



2019

**THIRD BRIGADE
STARFLEET MARINE CORPS**



**Third Brigade
Handbook**



Third Brigade Handbook

And

Staff Manual

Written and Published by and for the Use of
the

Third Brigade, STARFLEET Marine Corps



This manual is published by and for the members of the Third Brigade, STARFLEET Marine Corps. It is based on and replaces the Brigade Staff Manual 2015, which in turn was based on and superseded the Brigade Staff Manual 2011.

STARFLEET Marine Corps and the Third Brigade are elements of STARFLEET, the International Star Trek Fan Association, Inc. STAR TREK and related marks are trademarks of CBS Studios Inc. Neither STARFLEET, any of its Regions or organizations hold any claims to any trademarks, copyrights, or other properties held by CBS Studios Inc., other such companies or individuals.

First Published August 2011
Revised Edition 2.0, Published March 2015
Revised & Renamed Edition 3.0, Published May 2019

TABLE OF CONTENTS

Table of Contents	3
1.0 Overview	5
Acknowledgments	5
1.1 Pronouns.....	5
1.2 Brigade Membership.....	5
1.2 Brigade Structure	6
1.3 Brigade Staff.....	6
2.0 Brigade OIC & DOIC.....	7
2.1 Brigade Officer-in-Charge (OIC)	7
2.2 Brigade Deputy Officer-in-Charge (DOIC)	7
3.0 Brigade Staff.....	8
3.1 Brigade S-1: Administration and Personnel Officer.....	8
3.2 Brigade S-2: Intelligence Officer	8
3.3 Brigade S-3: Operations Officer	9
3.4 Brigade S-4: Logistics and Supply Officer	9
3.5 Brigade S-6: Communications/IT Officer.....	9
3.5.1 S-6 I: IT Infrastructure	9
3.5.2 S-6 E: <i>Cry Havoc!</i> Editor	9
3.6 Finance Manager (FM)	10
3.7 Brigade Sergeant Major (BDE SGM).....	10
3.8 Battalion OIC (BN OIC)	10
3.8.1 Battalion DOIC (BN DOIC).....	12
3.9 Aide-de-camp (ADC)	12
4.0 Brigade Staff Meetings	12
5.0 Unit OIC.....	12
6.0 Brigade Events	13
6.1 Brigade-Hosted Events.....	13
6.1.1 Brigade Muster	13
6.1.2 Brigade Mess	13
6.1.3 Brigade Outings.....	13
6.1.4 Camp Alfa, a.k.a. “Boot Camp”	14
6.1.5 Wilderness Challenge	14
6.2 Battalion-Hosted Events.....	14
6.3 Unit-Hosted Events.....	14

6.3.1 Dining-In (or Dining-Out) 14
Appendix A: 3BDE New Unit Request 15
Appendix B: Helpful Web Sites 16
Appendix C: Honor Guard 18
Glossary 20



1.0 OVERVIEW

This manual is published by the 3rd Brigade of the STARFLEET Marine Corps (SFMC).

The SFMC is an affiliate of STARFLEET, the International Star Trek Fan Association, Inc.









This manual is released under the Creative Commons Attribution - NonCommercial-NoDerivs 3.0 License (<http://creativecommons.org/licenses/bync-nd/3.0/>).

You may freely copy, distribute, display, and perform this manual.

Please refer to the Glossary (page 19) if you are unsure of the meaning of any acronyms.

Acknowledgments

This manual could not have been created and put together without the assistance of the following people. We stand on the backs of giants...

-  The authors of the original SFMC Branch Manuals
-  The authors of the current SFMC Policy Manual
-  The authors of the current SFMC MOS Manual
-  John Roberts
-  Jeremy “Sideshow” Carsten
-  Michael Tolleson
-  Thomas (Tank) “Bazinga” Clark
-  Sarah “Rimfire” Hays

1.1 Pronouns

In this guidebook, “he”, “him”, and “his” are used following the standard English-language grammatical convention to use these forms for gender-nonspecific pronouns. No sexist bias is intended. The convention is used merely for ease of writing and reading. There have been and hopefully always will be plenty of female members in the SFMC and the Third Brigade, and no slight to them is intended. *The use of male gender-neutral pronouns throughout my writing is not to suggest an exclusive situation; it is simply a writing standard I was taught in school and that I prefer to use. I cannot get used to using a plural word (“their” or “they”) to indicate a singular individual. Old dogs, new tricks – you know how it goes. Please take no offense to this unless you also take offense at regular uses of the Oxford comma or occasional applications of split infinitives.*

1.2 BRIGADE MEMBERSHIP

STARFLEET, The International Star Trek Fan Association (SFI) and the STARFLEET Marine Corps (SFMC) have determined that the Third Brigade will consist of those members and units located within Texas and Louisiana. Any member of a unit located in the Third Brigade is likewise a member of the Third Brigade.

1.2 BRIGADE STRUCTURE

Currently Third Brigade (3BDE) contains two Battalions:

- 1BN – Encompassing all units and members from the state of Louisiana.
- 2BN – Encompassing all units and members from the state of Texas.

In the Third Brigade, the Battalion echelon is not currently manned, but may be activated at any time at the will of the Brigade Officer-in-Charge.

