

USS LAS VEGAS (NFC-0502)

Chapter of the International Federation of Trekkers
www.usslasvegas.org

Captain: Paul Walker, Jr.

Executive Officer: Mike Cornwell

6704 Indian Chief Drive #202
Las Vegas, NV 89130

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USS Las Vegas (NFC-0502)

Operations Manual

This manual contains the descriptions and operational procedures of the

USS Las Vegas, a Star Trek fan club and
Chapter of the International Federation of Trekkers

Last Revision: 13 November 2006

Any use of the information contained herein by any other persons or organization must be authorized in writing from the current Captain of the club. No exceptions.

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USS Las Vegas Mission

- To hold true to the ideology and vision of the future as held by the Late Great Bird of the Galaxy, Gene Roddenberry.
- To actively improve ourselves as shipmates and as fellow beings of the universe.
- To practice and encourage tolerance by all beings for all other beings to help create a universe where all species, races, genders and other life forms are respected and can flourish.
- To work together to help those less fortunate or with special needs to fill those needs in order to become contributing members themselves of the universe.
- To do our part to make the universe a better place for all life forms.

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Introduction

The USS Las Vegas was built in September of 2005 and put into service shortly thereafter. She went into dry dock a short time after that during which new crew members were added and organizational responsibilities were assigned.

The USS Las Vegas came out of dry dock in October 2005 with a small senior staff and began holding meetings to layout plans for the ship's activities and to enlist additional crew members. The first regular meeting was held on Saturday, January 21, 2006 at Quark's Bar & Restaurant. The monthly meetings were originally to be held on the 3rd Saturday of each month. The crew was surveyed and it was determined that the 3rd Wednesday would be better to accommodate members' work schedules. This was changed after the inaugural meeting and subsequent meetings have been held on the 3rd Wednesday of each month.

The normal meeting place for the meetings is Quark's Bar & Restaurant located inside Star Trek: The Experience at the Las Vegas Hilton Hotel & Casino on Paradise Avenue in Las Vegas, Nevada. It just seemed natural to have the meetings in a Star Trek themed locale and Quark's has worked out very well. The meetings begin at 6:30 PM with the ordering of dinner. While we wait for our meal to be replicated, we start the meeting and then pause to have the meal and then resume when the meal is finished.

The ship intends to be both a social club for the members as well as having activities that serve our local area as well as nationally. The USS Las Vegas will actively work towards making the universe a better place for all life forms, as is stated in our mission statement. We will accomplish this goal by participating in charity walks, answering phones for the Jerry Lewis Telethon, possibly cleaning a section of highway as well as other functions not yet named.

Participating in these events and activities will earn points towards promotion for the members of the crew and the senior staff. A detailed explanation of the promotion system is provided later in this document.

The ship maintains a website as well as a Yahoo Group. The website is located at www.usslasvegas.org. The website is primarily used for disseminating information to the general public as well as members of the crew. We also have a Yahoo Group, USS_Las-Vegas. This is used exclusively by the crew to communicate activities reminders and announcements.

This operations manual is a living document and will be revised on a regular basis. You can always find the current version on the USS Las Vegas website at www.usslasvegas.org.

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Senior Staff Positions

The following are the positions that make up the senior staff of the USS Las Vegas. Senior staff positions require a rank of at least Lieutenant 3. While an Ensign can begin a post, within ninety (90) days, the officer must take the requisite courses and be promoted to Lieutenant 3.

Commanding Officer
Executive Officer
Chief Operations Officer
Chief Science Officer
Chief of Security
Chief Medical Officer
Chief Engineer
Chief Communications Officer
Chief Morale Officer

Description and duties of each senior position

Commanding Officer

This is the position that ultimately holds all responsibility for the ship. The Commanding Officer (or "CO") is responsible for all the actions of everyone under his/her command. It is his/her job to make sure that everyone beneath him is fulfilling their responsibilities and that the IFT is receiving all the information that it needs. It is also the CO's job to make sure that all financial and communications records are being kept current and are accurate.

