

Army Regulation 25–59

**Information Management: Records
Management**

Office Symbols

**Headquarters
Department of the Army
Washington, DC
10 April 2018**

UNCLASSIFIED

SUMMARY of CHANGE

AR 25–59

Office Symbols

This regulation is certified current as of 10 April 2018. Aside from the following administrative changes, no other changes were made to certify the currency of this regulation.

- o Updates the applicability and distribution statements (title page).
- o Updates hyperlinks (paras 1–1, 8c(11), app A, and app B.)

Effective 29 November 2014

Information Management : Records Management
Office Symbols

By Order of the Secretary of the Army:

MARK A. MILLEY
General, United States Army
Chief of Staff

Official:



GERALD B. O'KEEFE
Administrative Assistant to the
Secretary of the Army

History. This publication was certified current on 9 April 2018. Aside from the updating the applicability and distribution statements (title page) and hyperlinks (paras 8c(11), app A, and app B), no other changes were made to certify the currency of this regulation. No content has been changed.

Summary. This regulation prescribes policies, procedures, and responsibilities for the management and construction of office symbols.

Applicability. This regulation applies to the Regular Army, the Army National

Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

Proponent and exception authority.

The proponent of this regulation is the Administrative Assistant to the Secretary of the Army. The Administrative Assistant to the Secretary of the Army has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The Administrative Assistant to the Secretary of the Army may delegate the 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. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their high headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

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).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Administrative Assistant to the Secretary of the Army, 105 Army Pentagon, Washington DC 20310–0105.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank forms) directly to the Records Management and Declassification Agency (AAHS–RDR–C), 7701 Telegraph Road, Room 102, Alexandria, VA 22315–3860.

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

Contents (Listed by paragraph and page number)

Purpose • 1, *page 1*

References • 2, *page 1*

Explanation of abbreviations and terms • 3, *page 1*

Responsibilities • 4, *page 1*

Program • 5, *page 1*

Use of office symbols • 6, *page 1*

Construction • 7, *page 1*

Construction of Army command, Army service component command, direct reporting unit, installation, • 8, *page 3*

Use of office symbols in records • 9, *page 4*

Appendixes

A. References, *page 6*

B. Internal Control Evaluation, *page 7*

*This publication supersedes AR 25–59, dated 14 August 2007.

Contents—Continued

Table List

Table 1: Proper construction method, *page 2*

Table 2: Example of constructing a Headquarters Department of the Army office symbol, *page 2*

Table 3: Example of constructing a command (two letter designator) office symbol, *page 3*

Table 4: Example of constructing a command (four letter designator) office symbol, *page 4*

Table 5: Commonly used letter designators, *page 4*

Figure List

Figure 1: Construction of a Headquarters, Department of the Army office symbol and its staff support agency or field operating agency, *page 2*

Glossary

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 database (AAO) as the official Web site for office symbols. This database is available at <https://www.arims.army.mil/aao/welcome.aspx>.

2. References

See appendix A.

3. Explanation of abbreviations and terms

See glossary.

4. Responsibilities

The Administrative Assistant to the Secretary of the Army (AASA) will prescribe the policy for the use and construction of office symbols.

- a.* The AASA will ensure the Director, Records Management and Declassification Agency (RMDA) will—
 - (1) Manage the office symbol program for DA.
 - (2) Approve office symbols for the Army Secretariat, Army Staff (ARSTAF), and their associated staff support agencies (SSAs) and field operating agencies (FOAs), and 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 Web site for office symbols.
- b.* The AASA will ensure the Director, Headquarters, Department of the Army (HQDA) Resource Services–Washington (RS–W) will review, analyze, and amend, as necessary, proposed office symbols for the Army Secretariat, ARSTAF, and their associated SSAs and FOAs to ensure compliance with the HQDA table of distribution and allowances. Upon completion of this review, RS–W will forward office symbols to RMDA for approval.

5. Program roles

- a.* Records administrators (RAs) will assist in the development of office symbols for their command headquarters and forward to RMDA for approval. RAs will approve office symbols for their installations, subordinate activities, and units.
- b.* Records managers (RMs) (below the RA level) will assist in the development of office symbols for the Secretariat, ARSTAF, ACOMs, ASCCs, DRUs, installations, subordinate activities, and units and submit to their command RA for approval. RAs and RMs at their respective command levels will ensure approved office symbols are current and added to the AAO database.
- c.* Office symbols for the Army Secretariat, ARSTAF, and their associated SSAs and FOAs will be submitted through RS–W (AARP–RSW–FMD), 9301 Chapek Road, Building 1458, Fort Belvoir, VA 22060–5527, for review prior to forwarding to RMDA for approval.
- d.* Changes to office symbols will be kept to a minimum. Office symbols will be deactivated or modified when—
 - (1) New organizational elements are created.
 - (2) Existing organizational elements are terminated.
 - (3) Organizational elements are divided or merged.
 - (4) Major organizational names change.

