

THE MERCENARY GUILD:

THE OFFICIAL FOUR HORSEMAN UNIVERSE FAN ASSOCIATION



THE MERCENARY GUILD

STANDARD OPERATING PROCEDURE VERSION 3.0



| The Mercenary Guild Academy SOP | | |
|--|--|------------------------------------|
| Document Number: TMG-SOP-VOWS-01 | Prepared By: Michael Malotte | Date Prepared: 4/26/2026 |
| Revision Number: Version 3 | Reviewed By: Michael Malotte | Date Reviewed: 5/2/2026 |
| Effective Date: 5/2/2026 | Approved By: Michael Malotte | Date Approved: 5/2/2026 |

CONTENTS

| | |
|--------------------------------------|----|
| Scope | 1 |
| Responsibilities | 1 |
| Definitions | 2 |
| 1.0 Adding Courses in CCLMS | 3 |
| 2.0 Entering Grades in CCLMS | 8 |
| 3.0 Editing Courses in CCLMS | 11 |
| 4.0 Records Retention in CCLMS | 12 |
| 5.0 Process Notes | 12 |
| 6.0 Current Curriculum | 13 |
| 7.0 Links / References / Attachments | 16 |
| 8.0 Revision History | 16 |

Scope The Mercenary Guild Academy, The Mercenary Guild Board of Directors, The Mercenary Council, The Mercenary Guild Membership

Responsibilities

Deputy Guild Master, VOWS – Responsible for coordinating the VOWS Academy of The Mercenary Guild: The Official Four Horseman Universe Fan Association. In charge of creating and adding new courses into the TMG Central Command LMS; administering the LMS interface and working with the DMG, Technology to keep the application updated and functioning; keeping course completion records and maintaining the archive of completion certificates. This is a voting member of the Mercenary Council.

Assistant Deputy Guild Master, VOWS – Responsible for assisting the DGM, VOWS with the daily running of The Mercenary Guild Academy.



VOWS Staff – The VOWS Staff will assist the DGM and ADGM and is responsible for assisting in monitoring TMG Academy courses and, when necessary, manually grading those courses that require it.

Definitions

VOWS – Voluntary Off-World Assessments, a battery of tests that determined whether a human is suitable to serve in one of the mercenary companies. In the books, the tests consist of five mental and four physical categories. In The Mercenary Guild, we have incorporated VOWS into our online Mercenary Guild Academy

TMG – The Mercenary Guild, the Official Four Horseman Universe Fan Association. A fan organization for the series of books set in the Four Horsemen Universe (4HU) published by Chris Kennedy Publishing

GalNet – The home of all things in the Four Horsemen Universe created by Mark Wandrey and Chris Kennedy. A specialized Wikipedia, maintained by The Mercenary Guild.
mercenaryguild.org/wiki

Central Command Learning Management System (CCLMS) – a learning platform, created by TMG, allowing for the creation of online courses and activities, optimized for collaborative learning and integrated into TMG's Central Command site.

Staff Instructor – a permanent member of the VOWS staff.

Adjunct Faculty Instructor – a non-permanent VOWS staff member who contributes to course content and administers a selected course or courses.

Track – a series of courses written around a central theme (i.e., leadership, history)

Mercenary Service Track – These courses cover the inner workings of TMG and our policies on MXP, awards, and contracts.

Leadership Service Track - These courses will test your knowledge of basic military strategy and tactics, as applied to the 4HU and TMG leadership subjects.

Technical Skills Track – These courses cover survivability while completing contracts, including courses on knowing how to survive certain situations, the fundamentals of flight, successfully leading an Infantry Weapons Company, and CASPer knowledge.

Guild History Track – These courses cover 4HU General Knowledge courses, GALNET Research Projects, and courses over each of the Four Horsemen and many other Merc Races and stories.

Galactic Union Track - These courses cover many of the things found in the Galactic Union, from its residents to the Guilds that control it.

Peacemaker Service Track - These courses cover Peacemakers, including information found in the book Peacemaker.

