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# Constructing HQDA and Command Office Symbols

Component Programs Branch  
US Army Records Management and Declassification  
Agency





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## 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).





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## 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.





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## 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>





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# Office Symbols

- ★ 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





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# Office Symbols

★ Construction of HQDA office symbols - cont

Example:

SAAA  
↓  
AAHS

DAMO  
↓  
MOSO

- The **third** and **fourth** letters represent the principal official in the activity, or the agency, for example:
  - SAAA, “AA” represents Administrative Assistant
  - DAMO, “MO” represents Military Operations





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# 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.





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# Office Symbols

EXAMPLE OF A HQDA OFFICE SYMBOL					
HQDA	Agency	Directorate	Division	Branch	Office Symbol
SA	The Administrative Assistant to the Secretary of the Army (AASA)	Executive Support Office			SA
	AA				SAAA
		-EX			SAAA-EX
ELEMENT OF THE AASA					
AA	US Army Headquarters Services	Records Management and Declassification Agency	Army Records Management Division	Component Programs Branch	AA
	HS				AAHS
		-RD			AAHS-RD
			R		AAHS-RDR
				-C	AAHS-RDR-C





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# 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**.





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# Office Symbols

EXAMPLE OF AN ACOM OFFICE SYMBOL					
ACOM	Agency	Directorate	Division	Branch	Office Symbol
AT	DCS, G-8	Finance and Accounting	Finance Services	Accounting	AT
	RM				ATRM
		-FD			ATRM-FD
			F		ATRM-FDF
				-A	ATRM-FDF-A
SUBORDINATE ACTIVITY					
AT	US Army War College	Department of Academic Affairs	Concepts and Doctrine Office	Records	AT
	WC				ATWC
		-AA			ATWC-AA
			D		ATWC-AAD
				-ABC	ATWC-AAD-ABC





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# 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.

