



The Frontier Initiative Corporation Organization Manual

(Star Citizen)



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Section 1: Introduction

Mission Statement

The Frontier Initiative Corporation (TFIC) exists to **explore the unknown, build sustainable infrastructure, and create lasting prosperity**. Rooted in the ideals of progress and freedom, TFIC is a place for adventurers, traders, industrialists, and combat operatives to **thrive together**. With every jump point we discover and every outpost we establish, we push the boundaries of what is possible in the 'verse.

Core Values

TFIC operates on the following guiding principles:

- **Exploration & Discovery:** We believe that the future lies beyond the known. Our mission is to explore new systems, chart new jump points, and unlock the potential of uncharted space.
- **Crafting & Industry:** Progress is built, and we take pride in transforming resources into opportunities through mining, refining, and manufacturing.
- **Collaboration & Community:** We foster an inclusive, positive environment. **Teamwork and mentoring** are key pillars of our success.
- **Security & Prosperity:** We defend what we build. Whether in space or on the ground, TFIC protects its members, operations, and trade routes.
- **Freedom & Respect:** We believe in a **casual playstyle**—there are no strict obligations, and real life always comes first. Respect is paramount, and we maintain a **zero-tolerance policy toward negativity, hostility, and toxic behavior**.

Section 2: Organizational Structure

Leadership Roles

The leadership team ensures TFIC's operations align with its mission and goals. Key leaders oversee various departments, ensuring cross-department collaboration and smooth operations.

1. Chief Executive Officer (CEO)

- Establishes strategic goals and oversees the corporation's long-term vision.

2. Chief Operations Officer (COO)

- Manages daily operations and coordinates between departments.

3. Director of Defense (DoD)

- Oversees all military operations through the Iron Star Division, ensuring security across space and planetary fronts.

4. Chief Logistics Officer (CLO)

- Manages resource flow, transportation, and trade networks.

5. Chief Financial Officer (CFO)

- Oversees financial planning, resource allocation, and profit-sharing.

Iron Star Division

"Hold the Line Across Land and Stars."

The Iron Star Division serves as TFIC's defensive force, ensuring the safety of assets and personnel across all operational environments. It consists of two specialized branches:

Branch 1: Star Fleet Operations

"Control the Stars."

The Star Fleet Operations branch manages space combat, fleet coordination, and convoy protection.

Key Roles:

- Fleet Commanders: Lead fleets and tactical space operations.
- Fighter Pilots: Engage in combat and protect convoys.
- Tactical Officers: Coordinate fleet movements and reinforcements.
- Support Crews: Handle ship repairs, refueling, and engineering.
- Medical Officers (Fleet Division): Provide triage and care aboard capital ships and carriers.

Key Activities:

- Escorting convoys to protect trade routes.
- Engaging in space battles and fleet operations.
- Conducting search and rescue missions for stranded members.
- Providing onboard medical support during fleet engagements.

Branch 2: Terraguard

"Secure the Ground, Dominate the Sky."

Terraguard handles ground operations, including air, land, and sea missions. It ensures the defense of outposts, infrastructure, and mining operations.

Key Roles:

- Field Commanders: Lead tactical ground missions and operations.
- Wardens: Defend key locations and infrastructure.
- Pathfinders: Conduct recon and tactical strikes.
- Air Support Pilots: Deploy teams and provide air cover.
- Naval Specialists: Manage aquatic operations for transport or coastal defense.
- Combat Medics: Provide first aid and emergency care during ground operations and missions.

Key Activities:

- Defending mining operations, outposts, and settlements.
- Conducting recon and tactical assaults on enemy installations.

- Supporting air and sea operations for rapid response missions.
 - Providing medical support to injured personnel during ground combat.
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Medical Corps Overview

The Medical Corps serves as the backbone of health and wellness within the Iron Star Division. It is integrated into both Star Fleet Operations and Terraguard, ensuring all personnel—whether on a starship or in the field—have access to care.

