STARFLEET MARINE CORPS

EX SCIENTIA VICTORIA

TRACOM POLICIES & PROCEDURES MANUAL

Revision 2022

STARFLEET MARINE CORPS

TRACOM
POLICIES & PROCEDURES
MANUAL
2022 Edition

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INTRODUCTION
Foreword

Welcome to the TRACOM Policies & Procedures Manual of the STARFLEET Marine Corps (SFMC). This publication was created to fill a void and need for the members of the SFMC as to how and why the Training & Doctrine Command (TRACOM) operates. This document also details the duties, responsibilities and qualifications for each of the many staff positions within TRACOM, the largest Command in the SFMC. If you have any questions, comments concerns or suggestions for changes that could improve the overall operation of TRACOM, please submit them to the COTRACOM.

Dedication

Lieutenant General Truman Temple is a former COTRACOM for the SFMC. We lost him on September 29th, 2008. Lieutenant General Temple was a proud member of Starfleet & the Starfleet Marine Corps. He was instructor for Starfleet Academy and the Marine Corps Academy. He also served as DCOTRACOM, as well as COTRACOM for one year. Outside of working for the educational institutions of STARFLEET, Lieutenant General Temple was a member of the Fourth Brigade where he served as Deputy Officer in Charge. Before his passing, he had managed to take over 1100 courses between Starfleet Academy & the Marine Corps Academy. As tributes, the STARFLEET Academy has named the Boothby for 1100 courses after Truman Temple and one of the training wings within Valley Forge Station has been named the Truman Temple Wing.

Lieutenant General Temple was one of the best of us and those of us who knew him are better for that experience.
—- Major General Michael J Timko

We would also like to thank all the past Commanding Officers of this Command for helping to lay the groundwork on which we continue to build a better TRACOM:

Jan 97 - Sept 97	Matt Copple	Mar 06 - Apr 06	Christopher Esquibel
Oct 97 - Unknown	Matt Kelly	Apr 06 - Feb 08	Joost Ueffing
Unknown - Sept 99	Kevin McNulty	Feb 08 - Dec 09	Bruce O'Brien
Oct 99 - Nov 01	James Monroe	Jan 10 - Jul 11	Michael McGowan
Dec 01 - Oct 02	Truman Temple	Aug 11 - Dec 12	Gary "Tiny" Holifield
Nov 02 - Dec 04	John Roberts	Jan 13 - Dec 15	Travis Littou
Jan 04 - March 06	Jill Rayburn	Jan 16 - Present	Shane Russell

Acknowledgments

This publication is the 3rd revision of the TRACOM Policies & Procedures Manual. The original manual was produced by members of the TRACOM staff. This manual would not have been possible without their hard work.:

Pronoun Disclaimer

The use of he/his/him, etc., and in particular the term "man" as in "Infantryman" or "crewman", are used for convenience as the standard English language conventions of unknown-gender pronouns. Not very politically correct, perhaps, but grammatical... and a lot less awkward than "Infantry person".

Reporting Authority

The governing authority for training information is the Commanding Officer, Training and Doctrine Command (COTRACOM). Send questions, comments, or suggestions to: tracom@sfi-sfmc.org

PART ONE: DIRECTORS HANDBOOK

SECTION 1: INTRODUCTION

A Short Message From The COTRACOM

Welcome aboard Valley Forge Station, Headquarters of the STARFLEET Marine Corps Training and Doctrine Command (TRACOM).

To the TRACOM Staff:

It is my pleasure to welcome you to the Best Command in the STARFLEET Marine Corps. You have been chosen to join this elite group of dedicated Marines due to your interest in the SFMCA, its courses and a desire to help make the SFMC experience more fun for everyone in the Corps. This manual of the current Policies and Procedures used by the Training and Doctrine Command is intended to help familiarize you with who we are; how we operate and to help you get acclimated to the very important role you have been chosen to carry out. If you have any questions, please do not hesitate to contact any member of the staff. We are here to help in any way we can. This Command succeeds because we all work together; let's keep it up!

Good luck with your tour of duty at TRACOM

To the students:

You have chosen to join our Academy and partake of Marine Corps studies and you will be under the tutorship of an elite group of dedicated Marines whose desire and responsibility it is to assist you in your journey here. This manual is designed to provide you with an overview of the current Policies and Procedures used by the Training and Doctrine Command and is intended to help familiarize you with who we are, how we operate and to help you get acclimated as you settle into our campuses.

If you have any questions, please do not hesitate to contact any member of the staff. We are here to help in any way we can. We all work together and, by doing so, we hope to be able to consistently provide you with a very high degree of service and satisfaction.

Major General Shane Russell
Commanding Officer
Training and Doctrine Command, SFMC

SECTION 2: TRACOM

2.01 What Is TRACOM?

According to the Marine Force Manual, "TRACOM invents and develops equipment, organization, strategy and tactics to complete the doctrinal picture of the SFMC universe; then trains the members in it." TRACOM may also appoint Branch Directors to administrate development and training issues particular to a certain Branch of Service.

In short, TRACOM is the educational arm of the SFMC and has the responsibility of training members of the Corps on how to be a STARFLEET Marine. We create the equipment, tactics and procedures, and Doctrine used by the SFMC, and then train the Marines how to employ them.

2.02 Who Is TRACOM?

TRACOM is made up of a large group of people who share the same interests you do and are willing to devote large blocks of their free time in creating tests, creating new equipment and tactics and generally doing their best to help you make your participation in this group as detailed and as much fun as you want it to be.

2.03 How Is TRACOM Organized?

TRACOM is composed of three (3) distinct, yet interrelated components: Headquarters, Training, and Doctrine.

The Headquarters section of TRACOM is composed of the following:

The Commanding Officer, Training and Doctrine Command (COTRACOM)

The Deputy Commanding Officer, Training Superintendent (DCOTRACOM-T)

The Deputy Commanding Officer, Doctrine (DCOTRACOM-D)

The Sergeant Major of TRACOM (SGM/TRACOM)

These are the people charged with the overall operation and management of TRACOM on a daily basis.

The Training section oversees the training. Training encompasses staff to revise & rewrite manuals, staff who beta test new courses being developed, personnel who revise & rewrite course materials and all the SFMC Branch Directors of TRACOM.

The Doctrine section is composed of staff who work for TRACOM. This can include R&D, MOSC/MURP, Design Engineers, Staff Writers, Staff Illustrators, and Staff Researchers.

SECTION 3: TRACOM Staff

3.01 Qualifications for TRACOM Staff

All TRACOM Staff members must have completed PD100 (Marine Basic Training), PD201, OTS & Starfleet Data Protection Policy Course; must be a member in good standing of STARFLEET and be at least 18 years of age, for the TRACOM staff posts. In addition to these qualifications, the Director of the NCO Academy must have completed NCO301 (Bachelors of Military Science in NCO Developmental Studies); the Director of the Leadership School must have completed LD301 (Bachelors of Military Science in Leadership); the Director of the Advanced Studies Division must have completed at least one Master's of Military Science (and –601 course); and the Branch Directors must have completed every course offered by their Branch up to and including the –301 level coursework (Bachelors of Military Science). If a staff member is appointed to a position within TRACOM, and that person has not completed the requirements for the position, he/she shall have 60 days to complete the requirements or be asked to resign the position.

