

***Star Trek:
A Call To Duty***

*Cadet's Handbook
Chat Division*

v10408.18

Welcome

Welcome to Star Trek: A Call To Duty™, the only official online role-playing game of its kind ever endorsed by Paramount Digital Entertainment. We are pleased you have decided to heed the call!

The purpose of this Handbook is to provide you with the information you will need to participate in the wonderful world of Star Trek: A Call To Duty.

There are three divisions in which one can play: Chat, Newsgroup and PBeM (Play By Email). This Handbook includes a brief overview of Chat Training, detailed information about Game operation and important Game policies. It is essential that you review this Handbook thoroughly before participating in the training.

Training

Before you may begin participating in the Game you must first learn how to play. This is accomplished through Game training, where new players participate in training missions. The purpose of these missions is to prepare you for the Game and to make sure that you understand how to play.

Training is important because it ensures Game quality and player satisfaction. During the Chat Division Game, the pace is fast and there is little time to ask questions plus there are specific formats in Newsgroup or PBeM (Play By Email) missions. Without training, new players would quickly become frustrated and the Game might be impacted negatively. For this reason, all players are required to successfully complete Game training.

The training process is composed of three steps, signing up, attending, and completing training missions. Each of these steps is outlined below.

Signing up for Training

To sign up for training missions all you need to do is visit the main Star Trek: A Call To Duty website located at <http://www.acalltoduty.com> and click the "JOIN ACTD" graphic. Please read through the instructions and download your handbook. You can then click "Join Chat Game". You'll be sent to ODN where you can follow the instructions to join the game of your choice.

You will receive an email from your instructor with further directions pertaining to the training you have chosen. The email will include information on where and how to begin your training. Included in this will be your unique player serial number. Please record this serial number for future reference.

Attending Training Missions

Reviewing the cadet's handbook

You are required to review the information in this Handbook prior to participating in a training session. Failure to review this Handbook will prevent you from participating since graduation and ship/station assignment is contingent on how well you know the protocols.

Chat

Begin by opening your favorite chat program. Star Trek: A Call To Duty fully endorses Microsoft Chat due to its ease of use, although we do not require all users to participate using this chat program; you may use any other chat program that allows you to have two rooms open and visible simultaneously. Microsoft Chat is particularly easy for new users and it is widely popular throughout our user community.

Log onto the chat server called chat.acalltoduty.com using your chat program and enter the training room (#ACTDTrainingCenter). It's important to note that the server address you log into is not a website URL, so you will have to use a chat application to log into it, rather than your web browser.

Once in #ACTDTrainingCenter, your Training Instructor will assist you in entering the Training OOC room (Out-Of-Character) #TrainingOOO. You may enter the OOC room by either opening another instance of your chat program or by

opening another room in the same instance of your chat program. Whichever the case, you need to be in both rooms at the same time. Once you have entered both rooms, rearrange the window sizes until you are comfortable with the layout.

If for some reason the server mentioned above is down, go to <http://www.acalltoduty.com> for additional info on where to connect. Or email your instructor for alternate servers.

At the beginning of the training mission, your Training Instructor will assign a position to every player who is scheduled to participate for that session. The positions that are assigned are non-negotiable. Do not request a change of position assignment. A complete description of each position is contained in this handbook. This position is temporary and is only used in training.

All cadets before and during their training period must use the nickname Cadet_{your name} (i.e.: Cadet_Bob) when visiting the Fleetyard or observing missions. This is to help the staff and players identify that you are a cadet and be on the look out to offer assistance when needed.

Cadets are welcome to observe missions before and during their training period. *Cadets may NOT enter any OOC room, except for the Fleetyard or the Training OOC during their training time or any other rooms that are clearly marked as open to the public without permission by the hosts of that room.* Further instructions will be provided by your instructor.

Training consists of three training sessions. Any missed sessions will necessitate dismissal and reapplication by the cadet into a new training session

Completing Training Missions

Character Creation Form

This form will require you to provide the details of your proposed character. It is located on the ODN where you will receive instructions on how to log-on, create an account and create a character after graduation. It is best to fill out the form in it's entirety but the background information can be updated at a later date.