Medical Roles:

- Fleet Medical Officers: Provide medical services aboard starships, including surgeries and emergency response.
- Combat Medics: Operate in the field, stabilizing wounded personnel until they can be evacuated.
- Rescue Specialists: Assist with search-and-rescue missions, evacuating injured team members to safety.

Key Activities:

- Performing onboard triage during fleet battles.
 - Deploying field medics alongside ground forces.
 - Supporting evacuation efforts during critical operations.
 - Assisting in the recovery and rehabilitation of injured personnel.
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Inter-Branch Coordination

- Joint Operations: Star Fleet Operations and Terraguard often collaborate on joint missions requiring air-ground coordination.
- Cross-Training: Members of both branches train together for multi-environment operations, ensuring flexibility and preparedness.
- Emergency Response: Fleet Medical Officers and Combat Medics work closely during crises, ensuring medical coverage across all missions.

Section 3: Code of Conduct

"Respect. Cooperate. Thrive."

The Frontier Initiative Corporation (TFIC) is built on the principles of **collaboration, respect, and community**. To maintain a welcoming and productive environment for all members, we adhere to the following code of conduct.

1. General Conduct Guidelines

- **Respect All Members:** Treat every member with kindness and professionalism, whether during operations or casual interactions.
 - **Promote Positivity:** Help build a supportive environment where players of all skill levels can thrive.
 - **No Toxic Behavior:** We have **zero tolerance** for toxicity, including harassment, bullying, or discrimination of any kind.
 - **Be Inclusive:** TFIC welcomes individuals from diverse backgrounds. All members should feel comfortable and safe in our community.
 - **Respect Real-Life Commitments:** We understand that **real life comes first**. Play at your own pace without pressure.
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2. Communication Rules

- **Use Appropriate Channels:** Keep discussions relevant to the topic of each Discord or in-game channel (e.g., operations planning, trade coordination, general chat).
 - **Follow Voice Chat Etiquette:** Be courteous when using voice channels—allow others to speak, avoid interruptions, and use push-to-talk if needed.
 - **Constructive Feedback:** Provide feedback that is helpful and respectful. Avoid public criticism or hostility toward other members.
 - **Resolve Disputes Privately:** If disagreements arise, handle them **privately or with officer mediation** rather than escalating in public channels.
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3. Participation in Missions and Operations

- **Be Reliable:** If you commit to a mission, make your best effort to participate. Inform leadership if you need to withdraw.
 - **Follow Mission Leadership:** During missions, respect the decisions of assigned leaders or officers. Their role is to ensure success for the entire team.
 - **Support New Players:** Experienced members are encouraged to **mentor and assist** new recruits. Help them grow within the organization.
 - **Stay Focused During Missions:** Avoid disruptive behavior during organized missions and respect operational priorities.
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4. Security and Asset Management

- **Protect Corporate Assets:** All TFIC assets, including ships, equipment, and funds, are to be used responsibly and for the benefit of the organization.
 - **No Unauthorized Use of Ships or Resources:** Members are expected to seek permission before using shared ships, tools, or assets.
 - **Combat and Conflict Rules:** Aggressive behavior toward fellow members or reckless combat is not tolerated. Always follow **security protocols** when engaging in PvP.
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5. Disciplinary Actions

To maintain the integrity of TFIC, we reserve the right to take disciplinary action when necessary. The **Director of Operations** and **officers** will handle violations of this Code of Conduct.

- **Warning:** Minor violations will result in a verbal or written warning.
- **Probation:** Repeated offenses may result in restricted participation in missions and activities.
- **Removal from TFIC:** Severe or repeated violations, especially involving **toxic behavior or theft**, will result in removal from the organization.

All disciplinary actions will follow a fair review process, ensuring all voices are heard before decisions are made.

6. Conflict Resolution and Mediation

- **Internal Disputes:** Members are encouraged to resolve conflicts privately. If an issue cannot be resolved, contact an officer or department head for mediation.
- **Report Issues Promptly:** If you witness behavior that violates our code, report it to an officer or director. All reports will be handled discreetly and respectfully.

