



UNITED STATES MARINE CORPS
MARINE AVIATION DETACHMENT NAS PATUXENT RIVER
22401 CEDAR POINT ROAD, BUILDING 102
NAVAL AIR STATION
PATUXENT RIVER, MARYLAND 20670-1188

DetO 5214.1
CO
2 Dec 21

DETACHMENT ORDER 5214.1

From: Commanding Officer, Marine Aviation Detachment NAS Patuxent River
To: All Hands

Subj: MARINE AVIATION DETACHMENT REPORTS MANAGEMENT PROGRAM

Ref: (a) MCO 5214.2G
(b) SECNAVINST 5200.16

1. Situation. Per the references, this order will establish procedural guidance for the management and control of information requirements (Reports) for Marine Aviation Detachment (MAD).
2. Mission. This order provides policy and procedures for the MAD.
3. Cancellation. This order will remain in effect until revised or cancelled by the appropriate authority.
4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To create a detachment reports management program in compliance with Marine Corps orders and directives concerning reports management.

(2) Concept of Operations

(a) This program is implemented in order to ensure the management control and decision-making needs are met, and that the information requirements imposed are fulfilled in an effective, efficient, and economical manner.

(b) The MAD will periodically review this order to ensure all mandatory reports that are listed are current. The references will be utilized and the guidance therein applied to the maximum extent possible at this command.

5. Administration and Logistics

a. The Adjutant is the Command Information Requirements (Reports) Management Program Manager.

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b. The Adjutant will take further action in accordance with the reference regarding reports approval, maintenance of reporting records, cancellation of reports, and triennial review of reports.

6. Command and Signal

a. Command. This order is applicable to all service members attached to the command.

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


J. W. EGGSTAFF