



THE
STARFLEET ACADEMY
OFFICER
TRAINING MANUAL

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INTRODUCTION

Welcome to the Starfleet Academy Officer Training School. Its purpose is to provide you with the details of the Starfleet organizational format, including starships-flagships-shuttles and so on; the Starfleet chain of command; active duty membership options, including the assignment of ranks, serial numbers, and official positions; promotions, demotions, transfers and moving up the ranks in Starfleet.

We hope that this program answers many of the questions you had as a new recruit to this organization. If you have any general questions about the Academy or Starfleet, do not hesitate to contact the Director of the Starfleet Academy. If you have any questions regarding the material covered in this manual, feel free to contact the Director of the Officer Training School, Starfleet Academy. Good luck and Live Long and Prosper.

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Star Fleet Technical Manual by Franz Joseph Designs
Star Trek - The Role Playing Game by FASA Corporation
Star Trek - The Correspondence Game Captain's Guide by Entertainment Concepts, Inc.
Starfleet Membership Handbook April 1982 Edition by Eric A. Stillwell
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FOREWORD

THE STARFLEET ACADEMY OFFICERS TRAINING SCHOOL

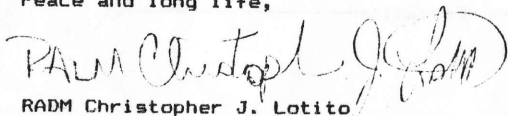
REAR ADMIRAL CHRISTOPHER J. LOTITO
DIRECTOR

Greetings,

You have enrolled in the Starfleet Academy Officers Training School. I congratulate you on a wise decision. The OTS is the definite answer to learning the Starfleet paramilitary procedures and operations, as well as active duty membership options. As an officer in Starfleet, you will find yourself in many situations where rational and proper decisions are a must. Hopefully, the training you are about to receive will prepare you to make the right decisions.

Section 5 contains your orders and all of the vital information you will need to get through OTS. If you have any questions please feel free to write.

Peace and long life,


RADM Christopher J. Lotito
Director, Starfleet Academy Officers Training School
Deputy Director, Starfleet Academy

SECTION - 1 The Starfleet Organizational Format

1.01 Starships/Chapters

As you know, Starfleet, in its endeavor to reflect the spirit of Star Trek, is separated into individual chapters, each named after a Federation starship. These names come from the Star Fleet Technical Manual, or some other recognized source, such as blueprints, journals, etc. Starships are also assigned a Naval Construction Contract code from the same source. Starships are encouraged to provide activities on the local level. Such activities may include ship-wide meetings, parties, or community projects. Activities, of course, are not limited by the above; activities are limited only by the imagination of the captain and crew. The starship/chapter, however, should be the focal point of any member's career in Starfleet.

1.02 Flagships

Flagships are chapters of Starfleet which are run by an officer who also is a Starfleet Regional Coordinator. As such, a Flagship is expected to be a "model chapter" and assist the Regional Coordinator (captain) in organizing inter-chapter projects within the region. Often, a flagship's Executive Officer is charged with running the flagship on a "day-to-day" basis, so that the coordinator can devote more time to the active maintenance of the region.

1.03 Shuttlecrafts

Shuttlecrafts are "mini-chapters" which exist under the guidance of a chapter of Starfleet. They are designed to increase member participation and to foster new chapters in geographical areas where none exist. Any shuttle whose membership exceeds 10 officers may petition for starship status, providing that the shuttle commander has completed the Starfleet Academy Officer Training Program. While reporting to the "mother ship's" Commanding Officer once per month, a shuttlecraft operates in the same manner as a starship does. A shuttlecraft commander has the same authority as a starship captain, within his/her shuttle.

1.04 Starfleet Departments and Offices

Starfleet has many independent departments and offices which provide services to members of Starfleet. Examples include: the Starfleet Department of Graphic Design, the Starfleet Office of Technical Information, the Starfleet Pen-Pal Service, and of course, the Starfleet Academy. Lists of these programs and their directors are available from the Starfleet Chief of Operations.

