

**USAG FORT HAMILTON STAFF COORDINATION AND SUMMARY FORM 5 (FHF 5-R-E)**

1. ACTION OFFICER DIRECTORATE / EXTERNAL AGENCY  
(RANK/GRADE, NAME, TITLE, PHONE NUMBER, SIGNATURE, DATE)

2. DIRECTOR / EXTERNAL AGENCY DIRECTOR / COMMANDING OFFICER  
(RANK/GRADE, NAME, TITLE, PHONE NUMBER, SIGNATURE, DATE)

3. SUSPENSE DATE

4. Subject:

5. Discussion: (Describe briefly the requirement, background, and action taken or recommended)

- (maximum one sentence or two lines)
- (maximum one sentence or two lines)

6. Recommendation: (Provide a brief statement defining the desired action by the final approval authority).

7. Enclosures: (List the title of all enclosures for example)

**8. COORDINATION SUMMARY**

DIRECTORATE OR AGENCY	CONCUR	NON CONCUR	RANK/GRADE/TITLE, NAME, PHONE	INITIALS	DATE
DPTMS					
DRM					
DPW					
DOL					
DES					
DHR					
FMWR					
PAIO					
ILA/SJA					
EEO					
SAFETY					
NEC					
PAO					
PROTOCOL					
CPAC					

**9. COMMAND ADMIN OFFICE USE ONLY**

TRACKING NUMBER

RECEIVED BY/DATE: (RANK/GRADE, NAME, INITIALS, DATE)

CMD ADMIN

NCOIC

SECRETARY

**10. COMMAND SERGEANT MAJOR**

APPROVAL  DISAPPROVAL  SEE ME

REMARKS:

INITIALS:

**11. DEPUTY GARRISON COMMANDER**

APPROVAL  DISAPPROVAL  SEE ME

REMARKS:

INITIALS:

**12. GARRISON COMMANDER'S USE ONLY**

APPROVED  DISAPPROVED  RECOMMEND APPROVAL  RECOMMEND DISAPPROVAL  SEE ME  RETURNED WITHOUT ACTION

REMARKS:

INITIALS:

**INSTRUCTIONS: Fort Hamilton Form (FHF) 5-R-E (Feb 13),  
Staff Coordination and Summary Sheet**

**PURPOSE:** FHF 5-R-E is a management tool used for staffing purposes or to summarize the contents of documents or other materials which are being provided to the Garrison Leadership Team's Executive Office (Commander, Deputy Command, and/or Command Sergeant Major) for information, decision (approval or disapproval), or the signature of a required action. FHF 5-R-E (May 2005) is obsolete and will not be utilized after 1 March 2013. This form identifies both the Action Officer and the Responsible Office. It serves as a staffing, coordination, summary/cover sheet, tracking tool, and a record of concurrence/approval/etc. Point of contact is the Command Administration Office at 718-630-4436/4849/4057/4200.

**PREPARATION OF PACKETS:** FHF 5-R-E is required on the front of all packets, no more than one or two staples. Packets will be submitted neatly in a manila file folder, no other color shall be used. Documents to be signed and supporting documents will be affixed with a "post it note or small piece of paper, before placing a paper clip (absolutely no staples). Supporting documents will be assembled separately and "tabbed" utilizing a removable sticker on the right side of the first page. Action Officers are responsible for ensuring coordination with other offices and ensure the review/signature of the any Garrison Director, External Agency/Tenant Unit/Organization Principal in Charge to include Directors, Managers, or Commanding Officers. Action Officers will make a copy of all correspondence submitted to include the FHF 5-R-E. Action Officers will ensure packets that are signed are then forwarded to the appropriate office. The original documents or a file copy will kept by the Action Officer or appropriate office and filed with the correct file number utilizing AR 25-400-2 "Army Record Information Management System (ARIMS)" see <https://www.arims.army.mil/arims> for more information or the Records Manager in Bldg 114. Action Officers are absolutely responsible for ensuring a system is in-place to assemble packets correctly, to include proof-reading, formatting correspondence, develop point of contacts, and read appropriate regulations. Utilize AR 25-50 "Preparing Correspondence" for correct formatting of memorandums or documents to be signed.

**STAFF SUMMARY SHEET INSTRUCTIONS:**

1. **ACTION OFFICER DIRECTORATE / EXTERNAL AGENCY.** Indicate the Action Officer's Rank or Grade, Name, Title, Sign, date. The Action Officer is responsible for ensuring all packets are prepared correctly, proof-read, and coordinated with other directorates and/or external agencies. Utilize AR 25-50 for correct preparation of correspondence. Packets not prepared correctly will be returned. A tracking number will not be assigned for incorrect, poorly prepared, or requests that are not coordinated properly. Supporting documents are "Mandatory" and included in the packets.
2. **DIRECTOR / EXTERNAL AGENCY DIRECTOR / COMMANDING OFFICER.** Indicate the Director, External Agency Director or Responsible Official in Charge of that Agency, or the Commanding Officer of the External Unit. Principal Action Officer's Rank or Grade, Name, Title. Sign and date. This information and signature is "Mandatory". Packets will not be accepted if it has not been officially signed off by these officials. These officials must ensure a thorough review of any submitted correspondence is staffed, coordinated, accurate, and supporting documents are enclosed.
3. **SUSPENSE DATE.** Self-explanatory. This is the date that action(s) should be completed.
4. **SUBJECT.** Title of the action
5. **DISCUSSION.** Describe briefly the requirement, background, and action taken or recommended
  - (maximum one sentence or two lines)
  - (maximum one sentence or two lines)
6. **RECOMMENDATION.** Provide a brief statement defining the desired action by the final approval authority.
7. **ENCLOSURES.** List the title of all enclosures. Enclosures are supporting documents and they are MANDATORY for any submitted action. For example:  
TAB A Housing Memo  
TAB B Personnel Listing
8. **COORDINATION.** The principal official (Director, External Agency Director, Tenant or External Agency Commanding Officer) must review and initial any submitted action that requires their input, assistance, approval, or any other action.
9. **COMMAND ADMIN OFFICE USE ONLY.** Tracking Number is an internal number assigned by the Command Administration Office. The packet will be logged in and reviewed by the Command Administration Office personnel and routed to the Admin NCOIC and/or Command Secretary. Packets will not be hand walked to the Garrison Leadership Team, NCOIC, or Secretary unless directed by the Garrison Commander, Deputy Commander, or Command Sergeant Major.
10. **COMMAND SERGEANT MAJOR'S REVIEW, DECISION, REMARKS, AND INITIALS.**
11. **DEPUTY COMMANDER'S REVIEW, DECISION, REMARKS, AND INITIALS.**
12. **GARRISON COMMANDER'S REVIEW, DECISION, REMARKS, AND INITIALS.**