PLAYER INFORMATION

Real Name:

Email Address:

CHARACTER INFORMATION

First Name:

Middle Name:

Last Name:

Species:

Age:

Gender:

Height:

Weight:

Eye Color:

Hair Color:

Other Physical Characteristics:

Birth date:

Birthplace:

Mother:

Father:

Siblings:

Spouse:

Children:

Note: Your character is subject to approval by the Personnel Manager. Please visit here for a list of races and the status of each in terms of acceptability: <http://species.acalltoduty.com/>. It is recommended that you choose to have a character with a standard Starfleet race (e.g. Human, Vulcan, Betazoid, etc.). Other races such as Klingon and Ferengi are acceptable. Half-Romulans are also accepted. We will not approve any character that is a Borg (or was once a Borg), a Jem'Hadar, a Changeling, a Q, or a character that has bionic implants that allow the character any supernatural strength. We cannot accept races that appear only in the Star Trek novels.

Due to copyright infringement laws, no reference to any Star Trek characters from the television shows, movies or books will be allowed anywhere in your characters biography. This pertains to any and all character and/or ships that have been portrayed in any of those mediums.

All characters submitted become the property of the player who created them, with the provision that all actions performed by the Characters while in a mission are the property of the "Game".

Stardate Format

In *A Call To Duty*, stardates are expressed in the format 1YYMM.DD, where YY is the last two digits of the current year, MM is the number of the month, and DD is the day of the month. Any single digits in MM and DD would be preceded by zero to make a two digit number.

Therefore, an ST: A Call To Duty entry made on January 15th 2004 would be represented by Stardate 10401.15.

Other examples:

May 31, 2003 - Stardate 10305.31

October 2, 2005 – Stardate 10510.02

Additionally you will find a Stardate Calculator by going to the ODN (<http://odn.acalltoduty.com>) and clicking on the Resources link. The link to the Stardate Calculator and other resources (like this handbook) can be found on the left hand side.

Training Chain of Command

Training Coordinator:

TCs are senior staff that manage the trainers and their classes. Their responsibilities include managing staff and cadet issues, questions and concerns of cadets and staff with regards to training. If a trainer has a question that is brought before them by a cadet that they do not know the answer, they run it up the chain of command and the TC will respond to the trainer. If there is an issue that arises that the trainer cannot resolve, the TC is there to be arbitrator and an additional resource for the trainer.

Trainers:

These are the primary people responsible for your training. They will provide information, game materials and instruction on how to complete your training and direct you in what you need to do and know. Additionally, they are there to resolve any questions or issues you may have with regards to the game. They provide the game environment and do what they can to ensure cadet quality and satisfaction.

Conflict Resolution:

If a cadet has a concern about or conflict with another cadet, an attempt should first be made to work things out directly with that player. Most conflicts can be solved in this manner as many conflicts arise out of a simple lack of communication or misunderstanding. If the conflict is not solved by cadet-to-cadet communication, the concerned cadet must then contact their trainer with the details of the problem. If a cadet is still not satisfied with the solution at this point, they can contact their TC with all the details including the trainer's proposed resolution and steps taken thus far.

In the Training BBS, found at: <http://training.subspace.acalltoduty.com/phpBB2/> we hope to provide both cadets and current players with information on how to make their playing better and more fun for themselves and everyone.

It is with this in mind, we present the articles you will find on this board. Feel free to browse and look around. If you have questions on a given subject, post your questions in the Feedback area and give us a few days to respond to your post or check with your trainer.

Character Officer Positions

These positions apply to all divisions.

Commanding Officer - (CO)

The primary responsibilities of the commanding officer are leadership and command of a crew or team in the direction of attaining a particular mission directive and the safety and well being of officers under his/her command.

Executive Officer - (XO)

The primary responsibilities of the executive officer are acting as a conduit for relevant information to the commanding officer, ensuring the safety and security of the commanding officer, and advising the commanding officer in all instances.

Flight Control Officer - (FCO)

- The primary responsibilities of the flight control officer are course plotting, position verification, and supervision of manual and automatic flight operations. The flight control officer is also the primary bridge liaison to engineering.

