

Please review Privacy Act Statement on Page 3

ADMINISTRATIVE ACTION (5216)

NAVMC 10274 (REV. 09-11) (EF)

Previous editions will be used

FOUO - Privacy sensitive when filled in.

1. ACTION NO.	2. SSIC/FILE NO. 1320
3. DATE 2019-04-26	

4. FROM (Grade, Name, SSN, MOS or CO, Pers. O., etc.) CPL I.M. MARINE, EDIPI NUMBER/MOS USMC	5. ORGANIZATION AND STATION (Complete address) HOME COMMAND ADDRESS
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6. VIA (As required)
 (1) MCB Camp Lejeune, Transition Readiness Branch Manager
 (2) Battalion/Squadron Commander

7.
 HQMC
 MARINE & FAMILY PROGRAMS
 TO: PERSONAL & PROFESSIONAL DEVELOPMENT
 3280 RUSSELL ROAD
 QUANTICO, VA 22134

8. NATURE OF ACTION/SUBJECT
 REQUEST A WAIVER TO ATTEND SKILL BRIDGE
 DEVELOPMENT PROGRAM (SDP)

9. COPY TO (As required)

10. REFERENCE OR AUTHORITY (if applicable)
 (a) MARADMIN 350/18

11. ENCLOSURES (if any)
 (1) AUTHORIZATION STATEMENT FROM BATTALION/
 SQUADRON COMMANDER

12. SUPPLEMENTAL INFORMATION (Reduce to minimum wording - type name of orginator and sign 3 lines below text)

1. I am requesting a waiver to attend (SDP and course dates). I do not have the required days remaining on contract.
 OR
 1. I am requesting a waiver to attend (SDP and course dates). I exceed the required 180 days remaining on contract.
 2. My EAS is MM/DD/YYYY
 3. My AFADBD id MM/DD/YYYY

I. M. MARINE

26 Apr 19

FIRST ENDORSEMENT

From: Company Commander
 To: Commanding Officer, X Battalion/Squadron

1. Forward, recommending approval.

I. M. INCHARGE

13. PROCESSING ACTION. (Complete processing action in item 12 or on reverse. Endorse by rubber stamp where practicable.)

FOR OFFICIAL USE ONLY

26 Apr 19

SECOND ENDORSEMENT

From: Commander, X Battalion/Squadron

To: HQMC Marine & Family Programs

Via: (1) MCB Camp Lejeune, Transition Readiness Branch Manager

1. Forward, recommending approval.

I. M. INCOMMAND

PRIVACY ACT STATEMENT

This information is **FOR OFFICIAL USE ONLY** and may not be disclosed without the consent of the record subject, except under routine use.

AUTHORITY: 10 U.S.C. 1071-1087 and E.O. 11016.

PRINCIPLE: Members of the U.S. Marine Corps and Marine Corps Reserve; former members of the Marine Corps and Marine Corps Reserve; retired and temporarily retired members of the Marine Corps and Marine Corps Reserve; members of the Fleet Marine Corps Reserve; and applicants for entry into the Marine Corps or Marine Corps Reserve.

PURPOSE: To provide a record for the use in the administration of programs. The purpose of soliciting the SSN is for positive identification. The information collected on this form will be filed within a Privacy Act Systems of Records collection governed by Privacy Act System of Records Notice MMN00013 which can be downloaded at <http://dpclo.defense.gov/privacy/SORNS/component/usmc/MMN00013.html> .

ROUTINE USES: Disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as pursuant to 5 U.S.C. 552a(b)(3).

DISCLOSURE: VOLUNTARY. However, failure to furnish personally identifiable information may negate the action requested.