USS PANTHER NCC-74922

Every predator is somebody else's prey

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

MEMBERSHIP HANDBOOK

UNCLASSIFIED

TASK FORCE 31

USS PANTHER NCC-74922

MEMBERSHIP HANDBOOK

Third Edition (2022)

USS PANTHER MEMBERSHIP HANDBOOK

Order of the Commanding Officer:

Patrick Condry
Captain
USS Panther
Commanding

Patrick Condry

Official:

Bethany Fernandes
Commander
USS Panther
First Officer

Bethany Fernandes

History . The USS Panther Membership Handbook has seen three revisions over the years.

Edition One (2016)
Edition Two (2019)
Edition Three (2022)

Summary. This manual is designed to serve as the operational and fictional aspects of the USS Panther, a chapter of STARFLEET, The International Star Trek Fan association, Inc.

It is designed to serve as a handy reference work for the crewmembers of the USS Panther and anyone with an interest in the chapter operations. This handbook is intended to be the general rules and guidance for the day to day operational procedures within the USS Panther. 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 handbook applies to all crewmembers of the USS Panther NCC-74922.

Proponent and exception authority. The governing authority for the USS Panther Membership Handbook is the chapter Commanding Officer. Send questions, comments, or suggestions to:
usspantherco@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 Panther and no slight to them is intended. The point is we don't mean anything by it.

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Acknowledgements. The publisher of this manual would like to extend our thanks to the following people for their contribution to the publication of the USS Panther Handbook:

Gene Roddenberry
Paul Dyl
Douglas Kirk
Patrick Condry
Bethany Fernandes

References. Sources used in the creation of this manual:

STARFLEET Membership Handbook
STARFLEET Awards Program
USS Helen Pawlowski Handbook
Region 1 Awards Program
TF31 Awards Program
SFA Awards Program
http://stunamed.tumblr.com/archive
http://misc.thefullwiki.org/
Starfleet_ranks_(2278-2350)_
(standard)

Dedication. "TO THE MEMBERS OF THE ARMED FORCES THAT DEFEND OUR FREEDOMS SO THAT WE MAY HAVE A FUTURE"

DECK 01

DECK 02

DECK 03

DECK 04

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"Transporter Room Two, this is the Captain. Transport the new crewmembers aboard the ship"

About The USS Panther

The USS Panther NCC-74922 is a chapter-member of STARFLEET, the International Star Trek Fan Association, Inc. based in Tiverton, Rhode Island.

The USS Panther launched on 12 March 2015 in Wilmington, NC and then commissioned on 31 December 2015 in Wilmington, NC.

Potential members of the USS Panther must first join STARFLEET, and then at that time can be assigned to the USS Panther

Membership to the USS Panther is free and open to any STARFLEET, Int. member in good standing.

The USS Panther currently conducts its business by correspondence via the internet (such as email, facebook, online meeting chats etc.)

For over 40 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-electronic newsletter, STARFLEET offers members the chance to get involved with STARFLEET Academy, the STARFLEET Marine Corps, TF31 MACO, STARFLEET Medical, Pet Fleet, and much, much more. We even have a group of academic monetary scholarships that are awarded to deserving STARFLEET members each year.

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 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.

The chapter formed in January 2020 and the fictional timeline of the chapter was originally set in the Trek calendar year of 2383. To help you understand the time line, The Star Trek: Voyager series ended in the Trek calendar of 2378; Star Trek: Nemesis movie was set in the Trek calendar year of 2379.

Class: Prom

Originally inspired by "Star Trek", the USS Panther is a science fiction and fantasy fan club that embraces many forms of science fiction from Star Trek's Captain James Kirk, Luke Skywalker and even Doctor Who.

The USS Panther also participates in numerous activities that includes, but not limited to: chapter cookouts, movie outings, holiday parties, trips to local areas of interests such as the Battleship Massachusetts, RI/MA Zoo, and lets not forget the conventions.

When a crewmember is assigned to the USS Panther, the crewmember will choose a department of assignment from one of the nine chapter departments:

Command
Communications
Operations
Engineering
Medical
Science
Security
Support Service
Task Force 31 MACO

Each member of the USS Panther is entitled to the following:

Chapter ID Card
Membership Handbook
Promotion Certificates as earned
Award Certificates as earned
Membership Certificate

6 issues of the bi-monthly newsletter called "Panthera" is only published based on chapter membership participation and is not a mandatory chapter membership item.

Note: All materials are supplied by electronic means in pdf format.

Many of our crewmembers are dedicated to making the world a better place. Not all members participate in our community service projects. To understand further, let's beam down for a moment to Afghanistan, where U.S. Soldiers have received care packages from the USS Panther crew. Back in Rhode Island, we've collected Labels for Education and during the holidays we collect donations for the areas Toys for Tots campaign and the Angel Tree Project. We've also participated in food can drives and recycling.
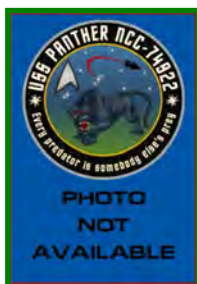
That's just an example of how our community service is actually a global service and because of our efforts to embrace

the ideals of "Star Trek" creator Gene Roddenberry, we're doing our part to meet his vision of a better world.

Like most other STARFLEET chapters, the USS Panther members hold ranks and receive promotions which are granted 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 Panther 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. Such as writing for the USS Panther, Regional, and FLEET publications, artwork for these publications, writing letters, working on projects such as ship's blueprints, care packages to deployed service members, recruiting, recycling, 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 Panther and if I can be of assistance, please feel free to contact me at usspantherco@gmail.com

Captain Patrick Condry
USS Panther NCC-74922
Commanding Officer

FLEET ADMIRAL

VICE FLEET ADMIRAL

COMMUNICATIONS

OPERATION

CHIEF OF INFORMATION SERVICES

CHIEF OF EDUCATION SERVICES

CHIEF FINANCIAL OFFICER

REGIONAL COORDONATOR

COMMANDING OFFICER

FIRST OFFICER

COMMAND SUPPORT STAFF

OPERATIONS

COMMUNICATIONS

MEDICAL

SECURITY

SCIENCE

ENGINEERING

MACOs

SUPPORT SERVICES

DIPLOMATIC CORPS

5

CHAIN OF COMMAND

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                    COMMANDING OFFICER ──────────┐
                            │                     │
                      FIRST OFFICER          MASTER CHIEF PETTY OFFICER
        ┌───────────────────┼───────────────────────────────┐
        │                   │                   │            │
  DIPLOMATIC CORPS    FINANCE OFFICER      COMMAND SUPPORT STAFF
        │                   │                   │        ├── EVENTS
       IG          SECOND OFFICER          JAG            │   COORDINATOR
                         │                              ├── CHARITY
                  THIRD OFFICER                         │   COORDINATOR
                                                        └── COMMAND YEOMEN
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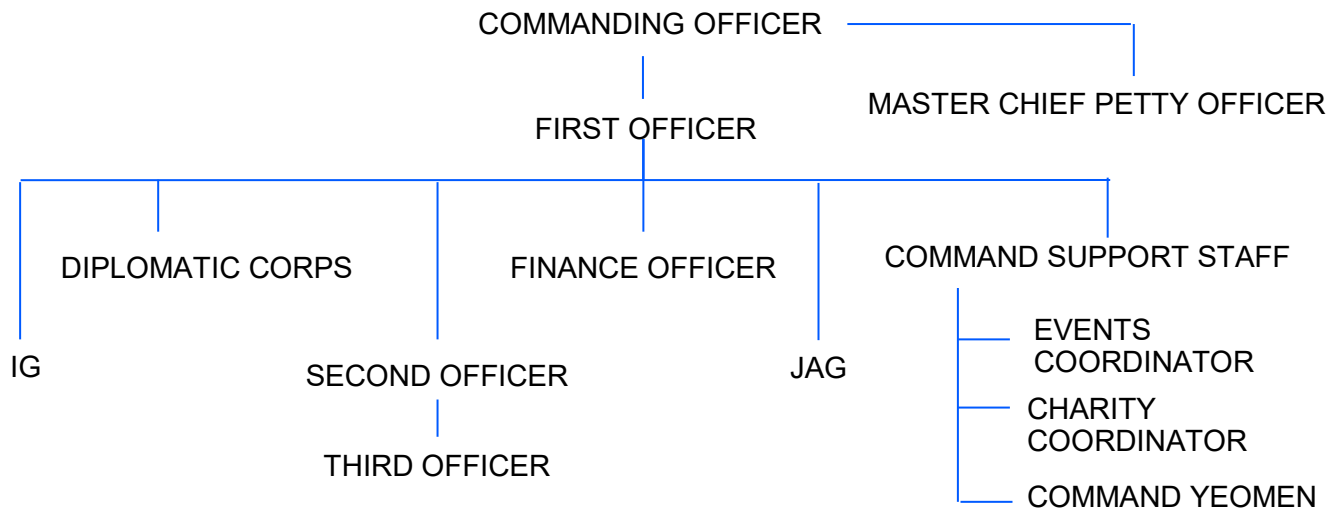
The Command Department has the overall responsibilities of the day to day operations of the chapter. The Command Department includes the Direct Command Element, IG, Diplomatic Corps, Finance Officer, JAG and the Command Support Staff. The following are the positions and their responsibilities.

COMMANDING OFFICER
The CO is responsible for the safety of those under his 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.

Certification:
Core Requirements: SFA IOLS: OTS & SFA IOLS: OCC
Certification Requirements:
-- SFA IOLS: BOCP: Commanding Officer
-- SFA IOLS: BOCP: Any other certification except XO, SO and COUN
-- SFA IOLS: COCD 101 and COCD 102
-- SFA IOLS: SOLC 101 thru 113

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

Certification:
Core Requirements: SFA IOLS: OTS & SFA IOLS: OCC
Certification Requirements:
-- SFA IOLS: BOCP: First Officer
-- SFA IOLS: BOCP: Any other certification except CO, SO and COUN
-- SFA IOLS: COCD 101 and COCD 102
-- SFA IOLS: SOLC 101 thru 113

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

Certification:
Core Requirements: SFA IOLS: OTS & SFA IOLS: OCC
Certification Requirements:
-- SFA IOLS: BOCP: Second Officer
-- SFA IOLS: BOCP: Any other certification except CO, XO and COUN
-- SFA IOLS: SFA IOLS: SOLC 101 thru 108 and SOLC 111

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

Certification:
Core Requirements: SFA IOLS: OTS & SFA IOLS: OCC
Certification Requirements:
-- SFA IOLS: BOCP: Any certification except CO, XO, SO and COUN
-- SFA IOLS: COCD 101
-- SFA IOLS: SOLC 101 thru 108 and SOLC 111

MASTER CHIEF PETTY OFFICER
The Master Chief Petty Officer assist the Commanding Officer as needed and is the senior enlisted member on the ship. He also advises the Commanding Officer on all enlisted matters.

Certification:
Core Requirements: None
Certification Requirements:
-- SFA IOLS: BOCP: Any certification except CO, XO, SO and COUN
-- SFA IOLS: COCD 101
-- SFA IOLS: SOLC 101 thru 108 and SOLC 111

COMMAND STAFF

The Command Staff is the policy making body of the chapter. The Command Staff 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 Command Staff positions within 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 and the MACO Team Leader.

DIPLOMATIC CORPS

The Diplomatic Corps is by far the section that constitutes a large portion of its duties and responsibilities to fiction within 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 section organization and areas of responsibility for each positions are listed below.
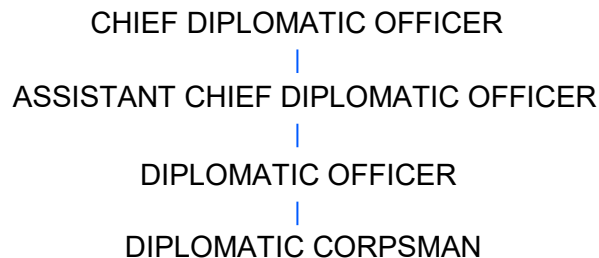
CHIEF DIPLOMATIC OFFICER
|
ASSISTANT CHIEF DIPLOMATIC OFFICER
|
DIPLOMATIC OFFICER
|
DIPLOMATIC CORPSMAN

CHIEF DIPLOMATIC OFFICER

The Diplomatic Officer must be familiar with a variety of areas: history, religion, politics, economics, 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/war. 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 Section. He oversees the operation of it, as well as makes sure everything in that section is carried out according to Starfleet Regulations.

Certification:
Core Requirements: OTS, OCC
Certification
-- 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 will assist the Chief Diplomatic Officer when needed and in there 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/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 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/war.

He must be equally flexible and demonstrate initiative, agility, depth, synchronization, and improvisation to provide responsive legal services to his 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 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 crewmembers who wish to study diplomacy, and aid the section 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 are far less in-depth.

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.
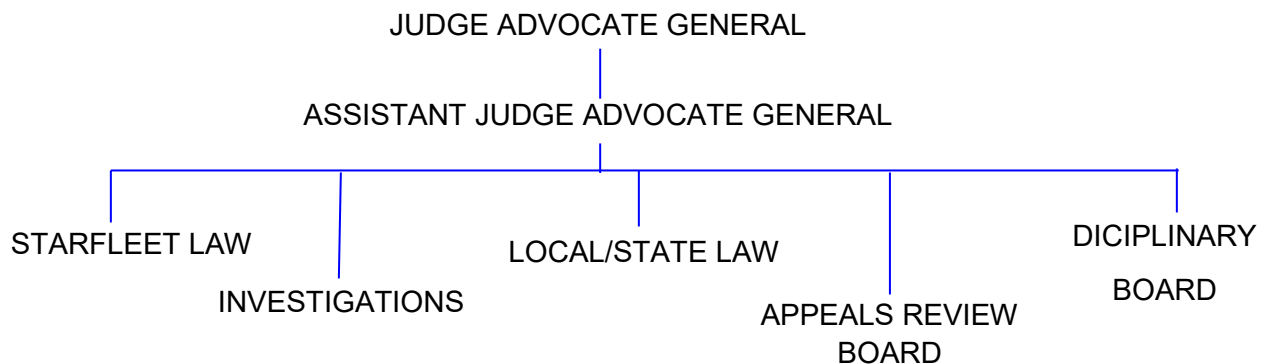
Certification:
Core Requirements: None
Certification Requirements:
-- IOAS: School of XenoAnthropology (AQ, BQ, GQ, DQ): All thirty-two (32) courses

JUDGE ADVOCATE GENERAL

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                    JUDGE ADVOCATE GENERAL
                             |
              ASSISTANT JUDGE ADVOCATE GENERAL
        ┌───────────┬────────────┬────────────┐
   STARFLEET LAW          LOCAL/STATE LAW          DICIPLINARY
        INVESTIGATIONS                   APPEALS REVIEW    BOARD
                                            BOARD
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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 summiteers will be maintained throughout the process, including the reporting of the submission to the Command Staff.

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.

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.

Certification:
Core Requirements: OTS & OCC

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

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.

Certification:
Core Requirements: OTS & OCC
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

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

Certification:
Core Requirements: OTS & OCC
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

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.

Certification:
Core Requirements: OTS & OCC
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

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 Para-legal with a sound understanding of the State and Local Laws.

Certification:
Core Requirements: OTS & OCC
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

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 Freedom 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.

DISCIPLINARY BOARD OFFICER
The Disciplinary Board Officer assists the JAG Officer in organizing, scheduling and documentation management of any Disciplinary Board.

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

APPEALS REVIEW BOARD
Any appeals submitted to the JAG for disciplinary issues will be decided from the Appeals Review Board. The Board will consists 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 outcome of the punishment rendered, will be sent to the entire Command Staff to hear the case and vote.

APPEALS REVIEW BOARD OFFICER
The Appeals Review Board Officer assists the JAG Officer in organizing, scheduling and documentation management of any Appeals Review Board.
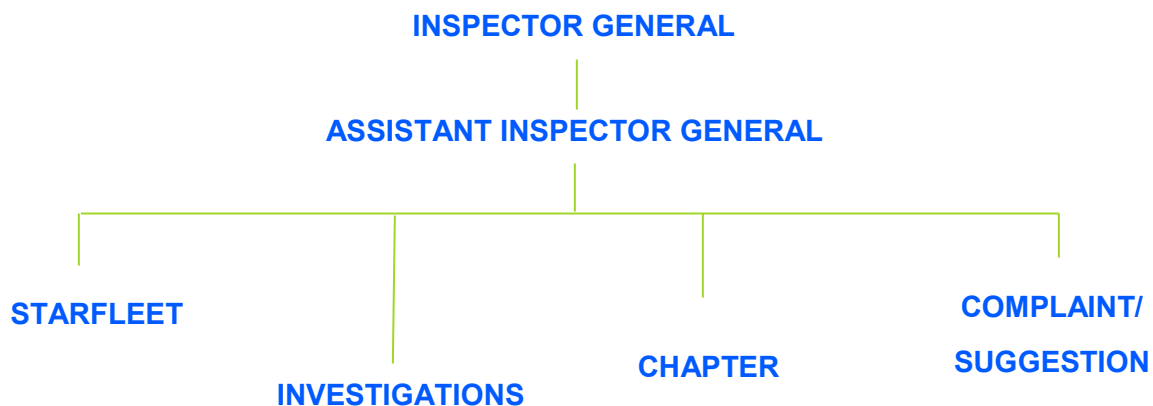
Certification:
Core Requirements: OTS
Certification Requirements:
-- College of Federation Studies (COFS): History of Federation Law (HOFL): All nine (9) courses
-- College of Law (COL): All six (6) courses
-- College of Starship Operations (CSO): CSO-103 and CSO-107

INSPECTOR GENERAL

INSPECTOR GENERAL
|
ASSISTANT INSPECTOR GENERAL

- **STARFLEET**
- **INVESTIGATIONS**
- **CHAPTER**
- **COMPLAINT/ SUGGESTION**

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 summiteers will be maintained throughout the process, including the reporting of the submission to the Command Staff.

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.

INSPECTOR GENERAL
The IG is responsible for insuring the Command Staff is kept appraised 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.

Certification:
Core Requirements: OTS & OCC
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

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.

Certification:
Core Requirements: OTS & OCC
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

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.

Certification:
Core Requirements: OTS & OCC
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

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

Certification:
Core Requirements: OTS & OCC
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

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.

Certification:
Core Requirements: OTS & OCC
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

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.

Certification:
Core Requirements: OTS & OCC
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

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

FINANCE OFFICER

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

COMMAND SUPPORT STAFF (CSS)

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

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.

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

EVENTS COORDINATOR

The Events Coordinator is responsible for the coordination between the chapter command and the event sponsor. The Events Coordinator insures the schedule events are posted on the chapter web site and the chapter newsletter and any other means of communications within the chapter.

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

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.

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

PERSONNEL OFFICER

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

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

DEPARTMENT CHIEF

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

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 | Operations | Engineering | Medical | Support | Science | Communications | Security | TF31 MACO | Cadet |

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.

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.

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.

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 assists with Personnel issues, Food Services, Transportation and much more.

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.

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

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.

TF31 MACO
The TF31 MACO unit attached to the USS Panther is the MCO-C-0515 "Mandalorian Assassins". The unit is a MACO Company with the responsibilities to is to coordinate with there respective units, assist the Security Department with security issues, and honor guards.

MEMBERSHIP TYPES

The USS Panther offers different types of membership statuses to meet the needs of the individual crewmembers. There fore the chapter has three types of membership statuses. 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 etc. 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

Due to the STARFLEET membership requirement, the USS Panther has gone to an all electronic Membership, which has reduced costs and allows the chapter to have no chapter level dues or fee.

Chapter members receive all publications and membership materials in electronic format (pdf). Any additional items are paid for on an item by item basis such as awards, rank insignia etc..

The standard membership package includes the following; Membership ID Card, Membership Certificate, all Promotion Certificates as earned, all Award Certificates as earned, Membership Handbook and a one year subscription to our bimonthly newsletter *"THE PANTHERA".*

MEMBERSHIP RIGHTS AND RESPONSIBILITIES

As a member of the USS Panther, 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 Panther. 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 PANTHERA 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 Panther to the fullest extend 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 Panther.
- Right to vote your opinion at any level of the USS Panther.
- Right to participate in any USS Panther program.
- Right to have **Fun!**

* **Note:** *The USS Panther reserves the right not to publish a chapter newsletter if little to no articles submissions is received.*

MEETINGS

The USS Panther is a hybrid chapter, meaning that it has face to face meetings and correspondence meetings via the internet. 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 official business meetings via the internet when face to face meetings are not possible. The chapter has two types of meetings; Business Meeting and the Fun Activity Meeting which are explained further below.

Business Meeting
As a mixed chapter that has both meeting and correspondence features, we will meet face to face when permitted and when we can not meet in person members are credited as attending a meeting if the member submits a monthly activity report describing what the member has done over the past month. Activities include recycling, going to conventions, visiting a museum, movies, zoo etc. You can also list community service performed, or fleet activities you may be involved in. You can see examples of what other members have submitted by reading previous chapter Monthly Status Reports. Ask your Department Chief for more information on obtaining a copy of the Chapter MSR.

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 describing a fun activity they participated in during the month on their monthly activities report. From time to time, some fun activities are organized by the chapter 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.

CHAPTER NEWSLETTER

The official newsletter of the USS Panther is the "*THE PANTHERA".* It is published on a bimonthly basis with 1-3 special issues. Submissions must be made 15 days before publishing date which is announced in advance. 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 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 address for the chapter is
USS Panther NCC-74922 | Taskforce31

POSITIONS AND RANK

All members of the USS Panther 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 promotion. 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 Panther is the point system to quantifiably allow members to progress through the ranks to Lieutenant. Promotions to Lieutenant Commander and Commander, the USS Panther uses in addition to the promotion point system, we also use a promotion review board. (See the USS Panther Regulation 100 for more information).

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 Panther 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 Panther 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 administrate. That responsibility is granted only on the condition that it is responsibly utilized, and that in performing those responsibilities the member adheres to USS Panther and STARFLEET policies and guidelines. Compliance with any USS Panther or STARFLEET policy or guideline is never forced upon anyone, but those that use their delegated authority outside the bounds of the USS Panther 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 Panther and Appendix B: Rank & Insignia in the Appendix section for rank insignia diagrams.

STARFLEET Is Our Members
For over 40 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 in-

volved 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 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, STARFLEET only offers one type of membership:

E-Membership: Includes a Membership Certificate, Membership Card, online Membership Handbook along with the online edition of our quarterly newsletter, the STARFLEET Communique.

PRICING

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.

CURRENT 2022 STARFLEET MEMBERSHIP PACKAGE

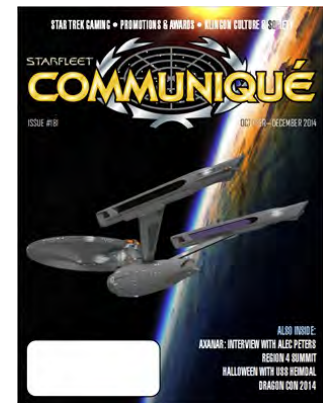|	e-Membership
Membership Certificate (PDF) Downloadable	x
Membership Card (PDF) Downloadable	x
Online CQ (PDF) - Downloadable	x
Individual	**$5**
Family – 2	$9
Family – 3	$12
Family – 4	$14
Family – 5	$16
Family – 6	$17
Notes:	
∗ Paper memberships are no longer available – all memberships are now completely digital.	
∗ The Member's CD of digital documents are no longer available.	
Prices are as of 1 July 2020	

* All funds are in U.S. dollars.

Membership Handbook (PDF)

Membership Certificate (PDF)

Membership Card (PDF)

CQ (PDF)

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 departments.

Command	Operations	Engineering	Medical	Support	Science	Communications	Security	TF31 MACO	Cadet

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

OPTION A

Rank

Ship's Logo

STARFLEET Logo

Chapter Region Patch

Com Badge

Department Insignia

FRONT   **LEFT SLEEVE**   **RIGHT SLEEVE**

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

The blank shirt can be purchased on Amazon at the link below:

Joe's USA Mens Moisture Wicking Micropique Golf Polo Shirt-2XL-Maroon at Amazon Men's Clothing store

OPTION B

Rank

TF31 Logo

STARFLEET Logo

Chapter Region Patch

Chapter Logo

Department Insignia

FRONT

LEFT SLEEVE

RIGHT SLEEVE

OPTION C

Rank

Ship's Logo

STARFLEET Logo

Chapter Region Patch

TF31 Logo

Department Insignia

FRONT

LEFT SLEEVE

RIGHT SLEEVE

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PURPOSE

The purpose of this regulation is to establish the promotion policies and procedures for all crewmembers, STARFLEET Marines and Task Force 31 MACOs of the USS Panther. As established in both the STARFLEET Constitution and the USS Panther 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 Panther 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) No one person on the USS Panther 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.
2) Earning the required number of promotion points for the next prescribed rank.
3) Only personnel who are maintaining membership requirements (SFI) will be eligible for promotion.

RANK STRUCTURE

The USS Panther uses several rank style depending on which era the individual is dressed. If you wear a Monster Maroon, then you would use the TWOK era, if your using NG, VOY, DS9 you would wear the Pip system. When wearing the Chapter Duty Uniform, the rank is the TNG era.

STARFLEET uses a rank structure very similar to the 20th century United States Naval and Ground Forces. The "Fleet" ranks are mirrored with what was seen in the series and movies. The MACOs use the same rank structure as Fleet with a minor alteration. While the SFMC uses the rank structure similar to the United States Marines.
(For more information please see Appendix B. for more information.)

The USS Panther groups its ranks into categories. These are; 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:

Rank	Requirements
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:

Naval Rank	Marine Rank	Requirements
Cadet 4th Class	Cadet Private	Freshman (9th Grade)
Cadet 3rd Class	Cadet Private First Class	Sophomore (10th Grade)
Cadet 2nd Class	Cadet Lance Corporal	Junior (11th Grade)
Cadet 1st 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 (GSGT), Senior Chief Petty Officer (SCPO)/Master Sergeant (MSGT)/ Command Senior Chief Petty Officer (CSCPO)/First Sergeant (1SGT), Master Chief Petty Officer (MCPO)/Sergeant Major (SGM), and Command Master Chief Petty Officer/Command Sergeant Major.

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 Panther.

