



STARFLEET TASK FORCE 31



**SECTOR
AWARDS
MANUAL**

UNCLASSIFIED

STARFLEET TASK FORCE 31

SECTOR AWARDS PROGRAM MANUAL

2023 Edition



STARFLEET TASK FORCE 31 SECTOR AWARDS PROGRAM MANUAL

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

2019 Edition 2023 Edition
2022 Edition

Summary. This manual provides STF31 awards policy, criteria, and administrative instructions concerning individual and unit awards, ribbons, and qualification badge 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

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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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 Dyl
Mark Anderson
Barry Jackson
David Richards
Patrick Condry
Paul G Dyl
Eddie Riddle

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

USS Helen Pawlowski NCC-8494 Awards Program.



STARFLEET TASK FORCE 31

THE NORTH AMERICA STAR TREK FAN CLUB



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Chapter 1 - Introduction

Section I: Overview

1.1.1. Purpose

This manual briefly covers the policy and procedures for the STF31 Sector 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 Sector uses, have special significance, representing significant accomplishments during your service in STF31 and the Sector.

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: STF31 Sector Staff Responsibilities

1.2.1. Sector Chief

The Sector Chief will —

- a. Serve as the Sector policy proponent of the STF31 Sector 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 Sector responsibility on matters concerning the STF31 Sector Awards Program.
- d. Serve as the senior Sector official on matters concerning STF31 Sector awards.

1.2.2. Sector Awards Officer

The Sector Awards Officer will —

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

Section III: Sector Awards Committee

1.3.1. Purpose

Formulates policies and procedures for Sector awards and recommends the recipients of the awards to the Sector Chief.

1.3.2. Responsibilities

The Sector Awards Committee will —

- a. Formulates general policies regarding awards and honors administered by the Sector Awards Officer, and submit such policies and specific recommendations for approval by the Sector Chief.
- b. Formulates a general program designed to meet the needs and desires of the Sector in the matter of awards and honors, and in such cases approval by the Sector Chief is required.
- c. Selects, subject to the approval by the Sector Chief, the recipients of the existing awards and honors.

Section IV: Sector Awards Committee Operating Guidelines

1.4.1. Role

The primary role of the Sector Awards Committee (SECAC) is to —

- a. Select each year's recipients for the Sector Annual Awards.
- b. Review Non-Annual Award requests on a monthly basis or as needed.

1.4.2. Sector Awards Committee (SAC) Organization

The SECAC is comprised of experienced Sector members who shall have a good working knowledge of STF31, Their respective Sectors, and Chapter operations.



1.4.2.1. Sector Awards Committee Chair (SACC)

- a. The Sector Chief (SC) is the committee chair, however, the SC has the authority to appoint the Deputy Sector Chief (DSC) to serve as the committee chair if needed.
- b. The SACC oversees the monthly (or as needed) SAC activities.
- c. The SACC has final approval authority in all Sector Awards issues.
- d. The SACC 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 Sector Awards Officer (SAO)

- a. The SAO is responsible for recruiting new committee members as needed.
- b. The SAO is appointed by the SC and serves at the pleasure of the SC.
- c. The SAO oversees the entire Sector Awards Program.
- d. The SAO is responsible for educating all Sector chapter CO's on the Sector Awards Program.
- e. The SAO sets all dates pertaining to the sector annual awards timeline.
- f. Makes announcements pertaining to key timeline dates and events via email, website and FB page.
- g. The SAO serves as the Awards Committee archivist which includes—
 - maintaining committee minutes
 - creating/updating the Sector Awards Manual
 - creating/maintaining of the Sector Awards website
 - issues copies of the award nominations to each member of the SAC
 - collect/tally/record SAC member votes/scoring
 - create and maintain Sector Award Certificates.
 - issue approved Award Certificates
 - coordinates with the STF31 director, Fleet Logistics Operations to ensure proper stockage of Sector Award Ribbons.
 - assists with input of the sector award recipients in the STF31 Awards Database
 - reports monthly to the SACC
 - The SAO will recruit three additional members from around STF31 to serve as award judges for the current awards period. These judges can not be individuals who served as judges in the previous awards cycle.
- h. The SAO will recruit three additional members from around STF31 to serve as award judges for the current awards period. These judges can not be individuals who served as judges in the previous awards cycle.
- i. The SAO is a non-voting member of the SAC.

1.4.2.3. Sector Awards Committee Chapter Members

Besides the SACC and SAO as mentioned in sections 1.4.2.1 and 1.4.2.2, the following additions are added to the SAC:

- a. Each Sector Department Chief
- b. Each SAC member should have a clear understanding of the Sector Awards Program and the inner workings of Sector.
- c. SAC member terms are typically two years, in line with SC elections.
- d. Each SAC member has one (1) vote which has three possible options—
 - Approve
 - Disapprove
 - Abstain

1.4.2.4. Sector Awards Committee Procedures

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

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

1.4.2.4.1 Notification Stage

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



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

1.4.2.4.2. Submission Stage

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

The SAO 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 Sector Awards Manual for that particular Annual Award under consideration.
- h. Sector Annual Awards Score Sheets for each individual nomination form received.
- i. Copy of the Nomination Forms for each submitted nominee for that particular award.

1.4.2.4.3. Committee Stage

For the Committee Stage, the SAO forwards the Award Nomination Packets to each member of the SAC. Each member then reviews the award nominations per award category.

- a. The SAC 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.

1.4.2.4.4. Results Stage

The SAO will—

- a. Review each score sheet for accuracy.
- b. Prepares the Committee Certification Form and submits it to the SACC.
- c. Prepares the Sector Award Certificates for each awardee for each category.
- d. Coordinate with the SC for proper signatures prior to the award presentation.

1.4.2.4.5. Presentation Stage

The SC will—

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

The Sector Awards Officer will—

- a. Have all award certificates are in a electronic format (pdf)
- b. The Sector Awards Officer will provide the Sector Commander 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.

1.4.2.5. Managing Conflicts of Interest

Sector Non-Annual Awards—

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

Sector Annual Awards—

- a. To minimize conflicts of interest, If an annual award nomination is made for any voting member serving on the



SAC will have to recuse themselves from voting on the award category all together.

- b. The SAC member is allowed to judge all other annual award categories so long as they are not a nominee for the same award category.

1.4.2.6. Confidentiality

The deliberations of the SECAC 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 Sector Awards Officer 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 SECAC.

Any SECAC member who violates the confidentiality as stated above, will be removed from the Sector Staff position and the SECAC and will not to be allowed to ever serve on the Awards Committee again.

1.4.3. Categories of individual awards

Sector awards are grouped into the following categories:

- a. Non-Annual Individual Awards
- b. Unit Awards
- c. Academic Awards
- d. Annual Awards.

1.4.4. 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. Non-Annual 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.

1.4.5. 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.

1.4.6. Duplication of awards

- a. Only one award will be made for the same act, achievement, or period of meritorious service for any Sector 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 from other Sector programs that do not allow wearing of other program awards are not bound by this paragraph. Example: MACO does not allow its Operators to wear MACO awards STF31 awards together,



therefore a MACO member who belongs to the MACO could be awarded an award for the same act or service with a STF31 award and then a MACO award. An exception to this is the STF31 Good Conduct Decoration and the MACO Good Conduct Award.

1.4.7. 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.

1.4.8. Who can recommend STF31 Sector 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.

The Sector does not condone self-recognition; therefore, a member of the Sector may not recommend himself/herself for an award.

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

SC and DSC

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

Sector Department Chiefs (SDC)

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

Sector Chapter CO's

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

Sector Chapter Department Chiefs, Away Team/Unit Leaders

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

In the instance where the chapter CO is the RO and the CO should be considered for a Sector award, the CO's Executive Officer, deputy, or designated assistant can will become the RO. 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 Sector members may also recommend other Sector members for awards for actions they have first hand knowledge of. In this instance the RO should contact the nominee's Chapter CO.

All Non-Annual awards recommendations will be reviewed by the SAO and sent to the SAC for consideration.

1.4.9. How to determine if an award is warranted

The decision to award a Sector member an award and the decision as to which award is appropriate are both subjective decisions made by the SAC 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 Sector 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 SAC. The SAC may also determine that an award is not warranted (however, this should be an extremely rare instance). In the case where the Task Force Command Staff recommends Sector awards, the recommendation must be sent to the Sector Awards Officer, who will then submit the recommendation to the SAC. Time Service Awards and Academic Awards are reviewed, approved or rejected only by the SAO. All other Sector Awards are reviewed and approved by the SAC.

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 SAC will review the recommendations and depending on the award criteria of the award being recommended for, the SAC has the authority to approve, deny, downgrade or upgrade any Sector Non-Annual Award.

1.4.10. Procedure for recommending Non-Annual Sector 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" (Electronic Forms are located in the Sector Awards Portal webpage). Fill out the appropriate form to make an award recommendation. Fill out a form for **EACH** award recommended and please type or print clearly. Remember that there are only electronic nomination forms available.

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

After reading the criteria for the awards and having determined that the award or awards is warranted fill out the appropriate online or manual forms 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 SC or the SAC. 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.

Sector Award Certificates and Sector 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 purchases separately from the STF31 Quartermaster webpage.

In most cases there are no limits as to how often a member or unit may be recommended, unless otherwise specified. However, if your chapter conducts a "Meritorious Mast" (the CO's award review board), then you may be considering award recommendations monthly at the most or annually at the least. Usually, non-annual 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. The Sector Awards Officer will choose the award the actions best fit. For example you can't receive the Medal of Honor and a DSA for saving a life. Nor can you receive Chapter of the Year and use the same recommendation for a Unit DSA. Again, this program is driven by the work or accomplishments of those members and units 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 Sector chapters and personnel. After all, we may be a small Task Force (chapters and members) but we are the best Sector in all of STF31!

Section V: Order of Precedence

1.5.1. Order of precedence—heroism, achievement and service awards

Order of precedence for Individual Non-Annual Awards:

- 1) Pike Medal Of Honor
- 2) Garth Medal of Gallantry
- 3) Distinguished Service Star
- 4) Legion Of Merit
- 5) STF31 Badge of Merit
- 6) Outstanding Volunteer Service Award
- 7) Sector Commendation
- 8) STF31 Good Conduct Decoration
- 9) New Frontier Award
- 10) Sector Environmental Achievement
- 11) Meritorious Service Award
- 12) Decker Order of Merit
- 13) April Order of Merit
- 14) Chapel Order of Merit
- 15) Phoenix Rising Award

Order of precedence for Unit Awards:

- 16) Honor Unit with Distinction
- 17) Unit Commendation
- 18) Joint Unit Meritorious Award
- 19) Meritorious Unit Commendation
- 20) Honor Unit with Honors
- 21) Enterprise Award

Order of precedence for Academic Awards:

- 22) McCoy Medical Training Award
- 23) CSC
- 24) OAC
- 25) OBC
- 26) Scholastic Excellence Award
- 27) Richard Daystrom Academic Excellence
- 28) Silver Star of Academic Achievement

Order of precedence for Annual Awards:

- 29) Chapter of The Year
- 30) Chapter of Excellence
- 31) Shuttle of the Year
- 32) Chapter First Mission of the Year
- 33) Support Chapter of the Year
- 34) Flag Officer of the Year
- 35) Officer of the Year
- 36) Enlisted Member of the Year
- 37) Commanding Officer of the Year
- 38) Rookie Commanding Officer of the Year
- 39) First Officer of the Year



- 40) Department Of The Year Award
- 41) Sector Department Chief of the Year
- 42) Junior Member of the Year
- 43) Humanitarian of the Year
- 44) Staff Member Of The Year
- 45) Newsletter Of The Year
- 46) Website of the Year
- 47) Publication of the Year

1.5.2. STF31 Order of Merit Awards

STF31 has non-annual awards called Order of Merit Awards. Each of these awards have three classes associated with them. These classes are:

- First Class
- Second Class
- Third Class

The Second Class award levels are approved by the SAC and reviewed by the Director, Fleet Personnel Operations.

The Third Class award levels are approved by the Chapter CO and reviewed by both the SAO and Director, Fleet Personnel Operations.

- 48. Order of Axanar
- 49. Order of Babel
- 50. Order of Cochrane
- 51. Order of Darmok and Jalad
- 52. Order of Dionysus
- 53. Order of Gaea
- 54. Grankite Order of Tactics
- 55. Order of Hawking
- 56. Order of Herodotus
- 57. Order of Prentares
- 58. Order of Roddenberry
- 59. Order of Samaritan
- 60. Order of S'harien
- 61. Order of Surak
- 62. Order of Tarbolde of Canopus



Chapter 2 - Starfleet Task Force 31 Sector Awards

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

These awards are recognized from the chapter level to the Sector 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: SECTOR - INDIVIDUAL AWARDS



2.1.1 PIKE MEDAL OF HONOR

Criteria - The Pike Medal of Honor is awarded by the SC to a Sector member for an act of outstanding bravery or heroism by which the individual has demonstrated in great degree the characteristics of selflessness, personal courage, and devotion to duty at the risk of his/her own life. The individual's actions substantially contributed to the saving of, or attempted saving of a human life.



This is the highest and most prestigious Sector award and there must be no margin of doubt or possibility of error in awarding this honor. To justify the decoration, the actions must clearly render the individual conspicuous by an act so outstanding that it clearly distinguishes heroism beyond the call of duty from lesser forms of bravery. It must be the type of deed that, if not done, would not subject the individual to any justified criticism.

A posthumous award may be made to a Sector member who has lost his/her life under conditions where the member endangered themselves to save or attempt to save another.

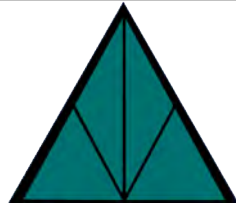
Ribbon Description - Midnight Blue w/ a gold border

Devices - 1 large 4 point star and 2 small 4 point stars.



2.1.2 GARTH MEDAL OF GALLANTRY

Criteria - The Garth Medal of Gallantry is awarded by the SC to a Sector member who, through exceptional knowledge and behavior, performs a physical act which saves the life of another person, and there is no danger to the individual's life.



