

# **STARFLEET**

# **Region Eight**

## **Awards Program**



The STARFLEET Region Eight Awards Program has developed this manual for use by all STARFLEET Region Eight chapters and members. Any other STARFLEET chapters or regions desiring to use the contents of this manual or program may do so *after* obtaining written permission from the Regional Recognition Officer.

STARFLEET Region Eight holds no claims to any trademarks, copyrights, or properties held by CBS Paramount Television, any of its subsidiaries, or on any other company's or person's intellectual properties which may or may not be contained within. The contents of this publication are copyright (c)2019.

STARFLEET Region Eight is granted irrevocable rights of usage of this material by the original author, Rachel Martin.

# TABLE OF CONTENTS

## SECTION 1 – INTRODUCTION *(p. 3)*

1.1 Goals and Purpose of the Program *(p. 3)*

1.2 Eligibility *(p. 3)*

1.3 Award Cycle Overview *(p. 3)*

## SECTION 2 – AWARDS *(p. 5)*

2.1 Detailed Award Descriptions *(p. 5)*

2.2 Multiple Citations *(p. 8)*

## SECTION 3 – ISSUING PROCESS *(p. 9)*

3.1 Overview *(p. 9)*

3.2 Nomination + Support *(p. 10)*

3.3 Approval + Issuing *(p. 11)*

3.4 Alternative Procedure *(p. 11)*

3.5 Appeal Procedure *(p. 12)*

## SECTION 4 – HOW TO WEAR THE AWARDS *(p. 12)*

4.1 Physical Medal Specifications *(p. 12)*

4.2 Uniform Authorization *(p. 12)*

4.3 Award Examples *(p. 13)*

## SECTION 5 – ADMINISTRATION *(p. 13)*

5.1 Statement on Best-Of and Military Service Awards *(p. 13)*

5.2 Statement on Chapter-Based and Fleet-Wide Awards *(p. 13)*

5.3 One-Time “Look Back” Review Period *(p. 14)*

5.4 Statement of Thanks *(p. 14)*

## SECTION 1 – INTRODUCTION

### 1.1 Goals and Purpose of the Program

This program has been envisioned to promote and celebrate core Star Trek values such as service, exploration, mutual understanding, and personal improvement. These values have inspired generations of fans and, when we come together as STARFLEET members, we strive to reflect them both collectively and as individuals. The awards described within this manual can be organized into six dimensions; service to humanity (blue), physical wellbeing (goldenrod), education (orange), service to the region (green), faithful performance of duties (red), and special commendations (black).

### 1.2 Eligibility

In order to participate in this program, a person must be a member in good standing of STARFLEET International and Region Eight. Any STARFLEET member who is posted to a chapter in Region Eight or listed in the STARFLEET database as an unassigned member of the region is eligible. Nominations may come from any member in good standing of STARFLEET, whether assigned to Region Eight or not. A member must have been a member in good standing when the requirements for the award were fulfilled. For example, a member must have been a STARFLEET member in good standing during the entire time that they performed community service that they wish to count for the Volunteer Service Award. It would be insufficient to join STARFLEET merely at the time of nomination.

Furthermore, awards may not be applied retroactively, except during the one-time “Look Back” period, which is defined in *Section 5.3*. The Regional Coordinator (RC) is the final authority in deciding a member’s eligibility. If a member feels that their eligibility has not been properly considered and that the RC has acted improperly, the member may ask the Regional Recognition Officer (RRO) to convene a special committee, similar in composition to the alternative procedures committee defined in *Section 3.4*. However, this committee’s recommendation will not be binding. Region Eight strongly condemns all forms of discrimination and nothing in this section precludes a member from seeking redress through the STARFLEET IG office, if they feel their member rights have been violated.

### 1.2 Award Cycle Overview

There are 18 awards, distributed according to three cycles. Most awards can be earned in the normal course of committed duty; therefore, this staggered approach is important for maintaining the integrity of the program, creating a manageable workload for regional staff, and sustaining an ongoing challenge that will push members to be their best.

Cycle: AS EARNED
<ul style="list-style-type: none"> <li>• Spock Time in Service Award</li> <li>• Recruiting Award</li> <li>• Rom Award for Heroism</li> <li>• Tom Paris First Aid Award</li> </ul>

These awards may be requested and issued during any month of any year. They represent highly desirable benchmarks that members will meet on their own schedules or will arise from circumstances that cannot be planned.