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	Requirements
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	Requirements
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	Requirements
Crewman Recruit	Initial enlistment and at least 18 years of age
Crewman Apprentice	Earn 60 promotion points, complete grade 1A-C
Crewman	Earn 75 promotion points, complete Grade 2A-B
Petty Officer 3rd Class	Earn 80 promotion points, complete Grade 3A-3C
Petty Officer 2nd Class	Earn 90 promotion points, must complete MQC and Grade E5
Petty Officer 1st Class	Earn 100 promotion points, must complete MQC and Grade E6
Chief Petty Officer	Earn 200 promotion points, must complete MQC and Grade E7
Senior Chief Petty Officer	Earn 200 promotion points, must complete MQC and Grade E8
Command Senior Chief Petty Officer	Lateral promotion, must be holding a First Sergeant Position
Master Chief Petty Officer	Earn 300 promotion points, must complete MQC and Grade 9

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.

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	Requirements
Warrant Officer (WO)	Appointed, must have held the minimum rank of Sergeant and MOS Qualified
Chief Warrant Officer Two (CWO-2)	Earn 150 promotion points, complete all NCO below 301
Chief Warrant Officer Three (CWO-3)	Earn 250 promotion points, complete NCO-301
Chief Warrant Officer Four (CWO-4)	Earn 250 promotion points, complete LD-100, and PD-201
Chief Warrant Officer Five (CWO-5)	Earn 350 promotion points, complete LD-201

MACO Rank	Requirements
Warrant Officer (WO)	Appointed, must have held the minimum rank of Sergeant
Chief Warrant Officer Two (CWO-2)	Earn 150 promotion points, complete WWSO 108-119
Chief Warrant Officer Three (CWO-3)	Earn 250 promotion points, complete SO 101-110
Chief Warrant Officer Four (CWO-4)	Earn 250 promotion points, complete NCO 201, LD-101
Chief Warrant Officer Five (CWO-5)	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	Requirements
Ensign	Completion of Starfleet Academy OTS
Lieutenant Junior Grade	Earn 150 promotion points
Lieutenant	Earn 175 promotion points
Lieutenant Commander	Earn 200 promotion points, a Promotion Review Board and OCC
Commander	Earn 250 promotion points, a Promotion Review Board and OCC

Marine Rank	Requirements
Second Lieutenant	Completion of Starfleet Academy OTS, OD-100, and PD-120
First Lieutenant	Earn 150 promotion points, OD-151, PD-130 and PD-135
Captain	Earn 175 promotion points and OD-161, and OD-171
Major	Earn 200 promotion points, a Promotion Review Board, OCC and OD-201 and any OD-211 though OD-251
Lieutenant Colonel	Earn 250 promotion points, a Promotion Review Board and PD-220

MACO Rank	Requirements
Ensign	Completion of Starfleet Academy OTS
Lieutenant Junior Grade	Earn 150 promotion points
Lieutenant	Earn 175 promotion points
Lieutenant Commander	Earn 200 promotion points, a Promotion Review Board and OCC
Commander	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 STARFLEET Executive Committee. The Ranks are as follows:

Rank	Requirements
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 Panther 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	May-Jun-Jul-Aug	Sep-Oct-Nov-Dec
Chief Medical	Third Officer	Chief Diplomatic
Joint Special Operations	Chief Science	Chief Support Services
Chief Communications	Chief Security	Chief Engineer

Commanders Promotion

As authorized by both the STARFLEET Constitution and the USS Panther Constitution, the Commanding Officer reserves the right to promote any crewmember of the USS Panther. 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.

Rank Assessments Due To Transfers

It is the policy of the USS Panther to accept any rank that a member may have within STARFLEET upon transfer to the USS Panther. If the new member is transferring from another organization into STARFLEET and holds the rank under Lieutenant Commander, then the individuals rank will be recognized. If the rank is Lieutenant Commander or Commander, the individual will be excepted as a Lieutenant. The Executive Committee has the policy of not accepting outside club ranks for Captain and above and leaves it to the discretion of Chapter COs for the ranks below Captain.

The Department Chief of the crewmember applying for a promotion must insure that points from previous promotions are not being re-used for the current promotion unless specified differently in this section.

Below is the USS Panther's Fleet Promotion Point System. There are 12 categories available in which the crewmember up for promotion must have some points in a minimum of 5 of the 12 categories.

I. Ship's Operations	Points	Remarks
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

II. Attendance Record	**Points**	**Remarks**
Attend USS Panther 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

III. Recruiting	**Points**	**Remarks**
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

IV. STARFLEET	**Points**	**Remarks**
STARFLEET 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

V. Uniforms	**Points**	**Remarks**
Current Next Generation	20	Per promotion period
Other uniforms	10	Per promotion period
USS Panther Shirt	5	Per promotion period

VI. Chapter Service	**Points**	**Remarks**
Service event	5·20	Awarded at CO discretion

VII. Community Service	**Points**	**Remarks**
Donating a pint of blood	2	Per pint
CPR/First Aid Life Saving Classes	10	Per class

VII. Community Service Cont.	**Points**	**Remarks**
Clean Highway	5	Per activity
Other Services that last < 2 weeks	3	Per 3 hours

VIII. Recurring Community Services	**Points**	**Remarks**
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	**Points**	**Remarks**
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	**Points**	**Remarks**
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	Points	Remarks
Newsletter Editor	10	Per promotion
Submitting article/story (original) (per article)	5	Per article/story
Submitting article/story (non-original) (per article)	2	Per article/story
Newsletter Exchange (per newsletter)	5	(Previous points awarded not allowed)
Newsletter article turned in (per article)	2	(Previous points awarded not allowed)
Artwork	3-10	Editors discretion
Departmental Report	2	Per report

XII. Recycling	Points	Remarks
Aluminum, Glass, Paper & Plastic (per 30 lbs)	10	(Previous points awarded not allowed)
Metal (per 100 lbs)	10	(Previous points awarded not allowed)

Task Force 31 MACO

Below is the USS Panther MACO Promotion Point System for the assigned MACO Operators. To use the MACO point System, the crewmember's **PRIMARY** department **MUST BE MACO**. All others must use the previous system mentioned above. There are 12 categories available in which the MACO Operative up for promotion must have some points in a minimum of 5 of the 12 categories.

I. Ship's Operations	Points	Remarks
Become a MACO Team Leader	20	(Previous points awarded not allowed)
Become a MACO Assistant Team Leader	10	(Previous points awarded not allowed)
Become a MACO Squad Leader	15	(Previous points awarded not allowed)
Become a MACO Fire Team Leader	10	(Previous points awarded not allowed)
Submit report to Supervisor (per report)	5	(Previous points awarded not allowed)
Department Project (per project)	5	(Previous points awarded not allowed)

II. Attendance Record	Points	Remarks
Attend USS Panther event (per event) 2		(Previous points awarded not allowed)
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 (per meeting)	2	(Previous points awarded not allowed)
Attend a convention (per convention) (attending)	10	(Previous points awarded not allowed)
Work a convention (per convention) (working)	15	(Previous points awarded not allowed)
Provide refreshments at an event (per event)	5	(Previous points awarded not allowed)
Clean-up after a event (per event)	5	(Previous points awarded not allowed)

III. Recruiting	Points	Remarks
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 (per 25 posted)	1	(Previous points awarded not allowed)

IV. STARFLEET	Points	Remarks
SFA/SFMCA Course (per course)	10	(Previous points awarded not allowed)
SFA/SFMCA Commendation (per)	5	(Previous points awarded not allowed)
Appointed Director of School SFA/SFMCA	10	(Previous points awarded not allowed)
Appointed Sector/Regional position	10	(Previous points awarded not allowed)
Appointed Quadrant level position	10	(Previous points awarded not allowed)
Appointed Fleet position	10	(Previous points awarded not allowed)
Current EC/AB position	15	(Previous points awarded not allowed)

V. Uniforms	Points	Remarks

Monster Maroon	20	(Previous points awarded not allowed)
Other Trek era uniforms	10	(Previous points awarded not allowed)
USS Panther Shirt	5	(Previous points awarded not allowed)

VI. Chapter Service	**Points**	**Remarks**
Service event (Awarded at CO discretion)	5·20	(Previous points awarded not allowed)

VII. Community Service	**Points**	**Remarks**
Donating a pint of blood (per pint)	2	(Previous points awarded not allowed)
CPR/First Aid Life Saving Classes (per class)	10	(Previous points awarded not allowed)
Clean Highway (per event)	5	(Previous points awarded not allowed)
Other Services that last < 2 weeks (per 3 hrs.)	3	(Previous points awarded not allowed)

VIII. Recurring Community Services	**Points**	**Remarks**
Scouting (Boys or Girls) (per month)	2	(Previous points awarded not allowed)
Youth Sports volunteer (per month)	2	(Previous points awarded not allowed)
Hospital volunteer (per month)	2	(Previous points awarded not allowed)
School volunteer	2	Per 5 hours
Church choir/teacher	2	Per month

IX. Participate in Public Service	**Points**	**Remarks**
Walk-a-thons (per event)	5	(Previous points awarded not allowed)
Telethons (per event)	5	(Previous points awarded not allowed)
Stampede	2	Per 100 stamps
Other	2	Awarded at CO discretion

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

XI. Newsletter	**Points**	**Remarks**
Newsletter Editor	10	Per promotion
Submitting article/story (original) (per article)	5	Per article/story
Submitting article/story (non-original) (per article)	2	Per article/story
Newsletter Exchange (per newsletter)	5	(Previous points awarded not allowed)
Newsletter article turned in (per article)	2	(Previous points awarded not allowed)
Artwork	3-10	Editors discretion
Departmental Report	2	Per report

XII. Recycling	**Points**	**Remarks**
Aluminum, Glass, Paper & Plastic (per 30 lbs)	10	(Previous points awarded not allowed)
Metal (per 100 lbs)	10	(Previous points awarded not allowed)

STARFLEET Marine Corps

Below is the USS Panther SFMC Promotion Point System for the assigned Marines. To use the Marine point system, the crewmember's **PRIMARY** department **MUST BE MARINE**. All others must use the previous systems mentioned above. There are 12 categories available in which the Marine up for promotion must have some points in a minimum of 5 of the 12 categories.

I. Ship's Operations	**Points**	**Remarks**
Become Marine OIC	20	One time only
Become Marine DOIC	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

II. Attendance Record

	Points	Remarks
Attend USS Panther 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 Muster	10	Per Muster-one time only
Work a convention as a Marine	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

III. Recruiting

	Points	Remarks
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

IV. STARFLEET

	Points	Remarks
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 Brigade position	7	One time only
Appointed Fleet position	10	One time only

V. Uniforms

	Points	Remarks
TWOK	25	One time only per uniform
Current TOS/NG/DS9/VOY/ENT	20	One time only per uniform
Marine/MACO Class B or C	10	One time only per uniform
USS Panther Shirt	5	One time only per shirt

VI. Chapter Service

	Points	Remarks
Service event	5·20	Awarded at CO discretion

VII. Community Service

	Points	Remarks
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

VIII. Recurring Community Services

	Points	Remarks
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

IX. Participate in Public Service	Points	Remarks
Walk-a-thons (per event)	5	(Previous points awarded not allowed)
Telethons (per event)	5	(Previous points awarded not allowed)
Stampede	2	Per 100 stamps
Other	2	Awarded at CO discretion

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

XI. Newsletter	Points	Remarks
Newsletter Editor	10	Per promotion
Submitting article/story (original) (per article)	5	Per article/story
Submitting article/story (non-original) (per article)	2	Per article/story
Newsletter Exchange (per newsletter)	5	(Previous points awarded not allowed)
Newsletter article turned in (per article)	2	(Previous points awarded not allowed)
Artwork	3-10	Editors discretion
Departmental Report	2	Per report

XII. Recycling	Points	Remarks
Aluminum, Glass, Paper & Plastic (per 30 lbs)	10	(Previous points awarded not allowed)
Metal (per 100 lbs)		

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STARFLEET, REGIONAL AND CHAPTER AWARDS

Purpose
This regulation briefly covers the policy for the Task Force 31 and the USS Panther Awards Program. The awards take after the triangle awards as seen in TOS and the rectangle awards as seen in Star Trek II-VI. This regulation briefly outlines the award criteria's. For more information on this program, please refer to this Manual. Each award that the USS Panther has have special significance, representing significant accomplishments during your tour of duty aboard the USS Panther. They should be worn with pride.

Proper Wear
Awards should be worn on the USS Panther duty uniform or on approved Star Trek uniforms at all Ship functions. They are worn on the left side or right side depending on the uniform being worn and are placed in order of precedence, with the highest awards placed on the top. (see diagram on page 38).

Who Can Recommend USS Panther Awards
Listed in precedence, the following are the only USS Panther personnel who can recommend chapter awards (hereafter known as "Recommending Officers" (RO), and the members and units they can recommend.

COMMANDING OFFICER
Department Chiefs, Departments, Shuttles, Crewmembers

COMMAND STAFF
Commanding Officer, First Officer, Department Chiefs, Departments, Shuttles, Crewmembers

STARSHIP DEPARTMENT CHIEF
Department Crewmembers

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

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

The USS Panther wants to show appreciation and acknowledgement to those outside the organization who believe in what the USS Panther 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.

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 Awards Committee (hereafter known as the "CAC"). The CAC may also determine that an award is not warranted (however, this should be a rare instance). Another way an RO call determine a warranted award is too 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

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

After reading the criteria for the awards and having determined that the award or awards is warranted fill out the appropriate forms and email them 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 CAC. The appeal will be considered and the CAC will render a decision, which will be final. If not approved, the RO will be notified. If approved, the RO will be notified.

If the award recommendation is approved by the RO's superior, the award recommendation will be forwarded to the CAC.

Chapter Award Certificates (CHAC) will be electronically sent to the award recipient. Award Ribbons are optional and must be purchased via the Task Force 31 Quartermaster.

Awards In Order Of Precedence
On the USS Panther, Task Force 31 awards and Chapter Awards are designed to be worn together. When worn together, TF31 awards are worn above the chapter awards as determined by the TF31 awards order of precedence then followed by the chapter awards order of precedence.

SFMC Awards can only be worn by SFMC members and can not have any other service component awards worn together.

TF31 MACO Awards can only be worn by TF31 MACO members and can not have any other service component awards worn together.

Task Force 31 Awards In Order of Precedence
Pike Medal Of Honor, Garth Medal of Valor, Distinguished Service Star, Legion Of Merit, Task Force Badge of Merit, TF31 Community Service, TF31 Commendation, STARFLEET Good Conduct, New Frontier Award, TF31 Environmental Achievement, Meritorious Service Award, Decker Order of Merit, April Order of Merit, Chapple Order of Merit, Phoenix Rising Award, Honor Unit with Distinguished, Unit Commendation, Joint Unit Meritorious Award, Meritorious Unit Commendation, Honor Unit with Honors, Enterprise Award, McCoy Order of Merit, FOS or OCC or OTS, Scholastic Excellence Award 1st Class or Scholastic Excellence Award 2nd Class or Scholastic Excellence Award 3rd Class or Scholastic Excellence Award 4th Class, Richard Daystrom Academic Excellence 1st Class or Richard Daystrom Academic Excellence 2nd Class or Richard Daystrom Academic Excellence 3rd Class or Richard Daystrom Academic Excellence 4th Class, Silver Star of Academic Achievement 1st Class or Silver Star of Academic Achievement 2nd Class or Silver Star of Academic Achievement 3rd Class, Chapter of the Year, Chapter of Excellence, Shakedown Chapter of the Year, Chapter First Mission of the Year, Support Ship of the Year, Flag Officer of the Year, Officer of the Year, Enlisted Member of the Year, Commanding Officer of the Year, Rookie Commanding Officer of the Year, First Officer of the Year, Department Of The Year Award, TF31 Department Chief of the Year, Junior Member of the Year, Humanitarian of the Year, Staff Member of the Year, Newsletter of the Year, Website of the Year, Publication of the Year.

Chapter Awards In Order of Precedence
Admiral Pawlowski Chapter Member of the Year, Chapter Flag Officer of the Year, Chapter Officer of the Year, Chapter Enlisted Member of the Year, Chapter Junior Member of the Year, Chapter Volunteer of the Year, Chapter Department of the Year, Chapter Department Chief of the Year, Chapter Leadership Award, Chapter Community Service.

Award Duplications
No crewmember can be awarded a chapter award for which another award was previously awarded for the same service or achievements. Example: a crewmember can not be awarded the Chapter Community Service and then be awarded the SFMC Community Service for the same service/activity/project. Should such a situation occur, the chapter award will be rescinded. The is only one exception to this rule, STARFLEET annual awards and Order of Merit awards are not included.

Chapter Awards

The following awards are officially recognized by Task Force 31 and the USS Panther. These chapter awards recognize USS Panther members and departments for outstanding and significant duty, deeds, accomplishments, achievements and service. Other awards that are issued by Task Force 31 are not discussed in this handbook.

Carefully read the award criteria in order to determine the appropriate award for recommendation. All awards are listed in descending order of precedence.

Admiral Pawlowski Chapter Member of the Year

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- Black Raspberry.

Devices- Bronze, Silver and Gold triangles for subsequent awards

Chapter Flag Officer of the Year

Criteria - Awarded by the Chapter Commanding Officer annually to a member who holds the rank of Commodore to Admiral (inclusive). This award is given to the individual who best demonstrates outstanding direction, a consistent level of guidance for fellow members, and leadership in the chapter, Task Force, Region and STARFLEET through both word and action. The Flag Officer of the Year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in STARFLEET, region, task force and chapter functions.

Ribbon Description - Dark Red with a Gold Border.

Devices- Bronze, Silver and Gold triangles for subsequent awards

Chapter Officer of the Year

Criteria - Awarded by the Chapter Commanding Officer annually to a member who holds the rank of Ensign to Fleet Captain (inclusive). This award is given to the individual who best demonstrates outstanding direction, a consistent level of guidance for fellow members, and leadership in the chapter, Task Force, Region and STARFLEET through both word and action. The Officer of the Year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in STARFLEET, region, task force and chapter functions.

Ribbon Description - Dark Red with a Silver Border.

Devices- Bronze, Silver and Gold triangles for subsequent awards

Chapter Enlisted Member of the Year

Criteria - Awarded by the Chapter Commanding Officer annually to a chapter enlisted member who holds the rank of Petty Officer 3rd Class to Master Chief Petty Officer (inclusive). This award is given to the individual who best demonstrates outstanding direction, a consistent level of guidance for fellow members, and leadership in the chapter, Task Force, Region and STARFLEET through both word and action. The awardee also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in in the various levels within STARFLEET.

Ribbon Description - Dark Red with a Bronze Border.

Devices- Bronze, Silver and Gold triangles for subsequent awards

Chapter Junior Member of the Year

Criteria - Awarded by the Chapter Commanding Officer annually to a crewmember 18 years of age or younger. The awardee to the best of his or her abilities, takes an active role in chapter, task force, region and STARFLEET functions and demonstrates commitment to the organization through both word and action. The awardee also demonstrates the potential for leadership, consistent conduct in accordance with the philosophy of Star Trek, and support for the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in in the various levels within STARFLEET.

Ribbon Description - Cobalt Blue

Devices- Bronze, Silver and Gold triangles for subsequent awards

Chapter Department of the Year

Criteria - Awarded by the Chapter Commanding Officer annually to the most outstanding chapter department and all it's primary assigned members that has demonstrated the ideals that Star Trek represents and has made significant contributions to the overall readiness of the chapter.

Ribbon Description - Sky Blue

Devices- Bronze, Silver and Gold triangles for subsequent awards

Chapter Department Chief of the Year

Criteria - Awarded by the Chapter Commanding Officer annually to the Department Chief who has demonstrated outstanding leadership, administration, and communications skills. The Chapter Department Chief also encourages and aids the chapter members and must also have a rating of 100% in reporting their department activities.

Ribbon Description - Caribbean Coral

Devices- Bronze, Silver and Gold triangles for subsequent awards

Chapter Volunteer of the Year

Criteria – The Chapter Volunteer of the Year Award is awarded by the chapter CO to a chapter member who performs outstanding volunteer community/civic service of a sustained, direct and consequential nature. To qualify for award of the Chapter Volunteer of the Year Award a chapter member's volunteer service must meet the following requirements:

♦ Be to the civilian community, to include the military family community.
♦ Be significant in nature and produce tangible results.
♦ Reflect favorably on the Chapter, Task Force, Region and STARFLEET.
♦ Be of a sustained and direct nature.

While there is no specific time period to qualify for the Chapter Volunteer of the Year Award (for example, 500 hours of community service within 24 calendar months), approval authorities shall ensure the service to be honored merits the special recognition afforded by this award. The Chapter Volunteer of the Year Award is intended to recognize exceptional community/civic support over time and not a single act or achievement. Further, it is intended to honor direct support of community/civic activities.

Ribbon description- Purple Red

Devices- Bronze, Silver and Gold triangles for subsequent awards

Chapter Leadership Award

Criteria- Awarded by the Chapter Commanding Officer to those members of the Command Staff who successfully completes 1 year as the Commanding Officer, First Officer, Chapter MCPO, Second Officer, Third Officer and Department Head.

Ribbon description- Inferno Orange

Devices- Bronze, Silver and Gold triangles for subsequent awards

Chapter Community Service Award

Criteria - Awarded by the Chapter Commanding Officer to those members who performs outstanding volunteer community service of a direct, and consequential nature. Community service must be at least 50 hrs. or more and must have been reported in the chapter Department MSR or in the crewmember monthly activities report. A list of hours and what the crewmember did must accompany the request form. To qualify for the Chapter Community Service Award a crewmember's community service must meet the below requirements.

• Be to the crewmember's community.
• Be significant in nature and produce tangible results.
• Reflect favorably on the USS Panther.

Ribbon description- Bright Orange

Devices- Bronze, Silver and Gold triangles for subsequent awards

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 Panther and her crew.

Chapter Awards Ribbon Devices

The following appurtenances may be worn on the chapter award ribbons.

Triangle Device:
The Triangle device has three colors, a Bronze, Silver and Gold.

The Triangle device represents each **ADDITIONAL** award earned after the first award has bee awarded.

The Triangle devices are placed in the center of the award ribbon.

A max of four triangle devices can be worn on an award ribbon at any given time and they must be all of the same color. (example: An award has four bronze triangles attached which represents that award being awarded five times. The sixth award would be a silver triangle and all four bronze triangles are removed.)
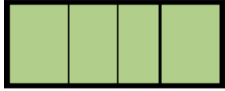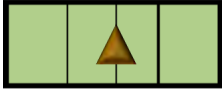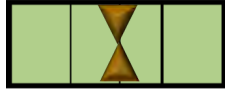
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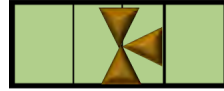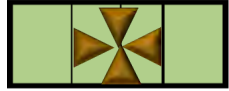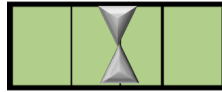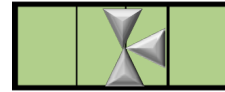
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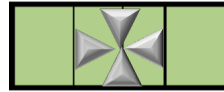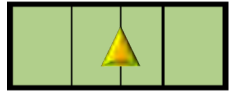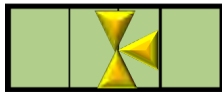
11th Award **12th Award** **13th Award**
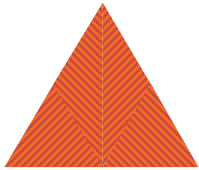
1st Award **2nd Award** **3rd Award** **4th Award** **5th Award**
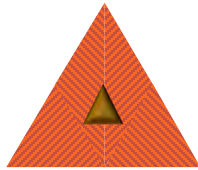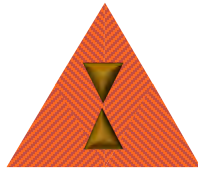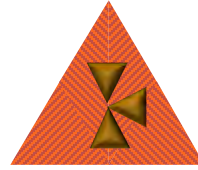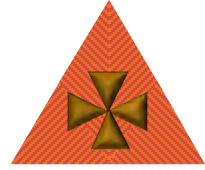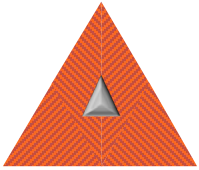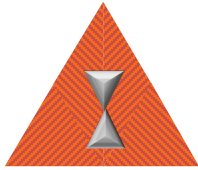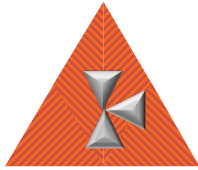
6th Award **7th Award** **8th Award** **9th Award** **10th Award**
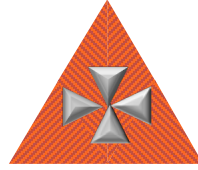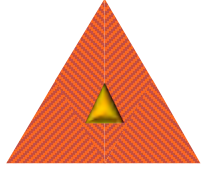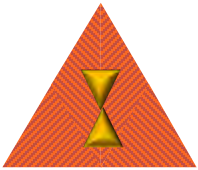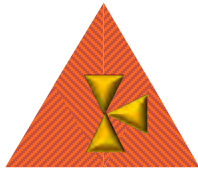
11th Award **12th Award** **13th Award**

TWOK Style of Ribbon

All chapter awards are authorized for wear on Starfleet uniforms. The term "award" is an all-inclusive term covering any decoration ribbon, service ribbon, unit ribbons, or appurtenance bestowed on an individual or unit. The term "ribbon" is an all-inclusive term covering that portion of the suspension ribbon of would have been a service medal or decoration that is worn instead of the service medal or decoration. The ribbon is made in the form of a ribbon bar, a 3D printed 1 3/8 inches wide by 3/8 inches high rectangle. Chapter Awards are magnetic.
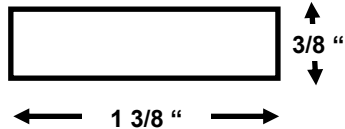
Wear of Service Ribbons
USS Panther crewmembers may wear ribbons representing decorations, service medals, service ribbons, and training ribbons on the following uniforms:

Chapter prescribed uniform, such as a Chapter Shirt etc.
Enterprise: ENT Dress Uniform/Flag Officer uniform
TOS: TOS Dress Uniform (Male and Female versions)
TWOK: Monster Maroon
NG/DS9/Voyager: Dress Uniform, Flag Officer Uniform
Nemesis: Mess Whites and Mess Grays

Ribbons are worn in order of precedence from the wearer's right to left, First row being the most top row and working downward in one or more rows with no space between rows. (Typical military personnel wear their ribbons worn from bottom to top, but we have them from top to bottom. This is done to match the similar pattern as seen in ST VI. (See Appendix I for examples). No more than three (3) ribbons are worn in any one row. Chapter members will not start a second row unless they are authorized to wear four or more ribbons. The first and second rows will contain the same number of ribbons (three) before starting a third row. The third and succeeding rows will contain the same number of ribbons as the first two rows, but may contain less. The bottom row is centered on the row above. (see Figure 1–1). The ribbons are worn on the wearer's left breast 1/8" below the Comm Badge and also centered on the Comm Badge.
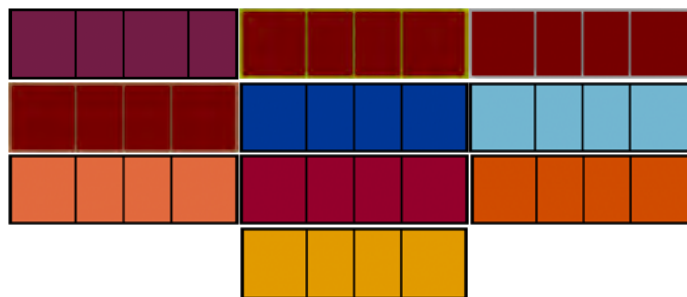
Figure 1-1 Chapter Awards Rack

All chapter awards are authorized for wear on Starfleet uniforms. The term "award" is an all-inclusive term covering any decoration ribbon, service ribbon, unit ribbons, or appurtenance bestowed on an individual or unit. The term "ribbon" is an all-inclusive term covering that portion of the suspension ribbon of would have been a service medal or decoration that is worn instead of the service medal or decoration. The ribbon is made in the form of a ribbon bar, a 3D printed 1 inches wide by 1 inches high triangle. Chapter awards are magnetic.
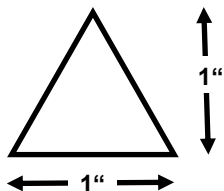
Award Patterns
There are basically two award styles for which the TOS style awards can be worn in. The row pattern and the star pattern. See the illustration below.