SECTION 2 - The Starfleet Chain-of-Command

2.01 The Executive Committee

The Starfleet Executive Committee, sometimes referred to as the Executive or Admiralty Board, is the decision-making body of Starfleet. It is currently composed of the following officers:

President/Commanding Admiral - The Starfleet President shall act as the chairperson of the Executive Committee (ExComm), and is responsible for the maintenance of Starfleet funds, as well as providing the final decisions on all matters involving Starfleet itself. For purposes of the para-military aspects of Starfleet that reflect the spirit of Star Trek, the President may be referred to as the Commanding Admiral, and shall hold the service rank of FLEET ADMIRAL.

Vice President - The Starfleet Vice President shall be responsible for distribution of membership materials, and for assisting the President in whatever manner possible. The Vice President will hold the service rank of VICE COMMANDING ADMIRAL.

Chief of Operations, Starfleet - The Chief of Operations, Starfleet, shall be responsible for the efficient and active operation of the Starfleet starships and regions. He/she shall be assisted by the Sector Chiefs of Operations. The Chief of Operations, Starfleet shall hold the service rank of VICE COMMANDING ADMIRAL.

Sector Chief of Operations Northeast
Northwest
Southeast
Southwest
Overseas-Atlantic
Overseas-Pacific

These officers are responsible for coordinating operations of chapters and regions in their Sector. Captains and Coordinators should always contact their Sector Chief of Operations before contacting the Chief of Operations, Starfleet. The Sector Chiefs of Operations hold the service rank of ADMIRAL.

Director of Starfleet Academy - The SFA Director is responsible for overseeing all policies and decisions concerning the Starfleet Academy. The Director of Starfleet Academy holds the service rank of ADMIRAL.

Chief of Communications - The Chief of Communications is responsible for overseeing the editing and production of Starfleet's official newsletter/fanzine, the Starfleet Communique. He/she shall hold the service rank of ADMIRAL.

2.02 The Regional Coordinators

Starfleet is divided into several global regions, and the active maintenance of each region is the task of a Regional Coordinator. A Regional Coordinator can serve in one of two different positions in Starfleet: as a "Flagship Commanding Officer" or as a "Chief Admiral". A flagship commander is a regional coordinator who is also the commanding officer of a Starfleet chapter. A Chief Admiral is an officer who operates independently of a specific chapter, allowing him/her to devote 100% of his/her energies to the active running of the region. Starfleet does not favor one version of the post over another, although currently, the majority of regional coordinators are Flagship Commanders.

The regional coordinators are responsible for assisting the chapters within their jurisdiction in matters relating to inter-chapter activities, regional conferences, conventions, pen-pal exchanges, regional newsletters/fanzines and other region-oriented projects which support and reflect the spirit of Star Trek. The coordinator is also responsible for representing his/her region in activities which involve other regions. He/she is expected to file a status report with his/her Sector Chief of Operations and the Chief of Operations, Starfleet by the 15th of each month.

The regional coordinator is free to appoint an independent staff to assist him/her in carrying out assigned duties, and is ultimately responsible for establishing policies of regional operation, providing that they do not conflict with operational policies established by the Starfleet Executive Committee.

2.03 The Starship Captains

Starship Captains (CO's) are among the most important personnel in Starfleet. Without them, there would be no basis for a strong, well organized, international organization. Therefore, Starship Captains have a lot of work and responsibility in organizing their chapters effectively, and in generating an atmosphere which will reflect the spirit of Star Trek.

The Starship Captain plays an integral part in personalizing Starfleet, and should be the focus of regional and local activities and projects for Starfleet as well. He/she should be a patient and very active member who reflects the most professional posture of the organization. The Starship Captain will help plan, organize, and execute community projects, chapter meetings, parties, convention excursions, chapter newsletter(s)/fanzine(s), and other activities. All of these things are then reported to the Regional Coordinator and the Chief of Operations by the 1st of each month. The Starship Captain is empowered to make all decisions and formulate all policies for his/her chapter so long as said decisions and policies do not conflict with the Starfleet

Executive Committee or the Starfleet Constitution. Most Starship Captains will carry the rank of Captain. As the commanding officer, the Starship Captain may appoint all officers of his/her chapter and may independently authorize transfers, promotions, demotions, and merit awards for active duty members. The active duty member will look to the Starship Captain as their Commanding Officer, and as such, can expect proper knowledge of Starfleet paramilitary procedures. If he/she cannot provide the answers, then he/she will know where to get them.

