

# USS Abraham Lincoln NCC 71809



## Membership Handbook

Version 1.2



# USS Abraham Lincoln NCC 71809

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SFI Rank Lt. Commander

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Chief of Staff

SFI Rank Rear Admiral

## Department Heads

Security – Commander Martin Schmidt

Engineering – Lt. Commander Joshua Shikowitz

Medical – Michael Smith

Sciences –

Marine Strike Group -

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## Manual History

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## Notices

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## Section 0.0: Purpose

The purpose of this handbook is to familiarize the members of the USS Abraham Lincoln NCC 71809, here after referred to as the Abraham Lincoln, with the shipboard/chapter operations. It will attempt to answer the most commonly asked questions concerning our chapter and how it interacts within our parent organization, STARFLEET, the International Star Trek Fan Association, Inc., here after referred to as SFI, and fandom in general. Chapter structure, responsibilities of members, chapter participation and other topics will be outlined herein.

## Section 0.1: Disclaimer

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## Section 1.0: Chapter Description

The Abraham Lincoln is a member-chapter of SFI located in Region 7. The chapter represents a fictional Starfleet vessel in the Trek universe and its members assume the role of personnel serving as crew aboard the starship; in addition to being functional personnel within the chapter. Members attend conventions, participate in chapter meetings, and organize events. The Abraham Lincoln participates with fellow chapters of SFI and attends functions hosted by them.

The Abraham Lincoln's timeline is set in the 24<sup>th</sup> century, starting with the fictional year of 2386 (2009 actual). This setting takes place just past the series of Star Trek: The Next Generation, Star Trek: Deep Space Nine, and Star Trek: Voyager.

## Section 1.1: Vessel/Chapter Structure

In aspect of role-playing the Abraham Lincoln represents a starship of the line serving in Starfleet of the United Federation of Planets. The vessel has what is designated as a "command crew," which is made up of the Commanding Officer, Executive officer, Second Officer, and the Department Heads. The shipboard positions and their respective chapter duties are as follows:

### Shipboard Positions

- Commanding Officer
- Executive Officer
- Second Officer

### Chapter Duties

- Chapter President
- Chapter Vice President
- Chapter Duty Vice President

*\*Note: A starship's Second Officer will also hold a Department Head position in addition to his/her duties. The only two (2) departments that a Second Officer cannot be chosen from are Medical and Ship Services.*

All other shipboard positions are filled by the general membership of the chapter. Department heads are appointed by the Command Staff.

## Section 2.0: Membership Requirements

In order to be a member of the Abraham Lincoln, an applicant must be a SFI member in good standing. He/she must have filled out a membership application and his/her membership dues must be paid in full. Once assigned to the chapter, a member will be granted the enlisted rank of crewman and posted within a department of his/her choosing.

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Members are asked to maintain regular communications (at least monthly) with the Commanding Officer, the Executive Officer, or the Second Officer. This communication may take the form of a phone call, letter, e-mail, etc. and should include ideas, comments, and progress on assignments. Members are encouraged to attend the monthly chapter meetings where their input would be used in the running of the chapter and the planning of its events. Participation goes a long way in making the member's experience in SFI and the Abraham Lincoln an enjoyable one.

## Section 2.1: Operating Costs

Whereas the Abraham Lincoln is a financially self sustaining organization through our own contributions to the chapter's treasury and any fundraising activities the ship participates in. Monthly dues are collected at each meeting.

## Section 2.2: Membership Materials

In addition to the materials a member receives upon joining SFI, personnel posted to the Abraham Lincoln will receive the following chapter membership materials:

1. A copy of the USS Abraham Lincoln NCC 71809 Membership Handbook [CD Copy]
2. A copy of the chapter roster (not to be given to any person other than a chapter member) [CD Copy]
3. Chapter history and Chronology [CD Copy]
4. Membership Certificate
5. Chapter/Ship ID Card

## Section 3.0: Chapter meetings

All chapter meetings will be held monthly on a day set by the Executive Committee at a reasonable time. The date of the meeting shall be announced ahead of time within a reasonable time to allow members to plan for attendance.