The only exceptions to these requirements are the temporarily appointed Brigade Training Officers. Because these appointments are used in specific situations on as "as required" basis, there follows a specific job description and requirements for these positions outlined a little later in this manual.

The Deputy Commanding Officer, regardless of area or responsibility, must also meet the following requirements: have completed OTS, OCC, SAOC, SFDPP & FOS-101 through the STARFLEET Academy, and must have completed PD100 & at least one –301 level course offered by the SFMCA.

3.02 Terms of Office of TRACOM Staff

All TRACOM Staff are appointed with open-ended terms by COTRACOM. Staff members may resign at any time and will be replaced in accordance with the current policies and procedures governing replacement of that staff member. Any Staff member will be replaced for failure to perform their assigned duties, but only after sufficient opportunities have been given to correct any deficiencies. Staff members may also be replaced for violating TRACOM and/or SFMC policies procedures.

3.03 Replacement of TRACOM Staff

All TRACOM Staff members, from DCO on down, serve at the pleasure of COTRACOM, and may be removed at any time as stated above. COTRACOM serves at the pleasure of the Commandant, SFMC and the General Staff. When the need arises, all staff vacancies within TRACOM shall be publicized in such a way (electronic and print forms) so as to generate the greatest possible awareness by members of the SFMC who may be interested in serving on TRACOM staff. Staff vacancies should be advertised for a minimum of two weeks in order to maximize awareness and generate a strong applicant pool. The decision on which applicant to appoint shall be made by the COTRACOM with input from the DCO.

3.04 Duties & Responsibilities of TRACOM Staff

3.04.1 HQ Section

Commanding Officer, Training and Doctrine Command (COTRACOM)

COTRACOM is appointed by, and serves at the pleasure of, the Commandant of the STARFLEET Marine Corps. As per the Marine Force Manual: "The COTRACOM is responsible for establishing the fictional universe for the Corps". Specifically, he is responsible for developing materials and programs for the SFMC Academy, and for developing the SFMC's doctrine (the way in which the SFMC would intend to conduct operations in the Trek future). TRACOM invents and develops equipment, organization, strategy and tactics to complete the doctrinal picture of the SFMC universe; then trains the members in it. TRACOM may also appoint Branch Directors (BDs) to administrate, develop, and train in a certain Branch of Service. COTRACOM is the ultimate authority for TRACOM as a Command and serves on the General Staff of the SFMC.

Deputy Commanding Officer, Training Superintendent (DCOTRACOM-T)

Appointed by, and serves at the pleasure of, COTRACOM. This Marine is the second in command of TRACOM and should be qualified and ready to fulfill the duties and responsibilities of COTRACOM at any time. DCOTRACOM, Training is responsible for overseeing the SFMCA Review Board (including New Course Development and beta testing), the Advanced Studies Director, the College Deans (if appointed), and the Branch Directors (BDs).

Deputy Commanding Officer, Doctrine (DCOTRACOM-D)

Appointed by, and serves at the pleasure of, COTRACOM. This Marine is primarily responsible for overseeing the E-Certs Coordinator, ensuring the SFMCA database is properly maintained and updated by the various Branch and School Directors, responsible for overseeing the R&D Section, MOSC/MURP, Design Engineers, Staff Writers, Staff Illustrators, and Staff Researchers. This staff member also serves as a "special projects officer" for TRACOM and is charged with completing projects or tasks that do not necessarily fall under the purview of any other TRACOM staff member.

Sergeant Major, Training and Doctrine Command, (SGM/TRACOM)

Appointed by, and serves at the pleasure of, COTRACOM. This Marine is top enlisted member of the Command. It is the job of SGM/TRACOM to serve as liaison between the COTRACOM and the enlisted members of the Command and to render advice and assistance to the COTRACOM when the need arises. This staff member also, traditionally, serves as head of the NCO Academy.

3.04.2 Training Section

The STARFLEET Chief of Educational Services has direct input on the members of the Training Section of TRACOM

Deputy Superintendent (DSTRACOM)

Appointed by, and serves at the pleasure of, COTRACOM and DCOTRACOM, Training. This Marine is the second in command of Training and should be qualified and ready to fulfill the duties and responsibilities of DCOTRACOM, Training at any time. DSTRACOM is responsible for assisting the DCOTRACOM, Training; coordinating the website updates for the TRACOM portion of the SFMC website with the COINFOCOM; and helping oversee the Branch Directors

SFMCA Review Board Chair

Appointed by, and serves at the pleasure of, the STARFLEET Chief of Educational Services with input from the DCOTRACOM, Training. This Marine is responsible in the provision of direct assistance, support, supervision and overview to any new project, course, curricula, or school that is related to the SFMC Academy; responsible for the management of the Beta Test Team, and organizing and coordinating with Branch/School Directors, as required, for all new courses prior to their addition to any curriculum.

SFMCA Review Board

Appointed by the STARFLEET Chief of Educational Services with input from the DCOTRACOM, Training; the SFMCA Review Board assists in the process of creating and updating course materials. They can write new course materials, take submissions from Branch Directors for review, and beta test all new exams before making them public. They also assist in the process of converting courses to Moodle / QAM. Oversight for this board is the STARFLEET Chief of Educational Services and DCOTRACOM, Training

Advanced Studies Director

Appointed by, and serves at the pleasure of, COTRACOM. The Advanced Studies Director is charged   with developing and administering courses of Advanced Studies for the Marines of the SFMC. These courses are designed to give the Marine a deeper understanding of the SFMC doctrines learned in the Branch specific courses and how to properly employ all assets of the SFMC in combat situations. This person reports to DCOTRACOM, Training on a monthly basis.

College Deans (if appointed)

Appointed by, and serves at the pleasure of, COTRACOM. The College Deans are responsible for administering their Colleges and overseeing the graduates from each College. This means that they are responsible for verifying that a Marine applying for graduation from a College has met all of the requirements set forth for graduation from that College. Additionally, College Deans provide a useful resource in the event that the SFMCA is short staffed for any period of time. It is hoped that the Deans will be able to "step up" and fill in for vacant Directorships in their Colleges by filling course requests   and scoring exams where they are able, thereby relieving the pressure on the TRACOM Senior Staff.