The Third Brigade is comprised of units numbering from 300-349. Unit 300 is considered to be a “Headquarters Group” and consists of Third Brigade Marines otherwise unassigned to an MEU or a MSG.

1.3 Brigade Staff

The Brigade staff is in place to facilitate the organization and enjoyment of all members of Third Brigade and conduct the day-to-day operations of 3BDE. Additionally, the Brigade staff will develop policies and procedures that are deemed necessary by 3BDE, the SFMC and SFI.

The senior staff (S-1, S-2, S-3, S-4, S-6, FM, BN OIC’s (if any), BDE SGM, BDE OIC, BDE DOIC, and Chief of Staff) is required to submit articles for the bi-monthly *Cry Havoc!*, detailing the activities and updates of their work.

Brigade Staff shall utilize the brigade staff e-mail list to coordinate their activities and monitor that list for guidance and instructions from the Brigade Officer-in-Charge (OIC).

All Brigade Staff must be readily reachable through e-mail, phone, and other electronic means of communications, such as Skype, Google Hangouts, Discord, or other communications tools.

All Brigade staff members are appointed by the Brigade OIC and serve at his pleasure.



2.0 BRIGADE OIC & DOIC

2.1 BRIGADE OFFICER-IN-CHARGE (OIC)

In accordance with SFMC Policy manual, Section 3.06, page 18, the Brigade OIC is appointed by, and serves at the pleasure of Commander, Forces Command (COFORCECOM). Brigade OICs are in position to make the flow of information from the single Marine to the Commandant work smoothly. Therefore, it is the primary duty of the Brigade OIC to collect and compile the information included in the Unit reports.

The Brigade OIC appoints Battalion (BN) OICs and all staff as needed. The Brigade OIC should collect the reports either from the MSG OICs or the BN OICs and edit and compile the information into the proper format for the Brigade report. Brigade Reports are due to COFORCECOM by the 21st of each even numbered month (February, April, June, August, October and December). It is recommended that the online report form be used to file reports for all reporting levels, but other methods will be accepted as long as the COFORCECOM has been informed of the desire to use alternate methods and has agreed.

Recommended Courses Include: OTS, OCC, PD-100, PD-120, PD-135, PD-201, PD-205, PD-301*, LD-100, LD-201, LD-301, NCO-100, NCO-201.

2.2 BRIGADE DEPUTY OFFICER-IN-CHARGE (DOIC)

The Brigade DOIC is the primary backup to the OIC and should be kept informed as to the running of the Brigade. If for any reason the OIC is unable to perform the duties assigned to the position, the DOIC should be prepared to step in to ensure the smooth running of the Brigade. The DOIC should receive copies of all reports and decisions of the OIC. If the OIC resigns or for another reason is no longer able to perform the duties of the office, the DOIC may be asked by COFORCECOM to step in as Acting OIC until such time as the office of OIC can be filled. The DOIC may submit an application for OIC if he so desires but will not necessarily be selected to fill the position permanently.

Brigade DOICs are appointed by the Brigade OIC to assist in the everyday running of the Brigade. Basically, he performs any job given to him by the BDE OIC. The most important reason to appoint a DOIC is to perform the tasks of the BDE OIC when it is necessary that he be out of office temporarily. This will help avoid late or delinquent reports to COFORCECOM.

Additionally, the Brigade DOIC serves as the Chief of Staff (C-of-S), unless another individual is appointed to that position specifically. The Chief of Staff's main task is to manage the Brigade staff and its workload to ensure proper communication and efficiency of the staff as a whole. He shall be the focal point to resolve any issues within Brigade staff. He will perform, or delegate, specific duties as instructed by the BDE OIC.

Recommended Courses Include: OTS, OCC, PD-100, PD-120, PD-135, PD-201, PD-205, PD-301*, LD100, LD-201, LD-301, NCO-100, NCO-201.

3.0 BRIGADE STAFF

Some members of the staff -- sometimes called the “Coordinating Staff” (the positions S-1 through S6) -- serve as directors of their specific areas of responsibility, and must coordinate with each other, as well as the C-of-S and Brigade OIC to carry on the day to day functioning of the Brigade.

Other staff elements report directly to the Brigade OIC and either handle specific areas in which each is an expert on the subject matter (like the Finance Manager, Brigade Sergeant Major, and Battalion OICs and their DOICs) or (like the optional Aide-de-camp {ADC} position) assist the Brigade OIC. They will coordinate with other staff as needed or directed.

3.1 BRIGADE S-1: ADMINISTRATION AND PERSONNEL OFFICER

The S-1 oversees and aids in bi-monthly Unit reporting (at the MSG/MEU level), tracking reporting trends and late reports. They will assist Unit OICs as requested. The S-1 shall also be record keeper for all Brigade meetings, as well as keeping operating documents (such as this manual and staff contact list) up to date. Additionally, the S-1 serves as the personnel officer, helping the OIC to manage awards and promotion recommendations, and tracking unit heraldry.

In the months leading up to Brigade Muster, the S-1 will form an Awards Committee. This committee will review award nominations as entered using the online Brigade Reporting Form at <https://3bde.org/docs> (selecting “Brigade Level Awards Nomination Form”) and comment on them to the S-1. The S-1 will review these comments as well as the award nominations and forward his recommendations for each award to the Brigade OIC. This process needs to be complete early enough to allow the Brigade OIC to make his final decision, and to have award certificates produced.

