UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 5214.1
G-1

2 4 AUG 2012

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5214.1

From: Commanding General
To: Distribution List

Subj: INFORMATION REQUIREMENTS (REPORTS) MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5210.16
      (b) SECNAV M-5214.1
      (c) SECNAV M-5210.1
      (d) MCO 5214.2F

Encl: (1) Report Analysis Data Form (OPNAV 5214/10)
      (2) Sample Reports Inventory Format

Reports Required: I.   Periodic Review of Approved Reports
                        (Reports Control Symbol DN-5214-01)
                   II. Request for Approval of a Marine Corps
                        Reporting Requirement (NAVMC 11216)
                        (Report Control Symbol DN-5214.02)
                   III. Summary for Estimates of Reporting Hours
                        (NAVMC 11217)(Report Control Symbol EXEMPT)

1. Situation. The Information Requirements (Reports) Management Program ensures reports and reporting systems provide necessary information effectively, efficiently, and economically. As conditions or needs change, reports management must provide the control of reporting requirements to ensure minimum burden is expended and maximum effectiveness obtained.

2. Mission. To implement policy, outline responsibilities, and set forth guidance for the management and control of the Information Requirements (Reports) Management Program per references (a) through (d) within Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ).

3. Cancellation. MCIEASTO 5214.1 and BO 5214.1G.

4. Execution

   a. Commander's Intent and Concept of Operations

      (1) Commander's Intent. This program is implemented to provide policy and procedures for report sponsors on developing the necessary documentation to obtain approval for establishment, revision or cancellation of information requirements.

      (2) Concept of Operations. This program is to ensure management control and decision making needs are met and that the information requirements imposed are fulfilled in an effective, efficient, and economical manner. This program shall:

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(a) Levy reporting requirements on subordinate activities in support of the policy and objectives outlined in this Order and the references.

(b) Identify the information needs of managers at every level.

(c) Conduct a collection of reporting requirements throughout the command to establish a reports inventory.

(d) Ensure activities are collecting, transmitting, processing, and storing information through the most economical and efficient use of personnel, funds and equipment.

(e) Challenge reporting requirements if considered unnecessary or duplicative of existing reports and eliminate reports that are not cost effective through control, standardization, and consolidation.

(f) Coordinate reports management with related information resource management programs (directives control point, forms, records, privacy, and information systems).

(g) Assign a Report Control Symbol (RCS) to all internal reports as a standard means of identification and indicate the report is approved.

(h) Authorize reporting requirements for no longer than three years from the date of the implementing directive.

(i) Forward recommendations pertaining to improvements and challenges via the chain of command in accordance with reference (c).

b. Subordinate Element Missions

(1) Adjutant. Assigned as the Information Requirements (Reports) Management Program Manager is tasked specifically to:

(a) Develop and publish changes to policy to ensure the effective management and control of reporting requirements in accordance with reference (d).

(b) Maintain and publish a listing of reporting requirements according to the Periodic Review of Approved Reports (Reports Control Symbol DN-5214-01) in accordance with reference (d).

(c) Direct, coordinate, and conduct selective review of the Staff Sections and Subordinate Unit Information Requirements (Reports) Management Program.

(d) Conduct unannounced internal Commanding General Inspection Program (CGIP) inspections utilizing the Automated Inspection Reporting System (AIRS) Checklist, 061 06 Reports Management.

(e) Provide guidance, training, and technical assistance to Reports Program Managers and Report Sponsors on all matters concerning the program.

(f) Conduct a triennial validation and review of reporting requirements under your cognizance in accordance with reference (d).

(g) Analyze and approve new and revised reports ensure no redundancy in content.

(h) Assign a RCS to all MCIEAST-MCB CAMLEJ headquarters internal reports as a standard means of identification and to indicate the report is approved.

(i) Maintain a historical file that contains a copy of documentation to include estimated cost using the Summary for Estimates of Reporting Hours (NAVMC 11217)(Report Control Symbol EXEMPT) with emphasis on man hours expended and the Request for Approval of a Marine Corps Reporting Requirement (NAVMC 11216) (Report Control Symbol DN-5214.02).

(j) Maintain an appointment letter on each Installation Reports Manager.