The Branch Directors (BD's)

Appointed by, and serves at the pleasure of, COTRACOM. The BD's are the real heart of TRACOM. These are the Marines who spend some of their valuable free time creating and revising the courses offered through the SFMCA, sending out courses as requested by the Marines, grading the courses after they are returned, and they periodically review the Branch Manuals published by TRACOM (on behalf of the SFMC) for corrections, additions or needed updates and then, in conjunction with the SFMCA Review Board, performing those changes, corrections or updates as needed. These are the Marines who are responsible for creating and updating the equipment and tactics used by the SFMC. As a result, they are the head of each Branch of Service in the SFMC. All Branch Directors report to the DCOTRACOM, Training on a monthly basis regarding SFMCA related matters. All Doctrine related matters are to be reported to DCOTRACOM, Doctrine on a regular basis, as needed. Each Director must pass all Branch courses, as well as all STARFLEET Academy Orientation College courses

3.04.2 Doctrine Section

Deputy Doctrine (DDTRACOM)

Appointed by, and serves at the pleasure of, COTRACOM and DCOTRACOM, Doctrine. This Marine should be qualified and ready to fulfill the duties and responsibilities of DCOTRACOM, Doctrine at any time. DDTRACOM is responsible for assisting the DCOTRACOM, Doctrine and helping oversee the Department, as needed

Research and Development Section

Appointed by, and serves at the pleasure of, COTRACOM. This Marine is charged with the command of the TRACOM Research & Development section. This section is responsible for the research and development (in some cases, invention) of the equipment that forms part of the doctrinal picture of the SFMC - and through the SFMCA Review Board, assists Branches and Schools in the development of the training issues required for the implementation of the equipment so developed. All staff in the R&D section report through to the OIC, R&D who in turn reports directly to DCOTRACOM, Doctrine

Marine Unit Readiness Program Director (MURP)

Appointed by, and serves at the pleasure of, COTRACOM. This Marine serves as the liaison between TRACOM and the STARFLEET Academy and operates the MURP. MURP is a voluntary program that allows individual Marine Units to demonstrate their readiness to fulfill their mission based upon their Branch of Service. This program is yet one more way for members of the SFMC to immerse themselves in the fictional Star Trek world created by TRACOM and the SFMC.

Design Engineer, Research & Development, Training and Doctrine Command

Appointed by OIC, R&D in conjunction with COTRACOM and DCOTRACOM, Doctrine, and serving at the pleasure of, COTRACOM, this Marine is responsible in the origination of design theories and concepts of new equipment and technology that is to be considered as possible additions to SFMC doctrine. The Design Engineer works with the team of support staff at R&D and at direction of the Director of any Branch concerned, where new designs are intended for application.

Staff Writer, Research & Development, Training and Doctrine Command

Appointed by the OIC, R&D in conjunction with COTRACOM and DCOTRACOM, Doctrine and serving at the pleasure of COTRACOM, this Marine is responsible for the copy implementation of the technical detailing written in support to the technical or other aspects of any new equipment or technology that is to be added to either existing or new SFMC manuals.

Staff Illustrator, Research & Development, Training and Doctrine Command

Appointed by the OIC, R&D in conjunction with COTRACOM and DCOTRACOM, Doctrine and serving at the pleasure of COTRACOM, this Marine is responsible for the creation or adaption of any illustrations or graphic designs that are to be added to SFMC manuals

Staff Researcher, Research & Development, Training and Doctrine Command

Appointed by the OIC, R&D in conjunction with COTRACOM and DCOTRACOM, Doctrine and   serving at the pleasure of COTRACOM, this Marine (or Marines) is/are responsible for the researching and gathering together of any such research, of any information pertaining to existing or possible future SFMC material that may be used in SFMC reference manuals

TRACOM Chain of Command
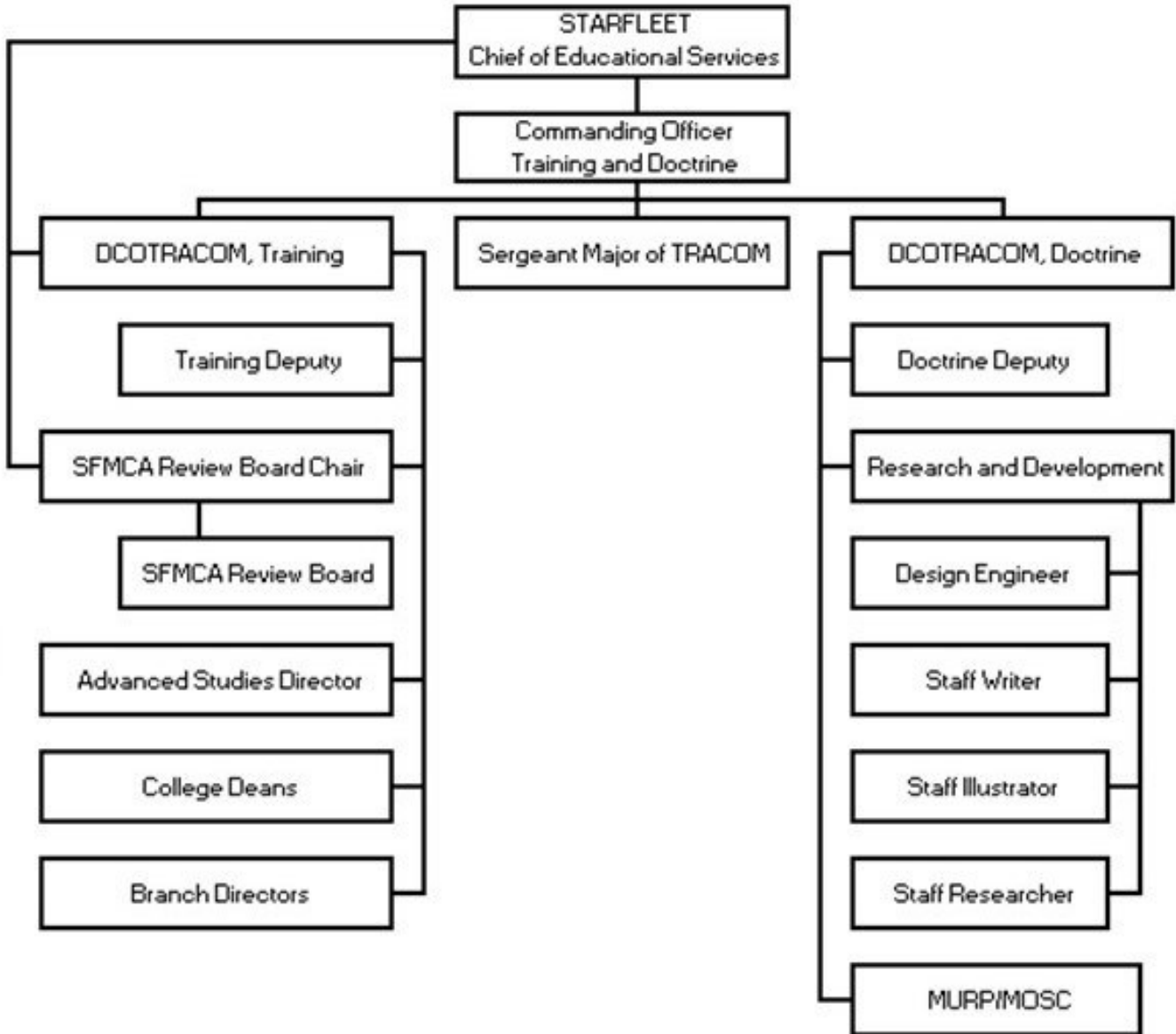
3.05 Duties as a Branch/School Director in the SFMCA

3.05.1 Receiving and Filling Test Requests

With the installation of the Moodle software on the STARFLEET Educational Services website, the test requests process is automated. The process will be initiated by the student at the website by enrolling in the course and accessing the course materials.

