

**STARFLEET REGION TWO**  
**JOINT SERVICES**  
**AWARDS PROGRAM MANUAL**  
2015 Revision



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## Section 01 – PREAMBLE

### SECTION 01:01 – CREDITS, COPYRIGHT, AND ACKNOWLEDGEMENTS

The following people have helped with the preparation of the Region 2 Awards Program through the years and their input, time and hard work is greatly appreciated:

Danny Potts  
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Pete Mohny  
Barbara Paul  
Bill Paul  
Richard Trulson  
Lucy Franck  
Jack Eaton  
Ryan Case  
Members and staff of Region 2  
Starfleet Marine Corps Awards Program; and  
Starfleet International Awards Program

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### SECTION 01:02 – INTRODUCTION

The purpose of the Region 2 Awards Program is to recognize the Members, Chapters, Marines, and staff of Region 2 for their activities, involvement, and support within Region 2 and STARFLEET. Hopefully, this recognition will help spawn a new level of interest and interactivity between the Region's members and chapters. Only the winners of the Region's awards can be submitted to STARFLEET for the international level awards.

As in any major program, guidelines must be established concerning how the program will be set up, run and managed. It is with this in mind that this Starfleet Region Two Joint Services Awards Program Manual has been created for your information and guidance. Please feel free to submit your ideas, suggestions, comments, corrections and recommendations to the Chief of Awards at [awards@region2.org](mailto:awards@region2.org).



## **Section 02 – STARFLEET INTERNATIONAL AWARDS PROGRAM**

### **Section 02:01 – STARFLEET INTERNATIONAL ANNUAL AWARDS**

Each Region may submit ONE nominee per category, per year. If you would like to nominate a member or chapter from your region for one of the award categories below, first submit the nomination to your Regional Coordinator or Regional Chief of Awards before your regional deadline. Then each Region submits their nomination(s) either via their Regional Coordinator or an authorized representative. Nominations for the International Annual Awards are accepted from **April 1 through May 15** of each calendar year and announced at the STARFLEET International Conference.

### **Section 02:02 – AWARDS LISTING**

#### **1. Chapter of the Year Award**

This award is awarded to the most distinguished STARFLEET chapter. This chapter best represents the ideals of STARFLEET, the International *Star Trek* Fan Association, Inc., and, as a whole, represents the spirit and determination of SFI. Qualifications for the chapter of the year include promotion of the basic philosophy of STAR TREK, involvement in community and/or charitable service, promotion of activities and projects that are fun for the chapter members, solid administration, and a vision for the future.

#### **2. Shakedown Chapter of the Year Award**

This award is awarded to the most exceptional STARFLEET shakedown chapter. The shakedown chapter of the year best demonstrates the qualities of and the potential to become an ideal ship or station. These qualities should include a chapter newsletter, prompt and proper reporting to their RC and STARFLEET Operations/ShOC, effective chapter structure and organization, and involvement in Regional or Fleet activities when possible. This chapter should be the one which best exemplifies the principles of the ShOC Program for developing chapters, and which best serves as a role model for other chapters-in-training.

#### **3. Support Chapter of the Year Award**

This award is awarded to the most exceptional STARFLEET chapter that supported and launched a shuttle that was commissioned. The mothership of the year best demonstrates to a chapter-in-training the best qualities of a STARFLEET chapter, and serves as a role model and mentor to its shuttles and daughter chapters. It shows chapters how to actively and effectively run their own chapter-level events, and participate in Regional or Fleet-level events when possible. This chapter should be the one which best demonstrates the principles of the ShOC Program for developing chapters, and that serves as a role model for other STARFLEET chapters.

#### **4. Flag Officer of the Year Award**

This award is reserved for officers who hold the rank of Fleet Captain or higher. This award is given to the individual who best embodies the ideals, visions, and philosophy of Star Trek, as illustrated in the various series, as well as demonstrating consistent support for and contribution to STARFLEET. The Flag Officer of the year takes an active role in chapter, region and STARFLEET functions and demonstrates commitment to the organization through both word and action. The Flag Officer of the year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in STARFLEET and chapter functions. This individual serves as a role model for all personnel.

#### **5. Officer of the Year Award**

This award is reserved for officers who hold the rank of Ensign to Captain (inclusive). This award is given to the individual who best demonstrates outstanding direction, a consistent level of guidance for fellow members, and leadership in STARFLEET through both word and action. The officer of the year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in STARFLEET, region, and chapter functions.

## **6. Enlisted Member of the Year Award**

This award is reserved for members who hold the rank of PO3 through CPO. This award is given to the individual who best displays, through his/her individual contributions, consistent support for and contribution to STARFLEET, as well as a consistent level of direction, as appropriate. The enlisted member of the year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in STARFLEET and chapter functions. This individual is willing to do what it takes to get a quality job done quickly and efficiently.

## **7. Junior Member of the Year Award**

This award is reserved for members 18 years old or younger. The junior member of the year, to the best of his or her abilities, takes an active role in chapter and STARFLEET functions and demonstrates commitment to the organization through both word and action. The junior member of the year also demonstrates the potential for leadership, consistent conduct in accordance with the philosophy of Star Trek, and support for the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in STARFLEET and chapter functions.

## **8. Commanding Officer of the Year Award**

This award is reserved for the Commanding Officer of a STARFLEET Chapter. This award is given to an individual who has shown exemplary leadership and motivational skills, and helps set the direction and vision for his/her chapter. The commanding officer of the year encourages crewmembers to work hard for their chapter, and to take interest in Regional and STARFLEET activities. The commanding officer of the year demonstrates conduct consistent with the philosophies of Star Trek and promotes the vision of the various series. To be eligible for this award, the member must have been a commanding officer for at least six months of the calendar year for which he or she is nominated.

## **Section 02:03 – STARFLEET ORDERS OF MERIT**

The STARFLEET Orders of Merit Program is designed to recognize achievements of STARFLEET members at every level of the organization. Each Order of Merit is named based on a cultural aspect that reflects the qualities recognized in the award. Cultures used include Terran, Vulcan and other species.

