

**NOTE** that this is a near-ready draft, missing only proper editing.

## I. CO's Welcome Message

Welcome to the *USS Kitty Hawk*!

We have a long, rich history that (as of this writing) goes back thirty-five years—when a small group of *Star Trek* fans decided to gather and create a STARFLEET chapter in the Triangle region of North Carolina. Some of today's crew include members from that far back—or nearly so—while others in the crew are more recent (or relatively more recent). :-) But regardless of how long we've each been part of the *'Hawk*, our love of *Trek* and an even stronger desire to serve our community continue to keep us together and always make welcome all who wish to join us.

It has been a load of fun all these years (with more to come!), and we've evolved how we've organized ourselves—plus added more options to offer crewmembers a taste of the various “flavors” that STARFLEET has, including the addition of chapter-based units of STARFLEET's Marine Corps and Special Operations. With all of this, it was time to get our organization, um, documented. (I'm in IT and “documentation” is drilled into us :-)...but it's definitely important!)

The *USS Kitty Hawk* handbook shows our history, our organization (both fandom *and* business perspectives), and our processes, procedures, and programs. This has been “a living document” in every sense of the phrase—the outline alone was updated more than a dozen times before the first content was even published—and we'll continue to update the entire handbook as we continue to grow and evolve.

So...I'm sure the next big question you have is, “Where do I go from here?” My answer to that is to head over to the Quick Reference and Table of Contents pages of the handbook—and don't forget to go check out everything we have on the website.

On a final note, someone once mentioned that “the more you put into the *Kitty Hawk* (and STARFLEET), the more you'll get out.” I've found this to be very true, but I also know this can vary over time as other interests (and life in general) will sometimes limit your *'Hawk* time. I've had this happen myself, so don't worry when this occurs—just scale down your time as needed, then jump back in when you're able.

Stardate 202406.15

*Fleet Captain John Troan*

*Commanding Officer, USS Kitty Hawk*

## II. Table of Contents (automatically compiled)

## III. Quick Reference

It's often been asked, “What do I do now?” This Quick Reference can help provide some guidance on the many options available within the *Kitty Hawk* and across STARFLEET.

As noted in the Rank and Promotion system, it's recommended (or at least suggested) that you should probably consider early on which track you'd like to advance through—enlisted or officer.

The main reason is that should you decide to switch to the officer track after your first ninety days, the promotion points will reset upon your promotion to O-1.

You'll notice the reference to "O-1" instead of an actual rank. This is because there are two sets of enlisted ranks and three for officers, owing to our having the options for Fleet (i.e., Navy), Marine Corps, and MACO. Deciding which you'd like to use isn't critical because you can move between them as you wish—just let the CO know so that promotion letters can be correctly printed.

As part of deciding which set of ranks to use, at least initially, there are also several options for various interests—STARFLEET Marine Corps (SFMC), STARFLEET Special Operations (SFSO), and MACO. Each of these has an Officer in Charge (OIC) who manages the subgroup. To learn more about any of these, just get in touch with the OIC for either our Marine Strike Group (MSG) or our Special Operations Unit (SOU).

Also within the chapter are two mentorship programs to help crewmembers who'd like to contribute, but don't know what options there are, or those who just need some guidance to help get a new project started, but don't quite know how to begin. The project-based mentorship program is currently headed up by our Second Officer (SO). The non-project mentorship program is currently led by our Executive Officer (XO; aka First Officer). To find out more about either or both of these, contact the XO and/or SO.

Beyond the chapter's offerings is what STARFLEET itself has. There are several affiliations within the organization, any one (or more!) of which could pique your interest. Among the crew, we probably cover most of the affiliations—with quite a few folks tagging themselves for multiple affiliations...

...which leads to one of STARFLEET's biggest parts—The Academy. Just as the name implies, this is where you can learn about a variety of things across its two (virtual) campuses—STARFLEET Academy (SFA) and STARFLEET Marine Corps Academy (SFMCA). (STARFLEET Special Operations also has classes under SFA's IOMOS - Institute of Military Operations Studies.) However, the wide range of courses also includes entertainment, science, technology, and even *Star Trek* itself. In some of the Institutes, there's a focus on both real-life and *Trekverse* points of view. Of interesting note is the Academy's offering of degrees and certifications. Oh...and every course is open-book, so there's no need to memorize anything to take each exam.

One class of particular importance is Officer Training School (OTS)—the exam needed to become an officer. This is a great place to start as it teaches about STARFLEET and how member, chapter, region, and 'FLEET all fit together.

If you'd like more details about any of these, check out the web pages linked here—and definitely feel free to seek out *any* of the senior officers.

