UNITED STATES ARMY

CIO

Army Records Management Directorate

**Constructing HQDA and
Command Office Symbols
18 May 2023**

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Constructing HQDA and Command Office Symbols

History

❑ Originally, office symbol policy was contained in AR 340–9, Office Symbols.

❑ AR 340-9 was rescinded in 1997 and construction procedures were incorporated into AR 25-1, Chapter 8.

❑ AR 25-59 was developed in Dec 2004 and prescribes policies, procedures and responsibilities for the management and construction of office symbols.

❑ Revision is underway.

❑ Current version is dated 10 April 2018.

Constructing HQDA and Command Office Symbols

Using Office Symbols

Office Symbols are used to:

➢ Identify the originators of correspondence; and denote the placement of an organization within the Army structure for historical and records purposes.

➢ To ensure regulatory compliance, uniformity, and accurate reflection of organizational alignment. Office symbols are designed to reflect organizational structures and levels of command.

➢ Properly constructed/approved office symbols are necessary to create office records lists (ORLs) and fully utilize and accurately file records in the Army Records Information Management System (ARIMS).

➢ Army's Task Management System (ETMS2)

➢ Army Records Naming Convention (see DA Pam 25-403)

➢ For standardization, only letters of the alphabet are used in office symbols.

Commonly Used Letter Designators

❑ Office Symbols are standardized, consisting of commonly used letter designations that are easily recognized. Examples:

➢ **SASA** – Secretary of the Army

➢ **SAIS** – Chief Information Officer

➢ **DACS** – Chief of Staff, Army

➢ **ATCG** – U.S. Army Training and Doctrine Command, Commanding General

➢ **AFCS** – U.S. Army Forces Command, Chief of Staff

➢ **ARNO-CG** – U.S. Army North, Commanding General

➢ **MCCG-EO** – U.S. Army Medical Command, Equal Opportunity Office

❑ Only letters of the alphabet will be used.

Office Symbol Approvals

- ❑ ARMD is the approval authority for Army Secretariat, Army Staff, and associated staff support agencies and field operating agencies, Army Commands, Army Service Component Commands and Direct Reporting Units.

- ❑ ARMD provides assistance to all Army commands to ensure regulatory compliance, uniformity, and accurate reflection of organizational alignment.

- ❑ In accordance with AR 25-59 (Office Symbols), all approved Army office symbols must be entered into the Army Addresses and Office Symbols Online (AAO) database: https://www.arims.army.mil/AAO/welcome.aspx

- ❑ The Army Addresses and Office Symbols Online (AAO) database is for approved office symbols only. If you do not have an approval from your Records Management Official or the Records Management Division, they will not be accepted into the database. The AAO is not a vehicle for approval.

- ❑ See AR 25-59 for the correct process to obtain office symbol approvals.

Changes to Office Symbols

Changes to office symbols will be kept to a minimum. Office symbols will be approved, deactivated or modified when–

- ➢ New agencies or commands are created
- ➢ New internal organizational elements are created
- ➢ Existing internal organizational elements are terminated
- ➢ Internal organizational elements are divided or merged
- ➢ Major organizational names change

Constructing HQDA and Command Office Symbols

HQDA and their Field Operating Agency Office Symbols

for title

Example of constructing a HQDA office symbol

HQDA	Agency	Directorate	Division	Branch	Office symbols
DA	DCS, G-1	Plans, Resources & Operations Dir	Plans & Integration Division	Combat Arms Br	
	PE				DAPE
		-PR			DAPE-PR
			P		DAPE-PRP
				-CA	DAPE-PRP-CA

Example of constructing a HQDA Field Operating Agency office symbol

HQDA	Agency	Directorate	Division	Branch	Office symbols
PE	DCS, G-1	Personnel Management Dir	Resource Management Div	Manpower Management Br	
	CP				PECP
		-MP			PECP-MP
			R		PECP-MPR
				-MM	PECP-MRP-MM

Commands: 2 and 4 Letter Root Designators

Example of constructing a command (two letter designator) office symbol					
ACOM	**Agency**	**Directorate**	**Division**	**Branch**	**Office symbols**
AT – Army TRADOC	DCS, G-8	DCS, G-8 Executive Officer	DCS, G-8, Administrative Office		
	RM				ATRM
		-ZX			ATRM-ZX
			A		ATRM-ZXA
Example of constructing a command (four letter designator) office symbol					
ASCC	**Agency**	**Directorate**	**Division**	**Branch**	**Office symbols**
ARSO – Army South	Operational Sustainment, G-1	Reserve Affairs Division			ARSO
	HR				ARSO-HR
		-R			ARSO-HRR

Approved Construction Methods

Proper construction of Army Office Symbols	
XXXX-XX	STOP HERE for directorate level office symbols. There CANNOT be a dash after the sixth character
XXXX-XXX	STOP HERE for division level office symbols - if there are no branches - no dash after the seventh character
XXXX-XXX-X	branch level
XXXX-XXX-XX	branch/section level
XXXX-XXX-XXX	branch/section level

Links

Links:

ARMD Website

https://www.arims.army.mil/AAO/Welcome.aspx

AR 25-59 (Office Symbols) - See AR 25-59 for the correct process to obtain office symbol approvals.

If you need assistance identifying your Records Management Official or assistance with office symbol construction or approval, please contact the Records Management Division at USARMY.BELVOIR.HQDA-RMDA.MBX.RMDA-CERTIFICATION@ARMY.MIL.

Thank you!