

<b>TRANSMITTAL, ACTION, AND CONTROL</b> <small>For use of this form, see USACC Reg 25-35; the proponent agency is CST ADJ.</small>		1. CONTROL NUMBER	2. TODAY'S DATE (YYYYMMDD)	3. SUSPENSE DATE (YYYYMMDD)		
4. OFFICE SYMBOL		5. SUBJECT				
6. ROUTING: (ADJ USE ONLY)		COMMAND GROUP COMMENTS:				
Initial                  Date						
	CMDT					
	DCMDT					
	CSM					
	CoS					
	ACoS					
	ADJ					
	AADJ					
7. EXECUTIVE SUMMARY						
<u>KEY POINTS</u>						
<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> </ul>						
Ref:						
Encl: TAB A: TAB B:						
1. Purpose:						
2. Discussion:						
3. Recommendation:						

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





## INSTRUCTIONS

### PARENTHESES AT TOP FORM:

Fill in classification (UNCLASSIFIED, FOUO, etc.)

### Block 1. CONTROL NUMBER:

CST ADJ will assign control number.

### Block 2. TODAY'S DATE:

Enter today's date. Use the Army standard date format: YYYYMMDD. Example: 20140210.

### Block 3. SUSPENSE DATE:

Use format: 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. OFFICE SYMBOL:

Enter the office symbol of the agency responsible for the action. Example: (ATCC-PA).

### Block 5. SUBJECT:

Enter the primary subject line of the action. The subject on the CST Form 5 should match the subject used in the assigned tasker. Use upper and lower case letters and unbolded font.

### Block 6. ROUTING: (CST ADJ use only.)

The CST ADJ will complete this block.

### Block 7. EXECUTIVE SUMMARY:

**Key Points:** The key points are the pieces of salient information that the CMDT and/or DCMDT/CoS need to know about this action. Write them at senior Army leaders' level. These are the points your principal or deputy want to convey to the CMDT and/or DCMDT/CoS. Each key point area allows you two lines (164 characters/spaces) to express your thought with a maximum of three key points.

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

**Encl:** List all enclosures and tabs. Explain what is included within the packet. If none, state N/A. For example: Enclosures: TAB A: Memorandum for CMDT's signature. TAB B: CSA tasking, and so on. If the packet has more than four tabs, list them linearly separated by commas or semicolons in the "Ref:" section or at the end of the "2. Discussion" section.

**1. Purpose:** Provide a short, clear statement describing the purpose (e.g., to gain the CMDT's approval of PMS stating).

**2. Discussion:** Summarize the information and provide a current status, if applicable. Why are you telling this to the CMDT and/or DCMDT/CoS? What should the CMDT and/or DCMDT/CoS know and discuss? Describe the task, its origin, issue, and requirements. Provide a fact-filled background and comment. This discussion should tell the story on an action without prompting questions. The final approval authority should fully understand why the action is necessary. Be concise.

**3. Recommendation:** Provide a brief statement of the desired action by the final approving authority and explain why it is the best option. For example: CMDT approve action and sign the memorandum at TAB A. Block 7 allows the CMDT and/or DCMDT/CoS to approve, disapprove, and/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 the lead directorate or special staff section. Possible entries could include branch chief, division chief, director, deputy, or DCS. The appropriate releasing authority (Cdr, DCS, or Director) should electronically sign and date the action once they have released/approved it for forwarding to the next appropriate office for disposition. The command/coordinating staff will electronically initial or sign and date. His/her electronic initials or signature represents concurrence with the contents of the form and the final product to be submitted to ADJ for CMDT and/or DCMDT/CoS review.

**ACTION OFFICER (Name/Title/Phone Number/E-Mail):** Enter the responsible person's name, rank and/or position title, office phone number, and e-mail address. This information is especially important to ensure any questions can be quickly directed to the appropriate POC. The action officer will electronically sign.

**FILE LOCATION:** Annotate the location of your documents on the shared drive. Posting your documents to the shared drive enables small edits to be made by the ADJ.

**RECOMMENDATION FOR COORDINATING STAFF:** This block allows for recommendations to the coordinating staff. For example, DCS, G-8 approve memorandum at TAB A by electronically initialing block 8.

### Block 9. STAFF COORDINATION:

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

### Block 10. REMARKS BY CST ADT: (CST ADJ use only.)

The CST ADJ will complete this block.

**RETURNED REQUESTING ADDITIONAL INFORMATION/CLARIFICATION:** CST ADJ will use this block to identify all actions being returned for additional information.