



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

Canc: Sep 2013

CCBul 5214

1B

SEP 05 2012

COMBAT CENTER BULLETIN 5214

From: Commanding General  
To: Distribution List

Subj: INFORMATION REQUIREMENTS (REPORTS) MANAGEMENT PROGRAM (IRMP)

Ref: (a) The Paperwork reduction Act of 1995, USC Title 44, Chapter 35  
(b) SECNAVINST 5210.16  
(c) MCO 5214.2F  
(d) MCO 5215.1K  
(e) CCBul 5213

Encl: (1) OPNAV 5214/10 Report Analysis Data Form  
(2) Recurring Reports  
(3) Request for Approval of a Marine Corps Reporting Requirement (NAVMC 11216)  
(4) Summary for Estimates of Reporting Hours (NAVMC 11217)  
(5) Guide to Exempt Information Requirements

Reports Required: I. Periodic Review of Approved Reports (Reports Control Symbol DN-5214-01), par 3b(2)(c)  
II. Request for Approval of a Marine Corps Reporting Requirement (NAVMC 11216) (Report Control Symbol DN-5214-02), encl (3), par 3c(6)  
III. Summary for Estimates of Reporting Hours (NAVMC 11217) (Report Control Symbol EXEMPT) encl (4), par 3c(6)

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 information requirements. The Combat Center, in compliance with this act and references (b) through (e) will establish the subject program.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The IRMP, once implemented, will improve the content and form of necessary reports, control the creation of new reports, and eliminate unnecessary ones.

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(2) Concept of Operations

(a) The objectives of the program are to be achieved while ensuring the decision making needs are met and the requirements imposed by higher headquarters are fulfilled by an effective, responsible reporting system.

(b) Objectives. The IRMP is implemented to improve the content and form of necessary reports, control the creation of new reports, and to eliminate unnecessary ones. Objectives of the program are to be achieved while ensuring the decision making needs are met and the requirements imposed by senior headquarters are fulfilled by an effective, responsible reporting system.

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) Prepare a Report Analysis Data Form, enclosure (1), for each report to include the administrative issuance establishing the information collection.

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

(e) Report additions, changes, or deletions of enclosure (2) to the Commanding General, MAGTF/TC, MCA/GCC via the G-1 Adjutant.

(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 and directorate level.

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

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

(e) Ensure reports are imposed only when the expected value of the information is worth the imposition of the burden.

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

(g) Minimize the reporting burden by eliminating or reducing the frequency of reporting requirements, simplifying report submission, or canceling information reporting requirements that are no longer needed.

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

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

(j) Publish an internal/external recurring reports checklist annually for review.

(k) Consolidate the review of external reports checklists for Combat Center activities.

(l) Forward recommendations for reports management improvements and challenges for reports to the Commandant of the Marine Corps in accordance with reference (c).

(m) Develop and publish changes to policy to ensure the effective management and control of reporting requirements.

(n) Direct, coordinate, and conduct selective reviews of the Combat Center reports and report management programs and validation of reporting requirements.

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

(p) Analyze and approve new and revised reports.

(q) Assign an RCS for all reports within the Combat Center.

(r) Create and maintain a reports management bulletin listing current and canceled reports.

(s) Maintain a current reports inventory and documentation file.

(t) Ensure the triennial review of information requirements coincides with CMC (ARDB).

#### 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 the 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, enclosure (3), and NAVMC 11217, enclosure (4), to request approval for the

information collection. The NAVMC 11217 is used to compute burden hours for block 19 of the NAVMC 11216 [see enclosure (5)]. 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.

(3) If the reporting requirement involves collection of information from members of the public, call the Adjutant's office at 830-4189 for assistance.

(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 place it in an inactive file and destroy it two years after the report is superseded, cancelled, or discontinued.

(6) Exemptions. See enclosure (6) for all report exemptions.

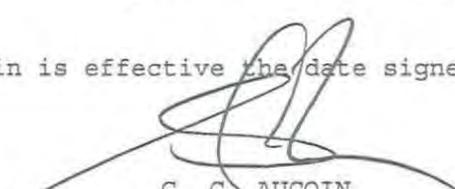
(7) Forms. Enclosure (1) is the OPNAV 5214/10 Report Analysis Data Form, enclosure (3) is the NAVMC 11216 Request for Approval of a Marine Corps Reporting Requirement Form, and enclosure (4) is the NAVMC 11217 Summary for Estimates of Reporting Hours form and they can be obtained from the Naval Forms Online web site at <http://navalforms.daps.dla.mil>. Use the forms tab to access the search page; the number or title can be entered in the keyword search.

4. Administration and Logistics. Distribution Statement A directives issued by the Commanding General are distributed via email upon request and can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/ccotoc.asp>.