Cycle: YEAR-A
<ul style="list-style-type: none"> <li>• Regional Coordinator’s Commendation</li> <li>• Regional Outreach Award</li> <li>• Worf Award for Faithful Service OR <ul style="list-style-type: none"> <li>○ O’Brien Award for Faithful Service</li> </ul> </li> <li>• Hoshi Sato Train and Teach Award</li> <li>• Saru Award for Promoting Space Exploration</li> <li>• Slipstream Salamander Travel Award</li> <li>• Montgomery Scott Award for Education</li> </ul>

The nomination phase for YEAR-A awards takes place in even numbered years (2020, 2022, 2024, etc.). All qualifying activities must take place during the previous two-year cycle (i.e. January 1, 2019 - December 31, 2020). Nominations may be submitted at any time but will only be reviewed during Q4 of the nominating year or immediately after its conclusion. Under normal circumstances, awards will be issued by mid-February of the following year.

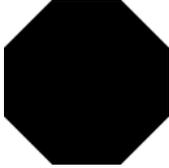
Cycle: YEAR-B
<ul style="list-style-type: none"> <li>• Regional Coordinator’s Commendation</li> <li>• Regional Event Planning</li> <li>• Cretak-Alliance Award</li> <li>• Picard 5-Marathon Award</li> <li>• Volunteer Service Award</li> <li>• Burnham-Grayson Award for Cross Cultural Understanding</li> <li>• Sulu Bridge Officer Cross-Training Award</li> </ul>

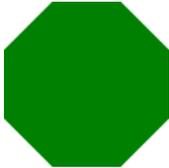
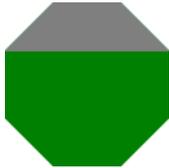
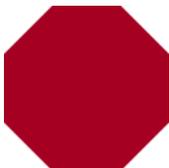
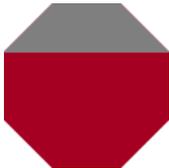
The nomination cycle for YEAR-B awards takes place in odd numbered years. (2021, 2023, 2025, etc.). All qualifying activities must take place during the previous two-year cycle (i.e. January 1, 2020 - December 31, 2021). Nominations may be submitted at any time but will only be reviewed during Q4 of the nominating year or immediately after its conclusion. Awards should normally be issued by mid-February of the following year.

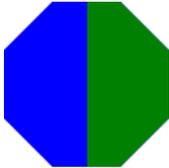
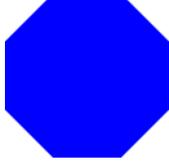
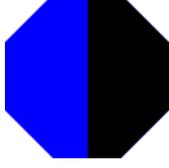
## SECTION 2 – AWARDS

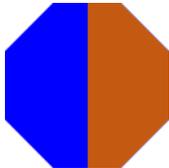
### 2.1 Detailed Award Descriptions

The awards are presented below in the order that they should be worn.

	<p>Regional Coordinator’s Commendation (RCC) Cycle: Both YEAR-A and YEAR-B cycles.</p> <p>The RC has great latitude in defining the criteria for this award and may issue it without a person being otherwise nominated. The Regional Coordinator’s Commendation recognizes significant service above and beyond what is required of a committed member. The qualifying action or pattern of actions has had a measurable impact and significantly contributed to the good of the region.</p>
	<p>Spock Time in Service Award (TIME) Cycle: AS EARNED</p> <p>This award is issued once the member has completed three years of service in STARFLEET. It is renewed (with a silver border) on the occasion of the member’s five-year anniversary and every five years after that. It may be issued without nomination. This is the only award which considers service outside of Region Eight. Years need not be consecutive and will be counted based on paid membership renewals; partial calendar years are not considered.</p>
	<p>Recruiting (RCRT) Cycle: AS EARNED</p> <p>This award is issued when the member has recruited 3 new members to the region. It is renewed (with a silver border) when the member has recruited 5 members and in increments of 10 recruits after that.</p>
	<p>Rom Award for Heroism (HERO) Cycle: AS EARNED</p> <p>This award is issued in recognition of extraordinary acts in order to attempt to save or rescue another person. Disaster relief, search and rescue, and acts of first aid are examples of qualifying events, however they must be performed on a volunteer basis and not as a part of a member’s regular employment. Members are advised to consider their own limitations and avoid putting themselves in situations where they might, themselves, need to be rescued. This award can be issued even if the person who the member was trying to save does not survive.</p>

