STAR TREK:
A Call To Duty

Player's Handbook

v10409.22

Table of Contents

1 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.

This Handbook includes a brief Game overview, detailed information about Game operation and important Game policies. It is essential that you review this Handbook thoroughly before participating in the Game.

There are three divisions in which one can play: Chat, Newsfleet and PBeM (Play By Email). This handbook covers all aspects of all three divisions.

Due to the evolution of Star Trek: A Call To Duty, the contents of this Handbook will change periodically. All Handbook revisions will be made available for players to download from the Game's web servers. Questions about the Handbook should be posted to the Feedback utility, available on the ODN (http://odn.acalltoduty.com).

Click Contact and then Game Feedback.

2 Game Overview

2.1 General Information

Role-playing is when a person assumes the identity of a character and acts out that character's thoughts and emotions. In Star Trek: A Call To Duty, role-playing means assuming the identity of a Starfleet officer, civilian or other character in the Star Trek genre, exploring strange, new worlds, seeking new life and new civilizations, and boldly going where no one has gone before.

The *Chat division* of the Game is composed of a series of missions that take place in chat rooms.

The *PBeM (Play By Email) division* of the Game is composed of a series of missions that take place on internet mailing lists.

The *Newsfleet division* of the Game is composed of a series of missions that take place in a series of postings to newsgroups.

Each character is assigned a specific position (Science Officer, Tactical Officer, etc.) on a starship or station. The objective of the Game is to work with other characters to successfully complete each mission. Teamwork is the essential ingredient which differentiates true role-playing from "simming", where your character simply reacts to circumstances.

Interacting realistically with other characters and working together to solve problems is what role-playing in Star Trek: A Call To Duty is all about.

During missions, characters are presented with various events which require them to make decisions and take action. The result of character actions are determined by a Ship/Station Manager (SM) then communicated to the players. The quality of character decisions and the timeliness of character actions determine the success or failure of a mission.

Anyone around the world may participate in the game, regardless of time zone or location. The Chat Division has ships and stations running at different times each day and the PBeM (Play By Email) division and the Newsfleet Division are available 24 hours a day.

It is recommended you have a good command of the English (American, Australian, British, or Canadian) language, since the all missions will be in English, regardless of which division you join.

All of the information you need to start playing Star Trek: A Call to Duty can be found at http://www.acalltoduty.com.

2.2 Game Ratings

Mission Rooms and missions

All missions in all divisions are rated PG

RATING PG - "PG: "Parental Guidance Suggested. Some Material May Not Be Suitable For Children."

This is a playing environment which clearly needs to be examined or inquired into by parents before they let their children attend. The label PG plainly states that parents may consider some material unsuitable for their children, but the parent must make the decision.

Parents are warned against allowing their children, unseen and without inquiry, into PG-rated playing environments. The theme of a PG-rated playing environment may itself call for parental guidance. There may be some profanity. There may be some violence or references to brief nudity. But these elements are not deemed as intense as to require that parents be strongly cautioned beyond the suggestion of parental guidance. There is no drug use content in a PG rated playing environment.

The PG rating, suggesting parental guidance, is thus an alert for examination by parents before deciding on its viewing by their children.

Obviously such a line is difficult to draw. In our pluralistic society it is not easy to make judgments without incurring some disagreement. So long as parents know they must exercise parental responsibility, the rating serves as a meaningful guide and as a warning."

To further clarify, words such as damn, hell, and ass are acceptable. Any other derogatory words are not acceptable.

Out-of-Character Rooms

Rated G – The Fleetyard (#TheFleetyard) is the general non-mission-related room that allows players to interact as themselves with other players form different areas of the game. In character ranks do not apply here as this is an OOC room (out of character). The rating of G is strictly adhered to as many younger players inhabit this room. We expect users of our Fleetyard to act accordingly.

Rated PG - OOC rooms (excluding the Fleetyard). Although the borderline words are acceptable, we ask our players to take in the fact that we have younger players on ship crews and we expect users of our mission rooms to use discretion with borderline words.

2.3 General Character Information

2.3.1 Character Creation

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".

