

# U.S.S. Sun-Tzu

## NCC-1745



### *Member Handbook*

*Updated 0209.20*

Correspondence Chapter

STARFLEET, The International Star Trek Fan Association

*U.S.S. SUN-TZU NCC-1745  
MEMBER HANDBOOK  
UPDATED 0209.20*

*DEDICATED TO ALL THOSE WHO WE HAVE LOST IN OUR  
EXPLORATION OF THE FINAL FRONTIER.*

*LLDP*

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# **1.0 - DISCLAIMER**

THE USS SUN-TZU IS AN OFFICIAL CHAPTER OF STARFLEET, THE INTERNATIONAL STAR TREK FAN ASSOCIATION, INC. STAR TREK AND RELATED NAMES ARE TRADEMARKS OF PARAMOUNT PICTURES. NO INFRINGEMENT ON THE INTELLECTUAL PROPERTY RIGHTS OF ANYONE INVOLVED IN STAR TREK AND GENERAL FANDOM IS INTENDED. 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 SUN-TZU IS A STAR TREK FAN ASSOCIATION DEDICATED TO STAR TREK AND SIMILAR SCIENCE FICTION MEDIA. THE SUN-TZU 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 SUN-TZU 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 SUN-TZU CREW HANDBOOK IS THE EXCLUSIVE PROPERTY OF THE SUN-TZU 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).

**\*\*\*\*\*END SECTION\*\*\*\*\***

## ***2.0 – WELCOME ABOARD!***

WELCOME ABOARD THE USS SUN-TZU. THIS HANDBOOK WILL SERVE AS YOUR OFFICIAL GUIDE WHILE SERVING ON THIS VESSEL. THE SUN-TZU IS AN ACTIVE CORRESPONDENCE 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. THE SUN-TZU HAS MONTHLY BUSINESS MEETINGS ON SKYPE TYPICALLY ON THE FOURTH THURSDAY 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 WEBPAGE LOCATED AT: [HTTPS://WWW.USSSUNTZU.ORG](https://www.usssuntzu.org). FURTHER, THE PAGE 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 WEST FORK, ARKANSAS: 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, BATTLESTAR GALACTICA, AND OTHER SCIENCE FICTION SHOWS AND MOVIES.

\*\*\*\*\*END SECTION\*\*\*\*\*

## **3.0 - SHIP HISTORY**

STARTED IN WEST FORK, AR IN 2019, THE U.S.S. SUN-TZU WAS FORMED TO HELP THOSE WHO WANTED TO JOIN A STARFLEET CHAPTER BUT WERE UNABLE TO ATTEND PHYSICAL MEETINGS.

**\*\*\*\*\*END SECTION\*\*\*\*\***

# 3.1 - SPECIFICATIONS & CAPACITIES

NOMENCLATURE  
SUN-TZU

NAVAL CONSTRUCTION CONTRACT NUMBER  
1745

CLASS  
HEAVY CRUISER

DESIGNATION  
ENTERPRISE SUB-CLASS

CONTROLLING AUTHORITY  
STARFLEET

CLASS LEADER  
USS ENTERPRISE, NCC-1701

CONSTRUCTION COMMENCED  
0225.19

LAUNCHED  
0301.19

**COMMISSIONED**  
**1208.19**

**CONSTRUCTION SITE**  
**WEST FORK, AR, USA**

**LOA (LENGTH)**  
**305.10 METERS**

**WOA (WIDTH)**  
**144.42 METERS**

**HOA (HEIGHT)**  
**69.25 METERS**

**GROSS WEIGHT LOADED**  
**235,200 METRIC TONNES**

**TOP CRUISE SPEED**  
**WARP FACTOR 7**

**MAXIMUM SAFE SPEED**  
**WARP FACTOR 9.2**

**EMERGENCY WARP SPEED**  
**WARP FACTOR 9.65**

MAXIMUM IMPULSE ACCELERATION  
45 G'S

PHASERS  
10 BANKS/16 EMITTERS-TYPE 2

PHOTON TORPEDOES  
2 TUBES FWD/1 TUBE AFT

TORPEDO CASINGS  
200

PROBE COMPLIMENT  
75 TYPES A-J

SHUTTLES  
4 TYPE-J, 4 TYPE-L

WORK BEES  
6

EVA SUITS  
100 HEAVY, 400 EXTENDED DURATION

ESCAPE PODS  
20 (24 PERSON) & 8 (12 PERSON)

