



UNITED STATES MARINE CORPS
MARINE CORPS UNIVERSITY
EDUCATION COMMAND
2076 SOUTH STREET
QUANTICO, VA 22134-5129

IN REPLY REFER TO:
Canc: Oct 2020
EDCOM Bul 5214
G1
OCT 09 2019

EDUCATION COMMAND BULLETIN 5214

From: Commanding General
To: Distribution List

Subj: REPORTS MANAGEMENT PROGRAM

Ref: (a) SECNAV M-5214.1
(b) MCO 5214.2F
(c) 5 U.S.C. 552a
(d) SECNAVINST 5211.5E
(e) SECNAV M-5210.1

1. Situation. To provide guidance on this Command's Information Requirements (Reports) Management Program as outlined in references (a) and (b). Leaders at all levels are responsible for ensuring that the command is collecting, transmitting, processing, and storing information through the most economical and efficient use of personnel, funds, and equipment. For the purpose of this Bulletin reports are information collected, stored, retrieved, and submitted when requested. As conditions change, reports management must provide the control of reporting requirements to ensure minimum burden is expended and maximum effectiveness is obtained.

2. Mission. Each staff section shall provide for continuing analysis, review, and control of all reports originated or sponsored by this command to improve content and format of all necessary reports, control and creation of new reports, and to eliminate unnecessary reports.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Bulletin will be utilized by Education Command if reports are issued on an annual basis.

(2) Concept of Operations. If Education Command has reports they will be issued on a need-to-act/need-to-know basis, and are to be maintained by intended addressees only.

(a) Reports Reconciliation. Contact the Education Command Adjutant Chief who is designated as the Command Reports Manager for addition, deletion, or revision of reports.

(b) Cancelled Reports. Reports issued by this command not listed herein are cancelled and will be destroyed.

4. Administration and Logistics

a. The generation, collection or distribution of personally identifiable information (PII) and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per references (c) and (d). Any unauthorized review, use, disclosure or distribution is prohibited.

b. Records created as a result of this Bulletin shall be managed according to National Archives and Records Administration approved dispositions per reference € to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

c. This Bulletin is cancelled within one year of the date signed or upon receipt of next consolidated annual checklist; whichever occurs first.

5. Command and Signal

a. Command. This Bulletin is applicable to Education Command total force.

b. Signal. This Bulletin is effective the date signed.



R. E. PITTS
By direction

DISTRIBUTION: A

DIRECTIVE NO.

DIRECTIVE TITLE (SHORT TITLE)

Bul 5214

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CLASSIFICATION

09 Oct 2019

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Unclass

DIRECTIVE REVIEW NAVMC 10974 (REV. 8-97) (EF) SN: 0109-LF-069-0400

(5215)

In accordance with current edition of MCO P5600.31, this directive has been reviewed for necessity, current applicability, and to assure consonance with existing law and with national and Department of Defense policy, by:

DIRECTIVE NUMBER	DATE REVIEWED	CANCELLED	CANCELLED BY	REMARKS (New, Revision, Change)	SIGNATURE OF REVIEWING OFFICER
5214	9 Oct 2019			New	
5214	9 Oct 20	Dec 2021	CG.	Revision	MRS PEREZ
5214	1 Dec 21			Change	Col Sgt Leandre

DIRECTIVE NO.

DATE CANCELLED

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