

# Dark Phoenix NCC-74920



## Crew Handbook

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## Disclaimer

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All logos within this handbook are under private copyright. Information on each individual copyright may be obtained by contacting the Chapter President (Commanding Officer) or the Chapter Vice President (Executive Officer).

The USS Dark Phoenix is a Star Trek fan association dedicated to Star Trek and similar Science Fiction media. The Dark Phoenix values justice, free inquiry, diversity, and equal opportunity. It is the fundamental policy of the organization to respect pluralism and to promote tolerance, civility, and mutual understanding. The Dark Phoenix does not discriminate on the basis of race, color, gender, political values, religious beliefs, marital status, age, sexual orientation, national origin, military status, or handicap.

The USS Dark Phoenix Crew Handbook is the exclusive property of the USS Dark Phoenix and cannot be reproduced, redistributed, or altered without the express written consent of the Chapter President (Commanding Officer) and/or the Chapter Vice President (Executive Officer).

## Permission to Come Aboard Granted!

Welcome aboard the USS Dark Phoenix. This handbook will serve as your official guide while serving on this vessel. The Dark Phoenix is an active meeting chapter of STARFLEET, the International Star Trek Fan Association, Inc. Active membership in STARFLEET and having regular Internet access are required to serve in an authoritative role and/or be granted a rank on our ship. To learn more about STARFLEET International, please go to:

<http://www.sfi.org>

To learn the rules, regulations, customs, and expectations of membership in STARFLEET, please refer to the SFI Membership Handbook, which can be downloaded from:

<http://sfi.org/download/starfleet-membership-handbook-2015-edition/?wpdmdl=11886>

The Dark Phoenix has monthly business meetings at various local restaurants typically on the fourth Saturday of the month starting at 6pm. Variations from this schedule occur around major holidays such as Thanksgiving and Christmas. Announcements as to where the meetings will be held are made on the ship's website:

<http://www.ussdarkphoenix.org>

Additionally, this page informs our crew of dates and times of other events such as Away Missions to other local ships' meetings, the Hutchinson Cosmosphere, Farpoint Observatory, and other fun activities for all to enjoy in addition to the monthly ship meetings.

Further, the website is used to communicate important information regarding uniforms, decisions made regarding ship rules and regulations, and other issues that affect the ship and her crew as a whole.

Membership among our crew is not limited only to the vicinity of Lawrence, Kansas: anyone from anywhere in the world may join our chapter at any time.

While the ship is a chapter of STARFLEET, her crew does not focus all its energy and interest exclusively on Star Trek. Our crewmembers also enjoy Star Wars, Babylon 5, Firefly, Battlestar Galactica, Batman, Doctor Who, Sliders, Time Trax, and much more. Some also enjoy history while others prefer graphic design, studying real-world physics or cosmology, or even crafting beers. With the diverse interests of our crew, it is a certainty that you will find something to pique your curiosity and intrigue you. If you find that there is something no one else yet pursues in which you take pleasure, tell us about it. You might just find a new companion with whom to share that interest.

Even though this is a fan association, the personnel structure is based on that of Star Trek: The Next Generation organization and ranks. Members have the ability to earn ranks through participation in ship activities; attendance at Sector, Region, or International events; successful

completion of Starfleet Academy courses; and showing initiative. The ranks are fictional, however, and have no meaning or purpose outside the ship. Further, they do not confer any responsibility or authority over other members. They are representative of your length of service and level of activity within STARFLEET International, whether aboard this ship and/or on another ship within our organization.

Our crewmembers have the opportunity to serve within the various departments of our ship. Section 3.6 of this handbook describes the responsibilities of each. Contact the Second Officer to discuss your choice of billet.

**Once again, on behalf of the officers and crew of the USS Dark Phoenix, welcome aboard!**

RADM Ralph Planthold  
Commanding Officer

ADM Sunnie Planthold  
Executive Officer

CAPT John Bevan  
Second Officer

## Contact Information

Commanding Officer  
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Website  
<http://www.ussdarkphoenix.org>

## 1.0 The USS Dark Phoenix

### 1.1 Ship History

The Dark Phoenix has a rich and interesting history. The ship started as a shuttle launched off the USS Jubilee and was based in Pascagoula, Mississippi, at the time of her commissioning as a Prometheus Class Tactical Cruiser in 2003. Her first command crew was composed of the Commanding Officers of the USS Jubilee, USS Okatoma, and USS Odyssey as well as the former Officer in Charge of the Starfleet Marine Corps 2<sup>nd</sup> Brigade. Ralph Planthold was appointed as Captain and Larry K. Morris was the Executive Officer of this new vessel. Upon the relocation of Ralph and Sunnie Planthold from Mississippi to Florida in July 2004, Larry became Captain and his wife, Mary Ann, became the Executive Officer. In Florida, Ralph and Sunnie joined the crew of the USS Gasparilla.

The Gasparilla launched as a shuttle off the USS Hephaestus and was commissioned as a Gasparilla Class Combat Support Vessel on May 11<sup>th</sup>, 2002 with Michelle Muench as the Captain and James Muench, Jr. as the Executive Officer. By July 2004, the Command had changed hands so that James was now the Captain and Leslie Ryan was the Executive Officer. Only a few months later, Leslie Ryan and her husband David left the crew of the Gasparilla to found the Andromeda Station. Ralph then ascended to the role of Executive Officer.

In January 2006, James resigned as Captain and Ralph succeeded him. Throughout his tenure in that role, he had three people fill the role of Executive Officer: James Muench, Morgan Hahn, and Sunnie Planthold.

While the Plantholds were serving aboard the Gasparilla, the ship they had helped to commission--the Dark Phoenix--had been dry-docked by the Region Coordinator due to insufficient crew to keep her in service.

In 2012, the Plantholds moved from Florida to Lawrence, Kansas, and brought the Gasparilla with them as it had become a correspondence chapter by that time and, therefore, its base was wherever the Captain happened to live.

On August 25<sup>th</sup>, 2013, the Dark Phoenix was brought out of mothballs and returned to service to replace the Gasparilla in service. Just like the phoenix of legend, it arose from the ashes of its former life and rose again to assume new glory with her original captain at the helm. As of August 2015, her second birthday of her new life, her crew complement stands at eight Officers and sixteen Enlisted, totalling 24 souls. And now, at the writing of this update in October 2017, the crew is comprised of 51 souls: 17 Officers, 23 Enlisted, 1 Cadet Officer, and 10 Cadets.

## 1.2 Technical Specifications

### Physical Description

Length: 415 meters

Beam: 170 meters

Draft: 113 meters

### Displacement

Standard: 850,000 metric tons

### Propulsion

Warp Engines:

4 LF-50 Mod 1 Advanced Linear Warp Drive Units

1 LF-12X Mod 2 Compact Linear Warp Drive Unit

Impulse Engines:

2 FIG-5 Subatomic Unified Energy Impulse Units

Maneuvering Thrusters:

QASR-2 Particle Beam Maneuvering Thrusters

Reaction Control System:

"Trentis IV" Pulsed Laser Reaction Control System

### Velocity

Standard Cruise: Warp Factor 9

Maximum Cruise: Warp Factor 9.5

Maximum Operational Speed: Warp Factor 9.99

### Acceleration (Time in Seconds)

Rest - Onset of Critical Momentum: 4.12

Onset of Critical Momentum - Warp Engage: 0.54

Warp 1 - Warp 4: 0.63

Warp 4 - Warp 7: 0.76

Warp 7 - Warp 9.99: 5.08

### Crew Complement

Officers: 41

Crew: 100

Total: 141

### Navigation

RAV/ISHAK Mod 3 Warp Celestial Guidance System

### Computers

M-16 Bio-Neural Gelpack Isolinear III

### Armament

#### Phaser Banks/Arrays:

13 Type XII Collimated Phaser Arrays

#### Photon Torpedoes:

3 Mk 95 Direct (Typical) Torpedo Tubes

### Defenses

#### Deflector Systems:

FSS Primary Force Field and Deflector Control System

#### Special:

Multi-Vector Assault Mode

#### Cloaking Device:

Installed: Yes

### Life Support

#### Gravity/Atmosphere Systems:

MM6 Modular Gravity Unit

AL4 Life Support System

### Embarked Craft

#### Shuttlecraft:

2 Type 6 Personnel Shuttle (Typical)

#### Shuttlepods:

4 Type 16 Shuttlepod (Typical)

## 1.3 Command Staff Biographies

### 1.3.1 Commanding Officer



Rear Admiral Ralph Planthold, while working at Hallmark Cards in 1992 as a programmer/analyst, consulted on the design of its Star Trek ornament of the shuttle Galileo 7 and founded a Star Trek fan club that grew to 150 members, including his new Vice President of Information Technology! He took early retirement from Hallmark in 1997.

He returned to Mobile, Alabama, and was approached in 1999 to become the founding XO of USS Jubilee, which is how he met his future wife, Sunnie. In 2001, he became CO of USS Jubilee. In 2002, he stepped down from that role upon marrying Sunnie. He was the founding CO of USS Dark Phoenix and Mississippi Zone (Sector) Coordinator in 2003 but stepped down from those roles when he and Sunnie moved to Tampa, Florida, in 2004 where they joined USS Gasparilla. He became XO of USS Gasparilla and Chief of Staff to the Vice Commander, STARFLEET, in 2005. He became CO of USS Gasparilla in 2007 and served as Florida Zone (Sector) Coordinator and R2 Chief of Communications.

In 2012, he brought the USS Gasparilla to Lawrence, Kansas. In 2013, he brought USS Dark Phoenix out of mothballs and transferred his entire crew aboard her. In 2014, he became R12 Deputy Chief of Shakedown Operations and continues in that role today.

### 1.3.2 Executive Officer



Admiral Sunnie Planthold was the founding XO of USS Okatoma, later becoming its CO. She met her future husband, Ralph, at a USS Jubilee event in 1999. She also served as Mississippi Zone (Sector) Coordinator for two years. In 2002, she stepped down from her role as CO upon marrying Ralph, helped to found USS Dark Phoenix, and served as Region 2 Vice Region Coordinator for two years.

Upon her retirement from teaching in 2004, she and Ralph moved to Tampa, Florida, where they joined the USS Gasparilla. She became Vice Commander, STARFLEET, in 2005 and XO of USS Gasparilla in 2011. She served as XO when it moved to Lawrence, Kansas, in 2012. In 2014, she became R12 Chief of Shakedown Operations and continues today in that role and as XO aboard USS Dark Phoenix.