As members of Marine Expeditionary Units (MEUs) are not members of local chapters, these members are promoted by the Regional Coordinator. 3BDE will, if such members wish, assist these members by endorsing promotion requests. The process is as follows: The leadership and members of each MEU will forward their promotion requests to the Brigade S-1, at S1@3bde.org. Requests should include time-in-grade of the nominee, as well as other considerations the nominator feels important. The S-1 will forward this recommendation along with his comments to the BDE OIC. The BDE OIC will also comment and forward the recommendation (with both comments) to the Regional Coordinator.

Recommended Courses Include: OTS, PD-100, PD-120, PD-135, PD-201, PD-205, LD-100, LD-201, NCO-100, NCO-201.

3.2 BRIGADE S-2: INTELLIGENCE OFFICER

The Intelligence Officer is responsible for discovering, organizing, and disseminating information about activities that may be of interest to 3BDE units and members, working in conjunction with the Region 3 Events Coordinator. He will assist 3BDE units with the

distribution of information of their events to other interested parties. The intent is to work with other fan organizations and venues to maximize participation and enjoyment for all.

Recommended Courses: OTS, PD-100, PD-120, PD-135, PD-201, PD-205, LD-100, LD-201, NCO-100, NCO-201, AE-100, AR-100, CE-100, IN-100, IN-151, IN-152, IN-201, MO-100, ME-100, MD-100, SO-100, SU-100, XB-101, XJ-101, XK-101, XK-111, XK-121, XR-101.

3.3 BRIGADE S-3: OPERATIONS OFFICER

The Operations officer is responsible for planning and coordinating all SFI and SFMC events affecting the Brigade. This includes the Brigade Muster, coordination with Region staff concerning the Region Summit, as well as events, communications, and relations with other Brigades and Regions. See Section 7.0 for information regarding common Brigade activities.

Recommended Courses Include: OTS, PD-100, PD-120, PD-135, PD-201, PD-205, LD-100, LD201, NCO-100, NCO-201.

3.4 BRIGADE S-4: LOGISTICS AND SUPPLY OFFICER

The Logistics officer is Quartermaster for the Brigade. He shall administer all Brigade stores, online and otherwise, as directed by the BDE OIC. He shall be responsible for maintaining accurate information on the sales and inventory of Brigade merchandise, and the S-4 will work with the Brigade Finance Manager in all handling and accountability of Brigade moneys.

Recommended Courses Include: OTS, PD-100, PD-120, PD-135, PD-201, PD-205, LD-100, LD-201, NCO-100, NCO-201.

3.5 BRIGADE S-6: COMMUNICATIONS/IT OFFICER

The S-6 is responsible for overseeing the timely publication of the Brigade bi-monthly newsletter, the "*Cry Havoc!*" and seeing that it is available on the Brigade website. Additionally, the S6 is responsible for maintaining the Brigade website, e-mail lists, and any other IT requirements. The S6 can delegate these responsibilities further.

Recommended Courses Include: OTS, PD-100, PD-201, OD-100, OD-151, OD-201, and OD-251.

3.5.1 S-6 I: IT Infrastructure

The S6-I is responsible for maintaining the Brigade website, Facebook and any other web presence, as well as the e-mail lists. Additionally, he will serve to advise on any other IT requirements the Brigade may need.

Recommended Courses Include: OTS, PD-100, PD-201, OD-100, OD-151, OD-201, and OD251.

3.5.2 S-6 E: Cry Havoc! Editor

The *Cry Havoc!* Editor is responsible for collecting articles from Brigade Staff, Unit OIC's and Brigade members and compiling them into a bi-monthly newsletter - the *Cry Havoc!*. All articles are due to the S-6 E by the 5th of every odd numbered month so that the *Cry Havoc!* can be published by the 20th of that month. He is responsible for the layout and organization of the *Cry Havoc!*, and is charged to work with the S-6 IT to ensure it is published on the Brigade website as needed.

Recommended Courses Include: OTS, PD-100, PD-201, OD-100, OD-151, OD-201, and OD251.

3.6 FINANCE MANAGER (FM)

The FM assists the BDE OIC with all 3BDE finances, is responsible for creating and maintaining a record of the financial transactions of 3BDE, and shall submit timely reports to the BDE OIC, COFINCOM, and the Brigade Staff as requested. FM is responsible for preparing a quarterly report on the current fiscal state of the Brigade, and for shorter, bi-monthly submissions to the *Cry Havoc!*. He shall work closely with the S4, quartermaster, on all aspects concerning the Brigade's finances.

Recommended Courses Include: OTS, PD-100, PD-120, PD-201, IN-100, LD-100, OD-100, OD-151.

3.7 BRIGADE SERGEANT MAJOR (BDE SGM)

The Sergeant Major is responsible for promoting communication to the BDE OIC and staff from the enlisted members of the Brigade. Additionally, he works to establish and promote esprit de corps and morale within and among all Brigade units.

Recommended Courses Include: PD-100, PD-120, PD-135, PD-201, PD-205, LD-100, LD-201, LD301, NCO-100, NCO-201.

