**Headquarters
Department of the Army
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*Army Regulation 25–59

Effective 15 March 2024

Information Management: Records Management

Office Symbols

By Order of the Secretary of the Army:

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History. This publication is a major revision. The portions affected by this major revision are listed in the summary of change.

Authorities. This section contains no entries.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, the U.S. Army Reserve, and the Department of the Army Civilians, unless otherwise stated.

Proponent and exception authority. The proponent of this regulation is the Chief Information Officer. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. The commander or senior leader will endorse waiver requests and forward them through higher headquarters to the policy proponent. Refer to AR 25–30 for specific requirements.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix B).

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) via email to usarmy.belvoir.hqda-cio.mbx.armd-office-symbols@army.mil for approval.

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, the U.S. Army Reserve, and the Department of the Army Civilians.

SUMMARY of CHANGE

AR 25–59
Office Symbols

This major revision, dated 15 February 2024—

- Adds generic email box for suggested improvements for changes (title page).

- Removes the Administrative Assistant to the Secretary of the Army responsibilities (formerly para 1–4*b*).

- Requests notification be sent to Records Management Directorate at usarmy.belvoir.hqda-cio.mbx.armd-office-symbols@army.mil for approvals outside of the Army Records Information Management System (para 1–4*b*).

- Adds generic email box for coordination and approval notifications (para 1–4*b*(1)).

- Adds responsibilities pertaining to approval and submission of office symbols to the Army Addresses and Office Symbols Online database (para 1–4*c*).

- Adds that Department of the Army General Orders are required to obtain office symbols when new agencies or commands are created or reassigned (para 2–2*a*).

- Adds clarity for two-letter and four-letter command designators (paras 2–4*c*(1) and 2–4*c*(2)).

- Updates use of office symbols in records management (para 2–5).

- Adds clarity for constructing a division/brigade office symbol (table 2–8).

Contents (Listed by chapter and page number)

Summary of Change

Glossary of Terms

Chapter 1
Introduction
General

1–1. Purpose
This regulation prescribes policies for the construction, approval, and use of office symbols throughout Department of the Army (DA) and prescribes the Army Addresses and Office Symbols Online (AAO) database as the official website for office symbols. This database is available at AAO LIVE - https://play.apps.appsplatform.us/play/e/default-fae6d70f-954b-4811-92b6-0530d6f84c43/a/79e92960-422c-4322-ab0e-c9ac3234aeb4?tenantid=fae6d70f-954b-4811-92b6-0530d6f84c43&sourcetime=2023 − 08 − 25%2019%3a58%3a07z.

1–2. References, forms, and explanation of abbreviations
See appendix A. The abbreviations, brevity codes, and acronyms (ABCAs) used in this electronic publication are defined when you hover over them. All ABCAs are listed in the ABCA directory located at https://armypubs.army.mil/.

1–3. Associated publications
This section contains no entries.

1–4. Responsibilities
a. The Chief Information Officer (CIO) prescribes the policy for the use and construction of office symbols. On behalf of the CIO, the Director, Army Records Management Directorate (ARMD) will—
(1) Manage the office symbol program for DA.
(2) Approve office symbols for Headquarters, Department of the Army (HQDA) principal official agencies their field operating agencies (FOAs), and the headquarters of Army commands (ACOMs), Army service component commands (ASCCs), and direct reporting units (DRUs).
(3) Review, approve, and/or disapprove requests for new or modified office symbols.
(4) Maintain the Army's official website for approved office symbols.
b. HQDA principal official agencies, ACOMs, ASCCs, and DRUs records administrators (RAs) will—
(1) Assist in the development of office symbols for their agency and command headquarters and forward to ARMD at usarmy.belvoir.hqda-cio.mbx.armd-office-symbols@army.mil for approval.
(2) Approve office symbols for their major subordinate commands and installations and copy furnish ARMD on the approval response at usarmy.belvoir.hqda-cio.mbx.armd-office-symbols@army.mil unless approved in Army Records Information Management System (ARIMS).
(3) May submit to ARMD for coordination and review prior to approval to ensure compliance.
c. HQDA principal official agencies, ACOMs, ASCCs, and DRUs records managers (RMs) (below the RA level) will—
(1) Assist in the development of office symbols for HQDA principal official agencies, ACOMs, ASCCs, DRUs, and major subordinate commands and installations and submit to their agency/command RA for approval.
(2) Ensure approved office symbols are current and added to the AAO database. Office symbols will be approved by either ARMD (for HQDA principal official agencies and headquarters of ACOMs, ASCCs, and DRUs or the command RA) (for major subordinate commands and installations) prior to submitting to the action officer.