### 1.3.3 Second Officer



Captain John Bevan joined the USS Dark Phoenix after being invited to attend a few meetings as a prospective member by both the CO and XO. He joined STARFLEET International in January 2015 and initially served as the Acting Chief Engineer and Acting Chief Medical Officer. However, within a month of

his coming aboard the ship, he took the title of Morale Officer and started planning events beyond the regular ship meetings each month. He showed his enthusiasm for the ship and SFI as a whole by diving right into the Academy and pursuing as many courses as possible. Within that same first month, he completed over 100 courses and earned the certifications for most of the Bridge Officer positions. Because of this drive and enthusiasm (and the fact that he had taken Officer Training School, Officer Command College, and Flag Officer School 101 within the first two weeks of membership), he was quickly promoted from Crewman through Ensign to Lieutenant (Junior Grade).

In March, as he had affiliated with Starfleet Medical upon being certified as a Starfleet Medical Doctor, he was offered by the Region 12 Assistant Surgeon General to become his Chief of Staff. One month later, the CO and XO offered to appoint him as the Second Officer of the ship and he was promoted to Lieutenant.

Since he joined our crew almost three ago, John has been instrumental in getting events organized for our crew, coordinating with other crews from within and outside of SFI, and has helped our ship grow from a minimum of ten members and being the smallest ship in Region 12 (as ten souls are required to remain a commissioned ship) to being the largest ship in the Region. It is because of his continued support and enthusiasm that he was promoted to Lieutenant Commander as of the anniversary of his previous promotion.

## 2.0 Activities of the Dark Phoenix

Throughout the course of each year, we have a number of events that the Dark Phoenix has on its calendar. Detailed below are those events that you can expect to have announced. As always, the decision is yours whether you wish to participate but we welcome any and all of our crew who wish to join us for our fun and camaraderie.

### 2.1 P<sup>4</sup> (Pizza, Pop, Phlicks, and People)

This event is a social gathering during which we watch movies chosen by the attendees from the library of over 800 DVDs, which does include all the Star Trek (and, dare I say it, Star Wars) movies. It generally starts in the middle of the afternoon and runs until the last person leaves. Around 6pm, we order pizza for those who are here at that time. The cost of the pizza or other items ordered are split among those who share in the eating experience.

Since this is a private event (meaning that it happens in a private home), uniforms are optional.

### 2.2 Bowling for Trekkies

This is generally an event that we have in the Spring and/or Fall at the local bowling alley here in Lawrence: Royal Crest Lanes, located behind The Community Mercantile at 9<sup>th</sup> and Iowa. We appear in our uniforms (as one might expect since we are in the public eye) and bowl for a couple of hours or so, then reconvene at a local restaurant for dinner. This is used as a way to make ourselves visible, hopefully encouraging photo opportunities and/or people to join SFI.

### 2.3 Ship Picnic

Each Summer, generally a week or two after the Kansas Sector Picnic hosted by our sister ship, the ISS Katana, the Command Staff hosts our annual Ship Picnic at Centennial Park located just west of 9<sup>th</sup> and Iowa. The ship provides chips, pop, and meat, so anything else that the crew or other guests wish to bring along is welcome. Anything that one wishes to grill is fine also as we have at least one of our Senior Staff who enjoys the responsibility and title of Grillmaster. (And, no, that is not our Second Officer: he wears enough hats aboard the ship already! ☺)

### 2.4 Region 12 Away Mission

Each Summer, typically in August, we arrange an Away Mission to a fun and educational site and invite not only our own crew but any within all the ships of Region 12 who wish to join us. Keep your eyes on the Second Officer's Report in the monthly newsletter for details as they come available.

## 2.5 Academy Night

Twice a year, in March and September, we have Academy Night. This is an event during which our active crew members (and you must be active as of the Academy Night event) may challenge courses from STARFLEET Academy with the advantages of being in a quiet and studious environment and with the ability to ask a Proctor of the event (one or more members of the Command Staff) for assistance in regard to understanding a question or addressing some other difficulty during the test. We advise any who wish to attend the event to submit a list of at least five desired courses to the Second Officer (as the primary Proctor and ship's Academic Advisor) no later than the last ship meeting immediately before the scheduled Academy Night event. Any courses requested that are not completed on the day of the event may be finished at a later time upon appointment set up with the Second Officer or the courses may be transferred to the crewmember's responsibility upon request, in which case the College Director who administers that test will be advised so as to keep his records straight.

As with any real-world collegiate environment, the work of the student during an Academy Night must be his own. If two people are taking the same test, they may not share answers or help each other. To do so is considered cheating by STARFLEET Academy and the tests of both crewmembers involved will be invalidated when cheating is detected.

To learn more about STARFLEET Academy and to see a list of all the courses available (numbering more than 5000), please go to:

<http://main.sfiacademy.org/>

## 2.6 Halloween Potluck

Each year, most often the last Saturday that occurs on or before Halloween, the Dark Phoenix hosts a Potluck party for its crew and guests. Costumes or uniforms are optional. Mundane clothing is acceptable as it usually occurs in the privacy of the home of a member of the Command Staff.

As with all our events unless stated otherwise, Cadets and Cadet-aged guests are welcome to attend, so any costumes or mundane clothing must be appropriate for such an environment.

## 2.7 Kansas City Metro All-Call

Starting in 2017, the Dark Phoenix organizes and hosts a gathering for all the Fleet ships in the greater Kansas City metropolitan area to come together for an evening of camaraderie, conversation, and good food. All members of each ship's crew are invited and encouraged to attend. The location may change from year to year, so be sure to read about it in the ship newsletter, on the ship website, or contact the Command Staff at [command@ussdarkphoenix.org](mailto:command@ussdarkphoenix.org) for all available information regarding this event.

## 2.8 Game Night

Every other Friday, our Second Officer hosts Game Night at his home. During this event, the attendees play a variety of board, card, and computer-based games with the decision of what to play made by the attendees. Light snacks are provided (e.g. pop, cookies, chips), so anything extra that is desired will need to be provided by those who attend the event.

The schedule for the Game Nights is every other Friday, as mentioned above, but can be pre-empted by other conflicting events such as the Away Mission, so if you have a question as to whether a Game Night has been cancelled due to another scheduled activity, look on the ship website, read the newsletter, or contact the Second Officer.

## 2.9 Ship Meetings

Every month on the fourth Saturday of the month (with exceptions being November and December), the Dark Phoenix has its Ship Meeting. The location of the meeting is a rotating schedule of various restaurants in the Lawrence area. As of August 2016, the rotation includes Perkins, McAlister's Deli, an out-of-Lawrence venue, and Conroy's (Irish) Pub. The schedule tends to follow that order but be sure to read the Second Officer's Report in each monthly newsletter to insure that you are made aware of any changes in the rotation.

## 2.10 Conventions

The crew of the Dark Phoenix occasionally volunteers to work security, talent handling, or other duties at local area conventions. At these conventions, we require our crew to wear their uniforms anytime they are on duty. Further, many of these convention organizers have required volunteer meetings prior to the event and all volunteers are expected to attend these meetings. Not only do they convey important information regarding the events in questions but they also allow the crew to become familiar with the folks from the organizers' staff with whom they will be working.

Most often, only those crewmembers who are age 18 or older may work as volunteers due to insurance restrictions. If the convention allows Cadets to work, then an announcement will be made when the call for volunteers goes out.

One of the most important requirements placed on all who volunteer is to remember that we are there to look and act professional. After all, we are providing a service and representing not only ourselves but also the ship, the Region, and STARFLEET International as a whole. The positions are unpaid but we still must act appropriately. Failure to do so--especially if one does not show up for an assigned shift--will be addressed by the Command Staff and may lead to the ineligibility to sign up for future volunteer duties.

## 2.11 RSVP and Attendance

As standard policy, the Command Staff requires RSVPs from everyone within a 50-mile radius of the Dark Phoenix for all scheduled events. This means that whether the answer is Yea or Nay, an email to [command@ussdarkphoenix.org](mailto:command@ussdarkphoenix.org) is expected and required so that we have an accurate count of how many to expect. The RSVPs are recorded and are kept as part of the annual record for each crewmember. This information is referenced when promotions are being considered. Further, the Command Staff takes note of those who attend the various events, not only those who say that they will attend but those who either said that they would be unable to do so and then show up or those who show up without sending an RSVP. This information is also tallied and referenced when weighing the eligibility for promotions.

A hint for easier and faster advancement: send your RSVPs to say you will attend and come to as many events as possible. It is those who are more active in our crew who receive the faster advancement through the ranks.

## 3.0 Organizational Structure

### 3.1 General Structure

The Dark Phoenix is referred to as a *ship* in accordance with STARFLEET tradition. Each chapter of STARFLEET International can be classified as either a ship or a space station with most choosing the former. In the eyes of SFI, all are equal, so no advantages are afforded to one over the other.

The chapter President is most commonly referred to as the Commanding Officer (CO). Despite the rank he may hold, the position may be referred to as Captain. Following naval tradition, the one in charge of a ship is referred to as the Captain or, informally, as the Skipper.

Second in the chain of command is the Executive Officer who may be referred to as either XO or First Officer. Sometimes a Captain will refer to the XO informally as his Number One.

Though no position within STARFLEET International holds any meaning or influence outside of SFI, the CO and XO represent the highest billets in any chapter and are the only two positions required to be filled for any operational chapter within SFI. More information regarding the positions available aboard the Dark Phoenix and duties assigned to those positions will be discussed later in Section 3.6.

All adult crewmembers, whether Enlisted or Officer, are required to choose a division and either one or two billets with at least the primary billet being within the chosen division while Cadets are required to choose only a division. This choice is to assist all members in enjoying the roleplay aboard the ship and when interacting with others within SFI or other organizations. As with all that we do, it is ultimately for the enjoyment of all involved.

The crewmember may feel free to speak with others--including the Command Staff--before choosing a division and billet so as to decide what best suits his interests, abilities, or other aspects he wishes to consider regarding his roleplay. Crewmembers are free to change their divisions and billets but must first check with the Second Officer to insure that a position is available. After all, for example, how much fun will there be in the roleplay if the ship has all engineers but no one in security, running the helm, providing navigation, or in charge of the Med Bay?

While serving on the Dark Phoenix, crewmembers may volunteer to assist in setup or other administration of chapter, Region, SFI, inter-club, or other events as they wish. There is no requirement to volunteer but we do expect that if you elect to do so, you put forth your best effort so as to make the event a success.

The events that the Dark Phoenix hosts will be announced on our website, which can be found at:

<http://www.usdarkphoenix.org>

as well as in our monthly newsletter and through our mailing lists. Participation in these events, especially if one volunteers to help set up, publicize, or otherwise assist in the execution of the event, will be considered when one is eligible for a promotion or an award. Details regarding promotions and awards will be covered in Sections 4 and 5, respectively.

