

ARMY STAFFING FORM 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)					
4. LEAD STAFF AGENCY				5. SUBJECT									
6. ROUTING: (ECC USE ONLY)				ECC POC (Initial)		ECC (Rank, Name, Phone No.)			DIR, ECC (Initial)				
Initial Date				COMMENTS:									
7. Origin: Requirement from -				☐ SA		☐ CSA		☐ USA		☐ VCSA		☐ Staff Initiated	
				☐ OSD		☐ Congress		☐ CJCS/JS		☐ Other _____			
Meeting/Forum/Other:													
8. What is in this packet?													
TAB A:													
TAB B:													
TAB C:													
9. Action seeks senior leader													
☐ Signature ☐ Approval ☐ Guidance ☐ Information Only ☐ Other _____													
Recommendation to senior leader:													
10. Key areas impacted:													
☐ Funding ☐ Equipment ☐ Personnel ☐ Training ☐ Strategy													
☐ Policy ☐ Congressional ☐ Legal ☐ Other _____													
11. Key point(s) the senior leaders should get from this action:													
■													
■													
12. Additional information:													
13. Senior Leader/Decision/Comments:													
APPROVED _____ DISAPPROVED _____ NOTED _____ SEE ME _____ COMMENT _____													

14. LEAD AGENCY STAFF COORDINATION		LEAD STAFF AGENCY:	TRACKING NO.:
TITLE	INITIAL	TYPE OR PRINT NAME	DATE (YYYYMMDD)
PRINCIPAL ONLY			
ACTION OFFICER (Signature) (Name/Title/Phone No./Email/Office Symbol)			
SACO (Signature) (Name/Title/Phone No./Email)			
RECOMMENDATION FOR STAFF PRINCIPAL:			

15. STAFF COORDINATION

[illegible]

16. REMARKS BY ECC:

PRIVACY ACT STATEMENT

DATA REQUIRED BY THE PRIVACY ACT STATEMENT OF 1974.

AUTHORITY: DA MEMO 25-52.

PRINCIPAL PURPOSE(S): To respond to questions from Army senior leaders regarding this action.

ROUTINE USES: Information furnished will not be disclosed to agencies outside of DOD.

DISCLOSURE: Disclosure of personally identifiable information is voluntary. However, this form cannot be processed without coordination and point of contact information.

INSTRUCTIONS

PARENTHESES AT TOP AND BOTTOM OF FORM: Select a classification (UNCLASSIFIED or FOUO) from the drop down menu. If for the Army's senior leadership (SA, CSA, USA and VCSA), use a minimum classification of FOUO (default). If using a classified SIPRnet system, select a classification (FOUO, CONFIDENTIAL or SECRET).

Block 1. TRACKING NUMBER:

- If the action has been assigned a tracking number by ECC/OJDA, enter that number.
- If the action has been assigned a tracking number by the activity Staff Action Control Office (SACO), enter that number along with the ECC/OJDA tracking number (if applicable).
- When this form is being used as a read ahead coversheet, select from the drop down list "READ AHEAD COVERSHEET" in lieu of a tracking number.

Block 2. TODAY'S DATE: Enter today's date. The Army standard date format is YYYYMMDD (for example, 20120426). This allows for HQDA Tracking System searches by a calendar date.

Block 3. SUSPENSE DATE: The format is YYYYMMDD.

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

Block 4. LEAD STAFF AGENCY: Select from the drop down menu the office responsible for generating the response to the requested action.

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 and lower case).

Block 6. ROUTING: (ECC USE ONLY) or (OJDA USE ONLY): The ECC POC or OJDA POC will complete the routing block. Select whether this action is to be routed through the ECC or OJDA from the drop down menu. This selection will also affect: **ECC/OJDA POC and DIR, ECC** as well as block 16.

Block 7. Origin: Requirement from: Select only one block indicating the individual or organization prompting the submission of this HQDA Form 5.

Meeting/Forum/Other: Examples: Directed by the CSA at the 26 Apr XX Morning Update; the SA asked for this information at the 26 Apr XX GA update.

Block 8. What is in the packet? List all enclosures/TABs. Explain what is included within the packet. If none, state N/A (for example, TAB A: Memorandum for SA signature. TAB B: DOD tasking and ECC tasking).

Block 9. Action seeks senior leader: Select the most appropriate box defining the desired action by the final approval authority. Two lines are provided to clearly state/indicate the recommendation to the final approval authority and indicate where the senior leader should sign or initial (for example, to obtain the SA's signature on the memorandum at TAB A; approve this action by initialing in block 13 at the bottom of this page).

Block 10. Key areas impacted: Check all boxes that apply. If "other" is checked, specify accordingly.

Block 11. Key point(s) the senior leaders should get from this action: The key points are the salient information that the SA, CSA, USA and VCSA need to take away from the action and are written at the Army senior leaders' level. These are the key points your Principal Official or Deputy wants to convey to the Army's senior leaders. Each key point area allows essentially two lines to express your key point with a maximum of two key points.

Block 12. Additional information: Summarize the information and provide a current status, if applicable. Why are you telling this to the senior leader?

What should the senior leader 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.

Block 13. Senior Leader/Decision/Comments: This space allows the SA, CSA, USA and VCSA to approve, disapprove or comment on the action.

Block 14. LEAD AGENCY STAFF COORDINATION (Lead Staff 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/OJDA for the Army's senior leaders to review. **Note: ONLY THE PRINCIPAL will sign in this space.** If the Principal Official is not available, the next most senior individual will initial in the space immediately above the "Principal Only" space and indicate "FOR" and clearly enter his or her name and title.

ACTION OFFICER (Name/Title/Phone No./Email/Office Symbol): 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.

SACO (Name/Title/Phone No./Email): 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 14).

Block 15. 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. Note that space is allocated for OGC and OTJAG who can make their recommendation (No Legal Objection (NLO) or Legal Objection (LO) w/comment) in the **REMARKS** section.

Block 16. REMARKS BY ECC (ECC use only): or SERVICES COORDINATION (OJDA selection): The ECC POC will complete the **REMARKS BY ECC** block. Lead Agency Action Officers will complete the **SERVICES COORDINATION** block.