

**Vote on AB09-20: Motion to accept proposed changes to Section 04:09 through
Section 04:11 of the STARFLEET Membership Handbook**

Vote started September 30, 2009

Vote ended October 24 , 2009

Text of resolution:

At the request of, and on behalf of Warren Price, Chief of Shakedown Operations, and Alex Rosenzweig, Vice Chief of Shakedown Operations, I (Dave Blaser) present to you the following proposed amendments to Section 04:09 through Section 04:11 of the MHB.

This introduces a new section within this section for the Accelerated Shakedown Program, some minor re-numbering of the Sections, as well as some other minor changes to the text presently in the MHB.

It was motioned that the AB accept the attachment, as submitted by Dave Blaser, and have the appropriate sections in the MHB updated as outlined in the attachment. The attachment is replicated below, in its entirety.

The motion was made by Region 13 (Joe Sare), and seconded by Region 9 (Guðjón Sigmundsson).

Report of the voting:

R01: Aye	R05: Aye	R09: Aye	R13: Aye
R02: Aye	R06: Aye	R10: Aye	R15: Aye
R03: Aye	R07: Aye	R11: Aye	R17: Aye
R04: Aye	R08: Aye	R12: Aye	

By a vote of 15:00:00 this motion passes

Section 04:09 - THE STARFLEET SHAKEDOWN PROGRAM

The STARFLEET Shakedown Program was developed as a “training course” for individuals and chapters that aspire to become official chapters of STARFLEET and receive a chapter charter. Typically, new chapters of STARFLEET form for a variety of reasons: distance from a currently active chapter, specific needs of a group of members, cultural or philosophical differences, etc. When a group of members comes together and decides to form a chapter, the STARFLEET Shakedown Program is designed to help those members become an active, growing, and prosperous chapter of STARFLEET.

Chapters in the Shakedown Program function as chapters-in-training under the tutelage of already-established chapters, referred to as Support Ships. The following conditions must be met before a new chapter-in-training can be formed:

- The crew must consist of at least five active STARFLEET members, including the CO and XO. Only individual memberships or up to two (2) members per family membership count toward this minimum.
- The CO and XO must have taken and passed the STARFLEET Officer Training School (OTS) exam.
- Authorization must have been received from the Department of Technical Services for the vessel name, NCC/SFR number, and starship/station class and type. (Note that during the Shakedown Program, chapters-in-training will use NX/SFX prefixes.)
- Both the Commanding Officer and Executive Officer must be at least 18 years of age.

Since there may be some Shakedown chapters that are not on the internet and some that are, there are two ways to submit a VRR package: 1) via the Postal Service and 2) electronically.

1) Postal Service:

Once the above requirements have been met, the Shakedown Chapter CO must place the following in an envelope:

- A completed and signed Vessel Registration Request (VRR) form.
- A copy of the CO's and XO's Officer Training School (OTS) Certificates.
- A copy of the DTS vessel approval letter.
- A check or money order for the current shakedown chapter fee made out to STARFLEET (if applicable). Contact Chief of Shakedown Operations, STARFLEET to verify.
- Two Self-Addressed, Stamped Envelopes - one addressed to the RC and the other to the Chief of Shakedown Operations.

This package is then sent to the CO of the Support Chapter, who will add his/her signature to the VRR and forward the entire package to the Regional Coordinator. Your region may also ask you to send a copy of this VRR to the Regional ShOC officers. Should the vessel reside in a Region outside of the Region of their Support Chapter, the Regional Coordinator of both the vessel's Region and the Support Chapter's region must receive and sign all paperwork during the shakedown period. Once the Regional Coordinator(s) signs the VRR, he/she will forward the package to the Chief of Shakedown Operations, STARFLEET.

2) Electronically:

For an electronic submission of the launch VRR, the following process is followed:

- The prospective Chapter-in-Training gets vessel approval, via e-mail, from DTS.
- The prospective Chapter-in-Training gets the OTS eligibility information via the STARFLEET Database or has a copy of the certificates which can be emailed as an attachment.
- The VRR PDF file is downloaded printed and is filled out by the prospective CO. The filled-out VRR is scanned and then e-mailed to the official e-mail addresses of the Support Chapter CO, the RC (both RCs if the Support Chapter is in a different Region), any Regional ShOC officers that may request it, and the Chief of Shakedown Operations, STARFLEET.
- After each person has signed the VRR, he/she scans it and sends it via e-mail attachment to the next person on the VRR distribution list. The DTS approval e-mail and the OTS eligibility information or certificates are attached to this e-mail.
- When the final approval is issued by Shakedown Operations Command, the Shakedown Chapter is launched.

Once Shakedown Operations has received and verified the package, they will formally launch the chapter-in-training and promote the CO to the grade of O-5 and the XO to the grade of O-4 (provided they do not already hold those grades or higher).

