

**CONFIDENTIAL**

**STARFLEET MARINE  
CORPS**



**GENERAL  
STAFF  
OFFICERS'  
MANUAL**

**Revision 2010**

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**CONFIDENTIAL**



STARFLEET MARINE CORPS

# General Staff Officers Manual

2010 EDITION



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### **Foreword**

Welcome to the General Staff Officers Manual of the STARFLEET Marine Corps (SFMC). This publication is intended primarily for members of the SFMC, which is an affiliate of STARFLEET, The International Star Trek Fan Association, Inc. (SFI). However, anyone with an interest in our part of the Star Trek universe is invited to look and learn. This manual serves as a handy reference work for members of our General Staff. It is a one-book source for the General Staff Officer wherein they can get the information they need to fill their fictional and fan association roles.

### **Pronoun Disclaimer**

The use of "he, his, him," etc., and in particular the term "man" as in "crewman", are used for convenience as the standard English-language convention for unknown-gender pronouns. Not very politically correct, perhaps, but grammatical... and a lot less awkward than "crewpersons". The point is, we don't mean anything by it.

### **Reporting Authority**

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

### **Acknowledgments**

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## **SECTION 1 - Introduction**

The STARFLEET Marine Corps (SFMC) General Staff is comprised of seven (7) individuals who are charged with conducting the day-to-day business of the Corps. Their duties include setting policy, maintaining the Corps' bank accounts, maintaining the Corps' web presence, as well as handling any other issues that may arise from time to time. No one can adequately be prepared for the responsibilities that come with being a member of the General Staff. Being a member of the General Staff is truly on-the-job training so for a newly appointed member it is a sink or swim scenario. This manual aims to give the STARFLEET Marine an understanding of who the General Staff are as well as what their responsibilities are so that if ever appointed to a General Staff position they already have a good handle on what is expected of them in their new position. From here on in you will learn about the jobs and responsibilities of the General Staff Officer and how he interacts and works with the rest of the SFMC, both above and below him in the Chain of Command.

## **SECTION 2 - The General Staff**

As mentioned in the introduction the STARFLEET Marine Corps (SFMC) General Staff is comprised of seven (7) individuals who are charged with conducting the day-to-day business of the Corps. That business can include anything from approving funds for expenditures to authorizing a new uniform item. However one of the most important duties of all the members of the General Staff are tasked with is developing policy that helps guide and run the SFMC. Remember that any decisions by the General Staff affect every member of the STARFLEET Marine Corps and can affect the Corps for many years after.

All members of the General Staff serve at the pleasure of the Commandant, with the exception of the Commandant who serves at the pleasure of the Vice Commander STARFLEET. Any member of the General Staff may be removed from their position at any time for any reason. For the most part though, the General Staff has remained stable for years due to a low turnover rate which has lead to a continuity of leadership through the years. However the possibility does exist that every three years with the election of a new Commander and Vice Commander STARFLEET that a sitting General Staff could be removed and replaced. At the time of the writing of this manual that has never occurred, but it is still a possibility.

### **2.1 Composition**

Currently the General Staff is comprised of the Commandant (DANT), Deputy Commandant (DepDANT), SFMC Sergeant Major (SGM/SFMC), Commanding Officer Finance Command (COFINCOM), Commanding Officer Forces Command (COFORCECOM), Commanding Officer Information Command (COINFOCOM), and Commanding Officer Training and Doctrine Command (COTRACOM). Please note that Deputy Commanding Officers (DCOs) and any departmental staff are not considered to be part of the General Staff.

### **2.2 Selection**

Members of the General Staff are appointed to their positions for a three (3) year term by the SFMC Commandant, with exception of the SFMC Commandant who is appointed to a three (3) year term by the Vice Commander STARFLEET. Members of the General Staff can be any one in the SFMC as the positions are open to all members in good standing of the SFMC. Minimum qualifications to be a member of the General Staff are laid out in the SFMC Policy manual however additional qualifications are set by the Commandant as he sees fit. Usually those qualifications center on the duties associated with the billet being filled. For example in the case of COINFOCOM, a candidate must be proficient in web site design and building.

Most members that are called upon to serve on the General Staff are considered career STARFLEET members, who have on average many years of service completed already and have served in various positions within either STARFLEET or the SFMC.

### **2.3 Individual Duties**

Each member of the General Staff is assigned to a specific billet that has unique duties assigned to it. Below is a listing of those duties assigned to various members of the General Staff. Please note that the duties listed can change at any time.

#### **2.3.1 Commandant, SFMC (DANT)**

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.



### 2.3.2 Deputy Commandant (DepDANT)

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 Deputy Commandant will assume command of the Corps until such a time as he/she can return to duty or until a new Commandant can be appointed. The Deputy Commandant will provide, in detail, a report of all activities supervised by his office, to the Commandant 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 Deputy Commandant 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.

