

# STARFLEET MARINE CORPS



# POLICY MANUAL



2010 EDITION

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## **Policy Manual**

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## SECTION 1 - Introduction

The manual you now hold in your hands has been created in an effort to codify the various policies, procedures and requirements for various levels of the SFMC into a coherent whole. Is it complete? No, this manual is intended to be a living document that will be added to, revised and amended as the needs of the SFMC and its members change.

This document will not cure all of the problems of the SFMC. It will, however, be a guide to help future Commandants, General Staffers, and other SFMC leaders from having to reinvent the wheel when they take office. This document will also help the general membership of the SFMC understand how decisions are made and what is expected of the leadership at various levels.

If you see something that needs to be changed or added to this document, please contact the appropriate level of leadership (please follow the Chain of Command) and start the process. The General Staff is in place to lead and guide the SFMC, we cannot do that if the members don't tell us what they want or need.

BGN John Roberts  
Commandant, SFMC  
June 6, 2005



## **SECTION 2 - General Policies**

The following policies have been discussed and approved by the General Staff (GS) and are now in effect for all members of the SFMC. If you have any questions, please feel free to ask any member of the General Staff and we'll do our best to answer them as quickly and efficiently as possible.

### **Chain of Command**

Marines are strong believers in following the chain of command. So, without exception, if someone contacts a member of the General Staff directly with a complaint, they will direct him or her back down the chain to his or her next higher authority. However if the complaint regards a link in the chain of command, the General Staff will let the complainant skip that link. It's the only way to make sure the chain is working and/or where the weak links are. Every effort must be made to resolve problems at the lowest organizational level possible. For example, you have requested an award that is issued by the BDE OIC and have heard nothing back from that request, contact, in writing the OIC and ask for a status report and then follow the matter up the proper chain of command, preserving the documentation along the way. You would be amazed at what a little communication can do to resolve seemingly insurmountable problems.

### **Proposals for Consideration by the General Staff**

It is preferred that any proposals for consideration by the GS be sent to the Deputy Commandant so that he can add them to the GS discussion list or forward them to the appropriate GS member for action. However, proposals for changes/suggestions may be sent directly to myself or any GS member. From there, they will be sent to the Deputy Commandant so he can add it to the discussion list for action by the GS. The Deputy Commandant will also review them to make sure they are complete. If not complete, he will send them back and request more information. Any proposal that falls under the authority of any one command will be sent to that command for a decision. For example, uniforms and awards fall under the Deputy Commandant so he can decide those issues in whatever manner he sees fit or forward them to the GS for discussion, if he feels that is warranted.

### **Speaking for the SFMC**

Only the Commandant and members of the General Staff (plus the CS and VCS) are authorized to speak on behalf of the SFMC to any other organization or group. No one, besides these individuals, is permitted to state or infer that they are speaking/acting on behalf of the SFMC or representing/performing any other function of/for the SFMC unless specifically authorized to act in such a manner in writing. Anyone found to be doing so will be dealt with as appropriate under the STARFLEET Constitution and membership handbook. This is one of the main reasons for the existence of the General Staff.

### **Staff Vacancies**

Where possible, every effort will be made to publicize vacancies, and applications to fill those vacancies will be solicited from the membership of the SFMC. Please understand that this may not always be possible, but every effort will be made to make all vacant posts accessible to all interested and qualified applicants.

### **Work done on behalf of the SFMC**

All work done on behalf of the SFMC (websites, manuals, promotional materials, etc...) become the property of the SFMC/SFI and must be turned over to any member of the GS when so requested. Failure to do so, after good faith efforts to obtain the materials are made, will result in the loss of all positions held above the MSG level in any Command/area of the SFMC.

### **Unit Level E-mail Access**

Every unit (MSG, MEU, MTU) in the STARFLEET Marine Corps must have an individual who is a member of that unit designated as the point of contact for that unit. While it is suggested that this individual be the Officer in Charge (OIC), Deputy Office in Charge (DOIC), or Senior NCO, any member of the unit is acceptable. This individual will be considered the Designated Point of Contact (DPC). The DPC **MUST** have a valid e-mail address and must also inform FORCECOM of any changes regarding this e-mail address. All unit DPCs, active battalion (BN) and brigade (BDE) OICs, and SFMC General Staff will be subscribed to the SFMC Alert Roster Announcements e-mail list. The SFMC Alert Roster Announcements e-mail list will be used by the General Staff to disseminate important and time sensitive information to every unit, BN, and BDE. Unit DPCs, BN and BDE OICs shall take any announcements made on this list and disseminate it to any marines in their respective units, battalions or brigades.

COFORCECOM shall maintain the list of unit DPCs, BN OICs, and BDE OICs. COFORCECOM shall also send monthly queries to the SFMC Alert Roster Announcements e-mail list to make sure that every subscribed e-mail address is valid. Any changes in a unit's DPC must be reported to COFORCECOM immediately. It is also strongly encouraged that any unit DPC be subscribed to the SFMC Discussion e-mail list as well. This is to make sure that a unit's marines are kept as informed as possible about developments and occurrences within the Corps.

### **Officer in Charge Requirements**

Officer in Charge position requirements:

1. The Unit OIC must be 15 years of age or older and must be a member of the ship that the respective MSG is attached. The DOIC must follow the same criteria. There will be no waivers to these criteria.
2. The Battalion OIC must be 16 years of age or older and must be a member of both the Brigade and the respective Battalion is assigned to lead (residency in the BDE/BN is not a requirement, but may be preferred by the BDE OIC, depending upon the requirements and size of the area being served). The DOIC and any staff must follow the same criteria. There will be no waivers to these criteria. The OIC must have completed OTS, PD-10 and PD-20 (or must complete within three months of taking office).
3. For Brigade and higher positions the member must be 18 years of age or older and must be a member of the Brigade they are serving (residency in the BDE/BN is not a requirement, but may be preferred by Commanding Officer, Forces Command, depending upon the requirements and size of the area being served). Brigade level positions require OTS, PD-10 and PD-20 before taking office.

### **Usage of the SFMC Seal and Logo**

The SFMC Seal (circular insignia with Rope Border) and Logo (Globe and Anchor device) may be used by any member of the SFMC in good standing for events and other uses associated with the SFMC or any of its subordinate units (such as publications and websites), subject to the following restrictions:

1. The Logo and Seal may not be used in any way which implies or infers the official sanction of the event by the SFMC as a sub-part of STARFLEET, The International Star Trek Fan Association Inc. unless permission for such use has been obtained in advance through proper channels;
2. Use of the Logo and Seal must always be used in a manner which brings the highest credit and honor to the SFMC; the Logo and Seal may not be used, regardless of permission, in any way which brings any discredit, dishonor or disrespect to the SFMC;
3. The Logo and Seal may never be used for profit or personal gain, regardless of the permissions granted for their use.

Anyone found to be using these images without proper approval or in the proper manner will be dealt with as appropriate under the STARFLEET Constitution and membership handbook. If necessary legal means may be used (if circumstances warrant such drastic action) to protect the SFMC's sole rights to this material.

### **Removal of Brigade OICs by COFORCECOM**

From time to time in the normal course of business it may become necessary for COFORCECOM to make changes in Brigade leadership by removing a sitting Brigade Officer-in-Charge (BDE OIC). This right is granted to COFORCECOM because all Brigade OICs serve at the pleasure of COFORCECOM.

Because the removal of the BDE OIC is a traumatic event in the Brigade all attempts must be made to reach a fair and equitable solution to any conflicts or problems that may be cause for removal. If those attempts fail, then COFORCECOM may exercise their discretion in removing the BDE OIC. **Removal of a BDE OIC whether it be for cause, or by Vote of Confidence, is the option of last resort.**

This section outlines in detail the causes for removal, the steps, and conditions for such removal.

#### **Removal for Cause**

COFORCECOM may remove a Brigade OIC at any time for cause. Causes include, but are not limited to; failure to report, dereliction of duty, and conduct unbecoming. If a BDE OIC is removed for cause a notice will be sent to the BDE OIC and DOIC informing them of the decision to remove the BDE OIC as well as the reasons behind the removal. Upon removal of the BDE OIC the order of succession will follow

that which is listed in the "Order of Succession" subsection below. If a BDE OIC is removed for cause, they may appeal the decision of COFORCECOM. For details on how to appeal please see the "Appeals" subsection below. Individuals removed for cause are subject to the ineligibility period as outlined below.

### **Removal Due to Complaints and/or Petition**

Sometimes there are issues within a Brigade which are not made known to COFORCECOM for various reasons. If COFORCECOM receives complaints and/or petitions, COFORCECOM or their designate must conduct a thorough investigation by contacting at the very least those members listed in the complaints or petitions as well as the BDE OIC. If after conducting the investigation COFORCECOM finds cause for removal, the BDE OIC may be removed at COFORCECOM's earliest convenience. If a BDE OIC is removed due to complaints and/or petitions, a notice will be sent to the BDE OIC and DOIC informing them of the decision to remove the BDE OIC as well as the reasons behind the removal. Upon removal of the BDE OIC the order of succession will follow that which is listed in the "Order of Succession" subsection below. If a BDE OIC is removed due to complaints and/or petitions, they may appeal the decision of COFORCECOM. For details on how to appeal please see the "Appeals" subsection below. Individuals removed for complaints and/or petitions against them are subject to the ineligibility period as outlined below.

### **Vote of Confidence (VoC)**

There may be instances when an investigation has produced inconclusive or ambiguous results and issues still remain in the Brigade. In those instances COFORCECOM has the option to hold a Vote of Confidence for the BDE OIC. This section outlines the proper procedure for conducting such a VoC. Please note that in the SFMC, VoCs are conducted by polling all unit (MSG, MEU) OICs in a Brigade. Also please note that due to the disruptive nature of a VoC to the cohesiveness of the Brigade, only one (1) VoC may be called against a sitting BDE OIC per year.

1. Upon deciding to conduct a VoC, COFORCECOM or their designate (usually DCOFORCECOM) must notify the BDE OIC and DOIC that the office of COFORCECOM will be conducting a Vote of Confidence. This notification must contain the time frame in which the VoC will take place as well as the reasons for the VoC. The VoC must commence within a week of this notification. **A BDE OIC may not try to influence the outcome of a VoC in any way. Interfering with a VoC are grounds for immediate dismissal of the BDE OIC.**
2. Before a VoC is taken, COFORCECOM or their designate must verify that they have all the names, email addresses and phone numbers of all unit (MSG, MEU) OICs in the Brigade where the VoC is to be held. This data is to be gathered from the STARFLEET DB, unit reports, or via contacting the Chapter Commanding Officer on which the unit is stationed. A VoC may only commence when all contact information is verified as being correct and current.
3. Once the list of the unit OICs has been compiled they shall be notified that a VoC is being held. That notification must contain the reason the VoC was called, a deadline date, and a valid email address or phone number which they can reply to. The deadline must occur within one week of the unit OICs being notified.
4. If after the passing of the deadline the BDE OIC fails to obtain a majority (50%+1) of the votes cast by the Brigade's unit OICs, the BDE OIC shall be removed from their position. To reiterate and clarify, in order to pass the VoC, the BDE OIC must receive greater than fifty percent (50%) of the votes **CAST** in the VoC, not a total of votes greater than fifty percent (50%) of the total number of units in the BDE. The BDE OIC and DOIC must be presented with the results no later than one week after the passing of the deadline and before any action is taken.

