



PROMOTION PACKET

Nominee Information

Name as it appears in the database:

SN#:

Join Date:

Sector & Chapter assigned:

Chapter's Commanding Officer:

Relevant Titles, Positions held and the dates:

Current Rank:

Date of Rank:

Are they within 6 months of for their Time in Grade of being eligible for promotion?

YES

NO

OBC Completed:

YES

NO

OAC Completed:

YES

NO

Number of SFA courses have they completed:

Rank being requested:

Nominee's E-mail address:

Nominator Information

Name as it appears in the database:

SN#:

Sector & Chapter assigned:

Current Rank:

Current Position Held:

Nominator's E-mail address:

On a separate sheet of paper, answer the following questions. Only include information since their last promotion to

1. What is the relationship between the nominator and nominee? (Nominee's CO, ship mate, aide?)
2. Why do you feel this person should be promoted to the requested rank?
3. Please give specific examples of things this person has done that benefited their Chapter?
4. Please give specific examples of things this person has done that benefited their Sector?
5. Please give specific examples of things this person has done that benefited STF31?
6. Does the nominee have a letter of recommendation from a SC (preferably their own, but a letter of recommendation from any SC is acceptable. If nominator is a SC this requirement is waived.)
7. What outside hobbies or activities is the nominee involved with, that you feel should be included for consideration into the promotion?
8. Any kind of other award or documentation that should be considered for this promotion?
9. Please indicate the method of presenting the promotion certificate to the nominee.

FOR PROMOTION DIRECTOR USE ONLY:

PACKET NUMBER: _____

DATE RECEIVED: _____

APPROVED/DENIED

DATE: _____

Flag Rank Promotions Criteria

This document replaces any previous ones concerning field grade promotions

Absent unusual and compelling circumstance, the following guidelines shall be followed for a candidate to be considered for promotion to the flag ranks of Captain and above.

I. Eligibility

A. No candidate for promotion shall be considered qualified for promotion unless, in addition to the criteria set forth, said candidate shall have successfully graduated from STF31 Starfleet Academy's Officer Basic Course and Officer Advance Course (Note that until these two courses are made available, these requirements are waived). Also, the nominee must have a letter of recommendation from an SC (preferably their own but will accept from any SC. This requirement is waived if the nominator is an SC or the Sector the nominee is assigned to, has no SC).

B. Except as presented herein, all promotions will be a one grade promotion within the established rank structure as set forth in the current STF31 Membership Handbook.

C. Except as set forth in Section II below, a member must meet the following minimum "Time in Grade" to be eligible for promotion to the rank listed:

*Captain	In STF31 continuously for 18 months.
*Fleet Captain	In STF31 continuously for 21 months as a Captain.
*Commodore	In STF31 continuously for 24 months as a Fleet Captain.
*Rear Admiral	In STF31 continuously for 24 months as a Commodore.
*Vice Admiral	In STF31 continuously for 30 months as a Rear Admiral.
*Admiral	In STF31 continuously for 36 months as a Vice Admiral.

D. In no event shall there be more than two (2) promotions to any successive Command Ranks within a twelve (12) month period.¹

II. Positions of Notable Responsibility within Task Force 31

A member who has been elected or appointed to one of these specific positions will receive the following corresponding promotion, subject to the terms specified in Section I, with the exception of sub-section C and D, provided they are not already a higher rank. All promotions based on a position of responsibility in STF31 are considered field promotions until the member enters their 13th month of satisfactory service in said position.

A. Chapter Presidents (Chapter CO): The Commanding Officer of a chapter shall be promoted to the rank of Captain regardless of their length of membership in STF31. The promotion is given by the Director, Fleet Chapter Operations, upon a successful submission of a Chapter Construction Request or successful official Change of Command form bearing the appropriate signature.

¹ If a member dies while on active duty with STF31, their name can be put forth for a 'posthumous' promotion (maximum of one rank higher). Approval must be received from the family, and their name MUST be submitted within 60 days of the notification of death to be considered. If they have achieved the highest rank possible, then a posthumous promotion is not authorized.

B. Sector Chiefs (SC): Upon election to the office of Sector Chief, the individual shall be promoted to the rank of Commodore by the Commander, STF31.

C. Fleet Operations Command Members (FOCOM): Upon appointment to FOCOM, The individual will be promoted to the minimum rank of Commodore by the Commander, STF31. FOCOM members include:

- *Director, Fleet Chapter Operations

- *Director, Fleet Personnel Operations

- *Director, Fleet Communications Operations

- *Director, Fleet IT Operations

- *Director, Fleet Starfleet Academy Operations

- *Director, Fleet Logistics Operations

D. Deputy Commander, STF31 (DCSTF31): An individual elected to the position of Deputy Commander, STF31 shall be promoted to the minimum rank of Rear Admiral by the Commander, STF31.²

E. Commander, STF31 (CSTF31): An individual elected to the position of Commander, STF31 shall be promoted to the rank of Fleet Admiral.

