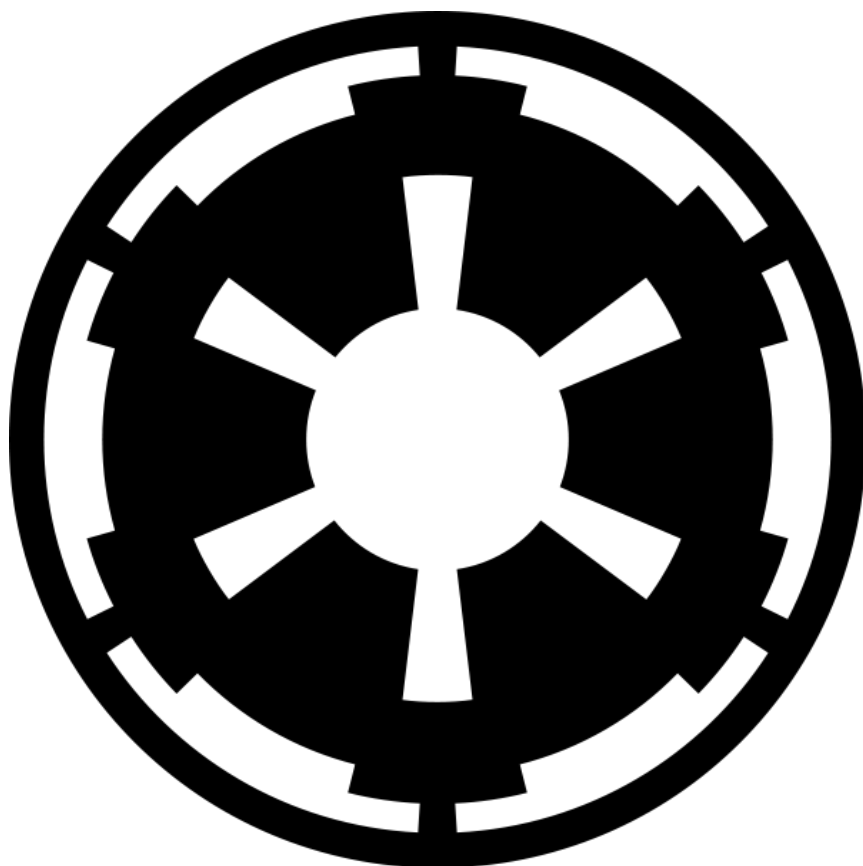


Imperial



PROTOCOL LIBRARY

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Introduction

This document is released in compliance with Imperial Precedent #972, which requires the Imperial Government, Military, Ministries, Agencies and Citizens to comply with and understand the Imperial Protocol Library.

This document deals with the standards of behavior and conduct expected of any serving Imperial, irrespective of their rank or status. Any society or organization sits on a bedrock of standards, and these standards are collectively known as protocol. Through adhering to the standards set out here, Imperials strengthen the foundations of the New Order and make it a stronger organization.

WARNING

This document has been drafted with the understanding that it is specifically intended for application within "In-Character" interactions. The Galactic Empire order does realize that certain Out Of Character and "In Real Life" issues may cause conflict with the nature of this document. This is setting material and used for the explicit purpose of setting the proper and appropriate mood within the fictional Galactic Empire. We hope that this does not act as a deterrent for future members. We do make allowances for special circumstances, but overall these guidelines are easy to follow and serve only to contribute to the role-playing experience.

Responsibility for enforcing the protocol laid out in this document does not lie solely with the officers of the Imperial Security Bureau, but every serving member of the Galactic Empire and its factions.

Distribution

Imperial Citizens and Service Members

Glossary

For the purpose of this document, the following are defined thusly:

Imperial High Command – Imperial High Command is a council of advisors and aides to the Emperor, with each member commonly charged with the administration of a specific Branch, Division, or Sector. Imperial High Command is composed of the Imperial Throne, the Grand Vizier of COMPNOR, the Army and Navy High Commands, the Director of the Imperial Security Bureau, the Director of Imperial Intelligence, the COMPNOR Viziers, the Minister of Industry and his Directors and all appointed Sector Governors.

Imperial Throne, The Throne – Composed of the Emperor, the Executor and their direct agents, the Imperial Throne comprises the highest level of authority within the Galactic Empire. Concerned with the administration and expansion of the Galactic Empire's territories, ideals, economy, and military; The Throne dictates the structure and constitution of the Galactic Empire, through the setting and management of strategic goals.