6. 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.

7. Construction

of Headquarters, Department of the Army office symbols

- a.* HQDA office symbols will contain no more than nine letters. Hyphens are placed between the fourth and fifth and the seventh and eighth letters (for example, XXXX–XXX–XX) (see tables 1 and 2).
- b.* Characters other than letters of the alphabet will not be used in office symbols.
- c.* Office symbols are constructed as discussed in paragraphs 7c(1) through 7c(10).

(1) The first two letters of an HQDA office symbol indicate the organization's primary command. "SA" is reserved for the Office of the Secretary of the Army (OSA) or an OSA activity, and "DA" is reserved for ARSTAF elements.

(2) The third and fourth letters of the symbol represent a principal official in the OSA (or OSA activity), an ARSTAF agency, or a SSA, or FOA, or DRU (for example; SAAA; "AA" represents Administrative Assistant; DAPE; "PE" represents personnel; and in DALO, "LO" represents logistics). The first two letters of office symbols for HQDA SSAs and FOAs will begin with the third and fourth letters representing their parent staff agency (for example, "AAHS," "PEXX," or "LOXX"). See figure 1.

(3) 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-XX).

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

(5) 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.

(6) The letter "Z" is used in the fifth or seventh position only for the immediate office of the head of an agency, the director of a directorate, or the commander of a FOA or SSA. 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. (XXXX-ZB or XXXX-PEZ).

(7) The letter "X" is used in the sixth or eighth position only for the executive, executive officer, or executive assistant of the agency or activity (XXXX-ZX or XXXX-PEZ-X).

(8) Table 1 shows the proper construction method for office symbols.

(9) Table 2 shows the construction of an HQDA and HQDA SSA and FOA office symbol.

(10) Table 5 is a listing of commonly used letter designators.

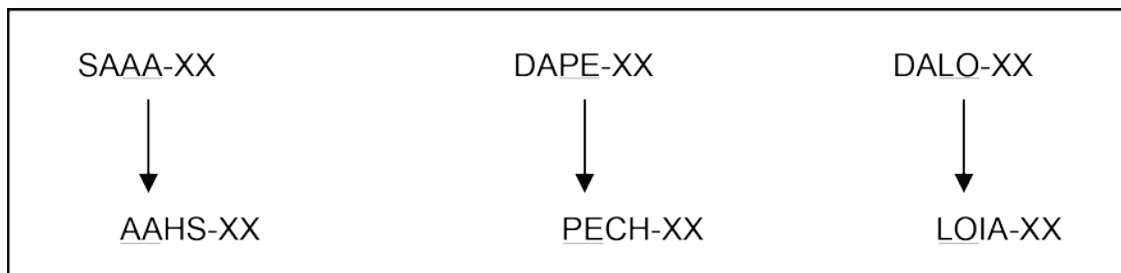


Figure 1. Construction of a Headquarters, Department of the Army office symbol and its staff support agency or field operating agency

Table 1
Proper construction method

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
XXXX-XXX-XXX	Branch and/or section level

Table 2
Example of constructing a Headquarters Department of the Army office symbol

HQDA	Agency	Directorate	Division	Branch	Office symbols
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Table 2
Example of constructing a Headquarters Department of the Army office symbol—Continued

DA	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

Example of constructing a Headquarters Department of the Army field operating agency office symbol

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

8. Construction of Army command, Army service component command, direct reporting unit, installation, subordinate, and unit office symbols

- a. RMDA 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 installations and activities will contain no more than 10 letters.
 - (1) Place hyphens between the fourth and fifth and the seventh and eighth letters.
 - (2) The third and fourth letters represent the command group and special staff offices.
 - (3) The fifth and sixth letters represent a directorate level, a comparable element, or next organizational element below the command group.
 - (4) The seventh letter represents a division, comparable element, or next lower organizational element.
 - (5) The eighth and ninth letter represents a branch, comparable element, or next lower organizational element. The tenth letter represents a section, group, or team.
 - (6) Use the letter "Z" as the fifth letter for the immediate office of the general, agency, or special staff offices. Use the letter "Z" with the letters A-W to represent officials in the office.
 - (7) Use the letter "X" as the sixth letter for the executive office of the general or special staff offices.
 - (8) See table 1 for the proper construction method.
 - (9) Tables 3 and 4 show the construction of command level office symbols.
 - (10) Table 5 is a listing of commonly used letter designators.
 - (11) A listing of HQDA, ACOM, ASCC, and DRU command designators is available at RMDA's website <https://www.rmda.army.mil/records-management/rmda-rm-programs-office-symbols.html?param=9x9=jxy=tqe=9oh>.