Each Order has three classes – First, Second and Third. Generally, an Order of Merit, Third Class will recognize significant achievement at the chapter level, Second Class will recognize significant achievement at the regional level, and First Class will recognize the highest level of achievement to STARFLEET. An Order of Merit, First Class, must have its nomination endorsed by a Regional Coordinator and may only be awarded by majority vote of the STARFLEET Executive Committee.

### **1. Order of Axanar – Mediation or Problem Resolution**

This award is awarded to a member who has played a key role in problem resolution or mediation between STARFLEET members, chapters or regions.

### **2. Order of Babel – Recruiting**

This award is awarded to a member for activities in the area of chapter or STARFLEET recruitment.

### **3. Order of Cochrane – Technology**

This award is awarded to a member for activities in the area of technology support (such as web page creation and maintenance, mailing list moderation, etc) on behalf of their chapter, region, or STARFLEET.

### **4. Order of Darmok and Jalad – Outreach**

This award is awarded to a member for a significant act of friendship or outreach shown to a fellow STARFLEET member, or for outreach to their community on behalf of their chapter, region or STARFLEET.

**5. Order of Dionysus** – Recreational Event Planning

This award is awarded for excellence in planning, coordinating and executing a chapter, region or STARFLEET-related recreational event.

**6. Order of Gaea** – Ecology or Preservation

This award is awarded to a member for significant activities in the area of ecology or preservation. Activities need not be STARFLEET-related.

**7. Grankite Order of Tactics** – Event Planning

This award is awarded to a member for planning, coordinating and executing a chapter, region or STARFLEET-related business event (such as a Regional Conference or International Conference).

**8. Order of Hawking** – Accessibility

This award is awarded to a member for significant activities in making chapter, region or STARFLEET events or resources accessible to disabled members.

**9. Order of Herodotus** – History or Recordkeeping

This award is awarded to a member for significant activities in preserving a chapter's, region's or STARFLEET's history.

**10. Order of Prentares** – Space Research or Exploration

This award is awarded to a member for significant activity in promoting the cause of space research or exploration. Activities need not be STARFLEET-related.

**11. Order of Roddenberry** – Star Trek

This award is awarded to a member for significant activity in promoting Star Trek, development and implementation of fun, Star Trek-themed ideas, and Star Trek fandom as a whole.

**12. Order of Samaritan** – Volunteerism

This award is awarded to a member for significant activities in the area of charity work or volunteerism. Activities need not be STARFLEET-related.

**13. Order of S'harien** – Inventiveness or Craftsmanship

This award is awarded to a member for excellence in inventiveness or craftsmanship in an aspect related to their chapter, region or STARFLEET.

**14. Order of Surak** – Scholarship

This award is awarded to a member for scholastic achievement outside of STARFLEET. This achievement can be traditional schooling, vocational schooling, continuing education, etc.

**15. Order of Tarbolde of Canopius** – Writing

This award is awarded to a member for activities in the area of chapter fiction, or writing for chapter, region, or STARFLEET publications.

**Section 02:04 – NOMINATION PROCEDURES**

Nominations are accepted on a rolling basis, and award winners are announced on a quarterly basis.

If you are submitting a nomination for a special event (IC, Summit, etc), please submit the nomination four (4) weeks in advance, and please note that on the "Special Requests" section of the nomination. Nominations may be submitted for activities that occurred within the past six (6) months. If a series of activities is the basis for the nomination, the most recent activity should have occurred within that time

frame. Nominations may be submitted for any STARFLEET member in good standing by any other STARFLEET member. Nominations for Orders of Merit, First Class, require the endorsement of any Regional Coordinator (please note that this does not need to be the nominator's or the nominee's RC, but can be any sitting RC).

- A STARFLEET member may not nominate him or herself.
- A STARFLEET member may win the same award only once per calendar year.

Nominations for Orders of Merit, First Class, will be reviewed and approved (or rejected) by majority vote of the STARFLEET Executive Committee.

Nominations should be a description of how the nominated member has gone above and beyond the call of duty in providing service to his or her chapter, region, or STARFLEET. Nominations should not just be a listing of activities and events, but should explain why the member deserves the award.

### **Section 02:05 – OVERSEAS COUPON PROJECT (OCP)**

Overseas American military personnel and their families often have a difficult time living in a foreign country and trying to make ends meet on the military salary. Even buying food on the military base becomes expensive if the military person has a family to support. The USS JURASSIC helps out by collecting manufacturer's coupons and mailing them to the STARFLEET Overseas Coupon Project Coordinator, who then mails them to military bases. The base puts these coupons in a bin in the front of the military store and they can be used by all military personnel and their families. All JURASSIC members are asked to clip coupons from newspapers and magazines and mail them to the JURASSIC Coupon Coordinator. Coupons should be mailed as soon as possible. Although coupons can be used overseas for up to six months after their expiration date, please allow for time to mail them to the base. The position of Overseas Coupon Project Manager is currently held by Annette Wood so start sending coupons to her. The coupons have to be grocery store-type coupons, no coupons to specific restaurants or stores such as Chuck E Cheese, Walmart, etc. Please cut the coupons out and sort them in order by price (you can include the ones that says "free"). Mail the coupons to Annette in a plastic baggie and include a note with your name, department and total cost of coupons. Her address is On the USS Jurassic web site or email her at [annetewood@oh.rr.com](mailto:annetewood@oh.rr.com). Duties include collecting manufactures coupons from newspapers, magazines, etc. – and from other members of the JURASSIC and sending these coupons to the STARFLEET coupon director, or to the assigned military base.

