

## United States Army Addresses Online (AAO) 2.0 Quick Reference Guide

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## Overview

The US Army Addresses Online (AAO) application was rebuilt as a PowerApps Canvas application to assist in the Army initiative to consolidate Data Centers and migrate existing applications to the cArmy Cloud environment. As AAO is a local application, it was rebuilt as a PowerApps Canvas application rather than migrating the application to the cloud.

## Assumptions and Constraints

AAO was built as an “As-Is” application meaning only existing functionality was built into the initial application. Subsequent changes will be implemented in sprints with a cadence to be defined.

## Actors and User Roles

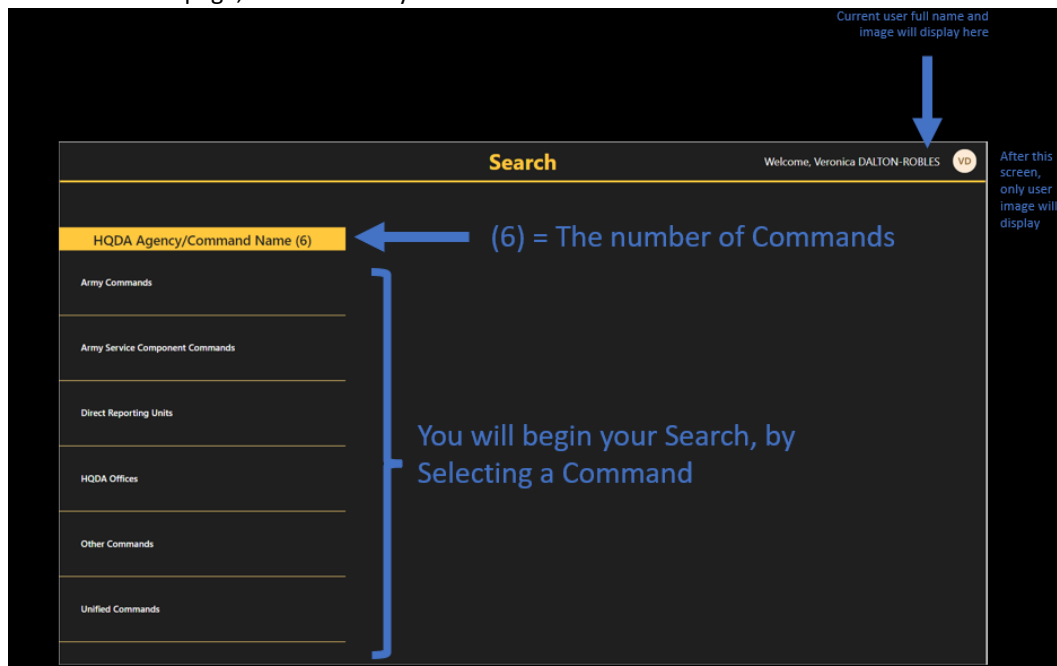
AAO has two primary roles: Admin User and Non-Admin Users. Non-Admin users may submit requests to add, edit and delete Office Symbols/Army Commands. All requests will be displayed in the Admin Dashboard where the Admin user may view, approve and/or deny requests. Admin users may directly add Sub-Commands and Major Subordinates and may also update Command information. This guide is specific to Non-Admin users.

## System Overview

### Navigating and Using AAO

The following section will provide instructions for searching AAO as well as submitting requests to add, edit, and delete information.

1. From the Home page, select an Army Command and view a list of Sub-Commands



2. From the Sub-Command listing, you can select the > to view office symbol/Army addresses that is not connected to a major subordinate and select the 📄 icon to view all records for the Sub-Command.



Return to Search Screen

This will display the Selections in Search Screen

Reset Search

Click to export results to excel

Add a new detail record under Army Commands > FORSCOM > AFCB

Delete this record

Number of detail records for selection in Search Screen

Army Commands > U.S. Army Forces Command (FORSCOM) > 20th CBRN Command (AFCB)

You can only Search by Title/Symbol

Additional Search Criteria

1 (346)

	Symbol	Building	Mail Address	Actions
71st Ordnance Group (EOD)	AFCB-OSG-CO	9091	COMMANDER,9091 Skyraider Lane FT. CARSON, CO 80913	
242d Ordnance Battalion (EOD)	AFCB-OST-CO	9092	Commander,9092 Skyraider Lane FT CARSON, CO 80913	
22d CBRN Battalion	AFCB-FCT-CO	E-1942	22nd CBRN Battalion Fort Bliss, TX	
Information Management	AFCB-IM	5016	20th CBRNE COMMANDATTN: G66573 Havre de Grace St.Aberdeen Proving Ground, MD 21005	
Intelligence	AFCB-IN	5016	20th CBRNE COMMANDATTN: G26573 Havre de Grace StreetAberdeen Proving Ground, MD 21005	
Resource Management	AFCB-RM	5046	HQ, 20th CBRNE CommandATTN: G86544 Havre de Grace StreetAPG, MD 21005	
Risk Management	AFCB-MT	5016	HQ, 20th CBRNE CommandATTN: Risk Management8544 Havre de Grace StreetAPG, MD 21005	
Personnel	AFCB-PR	5046	20th CBRNE COMMANDATTN: G16544 Havre de Grace StreetAberdeen Proving Ground, MD 21005	
Operations	AFCB-OP	5016	20th CBRNE COMMANDATTN: G36573 Havre de Grace StreetAberdeen Proving Ground, MD 21005	