Guidelines
1. The number of characters a player may have is not limited to two. A player can make as many characters as they want, however, the same process will be used to judge whether the character is allowed. The SMs of the player in question will submit their suggestions to Personnel on whether the player can handle an additional character. If the submissions are favorable, then another character will be allowed. This is up to the Personnel Manager to judge.

2. A player may have only one character in a command position (CO, XO) per division. For example: one in the Chat division, one in the Newsfleet division, one in the PBeM (PLAY BY EMAIL) division.

3. If a player has two characters in one division, one of which (character A) is in a command position, and wants to move character B into a command position, this is perfectly acceptable as long as character A is removed from the command position. It is important to note here that it does not matter which character is in the command position, just as long as not more than one is in said position.

4. A player's status in one division should not reflect their status in another division. For example: A staff member in the Chat division may indeed be a CO in either the Newsfleet or PBeM (PLAY BY EMAIL) divisions…IF WARRANTED.

5. A Ship/Station Manager may not hold a command position (CO, XO) in the same division that they run a Ship/Station in. For example: A SM in the Chat division would not be allowed to hold a command position in the Chat division.

6. The player may not transfer characters between divisions. A Character made for the Chat division would remain in the Chat division. This is to

emphasize that each division is a separate entity in regards to ranks, staff, and players.

Multiple Characters

1. A player must currently be active in the division for a minimum of six months to qualify for a multiple character. More characters may be added over time. If a player goes on the inactive list, for any reason, the amount of time prior to their departure will not be considered. We only start counting from the player's most recent activation date.

2. A player must meet all attendance and log requirements of their existing ships. The respective SMs will be contacted about this by the Personnel Manager.

3. The new character must fit the allowable races for ACTD, as shown in the ACTD Species Database available at http://species.acalltoduty.com/

4. The new character must start at the rank of Ensign and progress as the character participates in each mission. The option of starting with the rank of Cadet is also available.

5. The new character's SM administers the new character as they would a regular player.

6. If the player's attendance and log requirements fall off for any ship, they may have one character removed, as per Management's discretion.

7. Should a multiple character application be denied, a new application may be submitted for approval in no less than one (1) month time.

2.3.2 Stardate Format

In *Star Trek: A Call To Duty,* stardates are expressed in a format YYMM.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.

Although years in the 2000's require a slight alteration of this convention; using the above criteria, one would come to 0005.31 to represent May 31, 2000. This, however, makes it appear that we've reset the year to zero, instead of rolling over to the next year from 1999.

If the first two digits of the ACTD year represent years, 1997 would be the year 97, 1998 would be 98, and 1999 would be 99; continuing in the vein, then, the year 2000 would be represented by the number 100(the next number in the sequence used to this point).

Therefore, an ACTD entry made on January 15th 2000 would be represented by Stardate 10001.15, where the first three digits, 100 represent the year 2000; the format for the month (01) and day (15) remains the same as used previously.

Using this same format, the year 2003 would be represented as 103. Thus, an entry posted on May 31, 2003 would be represented in the form 10305.31, where 103 represents the year 2003, 05 represents the fifth month of the year, and 31 represents the 31st day of the month.

Therefore: May 31, 2003 = Stardate 10305.31

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.

3 Staff and Player Roles

These roles are the same for all three divisions with the exception of the combined CO/SM position described under ACTD Chain of Command

3.1 ACTD Chain of Command

Chief Moderator (CM)
The CM is a senior staff member whose responsibilities includes moderating staff and player issues, questions and concerns, in addition to monitoring the game bulletin boards and the chat servers.

Division Managers (DMs)
DMs are senior staff that manages the entire division containing the various fleets consisting of several starships and stations. Their responsibilities include managing staff and player issues, questions and concerns, in addition to establishing policies and procedures for their divisions.

Fleet Managers (FMs)
FMs are senior staff that manages entire fleets consisting of several starships and stations. Their responsibilities include personnel transfers and reassignments, and managing staff and player issues, questions and concerns, in addition to monitoring newsgroup and chat servers.

Ship/Station Managers (SMs)
SMs are hosts responsible for Game operation. Their responsibilities include providing game materials, managing the game environment, and maintaining game quality and player satisfaction.

