

Ops FAQ  
Version 1.0

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## Section A: The Chapter

### 1) What is a chapter?

A chapter is the designation STARFLEET uses for it's affiliated clubs. A chapter has to have 10 members, and it's CO and XO need to have OTS and OCC completed.

### 2) What do chapters do?

Anything they want to. You are only limited by your imagination. STARFLEET doesn't restrict its chapters to doing Star Trek related events only. Many chapters do public service or charity work, others are social groups, and others focus on fan fiction or role-playing.

### 3) What kind of chapters are there?

There are two different designations:

a) Meeting - The majority of the chapter meets live in person, usually once a month, sometimes more and sometimes less

b) Correspondence (also known as Correy) - The majority of the chapter uses distance forms of communication to conduct business (ie e-mail, letters, phone, etc.)

### 4) Can I start a chapter?

Sure you can. Contact Shuttle Operations for the specifics of starting a chapter, but a rule of thumb is that you need 5 members of good standing, and a Vessel Registration Request that has the signatures of it's sponsoring chapter, RC, and ShOC director.

5) But there is a chapter less than 30 miles away. Isn't there some rule saying I can't start a chapter that close?

Repeat after me:

There

Is

NO

30

Mile

Rule!

The famous urban legend of the 30 mile rule was a "guideline" mentioned in a document used by Correspondence Operations a \*long\* time ago. It used to help chapters in determining whether it would be a good idea to become a correy chapter or not. Many population centers can support multiple chapters. Talk to your RC and ShOC for further information.

## Section B: Chapters and STARFLEET Operations

1) A new CO and XO just got elected but don't have the required tests. Can they still take office?

Ops will allow a CO or XO 60 days to get either of both tests done. If they are not done by that time Ops will not recognize the election and deem the chapter to be without a CO or XO and will take appropriate action.

2) What are the various statuses of chapters?

Deployed - A Deployed chapter is one that meets all criteria for continued operations. Reports are on time, the crew is at minimum required strength or better, and the command crew has met and passed all requirements required by STARFLEET. A Deployed chapter enjoys all the rights and privileges granted to it by the STARFLEET Constitution and Membership Handbook.

Stand-By - Should a chapter fall below required crew strengths, have a Commanding Officer or Executive Officer who does not have OTS and/or OCC, or has failed to follow proper reporting procedures, the Chief of Operations shall place them on Stand-By. Chapters in Stand-By shall have sixty days to correct the problem or they shall be moved to Dry-Docked status. A chapter in Stand-By still enjoys all the rights and privileges granted to it by the STARFLEET Constitution and Membership Handbook.

Dry-Docked - A Dry-Docked chapter is one that has been on Stand-By status for more than sixty days without correcting the problems that placed it there. A Dry-Docked chapter has sixty additional days to correct these problems or they shall be Decommissioned. A chapter that is in Dry-Docked status has its rights and privileges suspended until it returns to Deployed status. These include, but are not limited to, nominating for RC or CS, and voting in an RC Election or Vote of Confidence.

Decommissioned - When a chapter is decommissioned, either voluntarily or involuntarily, it is removed from the Fleet roster and its crew may be reassigned to other chapters. A decommissioned chapter may only re-enter STARFLEET via the Shuttle or EFCP programs.

3) I want to change the chapter's name. What do I do?

The Department of Technical Services (DTS) is the repository of all the NCC #'s and names used by SFI. In order to change a chapter's name you must petition and get permission from DTS. Once that is done Operations will recognize that and change your ship name accordingly.

4) How do I file my Monthly Status Report (MSR)?

a) Via the SFI Online Database. This is the preferred method of reporting. To file a report on the database:

- Log into the database with your username and p/w. You can find the database at <http://database.sfi.org>. If you fail to log in or if you don't have a username or p/w please e-mail the Helpdesk at [helpdesk@sfi.org](mailto:helpdesk@sfi.org)

- Once logged in, on the left hand side there will be a number of options you can choose from. Under the Chapter heading select MSR Report.- Fill in and change the information as necessary. Don't forget to choose the month you're reporting for.

- You will have two options at the bottom of the MSR Report: Store MSR and Submit To Departments. Storing the MSR will save it in the DB for future editing but won't actually submit it. Submit to Departments will file it in the database and send a notification to Operations, your RC, and yourself.

If a CO finds that they don't have this tool in their list of tools on the DB there are two ways to get around it:

- All COs should also have a tool called CO Permissions. With this you can also assign permissions you have to other crewmembers. Simply assign yourself the MSR Report tool to yourself and that should fix the problem.
- Failing that, please e-mail me at ops@sfi.org so this can be rectified.

b) Via e-mail. You can send it to MSRReports@sfi.org, your RC, and anyone else in your region that requires it. You can get a copy of the MSR form at the SFI document center at <http://documents.sfi.org>.

c) Via the good old fashion postal service. You can mail a filled-out copy of the MSR form (again retrieved from your friendly neighborhood SFI document center) to STARFLEET Operations, your RC, and anyone else that requires it. The address for STARFLEET Operations is:

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With b) and c) Ops will enter the information from the MSR into the database.