Edit this record

Scrollbar

### Submit Request to Add Records

- To add an office symbol/Army address, first select the proper HQDA Agency/ Command Name from the drop-down list. Then, select a HQDA Agency/ACOM/ ASCC/DRU/Unified/Other, if listed, select a Major Subordinate.
- Click the > icon to view the results page.

**Search**

Welcome, CLAUDINE HOLTON

UNCLASSIFIED/Controlled Unclassified Information(CUI)

Sub-Command Search:

Major Subordinate Search:

HQDA Agency/Command Name (6)	HQDA Agency/ACOM/ASCC/DRU/Unified/Other (13)	Major Subordinate (5)
Army Commands	Test me - Kizzy	HQ, BASE 1
Army Service Component Commands	test2	HQ, BASE 2
Direct Reporting Units	Testing in Progress	HQ, BASE 3
HQDA Offices	test-onsuccess	HQ, Base 4 - UPDATE
Other Commands	test-thur	Kizzy

Army Commands > Testing in Progress > HQ, BASE 1

UNCLASSIFIED/Controlled Unclassified Information(CUI)

Additional Search Criteria  ↻

↓ +

Title/Installation (7)	Symbol	Building	Mail Address	Actions
BASE-1	BASE-A-AAA		123 Main St SomeWhere, USA 12345	
BASE-1	BASE-A		123 Main St SomeWhere, USA 12345	
TEST-JUNE-TWENTY	TEST-JUNE-TWENTY		TEST-JUNE-TWENTY	
TEST-JUNE-TWENTY-2	TEST-JUNE-TWENTY-A		TEST-JUNE-TWENTY-2	
Test 1	TEST-A		12345	
Test 2	TEST-B		67890	
Test 3	TEST-C		95178	

3. Click the + icon to add a record and enter information in required fields and click 'Continue'.

Address Form

UNCLASSIFIED/Controlled Unclassified Information(CUI)

This page displays the data currently in the system. If this information is incorrect, make corrections and select Submit. Your request will be submitted and processed by ARMD.

\*Indicates a Required Field

\* Title  
BASE-1

\* Office Symbol  
BASE-A-AAA

Building

\* Mailing Address  
123 Main StSomeWhere, USA 12345

\* Requestor Name  
CLAUDINE HOLTON

\* Email  
claudine.t.holton.ctr@army.mil

Phone

Phone Ext

DSN

Cancel Continue

The asterisk (\*) indicates required fields.

Requestor name and Email fields are automatically filled in with logged in user's information.

4. Click 'I Understand' to continue with submitting the request.

ATTENTION: 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. If you need assistance identifying your Records Management Official, please contact the Records Management Division at [USARMY.BELVOIR.HQDA-RMDA.MBX.RMDA-CERTIFICATION@ARMY.MIL](mailto:USARMY.BELVOIR.HQDA-RMDA.MBX.RMDA-CERTIFICATION@ARMY.MIL). See AR 25-59 for the correct process to obtain office symbol approvals.

I Understand

## Address Form

UNCLASSIFIED/Controlled Unclassified Information(CUI)

This page displays the data currently in the system. If this information is incorrect, make corrections and select Submit. Your request will be submitted and processed by ARMD.

\*Indicates a Required Field

\* Title

\* Office Symbol

Building

\* Mailing Address

\* Requestor Name

\* Email

Phone

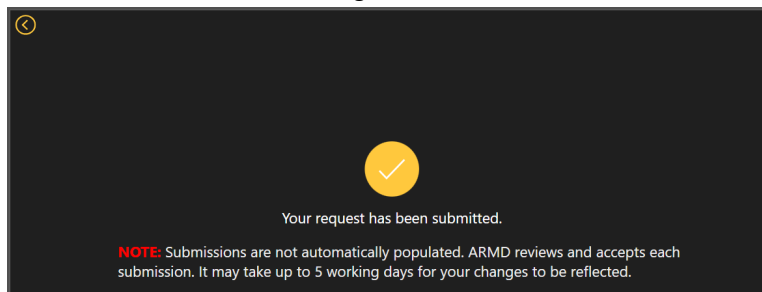
Phone Ext.

