**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)

<table>
<thead>
<tr>
<th>Initial</th>
<th>Date</th>
<th>COMMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA</td>
<td></td>
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<tr>
<td>CSA</td>
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<tr>
<td>USA</td>
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<tr>
<td>VCSA</td>
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<tr>
<td>AASA</td>
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<tr>
<td>DAS</td>
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<td>SMA</td>
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<td>DUSA</td>
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<tr>
<td>VDAS</td>
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</tr>
</tbody>
</table>

### 7. Origin: Requirement from -

- SA
- CSA
- USA
- VCSA
- Staff Initiated
- OSD
- Congress
- CJCS/JS
- 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

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HQDA FORM 5, NOV 2012

PREVIOUS EDITIONS ARE OBSOLETE.
### 14. LEAD AGENCY STAFF COORDINATION

<table>
<thead>
<tr>
<th>TITLE</th>
<th>INITIAL</th>
<th>TYPE OR PRINT NAME</th>
<th>DATE (YYYYMMDD)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**PRINCIPAL ONLY**

**ACTION OFFICER** (Signature)

(Name/Title/Phone No./Email/Office Symbol)

**SACO** (Signature)

(Name/Title/Phone No./Email)

**RECOMMENDATION FOR STAFF PRINCIPAL:**

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### 15. STAFF COORDINATION

<table>
<thead>
<tr>
<th>CONCUR</th>
<th>NON-CONCUR</th>
<th>AGENCY</th>
<th>NAME (TITLE, LAST NAME)</th>
<th>PHONE (XXX) XXX-XXXX</th>
<th>DATE (YYYYMMDD)</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>OGC</td>
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<td>OTJAG</td>
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</tbody>
</table>

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### 16. REMARKS BY ECC:

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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?

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

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 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 at TAB A by electronically signing block 14).

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 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 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 4. LEAD STAFF AGENCY: Select from the drop down menu the office responsible for generating the response to the requested action. 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 Action Agency Officers will complete the SERVICES COORDINATION block.