

CONFIDENTIAL

STARFLEET MARINE
CORPS



**COMMAND POLICY
GENERAL STAFF
MANUAL
REVISED 2020**

LIMITED RELEASE



CONFIDENTIAL

STARFLEET MARINE CORPS

Command Policy

General Staff Manual

Revision 2020



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Section 1 – Introduction

This manual is the base document that codifies the various policies, procedures and requirements for all the various levels of the SFMC. It has been developed over many years and has undergone review, change, adaption and adoption of the various elements made necessary over time, to ensure the Corps operates from firm, intelligent and robust structures and systems.

It is a document that will be always up for amendment, addition and alteration as the needs of the SFMC and its members change and as such, regular review of this manual by Corps members should always be at the forefront.

Every attempt has been made to ensure this manual is in accordance with STARFLEET policies and procedures, however, there are times when Marine manual updates lag behind STARFLEET updates. Therefore, this manual is subordinate to the STARFLEET bylaws and Member Handbook.

This document is always intended be a guide to all future General Staff and SFMC leaders. In addition, to help the general membership of the SFMC understand how decisions are made and what is expected of the leadership at various levels.

If you see something that needs to be changed or added to this document, please contact the appropriate level of leadership (please follow the chain of command) and start the process. The General Staff officers charged with the responsibility of the addition, maintenance, explanation and the creation of any new or changing policies, will certainly be appreciative of your support and comment – so do not hesitate to speak up as required.

LGN Rey Cordero
Commandant, SFMC

Past Commandants of the SFMC

1st	Rob Jackson	(1990-1992)	11th	Bruce O'Brien	(2011-????)
2nd	Jim Harris	(1992)	12th	Michael McGowan	(????-????)
3rd	Ted Tribby	(1992-1994)	13th	Jari James	(2017-2019)
4th	LouJae McPherson	(1994-1996)	14th	Les Rickard	(2019)
5th	Scott Akers	(1996-1997)	15th	Brian Allen	(2019)
6th	Jeremy Trent	(1997-1998)	16th	Rey Cordero	(2020 -)
7th	Les Rickard	(1998)			
8th	Brian Davis	(1998-2000)			
9th	Wade Olson	(2000-2004)			
10th	John Roberts	(2005-2010)			



Section 2 - Command Policies

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

The following policies have been discussed and approved by the General Staff (GS) and are now in effect for all members of the SFMC. All command policies up to Policy 2.21 have been carried forward from the previous version of this manual. Inception dates of these policies have been lost to time and therefore the enumeration of the policies has been left to grouping by topic.

Moving forward, all policies added to this manual will also include the date the policy was approved by the GS and added for implementation.

If you have any questions, please feel free to ask any member of the General Staff and we'll do our best to answer them as quickly and efficiently as possible.

2.01 Chain of Command

Marines are encouraged to follow the chain of command as depicted in the Marine Forces Manual. For the individual member, this is normally the Unit or Brigade Officer in Charge. This approach fosters the flow of communication up and down the chain of command and keeps all levels of the organization informed.

However, if there is a break in the chain of command the member may move to the next level of responsibility for action. It is important to remember that every effort must be made to resolve problems at the lowest organizational level possible.

All members of the General Staff will maintain an 'open door' policy so that any member with any question may approach them without regard to the chain of command. Normally questions are limited to suggestions or clarification of policies or guidelines. Questions pertaining to individual members or of a sensitive nature will be directed back down the chain of command for resolution at the lowest organizational level.

2.02 The 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 up to 30 days. If the Deputy, who is now the Officer in Charge pro tem, wishes to be considered for the position they must formally apply. Once the Commandant has announced a successor, the Officer in Charge pro tem will return to the Deputy position for continuity purposes.



Brigade Officer in Charge - the COFORCECOM will announce the opening through the STARFLEET Human Resources section for a period of up to 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.

Unit Officers in Charge serve at the discretion of the chapter Commanding Officer and are not affected by this policy.

2.03 Proposals for Consideration by the General Staff

It is preferred that any proposals for consideration by the General Staff be sent to the Deputy Commandant so that they can add the proposal to the General Staff discussion list or forward it to the appropriate General Staff member for action. However, proposals for changes/suggestions may be sent directly to the Commandant or any General Staff member. From there, they will be sent to the Deputy Commandant for addition to the discussion list for action. The Deputy Commandant will review the proposal to ensure it is complete. If not complete, the proposal will be returned to the proposer for correction or more information.

2.04 Speaking on Behalf of the SFMC

Only the Commander, STARFLEET, Vice-Commander, STARFLEET, the Commandant or Deputy Commandant are authorized to speak on behalf of the SFMC to any other organization or group. No one, other than the named individuals, is permitted to state or infer that they are speaking/acting on behalf of the SFMC or representing/performing any other function of/for the SFMC unless specifically authorized to act in such a manner in writing.

2.05 Work Done on Behalf of the SFMC

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

2.06 Unit Level E-mail Access

Every unit (MSG, MEU, MTU) in the STARFLEET Marine Corps must have an individual who is a member of that unit designated as the point of contact for that unit. While it is suggested that this individual be the Officer in Charge (OIC), Deputy Office in Charge (DOIC), or Senior NCO, any member of the unit is acceptable. This individual will be considered the Designated Point of Contact (DPC).

The DPC MUST have a valid e-mail address and physical address, and must inform FORCECOM of any changes regarding these addresses. All unit DPCs, active battalion (BN) and brigade (BDE) OICs, and SFMC General Staff will be subscribed to the SFMC Discussion e-mail list (corps-l).

2.07 Private Party E-mail and General Staff List Email

There will be no sharing of private party emails between members of the General Staff without the explicit permission of both the author and the recipient. Emails which have been allowed to be shared will not be transmitted outside of the General Staff and will be destroyed after appropriate use.

Any information discussed on the General Staff Email list will not be transmitted outside the General Staff or their Command Staff Officers. Command Staff Officers are not to share information from the General Staff with anyone not subscribed to the list or assigned to an SFMC Command. Any General Staff member, or Command Staff Officer, who has been found to have shared information from the



General Staff list without authorization of the office of the Commandant, will be subject to disciplinary action by the Commandant up to and including removal from office

2.08 General Staff and Individual Command Communications

All members of the staff must respond to inquiries from the membership or other command Staff Officers with 48-72 hours, if only to acknowledge receipt of the inquiry and that more information will be forthcoming. No inquiry should be pending for more than 10 days without the knowledge of the Commandant and the inquiring Marine of the reason for any lengthier delay.

2.09 Personal Data and Privacy (From Section 02:15 of the STARFLEET Membership Handbook)

Policy Summary: It is the policy of the organization, STARFLEET: The International Star Trek Fan Association, Inc. (hereinafter referred to as "STARFLEET"), that the information received from members (hereinafter referred to as "member information") is for the sole purpose of providing membership services to the organization's members. At no time will any member information be provided to any person or entity not authorized to possess and use the information.

Information Distribution Policy: Under no circumstances shall member information be given or sold to any person or entity outside of STARFLEET without the approval of the Admiralty Board. This approval must be in writing, providing the name of the person or entity receiving authorization, the date the approval was granted, and, if the authorization is for a limited time, the start and end dates. The only exception to this policy is in the event the information is being provided by a member of the International Staff while performing their appointed duties, pursuant to this document and/or the Bylaws, or while ensuring the daily operations of the organization are being performed.

Information Use Policy: Some members of STARFLEET are granted elevated access rights to member information for them to carry out their job responsibilities. Those members are expressly prohibited from using, retaining for personal use or providing any other party or entity with member information for purposes other than their specific job requires. Any member with elevated access rights to member information who are found to have misused member information may be subject to disciplinary measures as deemed necessary and appropriate pursuant to the STARFLEET Membership Handbook. The matter may also be referred to the appropriate civil or criminal authorities.

Information about STARFLEET's chapters, including the contact information of the chapter Commanding Officers, is available on STARFLEET's public website for the purpose of contacting the chapters to either obtain information about the chapter, or to provide information to the chapter Commanding Officer and/or to the chapter. This may be used by members for purposes which include, but is not limited to, providing information about STARFLEET services, election campaign information, and other information deemed appropriate by STARFLEET.

Information Security Policy: In the event of an external breach of information STARFLEET will, as deemed necessary and appropriate, contact our third-party vendors to determine the nature and severity of the breach and may choose to contact the appropriate authorities to resolve the incident. A full report of the incident will be provided the Admiralty Board. Members may be contacted to advise them of the matter as deemed necessary and appropriate by the President of STARFLEET or their representative.

