



**STARFLEET TASK FORCE 31**

**STF31  
CHAPTER  
AWARDS  
MANUAL**

**UNCLASSIFIED**



# STARFLEET TASK FORCE 31

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# CHAPTER AWARDS PROGRAM MANUAL

2023 Edition



# STARFLEET TASK FORCE 31 CHAPTER AWARDS PROGRAM MANUAL

By Order of the STARFLEET TASK FORCE 31 Commander:

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**History.** The following are the iterations when this manual was published or re-published.

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

The STF31 chapter leadership from the

Department Chief to the Commanding Officer are responsible to implement the STF31 Chapter 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.

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STF31 Awards Program  
STF31 Sector Awards Program  
USS Helen Pawlowski Awards Program



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# Chapter 1 - Introduction

## Section I: Overview

### 1.1.1: Purpose

This regulation briefly covers the policy for the Task Force 31 and the USS Helen Pawlowski Awards Program. The awards take after the triangle awards as seen in TOS and the rectangle awards as seen in Star Trek II-VI. This regulation briefly outlines the award criteria's. For more information on this program, please refer to this Manual. Each award that the USS Helen Pawlowski has have special significance, representing significant accomplishments during your tour of duty aboard the USS Helen Pawlowski. They should be worn with pride.

### 1.1.2: Proper Wear

Awards should be worn on the USS Helen Pawlowski duty uniform or on approved Star Trek uniforms at all Ship functions. They are worn on the left side or right side depending on the uniform being worn and are placed in order of precedence, with the highest awards placed on the top. (see diagram on page 38).

## Section II: Chapter Command Staff (CCS) Responsibilities

### 1.2.1. Commanding Officer (CO)

The CO will —

- a. Serve as the Chapter policy proponent of the Chapter 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 Chapter responsibility on matters concerning the Chapter Awards Program.
- d. Serve as the senior Chapter official on matters concerning Chapter awards.

### 1.2.2 Chapter Awards Officer (CAO)

The CAO will —

- a. Conduct and supervise all Chapter awards functions prescribed in this manual. The CAO will act on behalf of the CO when so delegated and directed.
- b. Ensure that Chapter leadership implements this manual.

## Section III: Chapter Command Staff Awards Board (CCSAB)

### 1.3.1: Purpose

The CCS serves as the awards board for the Chapter. CCSAB formulates policies and procedures for the Chapter awards and reviews award nominations and approves or disapproves award nominations..

### 1.3.2: Responsibilities

The CCSAB will —

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

## Section IV: CCS Awards Board Operating Guidelines

### 1.4.1: Role

The primary role of the CCS Awards Board (CCSAB) is to —

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

### 1.4.2: CCS Awards Board Organization

The CCSAB is comprised of all members of the CCS, who shall have a good working knowledge of STF31, Sector,



Chapter operations and a good understanding of their Awards Programs.

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

The Chapter Commanding Officer (CO) is the Award Board Chair, however, the CO has the authority to appoint the Chapter First Officer/Executive Officer (FO/XO) to serve as the Board Chair if needed.

The CCSAB Chair oversees the monthly (or as needed) CCSAB activities.

The CCSAB Chair has final approval authority in all Chapter Awards issues.

The CCSAB Chair does vote on Award nominations.

#### **1.4.2.2: Chapter Awards Officer (CAO)**

The CAO oversees the entire Chapter Awards Program.

The CAO is responsible for educating all chapter members on the Chapter Awards Program.

The CAO sets all dates pertaining to the Annual Awards timeline which are based off the sector awards timeline.

The CAO announces key timeline dates and events via email, website and FB page.

The CAO serves as the Awards Board archivist which includes—  
maintaining board minutes

Coordinates with the DFPO Awards Officer with creating/updating the Chapter 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 CCSAB member votes/scoring

Create and maintain Chapter Award Certificates

Issue approved Award Certificates

Coordinate with the Director, Fleet Logistics Operations to ensure an ample supply of Awards are stocked

Follow-up with DFPO to ensure chapter awards are added to the individual members database record.

Reports monthly to the CCSAB Chair.

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

Each CCSAB member should have a clear understanding of the Chapter Awards Program and the inner workings of the chapter.

Each CCSAB member has one (1) vote which has three possible options—

1. Approve
2. Disapprove
3. Abstain

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

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

1. Notification Stage
2. Submission Stage
3. Board Stage
4. Result Stage
5. Presentation Stage

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

- a. Three (3) months prior to the Chapter Annual Awards submission date, the CAO will electronically send all Department Chiefs an awards packet. Inside this packet will include—
- b. A copy of the most recent published Chapter Awards Manual
- c. A Chapter Annual Awards Nomination Form
- d. A Summary of any changes to the Annual Awards and criteria since the previous year Chapter Awards submissions.
- e. A copy of the Chapter Awards submissions time table for that particular year.
- f. The CAO will send out electronic reminders every two weeks (minimum) to the Department 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 CAO 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 Chapter Awards Manual for that particular Annual Award under consideration.
- h. Chapter 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 CAO or designee forwards the Award Nomination Packets to each member of the CCSAB. Each member then reviews the award nominations per award category.

- a. The CCSAB 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**

- a. The CAO or designee will—
- b. Review each score sheet for accuracy.
- c. Prepares the Boards Certification Form and submits it to the CCSAB Chair/CO.
- d. Prepares the Chapter Award Certificates for each awardee for each category.
- e. Coordinate with the CO for proper signatures prior to the award presentation.

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

The CO will—

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

The CAO or designee will—

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

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

Chapter Non-Annual Awards—

- a. To minimize conflicts of interest, If an award nomination is made for any voting member serving on the CCSAB will have to recuse themselves from voting on the award.
- b. The CCSAB 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.

Chapter Annual Awards—

- a. To minimize conflicts of interest, If an annual award nomination is made for any voting member serving on the CCSAB will have to recuse themselves from voting on the award category all together.
- b. The CCSAB 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 CCSAB 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 CAO 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 CCSAB.

Any CCSAB member who violates the confidentiality as stated above, will be removed from the CCS position held and the CCSAB and will not to be allowed to ever serve on the CCAAB again.

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

Chapter awards are grouped into the following categories:

- a. Annual Awards
- b. Non-Annual Awards
- c. Order of Merit 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 Chapter member or 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 Chapter activities or when representing the chapter.
- e. For chapter 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 chapter 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 Chapter Awards**

Listed in precedence, the following are the only Chapter personnel who can recommend chapter awards (hereafter



known as "Recommending Officers" (RO)), and the members and units they can recommend.

