

ADMINISTRATIVE ACTION (5216)

NAVMC 10274 (REV. 3-93) (EF)

Previous editions will be used

1. ACTION NO.	2. SSIC/FILE NO.
3. DATE	

4. FROM (Grade, Name, SSN, MOS, or CO, Pers. O., etc.)		5. ORGANIZATION AND STATION (Complete address)	
6. VIA (As required)			
7. TO: [] [] [] []		8. NATURE OF ACTION/SUBJECT	
		9. COPY TO (As required)	
10. REFERENCE OR AUTHORITY (if applicable)		11. ENCLOSURES (if any)	
12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of originator and sign 3 lines below text)			

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