TOTAL ESCAPE POD CAPACITY  
768 PERSONS

TRANSPORTERS  
4 PERS., 4 CARGO, 2 EMERGENCY

TRACTOR BEAMS  
1 PRIMARY, 2 SECONDARY

OFFICER COMPLIMENT  
38

CREW COMPLIMENT  
472

TOTAL COMPLIMENT  
582

PASSENGER CAPACITY  
150 (DOUBLE OCCUPANCY)

\*\*\*\*\*END SECTION\*\*\*\*\*

## 4.0 - STARFLEET, THE INTERNATIONAL FAN ASSOCIATION

STARFLEET, THE INTERNATIONAL STAR TREK FAN ASSOCIATION, INC., ALSO COMMONLY KNOWN AS STARFLEET OR SIMPLY SFI, IS THE PARENT ORGANIZATION OF THE USS SUN-TZU. ACTIVE MEMBERSHIP IN STARFLEET IS REQUIRED TO HOLD A POSITION AND/OR BE GRANTED A RANK ON BOARD THE SUN-TZU. STARFLEET REQUIRES A CHAPTER TO CARRY AT LEAST TEN STARFLEET MEMBERS IN HER CREW TO MAINTAIN ITS STATUS AS A COMMISSIONED SHIP. FOUNDED IN 1974, STARFLEET'S INTERNATIONAL MEMBERSHIP SHARES A COMMON INTEREST BASE: APPRECIATION OF STAR TREK. STARFLEET'S 4700+ MEMBERS ARE BROKEN DOWN INTO 20 GEOGRAPHICAL REGIONS. THE SUN-TZU SERVES WITHIN REGION 12 (R12), AN AREA OF THE UNITED STATES COMPOSED OF THE STATES OF ILLINOIS, MISSOURI, KANSAS, OKLAHOMA, AND ARKANSAS. WITHIN THIS REGION, EACH STATE IS CONSIDERED A SECTOR. SINCE THE SUN-TZU IS LOCATED IN WEST FORK, IT SERVES WITHIN THE ARKANSAS SECTOR. ADDITIONALLY, MEMBERS ARE GRANTED FULL ACCESS TO THE VARIOUS EMAIL LISTS, SPECIAL INTEREST SUBGROUPS, DISCUSSION FORUMS, AND MUCH MORE AS SPECIFIED IN THE STARFLEET

## MEMBERSHIP HANDBOOK (MHB).

ONE OF STARFLEET'S PREMIER BENEFITS IS THE STARFLEET ACADEMY. OPEN TO ALL ACTIVE STARFLEET MEMBERS IN GOOD STANDING, THE ACADEMY PROVIDES THE OPPORTUNITY TO GAIN KNOWLEDGE AND CERTIFICATION IN STAR TREK AND NON-STAR TREK-RELATED COURSES. COURSES ARE FREE THROUGH ONLINE OR EMAIL PARTICIPATION. THEY ARE ALSO AVAILABLE THROUGH POSTAL MAIL FOR A MODEST FEE TO COVER THE COST OF POSTAGE OF APPROPRIATE MATERIALS. SUCCESSFUL COMPLETION OF THESE COURSES IS ONE OF THE MANY WAYS THAT MEMBERS OF THE SUN-TZU'S CREW MAY BECOME ELIGIBLE FOR PROMOTIONS IN RANK. FOR MORE INFORMATION ON STARFLEET, VISIT [WWW.SFI.ORG](http://www.sfi.org) AND FOR INFORMATION REGARDING STARFLEET ACADEMY, PLEASE VISIT [HTTP://ACADEMEY.SFI.ORG](http://academey.sfi.org).