If a BDE OIC is removed due to a VoC, the order of succession will follow that which is listed in the "Order of Succession" subsection below. If a BDE OIC is removed due to VoC they may **not** appeal the removal. This is because the units in the Brigade have made the decision to remove the BDE OIC from their post and COFORCECOM is merely carrying out their wishes. Individuals removed via VoC are subject to the ineligibility period as outlined below.

**Order of Succession**

Having a functional Chain of Command is essential in the SFMC. That is why a proper order of succession must be established and followed. After any BDE OIC is removed;

1. If the BDE has a BDE DOIC, the DOIC shall be appointed the acting BDE OIC until such time that COFORCECOM finds an individual who is suitable to assume the billet full time.
2. If the BDE does not have a BDE DOIC, then the BDE SGM shall be appointed the acting BDE OIC until such time that COFORCECOM finds an individual who is suitable to assume the billet full time.
3. If the BDE does not have a BDE DOIC or a BDE SGM, then either COFORCECOM or their designate shall assume the responsibilities of acting BDE OIC until such time that COFORCECOM finds an individual who is suitable to assume the billet full time.

**Appeals**

Any Brigade OIC that is removed by the decision of COFORCECOM may appeal the decision. Any appeals must follow the process as outlined in the SFMC Policy Manual, latest edition. In this case the individual must appeal directly to the Commandant of the STARFLEET Marine Corps. While an appeal is before the Commandant of the STARFLEET Marine Corps, the temporary appointment to the position of Brigade OIC may remain in the post until the final decision regarding the appeal is made. If the original decision is overturned then the individual who filed the appeal may resume their post. If the original decision stands then the individual is subject to the ineligibility period as outlined below. The decision of Commandant is considered final.

Any individual who has been removed from the billet of BDE OIC may also make an appeal as to the length of the ineligibility period. This appeal must first be filed with the Commandant of the STARFLEET Marine Corps. The Commandant will then contact COFORCECOM and inquire as the reasoning behind the length of the ineligibility period imposed and the reasons for the removal of the BDE OIC. The Commandant will render a decision based on all available information and the appeal filed. The Commandant may reduce the ineligibility period, but to a period no less than twelve (12) months. The Commandant may not increase the ineligibility period set by COFORCECOM. The Commandant will inform COFORCECOM and the individual who filed the appeal of his decision. COFORCECOM will then make any necessary adjustments to the ineligibility period. The decision of the Commandant is considered final.

**Ineligibility Period**

With the removal of a Brigade OIC it is quite likely that tensions in the BDE are high, and so are the blood pressures of everyone involved. In order to let things cool down, an ineligibility period exists for any BDE OIC that is removed from office either by COFORCECOM or by VoC. Any OIC of a Brigade that is removed by COFORCECOM or by VoC is ineligible to serve as an OIC or DOIC of any Brigade for a period of not less than twelve (12) months or more than eighteen (18) 18 months. The actual length of the ineligibility period will be determined by COFORCECOM based on the reasons for dismissal. Once COFORCECOM has rendered their decision as to the length of the ineligibility period, the individual may file an appeal as outlined above. COFORCECOM may not change the length of the ineligibility period once set. The only way that this period may be changed is through appeal to the Commandant. During that period the individual may apply for any position in the SFMC, with of course, the exception of BDE OIC and DOIC. At the end of the ineligibility period the individual may once again apply for positions of BDE OIC or DOIC.

**General Appeals**

As a member of STARFLEET, the International Star Trek Fan Association, you have the right to appeal decisions you think are unfair or improper. The procedure for those appeals within the STARFLEET Marine Corps is:

1. You may appeal only to the next highest level in the Chain of Command, unless the next highest level is part of the matter you are trying to appeal. (i.e., a BN OIC decision can be appealed to the BDE OIC, or to COFORCECOM if the BDE OIC is a part of the matter being appealed). If any level in the Chain of Command is bypassed, the reason they are bypassed must be included in the appeal.
2. When an appeal is filed, all levels in the Chain of Command should be copied on the appeal so they are aware the matter is being taken to another level for review.



All appeals must include all pertinent information and correspondence relating to the matter. In the case of an appeal for the denial of an award, the original award request must be submitted with the appeal. No additional information can be considered except that which was originally considered by the person who made the denial. The only exception to this is if you feel more information should have been requested to help understand the issue being appealed. If additional information is submitted with the appeal, an explanation of why you feel the information is relevant and should have been requested as well as an explanation of why that information was not included with the original submission whose decision is being appealed. Additional information can also be requested by the person deciding the appeal, if they feel it is necessary.

Failure to substantially comply with the requirements set forth above may be grounds for the dismissal of the Appeal. Once the appeal has been submitted, the person deciding the appeal must obtain the information submitted to the original decision maker in an effort to make sure the proper information is considered, (only that which was originally submitted, unless it is decided more information is necessary or would be helpful as stated in this policy), and to get the reasoning behind the original decision. The decision of the next level in the Chain of Command is final and the matter will be closed at that time. The decision on the appeal may only be appealed if the rights accorded all STARFLEET members have been violated, in which case the rights violated and the reason for your feeling that they were violated must be stated clearly and succinctly or the appeal will be denied and the matter closed.

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## SECTION 3 - General Staff

### 3.01 Introduction

The following section contains policies that are to be followed by the General Staff (GS) and also spells out the requirements and job descriptions for those positions that fall under the administration of one of the General Staff officers.

### 3.02 General Policies

#### E-mail

There will be no sharing of private emails between members of the General Staff and the general membership of either STARFLEET or the SFMC. The only time this will be allowed is with the authors permission or if it is sent to myself or a GS member as a concern for the safety of the Corps. Even then it is to stay within the GS. Anything discussed within the GS list stays there, no one is to share any info from the GS with anyone else not on the list. Any GS member caught sharing anything from the GS list will be fired on the spot.

#### Other Positions

Generally, no member of the GS should hold any position of Brigade level or higher. They can hold an office under a Brigade OIC but should limit themselves to one. If it is absolutely necessary and beneficial to the Corps an exception will be made (such as COTRACOM and holding an SFA post; or the SGM serving as acting BDE OIC because no other choices were acceptable). However, if their duties on the GS and to the Corps Membership suffers as a result of their other duties, they will be asked to make a choice before any real harm is done to the Corps.

#### Reporting

All GS members are to report as follows:

1. To the Communiqué every issue;
2. To the Commandant on the 5th of every odd numbered month; and,
3. To post a report to the SFMC mailing list every month, each command a different week, according to the following schedule:
  - a. 1st Week: Commandant, Deputy Commandant and SGM/SFMC
  - b. 2nd Week: TRACOM
  - c. 3rd Week: FORCECOM
  - d. 4th Week: INFOCOM

Reports should include pending projects status, upcoming projects and ideas for other projects as well as any other information from your offices that the Corps membership needs to know about or should be made aware of for any reason, good or bad. This is to make sure everyone stays visible and the Corps is seeing something weekly from the GS. Failures to report will be evaluated on a case-by-case basis, with any action taken as needed.

### 3.03 Office of the Commandant, SFMC

#### Past Commandants of the SFMC

<b>1st Commandant:</b>	Robb Jackson (1990-1992)
<b>2nd Commandant:</b>	Jim Harris (1992-1992)
<b>3rd Commandant:</b>	Ted Tribby (1992-1994)
<b>4th Commandant:</b>	LouJae McPherson (1994-1996)
<b>5th Commandant:</b>	Scott Akers (1996-1997)
<b>6th Commandant:</b>	Jeremy Trent (1997-1998)
<b>7th Commandant:</b>	Les Rickard (1998)
<b>8th Commandant:</b>	Brian Davis (1998-2000)
<b>9th Commandant:</b>	Wade Olson (2000-2004)
<b>10th Commandant:</b>	John Roberts (2005-present)

#### General Policies

1. The Commandant must report to the SFMC membership every month via the SMFC Mailing list and must have an article submitted for publication in every issue of the Communiqué to keep all members of the SFMC and SFI informed of the Corps' activities and plans.
2. All members of the staff of the Office of the Commandant must be at least 18 years of age, be identified in the STARFLEET database as Marines (either Reserve or Active) and have completed the following courses: OTS (OCC is recommended); PD-10 and PD-20.
3. All members of the staff of the Office of the Commandant must submit reports detailing their activities and plans to the Commandant no later than the 5th day of each month so that information can be collected and collated into the Commandant's regular report to the Marines.
4. All members of the staff of the Office of the Commandant must respond to inquiries from the membership with 48-72 hours, if only to acknowledge receipt of the inquiry and that more information will be forthcoming. No inquiry should be pending for more than 10 days without the knowledge of the Commandant and the inquiring Marine of the reason for any lengthier delay.

#### Staff Job Descriptions

##### Commandant, SFMC

The Marine Forces Manual describes the Commandant as follows:

*"Appointed by and answerable to the Commander, STARFLEET, the Commandant is the top of the SFMC Chain Of Command (COC). He is responsible for the Corps as a whole, and his duties include: Acting as liaison between STARFLEET and the Corps; appointing all members of the General Staff; appointing and overseeing the Office of History; accounting to the SFMC membership on Corps financial matters; forwarding to the SFI Executive Committee his own recommendations for promotion of SFMC personnel to the rank of Colonel and above (although he has no authority to directly promote); and reporting to STARFLEET, through its various publications what is happening in the Corps."*

Essentially, the Commandant is responsible for the overall management of the SFMC and is ultimately responsible for the actions of the General Staff.

The Commandant must report to the membership of the SFMC every month through the SFMC mailing list and every other month through an article in the Communiqué regarding the current status of the SFMC as well as plans and goals being pursued by the Commandant and the General Staff to improve the efficiency and organization of the SFMC.

### **General Staff**

The General Staff of the SFMC (Deputy Commandant, Commanding Officer Forces Command, Commanding Officer Information Command, Commanding Officer Training and Doctrine Command and the Sergeant Major of the SFMC) also fall under the authority of the Office of the Commandant. For more detailed information on these commands and their policies, please refer to the appropriate section of this manual.

### **SFMC Quartermaster**

This Marine is charged with maintaining an accurate inventory of SFMC merchandise (ribbons, shirts, patches, etc..) for purchase by the SFMC membership as well as to provide regular accountings to the Commandant and General Staff regarding deposits into the SFMC bank account. This Marine is also responsible for informing the Commandant when supplies of any particular item are running low so that arrangements can be made to obtain the authorization of the General Staff to re-order the item(s) as required.

### **SFMC Historian**

This Marine is charged with researching and compiling an accurate and unbiased history of the SFMC from its inception forward, to provide a ready reference for those who may be interested in how the SFMC was formed, developed, and lead throughout its history. The Historian is also charged with assisting, where necessary, in checking facts from prior administrations for award citation and other uses as may be necessary from time to time.

### **Commandant's Advisory Group**

The Commandant may, from time to time, establish a group of advisors to whom he may turn for advice and guidance on issues affecting the SFMC. This advisory group will hold no authority but is established only for the benefit of the Commandant as a means of "collecting his thoughts" before presentation to the General Staff for action or for his use as a "sounding board" for ideas that have been brought before the General Staff from any number of other sources.

The members of this group may be made up of anyone the Commandant feels comfortable sharing his thoughts/ideas/concerns with and the group members may change frequently. The only requirement for membership in this group is to be a marine and be appointed by the Commandant. No Commandant is required to establish this group or to maintain it at any time after it has been established. Prior Commandants have had advisors made up of past commandants, high ranking marines and average members. This group has, in the past, been used to help "get a feel" for how certain ideas may go over in the Corps as a whole and has been used to great advantage by past Commandants of the SMFC.