In the event of an internal breach of information STARFLEET will, as deemed necessary and appropriate, conduct an internal investigation of the matter in order to determine the best course of to address the incident. A full report of the incident will be provided to the Admiralty Board. The President of STARFLEET shall contact the Chief of Information Services to temporarily suspend the access rights to electronic records and/or require physical records to be returned to the President pending the outcome of actions, if any, by the Admiralty Board and/or Executive Committee.



Members may be contacted to advise them of the matter as deemed necessary and appropriate by the President of STARFLEET or their representative.

Retention of Information: All member personal information will be retained for a period of up to five (5) years after a member allows their membership to expire. All member personal information, regardless of active or expired/archived, are covered by this policy and protected from unauthorized use.

2.10 Use of the SFMC Seal and Logo

The SFMC Seal (circular graphic with fouled anchor and rope border) and Logo (fouled anchor graphic) may be used by any member of the SFMC in good standing for events and other uses associated with the SFMC or any of its subordinate units (such as publications and websites), subject to the following restrictions:

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

Anyone found to be using these images without proper approval or in the proper manner will be dealt with as appropriate under the STARFLEET by-laws and membership handbook. If necessary, legal means may be used to protect the SFMC's sole rights to this material.

2.11 Unit Heraldry (Logos, Artwork, Graphics, Mottos)

Definitions – The following are common definitions used when discussing trademarks and copyrights.

Trademarks - The U.S. Patent and Trademark Office explains that “trademark” protects the use of a word, name, symbol or device that is used in trade of goods to identify the source of the goods, distinguishing the goods from those produced by others.

Copyright - A copyright protects “original works of authorship” be it literary, musical, dramatic, artistic or other intellectual work, whether published or unpublished. The U.S. Copyright Office notes the 1976 Copyright Act generally gives the author or owner of copyright an exclusive right to control how a copyright work is used, reproduced and distributed. The range of creative works subject to copyright is not always obvious. A computer program, for instance is covered as a literary work. What a copyright does not cover are titles or short phrases used within a copyrighted work.

License - the right to use something that is owned by someone else, the Licensor gives permission to the licensee under the licensor agreement.

License fee - an amount of money paid by an individual or business to the licensor, for the privilege of being licensed to use someone else property. When a licensor and licensee signs for license agreement, a fixed amount of money is paid under the terms and conditions of the agreement



Royalty - usage-based payments made to the owner of property for using their intellectual property for a certain period of time. Basically, it is percentage of gross revenue or net profit brought in by an owner's asset. The licensee agrees to pay a variable or fixed amount to the licensor.

Copyright-free – images in the public domain in collections that can be freely used without obtaining a license or paying royalty.

Logo - a symbol or other small design adopted by an organization to identify its products, uniform, vehicles, etc.

Artwork - illustrations, photographs, or other non-textual material prepared for inclusion in a publication.

Graphic - relating to visual art, especially involving drawing, engraving, or lettering.

Motto - a short sentence or phrase chosen as encapsulating the beliefs or ideals of an individual, family, or institution (Note: for our purposes, slogans and mottos will be considered as one entity).

Logos, Artwork and Graphics - Unit logos, artwork and graphics must pass the 'reasonable person' standard and the following rules:

- 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 contain trademarks, logos or trade dress owned by others, or advertise or promote any brand or product of any kind, without written permission, purchased license or royalty (See explanation below.).
- Does not contain copyrighted materials owned by others (including photographs, sculptures, paintings and other works of art or images published on or in websites, television, movies or other media or musical material) without written permission, purchased license or paid royalty (See explanation below).
- Does not contain materials embodying the names, likenesses, photographs, or other indicia identifying any person, living or dead without written permission, purchased license or paid royalty (See explanation below).

Trademarks and Copyrights - Units may use trademark, copyright protected or copyright-free artwork and graphics in part, as an element or in whole if one of the following mandatory conditions is met:

- The unit has explicit written permission from the original artist, to the unit, to use their works. Written permission is restricted to handwritten (or typed) and signed letters or timestamped emails. Units will use the permission letter template in Figure 1. Letters of permission will be forwarded to the SFMC Heraldry Officer to be archived with the unit artwork(s).



- The unit purchases licensed artwork, and pays the original artist a fixed royalty, to use in their logo and products. To purchase licensed artwork, units may use one of numerous online websites. When purchasing licensed artwork online, units will:
 - o Sign a license agreement for the image which gives the unit the right to use the image and outlines any limitations. This agreement is usually non-exclusive meaning that others can license the same image.
 - o Pay a license fee using some form of online checkout.
 - o Download a digital version the image to use in unit products.
 - o An emailed, timestamped, receipt should accompany the download and will serve as documented proof of purchase. This receipt will be forwarded to the SFMC Heraldry Officer to be archived with the unit artwork(s).

- The unit uses royalty-free artwork in their logos and other products. Royalty-free artwork, however, is not without cost. The "free" in royalty-free does not mean there is no cost for the license, but instead refers to being able to freely use the image without paying additional royalties. A user typically pays a one-time fee for a royalty-free image license and can then use the image as many times and in as many places as he chooses.

If a unit uses royalty-free artwork, an emailed, timestamped, receipt of purchase should accompany the download and will serve as documented proof of purchase. This receipt will be forwarded to the SFMC Heraldry Officer to be archived with the unit artwork(s).

- The unit uses copyright-free images in their logos and products. Images in the public domain are not copyright-protected and can be used by anyone for any purpose. If a unit uses copyright-free images a direct hyperlink to the site where the image was obtained must forwarded to the SFMC Heraldry Officer to be archived with the unit artwork(s).

Mottos - Units will not adopt trademark protected mottos or slogans to use as unit mottos. Under copyright law the text of a motto or slogan is not protected, however, the artistic way text is displayed is. Copyright law does not cover names, words or short phrases. The only way to protect a name, word, short phrase or other text is to register it as a trademark.

All unit mottos will be check for trademark and copyright protection by the Heraldry Officer. Those mottos found to be in violation of law will be denied and immediately changed by the unit.

2.12 Command Staff Assignment and Requirements

Members of the SFMC who serve on the staff of any General Staff member will be referred to as Command Staff. All members of the Command Staff must be at least 18 years of age, be identified in the STARFLEET database as active or reserve Marines and have completed OTS, PD-100 and PD-201.

The only exception to this policy is the Enlisted Aid to the Sergeant Major SFMC. This aid must of Senior Enlisted rank and be at least 18 years of age, be identified in the STARFLEET database as active or reserve Marines and have completed PD-100, PD-201, NCO-100, and NCO-201, with NCO-301 being recommended.

All Command Staff appointees will be selected from applicants from across the Corps.



2.13 Officer in Charge (OIC) Requirements

To be considered for the position of Unit OIC or Deputy OIC, a member must be 15 years of age or older and must be a member of the ship to which the respective MSG is assigned. There will be no waivers to this requirement. The OIC must have completed PD-100 and PD-201 (or must complete within three months of taking office).

It is important to note that in the case of a Marine Strike Group (MSG), the OIC, DOIC, and NCOIC must be members of the parent chapter of STARFLEET to which the unit is assigned. This designation includes active and correspondence chapters.

In the case of a Marine Expeditionary Unit (MEU), however, the OIC, DOIC, and NCOIC must not be members of a chapter of STARFLEET but unassigned within the region/brigade. The MEU designation is designed to be utilized in areas where no chapters exist or are too far away to attend regular meetings or correspond.

The assignment of a Battalion OIC is left to the discretion of the Brigade OIC. To be considered for the position of Battalion OIC, a member must be 16 years of age or older and must be a member of both the brigade and the respective battalion is assigned to lead. Residency in the BDE/BN is not a requirement, but may be preferred by the BDE OIC, depending upon the requirements and size of the area being served. The DOIC and any staff must follow the same criteria. There will be no waivers to this requirement. The OIC must have completed OTS, PD-100 and PD-201 (or must complete within three months of taking office).

A Brigade OIC will be assigned to regions/brigade where there are two or more existing units. To be considered for Brigade and higher command positions, the member must be 18 years of age or older and must be a member of the Brigade they are serving. Residency in the BDE/BN is not a requirement, but may be preferred by Commanding Officer, Forces Command, depending upon the requirements and size of the area being served. Brigade level positions require OTS, PD-100 and PD-201 before taking office.

