

STAFF COORDINATION AND SUMMARY SHEET

(See Page 2 for instructions)

I.

ACTION OFFICE SYMBOL: **AGI-ENV** (25a)

SUSPENSE DATE:

ACTION OFFICER & PHONE: **MAJ Nancy Borschowa x3862**

DATE: **18 Aug 2001**

II. If multiple Thru addresses are used ...

Route to next addressee?, or

Return to Action Officer?

THRU (or Coordination)	DATE	CONCUR	NON-CONCUR	THRU (or Coordination)	DATE	CONCUR	NON-CONCUR
AGDD				SCSM			
AGP-OH				JAG			
AGC				CS			
AGI				AAG-Army			
AROPT				AAG-Air			
ARP-D				CDR, 41 SIB (E)			
CCE				CDR, 82 BDE			
DOIM				Chief, Admin			
DOL				Cdr, Cp Rilea			
HRO				Cdr, Cp Withy			
IG				Cdr, BTC			
PAO				Cdr, RTI			
SAO / AASF							
SRAA							
USPFO				CS Secretary MD #			

III.

<input checked="" type="checkbox"/> FOR	DATE	CONCUR	NON-CONCUR	APPROVED	NOTED	SEE ME	BRIEF ME
TAG							

IV.

SUBJECT: ORARNGR 420-47 Hazardous Materials and Waste Management Plan

INFORMATION

DECISION

SIGNATURE

OTHER

RESPONSIBLE DIRECTOR / COMMANDER

INITIALS

AGI-Col Ferre

V.

PURPOSE: *(approval/signature/etc.)* Review and comment on proposed update of the provisions of the Hazardous Materials and Waste Management Plan.

VI.

DISCUSSION: *(brief synopsis of package)* ORARNGR 420-47 has been in effect since 1993. Attached is a proposed final revision of the document to keep current with regulatory changes and assist unit and facility personnel in the management of their hazardous materials and wastes. Staffing has been completed and comments have been incorporated into the attached version.

VII.

RECOMMENDATION: Request TAGs final approval.

VIII.

ADMINISTRATIVE INSTRUCTIONS:

Call Action Office to pick-up when complete.

*Log or Transmittal Number
(Optional)*

INSTRUCTIONS: AGO Form 399, Staff Coordination and Summary Sheet

PURPOSE: AGO Form 399 is a management tool used for staffing purposes or to summarize the contents of documents or other materials which are being provided for the recipient's information or which require approval, concurrence, or the signature of another person. It replaces AGOs 25, Staff Summary and 25-1, Cover Sheet, dtd 1 Jun 90. The form identifies both the action officer and the responsible officer. It serves as a staffing, coordination, summary/cover sheet, tracking tool, and a record of concurrence / approval / etc. **AGO 399 is required on all documents submitted to The Adjutant General, Assistant Adjutants General, and the Chief of Staff for action.** It is optional for all other purposes. Action officers should keep a copy of the AGO 399s they send out. Recipients should keep copies of AGO 399s they receive.

Section I. ACTION OFFICER INFORMATION AND SUSPENSE DATE. Information on the *action officer* (or the person forwarding the package to the recipient). This is the person the recipient will contact if he or she has questions about the package.

Section II. THRU ADDRESSES AND RECORD OF CONCURRENCE OR NON-CONCURRENCE. In the first column, use an "X" to indicate who should see the package for staffing, coordination or concurrence before it reaches the intended recipient. The Thru addressees will use Section II to record concurrence or non-concurrence. (If several Thru addressees are listed, use an "X" to indicate whether the package should be routed to the next addressee or returned to you. If additional instructions are necessary, use Section VIII.)

Section III. FOR ADDRESS AND RECORD OF APPROVAL. The person for whom the package is ultimately intended. (If the package must be staffed thru or reviewed by another individual before it goes to the recipient, indicate those requirements in Section II.) The recipient will use Section II to record approval, concurrence, etc.

Section IV. SUBJECT INFORMATION. Indicate the subject of the package, the type of action required, and who has ultimate responsibility for the contents of the package (usually the action officer's *Director or Commander*). **If the package is intended for a General Officer or the Chief of Staff, the responsible officer *must* initial Section IV.**

Section V. PURPOSE. Briefly explain the purpose of sending the package to the recipient. If "Other" was marked in Section IV, explain here.

Section VI. DISCUSSION. Briefly summarize the contents of the package: high points, problems, implications, reasoning, etc., as applicable. The intent is to allow the recipient to quickly reach a determination without having to read the entire document.

Section VII. RECOMMENDATION. Indicate the action officer's or responsible officer's recommendations, if applicable.

Section VIII. ADMINISTRATIVE INSTRUCTIONS. Include any administrative instructions necessary to insure that the package is handled expediently, that all required actions are taken, and that the package is returned or forwarded to the correct person when all actions are complete.

Examples:

- "Call Action Officer to pick-up when complete."
- "Hand deliver to next reviewer when finished."
- "If approved, give to SGT XXXXXX for distribution."
- "SGS: Per conversation, please add Encls 4 & 5 before delivering to TAG."
- "Information only -- do not return."

SPECIAL INSTRUCTIONS FOR AUTOMATED VERSION:

1. Don't TAB to the next data-field: use the mouse to click on the data-field.
2. Keep the finished document to one page. You may delete unused lines to shorten the form to one page if necessary.