Commanding Officer

- a. Department Chiefs
- b. Departments
- c. Shuttles
- d. Crewmembers

Command Staff

- a. Commanding Officer
- b. First Officer
- c. Department Chiefs
- d. Departments
- e. Shuttles
- f. Crewmembers

Department Chief

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

In the instance where the RO's should be considered for chapter awards, the RO's Executive Officer, deputy, or designated assistant can make the recommendation to the RO's superior.

Persons who are NOT members of the chapter, but have helped, aided or benefited the chapter in some way, can be recommended for a chapter award as appropriate and applicable.

The Chapter wants to show appreciation and acknowledgement to those outside the organization who believe in what the Chapter is about and wants to help in some way!

**1.4.12: How To Determine If An Award Is Warranted**

Before recommending an award, the RO must first be absolutely certain that the award is warranted in the first place. Awards must not be recommended for a member or unit 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. This is what should be noted and considered.

There are two back-ups built into the recommendation process. When a recommendation is made, it must be approved by the RO's superior. He/she can overrule a recommendation if felt that the award is not warranted. The second back-up is the Chapter Awards Board (hereafter known as the "CCSAB"). The CCSAB may also determine that an award is not warranted (however, this should be a rare instance). Another way an RO can determine a warranted award is to seek out the opinion of his/her First Officer, deputy, or (as applicable) staff 'review board". They can help to give the RO objective views that will help in deciding an award recommendation.

It is absolutely important that RO's carefully and seriously consider award recommendations. Carefully read the criteria for each award. That will help determine the appropriate award. If the award criteria doesn't seem to apply, then an award is not warranted.

**1.4.13: Procedures For Recommending Awards**

The CAO maintains the Awards Recommendation Forms that will be used when recommending chapter awards. Fill out the appropriate form to make an award recommendation. Fill out a form for each award recommended and please type or print clearly. Illegible forms will cause a delay in processing.

A chapter unit is a starship, shuttle, or facility; a department, office or service made up of two or more chapter members and/or associates. Said units must be officially recognized by the chapter to be considered for chapter awards.

After reading the criteria for the awards and having determined that the award or awards is warranted fill out the



appropriate forms and email them 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. If the RO still feels that the award is warranted, he/she may appeal to the CO. The appeal will be considered and the CO will render a decision, which will be final. If not approved, the RO will be notified. If approved, the RO will be notified.

If the award recommendation is approved by the RO's superior, the award recommendation will be forwarded to the CSSAB.

Chapter Award Certificates (CAC) will be electronically sent to the award recipient. Award Ribbons are optional and must be purchased via the STF31 Quartermaster.

#### Awards In Order Of Precedence

On the USS Helen Pawlowski, Task Force 31 awards and Chapter Awards are designed to be worn together. When worn together, TF31 awards are worn above the chapter awards as determined by the TF31 awards order of precedence then followed by the chapter awards order of precedence.

SFMC Awards can only be worn by SFMC members and can not have any other service component awards worn together.

TF31 MACO Awards can only be worn by TF31 MACO members and can not have any other service component awards worn together.

appropriate forms and email them 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. If the RO still feels that the award is warranted, he/she may appeal to the CAC. The appeal will be considered and the CAC will render a decision, which will be final. If not approved, the RO will be notified. If approved, the RO will be notified.

If the award recommendation is approved by the RO's superior, the award recommendation will be forwarded to the CAC.

Chapter Award Certificates (CHAC) will be electronically sent to the award recipient. Award Ribbons are optional and must be purchased via the Task Force 31 Quartermaster.

#### Awards In Order Of Precedence

### Section V Order of Precedence

#### 1.5.1: STF31 Awards vs Sector Awards vs Chapter Awards Order of Precedence

On the chapter, STF31/Sector Awards and Chapter Awards are designed to be worn together. When worn together, per the STF31 and Sector Awards Manuals, All STF31 Awards are worn first in their Order of Precedence, followed by Sector Awards which are also worn in their Order of Precedence and then the Chapter Awards, also worn in their Order of Precedence.

No Awards from other "organizations" can be worn while representing STF31.

MACO Awards can only be worn by MACO members and can not have any other service component awards worn together.

#### 1.5.2: Order of Precedence—Chapter Awards and Order of Merit Awards Third Class

Order of precedence for Awards:

1. Chapter Member of the Year
2. Chapter Flag Officer of the Year
3. Chapter Officer of the Year
4. Chapter Enlisted Member of the Year
5. Chapter Junior Member of the Year
6. Chapter Department of the Year
7. Chapter Department Chief of the Year



8. Chapter Volunteer of the Year
9. Chapter Leadership Award
10. Chapter Community Service Award

Order of precedence for Order of Merit Awards:

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

\* **Note:** Remember that if the individual is wearing both STF31 Awards and/or Sector Awards along with their Chapter Awards and they have an Order of Merit in any higher class, then only the highest class award can be worn. Example; A member has an Order of Gaea Second Class and a Order of Gaea Third Class, the member can only wear the Order of Gaea Second Class.





## Chapter 2 - Chapter Awards

The following awards are officially recognized by STF31. These chapter awards recognize chapter members and departments for outstanding and significant duty, deeds, accomplishments, achievements and service. Other awards that are issued by STF31 and Sectors are not discussed in this manual. (Exception being the Order of Merit Third Class Awards)

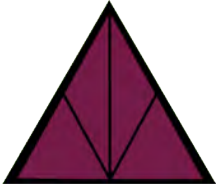
Carefully read the award criteria in order to determine the appropriate award for recommendation. All awards are listed in descending order of precedence.

### Section I: Chapter Individual Annual Awards



#### 2.1.1: Chapter Member of the Year

Criteria– Awarded by the Chapter Commanding Officer to those members who demonstrates great spirit, dedication and loyalty to the chapter on a continuous basis.



Ribbon description- Black Raspberry.

Devices- Bronze, Silver and Gold triangles for subsequent awards



#### 2.1.2: Chapter Flag Officer of the Year

Criteria - Awarded by the Chapter Commanding Officer annually to a member who holds the rank of Fleet Captain to Admiral (inclusive). This award is given to the individual who best demonstrates outstanding direction, a consistent level of guidance for fellow members, and leadership in the Chapter, Sector and STF31 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, Sector, and Chapter functions.



Ribbon Description - Dark Red with a Gold Border.

Devices- Bronze, Silver and Gold Triangles for subsequent awards



#### 2.1.3: Chapter Officer of the Year

Criteria - Awarded by the Chapter Commanding Officer annually to a member who holds 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 the Chapter, Sector and 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.



Ribbon Description - Dark Red with a Silver Border.

