



Constructing HQDA and Command Office Symbols

Records Management and Declassification Agency

10 July 2019



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- ❑ AR 340-9 was rescinded in 1997 and construction procedures were incorporated into AR 25-1, Chapter 8.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 04 and prescribes policies, procedures and responsibilities for the management and construction of office symbols.
- ❑ Current version, 10 April 2018.



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.
 - 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).



Office Symbols

- ❑ Office Symbols are standardized, consisting of commonly used letter designations that are easily recognized.
- ❑ Examples:
 - SASA – Secretary of the 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 Symbols

- ❑ RMDA 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.
- ❑ RMDA offers 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 AAO is not a vehicle for approval.



Office Symbols

Example of constructing an 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 an 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 |



Office Symbols

| 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 |
| | | | | | |
| | | | | | |



Office Symbols

| 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 |



Office Symbols

Office Symbols are needed -

- ❑ To ensure regulatory compliance, uniformity, and accurate reflection of organizational alignment. Office symbols are designed to reflect organizational structures and levels of command.
- ❑ To identify the office of origin for correspondence.
- ❑ To obtain approved office records lists (ORLs) and fully utilize and accurately file and access records in the Army Records Information Management System (ARIMS).
- ❑ For standardization, only letters of the alphabet are use in office symbols.



Office Symbols

Links:

<https://www.rmda.army.mil/>

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

<https://www.arims.army.mil/arims/default.aspx>

https://armypubs.army.mil/epubs/DR_pubs/DR_a/pdf/web/ARN12509_R25_59_FINAL.pdf

Contact:

Eve Roberts / 571-515-0229 / eve.g.roberts.civ@mail.mil