Wear of Service Ribbons
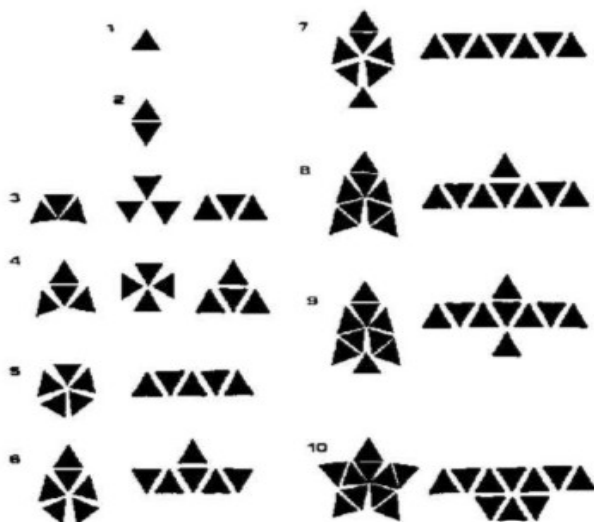
USS Panther crewmembers may wear ribbons representing decorations, service medals, service ribbons, and training ribbons on the following uniforms:

Chapter prescribed uniform, such as a Chapter Shirt etc.
Enterprise: ENT Dress Uniform/Flag Officer uniform
TOS: TOS Dress Uniform (Male and Female versions)
TWOK: Monster Maroon
NG/DS9/Voyager: Dress Uniform, Flag Officer Uniform
Nemesis: Mess Whites and Mess Grays

Ribbons are worn in order of precedence from the wearer's right to left and top to bottom, First row being the most top row and working downward in one or more rows with no space or a max of 1/8" space between awards. When wearing these awards in a row, No more than seven (7) ribbons are worn in any one row. Chapter members will not start a second row unless they are authorized to wear eight or more ribbons. The first and second rows will contain the same number of ribbons (seven) before starting a third row. The third and succeeding rows will contain the same number of

ribbons as the first two rows, but may contain less. The bottom row is centered on the row above (see the illustration below). The ribbons are worn on the wearer's left breast centered when worn on the TOS Dress Uniform, all other uniforms the awards are worn on the right breast and centered (See the illustrations on the newt several pages).
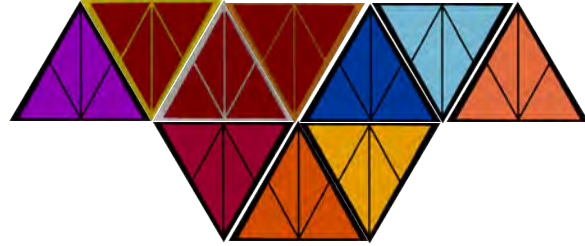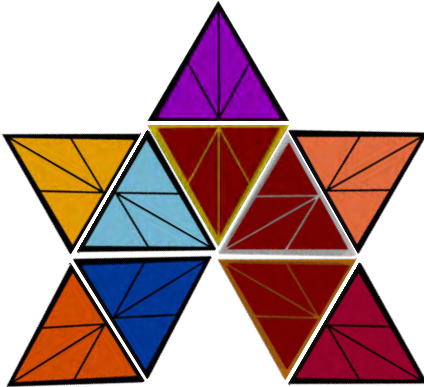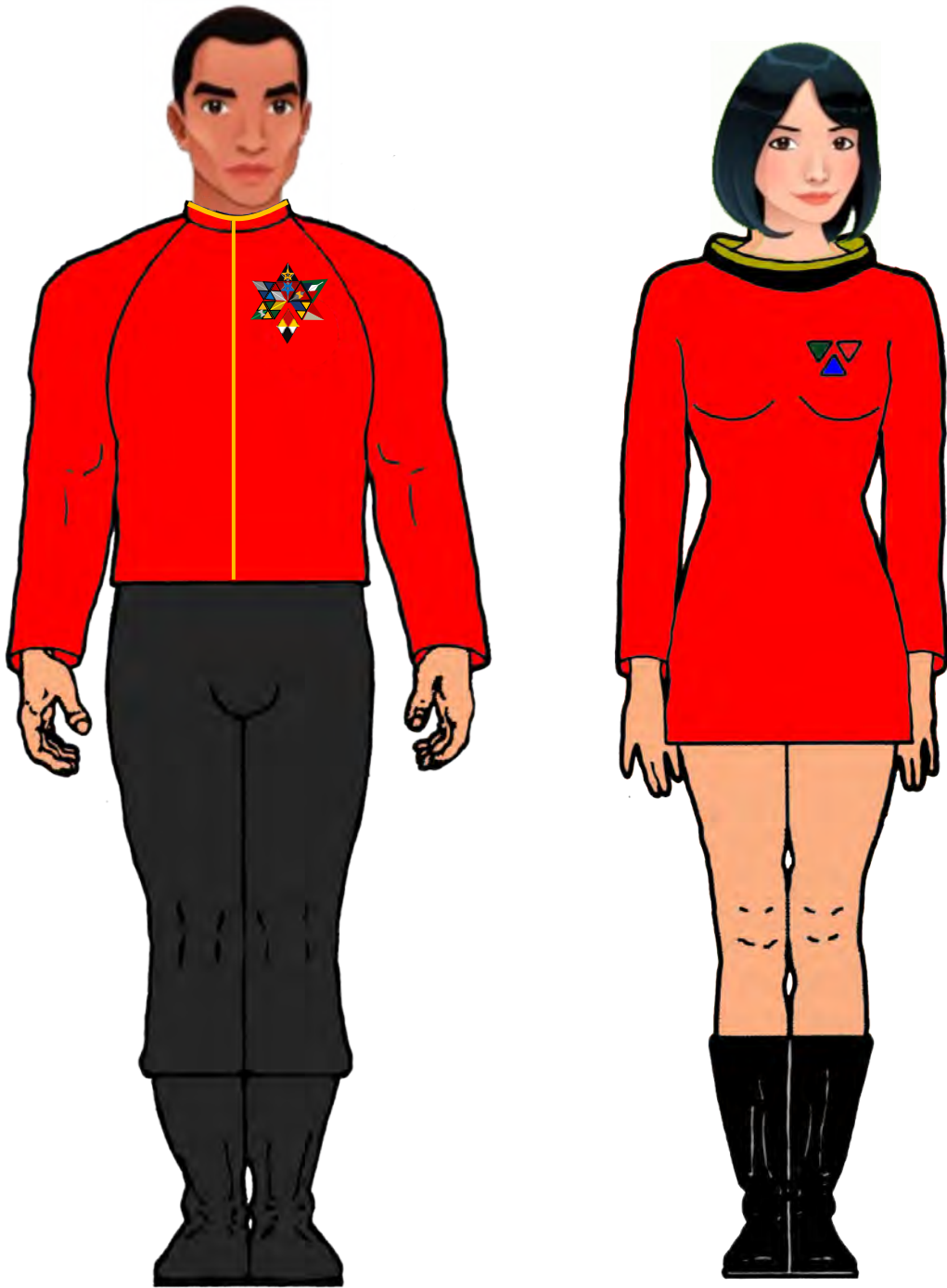
Figure E-1
Example of TOS style award ribbons

Figure E-2
Example of TWOK style award ribbons
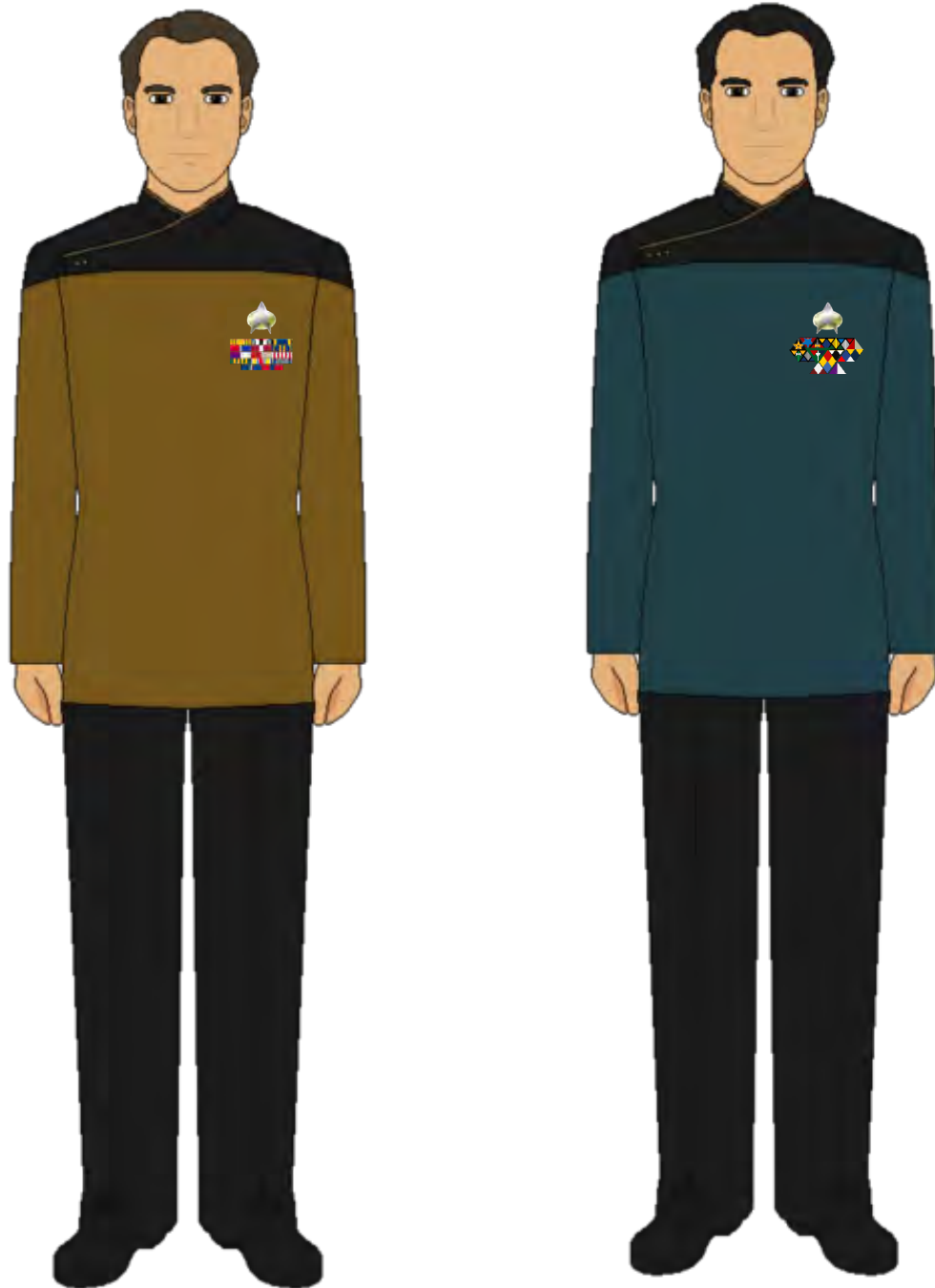
Figure E-3
Examples of either TOS or TWOK style award ribbons

Figure E-4
Examples of TOS style award ribbons

Figure E-5
Examples of TWOK style award ribbons

Figure E-6
Examples of either TOS and TWOK style award ribbons

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. Important Note: The following section describes in detail how to develop a generic proposal.

GENERIC FORMAT OF A FORMAL PROPOSAL

INTRODUCTION
There are three major components to the standard project proposal. They are the text, the budget, and the supporting documents, referred to as the appendices, attachments or exhibits. Below outlines each piece of the proposal.

COVER SHEET OR FACE PAGE
Generally, the crewmember making the proposal and his department head sign the cover sheet. In addition, the cover sheet usually includes the chapters reference number for the proposal (See the chapter Projects Officer), the name of the chapter to which the proposal is being submitted (USS Panther NCC-74922), the title of the proposal, the proposed project period, the total funds requested (if applicable, if none then state "No Funds Required"), the name and address of the crewmember submitting the proposal, and the date submitted. The Chapter requires the cover sheet to specify whether the proposal is for a new or continuing project. The cover page must be signed by the chapter Project Officer once the proposal is submitted. Follow the directions for completing a cover sheet exactly.

The Cover Sheet should include a cover letter addressed to the USS Panther specifying the following information:

- Project Title
- Project Summary
- Total Cost of Project
- Funds Requested from Sponsor
- Name, Position, Address, Phone number, E-mail of the crewmember making the proposal
- Signature block for crewmember making the proposal
- Signature block for the Department Head of the crewmember making the proposal
- Signature block for the USS Panther Projects Officer

TITLE PAGE
Although titles should be comprehensive enough to indicate the nature of the proposed work, they should also be brief. One good way to cut the length of titles is to avoid words that add nothing to the Command Staffs understanding, such as "Studies on...," "Investigations...," or "Research on Some Problems in...." A good title is usually a compromise between conciseness and explicitness.

The title page should include not only the title of the project, but also the submission date, who the proposal is being submitted to, and the name of the department submitting the proposal, i.e., " Submitted to the USS Panther NCC-74922" and "Submitted by the USS Panther Medical Department".

ABSTRACT OR PROJECT SUMMARY
Every proposal, even very brief ones, should have an abstract. Some readers read only the abstract, and most readers rely on it to give them an initial quick overview of the proposal and later to refresh their memory of the project's main points. The USS Panther Command Staff often use the abstract alone in their compilations of the projects funded, unfunded or in disseminating information about successful projects.

The abstract speaks for the proposal when it is separated from it, provides the reader with a first impression of the request, and, by acting as a summary, frequently provides the reader also with his last. Thus it is the most important single element in the proposal.

To present the essential meaning of the proposal, the abstract should summarize or address all the questions identified in the Section 3.2 of this manual, with the exception of the cost of the project. The project cost is excluded from the abstract because the abstract is often subject to a wider public distribution than the rest of the proposal.

Although it often appears at the beginning of the proposal, the abstract should be written last, as a concise summary (approximately 200 words) of the proposal. It should appear on a page by itself numbered with a small Roman numeral if the proposal has a table of contents and with an Arabic number if it does not.

TABLE OF CONTENTS
The convenience of the reader should be the guiding consideration in producing a table of contents. Very brief proposals with few sections ordinarily do not need a table of contents. Long and detailed proposals should list all major parts and divisions, including the abstract and significant preliminary pages. Subdivisions usually need not be listed. The table of contents may require a list of illustrations (or figures) and a list of tables. If all of these are included, they should follow the order presented in the text, and each should be numbered with lower-case Roman numerals. The table of contents should be simply labeled "Contents" in the header of the page.

INTRODUCTION
The introduction to a proposal sets the tone. The crewmember must appear appropriately confident, organized, and clear as to the intent of the project to be undertaken. The introduction should begin with a capsule statement of what is being proposed and then should proceed to introduce the subject to someone unfamiliar with the topic. One cannot assume that the proposal reviewer is familiar with the topic of the proposal. The introduction should briefly outline the goals and objectives of the project, how long it will take, and give enough background to enable the reviewer to place this particular project problem in a context of common knowledge.

The introduction should very specifically and concisely state the importance of the project being proposed. The introduction may introduce the concept of how this project's approach and resulting work will advance the field of knowledge and prove an important contribution to other related projects. It may also be helpful to state what the proposal does not expect to accomplish or address. The introduction may also specify the order and arrangement of the sections included in the proposal.

PROJECT GOALS AND OBJECTIVES
Goals and objectives are not the same and should be dealt with separately. The goal of the project is what one hopes to accomplish as a result of the completed project. Objectives are statements of precise outcomes that can be measured in support of the project's goals. Properly written objectives should be specific, measurable, and time bound. Unless specifically requested by the Command Staff, do not include milestone activities. These are more appropriate to periodical technical reports that are usually requested during the life of the sponsored project.

ABILITY OF THE PROJECT STAFF TO UNDERTAKE THIS PROJECT
The Command Staff want assurance that the funds invested in a project will yield results. One indicator of success is the crewmembers professional reputation and past experiences in managing such projects. A background discussion of the crewmembers own previous work, including evidence of the crewmembers competence in the field, previous related work undertaken, and how this new proposal will continue or enhance that previous work should be included as background information. The Command Staff also want to know who has funded any previous work. A crewmember is encouraged to discuss their own previous projects that relate to the present proposal.

DESCRIPTION OF RELEVANT INSTITUTIONAL RESOURCES
It is useful to think of this section of the proposal as an opportunity for the crewmember to assure the proposed staff that the chapter is solidly in support of the proposal, has the resources to devote to the project's undertaking, and is willing to commit a portion of those resources to this project.

REVIEW OF THE LITERATURE
Discussions of work done by others should give the reviewer a clear impression of how this project will build upon what has already been done. Additionally, a review of the literature will highlight how the project under consideration differs from other related projects. It is important to establish what is original in the project's approach, what circumstances have changed since related work was done, or what is unique about the time and place of the currently proposed project.

Literature reviews should be selective and critical. Reviewers do not want to read through a voluminous working bibliography they want to know the especially pertinent works and a fair evaluation of them. A list of works, neither evaluated nor studied, contributes almost nothing to the proposal. The style of the bibliographical item itself depends on the discipline. The main consideration is consistency. Whatever style is chosen, the style should be followed scrupulously throughout the proposal.

DESCRIPTION OF PROPOSED PROJECT

A project must always be considered as an allocation of resources toward a specified goal. Using this definition as a framework, the project description is the heart of the proposal and is the primary concern of the Command Staff. It should persuasively describe what is to be undertaken and how it will be accomplished. The comprehensive explanation of the proposed project is addressed not to the general reader but to the Command Staff. Some points to consider when writing this section of the proposal:

- Be realistic in designing the program of work. Overly optimistic notions of what the project can accomplish in one, two, or three years or of its effects on the world will only detract from the proposal's chances of being approved. The proposal should distinguish clearly between long-range project goals and the short-range objectives for which funding is being sought.
- Develop a clear timeline and activities that will be accomplished during each phase of the project. Try to be as detailed as possible about the schedule of the proposed work. When will the first step be completed? When can subsequent steps be started? For complex projects a calendar detailing the projected sequence and interrelationship of events often gives the sponsor assurance that the investigator is capable of careful step-by-step planning. Project management tools, such as GANTT and PERT charts, can be used effectively for this purpose.
- Be explicit and concrete in outlining any assumptions or hypotheses on which the project rests.
- Be clear about the focus of the project. In defining the limits of the project, especially in exploratory or experimental work, it is helpful to pose the specific question or questions the project is intending to answer.
- Be specific about the means of evaluating the data or the conclusions. Try to imagine the questions or objections of a hostile critic and show that the project plan anticipates them.
- Be certain that the connection between the project objectives and the project method is evident. The Command Staff must see this connection if the proposal is to be given any further consideration. It is better here to risk stating the obvious than to risk the reviewer assuming that the approach and methodology have not been carefully developed and thought out.

PLAN OF ACTION, METHODOLOGY, AND DESIGN

Methodology of a project is clearly and directly related to the project description. While the description outlines in more general terms what the project is about and how long it will take to complete, the action plan spells out in specific steps and procedures how the project will take place. This section of the proposal typically answers four important questions in exacting detail:

- The time frame in which the project will take place.
- How long it will take to accomplish the goals of the project.
- Where the project work will be performed.
- How the crewmember will accomplish each aspect of the work.

The plan or methods section will be the longest section of the technical narrative and will present a description of the work to be done in accomplishing the project objectives. It should account for all activities and individuals to be involved in the project. This section of the proposal often includes a time chart or flow chart showing the order of activities to take place. Two commonly used project management tools are:

- Program Evaluation and Review Technique (PERT): PERT is a project management technique for determining how much time a project needs before it is completed. Each activity is assigned a best, worst, and most probable completion time estimate. These estimates are used to determine the average completion time. The average times are used to figure the critical path and the standard deviation of completion times for the entire project.
- GANTT (Bar) Chart: A GANTT chart is a graphic display of activity duration. It is also referred to as a bar chart. Activities are listed with other tabular information on the left side with time intervals over the bars. Activity duration is shown in the form of horizontal bars.

In determining the total length of the project, it is important to remember to incorporate project personnel recruitment into the total time needed to complete the project. If new staff are to be recruited, particularly when they are coming from outside the chapter or Region it may well mean an additional four months added to the project's timetable. The Command Staff will want to know if any project activities will be happening during the start-up months, what those activities are, who will be doing them, and how those activities will be funded. Explicit detailed scheduling presents a more organized and well thought-out plan, than vague statements such as 'staff will be recruited'.

Project Staffing
The explanation should specify how many personnel at what percentage of time and at what administrative level will be participating in the project. If the project is complex and involves people from other departments or chapters, the organization of the staff and the lines of responsibility should be made clear. Project position descriptions should be included in the appendices.

A plan for staff training is another area frequently overlooked in proposal development. Again, a sponsor will want to be assured that once hired, and where applicable, staff will be trained in a manner that is consistent with national standards for the work to be performed, staff will have the opportunity to thoroughly learn the skills needed to successfully do the work of the project, and the training will support the efficient use of project funds.

Current and Pending Support
The Command Staff request that crewmembers supply information on both active and pending support. The crewmember should include a complete list of current sponsored projects they are involved in, including;

Project titles
Funding sources
Duration of projects,
Total approved budgets.

This information should be included in the appropriate spaces on required application forms or, in the absence of any required form, typed neatly on a separately numbered page in the appendix to the proposal.

Facilities and Equipment
Information pertaining to resources available to the crewmember for the conduct of the project should be described in detail. Examples of such resources include: lab space, equipment, animal facilities, library resources, and computer systems.

Evaluation
Well-planned project proposals include a method of evaluating the success of the project. Evaluation represents the logical conclusion to the proposal and sends a clear message that the crewmember has not only thought through the execution of the project, but is also concerned that the stated goals have been achieved. Most sponsors asks that an evaluation methodology and outcome statement be part of the submitted proposal. These two parts of the evaluation are known as product and process evaluation. Product evaluation judges the end result of the project.

To write an effective product evaluation section, the crewmember must first have had clearly defined and measurable objectives for the project. The process evaluation measures how well the execution of the project matched the plan initially proposed. Did each step outlined in the initial plan support the development of the final product? Were changes to the plan incorporated to accommodate new data, or to compensate for some aspect of the initial plan that did not work? While the evaluation stage to many proposals may seem anticlimactic, a well developed evaluation process can force the crewmember to more carefully articulate the project 's objectives.

Cost
First and foremost of any idea for the USS Panther 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 Panther'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.

USS PANTHER SPONSORSHIP PROGRAM

Purpose
The purpose of Regulation 400 is to provide information and procedure in applying for sponsorship of the USS Panther for Chapter in Training and Chapter Shuttles IAW the STARFLEET Fleet Advisory Message– Concerning Chapter Operations (Nov 2017 Edition) and any additional duties and responsibilities as stated in within this regulation.

STARFLEET CHAPTER IN TRAINING PROGRAM

MEMBERSHIP REQUIREMENTS
The first step in getting started is membership. To begin a Shakedown Cruise, a potential STARFLEET chapter must have a minimum of five (5) valid STARFLEET members. Keep in mind that, of a Family Membership, only up to two (2) people can be counted toward the five needed. Once the group has launched, you can recruit as many members as you want, but remember that it takes at least five to maintain your chapter-in-training status.

Although there are no age limits for STARFLEET membership, both the Commanding Officer and Executive Officer must be eighteen (18) or older for legal reasons.

Remember that it can take several weeks to process membership applications, and your chapter paperwork will not be processed (which means your Shakedown Cruise does not start) until all SCC numbers are valid.

When your members send in their applications, make sure they indicate that they wish to be assigned to your chapter.

To complete the Shakedown Cruise and commission your starship/station, your chapter must have a minimum of ten (10) valid STARFLEET members. Keep in mind that, of a Family Membership, only up to three (3) people can be counted toward the ten needed.

CHAIN OF COMMAND
When you have questions, you need to know who to ask, and when. Although just about anyone will answer your questions, we encourage you to ask them in the proper manner and order. This reduces the chances of miscommunication or confusion.

