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A few words

How many people know what it's like to organize an RDC department? Very few. But for the RDC's who came before us they asked themselves similar questions. Such as: "I've got these names and addresses of possible chapter Department Heads or chapter CO's ... but what do I do now?" "What can I do to make this Division distinctive? I'm sure there have been and will be many more questions to come. Don't despair, if you give it the attention required it will flourish.

Hopefully this booklet will help define your role as an RDC and is meant only to give an overview of the program and certainly doesn't cover every aspect. Contact your RDC Program Director if you have specific questions.

My advice is to keep the RDC experience interesting and fun for the people who participate. Remember at all times that participation by the DC's is voluntary. Also an RDC is **NOT** a problem solver for conflicts, but rather a person who can give ideas to their respective departments while at the same time making the experience FUN. When participation in your Division slows drastically, or comes to a halt, then there is a problem somewhere. Your job is to keep them interested.

About this handbook

I wish I could give you the exact chronological order of things, but shortly before 1992 VRC Deb Leafey told Linda Smith that she wanted to do a Regional Division Chief handbook, and did she have any suggestions. "Suggestions?" Linda said, "Not only do I have suggestions, but back in the 80's I did one myself - I have it on disk too!", Linda gave me the disk so I could e-mail the file to Deb, but little did I know it was typed on one of those computers that looked like an Atari game and used a regular television for a monitor. It took me all day to find a program that would decipher the text but eventually I sent it to Deb, who in turn did a wonderful little handbook that helped me out greatly (I was RDC Science at the time). This was called version 3.0

Years pass and Carolyn Donner is now the RDC program director and in turn she did a wonderful handbook that had it's foundations from Linda's encrypted disk. Carolyn added graphics and "spiced it up" with pictures. No version number.

More years pass (as they usually do), and it was time to update and supply new RDC's with a handbook. This Version is 3.3 and some of the handbook has come "full circle" – back to my keyboard (and thankfully 2 different computers). I hope this booklet can help you gain your bearings like Deb & Carolyn's helped me long ago. W.S. –9909

Version 4 comes to light in April 2004. I would like to thank Willy Smith for all the hard work with this handbook and with the RDC program. Now comes my turn to carry the torch. R.G. April 2004

INTRODUCTION

Welcome to the Region One Regional Division Chief Program! Since that's such a long name to print, and by now you probably know how STARFLEET **loves** abbreviations, we will just refer to it as the "RDC Program" – which will save a lot of time, ink and paper! Even though I've had this handbook on computer disk, I've always found it helpful to print a copy to have it for reference, but of course that's left up to you.

These few pages are designed to help all of Region One (and anyone else interested) understand the RDC program. It is not just for RDC's and is currently on the R/1 Website for all to see. The program has gone through several changes over the years since it was first started ... always adapting, but we aren't afraid to try new things and admit when things don't work. With that in mind, if you have any suggestions, corrections, etc. that you would like to see incorporated into the program, please write directly to the Program Coordinator.

I would like to thank a few the people who have worked diligently to build this program into what it is today. These include VAdm Steve Thomas, ADM Linda Smith, Commodore Ted Tribby, VAdm Cindy Krell, Comm. Bonita Voigt, Comm. Deb Leafey, Adm. Carolyn Donner, and VAdm Willy Smith. Without their expertise the RDC program would not have gotten off the ground, nor be continued today. I'd also like to thank all the RDC's (too many to name), and all the Commanding Officers and Division Chief's who have worked with the RDC program to keep it going. This is a program that needs everyone's help to work correctly. Thank you very much! Let's continue the excellence for many years to come.

PURPOSE OF THE RDC PROGRAM:

The purpose of the R/1 RDC Program is to open communication between ships and shuttles in the region. The RDC program hopes to have some sort of correspondence with the Department Chief's (or designated contact people) on the various ships within the region. Their scope is somewhat limited because they are communicating about various departmental activities and issues that affect only those departments, but has proven in many ways to make a difference either with the department or the person involved. The RDC in NO WAY attempts to restrict the activities of any individual or chapter. Nor does it attempt to "rubber stamp" the departments because each chapter operated differently. Region One is made up of a large number of ships which are each unique in their focus and structure, and the RDC program wants to help these ships' Department Chief's (DC's) share their uniqueness with the other DC's in the region. This helps them have more ideas for activities, etc.; but in no way insisting that any ship or department should or shouldn't do something. You could sum up the RDC program as being designed to help DC's share and gather information or ideas that can help them do their job better and therefore make the STARFLEET experience meaningful and worthwhile.

