

# Ship's Operations Manual



*Revised Stardate 2011.07*

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Contact information for the chapter President may be found at the chapter's website:  
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*Commanding Officer*

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*Executive Officer*

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*Second Officer*

Stardate 2011.0725

The USS Matrix is an internet correspondence chapter of STARFLEET, the International Star Trek Fan Association. Our ship is based in Maryland but our crew comes from all over the United States and Europe and includes students, teachers, scientists, engineers, lawyers, IT professionals, and more.

## **USS MATRIX SHIP'S OPERATIONS MANUAL**

Welcome aboard the USS Matrix, NCC-72296! I hope that you enjoy being a part of our ship.

### **CONTENTS:**

1. Matrix Crew Communications — information pertaining to communications among crewmembers including instructions for the Matrix Listserv and how to access the Matrix World Wide Web site.
2. Matrix Policies and Procedures — Membership types, promotions, senior staff, and awards.
3. Matrix Organization — Descriptions of divisions and positions

Note: Be sure to subscribe to the listserv! It's the main way we communicate.

*Eric Schulman*

Captain Eric Schulman  
Executive Officer  
USS Matrix, NCC-72296  
[matrixxo@ussmatrix.org](mailto:matrixxo@ussmatrix.org)

**ANY AND ALL SUGGESTIONS WILL ALWAYS BE WELCOME.  
REMEMBER THAT THIS IS YOUR SHIP TOO!**

## **MISSION STATEMENT**

The USS Matrix, NCC-72296, is a Gabriel Class Shuttle Carrier, designed by Doctor James Lythgoe and commissioned by Starfleet on 9711.18. The Matrix is the third ship of Doctor Lythgoe's Gabriel Class, and the oldest remaining in service.

The Matrix is a first response ship for Starfleet. She serves as needed in the defense of the Federation against the Jem'Hadar, the Borg, the Cardassians, the Romulans, or any other threat that might arise. The Matrix's Starfleet fighters are supplemented by a Starfleet Marine Corps (SFMC) Marine Air Group of aerospace craft. While potentially a powerful offensive weapon, the Matrix's primary mission is one of peace, protecting Federation space and promoting the Federation's peaceful existence.

In addition to the role of gallant deep space peacekeeper, the Matrix serves as a portable way station for Starfleet. With its immense shuttle capacity, the Matrix is essential for the fleet's shuttlecraft and runabout maintenance, transport, and deployment. The Matrix is also capable of maintaining, transporting and deploying Defiant and Michael class vessels.

## Table of Contents

<b>MISSION STATEMENT</b>	<b>iii</b>
<b>Table of Contents</b>	<b>iv</b>
<b>USS MATRIX CREW COMMUNICATIONS</b>	<b>1</b>
<b>USS MATRIX LISTSERV</b>	<b>1</b>
<b>USS MATRIX WWW SITE</b>	<b>1</b>
<b>IMPORTANT REMINDER</b>	<b>1</b>
<b>POLICIES AND PROCEDURES</b>	<b>2</b>
<b>MEMBERSHIP</b>	<b>2</b>
<b>PROMOTIONS</b>	<b>3</b>
<b>SENIOR STAFF</b>	<b>7</b>
<b>AWARDS PROGRAM</b>	<b>10</b>
<b>DIVISION DESCRIPTIONS AND POSITIONS</b>	<b>11</b>
<b>Appendix A: Glossary of Terms</b>	<b>14</b>
<b>Appendix B: Vessel Specifications</b>	<b>15</b>

# **USS MATRIX CREW COMMUNICATIONS**

## **USS MATRIX LIST**

The ship's list is called Matrix-I. For those of you not familiar with a listserv: it is basically just a relay service. When you send a message to the listserv it will automatically forward a copy of your message to everyone else that is subscribed to the listserv. All crewmembers are strongly encouraged to join the list, as this is the primary means of communication for the USS Matrix.

When you apply to the USS Matrix you will receive an e-mail invitation to subscribe to the list. Follow the instruction contained within the e-mail to subscribe. You will receive a confirmation message (with an authorization code), which you will send back as a reply. You will get an acknowledgment that you are subscribed, and a message containing usage instructions from the listserv.