Should Moodle be unavailable or unable to deliver the requested course materials to the student, then the student may contact the Branch Director at their SFMC branch email address. When contacted, the Branch Director should email the student the requested course, manuals (if requested), or current Course Catalog. The Branch Director can also generate certificates while Moodle is down. The target turnaround time for service is 7-14 days

3.05.2 Scoring Returned Tests

The primary method of scoring exams is by Moodle. The Moodle platform has a module to self-grade exams. Students will take an online quiz version of the exam and submit their results over the internet. Moodle will then grade the exam based on the internal answer key. The results will be reported to the Branch Director for inclusion in the STARFLEET Database. Branch Directors will have the Moodle-graded results in the STARFLEET database in no more than 7 days

When necessary, scoring is done by hand. A student will return an exam (generally no time limit on returns) to the Branch Director email address and it will forward to their personal email account. When returned, they will need to access the necessary answer key to grade the exam. Branch Directors will use their best judgement when scoring the exam.

The score received is based on the total number of questions divided by the total number of questions answered correctly. A perfect score receives a score of DISTINCTION. Honors is a score between 90 and 99%, a passing score is 70 – 89%. The target turnaround time for manually graded exams is 7-14 days

3.05.3 Updating (as necessary) any Manual for your Branch/School

As time passes, the old information contained in the various Branch Manuals of the SFMCA becomes old and needs to be updated. It is the responsibility of the Branch / School Director to periodically review the Manuals and other Sources used for their courses and to update / combine them when necessary or feasible. Please contact the SFMCA Review Board Chair for more information when you are ready to start this task.

3.05.4 Developing New Courses/Curriculum for your Branch/School

If you have an idea for a new course for your school or any other area of the SMFCA, please contact the COTRACOM or DCOTRACOM, Training for assistance and to discuss the logistics and development of the new course(s). It is DCOTRACOM's job to assist in the development/ coordination of new courses. (refer also to section 9 "Course development" detailing ownership of submissions for new courses and/or manual).

3.05.5 Monthly Reporting

All staff members who are a part of the SFMCA shall report to the DCOTRACOM, Training on a monthly basis, between the 1st and 5th of each month. A copy of the blank SFMCA Report Form here. Reports are emailed to sfmca-msr@googlegroups.com. Reports shall contain:

1. Name
2. School/Branch
3. Reporting Month

4. Current Email
5. Number of students requesting tests during that reporting period
6. Number of tests scored that reporting period
7. Average turnaround time for: (a) filling test requests; and (b) grading test requests
8. New course ideas you are working on or would like to see for your Branch/School
9. Any comments/questions/concerns/suggestions that would help the SFMCA become more effective and responsive to the needs of the SFMC membership.

These reports are a duty of the Branch Director positions; failure to report on time and consistently may result in "counseling" and ultimately (if the lapses continue) removal of the Branch Director from his/her post, according to the disciplines instituted by the Director's involvement in the appropriate "probationary program" (refer below). This policy was instituted in an effort to ensure effective communications between the SFMCA and the CO/DCO's TRACOM on the activities of the SFMCA in a timely and regular manner.

The "Probationary Program" is initiated as follows:

Full Probationary Status - All New Directors are placed on Full Probationary Status and may not "Fail to Report "any monthly report during this time period. Failure to Report may bring about the immediate dismissal from the TRACOM Staff. Late monthly reports may cause the Director to have the Full Probationary Status extended for a period of up to three additional months.

Partial Probationary Status - Existing Directors may be placed on Partial Probationary status if they have consistently failed in their reporting responsibilities. Directors on Partial Probationary Status, may not "Fail to Report" any monthly report during this period, if a Director "Fails to Report" or files their report late twice, he/she will have the Partial Probationary Status stepped up to the Full Probationary Status or have an additional three months of Partial Probationary Status added to their Probationary Period. Continued reporting transgressions will lead to the removal of the director.

3.06 Ownership of Submitted Material

As a director, you will regularly receive material that may be submitted as part of a student's course completion. In most cases, this applies to -301 level courses and especially where students may forward new exam material or subject matter that may relate to the Branch School manual(s). Ownership of this material needs to be carefully considered, particularly if a director then decides to use the student's submission for his Branch/School

SECTION 4 - Proper Steps to Processing Completed Exams

1. Students go to the STARFLEET Academy website (https://es.sfi.org/) and self-enroll in a course of their choosing

2. Once the student completes the course, the Branch Director will receive an email stating the course has been completed and by whom.

3. After receiving notification, the Branch Director should log into the STARFLEET database and enter the student's score into his record.

4. If a course requires manual grading, grading should take place within **2 weeks** of receipt of the Student's completed exam. Once the manual grading is complete, Moodle will show the exam score. This score should then be entered into the STARFLEET database.

5. With those students who have earned or achieved either a training award or branch device by the successful completion of any course, it is the responsibility of the Branch Director to advise the DCOTRACOM so that the appropriate notation can be made to the student's database records. This should be done on the Monthly Status Report

NOTE:

Today, the Educational Services website handles all course requests through Moodle. A student obtains a login for the website and then has the ability to enroll in courses and download course materials.

Should the Educational Services website be unavailable, students can still contact the Branch Director as their branch email address during an outage.

SECTION 5 - Use of the STARFLEET International Database, TRACOM Tools

To access the database at Starfleet Headquarters, all you need to do is the following steps:

1. Log on to the Internet and visit https://db.sfi.org (NOTE: Save this address and add it to your Favorites folder in your preferred browser)
2. At http://database.sfi.org type in the following:
   a. Your SFI User Name (ex: joe marine)
   b. Your SFI Password (ex: baker 21)
   c. Then Press Submit/Enter (This will log you onto the SFI Database)

NOTE:

Your User Name and Password should have been submitted to you when you joined or renewed your membership with SFI, or it should have been given to you by your Chapter CO's. If, for some reason you have not received this information and cannot access the database, contact SFI Computer Operations Database Administrator at: database@sfi.org

Once logged into the database, you will have a listing of at least four different sections of the SFI database (MEMBER, TRACOM, OPERATIONS, & COMM), depending on your database clearance, you may have more tools. The section that we are interested in is the TRACOM section. So with your mouse, go ahead and click the TRACOM section. Once you have done this, the TRACOM section will expand into three sections: DEAN, TEACHER TOOL, & MEMBER ELIGIBILITY.
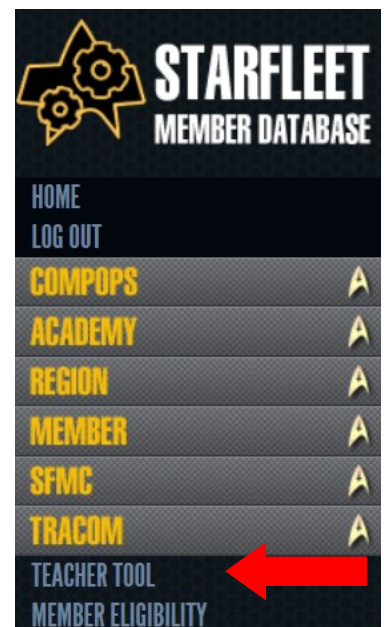
1. DEAN – Access to this section is open only to the CO and DCOTRACOM, TRACOM DB Admin & Deans (where appointed)
2. TEACHER – The Teacher's section can only view the GRADUATES section and can only submit scores for the course that a teacher is currently teaching and cannot submit scores for any other course. Here is where Branch Directors have access to enter, review, or change scores for their students and create Teacher access to instructors serving under a Branch Director.

