



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5001

IN REPLY REFER TO:  
ASO 5214.1D  
ADJ

17 MAR 2021

AIR STATION ORDER 5214.1D

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

Subj: REPORTS MANAGEMENT PROGRAM

Ref: (a) MCO 5214.G  
(b) SECNAVINST 5210.16

Encl: (1) MCAS Reports Management Inventory

1. Situation. To establish procedural guidance for the management and control of reports for Marine Corps Air Station (MCAS) Beaufort, per the references.

2. Cancellation. ASO 5214.1C.

3. Mission. The Reports Management Program is established to implement policy, outline responsibilities, and set forth guidance for the management and control of the Reports Management Program.

4. Execution

a. Commander's Intent and Concept of Operations

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

(2) Concept of Operations. This program is to ensure that practical, non-redundant required reports are being properly maintained:

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

(b) Ensure activities are collecting, transmitting, processing, and storing information through the most economical and efficient use of personnel, funds, and equipment. Promote the use of technology to facilitate the creation, distribution, and use of electronic formats for forms and information collections. Utilize web-based, electronically fillable formats, web services, and authoritative data.

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

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(d) Coordinate reports management with related resource management programs (directive control point, records, and information systems). Identify reports managers within the command and maintain updated point of contact information.

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

(f) Maintain an updated point of contact roster for all sections required to maintain reports.

b. Tasks

(1) Station Reports Manager Program Coordinator. The Station Adjutant and Adjutant Chief will be assigned as the primary and alternate Reports Managers for MCAS Beaufort, and are tasked specifically to:

(a) Direct, coordinate, and conduct selective reviews of MCAS Beaufort reports, and validation of reporting requirements.

(b) Maintain a Reports Inventory for MCAS Beaufort, listing only current reports.

(d) Conduct a triennial validation and review of reporting requirements, emphasize reducing the administrative burden, and validate the need for each reporting requirement.

(e) Conduct internal command self-inspections using the Inspector General Functional Area checklist 5214 in order to improve local reports management program and practices.

(2) Staff Section Heads. Provide an updated point of contact list with a required reports inventory to the Station Reports Manager. Review any existing reports for validation every three years.

5. Administration and Logistics. Recommendations concerning the contents of this Order may be forwarded the Station Adjutant via the chain of command.

6. Command and Signal

a. This Order is applicable to MCAS Beaufort.

b. This Order is effective on the date signed.



K. R. ARBOGAST

DISTRIBUTION: A

