

ADMINISTRATIVE ACTION (5216)

		1. ACTION NO.	2. SSIC/FILE NO.
		3. DATE	
4. FROM (Grade, Name, EDIPI, 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.)			