



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

Canc: Oct 2014

MCIEAST-MCB CAMLEJBul 5214  
G-1/ADJ  
18 Oct 12

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE BULLETIN 5214

From: Commanding General  
To: Distribution List

Subj: INFORMATION REQUIREMENTS (REPORTS) MANAGEMENT PROGRAM ANNUAL CHECKLIST

Ref: (a) SECNAV M-5214.1  
(b) MCO 5214.2F  
(c) MCIEASTO 5214.1

Encl: (1) Checklist of Current MCIEAST-MCB CAMLEJ, MCB CAMLEJ, and MCIEAST Reports  
(2) Checklist of Cancelled MCB CAMLEJ, and MCIEAST Reports

1. Purpose. To publish a listing of current and cancelled command reports per references (a) through (c).

2. Background. Each department shall provide for continuing analysis, review, and control of all reports originated or sponsored by this command to improve the content and format of necessary reports, control the creation of new reports, and to eliminate unnecessary ones.

3. Action

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Establish the guidelines for update and submission of all Marine Corps Installations East-Marine Corps Base Camp Lejeune (MCIEAST-MCB CAMLEJ) reports.

(2) Concept of Operations. Department heads shall regularly review the MCIEAST-MCB CAMLEJ reports they sponsor for currency and relevance. Obsolete reports will be cancelled.

b. Subordinate Element Missions. Follow and comply with this Bulletin.

c. Coordinating Instructions. All new MCIEAST-MCB CAMLEJ reports and requests for changes to current reports must be routed through the MCIEAST-MCB CAMLEJ Adjutant.

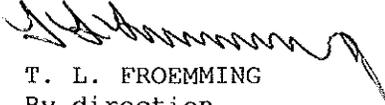
(1) This Bulletin is canceled upon receipt of the next consolidated annual checklist.

(2) For further assistance contact the MCIEAST-MCB CAMLEJ Reports Management Coordinator at commercial (910) 451-4452 or DSN 751-4452.

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

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4. Reserve Applicability. This Bulletin is applicable to all personnel assigned to Headquarters MCIEAST-MCB CAMLEJ.



T. L. FROEMMING  
By direction

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## CHECKLIST OF CURRENT MCIEAST-MCB CAMLEJ REPORTS

| Sponsor     | Report Control Symbol         | Title   | Frequency |
|-------------|-------------------------------|---|-----------|
| G-1/ADJ     | MCIEAST-MCB CAMLEJ-5211.6-01  | Privacy Act Report  | A         |
| G-1/ADJ     | DD-5720-25                    | FOIA Report   | A         |
| G-1/ADJ     | DD-3040-02                    | Personnel Casualty Report   | AR        |
| G-1/ADJ     | DD-3040-02                    | PCR/Serious Incident Report   | AR        |
| G-1/ADJ     | MCIEAST-MCB CAMLEJ-1742.1-01  | Annual Voting Assistance Report   | Q         |
| G-1/ADJ     | MCIEAST-MCB CAMLEJ-1742.1-02  | Quarterly Operating Cost Report (Voting)  | A         |
| G-1/ADJ     | MCIEAST-MCB CAMLEJ-5210.5-01  | Records Management Report   | A         |
| G-1/MAN     | Exempt                        | Billets External to the Marine Corps Questionnaire (NAVMC 11644)  | AR        |
| G-1/MAN     | MC-5750-06                    | Population Report   | A         |
| G-1/ Postal | DD-5110-02                    | Daily Financial Report (1412)   | D         |
| G-1/ Postal | DD-5110-02                    | Official Postage Expenditure Report   | SA        |
| G-1/ Postal | DD-5110-02                    | Daily Report of Financial Business (1412)   | D         |
| G-1/ Postal | DD-5110-02                    | Semi-Annual Official Postage Expenditure Report   | SA        |
| G-1/ CHRO-E | MCIEAST-MCB CAMLEJ-12752.1-01 | Discipline, Conduct and Adverse Actions Investigation Report  | AR        |
| G-1/ CHRO-E | MCIEAST-MCB CAMLEJ-12700.1-02 | Reasonable Accommodation Annual Report Tracking Information   | A         |
| G-1/ CHRO-E | MCIEAST-MCB CAMLEJ-12700.1-02 | Reasonable Accommodation Request Checklist  | A         |
| G-1/ CHRO-E | MC-5354-01                    | Annual Equal Opportunity Date Summary   | A         |
| G-1/ CHRO-E | DD-7500-01                    | Follow Up on Government Accountability Office, Department of Defense Inspector General and Internal Audit | A         |
| G-1/ CHRO-E | EXEMPT                        | Official Time for Union Activities  | AR        |

