



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

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ASB 5214  
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16 Dec 15

AIR STATION BULLETIN 5214

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: INFORMATION REQUIREMENTS (REPORTS) MANAGEMENT PROGRAM ANNUAL CHECKLIST

Ref: (a) SECNAV M-5214.1  
(b) MCO 5214.2F  
(c) MCIEAST-MCB CAMLEJO 5214.1  
(d) ASO 5214.1B

Encl: (1) Checklist of Current MCAS Cherry Reports  
(2) Checklist of Cancelled MCAS Cherry Reports

1. Purpose. To publish a listing of current and cancelled command reports.
2. Cancellation. ASB 5214 of 1 December 2014.
3. Background. Each department shall provide for continuing analysis, review, and control of all reports originated or sponsored by this Command to improve the content and formant of necessary reports, control the creation of new reports, and to eliminate unnecessary ones.
4. Action
  - a. Commander's Intent and Concept of Operations
    - (1) Commander's Intent. Establish the guidelines for update and submission of all MCAS Cherry Point reports.
    - (2) Concept of Operations. Commands and directorates shall regularly review their sponsored MCAS Cherry Point reports to ensure they are current and relevant. Obsolete reports will be cancelled or revised.
  - b. Coordinating Instructions. All new MCAS Cherry Point reports and requests for changes to current reports must be routed through the Station Adjutant.
5. Reserve Applicability. This Bulletin is applicable to MCAS Cherry Point and its subordinate commands.
6. Cancellation Contingency. This Bulletin is cancelled upon receipt of the next consolidated checklist.

M. A. ARGUELLO  
By direction

DISTRIBUTION: A

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

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CHECKLIST OF CURRENT MCAS CHERRY POINT REPORTS

<b>Sponsor</b>	<b>RCS</b>	<b>Title of Report</b>	<b>Frequency</b>
FAC	MCAS CHERPT-11300-01	Energy Usage/Conservation Report	Semi-Annual
FAC	MCAS CHERPT-5090-04	Spill Report for Environmental Affairs	Situational
FAC	MCAS CHERPT-5090-41	Secondary Containment Structure Inspection	Situational
FAC	MCAS CHERPT-5090-42	Temporary Aboveground Storage Tank Notification	Situational
FAC	MCAS CHERPT-5090-43	Product Transfer Record	Situational
MPR	MCAS CHERPT-12792-01	Fiscal Year Drug-Free Workplace Annual Report (APF Employees)	Annual
MPR	MCAS CHERPT-12792-02	Fiscal Year Drug-Free Workplace Annual Report (NAF Employees)	Annual
OPS	DD-3070-01	Annual USMC Operations Security Report	Annual
OPS	MCAS CHERPT-5530-01	MCAS Cherry Point Quarterly Mass Notification Test Report	Quarterly
SES	DD-11320-04	Large Loss Initial Incident Report	Situational

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CHECKLIST OF CANCELLED MCAS CHERRY POINT REPORTS

None.