



**UNIT COMMANDING OFFICER
JOB DESCRIPTION
(REVISED STARDATE 70161.09)**



STARFLEET HEADQUARTERS
LONDON, TERRA

UNIT COMMANDING OFFICER JOB DESCRIPTION

INTRODUCTION:

It goes without saying that Starfleet Officers are generally regarded as the cream of the crop – and Starfleet *Commanding* Officers as the Crème de la crème. Every officer aspires to the position of Starship Captain but only the very best will ever receive the honour of sitting in “the Big Chair”. Nevertheless, the Admiralty Board recognises that even the greatest, most instinctive Commanding Officer could benefit from some clear guidance and advice on what is required from them in their new position – this document seeks to provide that guidance and advice.

PRELIMINARIES:

- ▲ All new Commanding Officers will be brevetted to the rank of Lieutenant Commander.
- ▲ All new CO's will be appointed on a 6month probationary basis. This period may be reduced or extended at the ADMB discretion.
- ▲ Upon successful completion of the probationary period, the CO will be confirmed in both position and rank.
- ▲ The CO will be granted access to the Captains Tables areas on the Forums and Facebook
- ▲ The Unit CO's title is Captain. This is irrespective of their rank

COMMUNICATION:

- ▲ The CO will report regularly to DOPs on Unit activity and discuss any problems.
- ▲ Reports to the Starbase Review should be submitted on the dates laid down by the Starbase CO or Director of Fleet Communications. Reports should include Unit activities/events, crew promotions, crew changes etc Unit reports can be delegated to one of the Units Command Staff
- ▲ Effective communication is essential. We all know that Real Life can interrupt the fun stuff. If something pops up that is likely to affect your role in SFC, even if its just for a short period, you need to let the ADMB know.

DUTIES:

- ▲ A CO will be expected to motivate and encourage their crew. Although not expected to attend or organise every event, a bit of enthusiasm never goes amiss.
- ▲ The CO is responsible for ensuring that all new crew complete their Starfleet Academy Cadet Exams. Crew who do not graduate Starfleet Academy, without prior arrangement, will be transferred to Starbase Europa
- ▲ Unit CO's have the authority to promote crew under their command to one rank below themselves eg a Lieutenant can promote crew to LT(jg). However, the maximum rank is Lieutenant Commander (LTCDR). Promotions to the rank of Commander or above, must be approved by DOPs
- ▲ It is strongly recommended that CO's of new Units, do not automatically promote their crew or place them in Command Staff positions. Ranks should be earned. And many CO's have learned the folly of promoting the first volunteer to a Department Head position and then had to remove them a few short months later

ATTRIBUTES:

- ▲ SFC does not penalise members for not participating but if you volunteer for a Command or Support position in SFC then you are declaring your intention to become active.
- ▲ By becoming a Unit CO, you are undertaking not only a commitment to your own crew but to the wider club membership as a whole. CO's will be expected to contribute in discussions about Fleet activities and procedures. These discussions will normally take place in the Captains Table of the Forums or the Captains Table Facebook group
- ▲ *As CO you will become a respected member of our club and have a varied group of members reporting to you. As such we strongly encourage you to act in keeping with the traditions established by the fictional captains of the Trek universe. With care and compassion for your members at all times, ensuring that the needs and wellbeing of those who need support in your unit are addressed properly without judgement or bias when your advice is sought and act in a manner fitting of your title.*
- ▲ And, as always, remember what our Vulcans friends say “Infinite Diversities in Infinite Combinations”

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- ▲ All ranks in SFC are fictional. But if someone in the club is a higher rank than you, they've usually worked hard within the club to earn it. On the flipside, don't try to abuse your rank. It is, after all, make believe.

REVISION HISTORY

Edition 1	Known as "Unit Commanding Officer's Job Description"	
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