

**STARBUCK MARINE CORPS**



# BRIGADE STAFF MANUAL

**3<sup>RD</sup> BRIGADE, SFMC**

**2011 EDITION**

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## **Acknowledgements**

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The authors of the original SFMC Branch Manuals

The authors of the current SFMC Policy Manual

John Roberts

Jeremy Carsten

Michael Tolleson

## **Pronoun Disclaimer**

In this manual, “he”, “him,” and “his” are used following the standard English language grammatical convention to use these forms for gender-nonspecific pronouns. No sexist bias is intended. The convention is used merely for ease of writing and reading. There have been and hopefully always will be plenty of female members in the SFMC and the 3<sup>rd</sup> Brigade, and no slight to them is intended.

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# **3rd Brigade: The Dogs of War**

## **SFMC**

### **Brigade Staff Manual**

The 3<sup>rd</sup> Brigade (3BDE) is a division of the STARFLEET Marine Corps (SFMC), which is, in turn, a segment of STARFLEET, the International Fan Association, Inc. (SFI). This manual is intended to supplement and aid in the enjoyment and organization of the 3<sup>rd</sup> Brigade.

#### **3BDE Membership**

SFI and the SFMC have determined that the 3<sup>rd</sup> Brigade will consist of those members and units located within Texas and Louisiana. Any member of a unit located in the 3<sup>rd</sup> Brigade is likewise a member of 3<sup>rd</sup> Brigade.

#### **Brigade Structure**

Currently 3<sup>rd</sup> Brigade contains two Battalions:

**1BN** – Encompassing all units and members from the state of Louisiana.

**2BN** – Encompassing all units and members from the state of Texas.

The 3<sup>rd</sup> Brigade is comprised of units numbering from 300-349.

#### **Brigade Staff**

The Brigade staff is in place to facilitate the organization and enjoyment of all members of 3<sup>rd</sup> Brigade, and conduct the day-to-day operations of 3BDE. In addition the Brigade staff will develop policies and procedures that are deemed necessary by 3BDE, the SFMC and SFI. The senior staff (S1, S2, S3, S4, S6, FM, BN OIC's, NCOIC, BDE OIC, BDE DOIC, and Chief Of Staff) is required to submit articles for the bi-monthly *Cry Havoc!* newsletter, detailing the activities and updates of their work. Brigade Staff shall utilize the brigade staff e-mail list to coordinate their activities, and monitor that list for guidance and instructions from the Brigade OIC. All Brigade Staff must be readily reachable through e-mail, phone and Skype communications. All Brigade staff members are appointed by the Brigade OIC and serve as their pleasure.

#### **Brigade Officer-in-Charge (OIC)**

In accordance with SFMC Policy manual, Section 3.06, page 18, the brigade OIC is appointed by, and serves at the pleasure of Commander, Forces Command (COFORCECOM). Brigade OICs are in position to make the flow of information from the single Marine to the Commandant work smoothly. Therefore, it is the primary duty of the Brigade OIC to collect and compile the information included in the Unit reports. The Brigade OIC appoints Battalion (BN) OICs and all staff as needed. The Brigade OIC should collect the reports either from the MSG OICs or the BN OICs and edit and compile the information into the proper format for the Brigade report.

Brigade Reports are due to COFORCECOM by the 21st of each even numbered month (February, April, June, August, October and December). It is recommended that the online report form be used to file reports for all reporting levels, but other methods will be accepted as long as the COFORCECOM has been informed of the desire to use alternate methods, and has agreed.

Recommended Courses: OTS, OCC, PD-10, PD-14, PD-15, PD-20, PD-30, OD-10, OD-15, OD-20, OD-30, LD-10, LD-20, and LD-30.

### **Brigade Deputy Officer-in-Charge (DOIC)**

The Brigade DOIC is a backup to the OIC, and should be kept informed as to the running of the Brigade. If for any reason the OIC is unable to perform the duties assigned to the position, the DOIC should be prepared to step in to ensure the smooth running of the Brigade. The DOIC should receive copies of all reports and decisions of the OIC. If the OIC resigns or for another reason is no longer able to perform the duties of the office, the DOIC may be asked by COFORCECOM to step in as Acting OIC until such time as the office of OIC can be filled. The DOIC may submit an application for OIC if he/she so desires, but will not necessarily be select to fill the position permanently.

Brigade DOICs are appointed by the Brigade OIC to assist in the everyday running of the Brigade. Basically they perform any job given to them by the BDE OIC. The most important reason to appoint a DOIC is to perform the tasks of the BDE OIC when it is necessary that s/he be out of office temporarily. This will help avoid late or delinquent reports to COFORCECOM.

