

United States Army Garrison Alaska Pamphlet 25-3

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY GARRISON, ALASKA AND FORT RICHARDSON (PROV)
Fort Richardson, Alaska 99505-6000

United States Army Garrison Alaska Pamphlet 25-3

08 June 2005

Information Management

Army Official Addressing and Zip+4 Standardized Addressing Procedures,
including Office Symbols

Summary. This pamphlet contains procedures for addressing official mail that will be entered into the United States Postal Service (USPS) channels through the Official Mail and Distribution Centers (OMDC) on Forts Richardson and Wainwright. It lists all office symbols and zip+4 mailing codes for US Army Garrison, Alaska units and agencies on Forts Richardson and Wainwright. This revision updates unit designations and the respective office symbols and zip+4 codes.

Applicability. This pamphlet applies to USAG-AK units and agencies located at Forts Richardson and Wainwright. Fort Greely has a separate mailing address.

Interim changes. Interim changes to this pamphlet are not official unless the Director of Information Management authenticates them. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

Suggested improvements. The proponent of this pamphlet is the Directorate of Information Management, Administrative Services Division. The DOIM invites users to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RIM-ASD.

1. Purpose

This pamphlet establishes the Army's standardized addressing procedures for all USAG-AK official mail being processed through the USARAK OMDC's for handling and delivery by the USPS. It establishes the official office symbols to be utilized by units, activities, and agencies down to the company level. This pamphlet does not cover any mail delivered by the United States Postal Service to specific addresses, such as on-post quarters.

2. References

a. Required publications. Army Regulation (AR) 25-51 (Official Mail and Distribution Management) is a required publication. It is cited in paragraph 4c.

b. Related publications. (Related publications are merely sources of additional information. The user does not have to read them to understand this pamphlet.)

(1) AR 25-50 (Preparing and Managing Correspondence).

(2) AR 25-1 (Army Knowledge Management and Information Technology Management).

(3) AR 380-5 (Department of the Army Information Security Program).

(4) Department of Defense (DOD) Postal Manual 4525.8-M (Department of Defense Official Mail Manual).

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c. Referenced forms.

(1) DA Form 2028 (Recommended Changes to Publications and Blank Forms) is cited in the summary statement.

(2) Standard Form (SF) 65-B (U.S. Government Messenger Envelope) is cited in appendix A.

3. Explanation of abbreviations

Abbreviations used in this pamphlet are explained in the glossary.

4. Responsibilities

a. The Director of Information Management (DOIM) is responsible for providing and maintaining the Official Mail program within USARAK and assigning office symbols to activities within USARAK.

b. The installation Postal Officer is responsible for ensuring that mail delivered to the OMDC is processed into the USPS system.

c. Unit commanders and activity directors will appoint official mail managers for their offices and will ensure those personnel receive training from the installation Official Mail Manager (OMM) upon appointment.

d. The OMM for each unit, activity and agency is responsible for ensuring official mail is properly addressed prior to having it delivered to the OMDC.

e. Preparers of correspondence will ensure **both** the **delivery address** and the **return address** on all correspondence complies with the required standards outlined in this pamphlet.

5. Procedures

a. Addressing Requirements

(1) All official mail taken to the OMDC for mailing will have a delivery address and a return address. Proper office symbols can be used in official mail addressing, but are not required. DO NOT use the building number or street name where your unit or office is located as an official return address. DO NOT use the unit mailroom building and street address as a return address on official mail. DO NOT use box numbers on your return address. DO NOT include a postal account number in the return address.

(2) All official return addresses will be typed in capital letters with no punctuation (comma, period, etc). The statement "OFFICIAL BUSINESS" will be typed two lines below the return address.

(3) There are only two official mailing addresses in the USPS Address Management System for USARAK: One for Fort Wainwright (1060 Gaffney Road) and one for Fort Richardson (724 Postal Service Loop). Examples of the correct format to be used on all return addresses are shown in Figure 1.

(4) Mail taken to the OMDC with an incorrect return address for the unit/activity will be returned to the unit/activity Official Mail Manager for correction.

