



**STARFLEET TASK FORCE 31**

# **STF31 AWARDS MANUAL**

## **UNCLASSIFIED**





**STARFLEET TASK FORCE 31**

---

**AWARDS PROGRAM  
MANUAL**

**2022 Edition**



# STARFLEET TASK FORCE 31 AWARDS PROGRAM MANUAL

By Order of the STARFLEET TASK FORCE 31 Commander:

Paul C. Dyl  
Fleet Admiral  
STF31 Commander:

*Paul C. Dyl*

Official:

Mark Anderson  
Admiral  
STF31 Deputy Commander:

*Mark Anderson*

**History.** The following are the Editions when this manual was published.

2019 Edition      2021 Edition  
2022 Edition

**Summary.** This manual provides STF31 awards policy, criteria, and administrative instructions concerning Annual Awards, Order of Merit Awards, and SFA Awards processing and awarding STF31 chapters and personnel in recognition of achievements and service.

The STF31 Command Leadership from the Chapter Department Chief to the STF31 Commander are

responsible to implement the STF31 Awards Program and to recognize all deserving STF31 chapters and personnel.

**Applicability.** This manual applies to all chapters, units and personnel assigned to STF31 unless otherwise stated.

**Reporting Authority.** The governing authority for STF31 is the STF31 Commander. Send questions, comments, or suggestions to: [cstf31@gmail.com](mailto:cstf31@gmail.com)

**Distribution.** This publication is available in electronic media only and is intended for units and Operators assigned to the STF31 Organization.

**Pronoun Disclaimer.** The use of he/his/him, etc. is used for convenience as the Standard English language conventions of gender-nonspecific pronouns. No sexual bias is intended. The convention is merely used for ease of writing and reading. The point is we don't mean anything by it.

**Copyright & Disclaimer.** The original work in this handbook is protected under the copyright laws of the United States, Title 17 US code. All rights reserved. This handbook may not be reproduced in whole or in part by any means of reproduction, nor may this handbook be used to

prepare derivative work based upon its copyrighted material, without the consent of the Commander, STARFLEET TASK FORCE 31. In no way are the contents of this handbook intended to infringe upon copyrights, trademarks or patents held by any other agency.

**Acknowledgements.** The publisher of this manual would like to extend our thanks to the following people for their contribution to the publication of the STF31 Awards Program Manual:

Paul C. Dyl  
Mark Anderson  
David Richards  
Patrick Condry  
Paul G. Dyl  
Eddie Riddle  
Douglas Kirk

The following sources were also used in one form or another to create the STF31 Awards Program Manual.

Sector One Awards Program  
USS Helen Pawlowski NCC-8494  
Awards Program.



# STARFLEET TASK FORCE 31

THE NORTH AMERICA STAR TREK FAN CLUB



**Contents** (listed by paragraph and page number)

**Chapter 1**

**Introduction, page 1**

*Section I*

*Overview, page 2*

Purpose • 1.1.1, *page 2*

Proper Wear • 1.1.2, *page 2*

*Section II*

*Director, Fleet Personnel Operations Responsibilities, page 2*

Director, Fleet Personnel Operations (DFPO) • 1.2.1, *page 2*

Awards Officer, Fleet Personnel Operations (AOFPO) • 1.2.2, *page 2*

*Section III*

*Fleet Operations Command (FOCOM), page 2*

Purpose • 1.3.1, *page 2*

Responsibilities • 1.3.2, *page 2*

*Section IV*

*FOCOM Awards Board Operating Guidelines, page 2*

Role • 1.4.1, *page 2*

FOCOM Awards Board Organization • 1.4.2, *page 2*

Awards Board Chair • 1.4.2.1, *page 3*

The Director, Fleet Personnel Operations (DFPO) • 1.4.2.2, *page 3*

STF31 Awards Board Member Responsibilities • 1.4.2.3, *page 3*

Awards Board Procedures • 1.4.3, *page 3*

Notification Stage • 1.4.3.1, *page 3*

Submission Stage • 1.4.3.2, *page 3*

Board Stage • 1.4.3.3, *page 4*

Results Stage • 1.4.3.4, *page 4*

Presentation Stage • 1.4.3.5, *page 4*

Managing Conflicts of Interest • 1.4.4, *page 4*

Confidentiality • 1.4.5, *page 4*

Categories of individual awards • 1.4.6, *page 5*

Time Limitations • 1.4.7, *page 5*

Reconsideration/Appeal of disapproved or downgraded award recommendations • 1.4.8, *page 5*

Duplication of awards • 1.4.9, *page 5*



## **Contents-Continued**

Succeeding awards • 1.4.10, *page 5*

Who can recommend STF31 awards? • 1.4.11, *page 6*

How to determine if an award is warranted • 1.4.12, *page 6*

Procedure for recommending Non-Annual STF31 awards • 1.4.13, *page 7*

### *Section V*

*Order of Precedence, page 8*

Order of precedence • 1.5.1, *page 8*

## **Chapter 2**

STF31 Awards, *page 11*

### *Section I*

*STF31 - Annual Awards, page 11*

Chapter of the Year • 2.1.1, *page 11*

Shuttle of the Year • 2.1.2, *page 11*

Support Chapter of the Year • 2.1.3, *page 11*

Commanding Officer of the Year • 2.1.4, *page 12*

Flag Officer of the Year • 2.1.5, *page 12*

Officer of the Year • 2.1.6, *page 12*

Enlisted Member of the Year • 2.1.7, *page 12*

Junior Member of the Year • 2.1.8, *page 13*

### *Section II*

*STF31 - Order of Merit Awards, page 13*

Order of Axanar • 2.2.1, *page 13*

Order of Babel • 2.2.2, *page 13*

Order of Cochrane • 2.2.3, *page 13*

*Order of Darmok and Jalad • 2.2.4, page 14*

Order of Dionysus • 2.2.5, *page 14*

Order of Gaea • 2.2.6, *page 14*

Grankite Order of Tactics • 2.2.7, *page 14*

Order of Hawking • 2.2.8, *page 15*

Order of Herodotus • 2.2.9, *page 15*

Order of Prentares • 2.2.10, *page 15*

Order of Roddenberry • 2.2.11, *page 15*

Order of Samaritan • 2.2.12, *page 16*

Order of S'harien • 2.2.13, *page 16*



## **Contents-Continued**

Order of Surak • 2.2.14, page 16  
Order of Tarbolde of Canopus • 2.2.15, page 16  
Order of Mari • 2.2.16, page 17

### *Section III*

*STF31 - SFA Awards, page 17*

Director of the Year • 2.3.1, page 17  
Assistant Director of the Year • 2.3.2, page 17  
College of the Year • 2.3.3, page 17  
Institute Dean of the Year • 2.3.4, page 17  
Assistant Dean of the Year • 2.3.5, page 18  
*Institute of the Year • 2.3.6, page 18*  
Support Staff Member of the Year • 2.3.7, page 18  
Commandant's Star Award • 2.3.8, page 18  
Red Squad Awards • 2.3.9, page 19  
Gold Squad Awards • 2.3.10, page 19  
Blue Squad Awards • 2.3.11, page 19  
Picard Awards • 2.3.12, page 20

### *Section IV*

*STF31 - Communications Awards, page 20*

Newsletter of The Year • 2.4.1, page 20  
Publication of the Year • 2.4.2, page 21  
Website of the Year • 2.4.3, page 21

## **Chapter 3**

STF31 Annual Awards Information, page 22

### *Section I*

*Evaluating the Entries, page 22*

### *Section II*

*Particulars for Annual Awards, page 22*

### *Section III*

*Judging Specifics for most Annual Awards, page 22*

### *Section IV*

*Award Specifics, page 23*



## **Contents-Continued**

- Chapter of the Year • 3.4.1, *page 23*
- Shuttle of the Year • 3.4.2, *page 24*
- Support Chapter of the Year • 3.4.3, *page 25*
- Flag Officer of the Year • 3.4.4, *page 25*
- Officer of the Year • 3.4.5, *page 26*
- Enlisted Member of the Year • 3.4.6, *page 27*
- Commanding Officer of the Year • 3.4.7, *page 28*
- Junior Member of the Year • 3.4.8, *page 29*
- Newsletter of the Year • 3.4.9, *page 29*
- Publication of the Year • 3.4.10, *page 30*
- Website of the Year • 3.4.11, *page 30*

*Section V*  
*Applying for Annual Awards, page 31*

*Section VI*  
*Creating an Awards Program for your chapter, page 32*

*Section VII*  
*Recommendation Do's and Don'ts, page 32*

*Section VIII*  
*General Award Processing Procedure, page 33*

*Section IX*  
*Creating an Awards Program for your Chapter, page 34*

## **Appendix**

Appendix A TWOK Style of Ribbon, • *page 35*  
Wear of Service Ribbons, • *page 35*  
TWOK Style Ribbon Chart, • *page 36*

Appendix B TOS Style of Ribbon, • *page 41*  
Ribbons Worn in Rows, • *page 41*  
TOS Ribbon Pattern Diagram, • *page 42*  
Ribbons worn in a Star Pattern, • *page 43*



## **Contents-Continued**

Appendix C Award Ribbon Devices, • page 44

Additional Award Devices Placement on TWOK Style Award Ribbons, • page 45

Additional Award Devices Placement on TWOK Style Award Ribbons, • page 46

Appendix D STF31 Awards Portal & Online Nomination Forms, • page 47

Appendix E Wearing of Awards on Uniforms, • page 54

Appendix F Screen Captured TOS/TWOK/DISCO Awards, • page 60





# Chapter 1- Introduction

## Section I: Overview

### 1.1.1: Purpose

This manual briefly covers the policy and procedures for the STF31 Awards Program. The award ribbons are represented in two styles; The TOS Style (triangular) as seen in the original Star Trek series and Star Trek Discovery, while the second is the TWOK Style (rectangular ribbon slides) as seen in Star Trek VI: The Undiscovered Country. This manual briefly outlines the awards and their criteria. For more information on this program, please refer to this manual. Each award that STF31 uses, have special significance, representing significant accomplishments during your service in STF31.

### 1.1.2: Proper Wear

Awards should be worn as described by your chapter policies or as described in this manual. See Appendix A, B and E of this manual for more details.

## Section II :Director, Fleet Personnel Operations Responsibilities

### 1.2.1. Director, Fleet Personnel Operations (DFPO)

The DFPO will —

- a. Serve as the STF31 policy proponent of the STF31 Awards Program.
- b. Establish policy, procedures, and standards for matters concerning awards and may make exceptions to this regulation and further delegate authority to make exceptions in accordance with the "Proponent and Exception Authority statement" in this manual.
- c. Exercise STF31 responsibility on matters concerning the STF31 Awards Program.
- d. Serve as the senior STF31 official on matters concerning STF31 awards.

### 1.2.2 Awards Officer, Fleet Personnel Operations (AOFPO)

The AOFPO will —

- a. Conduct and supervise all STF31 awards functions prescribed in this manual. The AOFPO will act on behalf of the DFPO when so delegated and directed.
- b. Ensure that all STF31 chapters implements this manual.

## Section III: Fleet Operations Command (FOCOM)

### 1.3.1: Purpose

The FOCOM serves as the awards board for STF31. FOCOM formulates policies and procedures for the STF31 awards and reviews award nominations and approves or disapproves award nominations..

### 1.3.2: Responsibilities

The FOCOM will —

- a. Formulates general policies regarding awards and honors administered by the AOFPO, and submit such policies and specific recommendations for approval by the CSTF31.
- b. Formulates a general program designed to meet the needs and desires of the STF31 in the matter of awards and honors, and in such cases approval by the CSTF31 is required.
- c. Reviews award nominations, Approves and disapproves award nominations, Select annual STF31 Award recipients.

## Section IV: FOCOM Awards Board Operating Guidelines

### 1.4.1: Role

The primary role of the FOCOM Awards Board (FOCOMAB) is to —

- a. Select each year's recipients for the STF31 Annual Awards.
- b. Review Order of Merit Award requests on a monthly basis or as needed.

### 1.4.2: FOCOM Awards Board Organization

The STF31AB is comprised of all members of the FOCOM, who shall have a good working knowledge of STF31, and



a good understanding of the STF31 Awards Program.

#### **1.4.2.1: Awards Board Chair**

- a. The Commander, Starfleet Task Force 31 (CSTF31) is the Award Board Chair, however, the CSTF31 has the authority to appoint the Deputy Commander, Starfleet Task Force 31 (DCSTF31) to serve as the Boards Chair if needed.
- b. The STF31AB Chair oversees the monthly (or as needed) STF31AB activities.
- c. The STF31AB Chair has final approval authority in all STF31 Awards issues.
- d. The STF31AB Chair does not vote initially on Award nominations, but does cast any tie breaking votes when such an event takes place.

#### **1.4.2.2: The Director, Fleet Personnel Operations (DFPO)**

- a. The DFPO Officer oversees the entire STF31 Awards Program.
- b. The DFPO is responsible for educating all STF31 chapter CO's on the STF31 Awards Program.
- c. The DFPO sets all dates pertaining to the Annual Awards timeline.
- d. The DFPO makes announce key timeline dates and events via email, website and FB page.
- e. The DFPO serves as the Awards Board archivist which includes—
  - maintaining board minutes
  - creating/updating the STF31 Awards Manual
  - creating/maintaining of the STF31 Awards website
  - Issues copies of the award nominations to each member of the Awards Board
  - Collect/tally/record Award Board member votes/scoring
  - Create and maintain STF31 Award Certificates
  - Issue approved Award Certificates
  - Coordinate with the Director, Fleet Logistics Operations to ensure an ample supply of Awards are stocked
  - Input awards in the individual members database record.
  - Reports monthly to the Awards Board Chair.

#### **1.4.2.3: STF31 Awards Board Member Responsibilities**

- a. Each Awards Board member should have a clear understanding of the STF31 Awards Program and the inner workings of STF31.
- b. Each Awards Board member has one (1) vote which has three possible options—
  - Approve
  - Disapprove
  - Abstain

#### **1.4.3: Awards Board Procedures**

The selection process takes place in five (5) stages —

- a. Notification Stage
- b. Submission Stage
- c. Board Stage
- d. Result Stage
- e. Presentation Stage

##### **1.4.3.1: Notification Stage**

Three (3) months prior to the STF31 Annual Awards submission date, the DFPO will electronically send all Sector Chiefs and Chapter CO's an awards packet. Inside this packet will include—

- a. A copy of the most recent published STF31 Awards Manual
- b. A STF31 Annual Awards Nomination Form
- c. A Summary of any changes to the Annual Awards and criteria since the previous year STF31 Awards submissions.
- d. A copy of the STF31 awards submissions time table for that particular year.
- e. The STF31 Awards Officer will send out electronic reminders every two weeks (minimum) to the Sector Chiefs and Chapter CO until the day of the submission deadline.

##### **1.4.3.2: Submission Stage**

The submission deadline is final. No Annual Award submissions will be accepted after the awards submission



deadline.

The DFPO or designee will receive and review all submissions for—

- a. Insure all required information is completed.
- b. Verify the nominee information in the STF31 Database (If possible).
- c. Insure the information received meets the selected award criteria.
- d. Notify the recommender and offer opportunity for the recommender to make correction/changes.
- e. Allow one (1) week for corrections/changes.
- f. Prepare Award packets, separated by award category.
- g. The award category packets will contain a printout from the STF31 Awards Manual for that particular Annual Award under consideration.
- h. STF31 Annual Awards Score Sheets for each individual nomination form received.
- i. Copy of the Nomination Forms for each submitted nominee for that particular award.

#### **1.4.3.3: Board Stage**

For the Board Stage, the DFPO or designee forwards the Award Nomination Packets to each member of the STF31AB. Each member then reviews the award nominations per award category.

- a. The STF31AB members use the Award Score Sheet for each award nominee—
- b. Each member will ensure that each scored category on the Awards Score Sheet is filled in and at the bottom tallies the scores and signs each form.

#### **1.4.3.4: Results Stage**

The DFPO or designee will—

- a. Review each score sheet for accuracy.
- b. Prepares the Boards Certification Form and submits it to the STF31AB Chair/CSTF31.
- c. Prepares the STF31 Award Certificates for each awardee for each category.
- d. Coordinate with the CSTF31 for proper signatures prior to the award presentation.

#### **1.4.3.5: Presentation Stage**

The CSTF31 will—

- a. Present all annual STF31 awards to the awardee via the Internet.
- b. In the case that the awardee does not have internet access, the CSTF31 can present the award to an appointed designator.

The DFPO or designee will—

- a. Have all award certificates are in a electronic format (pdf)
- b. The DFPO will provide the CSTF31 with the list of all awardees.
- c. Will send electronically any Annual Awards Certificates to the Awardees Chapter CO if the awardee does not have access to the internet.

#### **1.4.4: Managing Conflicts of Interest**

STF31 Non-Annual Awards—

- a. To minimize conflicts of interest, If an award nomination is made for any voting member serving on the STF31AB will have to recuse themselves from voting on the award.
- b. The STF31AB member who has an award nomination can not be present during the vote or informed until officially informed at time of presentation of said award.

STF31 Annual Awards—

- a. To minimize conflicts of interest, If an annual award nomination is made for any voting member serving on the STF31AB will have to recuse themselves from voting on the award category all together.
- b. The STF31AB member is allowed to judge all other annual award categories so long as they are not a nominee for the same award category.

#### **1.4.5: Confidentiality**

The deliberations of the STF31AB are confidential. The contents of nominations are also confidential and should not be shared, except for appropriate publicity of the awardees. The names of selected awardees are to remain confidential until the award is presented.



The DFPO is authorized to release a copy of the winning nominations, but only after the awards have been officially presented.

Should a nominator seek feedback on how his/her nominee fared, all such communications should be directed to the Chair of the STF31AB.

Any STF31AB member who violates the confidentiality as stated above, will be removed from the FOCOM position held and the STF31AB and will not to be allowed to ever serve on the Awards Board again.

#### **1.4.6: Categories of individual awards**

STF31 awards are grouped into the following categories:

- a. Annual Awards
- b. Order of Merit Awards
- c. Starfleet Academy Annual Awards
- d. Starfleet Academy Picard Awards

#### **1.4.7: Time limitation**

Timely award recommendations are essential to a successful awards program. A recommendation should be submitted as soon as possible following the act upon which it is based.