Devices- Bronze, Silver and Gold Triangles for subsequent awards



#### 2.1.4: Chapter Enlisted Member of the Year



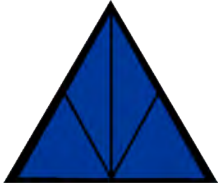
Criteria - Awarded by the Chapter Commanding Officer annually to a chapter enlisted member who holds the rank of Crewman to Master Chief Petty Officer (inclusive). This award is given to the individual who best demonstrates outstanding direction, a consistent level of guidance for fellow members, and leadership in the Chapter, Sector and STF31 through both word and action. The awardee 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 in the various levels within STF31.

Ribbon Description - Dark Red with a Bronze Border.

Devices- Bronze, Silver and Gold Triangles for subsequent awards



#### 2.1.5: Chapter Junior Member of the Year



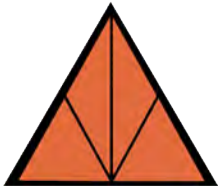
Criteria - Awarded by the Chapter Commanding Officer annually to a crewmember 18 years of age or younger. The awardee to the best of his or her abilities, takes an active role in Chapter, Sector and STF31 functions and demonstrates commitment to the organization through both word and action. The awardee 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 in the various levels within STF31.

Ribbon Description - Cobalt Blue

Devices- Bronze, Silver and Gold Triangles for subsequent awards



#### 2.1.6: Chapter Department Chief of the Year



Criteria - Awarded by the Chapter Commanding Officer annually to the Department Chief who has demonstrated outstanding leadership, administration, and communications skills. The Chapter Department Chief also encourages and aids the chapter members and must also have a rating of 100% in reporting their department activities.

Ribbon Description - Caribbean Coral

Devices- Bronze, Silver and Gold Triangles for subsequent awards



#### 2.1.7: Chapter Volunteer of the Year



Criteria – The Chapter Volunteer of the Year Award is awarded by the chapter CO to a chapter member who performs outstanding volunteer community/civic service of a sustained, direct and consequential nature. To qualify for award of the Chapter Volunteer of the Year Award a chapter member's volunteer service must meet the following requirements:

- ◆ Be to the civilian community, to include the military family community.
- ◆ Be significant in nature and produce tangible results.
- ◆ Reflect favorably on the Chapter, Sector and STF31.
- ◆ Be of a sustained and direct nature.



While there is no specific time period to qualify for the Chapter Volunteer of the Year Award (for example, 500 hours of community service within 24 calendar months), approval authorities shall ensure the service to be honored merits the special recognition afforded by this award. The Chapter Volunteer of the Year Award is intended to recognize exceptional community/civic support over time and not a single act or achievement. Further, it is intended to honor direct support of community/civic activities.

Ribbon description- Purple Red

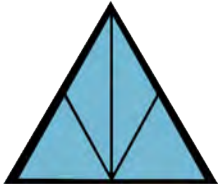
Devices- Bronze, Silver and Gold Triangles for subsequent awards

## Section II: Chapter Unit Annual Awards



### 2.2.1: Chapter Department of the Year

Criteria - Awarded by the Chapter Commanding Officer annually to the most outstanding chapter department and all its primary assigned members that has demonstrated the ideals that Star Trek represents and has made significant contributions to the overall readiness of the chapter.



Ribbon Description - Sky Blue

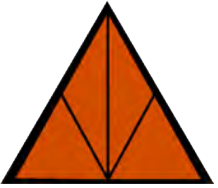
Devices- Bronze, Silver and Gold Triangles for subsequent awards

## Section II: Chapter Individual Non-Annual Awards



### 2.1.9: Chapter Leadership Award

Criteria- Awarded by the Chapter Commanding Officer to those members of the Command Staff who successfully completes 1 year as the Commanding Officer, First Officer, Chapter MCPO, Second Officer, Third Officer and Department Head.



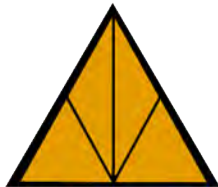
Ribbon description- Inferno Orange

Devices- Bronze, Silver and Gold Triangles for subsequent awards



### 2.1.10: Chapter Community Service Award

Criteria - Awarded by the Chapter Commanding Officer to those members who performs outstanding volunteer community service of a direct, and consequential nature. Community service must be at least 50 hrs. or more and must have been reported in the chapter Department MRR or in the crewmember monthly activities report. A list of hours and what the crewmember did must accompany the request form. To qualify for the Chapter Community Service Award a crewmember's community service must meet the below requirements.



- Be to the crewmember's community.
- Be significant in nature and produce tangible results.
- Reflect favorably on the USS Helen Pawlowski.

Ribbon description- Bright Orange

Devices- Bronze, Silver and Gold triangles for subsequent awards

## Section IV: Chapter Certificate Awards

### 2.4.1: CIVILIAN DISTINGUISHED SERVICE CERTIFICATE

Recommended by: Commanding Officer and higher.

Criteria: To recognize the extraordinary contributions and assistance of outside associates, businesses and organizations.

### 2.4.2: HONORARY MEMBERSHIP CERTIFICATE

Recommended by: Commanding Officer and higher.

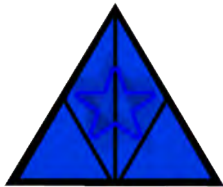
Criteria: Is awarded to an individual either STF31 members or a non-fleet individual who has taken a great interest in the welfare of the Chapter and her crew.

## Section V: Chapter Certificate Awards



### 2.5.1 ORDER OF AXANAR

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



Ribbon Description - True Blue

3rd Class - Chapter Level



### 2.5.2 ORDER OF BABEL

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



Ribbon Description - Pink

3rd Class - Chapter Level



### 2.5.3 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.



Ribbon Description - Plum Purple

3rd Class - Chapter Level



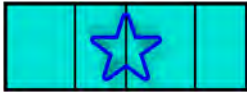


#### 2.5.4 ORDER OF DARMOK AND JALAD

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

Ribbon Description - Gun Metal Grey

3rd Class - Chapter Level



#### 2.5.5 ORDER OF DIONYSUS

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

Ribbon Description - Turquoise

3rd Class - Chapter Level



#### 2.5.6 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.

Ribbon Description - Solid Dark Orange

3rd Class - Chapter Level



#### 2.5.7 GRANKITE ORDER OF TACTICS

Criteria – Event Planning – Awarded to a member for planning, coordinating and executing a chapter related business event (such as a chapter recruiting display/table).