To post to the list (and send your message to all subscribers), send your message to [matrix-l@ussmatrix.org](mailto:matrix-l@ussmatrix.org). For any additional questions, help, or suggestions pertaining to the Matrix Listserv please contact The Matrix List Administrator at [matrix-l-owner@ussmatrix.org](mailto:matrix-l-owner@ussmatrix.org).

## **USS MATRIX WWW SITE**

The ship's website is located at <http://www.ussmatrix.org> and should work with any available browser (Firefox, Chrome, Internet Explorer, etc.).

The website includes pages on news, a senior staff listing, a description of the ship, a link to latest version of this document, and other Trek and crewmember personal sites. It also includes individual Division sites with personnel rosters and articles. Any questions, comments, or suggestions concerning the Matrix Web site can be sent to the Chief of Communications at [matrixcco@ussmatrix.org](mailto:matrixcco@ussmatrix.org). This site will always be under construction. If you find something that does not work, please inform the Chief of Communications as soon as possible so it can be fixed.

## **IMPORTANT REMINDER**

The USS Matrix is a family-oriented chapter/ship of Starfleet International. By this we mean that all materials that are posted to the list server must be suitable for viewing by all ages. The USS Matrix crew includes people under 18 and the Internet allows users of all ages to interact with our ship. Any material that is deemed to be vulgar, obscene, sexually oriented, or pornographic shall not be used with any reference to Starfleet International (SFI) or the USS Matrix. Any individual found violating this rule will be asked to cease and desist these communications. Only one warning will be issued. Failure to stop these communications after this warning will result in the individual's immediate removal from all USS Matrix activities and membership.

# POLICIES AND PROCEDURES

## MEMBERSHIP

1. No dues will be collected to be a member of the USS Matrix. Contributions for the Web site and listserv costs will be accepted.
2. Crewmembers are not required to join Starfleet International (SFI) but are encouraged to do so. Membership in SFI is mandatory for the top three positions on the ship (CO, XO, and SO) and it is highly recommended that the members of the Senior Staff consider joining SFI to ensure smooth and effective operation.
3. Crewmembers will be assigned to a ship's division by the Executive Officer and the division head will assign them to a particular position within the division. New crewmembers are encouraged to let the Executive Officer know if they have a preference for which division they will serve in. Unless they have a preference, new crewmembers will typically be assigned to the Deck Department within the Operations Division. Crewmembers may transfer to another division with the concurrence of both division heads.
4. Unless they choose differently, crewmembers begin as members of the Fleet and start out at the rank of Crewman Recruit. They may instead choose to be civilians attached to the Matrix, in which case they will have no rank. Civilians later deciding to join the Fleet will start out at the rank of Crewman Recruit unless they have served aboard for at least two months and have passed the courses required for promotion to Ensign. Crewmembers who have joined SFI may choose to be Starfleet Marines, in which case they will start out at the rank of Private.
5. Each crewmember is required to have e-mail access.
6. Crewmembers may hold one of the following membership types:

ACTIVE	A crewmember aboard the USS Matrix who is subscribed to the matrix-I list server or who is in a household with a crewmember who is subscribed to the list. They can vote in elections.
RESERVE	A crewmember who is not on the matrix-I list, but is either on the Matrix SFI roster or has expressed a desire to be a member of the crew. Reserves do not have voting privileges.
AFFILIATE	A primary crewmember on a different ship. Affiliate members do not have voting privileges.

## PROMOTIONS

Promotions are based on participation in Starfleet International's Starfleet Academy and Starfleet Marine Corps Academy and the USS Matrix University. Also note the time in grade requirements that must be met before being eligible for the next promotion. Other promotions may be issued at the discretion of the Commanding Officer based on non-Academy performance (participation and service to the ship). In brief, here are the minimum requirements for all ranks. They include time in grade (previous rank) and number of courses taken:

Grade	Starfleet Marines	Starfleet	Months at Previous Rank	Courses Passed
<b>Commissioned Officers</b>				
O-12	N/A	Fleet Admiral	SFI Elected	
O-11	General	Admiral	36 (SFI Appointed)	
O-10	Lieutenant General	Vice Admiral	30 (SFI Appointed)	
O-9	Major General	Rear Admiral	24 (SFI Appointed)	
O-8	Brigadier General	Commodore	21 (SFI Appointed)	
O-7	Brigadier	Fleet Captain	18 (SFI Appointed)	
O-6	Colonel	Captain	24 in SFI (SFI Appointed)	
O-5	Lieutenant Colonel	Commander	6	7 + NCOS + OBT or OTS + CQC or OCC
O-4	Major	Lieutenant Commander	6	6 + NCOS + OBT or OTS
O-3	Captain	Lieutenant	6	5 + NCOS + OBT or OTS
O-2	1 <sup>st</sup> Lieutenant	Lieutenant Junior Grade	3	4 + NCOS
O-1	2 <sup>nd</sup> Lieutenant	Ensign	2	3 + NCOS
<b>Warrant Officers</b>				
W-5	Chief Warrant Officer 5	Master Warrant Officer	6	13
W-4	Chief Warrant Officer 4	Warrant Officer 4	6	12
W-3	Chief Warrant Officer 3	Warrant Officer 3	6	11
W-2	Chief Warrant Officer 2	Warrant Officer 2	6	10
W-1	Warrant Officer	Warrant Officer 1	6	9

<b>Non-Commissioned Officers</b>				
<b>E-9</b>	<b>Sergeant Major</b>	<b>Master Chief Petty Officer</b>	<b>5</b>	<b>8</b>
<b>E-8</b>	<b>First Sergeant</b>	<b>Senior Chief Petty Officer</b>	<b>4</b>	<b>7</b>
<b>E-7</b>	<b>Gunnery Sergeant</b>	<b>Chief Petty Officer</b>	<b>4</b>	<b>6</b>
<b>E-6</b>	<b>Staff Sergeant</b>	<b>Petty Officer 1<sup>st</sup> Class</b>	<b>3</b>	<b>5</b>
<b>E-5</b>	<b>Sergeant</b>	<b>Petty Officer 2<sup>nd</sup> Class</b>	<b>3</b>	<b>4</b>
<b>E-4</b>	<b>Corporal</b>	<b>Petty Officer 3<sup>rd</sup> Class</b>	<b>3</b>	<b>3</b>
<b>Enlisted Personnel</b>				
<b>E-3</b>	<b>Lance Corporal</b>	<b>Crewman</b>	<b>2</b>	<b>2</b>
<b>E-2</b>	<b>Private First Class</b>	<b>Crewman Apprentice</b>	<b>1</b>	<b>1</b>
<b>E-1</b>	<b>Private</b>	<b>Crewman Recruit</b>	<b>0</b>	<b>0</b>

*Note: The USS Matrix, crew ranks, and the Matrix University are fictional and for entertainment purposes only. No real-life education accreditation is implied or should be expected.*

NCOS is Non-Commissioned Officer's School, OBT is Officer Basic Training, and CQC is Command Qualification Course. These three courses are specific to the USS Matrix. NCOS is sent to each new member as part of the welcome packet.

OTS is Officer Training School and OCC is Officer Command College. Both are courses given by Starfleet International's Starfleet Academy and are for Starfleet International members only. These two courses are a requirement for the top three positions on the ship (CO, XO, SO).

Those individuals who have not completed or do not wish to complete NCOS may be promoted through the Non-Commissioned ranks.

The USS Matrix will recognize rank transfers from other Starfleet International ships. For rank transfers from non-Starfleet International ships, rank will be transferred at one level lower. Thus, Commanders will transfer in as Lieutenant Commanders, Lieutenant Commanders as Lieutenants, and so on. The Matrix can only recognize non-Starfleet ranks up to Commander. Captain and above must be granted by our chartering organization, Starfleet International.

The USS Matrix is an active chapter of Starfleet International (SFI). The ship is registered with this international fan club as NCC-72296. The control and operation of this chapter/starship is established according to SFI guidelines. This ship may not leave or be transferred out of SFI without a majority vote to depart



SFI by the SFI Active Paid-up membership only. Although this ship allows Non-SFI members to participate, Non-SFI members may not vote on Starfleet International Issues.

Non-Starfleet members of other ships are invited to participate in our activities, but only crewmembers of the Matrix may hold positions as Senior Staff.

Contact the Executive Officer at [matrixxo@ussmatrix.org](mailto:matrixxo@ussmatrix.org) if there are questions about these policies.