In the Teacher's Section, there are three options to choose from:

a. **Graduates**: This section is where Directors can add student's scores, change a score, or review students who passed courses within your branch.
   I. To ADD a student's score all you need to do is the following:
      1. Select ADD GRADUATES
      2. Then CHOOSE THE COURSE the student passed
      3. Then press SUBMIT
      4. After the SUBMIT button is pressed, the database will refresh itself and send you back to the top of the page. You will notice a new interface showing the COURSE you selected, and three TEXT BOXES saying (SCC#, DATE course was passed, & and GRADE student received.)
      5. Enter in the following information for your

student (NOTE: Date is auto set, so you don't have to enter in the date, unless the date the course was passed is different than what is listed.)

6. Press Submit and then you're done and the database will reset itself back to the top of the page. Once refreshed, the database will show you who was awarded the course, grade, date, etc.

II. To CHANGE a student's score all you need to do is the following:

1. Select CHANGE A GRADUATE
2. Then Select the course in which the student you want to change the grade is in.
3. The Database will refresh and return to the top of the page. Now a new interface listing all the students that have been entered for that school appears.
4. Select the student you want to change with your mouse and click on the person's name once, until it is highlighted. Once done, press SUBMIT and now the screen refreshes and you can change the students score or date. If you need to delete the student from your list, please email the DCO-ADMIN at: tracom-admin@sfi-sfmc.org

III. To View a listing of the student's that have passed a particular course, do the following:

1. Select VIEW GRADUATES
2. Then select the course you want and press SUBMIT. The page will refresh itself and take you back to the top of the page. Now you should see the new interface listing all the students who have passed that course.

3. OTHER OPTIONS – There are of course other administrative detailing that are available, but in general terms, these options are only able to be accessed by CO and DCOTRACOM, Deans or other TRACOM Admin personnel. This includes the following additional options:

a. **Course Marker**: This section is where changes can be made to course listings in the database. If, for example, you have an SU-12 course and want to change it to SU-15 or change the name of the course and its title, you can do that from this section. You also can close the course so that it will not show up on the database, meaning the course is no longer active. Directors requiring these changes should make application to the DCOTRACOM.

b. **Assignment**: This section is where new teachers can be added to any schools to assist Directors in teaching a particular course. There is also a feature where you can view a listing of all the teachers teaching at a branch. (At the current time, this option is not in general use)

c. **School Marker:** This is where the name of schools is changed (if required). All changes in this section must be approved by the COTRACOM.

4 MEMBER ELIGIBILITY – This section is where you can view all courses a student has completed. You can use a student's SCC# or you can use their First & Last Names to find their information. Then, once info you desire is found, click on the student you want to view and it will show you a listing of that students Academy transcripts.

These are the basic tools of the TRACOM Database that Directors have at their disposal. If you have any questions, problems, or concerns about the TRACOM Database, please contact the TRACOM Deputy Commander at: dcotracom@sfi-sfmc.org or the COTRACOM at tracom@sfi-sfmc.org.

SECTION 6 - SFMCA Testing Policies

6.01 General

In general terms, a Student will have ten (10) weeks to complete the course and return it as instructed for grading. Failure to meet this ten (10) week deadline may well require the student to re-request the course and begin the process anew – however, administering this policy is very much in the hands of the Director and unless there have been changes to exams in the meantime, Directors should use their discretion as to how much time should be allowed for the return of exams.

6.02 Test Grading

When a Marine returns tests, the appropriate staff member scores them. The grading scale is:
70%-89% Passing
90%-99% Honors
100%+ Distinction

The –30 level tests will be graded by the pertinent Branch Director if they have also passed their Branches – 30 course. If the Branch Director has not passed their particular -30 level courses, the topic will be approved (and the paper will be scored) by COTRACOM or DCOTRACOM, Training, depending upon availability.

A Marine who does not pass a course will be permitted to retake the course, but must wait a minimum of 24 hours before requesting a retake of the course. Any retakes cannot grade higher than Honors.

6.03 Test Turnaround

Every effort must be made by TRACOM staff to get a manually-graded test scored and out to the Marine within **two weeks** of completion. It is recognized that real-life circumstance may have impact on your ability to always maintain these turnaround times, but all Directors should be aware that it is TRACOM policy that we provide a high-value service to our Students and continued flouting of this turnaround policy could lead to disciplinary measures being taken. If Directors have known problems that they believe will affect their ability to perform to these standards consistently, they should immediately contact the DCOTRACOM and advise accordingly

6.04 Test Proctoring

With the advent of Moodle, it is rare that a large group of Marines would need to take paper exams. But, It is possible for SFMC units (MSG, BN, BDE) to hold "testing days" and administer a test from the SFMCA to groups of Marines at the same time. To do this, the organizer (OIC or other coordinator) must contact the COTRACOM with the name of the designated person who has been nominated by the BDE OIC to administer the proctor program in each instance. Following the approval of appointment of this person by COTRACOM, this person shall then be responsible to arrange and to attend the event in person. The organizer will need to provide the names of the Marines to take the course and the dates those Marines met the requirements to be able to sit for the exam to COTRACOM. This is a particularly good tool for BDE/BN musters or for MSG's that are just getting started and large numbers of Marines need to take a test and get the results back quicker than normal.

Only COTRACOM-approved members who have passed the course in question can proctor the test. However, it is highly likely that there are enough members, in various locations around the U.S., that it should not be a real problem finding one in your area. If you do not know if a particular member has passed the test or tests involved, you can submit an email to the COTRACOM or DCOTRACOM to determine the location of the nearest member who could be likely authorized to proctor the course.

The staff member will be authorized to administer and grade the test so the Marines in attendance will know that day if they have passed the course. This information will then be forwarded to COTRACOM for the creation of E-Certs for those Marines passing the course.

SECTION 7 - TRACOM Examination Code of Conduct

7.01 Overview

Cheating will not be tolerated in any way by the STARFLEET Marine Corps Academy (SFMCA). This type of behavior from members of SFI and the SFMC is inexcusable and will *not* be tolerated. It is understandable if a student needs help with a test, in which case contacting the appropriate director would be your course of action. But cheating attempts are the easy way of getting a grade and does not prove the material has been learned.