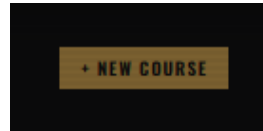


1.0 Adding Courses in CCLMS

1.1 Go to the CCLMS main page then click on “Manage”



1.2 Go to the far right of the page and click “New Course”



1.3 Fill out the following information:

1.3.1 Course Title = actual course name (i.e., Novel: Asbaran Solutions I)

1.3.2 Category = the track (i.e., Technical Skills Track – use the drop-down)

1.3.3 Course Group = the same as Category

1.3.4 Sort Order = the order in the list (typically matches the course ID number)

| | |
|----------------------------|---------------------|
| COURSE TITLE * | CATEGORY |
| Novel: Asbaran Solutions I | Guild History Track |
| COURSE GROUP | SORT ORDER |
| Guild History Track | 10 |

1.3.5 Description = a description of the course.

Example: This is the first of two courses covering detailed knowledge of the Four Horsemen Universe (4HU) novel ASBARAN SOLUTIONS, by Chris Kennedy.

Registration is open to all members of The Mercenary Guild.

PREREQUISITE: None.

| |
|---|
| DESCRIPTION |
| This is the first of two courses covering detailed knowledge of the Four Horsemen Universe (4HU) novel Asbaran Solutions, by Chris Kennedy. |
| Registration is open to all members of The Mercenary Guild. |
| PREREQUISITE: None. |



1.3.6 Enrollment Mode = choose the appropriate enrollment type

1.3.6.1 Open means students can enroll themselves

1.3.6.2 Key is not used at the time

1.3.6.3 Manual is for manually-assigned courses like Vetting courses

1.3.7 Pass Percentage = leave at 70

1.3.8 Central Command Course ID Number = course number (i.e., GHT-10)

ENROLLMENT MODE PASS PERCENTAGE

Open - anyone can enroll 70

CENTRAL COMMAND COURSE ID

GHT-10

Maps to Central Command course ID for automatic grade injection. Leave blank to skip.

1.3.9 Leave the checkmark in the Enable certificate generation box

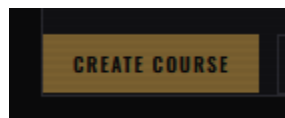
1.3.10 Place a check in any manuals used for the course

Enable certificate generation for this course

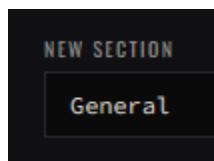
LINKED REFERENCE MANUALS

| GENERAL | PEACEMAKER | SERVICE |
|---|---|---|
| <input type="checkbox"/> The Mercenary Guild Guild Members Handbook | <input type="checkbox"/> Peacemaker Service Manual v3.1.0 | <input type="checkbox"/> The Mercenary Guild Awards Manual |
| <input type="checkbox"/> TMG History Manual | | <input type="checkbox"/> The Mercenary Guild Contracting Manual |

1.4 Click on Create Course



1.5 Scroll to the bottom and type in General in the New Section field

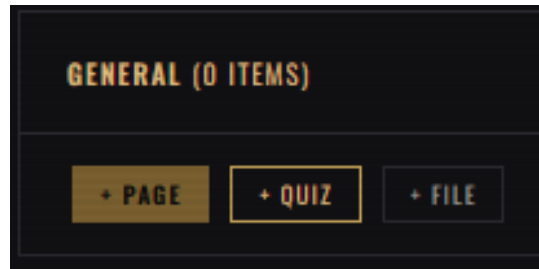




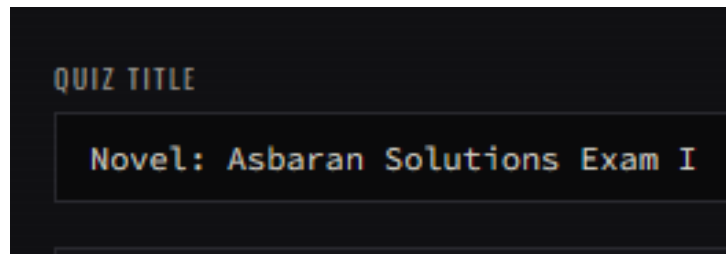
1.6 Scroll to the right, click on the Add Section button