For promotions based on participation in Academies other than the Matrix sponsored Matrix University, verification must be sent to the ship's Commanding Officer, Executive Officer, or Second Officer. A more detailed explanation of the courses involved in promotion follows. For further information, contact either the Executive Officer at [matrixxo@ussmatrix.org](mailto:matrixxo@ussmatrix.org) or the Second Officer at [matrixso@ussmatrix.org](mailto:matrixso@ussmatrix.org).

The USS Matrix has one of the quickest promotion criteria in the Fleet. Many other ships/chapters have multi-year requirements just to become an officer but these requirements are just not feasible for our Internet Correspondence Chapter because of the relatively high turnover rate that we experience. Please remember that promotions are not automatic, they require completion of required coursework, activity on and to the ship and/or fleet, as well as time in grade. And finally, all promotions are at the discretion of the ship's commanding officer.

Since the USS Matrix is an Internet-based club/starship and is geographically diverse, it was decided that three items would determine promotions:

1. The involvement of the crewmember in the ship's operations and activities.
2. The completion of Ship/Trek course work.
3. Time in grade.

The USS Matrix uses two groups of courses to help with the promotional process: the Matrix University (MU) and the Starfleet International's Starfleet Academy and Starfleet Marine Corps Academy courses.

All of the MU courses are available via e-mail from the Matrix University Directors. The student first contacts the Second Officer via the relevant MU course page – the SO then contacts the director for you. A link is provided on each website page to the MU. Course completions are reported from the Director of the MU School or College (who is responsible for the issuing and grading of the course) to the Second Officer. The SO's report will be used in promotion decisions.

The MU was designed to provide a chance for Non-Starfleet members to learn more about the Trek World and for promotional credit on the USS Matrix. Each Division of the USS Matrix is encouraged to develop and maintain a course of study for their particular area. Each curriculum has a Director, who acts as a point of contact and maintains a web page with the requirements for that particular course of study. These programs can be located by the Matrix University (MU) Home link provided on each page of the USS Matrix website at <http://www.ussmatrix.org>.

The recommended starting point in the MU is the Matrix College of Command. This College consists of three courses to help people become familiar with the day-to-day operations of the USS Matrix.

The first course is the Non-Commissioned Officers School (NCOS). It tests the student's knowledge on the operations of our ship and the use of our listserv, web pages and additional information located in the Ship's Operations Manual. Information may also be gathered from division members, division heads, the SO, and/or the XO. Remember that officers are there to help and support fellow crewmembers and should be utilized when needed. When this course is completed, you have completed three other courses, and you have been on board for two months, you are eligible for promotion to ensign at the discretion of the Captain.

The second course, Officer's Basic Training (OBT), involves the use of all the previous materials as well as the OBT Handbook and Examination (which will be sent to you via e-mail). Completion of this course, NCOS, five other courses, and six months in grade as a lieutenant junior grade will make the crewmember eligible for promotion to lieutenant at the discretion of the CO. SFI members may be promoted to lieutenant if they take OTS from Starfleet Academy instead of OBT.

The last course in the College of Command is the Command Qualification Course (CQC). This course is required for promotion to the rank of Commander on the USS Matrix (SFI members may be promoted to commander if they take OCC from Starfleet Academy instead of CQC). CQC is composed of several scenarios that an officer may face in the day-to-day operations of a starship. This course is graded on a pass/fail basis and is evaluated by the Captain's Review Board, composed of at least three officers, including but not limited to one or more of division heads, SO, XO, and the Captain.

The Starfleet International courses require that the student be a member of Starfleet International (SFI). Joining SFI is not mandatory for being a member of the USS Matrix, but it is highly recommended since SFI is our parent/sponsoring organization. The taking of these courses is only required if the crewmember has aspirations of becoming one of the three Senior Command Officers: Commanding Officer (CO), Executive Officer (XO), or Second Officer (SO). For

these positions the SFI member must complete Officers Training School (OTS) and Officers Command College (OCC). More than a thousand other courses are also available from SFI's Starfleet Academy and Starfleet Marine Corps Academy in all areas of Ship Operations. All courses are available over the Internet for no charge to SFI members. More information and applications to SFI and the Starfleet Academy and Starfleet Marine Corps Academy may be found at: <http://www.sfi.org>.