	<p>Regional Outreach Activities (ROA) Cycle: YEAR-A</p> <p>This award is issued in recognition of significant service in the area of outreach or publicity for STARFLEET in Region Eight.</p>
	<p>Regional Event Planning (EVENT) Cycle: YEAR-B</p> <p>This award is issued for recognition of significant service in planning an event that benefits the Region Eight community. The organizing committee for a regional summit qualifies for this award. Other activities may be considered qualifying depending on their scope, complexity, and attendance.</p>
	<p>Worf Award for Faithful Service (ATTN) Cycle: YEAR-A (<i>will be first issued in 2020</i>)</p> <p>This award is issued for “perfect” attendance over a two-year period of time. In a meeting chapter, perfect attendance is defined as attending all regular meetings (at least 6 per year), with one or less absence. In a correspondence chapter, perfect attendance is defined as replying to monthly check-ins, with one or less missed check-in. Department heads in correspondence chapters may count filing their monthly reports on time, in place of monthly check-ins. This award may be worn alongside the O’Brien Award, if they have been earned in different cycles. However, both awards cannot be issued in the same year.</p>
	<p>O’Brien Award for Faithful Service (ATTNN) Cycle: YEAR-A (<i>will be first issued in 2020</i>)</p> <p>This award is issued for “near perfect” attendance over a two-year period of time. In a meeting chapter, near perfect attendance is defined as attending all regular meetings (at least 6 per year), with two absences. In a correspondence chapter, perfect attendance is defined as replying to monthly check-ins, with two missed check-ins. Department heads in correspondence chapters may count filing their monthly reports on time, in place of monthly check-ins. This award may be worn alongside the Worf Award, if they have been earned in different cycles. However, both awards cannot be issued in the same year.</p>

	<p>Cretak-Alliance Award (OUTR) Cycle: YEAR-B</p> <p>This award is issued in recognition of building partnerships with other science fiction or popular science groups, while representing STARFLEET Region Eight. Members who attend events put on by other organizations are generally not eligible for this award, unless they had a planning or leadership role. Members are not disqualified from this award if they hold dual membership in STARFLEET and the second organization, but they must be clearly acting in their STARFLEET capacity (i.e. by wearing a uniform, giving a speech, or being recognized in printed materials with their Region Eight affiliation).</p>
	<p>Hoshi Sato Train and Teach Award (TRAIN) Cycle: YEAR-A</p> <p>This award is issued in recognition of a member's effort to share knowledge with the region. The member may have organized an education effort such as giving a presentation, preparing informational brochures, or running a social media campaign.</p>
	<p>Picard 5-Marathon Award (RUN) Cycle: YEAR-B</p> <p>This award is issued to a member who completes the equivalent of five marathons in a two-year period. Distances must be logged in public events and official results saved. Races of different distances may be combined to reach the total; 42 5 Ks, 10 half marathons, or 5 full marathons. If the member participated in ParkRuns, running and volunteering may be counted equally toward the 42-race total. Members are encouraged to volunteer regularly; at least once every 10 races.</p>
	<p>Saru Award for Promoting Space Exploration Cycle: YEAR-A</p> <p>This award is issued in recognition of significant contributions to the promotion of space exploration, including space education.</p>
	<p>Volunteer Service Award Cycle: YEAR-B</p> <p>This award is issued in recognition of sustained service to one's community. The member must have performed at least 100 hours of service to a non-STARFLEET charitable organization in the past two-years. Monetary contributions cannot be counted in place of service. The award may be enhanced (silver border, followed by gold border and standard progression) in increments of 100 hours. If it is renewed in subsequent cycles, the enhancements continue cumulatively.</p>

	<p>Slipstream Salamander Travel Award Cycle: YEAR-A</p> <p>This award is issued in recognition of a member’s dedication in traveling a substantial distance to attend a Region Eight event outside of his or her assigned ship or away team. The RC will determine what constitutes a substantial distance, but 300 kilometers, 3 hours of driving, or a plane ride will serve as general guidelines.</p>
	<p>Burnham-Grayson Award for Cross Cultural Understanding Cycle: YEAR-B</p> <p>This award is issued in recognition of significant efforts in the field of promoting cross-cultural understanding or peace.</p>
	<p>Montgomery Scott Award for Education Cycle: YEAR-A</p> <p>This award is issued in recognition of a significant real-world education achievement, such as high school graduation or the completion of a training program. All levels of educational achievements are treated equally with regards to renewals and enhancements.</p>
	<p>Sulu Bridge Officer Cross-Training Award Cycle: YEAR-B</p> <p>This award is issued upon completion of two BOCP specialties. It is renewed when a member has completed five (silver), ten (gold), and thirteen (gold with two stripes and roman numeral thirteen) BOCP specialties.</p>
	<p>Tom Paris First Aid Award Cycle: AS EARNED</p> <p>This award is issued in recognition of the member’s completion of a real-life first aid and CPR certification program. The member must maintain current certification in order to wear this award.</p>