Like most other programs in Starfleet this program is entirely **voluntary**. We won't pay anyone, we won't bribe him or her with gifts, and we won't threaten them with anything. However, there are awards, recommendations for promotions (*we don't promote people - only recommend it to CO's*), certificates for outstanding performance, and get togethers (parties/meetings) at conventions, summits, etc.

Our main selling points are INFORMATION and COMMUNICATION. The free-flowing exchange of ideas and information allows us to broaden the horizons of the individual members and enhance their enjoyment of the STARFLEET experience. By creating an interactive human network of like-minded individuals, we promote the Fleet ideals of friendship, fun, and STAR TREK fandom.

HOW THE RDC PROGRAM WORKS:

RDC PROGRAM COORDINATOR

The RDC Program Coordinator is responsible for the overall operation of the RDC Program. She/he handles the announcements of positions open, selecting new RDC's from those who apply, and staying in contact with the RDC's on a regular basis. She/he is ready to encourage, help, etc. any RDC that is having a problem or just needs a little encouragement.

She/he also handles complaints, suggestions, etc. from others in the region. It is the Program Coordinator's duty to see that things involving the RDC Program are running smoothly within the program, and the region.

The Program Coordinator may opt to stay in touch with the RDC's via a newsletter, memo, e-mail, or through articles in the RC's Monthly Newsletter, or through several of these methods.

The Program Coordinator will also provide regular articles about the RDC program for the Region One newsletter CHANNEL 01, and occasionally for the Starfleet Communiqué.

The RDC Program Coordinator serves the region and reports directly to the Vice Regional Coordinator (VRC) of Programs Operations.

RDC POSITIONS

The RDC positions depend on the interest of the region's ships. We start out with the basic departments as shown on any Star Trek series or movie, and will add departments, as there is interest in them. By the same token, if there has been no interest in a department we will drop it from the list. As of August 2003 the following RDC positions are active and showing interest from the region:

Communications
Engineering
Alien Ambassador Corps
Medical/Health Sciences
Operations

Paranormal Sciences
Sciences
Security
Accessibility Resources Office
Special Services/Quartermaster

NEW RDC POSITIONS:

Anyone in Region One can form a new RDC division if a proposal is given to the director and may eventually be added to this group. Here's how to go about it...

1. Write up a proposal for this position. List the name/subject of the position, what interests group or groups would be involved, etc.
2. Since the RDC program is designed to provide communication and share ideas between ships, this will have to be a subject that other ships are also interested in. You would need to give a list of at least 3 ships that have people who would be interested in this new department's subject matter. (They don't have to have organized departments on their ships, just people who are interested enough to participate in the program.)
3. The RDC of the new program will be the person who design and mapped out the program as they know what the program is about. When the original founding RDC retires, then the position will be open to applications.
4. All this should be sent to the RDC Program Coordinator.

HOW RDC'S ARE CHOSEN:

RDC Positions that are open will be reported in the Regional Coordinator's monthly newsletter, on R/1 approved list and the R/1 newsletter (CHANNEL 01) with a date set for the last day to mail (or e-mail) your applications. Applications must be mailed or sent electronically to the RDC Program Coordinator to be received NO LATER than the date specified. There will be NO extensions to the deadline. If no applications are received, it will be seen as a sign that the position/subject is no longer of interest to the region and the position will be dropped from the list of RDC's, or combined with another RDC position that is of similar subject matter.

After the deadline has passed, the RDC Program Coordinator will go through the applications and choose the person most qualified for the position. That person will be notified, and an article about the new RDC will be placed in the RC's Monthly Newsletter and CHANNEL 01 newsletter.

HOW TO APPLY FOR THE OPEN RDC POSITION:

ANY STARFLEET MEMBER CAN APPLY FOR ANY OPEN RDC POSITION. In the past this has been limited to Department Chief's *only*. With more and more RDC positions being added that don't fit into regular departmental structures, limiting the applicants to only DC's wouldn't allow people on all ships to apply, so we have removed that as a requirement. If you are interested in a position, then apply! Here's how...

1. Send your application to the RDC Program Coordinator.
2. Send two resumes: one for your ship, region, and Starfleet activities; one for your real life activities.

3. Send a letter saying what position you are applying for, why you want it, what you would like to accomplish as RDC, etc. If there is more than one RDC position open when you apply, you can say that you are interested mainly in one, but would consider handling any of the available positions.

