



**UNITED STATES MARINE CORPS**  
MARINE AIR GROUND TASK FORCE TRAINING COMMAND  
MARINE CORPS AIR GROUND COMBAT CENTER  
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CCO 5214.2E  
G-1 B  
OCT 02 2023

COMBAT CENTER ORDER 5214.2E

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 5215.1K, Ch 1  
(d) CCO 5213.9D  
(e) MCO 5214.2G  
(f) SECNAV M-5214.1

Encl: (1) NAVMC 5200 - MAGTFTC, MCAGCC Reports Inventory

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 5214.2D.

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 annually.

(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 (RCS) 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 an 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.

(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) A reports inventory list, NAVMC 5200, will be reviewed annually, to include a list of current and canceled reports sponsored by Combat Center activities, if applicable, see enclosure (1).

(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 (e).

(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.

(n) The MAGTF/TC, MCAGCC Reports Required Listing is located at [https://usmc.sharepoint-mil.us/sites/TECOM\\_MAGTF/TC\\_G1\\_ADJ](https://usmc.sharepoint-mil.us/sites/TECOM_MAGTF/TC_G1_ADJ) for review and updating. Access may be requested through the RMD, Mnpr Adjutant Chief.

### 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 5214.2G)

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

(c) Refer to reference (c) 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.

(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 (d) 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 Mnpr 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

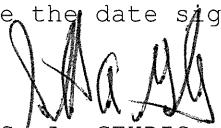
a. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <https://www.29palms.marines.mil/Staff-Offices/Resource-Management-Directorate/Adjutant-Office/Orders/>.

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.

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.

  
S. A. GEHRIS  
Chief of Staff

DISTRIBUTION: A

REPORTS INVENTORY LIST

Unit	MAGTFTC / MCAGCC REPORTS INVENTORY					Date	
Section	Requiring Directive/Regulation	Report Title	Frequency of Report	Report Destination	Point of Contact	Status	
G-3	MCO 3070.3A / CCO 3070.1C	ANNUAL REVIEW OF USMC OPERATIONS SECURITY PROGRAM	A	HQMC		Active	
G-1 D	MCO 5110.4B / DODI 4525.09 / CCO 5110.3A	POSTAGE EXPENDITURE REPORT	Q	HQMC		Active	
G-1 A	MCO 5214.2H / CCO 5214.2D	PERIODIC REVIEW OF APPROVED REPORTS	A	HQMC		Active	
G-3 5	MCO 5750.1H / CCO 5214.2D	COMMAND CHRONOLOGY	A	HQMC		Active	
G-1 A	MCO 5215.1K W/CH1 / CCBUL 5215	CHECKLIST OF EFFECTIVE DIRECTIVES, POLICY LETTERS, AND CANCELED DIRECTIVES FOR MAGTFTC, MCAGCC	Q	MAGTFTC		Active	
MA 11C	MCO 3058.1 / CBUL 3340	MEETINGS AND TRAINING AND EXERCISE EMPLOYMENT PLAN SCHEDULE FOR FY23	A	MAGTFTC		Active	
MA 11B	MCO 11000.11A / CCO 11320.1H	INSPECTION TRAKING CCFD CONSTRUCTION AND BUILDING PERMITS	AR	MAGTFTC		Active	
MAJ SONTAG	MCO 3040.4/MCO 5100.29B / CCO 1720.16D	REPORT OF CASUALTY / WARRIOR PRESERVATION REPORT	AR	HQMC		Active	
HQBN	MCO 3040.4 / CCO 3040.2D	REPORT OF CASUALTY	AR	HQMC		Active	
SSEC	MCO 3040.4 / MCO 5100.29B / CCO 1601.17K Ch1	REPORT OF CASALATY	AR	HQMC		Active	

