

SFI Operations Frequently Asked Questions

Version 1.2 (January, 2011)

Section A: The Chapter

1) What is a chapter?

A chapter is the designation STARFLEET uses for its affiliated clubs. A chapter has to have 10 members, and its 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 its 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 give a CO or XO a minimum of 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 Bylaws 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. Any chapter placed in Stand-By status due to crew strength shall remain in Stand-By for 180 days (6 months), provided the chapter shows a continued and documentable effort to recruit members with a review by the Chief of Operations every sixty days.

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. If a chapter is in Dry-Dock status due to being below required crew strength, the chapter shall remain in Dry-Dock status for a period of 180 days, provided the chapter shows a continued and documentable effort to recruit members. This status shall be renewable for a one year period with a review by the Chief of Operations every sixty days.

Restricted – A Restricted Chapter is a chapter whose CO is a Non-Voting member. A restricted chapter is not permitted to nominate for RC or CS elections, or to vote in an RC election or vote of confidence. A restricted chapter is a non-voting chapter within their region.

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 Shakedown Program.

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 (<http://db.sfi.org/>). This is the preferred method of reporting. To file a report on the database:

- Log into the database with your username and password. You can find the database at <http://db.sfi.org>. If you fail to log in or if you don't have a username or password please e-mail the Helpdesk at 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://www.sfi.org/portal/modules/docmanager/>.

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:

Joseph Sare 2716 Sinclair Ave. Waterford, MI 48328

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

5) How do I change the Chapter's City of Charter?

In order to change your City of Charter, please contact your Regional Coordinator for approval. You'll need to submit details of the circumstances why you'd like to change your City of Charter to your Regional Coordinator. Once you have the approval from your Regional Coordinator, they will contact STARFLEET Operations to forward the information onto the Executive Committee for approval.

If the City of Charter is located in another region from where the Commanding Officer resides, you must also get the approval of that Regional Coordinator as well, before the information is forwarded to Operations.

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