

# USS EXCALIBUR NCC-26517

A Correspondence Chapter of  
STARFLEET: The International Star Trek Fan Association, Inc.



## MEMBERSHIP HANDBOOK

MENU

NEXT

## USS EXCALIBUR MEMBERSHIP HANDBOOK

By Order of the Commanding Officer:

Ken Coots  
Commander  
USS EXCALIBUR  
Commanding

*Ken Coots*

Official:

Alex King  
Lieutenant Commander  
First Officer

*Alex King*

**History.** The current first edition was published in 2016.

**Summary.** The USS Excalibur Chapter Membership Manual is a chapter of STARFLEET, The International Star Trek Fan Association Inc. This manual was created for the crewmembers of the USS Excalibur.

It is designed to serve as a handy reference work for the crewmembers of the USS Excalibur and anyone with an interest in the chapter operations. This manual is intended to be the general rules and guidance for the day to day operational procedures within the USS Excalibur. In short, it is a one-book source for any crewmember who wishes to actively participate in the chapter and have a good understanding of how and why things operate.

**Applicability.** This manual applies to all crewmembers of the USS Excalibur NCC-26517.

**Proponent and exception authority.** The governing authority

for the USS Excalibur Membership Handbook is the chapter Commanding Officer. Send questions, comments, or suggestions to:  
ussexcaliburco@gmail.com

**Suggested improvements.** Users are invited to send comments and suggested improvements the chapter Commanding Officer. Send questions, comments, or suggestions to:  
ussexcaliburco@gmail.com

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**Pronoun Disclaimer.** The use of he/his/him, etc. is used for convenience as the Standard English language conventions of gender-nonspecific pronouns. No sexual bias is intended. The convention is merely used for ease of writing and reading. There have been and hopefully always will be plenty of female crewmembers assigned to the USS Excalibur and no slight to them is intended. The point is we don't mean anything by it.

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## ACKNOWLEDGEMENTS

Gene Roddenberry	The man who created and shared a great vision.
STARFLEET	STARFLEET Handbook and Constitution.
STATION ROBERT DE BRUCE	For her support as serving as the Support Ship.
USS FREEDOM NCC-71817	Membership Handbook.
USS LIBERTY NCC-75012	Membership Handbook.
USS HELEN PAWLOSKI NCC-8494	Membership Handbook.
Vice Admiral Paul Dyl	For his friendship and mentorship that helped make this chapter dream come true.
Captain James Nelson	For his friendship and mentorship that helped make this chapter dream come true.
Region One Awards Program	Regional Awards Manual.
Region One ShOC	For their support and assistance during the first nine months as a chapter in training.
<a href="http://stunamed.tumblr.com/archive">http://stunamed.tumblr.com/archive</a>	Starfleet uniform graphics
<a href="http://misc.thefullwiki.org/Starfleet_ranks_(2278-2350)_standard">http://misc.thefullwiki.org/Starfleet_ranks_(2278-2350)_standard</a>	Starfleet rank insignia graphics

## DEDICATION

**“To the explorers of the past that set out to explore the unknown, and to the present and past explores as they set out to continue to explore the unknown”**

## DIRECTORY

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## INTRODUCTION

*“Transporter Room One, this is the Captain.  
Transport the new crewmembers aboard the ship”*



### MISSION STATEMENT:

The USS EXCALIBUR NCC-26517, an Ambassador Class Cruiser, a correspondence chapter of STARFLEET International. The USS EXCALIBUR has a proud crew and a history that is just beginning, The chapter was formed to help Star Trek fans, who can not or do not want to attend meetings, but still wanted to enjoy the friendship of other fans. This is accomplished by working on projects and staying in touch with members through correspondence (newsletter, U.S. Mail, Internet, online chats, and phone).

### ABOUT THE USS EXCALIBUR

Members of the USS EXCALIBUR must first join STARFLEET, and then the USS EXCALIBUR . There are some options as to the type of membership and dues that a member can make. More information can be found in the Command Department section of this manual.

The USS EXCALIBUR is designed for the STARFLEET member who can not or does not want to attend meetings. We have members from all over the world, and try to stay in contact with them through the newsletter (THE SWORD & THE STONE), e-mail, regular mail, and online chats.

Like most other STARFLEET chapters, the USS EXCALIBUR members hold ranks and promotions are granted

# MEMBERSHIP HANDBOOK

based on a points system which demonstrates how a member is active in the chapter, Region, Fleet, and in their own community. Members of the USS EXCALIBUR may be as active or inactive as they choose. If a member only wants to sit back and read the newsletter, that's fine. If a member wants to get involved there are many ways to do so: writing for the USS EXCALIBUR, Regional, and FLEET publications; artwork for these publications; writing letters; working on projects such as ship's blueprints, Care packages to deployed soldiers, etc.; recruiting; recycling stamps, cans, etc.; building models; or anything you can think of that your Department Chief, First Officer, and Captain approve.

I hope you enjoy your tour of duty on the USS EXCALIBUR and if I can be of assistance, please feel free to contact me at [ussexcaliburco@gmail.com](mailto:ussexcaliburco@gmail.com)



CDR Ken Coots  
CO-USS EXCALIBUR NCC-26517



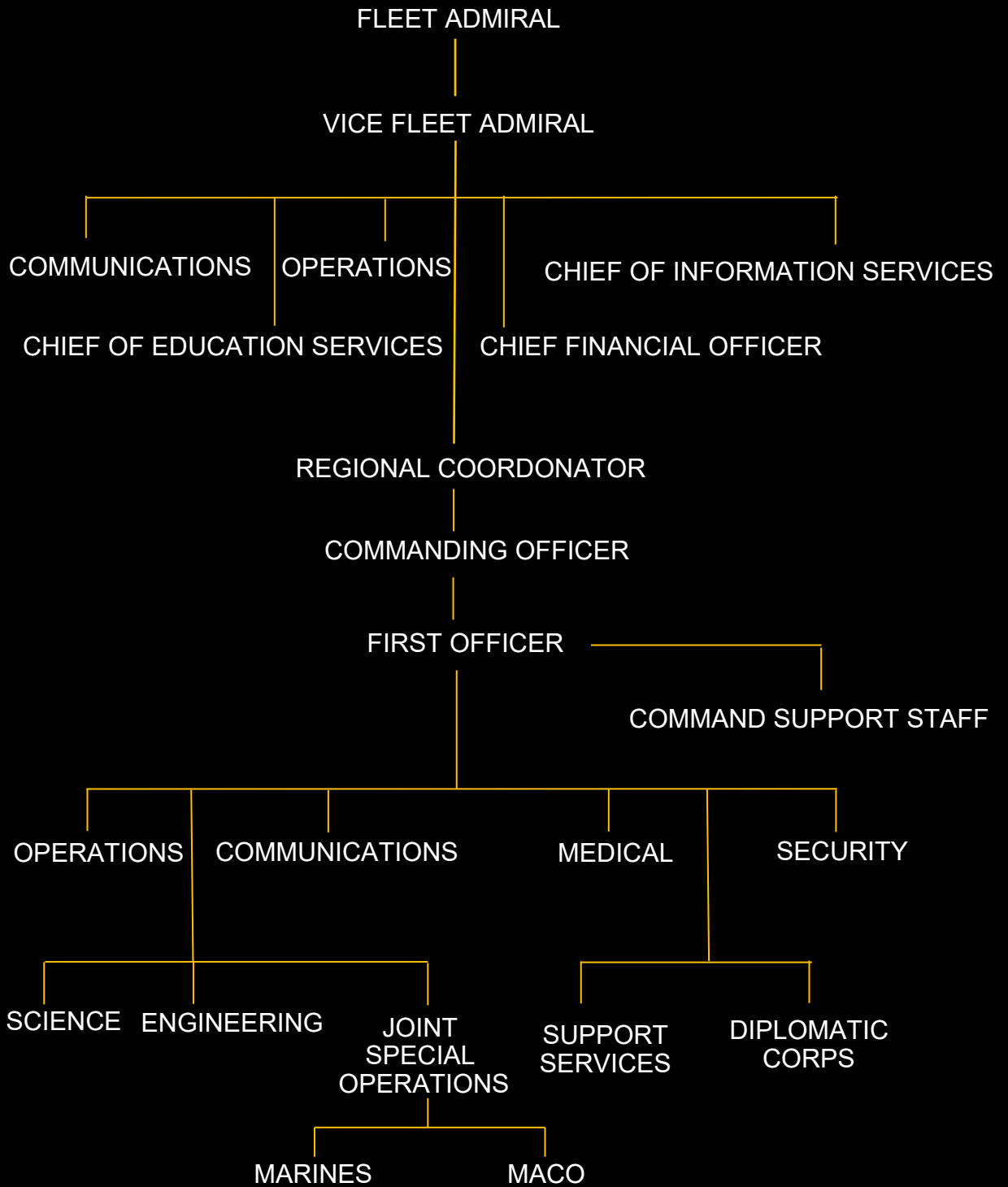
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**COMMAND  
DEPARTMENT**

## CHAIN OF COMMAND



## **COMMAND DEPARTMENT**

The Command Department has the overall responsibilities of the day to day operations of the chapter. The following are the positions and their responsibilities.

### **Commanding Officer**

The CO is responsible for the safety of those under his/her command. Although the details of this command is delegated to the Department Heads, responsibility for these remains with the CO. The CO's power is authoritative and complete and may not be delegated.

### **First Officer**

The First Officer is the aid of the CO, and such is the second in command. He/she is the CO's direct representative. The duties include maintaining the general efficiency of the ship and crew.

### **Second Officer**

The C2O is the aid of the XO, and as such is the third in command. He/she is the XO's replacement when the XO is in command or absent from his/her duties.

### **Third Officer**

The C3O is the assistant to the C2O and is tile replacement for the C2O when absent or the XO is in command.

## **COMMAND STAFF (CS)**

The Command Staff is the policy making body of the chapter which consists of the Command Officer and Department Chiefs. The CS meets at least once a month by means of the internet/conference calls to review policies, proposals, promotions, awards and other matters that relate to the operations of the chapter. The following are the current CS positions with in the chapter: Commanding Officer, First Officer, Second Officer, Third Officer, Chief Operations Officer, Chief Medical Officer, Chief Communications Officer, Chief Security Officer, Chief Science Officer, Chief Engineering Officer, Chief Support Services Officer, Chief Diplomatic Corps Officer and the Chief Joint Special Operations Command

## **DEPARTMENT CHIEF (DC)**

A Department Chief is an officer who is appointed by the Commanding Officer and who is responsible for the accomplishments and failures within that particular department. Each DC will appoint an Assistant Department Chief to assist them in their tasks and to represent them in the event that the DC can not.

## **COMMAND SUPPORT STAFF (CSS)**

The Command Support Staff, is made up of individuals who do not have to be branched "Command" but are representatives from their respected department to help the CS. All Staff will support and correspond with their respective counterparts in STARFLEET.

### **Command Yeomen**

The Captain's Yeoman is for Petty Officers who wish to continue as administrators. Use of this position is completely at the discretion of the Commanding Officer. File work, and sensitive message transport are but two examples of the Yeoman's possible duties. The Yeoman assists the CO in day-to-day duties that the CO would otherwise not have the time to do.

### **Inspector General**

The Inspector General or IG is an officer who assist and advises the CS on matters such as complaints or problems within the chapter. The IG, when given the authority by the Commanding Officer to investigate a matter or incident and when completed, reports back to the CS with recommendations.

## Judge Advocate General

The Judge Advocate General or JAG is an officer who assist and advises the CS on matters such as legal proceedings as it relates to the chapter.

## Charity Coordinator

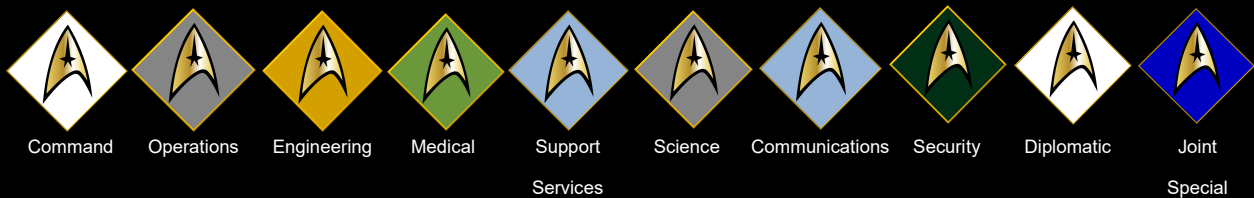
The Charity Coordinator is responsible for keeping the chapter informed of the varies community charities that the chapter participates in. Some of these activities include the Angel Tree Project, Toys for Tots, and the Campbell Soup Labels for Education.

## Personnel Officer

The Personnel Officer is an Officer from the Support Services Department. This officer assist the CS with the administrative tasks which include collecting and presenting to the CS promotion requests, awards request, and general records keeping.

## DEPARTMENTS

The Chapter is organized into ten working departments. Each department has a specific responsibility and specific positions which have their own specific responsibilities. The departments and their general responsibilities are listed below.



## Command

The Command Department is responsible for the daily day to day operations of the chapter in general, finances and property of the chapter.

## Operations

The Operations Department is responsible for the operations activities such as monthly meetings, awards and promotions boards, collection of department reports, coordination with departments for chapter activities.

## Communications

The Communications Department is responsible for the chapter by-monthly newsletter called the "**THE SWORD & THE STONE**". The department also represents the chapter and coordinates with both civilian and military agencies and the media.

## Medical

Medical Department has two very important responsibilities within the chapter. The first is keeping and maintaining medical history files on each crewmember. This is to know about and be able to assist a crewmember with a medical problem. The second responsibility is the moral of the chapter. This is accomplish by coordinating the chapter monthly fun activities such as movie nights, cookouts, conventions etc.

## Security

The Security Department is responsible for safe conditions for ship activities, assists in tile preparations of ship meetings and activities, serve as security at conventions and conferences. The Security Department also assist with transportation and routes to these events.

## **Engineering**

The Engineering Department is responsible for the ships Star Trek Library and technical database. They also are responsible for any chapter computer gaming and simulators.

## **Science**

The Science Department is responsible for keeping the chapter informed of real science technologies and discoveries, from our past, present and future, The department also coordinates information for .events that are related to both technology and that of the environment.

## **Support Services**

The Support Services Department is responsible for creating and maintaining a ships store for both ship and Star Trek merchandising. The Department also assist the chapter by assisting crewmembers with items from outside sources and maintains the chapter awards and rank pins. The Personnel section is responsible for all the personnel actions such as awards, promotions, records keeping etc. This section also has the JAG and IG sections.

## **Joint Special Operations**

Joint Special Operations oversees both the Starfleet Marines and MACO units assigned to the USS EXCALIBUR and is responsibility is to coordinate with there respective groups, assist the Security Department with security issues, and honor guards.

## **Diplomatic Corps**

Diplomatic Corps is responsible for maintain communications with other chapters and organizations such as KAG, Starfleet Command, UFPI etc.

## MEMBERSHIP TYPES

The USS EXCALIBUR offers different types of membership statuses to meet the needs of the individual crewmembers. Therefore the chapter has three types of memberships. They are Active Duty, Reserve Duty and Honorary. Each are discussed below.

### Active Duty Membership

The Active Duty membership is designed for those members who want to be active within the chapter, who participate in the online chats/meetings regularly, wish to hold positions and rank.

### Reserve Duty Membership

The Reserve Duty Membership is designed for those members who want the benefits as the Active Duty Membership but are not able to participate as much due to time restraints, internet availability or distance from the chapter. These members are the same above except they are unable to hold leadership positions

### Honorary Membership

The Honorary Membership is designed to recognize individuals for outstanding performance and duty. The Commanding Officer's of the chapter who successfully complete a term is awarded an honorary membership with the majority vote of the Command Staff. Others such as Movie/TV Stars, Local Leaders and even other STARFLEET members may be given this type of membership.

## MEMBERSHIP DUES

With the cost of membership materials, the USS EXCALIBUR assesses a dues based on the size of the individual membership.

The USS EXCALIBUR has two dues options available. It is up to the member which one he/she chooses from.

**Option 1:** Is not to pay any dues, but instead to receive all publications and membership materials in electronic format. Any additional items are paid for on an item by item basis such as awards.

**Option 2:** Is to pay a set rate depending on type and size of the chapter membership. The chart below shows the current membership rates:

Individual	\$10.00
2-3 Family Members	\$12.00
4-6 Family Members	\$15.00

Depending on your Options, the standard membership package includes the following; Membership ID Card, Membership Certificate, all Promotion Certificates as earned, all Rank Pips as Earned, all Awards and Award Certificates as earned, Membership Handbook and a one year subscription to our bimonthly newsletter "THE SWORD & THE STONE".

**NOTE:** Family memberships include the above materials for each member except for the Membership Manual and Newsletter. The above prices are based on the member living in the United States.

# MEMBERSHIP HANDBOOK

## CURRENT 2016 CHAPTER MEMBERSHIP PACKAGE

**USS EXCALIBUR  
NCC-26517**  
A Correspondence Chapter of  
STARFLEET: The International Star Trek Fan Association, Inc.

**MEMBERSHIP HANDBOOK**

PREV MENU NEXT

**CERTIFICATE OF PROMOTION**  
TO ALL WHO SHALL SEE THESE PRESENTS GREETING:  
*Know Ye, that respect, trust and confidence in the ability and abilities of*

**NAME**  
*The promise lies in*

**STARFLEET MARINE CORPS**

*To grade as such from the twelfth day of March two thousand and sixteen*

You will discharge carefully and diligently the duties of the grade to which promoted and upon the discharge you will conform to the standards of the STARFLEET Marine Corps.

Officers of lower grade are required to obey your lawful orders, accordingly you accept responsibility for the conduct of those commissioned officers you are charged to observe and follow the orders and directives of the STARFLEET Marine Corps and to correct conditions detrimental to the organization through counseling, if available, you fulfill your obligation as a leader and thereby confirm your status as a Non-commissioned Officer in the STARFLEET Marine Corps.

*Charles Phillips Jr.*  
CHARLES PHILLIPS JR.  
FIRST LIEUTENANT  
1978 MARINE STERILE COODER  
OFFICER IN CHARGE

*Kenneth R. Coats*  
KENNETH R. COATS  
COMMANDER  
USS EXCALIBUR NCC-26517  
COMMANDING OFFICER

**USS EXCALIBUR  
NCC-26517**  
**CERTIFICATE OF PROMOTION**  
TO ALL WHO SHALL SEE THESE PRESENTS GREETING:  
*Know Ye, that respect, trust and confidence in the ability and abilities of*

**NAME**  
*The promise lies in*

**STARFLEET SPECIAL OPERATIONS**

*To grade as such from the twelfth day of March two thousand and sixteen*

You will discharge carefully and diligently the duties of the grade to which promoted and upon the discharge you will conform to the standards of the STARFLEET Special Operations.

Officers of lower grade are required to obey your lawful orders, accordingly you accept responsibility for their actions. As a Commissioned Officer you are charged to observe and follow the orders and directives of the STARFLEET Special Operations, and to correct conditions detrimental to the organization through counseling, if available, you fulfill your obligation as a leader and thereby confirm your status as a Commissioned Officer in the STARFLEET Special Operations.

*Kenneth R. Coats*  
KENNETH R. COATS  
COMMANDER  
1978 MACO  
TEAM LEADER

*Kenneth R. Coats*  
KENNETH R. COATS  
COMMANDER  
USS EXCALIBUR NCC-26517  
COMMANDING OFFICER

**USS EXCALIBUR  
NCC-26517**  
**Award Certificate**

Let it be known that the following individual  
**NAME**  
is awarded the following chapter award:  
**CHAPTER SPIRIT CITATION**

FOR A CREWMEMBER OF THE USS EXCALIBUR WHO DEMONSTRATES GREAT SPIRIT, DEDICATION AND LOYALTY TO THE CHAPTER

AWARDED STARDATE: 20160704

*Kenneth R. Coats*  
Commanding Officer's Signature

*Alex King*  
Executive Officer's Signature

**USS EXCALIBUR  
NCC-26517**  
**CERTIFICATE OF PROMOTION**

Let it be known that the following individual  
**NAME**  
is promoted to the rank of  
**LIEUTENANT**

By order of the Commanding Officer of the USS EXCALIBUR NCC-26517, STARFLEET International and the promotion guidelines set forth in the USS EXCALIBUR's Membership Handbook, I am proud to announce this promotion effective on Stardate 201602.20

*Kenneth R. Coats*  
Commanding Officer's Signature

*Alex King*  
Executive Officer's Signature

**USS EXCALIBUR  
NCC-26517**  
**MEMBERSHIP CERTIFICATE**

Let it be known that the following individual  
**NAME**  
SCC# 00000

Is a member in good standing aboard the STARFLEET International Correspondence Chapter, USS EXCALIBUR NCC-26517, a Ambassador-Class Cruiser.  
Effective Stardate 20160115

This member is granted all rights, privileges and recognition as authorized by the USS EXCALIBUR Membership Handbook, The USS EXCALIBUR Constitution, The STARFLEET Membership Handbook and the STARFLEET Constitution.

*Kenneth R. Coats*  
Commanding Officer's Signature

*Alex King*  
Executive Officer's Signature

**THE SWORD & THE STONE**  
THE OFFICIAL NEWSLETTER OF THE  
USS EXCALIBUR NX-26517

VOL. 1 ISSUE 1  
Mar/Apr 2016

**THE USS EXCALIBUR  
LAUNCHES!**

201602.19

USS EXCALIBUR NCC-26517  
STARFLEET

**USS EXCALIBUR ID CARD**

NAME: [REDACTED]  
DOB: [REDACTED]  
BANK: [REDACTED]  
ASSIGNMENT: [REDACTED]

STARFLEET  
USS EXCALIBUR NCC-26517

CREW DATABASE

## MEMBERSHIP RIGHTS AND RESPONSIBILITIES

As a paid member of the USS EXCALIBUR, you are guaranteed certain, inalienable, rights of membership. Much of this is common sense for members of any chapter of STARFLEET; however, this section of the handbook seeks to at least, list your most basic rights as a member of the USS EXCALIBUR. These include, but not limited to:

- Right to receive a new, or renewing membership packet and all its contents per annual membership.
- Right to receive six issues of THE SWORD & THE STONE per annual membership.
- Right to pursue the type of membership you want, and the right to change from one type of membership to another for any reason, without undue retribution.
- Right to transfer from one chapter/department to another without undue retribution.
- Right to participate in the USS EXCALIBUR to the fullest extent you wish to.
- Right to apply for any chapter position you feel qualified to participate in.
- Right to due process.
- Right for all sides in an issue to be heard before judgment is passed.
- Right to appeal all judgmental decisions.
- Right to be adequately informed of the availability of, and application process for, any available position at any level of the USS EXCALIBUR.
- Right to vote your opinion at any level of the USS EXCALIBUR.
- Right to participate in any USS EXCALIBUR program.
- Right to have *Fun!*

## MEETINGS

The USS EXCALIBUR is a correspondence chapter which does not hold regularly set meetings. However in future planning as the chapter continues to grow, we do plan to construct a forum website for the chapter. Once the chapter has the forum established, then the chapter will start having two types of meetings. The Business Meeting and the Fun Activity Meeting which are explained further below.

### Business Meeting

The Business Meeting is held on the chapters forum website at <http://usspanthersfi.proboards.com/>. Members will need to register to the site. Only current members will have access to post to the site. Each member is given credit for attending the chapter meeting as long as they make a minimum of two posts per month.

### Fun Activity Meeting

The Fun Activity Meeting is not mandatory, and do to the chapter being a correspondence chapter, members receive credit for attending a fun activity so long as the member post on the chapter forums page once a month describing a fun activity they participated in during the month. From time to time, some fun activities are organized by the Medical Department and can consists of challenging a member to participate in a fun activity during a specific month such as bowling, cookouts, movies; conventions, swimming, parties such as at Christmas and Halloween. The member only needs to report who, what, when and a summary of the activity.

## SHIP NEWSLETTER



The official newsletter of the USS EXCALIBUR is the "**THE SWORD & THE STONE**". It is published on a bi-monthly basis with 1-3 special issues. Submissions must be made no later than the submission date posted on the previous newsletter or a notice issued by the Chief of Communication or Commanding Officer. Any articles must be neatly written or typed. Remember that this newsletter is made up of what you the member submits.

In addition to the newsletter, a Captain's Log section on the chapters official website will list the chapter monthly status reports, the Marine Strike Group bi-monthly reports and the MACO unit monthly reports. The section will also announce birthdays for chapter members and for Actors who appeared on any of the Star Trek TV/Movies. The site will also provide a calendar and listing of chapter activities for that particular month and upcoming events for the next month. The chapter website is located at <https://usspanther.wordpress.com/>

## **POSITIONS AND RANK**

All members of the USS EXCALIBUR are encouraged to take part in local, regional and Fleet activities. As individuals become involved and active in the organization, STARFLEET encourages its chapters to recognize that involvement and dedication through rank promotions. Likewise, once a member advances to the rank of Commander, The Regional Coordinator may grant promotions to Captain and the STARFLEET Executive Committee may grant promotion of Captain and within the Flag ranks (i.e. Fleet Captain and higher) for service at the Chapter, Regional and Fleet levels.

The simplest way for a member to receive a promotion is to take and pass the Officer Training School exam from STARFLEET Academy. Once passed, OTS accords a member the promotion to the officer grade of Ensign, a rank which that member is granted through the remainder of his/her STARFLEET career, unless they continue to be promoted. No one, except the EC, can relieve any individual of a rank that has been granted by the EC including an officer commission from OTS to the rank of Ensign and Field Grade or Flag Rank promotions above the rank of Commander.

The Commanding Officer is responsible for all promotions (enlisted and commissioned) within the chapter. The system used on the USS EXCALIBUR is the point system to quantifiably allow members to progress through the ranks to Lieutenant. Promotions to Lieutenant Commander and Commander, the USS EXCALIBUR uses the promotion point system and a promotion review board.

Promotions beyond the rank of Commander are granted only by the Regional Coordinator (Captain only) or the STARFLEET Executive Committee. Flag Promotion forms are available from STARFLEET Headquarters (please send a SASE) and should be returned when completed. Once again, ranks conferred by the EC may be taken away only by the EC;"

Rank and promotions are intended to recognize members that become involved in the organization, as well as those accorded higher responsibility within the organization, and should not be used to the detriment of any member. STARFLEET and the USS EXCALIBUR ranks are honorary and carry no "real world" weight to them. No matter how high in rank, no member has the right to violate another member's rights, civil, USS EXCALIBUR or STARFLEET. Individuals, such as Department Chiefs and other Command Staff Officers, may be accorded a certain amount of responsibility within the organization in order to provide them a means to effectively administer. That responsibility is granted only on the condition that it is responsibly utilized, and that in performing those responsibilities the member adheres to USS EXCALIBUR and STARFLEET policies and guidelines. Compliance with any USS EXCALIBUR or STARFLEET policy or guideline is never forced upon anyone, but those that use their delegated authority outside the bounds of the USS EXCALIBUR or STARFLEET policies may be

relieved of their duties. The most important thing to remember in disputes over rank and authority is that this organization is primarily here for fun. This is all very much make-believe, and it's not going to appear on anyone's resume.

**NOTE:** See Regulation 100 for more information about promotions on the USS EXCALIBUR and Appendix B: Rank & Insignia in the Appendix section for rank insignia diagrams.

## **STARFLEET**

### ***STARFLEET Is Our Members***

For over 35 years, STARFLEET has provided Star Trek fans a way to meet each other, make friends, have fun, give back to their communities, and show that the dream of Gene Roddenberry can live long and prosper. On the local level, members can gather with other fans for a variety of enjoyable activities. On the international level, STARFLEET offers our members a wealth of resources that you won't find in any other Star Trek fan clubs. In addition to a great set of membership materials and our regularly-published newsletter, STARFLEET offers members the chance to get involved with STARFLEET Academy, the STARFLEET Marine Corps, the Department of Technical Services, and much, much more. We even have a group of academic monetary scholarships that are awarded to deserving STARFLEET members each year.

### ***STARFLEET Is Our Chapters***

STARFLEET is divided into hundreds of local Chapters, each named as a different starship or space station. Chapters are where the members of STARFLEET get together locally to make friends, meet, and have a fun time. Our many Chapters are spread out across the United States and also in foreign countries all over the world.

STARFLEET Chapters range in size from 10 members to several dozen. Some get together and meet in person while others are correspondence Chapters where members who live far away from each other can still exchange messages via e-mail, telephone, and even good, old-fashioned postal mail.

### ***STARFLEET Is Our Regions***

STARFLEET Chapters are grouped into Regions, each Region covering a different geographical area. These regions will often hold gatherings where crews of many Chapters get together for conferences, parties, charity events, and a whole range of other activities.

### ***STARFLEET has a Chain of Command***

Each Chapter is led by a Commanding Officer and a First Officer. Chapters report to Regional Coordinators, who form the Board of Directors for STARFLEET and work with an elected a 7-member Executive Committee that serves a term of 3 years. So there is a solid chain of command in place to deal with any problem or concern a STARFLEET member might have at any level of the organization.

One of the most fun aspects of being in STARFLEET is that every member can be assigned a rank—if the member chooses—and get promoted for participation in their local Chapter, or at the Regional or Fleet level, as well. New members in Chapters can start with introductory ranks like Cadet and Ensign and get promoted up through higher ranks like Lieutenant and Commander. When members get involved more actively at the Chapter, Regional, or Fleet level, they can get promoted even higher to Captain, or to flag ranks like Commodore or Admiral.

Of course, you can be a member of STARFLEET without joining a Chapter. You can also be a member of a

# MEMBERSHIP HANDBOOK

Chapter without joining STARFLEET. And since some Chapters have membership dues that are separate from the STARFLEET annual subscription, some fans do decide to join either one organization or the other...and that's just fine.

As a non-profit corporation, STARFLEET strives to keep our annual membership dues as low as possible while still delivering quality membership materials and a positive membership experience for all.

To help make things affordable, we offer two variations of membership:

Standard Membership, which includes a membership packet, along with the online edition and print edition of our quarterly newsletter, the STARFLEET Communique. E-Membership, which includes everything except the print edition of the newsletter.

## Pricing

Due to added postage costs, membership dues for countries outside of the United States are slightly higher. All funds are in U.S. dollars.

	e-Membership	Standard Membership
Membership Card Mailed	✓	✓
Online CQ (PDF)	✓	✓
CQ Mailed	–	✓
<b>Base Cost</b>	<b>\$10</b>	<b>\$20</b>
2nd Member	+ \$5	+ \$5
Additional Members	+ \$2	+ \$2
Canada	+ \$1	+ \$5
All other Non-US	+ \$5	+ \$5
<i>Prices are as of 1 May 2015</i>		

## CURRENT 2016 STARFLEET MEMBERSHIP PACKAGE



**Membership Handbook**

October 2014 Edition

*Let it be Known Throughout the Galaxy That*

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STARFLEET, The International Star Trek Fan Association, Inc.  
and as Such, Shall be Granted All Rights, Privileges and Benefits  
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 FACM Wayne Lee Kilgough Jr.,  
Commander, STARFLEET
 
 FACM Hayden S. Segel,  
Vice Commander, STARFLEET


**2015**

**STARFLEET**  
THE INTERNATIONAL STAR TREK FAN ASSOCIATION, INC.


SOC:      Renewal Date: \_\_\_\_\_



Thank you for your membership with STARFLEET the International Star Trek Fan Association, Inc. This membership packet contains either a CD containing information about STARFLEET, including a Membership Handbook and Big-Laus or a printed copy of these booklets. As well as membership certificates for you and your family, membership ID cards and a thank you gift for your membership. Currently, the thank you gift is this embroidered STARFLEET 40th Anniversary patch.



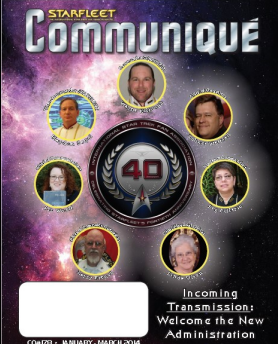




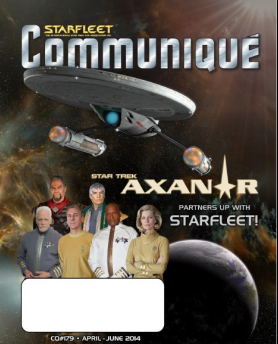
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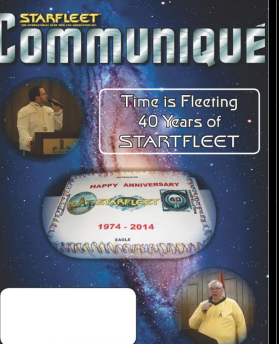
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COM01 • JANUARY - MARCH 2014



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COM03 • JULY - SEPTEMBER 2014



COM04 • OCTOBER 2014

## DUTY UNIFORM

You are asked to wear your duty uniform at all STARFLEET functions: exceptions to this are:

- 1) Wearing an appropriate uniform (TOS, TWOK, TNG etc.)
- 2) During any STARFLEET activity where standard dress is needed.

The chart below defines the color to the appropriate division.

Division

Command/JAG/IG/Diplomatic

Red



Security/Operations/Engineering/  
Communications/Support

Mustard



Marines/MACO

Black

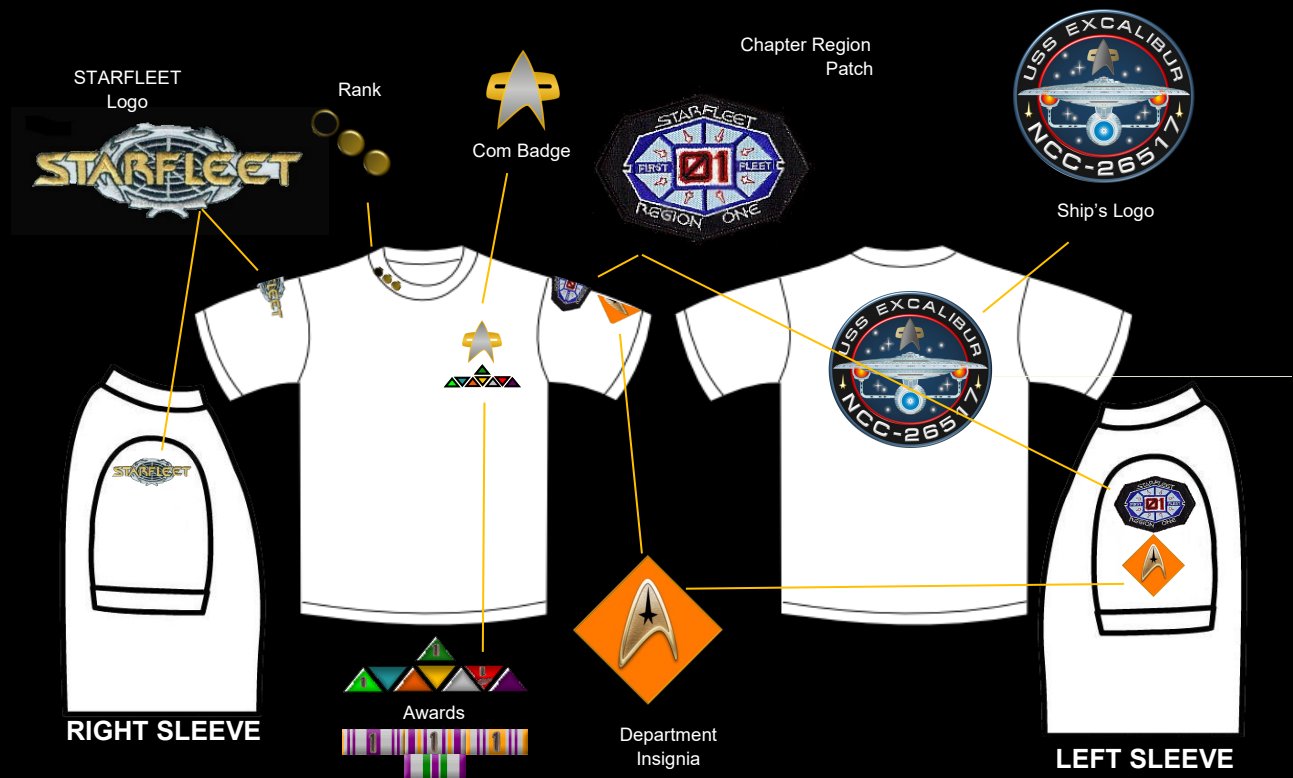


Medical/Science

Teal/Blue



The diagram below illustrates the duty uniform and placing of insignia and awards. See Appendix C for more variations.



The rank system used on the duty uniform is the rank system seen in Star Trek: The Next Generation.

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**REGULATION 100  
PROMOTIONS**

## REGULATION 100

## PROMOTIONS

**PURPOSE**

The purpose of this regulation is to establish the promotion policies and procedures for all crewmembers, STAR-FLEET Marines and STARFLEET Special Operations (MACO, RANGERS, SEALS, RECON and Intel) of the USS EXCALIBUR. As established in both the STARFLEET Constitution and the USS EXCALIBUR Constitution, the Commanding Officer has the authority to promote any of his/her crew up to the rank of Commander. While the Commanding Officer has the authority to promote any of his/her crew as he pleases, The USS EXCALIBUR uses three ways of promoting a crewmember. They are; The Promotion Point System, Promotion Review Board, and then the Commanders Promotion. The Promotion Point System is the PRIMARY procedure for promotion and requires the following:

- 1) Completing the minimum time requirement of six months minimum since last promotion.
- 2) Earning the required number of promotion points for the prescribed rank.
- 3) Only personnel who are maintaining membership requirements will be eligible for promotion.

**RANK STRUCTURE**

The USS EXCALIBUR uses two rank styles which include the PIP Ranks as seen in Star Trek: Voyager and that of the STARFLEET Marine Corps.

In the SFMC use a rank structure very similar to the 20th century United States Marine Corps and United States Army. This is done for two important reasons. First, it allows us to use some commercially available rank insignia with only slight modifications necessary to make it distinctly ours. Second, it is easily understood by anyone with even a little military experience. Our system also nicely correlates with the system already used by SFI. (For more information please see Appendix B. for more information.)

The USS EXCALIBUR groups its ranks into categories. These are; Crewman Ranks, Cadet Ranks, Enlisted Ranks, Officer Ranks and Flag Officer Ranks. Each are described below in further detail.

**Junior Cadet:**

Junior Cadet Ranks are designed for the junior members of the chapter, starting at birth thru the 8th grade. These ranks are automatic at time of qualification for that rank. The ranks and requirements are as follows:

<u>Rank</u>	<u>Requirements</u>
Cadet	From Birth thru the 3rd Grade
Cadet Crewman	In the 4th grade thru the 8th Grade

**Senior Cadet:**

Cadet Ranks are designed for the adolescent members from the High School level of 9th Grade thru 12th Grade. These ranks are automatic at time of qualification for that rank. The ranks and requirements are as follows:

<u>Naval Rank</u>	<u>Marine Rank</u>	<u>Requirements</u>
Cadet 1st Class	Cadet Private	Freshman (9th Grade)
Cadet 2nd Class	Cadet Private First Class	Sophomore (10th Grade)
Cadet 3rd Class	Cadet Lance Corporal	Junior (11th Grade)
Cadet 4th Class	Cadet Corporal	Senior (12th Grade)

Adult members have two basic forms of rank: enlisted and officer.

The enlisted ranks are separated into grades E1 through E9. From lowest grade to highest, the enlisted ranks are Crewman Recruit (CRR)/Private (PVT), Crewman Apprentice (CRA)/Private First Class (PFC), Crewman/Lance Corporal (LCPL), Petty Officer 3rd Class (PO3)/Corporal (CPL), Petty Officer 2nd Class (PO2)/Sergeant (SGT), Petty Officer 1st Class (PO1)/Staff Sergeant (SSGT), Chief Petty Officer (CPO)/Gunnery Sergeant



## REGULATION 100

## PROMOTIONS

(GSGT), Senior Chief Petty Officer (SCPO)/Master Sergeant (MSGT)/First Sergeant (1SGT), and Master Chief Petty Officer (MCPO)/Sergeant Major (SGM).

Below we will discuss each separately because the Marines and MACOs have different training requirements compared to the Fleet Enlisted as required by the USS EXCALIBUR.

**Enlisted:**

The Enlisted Ranks are designed for the crewmembers starting at the age of 18. These ranks are awarded by using the promotion point system. The ranks and requirements are as follows:

**Naval Rank**

<b><u>Naval Rank</u></b>	<b><u>Requirements</u></b>
Crewman Recruit	Initial enlistment and at least 18 years of age
Crewman Apprentice	Earn 60 promotion points
Crewman	Earn 60 promotion points
Petty Officer 3rd Class	Earn 60 promotion points
Petty Officer 2nd Class	Earn 60 promotion points
Petty Officer 1st Class	Earn 75 promotion points
Chief Petty Officer	Earn 80 promotion points
Senior Chief Petty Officer	Earn 90 promotion points
Master Chief Petty Officer	Earn 100 promotion points

**Marine Rank**

<b><u>Marine Rank</u></b>	<b><u>Requirements</u></b>
Private	Initial enlistment and at least 18 years of age
Private First Class	Earn 60 promotion points, must have PD-100 Completed
Lance Corporal	Earn 75 promotion points, must be MOS Qualified
Corporal	Earn 80 promotion points, must complete NCO-100
Sergeant	Earn 90 promotion points, must complete NCO-201
Staff Sergeant	Earn 100 promotion points, must complete all NCO below 301
Gunnery Sergeant	Earn 200 promotion points, must complete NCO-301
Master Sergeant	Earn 200 promotion points, must complete LD-100, and PD-201
First Sergeant	Lateral promotion, must be holding a First Sergeant Position
Sergeant Major	Earn 300 promotion points, must complete LD-201

**MACO Rank**

<b><u>MACO Rank</u></b>	<b><u>Requirements</u></b>
Private	Initial enlistment and at least 18 years of age
Private First Class	Earn 60 promotion points, complete PD-100, NCO-100, REC 101-104
Lance Corporal	Earn 75 promotion points, complete REC 105-109, RANG 101-105
Corporal	Earn 80 promotion points, complete SEAL 101-105, USF 101-104
Sergeant	Earn 90 promotion points, must complete WWSO 101-107
Staff Sergeant	Earn 100 promotion points, must complete WWSO 108-119
Gunnery Sergeant	Earn 200 promotion points, must complete SO 101-110
Master Sergeant	Earn 200 promotion points, must complete NCO 201, LD-101
First Sergeant	Lateral promotion, must be holding a First Sergeant Position
Sergeant Major	Earn 300 promotion points, must complete NCO-301, LD-201

**Warrant Officers**

From their history in the real world militaries of the 20th century, the Warrant Officer (WO) has a place within the SFMC and MACOs. The Warrant Officers serve in those fields and billets that are too specialized in scope for unrestricted officers and billets that require a Marine/MACO in a grade above staff noncommissioned officers. Warrant officers are, in essence, the technical specialists of the SFMC/MACO and serve to fill in holes that would normally require an officer to cover, thus freeing the officer for more essential tasks such as base, unit or department administration.

## REGULATION 100

## PROMOTIONS

Warrant Officers are accessed exclusively from the Marine Corps/MACO enlisted ranks and are considered enlisted personnel for purposes of annual awards and promotions. The Warrant Officer grades are as follows:

**Marine Rank**

Warrant Officer (WO)  
 Chief Warrant Officer Two (CWO-2)  
 Chief Warrant Officer Three (CWO-3)  
 Chief Warrant Officer Four (CWO-4)  
 Chief Warrant Officer Five (CWO-5)

**Requirements**

Appointed, must have held the minimum rank of Sergeant  
 Earn 150 promotion points, complete all NCO below 301  
 Earn 250 promotion points, complete NCO-301  
 Earn 250 promotion points, complete LD-100, and PD-201  
 Earn 350 promotion points, complete LD-201

**MACO Rank**

Warrant Officer (WO)  
 Chief Warrant Officer Two (CWO-2)  
 Chief Warrant Officer Three (CWO-3)  
 Chief Warrant Officer Four (CWO-4)  
 Chief Warrant Officer Five (CWO-5)

**Requirements**

Appointed, must have held the minimum rank of Sergeant  
 Earn 150 promotion points, complete WWSO 108-119  
 Earn 250 promotion points, complete SO 101-110  
 Earn 250 promotion points, complete NCO 201, LD-101  
 Earn 350 promotion points, complete NCO-301, LD-201

It is intended that those selected for Warrant Officer demonstrate advanced knowledge of the SFMC/MACO, and leadership abilities in their chosen career field.

**Officer:**

In a similar fashion, the officer ranks are separated into 11 grades (O1 to O11). From lowest to highest, they are Ensign (ENS)/Second Lieutenant (2LT), Lieutenant junior Grade (LTJG)/First Lieutenant (1LT), Lieutenant (LT)/Captain (MCPT), Lieutenant Commander (LCDR)/Major (MAJ), Commander (CDR)/Lieutenant Colonel (LTC), Captain (CPT)/Colonel (COL), Fleet Captain (FCPT)/Brigadier (BDR), Commodore (COM)/

Brigadier General (BGN), Rear Admiral (RADM)/Major General (MGN), Vice Admiral (VADM)/Lieutenant General (LGN) and Admiral (ADM)/General (GEN). There is no equivalent to STARFLEET's rank of Fleet Admiral, as that rank indicates the individual who is elected President of SFI.

**Naval Rank**

Ensign  
 Lieutenant Junior Grade  
 Lieutenant  
 Lieutenant Commander  
 Commander

**Requirements**

Completion of Starfleet Academy OTS  
 Earn 150 promotion points  
 Earn 175 promotion points  
 Earn 200 promotion points, a Promotion Review Board and OCC  
 Earn 250 promotion points, a Promotion Review Board and OCC

**Marine Rank**

Second Lieutenant  
 First Lieutenant  
 Captain  
 Major  
 Lieutenant Colonel

**Requirements**

Completion of Starfleet Academy OTS, OD-100, and PD-120  
 Earn 150 promotion points, OD-151, PD-130 and PD-135  
 Earn 175 promotion points and OD-161, and OD-171  
 Earn 200 promotion points, a Promotion Review Board, OCC and OD-201 and any OD-211 through OD-251  
 Earn 250 promotion points, a Promotion Review Board and PD-220

**MACO Rank**

Ensign  
 Lieutenant Junior Grade  
 Lieutenant  
 Lieutenant Commander  
 Commander

**Requirements**

Completion of Starfleet Academy OTS  
 Earn 150 promotion points  
 Earn 175 promotion points  
 Earn 200 promotion points, a Promotion Review Board and OCC  
 Earn 250 promotion points, a Promotion Review Board and OCC

**Flag Officer:**

The Flag Officer ranks are promotions of Captain and higher and are awarded by the Regional Coordinator or the

## REGULATION 100

## PROMOTIONS

STARFLEET Executive Committee. The Ranks are as follows:

<u>Rank</u>	<u>Requirements</u>
Captain/Colonel	Regional Coordinator or the Executive Committee
Fleet Captain/Brigadier	Awarded by the Executive Committee
Commodore/Brigadier General	Awarded by the Executive Committee
Rear Admiral/Major General	Awarded by the Executive Committee
Vice Admiral/Lieutenant General	Awarded by the Executive Committee
Admiral/General	Awarded by the Executive Committee
Fleet Admiral	Elected by the general membership of STARFLEET

No one person on the USS EXCALIBUR can be promoted from one rank to the next without waiting a minimum of 6 months in-between each said promotion. This is excluding the Commanding Officer and Executive Officer when assuming those duties or when promoted to Ensign from completion of OTS.

### Promotion Point System

This system is used as the primary form for promotions. Many of the promotions require points to become eligible for that particular promotion. When a member feels they are qualified for that promotion to the next rank, they will see their Department Chief to file the proper promotion recommendation form.

When calculating your promotion points, the required points needed for promotion must be used within at least 5 of the categories.

### Promotion Review Board

For the ranks of Lieutenant Commander and Commander, the individual up for promotion will have their records reviewed by the Promotion Board. 3-4 members serve as members of the Promotion Board which will submit all promotion recommendations back to the Commanding Officer/First Officer by a predetermined date during that quarter.

The board will consist of the First Officer who will serve as the board President during one quarter and the Commanding Officer who will serve as Board President during the following quarter. They will continue to flip-flip throughout the calendar year. The board will also consist of three (3) members which will be tasked to three different Department Chiefs during each promotion cycle (quarter). If one member is not present then the First Officer may replace that individual at his/her discretion. The tasking are as follows:

#### Jan-Feb-Mar-Apr

Chief Medical  
Joint Special Operations  
Chief Communications

#### May-Jun-Jul-Aug

Third Officer  
Chief Science  
Chief Security

#### Sep-Oct-Nov-Dec

Chief Diplomatic  
Chief Support Services  
Chief Engineer

### Commanders Promotion

As authorized by both the STARFLEET Constitution and the USS EXCALIBUR Constitution, the Commanding Officer reserves the right to promote any crewmember of the USS EXCALIBUR. While this is reserved by the Commanding Officer, each promotion will be handled on a case by case situation.

### Promotions Due to Appointments

Under Regulation 600, Article IX: COMMAND STAFF, Section 3 thru 15, any crewmember who is promoted to a Command Staff Position or to a position in which a promotion is required, the crewmember must meet ALL the qualifications for that position with the prescribed time allowed and hold that position for a minimum of 12 consecutive months. If any of the above situations are not met, then the crewmember will revert back to their original rank prior to the appointment. If another promotion had taken place after the appointment, then the crewmember will revert back to their original rank and then be promoted to the next higher prescribed rank.

## REGULATION 100

## PROMOTIONS

**Rank Assessments Due To Transfers**

The policy of the USS EXCALIBUR is to accept any rank that a member may have within STARFLEET upon transfer to the USS EXCALIBUR. If the new member is transferring from another organization into STARFLEET and holds the rank under Captain, then the individual's rank will be recognized. If the rank is Captain or above, then the Executive Committee must determine the status of said rank.

The following is the chart of how much points are awarded for each category.

<b>I. Ship's Operations</b>	<b>Points</b>	<b>Remarks</b>
Become a Department Head	20	One time only
Become an Assistant DH	10	One time only
Become 2nd Officer	15	One time only
Become 3rd Officer	10	One time only
Newsletter Exchange	5	Per newsletter
Newsletter article turned in	2	Per article for CS only
Submit report to Supervisor	5	Per report
Department Project	5	Per project
<b>II. Attendance Record</b>	<b>Points</b>	<b>Remarks</b>
Attend USS EXCALIBUR event	2	Per event
If distance is over 50 miles less 100	1	Add for each 5 miles > 50
If distance is over 100 miles	5	Add for each 10 miles > 100
Attend another chapter's meeting	2	Per meeting
Attend a convention	10	Per convention-One time only
Work a convention	5	Per every 3 hours
Provide refreshments at an event	5	Per event-One time only
Clean-up after a event	5	Per event-One time only
<b>III. Recruiting</b>	<b>Points</b>	<b>Remarks</b>
Recruiting a new member	5	Per recruit-Must join SFI
Working a recruiting booth	10	Per day
Designing flyers	5	Per style
Posting flyers	1	Per 25 posted
<b>IV. STARFLEET</b>	<b>Points</b>	<b>Remarks</b>
ST ARFLEET Academy Course	10	Per completed course
STARFLEET Academy Commendation	5	Per commendation
Appointed Director of School SFA	10	One time only
Appointed Regional position	5	One time only
Appointed Fleet position	5	One time only
<b>V. Uniforms</b>	<b>Points</b>	<b>Remarks</b>
Current Next Generation	20	Per promotion period
Other uniforms	10	Per promotion period
USS EXCALIBUR T-Shirt	5	Per promotion period
<b>VI. Chapter Service</b>	<b>Points</b>	<b>Remarks</b>
Service event	5-20	Awarded at CO discretion
<b>VII. Community Service</b>	<b>Points</b>	<b>Remarks</b>
Donating a pint of blood	2	Per pint
CPR/First Aid Life Saving Classes	10	Per class

## REGULATION 100

## PROMOTIONS

**VII. Community Service Cont.**

	<b>Points</b>	<b>Remarks</b>
Clean Highway	5	Per activity
Other Services that last < 2 weeks	3	Per 3 hours

**VIII. Recurring Community Services**

	<b>Points</b>	<b>Remarks</b>
Scouting (Boys or Girls)	1	Per month
Youth Sports-coach/organizer	1	Per month
Hospital volunteer	2	Per month
School volunteer	2	Per 5 hours
Church choir/teacher	2	Per month

**IX. Participate in Public Service**

	<b>Points</b>	<b>Remarks</b>
Walk-a-thons	5	Per each event
Telethons	5	Per each event
Stampede	2	Per 100 stamps
Other	2	Awarded at CO discretion

**X. Military Service**

	<b>Points</b>	<b>Remarks</b>
Current/Retired member of any Service	5	Per every 3 years of service
Overseas tour	1	Per every 4 months while overseas
Enlisted rank	2	Per E grade
Officer rank	3	Per O grade
Prior Service/Military Dependent	5	Per promotion

**XI. Newsletter**

	<b>Points</b>	<b>Remarks</b>
Newsletter Editor	10	Per promotion
Submitting article/story	3	Per item
Artwork	3-10	Editors discretion
Departmental Report	2	Per report

**XII. Recycling**

	<b>Points</b>	<b>Remarks</b>
Aluminum	5	Per 25 lbs.
Glass	5	Per 25 lbs.
Newspaper	5	Per 30 lbs.
Plastic	5	Per 50 lbs

The following is the chart of how much points are awarded for each category for Marines and MACOs.

