



STARFLEET COMMAND'S SEVENTH FLEET

**USS WHITE BUFFALO
NCC 80116**

MONTHLY DUTY REPORT

To Fill out this report just fill in all applicable area's, and submit document to your department chief or to the chapters executive officer at the next convenient time.

Membership Information

Name: _____ Rank _____
 Department: _____ Month: _____
 Department Chief: _____
 Email: _____

Membership Type:

- Civilian
- Enlisted NCO
- Officer
- Marine

Ship Attendance:

Activity/Meeting/Event Name:	Location:	Date:

Department Attendance:

Activity/Meeting/Event Name:	Location:	Date:

Completed Chapter/Fleet/Personal Projects:	Completed on time?		Command Staff Only:			
			P	K	S	L
Name Of Project: _____ Description: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Name Of Project: _____ Description: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Name Of Project: _____ Description: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Name Of Project: _____ Description: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No				

Other Items to Report:	Completed on time?		Command Staff Only:			
			P	K	S	L
Purchases: Donations: Submissions: Etc.						
Name / Type: _____ Description: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Name / Type: _____ Description: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Name / Type: _____ Description: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Name / Type: _____ Description: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No				

Personal Log: (How did you feel about this month?)

Command Staff Only:

Reviewed By: _____ Date: _____ Approved: Yes No