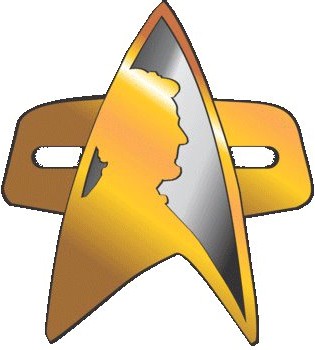
USS Abraham Lincoln NCC 71809-A



Membership Handbook

Version 1.4

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| --- | --- |
| STARFLEET Logo Classic (color).jpg | Region 7.jpg |

**Chapter Command Staff**

***Commanding Officer*** - Rear Admiral Keith Shikowitz

***Executive Officer –*** Commander Andrew Sterman

***2nd Officer -*** Commander Joshua Shikowitz

**Chapter Department Heads**

**Cadet Corps –** Ensign Adam Shikowitz

**Engineering** – Commander Joshua Shikowitz

**Finance –** Commander Andrew Sterman

**Marine Strike Group**

**Medical** – Commander John Radle

**Operations –** Ensign Adam Shikowitz

**Sciences** –

**Security/Tactical** – Commander Martin Schmidt

**Ship Services -**

**Manual History**

**Version 1.0** – 02/09/2009

**Version 1.1** – 10/14/2012

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Updated 08/29/2019

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Updated 08/06/2022

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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-A, hereafter 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., hereafter 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 chapter of SFI located in Region 7, encompassing NY; NJ; PA; DE; MD; and Washington, DC. The chapter represents a fictional Starfleet vessel in the Star Trek universe, and its members assume the role of personnel serving as crew members 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 in various functions with fellow chapters of SFI and attends such functions hosted by them.

The timeline for the USS Abraham Lincoln NCC 71809-A is set from the late 24th century into the early 25th century, beginning with the fictional year of 2399 (2022 actual). This timeline corresponds with that of the Star Trek: Picard series.

# Section 1.1: Vessel/Chapter Structure

In terms 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 completed the membership application online (on the SFI website) and his/her membership dues 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.

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, 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 aboard the Abraham Lincoln an enjoyable one.

There exists no minimum age requirement for membership with the USS Abraham Lincoln. Any individual under the age of 18, however, must also have a parent as an accompanying member. The said parent must accompany their child(ren) to all chapter meetings and activities.

# Section 2.1: Operating Costs

The Abraham Lincoln is a self-sustaining organization, financed by any fundraising activities in which the chapter’s crew participates, as well as our own contributions to the chapter’s treasury. Monthly dues are usually collected at each meeting. These dues are encouraged; however, they are *not* mandatory.

# Section 2.2: Membership Materials

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

1. A copy of the USS Abraham Lincoln NCC 71809-A Membership Handbook

2. A copy of the USS Abraham Lincoln NCC 71809-A Constitution

3. Chapter history and Chronology

4. Membership Certificate

5. Chapter/Ship ID Card

Items #1-3 above are posted on the Abraham Lincoln’s website. Items #4-5 above are distributed by the chapter command staff.

# Section 3.0: Chapter meetings

All chapter meetings will be held monthly on a day and time set by the Executive Committee. The date of each meeting shall be announced well in advance to allow members to plan for attendance. Location of each chapter meeting will be announced via e-mail at least two weeks prior to the meeting date. Any member who is unable to attend in person may attend via the Zoom link indicated below. All meetings will begin at 2:00pm unless otherwise indicated.

Join Zoom Meeting  
[https://us06web.zoom.us/j/8193211503?pwd=VzEvRWUyM3Y2TGptMlViWEJZdnBCZz09](https://www.google.com/url?q=https://us06web.zoom.us/j/8193211503?pwd%3DVzEvRWUyM3Y2TGptMlViWEJZdnBCZz09&sa=D&source=calendar&usd=2&usg=AOvVaw0Lotb3mvcfY-6z3dfW811R)  
  
Meeting ID: 819 321 1503  
Passcode: wV0hyw

# Section 4.0: Commanding Officer Responsibilities

The chapter’s **Commanding Officer (CO)** is responsible for the following:

* Ensuring that all members fulfill their obligations.
* Promotion of crew up to and including the rank of Commander as per SFI regulations.
* The chapter’s CO must file a Monthly Status Report (MSR) online through the SFI website to the appropriate SFI personnel.
* Ensuring that the chapter is run effectively.
* The chapter’s CO must comply with all SFI By-Laws.
* Represent the organization and chapter in a positive manner.
* The chapter’s CO 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 to ensure that the chapter is run in a most effective and efficient manner. He/she is responsible for recommending department heads for promotion to the vessel commander.

* The chapter’s XO assumes command of a meeting or activity when the chapter’s CO is unable to be there to do so.

# Section 4.2: Second Officer Requirements

The Second Officer has the same duties as those outlined for the Executive Officer. He/she must work closely with the chapter Department Heads and may be called upon by the vessel commander to assist with overseeing 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 collecting their personnel’s reports and providing a single report to the vessel commander. Department Heads can recommend promotions for personnel under their command to the vessel commander.

# Section 4.4: Monthly Status Reports

Monthly Status Reports (MSRs) must be sent by the chapter’s CO to the Region 7 Coordinator, and are an important tool for the organization. An MSR shall include, but not be limited to, membership statistics, activities, problems, needs, etc. The chapter CO must send an MSR no later than the 5th of each month.