**I. Ship's Operations**

	<b>Points</b>	<b>Remarks</b>
Become Marine OIC/SFSO TL	20	One time only
Become Marine DOIC/SFSO ATL	10	One time only
Become Platoon Leader/Sergeant	15	One time only
Become Squad Leader/Team Leader	10	One time only
Newsletter Exchange	5	Per newsletter
Newsletter article turned in	2	Per article for CS only
Submit report to Supervisor	5	Per report
Department Project	5	Per project

## REGULATION 100

## PROMOTIONS

	Points	Remarks
<b>II. Attendance Record</b>		
Attend USS EXCALIBUR event	2	Per event
If distance is over 50 miles less 100	1	Add for each 5 miles > 50
If distance is over 100 miles	5	Add for each 10 miles > 100
Attend another chapter's meeting	2	Per meeting
Attend a convention	10	Per convention-One time only
Attend Marine/M.A.C.O. Muster	10	Per Muster-one time only
Work a convention as a Marine/M.A.C.O.	10	Per every 3 hours
Work a convention	5	Per every 3 hours
Provide refreshments at an event	5	Per event-One time only
Clean-up after a event	5	Per event-One time only
<b>III. Recruiting</b>		
Recruiting a new member	5	Per recruit-Must join SFI
Recruiting a new member	10	Per recruit-Must join SFI and SFMC
Working a recruiting booth	10	Per day
Designing flyers	5	Per style
Posting flyers	1	Per 25 posted
<b>IV. STARFLEET</b>		
STARFLEET Academy Course	5	Per completed course
STARFLEET Academy Commendation	3	Per commendation
STARFLEET Marine Academy Course	5	Per completed course
STARFLEET Marine Academy Commendation	3	Per commendation
Appointed Director of School SFA/SFMCA	8	One time only
Appointed Battalion position	4	One time only
Appointed Regional/Brigade position	7	One time only
Appointed Fleet position	10	One time only
<b>V. Uniforms</b>		
TWOK	25	One time only per uniform
Current TOS/NG/DS9/VOY/ENT	20	One time only per uniform
Marine/M.A.C.O. Class B or C	10	One time only per uniform
USS EXCALIBUR T-Shirt	5	One time only per shirt
<b>VI. Chapter Service</b>		
Service event	5-20	Awarded at CO discretion
<b>VII. Community Service</b>		
Donating a pint of blood	2	Per pint
CPR/First Aid Life Saving Classes	10	Per class
Clean Highway	5	Per activity
Other Services that last < 2 weeks	3	Per 3 hours
<b>VIII. Recurring Community Services</b>		
Scouting (Boys or Girls)	1	Per month
Youth Sports-coach/organizer	1	Per month
Hospital volunteer	2	Per month
School volunteer	2	Per 5 hours
Church choir/teacher	2	Per month
Fireman, Police, Prison Guards, Rescue	5	Per calendar year
Other (Commanding Officer discretion)	1-10	Per calendar year

## REGULATION 100

## PROMOTIONS

**IX. Participate in Public Service**

	<b>Points</b>	<b>Remarks</b>
Walk-a-thons	5	Per each event
Telethons	5	Per each event
Stampede	2	Per 100 stamps
Other (Commanding Officer discretion)	1-5	Per each event, only one per cycle

**X. Military Service**

	<b>Points</b>	<b>Remarks</b>
Current/Retired member of any Service	5	Per every 3 years of service
Combat Tour	10	Per tour, each tour only once
Overseas tour (Any)	1	Per every 4 months while overseas
Enlisted rank	2	Per E grade
Officer rank	3	Per O grade
Retired Military	10	Per promotion
Prior Service/Military Dependent	5	Per promotion

**XI. Newsletter**

	<b>Points</b>	<b>Remarks</b>
Newsletter/Fanzine Editor	10	Per promotion
Submitting article/story	3	Per item
Artwork	3-10	Editors discretion
Departmental Report	2	Per report

**XII. Recycling**

	<b>Points</b>	<b>Remarks</b>
Aluminum	5	Per 25 lbs.
Glass	5	Per 25 lbs.
Newspaper	5	Per 30 lbs.
Plastic	5	Per 50 lbs.

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**REGULATION 200  
AWARDS PROGRAM**

## **STARFLEET, REGIONAL AND CHAPTER AWARDS**

### **Purpose**

This regulation briefly covers the policy for the STARFLEET, Region 1 and the USS EXCALIBUR Awards Program. The awards take after the ribbon version as seen in the classic movies. This regulation briefly outlines the award its criteria. For more information on this program, please refer to the Manual. Each award that STARFLEET has have special significance, representing significant accomplishments during your enlistment in STARFLEET or tour of duty aboard the USS EXCALIBUR. They should be worn with pride.

### **Proper Wear**

Awards should be worn on the USS EXCALIBUR duty uniform or on the Star Trek uniform at all Ship functions. They are worn on the left side of the duty shirt and are placed in order of precedence, with the highest awards placed on the bottom of the horizontal ribbon bar configuration (see diagram on page 38).

### **Who Can Recommend STARFLEET Awards**

Listed in precedence, the following are the only STARFLEET personnel who can recommend STARFLEET Awards (hereafter known as "Recommending Officers" (RO), and the members and units they can recommend.

#### **STARFLEET EXECUTIVE COMMITTEE**

All Members and Units of STARFLEET

#### **STARFLEET CHIEF OF OPERATIONS**

Starships Departments, Shuttles, Regions and Departments, Fleet Commanders,  
Commanding Officers

#### **REGION COORDINATORS (FLEET COMMANDERS)**

Starships, Shuttles, Departments, Region Staff and Departments, Commanding Officers and Members

#### **REGION DEPARTMENT CHIEF (As Applicable)**

Region Department Staff, Starship Departments, Department Chiefs, Department Crewmembers

#### **COMMANDING OFFICER**

Department Chiefs, Departments, Shuttles, Crewmembers

#### **STARSHIP DEPARTMENT CHIEF**

Department Crewmembers

In the instance where the RO's should be considered for STARFLEET awards, the ROs Executive Officer, deputy, or designated assistant can make the recommendation to the ROs superior.

Persons who are NOT members of STARFLEET, but have helped, aided or benefited STARFLEET in some way, can be recommended for a STARFLEET award as appropriate and applicable.

STARFLEET wants to show appreciation and acknowledgement to those outside the organization Who believe in what STARFLEET is about and wants to help in some way!

### **How To Determine If An Award Is Warranted**

Before recommending an award, the RO must first be absolutely certain that the award is warranted in the first place. Awards must not be recommended for a member or unit that simply performs their duty as expected. Usually, if you have to ask yourself if the award is warranted, then it probably isn't.

## REGULATION 200

## AWARDS PROGRAM

Typically, a member/unit has made a significant accomplishment or achievement; or has performed their duty with above average zeal and diligence. This is what should be noted and considered.

There are two back-ups built into the recommendation process. When a recommendation is made, it must be approved by the RO's superior. He/she can overrule a recommendation if felt that the award is not warranted. The second back-up is the Chapter/Region/STARFLEET Awards Committee (hereafter known as "SFAC/RAC/CAC"). The SFAC/RAC/CAC may also determine that an award is not warranted (however, this should be a rare instance). Another way an RO can determine a warranted award is to seek out the opinion of his/her First Officer, deputy, or (as applicable) staff "review board". They can help to give the RO objective views that will help in deciding an award recommendation.

It is absolutely important that RO's carefully and seriously consider award recommendations. Carefully read the criteria for each award. That will help determine the appropriate award. If the award criteria doesn't seem to apply, then an award is not warranted.

#### Procedures For Recommending Awards

The Chief Operations Officer maintains the Awards Recommendation Forms that will be used when recommending STARFLEET/Region/Chapter awards. Fill out the appropriate form to make an award recommendation. Fill out a form for each award recommended and please type or print clearly. Illegible forms will cause a delay in processing.

A STARFLEET unit is a starship, shuttle, or facility; a department, office or service made up of two or more STARFLEET members and/or associates. Said units must be officially recognized by STARFLEET to be considered for STARFLEET awards.

After reading the criteria for the awards and having determined that the award or awards is warranted fill out the appropriate forms and send them with a self-addressed stamped envelope (SASE) to your immediate supervisor, who will approve or not approve your recommendation. If not approved, it will be sent back with an explanation as to why it was not. If the RO still feels that the award is warranted, he/she may appeal to the Director, SFAC, RAC or CAC. The appeal will be considered and the appropriate awards committee will render a decision, which will be final. If not approved, the RO will be notified. If approved, the RP will be notified so that the appropriate fees can be sent.

If the award recommendation is approved by the RO's superior, the RO then submits the form (s) with the correct fees.

STARFLEET Award Certificates (SAC)/Region Award Certificates (RAC)/Chapter Award Certificates (CAC) and Award Ribbons are available for award recipient.

#### Awards In Order Of Precedence

On the USS EXCALIBUR, STARFLEET Awards (STARFLEET HQ and SFA), Regional Awards and Chapter Awards are designed to be worn together. SFMC Awards can only be worn by SFMC members and can not have any other service component awards worn together. SFSO Awards can only be worn by SFSO members and can not have any other service component awards worn together.

#### STARFLEET, Region and Chapter Awards In Order of Precedence

Chapter Of The Year Award, Shakedown Chapter Of The Year Award, Support Chapter Of The Year Award, Flag Officer Of The Year Award, Officer Of The Year Award, Enlisted Member Of The Year Award, Junior Member Of The Year Award, Commanding Officer Of The Year Award, Order Of Axanar-1st Class/2nd Class/3rd Class; Order Of Babel-1st Class/2nd Class/3rd Class, Order Of Cochrane-1st Class/2nd Class/3rd Class, Order Of Darmok And Jalad-1st Class/2nd Class/3rd Class, Order Of Dionysus-1st Class/2nd Class/3rd Class, Order Of Gaea-1st Class/2nd Class/3rd Class, Granite Order Of Tactics-1st Class/2nd Class/3rd Class, Order Of

## REGULATION 100

## PROMOTIONS

Hawking-1st Class/2nd Class/3rd Class, Order Of Herodotus-1st Class/2nd Class/3rd Class, Order Of Prentares -1st Class/2nd Class/3rd Class, Order Of Roddenberry-1st Class/2nd Class/3rd Class, Order Of Samaritan-1st Class/2nd Class/3rd Class, Order Of S'harlen-1st Class/2nd Class/3rd Class, Order Of Surak-1st Class/2nd Class/3rd Class, Order Of Tarbolde Of Canopus-1st Class/2nd Class/3rd Class, Director Of The Year, College Of The Year, Institute Dean Of The Year, Institute Of The Year, Support Staff Member Of The Year, Commandant's Star Award, Red Squad, Blue Squad, Gold Squad, Red Squadron Leader, Blue Squadron Leader, Gold Squadron Leader, Assistant Red Squadron Leader, Assistant Blue Squadron Leader, Assistant Gold Squadron Leader, Boothby Award.

Medal Of Honor, Star Cross, Distinguished Service Award, Legion Of Merit, Purple Heart, "Dearest Blood" Decoration, "Let Me Help" Award, Region One Commendation, Good Conduct Decoration, Final Frontier Award, "SOL III" Award, Meritorious Service Award, Garth Order of Tactics, Phoenix Award, Unit Distinguished Service Award, Unit Commendation Award, Joint Meritorious Service Award, Meritorious Unit Commendation Award, Campaign Citation, "E" (Enterprise) Ribbon, OTS, OCC, Legion Of Honor, Daystrom Achievement Award, Silver Star Award, Starship Of The Year, Starship Of Excellence, Best Shakedown Cruise, Chapter In Training Of Excellence, First Mission Citation, Support Ship Of The Year, Region One Medal, STARFLEET Class Of Excellence, Johnathan Archer Award, Department Of The Year Award, RDC Of Excellence, Cadet Of The Year, Edith Keeler Award, Staff Member Of The Year, Newsletter Of The Year, Communications Excellence, Chapter Spirit Citation, Chapter Department of Excellence Citation, Chapter Command Staff Citation.

STARFLEET Marines or STARFLEET Special Operations have additional award ribbons that reflect their organizational design. When awards are recommended for an individual who is also a STARFLEET Marine or STARFLEET Special Operations, The Individual must be recommended for the STARFLEET Marine or STARFLEET Special Operations equivalent of the award.

**Awards and criteria:**

For STARFLEET awards criteria:

<http://www.sfi.org/merit/> and <http://www.sfi.org/starfleet-annual-awards/>

For STARFLEET Academy awards criteria:

<http://acad.sfi.org/student/aboutawards.shtml>

For Region One awards criteria:

<https://sites.google.com/site/sfir1awards/Home>

For SFMC awards criteria:

<http://www.library.sfi-sfmc.org/#>

For SFSO awards criteria:

<https://sfsifso.wordpress.com/publications/> and <https://sfsomaco.wordpress.com/maco-awards/>

Chapter awards criteria:

**CHAPTER SPIRIT CITATION**

**Citation-FOR ANY CREWMEMBER WHO DEMONSTRATES GREAT SPIRIT, DEDICATION AND LOYALTY TO THE CHAPTER.**

Criteria-awarded by the Chapter Commanding Officer to those members who demonstrates great spirit, dedication and loyalty to the chapter on a continuous basis.

Ribbon description-Red with black stripe in the center

Devices-Bronze, Silver and Gold stars for subsequent awards



### CHAPTER DEPARTMENT OF EXCELLENCE CITATION

**Citation**-MOST OUTSTANDING CHAPTER DEPARTMENT OF THE YEAR

**Criteria**-For the most outstanding department. Departments are defined as those or categorized by the Chapter Membership Handbook.

**Ribbon description**-Red with black stripes

**Devices**-Department Color Device; 1st award is color of department, 2nd award is half and half if different department, if same then a bronze border, followed by silver and then gold



### CHAPTER LEADERSHIP AWARD

**Citation**-FOR ANY CREWMEMBER WHO SUCCESSFULLY COMPLETES A 1 YEAR TOUR AS A COMMAND STAFF MEMBER

**Criteria**-awarded by the Chapter Commanding Officer to those members of the Command Staff who successfully completes 1 year as a Department Head, First Officer, Second Officer or Third Officer

**Ribbon description**-Black and red

**Devices**-Gold Northern Star=CO, Silver Northern Star=XO, Silver Star=C2O, Bronze Star=C3O, Department Color Star=Department Head



### CIVILIAN DISTINGUISHED SERVICE CERTIFICATE

Recommended by: Commanding Officer and higher.

Criteria: To recognize the extraordinary contributions and assistance of outside associates, businesses and organizations.



### HONORARY MEMBERSHIP CERTIFICATE

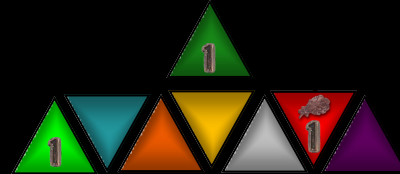
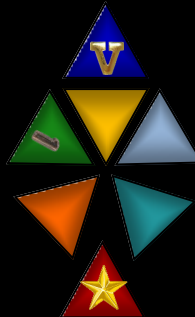
Recommended by: Commanding Officer and higher.

Criteria: Is awarded to an individual either STARFLEET members or a non-fleet individual who has taken a great interest in the welfare of the USS EXCALIBUR and her crew.

# MEMBERSHIP HANDBOOK

REGULATION 200

AWARDS PROGRAM



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**REGULATION 300  
CHAPTER PROPOSALS**

**PROPOSALS****Purpose**

This regulation covers the policy for submitting proposals to the ship for implementation by paid members. Each proposal must satisfy three basic criteria: Cost, Manpower, and Feasibility. Of course the idea must benefit the chapter and not break any ship or STARFLEET regulation.

**Cost**

First and foremost of any idea for the USS EXCALIBUR is the cost of the project. It has been a general rule of thumb for the past year that if it cost more than \$50.00, you will need to add a secondary proposal on raising the money to cover the cost of materials in the main proposal.

**Manpower**

Most ideas will need a few good men/women to make it happen, thus you must also supply the manpower. In the USS EXCALIBUR's past, manpower needed was usually less than ten members. Once in a while the required manpower will exceed this amount. This is when you need to supply some sort of support for the idea. Remember that the idea has not been approved at this point. You are simply looking for people who will donate their time for your idea.

**Feasibility**

The final question that needs to be answered is "can it be done?" What seems like a good idea often fails this question. Consider the following:

- A) Are the materials available?
- B) Is the construction sound? (i.e. will it last)
- C) Can the supply and demand be meet?
- D) Is the idea or product appealing to the members?

**Procedure**

1. The respective Department Read must be notified of the idea and approval must be given to do research on the idea. The DHO will in turn notify the CO or XO that an idea is being researched with their approval.
  2. Before a presentation can be expected, it must be completely researched to the extent of the members ability.
  3. It must then be presented to the Command Staff to work out any problems the individual member may have missed.
  4. Once the final problems (if any) are worked out, the member is called in to make the final proposal to the staff.
  5. The Staff is polled to see what their pro's and con's of the idea are.
  6. The Command Staff will make the final decision on wither to go with the idea or not.
  7. If the Command Staff decides that. the membership should have a say, it will be placed an the agenda of the next meeting for a vote.
  8. If the Command Staff decides that no vote is needed, a full announcement of the implementation of the idea will be placed on the agenda of the next meeting including the assignment of any personnel.
- Any Proposal that is "killed" by the Command Staff may not be entered into the Staff for consideration for a period of six (6) months.

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**REGULATION 400  
SHUTTLE PROGRAM**

**USS EXCALIBUR SHUTTLE PROGRAM****Purpose**

The purpose of this regulation is to make familiar the basic regulations set forth by STARFLEET on the requirements to start a shuttle and how the USS EXCALIBUR will sponsor a said shuttle.

**STARFLEET Shuttlecraft Program**

In order to stimulate growth, STARFLEET has initiated and continued the successful Shuttlecraft program, a "training course" for individuals and chapters that aspire to become official chapters of STARFLEET and receive a chapter charter: Typically, new chapters of STARFLEET form for a variety of reasons; distance from a currently active chapter, specific needs of a group of members, cultural or philosophical differences, etc. When a group of members come together and decides to meet the challenge, the STARFLEET Shuttlecraft Program is designed to help those members become an active, growing, and prosperous chapter of STARFLEET.

Shuttlecraft serve as chapters-in-training under the tutelage of an already established chapter within their region (usually), called a support ship. When the following conditions have been met, the crew of a Shuttlecraft can be officially launched by their Regional Coordinator:

- The crew must consist of at least five active STARFLEET members, including the CO and XO.
- The CO and XO must have taken and passed the STARFLEET Officer Training School (OTS) exam.
- Authorization must have been received from the Department of Technical Service for the Shuttlecraft name.

With the conditions met, a complete Vessel Registration Request (VRR) form, along with copies of the OTS certificates and DTS name authorization, as well as a one-time registration fee of \$5.00 (US Funds) can be sent to the Commanding Officer of the shuttle's support ship. Once approval by the support ship CO, the VRR package is forwarded to the Regional Coordinator who will review it and launch the shuttle if all is in order, forwarding the package on to Shuttle Operations Command (ShOC). Once the VRR has been completely approved by ShOC, the shuttle's launch by the RC is officially approved, with the Commanding Officer promoted to the rank of Commander and the Executive Officer promoted to Lieutenant Commander.

Shuttles perform activities and operations much like a chartered chapter (starship) of STARFLEET. Reports must be filed on a monthly basis with the support ship CO, the RC, and the Chief of Shuttle Operations Command, STARFLEET. During their time as a Shuttlecraft the crew is encouraged to begin developing operational procedures, newsletter, recruiting, and other activities normally performed by STARFLEET chapters. Within the space of a year (typically between six and nine months), the crew of the Shuttlecraft may submit another VRR form to request a chartered starship. In order to be commissioned as a starship, the following conditions must be met:

- The crew must now consist of at least ten active STARFLEET members, including the CO and XO.
- The CO and XO must have taken and passed both the Officer's Training School exam and the Officer's Command College exam.
- Authorization must have been received from the Department of Technical Services for the ship name, NCC number, and starship class and type.

When these additional conditions have been met, another completed VRR form should be sent to the Commanding Officer of the shuttle's support ship, then to the Regional Coordinator, along with copies of all needed diplomas, name and class authorization. This form will be reviewed and, if approved, sent onto the STARFLEET Chief of Shuttle Operations Command and the Chief of

## REGULATION 400

## SHUTTLE PROGRAM

Operations, If all requirements have been met, the Chief of Operations, STARFLEET will officially commission the starship and issue a charter to the crew. The new starship CO is promoted to the rank of Captain, and the XO is promoted to Commander.

For more detailed information concerning the STARFLEET shuttlecraft program and how to become a chapter of STARFLEET, please contact either the Chief of Shuttle Operations Command, STARFLEET or the, Chief of Operations, STARFLEET (don't forget a SASE). It is advised that Proposed chapters maintain copies of all submitted material, especially the completed VRR. Also the use of cash for the above required fees is not recommended as checks or money orders provide a more substantial record of transaction.

### **Sponsorship Application/Request**

The procedure in which a proposed shuttle crew must follow if the USS EXCALIBUR is to become their sponsor are as follows:

The propose shuttle Commanding Officer will submit in writing a written application/request for formal sponsorship. This request will then be brought to the first immediate Command Staff meeting were the proposal will be brought forward. The Command Staff will review the application, and if all is in order, the Command Staff will vote. A majority vote will determine sponsorship.

If sponsorship is approved, then the Commanding Officer or a designated representative will call the Proposed shuttle Commanding Officer by means of telephone to let him/her know their status. Then a formal letter will be sent to the crew of the proposed shuttle welcoming them as a official shuttle of the USS EXCALIBUR.

If sponsorship is disapproved, then the Commanding Officer must contact the proposed shuttle Commanding Officer by telephone and explain why the proposed shuttle was disapproved, and. If possible, what corrections can be made for approval of sponsorship.

### **Sponsorship Responsibilities**

It will be the responsibility of the sponsorship to see to the needs of the shuttle. This will be achieved by requiring that all Department Heads to correspond with their counter parts on the shuttle in order to help them with problems or suggestions on running a department. The sponsorship will also designate an officer as shuttle coordinator who will receive all monthly reports from the shuttle and to bring any problems or request from the shuttle to the attention of the Command Staff.

The Commanding Officer and First Officer of the shuttle will receive one (1) copy each the USS EXCALIBUR Handbook, one (1) copy of the Chapters Directory, one (1) copy of the Welcome Package and one (1) copy of each issue of the USS EXCALIBUR newsletter "THE SWORD & THE STONE".

### **Shuttle Responsibilities**

It will be the responsibility of the sponsored shuttle to report monthly as required by the ShOC Handbook, and to supply to this command a copy of the completed Shuttle VRR, a copy of the launch certificate, and a copy of the DTS letter. The shuttle CO will also supply this command with bi-monthly copies of shuttle command positions, crew roster by position, and crew roster by SCC#s.

The shuttle CO will also insure that copies of any publications such as newsletters, fanzines, flyers and hand-book be supplied to this command.

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**REGULATION 500  
DEPARTMENT CHIEF  
DUTIES &  
RESPONSIBILITIES**

### ***DEPARTMENT CHIEF'S DUTIES AND RESPONSIBILITIES***

#### **Purpose**

The purpose of this regulation is to inform the current Department Head Officers (DHO) and or future Department Head Officers of what is expected of them if he/she decides to continue as a DHO or to become a DHO on board the USS EXCALIBUR.

#### **Responsibilities**

The following is additional responsibilities that a DHO has not only to his/her chapter but to his/her department. This list is in addition to those required in the constitution.

1. All DHO must check in with the CO on a weekly basis.
2. ALL DHO are responsible for keeping individuals in their department informed of what is happening on the ship.
3. All DHO are required to recruit for your department.
4. All DHO are required to help keep track of promotion points for individuals in their department.
5. All DHO are required to submit monthly reports (using the chapters Department Report Forms) and to have them turned in to the Chief Operations Officer NO LATER THAN the 25th of each month.
6. Promotion Forms, Awards Forms, and any problems should first go through you before they reach the Captain.
7. All DHO are required to attend all staff meetings (waiver able by the Chapter CO)
8. All DHO are encouraged to attend ship activities.
9. Failure to meet these requirements could result in your removal from the DHO position.

#### **Monthly Reports**

All DHO must submit a monthly status report of their department activities. These reports are to be sent to the Chief Operations Officer no later than the 25th of each month. The Chief Operations Officer will collect all monthly reports, and then submit a combined status report to the First Officer/Commanding Officer **NO LATER THAN** the last day of that particular reporting month.

#### **Promotions**

When a department member is eligible for promotion, the DHO needs to sit down with the individual and work out the Promotion Recommendation Form. The DHO needs to review the form before he/she turns it into the First Officer. The DHO needs to make sure that all information present is accurate, and that all prerequisites are met before any individual can be promoted.

#### **Department Positions**

It is the duty of the DHO to help assign new members of the department to choose a position within their department from the list of positions from the handbook. Once an individual makes the choice, the DHO must notify the Chief of Operations so that the individual's records can be updated.

#### **Department Meetings**

It is very encouraged by this Command Staff that DHO conduct a minimum of one Department Meeting per month that is separate from the chapters monthly meeting, This is because there is no time during the monthly meetings to conduct department business. The time, and location is to be determined by the DHO, the Command Staff just request that you submit the date and time to the Chief Operations Officer so that it may be

## REGULATION 500

## DEPARTMENT CHIEF DUTIES & RESPONSIBILITIES

added to the monthly planner.

### What DHO Should Always Maintain

- A file containing past department reports.
- A current roster of current department personnel and positions.
- Blank Department Report Forms.
- Blank Promotion Recommendation Forms.
- Blank Academy applications.
- Chapter flyers (a minimum of 15).
- Chapter Welcome Packet (a minimum of 5).
- Blank Chapter Information Sheet (a minimum of 10).

In the event that you do not have any of these materials or need more, just contact the Chief Operations Officer.

### Crew Rosters

Are provided by the Chief Operations Officer and is updated every month. At each Command & Staff meeting, a copy is provided to the DHO. If any corrections are needed, just make them on the roster and return it to the Chief Operations Officer who will then return a corrected copy within 7 working days.

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**REGULATION 600  
DEPARTMENT CHIEF  
DUTIES &  
RESPONSIBILITIES**

**DISCIPLINARY PROCEDURES****Grievances and Due Process**

While the main thrust of the USS EXCALIBUR has always been to uphold and espouse the philosophy of Star Trek - with tolerance, brotherhood, mutual cooperation, and compassionate justice its worthy goals. Occasionally these philosophies may be lost when interpersonal and inter-chapter relationships fail. It is the desire of the Commanding Officer that members allow any grievances to be solved at the lower levels of the chain of command. However, should members feel they have not been dealt with fairly, they may petition the Commanding Officer and ultimately present their case before the Commanding Officer.

Most grievances can be dealt with at the department level by one of the several officers the Commanding Officer has appointed to represent the chapter in such matters: namely the Department Head.

Military style court martial proceedings have been replaced, as these are confrontational and counterproductive and often make matters worse. Instead, justice should be fair and compassionate, not punitive and degrading. The emphasis is placed on problem solving and not punishment. Ask the individual how they think the problem can be solved—they may surprise you. There are, however, three disciplinary actions a Department or Department Head cannot take. First, they cannot expel a member from the chapter; only the Command Staff can take such action. Second, they cannot revoke a rank either enlisted or officer—only the Commanding Officer has the power to reduce a member of the crew up to O-5. And third, no one can impose any punishment that violates civil law. The Commanding Officer WILL expel from the chapter ANY person or group responsible for transgressing this rule and will be referred to STARFLEET for possible further actions.

The highest punishment that the chapter Command Staff can exact from a crewmember is expulsion, but this should be used as a last resort and only on the truly deserving. The decision to expel a crewmember must be conveyed by written letter, and must be forwarded to the Chief of Operations, STARFLEET. The expelled member will then be removed from that chapter's roster and offered membership in another chapter, if possible.

The Commanding Officer, however, is not so naive as to believe that people are not occasionally dealt with unfairly. Therefore, all members of the chapter are reminded of their right of due process, which guarantees the right to a full investigation into any allegation; the opportunity for both sides of an issue to be fully heard before any judgment is passed; the right to be assumed innocent until proven guilty; and the right to appeal any decision up to the Command Staff, whose decision is considered final. Members may appeal any decision that they feel violates their rights as set down by the chapter and STARFLEET regulations. Members must remember that with these rights also comes the responsibility of appropriate behavior as set down in chapter membership manual, page 15, under Member's Responsibilities. One final note—the Senior Officers of the USS EXCALIBUR (DHO and up) are in no way a substitute for local, state, and federal authorities of law and order. If a crime has been committed, by all means, summon the police.

**Chapter Command Staff Level**

Members of the chapter Command Staff are considered to be the leaders of this chapter and as such are held to high standards in terms of their conduct and behavior. Article 5 of the current chapter Regulation 700 outlines the processes by which a member of the Command Staff can be removed from office for failing to live up to their required obligations.

### HARASSMENT AND MISCONDUCT

It is the policy of the USS EXCALIBUR that harassment or misconduct, defined as behavior by one member perpetrated upon another member that would be construed as illegal under local, county, state, provincial, federal, or international law, will not be tolerated at any time. This includes, but is not limited to, sexual harassment or harassment based on a member's ethnicity, religion, social or economic background, or any other legally defined category. Any chapter member, regardless of rank or position, found to be in violation of this section shall be subject to immediate discipline, and possible expulsion.

### DISCIPLINARY ACTION AND POSSIBLE SANCTIONS

As a member, if you have a complaint for a criminal act committed against you by another member of the chapter that took place during a department or chapter event and you have filed a complaint with the appropriate authorities; if you have filed a complaint for violations of the Member Responsibilities listed in the chapter handbook on page 15 and is not resolved through the chain of command of your department or through your Commanding Officer; or the Command Staff has voted to cancel your chapter Membership pursuant to this regulation, the following process will apply:

1. Filing a Complaint: The Complainant Member needs to file their complaint with the Commanding Officer, USS EXCALIBUR. All supporting documentation and information should be included when filing the complaint. The Commanding Officer, USS EXCALIBUR will review the complaint and determine if it has merit and should be investigated.

For complaints under member's rights on page 15 of the chapter membership manual, if the Commanding Officer, USS EXCALIBUR finds that there is insufficient information or evidence or doesn't believe an investigation is warranted, the Commanding Officer, USS EXCALIBUR will send an E-Mail or letter to the Complainant Member advising that no investigation will be done, but give them 30 days to send in more information if they wish to make one final request for an investigation.

2. Processing the Complaint: The complaint will be sent by the Commanding Officer, USS EXCALIBUR to the chapter Inspector General to review the matter, record the parties involved, assign a number for tracking, and begin the investigation pursuant to the Inspector General, STARFLEET's Handbook. The investigation should be done as quickly as possible to ensure timeliness.

3. Reporting: After the investigation is complete, the chapter Inspector General will submit a report to the Commanding Officer, USS EXCALIBUR, chapter Command Staff, and to all Members involved in the complaint. The report will include a list of the grievances raised and sections of the chapter Rules and Regulations that are in violation, and will be sent via E-Mail or certified mail to the Accused Member who is at the address listed in the membership records.

4. Response: The Accused Member shall be given thirty (30) days to respond via E-Mail or certified mail to the chapter IG. The Accused Member has the right to request one extension of thirty (30) additional days, from the chapter IG, to prepare their response.

## REGULATION 600

## DISCIPLINARY PROCEDURES

5. The Decision: After receipt of the Accused Member's response or expiration of the response term, the Commanding Officer, USS EXCALIBUR shall submit the Complaint and any evidence immediately to the chapter Command Staff for review and a decision. The chapter Command Staff decides by majority vote if the grievances are valid.

6. Sanctions: If the Complaint is found to be valid, the AB may apply one or more of the following sanctions:

- a. The Accused Member may be issued a written warning, provided to them by the chapter First Officer;
- b. The Accused Member may be recommended to the chapter Commanding Officer for reduction in rank;
- c. The Accused Member may be expelled from the chapter;
- d. The Accused Member may be sued in a civil proceeding or filed charges against them in a criminal court of appropriate jurisdiction;
- e. Any other sanction as determined by the chapter Command Staff.

7. Notification: The Accused Member will be notified of the decision and the imposed sanction by E-Mail or mail by the Commanding Officer, USS EXCALIBUR or their duly appointed representative.

8. Appeal: The Accused Member has the right to appeal. The appeal must be lodged with the chapter Inspector General and the Commanding Officer, USS EXCALIBUR via E-Mail or via certified mail within thirty (30) days of the date of the E-Mail sent notifying them of the decision and sanctions or of the date of receipt of the decision letter if sent via certified mail.

In the event that the complaint is in regards to the Commanding Officer, USS EXCALIBUR, the First Officer, USS EXCALIBUR shall fulfill all of the duties where the Commanding Officer, USS EXCALIBUR is listed in the process above.



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**REGULATION 700  
CONSTITUTION**

**PREAMBLE:**

We, the members of the USS EXCALIBUR NCC-26517, a correspondence chapter of STARFLEET; The International Star Trek Fan Association, Inc. (hereafter known as the "USS EXCALIBUR"), a not-for-profit organization based in Fayetteville, North Carolina, in order to provide a social organization in which people of diverse backgrounds with similar interests can interact to promote the optimistic future as envisioned in the Star Trek universe and to support that optimistic future through community services, social activities, and creative endeavors, do hereby establish this Constitution for the organization, USS EXCALIBUR NCC-26517.

**ARTICLE 1: MEMBERSHIP****Section 1: Application and Classification**

All persons seeking application to the USS EXCALIBUR shall be awarded membership and shall remain members so as they maintain all membership requirements as provided in the current Membership Handbook. The USS EXCALIBUR believes in the value of Infinite Diversity in Infinite Combinations (IDIC). Therefore, membership in the USS EXCALIBUR is open to all.

All members will hold either the classification "Active Duty Member", "Reserve Duty Member" or "Honorary Member." All persons who are in compliance with membership requirements as stipulated in the most current Membership Handbook, be they Active Duty, Reserve Duty or Honorary Members, shall be deemed voting members of the organization. Active Duty and Reserve members shall be those members who wish to be assigned a fictional rank and position aboard the USS EXCALIBUR who seek to participate in STARFLEET in some active fashion via Sector, Regional, or International Offices and also by participation in official STARFLEET Electronic Communications or STARFLEET Academy. Honorary Members shall be those members who do not wish to be assigned a fictional rank or position and do not seek to participate within the USS EXCALIBUR by any other means.

Any USS EXCALIBUR member may cancel his/her membership at any time by a written and signed request sent to the USS EXCALIBUR Chief of Operations, or by any other means deemed acceptable to the Command Staff. Requests for cancellations are subject to verification via telephone. All membership dues are non-refundable. Re-instatement of a previously canceled membership will be decided on a case-by-case basis by the USS EXCALIBUR Command Staff.

Involuntary revocation of membership in the USS EXCALIBUR may be made only upon a majority vote of the Command Staff, after giving the member advance notice of the intended action and an opportunity to be heard. In case of revocation of membership, any pre-paid membership dues shall be refunded on a pro-rated basis.

**Section 2: Office Held by Members**

Only Active Duty USS EXCALIBUR members may hold an office or position of responsibility within the organization, where said positions are defined in the current USS EXCALIBUR Membership Handbook.

**Section 3: Not-For-Profit Status**

USS EXCALIBUR is a not-for-profit organization. No member of the USS EXCALIBUR, of whatever classification, shall have any interest in, or right to the property and assets of the USS EXCALIBUR. However, not all assets dedicated to the promotion and growth of the USS EXCALIBUR are exclusive to the organization. Departments and individual members have the right to maintain their own assets apart from those of the USS EXCALIBUR though they may be dedicated to a common purpose.

**ARTICLE 2: DEFINITION OF TERMS****Section 1: USS EXCALIBUR NCC-26517**

USS EXCALIBUR is based upon "Starfleet" as depicted in the Star Trek television series, motion pictures, and literature. The USS EXCALIBUR operates within the Star Trek universe to enhance the experience and fun of membership. Therefore the following terminology shall be considered interchangeable within the USS EXCALIBUR:

Chapter	Commissioned Duty Station (Starship, Space Station, etc.) as defined In the current Membership Handbook (hereafter referred to as "ship")
Chapter-In-Training	Shuttlecraft (hereafter referred to as "shuttle")
Chapter/Chapter-In-Training President	Commanding Officer (CO)
Chapter/Chapter-In Training Vice-President	First (or Executive) Officer (XO)
The President of the organization STARFLEET or the Fleet Admiral	Commander, STARFLEET (CS)
The Vice-President of the organization STARFLEET or the Vice Fleet Admiral	Vice-Commander, STARFLEET (VCS)

**Section 2: Fictional Rank**

Ranks awarded to USS EXCALIBUR members as described in the current Membership Handbook are fictional and only to reflect a member's length of time in; and contribution to the organization.

Fictional ranks alone do not give any member authority over another member in the USS EXCALIBUR. A position assigned to a member in a ship, shuttle, or in the Fleet may give that member responsibility to administer the assigned duties of that position. However, no member has the right to misuse responsibility granted by the USS EXCALIBUR to violate another member's legal rights.

**ARTICLE 3: ORGANIZATIONAL STRUCTURE****Section 1: Organization**

The Administrative body of the USS EXCALIBUR shall be the Command Staff.

**Section 2: Command Staff**

The governing body of the USS EXCALIBUR shall be the Command Staff. The Command Staff shall consists of the Commanding Officer, First Officer, Second Officer, Third Officer and the Department Chiefs of the various departments of the USS EXCALIBUR and shall be chaired by the Commanding Officer, USS EXCALIBUR. The function of the Command Staff shall be to adopt and enforce policies as suggested by members of the Command Staff as well as the members of the USS EXCALIBUR itself. The Command Staff shall be the final authority in the interpretation of this Constitution and of the policies and procedures of the organization.

Voting authority within the Command Staff is given to the Commanding Officer, First Officer, Second Officer, Third Officer and all Department Chiefs currently Sitting, with the Commanding Officer, USS EXCALIBUR chairing proceedings. The Inspector General, USS EXCALIBUR shall be responsible for conducting the votes of the Command Staff and is given observer status at all Command Staff proceedings.

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The function of the Command Staff (with the exception of the Commanding Officer, USS EXCALIBUR, shall be to oversee the operational activities of the organization as well as the process of formulating and crafting policies, which are subsequently subject to approval by the Command Staff. The Command Staff also reviews and grants promotions to the fictional ranks of Lieutenant Commander and Commander.

Each member of the Command Staff shall appoint at least one executive assistant, with the advice and consent of the remaining members of the Command Staff, to assist in the discharge of duties. The executive assistant shall assume the duties of office in an acting capacity in the event of the appointing member's death, incapacity, absence, or removal from office, until such time as a formal successor may be appointed in accordance with this Constitution and the current Membership Handbook by the Commanding Officer, USS EXCALIBUR. Successors to Command Staff members must be named within no less than 60 days from the effective date of the resignation of an office holder.

If no formal successor is named within that time period, then the executive assistant who is serving on a temporary basis shall be automatically appointed to the position. The Command Staff is appointed by the Commanding Officer (CO), USS EXCALIBUR and consists of the following (in order of succession):

Commanding Officer/President	Elected by the general membership,
First Officer/Vice President	Appointed by the CO, USS EXCALIBUR
Second Officer	Appointed by the CO, USS EXCALIBUR
Third Officer	Appointed by the CO, USS EXCALIBUR
Chief Operations Officer	Appointed by the CO, USS EXCALIBUR
Chief Communications Officer	Appointed by the CO, USS EXCALIBUR
Chief Medical Officer	Appointed by the CO, USS EXCALIBUR
Chief Security Officer	Appointed by the CO, USS EXCALIBUR
Chief Engineering Officer	Appointed by the CO, USS EXCALIBUR
Chief Science Officer	Appointed by the CO, USS EXCALIBUR
Chief Support Services Officer	Appointed by the CO, USS EXCALIBUR
Chief Joint Special Operations	Appointed by the CO, USS EXCALIBUR

The function of the Command Staff (with the exception of the Commanding Officer, USS EXCALIBUR and the First Officer, USS EXCALIBUR) shall be to oversee the operational activities of the organization as well as the process of formulating, crafting policies and enforcing the rules, regulations and policies of the USS EXCALIBUR.

### Section 3: Department Chiefs

The Department Chiefs (DC) must meet all of the qualifications for office as set forth in the current Membership Handbook and be at least 18 years of age. A DC serves at the pleasure of the CO and can be removed by such if so desired. After the CO decides upon the DC, the appointment will either be affirmed or denied by the USS EXCALIBUR Inspector General, based on a review of the potential DC meeting the above criteria as well as being a member in good standing, Without compelling USS EXCALIBUR, Region 1, STARFLEET and Star Trek in general. They are also expected to aid reasons to the contrary, denial is based solely on the inability to meet the above criteria.

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In such cases, the Inspector General, USS EXCALIBUR is expected to inform the potential DC of these shortcomings and give him/her not less than 60 days to correct them. The potential DC can continue to serve as Interim DC during this period.

The DC shall be responsible for sending a monthly chapter status report to the CO as well as the Chief of Operations, USS EXCALIBUR as they may be required to do so in the manner set forth in the current Membership Handbook. In addition to all duties imposed by law, the DC is responsible for the general welfare and administration of their assigned crewmembers.

**ARTICLE 4: TERMS OF OFFICE, OFFICERS' DUTIES AND RESPONSIBILITIES****Section 1: USS EXCALIBUR Officers**

The leadership of USS EXCALIBUR has the right to remove or refuse to recognize any officers described within Article 4, Sections 2 through 11, inclusive, upon good cause shown. For purposes of such refusal only, "good cause" is specifically limited to:

- a) That individual's demonstrated repeated failure to comply with the USS EXCALIBUR's mandatory reporting requirements.
- b) Prior financial improprieties by that individual related to any USS EXCALIBUR chapter finances.
- c) That individual's demonstrated failure in the past to properly maintain any USS EXCALIBUR chapter financial or to allow a chapter member upon request to review a chapter's financial records or documentation.
- d) Proof of a criminal conviction or civil judgment based upon an offense involving rape, theft, fraud, or any felonious offense.
- e) Proof of sexual harassment of a member or sexual misconduct (as currently defined in the Membership Handbook) with a member.

Should the leadership of the USS EXCALIBUR choose to refuse to recognize any individual for such good cause shown, that individual has the immediate right of appeal of that refusal by contacting any one member of the Command Staff, who then shall forward the request to the full Command Staff. The full Command Staff may overrule the refusal by a two-thirds majority vote of all its members and order that the individual be reinstated or recognized. That appellate process shall be concluded by the CO within sixty (60) days of the date of the refusal decision, unless the CO is refused information needed to make an informed decision. In such instances, the CO has the option to vote to extend the period or terminate the appeal altogether for lack of input. The officer in question may retain his/her current position for the duration of the appeal.

The DC is expected to set an example for their fellow crewmembers while also promoting the ideals of in fostering growth and harmony within the chapter while trying to keep discord at a minimum.

**Section 2: JUDGE ADVOCATE GENERAL**

The Judge Advocate General (JAG) is responsible for advising the Chapter CO and Command Staff on issues of Legal facts and or inquiries that involve the chapter.

The Judge Advocate General also represents the chapter in litigation in which a Department Chief or other crewmember is accused of wrong doing.

The Judge Advocate General will be at least 21 years of age and is appointed by the Commanding Officer and majority vote of the Command Staff. Upon appointment to the position of JAG, he/she will be promoted temporarily to the rank of Junior Ensign until which he/she must complete OTS with in four (4) months and then OCC with in three (3) additional months. If the JAG fails to complete these requirements in the prescribed time, then by majority vote of the Command Staff may extend the period by an additional 3 months. The Command Staff at that time or at time in which the CS refused to extend the time, the JAG will relinquish the position.

### Section 3: INSPECTOR GENERAL

The Inspector General, USS EXCALIBUR is appointed by the Commander, USS EXCALIBUR and is then submitted to the Command Staff for final confirmation by a majority vote, with a re-confirmation to be conducted by the Command Staff at least once every 2 years. The Inspector General, USS EXCALIBUR acts as the USS EXCALIBUR's chief investigator in matters where his/her expertise is called upon. The Inspector General is invested with broad investigative powers in accordance with the guidelines established in the Membership Handbook. He/she can also draw upon any Fleet Personnel to aid in any matter relevant to the operation of the USS EXCALIBUR. It is also at the discretion of the Inspector General, USS EXCALIBUR to assemble a staff to carry out his/her duties within selected departments or areas. These Staff Officers shall report directly to the Inspector General, USS EXCALIBUR who shall be held liable for the results brought about by his/her staff.

The Inspector General is charged with overseeing electoral processes to elect or confirm the Commanding Officer and in order to safeguard the processes from wrongdoing. He/she also cooperates with the Chief of Communications, USS EXCALIBUR to coordinate the procedure of electing a new Commander, USS EXCALIBUR and in consultation with the Chief of Communications, is personally responsible for acquiring an independent party who is in no way associated or affiliated with the chapter or member of the USS EXCALIBUR to oversee the tallying of the returned ballots.

The Inspector General reports and answers directly to the Commander, USS EXCALIBUR and shall be at least 23 years old at time of appointment and will be temporarily promoted to the rank of Junior Ensign until completion of OTS and OCC. The Inspector General has the same time requirements to complete OTS and OCC as the Judge Advocate General mentioned in Section 2 above.

### Section 4: CHIEF DIPLOMATIC CORPS AMBASSADOR

The Chief of Diplomatic Corps Ambassador is appointed by the Commanding Officer, USS EXCALIBUR and does not assume command of the chapter at any time. The CDCA reports monthly to the Commander, USS EXCALIBUR and is responsible for the coordination of the USS EXCALIBUR newsletter and information exchange with other Star Trek organizations.

The Chief of Diplomatic Corps Ambassador will be at least 18 years age and upon appointment to the position of CDCA, he/she will be temporarily promoted to the title of Ambassador in which he/she will complete OTS with in four (4) months and then OCC in three (3) additional months.

### Section 5: CHIEF JOINT SPECIAL OPERATIONS

The Chief Special Operations is appointed by the Commanding Officer, USS EXCALIBUR and is twelfth in command. The CJSOPS reports monthly to the Commander, USS EXCALIBUR and to any other reporting agencies within the SFMC/MACO structure and is responsible for keeping the chapter informed of conventions, Regional and Fleet Conferences, and assist the security department with convention security and honor guard missions.

The CJSPOS will be at least 18 years age and upon appointment to the position of CJSPECOPS, he/she will be temporarily promoted to the rank of Second Lieutenant in which he/she will complete OTS with in four (4) months and then OCC in three (3) additional months. The CJSPOS is required to be qualified in either the SFMC or MACO and may be required to take additional courses as prescribed by the Service they are in i.e. SFMC or MACO.

### Section 6: CHIEF SUPPORT SERVICES OFFICER

The Chief Support Services Officer is appointed by the Commanding Officer, USS EXCALIBUR and eleventh in command. The CSSO reports monthly to the Commander, USS EXCALIBUR and is responsible for the creation of a quartermaster system and to assist members of the chapter as to information of purchasing Star Trek related merchandise and uniforms. The CSSO will also be responsible for keeping track of chapter property.



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The Chief Support Officer will be at least 18 years age and upon appointment to the position of CSSO, he/she will be temporally promoted to the rank of Junior Ensign in which he/she will complete OTS with in four (4) months and then OCC in three (3) additional months.

**Section 7: CHIEF SCIENCE OFFICER**

Chief Science Officer is appointed by the Commanding Officer, USS EXCALIBUR and tenth in command. The CSCO reports monthly to the Commander, USS EXCALIBUR and is responsible for keeping the chapter informed of science issues such as new and old technology, environmental issues and issues relating to the animal kingdom.

The Chief Science Officer will be at least 18 years age and upon appointment to the position of CSCO, he/she will be temporally promoted to the rank of Junior Ensign in which he/she will complete OTS with in four (4) months and then OCC in three (3) additional months.

**Section 8: CHIEF MEDICAL OFFICER**

The Chief Medical Officer is appointed by the Commanding Officer, USS EXCALIBUR and ninth in command. The CMO reports monthly to the Commander, USS EXCALIBUR and is responsible for medical issues and records of the crew of the USS EXCALIBUR. The CMO is also responsible for coordinating the fun activities of the ship.

The Chief Medical Officer will be at least 18 years age and upon appointment to the position of CMO, he/she will be temporally promoted to the rank of Junior Ensign in which he/she will complete OTS with in four (4) months and then OCC in three (3) additional months.

**Section 9: CHIEF ENGINEERING OFFICER**

The Chief Engineering Officer is appointed by the Commanding Officer, USS EXCALIBUR and eighth in command. The CEO reports monthly to the Commander, USS EXCALIBUR and is responsible for collecting and maintaining a chapter library for crewmembers to use based on the Star Trek technology and other technical publications.

The Chief Engineering Officer will be at least 18 years age and upon appointment to the position of CEO, he/she will be temporally promoted to the rank of Junior Ensign in which he/she will complete OTS with in four (4) months and then OCC in three (3) additional months.

**Section 10: CHIEF COMMUNICATIONS OFFICER**

The Chief Communications Officer is appointed by the Commanding Officer, USS EXCALIBUR and seventh in command. The CCO reports monthly to the Commander, USS EXCALIBUR and is responsible the publication of the chapter bi-monthly newsletter "THE SWORD & THE STONE". The COC is also the chapter Elections Coordinator.

The CCO shall insure that the official bi-monthly newsletter of the USS EXCALIBUR, "THE SWORD & THE STONE" represents the membership with fair and equal access to the broadest spectrum of membership. The CCO is responsible for the timely production, publication and distribution of each issue of

"THE SWORD & THE STONE" and shall follow all dictates of responsible journalism. Prior to publication and distribution of each issue of "THE SWORD & THE STONE", the CO shall be provided an advance copy to offer editorial input. Ultimately, however all editorial responsibility rests with the CCO.

The COC shall be responsible for coordinating all aspects of the USS EXCALIBUR elections for the Commanding Officer. In the event the CCO is a candidate for Commanding Officer, those responsibilities will be delegated

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to . The next member of the Command Staff who shall be qualified to conduct the election. The CCO shall secure the services of the Inspector General, USS EXCALIBUR to verify the election results. The CCO shall be charged with mailing certified ballots to each member of record of the USS EXCALIBUR, by first class pre-paid postage.

The Inspector General, USS EXCALIBUR shall receive all ballots by return mail, count same and certify the winner of the election subject to the provisions of this constitution and such other election related rules as may be determined by the majority of the Command Staff and shall notify, by telephone call all candidates and the Commanding Officer of the election results.

The Chief Communications Officer will be at least 18 years age and upon appointment to the position of CCO, he/she will be temporally promoted to the rank of Junior Ensign in which he/she will complete OTS with in four (4) months and then OCC in three (3) additional months.

### Section 11: CHIEF SECURITY OFFICER

The Chief Security Officer is appointed by the Commanding Officer, USS EXCALIBUR and sixth in command. The CSO reports monthly to the Commander, USS EXCALIBUR and is responsible for security at all conventions in which the chapter participates in and to include security issues at all chapter activities.

The Chief Security Officer will be at least 18 years age and upon appointment to the position of CSO, he/she will be temporally promoted to the rank of Junior Ensign in which he/she will complete OTS with in four (4) months and then OCC in three (3) additional months.

### Section 12: CHIEF OPERATIONS OFFICER

The Chief Operations Officer is appointed by the Commanding Officer, USS EXCALIBUR and fifth in command. The COO reports monthly to the Commander, USS EXCALIBUR and is responsible for all chapter record, personnel records, chapter database and membership processing,

The Chief Operations Officer will be at least 20 years age and upon appointment to the position of COO, he/she will be temporally promoted to the rank of Junior Ensign in which he/she will complete OTS with in four (4) months and then OCC in three (3) additional months.

### Section 13: THIRD OFFICER

The Third Officer is appointed by the Commanding Officer, USS EXCALIBUR and is fourth in command. The C3O reports monthly to the First Officer, USS EXCALIBUR and is responsible for assisting the Second Officer and above in any assigned tasks and duties as necessary.

The C3O may be appointed from any of the current Department Chiefs presently serving. This position to include the Second Officer are the only two positions that may hold two Positions with in the Chapter.

