



# **STARFLEET Special Operations**

**STANDARD OPERATING PROCEDURES**

**June 2024**

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**Summary.** This manual is designed to serve as the non-fictional aspects of the day-to-day operation in SFSO. An SFSO Operative will learn and understand the fictional history, SFSO organization, The Chain of Command, and Reporting requirements for all SFSO SOUs.

This manual applies to all SOUs and Operatives assigned to the STARFLEET Special Operations and its subsidiary Military Assault Command Operations (MACO) unless otherwise stated.

### **Updates to SFSO Manuals**

From time to time all SFSO manuals will be updated as policies and procedures change. The Director, SFSO along with the SFSO Command Staff have the authority to make changes as needed. These changes can initially be written as supplemental updates for whichever manual is being updated. It does not require a complete rewrite of the manual at the time of a change. All current supplements will be e-mailed to the Team Leaders and/or posted on social media until they can be added to their respective manuals at the time of the next scheduled update or as soon as possible after that date.

### **Manual Update History.**

The following are the Editions when this manual was previously published.

2009 Edition	2017 Edition
2010 Edition	2021 Edition
2014 Edition	2024 Edition

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**Acknowledgements.** The publisher of this manual would like to extend our thanks to the following people for their contribution to the publication of the SFSO Standard Operating Procedures Manual:

Denise Rush	Liam Smith
TJ Allen	Paul Dyl
Michael Rush	Barry Jackson
John Erb	Michael Denman

SFSO also wishes to thank both the offices of the Commander and Vice Commander, STARFLEET, and the SFI Computer Operation Team for all the support they have given to SFSO.

**May we all keep the dream alive.**



## From the Commander STARFLEET Special Operations

Welcome to the STARFLEET Special Operations also referred to as SFSO.

This edition of the STARFLEET Special Operations Standard Operating Procedure (SOP) Manual is intended primarily for the Operatives of the STARFLEET Special Operations, a department of STARFLEET, the International Star Trek Fan Association, Inc. and is governed by the Vice Commander, STARFLEET. However, anyone who is interested in our part of the Star Trek universe is welcome to come take a look, ask questions, and learn about SFSO.

This SOP was created to give basic guidance to the Operatives on how to operate in STARFLEET Special Operations and is not intended to be the last word of the procedures. If you have any questions, please follow your Chain of Command and the doors of the SFSO Command Staff are always open.

I hope you are ready for both the fun and work of being an Operative in this exciting auxiliary of STARFLEET. Operatives are the strength and the quality of STARFLEET Special Operations, and we are happy to have you, along with your talents and enthusiasm, among our ranks.

We will continue to grow and get better with occasional changes that may be needed to make your experience in SFSO even better. As with all changes, they may be something you may not like at first, however, they are solely intended to make your experience as a Special Operations Operative more enjoyable.

As the Commander of STARFLEET Special Operations, I personally invite you to come and enjoy, but please remember we all need to work together to experience the fun.

*Denise Rush*

**Denise "De" Rush, VADM  
Commander, STARFLEET Special Operations**

## What is STARFLEET?

STARFLEET: The International Star Trek Fan Association, Inc. (SFI) is a not-for-profit corporation chartered by the State of North Carolina, which is dedicated to uniting the fans of Star Trek as well as pursuing the future envisioned by Gene Roddenberry as depicted in the Star Trek television series and movies. Community service and charity fundraising are a large part of what makes STARFLEET more than just a group of people who like Star Trek.

## What is STARFLEET Special Operations?

The STARFLEET Special Operations (SFSO) is an official auxiliary of STARFLEET International, the International Star Trek Fan Association. The SFSO department is under the jurisdiction of the Vice Commander, STARFLEET. The members of SFSO include veterans, active-duty military, and your everyday Star Trek fan in addition to those who like the military/intelligence flavor to their Star Trek activities.

Our goal is to provide each member of STARFLEET with a one-on-one experience, by allowing them to take on the persona of an elite STARFLEET Special Operations Operative. The SFSO Operative undergoes training at the Starfleet Academy. There are currently several Operative Training options to choose from.

The SFSO Operatives have some of the same goals as the rest of SFI, such as community service and charity fundraising, but our SOUs also participate in mock missions, paintball competitions, etc.

It is important to note that even though the SFSO is set up like the military, we are in **no way** an actual military or paramilitary entity.