The Captain may grant a one-time merit promotion for individuals who have provided outstanding service to the ship. This promotion is for individuals that have not completed all of the requirements for promotion due to real life activities, responsibilities, or lack of required documentation. This is not guaranteed for any officer; only those officers having provided our ship and/or SFI with outstanding dedication and service, above and beyond the call of duty will be considered eligible for this one-time promotion. Eligible candidates must be recommended by a Senior Staff Officer (division head or above) in writing to the CO, XO and SO, explaining why this person deserves the promotion. Senior Staff Officers wishing to be considered for this one time promotion will have to be recommended by another Senior Staff Officer. The recommending Senior Staff Officer and the Senior Command Officers will discuss the promotion and the Captain will have the final decision on the approval or decline of the promotion.

## **SENIOR STAFF**

The Following positions shall comprise the Senior Staff of the Matrix.

- Commanding Officer (CO)
- Executive Officer (XO)
- Second Officer (SO)
- Chief of Operations (COO)
- Chief Communications Officer (CCO)
- Chief of Security (COS)
- Chief Engineer (CE)
- Chief Science Officer (CSO)
- Chief Medical Officer (CMO)
- Officer in Charge of the 787<sup>th</sup> MSG (787<sup>th</sup> OIC)

In order to assume command (either the CO or XO position) on a temporary basis, an Officer must be an active member of SFI. The Order of Succession will be as listed in the table above unless the CO posts a document stating his or her Order of Succession, which may include crewmembers outside of the Senior Staff. The CO, XO, and SO will be at the top of the list without exception. Acting members of the Senior Staff (e.g., the most senior member of a division where the division head position is vacant) are eligible to be in the Order of Succession but they will be at the end of the list.

Here is a table of Positions and Course Requirements:

Position	Course				
	Matrix			SFI	
	NCOS	OBT	CQC	OTS	OCC
CO	Required	Required	Required	Required	Required
XO	Required	Required	Required	Required	Required
SO	Required	Required	Required	Required	Required
Division Head	Required	Required	Useful	Useful	Useful
Asst. Div. Head	Required	Useful	Optional	Useful	Optional
Department Head	Useful	Optional	Optional	Useful	Optional
Asst. Dept. Head	Useful	Optional	Optional	Optional	Optional

A ship the size of the USS Matrix requires a significant size support staff. The Senior Staff provides administrative support to the CO as well as to people in their respective divisions. The Senior Staff consists of the XO, SO, and the division heads. Our most experienced and qualified personnel usually hold these positions, which are appointed and removed by the Commanding Officer (CO) of the ship. The CO has the authority to remove any Senior Staff Officer that he/she feels is not performing in the best interest of the ship and/or crew. Senior Staff positions require at least several hours of work per month to support their division members and the rest of the crew and so should only be accepted if adequate time can be given to the position.

Command division positions are appointed and removed by the Commanding Officer (CO) of the ship. Command Division personnel have duties that support the Command Staff (CO, XO and SO). Examples of these are the Shuttle Operations and Legal Officers. These officers are only responsible to the Command Staff (CO, XO and SO) and have no command authority over ship's personnel.

Heads of divisions (COM, SCI, OPS, SEC, ENG, MED, and 787) are encouraged to appoint assistant division heads to help run the division and to be prepared to take over the division if necessary.

Each division is encouraged to maintain a page on the USS Matrix web site. Each division is encouraged to maintain a division-specific college within Matrix University.

The Commanding Officer will submit a monthly status report to SFI.

The 787<sup>th</sup> Officer in Charge will submit a bi-monthly status report to the Starfleet Marine Corps (SFMC).

