UNITED STATES MARINE CORPS
15TH MARINE EXPEDITIONARY UNIT
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5214
S-1
7 Jun 11

POLICY LETTER 11-11

From: Commanding Officer, 15th Marine Expeditionary Unit
To: Distribution List

Subj: INFORMATION REQUIREMENTS (REPORTS) MANAGEMENT PROGRAM

Ref: (a) SECNAV M-5214.1
(b) SECNAVINST 5210.16
(c) MCO 5214.2F

Encl: (1) NAVMC HQ 940 (03-06), Report Evaluation Checklist
(2) NAVMC 11216 (1-92), Reports Approval Request
(3) NAVMC 11217 (6-02), Summary for Estimate of Reporting Hours
(4) 15th Marine Expeditionary Unit Reports Inventory

1. Purpose. To implement policy, assign responsibilities, and set forth guidance for management and control of information requirements within the 15th Marine Expeditionary Unit (MEU) in accordance with the references.

2. Background

a. Each reporting requirement with the 15th MEU represents an investment in time and manpower, therefore it is imperative that all reports required by this command contain only necessary information, are not duplicative in nature, and require a minimum of administrative procedures.

b. Reports management is needed to ensure reports and reporting systems provide necessary information effectively, efficiently, and economically. Specific types of data are needed to meet particular requirements. Reports are the major means for providing this data. Reports management encompasses the development of reports and reporting systems. As conditions and needs change, reports management must provide the control of reporting requirements to ensure minimum burden is expended and maximum effectiveness obtained.

c. The references set forth policy and guidance relative to the management of reports in the Marine Corps. Reference (c) directs the command to maintain reports case files for validated reports, conduct at least a triennial review of recurring reporting requirements, and directs the command to issue a checklist of recurring reporting requirements. This command shall meet the spirit of the order and establish policies that will ensure reporting requirements are up to date throughout the work-up cycle. This

Command will also ensure an appropriate MEU code is used in deriving the reports control symbol.

d. Reports items must be constructed to obtain all information needed concisely, economically, and effectively. Each item must satisfy a current need. The collection of information to meet some possible future need is not justified. Each reported item must be used by the recipient of the report. The need for each item can be determine by analyzing the answers to the following questions:

(1) Is the information requested under the cognizance of the requiring office?

(2) Is the information requested necessary for an established objective?

(3) How is the information used?

(4) Is the information capable of misinterpretation? Could it be more simply stated?

(5) Can the information be used for purposes other than the established objective?

(6) Will the requirements for negative reports serve an established objective? Negative responses should not be required unless absolutely necessary.

3. Action. Effective immediately, the cognizant primary and special staff sections will review enclosure (4) and conduct a review of the listed reports using enclosure (1). Once complete, enclosure (1) shall be submitted to the Reports Management Officer.

a. MEU Adjutant. The MEU Adjutant is the Reports Management Officer for this Command and is responsible for:

(1) Ensuring a triennial review of information requirements with the MEU is conducted to ascertain need and/or validity. A requirement will not be considered necessary or valid if it is duplicative in nature or requires marginal information. Reports that are not considered valid will be referred to the cognizant staff section for revision or cancellation.

(2) Conducting a detailed report analysis, using enclosure (1) and submitting it with enclosures (2) and (3) provided by the staff section requesting the new report to the MEU Commander for approval.

(3) Assigning a MEU Reports Control Symbol (MRCS) to all applicable

reports as outlined in paragraph 4 below.

(4) Publishing, on an annual basis, a bulletin listing all current required reports within the Command. The bulletin will include reports submitted within this Command as well as those submitted to higher headquarters.