Overseas Coupon Project Main Site  
<http://www.ocpnet.org/>



## Section 03 – REGION 2 AWARDS PROGRAM

### Section 03:01 – AWARDS OVERVIEW

Nominations for awards must be received by the Chief of Awards, RC and Vice RC by January 31. Nominations received after January 31st will not be accepted for any reason. Awards are presented on an annual basis with the exception of Order of Merit awards, which will be issued as needed throughout the year by Starfleet International, not the Region. Nominees for Fleet Awards come from the winners of the following Regional Awards. Entries submitted by individuals to the Fleet Chief of Awards for consideration will be returned unless it is one of the awards allowed by Fleet for direct submission. Nominations will need to be made by the RC, VRC, Chief of Awards, or their approved proxy to be accepted.

Changes in this program were implemented previously to coordinate Region and Fleet level awards as SFI regulations state that you must enter and win on a Regional level for that award **BEFORE** you can be considered for the Fleet Award. Please note some awards can be submitted directly to Fleet by the chapter. These Awards are the Overseas Coupon Project (OCP), Newsletter Competition, and Web Awards. All others must go through the Region first and the region winners forwarded to fleet. This is usually done by the Region Coordinator, Vice Regional Coordinator or their designated representative (the Region's Chief of Awards).

Newsletter nominations (each issue) must be sent to the R2 Chief of Awards, the R2 Chief of Communications, RC and the Vice RC as they are published throughout the year. The email address [newsletters@region2.org](mailto:newsletters@region2.org) will deliver your submission to the required R2 Staff members. You may **NOT** submit them in bulk at the end of the year. Any web site linked off the Region 2 web site or any chapter web site will automatically be nominated for judging in the web awards, so ensure the links are correct and current. If not, contact the Chief of Communication before December 31st so corrections to the site can be made prior to judging.

Contact the Second Brigade OIC for details on how to submit Marine awards, or see the Marines website at [www.sfi-sfmc.org/portal/](http://www.sfi-sfmc.org/portal/) (see SFMC Documents). If you have any questions at all, contact the Region 2 Chief of Awards or the Regional Coordinator. Marine Awards will be judged under a different system in order to comply with the Marine Awards Program Directives.

The Region 2 Awards Program Manual can be accessed at this link:  
<http://www.region2.org/Downloads/AwardsProgramManual2014.pdf>.

### Section 03:02 – REGION AWARDS CRITERIA

Age Limitation: Members ages 16 and younger for the majority of the calendar year may be nominated for Junior Member of the Year only. They are not eligible for other individual award categories. Individual Awards: No member may receive more than one R2 individual award in a calendar year.

♣ Denotes that the award is also a Fleet level award category.

### Section 03:03 – REGIONAL ANNUAL AWARDS

#### Nominated Awards

- Chapter of the Year Award ♣
- Commanding Officer of the Year Award ♣
- Flag Officer of the Year Award ♣
- Officer of the Year Award ♣
- Enlisted Member of the Year Award ♣
- Junior Member of the Year Award ♣
- Support Chapter of the Year Award ♣
- Shakedown Chapter of the Year Award ♣

### **No Nomination Required**

- Region 2 Superior Performance Award
- Newsletter Competition (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) 🏆
- Richard Daystrom Cyberspace Competition (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) 🏆
- Interactive Achievement Award
- Honorary Membership Award
- Region Commendation
- Chapter Recognition Certificates

### **🏆 CHAPTER OF THE YEAR:**

This is awarded to the most distinguished STARFLEET chapter. This chapter best represents the ideals of STARFLEET, the International Star Trek Fan Association, Inc., and, as a whole, represents the spirit and determination of SFI. Qualifications for the chapter of the year include promotion of the basic philosophy of STAR TREK, involvement in community and/or charitable service, promotion of activities and projects that are fun for the chapter members, solid administration, and a vision for the future.

### **🏆 COMMANDING OFFICER OF THE YEAR**

This award is reserved for the Commanding Officer of a STARFLEET Chapter. This award is given to an individual who has shown exemplary leadership and motivational skills, and helps set the direction and vision for his/her chapter. The commanding officer of the year encourages crewmembers to work hard for their chapter, and to take interest in Regional and STARFLEET activities. The commanding officer of the year demonstrates conduct consistent with the philosophies of Star Trek and promotes the vision of the various series. To be eligible for this award, the member must have been a commanding officer for at least six months of the calendar year for which he or she is nominated.

### **🏆 FLAG OFFICER OF THE YEAR**

This award is reserved for officers who hold the rank of Fleet Captain or higher. This award is given to the individual who best embodies the ideals, visions, and philosophy of Star Trek, as illustrated in the various series, as well as demonstrating consistent support for and contribution to STARFLEET. The Flag Officer of the year takes an active role in chapter, region and STARFLEET functions and demonstrates commitment to the organization through both word and action. The Flag Officer of the year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in STARFLEET and chapter functions. This individual serves as a role model for all personnel.

### **🏆 OFFICER OF THE YEAR**

This award is reserved for officers who hold the rank of Ensign to Captain (inclusive). This award is given to the individual who best demonstrates outstanding direction, a consistent level of guidance for fellow members, and leadership in STARFLEET through both word and action. The officer of the year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in STARFLEET, region, and chapter functions.

### **🏆 ENLISTED MEMBER OF THE YEAR**

This award is reserved for members who hold the rank of PO3 through CPO. This award is given to the individual who best displays, through his/her individual contributions, consistent support for and contribution to STARFLEET, as well as a consistent level of direction, as appropriate. The enlisted member of the year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment

(where appropriate), in addition to participation in STARFLEET and chapter functions. This individual is willing to do what it takes to get a quality job done quickly and efficiently.

### **🚀 JUNIOR MEMBER OF THE YEAR**

This award is reserved for members 18 years old or younger. The junior member of the year, to the best of his or her abilities, takes an active role in chapter and STARFLEET functions and demonstrates commitment to the organization through both word and action. The junior member of the year also demonstrates the potential for leadership, consistent conduct in accordance with the philosophy of Star Trek, and support for the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in STARFLEET and chapter functions.