This does not mean that it is the CO that performs all of these functions. The CO delegates most of the day to day responsibilities to the rest of the senior officers. Each officer has an area or areas of responsibility and it is their job to see that duties that fall within those areas are performed. Again, the senior officers themselves may not perform all the day to day duties that are required of each area, but they are responsible to the CO for those areas.

The CO makes reports to the IFT, The XO makes reports to the CO and the head of each department makes reports to the XO. If a senior officer is not performing their duties correctly or diligently, it ultimately falls on the CO to correct the situation.

The CO has the authority to assign the duties as he sees fit as long as certain basic duties and responsibilities are performed and performed correctly. Because of his ultimate responsibility to the IFT, the CO has a great deal of latitude regarding the functioning of the ship.

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Executive Officer

The Executive Officer, or the First Officer, also known as the "XO" is to be ready at all times to fill in for the CO. There are many situations that could call for the XO to assume the responsibility of the CO. Among those are:

- Incapacitation of the CO due to illness
- A previous commitment of the CO that prevents his/her attendance
- By request of the CO

Because of this possibility, the XO is generally very informed and knows almost everything that the CO knows. There are rare occasions where items are marked as CO's Eyes Only. But this is very rare. The rest of the senior staff as well as the crew should assume that the XO knows everything the CO knows and can confide in the XO as well as the CO.

The XO is also the officer that takes the reports from the other senior officers. If a problem arises, it is the XO's responsibility to resolve the situation if possible. It is only after a determination is made by the XO, that any issue is taken directly to the CO. In most situations, the XO and the CO work very closely together and few conflicts arise.

Because finances are so vital to an organization, this also falls under the Executive Officer's responsibilities. The XO acts as the treasurer for the ship and gives a report at each meeting of the funds available for the ship and how said funds are being spent.

Chief Operations Officer

The Chief Operations Officer, or "COO" is responsible to make sure that all operations run smoothly and see to the physical needs of the organization. It is the COO's responsibility to secure meeting spaces when needed, make any reservations, arrange for travel for any members that need the assistance and then to see that when the meeting is over that everyone is safely conveyed back to their quarters and the meeting place has been returned to its owner with any compensation due.

Chief Science Officer

The Chief Science Officer is responsible to keep up with scientific advancements made throughout the world and to report periodically on those advancements. This is an effort to educate the entire crew and look for ways we can use those scientific advancements in our efforts to make the universe a better place for all life forms.

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Chief Security Officer

The Chief of Security is responsible for the physical security of every meeting of the ship. This includes being aware of any potential problems and making sure proper steps are taken to keep the crew out of harm's way and reporting any issues to the XO.

The Chief of Security is also authorized and responsible to assist any other senior officer to enforce the rules of the ship. For instance, if the CMO sees a crew member acting in a dangerous fashion, the Chief of Security might be called upon to assist the CMO in correcting the situation.

Chief Engineer

The Chief Engineer is responsible to see that any equipment that is needed is functioning correctly. The Chief Engineer should be knowledgeable about computer issues, as well as issues with projectors, displays, screens and any other equipment needed by any member of the crew.

It is the Chief Engineer's responsibility to setup any equipment needed for meetings or away missions. This includes acquiring such equipment, setting it up, taking it down after the need has passed and returning it to the proper storage location.

Chief of Communications

The Chief of Communications, or the "Comm Officer", is responsible for all required communications activities. These include taking the minutes from the meetings, keeping the required records regarding promotions and the point system and handling normal ship correspondence.

The Comm Officer should record the attendance at normal monthly crew meetings as well as Away Missions and tally those points. It is the Comm Officer's responsibility to notify the XO when an officer has earned the points necessary to be promoted.