(5) Initially authorizing reporting requirements for no longer than three years from the date of approval by the Commanding Officer.

b. MEU Primary and Special Staff Sections. Primary and special staff sections are responsible for monitoring their reporting requirements and will ensure that the following is accomplished:

(1) Prior to establishing a reporting requirement, thoroughly evaluate the need for the information and investigate other options for obtaining it (i.e. reports already in existence). If new a report is required, complete enclosure (2) and enclosure (3), submit, and route the enclosures through the MEU Adjutant for approval from the Commanding Officer.

(2) At the designated time, conduct an annual review of all reporting requirements utilizing enclosure (1) to evaluate validity of and continuing need for a report. Should a revision be required, submit enclosure (3) with the revision submission.

(3) When it is determined that a reporting requirement is no longer valid, publish a change, via the Reports Manager, deleting the report.

(4) Ensure that all reports that fall under Primary and Special Staff Section cognizance are forwarded to higher headquarters on time and in the proper format.

(5) Staff sections will not use unauthorized/unlicensed reports. An unauthorized/unlicensed report is on that has not been reviewed and approved by the Reports Manager and has not been assigned an Report Control Symbol (RCS) from higher headquarters or a MRCS from this Command.

4. Report Control Symbol

a. Reference (a) identifies those types of reports that are exempt from the Reports Management Program and do not require an RCS or MCRS.

b. Each recurring report required by this Command, with the exception of those discussed in paragraph 4 (a) above, required from higher headquarters, will not have a MRCS assigned. Rather, the RCS from higher headquarters requiring the report will be used to identify the report.

c. MRCS will consist of "MEU" followed by the primary section number

(i.e. MEU1, MEU2, etc), followed by a four digit numbers consisting of the standard subject identification code (SSIC) from the directive. Following the SSIC will be a two digit number identifying number of the report. For example, a MEU Adjutant recurring report required by this policy letter would be identified as MEU1-5214-01. Two additional reports required by the same order would be identified as MEU1-5214-02 and MEU1-5214-03.

d. Reports required on a one time basis will be assigned a MCRS as described above, but the letters OT will follow the SSIC vice a two digit number. For example, a MEU Adjutant one time report required by this policy letter would be identified as MEU1-5214-OT.

e. The MEU Adjutant will maintain a record of all assigned MCRS. Once a reporting requirement is canceled, the MCRS will not be used again.

5. Minimize. When minimized is imposed for electronically transmitted information, reports will be sent via alternative means unless the information contained in the reports will affect the combat readiness of the MEU.

6. Point of contact on this matter is the Reports Management Officer.

S. D. CAMPBELL

DISTRIBUTION: B

REPORTS EVALUATION CHECKLIST
NAVMC HQ 940 (03-06) EF

REVIEW DATE

REPORT TITLE

SECTION 1 - DETERMINE THE NEED

INSTRUCTIONS Check either column (b) or (c) if questionable, show changes in column (d) (a)	QUESTION-ABLE (b)	SATISFAC-TORY (c)	PROPOSED CHANGES (Attach Additional Sheets, if Needed) (d)
1. THE REPORT AS A WHOLE Who uses it? How? What is its purpose? Should it be continued?			
2. USE OF EACH ITEM Is every item used? Any missing items to be added?			
3. USE OF EACH COPY Are all copies used to a good advantage?			
4. FUNCTIONAL RELATIONSHIP Is the information within the scope of the office functions?			
5. MISAPPLICATION Does the report try to solve a problem which should be solved by other means?			
6. STAND-BY DATA Is the data obtained for "just-in-case" use?			
7. ANOTHER AVAILABLE SOURCE. Is the data available in another report or office?			
8. BY PRODUCT. Is it possible to get the data by some other process?			
9. DIRECT USE OF RECORDS. Could actual records or "last copy" of record be used instead of a report?			
10. SAMPLING. Would a sampling of a few offices give reliable data?			
11. EXCEPTION REPORTING. Would it be appropriate to report conditions only when other than normal?			
12. COMBINATION. Could this report be combined with another report?			
13. NON-RELATED MATERIAL. Are non-related subjects included in the same report?			
14. ADEQUACY AND SUITABILITY. Is scope or content tailored to meet needs?			
15. VALUE VS. COST. Is the report worth its cost?			
SECTION 2 - VERIFY THE TIMING			
16. REPORTING PERIODS. Are reporting periods properly stated?			
17. FREQUENCY. Is the present frequency suitable, excessive, or inadequate?			
18. DUE DATE. Is the due date specifically stated?			
19. PREPARING OFFICE WORKLOAD. Has this been considered? Can due dates be changed to avoid peak worklands?			