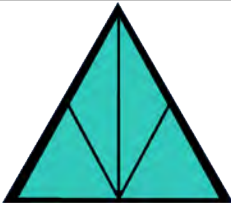
Ribbon Description - Rich Teal

NOTE: These two awards do not apply to those who have an occupation that regularly invokes risk. The exception is when the member performs an act of heroism and/or rescue above while off-duty.



2.1.3 DISTINGUISHED SERVICE STAR

Criteria - The Distinguished Service Star is awarded by the SC to a Sector member who, while serving in any capacity at the chapter and sector level, has distinguished himself by exceptionally meritorious service to STF31 or Sector in a duty of great responsibility. The performance must be such as to merit recognition for service that is clearly exceptional. Exceptional performance of normal duty will not alone justify the award.



Ribbon Description - Turquoise



2.1.4 LEGION OF MERIT

Criteria - The Legion of Merit is awarded by the SC to a Sector member that have served with distinction 25 + years. Members must be considered in good standing and served for the entire time period involved. Significant lapses in membership will “reset” the time considered for the award. These awards will be given for anniversaries celebrated before the commencement of the award on case by case basis.



Ribbon Description - Metallic Gold

Device - 1 black 5 point command star



2.1.5 STF31 BADGE OF MERIT

Criteria – This award has two possible award criteria's in which the STF31 Badge of Merit can be awarded. Each is listed below.



Criteria #1 - This award is presented to a STF31 member who is seriously injured while representing themselves as a STF31 member during, traveling to and from a STF31, Sector or chapter event. The injury must be serious enough to require emergency room attention.

Criteria #2 - Awarded automatically to a STF31 member who has passed away while being a member of a STF31 chapter and who's STF31 membership is currently in good standing at the time of passing.



Ribbon Description – Violet with a gold border on the outer edges

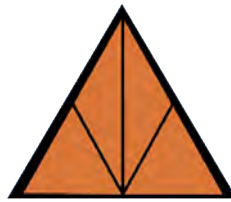


Devices - x1 large gold 4 point star and x2 small gold 4 point stars in the center. (This is Added to the award when the award has been issued due to the death of the member)



2.1.6 OUTSTANDING VOLUNTEER SERVICE AWARD

Criteria – The Outstanding Volunteer Service Award is presented to Sector members whom by their actions (and not by financial donations) has made a significant personal impact in a community service effort within STF31 or Sector.



Ribbon Description - Terracotta

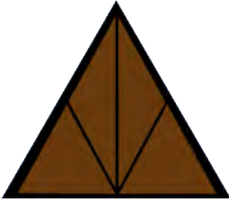




2.1.7 SECTOR COMMENDATION

Criteria - Sector Commendation is awarded to an individual who by exemplary conduct and demeanor, performs at a superior level of duty, exhibiting perseverance with actions resulting in a significant contribution to the STF31/Sector or chapter.

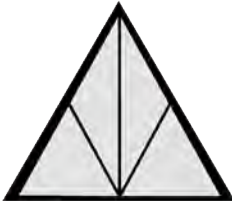
Ribbon Description – Brown



2.1.8 GOOD CONDUCT DECORATION

Criteria - Awarded to a task force member who has completed three (3) consecutive years in STF31. A twenty-four (24) hour lapse in membership will result in the time in service clock to be reset to the effective date of the membership renewal and the previous time is lost.

Ribbon Description - Bright White



Additional Awards - Each additional three (3) consecutive years, the Sector member will be awarded an additional award. Each award is marked by a device which is listed follows:

- ◆ First Award (3 yrs) - No Device
- ◆ Second Award (6 yrs) - x1 bronze triangle
- ◆ Third Award (9 yrs) - x2 bronze triangles
- ◆ Fourth Award (12 yrs) - x3 bronze triangles
- ◆ Fifth Award (15 yrs) - x4 bronze triangles
- ◆ Sixth Award (18 yrs) - x1 silver triangle
- ◆ Seventh Award (21 yrs) - x2 silver triangles
- ◆ Eighth Award (24 yrs) - x3 silver triangles
- ◆ Ninth Award (27 yrs) - x4 silver triangles
- ◆ Tenth Award (30 yrs) - x1 gold triangle
- ◆ Eleventh Award (33 yrs) - x2 gold triangles
- ◆ Twelfth Award (36 yrs) - x3 gold triangles
- ◆ Thirteenth Award (39 yrs) - x4 gold triangles
- ◆ Fourteenth Award (42 yrs) - x1 bronze delta
- ◆ Fifteenth Award (45 yrs) - x1 silver delta
- ◆ Sixteenth Award (48 yrs) - x1 gold delta
- ◆ Seventeenth Award (50 yrs) - x3 gold 4 pointed stars

** Note: There are no further award presentation or devices after the Seventeenth Award.*



2.1.9 "NEW FRONTIER" AWARD

Criteria - The New Frontier Award is awarded by the SC to a Sector member who's dedicated to doing outreach in STF31, Sector or chapter to share the passion for Space Exploration.

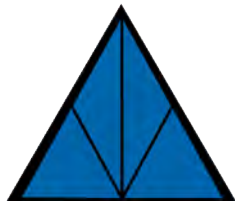
Ribbon Description – Cream





2.1.10 SECTOR ENVIRONMENTAL ACHIEVEMENT

Criteria - The Sector Environmental Achievement is awarded by the SC to a Sector member or members who demonstrates great interest in nature, the environment, conservation, stewardship, ecology, and/or sustainability and sustainable development. This is accomplished by taking active participation in community activities involving the environment, writing or sharing newsletter articles for STF31, Sector, chapter or participating in local recycling efforts.

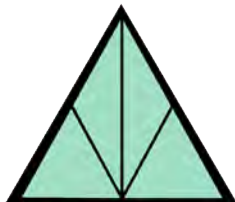


Ribbon Description - Luminous Blue



2.1.11 MERITORIOUS SERVICE AWARD

Criteria - The Meritorious Service Award is awarded by the SC to a Sector member who has distinguished themselves by their outstanding participation and/or performance in their assigned duty. This award is intended to recognize and motivate the Sectors junior members between the ages of 10 through 17.



Ribbon Description - Mint Green



2.1.12 APRIL ORDER OF MERIT

Criteria – Awarded to honor those Sector members who have served in their Nation’s armed forces and have successfully completed at least one enlistment tour of duty or 3 consecutive years as an Officer.



Ribbon Description – Red, White and Blue with a silver delta in the center



2.1.13 DECKER ORDER OF MERIT

Criteria – Awarded to honor those Sector members who have served in their Nation’s armed forces and was involved in a war or other military engagement that put their life on the line for their service.



Ribbon Description – Red, White and Blue with a gold border and a gold delta in the center



2.1.14 CHAPLE ORDER OF MERIT

Criteria – Awarded to honor those Sector members who are currently employed as First Responders (Medical, Police and Fire Department personnel).



Ribbon Description – Blue, White and Blue with a Red Border and a silver delta in the center



2.1.15 PHOENIX RISING AWARD

Criteria - This award is given to those Sector members who have faced life threatening adverse situations and lived to tell about it.

Ribbon Description – Reddish Orange



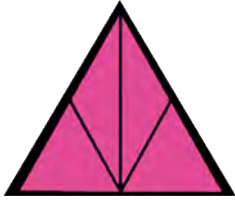
Section II: SECTOR - UNIT AWARDS



2.2.1 HONOR UNIT WITH DISTINCTION

Criteria – This award recognizes a Units’ hard work on a project or activity or special assignment that results in a major benefit for the Sector.

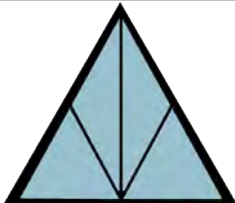
Ribbon Description - Pink Blast



2.2.2 UNIT COMMENDATION

Criteria - For a Unit that has performed with distinction; or been involved in a project or activity bringing about significant distinction for its department, chapter, community or Sector.

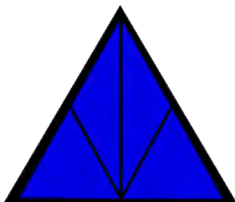
Ribbon Description - Light Blue



2.2.3 JOINT UNIT MERITORIOUS SERVICE AWARD

Criteria - This award is presented to a Sector chapter, department, group or individual that is involved in a joint effort with an outside club on a project or activity. The recommending officer must submit in writing the details of the joint project, who the outside club is, name and email of the person representing the outside club, dates and times the joint project worked on and a list of who participated and there SN#.

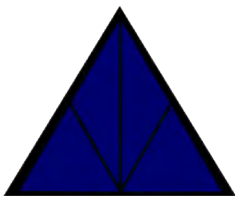
Ribbon Description - Royal Blue



2.2.4 MERITORIOUS UNIT COMMENDATION AWARD

Criteria - This award is presented to a Sector chapter or department that participates in community service on a regular or ongoing basis. The community service must promote the concept of “Let Me Help”. This award may be recommended quarterly. The recommending officer must submit the details of the community service, dates and times the community service was credited and a list of who participated and there SN#.

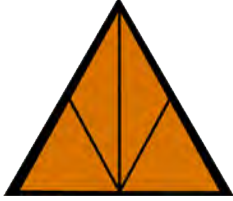
Ribbon Description - Navy Blue





2.2.5 HONOR UNIT WITH HONORS

Criteria - This award is presented to a Sector chapter or unit that is challenged by another chapter or outside club, to take part in an event that will benefit a charity or cause. The chapter or unit members that physically participated is awarded this award. Documentation must be included that shows the official involvement of the unit being cited. This is awarded annually. The recommender must submit in writing the details of the event and a list of who participated and there SN#.

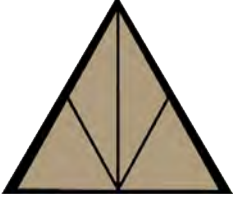


Ribbon Description - Tangerine



2.2.6 ENTERPRISE AWARD

Criteria - This award is presented to a Sector chapter or unit that competes against another chapter or unit in a formally declared recreational competition and wins that competition. All members that physically participated can receive this award. The recommending officer must submit the details of the competition, the out come of the competition and a list of who participated and there SN#.



Ribbon Description - Khaki

Section III: SECTOR - SCHOLASTIC ACHIEVEMENT AWARDS



2.3.1 MCCOY MEDICAL TRAINING AWARD

Criteria - Awarded to a Sector member who successfully completes certified medical training.



Ribbon Description – Green, White, and Green with a gold border

Device - Gold Sun Disc with Three Gold Dots



2.3.2 OFFICER BASIC COURSE

Criteria - Awarded to a Sector member who successfully completes OBC.



Ribbon Description – Maroon Red



2.3.3 OFFICER ADVANCE COURSE

Criteria - Awarded to a Sector member who successfully completes OAC.



Ribbon Description – Maroon Red

Device - Silver 4pt Star



2.3.4 COMMAND & STAFF COURSE

Criteria - Awarded to a Sector member who successfully completes the CSC.

Ribbon Description – Maroon Red

Device - Gold 4pt Star



2.3.5 SCHOLASTIC EXCELLENCE AWARD

Criteria - This award is presented each term to Sector members who are students that demonstrate Scholastic Excellence by making the school honor roll or deans list for any one quarter of an academic year for students in Elementary through High School and any semester of an academic year for students in college. A copy of the report card/record is required. There are four classes for this award: Elementary (Fourth Class), Middle School (Third Class), High School (Second Class) and College (First Class).

Ribbon Description - Red/Orange

Device - 5 pt Star, Color depends on award class

First Class - Black Second Class– White Third Class– Blue Fourth Class– Red



2.3.6 RICHARD DAYSTROM ACADEMIC EXCELLENCE

Criteria - This award is presented annually to Sector members who complete the school year with a grade average of A's or B's. A copy of the students report card/record is required. There are four classes for this award: Elementary (Fourth Class), Middle School (Third Class), High School (Second Class) and College (First Class).

Ribbon Description – Construction Yellow

Device - 5 pt Star, Color depends on award class

First Class - Black Second Class– White Third Class– Blue Fourth Class– Red



2.3.7 SILVER STAR OF ACADEMIC ACHIEVEMENT

Criteria - This award is presented annually to STF31 members who graduates in the top ten percent (10%) of his/her graduating class. Eligibility is limited to only Middle School (Third Class), High School (Second Class) and College (First Class).

Ribbon Description - Metallic Silver

Device - 5 pt Star, Color depends on award class

First Class - Black Second Class– White Third Class– Blue

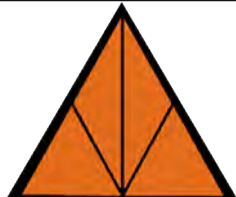


Section IV: SECTOR - ANNUAL AWARDS



2.4.1 CHAPTER OF THE YEAR

Criteria - This is awarded to the most distinguished Sector 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.

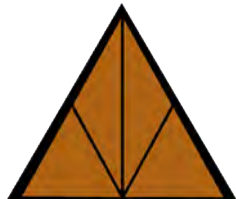


Ribbon Description – Orange



2.4.2 CHAPTER OF EXCELLENCE (Runner up Chapter of the Year)

Criteria - The criteria is the same as Chapter of the Year: This is awarded to the runner up chapter in the Sector Chapter of the Year. 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.

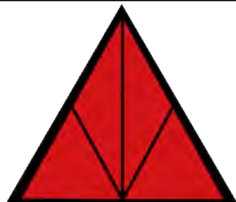


Ribbon Description - Light Brown



2.4.3 SHUTTLE OF THE YEAR

Criteria- Awarded to the most exceptional Sector 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 STF31 and their respective Sector, 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 Shuttle Program for developing chapters, and which best serves as a role model for other Shuttles. Chapter must have a 100% MRR rating.

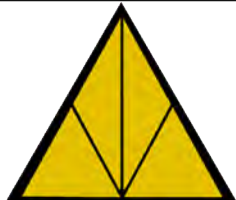


Ribbon Description - Red



2.4.4 CHAPTER FIRST MISSION OF THE YEAR

Criteria - A chapter that has performed its first year of service excellently, showing the qualities of being a “chapter of the year”. Chapter must have a 100% MRR rating.. Chapter must have less then 2 years as a chapter to qualify for this award.