2.14 Holding Other Positions in the Corps

No member of the General Staff should hold any position at the Brigade level or higher. General Staff Officers can hold a position on a brigade staff but will limit themselves to one position.

If it is necessary and beneficial to the Corps an exception will be made (such as COTRACOM holding a STARFLEET Academy position, or the Sergeant Major SFMC serving as an acting BDE OIC because no other choices were available). However, if their duties on the General Staff and to the Corps Membership suffers as a result of their other duties, they will be asked to relinquish the position.

No member of the General Staff can hold a position that places them in direct subordination to another member of the General Staff. Any position held prior to appointment to the General Staff must be immediately relinquished upon assignment to the General Staff.

2.15 General Staff Reporting

The Corps Command Officer reporting schedule is as follows: to the Communiqué according to publishing schedule, to the Commandant on the 1st of every even numbered month. Additionally, Command Officers will post a monthly report to the SFMC mailing list and social media pages according to the schedule:



Week One: Commandant and SGM SFMC
Week Two: TRACOM
Week Three: FORCECOM
Week Four: INFOCOM

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

Special Reporting Requirements

Commandant, SFMC - The Commandant will report to the Vice-Commander, STARFLEET not later than the end of the first week of every odd month. Additionally, the Commandant will request to directly address the Executive Committee and Admiralty Board of STARFLEET at least quarterly.

Comptroller – The Comptroller will send a detailed financial report to the Commandant, Deputy Commandant and the Chief Financial Officer, STARFLEET on the tenth day of every month. This report will be for the previous month and contain account balances and an account of SFMC Quartermaster sales, to include who the merchandise was sold to, the amount of the order, the amount of sales tax collected (and the state it was collected for), the amount of shipping charges collected, the actual amount of shipping needed to send the order (along with receipts showing the amount paid and what order it covers), the method of payment used and the amount of any fees deducted for payment processing (if used to pay for the order).

Other Reports – Command Staff members of the General Staff may be required to submit reports to the SFMC membership when there is important information that needs to be distributed as directed by the Commandant or individual Commanding Officers. Command Staff members will follow the same monthly schedule as their commands, shown above.

Additionally, all Command Staff members should be continually updating their Commanding Officers, detailing their activities and plans so that information can be collected and collated into the command's report to Commandant.

2.16 General Staff Voting

From time to time proposals, questions or situations are brought before the General Staff by individual members, individuals outside the organization or from the General Staff itself. When presented a discussion will begin among the members of the General Staff until a consensus is reached. Once the discussion reaches consensus a vote is taken on the matter. Items placed to a vote are carried with the majority vote. Even with the carried vote it is the Commandant who has final decision in all matters and that decision is binding.

2.17 Awards

Except for training awards that are issued by TRACOM, all requests for Corps level awards are processed through the COFORCECOM. The COFORCECOM receives the request and directs it to the appropriate issuing authority. That authority will then approve the award or present the award to the General Staff for discussion.



Certain members of the General Staff are issuing authorities for certain Corps level awards. At their discretion they may approve, deny or recommend downgrade of an award recommendation that falls under their authority. When denying or downgrading an award recommendation, the issuing authority must state to the nominator in writing as to the reason the award was denied or downgraded.

Gold and Silver Nebula award requests are presented to the General Staff for discussion and vote. The General Staff may approve the request or recommend a lesser award such as the brigade level Comet if it feels the recommendation does not meet the awarding criteria. As always, however, the decision rests with the Commandant. When recommending a lesser award, the General Staff must state to the nominator in writing as to the reason the award was downgraded.

Honor awards are also presented to the General Staff for discussion and vote. In the case of honor awards, individual brigade Valor award recipient names and written recommendations are forwarded to the COFORCECOM for collation and forwarding to the Deputy Commandant who will oversee the voting process. A ballot form will be sent to the members of the General Staff, along with the written recommendations. Each General Staff member will vote on whom they feel is the best recipient for each of the honor awards. The Deputy Commandant will determine the voting process and timetable.

2.18 Corps Funds

Only the Commandant and Deputy Commandant are authorized access to or request the expenditure of Corps funds through the Chief Financial Officer STARFLEET. All expenditures will be brought before the General Staff for vote. If the General Staff is in favor of the expenditure, a request to release the funds will be forwarded to the Chief Financial Officer STARFLEET by the Commandant through the Corps Comptroller. Members of the General Staff are charged to be good financial stewards and it is their duty to safeguard Corps funds from frivolous or unnecessary expenditures.

2.19 Quartermaster Purchases

All Quartermaster purchases will be brought before the General Staff for discussion and vote before orders are placed. The Quartermaster is not authorized to purchase items for the Quartermaster store without prior approval from the General Staff.

2.20 Disciplinary Appeals

Any Officer relieved of duties may appeal such decision by appealing to the Commandant directly. While an appeal is before the Commandant, the Officer holding the position in lieu of the relieved Officer will remain until a final decision is made regarding the appeal. If the relief is belayed or rescinded, the relieved Officer will resume their position. If the relief is upheld the relieved Officer is subject to an ineligibility period of at least twelve months. The decision of the Commandant is final.

2.21 General Appeals

All members of the SFMC may appeal decisions or actions they perceive to be unfair, improper or unjust. There are procedures and guidelines that must be followed. They are:

- Appeals may only be filed with the next higher command (the appellate command) unless members of that command are part of the matter that is being appealed. For instance, matters involving leadership at the battalion level are to be appealed to the Brigade Officer in Charge (BOIC). If the matter involves the BOIC, the appeal will be sent to the COFORCECOM. If any level of the chain of command is bypassed the reason must be included in the appeal.



- Appeals must include all pertinent information and correspondence relating to the matter. A good format to follow is by including: WHO is involved, WHAT is the instance being appealed, WHEN the instance happened, WHAT is being disagreed upon and HOW is it unfair, improper or unjust (HOW does it affect the membership).
- If the appeal is for the denial of an award, the original award request must be in accompaniment. No additional information will be considered beyond that which was originally considered by the authority who denied the award.
- If additional information is needed or warranted, the appellate command will request the information from both the member filing the appeal and the command (or person(s)) named in the appeal.
- The decision of the appellate command is final and will be considered closed once all information and correspondence has been examined and both parties of the appeal have been notified.
- The decision of the appellate command can only be appealed to the Executive Committee if there has been a violation of any of the member rights afforded by STARFLEET, International.



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Section 3 - General Staff

General Staff Organization

The General Staff of the SFMC 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 SFMC. It should be noted command Deputy Officers and any command staff are not considered to be part of the General Staff.

Members of the General Staff are appointed to a three-year term by the Commandant SFMC apart from the Commandant SFMC who is appointed to a three-year term by the Vice Commander STARFLEET. Members of the General Staff may be selected if minimum requirements are met. To be considered for service on the General Staff candidates must be at least 18 years of age, be identified in the STARFLEET database as active or reserve Marines and have completed OTS, OCC, PD-100 and PD-201.

Marines considered for General Staff service are considered career STARFLEET members who have on average 10 years of service and have served in various positions within STARFLEET and the Corps.

Office of the Commandant, SFMC

The Commandant is 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 overall management of the SFMC and is ultimately responsible for the actions of the General Staff and their duties include but are not limited to acting as liaison between STARFLEET and the Corps, appointing all members of the General Staff and personal staff, accounting to the SFMC membership on Corps financial matters, forwarding to the SFI Executive Committee recommendations for promotion of SFMC personnel to the rank of Colonel and above, and reporting to the STARFLEET membership, through its various publications.

Command Staff Organization - The Commandant's staff shall be organized as such:

- Chief of Staff
- Awards Officer
- Project Officer (Research)
- Project Officer (Operations)
- Comptroller
- Quartermaster
- Historian
- Corps Public Information Officer

Command Staff Duty Descriptions -

Chief of Staff – The Chief of Staff to the Commandant is responsible for the supervision of all Staff Officers assigned to the Office of the Commandant. They are responsible for overseeing working groups and other duties as assigned by the Commandant.



Awards Officer – The Awards Officer is responsible for receiving, collating and proofing all Corps level award requests prior to those requests being sent to the Commandant for approval. The Awards Officer will ensure awards are properly written and adhere to criteria as set forth by the awards manual. The Awards Officer is also responsible for receiving and collating all Commandant's Campaign award recommendations for the previous year and ensuring those awards are issued not later than the end of the month of March of the current calendar year.

