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STARFLEET MARINE  
CORPS



# MARINE FORCE MANUAL

REVISED 2020

PUBLIC RELEASE



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# STARFLEET MARINE CORPS MARINE FORCE MANUAL

REVISED 2020



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## **Our Mission**

The STARFLEET Marine Corps (SFMC) is a department of STARFLEET International (SFI) focused on providing a venue for those members expressing an interest in the military science fiction aspects of Star Trek fandom.

The SFMC is open to all life forms regardless of race, color, creed, disability, gender or lifestyle and is dedicated to fostering an atmosphere of camaraderie for its members, promoting service to the community and charity, especially to those who have served and those currently serving.

## **Dedication**

...to Duras, may he be remembered fondly.

## **Acknowledgments**

Much of the material found in this manual has been carried over from the 1998, 1999 and 2015 editions of this manual. We owe a great debt and gratitude to all those Marines who contributed to past editions. Without their foundational writings this manual, and many other manuals within the Corps, would not be possible.

## **Policies and Procedures in the SFMC**

The policies and procedures of the STARFLEET Marine Corps can be found in the SFMC Command Policy and General Officer Manual. In the event of any conflict between this document and the command policy manual, the command policy manual shall take precedence.

Every attempt has been made to ensure our manuals are in accordance with STARFLEET policies and procedures, however, there are times when Marine manual updates may lag behind those of STARFLEET. Therefore, both the Marine Force Manual and the Command Policy manual are subordinate to the STARFLEET bylaws and Member Handbook.

## **Pronoun Disclaimer**

We have attempted to make this manual gender neutral by removing specific pronouns when found. But we could have missed a few! Please let us know and we'll make the correction immediately.



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## SECTION 1 – Introduction

Welcome to the 2020 edition of the Marine Force Manual (MFM) of the STARFLEET Marine Corps (SFMC). This publication is intended primarily for members of the SFMC, which is a department of STARFLEET: The International Star Trek Fan Association, Incorporated. However, anyone with an interest in our part of the Star Trek universe is invited to look and learn.

What is STARFLEET? - STARFLEET is a non-profit corporation chartered in the State of North Carolina dedicated to uniting the fans of *Star Trek*, as well as pursuing the future envisioned by Gene Roddenberry, as depicted in the *Star Trek* television series and movies.

Why is STARFLEET Sometimes in Uppercase and Sometimes in Lowercase? - STARFLEET, in uppercase, refers to the fan organization. Starfleet, in lowercase, refers to the fictional organization, as seen in the movies and TV episodes. So, when you see the phrase STARFLEET Marine Corps, we are talking about the fan club.

Why role play a Marine Corps? – Gene Roddenberry had great hope and optimism for humanity in his original series *Star Trek*, but he knew that its stories would still be anchored in good and evil. Even though Starfleet's primary role was exploration there were bound to be a few alien species out there that wouldn't care for Earthlings poking around their part of the galaxy. Aware of this possibility, Gene's starships came equipped with phaser banks and photon torpedoes, for as they may be explorers, they would also have to defend not only themselves but the ideals the Federation espoused.

Even though Gene was against the over militarization of *Trek* we see the beginnings of a military type force developing in the series *Star Trek: Enterprise*, that being the Military Assault Operations Command or MACOs. From there it's not hard to imagine Starfleet would want to establish its own small but well organized ground force to take the fight where starships couldn't go.

While there is no hard evidence a Marine force ever existed, we do see Federation ground forces appear in *Star Trek: The Final Frontier* as part of the 'Galileo Strike Team' and the hint of a ground forces officer in *Star Trek: The Undiscovered Country*. These two references sparked the imagination of a few adventurous members and the idea of a STARFLEET Marine Corps was born.

Within STARFLEET, the SFMC is a permanent auxiliary department whose members include veterans and active duty military as well as people who prefer a military science fiction theme to their *Star Trek* fan activities. The SFMC is organized along traditional military lines in the same manner as STARFLEET, however, instead of being organized along naval lines, and using terms such as ships and shuttles, the SFMC uses ground force equivalents, such as brigades and strike groups. Despite our use of military structure and terminology, the SFMC is in **NO WAY** a military or paramilitary organization.

Members of the SFMC are dedicated to the same principles as other members of STARFLEET like community service and charity fundraising. Because so many of our members identify with, or have ties to, the real-world military, much of our focus is on organizations that associate or assist military members, veterans and their families.



Do I have to Be a Real Marine? - No. There are plenty of real military personnel in the SFMC, but there are plenty of regular folks as well. The only requirement to be a STARFLEET Marine is a current membership in our parent organization STARFLEET, International in order to participate in the SFMC Academy (SFMCA), hold an OIC position, or be listed on the official Corps roster, just like in STARFLEET.

What Exactly Does a Fan Club Do? - It varies from group to group. Some chapters meet at a local restaurant or member's home, have a short business meeting concerning upcoming plans or charity work, then they watch an episode or two of *Trek*, or just eat a meal and socialize.

Others have camping trips, picnics, or fund-raisers. Still other chapters never meet at all. There are correspondence chapters, who conduct most of their business and activities through the mail, be it postal or electronic, or online communications.

What About the Uniforms? - It's just part of the effort to get into character or to set the mood for a meeting or event. It also helps identify you as a member of a group, just as if all of us wore green T-shirts and denim jeans. Uniforms aren't required - if you feel more comfortable in casual clothes, please wear them.

What About Ranks and Advancement? - Ranks are explained in detail in Section 4 of this manual. In brief, a STARFLEET chapter president (usually known as Chapter Commanding Officer) can promote chapter members one or more ranks. The actual procedure should be outlined in your chapter's bylaws or handbook.

Promotions up to the rank of Lieutenant Colonel can be awarded by your STARFLEET chapter Commanding Officer. The rank of Colonel is awarded by the STARFLEET Regional Coordinator and the rank of Brigadier and above can only be awarded by the STARFLEET Executive Committee.

Something to keep in mind, rank is just another facet of recreating the atmosphere or theme of the TV shows and movies and carries no authority. A member who has a higher rank than you cannot order you to do anything you do not want or anything that is illegal, immoral, or unjust.

What are my rights and responsibilities in the SFMC? - In accordance with the STARFLEET Member Handbook Section 02:05, the SFMC is fully committed to supporting your membership rights. The entire handbook section has been included in the appendices of this manual.

Here in the Corps, though, we place special emphasis your member responsibilities. The SFMC is made up of many Veterans and family members, as well as members who respect the military and the theme the Corps portrays. To this end, all Marines must strive to uphold certain values and beliefs that compliment what the SFMC represents.

We all must behave in a way that only brings honor and credit to our group, its members and STARFLEET. We must be loyal, fair and impartial in judgement, respectful and courteous to all members of STARFLEET. We must work to support all members and their endeavors, as well as our local communities through volunteer service.

Beyond our member responsibilities Marines should always be aware of their surroundings and act appropriately - professionally. Each day we should work to emulate and integrate the ideals and concepts introduced to us through the world of *Star Trek*, such as honor, respect, selflessness, integrity, honesty, and courage.



What is the STARFLEET Marine Corps Academy? - The STARFLEET Marine Corps Academy caters to the military science fiction atmosphere of SFMC, and as member you are welcome to take courses. The SFMC Academy includes courses on leadership, tactics, and history, as well as fictional military occupations connected to SFMC's branches, such as Armor, MECH, Infantry, Medical, and many others.

The key to the academy is the Marine Professional Development College and the Marine Basic Training Course, which unlocks many of the other courses in the academy. While not a mandatory course, it is strongly suggested that all Marines begin their academy journey here. Not only is the course a prerequisite for numerous other courses, but it will establish the date on which you became a Marine and begin your time in service!

If you're interested, please explore our academy at <http://sfmca.sfi.org/>. If you're a member pursuing or continuing an advanced education in the real world, you may be interested to know about our SFMC Academy Scholarship Program. For more information visit <http://sfmca.sfi.org/scholarship/>.

What about my Personal Information and Privacy? - The SFMC diligently follows the STARFLEET's privacy policy regarding the distribution, use, security, and retention of all member information. A complete outline of STARFLEET's policy can be found on the organizational website at <http://sfi.org/privacy-policy> and mirrored in its entirety in the SFMC Command Policy Manual.





## SECTION 2 – Organization

From bottom to the top the Corps organization is as such: individual Marine, Marine Strike Group (or Marine Expeditionary Unit), Battalion, Brigade, Division, Corps.

### **Individual Marine: Active Duty vs. Reserves**

The bedrock of the SFMC is the individual Marine who falls into one of two categories: active duty or reserve. An Active Duty Marine participates with their SFMC unit, as well as their STARFLEET chapter exclusively as a STARFLEET Marine. They are known only by their Marine rank; they only wear their Marine uniform and when they participate in regular STARFLEET they do so as a Marine.

A Marine who still use their Fleet rank, wears their STARFLEET uniform and participates exclusively as a STARFLEET Fleet member, are said to be reserve Marines or simply reservists.

### **Units**

Marine Strike Group (MSG) - The smallest unit in the SFMC is the Marine Strike Group or MSG, the size of which varies considerably depending on the location and membership. The MSG can consist of a single Marine in the case of a new unit or dozens in well-established units. The Marine in command of the MSG, or any SFMC unit, is referred to as the Officer in Charge (OIC), and their second in command is usually termed the Deputy Officer in Charge (DOIC)

Marine Expeditionary Unit (MEU) - Equivalent in organizational size to the strike group, the expeditionary unit is formed by Marines who are not assigned to a STARFLEET chapter. If a STARFLEET chapter leaves STARFLEET, but its strike group wishes to keep its affiliation with the SFMC, it can become a MEU, although it may be required to change its number.

As with the strike group, the Marine in command of the expeditionary unit is referred to as the Officer in Charge, and their second in command is usually termed the Deputy Officer in Charge. Note, however, that the OIC of a MEU must not be a member of any STARFLEET chapter. The members of the unit, like members of any unit, may come from anywhere in the STARFLEET Marine Corps.

Marine Training Unit (MTU) – Training units are subgroups of established MSGs designed for the development of our young Marines, known as Cadets. The MTU shares the same number as the MSG to which it is attached but may create their own motto and logo if desired but subject to verification by the SFMC Heraldry Office. MTUs report their activities in conjunction with the bimonthly reports submitted by their parent strike group. An MTU may be activated by a BDE OIC, upon the request of the parent unit OIC and after approval by the COFORCECOM.

Battalions (BN) & Brigades (BDE) - STARFLEET itself is administratively divided into geographical regions. In the SFMC, the same geographical region is called a brigade. For example, Region 2 in STARFLEET would be known in the SFMC as the Second Brigade or in shorthand 2BDE.

Within a brigade, each state, or other geographic subdivision in the case of international brigades, is considered a battalion. Battalions are numbered in relation to the other states in their region - usually in alphabetical order. Using the 2BDE as an example, 1BN (First Battalion) is Alabama, 2BN is Florida, 3BN is Georgia, etc.



Divisions (DIV) - Above the Brigade level, there are seven Divisions.

The First Division (1DIV) covers the eastern United States. The Second Division (2DIV) covers the central United States. The Third Division (3DIV) covers the western United States. The Fourth Division (4DIV) covers all of Canada, Alaska & Michigan. The Fifth Division (5DIV) covers all of Europe. The Sixth Division (6DIV) covers Asia, Australia and the South Pacific. The Seventh Division (7DIV) covers Africa, South and Central America.

Currently all Marine divisions are unmanned and exists to accommodate expansion as the SFMC grows.



## Corps Organization

Not all brigades are active at the time this manual was written but are shown along with division designations so that the full organization can be illustrated.

### First Marine Division

	<b>"The Fightin' First" (MSGs 100 - 199)</b>	
	Indiana (1BN)	Kentucky (2BN)
<b>First Brigade</b>	North Carolina (3BN)	Ohio (4BN)
	South Carolina (5BN)	Tennessee (6BN)
	Virginia (7BN)	West Virginia (8BN)
	<b>"The Wild Deuces" (MSGs 600 - 699)</b>	
<b>Second Brigade</b>	Alabama (1BN)	Florida (2BN)
	Georgia (3BN)	Mississippi (4BN)
	Puerto Rico (5BN)	Caribbean Islands (6BN)
	<b>"The Lucky Sevens" (MSGs 700 - 799)</b>	
<b>Seventh Brigade</b>	Delaware (1BN)	District of Columbia (2BN)
	Maryland (3BN)	New Jersey (4BN)
	New York (5BN)	Pennsylvania (6BN)
	<b>"The Nameless Ones" (MSGs 900 - 999)</b>	
<b>Fifteenth Brigade</b>	Connecticut (1BN)	Maine (2BN)
	Massachusetts (3BN)	New Hampshire (4BN)
	Rhode Island (5BN)	Vermont (6BN)

### Second Marine Division

	<b>"The Dogs of War" (MSGs 300- 349)</b>	
<b>Third Brigade</b>	Louisiana (1BN)	Texas (2BN)
	<b>"The Ice Warriors" (MSGs 800 - 849)</b>	
<b>Sixth Brigade</b>	Iowa (1BN)	Minnesota (2BN)
	Nebraska (3BN)	North Dakota (4BN)
	South Dakota (5BN)	Wisconsin (6BN)
	<b>"The Dirty Dozen" (MSGs 200 - 299)</b>	
<b>Twelfth Brigade</b>	Arkansas (1BN)	Illinois (2BN)
	Kansas (3BN)	Missouri (4BN)
	Oklahoma (5BN)	

### Third Marine Division

	<b>"Only Those Who Dare" (MSGs 001 - 099)</b>	
<b>Fourth Brigade</b>	Arizona (1BN)	California (2BN)
	Hawaii (3BN)	Nevada (4BN)
	<b>"Birds of Prey" (MSGs 500 - 599)</b>	
<b>Fifth Brigade</b>	Idaho (1BN)	Montana (2BN)
	Oregon (3BN)	Washington (4BN)
	<b>"The Order in Chaos" (MSGs 850 - 899)</b>	
<b>Seventeenth Brigade</b>	Colorado (1BN)	New Mexico (2BN)
	Wyoming (3BN)	Utah (4BN)



## Fourth Marine Division

	<b>MSGs 400 - 433</b>	
<b>Tenth Brigade</b>	Alaska (1BN) British Columbia (3BN)	Alberta (2BN) Saskatchewan (4BN)
	<b>"The Black cats" (MSGs 434 - 466)</b>	
<b>Thirteenth Brigade</b>	Manitoba (1BN) Ontario (3BN)	Michigan (2BN)
	<b>MSGs 467 - 499</b>	
<b>Fourteenth Brigade</b>	Quebec (1BN) Newfoundland (3BN) Prince Edward Island (5BN)	New Brunswick (2BN) Nova Scotia (4BN)

## Fifth Marine Division

	<b>MSGs 360 - 375</b>	
<b>Ninth Brigade</b>	Iceland (1BN)	
	<b>MSGs 380- 399</b>	
<b>Twentieth Brigade</b>	Ireland (1BN) Northern Ireland (3BN) Wales (5BN)	England (2BN) Scotland (4BN)

## Sixth Marine Division

	<b>MSGs 375 - 379</b>	
<b>Eleventh Brigade</b>	Australia (1BN) Indonesia (3BN)	East Indies (2BN) New Zealand (4BN)
	<b>Numbers Assigned Directly By COFORCECOM</b>	
<b>Sixteenth Brigade</b>	Guam (1BN) Micronesia (3BN) Philippines (5BN)	Japan (2BN) South Korea (3BN)
	<b>Numbers Assigned Directly By COFORCECOM</b>	
<b>Nineteenth Brigade</b>	Asia (Battalions assigned as needed)	

## Seventh Marine Division

	<b>Numbers Assigned Directly By COFORCECOM</b>	
<b>Eighth Brigade</b>	Africa (1BN) Middle East (3BN)	Israel (2BN)
	<b>Numbers Assigned Directly By COFORCECOM</b>	
<b>Eighteenth Brigade</b>	Mexico (1BN) South America (3BN)	Central America (2BN)



### Section 3 – Chain of Command

#### Chain of Command and the Noncommissioned Officer Support System

The purpose of a chain of command is to establish a clear path of responsibility from the individual Marine, through their immediate Officers in Charge, to the highest level of command responsibility. The chain of command exists to facilitate the transfer of responsibility and information from one level of the department to the next.