7. Representation of TFIC

As a member of TFIC, you represent the organization both **in-game and on external platforms (e.g., Discord, Spectrum forums)**. All members are expected to uphold the **values and reputation** of the organization wherever they engage.

Acknowledgment and Agreement

By joining TFIC, members agree to abide by this Code of Conduct. The success of our organization depends on the respect and cooperation of every individual. Together, we will create a **thriving and positive community** that values exploration, crafting, and teamwork.

Section 4: Departmental Operations

4.1 Exploration & Survey Department

"Chart the Unknown."

Purpose:

The **Exploration & Survey Department** leads the way in **discovering new systems, identifying resource locations**, and mapping jump points. Their work supports other departments by providing **critical data** to enable mining, trade routes, and mission planning.

Key Roles:

- **Scout Pilots:** Operate small exploration vessels to survey planetary systems.
- **Navigators:** Chart jump points and plan routes for safe travel.
- **Survey Analysts:** Interpret scan data to identify potential resource deposits or infrastructure locations.
- **Cartographers:** Create detailed maps and charts for use by the Logistics and Trade Network.

Key Activities:

- **Jump Point Mapping:** Discover and map new jump points to open travel routes to unexplored areas.
- **Planetary Surveys:** Conduct deep scans to find valuable resources on planets and moons.
- **Scouting Operations:** Identify safe zones for outposts or areas of interest for further investigation.
- **Data Exchange:** Share exploration data with the **Logistics & Trade Network** to plan resource transportation and trade.

How to Get Involved:

- Join exploration missions using ships like the **Anvil Carrack, Origin 315p, or Drake Herald**.
- Report findings in the **exploration logs** for use by other departments.

- Collaborate with **Logistics and Industry** to scout potential mining sites.
- Participate in **jump-point discovery** missions to open new trade routes.

4.2 Industry & Manufacturing Division

"Build the Future."

Purpose:

The Industry & Manufacturing Division transforms **raw materials into valuable goods**. This division powers the corporation's **mining, refining, and crafting efforts**, ensuring a steady flow of resources to support **trade, infrastructure, and fleet development**.

Key Roles:

- **Mining Specialists:** Operate mining ships and manage extraction operations.
- **Refinery Operators:** Process raw resources into refined materials for use or trade.
- **Manufacturing Engineers:** Build ships, components, and infrastructure to support corporate activities.
- **Production Planners:** Coordinate crafting projects to meet the needs of other departments, including Logistics and Fleet Operations.

Key Activities:

- **Mining Expeditions:** Use ships like the **MISC Prospector** and **Orion** to extract valuable materials from asteroids, planets, and moons.
- **Resource Refining:** Process raw materials at refineries to maximize value and utility.
- **Manufacturing:** Create ships, modules, and equipment to support exploration, defense, and trade.
- **Infrastructure Development:** Build and maintain outposts, refineries, and other installations to support long-term operations.

How to Get Involved:

- Participate in **mining missions** using dedicated mining ships, or assist with ground-based resource extraction.

- Work with **Production Planners** to manufacture equipment for missions and trade.
- Assist **refinery teams** in processing raw materials collected by mining operations.
- Coordinate with **Logistics** to ensure that resources are transported to where they're needed most.

4.3 Logistics & Trade Network

"Connect the Galaxy."

Purpose:

The Logistics & Trade Network ensures that **resources, goods, and equipment** flow efficiently between departments, outposts, and markets. By managing trade routes and supply chains, this division supports both **internal operations and external trade ventures**, ensuring prosperity for TFIC.

Key Roles:

- **Cargo Pilots:** Transport goods across systems, using cargo ships like the **MISC Hull series** or **Drake Caterpillar**.
- **Supply Chain Managers:** Oversee the movement of resources between mining, production, and trade hubs.
- **Trade Officers:** Identify profitable trade opportunities in markets and manage high-value contracts.
- **Quartermasters:** Monitor inventory and maintain records of all materials in use across TFIC operations.

