

FM 501-DL

501ST LEGION FIELD MANUAL

Detachment SURVIVAL Guide



HEADQUARTERS, 501ST LEGION - VADER'S FIST
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Detachment Survival Guide

This is an abstract of the duties and privileges that come with being a 501st Detachment Leader in the world's premiere Imperial costuming organization.

?To serve the needs of both 501st members and persons new to Star Wars costuming who hope to join the 501st Legion. A detachment is chartered around a specific costume or family of costumes that share commonality.?

What is a Detachment

- Serves as the as the champion for the costume(s) it covers and provides a forum to research, discuss, and propose standards for both existing costumes and new versions of those costumes.
- Creates and fosters an esprit de corp for their members, and promote excellence in costuming.
- Provides a forum to research and discuss relevant costuming and prop building techniques, and help educate new and existing members on these techniques.

Goals of the Detachment

- Ensure that the forum/website contains all the information a new or existing member needs to create a 501st approvable costume, from base requirements to advanced techniques.
- Create an environment where information is open, transparent, and respectful to it's membership.
- Foster esprit de corp, promote excellence in costuming, assist and recognize the advancement and achievements of the membership.

The Election Process

Before the Nomination phase of the Elections it is the Detachment Leader's responsibility to ensure that the Detachment Roster is clear of remove requests, add requests as well as retired and inactive members.

- After the nomination phase, which occurs on the Legion boards, The Detachment Leader is responsible of the set up a question and answer forum for each of the nominees who have accepted the nomination for Detachment Leader.

- If the Detachment Leader is one of the nominees or is running for office, The Executive Officer, Detachment Captain of the guard should moderate the forums for the remainder of the election process. Additionally the Detachment Leader should recuse his or herself from moderating the election forums.

STAFFING THE DETACHMENT

Following the elections, the outgoing DL should provide the DL Elect with the following if available to him:

- Administrative access to the forums
- Usernames and passwords for FTP, and web site.
- The Detachment leader's survival Guide
- Phone roster if any
- List of ongoing issues and or projects
- All vector copies of logo
- Copies of current or ongoing projects where art files are involved.

The Detachment Leader may address the needs of the Detachment by appointing any of the following as deemed necessary for the good of the Detachment. Membership on the Detachment Roster may not be required for all positions.

- Executive Officer (Must be a member of the Detachment): The role of the Executive Officer within the Detachment is varied and dependant on the Detachment Leader. General duties which may be required of a Detachment Executive officer may include by are not limited to:
 - ◆ Directing Detachment merchandising runs in the absence of another appointed member by the DL.
 - ◆ Acting on behalf of the Detachment Leader.
 - ◆ Various other duties as assigned.
- Detachment Captain of the Guard/ Sergeant at Arms (Must be a member of the Detachment)
 - ◆ Who acts on behalf of the Detachment Leadership to moderate the forums
 - ◆ Who settles disputes within the Detachment
- Detachment Merchandise and Branding Officer (Must be a member of the Detachment)
 - ◆ Who organizes and directs Detachment Merchandise procurement and creation.
- Detachment Web Master (Does not have to be a member of the Detachment)
 - ◆ Who creates, maintains, and designs all aspects of the Detachments web presence including but not limited to Web Site creation and maintenance/Forums/Signature bars and banners/hooks and plug-in installations for the Detachment Forums. Graphic Design.

Each Detachment Leader may have a different way of viewing these offices and may see the need for none or some of them. The Legion only recognizes the Detachment Leader and his or her Executive Officer. Some unit's may use alternative titles such as Sergeant at arms in substitution for the title Captain of the guard. This is allowable. It's also a good idea to publicly post the name, title and job description of each member of the Admin Staff so that members will understand who to go to for each individual need.

The Detachment Leader may also create and appoint additional staff positions to assist in the operation of the Detachment. Examples of optional positions include: Forum Moderators, Special project leaders (special event or merchandise coordinators, CRL or costume review committees, mentors, historians, costume experts, etc.)

