UNITED STATES MARINE CORPS
MARINE FORCES RESERVE
2000 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70114-1500

ForO 5214.2B
G-1
OCT 14 2016

FORCE ORDER 5214.2B

From: Commander
To: Distribution List

Subj: MARINE FORCES RESERVE INFORMATION REQUIREMENTS (REPORTS) MANAGEMENT PROGRAM

Ref: (a) MCO 5214.2F

Encl: (1) Reports Required

1. Situation. The Information Requirements (Reports) Management Program provides for the systematic analysis and administrative control of Marine Corps reporting requirements.

2. Cancellation. Force Order 5214.2A.

3. Mission. To ensure the proper and timely submission of all reports required by higher headquarters.

4. Execution

a. Commander's Intent. Establish policy, assign responsibilities, and provide guidance for the management and effective control of reporting requirements for Marine Forces Reserve (MARFORRES) in accordance with the reference.

b. Concept of Operations. Follow the guidance provided in the reference and this Order.

c. Task

(1) Commanding Officers/Inspector-Istructors and Commanding Generals. Establish internal control procedures to ensure the proper and timely submission of all reports required to higher headquarters, providing a copy of all reports to MARFORRES G-1.

(2) Headquarters, MARFORRES Staff Principles and Special Staff Officers. Review and validate enclosure (1) as required,

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providing changes to MARFORRES G-1 via the appropriate chain of command.

5. Command and Signal

a. Command. This Order is applicable to MARFORRES.

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

REX C. MCMILLIAN

DISTRIBUTION: D

Directives issued by this Headquarters are published and distributed electronically.

REPORTS REQUIRED					
SPONSOR	SUBJECT	DUE DATE	FREQ	REFERENCE	SUBMITTED TO
CMD DECK	STATUS OF VIOLATIONS	JAN	ANNUAL	MCO P1700.27	MFR SUPP
CMD DECK	SPECIAL SERVICES EXCESS	AS REQUIRED	AS REQUIRED	MCO P1700.27	MFR SUPP
CMD DECK	FRO/KVC UPDATE	END	MONTHLY	TBD	MFR G-1 MCCS
CMD DECK	TRAVEL GIFTS > $250.00	AS REQUIRED	AS REQUIRED	MCO 5800.16A	MFR SJA
CMD DECK	GIFTS RCD FROM FOREIGN GOVERNMENTS	JAN	ANNUAL	MCO P5800.16A	MFR SJA
CMD DECK	FINANCIAL DISCLOSURE (OGE-278)	MAY	ANNUAL	DOD 5500.7-R	MFR SJA
CMD DECK	GIFTS TO MARINE CORPS	AS REQUIRED	AS REQUIRED	MCO P11240.10G	MFR SJA
CMD DECK	OGE ETHICS SURVEY	AS REQUIRED	AS REQUIRED	MCO P5800.16A	MFR SJA
MFR G-1 ADJ	POSTAGE EXPENDITURE REPORT	JAN	ANNUAL	MCO P5110.4	MFR G-1 ADJ
MFR G-1 ADJ	NATIONAL IMAGE REPORT	AS REQUIRED	AS REQUIRED	CMC MSG	
MFR G-1 C/P	ENLISTED CAREER	JAN	ANNUAL	MCO P1040.31	MFR G-1 CARP
MFR G-1 CIV	CIVILIAN PERSONNEL PERFORMANCE	JUL	ANNUAL	FORO 12001.A	MFR G-1 CIV
MFR G-1 CIV	CIVILIAN PERSONNEL ON BOARD	MAY	ANNUAL	FORO P1540.3	MFR G-1 CIV
MFR G-1 MANPOWER	RESERVE REFERRAL CREDITS	OCT	ANNUAL	MCO 1130.56B	MFR G-1
MFR G-1 MANPOWER	MILITARY INCENTIVE AWARDS PROGRAM REPORT	AS REQUIRED	AS REQUIRED	MCO P1650.17F	MFR G-1
MFR G-1	T/O RECONCILIATION	JAN	QUARTERLY	MCO P5290.1	MFR G-1
MFR G-1	ADDITIONAL DUTY ROSTER	JAN	SEMI-ANNUAL	MCO P5290.1	MFR G-1
MFR G-2	ITT ACTIVITY REPORT	MAR	SEMI-ANNUAL	MCO 3876.1	MFR G-2
MFR G-2	INTELLIGENCE OVERSIGHT REPORT	MAR	QUARTERLY	MCO 3870.2A	