Game Materials - Before each mission begins, an SM will provide a player with mission orders which detail the objectives of the mission. The SM may also provide additional information to players whose characters will have important roles during the mission.

Game Environment - During each Game session, an SM will communicate information about events that are taking place. When characters react to these events, the SM will then communicate the result of character actions to the players.

Game Quality - During each Game session, an SM will prevent visitors from disrupting the mission. The SM will also monitor the Game session for Terms of Use violations and take action to prevent future violations.

Player Satisfaction - At all times, an SM will provide an open forum through which players may ask questions, make comments, and submit suggestions. The SM will respond to all such correspondence.

The PBeM (Play By Email) SM and the Newsfleet SM is also the CO of the ship or station. This is due to the unique format and style of play that the PBeM (Play By Email) and Newsfleet utilizes.

Commanding Officers (COs)
COs are players responsible for mission direction. Their responsibilities include providing game materials and directing fellow players.

Game Materials - Before each game session begins, a CO will provide players with a mission briefing: instructions pertaining to the mission orders. Mission briefings are not used with training missions.

Player Direction - During each game session, a CO will give direction to the players. This direction will be in the form of orders from the CO's character to other characters. It is up to each player to decide whether or not to obey the orders.

Executive Officers (XOs)
XOs are players responsible for mission direction during the absence of the CO. Their responsibilities include providing game materials and directing fellow players.

Game Materials - In the absence of a CO, before each game session begins, a XO will provide layers with a mission briefing: instructions pertaining to the mission orders. Mission briefings are not used with training missions.

Player Direction - In the absence of a CO, during each game session, a XO will give direction to the players. This direction will be in the form of orders from the CO's character to other characters. It is up to each player to decide whether or not to obey the orders.

3.2 Character Officer Positions

These positions apply to all divisions. For in-depth descriptions of all positions and their responsibilities, please refer to http://officersmanual.acalltoduty.com/

Commanding Officer - (CO)

Executive Officer - (XO)

Second Officer - *This is an unofficial ST:ACTD position but is a long established unwritten tradition*.

Flight Control Officer - (FCO)

Operations Officer - (OPS)

Tactical Officer - (TO)

Science Officer - (SO)

Engineer - (EO)

Medical Officer - (MO)

Counselor - (CNS)

Civilian/Specialist - (CIV)

3.3 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.)

3.4 Guidelines Concerning NPC's

This applies to all divisions.

Non-Player Characters (NPCs) are a vital part of ACTD. However their usage can fall into disarray and abuse. By upholding the multiple character limitations there is a limit on NPC usage, a non-SM controlled NPC shall adhere to the following:

- NPCs will never take control of the mission's direction from the SM.
- NPCs will follow SM instructions and Player Orders implicitly.
- An NPC shall never be a focal point in the mission, Mission Critical NPCs are exempt.
- An NPCs presence is at the SMs prerogative.
- All SM directions on NPCs during a mission are final, and are not up for discussion.

A permanent NPC must vacate a position if a player's character is moving to a position that might be occupied. The Player's character is given preference over the Permanent NPC.

Definitions:

Lifespan: How often the NPC is played.

True NPCs:
Usually denoted by <NPC>. Created by an SM or player aboard Ship who has control of that "character". Is used on a limited basis to enhance a specific mission.

Visiting Playing Character (VPC):
Played by a SM invited guest. Ship/Station Universe Permanent Characters that show up now and again as required by the SM. (Usually never more than four out of ten weeks in a row).

OOM/Log NPCs:
Exist in player's characters lives. Contained solely in logs or OOMs, but occasionally appear on ships as Guest Stars. These NPCs are permanent to a Character's Universe.

4 Rules and Policies

4.1 Acceptable Writing Practices

4.1.1 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, logs and posts.

4.1.2 Spell-check – Spell-check- Spell-check

Please spell-check every email and post before sending. This applies for Chat, Newsfleet, 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.

4.2 Common Courtesies

4.2.1 General for all divisions

It is considered bad form to do the following:

- Verbally attacking or abusing another player.
- In general, disrupt a conversation or game play of any kind maliciously.
- Send a post or log that has not been spell-checked.
- Play or speak for another player's character at any time in missions, posts or logs without prior permission. (This includes NPC's created by another player)

4.2.2 Chat Specific

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.