2.04 The Shuttlecraft Commanders

The Shuttlecraft Commander serves in many of the same capacities as the Starship Captain does, but only in relation to the shuttlecraft he/she commands. Since most shuttlecraft are designed to foster new chapters, the Shuttlecraft Commander will carry the temporary rank of Captain. Shuttlecraft Commanders may hold a different position and rank within the chapter that they are associated with, so the rank of Captain is only applicable within their shuttlecraft. They are given the rank so that they may become accustomed to command responsibilities and command privileges that they will receive when their shuttlecraft is commissioned as a Starship. The Shuttlecraft Commander is charged with organizing meetings and activities to accomplish the purpose of the shuttlecraft program. The Shuttlecraft Commander must report to his/her commanding officer the status of his/her shuttle on a regular basis.

2.05 The Section Chiefs

The Section Chiefs have the responsibilities similar to those of Shuttlecraft Commanders, with the exception of running meetings that do not pertain to their own section. The Section Chiefs serve as the link between the Starship Captain and the Individual Member. They should be able to provide the members of their section with the most up-to-date news of their chapter, the international organization, and Star Trek fandom in general. The Section Chief should also be the first person contacted by a member who has some difficulty or question. To accomplish their task, Section Chiefs can provide a departmental newsletter or fanzine which can be a creative outlet for the Individual Member. Usually Section Chiefs will either hold the rank of Lieutenant Commander or Commander, but this is subject to the Commanding Officer's discretion. Section Chiefs will report the activities of their division to their Commanding Officer on a regular basis.

2.06 The Individual Member

Details on the active duty membership option will be covered in the next section. The associate and non-contributing

options are covered in the Starfleet Membership Handbook. Section 2.06 will cover the responsibilities and privileges of being in Starfleet.

The basic responsibilities of any given Individual Member in Starfleet are thus: to support the international organization via yearly assessment of membership fees; to promote the concepts of unity, peace, and brotherhood as espoused in the philosophy of Star Trek fandom; to promote the organization to any interested person(s)/group(s); and to support the Chapter/Starship of their choice, either through monetary and/or participatory means.

The basic privileges of any given Individual Member in Starfleet are thus: receiving the international Starfleet newsletter, the Starfleet Communique and the basic membership materials, including the Starfleet Membership Handbook. Privileges on the local level vary from ship to ship, but many offer the opportunity to write for newsletters and fanzines, and participate in chapter activities.

SECTION 3 - The Active Duty Membership Option

3.01 The Starfleet Service Ranks

- Cadet Ensign (CdtEns) - Used on some ships for new officers who are beginning their training.
- Cadet Lieutenant (CdtLt) - Used on some ships for officers who are at the intermediate stages of their training.
- Ensign (Ens) - Usually given to incoming officers, and accompanied by an intradepartmental position, such as Engineering Technician.
- Lieutenant Junior Grade (Ltjg) - Usually given to officers in intradepartmental positions who have distinguished themselves in some manner.
- Lieutenant (Lt) - Usually given to higher intradepartmental positions such as Assistant Chief Engineer; also given to department heads on small Starfleet vessels, such as Scout or Transport classes.
- Lieutenant Senior Grade (Ltsg) - Reserved for special appointment by a given starship's commanding officer.
- Lieutenant Commander (LtCmdr) - Usually given to department heads such as Chief Engineer or Chief Science Officer.
- Commander (Cmdr) - Usually reserved for the Executive Officer of a Starship. Sometimes given to department heads who have distinguished themselves. Also given to other important organizational positions on a Starship, such as Activities Director, Chief of Personnel, etc.
- Captain (Capt) - Reserved for Commanding Officers, and staff members of an officer of Rear Admiral or above. Can be appointed only by officers of the rank of Rear Admiral or above, except with special permission of the Starfleet Executive Committee.
- Fleet Captain (FCapt) - Reserved for special appointments by the Executive Committee.
- Commodore (Comm) - Reserved for: special appointments by the Executive Committee; Starfleet Command positions not on the Executive Committee; officers who have given exceptional service to the Fleet.
- Rear Admiral (RAdm) - Reserved for Regional Coordinators and special appointments of the Executive Committee.
- Vice Admiral (VAdm) - Reserved for special appointments of the Executive Committee.
- Admiral (Adm) - Reserved for members of the Executive Committee.
- Vice Commanding Admiral (VCAdm) - Reserved for the Starfleet Vice President and Chief of Operations.
- Fleet or Commanding Admiral (FAdm or CAdm) - Reserved for the President of Starfleet.

