



**STARFLEET COMMAND'S SEVENTH FLEET**

**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:**

Name Of Project: _____	Description: _____
Name Of Project: _____	Description: _____
Name Of Project: _____	Description: _____
Name Of Project: _____	Description: _____

**Completed on time?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Command Staff Only:**

P	K	S	L

**Other Items to Report:**

**Purchases: Donations: Submissions: Etc.**

Name / Type: _____	Description: _____
Name / Type: _____	Description: _____
Name / Type: _____	Description: _____
Name / Type: _____	Description: _____

**Completed on time?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Command Staff Only:**

P	K	S	L

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

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**Authorized Personnel Only**

Authenticated by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved:  Yes  No