Your first point of contact is your Support Ship. The CO and crew of your Support Ship have been through the chapter-forming process, and they can answer questions about STARFLEET, make suggestions for recruiting and fundraising, and help you get through the process.

If your Support Ship CO (or an officer designated to work with groups the ship is supporting) is unable to answer your questions or is unavailable, the next step is to contact the Regional Coordinator. If you still don't have an answer, the support system moves from the Regional level to the STARFLEET level.*

* The first point of contact for chapters-in-training at this level is the staff of STARFLEET OPERATIONS.

CHOOSING A CHAPTER NAME
Choosing a name for the group is left to each individual chapter. You may pick any name as long as no other chapter or chapter-in-training is currently using it. The Department of Technical Services (DTS) will verify and authorize your ship/station classes, NCC/SFR numbers, and names.

Per STARFLEET regulations and Paramount copyright laws, you may not use the names of any of the cast, production crew, or characters of the various Star Trek (or other science fiction) series or films for a chapter. Likewise, the "hero ships/stations" of Star Trek (e.g., Enterprise, Voyager, Defiant, Deep Space 9, Rio Grande) are also not permitted for use by individual chapters. Finally, chapter names may not be lewd, obscene, or vulgar.

It's recommended that you have 2-3 choices for the name, so that, in case your group's first choice is already taken, you have a backup.

If you are feeling adventurous and wish to design your own starship or station, contact the Advanced Starship Design Bureau (ASDB), another part of DTS which specializes in vessel design. DTS and its sub-offices are in place to assist you with this choice.

CHOOSING A SUPPORT SHIP
You may ask any chapter to serve as your group's Support Ship. It is suggested that a Support Ship have been commissioned for at least one year, but this may be reviewed on a case-by-case basis, and waived at the discretion of the Regional Coordinator and the Chief of Operations. Simply contact the CO of the chapter you and your crew choose and ask permission to launch from his/her chapter. Now your group is on its way to beginning its Shakedown Cruise as a STARFLEET chapter-in-training. For a complete list of STARFLEET chapters, you may go to the STARFLEET website (www.sfi.org) or contact the STARFLEET Operations department for a Vessel Registry.

If a group chooses a Support Ship that resides outside the prospective chapter's home region, launch and commissioning approvals are required from the RCs of both regions. Both RCs' signatures are required on the VRRs.

DEPARTMENT OF TECHNICAL SERVICES (DTS)
STARFLEET chapters must have their names, registry/NCC numbers, and ship/station classes approved by the Department of Technical Services (DTS). Once your group has decided that it is going to form a chapter, you should contact the DTS Director with your request.

Requests will be sent by e-mail and include:

1. First, second, and third choice of name. (Multiple choices are helpful, in case a preferred name is already in use.)

2. Requested ship/station class.

Using an established design, and especially an established ship, is always recommended. There are over 4,000 established ships, from a wide variety of sources, and over 225 established classes. If a ship/station class is already established, and especially if you're requesting an established specific ship, the actual approval process can be very quick. However, if you wish to propose your own ship or station class to the Advanced Starship Design Bureau, be sure to do it at least 2-3 months prior to launch, so there's time to do a proper review without delaying the group's launch.

Starship registry/NCC numbers are based on the class of ship chosen. Certain classes have specific ranges of numbers linked to them. Depending on a group's preference, they can request a number and be advised of the class related to it, or choose a class and be advised of a list of available NCC numbers for that class, from which they are free to choose. (Note that space stations use a different numbering scheme, based on the group's home region.)
Once the name and ship class are approved, a letter is sent to the prospective chapter-in-training through e-mail.

Once the letter is in the group's hands, the DTS part of the process is complete!

ORGANIZING YOUR CHAPTER
Most chapters will establish their own structure, positions, and chain of command, according to their particular needs and priorities. If you are having problems deciding what is best for your chapter. Contact local chapters, introduce yourself, and ask them for details about their infrastructure. Then feel free to add, change, combine, and experiment until you get a system that works for you. Keep in mind that as your chapter grows and changes, so must you. A sample position and responsibilities guideline follow. These are only suggestions; fit each position and/or responsibility to your chapter.

COMMANDING OFFICER (CO)
The Commanding Officer runs the day-to-day business of the chapter. This person is the chief spokesperson for the group, maintains order and function, and is responsible for the execution of STARFLET policy and orders. This person is also responsible for the interpretation and compliance with STARFLEET and diplomatic directives. The CO's primary responsibility is for all monthly reports, and the CO is answerable to STARFLEET for the overall performance of the chapter. This person is responsible for keeping all records pertaining to the chapter, and is also legally responsible for the chapter's funds.

EXECUTIVE OFFICER (XO)
The Executive Officer, also referred to as the First Officer, is the right-hand person to the Commanding Officer. This person implements and carries out directives, and serves as second-in-command of the chapter, with the same responsibilities as the Commanding Officer in his/her absence.

SECOND OFFICER (SO)

The Second Officer serves as commander in the absence of the CO and XO. The chapter defines the other duties of this person. Appointing Division Chiefs, rather than having the CO and XO do everything themselves, is a great way to get others involved in the operation of the chapter and take a lot of the weight off of the CO.

DIVISION CHIEFS/DEPARTMENT HEADS

The number of Divisions/Departments, and thus Division Chiefs/Department Heads, is up to you and your crew. However, it is not necessarily good to have the majority of your crew as Chiefs. In such a case, those members who aren't may feel unimportant and left out. Table 1 shows some of the more common Divisions/Departments. The duties and responsibilities of each may vary from chapter to chapter. It is not necessary to fill, or even have, all of these Divisions/Departments should your chapter not wish to do so, nor are you limited to what's on the list. If you don't see a Division/Department you want, make up anyway! There have been chapters with an Outrageous Fabrications Officer or a Subspace Field Goal Kicker! Have fun!

FILING THE LAUNCH VRR

The final step to launch is filling out the Vessel Registration Request (VRR). When filling out your Vessel Registration Request for launching, only two SCCs of a Family Membership count toward your five members. This means you will need to have at least three primary memberships. The paperwork has to travel through several hands before the group is official, so allow time for this process.

The Vessel Registration process is repeated when you are ready for commissioning. When filling out your Vessel Registration Request for commissioning, only three SCCs of a Family Membership count toward the necessary ten (10) members.

To file the VRR the following process is followed:

• The prospective Chapter-in-Training gets vessel approval, via e-mail, from DTS.

• The prospective Chapter-in-Training gets the OTS/OCC eligibility information via the STARFLEET Database or has a copy of the certificates which are emailed as an attachment.

• The VRR PDF file is downloaded printed and is filled out by the prospective CO. The filled-out VRR is scanned and then e-mailed to the official e-mail addresses of the Support Chapter CO, the RC (both RCs if the Support Chapter is in a different Region), and the Chief of Shakedown Operations, STARFLEET.

The Vessel Registration Process is complete when the Chief of Shakedown Operations verifies the information and signs the VRR. At that time, the Chief of Operations will send you notification of your official launch date and promote the CO to the grade of CDR (O-5) and the XO to the grade of LCDR (O-4) (provided they do not already hold those grades or higher).

An equivalent process is followed for the commissioning VRR, at the conclusion of the Shakedown Cruise.

PRE-LAUNCH CHECKLIST

• Recruit at least five (5) STARFLEET members in good standing.

• Select a Commanding Officer (CO) and Executive Officer (XO).

• Choose a name for your chapter.

• Contact the Department of Technical Services (DTS) and request an approval letter for the chapter's name and the class of ship or station that your group has chosen to use.

• CO and XO apply to and successfully complete STARFLEET Academy's Officer Training School (OTS) and Officer Command College (OCC).

• Choose a Support Ship to sponsor your chapter-in-training.

• Complete your first (launch) Vessel Registration Request (VRR).

• Fill out all fields on the application (VRR).

• Include DTS letter of approval.

• Include copies of OTS/OCC diplomas for CO and XO

SHAKEDOWN REQUIREMENTS

LOGOS, EMBLEMS, AND MOTTOS
Emblems and mottos are not required, but are highly recommended. An emblem and/or motto is something in which the entire crew can have input. An emblem can be used on T-shirts, letterhead, banners, flyers, and business cards. A motto is the signature of the chapter. It can be anything from a line from a movie to something "special" to or denotes the purpose of the chapter. This is one of those areas where you and your crew can have fun. Use these items to express your chapter.

CHAPTER BY LAWS
You will need a set of rules by which to run your chapter, apart from the rules specified by STARFLEET. It might be a constitution, set of bylaws, or chapter handbook defining the structure of your group and how it operates. Allow the crew as much freedom and input as needed to ensure that such documents are fair and just to all members. Divisions/departments can be broken down to include positions within the division/department (i.e., Transporter Officer, Damage Control Chief, or Propulsion Systems Specialist in Engineering; Botanist or Geologist in Sciences; etc.).

A chapter's constitution or bylaws states in general terms what a chapter's mission, objective, and procedural guidelines will be. It can be as simple or as complex as the needs of your chapter dictate. We recommend starting simple. You don't want to regulate your chapter to death. It can be amended later if the need arises. If the thought of writing something on this scale seems overwhelming, please contact your Support Ship or other chapters in your area and request copies of the bylaws they are using. Then construct your own. Tailor them to your needs. In STARFLEET, there is no greater joy than to have your work expanded, i.e., "borrowed", "revised", and made better.

STARFLEET ACADEMY
While you are recruiting the five (5) STARFLEET members necessary to launch, the Commanding Officer and the Executive Officer must complete the STARFLEET Academy Officer Training School (OTS), if they haven't already done so. Go to STARFLEET's website, sfi.org, and under STARFLEET Academy, you can make your selections. If you wish to have a printed copy of your certificate mailed to you, in addition to the e-mailed copy, you will have to purchase vouchers. You may wish to purchase vouchers for Academy courses if you do not have internet access. You may purchase them from the Vice Commander, STARFLEET, or check with your Support Ship CO or your RC. You must send vouchers, a check or money order for $2.00, one SASE, and two loose first class stamps to the address provided on the STARFLEET Academy College Application Form. Once you receive your test, fill it out and return your answers to the address listed on your application. Before you can commission as a full chapter, the CO and XO must also pass OCC (Officers Command College). For more information on Academy courses and procedures, see your Membership Handbook, the Communiqué, or the STARFLEET website at www.sfi.org.

PROMOTIONS
This is an area that causes some of a Commanding Officer's largest headaches. One thing to consider when making and adopting a promotion standard: do not make it too easy or too hard to advance in rank. To some, the advancement of rank is the driving force for involvement; to others, just getting involved is their way of having fun. Make promotions an attainable goal, but something that does require some effort on the individual's part.

The Point System:
Many chapters use a point system. How many points are given for what activities is up to you. Some chapters give "normal" points for things like attending a meeting, writing an article for the chapter's newsletter, while "special" or "extra" points are given for things such as blood drives, creating flyers, helping with and/or organizing a community service project, and taking an Academy course. These are just some suggestions. Promotion points are much like your chapter – individual. Tailor yours to fit your chapter. Get input from your crew on what they wish to count for points.

Establish a policy on how much each activity and/or involvement counts toward promotion. Put it in writing and give each member a copy. It should be well-established, but flexible enough for improvement.

Make a promotion point worksheet for each member. At your meeting, give it to each crewman. Make each member responsible for keeping track of his/her own promotion points. You, of course, can appoint someone to this position, but this is one of those areas that typically falls under the Personnel department, if you have one. Set guidelines on when members receive promotion, i.e., when they have enough points, quarterly, or annually.
Make a certificate for each rank achievement.

Captain's Prerogative:
Captain's Prerogative is another method for giving promotions. In this system, the Commanding Officer of the chapter decides who is promoted and when, normally based on merit and the member's level of activity within the chapter and/or region. This can, when handled properly, be a fair way to give promotions, but beware... Trying to keep personal bias out of the decision can be very tough, especially if some of your crew are long-time friends. Accusations of favoritism by the CO from the crew can severely undermine chapter morale.

These are the two most common methods for promotions within your chapter. Others include simple achievement or "time in grade". Note that these examples are just that. Examples. Policy, worksheets, and certificates are provided only as guidelines and tools. For other ideas, you can contact your Support Ship and/or other chapters in your area.

ESTABLISHING AN IDENTITY
An identity is important to your chapter. This will be what defines your group. This can be centered around your chapter's name (e.g., U.S.S. Stargazer and your group is into astronomy, or U.S.S. Marconi and your group is into amateur radio). It can also be centered around unique things that your group does or services it offers that few others do.

A chapter can focus on costuming, and sell spare costumes to other chapters, or a chapter can get involved in the community and carve out an identity that way.

This will be how others view you and your chapter. It can be a focal point, as mentioned above, or it can be something as simple as friendship, as in the case of the U.S.S. Unity.

LENGTH OF SERVICE
The Shakedown Program has been designed to last nine (9) months. If circumstances warrant it, an extension of the Shakedown Cruise may be granted. The chapter CO, Support Ship CO, or the Regional Coordinator will make the request stating the reason for the extension. If a chapter-in-training has failed to meet the requirements to commission at the end of 18 months, they will be recalled and will need to reapply for the Shakedown Cruise to continue. All extension requests are subject to approval by the Chief of Operations.

ACCELERATED SHAKEDOWN PROGRAM
Some groups, whether they are new groups comprised of long-time members who have "been there and done that", or groups of members who have been together already for a while (e.g., either an independent club seeking to become a STARFLEET chapter or a former chapter seeking to return to the organization after a period away), may need a shorter period of time to become acclimated to functioning as a current STARFLEET chapter than would a newly-forming group composed of members new to running a club. The Accelerated Shakedown Program (ASP) is designed to support this particular category of group.

The ASP allows for a shortened Shakedown Cruise in cases where groups already have in place elements of their organization that a group starting from scratch would develop during the period of their shakedown.

A series of such elements has been developed by ShOC, and they are listed below. If a prospective STARFLEET chapter feels that they may be eligible for the ASP, they should contact the Chief of Shakedown Operations and make their request. They should be prepared to submit supporting documentation/evidence to support any request for a time-reduction in their Shakedown Cruise.

PROGRAM PARAMETERS:
1] The minimum shakedown period will be 5 months.

2] Reductions in the shakedown period will be defined by aspects of the Shakedown Program already completed by a new or reforming group, or characteristics which a group may already possess that the Program is designed to help develop.

3] The following table includes the currently-established time-reductions. All relevant characteristics or achievements may be applied to the reduction until the minimum shakedown cruise period is reached. (Note: This list is not necessarily exhaustive, and other possibilities for eligible aspects/characteristics may exist. Operations is open to suggestions, of course.)

4] A group applying to enter the ASP shall submit a list of all applicable characteristics/achievements, and documentation of same, to the Chief of Shakedown Operations. These will be reviewed, and a determination of time-reduction made.

Shakedown Period Reduction Times:

Aspect/Characteristic	Time Reduction
Returning STARFLEET Chapter from 6+ years ago	2 weeks
Returning STARFLEET Chapter from 1-5 years ago	1 month
Group already has 10+ persons	1 month
CO or XO already have OCC	1 week
CO and XO both already have OCC	2 weeks
CO and/or XO have prior service (at least one year) as a CO or XO of an operational chapter of STARFLEET	2 weeks
Group has organizational structure already in place (Provide verifying documentation)	2 weeks
Group already has a newsletter which has been active for 6-12 months. (Provide sample issues)	1 week
Group already has a newsletter which has been active for more than 12 months. (Provide sample issues)	2 weeks
Group already has a website which has been active for 6-12 months. (Provide verification)	1 week
Group already has a website which has been active for more than 12 months. (Provide verification)	2 weeks
Group already has a constitution and/or bylaws.	2 weeks
Group already has a rank/promotion system.	1 week
Group CO and/or XO are 'FLEET veterans of more than 3 years.	1 week
Group has 5+ members who are 'FLEET veterans of more than 3 years.	2 weeks
Group has 10+ members who are 'FLEET veterans of more than 3 years.	1 month
Group has membership and/or recruiting materials (Provide samples)	2 weeks
Group has been functioning together either independently or on a semi-autonomous basis for at least 1 year (Provide verification)	2 weeks

CHARITIES AND ACTIVITIES
Chapters DO Things Together! It is just that simple. What your chapter chooses to do together may be as diverse as the Star Trek Universe itself.

Many chapters in STARFLEET participate in community service projects such as MDA, March of Dimes, Walk America, or local projects such as book drives, canned food drives, blood drives, or working on a Habitat for Humanity house.

No chapter is required to participate in community service, but many choose to do projects such as these because they are fun. It is never too early or too late for a chapter to get involved with community service, if that is what its members want. Ask your crew; one of them might just have a pet charity. Community service is just one way of having a good time and putting something back into our communities, and it is great public relations. However, keep everything in moderation. You don't want the club members to feel that they've been sentenced to weekend community services. Also, watch out for potential liabilities. For example, bringing club members to roadside clean-ups can expose them to dangerous traffic, a serious liability.

Some chapters just want to have fun together. There are many ways for chapter members to have a good time. Some examples are Star Trek watching parties, miniature golf, bowling, laser tag, potluck dinners, forming a sports team, or museum tours. You get the picture. A crew is only limited by its own imagination.

There are also activities that a chapter can choose to help raise chapter funds. Some of these are garage sales, car washes, bake sales, candy sales, aluminum can drives or product rebate programs. This, too, is an area limited only by your imagination.

A good way to start doing activities is to plan an activity with your mothership or closest chapter. This is a good way to get your feet wet and learn from an experienced chapter and crew.

AWARDS
Chapter level awards are designed to recognize outstanding work and/or achievement at the chapter/local level. Development of a chapter's awards program is encouraged to recognize local participation. Rule of thumb: Keep it Simple. Some of the more common awards are recognition of participation in local projects, community service or environmental work, academic achievements, work done on a chapter or local level, and member and/or officer of the year. However, a chapter may have as many or as few awards as the member's desire. Means and frequency of recognition are entirely up to the chapter. Two important things to remember when developing an Awards program are:

• Awards are to recognize effort and work; they are not supposed to turn an event into a competition.
• When members are recognized for their efforts, they usually put forth more effort.

If you would like some help and/or suggestions, contact your Regional Awards Director or Support Ship to help you.

MEMBERS,MEMBERS,MEMBERS
Yes, I said more members. Five more, to be exact. Chapters must have a minimum of ten members before they can commission to fully active status. "Where" they can be recruited is practically infinite; "how" is almost as varied. Recruiting can be as simple as flyers sent out or put up around town or ads in your local newspaper, or as involved as drives at conventions and malls.

There are several avenues that assist a new chapter in recruiting members. Star Trek and/or science fiction/fantasy conventions or movie premieres offer great opportunities to set up recruiting tables. Flyers can be posted (with permission) in local grocery stores, comic book shops, colleges and high schools, not to mention all the other places with bulletin boards. In addition, placing copies of the chapter's newsletter in local libraries or other businesses that keep reading material can generate interest and possibly new members.

When you and the crew are out in public, wear Starfleet uniforms and/or club shirts with recognizable emblems. They will attract attention. Be sure to have plenty of chapter and/or STARFLEET information on hand. For more detailed information on obtaining STARFLEET materials, contact your RC.

Don't forget to sign folks up on the web! The URL is:

https://db.sfi.org/secure/signup.php

THE MONTHLY CHECKLISTS
The following is a month-to-month checklist. There are things listed each month that relate to your Shakedown and eventual commissioning and that need to be done.

Some are good things to do to organize your chapter, while the rest are suggestions for getting your chapter out and about and mixing with other members of STARFLEET. Not everyone will be able to do all of the social activities. Some of you will be limited by your proximity to other chapters; others by financial or time constraints.

We suggest you read the entire list and adjust the various suggestions to best fit the needs of your chapter.

Month One Checklist
• CO and XO apply for Officer Command College (OCC)
• Start on your chapter constitution/by-laws

- Organize divisions/departments
- Elect/appoint Division Chiefs
- Encourage your Division Chiefs to take OTS and OCC
- Create a recruitment flyer for the chapter
- Attend a meeting of your Support Ship to see a more experienced chapter in action
- Prepare and hold your first monthly meeting
- Fill out your Monthly Status Report (MSR)

Month Two Checklist
- CO and XO complete and send in Officer Command College
- Continue work on your chapter constitution/by-laws
- Design your chapter promotion policy and awards program
- Hold a Division Chiefs Meeting
- Encourage your division chiefs to take OTS and OCC
- Establish a Social Media or Website presence.
- Choose a name for your newsletter
- Plan a fundraiser
- Assist the crew in planning a "fun" event
- Hold a general crew meeting
- Fill out your Monthly Status Report (MSR)

Month Three Checklist
- Continue work on your chapter constitution/by-laws
- Continue work on your chapter promotion policy and awards program
- Work on your newsletter, logos, mottos, banners, etc.
- Mail your first newsletter or a one-page monthly update to the crew, informing them of meeting times, places, and upcoming region/sector events
- Continue planning on fundraiser
- Encourage your division chiefs to give reports at the general crew meeting
- Hold a general crew meeting
- Invite your Support Ship crew to attend your meeting
- Hold a Division Chiefs Meeting
- Fill Monthly Status Report (MSR)

Month Four Checklist
- Finalize your chapter by-laws
- Finalize your chapter promotion policy and awards program
- Hold your fundraiser
- Plan a recruitment activity
- Hold an informal social event
- Hold a Division Chiefs Meeting
- Hold a general crew meeting
- Fill out your Monthly Status Report (MSR)

Month Five Checklist
- Continue planning your recruiting drive.
- Hold a Division Chiefs Meeting
- Hold a general crew meeting
- If you are planning a public commissioning party, select a committee to handle the details, i.e. place, time, cost, etc.
- Fill out Monthly Status Report (MSR)

Month Six Checklist
- Hold the recruiting activity that you have been planning
- Finalize date, time, place for your commissioning party
- If you are planning to have any "brass" (Region or STARFLEET) attend your commissioning, contact them as soon as possible to avoid any scheduling conflicts. Most are busy people and must plan months in advance
- Continue planning the details of your commissioning party
- Hold a Division Chiefs Meeting

• Hold a general crew meeting
• Fill out your Monthly Status Report

Month Seven Checklist
• Check with your RC and/or Support Ship CO if you need advice on proper seating arrangements and/or proper introductions for the "brass" attending your commissioning ceremony.
• Send invitations to all other chapters in the region for the commissioning
• Fill out your commissioning VRR
▪ DTS approval letter
▪ Copies of OTS and OCC certificates for the Commanding Officer and Executive Officer
• Hold a Division Chiefs Meeting
• Hold a general crew meeting
• Fill out your Monthly Status Report (MSR)

Month Eight Checklist
• Attend a Regional or another chapter's function
• Finalize plans for your Commissioning Ceremony
• Start planning for promotions and/or awards that will be given at your Commissioning
• Check on the status of your Commissioning paperwork progress to help eliminate any problems you may encounter during the final stages of your Shakedown Cruise.
• Hold a Division Chiefs Meeting
• Hold a general crew meeting
• Fill out your Monthly Status Report (MSR)

Month Nine Checklist
• If you have not completed all the requirements, or if you haven't received approval, contact your Support Ship CO or your Regional Coordinator for assistance
• Check final, last-minute details for Commissioning
• Hold a Division Chiefs Meeting
• Hold a general crew meeting
• Fill out your Monthly Status Report (MSR)
• HOLD YOUR COMMISSIONING CEREMONY. YOU MADE IT!!!
• HAVE A GREAT TIME, and don't forget to invite us!

MONTHLY REPORTING RESPONSIBILITIES
Submitting the monthly status reports is the most important responsibility a CO has to the organization. Each chapter-in-training is required to file the Monthly Status Report (MSR) each month. These are to be filed via the database or they can be filed by sending an email to The MSR Officer at http://msr.sfi.org/

You may wish to delegate the responsibility of filling out the MSR to another officer (XO, Operations, etc.). This is acceptable as long as the person has access to the chapter section of the database.

Be aware, before you delegate this responsibility, that failure to report and/or failure to report on time has the following repercussions:

Any two reports filed late may require an extension of time served on the Shakedown Cruise.

Any chapter-in-training missing two reports in the nine-month Shakedown period will be placed on standby status, which in turn will affect the group's commissioning date. Three or more missed reports in the nine month Shakedown period may result in the Commanding Officer being replaced or the group being recalled.

Reports are due no later than the 5th day of the month for the month prior (e.g., July's report is due by 5 August, August's report by 5 September, and so on).

USING THE ONLINE MSR TOOL
To access the STARFLEET Database's Online MSR, type the following into your internet browser's URL or address box: http://database.sfi.org/. Notice, NO "www" anywhere! You may even omit the http:// stuff at the front. Your browser will supply it for you.

STARFLEET OPERATIONS SHUTTLECRAFT PROGRAM

SUMMARY:
Some groups of active or prospective members may simply be too small to become a STARFLEET chapter. Some may have tried to undertake the Shakedown Program and couldn't build up to the necessary numbers, or perhaps the group is isolated and there aren't many fans where they are located. This program offers these members an alternative to joining a correspondence chapter or just remaining unassigned.

The core of this program is a linkage between these small groups of members and existing chapters, designed to serve the needs of both.

WHAT THIS PROGRAM IS:
This program is a link for small, isolated groups which are unable to build up the necessary member numbers to become chapters. It is also a support system for existing chapters. It is, in addition, an opportunity for existing chapters to mentor the small groups and help them to grow, with the potential for them to possibly grow enough to seek chapter status at some point in the future.

WHAT THIS PROGRAM IS NOT:
This is not a mechanism for piling more groups into areas already well-served by existing chapters. It is not a support system for members to create grudge chapters. It is not a mechanism to carve up chapters by interest or other characteristics that can be accounted for within a chapter's internal structure. And it is not a program that should be applied where doing so could be disruptive to the activities of a region or other chapters.

PROGRAM PROCESS:
1) Chapters to work with and support small, semi-autonomous groups will advise Operations and their RC. They will follow the same process as a Shakedown Chapter. Operations will maintain a list of these "Shuttles" as an autonomous extension of the existing chapter.

2) Groups of 3 or more persons petition STARFLEET Operations for inclusion in the Shuttlecraft Program by submitting the Vessel Registration Request (VRR).

