



From: Deputy Director of Administration  
To: All Starfleet Personnel  
Subj: ESTABLISHMENT OF UNIFORMS AND INSIGNIA  
Date: 6 January 2136

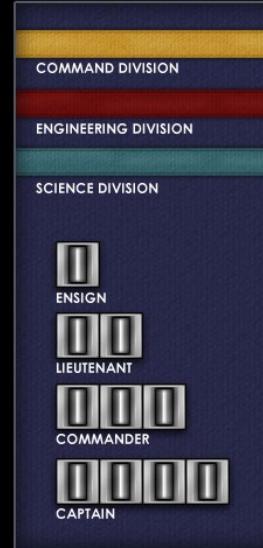
Effective 20 January 2136, all Starfleet personnel are hereby directed to begin adhering to uniform and insignia regulations in the following prescribed manner:

Ensign: 1 pip  
Lieutenant: 2 pips  
Command: 3 pips  
Captain: 4 pips

The following divisional designators are assigned for Starfleet personnel:

Command (1000) – Gold uniform piping  
Engineering (2000) – Red uniform piping  
Science (3000) – Blue uniform piping

//s//CDR Daniel Leonard, Deputy Director of Administration



## Starfleet Correspondence Document

Starfleet Administrative Order #2

Routing Code: SF-A14  
Deputy Director of Administration -> Director of Starfleet Operations

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From: Office of Starfleet Administration  
To: Office of Starfleet Operations  
Subj: IMPLEMENTATION OF STARFLEET SECURITY CLEARANCES  
Date: 26 August 2136

The Office of Starfleet Administration hereby establishes the Security Clearance program of the Starfleet, to be administered by the Clearance Branch of Starfleet Administration.

Starfleet personnel will be assigned one of five clearances in the ascending order. Personnel applying for admittance to the Starfleet are required to be screened and approved for Entry Level Clearance One.

All Starfleet personnel will be assigned a security clearance no later than 1 October 2136. The Starfleet Administration Clearance Branch will be responsible for further policies and procedures as required for the assignment of clearances to Starfleet personnel.

//s//CAPT Daniel Leonard, Director of Starfleet Administration

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## Starfleet Correspondence Document

Starfleet Administration Order #9

Routing Code: SF-21A  
Starfleet Administration -> Starfleet Operations

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From: Office of Starfleet Administration  
To: Office of Starfleet Operations  
Subj: STARFLEET SECURITY ORGANIZATION  
Date: 12 Apr 2137

By direction of Starfleet Operations Order #10, the Office of Starfleet Security has been established with the following initial positions:

Director of Starfleet Security: 1 position (Commander)  
Security Branch Chief: 3 positions (Lieutenant)  
Security Officer: 10 positions (Ensign)

Starfleet Security at present shall be comprised of personnel transferred from the Military Assault Command Operations (MACO) and will be issued the designator 2500 (Security Officer) established per date of this memo.

//s//CAPT Daniel Leonard, Director of Starfleet Administration

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## Starfleet Correspondence Document

Starfleet Administration Order #15

Routing Code: SF-211OS  
Starfleet Administration -> Starfleet Operations

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From: Office of Starfleet Administration  
To: Office of Starfleet Security  
  
Subj: STARFLEET SECURITY EQUIVALENT CRITERIA  
Date: 14 May 2137

Per direction of Starfleet Administration, applicants applying to Starfleet Security from the Military Assault Operations Command (MACO) shall be granted equivalent Starfleet rank to their former MACO officer position under the following criteria.

Lieutenant: Commission as a Starfleet Ensign

Captain/Major: Commission as a Starfleet Lieutenant

Lieutenant Colonel/Colonel: Commission as a Starfleet Commander

MACO General Officers: Commission as a Starfleet Captain

All MACO officers transferring to Starfleet Security will be commissioned in the designator 2500 (Security Officer). MACO enlisted personnel are ineligible at present for Starfleet membership.

//s//CAPT Daniel Leonard, Director of Starfleet Administration

## Starfleet Correspondence Document

Starfleet Administration Order #17

Routing Code: SF-S356

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From: Office of Starfleet Administration  
To: Office of Starfleet Operations  
Subj: ESTABLISHMENT OF ADDITIONAL OFFICER DESIGNATORS  
Date: 7 March 2138

By direction of Starfleet Administration, the following additional officer designators are created to support the further expansion of the Starfleet.

