



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- ❑ AR 340-9 was rescinded in 1997 and construction procedures were incorporated into AR 25-1, Chapter 8.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

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