The Awards Officer is also responsible for overseeing the Electronic Certificates Officer, staffed at the Forces Command level. The Awards Officer is also responsible for researching and purchasing any special awards, such as plaques and trophies and ensuring availability to the Commandant for awarding. All purchases of special awards must be coordinated through the Commandant, the Comptroller and the Chief Financial Officer, STARFLEET.

The Awards Officer will also work directly with the Deputy Commandant on questions, proposals, concerns or other matters relating to awards.

Project Officer (Research) – The Projects Officer (Research) is responsible for all research tasks assigned by the Commandant or the Chief of Staff. These tasks may include researching Marine or Fleet policy or by-laws, feasibility of proposed Corps projects, or any other information that may require in-depth research.

Project Officer (Operations) – The Project Officer (Operations) is responsible for planning, coordinating and executing Corps projects and any other tasks assigned by the Commandant or Chief of Staff. The Project Officer (Operations) will also work directly with the International Conference Committee's Marine representative to plan, coordinate and execute the annual mess and muster during the international conference/muster.

Comptroller – The Comptroller will serve an auditing function for the Commandant, SFMC. Working directly with the Chief Financial Officer, STARFLEET, the Comptroller will receive, review and report the Corps budget to the Commandant on a monthly basis. All requests for funds from the Commandant, for the Corps, will be coordinated through the Comptroller to the Chief Financial Officer, STARFLEET.

The Comptroller will not directly handle monies or be responsible for accounting for the SFMC budget. However, the Comptroller will work with the Commandant and the General Staff to develop a yearly Corps budget and relay that budget to the Chief Financial Officer, STARFLEET not later than October of each year.

Quartermaster – The Quartermaster is responsible for overseeing the operations of the SFMC Quartermaster Office and reporting the status of that office to Commandant and the Chief Financial Officer, STARFLEET. This includes fulfilling orders as they are placed, maintaining an accurate inventory of items available for sale, informing the Commandant when items are low in stock and should be replaced, finding new items to add to the store in order to provide a service to the members of the SFMC.



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

Corps Public Information Officer – The Corps Public Information Officer will serve as a liaison with STARFLEET Director of Marketing and Branding and to ensure the Corps is complying in all possible areas of STARFLEET public relations policies and programs. The Public Information Officer is responsible for creating and distributing press releases and other information to be used on a national or international level, or with other fan organizations. In that, other than the SFMC General Staff, the Public Information Officer is authorized to speak on behalf of the Corps in areas involving public relations.

The Public Information Officer will maintain a contact list for persons who may be useful in promoting the SFMC/SFI and will make this list available to Corps Officers in Charge when needed. They will also work to assist the Deputy Commandant in obtaining information about activities and charitable works done by the various Corps units and distributing this information to the membership.

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

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



Office of the Deputy Commandant

Appointed by the Commandant STARFLEET Marine Corps, the Deputy Commandant is second in command of the SFMC. If the Commandant is unable to fulfill their duties, the Deputy Commandant will assume command of the Corps until such a time as the Commandant can return to duty or until a new Commandant is appointed.

The Deputy Commandant is directly responsible for overseeing all charitable activities undertaken by the Corps. They are responsible for overseeing working groups and other duties as assigned by the Commandant. Revisions to the MFM will be supervised by Deputy Commandant.

The Deputy Commandant is also responsible for proposals regarding changes to SFMC awards and uniform guidelines. Any questions, proposals, concerns or other matters relating to awards and uniforms should be sent to the Deputy Commandant for attention. The Deputy Commandant will either rule directly on the issues presented or take them to the General Staff for further input and discussion before deciding on how to respond.

Command Staff Organization - The Deputy Commandant's staff shall be organized as such:

- Project Officer (Uniforms)
- Project Officer (Awards)
- Community Service Officer

Command Staff Duty Descriptions -

Project Officer (Uniforms) – The Project Officer (Uniforms) will work directly with the Deputy Commandant on any questions, proposals, concerns or other matters relating to uniforms and their appurtenances. The Project Officer is also responsible for the updating and revising of the Marine Forces Uniform Pamphlet, which details the wear of all uniforms, badges and ribbons. They will ensure the manual is up to date and distributed to all brigade commands.

Project Officer (Awards) – The Project Officer (Awards) will work directly with the Deputy Commandant on any questions, proposals, concerns or other matters relating to awards, decorations and special awards. The Project Officer is also responsible for the updating and revising of the Marine Forces Awards Pamphlet, which details the criteria and requirements for issuance all Marine awards. They will ensure the manual is up to date and distributed to all brigade commands.

Community Service Officer – The Community Service Officer will work directly with the Deputy Commandant, and in conjunction with the Public Information Officer, on all nationally/internationally recognized charitable organizations supported by SFMC efforts. They are also responsible for planning, coordinating and executing any charitable efforts at the Corps level, as well as assisting with efforts at the brigade level and below.

The Community Service Officer is authorized to speak on behalf of the Corps in areas involving community service and therefore serves as official SFMC liaison and point of contact for:

- Toys for Tots
- Special Olympics
- Local or national food banks
- Other nationally/internationally recognized charitable organizations supported by SFMC efforts



Office of the Sergeant Major, SFMC

The Sergeant Major SFMC (SGM SFMC) is responsible for acting as an advocate for the Enlist members of the SFMC, developing the Non Commissioned Officer chain of support by recruiting and retaining Non Commissioned Officers, 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.

Since almost every decision by the General Staff in some way affects the Enlisted ranks within the Corps, the duties of the Sergeant Major as the Senior Enlisted member of the SFMC are broad. The Sergeant Major of the SFMC will work directly with the Sergeant Major, TRACOM on the development of the Non-Commissioned Officer Academy within the STARFLEET Marine Corps Academy.

Special Billet Requirements - The SGM SFMC must be at least 18 years of age, be identified in the STARFLEET database as a Marine (either Active or Reserve), and must hold an enlisted rank, with a senior enlisted rank being preferred.

It is also preferred that the SGM SFMC have served at least one full year as an enlisted member of STARFLEET in order to better understand the nature of the decision to remain in the enlisted ranks of the organization. The Sergeant Major must complete the standard introduction to STARFLEET course (OTS), PD-100, PD-201, NCO-100, and NCO-201, with NCO-301 being recommended. (The requirement to complete any required courses may be filled within 60 days of assuming office with the permission of the Commandant).

Command Staff Requirements - The Sergeant Major SFMC is authorized an Enlisted aid. Please refer to the section 2.09, General Policies, Command Staff Assignment and Requirements for further information.



Office of the Commanding Officer, Forces Command

Appointed by the Commandant STARFLEET Marine Corps, the Commanding Officer Forces Command (COFORCECOM) is responsible for the day-to-day operation of the Corps' assigned units. In their supervisory role over the Corps' units, COFORCECOM is responsible for the training, morale and esprit de corps of the SFMC. They can achieve this by coaching, teaching and mentoring the Brigade Officers in Charge in all areas relating to the SFMC such as awards, decorations, uniforms and reporting, as well as how to maintain and run a small SFMC unit assigned to a chapter. The COFORCECOM must be the Subject Matter Expert in all things SFMC and able to pass this knowledge on to the member.

The COFORCECOM will ensure there are clear lines of communication extending from the Commandant, through the brigades, to the units. Specifically, they are to report all news and directives from the Commandant to the various Brigade Officers in Charge and ensure such information is passed on to the brigade's subordinate units. Conversely, all reports, concerns, and requests from the units be reported via the chain of command from the brigades, through Forces Command and on to the Commandant. To do this, the COFORCECOM compiles a report for the Commandant from the regular reports submitted by the brigades who have compiled their reports from those of the battalions and units. See section on reporting for the frequency of reports required from this office.

The COFORCECOM is responsible for the activation and deactivation of Corps units. Refer to appendix A for exact procedures for activation and deactivation of units. Additionally, the COFORCECOM is the authority for approving numbers, nicknames, mottos, and logos. The office will maintain a database of this information.

Command Staff Organization - The COFORCECOM's Command Staff shall be organized as such:

- Chief of Staff
- Electronic Certificates Officer (Awards)
- Project Officer (Research)
- Project Officer (Operations)
- Recruiting and Retention
- Heraldry Officer

Command Staff Duty Descriptions -

Chief of Staff - The Chief of Staff to the COFORCECOM is responsible for the supervision of all Staff Officers assigned to the Office of the Commandant. They are responsible for overseeing working groups and other duties as assigned by the COFORCECOM.

