



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

CCO 5214.2C
RMD 3B

AUG 15 2018

COMBAT CENTER ORDER 5214.2C

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) CCO 5213.9C
(f) MCO 5214.2F
(g) SECNAV M-5214.1

Encl: (1) Reports Required Listing

Reports Required: I. Periodic Review of Approved Reports (Reports Control Symbol DN-5214-01), par 4b(1)(c)
II. Request for Approval of a Marine Corps Reporting Requirement (NAVMC 11216) (Report Control Symbol DN-5214-02), par 4b(1)(e)
III. Summary for Estimates of Reporting Hours (NAVMC 11217) (Report Control Symbol EXEMPT), par 4b(1)(e)

1. Situation. To implement 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. Cancellation. CCO 5214.2B.

3. Mission. This Order, in compliance with the references, provides policy and procedures for the Combat Center's Information Requirements (Reports) Management Program.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

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

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(b) Information collections from 10 or more members of the public (i.e. spouses, contractors, etc.) must have Office of Management & Budget (OMB) approval. Local forms shall not be used to collect information from the public.

(c) To have all Combat Center directives reflect reports required and be in compliance with the references no later than 31 December 2018.

(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 internal reports sponsored by Combat Center activities have been identified.

b. Subordinate Element Missions

(1) Commanding Officers, Assistant Chiefs of Staff, Division Directors, Officer-in-Charge, and Special Staff Officers

(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 an annual review of all directives and reporting requirements. Report Control Symbol (RSC) DN-5214-01 is assigned to this reporting requirement.

1. Staff sections will submit requests for new, revised, or cancelled reports to the Commanding General, MAGTF/TC, MCAGCC via the Resource Management Directorate (RMD) Manpower (Mnpr) Adjutant as described in paragraph 4c.

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

(d) Challenge any external reporting requirement not identified by a Report Control Symbol (RCS) and inform the RMD Mnpr Adjutant.

(e) If a reporting requirement is identified use the NAVMC 11216 and 11217, see paragraph 4c. The requirement contained in this paragraph is exempt from information collection control by SECNAVINST 5213.10E and requires no RCS.

(2) Assistant Chief of Staff RMD, Mnpr Adjutant

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

(b) Identify a report manager at every special staff, division, 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.

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(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, per reference (b).

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

(k) Use OMB higher level forms when information collection from 10 or more members of the public (i.e. spouses, contractors etc.) is being collected. Requestor **MUST HAVE OMB APPROVAL**, unless the collection is exempt.

(l) Maintain case files for local sponsored validated reports when a request is submitted. To date there are no sponsored validated reports for this Command.

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

c. Coordinating Instructions

(1) How to Identify if a Report is Required for a Directive

(a) Look at the HHQ's directive that is driving the respective directive to be created. (Example: MCO 5214.2F)

(b) Look at the first page, right underneath the Enclosure block, is where you will see the Reports Required Block.

(c) Refer to reference (d) for further guidance on the proper placement of this block. Contact the RMD Mnpr Adjutant Chief for assistance.

(2) 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.

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(3) 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.

(4) 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.

(5) 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.

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

5. Administration and Logistics

a. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <http://www.29palms.marines.mil/Staff/G1-Manpower/Adjutant-Office/Orders/>.

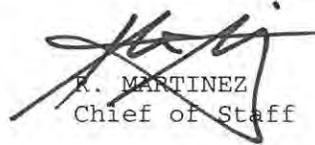
b. Forms. The NAVMC 11216 Request for Approval of a Marine Corps Reporting Requirement Form and the NAVMC 11217 Summary for Estimates of Reporting Hours form can be obtained from the Naval Forms Online web site at <https://navalforms.documentservices.dla.mil/web/public/home>. Use the forms tab to access the search page; the number or title can be entered in the keyword search.

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6. Command and Signal

a. Command. This Order is applicable to units that fall under the cognizance of the Commanding General, MAGTFTC, MCAGCC.