## 3.2 Meeting Chapter Information

A meeting chapter is defined by STARFLEET International as a chapter made of members who live relatively close to one another and who are able to gather on a regular basis to have meetings and other activities.

As we are a meeting chapter, we will have at least one meeting a month that is used to conduct business. At this time, that meeting is generally scheduled for the fourth Saturday of the month at 6pm with the location of the meeting rotating from one local restaurant to another. These meetings tend to be an hour in length for the official functions of disseminating information, conducting promotions, pinning new members, and more. Time after the official business is for socialization and has no time limit other than the time the restaurant may wish to close. If one wishes to be considered for advancement in rank, regular attendance at these meetings is expected. Extenuating circumstances (e.g. family vacations, military reservist duties, etc.) can occur and these are overlooked, of course, but they should be the exception, not the rule.

Additional gatherings shall occur each month that are social and fun in nature. These can be game nights, movie parties, picnics, meeting with other chapters, and more. Attendance at these events is optional but recommended so as to enjoy the camaraderie with one's fellow crewmembers and potentially others who join in the fun at our events and participation in these events also lends more weight toward consideration for promotion.

## 3.3 Membership Information

All Officers, Enlisted, and Cadets on board the Dark Phoenix are expected and required to maintain their active STARFLEET memberships. Expiration of membership for more than 30 days results in suspension of rank (and recognition only as Crewman), removal from any position as a Department Chief or other billet, and return of any property owned and issued by the Dark Phoenix (e.g. officer rank pips, communications badge, etc.). All shall be restored upon renewal of STARFLEET membership, including recognition of the rank earned prior to lapse in membership. If the former billet has been filled by another member during the time of membership lapse, another billet must be chosen unless multiple crew may hold the same position (such as Security Officer). The final decision of assignment of billets is made by the Second Officer.

For participation or assistance in administration of activities to be considered for promotion and/or awards, one must be an active member of STARFLEET. Inactive members may participate in or volunteer for activities but that information will not be considered until the membership within STARFLEET is active.

Active membership grants all the perks as mentioned in the STARFLEET Membership Handbook. In return for those perks, members are expected to abide by the policies set forth in the STARFLEET Membership Handbook as well as the Dark Phoenix Crew Handbook. The SFI Membership Handbook may be downloaded from:

<http://sfi.org/download/starfleet-membership-handbook-2015-edition/?wpdmdl=11886>

Per STARFLEET, any active member can join any ship within the fleet at any time and can move from one ship to another as he wishes. However, only one ship is considered his Primary Chapter. When participating in the activities and/or meetings of another chapter, the person is considered a "visitor." When classified as a visitor, one does not have the right to vote, run for any elected position within that chapter, hold Department Chief or other authoritative positions, or otherwise influence the administration or operation of that chapter. However, as STARFLEET is all about being "one big happy fleet," it is permissible to be a consultant or advisor to an Officer of another ship with the provision that said position does not provide any decisive or authoritative powers (e.g. voting rights, membership on committees, etc.). In such a position, one can only provide insight from experience gained as a crewmember of the Dark Phoenix or in other walks of life. Only the active crew and Command Staff of the ship in question are permitted to take action on said ship.

### 3.3.1 Cadet Membership

Any person is allowed to be a member of STARFLEET International but those under the age of 18 are considered Cadets. While they have access to all the same perks as adult members (well, those that they are legally allowed to enjoy; for example, at the time of this writing, one of the perks is discounted car rental rates but a Cadet would not be legally qualified to enjoy that benefit, of course), they also have the ability to enjoy a few things that adults cannot such as the Cadet courses available at STARFLEET Academy.

Keeping in mind that some of our members have families and potentially may wish to have their spouses or children join them, we keep our business meetings and social events as family-friendly as possible. Therefore, all Cadets are equally entitled to join in any activity along with the adults unless indicated otherwise.

In the case of a young Cadet (age 12 or younger), we require the parent to be an active STARFLEET member and be present during any attendance of the Cadet. Teen Cadets of ages 13 through 15 may be permitted without parental presence provided that a written permission form is signed by an appropriate parent or legal guardian. Teen Cadets of ages 16 or 17, whose parents/legal guardians have established a history of written permission on a per-event basis previously, may provide a written "standing authorization" for participation in future events. Lack of that history requires the Cadet to continue to obtain per-event parental approval. The decision of what constitutes an established history of written permission is made by the CO and his decision in this matter is final.

All Cadets are eligible for promotions in rank but do so within the Cadet ranks rather than the adult ranks. Any ranks obtained while a Cadet are removed and replaced with the appropriate beginning rank (whether Enlisted or Officer) upon the Cadet's 18<sup>th</sup> birthday. For further details, please refer to Section 4.0.

### 3.3.2 Member ID

Members of the Dark Phoenix may purchase a wallet ID card for a nominal fee. These are made available, similar to the ranks and billets, to aid in roleplay. However, the wallet ID also has a second purpose: the back side is used to provide emergency personnel any important real-world medical information that may be required. Therefore, it is important to let the Chief Medical Officer or a member of the Command Staff with whom you feel most comfortable speaking know about any allergies to food, medicine, insect stings, etc.; medical conditions such as asthma, diabetes, epilepsy, or heart conditions; prescribed medication; primary care physician name and number as well as preferred hospital; emergency contact name and number; and any other pertinent information that could be used to save your life (e.g. MedicAlert bracelet number, installation of a pacemaker, etc.). We have a medical information form that you must sign so that we can retain this information in the CMO's records and so that we can print the ship ID card for you. Let us know that you would like a card and we will get that form to you.

While we do not intend for any activities to cause our members harm, incidents can occur such as during transport to or from an event or due to some unnoticed natural invader (such as a spider or wasp) visiting one of our events. The information you provide is for your protection only and will not be shared with anyone beyond any medical personnel who have need for that knowledge. Please insure that your wallet ID is easily locatable in case it must be found while you are unconscious. We suggest placing it next to or behind your driver license or other state-issued ID card or, in the case of a Cadet, next to or near his school-issued ID card.

## 3.4 Command Structure

### 3.4.1 Command Staff

The Dark Phoenix is presided over by the Commanding Officer, also referred to as the CO or Captain of the ship. He is responsible for the overall operation of the ship/chapter as a whole. He is required by STARFLEET to be responsible for any funds owned by the Dark Phoenix and for filing of monthly status reports with SFI even if the accounting and/or reporting responsibilities are delegated to another active crewmember or an outside consultant.

The Executive Officer (frequently referred to as the XO or First Officer) is responsible for any duties assigned to him by the CO and must be prepared to take over the CO's duties if he becomes unavailable or otherwise unable to do so himself. The XO serves at the will of the CO and may be replaced at any time if so desired by the CO. If the CO becomes permanently unavailable to fulfill his duties, the XO will be promoted to the position of CO and he will appoint a new XO.

The Second Officer (frequently referred to as SO) is responsible for any duties assigned to him by either the CO or XO and must be prepared to take over the CO's and/or XO's duties if one or both become unavailable or otherwise unable to do so. The SO serves at the will of the CO and may be replaced at any time if so desired by the CO. If the XO assumes the position of CO on a permanent basis, the SO acts as XO until permanently assigned that position or a new XO is appointed. If both the CO and XO become permanently unable to fulfill their positions, the SO acts as CO until permanently promoted to the position of CO or a new CO is appointed if the SO declines the promotion.

The Command Staff of the Dark Phoenix is comprised of the Commanding Officer, Executive Officer, and Second Officer. These positions are responsible for formulation and implementation of ship policies, consideration and awarding of promotions of all Cadet and Enlisted ranks and all Officer ranks through Commander, consideration and awarding of chapter awards, expediting commendations, enforcing discipline, and reviewing the formation of new ships launched from the Dark Phoenix. The Command Staff is also responsible for filing the Monthly Status Report (MSR) with STARFLEET regarding the status and activities of the ship.

### 3.4.2 Chain of Command

The chain of command starts with the three positions of the Command Staff and is then followed by the various Department Chiefs and finally the crewmembers within each department. When the Department Chiefs and Command Staff are considered as a unit, they are collectively referred to as the Senior Staff.

The chain of command is defined to keep proper order and discipline within the ship as well as to insure that communication within the ship flows smoothly. If there is something that must be communicated, then take it to the appropriate command level. For example, if you are a security officer and you have an issue with the Chief of Security, report the issue to the Second Officer. The SO will handle the situation or carry it up the chain of command further if necessary.

In the case of an issue being beyond the scope of the ship's chain of command (for example, if the problem is with the Commanding Officer himself), you have the right to contact the Region Coordinator to address the situation. For Region 12, the Region Coordinator may be reached by email at [rc@region12.org](mailto:rc@region12.org)

The goal of the Command Staff and the chain of command is to insure that all members enjoy their involvement in the chapter and STARFLEET as a whole. For more information in regard to resolving grievances, please refer to the STARFLEET Membership Handbook.

The chain of command is also used to define authority within the Dark Phoenix. In the event that there is no clear succession of chain of command such as in the event that the CO, XO, and SO are incapacitated due to a car accident, the Region Coordinator must be contacted to appoint a new CO for the Dark Phoenix. The new CO must then appoint a new XO--as required by STARFLEET International chapter requirements--and may also appoint a new SO at his discretion.

## 3.5 Creating a Fictional Persona and Choosing Your Position

Creating a fictional persona within the Star Trek universe is one of the fun activities many STARFLEET members enjoy. Your persona may be similar to you or as different as you wish.

The first step is to choose a race. You may choose one that already exists within the broad Star Trek universe or create one of your own. After all, the purpose of the ships within Star Trek is to seek out new life and new civilizations, so be as creative as you wish. The possibilities are as limitless as your imagination.

Once that is accomplished, a gender has to be established or, maybe the species has no gender or at least no gender as known to the humans or other species present on the ship.

After that, define the physical traits such as height, weight, hair and eye color, any differences from typical humanoid appearance (such as extra fingers or eyes), and maybe the appearance of any scars, tattoos/ritualistic markings, missing body parts, presence of any cybernetic implants, etc.

Once all this is accomplished, explore the back story of this character. Define his background, history within Starfleet (if any), significant events from his childhood or involvement with authority figures that have shaped the character into whom the shipmates will get to know today. Maybe define some personal preferences (such as crunchy peanut butter instead of smooth) or any dislikes/phobias. Give the character some depth and make him interesting.