Civilian Agencies - The Galactic Empire has a large number of agencies which fall outside of military command, and are not commissioned directly into military service. These agencies fulfill a vast array of functions including intelligence-gathering, law enforcement, Imperial education and running youth groups. These civilian agencies are COMPNOR (*including the Imperial Security Bureau and the Coalitions for Progress, Improvements and Diplomacy*), Imperial Intelligence, the Ministry of Industry and the Regional Governments.

Military Branches – The Imperial military is the fist with which the Galactic Empire strikes, and serves myriad of functions, from space patrol to expansion and the pacification of worlds. The Imperial military comprises the Imperial Navy and the Imperial Army.

Imperial – Any member of the Galactic Empire, whether serving in the civilian or military branches, or a recognized citizen of a Galactic Empire territory.

Behavioural and Personal Protocol

Duties

1. With proper haste, report any discussion or activity which is hostile or damaging towards The Throne, the Galactic Empire and the sectors which it governs, to the Imperial Security Bureau. Your duty ends here. Do not take internal security matters into your own hands.
2. Report any improper request of information regarding your position, assignment, your unit's make-up or orders, or any information that requires clearance which the questioner does not have. Do not attempt to investigate such a matter yourself.
3. Adhere to the policies regarding Security Clearances, and ensure that you are not responsible for classified information being leaked. Do not give away any information regarding your assignment, strength or orders.
4. Be alert for any treasonous, disrespectful or threatening behavior, activities or discussion. Report such activities to the Imperial Security Bureau.
5. Maintain the dignity of The Throne, the Galactic Empire and the galaxy which it governs by following protocol and the Galactic Empire Code, and setting an example for your fellow Imperials.
6. Pay proper respects to superior military and ISB officers and junior military and ISB officers by saluting and acknowledging salutes, respectively. Saluting need only be done if both you and the officer in question are in uniform; however that does not remove the need for the proper amounts of respect and courtesy.
7. Behave respectfully and courteously towards superior civilian officers, and civilians at large.
8. Always salute military members of Imperial High Command, the Director of the Imperial Security Bureau. Bow when in direct contact with other members of Imperial High Command.
9. Always bow or kneel when in direct contact with a member of the Throne unless otherwise directed.
10. Know your chain of command, including your Commanding Officers and any officers below you.
11. Always seek to better the Galactic Empire and yourself; never bringing the Galactic Empire into disrepute.

Communication Standards

Delayed-Transmission Protocol

Imperials are permitted to display their rank, security clearance, and awarded medals on ISB-certified message boards. Sensitive information, such as assignment, location, names or types of vehicles, vessels or other assets should never be transmitted beyond your chain of command, and should therefore never be displayed on any message board.

Imperials should follow certain standards in their communications, to uphold order, enhance efficiency and ensure security.

Holonet Transmissions

Every email sent by a member of the Galactic Empire should follow a specific layout, in order to ensure easy and quick identification and to provide the maximum clarity possible.

For all emails internal and external to the Galactic Empire:

TO: Main recipient(s) of message

FROM: Sender's name

CC: Secondary recipient(s) of message

Salutation, (sir or ma'am for superiors, rank for subordinates or peers)

Text of message,

[Rank and handle]

[Branch]

[Qualification]

[Awards]

"Personal quote" (optional)

Forum Signature

Imperials using the Imperial Holonet should follow the following standards:

Signature Composition:

Rank and File

[Rank Plaque & Code Cylinders]
[Rank + Full Handle]
[Primary Branch]
[Award Block]

[Quote]

Command Positions

[Rank Plaque & Code Cylinders]
[Rank + Full Handle]
[Position]
[Unit]
[Award Block]

[Quote]

Signature Examples:

Rank and File



Ensign Joe Bob
Imperial Navy

"Appropriate quote."

Command Positions



Admiral Billy Bob
Fleet Commanding Officer
1st Imperial Fleet

"Appropriate quote."

Signature Code:

Rank and File

[img]Appropriate Rank Image URL[/img]
[b]Rank + Full Handle[/b]
Primary Branch

"Appropriate Quote."

Command Positions

[img]Appropriate Rank Image URL[/img]
[b]Rank + Full Handle[/b]
Position
Unit

"Appropriate Quote."

Avatar

An avatar functions as your “face” for other Imperials, acting as a representation of what your character is. The dimensions of the avatar are to be no larger than 150x150 pixels and be formatted with an official GE avatar template (*when applicable*).

This is to not disturb the formatting layout of the forums or other mediums it is used upon; an animated avatar is not to be used. The taste of the avatar should be Imperial, militaristic as well as branch-appropriate in nature. It shall also be appropriate for the Star Wars universe and not cause offence.