Key Activities:

- **Trade Missions:** Transport and sell manufactured goods and resources to generate profits for the organization.
- **Supply Runs:** Deliver essential materials and equipment to outposts, ships, and operations.
- **Market Analysis:** Track commodity trends and identify **high-demand trade routes**.

- **Convoy Coordination:** Work with **Star Fleet Operations** to secure cargo during high-risk missions.

How to Get Involved:

- Fly **cargo missions** or participate in convoys to ensure safe transport of goods.
- Collaborate with **Industry & Manufacturing** to move refined resources for sale or use in production.
- Join **profit-sharing missions** by participating in trade runs, earning rewards based on mission success.
- Assist **Quartermasters** in managing inventory and coordinating supply runs.

4.4 Iron Star Division

"Hold the Line Across Land and Stars."

The Iron Star Division is TFIC's **military and defense arm**, responsible for **securing the corporation's assets, members, and operations** across both space and planetary environments. It consists of **two branches: Star Fleet Operations** and **Terraguard**. Each branch specializes in a different domain, but they collaborate on joint operations to ensure seamless protection across all fronts.

Branch 1: Star Fleet Operations

"Control the Stars."

Star Fleet Operations focuses on **space combat, fleet coordination, and convoy protection**. Fleet members engage in **dogfights, capital ship battles, and escort missions** to defend trade routes and TFIC operations.

Key Roles:

- **Fleet Commanders:** Coordinate multi-ship operations, managing battle groups and strategic maneuvers.
- **Fighter Pilots:** Engage enemies in space combat and provide **escort services** for high-value convoys.

- **Tactical Officers:** Manage reinforcements and oversee the tactical side of fleet operations.
- **Support Crews:** Maintain ships, handle refueling, and perform in-flight repairs.
- **Medical Officers (Fleet Division):** Provide **triage and care** aboard capital ships, ensuring crew health during extended missions.

Key Activities:

- **Convoy Escorts:** Safeguard cargo during long-haul trade missions.
- **Fleet Battles:** Engage in strategic combat to defend TFIC's territory and assets.
- **Recon Patrols:** Monitor space lanes and scan for threats.
- **Search and Rescue:** Retrieve stranded members and assets from hostile areas.
- **Joint Missions:** Collaborate with **Terraguard** for air-ground combat scenarios.

Branch 2: Terraguard

"Secure the Ground, Dominate the Sky."

Terraguard specializes in **planetary defense and multi-environment operations**. It handles **ground combat, air support, and maritime operations**, ensuring that TFIC's outposts, mining sites, and infrastructure remain secure.

Key Roles:

- **Field Commanders:** Lead ground operations and tactical missions on planets and moons.
- **Wardens:** Defend infrastructure and strategic points from hostile incursions.
- **Pathfinders:** Conduct **reconnaissance and precision strikes** against enemies.
- **Air Support Pilots:** Operate dropships and provide air superiority for rapid deployment.
- **Naval Specialists:** Manage sea-based operations, including **coastal defense** and aquatic missions.
- **Combat Medics:** Provide emergency medical care during ground operations and assist with evacuations.

Key Activities:

- **Outpost Defense:** Secure mining operations, production facilities, and settlements.
- **Tactical Assaults:** Lead strategic strikes against rival organizations or hostile threats.
- **Recon Missions:** Scout enemy movements and report back to leadership.
- **Rapid Response:** Deploy via air or sea to respond to emergencies.
- **Joint Operations:** Coordinate with **Star Fleet Operations** to ensure seamless airground integration during combat missions.

Medical Support in the Iron Star Division

The **Medical Corps** is embedded within both Star Fleet and Terraguard to ensure members are **cared for during combat and operations**. Fleet Medical Officers and Combat Medics work together to **stabilize injured personnel** and evacuate them to safety when necessary.