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REPORTS EVALUATION CHECKLIST (Page 2)
NAVMC HQ 940 (03-06) EF

REVIEW DATE

REPORT TITLE

SECTION 3 - REVIEW STYLE OF PRESENTATION

INSTRUCTIONS Check either column (b) or (c) if questionable, show changes in column (d) (a)	QUESTION-ABLE (b)	SATISFAC-TORY (c)	PROPOSED CHANGES (Attach Additional Sheets, if Needed) (d)
20. REPORT TITLE Is it the same as, or listed in the directive?			
21. PURPOSE OF REPORT. Is it clearly stated?			
22. REPORTING INSTRUCTIONS. Are reporting instructions clear and adequate?			
23. INTEGRATED REPORTING. Are data needs of other levels included?			
24. FEEDER REPORTS. Are procedures for feeder reports provided to assure uniformity and simplicity?			
25. REPORTING UNITS. Are reporting units shown? Are tthere too many, too low?			
26. NEGATIVE REPORTS. Are negative reports required? What use is made of them?			
27. NUMBER OF COPIES. Are number of copies specified?			
28. ROUTING. Are correct mailing addresses given?			
29. NARRATIVE OR FORM. Is the best format for this report used?			
30. ARRANGEMENT AND SIZE. Are items sequenced according to user need? Is spacing adequate? Are item captions clear? Is size adequate and practical?			
31. STANDARDIZATION. Do all offices use the same forms or format?			
32. SUMMARY INFORMATION. Would a summary of information rather than statistics or a narrative be better?			
33. CUMULATIVE DATA. Can data be maintained on a cumulative basis to eliminate last-minute workloads?			
34. COMPARISONS. Are comparisons made against goals, past performances, or current performance of others?			
35. GRAPHICS. Are graphics used to good advantage?			
36. AUTHENTICATION. Are verifying or approving officials' signatures used only when necessary?			
37. DATA SOURCES. Are records from which reports are to be prepared identified?			
38. ARRANGEMENT OF RECORDS. Should records be rearranged to simplify reporting?			
39. REPORT SYMBOL. Is it shown after title of report?			
40. STYLE OF PRESENTATION. Does the overall report provide clarity and simplicity?			

REQUEST FOR APPROVAL OF A MARINE CORPS REPORTING REQUIREMENT (5214)

RCS: DN-5214-02

NAVMC 11216 (REV. 6-02)

1. USMC REPORT CONTROL SYMBOL (RCS)	2. EXPIRATION DATE: (3 years from effective date of requiring directive)
3. REQUESTING OFFICE CODE	4. REQUIRING USMC DIRECTIVE
5. TITLE OF REPORTING REQUIREMENT	6. FORMAT (MCEFS, Msg, ltr, form no., etc.)
7. OTHER REQUIRING DIRECTIVES (DoD, SECNAV, etc.)	8. CATEGORY

9. TYPE OF REQUEST

- ☐ NEW
- ☐ REVISION
- ☐ EXTENSION
- ☐ WAIVER
- ☐ PREVIOUSLY UNLICENSED

10. FREQUENCY OF SUBMISSION

- ☐ BIENNIALLY
- ☐ ANNUALLY
- ☐ SEMIANNUALLY
- ☐ QUARTERLY
- ☐ MONTHLY
- ☐ WEEKLY
- ☐ AS REQUIRED
- ☐ ONE TIME
- ☐ OTHER _____

