

# USS LAS VEGAS (NFC-0502)

[www.usslasvegas.org](http://www.usslasvegas.org)

Admiral Paul Walker, Captain Robert Niwa

2825 Bluegrass Lane #904 Henderson, NV 89074

# USS Las Vegas (NFC-0502)

# Operations Manual

This manual contains the descriptions and operational procedures of the

USS Las Vegas, a Star Trek fan club

Last Revision: 14 February 2021

Any use of the information contained herein by any other persons or organization must be authorized in writing from the current Captain of the club. No exceptions.

© 2020 USS Las Vegas

*...working to make the universe a better place for all life forms.*

# USS LAS VEGAS (NFC-0502)

[www.uslasvegas.org](http://www.uslasvegas.org)

## **Table of Contents**

USS Las Vegas Mission . . . . . Page 2

Introduction . . . . . Page 3

Senior Staff Positions and Descriptions . . . . . Page 4

*...working to make the universe a better place for all life forms.*

# USS LAS VEGAS (NFC-0502)

[www.usslasvegas.org](http://www.usslasvegas.org)

## USS Las Vegas Mission

- To hold true to the ideology and vision of the future as held by the Late Great Bird of the Galaxy, Gene Roddenberry.
- To actively improve ourselves as shipmates and as fellow beings of the universe.
- To practice and encourage tolerance by all beings for all other beings to help create a universe where all species, races, genders and other life forms are respected and can flourish.
- To work together to help those less fortunate or with special needs to fill those needs in order to become contributing members themselves of the universe.
- To do our part to make the universe a better place for all life forms.

*...working to make the universe a better place for all life forms.*

# USS LAS VEGAS (NFC-0502)

www.usslasvegas.org

## **Introduction**

The USS Las Vegas was built in September of 2005 and put into service shortly thereafter. She went into dry dock a short time after that during which new crew members were added and organizational responsibilities were assigned.

The USS Las Vegas came out of dry dock in October 2005 with a small senior staff and began holding meetings to layout plans for the ship's activities and to enlist additional crew members. The first regular meeting was held on Saturday, January 21, 2006 at Quark's Bar & Restaurant. The monthly meetings were originally to be held on the 3<sup>rd</sup> Saturday of each month. The crew was surveyed and it was determined that the 3<sup>rd</sup> Wednesday would be better to accommodate members' work schedules. This was changed after the inaugural meeting and subsequent meetings have been held on the 3<sup>rd</sup> Wednesday of each month.

The normal meeting place for the meetings is Blueberry Hill Restaurant and Bakery. The meetings begin at 6:00 PM with the ordering of dinner. While we wait for our meal to be replicated, we start the meeting with Monthly Agenda

The ship intends to be both a social club for the members as well as having activities that serve our local area as well as nationally. The USS Las Vegas will actively work towards making the universe a better place for all life forms, as is stated in our mission statement. We will accomplish this goal by participating in charity walks, possibly cleaning a section of highway as well as other functions not yet named.

The ship maintains a website as well as a Yahoo Group. The website is located at [www.usslasvegas.org](http://www.usslasvegas.org). The website is primarily used for disseminating information to the general public as well as members of the crew. We also have a Yahoo Group, USS Las-Vegas. This is used exclusively by the crew to communicate activities reminders and announcements.

This operations manual is a living document and will be revised on a regular basis. You can always find the current version on the USS Las Vegas website at [www.usslasvegas.org](http://www.usslasvegas.org).

*...working to make the universe a better place for all life forms.*

# USS LAS VEGAS (NFC-0502)

## **Senior Staff Positions**

**Admiral- CEO**

**Captain -COO**

**XO-V. President**

**Chief Ops -Secretary**

**Chief Science Officer**

**Chief of Security**

**Chief Medical Officer**

**Chief Engineer**

**Chief Communications  
Officer**

**Chief Morale Officer**

**Chief Enrichment  
Officer**

## **Description and duties of each Senior Officer Position**

### **Admiral-CEO**

This is the position of Honor Held by our Founder.

### **Captain-COO**

This is the position that ultimately holds all responsibility for the ship. The Commanding Officer (or “CO”) is responsible for all the actions of everyone under his/her command. It is his/her job to make sure that everyone beneath him is fulfilling their responsibilities. It is also the CO’s job to make sure that all financial and communications records are being kept current and are accurate.

This does not mean that it is the CO that performs all of these functions. The CO delegates most of the day to day responsibilities to the rest of the senior officers. Each officer has an area or areas of responsibility and it is their job to see that duties that fall within those areas are performed. Again, the senior officers themselves may not perform all the day to day duties that are required of each area, but they are responsible to the CO for those areas.

The CO makes reports to the Admiral the XO makes reports to the CO and the head of each department makes reports to the XO. If a senior officer is not performing their duties correctly or diligently, it ultimately falls on the CO to correct the situation.

The CO has the authority to assign the duties as he sees fit as long as certain basic duties and responsibilities are performed and performed correctly. Because of his ultimate responsibility the CO has a great deal of latitude regarding the functioning of the ship.