All honor guard functions shall be a joint effort between R3 and 3BDE. This program will be run by the 3BDE Sergeant Major (SGM) (or other designated staff member) with the R3 Chief of Operations (OPS) (or designated staff member) as his deputy. Because the SFMC provides written guidance and training regarding honor guard events, the Brigade takes the lead in all Regional and Brigade functions of this type. The Brigade Sergeant Major will also ensure adequate training is provided to members performing in Color Guard events. See Appendix C for more details.

3.8 BATTALION OIC (BN OIC)

When this position is activated, the BN OICs are charged with preparing the Battalion report. Battalion reports are due into the Brigade OIC the seventh (7th) day of every even numbered month. After the fifteenth (15th) day of the month, the Battalion is recorded as not reporting. The Brigade OIC is required to make an attempt to acquire the report before recording it as a failure to report (FTR) and must keep proof of this attempt. If the Brigade OIC does not receive the report before his own reporting deadline the Battalion will be recorded as "Failure to Report."

Recommended Courses Include: OTS, OCC, PD-100, PD-120, PD-135, PD-201, PD-205, LD-100, LD-201, NCO-100, NCO-201.



3.8.1 Battalion DOIC (BN DOIC)

The BN DOIC is the primary backup to the OIC. He is charged with aiding the BN OIC as needed and taking over in any case the BN OIC is unavailable. He will work with the BN OIC to ensure proper reporting of the battalion and its subordinate units.

Recommended Courses Include: OTS, OCC, PD-100, PD-120, PD-135, PD-201, PD-205, LD-100, LD-201, NCO-100, NCO-201.

3.9 AIDE-DE-CAMP (ADC)

The Aide-de-camp is an officer appointed by the Brigade OIC to assist them with any duties or projects that may come up. He is the personal assistant to the Brigade OIC.

When activated, this role is often performed by a junior officer or NCO. Ideally, the ADC is someone who wants to improve his leadership skills through mentoring from the senior staff.

Recommended Courses Include: OTS, PD-100, PD-201, OD-100, and OD-151.

4.0 BRIGADE STAFF MEETINGS

Meetings shall be held every month or as needed, either on the first Tuesday of the month or at such time and date as the Brigade Staff find convenient.

Meetings may be held via an online meeting service (for example, Skype, Discord, or Google Hangouts) starting at a time agreed upon by the Staff.

The senior staff (S-1, S-2, S-3, S-4, S-6, FM, BN OICs (if any), BDE Sergeant Major, BDE OIC, and BDE DOIC) are required to attend. Additional meetings will be announced on the 3BDE staff list as required.

5.0 Unit OIC

Each Unit OIC must report on the activities of his unit, via the online form, by the first of every even numbered month (February, April, June, August, October, and December).

Reports will be counted as non-reporting for anything past the 10th. Unit OICs are appointed by their Chapter Commanding Officers; or, for MEUs, as directed by the unit by-laws.

6.0 BRIGADE EVENTS

6.1 BRIGADE-HOSTED EVENTS

There are many activities and functions that the Brigade Staff organize for the benefit of the entire Brigade. These events include, but are not limited to:

6.1.1 Brigade Muster

Usually held at, and in conjunction with, Region 3 Summit. Activities that occur at Muster may include:

- **Staff Reports:** 3BDE Staff gives a report to the members of the Brigade, informing the Brigade of what's going on within each position's bailiwick.
- **Member Recognition:** Members of the Brigade are awarded the "of the year" awards, also called the Valor awards, as well as other ribbons and decorations. Sometimes the Valor awards are announced at the preceding evening's Marine Mess.
- **Discussion of upcoming scheduled & planned activities**

There have been times at which the Third Brigade has held a stand-alone Muster (for example, in Austin in 2013), or a Muster held in conjunction with other Brigade activities (for example, at the Wilderness Challenge in 2016.) Generally speaking, this only occurs in years during which the Region is not holding a Summit, generally because the STARFLEET International Conference (IC) is being held within the Region's area of operations.

6.1.2 Brigade Mess

Usually held on Friday night at, and in conjunction with, Region 3 Summit. This is a formal dinner, at which Mess Dress or other Class A uniforms – or formal civilian wear – is worn. The meal is directed by various Officers of the Mess: The President, Mr. Vice-President (a.k.a. The Goat, a.k.a. Mr. Ensign), the Oracle of the Mess, and the Ambassador of the Mess. An honored guest is usually also in attendance.

The Mess has formal rules and disobeying one of these rules may result in a "hack." When given a hack, you might be required to sing, to perform a sketch, to recite a poem, or otherwise entertain the Mess; you may have to place a donation in the Grog Box; you may have to take a drink from the Grog Bowl. Other penalties may also (or instead) be levied. Everything is in good fun, and the more outgoing you are (or pretend to be), the more fun you will have.

If you have never attended a Third Brigade Mess, you have no idea what you're missing.

6.1.3 Brigade Outings

In years opposite the Region 3 trips to NASA in Houston, the Brigade holds various overnight trips. These may include overnight stays and tours on the USS *Texas* BB-35 in

Houston, or another museum ship within the Brigade's area of operations. These also may include tours of museums of interest, like the Museum of the Pacific War/Nimitz Museum in Fredericksburg, TX. We're also considering group trips to air shows.

These outings are usually in September but may occur at any time of the year as conditions warrant.