- a. Annual awards must be submitted on time in accordance with the Annual Awards submission dates. These dates will be announced at least 90 days prior to award submission deadlines.
- b. Order of Merit awards must be submitted no later than 90 days from the qualifying date for said award and no earlier than 30 days from the qualifying date for said award.
- c. Although timeliness is important, due consideration must be given to the time required to properly investigate the event, validate the facts, and process the award.

#### **1.4.8: Reconsideration/Appeal of disapproved/downgraded award recommendations**

- a. A request for reconsideration or the appeal of a disapproved or downgraded award recommendation must be placed in official channels within 60 days from the date of the awarding authority's decision notification. A one time reconsideration by the award approval authority will be conclusive.
- b. Recommendations are submitted for reconsideration or appeal only if new, substantive and material information is furnished and the time limits specified in paragraph 1-13 above do not prevent such action. Requests for reconsideration or appeal must be forwarded through the same official channels as the original recommendation. The additional justification for reconsideration or appeal must be in letter format, not to exceed two single-spaced typewritten pages. A copy of the original recommendation, with all endorsements, and the citation must be attached. If the original recommendation is not available, a new/reconstructed recommendation should be submitted.

#### **1.4.9: Duplication of awards**

- a. Only one award will be made for the same act, achievement, or period of meritorious service for any STF31 member or Chapter/unit.
- b. The award of an award ribbon in recognition of a single act of heroism or meritorious achievement does not preclude an award for meritorious service at the termination of an assignment. Recommendations for award of an award ribbon for meritorious service will not refer to acts of heroism or meritorious achievements which have been previously recognized by award of an award ribbon.
- c. Continuation of the same or similar type service already recognized by an award for meritorious service or achievement will not be the basis for a second award.
- d. Awards earned from other Star Trek organizations can not be worn on Uniforms when participating in STF31 activities or when representing STF31.
- e. For STF31 members who are no longer members of STARFLEET International (SFI) have been approved to petition to have awards and other recognitions earned from SFI to be converted to equivalent STF31 awards/recognition. Key wording here is no longer. If at anytime such members decide to rejoin SFI, then any awards or recognition approved earlier will be removed permanently from the STF31 members record even if they decide to leave that organization at a later date.

#### **1.4.10: Succeeding awards**

For each succeeding act or period of meritorious service or achievement that justifies the award of a ribbon that has already been awarded previously, is authorized to add a ribbon device to the TWOK style of Ribbon or purchase a



new TOS Style of ribbon that has the device on it.

#### **1.4.11: Who can recommend STF31 awards?**

The recommending official (RO) must have been senior in grade or have first-hand personal knowledge of the event, at the time of the action(s) or service, to the individual being recommended for an award. Additionally, the RO must have knowledge of all of the action(s) or service cited. That is, the RO must have either observed the actions or been provided information by an individual who observed the actions.

STF31 doesn't condone self-recognition; therefore, a member of STF31 may not recommend himself/herself for an award.

Listed in precedence, the following are the STF31 personnel who can recommend an individual for a STF31 Award. For STF31 Awards, please see the below listings.

#### **CSTF31 & DCSTF31**

- a. STF31 Chapters
- b. STF31 Shuttles
- c. Departments
- d. STF31 Staff & Departments
- e. Commanding Officers
- f. STF31 Members

#### **STF31 Department Chiefs (STF31DC)**

- a. Department Staff
- b. Chapter Departments
- c. Department Chiefs
- d. Department Crewmembers

#### **STF31 CO's**

- a. Chapter Staff
- b. Department Chiefs
- c. Departments
- d. Shuttles launched from their chapter
- e. Crewmembers

#### **STF31 Chapter Department Chiefs, Away Team/Unit Leaders**

- a. Department Crewmembers
- b. Section/Team Members

In the instance where the ROs should be considered for a STF31 award, the RO's Executive Officer, deputy, or designated assistant can make the recommendation to the RO's superior. For example, if a Chapter CO should be considered, the CO's Executive Officer (XO) can make the award recommendation. All Chapter level recommendations must be approved by either the Chapter CO or Chapter XO. There may be instances when STF31 members may also recommend other STF31 members for awards for actions they have first hand knowledge of. In this instance the RO should contact the nominee's Chapter CO.

All Order of Merit award recommendations will be reviewed by the DFPO and in recommendations for Order of Merit 1st Class Award Levels will be reviewed by the STF31 Awards Board.

All Order of Merit award recommendations will be reviewed by the DFPO and in recommendations for Order of Merit 2nd Class Award Levels will be approved by the individuals Sector Chief.

All Order of Merit award recommendations will be reviewed by the DFPO and in recommendations for Order of Merit 3rd Class Award Levels will be approved by the individuals Chapter CO.

#### **1.4.12: How to determine if an award is warranted**

The decision to award a STF31 member an award and the decision as to which award is appropriate are both subjective decisions made by the STF31AB which has the award approval authority. Awards for meritorious



achievement or service will not be based upon the grade of the intended recipient. Rather, the award should reflect both the individual's level of responsibility and his or her manner of performance. The degree to which an individual's achievement or service enhanced the readiness or effectiveness of STF31 and his or her chapter will be the predominant factor.

Before recommending an award, the RO must first be certain that the award is warranted in the first place. Awards should not be recommended for a member or chapter that simply performs their duty as expected. Usually, if you have to ask yourself if the award is warranted, then it probably isn't. Typically, a member/unit has made a significant accomplishment or achievement; or has performed their duty with above average zeal and diligence. These actions can span a year if necessary, This is what should be considered and described in detail on the recommendation form.

The best way that an RO can determine recommending the appropriate award is to seek out the opinion of his/her Chapter XO, deputy, or (as applicable) your Chapter Command Staff (even better is if your chapter review board" which could be made up of your Chapter Command Staff and/or most Senior Officers). They can give the RO objective views that will help in deciding an award recommendation and selecting the appropriate award.

There are two back-ups built into the recommendation process. When a recommendation is made at the chapter level, either the CO or XO must approve it. He or She can overrule a recommendation if it is felt that the award is not warranted or does not meet the criteria of the award recommended. The second back up is the STF31AB. The STF31AB may also determine that an award is not warranted (however, this should be an extremely rare instance). In the case where the FOCOM member recommends STF31 awards, the recommendation must be sent to the DFPO, who will then submit the recommendation to the STF31AB. Order of Merit awards are reviewed only by the DFPO for those awards at the 3rd Class and 2nd Class levels. All Order of Merits at the 1st Class level are reviewed and approved by the STF31AB.

It is important that ROs carefully and seriously consider award recommendations. Carefully read the criteria for each award. That will help you to determine the appropriate award. With Non-Annual Awards, if the award criteria does not seem to apply, then an award may not be warranted. The STF31AB will review the recommendations and depending on the award criteria of the award being recommended for, the STF31AB has the authority to approve, deny, downgrade or upgrade any STF31 Annual Award or 1st Class Order of Merit Awards.

#### **1.4.13: Procedure for recommending Non-Annual STF31 Awards**

With this manual are several forms to be used when recommending awards: the "Non-Annual Individual Awards Recommendation Form", and the "Non-Annual Unit Awards Recommendation Form", "Non-Annual Scholastic Achievement Awards Form" and the Affiliation Awards Recommendation Forms". Fill out the appropriate form to make an award recommendation. Fill out a form for **EACH** award recommended and please type or print clearly. Award Nomination forms are only available for online submissions.

A STF31 "Unit" is defined as a space station, starship, shuttle, mission team, a department, office or STF31 service made up of two or more STF31 members.

After reading the criteria for the awards and having determined that the award or awards is warranted fill out the appropriate online form to your immediate supervisor, who will approve or not approve your recommendation. If not approved, it will be sent back with an explanation as to why it was not approved. If the RO still feels that the award is warranted, he/she may appeal to the STF31 Commander or the STF31AB. The appeal will be considered and the appropriate awards committee will render a decision, which will be final. If not approved, the RO will be notified. If approved, the RO will be notified so that the appropriate fees can be sent.

STF31 Award Certificates and STF31 Award Ribbons are available for the award recipient. The award certificate is sent electronically to the RO for presentation to the recipient (or it may be sent directly to the recipient). The award ribbon can be included with the award certificate, but usually, the recipient of the award is the one who purchases the award ribbon.

In most cases there are no limits as to how often a member or chapter may be recommended, unless otherwise specified. However, if your chapter conducts a Chapter Awards Committee, then you may be considering award recommendations monthly at the most or annually at the least. Usually, Order of Merit awards are presented at a chapter meeting or activity (as part of your chapter's anniversary celebration), but recommendations may be made as often **ONLY AS THE ACTION BEING CITED WARRANTS**. Remember that if the recommendation doesn't meet the



criteria of the award desired, then the recommendation will be denied (or the appropriate lesser award approved).

We do not accept multiple recommendations for different awards for the same action. This program is driven by the work or accomplishments of those members and chapters who do more than what's expected or is routine work that is so significant that it demands recognition. Though we have no doubt that this image describes all STF31 chapters and personnel.

## **Section V Order of Precedence**

### **1.5.1: Order of precedence—Annual Awards, Order of Merit Awards, and SFA Awards**

Order of precedence for Annual Awards:

1. Chapter of The Year
2. Shuttle of the Year
3. Support Chapter of the Year
4. Flag Officer of the Year
5. Officer of the Year
6. Enlisted Member of the Year
7. Commanding Officer of the Year
8. Junior Member of the Year

Order of precedence for Order of Merit Awards:

9. Order of Axanar
10. Order of Babel
11. Order of Cochrane
12. Order of Darmok and Jalad
13. Order of Dionysus
14. Order of Gaea
15. Grankite Order of Tactics
16. Order of Hawking
17. Order of Herodotus
18. Order of Prentares
19. Order of Roddenberry
20. Order of Samaritan
21. Order of S'harien
22. Order of Surak
23. Order of Tarbolde of Canopus
24. Order of Mari

Order of precedence for SFA Annual Awards:

25. Director of the Year
26. Assistant Director of the Year
27. College of the Year
28. Institute Dean of the Year
29. Institute Assistant Dean of the Year
30. Institute of the Year
31. Support Staff Member of the Year
32. Commandant's Star Award
33. Red Squadron Leader
34. Blue Squadron Leader
35. Gold Squadron Leader
36. Assistant Red Squadron Leader
37. Assistant Blue Squadron Leader
38. Assistant Gold Squadron Leader
39. Red Squadron Member
40. Blue Squadron Member



41. Gold Squadron Member

42. Picard 0050	99. Picard 2900	156. Picard 5750
43. Picard 0100	100. Picard 2950	157. Picard 5800
44. Picard 0150	101. Picard 3000	158. Picard 5850
45. Picard 0200	102. Picard 3050	159. Picard 5900
46. Picard 0250	103. Picard 3100	160. Picard 5950
47. Picard 0300	104. Picard 3150	161. Picard 6000
48. Picard 0350	105. Picard 3200	162. Picard 6050
49. Picard 0400	106. Picard 3250	163. Picard 6100
50. Picard 0450	107. Picard 3300	164. Picard 6150
51. Picard 0500	108. Picard 3350	165. Picard 6200
52. Picard 0550	109. Picard 3400	166. Picard 6250
53. Picard 0600	110. Picard 3450	167. Picard 6300
54. Picard 0650	111. Picard 3500	168. Picard 6350
55. Picard 0700	112. Picard 3550	169. Picard 6400
56. Picard 0750	113. Picard 3600	170. Picard 6450
57. Picard 0800	114. Picard 3650	171. Picard 6500
58. Picard 0850	115. Picard 3700	172. Picard 6550
59. Picard 0900	116. Picard 3750	173. Picard 6600
60. Picard 0950	117. Picard 3800	174. Picard 6650
61. Picard 1000	118. Picard 3850	175. Picard 6700
62. Picard 1050	119. Picard 3900	176. Picard 6750
63. Picard 1100	120. Picard 3950	177. Picard 6800
64. Picard 1150	121. Picard 4000	178. Picard 6850
65. Picard 1200	122. Picard 4050	179. Picard 6900
66. Picard 1250	123. Picard 4100	180. Picard 6950
67. Picard 1300	124. Picard 4150	181. Picard 7000
68. Picard 1350	125. Picard 4200	182. Picard 7050
69. Picard 1400	126. Picard 4250	183. Picard 7100
70. Picard 1450	127. Picard 4300	184. Picard 7150
71. Picard 1500	128. Picard 4350	185. Picard 7200
72. Picard 1550	129. Picard 4400	186. Picard 7250
73. Picard 1600	130. Picard 4450	187. Picard 7300
74. Picard 1650	131. Picard 4500	188. Picard 7350
75. Picard 1700	132. Picard 4550	189. Picard 7400
76. Picard 1750	133. Picard 4600	190. Picard 7450
77. Picard 1800	134. Picard 4650	191. Picard 7500
78. Picard 1850	135. Picard 4700	192. Picard 7550
79. Picard 1900	136. Picard 4750	193. Picard 7600
80. Picard 1950	137. Picard 4800	194. Picard 7650
81. Picard 2000	138. Picard 4850	195. Picard 7700
82. Picard 2050	139. Picard 4900	196. Picard 7750
83. Picard 2100	140. Picard 4950	197. Picard 7800
84. Picard 2150	141. Picard 5000	198. Picard 7850
85. Picard 2200	142. Picard 5050	199. Picard 7900
86. Picard 2250	143. Picard 5100	200. Picard 7950
87. Picard 2300	144. Picard 5150	201. Picard 8000
88. Picard 2350	145. Picard 5200	202. Picard 8050
89. Picard 2400	146. Picard 5250	203. Picard 8100
90. Picard 2450	147. Picard 5300	204. Picard 8150
91. Picard 2500	148. Picard 5350	205. Picard 8200
92. Picard 2550	149. Picard 5400	206. Picard 8250
93. Picard 2600	150. Picard 5450	207. Picard 8300
94. Picard 2650	151. Picard 5500	208. Picard 8350
95. Picard 2700	152. Picard 5550	209. Picard 8400
96. Picard 2750	153. Picard 5600	210. Picard 8450
97. Picard 2800	154. Picard 5650	211. Picard 8500
98. Picard 2850	155. Picard 5700	212. Picard 8550



- 213. Picard 8600
- 214. Picard 8650
- 215. Picard 8700
- 216. Picard 8750
- 217. Picard 8800
- 218. Picard 8850
- 219. Picard 8900
- 220. Picard 8950
- 221. Picard 9000



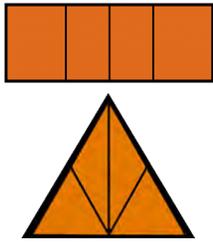
## Chapter 2 - Starfleet Task Force 31 Awards

The following awards are officially recognized by STF31. These STF31 awards recognize STF31 members and chapters for outstanding and significant duty, deeds, accomplishments, achievements and service. Awards that are issued by other programs in the Task Force, such as the STF31 MACO program are not listed in this manual.

These awards are recognized from the chapter level to the STF31 level. The awards are appropriate for the action or accomplishment being cited.

Carefully read the award criteria in order to determine the appropriate award for recommendation. All awards are listed in descending order of precedence. An explanation of the ribbons and devices are described later in this manual.

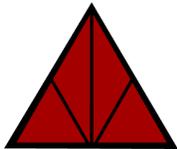
### Section I: STARFLEET TASK FORCE 31 - ANNUAL AWARDS



#### 2.1.1 CHAPTER OF THE YEAR

Criteria - This is awarded to the most distinguished STF31 chapter. This chapter best represents the ideals of their chapter, Sector and STF31, and, as a whole, represents the spirit and determination of STF31. Qualifications for the chapter of the year include promotion of the basic philosophy of STAR TREK, involvement in community and/or charitable service, promotion of activities and projects that are fun for the chapter members, solid administration, and a vision for the future. Chapter must have a 100% MRR rating.

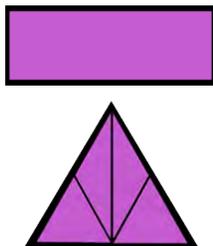
Ribbon Description – Orange



#### 2.1.2 SHUTTLE OF THE YEAR

Criteria- Awarded to the most exceptional STF31 Shuttle. The Shuttle of the Year best demonstrates the qualities of and the potential to become an ideal chapter. These qualities should include a chapter newsletter, prompt and proper reporting to the CSTF31 their respective Sector Commander and STF31 Director, Fleet Chapter Operations, effective chapter structure and organization, and involvement in Sector or STF31 activities when possible. This chapter should be the one which best exemplifies the principles of the Chapter Construction Program for developing chapters, and which best serves as a role model for other chapters-in-training. Chapter must have a 100% MRR rating.

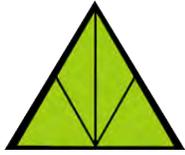
Ribbon Description - Red



#### 2.1.3 SUPPORT CHAPTER OF THE YEAR

Criteria - Awarded to the most exceptional STF31 chapter that supported and launched a shuttle that commissioned. The Support Chapter of the Year best demonstrates to a chapter-in-training the best qualities of a STF31 chapter, and serves as a role model and mentor to its shuttles and daughter chapters. It shows chapters how to actively and effectively run their own chapter-level events, and participate in Sector or STF31 level events when possible. This chapter should be the one which best demonstrates the principles of the Chapter Construction Program for developing chapters, and that serves as a role model for other STF31 chapters.

Ribbon Description - Purple



#### 2.1.4 COMMANDING OFFICER OF THE YEAR

Criteria - This award is reserved for the Commanding Officer of a Task Force 31 Chapter. This award is given to an individual who has shown exemplary leadership and motivational skills, and helps set the direction and vision for his/her chapter. The Commanding Officer of the Year encourages crew-members to work hard for their chapter, and to take interest in Sector and Task Force 31 activities. The Commanding Officer of the Year demonstrates conduct consistent with the philosophies of Star Trek and promotes the vision of the various series. To be eligible for this award, the member must have been a commanding officer for at least six months of the calendar year for which he or she is nominated.

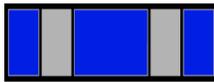
Ribbon Description – Lime Green



#### 2.1.5 FLAG OFFICER OF THE YEAR

Criteria - This award is reserved for officers who hold the rank of Task Force Fleet Captain or higher. This award is given to the individual who best embodies the ideals, visions, and philosophy of Star Trek, as illustrated in the various series, as well as demonstrating consistent support for and contribution to Task Force 31. The Flag Officer of the year takes an active role in chapter, Sector and Task Force 31 functions and demonstrates commitment to the organization through both word and action. The Flag Officer of the year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in Task Force 31 and chapter functions. This individual serves as a role model for all personnel.