1–5. Records management (recordkeeping) requirements
The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS) RRS–A at https://www.arims.army.mil. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

Chapter 2
Office Symbols

2–1. Use of office symbols
Office symbols are used to—
    a. Identify the originators of correspondence and electronically transmitted messages within the DA.
    b. Denote the placement of an organization within the Army structure for historical and records purposes.

2–2. Changes to office symbols
Changes to office symbols will be kept to a minimum. Office symbols will be approved, deactivated or modified when—
    a. New agencies or commands are created (Department of the Army General Orders required).
    b. New internal organizational elements are created.
    c. Existing internal organizational elements are terminated.
    d. Internal organizational elements are divided or merged.
    e. Major organizational names change.

2–3. Construction of Headquarters, Department of the Army Principal Official agency office symbols
    a. HQDA principal official agency office symbols will contain no more than nine letters. Dashes are placed between the fourth and fifth and the seventh and eighth letters (for example, XXXX–XXX–XX) (see tables 2–1 and 2–2).
    b. Characters other than letters of the alphabet will not be used in office symbols.
    (1) The first two letters of an HQDA principal official **agency** will begin with "**SA**" for the Office of the Secretary of the Army (OSA) and "DA" for Army Staff agencies.
    (2) The third and fourth letters of the office symbol represent a principal official in the OSA an Army Staff agency, FOA, or DRU (for example; SA**AA**; "AA" represents Administrative Assistant; DA**PE**; "PE" represents personnel; and in DA**LO**, "LO" represents logistics).
    (3) The first two letters of office symbols for HQDA FOAs will begin with the third and fourth letters representing their parent staff agency (for example, "**AA**HS," "**PE**XX," or "**LO**XX") (see fig 2–1).
    (4) The fifth and sixth letters represent a directorate, a comparable element, or the next organizational element below agency level. The fifth and sixth letters can also represent a certain official in the immediate office of the agency head (for example, XXXX–CS).
    (5) The seventh letter represents a staff division, a comparable element, or the next lower organizational element.
    (6) The eighth letter represents a staff branch, comparable element, or the next lower organizational element if there is no branch or comparable organizational element. The ninth letter represents a section, group, team, or an individual action officer.
    (7) The letter "Z" is used in the fifth or seventh position for the immediate office of the head of an agency, the director of a directorate, or the commander of a FOA. The letter "Z" is normally used with letters "A" through "W" to represent the officials (such as, deputies and assistant deputies) in the immediate office of the activity head (for example, XXXX–ZB or XXXX–PEZ).
    (8) The letter "X" is used in the sixth or eighth position for the executive, executive officer, or executive assistant of the agency or activity (for example, XXXX–ZX or XXXX–PEZ–X).
    (a) The proper construction method for HQDA office symbols (see table 2–1).
    (b) The construction of an HQDA and HQDA FOA office symbol (see tables 2–3 and 2–3).
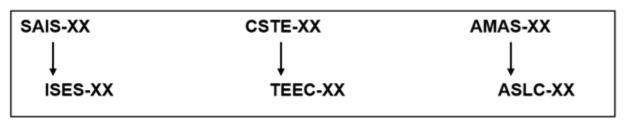   *(c)* A listing of commonly used letter designators (see table 2–9).

