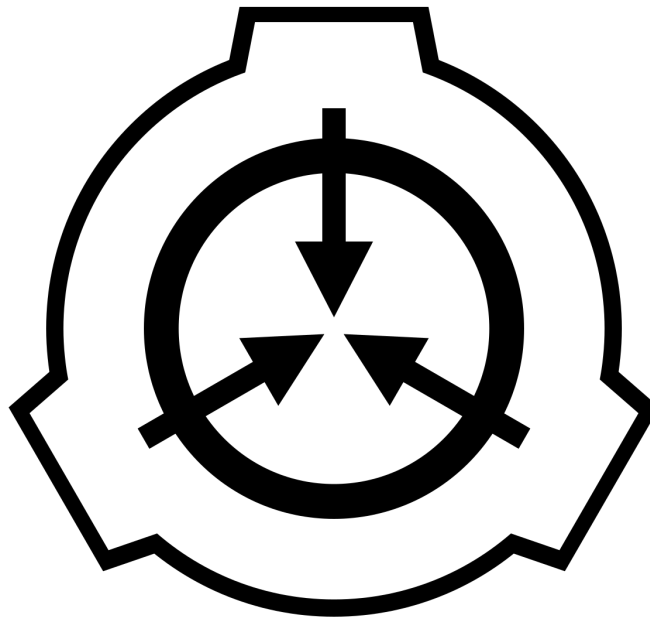

[CLASSIFIED]
FOR THE EYES OF SITE MANAGERS ONLY



BY ORDER OF SITE ADMINISTRATION



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Overview

This document has been approved and made by Site Manager, Claire "Syringe", any changes to this document should be talked about between All Site Managers, and Site Director. In the case there is no Site Director, both Site Managers will need to agree on the changes for this. The Site Director holds the power to change the document for whatever he feels fit.

If you are not a Site Manager, please get off this document otherwise a Knockout memetic will knock you out, and alert members of the Internal Affairs Department, along with Site Administration for reading unauthorized document clearance.



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Introduction!

Well, if you're reading this congrats! You've been promoted to Site Manager, an internal promotion within the Site Administration team for doing excellent work, and good documentation skills. This document will be going over your new duties, along with the formats you will be needing for your new duties, and expectations. You are to remain professional around the site, as you are now higher in the Chain of Command.

The contents of the document are as follows

- *Your role & responsibilities*
- *Expectations*
- *Application Denial Reasoning Template*



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Role & Responsibilities!

As a Site Manager, your responsibilities have slightly changed. You are now allowed to appoint department directors, or Mobile Task Force Commanders, (excluding Omega-1, Alpha-1, Research, and Internal Affairs) with the Site Director go ahead. In the case of an absent Site Director, the Site Managers are to maintain the site, until a Site Director is picked by a member of the Overseer Council.

Another thing that is part of your responsibilities is mentoring new Site Advisors through their 2 week trial period, along with supervising them even after their trial period. You are to also change their performance on the Site-65 Admin Dashboard to how they are doing.

You are also allowed to oversee Site Advisors doing interviews for reassignment requests.



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When you are giving new Site Advisors their duties, there are a few things to give them

You are to give them the TeamSpeak password which can be found in the Site Admin pinned messages, along with MTF Commanders, and department leaders.

You are to tell them to get a member of Senior Admin to give them their Site Admin TeamSpeak tag.

You are to give them the following documents.

W CN: Guide to Site Administration.docx

W CN: Welcome new Site Advisor.docx

W CN: Clearance Level 4 Introduction.docx

You will also help your assigned Site Advisors with their monthly interaction reports, in the scenario the Site Administration team is not full, one of the managers or both will take a department and write their monthly reviews. If the Site Administration team is full you will teach your Advisor on how to do them, how to write them, give them the format in the drive, and answer any questions they may have.



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You are to accept and deny applications, with the Site Director approval.

Expectations!

You are expected to be mature, and public around the site. Answering any questions a person may have, approving documents, and being helpful.

You are also expected to help your assigned Advisor as much as possible and answer any questions they may have.

You are to report to the Site Director if you wish to request removal of a Site Advisor and be supervised by the Site Director.



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Application Denial Reasoning Template.

As said before, as a Site Manager you are to accept and deny applications with the Site Director's approval.

You are to follow the denial format in the Site Admin pins, however, if a member asks why they are denied, you are to follow this format and give it to them

Hello (In character name and rank)

The Site-65 Administration Team unfortunately had to deny your application, the reasons for your denial are as followed

And then write what the denial was for.

With that being said, we wish for you to approve of the concerns stated above, before we can have you as a member of Site Administration. We wish you the best of luck, and you are free to apply again in 2 weeks' time!````

Signed,



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Site Manager * Your name*

An example of this would be

Hello, Captain Frank

The Site-65 Administration Team unfortunately had to deny your application, the reasons for your denial are as followed

1. Your activity around the site is something that needs to be worked on, as at the current moment in time the rest of the Site admin have not seen you on site a lot.
2. Your Professionalism on site is currently not something we wish to have, we have noticed you screaming at people and just being unprofessional.
3. Your application needs work, there are quite a lot of grammar mistakes within your application.

With that being said, we wish for you to approve of the concerns stated above, before we can have you as a member of Site Administration. We wish you the best of luck, and you are free to apply again in 2 weeks' time!

You should be sending this if they are requesting why they are denied.



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Conclusion

With all that being said, welcome you to your new position as a Site Manager, don't fail us, and congratulations!



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