



SPAR I and SPAR II Reporting Procedures

(REVISED FOR USE 7-1-2020)



Unit Responsibilities (SPAR-I)

It is the responsibility of the Unit Commander to submit timely reports and personnel changes up the Chain of Command. COs must submit a unit Starship Periodic Activity Report (SPAR-I) to their Starbase Commander (SBCO) by the 15th of each month for information on the previous month's activities. SPAR-I form, which is the base of the Starbase Commander's SPAR-II's and the Fleet-wide SPAR-III, are then distributed back down to all SFC personnel. The SPAR report is broken into sections: Ship/Chapter activities, Away Missions and Public Events, Recruiting and Social Media, Charity and Community Activities and Fleet Sponsored activities.

Personnel and Records, the first section of each SPAR is a place for each CO to mark any personnel changes that the Quadrant's Chief of Member Services (CMS) needs made aware of. This includes promotion requests, assignment/departamental changes, address changes, etc. Promotions are not official until processed by CMS! Please see the AFEDS, Article 10 and Appendix B for promotion guidelines. CMS needs time to process and mail out any rank or assignment change requests.

If you have an upcoming event that you want to present new duty orders at, please be sure to give the SBCO forwarding the request to the CMS 4 weeks plus, advance notice. If you need quicker service, it is best to contact the Starbase Commanding Officer directly using a Request form, (Promotion, Transfer, etc.) and CC the Chief of Membership Services on the request.

Ship/Chapter Activities; the second section; is where ship activities are listed. Ship activities are listed in the blocks below. What does your chapter do throughout the month? Be sure to state who organized a given event and who participated, so they can be properly recognized. Activities can range from Crew outings, game nights, updating ship materials or producing newsletters, to having a picnic just to name a few.

Away Missions and Public Events area is where you report on events outside the scope of monthly ship activity. Examples of Away Missions would be a crew- members, representing the ship, joining together to visit a museum, going to a Festival or Convention, movie outings or going to a ballgame, are a few examples.

Recruiting and Social Media is the area reserved for reporting how you've recruited for SFC and your chapter for the month. Perhaps you've set up a recruiting table at a convention, run a newspaper ad, or used Meet-Ups. Facebook contributions as well as Website updates should also be listed in this area.

Charity and Community activities describe how a ship/chapter has contributed to the community. Whether volunteering time, money, donating items or attending charity events, it all adds up.

Fleet Sponsored Activities section allows CO's to report member participation for activities at the Fleet or Starbase level. Examples of these activities would include pop tab donations, attending SFC's meetings and dinners, or participation in a Fleet sponsored project. Crew members completing Academy exams is another example of Fleet Sponsored activities.

If a Commanding Officer chooses to, they may add pictures of outings and events to the Report in the Pictures section. Photos are not a requirement, but if added, also please add an identifying caption as well as labeling with the time and place of the event picture.

Commander's Comments/Recommendations, the last section on the SPAR allows the CO to add any additional comments. Details in the 1st comment block are likely to be on the Fleet-wide SPAR-III, if deemed appropriate. Details in the 2nd (Confidential) comment block are for the SBCO's and AB's eyes only. The CO then "signs" the SPAR by putting his/her name down at the bottom.

SPAR-I's are sent to the SBCO and if the unit CO wishes, a CC to the Deputy Fleet Commander.

While the CO can delegate the creation of the SPAR to any crew member, it is the CO's responsibility to make sure that the SPAR is sent to the proper representatives and that all content on the SPAR is proper. The Preparer of the Spar report should also sign the report.

SPARs should be saved as a Word Document (DOC/DOCX) or OpenOffice Document (ODT) format with a filename as 3-digit month (of the reporting month, not the current month), last 2 digits of the year, ship name, and "SPAR I". Example: "**Mar 20 USS Enterprise SPARI**" is the SPAR-I from the USS Enterprise covering their March activities. This should also be the subject line of the SPAR's email.

SPARs will not be penalized if the incorrect form, file format, or naming scheme is used, but the proper use of these things will help to make sure that the SPAR is added to the following SPAR II. If all else fails, a simple email, containing your activities, or lack thereof, to your Starbase CO will do.

A CO must submit some sort of monthly report, even if the ship had no activity for any given month.

SPAR-I reports are due on the 15th of each month for the previous month activities (i.e. the report on March activities are due on April 15th, are considered late by the 20th and thereafter, will be considered as not reporting until such time that it is submitted. For more information, see **Penalties for Tardiness** on page 3.

15 th	SPAR-I's on previous month's activity due to SBCO
21 st	SPAR-I's are considered late (See Points section above)
31 st	SPAR-IIs on previous month's activity due
16 th	SPAR-IIs are considered late

The Deputy Fleet Commander will assign points to SPAR as follows

On time by the 15th = 3 points

Late, but by the 20th of the month = 2 points

Late, from the 21st of the month on = 1 point

No SPAR received = 0 points

Points / Penalties for Tardiness

(** Note the points system covered below became effective September 1st 2012)

The SFC awards period is September through August. **The vast majority of information used to base the SFCQ1 yearly awards on is taken from the SPAR report.**

Any Unit CO that does not have a total score of 18 points or higher will render themselves ineligible for awards however, other members of that unit may still qualify for Officer of the Year awards. The unit will **also** be eligible for awards such as, Ship of the Year or Ovation Awards, but as noted elsewhere, the lack of information from missing SPAR is sure to hurt in the judging in those areas.