COMMANDER 59TH SIGNAL BATTALION ATTN SUPPLY OFFICER 724 POSTAL SERVICE LOOP # 7100 FORT RICHARDSON ALASKA 99505-7100 OFFICIAL BUSINESS DIRECTOR OF RESOURCE MANAGEMENT ATTENTION: APVR-RRM 724 POSTAL SERVICE LOOP # 6200 FORT RICHARDSON ALASKA 99505-6200 OFFICIAL BUSINESS	COMMANDER 2d BATTALION 1ST INFANTRY REGIMENT ATTN S-1 OFFICER 1060 GAFFNEY ROAD #8100 FORT WAINWRIGHT ALASKA 99505-8100 OFFICIAL BUSINESS US ARMY MATERIAL COMMAND 1060 GAFFNEY ROAD # 7100 FORT WAINWRIGHT ALASKA 99703-7100 OFFICIAL BUSINESS
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Figure 1. Sample official addresses

(5) Organizations that have leased a post office box from the USPS on Forts Richardson or Wainwright for delivery of their mail may use the USPS address of that mailbox as a return address on mail taken to the OMDC for processing. Examples of the correct format to be used on all return addresses are as follows:

DIRECTOR OF MARKETING PO BOX 345 724 QUARTERMASTER ROAD FORT RICHARDSON ALASKA 99505-0345 OFFICIAL BUSINESS	DIRECTOR OF TRANSPORTATION PO BOX 83 3726 NEELY ROAD FORT WAINWRIGHT ALASKA 99703-0083 OFFICIAL BUSINESS
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Figure 2. Sample official addresses with leased post office box from USPS

(6) Training for unit official mail managers is provided by the installation OMM. All newly assigned mail managers will receive training on the procedures for handling, addressing, and delivery of official mail and how to request special mailing services. Personnel requiring assistance in properly preparing official mail may contact the OMDC personnel for assistance.

(7) Mailers of First Class mail containing classified information per AR 380-5 will mark the following on the front of the envelope in capital letters in the lower left corner in black ink approximately ¼ inch in size or larger typed text: POSTMASTER: RETURN SERVICE REQUESTED/DO NOT FORWARD.

COMMANDER 59TH SIGNAL BATTALION 724 POSTAL SERVICE LOOP # 7100 FORT RICHARDSON ALASKA 99505-7100 POSTMASTER: RETURN SERVICE REQUESTED/DO NOT FORWARD
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Figure 3. Sample return address for classified mail only

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(8) Appendix B lists the office symbols and assigned ZIP+4 for units and activities.

b. Requesting Special Mailing Services

(1) Authority for the use of special services is outlined in AR 25-51. Special services consist of registered, certified, express mail and return receipt, restricted delivery, and certificate of mailing. See AR 25-51 which outlines the specific uses of each of these services and what can be mailed for each classification of service. Use of these special services can only be approved by the installation official mail managers at each OMDC.

(2) Express mail is the most expensive means of mail transportation through the USPS. Most regular first class postage used through the USPS will ensure an item is processed and delivered in approximately three days. Senders requesting express mail service will provide written justification why the item cannot be mailed using regular first class service.

(3) Units and activities desiring to use special services with their mailings will prepare a memorandum to the installation OMM requesting the specific service. A sample memorandum is shown in Appendix A.

(4) All special services mailing documents and receipts will be placed on the item to be mailed by the customer according to USPS requirements. Assistance can be obtained from the OMDC.

c. Use of Zone Improvement Plan (ZIP) Codes and Barcodes

(1) The USPS sorts all mail destined for the OMDC by the +4 Code following the ZIP Code. The OMDC distributes mail according to the +4 Code. If you do not use the correct ZIP+4 Code in your return address your mail could be delayed due to being missorted. Units should also inform correspondents to use the correct ZIP+4 Code for the unit.

(2) Use of the ZIP+4 Code is mandatory in all return addresses.

(3) Barcodes created by word processing programs **will not** be put on mail because the programs used normally do not match the addresses against the USPS Address Management System (AMS) data base nor do they provide the documentation required by the USPS.

(4) Units, activities, and directorates **will not** assign +4 Codes to lower echelon offices within their organization (i.e. For ZIP+4 Code 99505-7100 do not assign 7110, 7120, 7130 to lower level offices within the organization).