5. Command and Signal

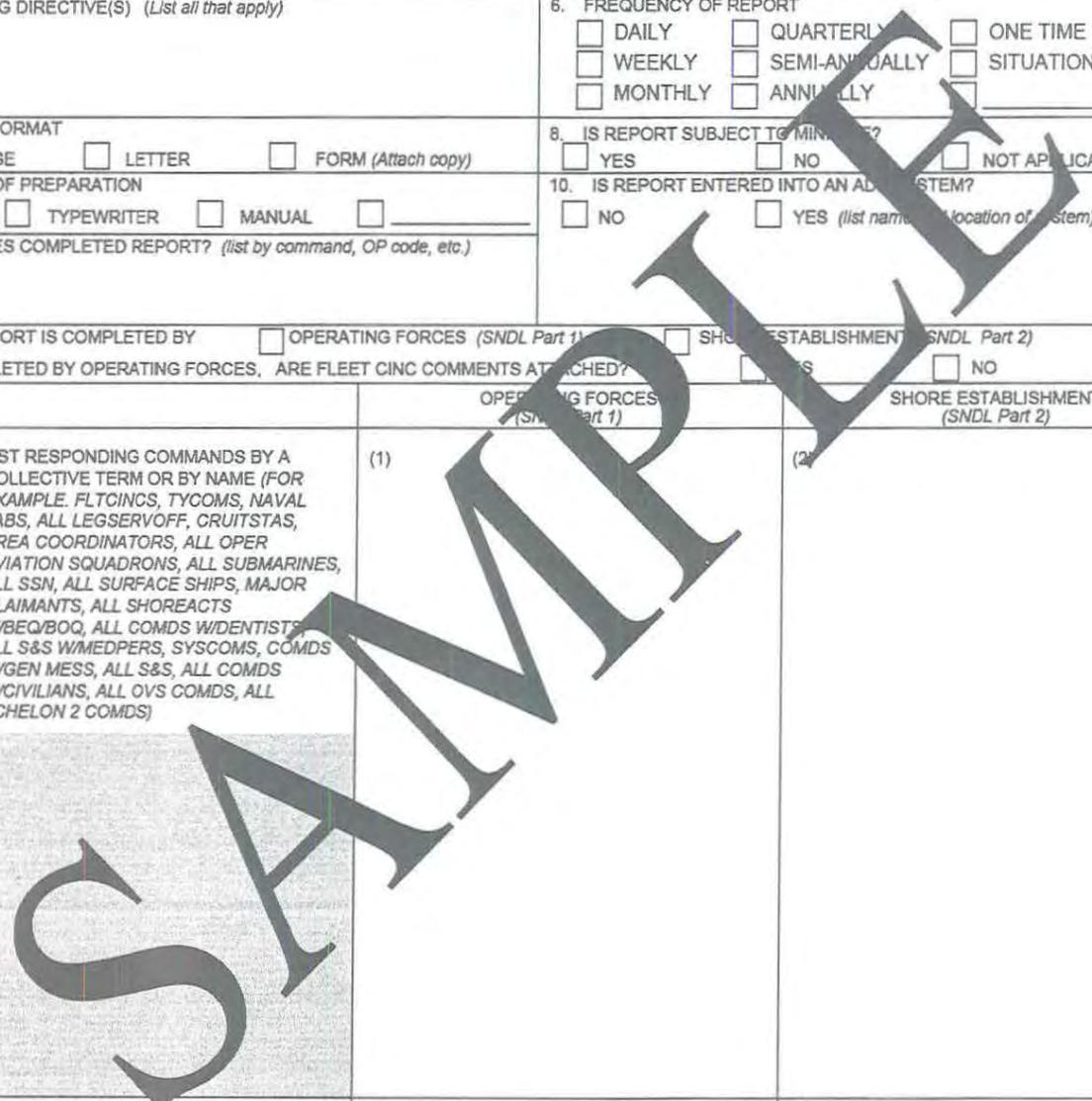
a. Command. This Bulletin is applicable to the MAGTF/TC, MCAGCC units and the Naval Hospital.

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



G. C. AUCOIN  
Chief of Staff

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    _____	
7. REPORT FORMAT <input type="checkbox"/> MESSAGE <input type="checkbox"/> LETTER <input type="checkbox"/> FORM <i>(Attach copy)</i>		8. IS REPORT SUBJECT TO MINUTE? <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    _____		10. IS REPORT ENTERED INTO AN AD 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 <i>(FOR EXAMPLE, FLTCINCS, TYCOMS, NAVAL LABS, ALL LEGSERVOFF, CRUITSTAS, AREA COORDINATORS, ALL OPER AVIATION SQUADRONS, ALL SUBMARINES, ALL SSN, ALL SURFACE SHIPS, MAJOR CLAIMANTS, ALL SHOREACTS W/BEQ/BOQ, ALL COMDS W/DENTISTS, ALL S&amp;S W/MEDPERS, SYSCOMS, COMDS W/GEN MESS, ALL S&amp;S, ALL COMDS W/CIVILIANS, ALL OVS COMDS, ALL ECHELON 2 COMDS)</i>	(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)	(2)
			\$0.00
14. ACTION OFFICER	A. NAME, RANK/RATE/GRADE AND TITLE		B. ACTIVITY NAME AND ADDRESS <i>(include room no.)</i>
	C. SIGNATURE		D. DATE    E. PHONE NO.



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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)	2	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.

GUIDE TO COMPUTING ESTIMATED ANNUAL COST OF INFORMATION REQUIREMENTS

1. In arriving at the total annual cost of an information requirement, the primary factor to consider is the number of man-hours required to receive and use it, and the number of man-hours needed to sort and dispose of it. In addition, overhead costs, such as materials used, utilities consumed, and special equipment and materials acquired, must be figured into the total costs. The following example shows procedures for determining personnel costs when the amount of time spent on an activity and the grades of personnel performing the activity are known. The example shown below is for operational activity costs. Development and user costs should be obtained using the same procedure.

2. For example, the formula for computing operational costs is:

<u>Grade</u> <u>Rank</u>	<u>Hours</u> <u>Spent</u>	<u>X</u>	<u>Hourly</u> <u>Rate</u>	=	<u>Personnel</u> <u>Cost</u>	+	<u>25%</u> <u>Overhead</u>	=	<u>Total Cost by</u> <u>Grade/Rank</u>
GS-9	52	X	\$15.23	=	\$751.96	+	\$188.00	=	\$940.00

3. The 25% factor takes into account overhead costs such as expendable materials used, utilities consumed, depreciation of office equipment and furniture, rentals, etc., exclusive of specialized equipment or materials are acquired for use on a single report. Most often costs of this type are included in the 25% overhead factor.