Every detachment should maintain a list of officer positions, their responsibilities, and who is currently in that role in a public area of the site or forum.

Detachment Structure

Detachments are *virtual units* of the Legion and as such the major component of a detachment is their web presence and forum. Detachments serve vital functions to both the non-member potential recruit and well established troopers. The detachment web presence and forum needs to be welcoming and inviting.

Remember the Detachment are the primary recruitment sites for the Legion.

Setting up the Forums

Most Unit forums are set up in this way:

Required

- **Public** - Viewable to anyone.
 - ◆ Basic information on the mission of the detachment, forum registration requirements and how to register.
- **Members (Registered Forum Members** - open to the general public.
 - ◆ Forum Rules, and Standard Operations procedure (S.O.P.)
 - ◆ CRL Entries.
 - ◆ Frequently asked questions (FAQ)
 - ◆ Tutorials
 - ◆ General Discussion threads, Sale & Trade, etc.
- **501st Only** - open only to 501st members
 - ◆ 501st Merchandise
 - ◆ 501st Event Planning
 - ◆ Proposed CRL's
 - ◆ 501st Sale and Trade
 - ◆ Other Legion Only Information and Discussions
- **Detachment Only** - open only to 501st members who have a valid, current costume that is covered by that detachment. This is needed for det-only Q&A on elections, if for no other reason but is also used for the reasons you cite when applicable.

The only real need for a detachment member only area is for:

1. Elections
2. Polls on costume standards, detachment rule and procedures, etc.
3. Detachment Only Merchandise (if any)

Optional

- **Admin Only**- an area where staff, moderators and webmaster can discuss issues in private

Some areas of the forum must be public and open to general inspection by the public at large Such as CRL Entries (Not necessarily CRL work in progress). Frequently asked questions (FAQ), Forum Rules, and Standard Operations procedure (S.O.P.)

Detachment Membership Enhancement Programs

- **Excellence in Costuming recognition programs:** Examples are MEPD "Deployed", FISD "Expert Infantry Badge", BSN "Lancer", SLD "Dark Lord" etc.
- **Costume awareness recognition programs aka trooping awards:**

Examples are the Jolly Rogers Squadron's "Ace of Aces" and the Sith Lord's "Jedi Purge"

- **Detachment Sub-Units** - Semi-official units within the Detachment structure that specialize on a particular aspect of a costume or category or specialization and enhances the experience of detachment membership.

Examples include:

1. Theme based - e.g. female TIE pilots
2. Geographic based - e.g. MEPD Patrols, ACD Batteries

Membership Enhancement Programs need to follow the following guide Lines.

1. All detachment programs must have their purpose and eligibility requirements posted publicly.
2. Enrollment in these programs and subdivisions are purely optional.
3. Review of eligibility for a detachment recognition program must be transparent to the membership.

THE ROSTER

Membership Requirements

A Legion Member is eligible for detachment membership if they 'own a costume' covered by the detachment and are a member of the detachment forum. To maintain Detachment Membership the member needs to participate in the forum by logging in at least once a year.

Roster

One the most important, albeit, one of the most neglected duties of the Detachment leader's administrative functions is that of the Detachment Roster. The Detachment Roster will show who the Detachment membership is, and a well maintained roster will save the Detachment Leader a lot of time and aggravation come election time. The members present on the roster are those individuals who, in good standing, are eligible to vote in Detachment elections. The Detachment Roster may be viewed and edited only on the Main 501st Legion forums. To access the roster simply log in to the 501st Legion forums. On the left side bar menu look for membership DB as outlined below:

The screenshot shows the 501st Legion forum interface. On the left is a navigation menu with the following items: Forum Index, New Posts, Recent Topics, Preferences, **Membership DB** (highlighted with a red arrow), Polls, Search, Members, Groups, Chat Room, Reports, Patch DB, Coin DB, Gallery 2, Forum Help, and Legion Elections. The main content area is divided into three columns. The top column contains links for Reports, Patch DB, Coin DB, Gallery 2, Forum Help, and Legion Elections. The middle column features a '501st Member Search' form with fields for TKID (4 char.), Last Name, City, State (2 letter), and Country, and a Search button. Below this is a '501st Charter' section with an image of a hand holding a document and the text 'LEGION ELECTIONS 1837 Voters participated'. The right column displays the 'DETACHMENT:' section, which includes 'ROSTER: SITH LORD DETACHMENT' (highlighted with a red arrow), 'COSTUMES: SITH LORD DETACHMENT', 'VIEW DETACHMENT ROSTER', and 'CRL COSTUME LIST'. A list of members is visible below these sections, with some names in white, green, and gray fields.

Once you get there you will find a list of members. Some will be in white fields, some in Green, some gray and some red. The figure below shows a trooper who wants to be part of the Detachment membership (GREEN). Verify that they have an approved costume relevant to your Detachment and if they do, click the approve button. The page will refresh. For reserve members who appear in a light gray field, it's usually ok just to leave them as is unless you want a completely clean roster, in which case the member will need to re-apply to your detachment upon their return.

For members whose field is red, it's a request to remove from the Detachment Roster, either by the member or because they no longer own a qualifying costume, and is usually best practice to go ahead and click the remove button as these members usually either have joined the wrong Detachment by mistake or no longer have the appropriate costume to remain on your Detachment Roster.

For Retired members who appear in a dark gray field, it's usually best practice to remove them from the roster since it's not likely that they will return to the Legion during your term in office.

The Member who is active on the Detachment Roster will appear in a white field,

Detachment Name		Clone Trooper Detachment			
Detachment Theme		Clone Troopers			
		Clone Trooper ARC Trooper ARC Commander BARC: Saleucami Trooper Clone Commander: Bly (Phase II, ROTS) Clone Commander: Bacara Clone Commander: Gree (Phase II, ROTS) Clone Commander: Cody (Phase II, ROTS) Clone Commander: Deviss Clone Commander: Neyo Clone Firefighter Clone Pilot: AOTC (LAAT/I Gunship Pilot) Clone Pilot: ROTS (ARC 170 Pilot) Clone Trooper (ROTS) Clone Trooper (ROTS): 327th Star Corps Clone Trooper (ROTS): 501st Vader's Fist Clone Trooper (ROTS): Shock Trooper Clone Trooper (ROTS): Utapau Clone Trooper (ROTS): 41st Elite Corps Parjai Troopers ("Beehive" helmet) Utapau Shadow Trooper AT-RT Drivers			
Clone Commander: Stone					
Legion ID	Name	Email	Status	Required Costume	Change Requested
4148	Franklin Wagner/Beach	frank48@comcast.net frank48@comcast.net	Active	Yes	No Change - Remove
4149	Farwest Anderson	farwest_anderson@comcast.net	Active	Yes	No Change - Remove
4151	Blair G Demers/Hub	blairdemers@gmail.com	Active	Yes	No Change - Remove
4155	Clayden Hunter	claydenhunter@comcast.com	Active	Yes	No Change - Remove
4157	Blair Hunter	blairhunter@comcast.net	Active	Yes	No Change - Remove
4158	Blair Hunter	blairhunter@comcast.net blairhunter@comcast.net	Active	Yes	ADD Requested - Approve
4160	Colin Hoffman	colinhoffm@att.net	Active	Yes	No Change - Remove
4161	Jack A McArthur	jack42@live.com jack42_mcarthur@hotmail.com	Active	Yes	No Change - Remove
4162	Jameson McArthur	jam42mcarthur@hotmail.com	Active	No	No Change - Remove
4163	Yves G Walters	ywalt@comcast.com	Active	Yes	No Change - Remove
4165	Alexander Tapp	alexdr_tapp@hotmail.com	Active	Yes	No Change - Remove
4166	Patrick G Deviss	patrick.deviss@yahoo.com	Active	Yes	No Change - Remove
4167	Thomas J Pringle	thomasjpringle@comcast.com thomasjpringle@yahoo.com	Reserve	Yes	No Change - Remove
4168	James Hunter	james.hunter@comcast.com j.hunter@gmail.com	Active	Yes	No Change - Remove