(5) Organizations that do not have assigned ZIP+4 Codes will contact either the Installation Official Mail Manager or the USARAK Postal Officer to have a +4 established.

d. Mail Distribution between Forts Richardson and Wainwright

(1) The OMDC sorts and distributes all correspondence delivered to that facility for distribution to Forts Richardson and Wainwright. Users bringing distribution to the OMDC will ensure that a complete delivery address is included on all U.S. Government Messenger Envelopes (OF Forms 65B and 65C and SF Form 65A) commonly referred to as "shot-gun envelopes". Only writing an office symbol on an envelope might delay your distribution. Only writing a building number on the envelope (OMDC personnel do not sort by building number) might result in your distribution being misdirected. An office, name, and post will ensure your distribution is effectively directed.

(2) Interpost mail and distribution is processed by the OMDCs for forwarding to Forts Richardson and Wainwright via the Alaska Regional Flight Center at Elmendorf Air Force Base. Mail/distribution being sent between posts is delivered daily for shipment on flights. The OMDCs are not authorized to place

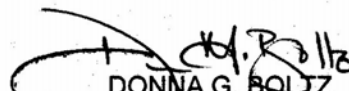
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items on the aircraft, only deliver the items to the respective air terminal. All mail and distribution is assigned a tracking number by the OMDC. Activities should consider using this service as a cost savings instead of using the USPS which requires postage.

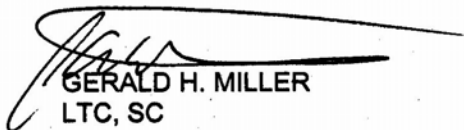
e. Additional Information. ZIP+4 Codes of various army installations and authorized two letter state abbreviations are shown in Appendix C. Additional information concerning mail and distribution, mailing information, and USPS requirements for mailing can be obtained from the OMDC personnel.

FOR THE COMMANDER:

OFFICIAL:



DONNA G. BOLTZ
COL, MP
Commanding



GERALD H. MILLER
LTC, SC
Director of Information Management

DISTRIBUTION:

Copy posted at: <http://www.usarak.army.mil/pubs/>

Appendix A

SAMPLE MEMO FOR SPECIAL SERVICES (Present in duplicate at the OMDC. The memorandum will be addressed to the official manager at your post. Fort Richardson is used as an example.)

YOUR OFFICE SYMBOL

DATE

MEMORANDUM FOR Installation Official Mail Manager, Fort Richardson AK 99505-7100

SUBJECT: Request for Special Mail Services

1. IAW AR 25-51 (Official Mail and Distribution Management) request the special services indicated below be provided for the attached official mail.

___ Registered ___ Certified ___ Express
___ Return Receipt ___ Restricted Delivery ___ Certificate of Mailing

2. The mailing address is: (Attach additional sheets if required)

3. Detailed justification for express mail:

___ Encl(s)
1. List the enclosures
2. XXX

Alecia R. Stone
SGT, USA
Unit Official Mail Manager

OMDC Accepted By: _____

_____ Registered Number(s) Assigned

_____ Certified Number(s) Assigned

_____ Express Number(s) Assigned

**Appendix B
Office Symbols and Zip+4 Code**

The following is a listing of office symbols, official mailing addresses and zip+4 codes (9-digit zip codes) assigned to headquarters elements, troop units, activities, and tenant organizations within USAG-AK. These are the addresses to be used on all official mail being processed through the OMDC for mailing by the USPS. *For units or activities not specifically listed, use the office symbol and zip+4 code of the next higher headquarters.*

Garrison Commander

Fort Richardson—724 POSTAL SERVICE LOOP #6000

Commander, USA Garrison, Alaska and Fort Richardson	IMPA-FRA-ZA	99505-6000
Command Sergeant Major.....	IMPA-FRA-CSM.....	99505-6000
Post Services	IMPA-FRA-PS.....	99505-6000
Headquarters Company, United States Army Garrison	IMPA-FRA-HH	99505-6000
Equal Opportunity Advisor	IMPA-FRA-EOA	99505-6000