Each position in the chain has clearly defined responsibilities to the positions above it and below it. When you have a problem or an idea that you want someone to consider, you should follow the chain to contact that person. This ensures that everyone who is in the line of responsibility and authority, is informed and aware of what is happening. To trace the chain of command within the organization, consult the accompanying illustration below.

Noncommissioned Officers (NCOs or Non-Coms) play an important role in the military chain of command. They are the managers of personnel and equipment, as opposed to officers who are the planners and architects of operations. It has often been said, "Officers decide what to do, the NCOs figure out how to do it, then the Enlisted make it happen."

Each level of the chain of command has a senior NCO assigned as a senior Enlisted advisor to the Officer in Charge. At the Strike Group level, you have the First Sergeant (1SGT). At the Battalion and Brigade level, you have Sergeant Major (SGM), and finally, at the top of the pyramid, you have the senior NCO of the SFMC, the Sergeant Major of the Starfleet Marine Corps (SGM SFMC). Considered collectively, these NCOs form what is known as a chain of support rather than chain of command. This is because, while a Battalion SGM may give advice, support and communication to an MSG First Sergeant, they do not exercise command directly over the subordinate sergeant.

#### The General Staff (GS)

The General Staff is the decision-making body of the SFMC and is made up of the top officers of the Corps. These officers are charged with creating and implementing policy within the Corps. Decisions are made by a majority vote of this body. The General Staff is comprised of the Commandant; Deputy Commandant; Commanding Officer Forces Command; Commanding Officer Information Command; Commanding Officer Training and Doctrine Command and the Sergeant Major of the Corps.

Commandant SFMC (Dant) - Appointed by the Vice Commander, STARFLEET (VCS), in consultation with the Commander, STARFLEET, the Commandant reports to the VCS and is the top of the SFMC chain of command (COC). The Commandant is responsible for the entire Corps and their duties include: Acting as liaison between STARFLEET and the Corps; appointing all members of the General Staff; accounting to the SFMC membership on Corps financial matters; forwarding to the STARFLEET Executive Committee his own recommendations for promotion of SFMC personnel to the rank of Colonel and above; and reporting to STARFLEET, through its various publications what is happening in the Corps.

Deputy Commandant SFMC (DepDant) - Appointed by the Commandant STARFLEET Marine Corps, they are the Second- In-Command. If, for some reason, the Commandant is unable to fulfill their duties, the DepDant will assume command of the Corps, until such a time as the Commandant can return to duty or until a new Commandant can be appointed.



The Deputy Commandant is directly responsible for overseeing all charitable activities undertaken by the Corps. They may be responsible for overseeing committees and other duties as assigned by the Commandant. Revisions to the MFM will be overseen by this office as well as being the editor/publisher of the Headquarters Newsletter (like the Command Status Report) when the Commandant feels that such a publication is necessary. The DepDant is also responsible for proposals regarding changes to the SFMC Awards and Uniform guidelines.

Commanding Officer Forces Command (COFORCECOM) - The COFORCECOM is responsible for the day-to-day operation of the Corps' units. Specifically, they are to report all news and directives from the Commandant to the various Brigade OICs and ensure such information is passed on to the subordinate elements to the level of MSG OIC. Likewise, all reports, concerns and requests from the MSG on up must be reported via the Chain of Command to the COFORCECOM and through him to the Commandant. Additionally, the COFORCECOM is responsible for the activation and deactivation of SFMC MSGs and MEUs.

Commanding Officer Training & Doctrine Command (COTRACOM) - The COTRACOM is responsible for establishing the fictional universe for the Corps. Specifically, they are responsible for developing materials and programs for the SFMC Academy, as well as developing the SFMC's doctrine (the way in which the SFMC to conduct operations in the *Trek* future).

TRACOM invents and develops equipment, organizational structures, strategies and tactics to complete the doctrinal picture of the SFMC universe; then trains the members. TRACOM also appoints branch directors, and their assistants, to administer and proctor the various courses within the academy.

Commanding Officer, Information Command (COINFOCOM) - The COINFOCOM is responsible for coordinating and directing activities in communications. Specifically, they moderate the Corps list server and IRC channel, maintains the Corps page, provides for a method of electronic communications and the timely distribution of the SFMC Newsletter.

Sergeant Major SFMC (SGM SFMC) - The SGM SFMC is responsible for acting as an advocate for the enlisted members of the SFMC; developing the Noncommissioned Officer (NCO) Chain of Support, by recruiting and retaining NCOs; advising the Commandant and other members of the General Staff on issues that concern the enlisted ranks within the Corps and promoting and assisting in the organization of community service activities at all levels within the SFMC. Unlike the rest of the General Staff, who may hold any rank in the SFMC, the position of Sergeant Major may only be filled by an Enlisted member.

### **Other Leadership**

Brigade Officer in Charge (BDE OIC) - The Brigade Officer in Charge is charged with leading their brigades and in that the welfare of all Marines assigned. They are responsible for the support the Marines under their care and to insure the proper flow of information from above and below, along the Chain of Command.

They serve as the subject matter expert on all things SFMC and are expected to solve problems before involving the COFORCECOM. They are the issuing authority for brigade awards, and, working with the Region Coordinator, the primary for recommendations for promotion to ranks beyond Lieutenant Colonel.



The Brigade OIC is also responsible for passing unit information to the COFORCECOM. They do this by collecting and collating unit information from bimonthly reports and, in their own report, reports this information forward.

The Brigade Officer in Charge is responsible for the planning, coordination and execution of the annual brigade muster and the awards that go along. Additionally, they are responsible for recommendations for Corps annual Honor awards from their brigade.

Battalion Officer in Charge (BN OIC) - The Battalion Officer in Charge is not an organizational position, per se, but left to the discretionary use of the Brigade OIC. The battalion, if activated, serves as a reporting collection point for all units residing within a state's geographical boundaries.

A Brigade OIC may activate a battalion if there are a significant number of units within the brigade that makes bimonthly reporting an arduous task. This determination is at the discretion of Brigade OIC but as a rule a battalion should never have less than five units assigned.

Unit Officer in Charge - As the Officer in Charge (OIC) of a Marine Strike Group (MSG) or Marine Expeditionary Unit (MEU), you are the first link in the chain. Your job is to provide support and encouragement to the Marines in your unit, and to see that the actions and accomplishments of your Marines are rewarded through the chapter or SFMC awards and recognition programs.

The Unit OIC is responsible for reporting the accomplishment of their unit and Marines by submitting a bimonthly report to their Battalion OIC, or Brigade OIC in the absence of a battalion. The OIC is also responsible for the planning, coordination and execution of unit events, projects and challenges to enhance the *Trek* experience for their Marines.



## **The SFMC Order of Succession**

Should any Officer in Charge become unable to perform the duties of their position, is relieved or resigns the Deputy Officer in Charge will replace them on temporary basis.

Commandant, SFMC - the Vice Commander Starfleet will announce a successor or confirm the Deputy Commandant. These Officers will then carry out the remaining term of service. If a successor is announced the Deputy Commandant will return to their previous duties and these officers will serve out the remaining term of service.

Corps Command Officer in Charge (FORCECOM, INFOCOM, TRACOM) – the Commandant will announce the command opening through the STARFLEET Human Resources section for a period of 30 days. If the Deputy, who is now the temporary Officer in Charge, wishes to be considered for the position they must formally apply. Once the Commandant has announced a successor, the Deputy Officer in Charge will return to the deputy position.

In the case of a Brigade Officer in Charge the COFORCECOM will announce the opening through the STARFLEET Human Resources section for a period of 30 days. The COFORCECOM will then form a selection committee and conduct selection of the new Brigade OIC in accordance with Appendix A, Section A3 of the SFMC Command Policy General Staff manual.





## Section 4 – Rank and Advancement

### Ranks

Rank in the STARFLEET Marine Corps is structured similarly to that of STARFLEET. The accompanying rank & insignia chart will help you to understand this structure. Study it carefully, paying attention to the abbreviations, which may be used in daily correspondence, academy courses, awards and decorations.

If a member of STARFLEET wishes to participate in the fan club as a Marine, they will use the ground forces rank structure, as shown in this manual and the STARFLEET Membership Handbook. Using the Marine rank does not change your responsibilities or rights as a member of STARFLEET, it merely designates you as a Marine.

### Grades

At times, in order to simplify comparison between Fleet and Marine rank systems, the SFMC may refer to grades instead of ranks. While a rank is a title, such as Colonel, a grade is an alphanumeric designator, like O5, which is the same for both naval and Marine ranks. For example, an O6 is a Captain in the Fleet or a Colonel in the SFMC.

### Promotions

In STARFLEET, promotions up to the rank of Lieutenant Colonel are the responsibility of your STARFLEET chapter president. Promotion to the rank of Colonel is the responsibility of your Regional Coordinator and ranks of Brigadier or higher are awarded by STARFLEET's Executive Committee.

In the case of the Marine Expeditionary Unit, promotions for Marines who are not assigned to a STARFLEET chapter are forwarded through your Brigade OIC to the Region Coordinator for consideration. Marines in the unit who are assigned to a chapter will be promoted by the chapter's commanding officer with your recommendation. As a rule, the SFMC does not promote, however, we do offer our recommendations and evaluation of a Marine's service if requested by the chapter president, Region Coordinator, or Executive Committee.

### SFMC Ranks and Insignia

In the SFMC, we use a rank structure that mirrors the 20th century military, which compares with, and compliments, the system already used by STARFLEET. In that, there are three categories of rank: Enlisted, which includes the Noncommissioned Officer Corps, Commissioned Officer, and Warrant Officer.

Enlisted – The enlisted ranks are separated into grades E1 through E9. From the lowest grade to highest, the enlisted ranks are Private (PVT), Private First Class (PFC), Lance Corporal (LCPL), Corporal (CPL), Sergeant (SGT), Staff Sergeant (SSGT), Gunnery Sergeant (GSGT), Master Sergeant (MSGT), First Sergeant (1SGT), Master Gunnery Sergeant (MGSgt), and Sergeant Major (SGM).

The ranks Private through Private First Class known as Junior Enlisted ranks. The ranks Lance Corporal through Sergeant Major are known as the Noncommissioned Officer Corps, or NCO Corps.

Within the NCO Corps, the ranks of Lance Corporal through Sergeant are referred to as Junior NCOs, with the ranks of Staff Sergeant through Sergeant Major being referred to as Staff NCOs. Additionally, the ranks Gunnery Sergeant through Sergeant Major will be referred to as Senior Noncommissioned Officers.



When a member reaches the rank of Master Sergeant (E8) or Master Gunnery Sergeant (E9) there are two possible career tracks: command and technical. At the grade E-8, a Marine may choose to be either a First Sergeant (command) or a Master Sergeant (technical). The Marine should then continue to follow the appropriate track at the grade of E-9: SGM (command) or MGSGT (technical). Please see the SFMC Enlisted Manual for further discussion of these ranks. There is no functional difference in the ranks at either grade in the STARFLEET Marine Corps.

Of special note, a Sergeant Major is appointed by the Commandant to the position of Sergeant Major of the STARFLEET Marine Corps (abbreviated as SGM SFMC). This is a duty assignment, not a rank.

Commissioned Officers - The Officer ranks are separated into grades O1 to O11. From lowest to highest, they are Second Lieutenant (2LT), First Lieutenant (1LT), Captain (CPT), Major (MAJ), Lieutenant Colonel (LTC), Colonel (COL), Brigadier (BDR), Brigadier General (BGN), Major General (MGN), Lieutenant General (LGN) and General (GEN).

Within the Officer ranks, the ranks Second Lieutenant through Captain are referred to as Company Grade Officers, the ranks Major through Colonel are referred to as Field Grade Officers, and the ranks Brigadier through General are referred to as Flag Officers. There is no equivalent to STARFLEET's rank of Fleet Admiral, as that rank represents the individual who is elected President of STARFLEET.

Things to remember: a STARFLEET Marine Captain (O3) is very different from a STARFLEET Captain (O6). In the real world military, anytime a Marine captain serves aboard a navy vessel, they are referred to as Major, one rank above their actual rank. This is to prevent confusion during combat or emergencies, since there can only be one Captain aboard a Navy ship. Likewise, whenever another naval officer with the rank of Captain was aboard, the oncoming Officer is referred to as Commodore.

Since nearly all chapters in STARFLEET are ships, it poses an interesting problem for the STARFLEET Marines with the rank of Captain (O3). Not surprisingly, we have adopted a similar method for reducing confusion. In all situations where a Marine Officer with the rank of Captain (O3) is announced aloud, as in presentation of awards and formal functions, they are referred to as Marine Captain.

Likewise, whenever such officers compose correspondence (including email), they designate their rank as "Captain, SFMC." When abbreviating rank, a Marine captain uses "CPT" whereas a naval captain uses "CAPT".

Warrant Officers - Taken from real world military history of the 20th century, the Warrant Officer (WO) serves in those fields and billets that are specialized in scope or require a Marine in a grade above staff Noncommissioned Officers. Warrant officers are technical specialists of the SFMC and serve in positions that would normally be filled an Officer, thus freeing the Officer for more essential tasks such as base, unit or department administration.

Warrant Officers are promoted almost exclusively from the Marine Corps' Enlisted ranks of Sergeant and Staff Sergeant having typically served between three and five years. For the purpose of awards and promotions, Warrant Officers are considered Enlisted personnel.

Warrant Officer promotions are chapter promotions and not Fleet or SFMC. It is intended that those selected for Warrant Officer demonstrate advanced knowledge of the SFMC, and leadership abilities in their chosen career field.



The Warrant Officer grades are: Warrant Officer (WO), Chief Warrant Officer Two (CWO-2) Chief Warrant Officer Three (CWO-3) Chief Warrant Officer Four (CWO-4) Chief Warrant Officer Five (CWO-5). And while the SFMC does not promote we do suggest the following criteria be used for selection of Warrant Officers by Chapter CO's and MSG OIC's for the promotion of any enlisted Marine to the rank of WO-1:

1. 3-5 years in service to the STARFLEET Marine Corps
2. Hold the minimum rank of Sergeant
3. Be promoted, by the chapter CO, to the rank of WO1
4. Complete OTS, PD-100, IN-100, LD-100, and NCO-100
5. Complete a minimum of the -20 level course in their chosen branch

Additionally, we suggest that promotion to CWO-2 through CWO-5 requires a minimum of two years in grade for promotion. Promotion to CWO-2 should require the Marine to complete the -30 course for their chosen branch as well as PD-20, LD-20, NCO-20 and IN-20. And, it is further suggested that CWO-3 candidates have completed OCC, PD-15, LD-27 and NCO-30.

Warrant Officers who reach the ranks of CWO-5 have only one option for further advancement: Become a fully Commissioned Officer and continue their career advancement. Otherwise a CWO-5 may continue to serve in that rank and assignment until they decide to retire.



## STARFLEET Marine Rank Comparison Chart

The following is a general listing of ranks used by the Naval and Ground Forces of STARFLEET by promotion authority.

