ASO 5214.1C
ADJ
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AIR STATION ORDER 5214.1C

From:  Commanding Officer, Marine Corps Air Station New River
To:    Distribution List

Subj:  INFORMATION REQUIREMENTS (REPORTS) MANAGEMENT PROGRAM

Ref:   (a) SECNAV 5210.16
       (b) MCO 5214.2F

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 1216)
                        (Report Control Symbol DN-5214.02)
                   III. Summary for Estimates of Reporting
                        Hours (NAVMC 11217) (Report Control
                        Symbol (EXEMPT)

1.  Situation.  This Order updates procedural guidance for the management and control of the Information Requirements (Reports) Management Program for Marine Corps Air Station (MCAS) New River.  The Information Requirements (Reports) Management Program is implemented to improve the content and form of necessary reports, control the creation of new reports, and eliminate unnecessary ones.  The program provides policy and procedures for report sponsors on developing the necessary documentation to obtain approval for the establishment, revision, or cancellation of information requirements.

2.  Cancellation.  ASO 5214.1B.

3.  Mission.  Implement policy, outline responsibilities, and set forth guidance for the management and control of the Information Requirements (Reports) Management Program in order to ensure complete, accurate, and timely information for decision-making.

4. Execution

   a. Commander's Intent and Concept of Operations

       (1) Commander's Intent. To the extent practical reports shall inform decision makers by ensuring the "what, so what, now what, then what" questions that lead to good policy, procedures, and action.

       (2) Concept of Operations

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

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

               1. Ensure reports are not imposed unless the expected value of the information is worth the imposition of the burden.

               2. Coordinate reports management with related information resource management programs (forms, records, privacy, and information systems).

               3. Minimize the reporting burden by eliminating or reducing the frequency of reporting requirements, simplifying report submission, or cancelling information reporting requirements that are no longer needed.

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

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

               6. Ensure an internal/external inventory of recurring reports is published and reviewed annually.

b.  Tasks

(1) Station Adjutant.  The Station Adjutant shall be assigned as the Installation Reports Manager for MCAS New River and shall:

(a) Designate an Information Requirements (Reports) Management Program Coordinator to administer the program.

(b) Develop and publish changes to policy to ensure the effective management and control of reporting requirements.

(2) Installation Information Requirements (Reports) Management Program Coordinator:

(a) Direct, coordinate, and conduct selective reviews of the MCAS New River Reports and Information Requirements (Reports) Management Programs and validation of reporting requirements.  RCS DN-5214.01 is assigned to this reporting requirement.

(b) Provide guidance and technical assistance to report managers and report sponsors on all matters concerning the Information Requirements (Reports) Management Program.

(c) Analyze requests for new and revised reports.

(d) Assign a RCS for all approved reports within MCAS New River.

(e) Create and maintain an Information Requirements (Reports) Management Program web page for MCAS New River listing current and cancelled reports.  This list is located on the Adjutant's intranet portal page at the following address: https://eis.usmc.mil/sites/nrvr/Adjutant/Records%20Management/Lists/Reports%20Management/AllItems.aspx?InitialTabld=Ribbon%2ELis tItem&VisibilityContext=WSSTabPersistence.

(f) Maintain a current reports inventory and 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).

      (g) Per chapter 4, paragraph 3 of reference (d), review all MCAS New River Orders and directives for reporting requirements.

      (h) Conduct a triennial review of all MCAS New River existing reports to validate the reporting requirement.

      (i) Forward recommendations for reports management improvements and challenges for reports to the Commandant of the Marine Corps in accordance with reference (b).

      (2) <u>Staff Section Heads</u>

      (a) Maintain an appointment letter on each Information Requirements (Reports) Management Program Manager within their area of responsibility.  Submit a copy of the appointment letter to the Installation Information Requirements (Reports) Program Manager.

      (b) Ensure Information Requirements (Reports) are submitted on time with complete and accurate information.

      (c) Challenge any reporting requirements that do not meet the CO's or higher headquarters' intent.

      (3) <u>Information Requirements (Reports) Management Program Managers at Every Level</u>

      (a) Provide a Reports Evaluation Checklist (NAVMC HQ 940(03-06)) for each report requested to include the administrative issuance establishing the information collection.

      (b) Review all existing reports every three years.

5. <u>Administration and Logistics</u>

    a. <u>Records Retention</u>.  When a report is discontinued, report program managers and sponsors will place it in an inactive file and destroy it two years after the report is superseded, cancelled, or discontinued.

b.  <u>Forms</u>.  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 at:
https://navalforms.documentservices.dla.mil/web/public/home.

6.  <u>Command and Signal</u>

a.  <u>Command</u>.  This Order is applicable to MCAS New River.

b.  <u>Signal</u>.  This Order is effective the date signed.

R.  C.  BURTON

DISTRIBUTION:  A