F. Acting Commander, STF31: An individual who obtains the position of Commander, STF31 through attrition, shall be promoted to the rank of Admiral. After six (6) months of service as Acting Commander, STF31, said individual shall be awarded the rank of Fleet Admiral.

G. The Promotions Director must be notified of all notable responsibility promotions. The Promotions Director will remit the promotion certificate to the affected parties.

III. Director, Fleet Personnel Operations Promotion Authority

In situations where a sector has no active sector command structure, the Director, Fleet Personnel Operations has the authority to promote and reduce in rank those members from the rank of Cadet through Cadet Fourth Class, Crewman Recruit through Master Chief Petty Officer, Ensign through Commander. The following conditions must be met.

A. The member must be unassigned with a sector that has no active sector command structure assigned.

B. The member can not be promoted by this means more than twice per calendar year and must have completed a minimum of six (6) consecutive months of service in good standing.

C. The Director, Fleet Personnel Operations will create and maintain a promotion point system and procedure to process said promotions.

IV. Extraordinary Service

For extraordinary service to STF31, a member may be nominated for promotion six (6) months ahead of the Time in Grade schedule in Section I. Qualifications for "Extraordinary Service" promotion shall include, but are not limited to:

- *Performed actions above and beyond the normal scope of their position that benefits:

- The nominee's Chapter

- The nominee's Sector

- STF31 as a whole

² Accelerated promotion to accept duty assignment as Deputy Commander, STF31.

V. Ranks Earned while participation in another Star Trek Club

STF31 recognizes a STF31 members hard work and dedication to Star Trek fandom and will recognize said current rank that the STF31 member has earned through participation in another Star Trek Fan Club, with the following conditions.

The rank recognized will be the highest rank earned while participating with the other Star Trek Fan Club at the time of the individuals initial joining (Enlisting) in STF31.

The date of rank (DOR) will be effective to the DOR of when the rank was bestowed upon the STF31 member while participating in the other Star Trek Fan Club only if the STF31 member is no longer a member of that other Star Trek Fan Club. (example: John Smith was a member of another Star Trek Fan Club and his highest rank was Commander. The DOR was 2 March 2019. John Smith no longer participates with that Star Trek Fan Club and has joined STF31. John Smith's rank upon joining STF31 is Commander and a DOR of 2 March 2019.)

The date of rank (DOR) will be adjusted for those STF31 members who are actively participating with the other Star Trek Fan Club and will have a DOR of the date in which the STF31 member joined STF31 and not the DOR of when the rank was earned with the other Star Trek Fan Club. (example: John Smith is a member of another Star Trek Fan Club and his current rank is Commander. The DOR was 2 March 2019. John Smith is still a member with that Star Trek Fan Club and has also now joined STF31. John Smith's rank upon joining STF31 is Commander but his DOR is the date in which he initially joined STF31 and not the DOR from the other Star Trek Fan Club).

The STF31 member must submit acceptable documentation to justify the rank being recognized from the other Star Trek Fan Club.

For those STF31 members who are remaining to be members of the other Star Trek Fan Club, any additional promotions earned after their initial recognized rank through that Star Trek Fan Club will not be recognized by STF31.

As described in the STF31 Membership Manual, Time in Service (TIS) is determined just as the DOR described above. If the STF31 member was a member of a previous Star Trek Fan Club and had joined the club back on 15 October 2012 (giving the member 10 years TIS) but is no longer a member of that other Star Trek Fan Club, the STF31 member upon joining would have an adjusted join date backdated to 15 October 2012.

If the STF31 member was a member of a Star Trek Fan Club and had joined the club back on 15 October 2012 (giving the member 10 years TIS) but is still a member of the other Star Trek Fan Club, the STF31 member upon joining would have a join date of when they actually joined STF31 and not the date of when they joined the other Star Trek Fan Club.

When a member joins STF31 and is receiving an adjusted DOR and TIS dates, the Director, Fleet Personnel Operations will annotate the actual date the member joined STF31 in case the STF31 member decides to join that previous Star Trek Fan Club again, then that member will have his DOR and TIS adjusted back to the original date the member joined STF31. If the STF31 member again leaves the other Star Trek Fan Club, the STF31 member will not receive any credit for additional promotions, awards or activities earned while the member participated with the other Star Trek Fan Club.