Fort Wainwright—1060 GAFFNEY ROAD #6000

Commander, USA Garrison, Fort Wainwright.....	IMPA-FWA-ZA	99703-6000
Command Sergeant Major.....	IMPA-FWA-CSM.....	99703-6000
Post Services	IMPA-FWA-PS	99703-6000
Headquarters Company, United States Army Garrison	IMPA-FWA-HH.....	99703-6000
Equal Opportunity Advisor	IMPA-FWA-EOA	99703-6000

Directorate of Plans, Training, Mobilization & Security (DPTMS)

Fort Richardson—724 POSTAL SERVICE LOOP # 4300

Director, Directorate of Plans, Training, Mobilization & Security ...	IMPA-FRA-PL	99505-4300
Plans & Operations	IMPA-FRA-PLO	99505-4300
Training	IMPA-FRA-PLT	99505-4300
Security & Intelligence	IMPA-FRA-PLS.....	99505-4300

Fort Wainwright—1060 GAFFNEY ROAD # 4300

Plans & Operations	IMPA-FWA-PLO.....	99703-4300
Training	IMPA-FWA-PLT	99703-4300
Security & Intelligence	IMPA-FWA-PLS	99703-4300
Airfield	IMPA-FWA-PLA.....	99703-4300

Plans, Analysis, & Integration Office (PAIO)

Fort Richardson – 724 POSTAL SERVICE LOOP #4700

Chief, Plans, Analysis & Integration.....	IMPA-FRA-PAI.....	99505-4700
Management Analysis	IMPA-FRA-PAM.....	99505-4700
Planning Integration.....	IMPA-FRA-PAP	99505-4700

Equal Employment Opportunity Office

Fort Richardson—724 POSTAL SERVICE LOOP #4000

Equal Employment Manager.....	IMPA-FRA-EEO	99505-4000
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Fort Wainwright—1060 GAFFNEY ROAD #4000
Equal Employment Manager..... IMPA-FWA-EEO 99507-4000

Internal Review and Audit Compliance Office (IRACO)

Fort Richardson—724 POSTAL SERVICE LOOP #4050
Chief, Internal Review and Audit Compliance Office IMPA-FRA-IR 99505-4050

USAG Chaplain

Fort Richardson—724 POSTAL SERVICE LOOP #3740
Garrison Chaplain IMPA-FRA-RS 99505-3740

Fort Wainwright—1060 GAFFNEY ROAD #3740
Garrison Chaplain IMPA-FWA-RS 99703-3740

Staff Judge Advocate (SJA)

Fort Richardson—724 POSTAL SERVICE LOOP # 5700
Staff Judge Advocate APVR-RJA 99505-5700
Deputy Staff Judge Advocate APVR-RJA 99505-5700
Chief, Civil Law APVR-RJA-C 99505-5700
Chief, Criminal Law APVR-RJA-CL 99505-5700
Chief, Administrative Law APVR-RJA-A 99505-5700

Fort Wainwright—1060 GAFFNEY ROAD # 5700
Officer in Charge..... APVR-WJA 99703-5700

Public Affairs Office (PAO)

Fort Richardson—724 POSTAL SERVICE LOOP # 5900
USAG-AK Public Affairs Officer IMPA-FRA-PA 99505-5900

Fort Wainwright—1060 GAFFNEY ROAD # 5900
Public Affairs Office IMPA-FWA-PA 99703-5900

Safety Office

Fort Richardson—724 POSTAL SERVICE LOOP # 4300
Installation Safety Office IMPA-FRA-SO 99504-4300
Garrison Safety Manager..... IMPA-FRA-SO 99505-4300

Fort Wainwright—1060 GAFFNEY ROAD # 4300
Garrison Safety Manager..... IMPA-FWA-SO 99703-4300

Directorate of Human Services Support (DHSS)

Fort Richardson—724 POSTAL SERVICE LOOP # 4900
Director, Directorate of Human Resources IMPA-FRA-HR 99505-4900

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Military Personnel Services IMPA-FRA-HRM 99505-4900

Fort Richardson—724 POSTAL SERVICE LOOP # 4950

Fort Richardson Center for Army Substance Abuse Program .. IMPA-FRA-HRA 99505-4950