Finally, you will want to choose the billet the character performs on the Dark Phoenix. What might a person with the background you have just defined wish to do within the ranks of the ship? A piece of advice, however: make sure that the position that you choose for your character is something that holds your interest as well because otherwise it can become boring for you as the one who must portray that role. For example, do not select the billet of Xenobiologist if you find yourself more interested in reading poetry and cannot remember how to spell DNA. More information about this is presented below in Section 3.6.

## 3.6 Divisions

Within the Dark Phoenix, as is common in the Star Trek universe, there are three divisions into which all ship positions are divided: Command (designated by red uniforms), Operations (designated by gold uniforms), and Sciences (designated by blue uniforms). What follows is a description of each division, the departments within those divisions, and examples of positions within each of those departments.

### 3.6.1 All Departments

There are numerous departments defined on the Dark Phoenix. These departments may be modified as needed by the Command Staff, depending on staffing levels of the ship. In other

words, multiple departments can be combined into a single department or divided further to provide more depth for those who wish to be in other departments than what we currently support.

Each department is presided over by a Department Chief. The Department Chief reports directly to the Second Officer (or Executive Officer if there is no Second Officer). The responsibilities of the Department Chiefs are to record any activities that the members of his department perform which merit consideration when promotions are in order; implement projects, events, and decisions that affect his department; submit a monthly report regarding significant accomplishments, personnel changes, or other important information; and act as the first point of contact in the chain of command for crewmembers within his department.

For those departments that have Department Chiefs who are also considered Bridge Officers, the Chief's title will have the qualifier "Acting" (e.g. Acting Chief Engineer) until such time that the crewmember in such position has earned his certification for said position within the STARFLEET Academy Bridge Officer Certification Program. Further, no single person may hold more than one Bridge Officer position at a time (with the exception of the Second Officer also generally being tasked with the position of Chief of Operations) though one may earn as many Bridge Officer certifications as he desires, up to all offered by the Program.

### 3.6.1.1 Senior Staff

Though every department has a Department Chief, not every Department Chief is considered a Senior Officer in regard to membership to the Senior Staff. Specifically, the positions considered members of the Senior Staff include:

Commanding Officer	Chief Tactical Officer
Executive Officer	Chief Weapons Officer
Second Officer	Chief Medical Officer
Chief Engineering Officer	Ambassador
Chief Operations Officer	Intelligence Officer
Chief Science Officer	Marine Strike Group Officer in Charge
Chief Security Officer	Strategic Operations Unit Team Leader

The Senior Staff, in addition to their duties as Department Chiefs, are also required to write monthly articles for the newsletter. The articles must meet some very basic requirements. First, the font used must be Times New Roman with a size of 12 points. Second, margins used shall be no larger than one inch on all four sides. Third, the typed article must be single-spaced with zero points of spacing between paragraphs. A blank line between paragraphs, as seen in this handbook, is permissible. Fourth, the minimum report length is one page. The article must be submitted on or before the 8<sup>th</sup> of the month so that the Editor-in-Chief of the Phoenix Rising will be able to proofread, modify, and lay out the article for inclusion in the newsletter on or before the 15<sup>th</sup> of the month. Any article submitted late may be held and run the next month.

Three-Strike Rule: Every member of the Senior Staff is expected and required to produce an article for publication each month. Failure to do so once receives a verbal warning from the Command Staff. The second occurrence within a 12-month period from the first occurrence places the Senior Staff member in jeopardy of losing his position. The third occurrence within the same 12-month timeframe causes removal from the position and reassignment to a non-Department Chief position either within that department or in another department.

An article received too late to be run in the current month's newsletter is considered a failure to submit for that month and does not excuse the officer from producing another article for publication next month, which potentially results in two articles being run the next month.

Occasional exceptions are made for those who are hospitalized, unavailable due to travel, or otherwise indisposed temporarily. These exceptions will not count as part of the "three-strike rule" mentioned above. However, if a pattern emerges that the Command Staff deems suspect, proof of travel, hospitalization, or other reasons for exception may be required by the Command Staff.

### 3.6.1.2 Department Chiefs

The first person to occupy a position in a department is automatically considered for the position of Department Chief. (After all, no department can exist without someone responsible for it.) To be qualified for the position of Department Chief, one must be a non-Cadet member of the crew (unless given special consideration by the Command Staff), have successfully completed Officer Training School, received commissioning as an officer, and been promoted to at least Ensign.

If a Department Chief is removed from his position by the Command Staff (such as a member of the Senior Staff being removed for failure to submit articles each month), then that officer will be unqualified to hold a Department Chief position for no less than one year from the date of his removal. If he is removed from the post of Department Chief twice during his service on the Dark Phoenix, he will be unqualified for any position of Department Chief for no less than three years from the date of second removal. Upon the third removal from a Department Chief post, he will no longer be considered for any Department Chief position in the future while aboard the Dark Phoenix.

### 3.6.2 Command Division

Command is the division responsible for organizational authority on the ship. It starts with the education of our youth (as this is a family ship), continues through the molding and sculpting of our driven Cadets to become exemplary candidates for the Enlisted or Officer ranks, and finally has the Command Staff of the Dark Phoenix as its capstone. It is also responsible for how we interact with other cultures as it is most often those of the Command Division with whom foreign representatives will interface, especially in regard to first contact encounters and missions.

As such, the departments within this division are Command, Cadet Corps, Education, and Diplomatic Corps.

### 3.6.2.1 Command

Within the Command department, there are four billets available: Commanding Officer, Executive Officer, Second Officer, and Away Team Leader.

The Commanding Officer is the primary liaison between the Dark Phoenix and STARFLEET and must adhere to STARFLEET's guidelines for the CO per the STARFLEET Membership Handbook. The CO is the final authority regarding policies, promotions, chapter-level awards, and internal discipline. Any duties not otherwise assigned to others fall under his umbrella of responsibility by default. He may delegate responsibilities and/or duties as he finds appropriate.

The Executive Officer is second in command and acts as Commanding Officer in the case that the CO is unavailable and is responsible for fulfilling all CO duties such as filing the Monthly Status Report with STARFLEET if not accomplished by the CO. The XO must comply with all the guidelines in the STARFLEET Membership Handbook regarding Executive Officers. The XO is responsible for carrying out any duties as assigned to him by the CO which can include presentation of awards or promotions, carrying out disciplinary actions, assignment of personnel to the various departments, and consideration of ideas/proposals passed along to him through the chain of command. Just like the CO, the XO is able to delegate responsibilities and/or duties as he finds appropriate.

The Second Officer serves as the Chief of Operations and is the backup for the XO in performance of his duties. He is also responsible for the supervision of the Division Chiefs and is the first point of contact for the Division Chiefs in the chain of command. Further, he serves as the third in command if the CO and XO are unable to retain command of the ship, whether temporarily or permanently. The SO is responsible for carrying out any duties as assigned to him by either the CO or XO which can include presentation of awards or promotions, carrying out disciplinary actions, assignment of personnel to the various departments, and consideration of ideas/proposals passed along to him through the chain of command. Also, just like the CO and XO, the SO is able to delegate responsibilities and/or duties as he finds appropriate.

The Away Team Leader is the liaison between the Command Staff and the Away Team for any particular mission or event. He is also the diplomatic liaison, representing the ship and assuming responsibility for the Away Team. His authority may be curtailed if one or more of the Command Staff of the Dark Phoenix joins the Away Team. He may also be considered a Command Staff Officer in training as he may be called upon to take one of the Command Staff roles on a temporary basis, accept duties delegated to him by a member of the Command Staff, or even to establish a command of his own.

### 3.6.2.2 Cadet Corps

Think of this as the Junior ROTC that is commonly available to high school students. This is the department that grooms and molds our older children into respectable members of society at a minimum and helps them become shining examples of the morals, values, and honor that STARFLEET instills in candidates for the Enlisted and Officer ranks. The Cadets who are candidates for studying in this department are those who show the initiative to pursue greater involvement within the ship and STARFLEET upon exiting the Cadet ranks at age 18.

Positions available in this department are Senior Cadet Instructor and Cadet Instructor. The difference between the two positions is that the Senior Cadet Instructor is the Senior Officer of this department. It is the responsibility of all Cadet Instructors (including the Senior Cadet Instructor) to provide for the instruction and discipline of the Cadets in areas such as Leadership (through the Institute of Leadership Studies), understanding of military subjects (such as the College of Strategy and Tactics and College of Security in the Institute of Military Studies and Starship Operations in the Institute of Star Trek Studies), and proper protocol when in company with dignitaries of other societies or organizations (e.g. proper etiquette when at a formal dinner with STARFLEET Flag Officers).

The Senior Cadet Instructor keeps the Command Staff advised of each Cadet's academic progress in the Cadet Corps program and recommends those Cadets for promotion through the Cadet Officer ranks when appropriate. It is also the responsibility of the Senior Cadet Instructor to speak with the parents of the Cadet to keep them advised as to the progress of the Cadet.

### 3.6.2.3 Education

This department educates and supervises our Cadet members in general education areas such as science, history, mathematics, etc. and helps to instill within them a sense of pride, self-worth, and self-control. The goal of this department is to help prepare the Cadets for entrance into the society at large upon reaching adult age.

Positions within this department are Senior Teacher and Teacher. Just like the Cadet Corps, the difference between the two is that the Senior Teacher is the Senior Officer of this department. It is the responsibility of all Teachers (including the Senior Teacher) to provide for the education and discipline of the Cadets in areas such as learning basic communication skills (such as the courses in the College of English within the Institute of the Arts), ability to perform basic mathematical calculations (such as the College of Mathematics in the Institute of Science or the Cadet College of Mathematics in the Institute of Cadet Studies, whichever is appropriate), and how to be a productive and responsible member of society as appropriate for the age of the Cadet.

The Senior Teacher keeps the Command Staff advised of each Cadet's progress and informs the Command Staff of any considerations for the Cadet in regard to exceptional aptitude or if problems arise that need to be addressed. It is also the responsibility of the Senior Teacher to speak with the parents of the Cadet to keep them advised as to the progress of the Cadet.

### 3.6.2.4 Diplomatic Corps

This department is responsible for interacting with groups outside of STARFLEET such as independent ships, other organizations such as the Klingon Assault Group, United Federation of Planets, etc. It is critical that the members of this department understand how to cooperate, compromise, and negotiate with other groups so as to achieve the goals of the Dark Phoenix.

Positions available within this department include Ambassador, Consul, and Consular Agent.

The Ambassador is the Senior Officer of this department. He makes the decisions about what proposals and recommendations to communicate to the Command Staff from negotiations conducted either by the Ambassador himself or one of his Consuls or Consular Agents. He also represents the Dark Phoenix when in negotiations with another group or another organization's ship but may negotiate with smaller groups at his discretion.