RECURRING REPORTS

DIVISION/SECTION	REPORT TITLE	REQUIRING AGENCY OR DIRECTIVE	REPORT DUE DATE
G-1			
	Command Chronology	G-3	31 Jan, Annually
	Voting Annual Report	TECOM	12 Jan, Annually
	G-1 Fact Sheet	Command Deck	Weekly
	Base Strength Report	G-1	Monthly
ADJUTANT	FOIA Annual Report	DoDD 5400.07	Oct, Annually
ANALYST	Civilian Personnel Reports	RFO-50 HQMC	Monthly
	Annual Increase Decrease Tasker	MCIWEST & RFO-50 HQMC	Feb, Annually
	PB54 FTE Execution Plan	MCIWEST & RFO-50 HQMC	Mar, Annually
	Civilian Staffing Report	G-1	Monthly
	New Civilian Hiring - NGEN/MCCLEP	MCIWEST	Monthly or Bi Monthly
	Civilian On-board Report	G-1	Bi Monthly
	TOECR	TFSD	Jan, Jul
	Officer Command Staffing Report Anaylsis	G-1	1st week of every month
	MAGTFTC IA's & TECOM Tasker Roster	G-1	As required
	At-A-Glance	G-1	Monthly
	CA State Demographics	G-1	Jan, Annually
G-3			
Operations Chief	CMC/Congressional Monthly Report on MAGTFTC PTP events and GO Level Visits	TECOM	Monthly
	Quarterly Readiness Report to Congress	TECOM	Quarterly
	CG Cocktail Notes / SitRep	CG MAGTFTC	Weekly
	Training Exercise Employment Plan (TEEP)	CG MAGTFTC / TECOM	Updated weekly
	Defense Readiness Reporting System-Marine Corps (DRRS-MC)	HQMC / Congress	Quarterly or as required
	SWRFT Vehicle Mileage Report	SWRFT	Monthly
	Morning Report	HQBN S-3	Daily
	Consolidated Materials Report (CMR)	CDL	1st of Jan, Apr, Jul, Oct

RECURRING REPORTS

DIVISION/SECTION	REPORT TITLE	REQUIRING AGENCY OR DIRECTIVE	REPORT DUE DATE
BEARMAT	Special Use Airspace Report (SUAR)	FAA/NAVREP, copy to MCIWest	1 Dec, Annually
EOD	Semi-Annual VIPSA Report	HQMC, EOD LPE	Monthly
G-4			
AC/S	Command Chronology	G-3	31 Jan, Annually
	Civilian Performance Appraisals	HRO	1 Mar, Annually
NREA	Command Chronology	G-4	15 Jan, Annually
	Civilian Performance Appraisals	HRO	1 Mar, Annually
	AST Inventory	RWQCB, CA	Bi-Annually, 1 Jan and 1 Jul
	Hazardous Waste Bi Annual Report	DTSC, CA	Bi-Annually, 1 May
	Pollution Prevention Annual Data Submission (P2ADS)	NFENSC	1 Jan, Annually
	UST Calibration	San Bernardino County	1 Jan, Annually
	UST Secondary Containment Tightness Test	San Bernardino County	May 2012
	AB2588 Air Toxic Inventory	MDAQMD	1 Mar, Annually
	Aluminum Furnace Semi-Annual Report	MDAQMD	Bi-annually, 1 Jun and 1 Dec
	Central Heating Plant Boiler Source Test	MDAQMD	31 Mar, Annually
	Cogeneration Emission Reporting	MDAQMD	30 Jan, Annually
	Cogeneration Turbine Source Test	MDAQMD	See schedule, Mar 2012, Apr 2015
	Hospital Boiler Source Test	MDAQMD	1 Jan, Annually
	Tactical Support Equipment Inventory	CARB	1 Jan, Annually
	Federal Archeology Program	HQMC (LFL)	1 Mar, Annually
	Historic Preservation Compliance Report	HQMC (LFL)	15 Dec, Annually
	USMC FY Annual Summary, History, Resource Program	HQMC (LFL)	30 Sep, Annually
	Integrated Contingency & Operations Plan	San Bernardino County	1 May, Annually
	Oil/Hazardous Substance Release Report	Multiple	As required
	Toxic Release Inventory	USEPA	1 Jul, Annually

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RECURRING REPORTS

DIVISION/SECTION	REPORT TITLE	REQUIRING AGENCY OR DIRECTIVE	REPORT DUE DATE
	Biological Opinion actions	US Fish & Wildlife Svc	Qtrly, Jan, Apr, Aug, Nov
	Integrated Natural Resources Management Report	HQMC (LFL)	Jan, Apr, Aug, Nov
	Migratory Bird Treaty Act Report	USFWS	Jan, Apr, Aug, Nov
	Groundwater Monitoring Fire Fighting Training Facility	RWQCB, CA	Qtrly, 15 Jan, Apr, Aug, Nov
	Solid Waste Disposal Annual	RWQCB, CA	15 Jan, Annually
	Solid Waste Disposal Quarterly	RWQCB, CA	Qtrly, 15 Jan, Apr, Aug, Nov
	Drinking Water Monitoring Summary	San Bernardino County	Monthly, 10th following EOM
	Drinking Water Annual	San Bernardino County	15 Jul, Annually
	Drinking Water Source Monitoring	San Bernardino County	15 Jan, Annually
	Drinking Water Source Monitoring Nitrate	San Bernardino County	15 Jan, Annually
	Drinking Water Source Monitoring Organic	San Bernardino County	15 Jan, Annually
	Drinking Water Source Monitoring Quarterly	San Bernardino County	Qtrly, 15 Jan, Apr, Aug, Nov
	Drinking Water Source Monitoring Radiochemistry	San Bernardino County	15 Jan, Annually
	Mainside Wastewater Treatment Facility (WWTF)	RWQCB, CA	Monthly, 15th following EOM
	Storm Water	RWQCB, CA	1 Jul, Annually
	WWTF Mainside Annual	RWQCB, CA	15 Jan, Annually
	Environmental Compliance Evaluation	HQMC (LFL)	30 Sep, Annually
	Environmental Compliance POA&M	HQMC (LFL)	Bi-Annually, 8 May and 8 Nov
	Cooperating Agency Report to the Council on Environmental Quality	MCO P5090.2a	December, Annually
	Solid Waste Annual Data Summary (SWADS)	NFESC	1 Nov, Annually