### 2.2 Multiple Citations

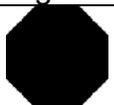
When a member earns the same award more than once, the award is renewed and enhanced to reflect the multiple citations. The standard progression is to add a silver border, followed by a gold border. After that, there is a series of stripes which culminate in a double gold stripe with the roman numerals for eight (VIII) in the middle of the award. Upon a ninth issuance of the same award, a new medal is placed to the left of

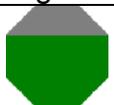
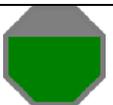
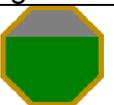
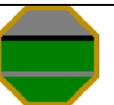
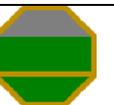
the original. Since there is a two-year window between most award renewals, a second medal would typically indicate more than 18 years of outstanding service.

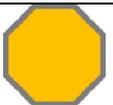
Exceptions:

- The Sulu Bridge Officer Cross-Training Award follows a different enhancement pattern.
- The Tom Paris First Aid Award is never enhanced.

Examples of award progressions:

Regional Coordinator's Commendation							
							
1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>

Regional Event Planning							
							
1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>

Picard 5 Marathon Award							
							
1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>

Slipstream Salamander Travel Award							
							
1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>

## SECTION 3 – ISSUING PROCESS

### 3.1 Overview

There are four steps in the award process; nomination, support, approval, issuing.



Step	Who's Involved	What Comes Next
Nomination	Member who self-nominates OR Any STARFLEET member nominating another person	Send to department head or another STARFLEET member who will serve as the supporting officer
Support	Department head OR Other SFI member who reviews and endorses the nomination (can be RRO)	Send to Regional Recognition Officer, who will check for completeness and forward to the RC
Approval	Regional Coordinator	Reviews supported nomination and returns it to the Regional Recognition Officer marked as approved or rejected
Issuing	Regional Recognition Officer	Prepares and sends awards to members as authorized by the authority of the Regional Coordinator

### 3.2 Nomination + Support

Unless otherwise noted, all awards must begin with a nomination. Given the geographic distribution of Region Eight members and the region's historic reliance on correspondence chapters, self-nomination is welcomed and encouraged. The Regional Recognition Officer will make a standard nomination form available to all members. Any STARFLEET member in good standing may make a nomination, except for the Regional Coordinator, who is the approving authority.

Every nomination must be supported by a second STARFLEET member, who is referred to as the "supporting officer." Department heads and senior staff are ideally placed to write statements of support for their crew. If possible, the supporting officer should be someone who has *first-hand* knowledge of the member's eligibility for an award. However, this may not always be possible. For example, if a member self-nominates for a volunteer service award, no one else may be present in their community to observe their service. In this case, the supporting officer should review the member's self-nomination and support only the facts that can be confirmed. The statement of support serves as a second set of "eyes" on the application. The supporting officer should send the supported nomination directly to the Regional Recognition Officer. Any STARFLEET member in good standing may serve as the supporting officer for a nomination, except for the Regional Coordinator, who is the approving authority.

The Regional Recognition Officer may make nominations and offer statements of support but may not do both for the same application.

### 3.3 Approval + Issuing

The Regional Recognition Officer (RRO) will review all supported nominations for completeness before forwarding them to the Regional Coordinator (RC) for approval. However, the Regional Recognition Officer will not offer his or her opinion on whether the award should be granted. If the Regional Recognition Officer is acting as the supporting officer for a nomination, s/he is doing so in his or her capacity as a STARFLEET member, not as a function of the RRO position.

For AS EARNED awards, the RRO will forward the supported nominations to the RC within two weeks. For YEAR-A and YEAR-B awards, the RRO will collect and hold the supported nominations until the fourth quarter of the year and then forward them as requested by the RC.

When the RC receives a supported nomination, he or she will review it in a timely manner. The RC may, at their own discretion, investigate the circumstances that were described in the nomination. The RC will return the nomination to the RRO marked as either Approved or Rejected. The RC may choose to include a note of congratulations or explanation, but this is not required.