2800 (Fleet Support Officer): Duties to encompass administration of the Starfleet. Appointment may be made upon initial application to Starfleet or through lateral transfer from the 1000 designator (Command Officer).

3500 (Medical Officer): All science officers currently holding a medical degree are redesignated from the 3000 (Science Officer) to the 3500 (Medical Officer) designator. Future direct appointments of Starfleet medical officers shall utilize this designator.

//s//CAPT Daniel Leonard, Director of Starfleet Administration

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## Starfleet Correspondence Document

Starfleet Administration Order #25

Routing Code: SF-SA789  
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From: Chief of Starfleet Administration  
To: Chief of Starfleet Operations  
Subj: ENTRANCE EXAMINATION FOR STARFLEET APPLICANTS  
Date: 12 October 2138

The Office of Starfleet Administration has established the "Starfleet Crewman Entrance Test" (SCET) as well as the "Starfleet Officer Aptitude Test" (SOAT) for use in examination of potential candidates for membership in the Starfleet. Effective 1 January 2139, all applicants for Starfleet membership will be required to submit test results to this office for consideration of Starfleet membership.

It is requested that the Office of Starfleet Training establish policies and procedures for the administration of these examinations as well as the creation and maintenance of appropriate testing facilities.

//s//COMMO Daniel Leonard, Chief of Starfleet Adminsitration

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## Starfleet Correspondence Document

Starfleet Administration Order #29

Routing Code: ST-SF#46

Chief of Starfleet Administration -> Chief of Starfleet Operations

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From: Chief of Starfleet Administration  
To: Director of Starfleet Training  
  
Subj: ESTABLISHMENT OF STARFLEET TRAINING RANKS  
Date: 7 August 2139

By direction of this memo, the Office of Starfleet Administration establishes the following two training ranks for use by Starfleet members in the initial entry stages of Starfleet membership

Personnel under general enlistment shall hold the rank of Recruit  
Personnel under officer training shall hold the rank of Officer Candidate

Effective date of this memo, all enlistments into Starfleet will hold the rank of Recruit and will be placed on Inactive Duty pending activation of a Starfleet Basic Training program. The rank of Officer Candidate shall be considered inactive and unused until the establishment of a Starfleet Officer Accession Program.

//s//COMMO Daniel Leonard, Chief of Starfleet Adminsitration

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## Starfleet Correspondence Document

Starfleet Administration Order #37

Routing Code: ST-SA4918

Chief of Starfleet Administration -> Starfleet Training

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From: Chief of Starfleet Administration  
To: Chief of Starfleet Training  
  
Subj: ESTABLISHMENT OF 1100 FLIGHT OFFICER DESIGNATOR  
Date: 17 March 2140

Effective date of this memo the officer designator 1100 is created, defined as "Command Officers qualified in Warp Flight Procedures" to be hereafter known as "Flight Officer".

Appointment to the 1100 Designator is open to 1000 designator Command Officers through lateral transfer. Eligible officers must have completed the UESPA Space Flight Certification Course or possess a warp craft pilot certification from the Earth Cargo Service.

Starfleet Training is requested to establish a reciprocal training program with the UESPA flight school until such time as a warp flight training program exists to train Starfleet officers directly.

//s//COMMO Daniel Leonard, Chief of Starfleet Administration

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## Starfleet Correspondence Document

Starfleet Administrative Order #42

Routing Code: SFA-675RT3

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From: Chief of Starfleet Administration  
 To: Chief of Starfleet Operations  
 Subj: ESTABLISHMENT OF STARFLEET CREWMAN RATES  
 Date: 4 August 2140

In order to facilitate the assignment of Starfleet crewman to appropriate roles within their fields of specialty, the Office of Starfleet Administration establishes the following career rates for assignment to all enlisted Starfleet personnel.

All Starfleet Crewman will be assigned a rating effective 1 September 2140. Required training and certification of within-rate duties will be determined by the Chief of Starfleet Training.

