



UNITED STATES MARINE CORPS  
3D MARINE LOGISTICS GROUP  
UNIT 38401  
FPO AP 96380-8401

IN REPLY REFER TO:  
1306  
**SECTION**

From: Commanding General, 3d Marine Logistics Group

To: **RANK FIRST M. LAST EDIPI/MOS USMC**

Subj: APPOINTMENT AS THE INFORMATION COLLECTION (REPORTS) MANAGER IN THE  
CASE OF **RANK FIRST M. LAST EDIPI/MOS USMC**

Ref: (a) MCO 5214.1F

1. Per the reference, the individual(s) listed below are appointed as the Command Information Collections (Reports) Manager. You are directed to become familiar with the references and all other pertinent/applicable directives or instructions.

2. Duties include but are not limited to:

a. Oversee and implement respective reports management programs throughout the command, (i.e., ensure records are properly managed in all staff sections).

b. Implement policy to ensure the collection, transmittal, process, and storage of information is through the most economical and efficient use of personnel, funds, and equipment.

c. Validate all command information collections (reports) are in compliance with legal and statutory requirements.

d. Establish a continuing and critical review of reporting requirements and implement a three year renewal date as required.

e. Challenge reporting requirements if considered unnecessary or duplicative of existing reports and eliminate reports that are not cost-effective through control, standardization, and consolidation.

f. Ensure that reports are not imposed unless the expected value of the information is worth the imposition of the burden.

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

h. Encourage the practice of requesting only information that is not available from other sources (i.e., Navy Forms Online, DoD Forms Management Site).

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

j. Minimize the reporting burden throughout the command by eliminating or reducing the frequency of reporting requirements, simplifying report submission, or cancelling information reporting requirements that are no longer.

k. Ensure all reporting requirements are levied to information essential to mission exempts accomplishment.

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l. Assign a Report Control Symbol (RCS) to reporting requirements or cite the authority that exempts the reports from symbolization.

m. Minimize administrative burden by assuring the command is not responding to unlicensed or expired reports.

3. Points of Contact

a. Primary

(1) Name: First M. Last

(2) Grade: O-2

(3) Phone: DSN

(4) Email: email@usmc.mil

b. Alternate

(1) Name: First M. Last

(2) Grade: E-4

(3) Phone: DSN

(4) Email: email@usmc.mil

4. This letter supersedes all previous correspondence. This appointment will remain in effect until the appointee has been relieved of this duty or a change of command has occurred, whichever is soonest.

AC/S

By direction

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FIRST ENDORSEMENT

From: RANK FIRST M. LAST EDIPI/MOS USMC

To: Commanding General, 3d Marine Logistics Group

1. I have read and familiarized myself with the references.
2. I have assumed the duties of the Command Designated Records Manager.

G. M. ZUO  
Billet