



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

MCO 5216.19A
AR
JAN 24 2012

MARINE CORPS ORDER 5216.19A

From: Commandant of the Marine Corps
To: Distribution List

Subj: ADMINISTRATIVE ACTION (AA) FORM, NAVMC 10274 (REV. 9-11)

Ref: (a) SECNAV M-5216.5
(b) MARADMIN 646/10
(c) SECNAV M-5210.1

Encl: (1) Instructions for Completing the NAVMC 10274

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

2. Cancellation. MCO 5216.19.

3. Mission

a. NAVMC 10274, Administrative Action (AA) Form was designed to reduce administrative workload and to standardize certain routine actions by individuals writing to higher authority per reference (a). Its usage has been expanded over a period of time to ease the workload occasioned by routine correspondence.

b. The AA Form has been revised throughout the years to provide additional space by utilizing the standard 8½ x 11 sheet of paper. This Order updates the AA form to comply with the provisions of reference (b). If the originator does 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 electronic word software, embossing equipment, rubber stamps, or etc.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) The versatility of the subject form should be limited only by the imagination of the originator in its use to

JAN 24 2012

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 as contained in reference (a). 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.

(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 the 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 agency/activity required to take final action. Requests that are forwarded, via the chain of command, to HQMC for decision should be answered via history statement on unit diary to advise the Marine's parent command of approval or disapproval of request.

(2) Concept of Operations. 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.

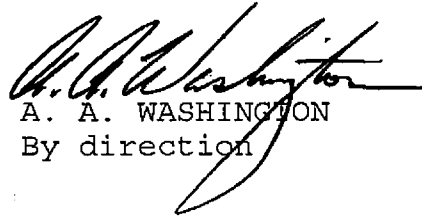
b. Responsibility. Commanding officers are directed to make wide dissemination of the contents of this Order.

6. Administration and Logistics. Retain record copies of the AA Form, with approval or disapproval endorsement to include all supporting documentation and destroy when 2 years old or when purpose is served, whichever is earlier, per reference (c).

7. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.


A. A. WASHINGTON
By direction

DISTRIBUTION: PCN 10207631000

Instructions for Completing the NAVMC 10274, 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 M-5210.2, 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 office/billet when communicating within the activity. For personnel actions, insert the full name, grade, last four of social security number [per reference (b)], 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 use of approved

abbreviations set forth in the IRAM, MCO P1070.12K, 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. If the originator does 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 electronic media, embossing equipment, rubber stamps, etc., to result in administrative actions being recorded from start to finish on one sheet of paper.