### OFFICER RANKS - Granted by an Order of the Executive Committee

Grade	Naval Forces	Abbreviation	Ground Forces	Abbreviation
O-12	Fleet Admiral	FADM	No Equivalent	
O-11	Admiral	ADM	General	GEN
O-10	Vice Admiral	VADM	Lieutenant General	LGN
O-9	Rear Admiral	RADM	Major General	MGN
O-8	Commodore	COMM	Brigadier General	BGN
O-7	Fleet Captain	FCPT	Brigadier	BDR
O-6	Captain	CAPT	Colonel	COL

Granted at the discretion of the individual Chapters of STARFLEET

O-5	Commander	CMDR	Lieutenant Colonel	LTC
O-4	Lieutenant CMDR	LCDR	Major	MAJ
O-3	Lieutenant	LT	Captain	CPT
O-2	Lieutenant, JG	LTJG	First Lieutenant	1LT
O-1	Ensign	ENS	Second Lieutenant	2LT

### WARRANT OFFICER RANKS - Granted at the discretion of the individual Chapters of STARFLEET

Grade	Naval Forces	Abbreviation	Ground Forces	Abbreviation
W-5	No Equivalent		Chief Warrant Officer 5	CWO5
W-4	No Equivalent		Chief Warrant Officer 4	CWO4
W-3	No Equivalent		Chief Warrant Officer 3	CWO3
W-2	No Equivalent		Chief Warrant Officer 2	CWO2
W-1	No Equivalent		Warrant Officer	WO
























**ENLISTED RANKS** - Granted at the discretion of the individual Chapters of STARFLEET

<b>Grade</b>	<b>Naval Forces</b>	<b>Abbreviation</b>	<b>Ground Forces</b>	<b>Abbreviation</b>
E-9	Master Chief Petty Officer	MCPO	Sergeant Major	SGM
			Master Gunnery SGT	MGSgt
E-8	Senior Chief Petty Officer	SCPO	First Sergeant	1SGT
			Master Sergeant	MSGT
E-7	Chief Petty Officer	CPO	Gunnery Sergeant	GYSgt
E-6	Petty Officer First Class	PO1	Staff Sergeant	SSGT
E-5	Petty Officer Second Class	PO2	Sergeant	SGT
E-4	Petty Officer Third Class	PO3	Corporal	CPL
E-3	Crewman	CRM	Lance Corporal	LCPL
E-2	Crewman Apprentice	CRA	Private First Class	PFC
E-1	Crewman Recruit	CRR	Private	PVT



## STARFLEET Marine Corps Rank Insignia Chart

Officer Grade			Enlisted Grade
O11 General			E9 Sergeant Major
O10 Lieutenant General			E9 Master Gunnery Sergeant
O9 Major General			E8 First Sergeant
O8 Brigadier General			E8 Master Sergeant
O7 Brigadier			E7 Gunnery Sergeant
O6 Colonel			E6 Staff Sergeant
O5 Lieutenant Colonel			E5 Sergeant
O4 Major			E4 Corporal
O3 Captain			E3 Lance Corporal
O2 First Lieutenant			E2 Private First Class
O1 Second Lieutenant		No Insignia	E1 Private (Recruit)



## STARFLEET Marine Corps Rank Insignia Chart Cont.

### Warrant Officer Grades

W5

Chief Warrant Officer 5



W4

Chief Warrant Officer 4



W3

Chief Warrant Officer 3



W2

Chief Warrant Officer 2



W1

Warrant Officer 1



## Section 5 - Starting a Marine Unit

Although there are hundreds of people who claim to be active STARFLEET Marines, and hundreds more that consider themselves reserve Marines, the SFMC makes just 25% of the total STARFLEET membership. This means you are going to get a lot of comments such as "What do Marines do?" or "Never heard of them.". Instead of looking at it as being alone or in the minority, STARFLEET Marines look at it as a challenge and believe one Marine can make a difference.

Always remember we are the STARFLEET Marines, not the US Marine Corps nor should we try to be. But you'll run into people, inside and outside the SFMC, who have that misconception about us. Again, we are simply a part of the larger fan club, STARFLEET, whose members wish to be a little different and just a little more military science fiction themed.

Since most of our members are from the United States, it is only natural to exhibit a tendency to identify with the USMC, but we must be ever vigilant against overdoing it. Imitation is the highest form of flattery, but there is a fine line between flattery and mockery - we must ALWAYS be on the right side of that line.

Because Marines are scattered thinly throughout the organization, we encourage and expect you to show personal initiative. This manual gives you most of the background information you need to be a STARFLEET Marine. But to make a name for yourself, to earn respect, and to be recognized for your abilities, you will have to take charge of yourself and set some goals, then work towards them. Leadership starts inside.

We require reports once every even numbered month. That gives you the maximum amount of freedom and time to do things your way. It also means that whoever is above you in the chain of command is putting his trust in you. That doesn't mean we don't want to hear from you. On the contrary, we enjoy hearing from active units, and we are always ready to help however we can.

If you form a Marine Strike Group, you will still be a part of your SFI Chapter. You will be responsible to the chapter commanding officer for the conduct of your group. Some in your chapter may not understand or even like the concept of having a Marine Detachment - it will be up to you to ensure your strike group coexists peacefully with the non-Marine elements of your chapter.

The STARFLEET Marine Corps does give out awards and other forms of recognition, but as stated before we do not promote. We can and do, however, send recommendations for awards and promotions to the Commander STARFLEET when we learn of a Marine deserving of such recommendation. But the bottom line is that you will still be part of your local chapter and conduct nearly all your activities with them.

You've looked around and have decided you want to do something a little different from the rest of the crowd. You've decided that working alone or in a small group won't bother you. You've decided that you've got what it takes to make a difference. If this sounds right, then you've got what it takes to be one of us. Welcome aboard, Marine!





## **Choosing the Particulars**

Choosing your Individual Branch of Service - Choosing a branch of service is easy. There are nine basic choices: Aerospace, Armor, Combat Engineers, Infantry, Maritime Operations, Medical, Mech, Special Operations, and Support. Descriptions of the branches are available in Appendix A of this manual and the SFMC Recruit Manual.

Choosing a branch limits some uniform and insignia choices for you but it has no real effect on your activities. Just like in STARFLEET, picking Sciences or Engineering doesn't affect much more than your choice of uniform colors.

Choosing your Individual Marine Occupational Specialties (MOS) - Your MOS is based on your branch. An occupational specialty is your fictional qualifications within your chosen branch. Your MOS doesn't affect your activities, but it might affect your choice of uniforms, insignia, etc.

Choosing Your Unit's Branch Type - Most units also decide on a branch designation for the unit. If most Marines in your unit are of the same branch you would choose that branch for your designation. However, just because your unit is a particular branch it doesn't mean you as an individual can't choose a different branch or MOS.

The Numbering of Units within the SFMC - Units within the SFMC are identified by a three number designator that falls within a range of numbers assigned to each brigade. The numbers used to identify units are determined by the Commanding Officer Forces Command (COFORCECOM) and then assigned to each Brigade OIC.

To select a numerical designation the members of an MSG decide on a number combination they like and then request the number from their Brigade HQ as part of the activation process. If the number isn't already in use by some other unit and falls within the range of numbers assigned to the brigade it is given to the MSG and becomes the permanent identification number for the unit.

Choosing a Unit Nickname - Most units choose a nickname. This can be anything you like, if you follow the commonsense rules listed below. Your unit nickname can reflect the group's attitude, its specialty, a specific local uniform item worn by the group. A few examples include: "The Wrecking Crew" - Combat Engineers, specializing in demolition - or "The Old Guard" - an Infantry unit that specializes in parade ground drills and ceremonies.

If your unit follows these simple rules while choosing your nickname, you should not meet with disapproval:

- Is not sexually explicit or suggestive, violent, or derogatory of any ethnic, racial, gender, religious, professional or age group, profane or pornographic, and does not contain nudity.
- Does not promote alcohol, illegal drugs, tobacco, (or the use of any of the foregoing), any activities that may appear unsafe or dangerous, or any political agenda or message.
- Is not obscene or offensive and does not endorse any form of hate or hate group.
- Does not defame, misrepresent, or contain disparaging remarks about STARFLEET, the STARFLEET Marines or its members, or other people or groups
- Does not depict, and is not itself in violation of any federal, state or local law or statute.



Moving Forward with Starting a Unit - You know how the SFMC is organized, who's responsible for what, you've weighed the factors involved in setting up a strike group and chosen a type of unit and your individual branch and MOS; even a unit number. What is your next step?

First, contact your chapter commanding officer to request permission to start a Marine Detachment onboard your chapter. Your chapter commanding officer's permission must be in a written and signed letter addressed to the COFORCECOM stating you have their permission to move forward with activation.

Next, it's off to the Brigade OIC to discuss starting a strike group and to request the paperwork to activate your unit. Your Brigade OIC can mentor you on this process, tell you if your unit number is available and give an initial impression of any nicknames or mottos. If everything makes muster, your Brigade OIC will forward your request, along with that very important letter from your chapter commanding officer, to the COFORCECOM for approval and activation.

If there is no Brigade OIC, in the case of those areas without an active brigade, contact COFORCECOM directly with your activation request. They will assist you in your task of unit activation.

After Your Unit is Activated - Have Fun! Whatever you have been doing to have fun, just keep on doing it. Joining the STARFLEET Marines isn't like the real world Marines, where you go away for a couple of months and get your head shaved. On the other hand, maybe you want to try something new.

Different groups do different things for fun. Everything from physical activities like hiking and walking, or less strenuous activities like bowling or miniature golf. Some units are more social, and their activities include movie nights, cookouts or picnics and role playing games. Yet others join on a regular basis to serve their community in some sort of service project. The point of being in a fan club is to have fun with a group of friends.

The flip side of all the fun and games is community service; doing something to help your fellow man, the environment, or the future of the world. The SFMC does not require its members to perform any community service but it is encouraged, in the same fashion that STARFLEET encourages its members to do so. Again, service is not required, expected or mandated.

If you decide you do want to perform community service, sit down with your fellow Marines and develop a project you can do or a charity you would like to support. Adopt-A-Highway cleanup programs, coupon clipping for the Overseas Coupon Project, canned food drives, blood donations, whatever. Your community service doesn't have to be something large, costly or time consuming. Volunteer to clean up a city park, or repaint a local elementary school's playground equipment, or just spend time with older folks.

One area on which we would like to focus is veteran's organizations like the Veterans of Foreign Wars, American Legion, the Veteran Association UK, the Soldiers, Sailors, Airmen and Families Association or Mates4Mates. Activities that assist or support groups like these are particularly appropriate for SFMC units. Whatever you decide to do, be proud of what you achieve. Every little bit helps, and even if you only make a small difference, you are still making a difference!

Passing the Word!! – When your unit or its Marines so something let someone know. Even if it's just a weekend get together, attending a convention as a group or a service project. Your Battalion or Brigade OIC would be a great place to start! If they don't know about your work not much can be done in the way of recognition, right?



If you've come up with a simple and effective project for your group let other groups! They might be looking for a similar project or they might want to help out! If you've discovered a fun new activity, or a unique twist on an old one, tell us about it! As your unit's reputation grows, you'll discover that more people will want to join, and you'll receive more cooperation and respect from civilians and other STARFLEET members.

Always Ask Questions – Any time you are not sure of something in the manuals or a question comes to mind don't feel as though you can't ask. There are many avenues through which you can present your question: email, social media pages, messaging. Whatever the manner, a question that goes unasked maybe the same question someone else needs answered as well.

Of course, we encourage all Marines to follow the chain of command but all members from your Brigade OIC up to the Commandant are willing to help. Start with your Battalion or Brigade OIC – the buck stops with them and they should have the answers you are looking for.



## Section 6 – Awards

Regardless of the organization, awards are presented for two reasons: they are intended as tangible evidence of recognition for some achievement or service and they serve as a motivating factor. The SFMC awards program exists for these same reasons.

SFMC awards are represented by bar ribbons and worn exclusively on Class A uniforms. Our award program is not a static concept but evolves and changes to meet the needs of the organization. For this reason, it is important to keep in touch with the Deputy Commandant through the chain of command for the latest information on the award standards.

The Awards Procedure - To receive an award, you must be recommended. Normally, this involves your Unit OIC, chapter commanding officer, or fellow Marines. An award recommendation is sent through the chain of command to the appropriate issuing authority; if you have met or exceeded the criteria for the award it will be awarded.

All award nominations must be submitted no more than 6 months after the qualifying events. The only awards not affected by this are the Valor and Honor awards, which cover the previous 12 months.

SFMC Awards are categorized by precedence and issuing authority. This means the Commandant of the SFMC is the issuing authority for awards with the highest precedence, along with all other SFMC awards. Brigade OICs are the issuing authority for all brigade level awards and below to include the Leader Commendation. Common sense and professional courtesy dictate, however, as higher issuing authorities normally recommend awards to the lower authority not just issue them.

Although only certain levels of authority can authorize certain awards, a Marine can be recommended by anyone in the chain of command, however, No Marine may nominate themselves for an award. Therefore, unit reports and good communication are important. If the Brigade OIC never hears about the things your unit has done, they certainly can't nominate or issue an award.

Award nominations must include as much specific information as possible, such as dates, times, names of individuals, specific actions of the individuals and any other information which may be necessary to show that the basic criteria for the award has been met. Award nominations will be considered but may be denied if requisite information is omitted from the nomination. It is the responsibility of the nominator to include all necessary information for proper consideration of the award.

All awards are listed in this manual by their precedence, issuing authority and criteria in later sections. It is important you consider the issuing authority and award criteria of an award you would like to recommend.

If an award recommendation is denied, the person may not be resubmitted for that award based on that action/event for reconsideration. Therefore, it is necessary to include everything that may be pertinent to the award being submitted for consideration.

The decision of the issuing authority may be appealed, in accordance with the SFMC Appeal Policy as set forth in the SFMC Command Policy.



Award Eligibility - SFMC awards are only to be awarded to STARFLEET Marines, active or reserve, and STARFLEET Marine units. In order to receive awards, individuals must be STARFLEET members in good standing, and units must be listed as active and reporting for a minimum of three (3) reporting periods.

Unless otherwise indicated, all awards are limited to one award, per Marine per year. These limits are intended to reinforce and support the link between participation and communication that are essential for a successful fan organization.

SFMC Awards and Cadets - For the purpose of awards the SFMC considers all members who fall into the age range of 5 to 17 to be Cadets. Since Cadets naturally have different abilities and means than adults, they are not eligible to receive certain awards.

It is important to note that Cadets can't perform equally. That is why the Corps has broken the Cadets into different categories based on their age. This will enable the SFMC the ability to issue the same award across different age groups. This will give all cadets an equal chance of earning an award based on what they can do. For detailed information on SFMC Cadet age groups please see the current edition of the SFMC Cadet Manual.

Please note that the Corps uses the same ribbons for the Cadet achievement awards as the rest of the SFMC. The only difference is that the cadet ribbons are denoted using a good conduct knot ribbon device. It is possible for a Cadet to earn the same award more than once, just add another knot. Good Conduct Knots in Bronze with 1-5 knots will denote that the cadet has been awarded an award 1 to 5 times. At the fifth award no more Good Conduct Knots will be added.

When a cadet ages out of the SFMC cadet program at the age of 15 or 17 they are no longer authorized to wear Cadet achievement awards. They may however continue to wear any SFMC Service and Training awards that they had been awarded during their time as a cadet. Upon aging out of the Cadet Corps the individual is eligible for the Cadet Service Completion Award, see the service awards section for specifics.