Any unit which fails to submit monthly reports as per the AFEDs will be deemed INACTIVE and be ineligible for all Unit Awards including Ship of the Year and Ovation Awards.

(Please refer to AFEDs Article VII. #3 & #4)

Starbase Responsibilities (SPAR-II)

Starbase Commanders will collate the data from the SPAR-I's they received from the starships under their command. This data is condensed into one report, the SPAR-II, which is very similar to a SPAR-I in appearance. The personnel changes from all ships in that region are placed in the personnel section. The activities of each ship are listed, by ship, in the activity section. There is also a section to list what the Starbase as a whole did (did the SBCO attend a local ship's event? Was there a Starbase-wide event, such as a picnic?).

The SBCO also lists what ships filed their reports on time, late, or not at all.

SPAR-IIs should be saved in Word Document format (whenever possible) with the same naming scheme as above. Example: "Mar 20 SB05 SPAR-II" is the SPAR-II from Starbase 05 covering March's activities.

SPAR-IIs are sent to the Deputy Fleet Commander, Chief of Member Services, and Chief of Communications. They are due by the last day of the month for the previous month (i.e. Aug 31 for July's activities), late by the 16th of the next month.

15 th	SPAR-IIs on previous month's activity due to SBCO
21 st	SPAR-IIs are considered late (See Points section above)
31 st	SPAR-IIs on previous month's activity due
16 th	SPAR-IIs are considered late

Deputy Fleet Commander Responsibilities (SPAR-III)

The Deputy Fleet Commander will summarize the data from the SPAR-I's and SPAR- II's. This summary (excluding confidential data) is released back to the SFC membership via the SFC website as a SPAR-III. This report allows each SFC member to know what the other ships are doing. The SPAR-III's come out about 3 months after their reporting period (i.e. the SPAR-III covering July's activities will likely come out in mid-September, but will be titled July).

If a SPAR-I is late or not received, it will be marked on the SPAR-II as such. Late or missing SPAR-II's will likewise be marked on the SPAR-III. The Deputy Fleet Commander will assign points to SPAR as follows

On time by the 15th = 3 points

Late, but by the 20th of the month= 2 points

Late, from the 21st of the month on = 1 point

No SPAR received = 0 points

Any Unit CO that does not have a total score of 18 points or higher will render themselves ineligible for awards however, other members of that unit may still qualify for Officer of the Year awards. The unit will **also** be eligible for awards such as, Ship of the Year or Ovation Awards, but as noted elsewhere, the lack of information from missing SPAR is sure to hurt in the judging in those areas.

As noted above, the SPAR III will be posted on the Starfleet Command website in the files section. A CO may check with the Deputy Fleet Commander or their Starbase Commander at any time to see their current standing. If you feel that there has been an error, please contact your Starbase Commander.

In the case of Starbase Commanders, the failure to provide on-time reports will result in the SBCO being removed from their position.

Final Word on Spar's

The SPARs are a CO's and SBCO's chance to brag on their ship(s) and crew. SPARs are the primary source of information for Starfleet Command Quadrant One awards for both the CO and the crew along with Ship/Starbase of the Year. Detailed SPARs also improve a Unit CO's chance of promotion for them and their crew. Give a thorough report on ship activities. Recognize outstanding individuals and why they are outstanding.

Promotion of Crewman/Officers

If you have a Crewman or Officer that you wish to promote in rank or position, contact your Starbase Commanding Officer using a "Promotion Request Form", and CC the Chief of Membership, if you like. The request forms can be found on your Command CD, at Sfcq1.com under "Membership" and then to "Documents".

The form is self-explanatory and all items should be filed in. Use one form for each promotion you wish completed. Promotions will **NOT** be completed without the proper form.

Allow ample time for a promotion to be completed and mailed to the crewman or emailed to the Commanding Officer, for public/group presentation.

Re-Assignment Forms

Reassignment forms are used to reassign OFFICERS to different departments. Example: Your Chief of Science wants to become the Chief of Medical. Said Officer must first attend the Academy, take and pass the corresponding departmental exam. Upon passing the exam, they can be moved to the new department. New documentation will be produced for that assignment. The 6 months in grade applies to this change as well as to rank promotions.

The Chief of Membership Services will inform you when the documentation is completed and the reassignment becomes official.

Enlisted crewmen do not need to take the exam and no further documentation will be provided. The Enlisted crewman has to agree to this departmental change in writing. As the CO, simply inform CMS of the change in department and it will be noted on the data base.

Unit Transfers

Transferring an entire chapter is unusual, but not unheard of. To accomplish this, simply fill out the Unit Transfer form and email it to the Chief of Membership Services. The document can be found at SFCQ1.com under "Membership" then to "Documents". The Chief of Membership Services will contact the new Starbase Commander and the Fleet Command to ensure the move is possible. The transfer becomes official when the documents have been completed and signed off on.

Renewal and New Member Applications

Renewing your membership can be completed online or by mail. The printable applications and online renewals can be found at SFCQ1.com under "Membership" then to "Documents" then to "renew or apply".

Printed applications can also be a welcome addition at outings.

Failure to renew will meet with consequences. (See AFEDs Article III. # 3.)