Fort Richardson—724 POSTAL SERVICE LOOP # 4960

Education & Services..... IMPA-FRA-HRE 99505-4960

Fort Richardson—724 POSTAL SERVICE LOOP # 4970

Post Library..... IMPA-FRA-HRE-PL 99505-4970

Fort Wainwright—1060 GAFFNEY ROAD # 4900

Military Personnel Services IMPA-FWA-HRM..... 99703-4900

Fort Wainwright—1060 GAFFNEY ROAD # 4950

Fort Wainwright Center for Army Substance Abuse Program... IMPA-FWA-HRA 99703-4950

Fort Wainwright—1060 GAFFNEY ROAD # 4960

Education Center IMPA-FWA-HRE 99703-4960

Directorate of Morale, Welfare and Recreation (DMWR)

Fort Richardson—724 POSTAL SERVICE LOOP # 4800

Director, Directorate of Morale, Welfare and Recreation..... IMPA-FRA-MW 99505-4800

Army Community Services IMPA-FRA-MWA..... 99505-4800

Child and Youth Services IMPA-FRA-MWC 99505-4800

Financial Management Office..... INPA-FRA-MWF 99505-4800

NAF Contracting Office..... IMPA-FRA-WMN-C..... 99505-4800

USAG-AK Lodging..... IMPA-FRA-MWL 99505-4800

Recreation:

Clubs IMPA-FRA-MWR-C 99505-4800

Golf IMPA-FRA-MWR-G 99505-4800

Outdoor Recreation IMPA-FRA-MWR-OR 99505-4800

Sports IMPA-FRA-MWR-S 99505-4800

Seward Military Resort IMPA-FRA-MWR-SW 99505-4800

Fort Wainwright—1060 GAFFNEY ROAD # 4800

Director, Directorate of Morale Welfare and Recreation..... IMPA-FWA-MW 99703-4800

Army Community Services IMPA-FWA-MWA..... 99703-4800

Child and Youth Services IMPA-FWA-MWC..... 99703-4800

Lodging IMPA-FWA-MWL 99703-4800

Recreation:

Bowling/Golf IMPA-FWA-MWR-BG 99703-4800

Clubs IMPA-FWA-MWR-C 99703-4800

Outdoor Recreation IMPA-FWA-MWR-OR 99703-4800

Sports IMPA-FWA-MWR-S 99703-4800

Directorate of Logistics (DOL)

Fort Richardson—724 POSTAL SERVICE LOOP # 4600

Director, Directorate of Logistics..... IMPA-FRA-LG 99505-4600

Logistics Information Systems IMPA-FRA-LG-IM..... 99505-4600

Manpower and Programs..... IMPA-FRA-LG-MP 99505-4600

Resource Management..... IMPA-FRA-LG-RM 99505-4600

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Logistics Support Division (Supply & Services).....	IMPA-FRA-LGS	99505-4600
Plans and Operations Branch	IMPA-FRA-LGS-P	99505-4600
Transportation Branch.....	IMPA-FRA-LGS-T	99505-4600
Maintenance Branch	IMPA-FRA-LGS-M	99505-4600
Supply Branch.....	IMPA-FRA-LGS-S	99505-4600
Logistics Operations Division.....	IMPA-FRA-LGO	99505-4600
QASAS Branch	IMPA-FRA-LGO-Q	99505-4600
Laundry Operations.....	IMPA-FRA-LGO-L.....	99505-4600
Food Services Operations	IMPA-FRA-LGO-F	99505-4600
Logistics Services Department	IMPA-FRA-LGT.....	99505-4600
Automation Technical Services.....	IMPA-FRA-LGT-A	99505-4600
Maintenance Branch	IMPA-FRA-LGT-M	99505-4600
Movements Branch	IMPA-FRA-LGT-MV	99505-4600
Supply	IMPA-FRA-LGT-S	99505-4600
Transportation	IMPA-FRA-LGT-T	99505-4600

