



# **STARFLEET Special Operations TRAINING MANUAL**

( Revised April 2023 )

## **From the Director of Training** **STARFLEET Special Operations**

Welcome to the STARFLEET Special Operations Training.

We have made many exciting changes to the Special Operations Training process. Our goal was to meet the needs of our Operatives on all levels. We have broken out the Training into three groups: Basic Training, Advanced Training and Specialty Training. These changes will give Operatives the opportunity to acquire Basic Training in a timelier manner, while still offering the more intense training of the Advanced and Specialty Training to those Operatives who wish to pursue them.

You can download the training applications from the SFSO Website and the Crossed Daggers Facebook page.

I hope that you are ready to delve into the Training courses and earn your certifications! All certifications are posted on the Crossed Daggers Facebook page. We believe in recognizing your hard work and efforts and want to give all Operatives the opportunity to celebrate with you! If you haven't joined the Crossed Daggers Tavern Facebook page, I encourage you to do so.

Special Operations Training courses are found in the STARFLEET Academy. The different campuses have a lot to offer and I hope that while you are working on your Training you happen upon other topics that catch your attention. Operatives can also earn degrees under the Academy Degree Program if you are interested in 'higher education'.

As the Director of Training, STARFLEET Special Operations I am excited to have you join us! My door is always open if you have questions, concerns, or just want to chat, however, please follow the chain of command as well.

I'm looking forward to working with you and wish you success on your Training journey.

*Kelli Anne Caplette*

Kelli Anne Caplette, FCAPT  
Director of Training, STARFLEET Special Operations

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## Special Operations Training Staff

| SFSO TRAINING STAFF                    |                |  |
|--|----------------|--|
| Director of Training Operations        | Kelli Caplette | <a href="mailto:training.sfso@sfi.org">training.sfso@sfi.org</a> |
| Deputy Director of Training Operations | Ben Thomas     | <a href="mailto:deptrain.sfso@sfi.org">deptrain.sfso@sfi.org</a> |

### Manual Information

This manual provides STARFLEET Special Operations policy, criteria and administrative instructions concerning individual training requirements. It applies to all units and Operatives assigned to Special Operations and MACO unless otherwise stated.

The governing authority for STARFLEET Special Operations is the Commander, [commander.sfso@sfi.org](mailto:commander.sfso@sfi.org). The governing authority for training information is the Director of Training, [training.sfso@sfi.org](mailto:training.sfso@sfi.org).

Thank you to the following people for their contributions to the creation of this Manual. TJ Allen, Denise “De” Rush, Frank Gonzalez, Kelli Caplette, and Michael Rush.

STARFLEET Special Operations would also like to recognize and thank the Staff of STARFLEET Academy for the course material utilized in this Manual.

### Prior Grade Levels, Certifications, and Specialties Earned

Any certifications awarded to an Operative **prior** to the adoption of this manual are still valid. All Operatives whose previous certifications have been grandfathered will need to meet the current requirements for any **future** certifications awarded after the adoption of this manual.

## Purpose

STARFLEET Special Operations is a unique organization. It is an organization comprising all Fleet and SFMC Operatives coming together to accomplish missions that require a special breed of person.

Because of this, there is no place for an untrained member. Being in Special Operations is about training. All specialized organizations have one thing in common, they are all highly trained, highly motivated and have a no failure mindset.

The adage of *"the more you sweat in training, the less you bleed in war"*<sup>1</sup> applies to those Special Operations members who are called upon to do the impossible with small groups. As with all Special Operations units it calls for the training that allows them to believe *"the difficult is what takes a little time the impossible takes a little longer"*<sup>2</sup> Training is something common to all Special Operations units and the more intense, the more likely the mission will be accomplished.

The training program is designed:

- To Train the Operative to a high level of proficiency needed for Special Operations or Military Assault Command Operations.
- To Encourage the Operatives to continue to train, upgrade and maintain their high standard of proficiency.
- To have a progressive path for Operative grades.
- To provide specialties, both Basic and Advanced education, for Operatives to better serve and contribute to the overall mission success of their respective Chapters, SOU's; Regions; STARFLEET Special Operations, STARFLEET International and ultimately the United Federation of Planets.
- Most importantly have FUN!