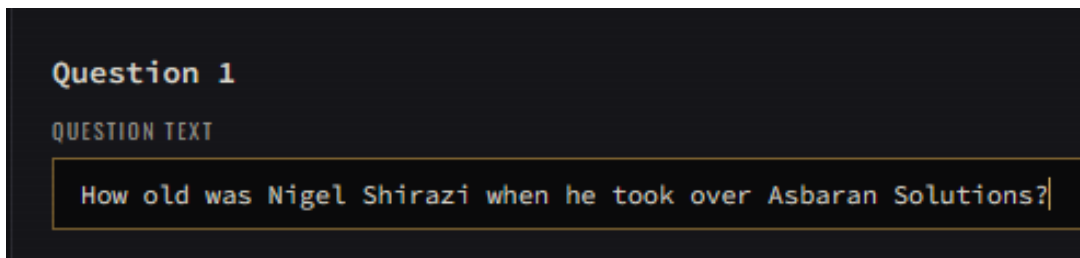
1.7 Scroll to the bottom of the page, click on the Quiz button



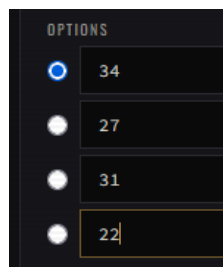
1.8 Name the quiz (i.e., Novel: Asbaran Solutions Exam I)



1.9 Type the first question in the Question Text field

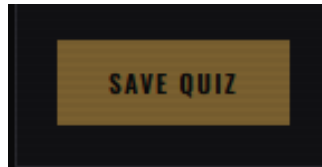


1.10 Type in the answer options and indicate the correct answer on the left





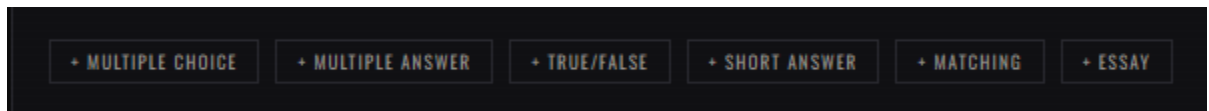
1.11 Click on Save Quiz



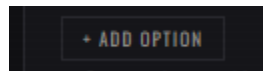
1.12 Repeat steps 1.0 through 1.10 for the remaining questions.

1.13 Click on Save Quiz to finish creating the quiz.

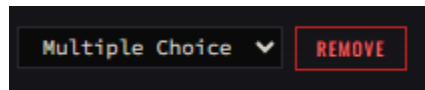
NOTE: The first question **MUST** be a multiple-choice single answer or True/False question. Once the first question is saved, additional options are available on following questions.



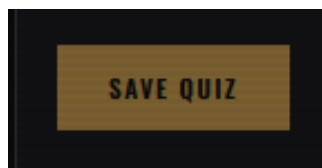
NOTE: While adding answer choices, if you need room for more options, choose Add Option below the question choices.



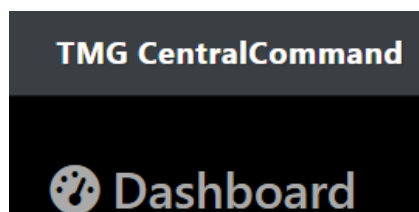
NOTE: To change a question type from it's current form to a different one, use the drop down menu on the right hand side of the screen next to the REMOVE button. Use the REMOVE button to delete the question completely.



NOTE: It is not necessary to click Save Quiz after every question but a good habit is to save often to prevent lost work in case of system issues.

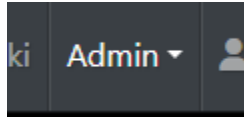


1.14 Once the quiz is completed, it needs to be mapped in Central Command. To do so, go back to the main TMG Central Command dashboard.

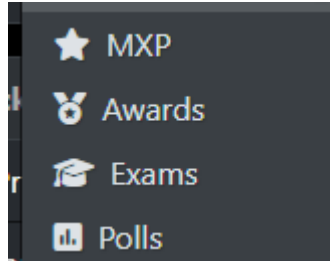




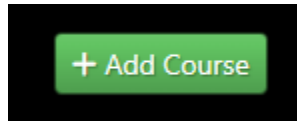
1.15 Click on Admin at the top of the page