Key Activities:

- **Fleet Medical Response:** Provide in-flight care and perform surgeries aboard capital ships.
- **Combat Medical Support:** Operate in the field to stabilize injured personnel and oversee evacuations.
- **Rescue and Recovery:** Assist with search-and-rescue missions during emergencies.

Inter-Branch Coordination

- **Joint Task Forces:** The Iron Star Division frequently forms **task forces combining Star Fleet and Terraguard personnel** to handle multi-domain missions.
- **Training and Cross-Specialization:** Members are encouraged to train across branches to enhance operational flexibility.
- **Emergency Deployment:** Both branches maintain **quick-response units** to respond rapidly to developing threats.

4.5 Finance & Resource Management Division

"Plan. Allocate. Prosper."

Purpose:

The Finance & Resource Management Division ensures that **TFIC remains economically sustainable** by handling **funding, budgeting, profit-sharing**, and **resource distribution**. This division also monitors the in-game market to identify **profitable trade opportunities** and support the organization's growth.

Key Roles:

- **Accountants:** Track funds, profits, and expenses across departments and operations.
- **Market Analysts:** Monitor commodity prices and identify high-value trade routes or resource needs.
- **Profit Managers:** Oversee **profit-sharing systems** to distribute rewards fairly among members.
- **Resource Planners:** Allocate resources strategically to support **missions, manufacturing, and fleet expansion**.
- **Contract Negotiators:** Manage external trade deals, resource acquisitions, and supplier relationships.

Key Activities:

- **Profit-Sharing:** Distribute mission earnings and trade profits based on individual and team participation.
- **Resource Allocation:** Ensure that departments, including **Logistics and Industry**, receive the materials and funds they need.
- **Market Monitoring:** Track commodity trends to guide trade decisions and optimize **buying/selling strategies**.
- **Contract Management:** Negotiate trade deals and secure contracts with other organizations or external vendors.
- **Budget Planning:** Develop budgets for **expansion projects, fleet maintenance, and infrastructure upgrades**.

How to Get Involved:

- Join the **Market Analysis team** to help identify profitable trade opportunities.
- Assist **Profit Managers** with calculating and distributing earnings after missions.
- Work with **Logistics** to plan resource supply runs and budget operations.
- Monitor **financial trends and events** in the game to advise leadership on potential investments.
- Participate in **contract negotiations** with vendors or partners to secure favorable trade deals.

Section 5: Ranks and Advancement

"Grow with Us."

The TFIC rank structure reflects both **experience and contribution** to the organization. Members can **progress by participating in operations, missions, and events**. Advancement comes with **increased responsibilities, leadership opportunities, and access to higher-level missions**.

Ranks Overview

The TFIC ranks provide **a clear path for members to grow** within the organization. These ranks are flexible—players can explore multiple activities while advancing, whether through **exploration, industry, combat, or logistics**.

1. Recruit

Role: New members learning the basics of TFIC operations.

Expectations:

- Participate in introductory missions or events.
- Connect with a mentor for guidance on activities (e.g., mining, trade, security).
- Complete onboarding tasks, such as selecting a preferred role or department.

How to Advance:

- Demonstrate an understanding of core operations.
 - Participate in at least one group mission or event.
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2. Junior Associate

Role: Active contributors assisting in operations, trade, or defense.

Expectations:

- Support larger missions, such as **trade convoys or exploration missions**.
- Collaborate with teams on small-scale projects or events.
- Develop specialized skills within your chosen department.

How to Advance:

- Regular participation in missions and activities.
 - Build relationships within the organization through teamwork.
-

3. **Senior Associate**

Role: Trusted members with experience in multiple operations.

Expectations:

- Provide **mentorship** to new recruits and junior members. ○ Assist with **mission planning** and resource management.
- Lead small teams or manage independent projects.

How to Advance:

- Demonstrate leadership in at least one mission or operation.
 - Maintain consistent involvement in events and mentoring.
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4. **Specialist**

Role: Experts in a particular field, such as **exploration, logistics, security, or crafting**.