The Consul generally interacts with smaller groups such as individual departments of an organized ship or with small ships, especially those operating independently but he may also interact with individuals if he so chooses.

The Consular Agent typically does not seek out those with whom to interact but instead either addresses the questions or concerns of individuals who contact the Dark Phoenix or redirects those issues to the appropriate member of the Diplomatic Corps.

All decisions or actions proposed by either a Consular Agent or Consul must be reviewed by the Ambassador. If they are of a nature that could affect the ship as a whole, then the Ambassador passes his recommendation up to the Command Staff for review and consideration.

### 3.6.3 Operations Division

Operations is composed of several departments: Communications, Engineering, Helm Control, Intelligence, Logistics, Navigation, Security, Tactical, and Weapons. It is, as the name implies, responsible for the overall operation of the ship and its functions.

#### 3.6.3.1 Communications

This department is responsible for intraship and extraship communications. Intraship communications includes publication of the ship newsletter, announcements regarding available Senior Officer positions, and alerts regarding important information that the Command Staff wishes to communicate to the entire crew. Extraship communications includes development and distribution of promotional materials (e.g. flyers, press releases, etc.), maintaining the ship's website, performance of public relations duties (e.g. communicating with the press when they contact the ship, answering questions for the general public, etc.), and recruiting new members for STARFLEET and the Dark Phoenix.

Examples of positions available in this department are Webmaster, Public Relations Officer, Newsletter Editor-in-Chief, and Newsletter Publisher.

### 3.6.3.2 Engineering

This department is responsible for the smooth operation of the ship as a whole. This includes insuring proper network security and implementing new features and services to assist the crew in its pursuit of convenience and social entertainment.

Examples of positions available in this department are Engineer, Propulsion Specialist, Information Technology Specialist, Power Systems Technician, Computer Repair Technician, and Network Engineer.

### 3.6.3.3 Helm Control

This department is responsible for procuring and/or piloting vehicles necessary to attend ship, Sector, Region, or Fleet events. Only active STARFLEET members over the age of 25 may be members of this department due to the potential liability in case of vehicular or other emergency situation, ability to pilot rented vehicles, and other legal considerations.

Examples of positions available in this department are Flight Control, Shuttle Pilot, Land Vehicle Specialist, and Motor Pool Officer.

### 3.6.3.4 Intelligence

This department is responsible for advising the Command Staff of developments within STARFLEET that may affect the administration of the ship, opportunities for the Dark Phoenix to promote itself and STARFLEET to the general public, and coordinating with sister STARFLEET ships or individuals within STARFLEET toward a mutual goal.

Positions available within this department include Intelligence Officer and Intelligence Analyst. The Intelligence Officer is the Senior Officer of this department and is the one who communicates directly with the Command Staff. He is also the one who contacts the operators of events at which the ship may have opportunities to appear.

The Intelligence Analyst seeks out information regarding STARFLEET developments as well as opportunities for publicity and recruitment and reports that information to the Intelligence Officer.

### 3.6.3.5 Logistics

This department is responsible for assisting in planning and execution of ship-hosted and ship-sponsored events by procuring necessary supplies, accepting event registration forms and payments, and communicating necessary information to other departments to help insure the success of the event.

Examples of positions available in this department are Yeoman, Financial Services Officer, Event Planning Specialist, Supply Officer, and Culinary Services Specialist.

### 3.6.3.6 Navigation

This department is responsible for planning the route for shuttles launched from our ship to follow in order to attend Sector, Region, or Fleet events or the events of other ships. It is also responsible for generating directions for others to attend our events.

Examples of positions available in this department are Navigator, Cartographer, Satellite Navigation Specialist, and Stellar Cartographer.

### 3.6.3.7 Security

This department is responsible for providing security at ship, Sector, Region, or Fleet events at which we serve as members of the staff, assist Logistics with Away Mission requirements, insure proper security for closed meetings or other confidential events, defer to professional authorities when they become involved in an incident, and assist Marines and/or Strategic Operations in support of their duties.

Note: Security may be requested by Marines and/or Strategic Operations to add to their manpower for security of events and meetings.

Examples of positions available in this department are Security Officer and Investigator.

### 3.6.3.8 Tactical

This department is responsible for advising Security of solutions to event venue security problems, planning for emergency measures in case of a dangerous event (such as the sighting of a tornado in the vicinity of an event we are attending, whether we are the hosts or not), and educating our crew regarding tactical environmental awareness (such as checking the back seat before getting into a terrestrial vehicle).

Examples of positions available in this department are Tactics Specialist and Site Security Analyst.

### 3.6.3.9 Weapons

This department is responsible for educating the crew in basic self-defense, how to project an air of self-confidence in any situation, handling and use of weapons of different types safely, and how to recognize the potential for an unsafe situation before putting oneself in jeopardy.

Examples of positions available in this department are Self-Defense Instructor and Weapons Specialist.

## 3.6.4 Sciences Division

Sciences is the division that guides the ship, researches the spatial anomalies we encounter, ensures our health and well-being, and otherwise provides for our knowledge, both what is known and what we have yet to learn. Departments within this division include Planetary Studies, Space Studies, Medical, Psychological Services, and Spiritual Services.

### 3.6.4.1 Planetary Studies

This department is responsible for providing interesting knowledge regarding sites being visited, suggesting sites to visit on future away missions, advising the Command Staff of predicted weather or other conditions that could affect planned events, and assisting in planning events by considering contingencies (e.g. alternate sites for events, selecting an appropriate time of year, etc.)

Examples of positions available in this department are Archaeologist, Geologist, Historian, Meteorologist, Exosociologist, and Xenosociologist.

### 3.6.4.2 Space Studies

This department is responsible for providing interesting knowledge regarding the cosmos as a whole and all that is within it, assisting in planning away missions to space-related sites such as observatories and planetariums, and informing the crew regarding the search for Earth-like objects and the discoveries being made each day.

Examples of positions available in this department are Astronomer, Cosmologist, Exobiologist, and Xenobiologist.

### 3.6.4.3 Medical

This department is responsible for maintaining a database of important medical information of members of our crew, providing medical first aid up to the individual's skill and training, assisting emergency medical personnel as requested, providing emergency medical personnel

any known important medical information and/or assisting in locating the crewmember's ship ID for providing to emergency medical personnel, and communicating to our crew any critical information regarding alerts from the Center for Disease Control or other such organizations that could have an effect on the health or well-being of our crew (both humanoid and other animals).

Examples of positions available in this department are Nurse, Doctor, Field Medic, Medical Assistant, and Veterinary Specialist.

Note: It is highly recommended that anyone in this capacity have training in CPR, First Aid, or both. It is expected and required that all members of this department defer to professional paramedics, nurses, doctors, and other trained and certified medical personnel at all times.

Note: It is recommended--though not required--that the Chief Medical Officer be an appropriately licensed and/or experienced medical professional such as a doctor, nurse, etc.

#### 3.6.4.4 Psychological Services

This department is responsible for providing emotional support and giving advice in regard to events that occur in a crewmember's life, advising the Command Staff of any serious issues that could jeopardize the ship and her crew, referring to a professional counselor for any issues that need attention beyond that of being a friend, and deferring at all times to professional psychological/psychiatric service providers unless the department member is a properly licensed professional.

Examples of positions available in this department are Counselor and Behavioral Specialist.

#### 3.6.4.5 Spiritual Services

This department is responsible for providing emotional and spiritual/religious support to crewmembers in times of need, performing spiritual ceremonies only when properly trained and able to do so with proper respect to the religion involved, assisting crewmembers by providing a moral compass when requested or required by crewmembers, and referring crewmembers to appropriate churches or other spiritual organizations.

Examples of positions available in this department are Chaplain, Spiritual Advisor, Pastoral Counselor, and Grief Counselor.

#### 3.6.5 Marines

The Marines are responsible for performing ceremonial and Color Guard duties, providing Honor Guard for Flag Officers and other dignitaries of high esteem, and assisting Security and/or Strategic Operations in support of their duties.

Note: Marines may be requested by Security and/or Strategic Operations to add to their manpower for security of events and meetings.

Note: The Marines are not a *division* or *department* but instead a separate and distinct component within STARFLEET, just as the US Marine Corps is a component of the US Navy but is also its own entity.

### 3.6.6 Strategic Operations

Strategic Operations is responsible for providing security at ship events, Region Summits, conventions, and STARFLEET events in either uniform or plain clothes (such as watching for shoplifters in the Dealers' Room of a convention), advising event/summit/convention personnel of developing situations that could affect safety or security of staff and/or attendees (e.g. change in weather, arrival of a potentially problematic group, etc.), acting as the liaison between the Dark Phoenix and STARFLEET Strategic Operations Command, and assisting Security and/or the Marines in support of their duties.

Note: Strategic Operations may be requested by Security and/or Marines to add to their manpower for security of events and meetings.

Note: Strategic Operations is not a *division* or *department* but instead a separate and distinct component within STARFLEET, just as the US Marine Corps is a component of the US Navy but is also its own entity.

## 4.0 Ranks and Promotions

The most important thing to remember about STARFLEET rank is that it holds no value outside of STARFLEET. All ranks within STARFLEET are bestowed as a testament to a job well done.

When you earn a promotion on the Dark Phoenix, you have the right to be proud of your accomplishments but do not use your rank inappropriately. The entire crew of the Dark Phoenix is a team and no one person is superior to another by virtue of rank. There is a difference between rank and authority and that is discussed in detail in the STARFLEET Membership Handbook. Please refer to it for further information.

While STARFLEET acknowledges ranks of Crewman Recruit and Crewman Apprentice, the Dark Phoenix starts all crewmembers at the rank of Crewman except as provided below.

The Dark Phoenix does not use a points system to consider promotions or awards. Instead, the enthusiasm, level of participation, and other factors are weighed when a person's suitability for promotion is being investigated. Certain events, however, generally do prompt promotions. For example, when one successfully completes the Officer Training School (OTS) examination, that entitles the crewmember to an immediate promotion to Ensign, the lowest Officer rank within STARFLEET. Also, when one successfully completes the Officer Command College (OCC) examination, the crewmember is entitled for consideration to promotion to Lieutenant (junior grade). Further, it has been decided that attendance at Sector, Region, or SFI events can warrant promotions at the rate of one rank per calendar year. Specifically, attendance at two Sector events entitles an advance in rank just as attendance at one Region or SFI event entitles an advance in rank. Attendance at the events must occur in the same calendar year as the consideration for promotion as determined by the start date(s) of the event(s) in question.