- **Course Plotting** - By using a combination of the navigational sensors, science sensors, and tactical sensors the flight control officer can calculate the course of the ship. Course can be input by desired destination, proximity to another vessel, relative bearing, absolute heading, or galactic coordinates.
- **Position Verification** - The flight control officer must know the exact location of the ship in order to make course corrections. Ship location can be determined by time space beacons, subspace radio relays, other vessels, probes, sensors, or celestial objects.
- **Flight Operations (Manual/Automatic)** - During manual and automatic flight operations the flight control officer must monitor navigational sensors, the navigational deflector, the structural integrity field, and the inertial dampening system.
- **Bridge Liaison (to Engineering)** - Since the flight control officer monitors several critical systems aboard a starship, it is not surprising that flight control serves as liaison between the bridge and engineering. The flight control officer will often contact engineering to note performance problems or requirements related to flight control, if and when an engineering officer is not present on the bridge.

Operations Officer - (OPS)

- The primary responsibilities of the operations officer are supervision of power allocation, coordination and scheduling of starship or unit resources, and assignment of away team personnel and equipment.
- **Power Allocation** - During critical situations the operations officer is responsible for supervising power allocation. This may require rerouting power, taking key systems off-line, and coordinating activities with engineering.
- **Resource Coordination/Scheduling** - At any given moment multiple requests for starship or station resources may be made. The operations officer must prioritize these requests and allocate the necessary resources. Starship and station resources include both equipment and personnel.
- **Personnel/Equipment Assignment** - During away team missions the operations officer is responsible for notifying away team members and issuing equipment. The operations officer is also responsible for monitoring away team location, activities, and communication.
- **Communications** - The operations officer has control of all communications systems. These systems include intraship communication, ship-to-ground communication, ship-to-ship communication, and long-range subspace communication.

Tactical Officer - (TO)

- The primary responsibilities of the tactical officer are control of starship or station shields, and weapons with the secondary duties of starship or station security.
- Shields - During alert conditions the tactical officer is responsible for the activation and monitoring of starship shields. This includes making manual adjustments such as shield modulation and recalibration.
- Weapons - The tactical officer has control of all starship or unit defensive systems. These systems include tactical analysis, targeting, and firing. All tactical maneuvers must be coordinated with the flight control officer.
- Internal Security - Security of the starship/station and its personnel is paramount. For this reason, the tactical officer is responsible for internal security. This can range from security for visiting diplomats to counterinsurgency.
- External Security - During away team missions, personnel are vulnerable to attack. For this reason, the tactical officer is responsible for arranging security for officers away from the starship/station.

Science Officer - (SO)

- The primary responsibilities of the science officer are control of starship or unit sensor arrays, coordination of scientific endeavors, and interpretation of sensor data.
- Sensor Arrays - The science officer has control of all sensor systems. These systems include navigational sensors, tactical sensors, long-range sensors, and sensor probes.
- Scientific Endeavors - Since sensor systems are a shared resource the science officer is usually involved in a number of scientific projects. Departments such as stellar cartography often contact the science officer for advice and input.
- Data Interpretation - Command decisions are made based on all available information; this includes scientific information. The science officer is responsible for the interpretation and dissemination of all scientific data collected by available sensor systems.

Engineer - (EO)

- The primary responsibilities of the engineer are monitoring, maintaining, and repairing starship/station systems.
- Monitoring - Since most systems are critical, they must be monitored on a continuous basis. While much of this monitoring is automated, during critical situations officer interaction is required.
- Maintaining - Keeping systems in prime condition is extremely important. For this reason, the engineer has control over diagnostic and maintenance equipment pertaining to each separate system.
- Repairing - Damage to any system can lead to disaster. For this reason, the engineer has many resources with which to repair damaged systems. These include personnel, materials, and special equipment.