If an award is approved, the RRO will prepare the certificate and issue it to the member in the RC's name. If the award is rejected, the RRO will inform both the nominating and supporting officer. A procedure for appealing rejected awards is described in *Section 3.5*.

### 3.4 Alternative Procedure

Any Region Eight Staff or Chapter CO may nominate the RC for an award. This nomination must be supported by a second STARFLEET member. In this case, the approving authority will consist of the collective Region Eight Staff and will be decided by a majority vote of a special committee formed of all Region Eight Staff, plus chapter COs and XOs in the region (excluding the RC if s/he is an CO or XO), and two members at large, chosen by the RRO.

The RC may request that an award nomination be decided by the same committee vote any time that he or she believes there may be a conflict of interest for them. (i.e. if a member of the RC's family has been nominated).

The Regional Commander's Commendation does not require a nomination or support. The RC may issue it completely on their own authority.

The Spock Time in Service Award does not require a statement of support and may be forwarded to the RC directly on the recommendation of the RRO.

### 3.5 Appeal Procedure

In the case of a rejected award, either the nominating or supporting officer may appeal the decision, in writing to the RRO, within 30 days. The appeal should include new information or significant clarification in support of the award. The RRO will forward the appeal to the RC, who will respond in a reasonable amount of time.

If the appeal is denied, the award may not be resubmitted in the same annual cycle, except for AS EARNED awards. New nominations for AS EARNED awards may be submitted 4 months after a denied appeal.

If a substantially similar nomination and appeal have been denied twice, the nominator may request that the RRO convene a special committee, similar in composition to the alternative procedures committee defined in *Section 3.4*, to review the nomination. However, this committee's recommendation will not be binding. Region Eight strongly condemns all forms discrimination and nothing in this section precludes a member for seeking redress through the STARFLEET IG office, if they feel their member rights have been violated.

## SECTION 4 – HOW TO WEAR THE AWARDS

### 4.1 Physical Medal Specifications

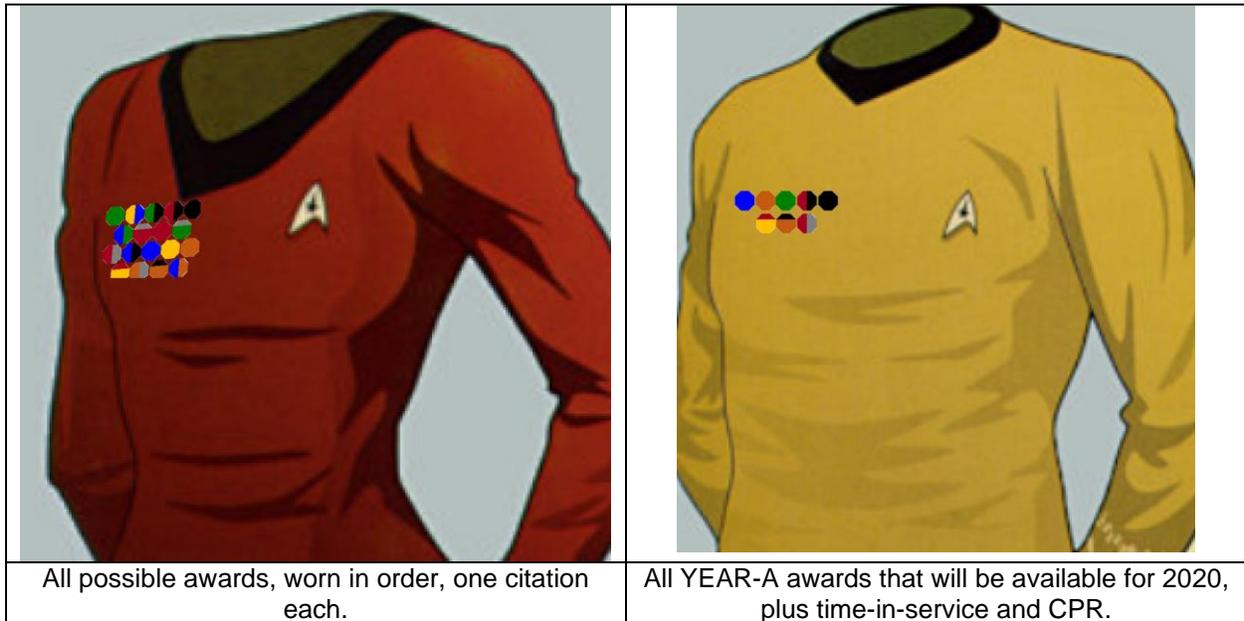
Awards medals are 25 mm (1 inch) octagons, consisting of one or two main colors. The Regional Recognition Officer will work with the Quartermaster's office to make physical facsimiles available for members in early 2020. However, upon being issued a certificate and digital award, members may be authorized to make their own award medals, if they wish to. Possible materials may include 3-D printing, painted balsa wood, or reinforced cardboard. Members are asked to email the RRO for current guidance and approval before fabricating their own medals in order to ensure professional quality and consistency within the fleet.