RECURRING REPORTS

DIVISION/SECTION	REPORT TITLE	REQUIRING AGENCY OR DIRECTIVE	REPORT DUE DATE
	Comprehensive Emissions Inventory Report	MDAQMD	1 Jun, Annually
	AB 32 Mandatory Greerhouse Gas Report	CARB	1 Mar, Annually
	AB 32 Refrigerant Report	CARB	1 Mar, Annually
	CAA Mandatory Greenhouse Gas Report	EPA	1 Mar, Annually
	Business Emergency and Contingency Plan	San Bernardino County	1 Mar, Annually
	WWTF Mainside Annual	US EPA	19 Feb, Annually
CLD	Packaged Operational Rations (POR)	CMC/LFS	Quarterly, 15 Jan, Apr, Jul, Oct
DMO	Freight Power Track Monthly Billing Statement	DFAS-KC	Monthly, NLT 3 working days after receipt
	Personal Property Power Track Monthly Billing Statement	DFAS-KC	Monthly, NLT 3 working days after receipt
CMA	Ammunition Transaction Report	MARCORSYSCOM	Daily
	Periodic Lot Report	MARCORSYSCOM	As required
	Transaction Item Reporting	CMA	Daily
RCO	Individual Contracting Action Report (DD Form 350 )	CMC/LB	As required
	Paperless Metrics Report	DON/Acquisitions	Monthly, 10th following EOM
	Small Business Stats & Goals	CMC/LK	Quarterly, 5 Jan, Apr, Jul, Oct
	GCPC Cardholder Report	OMB	Quarterly, end of Mar, Jun, Sep, Dec
	Contracting Officer's Warrant Report	CMC/LB	Quarterly, end of Mar, Jun, Sep, Dec
	GCPC Monthly 100% Report	CMC/LB	Monthly, 10th following EOM
	GCPC Purchase Accounting Tool (PAT)	CMC/LB	Monthly, 5th following EOM
	DAWIA Training Status	CMC/LB	Annually, EOM Oct
CMSC	Non-FMF Allowance list for T/E	CMC/LFS	1 Jan, Annually
	Non-FMF Allowance list for Garrison Property	CMC/LFS	1 Jan, Annually
	Serialized Small Arms Inventory	Cdr Crane Division, NSWC	1 May, Annually
	Triennial Garrison Property Inventory Certification	CMC/LFS	Feb 5, every third year thereafter

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RECURRING REPORTS

DIVISION/SECTION	REPORT TITLE	REQUIRING AGENCY OR DIRECTIVE	REPORT DUE DATE
	Selected Garrison Property Submission	CMC/LFS	1 Jun, Annually
CLD	Command Chronology	G-4	15 Jan, Annually
	Civilian Performance Appraisals	HRO	1 Mar, Annually
FSO	POR Annual Budget Requirement	MCO 10110.14M	30 Sep, Annually
	Quarterly Subsistence Financial Report	MCO 10110.14M	Quarterly, 15 Jan, Apr, Jun, Oct
	Subsistence in Kind (SIK) Quarterly Funding Report	MCO 10110.14M	Quarterly, 23 Feb, Jul, Aug, 29 Nov
	Food Preparation and Serving Equipment	MCO 10110.14M	30 Jun, Annually
ESD	Command Chronology	G-4	15 Jan, Annually
	Gauge Calibrations Report	MARCORSYSCOM	1 Jan, Annually
	Civilian Performance Appraisals	HRO	1 Mar, Annually
	NREA Quarterly Inspection Response	NREA	As required
	Product Quality Deficiency Report	MCLB Albany	As required
	Crane Report	Naval Weapons Warfare Ctr	Jan, Annually
PWD	Command Chronology	G-4	15 Jan, Annually
	Civilian Performance Appraisals	HRO	1 Mar, Annually
ENGINEERING	Energy Projection Report	G-8	Monthly, 1st of each month
	Reimbursement Report	G-8	Monthly, 1st of each month
	Reimbursable Gas & Electric Report	G-8	Monthly, 1st of each month
	Utility Conservation Appraisal Report	NFESC/HQMC	Quarterly, 1st Jan, Apr, Jul, Oct
	Commanding Officer's Readiness Report (CORRS)	HQMC	Annually, Aug
	M2/R2 Validation	HQMC	Annually, Feb
	MilCon	HQMC	Annually, Nov
SHOPS	Backflow Device Testing Certification	San Bernardino County	Annually, Mar
	Boiler Inspection	DoN	30 Oct, Annually
	Boiler Plant Tune Up and Source Test	MDAQMD	30 Nov, Annually
	Certify the Tester	State of CA	Jul, Annually
	Crane Certification	CA OSHA	Annually, as required
	DHS Monthly Report	San Bernardino County	Monthly, 1st of each month

