



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

ASO 5214.1C  
ADJ

28 NOV 2022

AIR STATION ORDER 5214.1C

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

Subj: MARINE CORPS INFORMATION REQUIREMENT REPORTS MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5210.16  
(b) MCO 5214.2G

Encl: (1) Annual Review of Information Requirements Reports

1. Situation. Per the references, a Reports Management Program will be established to effectively implement procedures for the creation, revision, or cancellation of Information Requirements Reports.

2. Cancellation. ASO 5214.1B.

3. Mission. To implement policy and provide guidance for managing Information Requirements Reports at Marine Corps Air Station Cherry Point (MCAS CHERPT) and subordinate commands.

4. Execution

a. Commander's Intent. To maintain an efficient program for sponsors of reports to develop the necessary documentation to obtain approval for the establishment, revision, or cancellation of Information Requirements Reports and that this is accomplished in an effective, efficient, and economical manner.

b. Concept of Operations. All reports will be reviewed annually and updated by the sponsors as necessary. Reports will be submitted for final approval to the Reports Management Officer. The inventory of current MCAS reports will be safeguarded with the Directives Control Point (DCP) Clerk.

c. Tasks

(1) Reports Management Officer

(a) Challenge reporting requirements that seem unnecessary or duplicative of existing reports and eliminate reports that are not cost-effective.

(b) Ensure that reports are not imposed unless value of information outweighs imposition of burden.

(c) Ensure the DCP clerk provides a copy of enclosure (1) to the Directorate, in which the report sponsor falls under, by the fifth day of the given month.

(d) Subject reports and reporting systems to a continuous, objective review for quality and economy of reporting.

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(e) Ensure that sponsors at all levels limit levying reporting requirements to information essential for mission accomplishment.

(f) Indicate the licensing of a reporting requirement by either assigning a Report Control Symbol (RCS) or citing the authority that exempts the report from symbolization.

(g) Provide updated information/guidance to all organizational level sponsors of reports.

(h) Ensure all local MCAS reports are reviewed annually and any report not required, or that is not up to date in its revision, is cancelled.

(i) Ensure all discontinued, cancelled, or superseded reports are placed in an inactive file and destroyed after two years.

**(2) Directorates and Subordinate Commands**

(a) Designate a sponsor of reports as required to administer the Information Requirements (Reports) Management Program within your respective organizational level.

(b) Identify the information needs at your organizational level to ensure only necessary reports are being produced.

(c) Ensure that all reports used in your directorate, or command, are not duplicates of higher echelon reports.

**(3) Sponsors of Reports**

(a) Collect, transmit, process, and store information through the most economical and efficient use of personnel, funds, and equipment.

(b) Ensure that all reports under your cognizance are not a duplicate of a higher echelon report.

(c) Ensure that all existing reports you use are truly required to complete the mission.

(d) Conduct an annual review of your reports as required by the Reports Management Officer.

(e) Coordinate reports management with related information resources management programs (forms, records, privacy act, security manager, and information assurance systems if applicable).

(f) Return enclosure (1) to the DCP clerk by the 25th of that report's assigned review date.

**d. Coordinating Instructions**

(1) All reports requests will be submitted using a completed NAVMC 11216 for each report.

(2) Submit an original hardcopy and an electronic copy of the report being requested to the DCP clerk.

(3) Submit the SECNAV 5213/1 for all reports that require the collection of Social Security Numbers.

(4) Submit a NAVMC HQ 940 with the review every year.

5. Administration and Logistics. All reports generated must be reported to the Station Adjutant.

6. Command and Signal

a. Command. The Reports Management Officer is the MCAS Adjutant. The DCP clerk will be located in the MCAS Manpower office.

b. Signal. This Order is effective date signed.



B. C. BURKS

DISTRIBUTION: A



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5214  
ADJ  
Date

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

Subj: ANNUAL REVIEW OF INFORMATION REQUIREMENTS (REPORTS)

Ref: (a) MCO 5214.2G  
(b) ASO 5214.1C

1. Per the instructions contained in the references, the report listed below is forwarded for your review. Use the references as necessary.

- a. Report Control Symbol (RCS): XXXXXXXXX
- b. Title of Report: Title

2. After review, complete the below endorsement and return this letter to the Directives Control Point Clerk, no later than (NLT) \_\_\_\_\_.

I. M. THEADJ  
By direction

\_\_\_\_\_  
(DATE)

FIRST ENDORSEMENT

From: Director, Directorate  
To: Commanding Officer, Marine Corps Air Station Cherry Point

1. A review of the above report was conducted and the following information is submitted:

- Reviewed and current.
- Reviewed and will be revised NLT \_\_\_\_\_.
- Reviewed; request cancellation.

2. Additional Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print: Rank/Last Name of Reviewing Official

\_\_\_\_\_  
Signature