6.1.4 Camp Alfa, a.k.a. "Boot Camp"

(Name subject to change)

At Camp Alfa, you'll learn some basic military close-order drill, learn some basic STARFLEET Marine skills, learn about the various uniforms, learn a few leadership skills, participate in an Instructional Mess, and enjoy camaraderie with your fellow STARFLEET Marines. (Other subjects may be taught in addition to, or instead of, the ones mentioned here.)

6.1.5 Wilderness Challenge

The Third Brigade has hosted a Wilderness Challenge, and it was so well received that we may do so again.

6.2 BATTALION-HOSTED EVENTS

Currently, the Battalion echelon is not manned. However, if it were, and the Battalion OIC and his staff wanted to do so, they could host events. These events would be primarily focused for that particular Battalion but would be open for participants from throughout the entire Brigade (and, indeed, from throughout the entire SFMC.)

Brigade Staff would support and assist the Battalions in planning, organizing, and running these events.

6.3 UNIT-HOSTED EVENTS

Sometimes, units --or groups of units -- host activities and functions to which they invite the Brigade as a whole. These events may be primarily focused for that particular unit -- or group of units-- but would be open for participants from throughout the entire Brigade (and, indeed, from throughout the entire SFMC.)

Brigade Staff would support and assist the units in planning, organizing, and running these events.

6.3.1 Dining-In (or Dining-Out)

Like the Brigade Mess (see 7.1.2 above) , these are formal dinners. If the event is held at a restaurant, it is usually called a Dining-Out; likewise, if the event is at a private location (like a church fellowship hall) and the unit caters or prepares the meal, it is usually called a Dining-In.

APPENDIX A: 3BDE New Unit Request

Type (MEU/MSG): MEU [] MSG []

Unit Number: _____ Battalion: 1BN [] 2BN []

Unit MOS/Type: _____

Unit nickname: _____

Unit Motto: _____

Unit Web page: http://_____

Chapter Assigned: _____

Chapter CO Letter of Approval Date: _____

Unit OIC Information:

Name/Rank: _____

SCC#: _____

Address: _____

Phone Number: _____

Email: _____

Unit DOIC Information

Name/Rank: _____

SCC#: _____

Address: _____

Phone Number: _____

Email: _____

Unit First Sergeant Information

Name/Rank: _____

SCC#: _____

Address: _____

Phone Number: _____

Email: _____

New Unit?: Yes [] or No []

Reactivation Unit: Yes [] or No []

Reason for original deactivation: _____

Brigade OIC Approval: _____ Date: _____

COFORCECOM Approval: _____ Date: _____

APPENDIX B: HELPFUL WEB SITES

- 🇺🇸 All SFMC General Manuals: <http://www.sfi-sfmc.org/sfmc-general-manuals/> (These include the Dress Mess Manual, the MOS Manual, the Publications Manual, and others)
- 🇺🇸 Glendales: www.paradestore.com
- 🇺🇸 Region 3: www.region3.org
- 🇺🇸 SFMC Academy: <http://sfmca.sfi-sfmc.org/>
- 🇺🇸 SFMC MFM: <http://www.sfi-sfmc.org/downloads/mfm1508.pdf> *(RTFM)*
- 🇺🇸 SFMC Quartermaster: www.qm.sfi-sfmc.org
- 🇺🇸 SFMC ribbon rack builder: <http://www.sfi-sfmc.org/apps/rackbuilder/index.php>
- 🇺🇸 SFMC: www.sfi-sfmc.org *(contact information for the General Staff, including the Commandant, is available here.)*
- 🇺🇸 STARFLEET Academy: <http://main.sfiacademy.org/>
- 🇺🇸 STARFLEET International: www.sfi.org
- 🇺🇸 Third Brigade: www.3bde.org *(contact information for Brigade staff, including the BDE OIC and his deputy, is available here.)*
- 🇺🇸 Third Brigade's Final Duty Station: <https://3bde.org/archival-records/final-duty-station/>
- 🇺🇸 USS Sea Tiger: www.usseatiger.weebly.com *(Just because.)*

THE DOGS
OF WAR

 Uniforms and Uniform Patterns:

○ Bad Wolf Costumes:

<https://www.etsy.com/shop/BadWolfCostumes>

<http://www.badwolfcostumes.com/>

○ Simplicity: <https://www.simplicity.com/search-summary/?q=Star+Trek>

▪ Flight Suits:

[https://www.simplicity.com/simplicity-storefront-](https://www.simplicity.com/simplicity-storefront-catalog/patterns/costumes/adult/simplicity-pattern-8722-misses-mens-and-teens-costumes/)

[catalog/patterns/costumes/adult/simplicity-](https://www.simplicity.com/simplicity-storefront-catalog/patterns/costumes/adult/simplicity-pattern-8722-misses-mens-and-teens-costumes/)

[pattern-8722-misses-mens-and-teens-costumes/](https://www.simplicity.com/simplicity-storefront-catalog/patterns/costumes/adult/simplicity-pattern-8722-misses-mens-and-teens-costumes/)

▪ TOS: [Simplicity Pattern 100201 Unisex Star Trek Costume](#)

▪ TNG:

• [Simplicity Pattern 100301 Misses' Star Trek Suit](#)

• [Simplicity Pattern 100001 Unisex Star Trek Skant Costume](#)

○ Rodenberry.com:

<https://shop.rodenberry.com/collections/uniform-patterns>



APPENDIX C: HONOR GUARD

Updated Memorandum of Agreement Between STARFLEET Region 3 and STARFLEET Marine Corps 3rd Brigade Concerning Honor Guard functions and jointly held equipment

14 November 2018

Background: Over the years it was noted that neither STARFLEET (SFI) Region 3 (R3) or STARFLEET Marine Corps (SFMC) 3rd Brigade (3BDE) possessed all the equipment, training, or manpower to reliably conduct honor guard details at the primary annual events - but could accomplish these jointly. This document is intended to codify that relationship, and expand it to other equipment, for the benefit of all members of R3/3BDE.

