DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

USNANOTE 5214
4/MgmtAsst

18 JAN 2005

USNA NOTICE 5214

From: Superintendent

Subj: U.S. NAVAL ACADEMY (USNA) REPORTS MANAGEMENT PROGRAM

Ref: (a) SECNAVINST 5214.2B

Encl: (1) List of USNA Generated Reports
(2) Report Analysis Data (OPNAV 5214/10)
(3) Reports Record Card (OPNAV 5214/5)

1. Purpose. To review procedures for the Department of the Navy and Naval Academy Reports Management Program per reference (a).

2. Cancellation. USNANOTE 5214 of 19 January 1999, same subject. This notice will remain in effect until superseded.

3. Responsibility. The responsibility for carrying out this program as Reports Control Manager is assigned to the Management Assistant, Administrative Department, USNA, under the direction of the Administrative Officer. Reference (a) states the responsibilities of the Reports Control Manager.

4. Action

a. Cost Center/Sub-Cost Center (CC/SCC) Heads are to:

(1) Become familiar with contents of reference (a) and ensure reports are in compliance with reference (a) before forwarding to the Management Assistant.

(2) Review enclosure (1), checking all reports listed for CC/SCC.

(a) Cancel all obsolete or duplicate reports. Combine reports containing related or similar information.

(b) Prepare enclosures (2) and (3) for new or omitted reports prepared by CC/SCC. Send marked up enclosure (1), completed enclosures (2) and (3), a copy of the report, and the requiring directive (if applicable) to the Management Assistant, Stop 1e, by **1 February 2005**. Do not fill in Report Control Symbol (RCS), Standard Subject Identification Code, or date for all USNA generated reports. Enclosure (2) can be accessed at http://www.usa-federal-forms.com/itaop-by-form/155.html. Enclosure (3) can be obtained from the Management Assistant, x31577.

(3) Provide written documentation to justify need for all reports listed in enclosure (1), with particular emphasis for those reports not required by a directive.

b. Reports will be reviewed to determine need. Those USNA generated reports determined to have a valid requirement will be assigned an RCS number and an expiration date. A copy of completed enclosures (2) and (3) will then be returned to the office preparing the report. This RCS will be shown on all future editions of the report.

c. Prepare enclosures (2) and (3) for future reports and forward to the Management Assistant before issuing the report.

T. D. RAINS
Deputy/Chief of Staff

Distribution:
All Non Mids (Electronically)