The STARFLEET Special Operations was originally organized and called The STARFLEET Special Operations Command, which was launched in 2001, by Captain S. Adam Day with the desire to create a joint forces department that was loosely based upon the various armies of the real world.

### STARFLEET Special Operations Commanders:

- ❖ 2001 – September 2003  
*Captain S. Adam Day*
- ❖ September 2003 – March 2005  
*Brigadier General Dennis Rayburn*
- ❖ March 2005 – November 2005  
*Brigadier Deb Kern*
- ❖ November 2005 – January 2006  
*Rear Admiral David James*
- ❖ January 2006 – January 2008  
*Colonel Howard Knapp*
- ❖ January 2008-January 2009  
*Brigadier Jack Kern*
- ❖ January 2009 – June 2013  
*Fleet Captain Joseph White*
- ❖ June 2013 – June 2013  
*Captain Erik Roberts*
- ❖ June 2013 – 2020  
*Commodore TJ Allen*
- ❖ March 2020 – Current  
*Vice Admiral Denise Rush*

## **Purpose of this Manual**

The STARFLEET Special Operations Standard Operating Procedure Manual (SOP) exists for all current and possible future STARFLEET Special Operations Operatives. It is published with the approval and authority of the Commander, STARFLEET Special Operations. This manual is a reference to the general operations and structure of STARFLEET Special Operations as well as some of the lore of STARFLEET Special Operations where we take our inspiration.

## **STARFLEET Special Operations vs Starfleet Special Operations**

As noted above, the group known as STARFLEET Special Operations is an official auxiliary of STARFLEET that provides a fun experience for its members. It allows members to take classes and earn fictional certifications for various grades of training to advance within its structure and allows them to connect with others who enjoy similar aspects of Star Trek fandom. When you read STARFLEET Special Operations, with STARFLEET in all capital letters, that means what you are reading pertains to the club. When you read Starfleet Special Operations, it is talking about the fictional division within the Star Trek franchise's fictional future that we based on STARFLEET Special Operations. STARFLEET Special Operations is charged with high-level, small-unit operations that often involve covert operations and reconnaissance.

## **Joining SFSO**

STARFLEET Special Operations offers a unique and challenging experience for members of STARFLEET, who want to challenge and enjoy themselves. To start, you need to look and see what SFSO Units are near you that you can interact with and join, this might influence your direction. Joining SFSO does not restrict you from any other activities in STARFLEET like the SFMC, SF Medical, or any other SFI affiliations.

After reading through this manual and you still want to join STARFLEET Special Operations, your first step is to log into your membership database account and choose the SFSO affiliation. If you want to start a SFSO Team, see the section on how to do that located further in this manual.

## **What is STARFLEET Special Operations**

STARFLEET Special Operations is a branch of the Federation charged with small-unit military and intelligence operations vital to the Federation's interests. To do this, members of SFSO are called Operatives and organized into small twelve-man teams with select mission profiles to best utilize their skills and abilities. These teams can be broken down further into two six-man, four three-man, or three four-man teams to complete the missions.

## **STARFLEET Special Operations Mission**

Technically speaking, the mission of the SFSO is simple. It is laid out by the Federation Council in the SFSO's charter issued by the Council in 2161:

- ✦ To provide reconnaissance for future ground and aerial strikes.
- ✦ To provide advanced intelligence for military planning.
- ✦ To assist indigenous people with training to defend themselves and act as a force multiplier.
- ✦ To act as specialized Hostage Rescue Teams.
- ✦ To act as forces to take back captured ships and bases.
- ✦ To infiltrate enemy positions and remove key leadership forces.
- ✦ To demolish covertly, the enemy's ability to communicate among its forces.
- ✦ To provide training for deep-cover intelligence agents

## **What is STARFLEET Special Operations**

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## **What is a STARFLEET Special Operations Operative?**

The STARFLEET Special Operations is an all-volunteer force, drawn from both STARFLEET and STARFLEET Marine Corps, with many of its Operatives being combat veterans or experienced Intelligence agents or analysts. Operatives of the STARFLEET Special Operations take great pride in being part of their organization.

Special Operations Units are trained to get in silently, carry out the task, and get out without being seen, and as such, they are rarely in the thick of the fight, but rather are somewhere off to the side, providing targeting information or providing damage assessments after a strike.

Each SpecOps Operative is chosen for their intelligence, ability to work alone or in a team, ability to maintain their cool under fire, and ability to get the job done, no matter what the cost.

