STARFLEET MARINE CORPS

STARFLEET MARINE CORPS
TRAINING COMMAND

EX SCIENTIA VICTORIA

TRACOM POLICIES AND PROCEDURES MANUAL

L-I-M-D-I-S

Revision 2010

STARFLEET MARINE CORPS

TRACOM POLICIES & PROCEDURES MANUAL

2010 EDITION

FOREWORD

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

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

January 1997-September 1997: Matt Copple
October 1997-Unknown: Matt Kelly
Unknown-September 1999: Kevin McNulty
October 1999-November 2001: James Monroe
November 2001-October 2002: Truman Temple
November 2002-December 31, 2004: John Roberts
January 1, 2006-March 13, 2006: Jill Rayburn
March 13, 2006-April 12, 2006: Christopher Esquibel
April 12, 2006-February 1, 2008: Joost Ueffing
February 1, 2008-Present: Bruce O'Brien

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SECTION 1 - Introduction

A SHORT MESSAGE FROM COTRACOM

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

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

Good luck with your tour of duty at TRACOM

Brigadier Bruce O'Brien
Commanding Officer
Training and Doctrine Command, SFMC

SECTION 2 - TRACOM

2.01 What Is TRACOM?

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

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

2.02 Who Is TRACOM?

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

2.03 How Is TRACOM Organized?

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

The Headquarters section of TRACOM is composed of COTRACOM, DCOTRACOM, Marine Unit Readiness Program (MURP) Director and the Sergeant Major of TRACOM (SGM/TRACOM). These are the people charged with the overall operation and management of TRACOM on a daily basis.

The Doctrine section is composed of the SFMC Branch Directors. These individuals are charged with updating and revising the doctrine (fictional war fighting capabilities) of the SFMC. This is to be accomplished through the regular review and revision of all manuals and training tools used by the SFMCA and the SFMC.

The STARFLEET Marine Corps Academy (SFMCA) is composed of the DCOTRACOM and the various Branch and School Directors. The SFMCA is the primary reason for TRACOM's existence as an independent Command of the SFMC. The SFMCA is where every Marine comes to learn how to be a Marine and then to specialize in the individual Branches of Service within the SFMC. The SFMCA is composed of the School of Professional Development, the Non-Commissioned Officer's Academy (NCOA), the Leadership School, the Advanced Studies Division, the Marine Cadet Academy and schools for each of the nine Branches of the SFMC. This entity is responsible for administering the tests created by the Branch Directors to train Marines in the Policies and Procedures of the SFMC.

The Branch Directors are the real heart of TRACOM. These are the Marines who are charged with the responsibility of creating the equipment, tactics and procedures for each of the SFMC's nine Branches of Service. They then write the Branch Manuals, create the tests and administer the school for their Branch of Service within the SFMCA.

SECTION 3 - TRACOM Staff

3.01 Qualifications for TRACOM Staff

All TRACOM Staff members must have completed PD-10 (Marine Basic Training), PD-20 and OTS; must be a member in good standing of STARFLEET and be at least 18 years of age, for the TRACOM staff posts. In addition to these qualifications, the Director of the NCO Academy must have completed NCO-30 (Bachelor's of Military Science in NCO Developmental Studies); the Director of the Leadership School must have completed LD-30 (Bachelor's of Military Science in Leadership); the Director of the Advanced Studies Division must have completed at least one Master's of Military Science (and –60 course); and the Branch Directors must have completed every course offered by their Branch up to and including the –30 level coursework (Bachelor's of Military Science). If a staff member is appointed to a position within TRACOM, and that person has not completed the requirements for the position, he/she shall have 60 days to complete the requirements or be asked to resign the position.

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

The Deputy Commanding Officer, regardless of area or responsibility, must also meet the following requirements: have completed OCC through the STARFLEET Academy, and must have completed at least one –30 level course offered by the SFMCA.

3.02 Terms of Office of TRACOM Staff

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

3.03 Replacement of TRACOM Staff

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

3.04 Duties and Responsibilities of TRACOM Staff
Headquarters Section
Commanding Officer, Training and Doctrine Command (COTRACOM)

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

Deputy Commanding Officer, Training and Doctrine Command (DCOTRACOM)

Appointed by, and serves at the pleasure of, COTRACOM. This Marine is the second in command of TRACOM and should be qualified and ready to fulfill the duties and responsibilities of COTRACOM at any time.   DCOTRACOM is responsible for overseeing the Ecerts Coordinator, ensuring the SFMCA database is properly maintained and updated by the various Branch and School Directors, coordinating the website updates for the TRACOM portion of the SFMC website with the COINFOCOM, responsible for overseeing the various Branch and School Directors to ensure that regular and thorough reviews and revisions of the SFMCA Manuals and training tools are performed in a timely manner. This staff member also serves as a "special projects officer" for TRACOM and is charged with completing projects or tasks that do not necessarily fall under the purview of any other TRACOM staff member.

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.

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

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

Research and Development Section

OIC, Research & Development, Training and Doctrine Command (OIC, R&D)

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

Director, New Course Development, Training and Doctrine Command (Director, NCD)

Appointed by COTRACOM in conjunction with DCOTRACOM and the OIC, R&D, and serving at the pleasure of, COTRACOM, this Marine is responsible in the provision of direct assistance, support, supervision and overview to any new project; course; curricula or school – that is related to the SFMC Academy. The NCD Director is also responsible for the management of the Beta Test Team, organizing, coordinating and reporting to Branch/School Directors as required, for all new courses prior to their addition to any curriculum.

Design Engineer, Research & Development, Training and Doctrine Command

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

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

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

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

Doctrine Section

Director, Non-Commissioned Officer's Academy (NCOA Director)
The NCOA Director is responsible for administering the courses offered through the NCOA and for developing (or overseeing) the development of additional courses as the need arises. This person reports to DCOTRACOM on a monthly basis. This post is traditionally held by the SGM/TRACOM.

Director, Leadership School (LD Director)
Appointed by, and serves at the pleasure of, COTRACOM. This person will most likely be the Professional Development School Director due to the close nature of these two schools. The LD Director is responsible for administering the courses offered through the Leadership School and for developing (or overseeing) the development of additional courses as the need arises. This person reports to DCOTRACOM on a monthly basis.

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

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

The Branch Directors (BD's)
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 DCO-Academy on a monthly basis regarding SFMCA related matters. All Doctrine related matters are to be reported to DCO-Doctrine on a regular basis, as needed.