#### IV. U.S.S. Kitty Hawk (2)

##### A. Logo

The current logo was established during the launch and commissioning of the chapter. It needs to be used on all our public materials (cards, flyers, posters/banners, etc.) and *should* be used in concert with the version of the STARFLEET logo that's current at time of publishing/printing/production.

*We do need to do at least a minor redesign to remove the TNG comm badge. CO will be contacting SFI CoE for a potential new design as well.*

##### B. Philosophy of Kitty Hawk

We are the Raleigh, NC, chapter of STARFLEET International, a worldwide association of fans with a common interest in *Star Trek* and other science fiction. More than a fan club, our goal is to celebrate the ideas expressed in the *Star Trek* universe through active participation in community service activities throughout the greater Triangle area.

#### V. Bylaws of Kitty Hawk

##### A. Code of Conduct

The STARFLEET membership handbook covers the vast majority of this in Chapter 2, Sections 8 and 11.

Of particular emphasis is that all members are expected to conduct themselves in a professional manner. This includes expressing *public* support for (or at least no public counter expressions of) diversity and inclusion while representing any level and/or affiliation of STARFLEET in an official capacity. This includes staffing our space in any and all public appearances, conventions, etc.

Note that conduct as an individual while *not* representing any level of STARFLEET is addressed by the STARFLEET Membership Handbook in Chapter 2, Sections 8 and (particularly) 11.

##### B. Senior Officers

Senior officers are the Department Heads and above, as listed in Section VI.A. These are positions of leadership and are responsible for (1) their respective department's functions and (2) away team leadership as circumstances dictate.

##### C. Data Privacy Policy

The STARFLEET Membership Handbook covers this in Chapter 2, Section 15.

Of particular note is the additional controls at the chapter level – one's access to other members' PII (as defined by STARFLEET DPP) is on a need-to-know basis only. Only when someone has a business function in the chapter will access be granted to that information – after completion of the SFDPP exams available at SFA. Access to the information is discontinued if either (1) the individual no longer has a business role need or (2) SFDPP is no longer current.

All chapter members with active SFDPP must send a copy of the course completion(s) to the CO.

#### D. Order/Line of Succession

Should the CO become unable or unwilling to perform their duties, the XO shall replace them until a new permanent or interim CO takes command.

If the XO is also unable or unwilling to be an interim CO, the line of succession is the highest-ranked of Second Officer, MSG OIC, and SOU TL. After that is the next-highest ranked of the three, followed by the lowest-ranked of the three.

If these three individuals are unable or unwilling to become interim CO, the *Kitty Hawk's* active-STARFLEET crewmembers may elect, by simple majority vote, an interim CO until a permanent CO is elected.

Once a permanent CO assumes command, they will appoint crewmembers into the organization structures in Section VI.A and (obviously) may keep crewmembers already in those positions under the preceding CO, if they so choose.

#### E. CO Election Process

This process gets triggered when one of the following occurs –

- The current CO's three-year term is approaching an end.
- The current CO has stepped down before the three-year term ends.

If available, the outgoing CO will run the election process. Otherwise, a neutral member (with SFDPP) of the *Kitty Hawk* crew can do so. This person will be the Election Officer for this election cycle.

Voting crewmembers must:

- Be a member of the *USS Kitty Hawk* in the STARFLEET database as of the beginning of the Nomination Phase
- Hold an active STARFLEET membership
- Be eighteen or older

Crewmembers being nominated must be qualified per the STARFLEET Membership Handbook, Chapter 3, Section 7.

#### 1. Nomination Phase

This begins as soon after the vacancy announcement as possible and will last for 3-4 weeks to give crewmembers ample opportunity to contemplate nominating themselves or another.

Nominations will be sent to the Election Officer. If a person is nominating another member, the person being nominated needs to send an acceptance of the nomination. Self-nominations are also acceptable.

## 2. Election Phase

If only one person is nominated at the end of the Nominations Phase, no election is needed and we go straight to the Transition Phase.

If more than person is nominated,

- Each nominated individual needs to send the Election Officer a short write up to be sent to the voting crewmembers.
- These write ups will be sent to all voting crewmembers.
- The Election Officer will provide a manner for voting crewmembers to cast their votes in a manner that ensures no one can vote more than once.

The voting period will last 3-4 weeks. At the end of the voting period, the Election Officer will announce the elections results to the crew (preferably at a monthly meeting, but not required).

