

**DEPARTMENT OF THE AIR FORCE
DETACHMENT 025
ARIZONA STATE UNIVERSITY**



Annex D- Cadet Wing Attendance and Accountability



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19 November 2020

MEMORANDUM FOR THE 25TH CADET WING

FROM: CADET COLONEL STEPHEN C. EPP

SUBJECT: Annex D-Cadet Wing Attendance and Accountability

1. The attendance will be the responsibility of the Group Commanders (GC/CC) at all Practical Military Training (PMT) events and will update the attendance tracker. The use of the tracker will assist in making sure that cadets and commanders are aware of their attendance and held accountable when necessary.
2. All cadets will show up at the discretion of respective squadron commanders, but not after the official event start time. Squadron Commanders will be responsible for the recording of attendance and will report to their respective Group Commander. Cadets who arrive 5 minutes after the start of the event will be considered absent. This applies to all AES years.
3. Attendance will be recorded electronically using Google Drive and will be shared among the FLT/CC, SQ/CC, GC/CC, CW/VC, and the CW/LO. The Cadet Wing Link Officer (CW/LO) will utilize the spreadsheet to update the Cadet Link with attendance information. The Standards and Evaluation Officer (CW/SEO) reviews and inputs all reported attendance into a spreadsheet to track and maintain the 80% attendance standard and warn cadets of negative attendance trends. Group Commanders are responsible for keeping proper accountability of the Wing during each PMT event. IAW AFROTC 36-2011, cadets must attend at least 80% of all required training to include PT and LLAB. This includes unexcused absences.
4. A Cadet will be marked **excused** if they are absent from an event due to other ROTC activities (i.e. AFOQT/TBAS Testing, Phase II Selection TDY, Flight Physical TDY, Base Visits, etc.) or in rare cases, other events or situations approved of by the OFC or appropriate Cadre. Cadets will also be marked excused due to any of the following reasons: attending a funeral of an immediate family member, being in possession of a medical note from a doctor explicitly stating their approved absence or any university-wide class recess for either ASU or crosstown students. A cadet will be marked **unexcused** if they are absent and do not fall under any of the previously stated reasons or categories.

5. Upon arriving at PMT events, cadets will be marked as either Present (P), Excused (E), or Unexcused (U). All excused absences must be pre-approved by the Operations Flight Commander (OFC) via an Official Memorandum. This Official Memorandum must be sent either before or on the same day as the missed event to the Flight Commander. It is the job of the FLT/CC to send it up the chain to the Cadet Wing Standards and Evaluations Officer (CW/SEO), who will then forward it to the OFC. The OFC will then notify the respective Group Commander and CW/LO of the excused absence. Doctor's notes and memorandums must be sent within 48 hours of absence submitted first through NCOIC and OFC and then through the CW chain of command to update the attendance tracker. The OFC will notify the cadet chain of command and the CW/LO of the excused absence, so it is reflected accurately on the Cadet Wing Link.

6. The CW/LO is responsible for ensuring that all attendance for each PMT event is updated on the Cadet Wing Link system by 23:99 Sunday, of every week. The Cadet Wing Link system contains a cumulative list of absences for Leadership Laboratory (LLAB) and Physical Training (PT). Attendance will be tracked using the following system.

- a. Present (P) – The cadet was on time.
- b. Excused (E) – The cadet was absent and excused from the event.
- c. Unexcused (U) – The cadet was late beyond given time/absent & unexcused from the event

7. If there is no error in attendance on the Cadet Wing Link, a cadet must send an official email to their FLT/CC, CW/LO, and CW/SEO (using the Carbon Copy Feature) to inform them of the error. Once each member listed above has reviewed and agreed that an error has been made, all parties will update their respective trackers. The cadet has five duty days after the absence, to email the official parties of the error. Exceptions will be made on a case-by-case basis.

8. The Standards and Evaluations Officer will keep track of the Cadet absences and update commanders of all cadets who are coming close to the 80% threshold. The CW/SEO will coordinate with the CW/CCE to communicate the list of Cadets that reach their 3rd, 5th, and 7th Physical Training absences, and their 2nd LLAB absence, with their respective Squadron Commanders. Counseling of the cadets will be conducted when the situation shows that the cadet's leadership and/or training has been hindered. Please follow the counseling guidance below:

- a. If a cadet has three (3) PT or one (1) LLAB absence(s) a verbal counseling should be issued.
- b. If a cadet has (5) PT, or two (2) LLAB absence(s) a written counseling will be filled out and sent to respective SQ/CC and GC/CC.
- c. If a cadet has (7) PT, or three (3) LLAB absence(s) a written LOR will be filled out and sent to respective SQ/CC and GC/CC for appropriate actions.

9. Alternate and make-up Leadership Lab. Alternate LLAB is available to the cadets with academic conflicts whose advisors prearranged the absence of LLAB with the DO prior to the start of the respective semester. If the make-up LLAB is offered in a given semester, it is optional for cadets to attend. Those who wish to review what they missed from a LLAB or simply gain extra practice may attend. Note: Going to a make-up LLAB does not replace an absence. It is the responsibility of the

cadet to contact their FLT/CC about alternate LLAB dates and times. These alternate LLAB events often occur every Tuesday, but scheduling is susceptible to change based on external conditions.

//Signed/sce/AFROTC/19 Nov 2020//
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25th Wing Commander, Det 025