### **🚀 SUPPORT CHAPTER OF THE YEAR AWARD**

This award is awarded to the most exceptional STARFLEET chapter that supported and launched a shuttle that commissioned. The mothership of the year best demonstrates to a chapter-in-training the best qualities of a STARFLEET chapter, and serves as a role model and mentor to its shuttles and daughter chapters. It shows chapters how to actively and effectively run their own chapter-level events, and participate in Regional or Fleet-level events when possible. This chapter should be the one which best demonstrates the principles of the ShOC Program for developing chapters, and that serves as a role model for other STARFLEET chapters.

### **🚀 SHAKEDOWN CHAPTER OF THE YEAR (Shuttle)**

This award is awarded to the most exceptional STARFLEET shakedown chapter. The shakedown chapter of the year best demonstrates the qualities of and the potential to become an ideal ship or station. These qualities should include a chapter newsletter, prompt and proper reporting to their RC and STARFLEET Operations/ShOC, effective chapter structure and organization, and involvement in Regional or Fleet activities when possible. This chapter should be the one which best exemplifies the principles of the ShOC Program for developing chapters, and which best serves as a role model for other chapters-in-training.

### **REGION 2 SUPERIOR PERFORMANCE AWARD**

This award is awarded to a member of the Regional Staff only, it recognizes the staff member's hard work and contribution to the Region as a whole. Areas considered in selecting a recipient of this award include job performance, reporting procedures, attitude, motivation and drive. It is awarded at the discretion of the Regional Coordinator.

### **🚀 NEWSLETTER COMPETITION**

Awards will be issued for Best Newsletter, Best Newsletter 2nd Place and Best Newsletter 3rd Place. To be considered for these awards, each chapter must submit a copy of their newsletter to the R2 Chief of Communication, RC, VRC and Chief of Awards in accordance with your issuing schedule throughout the calendar year. The email address [newsletters@region2.org](mailto:newsletters@region2.org) will deliver your submission to the required R2 Staff members. Newsletters are expected to contain items of interest on a local level, but may include region and STARFLEET news as well. In addition to maintaining a high degree of accuracy with a significant level of professionalism, it should be informative, educational, and entertaining. The newsletter should contain a significant amount of original content and photographs.

**Note:** The R2 newsletter winners are NOT submitted to Starfleet level judging. SFI HQ has a different method for acquiring newsletters for their annual competition. See the SFI website for more information on that.

### **🚀 RICHARD DAYSTROM CYBERSPACE AWARDS**

Awards are issued for Superior Achievement and Performance, Most Informative, and Best Chapter Site. Judges may elect to skip an award in one or more of these areas if they feel there is not a site that meets the established criteria. In order for web pages to be considered for the Fleet Web Award and the Region's

Richard Daystrom Cyberspace Award, the link has to be on the Region 2 website by December 31st before the judging starts on January 1st to be considered for the previous year award. Each chapter web master is responsible for making sure his/her URL link is correct wherever listed prior to December 31. Only sites about a Region 2 member, chapter, MSG, or other Region 2 related item will be considered. Any other topic, even if done by a Region 2 member, will be ineligible. The web site must be authored or designed by a Region 2 member, though they may use any commercial or pre-existing software or resources available. While the specific method of judging will be left up to the judges, the following criteria will be considered in selecting the winning web sites:

- Technical Correctness: any broken links or bad spelling
- Advanced Features: use of Java, JavaScript, streaming media, plug-ins etc.
- Compatibility: can you use different web browsers or operating systems
- Multimedia Appeal: effective use of graphics and web content
- Efficiency: quick downloading and appropriate image formats
- Design: intuitive interface and organization
- Content: provides appropriate information
- Freshness: any recent updates
- Overall Appeal

**Note:** You do not have to win a Region 2 web award in order to be considered for a Fleet web award. You are encouraged to update your web sites before judging begins at the Fleet level. Consult the Starfleet website for additional information. Region winners are NOT forwarded to STARFLEET for annual awards since they have their own system for determining winners.

### **INTERACTIVE ACHIEVEMENT AWARD**

Zone Coordinators will nominate one chapter or shuttle within their assigned zone for the Interactive Achievement Award. The chapter or shuttle must have demonstrated how to work and play well with others. This award recognizes a chapter or shuttle that has excelled in promoting inter-chapter activities and harmony within the Zone and/or Region. Examples of activities that would be considered for this award include promoting and or hosting joint recruiting drives, fund raising events, convention displays, picnics, or any other event that fosters a spirit of cooperation and camaraderie between chapters.

### **HONORARY MEMBERSHIP AWARD**

This award is presented to an individual who has consistently performed far above and beyond the requirements of each position they have held throughout their Region 2 Starfleet Career. This does not mean that they simply did their jobs well. The individual must have exceeded all expectations, and been recognized throughout Region 2 as having made a lasting impact on the Region. Any R2 member is eligible and may be nominated to the RC by their CO (though this is not required). The recipient is recommended by the RC to the R2 Board for election. This is a one-time award and the recipient may not receive this award more than once. One person per year may be selected, but if the RC determines that no one has earned the distinction for that year, then the award will not be presented. The recipient of the award will receive a certificate and a two-year membership to Starfleet to include any and all family currently on their family membership.

### **REGION COMMENDATIONS**

A Region Commendation may be included in the Region's award presentation at Summit for exceptional service to the Region and/or Fleet. It is awarded at the discretion of the Region Coordinator. Consideration for this award may include supporting region goals, helping promote growth in the Region, a direct contribution that produced tangible results that measurably improved or expedited Region operations, or had a direct and positive impact on the public's views and awareness of the Region and/or Fleet.

## **CHAPTER RECOGNITION CERTIFICATES**

Certificates recognizing chapter achievement will be presented during Summit (not necessarily at the banquet) for Perfect Reporting (MSR submitted on time every time) for the calendar year, exceptional Overseas Coupon Program contributions, and Anniversary of Commissioning of chapters in five-year increments. Other certificates of recognition or appreciation may be awarded as determined necessary or appropriate by the Chief of Awards and the Region Coordinator.