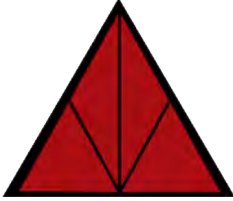


Ribbon Description – Gold



2.4.5 SUPPORT CHAPTER OF THE YEAR

Criteria - Awarded to the most exceptional Sector 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 Shuttle Program for developing chapters, and that serves as a role model for other Sector chapters.

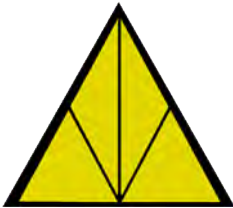


Ribbon Description - Transparent Ruby Red



2.4.6 COMMANDING OFFICER OF THE YEAR

Criteria - This award is reserved for the Commanding Officer of a Sector 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 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.



Ribbon Description – Yellow



2.4.7 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 the Sector and 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 Sector, STF31 and chapter functions. This individual serves as a role model for all personnel.



Ribbon Description - Forrest Green w/gold outer boarder



2.4.8 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 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 - Forrest Green w/silver outer boarder



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

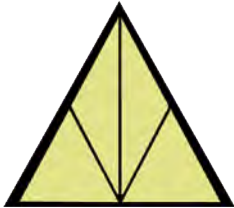


Ribbon Description - Forrest Green w/bronze outer border



2.4.10 ROOKIE COMMANDING OFFICER OF THE YEAR

Criteria - This award is earned by a Commanding Officer, within the first year in command after the chapter has been commissioned and has shown exceptional performance, dedication and distinguished service to his chapter, Sector and STF31. This Commanding Officer has shown excellent leadership, administration skills and has helped set the direction and vision for the chapter. This Commanding Officer must have completed OBC and OAC and has a 100% MRR reporting rating during that first year.

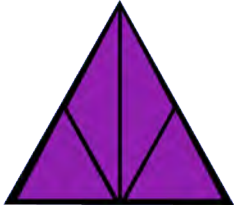


Ribbon Description – Light Yellow



2.4.11 FIRST OFFICER OF THE YEAR

Awarded to a Sector chapter XO who has shown excellent leadership and administration skills, is well thought of by his/her crew, but most significantly, helps set the direction and vision for the chapter. He/she is OBC/OAC qualified, has been an XO for at least two years and has not missed a report or filed late (without excuse) and fosters crew involvement in Sector and STF31.

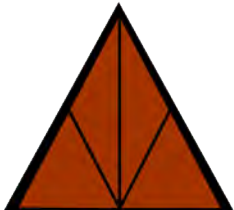


Ribbon Description - Raspberry

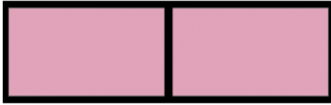


2.4.12 JUNIOR MEMBER OF THE YEAR

Criteria - This award is reserved for members 17 years old or younger. The Junior Member of the Year, 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 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).

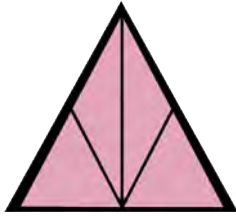


Ribbon Description - Rust



2.4.13 HUMANITARIAN OF THE YEAR

Criteria – The Humanitarian of the Year Award is awarded by the SC to a Sector member who perform outstanding volunteer community/civic service of a sustained, direct and consequential nature. To qualify for award of the Humanitarian of the Year Award a Sector 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 Sector and STF31.
- Be of a sustained and direct nature.

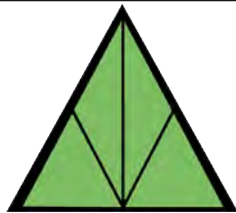
While there is no specific time period to qualify for the Humanitarian of the Year Award approval authorities shall ensure the service to be honored merits the special recognition afforded by this award. This award is intended to recognize exceptional community/civic support over time and not a single act or achievement. Further, it is intended to honor direct support of community/civic activities.

Ribbon Description - Petal Pink



2.4.14 DEPARTMENT OF THE YEAR

Criteria – For the chapter department that exemplifies by its actions and deeds the best of what a Sector/Chapter group can do. This department has shown great activity; has undertaken projects and events related to the department; This Department lends support to others in their community, chapter, sector, and to STF31.

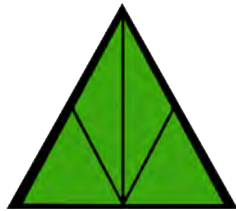


Ribbon Description - Green



2.4.15 STAFF MEMBER OF THE YEAR

Criteria - The Staff Member of the Year is chosen from one of the Sector Department Staff whose work and efforts over the course of the last year have been instrumental and vital to the wellbeing, growth and stability of the Sector above all others.

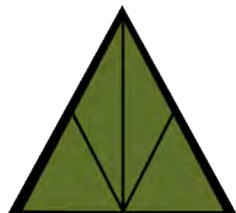


Ribbon Description - Dark Green



2.4.16 SECTOR DEPARTMENT CHIEF OF THE YEAR

Criteria - This award is presented to a Sector Department Chief who has demonstrated outstanding leadership, administration, and communications skills. The Sector Department Chief also encourages and aids sector members including reaching out to their counterparts at the chapter level. The Sector Department Chief must also have a rating of 100% in reporting their department activities.



Ribbon Description – Olive Drab



Section V: SECTOR - COMMUNICATIONS AWARDS



2.5.1 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 three (3) different issues (if you would like to send more, please feel free to) to the SAO with "Sector Newsletter Award" in the subject line. The recipient of this award shall be decided by the SAC.



Ribbon Description - Black with grey border.



2.5.2 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 Sector Website of the Year, the link has to be on the Sector 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 Sector member, chapter, MCO, or other Sector related item will be considered. Any other topic, even if done by a Sector member, will be ineligible. The website must be authored or designed by a Sector member, though they may use any commercial or pre-existing software or resources available.



The SC or a designated representative will announce the criteria that the judges will evaluate the websites.

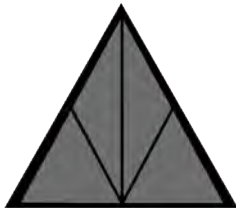
All Sector and Chapter websites will be submitted for the Sector Website of the Year competition.

Ribbon Description - Grey



2.5.3 PUBLICATION OF THE YEAR

Criteria - This is for publications other than newsletters and the award has two categories. 1) Fanzines and 2) Manuals.



Ribbon Description - Light Grey



Section VI: SECTOR- MISCELLANEOUS AWARDS



2.6.1 SECTOR REPORTING AWARD

Criteria – This certificate is sent annually to chapters in the Sector who have an exemplary reporting record having missed fewer than 2 reports on time but having filed all reports. There are two levels to this award – Distinction missed 0 reports. Excellence missed 1 report. The SC or designated officer will provide a list of recipients at the end of each reporting year.



Section VII: SECTOR - AFFILIATION AWARDS

These awards are presented to individuals, outside associates, businesses and organizations.



2.7.1 SECTOR AMBASSADORIAL AWARD

The Sector appreciates the help of those entities (individual, organizations or businesses) who support our various causes and efforts. This award is intended to show our appreciation. The organization can not be owned in whole or by part of any member of the chapter.

Any Sector member may request that a candidate be awarded the Sector Ambassadorial Award at any time during the year. The candidate must have contributed to a Sector project in a significant manner. The SAC will approve/disapprove the request and notify the requester.



2.7.2 SECTOR HONORARY MEMBERSHIP

Awarded to an individual, organization or business who are not STF31 or Sector members who continue to support Sector causes, projects and activities.

Any Sector member may request that a candidate be bestowed a Sector Honorary Membership at any time during the year. The candidate must have contributed to the Sector by actively participating in a Sector project in a significant manner. The SAC will approve/disapprove the request and notify the requester.

Section VIII: SECTOR - DECADE AWARDS

We, the Officers and Staff of the Sector, like to recognize those task force chapter and individuals who have survived the ups and downs of this organization and who have served this organization for many years to help make it the great task force it is. To this end we have created special awards that are awarded at the end of every decade (2000, 2010...etc).

2.8.1 Center Seat Award

Given to the Sector Commanding Officers who have occupied the position of Commanding Officer for ten or more years consecutively. (Awarded at the 10 year mark and then awarded every 10th year thereafter)

2.8.2 Longest Serving Commanding Officer

Awarded to the longest serving Commanding Officer in the Sector. (Awarded Annually)

2.8.3 Longest Serving Member

Awarded to the longest serving active member in the Sector.

2.8.4 Legendary Chapters of Task Force 31

This award recognizes those chapters that have served in the Sector for ten or more years, are being recognized as being Legends in the Sector. (Awarded at the 10 year mark and then awarded every 10th year thereafter).

2.8.5 Longest Serving Chapter

Awarded to the longest serving chapter in the Sector. (Awarded Annually)

Section IX: OTHER SECTOR AWARDS

There may be other awards that are given by the SC, DSC, SDC, or other Sector staff members that recognize the achievements and hard work of the chapters, departments, and individuals of the Sector. The requirements of these awards may be listed in the different publications of those Sector Departments. While all members of the Sector are encouraged to use this STF31 Sector Awards Program, this program does not discourage any avenue that brings recognition to deserving members of the Sector.

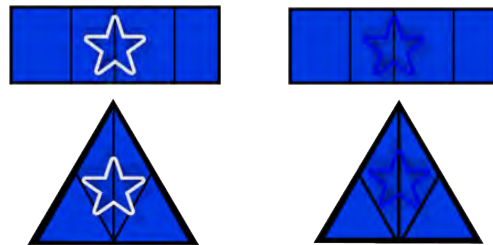
Section X: STF31 ORDER OF MERIT AWARDS

2.10.1 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 - True Blue

2nd Class - Sector Level
3rd Class - Chapter Level

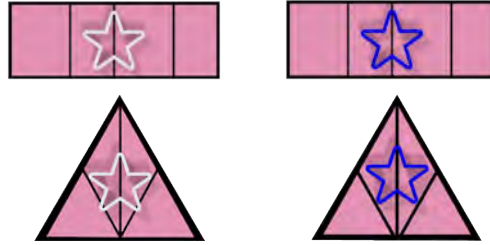


2.10.2 ORDER OF BABEL

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

Ribbon Description - Pink

2nd Class - Sector Level
3rd Class - Chapter Level

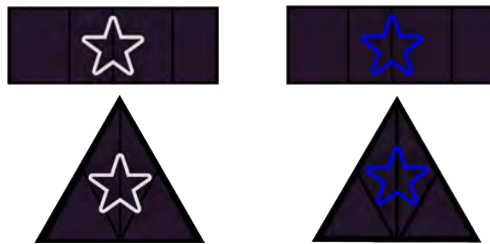


2.10.3 ORDER OF COCHRANE

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.

Ribbon Description - Plum Purple

2nd Class - Sector Level
3rd Class - Chapter Level

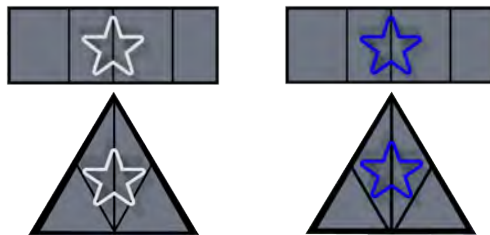


2.10.4 ORDER OF DARMOK AND JALAD

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.

Ribbon Description - Gun Metal Grey

2nd Class - Sector Level
3rd Class - Chapter Level

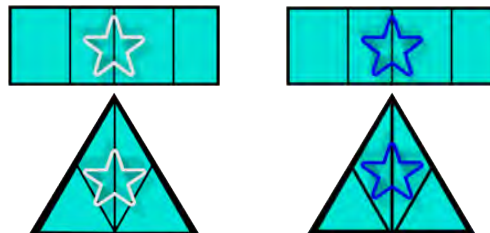


2.10.5 ORDER OF DIONYSUS

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

Ribbon Description - Turquoise

2nd Class - Sector Level
3rd Class - Chapter Level

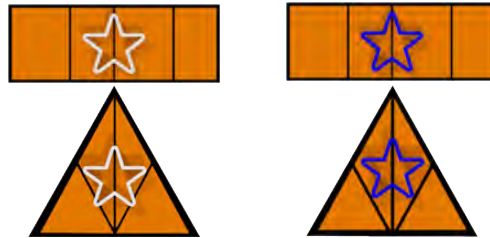


2.10.6 ORDER OF GAEA

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

2nd Class - Sector Level
3rd Class - Chapter Level

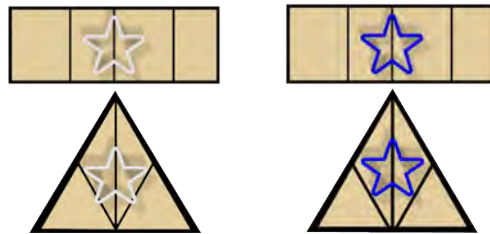


2.10.7 GRANKITE ORDER OF TACTICS

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).