//s//COMMO Daniel Leonard, Chief of Starfleet Administration

Rate	Abbreviation	Insignia
Ablesman	AB	
Corpsman	CM	
Engineer's Mate	EM	
Scientist's Mate	SM	
Security Guard	SG	
Yeoman	YN	

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## Starfleet Correspondence Document

Starfleet Administrative Order #49

Routing Code: SFA-98R412  
 Starfleet Administration -> Starfleet Operations



From: Chief of Starfleet Administration  
To: Chief of Starfleet Operations  
  
Subj: STARFLEET LEGAL OFFICE AND AWARDS BRANCH  
Date: 8 July 2142

In accordance with directives received from the Chief of Starfleet Operations, Starfleet Administration hereby establishes the Starfleet Legal Office as an independent branch of Starfleet Administration, the purpose of this office to coordinate and adjudicate all legal matters of the Starfleet.

The Office of Starfleet Administration further establishes the Starfleet Awards Branch, as a subordinate office to the Director of Starfleet Ancillaries, in order to implement and coordinate the awards program of the Starfleet, to be established by directive from the Office of Starfleet Operations.

//s//COMMO Daniel Leonard, Chief of Starfleet Administration

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## Starfleet Correspondence Document

Starfleet Administrative Order #58

Routing Code: SFA-12898SOA  
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From: Chief of Starfleet Administration  
To: Chief of Starfleet Operations  
Subj: STARFLEET RETIREMENT PROCEDURES  
Date: 12 January 2145

This memo establishes the procedure for the retirement of Starfleet members following a career in the Earth Starfleet. For the purposes of retirement, a Starfleet member will be required to complete thirty years of active-duty service. Service on detached duty will be considered while inactive service will not be creditable towards retirement.

For personnel who have received advanced rank, six years of calculated service will be added for appointed Lieutenants, eight years for Commanders, and twelve for appointed Captains. Personnel resigning from Starfleet prior to retirement will be considered discharged unless Early Retirement is requested by special request to the Chief of Starfleet Administration.

The maximum allowed age for Starfleet members will be eighty-five Earth years, at which time mandatory retirement will occur unless a service extension is approved.

//s//COMMO Daniel Leonard, Chief of Starfleet Administration

## Starfleet Correspondence Document

Starfleet Administrative Order #67

Routing Code: SFA-23887RT3  
Starfleet Administration -> Starfleet Operations

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From: Chief of Starfleet Administration  
To: Chief of Starfleet Training  
  
Subj: CREWMAN APPLICATIONS TO STARFLEET OFFICER SCHOOL  
Date: 8 April 2145

By direction of the Chief of Starfleet Operations, this memo establishes the procedures for the enrollment of Starfleet Crewman into the Starfleet Officer Candidate Course for the purpose of obtaining a commission as a Starfleet officer.

Starfleet Officer Candidate Classes may consist of no more than five percent prior service Crewman personnel. Selection for Officer Candidate training is to be considered competitive, and all Crewman applicants must:

- 1) Have served a minimum of four years as a Starfleet Crewman
- 2) Hold at least a B level maintenance and computer score and a level 2 damage control rating
- 3) Have completed the Starfleet Officer Aptitude Test (SOAT) in the upper tenth percentile
- 4) Hold a recommendation from the service member's chain of command

Crewman applications for Starfleet Officer Candidate School shall be submitted via SF Form 8 (Special Programs Request) until such time as more specific application form is developed.

//s//COMMO Daniel Leonard, Chief of Starfleet Administration

## Starfleet Correspondence Document

Starfleet Administrative Order #69

Routing Code: SFA-2911875SE  
Starfleet Administration -> Starfleet Training

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From: Chief of Starfleet Administration  
To: Chief of Starfleet Operations  
  
Subj: ESTABLISHMENT OF SENIOR CREWMAN RANK  
Date: 17 October 2145

By direction of the Starfleet Chief of Staff, this memo establishes the rank of Senior Crewman for award to Starfleet enlisted personnel under the following conditions.

Senior Crewman is a meritorious promotion issued with regard to sustained exceptional and meritorious service.

The rank is eligible for Starfleet Crewman with a minimum of four years service in an enlisted capacity and by recommendation to Starfleet Administration from the service member's senior most officer of their immediate chain of command.

Nothing in this order shall alter or impact the procedures for Starfleet Crewman applying for entry into the Starfleet officer training program. Senior Crewman is not a prerequisite for this position, but may be considered favorable in the course of application reviews.