SPONSOR	SUBJECT	DUE DATE	FREQ	REFERENCE	SUBMITTED TO
MFR G-3 NBC	NBC OFFICER/FAC SHORTFALL	JAN	ANNUAL	FORO P3400.1	
MFR G-3 OPS	TEEP	AUG	ANNUAL	MCO 1540.34	MFR G-3 OPS
MFR G-3 TRNG	COMMAND CHRONOLOGY	FEB	ANNUAL	MCO P5750.1F	MFR G-3 OPS
MFR G-3 TRNG	MOBILE TRAINING TEAM REQ	AUG	ANNUAL	MCO 1553.2	MFR G-3 TRNG
MFR G-3 TRNG	BN FIELD TRNG DAYS (BFTD)	OCT	ANNUAL	FORO P1540.3	
MFR G-3 OPS	REPORT OF ANNUAL TRAINING	OCT	ANNUAL	MCO 1540.34B	MFR G-3 OPS
MFR G-3 TRNG	RESERVE FORCE POLICY	DEC	ANNUAL	MCO 1540.34B	
MFR G-3 OPS	SORTS REPORT	JAN	QUARTERLY	MCO P3000.13	MFR G-3 OPS
MFR G-3 TRNG	SHORT RANGE PLAN	JAN	QUARTERLY	FM 25-100	
MFR G-3 TRNG	FORMAL SCHOOLS TRAINING REPORT	MID	MONTHLY	FORO 1540.3	MFR G-3 TRNG
MFR G-3 OPS	OPS/TRNG SITUATIONAL REPORT	MID	MONTHLY	MCO 3000.2D	
MFR G-3 TRNG	REPORTED VIOLATION/NOTICE OF NON-COMPLIANCE	DEC	ANNUAL	MCO 1540.34B	
MFR G-3 TRNG	RECOMMENDED BOARD REQUIREMENTS	JAN	ANNUAL	MCO 7321.2H	
MFR G-3 OPS	PRE-DEPLOYMENT REPORT	AS REQUIRED	AS REQUIRED	MCO 3000.2	MFR G-3 OPS
MFR G-3 TRNG	MCCRES REPORT	AS REQUIRED	AS REQUIRED	MCO 3501.1C	
MFR G-3 TRNG	MID RANGE PLAN	AUG	ANNUAL	FMF 0-1	
MFR G-3 ADMIN	ATP/RMP/AFTP	JAN	QUARTERLY	MCO P1000R.1	MFR G-3 TRNG
MFR G-3 TRNG	TRAINING INPUT	MAR	ANNUAL	N/A	MFR G-3 TRNG
MFR G-3	NBC DEF EQUP MAN PROG	DEC	ANNUAL	MSG FROM CONGRESS	MFR G-3

