



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 5216.19
AR
15 Feb 90

MARINE CORPS ORDER 5216.19

From: Commandant of the Marine Corps
To: Distribution List

Subj: ADMINISTRATIVE ACTION (AA) FORM, [NAVMC 10274](#) (REV. 3-86)

Encl: (1) Instructions For Completing the AA Form

1. Purpose. To publish information and instructions for use of the subject form.

2. Cancellation. MCO 5210.2G.

3. Background

a. The AA form was designed to reduce administrative workload and to standardize certain routine actions. Its usage has been expanded over a period of time to ease the workload occasioned by routine correspondence.

b. The AA form was revised in 1986 to provide additional space throughout the form by utilizing the standard 8 1/2 x 11 sheet of paper. Should the originator not utilize the entire space in the remarks section, forwarding actions may be accomplished beginning after the signature block in that section. Processing actions continue to be permitted on the reverse, in the form of embossed plates, rubber stamps, etc.

4. Information

a. The versatility of the subject form should be limited only by the imagination of the originator in its use to reduce the workload occasioned by all areas of routine correspondence. It may be used through normal correspondence channels, between all echelons and between commands up to and including Headquarters Marine Corps.

b. The AA form should be used when no other form is prescribed or no other type of communication is required and, where appropriate, to take the place of formal letter-type correspondence. This could result in routine queries and administrative actions being recorded from start to finish on one sheet.

c. Information required by routine recurring reports that are manually prepared should be considered for submission on the AA form where no specific form or other format is required.

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d. The AA form, without alteration, should be used to eliminate as many local forms and form letters as possible. Activities using locally reproduced formats in their request must procedures should investigate the use of the AA form in this area of administration.

e. When the AA form is used, appropriate explanations contemplated by the Privacy Act of 1974 should be furnished to the individual. Directives issued in the 5211 series of the Marine Corps Directives System contain specific instructions on providing such explanations.

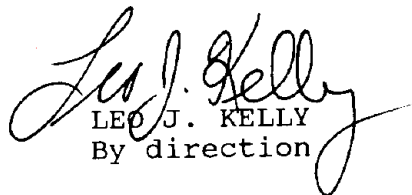
f. Use of the AA form is in no way intended to replace verbal communications between a Marine and the commanding officer. When the AA form has been used by a Marine to make an official request, and that request is denied, the immediate endorsing senior in the chain of command will personally return the request with the commander's disapproval endorsement to the originator. The immediate endorsing senior will verbally counsel the Marine regarding the denial of the request and forward a copy of the request and disapproval endorsement to the CMC (MM).

g. Commanding officers should ensure that the subject form receives full use for other routine actions, where appropriate. Enclosure (1) provides instructions for completing the AA form. The instructions can be modified to a particular requirement.

5. Records Disposition. Retain record copies of the AA form, with approval or disapproval endorsement to include all supporting documentation, for 1 year from date of last action on the request then destroy.

6. Action. Commanding officers are directed to make wide dissemination of the contents of this Order.

7. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


LEO J. KELLY
By direction

DISTRIBUTION: PCN 1020763000

Copy: 7000110 (5)
8145004, 005 (2)
8145001 (1)

Instructions For Completing the AA Form

1. Block 1. Insert a consecutive action number when dealing with a volume of administrative actions, or use a correspondence/activity code to assist in identifying the office of origin.
2. Block 2. Using SECNAVINST 5210.11, insert the standard subject identification code (SSIC) pertaining to the nature of action/subject.
3. Block 3. Insert the date of preparation.
4. Block 4. Insert the title of the originating activity when communicating outside the activity, or the title of the originating office/billet when communicating within the activity. For personnel actions, insert the full name, grade, social security number, and military occupational specialty of individual initiating the AA form.
5. Block 5. Insert the address or identification of the office of origin. For personnel actions, insert the complete address of the company personnel office.
6. Block 6. Abbreviate and number the appropriate chain of command required for processing actions. For personnel actions, refer to local operating procedures; also, see instructions for block 9, below.
7. Block 7. Insert the complete address of the agency/activity required to take final action.
8. Block 8. Identify the subject matter.
9. Block 9. If an information copy will meet the needs of intermediate channels, do not list them as via addressees but rather as "Copy to."
10. Block 10. Insert pertinent directive or authority. Insert "None" or "NA," as appropriate.
11. Block 11. Insert description of material attached. Insert "None" or "NA," as appropriate.
12. Block 12
 - a. State request or direction, reasons and/or substantiating remarks. Use short sentences/phrases and make full use of approved abbreviations set forth in the IRAM, MCO P1070.12, chapter 6. There is no need to summarize the references if they are known to be available to processing channels.

b. Type in the name of the individual who will sign the form, beginning at the center of the page, four lines below the last line of text.

c. Should the originator not utilize the entire space provided in block 12, forwarding/processing actions (block 13) may be accomplished in this section beginning two spaces after the signature.

13. Block 13. Forwarding/processing actions are also permitted on the reverse, in the form of embossed plates, rubber stamps, etc., to result in administrative actions being recorded from start to finish on one sheet of paper.

ENCLOSURE (1)