These guidelines are only suggestions, and can be altered (except in the case of ranks above Commander) by the Commanding Officer. All guidelines are subject to exception in the case of Starfleet Executive Committee decision.

3.02 Rank Assignments in Starfleet

Under normal conditions, new officers are given the rank of Ensign. Since Starship Captains are now commissioning all the new officers, this may vary from starship to starship. For example, a new member sends his "little yellow card" to the Commanding Officer of the starship of his choice, a heavy cruiser for say. He/she may be commissioned immediately as a Lieutenant Senior Grade because the ship needs a 'commissioned officer' to organize a shuttlecraft or a section and the new recruit is in geographical position to help. In most cases, however, new recruits will be commissioned as Ensigns, because most of the executive/command positions (discussed in more detail in Section 3.04) have already been filled. This is the usual process. Here are a few guidelines to keep in mind:

- 1) No member can be promoted or transferred without their permission. This rule exists to control the amount of work/responsibility an Individual Member may find themselves doing upon being promoted, and, it protects the right of the individual member to remain on the starship of their choice.
- 2) No member may be promoted above the rank of Commander without the express permission of the Starfleet Executive Committee.
- 3) If an Individual Member feels their rights as a member of Starfleet are being compromised in any of the paramilitary aspects such as the assignment of ranks, they are encouraged to contact their local Regional Coordinator.

3.03 Serial Numbers in Starfleet

The "little yellow card" in the Starfleet Membership Materials has spaces provided for the following information: Rank-serial number-date-position-signature. This text appears on the back of the 'lyc', and it is the responsibility of a Starship Captain to fill in this information, and return the card to you.

Serial numbers are a difficult topic to deal with because there is no method to check the continuity of of serial number systems as used on different ships. Some ship use a system involving the member's phone number, certain prefixes for the member's section, and certain suffixes for the member's position. For example, a member who is Chief Medical Officer with a phone number of 123-4567 would have a serial number reading S1234567CMO; S for the Medical section, followed by the member's phone number, ending with his position, CMO. Again this is only an example. Other ships have serial numbers involving a member's street address and zip code. Any system which suits the needs of the ship may be used.

3.04 Official Positions in Starfleet

The following is a list of some commonly accepted official positions in Starfleet, followed by an explanation of the position:

Commanding Officer - person in charge of a Starfleet starship or shuttlecraft
First/Executive Officer - officer second in command of a starship
Chief Engineer - officer in charge of the engineering section
Chief of Security - officer in charge of the security section
Chief Medical Officer - officer in charge of the medical section
Chief Science Officer - officer in charge of the science section
Chief of Operations - officer in charge of ship operations, usually includes Engineering, Helm, and Navigation
Chief of Communications - officer in charge of communications section
Chief Helmsman - for ships who have helm separate from operations, it is the officer in charge of the a ship's helm personnel
Chief Navigator - officer in charge of the navigation section
Vice Section Chief/Vice Chief/Assistant Officer - officer 2nd in command of a given section
Chief Surgeon - officer in charge of surgery
Medical Orderly - an attendant who assists a doctor/surgeon in (usually) post-operative procedures
Head Nurse - officer in charge of the nursing staff
Nurse - officer who cares for the sick and injured
Medical Specialist - officers who handle medical procedures but aren't doctors.
Medical Technician - personnel who provide emergency medical help and often serve in landing parties
Alien Creatures Specialist - a sociologist who is expert in quickly studying and classifying very divergent societies
Biologist - studies creatures from the gigantic to the microscopic and how they react with human(oid) life forms
Botonist - studies plant life forms and how they react with human(oid) life forms
Hydroponics Specialist - studies the cultivation of plant lifeforms in liquid nutrient solutions
Physicist - studies previously unknown physical phenomena in order to explain its function and characteristics.
Astrophysicist - studies previously unknown spacial phenomena in order to explain its function and characteristics
Astronomer - plays important part in exploration/mapping missions; maps and catalogs newly explored areas of space
Laboratory Technician - assists specialists in experiments