Table 3
Example of constructing a command (two letter designator) office symbol

ACOM	Agency	Directorate	Division	Branch	Office symbols
U.S. Army Training and Doctrine Command - AT	Deputy Chief of Staff, G-8 (DCS, G-8)	DCS, G-8 Executive Officer	DCS, G-8 Administrative Office		
	RM				ATRM

Table 3
Example of constructing a command (two letter designator) office symbol—Continued

		-ZX			ATRM-ZX
			A		ATRM-ZXA

Table 4
Example of constructing a command (four letter designator) office symbol

Army service	Agency	Directorate	Division	Branch	Office symbols
Army South (ARSO)	Operational Sustainment. DCS.	Reserve Affairs Division			ARSO
	HR				ARSO-HR
		-R			ARSO-HRR

9. 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 (AAHS–RDR) (see AR 25–50)).

(2) *Correspondence.* Office symbols are used to identify the office that prepared a memorandum for signature.

b. Recordkeeping. Office symbols are used to create office record lists in the Army Records Information Management System.

Table 5
Commonly used letter designators

Office or position	Letter designator
Commanding General	XXCG–
Deputy Commander, Deputy Commanding General	XXDC–
Command Sergeant Major	XXCM–
Sergeant Major	XXSM–
Chief of Staff	XXCS–
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–
Deputy Chief of Staff, G–1	XXPE– (or XXHR)

Table 5
Commonly used letter designators—Continued

Deputy Chief of Staff, G-2	XXIN-
Deputy Chief of Staff, G-3/5/7	XXOP-
Deputy Chief of Staff, G-4	XXLG- (or XXLO)
Chief Information Officer/G-6 or Information Management	XXIM-
Deputy Chief of Staff, G-8	XXPR-
Deputy Chief of Staff, G-9	XXWR-
Engineer	XXEN-
Command Counsel	XXCC-
Resource Management	XXRM-
Army Reserve	XXAR-
Public Works	XXPW-
Army National Guard	ARNG-

Appendix A

References

Section I

Required Publications

Army Addresses and Office Symbols Online Database

Compilation of Army Addresses (Cited in para 1.) (Available at <https://www.arims.army.mil/aao/welcome.aspx>.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read a related publication to understand this publication.

AR 10–87

Army Commands, Army Service Component Commands, and Direct Reporting Units

AR 11–2

Managers' Internal Control Program

AR 25–1

Army Information Technology

AR 25–30

The Army Publishing Program

AR 25–50

Preparing and Managing Correspondence

AR 25–51

Official Mail and Distribution Management

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<http://armypubs.army.mil>).

DA Form 11–2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

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 agency and/or command office symbols follow the approved Army office symbol format of XXXX–XXX–XXX?
- b.* Have proposed office symbols for HQDA been coordinated with HQDA RS–W before submitting to RMDA for approval?
- c.* Have proposed command office symbols been coordinated and forwarded to RMDA for approval?
- d.* Have proposed office symbols for installation and/or subordinate units been coordinated with the RM and/or RA before submitting to their higher headquarters for approval?
- e.* Have all approved office symbols been added to the AAO symbol online database available at <https://www.arims.army.mil/aao/welcome.aspx>?

B–5. Supersession

Not applicable.

B–6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Records Management and Declassification Agency, 7701 Telegraph Road, Casey Building, Room 102, Alexandria, VA 22315–3860.

Glossary

Section I

Abbreviations

AAO

Army Addresses and Office Symbols Online

AASA

Administrative Assistant to the Secretary of the Army

ACOM

Army command

ARSO

Army South

ARSTAF

Army Staff

ASCC

Army service component command

DA

Department of the Army

DCS, G-8

Deputy Chief of Staff, G-8

DRU

direct reporting unit

FOA

field operating agency

HQDA

Headquarters, Department of the Army

OSA

Office of the Secretary of the Army

RA

records administrator

RM

records manager

RMDA

Records Management and Declassification Agency

SSA

staff support agency

Section II

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 the HQDA, major subordinate, and installation levels; in separately authorized activities, tenant organizations, and satellite organizations; and on installation garrison staff with command-wide or organization-wide 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.

Section III

Special

Abbreviations and Terms

This section contains no entries.

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