### 4.2 Uniform Authorization

These awards are *automatically authorized* for wear on Starbase 8 Dress Uniforms (2266 uniform set) and *authorized when situationally appropriate* for wear on the Starbase 8 Duty Uniform (coveralls excluded). STARFLEET Region Eight members may wear these awards on any other uniform which is approved by a regional chapter, when authorized by the local CO.

On Starbase 8 uniforms, awards should be worn on the right breast, centered above the name badge (if applicable). The awards should be organized into alternating rows of five and four and placed in descending order of precedent from top to bottom, left to right. Since Region Eight conducts the much of its business by correspondence, members are also encouraged to keep a virtual "fruit basket" which displays their awards digitally and to retain copies of the certificates that are issued.

### 4.3 Award Examples



## SECTION 5 – ADMINISTRATION

### 5.1 Statement on Best-Of and Military Service Awards

Region Eight has chosen not to adopt “best of” awards nor an award for prior military service. Many STARFLEET regions run successful “best of” programs, however Region Eight Staff feel that such a program does not fit with our culture or goals at this time. The strongest competition is one’s past self. Regarding a military service award, Regional Staff feels like this would unfairly valorize one type of public service over others. We commend those who have chosen a life of service. However, should the award be expanded to include paramedics and firefighters? Police officers? Nurses? Doctors? Teachers? It is too slippery of a slope. Members who would like to be recognized for their real-world military service are advised to consider the SFMC, where the Legion of Arms ribbon fulfils this need.

### 5.2 Statement on Chapter-Based and Fleet-Wide Awards

Nothing in this manual is designed explicitly or implicitly to restrict the creation of chapter-based (shipboard) award programs. Chapter awards have no bearing on regional awards; having earned one is neither a prerequisite, nor will it give preference or prejudice to a nomination. Regional Staff encourages COs to develop programs, as needed, which reflect the unique cultures and values of their ships. Furthermore, Regional Staff encourages leadership teams to familiarize themselves with the Fleet-level awards offered through STARFLEET and the SFMC. Ship-board development supports regional development, which in turn supports the fleet. Region Eight COs may

decide for themselves whether to count Regional awards toward ship-based promotion programs, in accordance with their established chapter bylaws and policies.

### 5.3 One-time “Look Back” Review Period

The Regional Coordinator has authorized a one-time “Look Back” review period, during which members may apply for retroactive awards. This period will begin on the date that this manual is published and conclude at midnight, GMT, December 31, 2019. All nominations and statements of support must be received before then in order to be considered. The Regional Recognition Officer will publish guidance for members concurrently with the initial publication of this handbook. Members must have been in good standing with STARFLEET International and Region Eight for the period of time which they want to have reviewed. This “Look Back” is provided as a courtesy and, while every attempt will be made to provide credit for past achievements, it is to be assumed that the results will not be exhaustive. No special committees (as defined in *Section 3.4*) will be formed for consideration or appeal of awards during this period except to authorize awards for the current RC.

### 5.4 Statement of Thanks

This manual was originally prepared from March – November 2019. On behalf of the Region Eight Staff, the author would like to extend her gratitude to Fleet Captain Eileen Reed (Regional Coordinator, Region 11), Vice Admiral Pamela Michaud (Regional Awards Program Director, Region 1), and Colonel Anja Joubert (Quartermaster, USS Dauntless) for sharing their expertise and answering questions; as well as to several Region Eight members who assisted in the editing and revision process. A special thanks is due to Commander Carel Botha, CO of the USS Omnus, for his contributions to the Region. Furthermore, this program would not have been possible without the vision and support of Vice Admiral Owen Swart (Acting Regional Coordinator, Region Eight). We are Region Eight and proud of it!