//s// RADM Daniel Leonard, Chief of Starfleet Administration

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## Starfleet Correspondence Document

Starfleet Administrative Order #74

Routing Code: SFA-318817SEC  
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From: Chief of Starfleet Administration  
To: Chief of Starfleet Training  
  
Subj: ESTABLISHMENT OF HELMSMAN RATE  
Date: 12 January 2145

Per date of this memo, the Crewman rating of Helmsman is hereby established. Starfleet Helmsman will serve as trained enlisted personnel onboard Starfleet space vessels to compliment and assist a starship's Helm Officer.

Qualification for the rating of Helmsman shall require a Warp Craft Certification as verified by the United Earth Space Probe Agency or the Earth Cargo Service. Starfleet members currently serving in the rate of Ableman, who hold the required warp craft qualification, may request a cross-rate reassignment to Helmsman through a Special Request authorization.

Within six months of date of this memo, Starfleet Training is requested to coordinate with UESPA for the offering of a permanent training course in order to certify Starfleet members to hold the rating of Helmsman.

//s// RADM Daniel Leonard, Chief of Starfleet Administration

## Starfleet Correspondence Document

Starfleet Administrative Order #81

Routing Code: SFA-4011984SR3

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From: Chief of Starfleet Administration  
To: Chief of Starfleet Operations  
  
Subj: DESIGNATOR AND RATING ADDITIONS  
Date: 11 July 2146

Effective date of this memo, Starfleet Administration hereby establishes the designator of 3800 – Nursing Officer. Appropriate commissioning procedures will be developed to include direct commission consideration for current and experienced civilian nurses requesting to join Starfleet.

Effective date of this memo, the Crewman rating of Radioman is established. All Crewman currently serving in communications specific billets will be automatically augmented to this new rating. It is requested that Starfleet Training create appropriate rate training procedures for other eligible candidates desiring to enter into this rate.

Effective date of this memo, Starfleet Administration establishes the Fleet Support suffix system for Supply, Intelligence, and Legal personnel. Designator suffixes will be automatically included in the records of all eligible officers.

//s// RADM Daniel Leonard, Chief of Starfleet Administration

## Starfleet Correspondence Document

Starfleet Administrative Order #92

Routing Code: SFA-679981SA5  
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From: Chief of Starfleet Administration  
To: Chief of Starfleet Operations  
  
Subj: DIRECT APPOINTMENT MEDICAL COMMISSIONS  
Date: 5 October 2146

In accordance with the provisions of the Starfleet Administration Manual, Chapter 3 (Prior Service Commissions), this memo establishes the procedures for the direct appointment and advanced rank of Starfleet medical and nursing officers. Effective one year from date of this memo, Starfleet Administration will accept direct appointment applications for medical and nursing personnel with advanced rank determined on a case-by-case basis to fulfill billet needs associated with the pending dedication and opening of the Starfleet Medical Center.

Advanced rank to Lieutenant will be granted based on significant medical or nursing experience in a hospital environment, while the rank of Commander may be issued to hospital directors, administrators, and other senior hospital personnel. Advanced rank to Captain may only be granted by direction of the Starfleet Chief of Staff while any medical appointments to flag rank shall require the consent of the United Earth Space Probe Agency.

//s// RADM Daniel Leonard, Chief of Starfleet Administration

## Starfleet Correspondence Document

Starfleet Administrative Order #95

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From: Chief of Starfleet Administration  
To: Starfleet Surgeon General  
  
Subj: MEDICAL PERSONNEL WITH OTHER DUTIES ASSIGNED  
Date: 28 September 2147

This memo addresses the commissioning of medical personnel for which no billets currently exist in the Starfleet, specifically officers who possess a dental, pharmacological, or behavior science education and training background.

In such cases, personnel commissioned into the Starfleet will be assigned the designator of a Science Officer (3000) and receive the scientific specialist code of "MPOD" indicating Medical Personnel – Other Duties Assigned. Such personnel will be eligible to receive scientific billets of the Starfleet until such time as medical designators and billet codes are created for this class of officer.

//s// RADM Daniel Leonard, Chief of Starfleet Administration

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## Starfleet Correspondence Document

Starfleet Administrative Order #99

Routing Code: SFA-10100SS4521

Starfleet Administration -> Starfleet Medical

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