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| Sponsor     | Report Control Symbol         | Title   | Frequency |
|-------------|-------------------------------|---|-----------|
| G-1/ CHRO-E | EXEMPT                        | Unofficial Time for Union Activities  | AR        |
| G-1/ CHRO-E | EXEMPT                        | Grievance Filed in Writing  | AR        |
| G-1/ CHRO-E | MC-12711-02                   | Dues Withholding  | A         |
| G-1/ CHRO-E | Exempt                        | Third-party cases w/DON-wide significance   | AR        |
| G-1/ CHRO-E | Exempt                        | Petitions filed with the FLRA   | AR        |
| G-1/ CHRO-E | Exempt                        | Matters relating to ULP charges   | AR        |
| G-1/ CHRO-E | Exempt                        | Matters relating to arbitrations  | AR        |
| G-1/ CHRO-E | Exempt                        | Judicial Action Regarding Labor Management Relations  | AR        |
| G-1/ CHRO-E | Exempt                        | Command Declaration of Non-Negotiability  | AR        |
| G-1/ CHRO-E | Exempt                        | Approval of Negotiated Labor Agreements   | AR        |
| G-1/ CHRO-E | Exempt                        | Regulation Waiver Request   | AR        |
| G-1/ CHRO-E | Exempt                        | Question of Negotiability in ULP  | AR        |
| G-1/ CHRO-E | Exempt                        | Request for FSIP assistance   | AR        |
| G-1/ CHRO-E | Exempt                        | Request to Arbitrate Negotiation Impasses   | AR        |
| G-1/ CHRO-E | MCIEAST-MCB CAMLEJ-12810.1-01 | Report of CA-1 and CA-2   | AR        |
| G-1/ CHRO-E | MCIEAST-MCB CAMLEJ-12810.1-02 | ICPA Cumulative Lost Time Report  | Q         |
| G-1/ CHRO-E | MCIEAST-MCB CAMLEJ-12810.1-03 | Continuation of Pay Expenditure Report  | Q         |
| G-1/ CHRO-E | MCIEAST-MCB CAMLEJ-12713.1-04 | Annual Federal Equal Employment Opportunity Statistical Report of Discrimination Complaints | A         |
| G-1/ CHRO-E | MCIEAST-MCB CAMLEJ-12713.1-05 | EEO Management  | AR        |
| G-1/ CHRO-E | MCIEAST-MCB CAMLEJ-12713.1-06 | Hispanic Employment Program Annual Status Report  | A         |
| G-1/ CHRO-E | MCIEAST-12713.1-07            | Federal Equal Opportunity Recruitment Program (FEORP) Report                                | A         |

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| Sponsor     | Report Control Symbol         | Title  | Frequency |
|-------------|-------------------------------|--|-----------|
| G-1/ CHRO-E | MCIEAST-12713.1-08            | Notification and Federal Employee Antidiscrimination Act Annual Report                           | A         |
| G-1/ CHRO-E | MCIEAST-MCB CAMLEJ-12713.1-09 | USMC Request for Reasonable Accommodation Report   | A         |
| G-1/ CHRO-E | MCIEAST-MCB CAMLEJ-12713.1-10 | EEO Counselor's Report   | A         |
| G-1/ IDDC   | MCIEAST-MCB CAMLEJ-5512.1-01  | Report of Lost or Stolen ID Card   | AR        |
| G-1/ RAO    | MCIEAST-MCB CAMLEJ-1800.2-1   | Retiree Appreciation Day/Luncheon After Action Report  | A         |
| G-1/IA      | MC-5800-01                    | Weekly Legal Status Report   | W         |
| G-1/IA      | MCIEAST-1001.1-01             | Drill Report (Use IMA Muster Sheet)  | W         |
| G-1/IA      | MCIEAST-1001.1-02             | ADOS Funding Report  | Q         |
| G-1/IA      | MCIEAST-MCB CAMLEJT-1001.2-01 | Individual Augmentation After Action Questionnaire   | AR        |
| G-1/IA      | MCIEAST-MCB CAMLEJ-1001.2-02  | Situation Report (SITREP)  | AR        |
| G-1/IA      | MCIEAST-MCB CAMLEJ-1001.2-03  | Individual Augment Command Certification   | AR        |
| G-1/IA      | EXEMPT-Law Enforcement        | MPO-MAO-UMR Incident/Threat Report   | AR        |
| MCCS        | DD-11014-01                   | Marketing Request Form   | M         |
| MCCS        | DD-11014-01                   | Repair and Maintenance of MCCS Buildings   | M         |
| MCCS        | DD-1560-02                    | MGIB Enrollment Report   | Q         |
| MCCS        | DD-1560-05                    | DoD Morale, Welfare, and Recreations General Library Core Standards Report                       | Q         |
| MCCS        | DD-1752-01                    | Institutional Child Abuse and Neglect Report/Extra-Familial Child Sexual Abuse or Neglect Report | Q         |
| MCCS        | DD-1752-03                    | Child/Spouse Abuse Incident Report   | Q         |
| MCCS        | DD-5200-05                    | Reports for the Clubs  | M         |
| MCCS        | DD-5300-03                    | Hiring and of new employees, training existing personnel, employee relations                     | M         |