1.16 Scroll down and click on Exams



1.17 Click on the Add Course button at the top of the page



1.18 Fill out the fields.

+ Add Course

| | |
|------------------------------|---|
| Course ID * | Name * |
| GHT-10 | Novel: Asbaran Soutions I |
| Type * | MXP Value |
| Guild History (Guild Aca...) | 1 |
| | MXP awarded on completion. <input checked="" type="checkbox"/> Active |

Course ID is the Central Command Course ID Number (i.e., GHT-10)

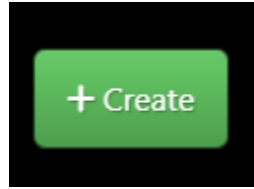
Name is the complete name of the course

Type is the Track (i.e., Guild History, Mercenary Service, etc)

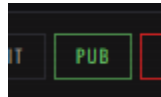
MXP Value is typically 1 for a standard non-essay course



1.19 Click on the Create button



1.20 Go back to the Manage Course screen in the CCLMS, scroll to the right of the course just added and click the Pub button to publish the course.



2.0 Entering Grades

2.1 The following courses require manual grading:

GHT-3 The Four Horsemen GALNET Research Project I

GHT-4 The Four Horsemen GALNET Research Project II

GHT-5 The Four Horsemen GALNET Research Project III

GHT-6 The Four Horsemen GALNET Research Project IV

GHT-7 The Four Horsemen GALNET Research Project V

LST-1 Military Tactics and Strategy I

LST-2 Military Tactics and Strategy II

LST-4 TMG Vetting Exam Level II

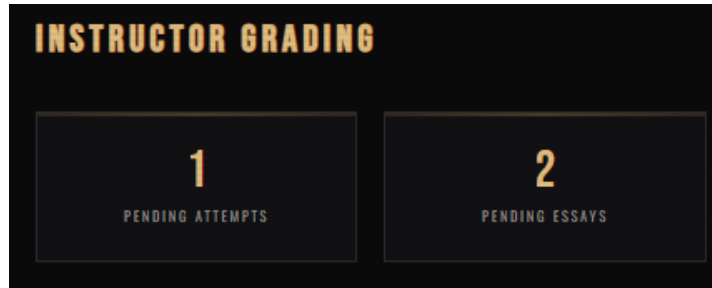
Peacemaker Vetting Exam Level III

2.2 When a course is ready for grading, a notification is sent to the admin CCLMS Admin Team.

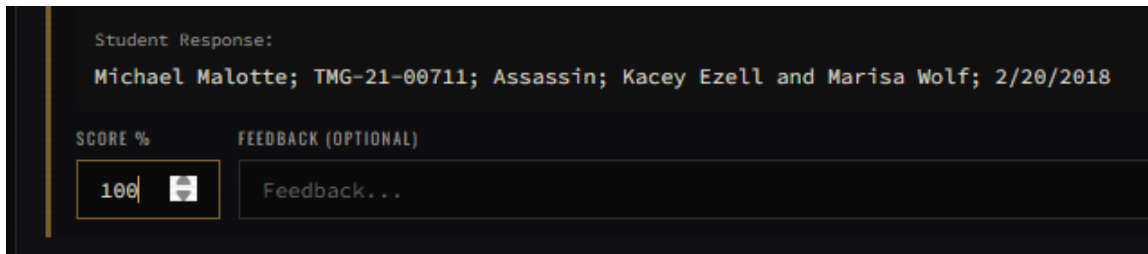
2.3 When a notification is received, go to the CCLMC and click on Grading at the top of the page



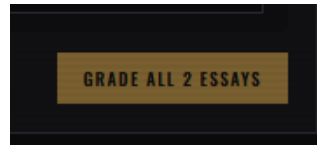
2.3 The number of items ready to grade are listed



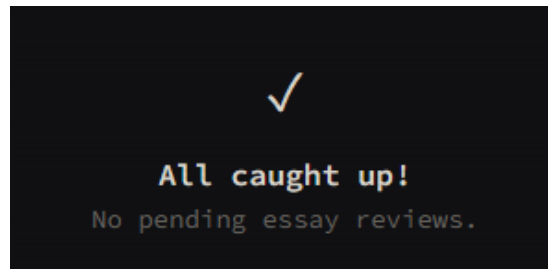
2.4 Each question is indicated as a pending essay. Edit the score (default at 70) to the appropriate number and add any feedback, if needed.