Additionally, the Brigade DOIC serves as the Chief of Staff (CoS), unless another individual is appointed to that position specifically. The Chief of staff's main task is to manage the Brigade staff and it's workload to ensure proper communication and efficiency of the staff as a whole. They shall be the focal point to resolve any issues within Brigade staff. They will perform, or delegate, specific duties as instructed by the BDE OIC.

Recommended Courses: OTS, OCC, PD-10, PD-14, PD-15, PD-20, PD-30, OD-10, OD-15, OD-20, OD-30, LD-10, LD-20, and LD-30.

### **Coordinating Staff**

Coordinating Staff serve as directors of their specific areas of responsibility, and must coordinate with each other, as well as the CofS and Brigade OIC to carry on the day to day functioning of the Brigade.

#### **Brigade S1 – Administration and Personnel Officer**

Oversees and aids in MSG/MEU level units reporting, tracking reporting trends and late reports. They will assist Unit OIC's as requested. The S1 shall also be record keeper for all Brigade meetings, as well as keeping operating documents (such as this manual and staff contact list) up to date. Additionally the S1 serves as the personnel officer, helping the OIC to manage awards and promotion recommendations, and tracking unit heraldry.

Recommended Courses: OTS, PD-10, PD-20, OD-10, OD-15, OD-20, and OD-21.

### **Brigade S2 – Intelligence Officer**

Researches and publishes information on events local within, or near the Brigade, as well as coordinate with non-SFI groups and organizations. They will post information as it becomes available on the Brigade e-mail lists. Events may also be posted, as needed, on the Region 3 calendar. The S2 will coordinate with the S3 should the Brigade, as an entity use this 'intel' to plan Brigade events.

Recommended Courses: OTS, PD-10, PD-20, OD-10, OD-15, OD-20, and OD-22.

### **Brigade S3 – Operations Officer**

The Operations officer is responsible for planning and coordinating all SFI and SFMC events affecting the Brigade. This includes the Brigade Muster, coordination with Region staff concerning the Region Summit, as well as events or communications and relations with other Brigades and Regions.

Recommended Courses: OTS, PD-10, PD-20, OD-10, OD-15, OD-20, and OD-23.

### ***S3H - Brigade Honor Guard Commander***

The Brigade Honor Guard, which serves at Brigade and Region events, reports directly to the Brigade S3. They will coordinate any Color Guard/Honor Guard details as directed. They will also ensure adequate training is provided to members performing in Color Guard events, and are charged with inventory and maintenance of Brigade and Region assets assigned to them.

Recommended Courses: OTS, PD-10, PD-11, PD-20, OD-10, OD-15, OD-20, LD-10, LD-20.

### **Brigade S4 – Logistics and Supply Officer**

The Logistics officer is Quartermaster for the Brigade. They shall administer all brigade stores, online and otherwise, as directed by the BDE OIC. They shall be responsible for maintaining accurate information on the sales and inventory of Brigade merchandise; and work with the Brigade Finance Manager in all handling and accountability of Brigade moneys.

Recommended Courses: OTS, PD-10, PD-20, OD-10, OD-15, OD-20, and OD-24.

### **Brigade S6 – Communications/IT Officer**

The S6 is responsible for overseeing the timely publication of the Brigade bi-monthly newsletter, the "*Cry Havoc!*" and seeing that it is available on the Brigade website. Additionally the S6 is responsible for maintaining the Brigade website, e-mail lists, and any other IT requirements. The S6 can delegate these responsibilities further.

Recommended Courses: OTS, PD-10, PD-20, OD-10, OD-15, OD-20, and OD-25.

### ***S6I – IT Infrastructure***

The S6I is responsible for maintaining the Brigade website, Facebook and any other web presence, as well as the e-mail lists. Additionally they will serve to advise on any other IT requirements the Brigade may need.

Recommended Courses: OTS, PD-10, PD-20, OD-10, OD-15, OD-20, and OD-25.

### **S6E – Cry Havoc! Editor**

The *Cry Havoc!* Editor is responsible for collecting articles from Brigade Staff, Unit OIC's and Brigade members and compiling them into a bi-monthly newsletter – the *Cry Havoc!*. All articles are due to the S6E by the 5<sup>th</sup> of every odd numbered month; so that the *Cry Havoc!* can be published by the 20<sup>th</sup> of that month. They are responsible for the layout and organization of the *Cry Havoc!*, and are charged to work with the S6I to ensure it is published on the Brigade website as needed.

Recommended Courses: OTS, PD-10, PD-20, OD-10, OD-15, OD-20, and OD-25.

### **Special Staff**

Special Staff report directly to the Brigade OIC, and handle specific areas in which they are the subject matter expert. They will coordinate with other staff as needed or directed.