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| Sponsor | Report Control Symbol         | Title   | Frequency |
|---------|-------------------------------|---|-----------|
| MCCS    | DD-5200-05                    | Managing of MCCS expenses   | M         |
| MCCS    | DD-5300-03                    | Trip Report   | AR        |
| MCCS    | DD-FM&P (SA) 2052             | DoD Maltreatment and Domestic Abuse Incident Report                             | Q         |
| MCCS    | DD-P&R (Q) 1927               | Transition Assistance Management Program (TAMP) Quarterly Report                | Q         |
| MCCS    | DFD-1754-02                   | Relocation Assistance Program (RAP) Quarterly Report                            | Q         |
| MCCS    | EXEMPT                        | The selling of goods and services to marines, sailors, retirees, and dependents | Q         |
| MCCS    | EXEMPT                        | Reports for snacks bars, food courts, mobile sites, and hotels                  | Q         |
| MCCS    | DN-5214-01                    | SACO Needs Assessment/Climate Survey  | AR        |
| MCCS    | DN-5300-03                    | Documents used by Semper Fit Sports Branch                                      | M         |
| MCCS    | DN-5300-03                    | Youth Sports Participant Survey   | AR        |
| MCCS    | MC-1560-03                    | Quarterly Voluntary Education Center Activity Report                            | Q         |
| MCCS    | MC-1560-21                    | Annual General Library Report   | A         |
| MCCS    | MC-1740-02                    | Forms use by Personal Readiness and Community Support Branch                    | M         |
| MCCS    | DD-4340-01                    | Missing, Lost, Stolen, Recovered Government Property Report                     | A         |
| MCCS    | MCIEAST-MCB CAMLEJ-7010-01    | MCCS Civil Recovery of Cost Associated with Shoplifting                         | A         |
| MCCS    | MCIEAST-MCB CAMLEJ-1746.14-02 | Report of Constitution or House Rules   | A         |
| MCCS    | MCIEAST-MCB CAMLEJ-1746.14-03 | Minority Report   | A         |
| HQSPTBN | MC-1040-02                    | Enlisted Career Retention Report  | A         |
| SAFETY  | DD-5090-03                    | Radiation Safety Training Records   | A         |