Ribbon Description - Peach

2nd Class - Sector Level
3rd Class - Chapter Level

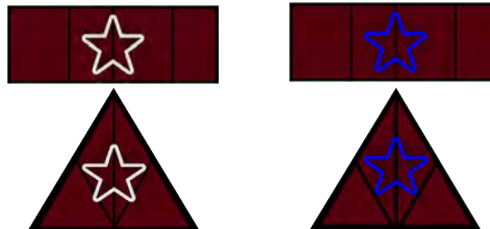


2.10.8 ORDER OF HAWKING

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

Ribbon Description - Dark Cherry Red

2nd Class - Sector Level
3rd Class - Chapter Level

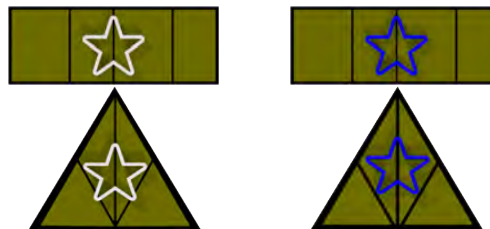


2.10.9 ORDER OF HERODOTUS

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

Ribbon Description - Olive Green

2nd Class - Sector Level
3rd Class - Chapter Level

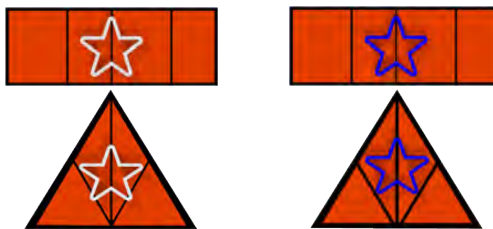


2.10.10 ORDER OF PRENTARES

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

2nd Class - Sector Level
3rd Class - Chapter Level

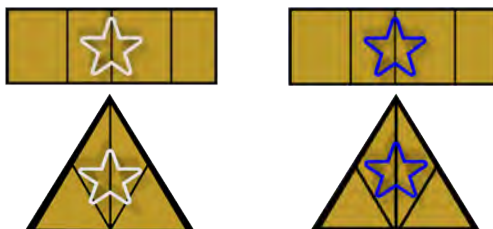


2.10.11 ORDER OF RODDENBERRY

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

2nd Class - Sector Level
3rd Class - Chapter Level

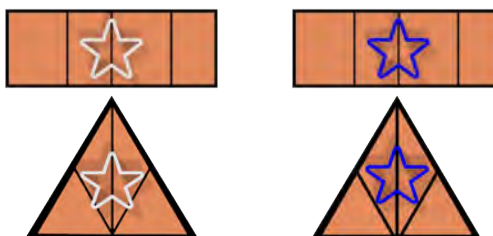


2.10.12 ORDER OF SAMARITAN

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

2nd Class - Sector Level
3rd Class - Chapter Level

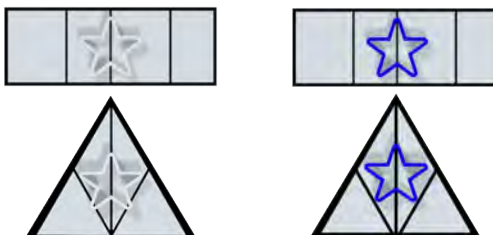


2.10.13 ORDER OF S'HARIEN

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

Ribbon Description - Luminous Blue

2nd Class - Sector Level
3rd Class - Chapter Level

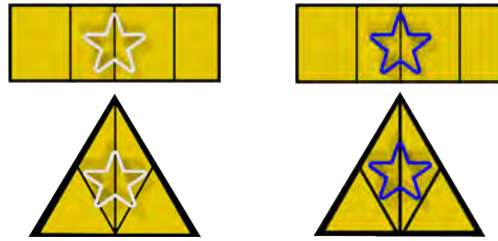


2.10.14 ORDER OF SURAK

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

Ribbon Description - Yellow Gold

2nd Class - Sector Level
3rd Class - Chapter Level

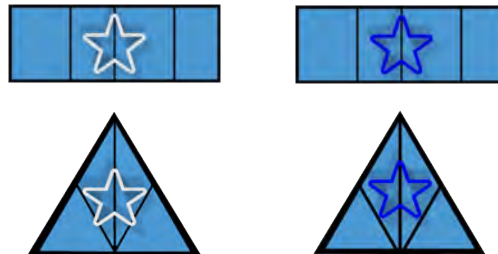


2.10.15 ORDER OF TARBOLDE OF CANOPIUS

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

2nd Class - Sector Level
3rd Class - Chapter Level





Chapter 3 - SECTOR ANNUAL AWARDS INFORMATION

Section I: Evaluating The Entries

As the Sector is composed of different types of chapters, the criteria used to evaluate Sector chapters and members utilizes those things that should be common to most of them. Those who serve on the SAC will receive special instructions from the SAO. 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 SC or an appointee will need to produce a report showing the number of reports of chapters in the Sector 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 Sector 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 SAC shall utilize members of the Sector staff and anyone necessary to provide a fair evaluation process for all the submitted entries. All judges shall be instructed by the SAO 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 SAO 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 SAO. The entry with the highest average is the declared winner. If there is a tie then the Deputy Director will use the specified rules to break the tie. The other awards will be evaluated accordingly. In the Chapter of the Year category the chapter with the second highest score will be named CHAPTER OF EXCELLENCE. 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 chapter does not get Chapter of the Year, they may receive a Unit Commendation or Unit DSA.

Section IV: Awards Specifics

3.4.1 CHAPTER OF THE YEAR

Criteria

This is awarded to the most distinguished Sector chapter. This chapter best represents the ideals of the Sector and, as a whole, represents the spirit and determination of the Sector. 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 the Sector 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 SAO. 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 Sector (Info will be provided by the Sector Chief).

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, and STF31 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 Chief regarding Sector matters?
- Has the chapter participated in or hosted Sector Projects/Activities?
- Does the chapter participate in Sector Program (MACO, Awards, Newsletter exchange)

STF31 Participation

- How has the chapter interacted with other chapters in the 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 Sector 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 Sector Chief, 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 shuttles. Chapter must have a 100% MRR rating. Any chapter that was "in training" for most of the award year (minimum of 6 months) falls in this category.

Entry

Each Shuttle in the Sector 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 Sector Chief. 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 Sector Chief?

Demonstrating the true meaning of STF31

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

Growth

- How successful has the shakedown chapter Administration been in creating membership growth?
- What is the participation level of your Shuttle (out of 10 members how many of them are active)?
- Does your shakedown chapter publish a newsletter that informs your members of Science News, Space Exploration, Star Trek, Chapter, 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 Chief 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 STF31 and have they had ongoing positive communication with the HQ regarding STF31 matters?
- Has the Shuttle participated in or hosted any STF31 Projects\ Activities?

Community Service

- How has the Shuttle 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 your Shuttle do?

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

3.4.3 CHAPTER FIRST MISSION OF THE YEAR

Criteria

A chapter that has performed its first year of service excellently, showing the qualities of being a “chapter of the year”. The chapter MUST have a 100% reporting for that particular award cycle. Chapter must have less than 2 years as a chapter to qualify for this award.

Entry

Each chapter in the Sector 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 SAO. 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 Sector Chief (Info will be provided by Sector Chief)

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 Chief regarding Sector matters?
- Has the chapter participated in or hosted Sector Projects/Activities?
- Does the chapter participate in Sector Program (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 any 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

3.4.4 SUPPORT CHAPTER OF THE YEAR

Criteria

Awarded to the most exceptional Sector 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 Sector 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 Sector chapters. Support Chapter MUST have a 100% reporting for that particular award cycle.

Entry

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

3.4.5 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. 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 chapter of the Sector may submit a recommendation for the member of his/her crew that they feel should be nominated as Sector 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 SAC 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 SAC should present two separate awards. If there are multiple (greater than two) nominees, the recipient shall be chosen by simple majority of the SAC.

Note: Adequate documentation should be included with the nomination.

3.4.6 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 the Sector 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 the Sector may submit a recommendation for the member of his/her crew that they feel should be nominated as Sector 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 SAC 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 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 SAC should present two separate awards. If there are multiple (greater than two) nominees, the recipient shall be chosen by simple majority of the SAC.

Note: Adequate documentation should be included with the nomination.

3.4.7 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, 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 chapter of the Sector may submit a recommendation for the member of his/her crew that they feel should be nominated as Sector 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 SAC 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 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 SAC should present two separate awards. If there are multiple (greater than two) nominees, the recipient shall be chosen by simple majority of the SAC.

Note: Adequate documentation should be included with the nomination.

3.4.8 COMMANDING OFFICER OF THE YEAR

Criteria

This award is reserved for the Commanding Officer of a Sector 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 SAC 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 Sector 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 Chief 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?

3.4.9 ROOKIE COMMANDING OFFICER OF THE YEAR

Criteria

This award is earned by a Commanding Officer, within the first year in command has shown exceptional performance, dedication and distinguished service to his chapter, sector and STF31. This Commanding Officer has shown excellent leadership, administration skills and has helped set the direction and vision for the chapter. This Commanding Officer must have completed OBC and OAC and has a 100% reporting rating during that first year.

Entry

Each chapter Executive/First Officer or other Senior Line Officer in the Sector may 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 1000 words.

Judging

The judges will use the below criteria to determine the winner. We will follow the same process 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 Sector Officers.

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 Chief 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?

3.4.10 FIRST OFFICER OF THE YEAR

Criteria

This award is reserved for the First Officer of a Sector 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 First Officer of the Year encourages crewmembers to work hard for their chapter, and to take interest in Sector and STF31 activities. The First 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 first officer for at least six months of the calendar year for which he or she is nominated.

Entry

Each chapter Commanding Officer makes a recommendation for the First Officer of his/her crew (100 reasons why my XO is better than Capt. Spock, Riker, Kira, or Chakotay etc.). Not to exceed 750 words.

Judging

Following the same method as selecting the Commanding Officer of the Year, the SAC will review the recommendations and grade each candidate as follows. The process is the same as Commanding Officer 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 Sector Officers.

Look at the following:

EVALUATION CRITERIA

Command

- Has the respect and admiration of his/her Commanding Officer, 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 STF31 and Sector are maintained.
- Maintains contact with the Commanding Officer 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 CO)
- What makes your First Officer a great leader and a model officer?

3.4.11 HUMANITARIAN OF THE YEAR

Criteria

The Humanitarian of the Year Award is awarded by the Sector Chief to a Sector member who perform outstanding volunteer community/civic service of a sustained, direct and consequential nature. To qualify for award of the Humanitarian of the Year Award a Sector 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 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 not to exceed 1000 words.

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.

3.4.12 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.

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.

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.

3.4.13 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 three (3) different issues (if you would like to send more, please feel free to) to the SAO with "Sector Newsletter Award" in the subject line. If you are wishing to send a printed copy, please contact them. The recipient of this award shall be decided by the SAC.



Judging

Each Sector Chapter/ Shuttle will submit three (3) newsletters from the award year to the SAO or person designated by the Sector Chief. 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. The SAO 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. The best over all newsletter will be chosen from the winners of the quarterly, bi-monthly and monthly.

3.4.14 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 Sector Website of the Year, the link has to be on the Sector 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 Sector member, chapter, Sector, MACO, or other Sector related item will be considered. Any other topic, even if done by a Sector member, will be ineligible. The website must be authored or designed by a Sector 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 Sector level.

Judging

Any Chapter CO in the Sector may submit one entry per Chapter or Division from the current year to the SAO. 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.

3.4.15 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 newsletters. To be considered for this award, please send one (1) publication per chapter to the SAO with "Sector 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 SAC.

Judging

Each Sector Chapter/ Shuttle will submit one (1) publication from the award year to the SAO or person designated by the Sector Chief. 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 31, 2022. The SAO 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 Sector Department. A Chapter may only win one certificate per winner.



3.4.16 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 their chapter, the Sector, the community and STF31.

Entry

Each chapter Commanding Officer 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 SAO. It is recommended that that Department Chief be involved in writing this entry and not just the Commanding Officer 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?

Task Force 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?

3.4.17 SECTOR DEPARTMENT CHIEF OF THE YEAR

Criteria

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

Judging

The Sector Deputy Commander will choose this winner each year, based on the following criteria:

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

3.4.18 STAFF MEMBER OF THE YEAR

Criteria

The Staff Member of the Year that is chosen from the Sector Staff member whose work and efforts over the course of

the last year have been instrumental and vital to the wellbeing, growth and stability of the Sector above all others.

Judging

The Sector Deputy Commander will choose this winner each year based on the following criteria:

Positively affects the Sector by the effectiveness of performance of duty.

1. Reports or Communicates to the Sector regularly and on time.
2. Reflects a positive attitude and the ideals of STF31
3. Supportive of the Sector Commander, as well as the goals of STF31.

Section V: Applying for Annual Awards

The Chapter Entry Form asks several questions such as "Number of Sector 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 SAC 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.

3.5.1 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, say so!

3.5.2 Sector 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 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 MACO Program. Does any of your crew help that person? What about the SC? Have you maintained communications and made sure your voice was heard regarding Sector 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 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, MACO or other STF31 projects?

3.5.4 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 SAC 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 SC...

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 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 chapters are encouraged to participate in the Sector



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 Sector Awards. If you would like more information on the Sector Awards Program, please contact the SAO

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 SAC 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 SAC 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 Sector member he is. Without his efforts and dedication this chapter would be nothing.

Just remember for the most part the awards committee 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 note worthy. Sector Fifteen awards are meant to show our appreciation to outstanding members of the Fifteenth Fleet. (And we know that's about all of Sector Fifteen). 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 the SAC.

For many of the Academic Awards that are not from STF31 Starfleet 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 SAO 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 I receive your Award Recommendations I will either approve them or send them to the SAC 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 SAC 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 Sector Awards Program, please direct them to the SAO. You may also want to check out the FAQ page on the Sector website.

Section IX: Chapter Awards Program

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 many 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 many 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 Sector Awards Program if they are deserving of Sector and STF31 recognition.

STF31 has established chapter level awards and criteria. These awards are recognized at both the STF31 and Sector levels and are authorized to be worn in conjunction with the established STF31 and Sector awards. The Chapter Awards Program was created to streamline chapter awards across all the chapters within STF31. It also gives the chapter members a means of wearing Chapter awards along side with the STF31 and Sector awards as mentioned above. It also aids the chapter member who may transfer to or from another chapter in the STF31 and Sector by having recognizable awards matching the gaining chapter awards. This is **NOT** required of for a chapter to adopt the Chapter Awards Program, but is highly recommended. At the printing of this manual, all 33 chapters have adopted this program.

The Chapter Awards Program has it's own manual that can be utilized, or like most chapters, have just added the Chapter Awards Program into their chapter membership manuals.

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

STF31 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.