Medical Officer - (MO)

- The primary responsibilities of the medical officer are prevention, diagnosis, and treatment of medical problems experienced by starship or station personnel.
- Prevention - Prevention of medical problems is accomplished through the use of routine physicals. All personnel are required to submit to physical examinations as required by the medical officer.
- Diagnosis - Diagnosis of medical problems is accomplished through the use of advanced medical systems. These systems include medical tricorders, biobeds, sensor clusters, and extensive medical references.
- Treatment - Treatment of medical problems is accomplished through the use of medical resources. These resources include medical equipment (e.g. hyposprays, neural stimulators, etc.) as well as holistic agents (e.g. medicines, physical therapy, etc.).

Counselor - (CNS)

- The primary responsibilities of the counselor are diagnosis and treatment of psychological problems experienced by personnel. The counselor also advises command personnel.
- Diagnosis - Diagnosis of psychological problems is accomplished through the use of in depth counseling sessions. All personnel are required to submit to psychological evaluations as required by the counselor.
- Treatment - Treatment of psychological problems is accomplished through the use of psychological resources. These resources include different types of therapy and continued psychological counseling.
- Advising - Since counselors are trained in psychological analysis it is not surprising that they often involved in command decisions. These decisions usually deal with diplomacy, negotiation, or first contact.

Civilian/Specialist - (CIV)

This position on either a starship or station can encompass any other position not already covered. It is a position created to acknowledge the presence of non-Starfleet personnel on starships or stations (like Guinan, Quark, Jake Sisko, and even Neelix). While the aforementioned characters didn't have a proper Starfleet rank, this does not mean that your character may not have a rank. Instead of a non-ranked non-Starfleet character, you could create a ranked Starfleet character and still have it placed in the civilian position. Examples of characters would be Kozinski (a warp specialist), Nog (a Starfleet Cadet), or even someone from Starfleet Intelligence to make observations during a crucial mission. Simply put, this position is so dynamic that it is really meant for those players who really care about the Game play, and not their rank. It is a wonderful position to role-play, offering greater flexibility than perhaps any other position in the Game.

Ranks

The standard ranks in Star Trek: A Call to Duty is as follows and applies to all divisions:

- Cadet (abbreviated Cdt) *A player must specifically request this rank when creating a new character.
- Ensign (abbreviated Ens)

- Lieutenant Junior Grade (abbreviated LtJG)
- Lieutenant (abbreviated Lt)
- Lieutenant Commander (abbreviated LtCmdr)
- Commander (abbreviated Cmdr)
- Captain (abbreviated Capt)

Rules and Policies

Acceptable Writing Practices

Typing practices

Proper typing practices shall be used in all three divisions. This means punctuation, capitalization and complete words (i.e.: “u” is an unacceptable abbreviation for “you”, “im” is an unacceptable abbreviation for “I’m”). This applies to missions, emails and posts.

Spell-check – Spell-check- Spell-check

Please spell-check every email and post before sending. This applies for Chat, Newsgroup, and PBeM (PLAY BY EMAIL) Games. Most email software allows you to do this. If yours doesn’t then try to compose in a word processing package that will perform the spell-check, then cut and paste into your email package.

Common Courtesies

Chat

It is considered bad form to do the following:

- Enter and exit a room repeatedly.
- Enter another ship’s OOC room (out of character) uninvited.
- Enter an OOM room (out of mission) uninvited and immediately start speaking.
- Whisper to playing characters of another ship or station while watching.
- Changing you nickname repeatedly in a room.
- Verbally attacking or abusing another player.
- In general, disrupt a conversation or game play of any kind maliciously.

Chat Participation Requirements

There are specific requirements for participation by each division. Failure to fulfill these requirements may affect your character’s promotion and may even qualify for your character’s removal from their ship/station. These requirements are per each character.

Ships

Actively participate in one weekly hour mission and submit one log per week.

Stations

Actively participate in at least one hour mission per month and submit one log per month.

Assignment

After graduating from Training from any division, players are assigned to a starship or station. Only after graduation will players be assigned, and the player will be contacted via email with further information. There are currently several starships and stations so you will be asked to give a few choices since it is not possible to guarantee an assignment/position.

