

MONTHLY CHARTER REPORT

LINE OFFICE: _____ MONTH: _____ YEAR: _____

E-mail completed form to CharterReport.oma@noaa.gov on or about the third day of the following month.

AIRCRAFT	Principal Investigator	Telephone # or E-mail address	Office Code	OMAO Assigned Clearance #	MONTHLY		PROJECT		Reason for variance between planned and accomplished	Cost / Funding Source
Project Title or Charter Purpose					Flight Hours Planned	Flight Hours Accomplished	Flight Hours Planned	Flight Hours Accomplished		
VESSEL	Principal Investigator	Telephone # or E-mail address	Office Code	OMAO Assigned Clearance #	MONTHLY		PROJECT		Reason for variance between planned and accomplished	Cost / Funding Source*
Project Title or Charter Purpose					Operating Days Planned	Operating Days Accomplished	Operating Days Planned	Operating Days Accomplished		

NOTES: This monthly report does not eliminate the requirement to complete NOAA Form 57-11-52, Charter Aircraft Services Report, or NOAA Form 57-11-02 Charter Vessel Services Request and Report.
* Cost / Funding Source – for vessels indicate the cost amount and either (M) for OMAO Marine Services or (P) for Program Funded charter vessel.

MONTHLY CHARTER REPORT INSTRUCTIONS

Use the instructions below to complete the Monthly Charter Report form. E-mail completed form to CharterReport.oma@noaa.gov on or about the third day of the following month.

Project Title or Purpose - List project name or briefly describe mission (e.g. passenger transportation, buoy service, right whale census, etc.)

Principal Investigator - Lead NOAA person in charge of the charter

Telephone # or E-mail Address - Provide information as requested for the Principal Investigator

Office Code - Mail Routing Code of the Office conducting the charter (e.g. R/AOML, F/AKC1, N/CSC1)

OMAO Assigned Clearance # - number provided to the Principal Investigator by OMAO when NOAA Form 57-11-51 (Aircraft Time Request) or NOAA Form 57-11-02 (Charter Vessel Services Request and Report) are received (e.g. 101003-F-12-A)

MONTHLY: Flight Hours or Operating Days Planned - number of flight hours or operating days planned for the month; this number could be the total number planned for a project if the project is completed within the month being reported

MONTHLY: Flight Hours or Operating Days Accomplished - number of flight hours or operating days completed on the project during the month being reported

PROJECT: Flight Hours or Operating Days Planned - total number of flight hours or operating days planned for the entire project

PROJECT: Flight Hours or Operating Days Accomplished - total number of flight hours or operating days accomplished on project to the end of the month being reported, or the incremental total if the project spans more than a month.

The incremental totals should add up to the total number of accomplished flight hours or operating days when the project is finished and the last monthly report is submitted.

Reason for variance between planned and accomplished - provide reasons for not accomplishing planned flight hours or operating days if there is any difference between planned and accomplished (e.g. 100 flight hours planned / 95 flight hours flown, or 20 operating days planned / 14 operating days accomplished).

Cost / Funding Source (Aircraft) - Provide the cost of the flight hours accomplished for the month and the funding source. If the actual cost of the flight hours will not be known until the completion of the project, provide the actual total cost in the monthly report when the project is completed, but explain in the forwarding e-mails that this is the case. If the funds for the charter are provided through non-NOAA funding, please note that information.

Cost / Funding Source (Vessels) - Provide the cost of the operating days accomplished for the month and whether the funds were provided by Marine Services (M) or whether the operating days were provided by the Program (P). If the actual cost of the operating days will not be known until the completion of project, provide the actual total cost in the monthly report when the project is completed but explain in forwarding e-mails that this is the case. If the funds for the charter are provided by non-NOAA funds, please note that information.