#### **Finance Manager (FM)**

The FM assists the BDE OIC with all 3BDE finances, is responsible for creating and maintaining a record of the financial transactions of 3BDE, and shall submit timely reports to the BDE OIC, COFINCOM, and the Brigade Staff as requested. FM is responsible for preparing a quarterly report on the current fiscal state of the Brigade, and for shorter, bi-monthly submissions to the *Cry Havoc!*. They shall work closely with the S4, quartermaster, on all aspects concerning the Brigade's finances.

Recommended Courses: OTS, PD-10, PD-20, OD-10, OD-15, and OD-20

#### **Brigade NCOIC**

The NCOIC is responsible for promoting communication to the BDE OIC and staff from the enlisted members of the Brigade. Additionally they work to establish and promote esprit de corps and morale within and among all Brigade units.

Recommended Courses: OTS, PD-10, PD-20, OD-10, OD-15, NCO-10, NCO-20, NCO-30, LD-10 and LD-20.

#### **Battalion OIC (BN OIC)**

The BN OIC's are charged with preparing the Battalion report. Battalion reports are due into the Brigade OIC the thirteenth (13<sup>th</sup>) day of every even numbered month. If received after the thirteenth (13<sup>th</sup>) but before the fifteen (15<sup>th</sup>), it is considered late. After the 15<sup>th</sup> is recorded as not reporting. The Brigade OIC is required to make an attempt to acquire the report before recording it as a failure to report (FTR) and must keep proof of this attempt. If the Brigade OIC does not receive the report before his own reporting deadline the Battalion will be recorded as "Failure to Report".

Recommended Courses: OTS, OCC, PD-10, PD-20, OD-10, OD-15, OD-20, LD-10 and LD-20.

#### **Battalion DOIC (BN DOIC)**

Charged with aiding the BN OIC as needed and taking over in any case the BN OIC is unavailable. They work with the BN OIC to ensure proper reporting of the battalion and its subordinate units.

Recommended Courses: OTS, OCC, PD-10, PD-20, OD-10, OD-15, OD-20, LD-10 and LD-20.

## **Personal Staff**

Personal Staff report directly to and assist the Brigade OIC. They do not have coordinating responsibilities, nor are they generally tasked with the regular running of the Brigade. They assist the Brigade OIC, as needed, within their specific area of expertise.

### **Aide-de-camp (ADC)**

The Aide-de-camp is an officer appointed by the Brigade OIC to assist them with any duties or projects that may come up. They are the personal assistant to the Brigade OIC.

Recommended Courses: OTS, PD-10, PD-20, OD-10, and OD-15.

### **Brigade Chaplain**

If the position is used, the Brigade Chaplain serves to advise the Brigade OIC, or brigade members, as needed, for any customs, ceremonies, etc that may require their guidance or participation.

Recommended Courses: OTS, PD-10, PD-20, OD-10, and OD-15.

## **Brigade Staff Meetings**

Meetings shall be held every odd numbered month, on the First Tuesday of the month. Meetings shall be held via Skype, starting at 8PM central time. The senior staff (S1, S2, S3, S4, S6, FM, BN OIC's, NCOIC, BDE OIC, and BDE DOIC) are required to attend. Additional meetings will be announced on the 3BDE staff list as required.

## **Unit OIC**

Each Unit OIC must report on the activities of their unit, via the online form, by the 5<sup>th</sup> of every even numbered month (February, April, June, August, October, and December). Reports will be considered late from the 5<sup>th</sup> - 10<sup>th</sup> of those months, and they will be counted as non-reporting for anything past the 10<sup>th</sup>. Unit OIC's are appointed by their Chapter OIC's, or for MEU's, as directed by the unit by-laws.

## **Brigade Unit Commander Counsel (UCC)**

The Brigade Unit Commander Counsel consists of every Unit OIC in the Brigade. The Counsel serves as the representative body of the Brigade. Any matters requiring a vote will be put to the UCC. The Brigade OIC serves as the chairman of the UCC. Any votes shall be conducted via e-mail, or through another, prior coordinated, means.

# Appendix

## Forms and Information

**Appendix A - 3<sup>rd</sup> Brigade New Unit Request:**

Type (MEU/MSG):

Unit Number:

Unit MOS/Type:

Unit nickname:

Unit Motto:

Unit Web page:

Ship Assigned:

Battalion Assigned:

Ship CO Letter of approval Date:

Unit OIC Name/Rank:

SCC#:

Address:

Phone Number:

Email:

Unit DOIC Name/Rank:

SCC#:

Address:

Phone Number:

Email:

Unit NCOIC Name/Rank:

SCC#:

Address:

Phone Number:

Email:

New Unit: Y or N

Reactivation Unit: Y or N

Reason for original deactivation:

Brigade Commander Approval: \_\_\_\_\_ Date: \_\_\_\_\_

COFORCECOM Approval: \_\_\_\_\_ Date: \_\_\_\_\_