Chief Medical Officer

The Chief Medical Officer, or "CMO," is responsible for the physical well-being of the crew. This should include keeping records of any allergies held by any crew member and being aware of any physical condition that could incapacitate a crew member for any reason. It is the CMO's responsibility to coordinate with local medical personnel in the event that any member of the crew needs medical attention. If the crew member is unable to provide the needed information to the medical personnel, the CMO should have that information readily available.

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If an incident were to occur, the CMO would be responsible for calling for medical assistance and staying with the crew member until medical assistance arrives. If the crew member must be transported to a local sick bay (hospital), the CMO would ride in the ambulance and tend to the needs of the crew member.

The CMO should keep a small file or log book with him/her at all functions for reference in an emergency. If the CMO sees a crew member doing something that is dangerous or could lead to injury, the CMO has the authority to relieve that crew member of their duties. The Chief of Security will assist the CMO if the crew member resists the orders of the CMO.

All crew members are required to provide the needed information to the CMO. The CMO will provide all existing and new crew members with a form to complete which lists all the pertinent information. Failure to provide this information to the CMO is grounds for disciplinary action leading up to a possible court martial.

Chief Morale Officer

The Chief Morale Officer is responsible for the attitude and general wellness of the entire ship's crew. It is this officer's responsibility to plan and organize events that will keep the spirits of the crew in high order and to help the crew to grow into a cohesive unit. The Chief Morale Officer should continually monitor the status of the crew and if any problem arises, that should be brought to the Captain and XO's attention immediately. The Chief Morale Officer will be responsible to help the crew deal with any problems and tend to their needs in order to bring that crew member back to peak efficiency and happiness.

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USS Las Vegas Rank and Promotion System

The following rank system will be followed by all crew members and staff positions of the USS Las Vegas. No exceptions will be allowed.

Rank in ascending order:

All new recruits either join as Enlisted or Officer level depending on their choice of membership dues with the International Federation of Trekkers. See the IFT website at <http://www.iftcommand.com> for more information.

Officer ranking order: (Ascending Order)

Ensign – 3rd Class, 2, 1
Jr. Lieutenant – 3rd Class, 2, 1
Lieutenant – 3rd Class, 2, 1
Lt. Commander – 3rd Class, 2, 1
Commander – 3rd Class, 2, 1
Captain – 3rd Class, 2, 1

Officers begin at the rank of Ensign 3rd Class and are capable of advancing every six (6) months depending on their participation in ship activities. Advancement is possible from the rank of Ensign 3rd Class to that of Lt. Commander 3rd Class by six (6) month increments and earning at least 50 participation points within that period. If six months has passed since the last promotion, but a crew member does not have the required 50 points, the promotion will be earned once those 50 points have been earned. After attaining the rank of Lt. Commander 3rd Class, a period of one (1) year must be held and 100 participation points earned before advancement to the next level. This one year period between advancements holds to the rank of Commander 1. Ranks higher than Commander 1st Class can only be commissioned by the IFT Council.

With each promotion, the points towards next promotion returns to zero regardless of how many points earned prior to the promotion. The lifetime points total continues to accumulate and is never cleared.

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Participation Points Earnings Schedule:

Monthly Crew Meetings (MCM)	10 Points
Social Away Missions (SAM)	5 Points
Other Away Missions	5 Points
Community Service Away Missions (CAM)	10 Points
Special Projects (Awarded by CO)	5 Points
Academy Courses and Training	25 Points (per course)

The Captain may also award points from time to time for situations where crew members have gone above and beyond the call of duty in performing some task or function that benefits the ship or the community. These will normally be rare occasions and noted at the next MCM.

Extra participation on the USS Las Vegas is awarded by quicker advancement. There are three special situations in place.