## 3. Transition Phase

After the new CO has been elected, there will be a transition period of 2-4 months. During this time, the CO-elect will be promoted to O-5 (CDR / LCOL) and become the Executive Officer. Ideally, the CO-elect will be running the chapter during the last month of the Transition Phase

## 4. Change of Command Ceremony

A Change of Command Ceremony should be scheduled during a regular monthly meeting or anniversary dinner, marking the beginning of the new CO's three-year term.

## F. Treasury

### 1. PayPal Account

The Kitty Hawk's chapter-level PayPal account is "khsfippacct@gmail.com" ... Access is permitted by the chapter CO, XO, and CFO. Additional PayPal accounts may be established as needed for other needs within the *Kitty Hawk*.

### 2. Voluntary Contributions

#### a. PayPal (CC or Transfer)

Voluntary contributions to the *Kitty Hawk* treasury may be made by anyone. These may be made via credit card reader (possessed by CO and CFO) or by on-line PayPal transfer. (There's a link to the main PayPal account on the top of the left-side navigator on all pages of our website.)

Please be sure to make this a "Family / Friends" type of transfer since a "Business" transfer will have a charge deducted from the contribution.

If a contribution is intended for a particular purpose, it needs to be noted in the Comments box of the PayPal transfer.

b. Food Bank Collection Jar (Trek trading cards)

At some of our appearances, the *USS Kitty Hawk* will include a jar for cash donations to the Food Bank. As a “Thank You” for the donation, the person may pick out a *Star Trek* trading card from what’s available. (A small-few cards may be selected for larger donations.)

We’ll also include a QR code that will direct a person’s PayPal mobile app to our account to make a donation in that manner.

3. Disbursements

a. Proposals

*Anyone* may propose a disbursement from the chapter treasury to the CO, preferably during or just before a chapter meeting.

b. Voting

Voting for chapter treasury disbursement requests will be done via e-mail to all active-STARFLEET non-Cadet members at the time of the request. The voting period is a minimum of seven calendar days. Votes are cast with a “Yes”/”No” reply back to the CO/XO/CFO, with a reply/acknowledgement sent by the CO to indicate that the vote has been recorded. The request is approved if 50%+1 of the votes cast vote “Yes” for the request.

All votes on non-chapter-level financial matters will be placed on the agenda of the entity controlling the account (ex: SOU funds = SOU meeting, MSG funds = MSG meeting, etc.) with adequate notice to all members of that group. The motion will be carried by majority vote of those in attendance both physically and virtually.

c. Actions by Treasurer/Yeoman

Following a “Passed” vote on the disbursement, the CO will direct the CFO to execute the PayPal transfer.

All disbursement requests will be submitted to the respective Fiscal Officer following an affirmative vote and executed as soon as possible after the respective meeting.

F. Ship Records

The following records will be kept on the website –

1. Meeting Agenda/Notes

Since these are already sent to the public-facing e-mail distribution, little (if any) scrubbing will be needed for SFDPP compliance.

2. Treasury Voting Results

Each treasury disbursement request description, date, and final vote count. (Individuals’ votes will **NEVER** be posted.)

### 3. Individuals' Promotions / Awards

#### a. Promotions

Only the new rank, promotion date, first name, and (if needed) last initial will be posted. If the member wishes to include more, such as full name, written permission (e-mail is ok) must be filed with the CO before the desired additions are made.

#### b. STARFLEET / Regional / Chapter Awards

Chapter, group, or individual awards made by the chapter, region, brigade, STARFLEET, SFMC, SFSO, etc., will be recorded on the website.

Only the award, award date, first name, and last initial will be posted. If the member wishes to include more, written permission (e-mail is ok) must be filed with the CO before the desired additions are made.

### 4. Chapter Events / Thank Yous / Acknowledgements / Awards

Photography of chapter events should be posted to the website, along with (possibly partially-censored) notes of Thanks / Acknowledgements from those events.

Chapter-level awards will also be posted to the website. Anything in hardcopy will be scanned so it can be posted.

### G. Membership

STARFLEET membership is covered by the STARFLEET Membership Handbook in Chapter 2.

Active STARFLEET membership is not required for being part of the *USS Kitty Hawk*, but is strongly encouraged.

There are two types of membership for the *USS Kitty Hawk* – active-STARFLEET and not active-STARFLEET. Both levels are the same with the following requiring active-STARFLEET status (mostly per the STARFLEET Membership handbook):

- Voting on *USS Kitty Hawk* treasury disbursement requests
- Voting in STARFLEET elections and on STARFLEET Corporate Documents
- Access to STARFLEET Academy / Marine Training Center (formerly SFMCA)
- Non-Fleet (ie, non-naval) ranks beyond E4 due to MTC class requirements. (Note that naval ranks up to E9 are permitted as those have no Academy class requirements.)
- Promotions beyond the enlisted rank track due to SFA class requirements for these promotions. (Once on a non-enlisted track, active-STARFLEET may not be required until the higher promotion requirements dictate additional SFA coursework.)

