

Starfleet Command Quadrant One

The commissioning process:

1. If the future ship's Commanding Officer (CO) is not already a member of Starfleet Command Quadrant One (SFCQ1), their membership application must be processed first. This can be done with the [standard membership application](#).
2. If the future CO joined SFCQ1 after 6/1/2011, they must successfully complete their Starfleet Academy Cadet Exams, the Cadet Core and Operations.
3. The future CO submits a New Ship Request, stating the preferences for ship name, type (Destroyer, Cruiser, etc.), class (Constitution, Galaxy, etc.), NCC #, and a roster of possible members joining the ship.
4. Membership Services will validate the future CO's membership and SFCQ1 Academy status and look up the availability of the ship name. Membership Services may propose alternate names, types, classes, or NCC #s.
5. Once Membership Services and the future CO agree on the final name, type, class, and NCC #, it is submitted to the Fleet Commander for final approval. Current SFCQ1 members who wish to transfer to the new ship must submit a [Reassignment Request Form](#) with Membership Services. New members simply fill out the membership application and list this new ship as the ship they want to join.
6. The Starbase Commander for that region will be notified that a new ship will soon be commissioned.
7. The future CO and the respective Starbase Commander will establish an official commissioning date and notify Membership Services.
8. Membership Services will mail the commissioning certificate and any new duty orders to the Starbase Commander.
9. The Starbase Commander will give to the future Commanding Officer the commissioning certificate. This is ideally done in person at a special commissioning ceremony that is witnessed by the ship's crew, members of the public, other members Starfleet Command Quadrant One, etc. The ship's commissioning event can be advertised and may include a program of videos, speeches, photo ops, cake, refreshments, etc.
10. The new unit isn't considered official until the date listed on the commissioning certificate.