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RECURRING REPORTS

DIVISION/SECTION	REPORT TITLE	REQUIRING AGENCY OR DIRECTIVE	REPORT DUE DATE
	Health and Safety Inspections	DoN	Mar, Annually
	Landfill Inspection	San Bernardino County	Monthly, 1st of each month
	Pest Control Applicator	DoN	Apr, Annually
	Pressure Vessels, Non-Fired	DoN	Oct, Annually
	Recertification for Waste-Water and Distribution	Water Control Board	Bi-Annually
FAMILY HOUSING	Command Chronology	G-4	15 Jan, Annually
	Civilian Performance Appraisals	HRO	1 Mar, Annually
	Housing Inventory and Utilization Report (email)	HQMC, LF	30 Nov, Annually
	BAH Submission (on-line)	OSD	May, Jun, Jul
	Annual Financial Statements	HQMC, LF	1 Nov, Annually
	DoD Lodging Program Standards	HQMC, LF	30 Dec, Annually
	NAVMC 11417	HQMC, LF	30 Jun and 30 Oct
	Billeting Fund Annual Budget	MCO P1000.22	1 Sep, Annually
	Command Chronology	MCO P5750.1G, CCO 5750.1F	15 Jan, Annually
	Mid Year Financial Statement	MCO P11000.22	20 Apr, Annually
G-5			
	Command Chronology	Higher Hqtrs/G-3	31 Jan, Annually
PAO	Public Affairs Weekly Media Report	CG Directed	Daily
	Economic Impact statement	MCO 11011.22B, CCO 5780.1	Annually
G-6			
	Command Chronology	G-3	31 Jan, Annually
	Enterprise Activity-Based Cost Reporting	BPO	Semi-Annual as directed
	PKI Training	DoD 8570.01M	As directed
	TASO Training	DoD 8570.01M	As directed
	Cyber Security Training	DoD 8570.01M	Annually
	FISMA reporting	MARADMIN 245/08	Annually
	PII/PIA reporting	MC IAED 011 (PII)	Annually
	Wardriving	MC IAED 014 (WLANs) v2.0	Quarterly

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RECURRING REPORTS

DIVISION/SECTION	REPORT TITLE	REQUIRING AGENCY OR DIRECTIVE	REPORT DUE DATE
	MCD reporting	SECNAVINST 5239.19	Daily
	OPDIR reporting	MCO 5239.2	Daily
	Morning Report	HQBN S-3	Daily
	Internal Management Control Program Report	G-8/REA	Jun, Annually
	SWRFT Mileage Report	SWRFT	Monthly
	Economic Impact Statement	BPO	Annually
	GPCPC Credit Card Reconciliation	NAVSUPINST 4200.99	Monthly
	Annually Plan	MAGTFTC	30 Jun, Annually
	Civilian Performance Appraisals	HRO	1 Mar, Annually
	Civilian Mid-Year Performance Appraisals	HRO	31 Jul, Annually
	Pro/Con Report	HQBN	30 Jun, 31 Dec
	Duty Non-availability Report	HQBN	Monthly
	Consolidated Materials Report (CMR)	CDL	1st of Jan, Apr, Jul, Oct
	Fitness Reports	HQBN	As directed
	Execution of Memorandum Decision	NREA	As required (per NEPA action)
G-7			
	Command Chronology	MCO 5750 .1H, CCO 5750.1F	31 Jan, Annually
PMO	Annual Crime Stats	MCO 5580.2B, CCO 5500.18	Annually date set by PS
	Annual CID Crime Stats	MCO 5580.2B	Annually date set by PS
	Quarterly Report of Support to Civ Law Enforcement	MCO 5580.2B	1st Month of each New Quarter
AT Programs	Force Protection Condition Status Report	DoD D2000.12	As conditions change
Fire Department	P-1 Funding	MCO 11000.11	1 Sep, Annually
Safety	Safety Belt Usage Report (RCS DD 5100-03)	MCO 5100.19F	15 Feb, Annually
	Warrior Preservation Status Report	MCO 5100.29B	1st Month of Each New Quarter
	Annual Occupational Safety and Health Report	29 CFR 1960.71 (a)(1)	1 Jan, Annually
	Impaired Driving Report	MCO 5100.19F	1 Feb, Annually
	Annual Radiation Safety Program Status Report	MCO 5104.3B	1 Nov, Annually
	Semi-Annual Radiological Inventory	MCO 5104.3B	1 Feb, 1 Sep Semi-Annually

RECURRING REPORTS

DIVISION/SECTION	REPORT TITLE	REQUIRING AGENCY OR DIRECTIVE	REPORT DUE DATE
	Annual Summary of Marine Corps Work-Related Injuries and Illnesses	MCO 5100.29B	1 Feb, Annually
	OSHA 300A Log	MCO 5100.29B	1 Feb, Annually
	Approved Ammunition Storage Authorization	MCO P8020.10B	30 Jun, Annually
G-8			
AC/S	Command Chronology	G-3	31 Jan, Annually
	Reverted Balance Report	MCIWEST	Quarterly
	DDR Execution/Civilian Work Year Report	HQMC MR	Quarterly
	ORF Reports	MARFORPAC G-8	Monthly
	SIK Quarterly Funding Report	MARFORPAC G-8	Quarterly
In conj w/Housing	Hsng Midyear Review	MARFORPAC G-8	1st Quarter
In conj w/Housing	Hsng 3 year Budget Submission	MARFORPAC G-8	After Mid-Year Review
In conj w/Housing	End of Year Status of Funds	MARFORPAC G-8	Jul, Aug, Sep
In conj w/Housing	Year-End Financial Report	MARFORPAC G-8	Oct
REA	Tri-Annual Review of Unliquidated Obligations	MCO P7300.21A	31 Jan, 31 May, 30 Sep
	Annual Cert of Auth, Obligations and Unobligated Balances	MCO P7300.21A	10 Oct, Annually
	Management Control Program Annual Report	MCO 5200.24D	May, Annually
	Work Year Personnel Cost Report	MCO P7300.21A	Monthly
Finance Officer	Daily Balance Sheet	DFAS	Daily
	Cash Verification	DFAS	Quarterly
BPO			
	Beneficial Suggestion Program	HQMC-LR; MCO 12451.2C W/CH 1-2; CCO 12451.F	As required
	DCAMIS	HQMC-LR/OMB A-76	As required
	Internal Economic Facts & Figures	BPO	As required

