



# STAFF SUMMARY SHEET

## USAG ANSBACH

1. CMD LOG NO:

2. Subject:

3. Organization

4. Org Log #

5. Action Officer

6. Phone #

7. Suspense

8. Date

### 9. Staff Coordination

### 10. Staff/Command Group Coordination

NO.	To	Action	Concur/Nonconcur	Sign/Initial	NO.	To	Action	Concur/Nonconcur	Sign/Initial
	DES		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur					<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	
	DFMWR		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur					<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	
	DHR		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur					<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	
	S3/5/7		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur					<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	
	DPW		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur					<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	
	EEO		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur					<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	
	HHD		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur					<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	
	PAIO		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur			Admin	LOG	<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	
	PAO		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur			DGC		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	
	R2CTF		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur		Comments:				
	RMO		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur			XO		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	
	RSO		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur		Comments:				
	Safety		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur			CSM		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	
	LRC-A		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur		Comments:				
			<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur			CDR		<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur	
			<input type="checkbox"/> Concur <input type="checkbox"/> Nonconcur		Comments:				

Action: APP = Approve COORD = Coordinate INFO = Information SIGN = Signature REV = Review POC = Point of contact LOG = Log

11. Remarks:

Purpose:

Recommendation:

Discussion:

# USAG ANSBACH STAFF SUMMARY SHEET

Continuation (Page 2)

REMARKS (Con't):

## Instructions for Completing USAG-AN Form 1:

**Purpose:** To synchronize and document staff action coordination and command approvals

**Line 1:** Used by Command Group Admin for logging purposes

**Line 2:** Identify the subject title of the issue or package. Be brief, but provide enough information for coordinating offices to understand the topic without opening the package

**Line 3:** This is the organization and office that is initiating or submitting the action

**Line 4:** This is the internal log number of the originating office

**Line 5:** Name of the Action Officer or Point of Contact to be contacted or notified with questions or disposition on the action

**Line 6:** Phone number of Action Officer

**Line 7:** Date when the action MUST be completed by. If there is no mandatory suspense date, then put "N/A" in this block.

**Line 8:** Date action submitted to first coordination office

### Section 9:

[No] Type / Print the number of the order of desired coordination. 1 for first office, 2 for the second office, etc...

[TO] Self-Explanatory

[Action] Identify (see legend) what action the individual office is requested to perform

[Concur / NonConcur] Indicate whether you concur or non-concur with the action. For all NON-CONCUR inputs, ensure and outline in the remarks section the reason for non-concurrence.

[Sign / Initial] Digitally sign, or print your last name and sign or initial to indicate who the action officer was. This must be legible.

**Section 10:** Same as Section 9.

### Section 11:

[Purpose:] State the purpose of the action. Example: To obtain Command decision for action, To provide information and orientation on...., To provide READ AHEAD information for....

[Discussion:] Provide a simple background to the action - provide a short narrative as if you are speaking to the commander on this subject. Do not insert entire regulation excerpts. Do not include private or sensitive information - place that inside the package.

[Recommendation:] Provide a simple statement of the recommended action. Example: Recommend Approval, Recommend disapproval, Recommend course of action #?, etc...



DEPARTMENT OF THE ARMY

UNIT LINE 1

UNIT LINE 2

ADDRESS LINE 1

ADDRESS LINE 2

IMAN-ZA

MEMORANDUM FOR Commander, United States Army Garrison Ansbach, Unit#  
28614, APO AE 09177

SUBJECT: Exception to Policy Request to (Reinstate / Authorize Restricted) Driving  
Privileges for RNK Last, First MI., Sfx.

1. This command has reviewed RNK Last's request for exception to policy (ETP) for the (Reinstatement / Authorization of Restricted) driving privileges.
2. After reviewing all pertinent data the command recommends (approval/denial) based on the following reasons
  - a. Reason, Justification, or Data Point 1
  - b. Reason, Justification, or Data Point 2
3. The point of contact for this memorandum is CPT First Last, Unit, at (314) ###-####, or first.m.last.mil@mail.mil.