SPONSOR	SUBJECT	DUE DATE	FREQ	REFERENCE	SUBMITTED TO
MFR G-4 AMMO	ANNUAL OPERATIONS PLAN (FORECAST)	JUN	ANNUAL	FORO P8010.1	MFR G-4 AMMO
MFR G-4 AMMO	CLASS V (W) AMMUNITION ALLOCATION	APR	ANNUAL	FORO P8010.1	MFR G-4 AMMO
MFR G-4 AMMO	ANNUAL REVIEW OF REAL PROPERTY	AS REQUIRED	AS REQUIRED	FORO P8010.1	
MFR G-4 ORD	ANNUAL LASER INVENTORY	JAN	ANNUAL	FORO P8010.1	MFR G-4 ORD
MFR G-4 AMMO	AMMO EXPENDITURE REPORT	JAN	ANNUAL	FORO P8010.1	MFR G-4 AMMO
MFR G-4 AMMO	ANNUAL INSPECTION REPORT	JAN	ANNUAL	FORO P8010.1	MFR G-4 AMMO
MFR G-4 AMMO	DISPOSITION INSTRUCTIONS	AS REQUIRED	AS REQUIRED	FORO P8010.1	MFR G-4 AMMO
MFR G-4 AMMO	MISSING/LOST/STOLEN/RECOVERED AMMO	AS REQUIRED	AS REQUIRED	FORO P8010.1	
MFR G-4 SMO	RESERVE MOBILIZATION	OCT	ANNUAL	FORO P4600.2A	MFR G-4 SMO
MFR G-4	RECOMMENDED CHANGES TO	AS REQUIRED	AS REQUIRED	MCO 7321.2H	
MFR G-6	O&MMC TOT STATUS	AS REQUIRED	AS REQUIRED	OPNAVINST 2201.2	MFR G-6
MFR G-6	SEMI-ANNUAL FIXED CYCLE CMS INVENTORY	JAN	ANNUAL	CMS 1A/21	MFR G-6
MFR G-6	NETWORK INTRUSION	AS REQUIRED	AS REQUIRED	OPNAVINST 2201.2	MFR G-6
MFR G-6	INTERFERENCE REPORTS	AS REQUIRED	AS REQUIRED	MCO 3870.2A	
MFR G-7	EQUAL OPPORTUNITY DATA SUMMARY	NOV	ANNUAL	MCO P5354.1B	MFR G-7
MFR G-7	FACILITY PLANNING DOCUMENT	NOV	ANNUAL	MCO P5354.1B	MFR G-7
MFR G-7	INSPECTION REPORT	AS REQUIRED	AS REQUIRED	MCO 5040.6E	MFR G-7
MFR G-8	RESERVE COMPONENT EQUIPMENT PROCUREMENT AND MILITARY CONSTRUCTION REPORT (10543C)	MAR	ANNUAL	N/A	M&RA

SPONSOR	SUBJECT	DUE DATE	FREQ	REFERENCE	SUBMITTED TO
MFR G-8	NATIONAL GUARD AND RESERVE EQUIPMENT APPROPRIATION (NEGRA)	OCT	ANNUAL	N/A	M&RA
MFR G-8	NAVY AND MARINE CORPS RESERVE EQUIPMENT MANAGEMENT BRIEF	OCT	ANNUAL	N/A	M&RA
MFR G-8	NATIONAL GUARD AND RESERVE EQUIPMENT REPORT (NEGRER)	OCT	ANNUAL	N/A	M&RA
MFR G-8	COMMAND-LEVEL STRATEGIC WORKFORCE PLANNING	OCT	ANNUAL	N/A	HQMC
MFR CHAPLAIN	RELIGIOUS MINISTRY TEAM REPORT	MAR	ANNUAL	FOR O 1730.11A	MFR CHAP
MFR COMPT	O&MMCR MIDYEAR REVIEW	FEB	ANNUAL	FORO 1730.11A	MFR COMPT
MFR COMPT	CONSOLIDATED MIDYEAR REVIEW	MAR	ANNUAL	MCO P7100.8K	MFR COMPT
MFR COMPT	2731 RPMC INACTIVE DUTY	MAR	ANNUAL	MCBUL 7100	MFR COMPT
MFR COMPT	MANAGEMENT CONTROL REVIEW	FEB	SEMI-ANNUAL	MCO 5200.2A	MFR COMPT
MFR COMPT	VULNERABILITY ASSESSMENT	FEB	SEMI-ANNUAL	MCO P5290.1	MFR COMPT
MFR COMPT	27AO O&MMCR MIDYEAR REVIEW	FEB	ANNUAL	MCBUL 7100	MFR COMPT
MFR COMPT	RPMC MIDYEAR REVIEW	FEB	ANNUAL	MCO P9100.8k	MFR COMPT
MFR COMPT	GFSP T147 VALIDATION REPORT	JAN	QUARTERLY	NAVCOMPT	MFR COMPT
MFR COMPT	RECONCILIATION OF PLANT ACCOUNT	DEC	QUARTERLY	MCO 7321.2H	MFR COMPT
MFR COMPT	GFSP M150 VALIDATION REPORT	JAN	QUARTERLY	NAVCOMPT	MFR COMPT
MFR COMPT	GFSP T147 VALIDATION REPORT	JAN	QUARTERLY	NAVCOMPT	MFR COMPT
MFR COMPT	CONSOLIDATED MISHAP REPORT	MAR	ANNUAL	MCO P7100.8K	MFR COMPT
CONTRACTING	CONTRACTING SUMMARY OF ACTIONS	AS REQUIRED	AS REQUIRED	MCO P4200.15	MFR SUPP
SAFETY	ANNUAL MISHAP SUMMARY	OCT	ANNUAL	MCOP5102.1	CMC (SD)
FACILITIES	GME LONG-TERM LEASE REPORT	OCT	ANNUAL	MCO P11240.10G	MFR SUPP
FACILITIES	GME USAGE REPORT	AS REQUIRED	AS REQUIRED	MCO P11240.10G	MFR SUPP