Due to the need to preserve the security of the Galactic Empire, only specific public positions are to be displayed on avatars. The complete list is as follows:

- Emperor of the Galaxy
- Executor of the Galactic Emperor
- Chairman of COMPNOR
 - Deputy Director of Imperial Intelligence
 - Vizier for Progress
 - Director of Culture
 - Academy Commandant
 - Art Team Director
 - Vizier for Improvements
 - Director of Development
 - Director of Finance
 - Director of RADE
 - Vizier for Diplomacy
- Director of Imperial Intelligence
 - Deputy Director of Imperial Intelligence
 - Chief of Operations
 - Chief of Analysis
- Army/Navy Commanding Officer
 - Army/Navy Executive Officer
 - Army/Navy Chief of Staff
 - Legion/Fleet Commanding Officer
 - Legion/Fleet Executive Officer
- Director of the ISB
 - Deputy Director of the ISB
 - Chief of Enforcement
 - Sector Liaison
 - Army/Navy Liaison
 - Fleet/Legion Liaison
- Minister of Industry
 - Director of Research & Development
 - Director of Production
 - Deputy Director
- Sector Governor
 - Governor

Those without a position in that list are to display their branch in place of a position. If you are unsure if your position can be displayed, please contact the Imperial Security Bureau.

Real-time Protocol

Instant Messenger Clients

Instant messaging clients, such as ICQ, MSN, AIM, Yahoo! Messenger, and other IM clients, are used on a daily basis for the quick retrieval of information from other Imperials. Due to the nature of the programs, it is important that when speaking to somebody over these mediums to confirm the identity of the person they are speaking to. This is essential to preserving the security of the Galactic Empire.

Adding somebody to your contact list is held at the same standards as PMing somebody on IRC, and it is a matter of politeness and respect that you ask them before adding them to your contact list. This is to be always abided by unless good reason exists to act otherwise.

As with any other medium, you should treat all other Imperial citizens with the respect that you would expect in return. Appropriate language should be used during IC transactions on instant messaging clients, and any failures to do so should be reported directly to the Imperial Security Bureau with any evidence supporting the claim.

Imperial Relay Chat (IRC)

Imperial Relay Chat (IRC) is one of the main communication mediums utilised by the Galactic Empire. Conversation between Imperials is strongly encouraged to create an awareness and familiarity with the medium as Empire-wide meetings take place on IRC, and to foster friendships with other Imperials.

When using IRC, certain guidelines are to be abided by, and are not option. The display of rank on IRC is to be done with official abbreviations (See Annex I), as this is considered a part of your "uniform" just as your signature on the forums or in official emails are considered as such.

Imperial behavior and adherence to Imperial policy and protocol is to be expected at all times, as well as keeping your composure at a high state of maintenance. It is your responsibility to behave in compliance with these standards, and failure to can leave a mark on your record.

Whilst engaged with In Character (IC) activities; superior officers or officials should be referred to as Sir or Ma'am, unless waived by the superior. Subordinate officials may be referred to by their rank. During Out Of Character (OOC) activities, respect for others is expected, but the use of salutary endearments such as Sir or Ma'am is not a requirement.

In Character name-calling or blatant disrespect of any citizen of the Galactic Empire, and especially those of higher rank or status, is strictly prohibited. Such conduct would be unbecoming of an Imperial; especially officers and officials. Activities enacted in this manner will impact negatively against the public demeanor of the Galactic Empire, and your failure to abstain from such behaviour can result in disciplinary measures irrespective of your status or rank.

The ability to recognise the difference between IC and OOC activities is a must in the Empire, and as such, personnel are encouraged to not confuse the two. If there is a question regarding the differences of the two, contact your Commanding Officer or the Imperial Security Bureau for clarification.

In regards to whether to use an IC or OOC stance whilst on IRC; it is wise to treat situations in an IC light as it is the most formal and respectful manner of acting, resulting in a very little chance of breaching protocol. When in doubt, use an IC focus when addressing people.

Conversation is to be undertaken in English, and is to be done in a respectful manner. The frequent use of mild profanities is discouraged; offensive swearing, flooding and the use of vulgarities is vehemently prohibited.

COMMUNICATION STANDARDS

Before private messaging an Imperial of higher rank and/or status; obtain permission before doing so. This is considered polite for all – no matter your status.

The way Imperials hold themselves, the demeanor they portray is extremely important as an Imperial, no matter the room they are occupying on the IRC server. Conducting oneself in a manner befitting an Imperial is extremely important; as their actions reflect upon the faction as a whole. This is not to hamper fun or friendly banter, but to maintain the high standards that the Empire maintains and are well known for.