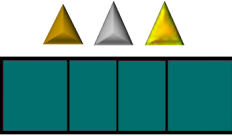
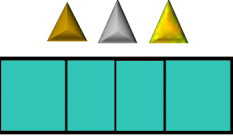


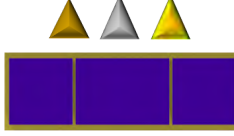
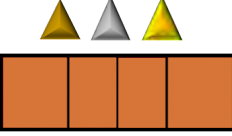
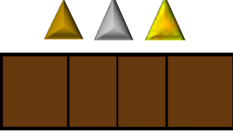
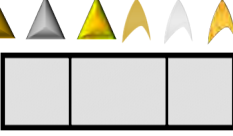
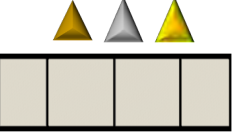
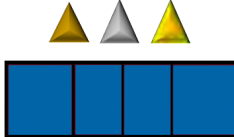
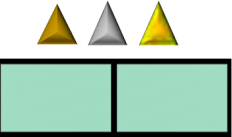




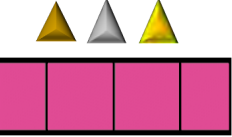
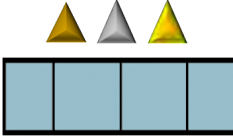
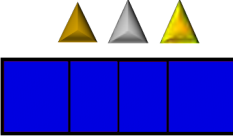
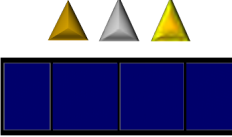
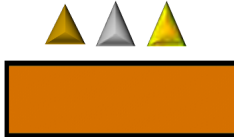
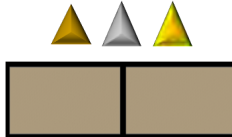




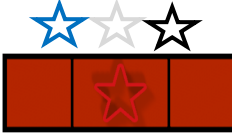
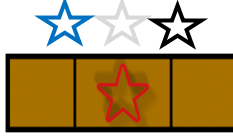
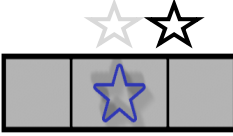
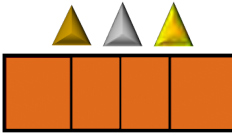
Ribbons are worn in order of precedence from the wearer’s right to left, First row being the most top row and working downward in one or more rows with no space between rows. (Typical military personnel wear their ribbons worn from bottom to top, with odd number ribbons centered above the most completed 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.

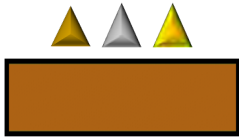
1	2	3
4	5	6
7	8	9
10	11	12
13	14	15
16	17	18
19	20	21
22	23	24
25	26	27
28	29	30
31	32	33
34	35	36
37	38	39
40		41

Figure 1-1
 TWOK Style of Ribbon Order of Precedence

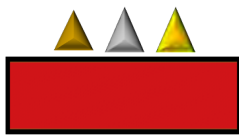


STARFLEET TASK FORCE 31 SECTOR AWARDS (TWOK Style)

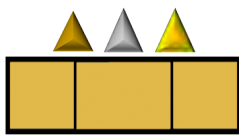
				
Pike Medal of Honor	Garth Medal of Valor	Distinguished Service Star	Legion of Merit	STF31 Badge of Merit
				
STF31 Badge of Merit	Sector Community Service	Sector Commendation	STF31 Good Conduct Decoration	New Frontier Award
				
Sector Environmental Achievement	Meritorious Service Award	April Order of Merit	Decker Order of Merit	Chaple Order of Merit
				
Phoenix Rising Award	Honor Unit with Distinction	Unit Commendation	Joint Unit Meritorious Award	Meritorious Unit Commendation
				
Honor Unit with Honors	Enterprise Award	McCoy Medical Training Award	Officer Basic Course	Officer Advance Course
				
Command & Staff Course	Scholastic Excellence Award	Richard Daystrom Academic Excellence	Silver Star of Academic Achievement	Chapter of the Year



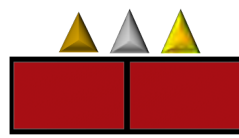
Chapter of Excellence



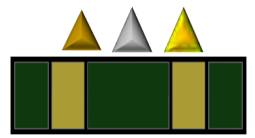
Shuttle of the Year



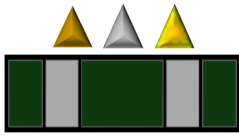
Chapter First Mission of the Year



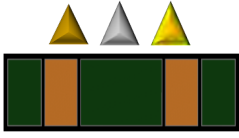
Support Chapter of the Year



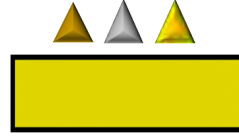
Flag Officer of the Year



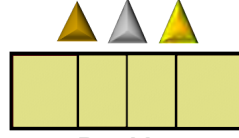
Officer of the Year



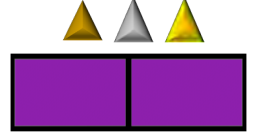
Enlisted Member of the Year



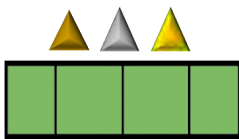
Commanding Officer of the Year



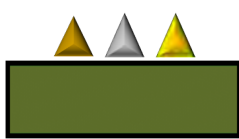
Rookie Commanding Officer of the Year



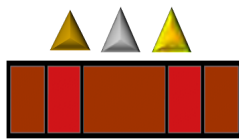
First Officer of the Year



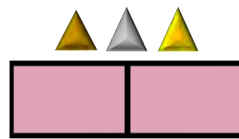
Department of the Year



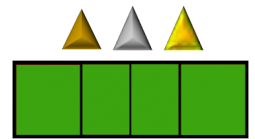
Sector Department Chief of the Year



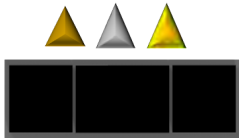
Junior Member of the Year



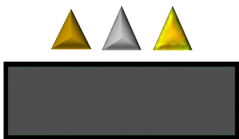
Humanitarian of the Year



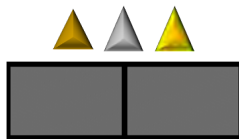
Staff Member of the Year



Newsletter of the Year



Website of the Year



Publication of the Year

STARFLEET TASK FORCE 31 ORDER OF MERIT AWARDS (TWOK STYLE)



**Order of Axanar
Second Class**



**Order of Babel
Second Class**



**Order of
Cochrane
Second Class**



**Order of Darmok
and Jalad
Second Class**



**Order of
Dionysus
Second Class**



**Order of Gaea
Second Class**



**Grankite Order
of Tactics
Second Class**



**Order of
Hawking
Second Class**



**Order of
Herodotus
Second Class**



**Order of
Prentares
Second Class**



**Order of
Roddenberry
Second Class**



**Order of
Samaritan
Second Class**



**Order of S'harien
Second Class**



**Order of Surak
Second Class**



**Order of
Tarbolde of
Canopus
Second Class**

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.

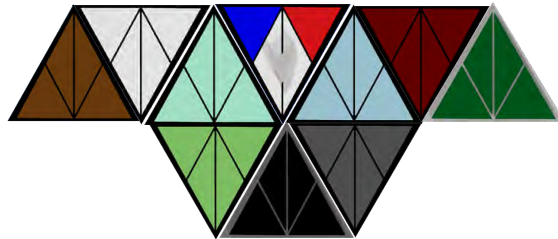
The STF31 Quartermaster has 3D printed racks already made and is available in numerous ribbon number combinations based on the number awards you have been awarded.

Ribbons worn in rows

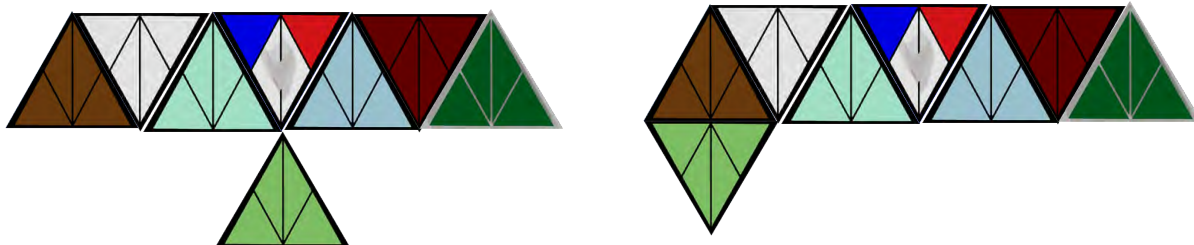
Awards are worn in rows, similar to the style of the rectangular awards but with some differences.

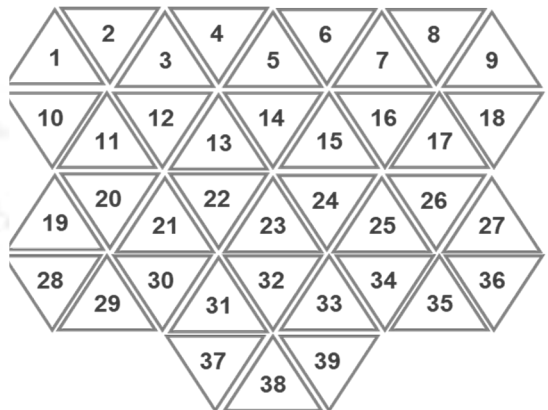
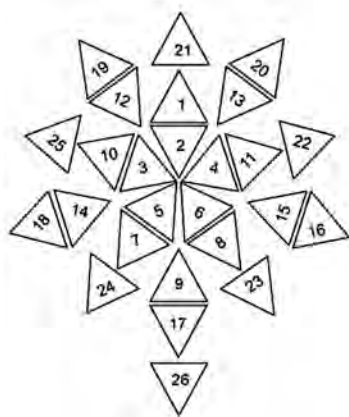
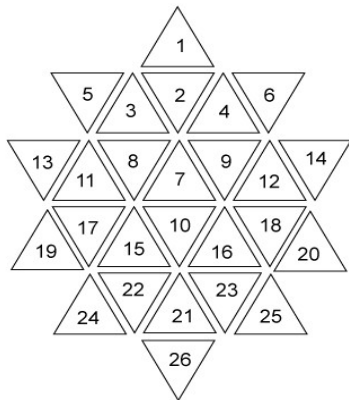
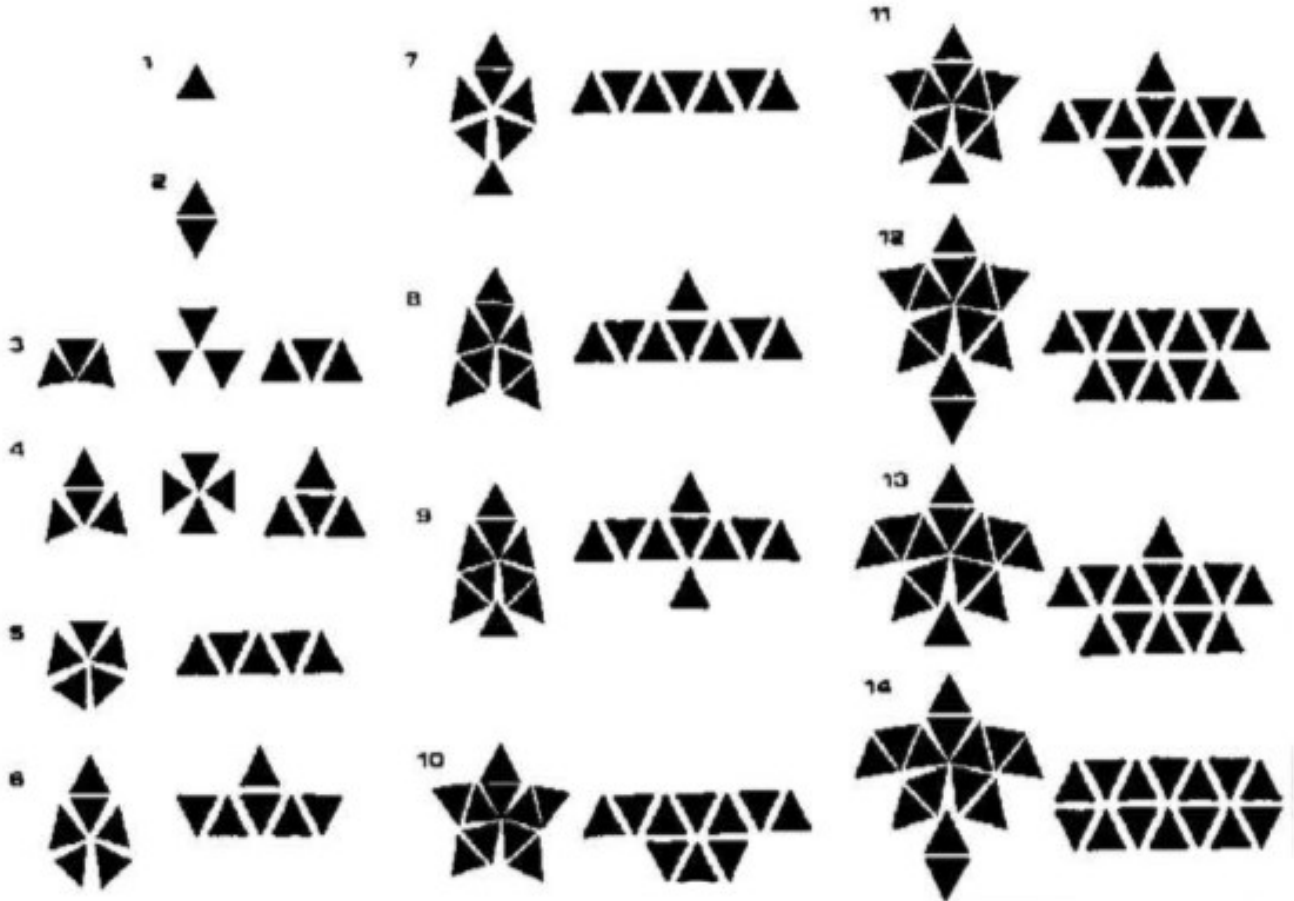
The max number of awards per row is seven (7). The wearer must complete a row of seven (7) prior to starting a second row.

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 continued 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.



