



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION
MARINE CORPS BASE QUANTICO
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MCINCR-MCBO 5214.1
B 10

OCT 05 2022

MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE ORDER
5214.1

From: Commander, Marine Corps Installations National Capital Region-Marine
Corps Base Quantico

To: Distribution List

Subj: REPORTS MANAGEMENT PROGRAM

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

1. Situation. To promulgate policy in accordance with references (a) and (b). Marine Corps Base Quantico (MCBQ) will maintain a Reports and Forms Management Program to ensure organizational reporting requirements are documented, tracked, and in compliance with legal and statutory requirements.
2. Cancellation. MCINCR-MCBQO 5213.1D.
3. Mission. To promulgate policy and guidance in compliance and adherence with references (a) and (b). Each Division/Section shall provide their reports for continuing analysis, review, and control of all reports originated or sponsored by this command to improve the content and format of necessary reports, control, and creation of new reports, and and eliminate unnecessary reports.
4. Execution
 - a. Commander's Intent and Concept of Operations
 - (1) Commander's Intent. This program is implemented to ensure that personnel with MCBQ are not creating or duplicating reports, and forms for mission requirements.
 - (2) Concept of Operations. Reports are issued on a need-to-act/need-to-know basis, and are to be maintained by intended addressees only. Assistant Chiefs of Staff (AC/S), directors, and special staff heads ensure that reports, reporting systems, and that information collections are not redundant with forms and information collections of a higher authority are compliant with federal mandates.
 - (a) Reports Reconciliation. Contact the Adjutant who is designated as the Command Reports Manager for addition, deletion, or revision of reports.
 - (b) Cancelled Reports. Reports will cease to be used when their requiring directives are cancelled.

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b. Subordinate Element Missions

(1) Battalion Commanding Officers: Security Battalion and Marine Corps Air Station Facility Quantico shall establish a Reports and Forms Management Program in accordance with references (a) through (b).

(2) AC/S, Directors, and Special Staff Heads. Validate all new reports with the Adjutant before requiring personnel to provide information.

(3) Marine Corps Base Quantico Adjutant shall:

(a) Be assigned in writing as the Command Records Manager per reference (a), for this command.

(b) Manage and administer the command's Reports Management Program.

5. Administration and Logistics. The Adjutant, by direction of the Commanding Officer, has sole authority to validate new reports.

6. Command and Signal. This Order is applicable to all MCBQ personnel and subordinate commands.


MICHAEL L. BROOKS

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