Additionally, if one has served in any branch of the military or a military-structured civilian organization such as the Civil Air Patrol, the crewmember's rank in such organization will be transferred to the Dark Phoenix but shall also be reduced by one level. For example, in the case of a US Navy Officer who had achieved the rank of Lt. Commander, his Dark Phoenix rank would be Lieutenant. The one requirement is that before any Officer rank is actually awarded, the crewmember must successfully complete OTS. Until that time, the crewmember is considered only to be eligible for the Officer rank and will be ranked as Crewman.

Finally, in the case of a crewmember who has achieved a higher rank in another Star Trek club, that will be considered similar to the rank achieved in the military provided the club is a nationally or internationally recognized club such as Starfleet Command, United Federation of Planets Inc. (UFPI), Klingon Assault Group (KAG), etc. If the club is independent or part of an organization that is unknown to the Command Staff of the Dark Phoenix, then the highest rank that the person may be granted is Lieutenant (junior grade). The reason for this is that one must learn the structure and internal operation of STARFLEET International. Higher ranks tend to reflect that one possesses this knowledge and is properly experienced within our organization to achieve higher levels of authority and involvement.

While the Commanding Officer keeps close records on issues of importance in regard to eligibility for promotion, it is up to the individual crewmember to keep accurate history of any information that will be pertinent. For example, if the CO forgets to record one's participation in an Away Mission, then when it is time for consideration for promotion, the crewmember can present evidence of presence at that event such as a cancelled check, ticket stub, event badge, pictures of himself at the event, etc. so as to receive proper credit for the event.

When considering ranks, be aware that while the Command Staff of the Dark Phoenix can promote through all Cadet and Enlisted ranks, they are limited by STARFLEET International in regard to Officer ranks: the Commanding Officer may promote only through the rank of Commander. The rank of Captain must be conferred by the Region Coordinator or the STARFLEET Executive Committee and all higher Ranks (Fleet Captain and above) must be conferred by the Executive Committee.

The ranks used within STARFLEET are as follow:

<b>Enlisted</b>	
<u>Starfleet</u> Crewman Recruit Crewman Apprentice Crewman Petty Officer Third Class Petty Officer Second Class Petty Officer First Class Chief Petty Officer Senior Chief Petty Officer Master Chief Petty Officer Ensign (Junior Grade)	<u>Marines</u> Private Private First Class Lance Corporal Corporal Sergeant Staff Sergeant Gunnery Sergeant Master Sergeant or First Sergeant Master Gunnery Sergeant or Sergeant Major No Equivalent
 <b>Officer</b>	
<u>Starfleet</u> Ensign Lieutenant (Junior Grade) Lieutenant Lieutenant Commander Commander Captain Fleet Captain Commodore Rear Admiral Vice Admiral Admiral Fleet Admiral	<u>Marines</u> Second Lieutenant First Lieutenant Captain Major Lieutenant Colonel Colonel Brigadier Brigadier General Major General Lieutenant General General No Equivalent

Please refer to Appendix A for the insignia used for the various ranks within STARFLEET International.

The following is a non-exhaustive list of events considered when eligibility for promotion is being weighed:

- Renewal of STARFLEET membership
- Successful completion of Officer Training School (OTS)
- Successful completion of Officer Command College (OCC)
- Successful completion of Introduction to Flag Officer School (FOS-101)
- Successful completion of other Academy courses (the more honors and distinctions that one earns, the more heavily these influence the decision to promote)
- Planning a chapter event or department/chapter project
- Working on a project or at an event
- Attending a department or chapter event
- Attending events held by another STARFLEET chapter or other fan group
- Attending a convention
- Distributing recruitment flyers at a convention or other event
- Volunteering at a convention
- Working at a STARFLEET recruitment table at a convention
- Organizing a recruiting table at a convention
- Attending a science fiction fandom event and submitting a write-up for the newsletter
- Travel to an event 60+ miles away (one-way)
- Organizing a recruitment display at a library or other public venue
- Leaving recruitment flyers at game stores or other such places
- Recruiting a new STARFLEET member
- Contributing to the Communique or STARFLEET website
- Contributing to the Region 12 website
- Contributing to the chapter newsletter (beyond any article required by one's billet)
- Contributing to an outside publication such as a fanzine
- Donation to the Dark Phoenix, Region 12, or STARFLEET (whether it is another chapter, STARFLEET general fund, or the STARFLEET Scholarship Fund)

The more such participation and enthusiasm you show for the Dark Phoenix, Region 12, and/or SFI, the greater the likelihood of earning a promotion.

Cadet members are equally qualified for obtaining advancements in rank but these are accomplished within the Cadet ranks. The Cadet ranks will remain in effect until the Cadet reaches his 18<sup>th</sup> birthday. At that point, he will be promoted into the active duty ranking system at the lowest rank appropriate for his situation. Specifically, if he passed Officer Training School while a Cadet, he will be granted the rank of Ensign. Otherwise, he would be ranked as a Crewman.

Aboard the Dark Phoenix, there are three rank systems used for our Cadets: Junior Cadets, Senior Cadets, and Cadet Officers. The first two are based on age group: ages 10 through 13 for

Junior Cadets (approximately equal to middle school/junior high) and ages 14 through 17 for Senior Cadets (approximately equal to high school). Cadets age 9 and younger are referred to as Primary Cadets and have no rank. For those who pass OTS as a Cadet, they are entered into the Cadet Officer ranks. A Cadet of any age may challenge the OTS examination but it must be the adult OTS rather than the "OTS and OCC Preparation" course offered through the Academy's Institute of Cadet Studies.

### **Cadets**

<u>Junior Cadet</u>	<u>Senior Cadet</u>	<u>Cadet Officer</u>
Cadet Grade 1	Cadet Grade 1	Cadet Ensign
Cadet Grade 2	Cadet Grade 2	Cadet Lieutenant(j.g.)
Cadet Grade 3	Cadet Grade 3	Cadet Lieutenant
Cadet Grade 4	Cadet Grade 4	Cadet Lt. Commander
		Cadet Commander

Please refer to Appendix A.3 for the insignia used for the various Starfleet Cadet ranks.

Generally speaking, promotions aboard the Dark Phoenix are available at the rate of one advancement in grade per year. Exceptions to this rule are the junior Officer ranks of Ensign and Lieutenant (junior grade). These are provided, as noted above, in recognition of certain achievements. Additionally, the CO may decide that due to exceptional efforts, participation, and initiative, the crewmember in question is eligible for more rapid advancement up to the maximum of his authority as provided by STARFLEET.

As a final point about rank advancement within the Dark Phoenix, no one is required to accept a commission as an Officer if it does not fit with his fictional persona, plans, or other goals within the ship, Region, or SFI as a whole. For example, while Officer Training School (OTS) would permit commissioning as an Officer and promotion to the rank of Ensign, the crewmember may decline that advancement and remain an Enlisted crewmember. The only effect of such refusal of commission as an Officer would be a limitation to the promotions that may be earned: he would be limited to the highest rank of Ensign (j.g.).

## **4.1 Promotions**

All promotions will be announced in the Second Officer's report in the monthly newsletter as well as in the Monthly Status Report. Promotions to the Flag Ranks may also be announced on the Region mailing list, Facebook page, website, or similar resources at the STARFLEET level.

Candidates for promotion must be active members of STARFLEET. Further, they must be participating members of the Dark Phoenix. This includes attendance at monthly ship meetings, participation in social events, conversing with others through the chapter website, and attending other science fiction or Star Trek-related events.

As noted elsewhere in this document, before one can be promoted to the rank of Ensign (or 2<sup>nd</sup> Lieutenant in the Starfleet Marine Corps), one must successfully complete Officer Training

School (OTS). Further, before one can be *considered* for promotion to the rank of Lieutenant Commander (or Major in the Starfleet Marine Corps), he must also successfully complete Officer Command College (OCC). To be *considered* for promotion to the rank of Commander (or Lieutenant Colonel in the Starfleet Marine Corps), one must not only successfully complete the two aforementioned courses and be a participating member of the ship but also be in some sort of leadership role within the chapter. Being a Department Chief when no one else is in the department does not count. Taking a leadership role means to take initiative such as planning and executing an Away Mission for the ship, for example.

Promotion to Captain (or Colonel in the Starfleet Marine Corps) while serving aboard this ship may be obtained in two ways: (1) by recognition of the Region Coordinator upon recommendation by another STARFLEET member or (2) by recognition of the Starfleet Executive Committee upon recommendation by another STARFLEET member. Promotion to Fleet Captain (or Brigadier in the Starfleet Marine Corps) or above must be granted by the STARFLEET Executive Committee.

Recommendation of promotion to Captain or above may be submitted by any STARFLEET member in good standing. Requirements for successful promotion to Captain or above are discussed in detail in the STARFLEET Membership Handbook. Please refer to it for further details.

## 5.0 Chapter Awards

### 5.1 Annual Awards

These awards are presented annually. Nominations may be provided to the Command Staff anytime between November 1<sup>st</sup> and December 31<sup>st</sup>. The decision will be made during January and presented to the winning candidates at the January ship meeting. The nomination criteria for each award are different and are listed in the sections below.

#### 5.1.1 Officer of the Year

This award is given to the member of Officer rank who has made the most significant contributions to the chapter over the past calendar year.

The award candidate will have attended a majority of the chapter's scheduled events as well as made a significant impact on chapter leadership. He will have represented the Dark Phoenix in a professional manner to other STARFLEET chapters and non-STARFLEET fan groups. Involvement in the chapter's recruiting and public relations activities is a plus. Any active member of Officer rank may be nominated and any active adult member may submit a nomination.

#### 5.1.2 Enlisted Member of the Year

This award is given to the member of Enlisted rank who has made the most significant contributions to the chapter over the past calendar year.

The award candidate will have attended a majority of the chapter's scheduled events as well as made a significant impact on chapter leadership. He will have represented the Dark Phoenix in a professional manner to other STARFLEET chapters and non-STARFLEET fan groups. Involvement in the chapter's recruiting and public relations activities is a plus. Any active member of Enlisted rank may be nominated and any active adult member may submit a nomination.

#### 5.1.3 Primary Cadet of the Year

This award is given to the Cadet member of ages 6 through 9 who has made the most significant contributions to the chapter over the past calendar year.

The award candidate will have attended a majority of the chapter's scheduled events (accompanied by a parent). He will have represented the Dark Phoenix in an age-appropriate

manner to other STARFLEET chapters and non-STARFLEET fan groups. Any active Primary Cadet member may be nominated and any active adult member may submit a nomination.

### 5.1.4 Junior Cadet of the Year

This award is given to the Cadet member of ages 10 through 13 who has made the most significant contributions to the chapter over the past calendar year.