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| Sponsor | Report Control Symbol | Title   | Frequency |
|---------|-----------------------|---|-----------|
| SAFETY  | DD-5102-01            | Flash Reports, Mishap Safety Investigation, Unsafe Working Conditions Reports | AR        |
| SAFETY  | DD-5102-02            | User Incident Reporting Worksheet   | AR        |
| SAFETY  | DD-5102-02            | Radiation Safety Office Incident Report Checklist                             | A         |
| SAFETY  | MC-5102-01            | OSHA 10 & Training Course Rosters   | A         |
| SAFETY  | MC-5102-01            | Driver Improvement Course Records   | A         |
| SAFETY  | MC-5102-01            | Motorcycle Voucher Database   | A         |
| SAFETY  | MC-5102-01            | Motorcycle Safety Foundation Schedule   | A         |
| SAFETY  | DD-5102-01            | Flash Reports from SOI-E, RSU & MCCS  | AR        |
| SAFETY  | DD-5102-01            | Mishap Reports under WSIS   | AR        |
| SAFETY  | Exempt                | Civilian Personnel Records  |           |
| SAFETY  | Exempt                | Inventory Report  | Q         |
| SAFETY  | Exempt                | Leak Test   | AR        |
| SAFETY  | Exempt                | Radiation Survey  | Q         |
| SAFETY  | Exempt                | NAVMED Situational & Annual Report  | A         |
| SAFETY  | Exempt                | Reports of Accidents & incidents  | AR        |
| SAFETY  | Exempt                | Reports of Corrective Action  | AR        |
| SAFETY  | Exempt                | Annual Reviews  | A         |
| SAFETY  | MC-5750-06            | Anymouse Report   | AR        |
| SAFETY  | MC-5102-01            | Quarterly Safety Report   | Q         |
| SAFETY  | EXEMPT                | Near Miss   | AR        |
| SAFETY  | EXEMPT                | Equipment Deficiency Report   | Q         |
| SAFETY  | EXEMPT                | Training Report (MSDS)  | Q         |
| SAFETY  | EXEMPT                | Load Test Procedure Report (Crane)  | Q         |
| SAFETY  | MC-5102-01            | Safety and Health Inspection Report for Recreational Activities               | Q         |
| SAFETY  | EXEMPT                | Ergonomic Report  | Q         |
| SAFETY  | EXEMPT                | Annual Survey of Occupational Injured and Illness                             | A         |
| SES     | DD-11320-04           | Incident Reports  | AR        |

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| Sponsor | Report Control Symbol      | Title  | Frequency |
|---------|----------------------------|--|-----------|
| SES     | DD-11320-01                | Fire Individual Training Records                         | AR        |
| SES     | DD-11320-04                | Fire Incident Reports                                    | AR        |
| SES     | DD-11320-01                | Emergency Incident Response Report                       | AR        |
| SES     | MC-7310-09                 | Marine Corps Fire Department Operation Cost Report       | AR        |
| SES     | Exempt                     | Individual Personnel Records                             | AR        |
| SES     | DD-5102-01                 | Information Incident Complaint Report's                  | AR        |
| SES     | DD-5102-02                 | Traffic Accident - Regular, Simple, Facility             | AR        |
| SES     | DD-5800-09                 | Civil Case Court Reports                                 | W         |
| SES     | DD-8370-01                 | Pistol Permit Letter                                     | W         |
| SES     | DD-1752-03                 | Military Protection Orders                               | W         |
| SES     | DD-5102-01                 | Juvenile Incident Complaint Report                       | W         |
| SES     | MCIEAST-MCB CAMLEJ-5822-01 | Crime Prevention Survey                                  | AR        |
| SES     | MCIEAST-MCB CAMLEJ-5822-02 | Barracks Larceny Countermeasure Corrective Action Report | AR        |
| SES     | MCIEAST-MCB CAMLEJ-5822-03 | Crime Prevention After Action Report                     | AR        |
| SES     | MCIEAST-MCB CAMLEJ-5822-04 | Daily Clerk Report                                       | D         |
| SES     | MCIEAST-MCB CAMLEJ-5822-05 | Report Bomb Threat call                                  | AR        |
| SES     | EXEMPT                     | Physical Security Survey                                 | AR        |
| SES     | EXEMPT                     | Physical Security Survey After Action Report             | AR        |
| SES     | DD-5720-25                 | Administrative Daily Statistics                          | D         |
| SES     | DD-5102-01                 | CO's Briefing Book                                       | W         |
| SES     | DD-5102-01                 | WEST Report  | AR        |
| SES     | DD-5102-01                 | Blotter Entries  | D         |
| SES     | EXEMPT                     | Serious incident Report                                  | D         |
| SES     | EXEMPT                     | Lost/Stolen Cellular Phone Report                        | AR        |
| SES     | EXEMPT                     | Noncriminal Damage Report                                | AR        |
| SES     | EXEMPT                     | Domestic Animal Control-Stray/Nuisance/Bite Report       | AR        |