There is also a membership level (Cadet) for crewmembers under the age of eighteen. The primary difference is not being able to *vote* on anything – but cadets *can* make proposals that would become chapter-level votes.



## VI. Kitty Hawk Operations

### A. Organizational Structure

If you see a need for a position to be created in either the business or fandom structure, contact the Commanding Officer so that it can be worked into the corresponding org structure(s).

#### 1. Business Structure

This is the business side of things that keeps the chapter running, with every position having a real-world function assigned to it. Note that many of these correspond to Fandom positions.

Holding a position in the business structure will earn three promotion points per month (usually per position, but not always if the responsibilities overlap).

##### a. Executive Board

These are the top positions in the chapter – President and Vice Presidents – and form part of the corporate Board of Directors for the *USS Kitty Hawk*. The VPs also constitute a group of input for the President on (the very limited few) confidential matters that may arise.

Note that there's also a Command Staff, consisting of the President and Executive VPs. These individuals have command charge of all aspects of the chapter, broken down to the Fleet and each STARFLEET affiliation with a unit on board the chapter.

##### b. Board

These are the business function roles not in the Executive Board and form the rest of the corporate Board of Directors for the *USS Kitty Hawk*.

##### c. President

Corresponding Fandom Role  
Commanding Officer (CO)

##### Description / Business Function

The STARFLEET Membership Handbook Chapter 3, Section 7, lists the CO responsibilities. Of particular note are the STARFLEET MSR and being “expected to aid in fostering growth and harmony within their Chapters while trying to keep discord at a minimum.”

Additional *USS Kitty Hawk* duties include scheduling & running monthly the meeting; a regular article for the newsletter; welcoming new members to the chapter; and appointing members into the other (senior) positions in the organizational structure.

##### Qualifications

The STARFLEET Membership Handbook Chapter 3, Section 7, lists the requirements. Of particular note is age 18, OTS, OCC, and maintaining SFDPP.



d. Executive VP - Fleet  
Corresponding Fandom Role  
Executive Officer (XO) / First Officer

Description / Business Function

First and foremost, they need to be able to step in for the President/CO as needed. They are also at the front of the line in the Order of Succession should the President become unable or unwilling to perform their duties.

Additionally, they will:

- Remind crewmembers about their upcoming STARFLEET renewals

Qualifications

Per STARFLEET, the same as the President.

e. Executive VP - MSG Lead  
Corresponding Fandom Role  
MSG OIC - STARFLEET Marine Corps' Marine Strike Group Officer in Charge

Description / Business Function

In short, run the *Kitty Hawk's* MSG 105. They will also submit crewmembers for applicable SFMC awards and update the *Kitty Hawk* Management Spreadsheet for MSG items.

Qualifications

Age 18; per SFMC, the MSG Lead needs to have OTS, OCC, and active SFDPP.

f. Executive VP - SOU Lead  
Corresponding Fandom Role  
SOU TL - STARFLEET Special Operations' Unit Team Lead

Description / Business Function

In short, run the *Kitty Hawk's* SOU 37. They will also submit crewmembers for applicable SFSO awards and update the *Kitty Hawk* Management Spreadsheet for SOU items.

Qualifications

Age 18, OTS, OCC, and active SFDPP.

g. VP - Fleet  
Corresponding Fandom Role  
Second Officer

Description / Business Function

Assist the CO and XO with running the chapter.

Qualifications

Age 18, OTS

h. VP - MSG Deputy Lead

Corresponding Fandom Role

MSG DOIC - STARFLEET Marine Corps' Marine Strike Group Deputy Officer in Charge

Description / Business Function

In short, help run the *Kitty Hawk's* MSG 105. Specific duties will be assigned by the MSG Lead.

Qualifications

Same as Executive VP - MSG Lead

i. VP - SOU Deputy Lead

Corresponding Fandom Role

SOU ATL - STARFLEET Special Operations' Unit Deputy Team Lead

Description / Business Function

In short, help run the *Kitty Hawk's* SOU 37. Specific duties will be assigned by the SOU Lead.

Qualifications

Same as Executive VP - SOU/SFSO Lead (SOU TL)

j. Awards Officer

Corresponding Fandom Role

(None)

Description / Business Function

The Awards Officer will submit for STARFLEET or R1 awards –

- Within ten days of being notified of a chapter event, the names of all chapter members who qualify for any relevant awards for that event or effort.
- Within fifteen days of being notified, the names of all chapter members who qualify for a non-Chapter event or effort.