of diverse nature
Chemist - studies and determines the chemical makeup of newly discovered substances
Archeology and Anthropology Specialist - studies dead civilizations as well as thriving ones, and how they function(ed) as a society
Geologist - studies rocks, minerals, and ores, as well as surface structures and how they are formed
Planetary Environments Specialist - studies and provides information on the surface conditions of planets
Communications Specialist - handles all incoming and outgoing communications on a starship
Cryptographer - one who handles all security coded messages
Acoustics Officer - studies and provides important data on the science of sound
Internal Security Specialist - handles security aboardship
Escort Security Specialist - handles security planetside and on other vessels
Weapons/Defence Systems Monitor - bridge specialist who monitors internal security and the weapons/defence systems
Armory Controls Specialist - one who monitors and controls the distribution of small and large scale hand weapons from the ship's arsenal
Security Specialist - all purpose security crewman
Ordnance Specialist - crewmen who actually prepare the photon torpedoes for launching and fires the shipboard phaser weapons
Helmsman - is responsible for ship's maneuverability and sometimes weapon control
Navigator - plots ship's course; is responsible for getting ship from point A to point B
Shuttle Pilot - person who pilots shuttle; see also Section 2.04
Records Officer - crewmen responsible for the maintenance and upkeep of all of a starship's logs, files, and other records
Personnel Officer - crewman in charge of the files on each crewmember of a starship
Technology Specialist - expert in all machines and technological contrivances
Engineering Specialist - all purpose engineer
Matter/Antimatter Specialist - is responsible for monitoring the intermix process
Dilithium Crystal Specialist - is responsible for monitoring the dilithium crystal converter assembly
Quartermaster - is responsible for assigning quarters, as well as handling all equipment and supplies and the distribution of the same
Fabrication Engineer - crewman who operates fabrication equipment
Transporter Officer - is responsible for all transporter operations
Damage Controls Specialist - is responsible for evaluating

and controlling the amount of damage (to the best of their ability; sometimes circumstances get completely out of hand) a starship sustains; they also affect starship repairs

Deflector Systems Specialist - one who monitors and provides important data on the status of a starship's deflectors

Activities Director - is responsible for planning and executing starship activities; usually works with Starship

Captain to achieve this task

Cheif of Staff - position with many interpretations, including:

Chairperson; Vice-Chairperson; and so on, an officer who usually holds some command level position

Program Director - Arranges program/agenda of meetings, and is usually involved in any starship activities as well

Treasurer - crewman appointed by Starship Captain to keep financial records and to keep track of the chapter treasury

Chairperson - Starship Captain; officer usually appointed by the Executive Committee to run a Starfleet chapter

Vice-Chairperson/Executive Officer/First Officer - officer, usually appointed by the chairperson to assist in chapter functions and in the general running of the chapter

Director of Correspondence - officer, usually noted on chapters whose membership is spread over great distance; is directly responsible for a chapter pen-pal service

Secretary - Records Officer; officer, usually, appointed by the chairperson to maintain proper records of meetings, convention operations, etc.

3.05 The Starfleet Academy

Another active duty option is getting a solid background in all the skills that are important to Starfleet officers and personnel - a detailed understanding of the inner workings of the organization, and familiarization with policies and procedures. This can be achieved by entering Starfleet Academy. The following information is a detailed explanation of the three Academy schools:

STARFLEET ACADEMY OFFICERS TRAINING SCHOOL (OTS): GOAL - to train interested Starfleet personnel in the paramilitary aspects of the organization and to promote the efficient operation of Starfleet chapters.