11. SUBMISSION DUE

12. CATEGORY

13. CANCELED OR MODIFIED REPORTS OR FORMS (List RCS and Form No .)

14. HQMC, MCCDC, MARCORSYSCOM OFFICES REQUIRED TO SUBMIT

15. PRIVACY ACT

- ☐ YES
- ☐ NO

16. ACTIVITIES REQUIRED TO SUBMIT (Use Monitored Command Codes: MCO P1080.20)

17. PURPOSE OF THIS REPORTING REQUIREMENT (Brief Narrative)

18. ACQUISITION OF SPECIALIZED EQUIPMENT TO SUPPORT THIS REPORT	19. BURDEN HOURS (NAVMC FORM 11217)

20. INDIVIDUAL DATA ELEMENTS (If copy of form or format is available, attach a copy to this form and leave this section blank.)

21. PAPERWORK CERTIFICATION: **I HAVE THOROUGHLY REVIEWED THIS REPORTING REQUIREMENT AND HAVE COMPLIED WITH THE POLICY IN MCO 5214.2D**

SIGNATURE DATE

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ENCLOSURE (2)

REQUEST FOR APPROVAL OF MARINE CORPS REPORTING REQUIREMENT RCS: DN-5214-02
NAVMC 11216 (REV. 6-02)

INSTRUCTIONS

1. USMC Report Control Symbol: If a revised report, use the previously assigned report control symbol; if new, leave blank and DirAr (ARDB) will review directive and assign RCS.

2. Expiration Date: Leave blank. DirAR (ARDB) will complete after requiring directive has been signed.

3. Name, Code of Reguesting Office: Self-explanatory.

4. Requiring USMC Directive: Your proposed or existing Marine Corps directive, i.e., MCO 5214.2D.

5. Title of Reporting Requirement: Use official title if already designed on a form. If no title has been established, use descriptive title. Avoid use of the word "Report" and the frequency (i.e., "Annual").

6. Format: How will the information be sent to you? Normal media is message, letter, electronic mail, or machine generated. If a form is required, list the form number, i.e., NAVMC 11216.

7. Other Requiring Directives: Is the reporting requirement directed by higher authority? If so, what directive? (i.e., DOD 7110.2, SECNAVINST 5214.2D, U.S.C. 49).

8. Category: Insert "1", "2", "3", or "4" as appropriate.

Category 1 - The receipt of the report after the due date would seriously impair the capability of the receiving headquarters in making proper, vital, and immediate decisions.
Category 2 - Delay of receipt for more than a few days after the due date would impair the capability of the receiving headquarters to function effectively in planning/implementing programs.
Category 3 - The report is required by higher authority. Any decision to defer or suspend the requirement must be made by the originating agency.
Category 4 - Reports may be deferred to permit compliance with other urgent and more important requirements. Such reports may not be delayed beyond a reasonable length of time.

9. Type of Request: Self-explanatory.

10. Frequency of Submission: Self-explanatory. If other, designate frequency (i.e., triennially).

11. Submission Due: Indicate first day and month report is due, i.e., if quarterly and due by the 1st of Jan, Apr, Jul, and Oct, enter "1JAN". If the report is due weekly, indicate the day of the week, "TUE".

12. External Report Control Symbol: The RCS contained in higher authority directives, i.e., "DD-FM&P(Q)1458".

13. Canceled or Modified Reports or Forms: Self-explanatory.

14. HQMC, MCCDC, MCRC, MARCORSYSCOM Offices: Use office codes, i.e., ARD, MP, LPP, etc.

15. Privacy Act: Does this report contain personal information which must be safeguarded per current directives?

16. Activities Required to Submit: Use MCO P1080.20, JUMPS/MMS Codes Manual to obtain three digit monitored command codes; i.e., 012, 015, 222. Do NOT use "ALL".