The awards and nomination processes for the various STARFLEET awards are outlined and described in the following links and sources:

- Region One awards: <https://sfirawards60.wixsite.com/starfleet-region-one>
- STARFLEET awards: <https://members.sfi.org/merit/#form>
- STARFLEET Special Operations: <https://sfso.sfi.org/sfso-awards-submission-form/>
- STARFLEET Marine Corps: <https://sfmc.sfi.org/submit-an-award/>
- STARFLEET Medical awards: <https://medical.sfi.org/sfm-awards/award-nomination-form/>

- STARFLEET Pet Fleet:  
[https://docs.google.com/forms/d/e/1FAIpQLSdz7RHV9P5bIHtzC7ZaI0MVMQURlwqaTMhhfWy\\_fmAMQYkPyg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdz7RHV9P5bIHtzC7ZaI0MVMQURlwqaTMhhfWy_fmAMQYkPyg/viewform)
- STARFLEET Sciences: <https://sciences.sfi.org/award-nomination-form/>

Qualifications  
SFDPP

k. CFO/Treasurer  
Corresponding Fandom Role  
Yeoman, Business

Description / Business Function

The CFO is responsible for managing and reporting on *Kitty Hawk's* finances, ensuring compliance with the chapter-applicable parts of STARFLEET Membership Handbook Chapter 7.

Qualifications  
Age 18, OTS, OCC, (preferred) SFDPP

l. CIO/CTO  
Corresponding Fandom Role  
Chief of Computer Operations

Description / Business Function

The CIO/CTO is responsible for all IT functions of the chapter, the primary assets being the chapter's website and e-mail distribution lists.

Qualifications  
SFDPP

m. Community Service Officer  
Corresponding Fandom Role  
(None)

Description / Business Function

The Community Service Officer (CSO) and (if appropriate) their staff will plan and coordinate all community service projects and activities the crew wishes to conduct. The CSO, with the assistance of the *Kitty Hawk* Webmaster (if needed), will keep an updated list with all volunteer opportunities offering group and individual opportunities and will produce a Community Service section for the chapter newsletter announcing new opportunities and/or upcoming events. The CSO will be responsible for informing the Commanding Officer of new service opportunities and proposing their inclusion to the point-earning list in the community service tab.

On occasion, at the request of the CO, the CSO will contact various groups to verify the service of crewmembers and report the information to the CO. In the absence of a crewmember representing the STARFLEET Diplomatic Corps, the CSO will act as the primary liaison between the chapter and local community groups.

Qualifications  
SFDPP preferred

n. DPO  
Corresponding Fandom Role  
(None)

Description / Business Function  
The Data Privacy Officer is responsible for proofing the newsletter (prepublished draft) and monitoring the website for any potential violations of STARFLEET and chapter DPP standards. Should any potential violations be identified, the DPO contacts the appropriate person – newsletter editor(s), webmaster, etc. – to have the potential violation addressed.

Qualifications  
SFDPP

o. Gaming Officer  
Corresponding Fandom Role  
Tactical Officer

Description / Business Function  
Keeping in line with the Tactical Officer role in R1, they are responsible for the *Kitty Hawk's* gaming outreach.

Qualifications  
(None)

p. Newsletter Editor  
Corresponding Fandom Role  
Communications Officer

Description / Business Function  
The Newsletter Editor is responsible for assembling the newsletter, using the articles that have been submitted for inclusion in the given issue.

There can be other staff positions in the newsletter production process. These crewmembers will be additional Newsletter Editors and Assistant Communications Officers.

Qualifications  
SFDPP preferred.

q. Newsletter Publisher  
Corresponding Fandom Role  
(None)

Description / Business Function  
The Newsletter Publisher is the person ultimately responsible for the newsletter and will have a final proofing of each issue before it's formally published.

Note that this is tightly coupled with the person in possession of *The Wright Stuff's* registration from the U.S. Patent and Trademark Office.

Qualifications  
Current (preferred) or former Commanding Officer, OTS, OCC, (preferred) SFDPP

r. Personnel Yeoman  
Corresponding Fandom Role  
Yeoman, Personnel

Description / Business Function  
The Personnel Yeoman assists the CO and XO with handling the proverbial paperwork involved with running the chapter. Part of this will involve watching over the promotion point tracking and letting the CO know when a promotion is due.

Qualifications  
SFDPP

s. Recruiting Officer  
Corresponding Fandom Role  
(None)

Description / Business Function  
The Recruiting Officer works with the Commanding Officer, *et al.*, to design recruiting materials (including our business cards) and assist/coordinate recruiting activities.

