

# COMMANDING OFFICER FAQ

---

## WHAT IS A COMMANDING OFFICER (CO)?

A Commanding Officer is the president of a local chapter of STARFLEET. They serve as the leader and administrator of the chapter.

## WHAT ARE THE RESPONSIBILITIES OF A CO?

A CO is the leader and administrator of the chapter and may be involved with organizing chapter activities, administering policies, and developing chapter projects and operations. They are also ultimately responsible for chapter finances. The CO is required to keep the chapter's membership at or above the required 10-member minimum and is required to file an MSR on a monthly basis.

## WHAT IS AN MSR?

The Monthly Status Report (MSR) is a report filed every month by the CO with STARFLEET Operations. You can file it online, via the Database or e-mail, or postal mail a physical copy. The MSR lists the name and current contact information of the CO and XO, as well as listing all of the chapter's current STARFLEET members. You can list any promotions, citation, and activities that occurred during the reporting period.

## WHERE CAN I FIND AN MSR FORM?

You can find the MSR form at [www.sfi.org](http://www.sfi.org). It is located in *Chapter Resources* Heading under the *Resources* Tab. You may also file your MSR electronically using the STARFLEET Database at [dbsfi.org](http://dbsfi.org).

## WHAT DO I INCLUDE IN MY MSR?

The MSR is designed to help you when it comes to required information, as everything has a place. The MSR needs to include the name, registry number, and address of your chapter. It also needs to include the current contact information (address, e-mail, etc.) for the CO and XO (Executive Officer). There are spaces to list a variety of other information - such as shuttles and/or shakedown chapters; awards; promotions; and activities. There is also a place for you to include any concerns and/or problems you're having that you want to make the leadership of STARFLEET aware of.

If using the on-line MSR in the STARFLEET Database, all the contact information will already be filled out and all you will need to include is a list of promotions and awards, chapter activities, and any concerns/problems for that reporting period. There is also a helpful tutorial available at the top of the MSR that will guide you through submitting the on-line version.

## WHY DO I NEED TO FILE AN MSR?

STARFLEET's leadership wishes to know the accomplishments of your crew and chapter and it is also an important channel for you to communicate with STARFLEET's leadership. It is also an excellent place to report any concerns and/or problems so that they can be addressed.

# COMMANDING OFFICER FAQ

---

## **WHERE DO I SEND MY MSR?**

If using the STARFLEET Database, it will automatically submitted to all the correct recipients once you hit the Submit to Departments option. If you send the form via e-mail, you need to send it to STARFLEET Operations (ops@sfi.org), your Regional Coordinator (at their contact e-mail) and msr-submit@sfi.org.

If choosing to postal mail your MSR, please send one copy to the address in the upper right corner of the form and one to the postal address of your Regional Coordinator. Make to allow enough time for the MSR to arrive on time due to postal mail delays.

Remember, you as the CO are responsible for getting your MSR in on time.

## **WHEN DO I SEND MY MSR?**

MSRs should be received no later than the 5th day of each month following the reporting period (i.e., the MSR covering the month of March should be submitted by 1 April).

## **HOW DETAILED DO MY MSRS HAVE TO BE ABOUT OUR EVENTS?**

You may make your MSR as detailed as you feel necessary. So COs just list the event and who attended, others go into great detail and often use it as the basis for an article/submission to the STARFLEET Communiqué.

## **IF I CAN'T LOG INTO THE DATABASE, DO I STILL HAVE TO SUBMIT AN MSR?**

Yes. If the database is unavailable, submit the MSR form via e-mail or postal mail.

## **WHAT DO I DO IF A MEMBER IS NOT GETTING THEIR COMMUNIQUÉ (CQ)?**

Use the Problems, Questions, Concerns Section of the MSR. Be sure to include the name, SCC number and physical address of each members experiencing the problem. Check to ensure the address the member provided to STARFLEET is their valid address according to the USPS or their local postal service. Note: their mailing address may not be the same as where they physically reside.

By putting this problem in your MSR, it can be distributed to the various STARFLEET departments that oversee the CQ and membership records to ensure that STARFLEET has the current information for the member, and correct it if needed.

## **HOW DO I CHANGE MY CHAPTER'S CONTACT INFORMATION?**

You may list the new information in the Chapter Information section at the top of the MSR form and make a note in the Problems, Questions, Concerns Section that said information has been changed.

# COMMANDING OFFICER FAQ

---

## **HOW DO I RECRUIT FOR MY CHAPTER?**

A good place to start is the *Recruitment/PR Resources* Heading under the Resources Tab at [www.sfi.org](http://www.sfi.org). You should also speak with your Regional Coordinator, other chapter COs in your area, your Region's Recruiting Officer (if your Region has one), and the STARFLEET Recruiting & Retention Officer. The latter's contact information can be found on [www.sfi.org](http://www.sfi.org) in the Staff Listing for *Operations* under the Contacts Tab.

## **HOW DO I ADVERTISE FOR MY CHAPTER?**

One way is to hang flyers in bookstores and/or gaming stores, though it's important to always first speak with store management to both gain permission and to discuss any placement guidelines. Many local cable channels are required to carry free "Public Service Announcements" about events in the community, so that is another option. Then there is always electronic advertising on web forums and e-mails, which can also be effective, but like with physical stores always first contact the forum or list administrators privately to get permission and to discuss any guidelines regarding what you can post and how often you can post it.

