



**LIBERTY (AGTR-5) DIVISION**  
**United States Naval Sea Cadet Corps**  
**1 Universe Way**  
**MT. Sinai, NY 11766**  
Mailing Address only:



From: Commanding Officer  
To: Distribution

22 March 2006

**Subj: COMMAND POLICY LETTER 0002-2005: MERIT / DEMERIT SYSTEM**

**Applicability:** This directive is applicable to all hands assigned to the Liberty (AGTR-5) Division.

**References:**

USNSCC Regulations Manual  
USNSCC/NLCC Administration Manual (Feb 04)  
Liberty (AGTR-5) Div., Standard Operating Procedures (SOP)

**Purpose:** To provide guidance for implementation of a merit / demerit system to facilitate implementation of a "Cadet of the Quarter" program and to promote good discipline and order.

**Procedure:** Cadets will be rewarded and disciplined under normal circumstances by a merit / demerit system. As cadets perform acts worthy of merit, merit points will be awarded to them as appropriate, and as cadets perform acts unbecoming of a member of the US Naval Sea Cadet Corps, they will be awarded demerits.

A – Being awarded merits / demerits

- Each Cadet will receive one merit point for each drill her/she has attended.
- Cadets can be awarded merits by all officers and non-commissioned officers (Petty Officers/Staff cadets) appointed above them. Furthermore, a cadet of the rank of Seaman may award merits/demerits under special circumstances, namely if the Seaman is placed in a position of command over a cadet, such as the position of Company Commander (CC), or if the cadet is placed in the position of a Master-at-Arms (MAA).
- The cause for issuance of merits / demerits must be warranted, and the issuance of merits / demerits must be documented and initialed by the person(s) issuing them.
- Demerits will subtract from the total number of merits a cadet has, and this number can go below zero. (Example: Seaman Smith has 12 merits, and scores 7 Demerits. He now has 5 merits. He later scores 6 Demerits. He now has 1 Demerit, or -1 merit.)

B – Purpose and Application of Merits and Demerits

- Merits play a number of integral roles in the advancement of capable and sharp cadets. They will be key in advancement and reward systems within the division.
- At the end of each quarter, the cadet that has tallied the most Merits, and has won the approval of his/her fellow cadets and the officers and petty officers appointed over him/her,

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will be named Cadet of the Quarter. Cadets of the Quarter will later be eligible for Cadet of the Year.

- A set number of merits, to be determined at a later date, will be required for advancement in addition to the standard requirements put forth by the US Naval Sea Cadet Corps.
- If a cadet accumulates too many demerits, he/she is eligible for expulsion from the USNSCC. Extra duty or other punishment may also apply, possibly as per a Captains Mast may dictate.
- Merits can be used as a benchmark for the acceptance of cadets into programs such as the Color Guard, or the advancement of cadets into leadership positions such as Squad leader, Company Commander, and Master-at-Arms.

Discrepancies will be listed for each Cadet and a pre-determined number of demerits (“gigs”) per cadet shall be annotated on Cadet performance records, (example; uniform dirty, frayed collar on T shirt, Irish pennants, patches sewn on improperly, ribbons in wrong order, cover dirty with frayed edges. = 1 gig per discrepancy, 1 Uniform, 1 Insignia/Ribbon and 1 Hats/Caps etc.)

Point of Contact (POC) for this directive is the Executive Officer.

LT(jg) Forrest Woodward  
Commanding Officer

**Distribution:**

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