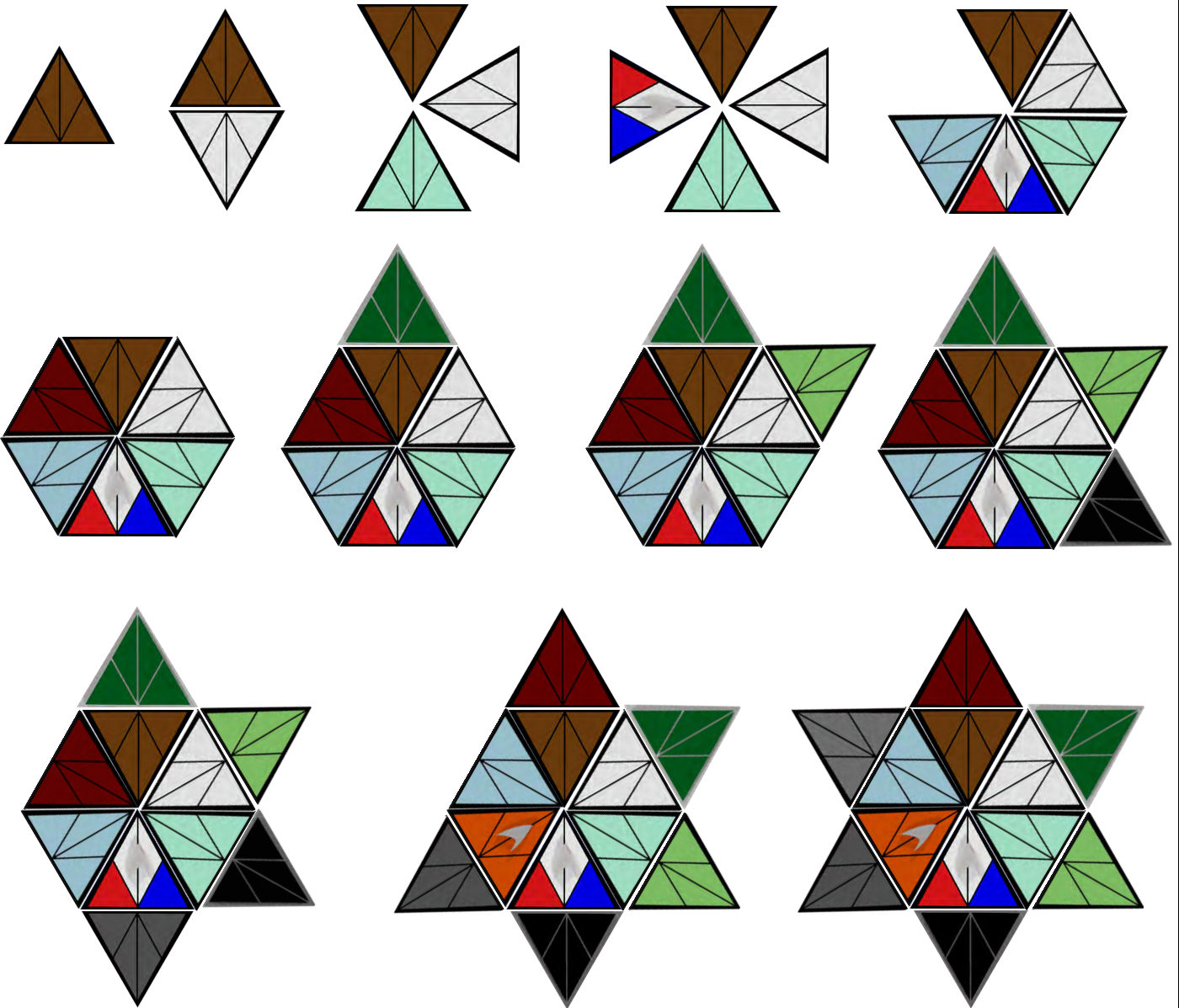


Ribbons worn in a Star Pattern


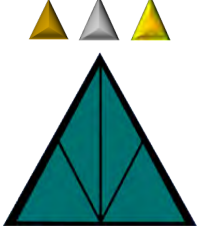
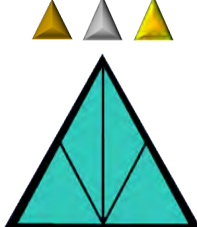


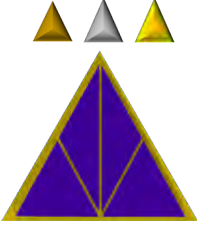
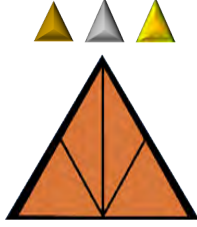
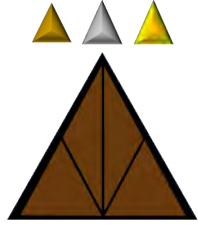
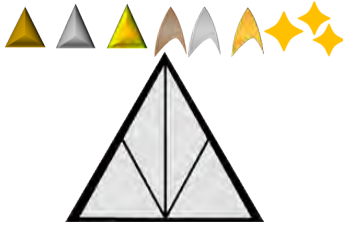
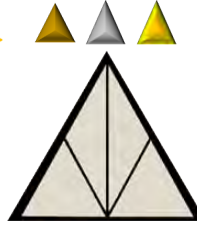
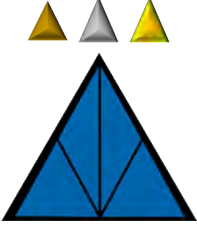
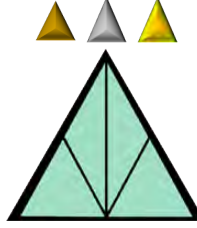




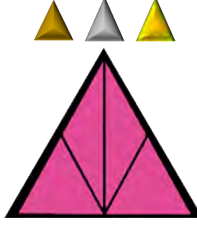
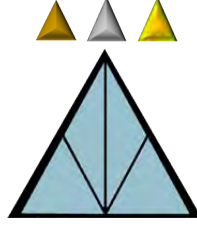
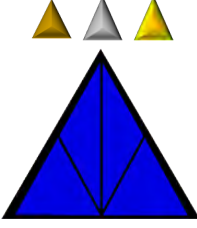
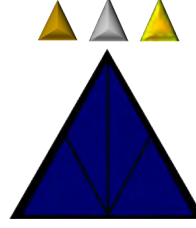
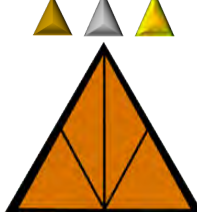
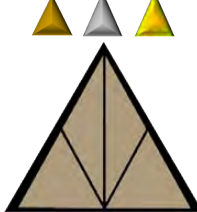

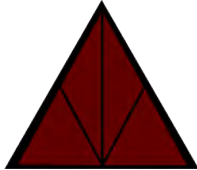

Awards are worn in a star pattern. The pattern, when started, will not look like any star pattern, but as the individual earns additional awards the star pattern will be more recognizable.

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.

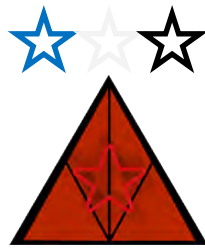


STARFLEET TASK FORCE 31 SECTOR AWARDS (TOS STYLE)

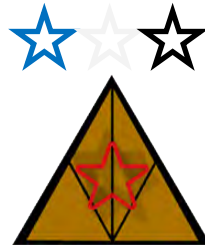
				
Pike Medal of Honor	Garth Medal of Valor	Distinguished Service Star	Legion of Merit	STF31 Badge of Merit
				
STF31 Badge of Merit	Sector Community Service	Sector Commendation	STF31 Good Conduct Decoration	New Frontier Award
				
Sector Environmental Achievement	Meritorious Service Award	April Order of Merit	Decker Order of Merit	Chaple Order of Merit
				
Phoenix Rising Award	Honor Unit with Distinction	Unit Commendation	Joint Unit Meritorious Award	Meritorious Unit Commendation
				
Honor Unit with Honors	Enterprise Award	McCoy Medical Training Award	Officer Basic Course	Officer Advance Course



Command & Staff Course



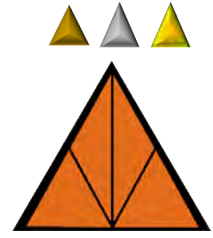
Scholastic Excellence Award



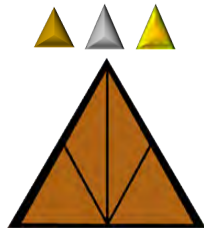
Richard Daystrom Academic Excellence



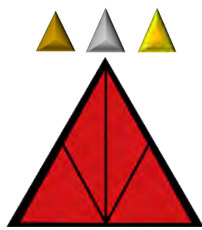
Silver Star of Academic Achievement



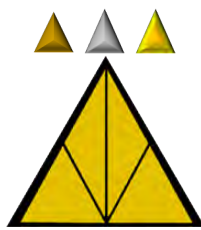
Chapter of the Year



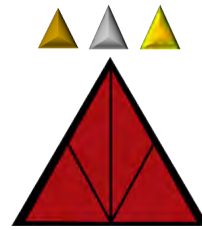
Chapter of Excellence



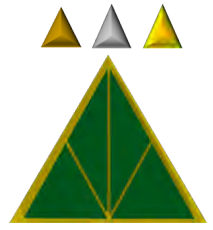
Shuttle of the Year



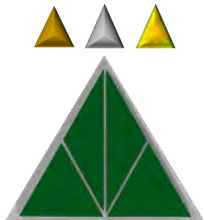
Chapter First Mission of the Year



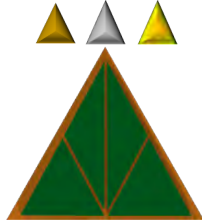
Support Chapter of the Year



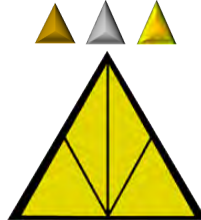
Flag Officer of the Year



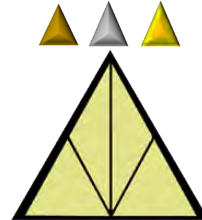
Officer of the Year



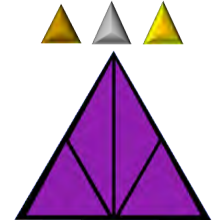
Enlisted Member of the Year



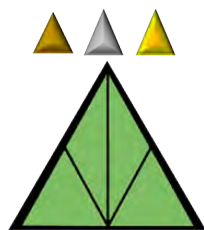
Commanding Officer of the Year



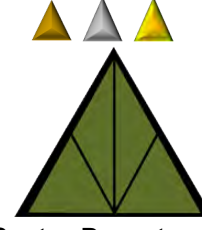
Rookie Commanding Officer of the Year



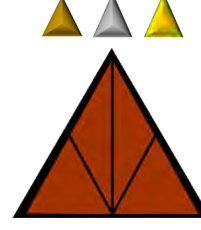
First Officer of the Year



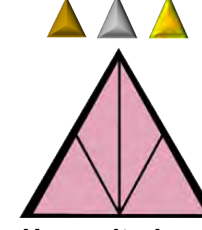
Department of the Year



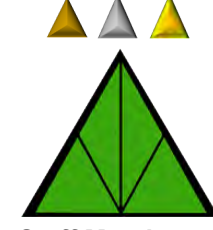
Sector Department Chief of the Year



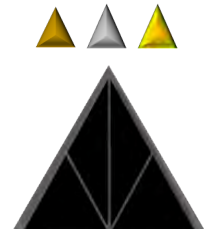
Junior Member of the Year



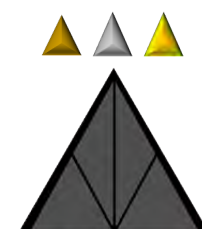
Humanitarian of the Year



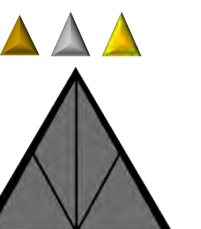
Staff Member of the Year



Newsletter of the Year



Website of the Year



Publication of the Year



STARFLEET TASK FORCE 31 ORDER OF MERIT AWARDS (TOS STYLE)



**Order of Axanar
Second Class**



**Order of Babel
Second Class**



**Order of
Cochrane
Second Class**



**Order of Darmok
and Jalad
Second Class**



**Order of
Dionysus
Second Class**



**Order of Gaea
Second Class**



**Grankite Order
of Tactics
Second Class**



**Order of
Hawking
Second Class**



**Order of
Herodotus
Second Class**



**Order of
Prentares
Second Class**



**Order of
Roddenberry
Second Class**



**Order of
Samaritan
Second Class**



**Order of S'harien
Second Class**



**Order of Surak
Second Class**



**Order of
Tarbolde of
Canopus
Second Class**

Appendix C - Award Ribbon Devices

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

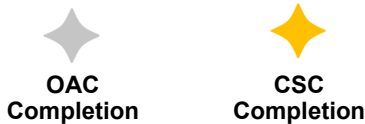
a. Triangle Device: (1) The Bronze Triangle device represents each **ADDITIONAL** award earned after the first particular award. 2) The Silver Triangle device represents the 6th award being awarded for a particular award, 3) The Gold Triangle device represents the 11th award being awarded for a particular 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 Task Force 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.



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.

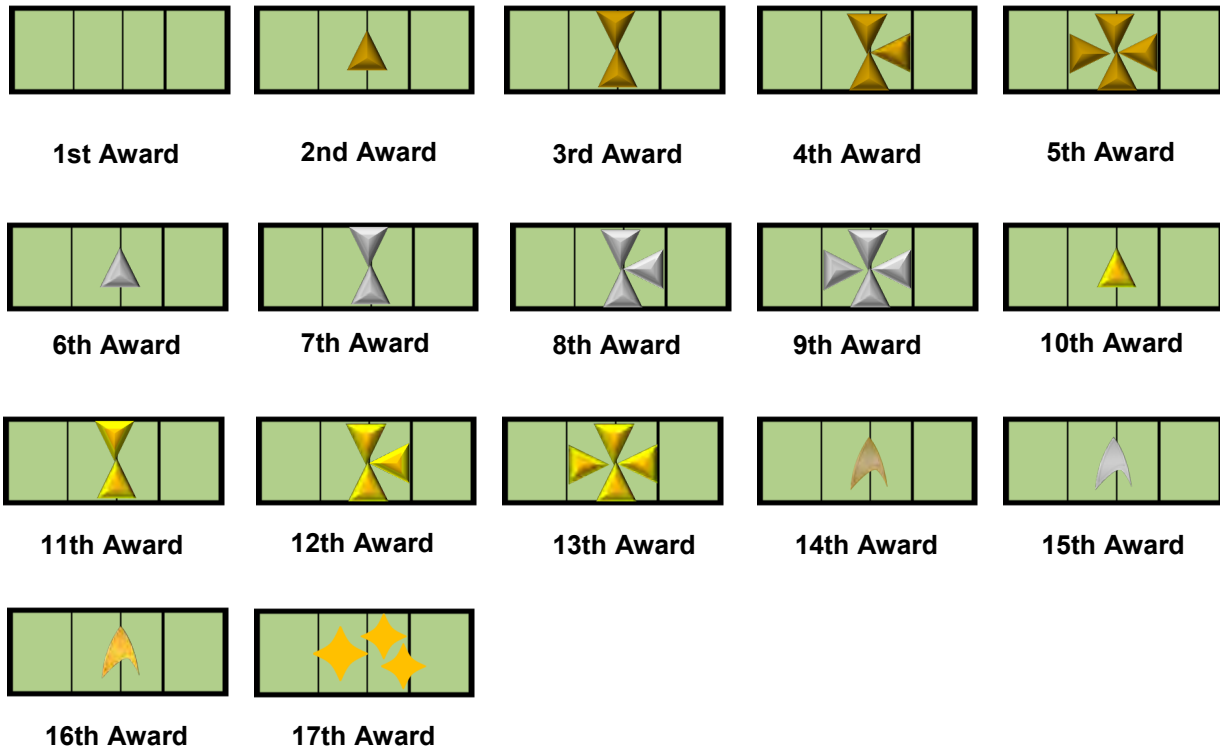


e. Delta Device: 1) Bronze is only worn on the STF31 Good Conduct, 2) Silver is only worn on the Phoenix Rising Award and the STF31 Good Conduct, 3) Gold is only worn on the April Order of Merit and the STF31 Good Conduct. 4) The Delta device is placed in the center (Both horizontally and vertically)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



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.