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


R. MARTINEZ
Chief of Staff

Distribution: A

REPORTS REQUIRED LISTING

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Directive Type	Directive Number	Directive Subject	Date of Directive	Originator Code	Report Control Symbol	Report Title	Form #'s	Frequency of Report	Requiring Law/Reg or Dir	Requiring Org	CCB/CCO Needs to be corrected (Y/N)
CCB	1700	Family Advocacy Committee	170301	ISD 13	I. RCS DD-1754-05 (EXTERNAL 33-P&R(Q)2052); II. RCS MC-1754-01; III. RCS DD-1754-06; IV. RCS DD-1754-07 (external DD-P&R(a)2175; V. RCS DD-1754-08(external DD-P&R(Q)252; VI. Qtrly FAP Metrics Rpt	I. Defense Manpower Management Center Quarterly Report; II. Serious Incident Rpt; III. Child/Spouse Incident Rpt; IV. Child Abuse or Domestic Violence Related Fatality Notification; V. Annual Family Advocacy Program (FAP) Metrics; IV. Qtrly FAP Metrics Rpt		I. Qtrly; Via phone w/in 24hrs or in writing w/in 72hrs; III. w/in 24hrs; every 90days & at case closure; CMC submits this rpt; Qtrly	MCO 1754.11	HQMC	N
CCB	3000	Crisis Action Team and Emergency Operations Center Activation Levels	171102	ISD 11	RCS EXEMPT	Installation Emergency Management Program After Action Rpts			MCO 3440.9	HQMC	N
CCB	3591	Annual Marine Air Ground Task Force Training Command Intramural Rifle and Pistol Matches	180112	MTD 2B	I. RCS MC-3591-03 II. RCS MC 3591-04 III. RCS MC-3591-02 IV. RCS MC-3591--XX V. RCS EXEMPT	I. Roster of Registered Competitors; II. MC Match Winners; III. Roster for MC Shooting Teams; IV. Annual Summary Rpt of Competition-in-Arms Prog V. End of Yr Trng Rpt to WTBn(C476)		I. Rosters submitted to CO WTBn (C476); II. Submit Winers List; III. Team Capt submit roster to CMC(TDG); IV. w/in 30days submit CIAP Summary rpt to CMC(HDR) V. NLT 1Nov of completed FY	MCO 3591.2K MCO 3574.2L	HQMC	N
	3800.1	Intelligence Oversight for Marine Air ground Task Force Training Command, Marine Corps Air Ground Combat Center	160218	CD	I. RCS Exempt						Y
CCB	5100	Safety Training Classes and Meetings for the Calendar Year 2018	180305	ISD 11	I. RCS MC-5100-05 II. RCS MC 5100.06 III. RCS MC-5100-07 IV. RCS MC-5100-08	I. Warrior Preservation Status Rpt ANYMOUSE USMC Ground Climate Assessment Survey System IV. ORM Status Rpt	NAVMC 11401			HQMC	N

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CCB	5200	Annual Occupational Safety and Health Inspection Schedule for Calendar Year 2018	180305	ISD 11							Y
CCO	1400.4A	Meritorious Promotions to Private First Class Through Sergeant	160911	SGTMAJ							Y
CCO	1601.17J	Combat Center Duty Orders	161108	RMD 3B	I. RCS EXEMPT	OPREP-3 SIR, Event/Incident Report		When a reportable event/incident occurs		HQMC	N
CCO	1630.6C	Discipline and Law Enforcement Regulations	170419	ISD 11							Y
CCO	1630.8F	Motor Vehicle and Safety Traffic Regulations	170419	ISD 11							Y
CCO	1700.13	Standard Operating Procedures for Recreational Use of the MCAGCC Off-Road Riding Area	170609	ISD 11/13							Y
CCO	1710.4D	Unit, Personal, and Family Readiness Program, and Birthday Ball Funds	150520	ISD 11							Y
CCO	1720.16A	Command Suicide Prevention and Crisis Intervention Program	170605	RMB 3B	I. RSC DD-1300 RCS DODSER LINK RCS MC-5100-05 RCS MC-5100.6 RCS MC -5100.07 RCS MC-5100-08	II. Rpt III. ANYMOUSE IV. USMC Ground Climate Assessment Survey System (GCASS) V. ORM Status Rpt	NAVMC 11401	I. When a reportable event/incident occurs. Same as above Refer to Ref (j) When a reportable event/incident occurs. GCASS - w/in 90 days of change of command. Monthly	II. III. IV. V. VI. MCO 3040.4 MCO 5100.29B	HQMC	N
CCO	1752.1	Sexual Assault Prevention and Response Program	171114	ISD 13							Y
CCO	3000.4B	MAGTFTC, MCAGCC Mission Assurance	160509	ISD 11							Y
CCO	3040.2C	Military Funeral Honors Operating Procedures	180130	RMD 3B	I. RCS DD-1300 DODSER LINK	II. I. Report of Casualty DODSER LINK		When a reportable event/incident occurs	MCO 3040.4	HQMC	N