3) DTS will verify that the group's preferred name is not in use. Since shuttle groups will be listed in the Vessel Registry, they need not to duplicate any other chapters' names. Shuttlecraft registries follow the pattern, "NCC-XXXX/YY" or "SFR-RRXXX/YY", where "NCC-XXXX" or "SFR-RRXXX" is the registry of the mothership or station and "YY" is the shuttlecraft number (as determined by the mother chapter).

4) When a request for inclusion in the Shuttlecraft Program is received by Operations, list of available supporting chapters is reviewed, and a recommendation is made regarding an available mothership. This may—and often will— be the closest chapter, but that may not always be the case. Group characteristics, to the extent known, can also be taken into account, to optimize compatibility.

5) The recommendation is forwarded to the involved RC (or RCs, if the mothership is in a different region). If the RC(s) concur with Operations' recommendation, the chapter and prospective shuttlecraft are given each other's contact information.

6) If the chapter and prospective shuttle group are compatible and get along, the shuttlecraft group can be linked. The shuttlecraft group's members become members of the chapter with the crew count to be added to the chapter's. The new Shuttle will be listed as a separate ship in the STARFLEET Database. The CO will hold a minimum rank of O-2 (LTJG) and the XO O-1 (ENS) and be required to have completed the Office Training Course (OTC).

7) There is no time-limitation for a shuttlecraft. Groups may operate as shuttlecraft indefinitely, if desired.
8) Shuttlecraft will file monthly reports with the CO of the chapter to which they belong, who will report on the shuttlecraft's activities in the chapter MSR. If, at any time, the Chapter CO or RC should become concerned that the shuttlecraft has gone inactive, the they may query the shuttlecraft commander and request direct response. Should the shuttlecraft group fail to do so within a reasonable timeframe (2 weeks), they will consider the Shuttle abandoned and noti-

fy Operations who will terminate the shuttlecraft.

9) Should the Shuttle be active for a period of two or more years, and is able to gather sufficient members, the group may apply for full Chapter status.

USS PANTHER SPONSORSHIP APPLICATION
The procedure in which a proposed Chapter in Training or Chapter Shuttle crew must follow if the USS Panther is to become their sponsor chapter 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 Chapter in Training or Chapter Shuttle Commanding Officer by means of telephone or email to let him know their status. Then a formal letter will be sent to the crew of the proposed shuttle welcoming them as a official Chapter in Training or Chapter Shuttle of the USS Panther.

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.

USS PANTHER RESPONSIBILITIES (CHAPTER IN TRAINING)
It will be the responsibility of the USS Panther to see to the needs of the Chapter in Training. This will be achieved by requiring that all Department Heads to correspond with their counter parts on the Chapter in Training in order to help them with problems or suggestions on running a department. The USS Panther Chapter Commanding Officer and First Officer will receive all Monthly Status Reports from the Chapter in Training and to bring any problems or requests from the Chapter in Training to the attention of the Command Staff.

The Commanding Officer and First Officer of the Chapter in Training will receive one (1) copy each the USS Panther Membership Handbook and one (1) copy of each issue of the USS Panther newsletter the "PANTHERA".

CHAPTER IN TRAIING RESPONSIBILITIES
It will be the responsibility of the sponsored Chapter in Training to report monthly as required by the STARFLEET Fleet Advisory Message– Concerning Chapter Operations (Nov 2017 Edition) , and to supply to the USS Panther command a copy of the completed Chapter in Training VRR, a copy of the SFI Operations Launch/Commissioning notifications, and a copy of the DTS letter.

The Chapter in Training CO will also insure that copies of any publications such as newsletters, fanzines, flyers and handbooks be supplied to the USS Panther command.

USS PANTHER RESPONSIBILITIES (CHAPTER SHUTTLE)
It will be the responsibility of the USS Panther to see to the needs of the Chapter Shuttle. This will be achieved by requiring that all USS Panther Command Staff to correspond with their counter parts on the Chapter Shuttle in order to help them with problems or suggestions. The USS Panther Chapter Commanding Officer and First Officer will insure that all information provided from the Chapter Shuttle Monthly Status Reports be included in the USS Panther Monthly Status Report to Region and STARFLEET.

The USS Panther's Chief of Communications will ensure that the Chapter Shuttle has the opportunity to submit any reports or articles for the purpose to include them in the USS Panther's newsletter the "PANTHERA".

The Commanding Officer and First Officer will insure that the Chapter Shuttle understands and follows both the SFI Shuttle Program and USS Panther's Chapter Shuttle Duties and Responsibilities.

CHAPTER SHUTTLE RESPONSIBILITIES
It will be the responsibility of the sponsored Chapter Shuttle to report monthly as required by the STARFLEET Fleet Advisory Message– Concerning Chapter Operations (Nov 2017 Edition) to the USS Panther command a monthly re-

port using the SFI Monthly Statue report format by the 1st of every month for the following months activities. This information will be used for the purpose of the USS Panther's Monthly Status Reporting to STARFLEET and Region.

The Chapter Shuttle CO will also insure that copies of any publications such as newsletters, fanzines, flyers and handbooks comply with the publications of the USS Panther and supply copies of each such said publications to the USS Panther command.

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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 Panther.

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 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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DISCIPLINARY PROCEDURES

Grievances and Due Process
While the main thrust of the USS Panther 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 Panther (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 Panther 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 Panther . All supporting documentation and information should be included when filing the complaint. The Commanding Officer, USS Panther 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 Panther finds that there is insufficient information or evidence or doesn't believe an investigation is warranted, the Commanding Officer, USS Panther 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 Panther 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 Panther, 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.

5. The Decision: After receipt of the Accused Member's response or expiration of the response term, the Commanding Officer, USS Panther 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
   e) criminal court of appropriate jurisdiction;
   f) 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 Panther 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 Panther 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 Panther, the First Officer, USS Panther shall fulfill all of the duties where the Commanding Officer, USS Panther is listed in the process above.

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PREAMBLE:

We, the members of the USS Panther NCC-74922, a correspondence chapter of STARFLEET; The International Star Trek Fan Association, Inc. (hereafter known as the "USS Panther"), a not-for-profit organization based in Whiteville, 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 Panther NCC-74922.

ARTICLE 1: MEMBERSHIP

Section I: Application and Classification

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

Any USS Panther member may cancel his/her membership at any time by a written and signed request sent to the USS Panther 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 Panther Command Staff.

Involuntary revocation of membership in the USS Panther 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 Panther members may hold an office or position of responsibility within the organization, where said positions are defined in the current USS Panther Membership Handbook.

Section 3: Not-For-Profit Status

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

ARTICLE 2: DEFINITION OF TERMS

Section I: USS PANTHER NCC-74922

USS Panther is based upon "Starfleet" as depicted in the Star Trek television series, motion pictures, and literature. The USS Panther 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 Panther:

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 Panther 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 Panther. 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 Panther to violate another member's legal rights.

ARTICLE 3: ORGANIZATIONAL STRUCTURE

Section 1: Organization

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

Section 2: Command Staff

The governing body of the USS Panther 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 Panther and shall be chaired by the Commanding Officer, USS Panther. 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 Panther 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 Panther chairing proceedings. The Inspector General, USS Panther shall be responsible for conducting the votes of the Command Staff and is given observer status at all Command Staff proceedings.

The function of the Command Staff (with the exception of the Commanding Officer, USS Panther, 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 Panther. 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 Panther 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 Panther
Second Officer	Appointed by the CO, USS Panther
Third Officer	Appointed by the CO, USS Panther
Chief Operations Officer	Appointed by the CO, USS Panther
Chief Communications Officer	Appointed by the CO, USS Panther
Chief Medical Officer	Appointed by the CO, USS Panther
Chief Security Officer	Appointed by the CO, USS Panther
Chief Engineering Officer	Appointed by the CO, USS Panther
Chief Science Officer	Appointed by the CO, USS Panther
Chief Support Services Officer	Appointed by the CO, USS Panther
Chief Joint Special Operations	Appointed by the CO, USS Panther

The function of the Command Staff (with the exception of the Commanding Officer, USS Panther and the First Officer, USS Panther) 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 Panther.

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 Panther 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 Panther, Region 15, 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.

In such cases, the Inspector General, USS Panther 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 Pantheras 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 Panther Officers

The leadership of USS Panther 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 Panther's mandatory reporting requirements.

b) Prior financial improprieties by that individual related to any USS Panther chapter finances.
c) That individual's demonstrated failure in the past to properly maintain any USS Panther 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 Panther 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 Panther is appointed by the Commander, USS Panther and is then submitted to the Command Staff for final confirmation by a majority vote, with a re-conformation to be conducted by the Command Staff at least once every 2 years. The Inspector General, USS Panther acts as the USS Panther'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 Panther. It is also at the discretion of the Inspector General, USS Panther 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 Panther 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 Panther to coordinate the procedure of electing a new Commander, USS Panther 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 Panther to oversee the tallying of the returned ballots.

The Inspector General reports and answers directly to the Commander, USS Panther and shall be at least 23 years old at time of appointment and will be temporally 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 Panther and does not assume command of the chapter at any time. The CDCA reports monthly to the Commander, USS Panther and is responsible for the coordination of the USS Panther 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 temporaly 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 Panther and is twelfth in command. The CJSOPS reports monthly to the Commander, USS Panther and to any other reporting agencies with in the SFMC/ M.A.C.O. 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 temporally 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 M.A.C.O. and may be required to take additional courses as prescribed by the Service they are in i.e. SFMC or M.A.C.O..

Section 6: CHIEIF SUPPORT SERVICES OFFICER

The Chief Support Services Officer is appointed by the Commanding Officer, USS Panther and eleventh in command. The CSSO reports monthly to the Commander, USS Panther 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.

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 Panther and tenth in command. The CSCO reports monthly to the Commander, USS Panther 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 Panther and ninth in command. The CMO reports monthly to the Commander, USS Panther and is responsible for medical issues and records of the crew of the USS Panther. 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 Panther and eighth in command. The CEO reports monthly to the Commander, USS Panther 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 Panther and seventh in command. The CCO reports monthly to the Commander, USS Panther and is responsible the publication of the chapter bi-monthly newsletter "THE PANTHERA". The COC is also the chapter Elections Coordinator.

The CCO shall insure that the official bi-monthly newsletter of the USS Panther, "THE PANTHERA" 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 PANTHERA" and shall follow all dictates of responsible journalism. Prior to publication and distribution of each issue of "THE PANTHERA", 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 Panther elections for the Commanding Officer. In the event the CCO is a candidate for Commanding Officer, those responsibilities will be delegated 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 Panther to verify the election results. The CCO shall be charged with mailing certified ballots to each member of record of the USS Panther, by first class pre-paid postage. The Inspector General, USS Panther 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 Panther and sixth in command. The CSO reports monthly to the Commander, USS Panther 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 Panther and fifth in command. The COO reports monthly to the Commander, USS Panther 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 Panther and is fourth in command. The C3O reports monthly to the First Officer, USS Panther 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 Panther and is third in command. The C2O reports monthly to the First Officer, USS Panther 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.

The Second Officer will be at least 21 years age and upon appointment to the position ofC2O, 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 15: FIRST OFFICER

The First Officer, USS Panther (or Vice-President) reports monthly to the Commander, USS Panther and is second in command of the chapter. The position of the First Officer, USS Panther 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 Panther. The First Officer, USS Panther acts for the Commander, USS Panther 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 Panther, other than as set forth pursuant to Article 5, Section 2, then the Commander, USS Panther 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 Panther.

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

The Commander, USS Panther 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 Panther 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 Panther, the First Officer, USS Panther shall immediately assume the office and responsibilities of Commander, USS Panther. 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 DC has the authority to reassign the crewman to another position With in the chapter or to reassign the crewman to another desirable department. The procedures in Regulation 600 apply.

Section 2: COMMANDING OFFICER, USS PANTHER

If at any time the Commander, USS Panther (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 Panther 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 CS. The CO shall be allowed to select any member of the USS Panther 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.

The CS shall appoint a USS Panther 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 CS 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 CS 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 CS. 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 Panther (XO) as the new Commander, USS Panther.

The new CO shall, within ten (10) days after taking office, nominate a candidate for appointment as the new XO. The CS 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 CS in the timely transition of all required USS Panther files and materials, as may be set forth in the Membership Handbook or other appropriate official the USS Panther resolution, either the new Commander, USS Panther or the Inspector General, USS Panther 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 Panther has the right to petition the Commander, USS Panther (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 Panther 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 Panther, 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 Panther 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 Panther shall commence on January 1 and terminate on December 31 of each calendar year, All transactions of the USS Panther 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 Panther in accordance with generally accepted accounting principles sufficient to maintain the USS PANTHER and will generate concise and easy-to-understand financial statements no less then three times a year, which shall be published in THE PANTHERA.

Section 3: Funds Invested

Funds belonging to the USS Panther, 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 Panther 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 Panther funds shall be made which will result in the personal profit or advantage of any officer or member of the USS Panther.

Section 5: Disbursements

All disbursements of the USS Panther 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 Panther by independent book keeper that are in no way affiliated with or related to any member of the USS Panther. The book keeper shall be selected by the Inspector General, USS Panther 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 Panther'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 noncompliance with these directives will result in the matter being referred to the Commander, USS Panther for appropriate action. If the noncompliance persists beyond this stage or the subject in question is in fact the Commander, USS Panther, 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 Panther should be dissolved or liquidated, or otherwise cease operation, the property and assets of the USS Panther 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 Panther (President) and the First Officer, USS Panther (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 Panther, 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 Panther This publication may be distributed either as part of an issue of THE PANTHERA 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 Panther shall be as follows:

June 1st to July 15th	Nominations for the position of Commander, USS Panther 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 Panther must receive all ballots by this date.
November 20th	The winning candidate is notified and incumbent Commander, USS Panther begins a transition period, if necessary.
December/January	Results are announced in THE PANTHERA or by email (If newsletter is not in print)
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 Panther, who shall discharge the duties of President until the next regularly scheduled USS Panther general election.

Section 8: Withdrawal From Candidacy

Should any nominee for Commander, USS Panther 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.

Section 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 Panther 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 Panther 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 Panther pursuant to criteria it may from time to time determine, consistent with the current Membership Handbook. An outgoing Commander of the USS Panther 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 Panther. The signatures on the petition will be verified by the USS Panther 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 PANTHER OPS AND OTHER MANUALS

The Membership Handbook shall be the member's guide to features and functions of the USS Panther and shall govern all the USS Panther 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 Panther 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 Panther, 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 Panther deem necessary, subject to the approval of a majority of the Command Staff.

ARTICLE 11: PARLIAMENTARY AUTHORITY

The parliamentary authority of the USS Panther 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 Panther shall be English. The Command Staff may authorize translations of USS Panther 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 Panther 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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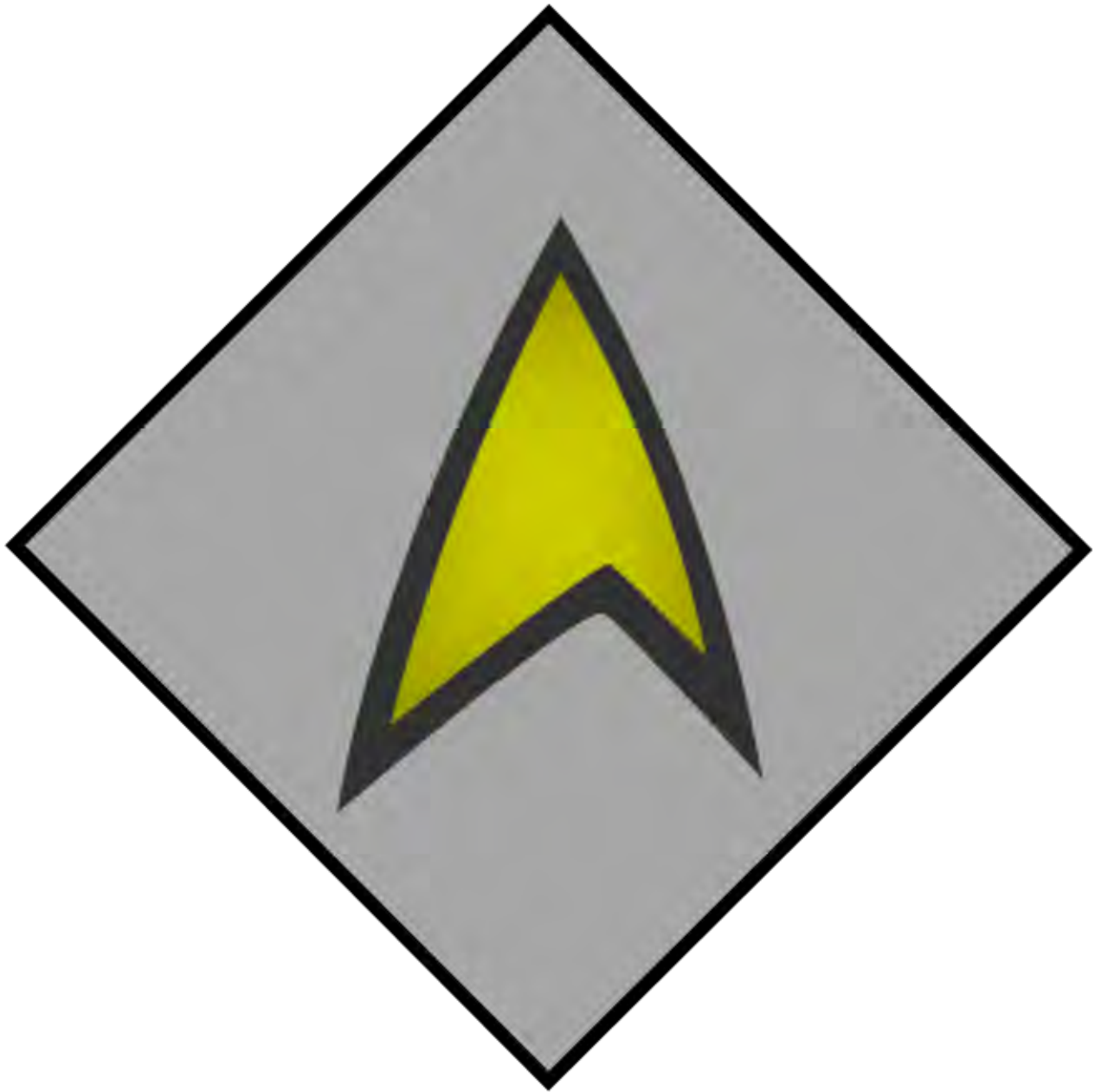
Welcome to Operations! The Operations Department aboard the USS Panther is a busy department and has the responsibility for the operational duties of the chapter. The department starts off as the first contact for all new incoming members and we will assist them to get adjusted to the operation of the 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

ASSISTANT CHIEF OPERATIONS OFFICER

FLIGHT CONTROL

Chief Flight Control Officer
Assistant Chief Flight Control Officer
Flight Control Officer

STRATEGIC OPERATIONS

Chief Strategic Operations Officer
Assistant Chief Strategic Operations Officer
Strategic Operations Officer
Strategist's Mate

DECK HANGER

Chief Shuttle Pilot
Assistant Chief Shuttle Pilot
Shuttle Pilot

INTELLIGENCE

Chief Intelligence Officer
Intelligence Officer
Infiltration Specialist
Collections Manager
Crypto/Analysis

SHIP OPERATIONS

Operations Officer
Boatswain
Boatswain's Mate

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 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 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 mistyped 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
-- College of Special Operations Training (CSOT): Any two (2) courses
-- College of Intelligence Operations (CIO): Any three (3) courses

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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 activily 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

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Welcome aboard the USS Panther! 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 PANTHERA". 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

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ASSISTANT CHIEF COMMUNICATIONS OFFICER

CRYPTOGRAPHY
Cryptologic Linguist

LINGUISTICS
Linguist
Language Specialist
Translation Specialist

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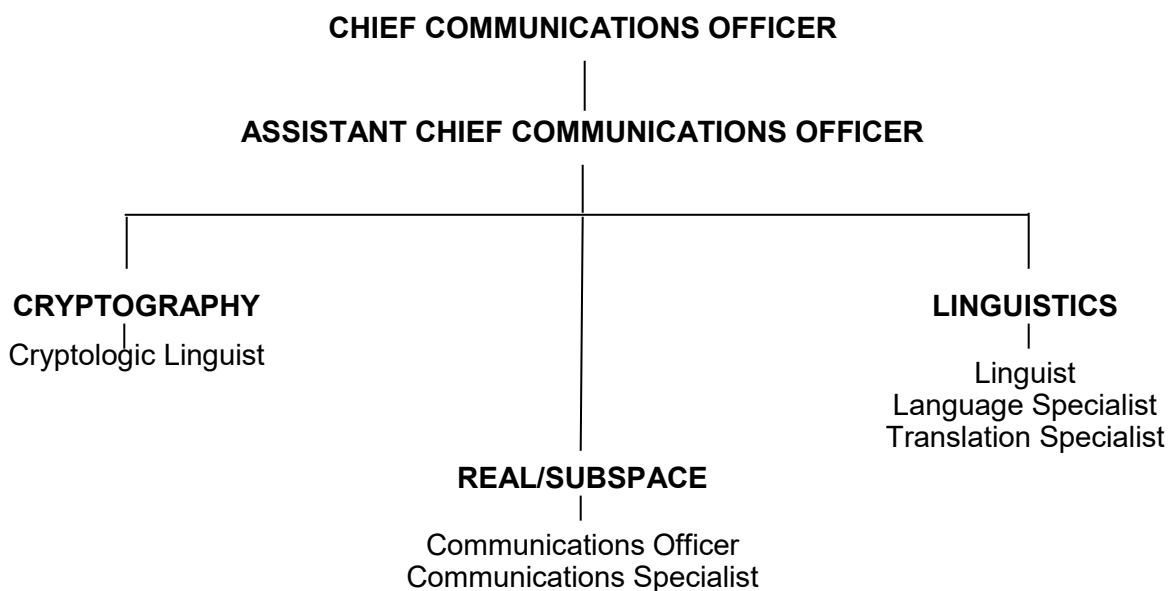
CHIEF COMMUNICATIONS OFFICER
The Communications Officer is a very specialized department head. First and foremost, this is a job of linguistics: the communications officer acts as the primary translator of foreign languages. Not only must this officer know other languages of importance ("xenolinguistics"),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

On top of this, the communications officer must have a strong knowledge of cryptography and code-breaking, as they often act as the ship's de facto intelligence officer for obvious reasons.

This officer, due to the advanced education necessary, is often a Lieutenant (O-3), but this position can be held by any officer of any rank that shows the proper proficiencies.

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 COMMUICATIONS 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. 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

CRYPTOLOIC 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 PANTHERA". 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 Officers reports to the Chief Operations Officer (unless there is a Chief Communications Officer on the post) 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 solicitation for stories and art work.

LINGUIST

This role involves the study of new and old languages and text in an attempt to better understand and interpret there 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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Greetings and salutations! You have just entered sick bay. The USS Panther'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 break through. 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 Panther 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.

Chief Medical Officer

Assistant Chief Medical Officer

Medical Administration Section

Nursing Section

Behavioral Sciences Section

Surgical Section

Medical Support Section

Xenomedicine Section

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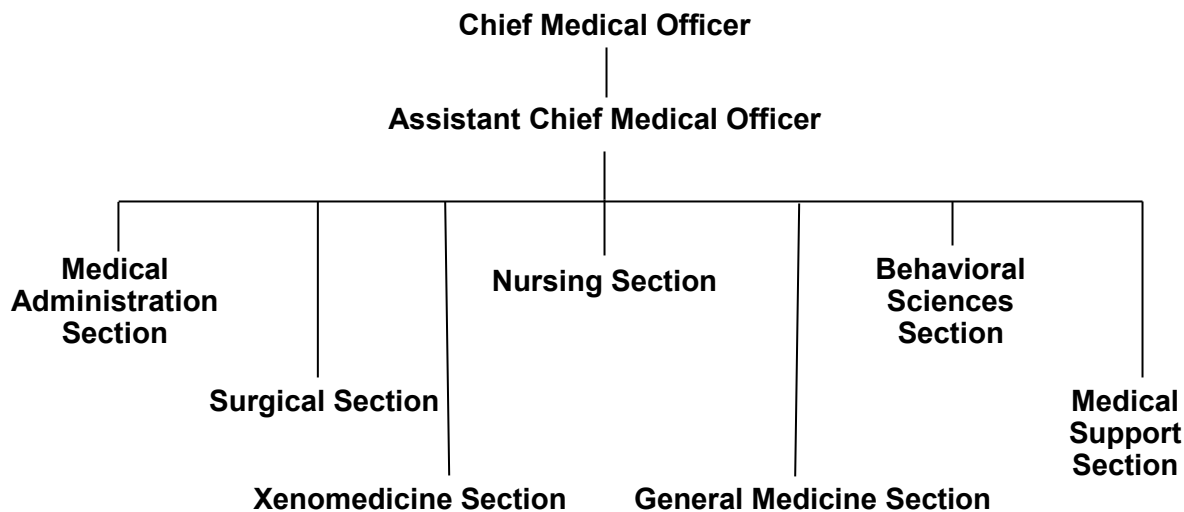
Below is the break down of each section assigned to the Medical Department. The sections will have the description of the "Chapter" real duties and responsibilities and then a "Fictional" duties and responsibilities and then the requirements for qualification for that position.

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:
--STARFLEET Academy IOAS: Any 2 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: CMED 101, CMED 102, CMED 103, CMED 104, CMED 113, CMED 119 specialty series, and any 1 additional specialty series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 3 series

-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete all MDPR
-- STARFLEET Academy IOSS: College of Starship Operations: 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:
-- STARFLEET Academy IOAS: Any 2 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: CMED 101, CMED 102, CMED 103, CMED 104, CMED 113, CMED 119 specialty series, and any 1 additional specialty series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 2 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete all MDPR courses
-- STARFLEET Academy IOSS: College of Starship Operations: 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.

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**Medical Administration
Section**

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Medical Information Officer
Medical Services Officer
Medical Administrator
Medical Services Specialists

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Medical Information Officer:
Medical Information Specialist in Starfleet deal will all areas of Informatics, from health, xenophysiology to nursing in-formatics. They deals 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 IOAS: Any 2 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete CSME 101 and CSME 102
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 1 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 AND MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: 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:
-- STARFLEET Academy IOAS: Any 1 course pertaining to Physiology

-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 2 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 and MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: 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 IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 1 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 and MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: CSO-102

Medical Services Specialists:
For all enlisted who serve as part of the medical services.