To receive an award, the Cadet must be nominated by the MTU OIC, MSG OIC, ship CO, or other Marine Cadets. An award recommendation is sent through the chain of command to the appropriate issuing authority. Cadets must be STARFLEET members in good standing and Marine Training Units must be listed as active and reporting for a minimum of 3 reporting periods. These limits are intended to reinforce and support the link between participation and communication that are essential for a successful fan organization.

Cadets are not precluded from earning awards otherwise reserved for adults. Since many awards cannot be issued to Cadets based on their requirements please read award criteria carefully to determine eligibility.

Real-World Military Awards and Decorations- At no time may a member of the SFMC wear award ribbons or badges associated with real-world military service, on any SFMC uniform, of any type, regardless of whether that person has earned the right to wear that ribbon otherwise.



Wearing the Ribbons - SFMC awards are ranked in order of precedence, from the highest to the lowest. The ribbons are worn in that order. The ribbon with the lowest precedence goes on the bottom row to the wearer's extreme left (toward their arm), and the highest goes at the top to the wearer's right (toward their heart). In this way, ribbons are seen by an observer from left to right, top to bottom, with the most important ribbon first and the least important ribbon last.

Each row of ribbons is to be a maximum of four ribbons wide. If the total number of ribbons necessitates a row with less than four, that row is placed at the top and centered. A Marine is authorized to wear no more than six rows of ribbons. Marines are authorized to wear three rows of their highest precedence ribbons as an option.

Award Devices – A 5/16 inch silver star will be used to represent each subsequent award of the same ribbon. A 5/16 inch gold star will be used to represent the fifth award of the same ribbon. Any subsequent awards will be represented by the silver star added to the right (as observed) of the gold star. A Marine may not receive more than ten awards of the same ribbon.

As an example, a Marine who has received three Brigade Service Commendations would wear the appropriate ribbon with two silver stars. A Marine who has received five Academic Excellence Awards would wear the appropriate ribbon and a small gold star. A Marine who has received six Leader Commendations would wear the appropriate ribbon one gold star and one silver star.

Other devices are authorized for wear on SFMC ribbons.

- Gold oak leaf – Gold Nebula, Medical Proficiency
- Silver oak leaf – Silver Nebula
- Gold torch – Professional Development
- Silver torch – Marine Development
- Bronze torch – Initial Entry
- Gold anchor – Cade Initial Entry
- Silver numerals – NCO Development
- Good Conduct Knot – all Cadet awards

Award Categories - All SFMC awards belong to one of three categories: Achievement, Service, or Training. In order of precedence, all Achievement Ribbons are worn ahead of all Service ribbons, which are worn ahead of all Training ribbons.

Specific Award Policies - All requests for Nebula awards must be made as in accordance with criteria set in the awards section and must include all applicable information outlined in the criteria. It is imperative that the nomination include ALL applicable and relevant information at the time of submission. Supporting statements from law enforcement officials, witnesses, victims and other readily available information should be included with the award nomination.

This additional, official information greatly aids the decision making process and gives a much clearer view of what went on and how events transpired leading to the award nomination. The more information and details you can provide, the stronger the nomination and the better the chance that it will be awarded.

When a nomination for a Nebula Award is received the Commandant will forward the nomination to the General Staff to discuss the recommendation. The nomination is to be evaluated on the criteria listed for each Nebula Award. The General Staff may recommend that a lower award may be more



appropriate than the Nebula award listed in the recommendation.

The Commandant will consider all comments of the General Staff relevant to the award nomination and make his/her decision as to whether to issue the award as nominated, issue a lower award, or deny the award nomination. If the award is denied or a lesser award recommended, the Commandant shall send an email to the nominator to inform them of their decision.

If the award requested is issued, or if a lower Nebula award is issued, then the Commandant shall announce the award using approved SFMC media



## SFMC Achievement Awards (In Order of Precedence)

### **GOLD NEBULA**

Issuing Authority: Commandant

Frequency: As needed

Ribbon Description: Black with gold Oak Leaf cluster



This award is given to any SFMC member who saves another person from immediate and potentially fatal harm while risking his/her own life in the process. The award recipient must meet the following special criteria (and the nomination should include all applicable information relevant to these criteria) to qualify for this award:

The "victim" must have been in immediate and potentially fatal harm at the time of the Marine's action. This means the person's life **MUST** have been in danger (near certainty) of being lost without medical treatment, or other professional aid, within a reasonable amount of time without the Marine's actions (this must be clear either from the award nomination itself or from supporting documentation).

The Marine's life **MUST** also have been placed in danger by his/her actions. This means the Marine must have done something, during the course of his actions, to place his own life in danger (i.e., saving a child from drowning by jumping into a rushing river and pulling the child to shore is a worthy example; simply using your car to stop other traffic from impacting the victim or the victim's vehicle is not).

Lifesaving as a normal part of one's employment (paramedic, doctor, lifeguard, etc.) is excluded from this award. However, actions made while off-duty from one's job may be considered for this award.

This award is considered the Medal of Honor for the SFMC, and recipients of this award who are displaying this ribbon may be saluted under any circumstance.

### **SILVER NEBULA**

Issuing Authority: Commandant

Frequency: As needed

Ribbon Description: Black with silver Oak Leaf cluster



This award is given to any SFMC member who saves another person from immediate and potentially fatal harm without risking his/her own life in the process. Other than the risk to the lifesaver's own life, all criteria of the Gold Nebula apply.

### **DISTINGUISHED SERVICE CROSS**

Issuing Authority: General Staff

Frequency: As needed

Ribbon Description: Red/White/Black



This award is given to any member of the SFMC to recognize their lengthy and dedicated service to the SFMC. Recipients of this award will have demonstrated their dedication to the SFMC over extended lengths of time in a variety of positions of responsibility within and benefiting the SFMC. This Marine will have consistently performed above and beyond the normal duties of grade, branch, specialty or assignment to the degree of extraordinary recognition from key individuals of the SFMC. Simple experience of an individual is not adequate basis for this award.





In order to qualify for this award a candidate must have already received the Commandant's Meritorious Service Award (CMSA) or STARFLEET Cross and continued to serve the SFMC in a leadership or staff position above the MSG level for at least 3 years after receipt of the Commandant's MSA or STARFLEET Cross. In order to receive this award, after meeting the basic qualifications, the General Staff must vote to issue by at least a 2/3 majority. At least five (5) years must pass between issuance of this award to any specific individual.

## **CROSS OF HONOR (SFMC Marine of the Year)**

Issuing Authority: Commandant

Frequency: Annual. One award each year.

Ribbon Description: Gold

Cadets eligible: Yes, with knot.



This award is given to Officer or Enlisted that most exemplifies the spirit, image and attitude of the SFMC. Who sets the standard for personal conduct, appearance, motivation, and dedicated service and esprit de corps for which all STARFLEET Marines strive to achieve.

Normally, the General Staff selects the top three candidates for this award from among the Cross of Valor recipients in the various brigades, and then passes those names on to the Commandant for his selection of the final recipient.

## **SWORD OF HONOR (SFMC Officer of the Year)**

Issuing Authority: Commandant

Frequency: Annual. One award each year.

Ribbon Description: Jackson ribbon. Red/White/Blue

Cadets eligible: Yes, with knot.



This award is given to the Marine who most exemplifies the personal and professional standards of leadership valued by the SFMC. This individual has provided the highest standard of guidance and leadership to their fellow Marines, setting a standard of excellence for other leaders to follow.

Normally, the General Staff selects the top three candidates for this award from among the Sword of Valor recipients in the various brigades, and then passes those names on to the Commandant for his selection of the final recipient.

## **SHIELD OF HONOR (SFMC Volunteer of the Year)**

Issuing Authority: Commandant

Frequency: Annual. One award each year.

Ribbon Description: Gray/Red/Blue

Cadets eligible: Yes, with knot.



This award is given to the Marine who has made the most significant personal impact in community service efforts within the SFMC. This effort does not necessarily have to be on behalf of a SFMC campaign effort. Financial donations are excluded as the basis for eligibility.

Normally, the General Staff selects the top three candidates for this award from among the Shield of Valor recipients in the various brigades and passes those names on to the Commandant for his selection of the final recipient.



## STAR OF HONOR (SFMC Noncommissioned Officer of the Year)

Issuing Authority: SGM SFMC

Frequency: Annual. One award each year.

Ribbon Description: Red/White

Cadets eligible: Yes, with knot.



This award is given to the Marine NCO who most exemplifies the personal and professional standards of leadership valued by the SFMC NCO Corps. This Marine NCO has made a significant personal impact in community service efforts throughout their area, and through their actions and words, have provided the highest standard of guidance and leadership to their fellow Marines, setting a standard of excellence for other NCOs to follow.

Normally, the General Staff selects the top three candidates for this award from among the Star of Valor recipients in the various brigades, and then passes those names on to the SGM/ SFMC for his selection of the final recipient.

## LEGION OF HONOR (SFMC Unit of the Year)

Issuing Authority: Commandant

Frequency: Annual. One award each year.

Ribbon Description: Smith-Weber ribbon. Red/White/Blue

Cadets eligible: Yes, if Cadet is not a member of an MTU



This award is given to the SFMC unit that most exemplifies the spirit, image and attitude of the Corps. This unit should set the standard for conduct, appearance, motivation and activity for which all STARFLEET Marine units strive.

Normally, the General Staff selects the top three candidate units for this award from among the Legion of Valor recipients in the various brigades and passes those units on to the Commandant for his selection of the final recipient.

## STARFLEET CROSS

Issuing Authority: Commander Starfleet

Frequency: Annual. One award per Marine each year.

Ribbon Description: Rickard ribbon. Royal blue/Yellow

Cadets eligible: No



This award is given by the Commander, Starfleet to recognize a Marine who has rendered exceptional service to STARFLEET in general by demonstrating consistently outstanding performance over time, or by performing a task or service to a high standard of excellence.

## COMMANDANT'S MERITORIOUS SERVICE AWARD

Issuing Authority: Commandant

Frequency: As needed. One award each year.

Ribbon Description: Olson ribbon. Red/Blue/White

Cadets eligible: No



This award is given to any member of the SFMC who has distinguished themselves through exceptionally meritorious conduct in the performance of service to the SFMC over an extended period of time. This Marine will have performed above and beyond the normal duties of grade, branch, specialty or assignment to the degree of special recognition from key individuals of the SFMC. Simple experience of an individual is not adequate basis for this award.



To qualify for this award, a Marine must have already been awarded the SFMC Service Commendation at least twice and have served in a leadership role in the SFMC on the Brigade level (or above) for at least 2 years. Leadership role means serving as BDE staff or service on the GS as a member, deputy or as part of the GS member's staff. The service does not have to be in the same role but must be continuous.

At the discretion of the issuing authority, the continuous service requirement may be waived for just and stated cause in favor of 5 years total service as outlined above. At least three (3) years must pass between issuance of this award to any specific individual.

## **COMET**

Issuing Authority: Brigade OIC

Frequency: As needed.

Ribbon Description: Gold/Purple

Cadets eligible: No



This award is given to any SFMC member who saves another person from imminent harm without risking their life in the process. This award is to be used when it is not clear whether the harm that would have been done to the victim was of an "immediate and potentially fatal" nature, as required by the Gold and Silver Nebula Awards.

Imminent harm is defined as the probable severe injury if action by the Marine had not occurred. Severe injury is defined as broken bones, need for surgery, higher than normal pain and suffering, that is more than a few days of soreness or minor ache.

Minor injuries such as a plant falling on arm/ leg, falls from a height of less than seven feet unless it is readily apparent that broken bones or other injuries would probably result are excluded from consideration of this award as they are not defined as serious. Dependent upon the medical condition of the person saved (diabetes, brittle bones, etc.), some ordinarily excluded actions would qualify a Marine for this award; such medical condition information, therefore, should be included in the nomination.

## **CROSS OF VALOR (Brigade Marine of the Year)**

Issuing Authority: Brigade OIC

Frequency: Annual. One award each year.

Ribbon Description: Deidre Rickard ribbon Blue/Red/White

Cadets eligible: Yes, with knot.



This award is given to the Marine, officer or enlisted, that most exemplifies the spirit, image and attitude of the SFMC within a brigade who sets the standard for personal conduct, appearance, motivation, dedicated service and esprit de corps for which all STARFLEET Marines strive to achieve.

## **SWORD OF VALOR (Brigade Officer of the Year)**

Issuing Authority: Brigade OIC

Frequency: Annual. One award each year.

Ribbon Description: Bisig ribbon Red/White/Blue

Cadets eligible: Yes, with knot.



This award is given to the Marine who most exemplifies the personal and professional standards of leadership valued by the brigade and through actions and word provided the highest standard of guidance and leadership to their fellow Marines, setting a standard of excellence for other leaders to follow.



## **SHIELD OF VALOR (Brigade Volunteer of the Year)**

Issuing Authority: Brigade OIC

Frequency: Annual. One award each year.

Ribbon Description: Kelley ribbon Red/Blue/White

Cadets eligible: Yes, with knot.



This award is given to the Marine who has made the most significant personal impact in community service efforts within the Brigade. This effort does not necessarily have to be on behalf of a SFMC campaign effort, and financial donations are specifically excluded as the basis for eligibility.

Candidates for this award should be chosen from Marines in a particular brigade who have received the Community Service Citation within the past year.

## **STAR OF VALOR (Brigade Noncommissioned Officer of the Year)**

Issuing Authority: Brigade SGM

Frequency: Annual. One award each year.

Ribbon Description: Red

Cadets eligible: Yes, with knot.



This award is given to the Marine NCO who most exemplifies the personal and professional standards of leadership valued by the NCO Corps of a Brigade. This Marine NCO has made a significant personal impact in community service efforts throughout their area, and through their actions and words, have provided the highest standard of guidance and leadership to their fellow Marines, setting a standard of excellence for other NCOs to follow.

## **LEGION OF VALOR (Brigade Unit of the Year)**

Issuing Authority: Brigade OIC

Frequency: Annual. One award each year.

Ribbon Description: Matt Copple ribbon Red/Blue/White

Cadets eligible: Yes, with knot. Awarded to Brigade MTU of the year.



This award is given to the Brigade unit that most exemplifies the spirit, image and attitude of the STARFLEET Marine Corps within that Brigade. This unit should set the standard for conduct, appearance, motivation and activity for which all units in the SFMC strive to achieve.

## **WOUNDED LION**

Issuing Authority: Commandant

Frequency: Annual. As needed.

Ribbon Description: Purple

Cadets eligible: No



This award is given to Marines who are seriously injured while on duty as a STARFLEET Marine during a STARFLEET or STARFLEET Marine event. The injury must be serious enough to require emergency room attention.



## SFMC SERVICE COMMENDATION

Issuing Authority: Commandant  
Frequency: As needed. One award per Marine each year.  
Ribbon Description: Light Gray/Medium Gray/Dark Gray  
Cadets eligible: No



This award is given to recognize Marines who have rendered exceptional service to the Corps by demonstrating consistently outstanding performance over time. To be eligible for this award, a Marine must have served in an official capacity for a period of at least six months.

## SFMC ACHIEVEMENT AWARD

Issuing Authority: Commandant  
Frequency: As needed.  
Ribbon Description: Navy Blue  
Cadets eligible: No



This award is given to recognize Marines who have rendered exceptional service to the Corps by performing a task or service to a high standard of excellence. Such accomplishment should be of national or international significance and affect or reflect favorably on the Corps as a whole.

## BRIGADE SERVICE COMMENDATION

Issuing Authority: Brigade OIC  
Frequency: Annual. As needed. One award per Marine each year  
Ribbon Description: Gray  
Cadets eligible: Yes, with knot.



This award is given to recognize Marines who have rendered exceptional service to a brigade by demonstrating consistently outstanding performance over time. To be eligible for this award, a Marine must have served in an official capacity for a period of at least six months.