SPONSOR	SUBJECT	DUE DATE	FREQ	REFERENCE	SUBMITTED TO
MFR FAC	POM MILITARY CONSTRUCTION NAVAL RESERVE FYDP	JUN	ANNUAL	MCO 11000.11C	MFR COMPT
MFR FAC	FACILITIES MASTER PLAN/CIP	OCT	ANNUAL	MCO 11000.11C	CMC (LF)
MFR FAC	ENVIRONMENTAL BUDGET	JULY	ANNUAL	DOD	MFR COMPT
MFR FAC	MYR BUDGET DEFICIENCY	JAN	ANNUAL	COMPT	MFR COMPT
MFR FAC	POLLUTION PREVENTION DATA SUMMARY (P2ADS)	APRIL	ANNUAL	ENVIRONMENTAL	CMC (LFS-2)
MFR FAC	GARRISON MOBILE EQUIPMENT INVENTORY AUDIT	OCT	ANNUAL	MCO P5090.2A	CMC (LFS-2)
MFR FAC	GSA LONG TERM LEASE REPORT	OCT	ANNUAL	CMC LTR 4440 LFS23, 9 AUG 99	CMC (LFS-2)
MFR FAC	FEDERAL AUTOMOTIVE STATISTICAL TOOL REPORT (FAST)	NOV&JUN	ANNUAL	MCO 11240.106A	CMC (LFS-2)
MFR FAC	DOD ENVIRONMENTAL QUALITY IN PROGRESS REV	APR	SEMI-ANNUAL	MCO P5090.2A	HQMC (LFL)
FMFR FAC	DEFENSE UTILITY ENERGY REPORTING SYSTEM	JAN	MONTHLY	MCO P11000.9C	NAVFACENGCOM SVC CTR
MFR SAFETY	MISHAP FLASH REPORT	AS REQUIRED	AS REQUIRED	FORO 5101.2	MFR
MFR SAFETY	MESSAGE MISHAP REPORT	AS REQUIRED	AS REQUIRED	MCO P5102.1	CMC (SD)
MFR SAFETY	SERIOUS MISHAP REPORT	AS REQUIRED	AS REQUIRED	MCO P5102.1	CMC (SD)
MFR SAFETY	SERIOUS MISHAP INVESTIGATION REPORT	AS REQUIRED	AS REQUIRED	MCO P5102.1	CMC (SD)
MFR SAFETY	LASER MISHAP REPORT	AS REQUIRED	AS REQUIRED	MCO 5104.1	CMC (SD)
MFR SAFETY	RADIATION MISHAP REPORT	AS REQUIRED	AS REQUIRED	MCO 5104.3	CMC (SD)
MFR FAC	DATA CALL (DON TRACKER)	AS REQUIRED	AS REQUIRED	MCO P5090.2A	HQMC (LFL)
MFR FAC	VEHICLE RECIEPT REPORT	AS REQUIRED	AS REQUIRED	MCO 11240.106A	CMC (LFS-2)