\*\*\*\*\*END SECTION\*\*\*\*\*

## **5.0 – ORGANIZATIONAL STRUCTURE**

THE SUN-TZU IS REFERRED TO AS A *SHIP* IN ACCORDANCE TO 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 SUN-TZU AND DUTIES ASSIGNED TO THOSE

POSITIONS WILL BE DISCUSSED LATER. 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. CREWMEMBERS 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 SUN-TZU, CREWMEMBERS MAY VOLUNTEER TO ASSIST IN SETUP OR OTHER ADMINISTRATION OF CHAPTER, REGIONAL, 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 SUN-TZU HOSTS WILL BE ANNOUNCED ON OUR FACEBOOK PAGE 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 LATER IN THE HANDBOOK.

## **5.1 - CORRESPONDENCE CHAPTER** **INFORMATION**

A MEETING CHAPTER IS DEFINED BY STARFLEET INTERNATIONAL AS A CHAPTER WHICH CONDUCTS ITS BUSINESS THROUGH SUCH MEDIA AS U.S. MAIL, THE INTERNET, ETC. THESE CHAPTERS DO NOT MEET REGULARLY IN PERSON. BECAUSE GEOGRAPHY, LIFESTYLE, OR OTHER CIRCUMSTANCES SOMETIMES MAKE REGULAR PARTICIPATION IN A CHAPTER

DIFFICULT, THE "CORRESPONDENCE CHAPTER" OPTION CAN OFFER ANOTHER WAY TO TAKE PART IN THE DIVERSITY OF STARFLEET. 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, OUTDOOR GAMES SUCH AS ORIENTEERING OR GEOCACHING, 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.

## 5.2 - MEMBERSHIP INFORMATION

ALL ENLISTED, OFFICERS, AND CADETS ON BOARD THE SUN-TZU 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 SUN-TZU (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 COMMAND STAFF. 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 SUN-TZU CREW HANDBOOK. THE SFI MEMBERSHIP HANDBOOK MAY BE DOWNLOADED FROM: [HTTP://WWW.SFI.ORG/DOWNLOADS/MEMBERSHIP-MATERIALS/](http://www.sfi.org/downloads/membership-materials/) 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 SUN-TZU 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.

### 5.2.1 - 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. 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 18TH BIRTHDAY.

## 5.2.2 - MEMBER ID

MEMBERS OF THE SUN-TZU MAY PURCHASE AN ID BADGE FOR A NOMINAL FEE OF \$25. THESE ARE MADE AVAILABLE, SIMILAR TO THE RANKS AND BILLETS, TO AID IN ROLEPLAY. PLEASE CONTACT THE CO OR XO FOR MORE INFORMATION.

## 5.3 - COMMAND STRUCTURE

THE SUN-TZU 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 SUN-TZU 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.

### 5.3.1 - COMMAND STAFF

THE COMMAND STAFF OF THE SUN-TZU IS COMPRISED OF THE COMMANDING OFFICER, EXECUTIVE OFFICER, AND (WHEN THE POSITION IS FILLED) 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 SUN-TZU. THE COMMAND STAFF IS ALSO RESPONSIBLE 38 FOR FILING THE MONTHLY STATUS REPORT (MSR) WITH STARFLEET REGARDING THE STATUS AND ACTIVITIES OF THE SHIP.

## 5.3.2 - 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 REGIONAL COORDINATOR TO ADDRESS THE SITUATION. FOR REGION 12, THE REGIONAL 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 SUN-TZU. IN THE EVENT THAT THERE IS NO CLEAR SUCCESSION OF CHAIN OF COMMAND SUCH AS IN THE EVENT THAT THE CO, XO, AND (IF THE POSITION IS FILLED) SO ARE INCAPACITATED DUE TO A CAR ACCIDENT, THE REGIONAL COORDINATOR MUST BE CONTACTED TO APPOINT A NEW CO FOR THE SUN-TZU. 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/HER DISCRETION.

## 5.4 - DIVISIONS

WITHIN THE SUN-TZU, 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.