A secondary responsibility is to recruit (for STARFLEET, at a minimum) at any non-chapter appearances that they attend.

Qualifications  
(None)

t. Social Media Officer  
Corresponding Fandom Role  
(None)

Description / Business Function

The Social Media Officer is responsible for coordination and administration of the *Kitty Hawk's* presence on social media.

Qualifications

SFDPP

u. Webmaster

Corresponding Fandom Role

If not Computer Operations, then Asst. Computer Operations, Chapter Website

Description / Business Function

The webmaster is responsible for posting the content of the chapter website.

Qualifications

SFDPP

2. Fandom Structure

This is the "fun" side of things, just as if we were in the *Trekverse*. Note that some of these have corresponding business positions.

a. Commanding Officer (CO)

Corresponding Business Role

President

b. Executive Officer (XO) / First Officer

Corresponding Business Role

Executive VP - Fleet

c. Marine Strike Group Officer in Charge (MSG OIC)

Corresponding Business Role

Executive VP - MSG Lead

d. Special Operations Unit Team Lead (SOU TL)

Corresponding Business Role

Executive VP - SOU Lead

e. Second Officer (SO)

Corresponding Business Role

VP - Fleet

f. Marine Strike Group Deputy Officer in Charge (MSG DOIC)

Corresponding Business Role

VP - MSG Deputy Lead

g. SOU ATL  
Corresponding Business Role  
VP - SOU Deputy Lead

h. Chief Communications Officer  
Corresponding Business Role  
Newsletter Editor

i. Chief Computer Operations Officer  
Corresponding Business Role  
CIO/CTO

j. Chief Engineering Officer  
Corresponding Business Role  
(None)

Description

This is a fandom-only position, with the primary responsibility of serving as a senior officer as defined in section V.B.

Qualifications

None, but preferred are OTS, OCC

k. Conn Officer (Flight Controller; formerly Helm)  
Corresponding Business Role  
(None)

Description

This is a fandom-only position, with the primary responsibility of serving as a senior officer as defined in section V.B.

The Conn is Flight Operations Control. All information gathered by navigational sensors is available to the Flight Operations Officer, also called the Conn. The Conn, called helm in earlier incarnations of starships, takes orders directly from the Captain along with the mission destination of the orders programmed into the computer. It is up to the Captain to interpret how and when they want to arrive at the next destination. It is up to Conn to get them safely there.

The flight control console, also known as the Conn, is responsible for piloting and navigation of the ship. Most piloting and navigation functions are automated, but they still require a sentient mind to always oversee these operations. The Flight Control Officer is also known as Conn and receives orders directly from the Commanding Officer.



Along with Command, Ops, and Tactical, Conn provides the primary information necessary to run and protect the ship. The five primary duties of the Conn are:

- Navigation reference & course plotting
- Supervision of automated Flight Operations
- Manual Flight Operations
- Position Verification
- Bridge Liaison to Engineering Department

During impulse powered flight, the Conn is responsible for monitoring relativistic effects as well as inertial dampening system status. In the event a requested maneuver exceeds the capacity of the Inertial dampening system, the computer will request that the Conn modify the flight plan to bring it within normal operating parameters. During Alert status, flight rules permit Conn to specify maneuvers that are potentially dangerous to crew or ship.

Warp flight operating rules require Conn to monitor subspace field geometry in parallel with the Engineering Department. During warp flight, the flight control console continually updates long-range sensor data and makes automatic course corrections to adjust for minor variations in the density of the interstellar medium.

Flight control is especially critical during crisis situations, so Conn is connected to a dedicated backup flight ops sub processor to provide manual flight control, which includes emergency navigation sensors.

#### Qualifications

None, but preferred are OTS, OCC

I. Chief Medical Officer  
Corresponding Business Role  
(None)

#### Description

This is a fandom-only position, with the primary responsibility of serving as a senior officer as defined in section V.B.

*(More text is coming, from an in-Trekverse point of view)*

#### Qualifications

None, but preferred are OTS, OCC

m. Chief Operations Officer  
Corresponding Business Role  
(None)

#### Description

This is a fandom-only position, with the primary responsibility of serving as a senior officer as defined in section V.B.

Ops is Operational Control. From this station the Operations Officer monitors the power and resource needs of the ship in light of the current mission. The Operations Officer keeps the Captain informed of the resources available and alerts him if there are any changes in operational status that might hinder the current mission.

The Operations Officer is tasked with allocating power and resources to departments and systems during operating modes. Though each operating mode has its own protocols, the CO has wide latitude in responding to specific situations.

