

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

Authority: 10 U.S.C. 5013; 10 U.S.C. 5041; 10 U.S.C. 1074f; 42 U.S.C. 10606 as implemented by DoDD 1030.1; 32 CFR 64.4; DoDI 1215.13; DoDI 3001.02; CJCSM 3150.13B; DoDI 6490.03; MCMEDS: SECNAVINST 1770.3D; MCO 7220.50B; E.O. 9397 (SSN), as amended; and SORNs M01040-3 and M01070-6.

Purpose: To be used when no other form is prescribed or no other type of communication is required to process and direct request for personnel action.

Routine Uses: Information will be used by Marine Corps personnel and other military personnel attached to Marine Corps commands with a need to know to meet the purpose.

Disclosure: Voluntary; however, failure to provide the requested information may result in request being returned or denied.

Record Management: This form shall be managed in accordance with record schedule 1000-31, "Active Personnel Records," of SECNAV M-5210.1.

ADMINISTRATIVE ACTION (5216)

MCO 5216.19A

		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.)			

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