## **3.04 Office of the Deputy Commandant**

### **General Policies**

1. The Deputy Commandant must report to the SFMC membership every month via the SMFC Mailing list and must have an article submitted for publication in every issue of the Communiqué to keep all members of then SFMC and SFI informed of the Corps' activities and plans.
2. All members of the staff of the Office of the Deputy Commandant must be at least 18 years of age, be identified in the STARFLEET database as Marines (either Reserve or Active) and have completed the following courses: OTS (OCC is recommended); PD-10 and PD-20.
3. All members of the staff of the Office of the Deputy Commandant must submit reports detailing their activities and plans to the Commandant no later than the 5th day of each month so that information can be collected and collated into the Commandant's regular report to the Marines.
4. All members of the staff of the Office of the Deputy Commandant must respond to inquiries from the membership with 48-72 hours, if only to acknowledge receipt of the inquiry and that more information will be forthcoming. No inquiry should be pending for more than 10 days without the knowledge of the Commandant and the inquiring Marine of the reason for any lengthier delay.

## Staff Job Descriptions

### Deputy Commandant

The Marine Force Manual describes the deputy Commandant's role as:

*"Appointed by the Commandant, STARFLEET Marine Corps, he is the Second-In-Command of the STARFLEET Marine Corps. If, for some reason, the Commandant is unable to fulfill his duties, the DepDant will assume command of the Corps until such a time as he/she can return to duty or until a new Dant can be appointed. The DepDant will provide, in detail, a report of all activities supervised by his office, to the Dant once every two months. A report will also be provided to the CQ on a bi-monthly basis. The Deputy Commandant is directly responsible for overseeing all charitable activities undertaken by the Corps. He/she may be responsible for overseeing committees and other duties as assigned by the Commandant. Revisions to the MFM will be overseen by this office as well as being the editor/publisher of the Headquarters Newsletter (similar to the CSR) at a time when the Commandant feels that such a publication is necessary."*

The Deputy Commandant has also been designated as the primary contact person for all issues involving the Uniforms and Awards of the SFMC. Any questions, proposals, concerns or other matters relating to these matters should be sent to the Deputy Commandant for attention. The DepDant will either rule directly on the issues presented or take them to the General Staff for further input and discussion before deciding on how to respond.

### Certificates Officer (Ecerts Officer)

This Marine is responsible for creating and sending out electronic certificates to Marines who: (1) complete courses at the STARFLEET Marine Corps Academy; (2) are issued awards by authority of any member of the General Staff of the STARFLEET Marine Corps; (3) awards issued by authority of any Brigade OIC of the STARFLEET Marine Corps, when requested to do so, in writing on the appropriate form; and, (4) to maintain an archive of all awards issued, organized by issuing authority and will make this list available to the issuing authority or their superior officers when requested.

A candidate for the post of STARFLEET Marine Corps Certificates Officer must meet the following minimum criteria: (1) Have regular and reliable email access, such that they will be able to send out electronic certificates within ten (10) days of the request for the certificates issuance; (2) have regular and reliable access to the following computer programs and be proficient in their use to allow the creation of the certificates: (a) Microsoft Word (at least MS Word 2000); (b) Microsoft Publisher (at least MS Publisher 2000); and, (c) Adobe Acrobat (at least Acrobat 4.0); (3) Be a member of STARFLEET, The International Star Trek Fan Association, Inc. and be identified in the STARFLEET Database as either an active or Reserve member of the SFMC; and, (4) Have passed the following courses from the STARFLEET Academy or the STARFLEET Marine Corps Academy: (a) Officer Training School (OTS), Officer Command College (OCC) is preferred but not required. Candidate does not need to be a commissioned officer; and (b) Marine Basic Training (PD-10), PD-20 is preferred, but not required.

### SFMC Chaplain

This marine is charged with providing advice and information to the members of the General Staff in matters involving the spiritual welfare of the SFMC. This Marine is also charged with providing any information to the SFMC membership regarding matters of faith and spirituality without offending any of the numerous religious faiths and beliefs of any Marines in the SFMC.

Candidates for the position of Chaplain of the SFMC should meet the following criteria: (1) have passed OTS (OCC is recommended); (2) have passed PD-10, PD-20 and SU-13 from the SFMCA; and (3) be a member of STARFLEET, The International Star Trek Fan Association Inc. in good standing. It is highly recommended that this Marine also have some experience in religious matters of many varied faiths (at a minimum a basic understanding of beliefs and philosophies for most major religions of the world), either as a professional or lay member of clergy.

### **G-3 Publications Officer**

This Marine is charged with overseeing the creation and revisions to any publications of the SFMC in order to generate a uniform look and appearance for all such documents. This Marine will oversee the creation and distribution of a standard template for all SFMC publications and assist the various commands as needed in order to help them get their official SFMC documents into the proper format for release to the membership.

Candidates for the position of G-3 Publications Officer should meet the following criteria: (1) have passed OTS (OCC is recommended); (2) have passed PD-10 and PD-20 from the SFMCA; and (3) be a member of STARFLEET, TISTFA in good standing. It is highly recommended that this Marine also have some experience in graphic design (either professional or amateur) that would translate into direct experience helpful in this post as well as access to the necessary programs for the task.

### **G-4 Morale, Welfare and Support Officer**

This Marine is charged with maintaining the morale and welfare of the members of the SFMC.

Candidates for the position of G-4 Morale, Welfare and Support Officer should meet the following criteria: (1) have passed OTS (OCC is recommended); (2) have passed PD-10 and PD-20 from the SFMCA; and (3) be a member of STARFLEET, TISTFA in good standing.

## **3.05 Office of the Commanding Officer, Finance Command**

### **General Policies**

The SFMC Finance Command is responsible for all operations and reporting regarding requirements for the financial aspects of the SFMC. These duties will be laid out in the following policies.

### **Staff Requirements**

All staff members of the Finance Command must meet the following criteria:

1. Be at least 21 years of age;
2. Any staff member who handles SFMC funds, must be bondable in the amount of \$25,000
3. Have regular and reliable internet access;
4. Have completed OTS and OCC, PD-10 is also recommended;
5. Be identified as a Marine in the STARFLEET Database.

### **Staff Job Descriptions**

#### **Commanding Officer, Finance Command (COFINCOM)**

Charged with overseeing all operations of the Command and is ultimately responsible for all Command duties and responsibilities, regardless of having delegated them to other staff members.

#### **Deputy Commanding Officer, Finance Command (DCOFINCOM)**

Charged with assisting the CO in overseeing all operations of the Command and is ultimately responsible for all Command duties and responsibilities. Must be ready to take over the duties of COFINCOM as needed or on an interim basis in the event that COFINCOM is unavailable to perform their duties as required.

#### **Quartermaster**

Responsible for overseeing the operations of the SFMC Quartermaster office and reporting to COFINCOM the status of that office. This includes fulfilling orders as they are placed, maintaining an accurate inventory of items available for sale, informing COFINCOM when items are low in stock and should be replaced, finding new items to add to the store in order to provide a service to the members of the SFMC. At their discretion, COFINCOM may choose to act as the SFMC Quartermaster or combine it with another office within the Finance Command.

## Bank Accounts/Financial Information

### Account names/numbers

The SFMC may maintain several bank and online payment processing accounts that are overseen according to agreements between the SFMC and STARFLEET, The International Star Trek Fan Association, Inc. Pertinent banking information, such as bank name(s), number of accounts held, account number(s), etc... will be provided to COINFOCOM when they take office. This banking information shall not be divulged to anyone not authorized to have this information. All care shall be taken to protect any account information, including user names and passwords, from unauthorized use.

### Access to Information

Only certain persons shall be granted access to the SFMC banking information. Which accounts and what information shall be determined as needed by either the SFMC Commandant, COFINCOM, or the STARFLEET CFO. Those granted access shall not divulge SFMC banking information to anyone not authorized to have this information. All care shall be taken to protect any account information, including user names and passwords, from unauthorized use.

The following individuals will automatically be granted access to the SFMC banking information:

1. STARFLEET CFO and those authorized by STARFLEET policy
2. SFMC Commandant
3. SFMC Deputy Commandant
4. Commander, SFMC Finance Command

Any other individual not listed above shall be granted access on a case-by-case basis either by the SFMC Commandant, COFINCOM, or the STARFLEET CFO.

### Authorized Access List

COFINCOM shall keep a list of accounts and those individuals that have access to them. This list shall only contain the location where the accounts are held, the names, and email addresses of those granted access. Account numbers are NOT to be included on this list. This list shall be updated monthly and sent to the following individuals:

1. STARFLEET CFO and those authorized by STARFLEET policy
2. SFMC Commandant
3. SFMC Deputy Commandant
4. Commander, SFMC Finance Command

## Reports

Monthly reports are required to be submitted by COFINCOM to the following: STARFLEET CFO, SFMC General Staff and the SFMC Membership. The reports are due no later than the 10th of each month and should be published as follows, with the following information:

### STARFLEET CFO

This report is to be sent to the STARFLEET CFO, on the form requested by them to be used, and should contain a recap of SFMC Quartermaster sales. This should include who the merchandise was sold to, the amount of the order, the amount of sales tax collected (and the state it was collected for), the amount of shipping charges collected, the actual amount of shipping needed to send the order (along with receipts showing the amount paid and what order it covers), the method of payment used and the amount of any fees deducted for payment processing (if used to pay for the order). The Report to the STARFLEET CFO should also contain a report on the amount of the SFMC QM Petty Cash on hand and how it has changed over the last month.

COFINCOM should also notify the STARFLEET CFO's office when they transfer money from one account to another. This includes payment processing accounts to regular bank accounts. This notification should state the amount of the transfer and which account(s) that money is going into, broken down by account. If the transfer involves money to the SFMC Scholarship savings account, the notice should state who made the donation, when and any fees deducted by the payment processing company (if used). This notification of transfer of funds must also be copied to the Commandant and Deputy Commandant.



### **SFMC General Staff**

This report is to be sent to the SFMC General Staff list each month. The report must include income and expenses from the SFMC, current balances in all accounts, inventory levels for SFMC Quartermaster merchandise, recommendations for replenishment of low stock items, and any other items which affect the operations of the SFMC Finance Command. The Report to the GS should also contain a report on the amount of the SFMC QM Petty Cash on hand and how it has changed over the last month.

### **SFMC Membership**

This report will be sent to the SFMC membership, via the main Corps email list, any official SFMC newsletter and the STARFLEET Communiqué. This report must contain current bank account balances and reports on changes in those balances, announcements of new merchandise arrivals, sales and any other information which may be of interest to the membership from the Finance Command areas of responsibility.

## **Disbursements**

### **Request/Approval Process**

All requests for disbursements from the SFMC bank accounts must be approved by the SFMC General Staff. Requests should state the amount to be spent, items to be purchased, estimated delivery times from purchase, suggested sales price (in the event of quartermaster items), and how the purchase would benefit the SFMC and its members or how it would enable the General Staff to meet its obligations to the membership.

The General Staff will discuss the request, obtain additional information if necessary and take a final vote on the matter. The approval of a majority of the General Staff will be needed to authorize the expenditure of funds. Once approval is granted, the STARFLEET CFO's office will be contacted and informed of the decision. The SFMC Commandant will inform the STARFLEET CFO of the decision, copying the Deputy Commandant and COFINCOM. The Deputy Commandant and COFINCOM will also inform the STARFLEET CFO of their concurrence in the expenditure and approved by the General Staff. The order will then be placed in accordance with SFMC and STARFLEET procurement policies.

### **Method of Disbursement**

If possible, payment will be made via the most expedient means available and if required funds from the SFMC account shall be used to reimburse any STARFLEET funds used in making said payment. If a check is needed, the check will be requested from the STARFLEET CFO who will issue the check as requested, to be drawn from the appropriate SFMC account.