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| Sponsor  | Report Control Symbol         | Title   | Frequency |
|----------|-------------------------------|---|-----------|
| SES      | MCIEAST-MCB CAMLEJ-10570.1-01 | Equine Infectious Anemia (EIA)                    | AR        |
| SES      | DD-5800-09                    | DNA Registry                                      | AR        |
| SES      | DD-5800-09                    | Sex Offender Registry                             | AR        |
| SES      | DD-5800-09                    | Chronological Correspondence                      | AR        |
| SES      | DN-5214-01                    | Prisoner Medical/ Dental Records                  | AR        |
| SES      | DD-5200-05                    | CORMIS  | AR        |
| SES      | DD-5800-09                    | Change of Status                                  | AR        |
| SES      | COS-1640-01                   | Courts Martial Order                              | AR        |
| SES      | COS-1640-02                   | Individuals Confined/Restrained & Released        | AR        |
| SES      | COS-1640-03                   | Court-Martial Progress report                     | AR        |
| SES      | MCIEAST-MCB CAMLEJ-5500.5-1   | Summary of Hearing Report                         | AR        |
| SES      | MCIEAST-MCB CAMLEJ-5560.6-2   | Community Service Agreement                       | A         |
| CHAPLAIN | DN-1730-05                    | Religious Offering Fund (ROF)                     | W         |
| CHAPLAIN | DN-1730-05                    | Command Religious Program Quarterly Report        | Q         |
| CHAPLAIN | DN-1730-05                    | Monthly/Annual Attendance Report                  | W         |
| CHAPLAIN | DD-5102-02                    | Mishap Summary Report                             | AR        |
| CHAPLAIN | DD-5102-01                    | Safety Investigation Report                       | AR        |
| CHAPLAIN | DN-1730-05                    | Staff Work Reports                                | W         |
| CHAPLAIN | DN-1730-05                    | Denominational Report                             | W         |
| CHAPLAIN | DN-1730-05                    | Departmental Reports                              | W         |
| CHAPLAIN | DN-1730-05                    | Local Procurement Status Report                   | W         |
| CHAPLAIN | DN-1730-05                    | Financial Disclosure Report                       | W         |
| CHAPLAIN | DN-1730-05                    | Status of Non-appropriated Funds                  | W         |
| CHAPLAIN | DN-1730-05                    | Report of Administrative Analysis                 | W         |
| CHAPLAIN | DN-7040-01                    | EE&E Expenditure Report                           | W         |
| G-F      | DD-5090-04                    | Special Depredation Permit and Possession/Salvage | W         |
| G-F      | DD-5090-04                    | Federal Fish and Wildlife Permit-Depredation      | W         |

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| Sponsor | Report Control Symbol | Title   | Frequency |
|---------|-----------------------|---|-----------|
| G-F     | DD-5090-04            | Special Airport Depredation Permit  | W         |
| G-F     | DD-5090-04            | Annual Red-Cockaded Woodpecker Monitoring Report                                  | W         |
| G-F     | MC-7310-24            | Utilities Cost Analysis Report  | W         |
| G-F     | DN-5214-01            | A2R2 Report   | W         |
| G-F     | DD-5090-04            | Operational Report  | M         |
| G-F     | DD-5090-04            | Notice of Violation Response Letter   | AR        |
| G-F     | DN-5214-01            | Annual Piping Plover Monitoring Report  | A         |
| G-F     | DD-5090-06            | Water Usage Report  | M         |
| G-F     | DD-5090-07            | National Pollutant Discharge Elimination System (NPDES) Report                    | M         |
| G-F     | DD-5090-06            | Fluoride Report   | W         |
| G-F     | DD-5090-06            | Lead and Copper Data in Drinking Water Systems                                    | AR        |
| G-F     | DD-5090-04            | River Report  | A         |
| G-F     | DD-5090-03            | Hazard Waste Pollution and Prevention Annual Data summary (P2ADS)                 | A         |
| G-F     | DD-5090-03            | Solid Waste Pollution Prevention Annual Data Summary (P2ADS)                      | A         |
| G-F     | DD-5090-04            | Environmental Compliance Evaluation Report  | AR        |
| G-F     | DN-5214-01            | Bacteriological Report  | M         |
| G-F     | DD-5090-03            | Asbestos Waste Shipment Records   | Q         |
| G-F     | DD-5090-04            | Annual Report of Implementation of 2002 Biological Opinion on Use of Onslow Beach | A         |
| G-F     | DD-5090-05            | Greater Sandy Run Wetland Mitigation Bank Monitoring Summary                      | A         |
| G-F     | DD-5090-03            | Annual IR Site 69 Chemical Warfare Materials (CWM) Notification Letter            | A         |
| G-F     | DD-5090-04            | Toxicity Report   | Q         |