Ribbon Description - Noble Blue w/Gold Frame



#### 2.1.6 OFFICER OF THE YEAR

Criteria - This award is reserved for officers who hold the rank of Ensign to Captain (inclusive). This award is given to the individual who best demonstrates outstanding direction, a consistent level of guidance for fellow members, and leadership in Task Force 31 through both word and action. The officer of the year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in Task Force 31, Sector, and chapter functions.

Ribbon Description - Noble Blue w/Silver Frame



#### 2.1.7 ENLISTED MEMBER OF THE YEAR

Criteria - This award is reserved for members who hold the rank of Crewman through Master Chief Petty Officer. This award is given to the individual who best displays, through his/her individual contributions, consistent support for and contribution to Task Force 31, as well as a consistent level of direction, as appropriate. The enlisted member of the year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in Task Force 31 and chapter functions. This individual is willing to do what it takes to get a quality job done quickly and efficiently

Ribbon Description - Noble Blue w/Bronze Frame



### 2.1.8 JUNIOR MEMBER OF THE YEAR

Criteria - This award is reserved for members 18 years old or younger. The Junior Member of the Year, to the best of his or her abilities, takes an active role in chapter and Task Force 31 functions and demonstrates commitment to the organization through both word and action. The junior member of the year also demonstrates the potential for leadership, consistent conduct in accordance with the philosophy of Star Trek, and support for the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in Task Force 31 and chapter functions.

Ribbon Description - Red w/Rust Stripes

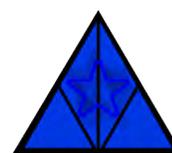
## Section II: STARFLEET TASK FORCE 31 - ORDER OF MERIT AWARDS

### 2.2.1 ORDER OF AXANAR

Criteria - Mediation or Problem Resolution – Awarded to a member who has played a key role in problem resolution or mediation between STF31 members, chapters or sectors.

Ribbon Description - Rust

- 1st Class - STF31 Level
- 2nd Class - Sector Level
- 3rd Class - Chapter Level



### 2.2.2 ORDER OF BABEL

Criteria - Recruiting – Awarded to a member for activities in the area of chapter or STF31 recruitment.

Ribbon Description - Rust

- 1st Class - STF31 Level
- 2nd Class - Sector Level
- 3rd Class - Chapter Level



### 2.2.3 ORDER OF COCHRANE

Criteria - Technology – Awarded to a member for activities in the area of technology support (such as web page creation and maintenance, mailing list moderation, etc.) on behalf of their chapter, sector, or STF31.

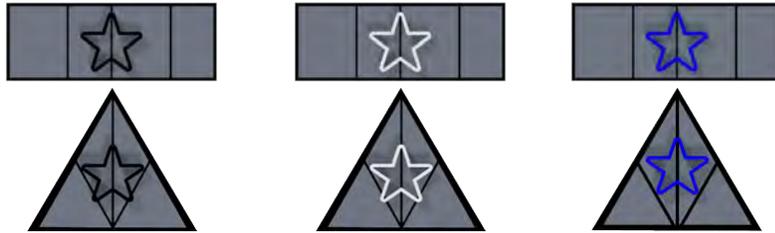
- 1st Class - STF31 Level
- 2nd Class - Sector Level
- 3rd Class - Chapter Level



### 2.2.4 ORDER OF DARMOK AND JALAD

Criteria - Outreach – Awarded to a member for a significant act of friendship or outreach shown to a fellow STF31 member, or for outreach to their community on behalf of their chapter, sector or STF31.

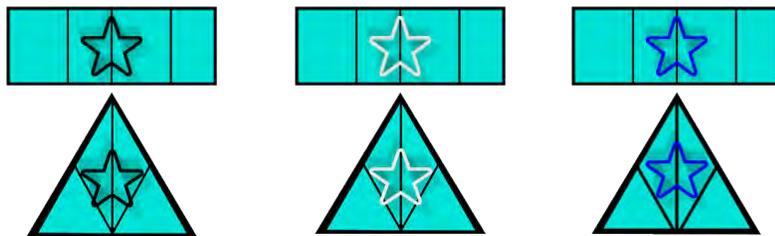
- 1st Class - STF31 Level
- 2nd Class - Sector Level
- 3rd Class - Chapter Level



### 2.2.5 ORDER OF DIONYSUS

Criteria - Recreational Event Planning – Awarded for excellence in planning, coordinating and executing a chapter, sector or STF31-related recreational event.

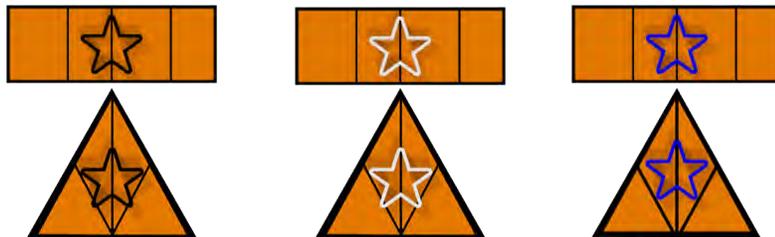
- 1st Class - STF31 Level
- 2nd Class - Sector Level
- 3rd Class - Chapter Level



### 2.2.6 ORDER OF GAEA

Criteria – Ecology or Preservation – Awarded to a member for significant activities in the area of ecology or preservation. Activities need not be STF31-related.

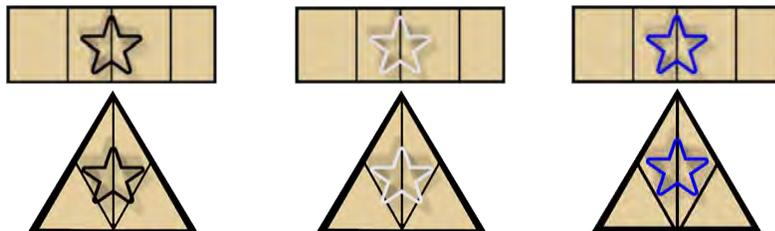
- 1st Class - STF31 Level
- 2nd Class - Sector Level
- 3rd Class - Chapter Level



### 2.2.7 GRANKITE ORDER OF TACTICS

Criteria – Event Planning – Awarded to a member for planning, coordinating and executing a chapter, sector or STF31-related business event (such as a Sector Conference or STF31 Conference).

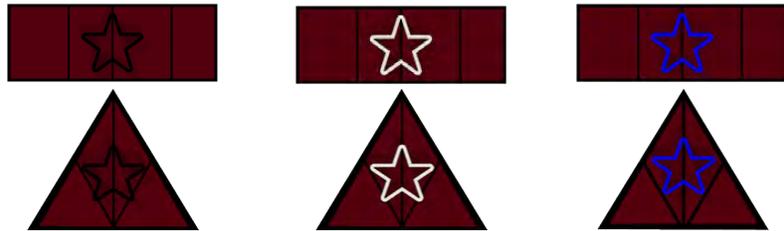
- 1st Class - STF31 Level
- 2nd Class - Sector Level
- 3rd Class - Chapter Level



### 2.2.8 ORDER OF HAWKING

Criteria – Accessibility – Awarded to a member for significant activities in making chapter, sector or STF31 events or resources accessible to disabled members.

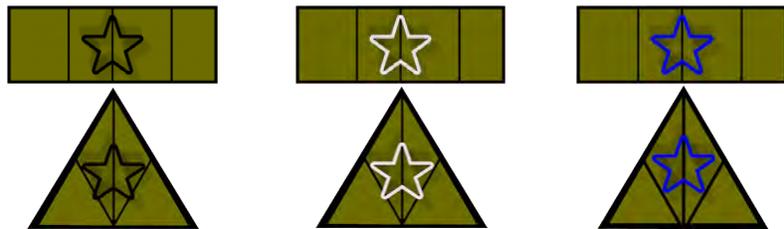
- 1st Class - STF31 Level
- 2nd Class - Sector Level
- 3rd Class - Chapter Level



### 2.2.9 ORDER OF HERODOTUS

Criteria – History or Recordkeeping – Awarded to a member for significant activities in preserving a chapter's, sector's or STF31's history.

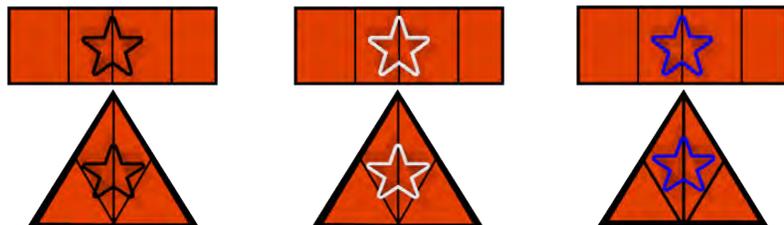
- 1st Class - STF31 Level
- 2nd Class - Sector Level
- 3rd Class - Chapter Level



### 2.2.10 ORDER OF PRENTARES

Criteria - Space Research or Exploration – Awarded to a member for significant activity in promoting the cause of space research or exploration. Activities need not be STF31-related.

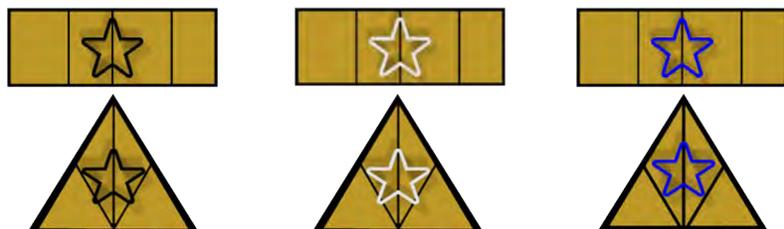
- 1st Class - STF31 Level
- 2nd Class - Sector Level
- 3rd Class - Chapter Level



### 2.2.11 ORDER OF RODDENBERRY

Criteria - Star Trek – Awarded to a member for significant activity in promoting Star Trek, development and implementation of fun, Star Trek-themed ideas, and Star Trek fandom as a whole.

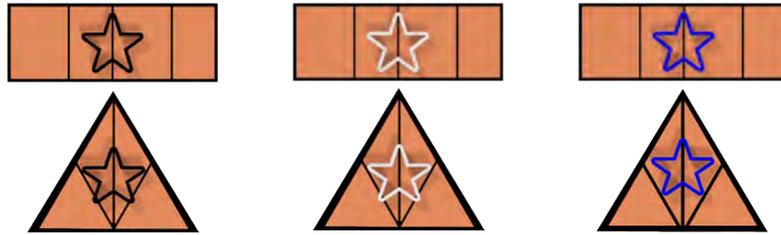
- 1st Class - STF31 Level
- 2nd Class - Sector Level
- 3rd Class - Chapter Level



### 2.2.12 ORDER OF SAMARITAN

Criteria - Volunteerism – Awarded to a member for significant activities in the area of charity work or volunteerism. Activities need not be STF341-related.

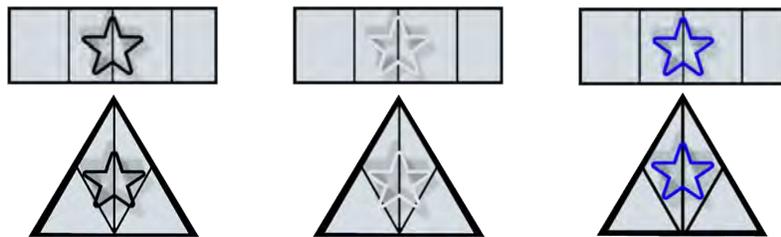
- 1st Class - STF31 Level
- 2nd Class - Sector Level
- 3rd Class - Chapter Level



### 2.2.13 ORDER OF S'HARIEN

Criteria - Inventiveness or Craftmanship – Awarded to a member for excellence in inventiveness or craftmanship in an aspect related to their chapter, sector or STF31.

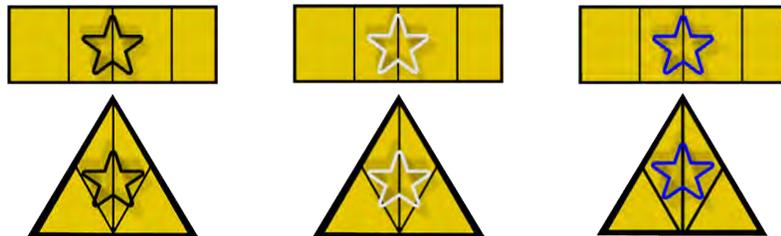
- 1st Class - STF31 Level
- 2nd Class - Sector Level
- 3rd Class - Chapter Level



### 2.2.14 ORDER OF SURAK

Criteria - Scholarship – Awarded to a member for scholastic achievement outside of STF31. Can be traditional schooling, vocational schooling, continuing education, etc.

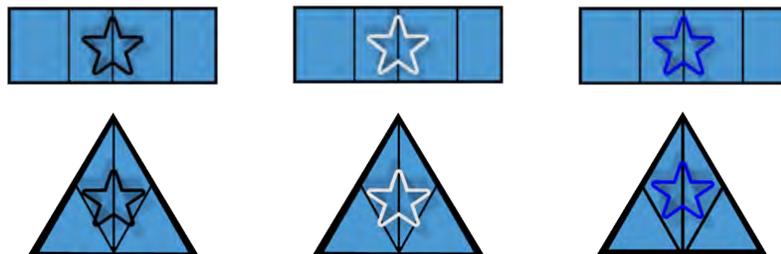
- 1st Class - STF31 Level
- 2nd Class - Sector Level
- 3rd Class - Chapter Level

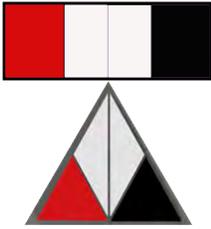


### 2.2.15 ORDER OF TARBOLDE OF CANOPIUS

Criteria - Writing – Awarded to a member for activities in the area of chapter fiction, or writing for chapter, sector, or STF31 publications.

- 1st Class - STF31 Level
- 2nd Class - Sector Level
- 3rd Class - Chapter Level





#### 2.2.16 ORDER OF MARI

Criteria – In recognition of their unwavering commitment to serving others during the unprecedented Covid-19 pandemic. The member must have been a member in good standing between the dates of 1 March 2020 – 1 Jun 2022.

Ribbon Description - Red, White, Black w/Grey Frame

### Section III: STARFLEET TASK FORCE 31 - SFA AWARDS

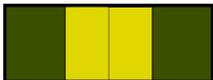
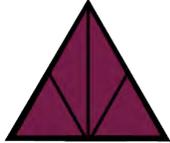


#### 2.3.1 DIRECTOR OF THE YEAR

Criteria- These awards are given to those SFA Staff persons who have gone above and beyond the call of duty to serve the membership as a whole.

Members of the faculty and staff nominate one faculty member. The person who is nominated the most times is the awardee.

Ribbon Description - Scarlet Red



#### 2.3.2 ASSISTANT DIRECTOR OF THE YEAR

Criteria- These awards are given to those SFA Staff persons who have gone above and beyond the call of duty to serve the membership as a whole.

Members of the faculty and staff nominate one faculty member. The person who is nominated the most times is the awardee.

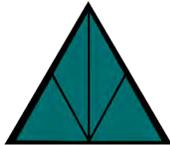
Ribbon Description - Yellow Gold and OD Green



#### 2.3.3 COLLEGE OF THE YEAR

Criteria- Chosen by calculating a numerical formula of number of graduates divided by the number of courses a College offers, in addition to Director performance. This allows active small Colleges to compete fairly with slower large Colleges.

Ribbon Description - Rich Teal



#### 2.3.4 INSTITUTE DEAN OF THE YEAR

Criteria- These awards are given to those SFA Staff persons who have gone above and beyond the call of duty to serve the membership as a whole.

Members of the faculty and staff nominate one faculty member. The person who is nominated the most times is the awardee.

Ribbon Description - Burgandy



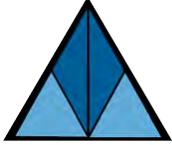


### 2.3.5 ASSISTANT DEAN OF THE YEAR

Criteria- These awards are given to those SFA Staff persons who have gone above and beyond the call of duty to serve the membership as a whole.

Members of the faculty and staff nominate one faculty member. The person who is nominated the most times is the awardee.

Ribbon Description - Blue and Light Blue

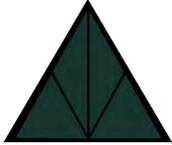


### 2.3.6 INSTITUTE OF THE YEAR

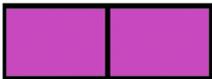
Criteria- These awards are given to those SFA Staff persons who have gone above and beyond the call of duty to serve the membership as a whole.

Members of the faculty and staff nominate one faculty member. The person who is nominated the most times is the awardee.

Ribbon Description - Green Bay Green



\* Each Director within the Institute of the Year shares in this award

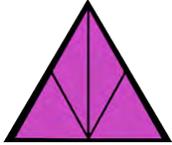


### 2.3.7 SUPPORT STAFF MEMBER OF THE YEAR

Criteria- These awards are given to those SFA Staff persons who have gone above and beyond the call of duty to serve the membership as a whole.

Members of the faculty and staff nominate one faculty member. The person who is nominated the most times is the awardee.

Ribbon Description - Magenta

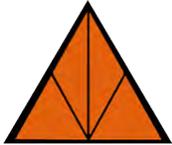


### 2.3.8 COMMANDANT'S STAR AWARD

Criteria- This award is given annually to one of the Academy personnel who, as far as the Commandant is concerned, has gone above and beyond the normal expectation of his or her normal Academy duties.

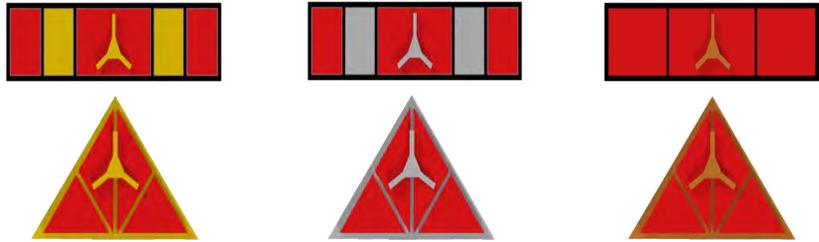
This Award is given in a form of special certificate given at the time of the annual International Conference. This Award is listed in the respective staff member's records for historical purposes.