SPONSOR	SUBJECT	DUE DATE	FREQ	REFERENCE	SUBMITTED TO
MFR FAC	VEHICLE DISPOSAL REPORT	AS REQUIRED	AS REQUIRED	MCO 11240.106A	CMC (LFS-2)
MFR FAC	DEIS-II UTILITY ENERGY REPORT	AS REQUIRED	AS REQUIRED	MCO P4400.82	MFR SJA
MFR FAC	END OF PERIOD (EOP) RPT	OCT	QUARTERLY	REAL PROPERTY	MCICOM
MFR FAC	MC INTERNAL MANAGEMENT CONTROL PROGRAM	APR	ANNUAL	SECNAVINST 5200.35E	MFR COMPT
MFR FAC	VEHICLE ALLOCATION METHODOLOGY (VAM)	FEB	SEMIANNUAL	MCO P4400.150	HQMC (LFS-1)
MFR FAC	BUDGET YEAR ACTIVITY LEVEL DD 1391S	NOV	ANNUAL	TITLE 10, U.S.C. CHAPT 1803	HQMC/MCICOM GF-4
MFR FAC	RESERVE COMPONENT EQUIPMENT PROCUREMENT AND MILITARY CONSTRUCTION REPORT (10543)	MAR	ANNUAL	TITLE 10, U.S.C. SECTION 10543	ASN (EI&E)
MFR FAC	BUDGET YEAR ACTIVITY LEVEL DD 1390S	MAY	ANNUAL	TITLE 10, U.S.C. CHAPT 1803	HQMC/MCICOM GF-4
MFR FAC	WEX CARD INVENTORY REPORT	MAY	ANNUAL	MCO 11240.106C	CMC (LFS-2)
MFR LOG	INDIVIDUAL CONTRACTING ACTION	DEC	ANNUAL	MCO 5090.2	MFR LOG
MFR LOG	HAZARDOUS WASTE ANN (LOGS)	DEC	ANNUAL	MCO 5090.2	MFR LOG
MFR PAO	TOYS FOR TOTS	JAN	ANNUAL	FORO 5726.1A	MFR PAO
MFR SAFETY	ANNUAL MISHAP SUMMARY	N/A	N/A	MCO P5102.1B	
MFR SAFETY	MISHAP FLASH REPORTING	AS REQUIRED	AS REQUIRED	MCO P5102.1B	MFR SAFETY/CDO
MFR SAFETY	MESSAGE MISHAP REPORTING	N/A	N/A	MCO P5102.1B	
MFR SAFETY	SERIOUS MISHAP REPORT	AS REQUIRED	AS REQUIRED	MCO P5102.1B	MFR SAFETY/CDO
MFR SAFETY	SERIOUS MISHAP INVESTIGATION REPORT	AS REQUIRED	AS REQUIRED	MCO P5102.1B	MFR SAFETY

