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<b>ARMY STAFFING FORM</b> For use of this form, see DA Memo 25-52; the proponent agency is AASA.	1. TRACKING NUMBER	2. TODAY'S DATE (YYYYMMDD)	3. SUSPENSE DATE (YYYYMMDD)
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4. OFFICE SYMBOL	5. SUBJECT
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6.	ROUTING: (ECC USE ONLY) Initial                  Date	ECC POC _____ (Rank, Name, Phone)	DIR, ECC _____
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	SA			COMMENTS:
	CSA			
	USA			
	VCSA			
	AASA			
	DAS			
	SMA			
	DUSA			
	VDAS			

**7. EXECUTIVE SUMMARY / ACTION MEMORANDUM**

Key Points

- 
- 
- 

**Ref:**

**Encl:** TAB A:  
          TAB B:

**1. Purpose:**

**2. Discussion:**

**3. Recommendation:**

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ NOTED \_\_\_\_\_ SEE ME \_\_\_\_\_ COMMENT \_\_\_\_\_

( )

8. LEAD AGENCY STAFF COORDINATION

TRACKING NUMBER:

TITLE	INITIAL	TYPE OR PRINT NAME	DATE (YYYYMMDD)
PRINCIPAL			

ACTION OFFICER  
(Name/Title/Phone Number/E-mail)

FILE LOCATION:

SACO's NAME  
(Name/Title/Phone Number/E-mail)

RECOMMENDATION FOR STAFF PRINCIPAL:

9. STAFF COORDINATION

CONCUR	NON- CONCUR	AGENCY	NAME (TITLE, LAST NAME)	PHONE	DATE (YYYYMMDD)	REMARKS
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<input type="checkbox"/>	<input type="checkbox"/>					

10. REMARKS BY ECC:

RETURNED REQUESTING ADDITIONAL INFORMATION/CLARIFICATION

## INSTRUCTIONS

### PARENTHESES AT TOP OF FORM:

Parentheses at top of form: Fill in classification (UNCLASSIFIED, FOUO, etc.) If for the Executive Office Headquarters (EOH), a classification of FOUO will be used as a minimum. If using a classified SIPR system then can use (CONFIDENTIAL, SECRET) classification.

### Block 1. TRACKING NUMBER:

- a. If the action has been assigned a tracking number by ECC, enter that number.
- b. If the action has been assigned a tracking number by the activity Staff Action Control Office (SACO), enter that number along with the ECC tracking number (if applicable).

### Block 2. TODAY'S DATE:

Enter today's date. The Army standard date format is YYYYMMDD. Example: 20071015. This allows for tracking system searches by a standard date.

### Block 3. SUSPENSE DATE:

The format is YYYYMMDD.

- a. If the action is responding to an external suspense, enter the date of the assigned suspense.
- b. If the suspense date is established internally, enter that date.

### Block 4. OFFICE SYMBOL:

Enter the office symbol of the agency responsible for the action. Example: (DAMO-FMP)

### Block 5. SUBJECT:

Enter the primary subject line of the action. The subject on the HQDA Form 5 should match the subject used in the HQDA Tracking System (use upper/lower case, unbolded).

### Block 6. ROUTING:

(ECC USE ONLY): The ECC POC will complete this block.

### Block 7. EXECUTIVE SUMMARY/ACTION MEMORANDUM:

**Key Points:** The key points are the salient information that the EOH member needs to take away from the action and are written at the Senior Army Leaders' level. These are the key points your Principal or Deputy want to convey to the EOH members. Each key point area allows you essentially two lines to express your key point (164 spaces) with a maximum of three key points.

**Ref:** List all references, e.g., OSD tasker; meeting; e-mail; etc. If none, state N/A.

**Encl:** List all enclosures/TABs. Explain what is included within the packet. If none, state N/A (for example, Enclosures: TAB A: Memorandum for SecArmy signature. TAB B: DOD tasking and ECC tasking, and so on).

1. **Purpose:** Provide a short and clear statement of purpose (e.g., to obtain the SecArmy's signature on the memorandum at TAB A).
2. **Discussion:** Summarize the information and provide a current status if applicable. Why are you telling this to the EOH? What should the EOH know and discuss? Describe the task, origin of the action, issue and the requirement. Provide fact-filled background and comment. This discussion should tell the "story" on an action without "begging questions." The final approval authority should fully understand why this action is necessary.
3. **Recommendation:** Provide a brief statement defining the desired action by the final approval authority and explain why this is the best option (e.g., SecArmy approve action and sign the memorandum at TAB A.) Block 7 allows the EOH member to approve, disapprove, or comment on the action.

### Block 8. LEAD AGENCY STAFF COORDINATION (*Lead Agency Use Only*):

These blocks are designated for the internal approval chain within a Staff. Possible entries could include Branch, Division, Director, and Deputy. The appropriate releasing authority should electronically sign and date the action once they have released/approved for forwarding to the next appropriate office for disposition.

The Staff Principal will electronically sign and date. His or her electronic signature represents concurrence with the contents of the HQDA Form 5 and the final product to be submitted to ECC for EOH review.

**ACTION OFFICER (Name/Title/Phone Number/E-Mail):** Enter the responsible action officer's name, rank and/or position title, office phone number and email address. This information is especially important to ensure any questions related to the action can be quickly directed to the appropriate point of contact, avoiding delay in processing the action. Action Officer will electronically sign.

**FILE LOCATION:** It is important to be able to retrieve a file for corrections and annotations in the event that the originating action officer is not available. Enter the file path to reflect where the correspondence was saved on the server in order that an alternate POC may retrieve the file and make any necessary annotations. NOTE: This applies to unclassified documents only.

**SACO'S NAME (Name/Title/Phone Number/E-Mail):** Enter the responsible SACO's name, rank and/or position title, office phone number and email address. This information is especially important to ensure any questions related to the action can be quickly directed to the appropriate POC, avoiding delay in processing the action. SACO will electronically sign.

**RECOMMENDATION FOR STAFF PRINCIPAL:** This block allows for recommendations to the Staff Principal (for example, G-3/5/7 approves the memorandum at TAB A by electronically signing Block 8).

### Block 9. STAFF COORDINATION:

When staffing an action for review and comment, include each office and POC information that the action is being staffed with and include instructions for the addressees to indicate their concurrence by checking the appropriate block and returning to the originator. If concurrence indicates "concur with comments," then include comments at appropriate tab.

### Block 10. REMARKS BY ECC (*ECC use only*):

The ECC POC will complete this block.

**RETURNED REQUESTING ADDITIONAL INFORMATION/CLARIFICATION:** ECC will use this block to identify all packets being returned to the Staff for additional information requirements.