### 5.4.1 - ALL DEPARTMENTS

THERE ARE NUMEROUS DEPARTMENTS DEFINED ON THE SUN-TZU. THESE DEPARTMENTS MAY BE MODIFIED AS NEEDED BY THE COMMAND STAFF, DEPENDING ON STAFFING LEVELS OF THE SHIP. IN OTHER WORDS, 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; SUBMIT A MONTHLY ARTICLE FOR THE SHIP NEWSLETTER; 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.

### DIVISION UNIFORM COLORS

COMMAND	
OPERATIONS	
SCIENCES	
MARINES	
DIPLOMATIC	

CADETS (COMMAND)	
CADETS (OPERATIONS)	
CADETS (SCIENCES)	

## 5.4.2 - 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 SUN-TZU 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 EDUCATION, CADET CORPS, COMMAND, AND DIPLOMATIC CORPS.

## 5.4.2.1 - COMMAND

WITHIN THE COMMAND DEPARTMENT, THERE ARE FOUR BILLETTS AVAILABLE: COMMANDING OFFICER, EXECUTIVE OFFICER, SECOND OFFICER, AND AWAY TEAM LEADER. THE COMMANDING OFFICER IS THE PRIMARY LIAISON BETWEEN THE SUN-TZU 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 SUN-TZU 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.

### 5.4.2.2 - 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 AS 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 ACADEMY'S INSTITUTE OF LEADERSHIP STUDIES), UNDERSTANDING OF MILITARY SUBJECTS (SUCH AS THE COLLEGES OF STRATEGY AND TACTICS, SECURITY, AND STARSHIP OPERATIONS IN THE ACADEMY'S INSTITUTE OF MILITARY 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.

### 5.4.2.3 - 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 ACADEMY'S 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 AND TECHNOLOGY

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.<sup>38</sup> 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.

### 5.4.3 - 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.

### 5.4.3.1 - COMMUNICATIONS

THIS DEPARTMENT IS RESPONSIBLE FOR INTRASHIP AND EXTRASHIP COMMUNICATIONS. INTRASHIP COMMUNICATIONS INCLUDES PUBLICATION OF THE SHIP NEWSLETTER, ANNOUNCEMENTS REGARDING AVAILABLE SENIOR OFFICER POSITIONS, MAINTENANCE OF THE SHIP'S FACEBOOK PAGE, 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 SUN-TZU. EXAMPLES OF POSITIONS AVAILABLE IN THIS DEPARTMENT ARE WEBMASTER, PUBLIC RELATIONS OFFICER, NEWSLETTER EDITOR-IN- CHIEF, AND NEWSLETTER PUBLISHER.

### 5.4.3.2 - ENGINEERING

THIS DEPARTMENT IS RESPONSIBLE FOR THE SMOOTH

OPERATION OF THE SHIP AS A WHOLE. THIS INCLUDES MAINTENANCE OF THE EMAIL SERVER AND SCHEDULING SYSTEM, ADMINISTRATION OF THE EMAIL LISTS, 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.

### 5.4.3.3 - HELM CONTROL

THIS DEPARTMENT IS RESPONSIBLE FOR PROCURING AND/OR PILOTING VEHICLES NECESSARY TO ATTEND SHIP, SECTOR, REGIONAL, 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.

#### 5.4.3.4 - SECURITY

THIS DEPARTMENT IS RESPONSIBLE FOR PROVIDING SECURITY AT SHIP, SECTOR, REGIONAL, 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 MATTERS, DEFER TO PROFESSIONAL AUTHORITIES WHEN THEY BECOME INVOLVED IN AN INCIDENT, AND ASSIST MARINES AND/OR SPECIAL OPERATIONS IN SUPPORT OF THEIR DUTIES. NOTE: SECURITY MAY BE REQUESTED BY MARINES AND/OR SPECIAL OPERATIONS TO ADD TO THEIR MANPOWER FOR SECURITY OF EVENTS AND MEETINGS. EXAMPLES OF POSITIONS AVAILABLE IN THIS DEPARTMENT ARE SECURITY OFFICER AND INVESTIGATOR.