The "costume view" provides access to records that a DL cannot modify in any other way. It lists members by costume that belongs to the detachment and are labeled in a blue field; (this has some advantages - one being that it lists 501st members that are not on the detachment roster. This enables a DL to add members

(if appropriate) It also provides a "recruitment list" (i.e. proactively contact those in blue)

The other link is the CRL list which lists costume by Detachment and designation. DL's should review that annually to ensure that all costumes from their detachment are listed so that recruits can apply for them. Prior to each election, the roster must be updated.

DISCIPLINARY ACTIONS

From the Charter

- A Detachment Leader has no disciplinary authority outside of moderation. An individual violating the forum rules may be moderated for up to 30 days per incident. After three periods of moderation have been imposed, an individual may be permanently banned from a detachment's forum, thereby losing their membership in the detachment.
- Members who have been permanently banned from a detachment's forums must wait a minimum of one year before reapplying for membership in said detachment.
- Disciplinary issues remain the purview of each detachment member's local commander. A DL may bring disciplinary issues to the attention of the subject-member's CO and request a hearing.

If a 501st member of the Detachment becomes a disciplinary issue, the Detachment Leader may place the member on moderation for a maximum of 90 days. And may ban said member.

Non 501st members of the Detachment forums fall outside of the Legion and may be placed on moderation or banned if need be.

A code of conduct shall be posted in a conspicuous place and should define the expectations for behavior for all areas of the forum. The code should be written in plain easy to understand language.

Normally disciplinary issues can be resolved by simply talking to the member about the problem. However, the Charter is clear on how to handle a situation where discussion and moderation has not helped.

Example Code of Conduct

1. No insulting or degrading others armor PERIOD. This is a place of learning and sharing information, and everyone has a different level of commitment. While suggestions for improvement and positive critiques are always welcome, berating or belittling will be met with harsh consequences.
2. No baiting, flaming, shilling, or trolling. This includes using avatars or signatures to poke at other people.
3. No spamming or "business opportunities."
4. No swearing. Although word filters are active, don't try to get around it.
5. No pornography.
6. No politics/religion.
7. No sock puppet accounts.
8. Avatars and signatures: keep them reasonable, and only one signature banner.
9. Confidential information is confidential. Do not transcribe, copy, or otherwise distribute information in private forums to third parties without permission.
10. No crude or threatening behavior. Determination of such will be in the sole judgment of staff.
11. If you get censored or edited, don't jump on the "free speech" bandwagon. Private organizations are not obligated to uphold the First Amendment.

12. No rules-lawyering. The decisions of staff are final. Most of the staff are just as expert in rules-lawyering as you are. Obey the spirit of the law even if the letter of the law doesn't expressly specify every possible outcome, permutation or result of an action.

13. No resurrecting old threads that have a time limit like a poll, or an agreement of an opinion already stated. This will not be tolerated. However, if something is very relevant, new, and adds something to the discussion, by all means post it.

14. Take responsibility for how your posts may be interpreted. If you meant it one way, and multiple people interpreted it another, maybe it's not necessarily their fault for reading it wrong. Maybe it's because of how it's written.

Definitions and Other Policies:

Pornographic Material All pornographic, sexually suggestive and sexist material are prohibited. Additionally, do not link to porn or post "Email/PM me for/with porn".

Trolling A "troll" refers to a member who does not contribute to discussions in a meaningful way, and may in fact post messages merely for his or her own amusement, or to insult, annoy, provoke, or anger another member or group of members. Trolling is prohibited.

Shilling "Shilling" refers to the use of the board's resources, membership list, PM system, etc. to communicate in any form on behalf of a banned member. Shilling is prohibited.

Sock Puppeting A "sock puppet" refers to an alias being used by a member in order to hide their identity and may be used to make complaints, to insult, annoy, provoke, or anger another member or group of members (see "troll" above). Sock puppeteering is prohibited.

