

Officers Hand guide v1.0.0.0

Massive Dynamic INC.

OFFICERS HANDGUIDE  
V1.0.0.0

THIS MANUAL IS AUTHORISED AS THE OFFICIAL OFFICER MANUAL.

I AM NOT A CROOK \(\o0\)

## INTRODUCTION

This guide is to help assist you as an officer in the ways of corp, and to drench you in our time proven methods of that little thing we all hate to deal with called procedure, this guide when read and used as a supplement is designed to help u avoid the quagmire of being an officer, allowing you to maintain your calm and still be able to play the game without feeling like ur missing something in the position you are chosen for. We all need a little boost when it comes to working in a goal oriented corp such as Massive dynamic inc. but most importantly remember the best boost we can get is from our own self confidence, if u think you can and you honestly try hard enough you will eventually succeed be it in the battle, or in the war, daily life, to game life this rule still applies.

Like all things this Corp puts out to assist its members in organization and helping the corp grow, this guide isn't all law it's a guide a supplement and a cheat sheet, its the base for command, but it is not something you want to follow 100% we encourage you all to take your position to the next level add your own creativity, make it interesting, never allow yourself to become stagnate in procedures and routines. Switch it up, as an officer, it is your job to use your charisma and abilities to fulfill not only your experience in game but the lives of those under your command, it is up to you to make it fun when its a tough situation, it is up to you to go above and beyond, not just for that promotion, but for those you serve. And don't ever assume that wrong. you may be there commanding officer but it is you who serves them, by helping assisting, and leading through the good and the bad.

As a corp with goals we are destined to face some hard times and we will at points get into a predicament that will seem unbeatable. As an officer we expect each and every one of you to stay on top, don't let it get you down, because if u do, your members will lose moral as well. And when that happens we will lose our advantage of being a tight nit family.

The following segments in this manual are written for you, read them, remember the parts that pertain to you, save it to your hard drive, whatever. But, take everything in here and make it your own, as long as your commanding officer approves, don't be afraid to approve others, and make it worth your while.

As always I practice what I type out and give to you guys, if you ever need anything, if you ever have a question, or a problem, regardless of what division you are in come to me, my doors are always open, and I will always be willing to help any of our officers who have a problem, a concern, or just want to talk. I hope that you find this manual useful as I have found similar things useful to me

thank you all for your help,

fulksayyan.

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The pages that follow are designed to describe each position and a base line of tasks to be accomplished by a manager in the specific department

any addendum to this manual may be added at any time at the discretion of the corp

## 1. FLEET OFFICER GUIDE

1.1: SQUAD LEADER - the responsibility of all squad leaders is to train their individual crew and work with them on an almost daily basis, the connection between squad leader and squad should be that of a small family, the squads are the main mass of the fleet and without an efficient squad leader the squads will be useless.

The following must be e-mail to the squad leaders commanding officer (wing commander) at the end of every fleet op that the squad commanders squad took place in:

- pilots in squad that day
- ship losses (name, type, fittings, and mods)
- pod losses (pilot name, augmentations, and any other applicant notes)
- op name (the op name will be assigned by the FC of the applicable fleet op)

1.2: WING COMMANDER – wing commanders are responsible for the group training of all squads as a group, like the squad commander can individually start a practice with his squad, a wing commander can initiate a group training between all squads in his command this position requires a limited api which is checked once a month, at random. This is also a position that is classified as a security clearance needed position this is the lowest rank in corp that allows for the access to certain information on a need to know, which is set in place to allow wing commanders to know what they are facing, and what the primary agro should go to.

The following must be e-mail to the FC of the fleet the wing commander is in whenever his wing participates in a group op or fleet op:

- squads that participated that day
- attached squad commander reports
- overall wing losses (ship types lost)
- overall pilot losses (pilot names)
- a copy of the wing logs

1.3: ADMIRAL – this position is set in place as the intermediate FC when the CEO is not on or cannot lead the fleet personally. The admirals primary job is to make sure the fleet is well directed, and is responsible for giving wing commanders tasks and orders to accomplish this rank is considered a high level security access, and because admirals have access to sensitive information in regards to their fleet, it is absolutely crucial that all admirals be trusted and dedicated to fleet. A random api check will be done 2 times a month at the C.E.O'S discrepancy. The admiral is responsible for the fleet when the FC or grand admiral is not in or logged or otherwise busy.

