



UNITED STATES MARINE CORPS
HEADQUARTERS BATTALION
MARINE CORPS AIR GROUND COMBAT CENTER
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BnO 5214.2A
S-1
19 Nov 18

BATTALION ORDER 5214.2A

From: Commanding Officer
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 5213.9D
(f) CCO 5214.2C

Encl: (1) Reports List

Reports Required: I. Periodic Review of Approved Reports (Reports Control Symbol DN-214-01)
II. Request for Approval of a Marine Corps Reporting Requirement (NAVMC 11216) (Report Control Symbol DN-5214-02)
III. Summary for Estimates of Reporting Hours (NAVMC 11217) (Report Control Symbol EXEMPT)

1. Situation. To implement and set forth guidance, procedures, and responsibilities for the management and control of information requirements (reports) management within Headquarters Battalion (HQBn), Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center.

2. Mission. HQBn will comply with references (a) through (f) in order to maintain proper administrative procedures while enforcing the subject program.

3. 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 unnecessary reports. Each section will identify vital records within their area and provide the list to the Unit Reports Manager (URM).

(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.

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(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. This will result in an effective, responsible reporting system. Currently, no reports sponsored by HQBn have been identified.

b. Subordinate Element Missions

(1) S-1

(a) Conduct periodic reviews of approved reports.

(b) Maintain the proper references, Battalion Orders, and Combat Center Orders in order to ensure the HQBn IRMP.

(c) Execute the IRMP as directed.

(d) Direct, coordinate, and conduct reviews of Battalion-wide reports and the reports management program validating all reporting requirements levied on the activities at least every three years.

(2) Company Staff

(a) Maintain forms, records, and directives in accordance with this Order and the Bucket List filing plan on <https://eis.usmc.mil/sites/rmks/SitePages/fileplans.aspx>.

(b) Submit requests for new, revised or cancelled reports to the Battalion Adjutant.

c. Coordinating Instructions

(1) New Reporting Requirements

(a) When a new reporting requirement need is identified by a HQBn order, the requesting official will coordinate with the Reports Manager in order to staff the proposal for review of the directive containing the reporting requirements.

(b) If the reporting requirement involves collection of information from members of the public, call the Battalion Adjutant's office at (760) 830-7084 for assistance. Public information collections must be licensed by the Office of Management and Budget, not the local command.

(2) Records Disposition. When a report is discontinued, the Reports Manager will place the case file in an inactive file and destroy it two years after the report is superseded, cancelled, or discontinued.

4. Administration and Logistics

a. Administration. Directives created and issued by HQBn are published and distributed via the company staff, as well as maintained on the Battalion SharePoint at [https://vce.tecom.usmc.mil/sites/msc/magtftc/HQBN/Battalion%20Directives/Form s/Default%20View.aspx](https://vce.tecom.usmc.mil/sites/msc/magtftc/HQBN/Battalion%20Directives/Form%20s/Default%20View.aspx).

b. Logistics. Omitted.

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5. Command and Signal

a. Command. This Order is applicable to all sections of Headquarters Battalion, Marine Air Ground Task Force Training Command, Marine Corps Air Ground Combat Center.

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



S. A. EDWARDS

DISTRIBUTION: A



Reports List

ORIGINATOR	RCS	TITLE	REF DIRECTION	IRREGULARITY
S-1/ADI	DD-1300-01	PERSONNEL CASUALTY REPORT (PCR)	MCO 3040.4	AR
S-1/ADI	EXEMPT	SERIOUS INCIDENT REPORT (SIR)	MCO 3504.2	AR
S-1/ADI	MC-1742-01	VOTING ASSISTANCE PROGRAM REPORT	MCO 1742.1	Q
S-1/ADI	MC-5210-01	HEADQUARTERS MARINE CORPS ANNUAL RECORDS MANAGEMENT TRAINING REPORT	MCO 5210.11F	A
S-1	DD-1752-01	MILITARY PROTECTION ORDERS	MCO 5580.2B	AR
S-4	DD-8025-02	CLASS V (W) AMMUNITION MALFUNCTION REPORT	MCO 8025.1E	AR
S-4	DD-5530-01	MISSING, LOST, STOLEN, AND RECOVERED (MSLR) REPORTING	MCO 5530.140A	AR
S-4	MC-5100-06	ANYMOUSE	MCO 5100.29B	AR
S-4	MC-5102-07	SAFETY INVESTIGATION REPORT	MCO P5102.1B	AR
S-4	DD-5101-01	FLASH REPORT	MCO P5102.1	AR
S-4	MC-5102-08	HAZARD REPORT (HAZREP)	MCO P5102.1B	AR
S-4	MC-5100-07	GROUND SAFETY ASSESSMENT SURVEY	MCO 5100.29B	AR
URC	DD-RA (O) 2223	Unit Personal and Family Readiness Program and Birthday Ball Funds	CCO 1710.4D	AN
URC	DD-1754-04	Unit Personal and Family Readiness Data Tool Ledger	MCO 1754.9A	M