In the case of scholarship payments, once the SFMC General Staff informs the STARFLEET CFO of the recipient, their school and an address, the check will be issued and mailed to the school as directed.

## **SFMC Quartermaster**

### **Inventory**

Inventory reports on available stock in the SFMC Quartermaster store should be maintained and reported COFINCOM no later than the 5th of every month.

### **Orders and shipping**

Orders placed with the SFMC QM should be shipped to the buyers on a regular schedule that ensures shipments are made at least once a week. This regular schedule should be posted on the SFMC QM page(s) so all customers know when they can expect to have their orders processed and shipped.

### **Petty Cash**

Petty Cash, in an amount not to exceed US\$50, will be kept on hand by the SFMC Quartermaster to be used to pay for postage of orders shipped, shipping/packaging supplies and other needs of the office. Receipts must be kept and presented to COFINCOM/SFMC GS for reimbursement/replenishment of the petty cash fund. Orders which may be mailed in via the postal service and include cash payments may be added to the Petty cash fund, but must be reported as sales and listed as being used as petty cash. Reports on petty cash and receipts must be reported to the STARFLEET CFO and COFINCOM every month with the regular QM inventory and sales reports.

## **SFMC Stores**

Currently the SFMC Quartermaster maintains a SFMC Quartermaster Site and Spreadshirt Store. Only the SFMC Quartermaster, COFINCOM, COINFOCOM or the SFMC Webmaster shall be authorized to make changes to the SFMC Quartermaster stores.

Any requested changes should be sent to one of these persons so the change can be reviewed and, if appropriate, made to the site(s). It is preferred that all changes to the SFMC Stores, with the exception of items and pricing on the SFMC Spreadshirt store and quantities on hand, be made by COINFOCOM or the SFMC Webmaster.

Other stores may be opened and maintained by the SFMC Quartermaster. However, before doing so a proposal must be presented to the General Staff and subsequently approved by them. No store shall be opened without approval of the SFMC General Staff.

## **Ordering of New Items**

### **Identification of potential new items to offer through SFMC QM**

Every effort should be made to find new and interesting items for the SFMC Quartermaster to stock that would be of interest to the members. The QM should be on the lookout for new items with input from members, the General Staff, similar items being stocked by the STARFLEET QM or from simple web searches and promotional products they may come across.

### **Process for obtaining quotes for potential new items for SFMC QM**

Every effort should be made to find at least three different sources for the product and obtain quotes and other information from all three sources before the proposal is put before the GS for consideration. The GS will want to know costs associated with the order (set up charges, per item cost, estimated shipping, estimated delivery times, proposed sale price of the item if stocked) and any other information which may be relevant to the purchase/sale of the item in question.

Once an item has been located and sourced, the proposal should be presented to the GS, via COFINCOM, for discussion as outlined in the disbursements section, above. If approved via that process by the GS, then the procurement process can begin in coordination with the STARFLEET CFO's office.

## **Replenishment of Regularly Carried Items**

Items that are regularly carried by the SFMC QM are those that are kept in stock as much as possible. Examples of this type of item are Uniform Ribbons, SFMC Collar Insignia and Challenge Coins. When stock of these items gets low, it is not necessary to secure quotes from other vendors. The request to restock/reorder these items should be made via COFINCOM to the GS and, if approved, ordered as soon as possible via the regular process of ordering any other item approved for purchase by the General Staff.

## **Vendors/Suppliers List**

The SFMC Quartermaster shall maintain a list of all vendors/suppliers for items carried by SFMC QM, both current and past merchandise. This list will be used to help facilitate orders of new merchandise from those suppliers or to facilitate later Quartermasters and General Staffs to re-order items as necessary. The list of vendors/suppliers shall contain the following information:

1. Item
2. Supplier name and contact information
3. Cost
4. Reorder information to include item number, customer number and/or SKU number as appropriate
5. Last time item was carried/date last item sold

This list shall be kept up to date with each new item added to the inventory and each re-order of merchandise made. The list shall be made available to any member of the General Staff when requested.

## 3.06 Office of the Commanding Officer, Forces Command

### General Policies

1. The COFORCECOM must report to the Commandant and the SFMC membership every month via the SFMC Mailing list and must have an article submitted for publication in every issue of the Communiqué to keep all members of the SFMC and SFI informed of the Corps' activities.
2. All members of the staff of the Office of Forces Command must be at least 18 years of age, be identified in the STARFLEET database as Marines (either Reserve or Active) and have completed the following courses: OTS (OCC is recommended); PD-10 and PD-20.
3. COFORCECOM must submit reports detailing their activities and plans to the Commandant no later than the 5th day of each month so that information can be collected and collated into the Commandant's regular report to the Marines.
4. COFORCECOM or a member of the staff must respond to inquiries from the membership within 48-72 hours, if only to acknowledge receipt of the inquiry and that more information will be forthcoming. No inquiry should be pending for more than 10 days without the knowledge of the Commandant and the inquiring Marine of the reason for any lengthier delay.
5. No unit will be activated without researching the heraldry database to insure that the number, nickname, motto and logo are available for use within the Brigade to which the unit will be assigned.
6. COFORCECOM is responsible for issuing the Good Conduct, Legion of Arms, Cadet Legion of Arms, and International Service Ribbon Awards, and compiling the list for the Commandant's Campaign Ribbon. He is also responsible for issuing Brigade level awards to Brigade OIC's who have been submitted by their Marines.
7. COFORCECOM is also responsible for seeing that Award Requests and other concerns of the membership are directed to the proper awarding authority.
8. COFORCECOM is responsible for seeing that the OICs understand their obligations and keeping an updated OIC Handbook available for each level (once these handbooks are completed.)
9. Currently COFORCECOM is compiling and computing the Physical Challenge and the Reading Challenge for the membership of the Corps. The Reading Challenge is a yearly event with the award announced at the International Muster. The Physical Challenge is for 6 months, running Jan thru June and August thru December. Participants in these challenges must send the proper information to Forces Command through the regular reports (Chain of Command).

### Unit Reporting Policies

#### Unit Reports

Unit reports are due into the Battalion OIC the first of every even numbered month. If received after the first but before the Battalion Reporting deadline, it will be recorded as late. The Battalion OIC is required to make an attempt to acquire the report before recording it as a failure to report (FTR) and must keep proof of this attempt. If the Battalion OIC does not receive the report before his own reporting deadline, the Unit will be recored as "Failure to Report".

#### Battalion Reports

Battalion reports are due into the Brigade OIC the seventh (7th) day of every even numbered month. If received after the seventh (7th) but before the Brigade Reporting deadline (21st), it will be recorded as late. The Brigade OIC is required to make an attempt to acquire the report before recording it as a failure to report (FTR) and must keep proof of this attempt. If the Brigade OIC does not receive the report before his own reporting deadline the Unit will be recored as "Failure to Report".

## Brigade Reports

Brigade Reports are due to COFORCECOM no later than the twentyfirst (21st) of each even numbered month. If received after the twentyfirst (21st) but before the COFORCECOM deadline (1st of odd months) it will be recorded as late. COFORCECOM must make an attempt to acquire the report before reporting it as failure to report (FTR) and must keep proof of this attempt. If COFORCECOM does not receive the report before his own reporting deadline, the Brigade will be recorded as "Failure to Report". COFORCECOM must have his report into the Commandant by the 5th of each odd numbered month. If received after the 5th COFORCECOM will be recorded as Late. If a report is not received within seven days of the due date COFORCECOM will be recorded as "Failure to Report".

Two (2) late reports will be recorded as one Failure to Report. Two (2) FTR's will result in the position OIC being put on probation. Three (3) FTR's in a twelve (12) month period, will result in the following action:

**UNITS:** Ship's CO will be contacted and a request will be made to replace the OIC or risk the Unit being deactivated. When deactivated the unit number and other information will be open for reassignment.

**BATTALION and BRIGADE OIC's** who are late reporting twice (2) in a twelve (12) month period will be recorded as having one FTR for each pair of late reports. Two (2) FTR's in a twelve (12) month period will result in the OIC being put on probation. Once put on probation, the OIC must make sure the reports for the next six (6) months are received on time.

A FTR in this six (6) month probation period or three (3) FTR's in a twelve (12) month period will result in the removal of the OIC (Battalion OIC's are appointed by and removed by the Brigade OIC, Brigade OIC's are appointed and removed by COFORCECOM). If COFORCECOM is late reporting twice (2) in a twelve (12) month period, he will be recorded as FTR for each pair of late reports. Two (2) FTR's in a twelve (12) month period, will result in his being put on probation. Probationary requirements will be set by the Commandant as he sees fit. If COFORCECOM is recorded as FTR three (3) times in a twelve (12) month period the situation will be brought before the remaining General Staff for decisions on an appropriate course of action.

## Unit Deactivation

Deactivation for Failure to Report can only be done after all levels in the Chain of Command, including the Commandant, have made the effort to acquire the missing three (3) reports. If any link in the chain fails to make the attempt, the unit can not be deactivated. UNITS can be deactivated at the request of the CO of the host chapter, at the request of the OIC of the unit with documentation that no marine on the roster wishes to retain the number and keep the unit active.

## Staff Job Descriptions

### Commanding Officer, Forces Command

The Marine Force Manual describes the Commanding Officer, Forces Command as follows:

*"The COFORCECOM is responsible for the day-to-day operation of the Corps' real-world units. Specifically, he is to report all news and directives from the Commandant to the various Brigade OICs and insure such information is passed on to the subordinate elements to the level of MSG OIC. Likewise, all reports, concerns, and requests from the MSG on up must be reported, via the chain of command, to the COFORCECOM and through him to the Commandant."*

COFORCECOM compiles a report for the Commandant from the regular reports submitted by the Brigade OICs who have compiled their reports from those of the Battalion OICs and the MSG OICs. This should be a clear path from the single marine all the way to the Commandant and back. Thus the information is passed from the Commandant thru the chain of command to the individual marines and the comments, suggestion, problems and actions of the marines is brought to the attention of the Commandant.

Under Section 2.10 the MFM states:

*"Once you decide on a unit number, let the Brigade OIC know. He'll get commissioning approval for your unit from COFORCECOM and then add you to the unit roster and send you some paperwork to help you get started."*

COFORCECOM is the authority for approving numbers, nicknames, mottos, and logos. The office maintains a database of this information. It is required that all units submit this information for approval to insure that each unit is unique and no two units are using the same item. Number ranges are assigned to particular brigades and the units within that brigade are required to use a number within that range, unless the unit has been "grandfathered" with a number before the system was put in place. These units may continue to use their original number as long as the unit continues uninterrupted service with the Corps and the original STARFLEET chapter upon which it was chartered.

COFORCECOM must report to the membership of the SFMC every month through the SFMC mailing list and every other month through an article in the Communiqué regarding the current status of the SFMC. This report contains information regarding activation/deactivation of units, recruits/discharge/changes in leadership, numbers of active and reserve marines, list of units not reporting, list of activities within the units of the CORPS, such as promotions, charity and community service work, and events units hold or attend.

### **Deputy Commanding Officer, Forces Command**

The Deputy CO is currently responsible for the compiling and computing of the Physical Challenge and the Reading Challenge for the membership of the Corps. The Reading Challenge is a yearly event with the award announced at the International Muster. The Physical Challenge is for 6 months, running January thru June and August thru December. Participants in these challenges must send the proper information to Forces Command through the regular reports (Chain of Command).

The Deputy CO is responsible for stepping in and performing the duties of the CO should he be unable to do so for a period of time.