Honor Guard details: From this date forth all honor guard functions shall be a joint effort between R3 and 3BDE. This program will be run by the 3BDE Sergeant Major (SGM) (or designated staff member) with the R3 Chief of Operations (OPS) (or designated staff member) as their deputy. The 3BDE takes lead on execution of all Honor guard functions due to the published guidance and training that the SFMC possess.

Training: It is not required for responsible officers to be in a given detail, but they will oversee the appointment of the Honor Guard detail commander and ensure that commander is trained appropriately. If a chapter/unit chooses to appoint their own detail commander for a local function, the SGM and OPS will ensure they have the proper training in time for the event. This is required before equipment will be issued!

Equipment: R3 and 3BDE jointly hold a great deal of equipment. The attachment to this letter establishes that equipment as of this date. If anything is added or removed both the Regional Coordinator (RC) and Brigade Officer in Charge (OIC) must be informed. The equipment will be managed and tracked by R3 Quartermaster (RQM) with assistance from 3BDE S4 Officer as their deputy. The Region shall take lead due to the wider array of events that may call for equipment to be loaned.

It is the intent that the equipment shall be made available to chapter and marine units to the highest degree that is feasible. Any and all equipment loans will be tracked with hand receipts, issued to a specific member, and detailing condition equipment was issued. All equipment will be inventoried and witnessed on return, with condition listed. Any disparity in condition will be noted and provided to the RC and OIC for action.

When at all possible equipment will be signed over to R3 or 3BDE staff vs members at large.

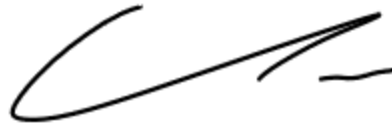
Approved events could include (but not limited to): Chapter/unit milestone events, FLEET First events (conventions, charity tables, etc), other charity/fan table events, other events as approved by RC and OIC.

Inventory: A full inventory will be conducted annually at R3 Summit. If summit is not held, it will be conducted remotely by RQM and S4, or at 3BDE muster, if it is held. Any deviation from this must have the approval of the RC and OIC.

Signed:



Jeremy Carsten
Region 3, Regional Coordinator



Edward Tunis III
Officer in Charge, 3rd Brigade

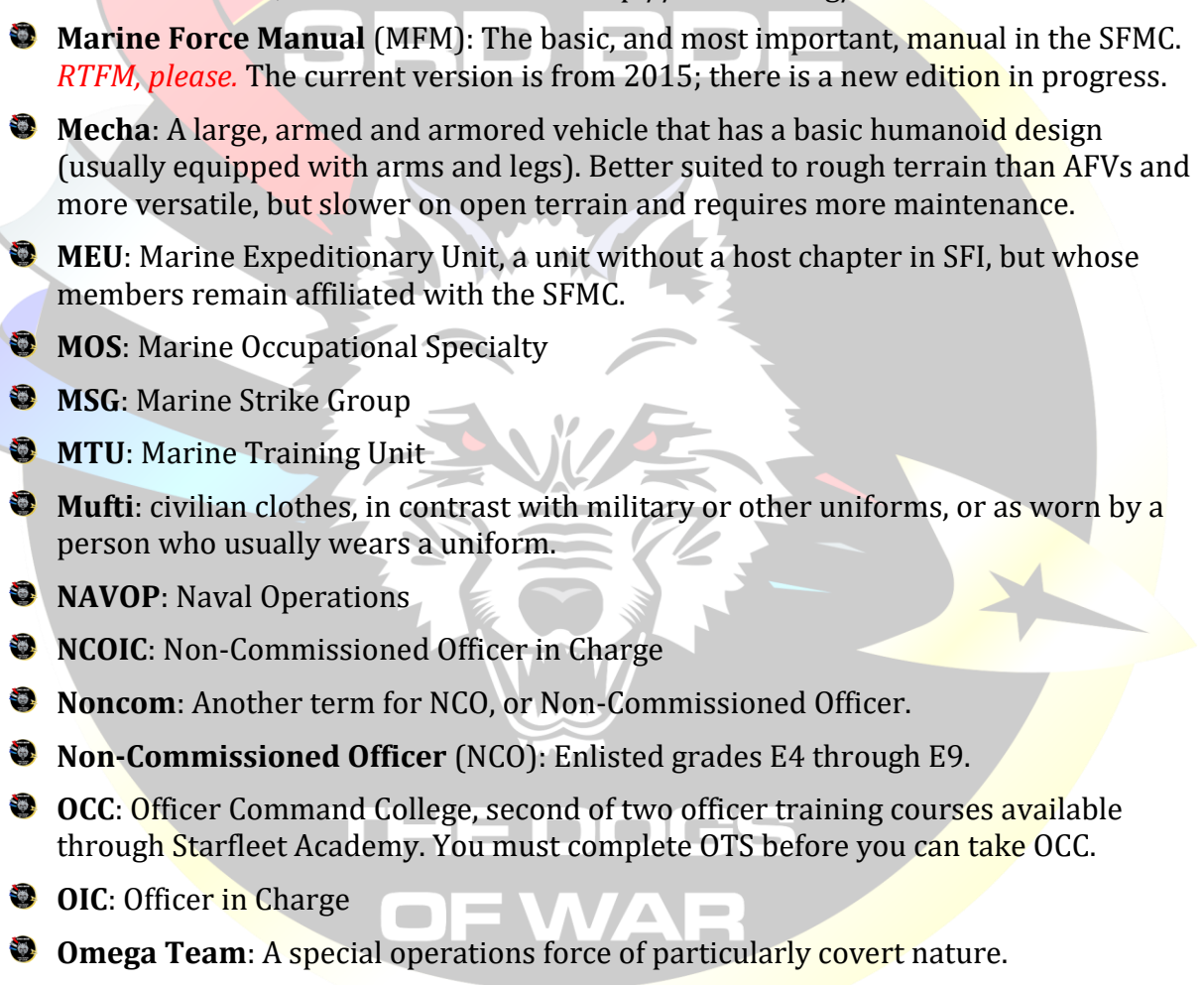


GLOSSARY

In this section one may find commonly-used abbreviations and acronyms, used throughout this guidebook, and the meanings thereof. Much of the glossary from the MFM has also been incorporated, for further convenience.

- **Abaft:** Farther aft, as, “The plot room is abaft the bridge.”
- **Abeam:** On a bearing of 90° (abeam to starboard) or 270° (abeam to port).
- **Aboard:** In or on a ship. Sometimes used in reference to being in or on a station, when there is a close-by shore facility to avoid confusion.
- **Aerospace:** 1. The atmosphere of a planet and the space immediately surrounding it. 2. The combat arm that conducts operations in aerospace.
- **Aft:** Toward the stern. Not as specific as abaft.
- **After:** Of two locations, the one farthest aft, as, “The after wardroom.”
- **All Hands:** The entire ship’s (station’s) company.
- **Amidships:** An indefinite area midway between the bow and the stern. “Rudder Amidships” means maneuvering thrusters are off or employed equally to port and starboard so the ship does not change course in the XY plane.
- **Astern:** Directly behind a ship.
- **Athwart:** Across; at right angles to; perpendicular.
- **Away Mission:** Any mission assigned to an Away Team, (this usually means it will take place off ship).
- **Away Team:** A group of ship’s personnel that are sent off ship for some specific purpose. Used to be called “Landing Party”.
- **Aye or Aye Aye:** Reply to a command or order meaning “I understand and will comply” used aboard ship (many times used ashore as well, though sometimes supplanted by roger and/or wilco).
- **Battalion (BN):** A unit of organization consisting of three or more companies, plus attached elements. Within the fan club, a battalion consists of all Marine units and personnel within a single state.
- **Battery:** A company-sized artillery unit.
- **Beam:** 1. The extreme breadth of a vessel; 2. A structural support; 3. A focused energy transmission; 4. To move by matter transporter.
- **Bear:** The act of being located on a bearing, as, “The target bears 045 mark 3.”
- **BOS:** Branch of Service.
- **Brig:** Confinement facility for prisoners aboard a vessel. Off ship facilities are known as jails or prisons.

- **Brigade (BDE):** A unit of organization consisting of two or more Battalions. Within the fan club, a Brigade is equivalent to a STARFLEET Region. As an example, all units in Region 3 are in the Third Brigade.
- **Bulkhead:** A wall on a ship.
- **Caliber:** Measurement of a projectile's diameter, usually measured in millimeters or in hundredths of an inch.
- **CO:** Commanding Officer. *See also "OIC".*
- **COFORCECOM:** Commanding Officer, Forces Command
- **COINFOCOM:** Commanding Officer, Information Command
- **Company Grade Officer:** This refers to junior commissioned officers: Second Lieutenants, First Lieutenants, and Marine Captains
- **COTRACOM:** Commanding Officer, Training and Doctrine Command
- **Commandant:** The highest-ranking officer in the Starfleet Marine Corps.
- **Company:** a unit composed of two to four platoons.
- **Division (DIV):** The largest organizational unit within the Starfleet Marine Corps, consisting of two or more Brigades that are geographically associated in a specific manner. There are seven divisions in the SFMC.
- **Field Grade Officer:** This refers to more senior officers, from Major through Brigadier (inclusive)
- **Fire Team:** The smallest level of organization in an infantry unit, consisting of four Marines. The standard fire team consists of a team leader, two infantrymen, and a light weapons specialist. Two to four teams make a squad.
- **Fleet Marine Force (FMF):** One of the two general assignments all marine duties are divided into. The other is Garrison Force.
- **Garrison Force:** One of the two general assignments all marines are rotated through during their careers. The other is Fleet Marine Force.
- **General Officer:** This refers to quite senior officers: Brigadier Generals, Major Generals, Lieutenant Generals, and Generals
- **Grunt:** Slang for any combat soldier who is not a pilot of a vehicle or aerospace craft. Also used as a derogatory term by non-Marine personnel to describe Marines in general. Of course, most Marines consider this to be a compliment, so there's rarely any offense taken at the use of the term.
- **Gung Ho:** From the Chinese language, it means "works together". Anyone who is enthusiastic and motivated is considered "Gung Ho".
- **Gunny:** Slang for Gunnery Sergeant (grade E7).
- **JAG:** Judge Advocate General. JAG officers are the military equivalent of lawyers.
- **Line Officer:** An officer who commands combat troops. See also Staff Officer.