The Third Officer will be at least 21 years age and upon appointment to the position of C3O, he/she will be temporally promoted to the rank of Junior Ensign in which he/she will complete OTS with in three (3) months and then OCC in three (3) additional months.

### Section 14: SECOND OFFICER

The Second Officer is appointed by the Commanding Officer, USS EXCALIBUR and is third in command. The C2O reports monthly to the First Officer, USS EXCALIBUR and is responsible for assisting the First Officer and above in any assigned tasks and duties as necessary.

The C2O may be appointed from any of the current Department Chiefs presently serving. This position to include the Third Officer are the only two positions that may hold two positions with in the Chapter.

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The Second Officer will be at least 21 years age and upon appointment to the position of C2O, he/she will be temporarily promoted to the rank of Junior Ensign in which he/she will complete OTS with in three (3) months and then OCC in three (3) additional months.

### Section 15: FIRST OFFICER

The First Officer, USS EXCALIBUR (or Vice-President) reports monthly to the Commander, USS EXCALIBUR and is second in command of the chapter. The position of the First Officer, USS EXCALIBUR is charged with the production and revision of the Membership Handbook, the basic guide to the chapter's structure, policies, operations of the chapter in general and represents the Command Department at all Command & Staff meetings, as well as with various duties as assigned by the Commander USS EXCALIBUR. The First Officer, USS EXCALIBUR acts for the Commander, USS EXCALIBUR in his/her absence from office or disability as defined in the current Membership Handbook, and also discharges those duties as may be specified therein.

If for any reason a vacancy shall occur in the office of First Officer, USS EXCALIBUR, other than as set forth pursuant to Article 5, Section 2, then the Commander, USS EXCALIBUR shall appoint, preferably within 30 days after the vacancy occurs, a successor of his choice to serve out the remainder of the term. If a vacancy occurs pursuant to Article 5, Section 2, then the procedure set forth therein shall be followed for appointment of a successor First Officer, USS EXCALIBUR.

The First Officer, USS EXCALIBUR shall be at least 21 years of age and must meet all, other qualifications for office as set forth in the current Membership Handbook and STARFLEET.

### Section 16: COMMANDING OFFICER

The Commander, USS EXCALIBUR (or President) shall be elected by the members of the USS EXCALIBUR and shall serve as Chairman of the Command Staff. The Commander, USS EXCALIBUR shall coordinate the activities of the entire chapter, as provided in the current Membership Handbook.

The Commander, USS EXCALIBUR shall be at least 21 years of age and meet all other qualifications for office as set forth in the current Membership Handbook and STARFLEET. Decisions of the commander, USS EXCALIBUR are considered final unless overturned by a two-thirds majority vote of the Command Staff. If for any reason a vacancy shall occur in the office of Commander, USS EXCALIBUR, the First Officer, USS EXCALIBUR shall immediately assume the office and responsibilities of Commander, USS EXCALIBUR. A replacement First Officer shall be put into office in accordance with the guidelines set forth in Article 5, Section 2.

## ARTICLE 5: REMOVAL OF OFFICER FROM POSITION

### Section 1: DEPARTMENT CREWMEMBER

If any Department Chief (DC) becomes dissatisfied with the performance of any of their department members, after first exhausting all avenues to reconcile their differences with said crewman, the Department Chief has the authority to reassign the crewman to another position Within in the chapter or to reassign the crewman to another desirable department. The procedures in Regulation 600 apply.

### Section 2: COMMANDING OFFICER, USS EXCALIBUR

If at any time the Commander, USS EXCALIBUR (CO) neglects his or her duties, as set forth within this Constitution and the Membership Handbook, or if the CO causes harm to come to the reputation and stature of the USS EXCALIBUR by any of his/her actions, and upon receipt of a petition with the signatures of at least 25% of the current membership from no fewer than 3 departments, the process of impeachment may be initiated by the Command Staff. During such procedure; the CO shall be allowed to defend his/her actions to the assembled Command Staff. The CO shall be allowed to select any member of the USS EXCALIBUR to act as his/her advisor during this procedure. If the CO is unable or unwilling to secure an advisor of his/her own choosing, the CS may appoint one for the CO.

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The Command Staff shall appoint a USS EXCALIBUR member to act as the advocate for the CS during this proceeding. All or any portion of the proceeding may be conducted in closed session if necessary to prevent potentially defamatory material from being released. However, at an appropriate time after the conclusion of the proceeding, a transcript of the proceeding shall be made available for public review, unless both the Command Staff and the CO mutually agree and the CO request in writing that the transcript not be so made available.

After a full and fair review of the charges brought against the CO, if two-thirds (2/3) of the sitting members of the Command Staff vote in favor of removal of the CO, then the CO shall be ordered to resign within thirty (30) days or any lesser time period as set by the Command Staff. If the CO fails to comply with this order in a timely fashion, the CS shall remove him/her from office and shall install the First Officer, USS EXCALIBUR (XO) as the new Commander, USS EXCALIBUR.

The new CO shall, within ten (10) days after taking office, nominate a candidate for appointment as the new XO. The Command Staff shall then either confirm or reject the nominee within no more than thirty (30) days by a majority vote.

If the former CO for any reason fails to cooperate with the new CO or the Command Staff in the timely transition of all required USS EXCALIBUR files and materials, as may be set forth in the Membership Handbook or other appropriate official the USS EXCALIBUR resolution, either the new Commander, USS EXCALIBUR or the Inspector General, USS EXCALIBUR will be charged with and authorized to pursue appropriate legal action in accordance with the laws of the United States of America.

### Section 3: MEMBER OF THE COMMAND STAFF

Any member of the USS EXCALIBUR has the right to petition the Commander, USS EXCALIBUR (CO) for removal of a member of the Command Staff (CS). Removal petitions may be based only upon the CS member's ledged lack of performance of official duties. No member of the USS EXCALIBUR may petition for removal of a CS member based upon a personal dispute between the petitioning member and the CS member. Such a petition is subject to summary denial.

Upon investigation by the CO or the IG, if the CS member is unable or unwilling to execute the official duties of his/her position in a manner that is in the best interest of USS EXCALIBUR, then the CS member shall be asked to resign by the CO, effective on a date determined by the CO.

Should the CS member fail or refuse to resign in a timely fashion and as requested by the CO, the CO may at his/her discretion, remove the CS member from office. The appointment of a replacement is at the sole discretion of the CO but should occur within 60 (sixty) days of the office becoming vacant.

### Section 4: First Officer, Second Officer, Third Officer and Department Chiefs

The First Officer, Second Officer, Third Officer and Department Chiefs of the USS EXCALIBUR shall serve at the discretion of their CO and except under the circumstances as set forth in Article 4, Section 1, the removal of such Officers by anyone other than the CO shall not be permitted.

Assistant Department Chiefs serve at the discretion of the Department Chief, and removal of such officers by any other person other than the Department Chief or CO shall also not be permitted.

## 6: ARTICLE 6: FINANCIAL AFFAIRS/STANDARDS

### Section 1: Fiscal Year

The fiscal year of the, USS EXCALIBUR shall commence on January 1 and terminate on December 31 of each calendar year, All transactions of the USS EXCALIBUR shall be conducted in the currency of the United States of America.

**Section 2: Accounting System**

The Command Staff shall install and maintain an accounting system for the USS EXCALIBUR in accordance with generally accepted accounting principles sufficient to maintain the USS EXCALIBUR and will generate concise and easy-to-understand financial statements no less than three times a year, which shall be published in THE SWORD & THE STONE.

**Section 3: Funds Invested**

Funds belonging to the USS EXCALIBUR, except as necessary to pay current expenses, must be invested in United States Federally insured bank deposits or instruments guaranteed by the full faith and credit of the United States of America, or in other investments as the Command Staff may authorize.

No funds may be deposited in a safe deposit box. No funds shall be invested or loaned in a manner that results in the personal profit or advantage of any officer or member of the organization. Except for reasonable and necessary business operations and expenses, no USS EXCALIBUR funds may be invested or spent in any business venture or any other manner that results in an actual loss of money. Any person or persons authorizing any such business undertaking will be personally liable to the chapter and its members for all losses so incurred.

**Section 4: Money and Property**

All money and property belonging to this chapter shall be held and used solely for the benefit of the chapter, its members or the charity or fund for which the money or property is designated. No contracts or expenditures of the USS EXCALIBUR funds shall be made which will result in the personal profit or advantage of any officer or member of the USS EXCALIBUR.

**Section 5: Disbursements**

All disbursements of the USS EXCALIBUR shall be made by voucher checks, which shall show the date, payee, the type of service rendered or goods or property purchased, the budget line item into which they should fall and the amount of payment.

**Section 6: Financial Reviews**

The Command Staff shall provide for the annual review of the books of accounts of the USS EXCALIBUR by independent book keeper that are in no way affiliated with or related to any member of the USS EXCALIBUR. The book keeper shall be selected by the Inspector General, USS EXCALIBUR and approved by a majority vote of the Command Staff. At the discretion of the Command Staff, a review can be performed at more frequent intervals.

**Section 7: Treasurer**

The Command Staff may appoint a person who is experienced in finance, accounting, and audits or financial reviews to serve a two-year term as the USS EXCALIBUR's Treasurer. The Treasurer is responsible for instituting and/or maintaining a system of three financial reviews per year in accordance with generally accepted accounting principals. If necessary, the Treasurer may request of the CS that a financial appropriation be made to fund the secure and safe transmission of the materials necessary to complete the reviews outlined above. Any non-compliance with these directives will result in the matter being referred to the Commander, USS EXCALIBUR for appropriate action. If the noncompliance persists beyond this stage or the subject in question is in fact the Commander, USS EXCALIBUR, the specific matter may then be referred to the CS for further action.

**Section 8: Financial Liquidation**

As set forth in Article 1, Section 3, in the event that the USS EXCALIBUR should be dissolved or liquidated, or

otherwise cease operation, the property and assets of the USS EXCALIBUR shall first be used to pay all outstanding debts, with any remaining assets being contributed on behalf of the membership to a charitable corporation that is recognized under Title 26, United States Code, Section 501(c)(3) or (c)(7), as selected by the Command Staff.

## **ARTICLE 7: ELECTIONS**

### **Section 1: Term of Office**

The Commander, USS EXCALIBUR (President) and the First Officer, USS EXCALIBUR (Vice-president) of the chapter shall take office on January 1st of each year following the chapter general elections, which shall be held bi-annually. The offices of President and Vice-President shall be filled by the slate of candidates which receives the plurality of votes cast by the general chapter membership during the election as set forth in the current Membership Handbook.

In no event shall any person holding the office of President be permitted to hold that office for a period of more than 24 months without there being a vote by the general membership of the chapter. There are no limits to the number of times a CO can be elected to the office.

### **Section 2: Schedule of Election**

The schedule of election events, including but not limited to campaigning and the publication of candidates' statements in the official Election Publication during an election year and members' eligibility to vote in chapter general elections, are those as may be prescribed in the current Membership Handbook.

### **Section 3: Tabulation of Ballots**

Unless the Chief of Communications is an announced candidate for President or Vice-President, he/she shall be responsible for coordinating all election activity for President or Vice-President except as noted below, including but not limited to the receipt and verification of nominations under Article 7, Section 4. Should the Chief of Communications be such a candidate, the next member of the Command Staff in order of succession as defined in Article 3, Section 3, shall assume the responsibilities of coordinating the election process. The Inspector General, USS EXCALIBUR, shall tabulate all ballots cast and shall take appropriate steps to ensure close adherence to the election guidelines set forth by the Command Staff.

### **Section 4: Nomination of Candidates**

Nominations of candidates for President may be submitted to the Election coordinator by any chapter member in good standing. All nominations must be signed and dated, and no person shall nominate more than one candidate in each election. A minimum of five (5) nominations is required to qualify as a candidate for President. Once a member has been accepted as an eligible candidate for President, that candidate must publicly announce within ten (10) days of notification of eligibility his/her choice for Vice-President. Candidates for President and Vice-President shall run together as a slate. In this fashion, the office of Vice-President is subject to the general election of the chapter membership.

### **Section 5: Election Publications**

The Official Election Publication is defined as the information resource containing the platforms and

proposals of the various eligible candidates for Commander, USS EXCALIBUR. This publication may be distributed either as part of an issue of **THE SWORD & THE STONE** or as a standalone mailing. If sent as a standalone mailing, the Election Publication must be sent using the United States Postal Services 1st class mail specifications or the international equivalent thereof. If permissible under the guidelines of the election, the Election Publication may also include the ballots necessary to cast one's vote. Size and parameters of the Election

Publication are set forth in the current Membership Handbook.

### Section 6: Timetable

The timetable for the election of the position of Commander, USS EXCALIBUR shall be as follows:

June 1st to July 15th	Nominations for the position of Commander, USS EXCALIBUR are accepted
July 16th	Qualified candidates and their choices for Vice-President are announced via the most expedient means possible and campaigning officially commences.
August 1st	The deadline for campaign literature to be submitted for publication in the official Election Publication.
September 1st	All ballots and Election Publications must be in the mail.
November 15th	The Inspector General, USS EXCALIBUR must receive all ballots by this date.
November 20th	The winning candidate is notified and incumbent Commander, USS EXCALIBUR begins a transition period, if necessary.
December/January	Results are announced in THE SWORD & THE STONE.
January 1st	The newly elected officials take office.

### Section 7: One Eligible Candidate

If only one person shall qualify as an eligible candidate for President, a vote of confidence for that candidate shall be held by the general membership. Ballots shall be distributed according to the election schedule as defined in the current Membership Handbook. Should the sole candidate fail to obtain a majority of the votes cast in the election, the candidate shall not assume office. The Command Staff shall then elect from its membership an Acting Commander, USS EXCALIBUR, who shall discharge the duties of President until the next regularly scheduled USS EXCALIBUR general election.

### Section 8: Withdrawal From Candidacy

Should any nominee for Commander, USS EXCALIBUR accept the candidacy and then withdraw from the election, that person shall not re-enter the same election. The candidate must notify the Chief of Communications, by certified mail, of his/her withdrawal from the election.

### 9: Office Turnover

An out-going President must make provisions to turn over all materials connected with the office of President to incoming President on or before December 31st of the election year. If the out-going President fails or refuses to promptly turn over all such materials, the incoming President or his designee is authorized to take all appropriate

actions, including but not limited to the filing of legal proceedings and the filing of a criminal complaint which may be needed to ensure compliance with this Section.

### **ARTICLE 8: ASSESSMENTS**

#### **Section 1: Membership Dues**

Every candidate for membership for the USS EXCALIBUR shall be assessed dues as established by the Command Staff, the payment of which is a precondition to continued membership, as set forth in the current Membership Handbook. An Honorary Memberships in the USS EXCALIBUR without assessment of dues may be awarded at the discretion of the Command Staff.

#### **Section 2: Lifetime Memberships**

The Commanding Officer, after consultation with and approval by the Command Staff, shall be empowered to grant lifetime memberships in the USS EXCALIBUR pursuant to criteria it may from time to time determine, consistent with the current Membership Handbook. An outgoing Commander of the USS EXCALIBUR shall be awarded such a membership unless a motion to deny this privilege is carried by a majority of the Command Staff.

### **ARTICLE 9: AMENDMENTS**

#### **Section 1: Constitution Amendments**

This Constitution may be amended or superseded, either in whole or in part, by an affirmative majority vote of the general membership, in a manner consistent with the current Membership Handbook and the parliamentary authority of the chapter.

#### **Section 2: Petition For Amendment**

An amendment may be placed before the general membership for their approval after submission to and approval by the Command Staff or after receipt of a petition for an amendment. If by petition, the proposed amendment to be submitted must be set forth at the top of each signature page of the petition, which must contain the signatures of 40% of the general membership, calculated as of the time the petition is turned in to the Commander, USS EXCALIBUR. The signatures on the petition will be verified by the USS EXCALIBUR Operations to ensure that every signature has a proper SCC number and is a member in good standing at that time.

#### **Section 3: Cosmetic Changes**

Should it be necessary to amend this Constitution to correct misspellings, mistakes in numbering, or

similar grammatical errors, the Command Staff by two-thirds vote may authorize such cosmetic amendments, except that no such amendment may have the intent or effect of altering the basic meaning, purpose, or function of any Constitutional provision. Any and all substantive changes in this Constitution must be undertaken as set forth in Article 9, Sections 1 and 2.

### **ARTICLE 10: USS EXCALIBUR OPS AND OTHER MANUALS**

The Membership Handbook shall be the member's guide to features and functions of the USS EXCALIBUR and shall govern all the USS EXCALIBUR matters where not inconsistent with this Constitution. Adoption of the Membership Handbook, or any revision thereof, shall be only upon the approval of a majority of the Command Staff and a Command Order will be assigned and place in the Membership Handbook in the last appendix until a revision to the Membership Handbook is carried out.



The Departments and Divisions of the USS EXCALIBUR as defined in the current edition of the Membership Handbook shall be empowered to adopt manuals of operation, information, and procedure to assist in the governance and administration of the USS EXCALIBUR, subject to the approval of a majority of the Command Staff, so long as they are not inconsistent with this Constitution. These manuals may be revised as the Departments and Divisions of the USS EXCALIBUR deem necessary, subject to the approval of a majority of the Command Staff.

### ***ARTICLE 11: PARLIAMENTARY AUTHORITY***

The parliamentary authority of the USS EXCALIBUR shall be the most current edition of Robert's Rules of Order Newly Revised for all matters of procedure not specifically covered by this Constitution, the Membership Handbook, or the other operational manuals as may be adopted by the Chapter.

The official language for USS EXCALIBUR shall be English. The Command Staff may authorize translations of USS EXCALIBUR documents into languages other than English. Such authorized translated documents may be used for all purposes for which the original documents were produced.

### ***ARTICLE 12: INSURANCE***

The USS EXCALIBUR will carry NO insurance. Individual members and guests may become personally liable for the activities of the chapter.

This Constitution supersedes all previous editions of the Constitution.

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**JUDGE ADVOCATE  
GENERAL**

## JUDGE ADVOCATE GENERAL

### Purpose

The purpose of the office of the Judge Advocate General is to investigate and adjudicate incidents of misconduct and advise the Commanding Officer and Command Staff on issues of legal issues that affect the chapter.

### Scope

When enacted the office of the JAG has broad authority to conduct operations. The JAG has authority equal to but not to exceed that of the Second Officer (C2O).

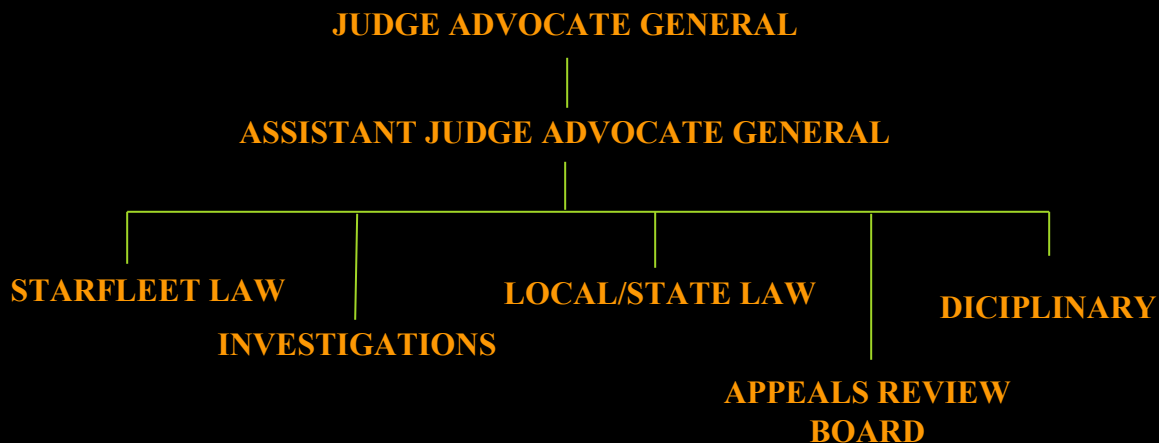
The JAG answers directly to the Captain on all matters of adjudication concerning the ship and may seek counsel of the STARFLEET chain of command for definitive answers not found in established publications and guidelines, for the legality of operational proposals.

It should be noted that the JAG should not be used to subvert or bypass the chain of command. All submissions to the JAG should be first submitted to the respective DHO/ADHO unless a reason to the contrary is given, No submissions to this office will be refused and when investigated will be kept in confidence. Anonymity of the summitters will be maintained throughout the process, including the reporting of the submission to the Command Staff.

### Objective

The objective of the JAG is to promote efficiency and harmony of the ships operation by having an officer on board the chapter to assist and advise on legal issues and application of STARFLEET law.

### Structure



### JUDGE ADVOCATE GENERAL OFFICER

The JAG Officer is responsible for insuring the Command Staff is kept appraised of any legal arguments or issues that affect the chapter both in civilian law and STARFLEET law.

### ASSISTANT JUDGE ADVOCATE GENERAL OFFICER

The AJAG Officer will be chosen from one of the five Sections Chiefs of the JAG office. This officer will continue in there primary work in which ever section they belong to and assist the JAG Officer as needed and complete any additional tasks as required by the JAG Officer. The AJAG Officer will assume the duties and responsibilities of the JAG Officer if absent.

## **DISCIPLINARY BOARD**

The Disciplinary Board comprises of the CO, two Department Chiefs and the JAG Officer who review all cases that deal with issues of disciplinary in nature. Once reviewed by the board, a majority vote will determine if action is needed according to USS EXCALIBUR Regulation 600. The JAG Officer is not a voting member, but just as an advisor to the board. The two Department Chiefs shall be detailed to the board on a rotating bi-monthly rotation as prescribed by the JAG Officer.

## **APPEALS REVIEW BOARD**

Any appeals submitted to the JAG for disciplinary issues will be decided from the Appeals Review Board. The Board will consist of the First Officer as the Chairman, two Department Chiefs and the Assistant JAG Officer. The two Department Chiefs will not be the same two DC's assigned to the Disciplinary Board, but will be chosen by the same procedures but only from the AJAG Officer. Once a case is brought to the board, the Assistant JAG Officer will explain all details of the case and whether all procedures were followed correctly. If all procedures were in fact followed according to STARFLEET and Chapter regulations, then the Appeal must be denied. If the case is found to have had errors in it which would have had a possible change in the charge or verdict will be sent to the Command Staff to hear the case and vote.

## **STATE LAW OFFICER**

The State Law Officer is an advisor to the JAG Section on issues of State and Local Laws. This person must be a state licensed Attorney or Legal Secretary with a sound understanding of the State and Local Laws.

## **STARFLEET LAW OFFICER**

The STARFLEET Law Officer is an advisor to the JAG Section on issues of STARFLEET Regulations, Constitution and Policies as set by the Admiralty Board and Executive Committee.

## **INVESTIGATION OFFICER**

The Investigation Officer is the individual who when instructed by the CO and CS to investigate an issue, has the authority of both the CO and CS to conduct such an investigation to determine that the event did take place, to what extent did the event take place, and is it an issue to be handled by the DC, CO, CS SFI or civil authorities.

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# INSPECTOR GENERAL

## INSPECTOR GENERAL

### Purpose

The purpose of the office of the Inspector General is to investigate and adjudicate incidents of misconduct and grievances of the membership, breaches of protocol or regulation and to interpret said regulation as well as STARFLEET regulations and constitutional questions.

### Scope

When enacted the office of the IG has broad authority to conduct operations, The IG has authority equal to, but not to exceed that of the Second Officer (C2O).

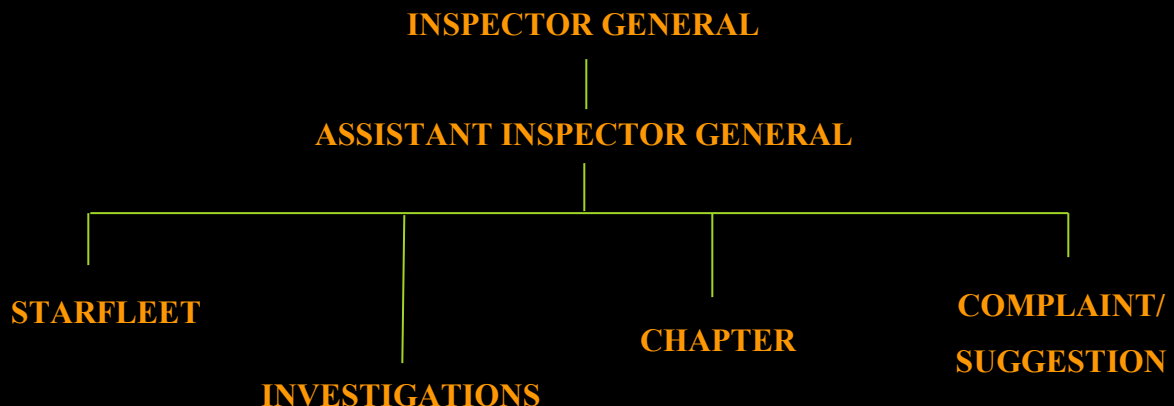
The IG answers directly to the Captain and Command Staff on all matters of adjudication concerning the ship and may seek counsel of the STARFLEET chain of command for definitive answers not found in established publications and guidelines.

It should be noted that the IG should not be used to subvert or bypass the chain of command. All submissions to the IG should be first submitted to the respective DHO/ADHO unless a reason to the contrary is given. No submissions to this office will be refused and when investigated will be kept in confidence. Anonymity of the sum-miteers will be maintained throughout the process, including the reporting of the submission to the Command Staff.

### Objective

The objective of the IG is to promote efficiency and harmony of the ships operation by offering an alternate channel for grievance solution and application of STARFLEET law.

### Structure



### INSPECTOR GENERAL

The IG is responsible for insuring the Command Staff is kept apprised of any grievance/suggestion that is sent through the office of the IG. All reports are made directly to the CO with recommendations for solutions/ implementations.

### ASSISTANT INSPECTOR GENERAL

The AIG Officer will be chosen from one of the four Sections Chiefs of the IG Office. This officer will continue in there primary work in which ever section they belong to and assist IG Officer as needed and complete any additional tasks as required by the IG Officer. The AIG Officer will assume the duties and responsibilities of the IG



Officer if absent.

## **STARFLEET REGULATIONS OFFICER**

This officer is responsible to understand all the STARFLEET Regulations, Constitution and Guidelines in order to advise the CO and CS on issues that effect the membership and chapter,.

## **CHAPTER REGULATIONS OFFICER**

This officer is responsible to understand all the USS EXCALIBUR Regulations, Constitution and Guidelines in order to advise the CO and CS on issues that effect the membership and STARFLEET.

## **COMPLAINT/SUGGESTION REVIEW OFFICER**

This officer is responsible for maintaining a log of complaint/suggestion forms and review the forms for clarity and presenting them to the CO and the CS for further debate and resolution.

## **INVESTIGATION OFFICER**

The Investigation Officer is the individual who when instructed by the CO and CS to investigate a complaint, has the authority of both the CO and CS to Conduct such an investigation to determine that the event did take place, to what extent did the event take place, and is it an issue to be handled by the DC,CO/CS or the JAG Officer.

## **IG Inspections**

On an annual basis the IG will conduct efficiency inspections of each section. All records should be made available.

These inspections will check the division mission and how well the division has met its mission.

A notification will be sent to the subject division 30 days prior to the beginning of the inspection

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**OPERATIONS  
DEPARTMENT**

## OPERATIONS

Welcome to Operations! The Operations Department aboard the USS EXCALIBUR is a busy department and has the responsibility for the operational duties of the chapter. The department starts off as the first contact for all new incoming members and we will assist them to get adjusted to the operation of the chapter and help them to choose a department. The department also is responsible for the collection of department reports from the chapter Department Chiefs, planning and execution of chapter activities such as meetings, fun activities, promotion boards, award boards awards and much more. If you are interested in the administration process, then this is for you.

The following is a diagram of the organization of the department and then a short description of each section within the Operations Department.



### CHIEF OPERATIONS OFFICER

The Chief Operations Officer has the primary responsibility of ensuring that ship functions, such as the use of the lateral sensor array, do not interfere with one and another. S/he must prioritize resource allocations, so that the most critical activities can have every chance of success. If so required, s/he can curtail shipboard functions if s/he thinks they will interfere with the ship's current mission or routine operations. The Chief Operations Officer is a Department head, and a member of the Senior Staff.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- College of Starship Operations (CSO): CSO-103 and CSO-107
- College of Engineering (COE): Any two (2) SoSD courses
- College of Special Operations Resources (CSOR): Any two (2) courses
- College of Special Operations Training (CSOT): Any two (2) courses

## **ASSISTANT CHIEF OPERATIONS OFFICER**

The Chief Operations Officer cannot man the bridge at all times. Extra personnel are needed to relieve and maintain ship operations. The Operations Officers are thus assistants to the Chief, fulfilling his/her duties when required, and assuming the Operations consoles if required at any time. The Assistant Chief Operations Officer is the second-in-command of the Operations Department, and can assume the role of Chief Operations Officer on a temporary or permanent basis if so needed.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- College of Starship Operations (CSO): CSO-103 and CSO-107
- College of Engineering (COE): Any two (2) SoSD courses
- College of Special Operations Resources (CSOR): Any two (2) courses
- College of Special Operations Training (CSOT): Any two (2) courses

## **FLIGHT CONTROL SECTION**

This section will be responsible for the planning of chapter activities. This section plans the scheduling and coordination of meetings and fun activities and insures the chapter is properly informed and given the details about such activities. This section is also responsible for keeping the chapter calendar up to date.

## **CHIEF FLIGHT CONTROL OFFICER**

Originally known as helm, or Flight Control Officer, CONN incorporates two job, Navigation and flight control. A Flight Control Officer must always be present on the bridge of a starship. S/he plots courses, supervises the computers piloting, corrects any flight deviations and pilots the ship manually when needed. The Chief Flight Control Officer is the senior most CONN Officer aboard, serving as a Senior Officer, and Chief of the Personnel under him/her.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- College of Starship Operations (CSO): CSO-101, CSO-104, and CSO-107
- College of Engineering (COE): Any three (3) SoSD courses
- College of Spaceflight History (COSH): Any two (2) courses

## **ASSISTANT CHIEF FLIGHT CONTROL OFFICER**

Originally know as helm, or Flight Control Officer, CONN incorporates two job, navigation and flight control. A Flight Control Officer must always be present on the bridge of a starship, and every vessel has a number of Flight Control Officers to allow shift rotations. S/he plots courses, supervises the computers piloting, corrects any flight deviations and pilots the ship manually when needed. Flight Control Officers report to the Chief Flight Control Officer. The Assistant Chief Flight Control Officer is the second-in-command of the Flight Control Department, and is able to assume the duties of Chief Flight Control Officer on a temporary or permanent basis as so needed.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- College of Starship Operations (CSO): CSO-101, CSO-104, and CSO-107
- College of Engineering (COE): Any three (3) SoSD courses

-- College of Spaceflight History (COSH): Any two (2) courses

## **FLIGHT CONTROL OFFICER**

Originally know as helm, or Flight Control Officer, CONN incorporates two job, navigation and flight control. A Flight Control Officer must always be present on the bridge of a starship, and every vessel has a number of Flight Control Officers to allow shift rotations. S/he plots courses, supervises the computers piloting, corrects any flight deviations and pilots the ship manually when needed. Flight Control Officers report to the Chief Flight Control Officer.

Certification:

Core Requirements: OTS

Certification Requirements:

-- College of Starship Operations (CSO): CSO-101, CSO-104, and CSO-107

-- College of Engineering (COE): Any three (3) SoSD courses

-- College of Spaceflight History (COSH): Any two (2) courses

## **INTELLIGENCE SECTION**

This section will be responsible for the awards program of the chapter. This section will Coordinate the scheduling of awards boards and following through the process until completed. This includes keeping the chapter forms current and reviewing the awards program for corrections or additions.

## **CHIEF INTELLIGENCE OFFICER**

S/he is responsible for organizing all intelligence the department's gathered and presenting it to the duty station's CO. S/he assists the CO, Strategic Operations Officer (if one is present) and the Security/Tactical Officer, sometimes the Marine CO as well. S/he offers advice on ship/starbase operations, especially in times of conflict or covert missions.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

-- College of Starship Operations (CSO): CSO-101, CSO-104, and CSO-107

-- College of Engineering (COE): Any three (3) SoSD courses

-- College of Spaceflight History (COSH): Any two (2) courses

## **INTELLIGENCE OFFICER**

S/he is assists the Chief Intelligence Officer in organizing all intelligence the department's gathered and presenting it to the duty station's CO. S/he assists the CO, Strategic Operations Officer (if one is present) and the Security/Tactical Officer, sometimes the Marine CO as well. S/he offers advice on ship/starbase operations, especially in times of conflict or covert missions. S/he must be able to take over for the Chief if needed.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

-- College of Starship Operations (CSO): CSO-101, CSO-104, and CSO-107

-- College of Military Intelligence (MIH): MIH-101, MIH-102, MIH-103 and MIH-104

-- College of Military Intelligence (MIS): MIS-101, MIS-102, MIS-103 and MIS-104

-- College of Military Intelligence (SIG): SIG-101, SIG-102, SIG-103, SIG-104 and SIG-204

## **INFILTRATION SPEICALIST**

This Warrant Officer is trained the arts of covert operations and infiltration. They are trained to get into and out of enemy instillations, territory, etc. Once in, they can gather Intel, or if needed plant explosives, and even in times of war capture of enemy personnel.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Military Intelligence (MIH): MIH-101, MIH-102, MIH-103 and MIH-104
- College of Military Intelligence (MIS): MIS-101, MIS-102, MIS-103 and MIS-104
- College of Military Intelligence (SIG): SIG-101, SIG-102, SIG-103, SIG-104 and SIG-204
- College of Military Intelligence (SOE): SOE-101, SOE-102 and SOE-103

## **COLLECTIONS MANAGER**

This NCO organizes the collection of intelligence in all forms. Knowing the limits of all intelligence gathering platforms they can direct the best way to gain a specific type of information.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Military Intelligence (SIG): SIG-101, SIG-102, SIG-103, SIG-104, SIG-204, SIG-304, SIG-305, SIG-306, SIG-307, SIG-308 and SIG-309

## **CRYPTO/ANALYSIS**

This NCO takes submitted intelligence reports and runs through algorithm, checks for keywords that denote mis-typed classification and then puts the report into crypto form and then sends them through the proper channels of communication to either on board ship consoles or off board to whoever needs to receive it.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Cryptology (CRYPTO): CRYPTO001, CRYPTO002, CRYPTO003, CRYPTO004, CRYPTO005, CRYPTO006, CRYPTO007, CRYPTO008, CRYPTO101, CRYPTO102, CRYPTO103, CRYPTO104, CRYPTO105, CRYPTO106, CRYPTO107, CRYPTO108 and CRYPTO109
- College of Military Intelligence (SIG): SIG-101, SIG-102 and SIG-103

## **STRATEGIC OPERATIONS SECTION**

This section will be responsible for the chapter promotions program. This section will coordinate the scheduling of promotion boards and following through the process until completed. This includes keeping the chapter forms current and reviewing the promotion program for corrections or additions.

## **CHIEF STRATEGIC OPERATIONS OFFICER**

Strategic Operations coordinates battle strategy, as well as keeping the CO, XO, and CoB informed of anything, military or political, in the galaxy at large that needs to be known. The Strategic Operations Officer works closely with tactical, especially in battle situations. The Assistant Chief Strategic Operations Officer has the ability to take over as the Chief Strategic Operations Officer on a temporary or permanent basis if so needed.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- College of Starship Operations (CSO): CSO-103 and CSO-107
- College of Strategy & Tactics (COST): SOST-101 and SOST-102
- College of Special Operations Resources (CSOR): Any two (2) courses
- College of Special Operations Training (CSOT): Any two (2) courses
- College of Intelligence Operations (CIO): Any three (3) courses

## **ASSISTANT CHIEF STRATEGIC OPERATIONS OFFICER**

Strategic Operations coordinates battle strategy, as well as keeping the CO, XO, and CoB informed of anything, military or political, in the galaxy at large that needs to be known. The Strategic Operations Officer works closely with tactical, especially in battle situations. The Assistant Chief Strategic Operations Officer has the ability to take over as the Chief Strategic Operations Officer on a temporary or permanent basis if so needed.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- College of Starship Operations (CSO): CSO-103 and CSO-107
- College of Strategy & Tactics (COST): SOST-101 and SOST-102
- College of Special Operations Resources (CSOR): Any two (2) courses
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## STRATEGIC OPERATIONS OFFICER

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Certification:

Core Requirements: OTS

Certification Requirements:

- College of Starship Operations (CSO): CSO-103 and CSO-107
- College of Strategy & Tactics (COST): SOST-101 and SOST-102
- College of Special Operations Resources (CSOR): Any two (2) courses
- College of Special Operations Training (CSOT): Any two (2) courses
- College of Intelligence Operations (CIO): Any two (2) courses

## STRATEGIST'S MATE

The Strategist's Mate is someone who excels in the field of strategy. S/he is the senior-most NCO of the Strategic Operations Department. S/he is an important part of the Strategic Operations Department, and has the ability to take over as Strategic Ops Officer if so needed.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Starship Operations (CSO): CSO-103 and CSO-107
- College of Strategy & Tactics (COST): SOST-101 and SOST-102
- College of Special Operations Resources (CSOR): Any course
- College of Special Operations Training (CSOT): Any course
- College of Intelligence Operations (CIO): Any course

## SHIP OPERATIONS SECTION

This section will be responsible for the membership procurement. They will actively help with recruiting efforts and are responsible for the collection of membership/STARFLEET dues. Once a new member joins, this section will input them into the chapter membership database and insure membership materials are sent via electronic or hard copy.

## OPERATIONS OFFICER

The Chief Operations Officer cannot man the bridge at all times. Extra personnel are needed to relive and maintain ship operations. The Operations Officers are thus assistants to the Chief, fulfilling his/her duties when required, and assuming the Operations consoles if required at any time. The Operations Officer reports to the Chief Operations Officer.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Starship Operations (CSO): CSO-103 and CSO-107
- College of Engineering (COE): Any two (2) SoSD courses
- College of Special Operations Resources (CSOR): Any course
- College of Special Operations Training (CSOT): Any course



## **BOATSWAIN**

Each vessel and base has one Warrant Officer (or Chief Warrant Officer) who holds the position of Boatswain. The Boatswain (pronounced and also written "Bosun" or "Bos'n") trains and supervises personnel (including both the ship's company or base personnel as well as passengers or vessels) in general ship and base operations, repairs, and protocols; maintains duty assignments for all Operations personnel; sets the agenda for instruction in general ship and base operations; supervises auxiliary and utility service personnel and daily ship or base maintenance; coordinates all personnel cross-trained in damage control operations and supervises damage control and emergency operations; may assume any Bridge or Operations role as required; and is qualified to temporarily act at Operations if so ordered. The Boatswain reports to the Chief Operations Officer.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Starship Operations (CSO): CSO-103
- College of Engineering (COE): Any two (2) SoSD courses
- College of Special Operations Resources (CSOR): Any course
- College of Special Operations Training (CSOT): Any course

## **BOATSWAIN'S MATE**

The Boatswain, like many other positions, needs help at times. The Boatswain's Mate is an NCO that assists the Boatswain and helps out in the Operations Department wherever needed.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Engineering (COE): Any two (2) SoSD courses
- College of Special Operations Resources (CSOR): Any course
- College of Special Operations Training (CSOT): Any course

## **DECK HANGER SECTION**

This section will be responsible for implementing the chapter shuttle program. They will actively recruit new individuals desiring to start their own chapter, walk them through the chapter shuttle program and assist them whenever possible.

## **CHIEF SHUTTLE PILOT**

All small spacecraft's aboard a starship or Starbase (Shuttles, Runabouts, Captain's yacht etc.) are flown by Shuttle Pilots. This is often the proving ground for new Flight Control Officers until they earn a berth on a starship. Her/his direct superior is the Flight Control Officer.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- College of Starship Operations (CSO): CSO-101, CSO-104, and CSO-107
- College of Engineering (COE): Any two (2) SoSD courses
- College of Spaceflight History (COSH): Any two (2) courses

## **ASSISTANT CHIEF SHUTTLE PILOT**

All small spacecraft's aboard a starship or Starbase (Shuttles, Runabouts, Captain's yacht etc.) are flown by Shuttle Pilots. This is often the proving ground for new Flight Control Officers until they earn a berth on a starship. Her/his direct superior is the Flight Control Officer.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- College of Starship Operations (CSO): CSO-101, CSO-104, and CSO-107

- College of Engineering (COE): Any two (2) SoSD courses
- College of Spaceflight History (COSH): Any two (2) courses

## SHUTTLE PILOT

All small spacecraft's aboard a starship or Starbase (Shuttles, Runabouts, Captain's yacht etc.) are flown by Shuttle Pilots. This is often the proving ground for new Flight Control Officers until they earn a berth on a starship. Her/his direct superior is the Flight Control Officer.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Starship Operations (CSO): CSO-101 and CSO-104
- College of Engineering (COE): Any two (2) SoSD courses
- College of Spaceflight History (COSH): Any two (2) courses



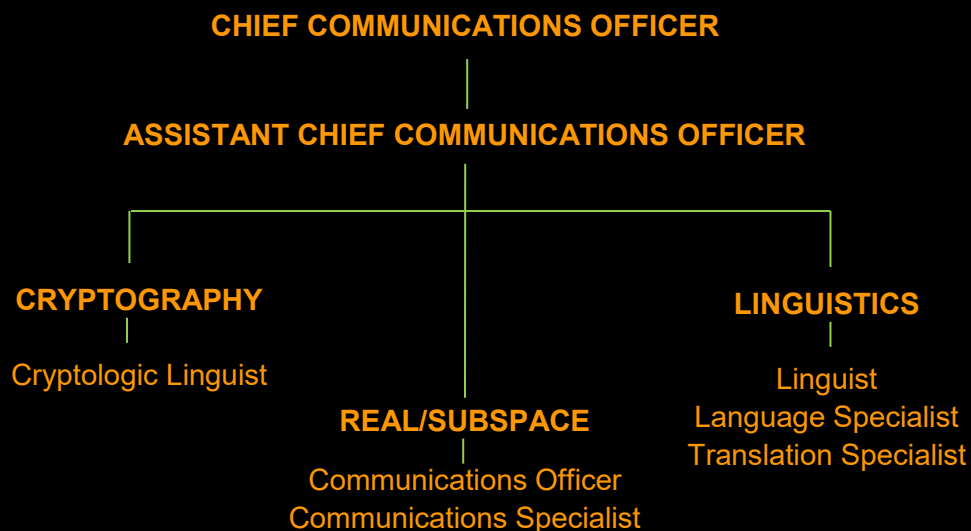
**COMMUNICATIONS  
DEPARTMENT**

# COMMUNICATIONS

Welcome aboard the USS EXCALIBUR! You are now a member of a fine crew that will hopefully add to your excitement and your knowledge of the trek experience. This section will explain how this department operates and what are the section responsibilities.

The Communications Department is responsible for the chapters bi-monthly newsletter, called "THE LIBERTY". The department is also responsible for the public relations and publicity on the ship and will also maintain the ship's computer library. The department also collaborates with other departments on the ship-wide projects such as food and clothing drives etc.

A diagram of the department organization and areas of responsibility for each positions are listed below.



## CHIEF COMMUNICATIONS OFFICER

The Communications Officer is a very specialized department head. First and foremost, this is a job of linguistics: the communications officer acts as the primary translator of foreign languages. Not only must this officer know other languages of importance ("xenolinguistics"), but he must have a basic knowledge of phonology and etymology in order to help translate new languages as they are encountered.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- College of Starship Operations (CSO): CSO-105 and CSO-107
- STARFLEET Officer's Radio School (SORS): Any five (5) courses
- College of Communications (COC): COC-101

## ASSISTANT CHIEF COMMUNICATIONS OFFICER

The Assistant Chief Communications Officer will be responsible for overseeing the operation of the sections under him/her. The assistant will also represent the department in the absence of the Chief Communications Officer. This person will be chosen from one of the Section Chiefs listed below.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- College of Starship Operations (CSO): CSO-105 and CSO-107
- STARFLEET Officer's Radio School (SORS): Any five (5) courses
- College of Communications (COC): COC-101

## CRYPTOGRAPHY SECTION

This section is responsible for assisting with the compilation and publication of other chapter publications other than the newsletter and fanzine. Members of this section, will help the Chief of Communications with production of chapter flyers, posters, forms and maintaining and updating when need other chapter publications such as the chapter Membership Handbook and Welcome Packet.

## CRYPTOLOGIC LINGUIST

Operates and manages operation of communications equipment. Operates radio receivers, recording equipment, typewriters, keyboards, computer consoles, and related equipment. Tunes receivers to prescribed frequencies or performs frequency search missions, or both, over specified portions of radio spectrums to locate and monitor stations and frequency use. Monitors and records communications, adding appropriate comments to assist in transcription and analysis. Performs preventive maintenance on mission equipment.

Transcribes and processes communications. Transcribes, translates, analyzes, and reports on assigned communications. Translates spoken or written material from one language to another. Uses wording aids, and references. Recognizes essential elements of information for reporting activity. Assists analysts in identifying, analyzing, and reporting activities.

Maintains technical aids, logs, and records. Compiles and maintains operation records and statistics. Ensures logs, forms, and correspondence are properly completed, annotated, and distributed. Monitors and maintains handbooks, working aids, and analytical references to ensure applicability and currency. Reviews, updates, and compiles data for operational use.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Starship Operations (CSO): CSO-105 and CSO-107
- STARFLEET Officer's Radio School (SORS): Any three (3) courses
- College of Communications (COC): COC-101
- Institute of Alien Studies (IOAS): Any three (3) courses
- College of Cryptology (CRYPTO): CRYPTO101, CRYPTO102, CRYPTO103, CRYPTO104, CRYPTO105, CRYPTO106, CRYPTO107, CRYPTO108 and CRYPTO109

## CRYPTOLOGIC SPECIALIST

The Cryptologic Specialist is specialized in communications procedures and equipment and assists the Cryptologic Linguist as needed.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Starship Operations (CSO): CSO-105
- STARFLEET Officer's Radio School (SORS): Any two (2) courses
- College of Communications (COC): COC-101
- Institute of Alien Studies (IOAS): Any two (2) courses
- College of Cryptology (CRYPTO): CRYPTO101, CRYPTO102, CRYPTO103, CRYPTO104, CRYPTO105, CRYPTO106, CRYPTO107, CRYPTO108 and CRYPTO109

## REAL/SUBSPACE SECTION

This section is responsible for assisting with the compilation and publication of the chapter newsletter "THE GUARDIAN". Members of this section, will help the Chief of Communications with solicitation for articles, art work and proof reading prior to publication.

## COMMUNICATIONS OFFICER

Communications is a vital part of each and every starship and starbase. The Communications Officer monitors any and all transmissions aboard ship, as well as externally. The Communications Officer is an experienced linguist, proficient in many different languages, and is expected to understand the technical problems and limitations of the communications array.

Communications Officer reports to the Chief Operations Officer (unless there is a Chief Communications Officer in the position) and may be seconded to the Diplomatic office under some circumstances.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- College of Starship Operations (CSO): CSO-105 and CSO-107
- STARFLEET Officer's Radio School (SORS): Any three (3) courses
- College of Communications (COC): COC-101, COC-102, COC-103 and COC-104
- Institute of Alien Studies (IOAS): Any two (2) courses

## COMMUNICATIONS SPECIALIST

The Communications Specialist is specialized in Communications procedures and equipment aboard a ship or facility and takes two basic forms, voice and data. Both are handled by the onboard computer system and dedicated hardware.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Starship Operations (CSO): CSO-105
- STARFLEET Officer's Radio School (SORS): Any three (3) courses
- College of Communications (COC): COC-101, COC-102, COC-103 and COC-104
- Institute of Alien Studies (IOAS): Any two (2) courses

## LINGUISTICS SECTION

This section is responsible for assisting with the compilation and publication of the chapter fanzine "TEMPORAL INVESTIGATIONS". Members of this section, will help the Chief of Communications with solicitation for stories, art work and proof reading prior to publication.

## LINGUIST

This role involves the study of new and old languages and text in an attempt to better understand and interpret their meaning.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Starship Operations (CSO): CSO-105 and CSO-107
- College of Communications (COC): COC-101
- Institute of Alien Studies (IOAS): School of Xenoanthropology: All thirty two (32) courses

## LANGUAGE SPECIALIST

Specialized Communications Officer in charge of the Linguistics section. This role involves the study of new and old languages and text in an attempt to better understand and interpret their meaning. Answers to the Chief and Assistant Chief Communications Officer.

Certification:

Core Requirements: None

Certification Requirements:

- College of Starship Operations (CSO): CSO-105
- College of Communications (COC): COC-101

-- Institute of Alien Studies (IOAS): School of Xenoanthropology: All thirty two (32) courses

## **TRANSLATION SPECIALIST**

The Translation Specialist is a person capable of translating written and spoken languages in real-time. They often have roles of interpreters and mediators due to their extensive linguistic capabilities. Translation Specialist reports to the Language Specialist.

Although s/he is considered a Communications Officer the position also has close ties to the diplomacy. Under diplomacy the Translation Specialist is charged with the translation of any language, living or dead, that may be encountered by a vessel/base that the Universal Translator system can not interpret. These individuals are adept at using various decryption techniques to aid in the deciphering of such languages. These individuals are qualified to undertake any tasks that could be asked of a general Diplomatic Officer; however they specialize in the linguistic aspect of this department.

Certification:

Core Requirements: None

Certification Requirements:

-- College of Starship Operations (CSO): CSO-105

-- College of Communications (COC): COC-101

-- Institute of Alien Studies (IOAS): School of Xenoanthropology: All thirty two (32) courses

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**MEDICAL  
DEPARTMENT**

# MEDICAL

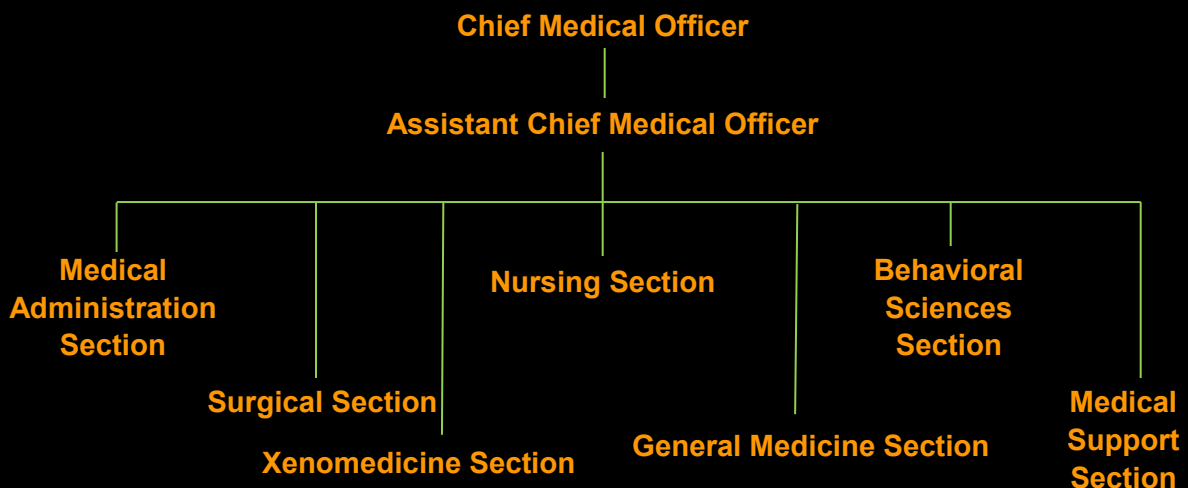
Greetings and salutations! You have just entered sick bay. The USS EXCALIBUR'S Medical Department is an essential part of the ship. As the medical team aboard, we will NOT be giving physicals or preparing injections. However, we are a busy staff and any job you choose with us will be both interesting and rewarding.

The medical aspects of Star Trek are totally amazing, especially when so many classic Trek's medical dreams are present day breakthrough. We now have laser surgery, hypos, diagnostic beds, and even a medical scanner. Now with the success of Star Trek: The Next Generation, Star Trek: Deep Space Nine, Star Trek: Voyager and Star Trek: Enterprise, one has to wonder if we will be witnessing the medical forerunners of the next 20 years.

The Medical Department on the USS EXCALIBUR is responsible for the physical and psychological welfare of the ship's members. We accomplish this by:

- A) Assist with the planning and organizing FUN activities
- B) Maintain chapter medical history forms
- C) Submit articles on "Star Trek" medical info for the newsletter
- D) Assist with fundraisers
- E) Assist with Humanitarian/Community Service Projects
- F) In process new members to get a Medical History Info.
- G) Submit medical related news articles for the newsletter

A diagram of the department organization is shown below.



Below is the break down of each section assigned to the Medical Department. The sections will have the description of the "Chapter" real duties and responsibilities and then a "Fictional" duties and responsibilities and then the requirements for qualification for that position.

