



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
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CNTC GREAT LAKES
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NTCGLAKESINST 5214.1B

03

JUL 11 1995

NTC GREAT LAKES (COMPLEX) INSTRUCTION 5214.1B

Subj: REPORTS MANAGEMENT

Ref: (a) SECNAVINST 5214.2B
(b) CNETINST 5214.1B

1. Purpose. To set forth policy and responsibilities for reports management within Naval Training Center, Great Lakes and component commands.
2. Cancellation. NTCGLAKESINST 5214.1A. This instruction has been substantially revised and should be reviewed in its entirety.
3. Policy. All commands will provide for the systematic and ongoing evaluation of reports which they prepare or require.
4. Discussion. The goal of reports management is to improve the quality and economy of reporting by providing managers with needed information at the right time, in the best format, and at the lowest possible cost. An aggressive reports management program is essential to the attainment of this goal and in meeting the objectives specified in references (a) and (b). Commands will provide for the systematic and ongoing evaluation of reports which they prepare or require.
5. Action.
 - a. Commander, Naval Training Center (CNTC). CNTC provide policy and direction for the maintenance of an effective reports management system within the Naval Training Center and its component commands.
 - b. Commanding Officers will:
 - (1) Ensure the ongoing effectiveness of the reports management program within their commands and the submission of recommendations for reports improvement to the cognizant authority.
 - (2) Ensure the timely submission of all prepared reports.
 - (3) Maintain an effective reports management program that meets the requirements of references (a) and (b).
 - (4) Assign a Report Control Manager.
 - c. Reports Control Managers, Naval Training Center will:

(1) Maintain a reports tickler system using OPNAV 5214/5 Reports Record Card to ensure timely submission of reports.

(2) Maintain a case file, in chronological order by report control symbol, of all reports required by Naval Training Center. Each case file will include the following:

- (a) A completed OPNAV 5214/10 (Report Analysis Data).
- (b) A copy of the report form or format.
- (c) A copy of the administrative issuance requiring the report.
- (d) Other related documentation.

(3) By 31 August of each year, publish a listing of current required and prepared reports in the format specified in reference (a), and include a listing of all reports which have been canceled since the previous issuance.

(4) Review supporting documentation for proposed reports and notify the originator of approval/disapproval decisions via the Administrative Officer. All disapproved reports must be accompanied by documentation specifying the reasons for disapproval. For approved reports, a command reports control symbol will be assigned, or a higher authority report control symbol will be specified, or documentation of authority for an exempt status will be completed by the reports control manager as specified in reference (a).

(5) Ensure that all administrative issuances requiring the submission of information contain a report paragraph. This paragraph must indicate:

- (a) A sentence stating the authorization's limitations for the approved report. This authorization must not exceed three years from the date of the administrative issuance or must indicate an expiration date for the report when required for periods of less than three years.
- (b) Exemption authority for exempt reports, as applicable.
- (c) A command's assigned report control symbol, or upper echelon report's control symbol, as applicable.

d. Report originators will submit all proposed reports to the Reports Control Manager for review and approval. Each proposed report requirement must be accompanied by:

- (1) A completed Report Analysis Data Form (OPNAV 5214/10) for each information requirement contained in the administrative issuance.
- (2) The proposed administrative issuance requiring the report.
- (3) All references, enclosures, and canceled documents pertinent to the proposed information requirement.
- (4) All approved forms and/or formats for the information requirements.
- (5) All necessary coordination documentation between departments, component commands, or others as applicable.

e. Respondents to reporting requirements will:

- (1) Notify the Command Reports Manager upon the completion or receipt of a prepared or required report.
- (2) Specify the report control symbol, originating activity, date, and signature of the individual submitting the report for reports submitted in form format
- (3) Evaluate the necessity for prepared reports and the information required. Identify and submit recommendations for the improvement, cancellation, or consolidation of reports prepared by NTC Great Lakes.
- (4) Not respond to unlicensed or nonexempt reports, in accordance with references (a) and (b).

6. Reports and Forms

- a. Report control symbol OPNAV 5214-1 has been assigned to the requirement contained in paragraph 5.c.(2)(a) above.
- b. OPNAV 5214/10 (S/N 0107-LF-052-1451) and OPNAV 5214/5 (S/N 0107-LF-052-1426) may be obtained through command supply channels in accordance with NAVSUP Publication 2002.

J. F. Nemece

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Chief of Staff

Distribution:
NTCGLAKESINST 5216.5M
List I, II (Case A)
CNET