MEMBERSHIP - OTS is open to any member of Starfleet, with advance knowledge of his/her commanding officer.

DURATION - A period of time no less than three (3) weeks and no more than six (6) weeks is recommended.

COURSE OUTLINE - Students will receive the Starfleet Academy Officers Training Manual which covers the paramilitary aspects of Starfleet. Students will have between two (2) to

three (3) weeks to review the material covered in the OTS manual. Students then have the opportunity to ask any questions based on academy procedures. These questions are to be sent to the OTS Director (with a legal SASE). Following the Question/Answer period, the trainee is permitted to open the exam packet and begin the final exam.

THE FINAL EXAM - With the OTS Manual will come an exam packet, including the final exam, directions, and answer sheets. The trainee is not to open the packet until he/she is sure that they have a complete understanding of the material covered in the OTS Manual. Upon completion of the exam, the student will submit it along with a legal-size SASE for grading. The results, along with comments, and providing that the trainee has passed the exam, a certificate of completion of the program. If a student receives a grade of 93 or above (and is the rank of Commander or below), he/she will receive a one grade promotion for his work. A student above the rank of Commander receives a recommendation for promotion which is sent to his Commanding Officer and the Executive Committee.

STARFLEET ACADEMY POST-GRADUATE SCHOOL (PGS): GOAL - to provide an interesting forum for interested personnel to use their knowledge of the Star Trek universe to complete degree programs of varying levels of difficulty.

MEMBERSHIP - PGS is open to any member of Starfleet, with advance knowledge of his/her commanding officer.

DURATION - A period of no less than four (4) and no more than eight (8) weeks is recommended.

COURSE OUTLINE - The three (3) types of degrees offered in PGS are as follows:

Bachelor's, under the topics of Engineering Technology, Medical History, Medical Technology, Support Services Technology, Helm and Navigation Technology, and Command Studies

Master's, under the topics of Advanced Engineering Technology, History of Space-Going Diseases, Command Studies II

Doctoral, under the topics of The History of the UFP, Advanced Command Techniques, The Voyages of the USS Enterprise

A graduate student must complete a related bachelor's level program before undertaking a master's level program, and a master's level program before beginning a doctoral level program.

THE FINAL EXAM - An exam will be administered by the PGS director to test the student's knowledge of the subject matter. Upon completion, the student will submit it for grading on a pass/fail basis. Only student's who achieve a pass grade will be permitted to advance to the second part of the degree program.

COMPLETING THE PROGRAM - Once a student has passed the exam, he/she will be required to write a "thesis" for his/her degree speciality. The "thesis" may be no less than one (1)

page in length. The completed "thesis" must be submitted for a pass/fail grade. Upon successful completion of both parts of the program, a diploma, (and in cases of exceptional performance, a one-grade promotion) will be issued to the student. At that point, the student has the option of continuing their studies or returning to active duty.

STARFLEET ACADEMY COLLEGE OF MEDICINE (SACOM): GOAL - to give students a very basic education in very basic first aid.

MEMBERSHIP - SACOM is open to any member of Starfleet, with the advance knowledge of his/her commanding officer.

DURATION - A period of no less than four (4) weeks and no more than eight (8) weeks is recommended.

COURSE OUTLINE - This is a very serious course which takes students through the beginning steps in first aid education. It teaches how to identify certain injuries, how to react in certain medical situations, and even psychological portions of medicine, such as dealing with death. It is recommended that once a student completes SACOM, to, if they haven't already, go to their local hospital or Red Cross station for "hands on" training and certification.

THE FINAL EXAM - An exam will be administered by the SACOM Director to test the student's knowledge of the subject matter. The student will then return it to the Director for marking on a pass/fail basis.

COMPLETING THE PROGRAM - Upon successful completion of the program, a diploma and in cases of exceptional performance, a one grade promotion will be issued to the student. At that point, the student has the option of continuing their Academy studies or returning to active duty.