## Chief Medical Officer

The CMO will oversee the operation of the entire department. Responsibilities include, ensuring the health and welfare of each department member during chapter activities, Crewmember medical issues are identified and activities are being planned and executed.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

-- Institute of Alien Studies (IOAS): Any two (2) courses pertaining to Physiology

-- STARFLEET Academy College of Medicine (SACOM): COM-101 plus any three (3) additional COM/EMS courses

-- College of Starship Operations (CSO): CSO-102 and CSO-107

## Assistant Chief Medical Officer

The ACMO is chosen from one of the Section Chief's listed below. He/she will also act as a task officer for any duty assigned by the CMO and will assume the duties of the CMO in his/her absence.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

-- Institute of Alien Studies (IOAS): Any two (2) courses pertaining to Physiology

-- STARFLEET Academy College of Medicine (SACOM): COM-101 plus any three (3) additional COM/EMS courses

-- College of Starship Operations (CSO): CSO-102 and CSO-107

## MEDICAL ADMINISTRATION SECTION

This section is responsible for the maintaining a Medical Library and helps to arrange first aid classes and certification by qualified instructors such as the Red Cross. They are also responsible for the in-processing of new members through the Medical Section and assist with the ships Medical History Forms and maintains them.

### Medical Administration Section

Medical Information Officer  
Medical Services Officer  
Medical Administrator  
Medical Services Specialists

### Medical Information Officer:

Medical Information Specialist in Starfleet deal with all areas of Informatics, from health, xenophysiology to nursing informatics. They deal with the resources, devices, and methods required to optimize the acquisition, storage, retrieval, and use of information in health and biomedicine.

Certification:

Core Requirements: OTS

Certification Requirements:

-- STARFLEET Academy College of Medicine (SACOM): COM-101 and COM-204

-- College of Starship Operations (CSO): CSO-102

### Medical Services Officer:

Medical Services Officers are the military equivalent of health service managers. While they don't engage in clinical work, they ensure that support is available to those that do, that the equipment they need is available or that they're meeting clinical guidelines. Their skill identifier determines their specialty. Medical Services Officer will usually in the course of their career pick up at least 3 skill identifier.

**Certification:**

Core Requirements: OTS

**Certification Requirements:**

- Institute of Alien Studies (IOAS): Any two (2) courses pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101 plus any three (1) additional COM/EMS courses
- College of Starship Operations (CSO): CSO-102

**Medical Administrator:**

Usually Warrant Officers who with their experience help to ensure the smooth administration of the Medical Department.

**Certification:**

Core Requirements: OTS

**Certification Requirements:**

- STARFLEET Academy College of Medicine (SACOM): COM-101 and COM-204
- College of Starship Operations (CSO): CSO-102

**Medical Services Specialists:**

For all enlisted who serve as part of the medical services.

**Certification:**

Core Requirements: None

**Certification Requirements:**

- STARFLEET Academy College of Medicine (SACOM): COM-101 and COM-204
- College of Starship Operations (CSO): CSO-102

**NURSING SECTION**

The section are assigned to each section within the Medical Department in which they can float from one section to the next based on their specialty or if desired to assist any particular section on any event or project. The Chief Nursing Officer will coordinate such activities.

**Nursing Section**

- Chief Nursing Officer
- Nurse Practitioner
- Nurse Anesthetist
- Charge Nurse
- Surgical Nurse
- Nursing Officer
- Nursing Orderly

**Chief Nursing Officer:**

In a medical department, the senior member of the nursing staff is the Chief Nurse, also known as the Head Nurse. The Chief Nursing Officer oversees the training of all the assigned nurses, and reviews and approves all nursing assignments/duties.

**Certification:**

Core Requirements: OTS, OCC

**Certification Requirements:**

- Institute of Alien Studies (IOAS): Any two (2) courses pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101, COM-112 plus any one (1) additional COM/EMS courses

-- College of Starship Operations (CSO): CSO-102

## **Nurse Practitioner:**

One of the most respected careers in the Medical Branch. Nurse Practitioner is an experienced nurse who has completed specific advanced nursing education and training in the area of not only military nursing but the diagnosis and management of complex medical conditions

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

-- Institute of Alien Studies (IOAS): Any two (2) courses pertaining to Physiology

-- STARFLEET Academy College of Medicine (SACOM): COM-101, COM-112 plus any two (2) additional COM/EMS courses

-- College of Starship Operations (CSO): CSO-102

## **Nurse Anesthetist:**

A nurses who have had advanced studies in pharmacology and are qualified as nurse anesthetist. There are responsible for administering and monitoring general anesthesia, whether by chemical means or neural calipers. They are also responsible for intubations (when applicable) and for monitoring the client's respiratory status, neural activity, blood pressure, and pulse. Other than nurse practitioners, they are the only other nurses that are capable of being sent for extended away missions.

Certification:

Core Requirements: OTS

Certification Requirements:

-- Institute of Alien Studies (IOAS): Any one (1) course pertaining to Physiology

-- STARFLEET Academy College of Medicine (SACOM): COM-101, COM-112 plus any one (1) additional COM/EMS courses

-- College of Starship Operations (CSO): CSO-102

## **Charge Nurse:**

This position is assigned to a qualified nurse and who over sees a group of other nurses of a particular area/shift. They receive additional leadership and medical administration training.

Certification:

Core Requirements: OTS

Certification Requirements:

-- Institute of Alien Studies (IOAS): Any two (2) courses pertaining to Physiology

-- STARFLEET Academy College of Medicine (SACOM): COM-101, COM-112 plus any one (1) additional COM/EMS courses

-- College of Starship Operations (CSO): CSO-102

## **Surgical Nurse:**

While there are many specialties of nurse that are lumped together under this title, a few specialties rate a separate one. Nurses who lead surgical nursing efforts and have special training in surgical procedures and protocols are rated as Surgical Nurses.

Certification:

Core Requirements: OTS

Certification Requirements:

-- Institute of Alien Studies (IOAS): Any two (2) courses pertaining to Physiology

-- STARFLEET Academy College of Medicine (SACOM): COM-101, COM-112 and COM-318

-- College of Starship Operations (CSO): CSO-102

## **Nursing Officer:**

Nursing Officers are Registered Nurses and are educated in medical skills, theory, history, ethics, and the nurs-

ing process: assessment, diagnosis, outcome identification, planning, implementation, and evaluation. They are qualified to perform a variety of procedures such as wound care, obtaining IV access, administering drugs, triage, CPR, diagnostics interpretation, conscious sedation, and much more. Their skill identifier determines their specialty. All nurses in Starfleet Medical started off as Nursing Officers. And despite the position of the Nurse later in their career, it is generally accepted that Nurses can be referred to as Nursing Officers.

Certification:

Core Requirements: OTS

Certification Requirements:

- Institute of Alien Studies (IOAS): Any one (1) course pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101, COM-112 plus any one (1) additional COM/EMS courses
- College of Starship Operations (CSO): CSO-102

### **Nursing Orderly:**

Nursing Orderly are Medical Orderlies who have chosen to receive additional training in nursing skills and process: assessment, diagnosis, outcome identification, planning, implementation, and evaluation.

Certification:

Core Requirements: None

Certification Requirements:

- Institute of Alien Studies (IOAS): Any one (1) course pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101 and COM-112
- College of Starship Operations (CSO): CSO-102

### **BEHAVIORAL SCIENCE SECTION**

This section is responsible for organizing and implementation of humanitarian projects such as the Angel Tree and food/clothing drives.

#### **Behavioral Sciences Section**

Behavioral Science Officer

Counselor

Behavioral Science Specialist

Counselor Assistants

### **Behavioral Science Officer:**

Experienced counselors who have undergone advanced medical training in psychiatry. They deal with the treatment of personnel, studying the psychological problems consequent to war be it real or virtual and during peacetime. This also includes combat stress, substance abuse prevention, treatment and strategy counseling. They are usually called upon to judge the effectiveness of Psychological Warfare operations.

Certification:

Core Requirements: OTS

Certification Requirements:

- Institute of Alien Studies (IOAS): Any one (1) course pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101, COM-111 and COM-316
- College of Starship Operations (CSO): CSO-102

### **Counselor:**

Board certified clinical psychologists who specialize in psychological trauma and coping mechanisms. In addition to treating psychological casualties, they often evaluate unit morale and morale-boosting strategies.

Certification:

Core Requirements: OTS

## Certification Requirements:

- Institute of Alien Studies (IOAS): Any one (1) course pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101 and COM-111
- College of Starship Operations (CSO): CSO-102

## Behavioral Science Specialist:

Enlisted who assist the Behavioral Science Officer with their duties. The only difference is that they are not board certified clinical psychologist.

## Certification:

Core Requirements: None

## Certification Requirements:

- Institute of Alien Studies (IOAS): Any one (1) course pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101 and COM-111
- College of Starship Operations (CSO): CSO-102

## Counselor Assistant:

These Enlisted personnel assist the Counselors with their duties. They have undergone studies in Psychology to assist them in their jobs.

## Certification:

Core Requirements: None

## Certification Requirements:

- Institute of Alien Studies (IOAS): Any one (1) course pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101 and COM-111
- College of Starship Operations (CSO): CSO-102

## SURGICAL SECTION

This section is responsible for the organization and implementation of fun activities that are away from the day to day norms, such activities could be museum trips, cookouts, sporting events etc.

### Surgical Section

Chief Surgeon

Orthopedic Surgeon

Cardiovascular Surgeon

Neurological Surgeon

Oral and Maxillofacial Surgeon

## Chief Surgeon:

The senior most surgeon on staff regardless of rank. The Chief Surgeon is responsible for the surgical staff. The Chief Surgeon over sees the assignments and training of all assigned surgeons.

## Certification:

Core Requirements: OTS, OCC

## Certification Requirements:

- Institute of Alien Studies (IOAS): Any two (2) courses pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101, COM-318 plus any three (2) additional COM/EMS courses
- College of Starship Operations (CSO): CSO-102

## Orthopedic Surgeon:

A medical doctor who specializes in extensive dissection and repair of the human body is a surgeon. Almost all

Starfleet Surgeons are board certified in both thoracic and abdominal surgery, and specialize in Orthopedic Surgery.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- Institute of Alien Studies (IOAS): Any two (2) courses pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101, COM-318, COM-114 and COM-305
- College of Starship Operations (CSO): CSO-102

### **Cardiovascular Surgeon:**

A medical doctor who specializes in extensive dissection and repair of the human body is a surgeon. Almost all Starfleet Surgeons are board certified in both thoracic and abdominal surgery, and specialize in Cardiovascular Surgery.

Certification:

Core Requirements: OTS

Certification Requirements:

- Institute of Alien Studies (IOAS): Any two (2) courses pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101, COM-318 , COM-304 plus any one (1) additional COM/EMS courses
- College of Starship Operations (CSO): CSO-102

### **Neurological Surgeon:**

A medical doctor who specializes in extensive dissection and repair of the human body is a surgeon. Almost all Starfleet Surgeons are board certified in both thoracic and abdominal surgery, and specialize in Neurological Surgery.

Certification:

Core Requirements: OTS

Certification Requirements:

- Institute of Alien Studies (IOAS): Any two (2) courses pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101, COM-318 plus any three (2) additional COM/EMS courses
- College of Starship Operations (CSO): CSO-102

### **Oral and Maxillofacial Surgeon:**

A medical doctor who specializes in extensive dissection and repair of the human body is a surgeon. Almost all Starfleet Surgeons are board certified in both thoracic and abdominal surgery, and specialize in Oral and Maxillofacial Surgery. This also includes Dental Officers who have qualified and specialized in Oral and Maxillofacial surgery.

Certification:

Core Requirements: OTS

Certification Requirements:

- Institute of Alien Studies (IOAS): Any two (2) courses pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101, COM-318 and COM-306
- College of Starship Operations (CSO): CSO-102

## **XENOMEDICINE SECTION**

This section is responsible for organizing and implementation of activities related to crafts and fundraiser ideas.

### **Xenomedicine Section**

Xenophysicologist



## **Xenophysicologist:**

Usually a medical doctor, specialize in non-humanoid physiologies, and are invaluable in medical department where a great deal of non-humanoids will be seen. Starfleet Medical retains a number of Xenophysicologists who specialize in a wide range of life form physiologies to assist medical personnel as needed.

Certification:

Core Requirements: OTS

Certification Requirements:

-- Institute of Alien Studies (IOAS): Any three (3) courses pertaining to Physiology

-- STARFLEET Academy College of Medicine (SACOM): COM-101, COM-321 plus any two (2) additional COM/EMS courses

-- College of Starship Operations (CSO): CSO-102

## **GENERAL MEDICINE SECTION**

This section is responsible for helping the junior membership of the chapter. They will help to organize activities for the junior membership as the business meeting is taken place, or even separate activities. **THE CHILDRENS PARENTS ARE STILL RESPONSIBLE FOR THEIR CHILDREN.**

### **General Medicine Section**

Physician

Dentist

Medical Officer

Neurological Surgeon

Oral and Maxillofacial Surgeon

Medical Specialist Officer

Physical Therapist

Occupational Therapist

Respiratory Therapist

Medical Orderly

## **Physician:**

A Starfleet Physician is a senior medical officer who specialize not only in Internal medicine but preventive medicine. These doctors specialize more in assessing and stabilizing patients before passing them on to the surgeons for the long and detailed work. They also have had advanced training in preventive medicine and are responsible for the preventive medical care on the ship that they are attached to.

Certification:

Core Requirements: OTS

Certification Requirements:

-- Institute of Alien Studies (IOAS): Any two (2) courses pertaining to Physiology

-- STARFLEET Academy College of Medicine (SACOM): COM-101, COM-308, COM-315, plus any two (2) additional COM/EMS courses

-- College of Starship Operations (CSO): CSO-102

## **Dentist:**

Medical Doctors once commissioned into the Medical Corps of the Medical Branch. They are directly commissioned as Junior Ensigns. All Doctors regardless of training must have started out as a Medical Officer. Further training in dental knowledge and procedures are required.

Certification:

Core Requirements: OTS

## Certification Requirements:

- Institute of Alien Studies (IOAS): Any one (1) courses pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101, COM-306, and COM-308
- College of Starship Operations (CSO): CSO-102

## Medical Officer:

The backbone of the Medical Corp in the Medical Branch. Medical Doctors once commissioned into the Medical Corps of the Medical Branch. They are directly commissioned as Ensigns. All Doctors regardless of training must have started out as a Medical Officer.

## Certification:

Core Requirements: OTS

## Certification Requirements:

- Institute of Alien Studies (IOAS): Any two (2) courses pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101 plus any three (3) additional COM/EMS courses
- College of Starship Operations (CSO): CSO-102

## Medical Specialist Officer:

A Medical Specialist Officer is definitely a great asset to Starfleet, as they have worked on and are qualified as Physical or Occupational Therapist AND as a Respiratory Therapist. They are flexible, highly experienced and can be deployed with most medical departments.

## Certification:

Core Requirements: OTS

## Certification Requirements:

- Institute of Alien Studies (IOAS): Any two (2) courses pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101, COM-317, COM-302, COM-317, and COM-312
- College of Starship Operations (CSO): CSO-102

## Physical Therapist:

A PT seeks to restore function or prevent disability in the mobility of a patient after an injury or illness. The PT uses various techniques to treat patients, and is educated in psychological strategies to motivate patients. Just like the Surgeon, almost all Starfleet PTs are board certified in Musculoskeletal and another specialty.

## Certification:

Core Requirements: None

## Certification Requirements:

- Institute of Alien Studies (IOAS): Any two (2) courses pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101 and COM-114
- College of Starship Operations (CSO): CSO-102

## Occupational Therapist:

OT's are responsible for assisting wounded and injured personnel and dependents in recovering and rehabilitating from their injuries. This takes the form of teaching proper exercise, helping them learn to walk with prosthetics and become independent and functioning members of society again despite whatever handicaps may linger as a result of the injury.

## Certification:

Core Requirements: None

## Certification Requirements:

- Institute of Alien Studies (IOAS): Any two (2) courses pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101
- College of Starship Operations (CSO): CSO-102

## **Respiratory Therapist:**

RT's are trained and educated to administer techniques that will improve pulmonary (lung) function and oxygenation. Their primary role on a trauma team is airway management. RT's are also responsible for administering a variety of tests that measure lung functioning.

Certification:

Core Requirements: None

Certification Requirements:

- Institute of Alien Studies (IOAS): Any two (2) courses pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-101 and COM-308
- College of Starship Operations (CSO): CSO-102

## **Medical Orderly:**

All enlisted personnel who join the Medical Department must go through the course and be qualified as a Medical Orderly. The course consists of 4 phases, 1) Combat Lifesaver Phase, 2) Medical Phase 3) Operational Phase I, 4) Operational Phase II. The training that the Medical Orderly receives while relatively basic are broad enough to enable them serve and assist in any department/section of the Medical Branch.

Certification:

Core Requirements: None

Certification Requirements:

- Institute of Alien Studies (IOAS): Any one (1) course pertaining to Physiology
- STARFLEET Academy College of Medicine (SACOM): COM-131, EMS-100, EMS-101, EMS-102, EMS-103, EMS-104, EMS-105 and EMS-106
- College of Starship Operations (CSO): CSO-102

## **MEDICAL SUPPORT SECTION**

This section is responsible for helping supporting all the other sections in the Medical Department when requested.

### **Medical Support Section**

Medical Technologists  
Clinical Laboratory Technician  
Pharmacists  
Medical Equipment Technician  
Dental Technician  
Technical/Laboratory Assistants

## **Medical Technologists:**

Runs a medical laboratory and have an education roughly equivalent of a nurse, specializing in diagnostic technology and procedures. Medical Technologists are trained to provide detailed interpretation of all lab work.

Certification:

Core Requirements: None

Certification Requirements:

- STARFLEET Academy College of Medicine (SACOM): COM-319, COM-317 and COM-311
- College of Starship Operations (CSO): CSO-102

## **Clinical Laboratory Technician:**

Lab Techs run any variety of tests on tissue, blood, urine, fecal matter, foreign bodies, or any other tests doctors, nurses or medics may require. Since much of this work can be done in the field by tricorders, biobeds and other

computerized medical equipment, Lab Techs today also spend a great deal of their time calibrating these devices and assuring their accuracy.

Certification:

Core Requirements: None

Certification Requirements:

- STARFLEET Academy College of Medicine (SACOM): COM-319, COM-317 and COM-311
- College of Starship Operations (CSO): CSO-102

### **Pharmacists:**

The pharmacist formulates replicates and dispenses medications. They are also responsible for keeping a running file of all patient medications and for informing the physician when a potential or actual medication error in prescribing has occurred or when prescribed drugs may interact adversely.

Certification:

Core Requirements: OTS

Certification Requirements:

- STARFLEET Academy College of Medicine (SACOM): COM-101 and COM-113
- College of Starship Operations (CSO): CSO-102

### **Medical Equipment Technician:**

Enlisted personnel who are Technicians in the specialty frequently come from the Support Services Department System-Specific Technician, Non-Combat Equipment. Extensively trained in life support systems and equipment these techs are further cross trained in the EPS & Electrical Technician fields so they are capable of rerouting power to maintain life support equipment in emergency situations.

Certification:

Core Requirements: None

Certification Requirements:

- College of Emergency Technology (SET): Any six (6) courses
- College of Starship Operations (CSO): CSO-102

### **Dental Technician:**

DTs are enlisted personnel who are the Dental assistants and dental technicians. DTs have a variety of "chaired," laboratory and administrative duties. Some are qualified in making and fitting artificial teeth; dental X-ray techniques; clinical laboratory procedures; pharmacy and chemistry or maintenance and repair of dental equipment.

Certification:

Core Requirements: None

Certification Requirements:

- STARFLEET Academy College of Medicine (SACOM): COM-131 and COM-306
- College of Starship Operations (CSO): CSO-102

### **Technical/Laboratory Assistants:**

Technical \ Laboratory assistants are enlisted personnel who work with technicians and pharmacists performing routine duties. Individuals in this position advance into the technologist, pharmacy or dental fields.

Certification:

Core Requirements: None

Certification Requirements:

- STARFLEET Academy College of Medicine (SACOM): COM-131, COM-113 or COM-317 or COM-306 or COM-311
- College of Starship Operations (CSO): CSO-102

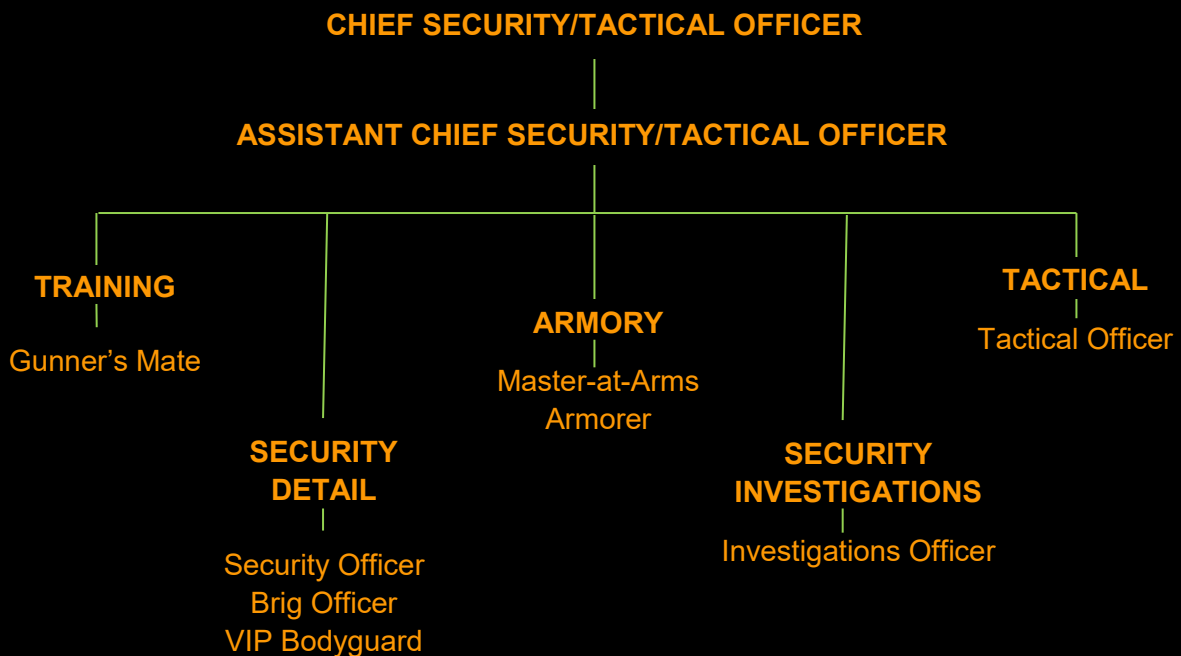


**SECURITY  
DEPARTMENT**

# SECURITY

Welcome to the Security Department of the USS EXCALIBUR! The Security Department has many duties and responsibilities that comprise of two general areas; chapter security and then convention security. Chapter security could include such as selecting meeting locations, sending out reminders of events, arranging transportation to meetings, coordinate caravans, as well as provide security at the ship's meetings and functions. That's quite a lot of work for security and many times security work at conventions or regional/fleet events.

A diagram of the department organization and areas of responsibility for each positions are listed below.



## CHIEF SECURITY/TACTICAL OFFICER

In the Chief Security Officer role, her/his duty is to ensure the safety of ship and crew. The Chief of Security takes it as their personal duty to protect the Commanding/Executive Officer on away teams. She/he is also responsible for people under arrest and the safety of guests, liked or not. S/he also is a department head and a member of the senior staff, responsible for all the crew members in her/his department and duty rosters. Security could be called the 24th century police force.

In the Chief Tactical Officer role, s/he is the vessels gunman. S/he is responsible for the ships weapon system, and is also the COs tactical advisor in Star Ship Combat matters. Very often Tactical Officers are also trained in ground combat and small unit tactics. There is much more to tactical than simply overseeing the weapons console on the bridge. Tactical maintains the weapons systems aboard the ship/starbase, maintaining and reloading photons magazines. Tactical planning and current intelligence analysis (if no Intelligence operatives are aboard) is also overseen by the tactical department.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

-- College of Security (COS): Any two (2) course

-- College of Security in Trek (CST): Any two (2) courses

- College of Starship Operations (CSO): CSO-103, CSO-106, and CSO-107
- College of Law Enforcement History (CLEH): Any two (2) courses
- College of Strategy & Tactics (COST): SOST-101 and SOST-102
- College of Special Operations Resources (CSOR): Any four (4) WPN courses
- College of Intelligence Operations (CIO): Any three (3) courses
- College of Law Enforcement (SOC): Any twelve (12) courses
- College of Law Enforcement Resources (SVP): Any six (6) courses
- College of Law Enforcement Resources (SLU): Any eight (8) courses

## **ASSISTANT CHIEF SECURITY/TACTICAL OFFICER**

The Assistant Chief Security/Tactical Officer S/he assists the Chief of Security/Tactical in the daily work; in issues regarding security/tactical and any administrative matters. There is much more to tactical than simply overseeing the weapons console on the bridge. Tactical maintains the weapons systems aboard the ship/starbase, maintaining and reloading photons magazines. Tactical planning and current Intelligence analysis (if no Intelligence officers are aboard) is also overseen by the tactical department. As and if required the Deputy must be able to take command of the Security/Tactical department.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- College of Security (COS): Any two (2) course
- College of Security in Trek (CST): Any two (2) courses
- College of Starship Operations (CSO): CSO-103, CSO-106, and CSO-107
- College of Law Enforcement History (CLEH): Any two (2) courses
- College of Strategy & Tactics (COST): SOST-101 and SOST-102
- College of Special Operations Resources (CSOR): Any four (4) WPN courses
- College of Intelligence Operations (CIO): Any three (3) courses
- College of Law Enforcement (SOC): Any twelve (12) courses
- College of Law Enforcement Resources (SVP): Any six (6) courses
- College of Law Enforcement Resources (SLU): Any eight (8) courses

## **SECURITY DETAIL SECTION**

This section is responsible for coordinating and participating in security for chapter events, conventions and Regional Summits or STARFLEET IC.

## **SECURITY OFFICER**

There are several Security Officers aboard each vessel. They are assigned to their duties by the Chief of Security/Tactical and his/her Deputy and mostly guard sensitive areas, protect people, patrol, and handle other threats to the Federation.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Security (COS): Any two (2) course
- College of Security in Trek (CST): Any two (2) courses
- College of Starship Operations (CSO): CSO-103, CSO-106, and CSO-107
- College of Law Enforcement History (CLEH): Any two (2) courses
- College of Strategy & Tactics (COST): SOST-101
- College of Special Operations Resources (CSOR): Any two (2) WPN courses
- College of Intelligence Operations (CIO): Any one (1) courses
- College of Law Enforcement (SOC): Any four (4) courses

## **BRIG OFFICER**

The Brig Officer is a Security Officer who has chosen to specialize in a specific role. S/he guards the brig and its cells. But there are other duties associated with this post as well. S/he is responsible for any prisoner transport, and the questioning of prisoners. Often Brig Officers have a good knowledge of force field technology, and are

experts in escaping such confinements.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Security (COS): Any two (2) course
- College of Security in Trek (CST): Any two (2) courses
- College of Starship Operations (CSO): CSO-103, and CSO-106
- College of Law Enforcement History (CLEH): Any two (2) courses
- College of Law Enforcement (SOC): Any twelve (12) courses

## VIP BODYGUARD

VIPs are sometimes difficult people to get along with. They want this and that, and want it as soon as they ask for it. So a VIP Bodyguard has not only to guarantee for the safety of the person s/he guards, but must also be good at organizing the requests from VIPs. More than once s/he has to be diplomatic about what s/he has heard while staying in the vicinity of their VIP guests. As with brig Officers, VIP Bodyguards are specialist Security Officers, and when not serving a VIP most Bodyguards partake in normal Security duties.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Security (COS): Any two (2) course
- College of Security in Trek (CST): Any two (2) courses
- College of Starship Operations (CSO): CSO-103, CSO-106, and CSO-107
- College of Law Enforcement History (CLEH): Any two (2) courses
- College of Law Enforcement Resources (SVP): Any six (6) courses

## TACTICAL SECTION

This section is responsible for the coordination for activities such as Paintball and Laser Tag competitions from within the chapter and outside groups. This section works closely with the Marine Strike Group.

## TACTICAL OFFICER

The Tactical Officers are the vessels gunmen. They assist the Chief Security/Tactical Officer by running and maintaining the numerous weapons systems aboard the ship/starbase, and analysis and tactical planning of current missions. Very often Tactical Officers are also trained in ground combat and small unit tactics.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Security (COS): Any two (2) course
- College of Security in Trek (CST): Any two (2) courses
- College of Starship Operations (CSO): CSO-103, CSO-106, and CSO-107
- College of Law Enforcement History (CLEH): Any two (2) courses
- College of Strategy & Tactics (COST): SOST-101 and SOST-102
- College of Special Operations Resources (CSOR): Any four (4) WPN courses
- College of Intelligence Operations (CIO): Any three (3) courses

## SECURITY INVESTIGATIONS SECTION

This section is responsible for assisting the JAG and/or IG with investigating violations of chapter regulations as it pertains to the lawful rights of individual members and misconduct. By any member of the chapter.

## SECURITY INVESTIGATIONS OFFICER

The Security Investigations Officer is an Enlisted Officer. S/He fulfills the role of a special investigator or detective when dealing with Starfleet matters aboard ship or on a planet. Coordinates with the Chief Security Officer on all investigations as needed. The Security Investigations Officer reports to the Chief of Security.



**Certification:**

**Core Requirements:** OTS

**Certification Requirements:**

- College of Security (COS): Any two (2) course
- College of Security in Trek (CST): Any two (2) courses
- College of Starship Operations (CSO): CSO-103, CSO-106, and CSO-107
- College of Law Enforcement History (CLEH): Any two (2) courses
- College of Law Enforcement Resources (SLU): Any eight (8) courses

## **ARMORY SECTION**

This section is responsible for Star Trek weaponry schematics, modeling and prop kits information.

## **MASTER-AT-ARMS**

The Master-at-Arms trains and supervises Security crewmen in departmental operations, repairs, and protocols; maintains duty assignments for all Security personnel; supervises weapons locker access and firearm deployment; and is qualified to temporarily act as Chief of Security if so ordered. The Master-at-Arms reports to the Chief of Security.

**Certification:**

**Core Requirements:** OTS, OCC

**Certification Requirements:**

- College of Security (COS): Any two (2) course
- College of Security in Trek (CST): Any two (2) courses
- College of Starship Operations (CSO): CSO-103, CSO-106, and CSO-107
- College of Law Enforcement History (CLEH): Any two (2) courses
- College of Special Operations Resources (CSOR): Any two (2) WPN courses
- College of Law Enforcement Resources (SLU): Any four (4) courses
- College of Law Enforcement Resources (SVP): Any three (3) courses
- College of Law Enforcement (SOC): Any six (6) courses

## **TRAINING SECTION**

This section is responsible for tracking the training requirements for the Security Department personnel duty positions and any other training that is conducted.

## **GUNNER'S MATE**

The Gunner's Mate trains and supervises Tactical crewmen in tactical operations, repairs, and protocols; maintains duty assignments for all Tactical personnel; supervises ordnance inventory, preparation, and deployment; and is qualified to temporarily act as Chief Tactical Officer if so ordered. The Gunner's Mate reports to the Deputy of Tactical.

**Certification:**

**Core Requirements:** OTS

**Certification Requirements:**

- College of Security (COS): Any two (2) course
- College of Security in Trek (CST): Any two (2) courses
- College of Starship Operations (CSO): CSO-103, CSO-106, and CSO-107
- College of Law Enforcement History (CLEH): Any two (2) courses
- College of Strategy & Tactics (COST): SOST-101
- College of Special Operations Resources (CSOR): Any two (2) WPN courses
- College of Intelligence Operations (CIO): Any two (2) courses

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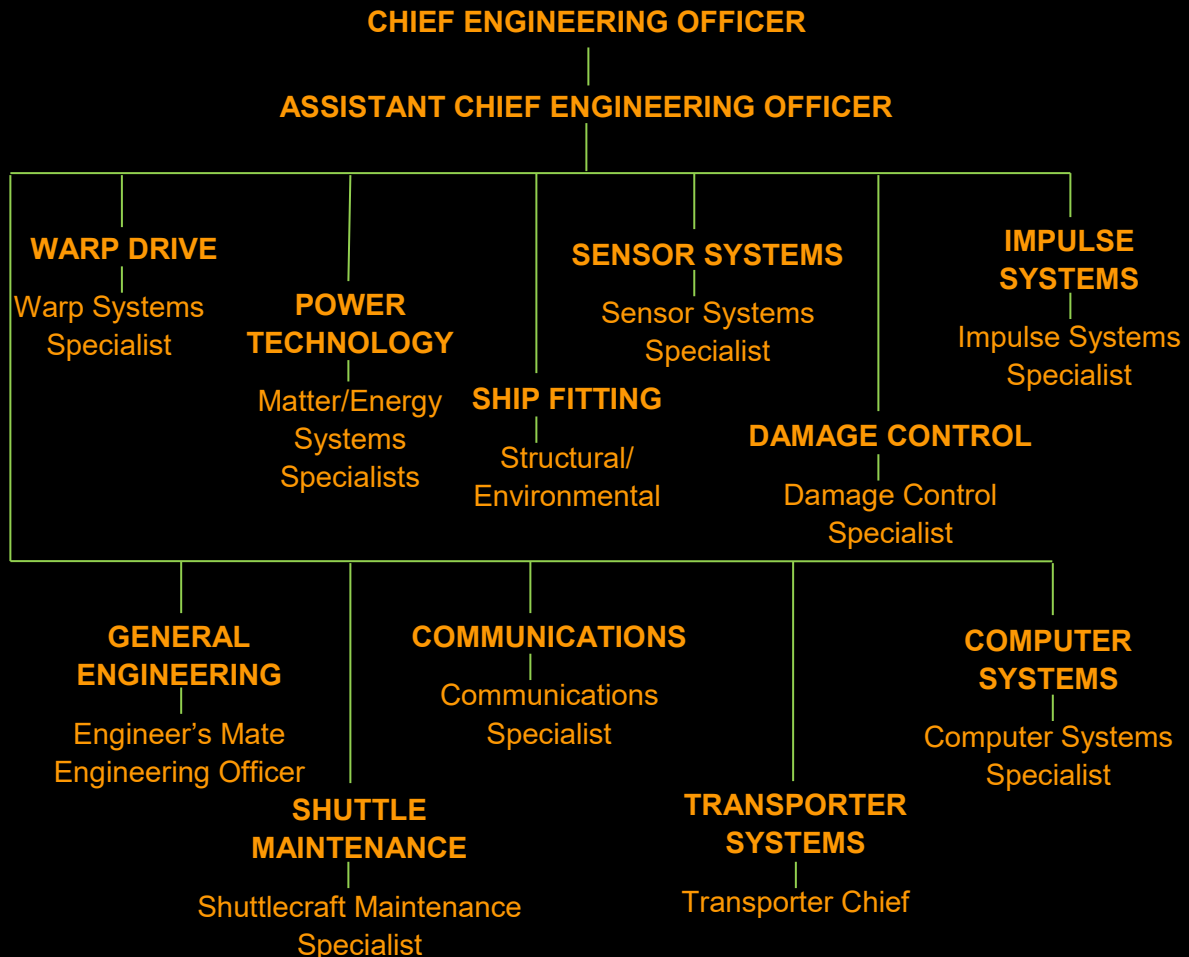


**ENGINEERING  
DEPARTMENT**

# ENGINEERING

Welcome to Main Engineering of the USS EXCALIBUR. You may ask yourself, "what do Engineers do?" Well, if you have ever taken something apart to see how it works, or added a piece to an object to make it work differently then you already express similar interest as we in the Engineering Department do. We like to make models, draw technical designs, maps, and anything remotely scientific.

A diagram of the department organization and areas of responsibility for each positions are listed below.



## CHIEF ENGINEERING OFFICER

The Chief Engineer is responsible for the condition of all systems and equipment on board a Starfleet ship or facility. S/he oversees maintenance, repairs and upgrades of all equipment. S/he is also responsible for the many repairs teams during crisis situations. The Chief Engineer is not only the Department head but also a Senior Officer, responsible for all the crew members in her/his department and maintenance of the duty rosters.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- College of Starship Operations (CSO): CSO-104 and CSO-107
- College of Engineering (COE): Any three (3) courses
- Vulcan Academy of Science (VAS): VAS-208
- College of Spaceflight History (COSH): Any two (2) courses
- College of Rocketry (COR): Any four (4) courses
- College of Plasma Technology (CPT): Any four (4) courses
- College of Physics (CP): Any four (4) courses
- College of Space Equipment (COSE): Any three (3) courses

## **ASSISTANT CHIEF ENGINEERING OFFICER**

The Assistant Chief Engineer assists the Chief Engineer in the daily work; in issues regarding mechanical, administrative matters and co-ordinating repairs with other departments. If so required the Asst. Chief Engineer must be able to take over as Chief Engineer, and thus must be versed in current information regarding the ship or facility.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- College of Starship Operations (CSO): CSO-104 and CSO-107
- College of Engineering (COE): Any three (3) courses
- Vulcan Academy of Science (VAS): VAS-208
- College of Spaceflight History (COSH): Any two (2) courses
- College of Rocketry (COR): Any four (4) courses
- College of Plasma Technology (CPT): Any four (4) courses
- College of Physics (CP): Any four (4) courses
- College of Space Equipment (COSE): Any three (3) courses

## **WARP DRIVE SECTION**

This section is responsible for maintaining information about Warp Drive and the development/history and advances. They also will assist the Ship Fitting and Damage Control Sections when updating warp engine designs for the ship schematics.

## **WARP SYSTEMS SPECIALISTS**

The Warp Systems Specialist is a specialized Engineer. The complexity of the Warp Drive system and impulse systems of any starship is further complicated by the different settings required for each ship. No two vessels have exactly the same system aboard, and all settings require careful maintenance and checks to ensure peak performance. On smaller vessels this task may be performed by the Chief Engineer, but larger vessel have a dedicated Officer whose role to ensure the Warp Drive system and impulse systems runs under any condition. A small team is assigned to the Warp Systems Specialist which is made up from NCO personnel, assigned by the Asst. and Chief Engineer. The Warp Systems Specialist reports to the Assistant and Chief Engineer.

Certification:

Core Requirements: None

Certification Requirements:

- College of Starship Operations (CSO): CSO-104 and CSO-107
- College of Engineering (COE): Any three (3) courses
- Vulcan Academy of Science (VAS): VAS-208
- College of Spaceflight History (COSH): Any two (2) courses
- College of Rocketry (COR): Any four (4) courses
- College of Plasma Technology (CPT): Any four (4) courses
- College of Physics (CP): Any four (4) courses

## **POWER TECHNOLOGY SECTION**

This section is responsible for maintaining information about the power systems of the chapter. They do this by working closely with the other sections of the department and help design the console displays etc.

## **MATTER/ENERGY SYSTEMS SPECIALIST**

The Matter / Energy Systems Specialist is a specialized Engineer. All aspect of matter energy transfers with the sole exception of the warp drive systems are handled by the Matter/Energy Systems Specialist. Such areas involved are transporter and replicator systems. The Matter/Energy Systems Specialist is the Officer in charge of a small team, which is made up from NCO personnel, assigned by the Asst. and Chief Engineer. The Matter/Energy Systems Specialist reports to the Assistant and Chief Engineer.

Certification:

Core Requirements: None

Certification Requirements:

- College of Starship Operations (CSO): CSO-104 and CSO-107
- College of Engineering (COE): Any three (3) courses
- Vulcan Academy of Science (VAS): VAS-208
- College of Spaceflight History (COSH): Any two (2) courses
- College of Rocketry (COR): Any three (3) courses
- College of Plasma Technology (CPT): Any three (3) courses
- College of Physics (CP): Any two (2) courses

## **SHIP FITTING SECTION**

This section is responsible for the production, maintaining and updating chapter ship schematics except for the deck plans. This section works closely with the Damage Control Section.

## **STRUCTURAL/ENVIRONMENTAL SYSTEMS SPECIALIST**

The Structural and Environmental Systems Specialist is a specialized Engineer. From a small ship/facility to a large one, all requires constant monitoring. The hull, bulkheads, walls, Jeffrey's tubes, turbo lifts, structural integrity field, internal dampening field, and environmental systems are all monitored and maintained by this officer and his/her team. The team assigned to the Structural and Environmental Systems Specialist is made up from NCO personnel, assigned by the Asst. and Chief Engineer. The Structural and Environmental Systems Specialist reports to the Assistant and Chief Engineer.

Certification:

Core Requirements: None

Certification Requirements:

- College of Starship Operations (CSO): CSO-104
- College of Engineering (COE): Any two (2) courses
- Vulcan Academy of Science (VAS): VAS-208
- College of Spaceflight History (COSH): Any two (2) courses

## **SENSOR SYSTEMS SECTION**

This section is responsible for maintaining information different science related instruments. They accomplish this by creating schematics of the equipment, articles about the use of such equipment and works closely with the other sections in the department for creating displays etc.

## **SENIOR SYSTEMS SPECIALIST**

The Sensor Systems Specialist is a specialized Engineer. Dedicated to the maintenance and operation of the navigation deflector, guidance, helm, reaction control systems and all other sensor systems. A small team is assigned to the Sensor Systems Specialist, which is made up from NCO personnel, assigned by the Asst. and Chief Engineer. The Sensor Systems Specialist reports to the Assistant and Chief Engineer.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Starship Operations (CSO): CSO-104
- College of Engineering (COE): Any three (3) courses
- Vulcan Academy of Science (VAS): VAS-208
- College of Spaceflight History (COSH): Any two (2) courses

## **DAMAGE CONTROL SECTION**

This section is responsible for the production, maintaining and updating chapter deck by deck schematics. They also help maintain other ship schematics that have deck plans. This section works closely with the Ship Fitting Section.

## **DAMAGE CONTROL SPECIALIST**

The Damage Control Specialist is a specialized Engineer. The Damage Control Specialist controls all damage control aboard the ship when it gets damaged in battle. S/he oversees all damage repair aboard the ship, and coordinates repair teams on the smaller jobs so the Chief Engineer can worry about other matters. A small team is assigned to the Damage Control Specialist which is made up from NCO personnel assigned by the Asst. and Chief Engineer. The Damage Control Specialist reports to the Asst. and Chief Engineer.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Starship Operations (CSO): CSO-104 and CSO-107
- College of Engineering (COE): Any three (3) courses
- Vulcan Academy of Science (VAS): VAS-208
- College of Spaceflight History (COSH): Any two (2) courses
- College of Space Equipment (COSE): Any five (5) courses

## **IMPULSE SYSTEMS SECTION**

This section is responsible for maintaining information about Impulse Drive and the development/history and advances. They also will assist the Warp Drive, Ship Fitting and Damage Control Sections when updating the impulse engine designs for the ship schematics.

## **IMPULSE SYSTEMS SPECIALIST**

The Impulse Systems Specialist is a specialized Engineer. The complexity of the impulse systems of any starship is further complicated by the different settings required for each ship. No two vessels have exactly the same system aboard, and all settings require careful maintenance and checks to ensure peak performance. On smaller vessels this task may be performed by the Chief Engineer, but larger vessel have a dedicated Officer whose role to ensure the impulse systems run under any condition. A small team is assigned to the Impulse Systems Specialist which is made up from NCO personnel, assigned by the Asst. and Chief Engineer. The Warp Systems Specialist reports to the Assistant and Chief Engineer.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- College of Starship Operations (CSO): CSO-104 and CSO-107
- College of Engineering (COE): Any three (3) courses
- Vulcan Academy of Science (VAS): VAS-208
- College of Spaceflight History (COSH): Any two (2) courses
- College of Rocketry (COR): Any three (3) courses
- College of Plasma Technology (CPT): Any two (2) courses

## **GENERAL ENGINEERING SECTION**

This section is responsible for maintaining of the Engineering Library. They will work closely with the other sections in the department and create an Engineering Library on everything technological as seen in the Star Trek Universe, such as ship schematics, equipment schematics etc.

## **ENGINEERING OFFICER**

There are several non-specialized Engineers aboard of each vessel. They are assigned to their duties by the Chief Engineer and his Assistant, performing a number of different tasks as required (i.e. general maintenance and repair). Generally Engineers as assigned to more specialized Engineering person to assist in their work is so requested by the specialized Engineer.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Starship Operations (CSO): CSO-104 and CSO-107
- College of Engineering (COE): Any three (3) courses
- Vulcan Academy of Science (VAS): VAS-208
- College of Spaceflight History (COSH): Any two (2) courses
- College of Space Equipment (COSE): Any three (3) courses
- College of Rocketry (COR): Any three (3) courses

## ENGINEER'S MATE

The Engineer's Mate trains and supervises Engineering crewmen in departmental operations, repairs, and protocols; maintains duty assignments for all Engineering personnel; and is qualified to temporarily act as Chief Engineer if so ordered. The Engineer's Mate reports to the Chief Engineer

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- College of Starship Operations (CSO): CSO-104 and CSO-107
- College of Engineering (COE): Any three (3) courses
- Vulcan Academy of Science (VAS): VAS-208
- College of Spaceflight History (COSH): Any two (2) courses
- College of Space Equipment (COSE): Any three (3) courses
- College of Rocketry (COR): Any three (3) courses

## SHUTTLE MAINTENANCE SECTION

This section is responsible for maintaining information about the various Federation Shuttlecraft designs, schematics and the development/history and advances. They also will assist the Ship Fitting and Damage Control Sections when updating the shuttle bays and assigned shuttlecraft designs.

## SHUTTLECRAFT MAINTENANCE SPECIALIST

Shuttlecraft Maintenance is a specialized Engineer post. This Officer is assigned to the Shuttle Maintenance Deck (sometimes called the Flight Deck, but generally only if Fighter Pilot personnel are assigned), and is responsible for the service and repair of all small vessel assigned to the Starship or facility. The flight deck must maintain a set number for craft at all times for evacuation purposes in case of emergency. A team is assigned to the Engineer in charge of Shuttlecraft Maintenance, which is made up from NCO personnel, assigned by the Assistant and Chief Engineer. The Engineer in charge of Shuttlecraft Maintenance reports to the Assistant and Chief Engineer. Should the vessel of facility have a dedicated Fighter Pilot Department assigned, then maintenance of these craft falls under the service of the Shuttlecraft Maintenance teams, Engineer in charge of Shuttlecraft Maintenance will report required information to the Wing Commander.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Starship Operations (CSO): CSO-104
- College of Engineering (COE): Any three (3) courses
- Vulcan Academy of Science (VAS): VAS-208
- College of Spaceflight History (COSH): Any two (2) courses
- College of Space Equipment (COSE): Any three (3) courses

## COMMUNICATIONS SECTION

This section is responsible for maintaining information on the communications technology as seen in the Star Trek universe. This can include things like equipment schematics and usage descriptions. This section will also assist the Operations Department with the setting up and usage of communications technology to conduct monthly meetings online and staff meetings.



## COMMUNICATIONS SPECIALIST

The Communications Specialist is a specialized Engineer. Communication aboard a ship or facility takes two basic forms, voice and data. Both are handled by the onboard computer system and dedicated hardware. The vastness and complexity of this system requires a dedicated team to maintain the system. The Communications Specialist is the Officer in charge of this team, which is made up from NCO personnel, assigned to the team by the Asst. and Chief Engineer. The Communications Specialist reports to the Assistant and Chief Engineer.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Starship Operations (CSO): CSO-104 and CSO-107
- College of Engineering (COE): Any three (3) courses
- Vulcan Academy of Science (VAS): VAS-208
- College of Spaceflight History (COSH): Any two (2) courses
- College of Computer History (COCH): Any one (1) courses
- STARFLEET Officer Radio School (CORS): Any four (4) courses

## TRANSPORTER SYSTEMS SECTION

This section is responsible for maintaining information about the technology of the Transporter systems and its history. This can be things such as schematics, articles etc. This section will also work closely with the Operations Department to assist with transportation needs for members for chapter activities etc.

## TRANSPORTER CHIEF

The Transporter Chief is responsible for all transports to and from other ships and any planetary bodies. When transporting is not going on, the Transporter Chief is responsible for keeping the transporters running at peak efficiency. The team assigned to the Transporter Chief is made up from NCO personnel, assigned by the Asst. and Chief Engineer. The Transporter Chief reports to the Assistant and Chief Engineer.

Certification:

Core Requirements: None

Certification Requirements:

- College of Starship Operations (CSO): CSO-104
- College of Engineering (COE): Any two(2) courses
- Vulcan Academy of Science (VAS): VAS-208
- College of Spaceflight History (COSH): Any two (2) courses

## COMPUTER SYSTEMS SECTION

This section is responsible for the Star Trek computer information and specifications such as LCARS. Maintaining details as to requirements and standards for creating LCARS screens and help with visual changes to the chapter database.

## COMPUTER SYSTEMS SPECIALST

The Computer Systems Specialist is a specialized Engineer. The new generation of Computer systems are highly developed. This system needs much maintenance and the Computer Systems Specialist was introduced to relieve the Science Officer, whose duty this was in the very early days. A small team is assigned to the Computer Systems Specialist, which is made up from NCO personnel assigned by the Asst. and Chief Engineer. The Computer Systems Specialist reports to the Assistant and Chief Engineer.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Starship Operations (CSO): CSO-104 and CSO-107
- College of Engineering (SoEH): SoEH-207 and any three (3) courses
- College of Engineering (SOSD): Any series set
- Vulcan Academy of Science (VAS): VAS-208
- College of Spaceflight History (COSH): Any two (2) courses

-- College of Computer History (COCH): Any two (2) courses



**SCIENCE  
DEPARTMENT**

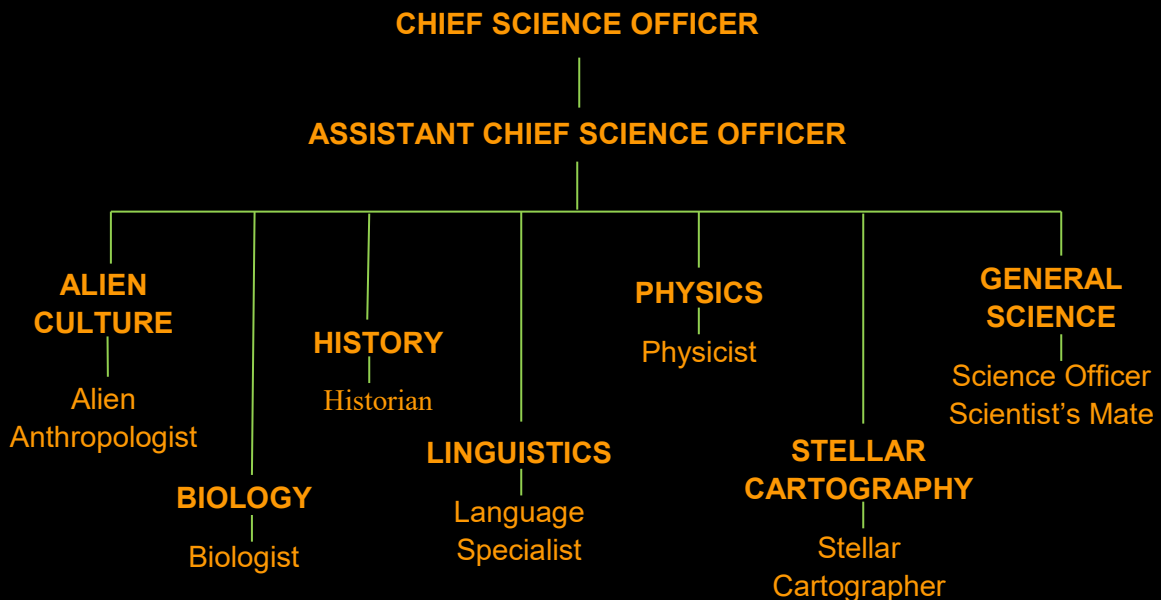
# SCIENCE

Greeting and welcome to the Science Department. Those of you interested in and desiring to learn more about all aspects of our environment, or science, be it ecological or technological, should be involved with this department.

The main purpose of this department is to increase awareness and education concerning new technologies, information on our Earth's ecology, wildlife conservation, or anything to do with our ever changing environment. This is done via report's/articles presented in the ship's newsletter. Also by organizing educational trips to local zoos, aquariums, botanical gardens, science fairs, museums, and the like. Within the Science Department is the science library, which contains issues of magazines of science fact and fiction with information on just about every conceivable subject.

The Science Department offers unparalleled opportunities for knowledge and excitement about this world and universe we live in. If you have just been accepted to the department, congratulations and welcome.

A diagram of the department organization and areas of responsibility for each positions are listed below.



## CHIEF SCIENCE OFFICER

The Chief Science Officer is responsible for all the scientific data the ship/facility collects, and the distribution of such data to specific section within the department for analysis. S/he is also responsible with providing the ship's captain with scientific information needed for command decisions.