Ribbon Description - Peach

3rd Class - Chapter Level



#### 2.5.8 ORDER OF HAWKING

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

Ribbon Description - Dark Cherry Red

3rd Class - Chapter Level





### 2.5.9 ORDER OF HERODOTUS

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

Ribbon Description - Olive Green

3rd Class - Chapter Level



### 2.5.10 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.

Ribbon Description - Scarlet Orange

3rd Class - Chapter Level



### 2.5.11 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.

Ribbon Description - Gold

3rd Class - Chapter Level



### 2.5.12 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.

Ribbon Description - Wheat

3rd Class - Chapter Level



### 2.5.13 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.

Ribbon Description - Luminous Blue

3rd Class - Chapter Level





#### 2.5.14 ORDER OF SURAK

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



Ribbon Description - Yellow Gold

3rd Class - Chapter Level



#### 2.5.15 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.



Ribbon Description - Robo Blue

3rd Class - Chapter Level

## Chapter 3 - Chapter Annual Awards Information

### Section I: Evaluating The Entries

As the Chapter is composed of different types of individuals, the criteria used to evaluate chapters and her members utilizes those things that should be common to most of them. Those who serve on the CCSAB will receive special instructions from the CAO. 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 CO or an appointee will need to produce a report showing the number of reports of the chapter departments in the chapter 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 FOR THAT YEAR. It is highly recommended that the entire Department 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. Your goal is to make your nominations shine above the rest. Unless otherwise posted, all annual award nominations are due by an announced deadline of the following year. The Annual Awards are announced to all Chapter members 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 nominations that are submitted are clearly marked for judging. For example if you send in a nomination for Junior Member of the Year to be judged, please make sure the subject line of the email submission states Junior Member of the Year Nomination. Non-requested material included with entries will not be evaluated and entries that exceed the page limits may be penalized.

**Note 1:** For the annual award Department of the Year nominations, please use the Department of the Year Nomination Form. For all Individual Entries, please use the Individual Award Nomination Form.

**Note 2:** Even though your submitting a chapter level award, the awardees are then submitted to compete at the sector Level and so forth up to the STF31 level. So when writing your nomination, write it as though you are competing for the STF31 award.

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

The CCSAB shall utilize members of the staff and anyone necessary to provide a fair evaluation process for all the submitted entries. All judges shall be instructed by the CAO 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 CAO 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 CAO. The entry with the highest average is the declared winner. If there is a tie then the CAO will use the specified rules to break the tie. The other awards will be evaluated accordingly. In addition to evaluating for the Annual awards, the judges will be making recommendations for Non-Annual awards based on the material in the entries. If a department does not get Department of the Year, they may be submitted for a Sector Unit Commendation or Unit DSA.

### Section IV: Awards Specifics

#### 3.4.1: Chapter Member 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 the chapter 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**

The awardee for this award is chosen from the recipients of the Chapter Flag Officer of the Year, Chapter Officer of the Year and Chapter Enlisted member of the Year.

### **Judging**

The CCSAB will review the recommendations and grade each candidate as follows. The process is the same as Flag Officer 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/Sector Projects/Activities participated in
- Any other contributions to STF31/Sector

#### **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 CCSAB should present two separate awards. If there are multiple (greater than two) nominees, the recipient shall be chosen by simple majority of the CCSAB.

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

### **3.4.2: Flag Officer of the Year**

#### **Criteria**

This award is reserved for officers who hold the rank of 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/Sector and chapter. 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/Sector and chapter functions. This individual serves as a role model for all personnel.



### **Entry**

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

### **Judging**

The CCSAB 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/Sector Projects/Activities participated in
- Any other contributions to the Sector or 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 CCSAB should present two separate awards. If there are multiple (greater than two) nominees, the recipient shall be chosen by simple majority of the CCSAB.

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

### **3.4.3: 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 the chapter 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 department of the chapter may submit a recommendation for the member of his/her crew that they feel should be nominated as Chapter Officer of the Year. The recommendation may not exceed 750 words and only include information for the award year. ONE ENTRY PER DEPARTMENT.

### **Judging**

The CCSAB will review the recommendations and grade each candidate as follows. The process is the same as Flag



Officer 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/Sector Projects/Activities participated in
- Any other contributions to STF31/Sector

#### **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 CCSAB should present two separate awards. If there are multiple (greater than two) nominees, the recipient shall be chosen by simple majority of the CCSAB.

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

### **3.4.4: 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 the STF31/Sector and chapter, 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 Sector and chapter functions. This individual is willing to do what it takes to get a quality job done quickly and efficiently.

#### **Entry**

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

#### **Judging**

Following the same method as selecting the Officer of the year, the CCSAB will review the recommendations and grade each candidate as follows. The process is the same as Officer 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/Sector Projects/Activities participated in
- Any other contributions to STF31/Sector

**3.4.5 JUNIOR MEMBER OF THE YEAR**

**Criteria**

This award is reserved for members 17 years old or younger (If the member was 17 for a minimum of 6 months of the 12 months for that award time period is eligible). The Junior Member of the Year, to the best of his or her abilities, takes an active role in chapter and Sector 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 Sector and chapter functions.

**Entry**

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

**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 Enlisted Member 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.

**Task Force 31 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/ Task Force 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.

### 3.4.6: Chapter Volunteer of the Year

#### **Criteria**

The Chapter Volunteer of the Year Award is awarded by the chapter CO to a chapter member who performs outstanding volunteer community/civic service of a sustained, direct and consequential nature. To qualify for award of the Chapter Volunteer of the Year Award a chapter member's volunteer service must meet the following requirements:

- ◆ Be to the civilian community, to include the military family community.
- ◆ Be significant in nature and produce tangible results.
- ◆ Reflect favorably on the Chapter, Sector and STF31.
- ◆ Be of a sustained and direct nature.

While there is no specific time period to qualify for the Humanitarian of the Year Award (for example, 500 hours of community service within 24 calendar months), approval authorities shall ensure the service to be honored merits the special recognition afforded by this award. The Humanitarian of the Year Award is intended to recognize exceptional community/civic support over time and not a single act or achievement. Further, it is intended to honor direct support of community/civic activities. (Excluding personal monetary donations).

#### **Entry**

Each department of the chapter may submit a recommendation for the member of his/her department that they feel should be nominated as Chapter Enlisted Member of the Year. The recommendation may not exceed 1000 words and only include information for the award year. ONE ENTRY PER DEPARTMENT.

#### **Chapter Participation**

- Give details of the works the member has provided during the award year for all Chapter Community Service projects. Please list the projects they both organized and participated in during the year.

#### **Sector Participation**

- Give details of the works the member has provided in the award year for all Sector Community Service projects. Please list the projects they both organized and participated in, and during the year.

#### **STF31 Participation**

- Give details of the works the member has provided in the award year for all STF31 Community Service projects. Please list the projects they both organized and participated in during the year.

#### **Community Participation**

- Give details of the works the member has provided, in the award year for, all Non-STF31 related Community Service projects. Please list the projects they both organized and participated in during the year

### 3.4.7: Chapter Department of the Year

#### **Criteria**

For the department that exemplifies by its actions and deeds the best of what Sector group can do. This department has shown great activity; has undertaken projects and events related to the department; This Department lends support to other departments and crewmembers of the chapter.