Chat Specific Items

Communication Protocols

Telepathic Communication

Some races have telepathic powers, in varying degrees by virtue of birth (i.e. Vulcan, Betazoid, etc). If your player is one of those, or if a powerful being sends a message to you (providing you are able to receive and understand such message), you will need to know the protocols for telepathic communication. Telepathic communication is marked by ~~~ and ~~~~. By using the tilde symbols ~ ~ surrounding the communication. Don't spoil the game for others by going against species traits.

Examples:

Cns_Heinlein:
~~~FCO: I don't like this.~~~

FCO\_Alexander:  
~~~Cns: Why not? He is talking peace.~~~

Cns_Heinlein:
~~~FCO: His body language is wrong. He seems poised for attack.~~~

### **Face-to-Face Communication**

This form of communication is used when speaking to another character in the immediate area. To use face-to-face Communication precede your text with the last name or title of the character to which you are addressing, followed by a colon. If you are speaking to everyone there is no need to reference a name or title.

Examples:  
CTO\_Johnson says:

CO: The Gorn are firing on the planet.

OPS\_Taylor says:

CO: They have fired on the survey team's position.

CO\_Harris says:

OPS: Lock on to the survey team and beam them directly to sickbay.

OPS\_Taylor says:

CO: Aye sir, establishing transporter lock.

CO\_Harris says:

CTO: Hail the Gorn ship.

CTO\_Johnson says:

CO: Hailing frequencies open, sir.

## **Non face-to-face communication**

### Asterisks plus Colon:

This form of communication is used when speaking to another character out of the immediate area. To use non face-to-face communication, precede your text by enclosing the last name or title of the character, or area of the starship/station to which you are addressing, with asterisks followed by a colon.

Example:

OPS\_Taylor says:

\*Sickbay\*: Prepare for casualties!

CMO\_Curtis says:

\*OPS\*: You may energize when ready.

OPS\_Taylor says:

\*CMO\*: Initiating transport.

The following scenarios will use the asterisks (Crew to crew or crew to home ship/station):

- When not in person or on different decks of a ship.
- When not in person or on different decks of a starbase.
- When not in person or on different decks of a station.
- When contacting assigned ship from one of its own shuttles/runabouts.

**Note:** Starfleet personal combadges are integrated into the Home Ship/Station com-system so that no matter where the crewmember is, they can speak to each other without the use of COM:. No COM: is needed for an Away Team whether they are on a planet, in a shuttle, or inside a deserted ship, investigating the disappearance of its crew.

**Note:** Away teams will also use the same communication protocols except they will also use the alternate location symbol (See section 7.1.4 Alternate Location Communication)

Example:

XO\_Rekir says:

@::Quickly taps combadge:: \*CO\*:The ship is deserted.

CO\_Dracip says:

\* Rekir\*: Download the ships log before you return, they might be able to tell us what happened.

XO\_Rekir says:

@\*CO\*: Aye sir, Rekir out.

### COM plus Colon

The following scenarios will use the COM: protocols (Crew and/or ship/station):

- Communicating with vessels or starbases that the character is not assigned to.
- When one ship/station/starbase/planet com-system contacts a different ship/station/planet com-system.
- For all ship to ship, ship to station, ship to starbase, station to station, and station to starbase
- For all planet to ship, and planet to station, and planet to starbase.(This form of communication is used by the planet government/rulers/people contacting your ship when you enter orbit usually, you should respond in kind by using COM:)

The following is the format of the COM: protocol:

- (Home ship/station/starbase) COM: <Target>: <Message>  
<COM+Colon Target+Colon Message>
- (Other ship/station/starbase) @COM: <Target>: <Message>  
<@+COM+Colon Target+Colon Message>

Example:

COM: Unknown ship: This is the USS Liberty. Identify yourself.

@COM: USS Liberty: This is the Pakled frigate Hz'Mat . Our ship engines are broken. We need your help. We look for things to make us go.

## **Non Verbal Communication**

This form of communication is used to express actions and emotions. To use non-verbal communication, enclose your actions and emotions in double colons. Actions and emotions should be integrated with other forms of communication whenever possible.

Examples:

TO\_Jackson says:

::materializes in sickbay::

CMO\_Curtis says:

::goes to Jackson and scans his injury with a medical tricorder:: TO: Your arm is broken in two places.

TO\_Jackson says:  
::holds arm in pain::