Ribbon Description - Pumpkin Orange



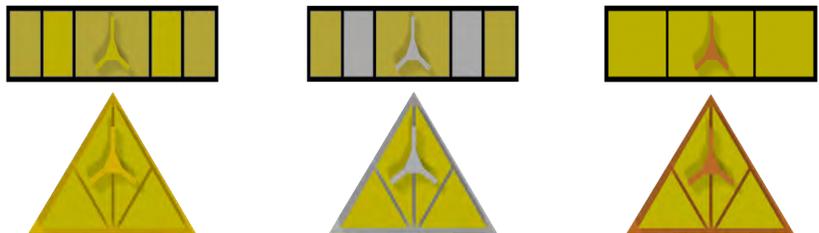
### 2.3.9 RED SQUAD AWARDS

At the end of the calendar year, the Director of each non-Cadet College nominates the best adult student from their College, based on graduates for the entire year. The student who gains the most nominations across the Academy becomes RED SQUAD LEADER, the student with the second-most nominations becomes RED SQUAD ASSISTANT LEADER, and the rest of the nominees become RED SQUAD MEMBERS for the previous year.



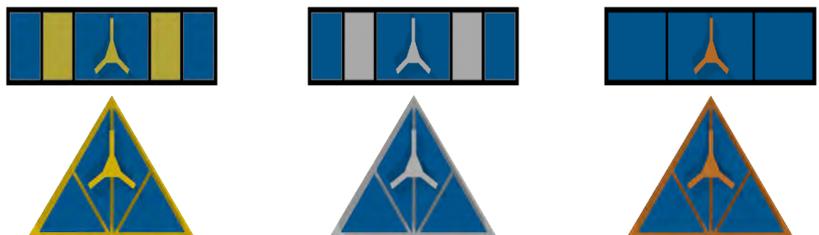
### 2.3.10 GOLD SQUAD AWARDS

At the end of the year, each Director nominates the families who completed exams together. Unlike the procedure for Red and Blue Squads, the Gold Squad Leaders and Assistant Leaders will be determined by a combination of number of nominations and the average number of courses each family member took. This is to provide a balance due to the various sizes of families. All remaining families will receive Gold Squad Member awards. In addition to Director nominations for Gold Squad, the Awards Director and Academic Coordinator shall check the DB for other family members not nominated, so that all family members are counted.



### 2.3.11 BLUE SQUAD AWARDS

At the end of the year, directors will report their best Cadet student. The Cadet who gets the most nominations becomes BLUE SQUAD LEADER, the Cadet with the second-most nominations becomes BLUE SQUAD ASSISTANT LEADER, and the rest of the nominees become BLUE SQUAD MEMBERS for the previous year.



**Note:** When a Cadet reaches his 18th birthday, he is no longer considered a Cadet. However, if the Cadet qualified before he "aged out", he may be considered for the Blue Squad for 3 months past his 18th birthday during the year being awarded.

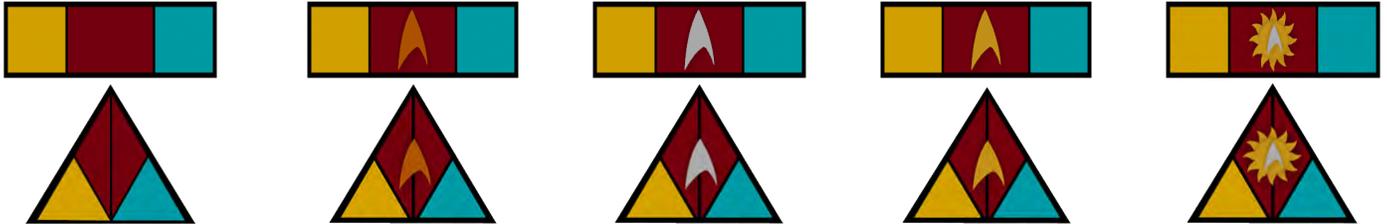
### 2.3.12 PICARD AWARDS

Named after one of the famous Academy Commandants, Admiral Juan Luc Picard. Picard Awards are given to STF31 members in good standing, on the basis of how many courses a member has passed at the STF31 Starfleet Academy throughout his or her tenure with STF31.

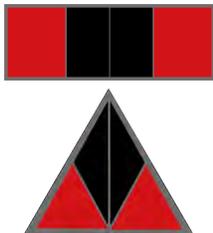
The Picard Awards are administered directly by the Academy's Chief of Recognition Officer.

Picard Awards are given approximately weekly, based on the total number of courses passed, in 50-credit increments, and listed in the member's Academy Award record.

Due to the enormous amount of courses, the physical awards are designed to recognize a specific increment milestone. These are 50, 1000, 2000, 3000, and 4000.



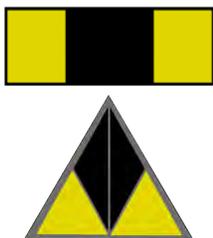
## Section IV: STARFLEET TASK FORCE 31 - COMMUNICATIONS AWARDS



### 2.4.1 NEWSLETTER OF THE YEAR

Criteria - The Newsletter of the Year presented to the chapter newsletter that best demonstrates key aspects of journalistic quality. Regularity of publication, effectiveness and attractiveness of design and layout, and quality and relevance of content are among the aspects considered. Either print or electronic newsletters are eligible for this award. There are no longer separate awards for print and electronic newsletters. To be considered for this award, please send a minimum of two (2) different issues (if you would like to send more, please feel free to) to the Director, Fleet Communications Operations at [stf31dfcom@gmail.com](mailto:stf31dfcom@gmail.com) with "STF31 Newsletter Award" in the subject line. If you are wishing to send a printed copy, please contact her at her e-mail address and she will send her mailing address to you. The recipient of this award shall be decided by the STF31 Awards Board.

Ribbon Description - Red and Black w/Grey Frame



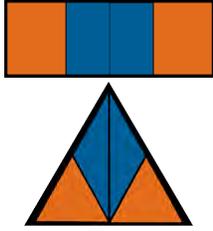
### 2.4.2 PUBLICATION OF THE YEAR

Criteria - This is for publications other than newsletters and the award has two categories.

- ◆ Chapter Membership Handbook
- ◆ Other Publication (Chapter Fanzine or Chapter Technical Manual etc.)

Ribbon Description - Yellow and Black w/Grey Frame





### 2.4.3 WEBSITE OF THE YEAR

Criteria - The Website of the Year Award will be issued for the best overall Website. In order for web pages to be considered for the STF31 Web Award and the STF31 Website of the Year, the link has to be on the STF31 Chapter website by December 31st before the judging starts on January 1st to be considered for the previous year award. Each chapter web master is responsible for making sure his/her URL link is correct wherever listed prior to December 31. Only sites about a Task Force 31 member, chapter, MCO, or other STF31 related item will be considered. Any other topic, even if done by a STF31 member, will be ineligible. The website must be authored or designed by a STF31 member, though they may use any commercial or pre-existing software or resources available.

While the specific method of judging will be left up to the judges, the following criteria will be considered in selecting the winning web sites:

- ◆ Technical Correctness: any broken links or bad spelling
- ◆ Advanced Features: use of Java, JavaScript, streaming media, plug-ins etc.
- ◆ Compatibility: can you use different web browsers or operating systems
- ◆ Multimedia Appeal: effective use of graphics and web content
- ◆ Efficiency: quick downloading and appropriate image formats
- ◆ Design: intuitive interface and organization
- ◆ Content: provides appropriate information
- ◆ Freshness: any recent updates
- ◆ Overall Appeal

You are encouraged to update your web sites before judging begins at the STF31 level. Consult the STF31 website for additional information.

Ribbon Description - Orange and Blue

## Chapter 3 - STF31 ANNUAL AWARDS INFORMATION

### Section I: Evaluating The Entries

As STF31 is composed of different types of chapters, the criteria used to evaluate STF31 chapters and members utilizes those things that should be common to most of them. Those who serve on the STF31AB will receive special instructions from the Director, Fleet Personnel Operations (DFPO) or the Awards Officer. These will include the award evaluation score sheets and evaluation criteria. The goal is to fairly determine the best all around winner. The Award Judges are instructed to be tough (but fair) in their evaluations. They are asked to read and evaluate each entry carefully. It is important that all entries give the best possible picture of the entrant, and those submitting the entries leave nothing out so that the maximum score can be recorded. They are to evaluate the quality and not quantity of the material and actions submitted. All chapters and individuals have the same opportunity regardless of chapter size or individual length of service.

In addition to the below, the Director, Fleet Chapter Operations or a designated representative will need to produce a report showing the number of MRR's of chapters in STF31 who have missed filing on time.



### Section II: Particulars For Annual Awards

Please make sure that your entries give the BEST possible COMPLETE picture of the nominees (chapters or crew) FOR THAT YEAR. It is highly recommended that the entire Chapter Command Staff be involved in the submission process. Remember the judges will only have what is written on paper to make their decisions by. Please be as complete and precise as possible in the pages allowed and only include actions for the year requested. (See additional information in the appendix) Your goal is to make your nominations shine above the rest. Unless otherwise posted, all Annual award entries (Chapter Entries, Recommendations, newsletters, Department Reports, etc.) are due by an announced deadline of the following year. The Annual Awards are announced to all STF31 Chapter CO's via online. Scores and entries can be mailed back to participants within six months of the announcements, if it is requested and a SASE is provided. Please make sure that the entries that are submitted are clearly marked for judging. For example if you send in a publication to be judged, please make sure it has Entry of Best Newsletter on the Envelope. Non-requested material included with entries will not be evaluated and entries that exceed the page limits may be penalized.

**Note:** FOR ALL annual award chapter nominations, please use the Annual Chapter Nomination Form. For all Individual Entries, please use the Individual Award Nomination Form.

### Section III: Judging Specifics For Most Annual Awards

The Awards Board shall utilize members of the FOCOM staff and anyone necessary to provide a fair evaluation process for all the submitted entries. All judges shall be instructed by the Director, Fleet Personnel Operations and provided with an evaluation packet and the evaluation guideline. Each selected judge is to make fair evaluation of the



submitted material utilizing the correct scoring sheet and returning all score sheet to the Director, Fleet Personnel Operations by the specified deadline. At no time shall it be permitted for a Judge to evaluate an entry where there is a obvious conflict of interest (their own entry or their chapter) The scores are compiled and averaged by the Director, Fleet Personnel Operations or Awards Officer. The entry with the highest average is the declared winner. If there is a tie then the Director, Fleet Personnel Operations will use the specified rules to break the tie. The other awards will be evaluated accordingly.

## **Section IV: Awards Specifics**

### **3.4.1: CHAPTER OF THE YEAR**

#### ***Criteria***

This is awarded to the most distinguished STF31 chapter. This chapter best represents the ideals of STF31 and, as a whole, represents the spirit and determination of STF31. Qualifications for the Chapter of the Year include promotion of the basic philosophy of STAR TREK, involvement in community and/or charitable service, promotion of activities and projects that are fun for the chapter members, solid administration, and a vision for the future. MUST have a 100% reporting for that particular award cycle.

#### ***Entry***

Each chapter in STF31 is encouraged to submit a year-end report, not to exceed 750 words, which illustrates the chapter's activities and accomplishment record for the award year and tells why this chapter is the best of the best. This entry is to be mailed to the Director, Fleet Personnel Operations. It is recommended that the chapter's Senior Officers be involved in writing this submission, as well as the other entries, and not just the Commanding Officer. This report will be due by the deadline. You may incorporate pictures, graphics, photocopies, etc. in your summaries, but DO NOT attach such items to your summaries. Remember to attach an entry form for each entry. Please include all relevant information in your summaries. Chapters will be evaluated in the following areas:

#### ***Administration***

- What is the chapter reporting record to the Director, Fleet Chapter Operations? (Info will be provided by the Director, Fleet Chapter Operations)

#### ***Demonstrating the true meaning of STF31***

- How does your chapter demonstrate the meaning and spirit of STF31? [This essay must appear on the report - no more than a page]
- What is the participation level of your chapter?
- Does your chapter publish a chapter newsletter that informs your members of Science News, Space Exploration, Star Trek, Chapter, Sector, STF31 information, etc?
- Does your chapter have a membership manual for its members that details how your organization is to be run and answers basic questions about membership?

#### ***Chapter Activities***

- What did your chapter accomplish as a crew?
- What fellowship or fun events did you do or participate in?
- How, as a chapter, did you express your Star Trek fandom?
- What types of things does your chapter do as a group (trips, educational projects/lectures, outings)?

#### ***Sector Participation***

- How has the chapter interacted with other chapters in the Sector and have they had ongoing positive communication with their Sector Commander regarding Sector matters?
- Has the chapter participated in or hosted Sector Projects/Activities?
- Does the chapter participate in Sector Program (STF31 MACO, Awards, Newsletter exchange)

#### ***STF31 Participation***

- How has the chapter interacted with other chapters in STF31 and have they had ongoing positive communication with HQ regarding STF31 matters?
- Has the chapter participated in or hosted STF31 Projects?



### **Community Service**

- How has the chapter interacted with their Community and has the chapter projected a positive image of a STF31 chapter to their community?
- What types of Community Service projects does the chapter do?

*The Chapter Entry Form MUST be attached to your Chapter Annual Award Entries*

### **3.4.2 SHUTTLE OF THE YEAR**

#### **Criteria**

Awarded to the most exceptional STF31 Shuttle. The Shuttle of the Year best demonstrates the qualities of and the potential to become an ideal chapter. These qualities should include a chapter newsletter, prompt and proper reporting to the Director, Fleet Chapter Operations, effective chapter structure and organization, and involvement in Sector or STF31 activities when possible. This chapter should be the one which best exemplifies the principles of the STF31 Program for developing chapters, and which best serves as a role model for other chapters-in-training. Chapter must have a 100% MRR rating. Any Shuttle that was "in training" for most of the award year (5 months) falls in this category.

#### **Entry**

Each shuttle in STF31 is encouraged to submit a year-end report, not to exceed 750 words, which illustrates the shuttle activities and accomplishment record for the award year and tells why this shuttle is the best of the best. This entry is to be mailed to the Director, Fleet Chapter Operations. It is recommended that the chapter's Senior Officers be involved in writing this submission, as well as the other entries, and not just the Commanding Officer. This report will be due by the deadline. You may incorporate pictures, graphics, photocopies, etc. in your summaries, but DO NOT attach such items to your summaries. Remember to attach an entry form for each entry. Please include all relevant information in your summaries. Shuttle will be evaluated in the following areas:

#### **Administration**

- What is the shuttle reporting record to the Support Chapter and the Director, Fleet Chapter Operations

#### **Demonstrating the true meaning of STF31**

- How does your shuttle demonstrate the meaning and spirit of STF31?

#### **Growth**

- How successful has the shuttle Administration been in creating membership growth?
- What is the participation level of your shuttle (out of 3 members how many of them are active)?
- Does your shuttle publish a newsletter that informs your members of Science News, Space Exploration, Star Trek, Shuttle, Sector, and STF31 Information?
- Does your shuttle have a membership manual for its members that details how your organization is to be run and to answer basic questions about membership? Has the shuttle fully developed a Chain-of-Command?
- Did your shuttle complete the shuttle program in the normal amount of time (5 months, if it has launched)?

#### **Chapter Activities**

- What did your shuttle accomplish as a crew?
- What fellowship events did you do?
- How, as a shuttle, did you enjoy Star Trek?
- What types of things does your shuttle do as a group (trips, educational projects/lectures, outings)?

#### **Sector Participation**

- How has the shuttle interacted with other chapters in the Sector and have they had ongoing positive communication with their Sector Commander regarding Sector matters?
- Has the shuttle participated in or hosted a Sector Projects\ Activities?

#### **STF31 Participation**

- How has the shuttle interacted with other chapters in the STF31 and have they had ongoing positive communication with the HQ regarding STF31 matters?



- Has the shakedown chapter participated in or hosted Task Force 31 Projects\ Activities?

### **Community Service**

- How has the shakedown chapter interacted with their Community and has the chapter projected a positive image of a Task Force 31 chapter to their community?
- What types of Community Service projects does your chapter do?

*The Chapter Entry Form MUST be attached to your Chapter Annual Award Entries*

### **3.4.3: SUPPORT CHAPTER OF THE YEAR**

#### **Criteria**

Awarded to the most exceptional STF31 chapter that supported and launched a shuttle that commissioned. The Support Chapter of the Year best demonstrates to a shuttle the best qualities of a STF31 chapter, and serves as a role model and mentor to its shuttles and daughter chapters. It shows chapters how to actively and effectively run their own chapter-level events, and participate in Sector or STF31-level events when possible. This chapter should be the one which best demonstrates the principles of the STF31 Program for developing chapters, and that serves as a role model for other STF31 chapters. Support Chapter MUST have a 100% reporting for that particular award cycle.

#### **Entry**

Each STF31 Shuttle that has been launched may submit an entry, not to exceed 750 words, which details the Support Chapter's sponsorship and nurturing the new chapter on its way to independent Chapter. This entry is to be submitted to the Director, Fleet Chapter Operations either by snail mail or email. This report will be due by the established deadline.

### **EVALUATION CRITERIA**

Each submitted entry will evaluate will be evaluated on the following criteria:

- Usage of STF31 Guidelines (STF31 Membership Manual).
- Assistance given to chapter with establishing chapter policies assisting with STF31 matters.
- Assistance to shuttle with aiding in recruiting, helping with publications.
- Communications.
- Having a Liaison officer to assist with the shuttle.
- How helpful was Support Chapter in assisting the shuttle through the process to possible launch.
- Shuttle commander personal opinion.

### **3.4.4: FLAG OFFICER OF THE YEAR**

#### **Criteria**

This award is reserved for officers who hold the rank of STF31 Fleet Captain or higher. This award is given to the individual who best embodies the ideals, visions, and philosophy of Star Trek, as illustrated in the various series, as well as demonstrating consistent support for and contribution to STF31. The Flag Officer of the year takes an active role in chapter, sector and STF31 functions and demonstrates commitment to the organization through both word and action. The Flag Officer of the year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in STF31 and chapter functions. This individual serves as a role model for all personnel.

#### **Entry**

Each chapter of STF31 may submit a recommendation for the member of his/her crew that they feel should be nominated as STF31 Flag Officer of the Year. The recommendation may not exceed 750 words and only include information for the award year. ONE ENTRY PER CHAPTER.