## Plan

- To develop a Basic Training Plan
- To develop an Advanced Training Plan
- To offer Specialized Training Plans

To develop a Special Operations Training Program, which will include levels of proficiency for continual training, all operatives require a basic knowledge of some subjects before continuation of any training. All grades are progressive, and you must advance through each grade level before being promoted to the next highest grade. Each grade has course requirements from STARFLEET Academy and the Special Operations Training Center.

The Special Operations Training Department would like to acknowledge the work and dedication of the staff of the SFA for all the courses offered by their respective Institutions.

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<sup>1</sup> "Quote from George S. Patton." *The Quotations Page*, Retrieved April 18, 2018 from <http://www.quotationspage.com/quote/35511.html>.

<sup>2</sup> Runyon, Joel. "50 Impossible Quotes." *Impossible*, January 10, 2012. Retrieved on April 18, 2018 from <https://impossiblehq.com/50-impossible-quotes/>.

## STARFLEET Special Operations Training Program

New recruits within Special Operations must complete Grade 1 before continuing to Grade 2 and so forth until completing Grade 10. After certification of Grade 2, the Operative will have the option to continue their education in the various Advanced Training courses and Specialties of their choice.

The Special Operations Training Program, a program for advancement for Special Operations and MACO Operatives, is EXCLUSIVE to STARFLEET Special Operations and is totally independent of any other promotion or advancement structure in place within STARFLEET International or any of its lesser bodies.

STARFLEET Special Operations is a Fleet-level asset for the support of STARFLEET International. There are no reserves; the person who chooses STARFLEET Special Operations must be prepared and committed to the intense training and strict requirements of that status.

The requirements for Grade 1 are the basics for any training.

### Grades

Grades are how we differentiate our newer and less trained Operatives from our more senior and highly trained Operatives.

- Grade 1** Represents the basic training that all Recruits of STARFLEET Special Operations receive.  
Grade 1 is general to all Operatives of Special Operations and must be completed before becoming a Grade 2 Operative.
- Grade 2** Trainee
- Grade 3** Junior Operative  
*(Grades 3 through 6 have the Operative continue with advance training for those who desire to serve in leadership positions, within their SOU's.)*
- Grade 4** Senior Operative
- Grade 5** Master Operative
- Grade 6** Team Leader (*Branch Leadership*)
- Grades 7** Operatives are the Senior Team Leaders.
- Grade 8** Operatives are the Chief Operative. (*Leadership*)  
*(Grades 8 and 9 Operatives can also be appointed Special Executives; these highly trained personnel are often given special projects to pursue or better STARFLEET Special Operations as well as STARFLEET International as a whole.)*
- Grade 9** Operatives are the Executives; (*Advanced Leadership*) these are members who have mastered and fully understand their command.
- Grade 10** Operatives are the Senior Executives and Directors of STARFLEET Special Operations.

## Breakdown by Level

| Level                 | Grade  | Overview   | Description  |
|-----------------------|--|--|--|
| <b>Basic Training</b> | For Special Operations training, an operative must be affiliated with Special Operations on the Database prior to starting Training. |  |  |
|                       | 1  | Recruit  | Basic Training for all Operatives of Special Operations that wish to participate in furthering their Training.                                     |
|                       | 2  | Trainee  | If Operatives wishes to pursue Advanced Training and/or Specialty Training, they would be eligible to do so after completing Grade 2               |
|                       | 3  | Junior Operative   |  |
| <b>Leader Level</b>   | 4  | Senior Operative   |  |
|                       | 5  | Master Operative   |  |
| <b>Command Level</b>  | 6  | Team Leader<br>Branch Leadership                                   | A Team Leader takes a certain caliber of Operative and as such they have been trained in how to lead a team to its utmost potential.               |
|                       | 7  | Senior Team Leader<br>Command Leadership                           |  |
| <b>Chief Level</b>    | 8  | Chief Operative<br>Leadership<br>Special Operations                | To lead in Special Operations, one must understand intimately both Tactical, Intelligence and Strategic Operations to best command our Operatives. |
|                       | 9  | Executive Operative<br>Advanced Leadership<br>Special Operations   |  |
| <b>Director Level</b> | 10   | Senior Executive<br>Highly Trained Directors<br>Special Operations | This is the Command/Senior Staff of Special Operations.  |