## BRIGADE ACHIEVEMENT AWARD

Issuing Authority: Brigade OIC  
Frequency: As needed.  
Ribbon Description: Strasser ribbon. Red/White/Blue  
Cadets eligible: Yes, with knot.



This award is given to recognize Marines who have rendered exceptional service to a brigade by performing a task or service to a high standard of excellence. Such accomplishment should be of regional significance and affect or reflect favorably on the brigade.

## MERITORIOUS UNIT CITATION

Issuing Authority: Brigade OIC  
Frequency: As needed. One award per unit each year  
Ribbon Description: Malotte ribbon. Red/Blue/White  
Cadets eligible: Yes



This award is given to an MSG, MEU, MTU or brigade staff that exemplifies meritorious service by demonstrating consistently outstanding performance over time, or by performing a task or service to a high standard of excellence. Receipt of this award neither nominates a unit for, nor precludes a unit from, receiving additional unit recognition such as the Legion of Valor.



## LEADER COMMENDATION

Issuing Authority: Unit OIC

Frequency: As needed. One award per Marine each year

Ribbon Description: Murphy ribbon. Red/White

Cadets eligible: Yes.



This award is given by a Unit OIC to a Marine under their command who exemplifies meritorious service either by demonstrating consistently outstanding performance over time, or by performing a task or service to a high standard of excellence. Receipt of this award neither nominates the Marine for, nor precludes them from, receiving additional recognition such as the Cross of Valor.



## SFMC Service Awards

### MARINE HONOR GUARD

Issuing Authority: Brigade OIC

Frequency: Annual. As needed. One award per Marine each year

Ribbon Description: Ted Tribby ribbon. Maroon

Cadets eligible: Yes



Members of the STARFLEET Marine Corps who serve on SFMC Color Guards, Honor Guards or Drill Teams at public events, STARFLEET or other, are eligible for this award. Recipients of this award have spent time and effort in close order drill or other parade skills and are deserving of special recognition.

### GREAT BARRIER EXPEDITION RIBBON

Issuing Authority: Brigade OIC

Frequency: Annual. As needed. Two awards per Marine each year

Ribbon Description: McPherson ribbon. Blue/Khaki

Cadets eligible: Yes



This award is given to Marines who have undertaken extreme or lengthy travel on behalf of the SFMC.

The two important criteria are extreme or lengthy and on behalf of the SFMC. The former requires a judgment call by the Brigade OIC. A possible standard might be 5 hours travel time, for example. The latter is more exact.

Taking a long road trip to attend a convention with the other members of your chapter, for example, does not qualify. Doing so because you are going to be presenting a class or demonstration (as a Marine) would qualify.

### DISASTER RELIEF

Issuing Authority: Commandant

Frequency: As needed.

Ribbon Description: Anbinder ribbon. Silver/Blue

Cadets eligible: Yes



This award is given to Marines who have assisted in disaster relief effort, whether the disaster is natural or man-made. Financial donations are specifically excluded as the basis for eligibility for this award.

Further, the Marine may not receive this award if participation in the disaster relief effort was a requirement of their employment (National Guard, etc.).

### UNITED NATIONS SERVICE

Issuing Authority: Commandant

Frequency: As needed. One award per Marine each year.

Ribbon Description: Royal blue

Cadets eligible: Yes



This award recognizes Marines who make major efforts in the promotion of world peace.

Financial donations are excluded as the basis for eligibility. A Marine who spent more than 100 hours in service to a recognized charity organization that helps to promote world peace (i.e. Red Cross, AmFam, etc.) over a period of six months or more would qualify for this award



## PRENTARES

Issuing Authority: Commandant  
 Frequency: As needed. One award per Marine each year.  
 Ribbon Description: White/Black  
 Cadets eligible: Yes



This award recognizes Marines who make major efforts in the promotion of space exploration. Financial donations are specifically excluded as the basis for eligibility.

A Marine who spent more than 100 hours in service to a recognized charity organization which impacts space exploration over a period of six months, or more would qualify for this award.

## COMMUNITY SERVICE CITATION

Issuing Authority: Brigade OIC  
 Frequency: As needed. One award per Marine each year.  
 Ribbon Description: Brooks ribbon. Gray/Black  
 Cadets eligible: Yes



This award is authorized to Marines who have made a significant personal impact in a community service effort. This effort does not necessarily have to be on behalf of a SFMC campaign effort for the current year. Financial donations are specifically excluded as the basis for eligibility.

## COMMUNICATIONS SERVICE AWARD

Issuing Authority: COINFOCOM  
 Frequency: As needed.  
 Ribbon Description: Dyar ribbon White/Black  
 Cadets eligible: Yes



This award is given at the discretion of the COINFOCOM to those Marines who have demonstrated their communications skills in service to the Corps in general, or INFOCOM. Such skills may be demonstrated through contributing to SFMC, BDE, or unit publications; creation of superior quality SFMC-oriented websites; or other similar activities.

## GOOD CONDUCT AWARD

Issuing Authority: COFORCECOM  
 Frequency: As needed.  
 Ribbon Description: McNulty ribbon. Red/Yellow  
 Cadets eligible: Yes



This award is given for three consecutive years of membership in good standing as a STARFLEET Marine.

Once the award is issued, the three-year clock resets. In other words, a Marine who joined the Corps in 1995 will receive a GCM for the period 1995 to 1998. They will receive his next one in 2001. They may not request one in 1999 for the period 1996 to 1999, because the clock "reset" in 1998.

For the first 5 issuances of the Good Conduct Medal (yrs. 3, 6, 9, 12, and 15), stars will be added as specified in the regulations. After the 15th year, no further GCMs will be awarded until the Marine reaches the 20th year of service. At this point, rather than adding a gold star, a Good Conduct Knot device will replace the stars on the ribbon. Once this is done, no further devices will be added to the ribbon.





## **SFMC ANNIVERSARY RIBBON**

Issuing Authority: COFORCECOM

Frequency: Originally issued in 2003 and in ten year increments thereafter.

Ribbon Description: Jim Harris ribbon. Red/Yellow/Black

Cadets eligible: Yes



This ribbon is awarded to anyone who served the Corps during its anniversary year beginning at the start of IC 2002 on August 1, 2002 and ending at the completion of IC 2003 on August 3, 2003.

Additionally, it is authorized for issue upon anniversaries in 10 year increments after that (2013, 2023). A 5/16 inch silver star is authorized for subsequent awards of the ribbon

## **INTERNATIONAL SERVICE RIBBON**

Issuing Authority: COFORCECOM

Frequency: Annual.

Ribbon Description: Yellow/Black

Cadets eligible: Yes



This award is given to any member of the SFMC who attends the Starfleet Marine International Muster.

## **BRIGADE MUSTER AWARD**

Issuing Authority: COFORCECOM

Frequency: Annual.

Ribbon Description: Yellow/Red

Cadets eligible: Yes



This award is given to those SFMC members who attend their Brigade's annual Muster

## **JOINT SERVICE RIBBON**

Issuing Authority: Brigade OIC

Frequency: As needed. One award per Marine each year.

Ribbon Description: Kinne ribbon. Green/Yellow/Blue/White/Red

Cadets eligible: Yes



This award is given to Marines for participation in events with other Science Fiction oriented fan organizations, to include other Star Trek-related fan organizations other than STARFLEET.

This may be cooperative or competitive and must be done while obviously participating as a STARFLEET Marine. Participation as a Marine can be shown by wearing a SFMC uniform, a unit cap or shirt, or by obviously being associated with others who are wearing an SFMC uniform. Marines who are also members of the same fan organization are not eligible.



## EMBASSY DUTY

Issuing Authority: Brigade OIC

Frequency: As needed. Two awards per Marine each year.

Ribbon Description: Red/Black

Cadets eligible: Yes



This award is given to Marines for participation at a STARFLEET function such as the annual International Conference or a Regional Summit. The key word is participation, not attendance. The Marine must have done more than simply attend (i.e., served on a panel, worked on the Security detail, etc.) Additionally, the Marine must have attended as a Marine for the entire time.

## LEGION OF ARMS

Issuing Authority: COFORCECOM

Frequency: As needed. One award per Marine.

Ribbon Description: Monroe ribbon. Gold/Red/White

Cadets eligible: Yes, Grade 3 or 4 with knot.



This award is authorized to members of the SFMC who have actively and honorably served 180 days or more in the active or reserve components of their country's armed forces. It does not include the Merchant Marine, Civil Air Patrol, Reserve Officer Training Courses or similar organizations. Other countries' qualifying service will be authorized by the COFORCECOM on a case by case basis. Proof of service is limited to qualifying discharge papers.

The Cadet Legion of Arms is authorized to members of the SFMC who are graduates of JROTC or similar Military Cadet Force organizations. The awardee must have served at least two years and, in the case of JROTC, must have maintained a grade point average of 3.0 or higher. Academic records may serve as proof of service.

This award may be worn at the same time as the Cadet Legion of Arms if the wearer has qualified to wear both awards. However, it is discouraged and the preferred wear for those who are qualified for both awards to wear only the Legion of Arms.

## CADET SERVICE COMPLETION AWARD

Issuing Authority: COFORCECOM

Frequency: As needed. One award per Marine.

Ribbon Description: Monroe ribbon. Gold/Red/White

Cadets eligible: Yes



This award is presented to members of the SFMC who have aged out/graduated of the Cadet Corps and continue to serve the SFMC. Marines who have aged out/graduated from the Cadet Corps at the age of fifteen (15) or eighteen (18) are eligible for the award.

Those Marines who have stayed in the Cadet Corps until the age of eighteen (18) are authorized to wear a gold oak leaf affixed to the ribbon signifying that they completed the entire Cadet Corps program.



## SFMC Training Awards

### TRACOM COMMANDER'S AWARD

Issuing Authority: COTRACOM

Frequency: Annual.

Ribbon Description: Bell ribbon. Gold/Red/White

Cadets eligible: No



The TRACOM Commander's Award is given to the Marine who is selected by the COTRACOM as having had the most influential impact on TRACOM during the previous year.

Each Branch Director may submit nominees that they feel is most deserving and the reasons for that nomination. The COTRACOM will then select the recipient from those nominations and it will be announced at the International Muster the following year.

This award is based on the calendar year and may be awarded to either students of the SFMCA or TRACOM staff members who have performed their duties to a level that goes above and beyond what is normally expected of a TRACOM staff member.

This award is presented with a Medal and the Ribbon, for wear on the Uniform. These items are available from Glendale ([www.glendale.com](http://www.glendale.com)) and are listed as follows: Medal (E Medal, In Honor of Academic Excellence) is part number E9141Gold with Ribbon drape (part number RL451) and connector (part number) MDLASEM, the ribbon is part number RBN16RYRDWH.

### ACADEMIC EXCELLENCE AWARD

Issuing Authority: COTRACOM

Frequency: As needed.

Ribbon Description: Orange

Cadets eligible: No



The Academic Excellence Award is automatically awarded to any Marine who earns a degree with Honors from the SFMCA. This award is also issued to those Marines who complete at least 50 courses from the SFMCA in recognition of their continued studies at the SFMCA.

COTRACOM is also empowered to make this award to any Marine who demonstrates Academic Excellence in other areas as well as for service to the SFMC Training and Doctrine Command.

### NCO ACADEMIC RIBBON

Issuing Authority: SGM TRACOM

Frequency: As needed.

Ribbon Description: White with numeral indicating level of training completed.

Cadets eligible: No



The NCO Development Award is awarded, automatically, to any Marine, of Enlisted Rank, who completes the NCO Basic Development Course (NCO-100) at the SFMCA's NCO Academy. Each additional Course, in the NCO Academy, completed by that Marine earns the right to add a numeral to their ribbon indicating the number of NCO Courses successfully completed.



Ribbon is White with Silver Number (1, 2, or 3) indicating number of NCO courses completed. (Due to the current difficulty in obtaining the silver attachments for this ribbon, a gold number may be either painted silver or used as is until such time as silver number attachments become commercially available.)

## PROFESSIONAL DEVELOPMENT AWARD

Issuing Authority: COTRACOM

Frequency: As needed. One award per Marine.

Ribbon Description: White with gold torch.

Cadets eligible: No



The Professional Development Award is awarded to any Marine who completes Marine Basic Training (PD-100) and the Primary Leadership Development Course (PD-201) at the SFMCA and then provides proof of having also passed the Officer's Training School (OTS) from the STARFLEET Academy.

## ADVANCED MEDICAL PROFICIENCY AWARD

Issuing Authority: Medical Branch Director

Frequency: As needed. One award per Marine.

Ribbon Description: Green with gold oak leaf

Cadets eligible: No



This award is authorized to Marines who have a current CPR certification that is equivalent to a Basic Cardiac Life Support Course by the American Heart Association or the graduate of a first aid course that is equivalent to an Advanced First Aid Course by the American Red Cross or has completed an Emergency Medical Technician Course (Basic).

Documentation of training must be provided by the certifying organization and verified by the issuing authority. This ribbon is unlike most others in that it may only be worn if the individual's certification is current.

## MEDICAL PROFICIENCY AWARD

Issuing Authority: Medical Branch Director

Frequency: As needed. One award per Marine.

Ribbon Description: Green

Cadets eligible: Yes. Grades 3 and 4.



This award is authorized to Marines who have completed a CPR course that is equivalent to a Heartsaver course by the American Heart Association or completed a Basic Cardiac Life Support Course or equivalent.

Documentation of such training must be provided by the certifying organization and verified by the issuing authority. This ribbon (and its devices) is unlike most others in that it may only be worn if the individual's certification is current.



## MARINE PROFICIENCY RIBBON

Issuing Authority: COTRACOM  
Frequency: As needed. One award per Marine.  
Ribbon Description: White with silver torch.  
Cadets eligible: Yes. Grades 3 and 4.



The Marine Proficiency Ribbon is automatically awarded to any Marine who completes the Marine Essential Tasks List (PD-205) at the SFMCA.

## INITIAL ENTRY TRAINING AWARD

Issuing Authority: COTRACOM  
Frequency: As needed. One award per Marine.  
Ribbon Description: White with bronze torch.  
Cadets eligible: No



The Initial Entry Training Award is awarded, automatically, to any Marine who completes Marine Basic Training (PD-100) at the SFMCA. Ribbon is White with Bronze Torch Device, available from Glendale ([www.glendale.com](http://www.glendale.com)).

## CADET INITIAL ENTRY TRAINING AWARD

Issuing Authority: COTRACOM  
Frequency: As needed. One award per Cadet  
Ribbon Description: White with numeral indicating level of training completed.  
Cadets eligible: Yes. Grades 3 and 4.



The Cadet Initial Entry Training Award is automatically awarded to any Cadet who completes Cadet Advanced Marine Basic Training (PD-7) at the SFMCA. Once a cadet has reached the age of 14 and is no longer considered a cadet by the SFMC, this award converts to the Initial Entry Training Award, at which time the Bronze Anchor Device is removed and replaced with the Bronze Torch Device.



## Other SFMC Awards

### COMMANDANT'S CAMPAIGN AWARD

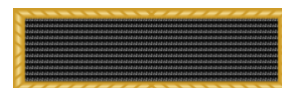
Issuing Authority: Commandant  
 Frequency: Annual.  
 Ribbon Description: Blue/Yellow  
 Cadets eligible: Yes.



This ribbon is given for completing or participating (certain criteria may have to be met to qualify) in a Commandant's Campaign. It is worn on the right chest to the right, as observed, of the Wilderness Challenge Qualification badge.

### WILDERNESS CHALLENGE QUALIFICATION RIBBON

Issuing Authority: Commandant  
 Frequency: Annual.  
 Ribbon Description: Black with gold frame  
 Cadets eligible: Yes.



