

Army Regulation 25–59

**Information Management: Records
Management**

Office Symbols

**Headquarters
Department of the Army
Washington, DC
14 August 2007**

UNCLASSIFIED

SUMMARY of CHANGE

AR 25-59

Office Symbols

This administrative revision, dated 14 August 2007--

- o Updates administrative errors throughout this publication.
- o Corrects typographical errors throughout this publication.

This major revision, dated 10 April 2007-

- o Transfers the proponentcy for the Army's office symbols from the Deputy Chief of Staff, G-1 to the Administrative Assistant to the Secretary of the Army (para 4a).
- o Adds Army Service Component Command and Direct Reporting Unit terminology in compliance with Decision Point 58 of the Army Campaign Plan, 28 September 2006, and Secretary of the Army Memorandum, 16 October 2006, subject: Realignment of Current Army Headquarters (para 4b(3)).
- o Delineates responsibility for office symbols to the records administrators/managers (paras 4d, 4e, and 4f).
- o Replaces all references to the Deputy Chief of Staff, G-1 with Administrative Assistant to the Secretary of the Army throughout the publication.
- o Replaces all references to major Army commands with Army Command throughout the publication.
- o Makes administrative changes throughout the publication.


Information Management: Records Management

Office Symbols

By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.
General, United States Army
Chief of Staff

Official:


JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

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

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

Applicability. This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the United States 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 management control process.

This regulation does not contain management control provisions.

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 (JDRP–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 A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the United States 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*

Use of office symbols • 5, *page 1*

Policy • 6, *page 1*

Construction of office symbols • 7, *page 2*

Construction of command office symbols • 8, *page 2*

Use of office symbols in addresses • 9, *page 2*

Appendix A. References, *page 5*

*This major revision supersedes AR 25–59, dated 10 April 2007.

Contents—Continued

Table List

Table 1.: Example of sequential construction of office symbols, *page 3*

Table 2.: Commonly used letter designators, *page 3*

Glossary

1. Purpose

This regulation—

- a. Prescribes policy for the use and construction of office symbols throughout the Department of the Army.
- b. Prescribes the use of the DA Pamphlet (DA Pam) 25–50 online database (<https://www2.arims.army.mil/ao>) to ensure all Departments of the Army office symbols are accurate and current.

2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

4. Responsibilities

- a. The Administrative Assistant to the Secretary of the Army (AASA) will prescribe policy, procedures and implementing instructions on the use and construction of office symbols.
- b. The Director, Records Management and Declassification Agency (RMDA) will—
 - (1) Supervise and manage the office symbol program for Department of the Army.
 - (2) Approve proposed office symbols for the Army Secretariat, Army Staff (ARSTAF), and associated staff support agencies (SSAs) and field operating agencies (FOAs).
 - (3) Approve proposed office symbols for Army Commands (ACOMs), Army Service Component Commands (ASCCs) and Direct Reporting Units (DRUs).
 - (4) Review and approve/disapprove requests for new or modified office symbols.
 - (5) Maintain the Army’s official web site for office symbols located at <https://www2.arims.army.mil/ao>.
- c. The Director of Headquarters, Department of the Army (HQDA) Resource Management, Management and Manpower Division will review, analyze, and amend as necessary, proposed office symbols for the Army Secretariat, the ARSTAF and associated SSAs and FOAs prior to forwarding to the RMDA for approval.
- d. Records Managers of the ARSTAF will—
 - (1) Develop proposed office symbols following the guidance in this regulation and submit to the HQDA Resource Management Directorate, Management and Manpower Division for review in accordance with para 4c.
 - (2) Ensure approved office symbols are accurate, current and added to the AAO database located at <https://www2.arims.army.mil/ao>.
- e. Records Administrators of ACOMs, ASCCs and DRUs will—
 - (1) Develop office symbols for their command following the guidelines in this regulation.
 - (2) Forward proposed ACOM, ASCC and DRU office symbols through proper command channels to RMDA for approval.
 - (3) Approve proposed office symbols for subordinate installations and activities and units.
 - (4) Ensure approved office symbols assigned to subordinates are accurate, current and added to the AAO database located at <https://www2.arims.army.mil/ao>.
- f. Records managers at installations, subordinate activities, and units will—
 - (1) Develop office symbols for their installation and subordinate units following the guidelines in this regulation.
 - (2) Forward proposed office symbols to their higher headquarters’ record administrator for approval.
 - (3) Ensure approved office symbols assigned to their installation, subordinate activities, and units are accurate, current, and added to the AAO database located at <https://www2.arims.army.mil/ao>.

5. Use of office symbols

Office symbols are used to—

- a. Identify the originators of correspondence and electronically transmitted messages within the Department of the Army.
- b. Denote the placement of an organization within the Army structure for historical and records purposes.