## Alternate Location Communication

This form of communication is used when away from the starship/station, or away from the main group of characters. To use alternate location communication, precede any other form of communication with the @ sign.

Home Ship/Station = your ship/station, whose mission it is, never uses a designation such as @. Just picture your ship as the center of the universe and everything else around it is an alternative location.

@ = is used by AT's and other ships/stations/starbases/shuttles (if used in your mission) to designate an alternate location: away from the Home Ship/Station. If there are more than one alternate location, then the SM will assign different symbols to each for ease of communication such as # or \$.

There was some question about how do I find the Captains location when reading a transcript.

Answer: Simple. There are several ways. One is by the **ACTION** of the SM. Another is whether the CO is using an alternate location symbol in front of her/his message. Also, look for a communication between the player (in character) and the SM. This can take the form of a NPC reply from the computer. SM says: <Computer>: The Captain's location is on the planet/deck 2/in his quarters/in his ready room (or no longer on the ship.)

If the SM **ACTIONS** the CO to the planet, that action, in bold, indicates the CO must type text that he has arrived on the planet. Please note that the CO is now on the planet he/she will use @ in front her/his message. @CO: ::shimmers into being on the planet:: If the SM doesn't action it, or the CO has no @ in front of her/his message, then the CO is on the Home Ship.

Examples:

SO\_Baker says:  
@ ::scans area with tricorder:: SO2: All clear as expected.

SO2\_Grant says:  
@ ::opens the equipment case:: SO: We should start with soil samples .

SO\_Baker says:  
@ ::joins Grant and removes some sample containers::

## NPC In-line Play

Occasionally, you will desire to reply as another character without changing your nickname in the chat room. To do this you place the new nickname in greater than and less than symbols <> This is useful if you need to speak to a NPC character that is not present as a player.

Example:

EO\_Smith says:

\*EO\_Jones\*: I need the repairs done to that power coupling done, now.

EO\_Smith says:

<EO\_Jones>\*EO\_Smith\*: Finishing up now, ::tightens final connection and closes the access to the coupling:: Try it now

## Private Communication

This form of communication is used when you have an out-of-character comment or question for another player or when the SM needs to communicate vital information to you. To use private communication just ask your question or make your comment in the OOC (Out -Of-Character) chat room that your SM directed you to.

**Note:** When you're in a Training Mission, Station Mission, or Starship Mission you will be required to not only have the appropriate Mission chat room open (e.g. #TrainingOOO, #ACTDStationMissions, or #ACTDShipMissions) but you will also be required to have the OOC chat room, specified by your SM, open before the mission begins and be in "uniform" in the Mission room.

## Corrections

It is sometimes necessary to correct the text that you have placed in the chat room because of typing errors. If it is totally undecipherable as to what you meant to type, it may be a good idea to place a correction within a <> set so that it might be changed when the transcript is edited for publication. This should follow right after the mistake.

Example:

CO\_Firp says:

\*CTO\*: Target their wapns systems.

CO\_Firp says:

<wapns = weapons>

## Game Play

### Attending a Starship or Station Mission

Begin by opening your favorite chat program. Log on to the chat server using your chat program and enter the starship mission room called #ACTDShipMissions or #ACTDShipMissions2. Station missions are held in #ACTDStationMissions.

It is recommended that you arrive approximately fifteen (15) minutes prior to the ship start time. Once in the mission room, your SM will tell you the name of the OOC Room. You may enter the OOC room by either opening another instance of your chat program or by opening another room in the same instance of your chat program. Whichever the case, you need to be in both rooms at the same time.

Once you have entered both rooms, rearranging the window sizes until you are comfortable with the layout.

If for some reason the server is down go to <http://www.acalltoduty.com> for additional info on where to connect.

## **Mission Orders**

Mission Orders are distributed via email by your SM prior to the beginning of a new mission. Mission Orders contain information which pertain to the overall mission and are distributed via email as well as posted on the ship' newsgroup.

## **Mission Briefings**

Mission Briefings are created by the Commanding Officer of each starship or station. Mission Briefings contain information which pertain to each Game session and are distributed via email as well as posted in the ship's newsgroup mission thread.