This badge is issued to any Marine who participates in the Annual SFMC Wilderness Challenge and completes all criteria. The badge is a black ribbon and a gold frame with a device indicating the SFMCWC that was participated in.

For example, SFMC Wilderness Challenge 2000's device is a bronze arrowhead. A maximum of three such devices can be added to the ribbon. It is worn on the right chest to the left, as observed, of the Commandant's Challenge Award.

### RECRUITING RIBBON

Issuing Authority: COFORCECOM  
 Frequency: As needed.  
 Ribbon Description: Green/Yellow  
 Cadets eligible: Yes.



The SFMC Recruiting Ribbon is awarded to a Marine who successfully recruits five members into the SFMC. If a Marine has successfully recruited 25 individuals into the SFMC they are authorized to attach a gold frame to the ribbon. This gold frame signifies that the individual wearing the ribbon is a master recruiter.

To be eligible for this award, a Marine must submit a list of the members that they have successfully recruited to their Brigade OIC according to the criteria below. Upon verification, the Brigade OIC will certify to the COFORCECOM that the nominee is responsible for recruiting the names submitted, and that the required retention time has been met. The list must include the name, SCC numbers, the date joined STARFLEET and the date on which the individual joined the SFMC by changing their affiliation in the STARFLEET Database.

A recruit is successfully recruited if an individual who is not a member of either STARFLEET and the SFMC, joins STARFLEET and elects to be a member of the SFMC by changing the affiliation option in the STARFLEET database to active or reserve, remains active one year and renews their membership.

These individuals must not have appeared on any SFMC unit roster prior to their affiliation with the SFMC to be counted. Additionally, transfers or individuals who reaffiliate with the SFMC will not be counted.



## **INDIVIDUAL LETTERS OF COMMENDATION**

Issuing Authority: COFORCECOM

Frequency: As needed. One award per Marine each year.

Description: at the request of any issuing authority other than Unit OIC, including members of the General Staff.

Cadets eligible: Yes.

**NOTICE: THE PROCEDURE FOR GRANTING THIS AWARD IS DIFFERENT FROM OTHER SFMC AWARDS, PLEASE READ THE ENTIRE SECTION CAREFULLY, AND CONTACT FORCECOM WITH ANY QUESTIONS**

This award is given to individual STARFLEET Marines for actions deemed worthy of recognition by the requesting authority, either by demonstrating consistently outstanding performance over time, or by performing a task or service to a high standard of excellence.

The Letter of Commendation is intended to give public recognition and a permanent record of recognition to Marines in addition to other awards they may have earned, in lieu of another award or as an interim award. For example, a Marine has achievements or actions which warrant recognition, but because of circumstances (such as the limits on issuing an award in a 12 month period) no other award is issuable.

The Letter of Commendation should never be issued for the same achievements or actions as another award received by a single Marine. For example, a Marine is issued the Embassy Duty ribbon for work done at a BDE muster, it would be inappropriate to also issue a letter for those same actions.

The requesting authorities for this award are granted a wide degree of discretion in requesting the COFORCECOM to issue a letter, but the requirement of a detailed individual letter is absolute. Responsibility for this letter falls solely to the requesting authority. Once approved by COFORCECOM, a letter is issued detailing the reason for the commendation.

## **UNIT LETTERS OF COMMENDATION**

Issuing Authority: COFORCECOM

Frequency: As needed. One award per Marine each year.

Description: at the request of any issuing authority other than Unit OIC, including members of the General Staff.

Cadets eligible: NA.

**NOTICE: THE PROCEDURE FOR GRANTING THIS AWARD IS DIFFERENT FROM OTHER SFMC AWARDS, PLEASE READ THE ENTIRE SECTION CAREFULLY, AND CONTACT FORCECOM WITH ANY QUESTIONS.**

This award is given to STARFLEET Marine units for actions deemed worthy of recognition by the requesting authority, either by demonstrating consistently outstanding performance over time, or by performing a task or service to a high standard of excellence.

The Letter of Commendation is intended to give public recognition and a permanent record of recognition to Marine units in addition to other awards the unit may have earned, as an interim award or in lieu of another award. Because there are very few other SFMC awards given to entire unit, the Letter of Commendation may be considered a valuable way to recognize the efforts of a group, rather than singling out individual Marines.



The letter should never be issued for the same actions as another award received by the same unit. For example, a unit is issued a Recruiting streamer for their guidon for a particular year, it would be inappropriate to also issue a Letter of Commendation those same actions. However, if the same unit had earned a Recruiting streamer for several years in a row, a Letter of Commendation might be an appropriate way to recognize outstanding effort over time.

The requesting authorities for this award are granted a wide degree of discretion in requesting the COFORCECOM to issue a Letter of Commendation, but the requirement of a detailed individual letter is absolute. Responsibility for this letter falls solely to the requesting authority. Once approved by COFORCECOM, a letter is issued detailing the reason for the commendation.

## **NAVAL ACHIEVEMENT CITATION**

Issuing Authority: Brigade OIC

Frequency: As needed. No more than one per Fleet member each year.

Certificate only

This award is given to members of STARFLEET, The International Star Trek Fan Association, Inc. to recognize them for outstanding support and assistance rendered to STARFLEET Marine Units (above and beyond simply hosting a Strike group or attending their events). Marine reservists are not eligible for this citation.

## **NAVAL UNIT CITATION**

Issuing Authority: Brigade OIC

Frequency: As needed. No more than one per Fleet Chapter each year.

Certificate only

This award is given to chapters of STARFLEET, The International Star Trek Fan Association, Inc. to recognize them for outstanding support and assistance rendered to STARFLEET Marine Units (above and beyond simply hosting a Strike group or attending their events).





## SFMC Streamers

### REPORTING STREAMER

Issuing Authority: Brigade OIC

Frequency: Annual. One per unit each year.

Ribbon Description: Red with 'REPORTING' and year of award in gold lettering



This award is given to any unit with a perfect 100% on time reporting record for an entire calendar year (January to December). Any late or missed report will disqualify the Unit from earning this award.

### RECRUITING STREAMER

Issuing Authority: Brigade OIC

Frequency: Annual. One per unit each year.

Ribbon Description: Light blue with 'RECRUITING' and year of award in gold lettering



This award is given to any MSG that recruits at least 10% of their unit strength (based upon January 1-or later for newly activated units-strength) in any given year. The new recruits (and starting unit strength) must be properly reflected in the STARFLEET Database as Marines (either Active or Reserve status).

### ACTIVITY STREAMER

Issuing Authority: Brigade OIC (COFORCECOM for brigades)

Frequency: Annual. One per unit each year.

Ribbon Description: Green with 'ACTIVITY' and year of award in gray lettering



This award is given to any unit that has at least 20% of its members attend either the BDE Muster (or Regional Summit), other Marine specific Activities within the BDE, Marine specific activities in other BDEs (Musters, paintball, etc.) or the International Muster, as identifiable Marines. Members who attend both cannot be counted. This must be 20% of the unit made up of distinct individuals.



## STAFF SERVICE STREAMER

Issuing Authority: Commandant  
Frequency: Annual. One per unit each year.  
Ribbon Description: Royal blue with white lettering



This streamer is awarded for members of a unit (MSG level only) serving the SFMC at the Corps level. More than one streamer may be awarded to a unit based upon the Corps level posts held by the unit's marines, but only one (1) streamer may be awarded per marine each year. The lettering on the streamer is based upon the post held by members of the Unit. The positions eligible for this award, and the respective, lettering will be:

Branch Director/SFMCA School Director: SFMCA  
SFMC Web Team: WEB TEAM  
SFMC Public Information Officer: PIO  
Deputy Commander, SFMC Command: DCO (FORCECOM, FINCOM, INFOCOM, TRACOM)  
Commander, SFMC Command: CO (FORCECOM, FINCOM, INFOCOM, TRACOM)  
Sergeant Major, SFMC: SGM SFMC  
Deputy Commandant: DEPDANT  
Commandant: DANT

## BRIGADE STAFF SERVICE STREAMER

Issuing Authority: Brigade OIC  
Frequency: Annual. One per unit each year.  
Ribbon Description: Black with red lettering



This streamer is awarded for members of a unit (MSG level only) serving the SFMC at the BDE or BN level. More than one streamer may be awarded to a unit based upon the Corps level posts held by the unit's marines, but only one streamer may be awarded per marine each year. The lettering on the streamer is based upon the position held by members of the Unit. The positions eligible for this award, and the respective, lettering will be:

Brigade OIC: BDE OIC  
Brigade Deputy OIC: BDE DOIC  
Brigade SGM: BDE SGM  
Battalion OIC: BN OIC  
Battalion Deputy OIC: BN DOIC  
Battalion SGM: BN SGM  
Other Authorized BDE Staff: (Staff Post Name)



## COMMUNITY SERVICE STREAMER

Issuing Authority: Brigade OIC (COFORCECOM for brigades)  
Frequency: Annual. One per unit each year.  
Ribbon Description: Silver with 'SERVICE' and year of award in gold lettering



This award is given to any unit that donates at least 250 hours of time combined from all members of the unit during the calendar year. At least one-half of the units in the BDE must earn this award to authorize the BN/BDE level streamers.

## MERITORIOUS UNIT STREAMER

Issuing Authority: Brigade OIC (COFORCECOM for brigades)  
Frequency: Annual. One per unit each year.  
Ribbon Description: White with 'MUC' and year of award in blue lettering



This streamer may be added to the unit's guidon after they have been awarded the Meritorious Unit Citation.

## LEGION OF VALOR STREAMER

Issuing Authority: Brigade OIC  
Frequency: Annual. One per unit each year.  
Ribbon Description: Gold with 'VALOR' and year of award in white lettering



This streamer may be added to the unit's guidon after they have been awarded the Legion of Valor.

## LEGION OF HONOR STREAMER

Issuing Authority: Commandant  
Frequency: Annual. One per unit each year.  
Ribbon Description: Gold with 'HONOR' and year of award in red lettering



This streamer may be added to the unit's guidon after they have been awarded the Legion of Honor.



## **MARINE READINESS STREAMER**

Issuing Authority: COTRACOM

Frequency: Annual. As needed.

Ribbon Description: Royal blue with white lettering
















This streamer is awarded to Units who participate in the MURPS program. The streamer will have the following text:

MURP [Abbreviation for the primary BOS of the unit] Year of the award.

For example, a streamer for a unit certified in Infantry in 2019 might look like this: MURP INF 2019



## SFMC Ribbon Quick Reference Chart

 Gold Nebula	 Silver Nebula	 Distinguished Service Cross	 Cross of Honor	 Sword of Honor
 Shield of Honor	 Star of Honor	 Legion of Honor	 STARFLEET Cross	 Commandant's Meritorious Service
 Comet	 Cross of Valor	 Sword of Valor	 Shield of Valor	 Star of Valor
 Legion of Valor	 Wounded Lion	 SFMC Service Commendation	 SFMC Achievement	 Brigade Service
 Brigade Achievement	 Meritorious Unit Citation	 Leader's Commendation		
 Marine Honor Guard	 Great Barrier Expedition	 Disaster Relief	 United Nations Service	 Prentares
 Community Service	 Communications Service	 Good Conduct Ribbon	 SFMC Anniversary	 International Service
 Brigade Muster	 Joint Service	 Embassy Duty	 Legion of Arms	 Cadet Legion of Arms
 Cadet Service Completion				
 TRACOM Commander's	 Academic Excellence	 NCO Development	 Professional Development	 Advanced Medical Proficiency
 Medical Proficiency	 Marine Proficiency	 Initial Entry Training	 Cadet Initial Entry Training	
 Wilderness Challenge	 Recruiting Badge	 Commandant's Campaign		



# APPENDICES



## Appendix A – SFMC Branches and Military Occupational Skills

All of the jobs in the Starfleet Marine Corps are grouped together by type and are referred to as branches of service. Most branches have a number of specialties within them, which are called Marine Occupational Specialties, or MOSs. Here is a list of the branches currently available within the SFMC, and a brief explanation of each. With each branch is a (very) basic list of MOS types available. For more information, check with COTRACOM for the specific branch you are interested in.

Support (100 series MOS numbers) - The Support Branch is the SFMC's largest and most complex. Combat support and combat services support functions ranging from military intelligence and signal corps, logistics and research & development and are encompassed by the Support Branch. Examples of MOSs within this branch include; Quartermasters, Intelligence Analysts, Computer Technicians, Military Police, Musicians and a host of other MOS descriptions that fall outside of the direct-combat concept. The Support Branch contains nearly 60 distinct organizational components which employ millions of Marines and civilians.

Medical (0200 series MOS numbers) - Members of this branch provide first aid and surgical support of all types during combat operations. Examples of MOSs within this branch include Combat Medics, Nurses, Flight Surgeons, and Xenophysicologists. It is important to note that SFMC medical personnel often function where there is no advanced support by Starfleet medical assets like a ship's medical section. They must face the dual challenge of keeping the wounded alive with a minimum amount of equipment and staying alive themselves (as the enemy often disregards the noncombatant status of medical personnel).

Infantry (0300 series MOS numbers) - Infantry is the fundamental combat force of any military and the cornerstone of the Corps. There are two basic types of infantry in the SFMC: Light Infantry and Powered Infantry. Light Infantry resemble their historical counter-parts of the late 20th Century—well equipped, smart, and agile. Powered Infantry adds a new dimension to the battlefield. Wearing self-contained, heavily armed and armored powered suits, each carries firepower nearly equal to an entire squad of Light Infantry. Examples of MOSs in this branch include the basic Infantryman, as well as Light and Heavy Weapons specialists, Scout/Snipers, and a variety of unique Powered Infantry specialties.

Armor (0400 series MOS numbers) - This branch consists of Artillery, Mechanized Infantry, Surface Engagement, and Cavalry. Artillery units provide fire support and air defense to ground units. Mech Infantry provides fast and protected transportation for infantrymen. Surface Engagement uses heavy firepower in the direct assault or defense. The Cavalry provides reconnaissance and security for other ground forces. This branch is often referred to as a sister service to Mech, because of the similarities in their operational doctrine. MOSs in the Branch include Armored Fighting Vehicle Pilot/ Vehicle Commander, Artillery Spotter, Infantry Fighting Vehicle Systems Operator, and many more.

Mech (0500 series MOS numbers) - Mech are large, heavily armed and armored humanoid vehicles capable of a formidable variety of combat applications from assault to air defense. Not as fast as armored units on open ground, they still carry a tremendous amount of firepower, and can do many things that traditional armor cannot. They have a limited but vital application on the modern battlefield, and Mech forces are usually elite units with high esprit de corps. MOSs includes pilot specialties for the wide range of Mech vehicles, as well as jobs for systems operators and support personnel, which naturally come with fielding such a technologically complex combat force.



Aerospace (0600 series MOS numbers) - Aerospace personnel fly and maintain aerospace fighters, attack craft, cargo transports, and other Marine trans-atmospheric craft like drop shuttles and medivac transports. Other members of this branch coordinate and assist pilots in their duties. Examples of MOSs in this branch include pilot specialties for all the assorted crafts, as well as jobs like Aerospace Intercept Officer and EW Specialist. Common missions in Aerospace include ground support, aerospace superiority, interdiction, and interception. Because of that last type of mission, Aerospace pilots are considered either very brave or insane. Of course, they feel the same way about the Infantry.

Combat Engineer (0700 series MOS numbers) - Combat Engineers perform the duties of construction, demolition, and survey in a variety of environments (underwater, underground, deep space, etc.) and under direct combat conditions. When the Infantry needs defensive obstacles, they call the Engineers. When Armor needs to breach an obstacle, they call the Engineers. When Community Relations needs 200 portable toilets for an air show...well, you get the idea. MOS examples in the Branch include Heavy Construction Equipment Operator, Field Scientist (Geology), Combat Ecologist, Sapper, Diver, and CBR Specialist.