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ENCLOSURE (2)

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RECURRING REPORTS

DIVISION/SECTION	REPORT TITLE	REQUIRING AGENCY OR DIRECTIVE	REPORT DUE DATE
	MAGTFTC, MCAGCC Strategic Plan	BPO; TECOM Campaign Plan; DOD SMP FY12-13; USMC Vision & Strategy 2025; COMMCICOM ISP	As required
	Directorate Support Plans	BPO; TECOM Campaign Plan; DOD SMP FY12-13; USMC Vision & Strategy 2025; COMMCICOM ISP	As required
	Command Chronology	G-3	31 Jan, Annually
CIG			
	Command Chronology	G-3	31 Jan, Annually
MCCS			
FINANCE	Annual APF Budget	MCO 1700.27B	1 Sep, Annually
	Annual NAF Budget	MCO 1700.27B	1 Nov, Annually
	NAF Year End Fiscal Report	CMC LTR 7010	28 Feb, Annually
MCCS Directorate	Command Chronology	G-3	31 Jan, Annually
MCCS Directorate	Internal Management Control Program Reports	MCO 5200.24D	30 Jun, Annually
FINANCE	OP 34 Report	DOD Fin Mgmt Reg	Nov, Annually
Business Ops	Annual DoD Lodging Report	DOD 1015.11/DOD 1015.12	31 Dec, Annually
MCCS P&C	Annual Randolph-Sheppard Act Vending Report	OUSD Memo dtd 18 Jun 2009	31 Dec, Annually
MFS/TAP	Transitional Assistance Program Quarterly Report	MCO 1700.24B	15 Jan, 15 Apr, 15 Jul, 15 Oct
	Relocation Assistance Program Quarterly Report	MCO 1700.24B	15 Jan, 15 Apr, 15 Jul, 15 Oct
	Lifelong Learning Programs Report Quarterly	MCO 1560.25	Jan, Apr, Jul, Oct, on-line
	DoD MWR Library Standards	MCO 1560.25	15 Nov, Annually
	Marine Corps General Library Annual Report	MCO 1560.25	15 Nov, Annually

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RECURRING REPORTS

DIVISION/SECTION	REPORT TITLE	REQUIRING AGENCY OR DIRECTIVE	REPORT DUE DATE
	Defense Activity for Non Traditional Education Support (DANTES)	MCO 1560.25	31 Jan, Annually
	DANTES Test Inventory Report	MCO 1560.25	December
MFS/CY&TP	Child Care Fee Report	MCO 1710.30E	Jan, Annually
	School-Age Fee Report	MCO 1710.30E	Jan, Annually
	Semi Annual Summary of Operations Report	MCO 1710.30E	Apr, Oct
MFS FAP	FAP Activity Logs Quarterly	MCO 1700.24B	Jan, Apr, Jun, Oct
Semper Fit	DoD Fitness Center Standards Report	DODI 1015.10	Dec, Annually
SJA			
SJA	Victim Witness Assistance Program (VWAP) Report	DoD Instruction 1030.2.	31 Jan, Annually
SJA	Criminal Activity, Disciplinary Infractions and Courts-Martial Report (QCAR)	JAGINST 5800.9B	Quarterly Jan, Apr, Jul, Oct
SJA	Officer Discipline Notebook (ODN)	MCO P5800.16A ch 6 (LEGADMINMAN)	Monthly
Civil Law	Confidential Financial Disclosure Report (OGE 450)	5 U.S.C. app 4 § 107	15 Feb (Annually)
Civil Law	Public Financial Disclosure Report (OGE 278)	5 U.S.C. app 4 §§ 101-111; 26 U.S.C. § 1043; 5 C.F.R. 2634	15 May (Annually)
Civil Law	Gift Fund Report	10 U.S.C. § 2601; SECNAVINST 4001.2J	Jan, Apr, Jul, Oct (Quarterly)
Civil Law	Report of Gifts to Foreign Individuals (for FY)	22 U.S.C. § 2694	5 Jan (Annually)
Civil Law	Report of Gifts from Foreign Sources (for CY)	5 U.S.C. § 7342(f)	25 Jan (Annually)
Civil Law	Travel Expenses from Non-Federal Sources Report (Oct-Mar/Apr-Sep) (OGE 1353)	31 U.S.C. § 1353; SECNAVINST 4001.2J	15 May, 15 Nov (Semi-Annually)
Installation Law	Report of individuals/companies who have had commercial solicitation privileges withdrawn	DoDI 1344.07	Monthly
Legal Assistance	Legal Assistance Report	JAGINST 5801.2a	1 Jan, Apr, Jul, Oct
Tax Center	Tax Report	HQMC	1 May, Annually
Defense Section	Defense Report	DSO Policy Memo	1 Feb, Annually
Military Justice	Weekly Military Justice Updates	N/A	Weekly
	High Vis Report	SJA, MCAGCC	Weekly