3.05 Duties as a Branch/School Director in the SFMCA
Receiving and Filling Test Requests
Test requests will be initiated by the student from our website and will be forwarded to your email in box after submission by the student. Simply log in the student in your database (Name, SCC, age, email and test taken) then send them a copy of the test requested via email with instructions to return it to you for scoring when completed.

Target Turnaround Time: 5-7 days

Scoring Returned Tests
When the student returns the test (generally there is no time limit, unless it is an exceedingly long period of time), score it based on the key provided or your best judgment in the case of essay questions and assign a score based on the total percentage of correct answers. Please see the detailed procedures for handling test requests and scoring completed exams later in this manual for additional information.

Target Turnaround Time: 5-7 days

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

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

Monthly Reporting
All staff members who are a part of the SFMCA shall report to the DCOTRACOM on a monthly basis, between the 1st and 5th of each month. Their reports shall contain:

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

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

ensure effective communications between the SFMCA and the CO/DCO's TRACOM on the activities of the SFMCA in a timely and regular manner.

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

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

Communiqué Articles
All Branch/School Directors are also required to submit an article, on a rotating basis, to the Attention on Deck! (AoD!) section of the Communiqué. The article should be about their area of TRACOM and the SFMCA in some way, either fiction that deals with their Branch/School or an article detailing the development of their Branch/School in recent and coming months and how that development helps the members of the Corps. This article is to be submitted to the COTRACOM for forwarding and publication in the Communiqué.

3.06 Brigade Training Officers (BTO)
From time to time, SFMC Brigades may have need of representation from TRACOM and the SFMCA. This particularly applies when Brigade Musters, or other Regional activities, requires the assistance of TRACOM for the proctoring of any SFMCA exams, or the conducting of some specific educational occurrence. The appointment of a temporary BTO to assist with these educational needs, is conducted by the Brigade Officer in charge, who will work in conjunction with the COTRACOM (who holds responsibility for final appointment of any nominated person based upon the applicants' qualification based in the criteria that follows).

The Duties and Responsibilities of the (temporary) BTO
1. These Marines would report in the first instance to the BDE OIC and through that office to the COTRACOM.
2. These marines must live in the designated Brigade and will be attached to the BDE staff for the duration of their appointment.
3. Would be 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. The only tests excluded from this are: PD-15, PD-20, AE-25, AE-27, MD-23, and MD-25 due to the involved and technical nature of these tests and/or a major essay segment.
4. Responsible for reporting all proctored course completions to COTRACOM, all DCO's, the Ecerts Coordinator 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 ECerts Coordinator would issue the appropriate Ecerts.

Qualifications of the BTO

1. Must be a member of SFI and the SFMC (Active or Reserve) during their appointment;
2. Must be a resident of the BDE for which they are appointed to serve;
3. Must have passed PD-10 (Marine Basic) and OTS (but do not need to be an Officer). PD-20 is requested, but not required;
4. Must have passed at least 10 additional courses below the -30 level at the SFCMA;
5. Have reliable Internet and email access; and
6. Meet with the approval of the COTRACOM for their appointment. Although they are nominated by the BDE OIC, the COTRACOM holds final responsibility to the appointment of any individual to this post.

3.07 Ownership of Submitted Material

As a director, you will regularly receive material that may be submitted as part of a student's course completion. In most cases, this applies to -30 level courses and especially where students may forward new exam material or subject matter that may relate to the branch School manual (s). Ownership of this material needs to be carefully considered, particularly if a director then decides to use the student's submission in some for, for his Branch/School

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SECTION 4 - Proper Steps to Processing Course Requests and Completed Exams

1. When a course request is received, the Branch Director for the course should log in to the STARFLEET database and verify that the student is a member in good standing of STARFLEET, and should also verify that the student has met all necessary pre-requisites to qualify to take the course.

2. If the student qualifies for the course, the course should be sent to the student within **1 week** of the request attached to an e-mail message explaining that the student has 10 weeks to complete the course, and any other notes that the Branch Director feels are necessary (such as if the director has a preferred method of receiving exam answers, resources necessary, etc.). If the student does not qualify for the course, the Branch Director should send the student a polite e-mail explaining why the course request cannot be filled.

3. In general terms, it is policy that Student's are only able to request only one test from each of the various Branches/Academies/Schools within TRACOM at any one time, and the practice of requesting/taking more than one test at a time, regardless of Branch, is strongly discouraged. The reasoning behind this is that a Marine may not be able to devote the proper time and effort required by each course to pass it in a timely fashion and with a strong score due to unforeseen problems; for instance, the test may be more difficult than originally thought by the Marine and would require his full attention

4. When course answers are submitted for grading, grading should take place within **1 week** of receipt of the Student's completed exam. 70% and above is passing, and 96% and above earns honors.

5. After grading, the Branch Director should log into the STARFLEET database and enter the student's score into his record.

6. After entering the score into the database, the Branch Director should send the results to the student. It is customary to tell the student which questions they did not answer correctly, but not to give the answers. However, if a student asks for clarification or explanation, the Branch Director is welcome to work with the student in any way they believe appropriate. If the student did not pass the exam, the Branch Director's results message should inform the student that they must wait 6 months before they are eligible to take the exam again.

7. In addition to sending the results to the student, a copy of the results must be sent to the COTRACOM, the DCOTRACOM, and to the E-certs Coordinator. There is a special address that will allow Branch Directors to use one address to reach all of those individuals: sfmcadb@sfi-sfmc.org.

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

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

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

1. Log on to the Internet and visit http://database.sfi.org (NOTE: Save this address and add it to your Favorites folder in Internet Explorer or the Bookmarks folder in Netscape)

2. At http://database.sfi.org type in the following:

    a. Your SFI User Name (ex: joe marine)
    b. Your SFI Password (ex: baker 21)
    c. Then Press Submit/Enter (This will log you onto the SFI Database)

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

Once logged into the database, you will have a listing of at least four different sections of the SFI database (MEMBER, TRACOM, OPERATIONS, & COMM), depending on your database clearance, you may have more tools. The section that we are interested in is the TRACOM section. So with your mouse, go ahead and click the TRACOM section. Once you have done this, the TRACOM section will expand into three sections: DEAN, TEACHER, & MEMBER ELIGIBILITY.

