

03 December 2008

To: Admiral Linda Kloempken - Director of Member Recognition, STARFLEET

RE: Application / Resume for the position of Promotions Director

Ma'am,

I am interested in the position of Promotions Director, STARFLEET. I have been very active in local and fleet activities since joining STARFLEET in September 2005 and with my personal skills and knowledge I believe I can fulfill the job requirements and not only meet your expectations but hopefully exceed them. With the free time I have, I truly believe I can be a valuable asset for the position of Promotions Director. It will be my first goal to get the Department organized so that new applications can be put through as quickly as possible with catch-up work in getting all outstanding business cleared. With the latter I would set a realistic goal of no more than six months but in reality it should only take a few weeks once all of the information is in hand. I would also look to bringing in an Assistant Director who will serve as my right hand. This member would be fully trained and capable of assuming my duties should I not be able to perform my duties in the future. Another thought that I would like to borrow from Mr. Plant is to revisit an online form for promotion submissions. This could be very useful in making the promotions program more stream-lined and will definitely give a burst of speed to the process for many people. Lastly, while it is not a requirement for the position I do maintain a website with two different domains that I can use for FTP purposes with files for this job. This would give a central location for me to bring files to the EC as well as my staff and a place to store old documents.

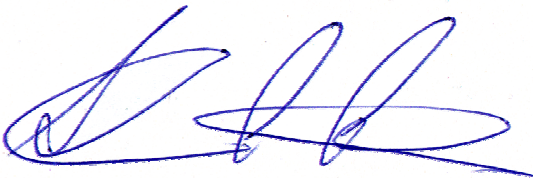
Most of the skills I have that would be of interest to you are included in my works in STARFLEET Academy and the STARFLEET Marine Corps Academy. To touch base with some of those are the fact that I served as the Director of the Flag Officers School for over two years and will continue to serve as the Deputy Director for as long as I can. I have also been involved in the STARFLEET Academy Awards program almost since I joined and have produced Academy awards for each IC from 2005 to current. I have also been involved in the Academy Boothby program since it was restarted in 2006 and now serve as the Director of that program. As the Deputy Commanding Officer of the Training and Doctrine Command (TRACOM), STARFLEET Marine Corps I believe I was instrumental in giving TRACOM's Award Program the vital restart it needed and have it running smoothly to date. My reporting has always been on-time and I am very communicative with all people, both in my chain of command and those who come to me for my services.

I am well versed in data entry, especially in the current SFI database. If you look to some of my achievements in TRACOM you will notice that as well. Creation of certificates is definitely not a problem since I have access to not just Microsoft Word but to Photoshop and a few other nice little tools for desktop publishing. I also have access to a rather nice inkjet printer with a flatbed scanner and printing documents is not a major hassle. In the realm of PC's I do have several at my disposal, three desktops and two laptops. Since I do most of my file storage on thumb-drives I can switch between machines as needed. I can also produce documents to a CD/DVD for archival purposes off of any of the above PC's.

In my personal life I am currently retired, due to a car accident, and a stay-at-home dad for three great guys. I serve as a Boy Scouts of America Leader in the Cub Scout Program as well as a volunteer at the Troop level when needed. I have taken just about every training course available to an adult, with the exception of the Wood Badge which should happen in the next year or two. I also served for nearly four years at my church as the Director of Media Services where I was in charge of all of the in house PC's, the sound and video systems and the video outreach ministry. I have since stepped down to allow new people into the program and now just enjoy the services like everyone else, although I still get called to work on extra special projects such as weddings (planning and set up) and visiting evangelists.

I hope that with this cover letter and the following resume that you will find me just what you need for this program. If you select me for this I will do my best to make sure that the membership of SFI is well taken care of. As you may recall my own nightmare in the Promotions Department, it will be my supreme goal to make sure that no one else has any issues with this Department in the future.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. Anderson', with a stylized flourish at the end.