DSN

Cancel

Submit

- Click 'Submit' to submit the request to add information and the following message is displayed and Click the icon to return to Home Pag



\* To submit a request to add Major Subordinate records, follow the above steps, but selecting a Major Subordinate instead of selecting a Sub-command on step 1.

## Submit Request to Edit Existing Records

- To add an office symbol/Army address, first select the proper HQDA Agency/ Command Name from the drop-down list. Then, select a HQDA Agency/ACOM/ ASCC/DRU/Unified/Other, if listed, select a Major Subordinate.

## Search

Welcome, CLAUDINE HOLTON













UNCLASSIFIED/Controlled Unclassified Information(CUI)

Sub-Command Search:

Major Subordinate Search:

HQDA Agency/Command Name (6)	HQDA Agency/ACOM/ASCC/DRU/Unified/Other (13)	Major Subordinate (5)
Army Commands	Test me - Kizzy	HQ, BASE 1
Army Service Component Commands	test2	HQ, BASE 2
Direct Reporting Units	Testing in Progress	HQ, BASE 3
HQDA Offices	test-onsuccess	HQ, Base 4 - UPDATE
Other Commands	test-thur	Kizzy

1. Click the > to view results.

Army Commands > Testing in Progress > HQ, BASE 1				
UNCLASSIFIED/Controlled Unclassified Information(CUI)				
Additional Search Criteria				
Title/Installation (7)	Symbol	Building	Mail Address	Actions
BASE-1	BASE-A-AAA		123 Main St SomeWhere, USA 12345	 
BASE-1	BASE-A		123 Main St SomeWhere, USA 12345	 
TEST-JUNE-TWENTY	TEST-JUNE-TWENTY		TEST-JUNE-TWENTY	 
TEST-JUNE-TWENTY-2	TEST-JUNE-TWENTY-A		TEST-JUNE-TWENTY-2	 
Test 1	TEST-A		12345	 
Test 2	TEST-B		67890	 
Test 3	TEST-C		95178	 

2. On the results screen, select the  icon and update the desired information.

Address Form

UNCLASSIFIED/Controlled Unclassified Information(CUI)

This page displays the data currently in the system. If this information is incorrect, make corrections and select Submit. Your request will be submitted and processed by ARMD.

\*Indicates a Required Field

\* Title

BASE-1

\* Office Symbol

BASE-A-AAA

Building

\* Mailing Address

123 Main StSomeWhere, USA 12345

\* Requestor Name

CLAUDINE HOLTON

\* Email

claudine.t.holton.ctr@army.mil

Phone

Phone Ext

DSN

Cancel

Continue

3. Click 'Continue' to proceed to notification screen.

ATTENTION: 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. If you need assistance identifying your Records Management Official, please contact the Records Management Division at [USARMY.BELVOIR.HQDA-RMDA.MBX.RMDA-CERTIFICATION@ARMY.MIL](mailto:USARMY.BELVOIR.HQDA-RMDA.MBX.RMDA-CERTIFICATION@ARMY.MIL). See AR 25-59 for the correct process to obtain office symbol approvals.

I Understand

4. Click 'Submit' to submit request to edit existing information.



## Address Form

This page displays the data currently in the system. If this information is incorrect, make corrections and select Submit. Your request will be submitted and processed by ARMD.