1. DEAN – Access to this section is open only to the CO and DCOTRACOM, TRACOM DB Admin & Deans (where appointed)

2. TEACHER – The Teacher's section can only view the GRADUATES section and can only submit scores for the course that a teacher is currently teaching and cannot submit scores for any other course. Here is where Branch Directors have access to enter, review, or change scores for their students and create Teacher access to instructors serving under a Branch Director.

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

    a. **Graduates**: This section is where Directors can add student's scores, change a score, or review students who passed courses within your branch.

        I. To ADD a student's score all you need to do is the following:
        1. Select ADD GRADUATES
        2. Then CHOOSE THE COURSE the student passed
        3. Then press SUBMIT
        4. After the SUBMIT button is pressed, the database will refresh itself and send you back to the top of the page. You will notice a new interface showing the COURSE you selected, and three TEXT BOXES saying (SCC#, DATE course was passed, & and GRADE student received.)
        5. Enter in the following information for your student (NOTE: Date is auto set, so you don't have to enter in the date, unless the date the course was passed is different than what is listed.)
        6. Press Submit and then you're done and the database will

reset itself back to the top of the page. Once refreshed, the database will show you who was awarded the course, grade, date, etc.

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

III. To View a listing of the student's that have passed a particular course, do the following:
1. Select VIEW GRADUATES
2. Then select the course you want and press SUBMIT. The page will refresh itself and take you back to the top of the page. Now you should see the new interface listing all the students who have passed that course.

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

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

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

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

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

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

SECTION 6 - SFMCA Testing Policies

6.01 General

To request a course from the SFMCA, Students will go to the TRACOM website at www.sfi-sfmc.org/tracom/ and follow the links to the Academy and the "Academy Schools" page to request the desired course. If a Marine does not have access to a computer with Internet access, they can request the courses directly from the School/Branch Director at their snail mail address above. A hard copy of the Manual for that course can also be requested from the Director and the Student will be required to pay the cost of printing/copying and mailing the Manual to the Marine as requested.

In order to take a course, they **must** complete the prerequisites for that course prior to submitting the course request. PD-10 (Marine Basic Training) is required before the Marine can request any other course from the SFMCA.

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

Each Marine may request only one test from each of the various Branches/Academies/Schools within TRACOM at any one time, and the practice of requesting/taking more than one test at a time, regardless of Branch, is strongly discouraged by TRACOM. The reasoning behind this is that a Marine may not be able to devote the proper time and effort required by each course to pass it in a timely fashion and with a strong score due to unforeseen problems; for instance, the test may be more difficult than originally thought by the Marine and would require his full attention.

6.02 Test Grading

When a Marine returns tests, the appropriate staff member scores them. The grading scale is:

70%-95% Passing
96%-99% Honors
100%+ Distinction

The pertinent Branch Director,(except in cases where the exam has been proctored by another TRACOM staff member), in the case of all –10/-20 level courses, will grade tests for their particular Branch. The only person(s) authorized to score a particular –10/-20 level course is the Branch Director for that Branch or a person who is proctoring the course as explained below. COTRACOM and DCOTRACOM are authorized to score the exams of any Branch if the Branch Director is going to be away for extended periods or has other difficulties that prevent them from fulfilling their role in this manner.

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

A Marine who does not pass a course will be permitted to retake the course, but must wait a minimum of six (6) months before requesting a retake of the course.

6.03 Test Turnaround

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

6.04 Cross Credits

Some Schools will offer students the opportunity to gain a cross-credit with their SFA counter-part. This facility is limited only to those courses that are at least 80% in sync with each other and is NOT a general rule. Any Director who is unsure on whether they should offer this facility, should discuss with the CO/DCOTRACOM. Requests for cross-credits should be viewed carefully before deciding to proceed. A **Pass** mark is all that can be attributed to any cross credited course and Directors should record the date into the students records as being the same date as the cross-credit was granted and NOT the date that the Student passed the original SFA exam..

6.05 Test Proctoring

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

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

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

SECTION 7 - TRACOM Examination Code of Conduct

7.01 Overview

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

7.02 Policy

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

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

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

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

and Doctrine Command will render their decision; they may let the current grade stand or overturn the initial decision. If the decision is to let the grade stand as is then there will be no change in the grade and the individual will be permanently barred from taking that course(s) again (unless the test in question is the PD-10, see the special condition regarding this test below). If the decision is overturned then the grade will be changed from "FAIL" to the grade that results from grading the test. The individual in question will be notified by the Commanding Officer Training and Doctrine Command of the decision via email, phone, or post.

If the Commanding Officer Training and Doctrine Command decides to let the grade stand, the individual may appeal to the STARFLEET Marine Corps Commandant. The Commandant will have fourteen (14) days to review the original complaint as well as any explanations or counter-arguments provided by the individual bringing the appeal, as well as any recommendations from the Commanding Officer Training and Doctrine Command. At the end of the fourteen (14) day period the STARFLEET Marine Corps Commandant will render their decision; they may let the current grade stand or overturn the initial decision. If the decision is to let the grade stand as is then there will be no change in the grade and the individual will be permanently barred from taking that course(s) again (unless the test in question is the PD-10, see the special condition regarding this test below). If the decision is overturned then the grade will be changed from "FAIL" to the grade that results from grading the test. The individual in question will be notified by the STARFLEET Marine Corps Commandant of the decision via email, phone, or post. The decision of the Commandant is considered to be final and there are no further appeals.

Special Conditions Regarding the PD-10
Since the PD-10 is considered "Boot Camp" and is necessary to be considered a STARFLEET Marine and is necessary to take further courses at the STARFLEET Marine Corps Academy special conditions have been placed on this exam in situations where cheating is concerned.

If the course involved in the cheating is the PD-10, a grade of "FAIL" will be entered into the Database and the individual will be barred for a period of no less than a 12 calendar months from retaking the PD-10. At the end of that period, the individual may petition the Commanding Officer Training and Doctrine Command to be allowed to retake the PD-10. If approved, the individual may retake the PD-10 and must also at the same time submit an essay detailing why they cheated in the first place and any ideas on how to prevent future cheating by other Marines. Once the essay and the completed test have been received and they are deemed satisfactory, a grade of no higher than "PASS" will be entered into the Database for the PD-10C. The designation "PD-10C" is only to be used in cases where cheating has been proven which resulted in a retest of the PD-10.

SECTION 8 - Electronic Certificate (Ecert) Program

Ecerts are sent out from the Ecerts Coordinator upon completion of courses and for the awards authorized by COTRACOM. These certificates are created and emailed to the student in portable document format shortly after the branch/course director sends the score and request for Ecert to the DCOTRACOM and Ecerts Coordinator.