#### 5.4.3.5 - 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 LAND-BASED VEHICLE). EXAMPLES OF POSITIONS AVAILABLE IN THIS DEPARTMENT ARE TACTICS SPECIALIST AND SITE SECURITY ANALYST.

#### 5.4.3.6 - 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.

## **5.4.4 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

### **5.4.4.1 – 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.

## 5.4.5 - 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 SPECIAL OPERATIONS IN SUPPORT OF THEIR DUTIES. NOTE: MARINES

MAY BE REQUESTED BY SECURITY AND/OR SPECIAL 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.

\*\*\*\*\*END SECTION\*\*\*\*\*

## **6.0 – 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 SUN-TZU, YOU HAVE THE RIGHT TO BE PROUD OF YOUR ACCOMPLISHMENTS BUT DO NOT USE YOUR RANK INAPPROPRIATELY. THE ENTIRE CREW OF THE SUN-TZU 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 SUN-TZU STARTS ALL CREWMEMBERS AT THE RANK OF PETTY OFFICER, 3RD CLASS EXCEPT AS PROVIDED BELOW. THE SUN-TZU USES A POINTS SYSTEM TO CONSIDER PROMOTIONS OR AWARDS. ALSO, 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, REGIONAL, 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 REGIONAL 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 SUN-TZU 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 SUN-TZU 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 SUN-TZU, 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 50 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 SUN-TZU 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 REGIONAL COORDINATOR OR THE STARFLEET EXECUTIVE COMMITTEE AND ALL FLAG RANKS (FLEET CAPTAIN AND ABOVE) MUST BE CONFERRED BY THE EXECUTIVE COMMITTEE.

OUR RANK SYSTEM IS AS FOLLOWS:  
(ALL RANKS ARE SHOWN IS COMMAND DIVISION UNIFORM COLOR, PLEASE REFERENCE THE DIVISION COLOR GUIDE ON PAGES 30 & 31 FOR INFORMATION ON WHICH UNIFORM COLOR YOUR DIVISION USES.)

## NON-COMMISSIONED

<b>CREWMAN, 6TH CLASS [CREW6]</b>	
<b>CREWMAN, 5TH CLASS [CREW5]</b>	
<b>CREWMAN, 4TH CLASS [CREW4]</b>	
<b>CREWMAN, 3RD CLASS [CREW3]</b>	
<b>CREWMAN, 2ND CLASS [CREW2]</b>	
<b>CREWMAN, 1ST CLASS [CREW1]</b>	
<b>MIDSHIPMAN (MDSHP)</b>	

## ENLISTED

<b>PETTY OFFICER, 3RD CLASS (PO3)</b>	
<b>PETTY OFFICER, 2ND CLASS (PO2)</b>	
<b>PETTY OFFICER, 1ST CLASS (PO1)</b>	
<b>CHIEF PETTY OFFICER (CPO)</b>	
<b>SENIOR CHIEF PETTY OFFICER (SCPO)</b>	
<b>MASTER CHIEF PETTY OFFICER (MCPO)</b>	

## COMMISSIONED

<b>ENSIGN (ENS)</b>	
<b>LIEUTENANT, JUNIOR GRADE (LTJG)</b>	
<b>LIEUTENANT (LT)</b>	
<b>LIEUTENANT COMMANDER (LTCDR)</b>	

COMMANDER (CMDR)	
CAPTAIN (CPT)	
FLEET CAPTAIN (FCPT)	
COMMODORE (COMM)	
REAR ADMIRAL (RADM)	
VICE ADMIRAL (VADM)	
ADMIRAL (ADM)	
FLEET ADMIRAL (FADM)	

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 SUN-TZU, 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 SUN-TZU, 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 18TH 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 SUN-TZU, 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.