LIST OF USNA GENERATED REPORTS

RCS	TITLE	FORMAT	FREQUENCY	REQUIRING DOCUMENTS	RESPONDENTS
1110-44	Report 2601 to Congress	Computer Printout	BW	None	None
1110-45	Report 2607 to Congress	Computer Printout	SA	None	None
1110-47	Admissions Status Report	Form GRB-1110/24	W	None	Supt, Comdt
1531- 2	Trident Scholar Research Reports	Bound Report	A	USNAINST 1531.52	Director of Research
1531-18	Research Project Course Final Reports	Letter	AR	USNAINST 1531.52	Director of Research
1531-20	Interdisciplinary Course Committee Report	Letter	A	USNAINST 1531.52	EA to AD&P
1531-24	Trident Scholar Program	Booklet	A	USNAINST 1531.52	Director of Research
1531-49	Minority Midshipmen Study	Letter	OT	None	Candidate Guidance
1531-52	Annual Report of the Academic Center USNA	Memo	A	None	Academic Center
1553-51	Curriculum Development Program	Report		ACDEANINST 1553.1G	AD&P
1747-22	Sport & Drill Exemption Request	Letter	TA	CSORM Sec 10, Chap 5	Comdt, MidnAct, PE
1747-23	Election Club Officer Report	Letter	A	CSORM Sec 10, Chap 6	Comdt, MidnAct
1747-36	Midshipmen Activities Year End Report	Memo	A	CSORM Sec 10, Chap 6	Comdt, MidnAct
1900-27	USNA Separation Notice	Form CCD-1900/13	M	None	BUPERS, NAVMILPERS
1900-28	Female Attrition Summary	Form CCD-1900/14	M	None	Supt, Comdt, AD&P, DeanAdmis
1990-29	Company Attrition Summary	Form CCD-1900/15	M	None	Supt, Comdt, AD&P
1900-30	Minority Attrition Summary by Class	Form CCD-1900/16	M	None	Supt, Comdt, AD&P, DeanAdmis
1900-31	Attrition Summary 4th Class & Totals	Form CCD-1900/17	M	None	Supt, Comdt, AD&P, DeanAdmis
1900-32	Attrition Summary NAPS & Totals	Form CCD-1900/18	M	None	Supt, Comdt, AD&P, DeanAdmis
1990-33	Service Academies Cumulative Attrition Comparison	Form CCD-1900/19	M	None	Noms & Appts, Comdt
1900-34	Comparison of Attrition for Men & Women Cad/Midn	Form CCD-1900/20	Q	None	AD&P, AdmisOfcr
3910- 3	Summary of Research Academic Depts	Bound Report w/Cover Ltr	A	NA	Academic Departments
3920-17	Research & Technology Work Unit Summary	DD 1498	AR	ACDEANINST 3920.1L	Recipients of Research
4001-12	Faculty Development Program End of FY	Letter	A	ACDEANINST 3920.1L	AD&P; Chairman, FDP
4020-41	Physical Inventory of Shop Stores #2 Fuel	Letter	M	USNAINST 4020.1	AsstSupOfcr, Sup P&A Ofcr, Int Rev
4020-42	Central Heating Plant #2 Fuel Report	Letter	M	USNAINST 4020.1	AsstSupOfcr, Sup P&A Ofcr, Int Rev
4235-19	Departmental Reference Collection Accountability	Form NJB 4235/1	A	ACDEANINST 4235.1D	Library
5070- 1	Annual Report to Nimitz Library	Memo	A	NA	AD&P, CC, Libraries
5213-43	Forms Management Report	Notice	A	USNAINST 5213.2E	Mgmt Asst
5314-15	Faculty Activity Record	Form CCA-5314/08	A	ACDEANINST 5314.1B	AD&P, DeptChairs, DivDirs
5420-50	Periodic Review Report	Letter	ESY	None	AD&P
7700- 8	ECA Financial Report	Form BBA-7540/67	A	CSORM Sec 10, Chap 6	COMDT, MidnAct
12630-21	Sabbatical Leave Report	Letter	OT	ACDEANINST 12630.3F	AD&P
12713- 9	Faculty Ranking/Rating Interview	Form CCA 12300/1	A	ACDEANINST 12300.1	AD&P
12713-10	Certificate of Eligibles for Faculty Position	Form CCA 12300/2	A	ACDEANINST 12300.1	AD&P
12713-11	Affirmative Action Report	Form CCA 12300/3	A	ACDEANINST 12300.1	AD&P, EEO

Frequency of Report:

A - Annual	OT - One Time	M - Monthly	W - Weekly
AR - As Required	TA - Tri-Annualy	ESY - Every 5 Yrs	Q - Quarterly
BW - Bi-Weekly	SA - Semi-Annually		

USNANOTE 5214
18 JAN 2005

REPORT ANALYSIS DATA

1. SSIC NUMBER

2. REPORT CONTROL SYMBOL

3. TITLE OF REPORT

4. PURPOSE OF REPORT

5. REQUIRING DIRECTIVE(S) *(List all that apply)*

6. FREQUENCY OF REPORT
☐ DAILY ☐ QUARTERLY ☐ ONE TIME
☐ WEEKLY ☐ SEMI-ANNUALLY ☐ SITUATIONAL
☐ MONTHLY ☐ ANNUALLY ☐ _____

7. REPORT FORMAT
☐ MESSAGE ☐ LETTER ☐ FORM *(Attach copy)*

8. IS REPORT SUBJECT TO MINIMIZE?
☐ YES ☐ NO ☐ NOT APPLICABLE

9. METHOD OF PREPARATION
☐ ADPE ☐ TYPEWRITER ☐ MANUAL ☐ _____

10. IS REPORT ENTERED INTO AN ADP SYSTEM?
☐ NO ☐ YES *(list name and location of system)*

11. WHO USES COMPLETED REPORT? *(list by command, OP code, etc.)*

12. THIS REPORT IS COMPLETED BY ☐ OPERATING FORCES *(SNDL Part 1)* ☐ SHORE ESTABLISHMENT *(SNDL Part 2)*
IF COMPLETED BY OPERATING FORCES, ARE FLEET CINC COMMENTS ATTACHED? ☐ YES ☐ NO