Expectations:

- Lead **missions and specialized operations** in your field. ○ Collaborate with officers to refine departmental strategies.
- Develop cross-discipline knowledge to support multi-role missions.

How to Advance:

- Complete specialized training or missions.
 - Show initiative by organizing missions or training events.
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5. **Officer**

Role: Leaders responsible for managing operations within their department.

Expectations:

- Organize missions, assign roles, and ensure mission success.
- Recruit, mentor, and support new members.
- Work closely with department heads to align operations with TFIC's goals.

How to Advance:

- Consistent leadership in missions and events.
- Demonstrate the ability to manage multiple responsibilities.

6. Executive Officer

Role: High-level leaders and deputies to department heads. They support top-level decision-making and ensure the smooth operation of **large-scale projects**. **Expectations:**

- Oversee large missions or operations involving multiple departments.
- Act as a liaison between members and leadership.
- Support department heads by managing day-to-day operations.

How to Advance:

- Appointed based on **merit, leadership ability, and dedication**.
- Recommendation by officers or department heads.

Advancement Guidelines

- **Merit-Based Progression:** Members advance through **participation, leadership, and mentorship**. Dedication to the organization and teamwork are highly valued.
- **Cross-Department Experience:** Members are encouraged to gain experience in multiple departments, improving flexibility and versatility.
- **Mentorship Opportunities:** Senior members help recruits and junior associates grow, fostering a **collaborative and supportive environment**.

Rewards for Advancement

- **Access to Higher-Level Missions:** Higher ranks gain access to **exclusive missions** and **high-value trade runs**.
- **Leadership Opportunities:** Senior members and officers may take on leadership roles during operations.
- **Profit-Sharing Bonuses:** Officers and specialists involved in major missions receive **bonus rewards** from trade or resource missions.

Section 6: Operational Guidelines

"Coordinate. Execute. Thrive."

This section outlines the **expectations for mission participation, profit distribution, and event coordination**. Whether a member is engaging in exploration, trade, or defense, these guidelines ensure every operation runs smoothly, **rewarding teamwork and collaboration**.

6.1 Mission Types and Participation

TFIC engages in a variety of operations across departments. Missions are organized by **department heads, officers, or members** with leadership experience.

Mission Types:

- **Exploration Missions:**
Discover new systems, chart jump points, and gather valuable data for future use.
- **Mining and Industrial Operations:**
Extract resources from planets, moons, or asteroid belts to support crafting and trade.
- **Trade Convoys:**
Transport goods across systems, generate profit, and establish trade networks.
- **Security Operations:**
Escort convoys, defend infrastructure, and engage enemy forces in space or on the ground.
- **Joint Operations:**
Combine efforts from multiple departments, such as **air-ground missions** or **trade with fleet escorts**.

Participation Expectations:

- **Sign-Up and Preparation:** Members are encouraged to **sign up for missions** in advance (via Discord or in-game) to ensure proper coordination.
- **On-Time Attendance:** Arrive on time and fully equipped for the mission.
- **Follow Mission Leadership:** Respect officers and mission commanders to ensure smooth execution.

- **Adaptability:** Be ready to **adjust roles** as needed during operations to meet mission objectives.
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6.2 Event Coordination

TFIC hosts **weekly events** to keep members engaged and promote teamwork. These include:

- **Scheduled Missions:** Regularly planned exploration, trade, or defense missions.
- **Training Sessions:** Cross-department training to improve **combat skills, fleet maneuvers, or logistics operations**.
- **Special Events:** Large-scale operations such as joint missions with other organizations or in-game events.

How to Join Events:

- Stay updated via the **#event-announcements** channel on Discord.
 - Use **#operations-planning** to coordinate with team members and clarify roles.
 - Officers will **assign leadership roles** as needed based on member availability.
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6.3 Profit-Sharing and Rewards

TFIC follows a **transparent profit-sharing system** to ensure fair rewards for members participating in missions.