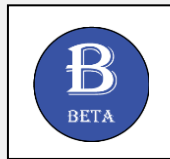


## Advanced Training



### **Alpha – Indirect Action**

ALPHA Operatives are the backbone of the Special Operations Teams. These Operatives are the Ground Forces equivalent of the Shipboard Security and Tactical Personnel.



### **Beta – Special Reconnaissance**

BETA Operatives are elite operatives specializing in deep penetrating, long range missions. They are tasked by Command to engage in surveillance, reconnaissance, target acquisition, damage assessment and terrain weather monitoring.



### **Gamma – Raiders**

Gamma Operatives are extensively trained operatives in land war combat, specializing in jungle, desert, or arctic combat, along with the appropriate survival skills. They also specialize in training indigenous personnel to act as force multipliers.



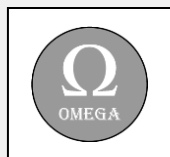
### **Delta – Direct Action**

Delta Operatives are elite operatives trained in space, sea, air, and land operations. It is not unheard of for a Delta operative to be dropped from orbit, paradrop through the sky, land in the sea, swim 10 miles, infiltrate an enemy base and place demolitions.



### **Epsilon – Intelligence**

Epsilon Operatives gather intelligence, either by covert or overt means, belong to this branch. These operatives are responsible for infiltrating another society, gathering information, and sending it back to the analyst. Gamma operatives often work alone or in small groups.

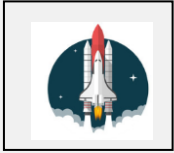


### **Omega – Counterintelligence**

Omega Operatives are highly qualified in all aspects of Special Operations. They also have additional skills to make them better.



## Specialist Training



### Aerospace Specialist

Aerospace Specialists are Operatives who specialize in space flight with emphasis on rocketry, orbital mechanics, and propulsion. These Operatives also master the use of space tools and wearing and maintaining space suits as well as how to work escape pods.



### Astronomy Specialist

Astronomy Specialists' expertise offer valuable contributions to the Federation's missions of exploration of new worlds. These Operatives specialize in the different types of galaxies, planets, stars, and other space phenomena, such as black holes.



### Communications Specialist

Communications Specialists act as information distributors, customers, and operators. They maintain, install, and manage telecommunications facilities. Communication Specialists also provide project management and systems integration for LCARS and other Data communication systems, supervise installation of these systems and provide maintenance and support to Special Operations.



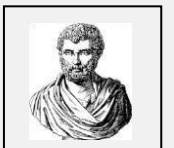
### Engineering Specialist

Engineering Specialists are Operatives who are specialists in engineering principles as well as technology like lasers, plasma, robotics, and starship design.



### Flight Operations Specialist

A Flight Operations Specialist is an Operative who specialize in different forms of flight, maneuvers, aerodynamics and Astrocartography.



### Historian

Historians responsibilities vary depending upon assignment, but many include providing quick-reference service in support of current intelligence production, using a broad variety of classified and unclassified resources; providing in-depth reference support for finished intelligence products and other research projects, utilizing Special Operations, Federation, Starfleet and SFMC or academic resources; participating in the planning and management of data collected; serving in selected other offices as a resource/research focal point.

### **Intelligence Analysis Specialist**



Special Operations Operatives who specialize in the use of propaganda, cryptography, covert weapons, and methods of surveillance.

### **Legal Affairs Specialist**



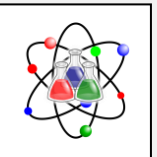
Legal Affairs Specialists are professionals who provide case management, legal research, case cite verification, blue book citations and general paralegal support to the Strategic and Support Services Operations. Legal Affairs Specialists support legal issues relating to foreign intelligence, counterintelligence activities, civil and criminal litigation.