#### **Judging**

Following the same method as selecting the Chapter/Shuttle of the year, the STF31AB will review the recommendations and grade each candidate as follows. The process is the same as chapter of the year. Look at the



following:

### EVALUATION CRITERIA

#### **Attendance**

- Attendance of meetings/activities (Chapter, Department etc.) attended /hosted
- Attended Sector Summit
- Attended Sector Conference
- Attended STF31 Conference

#### **Participation/Contributions**

- Chapter activities participated/hosted in (parties, outings etc., including planning)
- Chapter projects participated in (recruiting, PR, Community Service)
- Sector activities participated in (chapter gatherings)
- STF31 Projects/Activities participated in
- Any other contributions to STF31

#### **Attitude**

- Individual displays a positive attitude toward his/her chapter, the Sector, STF31 and Trek Fandom without fear or ridicule.
- Individual displays a positive attitude towards all people, and reflects the principles, and philosophy of the Officers' Code of Conduct.

#### **Commanding Officers Personal Evaluation of Candidate**

- Does this person just show up or would you like an entire crew of people like him/her?
- Is this member the best thing since pockets?

The nominee with the most points is selected for the award. In case of a tie, the STF31AB should present two separate awards. If there are multiple (greater than two) nominees, the recipient shall be chosen by simple majority of the STF31AB.

**Note:** Adequate documentation should be included with the nomination.

### **3.4.5: OFFICER OF THE YEAR**

#### **Criteria**

This award is reserved for officers who hold the rank of Ensign to Captain (inclusive). This award is given to the individual who best demonstrates outstanding direction, a consistent level of guidance for fellow members, and leadership in STF31 through both word and action. The officer of the year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in STF31, sector, and chapter functions.

#### **Entry**

Each chapter of STF31 may submit a recommendation for the member of his/her crew that they feel should be nominated as STF31 Officer of the Year. The recommendation may not exceed 750 words and only include information for the award year. ONE ENTRY PER CHAPTER.

#### **Judging**

Following the same method as selecting the Chapter/Shuttle of the year, the STF31AC will review the recommendations and grade each candidate as follows. The process is the same as chapter of the year. Look at the following:

### EVALUATION CRITERIA

#### **Attendance**

- Attendance of meetings/activities (Chapter, Department etc.) attended /hosted



- Attended Sector Summit
- Attended Sector Conference
- Attended STF31 Conference

#### **Participation/Contributions**

- Chapter activities participated/hosted in (parties, outings etc., including planning)
- Chapter projects participated in (recruiting, PR, Community Service)
- Sector activities participated in (chapter gatherings)
- STF31 Projects/Activities participated in
- Any other contributions to STF31

#### **Attitude**

- Individual displays a positive attitude toward his/her chapter, the Sector, STF31 and Trek Fandom without fear or ridicule.
- Individual displays a positive attitude towards all people, and reflects the principles, and philosophy of the Officers' Code of Conduct.
- Commanding Officers Personal Evaluation of Candidate
- Does this person just show up or would you like an entire crew of people like him/her?
- Is this member the best thing since pockets?

The nominee with the most points is selected for the award. In case of a tie, the STF31AB should present two separate awards. If there are multiple (greater than two) nominees, the recipient shall be chosen by simple majority of the STF31AB.

**Note:** Adequate documentation should be included with the nomination.

### **3.4.6 ENLISTED MEMBER OF THE YEAR**

#### **Criteria**

This award is reserved for members who hold the rank of Crewman through MCPO. This award is given to the individual who best displays, through his/her individual contributions, consistent support for and contribution to STF31, as well as a consistent level of direction, as appropriate. The enlisted member of the year also demonstrates consistent conduct in accordance with the philosophy of Star Trek, and supports the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in STF31 and chapter functions. This individual is willing to do what it takes to get a quality job done quickly and efficiently.

#### **Entry**

Each chapter of STF31 may submit a recommendation for the member of his/her crew that they feel should be nominated as STF31 Enlisted Member of the Year. The recommendation may not exceed 750 words and only include information for the award year. ONE ENTRY PER.

#### **Judging**

Following the same method as selecting the Chapter/Shuttle of the Year, the STF31AB will review the recommendations and grade each candidate as follows. The process is the same as chapter of the year. Look at the following:

#### **EVALUATION CRITERIA**

##### **Attendance**

- Attendance of meetings/activities (Chapter, Department etc.) attended /hosted
- Attended Sector Summit
- Attended Sector Conference
- Attended STF31 Conference

##### **Participation/Contributions**

- Chapter activities participated/hosted in (parties, outings etc., including planning)



- Chapter projects participated in (recruiting, PR, Community Service)
- Sector activities participated in (chapter gatherings)
- STF31 Projects/Activities participated in
- Any other contributions to STF31

#### **Attitude**

- Individual displays a positive attitude toward his/her chapter, the Sector, STF31 and Trek Fandom without fear or ridicule.
- Individual displays a positive attitude towards all people, and reflects the principles, and philosophy of the Officers' Code of Conduct.
- Commanding Officers Personal Evaluation of Candidate
- Does this person just show up or would you like an entire crew of people like him/her?
- Is this member the best thing since pockets?

The nominee with the most points is selected for the award. In case of a tie, the STF31AB should present two separate awards. If there are multiple (greater than two) nominees, the recipient shall be chosen by simple majority of the STF31AB.

**Note:** Adequate documentation should be included with the nomination.

### **3.4.7: COMMANDING OFFICER OF THE YEAR**

#### **Criteria**

This award is reserved for the Commanding Officer of a STF31 Chapter. This award is given to an individual who has shown exemplary leadership and motivational skills, and helps set the direction and vision for his/her chapter. The commanding officer of the year encourages crewmembers to work hard for their chapter, and to take interest in Sector and STF31 activities. The commanding officer of the year demonstrates conduct consistent with the philosophies of Star Trek and promotes the vision of the various series. To be eligible for this award, the member must have been a commanding officer for at least six months of the calendar year for which he or she is nominated.

#### **Entry**

Each chapter Executive/First Officer make a recommendation for the Commanding Officer of his/her crew (100 reasons why my CO is better than Capt. Kirk, Picard, Sisko, Janeway or Bly, etc.). Not to exceed 750 words.

#### **Judging**

Following the same method as selecting the Chapter/Shuttle of the year, the STF31AB will review the recommendations and grade each candidate as follows. The process is the same as chapter of the year.

Certain things to look for: Utilizes all chapter resources to achieve chapter goals, sets direction for chapter, and communicates up and down the chain of command, sets an example to other STF31 Officers.

Look at the following:

#### **EVALUATION CRITERIA**

##### **Command**

- Has the respect and admiration of his/her crew, and the ability to make decisions and stand by them.
- Is able to conduct himself/herself in a manner that reflects positively on their chapter, and crew.
- Promotes STF31 and Trek Fandom.
- Has the capability of being fair and impartial, and does not jump to conclusions.
- Effectively delegates duties and responsibilities.
- Listens to the concerns of the crew, and allows for constructive criticism.
- Is a leader

##### **Administrative**

- All reports of the award year are filed on timely basis, without exception.



- All paperwork of the award year for the STF31 and Sector are maintained.
- Maintains contact with Sector Commander on a regular basis, following the Chain of Command when the need arises.
- Understands the Officers' Code of Conduct and abides by it at all times, demonstrates STF31 philosophy, and leads by example.
- Personal Opinion (of XO)
- What makes your Commanding Officer a great leader and a model officer?

### 3-4.8: JUNIOR MEMBER OF THE YEAR

#### **Criteria**

This award is reserved for members 17 years old (If the member was 17 for a minimum of 6 months of the 12 months for that award time period is eligible) or younger. The Junior Member of the Year, to the best of his or her abilities, takes an active role in chapter and STF31 functions and demonstrates commitment to the organization through both word and action. The Junior Member of the Year also demonstrates the potential for leadership, consistent conduct in accordance with the philosophy of Star Trek, and support for the series' vision of a positive future through community service and scholastic accomplishment (where appropriate), in addition to participation in STF31 and chapter functions.

#### **Judging**

The selection guidelines for this award are very simple, and for that reason, one citation will be presented. Will be determined in the same fashion as the Chapter of the Year. The recommendation may not exceed 750 words.

#### **EVALUATION CRITERIA**

##### **Participation:**

- Documentation of the nominee's involvement on his/her chapter during the award year should be taken from the award recommendation.
- The CO or nominating person shall include a list of the deeds and tasks accomplished by the midshipman.

##### **Scholastic Achievement:**

- What is the nominee's Academic Average during the award year? Please include documentation.
- Points are given for a "C" or 2.0 average, for a "B" or 3.0 average or for a "A" or 4.0 average
- Academic Awards entitle the nominee to additional points.

##### **STF31 Academy Achievement:**

- What is the nominee's STF31 Academy academic performance during the award year? Please include all documentation. Points are awarded for Pass/Fail Academy courses taken and passed, for average scores of 90-95, for average scores of 96-99, and for average scores of 100%. This is not a major part of the evaluation.

##### **Science Fact Interest:**

- For participation in an area that pertains to the sciences; for example, science fair, school projects, environmental projects, etc.
- For finishing first in the science fair or related competition.

##### **Chapter/Sector/ STF31 Participation and Achievements:**

- What contributions does this member make to the Chapter, the Sector, the STF31, and Trek Fandom during the award year?

**Note:** Valid documentation should be included with the nomination and does not count toward the 750 word limit.

### 3.4.9: NEWSLETTER OF THE YEAR

#### **Criteria**

The Newsletter of the Year presented to the chapter newsletter that best demonstrates key aspects of journalistic quality. Regularity of publication, effective-ness and attractiveness of design and layout, and quality and relevance of content are among the aspects considered. Either print or electronic newsletters are eligible for this award. There are



no longer separate awards for print and electronic newsletters. To be considered for this award, please send a minimum of two (2) different issues (if you would like to send more, please feel free to) to the Director, Fleet Communications Operations at stf31dfcomo@gmail.com with "STF31 Newsletter Award" in the subject line. If you are wishing to send a printed copy, please contact him at his e-mail address and he will send his mailing address to you. The recipient of this award shall be decided by the STF31 Awards Committee.

### **Judging**

Each STF31 Chapter/ Shuttle will submit 2 (2) newsletter from the award year to the Director, Fleet Communications Operations or person designated by the Director, Fleet Communications Operations. These should be submitted no later than January 31st or the announced deadline of the following year. For example, any chapter/shuttle newsletter from 2021 must be mailed by January 31st 2022. Director, Fleet Communications Operations shall use established criteria to determine the winner. There may be up to four winning categories: one for Monthly, one for Quarterly, one for Bi-Monthly as well as One for best over all. A Chapter may only win one certificate per winner.

### **3.4.10 PUBLICATION OF THE YEAR**

#### **Criteria**

The Publication of the Year presented to the chapter publication that best demonstrates key aspects of chapter operations or journalistic quality. Regularity of publication, effectiveness and attractiveness of design and layout, and quality and relevance of content are among the aspects considered. Either print or electronic publications are eligible for this award. There are no longer separate awards for print and electronic news-letters. To be considered for this award, please send one (1) publication per chapter to the STF31 Awards Officer at stf31dfpo@gmail.com with "STF31 Publication Award" in the subject line. If you are wishing to send a printed copy, please contact him at his e-mail address and he will send his mailing address to you. The recipient of this award shall be decided by the STF31 Awards Board.

### **Judging**

Each STF31 Chapter/ Shuttle will submit one (1) publication from the award year to the STF31 Awards Officer or person designated by the Director, Fleet Personnel Operations. The publication should be submitted no later than January 31st or the announced deadline of the following year. For example, any chapter/shuttle publication from 2021 must be mailed by January 31st 2022. The Director, Fleet Personnel Operations shall use established criteria to determine the winner. There may be up to three winning categories: Chapter Membership Manual, Chapter Fanzine, and one for a Chapter or STF31 Department. A Chapter may only win one certificate per winner.

### **3.4.11: WEBSITE OF THE YEAR**

#### **Criteria**

The Website of the Year Award will be issued for the best overall Web-site. In order for web pages to be considered for the STF31 Web Award and the STF31 Website of the Year, the link has to be on the STF31 website by December 31st before the judging starts on January 1st to be considered for the previous year award. Each chapter web master is responsible for making sure his/her URL link is correct wherever listed prior to December 31. Only sites about a STF31 member, chapter, STF31 MACO, or other STF31 related item will be considered. Any other topic, even if done by a STF31 member, will be ineligible. The website must be authored or designed by a STF31 member, though they may use any commercial or pre-existing software or resources available.

While the specific method of judging will be left up to the judges, the following criteria will be considered in selecting the winning web sites:

Technical Correctness: any broken links or bad spelling

Advanced Features: use of Java, JavaScript, streaming media, plug-ins etc.

Compatibility: can you use different web browsers or operating systems

Multimedia Appeal: effective use of graphics and web content

Efficiency: quick downloading and appropriate image formats

Design: intuitive interface and organization

Content: provides appropriate information

Freshness: any recent updates

Overall Appeal



You are encouraged to update your web sites before judging begins at the STF31 level. Consult the STF31 website for additional information.

### **Judging**

Any Chapter CO in STF31 may submit one entry per Chapter or Division from the current year to the STF31 Awards Officer. This website must be designed for a chapter or division and not a personal site. These sites should be submitted no later than the designated announced deadline of the following year.

## **Section V: APPLYING FOR ANNUAL AWARDS**

The Chapter Entry Form asks several questions such as "Number of STF31 Members" and "What kind of information appears in your chapter's newsletter?" Each and every question should be answered. An unanswered question means that the Awards Board cannot give you a score on that question, which may cost you the award.

The Chapter Entry Form asks for a Annual Summary of what your chapter did in the previous year. This is where most COs mess up.

### **Chapter Activities/Accomplishments**

What did you do as a crew? You should list that you held regular meetings, what your monthly activities were, and any outstanding members of said activities. Try not to forget anything. List those yard sales, car washes, movie nights, School Science Fairs, Museum events, movie premieres, bookstore recruiting displays, guest speakers, etc. If John Doe helped recruit 7 members in one month, say so. If Joe Cadet won something at the Science Fair (especially with STF31), say so!

### **Sectoral Participation**

This is harder, but still do-able. Assuming you didn't help out with the Summit, as most of us didn't, there is still a lot you can do. Try to participate in Sector Activities as they come up; such as a fund-raiser sponsored by a sister chapter in another Sector. Does your chapter exchange newsletters with other chapters in your Sector? Make sure you list it if even just one of your crew attends the Summit. I doubt most COs would let that person just "go" and not get a full report at the end. Is one of your crew active on a Sector level, say, a member of the Sector Staff? Or participate in the STF31 MACO Program. Does any of your crew help that person? What about the Sector Commander? Have you maintained communications and made sure your voice was heard regarding Sector matters? List it all.

### **STF31 Participation**

Did you send someone to the IC? Does your chapter exchange newsletters with other chapters in the STF31? Does someone on your chapter have a STF31 position? Did your chapter/crew submit an article to the STF31 Newsletter? Have you maintained contact with HQ and made sure your voice was heard regarding STF31 matters? Did your chapter interact with a chapter or chapters in another Sector? Does your chapter participate in the SFA, STF31 MACO or other STF31 projects?

### **Community/Charitable Service**

Some chapters list this in their Chapter Activities and others make it separate. Just make sure it's somewhere! Did your chapter project a positive image of STF31? What types of service did you do? This can range from collecting toys for the Toys for Tots and Box Tops for Education to recycling efforts. Were you able to do something in uniform?

The Awards Committee has a hard time reading through a lot of flowery language and we don't like it because it usually means that not much was done and needed window-dressing. Just state the facts. Write it down in a very simple narrative - In Jan. we did this.... In Feb. we did ... You can also do it like this: Jan 98 - Held meeting. Went to Sci-con. Collected tabs for Ronald McDonald house and donated 500 of them to local House. Voted on new chapter's manual and sent it to printer's. Voted on where to hold Fall Summit and sent it on to the Sector Commander...

Now for another biggie: the essay. "How does your chapter demonstrate the spirit and meaning of STF31?" I'm pleased and proud to note that every year, every entrant writes a new essay. This is a good thing. Take note of and mention in a general way what good things your chapter/crew did and how it applies to Star Trek and STF31. Note the great way(s) that your crew conducted themselves and if they went out of their way to help others

I do hope that this article will help each of you to submit better entries and start taking home some awards for yourselves. In closing, I would also like to mention that ALL chapters are encouraged to participate in the Awards



Program. The size of your crew does not matter, their heart does. Even if you don't win one of the Annual awards, your entries may qualify for one of the other STF31 Awards. If you would like more information on the Awards Program, please contact STF31 Awards using the information at the back of the Manual.

## Section VI: APPLYING FOR NON-ANNUAL AWARDS

When writing Award recommendations it is necessary that you give all the vital information of why this award is warranted. The recommending officer should give enough details of the actions performed so that the Awards Board can get a clear mental picture of what the nominee actually did that was so deserving of an award. If your recommendation reads like the following it will more than likely be turned down.

I highly recommend Lt. Jameson for a STF31 DSA for the exceptional service and duties that he performed as Chief Medical Officer for the last three years aboard the USS Excalibur. Without his efforts and dedication, this chapter would be nothing.

While this sounds nice...what EXACTLY did he/she do that was so above and beyond the call of duty, extraordinary or deserves recognition? What were the services? What were the duties? Remember we were not there and it is up to you to tell us all these things. This is the information that the Awards Board is looking for. No, we do not want a tone of information. However, if a person is truly deserving of an award the recommending officer should really take the time to prepare the recommendation so that the recommendation shows just how glowing the person or chapter really is. If all that appears on the recommendation form is one or two sentences - just how deserving is the award?

