

Epsilon Fleet Rules & Procedures

1. Membership

- a. A member may be removed from Epsilon Fleet by their respective sim host or the Epsilon Fleet Commanding officer for any reason.
- b. Only Epsilon Fleet Members may hold staff positions within Epsilon Fleet

2. Epsilon Fleet Administration

- a. Commanding Officer's Duties & Responsibilities
 - i. Shall maintain and represent Epsilon as a whole.
 - ii. Shall be responsible for hiring, firing, and monitoring the activity status of all Epsilon Fleet hosts and monitor the activity and stability of all Epsilon Fleet sims.
 - iii. Shall answer all correspondence in a timely manner.
 - iv. May hire assistants to help him/her carry out their duties. Any assistant hired to help the Commanding Officer shall fall to the Staff Section of this Fleet and hold the title of "Assistant to the Commanding Officer."
- b. Executive Officer's Duties & Responsibilities
 - i. Must represent Epsilon Fleet as a whole.
 - ii. Assist the Commanding Officer in maintaining the fleet as a whole.
 - iii. Shall answer all correspondence in a timely manner.
 - iv. Shall post Epsilon Fleets official vote for Fleet Command issues to the FSF Fleet Command message boards.
 - v. Shall manage the fleets' monthly fleet reports.
 - vi. Shall monitor all incoming members to the fleet as well as be the fleets official recruiter and recruit for Epsilon Fleet sims and for the fleet as a whole.
 - vii. Shall follow orders from the Commanding Officer of Epsilon Fleet and carry out his duties in a timely manner.
 - viii. Shall act as the Commanding Officer of Epsilon Fleet in the Commanding Officers absence.
 - ix. May hire assistants to help him/her carry out their duties. Any assistant hired to help the Executive Officer shall fall to the Staff Section of this fleet and hold the title of "Assistant to the Executive Officer."
- c. Second Officer's Duties & Responsibilities
 - i. Shall maintain fleet census statistics on a weekly basis.
 - ii. Plan and coordinate at least one fleet wide activity every six months.
 - iii. Plan and coordinate at least one joint fleet activity every six months.
 - iv. Shall manage discussion topics on the Epsilon Fleet Forums.
 - v. Shall act as the Executive Officer of Epsilon Fleet in the absence of the Executive Officer or when the Executive Officer is Acting Commanding Officer.
 - vi. Criteria to hold Second Officer Position
 1. Must be the most senior Host in Epsilon Fleet
 2. Must have LESS than three Epsilon Fleet warnings.
 - a. If at any time a sitting Second Officer receives more than two Epsilon Fleet warnings; they must be removed from said position.

3. Epsilon Fleet Hosts

- a. All Hosts in Epsilon Fleet are equal, regardless of IC rank or post.

- b. No host shall grant another host a Leave of Absence, only the Fleet Commanding Officer or the FSF Commanding Officer may grant an LOA.
- c. Required Routine Reports
 - i. Each sim must post a sim report to the Epsilon Fleet XO once a month, due on the seventh (7th) of every month.
 - ii. Weekly attendance logs must be posted to the FSF Attendance System weekly, due before the close of the following sim week. The sim week runs Sunday – Saturday.

4. Fleet Websites

- a. Epsilon Fleet Sims are required to have an accurate and updated website.
- b. Epsilon Fleet websites are required to have the following:
 - i. Be placed on the official server of the FSF, which at this time is www.sb254.com.
 - ii. An official Epsilon Fleet logo.
 - iii. A link to the Epsilon Fleet home page.
 - iv. A link to the FSF Message Boards.
 - v. A link to the Federation Sim Fleet's home page.
- c. If the sim host is unable to post a website for their respective assigned sim then the Epsilon Fleet Second Officer must be notified in writing within seven (7) days of accepting a hosting position within Epsilon Fleet.