Certification:
Core Requirements: None
Certification Requirements:
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 1 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 and MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: 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 overseas the training of all the assigned nurses, and reviews and approves all nursing assignments/duties.

Certification:
Core Requirements: OTS, OCC
Certification Requirements:
-- STARFLEET Academy IOAS: Any 2 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete all CSMP 107 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR all MDPR Series courses
-- STARFLEET Academy IOSS: College of Starship Operations: 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:
--STARFLEET Academy IOAS: Any 2 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: 1 complete CMED specialty series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete CSMP 107 series and any 1 additional series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete all MDPR courses
-- STARFLEET Academy IOSS: College of Starship Operations: CSO-102 and CSO-107

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:
-- STARFLEET Academy IOAS: Any 1 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: Complete all CMED 103 series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete all CSMP 107 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR all MDPR Series courses
-- STARFLEET Academy IOSS: College of Starship Operations: 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:
-- STARFLEET Academy IOAS: Complete 1 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete all CSMP 107 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete all MDPR Series courses
-- STARFLEET Academy IOSS: College of Starship Operations: 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:
-- STARFLEET Academy IOAS: Any 2 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: Complete all CMED 121 series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete all CSMP 107 series

-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR all MDPR Series courses
-- STARFLEET Academy IOSS: College of Starship Operations: CSO-102

Nursing Officer:
Nursing Officers are Registered Nurses and are educated in medical skills, theory, history, ethics, and the nursing 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:
-- STARFLEET Academy IOAS: Any 1 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete all CSMP 107 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR all MDPR Series courses
-- STARFLEET Academy IOSS: College of Starship Operations: 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:
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete all CSMP 107 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 and MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: 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
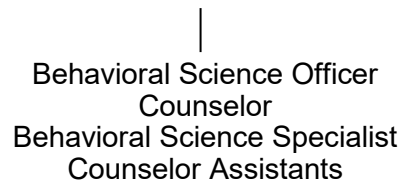
Behavioral Science Officer:
Experienced counselors who have undergone advanced medical training in psychiatry. They deal with the treatment of Starfleet/Marines, studying the psychological problems consequent to war be it real or virtual and during peacetime. This also includes combat stress, substance 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:
-- STARFLEET Academy IOAS: Any 2 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: Complete all CMED 117 series
-- STARFLEET Academy IOMA: College of Psychology in Star Trek: Complete all PST series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete CSME 101, CSME 102 and CSME 105j

-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 1 CSMP series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 AND MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: CSO-102
-- Certify in the SFA Bridge Officer Certification Program: Counselor (COUN)

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:
-- STARFLEET Academy IOAS: Any 1 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: Complete all CMED 117 series
-- STARFLEET Academy IOMA: College of Psychology in Star Trek: Complete all PST series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete CSME 101 and CSME 105j courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 1 CSMP series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 AND MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: CSO-102 and CSO-107
-- Certify in the SFA Bridge Officer Certification Program: Counselor (COUN)

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:
-- STARFLEET Academy IOAS: Any 1 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: Complete all CMED 117 series
-- STARFLEET Academy IOMA: College of Psychology in Star Trek: Complete all PST series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete CSME 101 and CSME 105j courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 AND MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: CSO-102
-- Certify in the SFA Bridge Officer Certification Program: Counselor (COUN)

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:
-- STARFLEET Academy IOMA: College of Medical Studies: Complete all CMED 117a thru 117d
-- STARFLEET Academy IOMA: College of Psychology in Star Trek: Complete all PST series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete CSME 101 and CSME 105j courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 AND MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: CSO-102
-- Certify in the SFA Bridge Officer Certification Program: Counselor (COUN)

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

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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:
-- STARFLEET Academy IOAS: Any 2 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: Complete CMED 121 specialty series and 1 other specialty series.
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all ESP series
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all HSP series
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all PSP Series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 2 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete all MDPR courses
-- STARFLEET Academy IOSS: College of Starship Operations: 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
Certification Requirements:
-- STARFLEET Academy IOAS: Any 2 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: Complete CMED 121 specialty series and CMED 122 specialty series.
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all ESP series
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all HSP series
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all PSP Series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 2 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete all MDPR courses
-- STARFLEET Academy IOSS: College of Starship Operations: 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:
-- STARFLEET Academy IOAS: Any 2 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: Complete CMED 121 specialty series and CMED 104 specialty series.
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all ESP series

-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all HSP series
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all PSP Series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 2 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete all MDPR courses
-- STARFLEET Academy IOSS: College of Starship Operations: 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:
-- STARFLEET Academy IOAS: Any 2 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: Complete CMED 121 specialty series and CMED 105 specialty series.
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all ESP series
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all HSP series
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all PSP Series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 2 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete all MDPR courses
-- STARFLEET Academy IOSS: College of Starship Operations: 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:
-- STARFLEET Academy IOAS: Any 2 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: Complete CMED 121 specialty series and CMED 106 specialty series.
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all ESP series
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all HSP series
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all PSP Series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 2 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete all MDPR courses
-- STARFLEET Academy IOSS: College of Starship Operations: CSO-102

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

Xenomedicine Section
|
Xenophysiologist

Xenophysiologist:
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 Xenophysiologists who specialize in a wide range of life form physiologies to assist medical personnel as needed.

Certification:
Core Requirements: OTS
Certification Requirements:
-- STARFLEET Academy IOAS: Any 3 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: Complete CMED 121 specialty series and any 1 addition-al specialty series
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all ESP series
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all HSP series
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all PSP Series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 2 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete all MDPR courses
-- STARFLEET Academy IOSS: College of Starship Operations: 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.**

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General Medicine Section

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Physician
Dentist
Medical Officer
Neurological Surgeon
Oral and Maxillofacial Surgeon
Medical Specialist Officer
Physical Therapist
Occupational Therapist
Respiratory Therapist
Medical Orderly

</div>

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 pre-ventive medical care on the ship that they are attached to.

Certification:
Core Requirements: OTS
Certification Requirements:
-- STARFLEET Academy IOAS: Any 3 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: Complete CMED 101, CMED 102, CMED 103, CMED 104, CMED 113, CMED 119 specialty series, and any 1 additional specialty series
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all ESP series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 2 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete all MDPR courses
-- STARFLEET Academy IOSS: College of Starship Operations: 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:
-- STARFLEET Academy IOAS: Any 2 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: Complete CMED 121 specialty series and CMED 106 specialty series.
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 2 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete all MDPR courses
-- STARFLEET Academy IOSS: College of Starship Operations: 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 Junior Ensigns. All Doctors regardless of training must have started out as a Medical Officer.

Certification:
Core Requirements: OTS
Certification Requirements:
-- STARFLEET Academy IOAS: Any 3 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: Complete CMED 101, CMED 102, CMED 103, CMED 104, CMED 113, CMED 119 specialty series
-- STARFLEET Academy IOMA: College of Medical Knowledge: Complete all ESP series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 1 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete all MDPR courses
-- STARFLEET Academy IOSS: College of Starship Operations: 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:
-- STARFLEET Academy IOAS: Any 1 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: Complete any 3 complete series from the following: CMED 101, CMED 102, CMED 103, CMED 105, CMED 107, CMED 108, CMED 109, CMED 110, CMED 111, CMED 112, CMED 113, CMED 114, CMED 115, CMED 116, CMED 118, CMED 119, CMED 120 and CMED123
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 1 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 and MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: 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: OTS
Certification Requirements:
-- STARFLEET Academy IOAS: Any 1 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: Complete CMED 122 series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete all CSME courses
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 1 series

-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 and MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: CSO-102

Occupational Therapist:
OT's are responsible for assisting wounded and injured starfleet/marines 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:
-- STARFLEET Academy IOAS: Any 1 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: Complete CMED 122 series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete CSME series CSME 101 thru 104 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 1 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 and MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: 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:
-- STARFLEET Academy IOAS: Any 1 course pertaining to Physiology
-- STARFLEET Academy IOMA: College of Medical Studies: Complete CMED 119 series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete CSME series CSME 101 thru 104 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Personnel: Complete any 1 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 and MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: 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:
-- STARFLEET Academy IOMA: College of Emergency Medical Services: Complete CEMS 102 series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete CSME series CSME 101 thru 104 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 and MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: 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 IOMA: College of Emergency Medical Services: Complete CEMS 102 series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete CSME series CSME 101 thru 104 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 and MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: 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 IOMA: College of Emergency Medical Services: Complete CEMS 102 series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete CSME series CSME 101 thru 104 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 and MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: 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 IOMA: College of Emergency Medical Services: Complete CMED 120 series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete CSME series CSME 101 thru 104 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 and MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: 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:
-- STARFLEET Academy IOMA: College of Emergency Medical Services: Complete CEMS 102 series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete CSME series CSME 101 thru 104 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 and MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: 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 IOMA: College of Emergency Medical Services: Complete CMED 106 series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete CSME series CSME 101 thru 104 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 and MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: 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 IOMA: College of Emergency Medical Services: Complete CEMS 102 series
-- STARFLEET Academy IOMA: College of Star Trek Medicine: Complete CSME series CSME 101 thru 104 series
-- STARFLEET Academy IOMA: College of Starfleet Medical Practices: Complete MDPR 101 and MDPR 102
-- STARFLEET Academy IOSS: College of Starship Operations: CSO-102

Welcome to the Security Department of the USS Panther! 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

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ASSISTANT CHIEF SECURITY/TACTICAL OFFICER

TRAINING
Gunner's Mate

ARMORY
Master-at-Arms
Armorer

TACTICAL
Tactical Officer

SECURITY DETAIL
Security Officer
Brig Officer
VIP Bodyguard

SECURITY INVESTIGATIONS
Investigations Officer
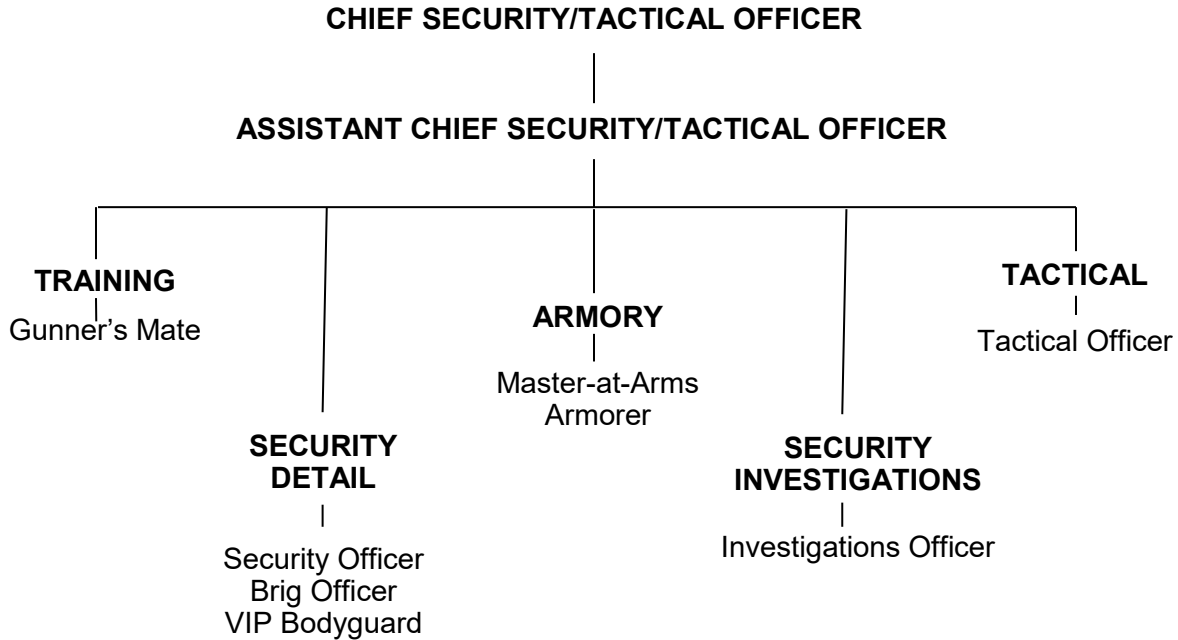
CHIEF SECURITY/TACTICAL OFFICER
In the Chief Security Officer role, her/his duty is to ensure the safety of ship and crew. The Chief of Security takes it as their personal duty to protect the Commanding/Executive Officer on away teams. She/he is also responsible for people under arrest and the safety 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:
-- STARFLEET Academy IOMS: College of Security: Complete all COS courses
-- STARFLEET Academy IOMS: College of Security in Trek: Complete all CST courses
-- STARFLEET Academy IOMS: College of Starship Operations: CSO-103, CSO-106, and CSO-107
-- STARFLEET Academy IOPFR: School of Corrections (SOC): Any twelve (12) courses
-- STARFLEET Academy IOPFR: School of VIP Protection: Complete all SVP courses
-- STARFLEET Academy IOPFR: School of Law Enforcement Training: SLT 108
-- STARFLEET Academy IOLS: Bridge Officer Certification Program: Chief Security Officer (CSO)
-- STARFLEET Academy IOLS: Bridge Officer Certification Program: Chief Tactical Officer (CTO)

-- STARFLEET Academy IOLS: Bridge Officer Certification Program: Chief Weapons Officer (CWO)

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:
-- STARFLEET Academy IOMS: College of Security: Complete all COS courses
-- STARFLEET Academy IOMS: College of Security in Trek: Complete all CST courses
-- STARFLEET Academy IOMS: College of Starship Operations: CSO-103, CSO-106, and CSO-107
-- STARFLEET Academy IOPFR: School of Corrections (SOC): Any 9 (9) courses
-- STARFLEET Academy IOPFR: School of VIP Protection: Complete all SVP courses
-- STARFLEET Academy IOPFR: School of Law Enforcement Training: SLT 108
-- STARFLEET Academy IOLS: Bridge Officer Certification Program: Chief Security Officer (CSO)
-- STARFLEET Academy IOLS: Bridge Officer Certification Program: Chief Tactical Officer (CTO)
-- STARFLEET Academy IOLS: Bridge Officer Certification Program: Chief Weapons Officer (CWO)

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:
-- STARFLEET Academy IOMS: College of Security: Complete all COS courses
-- STARFLEET Academy IOMS: College of Security in Trek: Complete all CST courses
-- STARFLEET Academy IOMS: College of Starship Operations: CSO-103, CSO-106, and CSO-107
-- STARFLEET Academy IOPFR: School of Corrections (SOC): Any 5 (5) courses
-- STARFLEET Academy IOPFR: School of VIP Protection: Complete all SVP courses
-- STARFLEET Academy IOPFR: School of Law Enforcement Training: SLT 108
-- STARFLEET Academy IOLS: Bridge Officer Certification Program: Chief Security Officer (CSO)
-- STARFLEET Academy IOLS: Bridge Officer Certification Program: Chief Weapons Officer (CWO)

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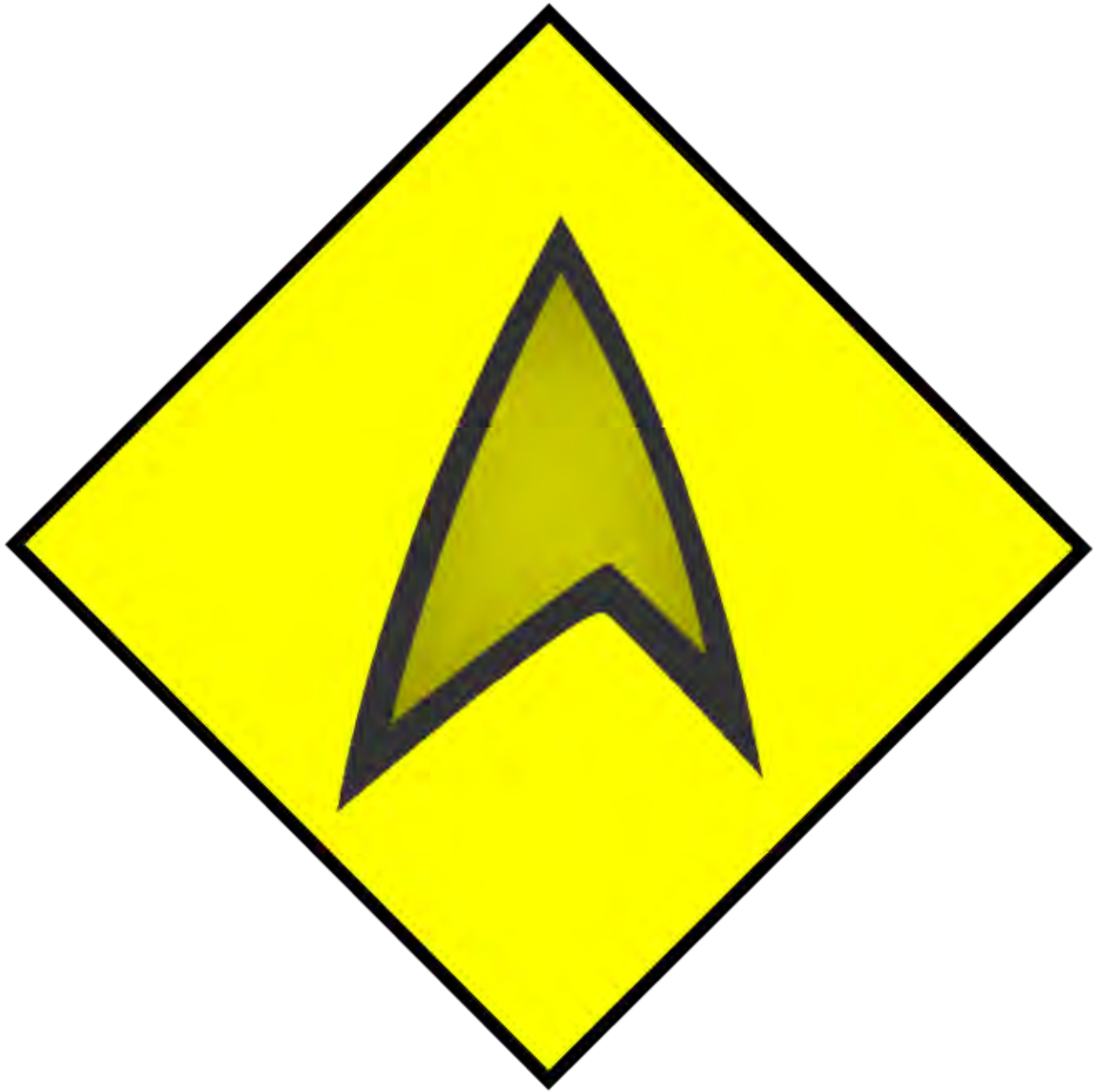
Welcome to Main Engineering of the USS Panther. You may ask yourself, "what do Engineers do?" Well, if you have ever taken something apart to see how it works, or added a piece to an object to make it work differently then you already express similar interest as we in the Engineering Department do. We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

ASSISTANT CHIEF ENGINEERING OFFICER

WARP DRIVE

Warp Systems Specialist

POWER TECHNOLOGY

Matter/Energy Systems Specialists

SHIP FITTING

Structural/ Environmental Systems Specialist

SENSOR SYSTEMS

Sensor Systems Specialist

DAMAGE CONTROL

Damage Control Specialist

IMPULSE SYSTEMS

Impulse Systems Specialist

GENERAL ENGINEERING

Engineer's Mate Engineering Officer

SHUTTLE MAINTENANCE

Shuttlecraft Maintenance Specialist

COMMUNICATIONS

Communications Specialist

TRANSPORTER SYSTEMS

Transporter Chief

COMPUTER SYSTEMS

Computer Systems Specialist

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-ordaining 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 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 Asst 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 Asst 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 Asst 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.

SENOR 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 Asst 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 SYSYEMS 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 Asst 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 Asst. and Chief Engineer. The Engineer in charge of Shuttlecraft Maintenance reports to the Asst 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 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 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 Asst 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 Asst and Chief Engineer.

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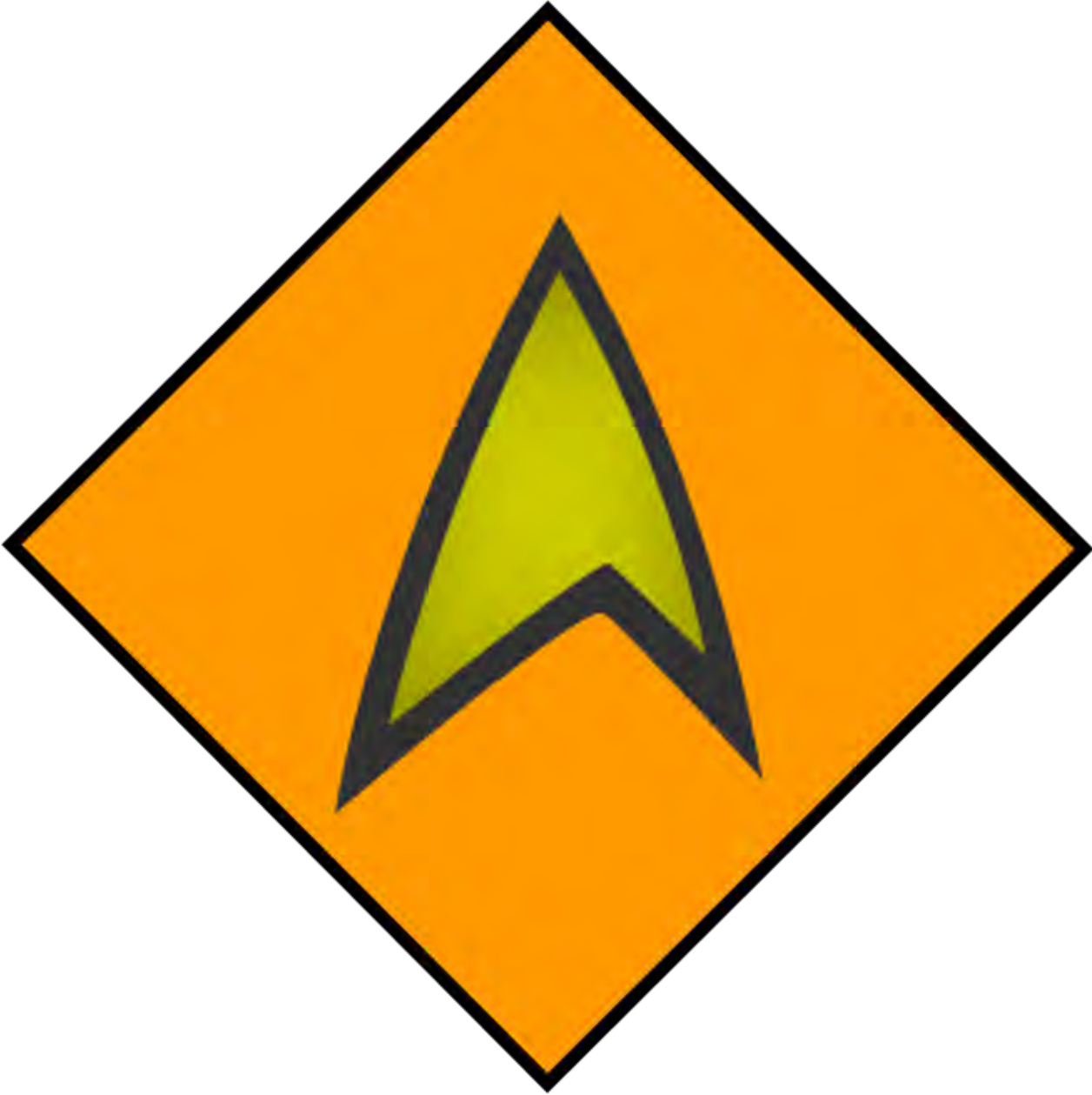-- College of Starship Operations (CSO): CSO-104 and CSO-107
-- College of Engineering (SoEH): SoEH-207 and any three (3) courses
-- College of Engineering (SOSD): Any series set
-- Vulcan Academy of Science (VAS): VAS-208
-- College of Spaceflight History (COSH): Any two (2) courses
-- College of Computer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

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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

ASSISTANT CHIEF SCIENCE OFFICER

ALIEN CULTURE

Alien Anthropologist

HISTORY

Historian

BIOLOGY

Biologist

LINGUISTICS

Language Specialist

PHYSICS

Physicist

STELLAR CARTOGRAPHY

Stellar Cartographer

GENERAL SCIENCE

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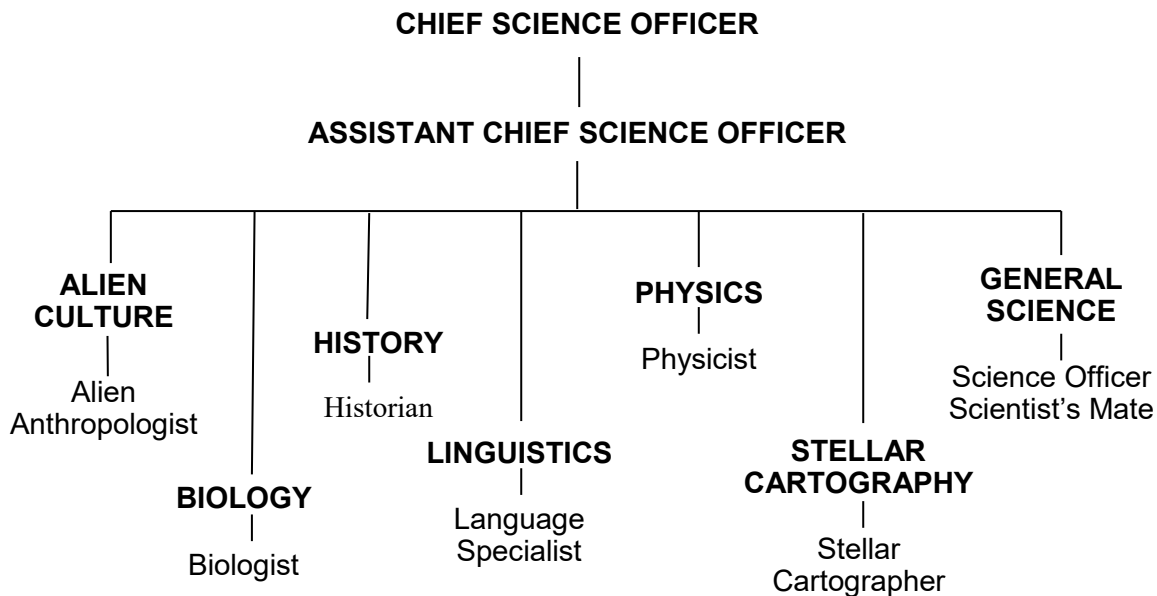
CHIEF SCIENCE OFFICER
The Chief Science Officer is responsible for all the scientific data the ship/facility collects, and the distribution of such data to specific section within the department for analysis. S/he is also responsible with providing the ship's captain with scientific information needed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

