



**STARFLEET Special Operations
TRAINING MANUAL**

(Revised April 2021)

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 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

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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. The governing authority for training information is the Director of Training, 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 that 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”*¹ 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”*² 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 and Special Operations TC for all the courses offered by their respective Institutions.

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

² 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 a 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

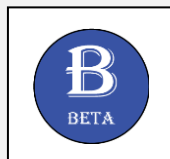
Level	Grade	Overview	Description
Basic Training	For Special Operations training, an operative must be affiliated with Special Operations on the Database prior to starting Training.		
	1	Recruit	Basic Training for all Operatives of Special Operations that wish to participate in furthering their Training. If Operatives wishes to pursue Advanced Training and/or Specialty Training, they would be eligible to do so after completing Grade 2
	2	Trainee	
	3	Junior Operative	
4	Senior Operative		
Leader Level	5	Master Operative	
Command Level	6	Team Leader 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 Command Leadership	
Chief Level	8	Chief Operative Leadership 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 Advanced Leadership Special Operations	
Director Level	10	Senior Executive Highly Trained Directors 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.



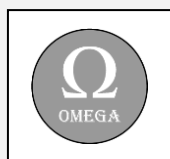
Delta – Direct Action

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

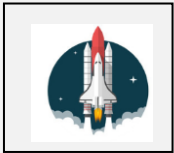
Epsilon Operatives gather intelligence, either by covert or overt means, belong to this branch. These operatives are responsible for infiltrating another society, gathering information, and sending it back to the analyst. Gamma operatives often work alone or in small groups.



Omega – Counterintelligence

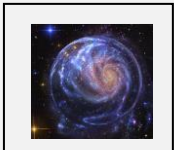
Omega Operatives are highly qualified in all aspects of Special Operations. They also have additional skills to make them better.

Specialist Training



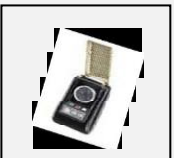
Aerospace Specialist

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.



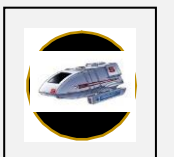
Communications Specialist

Communications Specialists act as information distributors, customer, 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.



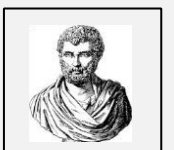
Engineering Specialist

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



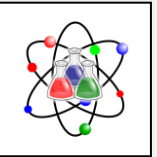
Legal Affairs Specialists are professionals who provide case management, legal research, case cite verification, blue book citations and general paralegal support to the Strategic and Support Services Operations. Legal Affairs Specialists support legal issues relating to foreign intelligence, counterintelligence 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 brought 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 have specialized 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 an armed escort 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 for 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.
- 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. The 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, they will submit the signed Training Application to the Chief Certification Officer at certs.sfsf@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

IOAS	Institute of Alien Studies
IOIE	Institute of Intelligence & Espionage
IOLS	Institute of Leadership Studies
IOMA	Institute of Medical Arts
IOMO	Institute of Military Operations
IOMS	Institute of Military Studies
IPSS	Institute of Public Safety and Survival
IOSS	Institute of Space Studies
IOSTS	Institute of Star Trek Studies
IOTA	Institute of the Arts
IOTK	Institute of Technology

Colleges

ACART	College of Astrocartography
AERO	College of Aerodynamics
AOC	Andorian Orientation College
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
CLEH	College of Law Enforcement History
CMI	College of Military Intelligence
COBT	College of Borg Technology
COC	Cardassian Orientation College
COFS	College of Federation Studies
COLT	College of Laser Technology
COM	College of Communications
CORo	College of Robotics
CORI	College of Ranks and Insignias
COSD	College of Starship Design

COSS	College of Survival Studies
COXS	College of Xeno Studies
CPT	College of Plasma Technology
CRYPTO	College of Cryptography
CSE	College of Space Equipment
CSEC	College of Security
CSME	College of Starfleet Medical
CSO	College of Starship Operations
CSOD	College of Special Operations Defense
CSOF	College of Special Operations Flight
CSOR	College of Special Operations Resources
CSOS	College of Special Operations Specialties
CSOT	College of Special Operations Training
CSOU	College of Special Operations Units
CTOC	Caitian Orientation College
ENGL	College of English
FOC	Ferengi Orientation College
TGA	The Gorn Academy
KWA	Klingon Warrior Academy
MEDK	College of Medical Knowledge
OOC	Orion Orientation College
ROC	Romulan Orientation College
VOC	Vulcan Orientation College

Schools

ASV	Advanced Survival
CAMO	School of Camouflage
COM	School of Communications
COMM	School of Communications
DEFT	School of Defensive Tactics
DMS	School of Deployment Methods
EES	Extreme Environments Survival
EQPT	School of Equipment
FSA	Flight School Airplane
FSH	Flight School Helicopter

HOFL	History of Federation Law
MIH	School of Military History
MIS	School of Military Intelligence
MSS	Mapping Survival School
OPS	School of Operations
PTS	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
SLT	School of Law Enforcement Training
SNIP	Sniper Schools
SOE	School of Espionage
SORS	STARFLEET Officer's Radio School
SSE	School of Space Suits
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 as Appendix A. Updated all SFSO logo to appropriate places.
04/2018	Updated logos and artwork. Changed formatting of document. Changed Grade Level/Specialty Skills names. Moved MACO Training Record to body of 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 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
4/14/21	Updated Training Staff information and emails. Updated "Submitting Training Applications" section. Updated Appendix A.

