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

MCIEAST-MCB CAMLEJO 5214.1A
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DEC 0 4 2017

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER 5214.1A

From: Commanding General
To: Distribution List

Subj: MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
      INFORMATION REQUIREMENTS (REPORTS) MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5210.16
      (b) SECNAV M-5214.1
      (c) SECNAV M-5210.2
      (d) MCO 5214.2F

Reports Required: I.   Periodic Review of Approved Reports
                         (Reports Control Symbol DN 5214-01), par. 4b(1)(f)
                   II.   Request for Approval of a Marine Corps
                         Reporting Requirement (NAVMC 11216), par. 4b(1)(d)
                   III. Summary for Estimates of Reporting Hours
                         (NAVMC 11217)(Report Control Symbol EXEMPT),
                         par. 4b(1)(k)
                   VI.   Commanding General's Evaluation Report
                         (Report Control Symbol: MCIEAST-MCB CAMLEJ
                         5040.6-01), par. 4b(1)(d)

1. <u>Situation</u>. The Information Requirements (Reports) Management Program
ensures reports and reporting systems provide necessary information
effectively, efficiently, and economically. As conditions or needs change,
reports management must provide the control of reporting requirements to
ensure minimum burden is expended and maximum effectiveness obtained.

2. <u>Cancellation</u>. MCIEAST-MCB CAMLEJO 5214.1.

3. <u>Mission</u>

   a. To implement policy, outline responsibilities, and set forth guidance
for the management and control of the Information Requirements (Reports)
Management Program per references (a) through (d) within Marine Corps
Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ).

   b. <u>Summary of Revision</u>. This Order has been revised to update changes
to policy and procedures. It should be reviewed in its entirety.

4. <u>Execution</u>

   a. <u>Commander's Intent and Concept of Operations</u>

      (1) <u>Commander's Intent</u>. 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.

(2) <u>Concept of Operations</u>. 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 meet all requirements as set forth in reference (d).

b. <u>Tasks</u>

(1) <u>Adjutant Chief</u>. Assigned as the Information Requirements (Reports) Management Program Manager and is tasked to:

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

(b) Maintain and publish a listing of recurring reporting requirements in accordance with reference (d).

(c) Coordinate selective reviews of the staff sections and MCIEAST commands' Information Requirements (Reports) Management Program.

(d) Conduct unannounced, internal Commanding General Readiness Inspection Program inspections utilizing the Inspectors General Checklist, Records, Reports, and Directives Management Program 5210. Refer to reports required.

(e) Provide guidance, training, and technical assistance to Reports Program Managers and Report Sponsors on all matters concerning this Program.

(f) Conduct a triennial validation and review of reporting requirements under your cognizance in accordance with reference (d). Refer to reports required.

(g) Analyze and approve new and revised reports and ensure no redundancy in content.

(h) Assign a Report Control Symbol (RCS) to all MCIEAST-MCB CAMLEJ headquarters internal reports as a standard means of identification and to indicate the report is approved.

(i) Maintain a complete reports case files for all sponsored validated reports in accordance with reference (b). The case file validates the purpose for the information collection and shows the life of the report, to include what directive required it, when it was required, a sample of the report/snapshot of the database, and what RCS was assigned.

(j) Maintain an appointment letter on each command Reports Manager.

(k) Ensure all MCIAST-MCB CAMLEJ departments and MCIEAST commands are collecting, transmitting, processing, and storing information through the most economical and efficient use of personnel, funds, and equipment. Refer to reports required.

(1) Challenge and eliminate any reporting requirements considered unnecessary, not cost effective, or redundant with forms and information collections of a higher authority.

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

(n) Ensure that information collections from 10 or more members of the public have the Office of Management and Budget (OMB) approval per reference (d). Refer to reports required.

(o) Review all MCIEAST-MCB CAMLEJ orders and directives for reporting requirements.

(2) MCIEAST Commanders shall:

(a) Appoint in writing an Information Requirements (Reports) Management Program Manager. Submit a copy of the appointment letter to the MCIEAST-MCB CAMLEJ Reports Manager.

(b) Ensure information is collected, transmitted, processed, and stored through the most economical and efficient use of personnel, funds, and equipment in accordance with the references and this Order.

(3) Command Information Requirements (Reports) Management Program Managers shall:

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

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

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

(d) Assign an RCS to all local command reports as a standard means of identification and to indicate the report is approved.

(e) Authorize reporting requirements pertaining to local command reports for no longer than three years from the date of the implementing directive.

(f) Publish an internal/external recurring reports list annually for review. This list will include a complete listing of all reports; higher headquarters approved and exempt, local command reports, and external reports that are compiled and reported by the command.

(g) Maintain a complete reports case files for all sponsored validated reports in accordance with reference (b). The case file validates the purpose for the information collection and shows the life of the report, to include what directive required it, when it was required, a sample of the report/snapshot of the database, and what RCS was assigned.

(h) Ensure that information collections from 10 or more members of the public have the OMB approval per reference (d).

(i) Conduct annual inspections of your program per reference (b). Conduct internal inspections as needed.

(j) Review all your command issued orders and directives for reporting requirements.

5. 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. Forms and location for forms for management of this Program are listed in reference (d). Applicable forms include: 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.

6. Command and Signal

a. Command. This Order is applicable to all MCIEAST-MCB CAMLEJ General and Special Staff Departments and MCIEAST subordinate commands.

b. Signal. This Order is effective the date signed.
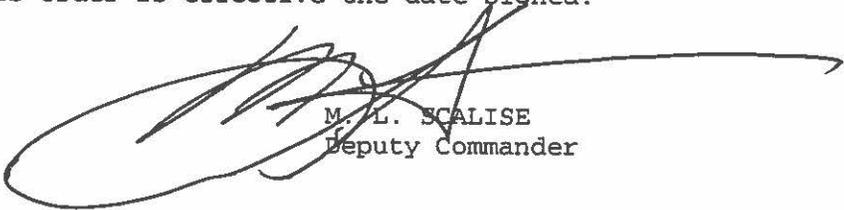
M. L. SCALISE
Deputy Commander

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