# Section 5.0: STARFLEET and Marine Strike Group Ranking Systems

**Enlisted Ranks**

|  |
| --- |
|  |
| Crewman Recruit (Age 16-17) |
| Crewman |
| Petty Officer |
| Chief Petty Officer |
| Senior Chief Petty Officer |
| Master Chief Petty Officer |

**Officer Ranks**

|  |  |
| --- | --- |
| **Starfleet** | **Marine** |
| Ensign | 2nd Lieutenant |
| Lieutenant Junior Grade | 1st Lieutenant |
| Lieutenant | Marine Captain |
| Lieutenant Commander | Major |
| Commander | Lt. Colonel |
| Captain | Colonel |
| Fleet Captain | Brigadier General |
| Commodore | Brigadier General |
| Rear Admiral | Major General |
| Vice Admiral | Lt. General |
| Admiral | General |
| Fleet Admiral | Field Marshall |

# Marine

E1. Recruit.              Pvt  
 E2. Crewman 3.      Pfc  
 E3. Crewman 2.      Lcpl  
 E4.  Crewman 1.      Cpl  
 E5. PO3.                    Sgt  
 E6. PO 2.                   Sgt Fc  
 E.7 PO 1.                   GSgt  
 E8. CPO.                   SSgt  
 E9. SCPO                  MGSgt  
 E9. MCPO.                 Sgm  
 E.9 MCPOSF.       SgmSmc  
 Warrant Officers  
 W 1. Warrant Officer  
 W2. Chief WO2  
 W3.Chief WO3  
 W3. Chief WO 4

# 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.

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/conference (per day) | 5 points |
| Attending a convention/conference in uniform (per day) | 3 points |
| Manning a recruitment table (minimum one (1) hour) | 4 points |
| Attending a chapter meeting | 5 points |
| Attending a chapter meeting in uniform | 3 points |
| Attending an event | 5 points |
| Attending an event in uniform | 3 points |
| Completing an assignment (excludes normal chapter duties) | 2-5 points |
| Each year in chapter | 25 points |
| Organize a chapter event | 10 points |

Promotion Point Requirements

1. Crewman: assigned upon joining the crew

2. All enlisted ranks: Both a minimum of two (2) months time served plus a minimum of forty (40) promotion points achieved in each grade

3. To Ensign: Minimum 200 total promotion points from enlisted ranks as well as a minimum total of ten (10) months served in all enlisted ranks

4. To Lt. Jg.: Minimum of 85 promotion points earned (totaling 285 points), as well as a minimum of six (6) months served as Ensign

5. To Lt.: Minimum of 100 promotion points (totaling 385 points), as well as a minimum of six (6) months served as Lt. Jg.

6. To Lt. Commander: Minimum of 200 promotion points (totaling 585), as well as a minimum of eight (8) months served as Lt. Jg.; must also complete Officer Training School (OTS)

7. To Commander: Minimum of 250 promotion points (totaling 835), as well as a minimum of twelve (12) months served as Lt. Commander; must also complete 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.

\*As per Section 4.0 of this handbook, promotions beyond the rank of Commander are granted solely by the designated personnel within SFI.

# 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.
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 the organization. Regular Duty Starfleet Uniforms are not required on the Abraham Lincoln, **EXCEPT** command staff and department heads. If a member desires to purchase a Regular Duty Uniform that is their choice. The only requirement with regards to uniforms is that one’s uniform color matches his/her department assignment. The chapter uses the uniforms as seen in Star Trek: Picard. The uniforms from Star Trek: Deep Space Nine and in the Star Trek: The Next Generation movies. Star Trek: The Next Generation and Star Trek: Voyager television shows are also acceptable. Black pants and black footwear complete the uniform. Consult with 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 uniforms (polo shirt in appropriate departmental color) are required for all Abraham Lincoln crew members.

|  |  |  |
| --- | --- | --- |
| **Ship Uniform Colors (Shirts and/or turtlenecks)** | |  |
| **RED** | Command Department, Bridge Department (except OPS) | |
| **YELLOW** | Security Department, Engineering Department, Ship Services Department, OPS | |
| **BLUE** | Science Department, Medical Department | |
| **GreenCamo** | Abraham Lincoln Marine Strike Group | |
| **Grey** | Cadets | |
| **Purple** | Civilians | |

Paraphernalia such as rank pips and communicator badges may come with purchased uniforms. These items may also be found at conventions and online.

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** | **Bridge Department** |
| * Commanding Officer * Executive Officer * Second Officer * Finance * Disbursement Officer * Records Officer * Personnel * Legal * Yeoman | * Flight Control (Conn) * Operations Management (Ops) * Deck (Hanger) * Pilot (Shuttle) |
|  |  |
| **Engineering Department** | **Medical Department** |
| * Warp Drive * Power * Environment * Impulse Drive * Damage Control * Computer System * Electronics * Electrical * Ship Fitting * Transporter | * Surgery * Xenomedicine * Counselor (Psychiatry) * Pharmacy * Nursing * Pathology * Dental * Recreation |
|  |  |
| **Ship Services Department** | **Security Department** |
| * Quartermaster * Commissary (PX, Lounges) * Maintenance * Miscellaneous | * Internal Security * Tactical (Ship Ordinance) |
|  |  |
| **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.