17. Purpose of this Reporting Requirement: Self-explanatory.

18. Acquisition of Specialized Equipment: List item and cost of equipment which must be purchased for the sole support of this report. Round cost to nearest dollar.

19. Burden Hours: Record the total number of burden hours from NAVMC 11217.

20. Individual Data Elements: If copy of form, format, or sample report is available, attached a copy of this form and leave this section blank. Otherwise, list types of information collected by this report, i.e., enlisted promotion, number of females promoted, etc.

21. Paperwork Certification: Your signature ensures that you cannot get this information from another source and that you have ollowed all guidelines established in MCO 5214.2D.

SUMMARY FOR ESTIMATES OF REPORTING HOURS (5214)
NAVMC 11217 (REV. 6-02) (EF)

REPORT CONTROL SYMBOL: EXEMPT

REPORT CONTROL SYMBOL	NO. REPORTS PER YEAR	DATE PREPARED

REPORT TITLE

HOURS TO INITIATE OR REVISE		
GRADE	HOURS	TOTAL HOURS INIT/REVISE
		0

CODE	TELEPHONE	EMAIL ADDRESS

HOURS TO PREPARE AND SUBMIT				HOURS TO RECEIVE			
GRADE	HOURS	REPORTS PER YEAR	TOTAL HOURS BY GRADE	GRADE	HOURS	REPORTS PER YEAR	TOTAL HOURS BY GRADE
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
HOURS TO PREPARE AND SUBMIT ONE REPORT			0	HOURS TO RECEIVE ONE REPORT			0
NO. OF ACTIVITIES TO SUBMIT				NO. OF ACTIVITIES TO SUBMIT			
TOTAL HOURS TO PREPARE AND SUBMIT ALL REPORTS			0	TOTAL HOURS TO PREPARE ALL REPORTS			0

HOURS TO USE				HOURS TO STORE AND DISPOSE			
GRADE	HOURS	REPORTS PER YEAR	TOTAL HOURS BY GRADE	GRADE	HOURS	REPORTS PER YEAR	TOTAL HOURS BY GRADE
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
			0				0
TOTAL HOURS TO USE REPORTS			0	TOTAL HOURS TO STORE AND DISPOSE			0

TOTAL ANNUAL BURDEN HOURS FOR THIS REPORT
(EXCLUDE HOURS TO INITIATE/REVISE)

0

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ENCLOSURE (3)

INSTRUCTIONS

SUMMARY FOR ESTIMATES OF REPORTING HOURS (5214) **RCS: EXEMPT**

NAVMC 11217 (REV. 6-02) (EF)

Report Control Symbol: Current RCS or wait for CMC (ARDB) to assign.

No. Reports Per Year: Use number, i.e., if annually, use 1; if quarterly, use 4; if biennially, use 5.

Date Prepared: Self-explanatory.

Report Title: Proposed title of report (avoid use of "Report" and frequency (i.e., Annual, Quarterly)).

Estimate Prepared by: Self-explanatory.

Code: Self-explanatory.

Telephone: Telephone number of report sponsor; include area code if other than 703.

EMAIL ADDRESS: Report sponsor's E-mail address.

HOURS TO INITIATE OR REVISE: Complete ONLY if a new or revised report. Estimate time report sponsor spends creating or revising report.

Grade: Use the following abbreviations (i.e., for Colonel use Col; for GM-15 use "GM15"):

Colonel	- COL	Master Gunnery Sergeant	- MGYSGT	GM15	GS9
Lieutenant Colonel	- LTCOL	Sergeant Major	- SGTMAJ	GM14	GS8
Major	- MAJ	Master Sergeant	- MSGT	GM13	GS7
Captain	- CAPT	First Sergeant	- 1STSGT	GS12	GS6
First Lieutenant	- 1STLT	Gunnery Sergeant	- GYSGT	GS11	GS5
Second Lieutenant	- 2NDLT	Staff Sergeant	- SSGT	GS10	GS4
Chief Warrant Officer 4	- CWO4	Sergeant	- SGT		
Chief Warrant Officer 3	- CWO3	Corporal	- CPL		
Chief Warrant Officer 2	- CWO2	Lance Corporal	- LCPL		
Chief Warrant Officer 1	- CWO1	Private First Class	- PFC		
		Private	- PVT		