THE SENIOR CAPTAIN NETWORK (SCN): GOAL - to assist new commanding officers in the most important months of their command tenure - the formation of their chapter. The training imparted by the Starfleet Academy should not end upon return to active duty, especially for new starship captains. A senior captain is one who has exhibited exceptional command ability during their tenures as Starship Captains. These Senior Captains would take the new commanding officer "under their wing", and assist them in the organization of their chapter. Command tips in addition to experience in Starfleet is the main tool involved.

SECTION 4 - Moving Through The Ranks In Starfleet

4.01 Promotions, Demotions, and Transfers

Starfleet regulations state that active duty members may be promoted up to the rank of commander, and that no member may be promoted without their permission. This is discussed in Section 3.02. But, no member will be promoted if they have not shown a real, sincere interest in Starfleet and local starship activities. When a crewmember has performed well in a critical situation, or shown a steady level of interest and participation, the Starship Captain can promote him/her. Crewmembers, and even officers can be demoted as quickly as they were promoted. Most decisions of this nature are left to the Starship Captain's discretion, but if a member feels that they have been treated unfairly, they can contact their local Regional Coordinator on the matter. Following the Regional Coordinator is the Chief of Operations, and then the Executive Committee. There is no guarantee that an appeal by an Individual Member to the three (3) parties mentioned above will change the Starship Captain's decision, but by the same token, there is no guarantee that the Starship Captain's decision will be upheld by the Starfleet Command or the Regional Coordinator.

Starfleet had this to say about transfers. No member can be transferred without the member's permission. Transfer procedures usually include the following:

- 1) Contact your Starship Captain and ask that he transfer you wherever it is you want to go. Since standards generally vary from starship to starship, there is no way to tell how long this will take on a given starship.
- 2) It's a good idea to contact the officer in charge of the starship/flags, etc. you want to transfer to and confirm that you can become a member there after leaving your current assignment.
- 3) For the most part, Starship Captain's can only approve transfers, and that is usually what happens.

4.2 Citations, Commendations, Awards

Decorations on this level can be awarded by a Starship Captain to any Individual Member who has shown exceptional competence, a constant level of efficiency or dependability, or demonstrates a skill that all the members of a starship can benefit from.

4.03 Moving Up The Ranks In Starfleet

Members who hold the rank of Commander or Lieutenant Commander or who act as a Starship Captain's Chief of Staff (without being the exec) have the best chances of getting a command of their own. Getting such a command would provide that officer with a promotion to at least the rank of Captain. Personnel who work on a regional level, either on a

flagship or as part of the Regional Coordinator's staff also have a better opportunity to be promoted. Please remember that promotions are not given based on popularity. Promotions on the local lever are left mostly to the discretion of the Starship Captain, but reasoning behind the promotions is generally the same. Some things to keep in mind which will act on your behalf are:

- 1) Get involved in as many of the Starship's activities as you can. Benefits are twofold here: A) Most activities are fun, so you will enjoy them as you do them, and B) The Starship Captain will see how active you are in starship projects and may consider you first when it is "time for promotion".
- 2) Seniority: Many Starship Captain's feel that new and low-ranking personnel should serve aboard ship for varying lengths of time in various positions (these vary from ship to ship) before entrusted with a great deal of work/responsibility. Senior officers, like shuttle commanders or command staff members have a better chance at promotion because they have served their time in the lower level ranks and positions.
- 3) Don't be discouraged if you aren't promoted on a regular basis. These things take time, and your turn is a certainty. Be patient. A good Starship Captain will recognize this and it will be a factor in any decision regarding you.
- 4) Volunteer: If you have a special skill or can benefit the starship in some other way, let your Commanding Officer know the details. Volunteering will bring you a special kind of recognition and really show your dedication.

SECTION 5-Orders to the Students

5.01 Student Training Directives

As a student, you will have two (2) to three (3) weeks to study the material covered in this manual. If, at any time during or after this period, you have any questions concerning Starfleet military operations, contact the OTS Director.

Following this section of the training, you will be expected to have a thorough understanding of the para-military aspects of Starfleet. Upon completing the question/answer period, or if you feel that you understand the material without asking questions, you may then open the examination packet and begin the Final Exam.

5.02 General Command Orders

The Starship Captain- The following are the Starship Captain's rights and responsibilities. A Captain may be removed by the Starfleet Executive Committee for violation or non-observance of any General Command Order. Only the Executive Committee may remove a Captain under any circumstance.