Items to include:

- Date and Events – (for awards like the “Let me help” you may want to list all candidates yearly activities)
- Specific Actions or Duties performed (summary)
- What EXACTLY did this person do that was deserving of the award? (Include some of the relevant details or examples)

Compare the above recommendation with the following:

I recommend Lt. Thomas for the exceptional performance and duties that he performed as Chief Medical Officer of the USS Northern Star. Here are some examples of the services that he has performed as CMO. His department is considered the most active on the chapter. He holds regular department meetings that are entertaining as well as educational. Their meetings often have guest speakers, such as Dr. Leonard McCoy who came to discuss the joys of space Xenomedicine. He has each department member to host a medical topic (real or fictional). He even rotated the meetings at the department members' homes so that each of them has a chance to participate. He has organized annual CPR and First Aid classes for the entire chapter and some of the closer STF31 chapters and even got certified for several classes himself. So far half the crew is certified. Lt. Thomas has even put together a comprehensive “Guide to the Sickbay” - Medical knowledge for the 24th Century, which has both real and fictional Trek Medical information in it. I received a letter from the Cmdr. James Eddington, RDC of Medical, commending Lt. Thomas and his staff on the manual and their general department activities with other chapters' medical departments and indeed the other chapters in the Task Force. Lt. Thomas has also taken it upon himself to send each member of the crew who is on the sick list a 'get well soon card' signed by all the members of the crew and makes phone calls to all these members. Lt Thomas is one of my most dependable and active members. He has never missed a reporting deadline for either myself or with the RDC of Medical. There is so much more that I could write about this officer; however, I feel this is sufficient showing just how valuable a Sector Fifteen member he is. Without his efforts and dedication this chapter would be nothing.

Just remember for the most part the Awards Board has no knowledge of the person you are recommending or what they have done that is outstanding or deserving. There have been instances where we received award recommendations from individuals that have not panned out. The person basically showed up to events, but never actually did anything noteworthy. STF31 awards are meant to show our appreciation to outstanding members of the STF31. (And we know that's about all of STF31). We just need to tell WHAT they did.

## Section VII: Recommendation Dos and Don'ts

### Be Honest

Don't do a disservice to either yourself, the person, or the group you are recommending by including misinformation.



"The first duty of a STF31 officer is to the truth--be it scientific truth, historical truth, PERSONAL truth. It is the guiding principle on which STF31 was founded!" as Picard would say.

### **Recommend the correct award**

Individual awards are for just that an Individual. Although if you are doing lots of Good conduct award ... you can list all of them info in the summary section. A unit Award is used for a team of people (away team, department...etc) who work on a project or activity or the entire chapter. Use the criteria for the award to best match the action. If you can't find one, and feel the award or recognition is well deserved, then please ask.

Be sure to correctly fill out the Name, Rank, SN#, and Chapter of the person you are recommending. If you don't know this information check with their CO or the STF31 Membership database.

When recommending UNIT awards. You MUST include the names and SN#'s of everyone involved who made up the team, unless it's the whole chapter. Unit award recommendations should come from the team leader and not the individual member. If you were part of a team and think you deserve recognition, please discuss this with the team leader – it is up to them to put you in, the not Awards Committee.

For many of the Academic Awards that are not from STF31 Academy, you MUST include a copy of the documentation. It can be scanned and included in a separate e-mail.

If you mail in hand written recommendations, PLEASE WRITE LEGIBALLY - If I can't read it, it may be returned. There is an on-line form available to use - for those chapters or individuals with web access. There are also forms that can be downloaded that are useable by most Word Processors.

Although the award certificates are free, you still have to provide a SASE to have them mailed to you. If you want them as PDF certificates, please state this on the on-line form.

All award recommendations at the Chapter level MUST be approved by the Commanding Officer or the Executive Officer. These officers just have to OK them, not submit them. Sectoral Staff Officers making recommendations for those members involved in their programs can just send their recommendation directly to the Awards Director who will forward them.

Do not try the sandbag recommendations. Put all of your information on ONE recommendation form. Don't use the essentially same information for different awards recommendations. As specified on page 5, this is a NO. We do actually read each and every one of them and keep them on file. During the Annual Awards it is not necessary to do an annual recommendation as well as a normal one. Those entries that do not receive an annual award, may receive a non-annual award. In this case the recommendations will be kept on file until after the annual award process.

## **Section VIII: General Award Processing Procedure**

Once the Director, Fleet Personnel Operations receive your Award Recommendations, the DFPO will either approve them or send them to the Awards Board for Approval (OM 1st Class), or reject them (and give an explanation – usually we ask for more information).

If they are approved then a PDF certificate will be emailed to the RO. If rejected, you can either resubmit the recommendation with the corrected deficiencies or file appeal to the Awards Board thru your chain of command. If you feel the recommendation meets the criteria, just send a letter stating you want to appeal or provide more information. Generally, award recommendations are rejected because there is a lack of information or the recommendation does not meet the awards criteria.

If you have any questions or comments about the STF31 Awards Program, please direct them to the Awards Officer. You may also want to check out the FAQ page on the STF31 website.



## Section IX: Creating an Awards Program for your Chapter

It is just a simple fact! People want recognition for the things that they do. As a member of a command staff it is also your duty to recognize the hard work and achievements of the members of your crew if you want to keep them happy. It also helps motivate others to do more. One of the ways to do this is by creating your own chapter awards and recognition program. It does not matter if you're a brand new chapter or one that has been around for a while. This may be something you may want to look at doing. You can get some good ideas by seeing what other chapters have. Depending on the size of your chapter this is something that you may want to give to the First Officer or Second Officer to do, or you may want to create a Heraldry Officers (fancy word for awards), whose duty it is to handle the awards aspect of your chapter. There are some general guidelines that you may want to keep in mind.

Keep the program fair. Every member of the chapter should have equal opportunity to earn an award. All members of the crew usually know the hard working members. Try to stay away from just giving them to your buddies and just members of the Senior Staff as the average Joe; crewmember will think that these awards are not for them.

Keep it Simple. You don't want a program that is very complicated. Come up with a list of awards. Some simple criteria, and go from there. Also don't make them difficult to obtain.

Make them meaningful. People should be proud to have earned the awards or even wear them. If awards are not serious and just given out like candy then what is the point of having an awards program. This does not mean that you can't have silly awards like the Duh Award for the crewmember who gets injured doing something stupid. (I actually had this on my chapter).

One of the first things you want to establish is how often you want to do awards, Monthly, Quarterly, Annually. Some chapters have Quarterly promotions and awards recognition, some only have them annually on the Chapter's Anniversary. Your command staff needs to make this determination. An Annual Awards banquet can be lots of fun to do...or have as part of your chapter's Anniversary celebration. You can make it as formal or as light hearted, as you desire.

The second thing you need to determine is the type of recognition you want to award. There are some special awards that the CO gives out like the Captain's Award of Excellence, or Command Commendations (from the Command Staff), or Department Commendations (from the Department Chiefs). There is "Of the Year" or "of the Quarter" recognitions that you may want to do like Officer of the Year, Enlisted member of the Quarter that you may want to do. Establish some firm and fair guidelines to use.

The third thing that you need to consider is HOW the recipients are chosen. Will there be an Awards Panel, or are they chosen by the Senior Staff or what? Are you going to use a point system or are they just chosen by how people feel? Remember you want to keep it fair and simple. If your chapter keeps records of who does what that can give you some input on how active members or departments have been.

The last thing that you want to consider is the award themselves. If you are going to make paper certificates for the award recipients please use some nice certificate paper. You can use different types of computer programs such as a word processor or publishing program to design them or the templates. Make them look as nice as possible. If you desire to have some type of award ribbon, or pins please make sure that these are nice but inexpensive, and something you can always get. I've seen crystals, ribbons, or even the Uniform pips and squeaks painted different colors for different awards. Let it be something that your crew would like to have that looks nice.

After you've done all that be sure to use the program, and forward your winners to the STF31 Awards Program if they are deserving of STF31 recognition.

STF31 does offer a chapter level awards and criteria for those chapters who wish to use it. The STF31 does this to help streamline chapter awards across the chapters of STF31. It also gives the chapter members a means of wearing Chapter awards along side with the STF31 Awards. It also aids the chapter member who may transfer to or from another chapter in the Task Force by having recognizable awards matching the gaining STF31 chapter awards. This is **NOT** required of STF31 chapters.



## Appendix A - TWOK Style of Ribbon

This appendix covers the wear of STF31, heroism ribbons, achievement ribbons, service ribbons, unit award ribbons and appurtenances. All STF31 awards are authorized for wear on STF31 uniforms. The term “award” is an all-inclusive term covering any decoration ribbon, service ribbon, unit ribbons, or appurtenance bestowed on an individual or unit. The term “ribbon” is an all-inclusive term covering that portion of the suspension ribbon of would have been a service medal or decoration that is worn instead of the service medal or decoration. The ribbon is made in the form of a ribbon bar, 1 3/8 inches wide by 3/8 inches high and 3D Printed. The term “ribbon” is used throughout this chapter, and it includes academic and training ribbons.

### WEAR OF SERVICE RIBBONS

STF31 members may wear ribbons representing decorations, service medals, service ribbons, and training ribbons on the following uniforms:

Chapter prescribed uniform, such as a Chapter Shirt etc.  
 Enterprise: ENT Dress Uniform/Flag Officer uniform  
 TOS: TOS Dress Uniform (Male and Female versions)  
 TOK: Monster Maroon  
 NG/DS9/Voyager: Dress Uniform, Flag Officer Uniform  
 Nemesis: Mess Whites

\* Note: See Appendix G for wearing awards with a STF31 uniform.

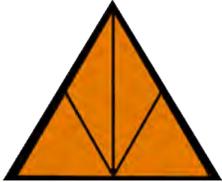
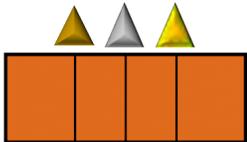
Ribbons are worn in order of precedence from the wearer’s right to left, First row being the most top row and working downward in one or more rows with no space between rows. (Typical military personnel wear their ribbons worn from bottom to top, with odd number ribbons centered above the most completed top row.) STF31 wears it’s awards in the same manner with the exception that odd number ribbons are worn at the bottom of the ribbon rack and not the top. This is done to match the similar pattern as seen in ST VI. (See Appendix I for examples) . No more than three (3) ribbons are worn in any one row. STF31 members will not start a second row unless they are authorized to wear four or more ribbons. The first and second rows will contain the same number of ribbons (three) before starting a third row. The third and succeeding rows will contain the same number of ribbons as the first two rows, but may contain less. The bottom row is centered on the row above. (see Figure 1–1). The ribbons are worn on the wearer’s left breast 1/8” below the Comm Badge and also centered on the Comm Badge (This is for the TWOK era uniform) On other uniforms, it is worn on the right breast aligned with the Comm Badge worn on the Left.

1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18
19	20	21
22	23	24
25	26	27
28	29	30
31	32	33
34	35	36
37	38	39
40		41

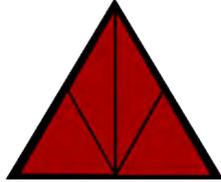
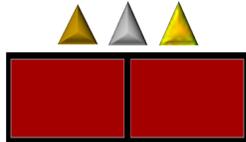
Figure 1-1  
 TWOK Style of Ribbon Order of Precedence



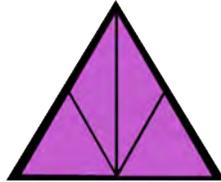
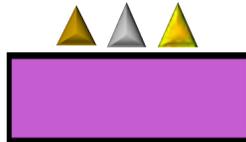
STARFLEET TASK FORCE 31 AWARDS DIAGRAM



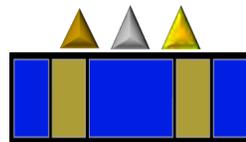
CHAPTER OF THE YEAR



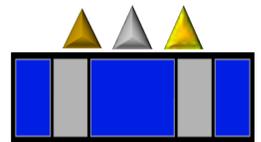
SHUTTLE OF THE YEAR AWARD



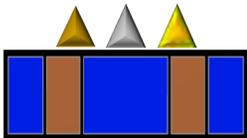
SUPPORT CHAPTER OF THE YEAR



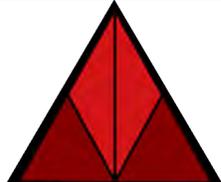
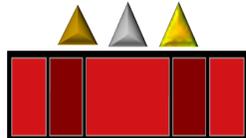
FLAG OFFICER OF THE YEAR AWARD



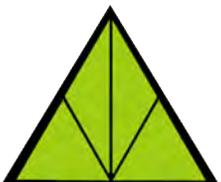
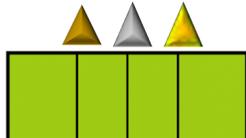
OFFICER OF THE YEAR AWARD



ENLISTED MEMBER OF THE YEAR AWARD



JUNIOR MEMBER OF THE YEAR AWARD



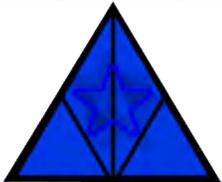
COMMANDING OFFICER OF THE YEAR AWARD



ORDER OF AXANAR 1ST CLASS



ORDER OF AXANAR 2ND CLASS



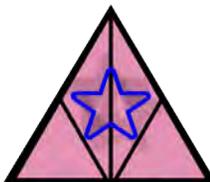
ORDER OF AXANAR 3RD CLASS



ORDER OF KHITOMER 1ST CLASS



ORDER OF KHITOMER 2ND CLASS



ORDER OF KHITOMER 3RD CLASS



ORDER OF COCHRANE 1ST CLASS



ORDER OF COCHRANE 2ND CLASS



ORDER OF COCHRANE 3RD CLASS



ORDER OF DARMOK AND JALAD 1ST CLASS

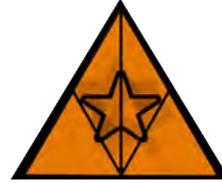
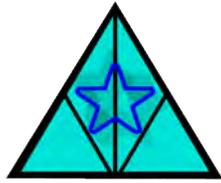


ORDER OF DARMOK AND JALAD 2ND CLASS



ORDER OF DARMOK AND JALAD 3RD CLASS





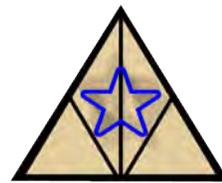
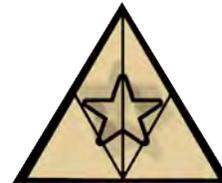
**ORDER OF  
DIONYSUS  
1ST CLASS**

**ORDER OF  
DIONYSUS  
2ND CLASS**

**ORDER OF  
DIONYSUS  
3RD CLASS**

**ORDER OF  
GAEA  
1ST CLASS**

**ORDER OF  
GAE  
2ND CLASS**



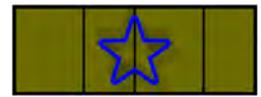
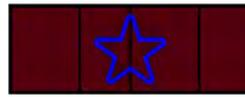
**ORDER OF  
GAEA  
3RD CLASS**

**GRANITE  
ORDER OF  
TACTICS  
1ST CLASS**

**GRANITE  
ORDER OF  
TACTICS  
2ND CLASS**

**GRANITE  
ORDER OF  
TACTICS  
3RD CLASS**

**ORDER OF  
HAWKING  
1ST CLASS**



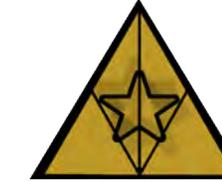
**ORDER OF  
HAWKING  
2ND CLASS**

**ORDER OF  
HAWKING  
3RD CLASS**

**ORDER OF  
HERODOTUS  
1ST CLASS**

**ORDER OF  
HERODOTUS  
2ND CLASS**

**ORDER OF  
HERODOTUS  
3RD CLASS**



**ORDER OF  
PRENTARES  
1ST CLASS**

**ORDER OF  
PRENTARES  
2ND CLASS**

**ORDER OF  
PRENTARES  
3RD CLASS**

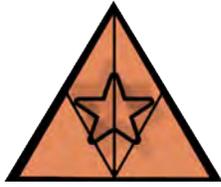
**ORDER OF  
RODDENBERRY  
1ST CLASS**

**ORDER OF  
RODDENBERRY  
2ND CLASS**





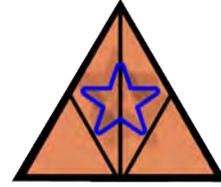
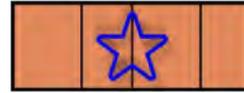
**ORDER OF  
RODDENBERRY  
3RD CLASS**



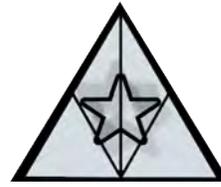
**ORDER OF  
SAMARITAN  
1ST CLASS**



**ORDER OF  
SAMARITAN  
2ND CLAS**



**ORDER OF  
SAMARITAN  
3RD CLA**



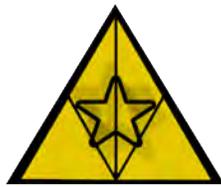
**ORDER OF  
S'HARLEN  
1ST CLASS**



**ORDER OF  
S'HARLEN  
2ND CLASS**



**ORDER OF  
S'HARLEN  
3RD CLASS**



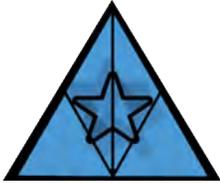
**ORDER OF  
SURAK  
1ST CLASS**



**ORDER OF  
SURAK  
2ND CLASS**



**ORDER OF  
SURAK  
3RD CLASS**



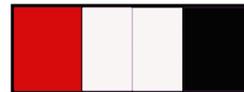
**ORDER OF  
TARBOLDE  
OF CANOPIUS  
1ST CLASS**



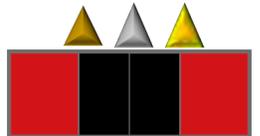
**ORDER OF  
TARBOLDE  
OF CANOPIUS  
2ND CLASS**



**ORDER OF  
TARBOLDE  
OF CANOPIUS  
3RD CLASS**



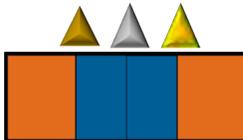
**ORDER OF  
MARI**



**NEWSLETTER  
OF THE YEAR**



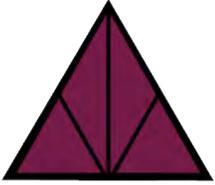
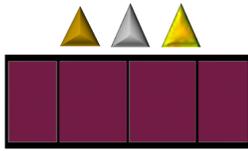
**PUBLICATION  
OF THE YEAR**



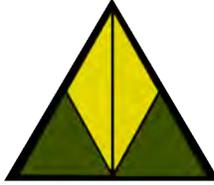
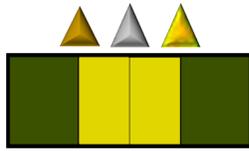
**WEBSITE OF  
THE YEAR**



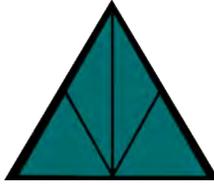
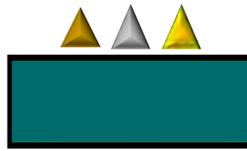
# STARFLEET ACADEMY AWARDS DIAGRAM