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RECURRING REPORTS

DIVISION/SECTION	REPORT TITLE	REQUIRING AGENCY OR DIRECTIVE	REPORT DUE DATE
	Division Quarterly Report	SJA, 1stMARDIV	1 Jan, Apr, Jul, Oct
Administrative Support	Pro/Con Report	CO, HQBN/CO, Company	30 Jun, 31 Dec
	Morning Report	CO, HQBN/CO, Company	Daily
	Mileage Report	SWRFT	Monthly
	Command Chronology	G-3	31 Jan, Annually
	Consolidated Materials Report	CDL	1 Jan, Apr, Jul, Oct
	Budget & Expenditures Report	G-8	1 Jan, Apr, Jul, Oct
	Duty Non-availability Report	CO, HQBN/CO, Company	Monthly
	NMCI Data Calls	CDD	As required
	SJA Annual Resourcing Plan	BPO	1 Aug, Annually
	SJA Budget Summary	BPO	1 Aug, Annually
	Activity Cost-Base Reporting Enterprise	BPO	Semi-Annually
Veterinary Services			
	Animal Bites report	Base Army Vet & NEHC	After every occurrence
TTECG			
	CAX Semi-Annual Trend Report (Report Control Symbol MC-3500-11)	MCO 3500.11E	Semi-Annually
	Command Chronology	G-3	31 Jan, Annually
HQBN			
	Serialized Inventory	CLD	Monthly
S-1	Voting Report	Base IVAO	15 Jan, Annually
	Morning Report	MOL	Daily
	Pro/Con Report	MOL	Semi Annually
	Legal Report	IPAC	Weekly
S-3	Command Chronology	G-3	31 Jan, Annually
	Internal Management Control Program Report	G-8	Jun, Annually
S-4	Billeting Report	G-4-Hsg	Monthly
	SWRFT Mileage Report	SWRFT	Monthly

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RECURRING REPORTS

DIVISION/SECTION	REPORT TITLE	REQUIRING AGENCY OR DIRECTIVE	REPORT DUE DATE
S-4/CLD	Crane Report (Base Property CMSC)	Crane, IN	Aug, Annually
NHTP			
FAC MGMT	Solid Waste Annual Data Summary (SWADS)	NREA (Base)	1 Oct
Safety	Tri-annual BUMED Environmental Assessment	BUMED	Once every three years. This process involves NREA.
Dept of Public Health Services	Annual BUMED Metrics for Occ Health and IH	BUMED via Navy Medicine West	15 Oct
Safety	Annual Biowaste Assessment. Data shared with NREA when requested.	NHTP	1 Nov
Safety	Annual Biohazardous Waste Inspection by San Bernardino County	NHTP	Varies, but normally the 3rd or 4th Quarter
Safety	Annual Environmental Online Update	BUMED (online portal)	1 Nov
Legal	Criminal Activity Report	SJA (Base)	Quarterly Jan, Apr, July, Oct
Legal	Disciplinary Infractions and Courts-Martial Report	NMW	Quarterly Jan, Apr, July, Oct
Prev Med	Preventive Medicine Technicians Inspections	NHTP P-5010	Monthly to various locations and managers.
Prev Med	MRRS and AHLTA report to Director Dept for the Annual Seasonal Influenza Administrations	BUMED, DoD and NAVADMIN	Twice a week from Aug thru Dec
Prev Med	Anthrax and Smallpox Inventory	MILVAX	Monthly report
Dept of Public Health Services	Animal Bites Report	Base Army Vet & NEHC	After every occurrence
Dept of Public Health Services	Industrial Hygiene Surveys	To activity being surveyed	Based on category: Cat 1, annually Cat 2, every 18 mos

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Enclosure (2)

CCBUI 5214  
SEP 05 2012

SEP 05 2012

## 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  <input type="checkbox"/> NEW <input type="checkbox"/> REVISION <input type="checkbox"/> EXTENSION <input type="checkbox"/> WAIVER <input type="checkbox"/> PREVIOUSLY UNLICENSED		10. FREQUENCY OF SUBMISSION  <input type="checkbox"/> BIENNIALY <input type="checkbox"/> WEEKLY <input type="checkbox"/> ANNUALLY <input type="checkbox"/> QUARTERLY <input type="checkbox"/> SEMIANNUALLY <input type="checkbox"/> ONE TIME <input type="checkbox"/> QUARTERLY <input type="checkbox"/> OTHER <input type="checkbox"/> MONTHLY	
11. SUBMISSION DUE		12. CATEGORY	
13. CANCELED OR MODIFIED REPORTS OR FORMS (List RCS and Form No.)		14. HQMC, MCC, MARCORSSYS, M OFFICES REQUIRED TO SUBMIT	
		15. PRIVACY ACT  <input type="checkbox"/> YES <input type="checkbox"/> NO	
16. ACTIVITIES REQUIRED TO SUBMIT (Use Monitored Command MCO P#080.20)			
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	

SEP 05 2012

**REQUEST FOR APPROVAL OF MARINE CORPS REPORTING REQUIREMENT**  
 NAVMC 11216 (REV. 6-02)

RCS: DN-5214-02

**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 (or, 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, MCCD, MCRC, MARCORBSYSCOM 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 Support: Use MCO P1080.20, JUMPS/MMS Codes Manual to obtain three digit monitored command codes; i.e., 012, etc. 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 followed all guidelines established in MCO 5214.2D.

Enclosure (3)

SEP 05 2012

**SUMMARY FOR ESTIMATES OF REPORTING HOURS (5214)**  
 NAVMC 11217 (REV. 6-02) (EF)

REPORT CONTROL SYMBOL: EXEMPT

REPORT CONTROL SYMBOL	NO. REPORTS PER YEAR	DATE PREPARED
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REPORT TITLE

HOURS TO INITIATE OR REVISE			CODE	TELEPHONE	MAIL ADDRESS
GRADE	HOURS	TOTAL HOURS INIT/REVISE			
		0			

HOURS TO PREPARE AND SUBMIT				HOURS TO RECEIVE			
GRADE	HOURS	REPORTS PER YEAR	TOTAL HOURS BY GRADE	GRADE	HOURS	REPORTS PER YEAR	TOTAL HOURS BY GRADE
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
HOURS TO PREPARE AND SUBMIT ONE REPORT			0	HOURS TO RECEIVE ONE REPORT			0
NO. OF ACTIVITIES TO SUBMIT				NO. OF ACTIVITIES TO SUBMIT			
TOTAL HOURS TO PREPARE AND SUBMIT ALL REPORTS				TOTAL HOURS TO PREPARE ALL REPORTS			0