#### **Entry**

Each chapter Department Chief or appointed officer may submit a year-end report, not to exceed 1000 words, which illustrates the department activities and accomplishment record for the award year and tells why this department is the best of the best. This entry is to be mailed to the CAO. It is recommended that department members be involved in writing this entry and not just the Department Chief or appointed officer .



## EVALUATION CRITERIA

### **Communications**

- Does this department submit regular reports/articles to the chapters communications medium (newsletter, listserv, etc.)

### **Department Activities**

- What did this department accomplish as a department?
- What fellowship or fun events did they host or participate in?
- What types of things does this department do as a group (trips, educational projects/lectures, outings)?
- How does the department promote Trek Fandom?

### **Sector Participation**

- How has the department interacted with a similar department in other chapters in the Sector. Has the chapter participated in or hosted Sector Projects/Activities?

### **STF31 Participation**

- How has the department interacted with similar departments in other chapters in STF31?
- Has the department participated in or hosted STF31 Projects?

### **Community Service**

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

## **3.4.8: Chapter Department Chief of the Year**

### **Criteria**

This award is presented to a Chapter Department Chief who has demonstrated outstanding leadership, administration, and communications skills. The Chapter Department Chief also encourages and aids the department members. The Chapter Department Chief must also have a rating of 100% in reporting their department activities.

### **Judging**

The CCSAB will choose this winner each year, based on the following criteria:

- Most active Chapter Department on the chapter.
- Reports 100% on time.
- Promotes communication, activities and Trek Fandom within his/her chapter department.
- Is supportive of the Chapter Staff.

## **Section V: Applying for Annual Awards**

The Department Entry Form asks several questions such as "Number of Department 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 CCSAB cannot give you a score on that question, which may cost you the award.

The Department Entry Form asks for a Annual Summary of what your department did in the previous year. This is where most Department Chief's mess up.

### **3.5.1 Department Activities/Accomplishments**

What did you do as a department? 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, say so!

### **3.5.2 Chapter Participation**

This is harder, but still doable. 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 Chapter Activities as they come up; such as a fundraiser sponsored by a sister



department. Does your department exchange newsletters with other department or 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 chapter or sector level, say, a member of the Sector Staff? Or participate in the MACO Program. Does any of your department help that person? What about the CO? Have you maintained communications and made sure your voice was heard regarding chapter matters? List it all.

### **3.5.3 STF31 Participation**

Did you send someone to the STF31 Annual Conference? Does your chapter exchange newsletters with other chapters in STF31? Does someone in your department have a STF31 position? Did your chapter/department 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 department interact with a chapter or chapters in another Sector? Does your department participate in the SFA, MACO or other STF31 projects?

### **3.5.4 Community/Charitable Service**

Some departments list this in their Department Activities and others make it separate. Just make sure it's somewhere! Did your department project a positive image of the chapter and 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 CCSAB 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.

Now for another biggie: the essay. "How does your department 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 Department did and how it applies to Star Trek and STF31. Note the great ways that your department conducted themselves and if they went out of their way to help others

I do hope that this section 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 crewmembers are encouraged to participate in the Chapter 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 a Sector Award. If you would like more information on the Chapter Awards Program, please contact the CAO

## **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 CCSAB 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 Sector 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 CCSAB is looking for. No, we do not want a tome 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 Explorer. 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 Xeno medicine. 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 Sector 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 Sector. 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 SDC 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 chapter member he is. Without his efforts and dedication this chapter would be nothing.

Just remember for the most part the CCSAB 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. Chapter awards are meant to show our appreciation to outstanding members of the Chapter. (And we know that's about all of the chapter). 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 chapter 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 the CO.

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, not the CCSAB.

If you mail in hand written recommendations, PLEASE WRITE LEGIBLY - 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.

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 we receive your Award Recommendations, we will either approve them or send them to the CCSAB for Approval (DSAs and Commendations), or reject them (and give an explanation – usually we ask for more information).

If they are approved then please send me a SASE (large one if you don't want it folded) for a printed certificate or you may request a PDF certificate. If rejected, you can either resubmit the recommendation with the corrected deficiencies or file appeal to the CCSAB 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.

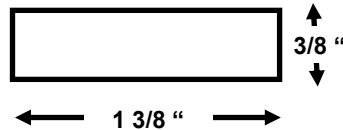
If you have any questions or comments about the Chapter Awards Program, please direct them to the CAO You may also want to check out the FAQ page on your chapter website.



## Appendix

## Appendix A - TWOK Style of Ribbon

This appendix covers the wear of STF31 Sector heroism ribbons, achievement ribbons, service ribbons, unit award ribbons and appurtenances. All Sector awards are authorized for wear on approved 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

Chapter members may wear ribbons representing decorations, service awards, 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)  
 TWOK: 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.

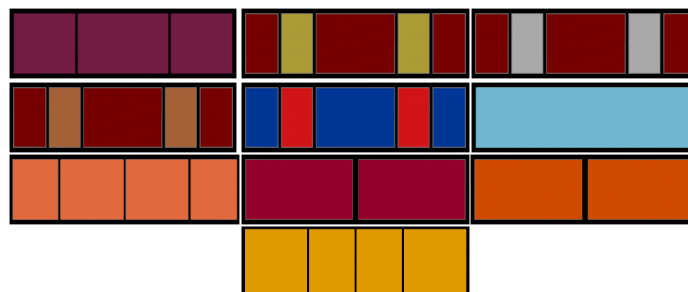


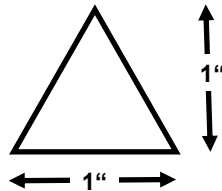
Figure 1-1 Chapter Awards Rack

## 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.



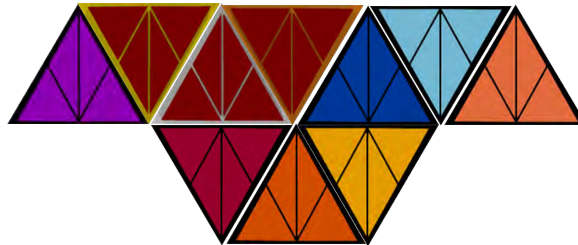
The STF31 Quartermaster has 3D printed racks already made and is available in numerous ribbon number combinations based on the number awards you have been awarded.