Students who lose their Ecerts, for whatever reason, may request one (1) replacement of that ecert provided the following criteria have been met: (1) the student's completion of the course in question is logged in the SFI on line database (database.sfi.org); (2) the course was completed no later than January 1 of the previous year; and, (3) the Ecert in question is still on file with an officer of the TRACOM staff. A request for replacement should be sent to the DCOTRACOM or the Ecerts Coordinator and should include student's name and SCC#, course name and date completed.

SECTION 9 - Course Development

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

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

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

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

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

STUDENTS HANDBOOK

SECTION 10 - Introduction
A SHORT MESSAGE FROM COTRACOM

From Valley Forge Station, Headquarters of the STARFLEET Marine Corps' Training and Doctrine Command (TRACOM), it is my pleasure to welcome you to the Best Command in the STARFLEET Marine Corps.

You have chosen to join our Academy and partake of Marine Corps studies and you will be under the tutorship of an elite group of dedicated marines whose desire and responsibility it is, to assist you in your interest in the SFMCA, its courses and a desire to help make the SFMC experience more fun for everyone in the Corps. This manual is designed to provide you with an overview of the current Policies and Procedures used by the Training and Doctrine Command and is intended to help familiarize you with who we are, how we operate and to help you get acclimated as you settle into our campuses.

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

Good luck with your courses! Do your best…

Colonel Bruce O'Brien
Commanding Officer
Training and Doctrine Command, SFMC

SECTION 11 - TRACOM

11.01 What Is TRACOM?

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

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

11.02 Who Is TRACOM?

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

11.03 How Is TRACOM Organized?

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

The Headquarters section of TRACOM is composed of COTRACOM, DCOTRACOM, Marine Unit Readiness Program (MURP) Director and the Sergeant Major of TRACOM (SGM/TRACOM). These are the people charged with the overall operation and management of TRACOM on a daily basis, student database training records and awards maintenance, and assistance with the sending of all Electronic Certificates for course completions within the SFMCA.

The Doctrine section is composed of the SFMC Branch Directors. These individuals are charged with updating and revising the doctrine (fictional war fighting capabilities) of the SFMC. This is to be accomplished through the regular review and revision of all manuals and training tools used by the SFMCA and the SFMC.

The STARFLEET Marine Corps Academy (SFMCA) is composed of the DCOTRACOM, and the various Branch and School Directors. The SFMCA is the primary reason for TRACOM's existence as an independent Command of the SFMC. The SFMCA is where every Marine comes to learn how to be a Marine and then to specialize in the individual Branches of Service within the SFMC. The SFMCA is composed of the School of Professional Development, the Non-Commissioned Officer's Academy (NCOA), the Leadership School, the Advanced Studies Division, the Marine Cadets Training Academy and schools for each of the nine Branches of the SFMC. This entity is responsible for administering the tests created by the Branch Directors to train Marines in the Policies and Procedures of the SFMC.

The Branch Directors are the real heart of TRACOM. These are the Marines who are charged with the responsibility of creating the equipment, tactics and procedures for each of the SFMC's nine Branches of Service. They then write the Branch Manuals, create the tests and administer the school for their Branch of Service within the SFMCA.

SECTION 12 - TRACOM Staff

12.01 TRACOM Staff

The staff at TRACOM are here to serve you in so much as to ensure that your enjoyment and participation in our programs meets your needs as a member of our organization.

All appointed TRACOM Staff members have been selected under the basis of strict guidelines of performance expectations and the policies governing their behavior as a member of the TRACOM team, have been designed to ensure maximum service is provided to students at all times.

This does not preclude the need for students to recognize their own responsibility and when requesting courses; making enquiries into test results or returned tests; seeking assistance with courses and/or test resources; and any other general communication with our Branch/ School Directors, we would expect that such communications are presented with courtesy, patience and understanding. Students should always expect the same in return. Any student who feels that they have not received due care and attention to their communications, should contact either the CO or DCO TRACOM who will look into the matter further on their behalf.

Students need to always be aware that all TRACOM staff are fellow members who have chosen to commit their free time and energy to ensure that fellow SFMC members can obtain enjoyment and pleasure from our programs. It is suggested that sometimes patience may be required communicating with TRACOM staff, as the needs and requirements of real-life activities may sometimes cause a disruption. TRACOM staff are always encouraged to maintain high standards of communication, but the needs of family or work will always take precedence. Nevertheless, students should expect a solid level of communication from TRACOM staff at all times.

12.02 Duties and Responsibilities of TRACOM Staff

Headquarters Section

Commanding Officer, Training and Doctrine Command (COTRACOM)

COTRACOM is appointed by, and serves at the pleasure of, the Commandant of the STARFLEET Marine Corps. As per the Marine Force Manual: "The COTRACOM is responsible for establishing the fictional universe for the Corps. Specifically, he is responsible for developing materials and programs for the SFMC Academy, and for developing the SFMC's doctrine (the way in which the SFMC would intend to conduct operations in the Trek future). TRACOM invents and develops equipment, organization, strategy and tactics to complete the doctrinal picture of the SFMC universe; then trains the members in it. COTRACOM also appoints "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.

Deputy Commanding Officer, Training and Doctrine Command (DCOTRACOM)

Appointed by, and serves at the pleasure of, COTRACOM. This Marine is the second in command of TRACOM and is qualified and ready to fulfill the duties and responsibilities of COTRACOM at any time. DCOTRACOM is responsible for overseeing the Ecerts Coordinator, ensuring the SFMCA database is properly maintained and updated by the various Branch and School Directors, coordinating the website updates for the TRACOM portion of the SFMC website with the COINFOCOM, responsible for overseeing the various Branch and School Directors to ensure that regular and thorough reviews and revisions of the SFMCA Manuals and training tools are performed in a timely manner. This staff member also serves as a "special projects officer" for TRACOM and is charged with completing projects or tasks that do not necessarily fall under the purview of any other TRACOM staff member.

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.

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

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

Doctrine Section

Director, Non-Commissioned Officer's Academy (NCOA Director)

The NCOA Director is responsible for administering the courses offered through the NCOA and for developing (or overseeing) the development of additional courses as the need arises. This person reports to DCOTRACOM on a monthly basis. This post is traditionally held by the SGM/TRACOM.