### **Section 03:04 – REGION 2 AWARDS COMMITTEE**

The Awards Committee consists of the following members for 2016:

Region 2 Chief of Awards – Barbara M. Paul – [awards@region2.org](mailto:awards@region2.org)

Region 2 Regional Coordinator – Ryan Case – [rc@region2.org](mailto:rc@region2.org)

Region 2 Vice Regional Coordinator – Chris Hammonds, [vrc@region2.org](mailto:vrc@region2.org)

Region 2 Chief of Communication – Mark Anderson, [comms@region2.org](mailto:comms@region2.org)

Region 2 Chief of Summit – Sandy Dolan, [gpsygirl@bellsouth.net](mailto:gpsygirl@bellsouth.net)

Region 2 Marine OIC – Oliver Savander, [marines@region2.org](mailto:marines@region2.org)

### **Section 03:05 – OPERATIONAL GUIDELINES**

1. Duties & responsibilities stipulated in this Program will govern the conduct and provide operational criteria and guidelines for each member of this Committee so everyone will know precisely what is expected of them.
2. Members of the Judging Committee will abstain from voting on those awards where they, their chapter, or any member of their chapter are nominated in order to prevent favoritism and a conflict of interest. Other members of the Awards Committee may be asked to judge those categories. Should all the judges be ineligible, then the Region Chief of Communications or Chief of Summit will judge those awards. This will allow the judges and their chapters to be able to participate & not be excluded from the competition.
3. COs & XOs must provide their chapter/member nominations in to the appropriate judges (via online submission) no later than the January 31st deadline. The Marine OIC has until Feb. 18th to provide the number of Marine Awards to be issued to the Chief of Awards. All Judges must provide their decisions to the Chief of Awards by February 18 of the judging year. This will allow enough time for the awards to be printed and mounted and agendas prepared.
4. Winners will be announced each year at the Region Summit. Those winners unable to attend the Summit may have a representative from their chapter (usually their COs) or someone from another chapter willing to accept it on their behalf or they may have it mailed to them if no one is available to accept it for them.
5. Should it be proven that any member of the Awards Committee is showing favoritism in these nominations, the matter will be sent directly to the Chief of Awards and RC for action in accordance with Regional policy and program directives. It will be discussed and corrective measures taken in accordance with Region and program policy.
6. **No individual nominations from members in general will be accepted. Submissions must come from the COs and/or XOs of the Region only.**
7. There will be certificates and plaques issued as awards to the winners.

8. Should an award be contested after it has been announced, the Chief of Awards will review the disputed award with the others being nominated in their respective categories. The Chief of Award's decision after this review shall be final.
9. It is recommended that all COs and XOs retain a copy of their nomination forms in the event they become lost and need to be resent.
10. These requirements will be considered part of the criteria of acceptance for the Awards Program. If the following are not followed, the nomination will be disqualified.
  - A. All submissions must be on the online **Region Nomination Form**, which can be accessed at [http://region2.org/awards\\_submit.php](http://region2.org/awards_submit.php). This is the same form used by Fleet, and Regional winners will be forwarded to Fleet exactly as you submit them on this form to us. Be sure your submission(s) is exactly as you want it before you hit the submit button because duplicate submissions will be rejected. Take your time & do it right the first time.
  - B. Nominations must be received by the appropriate judges **NO LATER THAN** Jan. 31st. If received after this date it will be automatically disqualified.
11. Awards will be judged on activities occurring during the period from January 1<sup>st</sup> to December 31<sup>st</sup> for the previous year. Activities prior to or subsequent to this period will not be considered and should not be listed on the nomination form.
12. This Regional Awards Program now complies with all Fleet award criteria for the appropriate awards. This includes online submissions to Fleet and Region. Where a conflict occurs with an award, Fleet Awards Guidelines trump Region awards guidelines if the award in question is a fleet issued Annual or Individual award.
13. The Chief of Awards, Vice Regional Coordinator or Regional Coordinator will forward copies of the Region 2 winning nominations to the Starfleet Awards Program Director for consideration in the Fleet Award Program in accordance with Fleet Award guidelines.

## **Section 03:06 – DUTIES AND RESPONSIBILITIES**

### **1. Chief of Awards**

- Serves as the Chairman of the Awards Committee and the presiding officer of the Awards Ceremony held at the Region Summit.
- Has the final say on all Awards issued and on Program structure, organization, policy and procedures. Handles all day-to-day operational needs of the program.
- Responsible for setting the operational guidelines for the Committee and Program.
- Makes sure that all Committee members adhere to all rules and regulations.
- Responsible for settling any and all disputes brought before the Committee.
- Reports monthly or as needed to the Regional Coordinator in accordance with region reporting procedures.
- Will submit an article on the status of the Program and the winners of the awards issued in accordance with Regional reporting procedures.
- Responsible for sending the updated data regarding the Awards Program to the R2 Chief of Communication for the Region 2 website as needed to ensure that up-to-date information and material is available to all members of Region 2 in a timely manner.

## **2. Vice Chief of Awards**

- Acts as the Chairman of the Awards Committee and will stand in as the presiding officer of the Awards Ceremony held at the Region summit in the Chief of Awards' absence.
- Will have the final say on all Awards issued on Program structure, organization, policy and procedures when acting in the Chief of Awards' absence.
- The Vice Chief of Awards assists with the day-to-day operational duties of the Program.
- Assists in setting the operational guidelines for the Committee and Program. Makes sure that all Committee members adhere to all rules and regulations.
- Helps in the resolution of any and all disputes brought before the Committee.
- Reports monthly or as needed to the Regional Coordinator in accordance with regional reporting procedures in Chief of Awards' absence.
- Will submit a report on the status of the Program and the winners of the awards issued to the Region, CO/XO and Staff lists in accordance with Regional reporting procedures in Chief of Awards' absence.
- Responsible for sending the updated data regarding the Awards Program to the R2 Web Master in the Chief of Awards' absence for the Region 2 Web Page as needed to ensure up-to-date information and material is available to all members of Region 2.