Special Operations (0800 series MOS numbers) - Because the SFMC has so much space to cover and only so many rapidly deployable resources in any given sector, the Corps relies more heavily on its Special Forces than perhaps any other military force in history. These "force multipliers" can conduct unconventional warfare that can augment, and sometimes even substitute for, conventional ground force deployment. Members of this branch perform unconventional and often classified duties like small unit raids or hostage rescues. These duties often involve working without friendly support and inside hostile territory. Examples of MOSs in this branch include Weapons Sergeant, Team Medic, Interpreter/Linguist, and Data Warfare Specialist.

Maritime Operations (0900 series MOS numbers) - If you follow the traditions of the Marines back to its very beginnings, there is one thing that differentiates it from other services in the fact that they rode ships to where they needed to go. After many long years, the SFMC has returned this proud element to the Corps. The Maritime Operations branch is responsible for all seaborne operations. MOS examples include Signalman, Ocean System's Technician, Master at Arms, Gunner's Mate, Turbine Technician, and Hull/Repair Technician.





## Appendix B – Military Customs and Courtesies

Military courtesy is the mutual respect shown between subordinates and their superiors. It is basic to military discipline and is founded upon respect for, and loyalty to, properly constituted authority. Every feature of military life has its effect on discipline and courtesy

The Hand Salute - While no longer used in STARFLEET, the hand salute is one of the many ancient military traditions that are still observed by the STARFLEET Marine Corps. The hand salute is a formal rendering of courtesy by military personnel. It is both recognition of military rank and authority, and is a greeting exchanged between members of a unique professional organization with special rules and codes of conduct. This section contains only the basics of the hand salute.

Accompanying the hand salute with an appropriate greeting is encouraged. Do not mumble a greeting but use only enough volume to make yourself heard. You should not greet people in the same tone of voice that you use when evacuating a burning shuttle.

You may salute from the position of attention, while walking or in a vehicle. When walking, it is not necessary to halt to salute. Keep walking, but at attention. The salute is rendered when the person or color to be saluted is six paces distant, or at the nearest point of approach if it is apparent that they are going to approach to within six paces. The salute will not be rendered if the person does not approach within thirty paces. Hold the salute until the person has passed or the salute is returned; then bring your hand smartly to your side.

### How to Salute

1. Raise your right hand smartly in the most direct manner until the tip of your forefinger touches the lower part of the headgear above and slightly to the right of your right eye.
2. Your thumb and fingers should be straight and touch each other.
3. You should be able to see your entire palm when looking straight ahead.
4. Your upper arm should be level with the deck and forearm at a 45-degree angle.
5. Your wrist and hand should be straight, a continuation of the line made by your forearm.
6. At the same time, if not in ranks, turn your head and eyes toward the officer you are saluting. Hold the salute until the officer has returned or acknowledged it, and then bring your hand smartly to your side.

Marine personnel under arms render the salute as prescribed for the weapon with which they are armed. Always salute with precision and enthusiasm. Never salute with anything in your hands or mouth, or if you are out of uniform.

When and When Not to Salute - SFMC personnel in uniform are required to salute when they meet and recognize persons entitled (by grade or billet) to a salute except when it is inappropriate or impractical such as in public conveyances like public transport shuttles or other conveyances, in public places such as inside theaters, or when driving or piloting a vehicle.

Salutes are required:

1. when the UFP or any Earth national anthems are played
2. to any uncased National Colors outdoors
3. on ceremonial occasions as prescribed elsewhere
4. at reveille and retreat ceremonies, during the raising or lowering of the flag
5. during the sounding of honors
6. when turning over control of formations
7. when rendering reports



8. to officers of friendly foreign worlds
9. when embarking and disembarking any military vessel

Salutes are not required:

1. when indoors, except when reporting to an officer or when on duty as guard
2. when saluting is obviously inappropriate, such as carrying articles in both hands
3. when wearing civilian clothes.

Whom to Salute - Enlisted personnel salute officers, active or reserve, of any of the Starfleet or UFP military and foreign military and officers whose Governments or planets or races, are formally recognized by the United Federation of Planets.

Officers salute only those officers which are above their grade. Enlisted personnel themselves are not normally saluted. Exceptions to these guidelines are personnel standing watch as Officer of the Watch (OW), Officer of the Deck (OD), or Command Duty Officer (CDO).

Regardless of your comparative grades, officers should be saluted when you are ordered to report to them. Recipients of the Gold Nebula should also be saluted regardless of comparative grades. This award is considered the Medal of Honor for the SFMC, and recipients of this award who are displaying this ribbon may be saluted under any circumstance.

Reporting - Sometimes it is necessary to report to an officer. To report indoors or aboard ship, first remove your headgear and knock or signal at the doorway. If the door is open, request permission to enter. Then follow the following steps:

1. Approach the officer at attention
2. Halt about two paces from the officer.
3. Render a salute if it is appropriate, and say, "Sir (Ma'am), (your name and rank) reporting as ordered."
4. If a salute is appropriate, hold the salute until it is acknowledged.
5. Salute after business is completed (only if you saluted at the beginning) and wait for the return of your salute or an acknowledgment.
6. Take one step backward, execute an about face, and depart at attention.

Headgear - Headgear should not be worn indoors and always worn outdoors when in uniform. However, the highest ranking officer by billet in attendance, may choose to reclassify any indoor activities as outdoor activities. This means that headgear must be worn at all times indoors in any common areas where members gather outside of meeting spaces. These areas include lobbies, corridors, hallways, atriiums. In this case Marines remove their headgear when they enter a room, meeting space, or when they report.

If you are under arms you keep your headgear on indoors. Officers and Enlisted persons under arms uncover only when:

1. seated as a member of, or in attendance in, a court or board
2. entering places of divine worship
3. in attendance at an official reception.

In any case, when not wearing your headgear, it should be stowed neatly and appropriately on oneself.



Forms of Address used by Officers - When addressing or greeting a superior officer, address them as sir or ma'me, by rank or by rank and last name. When addressing an officer of equal or lower rank, you may also address them by first name if you have their permission. Naval officers below the rank of Commander may be addressed by the title "Mister" with or without their last name. To address a noncommissioned officer, use their rank only or rank and last name. Enlisted personnel below the noncommissioned ranks may be addressed simply as Marine.

Forms of Address used by Enlisted - Enlisted personnel always address officers by either, rank, rank and last name, sir or ma'me. When addressing enlisted personnel who are of lower rank, but not an NCO, you may use their last name or Marine. To address an NCO, use their rank, or rank and last name.

Note: A tradition is to call a Marine Captain a Major while on board ship. This is done as to not create any confusion in conversation when talking about the Captain (CO) of the ship and the Marine Captain.

Other Forms of Address - By tradition, the commanding officer of any ship, no matter the rank, is properly addressed as Captain. An officer in the Medical Branch is addressed and referred to by title, or as Doctor when appropriate. A chaplain may always be called Chaplain no matter the rank. Marines should always introduce unacquainted persons to each other. In these cases, the junior in rank is introduced to the senior.

Other Courtesies - The command "Gangway!" should be given by anyone who observes a SFMC or SFI officer approaching where passage is blocked. The courtesy is also extended to important civilians. The senior NCO present is responsible for clearing the passage properly and promptly. Enlisted personnel do not clear a passage for themselves or other enlisted men this way, but should say, "Coming through."



## Appendix C - Common Duties of a STARFLEET Marine

There are two general categories of assignments for all marines. These are referred to as Garrison Force and Fleet Marine Force. A Garrison Force is assigned shore duty, that is, they are assigned to a planetary base, starbase, or station.

Fleet Marine Forces are assigned to Starfleet vessels, either as the ship's Marine Detachment (MARDET), or as a deployment force embarked on the ship in order to rapidly respond to crises when the Federation finds such a force useful and appropriate.

Marines are rotated regularly between the two general assignments, to keep skills and motivation at the highest level. Below is a listing of some common duties for Marines assigned to each force.

### Garrison Force Duties

Garrison Defense - This type of duty accounts for the lion's share of Garrison Force Marines. This is a role shared with other Federation ground forces in which the SFMC must serve both the roles of assault and security along with ground warfare and defense. Gone are the days when Marines took the beach and the army moved in and garrisoned the area. The Starfleet Marines now must do both jobs.

Training and Doctrine Command – A Marine may be assigned to a training unit, either as an instructor or as a student. The Marine may attend the Marine Academy or be placed on minimal duties while he attends a civilian university or other educational institution.

Courier – In this role, a Marine may serve as an armed classified courier, carrying important documents to and from various military and/or scientific offices. Such documents are often too sensitive to trust to standard electronic transmission or require a physical sample to be transferred.

Armed Escort – Here a Marine may serve as an armed escort for a diplomat, high-ranking officer, VIP, or even a prisoner. This often requires the Marine to dress incognito and serve under the leadership of a Starfleet Security officer.

Brig/Military Police - For many Starfleet and planetary installations, Marines may be assigned to serve heavy weapon stations or patrol in powered armor suits, assisting Starfleet Security personnel. Many Starfleet brigs are operated by Marine Correctional Officers.

Embassy Duty - Marines serve as a visible representation of Federation military commitment and potential by serving at any of the many Federation embassies throughout the quadrant. Site security, courier duty, and protocol functions are common duties during this assignment.

Military Attaché or Aide de Camp – A Marine may be assigned as a personal or staff assistant to a SFMC general officer, or to Starfleet Admiralty. Considered by some to be the best duty available, after embassy duty on Risa.

Research and Development - A Marine may be assigned to the R&D division of the Support Branch, or may work directly with the Starfleet Materiel Command, and tasked with developing and testing new equipment or

Weaponry - Testing weapons is even less popular duty than you might first suspect and can be hazardous. There is a widely held belief among the Corps that scientists consider Starfleet Marines to be 'damage resistant expendable test assets.'



Recruitment - A marine may be assigned duty at any one of the Starfleet Marine Corps recruiting centers. Some of the very best marines are assigned this duty for at least some portion of their careers, serving as an example of what service in the Corps can do, and what it can mean.

## Fleet Marine Force Duties - MARDETS

Boarding Party - A ship's MARDET often forms part or all of a boarding party (depending on size and qualifications of the Starfleet Security department on board). Boarding parties are assault teams that board hostile vessels with the intention of seizing or destroying it. Transporters, shuttles, and armored space suits are all methods used to transport boarding parties.

Landing Party - Marines from a ship's MARDET often participate in Away Missions as part of a ship's landing party. The marine is usually tasked to participate as either additional security for the team, or as the team expert on military matters.

Sentry Duty - A Ship's Captain may order sentries posted at various sensitive areas under a variety of readiness or combat conditions. On ships with MARDETs, this duty normally falls to the Marines.

Gun Crews - Marines from a ship's MARDET often man certain weapons systems or stations aboard ship when the ship engages targets or requires defense. Although the generic term, Marines may man phasers, torpedo launchers, or other defensive systems.

Damage Control - This is a common duty for Marines who are not needed for gun crews, surface operations, or flight duty. Squads of Marines, with or without Powered Armor suits, work under the supervision of Starfleet Engineering personnel to fight fires, remove damaged components and repair ships' systems.

Search, Missing Person - This is an uncommon but extremely important duty for a MARDET. A search in which teams of crewmen and marines physically check all ships' spaces that could possibly contain an injured or lost person. This type of search is predicated on the assumption that the missing person wants to be found, and searchers are not usually armed for this type of search.

Search, Unknown Device - A variation of the missing person search, except the purpose of the search is to discover a hidden or missing object (a bomb, homing transmitter, etc.) This is a much more detailed search, because devices are much easier to conceal than people. Powered Armor suits may even be used to search the exterior hull surfaces.

Search, Intruder Aboard - An armed and exhaustive search, in which one or more hostile persons are believed to be aboard. Armed combat teams must rapidly search and secure all vital areas of the ship, killing or incapacitating any enemy personnel encountered, until the entire ship is secured.

Repel Boarders - The exact opposite of Boarding party duty, as Marines try to prevent enemy boarding parties from seizing or destroying areas of the ship. This can be extremely difficult and hazardous, because while the Marines must try to avoid collateral damage to the ship's systems and crew, the enemy boarders are rarely under the same restrictions.

Ship's Armorer - Because of a Marine's expertise in a variety of weaponry, he may be assigned duty as the Armorer for the entire ship's crew, or for a secondary marine armory or weapon's locker. Additionally, a Marine may serve as the quartermaster for equipping Away Teams.



## Fleet Marine Force Duties - Deployment Forces

Surface Action - Also known as amphibious operations, these missions consist of action against opposing ground forces (rioting civilians, terrorists, or conventional military units). Usually involves direct combat. The majority of Deployment Forces are designed for amphibious operations-which today mean operations from orbit to a planetary surface (historically, amphibious referred to deploying forces from the sea to the land).

Aerospace - Members of the Aerospace branch may be assigned to a Marine squadron on a carrier or tasked to serve as shuttle pilots in support of their ship. On a carrier, the Marines are not normally tasked to act as shuttle pilots, except in the case of assault shuttles.



## Appendix D – Flags and Colors

Flags are cloth devices, usually with a distinguishing color or design, which have special meaning or serve as a signal. The flag of the United Federation of Planets is an example.

Colors usually refer to the national flag or the ceremony of raising or lowering the national flag. For the purposes of this section and for most real-world operations of the SFMC, colors shall refer to the national flag of the United States of America. Units operating in other countries should consult the national regulations and guidelines for their respective national flags.

Flags are usually 2 feet high by 3 feet long, or 4 feet high by 6 feet long and referred to as Standards. (Larger flags exist, but are usually only found at major installations, flying from large flagpoles). If a flag is trimmed on three sides with golden yellow fringe, it is referred to as a Parade Flag (a parade flag is also sometimes what colors refers to).

Honors to the Colors – If not in a formation and passed by or passing colors being carried in a military formation, all SFMC personnel in uniform shall salute. If in a formation, personnel should salute together on the command of the OIC of the formation. The salute should be rendered on command, or when the colors approach within 30 paces. It should be held until the colors have passed.

When colors are raised/lowered at a mast/pole, all SFMC personnel in uniform within sight and hearing shall salute. The salute shall be held until the colors are properly closed up or run down when there is no national anthem or bugle call accompanying the ceremony. If there is a bugle call or anthem, the salute shall start on the first note of the music and be held until the last note. Personnel in vehicles should pull over and top if it is safe to do so.

To render honors to colors while in civilian clothing come to attention, remove headgear and place it (or your hand if no headgear is worn) over your heart. Women need not remove their headgear but should place their hand over their heart.

In salute to proper authority, state flags and organizational flags (i.e. - ship flags, unit guidons, the SFI flag, etc.) are dipped. The United States flag is never dipped, unless to return a salute initiated by another national color, the United States flag never initiates a salute by dipping first. Organizational flags may also be dipped in salute during any military ceremony while the national anthem, "To the Colors," or a foreign national anthem is being played.

The National Anthem - When the national anthem is played, Marines stand at attention and face the direction of the music. If the anthem is played at colors, those present face in the direction of the flag and follow saluting procedures detailed above. The same marks of respect prescribed for the playing of our national anthem are shown during the playing of a foreign national anthem.

Guidon - A guidon is a unit flag, usually mounted on an eight-foot wooden pole and carried by a guidon bearer during unit runs or marches. At other times it may be found mounted, hanging, or flying from a flagpole outside the unit's area.

SFMC guidons are red in color, with gold lettering and/or devices. They are 18 inches high by 30 inches in length. There is an optional 3 inch deep indent, centered in the trailing edge, forming two swallowtail points. All guidons are of the same standard size and color; only the lettering (2" high, block style) and Brigade insignia differs.