13. RESPONDENTS

	OPERATING FORCES *(SNDL Part 1)*	SHORE ESTABLISHMENT *(SNDL Part 2)*
A. LIST RESPONDING COMMANDS BY A COLLECTIVE TERM OR BY NAME *(FOR EXAMPLE: FLTCINCS, TYCOMS, NAVAL LABS, ALL LEGSERVOFF, CRUITSTAS, AREA COORDINATORS, ALL OPER AVIATION SQUADRONS, ALL SUBMARINES, ALL SSN, ALL SURFACE SHIPS, MAJOR CLAIMANTS, ALL SHOREACTS W/BEQ/BOQ, ALL COMDS W/DENTISTS, ALL S&S W/MEDPERS, SYSCOMS, COMDS W/GEN MESS, ALL S&S, ALL COMDS W/CIVILIANS, ALL OVS COMDS, ALL ECHELON 2 COMDS)*	(1)	(2)
B. TOTAL NUMBER OF RESPONDENTS	(1)	(2)
C. TOTAL COST TO PREPARE AND SUBMIT THIS REPORT *(from reverse)*	(1)	(2)

14. ACTION OFFICER

A. NAME, RANK/RATE/GRADE AND TITLE

B. ACTIVITY NAME AND ADDRESS *(include room no.)*

C. SIGNATURE

D. DATE

E. PHONE NO.

Use this worksheet for estimating the total cost to prepare and submit this report. Compute two costs-one for operating forces and one for shore establishments. The hourly rate may be taken from any current pay chart.

OPERATING FORCES COSTS TO PREPARE AND SUBMIT

PAY GRADE	NO. HOURS SPENT	X HOURLY RATE	= PERSONNEL COSTS	+ 25% OVERHEAD	= TOTAL COSTS BY PAY GRADE

Total Cost to Prepare and Submit One Report: $ _____
X _____ Commands Required to Submit = $ _____
X _____ Reports per Year = $ _____

Total Cost to Prepare and Submit * $ _____

* Enter this figure in column 13(c)(1)

SHORE ESTABLISHMENT COSTS TO PREPARE AND SUBMIT

PAY GRADE	NO. HOURS SPENT	X HOURLY RATE	= PERSONNEL COSTS	+ 25% OVERHEAD	= TOTAL COSTS BY PAY GRADE

Total Cost to Prepare and Submit One Report: $ _____
X _____ Commands Required to Submit = $ _____
X _____ Reports per Year = $ _____

Total Cost to Prepare and Submit ** $ _____

** Enter this figure in column 13(c)(2)

SAMPLE COMPUTATION (SALARIES ARE NOT ACCURATE)

PAY GRADE	NO. HOURS SPENT	X HOURLY RATE	= PERSONNEL COSTS	+ 25% OVERHEAD	= TOTAL COSTS BY PAY GRADE
0-2 (Note 1)	.25	7.45	1.86	0.47	2.33
E-8 (Note 2)	3	7.45	22.35	5.59	27.94
GS-4 (Note 3)	1	4.77	4.77	1.19	5.96

Total Cost to Prepare and Submit One Report $ 36.23
X 4 Commands Required to Submit = $ 144.97
X 4 Reports per Year = 579.68

Total Cost to Prepare and Submit $ 579.68

Note 1: Reviews and signs report.
Note 2: Collects required information: prepares chart: writes report.
Note 3: Types and mails report.

OPNAV 5214/10 (Rev. SEP 1981)

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1. REPORT SYMBOL	2. FREQUENCY	3. FORM # OR FORMAT	4. DATE
5. REPORT TITLE			
6. REQUIRING DIRECTIVE OR REFERENCE			
7. REFER QUESTIONS TO	8. OFFICE	9. PHONE NO.	10. ROOM NO.
11. PREPARING COMMANDS OR ACTIVITIES		12. REVIEWED *(Mo-Yr)*	
		13. REVIEWED *(Mo-Yr)*	
14. CANCELED *(Date and Authority)*			

OPNAV 5214/5 (REV. 8-82) S/N 0107-LF-052-1426 REPORTS RECORD CARD