### **Heraldry Officer**

The Heraldry Officer is charged with the responsibility of collecting and maintaining a database of the information pertaining to the individual units of the STARFLEET Marine Corps. This database is used to double check all requests for activation of MSGs or MEUs to insure that no two units use the same number, nickname, motto, or logo. A copy of this database should be forwarded once a year to the COFORCECOM to insure backup stability in case of a computer crash in the office of Heraldry. Heraldry should respond to an inquiry concerning any of the above information within 48 - 72 hours.

### **Brigade Officer In Charge**

Brigade OIC's are appointed by and serve at the pleasure of the Commanding Officer Forces Command. He may elect to poll the Brigade and consult the General Staff before making the selection but is not required to do so. OICs are in position to make the flow of information from the single Marine to the Commandant work smoothly. Therefore, it is the primary duty of the Brigade OIC to collect and compile the information included in the Unit reports. If the Brigade OIC feels the need to use Battalion OICs they may appoint them. If the Brigade is small and the OIC does not feel the need to break up the reporting work load, he may have the units report directly to him. Either way, the Brigade OIC should collect the reports either from the MSG OICs or the BN OICs and edit and compile the information into the proper format for the Brigade report.

Brigade Reports are due to COFORCECOM by the 21st of each even numbered month. (February, April, June, August, October and December). It is recommended that the online report form be used to file reports for all reporting levels, but other methods will be accepted as long as the COFORCECOM has been informed of the desire to use alternate methods, and has agreed.

It is highly recommended that the Brigade OICs become members of the Brigade Commanders List. This list is used to inform the marines of news and changes within the Corps. The list may also be used to discuss problems, suggestions and comments that members have concerning the Corps. Just as the COFORCECOM uses the list to send information down the chain of command, others on the list may use it to send information up the chain or for general discussion by the membership of the list. Discussions held on this list are private until the information is released by the office of Forces Command or the Commandant and members of the list should keep this in mind and respect the private discussion environment.

It is the duty of the Brigade OICs to support the marines under their care in all ways.

## 3.07 Office of the Commanding Officer, Information Command

### General Policies

1. Creation or changing of SFMC e-mail aliases: Send an e-mail request to [infocom@sfi-sfmc.org](mailto:infocom@sfi-sfmc.org), with the following subject line: "E-mail Alias Request" Please include effective date, as well as the email address for mail forwarding. Your alias should be set up within 48 hours. For best results, please contact us prior to naming a position that requires an SFMC E-mail alias. Not doing so can cause a delay in this alias being created. Also please note that AOL.com, Hotmail.com, and Comcast subscribers can not have e-mail forwarded to them do to the way those systems are configured. It is suggested that if you need to use a SFMC e-mail alias sign up for a G-mail account.
2. Requesting changes to the SFMC website: In order to better facilitate the maintenance of the SFMC website, the following procedure has been implemented. Failure to follow this procedure may result in your request being overlooked, and not being done.
  - a. To request a change to a page, please send the following info to [infocom@sfi-sfmc.org](mailto:infocom@sfi-sfmc.org); Page needing updating, please include the name of the page, and specifically, what needs to be changed (the more specific the better). Please include your contact information, so we can get back with you. Once the request has been received changes will be made within 48 hours and an e-mail will be sent notifying the requestor that the changes have been made.
  - b. To request a new page, please send the following info to [infocom@sfi-sfmc.org](mailto:infocom@sfi-sfmc.org) and list:
    1. What the purpose of the page will be;
    2. Rough content for the page;
    3. Requested location for page;

Most work will completed in 24 to 48 hours. Once the page has been created, the requestor will be contacted notifying them that the page has been created.

### Staff Job Descriptions

#### Commanding Officer, Information Command

Oversees all aspects of the Electronic presence of the SFMC. Duties include moderation of SFMC list serves. Compile and submit SFMC submissions to the CQ, oversee update and creation of SFMC website.

#### Deputy Commanding Officer, Information Command

Be able to take on the duties of the CO in the CO's absence. Also oversees special projects and tasks assigned to the office by COINFOCOM.

#### STARFLEET Marine Corps Web Team

This group is tasked with the responsibility of creating and maintaining the SFMC website. These individuals work on developing, updating, and maintain various SFMC web sites and other web presences. This group may or may not be used.

**STARFLEET Marine Corps Public Information Officer**

1. Serves as a member of the INFOCOM staff
2. Serves as Liaison with STARFLEET, The International Star Trek Fan Association Inc. Office of Public Relations in order to make sure that SFI/SFMC are on the same page and cooperating in all possible areas of the Public Relations field
3. Is responsible for crafting/helping to craft and finalizing all Press Releases and other information to be used on a National/International level
4. Is the only person, other than the SFMC General Staff, authorized to speak on behalf of the SFMC for areas involving Public Relations, this includes, but is not limited to the following duties:
  - a. Serves as official SFMC liaison (on levels above a single BDE) and point of contact for:
    - i. Toys For Tots;
    - ii. Special Olympics;
    - iii. Food Banks;
    - iv. Other nationally/internationally recognized charitable organizations with whom the SFMC has dealings on more than a single BDE level;
5. Will maintain a contact list for persons who may be useful in promoting the SFMC/SFI and will make this list available to BDE and Unit OIC's when necessary;
6. Will work to assist the General Staff in getting information about the activities and charitable works done by the various units of the SFMC out to the general public as needed; and,
7. May have other duties and responsibilities, which fall within the public relations/information arena, added as needed.

**Other INFOCOM Positions**

Because INFOCOM is constantly looking for ways to improve the Corps online communications and experience there may be instances when it becomes necessary to create new positions to cover new projects. For a full list of INFOCOM positions please see the SFMC web site.

**3.08 Office of the Commanding Officer,  
Training and Doctrine Command**

**General Policies**

1. Whenever possible, Branch and Course Directors are charged with honoring course requests and grading returned courses within 48-72 hours of receipt. Naturally, this is not always possible, particularly when personnel attend regional/Fleet events or are away on vacation. If a director knows in advance that a school will need to be closed or slow in responding for a time, this is announced on the Corps mailing list.
2. If a Marine has a question regarding a long delay in a course request being honored or results being entered into the database, we ask that the Marine 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, your next point of contact is the DCOTRACOM. If there is still no resolution, then please contact the COTRACOM.
3. Brigade Training Officers are primarily responsible for conducting on-site testing at brigade/regional events. However, any TRACOM staff member is allowed to conduct test proctoring, following the same guidelines as the BTOs. It is the intention of TRACOM to provide on-site testing at as many summits/conferences as possible, but only if qualified personnel are available. For brigades with a BTO, that officer is responsible for coordinating with the event committee and Brigade OIC to work out the details for testing at the event. Other brigades will work with

the DCOTRACOM to determine if a TRACOM staffer is available or other arrangements can be made. Test proctoring is also available for other events when possible; contact your BTO or the DCOTRACOM to request this service. Our staff will do what we can, but we may not be able to offer proctoring at all events.

4. The COTRACOM has an open door policy, and is happy to meet and talk to any Marine. However, please understand there are times when he asks that you contact one of the DCOs or Branch or Course Director for resolution of your problem. If you have course ideas, or are interested in assisting with manual revision or creation, we invite you to contact the appropriate Branch or Course Director. Not all ideas or offers of assistance will be accepted, but all will be considered. There are times when volunteers are needed for special projects, and we will keep those Marines in mind who have contacted us in a desire to assist the command.

For more Information on the Training and Doctrine Command's Operational Policies and Procedures, please consult their policy manual, available on the downloads page of the SFMC website.

## **Staff Job Descriptions**

### **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" to administrate development and training issues particular to a certain Branch of Service." COTRACOM is the ultimate authority for TRACOM as a Command and serves on the General Staff of the SFMC. He is required to report regularly to the Commandant of the SFMC, is required to report monthly to the SFMC membership using the Corps internet mailing list, and is also required to submit bi-monthly reports for the Attention On Deck section of the Communiqué.

### **Deputy Commanding Officer, Training and Doctrine Command, (DCOTRACOM)**

Appointed by, and serves at the pleasure of, COTRACOM. This marine may be appointed as the Senior DCO, and, therefore, the second in command of TRACOM and should be qualified and ready to fulfill the duties and responsibilities of COTRACOM at any time. DCOTRACOM is responsible for overseeing that courses are properly administered in a timely fashion, that new courses are developed to continue to meet the changing needs of the SFMC, and to ensure that regular and thorough reviews and revisions of the SFMCA Manuals and training tools are performed in a timely manner. In conjunction with COTRACOM, this marine oversees and helps to coordinate revisions to manuals, especially in conjunction with the development of new courses and areas of study within the SFMCA. This includes being the primary contact for students who have questions about the academy or complaints regarding exams and results, and insuring that the Directors regularly update the SFI database with course results. In conjunction with the rest of TRACOM HQ staff and the G-3 Publications Officer, coordinates the development or updating of any TRACOM manuals, including branch manuals. He is also responsible for the Brigade Training Officer program, when active, which oversees any on-site training conducted within a Brigade, such as at a muster, conference, or other gathering.

### **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 advise and assistance to the COTRACOM when the need arises. This staff member traditionally serves as head of the NCO Academy, and as such, has all of the responsibilities of a Branch Director.



**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.

**The Branch Directors (BDs)**

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 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 on a monthly basis regarding SFMCA related matters.

In addition to the nine Branch Directors, the Academy staff also includes the Professional Development Director, Leadership School Director, Xeno-studies Directors, and Advanced Studies Directors. Despite the difference in job title, these staffers have the same rights, duties, and responsibilities.

**Brigade Training Officers (BTOs)**

These marines are members of the TRACOM Staff who live in the designated Brigade and would be "attached" to the BDE Staff. They are responsible for administering TRACOM Courses and Exams, via the Proctoring program, at any BDE Event where their presence was requested and the BTO is available to attend. Each BTO would be authorized, by COTRACOM, to administer any course (below -30 level) currently offered by the SFMCA that they have passed (except for those specifically exempted from the program – for more details, contact the DCOTRACOM). Responsible for reporting all course completions to COTRACOM, all DCOs, the Corps E-Certs Officer and the appropriate Branch Director within 72 hours of the events conclusion. The Branch Director would then enter the scores into the SFI Database and the E-Certs Coordinator would issue the appropriate E-Certs.

Please note that COTRACOM reserves to right to suspend the BTO program if it is deemed that there is no real need for the program.

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## SECTION 4 - Unit OIC Handbook

### 4.01 Introduction

Welcome to the STARFLEET Marine Corps (SFMC) Chain of Command. As the Officer in Charge (OIC) of a Marine Strike Group (MSG) you are the first link in the chain. Your job is to provide support and encouragement to the marines of your unit. You are directly responsible for seeing that the actions and accomplishments of your marines are acknowledged by those higher up the chain.

As a department on board a STARFLEET vessel, the MSG is under the direct authority of the Commanding Officer of that ship and only he is responsible for who will serve as OIC. Marine Units must have the permission of the CO of the chapter to exist. A Unit may be a single Marine or the entire ship crew. If for some reason the CO should choose not to have a Unit onboard at some point in the future, you have two options.

1. You may join a Unit based on another ship, you would remain a member of your original chapter but be a member of the other ship's MSG. Your only drawback to this is that you can not become the OIC of the Unit. The OIC of the Unit must be a member of the host ship.
2. You could start a Marine Expeditionary Unit (MEU). Members of MEUs are those who wish to participate in the Marine Corps but are not assigned to a STARFLEET chapter or whose chapter will not allow a Marine Unit.