Colonel Scott A. Anderson, Sr., SFMC

## Scott A. Anderson, Sr.

SCC # 62620  
Colonel, SFMC

### Objective

To attain the position of Promotions Director, STARFLEET

### Education

1983-1987 Morgantown High School Morgantown, WV

1993-1996 Fairmont State College Fairmont, WV

#### **Criminal Justice**

Uncompleted degree

### Real Work Experience

October 2004-June 2008 The Lighthouse Cathedral Church Morgantown, WV  
**Media Department Head**

Oversee the day to day operations of the sound system as well as running the camera system. Duties also included editing and producing the video to DVD and administering the computer systems within the facilities.

December 1999-Current The Anderson Family Household Morgantown, WV  
**Mr. Mom**

Responsible for the care and rearing of our children. Duties standard for daily life.

1986-December 1999 Various Morgantown, WV

Various jobs within customer service and information technologies. Management experience includes but is not exclusive to restaurant and retail management.

### Hobbies

My interests are mostly involved in technologies and their function, classic cars, classic movies and Sci-Fi related materials.

### STARFLEET Positions Held

Commanding Officer - USS Glory NCC-74927 - September 2006 - December 2008

Duties included Monthly Status Reports, web-site maintenance and representing the chapter in Fleet and at conventions. Chapter voted to decommission and move back to the USS Dragons Fury. This in an attempt to strengthen both chapters and to help keep the Dragons Fury in Region 1.

Vice Regional Coordinator - Region 1 Mediation - June 2007 - February 2008

Assist the Regional Coordinator, Bill Herrmann, with conflict resolution within the Region and assist in various other duties in maintaining peaceful relations from the Office of Regional Coordinator, Region 1. Personal consultant to the Regional Coordinator who assisted when needed in presenting issues to not just the Region but in several cases to the AB.

Sr. Captain, West Virginia Sector - Region 1 - April 2007 - December 2008

More of a title because of the minimal number of active chapters in West Virginia but the purpose of this job was to keep all of West Virginia aware of each others activities and to represent the State to the whole Region.

Director, Flag Officer's School - STARFLEET Academy - July 2006 - December 2008

Accept course requests from current members of STARFLEET, grade and respond with graduation certificates as needed. Create new and innovative course materials and to give assistance to the membership concerning Fleet documents. Since taking over the Directorship of the FOS, I have recreated the initial exam and created 29 other exams for this school. I also have several more exams in the final stages of development with an entire new series on the drawing board.

Director, Infantry Branch - SFMC Training and Doctrine Command - February, 2007 – Current

Accept course requests from current members of the SFMC, grade and respond with results. Create new course materials and maintain current materials as needed.

Communications Officer - 1st Brigade - November 2006 - May 2008

Communicate the needs and wishes of the Brigade Staff to the whole Brigade and to communicate the needs of the Brigade to the Staff. In charge of the Brigade Newsletter, although it never launched that was due to a lack of input from the Sr. Brigade Staff. I also served as a liaison between the Brigade and TRACOM, a duty I still hold on to.

Deputy Officer In Charge - 154th Marine Strike Group - April 2007 - December 2008

Make sure that the MSG was represented well to the OIC and to file the bi-monthly reports.

Graphic Arts Department - STARFLEET Academy - October 2005 - Current (Looking for replacements)

Since taking on this duty I have developed many electronic certificates for many Directors in the Academy. On several occasions I also created logos and other graphics needed for some of the schools. While this was not an overly used duty I was one I found to be beneficial to the Academy. I have asked the current Director of the department to begin looking for a replacement so that I may free up more of my time for other pursuits and to bring in new people to the program.

<http://graphics.ussglory.com/Graphics.htm>

Awards Program - STARFLEET Academy - October 2005 - Current (Director since October 2008)

I was asked to come in and assist in producing the certificates for the IC of 2005. There was no one in place to create these certificates so it began with just IC awards. Prior to IC 2006 the Boothby Program was reinstated and so we added that to our weekly awards along with the yearly IC awards. Since the inception of the IC awards I have produced approximately 300 certificates, half of those were left blank for the signature and the other half in tact for emailing. With the Boothby program I have produced over 500 electronic certificates, all of which are emailed as produced. Prior to my becoming the Director of the program I worked a lot with Truman Temple on producing a weekly list of Boothby winners, Truman performed the brunt of the data entry in the database where I did the graphic work and the emailing. Since Truman's passing and my take over I have done all of the data entry along with the daily list creation as well as creation and emailing of the electronic certificates. I anticipate having an assistant in this department in the coming months who can be trained up in case I may become unable to perform my duties.