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## CHECKLIST OF CURRENT MCIEAST-MCB CAMLEJ REPORTS

| Sponsor | Report Control Symbol | Title  | Frequency |
|---------|-----------------------|--|-----------|
| G-F     | DD-5090-05            | Annual Land Use Control Assurance Plan (LUCAP) Notification Letter | A         |
| G-F     | DD-5090-03            | Annual Waste Minimization Certification Letter                     | A         |
| G-F     | DD-5090-03            | Annual Report Compost Facility Report                              | A         |
| G-F     | DD-5090-07            | Annual Landfill Facility report                                    | A         |
| G-F     | DD-5090-03            | Solid Waste Management Plan (SWMP)                                 | 3 YR      |
| G-F     | DD-5090-07            | Annual treatment and Processing (T&P) Facility Report              | A         |
| G-F     | DD-5090-06            | Phase I Storm Water Annual report                                  | A         |
| G-F     | DD-5090-07            | Central Coastal Plain Capacity Use Monthly Report (CCPCUA)         | M         |
| G-F     | DD-5090-06            | Consumer Confidence report   | A         |
| G-F     | DD-5090-07            | Class A Residual Application annual report                         | A         |
| G-F     | DD-5090-07            | Annual Wastewater Performance Report (AWWPR)                       | A         |
| G-F     | DD-5090-04            | Annual Air Emissions Inventory (AEI)                               | A         |
| G-F     | DD-5090-03            | Aerospace NESHAP Compliance Status Report                          | SA        |
| G-F     | DD-5090-03            | EPCRA Section 311/312 and Section 313 Reports                      | A         |
| G-F     | DD-5090-07            | Title V Permit Required Reports                                    | Q         |
| G-F     | DD-5090-03            | Biannual report of Hazardous Waste Generation                      | SA        |
| G-F     | DD-5090-10            | Unit Level Spill   | AR        |
| G-F     | DD-5090-10            | Hazardous Materials/Waste Turn in                                  | AR        |
| G-F     | DD-5090-10            | Hazardous Materials/Waste-Spill Report                             | AR        |

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| Sponsor      | Report Control Symbol          | Title  | Frequency |
|--------------|--------------------------------|--|-----------|
| G-F          | DD-5090-10                     | Resource Conservation and Recovery Section (RCRS) Pollution Abatement Service Ticket | AR        |
| G-F          | MCIEAST-MCB CAMLEJ-5090.115-01 | Harvest Reporting  | M         |
| G-F          | MCIEAST-MCB CAMLEJ-5090.115-02 | Hunting Accident Report  | M         |
| G-F          | MCIEAST-MCB CAMLEJ-5090.115-03 | Trapping Report  | M         |
| G-F          | Exempt                         | Request for Environmental Impact Review (REIR)                                       | AR        |
| G-F          | Exempt                         | Environmental Impact Review  | AR        |
| G-F          | DD-11014-01                    | Marketing Request Form   | AR        |
| G-F          | DD-11014-01                    | Repair and Maintenance of MCCS Buildings   | AR        |
| G-F          | MCIEAST-MCB CAMLEJ-11300.1-01  | Building Manager Report  | W         |
| G-F          | MCIEAST-MCB CAMLEJ-11300.1-02  | Energy Use Report  | M         |
| COMPTRROLLER | DD-7500-01RFR (exempt)         | Navy Marine Corps Relief Society (NMRS) Fund Drive                                   | A         |
| COMPTRROLLER | DD-7500-01RFR (exempt)         | Validation of ULO and Contract Recording of Receipt and Issue of Goods and Services  | A         |
| COMPTRROLLER | DD-7500-01RFR (exempt)         | Comptroller Government Wide Commercial Purchase Card Program (GCPC)                  | A         |
| COMPTRROLLER | DD-7500-01RFR (exempt)         | Internal Credit Card Evaluation  | M         |
| COMPTRROLLER | DD-7500-01RFR (exempt)         | MCB Govt Travel Charge Card Program  | A         |
| COMPTRROLLER | DD-7500-01RFR (exempt)         | MCB Timekeeping Procedures Review  | A         |
| COMPTRROLLER | DD-5800-09                     | SLDCADA Records  | AR        |
| COMPTRROLLER | DD-7500-01RFR (exempt)         | MCBCL Multidisciplinary Childcare Inspection   | A         |
| COMPTRROLLER | DD-7500-01RFR (exempt)         | Disbursing Officer Cash verification for Building 10                                 | Q         |