## **3. Region Coordinator**

- Will double-check all nomination submissions for completeness and return submission if something is missing. Will notify the Chief of Awards of such action.
- Will make sure the Chief of Awards is kept apprised of any Awards information and/or messages from Fleet relating to any changes or updates to the Fleet Awards Program.
- Will choose one winner from each award category he/she is responsible for judging and will send those choices to the Chief of Awards. The RC will also send the list of Region Commendation and Superior Performance awards to the Chief of Awards for certificate preparation.
- Will send nomination choices to the Chief of Awards no later than February 18th of the judging year.
- Will refrain from voting in categories where the RC, the RC's chapter, or any member of the RC's chapter is nominated.
- Will advise the Chief of Awards accordingly so a fair vote can be made.

## **4. Vice Region Coordinator**

- Will assist the Regional Coordinator with double-checking all nomination submissions for completeness and return those submissions if something is missing. Will notify the Chief of Awards of such action.
- Will make sure the Chief of Awards is kept apprised of any Awards information and/or messages from Fleet relating to any changes or updates to the Fleet awards Program.
- Will select one winner from each award category he/she is responsible for judging and will send those choices to the Chief of Awards.
- Will send nomination choices to the Chief of Awards by Feb. 18th of the judging year.
- Will refrain from voting in categories where he/she is nominated, their chapter is nominated, or any member of their chapter is nominated.
- Will advise the Chief of Awards accordingly so a fair vote can be made.

## **5. Region 2 Chief of Communication**

- Will choose one winner for each category of web awards from the eligible web pages and submitted newsletters.
- Will send the list of winners to the Chief of Awards and present these awards at the Awards Ceremony held at the Region 2 Summit.

- May select an impartial and neutral staff from outside the region if needed to assist with judging websites and newsletters as needed.
- Receives and judges entries in the newsletter contest, with assistance from the RC and VRC as needed.
- Will choose winners in each category from the publications represented and present the award certificates at the Awards Presentations at the Region 2 Summit.
- Will send his/her choices for winners to the Chief of Awards no later than Feb. 18th for certificate preparation.
- Will refrain from voting on an award that he/she has been nominated for, a member of their chapter has been nominated for, or their chapter has been nominated for, and will advise the Chief of Awards so a fair vote can be made.

## **6. Region 2 Marine OIC**

- Acts as an Advisor to the Awards Committee and Chief of Awards with regards to the Marine Awards Program in this Region.
- Will present the Top Five Marine award certificates for the Region 2 Marine winners at the Awards Presentations at the Region 2 Summit or as deemed appropriate in accordance with the Marine Awards Program and the Summit Committee.
- Will notify Chief of Awards of how many certificate holders will be needed for the presentations so they can be set aside accordingly.
- Will keep Chief of Awards updated on current Marine award procedures and guidelines as well as awards presented so as to keep the Region Awards Program updated and current.

## **7. Region 2 Chief of Summit**

- Will fill in for any judge who cannot judge an award they are slated to judge because they or their chapter has been nominated.
- Will refrain from voting on an award that you or your chapter has been nominated for.
- Will advise the Chief of Awards so a fair vote can be made.
- Will send nomination choices, if needed, to the Chief of Awards no later than Feb. 18th of the award year.

## **Section 03:07 – CONTESTING AN AWARD**

If a nominated Unit, chapter, shuttle, station or individual feels they should have received an award that was bestowed on someone else, they should contact the Chief of Awards with a written letter / email message of their reasons and grievances as soon as possible but no later than two weeks following announcement of the award. The Chief of Awards will then review all nomination forms for the disputed award and will determine whether to uphold or overturn the selection. The Chief of Awards will then provide a decision based on their findings and their decision will be considered final.

## **Section 03:08 – DISPOSITION OF MATERIAL**

All material submitted by a Unit, chapter, shuttle, station or individual through the mail or by email will be disposed of thirty (30) days after the award has been issued. It is suggested that a copy of the forms be kept as part of the records and files of the Unit, chapter, shuttle, station or individual for future reference. This is also advised in the event something gets lost and has to be recovered.

The nominator shall provide postage if they want a copy of the nomination form returned to them by USPS.

The Chief of Awards will send the Region archivist and webmaster a copy of the Award Presentation Agenda with the list of nominees and winners for Region records following the Summit.

## **Section 04 – STARFLEET MARINE AWARDS PROGRAM**

Awards are given for two basic reasons, regardless of the organization. First, they are intended as tangible evidence of recognition for some achievement or service. Second, awards serve as a motivating factor. The SFMC awards program exists for these same reasons. Awards are indicated by ribbons, and worn on Class A uniforms. The Awards Program of the SFMC is not a static concept. Rather it evolves and changes to meet the needs of the organization as a whole. For this reason, it is important to keep in touch with the Deputy Commandant through the chain of command for the latest information on the award standards.

### **Section 04:01 – THE AWARDS PROCEDURE**

To receive an award, you have to be nominated for it by someone. Usually this involves your Unit OIC, ship CO, or fellow Marines. An award nomination is sent up the chain of command to the appropriate authority (minimum Issuing Authority for each award is specified in the next section). If you have met or exceeded the standards for that award, it will be authorized and then awarded to you. All award nominations must be submitted no more than 6 months after the qualifying events. The only awards not affected by this are the Valor and Honor awards, which cover the previous 12 months.