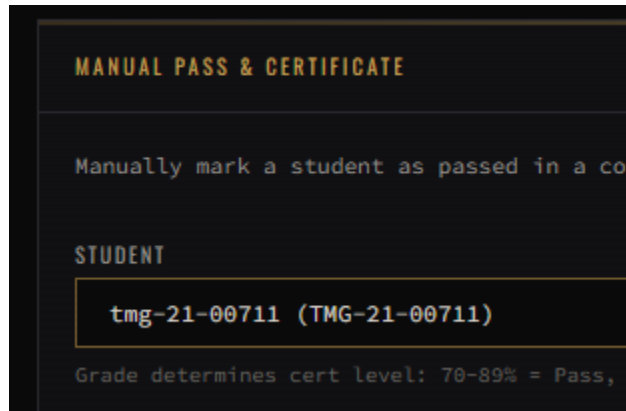
2.5 When you're done grading each question/essay, click the Grade button in the lower right.



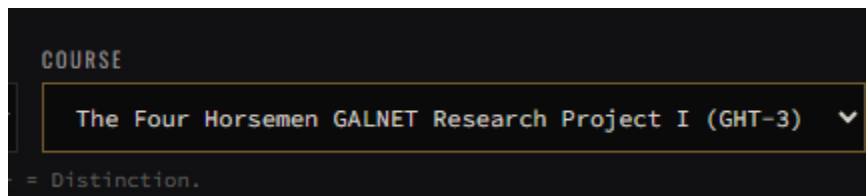
2.6 The system will indicate when all pending questions/essays have been scored



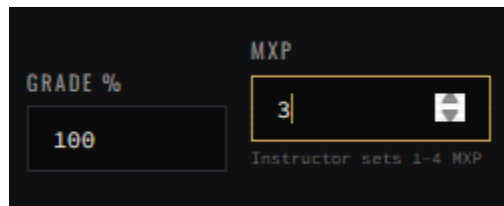
2.7 Scroll to the bottom of the page and, using the drop-down menu, choose the student



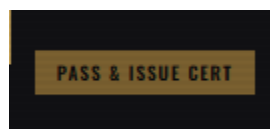
2.8 Choose the appropriate course in the next drop-down menu



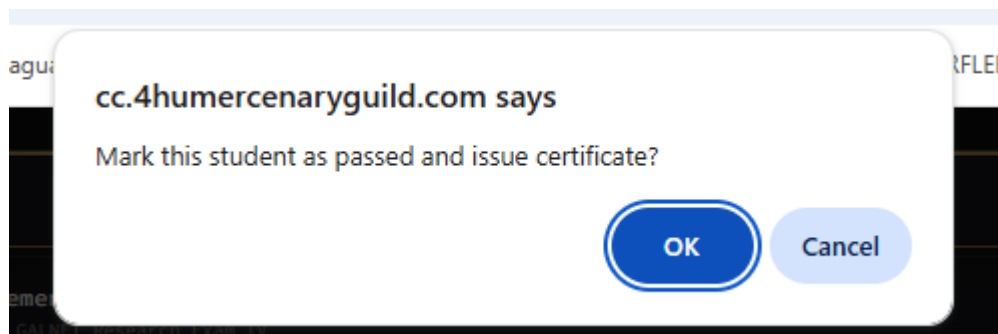
2.9 Choose the correct grade and assign the appropriate MXP for the coursework



2.10 Click the Pass and Issue Cert button



2.11 Click the OK button in the popup to complete the grading



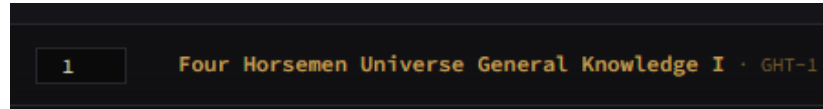
3.0 Editing Courses in CCLMS



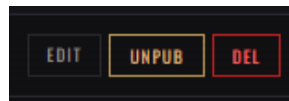
3.1 Click on Manage at the top of the page



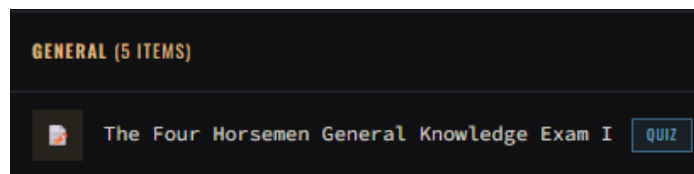
3.2 Scroll down to the course you want to edit.