### CADET RANKS

CADET 1 (C1)	
CADET 2 (C2)	
CADET 3 (C3)	
CADET 4 (C4)	
ENSIGN, JUNIOR GRADE (ENSJG)	

GENERALLY SPEAKING, PROMOTIONS ABOARD THE SUN-TZU ARE AVAILABLE AT THE RATE OF ONE ADVANCEMENT IN GRADE PER YEAR. EXCEPTIONS TO THIS RULE ARE THE JUNIOR OFFICER RANKS OF ENSIGN (ENS) AND LIEUTENANT, JUNIOR GRADE (LTJG). 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 SUN-TZU, 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. WHILE OFFICER TRAINING SCHOOL (OTS) WOULD PERMIT COMMISSION 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 MASTER CHIEF PETTY OFFICER (MCPO).

## 6.1 - 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 CAPTAIN OR THE FLAG RANKS MAY ALSO BE ANNOUNCED ON THE REGIONAL 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 SUN-TZU. THIS INCLUDES ATTENDANCE AT MONTHLY SHIP MEETINGS, PARTICIPATION IN SOCIAL EVENTS, CONVERSING WITH OTHERS THROUGH THE CHAPTER WEBSITE, FACEBOOK PAGE OR OTHER SIMILAR MEANS, 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 2ND 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 REGIONAL 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.**

**\*\*\*\*\*END SECTION\*\*\*\*\***

# **7.0 - 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 TO OTHERS, WE ARE AWARE THAT PROBLEMS CAN AND DO OCCUR. BY DEFINING THE RIGHTS OF SUN-TZU CREWMEMBERS AS WELL AS SETTING GUIDELINES FOR BEHAVIOR, WE HOPE TO AVOID MISUNDERSTANDINGS THAT MAY CAUSE PROBLEMS.

## **7.1 - MEMBER RIGHTS**

AS AN ACTIVE CREWMEMBER OF THE SUN-TZU, YOU ARE GUARANTEED CERTAIN RIGHTS OF MEMBERSHIP. THESE RIGHTS INCLUDE ACCESS TO THE SUN-TZU FACEBOOK PAGE, RECEIPT OF NEWSLETTERS, FREEDOM TO LEAVE THE SUN-TZU 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, SPECIAL 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 SUN-TZU. 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.

## 7.2 CODE OF CONDUCT

A SUN-TZU 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.

### 7.3 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 REGIONAL AND INTERNATIONAL LEVELS FOR RESOLVING GRIEVANCES. THESE RESOURCES ARE DISCUSSED IN THE STARFLEET MEMBERSHIP HANDBOOK.

## 7.4 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'S FACEBOOK PAGE. IN MOST CASES, DISCIPLINARY ISSUES ON THE SUN-TZU SHOULD BE SOLVED AFTER DISCUSSING THE SITUATION AND

REMINING 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 SUN-TZU. 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.

