



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BOX 99100 YUMA, ARIZONA 85369-9100

IN REPLY REFER TO:

StaO 5220.2H  
CP&L  
11 AUG 2003

STATION ORDER 5220.2H

From: Commanding Officer  
To: Distribution List

Subj: MANAGEMENT INFORMATION REPORTING SYSTEM (MIRS)

Encl: (1) Functional Area Reporting Requirements

1. Purpose. To prescribe reporting requirements and staff liaison in support of the Management Information Reporting System.

2. Cancellation. StaO 5220.2G.

3. Background. A Management Information Reporting System (MIRS) is a continuing program to assist the Commanding Officer and the Commander, Marine Corps Air Bases Western Area (COMCABWEST) in evaluating the effectiveness in which Command objectives are met, identifying problem areas and where appropriate, directing remedial action to correct deficiencies. The system involves Station Functional Areas submitting important elements of management information to the Community Planning and Liaison Office (Code CPL) on a timely basis. This information will be compiled into a Functional Area Input Spreadsheet (FAIS) that is submitted to the Commanding Officer and when required, forwarded to COMCABWEST. Additionally, selected input will be reproduced in slide, transparency or computer form for the Commanding Officer to brief COMCABWEST when required.

4. Action

a. The Community Planning and Liaison Office is assigned the responsibility of compiling the FAI Spreadsheets and disseminating finished spreadsheets upon request.

b. Functional Areas listed on the enclosure are requested to submit the required information listed thereon to the **Community Planning and Liaison Office by the 5th working day of the month being reported on.** Every effort should be made to meet the target date that will allow a minimum time for processing, illustration, reproduction and final review.

c. Functional Area Administrators should be prepared to brief the Commanding Officer on FAIs pertaining to their respective functional areas. The Community Planning and Liaison Office will arrange and coordinate MIRS briefings, as required.

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d. Improvements to the Management Information Reporting System are solicited and encouraged. Recommendations should be directed to the Community Planner.

  
J. J. COONEY

DISTRIBUTION: A

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FUNCTIONAL AREA REPORTING REQUIREMENTS

AIRFIELD OPERATIONS

Airfield Operations Report  
ATC Operational Data, UC-12B/UH-1N Flight Hours  
Projected Deployment Unit Summary  
Monthly Statistical Deployment Report Summary  
Fleet Liaison Statistical Information

BASE SERVICES DIVISION (BSD)

Ordnance Tonnage  
VAL

COMMISSARY

Sales/Customer Report

COMMUNITY PLANNING AND LIAISON

Noise Complaints  
Supported Population  
Monthly Base Personnel Strength

FACILITIES MANAGEMENT

Energy Conservation Report  
Military Construction Program (Status)  
Family Housing Waiting List  
Family Housing Occupancy Rate

HEADQUARTERS AND HEADQUARTERS SQUADRON (HQHQRON)

Reenlistments  
Unauthorized Absence/Deserter Rates

MARINE AVIATION AND WEAPONS TACTICS SQUADRON 1 (MAWTS-1)

Unauthorized Absence/Deserter Rates

MARINE CORPS COMMUNITY SERVICES (MCCS)

Monthly Statistical Usage of MCCS Facilities  
Profit and Loss Report  
Income/Sales  
Urinalysis Testing Results

STATION S-1

Station Manpower Report

Enclosure (1)

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S-4

Bed Usage  
VIP, BOQ, BEQ Billeting

TRAINING

Pistol Marksmanship  
Rifle Marksmanship

Enclosure (1)