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CCO	3070.1B	Operations Security	140812	MTD 1							Y
CCO	3571.1A	Explosive Ordnance Disposal	161213	MTD 3C							Y
CCO	3800.1B	Intelligence Oversight for MAGTF/TC, MCAGCC	160218	CD 14A							Y
CCO	4790.4	Maintenance Management	150205	MTD 6F (SSgt Merrifield)							Y
CCO	5101.1C	Arrive Alive Program	130814	ISD 13							Y
CCO	5102.1B	Procedures for Responding to a Training Mishap Resulting in Death or Serious Injury	140623	MTD 5E							Y
CCO	5110.3	Military Post Office Management Program	180226	RMD 3D	I. RCS EXEMPT II. RCS MC-5110-02 III. RCS EXEMPT	I. Corrective Action Rpt II. Postage Expenditure Rpt. III. Account Master Summary Rpt		I. Due 30 days after inspection Rpt. Quarterly Annual	II. III.	MCO 5110.4A HQMC	N
CCO	5210.4C	Records Management Program	180129	RMD 3B	I. RCS MC-5700-06	I. Command Chronology		I. Annual		MCO 5750.1H HQMC	N
CCO	5214.4C	Information Requirements (Reports Management Program)	170126	RMD 3B	I. RCS DN-5214-01 RCS DN-5214-02 RCS EXEMPT	I. Periodic Review of Approved Reports II. Request for approval of MC Reporting Requirement III. Summary for Estimates of Reporting Hours	11216 11217	I. Annual Submit 11216 when RCS is ready for approval. III. Exempt	II.	MCO 5214.2F HQMC	N
CCO	5354.1E	Cultural Awareness Council	140811	EOA							Y
CCO	5354.2C	Command Military Equal Opportunity Program	130312	EOA							Y
CCO	5420.42	MAGTF/TC, MCAGCC Executive Steering Committee	160301	RMD 5							Y

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CCO	5500.18B	Crime Prevention/Physical Security Program	150309	ISD 11							Y
CCO	5532.1E	Restricted Areas Designation	170509	ISD 11							Y
CCO	5750.1J	Historical Program	150520	MTD 4D (Mr Ziobro)							Y
CCO	5750.2	Commemorative Naming Program	140805	ISD 10							Y
CCO	5811.1A	Procedures for Combat Center Pre and Post-Trial Confinement	171108	SJA							Y
CCO	6280.2F	Vehicle Smog Inspection Program	140614	ISD 11							Y
CCO	6400.1H	Procedures for Fire Service Emergency Medical Services	150520	ISD 11B							Y
CCO	7510.1G	Fraud, Waste, and Mismanagement Policy Guidance	180209	CIG							Y
CCO	10110.13	Authorization of Commuted Rations	170517	ISD 1							Y
CCO	11012.1P	Basic Allowance For Housing Without Dependents	161213	ISD 1							Y
CCO	11012.8K	Transient Quarters Instruction Manual	170130	ISD 1							Y
CCO	11014.1E	Public Works Division Instruction Manual	160120	ISD 10							Y

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CCO	11101.12N	Instructions for the Residents of Family Housing	140701	ISD 9H							Y
CCO	11103.1E	Bachelor Enlisted Quarters	150625	ISD 9E							Y
CCO	11320.1F	Combat Center Fire Regulations and Instructions	141008	ISD 11B							Y