4.2.3 PBeM (Play By Email) Specific

- Do not include text from a previous post in your own (an exception is made for a line or two of dialogue when you need to make it clear who and what you are replying to) without prior permission.

4.2.4 Newsfleet Specific

- When viewing the Fleet Newsfleet you will see a number of other starship and station threads there. Please refrain from posting in any of the starship

or station threads to which you have not been assigned. This is considered extremely bad form. The thread for your assignment will be clearly marked. For instance, if you're as signed to the U.S.S. Majestic, you will see a thread that says U.S.S. Majestic. If you don't see your assignment's thread, then you are probably in the wrong newsgroup.

4.3 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.

4.3.1 Chat

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.

4.3.2 PBeM (Play By Email)

Any player who is assigned to a starship or station is required to post at least once weekly.

4.3.3 Newsfleet

Any player who is assigned to a starship or station is required to post at least twice weekly.

4.4 Assignment/Reassignment

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.

At any time thereafter, a player may request reassignment from a starship or station to another starship or station. Requests must be sent to your current SM, along with three position choices and three starship/station choices. These requests will be processed on a resource-availability basis, and granted whenever possible. Reassignment requests are granted at the sole discretion of Game Management.

To request a change of position within the same starship, i.e. from Flight Control Officer to Operations Officer (if the OPS Officer position is open), all requests should be made directly to the Commanding Officer, who will then forward their recommendations to that particular starship's SM for approval. The SM will inform you via email of the status of your request.

4.5 Attendance/Leave of Absence

Attendance is vital to the overall experience of Star Trek: A Call to Duty. The more a player can attend, the richer the experience of the Game, and the deeper the player's understanding of the duties and nuances of participation.

4.5.1 Chat

Any player who is assigned to a starship is required to make a weekly commitment of one hour to attend and participate in the Game. If a starship player is not going to be able to attend a particular Game, he/she is responsible for notifying that Game's SM at least twenty-four (24) hours prior to the mission. Four (4) consecutive absences for a starship player will result in removal of your character from the starship. (See "General/Leave of Absence").

Any player who is assigned to a station is required to make a monthly commitment of one hour to attend and participate in the Game. If a station player is not going to be able to attend a particular Game, he/she is responsible for notifying that Game's SM at least twenty-four (24) hours prior to the mission. Two (2) consecutive absences for a station player will result in removal of your character from the station. (See "General/Leave of Absence").

Any assigned player not attending a starship mission in a thirty (30) day period will be assumed to have resigned from the Game. Any assigned player not attending a station mission in a sixty (60) day period will be assumed to have resigned from the Game. This will be checked automatically on a weekly basis.

4.5.2 Newsfleet/ PBeM (Play By Email)

If a player is unable to participate for an extended period of time, that player may request a leave of absence by notifying the SM via email in advance. Any player who fails to post for a period of 30 days without obtaining a leave of absence will be considered resigned from the game and will be removed from the roster.

Any player not attending their assigned starship/station mission in a thirty (30) day period will be assumed to have resigned from the Game. If a player is aware that he/she will be unable to participate for said period, there are procedures in place to allow a request for a Leave of Absence to be granted. In the case of players assigned to a starship/station, all requests must be made directly to the SM responsible for that particular starship.

Although a player may leave a starship/station for an extended period of time and still be guaranteed participation, there is no guarantee regarding availability of positions.

4.6 General/Leave of Absence

If a player is aware that he/she will be unable to participate for 30 days, it is possible to allow a request for a Leave of Absence to be granted. All Leave of Absence requests must be made directly to the SM responsible for that particular starship or station. Although a player may leave for an extended period of time and still be guaranteed participation, there is no guarantee regarding availability of positions. A player on Leave of Absence may submit logs/postings with approval of the SM.

5 Character Performance Evaluations

5.1 Getting to an Evaluation

5.1.1 Timeframes:

In Star Trek: Trek A Call to Duty a character will be evaluated no more than three months after their initial posting to a given ship. All subsequent evaluations will be performed at intervals of no more than five months. At all times, the Ship Manager retains the right to call for an evaluation to be performed on a given character prior to the maximum timeframes as stated above.