Division reports will be published by each division at least twice a year using the following schedule:

<u>Report Date</u>	<u>Division</u>
January 1	Operations
February 1	Communications
March 1	Security
April 1	Engineering
May 1	Science
June 1	Medical
July 1	Operations
August 1	Communications
September 1	Security
October 1	Engineering
November 1	Science
December 1	Medical

Each October a general crew election will be held for the position of Commanding Officer. Only Active crewmembers may vote in the election. The Senior Staff shall appoint an election coordinator. The candidate receiving the most votes in the election shall be elected CO. If there is a tie and the incumbent CO is one of the candidates who received the highest number of votes, the CO shall be re-elected. If not, the election winner shall be the candidate with the most votes who holds the highest rank (the candidate with the earliest rank date in case tying candidates hold the same rank and the candidate with the lowest SFI Security Clearance Code (SCC) number in case tying candidates have the same rank date). The elected CO shall assume command starting on November 1<sup>st</sup>. The Election Timetable is as follows:

September 1 – 15	Nominations for CO accepted by the election coordinator, who verifies eligibility.
September 16 – 30	Eligible candidates conduct debates via the listserv.
October 1 – 10	Elections held. Election coordinator verifies validity of each ballot and tallies the votes.
October 15	Deadline for election coordinator to report the results.
October 16 – 31	Turnover from old CO to new CO. Change of Command form submitted.

In the event that the CO is unable to complete their term for the calendar year, the Executive Officer (XO) shall assume the duties as Commanding Officer for the remainder of the term and will appoint a new XO as soon as possible.

The CO is responsible for ensuring the annual listserv fee is paid and may solicit contributions from the membership to defray the cost.

## AWARDS PROGRAM

The Matrix awards program has two types of awards: those awarded on a yearly basis and those that are used for immediate recognition. Recommendations for each of these awards are always welcome. Contact the officer responsible for the award to submit your nomination. Nominations for yearly awards are due by March 15 so the winners can be nominated for regional yearly awards.

AWARD	DESCRIPTION
CITATION OF MERITORIOUS SERVICE <i>** Recommendations will be taken by the CO</i>	Awarded by the Commanding Officer to crewmembers for outstanding service over an extended period, or for superior performance on a specific task.
CITATION OF COMMENDATION <i>** Recommendations will be taken by the CO</i>	Awarded by the Commanding Officer to crewmembers for instances of significant service to the crew.
DIVISION COMMENDATION <i>** Recommendations will be taken by the CO</i>	Awarded by the Commanding Officer to recognize outstanding teamwork by a division or department.
GAMERS CITATION	Awarded throughout the year to crew members for exceptional creativity or best performance during an RPG.
MASTER GAMER CITATION	Awarded by CO to recognize superior gamer ability onboard USS Matrix.
DIVISION SERVICE AWARD	Awarded by Division Heads to recognize efforts by individuals and teams.
WEBMASTER	Awarded to any crewmember who creates or significantly enhances Matrix web pages. These pages can include: ship, division, department, or any crew related activities such as personal crew pages.
RECRUITER	Awarded to any crewmember who recruits two or more fans as members of this chapter, or recruits one fan as a member of this chapter who joins SFI.
COMMUNITY SERVICE	Awarded to any crewmember who participates in Matrix community service activities.
CREWMEMBER OF THE YEAR	Active or Affiliate members are eligible for this award. Nominations will be accepted by the Executive Officer. (The Command Staff are not eligible to receive this award).
OFFICER OF THE YEAR	Only active crewmembers are eligible for this award. Nominations will be accepted by the Commanding Officer. (The CO is not eligible to receive this award).
DISTINGUISHED SERVICE	The ship's highest honor its crewmembers can bestow upon a fellow crewmember. This is not an annual award, but shall be awarded by petition of a majority of the Active crew.

## **DIVISION DESCRIPTIONS AND POSITIONS**

**COMMAND:** Commanding Officer (CO), President of the Chapter  
Handles the administrative responsibilities of the ship.

Executive Officer (XO): Vice President of the Chapter and Personnel Officer. Welcomes new members and assigns them to divisions. Maintains updated files on crew members including division, billet, courses passed, promotion dates, awards received, SFI membership renewal dates, etc.

Second Officer (SO): Training Officer. Oversees and keeps records of crew participation in Matrix University and promotes crew participation in Matrix University, Starfleet Academy, and Starfleet Marine Corps Academy.

Legal Officer: Advises CO and XO on legal matters affecting the ship.

Shuttle Operations Officer: Works with shuttles sponsored by this chapter.

Yeoman: Keeps detailed records of chapter's financial transactions.

Cadet Commander: Organizes and supports cadets serving aboard USS Matrix.

Senior Advisors: Command or Flag Rank officers who advise the Command staff.

