APPENDIX A
REPORTING REQUIREMENTS

1. Annual reports will consist of both automated and manually written
parts. Divisions will submit a summary letter report, briefly describing
the stream gaging program and summarizing the district evaluations and
current annual fiscal requirements. The letter report will also identify
deletions or additions since the previous year's report, and describe any
unusual features of the program and station rehabilitation. If new
stations are to be constructed, or major modifications made to existing
stations, the estimated construction cost of each station will be
identified in the summary. A sample of this letter report is provided in
Appendix B.

2. In the past, most of the information submitted by the districts has
been manual and in tabular form. A computer system STRMGAGE, has been
developed to improve the compilation reporting and analysis of this
information. This system is on the Harris computer at HQUSACE.
Instructions for logging on and using the system are available from the
Water Resources Support Center, WRSC-C.

3. The divisions will also summarize the proposed cost of district
programs in a table developed from the district data. This table will
show, by appropriation, the cost of each district program within each
USGS district. The information presented will conform to the sample in
Appendix C.

4. Copies of the discussions and recommendations provided by the
division commander, will be submitted to CDR USACE (DAEN-CWH-W) WASH DC
20314. In addition, one copy of all correspondence and reports furnished
by FOA will be furnished to the Water Resources Suport Center (WRSC-C,)
Casey Building, Ft. Belvoir, VA 22060.