Each guidon shows the unit name across the top, the Brigade insignia in the center and the words "STARFLEET Marine Corps" (or SFMC) across the bottom.



## APPENDIX E - Information Resources

### E-1 Online Resources

There are many sources for information about Star Trek and its fan clubs on the Internet. Some of the ones that relate especially to the STARFLEET Marine Corps are listed below.

SFMC Listserv - A listserv is like a community bulletin board, except that mail and other notes are posted electronically. The current SFMC listserv address is: corps-l@sfi-sfmc.org. To subscribe to the list GO TO: <http://lists.sfi-sfmc.org/listinfo.cgi/corps-l-sfi-sfmc.org>

You can subscribe to the list, modify your account and view past posts to the listserv through this site. To post to this list: corps-l@sfi-sfmc.org

Note that the address for sending mail to the list serve is a lower case L, not the number one.

SFMC Web Site - The SFMC operates a website for information and communication relating to the STARFLEET Marine Corps functions. You can find the contact information for most of the Corps' top brass, as well as information about the structure, activities, and philosophies of the SFMC. To reach this web site, go to: <http://sfmc.sfi.org/>

STARFLEET International Web Site - The Corps' parent organization has its main website at <http://sfi.org/>

#### STARFLEET Marines on Social Media –

##### Facebook

STARFLEET Members Only <https://www.facebook.com/groups/STARFLEETMembers/>  
STARFLEET Business Only <https://www.facebook.com/groups/STARFLEETBusiness/>  
STARFLEET Marine Corps <https://www.facebook.com/groups/3275293079/>

Organizational Websites and Pages - Some members, as well as chapters, have home pages on the internet. A good way to locate these is to start at the SFI or SFMC Web Sites and follow the links thereon.

Training and Doctrine Command's website if accessible through the main SFMC website, students can access manuals and take courses online at no cost.

### E-2 Publications of Interest

Attention on Deck - This is the official newsletter of the SFMC. It contains updated contact information, promotions and awards listings, upcoming events and other administrative data that concerns SFMC members. The AOD is included in the quarterly publication of the STARFLEET Communique.

STARFLEET Communique - The official quarterly newsletter of STARFLEET, the International Fan Association, Inc is available for download from the STARFLEET database.





## APPENDIX F - Materiel Resources

Here are some places to obtain the things you'll want, like uniforms, insignia, and all the other paraphernalia of the Trek universe. For a more complete listing check out the SFMC website at <http://sfmc.sfi.org/>

SFMC Quartermaster - The SFMC Quartermaster site contains all insignia and other items for the SFMC uniform, as well as information on where to get other Corps Specific Merchandise at <http://qm.sfi-sfmc.org/>

Glendale - Glendale specializes in parade, band, and honor guard supplies and has many hard- to-find specialty items like extra-large web belts, shoulder cords in ANY color, bib scarves, gloves, color guard equipment at <https://www.paradestore.com/>

Vanguard Industries – Most ribbons used by the SFMC are available online from Vanguard if the QM stocks are depleted at <https://www.vanguardmil.com/> under the non-specific ribbons. For ribbon stock numbers, refer to the awards manual for a complete list. Simply search for the ribbon using the provided stock number.

Quartermaster - This mail-order company based in California specializes in military and law enforcement apparel, insignia, and equipment. They carry many distinctive insignia and are also a good source for parade and honor guard equipment. <http://www.qmuniforms.com>

Intergalactic Trading Company - This is a company specializing in sci-fi collectibles (including a lot of non-Trek memorabilia). They do carry some nice Trek related things like T-shirts, uniforms, makeup, and jewelry. While they aren't a big source for SFMC material, they carry some unusual items that may be hard to get elsewhere. <http://www.intergalactictrading.com>



## Appendix G – Member Rights and Responsibilities

As a member you are afforded certain rights of membership, contingent upon the fulfillment of your membership responsibilities. Unless otherwise prohibited by law, not required by law, or unavailable as a part of a membership class, these rights are subject to change by a vote by the Admiralty Board and include, but are not limited to, the following:

- To vote in the triennial STARFLEET election.
- To vote in any STARFLEET special elections.
- To vote on any STARFLEET Corporate Documents.
- To receive one membership packet, as defined in Section 02:03 and all its contents for each primary contact for your membership (both new and renewing members).
- To receive four issues of the Communiqué per year, for each primary membership.
- To specify the type of membership desired (single or family) and the ability to change from one type of membership to another for any reason.
- Access to due process and for all sides in an issue to be heard before any sanctions are issued.
- To appeal all sanctions imposed pursuant to Section 02:13.
- Ability to have access to notice of and information on and the ability to apply for any open position in STARFLEET or in your Region.
- To voice your opinion at any level of STARFLEET.
- To participate in the STARFLEET Academy.
- To transfer from one chapter of STARFLEET to another, at any time, for any reason, as long as the other chapter agrees.
- To participate in all Regional and International events, such as Summits and International Conferences.
- To be considered for participation in any STARFLEET program, as long as the qualifications, if any, have been met.

## Member's Responsibilities

To ascertain the membership rights, a member has certain responsibilities that must be met. Every member has a responsibility to adhere to a set of standards of behavior and conduct which include, but are not limited to, the following:

- To behave in a manner that brings credit to STARFLEET, their Region, their chapter, and themselves;
- To be resolute in the performance of my duty and comply with STARFLEET's Articles of Incorporation, Bylaws, Membership Handbook, other various handbooks, Electronic Mailing List Rules, Summit/Conference rules, meeting rules, etc.;
- To strive for impartiality and fairness in judgment and disqualify themselves from decisions where their judgment may be compromised;
- To show courtesy to fellow members at all times;
- To seek out both sides of a dispute and act upon fact, not innuendo;
- To renew their membership in a timely manner before it expires.



In addition to the above listed Member Responsibilities, the following are an additional list of goals which a member should strive toward - these are guidelines only and are not enforceable as member responsibilities or a code of conduct:

- To praise in public and critique in private;
- To never assume, but always verify;
- To be the first to praise and the last to criticize;
- To not willfully cause negative or unproductive confrontations;
- To strive to be part of the solution, not part of the problem.



## Appendix H – Glossary

Realizing that many of the terms and acronyms we use so casually in conversation may confuse those who haven't had the benefit of years of active military service, we have included this glossary of "Mil-speak." While it is far from it should cover most of the ones found in this manual and what you might overhear in normal 'Grunt' conversation.

Nautical Terminology - Because Marines have a long history of service on naval vessels and with naval personnel, they freely use nautical terminology just like their naval counter-parts. This can be confusing for the recruit when someone tells him to "secure the hatch" when they really want him to "shut the door". The following guide may help:

- When you are on a planet or space station, you are ashore.
- To move from shore to ship, you go onboard.
- If you make the journey via transporter you beam aboard.
- If you walk aboard via access tube through a docking hatch, you go aboard the quarterdeck via the brow.
- If you go aboard via shuttle or aerospace craft, you land aboard.
- When such craft land aboard a ship, they are recovered - when they leave the ship, they are launched.
- When a ship is cruising under its own power it is said to be underway - when it is docked or grounded at a base or station it is in port or more infrequently it may be said to be moored or anchored.

Directions - Marines will often use nautical terms for directions:

- The front of the ship is the bow and its forward-most point is called the stem - to move in that direction is to go forward.
- The rear of the ship is called the stern - to move in that direction is to go aft.
- If something aboard is behind you, it is aft - something is behind the ship itself, it is astern.
- In between the bow and the stern is amidships.
- As you face the bow, things on your left are to port - things on your right are to starboard.
- An imaginary line drawn from the stem to the stern is called the centerline.
- Things placed on a line perpendicular to the centerline are said to be athwart ships.
- To move toward the centerline is to move inboard - to move away is to move outboard.
- To go up to an upper deck is to go topside - to go down to a lower deck is to go below.

Structural Terms - Terms used in reference to ship construction are widely applied to structures ashore as well.

- The floor is called the deck – the ceiling is the overhead.
- The wall is the bulkhead and a door a hatch.
- A hallway is a gangway or passageway and stairs are known as ladders.



Types of rooms also have different names:

- A bedroom is known as a stateroom.
- A bunk room is a berthing compartment.
- A dining room is a wardroom (for officers) or a mess deck/hall (for enlisted).
- The bathroom is a head... and the general term for an unspecified room is simply compartment.

## Acronyms and Military Terminology

**Abaft:** Farther aft, as, "The plot room is abaft the bridge."

**Abeam:** On a bearing of 90° (abeam to starboard) or 270° (abeam to port).

**Aboard:** In or on a ship. Sometimes used in reference to being in or on a station, when there is a close-by shore facility to avoid confusion.

**Aerospace:** 1. The atmosphere of a planet and the space immediately surrounding it. 2. The combat arm that conducts operations in aerospace.

**Aft:** Toward the stern. Not as specific as abaft.

**After:** Of two locations, the one farthest aft, as, "The after wardroom."

**All Hands:** The entire ship's (station's) company.

**Amidships:** An indefinite area midway between the bow and the stern. "Rudder Amidships" means maneuvering thrusters are off or employed equally to port and starboard so the ship does not change course in the XY plane.

**Astern:** Directly behind a ship.

**Athwart:** Across; at right angles to; perpendicular.

**Away Mission:** Any mission assigned to an Away Team, (this usually means it will take place off ship).

**Away Team:** A group of ship's personnel that are sent off ship for some specific purpose. Used to be called "Landing Party".

**Aye or Aye, Aye:** Reply to a command or order meaning "I understand and will comply" used aboard ship (many times used ashore as well, though sometimes supplanted by roger and/or wilco).

**Battalion (BN):** A unit of organization consisting of three or more companies, plus attached elements. Within the fan club, a battalion consists of all Marine units and personnel within a single state.

**Battery:** A company-sized artillery unit.

**Beam:** 1. The extreme breadth of a vessel; 2. A structural support; 3. A focused energy transmission; 4. To move by matter transporter.

**Bear:** The act of being located on a bearing, as, "The target bears 045 mark 3."

**BOS:** Branch of Service.

**Brig:** Confinement facility for prisoners aboard a vessel. Off ship facilities are known as jails or prisons.

**Brigade (BDE):** A unit of organization consisting of two or more Battalions. Within the fan club, a Brigade is equivalent to a STARFLEET Region. As an example, all units in Region 3 are in the Third Brigade.

**Bulkhead:** A wall on a ship.

**Caliber:** Measurement of a projectile's diameter, usually measured in millimeters or in hundredths of an inch.

**CO:** Commanding Officer

**COFORCECOM:** Commanding Officer, Forces Command

**COINFOCOM:** Commanding Officer, Information Command

**COTRACOM:** Commanding Officer, Training and Doctrine Command

**Commandant:** The highest ranking officer in the Starfleet Marine Corps.

**Company:** a unit composed of two to four platoons.



**Division (DIV):** The largest organizational unit within the Starfleet Marine Corps, consisting of two or more Brigades that are geographically associated in a specific manner. There are seven divisions in the SFMC.

**Fire Team:** The smallest level of organization in an infantry unit, consisting of four Marines. The standard fire team consists of a team leader, two infantrymen, and a light weapons specialist. Two to four teams make a squad.

**Fleet Marine Force (FMF):** One of the two general assignments all Marine duties are divided into. The other is Garrison Force.

**Garrison Force:** One of the two general assignments all Marines are rotated through during their careers. The other is Fleet Marine Force.

**Gear:** Equipment To get dressed/strap on all of your equipment is to "gear up".

**Grunt:** Slang for any combat soldier who is not a pilot of a vehicle or aerospace craft. Also used as a derogatory term by non-Marine personnel to describe Marines in general. Of course, most Marines consider this to be a compliment, so there's rarely any offense taken at the use of the term.

**Gung Ho:** From the Chinese language, it means "works together". Anyone who is enthusiastic and motivated is considered "Gung Ho".

**Gunny:** Slang for Gunnery Sergeant (grade E7).

**JAG:** Judge Advocate General. JAG officers are the military equivalent of lawyers.

**Line Officer:** An officer who commands combat troops. See also Staff Officer.

**Local Commander:** The SFMC member in charge at any specific event is considered the 'local commander'. For example, the 1BOE OIC would be the local commander for the 1BOE Muster (even if the Commandant is in attendance) and would specify the highest level uniform for the muster.

**Marine Force Manual (MFM):** This manual that you are reading.

**MSH (pronounced "mash"):** Mobile Surgical Hospital

**MCU:** Marine Correspondence Unit, a unit which does most of its activities through regular or electronic mail or via telephone.

**MEU:** Marine Expeditionary Unit, a unit without a host chapter in STARFLEET, but whose members remain affiliated with the SFMC.

**MECH:** A large, armed and armored vehicle that has a basic humanoid design (usually equipped with arms and legs). Better suited to rough terrain than AFVs and more versatile, but slower on open terrain and requires more maintenance.

**MOS:** Marine Occupational Specialty

**MSG:** Marine Strike Group

**MTU:** Marine Training Unit

**Non Commissioned Officer (NCO):** Enlisted grades E4 through E9.

**NCOIC:** Non Commissioned Officer in Charge

**Noncom:** Another term for NCO, or Non Commissioned Officer.

**OCC:** Officer Command College, second of two officer training courses available through Starfleet Academy. You must complete OTS before you can take OCC.

**OIC:** Officer in Charge

**Omega Team:** A special operations force of particularly covert nature.

**OTS:** Officer Training School. The first step in becoming a STARFLEET officer is to take this course through Starfleet Academy.

**Platoon:** An organizational unit consisting of 3 (or more) squads. Platoons usually have an OIC (the Platoon Leader) and a NCOIC (the Platoon Sergeant).

**RPS:** Rock-paper-scissors, a very useful system of conflict resolution used by the SFMC in certain situations.



**SCC Number:** Your STARFLEET membership number. It is usually a five digit number sometimes followed by a dash and the digits representing the region you live in (i.e. - 98035-12 for someone living in Region 12 when they joined the fan club).

**SFA:** STARFLEET Academy

**SFI:** STARFLEET: The International Star Trek Fan Association, Inc.

**SFMC:** STARFLEET Marine Corps

**SFMCA:** STARFLEET Marine Corps Academy

**SGM SFMC:** Sergeant Major of the Starfleet Marine Corps, the highest NCO post in the Starfleet Marine Corps. **SOP:** Standard Operating Procedure, a set of instructions that cover a standard situation and what needs to be done in such a situation.

**SPECOPS:** Special Operations

**Squad:** An infantry unit consisting of two to four fire teams, plus a squad leader.

**Squad Leader:** The individual in charge of a squad, usually an experienced enlisted man or Junior NCO.

**Squadron:** A company-sized aerospace unit.

**Staff Officer:** Any officer assigned to a unit who is not directly responsible for the command of troops. A good example are the officers who run the intelligence, logistics, and personnel departments at a unit's headquarters.

**Strike Group:** A task-formed Marine Unit, usually assigned to a ship or station, which may be homogenous (all one service branch) or composite (elements from many branches) in nature. It is usually company-sized but may be as large as a battalion based on requirements.

**Task Force:** A task-formed Marine Unit, which is almost always composite (elements from many branches) in nature. It is usually larger than battalion strength and composed of several different units or Strike Groups.

**Task-Formed:** A unit composed to accomplish a task. It may consist of an existing unit or may draw from existing units to form a new unit. It may be permanently established or exist only until the task is accomplished.

**Troop:** A company-sized cavalry unit.

**Uniform Code of Military Justice (UCMJ):** The laws and regulations that real-world US military personnel are expected to follow.

**USMC:** United States Marine Corps



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