## **BOBBY IS BEING MEAN TO ME. CAN I KICK HIM OUT OF THE CHAPTER?**

While STARFLEET cannot require you accept or dismiss a member, such punitive actions at best maintain the 'status quo' or bad feelings and often escalate. STARFLEET recommends working with your Regional Coordinator to try and come to a more effective and cooperative solution. However, please note that STARFLEET never condones harassment or misconduct, defined as behavior by one member perpetrated upon another member that would be construed as illegal under local, state, provincial, country, federal, or international law. If such harassment or misconduct is happening in your chapter, you must contact STARFLEET Operations and your Regional Coordinator immediately and report it. This is as much for your own safety and liability as it is for the member/s in question.

## **HOW DO I RECOMMEND SOMEONE FOR AN AWARD OR PROMOTION?**

As CO, you have full authority to promote any member of your chapter up to the grade of O-5 (Commander/Lt. Colonel). You also have full authority to design and implement an awards program for your chapter and its members. To recommend someone for promotion to the grade of O-6 (Captain/Colonel) or above, you will need the necessary forms in the *Recognition* Heading under the Resources Tab of the STARFLEET WebSite ([www.sfi.org](http://www.sfi.org)). To nominate someone for a Regional Award, contact your Regional Coordinator or Regional Awards Director (if your region has one). The annual STARFLEET Award nominees are chosen from the Regional Award winners.

## **OUR CHAPTER NEVER WINS AN AWARD. WHY NOT?**

The most important requirement to win an award is to first be nominated. If your region has an Awards Director, contact them and request an award form as well as any relevant documentation. If the Director does not respond, or their response is unclear, do not hesitate to contact your Regional Coordinator and politely ask for assistance/clarification. If that does not work, contact the STARFLEET Awards Director at [recognition@sfi.org](mailto:recognition@sfi.org).

# COMMANDING OFFICER FAQ

---

Once you have received the nomination form, it is important to put your best effort into writing the nomination. You are probably not the only member or chapter seeking this award in your Region. Even if your chapter/member's accomplishments are not as numerous as other's, a well-written nomination can be the difference between winning and not. Be clear and concise, but do not be brief for the sake of expediency. Ensure your spelling, punctuation, and grammar are correct. Take the time to explain what this member's or your chapter's deeds mean to you, to those it affected, and to STARFLEET as a whole.

When you send in your nomination, ensure that it was received. Do not just assume that it arrived. Politely contact the recipient and ask them to confirm it has been received and is properly completed.

## **I CAN'T AFFORD THE CURRENT MEMBERSHIP RATE. CAN I RENEW IN A COUPLE OF MONTHS?**

Unfortunately, STARFLEET requires you and your members to maintain their membership status at all times. If necessary, set aside a couple of dollars each month so that you will be able to renew on time.

## **WHAT IS THE HELPDESK?**

The STARFLEET Helpdesk is there to help direct you and your chapter's members to the information needed to answer their questions about STARFLEET, its policies, and procedures.

## **HOW DO I FILE A HELPDESK TICKET?**

Helpdesk tickets must be filed online. You can reach it by going to [helpdesk.sfi.org](http://helpdesk.sfi.org).

## **I DON'T HAVE AN INTERNET CONNECTION. CAN I STILL RUN A CHAPTER?**

Absolutely. While in some ways the Internet helps make running a STARFLEET chapter easier, it is not a requirement to be a CO.

## **I DON'T LIKE MY REGIONAL COORDINATOR. CAN I CHANGE REGIONS?**

As with issues between a CO and chapter members, STARFLEET prefers that issues between a CO and RC be worked out constructively. In such cases, you will work with STARFLEET Operations to try and come to a mutually satisfying conclusion. However, STARFLEET rules require that the chapter reside in the same Region as the Commanding Officer does. Therefore the only way to change Regions is for you to physically move to another Region or relinquish your command and elect a new CO from your membership who lives in another Region, provided that such a member exists and they meet all the requirements to serve as CO.

## **OUR CHAPTER IS A NOT-FOR-PROFIT GROUP. CAN I USE STARFLEET'S TAX ID NUMBER FOR MY CHAPTER?**

At this time, STARFLEET's Federal Tax ID Number is reserved for STARFLEET Headquarters use. If you feel it necessary to do so, you can obtain your own Federal Tax ID Number from the US Internal Revenue Service.

# COMMANDING OFFICER FAQ

---

## **I'M AN ADMIRAL IN ANOTHER FAN CLUB/ CAN I TRANSFER THAT RANK TO STARFLEET?**

In general, STARFLEET does not recognize the rank a member earns in another Star Trek, or other, fan club. Rank in STARFLEET is in no small part a measure of one's accomplishments and involvement within STARFLEET. Exceptions may be made on an individual case-by-case basis at the sole discretion of the Executive Committee. If you desire, you may contact them directly and make your case.

## **WHAT RESOURCES ARE THERE FOR DISABLED MEMBERS?**

STARFLEET does maintain an Office of Equal Accessibility for those members who are physically or developmentally challenged. Contact information is available from the Office of the Vice-Commander, STARFLEET at [vcs@sfi.org](mailto:vcs@sfi.org).