6. Policy

- a. The basic office symbol for the Army Secretariat, the ARSTAF, and associated SSAs and FOAs, ACOMs, ASCCs, and DRUs will be approved by RMDA.
- b. Office symbols for the Army Secretariat, the ARSTAF, and associated SSAs and FOAs will be submitted through the HQDA, Resource Management Directorate, Management and Manpower Division, for review prior to forwarding to RMDA for approval.
- c. HQDA office symbols will be constructed per paragraph 7.
- d. Office symbols can be used as a part of official mailing addresses as prescribed in paragraph 9.
- e. Changes to office symbols will be kept to a minimum. Office symbols will be added or deleted 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.

7. Construction of 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).

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

(1) The office symbol is constructed in the sequence discussed below. Table 1 shows the sequential construction of sample office symbols.

(2) 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" for other HQDA staff elements. Office symbols of HQDA SSAs, FOAs and DRUs will begin with two letters representing their parent staff agency (for example, SASA or DACS).

(3) The third and fourth letters of the symbol represent the principal official in the OSA or OSA activity, an ARSTAF agency, or a SSA or FOA or DRU (for example, in DAPE, "PE" represents personnel; in DALO, "LO" represents logistics).

(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 (XXXX-XO).

(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 only for the immediate office of the head of an agency, the director of a directorate, or the commander of a field operating or staff support agency. 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-ZA or XXXX-PEZ).

(8) 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).

(9) A listing of commonly used letter designators is shown in table 2.

8. Construction of command office symbols

Proposed office symbols for ACOMs, ASCCs and DRUs will be constructed using the HQDA construction method in paragraph 7 for forwarding to RMDA for approval. ACOM, ASCC and DRU office symbols will contain no more than nine letters. Subordinate installations and activities will contain no more than ten letters. The tenth letter will identify a staff section or comparable element - that is, XXXX-XXX-XXX.

9. Use of office symbols in addresses

An office symbol can be placed in parentheses after the office name when addressing correspondence and/or official mail. Correspondence procedures prescribed by AR 25-50, including the placement and positioning of addresses on correspondence and mail, apply to addresses using office symbols. For correspondence and mail within Department of the Army —

a. The first line of an official mailing address will be the name of the office that is to receive the item. If desired, an office symbol can be placed in parentheses after the office name (for example, Records Management Division (JDRP-RDR) (see AR 25-50, chap 5).

b. The second line will show the name of the activity that the correspondence or mail is addressed (for example, US Army Forces Command).

c. The third line will consist of either a street address or post office box number. It can also include a suite number, building, floor, unit, room, department, and so on.

d. The fourth line will consist of the city, state and ZIP + 4 address specified by the US Postal Service for a physical location.

Table 1.
Example of sequential construction of office symbols

HQDA	Agency	Directorate	Division	Branch	Office symbols
DA	DCS, G-1	Plans, Resources & Operations Directorate	Plans & Integration Division	Combat Arms Branch	DA
	PE				DAPE
		-PR			DAPE-PR
			P		DAPE-PRP
				-CA	DAPE-PRP-CA
PE	DCS, G-1	Personnel Management Directorate	Resource Management Division	Manpower Management Branch	PE
	CP				PECP
		-MP			PECP-MP
			R		PECP-MPR
				-MM	PECP-MRP-MM

Table 2.
Commonly used letter designators

Office or position	Letter designator
Commander, 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)
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)
Deputy Chief of Staff, G-8	XXPR
Engineer	XXEN-
Command Counsel	XXCC-
Information Management	XXIM-
Resource Management	XXRM-
Army Reserve	XXAR-

Table 2.
Commonly used letter designators—Continued

Public Works	XXPW-
--------------	-------

Appendix A References

Section I Required Publications

DA Pam 25-50

Compilation of Army Addresses. (Cited in para 1-1.)

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

Major Army Commands in the Continental United States

AR 25-1

Army Knowledge Management and Information Technology Management

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

This section contains no entries.

Glossary

Section I Abbreviations

AASA

Administrative Assistant to the Secretary of the Army

ACOM

Army Command

ARSTAF

Army Staff

ASCC

Army Service Component Command (ASCC)

DA

Department of the Army

DRU

direct reporting unit

FOA

field operating agency

HQDA

Headquarters, Department of the Army

OSA

Office of the Secretary of the Army

PAM

pamphlet

RMDA

Records Management and Declassification Agency

SSA

staff support agency

Section II

Terms

This section contains no entries.

Section III

Special Abbreviations and Terms

This section contains no entries.

UNCLASSIFIED

PIN 081972-000

USAPD

ELECTRONIC PUBLISHING SYSTEM
OneCol FORMATTER WIN32 Version 237

PIN: 081972-000

DATE: 08-14-07

TIME: 13:26:28

PAGES SET: 10

DATA FILE: C:\wincomp\r25-59.fil

DOCUMENT: AR 25-59

SECURITY: UNCLASSIFIED

DOC STATUS: REVISION