

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. <div style="border: 1px solid black; width: 100px; height: 100px; margin: 10px 0;"></div> TO: <div style="border: 1px solid black; width: 100px; height: 100px; margin: 10px 0;"></div>		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.)			