



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

ASO 5214.1C
ADJ

30 APR 2014

AIR STATION ORDER 5214.1C

From: Commanding Officer
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
(e) MCIEAST-MCB CAMLEJO 5214.1

Encl: (1) Report Analysis Data Form (OPNAV 5214/10)

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. With any changes that may arise, the information requirements (reports) management program must provide 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 the references (a) through (d) within Marine Corps Air Station (MCAS) Beaufort.

3. Cancellation. ASO 5214.1B.

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 (reports) management program.

(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:

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

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

(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.

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

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

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

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

b. Commanding Officer, MCAS Beaufort

(1) Appoint in writing an Information Requirements (Reports) Management Program Officer and Coordinator. Submit a copy of the appointment letter to the MCAS Beaufort Reports Manager.

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

c. Adjutant, MCAS Beaufort. The Adjutant will be assigned as the Information Requirements (Reports) Management Program Officer and the Adjutant Chief is assigned as the Information Requirements (Reports) Program Coordinator for MCAS Beaufort and is tasked specifically to:

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

(2) 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).

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

(4) Analyze and approve new and revised reports ensuring no redundancy in content.

(5) Assign a RCS to all MCAS Beaufort internal reports as a standard means of identification and to indicate the report is approved.

(6) Maintain a historical file that contains a copy of documentation to include estimated cost using the Summary for Estimates of Reporting Hours (NAVMC 11217) with emphasis on man hours expended and the Request for Approval of a Marine Corps Reporting Requirement (NAVMC 11216) (Report Control Symbol DN-5214.0).

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

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

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

(10) Review all MCAS Beaufort orders and directives for reporting requirements.

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

4. 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>.

c. Distribute OPNAV 5214/10 to all sections within the command for reports type, details, and cost upon submission of each new report.

5. Command and Signal

a. Command. This Order is applicable to MCAS Beaufort.

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



P. D. BUCK

DISTRIBUTION: A

REPORT ANALYSIS DATA		1. SSIC NUMBER	2. REPORT CONTROL SYMBOL
3. TITLE OF REPORT			
4. PURPOSE OF REPORT			
5. REQUIRING DIRECTIVE(S) <i>(List all that apply)</i>		6. FREQUENCY OF REPORT <input type="checkbox"/> DAILY <input type="checkbox"/> QUARTERLY <input type="checkbox"/> ONE TIME <input type="checkbox"/> WEEKLY <input type="checkbox"/> SEMI-ANNUALLY <input type="checkbox"/> SITUATIONAL <input type="checkbox"/> MONTHLY <input type="checkbox"/> ANNUALLY <input type="checkbox"/> _____	
7. REPORT FORMAT <input type="checkbox"/> MESSAGE <input type="checkbox"/> LETTER <input type="checkbox"/> FORM <i>(Attach copy)</i>		8. IS REPORT SUBJECT TO MINIMIZE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE	
9. METHOD OF PREPARATION <input type="checkbox"/> ADPE <input type="checkbox"/> TYPEWRITER <input type="checkbox"/> MANUAL <input type="checkbox"/> _____		10. IS REPORT ENTERED INTO AN ADP SYSTEM? <input type="checkbox"/> NO <input type="checkbox"/> YES <i>(list name and location of system)</i>	
11. WHO USES COMPLETED REPORT? <i>(list by command, OP code, etc.)</i>			
12. THIS REPORT IS COMPLETED BY <input type="checkbox"/> OPERATING FORCES <i>(SNDL Part 1)</i> <input type="checkbox"/> SHORE ESTABLISHMENT <i>(SNDL Part 2)</i> IF COMPLETED BY OPERATING FORCES, ARE FLEET CINC COMMENTS ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
13. RESPONDENTS	A. LIST RESPONDING COMMANDS BY A COLLECTIVE TERM OR BY NAME (FOR EXAMPLE: FLTCINCS, TYCOMS, NAVAL LABS, ALL LEGSERVOFF, CRUTSTAS, AREA COORDINATORS, ALL OPER AVIATION SQUADRONS, ALL SUBMARINES, ALL SSN, ALL SURFACE SHIPS, MAJOR CLAIMANTS, ALL SHOREACTS WREQBQ, ALL COMDS WIDENTISTS, ALL S&S WMEOPERS, SYSOOMS, COMDS WGEN MESS, ALL S&S, ALL COMDS WCVILMANS, ALL OVS COMDS, ALL ECHELON 2 COMDS)	(1) OPERATING FORCES <i>(SNDL Part 1)</i>	(2) SHORE ESTABLISHMENT <i>(SNDL Part 2)</i>
	B. TOTAL NUMBER OF RESPONDENTS	(1)	(2)
	C. TOTAL COST TO PREPARE AND SUBMIT THIS REPORT <i>(from reverse)</i>	(1) \$0.00	(2) \$0.00
14. ACTION OFFICER	A. NAME, RANK/GRADE/TITLE		B. ACTIVITY NAME AND ADDRESS <i>(include room no.)</i>
	C. SIGNATURE	D. DATE	E. PHONE NO.

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
O-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.