During normal operations, the Operations Officer organizes the Kitty Hawk primary operational personnel into three shifts. Each shift is assigned to 8-hour work periods. Primary Operations are those operations that must be performed or always enabled to ensure the space worthiness of the ship. Primary Operations include environmental support, propulsion operations, structural integrity elements such as shields and deflectors, all other operations necessary for safe performance of the ship in space and the ability to carry out Primary Missions.

Secondary Missions are those that do not require continual monitoring or missions that are not conducted around the clock so those personnel will not man all three shifts.

#### Qualifications

None, but preferred are OTS, OCC

n. Chief Security Officer  
Corresponding Business Role  
(None)

#### Description

This is a fandom-only position, with the primary responsibility of serving as a senior officer as defined in section V.B.

#### Qualifications

None, but preferred are OTS, OCC

o. Chief Science Officer  
Corresponding Business Role  
(None)

#### Description

This is a fandom-only position, with the primary responsibility of serving as a senior officer as defined in section V.B.

*(More text is coming, from an in-Trekverse point of view)*

#### Qualifications

None, but preferred are OTS, OCC

p. Chief Tactical Officer  
Corresponding Business Role  
Gaming Officer

q. Yeoman  
i. Finance  
Corresponding Business Role  
CFO/Treasurer

ii. Personnel  
Corresponding Fandom Role  
Personnel Yeoman

### 3. General Crew

#### a. Fleet

All *Kitty Hawk* crewmembers are part of the “Fleet” and ultimately fall under the CO in the chapter’s command structure.

#### b. MSG

Members of the MSG have joined at their own choice. All MSG-specific matters fall under the MSG OIC’s command.

#### c. SOU (including MACO)

Members of the SOU have joined at their own choice. All SOU-specific matters fall under the SOU Team Lead’s command.

#### d. Department Assignments

Departmental staffing (beyond the Department Heads) is purely optional. Each *Kitty Hawk* member has the option to join a department, but it’s not mandatory. If a member wishes to pick one, please contact the chapter CO.

### B. Rank and Promotion System

(Already published on the website; revisions to both the promotion and point schedules are in progress.)

### C. Mentorship Programs

#### 1. Non-projects

This mentorship is led by the XO.

Many members, both new and long-time crew, sometimes look for a little guidance around "What Do I Do Now?" when it comes to SFI and the *Kitty Hawk*. There are a lot

of options available and the XO can help out, including pointing project seekers toward the Project mentorship (listed below).

## 2. Projects

This mentorship is led by the SO.

The SO will provide guidance; answer questions; assign projects (or give an OK for someone volunteering to take something on); check on progress; and provide contacts if/when possible.

Most projects that are internal won't have due dates, so no pressure to have anything completed by date X.

If you have an idea for a particular project, let the SO know. If it's not already on the project list, they will get with the CO to review it and (very highly likely) give an OK.

Promotion points will be awarded for the work put into projects.

## D. Uniforms

### 1. Standards

In short, any Trek-based uniform is acceptable – including non-StarFleet uniforms.

Uniforms are strongly desired for any public appearance we make, weather permitting. If a uniform isn't available, a *Kitty Hawk* (or STARFLEET) t-shirt works well, too.

### 2. Sources for purchasing

(Will be added later)

## E. STARFLEET Membership Number

STARFLEET issues an SCC# to each member, which functions as one's membership number.

This number should be used when renewing to keep all of your records together throughout your membership period, which is especially important if you attend STARFLEET Academy or decide to take on a STARFLEET position outside the chapter.

## F. STARFLEET Membership Card

You can print your STARFLEET membership card through the STARFLEET database.

## G. Gatherings

### 1. Monthly Meetings

We'll meet every month, usually the first Saturday of the month. Check the meeting page on the website for time and location – and if there happens to be a change in schedules and/or location.

a. Regular Meetings

Most months, we'll meet at our designated "usual location," which is posted on the website. The basic structure is a business meeting to go through the month's agenda, with a meal immediately afterwards.

Meeting notes will be e-mailed to the general e-mail distribution list and posted to the website.

Other meetings may be organized as necessary, particularly for the MSG and SOU.

The Chapter webpage, social media, and/or general email distribution list should be used for announcements and sharing other information.

b. Potlucks and Holidays

We'll occasionally have our monthly meeting combined with a pot luck/holiday meal. Examples include July Fourth weekend and December potlucks for the late-year holidays.

2. Special Events

a. Volunteer Activities and Public Appearances

Volunteer activities are our primary mission, with public appearances being a secondary mission. In both instances, the *USS Kitty Hawk* will be participating in an event that is being run by another organization.