### 4.02 Reporting

Both MEUs and MSGs report every even numbered month to the next link in the chain. Generally this would be the Battalion OIC, however in some brigades (the Marine equivalent to the STARFLEET region designation) there may not be a large enough number of Units to need the battalion level breakdown. In this case the Units would report directly to the Brigade OIC.

The deadline for your report is the first day of every even numbered month. February, April, June, August, October, and December. Only six reports a year. Your report should contain the following information;

Unit number and Nickname

Unit Motto

Unit Branch of Service

OIC full name, and email address (regular mail address if no internet service) and phone number.

DOIC full name, and email address (regular mail address if no internet service) and phone number.

The next section of your report is very important. It is the PERSONNEL DATA section. From the Unit roster we determine how many Marines we actually have, the number of active and reserve. Some awards, such as the Good Conduct Award can be determined by a Marine's name appearing on 18 consecutive reports. The roster is extremely important and MUST contain the following information on every marine in the Unit. Full name, rank, SCC number, Active or Reserve status, and expiration date of membership in STARFLEET. All marines MUST be members in good standing with STARFLEET. We are STARFLEET members first, marines second. If a membership is expired the name and information belongs in either the "discharge" list, if the member does not plan on renewing, or in a "standby" list if the membership is pending.

As the Unit OIC it is your responsibility to check your roster for accuracy. This can be done through the STARFLEET database. Keep a master copy of your roster with all the information and before each report check expiring members to be sure they have renewed. It is also a good idea to remind members to renew a few weeks to two months before they expire. Make sure all your marines are affiliated with the Corps by checking Active or Reserve Status in the database.

Remember that the SFMC does not promote. Promotions can only be done by the Ship's CO for ranks up to Commander/Lieutenant Colonel or by STARFLEET for ranks Captain/Colonel and above. However, anyone can send a promotion request to the appropriate authority for anyone else.

Following the roster section should be a list of new recruits. If you have included the full information on each of these recruits in the roster section, you only need to list the names under Recruits.

Discharges also need to be listed separately.

Following this is the Awards section of the report.

AWARDS ISSUED means listing the full name for the record of any marine in the Unit who has received an award since the previous reporting period. Please list the Award Name and all recipients for the period. You will be the awarding authority for the Unit leadership award and any Unit awards that your Unit determines they should have. Keep in mind, Unit awards are a good incentive to get marines to participate, but, any device representing these awards are not authorized for wear on a properly dressed uniform unless recognized by the SFMC and included in the awards section of the MFM. The Marine Force Manual (MFM) lists only the Leadership Award as the responsibility of a Unit OIC.

AWARDS REQUESTED is a section in which you can request awards for marines in your Unit or elsewhere in the Corps. Any marine may submit any other marine for an award at any time. There is an online award form that you may use or you may include all the information in this section of your report. You should be able to determine from your rosters when your marines are due a Good Conduct Award. This is issued by COFORCECOM for 3 years of service by a marine. This is uninterrupted service to the Corps, which is a good reason to insure that memberships do not lapse. If a membership lapses then the time count starts over again. Proper rosters can make tracking this award easy and you can submit the information to FORCES COMMAND when the time comes.

Other awards are listed in the MFM with the criteria for receiving them and who the awarding authority will be. Send any requests for awards through the online awards form and list them in this section of your report. Remember, when submitting a marine for an award to detail completely what the person did to deserve the award. You may submit yourself for awards also if you feel that you deserve one, however the Corps frowns upon any marine holding any position in the chain of command awarding himself an award.

The next section of the report is the MISSION DATA. This is a list or detailed description of activities since the last report. What did your Unit do as a Unit? As individuals? What community service project are you involved in? What conventions, musters, meetings, etc. did the Unit members attend or otherwise participate in? This is another opportunity to get recognition for your troops. Let us know what is happening.

It is no longer necessary for Units to report their plans for the next reporting period or the list of courses that the members have taken. The courses are tracked by TRACOM and not by FORCECOM. Although you do not need to include this information in your report, you may wish to retain it in the individual records kept for your Unit.

The final section of the report is one of the most important though rarely used. PROBLEMS, COMMENTS, and SUGGESTIONS. We can't fix it if we don't know it is broken. Please be sure to pass along items that fall in this category whether they are from yourself or a marine in your Unit.

If you had a problem in the Unit and have solved it, explain the problem and the solution. Someone else in the Corps could have the same problem and not know what to do. Individual marines sometimes have very good suggestions on how we can streamline and advance. Make sure to send this information up the chain and always give credit where it is due.

Always follow the Officer's Code of Conduct.

- I. I will always conduct myself in a manner which brings credit to the Corps, my unit, and myself.
- II. I will be resolute in the performance of my duty and the execution of Corps policy and regulations.
- III. I will show courtesy to my subordinates, fellow officers, and superior officers at all times.
- IV. I will strive for impartiality and fairness in judgment, and disqualify myself from decisions where my judgment may be compromised.
- V. I will listen to both sides of a dispute, and act upon fact, not innuendo.
- VI. I will never assume, but always verify.
- VII. I will strive to defuse confrontations, not cause them.
- VIII. I will be the first to praise, and the last to criticize.
- IX. I will praise in public, and criticize in private.
- X. I will strive to be part of the solution, not part of the problem.

Lastly sign your report and send it in ON TIME. That is the first day of every even numbered month. If for some reason you know that your report is going to be late or you are going to have difficulty sending it in, you should contact the person to which you normally send the report and let them know. It helps to have a deputy OIC who can file a report in an emergency. Furthermore, the reporting officer does not necessarily have to be the OIC but the OIC should approve the report. Be sure that this person is kept in the loop and knows who to send the report to and what needs to be included. In a real emergency you should be sure that at least the complete roster is sent on time. Always follow up when the emergency is over to be certain that the report was received.

Reporting is the only job the Unit OIC is required to do in relation to the SFMC and then only every other month. If your not willing to make that effort on behalf of the marines in your Unit, you will be doing them a disservice by accepting this position. By failing to report, you fail to support these marines properly. Unit reports that are filed after the first but before the seventh will be counted as Late. If they are not received before the Battalion reports are due to the Brigade on the 7th, the Unit will be reported as FTR to the Brigade OIC. Reports not properly filled out will be returned for completion. Two (2) late reports will be counted as one (1) Failure to Report. After three (3) Failure to Reports in a 12 month period the Ship CO will be contacted with a request to replace the Unit OIC. If the Ship's CO chooses not to replace the Unit OIC and there occurs one more FTR in the next three months the Unit risks being deactivated and losing their number.

### 4.03 Other

Remember that the community service area is one of the things that we stress as marines. The Toys for Tots and Special Olympics have been major charities of the Corps for many years. The Commandants Campaign Ribbon has been the award for participation in these charities. Marines may also earn recognition for participating in color guard, musters, summits, International Conference/Muster etc. But to be awarded the actions must be reported. Don't let your marines down by failing to report properly and on time.

The last responsibility of the Battalion OIC is the dissemination of information. You are responsible for seeing that the marines in your Units are kept aware of happening in the Corps. One way to do this is to subscribe to the Corps list. Another is to attend the "fireside chats" that the Commandant and the General Staff host on line. Here you will learn of changes or new things happening in the Corps. Perhaps your Battalion has a list of it's own or you can relay information at meetings. But it is important that the chain of command be a two-way communication.

Do you still want to be the Officer in Charge of a Battalion? If I haven't scared you away, step forward and be recognized as the OIC of your Battalion. I charge you with all the duties and responsibilities here to fore explained and may God have mercy on your soul.

Aaron Murphy  
Commanding Officer  
FORCES COMMAND  
STARFLEET Marine Corps

## SECTION 5 - Battalion OIC Handbook

### 5.01 Introduction

Welcome to the STARFLEET Marine Corps (SFMC) Chain of Command. As the Officer in Charge (OIC) of Battalion you will support several Marine Strike Groups. Generally the Battalion is comprised of a particular geographical area and all the MSG's that fall into that area. Here in the US that is a single state. You will be the second link in the chain of command. Your job is to provide support and encouragement to MSG's in your geographical area. You are directly responsible for seeing that the actions and accomplishments of your marines and MSG's are acknowledged by those higher up the chain. Since you were appointed by your Brigade OIC you serve at their pleasure.

As a department on board a STARFLEET vessel, the MSG is under the direct authority of the Commanding Officer of that ship and only he is responsible for who will serve as OIC. Therefore, it is not your responsibility to appoint the OICs of the Marine Units. You should be very familiar with the OIC's of the units in your care and also be aware of the CO's of the chapters hosting the MSG.

You may find it necessary to contact the ship CO if the unit fails to report for a number of reports. A ship/chapter may have a MSG only if the CO of the chapter allows it. If for some reason the CO should choose not to have a Unit onboard but members of that chapter wish to participate as Marines, they have two options.

1- they may join a Unit based on another ship, but remain a member of their original chapter. The only drawback to this is that they cannot become the OIC /DOIC of the Unit. The OIC/DOIC of the Unit must be a member of the host ship.

2- They could start a Marine Expeditionary Unit(MEU). Members of MEUs are those who wish to participate in the Marine Corps but are not assigned to a STARFLEET chapter or whose chapter will not allow a Marine Unit.

### 5.02 Reporting

Both MEUs and MSGs report every even numbered month to you on the first day of the month. From these reports you compile a report to pass on to the Brigade OIC on the seventh day of the same month. If a unit has failed to report on the First as required, it is your duty to contact the OIC of that unit to request the report. You should also list the reports that arrive later than the first as late reports. Be sure to retain a copy of the request for the report to send along with your report for any units that do not report by your report deadline (7th). You are required to submit your reports to the Brigade OIC on the 7th of each of the following months; February, April, June, August, October, and December. Only six reports a year. Your report should contain the following information.

Your report to the Brigade OIC should include the following information;

Battalion Number  
Brigade Number  
Month report is being filed  
Battalion Nickname and Motto  
Information for the OIC and DOIC including complete name, rank, and contact information

A list of the following information for all units in the Battalion should also be included;

Unit number and Nickname  
Unit Motto - type of unit MSG/MEU  
Unit Branch of Service  
STARFLEET chapter  
OIC full name, and email address (regular mail address if no internet service) and phone number.  
DOIC full name, and email address (regular mail address if no internet service) and phone number.

**Battalion Strength** - This section should list the number of Active Marines in the Battalion and the number of Reserve Marines in the Battalion. Remember that a marine must be a member of STARFLEET The International STAR TREK Fan Association. We do not have associate marines. If a chapter or a unit

allows for associate members (non STARFLEET dues paying members) that is their right, but we do not recognize them as SFMC members. They do not count in the totals of Active/Reserve marines in your Battalion.

The next section of your report is very important. It is the PERSONNEL DATA section. From the roster we determine how many marines we actually have, the number of active and reserve. Some awards, such as the Good Conduct Award can be determined by a Marine's name appearing on 18 consecutive reports. The roster is extremely important and MUST contain the following information on every marine in the Battalion; Full name, rank, SCC number, Active or Reserve status, and expiration date of membership in STARFLEET.

All marines MUST be members in good standing with STARFLEET. We are STARFLEET members first, Marines second. If a membership is expired the name and information belongs in either the "discharge" list, if the member does not plan on renewing, or in a "standby" list if the membership is pending.

As the Battalion OIC it is your responsibility to check your roster for accuracy. This can be done through the STARFLEET database. Keep a master copy of your roster with all the information and before each report check expiring members to be sure they have renewed. If you find a member who is being reported as current but has expired please contact the Unit OIC and inform them. It is also a good idea to remind OIC's to remind their members to renew a few weeks to two months before they expire. Make sure all your marines are affiliated with the Corps by checking Active or Reserve Status in the database. As the Battalion OIC you may not be able to use this tool in the database, but you should be certain that the UNIT OIC's have affirmed the affiliation for each of their members.