**OPERATIONS:** Chief Operations Officer (COO)  
Reports to the crew on Starfleet activities and advises crew of science fiction activities that may be of interest to the crew.

Helm Officer: Reports on Star Trek and science fiction conventions.

Computer Specialist: Reports on information technology issues.

Deck Officer: Supervises newly-assigned crewmembers.

Deck Department Crew: Crewmembers who do not yet been assigned a permanent position aboard the Matrix.

**COMMUNICATIONS:** Chief Communications Officer (CCO)  
Maintains the USS Matrix listserv and website and produces the ship's newsletter, "The Intercom."

Matrix List Administrator: Maintains and monitors the ship's mailing lists.

Real-time Communications Officer: Investigating crew chat systems.

Systems and Database Administrator: Responsible for monitoring and maintenance of servers and database integration.

Website Technical Coordinator: Responsible for daily maintenance and future development of the ussmatrix.org website.

Communications Technician: Assists Communications Division personnel.

**SECURITY:** Chief of Security (COS)  
Responsible for reporting to the crew in areas of gaming, computer gaming, comics, cards, and trivia.

Tactical Officer: Reports on computer gaming and real life law enforcement.

Weapons Officer: Reports on trading cards and comic books.

Intelligence Officer: Reports on rumors in Trek and other science fiction.

Reconnaissance Officer: Reports on the activities of other fan clubs.

Security Officers: Crewmembers who have not yet been assigned a permanent position within the Security Division. Perform duties as assigned by the Chief of Security.

**ENGINEERING:** Chief Engineer (CE)  
Responsible for reporting to the crew in the area of "Treknology."

Chief Supply Officer: Reports on science fiction merchandise.

Fabrications Chief: Responsible for assisting in crew uniforms and science fiction models.

Holodeck Chief: Reports on science fiction toys.



**SCIENCE:** Chief Science Officer (CSO)

Responsible for reporting to the crew in the areas of science, space exploration, and science fiction.

Chief Stellar Cartographer: Reports on space exploration topics.

Chief Astrophysicist: Reports on astronomy and astrophysics topics.

Sensor Chief: Reports on science fiction topics.

Environmental Chief: Reports on environmental awareness.

**MEDICAL:** Chief Medical Officer (CMO)

Coordinates and reports on Community Service efforts for this ship and Starfleet programs in this area. Reports to the crew on areas of medical interest as it is related to Star Trek. Responsible for birthday announcements and other special announcements as related to crewmembers.

Director of Surgery: Provides information on the latest medical breakthroughs as announced by the media or other reliable sources of medical news.

Morale Officer: Responsible for making sure we are having fun. Being a department in the Medical Department it is here keep our well being in check in regards to the chapter by submitting posts to the listserver of a humorous nature. Someone said once "Laughter is the best medicine".

Ship's Chaplain: Reports to the crew on items of a spiritual nature and provides confidential consultations for individual crewmembers.

Counselor: Reports to the crew on items of a psychological nature and provides confidential consultations for individual crewmembers.

Emergency Operations Officer: Reports on real life crises around the world to draw attention to matters of vital importance to the crew.

**MARINES:** 787<sup>th</sup> Marine Strike Group (MSG) Officer in Charge (OIC)

All members of the 787<sup>th</sup> MSG are SFI members who have changed their SFI affiliation from Fleet to Starfleet Marine Corps (SFMC) or SFMC Reserve. Many also have other positions on the Matrix and fly SFMC aerospace craft in their spare time.