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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

LINGUISTICTS 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 Xenoanthropology: 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 Scientist¹s 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 Scientist¹s Mate reports to the Chief Science Officer.
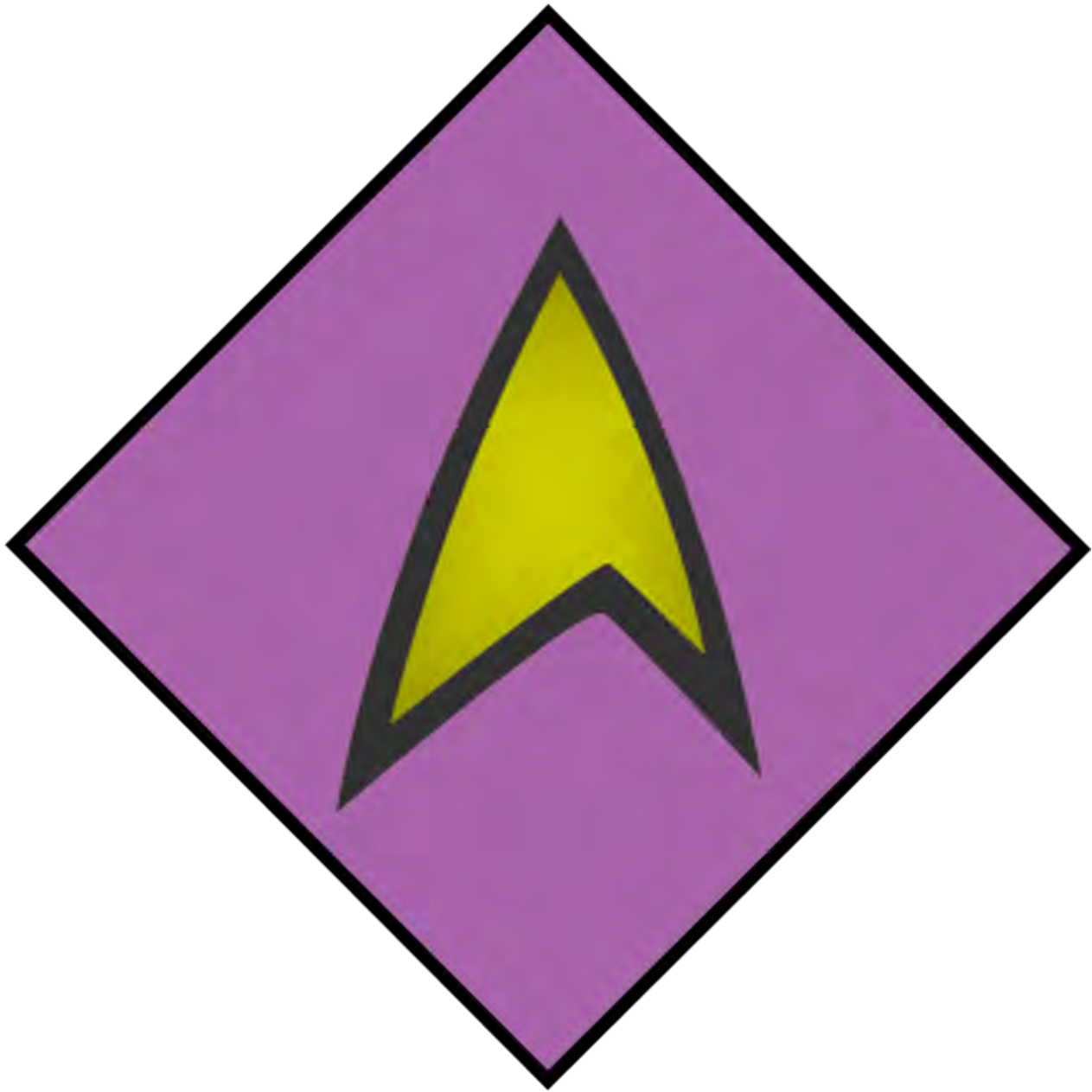
Certification:
Core Requirements: OTS
Certification Requirements:
-- Institute of Alien Studies (IOAS): Any three (3) courses
-- College of Starship Operations (CSO): CSO-107
-- Vulcan Academy of Science (VAS): Any two (2) courses
-- Any two (2) additional courses from any IOST College

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Welcome to the Support Services department of the USS Panther. Support is a vital part of the ship's operations, the backbone not only of the USS Panther, 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 Panther 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

ASSISTANT CHIEF SUPPORT SERVICES OFFICER

MILITARY JUSTICE

ORDNANCE

QUARTERMASTER

TRANSPORTATION

PERSONNEL SUPPORT

PUBLIC AFFAIRS

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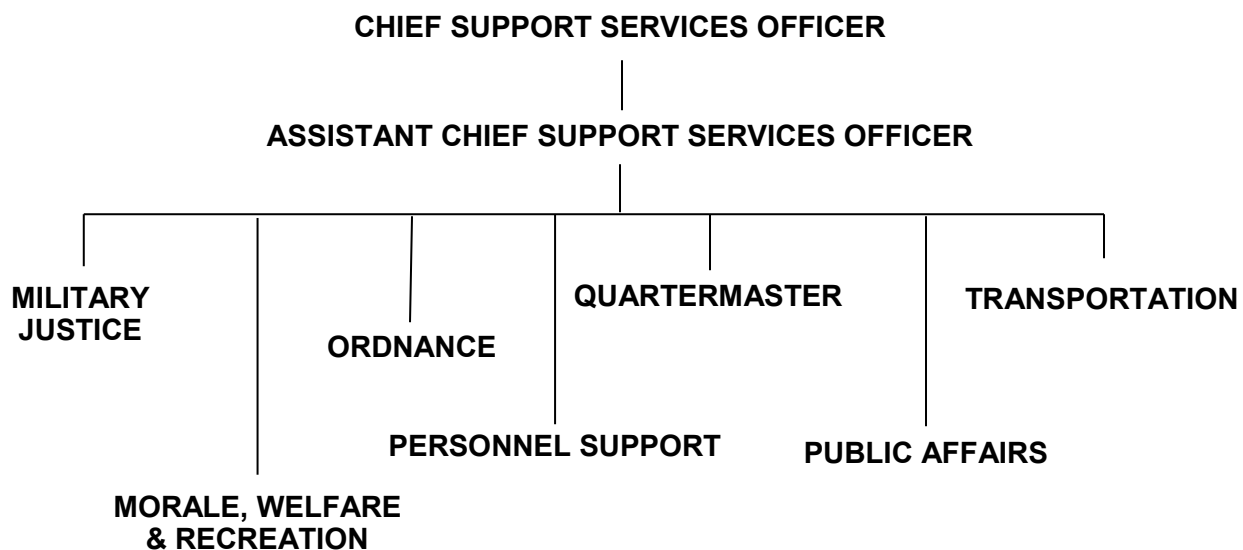
CHIEF SUPPORT SERVICES OFFICER
The Chief Support Services Officer is responsible for the smooth running of the department. This person will watch over the efforts of each section, ensuring that all assigned tasks are being handled with efficiency and attention to details. The Chief Support Services Officer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

Recommended Courses to Qualify: SFA: OTS, OCC, SFMCA: PD-10, LD-10, LD-20, NCO-10, SU-10, SU- 20, SU-2X (dependent upon Command to be led)

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.

Recommended Courses to Qualify: SFA: OTS, OCC, SFMCA: PD-10, LD-10, NCO-10, SU-10, SU- 20, SU-2X (dependent upon Command to be led)

MILITARY JUSTICE
"Assist, Protect, Defend" is their motto. The fourth largest command in the Support Branch encompasses three depart-

ments all related to the administration of Military Justice:

MILITARY JUSTICE

Judge Advocate General ——————— Inspector General
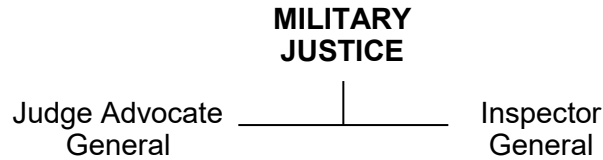
JUDGE ADVOCATE GENERAL'S OFFICE
JAG provides courts martial, legal counsel and free legal aid to Marines in need. They are the court system, but they are also the public defender and district attorney. They are charged with administering the Uniform Code of Military Justice's provisions for courts and 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.

Recommended Courses to Qualify: SFA: OTS, OCC, SFMC: PD-10, LD-10, NCO-10, SU-10, SU-20

INSPECTOR GENERAL'S OFFICE
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.

Recommended Courses to Qualify: SFA: OTS, OCC, SFMC: PD-10, LD-10, NCO-10, SU-10, SU-20

MORALE, WELFARE & RECREATION:
"Caring for the Whole Marine" is their motto. MWR sees to the needs of the individual Marine that go beyond the tangible concerns of pay and subsistence. In addition to their work with the Corps, they also work together with local and Federation assistance organizations when Marines and their families are in need. MWR includes four sections:

MORALE, WELFARE & RECREATION

Faith Services   Morale Officer

Chaplain
Chaplain Assistant
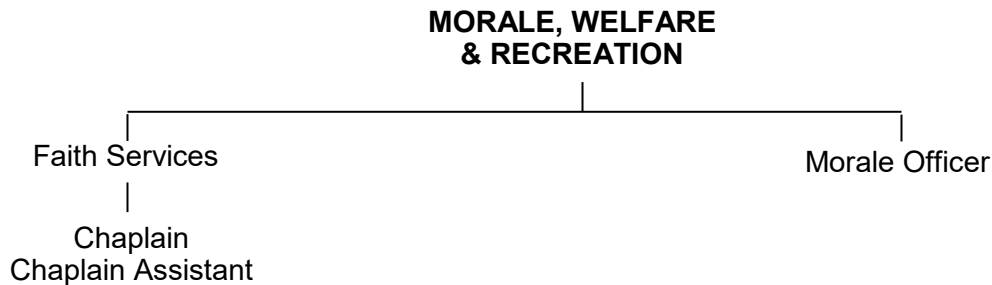
FAITH SERVICES
The Faith Services section sees to the spiritual well being of the crewmembers by performing services and providing moral and religious education. Chaplains and Chaplain's Assistants usually work in pairs as Unit Ministry Teams (UMTs) that are assigned to Ships and units. The Senior most 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.

Faith Services

Chaplain
Chaplain Assistant

Chaplain: Recommended Courses to Qualify: SFA: OTS, OCC, CSCS101, CSCS102, CSCS103, CSCS104, CSCS105, SFMCA: PD-10, LD-10, SU-10, SU 13, SU-20

Chaplain Assistant: Recommended Courses to Qualify: SFA: CSCS101, CSCS102, CSCS103, SCS104, CSCS105, SFMCA: PD-10, NCO-10, SU-10, SU-13, SU-20

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.

Recommended Courses to Qualify: SFA: OTS, SFMCA: PD-10, LD 10, LD-20, NCO-10, SU-10, SU-20, SU-26

ORDNANCE SECTION
Ordnance is responsible for nearly all of the ammunition, missiles, projectiles, bombs, and explosives used in the SFMC. Since this material is obviously sensitive in nature, a separate supply channel exists for inventory security, and to assure proper handling and storage. The Research and Development Command is the only SFMC entity that does not normally have their ordnance requirements met by this department.

Ordnance Section

Ordnance Supply	Explosive Ordnance Disposal
Ordnance Supply Officer Ordnance Supply Mate Ordnance Supply Tech	Explosive Ordnance Disposal Officer Explosive Ordnance Disposal Mate Explosive Ordnance Disposal Tech
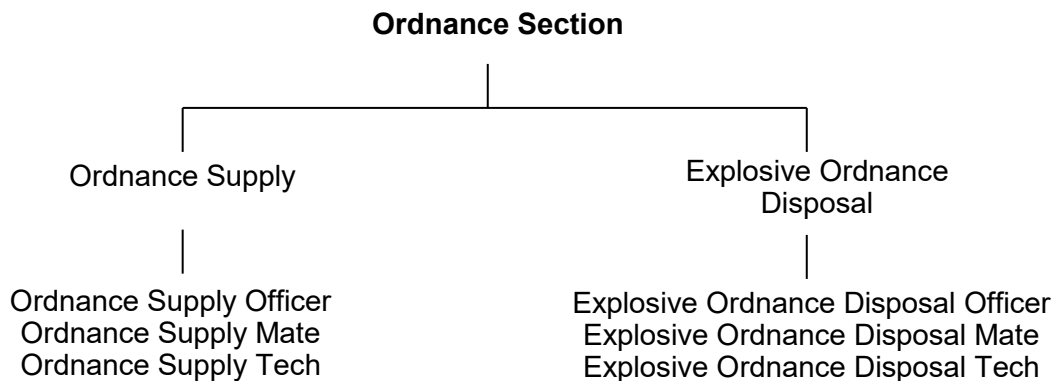
ORDNANCE SUPPLY
The Ordnance Supply Section is charged with the procurement, storage, maintenance and distribution of all ship ordnance. Procurement and maintenance is handled exclusively by this section, while distribution and storage are usually done in concert with the Quartermaster Section.
Officer: Recommended Courses to Qualify: SFA: OTS, SFMCA: PD-10, LD-10, NCO-10, SU-10, SU-20

Mate: Recommended Courses to Qualify: SFMCA: PD-10, NCO-10, NCO-20, SU-10, SU-20

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.

Officer: Recommended Courses to Qualify: SFA: OTS, SFMCA: PD-10, NCO-10, SU-10, SU-20

Mate: Recommended Courses to Qualify: SFMCA: PD-10, IN-10, NCO-10, NCO-20, SU-10, SU-20

PERSONNEL SUPPORT SECTION
The Personnel Support Section handles issues related to the support of the individual crewmember. The Personnel Support Section is further subdivided into Personnel Services, Finance, and Recruiting & Retention.

PERSONNEL SERVICES SECTION

```
                    PERSONNEL SERVICES
                         SECTION
          |                  |                    |
  Personnel Services   Recruiting & Retention   Finance and
          |                  |                   Accounting
      Adjutant         Recruiting Officer            |
Personnel Services Mate Recruiting Mate    Finance and Accounting Officer
Awards Processing Mate  Recruiting Tech    Finance and Accounting Mate
Orders Processing Mate Retention Officer   Finance and Accounting Tech
  Promotions Mate       Retention Mate
Personnel Services Tech  Retention Tech
```

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 including civilian employees assigned to the ship.

Officer: Recommended Courses to Qualify: SFA: OTS, SFMCA: PD-10, LD-10, NCO-10, SU-10, SU-20

Mate: Recommended Courses to Qualify: PD-10, NCO-10, SU-10, SU-20

FINANCE AND ACCOUNTING
This office handles pay and credit distribution for all SFMC personnel. They are also responsible for accounts payable and receivable, auditing financial transaction records, and formulating budgets.

Officer: Recommended Courses to Qualify: SFA: OTS, SFMCA: PD-10, NCO-10, SU-10, SU-20
Mate: Recommended Courses to Qualify: SFMCA: PD-10, NCO-10, SU-10, SU-20

RECRUITING AND RETENTION
The Recruiting & Retention Office selects and trains recruiters, and coordinates enlistment and reenlistment benefits, incentives, and advertising campaigns. Recruiters are chosen from amongst the finest Marines in the Corps.

Officer: Recommended Courses to Qualify: SFA: OTS, SFMCA: PD-10, LD-10, NCO-10, SU-10, SU-20
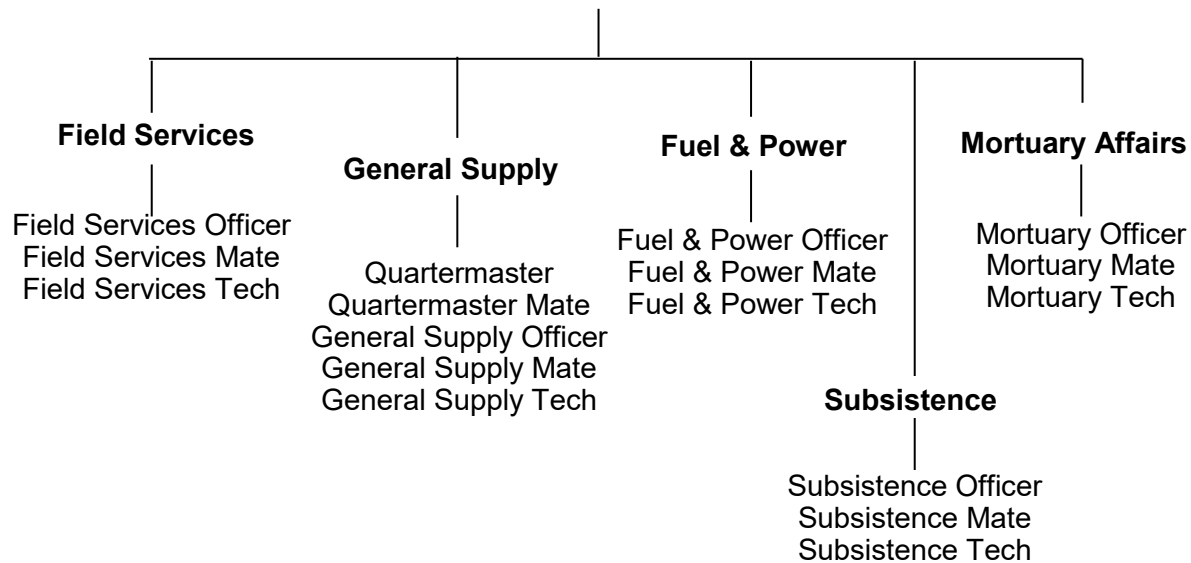
Mate: Recommended Courses to Qualify: SFMCA: PD-10, NCO-10, SU-10, SU-20

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

QUARTERMASTER SECTION

Field Services

Field Services Officer
Field Services Mate
Field Services Tech

General Supply

Quartermaster
Quartermaster Mate
General Supply Officer
General Supply Mate
General Supply Tech

Fuel & Power

Fuel & Power Officer
Fuel & Power Mate
Fuel & Power Tech

Mortuary Affairs

Mortuary Officer
Mortuary Mate
Mortuary Tech

Subsistence

Subsistence Officer
Subsistence Mate
Subsistence Tech

FIELD SERVICES 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).

Officer: Recommended Courses to Qualify: SFA: OTS, SFMCA: PD-10, LD-10, SU-10, SU-20

Mate: Recommended Courses to Qualify: SFMCA: PD-10, LD-10, SU-10, SU-20

GENERAL SUPPLY SECTION
General Supply procures materiel for the ship, and fulfills the supply requirements for bases and other installations. This is the largest section of the Quartermaster Department.

Officer: Recommended Courses to Qualify: SFA: OTS, SFMCA: PD-10, LD-10, SU-10, SU-20

Mate: Recommended Courses to Qualify: SFMCA: PD-10, LD-10, SU-10, SU-20

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.

Officer: Recommended Courses to Qualify: SFA: OTS, SFMCA: PD-10, LD-10, SU-10, SU-20

Mate: Recommended Courses to Qualify: SFMCA: PD-10, LD-10, SU-10, SU-20

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.

Officer: Recommended Courses to Qualify: SFA: OTS, SFMCA: PD-10, LD-10, SU-10, SU-20

Mate: Recommended Courses to Qualify: SFMCA: PD-10, LD-10, SU-10, SU-20

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.

Officer: Recommended Courses to Qualify: SFA: OTS, SFMCA: PD-10, LD-10, SU-10, SU-20

Mate: Recommended Courses to Qualify: SFMCA: PD-10, LD-10, SU-10, SU-20

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

Officer: Recommended Courses to Qualify: SFA: OTS, SFMCA: PD-10, LD-10, SU-10, SU-20

Mate: Recommended Courses to Qualify: SFMCA: PD-10, LD-10, SU-10, SU-20

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, Terminal Operations, and Air Delivery. Each has their own general area of responsibility, but they frequently overlap.

TRANSPORTATION SECTION

Movement Control

Movement Control Officer
Movement Control Mate
Movement Control Tech

Cargo Bay Operations

Cargo Bay Operations Officer
Cargo Bay Operations Mate
Cargo Bay Operations Tech

Ground Transport

Ground Transport Officer
Ground Transport Mate
Ground Transport Tech

Air Delivery

Air Delivery Officer
Air Delivery Mate
Air Delivery Tech

GROUND TRANSPORT
Every ground vehicle, whether it be hover or wheeled, that is not considered a fighting vehicle ultimately belongs to this section.

Officer: Recommended Courses to Qualify: SFA: OTS, SFMCA: PD-10, LD-10, SU-10, SU-20

Mate: Recommended Courses to Qualify: SFMCA: PD-10, LD-10, SU-10, SU-20

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.
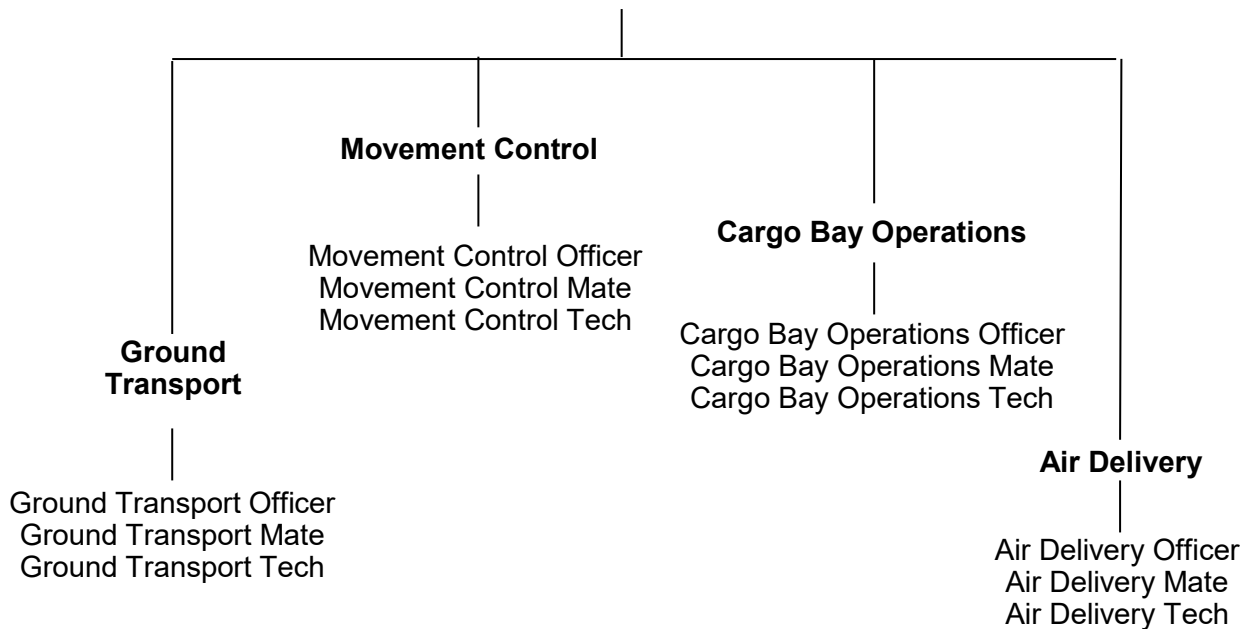
Officer: Recommended Courses to Qualify: SFA: OTS, SFMCA: PD-10, LD-10, SU-10, SU-20

Mate: Recommended Courses to Qualify: SFMCA: PD-10, LD-10, SU-10, SU-20

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.

Officer: Recommended Courses to Qualify: SFA: OTS, SFMCA: PD-10, LD-10, SU-10, SU-20

Mate: Recommended Courses to Qualify: SFMCA: PD-10, LD-10, SU-10, SU-20

AIR DELIVERY
Air Delivery specializes in getting supplies into an area via starship or aerospace craft—with transporters, parachutes, or by landing and unloading. They package consignments for air delivery, and fly on supply missions in order to complete delivery. They are experts in parachute rigging just about anything, and they travel a great deal.

Officer: Recommended Courses to Qualify: SFA: OTS, SFMCA: PD-10, LD-10, SU-10, SU-20

Mate: Recommended Courses to Qualify: SFMCA: PD-10, LD-10, SU-10, SU-20

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921ST MARINE STRIKE GROUP

Welcome to the 921st Marine Strike Group (*Black Panthers*) aboard the USS Panther. 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: *"No mercy for the weak"*

Unit nickname: **Black Panthers**

The Marines responsibilities on the USS Panther 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:

MSG COMMANDING OFFICER

MSG EXECUTIVE OFFICER

FIRST SERGEANT

Light Infantry Platoon

Platoon Leader
Platoon Sergeant
Medic

HQ Section

Infantry Squad

Sniper Squad

Recon Squad

Operational Support Section

Logistics Support Section

Squad Leader
Team Leader A
Rifleman
Rifleman
Heavy Rifleman
Team Leader B
Rifleman
Rifleman
Heavy Rifleman

Squad Leader
Spottter
Team Leader A
Spotter
Team Leader B
Spotter
Team Leader C
Spotter

Squad Leader
Team Leader A
Scout
Scout
Scout
Team Leader B
Scout
Scout
Scout

Intelligence Officer
Communications Officer
Engineer Officer
Shuttle Pilot
Senior Medic

Supply SGT
Supply Specialist
Armorer
Assistant Armorer
Ammo Specialist

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 rankest 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
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
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
Specialist in all techniques of Combat Engineering such as construction, obstacles, demolitions, breeching 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
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 (106-B Senior NCO Logistician)
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 Sergeant (106-C Logistics Specialists)
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 (131-F Special Weapons Technician)
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 (131-A Ordnance Technician)
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

131-A Ordnance Supply 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

131-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 (325 Light Weapons Specialist)
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 chapter informed of upcoming Regional Conventions or conferences.

The Squad is broken up into three sniper teams.

Squad Leader (308 Scout/Sniper)(Team A)
Senior NCO between the two man sniper team. Special training in reconnoiters stalking, marksmanship and concealment.