Dean, Cadet Academy

Appointed by, and serves at the pleasure of, COTRACOM. The Cadet Academy Director is responsible for administering the courses offered through the SFMCCA and for developing (or overseeing) the development of additional courses as the need arises. This person reports to DCOTRACOM on a monthly basis.

College Deans (if appointed)

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

The Branch Directors (BD's)

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 DCO-TRACOM on a monthly basis regarding SFMCA related matters.

All TRACOM Staff are appointed with open-ended terms by COTRACOM. Staff members may resign at any time and will be replaced in accordance with the current policies and procedures governing replacement of that staff member.

Any Staff member will be replaced for failure to perform their assigned duties, but only after sufficient opportunities have been given to correct the deficiency (ies). Staff members may also be replaced for violating TRACOM and/or SFMC policies procedures.

12.03 Replacement of TRACOM Staff

All TRACOM Staff members, from DCO on down, serve at the pleasure of COTRACOM, and may be removed at any time as stated above. COTRACOM serves at the pleasure of the Commandant, SFMC and the General Staff.

When the need arises, all staff vacancies within TRACOM are publicized in such a way (electronic and print forms) so as to generate the greatest possible awareness by members of the SFMC who may be interested in serving on TRACOM staff.

Staff vacancies are generally advertised for a minimum of one month in order to maximize awareness and generate a strong applicant pool. The decision on which applicant to appoint shall be made by the COTRACOM with input from the DCO.

Members who wish to apply for such advertised positions should do so under the clear understanding of the governing criteria for each position. Applications should include both an SFMC/SFI and a brief personal resume.

12.04 Duties as a Branch/School Director in the SFMCA

Receiving and Filling Test Requests

Test requests will be initiated by the student from our website and will be forwarded to the appropriate Director after submission by the student (*Refer to Chapter 4 for the correct procedure to request a course*).

Target Turnaround Time on Course Requests: 5-7 days (at maximum)

Scoring Returned Tests

When the student returns the test, it is then scored based on the key provided (or by the terms of qualified judgment in the case of essay questions) and assigned a score based on the total percentage of correct answers.
Target Turnaround Time: 5-7 days (at maximum)

Updating (when necessary) any Manual for Branch/Schools

As time passes the old information contained in the various Branch Manuals of the SFMCA becomes old and needs to be updated. It is the responsibility of the Branch/School Director to periodically review the Manuals and other Sources used for their courses and to update/combine them when necessary or feasible. Students should keep themselves appraised of any updates to manuals which may affect their studies within a particular course. This will particularly apply to those students who have been given time-frame extensions on courses.

Developing New Courses/Curriculum for Branches/Schools

If you have an idea for a new course for any of our school or any other area of the SMFCA, please contact the COTRACOM or DCOTRACOM for assistance and to discuss the logistics and development of the new course(s). It is DCOTRACOM's job to assist in the development/coordination of new courses and we are always ready to hear of new ideas.

Monthly Reporting
All staff members who are a part of the SFMCA are required to report to the DCOTRACOM on a monthly basis, giving details of course request numbers; turnaround time on course requests; number of tests scored in the period; turnaround time on scored tests; comments on programs they are working on; and new ideas they may have to make the SFMCA become more effective and responsive to the needs of the SFMC membership.

12.05 Brigade Training Officers (BTO)

From time to time, SFMC Brigades may have need of representation from TRACOM and the SFMCA.

This particularly applies when Brigade Musters, or other Regional activities, requires the assistance of TRACOM for the proctoring of any SFMCA exams, or the conducting of some specific educational occurrence.

The appointment of a temporary BTO to assist with these educational needs is conducted by the Brigade Officer in charge, who will work in conjunction with the COTRACOM (who holds responsibility for final appointment of any nominated person based upon the applicants' qualification based in the criteria listed in the TRACOM Policy & Procedures Manual).

SECTION 13 - SFMCA Testing Policies

13.01 General

To request a course from the SFMCA, go to the TRACOM website at sfmca.sfi-sfmc.org and follow the links to the Academy and the "Academy Schools" page to request the desired course. If a Marine does not have access to a computer with Internet access, they can request the courses directly from the School/Branch Director at their snail mail address above. A hard copy of the Manual for that course can also be requested from the Director and the Student will be required to pay the cost of printing/copying and mailing the Manual to the Marine as requested.

In order to take a course, the student must complete the prerequisites for that course prior to submitting the course request. PD-10 (Marine Basic Training) is required before any student can request any other course from the SFMCA.

A Marine will have ten (10) weeks to complete the course and return it as instructed for grading. Failure to meet this ten (10) week deadline will require the student to re-request the course and begin the process anew. If a time extension is required, the Student should make contact with the Branch Director concerned.

Each Marine may request only one test from each of the various Branches/Academies/Schools within TRACOM at any one time, and the practice of requesting/taking more than one test at a time, regardless of Branch, is strongly discouraged by TRACOM. The reasoning behind this is that a Marine may not be able to devote the proper time and effort required by each course to pass it in a timely fashion and with a strong score due to unforeseen problems; for instance, the test may be more difficult than originally thought by the Marine and would require his full attention.

13.02 Test Grading

When a Marine returns tests, the appropriate staff member scores them. The grading scale is:

70%-95% Passing
96%-99% Honors
100%+ Distinction

The pertinent Branch Director, except in cases where the exam has been proctored by another TRACOM staff member, in the case of all –10/-20 level courses, will grade tests for their particular Branch. The only person(s) authorized to score a particular –10/-20 level course is the Branch Director for that Branch or a person who is proctoring the course as explained below. COTRACOM and DCOTRACOM are authorized to score the exams of any Branch if the Branch Director is going to be away for extended periods or has other difficulties that prevent them from fulfilling their role in this manner.

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

A Marine who does not pass a course will be permitted to retake the course, but must wait a minimum of six (6) months before requesting a retake of the course.

13.03 Test Turnaround

Whenever possible, Branch and Course Directors are charged with honouring course requests and grading returned courses within 48-72 hours of receipt. This is what is considered an acceptable service and is the goal for all TRACOM directors. Naturally this is not *always* possible however, particularly when personnel attend regional/Fleet events or are away on vacation. If a school needs to be closed or will be slow in responding for a time, this will be announced on the Corps-l mailing list.