### **Medical Specialist**



Medical Specialists are Operatives who are trained in emergency medicine, first aid and triage to help the injured until they can be taken to a doctor. They are also active in other medical research and research with Special Operations Scientists.

### **Science Specialist**



A Special Operations Scientist technical knowledge and expertise can make a valuable contribution to the Federation's strength and security. These Scientists will foster research and drive technology; lead the industry with advanced work and breakthrough innovation; tackle challenges simply not encountered in the private sector.

### **Sniper**



Like the Weapons Specialist, Snipers are Operatives who have an intricate knowledge of ammunition and a variety of weapons, lethal and non-lethal. They specialize in marksmanship, field skills, movement and concealment and are extremely vital to the safety of any covert mission.

### **Survival Specialist**



Survival Specialists are Operatives who are specifically trained to operate while amidst severe weather conditions and dangerous natural occurrences. These Operatives are also trained on how to survive off the land without supplies.

### **VIP Protection Specialist**



These Operatives may serve as armed escorts for a diplomat, high ranking officer, VIP or even a prisoner. An operative may also act as a courier, hostage negotiation and survival.



### Weapons Specialist

Operatives who have an intricate knowledge of ammunition and a variety of weapons, lethal and non-lethal. These operatives also understand all weapons used by Federation Allies and Enemies.



### Xenology Specialist

Xenologists are Specialists who are knowledgeable and skilled in the different species of the Quadrants. Some Xenologists will also further specialize in a particular species. Their knowledge is useful when Special Operations needs to plan missions on foreign planets. Field Xenologists may accompany reconnaissance teams into the field. foreign intelligence, counterintelligence activities, civil and criminal litigation.

## Submitting Training Applications

The following criteria must be met to submit Training Applications for Special Operations Certifications:

- The Operative must be affiliated with Special Operations or MACO in the Database.
- The Operative must be assigned to an SOU, MACO Team or designated as an IO.
- The Operative's Team Leader must sign off on all Training Applications **before** they are submitted to the Chief Certification Officer for review. The Honor System will be used for TLs and IOs – you will sign off on your own training.
- All pertinent course Certificates and the Operatives Training Record are to be included with the Training Application when it is sent to the Team Leader for their signature.
- It is the Team Leaders responsibility to verify that all the courses required have been taken. A TL's signature on the Training Application will be considered as verification of completion of all the required courses.
- After the Team Leader has verified that all requirements have been met, the TL will return the signed training application to the Operative. It is the responsibility of the Operative to submit the signed Training Application to the Certification's email at [certs.sfso@sfi.org](mailto:certs.sfso@sfi.org).

**Any Training Applications that do not meet the above criteria will not be accepted.**

If course certificates have been lost, please contact the Director of the College for a duplicate.

If you have lost an SFSO Training, Advanced Training, or Specialty Certificate contact the Chief Certification Officer. These instances will be handled on a case-by-case basis.



## SPECIAL OPERATIONS / MACO TRAINING RECORD

|                  |  |
|------------------|--|
| Name:            |  |
| SCC#:            |  |
| Rank:            |  |
| Date Joined:     |  |
| Chapter:         |  |
| Chapter CO:      |  |
| Group:           |  |
| SOU/IO #:        |  |
| SOU Team Leader: |  |

### BASIC TRAINING

| GRADE LEVEL                      | DATE EARNED | GRADE LEVEL                        | DATE EARNED |
|----------------------------------|-------------|------------------------------------|-------------|
| Grade Level 1 – Recruit          |             | Grade Level 6 – Team Leader        |             |
| Grade Level 2 – Trainee          |             | Grade Level 7 – Senior Team Leader |             |
| Grade Level 3 – Operative        |             | Grade Level 8 – Chief Operative    |             |
| Grade Level 4 – Senior Operative |             | Grade Level 9 – Executive          |             |
| Grade Level 5 – Master Operative |             | Grade Level 10 – Senior Executive  |             |