**Because finances are so vital to an organization, this also falls under the Captain’s responsibilities. The acts as the treasurer for the ship and gives a report at each meeting of the funds available for the ship and how said funds are being spent. This amount will be verified By the XO Vice President by reviewing the account Monthly.**

## Executive Officer

The Executive Officer, or the First Officer, also known as the “XO” is to be ready at all times to fill in for the CO. There are many situations that could call for the XO to assume the responsibility of the CO. Among those are:

- Incapacitation of the CO due to illness
- A previous commitment of the CO that prevents his/her attendance
- By request of the CO

Because of this possibility, the XO is generally very informed and knows almost everything that the CO knows. There are rare occasions where items are marked as CO’s Eyes Only. But this is very rare. The rest of the senior staff as well as the crew should assume that the XO knows everything the CO knows and can confide in the XO as well as the CO.

The XO is also the officer that takes the reports from the other senior officers. If a problem arises, it is the XO’s responsibility to Bring the situation to the Captain to esolve the situation if possible. It is only after a determination is made by the XO, that any issue is taken directly to the CO. In most situations, the XO and the CO work very closely together and few conflicts arise.

*...working to make the universe a better place for all life forms.*

# USS LAS VEGAS (NFC-0502)

[www.usslasvegas.org](http://www.usslasvegas.org)

## Chief Ops/Records- Secretary

The Chief Operations Officer, or “COO” is responsible to make sure that all operations run smoothly and see to the physical needs of the organization. It is the COO’s responsibility to secure meeting spaces when needed, make any reservations, arrange for travel for any members that need the assistance and then to see that when the meeting is over that everyone is safely conveyed back to their quarters and the meeting place has been returned to its owner with any compensation due.

## Chief Science Officer

The Chief Science Officer is responsible to keep up with scientific advancements made throughout the world and to report periodically on those advancements. This is an effort to educate the entire crew and look for ways we can use those scientific advancements in our efforts to make the universe a better place for all life forms.

## **Chief Security Officer**

The Chief of Security is responsible for the physical security of every meeting of the ship. This includes being aware of any potential problems and making sure proper steps are taken to keep the crew out of harm's way and reporting any issues to the XO.

The Chief of Security is also authorized and responsible to assist any other senior officer to enforce the rules of the ship. For instance, if the CMO sees a crew member acting in a dangerous fashion, the Chief of Security might be called upon to assist the CMO in correcting the situation.

## **Chief Engineer**

The Chief Engineer is responsible to see that any equipment that is needed is functioning correctly. The Chief Engineer should be knowledgeable about computer issues, as well as issues with projectors, displays, screens and any other equipment needed by any member of the crew.

It is the Chief Engineer's responsibility to setup any equipment needed for meetings or away missions. This includes acquiring such equipment, setting it up, taking it down after the need has passed and returning it to the proper storage location.

## **Chief of Communications**

The Chief of Communications, or the "Comm Officer", is responsible for all required communications activities. These include taking the minutes from the meetings, keeping the required records. Social Media will need to be updated on a regular basis. The Minutes will be taken and transmitted to the Captain for final approval and upload to our social Media once a platform that is suitable is found.

The Comm Officer should record the attendance at normal monthly crew meetings as well as Away Missions and Document each of these events.

## **Chief Medical Officer**

The Chief Medical Officer, or “CMO,” is responsible for the physical well-being of the crew. This should include keeping records of any allergies held by any crew member and being aware of any physical condition that could incapacitate a crew member for any reason. It is the CMO’s responsibility to coordinate with local medical personnel in the event that any member of the crew needs medical attention. If the crew member is unable to provide the needed information to the medical personnel, the CMO should have that information readily available. If an incident were to occur, the CMO would be responsible for calling for medical assistance and staying with the crew member until medical assistance arrives. If the crew member must be transported to a local sick bay (hospital), the CMO would ride in the ambulance and tend to the needs of the crew member.

The CMO should keep a small file or log book with him/her at all functions for reference in an emergency. If the CMO sees a crew member doing something that is dangerous or could lead to injury, the CMO has the authority to relieve that crew member of their duties. The Chief of Security will assist the CMO if the crew member resists the orders of the CMO.

All crew members are required to provide the needed information to the CMO. The CMO will provide all existing and new crew members with a form to complete which lists all the pertinent information. Failure to provide this information to the CMO is grounds for disciplinary action leading up to a possible court martial.

## **Chief Morale Officer**

The Chief Morale Officer is responsible for the attitude and general wellness of the entire ship’s crew. It is this officer’s responsibility to plan and organize events that will keep the spirits of the crew in high order and to help the crew to grow into a cohesive unit. The Chief Morale Officer should continually monitor the status of the crew and if any problem arises, that should be brought to the Captain and XO’s attention immediately. The Chief Morale Officer will be responsible to help the crew deal with any problems and tend to their needs in order to bring that crew member back to peak efficiency and happiness.

The Chief Morale officer will also be in charge of our Monthly Trivia Contest to engage the crew with fun facts and information

*...working to make the universe a better place for all life forms.*

# **USS LAS VEGAS (NFC-0502)**

[www.usslasvegas.org](http://www.usslasvegas.org)