



UNITED STATES MARINE CORPS  
2D MARINE AIRCRAFT WING  
U. S. MARINE CORPS FORCES COMMAND  
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WgO 5214.3C  
G-1  
JUN 28 2011

WING ORDER 5214.3C

From: Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: 2D MARINE AIRCRAFT WING (2D MAW) REPORTS MANAGEMENT PROGRAM

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

1. Situation. To implement policy and provide guidance for managing reports at 2d MAW and subordinate commands.

2. Cancellation. WgO 5214.3B.

3. Mission

a. Per the references, Headquarters Marine Corps established a Reports Management Program. Guidance for establishing a Reports Management Program is provided in reference (b).

b. All 2d MAW Reports must be submitted to the 2d MAW G-1 for approval. This Order provides policy for report sponsors on developing the necessary documentation to obtain approval for establishment, revision or cancellation of information requirements. This program will do the following:

(1) Identify the information needs of managers at every organizational level.

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

(3) Challenge reporting requirements if deemed unnecessary or duplicative of existing reports. Eliminate reports that are not cost-effective.

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

(5) Coordinate reports management with related information resources management programs (forms, records, privacy and information systems).

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

(7) Ensure that managers at all levels limit levying reporting requirements to information essential to mission accomplishment.

(8) 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.

c. Concept of Operations. This 2d MAW program is to ensure management control and decision-making needs are met and that the information requirements imposed are fulfilled in an effective, efficient and economical manner.

(1) Each Staff Section will designate a Staff Section level reports manager to assist the 2d MAW G-1 in administering the Reports Management Program within their respective Staff Section.

(a) Ensure that all reports under their cognizance are not a duplicate of a senior report.

(b) That all existing reports are required to complete their mission.

(2) To build and utilize the 2d MAW G-1 Reports webpage.

(3) 2d MAW G-1, Reports Management Program Officer, will provide updated information/guidance to commands in 2d MAW.

(a) Review all requests for new and revised reports ensuring that they are not duplicates of higher echelon reports.

(b) That all local 2d MAW reports are reviewed annually and any report not required are cancelled.

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(c) Publish an annual 2d MAW Bulletin which contains a list of all current 2d MAW reports.

(d) Requirements to submit a new or to revise a report:

1. Submit a completed OPNAV 5214.10 for each report.

2. Submit an original hardcopy and an electronic copy (if available) of the report.

4. Administration and Logistics

a. Submit recommendations for improvement to the 2d MAW Reports Management Program to the 2d MAW G-1.

b. When a report is discontinued, 2d MAW G-1 will place it in an inactive file and destroy it two years after the report is superseded, cancelled or discontinued.

5. Command and Signal

a. Command. This Order is applicable to all units of 2d MAW.

b. Signal. This Order is effective date signed.

  
R. W. REGAN  
Chief of Staff

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