



**9th SUFFOLK CADET SQUADRON
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
NER-NY-311**



**OPERATING INSTRUCTION 01
Cadet Attendance Policy**

BACKGROUND

This instruction applies to all cadets in NY-311 and is effective immediately.

CAPR 52-16 specifies that cadet members must be active participants in order to advance in the CAP Cadet Program. This instruction will define “active” participation for cadets using CAPR 52-16, CAPR 62-1 and CAPR 35-3 as a basis for this definition. Additionally, this instruction specifies the policy and procedure for requesting to be excused from attending any regularly scheduled squadron meeting. This instruction is intended to help promote a higher level of accountability and responsibility for our cadets as well as to ensure a strong cadet program through active participation.

POLICY

1. Definitions

- a. **Active Member** – any member with less than three (3) absences from regular meetings in the preceding 4-week period who also has no more than one unexcused absence in the same period AND is safety current as indicated in eServices.
- b. **Active Participation** – any cadet member that has attended at least 4 of the last 8 previous weekly meetings and at least 1 non-meeting activity in the preceding 30 days.
- c. **Excused Absence** – any absence from a regular meeting where the cadet has obtained approval (written or verbal) via the chain of command prior to the start of the weekly squadron meeting. The approving authority shall be the Squadron Commander or the Deputy Commander. Cadets will request a Leave of Absence using the online form at www.squadron9.com. Examples of excused absences include, but are not limited to:
 - i. any school required program

- ii. sports or athletics
 - iii. employment
 - iv. family vacation
 - v. death or illness in the family
 - d. **Unexcused Absence** – any absence where the cadet has not obtained approval for his or her absence from a weekly squadron meeting. Cadets should initiate notification as soon as possible to avoid having an absence recorded as unexcused. In certain cases, due to the emergent nature of some absences, the Squadron Commander may approve changing an unexcused absence to an excused absence.
 - e. **Non-meeting activity** – any CAP activity outside of regular weekly squadron meetings. Orientation Flights, ES Missions, Training, Airshows, Encampments, Community Service and all other CAP activities are considered Non-meeting activities.
2. Cadet members who are not active members as defined above may not participate in non-meeting activities. Cadets who do not meet the requirements of active member status shall be restricted to weekly meetings until they meet the requirements or have been authorized by the Squadron Commander.
 3. Cadets who have three (3) unexcused absences in the preceding 30-day period shall be contacted by the Squadron Commander or his/her designee to determine the cause of the absences. Cadets who fall into this category may be considered for membership termination or non-renewal.
 4. Cadets who have attended less than 50% of regular squadron meetings over a 16-week period shall be contacted by the Squadron Commander or his/her designee to determine the cause of the absences. Cadets who fall into this category may be considered for membership termination or non-renewal.
 5. Cadets who do not meet the requirements for active participation or active members as defined herein are ineligible for completion of Achievements or Milestone Awards.
 6. All cadets who hold staff duty assignments will maintain, at a minimum, active member status. Those staff cadets who do not meet this requirement may be relieved from their duty assignments.

This operating instruction will be considered immediately rescinded should a contradictory regulation or supplement be issued by a higher echelon.

Capt Warren M. Weiss, CAP NY-311/CC

Distribution: 1 ea Squadron Members
1 ea Group CC