



STARFLEET Special Operations

STANDARD OPERATING PROCEDURES

(Revised April 2021)

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

2009 Edition
2010 Edition
2014 Edition

2017 Edition
2021 Edition

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 Commander, 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 which ever 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.

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Denise Rush
TJ Allen
Michael Rush
John Erb

Liam Smith
Paul Dyl
Barry Jackson
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 of 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, 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, RADM
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. 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, paint ball competitions, etc.

It is important to note that even though the SFSO is setup 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
<i>Captain S. Adam Day</i> | ❖ January 2008-January 2009
<i>Brigadier Jack Kern</i> |
| ❖ September 2003 – March 2005
<i>Brigadier General Dennis Rayburn</i> | ❖ January 2009 – June 2013
<i>Fleet Captain Joseph White</i> |
| ❖ March 2005 – November 2005
<i>Brigadier Deb Kern</i> | ❖ June 2013 – June 2013
<i>Captain Erik Roberts</i> |
| ❖ November 2005 – January 2006
<i>Rear Admiral David James</i> | ❖ June 2013 – 2020
<i>Commodore TJ Allen</i> |
| ❖ January 2006 – January 2008
<i>Colonel Howard Knapp</i> | ❖ March 2020 – Current
<i>Rear Admiral Denise Rush</i> |

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 of 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 STARFLEET Special Operations from. STARFLEET Special Operations is charged with a 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.

STARFLEET Special Operations Mission

Technically speaking, the mission of the SFSO is simple. In fact, 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

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 can be 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.

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, their ability to maintain their cool under fire, and the 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 a proficiency with languages is desired. The typical Spec Ops Operative is highly

intelligent, physically fit, and is 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 to 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 quick 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 Federations installation capable to examination the repairing the vessel. Transporters, shuttles, and armored space suits are all methods used to transport boarding parties.

Landing Parties: Members of the ships 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 possibly 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 searches, 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 and 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, CyberOps, Training and MACO. 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 SOU's to the Commander, STARFLEET Special Operations up to the Vice 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 the same way to ensure that those who need to know of 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.