If a Marine has a question regarding a long delay in a course request being honored or results being entered into the database, it is expected that the Marine will contact the course director first, to determine if it is simply that the person has been unexpectedly unable to perform these duties (computer problem, family emergency, illness, etc.). If the course director does not answer, or is not able to solve the problem quickly, their next point of contact is the DCOTRACOM. If there is still no resolution, they should then contact the COTRACOM.

Every effort will be made by TRACOM staff to get the test out to the requesting Marine at a maximum of within one week of the request– but ideally, within the time frame listed previously should apply (48 to 72 hours from receipt). In this same vein, every effort is made to get the scores to the Marine within a maximum of one week of their submission. It is recognized however, that all TRACOM staff members are volunteers and may have other problems or commitments in their personal lives that prevent them from meeting this goal. Students should therefore be asked to allow a maximum of 4 weeks for turnaround time at each phase of testing from the SFMCA. If they do not receive their test/score within four (4) weeks of submission, they will be expected to contact DCOTRACOM or COTRACOM for assistance in resolving the problem.

13.04 Test Proctoring
It is possible for SFMC units (MSG, BN, BDE) to hold "testing days" and administer a test from the SFMCA to groups of Marines at the same time. To do this, the organizer (OIC or other coordinator) must contact the COTRACOM who can then provide detail on who has passed the test to be administered and arrange for them to attend the event in person. This person will be given the temporary title of "Brigade Training Officer" The organizer will need to provide the names of the marines to take the course and the dates those Marines met the requirements to be able to sit for he exam. This is a particularly good tool for BDE/BN musters or for MSG's that are just getting started and large numbers of Marines need to take a test and get the results back quicker than normal. Only persons approved by the COTRACOM can proctor the test.

This member will be authorized to administer and grade the test so the Marines in attendance will know that day if they have passed the course. This information will then be forwarded to TRACOM's Data Warfare section for the creation of Ecerts for those Marines passing the course.

13.05 Cross Crediting
The SFMCA currently does offer some cross credits for a limited number of courses that are comparable to those offered by the SFA. It is emphasized that such cross credits are only available at the discretion of the School/Branch director however and Students should make enquiry first.
Any cross credit ultimately provided will be giving a grade of PASS only and will be entered into students' records as of the date for which the cross credit was granted and not the date at which the course was first graduated

13.06 Steps to Making Course Requests
1. To request an SFMCA course, you must first access the SFMCA website - sfmca.sfi-sfmc.org
2. Click on the menu tab "Courses" and the drop-down menu will provide you with a selection of our Schools and Branches for you to choose from.
3. Once you have read through the individual School's courses and have decided which to take (remembering to note of any precedent course requirement), simply click on the course title and be taken to a new set of instructions
4. This will now produce the **SFMCA Course Request Form** – and once you have filled in the appropriate fields, this form will be automatically forwarded to the appropriate Branch/School Director who will process your request.

5. Make sure that you CAREFULLY select the correct Branch/School that corresponds with the course you have requested (e.g. selected IN to access the Infantry courses; CE selections for Combat Engineers courses – and so on)

6. You will have ten weeks to complete the course but in the event of any unforeseen "difficulties" you can apply to the Branch Director concerned for a time extension.

7. Be aware that it is SFMCA policy to only allow request for one exam at a time

8. If you need assistance with some of the questions, you should contact the Director concerned – but be aware that they will not give you any answers, but will provide you with resource indicators to assist.

9. Make sure that you read the grading criteria for each exam as some of these will later from course to course. For example, if the paper asks that you "write in your own words", do not send cut and paste answers, as you will be graded as providing an incorrect answer. If you dispute the answer that may be given for any question, make sure that you are able to point the Director to your particular source of reference in case there is a discrepancy

13.07 FORWARDING COMPLETED EXAMS

Once completed, your exam papers need to be returned to the Director of the appropriate School/Branch for grading. The following detail must apply on all exams returned for grading:

1. Check your paperwork and make sure you have marked each answer. An incomplete or missed answer will go against your grade.

2. Ensure that your papers include your name and SCC number. This is extremely important and is necessary for the Director to ensure he/she has clearly identified the Student

3. Make sure you keep a copy of your exams in case something goes wrong and you need to reference.

4. When posting/emailing your papers, double check that you have addressed them to the correct Director

5. Once graded, your results will be posted into your service records in the SFI Database. At this time, any awards or devices will also be added. When you receive your results, you should check to ensure these details have been added to your records and if not, then you should contact the Director concerned.

6. Certificates of your results are provided by the E-certs officer. If you do not received your certificate within a reasonable time frame, you can contact this officer directly (ecerts@sfi-sfmc.org) or process an E-cert request through the SFMCA website (*see later notes on this subject*)

7. It is customary for us to tell the student which questions they did not answer correctly, but not to give the answers. However, if a student asks for clarification or explanation, the Branch Director will work with the student in any way they believe appropriate. If the student did not pass the exam, the Branch Director's results message will inform the student that they must wait 6 months before they are eligible to take the exam again.

SECTION 14 - TRACOM Examination Code of Conduct

14.01 Overview

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

14.02 Policy

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

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

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

If an individual has "FAIL" entered in their record for cheating or a willful violation of STARFLEET Marine Corps Academy testing procedure they will have thirty (30) days from the date the grade of "FAIL" is entered to appeal the to the Commanding Officer Training and Doctrine Command. If an appeal is filed, the Commanding Officer Training and Doctrine Command then has fourteen (14) days to review the original complaint as well as any explanations or counter-arguments provided by the individual bringing the appeal. At the end of the fourteen (14) day period the Commanding Officer Training and Doctrine Command will render their decision; they may let the current grade stand or overturn the initial decision. If the decision is to let the grade stand as is then there will be no change in the grade and the individual will be permanently barred from taking that course(s) again (unless the test in question is the PD-10, see the special condition regarding this test below). If the decision is overturned then the grade will be changed from "FAIL" to the grade that results from grading the test. The individual in question will be notified by the Commanding Officer Training and Doctrine Command of the decision via email, phone, or post.

If the Commanding Officer Training and Doctrine Command decide to let the grade stand, the individual may appeal to the STARFLEET Marine Corps Commandant. The Commandant will have fourteen (14) days to review the original complaint as well as any explanations or counter-arguments provided by the individual bringing the appeal, as well as any recommendations from the Commanding Officer Training and Doctrine Command. At the end of the fourteen (14) day period the STARFLEET Marine Corps Commandant will render their decision; they may let the current grade stand or overturn the initial decision. If the decision is to let the grade stand as is then there will be no change in the grade and the individual will be permanently barred from taking that course(s) again (unless the test in question is the PD-10, see the special condition regarding this test below). If the decision is overturned then the grade will be changed from "FAIL" to the grade that results from grading the test. The individual in question will be notified by the STARFLEET Marine Corps Commandant of the decision via email, phone, or post. The decision of the Commandant is considered to be final and there are no further appeals.