How Profit-Sharing Works:

- **Mission Earnings:** Profits from trade runs, mining expeditions, or contract missions are pooled and distributed among participants.
- **Reward Distribution:**
 - **Direct Contributors** (e.g., pilots, miners) receive a **primary share**.
 - **Support Personnel** (e.g., escorts, medics) receive a **support share**.
 - **Leadership Bonuses:** Officers leading major missions may receive **additional bonuses** for their efforts.

Tracking and Distribution:

- Profit Managers from the **Finance Division** track mission earnings and distribute rewards accordingly.
- Members can track their **rewards and shares** in the **#mission-rewards** channel on Discord.

6.4 Best Practices for Operations

- **Plan Ahead:** Officers are encouraged to **plan missions and events** in advance, ensuring all roles are filled.
- **Communication is Key:** Use the **in-mission voice channels** to coordinate in real-time.
- **Backup Roles:** Members should be prepared to step into **backup roles** if needed during operations.
- **Post-Mission Debriefs:** After major missions, officers will host a **debrief session** to review what worked well and what can improve.

Section 7: Conflict Resolution and Discipline

"Resolve with Integrity, Act with Fairness."

This section outlines how TFIC will handle **internal disputes** and **violations of the Code of Conduct**. Our goal is to **maintain harmony within the organization** by resolving conflicts swiftly, fairly, and discreetly.

7.1 Conflict Resolution Procedures

Disagreements are natural in any group, but how they are handled defines the strength of the community. TFIC encourages members to **resolve issues privately** and **amicably**, with officer support if needed.

Informal Resolution:

1. **Speak Directly:** Members are encouraged to talk things through respectfully with each other in private.
2. **Seek Mediation:** If the conflict persists, **contact an Officer** for mediation. Officers will work to help both parties **find common ground**.

Formal Resolution:

If informal attempts fail, a formal review may be conducted:

1. **Report the Issue:** Submit a detailed account of the conflict to an Officer or Department Head.
 2. **Review Process:** The involved parties will meet with an Officer or a panel of members to discuss the issue.
 3. **Resolution:** The Officer or leadership panel will **make a fair decision** based on the evidence and discussion.
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7.2 Discipline Policy

TFIC has a **zero-tolerance policy for toxic behavior**, including harassment, threats, or any action that damages the integrity of the organization. Violations will be addressed promptly through **disciplinary actions** outlined below.

Types of Offenses:

- **Minor Offenses:**

- Disruptive behavior during missions
- Failure to follow mission leadership instructions
- Inappropriate behavior in public or voice channels

Response: Verbal or written warning from an Officer.

- **Major Offenses:**

- Harassment, bullying, or discrimination
- Theft or unauthorized use of corporate assets
- Intentional sabotage of operations or missions

Response: Suspension or removal from the organization.

7.3 Disciplinary Actions

- **Warning:** Issued for minor infractions. Repeated offenses may result in further action.
- **Probation:** Temporary suspension from certain roles or missions.
- **Suspension:** Temporary removal from all TFIC activities, pending review.
- **Removal from the Organization:** Immediate expulsion for serious or repeated offenses.

7.4 Appeals Process

Members who believe they were treated unfairly can request a **review of disciplinary actions**. The review will be conducted by **senior officers or department heads**, ensuring that all decisions are transparent and fair.

Section 8: Communication and Coordination

"Stay Connected, Stay Informed."

Effective communication is essential for the success of TFIC's missions and daily operations. This section outlines the **channels and tools** members will use to **coordinate, plan, and engage** with the organization.

8.1 Primary Communication Platforms

Discord

The **TFIC Discord server** is the central hub for **day-to-day communication** and **mission planning**. It's where members stay informed about events, chat casually, and coordinate missions.

Important Discord Channels:

- **#announcements:** Official updates from leadership.
- **#introductions:** New members introduce themselves.
- **#operations-planning:** Mission coordination and role assignments.
- **#mission-rewards:** Track earnings and profit-sharing.
- **#general-chat:** Casual discussions and community-building.