Since Special Operations missions often take place outside the Federation, or at hotspots inside the Federation, the ability to blend in and to have proficiency with languages is desired. The typical Spec Ops Operative is highly intelligent, physically fit, and endowed with above-average survival and weapons skills. For more information about individual training certifications, please see the SFSO Training Manual.

## **Common STARFLEET Special Operations Duties**

As Special Operations Operatives are the elite of the elite, they are either in the field or undergoing training. Sometimes, they are assigned tasks outside of their normal field of expertise.

These include:

**Courier:** An SFSO Operative may serve as an armed classified courier, carrying important documents to and from various military and/or scientific officers. Such documents are often too sensitive to trust standard electronic transmissions or require a physical sample to be transferred.

**Armed Escort:** An SFSO operative may serve as an armed escort for a diplomatic high-ranking officer, VIP, or even a prisoner.

**Boarding Party:** When boarding parties are called for, it is an all-or-nothing situation. SFSO teams are classified as a quick strike force, tasked with taking the enemy ship as quickly as possible, with minimal damage. After the SFSO team has taken the ship, a ship security squad will be tasked with holding the ship and transporting it to the nearest Federation installation capable of examining the repairing the vessel. Transporters, shuttles, and armored space suits are all methods used to transport boarding parties.

**Landing Parties:** Members of the ship's SFSO team often insist on taking part in away missions as part of a ship's landing party. SFSO teams usually take advantage of this, to further their training and keep up their status.

**Search, Missing Person:** This is an uncommon but extremely important duty for a Spec-Ops Squad. A search in which teams made up of every available crewman physically check all ships' spaces that could contain an injured or lost person. This type of search is predicated on the assumption that the missing person wants to be found, and searches are not usually armed for this type of search, though combat tricorders are often used.

**Search, Unknown Device:** a variation of the missing person search, except for the purpose of the search is to discover a hidden or missing object (*a bomb, homing transmitter, etc.*) This is a much more detailed search because devices are much easier to hide than people.

**Search, Intruder Aboard:** an armed and exhaustive search, in which one or more hostile persons are believed to be onboard. Armed combat teams must rapidly search and secure all vital areas of the ship, killing or incapacitating any enemy personnel encountered, until the entire ship is secured.

**Hostage Rescue:** HR teams are tasked with retrieving an allied officer or soldier that has been captured by the enemy or has been taken by terrorists. They usually get in, get the hostage, and get out.

**Infiltration:** Infiltration teams are used to test the alert status and security of Federation and allied military complexes and ships.

## **STARFLEET SFSO Organization**

STARFLEET Special Operations utilizes an organizational chart that takes direct inspiration from the military as filtered through the Star Trek ideology to create a working, functional structure for its members.

STARFLEET Special Operations is divided into five Operational Divisions: Command, Operations, MACO, Training, and CyberOps. This division of duties has been tried and tested to be the most efficient and simple model to ensure proper communications throughout the entirety of STARFLEET Special Operations, from Individual Operatives and SOUs to the Commander, STARFLEET Special Operations up to the Deputy Commander, STARFLEET.

### **SFSO Chain of Command**

The Chain of Command or COC is the organizational layout of SFSO that best facilitates clear accurate communications and instructions across STARFLEET Special Operations. The Chain of Command should be to make sure questions are asked and answered by the appropriate person or authority, so the answer is correct. Problems should also be reported in the same way to ensure that those who need to know about the problem get the information and can fix the issue. It is also best used to send ideas and suggestions so they can be properly recognized and considered.



## **SFSO Communication Policy**

Like all members of STARFLEET, Officers of SFSO Leadership are members that have demands and responsibilities outside STARFLEET that will take precedence. For this reason, STARFLEET Special Operations has what we call the "5/10" policy. This policy states that all members of SFSO leadership, from the Team Leader to the Commander, STARFLEET Special Operations are expected to reply to communication within five (5) days to at least confirm receipt of the message and are expected to be able to reply with an answer or solution to your communication within ten (10) days. If you have not received any replies within five days of your message, we request that you attempt to contact them once more to ensure your message is not lost. Should another five days without a response expire from your second attempt, engage the next person in the chain of command via email.