Figure 2–1. Construction of an office symbol with a major subordinate agency or command

Table 2 – 1
Proper construction method – Headquarters, Department of the Army — Continued

XXXX – XX	STOP HERE for directorate level office symbols. There is NO dash after the sixth character.
XXXX – XXX	STOP HERE for division level office symbols - if there are no branches – there is no dash after the seventh character.
XXXX – XXX – X	Branch level
XXXX – XXX – XX	Branch and/or section level

Table 2 – 2
Example of constructing a Headquarters, Department of the Army office symbols — Continued

HQDA	Agency	Directorate	Division	Branch	Office symbols
DA	Deputy Chief of Staff (DCS), G – 1	Plans, Resources & Operations Directorate	Plans & Integration Division	Combat Arms Branch	
	PE				DAPE
		–PR			DAPE – PR
			P		DAPE – PRP
				–CA	DAPE – PRP – CA

Table 2 – 3
Example of constructing a Headquarters, Department of the Army field operating agency office symbol — Continued

HQDA	Agency	Directorate	Division	Branch	Office symbols
Personnel-PE	DCS, G – 1	Personnel Management Directorate	Resource Management Division	Manpower and Management Branch	
	CP				PECP
		-MP			PECP – MP
			R		PECP – MPR
				-MM	PECP – MPR – MM

2–4. Construction of Army command, Army service component command, direct reporting unit, major subordinate command and installation office symbols

  a. ARMD assigns up to the first four letters as command designators.

  b. Characters other than letters of the alphabet will not be used.

  c. ACOM, ASCC, and DRU headquarters' office symbols will contain no more than nine letters. Subordinate commands and installations will contain no more than 10 letters.

  (1) For commands with a two-letter command designator (for example, AFXX, ATXX, AMXX, and MCXX):

  (a) Place dashes between the fourth and fifth and the seventh and eighth letters.

  (b) The third and fourth letters represent the command group and special staff offices (for example, AFCG and ATCS) or directorate level (for example, AFIN and ATRM).

  (c) The fifth and sixth letters represent a represents a division, comparable element, or next lower organizational element.

  (d) The seventh letter represents a branch, comparable element, or next lower organizational element.

  (e) The eighth and ninth letter represents a branch, comparable element, or next lower organizational element.

  (f) The tenth letter (for major subordinate commands and installations) represents the next lower organizational element.

  (g) Use the letter "Z" as the fifth letter for the immediate head of an agency, the director of a directorate, the commander of a field operating agency or special staff offices. Use the letter "Z" with the letters A–W to represent officials in the office.

  (h) Use the letter "X" as the sixth letter for the executive office of the general or special staff offices.

  (i) When possible, office symbols for activities below the major subordinate command level should create office symbols with the first two letters that represent the major subordinate and the third and fourth letters of the office symbol should represent the lower level subordinate (see fig 2–1).

  (j) For the proper construction method for commands with two-letter designators (see table 2–4).

  (k) The construction of command level office symbols (see table 2–5).

  (l) The construction of division/brigade level office symbols (see table 2–7).

  (m) A listing of commonly used letter designators (see table 2–8).

Table 2 – 4
Proper construction method – command with two-letter designator   —Continued

XXXX	STOP HERE for two-letter command designator–command group or directorate
XXXX – XX	STOP HERE for division, comparable element, or next lower organizational element level office symbols
XXXX – XXX	Branch, comparable element, or next lower organizational element
XXXX – XXX – X	Branch, comparable element, or next lower organizational element
XXXX – XXX – XX	Section, group, or team

Table 2 – 5
Example of constructing a command (two-letter designator) office symbol   —Continued

ACOM	Command Group or Directorate	Division	Branch	Office Symbol
U.S. Army Training and Doctrine	DCS, G – 8	DCS, G – 8 Executive Officer	DCS, G – 8 Administrative Office	

Table 2 – 5
Example of constructing a command (two-letter designator) office symbol — Continued

Command AT				
	RM			ATRM
		-ZX		ATRM – ZX
			A	ATRM – ZXA

(2) For commands with a four-letter command designator (for example, ARNO, ARSO, and AHRC):

(a) Place dashes between the fourth and fifth and the seventh and eighth letters.