1. An officer than wishes to hold a senior staff position may advance from a lesser rank to that of Lieutenant 3 after taking and passing the Officer Candidate Course, the Staff Officer Course, and the Commanding Officer Course at the Academy. An officer can advance from any lower rank to Lieutenant 3 in this manner.
2. A second method to quicken advancement is for a crewman that accepts a department position. A crewman can advance from the rank of unlisted rank to that of Jr. Lieutenant 3 by taking the Academy Officer Candidate Course and serving in the position for a three (3) month probationary period.
3. An officer or unlisted crewman that wishes to advance more often than every six (6) months, may do so by accumulating 100 points up through the rank of Lt. Commander 3rd Class and then by accumulating 200 points beyond. These points may be earned by regular participation, special projects, taking classes at the Academy or by special accommodation by the CO. Once the points have been accumulated, the officer or crewman will be promoted to the next grade at the next MCM.

Personnel that are current members of the IFT and crewmembers of the USS Las Vegas yet do not participate in ship activities advance one (1) rank per year from the rank of Ensign 3 to that of Lt. Commander 3 and then every two (2) years thereafter, as an incentive to remain in the IFT. These promotions are honorary and not earned.

Special field promotions may be granted by the Captain with the concurrence of the senior staff. An officer can be promoted from any rank to any other rank below Commander 3 in this manner. These field promotions are only granted in rare circumstances where special merit is warranted.

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With each advancement in rank, notice of said advancement will be documented and placed in the crew member's permanent file. These files will be maintained by the Chief Communications Officer and be made available for review by request of the senior staff.

Enlisted personnel ranking order: (Ascending Order)

Private First Class
Corporal – 3rd Class, 2, 1
Sergeant – 3rd Class, 2, 1
Staff Sergeant – 3rd Class, 2, 1
First Sergeant – 3rd Class, 2, 1
Chief Petty Officer – 3rd Class, 2, 1
Senior CPO – 3rd Class, 2, 1
Master CPO – 3rd Class, 2, 1
Lance Corporal
Warrant Officer
Major

Advancement is possible from the rank of Private First Class to that of Chief Petty Officer 1 by six (6) month increments. After attaining the rank of Chief Petty Officer 1, a period of one (1) year must be held with active participation before advancement to the next level. The one year between advancements holds to the rank of Major. Once an enlisted crewman reaches the rank of Major, they must become an officer in order to continue advancement. Upon receiving the request, the officer candidate will be promoted to Ensign 3 and may continue to advance through the normal process.

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USS Las Vegas Uniform and Color Standards

The uniform style of the USS Las Vegas will be based upon the TNG, DS9 or VOY series with each crew member making their choice. The uniform should be of good quality, have a good fit and have the proper color designation. Rank insignia will also be required and follow the standard convention. The color standards and rank insignia convention is listed below.

Color

Each member of the crew of the USS Las Vegas will adhere to the following color standards to indicate the department in which they serve.

Red – Command
Gold – Operations, Security, and Engineering
Blue – Medical and Sciences

The color shown on the uniform may take on any of several styles. The dickie worn under the uniform shirt may be of the correct color to show the department. The braiding on the sleeves may also be of the correct color. Some styles of uniform have the color as the upper part or lower part of the uniform shirt. Some styles have a jacket of a neutral or dark color and then an under shirt of the departmental color. Any of these methods are acceptable. If you have any question on whether something is acceptable or not, please consult with the XO, or the Captain.

Rank Insignia

Rank insignia show the current rank of the crew member. "Pips" are used to show that rank. The following standard will be used aboard the USS Las Vegas.

All pips begin at the right most edge of the color on the right side of the uniform. If the pips are being attached to an undershirt or dickie the first pip is placed just to the right of the center of the dickie and then additional pips are placed moving right to left depending on rank. When a black pip is included, it should be rightmost pip in the series.

Ensign – Single gold pip
Jr. Lieutenant – Single gold pip, then one black pip
Lieutenant – Two gold pips
Lt. Commander – Two gold pips, then one black pip
Commander – Three gold pips
Captain – Four gold pips

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