DEPARTMENT OF THE ARMY
DEPUTY CHIEF OF STAFF, G-8
700 ARMY PENTAGON
WASHINGTON, DC 20310-0700

DAPR-ZA

11 June 2020

MEMORANDUM FOR All Assigned and Attached Personnel

SUBJECT: Key Information Requirements

1. References:

a. AR 190-45, Law Enforcement Reporting, 27 September 2016.
b. FM 6-0, Commander and Staff Organization and Operations, 5 May 2014.
c. FM 6-99, U.S. Army Report and Message Formats, 19 August 2013.

2. This document identifies key information requirements necessary for shared knowledge, understanding, and action across the organization. By establishing this information as key, along with associated reporting requirements, all will understand what is needed and when.

3. The following are identified as key information and therefore requires reporting as specified below:

Requirement	Frequency
Hardware Division Summary	Monthly
Program "SPOT" Report (funding, schedule, or requirement changes)	As Required
ARB EXSUM	Following Event
ACB EXSUM	Following Event
AROC EXSUM	Following Event
AROC Memorandum	Following Event
EE-PEG Note	Weekly
EE-PEG POM Changes	As Required
Serious Incident Report / "FLASH" Report	As Required (within 24 hrs of event)
Questions for the Record (QFRs)	As Required

4. Will review quarterly and update accordingly, or sooner as conditions change.

5. The point of contact for this memorandum is COL Albert L. Benson, Jr at (703) 614-3328 or albert.l.benson.mil@mail.mil.

JAMES F. PASQUARETTE
Lieutenant General, U.S. Army
Deputy Chief of Staff, G-8

3 Encls
Hardware Division Summary
EE-PEG Notes
Serious Incident Report / "FLASH" Report