Electronic Certificates Officer (Awards) – The Electronic Certificates Officer (Ecerts) is responsible for creating and delivering electronic certificates to Marines that are issued awards by authorized issuing authorities, such as Brigade OICs, COFORCECOM and the Commandant. Additionally, the Ecerts Officer will maintain a database of all issued awards issued, organized by issuing authority and will make this list available to the issuing authority or their superior officers when requested.

The ECERTs Officer billet has special requirements. They are: regular and reliable email access to be able to send out electronic certificates within ten (10) days of completion of an academy course; have regular and reliable access to computer programs, software and applications, and be proficient in their use to allow the creation of the certificates in either a PDF or image format.



Project Officer (Research) – The Projects Officer (Research) is responsible for all research tasks assigned by the COFORCECOM or the Chief of Staff. These tasks may include researching Marine or Fleet policy or by-laws, feasibility of proposed Forces Command projects, or any other information that may require in-depth research.

Project Officer (Operations) – The Project Officer (Operations) is responsible for planning, coordinating and executing Forces Command projects and any other tasks assigned by the COFORCECOM or Chief of Staff. The Project Officer (Operations) will also work directly with the Corps Project Officer (Operations) and the International Conference Committee's Marine representative to plan, coordinate and execute the annual mess and muster during the international conference/muster.

Recruiting and Retention Officer – The Recruiting and Retention Officer (R&R) serves as the Corps level resource for recruiting and retention information and resources. The R&R Officer works with the STARFLEET Director of Marketing to create handouts, pamphlets, fliers available to units and brigades for conventions and recruiting efforts. The R&R Officer will work with the SFMC Public Information Officer to ensure any information or data used by the R&R Office is factual, correct and releasable.

The R&R Officer will serve as outreach for the Corps to unassigned Marines within the Corps. They will work with the Brigade OICs to keep unassigned Marines informed of all Corps activities, and functions as well as serving as a representative to the General Staff for unassigned members. All such activity will be coordinated with the individual Brigade OIC.

Heraldry Officer - The Heraldry Officer is charged with the responsibility of collecting and maintaining a database of the heraldic items pertaining to the individual units of the STARFLEET Marine Corps such as number designations, nicknames, mottos and logos.

Additionally, the Heraldry Officer will collect copies of all documentation verifying the legal and legitimate use of any artwork, or graphic elements, in unit logos. This documentation includes receipts of purchase of licensing, or payment of royalties for use of artwork or elements, verification letters of royalty-free status of elements used in artwork, proof of the public domain status of images or elements in unit artwork.



Deputy Commanding Officer Forces Command

The Deputy Commanding Officer Forces Command (DCOFORCECOM) is responsible for all Corps challenges and the development of any additional challenges for the membership. This Officer is second in command and as such will be placed in command of Forces Command if the COFORCECOM is incapacitated or no longer able to fulfill their duties. The DCOFORCECOM is selected from applicants taken from across the Corps.

As second in command, the DCOFORCECOM, as directed by the COFORCECOM will take charge of those brigades that do not have an assigned Officer in Charge. As such, the DCOFORCECOM will assume responsibility for those brigades and will be the reporting authority to which Unit OICs will deliver their bi-monthly reports.

The DCOFORCECOM will compile and compute the Reading Challenge and Commandant's Challenge data, from brigade bi-monthly reports, in order to determine the issuance of annual awards. The DCOFORCECOM is authorized two Project Officers to assist in this task who may be chosen at the DCOFORCECOM's discretion. The DCOFORCECOM will work with the Corps Awards Officer and Electronic Certificates Officers to ensure the awards are completed and distributed to the awardees.

The DCOFORCECOM will also act as the liaison for brigades to the Wilderness Challenge. In this role, the DCOFORCECOM will receive and review all brigade bids to ensure accuracy, completeness and compliance with published criteria.

Command Staff Organization - The DCOFORCECOM is authorized to temporarily recruit individual Marines to assist in their assigned tasks but otherwise is not authorized a staff. If, at some point in the future, a need arises, the COFORCECOM may submit a request to the Commandant to add billets to the command organization.

Sergeant Major, Forces Command

The Sergeant Major Forces Command (SGM FC) is responsible for acting as an advocate and first point of contact for the Enlist members of the Corps, developing the Non Commissioned Officer chain of support by recruiting and retaining Non Commissioned Officers at the unit level, advising the COFORCECOM on issues that concern the Enlisted ranks within the units; and promoting and assisting in the organization of community service activities at the brigade level.

The SGM FC will work directly with the SGM SFMC on the development of the Non-Commissioned Officer Corps within the brigades. They will also participate in the development of the Non-Commissioned Officer Academy within the STARFLEET Marine Corps Academy, assisting the SGM SFMC and SGM TRACOM.

Special Billet Requirements - The SGM FC be at least 18 years of age, be identified in the STARFLEET database as a Marine (either Active or Reserve), and must hold an enlisted rank, with a senior enlisted rank being preferred.

It is also preferred that the SGM FC have served at least one full year as an enlisted member of STARFLEET in order to better understand the nature of the decision to remain in the enlisted ranks of the organization. The Sergeant Major must complete the standard introduction to STARFLEET course (OTS), PD-100, PD-201, NCO-100, and NCO-201, with NCO-301 being recommended. (The requirement to complete any required courses may be filled within 60 days of assuming office with the permission of the Commandant).

Command Staff Requirements - The Sergeant Major FC is not authorized a Command Staff.



Office of the Commanding Officer Information Command

Appointed by the Commandant STARFLEET Marine Corps, the Commanding Officer Information Command (COINFOCOM) is responsible for all communications utilized by the Corps such as social media pages and any electronic applications utilized by the Corps. Their duties include moderation of Corps email list serves.

The COINFOCOM is also responsible for the creation and distribution of all Corps non-academic publications and manuals. They are responsible for ensuring all information contained in publications is correct and is revised on a regular basis, on order or at least every three years.

Command Staff Organization and Requirements - The COINFOCOM's Command Staff shall be organized as such:

- Administrative Officer
- Publications and Manuals Officer

Command Staff Duty Descriptions –

Administrative Officer – The Administrative Officer responsible for additional coordination of the various INFOCOM staff and other duties assigned by the COINFOCOM.

Publications and Manuals Officer – The Publications and Manuals Officer (P&M) is responsible for reviewing and revising of all Corps non-academic publications on a regular basis, on order or at least every three years.

The P&M Officer will organize working groups consisting of Marines from across the Corps to assist in this task. The working group will generate a standard format and template for all Corps documents and communications. All revisions and changes must be presented to the General Staff for approval prior to release.

Deputy Commanding Officer, Information Command

The DCOINFOCOM is second in command and as such will be placed in command of Information Command if the COINFOCOM is incapacitated or no longer able to fulfill their duties. The Deputy Commanding Officer Information Command (DCOINFOCOM) is responsible for the publication of the Corps Newsletter 'Attention on Deck', along with supervising activities across Corps email and social media platforms.

The DCOINFOCOM is selected from applicants taken from across the Corps.

Command Staff Organization and Requirements - The DCOINFOCOM's Command Staff shall be organized as such:

- Email and List Administrator
- Social Media Administrator
- Newsletter Editor

Command Staff Duty Descriptions –

Email and List Administrator – The Email and List Administrator is responsible for the various SFMC mailing lists and manages the Email forwards for the SFMC domains email addresses. The Admin will manage email list members, adding and removing email addresses as needed along with ensuring



email posting policies are followed. They will update email forwards for the SFMC updating email address changes as needed.

Social Media Administrator – The Social Media Administrator is responsible for the various SFMC Social media sites. The Admin will add and remove members from these sites as needed. They will ensure posting policies are followed as posted. Due to the social media being around the clock accessible, the Social Media Administrator may appointment additional site administrators and moderators to ensure continuous coverage.

Newsletter Editor – The Newsletter Editor is responsible for the development and publication of the Corps newsletter '*Attention on Deck*'. The newsletter will be published on months opposite the STARFLEET Communiqué and distributed to the Corps membership via the easiest method such as the Corps email list. The Editor is authorized two Officers to assist in this task.

Sergeant Major Information Command

Currently there is no foreseen need for a Senior Enlisted Advisor in the Information Command. If, at some point in the future, a need arises, the COINFOCOM may submit a request to the Commandant to add the billet to the command organization.