7.02 Policy

The STARFLEET Marine Corps and the STARFLEET Marine Corps Academy take honor, honesty, and above all integrity very seriously. As such we take a dim view of any member of STARFLEET who willingly tries to obtain and pass, as their own, any answers or projects done for credit at the STARFLEET Marine Corps Academy that were done by another individual. We consider this action to be cheating. Individuals who try to pass answers as their own that are not their own, or who willingly violate STARFLEET Marine Corps Academy testing procedures, bring discredit to not only themselves but the STARFLEET Marine Corps.

If there are accusations of cheating or if a STARFLEET Marine Corps Academy Director suspects that cheating or a willful violation of STARFLEET Marine Corps Academy testing procedure has taken place, they will: a) notify and explain in detail to the individual that they are suspected of cheating or violating STARFLEET Marine Corps Academy testing procedures, and b) perform an inquiry to determine if such an offense has indeed occurred. Any individual that is suspected of cheating or committing a willful violation of STARFLEET Marine Corps Academy testing procedures will have thirty (30) days from the date of notification to present any explanations or counterarguments.

If after the investigation it can be proven that an individual either: a) copied answers from another individual and tried to pass it off as their own, b) used another individuals test to generate answers before they received the requested test from a director, or c) posts their answers and/or tests in a public setting such as discussion list (-30 level and higher courses are excluded), then a grade of "FAIL" will be entered into the Database for that individual for the course(s) in question and they will be permanently barred from taking that course(s) again. However before such action is taken the Commanding Officer Training and Doctrine Command and Deputy Commanding Officer Training and Doctrine Command must be notified of the pending action against the individual and given all pertinent details regarding the situation. They will review the case and either approve or deny the course of action. Once the course of action is approved or denied the individual in question will be notified by the Commanding Officer Training and Doctrine Command of the decision via email, phone, or post.

If an individual has "FAIL" entered in their record for cheating or a willful violation of STARFLEET Marine Corps Academy testing procedure they will have thirty (30) days from the date the grade of "FAIL" is entered to appeal the to the Commanding Officer Training and Doctrine Command. If an appeal is filed, the Commanding Officer Training and Doctrine Command then has fourteen (14) days to review the original complaint as well as any any explinations or counter-arguments provided by the individual bringing the appeal. At the end of the fourteen (14) day period the Commanding Officer Training and Doctrine Command will render their decision; they may let the current grade stand or overturn the initial decision. If the decision is

to let the grade stand as is then there will be no change in the grade and the individual will be permanently barred from taking that course(s) again (unless the test in question is PD100, see the special condition regarding this test below). If the decision is overturned then the grade will be changed from "FAIL" to the grade that results from grading the test. The individual in question will be notified by the Commanding Officer Training and Doctrine Command of the decision via email, phone, or post.

If the Commanding Officer Training and Doctrine Command decides to let the grade stand, the individual may appeal to the STARFLEET Chief of Educational Services. The CES will have fourteen (14) days to review the original complaint, as well as any explanations or counter-arguments provided by the individual bringing the appeal, as well as any recommendations from the Commanding Officer Training and Doctrine Command. At the end of the fourteen (14) day period the CES will render their decision; they may let the current grade stand or overturn the initial decision. If the decision is to let the grade stand as is, then there will be no change in the grade and the individual will be permanently barred from taking that course(s) again (unless the test in question is PD100, see the special condition regarding this test below). If the decision is overturned, then the grade will be changed from "FAIL" to the grade that results from regrading the test. The individual in question will be notified, by the CES, of the decision via email, phone, or post. The decision of the CES is considered to be final and there are no further appeals.

Special Conditions Regarding PD100
Since PD100 is considered "Boot Camp" and is necessary to be considered a STARFLEET Marine and is necessary to take further courses at the STARFLEET Marine Corps Academy, special conditions have been placed on this exam in situations where cheating is concerned.

If the course involved in the cheating is PD100, a grade of "FAIL" will be entered into the Database and the individual will be barred for a period of no less than a 12 calendar months from retaking PD100. At the end of that period, the individual may petition the Commanding Officer Training and Doctrine Command to be allowed to retake PD100. If approved, the individual may retake PD100 and must also, at the same time, submit an essay detailing why they cheated in the first place and any ideas on how to prevent future cheating by other Marines. Once the essay and the completed test have been received, and they are deemed satisfactory, a grade of no higher than "PASS" will be entered into the Database for PD100C. The designation "PD100C" is only to be used in cases where cheating has been proven which resulted in a retest of the PD100

SECTION 8 - Electronic Certificate (E-Cert) Program

When necessary, E-Certs are sent out by the E-Certs Coordinator. In most cases, Moodle makes them available for download as soon as the course is graded. The E-Certs coordinator will send out certificates for the awards authorized by COTRACOM. These certificates are created and emailed to the student in portable document format (.pdf) shortly after they are authorized.

Students who lose their course E-Certs may download them again from Moodle. A request for replacement award certificate should be sent to the COTRACOM and the E-Certs Coordinator. The request should include the student's name, SCC#, award name, and date awarded. Upon authorization from COTRACOM, the award certificate will be replaced

SECTION 9 - Course Development

New course/school ideas come from several sources: Branch Directors, COTRACOM or his staff, the New Courses Director (NCD) and from the individual Marines of the SFMC. The process for suggesting and developing new courses/schools is outlined below.

New courses for the individual Branches or Schools are generally the responsibility of the Branch Directors and any ideas for courses in a specific Branch of Service or School already in existence will usually be directed to the proper Branch Director (and copied to COTRACOM) who will work with the Marine who suggested the course and the TRACOM New Course Director, to research the feasibility of the suggestion.

A new course or school idea that does not fit within the existing structure of the SFMCA should also be directed to the COTRACOM in the first instance, who will confer with the SFMCA Review Board, Branch Director concerned (if applicable), as well as the Marine who suggested course/ school to research its feasibility.

If the course/school is deemed feasible, the details will be passed to the NCD who will work with the Marine who made the suggestion to develop the course or school fully. After the course/school has been developed, it will be beta tested and modifications will be made, if necessary, before final release to the SFMCA for dissemination to the SFMC. If the course is to be placed within an existing Branch or School, the appropriate Director will be kept appraised of development at each stage.

It is important to note, that Directors are deemed ultimately responsible for any new courses added to their Branch or School and that the SFMCA Review Board is there to **assist and advise** them with the development of such coursework only.

PART TWO: STUDENTS HANDBOOK

SECTION 10 - Student Information

10.01 TRACOM Staff and the Students

The staff at TRACOM are here to serve you in so much as to ensure that your enjoyment and participation in our programs meets your needs as a member of our organization. All appointed TRACOM Staff members have been selected under the basis of strict guidelines of performance expectations and the policies governing their behavior as a member of the TRACOM team, have been designed to ensure maximum service is provided to students at all times.

This does not preclude the need for students to recognize their own responsibility and, when enrolling in courses; making enquiries into test results or returned tests; seeking assistance with courses and/or test resources; and any other general communication with our Branch/School Directors, we would expect that such communications are presented with courtesy, patience and understanding. Students should always expect the same in return. Any student who feels that they have not received due care and attention to their communications, should contact either the COTRACOM or DCOTRACOM, Training who will look into the matter further on their behalf. Students need to always be aware that all TRACOM staff are fellow members who have chosen to commit their free time and energy to ensure that fellow SFMC members can obtain enjoyment and pleasure from our programs. It is suggested that sometimes patience may be required communicating with TRACOM staff, as the needs and requirements of real-life activities may sometimes cause a disruption. TRACOM staff are always encouraged to maintain high standards of communication, but the needs of family or work will always take precedence. Nevertheless, students should expect a solid level of communication from TRACOM staff at all times.