The following is something that should be e-mail to the Administrative department for corp logging, more specifically what this manual refers to as the Pencil Pushers Anonymous.

- Wings that participated that day
- wing commander logs
- squad commander logs
- any other unusual notes findings or areas of interest that were logged
- distribution of loot log

1.4: GRAND ADMIRALS- this is the top, basically anyone who has dedicated enough of their time to fleet and have shown exceptional advancement and abilities may be considered for this title, this is where you go when ur deemed a warlord basically. You still have the option to lead a fleet at this level but in payment for your hard work and dedication, nothing is mandatory, you don't even need to participate. Grand admirals do however attend fleet council meetings and reside as permanent members to the council and do not need to be elected or voted for. This is to ensure that those with the biggest amount of dedication retain the ability to help guide the corp, while at the same time take a break when they need to. A privileged job if you will. all grand admirals get their limited api check waived and only need to participate in a check once every 4 months.

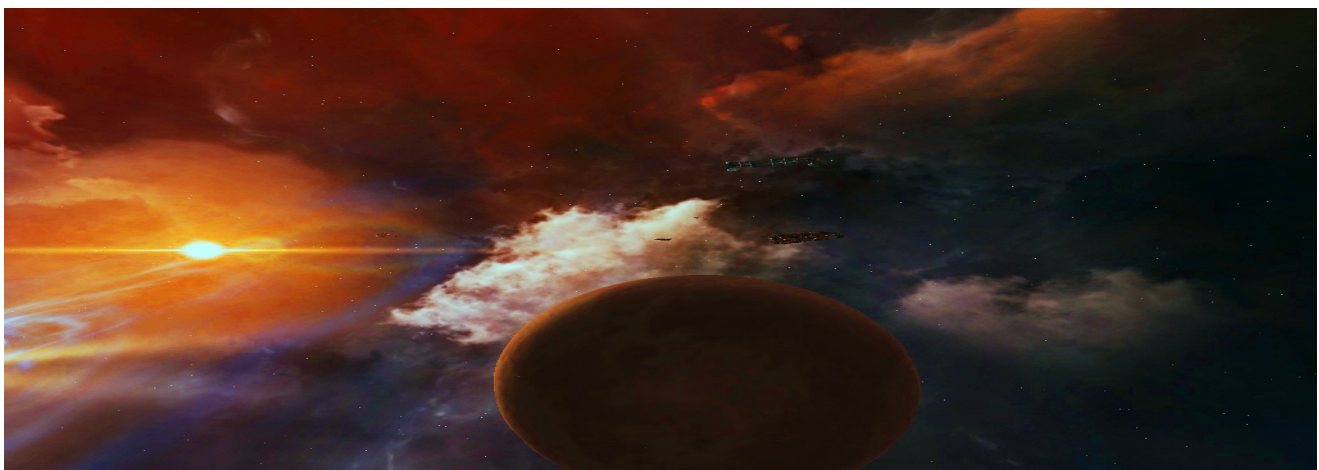
When a grand admiral exercises his right to command a fleet, there are certain procedures and the following should be e-mailed to the Pencil Pusher's Anonymous division

- Wings that participated that day
- wing commander logs
- squad commander logs
- any other unusual notes findings or areas of interest that were logged
- distribution of loot log

1.5: OFFICER OF THE WATCH- this position can be obtained only by registered officers in corp, whenever we are at a peaceful state the officer of the watch is responsible for making shur all corp members and fleet members get in the proper location within the 24 hrs of the intent to declare war letter. The officer registered to be the OOTHW is responsible for determining the basic info about the enemy and having a report ready for the corp managers when they log, also he is required to give up his position to the highest ranking fleet officer when one becomes present

the following intel must be obtained within the 24 hrs after the intent to declare war letter afterward this intel is to be mailed directly to the both division managers (w-space and e-space) and the ceo of corp:

- corps ceo and any diplomats
- alliance affiliated with red corp
- all members of that alliance including their CEO's and any stated diplomats
- member count for each corp in alliance or for corp that declares war
- location of their hq's



## 2. E-SPACE DIVISION ASSISTANT

2.1: SPECIAL OPS DIVISION- this division is a smaller version of fleet, and operates along the same grounds as fleet, except. This group of highly advanced pilots is useful in going places a bigger bulky fleet couldn't go, this division is a specialized unit designed around flexibility to any problem. The division leader is technically the CEO and the E-space division commander. But the field officer of this group is authorized to view classified information pertaining to the mission at hand, and is allowed Intel that will help them accomplish their mission.