The Office of the Commanding Officer, Training and Doctrine Command

Appointed by the Commandant STARFLEET Marine Corps, the Commanding Officer, Training and Doctrine Command (COTRACOM) is responsible for establishing the fictional universe for the Corps. The COTRACOM does this by developing materials and programs for the Corps Academy and developing the Corps doctrine (the way in which the SFMC would conduct operations in the Star Trek universe).

The COTRACOM does this by supervising the creation and development of equipment, Corps organization and infrastructure, along with strategies and tactics to complete the doctrinal picture of the SFMC universe. Training is then developed as courses that may be taken by the membership through the STARFLEET Marine Corps Academy.

Command Staff Organization – The COTRACOM intrinsically does not have a subordinate command staff but supervises two deputies who oversee the functions of the command. If, at some point in the future, a need arises, the COTRACOM may submit a request to the Commandant to add billets to the command organization.

The deputies who serve under the COTRACOM are the DCOTRACOM – Training and DCOTRACOM – Doctrine. Their duties, responsibilities and command staff structure are outlined in the following paragraphs.

Deputy Commanding Officer, Training and Doctrine Command – Training (DCOTRACOM-T)

The DCOTRACOM-T is responsible for the day to day operation of the academy and the supervision of its colleges and will be referred to as the Superintendent SFMCA. They advise the COTRACOM on course development and improvement and assist with the implementation of new courses to the academy. The Superintendent will also serve as the SFMC representative to the STARFLEET Chief of Education Services on educational councils and will report to the CES and COTRACOM according to the CES reporting schedule.

Command Staff Organization – The Superintendent's Command Staff shall be organized as such

- Deputy Superintendent, SFMCA
- Academy Directors
- Awards, Devices and Certifications Officer

Command Staff Duty Descriptions –

Deputy Superintendent, SFMCA – serves as second in DCOTRACOM-T organization and, on order, will assume the duties and responsibilities of the Superintendent if the Superintendent is unable to fulfill their duties. They are also responsible for any tasks or projects assigned to them by the Superintendent.

Academy Directors - The Academy Directors are responsible for distributing and grading the courses offered through the academy. Periodically, they may be tasked to review any academic materials published by TRACOM, such as manuals and guides, for corrections, additions or updates. They may also be called upon to work with the New Course Director to assist in the creation of courses, or update the equipment and tactics employed by the Corps.



To aid in this task, directors are authorized assistants to administer academy courses. Directors and assistants are selected from applicants taken from across the Corps and appointed by the COTRACOM.

Directors report monthly to the Superintendent regarding matters associated with their colleges. The Superintendent will include information from these reports in their report to the Chief of Education Services and the COTRACOM.

Awards, Devices and Certification Officer – The Awards, Devices and Certification Officer (ADC) is responsible for the creation and distribution of all academic electronic certificates to Marines who have completed any academy course or are issued any awards or badges issued by TRACOM as a result of successful completion of academy coursework. The ADC Officer will create and maintain an archive of all awards issued, organized by date and will make this list available to the TRACOM HQ Staff or COTRACOM when requested.

The ADC Officer billet has special requirements, they are: regular and reliable email access to be able to send out electronic certificates within ten (10) days of completion of an academy course; have regular and reliable access to computer programs, software and applications, and be proficient in their use to allow the creation of the certificates in either a PDF or image format.

Deputy Commanding Officer, Training and Doctrine Command – Doctrine (DCOTRACOM-D)

The DCOTRACOM-D directs and advises the Research and Development Office (R&D) under the guidance of the COTRACOM. In addition, the DCOTRACOM-D oversees the New Course Development Office and the creation of academic publications and manuals for the Corps. The DCOTRACOM is also responsible for both the unit readiness and occupational specialty programs.

The DCOTRACOM serves as the second in command of TRACOM and is selected from applicants taken from across the Corps and appointed by the COTRACOM.

Command Staff Organization - The DCOTRACOM's Command Staff shall be organized as such:

- Research and Development Officer
- New Course Director
- Publications and Manuals Officer
- Marine Unit Readiness Program Director
- Marine Occupational Specialty Certification Director

Command Staff Duty Descriptions –

Research and Development Officer – The Research and Development Officer (R&D) is responsible for supervising the R&D process. To assist in their task the R&D Officer is authorized a staff consisting of writers, researchers, designers and illustrators. R&D staff will be selected from applicants taken from across the Corps.

New Course Director – The New Course Director (NCD) is responsible for the supervision and oversight of any new project, course, curriculum or school related to the academy. The NCD Officer is also responsible for the management of the Beta Test Team, organizing, coordinating and reporting to Academy Directors, as required, for all new courses prior to their addition to any curriculum.



Additionally, the NCD will submit new courses for approval thru the DCOTRACOM-D to the COTRACOM, and will coordinate with Academy Directors and the Superintendent, during the course approval process. The NDC will assist in the addition of approved courses into the STARFLEET Academy Moodle framework under the SFMCA format.

Publications and Manuals Officer – The Publications and Manuals Officer (P&M) is responsible for reviewing and revising of all Corps academic publications on a regular basis, on order or at least every three years.

The P&M Officer will organize working groups consisting of Marines from across the Corps to assist in this task. The working group will generate manuals using the approved Corps format. All revisions and changes must be presented thru the DCOTRACOM-D to the COTRACOM for approval prior to release.

Marine Unit Readiness Program Director – The Marine Unit Readiness Program Director is responsible for the administration of the Marine Unit Readiness Program (MURP). For more information on the MURP refer to the STARFLEET Marine Corps Academy web page at [SFMCA MURP](#).

The MURP Director reports monthly to the DCOTRACOM-D regarding matters associated with their activities. The DCOTRACOM-D will include information from these reports in their report to the COTRACOM.

Marine Occupational Specialty Certification Director – The Marine Occupational Specialty Certification Director is responsible for the administration of the Marine Occupational Specialty Certification Program (MOSC). For more information on the MOSC refer to the STARFLEET Marine Corps Academy web page at [SFMCA MOSC](#).

The MOSC Director reports monthly to the DCOTRACOM-D regarding matters associated with their activities. The DCOTRACOM-D will include information from these reports in their report to the COTRACOM.

Sergeant Major, Training and Doctrine Command

The Sergeant Major, Training and Doctrine Command (SGM TRACOM) is responsible for acting as a Senior Enlisted advisor to the COTRACOM on issues that concern the educational needs of the Enlisted members of the Corps. The SGM TRACOM will work directly with the SGM SFMC on the development of the Non-Commissioned Officer Corps and in the development of the Noncommissioned Officer Academy within the STARFLEET Marine Corps Academy.



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Appendix A - Forces Command Specific Policies

A1 Award Responsibilities

The COFORCECOM is responsible for issuing the Good Conduct Medal, Legion of Arms Ribbon, and International Service Ribbon. They will also compile and forward recommendations for the Commandant's Campaign Ribbon taken from the brigade bi-monthly report. This award is typically awarded in the month of March, annually. Additionally, the COFORCECOM is responsible for receiving, reviewing and forwarding to the proper issuing authority all Corps level awards.

The DCOFORCECOM is responsible for compiling and computing Reading Challenge information as taken from brigade bi-monthly reports to determine the recipients of the Reading Challenge streamers. The DCOFORCECOM is the issuing authority for the award, which are delivered to the awardees during the annual International Muster.

A2 Activation and Deactivation of Units

Within the Corps chain of command, the COFORCECOM is the only individual authorized to activate or deactivate a Marine unit.

Activation – upon request from an individual or group of Marines wanting to start a Marine unit, the Brigade Officer in Charge of the brigade in which the unit is to be activated will forward to the Marine or group of Marines a Unit Activation/Deactivation form. This form is used to record the basic information needed to establish the unit in the STARFLEET database and to assign Marines to the newly processed unit.

If the request is for the activation of a Marine Strike Group, in addition to the activation/deactivation form a letter of authorization from the parent chapter's Commanding Officer must be provided. A Marine Strike Group will not be formed without the permission of the chapter Commanding Officer. The letter must be dated and physically (or electronically) signed and forwarded as part of the activation packet. Marine Expeditionary Units only need the authorization of the Brigade Officer in Charge to be activated.

Once the activation packet is received, the COFORCECOM will confirm the contents and begin the activation process. The first step in the process is to confirm that the unit number requested falls within those numbers assigned to the proposed unit's brigade and are not assigned to any other unit. The COFORCECOM will then query the Heraldry Office concerning copyright or trademark violations regarding any slogans, mottos or logos included in the activation packet. Once cleared, the COFORCECOM will then build the unit in the SFI database and assign Marines.