Any person in the Chain of Command for an individual Marine may issue any award to a Marine from their level down when necessary, as long as the person up the Chain of Command has a role related to the award being issued (i.e., COTRACOM could not reasonably issue the Great Barrier Award, but COFORCECOM could as they are in the CoC and related to the role of the designated Issuing Authority). This means that a BDE OIC can issue an award which has an Issuing Authority of the BDE OIC or lower; COFORCECOM can issue any award which has an Issuing Authority listed as being COFORCECOM, BDE OIC, BN OIC, etc.; and the Commandant of the SFMC can issue any award listed in the SFMC Awards Program. Usually, it is not necessary to have an award issued by anyone other than the listed Issuing Authority, however, in the case of a member of a Marine's Chain of Command personally witnessing a qualifying event, having the action reported on a Unit report or in successful appeals, it may become necessary to have awards issued by someone other than the Issuing Authority listed in the Award Descriptions.

#### **Eligibility For Awards**

SFMC awards may normally only be awarded to STARFLEET Marines or STARFLEET Marine units. This means that in order to receive awards, individuals must be SFI members in good standing, and units must be listed as active and reporting for a minimum of three (3) reporting periods. Award nominations must be made within six (6) months of the qualifying event to be considered. Unless otherwise indicated all awards are limited to one award, per Marine, per year. These limits are intended to reinforce and support the link between participation and communication that are essential for a successful fan organization.

### **Section 04:02 – NOMINATIONS**

Remember, although only certain persons can actually authorize each of these awards, they can be nominated by anyone in the Chain of Command. This is one reason why unit reports and good communication are so important. If the Brigade OIC never hears about the things your unit has done, he certainly can't nominate or issue an award.

### **Section 04:03 – MILITARY SERVICE RIBBONS**

At no time may any member of the SFMC wear any award ribbons associated with the real-world military service, on any SFMC uniforms, of any type, regardless of whether that person has earned the right to wear that ribbon otherwise.

### **Section 04:04 – DISPLAY OF RIBBONS**

Each row of ribbons is, at most, three ribbons wide. If the total number of ribbons necessitates a row with less than three, that row is placed at the top and centered. The exception to this rule is when the wearer has 24 or more ribbons they may choose to wear a ribbon bar with four ribbons per row. Silver stars represent each additional award of the same ribbon, small gold stars represent five additional awards of

the same ribbon. Therefore, a Marine who has received three Brigade Service Commendations would wear the appropriate ribbon with two silver stars. A Marine who has received six Academic Excellence Awards would wear the appropriate ribbon and a small gold star. In the event that the Marine achieves ten of the same award a large gold star will replace any other clusters on the ribbon and no more devices will be added to the ribbon.

## **Section 04:05 – AWARD CATEGORIES**

All SFMC awards belong to one of three categories: Achievement, Service, or Training. In order of precedence, all Achievement Ribbons are worn ahead of all Service ribbons, which are worn ahead of all Training ribbons.

## **Section 04:06 – 2<sup>ND</sup> BRIGADE AWARDS**

The following list of Marine Awards was provided by the 2nd Brigade OIC and is awarded as needed or at the 2nd Brigade/Region 2 Summit. If you feel that you or a fellow Marine are deserving of any of these awards, please contact the Brigade OIC, Oliver Savander, at [marines@region2.org](mailto:marines@region2.org).

For SFMC Awards Nomination Forms, please consult their website: <http://www.sfi-sfmc.org/> under Awards.

For a description of their awards go to:

[http://www.sfi-sfmc.org/portal/index.php?option=com\\_content&view=article&id=67&Itemid=230](http://www.sfi-sfmc.org/portal/index.php?option=com_content&view=article&id=67&Itemid=230)

### **COMET**

*Issuing Authority:* Brigade OIC

*Frequency:* As needed

*Ribbon Description:* Gold and Purple

This award is given to any SFMC member who saves another person from imminent harm without risking his/her own life in the process. This award is to be used when it is not clear whether the harm that would have been done to the victim was of an “immediate and potentially fatal” nature, as required by the Gold and Silver Nebula Awards.

### **CROSS OF VALOR** (a.k.a. Brigade Marine of the Year)

*Issuing Authority:* Brigade OIC

*Frequency:* Annual (one award per brigade issued each year)

*SFMC Ribbon Name:* Deidre Rickard Ribbon

This award is given to the marine, officer or enlisted, that most exemplifies the spirit, image and attitude of the SFMC within a particular brigade—the one who sets the standard for personal conduct, appearance, motivation, dedicated service and esprit de corps for which all STARFLEET Marines in that brigade strive.

### **SWORD OF VALOR** (a.k.a. Brigade Officer of the Year)

*Issuing Authority:* Brigade OIC

*Frequency:* Annual (one award per brigade issued each year)

*SFMC Ribbon Name:* Bisig Ribbon

This award is given to the Marine who most exemplifies the personal and professional standards of leadership valued by the Brigade. This individual, through their actions and words, has provided the highest standard of guidance and leadership to their fellow Marines, setting a standard of excellence for other leaders to follow

**SHIELD OF VALOR** (a.k.a. Brigade Volunteer of the Year)

*Issuing Authority:* Brigade OIC

*Frequency:* Annual (one award per brigade issued each year)

*SFMC Ribbon Name:* Kelley Ribbon

This award is given to the Marine who has made the most significant personal impact in community service efforts within the Brigade. This effort does not necessarily have to be on behalf of a SFMC campaign effort, and financial donations are specifically excluded as the basis for eligibility.

Volunteering your time and hard work counts; simply writing a check doesn't. Candidates for this award should be chosen from marines in a particular brigade who have received the Community Service Citation within the past year.

**STAR OF VALOR** (a.k.a. Brigade NCO of the Year)

*Issuing Authority:* Brigade SGM

*Frequency:* Annual (one award per brigade issued each year)

*Ribbon description:* Red

This award is given to the Marine NCO who most exemplifies the personal and professional standards of leadership valued by the NCO Corps of a Brigade. This Marine NCO has made a significant personal impact in community service efforts throughout their area, and through their actions and words, have provided the highest standard of guidance and leadership to their fellow Marines, setting a standard of excellence for other NCOs to follow.