## Appendix A: Glossary of Terms

CCO	Chief Communications Officer. Division head for the Communications Division.
CE	Chief Engineer. Division head for the Engineering Division.
Club Member	Any person belonging to the club.
CMO	Chief Medical Officer. Division head for the Medical Division.
CO	Commanding Officer, the Club President. Sometimes referred to as 'the Captain' even if they are an Admiral.
COO	Chief Operations Officer. Division head for the Operations Division.
COS	Chief of Security. Division head for the Security Division.
Command Staff	The CO, XO and SO.
CQC	Command Qualification Course. Offered through the Matrix University College of Command.
CSO	Chief Science Officer. Division head for the Science Division.
Crewmember	Any person within the club who belongs to a division.
MCC	Matrix College of Command. Designed to allow non-SFI crewmembers the chance of promotion by testing them on Matrix materials, procedures and resources. Three different levels offered: NCOS, OBT and CQC.
MSG	Marine Strike Group. A group of SFI members who have declared their affiliation to be SFMC or SFMC Reserve.
MU	Matrix University. An educational curriculum developed and operated by the Matrix and available free of charge to all Matrix members.
NCOS	Non-Commissioned Officer's School. Offered through the Matrix University College of Command. Requirement to be promoted to ensign within the Matrix promotion criteria.
OBT	Officer's Basic Training. Offered through the Matrix University College of Command.
OIC	Officer in Charge. The commander of the Matrix Marine contingent, the 787 <sup>th</sup> MSG.
Senior Staff	The CO, XO, SO, CCO, CSO, COO, COS, CE, CMO, and the OIC of 787 <sup>th</sup> Marines.
SFA	Starfleet Academy. Open for any SFI member, the Academy offers over 1000 courses free over the Internet.
SFMC	Starfleet Marine Corps. An organization within SFI that includes both active and reserve members.
SFI	Starfleet: The International Star Trek Fan Association. Our parent organization.
Ship	The USS Matrix Internet Star Trek Club.
SO	Second Officer. Third in command behind the CO and XO.
SOM	Ship's Operations Manual. (This Document)
XO	Executive Officer, the Club Vice-President. Second in command behind the CO. Also known as the First Officer.

## Appendix B: Vessel Specifications

### Gabriel Class Shuttlecarrier

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Dimensions	Displacement	5,200,000 mt	
	Length (overall)	768.0 m	
	Draft (overall)	119.8 m	
	Beam (overall)	427.0 m	
Propulsion	Two LF-43 Mod 1 energized-energized antimatter warp drive units		Built by: Cochrane Warp Dynamics, Minos al Rijil, Alpha Centauri VII
	Three FIG-5 subatomic unified energy impulse units		Built by: Kloratis Drives, Tellar
	QASR-2 particle beam maneuvering thrusters		Built by: Scarbak Propulsion Systems, Earth
	"Trentis IV" pulsed laser reaction control system		Built by: Orage Ijek, Aksajak, Andor
	Velocity	Warp 7 Warp 9.2 Warp 9.995	
Spaceframe Life	20 years, standard		
	100 years, with upgrades and refits at regular intervals		
Complement	165	Officers	
	565	Enlisted Crew	
	300	Flight Crew	
	0 / 5000	Passengers (Normal / Max)	
	1020	Total Crew (Standard)	
Embarked Craft	24 std / 49 max	Danube Class Runabout	
	6 std / 100 max	Type 6 Personnel Shuttle	
	2 std / 98 max	Type 8 Personnel Shuttle	
	3 std / 50 max	Type 9A Cargo Shuttle	
	4 std / 48 max	Type 10 Combat Shuttles	
	1 std / 1 max	Type 13 Captain's Yacht	
	9 std / 98 max	Type 16 Shuttlepod	
	12 std / 49 max	Peregrine Class Fighter	
	2 std / 49 max	S-3 Sentry SWAC Shuttle	
	42 std / 49 max	SFMC Aerospace Craft	
Up to 4	Defiant or Michael Class		
Navigation	RAV / ISHAK Mod 3 Warp Celestial Guidance		Built by: Tlixis Ramab RRB, Coridan III
Computers	M-16 Bio-Neural Gel Pack-Isolinear III with LCARS 3		Built by: Daystrom Computer Systems, Luna
	Mk IX Combat Information Center Control Computer		Built by: POD13, ASDB, Mars
Armaments	10 Type XII Collimated Phaser Arrays		Built by: HiBeam Energies, Earth
	2 Type U Pulse Phasers		Built by: HiBeam Energies, Earth
	1 Type XV Phaser Canon		Built by: HiBeam Energies, Earth
	4 Mk 95 Torpedo Launchers (Quantum / Photon / Tri-Cobalt)		Built by: Loraxial, Andor
Defense	FSS-2 Primary Force Field		Built by: Sylvanesti Shields, Alkara XV
Life Support	MM6 Modular Gravity Unit		Built by: Morris Magnatronics, Palyria, Mars
	AL4 Life Support System		Built by: A' Alakon Landiss, Divallax