### 2.3.3 Sergeant Major of the SFMC (SGM/SFMC)

The Marine Force Manual describes the Sergeant Major of the SFMC's role as:

*"The SGM/SFMC is responsible for acting as an advocate for the enlisted members of the SFMC; developing the Non Commissioned Officer (NCO) chain of support by recruiting and retaining NCOs; advising the Commandant and other members of the General Staff on issues that concern the enlisted ranks within the Corps; and promoting and assisting in the organization of community service activities at all levels within the SFMC."*

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

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

*"The COFINCOM is responsible coordinating and overseeing the activities of the SFMC Quartermaster, and interfacing with the STARFLEET Chief Financial Officer. This person is responsible for making sure the SFMC General Staff is fully advised on the financial status of the SFMC and that all necessary reports are filed with the STARFLEET CFO in a timely and efficient manner."*

This Command will be headed by the Commanding Officer Finance Command (COFINCOM). COFINCOM should be familiar with basic accounting principles, have reliable internet access. COFINCOM will be bonded if the SFMC General Staff feels it necessary. COFINCOM will be charged with the following duties:

1. Serve as liaison between the SFMC and the Chief Financial Officer for STAFLEET, The International Star Trek Fan Association, Inc. by:
  - a. Filing all required reports for SFMC Quartermaster sales, PayPal transactions and withdrawals to the SFMC Bank Account;
  - b. Reporting deposits made to the SFMC Bank Account(s); and,
  - c. Ensuring that all SFMC Proceeds from the Spreadshirt store (and any other stores which may be set up in the future).
2. Supervise the SFMC Quartermaster.
3. Copy the SFMC Commandant and Deputy Commandant on all reports.
4. Keep and maintain adequate and correct accounts of the SFMC's properties and business transactions including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
5. Report, monthly, to the SFMC Commandant and General Staff the SFMC QM sales figures, account balances and all transactions affecting the SFMC accounts.
6. Other duties as may be assigned by the SFMC Commandant.

### **2.3.5 Commanding Officer, Forces Command (COFORCECOM)**

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.

### **2.3.6 Commanding Officer, Information Command (COINFOCOM)**

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

*“The COINFOCOM is responsible for coordinating and directing activities in communications. Specifically, he moderates the Corps list server and IRC channel, maintains the Corps website and provides for a method of electronic communications and the timely distribution of the SFMC Newsletter.”*

Essentially COINFOCOM 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.

### **2.3.7 Commanding Officer, Training and Doctrine Command (COTRACOM)**

*“The Marine Force Manual describes the Commanding Officer, Training and Doctrine Command as follows:*

*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 to conduct operations in the Trek future). TRACOM invents and develops equipment, organizational structures, strategies 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 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.

## **SECTION 3 - Deputy Commanding Officers**

While not officially part of the SFMC General Staff, there are four (4) deputy officers who serve COFINCOM, COFORCECOM, COINFOCOM, and COTRACOM. These officers are known as a Deputy Commanding Officer or DCO for short. The four DCOs in the SFMC General Staff are DCOFINCOM, DCOFORCECOM, DCOINFOCOM, and DCOTRACOM. Because DCOs are not officially part of the SFMC General Staff they cannot vote on issues that require a vote of the General Staff. However they can voice their opinions to the General Staff if they so desire to. DCOs also serve at the pleasure of their respective CO and can be removed from the position at anytime for any reason.

There are two main duties and responsibilities for each DCO; to step in and run the departments when the CO is unavailable or unable to do so, and to assist the CO in the operations of their department. DCOs also act as the go first point of contact for any staff in their department and try to address any problems before having to escalate them to the CO. In other words they act much like Cmdr. Riker did when he served as First Officer on the USS Enterprise. Many of the issues that a DCO tackles are quite easily taken care of without intervention from the CO, and so all effort should be made to rectify any problems at the DCO level as much as possible before escalating it up to the CO. Just be aware that some people will completely bypass the DCO and go straight to the CO with their issue. If this happens it is up to the CO as how to handle the issue and more often than not it will be kicked down to the DCO to address.

### **3.1 Selection**

DCOs are appointed to their billet by a CO. DCOs can be any one in the SFMC as the positions are open to all members in good standing of the SFMC. DCOs must meet all the same minimum requirements as a member of the General Staff. Additional qualifications may be imposed by a CO. Usually selection of a DCO takes place after a period in which the CO accepts applications. Advertisements should be placed in the STARFLEET Communiqué, any official SFMC newsletter, and on the Corps email discussion list.

### **3.2 Individual Duties**

As with the members of the General Staff each DCO is assigned specific duties with the billet that they are appointed to. DCOs are also assigned duties by their CO and CO vary by department and are dependent on what projects are in progress in the department.

#### **3.2.1 Deputy Commanding Officer, Finance Command (DCOINFINCOM)**

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 COFINCOM.