### Ribbons worn in rows

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

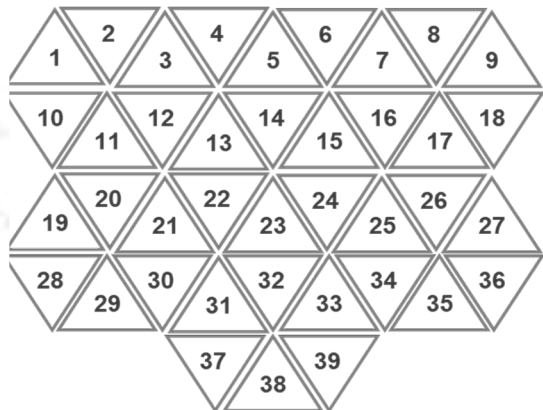
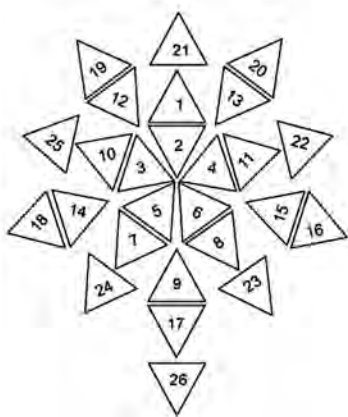
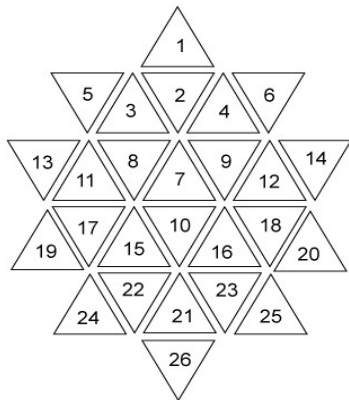
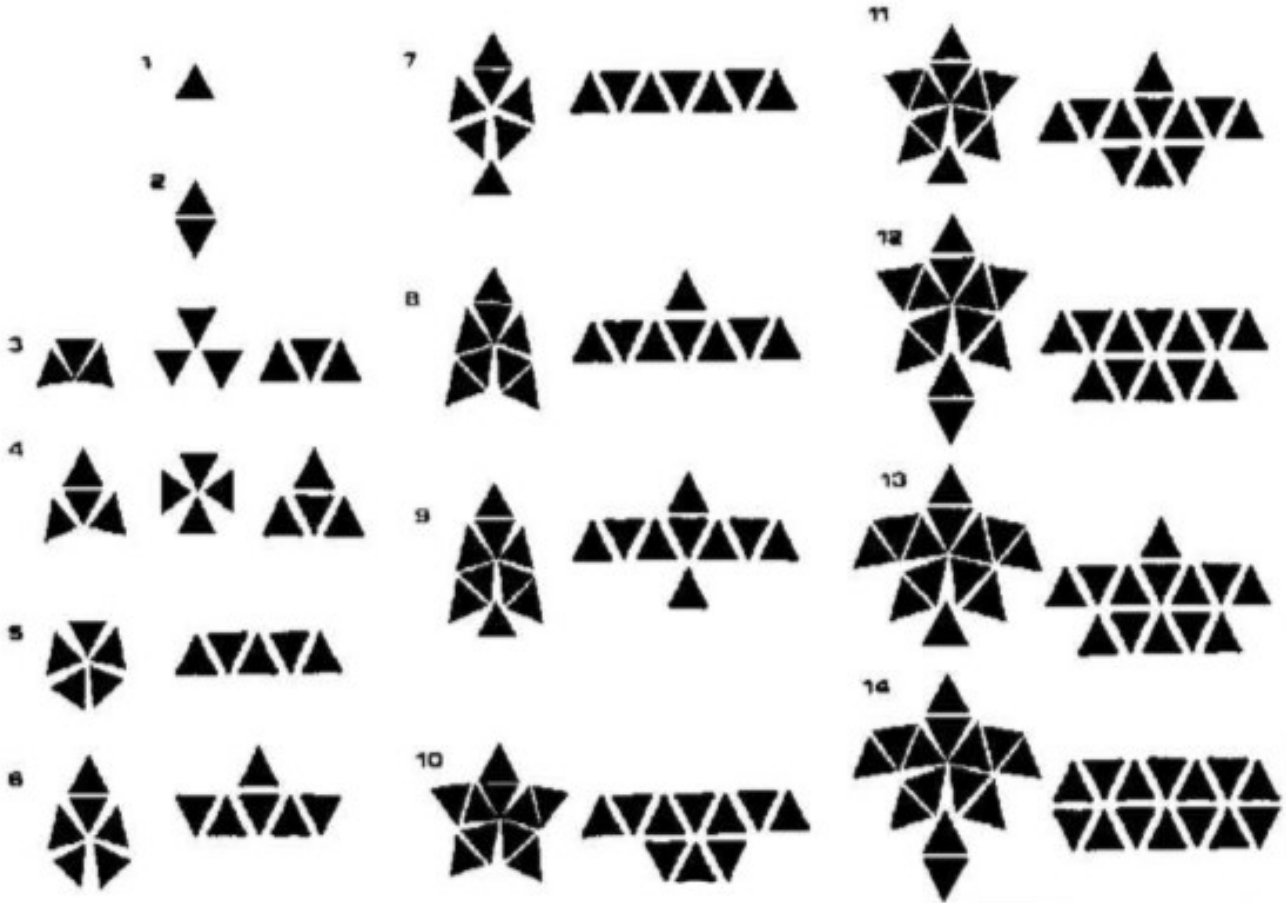
The max number of awards per row is seven (7). The wearer must complete a row of seven (7) prior to starting a second row.

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.