Special Conditions Regarding the PD-10
Since the PD-10 is considered "Boot Camp" and is necessary to be considered a STARFLEET Marine and is necessary to take further courses at the STARFLEET Marine Corps Academy special conditions have been placed on this exam in situations where cheating is concerned.

If the course involved in the cheating is the PD-10, a grade of "FAIL" will be entered into the Database and the individual will be barred for a period of no less than a 12 calendar months from retaking the PD-10. At the end of that period, the individual may petition the Commanding Officer Training and Doctrine Command to be allowed to retake the PD-10. If approved, the individual may retake the PD-10 and must also at the same time submit an essay detailing why they cheated in the first place and any ideas on how to prevent future cheating by other Marines. Once the essay and the completed test have been received and they are deemed satisfactory, a grade of no higher than "PASS" will be entered into the Database for the PD-10C. The designation "PD-10C" is only to be used in cases where cheating has been proven which resulted in a retest of the PD-10.

SECTION 15 - Electronic Certificate (Ecert) Program

Ecerts are sent out from the Ecerts Coordinator upon completion of courses and for the awards authorized by COTRACOM. These certificates are created and emailed to the student in portable document format shortly after the branch/course director sends the score and request for Ecert to the DCOTRACOM and Ecerts Coordinator.

Students who lose their Ecerts, for whatever reason, may request one (1) replacement of that Ecert provided the following criteria have been met: (1) the student's completion of the course in question is logged in the SFI on line database (database.sfi.org); (2) the course was completed no later than January 1 of the previous year; and, (3) the Ecert in question is still on file with the Ecerts Coordinator. A request for replacement should be sent to the Ecerts Coordinator and should include student's name and SCC#, course name and date completed.

The steps to requesting a replacement Ecert online are as follows:

1. Go to the SFMCA website at sfmca.sfi-sfmc.org and select the option "Students"
2. From the drop down menu, then select "Forms" & "Ecert Request Forms"
3. The Request From page is now able to filled in according to your request
4. Make sure you follow the steps to completing this form carefully.
5. Once completed, select "submit request" and your request form will automatically be sent to the Ecerts Coordinator

Should you have any difficulties in processing this form, or find that there are very lengthy delays in response, contact the Ecerts Coordinator directly, or the DCOTRACOM

SECTION 16 - Course Development

New course/school ideas come from several sources: Branch Directors, COTRACOM or his staff, and from the individual Marines of the SFMC. The process for suggesting and developing new courses/schools is outlined below. However concise the outline appears, you should always remember that the process may take as little as a few weeks or as long as a year before completion.

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

A new course or school idea that does not fit within the existing structure of the SFMCA should also be directed to the COTRACOM who will confer with the TRACOM staff members, as well as the Marine who suggested course/school to research its feasibility.

If the course/school is deemed feasible, the CO and DCO TRACOM and the appropriate staff members will work with the Marine who made the suggestion to develop the course or school fully. After the course/school has been developed it will be beta tested and modifications will be made, if necessary, before final release to the SFMCA for dissemination to the SFMC.

SECTION 17 - SFMCA College Organization

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

The SFMCA is organized as follows:

17.01 College of Marine Development:

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

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

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

1. Completed PD-10, PD-12, PD-15, PD-20;
2. Completed NCO-10, NCO-20;
3. Completed LD-10, and LD-20; and,
4. Completed any two (2) –30 courses from the Schools in this College.

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

17.02 SFMC Staff College:

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

School of Medicine (MD)
School of Support (SU)
School of Xeno-Studies, Andorian (XA)
School of Xeno-Studies, Borg (XB)
School of Xeno-Studies, Cardassian (XC)
School of Xeno-Studies, Jem'Hadar (XJ)
School of Xeno-Studies, Klingon (XK)
School of Xeno-Studies, Romulan (XR)
School of Xeno-Studies, ,Vulcan (XV)

In order to become a graduate of the SFMC Staff College, a Marine must have:
1. Completed all courses below the –30 level in the MD and SU Schools;
2. Completed all –10 courses from the Schools of Xeno-Studies;
3. Completed any three (3) –20 courses from the Schools of Xeno-Studies; and,
4. Completed any three (3) –30 courses from the Schools in this College.

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

17.03 SFMC Auxiliary Arms College:
This College is designed to focus on the auxiliary and supportive combat elements of the SFMC. As such it contains all of the combat support Branches of the SFMC. This College contains the following Schools:

School of Armor (AR)
School of Combat Engineering (CE)
School of Maritime Operations (MO)
School of MeCHA (ME)
In order to become a graduate of the SFMC Auxiliary Arms College, a Marine must have:

1. Completed all courses below the –30 level from the Schools in this College; and,
2. Completed any two (2) –30 courses from the Schools in this College.

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

17.04 SFMC War College:
This College is designed to focus on the war fighting (combat) aspects of the SFMC. As such it contains all of the combat Branches of the SFMC. This College contains the following Schools:

School of Aerospace (AE)
School of Infantry (IN)
School of Special Operations (SO)

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

1. Completed all courses below the –30 level from the Schools in this College; and,
2. Completed any two (2) –30 courses from the Schools in this College.

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

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

School of Combined Arms (CA)
School of Military History (MH)
School of Strategy and Tactics (ST)

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

1. Completed all –40 and –50 level courses from the Schools in this College; and,
2. Completed any two (2) –60 courses from the Schools in this College.