Guidelines for Discord Use:

- Keep **mission-critical conversations** focused in relevant channels.
 - Respect **voice chat etiquette** (e.g., avoid interruptions and unnecessary noise).
 - Use **role-specific channels** (e.g., exploration, logistics) to connect with members in your department.
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8.2 Voice Chat and Mission Communication

Clear communication during missions is critical. TFIC uses **voice channels on Discord** for real-time coordination during operations.

- **Pre-Mission Briefing:** Mission leaders host a quick overview before each mission to clarify objectives, roles, and strategies.

- **In-Mission Communication:** Use assigned **voice channels** to ensure smooth execution of operations.
 - **Post-Mission Debriefs:** Officers lead **brief debriefs** after missions to discuss results and areas for improvement.
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8.3 In-Game Communication Tools

TFIC uses **in-game communication tools** to coordinate missions when Discord is unavailable or during immersive roleplay scenarios.

- **Spectrum Chat:** Stay connected to team members in-game using text channels for quick updates.
 - **Party and Fleet Chat:** Use **group-specific channels** for fleet-wide coordination.
 - **Comms Calls:** Leverage in-game comms for private or direct communications during missions.
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8.4 Coordination Across Departments

Cross-department collaboration ensures TFIC functions efficiently. Each department is responsible for maintaining open lines of communication during **joint operations**.

- **Iron Star Division & Logistics:** Coordinate closely during trade convoys to ensure fleet escort support.
 - **Exploration & Industry:** Share survey data to locate new mining sites.
 - **Medical Coordination:** Medical teams will stay on standby during high-risk missions, coordinating with fleet and ground operations.
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8.5 Communication Best Practices

- **Stay Respectful:** Always follow **TFIC's Code of Conduct** when communicating with others.
- **Stay Focused:** Keep conversations on-task during missions and events.
- **Ask for Help:** Use the **#help-and-support** channel if you have questions or technical issues.

- **Use Clear Callouts:** During missions, be concise and precise to avoid confusion.

Section 9: Amendments and Updates

"Evolve to Thrive."

As TFIC grows and evolves, it may be necessary to update the organization's policies, structure, or procedures to **reflect new developments or feedback from members**. This section outlines how changes will be made and communicated, ensuring **transparency and alignment** across the organization.

9.1 Amendment Process

1. Proposal of Changes:

- Amendments may be proposed by **officers, department heads, or leadership**. Members may also submit suggestions for review.
- All proposals must include a **clear description of the change** and **how it benefits the organization**.

2. Review and Approval:

- Proposed amendments will be reviewed by the **CEO, COO, and relevant department heads**.
- Significant changes may be discussed with **officers and senior members** for feedback.
- Once approved, the amendment will be added to the manual and communicated to the membership.

9.2 Communication of Changes

- **Announcements:** All amendments will be announced in the **#announcements** channel on Discord.
 - **Changelog:** A **changelog document** will be maintained and pinned for easy reference.
 - **Town Hall Meetings:** For major updates, TFIC leadership may hold a **town hall session** to discuss changes and answer questions.
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9.3 Member Involvement

TFIC values feedback from all members. The organization will hold **regular feedback sessions** to gather input from members on operations, policies, and events. These sessions ensure that **everyone's voice is heard** and that the organization continues to grow in line with member expectations.

9.4 Frequency of Reviews

- **Quarterly Reviews:** Leadership will conduct a formal review of **the manual and policies every quarter** to ensure everything remains relevant and effective.
 - **Emergency Updates:** In urgent situations, changes may be implemented immediately and reviewed after the fact to ensure compliance with TFIC's values.
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This section ensures that TFIC can **adapt over time** while keeping the membership informed and engaged. With a transparent process for amendments and a commitment to regular reviews, the organization will continue to **thrive and grow** as new challenges and opportunities arise.