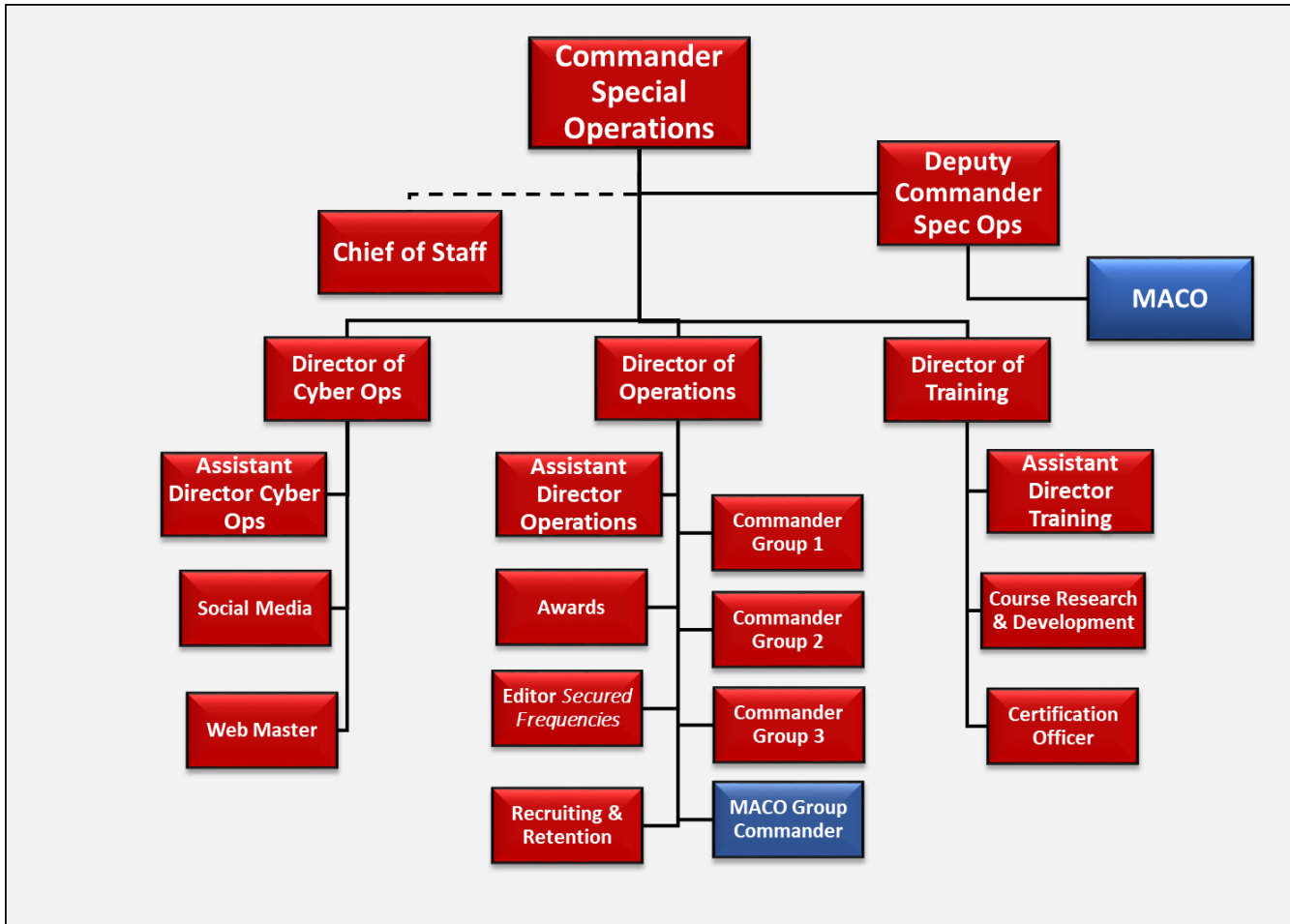
SFSO Communication Policy

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 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 was not lost. Should another five days without a response expires 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 for SFSO and 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.

SFSO Staff Organization Chart



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 SOU's/IO's 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 its 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 SOU's 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 (IO's) 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.

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

Team Leaders who have not reported for the month will receive a notice from their Group Commander. Should the TL fail to report for a second month, they will receive a notice from the Director of Operations with a cc to their CO. Three consecutive failures to report will result in their dismissal and a new TL will be assigned by the CO or the Team will be deactivated.

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

The Director of Operations will send the complied Group Commanders reports to the Commander, STARFLEET Special Operations on or before the 15th (*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 Chief of Awards, STARFLEET Special Operations who reports directly to the Director of Operations, 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](#).

When a person is announced having won an award, either by public announcement or through an electronic medium, it will be up to that department to get them their certificate within 14 days. That also means it is up to the department to have contact info for that individual. The certificate should have already been made prior to the announcement, and with e-mail it should not take any longer. If it will take longer, then an e-mail must be sent out to the person who has won the award before the end of that 14 days, stating that it will be another 2 weeks before they will get it. It should take no longer than a total of 30 days to get an electronic copy of the certificate to the individual. Anything longer is unacceptable.

If a physical award is being presented, then that time goes to 30 days. Again, the physical award should already be available. If it will be delayed in being sent out, then an e-mail must be sent to the awardee within that original 30 days stating that it will be an additional 30 days before they receive it. It should take no longer than a total of 60 days to get a physical award to the individual. Anything longer is unacceptable.

If a department fails in either sending out an electronic and/or physical award within that time frame, then they will receive an FFO (Failure to Follow Orders). The first time it happens will start their rolling year. After 3 months without acquiring an additional FFO, one FFO will fall off for that department. If a department has (3) three current FFOs, within a year's time, the head of that Department will be relieved (All Department Heads under the VCS serve at the VCS's pleasure) and their vice/second will assume command. That former department head will not be able to hold a position as a department head under the VCS for one year (rolling). They are also still responsible in getting the awardee their award.

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

Since SF50 is a combination of STARFLEET and the SFMC, Operatives may use their currently assigned STARFLEET or equivalent Marine Rank as shown in the SFI Database.

Rank	SF50 Insignia	SFMC Insignia
Admiral / General		
Vice Admiral / Lieutenant General		
Rear Admiral / Major General		
Commodore / Brigadier General		
Fleet Captain / Brigadier		
Captain / Colonel		
Commander / Lieutenant Colonel		
Lieutenant Commander / Major		
Lieutenant / Captain		
Lieutenant JG / 1st Lieutenant		
Ensign / 2nd Lieutenant		
Rank	SF50 Insignia	SFMC Insignia
Sergeant Major SFMC / Master CPO of STARFLEET		
Master Chief Petty Officer / Sergeant Major & Master Gunnery Sergeant		
Senior Chief Petty Officer / First Sergeant & Master Sergeant		
Chief Petty Officer / Gunnery Sergeant		
Petty Officer 1st Class / Staff Sergeant		
Petty Officer 2nd Class / Sergeant		
Petty Officer 3rd Class / Corporal		
Crewman / Lance Corporal		
Crewman Apprentice / Private First Class		
Crewman Recruit / Private		

MACO

What is MACO?

The Military Assault Command Operations, or MACO, is a division of STARFLEET Special Operations (SFSO) that was created and established in 2001 and acknowledged in the 10.2.2 (Feb 2021 edition) of the STARFLEET Membership Handbook (MHB).