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## CHECKLIST OF CURRENT MCIEAST-MCB CAMLEJ REPORTS

| Sponsor    | Report Control Symbol         | Title   | Frequency |
|------------|-------------------------------|---|-----------|
| COMPROLLER | DD-5200-05 RFR                | Cash Verification/Bank reconciliation of Prisoner's Funds, MCB Brig Facility        | D         |
| COMPROLLER | DD-5200-05 RFR                | Cash Verification of Public Funds, Family Housing                                   | M         |
| COMPROLLER | DD-5200-05 RFR                | Bank reconsolidation of Chaplain's Religious Offering Funds                         | M         |
| COMPROLLER | DD-5200-05 RFR                | Report of Cash verification of the Base Food Service Collection Agents              | M         |
| COMPROLLER | DD-5200-05 RFR                | Cash verification of Public Funds, Base Game Warden                                 | A         |
| COMPROLLER | DD-5200-05 RFR                | Annual Family Housing Budget Data Call  | A         |
| COMPROLLER | DD-5200-05 RFR                | Family Housing End of Year Submission   | A         |
| COMPROLLER | DD-5200-05 RFR                | Annual Certification Report   | A         |
| COMPROLLER | DD-5200-05                    | Managers Internal Control Program   | A         |
| COMPROLLER | DD-5200-05 RFR                | Manager's Internal Control Statement of Assurance for Financial Reporting           | A         |
| COMPROLLER | DD-5200-05 RFR                | Manager's Internal Control Statement of Assurance for Administrative and Operations | A         |
| G-4        | DN-5214-01                    | Daily Inventory Report - Remote Stations  | D         |
| G-4        | DN-5214-01                    | Monthly Mileage Report  | M         |
| G-4        | DD-4340-01B                   | Missing, Lost, Stolen, or Recovered Government Property                             | M         |
| G-4        | MCIEAST-MCB CAMLEJ-4790.1-001 | Daily Transaction Listing   | D         |
| G-4        | MCIEAST-MCB CAMLEJ-4790.1-002 | Daily Process Report  | D         |
| G-4        | MCIEAST-MCB CAMLEJ-4790.1-003 | Daily Maintenance TAM Report  | D         |
| G-4        | MCIEAST-MCB CAMLEJ-4790.1-004 | Due and Status File   | D         |
| G-4        | MCIEAST-MCB CAMLEJ-4790.1-005 | Weekly Material Report  | W         |

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## CHECKLIST OF CURRENT MCIEAST-MCB CAMLEJ REPORTS

| Sponsor | Report Control Symbol         | Title  | Frequency |
|---------|-------------------------------|--|-----------|
| G-4     | MCIEAST-MCB CAMLEJ-4790.1-006 | Equipment Status Exception Report                            | W         |
| G-4     | MCIEAST-MCB CAMLEJ-4790.1-007 | LM2 Unit Report  | W         |
| G-4     | MCIEAST-MCB CAMLEJ-4790.1-008 | History Process Report                                       | W         |
| G-4     | DD-4700-01                    | Product Quality Deficiency Report                            | M         |
| G-4     | Exempt                        | Conditional Exemption Violation                              | M         |
| G-4     | Exempt                        | Uncompleted Work Orders                                      | M         |
| G-4     | Exempt                        | Captured Enemy Ammunition Report                             | M         |
| G-4     | Exempt                        | Technical Intelligence Report                                | M         |
| G-4     | Exempt                        | Scientific and Technical Intelligence Report                 | M         |
| G-4     | Exempt                        | Preliminary Technical Report                                 | M         |
| G-4     | Exempt DD-M(A)891             | Program Administrator's Report                               | M         |
| G-4     | DD-8025-02                    | Class V(W) Ammunition Malfunction Report                     | M         |
| G-4     | DD-8025-02                    | Notice of Ammunition/Explosives Safety Violation Discrepancy | M         |
| G-4     | Exempt                        | Class V(W) Ammunition Defect Report                          | M         |
| G-4     | MCIEAST-MCB CAMLEJ-1700.27-09 | Serious Incident Reports                                     | AR        |
| G-4     | OPNAV 5102-7                  | Safety Investigation Report (SIREP)                          | AR        |
| G-4     | OPNAV 5102-7B                 | Safety Investigation Report Inventory of Evidence            | AR        |
| G-4     | MCIEAST-MCB CAMLEJ-5102.1-10  | Operational Reports  | W         |
| BPO     | MC-11000-12                   | Continuous Progress Improvement Reporting                    | W         |
| BPO     | DD-4860-03                    | Annual CA Inventory Report                                   | W         |
| BPO     | DD-4860-06                    | Decision Summary for In-house CA Reviews                     | W         |
| BPO     | DD-4860-09                    | Decision Summary for Contract CA Reviews                     | W         |