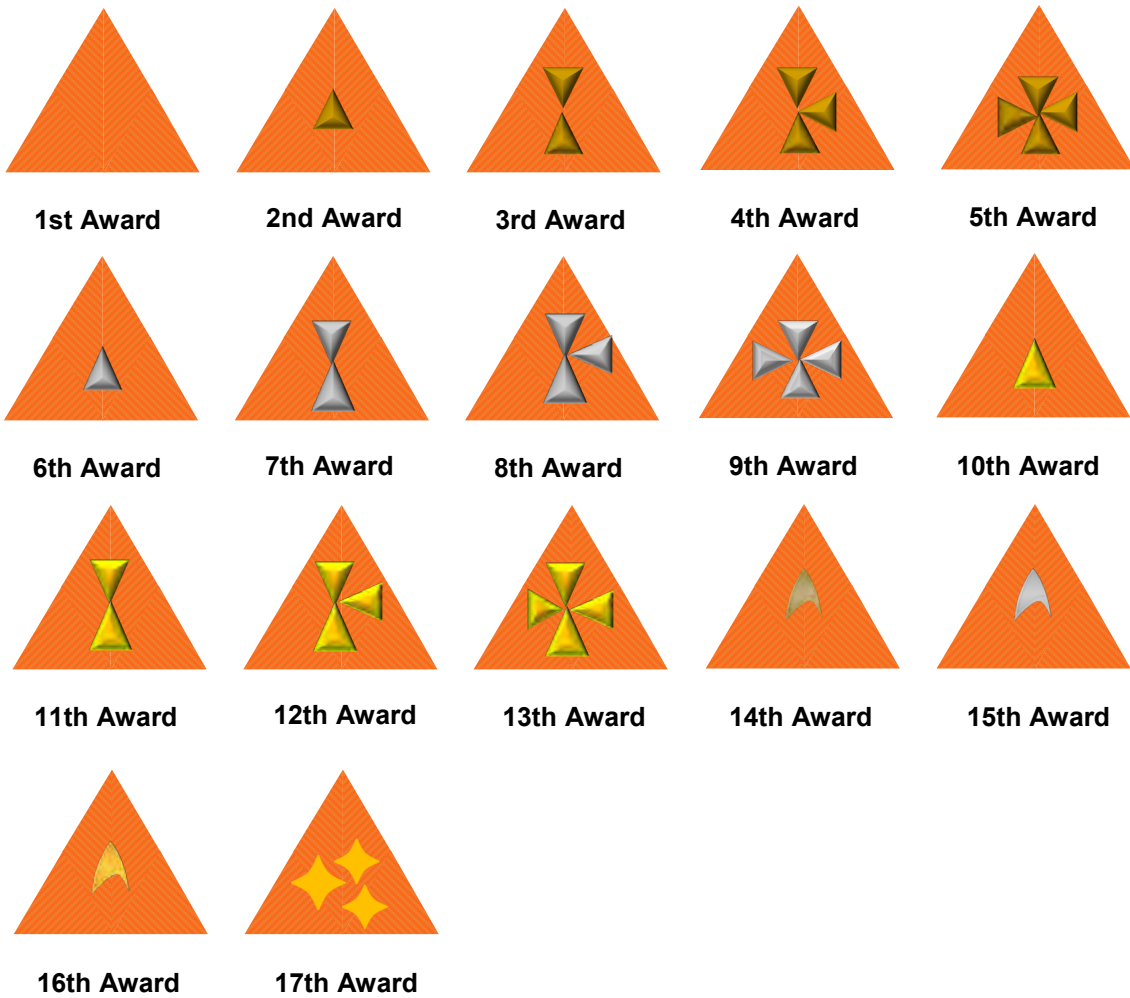




Note: Additional award devices will stop at the 13th award with the exception of the STF31 Good Conduct.

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

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 STF31 Good Conduct.

Note: After the 17th Award is presented for the STF 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 Sector Awards Portal & Online Nomination Forms

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 Sector One Awards Program

STARFLEET TASK FORCE 31
Sector Awards Program
"Recognizing the Achievements and Service of the Members and Chapters of Sector One"

Welcome to the STARFLEET TASK FORCE 31 Sector One Awards Program.

The STARFLEET TASK FORCE 31 Sector One Awards Program is a uniformed awards program that is shared between all fifteen (15) Sectors of STARFLEET TASK FORCE 31. This site lists all the available sector awards, both non-annual and annual, as well as several Halls of Honor that will list the past recipients of the various awards.

	STF31 Sector Awards Manual
	STF31 Sector Awards Chart

STF31 Sector One Awards Menu

- STF31 Sector One Awards Program
- STF31 Sector One Individual Awards
- STF31 Sector One Unit Awards
- STF31 Sector One Scholastic Achievement Awards
- STF31 Sector One Annual Awards
- STF31 Sector One Annual Communications Awards
- STF31 Sector One Affiliation Awards
- STF31 Sector One Miscellaneous Awards
- STF31 Sector One Decade Awards
- STF31 Sector One Awards Program FAQ
- STF31 Sector One Awards Nomination Portal
- STF31 Sector One Awards Program News
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- STF31 Sector One Hall of Honors-Annual Awards
- STF31 Sector One Hall of Honors-Individual Awards
- STF31 Sector One Hall of Honors-Unit Awards
- STF31 Sector One Hall of Honors-Scholastic Achievement Awards
- STF31 Sector One Hall of Honors-Affiliation Awards
- STF31 Sector One Hall of Honors-Miscellaneous Awards
- STF31 Sector One Hall of Honors-Task Force Decade Awards
- STF31 Sector One Hall of Honors-Order of Merit Awards

Click the STF31 Sector Award Nomination Portal link

Figure D-1
Locating the STF31 Sector Awards Portal

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 Sector One Awards Nomination Portal

STARFLEET TASK FORCE 31 Sector Awards Program



"Recognizing the Achievements and Service of the Members and Chapters of Sector One"



STF31 Sector One On-Line Award Nomination Forms

Sector One Annual Individual Awards Nomination Form	Sector One Unit Awards Nomination Form
Sector One Affiliation Awards Nomination Form	Sector One Annual – Chapter Awards Nomination Form
Sector One Annual – Handbook/ Manual Awards Nomination Form	Sector One Annual – Department Awards Nomination Form
Sector One Scholastic Achievement Awards Nomination Form	Sector One Annual – Newsletter Awards Nomination Form
Sector One Order of Merit Award Nomination Form	Sector One Non-Annual Individual Award Nomination Form

Click any of the STF31 Sector Award Nomination Online Forms



STF31 Sector One Awards Menu

- STF31 Sector One Awards Program
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- STF31 Sector One Hall of Honors- Unit Awards
- STF31 Sector One Hall of Honors- Scholastic Achievement Awards
- STF31 Sector One Hall of Honors- Affiliation Awards
- STF31 Sector One Hall of Honors- Miscellaneous Awards
- STF31 Sector One Hall of Honors- Task Force Decade Awards
- STF31 Sector One Hall of Honors- Order of Merit Awards

Figure D-2
STF31 Sector 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

Sector One Individual Awards Nomination Form (Annual)

The following awards are for STF31 Sector One members.

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

Sector One Awards Officer
xxxxxxxxxxxxxxxxxxxx@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
- Rookie Commanding Officer of the Year

Award Justification *

Notes

Submit

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- STF31 Sector One Scholastic Achievement Awards
- STF31 Sector One Annual Awards
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- STF31 Sector One Hall of Honors-Miscellaneous Awards
- STF31 Sector One Hall of Honors-Task Force Decade Awards
- STF31 Sector One Hall of Honors-Order of Merit Awards

Name and Rank of the person the award is for

SN# of the person the award is for

Sector Assignment

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 Sector Annual Individual Awards Nomination Form



STARFLEET TASK FORCE 31
THE NORTH AMERICA STAR TREK FAN CLUB

STF31 Sector One Awards Menu

Sector One Annual Awards – Chapter Awards Nomination Form

The Chapter of the Year, Chapter First Officer of the Year and Support Chapter of the Year awards are for active STF31 members only.

The Chapter of the Year award is for "Outstanding" status and your total membership at the end of a month out of 6 months during the award period.

Any awards that require the Nominators to seek an assignment, please scroll up to the E-mail address label below.

Enter the Society Officer membership information:

Public contact with us: as usual

Recommending Officer Name *

RO Rank

RO SN#

RO Duty Station

RO E-Mail Address

RO Current Chapter Assignment Name and Registry *

RO's Assigned Events

Chapter Launch/Commissioning Date *

Number of STF31 Members Assigned

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

Chapter is a Shuttle? *

Does your Chapter produce a scheduled newsletter? *

Does your chapter have a published chapter membership handbook? *

Award Submitted *

Chapter Activities/Accomplishments during the current award time frame

Sector Accomplishments/Participation (For example: Did chapter attend awards? Does chapter do things with other chapters? Does chapter have any members serving in Sector positions? Did chapter members receive any awards for the year, not previous year)

STF31 Program Accomplishments/Participation (For example: What has chapter done STF31 wide? Any members hold a STF31 award? Did chapter attend the STF31 Summit or submit articles for Newsletter?)

How does your chapter demonstrate the meaning and spirit of Star Trek this year?

Prepared by: List Officers who helped prepare this entry *

Submit

RO Name

RO Rank

RO SN#

Position of the person making the nomination

Chapter E-Mail Address

Chapter Name and NCC

Sector Assignment

Chapter Launch/Commissioning Date

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

Award Requested

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 at the Sector level for the current awards cycle. Remember chapter MRR's should reflect these items

List all chapter activities, accomplishments and participation at the STF31 level for the current awards cycle. Remember chapter MRR'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-4
On-line STF31 Sector Annual Chapter Awards Nomination Form



STARFLEET TASK FORCE 31

THE NORTH AMERICA STAR TREK FAN CLUB

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Edit This

Sector One Unit Awards Nomination Form

The following awards are for STF31 Sector One Shuttles, Chapters, Sector Departments, Chapter Departments, and MACO Unit.

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

Sector One Awards Officer
xxxxxxxxxxxxxxxx@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
Chapter 01

Current Chapter of Assignment *

Nominee E-Mail Address *

Recommending Officer Name *

RO SN# *

RO Current Chapter Assignment *

RO E-Mail Address *

Award Requested *

Honor Unit with Distinction
Unit Commendation
Joint Unit Meritorious Award
Meritorious Unit Commendation
Honor Unit with Honors
Enterprise Award

Award Class Level

None

Award Justification *

Notes

Submit

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- STF31 Sector One Hall of Honors Unit Awards
- STF31 Sector One Hall of Honors Scholastic Achievement Awards
- STF31 Sector One Hall of Honors Merit Award
- STF31 Sector One Hall of Honors Miscellaneous Awards
- STF31 Sector One Hall of Honors Task Force Decade Awards
- STF31 Sector One Hall of Honors Order of Merit Awards

Nominee Name

Nominee SN#

Assigned Sector

Nominee Chapter Name and NCC

Nominee E-Mail Address

RO Name

RO SN#

RO Chapter Name and NCC

E-Mail address of the RO

Requested Award

Award Class

Award Justification

Remarks

Submit button

Figure D-5
On-line STF31 Sector Unit 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

Sector One Scholastic Achievement Awards Nomination Form

The following awards are for STF31 Sector One members.

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

Sector One Awards Officer
xxxxxxxxxx@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 *

McCoy Medical Training Award
Officer Basic Course
Officer Advance Course
Command and Staff Course
Richard Daystrom Academic Excellence
Silver Star of Academic Achievement

Award Class Level

None

Award Justification

Notes

Submit

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- STF31 Sector One Hall of Honors-Scholastic Achievement Awards
- STF31 Sector One Hall of Honors-Affiliation Awards
- STF31 Sector One Hall of Honors-Miscellaneous Awards
- STF31 Sector One Hall of Honors-Task Force Decade Awards
- STF31 Sector One Hall of Honors-Order of Merit Awards

Nominee Name

Nominee SN#

Assigned Sector

Nominee Chapter Name and NCC

Nominee E-Mail Address

RO Name

RO SN#

RO Chapter Name and NCC

E-Mail address of the RO

Requested Award

Award Class

Award Justification

Remarks

Submit button

Figure D-6
On-line STF31 Sector Scholastic Achievement 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

Sector One Unit Awards Nomination Form

The following awards are for STF31 Sector One Shuttles, Chapters, Sector Departments, Chapter Departments, and MACO Unit.