**Recruits** - this section will only need names if all the information was listed in the roster section. If these new members were not included in the Battalion roster, please list all their information in this section.

**Discharges** - you should list any "standby" members in this section with a designator. Standby is a new section not previously used in the reports. This section should be a list of members who are planning on renewing or are in the process of renewing their STARFLEET memberships, but have not yet been updated in the SFI database.

**Changes in Leadership** - This section should list any changes made in the unit staff. OIC/DOIC and contact information for any new officers.

Awards issued means listing the full name for the record of any marine in the Battalion who has received an award since the previous reporting period. As a Battalion OIC you do not actually decide on awards. It is your job to compile an accurate list of the awards issued by the Unit OIC's in your Battalion and passing this list on to the Brigade OIC. Please be certain that the awards listed are new to this reporting period and not repeats of previous reports.

**Awards Requested** - This would be for awards requested by unit OIC's or by yourself but would be awarded by someone higher up the chain of command, or in another Battalion or Brigade.

**Awards Denied and reasons therefore** - this section should explain any awards that were requested and are within your purview to issue, but that you have chosen to not issue and your reasons for the denial. This is important for those above you in the chain of command so that when a member asks why a certain award was not issued they will know the answer. At times the next link in the chain may overrule you and issue the award. This is not a reflection on you or the job you may be doing, it is simply the right of the higher office to do so.

Other awards are listed in the MFM with the criteria for receiving them and who the awarding authority will be. Send any requests for awards through the online awards form and list them in this section of your report. Remember when submitting a marine for an award to detail completely what the person did to deserve the award. You may submit yourself for awards also if you feel that you deserve one, however the Corps frowns upon any marine holding any position in the chain of command awarding himself an award.

The next section of the report is the MISSION DATA. This is a list or detailed description of activities since the last report. What did your Units do? What community service project were they involved in? What conventions, musters, meetings, etc. did the members attend or otherwise participate in? This is another opportunity to get recognition for your troops. Let us know what is happening.



It is no longer necessary for Units to report their plans for the next reporting period or the list of courses that the members have taken. The courses are tracked by TRACOM and not by FORCECOM. Although you do not need to include this information in your report, you may wish to retain it in the individual records kept for your Battalion.

The final section of the report is one of the most important though rarely used.

**PROBLEMS, COMMENTS, and SUGGESTIONS.** We can't fix it if we don't know it is broken. Please be sure to pass along items that fall in this category whether they are from yourself or a marine in one your Units.

If you have a problem in a Unit and have solved it, explain the problem and the solution. Someone else in the Corps could have the same problem and not know what to do. Individual marines sometimes have very good suggestions on how we can streamline and advance. Make sure to send this information up the chain and always give credit where it is due.

Always follow the Officer's Code of Conduct.

- I. I will always conduct myself in a manner which brings credit to the Corps, my unit, and myself.
- II. I will be resolute in the performance of my duty and the execution of Corps policy and regulations.
- III. I will show courtesy to my subordinates, fellow officers, and superior officers at all times.
- IV. I will strive for impartiality and fairness in judgment, and disqualify myself from decisions where my judgment may be compromised.
- V. I will listen to both sides of a dispute, and act upon fact, not innuendo.
- VI. I will never assume, but always verify.
- VII. I will strive to defuse confrontations, not cause them.
- VIII. I will be the first to praise, and the last to criticize.
- IX. I will praise in public, and criticize in private.
- X. I will strive to be part of the solution, not part of the problem.

Lastly sign your report and send it in ON TIME. That is the seventh day of every even numbered month. If for some reason you know that your report is going to be late or you are going to have difficulty sending it in, you should contact the person to which you normally send the report and let them know. It helps to have a deputy OIC who can file a report in an emergency. Collecting and compiling a concise and accurate report is the primary job the Battalion OIC. If your not willing to make the effort on behalf of the marines in your Battalion you will be doing them a disservice by accepting this position. By failing to report you fail to support these marines properly. Battalion reports that are filed after the seventh but before the twenty-first will be counted as late. If they are not received before the Brigade reports are due to FORCECOM on the 21st, the Battalion will be reported as FTR to the Brigade OIC. Reports not properly filled out will be returned for completion. Two late reports will be counted as one (1) Failure to Report. After three (3) Failure to Reports in a 12-month period the Battalion OIC will be placed on probation. Once put on probation the OIC must make sure that the reports for the next 6 (6) months are received on time. An FTR in this probation period or three (3) FTR's in a 12-month period will result in the removal of the OIC.

### 5.03 Other

Remember that the community service area is one of the things that we stress as marines. The Toys for Tots and Special Olympics have been major charities of the Corps for many years. The Commandants Campaign Ribbon has been the award for participation in these charities. Marines may also earn recognition for participating in color guard, musters, summits, International Conference/Muster etc. But to be awarded the actions must be reported. Don't let your marines down by failing to report properly and on time.

The last responsibility of the Battalion OIC is the dissemination of information. You are responsible for seeing that the marines in your Units are kept aware of happening in the Corps. One way to do this is to subscribe to the Corps list. Another is to attend the "fireside chats" that the Commandant and the General Staff host on line. Here you will learn of changes or new things happening in the Corps. Perhaps your Battalion has a list of it's own or you can relay information at meetings. But it is important that the chain of command be a two-way communication.

Do you still want to be the Officer in Charge of a Battalion? If I haven't scared you away, step forward and be recognized as the OIC of your Battalion. I charge you with all the duties and responsibilities here to fore explained and may God have mercy on your soul.

Aaron Murphy  
Commanding Officer  
FORCES COMMAND  
STARFLEET Marine Corps

## SECTION 6 - Brigade OIC Handbook

### 6.01 Introduction

Due to the interpretive nature of the Marine Force Manual, it is meant to be a guideline rather than set policy and procedures for the Corps. That is why this SFMC Policy Manual exists. In the event that a conflict arises with the wording of the MFM and the Policy Manual, the final decision lies with the Commandant, who is the highest link in the SFMC Chain of Command. The proper procedure for appeal in any situation is to follow the Chain of Command, link by link, all the way to the top.

The Brigade DOIC (Deputy Officer in Charge) is a backup to the OIC, and should be kept informed as to the running of the Brigade. If for any reason the OIC is unable to perform the duties assigned to the position, the DOIC should be prepared to step in to ensure the smooth running of the Brigade. The DOIC should be cc'd on all reports and decisions of the OIC. If the OIC resigns or for another reason is no longer able to perform the duties of the office, the DOIC may be asked by COFORCECOM to step in as Acting OIC until such time as the office of OIC can be filled. The DOIC may submit an application for OIC if he/she so desires, but will not necessarily be select to fill the position permanently.

Brigade DOICs (BDE DOIC) are appointed by the Brigade OIC to assist in the everyday running of the Brigade. Basically they perform any job given to them by the BDE OIC. The most important reason to appoint a DOIC is to perform the tasks of the BDE OIC when it is necessary that s/he be out of office temporarily. This will help avoid late or delinquent reports to COFORCECOM.

Be aware that since you were appointed by COFORCECOM that you serve at their pleasure. This means that COFORCECOM, if the situation warrants, may remove you from office.

### 6.02 BDE OIC Job Description

The object of the OIC of the Brigade is to support the marines under his/her care and to insure the proper flow of information from above and below, along the Chain of Command. The proper way to do this is to collect, edit, and pass the information from the Unit/Battalion reports on to the office of Forces Command.

In the above sentence the word "edit" is very important. The job does not consist of merely collecting and forwarding reports. The OIC should compile the information from the reports received into an organized and informative report following the format set up by COFORCECOM. It is important that the reports contain the proper information. If a report is received from a Battalion/unit OIC and it does not include the proper information, it should be returned to the author with the request that it be completed and re-filed. In this case the report should not be counted as late unless it does not arrive by the deadline for the report to be sent to FORCECOM.

The following is a breakdown of several important areas of the position.

**Awards:** The Brigade OIC is responsible for issuing a number of awards to the marines in his/her care. The awards request form can be found on the SFMC web site, but any marine may submit a request for an award to be issued to any other marine in the Corps either by using the form or sending the necessary information in an e-mail or letter to the Brigade OIC. Requests may also be sent up the chain of command by the regular report forms. It is the duty of the OIC (either Unit, Battalion, or Brigade) to make sure that all marines in their care are informed and issue awards as the need arises.

The Brigade OIC is responsible for submitting nominations for the yearly Corps Honor Awards. These are generally taken from the winners of the Valor Awards in your Brigade. However, you may submit nominations for persons other than the Valor Award Winners if you feel that the nominee is deserving.

If a BDE OIC fails in this portion of his/her responsibility, his/her marines will go unrecognized for that year. This is a MOST important aspect of the position. Do not fail to submit your Honor Award Nominations on time.

**Reporting:** There's a lot more to reporting than just collecting and forwarding other peoples' reports. As a matter of fact, this is not the proper procedure for any position within the reporting Chain of Command (CoC). Each position of the reporting CoC above the unit is primarily utilized to assist the next position in dealing with processing the information from the Unit reports.

The COFORCECOM is responsible for reporting the strength of the Corps to the Commandant along with activities, promotions, awards, etc. This information essentially comes from the unit reports. The COFORCECOM has the prerogative to populate the Brigade level positions to help in that job or to collect all the unit reports personally. Assuming the Corps has 150 units it would be a little overwhelming for the COFORCECOM to process all these reports alone. So, they employ Brigade OICs. The proper procedure for the BDE OIC to report this information to COFORCECOM is by compiling all the information from the individual reports into one report. If the BDE OIC simply forwards the individual reports to COFORCECOM then there is no use in having anyone in that position.

This all applies to the Brigade OICs position as well. The BDE OICs are responsible for reporting the strength of their Brigade to the COFORCECOM along with activities, promotions, awards, etc. The information comes from the unit reports within the Brigade. The BDE OICs have the choice of collecting the Unit reports personally or can appoint Battalion OICs to perform this task. The proper procedure for the BN OIC to report this information to the BDE OIC is by compiling all the information from the individual reports into one report. Once again, if the BN OIC simply forwards the individual reports then there is no use in having anyone in that position.

The one thing to remember in all this is that the unit's information is what is important. This is what should be reported first and foremost. What the COFORCECOM is looking for in the report from the Brigade is what units are within the Brigade and all their information. At the beginning of the report is the area for listing what Brigade is reporting and their contact information. After that will be the active Battalions and their contact information. After that, all COFORCECOM is concerned with is the units. They already know what Brigade the Unit is in from the report and their Battalion assignment will be stated in the individual Unit's information.

Example:

So if the Brigade has three active Battalions with three Units each this is how the information will come to the Brigade in the individual reports:

1BN	2BN	3BN
1121st	0480th	2680th
1745th	1875th	0469th
0912th	1555th	6386th

The BDE OIC should send this information on to COFORCECOM like this:

0469th  
0480th  
0912th  
1121st  
1555th  
1745th  
1875th  
2680th  
6386th

As you can see this information is not separated into Battalions. It is reporting the individual Unit information only. All sections of the report should be compiled in this manner. This will be explained in detail in the Report Form section of this document.