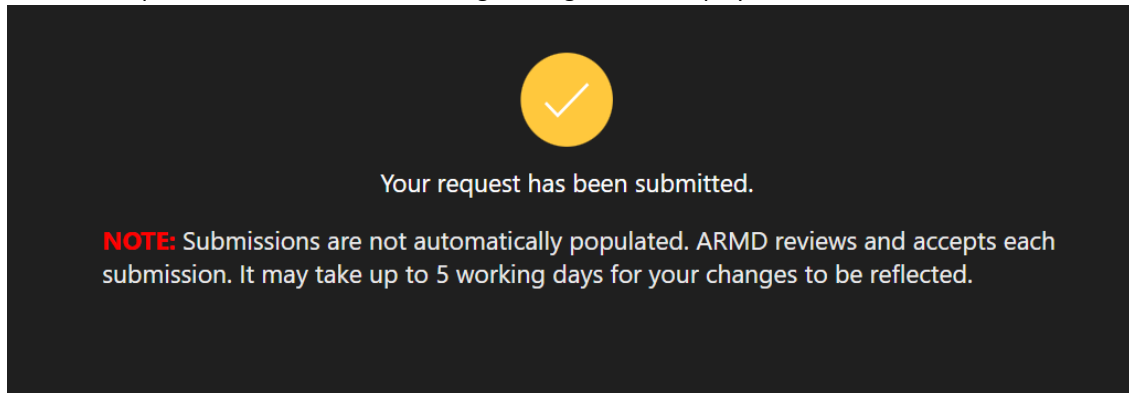
\*Indicates a Required Field

<p>* Title</p> <input type="text" value="Joint Force HQDC"/>	<p>* Requestor Name</p> <input type="text" value="CLAUDINE HOLTON"/>
<p>* Office Symbol</p> <input type="text" value="HQDC"/>	<p>* Email</p> <input type="text" value="claudine.t.holton.ctr@army.mil"/>
<p>Building</p> <input type="text" value="102"/>	<p>Phone</p> <input type="text" value="240-591-4321"/>
<p>* Mailing Address</p> <input type="text" value="The JDFHQDC&lt;br/&gt;9301 Chapek Rd&lt;br/&gt;FRANKCOURT, DC 40601"/>	<p>Phone Ext</p> <input type="text"/>
	<p>DSN</p> <input type="text"/>

Cancel

Submit

- Once the request is submitted, the following message will be displayed:



\*\*\* All requests to add, update, and delete information are submitted to the AAO Administrator queue where they will be reviewed within 5 business days of submission.

## Submit Request to Delete Existing Records


1. To delete Army address/office symbol, first select the proper HQDA Agency/ Command Name. Then, select a HQDA Agency/ACOM/ ASCC/DRU/Unified/ Other, if listed, select a Major Subordinate.

**Search** Welcome, CLAUDINE HOLTON

UNCLASSIFIED/Controlled Unclassified Information(CUI)



Sub-Command Search: Major Subordinate Search:

HQDA Agency/Command Name (6)	HQDA Agency/ACOM/ASCC/DRU/Unified/Other (13)	Major Subordinate (5)
Army Commands	Test me - Kizzy	HQ, BASE 1
Army Service Component Commands	test2	HQ, BASE 2
Direct Reporting Units	Testing in Progress	HQ, BASE 3
HQDA Offices	test-onsuccess	HQ, Base 4 - UPDATE
Other Commands	test-thur	Kizzy

2. Select the  icon to submit request to delete selected record.

Army Commands > Testing in Progress > Kizzy

Additional Search Criteria

Title/Installation (I)	Symbol	Building	Mail Address	Actions
Kizzy	KTH		1441 Old Chapek RD	 

3. After clicking the Delete option, the following message will be displayed:

\* Email


**Are you sure you want to delete this record?**

Continue

Click the continue button to get the option to cancel or submit this request.

Phone Ext


4. Click 'Continue' and then click 'Submit'.
5. Upon successful submission, the following message will be displayed:











Your request has been submitted.

**NOTE:** Submissions are not automatically populated. ARMD reviews and accepts each submission. It may take up to 5 working days for your changes to be reflected.

Generating Reports


1. To generate reports, select the download icon (  )

Use the Search bar to filter by Title, Symbol, Building or Mailing address

Army Commands > U.S. Army Forces Command (FORSCOM)				
UNCLASSIFIED/Controlled Unclassified Information(CUI)				
Additional Search Criteria 				
Title/Installation (1869)	Symbol	Building	Mail Address	Actions
Commanding General, FORCES Command	AFCG	8-1808	US ARMY FORCES COMMAND 4700 KNOX STREET FORT BRAGG, NC 28310-5000	
Command Sergeant Major	AFCM	8-1808	US ARMY FORCES COMMAND 4700 KNOX STREET FORT BRAGG, NC 28310-5000	
Deputy Commanding General	AFDC	8-1808	US ARMY FORCES COMMAND 4700 KNOX STREET FORT BRAGG, NC 28310-5000	
DCS, G-1	AFPE	8-1808	US ARMY FORCES COMMAND 4700 KNOX STREET FORT BRAGG, NC 28310-5000	
DCS, G-2	AFIN	8-1808	US ARMY FORCES COMMAND 4700 KNOX STREET FORT BRAGG, NC 28310-5000	
DCS, G-3/5/7	AFOP	8-1808	US ARMY FORCES COMMAND 4700 KNOX STREET FORT BRAGG, NC 28310-5000	
DCS, G-4	AFLG	8-1808	US ARMY FORCES COMMAND 4700 KNOX STREET FORT BRAGG, NC 28310-5000	
US ARMY FORCES COMMAND 4700 KNOX STREET FORT BRAGG, NC 28310-5000				

Select to Download report in Excel.

2. The following dialog box will appear:



Exporting data to Excel, please wait...

3. The excel spreadsheet will be displayed in a separate browser window.

\*\* When downloading the search results, a folder called *ExportExcelAAOPowerApp* will be created in your OneDrive directory. The excel file will be named *ExportAAOData* and must be formatted after download. If downloading additional reports, rename the existing file as new excel reports will be generated with the same filename and will overwrite the existing spreadsheet.