(b) The first four letters represent the command designator.

(c) The fifth and sixth letters represent a command group, directorate level, a comparable element, or next organization element below the command group (for example, ARNO–CG, ARSO–IN or AHRC–PE).

(d) The seventh letter represents a division, comparable element, or next lower organizational element.

(e) The eighth and ninth letter represents a branch, comparable element, or next lower organizational element.

(f) The tenth letter (for major subordinate commands and installations) represents the next lower organizational element.

(g) Use the letter "Z" as the fifth letter for the immediate head of an agency, the director of a directorate, the commander of a field operating agency or special staff offices. Use the letter "Z" with the letters A–W to represent officials in the office.

(h) Use the letter "X" as the sixth letter for the executive office of the general or special staff offices.

(i) When possible, office symbols for activities below the major subordinate command level should create office symbols with the first two letters that represent the major subordinate and the third and fourth letters of the office symbol should represent the lower level subordinate (see fig 2–1.)

(j) For the proper construction method for commands with four-letter designators (see table 2–6).

(k) The construction of command level office symbols (see table 2–7).

(l) The construction of division/brigade level office symbols (see table 2–8).

(m) A listing of commonly used letter designators (see table 2–9).

Table 2 – 6
Proper construction method – command (with four-letter designator) — Continued

XXXX – XX	STOP HERE for command group or directorate level office symbols (example: ARNO – CG, ARNO – CS, and ARNO – RM).
XXXX – XXX	STOP HERE for Division, comparable element, or next lower organizational element level office symbols.
XXXX – XXX – X	Branch, comparable element, or next lower organizational element
XXXX – XXX – XX	Branch, comparable element, or next lower organizational element
XXXX – XXX – XXX	Branch, comparable element, or next lower organizational element, section, group, or team

Table 2 – 7
Example of constructing a command (four-letter designator) office symbol — Continued

U.S. Army South	Directorate	Division	Branch	Office symbol
ARSO	Operational Sustainment, DCS, G – 1	Reserve Affairs Division		ARSO

Table 2 – 7
Example of constructing a command (four-letter designator) office symbol — Continued

U.S. Army South	Directorate	Division	Branch	Office symbol
	-HR			ARSO – HR
		R		ARSO – HRR

Table 2 – 8
Example of constructing a division/brigade office symbol — Continued

U.S. Army Forces Command	Division	Brigade	Battalion	Office symbol
AF	1st Cavalry Division	1st Armored Brigade Combat Team	91st Brigade Engineer Battalion	AF
	VA-			AFVA-
		UAI-		AFVA – UAI
			A	AFVA – UAI – A

2–5. Use of office symbols in records management

a. Mail and correspondence. Office symbols can be placed in parentheses after the office name when addressing correspondence and/or official mail. Correspondence procedures are prescribed by AR 25–50. For correspondence and mail within DA—

(1) *Mail.* The first line of an official mailing address will be the name of the office that is to receive the item. Office symbols can be placed in parentheses after the office name (for example, Records Management Division (AAES–RM) (see AR 25–50)). Paper dissemination should only be used when electronic staffing is not feasible because of technology constraints.

(2) *Correspondence.* Office symbols are used when creating, addressing, or replying to memorandums. See the AAO website at https://armyeitaas.sharepoint-mil.us/sites/hqda-cio-ises-rmr/sitepages/records-management-division.aspx.

(3) *Recordkeeping.* Office symbols are used to create office record lists in the ARIMS and for tasking in the HQDA Enterprise Task Management Software Solution (ETMS2).

b. Office symbol designators. A list of approved office symbol designators (first two or four letters of an office symbol) is located at https://armyeitaas.sharepoint-mil.us/sites/hqda-cio-ises-rmr/sitepages/records-management-division.aspx. This list is updated when new agencies or commands are established.