The initial timeframe, three months, begins on the date that the character is assigned to a vessel. The characters first evaluation must be performed prior to the conclusion of three months assigned to the same vessel.

Once an evaluation is performed, regardless of the outcome, the character then moves into subsequent evaluation periods. The second evaluation, and all subsequent evaluations, performed on the character while assigned to the same ship must be performed at intervals that will not exceed five months from the date of the last evaluation.

5.1.2 Multiple Characters:

A player with Multiple Characters will have each character evaluated independently and separately. The results of an evaluation for one character will not have any effect the outcome of an evaluation on any other character portrayed by the same player aboard any other ship.

5.1.3 Transfers & Reassignments:

Transfer – In the event a player should transfer from one vessel to another, the date of their last evaluation will be forfeited. Upon assignment to the new vessel, the character will be treated as a new character and enter into the initial evaluation timeframe. This initial timeframe will require the character to be evaluated prior to the conclusion of three months assigned to the new vessel.

Reassignment – In the event a player should be reassigned from one position to another, while retaining their vessel assignment, they will continue to be evaluated based on the timeframes discussed in section 6.1.1.

5.1.4 Reprimands & Demotions

If during the course of an evaluation period a character receives either a reprimand or a demotion, said character will forfeit their evaluation timeframe to date and begin a new evaluation period consisting of three months, if during the initial timeframe, or five months, if during any subsequent timeframe.

Should a character be involved in situation which warrants either a demotion or reprimand, the Command Crew will address this issue at the time of the situation and will not consider either a reprimand or a demotion to be a possible outcome of a character evaluation that will not exceed five months from the date of the last evaluation.

5.2 The Evaluation Process

5.2.1 Conducting an Evaluation:

All character evaluations must be conducted with the input of the full Command Crew which shall consist of the Ship Manager, vessel Commanding Officer, vessel Executive Officer, and, where applicable, vessel Second Officer. In the event that one, or more, of the positions listed is open at the time of evaluation, then the remaining assigned members of the Command Crew will conduct the evaluation.

All evaluation discussions shall be performed in closed sessions either via email or Internet relay chat. Discussion Boards are not a recommended forum for evaluation discussion, however they may be used with the approval of the Ship Manager and only when password protected.

The character being evaluated shall not be present during the discussion. The Ship Manager may choose to make a copy of the evaluation discussion available to the character being evaluated, or to all assigned crewmembers, only in the event that the evaluation discussion was performed in an "in-character" manner.

When this right is performed it should be done in a consistent manner throughout all evaluation discussions for assigned characters.

5.2.2 During the Evaluation Discussion:

During the evaluation discussion all members of the Command Crew should discuss their opinions of the character's fitness and aptitude taking into consideration the following five fields of involvement:

1. Mission Attendance: The Command Crew should take into consideration the attendance record of the character in question. This would include, but is not limited to, such things as regular attendance, notification of possible absences, and on time arrival in the mission room.

2. Log/Posts Completion & Substance: The Command Crew should take into consideration the available logs/posts of the character in question. This would include, but is not limited to, such things as turning in logs/posts for missed missions, log/post realism, quality, and substance, as well as logs/posts being posted to the newsgroup (when applicable).

3. Quality of Game Interaction: The Command Crew should take into consideration the interaction that both the player and the character provide while in attendance at missions. This would include, but is not limited to, such things as proper use of game chat protocols, proper use of the out of character room, and the use of character actions (::) to describe what is occurring in missions.

4. Character Attitude: The Command Crew should take into consideration the attitude that the character displays towards the other characters on the ship. This would include, but is not limited to, such things as proper address of senior officers, respectful attitude towards superior officers, and the use of general military style protocol.

5. Player Attitude: The Command Crew should take into consideration the attitude the player displays towards the other players on the ship. This would include, but is not limited to, such things as the use of appropriate language, maintaining a respectful attitude towards others, and upholding a spirit of camaraderie amongst all players.

