

REQUEST FOR APPROVAL OF A MARINE CORPS REPORTING REQUIREMENT (5214)

RCS: DN-5214-02

NAVMC 11216 (REV. 6-02)

1. USMC REPORT CONTROL SYMBOL (RCS)		2. EXPIRATION DATE: (3 years from effective date of requiring directive)	
3. REQUESTING OFFICE CODE		4. REQUIRING USMC DIRECTIVE	
5. TITLE OF REPORTING REQUIREMENT		6. FORMAT (MCEFS, Msg, ltr, form no., etc.)	
7. OTHER REQUIRING DIRECTIVES (DoD, SECNAV, etc.)			8. CATEGORY
9. TYPE OF REQUEST NEW REVISION EXTENSION WAIVER PREVIOUSLY UNLICENSED	10. FREQUENCY OF SUBMISSION		11. SUBMISSION DUE
	BIENNIALY ANNUALLY SEMIANNUALLY QUARTERLY MONTHLY		WEEKLY AS REQUIRED ONE TIME OTHER _____
			12. CATEGORY
13. CANCELED OR MODIFIED REPORTS OR FORMS (List RCS and Form No .)	14. HQMC, MCCDC, MARCORSYSCOM OFFICES REQUIRED TO SUBMIT		15. PRIVACY ACT YES NO
16. ACTIVITIES REQUIRED TO SUBMIT (Use Monitored Command Codes: MCO P1080.20)			
17. PURPOSE OF THIS REPORTING REQUIREMENT (Brief Narrative)			
18. ACQUISITION OF SPECIALIZED EQUIPMENT TO SUPPORT THIS REPORT			19. BURDEN HOURS (NAVMC FORM 11217)
20. INDIVIDUAL DATA ELEMENTS (If copy of form or format is available, attach a copy to this form and leave this section blank.)			
21. PAPERWORK CERTIFICATION: I HAVE THOROUGHLY REVIEWED THIS REPORTING REQUIREMENT AND HAVE COMPLIED WITH THE POLICY IN MCO 5214.2D			
SIGNATURE			DATE

INSTRUCTIONS

1. USMC Report Control Symbol: If a revised report, use the previously assigned report control symbol; if new, leave blank and DirAr (ARDB) will review directive and assign RCS.
2. Expiration Date: Leave blank. DirAR (ARDB) will complete after requiring directive has been signed.
3. Name, Code of Requesting Office: Self-explanatory.
4. Requiring USMC Directive: Your proposed or existing Marine Corps directive, i.e., MCO 5214.2D.
5. Title of Reporting Requirement: Use official title if already designed on a form. If no title has been established, use descriptive title. Avoid use of the word "Report" and the frequency (i.e., "Annual").
6. Format: How will the information be sent to you? Normal media is message, letter, electronic mail, or machine generated. If a form is required, list the form number, i.e., NAVMC 11216.
7. Other Requiring Directives: Is the reporting requirement directed by higher authority? If so, what directive? (i.e., DOD 7110.2, SECNAVINST 5214.2D, U.S.C. 49).
8. Category: Insert "1", "2", "3", or "4" as appropriate.
 - Category 1 - The receipt of the report after the due date would seriously impair the capability of the receiving headquarters in making proper, vital, and immediate decisions.
 - Category 2 - Delay of receipt for more than a few days after the due date would impair the capability of the receiving headquarters to function effectively in planning/implementing programs.
 - Category 3 - The report is required by higher authority. Any decision to defer or suspend the requirement must be made by the originating agency.
 - Category 4 - Reports may be deferred to permit compliance with other urgent and more important requirements. Such reports may not be delayed beyond a reasonable length of time.
9. Type of Request: Self-explanatory.
10. Frequency of Submission: Self-explanatory. If other, designate frequency (i.e., triennially).
11. Submission Due: Indicate first day and month report is due, i.e., if quarterly and due by the 1st of Jan, Apr, Jul, and Oct, enter "1JAN". If the report is due weekly, indicate the day of the week, "TUE".
12. External Report Control Symbol: The RCS contained in higher authority directives, i.e., "DD-FM&P(Q)1458".
13. Canceled or Modified Reports or Forms: Self-explanatory.
14. HQMC, MCCDC, MCRC, MARCORSYSCOM Offices: Use office codes, i.e., ARD, MP, LPP, etc.
15. Privacy Act: Does this report contain personal information which must be safeguarded per current directives?
16. Activities Required to Submit: Use MCO P1080.20, JUMPS/MMS Codes Manual to obtain three digit monitored command codes; i.e., 012, 015, 222. Do NOT use "ALL".
17. Purpose of this Reporting Requirement: Self-explanatory.
18. Acquisition of Specialized Equipment: List item and cost of equipment which must be purchased for the sole support of this report. Round cost to nearest dollar.
19. Burden Hours: Record the total number of burden hours from NAVMC 11217.
20. Individual Data Elements: If copy of form, format, or sample report is available, attached a copy of this form and leave this section blank. Otherwise, list types of information collected by this report, i.e., enlisted promotion, number of females promoted, etc.
21. Paperwork Certification: Your signature ensures that you cannot get this information from another source and that you have allowed all guidelines established in MCO 5214.2D.