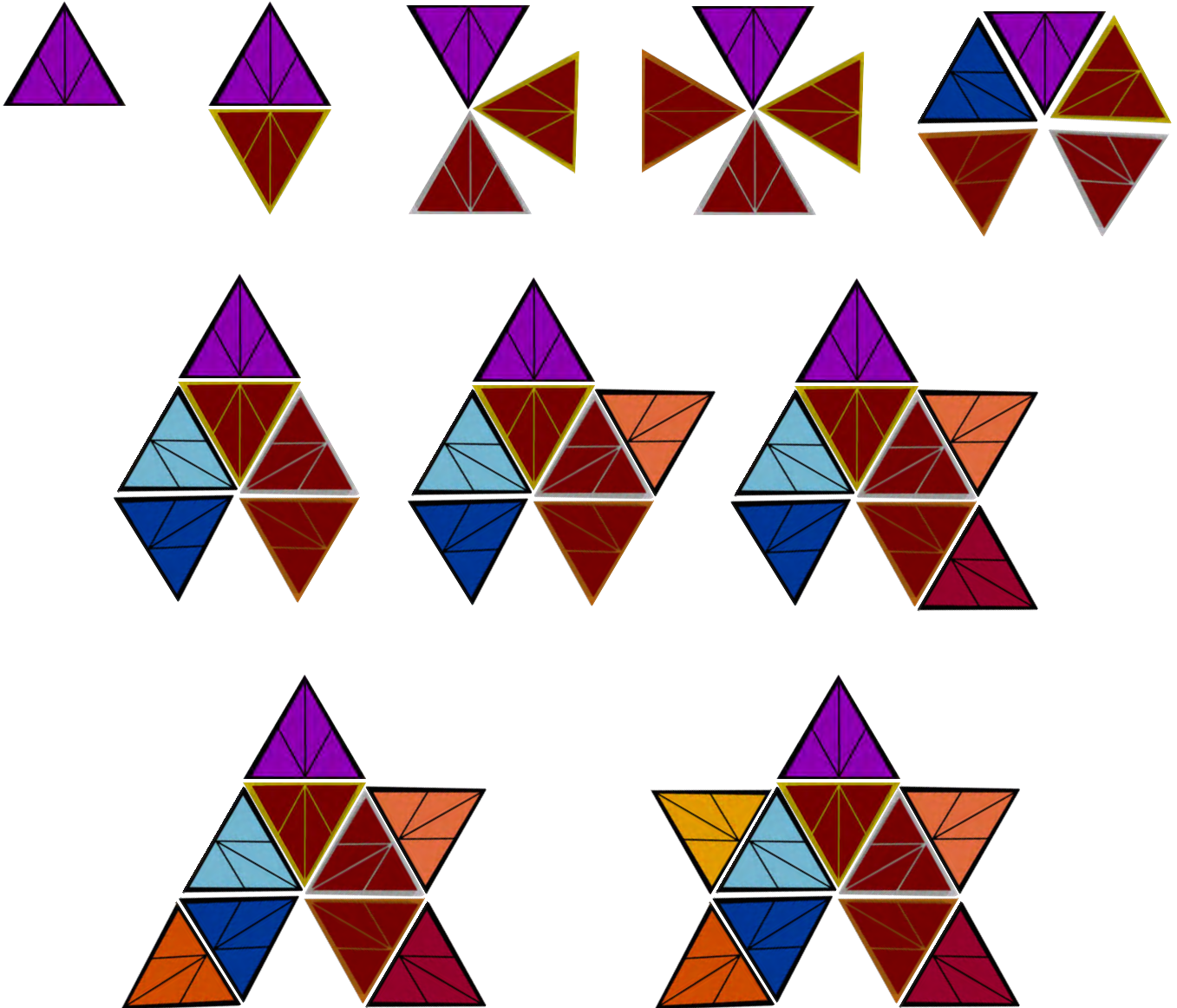


## Ribbons worn in a Star Pattern

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



CSC

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



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.

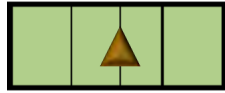


Legion of  
Merit

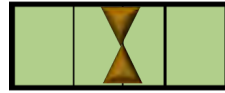




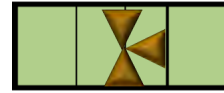
1st Award



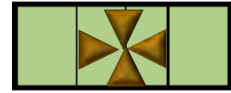
2nd Award



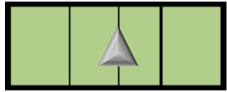
3rd Award



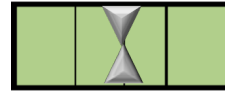
4th Award



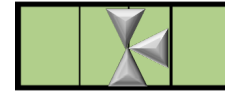
5th Award



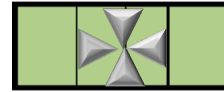
6th Award



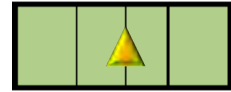
7th Award



8th Award



9th Award



10th Award



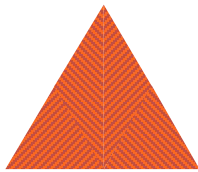
11th Award



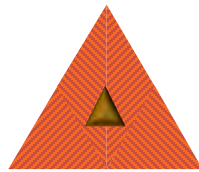
12th Award



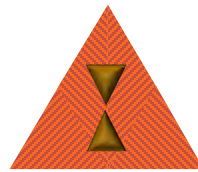
13th Award



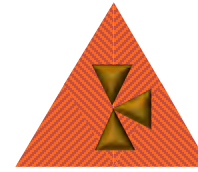
1st Award



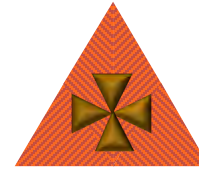
2nd Award



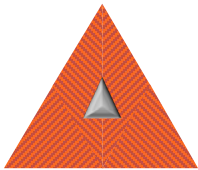
3rd Award



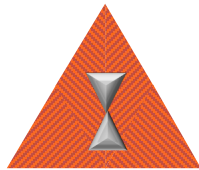
4th Award



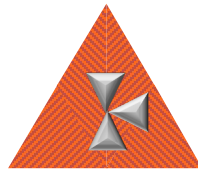
5th Award



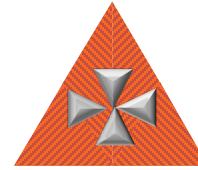
6th Award



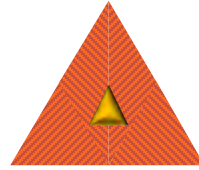
7th Award



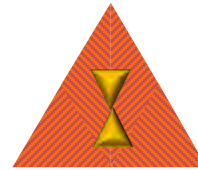
8th Award



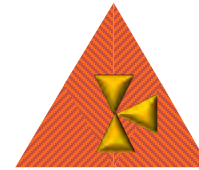
9th Award



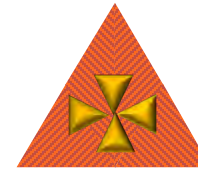
10th Award



11th Award



12th Award



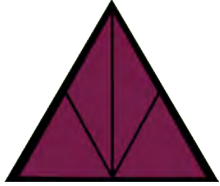
13th Award

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





# Appendix D — Chapter Award/Order of Merit Award Chart



**CHAPTER  
MEMBER OF  
THE YEAR**



**CHAPTER FLAG  
OFFICER OF THE  
YEAR**



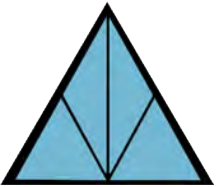
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OFFICER OF THE  
YEAR**



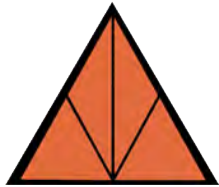
**CHAPTER  
ENLISTED  
MEMBER OF THE  
YEAR**



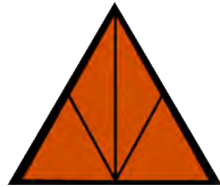
**CHAPTER  
JUNIOR MEMBER  
OF THE YEAR**



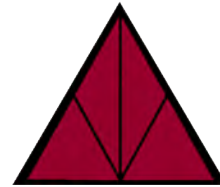
**DEPARTMENT OF  
THE YEAR**



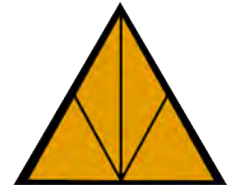
**CHAPTER  
DEPARTMENT  
CHIEF OF THE  
YEAR**