This division was inspired by the MACO teams of the United Earth as seen on Star Trek: Enterprise. MACO teams were placed on the *Enterprise* at the request of Captain Jonathan Archer when he felt he was taking his ship and crew into combat.

Over the course of several years the MACOs proved their skills in practice against threats to Earth including augmenting Starfleet crews. MACO, under the authority of the Commander, STARFLEET Special Operations, and is led by the Deputy Commander, SFSO who reports to them as well as receive their orders and distributes them to the MACO.

The division known as MACO provides a unique experience of the *Enterprise* era of Star Trek 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.

MACO Ribbon

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



MACO Uniforms

Authority

Under the authority of the Vice Commander STARFLEET, the Commander, SFSO has authority to set forth uniform guidelines for MACO.

Purpose

The purpose of this set of uniform guidelines is to define a uniform for MACO wear at club and association activities, conventions, local SCIFI and fantasy themed events, etc. These uniforms are not intended to replace a member's creativity in wearing "screen accurate" costumes. They are to give the members of MACO a set of commonly themed options to distinguish MACO members as a group for public relations, recruiting, and comradeship.

The goal of these guidelines is to provide an affordable and accessible set of club uniform options that includes guidelines on a basic uniform as well as upgrades and accessories.

Please see the MACO Uniform Guide on the SFSO [website](#).

STARFLEET MACO Ranks

It is critical to understand that while MACOs have a unique insignia for their ranks, all ranks are awarded and recognized as laid out in the STARFLEET Membership Manual. MACO Operatives have the option of asking their CO to issue a MACO rank in the STARFLEET Database, however the MACO rank will be equal to that of their regular STARFLEET or Marine rank. (see chart on the next page)

MACO Commissioned Officers



2nd Lt

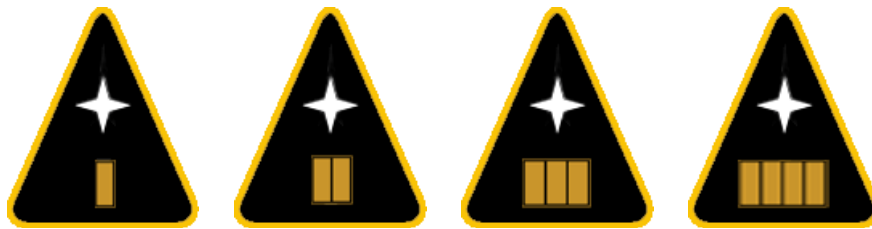
1st Lt

Captain

Major

Lt Colonel

Colonel



Brig. Gen

Maj. Gen

Lt. Gen

General

MACO Enlisted Personnel



Private

Corporal

Sergeant

Staff SGT

SGT Major

SFI Enlisted Personnel and Commissioned Officer Rank Comparison

FLEET/SFSO		MACO	SFMC
Crewman	Crewman 3 rd	Private	Private
	Crewman 2 nd		Private First Class
	Crewman 1 st	Corporal	Lance Corporal
Petty Officer 3 rd Class	Corporal		
Petty Officer 2 nd Class		Sergeant	Sergeant
Petty Officer 1 st Class		Staff Sergeant	Staff Sergeant
Chief Petty Officer			Gunnery Sergeant
Senior Chief Petty Officer			Master Sergeant
Master Chief Petty Officer		Sergeant Major	Sergeant Major/ Master Gunnery Sergeant
Ensign			2 nd Lieutenant
Lieutenant JG		1 st Lieutenant	2 nd Lieutenant
Lieutenant		Captain	1 st Lieutenant
Lt Commander		Major	Captain
Commander		Lt Colonel	Major
Captain		Colonel	Lt Colonel
Fleet Captain		<i>Not Applicable in MACO</i>	Colonel
Commodore		Brig Gen	Brigadier
Rear Admiral		Maj Gen	Brig Gen
Vice Admiral		Lt General	Maj Gen
Admiral		General	Lt General
			General

Resources

SFSO Contacts

SFSO Command - sfso@sfi.org

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SFSO Operations - ops.sfso@sfi.org

Director of Operations - ops.sfso@sfi.org

Deputy Director of Operations, SFSO – deputyops.sfso@sfi.org

Group Commanders - repops.sfso@sfi.org

Chief of Awards, SFSO - awards.sfso@sfi.org

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Chief Certification Officer, SFSO - certs.sfso@sfi.org

SFSO Cyber Operations - cyberops.sfso@sfi.org

Director of Cyber Operations, SFSO - cyber.sfso@sfi.org

Deputy Director of Cyber Operations SFSO - depcyber.sfso@sfi.org

SFSO Manuals

SFSO Standard Operating Procedures

SFSO Awards Manual

SFSO Uniform Guide

SFSO Training Manual

MACO Uniform Guide

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>