Table 2 – 9
Commonly used letter designators

Office or position	Letter designator
Commanding general	XXCG–
Deputy commander, deputy commanding general	XXDC–
Executive officer	XXZX– or XO
Command Sergeant Major	XXCM–
Sergeant Major	XXSM–
Chief of Staff	XXCS–

Table 2 – 9
Commonly used letter designators — Continued

Office or position	Letter designator
Secretary of the General Staff	XXSG–
Public Affairs	XXPA–
Inspector General	XXIG–
Chaplain	XXCH–
Judge Advocate	XXJA–
Military History	XXMH–
Provost Marshal	XXPM–
Surgeon	XXMD-
Adjutant General	XXAG–
Chief Information Officer	XXIS-
Deputy Chief of Staff, G – 1	XXPE– (or XXHR)
Deputy Chief of Staff, G – 2	XXMI–
Deputy Chief of Staff, G – 3/5/7	XXOP–
Deputy Chief of Staff, G – 4	XXLG– (or XXLO)
Information Management	XXIM–
Deputy Chief of Staff, G – 6	XXNI-
Deputy Chief of Staff, G – 8	XXPR–
Deputy Chief of Staff, G – 9	XXIN–
Engineer	XXEN–
Command Counsel	XXCC–
Resource Management	XXRM–
Army Reserve	XXAR–
Public Works	XXPW–
Army National Guard	ARNG–
Army Reserve	XXAR–
Public Works	XXPW–
Army National Guard	ARNG–

Appendix A

References

Section I

Required Publications

Army Addresses and Office Symbols Online Database
(Available at https://play.apps.appsplatform.us/play/e/default-fae6d70f-954b-4811-92b6-0530d6f84c43/a/79e92960-422c-4322-ab0e-c9ac3234aeb4?tenantid=fae6d70f-954b-4811-92b6-0530d6f84c43&sourcetime=2023 – 08 – 25%2019%3a58%3a07z.) (Cited in para 1–1.)

Section II

Prescribed Forms

This section contains no entries.

Appendix B

Internal Control Evaluation

B–1. Function
The function covered by this evaluation is Army office symbols.

B–2. Purpose
The purpose of this evaluation is to assist users of this regulation in evaluating the key internal controls listed. It is not intended to cover all controls.

B–3. Instructions
Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, and simulation). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification).

B–4. Test questions
a. Do proposed principal official **agency** office symbols follow the approved Army office symbol format of XXXX–XXX–XX and for commands XXXX–XXX–XXX?
b. Have proposed command headquarters' office symbols been coordinated and forwarded to ARMD for approval?
c. Have proposed office symbols for major subordinate commands been coordinated with the RM before submitting to their RA for approval?
d. Have all approved office symbols been added to the AAO database, available at https://www.arims.army.mil/aao/welcome.aspx?

B–5. Supersession
This evaluation replaces the evaluation previously published in AR 25–59, dated 10 April 2018.

B–6. Comments
Help make this a better tool for evaluating internal controls. Submit comments to the ARMD, usarmy.belvoir.hqda-cio.mbx.armd-office-symbols@army.mil.

Glossary of Terms

Records administrator
Serve at the headquarters of ACOMs, ASCCs, and DRUs. RAs have command wide responsibilities to ensure the creation and preservation of records throughout their command. RAs serve as the command authority for the records management program, providing program oversight, policy interpretation, and procedural guidance.

Records manager
Serve below the RA level at HQDA, the major subordinate, and installation levels; in separately authorized activities, tenant organizations, and satellite organizations; and on installation garrison staff with commandwide or organizationalwide records management responsibilities. Although a single RM is normally assigned at each organizational element listed above, multiple RMs may be assigned as deemed necessary to meet the command's records management requirements.