5.2.3 The final decision:

The Ship Manager shall have the final decision as to the outcome of a given character evaluation. Their decision shall be based on the discussion brought forward by the command crew during the evaluation discussion and their own opinions of the character's performance as a member of the vessels crew.

Furthermore, it shall be the responsibility of the Ship Manager to maintain, or appoint a member of the Command Crew to maintain, a written record of when a character's last evaluation was performed and when their next evaluation will be required to take place by. This written record may be from the Ship Manager, by Game Management, at any time.

5.2.4 Arbitration:

In the event that the Command Crew unanimously believes that the final decision as to the outcome of the evaluation has been made in a manner that has not taken into consideration their opinions as expressed during the evaluation discussion then the assigned Commanding Officer of the vessel shall contact the Fleet Manager for arbitration of the evaluation.

In the event that the Ship Manager also serves as the Ship's Fleet Manager, then the Captain of the vessel shall contact the Division Manager for arbitration of the evaluation.

5.3 Outcome of an Evaluation

5.3.1 Promotions:

The awarding of a promotion is the highest result of an evaluation. When a Promotion is awarded to a character the promotion shall be recorded in the character's official Star Trek: A Call to Duty character file.

When a Promotion decision has been made the Ship Manager shall be required to provide the character with a copy of the Promotion Letter so that the character is made aware that an evaluation has occurred and a Promotion is the result of the evaluation. The Promotion Letter shall be sent to the character in question, the full assigned crew of the vessel, the Fleet manager, and Personnel Manager.

Ranks available for Promotion:
- Lieutenant, Junior Grade
- Lieutenant
- Lieutenant Commander
- Commander
- Captain* - A character may be promoted to the rank of Captain only with the approval of the Ship/Station Manager.

5.3.2 Non-Combat Medals:

The awarding of a Non-Combat Medal is the second highest result of an evaluation. When a Medal is awarded to a character the medal and the reason for the medal shall be recorded in the character's official Star Trek: A Call to Duty character file.

When a Non-Combat Medal decision has been made the Ship Manager shall be required to provide the character with a copy of the Non-Combat Medal Citation so that the character is made aware that an evaluation has occurred and a Medal is the result of the evaluation. The Non-Combat Medal Citation shall be sent to the character in question, the full assigned crew of the vessel, the Fleet Manager, and Personnel Manager.

Combat related medals will be awarded on an incident-by-incident basis and will have no effect on the evaluation timeframe.

Non-Combat Medals
- United Federation of Planet's Medal of Honor*
- The Star Cross
- Starfleet Distinguished Service Medal
- The Legion of Honor
- The Silver Palm
- Starfleet Command Meritorious Service Medal
- Starfleet Command Decoration for Valor
- Starfleet Surgeons Medal
- Starfleet Silver Lifesaving Medal
- Axanar Humanitarian Medal
- Vulcan Scientific Legion of Honor
- United Federation of Planets Council Peace Medal*

* A character may be awarded the United Federation of Planets Medal of Honor or the United Federation of Planets Council Peace Medal only with the approval of the Fleet Manager.

5.3.3 Letters of Commendation:

The awarding of a Letter of Commendation is the third highest result of an evaluation. When a Letter of Commendation is awarded to a character the letter and the reason for the letter shall be recorded in the character's official Star Trek: A Call to Duty character file.

When a Letter of Commendation decision has been made the Ship Manager shall be required to provide the character with a copy of the Letter of Commendation so that the character is made aware that an evaluation has occurred and that a Letter of Commendation is the result of the evaluation. The Letter of Commendation shall be sent to the character in question, the full assigned crew of the vessel, the Fleet Manager, and Personnel Manager.

Letter of Commendation Reasons:
- Exemplary Service
- Outstanding Performance of Duties Under Extreme Conditions
- Outstanding Performance of Duties
- Bravery
- Valor
- Courage
- Excellence in Administrative Duties
- Victory Against Overwhelming Odds
- Lifesaving
- Honorable Acts
- Charitable Acts
- Creative Thinking

In addition, the Ship Manager may choose to award a 'Level of Service' to the Letter of Commendation. For example, a Captain's Letter of Commendation for Lifesaving may be the result of an act that saves 15 crewmembers, while an Admiral's Letter of Commendation for Lifesaving may be the result of an act that saves 150 crewmembers.