## **SFSO Command**

SFSO Command is the division that manages STARFLEET Special Operations as a whole. It ensures that all divisions are performing their tasks and meeting the needs of the Operatives in SFSO. They operate as a conduit for communication to and from STARFLEET Leadership, to advocate for the needs of the members of SFSO, and to ensure all members of SFSO receive all communications from STARFLEET Leadership. They also work with the other divisional leaders to constantly look for ways to improve SFSO for STARFLEET and its members.

## **Unit Organization**

For effective reporting, communications, and administration, SFSO Operatives are primarily organized into groups called a Special Operations Unit (SOU). Individuals may also register with SFSO as an Independent Operative (IO) if there are no other persons in their chapter who are interested in forming an SOU. These SOUs/IOs can be but are not required to be attached to Chapters of STARFLEET, but if they are, they must have the permission of the Chapter CO.

Each SOU/IO has a unique identification number to distinguish it from others. They are encouraged to also develop a nickname, slogan, motto, and other items to increase their uniqueness. Each SOU has an Officer in Charge called a Team Leader, whose job is to submit monthly reports to the Group Commanders on the status and activities of the SOU. They also work to ensure the members of their SOUs receive the recognition they have earned by submitting them for awards when appropriate. To assist with these tasks each Team Leader may assign an Assistant Team Leader.

Independent Operatives (IOs) are encouraged to follow the above SOU development aesthetics for uniqueness.

## **How to form an SOU or become an Independent Operative**

Forming a SOU or becoming an Independent Operative (IO) is not a decision to be taken lightly, reporting is required so that higher command would know any issues, concerns, accomplishments, personnel, etc. of the SOU/IO. If you are not up to the challenge of being a Team Leader, then see if another person on your ship would be interested. The next step is to start building the basic foundations for the Unit. You will need to determine if you will be attached to a Chapter or be an unattached SOU or an Independent Operative. You will need to choose a number and make sure it is not already taken. You can check the roster page on the website to make sure. Then, of course,

get a list of people who will be joining the team. Once you have those basics ready you need to fill out the activation form found here. You can also, and are encouraged, to create a nickname, motto, and graphic image for the Unit as well. Any image will have to be approved by SFSO Command and SFI's Compliance Officer to ensure there will be no issues with copyright questions.

### **Choosing a Nickname**

Most SOUs choose a nickname. This can be anything you like, as long as you follow some common sense. It can reflect your attitude, your specialty, a specific uniform standard, etc. Some examples include "The Devil's in baggy pants" (*The 504th PIR during WWII, an entry found in the diary of a German officer killed at Anzio: "American parachutists -- devils in baggy pants -- are less than 100 meters from my outpost line. I can't sleep at night; they pop up from nowhere and we never know when or how they will strike next. Seems like the black-hearted devils are everywhere..."*), and "The Old Guard" (*an Infantry unit that specializes in parade ground drills and ceremonies*).

### **Heraldry in Special Operations**

SOU's patch or symbol, motto, or slogan helps us to remember SOUs deeds in history. Each SOU is encouraged to develop its logo, nickname, motto, and slogan. Some SOUs have decided to start with a patch or logo.

### **Logos**

Due to recent events within STARFLEET, the old notion of "Two Points of Difference" is simply no longer practically applicable. Rather than attempting to modify an insignia developed by someone else, it is now recommended that SFSO SOUs strive to create their insignia. If you haven't the ability to create your insignia from scratch, many talented people exist within the SFSO who might be willing to assist you in such a project. Once a SOU logo is established, many online services exist to create custom patches for your operatives to use. If a SOU uses a design belonging to someone else, the SFSO can and will insist that the SOU immediately change its insignia.

### **Mottos, Slogans, and Nicknames**

A Motto is a phrase that symbolizes the SOU's spirit and purpose. Mottoes are usually dignified and serious. The United States Army Rangers' famous "Sua Sponte," which is Latin for "Of their own accord", is a perfect example. A slogan is usually more casual. Slogans are catchy, easy to remember, and tend to evoke some form of emotion. The famous battle cry "Remember the Alamo!" is a good example of a slogan. Nicknames give a SOU a unique identity and can come from just about any origin. Often, the nickname refers to some event in the SOU's history, the equipment and tactics they use, or to some little habit they have.

### **Reporting**

For the Commander, STARFLEET Special Operations to report effectively to the Vice Commander STARFLEET on the status of SFSO, its personnel, projects, and activities, the monthly reports are critical.