## **Duty/Personal Logs**

Duty logs and personal logs are key elements of the Game. They allow your character to grow and develop, as well as allowing your fellow players to get a better insight into your character's personality. For the sake of space and easy reference, duty and personal logs should be in the same document, but made clearly distinguishable from one another.

All characters assigned to starships are required to write duty logs at the conclusion of each Game session.

All characters assigned to stations are required to write duty logs once per month (with the flexibility to choose the session of the month to write about, or write a log for combined sessions attended during the month).

Failure to complete a duty log will result in you being marked 'ABSENT' for the session and will adversely affect your character's chances at promotion.

Duty logs explain the events that took place during the Game session. Keep the following things in mind when writing a duty log:

- Write from your character's perspective.
- Concentrate on your character's actions.
- Summarize interactions with other characters.

Characters may optionally write personal logs at the conclusion of each Game session. Personal logs explain your character's personal thoughts and observations. Keep the following things in mind when writing a personal log:

- Write from your character's perspective.
- Reference your character's emotional state.
- Summarize interaction with other characters.

Logs should be distributed via email to the rest of the crew and posted to the newsgroup for that ship or station. It is best to read a few logs from different players and ships to get a feel as to what forms are generally used and accepted.

**Note:** Do not refer to another character or another player's NPC in your logs in any way that deviates from what actually happened in the mission without permission first from the other player. For instance, consider that your character may be a strict non -drinker or unsociable person. If you received a log from another player detailing a wild party they attended with your character after the duty shift, that goes on to describe how your character ended up with a lampshade on his/her head, you'd be a little steamed, right? Same goes for referring to another player's NPC, pet, friend, parent, etc. If it's not your character, get permission first.

## Sample Duty Log

5th Fleet  
USS Andromeda  
CO Captain Sketek Zhnirev  
10405.16

Computer: Open duty log.

How will this tragedy end? I don't know how to stop it. That is not to say that I wouldn't be able to do so - I just don't know how. There are dark forces all around us but we are not without a chance.

Computer: Open personal log.

To be honest, these are the times when I would expect the members of the crew to come up with good ideas. It is not easy to be the one who is responsible for everything when you can't even fully understand the situation. It's like being a babysitter to a tyrannosaurus with a small stick as your only weapon. It's not enough.

Computer: End log.

## Posting to Subspace

Find the board for your current mission. If it's not there, pester your SM to create it and to post the mission orders. Do not post any logs until the SM has first posted the mission orders, and your CO has posted a mission brief for the mission your log is for.

Click on the mission board to open it.

Find the appropriate mission brief, and click on it. It should be at the top of the list, because you don't fall behind with logs, do you? ☺

Click on "post reply". Do NOT click on "new topic".

Type the proper heading for your log into the subject line. I.e.  
CTO Cmdr. Target Stardate 10201.29

Type your log into the provided form (or cut and paste it from elsewhere if you've already written it).



FCO\_Bryant:  
::moves the starship into a standard orbit::

CO\_Harris:  
OPS: Have them report to transporter room two.

FCO\_Bryant:  
CO: Orbit achieved sir.

CO\_Harris:  
CSO: Begin planetary scans.

**ACTION There is a Power surge in the EPS grid**

CEO\_Ryan:  
::notices a surge of power in the EPS grid::

CNS\_Trent:  
::moves to science one to observe::

CMO\_Curtis:  
::notes that the Captain is overdue for a physical::

OPS\_Taylor:  
\*Survey Team\*: Report to transporter room two.

CSO\_Smith:  
CO: Aye sir. ::initiates scans::

CTO\_Johnson:  
::continues tactical scans of the system::

CEO\_Ryan:  
\*CO\*: I am detecting a surge in the EPS grid.

FCO\_Bryant:  
::monitors the inertial dampening field::

CO\_Harris:  
\*CEO\*: Is it serious?

CEO\_Ryan:  
\*CO\*: No but I would like to inspect the plasma conduit on deck eight.

\*\*Actual missions can be found for each ship on:  
<http://archive.acalltoduty.com>