10.02 Test Turnaround

Whenever possible, Branch and Course Directors are charged with completing –301 courses and manually-graded tests within 7-14 days of receipt. This is what is considered an acceptable service and is the goal for all TRACOM directors. Naturally, this is not *always* possible however, particularly when personnel attend regional/Fleet events or are away on vacation. If a school needs to be closed or will be slow in responding for a time, this will be announced on the Corps-l mailing list.

If a student has a question regarding a long delay in results being entered into the database, it is expected that the student will contact the course director first, to determine if it is simply that the person has been unexpectedly unable to perform these duties (computer problem, family emergency, illness, etc.). If the course director does not answer or is not able to solve the problem quickly, their next point of contact is the DCOTRACOM, Training. If there is still no resolution, they should then contact the COTRACOM. Every effort will be made by TRACOM staff to get the results out to the requesting student at a within one week of the request ideally, but within the time frame listed previously should apply (7-14 days). If there is still no resolution, the student can take the issue to the STARFLEET Chief of Educational Services

10.03 Scoring

All SFMCA tests are graded on the following scale:

100%	Distinction
90% to 99%	Honors
70% to 89%	Pass
0% to 69%	Fail

A Marine who does not pass a course will be permitted to retake the course, but must wait a minimum of 24 hours before requesting a retake of the course. The FAIL grade does not get entered in the Database as all course entries affect the Boothby awards level. The Branch Director will notate the failing grade and place it on the student's record in the Grade sheets.

Please note: a retaken test will not be graded higher than Honors, regardless of the scores earned in subsequent attempts

10.03 Appeals

Should a student want to contest an answer, they should reach out to the Branch Director via email (this gives both the student and the Branch Director written record of the interaction). In the email, the student should list the entire question, what Moodle said was the right answer, what the student feels the right answer is, and why. The student should be as specific as possible, citing chapter and page number in the manual. The Branch Director will respond to the student in no more than 7 days to resolve the issue. If it turns out the information in Moodle is incorrect, the Branch Director will adjust the exam score and correct the question within Moodle.

Should a student want to contest a failing grade, they should always go to the Branch Director first. If that fails to resolve the issue, the student should follow the chain of command:

DCOTRACOM, Training > COTRACOM > STARFLEET Chief of Educational Services

As with the email to the Branch Director, the student should list the entire question/questions, what Moodle said was the right answer, what the student feels the right answer is, and why. The student should be as specific as possible, citing chapter and page number in the manual for each item contested

SECTION 11 - Taking Courses

11.01 Enrolling in an SFMCA Course Quiz

1. To enroll in an SFMCA course, go to https://es.sfi.org/ and log in. Once logged in, click the "Moodle Courses" link
2. Click on the "STARFLEET Marine Corps Academy (SFMCA) Campus button and the student is taken to the main SFMCA Moodle page
3. The student will click on the College they'd like to explore. The list of Branches/Schools within the Colleges are listed at the end of this manual
4. The College menu will open, showing the student all the schools available within that College
5. The student will click on the School they'd like to attend
6. The next screen shows a list - with descriptions - of all courses available in that School
7. The student will click on the course they'd like to take
8. This will take the student to the Enrollment screen. The student will click on the "Enrol me" button to enroll in the online course then they will be able to take the quiz. ["Enrol" is the British English spelling for "Enroll"].
9. This will take the student to the Course Content page for that course. This opens a screen with the required manuals, the QAM (online) quiz, the link to get the certificate (once the course is successfully completed), and the Alternative (pdf) Exam Option
10. To take the online quiz, the student will click on the Quiz link and it will take them to the quiz. Upon completion, the student submits the exam, Moodle will grade it and give the student their score immediately. At that time, the student, if the course is passed successfully, will be able to download their certificate.
11. Clicking on the Alternate Exam Option allows the to download the pdf version of the course. Once it is completed, email it back to the Director for grading.

11.02 COMPLETING PDF EXAMS

1. The student should check their paperwork and make sure each answer is marked. An incomplete or missed answer will go against the grade.
2. The student should ensure that the exam include their name and SCC number. This is extremely important and is necessary for the Director to ensure he/she has clearly identified the student
3. The student should keep a copy of every exam in case something goes wrong and it needs to be referenced in the future
4. When emailing the exam, the student should double check that they have addressed them to the correct Director
5. Once graded, the results will be emailed back to the student and posted into their service records in the SFI Database. At this time, any awards or devices will also be added. When the student receives their results, they should check to ensure these details have been added to their records and if not, then they should contact the Director concerned.
6. Certificates of the results are provided by the Branch Director. If the student does not received their certificate within a reasonable time frame, they should contact the Branch Director directly

SECTION 12 - SFMCA College Organization

The SFMCA is divided into colleges, with the various schools attached to their curriculum. School Directors report to the College Dean (if appointed) or to the DCOTRACOM, Training (if no Dean is appointed). School Directors work closely with the Dean, DCOTRACOM, Training and the SFMCA Review Board in the development of new courses/programs for their Colleges. The breakdown of the Colleges, and the requirements for graduation from that College are: The SFMCA is organized as follows:

12.01 College of Marine Development:

This College will focus on courses that help the Marine improve his Leadership and Professionalism skills. This College will contain the following Schools:

- School of Leadership (LD)
- Non-Commissioned Officers Academy (NCO)
- School of Officer Development (OD)
- School of Professional Development (PD)

School of Leadership

This is a series of courses in the area of "Leadership". By Leadership, it is the ability to influence other people to get the mission accomplished, whatever it may be. Just as in your everyday lives, Leadership plays a role in the Military, but to a slightly different twist. Every Non Commissioned Officer and Commissioned Officer are expected to be Leaders. Either by the virtue of their rank or position. All are expected to Lead!

Non-Commissioned Officers (NCO) Academy

This school instructs its students in the fine art of becoming a Professional Soldier. Being a Marine is more than a career choice, it is a life choice. This is where beings go to become Marines.

School of Officer Development

This school instructs its students in the fine art of becoming an Officer in the STARFLEET Marine Corps. It also teaches the area of staff responsibility which is the ability to take information and create usable data that can be presented to the Commander as part of his battle field planning. Being a Marine Officer is more than a career choice, it is a life choice.

School of Professional Development

This school instructs its students in the fine art of becoming a Professional Soldier. Being a Marine is more than a career choice, it is a life choice. This is where beings go to become Marines.

In order to become a graduate of the SFMC Marine Development College, a Marine must have:

1. Completed PD100, PD135, PD138, PD201; PD220; PD225
2. Completed NCO100, NCO151, NCO201; NCO251
3. Completed LD100, LD101; LD102, LD103, LD104, LD151, LD211
4. Completed OD100, OD102, OD151, OD181, OD201, OD211, OD221, OD231, OD241; OD251
5. Completed any two (2) –301 courses from the Schools in this College.