Both of these are good opportunities to get our name out and put a good foot forward. At public appearances, we'll also do recruiting.

b. Anniversary Dinners

Every year, we'll celebrate our launch with an anniversary dinner at a location other than our usual meeting location. Even though our anniversary is in December, these dinners are typically scheduled for the following January or February since the holiday season is usually very busy for everyone.

c. Game Nights

After a small number of the monthly meetings, we'll hold a game night. Anyone joining in can pick from the games available that evening and play. (Games are brought by the crew participating that particular evening.)

H. Website (2)

1. Structure

The structure and layout of the chapter website should make it easy for anyone to navigate and find what they're looking for.

One important note is each page must contain the standard CBS/Paramount disclaimer and copyright notice & date. The former can be copied from the bottom of any page on

the STARFLEET website. The latter simply is the current year, “*U.S.S. Kitty Hawk*”, and (primarily for stories) an individual’s name if the material is still under their ownership.

## 2. Content Submissions

All members of the crew are encouraged to submit items for the website to the webmaster.

### I. Newsletters (3)

#### 1. Kitty Hawk Newsletter

The *Kitty Hawk*’s newsletter is titled *The Wright Stuff*, a connection with our chapter name and the history of the Wright brothers and Kitty Hawk, NC.

##### a. The Legal Stuff

The chapter newsletter is a publication of the *USS Kitty Hawk*, the Raleigh, NC, chapter of STARFLEET, an international *STAR TREK* fan organization. This publication is a nonprofit enterprise and is not meant to infringe upon any copyright or trademark held by Paramount Pictures, Gulf & Western, or any other holder of *STAR TREK* copyrights or trademarks. Unless otherwise noted, ENTIRE CONTENTS ARE COPYRIGHT CATBIRD Publications, THE WRIGHT STUFF. Nothing in whole or in part may be used without the written permission of the publisher. *THE WRIGHT STUFF* assumes all material submitted for publication is gratis. The publisher and editors reserve the right to edit all submissions.

##### b. Description

The chapter newsletter is intended to be a longer-length (vs monthly meeting notes) publication of reports, other going on, stories, etc. The CO needs to write a column for each issue. All senior officers should write something as well, but it’s not yet required.

##### c. Schedule

The chapter newsletter is published near the end of each quarter. (It was bimonthly prior to 2022, but changed to reduce workload on the small newsletter staff.)

##### d. Distribution

Each issue of the chapter newsletter will be posted to the website. An e-mail to the newsletter distribution list will also be sent, containing either a copy of the newsletter or a link to the webpage that contains the issue’s download link.

##### e. Content Submissions

Content for the chapter newsletter is submitted to the Communications officer. The current submission deadlines are:

- Q1 - 15 February
- Q2 - 15 May
- Q3 - 15 August
- Q4 - 15 November

f. Archives

The chapter website will function as the primary newsletter archive.

Members of the crew may also keep copies of the .pdf version and the non-.pdf version. Currently, the CO and CompOps Chief do this.

2. Region One Newsletter

SITE: <https://r1.sfi.org/hailing-frequencies-open/#article-submissions>

SUBMISSION E-MAIL: [region1.publications@gmail.com](mailto:region1.publications@gmail.com)

3. STARFLEET Communique

SITE: <https://members.sfi.org/communique-archives/>

SUBMISSION E-MAIL: [cq@sfi.org](mailto:cq@sfi.org)

*Note that an active STARFLEET membership is needed to access the Communique archives.*

VII. STARFLEET International

A. Basic Structure

See the STARFLEET Membership Handbook, Chapter 1 (Sections 3-5) and 3.

B. Philosophy of STARFLEET

See the STARFLEET Membership Handbook, Chapter 1, Section 3.

C. The Academy

See the STARFLEET Membership Handbook, Chapter 10.

D. Disciplinary Procedures

The STARFLEET Membership Handbook covers this in Chapter 8, Section 1. Of note for the *Kitty Hawk* is that minor issues will be addressed by the chapter Command Staff (defined in VI.A.1.a, paragraph 2) at first instead of referring it to STARFLEET.

VIII. *Kitty Hawk* Background

(Will be added later)

A. Class Specifications -- see the "Kitty Hawk" category in the newsletter archive, which contains a lot to get started with; CO has additional info

1. *Constitution II* (formerly the *Constitution* Refit or *Enterprise* class)

a. Technical Specs

b. Drawings

2. *Kitty Hawk* Class

a. Technical Specs

b. Drawings



B. History

1. Trekverse (as above, check the early newsletter archives)
2. "Real Life"