Recommend: Approval / Disapproval

FIRST M. Last  
RNK, BR  
Commanding (1st CDR Signs in this block)

(Date)

Final Approval / Disapproval

FIRST M. Last  
RNK, BR  
Commanding (first O5 Signs this block)

(Date)



DEPARTMENT OF THE ARMY  
USAG ANSBACH ARMY SUBSTANCE ABUSE PROGRAM  
APO AE 09177

IMAN-\_\_\_\_\_

MEMORANDUM FOR Commander, \_\_\_\_\_

SUBJECT: Alcohol/Drug Abuse Prevention Training (ADAPT)/Prime for Life,  
administered to: \_\_\_\_\_

1. \_\_\_\_\_ has attended the Prime for Life  
Substance Abuse Awareness (ADAPT) Training given \_\_\_\_\_ - \_\_\_\_\_  
in Building 5817, Katterbach, Germany. The program addressed the following areas:

a. Prevention of Substance Abuse: Preventing Impairment and Health Problems,  
and Understanding Biological Risk Factors.

b. Phases of Substance Abuse: Low-Risk Choices, High-Risk Choices,  
Psychological Dependence and Addiction.

c. Protective Factors: Social Support, Psychological Support, Planning and  
Rewarding Oneself.

2. This information has been disclosed to you from records whose confidentiality is  
protected by Federal Law. Federal regulation (42 CFR part 2) prohibits you from  
making any disclosure of it without written consent of the person to whom it pertains, or  
as otherwise permitted by such regulations. A general authorization for the release of  
medical or other information is **NOT** sufficient for this purpose.

5. The point of contact for this memorandum is the undersigned at \_\_\_\_\_  
or \_\_\_\_\_ civ@mail.mil.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Last, First MI., Sfx of ASAP Staff

Prime for Life Instructor

Enclosure 2: ADAPT Memorandum



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON ANSBACH  
UNIT 28614  
APO AE 09177-8614

IMAN-ZA

MEMORANDUM FOR RECORD

SUBJECT: Restricted Driving Privileges for RNK Last, First MI., Sfx

1. RNK Last, First MI., Sfx, is authorized to drive during under the following restrictions during weekdays on Location 1, Location 2, and transit between the aforementioned locations (by the most direct route) only.

- a. 1st Restriction, or condition.
- b. 2nd Restriction, or condition.
- c. 3rd Restriction, or condition.
- d. 4th Restriction, or condition.
- e. Medical emergencies

2. RNK Last, First MI., Sfx is authorized to drive during the following timelines during non-duty days/hours:

- a. 1st Restriction, or condition.
- b. 2nd Restriction, or condition.
- c. 3rd Restriction, or condition.
- d. 4th Restriction, or condition.
- e. Medical emergencies

3. Exceptions to this policy must be routed through the same channels on a new restricted Driving Privileges memorandum.

4. This memorandum does not constitute a full reinstatement of USAREUR license.

IMAN-ZA

SUBJECT: Restricted Driving Privileges for **RNK Last, First MI., Sfx**

5. The point of contact for this memorandum is the Chief of Police, Michael E. Anderson at (314) 467-7340 or [michael.e.anderson.civ@mail.mil](mailto:michael.e.anderson.civ@mail.mil).

Recommend: Approval / Disapproval

---

ADRIAN L. FOSTER  
MAJ, MP  
Director of Emergency Services

---

(Date)

Final Approval / Disapproval

---

STEVEN M. PIERCE  
COL, AV  
Commanding

---

(Date)



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON ANSBACH  
UNIT 28614  
APO AE 09177-8614

IMAN-ZA

MEMORANDUM FOR Registrar, Headquarters, USAREUR, Unit #29230, APO AE 09102

SUBJECT: Reinstatement of Driving Privileges for **RNK Last, First MI., Sfx**

1. **RNK Last, First MI., Sfx**, **UNIT**, APO AE **09250** driver's license was (revoked / suspended) on **DDMMYY** for **OFFENSE**, with **.###% Blood Alcohol Content**.
2. **RNK Last, First MI., Sfx** has completed ADAPT Prime for Life Training on **DDMMYY**.
3. If approved below, your USAREUR driver's license is reinstated, effective the date of this memorandum.
4. The point of contact for this memorandum is the Chief of Police, Michael E. Anderson at (314) 467-7340 or [michael.e.anderson.civ@mail.mil](mailto:michael.e.anderson.civ@mail.mil).

Recommend: Approval / Disapproval

---

ADRIAN L. FOSTER  
MAJ, MP  
Director of Emergency Services

---

(Date)

Final Approval / Disapproval

---

STEVEN M. PIERCE  
COL, AV  
Commanding

---

(Date)