## Section 4.0: Commanding Officer Responsibilities

The chapter's Commanding Officer is responsible for:

- Seeing that all members fulfill their obligations.
- Promotion of crew up to and including the rank of Commander as per SFI regulations.
- The starship commander must file a Monthly Status Report (MSR) either by mail service or online through the SFI website to the appropriate SFI personnel.
- Insuring the proper running of the chapter.
- The chapter president must comply with all SFI By-Laws.
- Represent the organization and chapter in a positive manner.
- The chapter president is responsible for the actions of the chapter members, with special attention given to those under the age of eighteen (18).

\*Promotions beyond the rank of Commander are granted solely by the designated personnel within SFI.

## Section 4.1: Executive Officer Responsibilities

The chapter's Executive Officer (XO) is responsible for assisting the vessel commander in any way he/she deems necessary in order to successfully accomplish the running of the chapter. He/she is responsible for recommending department heads for promotion to the vessel commander.

- The XO takes charge of a meeting or activity when the CO is unable to be there to take charge.

## Section 4.2: Second Officer Requirements

The second officer has the same duties as outlined for the executive officer. He/she is to work closely with the chapter Department Heads and may be called upon by the vessel commander to oversee chapter events.

## Section 4.3: Department Head Requirements

Department Heads are responsible for keeping records on everyone in his/her department, such as time in grade, date of last promotion, promotion points earned, and other pertinent information. They will be responsible for correlating their personnel's reports and giving a single report to the vessel commander. Department Heads can recommend personnel under their command for promotions to the vessel commander.

## Section 4.4: Monthly Status Reports

Monthly Status Reports (MSRs) are to be sent to the Regional Coordinator, Region Seven, by the chapter president and are an important tool to the organization. An MSR shall include, but not be limited to, membership statistics, activities, problems, needs, etc. The chapter president must send an MSR no later than the 5<sup>th</sup> of each month.

## Section 5.0: STARFLEET Ranking System

### Officer Ranks

Ensign  
Lieutenant Junior Grade  
Lieutenant  
Lieutenant Commander  
Commander  
Captain  
Fleet Captain  
Commodore  
Rear Admiral  
Vice Admiral  
Admiral  
Fleet Admiral

### Enlisted Ranks

Recruit  
Enlisted Second Class  
Enlisted First Class  
Petty Officer Second Class  
Petty Officer First Class  
Chief Petty Officer  
Senior Chief Petty Officer  
Master Chief Petty Officer

## Section 5.1: Promotion Point System

Promotion points, when awarded to crewmembers, help gauge when they are eligible for promotion in rank. It takes into account their participation within the chapter and must only be used as guideline when determining promotions.

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Needs of the chapter and insight provided by the Department Head and/or Commanding Officer go hand-in-hand with promotion points in rendering a decision to advance a crewmember in rank.

Attending a convention (per day)	5 points
Attending a convention in uniform (per day)	2 points
Manning a recruitment table (minimum one (1) hour)	3 points
Attending a chapter meeting	5 points
Attending a chapter event	4 points
Completing an assignment (excludes normal chapter duties)	2-5 points
Each year in chapter	5 points
Organize a chapter event	5 points

## Promotion Point Requirements

- Crewman: assigned upon joining the crew
- All enlisted ranks: one (1) month time minimum served in grade plus a minimum of thirty (30) promotional points
- Ensign: 60 promotional points
- Lt. Jg.: 85 promotional points (totaling 145 points)
- Lt.: 100 promotional points (totaling 245 points)
- Lt. Commander: 200 promotional points (totaling 445) plus completion of Officer Training School (OTS)
- Commander: 250 promotional points (totaling 695) plus completion of Officer's Command College (OCC)

## Section 5.2: Promotions in Rank

When personnel are considered for promotion on the Abraham Lincoln, the following should be used as a guideline when determining if a promotion is in order for the individual in question:

1. Chapter Participation: Is the individual in question active within the chapter? Does he/she attend meetings regularly? Does he/she participate in chapter events?
2. Organization Participation: Does the individual participate in events sponsored by other chapters on SFI or the organization itself?
3. Promotion Points: Has the individual accrued the required promotion points for his/her next rank? Junior officers must have at least fifty (50) points; promotions in the senior officer rank require 100 points. Promotion points are just a guideline, just because a member has the required points does not mean they automatically get promoted.
4. Uniforms: It is not mandatory for a member of the Abraham Lincoln to purchase or make a Starfleet uniform (unless he/she wishes to be a Department Head). If an individual is in uniform, that is a plus. There is a ship uniform consisting of the appropriate color shirt (based on department) and black pants and black shoes.