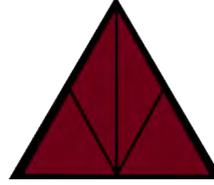
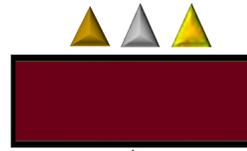
**DIRECTOR OF THE YEAR**



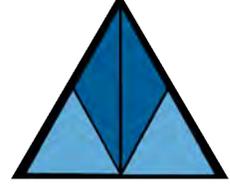
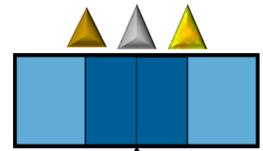
**ASSISTANT DIRECTOR OF THE YEAR**



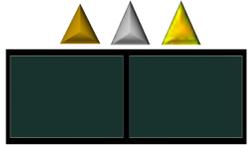
**COLLEGE OF THE YEAR**



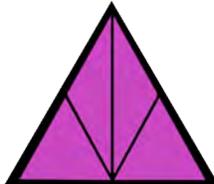
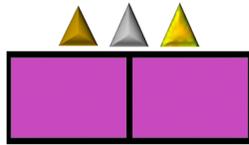
**INSTITUTE DEAN OF THE YEAR**



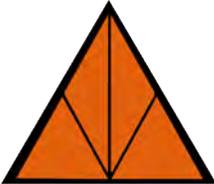
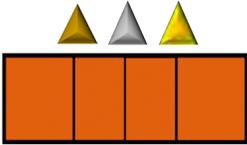
**INSTITUTE ASSISTANT DEAN OF THE YEAR**



**INSTITUTE OF THE YEAR**



**SUPPORT STAFF MEMBER OF THE YEAR**



**COMMANDANT'S STAR AWARD**



**RED SQUADRON LEADER**



**BLUE SQUADRON LEADER**



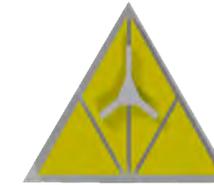
**GOLD SQUADRON LEADER**



**ASSISTANT RED SQUADRON LEADER**



**ASSISTANT BLUE SQUADRON LEADER**



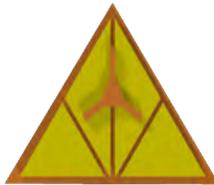
**ASSISTANT GOLD SQUADRON LEADER**



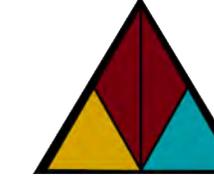
**RED SQUAD MEMBER**



**BLUE SQUAD MEMBER**



**GOLD SQUAD MEMBER**



**PICARD AWARD 50**



**PICARD AWARD 1000**



**PICARD AWARD 2000**

# STARFLEET ACADEMY AWARDS DIAGRAM



**PICARD  
AWARD 3000**

**PICARD  
AWARD 4000**

## Appendix B - TOS Style of Ribbon

Congratulations on your awards! Now that you have your award ribbon (s), you'll want to wear them on your dress uniform or chapter attire. Before attaching your ribbons, determine how you want to wear them, in rows or in patterns. Refer to the following illustrations for the patterns and how you add to them.

You have a choice between two basic patterns. First is wearing them in rows, similar to the rectangular awards and secondly what has been referred to as the "star" pattern.

The TOS Style of ribbon is a triangle with all three sides even in length of 1", with a thickness of approximately 1/4" with a circular magnet embedded in the back side of the ribbon. An additional triangle of the same size has a magnet on the facing side that is worn behind the uniform which allows the ribbon to be affixed to the uniform.

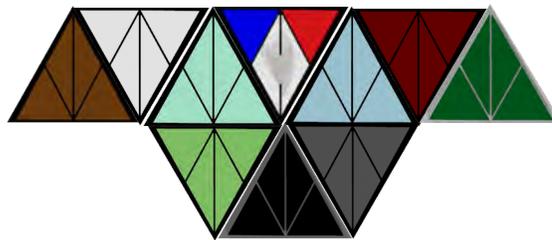
The STF31 Quartermaster has 3D printed racks already made and is available in numerous ribbon number combinations based on the number awards you have been awarded.

### Ribbons worn in rows

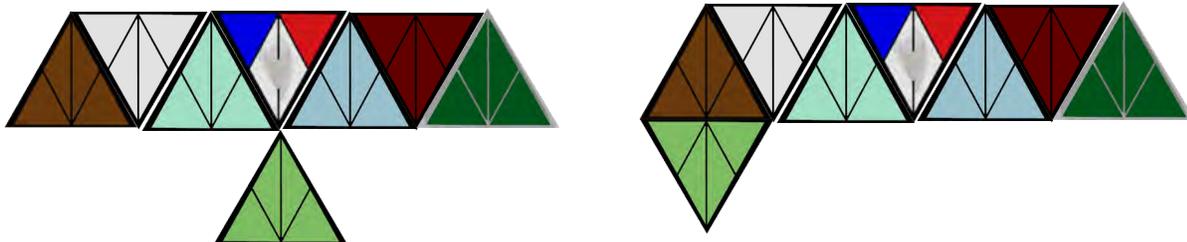
Awards are worn in rows, similar to the style of the rectangular awards but with some differences.

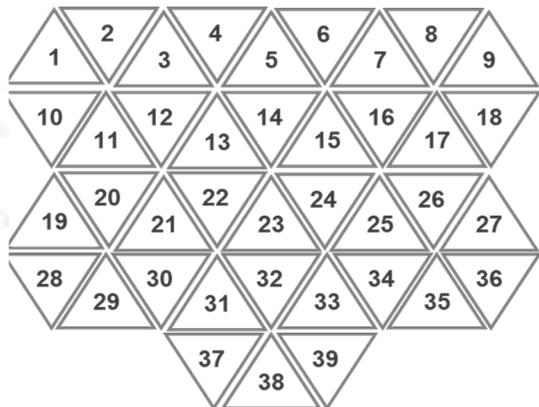
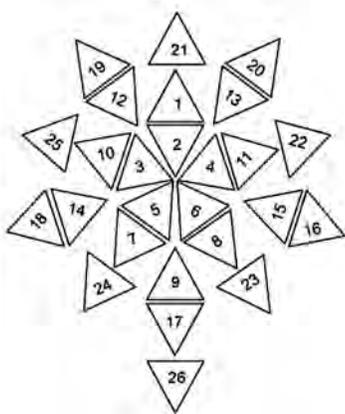
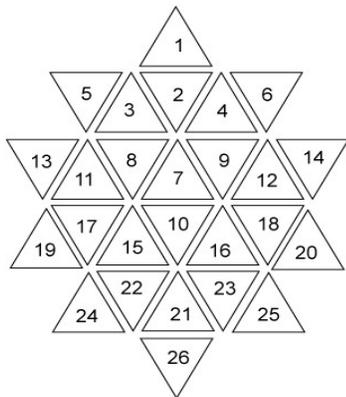
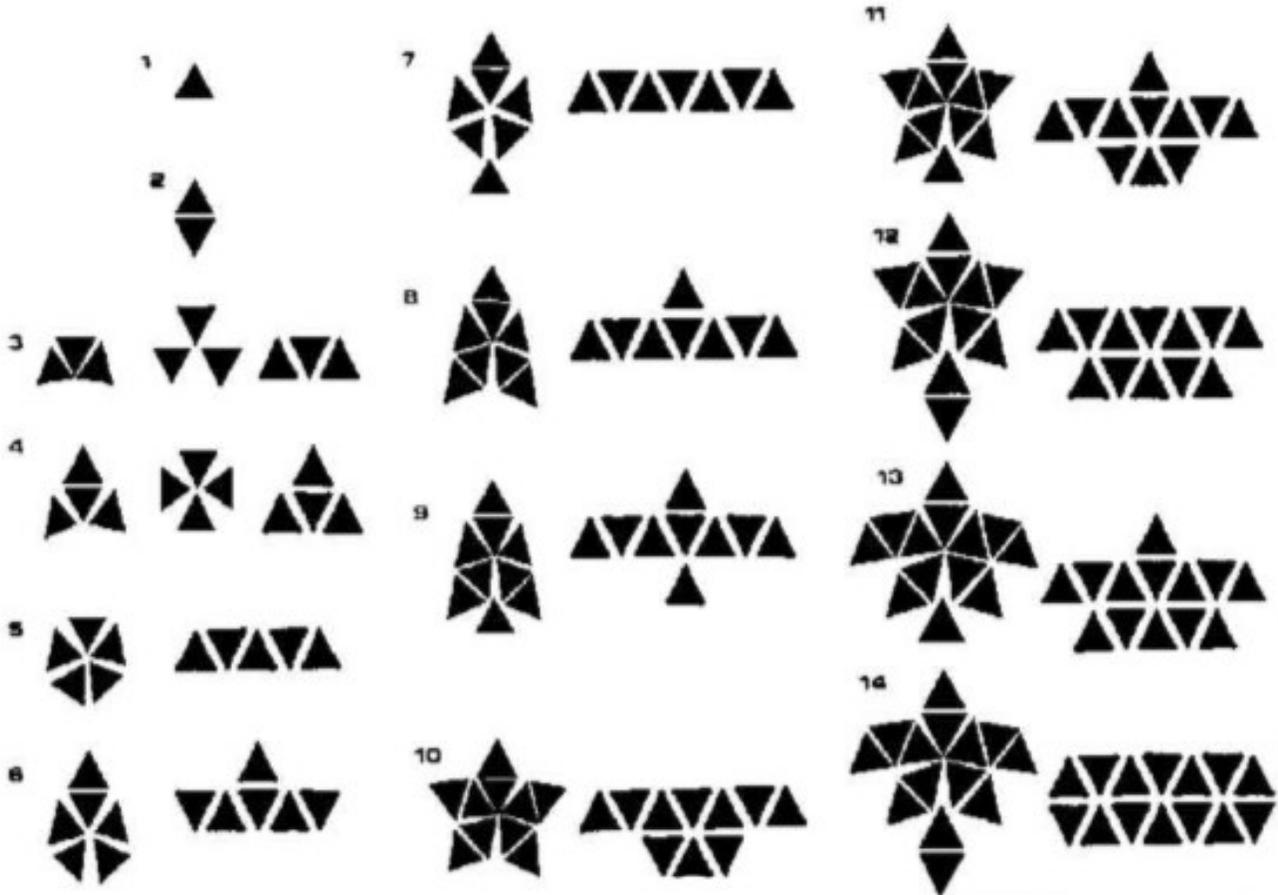
The max number of awards per row is seven (7). The wearer must complete a row of seven (7) prior to starting a second row.

Awards are worn one pointing upward and the next pointing downward and it continues in this pattern throughout the row. Proceeding rows will reverse the pattern of the row above it. See the example below:



The awards are worn in the order of precedence. Starting on the left side working towards the right until seven (7) awards are worn. Upon being awarded your eighth award, a second row will begin. It is at this point the individual has options to placement. Example: The eighth (8) award could be positioned below the first row, but centered to the first row. As the individual earns more awards that award that was centered would be shuffled to the left until it is positioned under the first ribbon position of the row above. Once this has been reached then additional awards will continue to be placed to the right. Again, once the seventh (7) award of that row is reached, the next awarded earned would start the third (3) row.



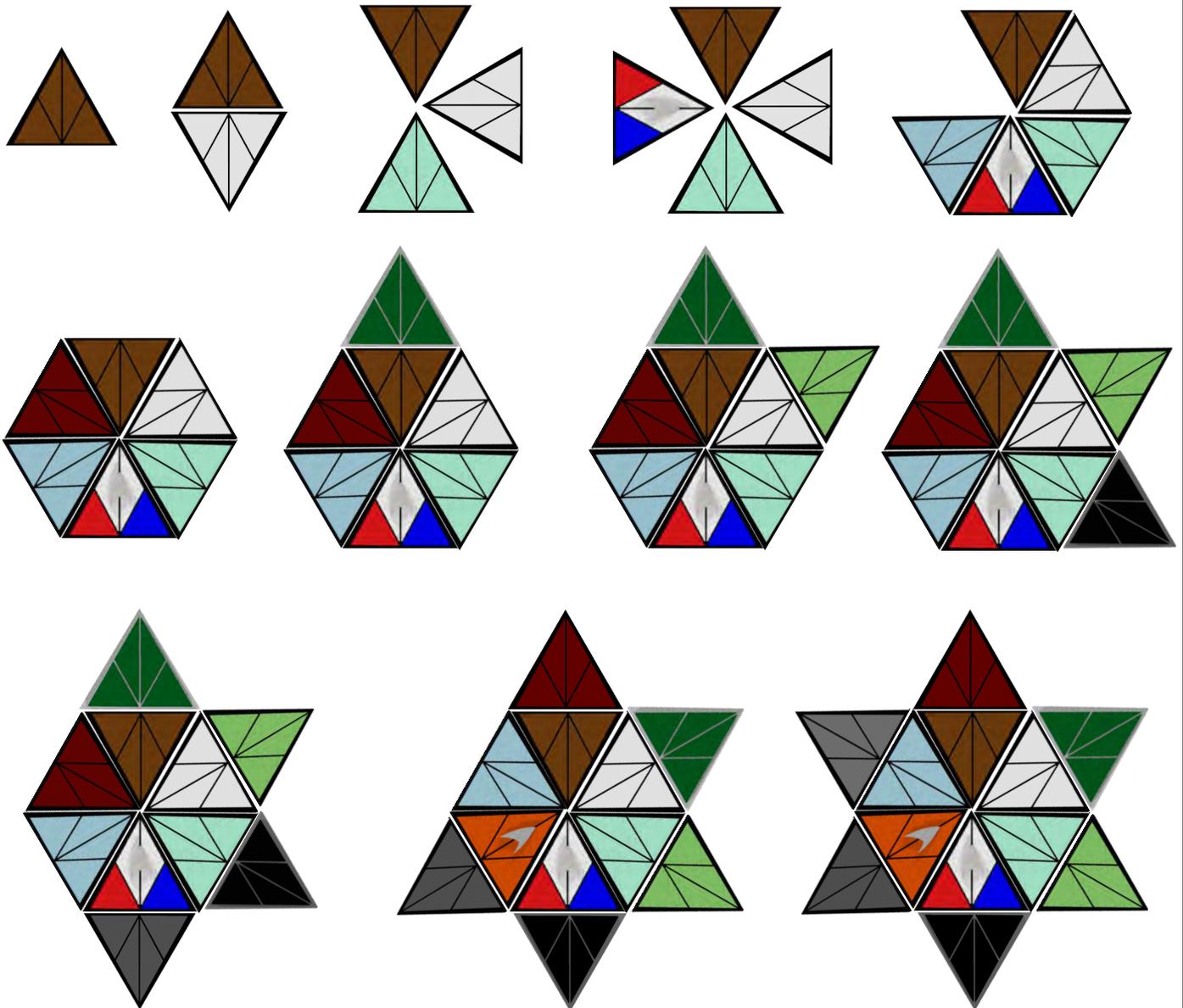


## Ribbons worn in a Star Pattern

Awards are worn in a star pattern. The pattern, when started, will not look like any star pattern, but as the individual earns additional awards the star pattern will be more recognizable.

There is no set number of awards in any particular placement. The individual has numerous placement options as awards are being earned.

Awards are worn in order of precedence, but unlike the rows where one award starts on the left and moves to the right, in the star pattern, awards are worn in precedence in a circular, clockwise motion.



## Appendix C - Award Ribbon Devices

The following appurtenances may be worn on the STF31 ribbons, and other awards, when authorized by the proper authority.

a. Triangle Device: (1) The Bronze Triangle device represents each **ADDITIONAL** award earned after the first particular award. 2) The Silver Triangle device represents the 6th award being awarded for a particular award, 3) The Gold Triangle device represents the 11th award being awarded for a particular award. 4) The Triangle device is placed in the center (Both horizontally and vertically) of the award ribbon. (See the next page for the proper positioning of devices for the same award), 5) A max of 4 Triangles can be worn at any one time and can not be mixed in color.



b. Federation Stars Device: 1) Worn on the Pike Medal Of Honor, the STF31 Badge of Merit and the STF31 Good Conduct, 2) The Federation Stars device is placed in the center (Both horizontally and vertically) of the award ribbon.



c. 4pt Star (Large) Device: 1) Silver 4pt Star device is worn on the OAC Completion Ribbon. 2) Gold 4pt Star device is worn on the CSC Completion Ribbon. 3) The 4pt Star device is placed in the center (Both horizontally and vertically) of the award ribbon.



**OAC  
Completion**

**CSC  
Completion**

d. 5pt Star Device: 1) Designation to distinguish between class levels of an award. 2) The 5pt Star device is placed in the center (Both horizontally and vertically) of the award ribbon.



**Fourth Class**

**Third Class**

**Second Class**

**First Class**

e. Delta Device: 1) Bronze is only worn on the STF31 Good Conduct, 2) Silver is only worn on the Phoenix Rising Award and the STF31 Good Conduct, 3) Gold is only worn on the April Order of Merit and the STF31 Good Conduct. 4) The Delta device is placed in the center (Both horizontally and vertically) of the award ribbon.