Fort Wainwright—1060 GAFFNEY ROAD # 4600

Assistant Director of Logistics	IMPA-FWA-LG	99703-4600
Plans and Operations Branch	IMPA-FWA-LGS-P	99703-4600
Transportation Branch	IMPA-FWA-LGS-T	99703-4600
Food Services Branch	IMPA-FWA-LGO-F.....	99703-4600
Laundry Branch	IMPA-FWA-LGO-L.....	99703-4600
Logistics Services Department	IMPA-FWA-LGT.....	99703-4600
Movements Branch	IMPA-FWA-LGT-MV	99703-4600
Supervisory Distribution Facilities Specialist	IMPA-FWA-LGS-S	99703-4600
Motor Operations Branch.....	IMPA-FWA-LGT-T	99703-4600
Supply Operations Branch.....	IMPA-FWA-LGT-S	99703-4600
Maintenance Branch.....	IMPA-FWA-LGT-M	99505-4600

Directorate of Public Works (DPW)

Fort Richardson—724 POSTAL SERVICE LOOP # 4500

Director, Directorate of Public Works.....	IMPA-FRA-PW	99505-4500
Master Planning.....	IMPA-FRA-PWM.....	99505-4500
Corporate Management.....	IMPA-FRA-PWC	99505-4500
Budget/Finance Branch.....	IMPA-FRA-PWC-B	99505-4500
Real Property Branch	IMPA-FRA-PWC-RP	99505-4500
Environmental.....	IMPA-FRA-PWE	99505-4500
Restoration Branch.....	IMPA-FRA-PWE-R	99505-4500
Special Project Branch	IMPA-FRA-PWE-SP	99505-4500
Compliance Branch	IMPA-FRA-PWE-C	99505-4500
Conservation Branch.....	IMPA-FRA-PWE-CN.....	99505-4500
Engineering.....	IMPA-FRA-PWF.....	99505-4500
Housing.....	IMPA-FRA-PWH	99505-4500

Fort Wainwright—1060 GAFFNEY ROAD # 4500

Master Planning.....	IMPA-FWA-PWM.....	99703-4500
Engineering.....	IMPA-FWA-PWF.....	99703-4500
NEPA Team Branch (falls under Environment, FRA).....	IMPA-FWA-PWE-N.....	99703-4500
Restoration Branch (falls under Environment, FRA)	IMPA-FWA-PWE-R.....	99703-4500
Compliance Branch (falls under Environment, FRA).....	IMPA-FWA-PWE-C	99703-4500
Housing.....	IMPA-FWA-PWH	99505-4500

Resource Management (RM)

Fort Richardson—724 POSTAL SERVICE LOOP # 4650

Director, Resource Management	IMPA-FRA-RMO	99505-4650
Budget and Accounting Division	IMPA-FRA-RMB.....	99505-4650
Manpower and Agreements Division	IMPA-FRA-RMM	99505-4650
Defense Regional Inter-service Support.....	IMPA-FRA-RMD	99505-4650

Fort Wainwright—1060 GAFFNEY ROAD # 6200

Assistant Director of Resource Management	IMPA-FWA-RMO	99703-4650
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APPENDIX C