The #SWC-Members channel is an OOC room, but that is not an excuse unsightly behaviour. The room is not an Imperial one, but members of the Empire must conduct themselves appropriately. Along with this, Imperial must obey and respect the requests of channel operators, regardless of the channel they are in. The Galactic Empire expects order, discipline and loyalty to be present at all times, and does not condone the breaching of such or the use of informalities when it is not appropriate.

Diplomatic Protocol

Imperials represent the Galactic Empire wherever they go. As such, they are required to conduct themselves professionally and in a manner befitting your station and responsibilities. The Galactic Empire does not abuse or manipulate the public; we are the bastion of order in the galaxy, and Imperials should reflect that in their conduct.

Imperials are not permitted contact concerning **any** IC matter with enemies of the Empire, unless explicitly authorised to do so by The Throne. Any contact made by enemies is to be reported to your CoC and the Imperial Security Bureau.

Violations

Violation Effects

These are the basic prescribed proceedings for protocol violations. They are, however, secondary to any sentencing brought by the Imperial Security Bureau. Any protocol violation which includes a violation of the Galactic Empire Code of Laws may result in prosecution under the breach of the Code, rather than the sentences laid out in this document. In some cases, such a violation will result in a sentence both for the protocol violation and the violation of the Legal Code, in which event both must be served.

Imperial High Command may request detainment of anyone for breaching protocol for up to one week (*detainments subject to review by the Imperial Security Bureau*), but may only request arrest for protocol violation with the explicit permission of The Throne, Grand Vizier or the Director of the ISB. Violation Procedures

Class 1 Violation

Minor Protocol Violations are violations that have no lasting effect on the one being punished, but serve mainly as a reminder of their wrong doings. Such violations may include failure to report in on time, failure to use the correct e-mail correspondence form, failure to salute superior officers, and conduct unbecoming an Imperial officer. This includes any of the chat mediums used by the Galactic Empire (*ICQ, Holonet, IRC, AIM, etc.*). Though they are minor, the offenses can build thus tarnishing a personnel's record.

1st Violation: Verbal Warning

2nd Violation: Verbal warning and if violator has committed offense on IRC, he/she will be kicked from the channel.

3rd Violation: Minimum time until next promotion will be reset. If on IRC, the violator will be banned from the channel for a short period of time.

4th Violation: Demotion recommended to violator's Commanding Officer(s). IC actions will include a minimal prison time in one of the Empire's prison facilities closest to the offender's posting.

Class 2 Violations

Medium Protocol Violations are violations that are a step above Minor Violations, in that rather than mistakes made; they are actual violations against other Imperials. These violations are not limited to physical and verbal acts, but attitude as well. Such offenses will be placed on personnel records maintained by ISB, and will be brought into consideration, should further offenses continue.

1st Violation: Verbal warning, if on IRC, violator will be kicked from the channel to serve as a warning. Commanding Officer will be noticed of incident.

2nd Violation: Minimum time until next promotion will be reset. If on IRC, the violator will be banned from the channel for a period of time. Further ban time is at the discretion of the channel ops.

3rd Violation: Demotion recommended to violator's Commanding Officer(s). IC actions will include a minimal prison time in one of the Empire's prison facilities closest to the offender's posting.

4th Violation: Offender will be treated as if committing a Class 3 Violation. Essentially, there is no 4 violation.

Class 3 Violations

Major Protocol Violations are the more heinous violations of protocol committed by any Imperial citizen or personnel. This is blatant disrespect of fellow Imperial personnel, and more importantly, superior officers. Examples of Class 3 Violations include disobeying direct orders and continuous breach of protocol. These violations will be placed on an offender's personnel record maintained by the ISB. Committed Class 3 Violations will place the offender under supervision of the ISB for an indiscriminate amount of time. This will include an offender copying weekly reports to the relevant ISB officer, as well as giving them all information requested of your activities.

1st Violation: Minimum time until next promotion will be reset. If on IRC, violator will be banned from channel for two days.

2nd Violation: Offender will be placed on a one week suspension of all duties and activities; ranging from missions to patrols, Holonet discussions and activities, white scenarios and access to the Imperial IRC channels.

3rd Violation: Offending Imperial will be demoted to E-2 and re-submitted to the Imperial Academy. Upon graduation of the Academy, they will be assigned to a new post as normally assigned by RADE. The Throne may remove any or all awards previously achieved by the offender. The offender will be denied any promotions until the duration of their probation has been exhausted.

4th Violation: If an Imperial under probation or previously under probation violates any protocol or submits themselves to any further disciplinary action, it will be considered a Class 4 violation.

Class 4 Violations

Special Violations are those violations that are interpreted as threats to either The Throne or the Galactic Empire. These are acts that are considered to be an act of treason. The offender will be charged with Treason in accordance with the Galactic Empire Code of Laws.

Credits

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