S/he also is a department head and a member of the Senior Staff and responsible for all the crew members in her/his department and duty rosters.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- Institute of Alien Studies (IOAS): Any three (3) courses
- College of Starship Operations (CSO): CSO-107
- Vulcan Academy of Science (VAS): Any two (2) courses
- Any three (3) additional courses from any IOST College

## **ASSISTANT CHIEF SCIENCE OFFICER**

The Asst. Chief Science Officer assists Chief in all areas, such as administration, and analysis of scientific data. The Asst. often take part in specific analysis of important data along with the Chief Science Officer, however spends most time overseeing current project and their section heads.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- Institute of Alien Studies (IOAS): Any three (3) courses
- College of Starship Operations (CSO): CSO-107
- Vulcan Academy of Science (VAS): Any two (2) courses
- Any three (3) additional courses from any IOST College

## **ALIEN CULTURE SECTION**

This section is responsible for keeping the chapter informed about factual information as to the history of humankind. This could be accomplished by either written articles by the members of the section or pre-existing articles on such topics on the different cultures on this planet that are both from the past and present day.

## **ALIEN ANTHROPOLOGIST**

Specialized Science Officer in charge of the Alien Culture Section. This role involves the study of all newly discovered alien species and life forms, from the long dead to thriving. Their knowledge also involves current known alien species. Has close ties to the History and Linguistics Sections. Answers to the Chief and Asst. Science Officer.

Certification:

Core Requirements: OTS

Certification Requirements:

- Institute of Alien Studies (IOAS): Any four (4) courses
- College of Starship Operations (CSO): CSO-107
- Vulcan Academy of Science (VAS): Any two (2) courses
- Any two (2) additional courses from any IOST College
- College of Archaeology and Anthropology (SOAn): SOAn-100 and SOAn-200

## **BIOLOGY SECTION**

This section is responsible for keeping the chapter informed of science related information dealing with the life sciences. This could be accomplished by either written articles by the members of the section or pre-existing articles that deal with things like DNA advances, cloning etc.

## **BIOLOGIST**

Specialized Science Officer in charge of the Biology Section. This role entails the study of biology, botany, zoology and many more Life Sciences. On larger ships there may be a number of Science Officers within this section, under the lead of the Biologist. Answers to the Chief and Asst. Science Officer.

Certification:

Core Requirements: OTS

Certification Requirements:

- Institute of Alien Studies (IOAS): Any two (2) courses
- College of Starship Operations (CSO): CSO-107
- Vulcan Academy of Science (VAS): VAS-302 and any one (1) course
- Any two (2) additional courses from any IOST College

## **HISTORICAL SECTION**

This section is responsible for keeping the chapter informed of historical facts and/or discoveries. This can be accomplished by either written articles by the members of the section or pre-existing articles that could include such things as discoveries of cities, culture, monuments from the past and even such topics as the physical Earth history etc.. This section works closely with the Alien Culture and Linguistics Sections.

## **HISTORIAN**

Specialized Science Officer in charge of the History section. This role entails the detailed study of civilizations past histories, and there implication and involvement in the future development of cultures. Has close ties to the Alien Culture Section. Answers to the Chief and Asst. Science Officer.

Certification:

Core Requirements: OTS

Certification Requirements:

- Institute of Alien Studies (IOAS): Any two (2) courses
- College of Starship Operations (CSO): CSO-107
- College of History (COH): Any five (5) courses
- Any two (2) additional courses from any IOST College

## **LINGUISTICS SECTION**

This section is responsible for keeping the chapter informed of science related information dealing with the study of Language and other forms of communications. This could be accomplished by either written articles by the members of the section or pre-existing articles that deal with the study of ancient languages and present day. This section works closely with Alien Culture and History Sections.

## **LANGUAGE SPECIALIST**

Specialized Science Officer in charge of the Linguistics section. This role involves the study of new and old languages and text in an attempt to better understand and interpret there meaning. Answers to the Chief and Asst. Science Officer.

Certification:

Core Requirements: OTS

Certification Requirements:

- Institute of Alien Studies (IOAS): School of Xenanthropology: All thirty two (32) courses
- College of Starship Operations (CSO): CSO-107
- Vulcan Academy of Science (VAS): Any two (2) courses
- College of History (COH): Any five (5) courses
- Any two (2) additional courses from any IOST College
- College of Communications (COC): COC-101

## **PHYSICS SECTION**

This section is responsible for keeping the chapter informed of science related information dealing with the physical sciences. This could be accomplished by either written articles by the members of the section or pre-existing articles that deal with the physical world such as the environment, weather and other news such as advances with the Super Collider etc.

## **PHYSICIST**

Specialized Science Officer in charge of the Physics Section. This role entails the study of mathematical calculations and there implication and viability on the natural physics of the universe. It also involves the study of the natural physics of the universe and attempts to decipher them. Has close ties with the Stellar Cartography Section. Answers to the Chief and Asst. Science Officer.

Certification:

Core Requirements: OTS

Certification Requirements:

- Institute of Alien Studies (IOAS): Any three (3) courses

- College of Starship Operations (CSO): CSO-107
- Vulcan Academy of Science (VAS): Vas-307 and any one (1) course
- College of Physics (CP): CP-101, CP-102 and CP-103

## **STELLAR CARTOGRAPHY SECTION**

This section is responsible for keeping the chapter informed of science related information dealing with Astronomy. This could be accomplished by either written articles by the members of the section or pre-existing articles that deal with past, present and future space explorations etc.

## **STELLAR CARTOGRAPHER**

Specialized Science Officer in charge of the Stellar Cartographer bay. This role entails the study of all spatial phenomenon, and the implications of such phenomenon. Has close ties with the Physics and Astrometrics Section. Answers to the Chief and Asst. Science Officer.

Certification:

Core Requirements: OTS

Certification Requirements:

- Institute of Alien Studies (IOAS): Any three (3) courses
- College of Starship Operations (CSO): CSO-107
- College of Astronomy (AST): Any three (3) courses
- College of Astrocartography (ACART): Any four (4) courses

## **GENERAL SCIENCE SECTION**

This section is responsible for keeping the chapter informed of science related information dealing with science in general. This could be accomplished by either written articles by the members of the section or pre-existing articles that deal with advances in technology such as in computers, the internet etc.

## **SCIENCE OFFICER**

There are several general Science Officers aboard each vessel. They are assigned to their duties by the Chief Science Officer and his Assistant. Assignments include work for the Specialized Section heads, as well as duties for work been carried out by the Chief and Asst. Answers to the Chief and Asst. Science Officer, or the section head they are assigned to.

Certification:

Core Requirements: OTS

Certification Requirements:

- Institute of Alien Studies (IOAS): Any three (3) courses
- College of Starship Operations (CSO): CSO-107
- Vulcan Academy of Science (VAS): Any one (1) course
- Any two (2) additional courses from any IOST College

## **SCIENTIST'S MATE**

The Scientist's Mate trains and supervises Science crewmen in departmental operations, repairs, and protocols; maintains duty assignments for all Science personnel; supervises all specimen preparation, cataloguing, and storage; and is qualified to temporarily act as Chief Science Officer if so ordered. The Scientist's Mate reports to the Chief Science Officer.

Certification:

Core Requirements: OTS

Certification Requirements:

- Institute of Alien Studies (IOAS): Any three (3) courses
- College of Starship Operations (CSO): CSO-107
- Vulcan Academy of Science (VAS): Any two (2) courses
- Any two (2) additional courses from any IOST College

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**SUPPORT SERVICES  
DEPARTMENT**

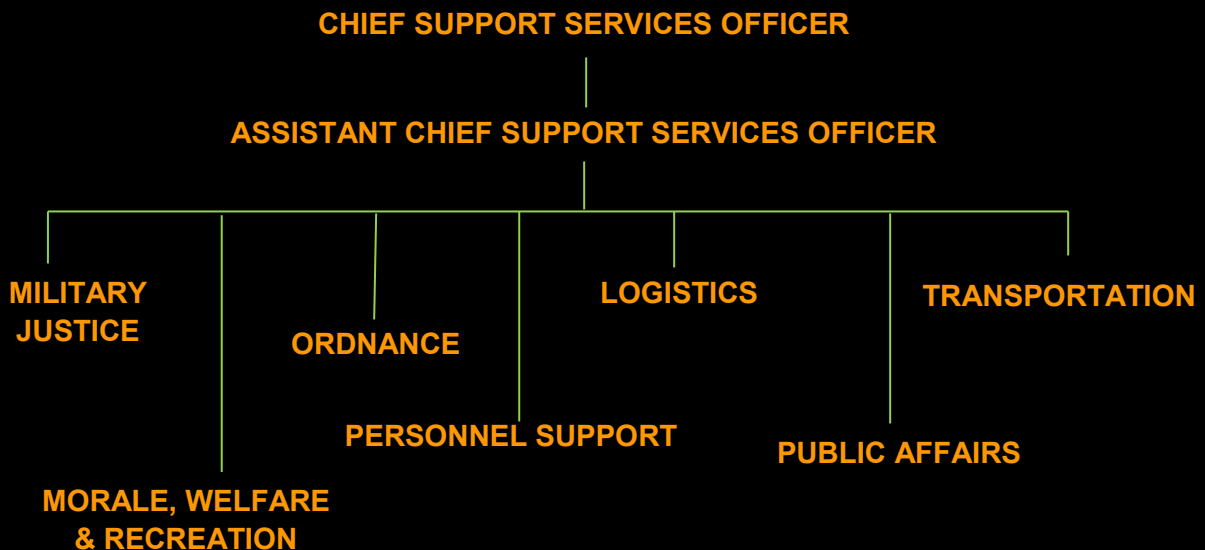
# SUPPORT SERVICES

Welcome to the Support Services department of the USS EXCALIBUR. Support is a vital part of the ship's operations, the backbone not only of the USS EXCALIBUR, but also of the entire Fleet. While other departments may seem to be more glorifying and prestigious, there is no department on this ship, which does not depend to some extent on our efforts. The Support Services department requires extreme dedication and attention to detail, which not everyone can provide.

The Support Services Department aboard the USS EXCALIBUR is responsible for the following areas:

- Produce and maintain the ship's store/catalog
- Institute a supply system for Fleet/Ship merchandise
- Appoint Yeomen's to Department Heads
- Assist other departments with acquiring needed materials for projects
- Assist other departments as needed
- Maintain the ship scrapbook

A diagram of the department organization.



### Chief Support Services Officer

The Chief Support Services Officer is responsible for the smooth running of the department. This person will watch over the efforts of each section, ensuring that all assigned tasks are being handled with efficiency and attention to details. The Chief Support Services Officer is required to act as liaison between Support personnel and the Command Staff.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

-- College of Federation Studies (COFS): History of Federation Law (HOFL): Any three (3) courses

-- College of Federation Studies (COFS): History of the UFP (HUFP): Any three (3) courses

-- College of Starship Operations (CSO): CSO-103, CSO-106 and CSO-107

- Chaplain Services College of Spirituality (CSCS): CSCS-101
- Institute of the Performing Arts and Entertainment (IOPAE): Any three (3) courses

## Assistant Chief Support Services Officer

The Assistant Chief support Services Officer will assist the Chief Support Services Officer on whatever is so directed, and will represent the department in his/her absence. This person will be chosen from one of the Section Chiefs listed below.

Certification:

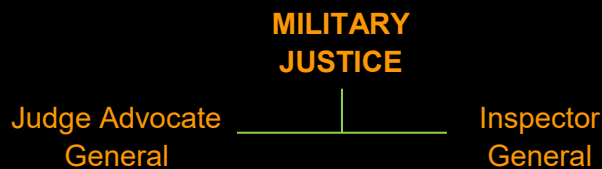
Core Requirements: OTS, OCC

Certification Requirements:

- College of Federation Studies (COFS): History of Federation Law (HOFL): Any three (3) courses
- College of Federation Studies (COFS): History of the UFP (HUFPP): Any three (3) courses
- College of Starship Operations (CSO): CSO-103, CSO-106 and CSO-107
- Chaplain Services College of Spirituality (CSCS): CSCS-101
- Institute of the Performing Arts and Entertainment (IOPAE): Any three (3) courses

## MILITARY JUSTICE

"Assist, Protect, Defend" is their motto. The fourth largest command in the Support Branch encompasses three departments all related to the administration of Military Justice:



### Judge Advocate General

JAG provides courts martial, legal counsel and free legal aid to Marines in need. They are the court system, but they are also the public defender and district attorney. They are charged with administering the STARFLEET Code of Justice, provisions for courts and officers. JAG Officers also provide unit commanders with important counsel on legal issues within and involving their command, and often liaise with local civilian authorities when appropriate.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Federation Studies (COFS): History of Federation Law (HOFL): All nine (9) courses
- College of Law (COL): All six (6) courses
- College of Starship Operations (CSO): CSO-103 and CSO-107

### Inspector General

IG serves as the Corps' 'internal affairs' department providing investigative and auditing functions within the SFMC infrastructure. They investigate all accusations of impropriety, violations of internal SFMC policy and procedure, and any possible incidents of prime directive violation.

Certification:

Core Requirements: OTS

Certification Requirements:

- College of Federation Studies (COFS): History of Federation Law (HOFL): All nine (9) courses
- College of Law (COL): All six (6) courses
- College of Starship Operations (CSO): CSO-103 and CSO-107

## Morale, Welfare & Recreation:

“Caring for the Whole Crewmember” is their motto. MWR sees to the needs of the individual Crewmember that go beyond the tangible concerns of pay and subsistence. In addition to their work with the crew, they also work together with local and Federation assistance organizations when crewmembers and their families are in need. MWR includes four sections:



## Morale Officer

Responsible for keeping the morale of the crew high. Delivers regular reports on morale to the XO. The Morale Officer plans activities that will keep the crew's morale and demeanor up. If any crew member is having problems, IC or OOC, the Morale Officer can assist that crew member. Must concurrently hold another staff position, not required to be department head.

Certification:

Core Requirements: OTS

Certification Requirements:

- Chaplain Services College of Spirituality (CSCS): CSCS-101
- Institute of the Performing Arts and Entertainment (IOPAE): Any three (3) courses
- College of Starship Operations (CSO): CSO-103

## FAITH SERVICES

The Faith Services section sees to the spiritual well being of the crewmembers by performing services and providing moral and religious education. Chaplains and Chaplain's Assistants usually work in pairs as Unit Ministry Teams (UMTs) that are assigned to Ships and units. The Senior most Chaplain serves as the Staff Chaplain who not only minister to the crew, but also act as counselor and advisor to the ship's Commanding Officer.

## Chaplain

Chaplains are responsible for tending to the religious and moral well-being of service members and their families. The chaplain's responsibilities include everything from performing religious rites and conducting worship services to providing confidential counseling and advising commanders on religious, spiritual and moral matters. Unit Ministry Teams refer to teams consisting of at least one chaplain and at least one chaplain assistant. Chaplains are commissioned officers, and chaplain assistants are enlisted personnel.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- Chaplain Services College of Spirituality (CSCS): All twelve (12) courses
- College of Starship Operations (CSO): CSO-103

## Chaplain Assistant

Provide support to Chaplains. A Chaplain Assistant is part of the Unit Ministry Team (UMT) and supports UMT programs including worship services. Additionally, since Chaplains are non-combatants, the Chaplain Assistant provides force protection for Chaplains in combat environments.

Certification:

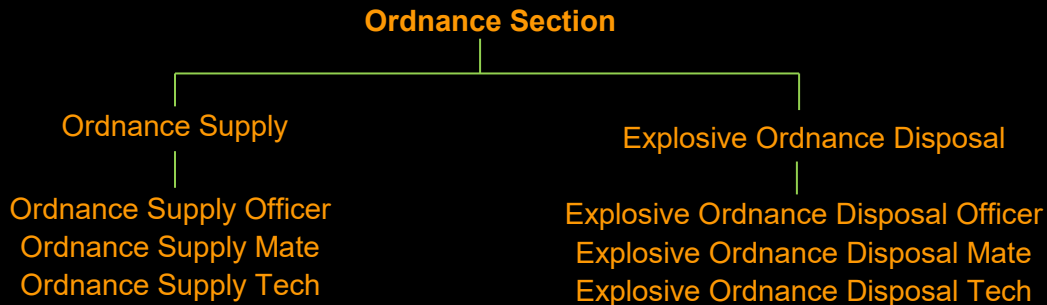
Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## ORDNANCE SECTION

Ordnance is responsible for nearly all of the ammunition, missiles, projectiles, bombs, and explosives used in Starfleet. Since this material is obviously sensitive in nature, a separate supply channel exists for inventory security, and to assure proper handling and storage.



### Ordnance Supply

The Ordnance Supply Section is charged with the procurement, storage, maintenance and distribution of all ship ordnance. Procurement and maintenance is handled exclusively by this section, while distribution and storage are usually done in concert with the Quartermaster Section.

### Ordnance Supply Officer

Supervises, receives, stores, and issues conventional ammunition, guided missiles, large rockets, and other ammunition related items; performs maintenance (unit, direct support and general support) modification, destruction, and demilitarization on ammunition and explosive components; and operates computer hardware and software/ utilities manual records to perform stock control and accounting procedures.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

### Ordnance Supply Mate

Supervises the Ordnance enlisted personnel, receives, stores, and issues conventional ammunition, guided missiles, large rockets, and other ammunition related items; performs maintenance (unit, direct support and general support) modification, destruction, and demilitarization on ammunition and explosive components; and operates computer hardware and software/utilities manual records to perform stock control and accounting procedures.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

### Ordnance Supply Tech

Assists with receiving, stores, and issues conventional ammunition, guided missiles, large rockets, and other ammunition related items; performs maintenance (unit, direct support and general support) modification, destruction, and demilitarization on ammunition and explosive components; and operates computer hardware and software/ utilities manual records to perform stock control and accounting procedures.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

### **Explosive Ordnance Disposal**

EOD handles the disposal of both friendly and enemy ordnance. They may destroy aged ship weapons that have become unstable, diffuse a dud torpedo or missile that has landed in a friendly area, or disable explosive charges that have been placed as booby traps in newly occupied areas.

### **Explosive Ordnance Disposal Officer**

Supervises and trains the section, locates, identifies, renders safe, and disposes of foreign and domestic conventional, chemical, or nuclear ordnance.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

### **Explosive Ordnance Disposal Mate**

Supervises the enlisted personnel, assists training the section, locates, identifies, renders safe, and disposes of foreign and domestic conventional, chemical, or nuclear ordnance.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

### **Explosive Ordnance Disposal Tech**

Locates, identifies, renders safe, and disposes of foreign and domestic conventional, chemical, or nuclear ordnance.

## **PERSONNEL SUPPORT SECTION**

The section is to plan, provide, and coordinate the delivery of personnel support, services, or information to all assigned and attached personnel of the USS Helen Pawlowski. The Adjutant (S-1) is the principal staff advisor to the commanding officer for all matters concerning personnel support.

### **Personnel Services**

The Personnel Services office handles personnel assignments, transfers, and benefit administration. They also maintain personnel records of all current, separated, and retired personnel. This section processes awards and promotions.

## **PERSONNEL SUPPORT SERVICES SECTION**

Personnel Services

Adjutant

Personnel Services Mate

Awards Processing Mate

Orders Processing Mate

Promotions Mate

Personnel Services Tech

## **Adjutant**

An adjutant operates the administrative infrastructure that makes both peace time and combat personnel operations run properly. The areas of responsibility include specific training in: Combat Readiness Casualty Operations Information Management Postal Operations Morale, Welfare and Recreation Support.

Certification:

Core Requirements: OTS

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **Personnel Services Mate**

Senior Enlisted crewmember who supervises and manages the processing and input of all personnel actions transactions into the ships individual crewmember database record.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **Awards Processing Mate**

Enlisted crewmember who supervises and manages the processing and tracking of all award actions on the ship.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **Orders Processing Mate**

Enlisted crewmember who supervises and manages the processing and tracking of all personnel actions pertaining to New Enlistees, Transfers, and Discharges on the ship.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **Promotions Mate**

Enlisted crewmember who supervises and manages the processing and tracking of all promotion actions on the ship.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **Personnel Services Tech**

Enlisted crewmember who assists in any of the above mentioned positions as needed.

Certification:

Core Requirements: None

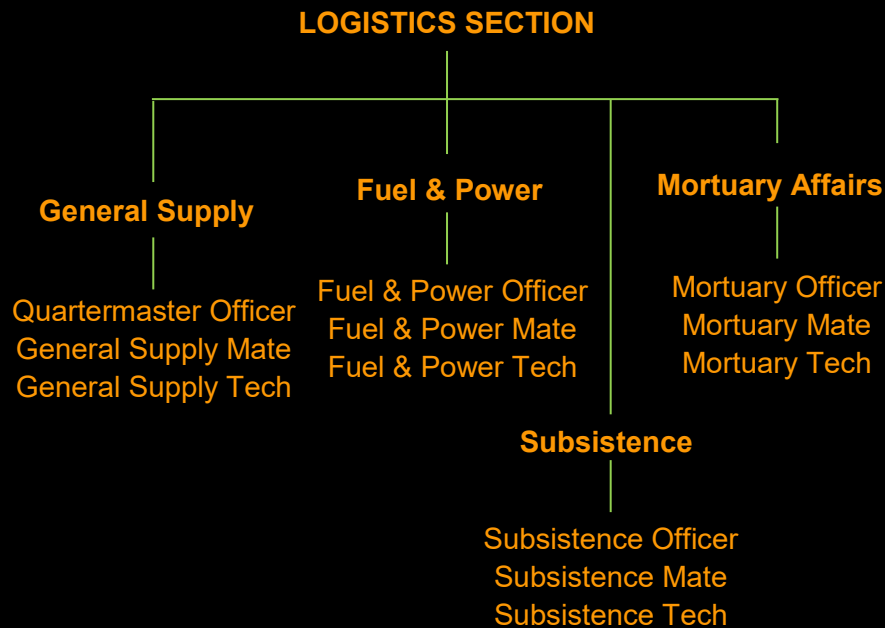
Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **LOGISTICS SECTION**

The Quartermaster section obtains and apportions supplies of all kinds throughout the entire ship. The Quartermaster Section is further subdivided into Field Services, General Supply, Fuels and Power, Subsistence, and

Mortuary Affairs.



## General Supply Section

When on an away mission, no crewmember should ever have to leave its axis of advance for supplies. Field Services is the section primarily responsible for seeing that is always the case. They handle all field supplies and equipment except fuels & power and subsistence materiel—those areas of responsibility have their own sections assigned (see below).

### Quartermaster Officer:

Quartermaster Officers are responsible for making sure equipment, materials and systems are available and functioning for soldiers and their mission

Certification:

Core Requirements: OTS

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

### General Supply Mate

Supervises or performs duties involving requests, receipt, storage, issue, accountability, and preservation of individual, organizational, installation, and expendable supplies and equipment.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

### General Supply Tech

Assists the General Supply Mate in their duties involving requests, receipt, storage, issue, accountability, and preservation of individual, organizational, installation, and expendable supplies and equipment.

Certification:

Core Requirements: None

Certification Requirements:



-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **Fuels & Power Section**

This section keeps supplies of consumable fuel, energetic plasma, and electrical power flowing throughout the ship. They also provide these services during away missions, where fuel and power are the lifeblood of operations.

## **Fuels & Power Officer**

Supervises or receives, stores, accounts for, cares for, dispenses, issues, and ships bulk or packaged Fuels and Power related products.

Certification:

Core Requirements: OTS

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **Fuels & Power Mate**

Assists the Fuels & Power Officer in Supervising, receiving, storing, accounts for, cares for, dispenses, issues, and ships bulk or packaged Fuels and Power related products.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **Fuels & Power Tech**

Assists both the Fuels & Power Officer and Fuels & Power Mate in receiving, storing, accounts for, cares for, dispenses, issues, and ships bulk or packaged Fuels and Power related products.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **Subsistence Section**

Subsistence keeps crewmembers watered and fed. In certain situations they are also responsible for housing and shelter. Their primary duties, though, concern water and food rations, or field replicators to provide the same.

## **Subsistence Officer**

Orders supplies, Supervises mess facilities, Coordinates with subordinate units or sections in field or garrison food service operations.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **Subsistence Mate**

Supervises or prepares, cooks, and serves food in field or garrison food service operations.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **Subsistence Tech**

Prepares, cooks, and serves food in field or garrison food service operations.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **Mortuary Affairs**

This section has the unenviable but important function of caring for the dead. MA removes bodies from the field, transports them, identifies them, notifies their next-of-kin, and in some cases administers survivor's assistance programs.

### **Mortuary Affairs Officer**

Performs or supervises duties relating to deceased personnel to include recovery, collection, evacuation, establishment of tentative identification, escort, and temporary burial. They also inventory, safeguard, and evacuate personal effects of deceased personnel

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

### **Mortuary Affairs Mate**

Assists the Mortuary Affairs Officer with duties relating to deceased personnel to include recovery, collection, evacuation, establishment of tentative identification, escort, and temporary burial. They also inventory, safeguard, and evacuate personal effects of deceased personnel

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

### **Mortuary Affairs Tech**

Certification:

Assists both the Mortuary Affairs Officer and Mortuary Affairs Mate with duties relating to deceased personnel to include recovery, collection, evacuation, establishment of tentative identification, escort, and temporary burial. They also inventory, safeguard, and evacuate personal effects of deceased personnel

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **PUBLIC AFFAIRS SECTION**

"We Have an Image to Uphold" is their motto. The P&P Office as it is colloquially known handles all of the press and publicity.

### **Public Affairs Section**

Public Affairs Officer

Public Affairs Mate

Public Affairs Tech

## Public Affairs Officer

Supervise all forms of broadcasting, Federation policy information, and public affairs programs.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## Public Affairs Mate

Participates in and assists with the supervision of the administration of Starfleet public affairs programs, primarily through writing and photographing the Starfleet activities, for use in the internal and external news media.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## Public Affairs Tech

Assists the Public Affairs Mate by participating in and assists with the administration of Starfleet public affairs programs, primarily through writing and photographing the Starfleet activities, for use in the internal and external news media.

Certification:

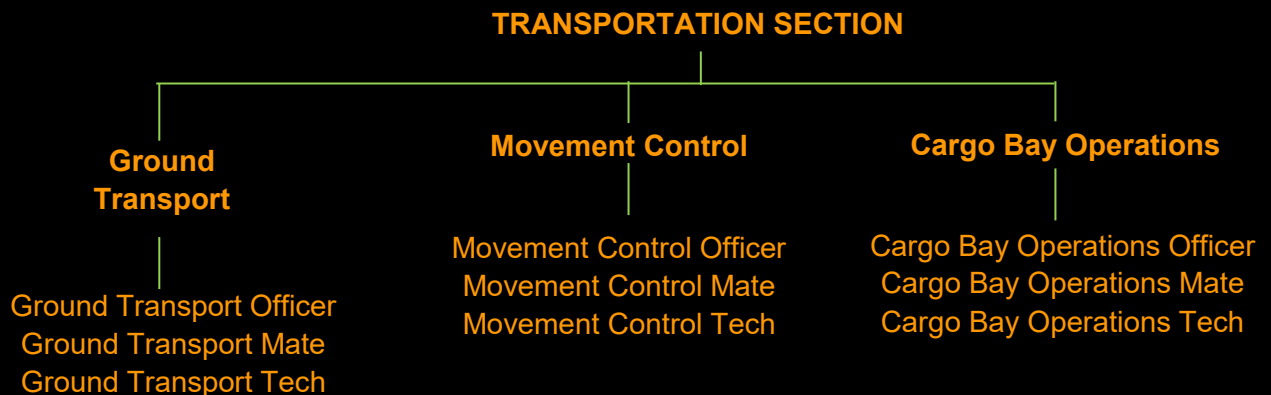
Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## TRANSPORTATION SECTION

Transportation handles ground transportation for away team supplies and personnel. They also dispatch and coordinate air transport with the ship. Basically, no matter how it gets from point A to point B, Transportation usually has a hand in it. The Transportation Department has sections responsible for Ground Transport, Movement Control and Cargo Bay Operations. Each has their own general area of responsibility, but they frequently overlap.



## Ground Transport

Every ground vehicle, whether it be hover or wheeled, that is not considered a fighting vehicle ultimately belongs to this section.

## **Ground Transportation Officer**

Ground Transportation Officers are responsible for moving supplies, troops and equipment anywhere that the ground mission directs.

Certification:

Core Requirements: OTS

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **Ground Transportation Mate**

Assists the Ground Transportation Officer with moving supplies, troops and equipment anywhere that the ground mission directs.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **Ground Transportation Tech**

Assists both the Ground Transportation Officer and Ground Transportation Mate with moving supplies, troops and equipment anywhere that the ground mission directs.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **Movement Control**

General Supply may run the warehouse, but Movement Control runs the loading dock. They are the dispatchers and expeditors responsible for arranging movement of supplies and personnel. They are the ones that request trucks from Ground Transport or aircraft from Aerospace. They handle most shipping and receiving operations, and track inventory as it changes locations.

## **Movement Control Officer**

Coordinates, monitors, controls and supervises the movement of personnel, equipment, and cargo by any means. Determines the most efficient mode of transport that accomplishes mission requirements.

Certification:

Core Requirements: OTS

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **Movement Control Mate**

Assists the Movement Control Officer with coordinating, monitoring, controls and supervises the movement of personnel, equipment, and cargo by any means. Determines the most efficient mode of transport that accomplishes mission requirements.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **Movement Control Tech**

Assists the Movement Control Officer and Movement Control Mate with coordinating, monitoring, controls and supervises the movement of personnel, equipment, and cargo by any means.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

## **CARGO BAY OPERATIONS**

Cargo Bay Operations runs these huge cargo-handling operations and ensures that Supply, Movement Control, Ground Transport and the vessel (s) involved in the operation are all functioning smoothly as a team. They also handle the large equipment used for loading and unloading vessels. And if the vessels should need servicing, fuel, or supplies of their own, Cargo Bay Operations will make the arrangements for them.

### **Cargo Operations Officer**

Transfers or supervises the transfer of passengers and cargo to and from cargo holds, air, land, and water transport by manual and mechanical methods.

Certification:

Core Requirements: OTS

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

### **Cargo Operations Mate**

Assists the Cargo Operations Officer by transferring or supervises the transfer of passengers and cargo to and from cargo holds, air, land, and water transport by manual and mechanical methods.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses

### **Cargo Operations Tech**

Assists the Cargo Operations Mate by transferring passengers and cargo to and from cargo holds, air, land, and water transport by manual and mechanical methods.

Certification:

Core Requirements: None

Certification Requirements:

-- Chaplain Services College of Spirituality (CSCS): First ten (10) courses



**DIPLOMATIC CORPS  
DEPARTMENT**

# DIPLOMATIC CORPS

Greetings and welcome to the Diplomatic Corps. The Diplomatic Corps Department is by far the department that constitutes a large portion its duties and responsibilities to fiction with the chapter. This is accomplished through the following activities and projects:

- \* The chapter fanzine
- \* Star Trek role playing characters (Star Trek Online)
- \* Other Star Trek game playing
- \* Liaison work with other Star Trek organizations

A diagram of the department organization and areas of responsibility for each positions are listed below.



## CHIEF DIPLOMATIC OFFICER

The Diplomatic Officer of each vessel/base must be familiar with a variety of areas: history, religion, politics, economics, and military, and understand how they affect potential threats. A wide range of operations can occur in response to these areas and threats. These operations occur within three general states of being: peacetime competition, conflict and war.

S/he must be equally flexible and demonstrate initiative, agility, depth, synchronization, and improvisation to provide responsive legal services to his/her Commanding Officer as well a diplomatic advise on current status of an Alien Species both aligned and non aligned to the Federation.

The Chief Diplomatic Officer is in charge of the Diplomatic Corps Detachment. He or she oversees the operation of it, as well as makes sure everything in that department is carried out according to Starfleet Regulations.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

-- IOAS: School of XenoAnthropology (AQ, BQ, GQ, DQ): All thirty-two (32) courses

-- College of Starship Operations (CSO): CSO-107

-- Institute of Alien Studies (IOAS): Any three (3) courses

## **ASSISTANT CHIEF DIPLOMATIC OFFICER**

The Assistant Diplomatic Officer of each vessel/base will assist the Chief Diplomatic Officer when needed and in their absence serve as the Chief Diplomatic Officer. The assistant must be familiar with a variety of areas: history, politics, economics, and military, and understand how they affect potential threats. A wide range of operations can occur in response to these areas and threats. These operations occur within three general states of being: peacetime competition, conflict and war.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- IOAS: School of XenoAnthropology (AQ, BQ, GQ, DQ): All thirty-two (32) courses
- College of Starship Operations (CSO): CSO-107
- Institute of Alien Studies (IOAS): Any three (3) courses

## **DIPLOMATIC OFFICER**

The Diplomatic Officer of each vessel/base must be familiar with a variety of areas: history, religion, politics, economics, and military, and understand how they affect potential threats. A wide range of operations can occur in response to these areas and threats. These operations occur within three general states of being: peacetime competition, conflict and war.

S/he must be equally flexible and demonstrate initiative, agility, depth, synchronization, and improvisation to provide responsive legal services to his/her Commanding Officer aiding in official functions as prescribed by protocol, performing administrative duties, and other tasks as directed by the Chief Diplomatic Officer and/or Assistant Chief Diplomatic Officer as well as a diplomatic advice on current status of an Alien Species both aligned and non aligned to the Federation.

Certification:

Core Requirements: OTS

Certification Requirements:

- IOAS: School of XenoAnthropology (AQ, BQ, GQ, DQ): All thirty-two (32) courses
- College of Starship Operations (CSO): CSO-107
- Institute of Alien Studies (IOAS): Any two (2) courses

## **DIPLOMATIC CORPSMAN**

The Diplomatic Corpsman is a special position reserved for enlisted officers who wish to study diplomacy, and aid the department in its mission. Their duties consist of, but are not limited to, aiding Diplomatic Officers and Diplomat's Aide in the construction of various legal documents, researching diplomatic archives, attending and aiding in the preparation for diplomatic functions, and other tasks as prescribed by the Chief Diplomatic Officer and/or Assistant Chief Diplomatic Officer. These individuals are qualified to undertake some of the responsibilities of a Diplomatic Officer, as their training is far less in-depth. They are, however, able to, and adequately trained to function as a paralegal when such services are required by a vessel/base's crew.

Certification:

Core Requirements: None

Certification Requirements:

- IOAS: School of XenoAnthropology (AQ, BQ, GQ, DQ): All thirty-two (32) courses
- Institute of Alien Studies (IOAS): Any one (1) courses



## DIPLOMAT'S AIDE

S/he responds to the Ship's/Base's Chief Diplomatic Officer, and is required to be able to stand in and run the Diplomatic Department as required should the Chief Diplomatic Officer be absent for any reason.

The Aide must therefore be versed in all Diplomatic information regarding the current status of the Federation and its aligned and non aligned neighbors.

Certification:

Core Requirements: None

Certification Requirements:

-- IOAS: School of XenoAnthropology (AQ, BQ, GQ, DQ): All thirty-two (32) courses



**JOINT  
SPECIAL OPERATIONS  
DEPARTMENT**

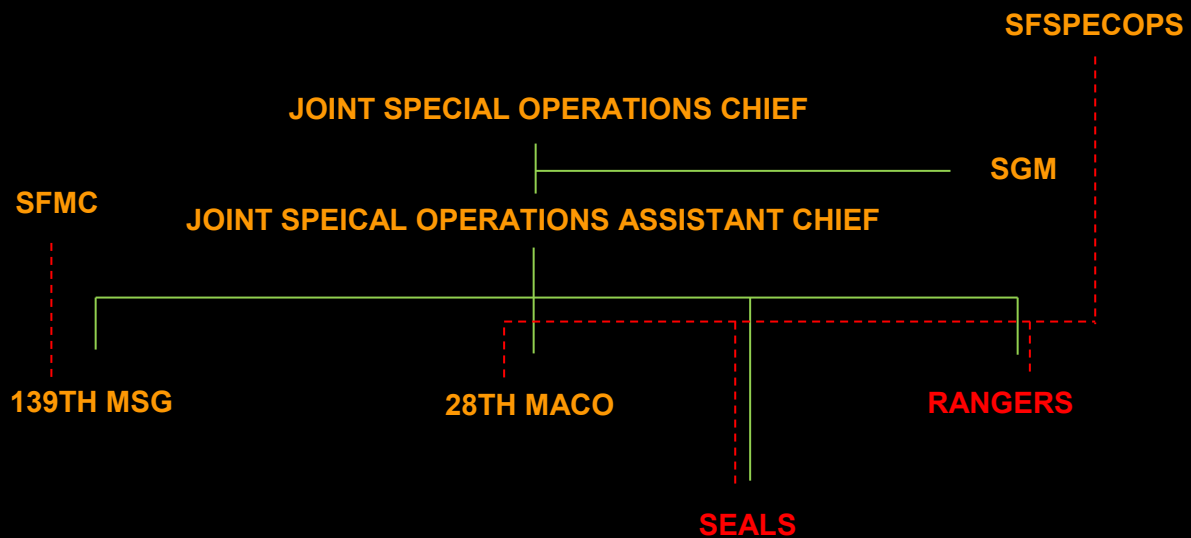
# JOINT SPEICAL OPERATIONS

Welcome to the Joint Special Operations Department aboard the USS EXCALIBUR. The department has two types of units organized under one department. These two units are the STARFLEET Marine Strike Group known as the 121st MSG and the STARFLEET Special Operations MACO unit known as the 113th MACO. It takes hard work, dedication and commitment to become qualified members of either unit. The main differences between the two groups is really just the members preference. Most members one unit is usually a member of the other unit although that does not have to be the case. The other difference is the training. All Marines must go through certain courses at the SFMCA and the MACO's receive their training from STARFLEET Academy.

The Joint Special Operations responsibilities no matter which unit you want to primarily participate with on the USS EXCALIBUR include the following areas:

- Star Trek convention information
- STARFLEET Elections
- REGIONAL Elections
- Convention/Summit Security
- Information about both the STARFLEET Marines and STARFLEET Special Operations
- The chapter online gaming of Star Trek Online and Modern Warfare: Black Ops II/Ghost
- Toys for Tots charity campaign

A diagram of the Joint Special Operation Department organization and areas of responsibility are listed below:



## CHIEF JOINT SPECIAL OPERATIONS

This person oversees the Joint Special Operations Department. The Chief Joint Special Operations must come from either of the units assigned to the department. They must be qualified as the Commander/OIC of that specific service. CJSPECOPS must report to the Commanding Officer. He is responsible for the conduct and the well being of his/her men in their command, and keeps the chapter informed of SFMC and Starfleet Special Operations news.

## SFMC Service:

### Certification:

Core Requirements: OTS, OCC

### Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-135, PD-205
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-201, IN-301
- SFMCA: Leadership Development School (LD): LD-100, LD-201
- SFMCA: Leadership Development School (NCO): NCO-100, NCO-201
- SFMCA: Officer Development School (OD): OD-100

## M.A.C.O. Service:

Certification: (See the SFMO Training Manual for more information)

Core Requirements: None

### Certification Requirements:

- SFMO Grade 1 Certification (Basic Training)
- SFMO Grade 2 Certification (MACO Agent)
- SFMO Grade 3 Certification (MACO Specialist)
- SFMO Grade 4 Certification (MACO Operative)
- SFMO Grade 5 Certification (MACO Sr Operative)
- SFMO Grade 6 Certification (MACO Team Leader)
- SFMO Grade 7 Certification (MACO Sr Team Leader)

## ASSISTANT CHIEF JOINT SPECIAL OPERATIONS

This person is second in command and will replace the CJSO when absent. Responsibility includes but not limited to the morale and discipline of the men in the unit.

## SFMC Service:

### Certification:

Core Requirements: OTS, OCC

### Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-135, PD-205
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-201, IN-301
- SFMCA: Leadership Development School (LD): LD-100, LD-201
- SFMCA: Leadership Development School (NCO): NCO-100, NCO-201
- SFMCA: Officer Development School (OD): OD-100

## M.A.C.O. Service:

Certification: (See the SFMO Training Manual for more information)

Core Requirements: None

### Certification Requirements:

- SFMO Grade 1 Certification (Basic Training)
- SFMO Grade 2 Certification (MACO Agent)
- SFMO Grade 3 Certification (MACO Specialist)
- SFMO Grade 4 Certification (MACO Operative)
- SFMO Grade 5 Certification (MACO Sr Operative)
- SFMO Grade 6 Certification (MACO Team Leader)
- SFMO Grade 7 Certification (MACO Sr Team Leader)

## SERGEANT MAJOR JOINT SPECIAL OPERATIONS

This person is the senior enlisted Marine/M.A.C.O. on board the ship. He/she is in charge of all enlisted personnel in the command. His/her responsibility is basically the same as the Executive Officer, but more so, because the NCO should see the individual Marine/M.A.C.O. more often.

## SFMC Service:

### Certification:

Core Requirements:

## Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-201, PD-205,
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-201, IN-301
- SFMCA: Leadership Development School (LD): LD-100, LD-201
- SFMCA: Leadership Development School (NCO): NCO-100, NCO-201, NCO-301

## M.A.C.O. Service:

Certification: (See the SFSO Training Manual for more information)

Core Requirements: None

## Certification Requirements:

- SFSO Grade 1 Certification (Basic Training)
- SFSO Grade 2 Certification (MACO Agent)
- SFSO Grade 3 Certification (MACO Specialist)
- SFSO Grade 4 Certification (MACO Operative)
- SFSO Grade 5 Certification (MACO Sr Operative)
- SFSO Grade 6 Certification (MACO Team Leader)
- SFSO Grade 7 Certification (MACO Sr Team Leader)



**139TH MARINE STRIKE  
GROUP**

## 139TH MARINE STRIKE GROUP (SARMATIAN KNIGHTS)

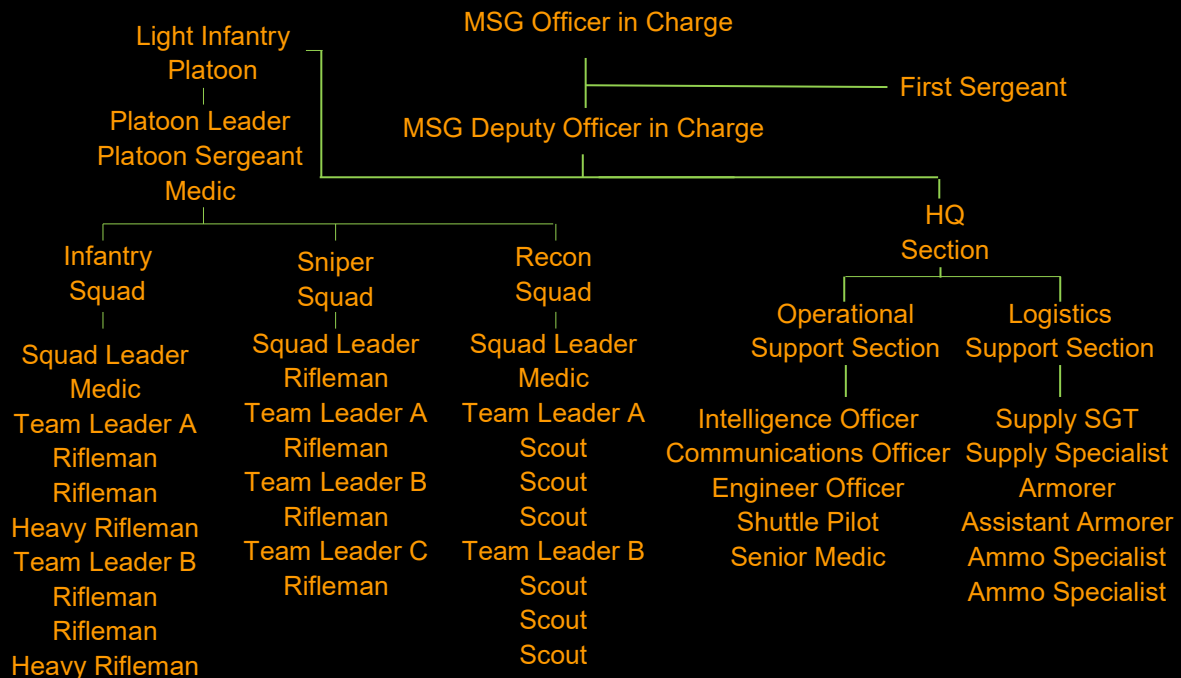
Welcome to the 139TH Marine Strike Group (*Sarmatian Knights*) aboard the USS EXCALIBUR. It takes a lot to become a STARFLEET Marine. Hard work, dedication and commitment to STARFLEET and to the Corps. When ground is to be taken, the Marines are called. The duties on board the ship are combined with assistance to the Security Department and ceremonially. The Honor Guard is used when a visiting officer of any Flag Rank. No where else is the glory and prestige higher than in the Marines. Be proud, SEMPER FI!

Our motto is: *"I am a marine, I fight where I am told, and I win where I fight."*

The Marines responsibilities on the USS EXCALIBUR include the following areas:

- Star Trek convention updates
- Fleet Elections
- Marine News
- Convention Security

A diagram of the Strike Group organization and areas of responsibility are listed below:



The following is a short description of the responsibilities of each section in the ship Marines.

## **MSG COMMANDING OFFICER (OIC) (340 Light Infantry Commander)**

This person is the senior-ranking Marine on the ship and must report to the JSPC. He is responsible for the conduct and the well being of his/her men in their command, and keeps the chapter informed of Fleet Marine news.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-135, PD-205
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-201, IN-301
- SFMCA: Leadership Development School (LD): LD-100, LD-201
- SFMCA: Leadership Development School (NCO): NCO-100, NCO-201
- SFMCA: Officer Development School (OD): OD-100

## **MSG EXECUTIVE OFFICER (DOIC) (340 Light Infantry Commander)**

This person is also the second ranked officer with in the Strike Group on the ship. This person is second in command and will replace the MSG Commander when absent. Responsibility includes but not limited to the morale and discipline of the men in the unit.

Certification:

Core Requirements: OTS, OCC

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-135, PD-205
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-201, IN-301
- SFMCA: Leadership Development School (LD): LD-100, LD-201
- SFMCA: Leadership Development School (NCO): NCO-100, NCO-201
- SFMCA: Officer Development School (OD): OD-100

## **FIRST SERGEANT (345 Light Infantry Leader)**

This person is the senior enlisted Marine on board the ship. He is in charge of all enlisted personnel in the command. His responsibility is basically the same as the Executive Officer, But more so, because the NCO should see the individual Marine more often.

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-205
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-201
- SFMCA: Leadership Development School (LD): LD-100, LD-201
- SFMCA: Leadership Development School (NCO): NCO-100, NCO-201, NCO-301

## **HEADQUARTERS SECTION:**

The Headquarters Section comprises the Command Group listed above and two sections. The Operational Support Section and the Logistics Support Section.

The following positions make up the Operational Support Section:

## **Intelligence Officer (135-M Tactical Intelligence Officer)**

This person gathers and analyzes information about the enemy relating to tactics and helps formulate the tactics to be used against the enemy and makes recommendations to the commander.

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-205
- SFMCA: Infantry School (IN): IN-100
- SFMCA: Leadership Development School (LD): LD-100, LD-201, LD-291



-- SFMCA: Medical School (MD): MD-100, MD-120, MD-291, MD-201, MD-221, MD-291

## **Communications Officer (330 Combat Communications Specialist)**

Specialists operate standard, satellite, and subspace communications systems

Certification:

Core Requirements:

Certification Requirements:

-- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-205

-- SFMCA: Infantry School (IN): IN-100, IN-120

-- SFMCA: Support Services School (SU): SU-100, SU-201

## **Engineer Officer (701 Combat Engineer Commander)**

Specialist in all techniques of Combat Engineering such as construction, obstacles, demolitions, breaching etc.

Certification:

Core Requirements: OTS

Certification Requirements:

-- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-135, PD-201, PD-205

-- SFMCA: Combat Engineer School (CE): CE-100, CE-151, CE-201

-- SFMCA: Leadership Development School (LD): LD-100, LD-201

-- SFMCA: Officer Development School (OD): OD-100

## **Shuttle Pilot (626 Amphibious Assault Pilot)**

Drop shuttle pilots learn to navigate and fly from orbit to atmosphere and back through bad weather, heavy enemy fire and dangerous terrain to drop off their cargo at a specific point. They also learn ground support tactics in order to clear landing or extraction zones, using the drop shuttle's onboard weapon systems

Certification:

Core Requirements:

Certification Requirements:

-- SFMCA: Professional Development School (PD): PD-100

-- SFMCA: Aerospace School (AE): AE-100, AE-201, AE-291

-- SFMCA: Infantry School (IN): IN-100

-- SFMCA: Medical School (MD): MD-100, MD-120, MD-291, MD-201, MD-221, MD-291

## **Senior Medic (266 Combat Medic) (C-Medic)**

Senior Medic in the unit, primarily responsible for providing emergency medical treatment, limited primary care and health protection and evacuation from a point of injury or illness. He also oversees the other medics assigned to the unit.

Certification:

Core Requirements:

Certification Requirements:

-- SFMCA: Professional Development School (PD): PD-100, PD-205

-- SFMCA: Infantry School (IN): IN-100

-- SFMCA: Leadership Development School (LD): LD-100, LD-201, LD-291

-- SFMCA: Medical School (MD): MD-100, MD-120, MD-291, MD-201, MD-221, MD-291

## **LOGISTICS SUPPORT SECTION**

Support is responsible for all support needs of the Marine unit. This ranges from man power to materials etc. Also keeps the chapter informed of Fleet Elections. The following are the positions and qualifications:

The following positions make up the Logistics Support Section:

## **Supply Sergeant (107-B Supply Specialist)**

This person oversees all the supply needs for a unit. He is ultimately responsible for all aspects of supply within his unit, and manages a team under him who handles specific areas of supply. He also maintains the master list of all supplies needed for his unit.

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100
- SFMCA: Infantry School (IN): IN-100
- SFMCA: Support Services School (SU): SU-100, SU-201

### **Assistant Supply (107-B Supply Specialist)**

This person assists the Supply Sergeant to oversees all the supply needs for a unit. In the absence of the Supply Sergeant he is ultimately responsible for all aspects of supply within his unit.

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100
- SFMCA: Infantry School (IN): IN-100
- SFMCA: Support Services School (SU): SU-100, SU-201

### **Armorer (329 Light Infantry Armorer)**

Fully trained machinists and gunsmiths. They are tasked with the highest level of maintenance, repair, and modification of all Light Infantry small arms.

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-205
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-201
- SFMCA: Leadership Development School (NCO): NCO-100, NCO-201
- SFMCA: Support Services School (SU): SU-100, SU-201

### **Assistant Armorer (329 Light Infantry Armorer)**

Fully trained machinists and gunsmiths. They are tasked with the highest level of maintenance, repair, and modification of all Light Infantry small arms.

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-205
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-201
- SFMCA: Leadership Development School (NCO): NCO-100, NCO-201
- SFMCA: Support Services School (SU): SU-100, SU-201

### **125-A Ammunition Technician**

Oversees the maintenance of all ammunition and weapons for a unit.

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100
- SFMCA: Infantry School (IN): IN-100
- SFMCA: Leadership Development School (NCO): NCO-100
- SFMCA: Support Services School (SU): SU-100, SU-201

## **125-B Ordnance Supply Specialist**

Makes sure that the Ship has all necessary ordnance supplies and that all such supplies are properly stored and distributed.

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100
- SFMCA: Infantry School (IN): IN-100
- SFMCA: Leadership Development School (NCO): NCO-100
- SFMCA: Support Services School (SU): SU-100, SU-201

## **LIGHT INFANTRY PLATOON**

This section is responsible to work along with the ship's security at all large chapter activities and conventions. Additional responsibility is to arrange transportation for those ship members who need transportation to and from ship activities and conventions when needed.

The Platoon HQ Section is comprised of the following positions and qualification requirements:

### **Platoon Leader (340 Light Infantry Commander)**

This person is a junior grade officer overseeing all aspects of an Infantry Platoon. He must report to the MSG OIC. He is responsible for the conduct and the well being of his men that are under his command.

Certification:

Core Requirements: OTS

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-135, PD-205
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-201
- SFMCA: Leadership Development School (LD): LD-100, LD-201
- SFMCA: Leadership Development School (NCO): NCO-100, NCO-201
- SFMCA: Officer Development School (OD): OD-100

### **Platoon Sergeant (345 Light Infantry Leader)**

Senior NCO in the platoon that assists the Platoon Leader when needed and is responsible for the health and welfare of all the marines assigned to the platoon.

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-205
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-201
- SFMCA: Leadership Development School (LD): LD-100, LD-201
- SFMCA: Leadership Development School (NCO): NCO-100, NCO-201

### **Medic (266 Combat Medic) (C-Medic)**

Primarily responsible for providing emergency medical treatment, limited primary care and health protection and evacuation from a point of injury or illness.