**STF31 Good  
Conduct**

**Phoenix Rising  
Award, April Order  
of Merit & STF31  
Good Conduct**

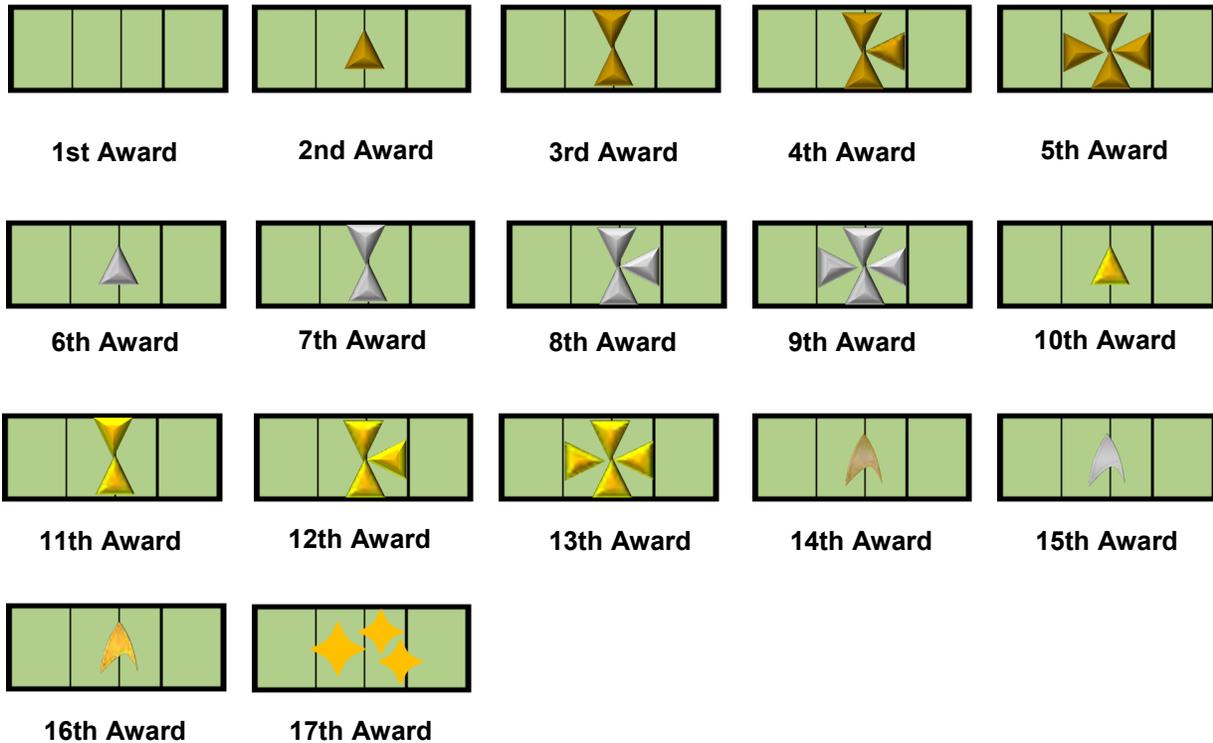
**Decker Order  
of Merit & TF31  
Good Conduct**

f. Command 5pt Star: 1) Black is worn on the Legion of Merit. 2) The Command 5pt Star device is placed in the center (Both horizontally and vertically) of the award ribbon.



**Legion of  
Merit**





**Note:** Additional award devices will stop at the 13th award with the exception of the STF31 Good Conduct.

**Note:** After the 17th Award is presented for the STF31 Good Conduct, there will no longer be any follow-on devices authorized.

Figure C-2  
Additional Award Devices Placement on TWOK Style Award Ribbons



**Note:** Additional award devices will stop at the 13th award with the exception of the STARFLEET TASK FORCE 31 Good Conduct.

**Note:** After the 17th Award is presented for the STARFLEET TASK FORCE 31 Good Conduct, there will no longer be any follow-on devices.

Figure C-3  
Additional Award Devices Placement on TOS Style Award Ribbons

# Appendix D — STF31 Awards Portal & Online Nomination Forms

STARFLEET TASK FORCE 31

ABOUT STF31 OUR STF31 **STF31 WEBSITES** RESOURCES JOIN/RENEW STF31 NEWS

## STARFLEET TASK FORCE 31 Awards Program

# STARFLEET TASK FORCE 31 Awards Program

"Recognizing the Achievements and Service of the Members & Chapters of StarFleet Task Force 31"

Welcome to the STARFLEET TASK FORCE 31 Awards Program.

This site lists all the available awards, both non-annual and annual, as well as several Hall's of Honor that will list the past recipients of the various awards.

	<a href="#">STF31 Awards Program Manual</a>
	<a href="#">STF31 Sector Awards Manual</a>
	<a href="#">STF31 Awards Chart</a>

### STF31 Awards Program Menu

- STF31 Awards Program
- STF31 Annual Awards
- STF31 Annual Communications Awards
- STF31 Award Program FAQ
- [STF31 Awards Portal Nominations](#)
- STF31 Awards Program News
- STF31 Annual Awards Hall of Honors

Click the TF31 Award Nomination Portal link

Figure D-1  
Locating the STF31 Awards Portal Nominations

# STARFLEET TASK FORCE 31

THE NORTH AMERICA STAR TREK FAN CLUB

STARFLEET TASK FORCE 31 ABOUT STF31 OUR STF31 STF31 WEBSITES RESOURCES JOIN/RENEW STF31 NEWS

Edit This

## STF31 Awards Portal



### STF31 On-Line Award Nomination Forms

	<a href="#">STF31 Annual Awards – Individual Awards Nomination Form</a>		<a href="#">STF31 Annual Awards- Chapter Awards Nomination Form</a>
	<a href="#">STF31 Annual Awards – Newsletter Awards Nomination Form</a>		<a href="#">STF31 Annual Awards – Publication Awards Nomination Form</a>
	<a href="#">STF31 Non-Annual- Individual Awards Nomination Form</a>		



### STF31 Awards Program Menu

- STF31 Awards Program
- STF31 Annual Awards
- STF31 Annual Communications Awards
- STF31 Award Program FAQ
- STF31 Awards Portal Nominations
- STF31 Awards Program News
- STF31 Annual Awards Hall of Honors

Click any of the STF31 Award Nomination Online Forms

Figure D-2  
STF31 Awards Portal page

**STARFLEET TASK FORCE 31**  
THE NORTH AMERICA STAR TREK FAN CLUB

STARFLEET TASK FORCE 31 ABOUT STF31 OUR STF31 STF31 WEBSITES RESOURCES JOIN/RENEW STF31 NEWS

**STF31 Annual Awards – Individual Awards Nomination Form**

The following awards are for STF31 members.

Any awards that require the Nominator to send an attachment, please send it to the E-mail address listed below.

STF31 Director, Fleet Personnel Operations  
stf31dppo@gmail.com

Fields marked with an \* are required

**Nominee Name \***

**Nominee SN# \***

**Nominee's Assigned Sector \***

- Sector 01
- Sector 02
- Sector 03
- Sector 04
- Sector 05
- Sector 06

**Current Chapter of Assignment \***

**Nominee E-Mail Address \***

**Recommending Officer Name \***

**RO SN# \***

**RO Current Chapter Assignment \***

**RO E-Mail Address \***

**Award Requested**

- Commanding Officer of the Year
- Flag Officer of the Year
- Officer of the Year
- Enlisted Member of the Year
- Junior Member of the Year

**Award Justification \***

**Notes**

**Submit**

**STF31 Awards Program Menu**

- STF31 Awards Program
- STF31 Annual Awards
- STF31 Annual Communications Awards
- STF31 Award Program FAQ
- STF31 Awards Portal Nominations
- STF31 Awards Program News
- STF31 Annual Awards Hall of Honors

**Name and Rank of the person the award is for**

**SN# of the person the award is for**

**Sector the Nominee is assigned to**

**Chapter Name and NCC of the Chapter the person the award is for**

**E-Mail address of the person the award is for**

**Name and Rank of the person making the nomination**

**SN# of the person making the nomination**

**Chapter Name and NCC of the Chapter the person making the nomination**

**E-Mail address of the person making the nomination**

**Choose the award from the list that the nomination is for**

**Reasons why this person should get the award being nominated for**

**Notes**

**Submit button**

Figure D-3  
On-line STF31 Annual Individual Awards Nomination Form

# STARFLEET TASK FORCE 31

THE NORTH AMERICA STAR TREK FAN CLUB

STARFLEET TASK FORCE 31 ABOUT STF31 OUR STF31 STF31 WEBSITES RESOURCES JOIN/RENEW STF31 NEWS

[Edit This](#)

## STF31 Non-Annual Awards- Individual Awards Nomination Form

The following awards are for STF31 members.

Any awards that require the Nominator to send an attachment, please send it to the E-mail address listed below:

STF31 Director, Fleet Personnel Operations  
stf31direc@gmail.com

Fields marked with an \* are required

Nominee Name \*

Nominee SN# \*

Nominee's Assigned Sector \*

Sector 01  
Sector 02  
Sector 03  
Sector 04  
Sector 05  
Sector 06

Current Chapter of Assignment \*

Nominee E-Mail Address \*

Recommending Officer Name \*

RO SN# \*

RO Current Chapter Assignment \*

RO E-Mail Address \*

Award Requested \*

ORDER OF AXANAR  
ORDER OF KHITOMER  
ORDER OF COCHRANE  
ORDER OF DARMOK AND JALAD  
ORDER OF DIONYSUS  
ORDER OF GAEA

Radio List \*

- First Class  
 Second Class  
 Third Class

Award Justification \*

Notes

Submit!



### STF31 Awards Program Menu

- STF31 Awards Program
- STF31 Annual Awards
- STF31 Annual Communications Awards
- STF31 Award Program FAQ
- STF31 Awards Portal Nominations
- STF31 Awards Program News
- STF31 Annual Awards Hall of Honors

Name and Rank of the person the award is for

SN# of the person the award is for

Sector the Nominee is assigned to

Chapter Name and NCC of the Chapter the person the award is for

E-Mail address of the person the award is for

Name and Rank of the person making the nomination

SN# of the person making the nomination

Chapter Name and NCC of the Chapter the person making the nomination

E-Mail address of the person making the nomination

Choose the award from the list that the nomination is for

Choose what class of the awards being recommended

Reasons why this person should get the award being nominated for

Notes

Submit button

Figure D-4  
On-line STF31 Non-Annual Individual Awards Nomination Form



Name and Rank of the person making the nomination

Rank of the person making the nomination

Recommenders SN#

Recommenders Duty Position

Chapter E-Mail Address

Chapter Name and NCC

Sector Assignment

Chapter launch date for Shuttle, Chapter commissioning date for all others

# Members, should match DB

Participation Level (Of your total membership, what percentage is really active (required)

Yes or No

Yes or No

Yes or No

Choose the award from the list that the nomination is for

List all chapter activities and accomplishments for the current awards cycle. Remember chapter MRR's should reflect these items

List all chapter activities, accomplishments and participation fat the Sector level for the current awards cycle. Remember chapter MRR's should reflect these items

List all chapter activities, accomplishments and participation fat the STF31 level for the current awards cycle. Remember chapter MSR's should reflect these items

Describe in as much detail as you can on how your chapter demonstrates the meaning and spirit of Star Trek . Only document events or actions for the current award cycle

List all individuals who may have helped write this nomination

Submit button

Figure D-5  
On-line TF31 Annual Chapter Awards Nomination Form



# STARFLEET TASK FORCE 31

THE NORTH AMERICA STAR TREK FAN CLUB

STARFLEET TASK FORCE 31 ABOUT STF31 OUR STF31 STF31 WEBSITES RESOURCES JOIN/RENEW STF31 NEWS

[Edit This](#)

## STF31 Annual Awards – Communication Annual Awards Nomination Form (Newsletter)

Please use this online form to submit STF31 Annual Communication Awards-Newsletter

Nominator must submit three (3) different newsletters that were published during the current award cycle dates to:

STF31 Director, Fleet Personnel Operations  
stf31dir@comcast.com

Fields marked with an \* are required

Recommending Officer Name \*

RO Rank \*

RO SN# \*

RO's Assigned Sector \*

Sector 01  
Sector 02  
Sector 03  
Sector 04  
Sector 05  
Sector 06

RO Current Chapter Assignment \*

RO E-Mail Address \*

RO Duty Positions \*

Newsletter Name \*

Newsletter Award Category \*

Monthly  
Bi-Monthly  
Quarterly

Newsletter Publication #1 Date \*

Newsletter Publication #2 Date \*

Newsletter Publication #3 Date \*

Notes

Submit



### STF31 Awards Program Menu

- STF31 Awards Program
- STF31 Annual Awards
- STF31 Annual Communications Awards
- STF31 Award Program FAQ
- STF31 Awards Portal Nominations
- STF31 Awards Program News
- STF31 Annual Awards Hall of Honors

Name of the person making the nomination

Rank of the person making the nomination

SN# of the person making the nomination

Assigned Sector

Chapter Name and NCC publication belongs to

E-Mail address of the nominator

Recommenders Duty Potions

Newsletter Name

Newsletter category

Newsletter #1 Publications Date

Newsletter #2 Publications Date

Newsletter #3 Publications Date

Remarks

Submit button

Figure D-6  
On-line STF31 Annual Communication Awards Nomination Form (Newsletter)



# STARFLEET TASK FORCE 31

THE NORTH AMERICA STAR TREK FAN CLUB

STARFLEET TASK FORCE 31 ABOUT STF31 OUR STF31 STF31 WEBSITES RESOURCES JOIN/RENEW STF31 NEWS

Edit This

## STF31 Communication Awards Nomination Form (Handbook or Manual)

Please use this online form to submit STF31 Annual Communication Awards-Handbook, Manual or Fanzine.

Nominator must submit an electronic copy or link to an electronic copy of the Handbook/Manual being consider must be sent to the STF31 Awards Officer at the below link.

STF31 Director, Fleet Personnel Operations  
stf31dfpo@gmail.com

Fields marked with an \* are required  
Recommending Officer Name \*

RO Rank \*

RO SN# \*

RO's Assigned Sector \*

Sector 01  
Sector 02  
Sector 03  
Sector 04  
Sector 05  
Sector 06

RO Current Chapter Assignment \*

RO E-Mail Address \*

RO Duty Positions \*

Publication Name \*

Publication Category \*

Chapter Membership Handbook/Manual  
Department Handbook/Manual  
Chapter/Department Information Manual  
Chapter/Department Technical Manual  
Chapter/Department Fanzine

Last Publication Date \*

Notes

Submit



### STF31 Awards Program Menu

- STF31 Awards-Program
- STF31 Annual Awards
- STF31 Annual Communications Awards
- STF31 Award Program FAQ
- STF31 Awards Portal-Nominations
- STF31 Awards Program News
- STF31 Annual Awards Hall of Honors

Name of the person making the nomination

Rank of the person making the nomination

SN# of the person making the nomination

Assigned Sector

Chapter Name and NCC publication belongs to

E-Mail address of the nominator

Nominator's position

Publication Name

Type of Handbook or Manual

Last publication date

Remarks

Submit button

Note; remember you must send either an electronic copy of your submission or a link to the submission to the STF31 Awards director.

Figure D-7  
On-line STF31 Annual Communication Awards Nomination Form (Handbook/Manual)



## Appendix E — Wearing of Awards on uniforms



Figure E-1  
Example of TOS style award ribbons



Figure E-2  
Example of TWOK style award ribbons

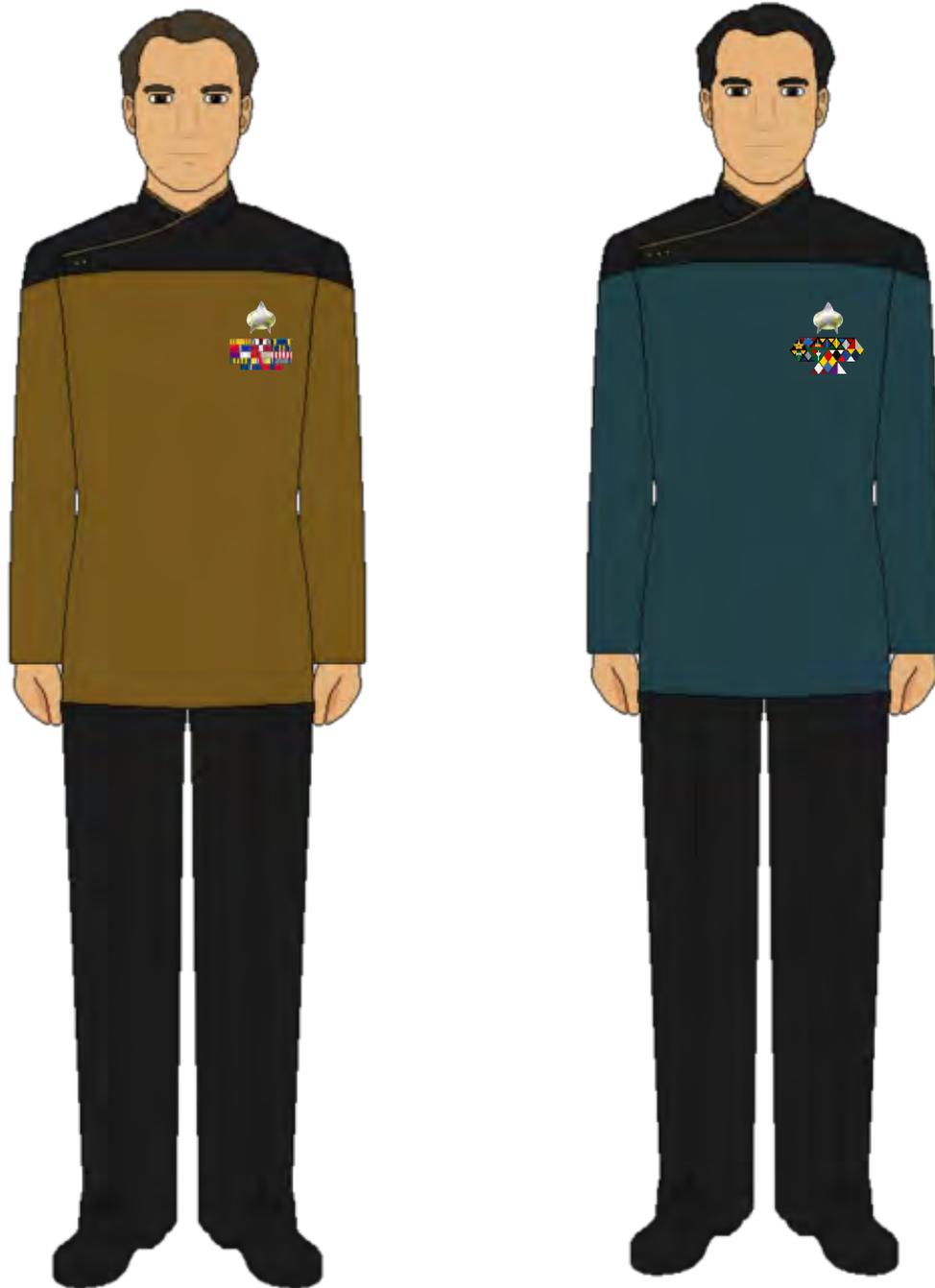


Figure E-3  
Examples of either TOS or TWOK style award ribbons



Figure E-4  
Examples of TOS style award ribbons



**Figure E-5**  
**Examples of TWOK style award ribbons**



**Figure E-6**  
Examples of either TOS and TWOK style award ribbons

Appendix F — Screen Captured TOS, DISCO and TWOK Awards