Additions and changes to these rules may occur at any time. It is your responsibility to keep up to date on them.

Responsibilities to the Legion Command Staff

The Detachments are responsible to the Legion Membership Officer, who may at his discretion; call upon the Detachment Leadership to perform certain actions beneficial to the Legion. An example of this would be a call to write the Costume Reference Library. The Legion Commanding Officer may also call on the Detachment Leadership to perform certain actions beneficial to the Legion as a whole.

In the larger view, the Detachment Leader has the responsibility to ensure that individual troopers and recruits who visit his or her Detachment have the latest information and resources for the creation of the costumes served by that Detachment.

Editing and Setting up the CRL

The Costume Reference Library is an important step for new recruits as well as seasoned troopers. This point of reference should be found on the 501st Legion pages. Also it should be contained in the larger more detailed view on each Detachment Forum, available for public inspection.

[501st CRL](#)

Detachment Merchandise

Detachment Merchandise can be fun for the entire Detachment, and if desired for the Legion as well. Keep in mind that all Detachment Merchandise (design and type) must be approved by the Legion Merchandise and Branding Officer (LMBO) prior to release. Organizing these runs can be complex and could run a Detachment Leader into trouble if he or she does not have any experience. It's always best to consult the LMBO or one's GMBO if in doubt about how to start. Detachment Merchandise that displays the Legion's brand (Including the Detachment brand) should always be brought to the LMBO for approval. Some cases where this wouldn't be necessary are items that do not contain the Legion's or the Detachment's branding.

Working with the GML?s

When you are elected as the Detachment Leader you are given access to the GML peer costume review forum as well as the Detachment Leader forum. The Detachments were given access to the GML peer costume review forum about a year ago. The purpose of the GML peer costume review thread is to assist GML?s who have limited or no knowledge of the details of a particular costume that has been submitted to them.

While there is no guarantee that a particular GML will follow your advice; in most instances your advice will be backed up by the Legion Membership Officer. We are simply present on their forums as a source of valuable information. Additionally we are there to help. While the Detachment Leader cannot approve a costume, often his or her advice is taken into consideration by the GML when approving a costume. The DL must keep in mind that the Costume Reference Library as well as Standards of the Legion is ever evolving.

Other valuable tips and Suggestions

WEB SITES:

While not required by Legion policy, it?s a good idea to have a forward facing web site or web page that will direct the new recruit or seasoned trooper in their quest. Some of the things that may appear on the web site are the CRL, perhaps a few tutorials, a gallery of present costumes and the like. You are only limited by your imagination.

COMMUNICATION

It?s also a good idea to frequently communicate with your Detachment and post often. This will ensure that no member of your forum will have a question that has been left unanswered.

MISSION STATEMENT/CHARTER/ POLICES AND PROCEEDURES:

Local Detachment Charters are not permitted by the Legion.

If your Detachment does not mission statement, it would be a good idea to draft one, and present it to your 501st Detachment members for a vote. Sometimes this can be used to explain why something is being done, or not being done. This also will help ensure that policies don't fluctuate year to year. Some policies should be flexible, but perhaps others should not. Having a detachment SOP/charter etc. should remove those ambiguities if they are considered part of the culture of that detachment.

LEADERSHIP 101

While leadership cannot be taught the general ideas can be conveyed. What the individual chooses to do with it is up to them. Often disciplinary issues arise because the members are bored, feel they are not being listened to, or conversely that their leadership is not disclosing to them what?s going on. The best advice is to keep the members informed, listen with an open mind, and do your best to keep things exciting and moving forward in your Detachment. Some suggestions offered for these things are:

- Publish a Detachment Command Blog every 2 weeks (Less or more depending on your time involvement)
- Occasionally have a Q&A to give your members a forum to address issues or ideas. The Q&A shouldn?t be limited to the elections alone.
- Perhaps design some graphic swag (Sig Bars/ Icons/Avatars to recognize 501st Detachment Members who have gone out of their way to help someone, or who have shown the most improvement in their costume etc.
- Perhaps provide contests and a vote for the 501st Detachment members to design the next T shirt or something of that nature.