**LEGION OF VALOR** (a.k.a. Brigade Unit of the Year)

*Issuing Authority:* Brigade OIC

*Frequency:* Annual (one award per brigade issued each year)

*SFMC Ribbon Name:* Matt Copple Ribbon

This award is given to the Brigade unit that most exemplifies the spirit, image and attitude of the STARFLEET Marine Corps within that Brigade. This unit should set the standard for conduct, appearance, motivation and activity for which all units in the Brigade strive.

**BRIGADE SERVICE COMMENDATION**

*Issuing Authority:* Brigade OIC

*Frequency:* As needed (one award per marine per year maximum)

*Ribbon description:* Grey

This award is given to recognize marines who have rendered exceptional service to a particular brigade by demonstrating consistently outstanding performance over time. To be eligible for this award, a marine must have served in an official capacity for a period of at least six months.

**BRIGADE ACHIEVEMENT AWARD**

*Issuing Authority:* Brigade OIC

*Frequency:* As needed

*SFMC Ribbon Name:* Strasser Ribbon

This award is given to recognize marines who have rendered exceptional service to a particular brigade by performing a particular task or service to a high standard of excellence. Such accomplishment should be of regional significance and affect or reflect favorably on the brigade as a whole.

**MERITORIOUS UNIT CITATION**

*Issuing Authority:* Brigade OIC (for BN and below),

COFORCECOM (for BDE or above)

*Frequency:* As needed (one award per unit per year maximum)

*SFMC Ribbon Name:* Malotte Ribbon

This award is given to an MSG, a BDE staff, or other marine unit which exemplifies meritorious service either by demonstrating consistently outstanding performance over time, or by performing a particular task

or service to a high standard of excellence. Receipt of this award neither nominates a unit for, nor precludes a unit from, receiving additional unit recognition such as the Legion of Valor.

### **LEADER'S COMMENDATION**

*Issuing Authority:* Unit OIC

*Frequency:* As needed (one award per marine per year maximum)

*SFMC Ribbon Name:* Murphy Ribbon

This award is given by a Unit OIC to a marine under his command who exemplifies meritorious service either by demonstrating consistently outstanding performance over time, or by performing a particular task or service to a high standard of excellence. Receipt of this award neither nominates the marine for, nor precludes him from, receiving additional recognition such as the Cross of Valor.

### **SFMC Service Awards (In Order of Precedence)**

#### **MARINE HONOR GUARD**

*Issuing Authority:* Brigade OIC

*Frequency:* As needed (one award per marine per year maximum)

*Ribbon description:* Maroon

*SFMC Ribbon Name:* Ted Tribby Ribbon

Members of the STARFLEET Marine Corps who serve on SFMC Color Guards, Honor Guards or Drill Teams at public events (STARFLEET or otherwise) are eligible for this award. Recipients of this award have spent time and effort in close order drill or other parade skills, and are deserving of special recognition.

#### **GREAT BARRIER EXPEDITION**

*Issuing Authority:* Brigade OIC

*Frequency:* As needed (two awards per marine per year maximum)

*SFMC Ribbon Name:* McPherson Ribbon

This award is given to Marines who have undertaken extreme or lengthy travel on behalf of the SFMC. The two important criteria are “extreme or lengthy” and “on behalf of the SFMC.” The former requires a judgment call by the Brigade OIC. A possible standard might be 5 hours travel time, for example. The latter is more exact: Taking a long road trip to attend a convention with the other members of your chapter, for example, does not qualify. Doing so because you are going to be presenting a class or demonstration (as a Marine) would qualify.

#### **COMMUNITY SERVICE CITATION**

*Issuing Authority:* Brigade OIC

*Frequency:* As needed (one award per marine per year maximum)

*SFMC Ribbon Name:* Brooks Ribbon

This award is authorized to Marines who have made a significant personal impact in a community service effort. This effort does not necessarily have to be on behalf of a SFMC campaign effort for the current year, however financial donations are specifically excluded as the basis for eligibility—volunteering your time and hard work count, simply writing a check does not.

#### **JOINT SERVICE RIBBON**

*Issuing Authority:* Brigade OIC

*Frequency:* As needed (one award per marine per year maximum)

*SFMC Ribbon Name:* Kinne Ribbon

This award is given to marines for participation in events with other Science Fiction oriented fan organizations, to include other Star Trek-related fan organizations other than SFI. This may be cooperative or competitive, and must be done while obviously participating as a STARFLEET Marine. Participation as a marine can be shown by wearing a SFMC uniform, a unit cap or shirt, or by obviously being associated with others who are wearing an SFMC uniform. Marines who are also members of the same fan organization

are not eligible. This award combines and replaces the Organian Service, Wolf 359, Bajoran Campaign, Andorian Campaign, Klingon Service and Romulan Service ribbons.

## **EMBASSY DUTY**

*Issuing Authority:* Brigade OIC

*Frequency:* As needed (two awards per marine per year maximum)

*Ribbon description:* Red and Black

This award is given to marines for participation at a STARFLEET function, such as the annual International Conference or a Regional Summit. The key word here is participation, not attendance. The Marine must have done more than simply attend (i.e., served on a panel, worked on the Security detail, etc.) Likewise, the Marine must have attended as a Marine for the entire time.

## **SFMC Naval Citations (Certificate Only)**

### **NAVAL UNIT CITATION**

*Issuing Authority:* Brigade OIC

*Frequency:* As needed (no more than one per Chapter per year)

*Ribbon description:* None, certificate only

This award is given to chapters of STARFLEET, The International Star Trek Fan Association, Inc. to recognize them for outstanding support and assistance rendered to STARFLEET Marine Units (above and beyond simply hosting a Strike group or attending their events).

### **NAVAL ACHIEVEMENT CITATION**

*Issuing Authority:* Brigade OIC

*Frequency:* As needed (no more than one per Marine per year)

*Ribbon description:* None, certificate only

This award is given to members of STARFLEET, The International Star Trek Fan Association, Inc. to recognize them for outstanding support and assistance rendered to STARFLEET Marine Units (above and beyond simply hosting a Strike group or attending their events).