QUALIFICATIONS *(or what is looked for in a RDC applicant):*

[NOTE: These are the ideal things I look for. What I actually do is select the applicant who has the most of these requirements and has followed the above 3 steps. If you don't have all of the listed qualifications you still have a good chance because you can say in your letter that although you haven't met a qualification, you are or soon will be working on it ... i.e. taken OTS or OCC.]

1. Be a member of Starfleet in good standing for at least one year.
2. Be a member of a Chapter within R/1, preferably a DC on that chapter. [NOTE: You don't have to physically live within the region as long as you are a member of a chapter that is within the region.]
3. Passed OTS.
4. Passed OCC (I will need a copy of these diplomas for your file if you are chosen ... so please list the date taken and passed)
5. Sense of humor. An absolute must!!!!
6. Demonstrated leadership abilities (this could be on your ship or in real life or both).
7. Have pride and enthusiasm in Region One.
8. The ability to perform duties in a timely and responsible manner. (While it is true that this is a volunteer position, you will have certain duties that **MUST** be done regularly as an RDC.)
9. Willingness to invest personal time, effort, and money (postage, etc.) to perform an important, but sometimes thankless, job for the benefit of Region One's members.

EXTRA POINTS!

Passed any SFA school that is within the RDC position's subject. For instance if you are applying for the position of RDC of Sciences, you may want to take a course in the SFA Vulcan Academy of Science, etc. This may not apply to all positions. Please list the dates taken and passed.

PROBATIONARY PERIOD

Every new Regional Division Chief will have a six (6) month probationary period in which they "settle in" and get setup. This is more than enough time to get started but it will become apparent to the director if the chosen applicant is able to do the job much sooner. Be sure and save each monthly report sent to the RDC Program Director in case he / she doesn't receive your reports, but always strive to stay in contact. Reports and contact e-mails are the only way the RDC Director knows how the program is working.

Over the years there have been several cases where things didn't work out with a new RDC and it's never a personal reflection or attack against the new RDC in any way. Sometime things happen in real life that prevent the RDC from doing their job and that is always understandable.. The Program Director will contact the individual about the problem and work out a solution – one way or another. The RDC can always file an appeal which would include the RDC Program Director and if necessary the Sr. Captain of their area. Involving the RC would be a last resort, but following the chain of command is always recommended.

RDC DUTIES AND RESPONSIBILITIES:

Here's where you take a hard look at what the RDC should or shouldn't be doing. If you have aspirations of becoming an RDC or are already an RDC, please look over this section carefully.

An RDC's main duty is communication with other DC's or the ship's designated contact person. Each RDC upon assuming the role, will contact every ship and shuttle in the region. This is usually done through a letter, but may be done through e-mail when possible. This letter should be an introduction of the RDC, an overview of his/her ideas for the position, and a request for the name and address of a contact person on the ship. Naturally we would like the contact person to be the Division Chief, but it may be Assistant DC, or any member of the ship that is interested in the division the RDC deals with. It is totally up to the ship's CO to provide the name and address of the person he/she thinks will be the best contact for the RDC.

After receiving the name and address of a contact person, the RDC will communicate solely with that person. It is not necessary for the RDC to continually send out letters to ships who do not respond with a contact person unless the CO requests it.

The RDC will set up a monthly reporting schedule for the contact people from the region's ships. The RDC will collect these reports and will use them in various ways to help the entire region know what is going on in their areas/divisions.

This may be done through, an RDC newsletter, monthly reports to the RDC Program Coordinator, and bi-monthly articles in the CHANNEL 01 newsletter, articles in the Communiqué, and e-mail or regular mail letters.

How the RDC runs her/his department is pretty much up to her/him. However there are certain duties that apply to ALL RDCs. These include:

1. **Monthly reports to the RDC Program Coordinator are due on or before the 15 of EVERY month.** Missing 2 reports in a row will get the RDC a warning. Missing 3 or more reports is grounds for dismissal from the position. [BUT, as the RDC Program Coordinator, I can be very understanding if I know what I am being understanding about. If circumstances cause you to miss a report or two ... don't wait until you get a warning to call or write me and say you have been very busy with whatever (it's too late for me to be understanding by the time I've sent you a warning). Instead, you should send me a note, e-mail or regular mail saying what is causing you to miss this report before it is due or as soon after it is due as possible (I have plenty of time to be understanding in this case).
 2. Write a bi-monthly article about your regional department for the Region One newsletter.
 3. Occasionally write an article for the Communiqué about something your regional department has done ... i.e. take photos of the people at your meeting/party at the summit or a con and write about that meeting/party and submit it all to the CQ. You might be surprised, but they would love to have more articles like that.
 4. While attending the R/1 Summit and Con is not required, it is recommended that you try to attend if at all possible. And while there, plan something for your contact people to do ... a meeting for exchanging ideas, a gathering to get to know the DC's better, or whatever you can think of ... and take photos!!!! Write down names and addresses of those who attend so you can stay in contact with them.
 5. Stay in contact with those ships who provide you with names and addresses of a contact person. Don't make communication a one way street. After a while your contact person will get tired of sending in reports that he/she never knows arrived or not. So when you get a report, let the person reporting know. You can do this through e-mail, letters, newsletters, memos, or however works best for you. (Remember that a newsletter can be as short as one page and still be an effective tool to keep your people informed.)
 6. Ask to receive the RC's monthly newsletter in a format suitable to you. There is sometimes information that can be of use to you in general. Right now the RC's newsletter is available from the R/1 website.
 7. Choose Assistant RDC's (if necessary) ... don't try to do all the work yourself. Your assistant RDC could help you contact each DC in the region (over a period of time). The assistant RDC could help you with a newsletter, or write the articles for the R/1 newsletter, or be photographer at conventions or summits, or stand in for you at meetings at summits or cons. It's up to you to decide how many assistants you need and what their jobs will be. I would suggest never giving reporting duties to the assistant because **YOU** are the RDC and **YOU** are responsible for the overall operation.
 8. Create a regional division logo ... you don't have to do this yourself, you could ask someone artistic to design it, or have a contest to let others in the region submit their ideas of what the logo should look like.
 9. Awards and certificates ... In addition to the Region One awards given out every year at the Summit, each RDC is encouraged to create their own awards and certificates to give to deserving members of the region throughout the year. Give the awards interesting names and create criteria that you can print in your newsletter articles both before you give out the awards and when you give them out. People like being recognized for the work they do and it's a good chance they will remain with you longer and be productive.
 10. Create a web page ... now this isn't required, but if you have the expertise this is a good way to reach other in the region and spark interest. If you don't have an account with an Internet provider that will give you web space, there are several who offer free web space just for registering. These vendors change constantly and "free" is becoming a thing of the past.
 11. Create or participate in some project that fits in with your department or subject. (This is not required either, but if you can find a project that everyone who wants to participate in through the mail or e-mail, it does tend to spark more interest in your area.)
- (note) Send a recent photo of yourself if you are chosen

SPECIAL DUTIES AND DEFINITIONS OF RDC POSITIONS:

There are several RDC positions that have special duties beyond those listed on page 3, or that need an explanation of their subject matter.

RDC of COMMUNICATIONS: The RDC of Communications will communicate with other communications officers in the region about newsletters, reporting and other items in the field of communications

RDC of Sciences: The RDC of Sciences communicates with other regional science officers. List serves, emails, web sites and panels may be used to talk about science both fact and fiction.

RDC of Paranormal Sciences: The RDC of Paranormal Sciences may use email, list serves and web sites to talk to everyone interested in this. Subjects cover various things paranormal and unexplained, such as UFO, ghosts, Big Foot, Yeti, shadow people, paranormal investigations and everything else.

RDC of ALIEN AMBASSADOR CORPS: The RDC of Alien Ambassador Corps is the head of this role-playing program. Alien ambassadors are assigned to Unity space station and interact with other ambassadors. There is only one ambassador for each race. This is a role-playing program.

SHIP RESPONSIBILITIES AND DUTIES:

Region One Ships/shuttles participation in the RDC Program is totally voluntary. It is entirely up to you whether your ship participates in any of these activities. Please don't think that this is an "all or nothing" type of participation. You don't have to participate in all of the RDC positions if you don't have members interested in them. Participation in only one or a few of the positions is quite satisfactory, and indeed encouraged. We realize that not every ship in the region is going to have someone interested in every RDC department. So, join in where there is interest! The important thing is to explain the RDC program to your crew and get names of those who are interested in being contact persons, and submit those names and addresses to the appropriate RDC's ... or give the names and addresses of the RDC's to the people who volunteer to be contact people and let them write directly to the RDC. Naturally if your ship doesn't want to participate in the RDC Program that is up to you, but personally I think you will be missing out on a lot of fun in the future. It's totally up to you.