VI. Reduction in Rank

In the event an individual attained a promotion to accept either a Commanding Officer, Sector Chief position or a Fleet Operations Command position, and steps down/removed within 12 months of taking office, their rank shall revert to their prior permanent rank. Founding Commanding Officers of Chapters shall be the only person allowed to reduce this 12-month period. They may do so by applying up to five (5) months of their time served as a shuttle Commanding Officer towards their time.

Reduction in field grade rank must be reported to the Promotions Director via the Reduction in Rank (RIR) Form.

VII. Promotion Packet (Promotion Request)

The information provided on the Promotion Request form and submitted with the Promotion Packet by the Promotions Director, determines whether the nominee is promoted or not. Some information carries more weight than others. Membership in STF31 for a number of years, the completion of numerous STF31 Starfleet Academy courses, adequate chapter service, might be sufficient for promotion to Captain or Fleet Captain. To be considered for promotion to the higher ranks requires a greater service record. Service to the Sector and STF31 are imperative.

Completing STF31 Starfleet Academy courses, outside hobbies and activities that are not STF31 related, while commendable, carry little weight. The successful Promotion Packet must paint a picture of what they have done at a Chapter, Sector, and STF31 level.

In every case of requesting a field grade promotion, the nominee should have served their chapter well. With each progression in rank, there should be a greater level of activity at the Sector and STF31 level. It is the duty of the nominator to submit proof of service such as newspaper articles, certificates of awards from the Sector and/or STF31, etc. In order to facilitate the promotion process, it is recommended the Chapter Commanding Officers should keep detailed personnel files on their officers and crew. Sector Chiefs are advised to do likewise with Chapter Commanding Officers and their Sector Staff. As STF31 begins growing into a larger fan club that it would eventually be too large to be cognizant of the activities of every member. There must be documentation.

If the recommendation/letter of endorsement for consideration of promotion is a paragraph or less, the nomination will not be considered.

VIII. Processing of Nominations

Members may be nominated for promotion by applying either through the email, or online promotion nomination form. Nominations are accepted from any STF31 member in good standing.

All nominations for promotion shall be submitted to the STF31 Director, Fleet Personnel Operations. The Director, Fleet Personnel Operations will promptly forward the nominee's name to their Sector Chief and the nominee's commanding officer, informing them that the individual has been nominated for a field grade promotion.

The Promotions Director, upon receiving a Promotion Packet, shall send it to the members of the Fleet Operations Command. At that time discussion will take place for promoting/not promoting the individual. The Fleet Operations Command members have 14 days to return a vote (Aye, Nay, or Abstaining). If a Fleet Operations Command Member does not vote within the allotted time frame (14 days), they are considered Absent. An Abstain vote or Absent will not be counted in that promotion vote. Upon reaching a majority vote, the Promotions Director shall notify the Fleet Operations Command of the outcome and then the individuals involved in the promotion nomination process (nominator, nominee, nominee's CO, and nominee's SC).

IX. Notification of Results

All nominators and/or nominees will receive, in a timely manner, written or email confirmation of the acceptance or denial of the proposed promotion by the Promotions Director.

a) If the result is a denial of promotion, the letter will contain the reason(s). It will not contain, the individual vote of each FOCOM member, nor will individual votes be related verbally. The FOCOM voting record will remain sealed unless ordered open by the Commander, STF31.

b) The Promotion Director will also notify the nominee's CO and SC or either their new rank or the denial of rank.

X. Appeals in the Event of a Refusal to Approve a Promotion

To appeal a denial of promotion, a formal letter or email, must be sent to the Promotions Director. A formal request appealing the decision shall be made by either the nominee or nominator. It should contain a second Promotion Packet with additional information or documentation to support reconsideration of the decision. Further endorsements should be collected before the appeal is sent and included in the new promotion request.

* All appeals must be filled within 30 days following the notification of promotion denial sent by the Promotions Director.

* All appeals shall contain the initial information given for consideration, as well as any further documentation necessary to show just cause for overturning the decision.

The appeal will be forwarded to the STF31 Promotions Director who will then forward the appeal to the FOCOM for final discussion and vote. The nominee will receive notification of the receipt of the appeal (by letter or email). After a decision has been made, the nominee will receive notification of the outcome. All appeals are considered final. Should the appeal be denied, the nominee must wait six (6) months before they are eligible to be submitted for promotion.

XI. Dispositions of the Promotion Packets

All Promotion Packets will be retained by the Promotions Director. At the beginning of the new calendar year, all previous year's Promotion Packets will be sent to the STF31 Archives.