Applications for graduation from this College must be sent to the College Dean (if appointed) or the DCOTRACOM and should include the dates of completion for each required course.

12.02 Marine Forces College:

The College focuses on the war fighting (combat) aspects of the SFMC. As such it contains all of the combat branches of the SFMC. This College contains the following schools:

- School of Aerospace (AE)
- School of Armor (AR)
- School of Infantry (IN)
- School of Special Operations (SO)

Aerospace School, Home of the "High Guard"
This school instructs its students in all phases of Aerospace Operations. From Ground and Maintenance Crews, through Forward Aerospace Controllers, to Advanced Aerospace Combat techniques.

Armor School, Home of the "Arm of Decision"
This school instructs its students in all phases of Armor Operations. From basic heavy vehicle driving, through large bore artillery operation, to command and control of mobile field units.

Infantry School, Home of the "Queen of Battle"
This school instructs its students in all phases of Infantry Operations. Aspects of Infantry Operations such as Small Unit Tactics, Weapons and Armor, Power Infantry and many more are covered thoroughly in this School. This is the school for any Marine who has ever dreamt of calling out "I am the Infantry. Follow me!!"

Special Operations School, Home of "Those Who Dare"
This school instructs its students in all phases of Special Operations. All aspects of the rigorous and highly specialized field of Special Operations are covered within this curriculum.

In order to become a graduate of the SFMC Marine Forces (War) College, a Marine must have:
1. Completed all courses below the –301 level from the Schools in this College; and
2. Completed and two (2) -301 courses from the Schools in this College

Applications for graduation from this College must be sent to the College Dean (if appointed) or the DCOTRACOM and should include the dates of completion for each required course.

12.03 Combat Support College:

This College focuses on the auxiliary and supportive combat elements of the SFMC. As such it contains all of the Combat Support Branches of the SFMC. This College contains the following schools:

- School of Combat Engineers (CE)
- School of Maritime Operations (MO)
- School of MECHA (ME)

Combat Engineers School, Teaching Marines To Begin "Forging the Future"
This school instructs its students in all phases of Combat Engineering Operations. All aspects of the Combat Marine field of endeavors from Battlefield Preparation, through Mobility Denial, to Special Equipment Requirements are taught in this comprehensive curriculum.

School of Maritime Operations: "Anchors Aweigh"
This school instructs its students in all phases of Maritime Operations, covering maritime equipment, tactics, missions, and organization. The Maritime Operations Branch Director administers the Maritime Operations School through the STARFLEET Marine Corps Academy. Courses are currently available through the MO-30 level and all are available online for immediate credit.

Mecha School, Home of the "Big Iron"
This school instructs its students in all phases of Operation, Maintenance, Tactics and Logistics of Mechanized Enhanced Combat Heavy Armor (or Mecha) units in theory and in practice. Graduate from this School and you will be well prepared to "Wield the Lightning".

In order to become a graduate of the SFMC Combat Support College, a Marine must have:
1. Completed all courses below the –301 level from the Schools in this College; and,
2. Completed any two (2) –301 courses from the Schools in this College.

Applications for graduation from this College must be sent to the College Dean (if appointed) or the DCOTRACOM and should include the dates of completion for each required course.

12.04 Marine Staff College:

This College will focus on the support elements of the SFMC's Branches of Service and are designed to help the marine understand what logistics are required in order to keep the SFMC operating at peak efficiency as well as cultural studies that could assist a Marine in performing his duties. This College will contain the following Schools:

- School of Medicine (MD)
- School of Support (SU)

Medical School, Home of the "Best Care Anywhere"
This school instructs its students in all phases of Combat Medical Operations. All aspects of the Medical regimens as utilized by the STARFLEET Marine Corps are covered. Topics include Traditions, Unit Organization, Equipment, Portable Structures, Pharmacopoeia, and many more. Be forewarned! Due to the detailed and precise nature of the subject matter covered in Medical Branch Guidebook, these exams are significantly more difficult than their counterparts in the other branches.

Support School, Home of "Those Who Deliver"
This school encompasses all areas of Marine operations not taught in other schools. The Support School covers it all, from Chaplains, through Maintenance and Supply, and all the way to Demonstration Teams.

In order to become a graduate of the Marine Staff College, a Marine must have:
1. Completed all courses below the –301 level from the Schools in this College; and
2. Completed and two (2) -301 courses from the Schools in this College

Applications for graduation from this College must be sent to the College Dean (if appointed) or the DCOTRACOM and should include the dates of completion for each required course.

12.05 Command Staff College:

This College is designed for the more advanced Marine and exists to create the ability for a Marine to fully develop their career potential in the SFMC. The Schools in this College are more advanced and require more thought and insight in order to successfully the coursework. This College contains the following schools:

- School of Combined Arms (CA)
- School of Military History (MH)
- School of Strategy and Tactics (ST)
- Unit Officers Course (UOC)

In order to become a graduate of the SFMC Command Staff College, a Marine must have:
1. Completed all the –401 and –501 level courses from the Schools in this College; and
2. Completed and two (2) -601 courses from the Schools in this College

Applications for graduation from this College must be sent to the College Dean (if appointed) or the DCOTRACOM and should include the dates of completion for each required course.

12.06 SFMC Cadet Academy - Coming in the Future

This Academy will be set up as the home for the different series of courses designed for the SFMC Cadets. These courses will be structured to educate and develop Marines of the future. The coursework will cover a wide variety of the different Branches or Schools of the SFMCA - all placed into one Academy

These courses, once available will be designated by age-group as outlined within each of the differing curriculums. These content of these courses are being designed to encompass as much entry-level education into the SFMC as is possible.

About SFMC Academy

The Starfleet Marine Corps Academy was established by Commander Starfleet in 2164 when it was determined that Starfleet Academy could no longer adequately meet the needs of both services. The historical home of the United States' Navy and Marine Corps academies, Annapolis, was selected as the new home of the SFMCA. The head of the Academy, known as Director SFMCA (DCO - Academy), is still headquartered at the main campus in Annapolis.

The motto of the SFMCA is "Facta Non Verba" or, in Federation Standard, "Deeds not Words." This is reflected in the more informal academy slogan, "We lead by example... whether we mean to or not."

The Director SFMCA reports to the Commanding Officer of the Training Command (COTRACOM) who, in addition to the SFMCA, oversees branch schools, enlisted personnel training, advanced technical schools, and periodic skill re-fresher courses. Most of these courses are held either at one of the SFMCA facilities, or at one of the many training facilities in the New Valley Forge system which is home to TRACOM. These facilities, together with an Oberth-class spacedock serving as TRACOM headquarters, comprise Station Valley Forge.

Today, the SFMCA consists of 5 campuses, 8 training worlds, and 42 ranges and field courses throughout the UFP. Together with Station Valley Forge, the SFMCA comprises one of the largest and most advanced military training organizations in the known universe.

STARFLEET MARINE CORPS

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