

## Reporting Unit Activities and Personnel Changes (SPAR Reports)

17 April 2012

### 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 15<sup>th</sup> of each month for information on the previous month. SPAR-I form the base of the Starbase's SPAR-IIs and the Fleet-wide SPAR-III, which are then distributed back down to all SFC personnel. The SPAR report is broken into three sections: personnel changes, activities performed or planned, and Commander's Comments.

The top 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 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 Chief of Membership Services directly and inform Your SBCO on your SPAR I, rather than request.

The middle section is where ship activities are listed. Ship participation in Fleet or Starbase level activities should be put in the "Fleet Activities" box. Examples of these activities would include pop tab donations, attending SFC's annual meeting, etc. Ship activities are listed in the blocks below. Be sure to state who organized a given event so they can be properly recognized.

The final section on the SPAR allows the CO to add any additional comments. Details in the 1<sup>st</sup> comment block are likely to be on the Fleet-wide SPAR-III. Details in the 2<sup>nd</sup> (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-IIs 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.

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), ship name, and "SPAR I". Example: "Mar USS Enterprise SPAR I" 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-IIs are due on the 15<sup>th</sup> of the month for the previous month (i.e. the report on March activities are due on April 15<sup>th</sup>), are considered late by the 20<sup>th</sup> and thereafter, will be

considered as not reporting until such time that it is submitted. For more information, see **Penalties for Tardiness** below.

### **Starbase Responsibilities (SPAR-II)**

Starbase Commanders will collate the data from the SPAR-Is 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 is listed, by ship, in the activity section. There are 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 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 Public Affairs. 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 5<sup>th</sup> of the next month.

### **Deputy Fleet Commander Responsibilities (SPAR-III)**

The Deputy Fleet Commander will summarize the data from the SPAR-Is and SPAR-IIs. This summary (excluding confidential data) is released back to the SFC membership via the SFC listserve as a SPAR-III. This report allows each SFC member to know what the other ships are doing. The SPAR-IIIs 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).

### **Points / Penalties for Tardiness** (\*\* Note the points system covered below will become effective September 1<sup>st</sup>, 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.

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

- On time = 3 points
- Late, but by the 20<sup>th</sup> of the month= 2 points
- Late, from the 21<sup>st</sup> 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 Yahoo group (listserve) in the files section. In this same section will also be a running list of the current point totals. A CO may check this at anytime 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 may result in the SBCO being removed from their position.

### **Final Words**

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.

### **Calendar**

15 <sup>th</sup>	SPAR-Is on previous month's activity due to SBCO
21 <sup>st</sup>	SPAR-Is are considered late (See Points section above)
31 <sup>st</sup>	SPAR-IIs on previous month's activity due
5 <sup>th</sup>	SPAR-IIs are considered late