

NOAA DIVING PROGRAM ANNUAL REPORT

Instructions:

This report encompasses activities for the CALENDAR YEAR (from Jan 1 to Dec 31 of each year). The Unit Diving Supervisor (UDS) must submit this report to the Line Office Dive Officer (LODO) no later than November 15th. The LODO must submit this report to the NOAA Diving Program no later than December 15th.

UNIT NAME	LINE OFFICE	PERIOD of REPORT From January 1, _____ through December 31, _____		
UNIT ADDRESS		CITY	STATE	ZIP
UNIT DIVING SUPERVISOR		UNIT DIVING SUPERVISOR SIGNATURE		DATE
LINE OFFICE DIVING OFFICER		LINE OFFICE DIVING OFFICER SIGNATURE		DATE

1. PRIMARY DIVING MISSION of UNIT *(Brief description of one or two sentences)*

2. SPECIFIC PROJECTS or OPERATIONS COMPLETED DURING THE YEAR *(Please write a short paragraph describing each project and project outcome. Attach original photos of projects if available with photo credit & caption.)*

A.) Name of Project _____, dates _____, location _____
Description, purpose & outcome written in narrative style

B.) Name of Project _____, dates _____, location _____
Description, purpose & outcome written in narrative style

C.) Name of Project _____, dates _____, location _____
Description, purpose & outcome written in narrative style

NOAA DIVING PROGRAM ANNUAL REPORT

UNIT NAME

LINE OFFICE

PERIOD of REPORT

From January 1, _____ through December 31, _____

3. NUMBER of NOAA DIVERS in UNIT:

- a) FTEs _____ c) Contractors _____
b) Volunteers _____ d) Other (describe) _____

4. LIST of PUBLICATIONS (*Peer reviewed publications, internal reports and technical memoranda published this year using data collected during NOAA diving operations. Use APA style for citations.*)

5. COST SAVINGS (*What operations provided significant cost savings to the government? Please describe and estimate the amount*)

6. DIVING PROJECTS or OPERATIONS COMPLETED OUTSIDE of NOAA (*List and describe projects completed in support of community programs, emergency assistance, cooperative projects with other government agencies or NGOs, public relations, etc.*)

7. RECIPROCITY ORGANIZATIONS

Organizations you worked with this year (*Include project name for each and number of reciprocity divers*)

8. OPERATIONS PLANNED for NOVEMBER and DECEMBER

9. OTHER REMARKS or COMMENTS