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-205
- SFMCA: Infantry School (IN): IN-100
- SFMCA: Leadership Development School (LD): LD-100, LD-201, LD-291
- SFMCA: Medical School (MD): MD-100, MD-120, MD-291, MD-201, MD-221, MD-291

The platoon consists of three squads; a Light Infantry Squad, Sniper Squad and a Recon Squad. Each squad is further broken out into teams. But when needed the two specialty squads can act as Light Infantry Squads.

Positions of a squad and qualification requirements are as follows:

## LIGHT INFANTRY SQUAD

### **Squad Leader (345 Light Infantry Leader)**

Senior NCO of a squad who is responsible for the health, welfare, training and employment of two Infantry Rifle Teams.

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-205
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-201
- SFMCA: Leadership Development School (LD): LD-100, LD-201
- SFMCA: Leadership Development School (NCO): NCO-100, NCO-201

### **Team Leader (325 Light Weapons Specialist)**

A Junior NCO who is responsible for the health, welfare, training and employment of a 4 man Infantry Team with in a squad.

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-205
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-201
- SFMCA: Leadership Development School (LD): LD-100, LD-201
- SFMCA: Leadership Development School (NCO): NCO-100, NCO-201

### **Rifleman (310 Infantryman)**

The basis for every Infantryman that receive extensive training in basic infantry tactics and skills including marksmanship, orienteering, light infantry weapons operation/maintenance, basic reconnoitering, etc.

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-205
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-201

### **Heavy Rifleman (326 Heavy Weapons Specialist)**

Handles the largest and most complex man-portable gun systems in the Light Infantry arsenal. These typically include large-caliber projectile weapons and/or tripod-mounted phaser and disrupter units. Typically two 326s are assigned to such a system those then alternate roles as operator and loader. 326 are also trained to maintain these systems in the field.

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-205
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-201
- SFMCA: Support Services School (SU): SU-100

## **SNIPER SQUAD**

This sections responsibilities is to assist the ship in any projects that the ship takes on, and also keeps the chap-

ter informed of upcoming Regional Conventions or conferences.

The Squad is broken up into three two-man sniper teams.

### **Squad Leader (308 Scout/Sniper)**

Senior NCO between the two man sniper team. Special training in reconnoiters stalking, marksmanship and concealment.

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-135, PD-205
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-153, IN-201
- SFMCA: Special Operations School (SO): SO-100, SO-201

### **Spotter (308 Scout/Sniper)**

Secondary member of a two man sniper team. Special training in reconnoiters stalking, marksmanship and concealment. Primary job is to be a spotter for the primary shooter, but will switch positions when needed.

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-135, PD-205
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-153, IN-201
- SFMCA: Special Operations School (SO): SO-100

## **RECON SQUAD**

This section is responsible to locate ship-activity locations, routes to and from the Regional Conventions or to other chapters.

### **Squad Leader (308 Scout/Sniper)**

Senior NCO of a squad who is responsible for the health, welfare, training and employment of two Infantry Rifle Teams. Has received extensive training in reconnaissance and sniper training

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-135, PD-205
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-153, IN-201
- SFMCA: Special Operations School (SO): SO-100, SO-201

The squad consists of two teams, both identical to one another. The positions of the squad and qualification requirements are as follows:

### **Team Leader (308 Scout/Sniper)**

A Junior NCO who is responsible for the health, welfare, training and employment of a 4 man Infantry Team with in a squad. Has received extensive training in reconnaissance and sniper training

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-135, PD-205
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-153, IN-201
- SFMCA: Special Operations School (SO): SO-100

### **Scout (308 Scout/Sniper)**

Basic Infantryman but has received extensive training in reconnaissance and sniper training.

Certification:

Core Requirements:

Certification Requirements:

- SFMCA: Professional Development School (PD): PD-100, PD-120, PD-135, PD-205
- SFMCA: Infantry School (IN): IN-100, IN-120, IN-151, IN-153, IN-201
- SFMCA: Special Operations School (SO): SO-100

**M.A.C.O.**



**EXCALIBUR**

**28TH MACO**

## 28TH MACO (WHITE GRIFFINS)

The MACOs (an acronym for Military Assault Command Operations) is a military organization in service in the Federation from the 2150s through the late 24th century. The MACOs (pronounced "MAY-ko) operate in tandem with Starfleet personnel. This allows them the freedom to operate outside of the direct chain of command. Though they are afforded this freedom, on board a Starfleet ship, they accept orders from the captain and the command staff.

MACOs have similar training and tactics as the special forces of a number of member nations of United Earth (the U.S. Navy SEALs, Delta Force, Army Rangers, Marine Force Recon, Special Air Service, etc.), and their rank insignia is similar to that of the US Marine Corps. Their operation aboard Starfleet vessels is comparable to that of the U.S. Marines on board U.S. Navy vessels in the 20th and 21st centuries.

Our motto is: **"Freedom Stems from Valor"**

The MACOs responsibilities on the USS EXCALIBUR include the following areas:

- Star Trek convention updates
- Fleet Elections
- MACO News
- Assist with Convention/Summit/IC Security
- Combative gaming, such as Modern Ware, Halo series etc.

### MACO TEAMS

The MACOs are divided into four (4) teams as follows:

Recon Team 1 Alpha (Call sign Alpha 1) – This team will be tasked with RECON Black Missions. Black operations are the missions that require direct action (DA). They are the opposite of green operations missions, where the recon teams "looks for trouble". Depending on the situation and the target location, the Recon operators usually conduct direct action missions within the artillery and naval gun support fan; since these operations demonstrate a "small-scale" shock and awe. Orchestrating close air support (CAS) is a vital skill exercised in DA missions; recon teams forward observe from static positions and spider holes for artillery and naval gunfire support, or ordnance and payload delivery.

Recon Team 2 Bravo (Call sign Bravo 2) – This team will be tasked with RECON Green missions. These missions consist of deep reconnaissance operations. They pertain to the preliminary and post-assault reconnaissance (amphibious and ground reconnoitering), battle damage assessment (BDA) missions, or placing/recovering remote sensors and beacons. The main purpose of the recon operators is to collect any intelligence of military importance, observe, identify and report adversaries to RECON commanders. Silence and stealth are vital to reduce chances of mission compromise from contact with the enemy. If a single round is fired, the mission has failed.

Support Team 3 Charlie (Call sign Charlie 3) – This team will be MACOs who are tasked with MACO support activities. team is made up of Command, Intelligence, Medical, Weapons Communications and Engineering officers. The shuttle/runabout pilots are also attached to this team. These officers will brief the team on mission parameters and what to expect on each mission based on the available intelligence as well as team administrative and logistical support.

Recon Team 4 Delta (Call sign Delta 4) – This team is made of Starfleet personnel and are usually forward deployed on an undisclosed out world ready to go at a moment's notice. They are moved to a different location ap-



proximately every 6 to 9 months to ensure their presence is not compromised. This team is self sustaining and capable of executing night operations or under adverse weather conditions, by using either a transporter or shuttle. In most cases, the team can be ready to rock and roll within six hours of receiving the execute order depending upon transportation. Delta Team can also launch raids (Black or Green); conduct NEO's, (Non-Combat Evacuation Operation) reinforcement operations, security operations, or humanitarian operations. It can seize spaceports or other ports, and conduct Counter Intelligence and Signal Intelligence operations.



## MACO Team Leader

This person is the senior-ranking MACO on the ship and must report to the Commanding Officer. He/she is responsible for the conduct and the well being of his/her men in their command, and keeps the chapter informed of Starfleet Special Operations news.

Certification: (See the SFSO Training Manual for more information)

Core Requirements: OTS

Certification Requirements:

- SFSO Grade 1 Certification (Basic Training)
- SFSO Grade 2 Certification (MACO Agent)
- SFSO Grade 3 Certification (MACO Specialist)
- SFSO Grade 4 Certification (MACO Operative)
- SFSO Grade 5 Certification (MACO Sr Operative)
- SFSO Grade 6 Certification (MACO Team Leader)

## MACO Assistant Team Leader

This person is also the second ranked officer within the MACO unit on the ship. This person is second in command and will replace the MACO Commander when absent. Responsibility includes but not limited to the morale and discipline of the men in the unit.

Certification: (See the SFSO Training Manual for more information)

Core Requirements: OTS

Certification Requirements:

- SFSO Grade 1 Certification (Basic Training)
- SFSO Grade 2 Certification (MACO Agent)
- SFSO Grade 3 Certification (MACO Specialist)

- SFSO Grade 4 Certification (MACO Operative)
- SFSO Grade 5 Certification (MACO Sr Operative)
- SFSO Grade 6 Certification (MACO Team Leader)

## **MACO Master Chief Petty Officer**

This person is the senior enlisted Marine on board the ship. He/she is in charge of all enlisted personnel in the command. His/her responsibility is basically the same as the Executive Officer, But more so, because the NCO should see the individual Marine more often.

Certification: (See the SFSO Training Manual for more information)

Core Requirements: None

Certification Requirements:

- SFSO Grade 1 Certification (Basic Training)
- SFSO Grade 2 Certification (MACO Agent)
- SFSO Grade 3 Certification (MACO Specialist)
- SFSO Grade 4 Certification (MACO Operative)
- SFSO Grade 5 Certification (MACO Sr Operative)

## **Intelligence Officer**

This officer will gather mission Intelligence and brief team before each mission and reports to the MACO CO.

Certification: (See the SFSO Training Manual for more information)

Core Requirements: OTS

Certification Requirements:

- SFSO Grade 1 Certification (Basic Training)
- SFSO Grade 2 Certification (MACO Agent)
- SFSO Grade 3 Certification (MACO Specialist)
- SFSO Grade 4 Certification (MACO Operative)
- SFSO Grade 2 Certification (Intelligence Agent)
- SFSO Grade 3 Certification (Intelligence Specialist)

## **Shuttle Pilot**

This officer will be responsible for getting the team to and from its destination safely. Must be familiar with the operation of the Starfleet/MACO shuttles and a certified shuttle pilot.

Certification: (See the SFSO Training Manual for more information)

Core Requirements: OTS

Certification Requirements:

- SFSO Grade 1 Certification (Basic Training)
- SFSO Grade 2 Certification (MACO Agent)
- SFSO Additional Skill Certification (Aerospace)

## **Weapons Officer**

This officer will be responsible for all weapons used on a mission. Will work with weapons Sergeant to set up training on the selected mission weapons. Also design of new weapons.

Certification: (See the SFSO Training Manual for more information)

Core Requirements: OTS

Certification Requirements:

- SFSO Grade 1 Certification (Basic Training)
- SFSO Grade 2 Certification (MACO Agent)
- SFSO Grade 3 Certification (MACO Specialist)
- SFSO Additional Skill Certification (Sniper)

## **Communications Officer**

This officer will work with the IO to ascertain which communications devices will be used on the mission. Will

work with the Communications Sergeant to set up training on selected communications devices to be used on missions.

Certification: (See the SFSO Training Manual for more information)

Core Requirements: OTS

Certification Requirements:

- SFSO Grade 1 Certification (Basic Training)
- SFSO Grade 2 Certification (MACO Agent)
- SFSO Grade 3 Certification (MACO Specialist)
- SFSO Additional Skill Certification (Communications)

## **Medical Officer**

This will be the team chief medical officer. He will handle all medical needs for the team when not on a mission.

Certification: (See the SFSO Training Manual for more information)

Core Requirements: OTS

Certification Requirements:

- SFSO Grade 1 Certification (Basic Training)
- SFSO Grade 2 Certification (MACO Agent)
- SFSO Grade 3 Certification (MACO Specialist)
- SFSO Additional Skill Certification (Medic)

## **Engineer Officer**

This officer reports to the MACO CO/XO. Must be familiar with Recon protocols and be highly trained in Recon Operations and Combat operations. This officer is 3rd in command.

Certification: (See the SFSO Training Manual for more information)

Core Requirements: OTS

Certification Requirements:

- SFSO Grade 1 Certification (Basic Training)
- SFSO Grade 2 Certification (MACO Agent)
- SFSO Grade 3 Certification (MACO Specialist)
- SFSO Additional Skill Certification (Engineer)

## **Team Sergeant**

Most Senior NCO who also covers down as one of the team specialty positions, most commonly weapons, demolition, or communications.

## **Communications Sergeant**

Handles team communications including satellite, subspace, and data transfer while on a mission.

Certification: (See the SFSO Training Manual for more information)

Core Requirements: None

Certification Requirements:

- SFSO Grade 1 Certification (Basic Training)
- SFSO Grade 2 Certification (MACO Agent)
- SFSO Additional Skill Certification (Communications)

## **Weapons Sergeant**

Operates and services squad weapons while on a mission.

Certification: (See the SFSO Training Manual for more information)

Core Requirements: None

Certification Requirements:

- SFSO Grade 1 Certification (Basic Training)
- SFSO Grade 2 Certification (MACO Agent)

-- SFSO Additional Skill Certification (Sniper)

## **Team Medic**

Cares for the team medical needs while on a mission.

Certification: (See the SFSO Training Manual for more information)

Core Requirements: None

Certification Requirements:

- SFSO Grade 1 Certification (Basic Training)
- SFSO Grade 2 Certification (MACO Agent)
- SFSO Additional Skill Certification (Medic)

## **Recon/Intel Sergeant**

Usually a language expert & scout/sniper while on a mission.

Certification: (See the SFSO Training Manual for more information)

Core Requirements: None

Certification Requirements:

- SFSO Grade 1 Certification (Basic Training)
- SFSO Grade 2 Certification (MACO Agent)
- SFSO Grade 2 Certification (Intelligence Agent)

## **Demolitions Sergeant**

Responsible for destroying selected targets while on a mission.

Certification: (See the SFSO Training Manual for more information)

Core Requirements: None

Certification Requirements:

- SFSO Grade 1 Certification (Basic Training)
- SFSO Grade 2 Certification (MACO Agent)



**APPENDIX A  
NON-FICTIONAL HISTORY  
OF THE  
USS EXCALIBUR**

## NON-FICTIONAL HISTORY OF THE USS EXCALIBUR



The USS EXCALIBUR was launched on 201602.19 and has just begun her nine month trials as a chapter-in-training of STARFLEET: The International Star Trek Fan Association. As a chapter-in-training the ship has a support chapter who gives guidance and mentors the younger chapter during the nine month trials. The Support Chapter for the USS Excaltibur is the Station Robert De Bruce, based out of Sanford, NC.

As mentioned above, the USS Excaltibur is currently on her first nine month shakedown cruise with many of the initial crewmembers being prior crewmembers of the USS George Washington, USS Gallifrey and the USS Helen Pawlowski. All three chapters are a part of a larger group of chapter spanning the Eastern part of North Carolina and South Carolina with I95 on the western boundary and the Atlantic Ocean on the Eastern boundary. This group of STARFLEET chapters is called the Carolina Task Force. The purpose of this Task Force is to create a line of communications so that the chapters can exchange ideas, plan activities and work together for the interest of the group for mutual growth and comradery. Currently the crew is scattered across the United States such as Missouri, Florida, North Carolina, South Carolina, Tennessee and Rhode Island. Commander Ken Coots was elected to lead the chapter as the Commanding Officer and Lieutenant Commander Alex King as the First Officer. The first few months have been devoted to organization of the chapter and setting up a good foundation for the chapter to grow.



Station Robert De Bruce



RADM Barry Jackson

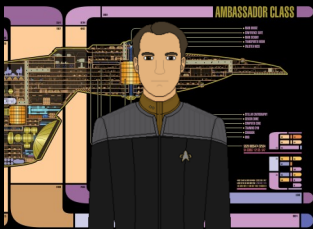


USS Excaltibur  
NCC-26517

# NON-FICTIONAL HISTORY OF THE USS EXCALIBUR

THE FUTURE?

## PREVIOUS COMMANDING OFFICER'S OF THE USS EXCALIBUR NCC-26517



**CDR Ken Coots**  
2016-Present



***NON-FICTIONAL HISTORY OF THE  
USS EXCALIBUR***

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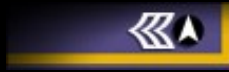



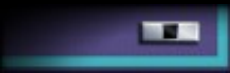
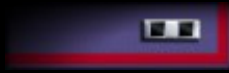


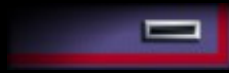

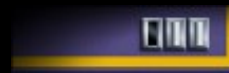
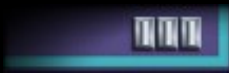




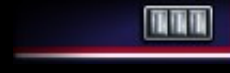

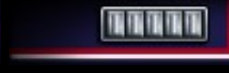
***NON-FICTIONAL HISTORY OF THE  
USS EXCALIBUR***

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**APPENDIX B  
RANK INSIGNIA  
DIAGRAMS**

# STAR TREK (ENTERPRISE) - RANK INSIGNIA

				
CREWMAN RECRUIT	CREWMAN RECRUIT	CREWMAN APPRENTICE	CREWMAN	PETTY OFFICER 3RD CLASS
				
PETTY OFFICER 2ND CLASS	PETTY OFFICER 1ST CLASS	CHIEF PETTY OFFICER	SENIOR CHIEF PETTY OFFICER	MASTER CHIEF PETTY OFFICER
				
		COMMAND MASTER CHIEF PETTY OFFICER	MASTER CHIEF PETTY OFFICER OF STARFLEET	
				
WARRANT OFFICER	CHIEF WARRANT OFFICER 3RD CLASS	CHIEF WARRANT OFFICER 2ND CLASS	CHIEF WARRANT OFFICER 1ST CLASS	MASTER WARRANT OFFICER
				
ENSIGN	LIEUTENANT JUNIOR GRADE	LIEUTENANT	LIEUTENANT COMMANDER	COMMANDER
				
		CAPTAIN	FLEET CAPTAIN	
				
COMMODORE	REAR ADMIRAL	VICE ADMIRAL	ADMIRAL	FLEET ADMIRAL

# STAR TREK (ENTERPRISE) - MACO OFFICER RANK INSIGNIA



WARRANT OFFICER



WARRANT OFFICER 3RD CLASS



CHIEF WARRANT OFFICER 2ND CLASS



CHIEF WARRANT OFFICER 1ST CLASS



MASTER WARRANT OFFICER



2ND LIEUTENANT



1ST LIEUTENANT



CAPTAIN



MAJOR



LIEUTENANT COLONEL



COLONEL



BRIGADIER GENERAL



MAJOR GENERAL



LIEUTENANT GENERAL



GENERAL



MARSHAL

# STAR TREK (ENTERPRISE) - MACO ENLISTED RANK INSIGNIA



PRIVATE



PRIVATE



PRIVATE FIRST CLASS



CORPORAL



SERGEANT



STAFF SERGEANT



SERGEANT FIRST CLASS



MASTER SERGEANT

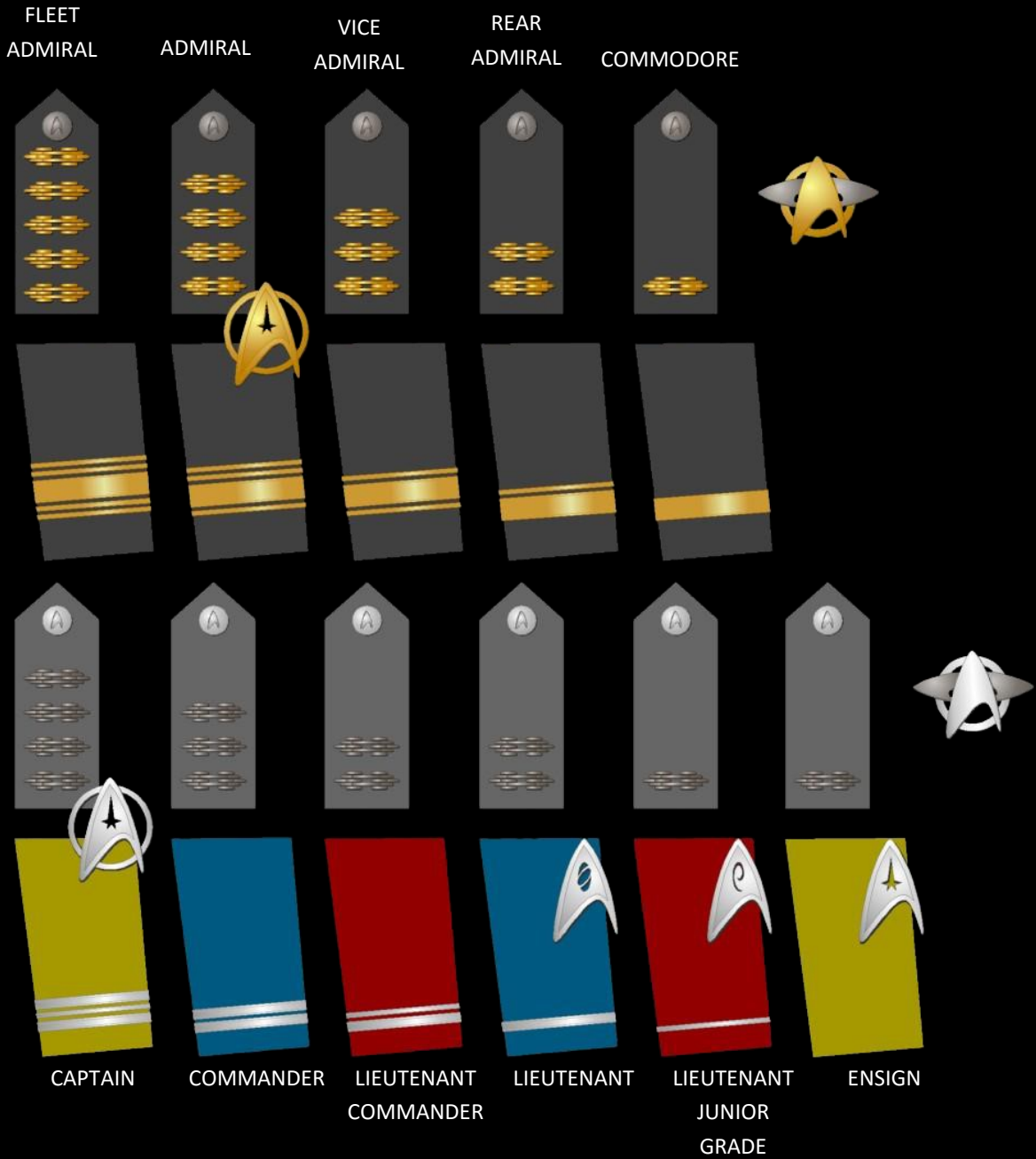


SERGEANT MAJOR



COMMAND SERGEANT MAJOR

# STAR TREK (TOS ALTERNATE) - RANK INSIGNIA



# STAR TREK (TOS) - OFFICER RANK INSIGNIA



WARRANT OFFICER



CHIEF WARRANT OFFICER 3 CL



CHIEF WARRANT OFFICER 2 CL



CHIEF WARRANT OFFICER 1 CL



MASTER WARRANT OFFICER



ENSIGN



LIEUTENANT JUNIOR GRADE



LIEUTENANT



LIEUTENANT COMMANDER



COMMANDER



CAPTAIN



FLEET CAPTAIN



COMMODORE



REAR ADMIRAL



VICE ADMIRAL



ADMIRAL



FLEET ADMIRAL



COMMANDER STARFLEET

# STAR TREK (TOS) - CADET & ENLISTED RANK INSIGNIA



CREWMAN  
RECRUIT



CREWMAN  
RECRUIT



CREWMAN  
APPRENTICE



CREWMEN



PETTY OFFICER  
3RD CLASS



PETTY OFFICER  
2ND CLASS



PETTY OFFICER  
1ST CLASS



CHIEF PETTY  
OFFICER



SENIOR CHIEF  
PETTY OFFICER



MASTER CHIEF  
PETTY OFFICER



1ST YEAR  
CADET



2ND YEAR



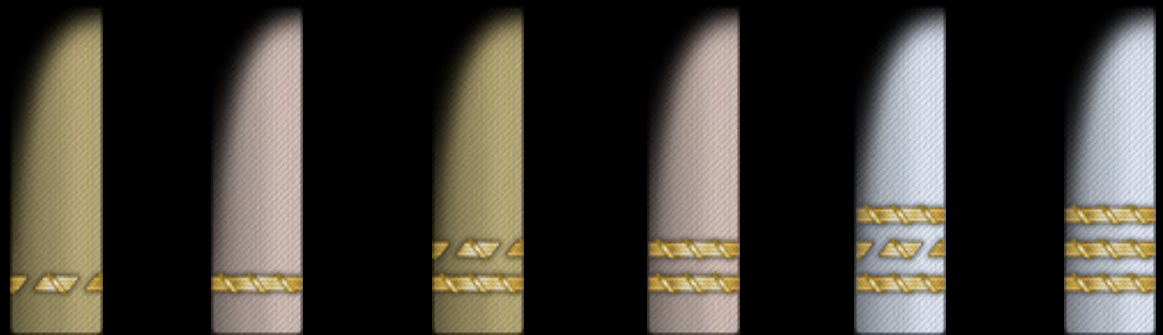
3RD YEAR  
CADET



4TH YEARR  
CADET



# STAR TREK (TMP) - OFFICER RANK INSIGNIA



ENSIGN

LIEUTENANT

LIEUTENANT  
COMMANDER

COMMANDER

CAPTAIN

FLEET  
CAPTAIN



COMMODORE

REAR  
ADMIRAL

VICE  
ADMIRAL

ADMIRAL

FLEET  
ADMIRAL

COMMANDER  
STARFLEET

# STAR TREK (TMP) - ENLISTED RANK INSIGNIA



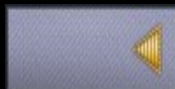
CREWMAN  
RECRUIT



CREWMAN  
APPRENTICE



CREWMEN



PETTY  
OFFICER  
3RD CLASS



PETTY  
OFFICER  
2ND CLASS



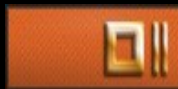
PETTY  
OFFICER  
1ST CLASS



CHIEF PETTY  
OFFICER



SENIOR CHIEF  
PETTY  
OFFICER



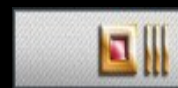
MASTER CHIEF  
PETTY  
OFFICER



COMMAND  
MASTER  
CHIEF PETTY  
OFFICER



FLEET  
MASTER  
CHIEF PETTY  
OFFICER



MASTER CHIEF  
PETTY  
OFFICER  
OF  
STARFLEET

# STAR TREK (TWOK) RANK INSIGNIA



ABLE'S MAN



PETTY OFFICER  
2ND CLASS



PETTY OFFICER  
1ST CLASS



CHIEF PETTY  
OFFICER



SENIOR  
CHIEF PETTY  
OFFICER



MASTER CHIEF  
PETTY OFFICER



MASTER CHIEF  
PETTEY OFFICER  
OF STARFLEET



ENSIGN



LIEUTENANT  
JG



LIEUTENANT



LIEUTENANT  
COMMANDER



COMMANDER



CAPTAIN



FLEET  
CAPTAIN



COMMODORE



REAR ADMIRAL



VICE ADMIRAL



ADMIRAL



FLEET ADMIRAL

# STAR TREK (TNG) - OFFICER & CADET RANK INSIGNIA



1ST YEAR  
CADET



2ND YEAR  
CADET



3RD YEAR  
CADET



4TH YEAR  
CADET



WARRANT  
OFFICER ONE



CHIEF WARRANT  
OFFICER TWO



CHIEF WARRANT  
OFFICER THREE



CHIEF WARRANT  
OFFICER FOUR



CHIEF WARRANT  
OFFICER FIVE



ENSIGN



LIEUTENANT  
JG



LIEUTENANT



LT  
COMMANDER



COMMANDER



CAPTAIN



FLEET  
CAPTAIN



COMMODORE



REAR ADMIRAL



VICE ADMIRAL



ADMIRAL



FLEET ADMIRAL

# STAR TREK (TNG) - ENLISTED & PROVISIONAL RANK INSIGNIA



CREWMAN  
RECRUIT



CREWMAN  
APPRENTICE



CREWMAN



PETTY OFFICER  
3RD CLASS



PETTY OFFICER  
2ND CLASS



PETTY OFFICER  
1ST CLASS



CHIEF PETTY  
OFFICER



SENIOR CHIEF  
PETTY OFFICER



MASTER CHIEF  
PETTY OFFICER



COMMAND  
MASTER CHIEF PETTY  
OFFICER



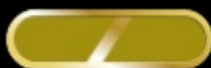
FLEET MASTER  
CHIEF  
PETTY OFFICER



MASTER CHIEF  
PETTY OFFICER  
OF STARFLEET



ALL PROVISIONAL  
ENLISTED RANKS



ENSIGN



LIEUTENANT  
JG



LIEUTENANT



LT  
COMMANDER



COMMANDER



CAPTAIN

# STARFLEET OFFICER RANK INSIGNIA (FUTURE)



CADET 1



CADET 2



CADET 3



CADET 4



ENSIGN



LIEUTENANT  
JG



LIEUTENANT



LT  
COMMANDER



COMMANDER



CAPTAIN



FLEET  
CAPTAIN



COMMODORE



REAR ADMIRAL



VICE ADMIRAL



ADMIRAL



FLEET ADMIRAL

# STARFLEET ENLISTED RANK INSIGNIA (FUTURE)



CREWMAN  
RECRUIT



CREWMAN  
APPRENTICE



CREWMAN



PETTY OFFICER  
3RD CLASS



PETTY OFFICER  
2ND CLASS



PETTY OFFICER  
1ST CLASS



CHIEF PETTY  
OFFICER



SENIOR CHIEF  
PETTY OFFICER



MASTER CHIEF  
PETTY OFFICER



COMMAND  
MASTER CHIEF PETTY  
OFFICER



FLEET MASTER  
CHIEF  
PETTY OFFICER



MASTER CHIEF  
PETTY OFFICER  
OF STARFLEET

# STARFLEET MARINES - OFFICER RANK INSIGNIA (NG ERA)



1ST YEAR  
CADET



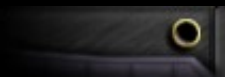
2ND YEAR  
CADET



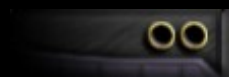
3RD YEAR  
CADET



4TH YEAR  
CADET



WARRANT  
OFFICER 1



WARRANT  
OFFICER 2



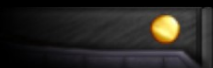
CHIEF WARRANT  
OFFICER 3



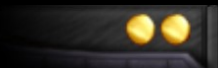
CHIEF WARRANT  
OFFICER 4



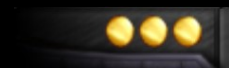
CHIEF WARRANT  
OFFICER 5



2ND LIEUTENANT



1ST LIEUTENANT



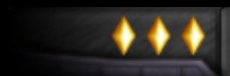
CAPTAIN



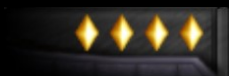
MAJOR



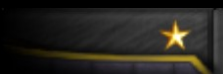
LIEUTENANT  
COLONEL



COLONEL



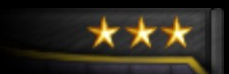
BRIGADIER



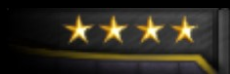
BRIGADIER  
GENERAL



MAJOR  
GENERAL



LIEUTENANT  
GENERAL



GENERAL



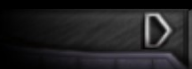
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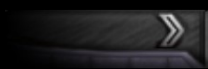
PRIVATE



PRIVATE  
FIRST CLASS



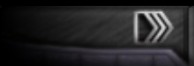
LANCE  
CORPORAL



CORPORAL



SERGEANT



STAFF  
SERGEANT



GUNNERY  
SERGEANT



MASTER  
SERGEANT



FIRST  
SERGEANT



MASTER GUNNERY  
SERGEANT



SERGEANT  
MAJOR



SERGEANT MAJOR  
SFMC

# SPECIAL OPERATIONS MACO OFFICER RANK INSIGNIA



CADET



ENSIGN



LIEUTENANT  
JG



LIEUTENANT



LT  
COMMANDER



COMMANDER



CAPTAIN



FLEET  
CAPTAIN



COMMODORE



REAR ADMIRAL



VICE ADMIRAL



ADMIRAL



FLEET ADMIRAL

# SPECIAL OPERATIONS MACO ENLISTED RANK INSIGNIA



CREWMAN  
RECRUIT



CREWMAN  
APPRENTICE



CREWMAN



PETTY OFFICER  
3RD CLASS



PETTY OFFICER  
2ND CLASS



PETTY OFFICER  
1ST CLASS



CHIEF PETTY  
OFFICER



SENIOR CHIEF  
PETTY OFFICER



MASTER CHIEF  
PETTY OFFICER



COMMAND  
MASTER CHIEF PETTY  
OFFICER



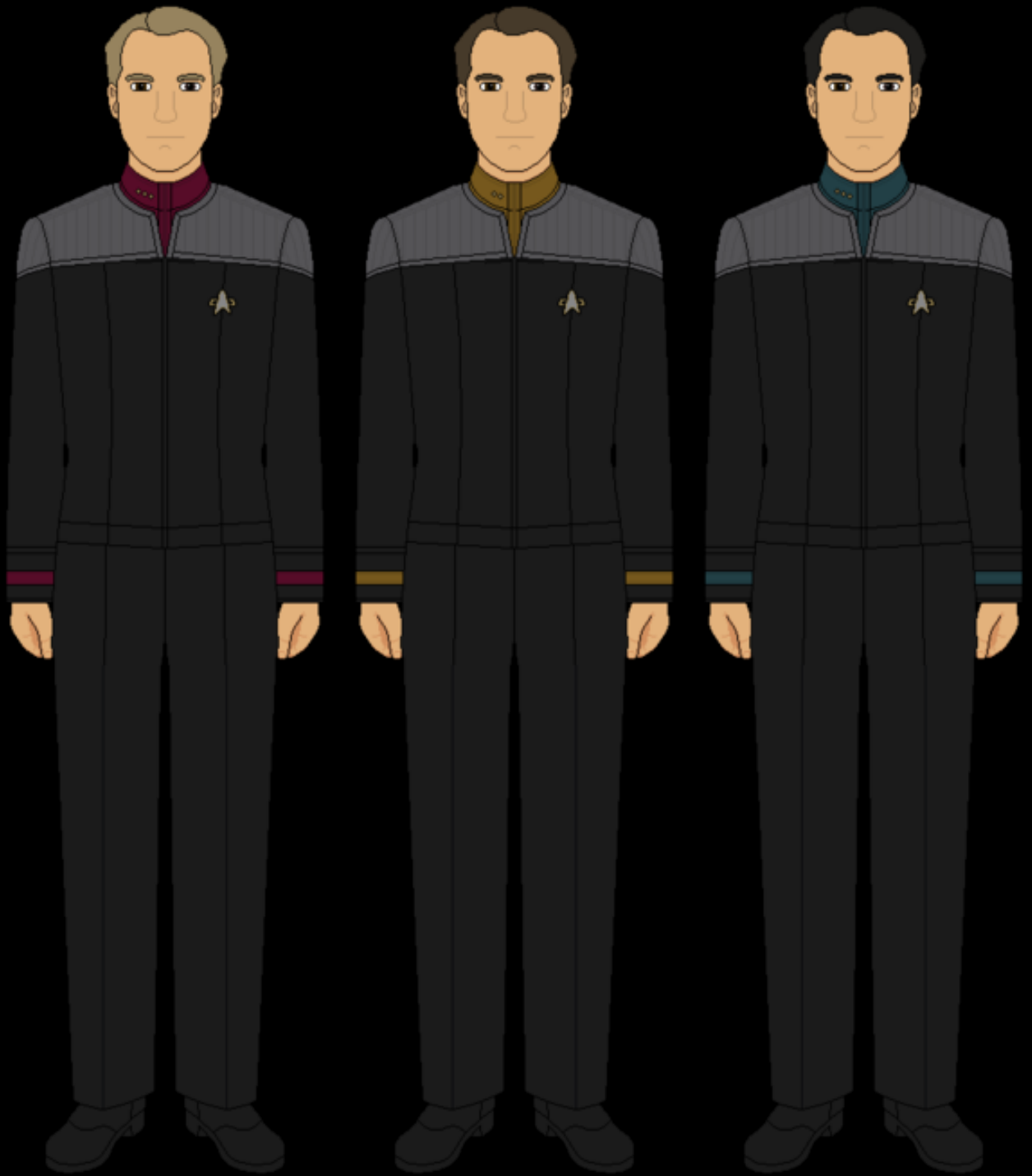
FLEET MASTER  
CHIEF  
PETTY OFFICER

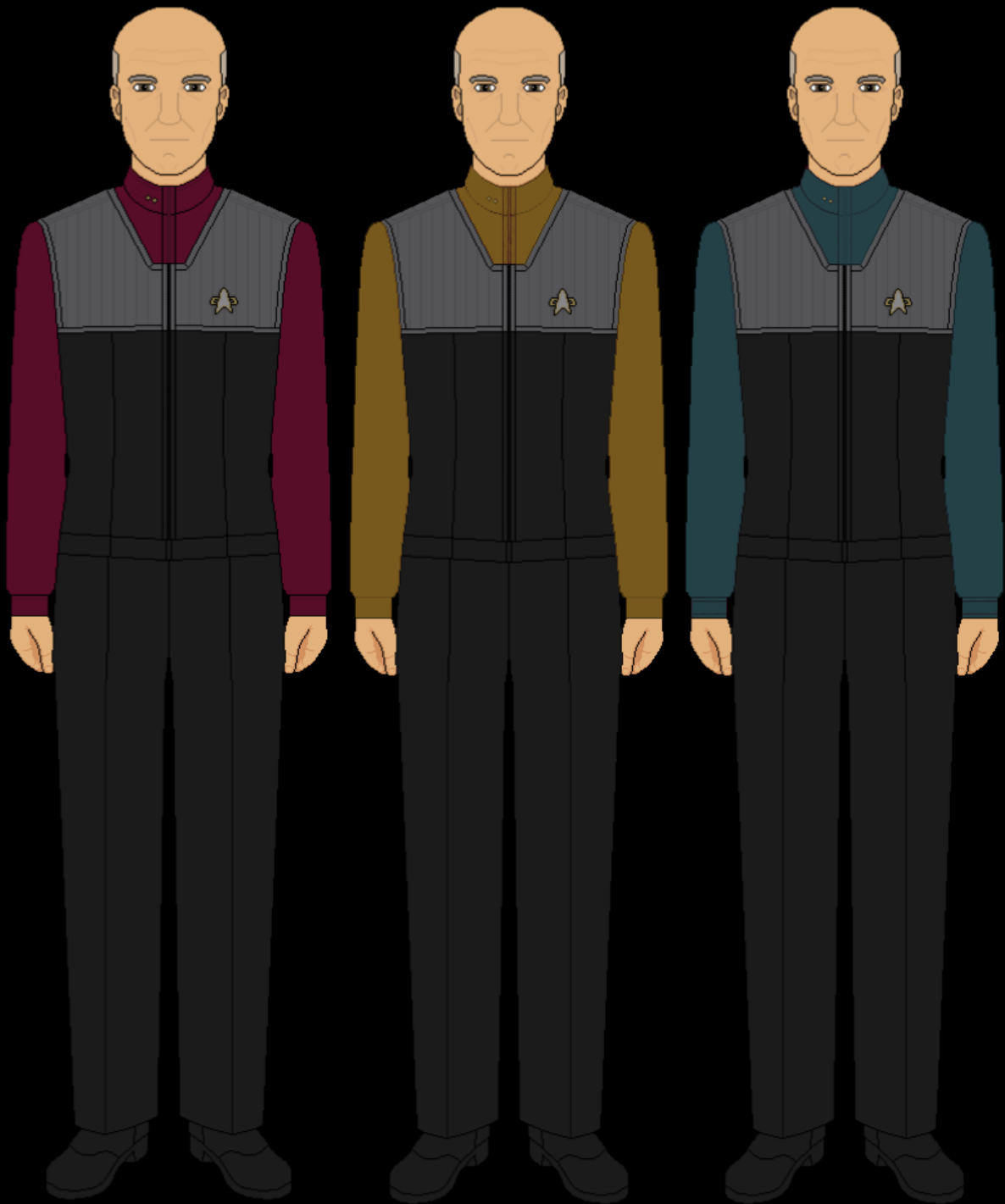


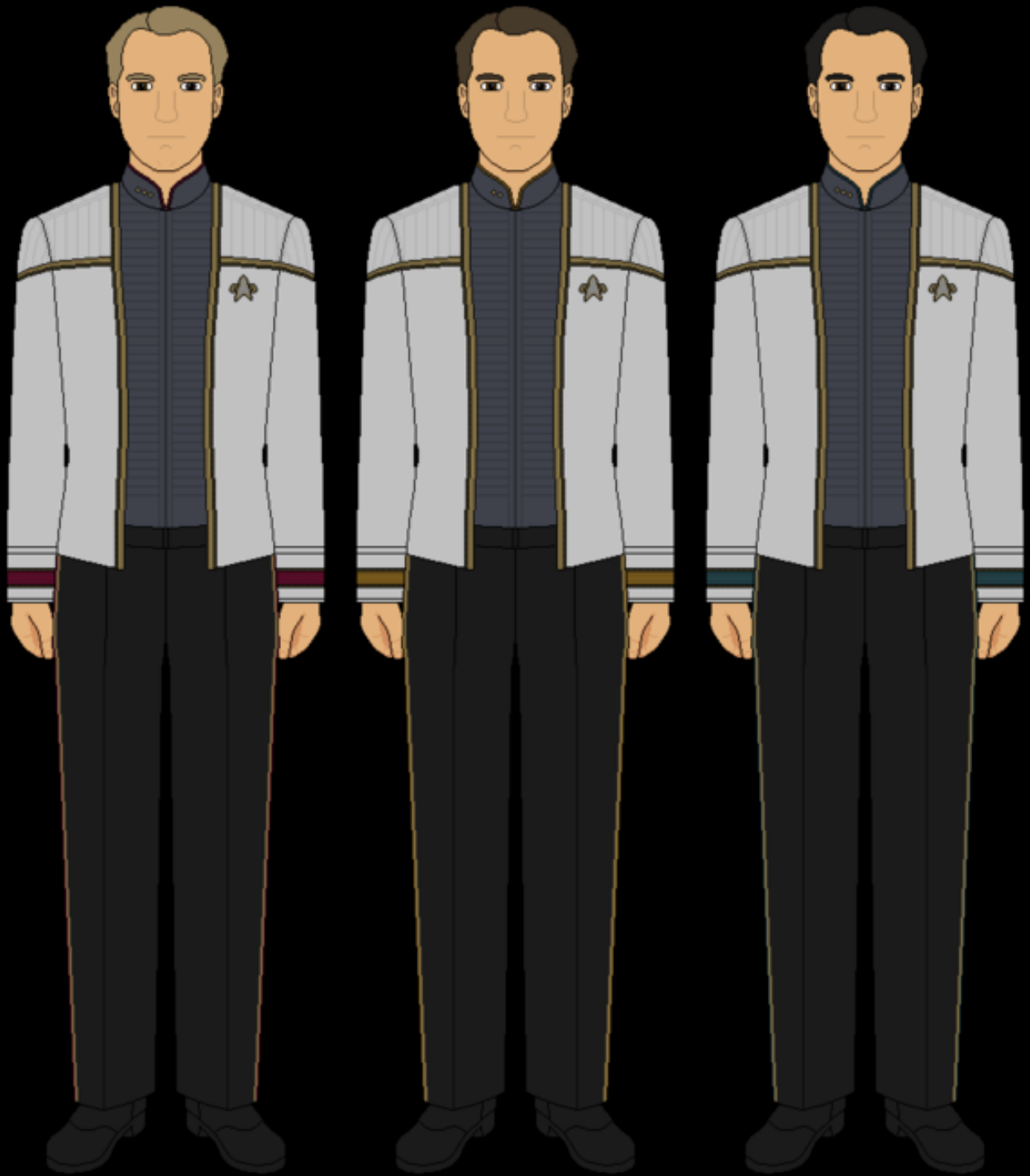
MASTER CHIEF  
PETTY OFFICER  
OF STARFLEET

