1) Informal Counseling. Members who are nearing an 85 percent attendance rate will be reminded of the unit's attendance policy by the leading (chief) petty officer. This will be documented in the member's record.

(2) Formal Counseling. Members who drop below an 80 percent attendance rate will be formally counselled by the operations officer. The operations officer will inquire about the member's interest in the program, their progress in advancement and reasons for absences. Remedial measures will be devised and the member's attendance will be monitored. This will be documented in the member's record and the member's parents will be notified.

(3) Commanding Officer's Mast and Dismissal. Members will be placed on report and may face commanding officer's mast if they accrue six unauthorized absences or fall below a 75 percent attendance rate. Members who fall below 75 percent attendance in a given year are subject to dismissal from the program at the discretion of the commanding officer.

4. Action.

a. All hands are responsible for complying with the policy prescribed in this instruction.

b. Executive Officer. The executive officer is the final decision authority on whether an absence is excused, unexcused or unauthorized.

c. Operations Officer.

(1) The operations officer is responsible for ensuring cadet compliance with this instruction and that cadet attendance is recorded by the yeoman, watchstanders and/or the leading (chief) petty officer and reported to the administrative officer.

(2) The operations officer is delegated the authority to determine whether an absence is excused or unexcused, according to the regulations prescribed in this directive.

d. Administrative Officer. The administrative officer is responsible for ensuring the proper keeping member attendance records and its input into Magellan.



C. G. RUSSELL