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## CHECKLIST OF CURRENT MCIEAST-MCB CAMLEJ REPORTS

| Sponsor | Report Control Symbol              | Title  | Frequency |
|---------|------------------------------------|--|-----------|
| BPO     | DD-4860-12                         | Direct Conversion of Commercial Activities Performed by 11-45 Civilian Employees       | W         |
| BPO     | DD-4860-11                         | Direct Conversion of Commercial Activities Performed by 10 or fewer Civilian Employees | W         |
| BPO     | DD-4860-07                         | Decision Notification Summary: Results of Cost Comparisons                             | W         |
| BPO     | DD-4860-10 External DD P&L(Q) 1542 | Commercial Activities Management Information System (CAMIS)                            | W         |
| BPO     | DD-4860-08                         | Cost Study Status Reports  | W         |
| G-6     | MCIEAST-MCB CAMLEJ-IA Survey - 01  | NMCI Transition  | AR        |
| G-6     | MCIEAST-MCB CAMLEJ-5211.5-01       | PII Breach Report  | AR        |
| G-6     | DD-5200-05RFR                      | FISMA  | A         |
| G-6     | MC-5750-06                         | Command Chronology   | A         |
| SJA     | MC-1621-05                         | Officer Misconduct Report  | AR        |
| SJA     | DD-5800-09                         | Legal Assistance Report  | W         |
| SJA     | Exempt                             | Confidential Financial Disclosure  | W         |
| SJA     | DD-5800-09                         | Monthly/Quarterly Legal Assistance Report  | M         |
| SJA     | DD-5800-09                         | Jagman Reports   | M         |
| SJA     | EXEMPT                             | Criminal Activity, Disciplinary Infraction and Court-Martial Report                    | M         |
| SJA     | EXEMPT                             | Defense Equal Opportunity Management Institute Organizational Climate Survey           | M         |
| SJA     | EXEMPT                             | Foreign Criminal Jurisdiction Lists of U.S. Personnel Imprisoned and Released          | M         |
| SJA     | EXEMPT                             | Code Committee on Military Justice   | M         |
| SJA     | EXEMPT                             | Legal Representation   | M         |

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## CHECKLIST OF CURRENT MCIEAST-MCB CAMLEJ REPORTS

| Sponsor | Report Control Symbol | Title  | Frequency |
|---------|-----------------------|--|-----------|
| SJA     | EXEMPT                | Reports of Workload Management                         | M         |
| SJA     | EXEMPT                | Victim and Witness Assistance Program (VWAP) Report    | M         |
| SJA     | EXEMPT                | Military Equal Opportunity Assessment                  | M         |
| SJA     | EXEMPT                | Consolidated Mid-Year Review/Budget/POM                | M         |
| SJA     | EXEMPT                | Department of the Navy Risk and Opportunity Assessment | M         |
| SJA     | EXEMPT                | CMTF Annual Training Report                            | A         |
| SJA     | EXEMPT                | Annual Report on the State of Military Justice         | A         |
| SJA     | EXEMPT                | Exercise of Foreign Criminal Jurisdiction              | A         |
| SJA     | EXEMPT                | Safety Self-Assessments                                | A         |
| SJA     | EXEMPT                | Grievance Filed in Writing                             | AR        |
| PAO     | DN-5214-01            | Weekly Public Affairs Report                           | W         |
| PAO     | DD-5200-05            | Budget Report  | W         |

Frequency Codes

|    |             |
|----|-------------|
| A  | Annual      |
| AS | As Required |
| D  | Daily       |
| M  | Monthly     |
| Q  | Quarterly   |
| SA | Semi-Annual |
| W  | Weekly      |

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## CHECKLIST OF CANCELLED MCIEAST-MCB CAMLEJ REPORTS

| Sponsor     | Report Control Symbol      | Title   | Frequency |
|-------------|----------------------------|---|-----------|
| G-1/ADJ     | DD-3040-03                 | Military Funeral Honors<br>(CANCELLED)                              |           |
| COMPTROLLER | DD-7500-<br>01RFR (exempt) | Comptroller Review of<br>Dependent's Aid Assoc. MCB Camp<br>Lejeune | A         |

Frequency Codes

|    |             |
|----|-------------|
| A  | Annual      |
| AS | As Required |
| D  | Daily       |
| M  | Monthly     |
| Q  | Quarterly   |
| SA | Semi-Annual |
| W  | Weekly      |