Certification:

162

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 conceal-ment. 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

Sniper (308 Scout/Sniper)(Team B)
Senior NCO between the two man sniper team. Special training in reconnoiters stalking, marksmanship and conceal-ment.

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

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 require-ments 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

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.

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.
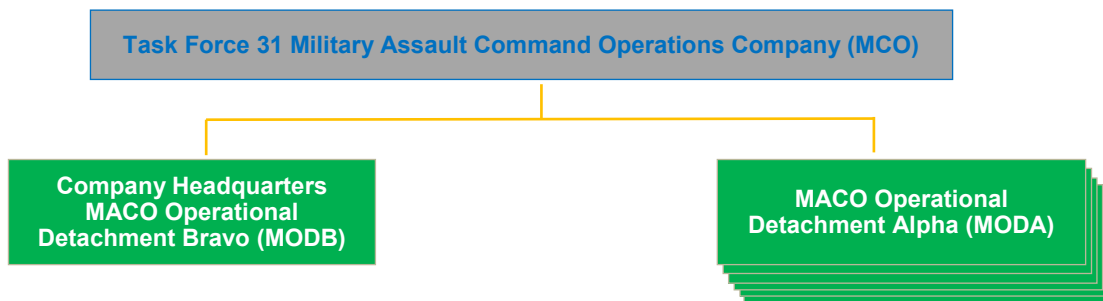
Unit nickname: ***"Night Hunters"***

Our motto is: ***"Carry On "***

The MACOs responsibilities on the USS Panther include the following areas:

- Star Trek convention updates
- Fleet Elections
- TF31 MACO News
- Assist with Convention/Summit/IC Security
- Combative gaming, such as Modern Warfare, Halo series etc.

MACO Company

The MCO is also referred to as a MACO Team which is a cohesive tactical sized unit that can perform a battlefield function on its own. This is the size/type of unit for the individual MACO unit within the current structure of the Task Force 31 MACO.

A significant difference exists between most conventional Starfleet ground forces companies and MCOs. A MCO headquarters is a MODB, which is commanded by an experienced MACO Lieutenant Commander. The composition of a MCO, which is described in further detail below, enables the MCO to mission command its own organic or attached MODAs in garrison and when deployed. It also provides the MBN commander with an additional operational element that can conduct its own assigned mission. The mission may require the MODB to operate separately or exercise mission command of a mix of organic and/or attached MODAs.

Mission
The MCO plans and conducts special operations activities in any operational environment—permissive, uncertain, or hostile—and can deploy to conduct MACO operations in a specified area of operations or joint special operations area. In this capacity, the MODB can plan and conduct MACO operations either separately or as part of a larger force. The MODB can also provide operational support to either the MBN of an MGRP by establishing and operating a SOCCE or a MACO liaison element, an AOB, or an isolation facility.

Organization
MCO's consist of a MODB and six MODAs. A typical MCO has one MODA trained in underwater operations and one MODA trained in military free-fall. The remaining MODAs may be trained in MACO military mountaineering, surface

maritime operations (water infiltration and scout swimmer), or mobility operations based on each MODA mission-essential task list.

MACO Operational Detachment Bravo (MODB) – The MODB is a 16-man team. In garrison, the MODB mission commands its own organic MODAs. When deployed, the MODB functions as a separate operational detachment with its own assigned mission. The mission may require the MODB to operate separately or to exercise 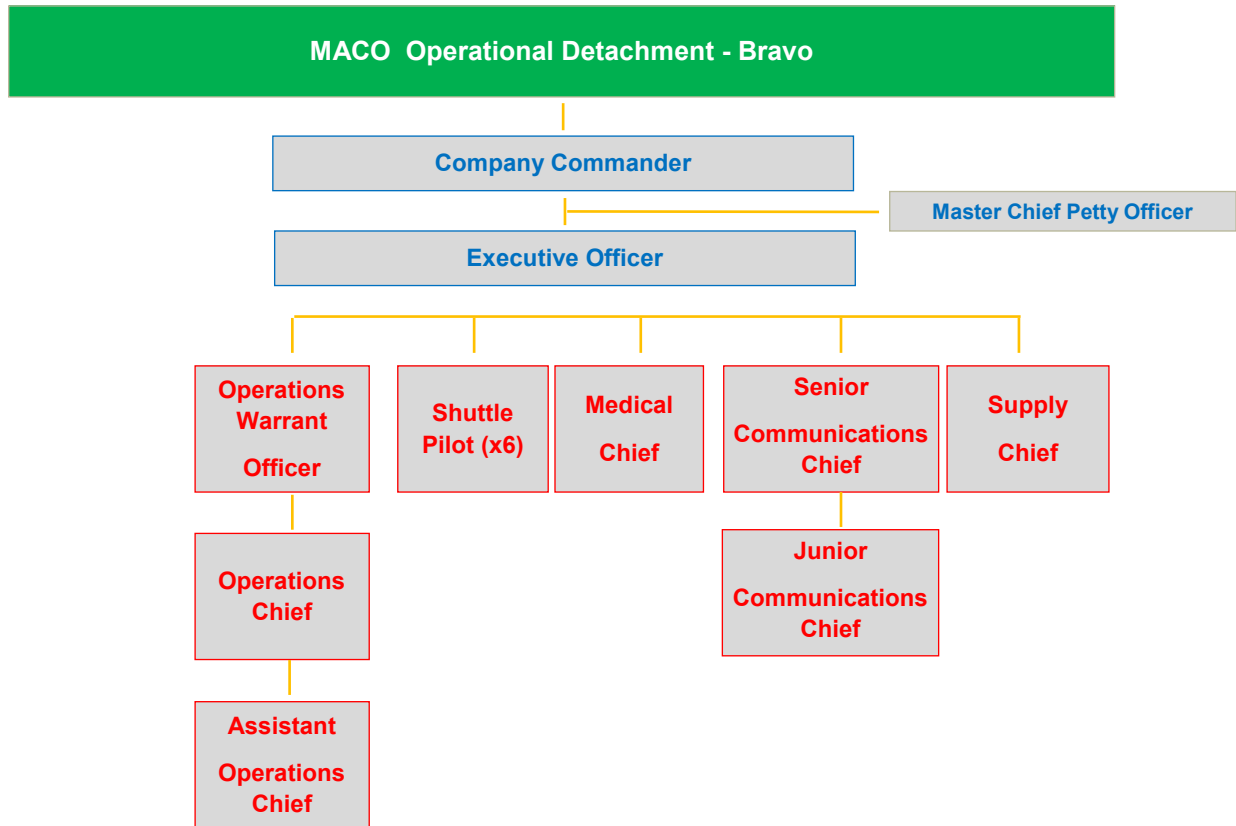operational control of a mix of organic and attached MODAs or other JSOTF assets. The MCO commander is an experienced MACO Lieutenant Commander. .

MACO Company Commander
This person is the senior-ranking MACO on the ship and must report to the Commanding Officer. The Company Commander is in command of all elements assigned or attached to the MACO Company.

Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: OTS
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with a 180A track)
-- MACO Grade O5 Certification (Assistant Detachment Commander)
-- MACO Grade O6 Certification (Detachment Commander)
-- MACO Grade O7 Certification (Company Commander)
-- MACO Additional Skills 180A Special Warfare Officer (only if the 180A track was not completed during MQC)

MACO Company Executive Officer
The MACO Company Executive Officer (XO) is second in Command and directs the MODB.

Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: OTS

Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with a 180A track)
-- MACO Grade O5 Certification (Assistant Detachment Commander)
-- MACO Grade O6 Certification (Detachment Commander)
-- MACO Additional Skills 180A Special Warfare Officer (only if the 180A track was not completed during MQC)

MACO Master Chief Petty Officer
Senior Enlisted member of the MACO Company. Supervises the daily training, operations, and administration of the MACO Company.

Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: None
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with any enlisted 180 series track)
-- MACO Grade E5 Certification (Junior Operator)
-- MACO Grade E6 Certification (Senior Operator)
-- MACO Grade E7 Certification (First Sergeant)
-- MACO Grade E8 Certification (Battalion Command Master Chief)
-- MACO Additional Training 180Z MACO Senior Sergeant Certification
-- MACO Leadership Course Certification
-- MACO Basic NCO Course Certification
-- MACO Advance NCO Course Certification
-- MACO Senior Chief Petty Officer Course Certification
-- MACO Additional Skills 180 series enlisted track (only if the 180A track was completed during MQC)

Operations Warrant Officer
Responsible for the organization, training, intelligence and counterintelligence (CI) activities, and combat operations of the MACO Company.

Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: OTS
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with any enlisted 180 series track)
-- MACO Grade E5 Certification (Junior Operator)
-- MACO Additional Skills 180W Warrant Officer Certification
-- MACO Additional Skills 180F MACO Assistant Operations and Intelligence Sergeant Certification

Operations Chief
The Operations Chief, MACO Occupational Specialty 180Z, assists both the MACO Company Executive Officer and the Operations Warrant Officer.

Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: None
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with any enlisted 180 series track)
-- MACO Grade E5 Certification (Junior Operator)
-- MACO Grade E6 Certification (Senior Operator)
-- MACO Grade E7 Certification (First Sergeant)
-- MACO Additional Skills 180F MACO Assistant Operations and Intelligence Sergeant Certification
-- MACO Leadership Course Certification
-- MACO Basic NCO Course Certification
-- MACO Advance NCO Course Certification
-- MACO Additional Training 180Z MACO Senior Sergeant Certification

Assistant Operations Chief
The MACO Assistant Operations Chief assists the MACO Operations Chief.

Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: None
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with any enlisted 180 series track)
-- MACO Grade E5 Certification (Junior Operator)
-- MACO Grade E6 Certification (Senior Operator)
-- MACO Additional Skills 180F MACO Assistant Operations and Intelligence Sergeant Certification
-- MACO Leadership Course Certification
-- MACO Basic NCO Course Certification

Shuttle Pilot (x6)
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 TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: OTS
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with any enlisted 180 series track)
-- MACO Additional Skill Certification Basic Aerospace

Senior Communications Chief
Signals experts, Communications Chief installs, maintain and operate the company's computer and communications equipment.

Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: None
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with a 180E track)
-- MACO Grade E5 Certification (Junior Operator)
-- MACO Grade E6 Certification (Senior Operator)
-- MACO Additional Skill Certification Sniper
-- MACO Leadership Course Certification
-- MACO Basic NCO Course Certification
-- MACO Advance NCO Course Certification
-- MACO Additional Skills 180E Communications Chief (only if the 180E track was not completed during MQC)

Junior Communications Chief
Assists the MACO Company Senior Communications Chief

Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: None
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with a 180E track)
-- MACO Grade E5 Certification (Junior Operator)
-- MACO Leadership Course Certification
-- MACO Basic NCO Course Certification
-- MACO Additional Skills 180E Communications Chief (only if the 180E track was not completed during MQC)

Medical Chief
Provides medical care at the company level. Also provided medical training to the company.

Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: None
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with a 180A track)
-- MACO Grade E5 Certification (Junior Operator)
-- MACO Grade E6 Certification (Senior Operator)
-- MACO Leadership Course Certification
-- MACO Basic NCO Course Certification
-- MACO Advance NCO Course Certification
-- MACO Additional Skills 180D Medical Chief (only if the 180E track was not completed during MQC)

Supply Chief
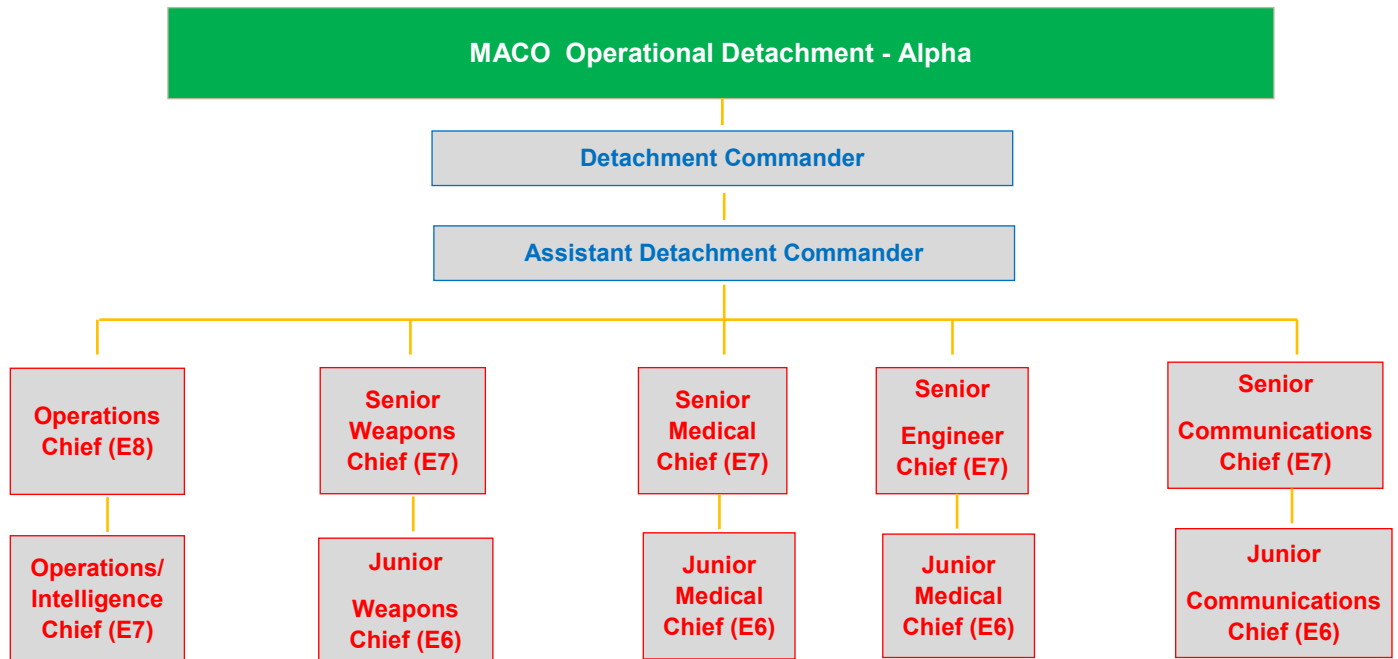Handles the logistics for the company and all its detachments.

Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: None
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with any enlisted 180 series track)
-- MACO Grade E5 Certification (Junior Operator)
-- MACO Grade E6 Certification (Senior Operator)
-- MACO Leadership Course Certification
-- MACO Basic NCO Course Certification
-- MACO Advance NCO Course Certification

MACO OPERATIONAL DETACHMENT—ALPHA

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                        MACO Operational Detachment - Alpha
                                       |
                             Detachment Commander
                                       |
                        Assistant Detachment Commander
                                       |
  +------------+------------+----------+----------+------------+
  Operations    Senior       Senior      Senior       Senior
  Chief (E8)    Weapons      Medical     Engineer     Communications
                Chief (E7)   Chief (E7)  Chief (E7)   Chief (E7)
       |            |            |           |             |
  Operations/    Junior       Junior      Junior       Junior
  Intelligence   Weapons      Medical     Medical      Communications
  Chief (E7)     Chief (E6)   Chief (E6)  Chief (E6)   Chief (E6)
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The MODA (also known as an ODA, A detachment, or A team) is composed of 12 men. It is the primary MACO operational unit and the building block for MACO operations. All other MACO organizations are designed to command, control, and support the MODA.

Mission
The MODA is designed to organize, equip, train, advise or direct, and support indigenous military or paramilitary forces

engaged in UW or FID activities. Using its inherent capabilities, the MODA also performs the other MACO principal tasks. The time-tested composition of the MODA remains as viable and relevant today as it has been throughout the history of MACOs.

Organization
The Team Leader of a 12-man MODA is a Lieutenant. Other key leadership on a MODA are the Assistant Team Leader (a MACO Warrant Officer) and the operations Chief (a Senior Chief Petty Officer). The MODA has one intelligence Petty Officer 2nd Class and two Petty Officer 3rd Class's in each of the four primary MACO functional areas—weapons, engineer, medical, and communications.

Detachment Commander
The Detachment Commander is a Starfleet Lieutenant with the MACO occupational specialty of 180A; the Detachment Commander (also referred to as the Team Leader) has the overall responsibility for mission success or failure. Responsible for the planning and the execution of the mission, the Team Leader ensures that the MODA mission and his intent are nested (two levels up). Often the senior representative of Federation interests in foreign territories, the Team Leader is an expert in all things related to UW and counterinsurgency operations. The Team Leader is an adept planner and tactician and is responsible for advising or commanding combat forces up to a battalion-sized element.

Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: OTS
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with a 180A track)
-- MACO Grade O5 Certification (Assistant Detachment Commander)
-- MACO Grade O6 Certification (Detachment Commander)
 -- MACO Additional Skills 180A Special Warfare Officer (only if the 180A track was not completed during MQC)

Assistant Detachment Commander
The Assistant Detachment Commander is a MACO Warrant Officer, MACO occupational specialty 180W. The Assistant Detachment Commander (Also referred to as the Assistant Team Leader) serves as the second in command or commands in the absence of the Detachment Commander during split-team operations and may command during composite team operations. The Assistant Team Leader position is unique to MACO and, as the focal point for synchronization of detachment staff functions, has responsibilities similar to that of a chief of staff, although these roles are not identical. The Assistant Team Leader provides technical, tactical, and operational expertise; provides advice and assistance to the Team Leader and detachment personnel across the special operations continuum; and is an experienced subject-matter expert in UW. Primary responsibilities within the detachment center around directing operational and intelligence fusion, the planning process for current and future detachment engagements, area studies and intelligence collection efforts, mid- and long-range training management, personnel recovery, integration of new technologies, interagency and intergovernmental relationships, and the application of advanced special operations. The Assistant Team Leader also is capable of advising or commanding, directing, or leading indigenous forces up to battalion size.

Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: OTS
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with any enlisted 180 series track)
-- MACO Additional Skills 180W Special Warfare Warrant Officer
-- MACO Grade O5 Certification (Assistant Detachment Commander)

Operations Chief
The Operations Sergeant is responsible for the overall organization, functionality and training of an MACO team. He makes sure the team is outfitted correctly and supports the MODA Team Leader.
Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: None
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)

-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with any 180 series track)
-- MACO Grade E5 Certification (Junior Operator)
-- MACO Grade E6 Certification (Senior Operator)
-- MACO Additional Skills 180F MACO Assistant Operations and Intelligence Chief Certification
-- MACO Additional Skills 180Z MACO Senior Chief Certification
-- MACO Leadership Course Certification
-- MACO Basic NCO Course Certification
-- MACO Advance NCO Course Certification
-- MACO Additional Skills 180W Warrant Officer Certification

Assistant Operations/Intelligence Chief
This team member ensures that the team has all the equipment and supplies needed for the mission. He also gathers and analyzes mission-critical intelligence.

Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: None
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with any enlisted 180 series track)
-- MACO Grade E5 Certification (Junior Operator)
-- MACO Grade E6 Certification (Senior Operator)
-- MACO Additional Skills 180F MACO Assistant Operations and Intelligence Sergeant Certification
-- MACO Leadership Course Certification
-- MACO Basic NCO Course Certification
-- MACO Advance NCO Course Certification

Senior Weapons Chief
The two Weapons Chiefs, MACO Occupational Specialty 180B, are tactical mission leaders that know tactical training and range fire as well as how to teach marksmanship and the employment of weapons systems to others, employing tactics and techniques in all aspects of conventional and UW environments. They have similar staff roles and responsibilities as those of the Assistant Operations staff officer.

When deployed, the Weapons Chiefs train detachment members and indigenous forces in light infantry tactics and in the use of small arms, submachine guns, machine guns, grenade launchers, forward observer procedures, indirect-fire weapons such as mortars, and anti-armor weapons systems found throughout the world. They assist the detachment Operations Chief in planning and implementing the tactical security plan of the detachment, and they aid the detachment Operations Chief in preparing area studies, brief-backs, operation plans, concept of operations, and operations orders. Weapons Chiefs can organize, train, assist, direct, or lead indigenous forces up to company size.

Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: None
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with a 180B track)
-- MACO Grade E5 Certification (Junior Operator)
-- MACO Grade E6 Certification (Senior Operator)
-- MACO Additional Skill Certification Sniper
-- MACO Leadership Course Certification
-- MACO Basic NCO Course Certification
-- MACO Advance NCO Course Certification
-- MACO Additional Skills 180B Weapons Chief (only if the 180B track was not completed during MQC)

Junior Weapons Chief
Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: None
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with a 180B track)

-- MACO Grade E5 Certification (Junior Operator)
-- MACO Additional Skill Certification Sniper
-- MACO Leadership Course Certification
-- MACO Basic NCO Course Certification
-- MACO Additional Skills 180B Weapons Chief (only if the 180E track was not completed during MQC)

Senior Medical Chief
The two MACO Medical Chiefs, MACO Occupational Specialty 180D, provide emergency, routine, and limited definitive care for detachment members and associated indigenous personnel, and serve as the personnel staff officer. They train, advise, and direct detachment routine, emergency, and preventative medical care. They establish field medical facilities to support detachment operations. MACO Medical Chiefs are highly trained as practitioners in emergency and primary care medicine, advanced life support techniques, parasitology, dentistry, and have the ability to deliver limited veterinary care. The primary limitation of MACO Medical Chiefs is that they cannot open the thoracic, abdominal, or cranial cavities to control bleeding without the immediate availability of higher-level surgical support.

When deployed, Medical Chiefs serve as the medical officer for an indigenous force up to battalion size. Their duties within the joint special operations area can include, but are not limited to, overseeing pre-induction screening, combat lifesaver/tactical combat casualty care and other medical training, Operative and family member healthcare, combat health support, and field preventative medicine. Indigenous medical personnel in the joint special operations area can augment the MACO Medical Chief's efforts. The Medical Chiefs prepare the medical portion of area studies, briefbacks, operation plans, concept of operations, and operations orders, and can organize, train, assist, direct, or lead indigenous forces up to company size.

Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: None
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with a 180D track)
-- MACO Grade E5 Certification (Junior Operator)
-- MACO Grade E6 Certification (Senior Operator)
-- MACO Leadership Course Certification
-- MACO Basic NCO Course Certification
-- MACO Advance NCO Course Certification
-- MACO Additional Skills 180D Medical Chief (only if the 180E track was not completed during MQC)

Junior Medical Chief
Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: None
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with a 180D track)
-- MACO Grade E5 Certification (Junior Operator)
-- MACO Leadership Course Certification
-- MACO Basic NCO Course Certification
-- MACO Additional Skills 180D Medical Chief (only if the 180E track was not completed during MQC)

Senior Engineer Chief
The two Engineer Chiefs, MACO Occupational Specialty 180C, perform, lead, supervise, instruct, advise, and maintain proficiency in all tasks in demolitions, explosives, improvised munitions, unexploded ordnance, construction, field fortification, rigging, electrical wiring, reconnaissance, and target analysis in all aspects of conventional and UW environments. They serve as the logistics staff noncommissioned officers and are responsible for all logistics matters on an ODA. The Engineer Chiefs prepare and review target analysis folders and are responsible for the planning, execution, and supervision of cross-training of detachment members in MACO engineering skills. They supervise combat engineering functions when conducting split-team operations and missions.
When deployed, because of homemade explosives training, Engineer Chiefs are able to construct and employ improvised munitions. The Engineer Chiefs provide tactical and technical guidance to the Team Leader on combat engineer capabilities and functions, as well as train, advise, and supervise indigenous and multinational personnel. They will plan, instruct, and perform sabotage operations with standard, nonstandard, and improvised munitions and explosives.

They plan, organize, train, advise, assist, and supervise indigenous and multinational personnel on engineering tactics on defensive and offensive techniques. The Engineer Chiefs plan, prepare, and conduct the target portion of the area study, operation plans, concept of operations, operations orders, and also conduct briefings, brief-backs, and debrief-ings. They can organize, train, assist, direct, or lead indigenous forces up to company size

Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: None
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with a 180C track)
-- MACO Grade E5 Certification (Junior Operator)
-- MACO Grade E6 Certification (Senior Operator)
-- MACO Leadership Course Certification
-- MACO Basic NCO Course Certification
-- MACO Advance NCO Course Certification
-- MACO Additional Skills 180E Communications Chief (only if the 180E track was not completed during MQC)

Junior Engineer Chief
Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: None
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with a 180C track)
-- MACO Grade E5 Certification (Junior Operator)
-- MACO Leadership Course Certification
-- MACO Basic NCO Course Certification
-- MACO Additional Skills 180C Engineer Chief (only if the 180C track was not completed during MQC)

Senior Communications Chief
The two MACO Communications Chiefs, MACO Occupational Specialty 180E, install, operate, supervise, maintain, and control all communications and electronics equipment. They must have a thorough grounding in communication basics, communication procedures, computer technology, assembly and systems applications, antenna theory, and radio wave propagation. Their staff roles and responsibilities are similar to those of a conventional unit's signal officer as they will advise the Team Leader on all communications-related matters during both mission planning and execu-tion. They must understand communication theory and maintain proficiency in special operations communications techniques and equipment, to include how to install, operate, and maintain frequency modulation, amplitude modula-tion, high frequency, very high frequency, and ultrahigh frequency radio systems, the Joint Base Station, and new computer technology.

When deployed, Communications Chiefs must be able to make communications in voice and data, continuous wave, and burst radio nets by utilizing computer systems and networks. They are experts in sending and receiving critical messages that link the MODA with its mission command elements. They will train detachment members and indige-nous forces on communications equipment and procedures, and will prepare the communications portions of MACO area studies, brief-backs, operation plans, concept of operations, and operations orders. They can organize, train, as-sist, direct, or lead indigenous forces up to company size.

Certification: (See the TF31 MQC Manual and Advance Training Manual for more information)
Core Requirements: None
Certification Requirements:
-- MACO Grade 1A thru 1C Certification (MACO Initial Entry Training)
-- MACO Grade 2 thru 4 Certification (MACO Qualification Course with a 180E track)
-- MACO Grade E5 Certification (Junior Operator)
-- MACO Grade E6 Certification (Senior Operator)
-- MACO Leadership Course Certification
-- MACO Basic NCO Course Certification
-- MACO Advance NCO Course Certification
-- MACO Additional Skills 180E Communications Chief (only if the 180E track was not completed during MQC)

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