All units, either MSG or MEU, are required to report on the first day of every even numbered month to the BN OIC. If there is no BN OIC appointed to their Battalion, the report goes directly to the BDE OIC. All Battalions are required to report to the BDE OIC by the seventh of every even numbered month. And all Brigades are required to report by the 21st of every even numbered month to FORCECOM. This amounts to 6 reports a year for any given level. All reports will fall under one of three statuses as described here. On time reports are those that are received on or before the due date. Late reports are those that arrive after the due date. And any level that fails to report at all before COFORCECOM's report is due to the Commandant is considered as Failure to Report. No Unit, Battalion or Brigade can be officially recorded with a Failure to Report unless every level above them has tried at least once to acquire a report from them and this proof is sent up the chain with the respective level's report.

Quite simply, this means that any unit that does not report in the required time-frame should be contacted by the BN OIC in an attempt to get them to report. If the Unit does not report by the Battalion's due date, they report the Unit as Failure to Report in their report to the Brigade OIC and include any and all proof of their attempted contact. It is then the responsibility of the Brigade OIC to make an attempt to acquire a report from the delinquent unit. Likewise, if the BDE OIC fails in their attempt in acquiring a report from the Unit they report the Unit as FTR to COFORCECOM. Before the COFORCECOM reports the Unit as FTR to the Commandant, s/ he must also make an attempt to acquire a report. This protects the Unit from inadvertent deactivation due to someone in the Chain of Command failing to make contact.

It is suggested that you send out a reminder to the units in your Brigade several days before the reporting due date. If your Brigade employs Battalion OICs it is wise to send a reminder of their report date as well. On time reports are greatly appreciated at all levels of the Corps. It simply makes our reporting lives that much easier. We all have real life to deal with and an occasional late report is understood. Its when someone is late the majority of the time that really makes our jobs more difficult This is why we allow the amount of time that we do between reports. If a BN OIC or BDE OIC receives all their reports on time they can occasionally send their reports up the chain a little early. However, when you have a delinquent Unit or Battalion it often causes the BDE OIC to hold their report until the last minute before sending. It's annoying, but it's a must. No early report will be accepted by the COFORCECOM if there are delinquent reports listed in that report. Every level must give delinquent Units/BN/BDEs the full amount of time to report. But in the same sense don't make your report late waiting on them. If they haven't reported by your reporting deadline and you have made the proper number of attempts to get their report then report them as FTR and send your report.

The BDE OIC is responsible for reporting the compiled information from the units' reports by their due date and no later. COFORCECOM has the option for replacing any BDE OIC who fails to report or is consistently late in reporting.

The BDE OIC is responsible for ensuring that all marines are treated fairly and without prejudice in all aspects of the Corps. This is especially important when considering an award request. If the request is not as clear and concrete as the OIC thinks it should be, there should be an attempt to obtain more information before denying the award. If the OIC feels that he/she is not competent to make the decision concerning a particular award, he/she may send it to the COFORCECOM for consideration. This would be a proper use of the CoC. At no time should personal feelings interfere with the proper recognition of a member of the Corps. Members of the Corps who feel that a denial is unfair, may appeal to the next level of the CoC. Should the next level of the CoC find in favor of the marine who is appealing the denial the award will be issued by that level. Should the denial be upheld, the marine has a right to appeal the decision all the way up to the Commandant. The Commandant is the final word on all things regarding the Corps.

In the case of a vacancy of a BDE OIC, COFORCECOM has the option to accept applications for the position or to fill the position without applications should this course of action be determined best for the Brigade at the time. It is strongly suggested that OIC positions be held by persons who are members of the unit/battalion/brigade in question. The reason for this is that a person who is and has been a member of the affected area should have a better understanding of the particulars of that area. If there is no qualified applicant for the position to be found within the area, an applicant from outside the unit/battalion/brigade may be considered

### **6.03 Report Forms**

Brigade report forms are available at the SFMC website ([www.sfi-sfmc.org](http://www.sfi-sfmc.org)) and can be filled out on-line and then submitted directly to FORCECOM. Please note that these forms may be updated from time-to-time.

Each BDE OIC is expected to check the expiration dates and SCC numbers of the members of the units in their command. If errors are uncovered, contact the unit OIC to have them corrected. Remember that the first obligation of a STARFLEET Marine is to be a member in good standing of STARFLEET. When a member allows their membership to lapse, it affects the Good Conduct Award as well as other awards that the marine may be working towards.

All sections of the report should be filled in even if it is with N/A (not applicable). Likewise, all sections of your report should contain the requested information or the notation N/A. Any problems, comments, and

suggestions that are not handled by the BN OIC should be passed on up the chain of command to you. If you are unable to successfully handle them, you should pass them on up to FORCECOM. Never leave a problem, comment or suggestion off a report simply because you feel it is not important. Either handle the situation or report what you have done to handle it, or send it on up the chain. Every marine deserves to have an answer or acknowledgement of his/her comments, suggestions and problems. NEVER ignore these items.

## 6.04 Battalions

Battalions are suggested for larger Brigades to help control the work load. They are not necessary and you may choose not to use them. When a BDE is small, units may report directly to the BDE OIC. This saves time and allows you to be in full control of the BDE. However, when a BDE is large, such as the First BDE, with over 30 units, it becomes harder to handle the work load generated by the units. This is when the Battalion OIC becomes a powerful time saving tool. Generally a Battalion is all units in a given state, such as 6th BN, 1st BDE which consists of the units within the state of Tennessee. All units in this area report to the BN OIC which is appointed by the BDE OIC (with or without an open application period). At your discretion you may use BN OICs in states that contain several units and not use BN OICs in other states in your Brigade. Just remember if the unit reporting late or not at all does not have a BN OIC to request the report, you must request it on the 1st day of the even numbered month when it is due to the Battalion OIC and again on the 7th day of the even numbered months when the BN reports are due to you as the BDE OIC.

Regardless of whether the Battalion position is manned or not, the BDE OIC is responsible for getting the Unit information to the COFORCECOM. In effect, this means that if a BDE OIC is employing Battalion positions, it is the BDE OICs responsibility to see that the BN OIC reports. Discipline of the BN OIC is left up to the BDE OIC. COFORCECOM will not interfere on this level except in a case of a formal complaint made by a Battalion OIC to FORCECOM. If the BN OIC does not report, they should be reported to COFORCECOM as not reporting, but the Unit information still needs to be collected by the BDE OIC and compiled in the Brigade report to COFORCECOM. There is no reason for the Unit information not to reach Forces Command unless it's the Unit that did not report.

## 6.05 Starting A Unit In Your Brigade

When a person contacts you and expresses a desire to become a marine, it is your job to point them in the proper direction. If the ship to which they belong has a Marine unit, they should attempt to join this unit. If the ship does not have a unit, they should be instructed in how to start a unit if the CO of the ship is receptive to having a marine unit on board. If the CO does not wish to have a Marine unit attached to the ship you should point the marine in the direction of the nearest established Marine Strike Group in the area. A marine may be a member of one ship and a member of another MSG if and only if the ship to which they belong will not allow an MSG onboard. No marine may hold the position of OIC or DOIC of a MSG on a ship on which they are not a member.

Persons who are not members of ships (unassigned members) may form MEU's (Marine Expeditionary Unit's). These MEU's should also file reports on the regular reporting dates and receive the same considerations as MSG's.

If a marine wishes to start a unit, either MSG or MEU, they should select a number, a nickname and motto to be submitted for approval. This request should be sent to the Brigade OIC who in turn will forward it to the office of FORCES COMMAND. Heraldry resides in the Office of FORCECOM and must approve all requests as unique to the Corps. No two units may use the same number, nickname or motto. As some units have numbers grandfathered (approved before the current method was in place) and the numbers may not be in the proper Brigade, this step is most important. It is the job of the office of Heraldry to insure that no duplication is made. Once the information is checked by Heraldry, COFORCECOM will inform the BDE OIC of either the approval or rejection of the application. The BDE OIC should then contact the applicant with the necessary information. If the application for number has been approved, the announcement may be made by the BDE OIC. No numbers may be assigned or announced without prior approval by the COFORCECOM.

Once the number, nickname and motto are selected and approved, the BDE OIC should introduce the unit OIC to the Battalion OIC (if there is one) and the BN OIC should insure that the Unit OIC knows where to find and how to use the SFMC web site. The new Unit OIC should be able to access the Unit handbook (contained within this manual), understand the proper procedures for filing reports, and the use of the

Chain of Command. The BN and/or BDE OICs should insure that the Unit OIC is comfortable with the requirements of the Corps and answer any questions the Unit OIC or members of the Unit might have at this point. Be certain that the marines understand the use of the Chain of Command.

A BDE OIC may contact new ships in their area to invite them to form Marine units. Unassigned members may also be invited to become marines. (Follow the procedures explained above.)

A BDE OIC should make every effort to learn the marines in his/her care. Whenever possible, personal interaction is recommended. If a unit, battalion, or brigade event is being held, the OIC is encouraged to attend whenever possible. No BDE OIC is expected to place himself in personal difficulty to do so. If the time, money or whatever, is not available it will not be held against the BDE OIC if they do not attend. However, the Brigade Muster, generally held at the Regional Summit is your responsibility. If you are unable to attend and oversee the event, you should appoint a representative to take your place and make sure that the entire Brigade is aware of who this person is. Do not leave the muster to chance. This is your opportunity to insure that your Marines are recognized, rewarded, and instructed in Corps policy and procedures.

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## SECTION 7 - Awards

### 7.01 SFMC Awards Nomination Policy

This policy is intended to help eliminate confusion and miscommunications regarding the submission of any award for consideration by an issuing authority within the SFMC Chain of Command. This is not exhaustive, and every attempt should be made before submitting the award to make sure you are including all information that may be needed by the Issuing Authority for the award being submitted; if necessary, send an advance e-mail to the awarding authority to ask and make sure you have everything they may need to consider the award.

1. Award nominations must be made no more than six (6) months after the event leading to the nomination. The only exceptions to this policy are nominations for Honor and Valor awards which are, by necessity, made for actions over the course of the preceding year. Any nominations for awards older than six (6) months (except for Valor and Honor Award nominations), will be summarily denied based on this policy.
2. Award nominations must include as much specific information as possible (i.e., dates, times, names of individuals, specific actions of the individuals and any other information which may be necessary to show that the basic criteria for that award has been met). Award nominations will be considered, but may be denied if requisite information is omitted from the nomination. It is the responsibility of the nominator to include all necessary information for proper consideration of the award; the Issuing Authority will not be required to conduct any additional investigation or send out requests for additional information, but is strongly encouraged to do so if the award nomination is unclear or subject to misinterpretation as to whether the award is justified or not. We realize it may not be possible to include everything that would apply to an award nomination, but any additional information that may be helpful and which can be easily obtained should be included to help the Issuing Authority understand the events surrounding the nomination.
3. As necessary and wherever possible, supporting statements from witnesses, victims, etc... and other readily available information should be included with the award nomination. This does not mean you need to include statements from others for all awards (i.e., Initial Entry Training Ribbon, Great Barrier Award, etc...), but some awards (Gold and Silver Nebula, Wounded Lion, etc...) are of a type that this outside information greatly aids the decision making process and gives a much clearer view of what went on and how events transpired leading to the award nomination. The more information and details you can provide, the stronger the nomination and the better the chance that it will be awarded.
4. In the event that an award is denied, for whatever reason, the person may not be resubmitted for that award based on that particular action/event for reconsideration. This is why it is necessary to include everything that may be pertinent to the award being submitted for consideration.
5. The decision of the Issuing Authority may be appealed, in accordance with the SFMC Appeal Policy found in Section 2 of this manual if you feel the denial was in error.

## About the 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 DCO-Academy, TRACOM, 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 DCO-Academy, TRACOM 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.