These guidelines should help in determining if a promotion is in order. The promoting officer's insight of the person's character should also be weighed in accordance with the considered promotion.

## Section 5.3: Promotions in Position

The vessel commander is responsible for promoting personnel to the new positions, namely Department Head positions. When considering a chapter member for a Department Head position, or even an Executive Officer or Second Officer position, the following should be taken into account before a decision is reached:

1. Is the chapter member up to the responsibilities of maintaining the position in question? A candidate must be able to keep accurate records and make monthly reports to the vessel commander.



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2. Does the chapter member get along well with others in his/her department? If personnel in a department do not mesh well with their Department Head, then future problems could arise.
3. Does the chapter member demonstrate leadership ability? Some people are better followers than they are leaders. A Department Head is a leader for his/her department. They must understand the wants and needs of their personnel. They must lead by example, not by bullying and intimidation.

These guidelines, as well as the chapter president's insight, should serve well in determining a candidate for a promotion in position.

## Section 6.0: Uniforms

How you dress at conventions and some chapter functions is the outward statement of your pride in your organization. Regular Duty Starfleet Uniforms are not required on the Abraham Lincoln except for Department Heads. If a member desires to purchase a Regular Duty Uniform that is their choice. The only requirement with regards to uniformity is that the uniform color matches department assignment. The chapter utilizes the uniform as seen in Star Trek: Deep Space Nine and in the Star Trek: The Next Generation movies. The uniforms from Star Trek: The Next Generation and Star Trek: Voyager television shows are also acceptable. Black slacks and boots complete the uniform. Refer to any chapter command staff personnel for details on how to purchase a uniform. For those more adventurous, uniform patterns are also available for the creation of a uniform.

### Ship Uniform Colors (Shirts and/or turtlenecks)

<b>RED</b>	Command Department, Bridge Department (except OPS)
<b>YELLOW</b>	Security Department, Engineering Department, Ship Services Department, OPS
<b>BLUE</b>	Science Department, Medical Department
<b>Green</b>	Abraham Lincoln Marine Strike Group
<b>Grey</b>	Cadets
<b>Purple</b>	Civilians

Paraphernalia such as rank pins and communicator badges come with bought uniforms or can be found at conventions.

Since the chapter leadership must look professional to the public and fellow fans, all Department Heads on the Abraham Lincoln are required to have a Starfleet uniform. While it is not mandatory to own a uniform within SFI or the chapter, it is also not mandatory that one be a Department Head.

## Section 7.0: Starship Departments and Divisions

- A Department is defined as a main subdivision of a starship's crew.
- A Division is defined as a minor subdivision of a starship's crew.

### Command Department

- Commanding Officer
- Executive Officer
- Second Officer
- Disbursement Officer
- Records Officer
- Personnel
- Legal
- Yeoman

### Bridge Department

- Flight Control (Conn)
- Operations Management (Ops)
- Deck (Hanger)
- Pilot (Shuttle)

### Engineering Department

- Warp Drive
- Power

### Medical Department

- Surgery
- Xenomedicine

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- Environment
- Impulse Drive
- Damage Control
- Computer System
- Electronics
- Electrical
- Ship Fitting
- Transporter
- Counselor (Psychiatry)
- Pharmacy
- Nursing
- Pathology
- Dental
- Recreation

## **Ship Services Department**

- Quartermaster
- Commissary (PX, Lounges)
- Maintenance
- Miscellaneous

## **Security Department**

- Internal Security
- Tactical (Ship Ordnance)

## **Science Department**

- Computer Science
- Sensors
- Anthropology
- Archeology
- Biology
- Botany
- Chemistry
- Astrogeology
- Physics
- Astrophysics
- Cartography
- Library

1. All personnel, upon joining the Abraham Lincoln, are assigned the enlisted rank of “Crewman” for a probationary period lasting up to six (6) months.
2. During or after the six (6) month probationary period, a member will be reviewed by his/her commanding officer and Department Head in order to determine if a commission as an officer is to be granted. The member in question is to be notified of the results of their review no later than two (2) weeks after the CO and the Department Head meet.
3. If the member is granted a commission, he/she will be assigned the rank of a junior officer (Ensign, Lt. Jg., Lt.), based upon the member’s participation as well as the needs of the chapter.
4. Personnel may only be promoted to the rank of Captain and beyond by designated members of SFI.