#### **3.2.2 Deputy Commanding Officer, Forces Command (DCOFORCECOM)**

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.

#### **3.2.3 Deputy Commanding Officer, Information Command (DCOINFOCOM)**

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.

### **3.2.4 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.

## **SECTION 4 - Staff to the General Staff**

Because the duties of the General Staff Officers are many and time is sometimes limited, the General Staff Officers may retain a staff to help them with their duties, but they are not required to do so. Whether or not to have a staff, what their duties will be, and do forth is left to the discretion of the General Staff Officer. Any staff that is hired by a General Staff Officer serves at the pleasure of that officer and may be released from their position at any time for any reason.

Individuals on a General Officer's Staff should report directly to the DCO, who is the department's first point of contact. If there is no DCO or the DCO cannot be reached, then it would be appropriate to contact the CO directly.

### **4.1 Selection**

Selection criteria for a position on a General Officers staff is dependent on whether or not the Officer maintains a staff and what projects are being worked on and their requirements. Staff positions if instituted must be open to all members of the SFMC in good standing. Advertisements should be placed in the STARFLEET Communiqué, any official SFMC newsletter, and on the Corps email discussion list.

Sometimes an individual volunteers for a specific job and then is placed on staff. This is an acceptable way of bringing staff to the departments.

## **SECTION 5 - Representing the SFMC**

Members of the General Staff by nature are the official representatives of the STARFLEET Marine Corps and so they have to interact with a wide range of individuals in varying situations. It may be as simple as helping a member of the SFMC to understand something to giving an on camera interview to a reporter. While every Marine represents the Corps when they are in uniform, members of the General Staff represent the SFMC 24 hours a day, 7 days a week, and are the only individuals that are authorized to speak officially on behalf of the SFMC.

The fact that members of the General Staff are considered official representatives of the SFMC means that they have to be very careful in their actions and what they say. This is because the membership can construe anything that is said or done as an official determination. GS members should make a concerted effort to be very mindful with their use of language and the topic on which they are conversing about. In general it is best to try to keep any posts as neutral as possible unless it is an official communication. Above all else do not get involved in a flame war or any personal conflicts.

When dealing with members of the press, members of the General Staff should try to play up the various aspects of the SFMC, especially the fact that the SFMC and its various units participate in various charity drives. One should also be very mindful about what you are saying, as more than likely everything a member of the GS says or does when talking to the press is on the record. If anything needs to be said, but it is preferred that it not appear in print or on camera, tell the press that the next part of the conversation will be off the record. Dealing with non-members is pretty much the same as dealing with members of the press.

## **SECTION 6 - Reporting**

Reporting, even members of the General Staff have to file reports, it comes with the position, but it is essential in keeping the members of the SFMC informed. Most if not all policies regarding reporting are spelled out in the SFMC Policy Manual; this includes the actual reporting schedules for each of the members of the General Staff. This section is not going to rehash that material, but instead cover some basics. When writing reports one has to consider several things; where the report will be published, the audience, and the content. For instance a report written for the CQ is not going to have the same content as a report that written for the Dant.

### **Reports to the Corps Email list and/or SFMC monthly Publications**

Reports written for these types of distribution should contain any time sensitive information that should be released as soon as possible. These reports should also not contain any confidential information. When writing these types of reports it is best to break the reports down into sections as it makes it easier for the reader to digest large chunks of information. These reports can be a bullet list or article form, but experience has shown that these types of reports are best presented in a bulleted form.

### **Reports to the STARFLEET Communiqué (CQ)**

Reports written for the CQ should be written to include information that is not time sensitive. The reason being that the CQ is a bi-monthly publication so anything that is time sensitive should not be included in these reports. As with reports to the Corps email list and/or SFMC monthly publications confidential information should not be included. These reports are best written in article form. These articles should be sent to COINFOCOM by the 15<sup>th</sup> of every odd numbered month, as it is his duty to package all the articles up and send them in to the CQ staff.

### **Reports to the Dant**

Reports to the Dant are very similar to reports to the Corps email list and/or SFMC monthly publications, except that it should include any confidential information that needs to be brought to the Dant's attention.



## **SECTION 7 - The General Staff Email Discussion List**

COINFOCOM maintains an email discussion lists set up for the exclusive use by members of the General Staff. This list is set up in such a way those members of the General Staff, the Commander STARFLEET, and the Vice Commander STARFLEET can use the list to converse on subjects that directly deal with or affect the STARFLEET Marine Corps. DCOs are subscribed to this list also, however they are set to moderated status, so that they may read but not post to the list. If a DCO wishes to post to the list, they should send their thoughts to their respective CO who then can make the post on their behalf.