- GC01-1: The Captain is empowered to make all decisions regarding all aspects of chapter operation. The Captain is, therefore, solely responsible for the activities and status of his/her chapter.
- GC01-2: The Captain is financially responsible for his/her chapter, and all expenses incurred by the chapter are the sole responsibility of the Captain. He/she may collect dues only with the consent of the chapter membership. The Starfleet Executive Committee reserves the right to demand complete financial records from a Captain if there is a suspicion of wrongdoing. Starfleet (the central organization) will not be responsible for the refunds of any money collected by the Captain that is above and beyond the original Starfleet membership fee.
- GC01-3: The Captain is empowered to operate his/her chapter in any manner he/she chooses so long as his/her methods of operation do not violate any portion of the Starfleet Constitution or these General Command Orders. A member has the right to petition his/her grievances to their Regional Coordinator or geographical Chief of Operations.
- GC01-4: In order to insure the active status of his/her chapter, the Captain is required to submit a status report detailing chapter operation to the Starfleet Chief of Operations and his/her Regional Coordinator. This report must be postmarked by the first of each month. The specific content of the status report is the Captain's prerogative,

but the Executive Committee reserves the right to demand a more detailed account of chapter operations, if necessary.

GCOI-5: The Captain, as the paramilitary "Commanding Officer" of his/her chapter, is empowered to promote any active duty member to any rank between Ensign and Commander. The Captain is also empowered to demote any active duty member within the same range. The Captain must be prepared, however, to justify his/her reasons for demotion to his/her geographical Chief of Operations or the Executive Committee. The Captain may not promote any active duty member above the rank of Commander without the approval of the Executive Committee; nor may a Captain remove a member's active duty status (demote below Ensign) without Executive Committee approval.

GCOI-6: The Captain may not refuse a member's request to transfer to another Starfleet chapter. He/she may, however, refuse an infrachapter transfer.

GCOI-7: The Captain may not use his/her authority as "Commanding Officer" to interfere with a member's personal life, or to make unreasonable demands upon a member.

The Regional Coordinator- The following are special General Command Orders that apply to Regional Coordinators only.

GCOI-8: In order to provide the Executive Committee with an accurate picture of regional operations, the Regional Coordinator is required to submit a status report detailing the operations of all the chapters under his/her jurisdiction. Content of the report is the Regional Coordinator's prerogative, but the Executive Committee reserves the right to demand a complete report.

GCOI-9: If evidence exists that show that a Regional Coordinator's reports are falsified, or not filed by the Regional Coordinator, he/she will be removed by the Executive Committee immediately. The officer has the right to appeal the Starfleet Executive Committee decision.

GCOI-10: The Regional Coordinator has the authority to commission new Starfleet chapters and to appoint Captains. However, names of chapters must be approved by the Coordinator's geographical Chief of Operations; and the Coordinator's appointment must be prominently included in his/her status report, for final approval by the Starfleet Executive Committee.

5.03 The Final Exam

In order to complete and pass the course, students (including: general officers, Starship Captains and Regional Coordinators), must attain a grade of 65 on the Final Exam.

The exam is an open book test consisting of twenty (20) essay-type questions testing the students interpretation of Starfleet paramilitary operations. The students must answer each question fully in order to get full credit. A student below the rank of Lieutenant Commander receiving a score of 95 or higher will receive a one (1) grade promotion. A student of the rank of Commander or higher will be recommended to their Commanding Officer and the Executive Committee for Promotion. Any student who fails the course will be given the option of attempting the course again, if they wish to do so.

5.04 Completing the Course

All students who complete the program with a grade of 65 or higher will be issued a certificate of completion. The student will then assume or resume their regular active duty assignment, or assume command of their starship/region.

5.05 Continuing Your Starfleet Education

As section 3.05 tells you, the Academy is composed of more than the OTS. Interested members can pursue their Starfleet education by taking courses offered by the Post-Graduate School and the College of Medicine. Hopefully, you have found this manual informative and useful as a work of reference in your Starfleet career.