(k) Ensure installations are collecting, transmitting, processing, and storing information through the most economical and efficient use of personnel, funds, and equipment.

(l) Challenge reporting requirements if considered unnecessary or duplicative of existing reports and eliminate reports that are not cost effective through control, standardization, and consolidation.

(m) Coordinate reports management with related information resource management programs (directives control point, forms, records, privacy, and information systems).

(n) Authorize MCIEAST-MCB CAMLEJ reporting requirements for no longer than three years from the date of the implementing directive.

(o) Review all MCIEAST-MCB CAMLEJ orders and directives for reporting requirements.

(p) Conduct annual self inspections of your program per reference (b). Conduct internal inspections as needed.

(2) Installation Commanders shall:

(a) Appoint in writing an Information Requirements (Reports) Management Program Manager. Submit a copy of the appointment letter to the MCIEAST-MCB CAMLEJ Reports Manager.

(b) Ensure information is collected, transmitted, processed, and stored through the most economical and efficient use of personnel, funds, and equipment.

(3) Installation Information Requirements (Reports) Management Program Managers shall:

(a) Challenge reporting requirements if considered unnecessary or duplicative of existing reports and eliminate reports that are not cost effective through control, standardization, and consolidation.

(b) Forward recommendations pertaining to improvements and challenges via the chain of command in accordance with reference (d).

(c) Coordinate reports management with related information resource management programs (directives control point, forms, records, privacy, and information systems).

(d) Assign a RCS to all local command reports as a standard means of identification and to indicate the report is approved.

(e) Authorize reporting requirements pertaining to local command reports for no longer than three years from the date of the implementing directive.

(f) Publish an internal/external recurring reports list annually for review. This list will include a complete listing of all reports; higher headquarters approved and exempt, local command reports, external reports that are compiled and reported by the installation.

(g) Estimate work-hours and machine time from the approximate time spent by activity personnel to prepare and process information. Obtain costs of any machine time, printing, special equipment use, or other material from the command requiring the information.

(h) Conduct annual self inspections of your program per reference (b). Conduct internal inspections as needed.

(i) Review all your command issued orders and directives for reporting requirements.

5. Administration and Logistics

   a. Records Disposition. When a report is discontinued, program managers and sponsors will place it in an inactive file and destroy it two years after the report is superseded, cancelled, or discontinued per reference (c).

   b. Forms. NAVMC 11216 (1-92), Request for Approval of Marine Corps Reporting Requirements; NAVMC 11217 (5-97), Summary for Estimates of Reporting Hours; NAVMC HQ 940 (03/06) Reports Evaluation Checklist; and OMB 83-I (10/95) Paperwork Reduction Act Submission are in the Marine Corps Electronics Forms System (MCEFS) at: http://navalforms.daps.dla.mil/web/public/home.

6. Command and Signal

   a. Command. This Order is applicable to all tenant and subordinate commands within MCIEAST-MCB CAMLEJ.

   b. Signal. This Order is effective the date signed.