After the unit is built, personnel assigned and activated, the COFORCECOM will prepare written orders to be distributed to the Brigade and Unit OICs. The unit is now considered active and ready for deployment.

Deactivation – there are three ways in which a unit may be deactivated: reporting violations in accordance with the policy outlined later in this section, as requested by the Unit OIC with proof no other Marines assigned to the unit wish to keep the unit active or by request of the parent chapter commanding officer.

Deactivation for reporting violations can only occur after the COFORCECOM has made an honest and documented effort to recover the missing reports. If the COFORCECOM cannot recover the missing reports due to non-communication on behalf of the unit or parent chapter over a reasonable time



period, the COFORCECOM will refer the case to the Commandant for resolution at higher levels of command.

Deactivation due to reporting violations will be based on the following:

Note: See Brigade Command Manual for reporting guides and timelines.

Definitions

Reporting cycle - a twelve-month period beginning in January and ending in December. A reporting period consists of six bi-monthly reports.

Reporting period - a two-month period beginning the first day of every even numbered month and ending on the first day of the following even numbered month.

Late Report – a report received after its due date to the next higher command.

Failure to Report – describes the instance in which a report received after the due date of the next higher command to its superior, or two late reports in the reporting cycle.

Process

Again, any report received after its first of every even month due date is considered late. If received after the next higher command's due date to its superior, the report is recorded as failure to report. Additionally, two late reports in the reporting cycle will be recorded as failure to report.

Two failures to report in the reporting cycle will result in the unit be placed in a six-month probationary status during which no reports may be late. If during this probationary status a report is received late the COFORCECOM will contact the parent chapter's Commanding Officer to discuss the removal of the Unit OIC.

Three failures to report in the reporting cycle will result in the COFORCECOM contacting the parent chapter's Commanding Officer to discuss the deactivation of the unit. Four failures to report in the reporting cycle will result in the automatic deactivation of the unit.

A3 Selection of Brigade Officers in Charge

The selection of the Brigade Officer in Charge (BOIC), even though this officer serves as a direct subordinate to the COFORCECOM, should be selected by those whom they will lead. Therefore, the COFORCECOM will utilize a selection committee made up of the Unit Officers in Charge of the affected brigade.

Upon notification of the vacancy of the billet of BOIC, the COFORCECOM will contact the Unit Officers in Charge and the Region Coordinator of the affected brigade to convene a selection committee. Additionally, the COFORCECOM will send a vacancy notification to STARFLEET Human Resources (SFHR). This selection committee is formed to review and discuss potential candidates for the position from a list of applicants received from SFHR. This discussion will include a review of the applicant's service record as taken from the STARFLEET database

The application and selection process should take no more than 30 calendar days to complete following this templated timeline:



Day 0 – SFHR posts vacancy announcement via official media. COFORCECOM contacts all Unit OICs and Region Coordinator, who will serve as the observer, to convene the selection committee. Members of the selection committee must reply to the COFORCECOM within 48-hours if only to confirm receipt of message.

Day 1 thru 15 – The application window is open, and applicants apply via the application form posted by SFHR. SFHR will forward applications to the COFORCECOM as they are received. COFORCECOM may forward the applications (along with applicants' database service record) to the selection committee individually as received or may hold all applications until the end of the application period on day 14.

Day 16 thru 22 – The selection committee begins discussing the applicants in detail. Unit OICs of those who apply will begin the discussion as they know the member best and can speak to their experience, knowledge and ability. Discussion will end on day 22.

Day 23 thru 29 – The selection committee will vote on applicants. The vote will be a straightforward, majority vote with each Unit OIC having one vote, and the COFORCECOM being the deciding vote in the event of a tie. The Region Coordinator has no vote. The applicant receiving the most votes will be selected to serve as the BOIC, with the advice and consent of the Region Coordinator.

If there are no applicants for the billet of BOIC, a majority vote is not reached, or a Region Coordinator will not consent to the seating of the selected applicant the COFORCECOM may place the brigade units under the supervision of the DCOFORCECOM for reporting and administrative purposes. In any of these cases the COFORCECOM must forward the results to the Commandant for action at higher levels of command.

A4 Relief of a Brigade Officer in Charge

From time to time it may become necessary to remove an Officer from the billet of BOIC. Because the removal of leadership can be problematic and turbulent every effort must be made to reach fair and equitable solutions to conflicts or issues that may be the cause for removal.

There are three reasons under which a BOIC may be relieved from their position: relief for cause, relief due to complaint or petition and vote of confidence.

Relief for cause – The COFORCECOM may relieve a BOIC at any time for cause and in consultation with the brigade's Regional Coordinator. Causes include, but are not limited to, failure to report, dereliction of duty, or conduct unbecoming of an Officer. If a BOIC is relieved for cause a notice will be sent to the Regional Coordinator, the BOIC and their deputy informing them of the decision relieve, the order of succession the brigade will follow and the effective date. The BOIC has the option of appealing the COFORCECOM's decision as outlined later in this section.

Relief due to Complaint or Petition – There may be issues or problems within a brigade that are unknown to the COFORCECOM. If the COFORCECOM receives a complaint or petition they will begin an investigation into the circumstances surrounding the complaint or petition. The COFORCECOM will appoint an unrelated, unbiased Investigating Officer (IO) to contact the person or persons making the complaint or petition and to gather evidence to substantiate or unsubstantiated the complaint or petition. This investigation will take no more than 15 days to complete.

The BOIC who is subject to the complaint or petition and their corresponding Regional Coordinator will be notified immediately and, once the investigation is complete, given access to all information and evidence collected by the IO in order to prepare a response to the complainant's allegations. The



BDOIC will forward their reply to the COFORCECOM within seven days of the receipt of any information or evidence against them.

The COFORCECOM will review the BDOIC's reply and weight it against the evidence gathered by the IO to decide to relieve or not. The COFORCECOM will inform all parties involved of their decision, in writing, and close the complaint or petition not later than 30-days after the initial receipt of the complaint or petition. If relieved, the BOIC has the option of appealing the COFORCECOM's decision as outlined in section 2-18 and 2-19 of the Command Policy section of this manual.

Vote of Confidence – There may be times when an investigation has produced inconclusive or ambiguous results and issues remain in the brigade. As an option, the COFORCECOM may hold a vote of confidence in the BOIC. A vote of confidence is conducted by polling each Unit OIC, both MSG and MEU, in the brigade. Due to its disruptive nature, a vote of confidence can only be called on a BOIC once annually.

Upon deciding to conduct a vote of confidence, the COFORCECOM will designate an Officer to oversee the process. This Officer will then notify the BOIC and DBOIC of the vote, the timeframe in which the vote will take place and the reason for the vote. The vote must take place within seven calendar days of this notification.

A BOIC may not try to influence the outcome of the vote in any way. Interfering with a vote of confidence is grounds for immediate dismissal with no right to appeal.

Before the vote, the designated Officer must verify the names, email addresses and telephone numbers of all brigade Unit OICs. This information will be provided to the designated Officer by the COFORCECOM. The vote may commence only when all contact information has been verified. The designated Officer will then contact the Unit OICs, inform them of the vote of confidence, provide the reason for the vote, a deadline date for voting and a valid email address or telephone number they can reply to. The deadline date must be seven calendar days after the date of Unit OIC notification.

On the day following the deadline date for voting, the votes will be tallied, and the results examined. To remain in position, the BOIC must obtain a majority vote, that is 50% +1 of the *received* votes. The BOIC and DBOIC will then be forwarded the results of the vote not later than seven calendar days after the deadline date.

If removed by vote of confidence the BOIC does not have the right to appeal and the position will be filled by order of succession.

Ineligibility - In any of the cases above, which results in the removal of a BOIC, that BOIC is ineligible to serve as an OIC of any brigade for a period not less than twelve months but not more than eighteen months. The actual length of ineligibility will be set by the COFORCECOM and cannot be changed once set. The BOIC has the right to appeal the length of the ineligibility to the Commandant. During the ineligibility period, the member may serve in any position in the Corps, except for BOIC or DBOIC. At the end of the period of ineligibility, the member may once again apply for the positions of BDOIC or DBOIC if available.



