

<b>COMSCINST 5214.5A</b>	<b>COG CODE N002</b>	<b>DATE 1 JUN 1990</b>
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**DEPARTMENT OF THE NAVY**  
COMMANDER MILITARY SEALIFT COMMAND  
WASHINGTON NAVY YARD BLDG 210  
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WASHINGTON DC 20398-5540

COMSCINST 5214.5A  
N002  
1 June 1990

COMSC INSTRUCTION 5214.5A

Subj: REPORTS MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5214.2B

1. Purpose. To implement subject program as prescribed by reference (a).
2. Cancellation. COMSCINST 5214.5.
3. Objectives. As established by reference (a), the objectives of the DON Reports Management Program are:
  - a. To increase the awareness of the need to coordinate related information resources management policies and programs.
  - b. To eliminate reports which are duplicative or not cost effective through control, standardization and consolidation.
  - c. To ensure that reports are not imposed unless the expected value of information is worth the imposition of the burden.
4. Management Assistance. Technical guidance and management assistance will be provided to the staff of COMSC and MSC subordinate commands by Director, Records Management Division (N0021) for the Reports Management Program in accordance with reference (a) and this instruction.
5. Action. The following procedures shall be maintained at the Area and Subarea Command levels for controlling recurring reports:
  - a. Establish a Reports Management Program in accordance with reference (a).
  - b. Prepare a Reports Analysis Data form (OPNAV 5214/10) for each reporting requirement contained in the directive establishing the report.
  - c. Ensure that reporting requirements are not authorized for longer that 3 years from the date of the directive establishing the report.

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d. Furnish the designated Reports Management Program office the proposed directive together with a completed copy of OPNAV 5214/10 for review and approval of the proposed report.

e. Any request received for a recurring report from another activity will be coordinated with the reports control office for the purpose of maintaining required reporting workload statistics. If any such requested report does not have a reports control symbol, indicating requiring agency approval, the reports control office will take action to have an appropriate symbol assigned.

f. An index of reports required (incoming) and prepared (outgoing) shall be maintained and published periodically. The index shall be used in the review when approving proposed reports or analyzing reporting systems. Two copies of each index shall be furnished to COMSC (N0021).

Distribution:

COMSCINST 5000.19

List I (Case A, B)

SNDL 41B (MSC Area Commanders)

41C (MSC Subarea Commanders)

Copy to:

SNDL 41D3