The bottom line is that you try to do what you can to keep your members engaged. Additionally, it would be

prudent to make sure that questions asked on the Detachment forums are not ignored or allowed to sit stagnant for any length of time.

Foot notes

The Detachment is the life line of costume knowledge for the Legion. Although it is the supreme educational resource, they are not the only resource. Detachments can be a valuable asset to the Legion. It is with this value added concept that this manual was written. If you have something to add to this manual at any time, please do so. Additions and corrections may be submitted to feedback@501st.com

Detachment Resources

501ST LEGION OFFICIAL COSTUME

DETACHMENTS



	<p>ARMORED CAVALRY DETACHMENT The ACD specializes in the armored divisions of the Empire: AT-AT Drivers, AT-ST Drivers, AT-RT Drivers and Armored Assault Commanders. www.armoredcavalry.net</p>	
	<p>BLIZZARD FORCE Blizzard Force is the winter assault troopers of the Legion: Snowtroopers! www.blizzardforce.com</p>	
	<p>BOUNTY HUNTER'S GUILD The BHG is the home of the bounty hunters from the Original Trilogy through the Clone Wars series. Here you will find Boba Fett, Jango Fett, Bossk, Greedo, Boushh and more. www.thebhg.net</p>	
	<p>CLONETROOPER DETACHMENT Your one stop for all the Clones from Episodes I, II, III and the Clone Wars series. www.clonetroopers.net</p>	
	<p>FIRST IMPERIAL STORMTROOPER DETACHMENT FISD is the home for all things stormtrooper related from the classic white Original Trilogy troopers to the latest expanded universe characters such as the Incinerator Trooper. www.whitearmor.net</p>	
	<p>FLAGSHIP ECLIPSE Characters from the Expanded Universe including characters from the comics, books, cartoons and games: Sith, Dark side Adept, and Denizen characters not covered by other detachments. www.theflagshipeclipse.com</p>	
	<p>IMPERIAL GUNNERY CORPS The home of Imperial Navy Gunners or "Death Star Gunners". www.imperialgunners.com</p>	
	<p>IMPERIAL OFFICER CORPS Imperial Officers, Imperial Crew, Imperial Navy, Army and Death Star Troopers. www.imperialofficer.com</p>	
	<p>NO DETACHMENT AFFILIATION? Costumes not covered under one of the Detachments may be found at: www.501st.com/databank/Costuming:CRL</p>	

DETACHMENTS

**JOLLY ROGER SQUADRON**

TIE Pilots of the Original Trilogy and Clone Wars including *Baron Fel*.

www.jrsdetachment501st.org

KRAYT CLAN

Tusken Raiders, Jawas and Denizens of the Republic and Empire.

www.kraytclan.com

**MOS EISLEY POLICE DEPARTMENT**

Those were the Droids you were looking for... The MEPD is the Sandtroopers from Mos Eisley and the Original Trilogy.

www.mepd.net

PATHFINDERS

The Pathfinders are the Biker Scouts and *Keshyyyk Scouts* of the Empire.

www.bikerscout.net

**SITH LORD DETACHMENT**

The film-canon Sith Lords: *Darth Vader*, *Darth Sidious*, *Darth Maul*, *Darth Tyrannus* and *Anakin Skywalker* "Darth Vader" from Episode III.

www.501stsithlords.com

SOVEREIGN PROTECTORS

The Emperor's Guard: Consisting of the Royal Guards, the Crimson Empire, Shadow Guard and other Expanded Universe Guards.

www.forcepike.net

**SPEC OPS DETACHMENT**

Special Operations Troopers: Shadow Stormtroopers and Shadow Scouts. Also included are the Magma, Nova, Swamp and Sea Troopers, as well as many other armored EU characters.

www.501stspecopsdet.net

JOIN THE LEGION

For information on how to join the 501st Legion please visit www.501st.com.



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