- 
- **Local Commander:** The SFMC member in charge at any specific event is considered the 'local commander'. For example, the 3BDE OIC would be the local commander for the 3BDE Muster (even if the Commandant is in attendance) and would specify the highest-level uniform for the muster.
 - **MACO:** Formerly known as STARFLEET Special Operations [SFSO], the STARFLEET Military Assault Command Operations is a division in STARFLEET on an equal level with the SFMC. MACO uses the same rank insignia as the SFMC but has its own units ("teams") and hierarchy. Members of STARFLEET may be both MACO and STARFLEET Marine, or either one, or neither, as they please. For more information about the MACO, visit their web site at <http://maco.sfi.org/>
 - **Marine Force Manual (MFM):** The basic, and most important, manual in the SFMC. *RTFM, please.* The current version is from 2015; there is a new edition in progress.
 - **Mecha:** A large, armed and armored vehicle that has a basic humanoid design (usually equipped with arms and legs). Better suited to rough terrain than AFVs and more versatile, but slower on open terrain and requires more maintenance.
 - **MEU:** Marine Expeditionary Unit, a unit without a host chapter in SFI, but whose members remain affiliated with the SFMC.
 - **MOS:** Marine Occupational Specialty
 - **MSG:** Marine Strike Group
 - **MTU:** Marine Training Unit
 - **Mufti:** civilian clothes, in contrast with military or other uniforms, or as worn by a person who usually wears a uniform.
 - **NAVOP:** Naval Operations
 - **NCOIC:** Non-Commissioned Officer in Charge
 - **Noncom:** Another term for NCO, or Non-Commissioned Officer.
 - **Non-Commissioned Officer (NCO):** Enlisted grades E4 through E9.
 - **OCC:** Officer Command College, second of two officer training courses available through Starfleet Academy. You must complete OTS before you can take OCC.
 - **OIC:** Officer in Charge
 - **Omega Team:** A special operations force of particularly covert nature.
 - **OTS:** Officer Training School. The first step in becoming a STARFLEET officer is to take this course through STARFLEET Academy.
 - **Platoon:** An organizational unit consisting of 3 (or more) squads. Platoons usually have an OIC (the Platoon Leader) and a NCOIC (the Platoon Sergeant).
 - **RPS:** Rock-paper-scissors, a very useful system of conflict resolution used by the SFMC in certain situations.

- 🎖️ **RTFM:** “Read The Flipping Manual” This is an instruction to actually read the appropriate manual, that some people have put quite a bit of effort writing, that actually has the information requested.
- 🎖️ **S-1:** Administration and Personnel Officer. Part of the Coordinating Staff.
- 🎖️ **S-2:** Intelligence Officer. Part of the Coordinating Staff.
- 🎖️ **S-3:** Operations Officer. Part of the Coordinating Staff.
- 🎖️ **S-4:** Logistics and Supply Officer. Part of the Coordinating Staff.
- 🎖️ **S-6:** Communications/IT Officer. Part of the Coordinating Staff.
- 🎖️ **SCC Number:** Your SFI membership number. It is usually a five-digit number.
- 🎖️ **SFA:** STARFLEET Academy
- 🎖️ **SFI:** STARFLEET: The International Star Trek Fan Association, Inc.
- 🎖️ **SFMC:** STARFLEET Marine Corps *This is us.*
- 🎖️ **SFMC:** STARFLEET Marine Corps Academy
- 🎖️ **SFSO:** STARFLEET Special Operations, the preceding organization to STARFLEET Military Assault Command Operations (MACO)
- 🎖️ **SOP:** Standard Operating Procedure, a set of instructions that cover a standard situation and what needs to be done in such a situation.
- 🎖️ **SpecOps:** Special Operations Squad: An infantry unit consisting of two to four fire teams, plus a squad leader.
- 🎖️ **Squad Leader:** The individual in charge of a squad, usually an experienced enlisted man or Junior NCO.
- 🎖️ **Staff Officer:** Any officer assigned to a unit who is not directly responsible for the command of troops. A good example are the officers who run the intelligence, logistics, and personnel departments at a unit’s headquarters.
- 🎖️ **Strike Group:** A task-formed Marine Unit, usually assigned to a ship or station, which may be homogenous (all one service branch) or composite (elements from many branches) in nature. It is usually company-sized but may be as large as a battalion based on requirements.
- 🎖️ **Task Force:** A task-formed Marine Unit, which is almost always composite (elements from many branches) in nature. It is usually larger than battalion strength and composed of several different units or Strike Groups.
- 🎖️ **Task-Formed:** A unit composed to accomplish a particular task. It may consist of an existing unit or may draw from existing units to form a new unit. It may be permanently established or exist only until the task is accomplished.
- 🎖️ **TNG:** The Next Generation
- 🎖️ **TOS:** The Original Series
- 🎖️ **USMC:** United States Marine Corps. *We ain’t them.*