The following is required for the special ops division head at the end of every op the isk needed must be approved by ceo or e-space division head:

- isk needed for job completion
- ships lost (typ)
- pods lost (Augmentation compensation)

2.2: BOOT CAMP DIVISION HEAD- This division head is responsible for the planning of new recruit training ops. As all new members must go through group training this is where squads are determined, the boot camp division head is responsible for working with the boot camp instructors to determine entry rank to fleet from squad commander to private 3<sup>rd</sup> class if you are in fleet u start out in squad training here and the division head is responsible for ranking you into fleet.

The following is required at the end of every graduation for fleet records, this report goes to the pencil pushers anonymous:

- Acting Squad Commander
- squad members
- training cost
- training rank (see the boot camp hand guide for more details)

2.3: EWS DIVISION HEAD- the division head of the early warning system is responsible for directing EWS squads to strategically planned areas, and is responsible for delivering first response info to targeted areas and is responsible for the protection of e-space assets, and transports.

The following is considered a proper EWS activation report (pencil pushers anonymous)

- time and date threat detected
- pilot who detected it
- asset targeted
- response time
- followup debriefing

2.4: BUSINESS HEAD- this department is responsible for market pvp, the division head reports earnings at the end of every month to THE PPA division and is responsible for guiding the Business division through daily isk earnings.

2.4.1: BUSINESS MANAGER- the Business managers assist the Business head in organizing and filing reports to the PPA.

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2.5: ADMIN DEPARTMENT HEAD-the admin director is responsible for assigning tasks, auditing and double checking all admin department reports and files. The admin is responsible for updating the NIGHTMARECHILDREN ARCHIVES (web address to be announced to specific managers only)

2.5.1: TOURNEMENT DEPARTMENT MANAGER- this division head is responsible for planning organizing and putting into affect all tournament procedures. The division head also heads the judge panel.

2.5.2: ORGANIZATION MANAGER- this division manager is responsible for assisting in organization, from corp mails to fittings, to anything else that a random job like this could do

2.5.3: PPA (PENCIL PUSHERS ANONYMOUS) – sounds dreadful right? Well I assume if u are reading this . You either have a sick mind, or a lonely life. No need to fret the PPA is a bodiless mindless corp division, in other words, if you really think im gonna try and find another pencil pusher like me ur crazy, 1) we are not the typ of ppl that get along together, 2) not enough office space for two of us 3) ill be damned b4 I have to submit any of you to two overly long winded stuck up prudes like me. But in all reality the PPA is an in box its a corp mailing list to accept reports and store them for the admin department (btw the admin department will never grow above 2 ppl with the exception of the tournament committee which can grow from 1 to 5 ppl depending on the size of the tournament.)

2.6: RECRUITING DIVISION HEAD- the division head is responsible for performing background checks and is responsible for overseeing the recruiting and intake side a weekly report to the PPA that consists of the names, and limited api of new recruits as well as the security risk rating (see the recruiting manual for more information)

2.6.1: INTAKE OFFICER- the intake officer is responsible for assisting new members into finding there niche in corp, being a friend and showing the way of corp, as well as the familiarizing the new recruits with the corp schedule and chain of command

2.6.2: RECRUITING OFIICER- the recruiting officer is responsible for finding new prospects and helping spread the word of corp ( lol can u tell im an Amarr now?) the basic description is in the name they recruit.



### 3. W-SPACE DIVISION

3.1: W-SPACE MINING/SALVAGING DEPARTMENT- the head of this department is the w-space equip to the Business department head in e-space a monthly report filed with the PPA on profit earned is the only reporting this department needs to do on a monthly basis, also, a report of any isk losses in ships or fittings pilots or Aug's when the loss happens.

3.2: TRANSPORTATION DEPARTMENT- the head of this department is responsible for planning transport ops to and from high sec and is responsible for working with the EWS and the FLEET to protect and guard valuables.

3.3: ASTROMETRICS – scanning and detection, responsible for training EWS commanders, and training the ASTROMETRICS department

3.4: EWS-the division head of the early warning system is responsible for directing EWS squads to strategically planned areas, and is responsible for delivering first response info to targeted areas and is responsible for the protection of e-space assets, and transports.

The following is considered a proper EWS activation report (PPA)

- time and date threat detected
- pilot who detected it
- asset targeted
- response time
- followup debriefing



AMENDMENT SECTIONS