SPONSOR	SUBJECT	DUE DATE	FREQ	REFERENCE	SUBMITTED TO
MFR SAFETY	LASER MISHAP REPORT	AS REQUIRED	AS REQUIRED	MCO 5104.1C AND MCO P5102.1B	MFR SAFETY
MFR SAFETY	RADIATION MISHAP REPORT	AS REQUIRED	AS REQUIRED	MCO 5104.1C AND MCO P5102.1B	MFR SAFETY
MFR SJA	SERIOUS INCIDENT REPORT	AS REQUIRED	AS REQUIRED	MCO 5740.2E	MFR SJA
MFR SJA	VICTIM WITNESS ASSISTENCE PROGRAM	JAN	ANNUAL	MCO P5800.16A	MFR SJA
MFR SJA	GIFTS GIVEN TO FOREIGN GOVERNMENTS	JAN	ANNUAL	MCO P5800.16A	MFR SJA
MFR SJA	MILITARY JUSTICE STATISTICS	AS REQUIRED	AS REQUIRED	FMFM 0-1	MFR SJA
MFR SJA	OFFICER NJP	AS REQUIRED	AS REQUIRED	MCO 5800.8B	MFR SJA
MFR SJA	MISHAP INJURY REPORT	AS REQUIRED	AS REQUIRED	FORO P8010.1	MFR SJA
MFR SJA	FINANCIAL DISCLOSURE (OGE-450)	AS REQUIRED	AS REQUIRED	DOD 5500.7-R	MFR SJA
MFR SJA	SUBPOENAS/LAWSUITS	AS REQUIRED	AS REQUIRED	JAGMAN 0621	MFR SJA
MFR SJA	COURTS MARTIAL (CHARGE SHEET)	AS REQUIRED	AS REQUIRED	MCO P4400.82	MFR SJA
MFR SJA	INDIVIDUAL IN PRETRIAL CONFINEMENT	AS REQUIRED	AS REQUIRED	JAGMAN 0127	MFR SJA
MFR SJA	JAGMAN INVESTIGATION (APPT ORDER)	AS REQUIRED	AS REQUIRED	MCO 3876.1	MFR SJA
MFR SJA	UA OF OFFICERS	AS REQUIRED	AS REQUIRED	MCO 5800.16A	MFR SJA
MFR SJA	OFFICER MISCONDUCT	AS REQUIRED	AS REQUIRED	MCO 5800.8B	MFR SJA
MFR SJA	SERIOUS CRIMES AGAINST THE GOVERNMENT	AS REQUIRED	AS REQUIRED	JAGMAN (0804/0816)	MFR SJA
MFR SJA	SUITS AGAINST THE GOVERNMENT	AS REQUIRED	AS REQUIRED	JAGMAN 0621	MFR SJA

SPONSOR	SUBJECT	DUE DATE	FREQ	REFERENCE	SUBMITTED TO
MFR SJA	CLAIMS AGAINST THE GOVERNMENT	AS REQUIRED	AS REQUIRED	JAGMAN	MFR SJA
MFR SJA	O&MMC TOT STATUS	MON	MONTHLY	MCBUL 4600	MFR SJA
MFR SJA	LEGAL ASSISTANCE STATISTICS	DEC	ANNUAL	JAGINST	MFR SJA
MFR SJA	SITE JUDGE ADVOCATE REPORT	MID	MONTHLY	FM 25-100	MFR SJA
MFR SJA	DISCIPLINARY ACTION REPORT	JAN	QUARTERLY	FORO P5800.4	MFR SJA
MFR SJA	COMMAND INVESTIGATIONS	AS REQUIRED	AS REQUIRED	MCO P5750.1F	MFR SJA
MFR SJA	DESERTERS	AS REQUIRED	AS REQUIRED	MCO P4400.82	MFR SJA
MFR SJA	RETURN OF ABSENTEES	AS REQUIRED	AS REQUIRED	MCO 1130.56B	MFR SJA
MFR SJA	SERIOUS CLAIMS AGAINST THE GOVT	AS REQUIRED	AS REQUIRED	JAGMAN 0507	MFR SJA
MFR SUPPLY	FSMAO ENDORSEMENT REPORTS	AS REQUIRED	AS REQUIRED	MCO P4400.160	MFR SUPP
MFR SUPPLY	FLASH OBLIGATION REPORT	MON	MONTHLY	MCO 5050.12B	MFR SUPP
MFR SUPPLY	TRAINING ALLOWANCE FILE UPDATE	AS REQUIRED	ANNUAL	MCO 5726.146	MFR SUPP
MFR SUPPLY	MAINTENANCE FLOAT RECOMP	AS REQUIRED	AS REQUIRED	UM 4400-123	MFR SUPP