\*\*\*\*\*END SECTION\*\*\*\*\*

# APPENDIX

## APPENDIX A – STARFLEET RANKS

### FLAG OFFICERS

-  COMMODORE
-  REAR ADMIRAL
-  VICE ADMIRAL
-  ADMIRAL
-  FLEET ADMIRAL

### COMMISSIONED OFFICERS

-  FLEET CAPTAIN
-  CAPTAIN
-  COMMANDER
-  LIEUTENANT COMMANDER
-  LIEUTENANT
-  LIEUTENANT, JUNIOR GRADE
-  ENSIGN

### CADETS

-  ENSIGN, JUNIOR GRADE
-  CADET 4
-  CADET 3
-  CADET 2
-  CADET 1

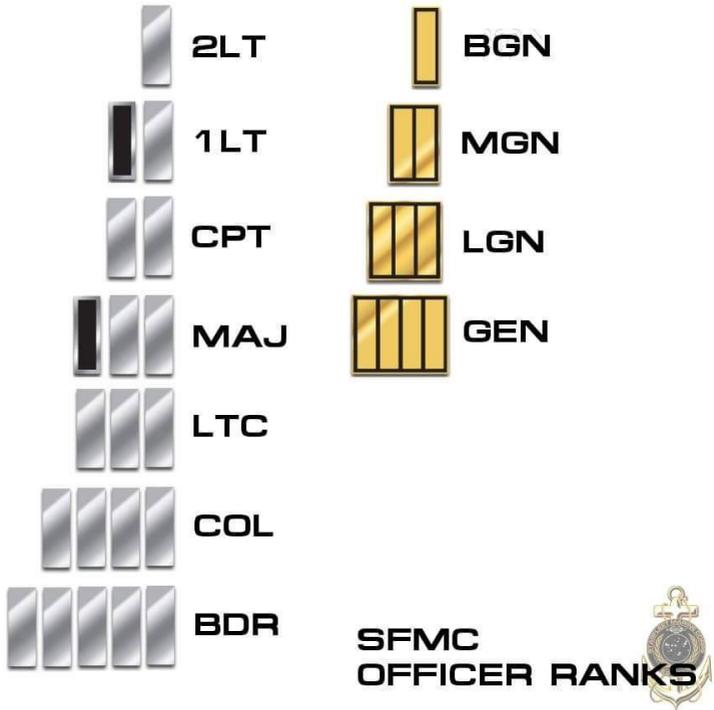
### ENLISTED OFFICERS

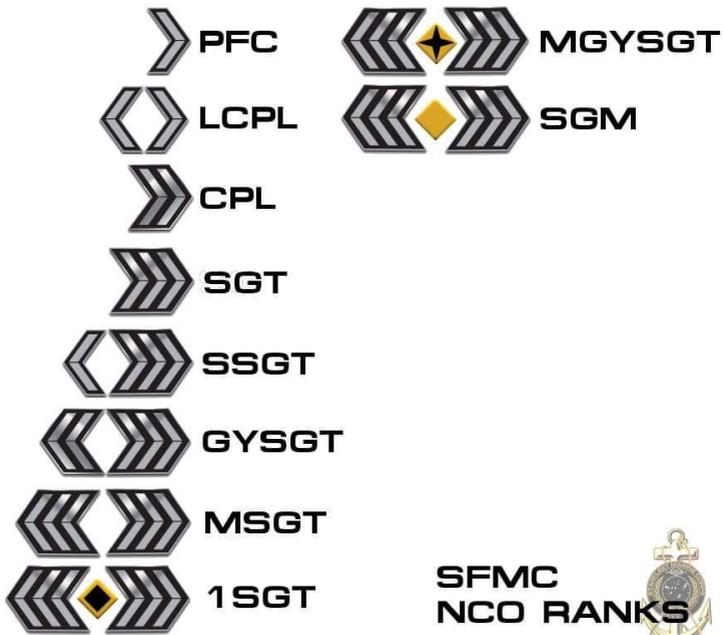
-  PETTY OFFICER, 3RD CLASS
-  PETTY OFFICER, 2ND CLASS
-  PETTY OFFICER, 1ST CLASS
-  CHIEF PETTY OFFICER
-  SENIOR CHIEF PETTY OFFICER
-  MASTER CHIEF PETTY OFFICER

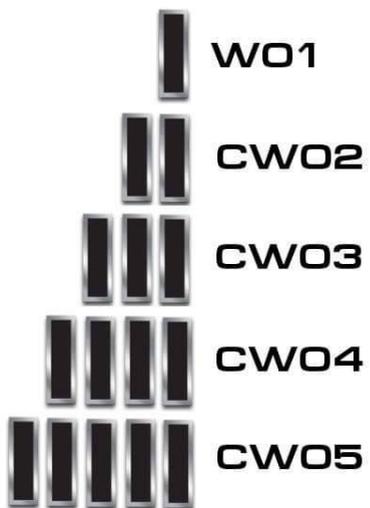
### NON-COMMISSIONED

-  CREWMAN, 6TH CLASS
-  CREWMAN, 5TH CLASS
-  CREWMAN, 4TH CLASS
-  CREWMAN, 3RD CLASS
-  CREWMAN, 2ND CLASS
-  CREWMAN, 1ST CLASS
-  MIDSHIPMAN

## APPENDIX B – MARINE RANKS







**SFMC  
WARRANT RANKS**

APPENDIX D — REGIONS OF SFI

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**

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