OTHER US ARMY INSTALLATIONS

Other Army Installations

Aberdeen Proving Ground (Maryland).....	21005-5001
Carlisle Barracks (Pennsylvania).....	17013-5050
Fort Belvoir (Virginia).....	22060-5984
Fort Benning (Georgia).....	31905-5000
Fort Bliss (Texas).....	79916-0058
Fort Bragg (North Carolina).....	28307-5000
Fort Buchanan (San Juan, Puerto Rico).....	00934-5026
Fort Campbell (Kentucky).....	42223-5628
Fort Carson (Colorado Springs, Colorado).....	80913-5000
Fort Detrick (Frederick, Maryland).....	21702-5000
Fort Dix (New Jersey).....	08640-0040
Fort Drum (Watertown, New York).....	13602-5007
Fort Eustis (Virginia).....	23604-5000
Fort George G. Meade (Maryland).....	20755-5000
Fort Gillem (Forest Park, Georgia).....	30330-5000
Fort Gordon (Georgia).....	30905-5000
Fort Hood (Texas).....	76544-5000
Fort Huachuca (Arizona).....	85613-6000
Fort Hunter Liggett (Jolon, California).....	93928-5000
Fort Indiantown Gap (Annville, Pennsylvania).....	17003-5002
Fort Irwin (California).....	92310-5000
Fort Jackson (South Carolina).....	29207-5000
Fort Knox (Kentucky).....	40121-5000
Fort Leavenworth (Kansas).....	66027-7160
Fort Lee (Virginia).....	23801-5001
Fort Leonard Wood (Missouri).....	65473-5000
Fort Lewis (Tacoma, Washington).....	98433-5000
Fort McPherson (Georgia).....	30330-5000
Fort Monmouth (New Jersey).....	07703-5101
Fort Monroe (Virginia).....	23651-6000
Fort Polk (Louisiana).....	71459-5060
Fort Riley (Kansas).....	66442-5091
Fort Rucker (Alabama).....	36362-5000
Fort Sam Houston (Texas).....	78234-5000
Fort Shafter (Hawaii).....	96858-0001
Fort Sill (Oklahoma).....	73503-5001
Fort Stewart (Hinesville, Georgia).....	31314-5000
Fort Story (Virginia).....	23459-5001
Holston Army Ammunition Plant (Kingsport, Tennessee).....	37662-5000
Hunter Army Airfield (Savannah, Georgia).....	31409-5023
Letterkenny Army Depot (Chambersburg, Pennsylvania).....	17201-4150
Madigan Army Medical Center (Tacoma, Washington).....	98431-5000
Redstone Arsenal (Alabama).....	35898-5300
Schofield Barracks (Wahiawa, Hawaii).....	96857-6000
Tripler Army Medical Center (Hawaii).....	96859-5000
United States Military Academy (West Point, New York).....	10996-1788
Walter Reed Army Medical Center (Washington, D.C.).....	20307-5001
White Sands Missile Range (New Mexico).....	88002-5000

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Two-Letter State and Territory Abbreviations

Table B-1				
Two letter state and territory abbreviations				
State	Abbreviation		State	Abbreviation
Alaska	AK		Alabama	AL
Arizona	AZ		Arkansas	AR
California	CA		Colorado	CO
Connecticut	CT		Delaware	DE
District of Columbia	DC		Florida	FL
Georgia	GA		Hawaii	HI
Idaho	ID		Illinois	IL
Indiana	IN		Iowa	IA
Kansas	KS		Kentucky	KY
Louisiana	LA		Maine	ME
Maryland	MD		Massachusetts	MA
Michigan	MI		Minnesota	MN
Mississippi	MS		Missouri	MO
Montana	MT		Nebraska	NE
New Jersey	NJ		New Mexico	NM
New York	NY		North Carolina	NC
North Dakota	ND		Ohio	OH
Oklahoma	OK		Oregon	OR
Pennsylvania	PA		Rhode Island	RI
South Carolina	SC		South Dakota	SD
Tennessee	TN		Texas	TX
Utah	UT		Vermont	VT
Virginia	VA		Washington	WA
West Virginia	WV		Wisconsin	WI
Wyoming	WY			

Glossary

ADCSIMAssistant Deputy Chief of Staff Information Management

AGAdjutant General

AMCUnited States Army Materiel Command

appappendix

ARArmy Regulation

CFAMCommunity and Family Activities Manager

COMSEC.....Communications Security

CPACCivilian Personnel Advisory Center

CPOCCivilian Personnel Operations Center

D.C.District of Columbia

DADepartment of the Army

DMWR.....Directorate of Morale, Welfare and Recreation

DOIMDirector of Information Management

DOLDirectorate of Logistics

DPWDirectorate of Public Works

DRMDirectorate of Resource Management

FWAFort Wainwright, Alaska

HHC.....Headquarters and Headquarters Company

HHD.....Headquarters and Headquarters Detachment

IRACOInternal Review and Audit Compliance Office

P.O.Post Office

PMProvost Marshal

PAOPublic Affairs Office

SFStandard Form

SJA.....Staff Judge Advocate

SptSupport

USAG-AK Pamphlet 25-3

SvcService

U.S.United States

USAGUnited States Army Garrison

USAG-AKUnited States Army Garrison, Alaska

USARAK.....United States Army Alaska

USARPACUnited States Army Pacific Command