Chapters-in-training in the Shakedown Program perform activities and operations much like a commissioned chapter of STARFLEET. Reports must be filed on a monthly basis with the Support Ship CO, the RC(s), and the Chief of Shakedown Operations, STARFLEET. During their time in the Shakedown Program, the crew is encouraged to begin developing operational procedures, newsletters, recruiting, and other activities normally performed by STARFLEET chapters.

The Shakedown Program will take new chapters-in-training of STARFLEET a minimum of 9 months to complete, but may take longer if appropriate and necessary. The typical period to complete the Shakedown Program is from 9 to 12 months in time.

Section 04:10 - ACCELERATED SHAKEDOWN PROGRAM

The Accelerated Shakedown Program (ASP) is designed to reflect the fact that some groups seeking to become STARFLEET chapters already possess some of the characteristics which the standard Shakedown Program is designed to help groups to gain.

In simpler terms, some groups, whether they be a new group comprised of long-time members who have “been there and done that”, or a group that has been together already for a while (e.g., either an independent club seeking to become a Starfleet chapter or a former chapter seeking to return to the organization after a period away), would need a shorter period of time to become acclimated to functioning as a current Starfleet chapter than would a newly-forming group composed of members new to running a club.

In such a situation, it may be reasonable to grant a shorter shakedown cruise. A series of key metrics was established by which Shakedown Operations Command could determine whether a group could qualify for a shortened shakedown period. More details can be found in the START manual, or by contacting Shakedown Operations Command. Even under ASP, however, the minimum shakedown period is 5 months.

Section 04:11 - THE STARFLEET CHAPTER PROGRAM

Within the space of a year (typically between nine and twelve months), the crew of the Shakedown Program chapter may submit another VRR form to request to become a chartered chapter. In order to be commissioned as a chartered chapter, the following conditions must be met immediately prior to commissioning:

- The crew must consist of at least ten active STARFLEET members, including the CO and XO. Only individual memberships or up to three (3) members per family membership count toward this minimum.
- The CO and XO must have taken and passed the Officer Command College (OCC) exam.
- Authorization must have been received from the Department of Technical Services for the ship name, NCC/SFR number, and starship/station class and type. (The original authorization can be used here, if the group has not changed their vessel.)

Since there may be some Shakedown chapters that are not on the internet and some that are, there are two ways to submit a VRR package: 1) via the Postal Service and 2) electronically.

1) Postal Service

Once the above requirements have been met, the chapter-in-training CO must place the following in an envelope:

- A new, completed and signed Vessel Registration Request (VRR) form.
- A copy of the CO's and XO's Officer Command College (OCC) Certificates.
- A copy of the DTS vessel approval letter.
- A check or money order for the current chartering fee made out to STARFLEET (if applicable). Contact Chief of Shakedown Operations, STARFLEET to verify..
- Three Self-Addressed Stamped Envelopes - one addressed to the RC, one to the Chief of Shakedown Operations, and one to the Chief of Operations.

This package is then sent to the CO of the Support Chapter, who will add his/her signature to the VRR and forward the entire package to the Regional Coordinator(s). Your region may also ask you to send a copy of this VRR to the Regional ShOC officers. Once the Regional Coordinator(s) signs the VRR, he/she will forward the package to the Chief of Shakedown Operations, STARFLEET. Once Shakedown Operations has received and verified the package, they will

forward it to the Chief of Operations, STARFLEET, who will then formally commission the chapter and promote the CO to the grade of O-6 and the XO to the grade of O-5 (provided they do not already hold those grades or higher).

2) Electronically:

For an electronic submission of the commissioning VRR, the following process is followed:

- The prospective Chapter gets approval, via e-mail, from DTS. (The previous approval may be used here.)
- The prospective Chapter gets the OTS/OCC eligibility information via the STARFLEET Database or has a copy of the certificates which can be e-mailed as an attachment.
- The VRR PDF file is downloaded, printed, and filled out by the prospective Commissioning CO. The filled-out VRR is scanned and then e-mailed to the official e-mail addresses of the Support Chapter CO, the RC (both RCs if the Support Chapter is in a different Region), any Regional ShOC officers that may request it, and the Chief of Shakedown Operations, STARFLEET.
- After each person has signed the VRR, he/she scans it and sends it via e-mail attachment to the next person on the VRR distribution list. The DTS approval e-mail and the OTS/OCC eligibility information or certificates are attached to this e-mail.

Once Shakedown Operations has received and verified the package, they will forward it to the Chief of Operations, STARFLEET, who will then formally commission the chapter and promote the CO to the grade of O-6 and the XO to the grade of O-5 (provided they do not already hold those grades or higher).

For more detailed information concerning the STARFLEET Shakedown program and how to become a chapter of STARFLEET, please contact either the Chief of Shakedown Operations, STARFLEET or the Chief of Operations, STARFLEET (please include an SASE for all streetmail contacts). It is advised that proposed chapters maintain copies of all submitted material, especially the completed VRR.