### ADVANCED TRAINING

| TRAINING | DATE OF LEVEL EARNED |   |   |
|----------|----------------------|---|---|
|          | 1                    | 2 | 3 |
| Alpha    |                      |   |   |
| Beta     |                      |   |   |
| Gamma    |                      |   |   |
| Delta    |                      |   |   |
| Epsilon  |                      |   |   |
| Omega    |                      |   |   |

### SPECIALTY TRAINING

| TRAINING          | DATE | TRAINING              | DATE | TRAINING       | DATE |
|-------------------|------|-----------------------|------|----------------|------|
| Aerospace         |      | Historian             |      | Sniper         |      |
| Astronomy         |      | Intelligence Analysis |      | Survival       |      |
| Communications    |      | Legal Affairs         |      | VIP Protection |      |
| Engineering       |      | Medical               |      | Weapons        |      |
| Flight Operations |      | Science               |      | Xenology       |      |

## Appendices

### Appendix A - Abbreviations

#### STARFLEET Academy

|       |  |
|-------|--|
| IOAE  | Institute of Arts and Entertainment          |
| IOAS  | Institute of Alien Studies                   |
| IOIE  | Institute of Intelligence & Espionage        |
| IOLS  | Institute of Leadership Studies              |
| IOMA  | Institute of Medical Arts                    |
| IOMOS | Institute of Military Operations and Studies |
| IPSS  | Institute of Public Safety and Survival      |
| IOSC  | Institute of Science                         |
| IOSS  | Institute of Space Studies                   |
| IOSTS | Institute of Star Trek Studies               |
| IOTK  | Institute of Technology                      |

#### Colleges

|       |   |
|-------|---|
| ABIO  | College of Astrobiology                   |
| ACART | College of Astrocartography               |
| AERO  | College of Aerodynamics                   |
| AST   | College of Astronomy                      |
| BOC   | Bajoran Orientation College               |
| CEMS  | College of Emergency Medical Services     |
| CENG  | College of Engineering                    |
| CETE  | College of Emergency Technology Equipment |
| CIO   | College of Intelligence Operations        |
| CMI   | College of Military Intelligence          |
| COAA  | College of Arms and Armor                 |
| COBT  | College of Borg Technology                |
| COC   | Cardassian Orientation College            |
| COFS  | College of Federation Studies             |
| COLT  | College of Laser Technology               |
| COM   | College of Communications                 |
| COOM  | College of Orbital Mechanics              |
| COR   | College of Rocketry and Propulsion        |

|        |   |
|--------|---|
| CORo   | College of Robotics                               |
| CORI   | College of Ranks and Insignias                    |
| COSD   | College of Starship Design                        |
| COSS   | College of Survival Studies                       |
| COTP   | College of Temporal Physics                       |
| COXS   | College of Xenostudies                            |
| CP     | College of Physics                                |
| CPT    | College of Plasma Technology                      |
| CRYPTO | College of Cryptography                           |
| CSE    | College of Space Equipment                        |
| CSME   | College of Starfleet Medical                      |
| CSO    | College of Starship Operations                    |
| CSOR   | College of Special Operations Resources           |
| CSOS   | College of Special Operations Specialties         |
| CSOT   | College of Special Operations Training            |
| CSOU   | College of Special Operations Units               |
| CVIP   | College of VIP Protection and Convention Security |
| ECOL   | College of Ecology                                |
| FOC    | Ferengi Orientation College                       |
| KWA    | Klingon Warrior Academy                           |
| MOO    | College of Microorganisms                         |
| OOC    | Orion Orientation College                         |
| ROC    | Romulan Orientation College                       |
| TGA    | The Gorn Academy                                  |
| VOC    | Vulcan Orientation College                        |