The award candidate will have attended a majority of the chapter's scheduled events (accompanied by a parent). He will have represented the Dark Phoenix in an age-appropriate manner to other STARFLEET chapters and non-STARFLEET fan groups. Any active Junior Cadet member may be nominated and any active adult member may submit a nomination.

### 5.1.5 Senior Cadet of the Year

This award is given to the Cadet member of ages 14 through 17 who has made the most significant contributions to the chapter over the past calendar year.

The award candidate will have attended a majority of the chapter's scheduled events. He will have represented the Dark Phoenix in an age-appropriate manner to other STARFLEET chapters and non-STARFLEET fan groups. Any active Senior Cadet member may be nominated and any active adult member may submit a nomination.

### 5.1.6 CaPet of the Year

This award is given to the CaPet member who has been the most friendly, helpful, or otherwise noteworthy over the past calendar year.

The award candidate will have demonstrated dignity in the presence of crowds, performed any assigned duties (such as in the case of a service animal) in the fashion in which it was trained, and proven itself to be a valued member of the crew. Any CaPet registered with Petfleet may be nominated and any active adult member may submit a nomination.

### 5.1.7 Yeoman Janice Rand Award

This award is given to the adult crewmember most helpful to a member of the Senior Staff through his energy, willingness to assist, and frequent ability to accomplish tasks in a timely fashion, easing the burden of those on whose shoulders the weight of the Dark Phoenix rests.

The award candidate may be of any Enlisted or Officer rank and may be nominated only by a member of the Senior Staff. The Senior Staff themselves are ineligible for this award for the time that they have served as members of the Senior Staff. For example, if a crewmember was

appointed as the Chief of Communications in July, then he would be eligible for the award for this award for assistance he provided through June.

### 5.1.8 Energizer Bunny Award

This award is given to the crewmember who has been most active in regard to attendance at ship meetings, chapter/Region/Fleet activities, events at which the Dark Phoenix has operated a recruiting table or worked as event staff, and/or otherwise devoted significant energy and time for the promotion of our ship, Region, and STARFLEET as a whole.

The award candidate may be any active adult member except members of the Command Staff and may be recommended by any adult member.

## 5.2 Discretionary Awards

These awards may be given at any time at the discretion of the Command Staff for exemplary service above and beyond the call of duty. The nomination criteria for each award are different and are listed in the sections below.

### 5.2.1 Bright Star Award

This award is given at the discretion of the Command Staff for those who have gone above and beyond the call of duty to support the chapter and can be awarded to STARFLEET or non-STARFLEET members. Examples of events that may trigger this award are very generous donations to the chapter or to a chapter project, creation of a chapter website, significant time invested in representing the chapter/Region/SFI at a convention, etc. In certain special instances, if the recipient has demonstrated even greater support, assistance, and enthusiasm during his duties, he may receive the Bright Star First Class Award.

Nominations for this award may be made by any crewmember and should be submitted to the CO. The Command Staff will evaluate the nomination.

### 5.2.2 Commander Willard Decker Award

This award recognizes a crewmember's successful completion of both OTS and OCC. No nominations are needed. The Command Staff will review all crewmembers' Academy records once a month.

### 5.2.3 Admiral Heihachiro Nogura Award

This award recognizes a crewmember's successful completion of OTS, OCC, and FOS-101. No nominations are needed. The Command Staff will review all crewmembers' Academy records once a month.

### 5.2.4 Time in Service Award

This award recognizes a crewmember's years in service to STARFLEET. No nominations are needed. The Command Staff will review all crewmembers' records on or near their renewal dates. Years in service do not need to be consecutive to be eligible.

### 5.2.5 Captain Dennis Bain Award

This award is in memory of Captain Dennis Berl Bain who was very active not only in STARFLEET and in the launching and commissioning of his ship, the USS Valiant, but also in the 501<sup>st</sup> Legion, GI Joe, Dagorhir, and many other roleplay and cosplay groups around the Kansas City metropolitan area. This award recognizes the enthusiasm and participation of a crewmember in groups outside of the Dark Phoenix and especially outside of STARFLEET. It may be presented to multiple recipients throughout the calendar year and each recipient may receive only one per calendar year.

## 6.0 Member Rights and Code of Conduct

Setting standards for behavior in a fan organization may seem unnecessary but in reality they serve to protect the members. While we expect everyone to act appropriately toward others, we are aware that problems can and do occur. By defining the rights of Dark Phoenix crewmembers as well as setting guidelines for behavior, we hope to avoid misunderstandings that may cause problems.

### 6.1 Member Rights

As an active crewmember of the Dark Phoenix, you are guaranteed certain rights of membership. These rights include access to the Dark Phoenix website, receipt of newsletters, freedom to leave the Dark Phoenix or transfer to another ship at any time without penalty, and ability to participate in any age-appropriate activities not specifically limited to the Command Staff or other administrative division (e.g. Marines, Strategic Operations, etc.). It is expected and required that you will be treated with respect at all times, given the chance to voice your opinions in a constructive fashion either verbally or in writing, provided the ability to participate on the ship to the extent that you wish, and afforded due process when necessary. Most of all, you have the right to have fun in all that you do with your fellow crewmembers of the Dark Phoenix.

Crewmembers are also guaranteed certain rights pertaining to their STARFLEET membership as discussed in the STARFLEET Membership Handbook. Please refer to it for further details.

### 6.2 Code of Conduct

A Dark Phoenix crewmember shall respect all other crewmembers, STARFLEET chapters, and fan groups, especially when expressing dissent or dissatisfaction; gather factual information rather than repeat rumor or innuendo; not represent himself as a spokesman for the ship--especially to the media--unless expressly authorized for that purpose by the Command Staff; not confuse rank with power or prestige; respect the personal boundaries of other members including personal emails, postal mail, telephone calls, instant messaging, text messaging, and social media accounts; and utilize constructive criticism to solve problems.

Crewmembers are also obliged to follow the STARFLEET Code of Conduct as discussed in the STARFLEET Membership Handbook.

In the event that the Command Staff feels a crewmember has violated the Code of Conduct or becomes aware of an issue, the disciplinary procedures set forth in this Section 6.4 will be utilized.

## 6.3 Crewmember Grievance Policy

In the event that a crewmember feels that one or more of his rights has been violated, that crewmember should notify his Department Chief. If the Department Chief deems it necessary, he will escalate it up the chain of command.

If the issue is with the Department Chief, the crewmember can report the issue directly to the Second Officer. Crewmembers also have the right to escalate an issue up the chain of command themselves if they feel the Department Chief or Second Officer has not taken the issue seriously.

In addition, crewmembers may take their issue directly to the CO or XO if they feel it is necessary. The CO's door is always open to member concerns and issues. The chain of command is in place to keep issues from falling through the cracks or overwhelming the Command Staff with too many competing demands but members should not feel constrained by it or feel as though their concerns would be ignored by the Command Staff.

Crewmembers have the right to due process and to mediation by a third party within the Command Staff. It is expected that crewmembers will first attempt to resolve their issues on their own before bringing the problems to Department Chiefs or further up the chain of command.

Crewmembers have additional STARFLEET resources available on both the Region and Fleet levels for resolving grievances. These resources are discussed in the STARFLEET Membership Handbook.

## 6.4 Disciplinary Procedures

Setting rules and regulations for a fan organization is quite difficult. Unlike in the "real" Starfleet, conducting a court martial for wrongdoing or inappropriate behavior is almost impossible. However, when a crewmember crosses the bounds of the Code of Conduct and causes harm to a fellow crewman or the ship, steps will be taken to remedy the situation.

When a crewmember or multiple crewmembers act in a manner that is deemed inappropriate or harmful, the Command Staff must take action to insure the overall safety and well-being of the ship and its crew. Determination of inappropriate or harmful acts will be made by the Command Staff utilizing the Code of Conduct as a guide.

If the incident is minor, the Command Staff as a whole or a member thereof may speak with the individual(s) in question to attempt to resolve the issue. Examples of minor issues include speaking inappropriately at events or occasionally using derogatory language on the ship website.

In most cases, disciplinary issues on the Dark Phoenix should be solved after discussing the situation and reminding the crewmember(s) in question of the Code of Conduct. It is important to remember this is a fan club and the point is to have fun!

If the behavior continues, the Command Staff will meet in private to discuss a course of action. If a member of the Command Staff is involved in the incident, that member will be excluded from this meeting. At this level, a formal verbal or written warning will be issued to the parties involved.

In some cases, stronger measures may be required. While unpleasant, the Command Staff may be forced to punish the crewmember(s) involved in the situation through a reduction in rank, removal from a position of authority, transfer to another department, or other actions the Command Staff feels is appropriate.

Additionally, the Command Staff may consider suspension or expulsion from the Dark Phoenix. These actions would be considered only as a last resort if previous attempts at mitigation have proven ineffective.

If and when necessary, the Command Staff will refer criminal issues to appropriate legal authorities in the appropriate jurisdiction in which the issue occurred. Issues with crewmembers breaking STARFLEET rules outside the boundaries of the ship will be referred to the appropriate STARFLEET representative for further action.

# Appendices

## Appendix A Ranks and Insignia

### A.1 Starfleet Officers and Enlisted

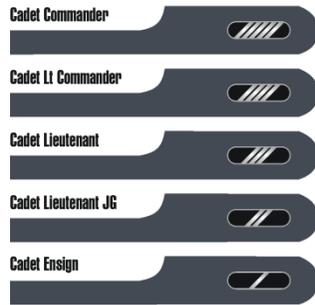


## A.2 Starfleet Marine Corps Officers and Enlisted

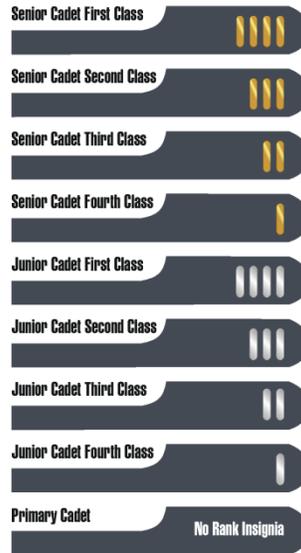
Officer Ranks	Enlisted Ranks
Fleet Admiral NO EQUIVALENT	Sergeant Major
General	Master Gunnery Sergeant
Lieutenant General	First Sergeant
Major General	Master Sergeant
Brigadier General	Gunnery Sergeant
Brigadier	Staff Sergeant
Colonel	Sergeant
Lieutenant Colonel	Corporal
Major	Lance Corporal
Captain	Private First Class
1 <sup>st</sup> Lieutenant	Private
2 <sup>nd</sup> Lieutenant	No Rank Insignia

## A.3 Cadet Officers and Enlisted

### Officer Ranks



### Enlisted Ranks



## Appendix B Ship Uniforms

### B.1 Command, Operations/Security, Medical/Sciences, Marines

Below you will see the shirts that are our standard uniform blouses aboard the Dark Phoenix. You may find the men's shirts at <http://www.apparefly.com/index.php/k147-tri-mountain-performance-elite.html> and the ladies' at <http://www.apparefly.com/index.php/k1147-tri-mountain-performance-lady-elite.html>. Generally we try to place larger orders as a ship rather than have our people order individually so that we can achieve price discounts and free shipping. Therefore, please contact any of the Command Staff when you wish to place an order. Once we have enough requests, we will submit the order to ApparelFly.com and obtain the shirts you desire.