HOURS TO USE				HOURS TO STORE AND DISPOSE			
GRADE	HOURS	REPORTS PER YEAR	TOTAL HOURS BY GRADE	GRADE	HOURS	REPORTS PER YEAR	TOTAL HOURS BY GRADE
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
TOTAL HOURS TO USE REPORTS			0	TOTAL HOURS TO STORE AND DISPOSE			0

TOTAL ANNUAL BURDEN HOURS FOR THIS REPORT  
 (EXCLUDE HOURS TO INITIATE/REVISE) 0

## INSTRUCTIONS

SEP 05 2012

**SUMMARY FOR ESTIMATES OF REPORTING HOURS (5214)**

RCS: EXEMPT

NAVMC 11217 (REV. 6-02) (EF)

Report Control Symbol: Current RCS or wait for CMC (ARDB) to assign.No. Reports Per Year: Use number, i.e., if annually, use 1; if quarterly, use 4; if biennially, use 5.Date Prepared: Self-explanatory.Report Title: Proposed title of report (avoid use of "Report" and frequency (i.e., Annual, Quarterly)).Estimate Prepared by: Self-explanatory.Code: Self-explanatory.Telephone: Telephone number of report sponsor; include area code if other than 703.EMAIL ADDRESS: Report sponsor's E-mail address.HOURS TO INITIATE OR REVISE: Complete ONLY if a new or revised report. Estimate time report sponsor spends creating or revising report.Grade: Use the following abbreviations (i.e., for Colonel use Col; for GM-15 use "GM15"): 

Colonel	- COL	Master Gunnery Sergeant	- MG/SGT	GM15	GS9
Lieutenant Colonel	- LTCOL	Sergeant Major	- SGTMAJ	GM14	GS8
Major	- MAJ	Master Sergeant	- MSGT	GM13	GS7
Captain	- CAPT	First Sergeant	- 1STSGT	GS12	GS6
First Lieutenant	- 1STLT	Gunnery Sergeant	- GYSGT	GS11	GS5
Second Lieutenant	- 2NDLT	Staff Sergeant	- SSGT	GS10	GS4
Chief Warrant Officer 4	- CW4	Sergeant	- SGT		
Chief Warrant Officer 3	- CW3	Corporal	- CPL		
Chief Warrant Officer 2	- CW2	Platoon Corporal	- LCPL		
Chief Warrant Officer 1	- CW1	Private First Class	- PFC		
		Private	- PVT		

Hours: Time spent by each person. Use fraction for minutes, i.e., if time is 1 hr 15 min, enter 1.25; if 1 hr 30 min, enter 1.5. Minutes can be calculated by dividing minutes by 60, i.e., 5 min = 5/60 = .083.Reports Per Year: See above explanation.Total Hours by Grade: Multiply Number of Hrs x Number of Reports Per Year.HOURS TO PREPARE AND SUBMIT: Estimate time spent by reporting activities completing report. Suggest taking a random survey of activities to determine average grade/time required. **NOTE:** This is an excellent opportunity to request feedback on ways to improve the report.No. of Activities to Submit: Self-explanatory. Number should match the number of MCC's listed for block 17 of the previous form.HOURS TO RECEIVE: Estimate time required to receive **ONE** report. Include time to open mail, check off receipt from each activity, input data into computer or post to ledger, etc.HOURS TO USE: Estimate time spent reviewing, analyzing, consolidating, coordinating, and finalizing the information received from all reporting activities.HOURS TO STORE AND DISPOSE: Estimate time to store and dispose of reports (include all individual reports from activities submitted for **ONE** reporting period).TOTAL BURDEN HOURS FOR THIS REPORT: Exclude initiation/revision hours.

Enclosure (4)

GUIDE TO EXEMPT INFORMATION REQUIREMENTS

1. The following is a list of information requirements that meet the criteria or interpretation of a "report" as contained in this Order, but which will be exempt from control and auditing procedures, and will only be assigned the report control symbol (RCS) EXEMPT.

a. Operating documents processed within an operational system; e.g., requisitions, material release orders, supply status notices, back order release notices, application forms, bills of lading, personnel actions, payrolls and timesheets, and reports of inspections.

b. Orders or authorizations; e.g., permanent change of station or temporary duty.

c. Reports of findings, recommendations, or actions prepared by an official committee, board, survey team, study group, or task force.

d. Comments or concurrences which are a part of the routine clearance of proposed actions or publications; recommendations or evaluations as to existing or proposed plans, policies, procedures, organizations, missions, publications, agenda, or courses of action.

e. Public information release.

f. Fiscal or disbursing source documents and output accounting system reports shall be an integral part of the accounting system and need not be individually justified or assigned a RCS.

g. Reports of audit, internal review, investigation of charges, a complaint, a claim or a violation of law or regulation. The following types of reports **ARE NOT EXEMPT** under this paragraph:

(1) Information required to prepare the final published audit report.

(2) Reports of internal reviews when the review is imposed by a higher-echelon command.

h. Reports of personnel matters such as saving bond participation, conflict of interest statements, financial statements, nominations or recommendations for awards, medical and dental documents.

i. Routine request for cost estimates related to a specific information request.

j. Substantive intelligence reporting.

k. Compromises of classified information.

l. Communications action on declaration of war.

m. Establishment or cancellation of MINIMIZE.

n. Reports of events or special incidents which may attract national or high U.S. Marine Corps interest.

o. Information concerning imminent danger to life, health, or property arising from dangerous or defective material.

p. Issuances establishing defense conditions or alerts of a service-wide nature.

2. The above list will be used as a guide for determining information requirements to be exempted from control.