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

Sector One Awards Officer
xxxxxxxxxxxxxxxx@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 *

Honor Unit with Distinction
Unit Commendation
Joint Unit Meritorious Award
Meritorious Unit Commendation
Honor Unit with Honors
Entertainment Award

Award Class Level

None

Award Justification *

Notes

Submit

STF31 Sector One Awards Menu

- STF31 Sector One Awards Program
- STF31 Sector One Individual Awards
- STF31 Sector One Unit Awards
- STF31 Sector One Scholastic Achievement Awards
- STF31 Sector One Annual Awards
- STF31 Sector One Annual Communications Awards
- STF31 Sector One Affiliation Awards
- STF31 Sector One Miscellaneous Awards
- STF31 Sector One Decade Awards
- STF31 Sector One Awards Program FAQ
- STF31 Sector One Award Nomination Portal
- STF31 Sector One Awards Program News
- STF31 Sector One Annual Award Nominations
- STF31 Sector One Hall of Honors-Affiliation Awards
- STF31 Sector One Hall of Honors-Individual Awards
- STF31 Sector One Hall of Honors-Unit Awards
- STF31 Sector One Hall of Honors-Scholastic Achievement Awards
- STF31 Sector One Hall of Honors-Affiliation Awards
- STF31 Sector One Hall of Honors-Miscellaneous Awards
- STF31 Sector One Hall of Honors-Task Force Decade Awards
- STF31 Sector One Hall of Honors-Order of Merit Awards

Nominee Name

Nominee SN#

Assigned Sector

Nominee Chapter Name and NCC

Nominee E-Mail Address

RO Name

RO SN#

RO Chapter Name and NCC

E-Mail address of the RO

Requested Award

Award Class

Award Justification

Remarks

Submit button

Figure D-7
On-line STF31 Sector Unit 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

Sector One Affiliation Awards Nomination Form

The following awards are for non-chapter organizations and not an individual of the chapter. Any awards that require the Nominator to send an attachment, please send it to the E-mail address listed below.

Sector One Awards Officer
xxxxxxxxxxxxxxxxxxxx@gmail.com

Fields marked with an * are required

Nominee Organization or Individual Name *

SN# (if nominee is a STF31 member)

Address, City, State, Zip

Chapter Assigned Sector *

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

Recommending Officer Name *

RO SN# *

RO Current Chapter Assignment *

RO E-Mail Address

Award Requested *

Sector One Ambassadorial Award
Sector One Honorary Membership

Award Justification *

Notes

Submit

STF31 Sector One Awards Menu

- STF31 Sector One Awards Program
- STF31 Sector One Individual Awards
- STF31 Sector One Unit Awards
- STF31 Sector One Scholastic Achievement Awards
- STF31 Sector One Annual Awards
- STF31 Sector One Annual Communications Awards
- STF31 Sector One Affiliation Awards
- STF31 Sector One Miscellaneous Awards
- STF31 Sector One Decade Awards
- STF31 Sector One Awards Program FAQ
- STF31 Sector One Awards Nomination Process
- STF31 Sector One Awards Program News
- STF31 Sector One Annual Awards Past Recipients
- STF31 Sector One Hall of Honors-Active Awards
- STF31 Sector One Hall of Honors-Individual Awards
- STF31 Sector One Hall of Honors-Unit Awards
- STF31 Sector One Hall of Honors-Scholastic Achievement Awards
- STF31 Sector One Hall of Honors-Affiliation Awards
- STF31 Sector One Hall of Honors-Miscellaneous Awards
- STF31 Sector One Hall of Honors-Task Force Decade Awards
- STF31 Sector One Hall of Honors-Order of Merit Awards

Nominee Name

Nominee SN#

Nominee Mailing Address

Assigned Sector

RO Name

RO SN#

RO Chapter Name and NCC

E-Mail address of the RO

Requested Award

Award Justification

Remarks

Submit button

Figure D-8
On-line STF31 Sector Affiliation 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

Sector One Annual Awards – Communication Awards Nomination Form

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

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

Sector One Awards Officer
xxxxxxxx@gmail.com

Fields marked with an * are required

RO 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 Sector One Awards Menu

- STF31 Sector One Awards Program
- STF31 Sector One Individual Awards
- STF31 Sector One Unit Awards
- STF31 Sector One Scholastic Achievement Awards
- STF31 Sector One Annual Awards
- STF31 Sector One Annual Communications Awards
- STF31 Sector One Affiliation Awards
- STF31 Sector One Miscellaneous Awards
- STF31 Sector One Decade Awards
- STF31 Sector One Awards Program FAQ
- STF31 Sector One Awards Nomination Portal
- STF31 Sector One Awards Program News
- STF31 Sector One Annual Awards Past Recipients
- STF31 Sector One Hall of Honors-Annual Awards
- STF31 Sector One Hall of Honors-Individual Awards
- STF31 Sector One Hall of Honors-Unit Awards
- STF31 Sector One Hall of Honors-Scholastic Achievement Awards
- STF31 Sector One Hall of Honors-Affiliation Awards
- STF31 Sector One Hall of Honors-Miscellaneous Awards
- STF31 Sector One Hall of Honors-Task Force Decade Awards
- STF31 Sector One Hall of Honors-Order of Merit Awards

RO Name

RO Rank

SN# of the person making the nomination

Sector Assignment

Chapter Name and NCC

RO E-Mail Address

RO Duty Position

Newsletter Name

Newsletter Category

Newsletter #1 Publications Date

Newsletter #2 Publications Date

Newsletter #3 Publications Date

Remarks

Submit button

Figure D-9
On-line STF31 Sector 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

Sector One Annual Communications Awards – Chapter Publications Nomination Form

Please use this online form to submit Sector One Annual Communication Awards-Handbook or Manual.

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

Sector One Awards Officer
xxxxxxxxxxxxxxxxxxxx@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 Sector One Awards Menu

- STF31 Sector One Awards Program
- STF31 Sector One Individual Awards
- STF31 Sector One Unit Awards
- STF31 Sector One Scholastic Achievement Awards
- STF31 Sector One Annual Awards
- STF31 Sector One Annual Communications Awards
- STF31 Sector One Affiliation Awards
- STF31 Sector One Miscellaneous Awards
- STF31 Sector One Decade Awards
- STF31 Sector One Awards Program FAQ
- STF31 Sector One Awards Nomination Portal
- STF31 Sector One Awards Program News
- STF31 Sector One Annual Awards Past Recipients
- STF31 Sector One Hall of Honors-Annual Awards
- STF31 Sector One Hall of Honors-Individual Awards
- STF31 Sector One Hall of Honors-Unit Awards
- STF31 Sector One Hall of Honors-Scholastic Achievement Awards
- STF31 Sector One Hall of Honors-Miscellaneous Awards
- STF31 Sector One Hall of Honors-Task Force Decade Awards
- STF31 Sector One Hall of Honors-Order of Merit Awards

RO Name

RO Rank

RO SN#

Assigned Sector

RO Chapter Name and NCC

E-Mail address of the RO

RO Duty Position

Publication Name

Publication Category

Last Publication Date

Remarks

Submit button

Figure D-10
On-line STF31 Sector Annual Publication 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 Sector One Order of Merit Awards Nomination Form

The following awards are for Sector One members.

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

S01 Sector Chief
sol1stf31@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 GAFA

Radio List *

Second Class
 Third Class

Award Justification *

Notes

Submit



STF31 Sector One Awards Menu

- STF31 Sector One Awards Program
- STF31 Sector One Individual Awards
- STF31 Sector One Unit Awards
- STF31 Sector One Scholastic Achievement Awards
- STF31 Sector One Annual Awards
- STF31 Sector One Decade Awards
- STF31 Sector One Miscellaneous Awards
- STF31 Sector One Decade Awards
- STF31 Sector One Affiliation Awards
- STF31 Sector One Miscellaneous Awards
- STF31 Sector One Decade Awards
- STF31 Sector One Awards Program
- STF31 Sector One Awards Nomination Portal
- STF31 Sector One Awards Program
- STF31 Sector One Awards Past Recipients
- STF31 Sector One Hall of Honors-Annual Awards
- STF31 Sector One Hall of Honors-Individual Awards
- STF31 Sector One Hall of Honors-Unit Awards
- STF31 Sector One Hall of Honors-Scholastic Achievement Awards
- STF31 Sector One Hall of Honors-Affiliation Awards
- STF31 Sector One Hall of Honors-Miscellaneous Awards
- STF31 Sector One Hall of Honors-Force Decade Awards
- STF31 Sector One Hall of Honors-Order of Merit Awards

Nominee Name

Nominee SN#

Assigned Sector

Nominee Chapter Name and NCC

Nominee E-Mail Address

RO Name

RO SN#

RO Chapter Name and NCC

E-Mail address of the RO

Requested Award

Award Class

Award Justification

Remarks

Submit button

Figure D-11
On-line STF31 Sector Order of Merit 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 Sector One Non-Annual Individual Awards Nomination Form

The following awards are for STF31 Sector One members.

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

Sector One Awards Officer
xxxxxxxxxxxxxxxxxxxx@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

Pike Medal of Honor
Garth Medal of Valor
Distinguished Service Star
Legion of Merit
STF31 Badge of Merit (Injury)
STF31 Badge of Merit (Death)

Award Justification *

Notes

Submit

STARFLEET TASK FORCE 31

STARFLEET TASK FORCE 31

STF31 Sector One Awards Menu

- STF31 Sector One Awards Program
- STF31 Sector One Individual Awards
- STF31 Sector One Unit Awards
- STF31 Sector One Schedule
- STF31 Sector One Annual Awards
- STF31 Sector One Annual Communications Awards
- STF31 Sector One Presentation Awards
- STF31 Sector One Miscellaneous Awards
- STF31 Sector One Decade Awards
- STF31 Sector One Awards Program
- STF31 Sector One Awards Nomination Portal
- STF31 Sector One Awards Program News
- STF31 Sector One Annual Awards Past Recipients
- STF31 Sector One Hall of Honor-Annual Awards
- STF31 Sector One Hall of Honor-Individual Awards
- STF31 Sector One Hall of Honor-Unit Awards
- STF31 Sector One Hall of Honor-Scholastic Achievement Awards
- STF31 Sector One Hall of Honor-Alliation Awards
- STF31 Sector One Hall of Honor-Miscellaneous Awards
- STF31 Sector One Hall of Honor-Force Decade Awards
- STF31 Sector One Hall of Honor-Order of Merit Awards

Name of the person making the nomination

SN# of the person making the nomination

Sector Assignment

Chapter Name and NCC

Nominee E-Mail Address

RO Name

RO SN#

RO Chapter

E-Mail address of the RO

Award requested

Award Justification

Remarks

Submit button

Figure D-12
On-line STF31 Sector Non-Annual Individual Awards Nomination Form



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

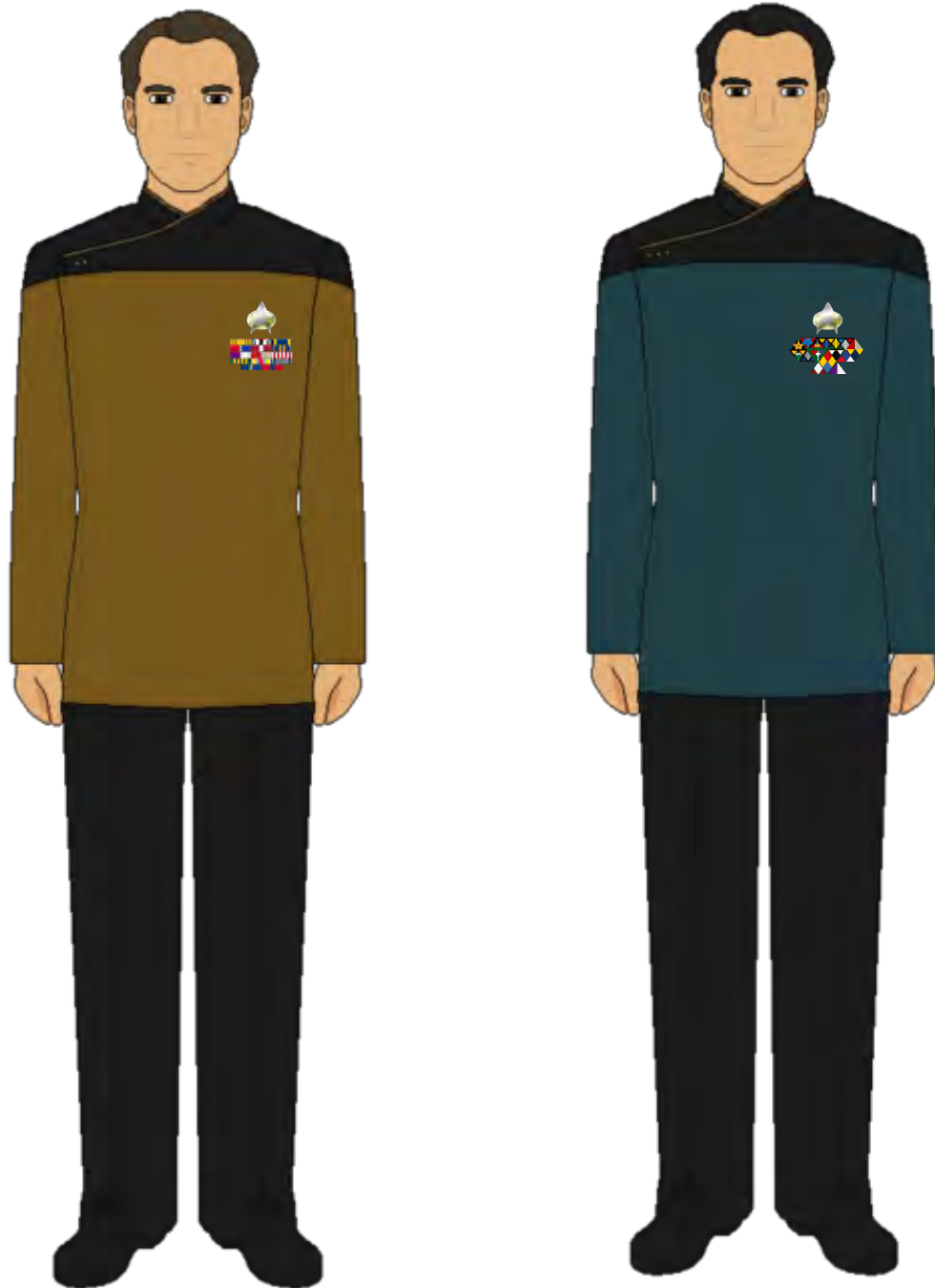


Figure E-3
Examples of either TOS or TWOK style award ribbons



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



