



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

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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, per references (a) through (d).

2. 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.

3. 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 the MCAS Cherry Point reports they sponsor for currency and relevance. Obsolete reports will be cancelled or revised.

b. Subordinate Element Missions. Follow and comply with this Bulletin.

c. Coordinating Instructions. All new MCAS Cherry Point reports and requests for changes to current reports must be routed through the Station Adjutant.

(1) This Bulletin is cancelled upon receipt of the next consolidated checklist.

(2) Point of contact is the MCAS Cherry Point Reports Management Officer at 252-466-2840 or DSN 582-2840.

4. Reserve Applicability. This Bulletin is applicable to MCAS Cherry Point and its subordinate commands.


M. A. ARGUELLO
By direction

DISTRIBUTION: A

CHECKLIST OF CURRENT MCAS CHERRY POINT REPORTS

Sponsor	Report Control Symbol	Title of Report	Frequency
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
OPS	DD-3070-01	Annual USMC Operations Security Report	Annual

CHECKLIST OF CANCELLED MCAS CHERRY POINT REPORTS

Sponsor	Report Control Symbol	Title of Report	Frequency
COMP	DD-4860-01	Post Competition Annual Assessment	Annual
COMP	DD-4860-02	Post Competition Mid-Year Assessment	Semi-Annual
COMP	MC-5220-01	CPI Monthly Report	Monthly
COMP	MC-5229-01	ICE Report	Situational