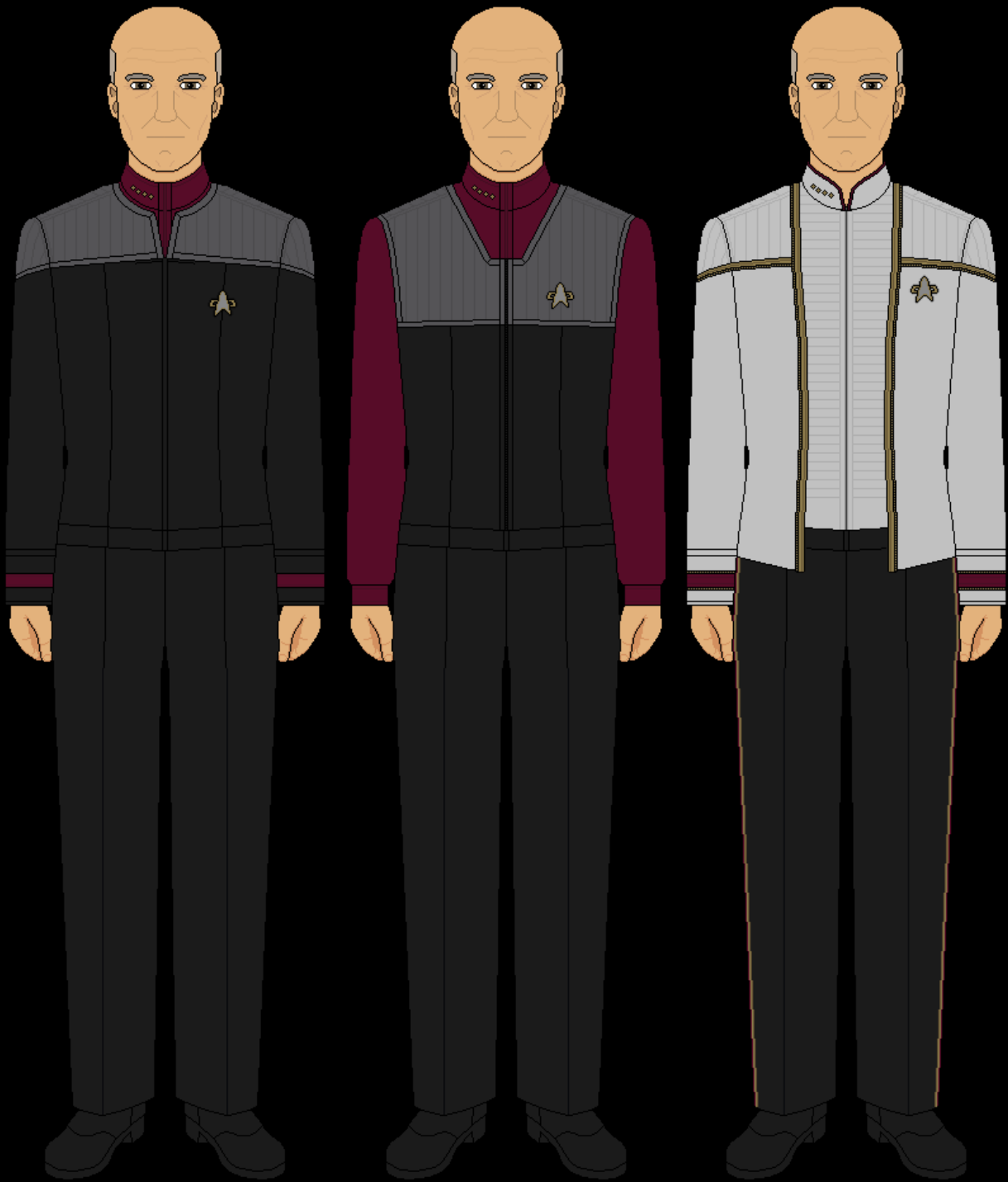


**APPENDIX C  
STARFLEET UNIFORM  
DIAGRAMS**

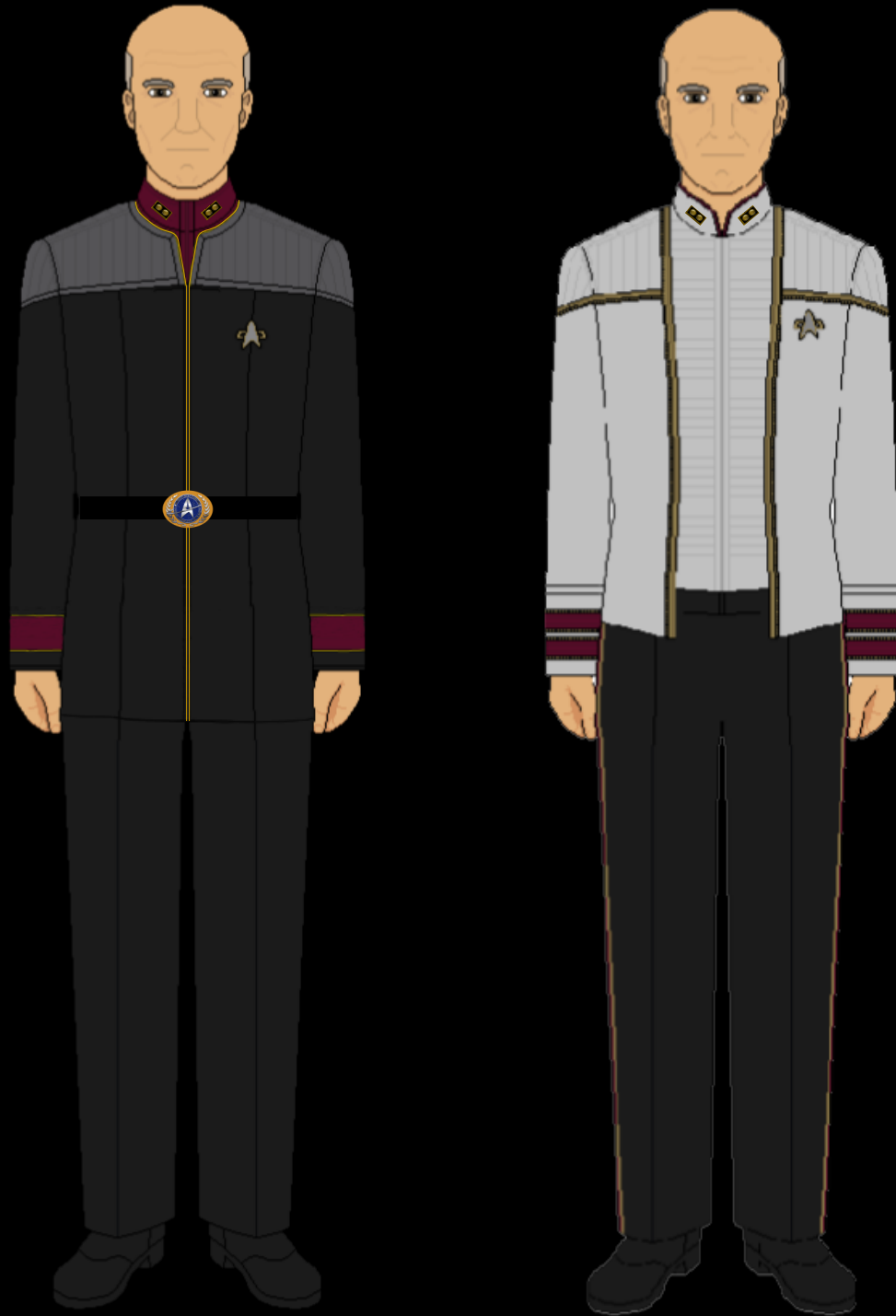


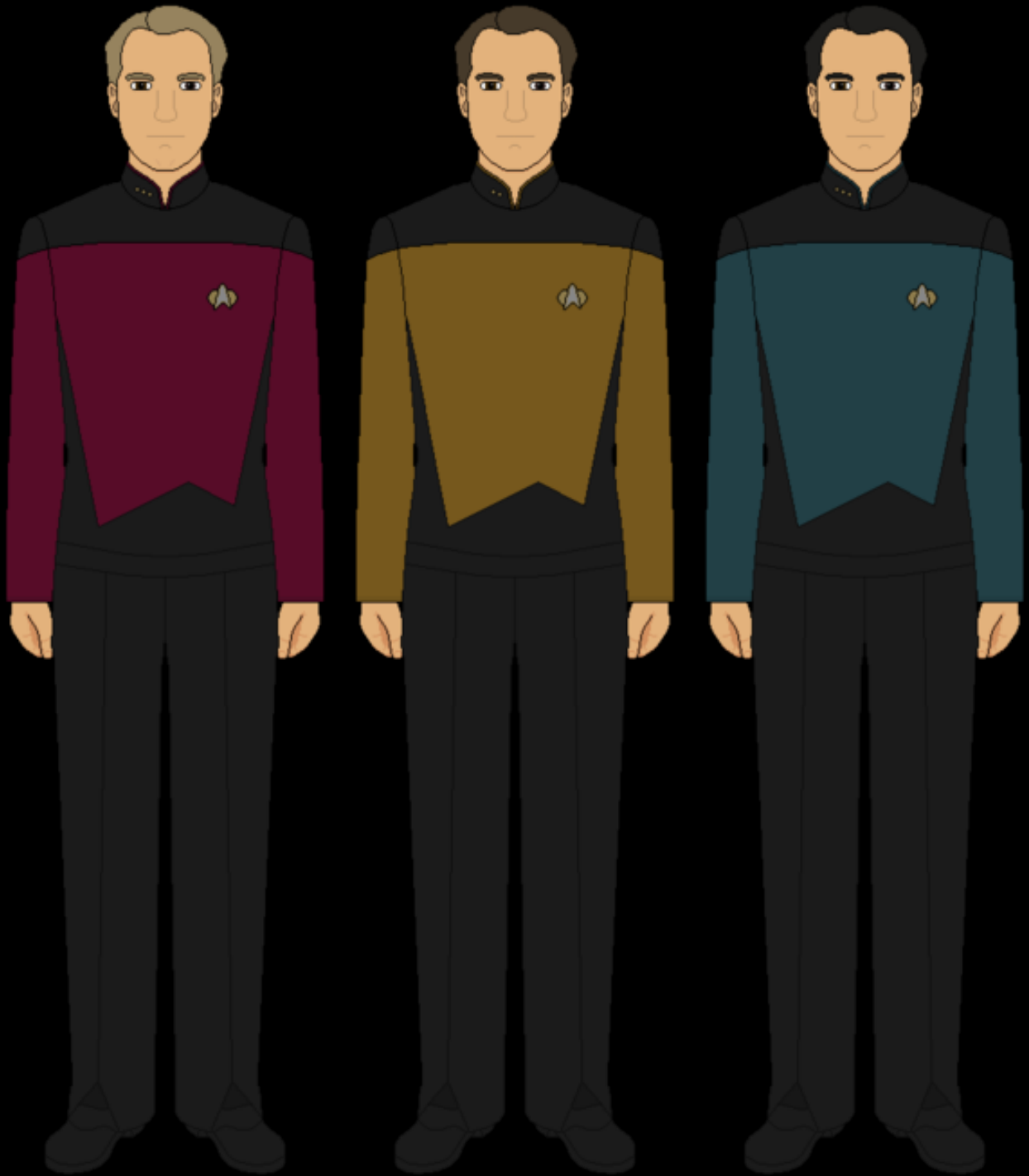


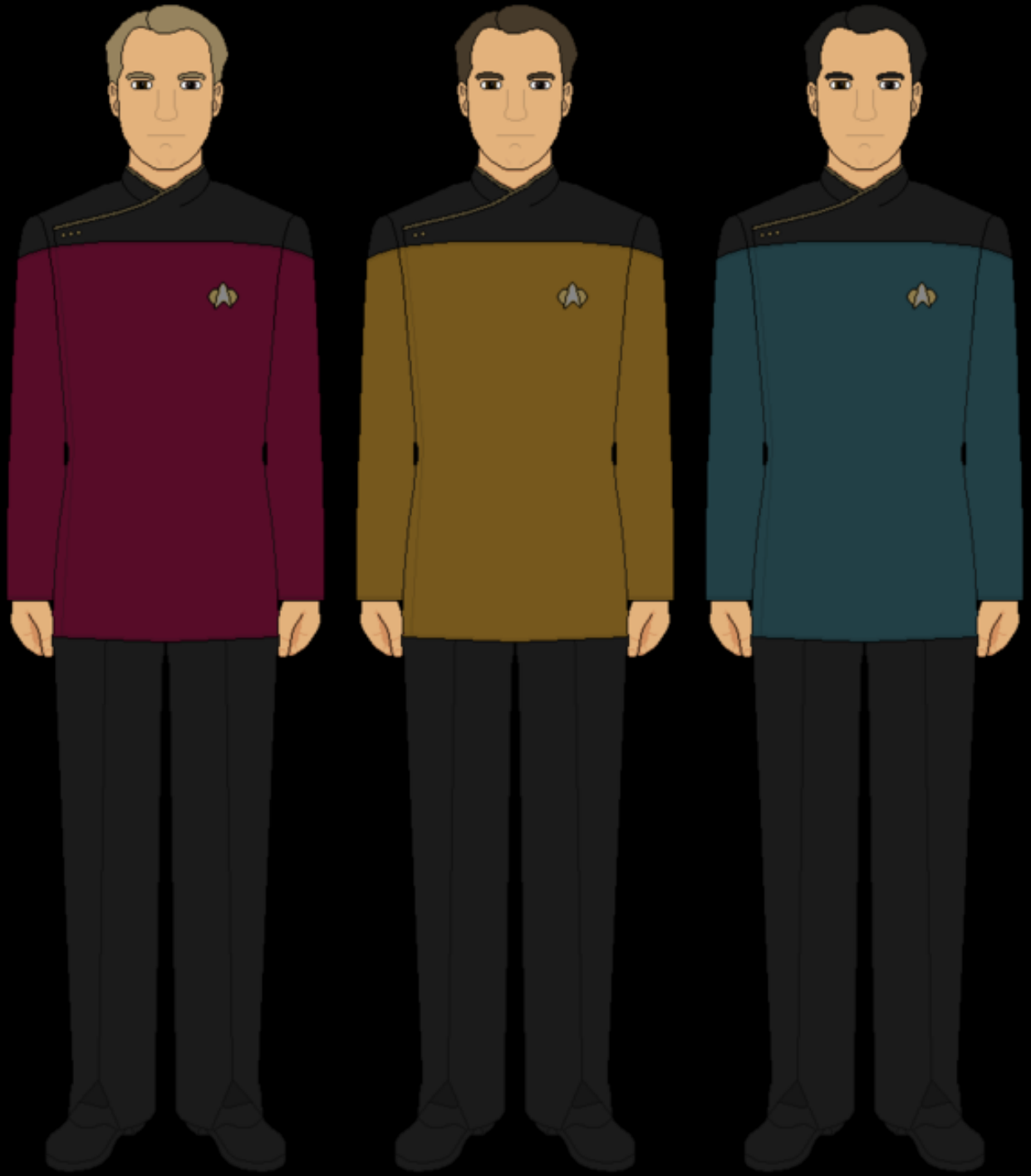


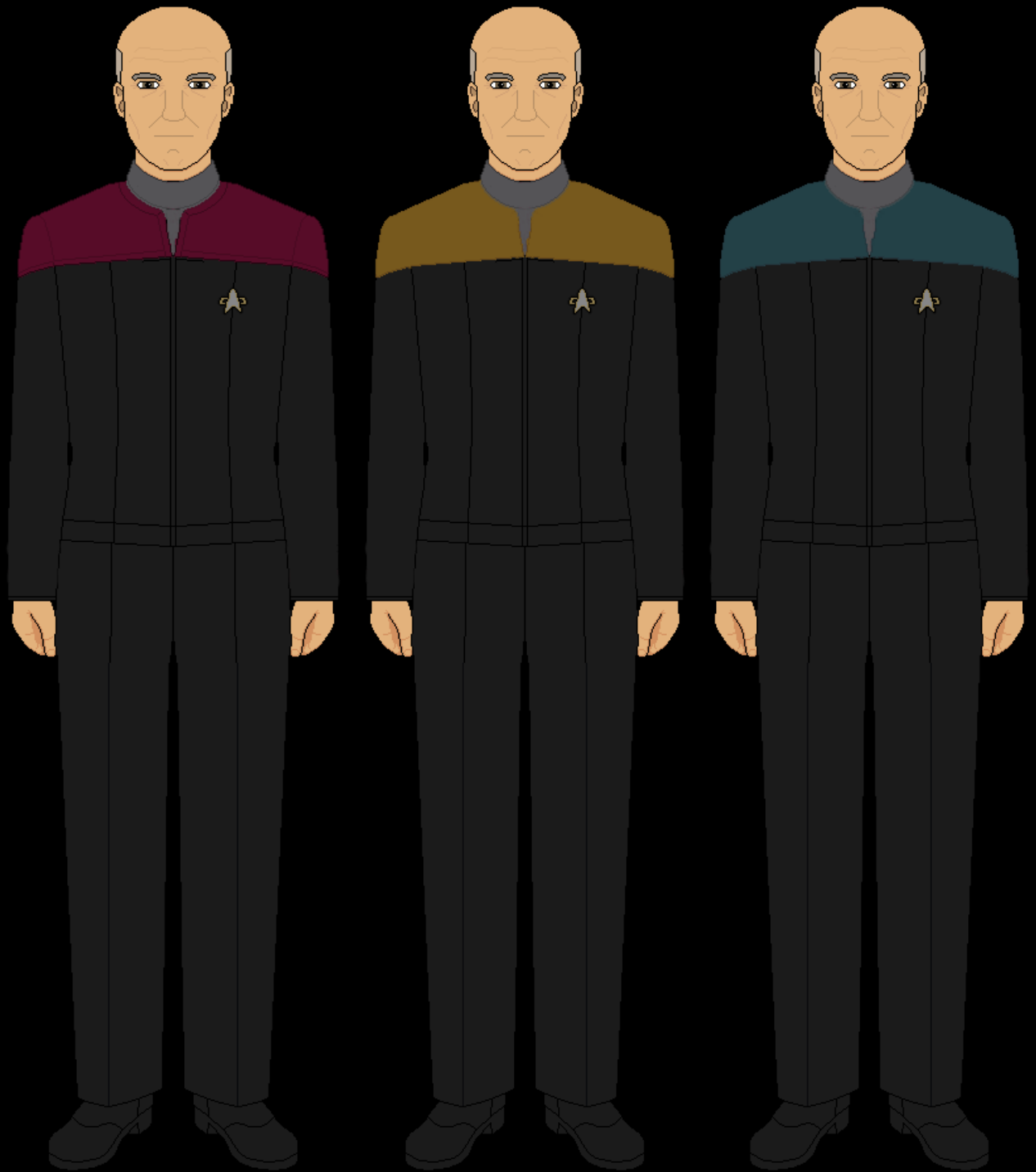












**STAR TREK UNIFORMS  
USS EXCALIBUR  
DUTY UNIFORM  
(COMMAND/DIPLOMATIC CORPS)  
(MEDICAL/SCIENCE)**



**STAR TREK UNIFORMS  
USS EXCALIBUR  
DUTY UNIFORM  
(ENGINEERING/SECURITY/OPERATIONS/  
SUPPORT SERVICES/COMMUNICATIONS)  
(MARINES)**



# STAR TREK UNIFORMS USS EXCALIBUR (CASUAL SHIRT)



COMMAND/DIPLOMATIC CORPS



MEDICAL/SCIENCE

# STAR TREK UNIFORMS USS EXCALIBUR (CASUAL SHIRT)



ENGINEERING/OPERATIONS/SUPPORT/SECURITY



SFMC/SFSO



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## APPENDIX D AWARD DIAGRAMS

# STARFLEET AWARDS DIAGRAM



CHAPTER OF THE YEAR AWARD



SHAKEDOWN CHAPTER OF THE YEAR AWARD



SUPPORT CHAPTER OF THE YEAR AWARD



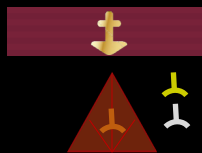
FLAG OFFICER OF THE YEAR AWARD



OFFICER OF THE YEAR AWARD



ENLISTED MEMBER OF THE YEAR AWARD



JUNIOR MEMBER OF THE YEAR AWARD



COMMANDING OFFICER OF THE YEAR AWARD



ORDER OF AXANAR 1ST CLASS



ORDER OF AXANAR 2ND CLASS



ORDER OF AXANAR 3RD CLASS



ORDER OF BABEL 1ST CLASS



ORDER OF BABEL 2ND CLASS



ORDER OF BABEL 3RD CLASS



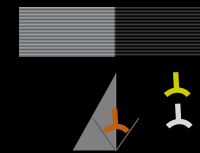
ORDER OF COCHRANE 1ST CLASS



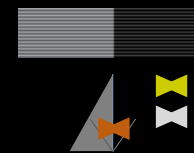
ORDER OF COCHRANE 2ND CLASS



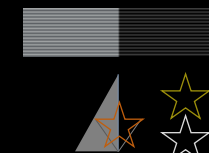
ORDER OF COCHRANE 3RD CLASS



ORDER OF DARMOK AND JALAD 1ST CLASS



ORDER OF DARMOK AND JALAD 2ND CLASS



ORDER OF DARMOK AND JALAD 3RD CLASS

# STARFLEET AWARDS DIAGRAM



ORDER OF  
DIONYSUS  
1ST CLASS



ORDER OF  
DIONYSUS  
2ND CLASS



ORDER OF  
DIONYSUS  
3RD CLASS



ORDER OF  
GAEA  
1ST CLASS



ORDER OF  
GAE  
2ND CLASS



ORDER OF  
GAEA  
3RD CLASS



GRANITE  
ORDER OF  
TACTICS  
1ST CLASS



GRANITE  
ORDER OF  
TACTICS  
2ND CLASS



GRANITE  
ORDER OF  
TACTICS  
3RD CLASS



ORDER OF  
HAWKING  
1ST CLASS



ORDER OF  
HAWKING  
2ND CLASS



ORDER OF  
HAWKING  
3RD CLASS



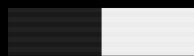
ORDER OF  
HERODOTUS  
1ST CLASS



ORDER OF  
HERODOTUS  
2ND CLASS



ORDER OF  
HERODOTUS  
3RD CLASS



ORDER OF  
PRENTARES  
1ST CLASS



ORDER OF  
PRENTARES  
2ND CLASS



ORDER OF  
PRENTARES  
3RD CLASS



ORDER OF  
RODDENBERRY  
1ST CLASS

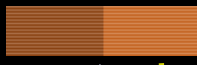


ORDER OF  
RODDENBERRY  
2ND CLASS

# STARFLEET AWARDS DIAGRAM



ORDER OF  
RODDENBERRY  
3RD CLASS



ORDER OF  
SAMARITAN  
1ST CLASS



ORDER OF  
SAMARITAN  
2ND CLASS



ORDER OF  
SAMARITAN  
3RD CLASS



ORDER OF  
S'HARLEN  
1ST CLASS



ORDER OF  
S'HARLEN  
2ND CLASS



ORDER OF  
S'HARLEN  
3RD CLASS



ORDER OF  
SURAK  
1ST CLASS



ORDER OF  
SURAK  
2ND CLASS



ORDER OF  
SURAK  
3RD CLASS



ORDER OF  
TARBOLDE OF  
CANOPIUS  
1ST CLASS



ORDER OF  
TARBOLDE OF  
CANOPIUS  
2ND CLASS



ORDER OF  
TARBOLDE OF  
CANOPIUS  
3RD CLASS

# STARFLEET ACADEMY AWARDS DIAGRAM



DIRECTOR  
OF THE  
YEAR



COLLEGE OF  
THE YEAR



INSTITUTE DEAN  
OF THE YEAR



INSTITUTE  
OF THE YEAR



SUPPORT STAFF  
MEMBER OF  
THE YEAR



COMMANDANT'S  
STAR AWARD



RED SQUAD



BLUE SQUAD



GOLD SQUAD



RED SQUADRON  
LEADER



BLUE SQUADRON  
LEADER



GOLD SQUADRON  
LEADER



ASSISTANT RED  
SQUADRON  
LEADER



ASSISTANT BLUE  
SQUADRON  
LEADER



ASSISTANT GOLD  
SQUADRON  
LEADER



BOOTHBY  
AWARD  
Bronze  
50



BOOTHBY  
AWARD  
Silver  
100



BOOTHBY  
AWARD  
Gold  
150























BOOTHBY  
AWARD  
Latinum  
200



BOOTHBY  
AWARD  
Diamond  
250

# STARFLEET ACADEMY AWARDS DIAGRAM

 <p><b>BOOTHBY AWARD Dilithium 300</b></p>	 <p><b>BOOTHBY AWARD Titanium 350</b></p>	 <p><b>BOOTHBY AWARD Zirconium 400</b></p>	 <p><b>BOOTHBY AWARD Platinum 450</b></p>	 <p><b>BOOTHBY AWARD Trilithium 500</b></p>
 <p><b>BOOTHBY AWARD Amber 550</b></p>	 <p><b>BOOTHBY AWARD Garnet 600</b></p>	 <p><b>BOOTHBY AWARD Topaz 650</b></p>	 <p><b>BOOTHBY AWARD Amethyst 700</b></p>	 <p><b>BOOTHBY AWARD Pearl 750</b></p>
 <p><b>BOOTHBY AWARD Opal 800</b></p>	 <p><b>BOOTHBY AWARD Sapphire 850</b></p>	 <p><b>BOOTHBY AWARD Ruby 900</b></p>	 <p><b>BOOTHBY AWARD Emerald 950</b></p>	 <p><b>BOOTHBY AWARD Omega 1000</b></p>
 <p><b>BOOTHBY AWARD Bronze Star 1050</b></p>	 <p><b>BOOTHBY AWARD Truman Temple 1100</b></p>	 <p><b>BOOTHBY AWARD Gold Star 900</b></p>	 <p><b>BOOTHBY AWARD Latinum Star 900</b></p>	 <p><b>BOOTHBY AWARD Diamond Star 1250</b></p>

# STARFLEET ACADEMY AWARDS DIAGRAM



**BOOTHBY  
AWARD**  
Dilithium Star  
1300



**BOOTHBY  
AWARD**  
Titanium Star  
1350



**BOOTHBY  
AWARD**  
Zirconium Star  
1400



**BOOTHBY  
AWARD**  
Platinum Star  
1450



**BOOTHBY  
AWARD**  
Trilithium Star  
1500



**BOOTHBY  
AWARD**  
Amber Star  
1550



**BOOTHBY  
AWARD**  
Garnet Star  
1600



**BOOTHBY  
AWARD**  
Topaz Star  
1650



**BOOTHBY  
AWARD**  
Amethyst Star  
1700



**BOOTHBY  
AWARD**  
Pearl Star  
1750



**BOOTHBY  
AWARD**  
Opal Star  
1800



**BOOTHBY  
AWARD**  
Sapphire Star  
1850



**BOOTHBY  
AWARD**  
Ruby Star  
1900



**BOOTHBY  
AWARD**  
Emerald Star  
1950



**BOOTHBY  
AWARD**  
Omega Star  
2000



**BOOTHBY  
AWARD**  
Acamar Star  
2050



**BOOTHBY  
AWARD**  
Aldebaran Star  
2100



**BOOTHBY  
AWARD**  
Alpha Centauri  
2150



**BOOTHBY  
AWARD**  
Altair Star  
2200



**BOOTHBY  
AWARD**  
Amargosa Star  
2250



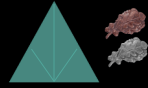
# STARFLEET ACADEMY AWARDS DIAGRAM



# REGION ONE AWARDS DIAGRAM



MEDAL OF HONOR



STAR CROSS



DISTINGUISHED SERVICE AWARD



LEGION OF MERIT



PURPLE HEART



DEAREST BLOOD DECORATION



LET ME HELP AWARD



REGION ONE COMMENDATION



GOOD CONDUCT DECORATION



FINAL FRONTIER AWARD



"SOL III" AWARD



MERITORIOUS SERVICE AWARD



GARTH ORDER OF TACTICS



PHOENIX AWARD



UNIT DISTINGUISHED SERVICE AWARD

## REGION ONE AWARDS DIAGRAM



**UNIT  
COMMENDATION  
AWARD**



**JOINT  
MERITORIOUS  
SERVICE  
AWARD**



**MERITORIOUS UNIT  
COMMENDATION  
AWARD**



**CAMPAIGN  
CITATION**



**"E"  
(ENTERPRISE)  
RIBBON**



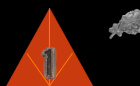
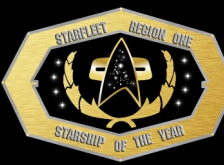
**LEGION OF  
HONOR**



**DAYSTROM  
ACHEIVEMENT  
AWARD**



**SILVER STAR  
AWARD**



**STARSHIP OF  
THE YEAR**



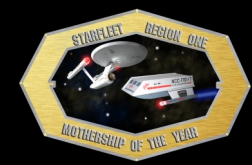
**STARSHIP OF  
EXCELLENCE**



**BEST SHAKEDOWN  
CRUISE**



**FIRST MISSION  
CITATION**



**SUPPORT SHIP OF  
THE YEAR**

## REGION ONE AWARDS DIAGRAM



REGION ONE  
MEDAL



STARFLEET  
CLASS OF  
EXCELLENCE



JOHNATHAN



DEPARTMENT  
OF THE YEAR



RDC OF



CADET OF THE  
YEAR



EDITH KEELER  
AWARD



STAFF MEMBER  
OF THE YEAR



NEWSLETTER  
OF THE YEAR



COMMUNICATIONS  
EXCELLENCE



SECTOR OF THE  
YEAR



HONORARY  
MEMBERSHIP

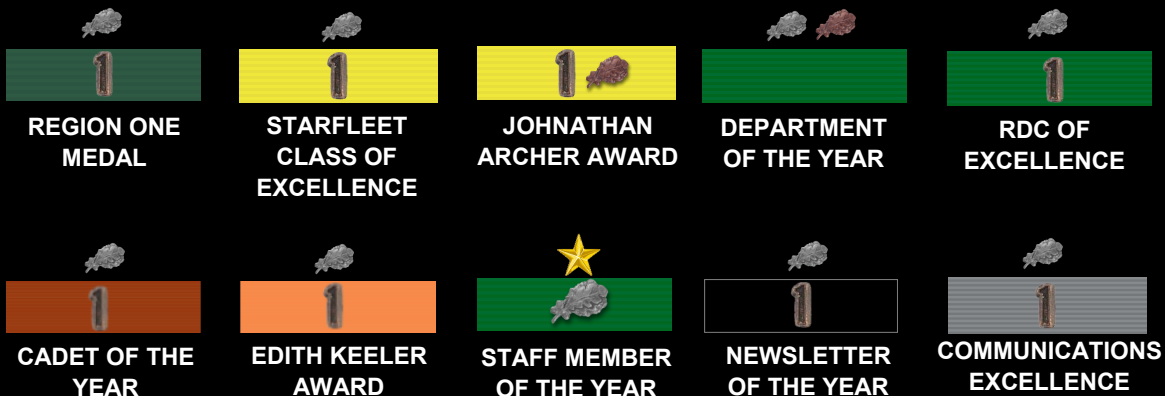


R1  
AMBASSADORIAL  
AWARD

# USS EXCALIBUR NCC-26517 R1 AWARDS DIAGRAM

MEDAL OF HONOR	STAR CROSS	DISTINGUISHED SERVICE AWARD	LEGION OF MERIT	PURPLE HEART
DEAREST BLOOD DECORATION	LET ME HELP AWARD	REGION ONE COMMENDATION	GOOD CONDUCT DECORATION	FINAL FRONTIER AWARD
"SOL III" AWARD	MERITORIOUS SERVICE AWARD	GARTH ORDER OF TACTICS	PHOENIX AWARD	UNIT DISTINGUISHED SERVICE AWARD
UNIT COMMENDATION AWARD	JOINT MERITORIOUS SERVICE AWARD	MERITORIOUS UNIT COMMENDATION AWARD	CAMPAIGN CITATION	"E" (ENTERPRISE) RIBBON
OFFICER TRAINING SCHOOL	OFFICER COMMAND COLLEGE	LEGION OF HONOR	DAYSTROM ACHEIVEMENT AWARD	SILVER STAR AWARD
STARSHIP OF THE YEAR	STARSHIP OF EXCELLENCE	BEST SHAKEDOWN CRUISE	FIRST MISSION CITATION	SUPPORT SHIP OF THE YEAR

## USS EXCALIBUR NCC-26517 R1 AWARDS DIAGRAM CONT.



## USS EXCALIBUR NCC-26517 CHAPTER AWARDS



- |                |  |
|----------------|--|
| COMMAND        | SUPPORT SERVICES                           |
| OPERATIONS     | DIPLOMATIC CORPS                           |
| ENGINEERING    | JOINT SPECIAL OPERATIONS                   |
| MEDICAL        | EXAMPLE OF A DUEL DEPARTMENT               |
| COMMUNICATIONS | EXAMPLE OF A TWO TIME AWARD COMMUNICATIONS |
| SECURITY       | EXAMPLE OF A THREE TIME AWARD SECURITY     |
| SCIENCE        | EXAMPLE OF A FOUR TIME AWARD SCIENCE       |

# STARFLEET MARINES AWARDS AND DECORATIONS



GOLD NEBULA



SILVER NEBULA



DISTINGUISHED SERVICE CROSS



CROSS OF HONOR



SWORD OF HONOR



SHIELD OF HONOR



STAR OF HONOR



LEGION OF HONOR



STARFLEET CROSS



COMMANDANT'S MERITORIOUS SERVICE AWARD



COMET



CROSS OF VALOR



SWORD OF VALOR



SHIELD OF VALOR



STAR OF VALOR



LEGION OF VALOR



WOUNDED LION



SFMC SERVICE COMMENDATION



SFMC ACHIEVEMENT AWARD



BRIGADE SERVICE COMMENDATION



BRIGADE ACHIEVEMENT AWARD



MERITORIOUS UNIT CITATION



LEADER'S COMMENDATION



MARINE HONOR GUARD



GREAT BARRIER EXPEDITION



DISASTER RELIEF



UNITED NATIONS SERVICE



PRENTARES



COMMUNITY SERVICE AWARD



COMMUNICATIONS SERVICE AWARD



GOOD CONDUCT MEDAL



SFMC ANNIVERSARY RIBBON



INTERNATIONAL SERVICE RIBBON



BRIGADE MUSTER AWARD



JOINT SERVICE RIBBON

# STARFLEET MARINES AWARDS AND DECORATIONS



EMBASSY DUTY



LEGION OF ARMS



CADET  
LEGION OF  
ARMS



CADET SERVICE  
COMPLETION  
AWARD



TRACOM  
COMMANDER'S  
AWARD



ACADEMIC  
EXCELLENCE  
AWARD



NCO ACADEMIC  
RIBBON



PROFESSIONAL  
DEVELOPMENT  
AWARD



ADVANCED MEDICAL  
PROFICIENCY  
RIBBON



MEDICAL  
PROFICIENCY  
RIBBON



MARINE  
PROFICIENCY  
RIBBON



INITIAL ENTRY  
TRAINING  
AWARD



CADET INITIAL  
ENTRY TRAINING  
AWARD



COMMANDANT'S  
CAMPAIGN  
AWARD



WILDERNESS  
CHALLENGE  
QUALIFICATION  
BADGE



# STARFLEET SPECIAL OPERATIONS AWARDS AND DECORATIONS



Archer Award



Gannet Brooks  
Award (Doctorate)  
(1st Class)



Gannet Brooks  
Award (Doctorate)  
(2nd Class)



Admiral Forrest  
Award (Leadership)  
(1st Class)



Admiral Forrest  
Award (Leadership)  
(2nd Class)



Admiral Forrest  
Award (Leadership)  
(3rd Class)



Admiral Forrest  
Award (Leadership)  
(4th Class)



Admiral Forrest  
Award (Leadership)  
(5th Class)



SFSO Commendation  
Ribbon



SFSO Achievement  
Ribbon



SFSO Meritorious  
Unit Commendation  
Ribbon



SFSO Annual Muster  
Ribbon



General Martok  
Service Award  
(1 yr)



General Martok  
Service Award  
(3 yr)



General Martok  
Service Award  
(5 yr)



General Martok  
Service Award  
(7+ yrs)



Curzon Award



SFSO Recruiting  
Ribbon



SFSO Master  
Recruiting Ribbon



Major Hayes Award  
(INTELLIGENCE)



Major Hayes Award  
(RECON)



Major Hayes Award  
(RANGER)



Major Hayes Award  
(SEAL)



Major Hayes Award  
(MACO)



SFSO Aerospace Wings

# STARFLEET SPECIAL OPERATIONS AWARDS, DECORATIONS AND SKILL BADGES (MACO)



MACO OF THE YEAR



MACO MISSION  
LEADER AWARD



MACO  
OUTSTANDING  
TEAM MEMBER  
AWARD



MACO COMBINED  
FORCES AWARD



MACO SPECIAL  
PROJECTS AWARD



MACO 5 MISSION  
AWARD



MACO IN HARM'S  
WAY



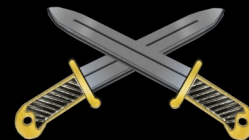
MACO TOUR OF  
DUTY



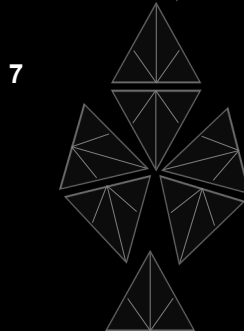
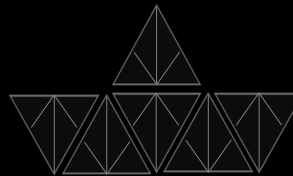
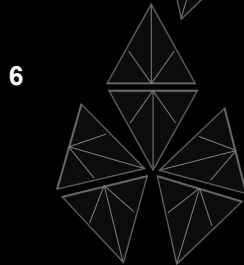
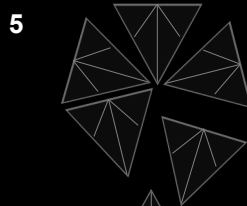
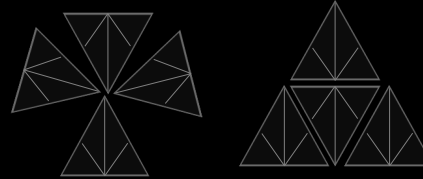
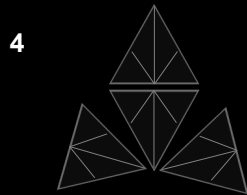
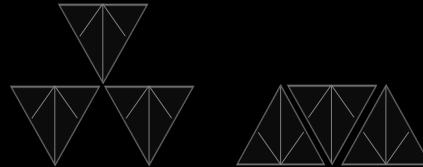
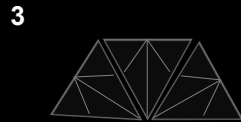
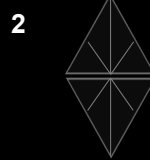
MACO COMMUNITY  
SERVICE



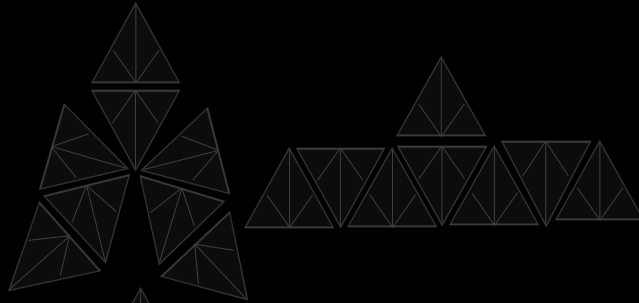
MACO RIBBON



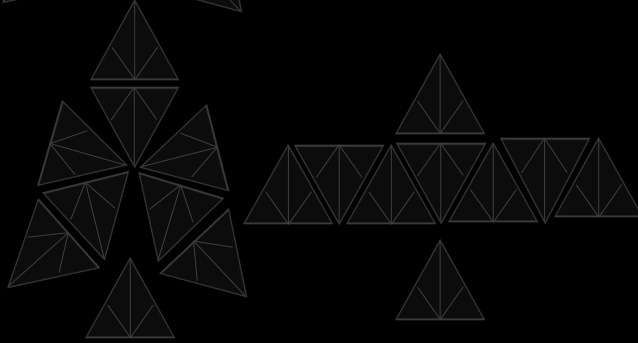
EXPERT COMBINED  
ARMS BADGE



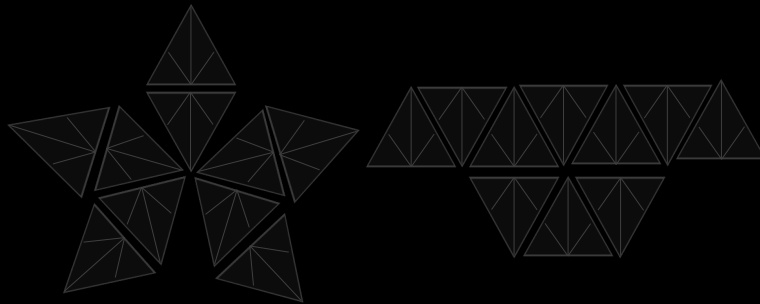
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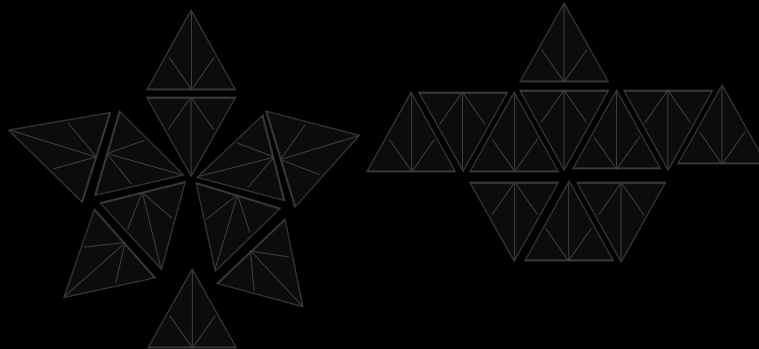
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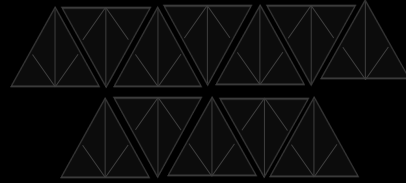
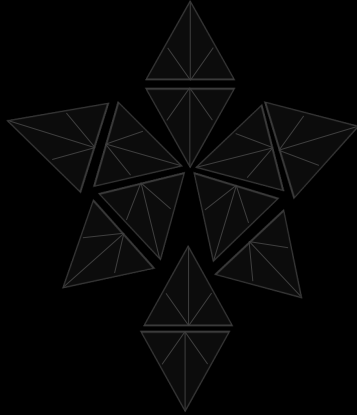
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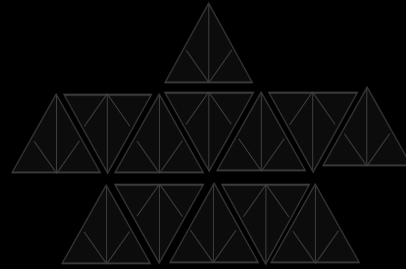
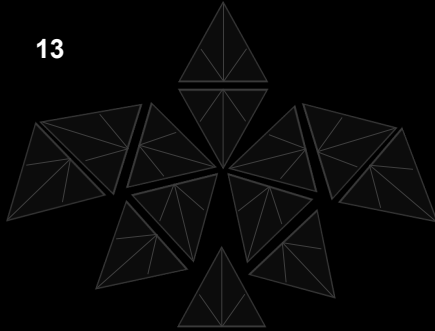
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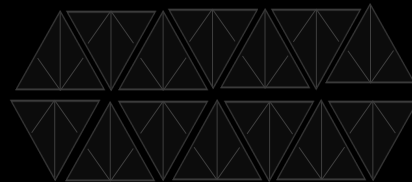
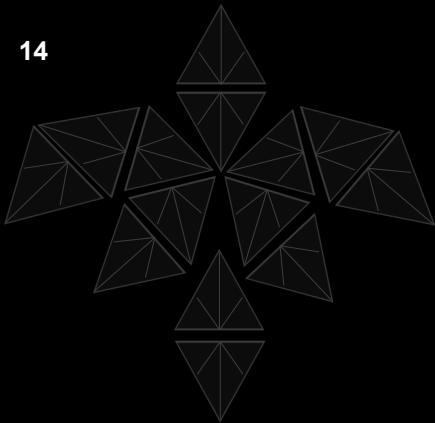
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13



14

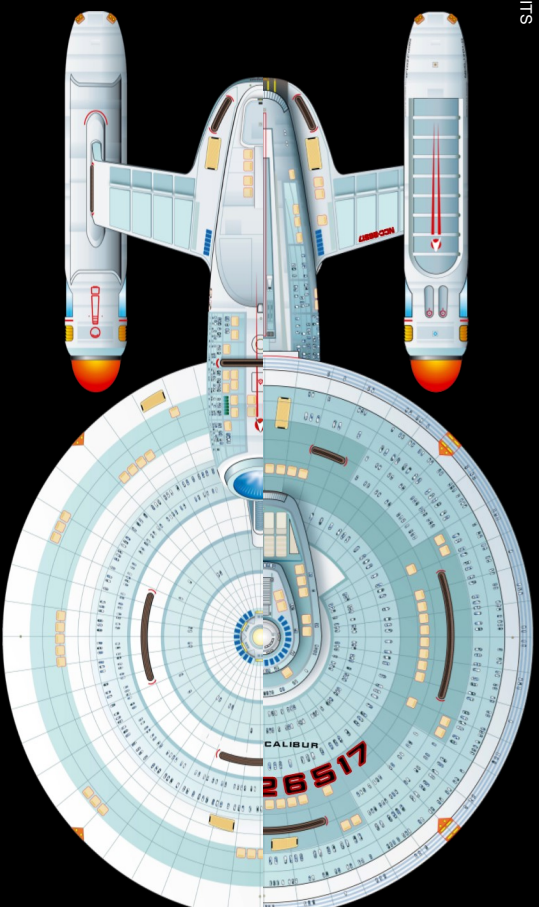
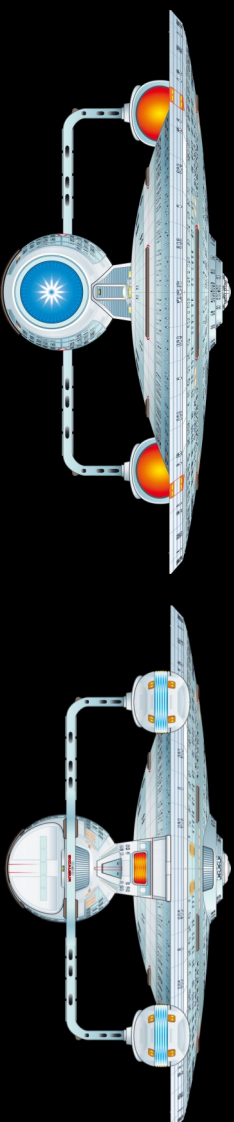
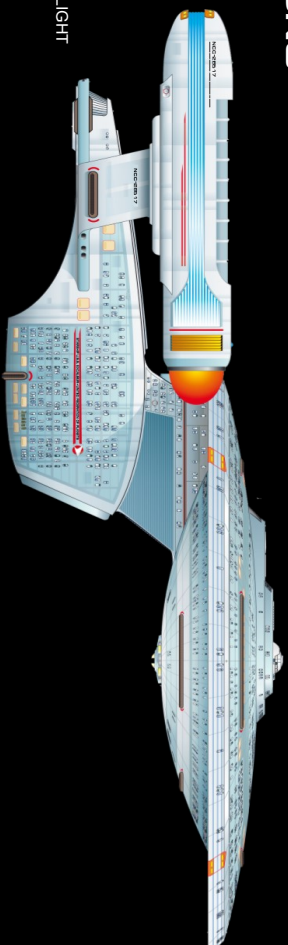




## APPENDIX E SHIP SCHEMATICS

# EXCALIBUR NCC-26517 SPECIFICATIONS

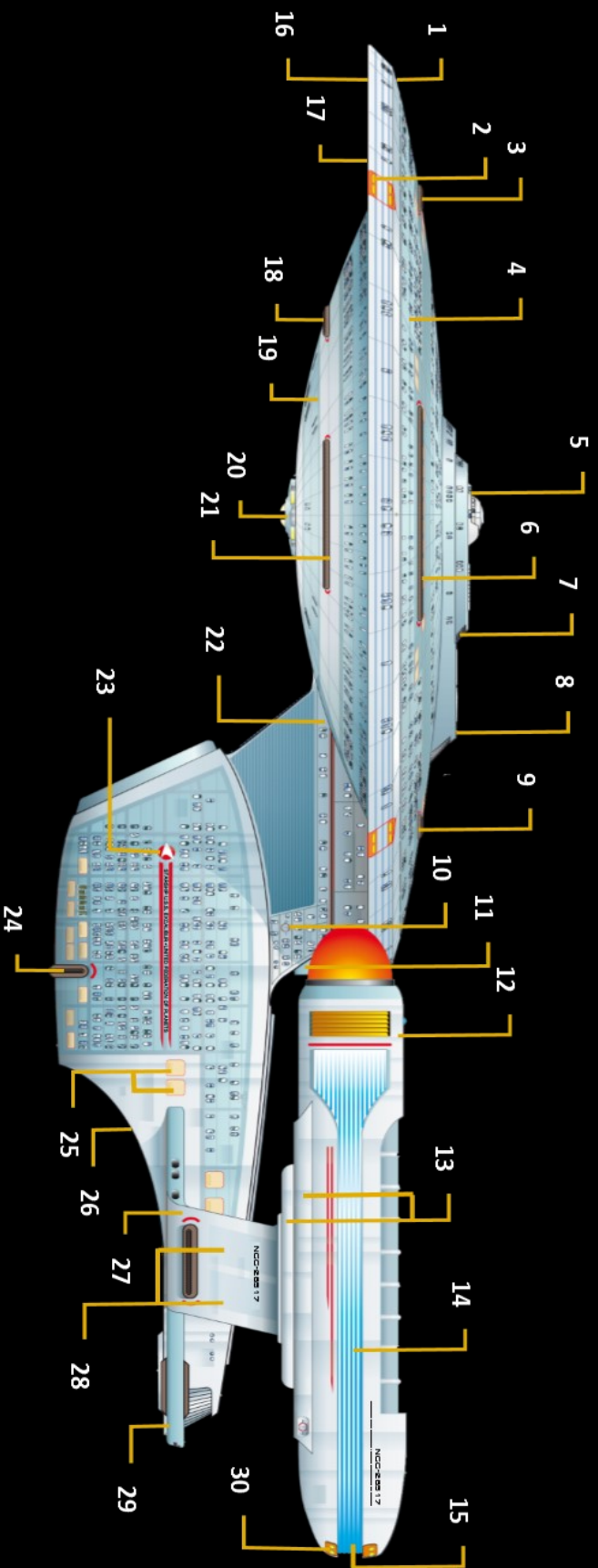
VESSEL TYPE	MULTI-MISSION LONG-RANGE STARSHIP
CLASSIFICATION	CRUISER
NOMENCLATURE	EXCALIBUR
CLASS LEADER	U.S.S. AMBASSADOR
DESIGN AUTHORITY	ADVANCED STARSHIP DESIGN BUREAU
CONSTRUCTION SITE	MCKNILEY ORBITAL SHIPYARDS, SOL/JUPITER-4
FITTED OUT	OHN F. KENNEDY ORBITAL SHIPYARDS, SOL/JUPITER-4
CONTROLLING AUTHORITY	STARFLEET COMMAND/UNITED FEDERATION OF PLANETS
CREW	UP TO 3,000 MAXIMUM
PASSENGER BERTHINGS	3 STANDARD YEARS AT WARP .25 STANDARD YEARS AT SUB-LIGHT
DURATION	5 STANDARD YEARS
MAJOR REFIT	100 STANDARD YEARS
SPACE FRAME LIFE EXPECTANCY	1.05 MILLION METRIC TONS
GROSS TONNAGE (UNLOADED)	1,325 MILLION METRIC TONS
GROSS TONNAGE (LOADED)	38
TORAL DECKS	475,000 SQUARE METERS
APPROXIMATE HABITALE AREA	WARP 6
CRUISE SPEED	WARP 8
SAFE MAXIMUM SPEED	WARP 9.5 (FOR 12 HOURS)
EMERGENCY SPEED	36-G/s
MAXIMUM ACCELERATION	0.25-G
NORMAL MAXIMUM SUB-C SPEED	0.91-G
MAX. RECOMMENDED SUB-C SPEED	OVERALL VESSEL
LOA	DOCKED CONFIGURATION
BOA	528.25 METERS
DOA	399.95 METERS
DOA	131.15 METERS
PRIMARY HULL	SUB-LIGHT (SAUCER SECTION)
LENGTH OVERALL (LOA)	399.95 METERS
BEADTH OVERALL (BOA)	403.15 METERS
DRAUGHT OVERALL (DOA)	65.11 METERS
SECONDARY HULL	ENGINEERING/DRIVE SECTION
LOA	302.29 METERS
BOA	89.31 METERS
DOA	83.72 METERS
WARP ENGINES	2 MAX-45 FTL-PHASE MATTER/ANTI-MATTER PROPUSSION UNITS
LOA	268.85 METERS
BOA	54.46 METERS
DOA	52.27 METERS
SUB-LIGHT ENGINES	8 YFS-3232-B INERTIAL/MAGNETIC PULSE-FUSION UNITS
WEAPONS/DEFENSE/SUPPORT GRAFTMISC.	11 TYPE-X 4.3-MW EMITTER STRIPS
PHASERS	1 FWD/1 AFT
TORPEDO LAUNCHERS	215
TORPEDO CASINGS	45 CLASS 1-9
PROBES	12 TOTAL OF TYPES -4, 4-B, 8, 11, 14-A & 16
SHUTTLES	4 TYPE LX-15F WORK BEES
WORK BEES	100-4 PERSON, 100-6 PERSON
ESCAPE PODS	10
INDUSTRIAL EVA SUITS	85
EVA SUITS	960
EMERGENCY EVC EVA SUITS	6-STANDARD PERSONNEL, 3-CARGO, 5-EMERGENCY
TRANSPORTERS	3
TRANSPORTER EMITTER PADS	8-MULTI-FREQUENCY, GRAVITON-POLARITY GENERATORS
SHIELDING	31032.6
CONSTRUCTION COMMENCED	
LAUNCHED	
COMMISSIONED	
CURRENT DISPOSITION	COMINGING 9 MONTH SHAKEDOWN CRUISE
TOTAL PRODUCED	149 (INCLUDING VARIANTS)



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- 1 NAVIGATION LIGHT
- 2 RCS THRUSTER ASSEMBLY
- 3 DORSAL FORWARD PHASER STRIP
- 4 DEFENSIVE SHIELD GRID
- 5 MAIN BRIDGE
- 6 DORSAL PORT PHASER STRIP
- 7 OBSERVATION LOUNGE
- 8 UPPER SHUTTLE BAY
- 9 DORSAL AFT PHASER STRIP
- 10 DOCKING PORT

- 11 IMPULSE ENGINE ASSEMBLY
- 12 WARP ENGINE NACELLE
- 13 NACELLE SUPPORT ASSEMBLY
- 14 PHOTONIC SPILL PORT
- 15 SPACE MATRIX RESTORATION COIL
- 16 NAVIGATION LIGHT
- 17 PRIMARY HULL
- 18 VENTRAL PHASER STRIP
- 19 DEFENSIVE SHIELD GRID
- 20 SCAN PLATFORM

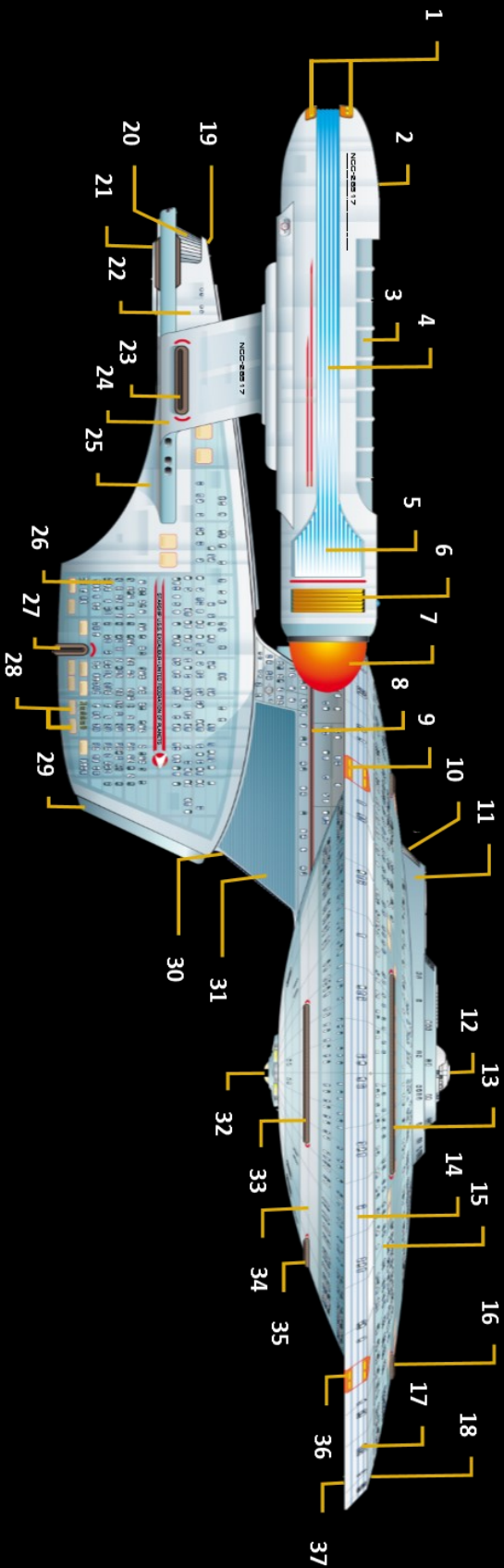
- 21 VENTRAL PORT PHASER STRIP
- 22 HULL CONNECTION PYLON
- 23 STARFLEET ID PENNANT
- 24 VENTRAL PHASER STRIP
- 25 ESCAPE POD HATCHES
- 26 SECONDARY HULL
- 27 WARP ENGINE NACELLE SUPPORT PYLON
- 28 DEFENSIVE SHIELD GRID
- 29 AFT FANTAIL
- 30 RCS THRUSTER ASSEMBLY

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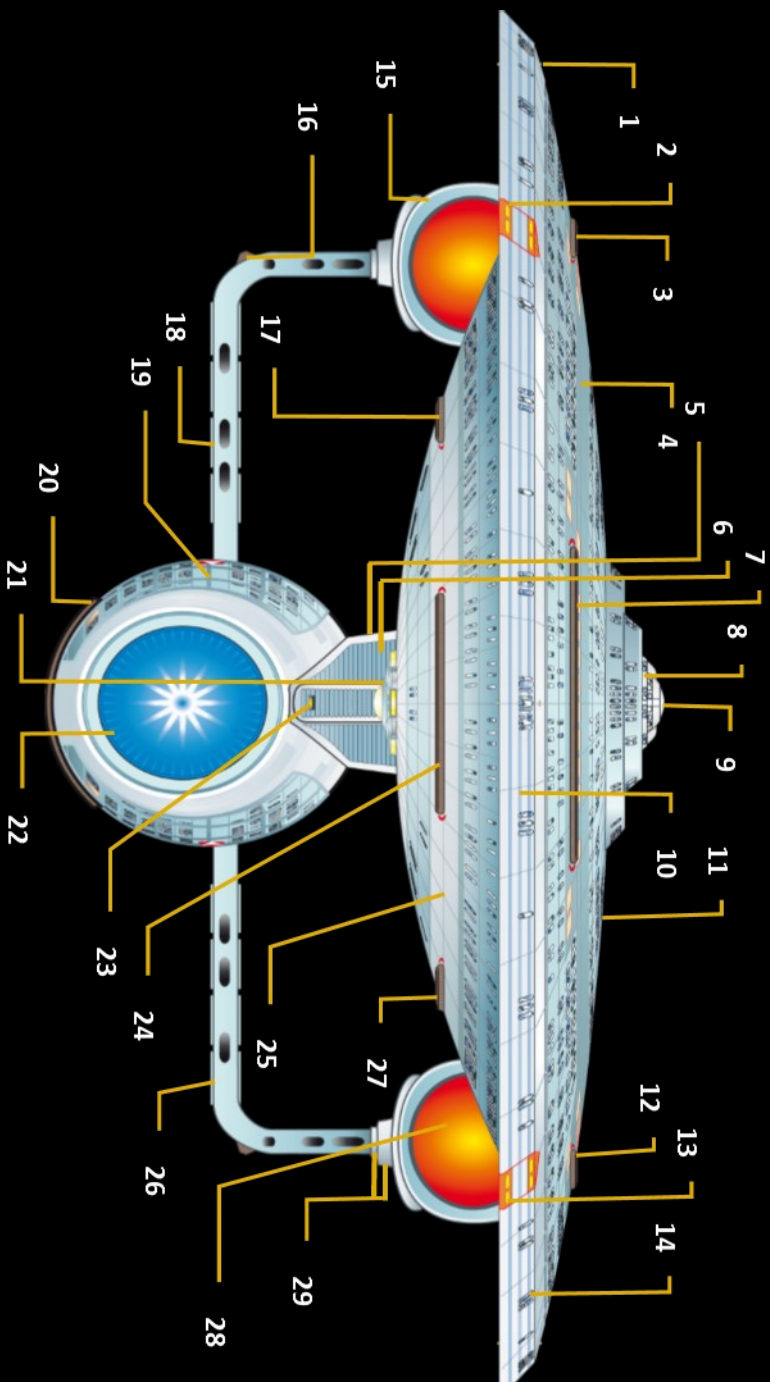


