Constructing HQDA and Command Office Symbols

Component Programs Branch
US Army Records Management and Declassification Agency
Office Symbols

AR 25-59 prescribes policies, procedures and responsibilities for the management and construction of 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 office symbols are necessary to obtain approved 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:
- Secretary Army Administrative Assistant (SAAA)
- Department Army, G-1 (Personnel) (DAPE)
- Department Army, G-4 (Logistics) (DALO)
- U.S. Forces Command (AFXX)
- U.S. Army Training and Doctrine Command (ATXX)
- U.S. Army North (ARNO)
- U.S. Army Network Enterprise Technology Command (NETC)

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

- RMDA is the approval authority for the Army Secretariat, ARSTAF and their associated Staff Support Agencies (SSAs) and Field Operating Agencies (FOAs), and ACOMs, ASCCs and DRUs headquarters.

  - Records Managers at the Secretariat and ARSTAF level forward proposed office symbols through HQDA Resource Management Directorate to RMDA for approval.

  - Records Administrators at the ACOM, ASCC and DRU level forward proposed office symbols to RMDA for approval.

  - Records Managers at the installations, subordinate activities and units forward proposed office symbols to higher headquarters’ records administrator for approval.

- Ensure all approved office symbols are entered into the Army Addresses and Office Symbols Online database (AAO) at https://www.rmda.army.mil/AAO/Welcome.aspx
Construction of HQDA office symbols

- The first two letters of an HQDA office symbol indicate the organization’s primary command (for example, SA or DA).

  - “SA” is reserved for the Office of the Secretary of the Army (OSA) or an OSA activity, and “DA” for other HQDA staff elements (for example, SAAA or DAMO).

  - Office symbols of HQDA subordinate elements, SSAs and FOAs will begin with two letters representing their parent staff agency (for example, AAHS or MOSO).

Example:

```
  SAAA
     ↓
AAHS

  DAMO
     ↓
MOSO
```
Office Symbols

Construction of HQDA office symbols - cont

Example:

- SAAA, “AA” represents Administrative Assistant
- DAMO, “MO” represents Military Operations

The third and fourth letters represent the principal official in the activity, or the agency, for example:
Office Symbols

 Construction of HQDA office symbols - cont

- The fifth and sixth letters represent a directorate and can also represent an official in the immediate office of the agency head (XXXX-XO).

- The seventh letter represents a staff division or the next lower organizational element.

- The eighth letter represents a staff branch, and the ninth letter represents a section, group or team.
# Office Symbols

## Example of a HQDA Office Symbol

<table>
<thead>
<tr>
<th>HQDA</th>
<th>Agency</th>
<th>Directorate</th>
<th>Division</th>
<th>Branch</th>
<th>Office Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA</td>
<td>The Administrative Assistant to the Secretary of the Army (AASA)</td>
<td>Executive Support Office</td>
<td></td>
<td></td>
<td>SA</td>
</tr>
<tr>
<td>AA</td>
<td></td>
<td></td>
<td>-EX</td>
<td></td>
<td>SAAA-EX</td>
</tr>
</tbody>
</table>

## Element of the AASA

<table>
<thead>
<tr>
<th>AA</th>
<th>US Army Headquarters Services</th>
<th>Records Management and Declassification Agency</th>
<th>Army Records Management Division</th>
<th>Component Programs Branch</th>
<th>AA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HS</td>
<td>AAHS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-RD</td>
<td>AAHS-RD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>R</td>
<td>AAHS-RDR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-C</td>
<td>AAHS-RDR-C</td>
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</tr>
</tbody>
</table>
Office Symbols

Construction of command office symbols

- Proposed office symbols for ACOMs, ASCCs and DRUs will be constructed using the HQDA construction method.

- Office Symbols will contain no more than nine letters.
  
  - Subordinate installations and activities will contain no more than ten characters.
  - Then tenth letter will identify a staff section or comparable element - that is: XXXX-XXX-XXX.
# Office Symbols

## Example of an ACOM Office Symbol

<table>
<thead>
<tr>
<th>ACOM</th>
<th>Agency</th>
<th>Directorate</th>
<th>Division</th>
<th>Branch</th>
<th>Office Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT</td>
<td>DCS, G-8</td>
<td>Finance and Accounting</td>
<td>Finance Services</td>
<td>Accounting</td>
<td>AT</td>
</tr>
<tr>
<td>RM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ATRM</td>
</tr>
<tr>
<td></td>
<td>-FD</td>
<td></td>
<td></td>
<td></td>
<td>ATRM-FD</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td>ATRM-FDF</td>
</tr>
<tr>
<td></td>
<td>-A</td>
<td></td>
<td></td>
<td></td>
<td>ATRM-FDF-A</td>
</tr>
</tbody>
</table>

## Subordinate Activity

<table>
<thead>
<tr>
<th>AT</th>
<th>US Army War College</th>
<th>Department of Academic Affairs</th>
<th>Concepts and Doctrine Office</th>
<th>Records</th>
<th>AT</th>
</tr>
</thead>
<tbody>
<tr>
<td>WC</td>
<td></td>
<td></td>
<td></td>
<td>ATWC</td>
<td>AT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-AA</td>
<td></td>
<td>ATWC-AA</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>D</td>
<td></td>
<td>ATWC-AAD</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>-ABC</td>
<td></td>
<td>ATWC-AAD-ABC</td>
<td></td>
</tr>
</tbody>
</table>
Office Symbols

Bottom Line

Properly formatted 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.

- 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 standardizing. Office symbols are comprised of alpha characters only.