Levels of Service for a Letter of Commendation
- Starfleet Command Letter of Commendation
- Admiral's Letter of Commendation
- Captain's Letter of Commendation

5.3.4 No Action:

The decision to take no action is the lowest result of an evaluation. No Action evaluations shall not be recorded on the characters official records but shall be recorded at the ship level for the purposes of scheduling the characters subsequent future evaluations.

When a no action evaluation decision has been made the Ship Manager shall be required to provide the character with a copy of the NAL (No Action Letter) so that the character is made aware that an evaluation has occurred and that no action has been taken as a result of the evaluation. The NAL shall be copied to the character in question and the Command Crew as defined previously.

5.4 Conflict resolution

If a player has a concern about or conflict with another player, an attempt must 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 direct player-to-player communication, the concerned player must then contact their respective SM with the details of the problem. If a player is still not satisfied with the solution at this point, they can contact their Fleet Manager directly with all details, including the SM's proposed solution, and all steps taken thus far.

5.5 Resignation/Reinstatement

Players may resign from the Game at any time, although players on a starship should consider giving some warning if they plan to resign, to help assure a graceful storyline transition for their comrades.

Players who resign from the Game can return at a later date with the same rank or position that their character previously held as long as the same character is used. If a new character is created he/she will start with a rank that is equal to or lower than the previous character's rank. Previous positions may already be taken so the reinstated player may have to settle for a different position. Also, depending on the situation, it may make more sense for a reinstated player to assume a lower rank since they could be subordinate to another character's rank.

For instance, it would not make sense for a Tactical Officer to have a higher rank than the Chief Tactical Officer. This could be considered a temporary reduction in rank as happened in the first Star Trek movie where Admiral Kirk assumed command of the Enterprise and the actual captain became his First Officer, with a temporary reduction in rank.

6 Policies and Procedures

Terms of Use can be found at: http://www.acalltoduty.com/terms-of-use.html

Acceptable Use Policies can be found at: http://www.acalltoduty.com/accept-use.html

Character Ownership can be found at: http://www.acalltoduty.com/char-ownership.html

Privacy Policy can be found at: http://www.acalltoduty.com/privacy-policy.html

7 Revisions and acknowledgements

10304

Revision Team: Beth Kelley, Bryan Paveza, James Young, Ian Robinson and Matt Thomason

This handbook was created by combining the three separate division handbooks into one. The original handbooks were created by the many talented members of the ACTD staff and players.

10312

PBeM Update: Beth Kelley, Bryan Paveza, James Young, Karen Morris and Trish Bennett

Sections: 2.2/2.2.2 Ratings changed to include "R-ratings".

2.2.3 The length of time for training was changed to end "earlier or later at the discretion of the trainer" .

8.2 Additional posting techniques added.

8.1.2 A date/time stamp was added to the header.

8.1.4 Telepathic protocols were updated to conform with chat.

8.2.3 The term "collaborations" was changed to Joint Posts. Joint Post etiquette was added.

10404.04

Update: James Young

- Chat training is updated to reflect the addition of "quick training".
- References to "Assistant Game Manager" have been removed in favour of "Personnel Manager". The AGM is currently a defunct position.
- References to the "Second Officer" have been removed as it is not an official ACTD position (command or otherwise). Ships/Stations may continue to use the Second Officer role to further elaborate their chain of command.

10404.17

Update: James Young

- Spelling errors corrected and a reference to AGM was removed, replaced by Personnel Manager.

10405.15

Update: Beth Kelley-Wharton

- Various errors corrected for final draft.

10405.24

Update: Beth Kelley-Wharton

- Replaced the PBeM sample mission with new one from Karen Morris
- Added copyright infringement information in character creation
- Deleted premature references to QT in chat training

10405.28

Update: Beth Kelley-Wharton

- Cut the sample missions to max of two pages each with no examples.

10409.22

Update: Beth Kelley-Wharton

- Removed all sections already defined in the Cadet Handbooks.
- Misc corrections