- |    |                                    |    |                               |    |                                 |
|----|------------------------------------|----|-------------------------------|----|---------------------------------|
| 1  | RCS THRUSTER ASSEMBLIES            | 14 | LATERAL DEFENSIVE SHIELD GRID | 27 | VENTRAL PHASER STRIP            |
| 2  | COLLISION AVOIDANCE BEACON         | 15 | DEFENSIVE SHIELD GRID         | 28 | ESCAPE POD HATCHES              |
| 3  | PASSIVE THERMAL REGULATOR ASSEMBLY | 16 | DORSAL PHASER STRIP           | 29 | NAVIGATIONAL DEFLECTOR ASSEMBLY |
| 4  | PHOTONIC SPILL PORT                | 17 | VIEW PORT (TYP)               | 30 | TORPEDO LAUNCH TUBE             |
| 5  | INTERCOOLER ASSEMBLY               | 18 | NAVIGATION LIGHT              | 31 | THERMAL REGULATOR ASSEMBLY      |
| 6  | BUSSARD SPILL PORT                 | 19 | LANDING BEACON                | 32 | PRIMARY VENTRAL SENSOR ARRAY    |
| 7  | BUSSARD COLLECTOR ASSEMBLY         | 20 | SHUTTLE BAY DOORS             | 33 | VENTRAL STARBOARD PHASER STRIP  |
| 8  | HULL SEPERATION PLANE              | 21 | AFT TRACTOR BEAM EMITTER      | 34 | DEFENSIVE SHIELD GRID           |
| 9  | RCS THRUSTER ASSEMBLY              | 22 | SHUTTLE BAY                   | 35 | VENTRAL FORWARD PHASER ARRAY    |
| 10 | SHUTTLE BAY DOORS                  | 23 | LATERAL PHASER STRIP          | 36 | RCS THRUSTER ASSEMBLY           |
| 11 | SHUTTLE BAY                        | 24 | WARP NACELLE SUPPORT PYLON    | 37 | PRIMARY HULL                    |
| 12 | DORSAL SENSOR ARRAY                | 25 | SECONDARY HULL                |    |                                 |
| 13 | DORSAL PHASER STRIP                | 26 | DEFENSIVE SHIELD GRID         |    |                                 |

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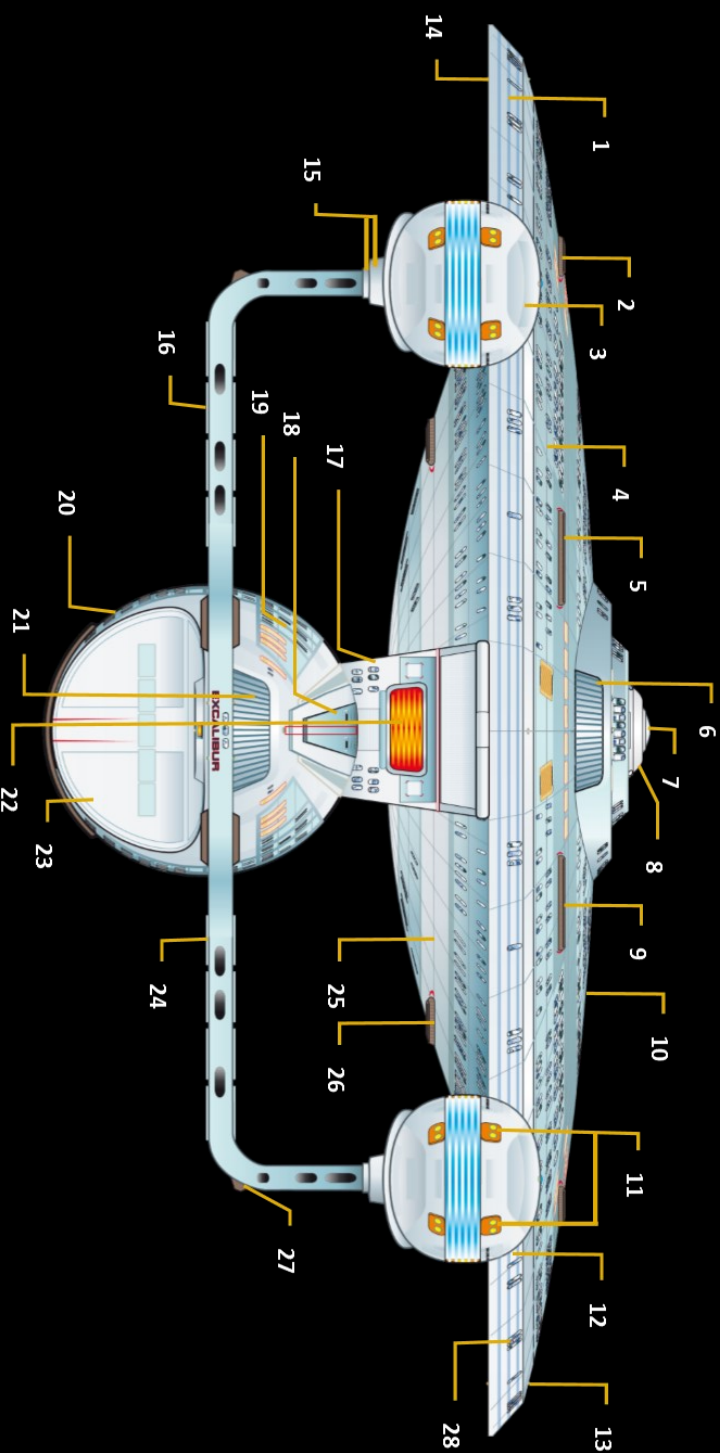


- |                                  |                                      |   |
|----------------------------------|--------------------------------------|---|
| 1 FORMATION LIGHT                | 11 PRIMARY HULL                      | 21 VENTRAL SCAN PLATFORM                |
| 2 RCS THRUSTER ASSEMBLY          | 12 DORSAL PORT PHASER STRIP          | 22 NAVIGATIONAL DEFLECTOR ASSEMBLY      |
| 3 DORSAL STARBOARD PHASER STRIP  | 13 RCS THRUSTER ASSEMBLY             | 23 TORPEDO LAUNCH TUBE                  |
| 4 DEFENSIVE SHIELD GRID          | 14 VIEWPORT (TYP)                    | 24 VENTRAL FORWARD PHASER STRIP         |
| 5 HULL CONNECTING PYLON          | 15 WARP ENGINE NACELLE               | 25 DEFENSIVE SHIELD GRID                |
| 6 THERMAL REGULATOR ASSEMBLY     | 16 LATERAL PHASER STRIP              | 26 WARP ENGINE NACELLE SUPPORT PYLON    |
| 7 DORSAL FORWARD PHASER STRIP    | 17 VENTRAL STARBOARD PHASER STRIP    | 27 VENTRAL PORT PHASER STRIP            |
| 8 MAIN BRIDGE                    | 18 WARP ENGINE NACELLE SUPPORT PYLON | 28 BUSSARD COLLECTOR ASSEMBLY           |
| 9 DORSAL SENSOR ARRAY            | 19 DEFENSIVE SHIELD GRID             | 29 WARP ENGINE NACELLE SUPPORT ASSEMBLY |
| 10 LATERAL DEFENSIVE SHIELD GRID | 20 VENTRAL PHASER STRIP              |   |

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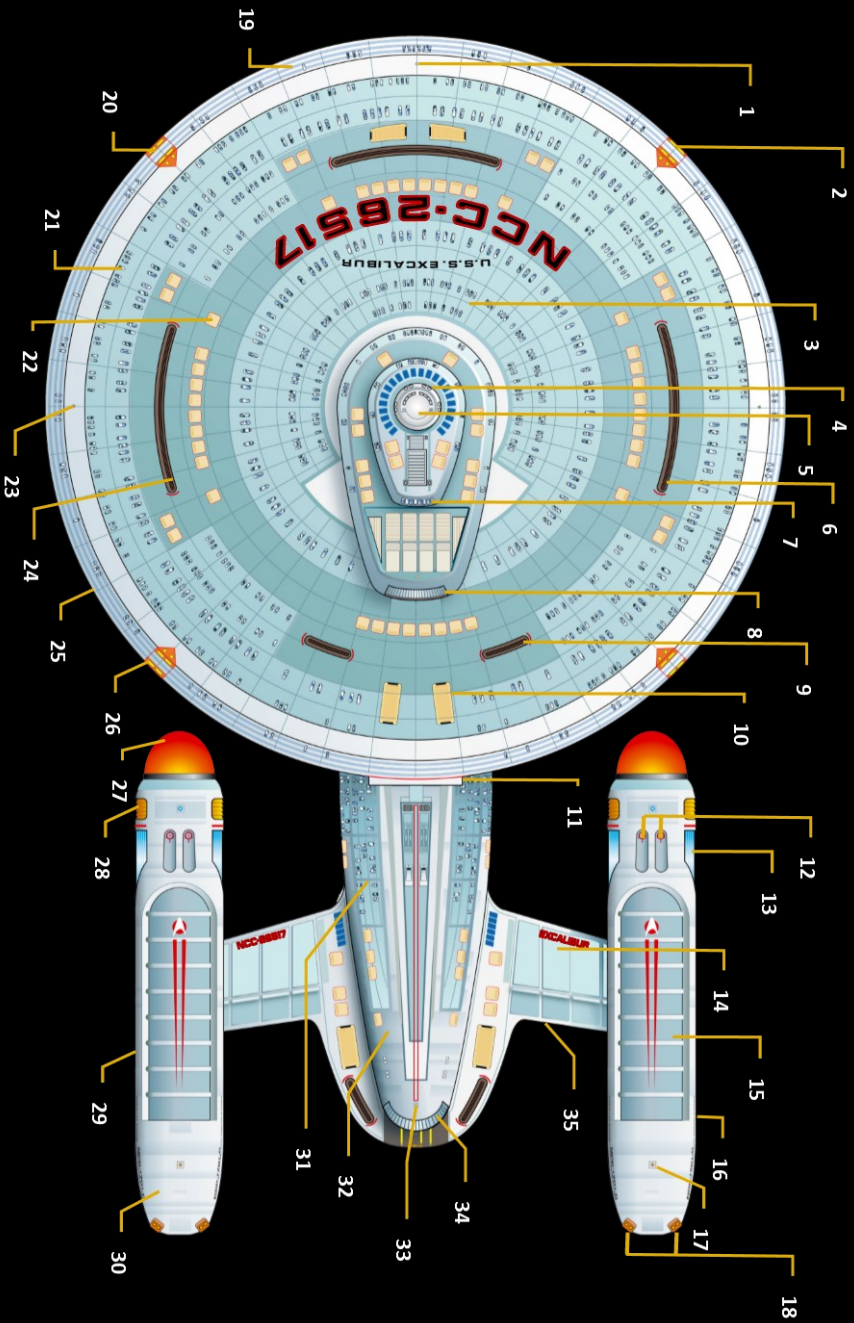
- |                                 |  |                                      |
|---------------------------------|--|--------------------------------------|
| 1 LATERAL DEFENSIVE SHIELD GRID | 11 RCS THRUSTER ASSEMBLY                 | 21 SHUTTLE BAY DOORS                 |
| 2 DORSAL PORT PHASER STRIP      | 12 RCS THRUSTER ASSEMBLY                 | 22 IMPULSE ENGINE ASSEMBLY           |
| 3 WARP ENGINE NACELLE           | 13 FORMATION LIGHT                       | 23 HULL UNDERCUT                     |
| 4 DEFENSIVE SHIELD GRID         | 14 FORMATION LIGHT                       | 24 WARP ENGINE NACELLE SUPPORT PYLON |
| 5 DORSAL AFT PHASER STRIP       | 15 WARP ENGINE NACELLE SUPPORT STRUCTURE | 25 DEFENSIVE SHIELD GRID             |
| 6 SHUTTLE BAY DOORS             | 16 WARP ENGINE NACELLE SUPPORT PYLON     | 26 VENTRAL STARBOARD PHASER STRIP    |
| 7 DORSAL SENSOR ARRAY           | 17 THERMAL REGULATOR ASSEMBLY            | 27 LATERAL PHASER STRIP              |
| 8 MAIN BRIDGE                   | 18 HULL CONNECTING PYLON                 | 28 VIEWPORT (TYP)                    |
| 9 DORSAL AFT PHASER STRIP       | 19 DEFENSIVE SHIELD GRID                 |                                      |
| 10 PRIMARY HULL                 | 20 SECONDARY HULL                        |                                      |

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- 1 NAVIGATIONAL LIGHT
- 2 RCS THRUSTER ASSEMBLY
- 3 DEFENSIVE SHIELD GRID
- 4 MAIN BRIDGE
- 5 DORSAL SENSOR ASSEMBLY
- 6 DORSAL STARBOARD PHASER EMITTER STRIP
- 7 OBSERVATION LOUNGE
- 8 SHUTTLE BAY DOORS
- 9 DORSAL AFT PHASER STRIP
- 10 TRANSPORTER EMITTER PAD
- 11 IMPULSE ENGINE ASSEMBLY
- 12 PLASMA DUMP VENTS
- 13 INTERCOOLER ASSEMBLY



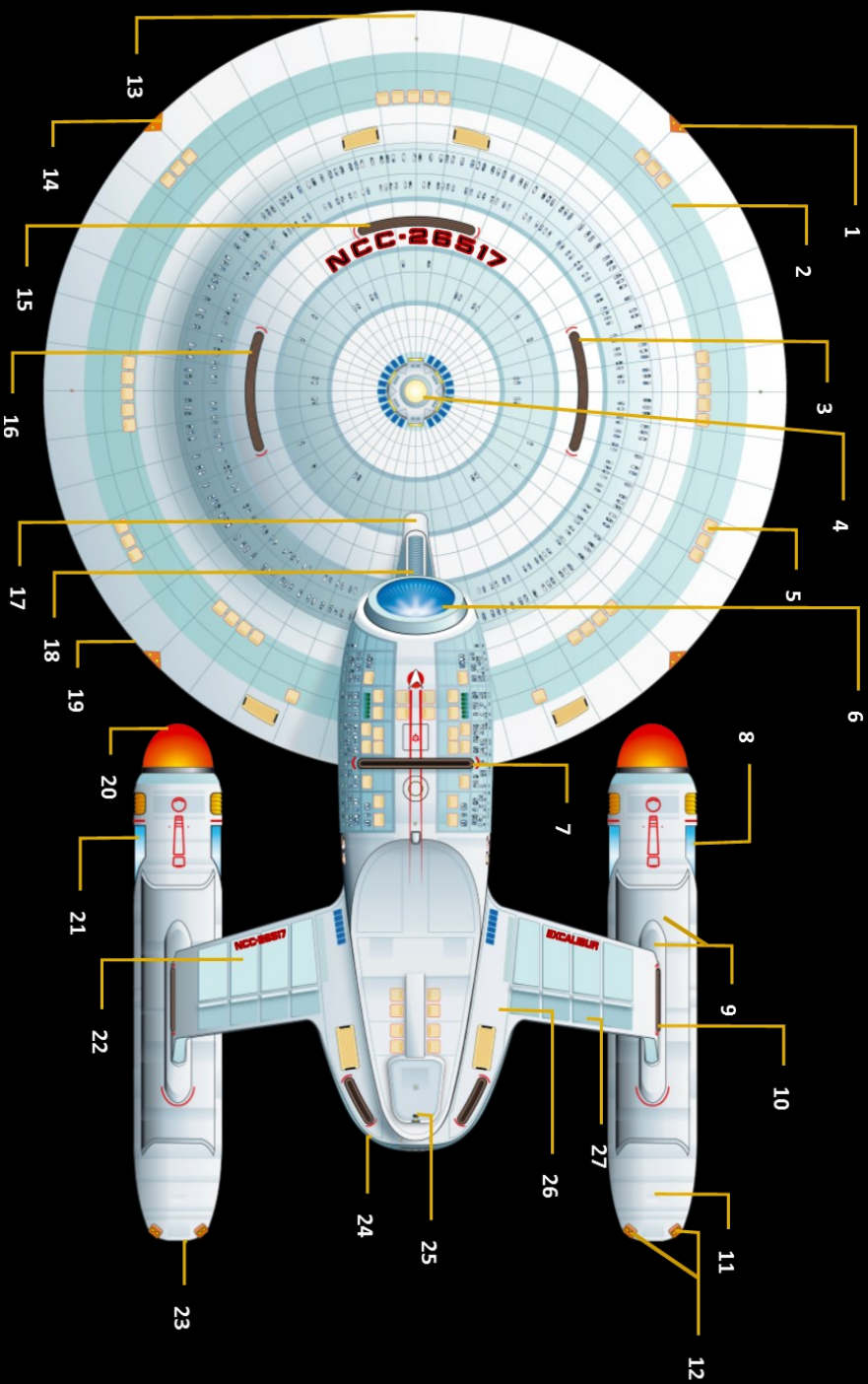
- 14 DEFENSIVE SHIELD GRID
- 15 PASSIVE THERMAL REGULATOR ASSEMBLY
- 16 WARP ENGINE NACELLE
- 17 COLLISION AVOIDANCE BEACON
- 18 RCS THRUSTER ASSEMBLIES
- 19 LATERAL SHIELD EMITTER GRID
- 20 RCS THRUSTER ASSEMBLY
- 21 VIEW PORT (TYP)
- 22 ESCAPE POD HATCH (TYP)
- 23 FORMATION LIGHT
- 24 DORSAL PORT PHASER EMITTER STRIP
- 25 PRIMARY HULL
- 26 RCS THRUSTER ASSEMBLY

- 27 BUSSARD COLLECTOR UPTAKE ASSEMBLY
- 28 BUSSARD DUMP VENTS
- 29 PORT WARP ENGINE NACELLE
- 30 MAINTENANCE ACCESS PANELS
- 31 DEFENSIVE SHIELD EMITTER GRID
- 32 SECONDARY HULL
- 33 AFT LANDING BEACON
- 34 SHUTTLE BAY DOORS
- 35 WARP ENGINE NACELLE CONNECTION PYLON

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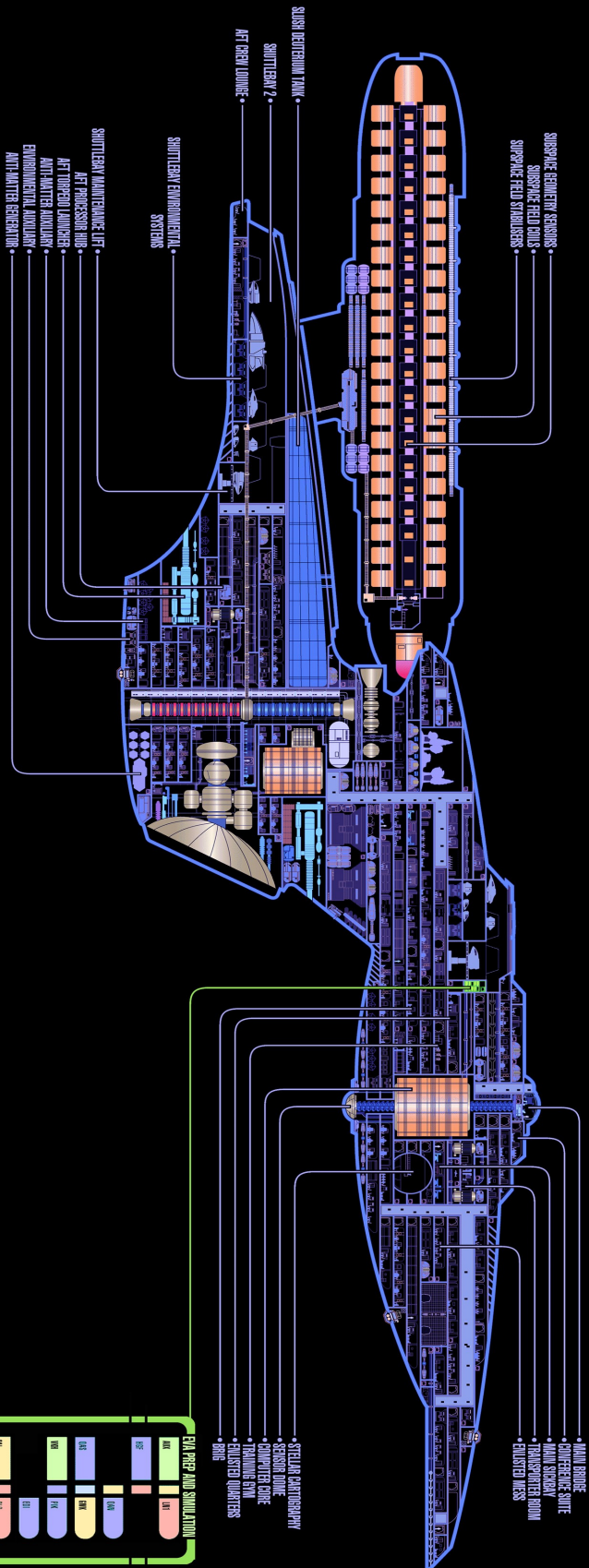
NEXT



- 1 RCS THRUSTER ASSEMBLY
- 2 DEFENSIVE SHIELD GRID
- 3 VENTRAL PORT PHASER STRIP
- 4 DORSAL SENSOR ARRAY
- 5 ESCAPE POS HATCH (TYP)
- 6 NAVIGATIONAL DEFLECTOR ASSEMBLY
- 7 VENTRAL PHASER STRIP
- 8 INTERCOOLER ASSEMBLY
- 9 NACELLE SUPPORT ASSEMBLY
- 10 LATERAL PHASER STRIP

- 11 WARP ENGINE NACELLE
- 12 RCS THRUSTER ASSEMBLIES
- 13 NAVIGATIONAL LIGHT
- 14 RCS THRUSTER ASSEMBLY
- 15 VENTRAL FORWARD PHASER EMITTER STRIP
- 16 DORSAL STARBOARD PHASER EMITTER STRIP
- 17 HULL CONNECTION PYLON
- 18 TORPEDO LAUNCH TUBE
- 19 PRIMARY HULL
- 20 BUSSARD COLLECTOR UPTAKE ASSEMBLY

- 21 BUSSARD COLLECTOR DUMP VENT
- 22 DEFENSIVE SHIELD EMITTER GRID
- 23 STARBOARD WARP ENGINE NACELLE
- 24 WARP NACELLE SUPPORT PYLON
- 25 MAIN TRACTOR BEAM EMITTER
- 26 AFT FANTAIL
- 27 DEFENSIVE SHIELD EMITTER GRID



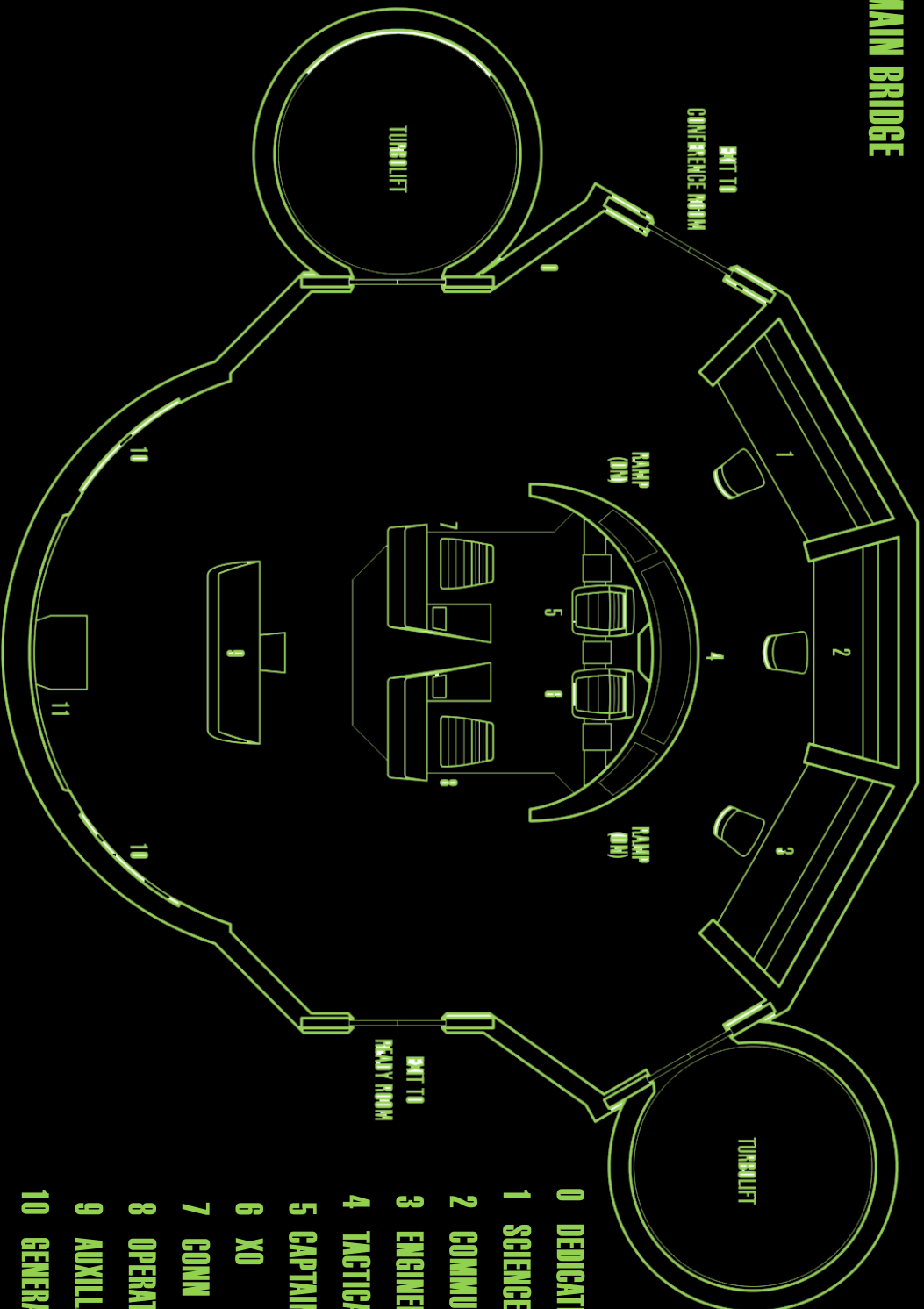
PREV

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# AMBASSADOR CLASS

## MAIN BRIDGE



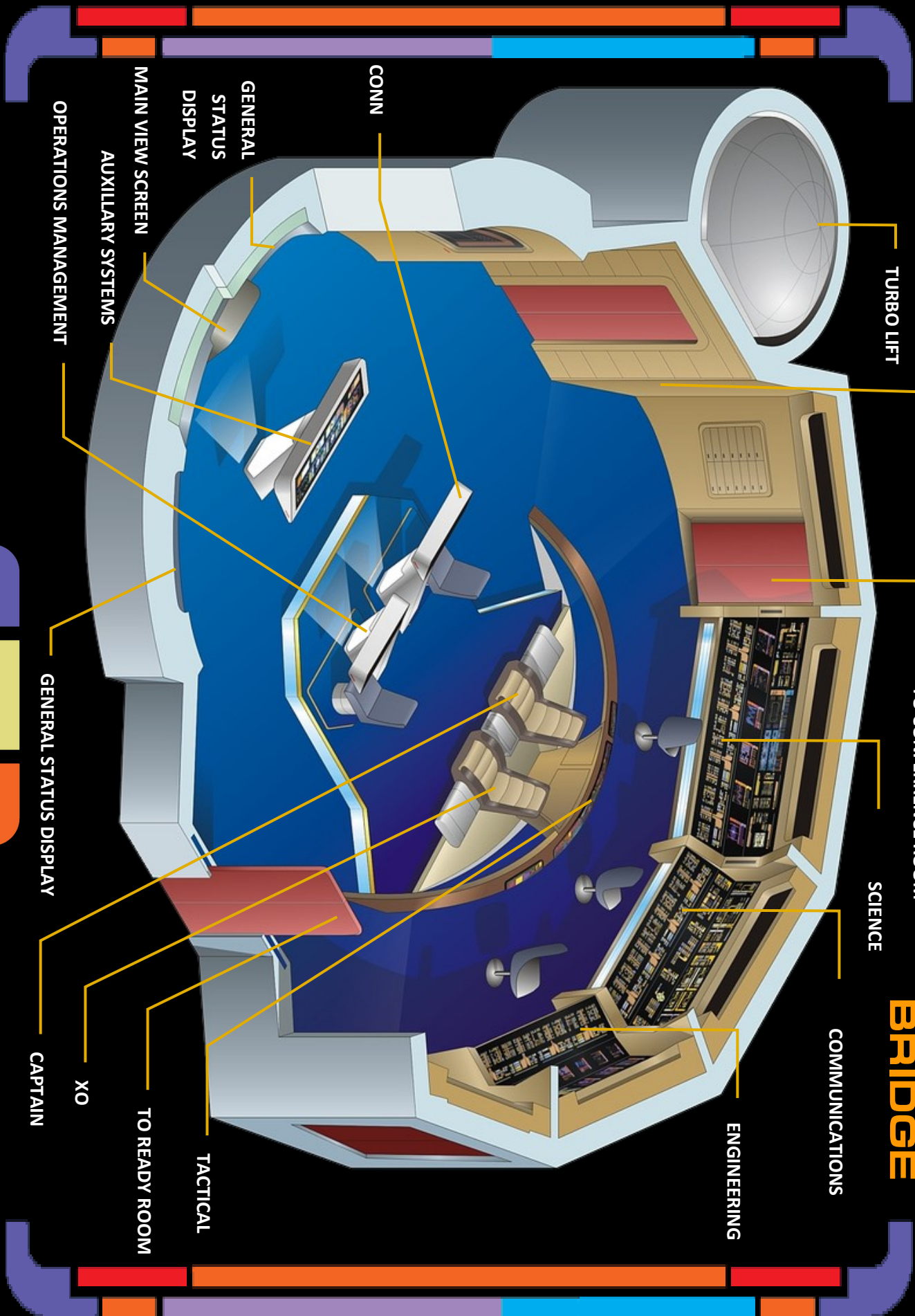
# U.S.S. EXCALIBUR NCC-26517

- 0 DEDICATION PLAQUE
- 1 SCIENCE
- 2 COMMUNICATIONS
- 3 ENGINEERING
- 4 TACTICAL
- 5 CAPTAIN
- 6 XO
- 7 CONN
- 8 OPERATIONS MANAGEMENT
- 9 AUXILIARY SYSTEMS
- 10 GENERAL STATUS DISPLAY
- 11 MAIN VIEWSCREEN

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TURBO LIFT

DEDICATION PLAQUE

TO CONFERENCE ROOM

SCIENCE

COMMUNICATIONS

ENGINEERING

CONN

GENERAL STATUS DISPLAY

MAIN VIEW SCREEN

AUXILIARY SYSTEMS

OPERATIONS MANAGEMENT

GENERAL STATUS DISPLAY

TACTICAL

TO READY ROOM

XO

CAPTAIN

# BRIDGE

# U.S.S. EXCALIBUR

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DEDICATION PLAQUE



# U.S.S. EXCALIBUR

AMBASSADORE CLASS • STARFLEET REGISTRY NCC-26517

EARTH STATION MCKINLEY SHIPBUILDING FACILITY

SECOND STARSHIP TO BEAR THE NAME • LAUNCHED STARDATE 31032.6

UNITED FEDERATION OF PLANETS

STARFLEET  
COMMAND

Fleet Admiral Wayne Killough  
Rear Admiral Hayden Segel  
Admiral Robert Westfall  
Commodore Matthew Miller  
Admiral Peg Pallerin  
Admiral Laura Victor  
General Linda Olson

ENGINEERING  
CORPS

Commodore Beau Thacker  
Admiral Alex Rosenzweig  
Commander Scott Melrose  
Captain Montgomery Scott  
Lt. Cmdr. Geordi LaForge  
Lt. Brylanna Torres  
SCPO Miles O'Brien

RESEARCH &  
DEVELOPMENT

Matt Jefferies  
Herman Zimmerman  
Rick Sternback  
Michael Okuda  
Denise Okuda

YARD  
ENGINEERS

Brigadier General Joe Sare  
Captain James Nelson  
Admiral Roger Scritchfield  
Rear Admiral Paul Dyl

CHIEF OF STAFF

GENE RODDENBERRY

"I'audace, toujours, l'audace"

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**APPENDIX F  
CHAPTER FORMS**

# USS EXCALIBUR PROMOTION NOMINATION FORM



A Correspondence Chapter of STARFLEET International



A Region of STARFLEET International



The Star Trek Fan Association, Inc.

## Nominee Information

Name:				Birth Date:	
Address 1:					
Address 2:					
City:		State:		Zip:	
Phone #:		Email:			

## Nominee Chapter Information

SCC #:		Time in STARFLEET:	
Current Rank:		Time in Current Rank:	
Current Department:			
Current Position:			

## Nominator Information

Name:				Birth Date:	
Address 1:					
Address 2:					
City:		State:		Zip:	
Phone #:		Email:			

## Nominator Chapter Information

SCC #:		Time in STARFLEET:	
Current Rank:		Time in Current Rank:	
Current Department:			
Current Position:			

## Promotion Request

Recommended Promotion to the following Rank:			
Does the Nominee Have At Least the Minimum Promotion Points Needed for Promotion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Has the Nominee Completed the STARFLEET Academy Officer's Training School?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Has the Nominee Completed the STARFLEET Academy Officer's Command College?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

## Nominee Qualifications

--	--	--	--

Does the Department Chief Approve of the Promotion Request?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the Approving Authority Approve? (Promotion Board)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Commanding Officer's Signature:		
Date:		

# USS EXCALIBUR PROMOTION WORKSHEET FORM



A Correspondence Chapter of STARFLEET International



A Region of STARFLEET International



The Star Trek Fan Association, Inc.

Attach copy to Promotion Nomination Form

Name	SCC Number	Current Rank	Current Department
Address & Phone	Current Positions Held (all levels)		Chapter Address

### 1. SHIP'S OPERATIONS:

- Become a Department Head \_\_\_\_\_ pts
- Become an Assistant DH \_\_\_\_\_ pts
- Become 2nd Officer \_\_\_\_\_ pts
- Become 3rd Officer \_\_\_\_\_ pts
- Newsletter Exchange \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Newsletter Article Turned In \_\_\_\_\_ x2= \_\_\_\_\_ pts
- Submit a Report to Supervisor \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Department Project\* \_\_\_\_\_ x5= \_\_\_\_\_ pts

### 2. ATTENDANCE RECORD:

- Attend chapter activity \_\_\_\_\_ x2= \_\_\_\_\_ pts
- If Distance is >50<100 \_\_\_\_\_ x1= \_\_\_\_\_ pts
- If Distance is >100 \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Attend Another Chapter's Meeting \_\_\_\_\_ x2= \_\_\_\_\_ pts
- Attend a Convention \_\_\_\_\_ x10= \_\_\_\_\_ pts
- Work a Convention (per 3 hrs) \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Provide Refreshments at Activity \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Clean Up After Activity \_\_\_\_\_ x5= \_\_\_\_\_ pts

### 3. RECRUITING:

- Recruit a new member \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Work a Recruiting Table \_\_\_\_\_ x10= \_\_\_\_\_ pts
- Design Flyers \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Post Flyers (per 25) \_\_\_\_\_ x1= \_\_\_\_\_ pts

### 4. STARFLEET:

- Regional RDC Chief \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Fleet DRC Chief \_\_\_\_\_ x5= \_\_\_\_\_ pts
- SFA Director \_\_\_\_\_ x10= \_\_\_\_\_ pts
- Completion of a SFA Course \_\_\_\_\_ x10= \_\_\_\_\_ pts
- SFA Academics Commendation \_\_\_\_\_ x5= \_\_\_\_\_ pts

### 5. UNIFORMS:

- TWOK \_\_\_\_\_ x25= \_\_\_\_\_ pts
- NG/DS9/VOY/ENT \_\_\_\_\_ x20= \_\_\_\_\_ pts
- Other Uniform \_\_\_\_\_ x10= \_\_\_\_\_ pts
- Chapter T-Shirt \_\_\_\_\_ x5= \_\_\_\_\_ pts

### 6. CHAPTER SERVICE:

- \_\_\_\_\_ x25= \_\_\_\_\_ pts

### 7. COMMUNITY SERVICE:

- Donating a Pint of Blood \_\_\_\_\_ x2= \_\_\_\_\_ pts
- CPR/First Aid Courses \_\_\_\_\_ x10= \_\_\_\_\_ pts
- Highway Clean Up \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Other Services <2 Weeks (Per 3 Hrs) \_\_\_\_\_ x5= \_\_\_\_\_ pts

### 8. RECURRING SERVICE:

- Scouting (Boys or Girls per Month) \_\_\_\_\_ x1= \_\_\_\_\_ pts
- Youth Sports Coach (per Month) \_\_\_\_\_ x1= \_\_\_\_\_ pts
- Hospital Volunteer (per Month) \_\_\_\_\_ x2= \_\_\_\_\_ pts
- School Volunteer (per 5 Hrs) \_\_\_\_\_ x2= \_\_\_\_\_ pts
- Church Volunteer (per Month) \_\_\_\_\_ x2= \_\_\_\_\_ pts
- Fireman/Police/Prison (per Month) \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Other \* \_\_\_\_\_ pts

### 9. PUBLIC SERVICE:

- Walk-a-thon \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Telethon \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Charities \_\_\_\_\_ x2= \_\_\_\_\_ pts
- Other \* \_\_\_\_\_ pts

### 10. MILITARY SERVICE:

- USAF, USA, USN, USMC, CG ( per 3 Yrs ) \_\_\_\_\_ x10= \_\_\_\_\_ pts
- Overseas Service (per Month) \_\_\_\_\_ x1= \_\_\_\_\_ pts
- Enlisted Ranks (per E Grade) \_\_\_\_\_ x3= \_\_\_\_\_ pts
- Officer Ranks (per O or W Grade) \_\_\_\_\_ x4= \_\_\_\_\_ pts
- Reserve/National Guard (per Month) \_\_\_\_\_ pts
- Military Dependent/Retiree \_\_\_\_\_ pts

### 11. NEWSLETTER:

- Newsletter/Fanzine Editor \_\_\_\_\_ pts
- Submitting Article (Non-Original) \_\_\_\_\_ x1= \_\_\_\_\_ pts
- Submitting Article (Original) \_\_\_\_\_ x3= \_\_\_\_\_ pts
- Submitting Story for Fanzine \_\_\_\_\_ x3= \_\_\_\_\_ pts
- Art Work (Original) \_\_\_\_\_ pts
- Art Work (Non-Original) \_\_\_\_\_ pts
- Department Summary Report \_\_\_\_\_ x2= \_\_\_\_\_ pts

### 12. RECYCLING:

- Aluminum/Glass (per 25 lbs) \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Plastic (per 50 lbs) \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Newspaper (per 30 lbs) \_\_\_\_\_ x5= \_\_\_\_\_ pts

Department Head Officer's Signature:		<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproval
Operations Officer's Signature:		<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproval
Commanding Officer's Signature:		<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproval

# USS EXCALIBUR

## SHUTTLE APPLICATION FOR SPONSORSHIP



A Correspondence Chapter of STARFLEET International



A Region of STARFLEET International



The Star Trek Fan Association, Inc.

**Please PRINT all applicable information clearly**

Meeting or Correspondence	Club Name	How long has the club existed	Region
Previous Name (if any)		Ship Registry Number	

Commanding Officer Information		Executive Officer Information	
Name:		Name:	
Address:		Address:	
City:	State:	City:	State:
Postal Code:	Country:	Postal Code:	Country:
Phone: ( )	SCC#:	Phone: ( )	SCC#:
Email:	DOB:	Email:	DOB:
Please attach copy of STARFLEET Membership Card			
Signature & Date:		Signature & Date:	

City Of Charter:	City:	Club Mailing Address	Address:	
	State:		City, State:	
	Country:		Postal Code:	Country:

Please tell us about your club. When it started, history and any accomplishments

If your club has previously ben a chapter in STARFLEET, please tell us the circumstances for which you were decommissioned

# USS EXCALIBUR DEPARTMENT STATUS REPORT



A Correspondence Chapter of STARFLEET International



A Region of STARFLEET International



The Star Trek Fan Association, Inc.

**Copy Distribution:**      **1. Chief Operations Officer**      **2. Department Files**      **3. Regional Department Chief**

Report for month and year	Department Name	RDC Participation	FDC Participation

Department Crew	Last Department Meeting	Next Department Meeting	Department Newsletter	Last Publication

Department Head Officer Information	Assistant Department Head Officer Information

**List all department crewmembers, duty positions, and SCC#**

**List all promotions and awards for this reporting period**

**List all graduates of STARFLEET Academy and the school/course from which they graduated**

**Current Department Activities**

**Problems, Questions, or Concerns (Please be specific)**

Department Head Officer's Signature:		Date:
Reporting Officer's Signature:		Date:

# USS EXCALIBUR Medical Information Sheet



A Correspondence Chapter of STARFLEET International



A Region of STARFLEET International



The Star Trek Fan Association, Inc.

## Crewmember Information

Name:				Birth Date:			
Address 1:							
Address 2:							
City:			State:			Zip:	
Phone Number:			Email:				
SCC Number:			Age:				
Height/Weight:			Sex:				
Current Department:							
Current Position:							

## Existing Medical Conditions


## Medications


## Allergies


## List Any ID Tags and their Location


## Special Instructions and Emergency Contact information


Please Fill Out This Information Sheet Completely And Give to The Chief Medical Officer	This Information That You Have Provided Is Protected Under The Privacy Act Of 1974	Date Of Last Review:	Crewmember Signature:
Chief Medical Officer's Signature:			Date:



# USS EXCALIBUR Suggestion /Complaint Form



A Correspondence Chapter of STARFLEET International



A Region of STARFLEET International



The Star Trek Fan Association, Inc.

## Crewmember Making Suggestion/Complaint

Name:				Birth Date:			
Address 1:							
Address 2:							
City:			State:			Zip:	
Phone Number:			Email:				
SCC Number:			Time in STARFLEET:				
Current Rank:			Time in Current Rank:				
Current Department:							
Current Position:							
<b>Suggestion/Complaint</b>							
<b>Please provide details of Suggestion/Complaint</b>							
<b>Inspector General's remarks and recommendations?</b>							
<b>If a complaint, and the incident took place during a chapter activity, please indicate any witnesses etc.</b>							
Inspector General's Signature:				Date:			
Commanding Officer's Signature:				Date:			

# USS EXCALIBUR

## Department Transfer Request Form



A Correspondence Chapter of STARFLEET International



A Region of STARFLEET International



The Star Trek Fan Association, Inc.

### Section I: Member to be Transferred

Name and Rank:		SCC #:	
Address 1:		Phone:	
Address 2:		Email:	
City, State:		Zip Code:	

### Section II: Current Department and Contact information

Department:		Position:	
Primary Contact:			
Address 1:		Phone:	
Address 2:		Email:	
City, State:		Zip Code:	

### Section III: Future Department and Contact information

Department:		Position:	
Primary Contact:			
Address 1:		Phone:	
Address 2:		Email:	
City, State:		Zip Code:	

### Section IV: Verification of Change of Department

By signing this form, the member of the USS EXCALIBUR NCC-26517 referenced in Section I above hereby attests to their intent to change their primary department affiliation from department listed in Section II to the department referenced in Section III.

Crewmember Signature:		Date:	
Name:		Rank:	
DHO Signature: (Old)		Date:	
Name:		Rank:	
DHO Signature: (New)		Date:	
Name:		Rank:	
XO Signature:		Date:	
Name:		Rank:	
CO Signature:		Date:	
Name:		Rank:	

# USS EXCALIBUR Award Recommendation Form



A Correspondence Chapter of STARFLEET International



A Region of STARFLEET International



The Star Trek Fan Association, Inc.

Name:				Birth Date:	
Address 1:					
Address 2:					
City:		State:		Zip:	
Phone #:		Email:			

## Nominee Chapter Information

SCC #:		Time in STARFLEET:	
Current Rank:		Time in Current Rank:	
Current Department:			
Current Position:			

## Nominator Information

Name:				Birth Date:	
Address 1:					
Address 2:					
City:		State:		Zip:	
Phone #:		Email:			

## Nominator Chapter Information

SCC #:		Time in STARFLEET:	
Current Rank:		Time in Current Rank:	
Current Department:			
Current Position:			

## Award(s) Recommended

Medal of Honor	Meritorious Service Award	Legion of Honor	Johnathan Archer Award
Star Cross	Garth Order of Tactics	Daystrom Academic Award	Department of the Year
Distinguished Service Award	Phoenix Award	Silver Star Award	RDC of Excellence
Legion of Merit Award	Unit Distinguished Service	Starship of the Year	Cadet of the Year
Purple Heart	Unit Commendation	Starship of Excellence	Edith Keeler Award
Dearest Blood Decoration	Joint Meritorious Service Award	Shakedown Cruise	Staff Member of the Year
"Let Me Help" Award	Meritorious Unit Commendation	Chapter in Trng of Excell.	Newsletter of the Year
R1 Commendation	Campaign Citation	First Mission Citation	Communications Excellence
Good Conduct Decoration	STARFLEET "E" Ribbon	Support Ship of the Year	Chapter Spirit Citation
Final Frontier Award	Officer Training School	SFI/R1 Medal	Chapter Department Excell.
"Sol III" Award	Officer Command College	SFI/R1 Class of Excellence	Chapter Command Staff

### Award Devices

Small Bronze Star	Bronze V Device	Gold Oak Leaf	Large Bronze Star
Small Silver Star	Bronze Oak Leaf	Arrow Head Device	Large silver Star
Small Gold Star	Silver Oak Leaf	E Device	Large Gold Star
Numeral #0	Numeral #1	Numeral #2	Numeral #3
Numeral #4	Numeral #5	Numeral #6	Numeral #7
Numeral #8	Numeral #9	Gold V Device	Palm Device

### Award Qualification

Recommender's Signature:		Date:
DHO's Signature:		
Co's Signature:		

# USS EXCALIBUR Financial Report Form



A Correspondence Chapter of STARFLEET International



A Region of STARFLEET International



The Star Trek Fan Association, Inc.

<b>FOR THE MONTH OF:</b>	<b>DATE PREPARED:</b>
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<b>BALANCE AS OF THE LAST MONTH:</b>		
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<b>INCOME:</b>		

<b>TOTAL INCOME:</b>	
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<b>EXPENSES:</b>		

<b>TOTAL EXPENSES:</b>	
------------------------	--

<b>BALANCE AS OF:</b>		
-----------------------	--	--

<b>DATE REVIEWED BY REVIEWING OFFICER:</b>	<b>SIGNATURE OF REVIEWING OFFICER:</b>	<b>DATE REVIEWED BY CO:</b>	<b>SIGNATURE OF COMMANDING OFFICER:</b>
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# USS EXCALIBUR PROMOTION WORKSHEET FORM (SFMC/M.A.C.O.)



A Correspondence Chapter of STARFLEET International

A Region of STARFLEET International

The Star Trek Fan Association, Inc.

Attach copy to Promotion Nomination Form

Name	SCC Number	Current Rank	Current Department
Address & Phone	Current Positions Held (all levels)		Chapter Address

**1. SHIP'S OPERATIONS:**

- Become Marine/MACO OIC \_\_\_\_\_ pts
- Become Marine/MACO DOIC \_\_\_\_\_ pts
- Become Platoon Leader/Sergeant \_\_\_\_\_ pts
- Become Squad/Team Leader \_\_\_\_\_ pts
- Newsletter Exchange \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Newsletter Article Turned In \_\_\_\_\_ x2= \_\_\_\_\_ pts
- Submit a Report to Supervisor \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Department Project\* \_\_\_\_\_ x5= \_\_\_\_\_ pts

**2. ATTENDANCE RECORD:**

- Attend chapter activity \_\_\_\_\_ x2= \_\_\_\_\_ pts
  - If Distance is >50<100 \_\_\_\_\_ x1= \_\_\_\_\_ pts
  - If Distance is >100 \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Attend Another Chapter's Meeting \_\_\_\_\_ x2= \_\_\_\_\_ pts
- Attend a Convention \_\_\_\_\_ x10= \_\_\_\_\_ pts
- Attend Marine/MACO Muster \_\_\_\_\_ x10= \_\_\_\_\_ pts
- Work a Convention (As a Marine) \_\_\_\_\_ x10= \_\_\_\_\_ pts
- Provide Refreshments at Activity \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Clean Up After Activity \_\_\_\_\_ x5= \_\_\_\_\_ pts

**3. RECRUITING:**

- Recruit a new member \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Recruit a new member (Unit) \_\_\_\_\_ x10= \_\_\_\_\_ pts
- Work a Recruiting Table \_\_\_\_\_ x10= \_\_\_\_\_ pts
- Design Flyers \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Post Flyers (per 25) \_\_\_\_\_ x1= \_\_\_\_\_ pts

**4. STARFLEET:**

- SFA/SFMCA COURSE \_\_\_\_\_ x5= \_\_\_\_\_ pts
- SFA/SFMCA COMMENDATION \_\_\_\_\_ x3= \_\_\_\_\_ pts
- SFA/SFMCA Director \_\_\_\_\_ x8= \_\_\_\_\_ pts
- Appointed Bn Level position \_\_\_\_\_ x4= \_\_\_\_\_ pts
- Appointed Regional/BDE position \_\_\_\_\_ x7= \_\_\_\_\_ pts
- Appointed Fleet Level position \_\_\_\_\_ x10= \_\_\_\_\_ pts

**5. UNIFORMS:**

- TWOK \_\_\_\_\_ x25= \_\_\_\_\_ pts
- TOS/NG/DS9/VOY/ENT \_\_\_\_\_ x20= \_\_\_\_\_ pts
- Marine/MACO Class B or C \_\_\_\_\_ x10= \_\_\_\_\_ pts
- Chapter T-Shirt \_\_\_\_\_ x5= \_\_\_\_\_ pts

**6. CHAPTER SERVICE:**

- \_\_\_\_\_ x25= \_\_\_\_\_ pts

**7. COMMUNITY SERVICE:**

- Donating a Pint of Blood \_\_\_\_\_ x2= \_\_\_\_\_ pts
- CPR/First Aid Courses \_\_\_\_\_ x10= \_\_\_\_\_ pts
- Highway Clean Up \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Other Services <2 Weeks (Per 3 Hrs) \_\_\_\_\_ x5= \_\_\_\_\_ pts

**8. RECURRING COMMUNITY SERVICE:**

- Scouting (Boys or Girls per Month) \_\_\_\_\_ x1= \_\_\_\_\_ pts
- Youth Sports Coach (per Month) \_\_\_\_\_ x1= \_\_\_\_\_ pts
- Hospital Volunteer (per Month) \_\_\_\_\_ x2= \_\_\_\_\_ pts
- School Volunteer (per 5 Hrs) \_\_\_\_\_ x2= \_\_\_\_\_ pts
- Church Volunteer (per Month) \_\_\_\_\_ x2= \_\_\_\_\_ pts
- Fireman/Police/Prison (per Month) \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Other \* \_\_\_\_\_ pts

**9. PARTICIPATE IN PUBLIC SERVICE:**

- Walk-a-thon \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Telethon \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Charities \_\_\_\_\_ x2= \_\_\_\_\_ pts
- Other \* \_\_\_\_\_ pts

**10. MILITARY SERVICE:**

- Any Countries Armed Forces ( per 3 Yrs ) \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Combat Tour \_\_\_\_\_ x10= \_\_\_\_\_ pts
- Overseas Service (per Month) \_\_\_\_\_ x1= \_\_\_\_\_ pts
- Enlisted Ranks (per E Grade) \_\_\_\_\_ x3= \_\_\_\_\_ pts
- Officer Ranks (per O or W Grade) \_\_\_\_\_ x4= \_\_\_\_\_ pts
- Military Dependent \_\_\_\_\_ pts
- Military Retired \_\_\_\_\_ pts

**11. NEWSLETTER:**

- Newsletter/Fanzine Editor \_\_\_\_\_ pts
- Submitting Article (Non-Original) \_\_\_\_\_ x1= \_\_\_\_\_ pts
- Submitting Article (Original) \_\_\_\_\_ x3= \_\_\_\_\_ pts
- Submitting Story for Fanzine \_\_\_\_\_ x3= \_\_\_\_\_ pts
- Art Work (Original) \_\_\_\_\_ pts
- Art Work (Non-Original) \_\_\_\_\_ pts
- Department Summary Report \_\_\_\_\_ x2= \_\_\_\_\_ pts

**12. RECYCLING:**

- Aluminum/Glass (per 25 lbs) \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Plastic (per 50 lbs) \_\_\_\_\_ x5= \_\_\_\_\_ pts
- Newspaper (per 30 lbs) \_\_\_\_\_ x5= \_\_\_\_\_ pts

Department Head Officer's Signature:		<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproval
Operations Officer's Signature:		<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproval
Commanding Officer's Signature:		<input type="checkbox"/> Approval	<input type="checkbox"/> Disapproval

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