

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)

Mr. John Doe, DPW OPS Specialist, 4 Mar 13

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

Mr. James Doe, Director DPW, 4-4336

3. SUSPENSE DATE

30 Mar 13

4. Subject: Hurricane Sandy Projects

EXAMPLE ONLY

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

a. Housing Projects need additional funding to make repairs.

b. Additional funding coordinated with DRM.

6. Recommendation: Request approval from the Garrison Commander to request funds from IMCOM.

7. Enclosures:

TAB A Project List

TAB B Funding Projection

8. COORDINATION SUMMARY

DIRECTORATE OR AGENCY	CONCUR	NON CONCUR	RANK/GRADE/TITLE, NAME, PHONE	INITIALS	DATE
DPTMS					
DRM	X		Mr. James John, Director, 4-4112		4 Mar 13
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: USAG Fort Hamilton Form (FHF) 5-R-E (Feb 13)
Staff Coordination and Summary Form

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 FHF 5-R-E (May 2005) is obsolete and will not be utilized after 1 March 2013.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 for this form is the Command Administration Office at 718-630-4436/4849/4057/4200.

ACTION OFFICER 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 of each. Action Officers are responsible for ensuring coordination with other Directorates when necessary. Action Officers are responsible to obtain review/concurrence/signature of any Garrison Director, External Agency/Tenant Unit/Organization Principal in Charge to include Directors, Managers, or Commanding Officers; if signatures are not obtained the action will be not be submitted to the Command Admin Office. 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 at 718-630-4802/4412. 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 and Managing Correspondence" for correct formatting of memorandums or documents to be signed. The Command Admin Office will not prepare any packets for Action Officers, but will review the packets.

STAFF SUMMARY FORM INSTRUCTIONS:

1. **ACTION OFFICER DIRECTORATE / EXTERNAL AGENCY.** Indicate the Action Officer's Rank or Grade, Name, Title, Sign and 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.
 - a. (maximum one sentence or two lines)
 - b. (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.** Coordinate with any Directorate or External Agency pertinent to the submitted action. Coordination is MANDATORY if another Office, Directorate, or External Agency is involved. 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 (if the packet is correct) and reviewed by the Command Administration Office personnel and routed to the Admin NCO. 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. Packets will not be logged in if incorrect, missing documents, not coordinated properly, not neatly prepared, not tabbed correctly, or any other inaccurate submission issue.
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.**

