UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 5214.2
1B
FEB 1 4 2014

COMBAT CENTER ORDER 5214.2

From: Commanding General
To: Distribution List

Subj: INFORMATION REQUIREMENTS (REPORTS) MANAGEMENT PROGRAM

Ref: (a) 44 U.S.C. Chapter 35
(b) SECNAVINST 5210.16
(c) MCO 5214.2F
(d) MCO 5215.1K
(e) CCBul 5213

Reports Required: I. Periodic Review of Approved Reports (Reports Control Symbol DN-5214-01), par 3b(1)(c)
II. Request for Approval of a Marine Corps Reporting Requirement (NAVMC 11216) (Report Control Symbol DN-5214-02), par 3b(1)(e)
III. Summary for Estimates of Reporting Hours (NAVMC 11217) (Report Control Symbol EXEMPT), par 3b(1)(e)

1. Situation. To implement policy and set forth guidance, procedures, and responsibilities for the management and control of information requirements (reports) management aboard the Marine Air Ground Task Force Training Command (MAGTFTC), Marine Corps Air Ground Combat Center (MCAGCC) in accordance with the references.

2. Mission. Reference (a) sets the basis for management of information requirements. The Combat Center, in compliance with references (a) through (d) will implement the subject program.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The Information Requirements Management Program (IRMP), improves the content and form of necessary reports, controls the creation of new reports, and eliminates unnecessary ones.

(2) Concept of Operations. Objectives of the program are to ensure that the information needs of leaders are met for decision-making while complying with the requirements imposed by law and regulation to reduce reporting burdens, resulting in an effective, responsible reporting system. Currently no reports sponsored by Combat Center activities have been identified.

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

b. Subordinate Element Missions

(1) Assistant Chiefs of Staff, Commanding Officers, and Directors

(a) Designate a reports manager to administer the IRMP.

(b) Establish an IRMP in support of the objectives of this Order and the references.

(c) Conduct a periodic review of all directives and reporting requirements.

1. Staff sections will submit requests for new, revised, or cancelled reports to the Commanding General, MAGTFTC, MCAGCC via the G-1 Adjutant as described in paragraph 3c.

2. Commanding Officers will administer their command IRMP in accordance with the references. Matters to be processed by higher headquarters, such as public collections or challenges, shall be submitted via the G-1 Adjutant.

(d) Challenge any external reporting requirement not identified by a report control symbol (RCS) and inform the G-1 Adjutant.

(e) If a reporting requirement is identified use the NAVMC 11216 and 11217 see paragraph 3c.

(2) Assistant Chief of Staff G-1, Adjutant

(a) Is responsible for the IRMP for the Combat Center.

(b) Identify a report manager at every special staff, directorate, and subordinate command level.

(c) Analyze and approve new and revised reports in accordance with the references and ensure reports are imposed only when the expected value of the information is worth the imposition of the burden.

(d) Review Combat Center directives to ensure proper identification and authorization of reporting requirements.

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

(f) Coordinate reports management with related IRMP (forms, records, privacy, and information systems).

(g) Assign an RCS to all internal reports as a standard means of identification and to indicate that the report is approved.

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

(i) Publish a reports management bulletin annually, to include a list of current and canceled reports sponsored by Combat Center activities, if applicable.

(j) Forward recommendations for reports management improvements and challenges for reports, and requests for public information collections to the Commandant of the Marine Corps in accordance with reference (c).

(k) Provide guidance and technical assistance to report managers and report sponsors on all matters concerning the reports program.

c. Coordinating Instructions

(1) When a new reporting requirement need is identified by a Combat Center activity, the requesting activity will coordinate with responding activities to determine the most efficient means of providing the information. This will include staffing for review of the proposed directive containing the reporting requirement. Estimates of the reporting burden can be gathered during this process.

(2) Once the reporting need has been coordinated, the requesting activity will prepare and submit to the Reports Manager a NAVMC 11216 and NAVMC 11217, to request approval for the information collection. The NAVMC 11217 is used to compute burden hours for block 19 of the NAVMC 11216. If the information is collected by a form, the package will also include a draft of the form and the DD Form 67 to request approval of the form.

(a) Instructions for the forms are located on the second page of both NAVMC forms, as well as the DD Form 67.

(b) Combat Center commands and directives can be substituted for references to Marine Corps commands and directives in the NAVMC 11216 and 11217. These instructions apply to locally created reports.

(c) Reference (e) provides information and guidance for forms management and the preparation of the DD Form 67.

(d) Reference (b) provides guidance to determine whether a reporting requirement will require an RCS or will be listed as exempt.

(3) If the reporting requirement involves collection of information from members of the public, call the Adjutant's office at 830-4189 for assistance. Public information collections must be licensed by the Office of Management and Budget, not the local command.

(4) Once the report and form, if any, are finalized and approved by the reports and forms manager, the sponsoring activity will be notified and the form (or instructions for obtaining the form) will be posted to the Naval Forms Online website. The requiring directive will be published (if new) or changed/revised (if existing) to include the new reporting requirement.

(5) Records Disposition. When a report is discontinued, report program managers and sponsors will inform the G-1 Adjutant, who will place the case file in an inactive file and destroy it two years after the report is superseded, cancelled, or discontinued.

(6) Forms. The NAVMC 11216 Request for Approval of a Marine Corps Reporting Requirement Form and the NAVMC 11217 Summary for Estimates of Reporting Hours form can be obtained from the Naval Forms Online web site at

https://navalforms.documentservices.dla.mil/web/public/home. Use the forms tab to access the search page; the number or title can be entered in the keyword search.

4. Administration and Logistics

a. Distribution Statement A directives issued by the Commanding General is distributed via email upon request and can be viewed at http://www.29palms.marines.mil/Staff/G1Manpower/AdjutantOffice/CCO.aspx.

b. Forms can be found on Naval Forms Online at https://navalforms.documentservices.dla.mil.

5. Command and Signal

a. Command. This Bulletin is applicable to the MAGTFTC, MCAGCC units.

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

J. B. HANLON
Chief of Staff

Distribution: A