Regardless of who can post to the General Staff list, the list is considered a closed list. Nothing that is said on the list may be disclosed to anyone who is not a member of the list. While this may give the appearance of secrecy, in reality is done to allow members of the General Staff to voice their opinions without fear of ridicule or other punitive actions. In other words it creates an atmosphere that is very conducive to very frank discussions on the issues at hand. This has allowed the General Staff to act very quickly and decisively in many matters.

## **SECTION 8 - Teamwork**

While the various members of the General Staff have varying duties, they all work toward the common goal of providing an environment where the members can express their Star Trek fandom in a more militaristic setting. In order to accomplish this, the members of the General Staff have to work as a team, especially since most of the departments rely on one another for various services. Take INFOCOM for example. While INFOCOM provides the Corps with a website and the *Attention on Deck!* and other media, INFOCOM also works closely with TRACOM, FORCECOM, and FINCOM. INFOCOM provides most of those departments on-line services, including the on-line stores. In order to provide those services INFOCOM must work closely with the various other departments within the General Staff. By working as a team, the General Staff, can make better, more informed decisions. In fact members of the General Staff often ask for help or for opinions from their fellow members of the General Staff.

Even though the General Staff works as a team, there are disagreements from time to time. Every member of the General Staff is free and encouraged to voice their frank opinions on matters presented to it. Not everyone will agree with everything that is said, and that is ok. The key it is to keep the discussions free from emotion and to present any ideas clearly and as concise as possible and above all else keep an open mind.

## **SECTION 9 - Voting**

From time to time questions and certain situations will be brought before the General Staff. These can be brought to the General Staff from members of the General Staff itself, from other members, or from outside the organization. Once presented to the General Staff a discussion ensues on the issue at hand until a general consensus is reached. Once the discussion reaches a general consensus a vote is taken on the matter. Items placed to a vote are carried when a majority of the General Staff votes one way or another. Even though the General Staff votes it is the Commandant who has the final say in any matters and it is his decision that is binding. Even though the Commandant can do basically whatever he wishes, it has been the policy of the past several Commandants to abide by the votes of the General Staff.

## **SECTION 10 - Awards**

With the exception of the Medical Awards, all awards requests for Corps level awards are processed through FORCECOM. FORCECOM receives the requests and then directs them to the appropriate issuing authority. That issuing authority then can either make the decision regarding the award themselves or if they are unsure about whether or not the criteria for the award has been met they can present the award nomination to the General Staff for discussion.

### **10.1 Approvals & Denials**

Some members of the General Staff are the issuing authority for certain Corps level awards. At their discretion they may either approve or deny a nomination for an award that falls under their authority. When denying a request, members of the General Staff should state their reasons to the nominator in a clear and concise manner.

### **10.2 Gold and Silver Nebulas**

Gold and Silver Nebula nomination are always presented to the General Staff for discussion and vote. Many times the General Staff may recommend a lower award, such as the Comet, if they feel that the nomination does not meet the requirements for a Nebula. But as always the ultimate decision rests with the Commandant.

### **10.3 Honor Awards**

The Honor Awards are another series of awards that are always presented to the General Staff for a vote. In this case the BDE's Valor Award winners and their nominations are passed up to COFORCECOM who then sends them to the Commandant who then sends them to the Deputy Commandant, who oversees the voting process. The lists of the Valor Award winners and their nominations are sent to the rest of the General Staff who then vote in a secret ballot as to whom they feel is the best recipient for the respective Honor Award. The Deputy Commandant determines the voting process and time table.

### **10.4 Other Awards**

Other awards are brought to the General Staff on as needed basis. Not all awards are brought to the General Staff for a vote, in fact most of the time other awards are brought to the General Staff purely for discussion.

### **10.5 Lesser Awards**

From time to time during the discussions the General Staff may have regarding an award nomination the General Staff may recommend that a lesser award be presented than the one requested. This is entirely within the rights of the General Staff. Depending on which lesser award is decided upon, the General Staff may send the nomination to the proper issuing authority or the choose to issue the lesser award themselves.

## **SECTION 11 - SFMC Funds**

There are only three (3) members of the General Staff that are authorized to have access to SFMC funds; the Commandant, the Deputy Commandant, and Commanding Officer Finance Command (COFINCOM). All expenditures of SFMC funds are brought before the General Staff for a vote. If the majority of General Staff is in favor of a proposed expenditure, then the release of funds is authorized, otherwise no funds are released. Members of the General Staff should be mindful with regards to what SFMC funds are being spent on as it is part of their duty to safeguard those funds from frivolous and unnecessary expenditures.

## **SECTION 12 - SFMC Quartermaster Items**

Even though the SFMC Quartermaster oversees the Quartermaster store and the items that it contains, all the items are brought before the General Staff for discussion and vote before an order is placed. This process helps establish a checks and balances with regards to SFMC funds and QM items.

Items may be suggested by any member of the General Staff or even from the membership at large.



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## 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.