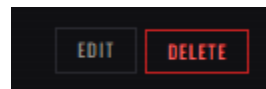
3.3 Scroll to the right and click on the Edit button at the end of the course row.



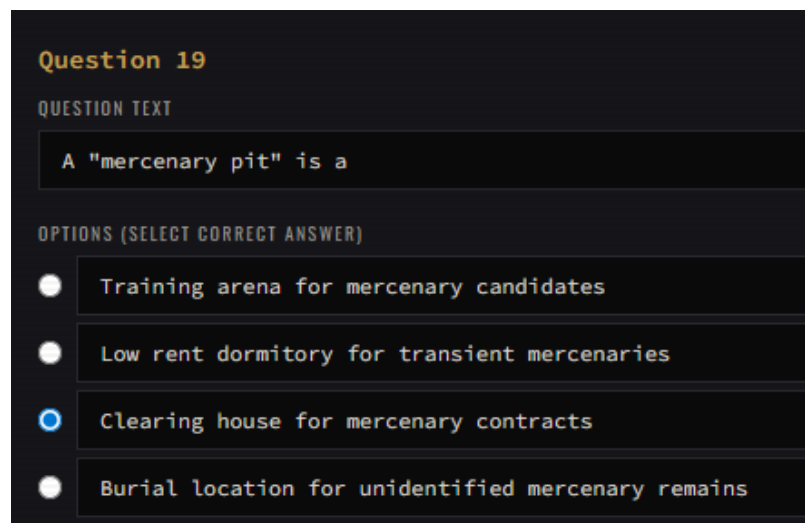
3.4 Scroll down to the General section and locate the course exam



3.5 Scroll to the right and click on the Edit button at the end of the exam row.



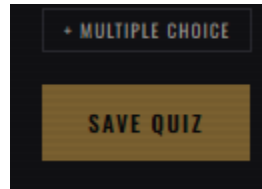
3.6 On the edit page, scroll down to the question you need to edit.



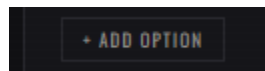
3.7 Make the needed changes.



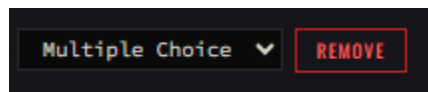
3.8 When all changes have been completed, scroll to the bottom left and click on the Save Quiz button.



NOTE: While editing answer choices, if you need room for more options, choose Add Option below the question choices.



NOTE: To change a question type from it's current form to a different one, use the drop down menu on the right hand side of the screen next to the REMOVE button. Use the REMOVE button to delete the question completely.



4.0 Records Retention

4.1 All course completions will be entered automatically in the Central Command database to maintain records of member participation

4.2 Course completion certificates are created by and stored in the CCLMS system. These copies are available to the members at their convenience while logged into the system.

5.0 Process Notes

5.1 For courses with all multiple-choice, true/false questions, and matching on the exam, once the quiz is submitted, it will be automatically graded, and the student will see their score. If they passed the quiz (a minimum score of 70% is required to pass), VOWS will create the certificate, add the appropriate MXP to the student profile, and update the database.

5.2 For exams that involve a research paper, they won't be automatically graded by the system. The VOWS staff will forward the student's paper to a faculty member. That instructor will read it and manually grade it. Once the grade is entered in the system by the VOWS faculty member, the VOWS system will create the completion certificate, assign the MXP, and update the database.



5.3 If a student fails the course, they may take the course again.

5.4 When doing multiple choice questions, if the answer choices are preceded by circles, there is only one correct answer. If the answer choices are preceded by squares, there are MULTIPLE correct answers, and all correct answers must be chosen to receive full credit for that question. Choosing every answer choice – right or wrong – will not result in full credit, wrong answers result in negative scores. If some of the students' answer choices are correct, they will receive partial credit for that question.