**CHAPTER  
VOLUNTEER  
OF THE YEAR**

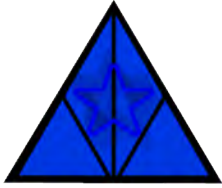


**CHAPTER  
LEADERSHIP  
AWARD**

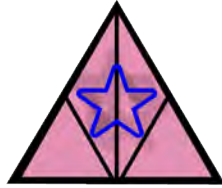
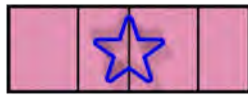


**CHAPTER  
COMMUNITY  
SERVICE AWARD**

**STARFLEET TASK FORCE 31 ORDER OF MERIT THIRD CLASS AWARDS DIAGRAM**



**ORDER OF  
AXANAR  
3RD CLASS**



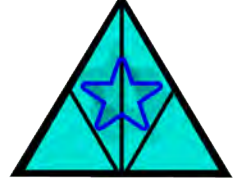
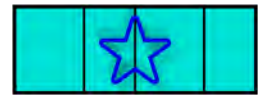
**ORDER OF  
BABEL  
3RD CLASS**



**ORDER OF  
COCHRANE  
3RD CLASS**



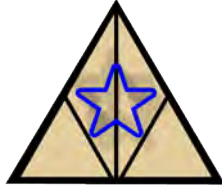
**ORDER OF  
DARMOK AND  
JALAD 3RD  
CLASS**



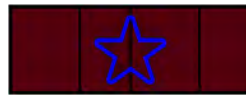
**ORDER OF  
DIONYSUS  
3RD CLASS**



**ORDER OF  
GAEA  
3RD CLASS**



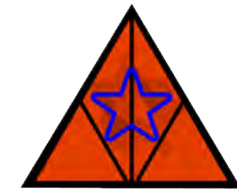
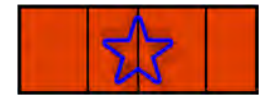
**GRANITE  
ORDER OF  
TACTICS  
3RD CLASS**



**ORDER OF  
HAWKING  
3RD CLASS**



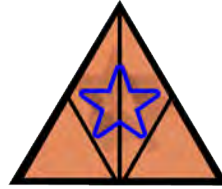
**ORDER OF  
HERODOTUS  
3RD CLASS**



**ORDER OF  
PRENTARES  
3RD CLASS**



**ORDER OF  
RODDENBERRY  
3RD CLASS**



**ORDER OF  
SAMARITAN  
3RD CLA**



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



**ORDER OF  
SURAK  
3RD CLASS**



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

## 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

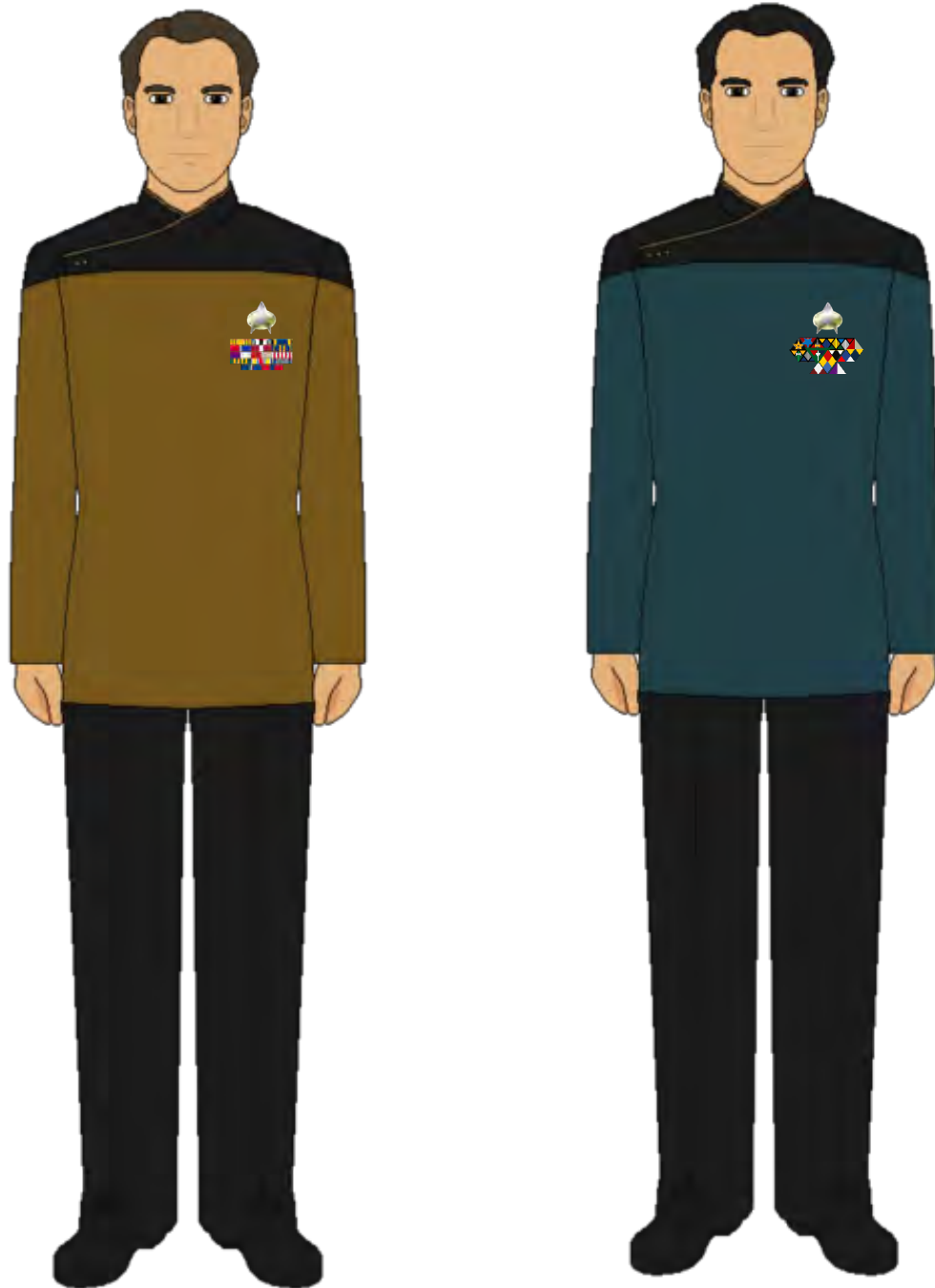


Figure E-3  
Examples of either TOS or TWOK style award ribbons



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