W. A. MEIER
Chief of Staff

DISTRIBUTION: A/B

REPORT ANALYSIS DATA

1. SSIC NUMBER	2. REPORT CONTROL SYMBOL

3. TITLE OF REPORT

4. PURPOSE OF REPORT

5. REQUIRING DIRECTIVE(S) *(List all that apply)*

6. FREQUENCY OF REPORT

☐ DAILY ☐ QUARTERLY ☐ ONE TIME

☐ WEEKLY ☐ SEMI-ANNUALLY ☐ SITUATIONAL

☐ MONTHLY ☐ ANNUALLY ☐ _____

7. REPORT FORMAT

☐ MESSAGE ☐ LETTER ☐ FORM *(Attach copy)*

8. IS REPORT SUBJECT TO MINIMIZE?

☐ YES ☐ NO ☐ NOT APPLICABLE

9. METHOD OF PREPARATION

☐ ADPE ☐ TYPEWRITER ☐ MANUAL ☐ _____

10. IS REPORT ENTERED INTO AN ADP SYSTEM?

☐ NO ☐ YES *(list name and location of system)*

11. WHO USES COMPLETED REPORT? *(list by command, OP code, etc.)*

12. THIS REPORT IS COMPLETED BY ☐ OPERATING FORCES *(SNDL Part 1)* ☐ SHORE ESTABLISHMENT *(SNDL Part 2)*

IF COMPLETED BY OPERATING FORCES, ARE FLEET CINC COMMENTS ATTACHED? ☐ YES ☐ NO

13. RESPONDENTS		OPERATING FORCES *(SNDL Part 1)*	SHORE ESTABLISHMENT *(SNDL Part 2)*
	A. LIST RESPONDING COMMANDS BY A COLLECTIVE TERM OR BY NAME *(FOR EXAMPLE: FLTCINCS, TYCOMS, NAVAL LABS, ALL LEGSERVOFF, CRUITSTAS, AREA COORDINATORS, ALL OPER AVIATION SQUADRONS, ALL SUBMARINES, ALL SSN, ALL SURFACE SHIPS, MAJOR CLAIMANTS, ALL SHOREACTS W/BEQ/BOQ, ALL COMDS W/DENTISTS, ALL S&S W/MEDPERS, SYSCOMS, COMDS W/GEN MESS, ALL S&S, ALL COMDS W/CIVILIANS, ALL OVS COMDS, ALL ECHELON 2 COMDS)*	(1)	(2)
	B. TOTAL NUMBER OF RESPONDENTS	(1)	(2)
	C. TOTAL COST TO PREPARE AND SUBMIT THIS REPORT *(from reverse)*	(1) $0.00	(2) $0.00

14. ACTION OFFICER		
A. NAME, RANK/RATE/GRADE AND TITLE	B. ACTIVITY NAME AND ADDRESS *(include room no.)*	
C. SIGNATURE	D. DATE	E. PHONE NO.

Enclosure (1)

Use this worksheet for estimating the total cost to prepare and submit this report. Compute two costs-one for operating forces and one for shore establishments. The hourly rate may be taken from any current pay chart.

OPERATING FORCES COSTS TO PREPARE AND SUBMIT

PAY GRADE	NO. HOURS SPENT	X HOURLY RATE	= PERSONNEL COSTS	+ 25% OVERHEAD	= TOTAL COSTS BY PAY GRADE	
				0	0	
				0	0	
				0	0	

Total Cost to Prepare and Submit One Report: $0.00

X _____ Commands Required to Submit = $0.00

X _____ Reports per Year = $0.00

Total Cost to Prepare and Submit $0.00

* Enter this figure in column 13(c) (1)

SHORE ESTABLISHMENT COSTS TO PREPARE AND SUBMIT

PAY GRADE	NO. HOURS SPENT	X HOURLY RATE	= PERSONNEL COSTS	+ 25% OVERHEAD	= TOTAL COSTS BY PAY GRADE	
				0	0	
				0	0	
				0	0	

Total Cost to Prepare and Submit One Report: $0.00

X _____ Commands Required to Submit = $0.00

X _____ Reports per Year = $0.00

Total Cost to Prepare and Submit $0.00

* *Enter this figure in column 13(c) (2)

SAMPLE COMPUTATION (SALARIES ARE NOT ACCURATE)

PAY GRADE	NO. HOURS SPENT	X HOURLY RATE	= PERSONNEL COSTS	+ 25% OVERHEAD	= TOTAL COSTS BY PAY GRADE	
0-2 (Note 1)	.25	7.45	1.86	0.47	2.33	
E-8 (Note 2)	3	7.45	22.35	5.59	27.94	
GS-4 (Note 3)	1	4.77	4.77	1.19	5.96	

Total Cost to Prepare and Submit One Report $ 36.23

X 4 Commands Required to Submit = $ 144.92

X 4 Reports per Year = 579.68

Total Cost to Prepare and Submit $ 579.68

Note 1: Reviews and signs report.

Note 2: Collects required information: prepares chart: writes report.

Note 3: Types and mails report

OPNAV 5214/10 (Rev. SEP 1981)

Sample Reports Inventory Format

ORIGINATOR	RSC	TITLE	REQ DIR	FREQUENCY
MCIEAST	MCIEAST-5214-01	Reports Inventory	MCIEASTO 5214.1	A

Enclosure (2)