5.5 The student doesn't have to complete the exam in one sitting. The exam site will allow them to stop in the middle and come back later to finish it. There is NO time limit for completing an exam.

5.6 After the student has answered all the questions, they are encouraged to click back through all their answers to review them (and make sure one wasn't missed).

5.7 For exams that involve a writing project, the student will NOT be marked down for spelling, grammatical errors, or word choices, if the instructor can decode their answer..

5.8 If a quote is used from a novel, textbook, or Wiki in the student's writing project, they must include that paragraph, sentence, or portion of a sentence in double-quotes.

6.0 Current Curriculum

Mercenary Service Track

- MST-1 TMG Awards Course
- MST-3 TMG Contracts I Course
- MST-4 TMG Contracts II Course
- MST-5 TMG Mercenary Experience Points Course

Leadership Service Track

- LST-1 Military Tactics and Strategy I Course
- LST-2 Military Tactics and Strategy II Course
- LST-3 TMG Vetting Exam Level I
- LST-4 TMG Vetting Exam Level II
- LST-5 Book: The New One Minute Manager



Technical Skills Track

- TST-1 Mercenary Survival I Course
- TST-2 Mercenary Aircrew Fundamentals of Flight
- TST-3 Mercenary Infantry Weapons Company
- TST-4 CASPer I Course
- TST-5 CASPer II Course
- TST-6 CASPer Weapons I
- TST-7 CASPer Weapons II

Galactic Union Track

- GUT-1 Name That Merc Race! Course
- GUT-2 Name That Non-Merc Race! Course
- GUT-3 Galactic Union Equipment
- GUT-4 Galactic Union Starships I
- GUT-5 Galactic Union Starships II
- GUT-6 Galactic Union Weapons

Guild History Track

- GHT-1 Four Horsemen Universe General Knowledge I Course
- GHT-2 Four Horsemen Universe General Knowledge II Course
- GHT-3 The Four Horsemen GALNET Research Project I Course
- GHT-4 The Four Horsemen GALNET Research Project II Course
- GHT-5 The Four Horsemen GALNET Research Project III Course
- GHT-6 The Four Horsemen GALNET Research Project IV Course
- GHT-7 The Four Horsemen GALNET Research Project V Course
- GHT-8 Novel: Cartwright's Cavaliers I Course



- GHT-9 Novel: Cartwright's Cavaliers II Course
- GHT-10 Novel: Asbaran Solutions I Course
- GHT-11 Novel: Asbaran Solutions II Course
- GHT-12 Novel: The Golden Horde I Course
- GHT-13 Novel: The Golden Horde II Course
- GHT-14 The Mercenary Guild History Exam
- GHT-15 Novel: Winged Hussars I Course
- GHT-16 Novel: Winged Hussars II Course

Peacemaker Service Track

- Peacemaker I Course

Peacemaker Leadership Track

- Peacemaker Vetting Exam I (Invitation only)
- Peacemaker Vetting Exam II (Invitation only)
- Peacemaker Vetting Exam III (Invitation only)
- Peacemaker Vetting Exam IV (Invitation only)



7.0 Links / References / Attachments

The Mercenary Guild Central Command Database
<https://cc.4humercenaryguild.com/index.php?route=%2F>

The Mercenary Guild Academy Website
<https://cc.4humercenaryguild.com/vows/dashboard.php>

The Mercenary Guild Website
<https://4humercenaryguild.org>

The Mercenary Guild Facebook Page
<https://www.facebook.com/groups/469402930466832/>

The Mercenary Guild Discord Server
<https://discord.com/channels/693108215520428063/694923528515879024>

The Four Horsemen Universe (4HU) Facebook Page
<https://www.facebook.com/groups/536506813392912>

8.0 Revision History

| Revision | Date | Description of Change | Requested By | Written By | Approved By |
|----------|-----------|---|-------------------|-----------------|--------------------|
| 1 | 6/15/2022 | Original Document | The Guild Council | Michael Malotte | Michael Ciaravella |
| 2 | 4/24/2024 | Added Courses, Updated per Org change February 2024 | Leigh Smith | Michael Malotte | Leigh Smith |
| 3 | 5/2/2026 | Added Courses, Updated for new LMS creation | Michael Malotte | Michael Malotte | Michael Malotte |