All SFSO Operatives are accounted for, and their activities are reported up the chain of command. All Team Leaders are required to report to Group Commanders on or before the 1st of every month for the previous month period. This is conducted on the reporting form on the SFSO website.

These reports contain the status of all Operatives on their respective teams, achievements, comments, promotions, expiration dates, and concerns for review by SFSO Command.

- ✦ All Team Leaders' reports are due on or before the 1st (first) of the month to the Group Commanders or their duly authorized representative.
- ✦ Reports received after the 1<sup>st</sup> (*first*) will not be considered for the Meritorious Mast Award for perfect reporting.
- ✦ Reports received on the 2<sup>nd</sup> (*second*) and 3<sup>rd</sup> (*third*) will be considered "On Time"
- ✦ Reports received on the 4<sup>th</sup> (*fourth*), 5<sup>th</sup> (*fifth*) and 6<sup>th</sup> (*sixth*) will be considered "Late"
- ✦ Reports after the 7<sup>th</sup> (*seventh*) will be considered "No Report", unless they have notified their Group Commander or the Director of Operations before the 7<sup>th</sup> (*seventh*) with an acceptable reason that their report will be late at which point it may be "Excused".

The Group Commanders or their representative will compile these reports and submit them to the Director of Operations, STARFLEET Special Operations by the 10<sup>th</sup> (*tenth*).

The Director of Operations will send the complied Group Commander reports to the Commander, STARFLEET Special Operations on or before the 15<sup>th</sup> (fifteenth) who then reports to the Vice Commander, STARFLEET.

### **Awards**

Awards are one of the primary tools for STARFLEET Special Operations to recognize the actions and efforts of Operatives and as such are extremely important. The awards program in STARFLEET Special Operations is overseen by the Director of Awards, STARFLEET Special Operations who reports directly to the Commander, STARFLEET Special Operations. The awards and nomination process for them are outlined and described in the SFSO Awards Manual available on the STARFLEET Special Operations Website.

### **SFSO Ribbon**

The SFSO Ribbon is the unique uniform identification item for members of STARFLEET Special Operations. Any SFSO member who is registered with Special Operations and has affiliated themselves with SFSO in the STARFLEET Database is eligible to wear the SFSO Ribbon on their Dress Uniform.





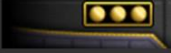
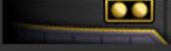
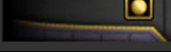


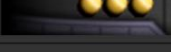
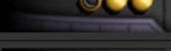
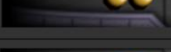
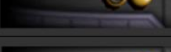

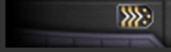
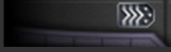
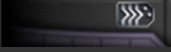
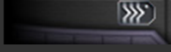
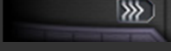
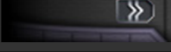
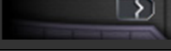
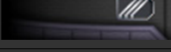
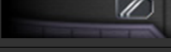
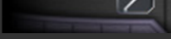
### **SFSO Pin**

The SFSO Pin is also a unique uniform identification item for members of STARFLEET Special Operations. Any SFSO member who is registered with Special Operations and has affiliated themselves with SFSO in the STARFLEET Database is eligible to wear the SFSO Pin.

Further usage of the SFSO Pin will be addressed in the SFSO Uniform Manual.



## STARFLEET Special Operations Ranks

Rank	Insignia
Fleet Admiral	
Admiral	
Vice Admiral	
Rear Admiral	
Commodore	
Fleet Captain	
Captain	
Commander	
Lt Commander	
Lieutenant	
Lieutenant JG	
Ensign	
Rank	Insignia
Master Chief Petty Officer of the SF50	
Master Chief Petty Officer	
Senior Chief Petty Officer	
Chief Petty Officer	
Petty Officer 1st Class	
Petty Officer 2nd Class	
Petty Officer 3rd Class	
Crewman	
Crewman Apprentice	
Crewman Recruit	

# Resources

## Websites

STARFLEET Homepage - <http://sfi.org>  
STARFLEET Database - <https://db.sfi.org/>  
STARFLEET Academy - <http://academy.sfi.org>  
STARFLEET SFSO Website - <http://sfso.sfi.org>

## SFSO Contacts

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## SFSO Manuals

STARFLEET SFSO Standard Operating Procedures  
STARFLEET SFSO Awards Manual  
STARFLEET SFSO Uniform Guide  
STARFLEET SFSO Training Manual  
MACO Uniform Guide