### Schools

|        |                                   |
|--------|-----------------------------------|
| AQ     | Alpha Quadrant - Xenoanthropology |
| AQ-AND | Andorian                          |
| ASV    | Advanced Survival School          |
| BQ     | Beta Quadrant - Xenoanthropology  |
| CAMO   | School of Camouflage              |
| COMM   | School of Communications          |
| DEFT   | School of Defensive Tactics       |
| DMS    | School of Deployment Methods      |

|       |  |
|-------|--|
| DQ    | Delta Quadrant – Xenoanthropology                |
| EES   | Extreme Environments School                      |
| EPS   | School of Escape Pods                            |
| EQPT  | School of Equipment                              |
| FOS   | Flag Officer School                              |
| FSA   | Flight School Airplane                           |
| FSH   | Flight School Helicopter                         |
| GQ    | Gamma Quadrant - Xenoanthropology                |
| HOFL  | History of Federation Law                        |
| MIH   | School of Military History                       |
| MIS   | School of Military Intelligence                  |
| MSS   | Mapping Survival School                          |
| OPS   | School of Operations                             |
| PTS   | School of Preparing to Survive                   |
| RANG  | Ranger School                                    |
| RECON | School of Reconnaissance                         |
| RPL   | School of Rappelling                             |
| SEALs | SEALs School                                     |
| SEAR  | SEAR School                                      |
| SIG   | School of Intelligence Gathering                 |
| SIH   | School of Intelligence History                   |
| SIT   | School of Intelligence Technology                |
| SNIP  | Sniper School                                    |
| SOE   | School of Espionage                              |
| SOPR  | School of Propulsion                             |
| SORS  | STARFLEET Officer's Radio School                 |
| SPID  | School of Planetary Identification and Discovery |
| SSE   | School of Space Suits and Equipment              |
| STWPN | School of Star Trek Weapons                      |
| SVP   | School of VIP Protection                         |
| TRA   | School of Terrain Analysis                       |
| USF   | School of US Forces                              |
| WPN   | School of Weapons                                |
| WWSO  | School of Worldwide Special Operations           |



## Appendix B – Summary of Changes

| Date       | Summary of Changes Made  |
|------------|--|
| 2014       | Original Publication   |
| 2015       | Second Edition published   |
| 01/2017    | Cosmetic formatting changes. Added Special Operations Warfare Center and School and Fictional Training Facilities. Moved Special Operations Training Record to Appendix A. Updated all SFSO logos to appropriate places.                               |
| 04/2018    | Updated logos and artwork. Changed the formatting of the document. Changed Grade Level/Specialty Skills names. Moved MACO Training Record to the body of the document. SFA Acronyms as Appendix A. Summary of Changes as Appendix B. References added. |
| 02/2019    | Updated Appendices. Removed Grade Level certification forms. Updated Grade Level names.  |
| 06/2019    | Updated Appendices.  |
| 03/11/2020 | Added MACO Training Center. Updated Appendices and MACO logo.  |
| 05/11/2020 | Updated all Training Certifications per order of Commander STARFLEET.  |
| 06/01/2020 | Updated Appendix A and removed all references to MACOTC.   |
| 06/10/2020 | Changed the name of Science Specialist to Survival Specialist on all documents. Added the MACO Certification email to all training forms. Updated Training Requirements on Communications, Medical, Sniper, VIP Protection, and Weapons Specialists.   |
| 06/17/2020 | Added Aerospace Specialist, Astronomy Specialist, and Science Specialist certifications.   |
| 08/8/2020  | Added names of new Deputy Director Training and Chief Certification Officer. Removed COL from Appendix A.  |
| 09/5/2020  | Added "Submitting Training Applications" section.  |
| 11/22/2020 | Reverted the Advanced and Specialty Training requirements to original Grade 2 completion. Added the Aerospace, Astronomy, and Survival Specialties to MACO Training Record. Corrected page numbering and other errors in the Table of Contents.        |
| 02/01/2021 | Commander SFSO changed the nomenclature of the Training Manual to meet Special Operations Standards  |
| 04/14/2021 | Updated Training Staff information and emails. Updated "Submitting Training Applications" section. Updated Appendix A.   |
| 03/2023    | Updated Training Staff information and Appendix A. Added clarification on TLs and IOs submitting their training.   |
| 04/2023    | Updated Welcome Page. Updated Training Special Operations Training Staff. Updated "Submitting Training Applications" section.  |
| 07/2023    | Updated bullet point #6 under "Submitting Training Applications"   |