Hours: Time spent by each grade. Use fractions for minutes, i.e., if time is 1 hr 15 min, enter 1.25; if 1 hr 30 min, enter 1.5, Minutes can be calculated by dividing minutes by 60, i.e., 5 min = 5/60 = .083.

Reports per Year: See above explanation.

Total Hours by Grade: Multiply Number of Hrs x Number of Reports Per Year.

HOURS TO PREPARE AND SUBMIT: Estimate time spent by reporting activities completing report. Suggest taking a random survey of activities to determine average grade/time required. NOTE: This is an excellent opportunity to request feedback on ways to improve the report.

No. of Activities to Submit: Self-explanatory. Number should match the number of MCC's listed for block 17 of the previous form.

HOURS TO RECEIVE: Estimate time required to receive **ONE** report. Include time to open mail, check off receipt from each activity, input data into computer or post to ledger, etc.

HOURS TO USE: Estimate time spent reviewing, analyzing, consolidating, coordinating, and finalizing the information received from all reporting activities.

HOURS TO STORE AND DISPOSE: Estimate time to store and dispose of reports (include all individual reports from activities submitted for **ONE** reporting period).

TOTAL BURDEN HOURS FOR THIS REPORT: Exclude initiation/revision hours.

15TH MARINE EXPEDITIONARY UNIT REPORTS INVENTORY

REPORT NAME	MRCS/RCS	SECTION	DUE
Morning Report	MEU1-3123-01	S-1	0800, Daily
Government Travel Charge Card Report	MEU1-4600-01	S-1	Monthly, 6th
Career Planner Report	MEU1-1040-01	S-1	Bi-monthly
Personnel Casualty Report	DD-P&R(AR)1664	S-1	As required
DON Suicide Incident Report	DN-3040-01	S-1	As required
OPREP-3/Serious Incident Report	EXEMPT	S-1	As required
Postal Expenditure Report	MEU1-5512-01	S-1	31 October and 30 April, when composited
Legal Report	MEU1-5800-01	SJA	As required
Intelligence Summary Report	MEU2-3800-01	S-2	Daily, only deployed
Derivative Classification Report	MEU2-3800-02	S-2	As required
Intelligence Oversight Report	MEU2-3800-03	S-2	Quarterly, only garrison
Command Chronology	MEU3-5757-01	S-3	15 December, 15 June, semi-annual
Defense Readiness Report System	MEU3-3000-01	S-3	Monthly
SITREP	MEU3-3000-02	S-3	Composited only, weekly, then daily in CENTCOM
NBC Defense Report	MEU3-3400-01	S-3	As required
Class V(W) Expenditure Report	MEU4-8000-01	S-4	As required
Class V(W) Ammunition Malfunction Report	DD-8025-02	S-4	As required
Ammunition Defect Report	EXEMPT	S-4	As required
Safety Investigation Report	MEU4-5100-01	Safety	As required
Safety Program Status Report	MC-5100-05	Safety	As required
Mishap Report	MEU4-5100-02	Safety	As required
Hazard Report	MEU4-5100-03	Safety	As required
Daily Process Report LM2	MEU6-2201-01	EKMS	Weekly
EKMS Admin Report	MEU6-2281-02	EKMS	As directed by I MEF
NCMS Inventory Completion Report	MEU6-2281-03	EKMS	Semi-annual
COMSEC Incident Reports	EXEMPT	EKMS	As required
Report of Inspection	EXEMPT	EKMS	As required
Practice Dangerous to Security	EXEMPT	EKMS	As required