Treasurer - Team Summit Region 1 - April 2007 - November 2008

As the Treasurer I was responsible for tracking and maintaining all of the funds coming in as well as the expenditures. I also worked closely with the Pre-Registration/Registration Staff with maintaining who got what level of services, such as Banquets and T-shirts. I was asked to come in to this position by then Regional Coordinator Bill Herrmann because of my integrity and dependability.

Deputy Commanding Officer, Training and Doctrine Command, SFMCA - March 2008 – Current

Since taking on this job the TRACOM Awards Program has been re-launched and running smoothly. The COTRACOM and myself have been able to improve the level of communications for not just from the Directors to us but from the TRACOM Staff to the General Staff through us. We have been working on fixing other problems that have arisen due to database issues and will continue until we find something that works. Under this Administration we have began a Cadet School that will soon be launched, fixed numerous missing awards in the database for the TRACOM Awards Program (approximately 2500 awards entered or corrected just by myself on this one) and we are working to revamp the whole Academy manuals one School at a time.

**STARFLEET Academy  
Leadership Courses**

Officer's Training School	Honors	13 October 2005
Officer's Command College	Honors	06 February 2006
Flag Officer's School	Distinction	28 June 2006
Flag Officer's School - Advanced Courses	Created all 29	Various dates from December 2007 to current

**SFMC Academy  
Leadership Courses**

PD-10 10 October 2005	PD-30 05 September 2008	NCO-20 16 July 2006
PD-12 13 October 2005	LD-10 16 February 2006	OD-10 13 November 2006
PD-15 25 January 2006	LD-20 11 April 2006	OD-15 15 February 2008
PD-20 04 November 2005	NCO-10 04 July 2006	OD-20 14 November 2006

**SFA Awards**

2006 Red Squad	Titanium Boothby (350)
College of Law	Zirconium Boothby (400)
Bronze Boothby (50)	Citation of Commendation 2007
Silver Boothby (100)	Platinum Boothby (450)
Gold Boothby (150)	2008 Red Squad
Latinum Boothby (200)	College of Bond, James Bond
Diamond Boothby (250)	Trilithium Boothby (500)
Dilithium Boothby (300)	

**SFMC Awards**

STARFLEET Cross	International Service Ribbon	Initial Entry Training Award
Sword of Valor	Brigade Muster Award x3	Mecha Sash Device
SFMC Service Commendation	Joint Service Ribbon	Leadership Device with Silver Wreath
Brigade Service Commendation x2	Embassy Duty x3	Leadership Device with Gold Wreath
Brigade Achievement Award	TRACOM Commanders Award	Parachutist Wings Device
Meritorious Unit Citation x3	Academic Excellence Award x3	Aerospace Wings Device
Leader's Commendation x2	Professional Development Award	Combat Medic Insignia Device
Marine Honor Guard x2	Medical Proficiency Award	Aeromedical Wings Device
Great Barrier Expedition x4	Marine Proficiency Ribbon	
Community Service Citation x2		

**Other TRACOM Awards**

Student of the Month January 2006  
Student of the Month February 2006

**Academy Course  
Summary**

	DISTINCTION	HONORS	PASS	BETA	CREATED	TOTAL
SFA	258 (58%)	141 (33%)	24 (6%)	10 (3%)	29 (>1%)	462
TRACOM	25 (30%)	33 (39%)	18 (23%)	5 (7%)	1 (1%)	82

**References**

Peg Pellerin, Commandant, STARFLEET Academy  
[mrspeapod@verizon.net](mailto:mrspeapod@verizon.net)

Carol Thompson, Lady of many hats  
[betazoid@mosquitonet.com](mailto:betazoid@mosquitonet.com)

Bruce O'Brien, Commanding Officer, TRACOM  
[jarheadinspace@yahoo.com](mailto:jarheadinspace@yahoo.com)