### B.2 Strategic Operations

Below you will see the shirts that our Strategic Operations Unit members wear optionally when at general crew functions and that they are required to wear when involved in uniformed duties of the Unit. You may find the mens' shirts at <https://www.apparefly.com/index.php/k025-tri-mountain-performance-streak.html> and the ladies' at <https://www.apparefly.com/index.php/k1025-tri-mountain-performance-lady-streak.html>. We generally order these uniforms at the same time that we order the general crew uniforms mentioned above as they also qualify for the same price breaks and free shipping offers.



## Appendix C Alerts and Conditions

On the Dark Phoenix, we use a simplified system of Alerts and Conditions as opposed to the long list as detailed in the College of Starship Operations course CSO-105 Communications Operations. We have only three Alerts and four Conditions as defined below:

### Red Alert

Ship under attack by internal or external threats

- Any situation which any member of the Command Staff believes warrants Red Alert

### Yellow Alert

Ship-wide emergency

- Crewmembers compromised whether medically, psychically, by alien possession, etc.
- System failures
- Any situation deemed by any member of the Command Staff to require heightened Alert status
- May be raised to Red Alert at Command Staff discretion

### General Quarters

Any Situation deemed by a Command Staff member to require heightened Alert status

- May be raised to Yellow Alert or Red Alert at Command Staff discretion

### Condition 1

Battle commencement

- All hands to battle stations
- Shields raised
- Phaser banks charged, torpedo tubes loaded, and all weapons online
- Automated target tracking system active

### Condition 2

Battle readiness

- Shields raised
- Phaser banks charged, torpedo tubes loaded, and all weapons at standby
- Automated target tracking system inactive

### Condition 3

Ship-wide lockdown

- Non-essential crew, cadets, and civilians confined to quarters
- Transporters taken offline and locked
- Essential crew report to duty stations
- Security teams blanket the ship
- Weapons and automated target tracking systems offline

#### Condition 4

Energy conservation mode and can be used for "silent running" so as to reduce the ability of the ship to be detected by enemies

- Warp core is safed to cold mode
- IDF/SIF reduced to minimum require levels
- Sensor output reduced to necessary usage or taken offline
- Shields reduced to minimum output or taken offline
- Weapons and automated target tracking systems offline
- Shuttlebay taken offline
- Life support reduced to minimum and taken offline on non-essential decks
- Transporters taken offline
- Turbolifts taken offline
- Holodecks taken offline
- Food replicators taken offline

## Appendix D Regions of STARFLEET International

- Region 1: Kentucky, Indiana, North Carolina, Ohio, South Carolina, Tennessee, Virginia, West Virginia
- Region 2: Alabama, Florida, Georgia, Mississippi, Puerto Rico, Caribbean lands
- Region 3: Louisiana, Texas
- Region 4: Arizona, California, Hawaii, Nevada
- Region 5: Idaho, Montana, Oregon, Washington
- Region 6: Iowa, Minnesota, Nebraska, North Dakota, South Dakota, Wisconsin
- Region 7: Delaware, DC, Maryland, New Jersey, New York, Pennsylvania
- Region 8: Africa, Armenia, Azerbaijan, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Oman, Saudi Arabia, Syria, Turkey, Yemen, United Arab Emirates
- Region 9: Albania, Andorra, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Macedonia, Moldova, Monaco, The Netherlands, Norway, Poland, Portugal, Romania, San Marino, Slovakia, Slovenia, Spain, Sweden, Switzerland, Ukraine, Yugoslavia
- Region 10: Alaska, Alberta, British Columbia, Saskatchewan, Yukon, Northwest Territories
- Region 11: Australia, East Indies, Indonesia, New Zealand
- Region 12: Arkansas, Illinois, Kansas, Missouri, Oklahoma
- Region 13: Manitoba, Michigan, Ontario, Nunavut
- Region 14: Quebec, New Brunswick, Newfoundland, Nova Scotia, Prince Edward Island
- Region 15: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
- Region 16: Guam, Japan, Micronesia, North Korea, South Korea, Philippines
- Region 17: Colorado, New Mexico, Utah, Wyoming
- Region 18: Mexico, Central America, South America
- Region 19: Afghanistan, Bangladesh, Bhutan, Burma (Myanmar), China, Cambodia, India, Kazakhstan, Kyrgyzstan, Mongolia, Nepal, Pakistan, Sri Lanka, Thailand, Turkmenistan, Uzbekistan, Vietnam, Taiwan
- Region 20: Ireland, England, North Ireland, Scotland, Wales

## Appendix E Common STARFLEET Terms

1LT	Marine First Lieutenant
1SGT	Marine First Sergeant
2LT	Marine Second Lieutenant
AB	Admiralty Board
ADM	Admiral
ASDB	Advanced Starship Design Bureau
BDR	Marine Brigadier
BGN	Marine Brigadier General
BOCP	Bridge Officer Certification Program
CAPT	Captain
CCO	Chief Communications Officer
CDT	Cadet (Crewmember under age of 18)
CDT1C	Cadet Lieutenant Commander
CDT2C	Cadet Lieutenant
CDT3C	Cadet Lieutenant (Junior Grade)
CDT4C	Cadet Ensign
CEO	Chief Engineering Officer
CFO	Chief Financial Officer, STARFLEET
CIS	Chief of Information Services, STARFLEET
CMDR	Commander
CMO	Chief Medical Officer
CO	Commanding Officer
COC	Chief of Communications, STARFLEET
COL	Marine Colonel
COMM	Commodore
COMPOPS	STARFLEET Information Services
CONN	Flight Control Officer (informally Helmsman)
COO	Chief of Operations, STARFLEET or Chief Operations Officer
COS	Chief of Staff
COUN	Counselor
CPL	Marine Corporal
CPO	Chief Petty Officer
CPT	Marine Captain
CQ	STARFLEET Communiqué
CRA	Crewman Apprentice
CRMN	Crewman
CRR	Crewman Recruit
CS	Commander, STARFLEET
CScO	Chief Science Officer
CSeO	Chief Security Officer
CSO	Chief of Shakedown Operations, STARFLEET
CSR	Command Status Report
CTO	Chief Tactical Officer
CWO	Chief Weapons Officer

DB	Database (specifically the Membership Database, <a href="http://db.sfi.org">http://db.sfi.org</a> )
DTS	Department of Technical Services
E-#	Enlisted Grade (e.g. E-1: Crewman Recruit)
EC	Executive Committee
ECAB	Combined: Executive Committee and Admiralty Board
ENS	Ensign
ENSJG	Ensign (Junior Grade)
FADM	Fleet Admiral (Current or Retired Commander, STARFLEET)
FCAPT	Fleet Captain
FLEET	STARFLEET International
FOS	Flag Officer School
GEN	Marine General
GSGT	Marine Gunnery Sergeant
IDF	Inertial Dampening Field
IG	Inspector General, STARFLEET
ISS	Commissioned Ship of the Mirror Universe
JAG	Judge Advocate General, STARFLEET
LCDR	Lieutenant Commander
LCPL	Marine Lance Corporal
LGN	Marine Lieutenant General
LOA	Leave of Absence
LT	Lieutenant
LTC	Marine Lieutenant Colonel
LTJG	Lieutenant (Junior Grade)
MAJ	Marine Major
MCPO	Master Chief Petty Officer
MCPT	Marine Captain (alternate abbreviation; see CPT above)
MGN	Marine Major General
MMSGT	Marine Master Gunnery Sergeant
MHB	STARFLEET International Membership Handbook
MP	Membership Processing
MSGT	Marine Master Sergeant
MSR	Monthly Status Report
NCC	Naval Construction Contract
NCC-#	Ship Registry Number (e.g. NCC-74920: USS Dark Phoenix)
NX	Launched Shuttle in Shakedown Cruise
O-#	Officer Grade (e.g. O-1: Ensign)
OCC	Officer Command College
OPS	STARFLEET Operations
OTI	Office of Technical Information
OTS	Officer Training School
PFC	Marine Private First Class
PO1	Petty Officer 1 <sup>st</sup> Class
PO2	Petty Officer 2 <sup>nd</sup> Class
PO3	Petty Officer 3 <sup>rd</sup> Class
PVT	Marine Private

QM	Quartermaster
R#	Region of Starfleet (e.g. R12: Region 12)
RADM	Rear Admiral
RC	Region Coordinator
RSR	Region Status Report
SCC	Security Clearance Code (aka membership number)
SCPO	Senior Chief Petty Officer
SFA	STARFLEET Academy
SFI	STARFLEET International
SFMC	STARFLEET Marine Corps
SFMCA	STARFLEET Marine Corps Academy
SFMD	STARFLEET Medical Doctor
SFR	STARFLEET Facility Registry (Used for Commissioned Space Stations)
SFR-#	Space Station Registry Number (e.g. SFR-119: Station Bennu)
SFSO	STARFLEET Strategic Operations (formerly Strategic Operations)
SFX	STARFLEET Facility Registry (Used for Space Stations in Shakedown)
SFX-#	Space Station Shakedown Registry Number (e.g. SFX-2017: Station Centaur)
SGM	Marine Sergeant Major
SGT	Marine Sergeant
SIF	Structural Integrity Field
ShOC	Shakedown Operations Command
SO	Second Officer
SS	Space Station (Deprecated, SFR and SFX used since 1995)
SS-#	Space Station (e.g. SS-007: Dark Silence Station; this is the only active station that has an SS-# designation)
SSGT	Marine Staff Sergeant
USS	Commissioned Ship of the Prime Universe
VADM	Vice Admiral
VCS	Vice Commander, STARFLEET
VR	Vessel Registry
VRC	Vice Region Coordinator
VRCP	Vessel Readiness Certification Program
VRR	Vessel Registration Request (form)
XO	Executive Officer/First Officer