Appendix B - Information Command Specific Policies

B-1 Creating or Changing Email Aliases

To create or change an email alias requests must be sent to the COINFOCOM (infocom@sfi-sfmc.org) with the '*Email Alias Request*' in the subject line. The effective date as well as the email address to which mail is to be forwarded must be included in the body of the text. The COINFOCOM will ensure the change is made within 48-hour of request. For best results, contact the COINFOCOM prior to creating a position that requires an SFMC Email alias. Not doing so can cause delays.

It should be noted that emails associated with AOL, Hotmail and Comcast cannot have email forwarded due to the way those systems are configured. It is highly recommended that all members needing an Email alias have an active Gmail account.

B-2 Changes to the Corps Webpage

To facilitate the maintenance of the Corps webpage a request must be sent to the COINFOCOM to make any changes or to create a new page linked from the current Corps page.

To suggest changes the following information must be provided: the page needing changed (include the name or URL of the page); what needs to be changed (the more specific the better); requestor contact information.

To request a new page be created the following information must be provided: the purpose of the page; draft content of the page; location of the page (where to link from); requestor contact information.

B-3 Social Media

This policy provides guidance for members' use of social media, to include blogs, wikis, microblogs, message boards, chatrooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

The following principles apply to professional use of social media on behalf of STARFLEET Marine Corps and its parent organization STARFLEET as well as personal use of social media when referencing STARFLEET and the SFMC.

- Members need to know and adhere to STARFLEET member's responsibilities, the membership handbook and STARFLEET privacy policies when using official Corps social media.
- Members should be aware of the effect their actions may have on their images, as well as the Corps image. The information that members post or publish may be public information for a long time.
- Members should be aware that SFMC administrators may observe content and information made available by members through social media. Members should use their best judgment in posting material that is neither inappropriate nor harmful to the SFMC and its members.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, harassing, libelous, or that can create a hostile atmosphere for the membership.
- Members will not engage in ad hominem attacks, character assassinations, defame or slander other members on any official Corps social media.



- Members are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, members should review the STARFLEET privacy policy.
- If members find encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of an administrator.
- Members should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.



Appendix C Training and Doctrine Command Specific Policies

TRACOM policies and procedures are found online at the Corps academy webpage in the TRACOM Policies and Procedures Manual.



Appendix D Comptroller and Quartermaster Specific Policies

D-1 Bank Accounts/Financial Information

The SFMC may maintain several bank and online payment processing accounts that are overseen according to agreements between the SFMC and STARFLEET, The International Star Trek Fan Association, Inc.

Pertinent banking information, such as bank name(s), number of accounts held, account number(s), will be provided to the Comptroller. This banking information shall not be divulged to anyone not authorized to have this information. All care shall be taken to protect any account information from unauthorized use.

Only certain persons shall be granted access to the SFMC banking information. Which accounts and what information shall be determined as needed by either the SFMC Commandant or the STARFLEET CFO. Those granted access shall not divulge SFMC banking information to anyone not authorized to have this information.

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

- STARFLEET CFO and those authorized by STARFLEET policy
- SFMC Commandant
- SFMC Deputy Commandant

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

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

- STARFLEET CFO and those authorized by STARFLEET policy
- SFMC Commandant
- SFMC Deputy Commandant

D-1 Disbursements: Requests and Methods

All requests for disbursement from the Corps accounts must be approved by the General Staff (GS). Requests must state the amount to be spent, items to be purchased, estimated delivery time from date of purchase, suggested pricing (Quartermaster items) and how the purchase would benefit the Corps, its membership or how it would enable the GS to meet its obligations to the membership.

The GS will discuss the request, obtain additional information if necessary and vote on the approval of the purchase. A majority approval vote of the GS is needed to authorize the expenditure of funds. Once approved the Comptroller will, under direction of the Commandant, forward the request to the Chief Financial Officer, STARFLEET (CFO SFI) for processing. The Commandant and Deputy Commandant will be included in this email exchange and will reply with their concurrence of request. The order will then be placed in accordance with SFI procurement procedures.



All Corps disbursements will be made by the CFO SFI. No Corps personnel will be involved in the disbursement of funds from Corps accounts.

Scholarship payments will be disbursed by the CFO SFI once they are notified by the Commandant of the recipient's school address. The CFO SFI will issue a check in the sum of \$250 directly to the educational institution as requested.

D-2 Physical Property of the SFMC

Occasionally, the Corps may acquire for its own use and issue certain property items. These items will fall into two categories: durable and consumable items.

Durable goods are defined as those items intended for repeated use over an undetermined, extended time period. Consumable goods are defined as those items intended for single use or issuance. Items purchased by the Corps will be examined at the time of purchase and determined to be either durable or consumable.

All goods must remain within control of the Quartermaster until such time as their use is required. Persons or units requiring use of any goods must contact the Corps Quartermaster with a written request.

D-3 Shipping and Transfer of Possession of Goods

The Quartermaster will contact the Commandant to confirm authorization for use of goods and reply to the requester with a tentative timeline for shipment of goods, method of shipment, an estimated time of arrival, tracking information if available and hand receipt form.

Requested goods will be shipped from the storage location to the requesting person or unit with authorization from the General Staff. The shipping of goods will be accomplished using a method by which the receiving requestor must sign for the shipment. Shipping to the requestor will be at the expense of the Corps.

If the requested goods are to be returned, in cases of durable goods, the requestor must ship the goods through a similar manner, utilizing a method by which the Quartermaster, or designated recipient, must sign for the shipment. All durable goods must be returned to the Quartermaster within thirty days of the close of the event the goods were requested. Shipment of goods to the Quartermaster will be at the expense of the requestor.

Shipping requirements are waived if the Quartermaster, or their designate, will be on hand to personally deliver requested goods, supervise their use and return the goods back to Corps possession (durable goods) at the end of the event.

Persons or units requiring the use of any goods will inventory and sign for goods on a hand receipt form included in the email reply from the Quartermaster. This form must be physically or electronically signed and returned to the Quartermaster within seven days of the receipt of goods. This form will be used to delegate the responsibility of the requested goods from the Quartermaster to the requestor, making the requestor financially liable for the accountability and condition of the goods.

D-4 Quartermaster Inventory

The Quartermaster will conduct inventory and submit an inventory report to the Commandant on all available stock in the Corps Quartermaster store biannually on June 30th and December 31st.



D-5 Orders and Shipping

Orders placed with the Quartermaster should be shipped to the customer on a regular schedule as determined by the Quartermaster. This schedule should be posted on the Quartermaster page so all customers know when they can expect their order to be processed and shipped.

D-6 Ordering of New Items

Every effort should be made to find new and interesting items for the Quartermaster to stock and make available for the membership. Once an item has been identified, a minimum of three commercial sources will be approached to obtain more information and quotes before being brought to the General Staff for consideration.

The quote must contain all costs associated with the purchase of the item: set up charges; cost per item; estimated shipping cost; estimated delivery to Quartermaster; proposed sale price of the item if stocked.

Once located and sourced, a proposal will be drawn and submitted to the General Staff for consideration as outlined in appendix D-1, Disbursements: Requests and Methods. If approved, the Quartermaster will coordinate with the Comptroller to forward the request to the Chief Financial Officer, SFI.

D-7 Replenishment of Regular Items

Items that are regularly stocked by the Quartermaster must be maintained in a number sufficient to serve the members of the Corps. Examples of regularly stocked items are ribbons, uniform items, coins and flags. When the stock of these items reaches a predetermined threshold, it is not necessary to seek out new suppliers but a request to resupply will be submitted to the General Staff through the Comptroller for approval.

D-9 Quartermaster Stores

The Quartermaster maintains the Quartermaster Store website. Only the Quartermaster, COINFOCOM or the Corps Webmaster is authorized to make changes to the store website. Requested changes should be sent to one of these persons to be reviewed, and if appropriate, made to the site.

Other stores may be opened and maintained by the Quartermaster. To do so, a proposal must be presented to the General Staff for approval. No store shall be opened without prior approval.

D-10 Vendors and Suppliers List

The Quartermaster will maintain a list of all vendors or suppliers used to stock the Quartermaster store, both current and past. This list will be used to facilitate the ordering of new merchandise or to assist new Quartermasters or General staff to reorder items as necessary.

The vendors and suppliers list should contain the following information

- Item
- Supplier name and contact information
- Cost per item
- Reorder information to include item number, customer number, part number or SKU
- The last time the item was stocked and the date the last item sold.

This list will be updated with each new item added to the Quartermaster stocks and each reorder of merchandise.



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