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

17.06 School of Professional Development
This school instructs its students in the fine art of becoming a Professional Soldier. Being a Marine is more than a career choice, it is a life choice. This is where beings go to become Marines. For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

17.07 Non-Commissioned Officers (NCO) Academy
This school instructs its students in the fine art of becoming a Professional Soldier. Being a Marine is more than a career choice, it is a life choice. This is where beings go to become Marines. For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

17.08 Leadership School
This is a series of courses in the area of "Leadership". By Leadership, it is the ability to influence other people to get the mission accomplished, whatever it may be. Just as in your everyday lives, Leadership plays a role in the Military, but to a slightly different twist. Every Non Commissioned Officer and Commissioned Officer are expected to be Leaders. Either by the virtue of their rank or position. All are expected to Lead! For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

17.09 Aerospace School, Home of the "High Guard"
This school instructs its students in all phases of Aerospace Operations. From Ground and Maintenance Crews, through Forward Aerospace Controllers, to Advanced Aerospace Combat techniques. For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

17.10 Armor School, Home of the "Arm of Decision"
This school instructs its students in all phases of Armor Operations. From basic heavy vehicle driving, through large bore artillery operation, to command and control of mobile field units. For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

17.11 Combat Engineers School, Teaching Marines To Begin "Forging the Future"
This school instructs its students in all phases of Combat Engineering Operations. All aspects of the Combat Marine field of endeavors from Battlefield Preparation, through Mobility Denial, to Special Equipment Requirements are taught in this comprehensive curriculum. For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

17.12 Infantry School, Home of the "Queen of Battle"
This school instructs its students in all phases of Infantry Operations. Aspects of Infantry Operations such as Small Unit Tactics, Weapons and Armor, Power Infantry and many more are covered thoroughly in this School. This is the school for any Marine who has ever dreamt of calling out "I am the Infantry. Follow me!!" For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

17.13 School of Maritime Operations: "Anchors Aweigh"
This school instructs its students in all phases of Maritime Operations, covering maritime equipment, tactics, missions, and organization. The Maritime Operations Branch Director administers the Maritime Operations School through the STARFLEET Marine Corps Academy. Courses are currently available through the MO-30 level and all are available online for immediate credit. For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

17.14 Mecha School, Home of the "Big Iron"

This school instructs its students in all phases of Operation, Maintenance, Tactics and Logistics of Mechanized Enhanced Combat Heavy Armor (or Mecha) units in theory and in practice. Graduate from this School and you will be well prepared to "Wield the Lightning". For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca. sfi-sfmc.org).

17.15 Medical School, Home of the "Best Care Anywhere"

This school instructs its students in all phases of Combat Medical Operations. All aspects of the Medical regimens as utilized by the STARFLEET Marine Corps are covered. Topics include Traditions, Unit Organization, Equipment, Portable Structures, Pharmacopoeia, and many more. Be forewarned! Due to the detailed and precise nature of the subject matter covered in Medical Branch Guidebook, these exams are significantly more difficult than their counterparts in the other branches. For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

17.16 Special Operations School, Home of Those Who Dare

This school instructs its students in all phases of Special Operations. All aspects of the rigorous and highly specialized field of Special Operations are covered within this curriculum. For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

17.17 Support School, Home of Those Who Deliver

This school encompasses all areas of Marine operations not taught in other schools. The Support School covers it all, from Chaplains, through Maintenance and Supply, and all the way to Demonstration Teams.
For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

17.18 College of Xeno-Studies, "Learning the Ways of our Friends and Foes"

This College was set up as the home for the different series of courses designed to familiarize the Marine with the races and cultures he may encounter during his tours of duty with the SFMC. The various Schools, and courses, currently offered are:

Xeno-Studies: Andorian (XA): These courses are designed to give Students familiarity with the Andorians, their technology, history and basic culture. For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

Xeno-Studies: Borg (XB): These courses are designed to give Students familiarity with the Borg Collective, their technology, history and basic culture. For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

Xeno-Studies: Jem'Hadar (XJ): These courses are designed to give Students familiarity with the Jem'Hadar, their technology, history and basic culture. For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

Xeno-Studies: Klingon (XK): These courses are designed to familiarize the Student familiarity with the Klingons, their technology, history and basic culture. These courses have no manual and require the student to have access to the Star Trek Encyclopedia, The Klingon Dictionary and other readily available reference sources on the Star Trek Universe and the ability to research the Internet for information necessary to complete the courses. For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

Xeno-Studies: Romulan (XR): These courses are designed to give Students familiarity with the Romulans, their technology, history and basic culture. For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

Xeno-Studies: Vulcan (XV): These courses are designed to give Students familiarity with the Vulcans, their technology, history and basic culture. For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

17.19 Advanced Studies Division

The courses in this division of the SFMCA are designed to give the Marine a deeper understanding of the SFMC doctrines learned in the Branch specific courses and how to properly employ all assets of the SFMC in combat situations. Schools for this Division are still under development. Currently three Schools, and their associated courses, are actively under construction. Due to the unique and difficult nature of theses courses, all courses in the SFMCA's Advanced Studies Division are graded on a "Pass" or "Fail" basis, however, it is possible to complete a course with "Distinction" or even "Honors" depending upon the Student's quality of work on the course.

Combined Arms Command School

The Combined Arms Command School was founded as a means to teach Marines the fundamentals of overall command of units involved in Combined Arms operations. Due to the fact that Combined Arms operations involve more than one branch of the SFMCA, it is necessary that the student has some knowledge of the other Branches of Service in the SFMC and be a trained leader. For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

School of Military History: Introduction to the Study of Military History

Welcome to a new series of studies entitled "Studies in Military History". These courses are not like any that you may have taken before from the Star Fleet Marine Corps Academy. These courses are based on a series of writings that allow the student to grow in their knowledge of Military History as they go through the courses.

The student will be required to stretch their knowledge while taking these courses. These courses will allow the student to learn the "how's" and "why's" of Military History. The student will look beyond what is written in the standard history books and discover a new meaning of the history written.

These courses are not designed to be hard or difficult for the student, but they will require the student to look at the written word in a much more studious manner. No longer will the student accept the written word without asking "is this correct?" or "why? For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org).

School Of Strategy and Tactics

The School of Strategy and Tactics was founded as a means to teach Marines the fundamentals of strategy and tactics involved in combat operations. Due to the fact that most strategy and tactics involve more than one branch of the SFMCA, it is necessary that the student has some knowledge of the other Branches of Service in the SFMC and be a trained leader. For a current listing of available courses please see the STARFLEET Marine Corps Academy website (sfmca.sfi-sfmc.org)

17.20 SFMC Cadet Academy

This Academy was set up as the home for the different series of courses designed for the SFMC Cadets which are structured to educate and develop marines of the future. Coursework covers all appropriate age groups and offer a wide variety of the different Branches or Schools of the SFMCA - all placed into the one location

Courses available are designated by age-group as outlined within each of the differing curriculums. These courses are being expanded regularly to encompass as much entry-level education into the SFMC as is possible.

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.