

DEPARTMENT OF THE ARMY
MEDICAL DEPARTMENT ACTIVITY
Fort Huachuca, Arizona 85613-7079

MEDDAC Pamphlet
No. 25-32

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Office Management
DISTRIBUTION FORMULAS/OFFICE SYMBOLS

	PARA	PAGE
HISTORY-----	1	1
PURPOSE-----	2	1
SCOPE-----	3	1
REFERENCE-----	4	1
RESPONSIBILITIES-----	5	2
DISTRIBUTION FORMULAS-----	6	2
PUBLICATIONS DISTRIBUTION-----	7	3
CORRESPONDENCE DISTRIBUTION-----	8	3
APPENDIX A - ROUTINE CORRESPONDENCE-----		A-1
APPENDIX B - MASTER OFFICE SYMBOL LIST-----		B-1

1. HISTORY. This issue publishes a revision of this publication.

2. PURPOSE. This publication establishes responsibilities, procedures and formula for USA MEDDAC/DENTAC distribution and office symbol assignment.

3. SCOPE. This pamphlet applies to all elements of USAMEDDAC and USADENTAC.

4. REFERENCES.

4.1 Related publications.

4.1.1 AR 25-1, Army Knowledge Management and Information Technology Management

4.1.2 AR 25-30, The Army Publishing and Printing Program

4.1.3 AR 310-50, Authorized Abbreviations, Brevity Codes, and Acronyms

4.2 Referenced forms.

4.2.1 DA Form 17, Requisition for Publications and Blank Forms.

*This PAM supersedes MEDDAC PAM 25-32, 15 August 2006.

4.2.2 DA Form 2028, Recommended Changes to Publications and Blank Forms.

4.2.3 U.S. Government Messenger Envelope.

4.2.4 DD Form 844, Requisition for Printing.

5. RESPONSIBILITIES.

5.1 The Information Management Division (IMD) is responsible for distribution formulas. The Records Management Office, IMD will:

5.1.2 Develop distribution formulas to ensure fast and cost-effective distribution of information.

5.1.2 Publish changes to appendix A and B, as required, based on information received from USA MEDDAC/DENTAC personnel.

5.1.3 Monitor use of distribution formulas and address lists.

5.2 USA MEDDAC/DENTAC divisions/department/services will--

5.2.1 Prepare U.S. Government Messenger Envelope with correct office symbol for distribution whether within MEDDAC/DENTAC or elsewhere on post.

5.2.2 Address material to off post activities for mailing correctly to include the MEDDAC/DENTAC account number at the end of the ATTN line, the account number is 37.

6. DISTRIBUTION FORMULAS.

6.1 Keep the number of copies distributed to the absolute minimum, while still providing sufficient copies to ensure no mission disruption. Appendix A identifies the number of copies of routine

correspondence to be received by each Division/Depart/Service. Publications will have a distribution code of E for electronic distribution only, there will be no hard copy distribution of any publication. Publications will be retrieved from the RWBAHC web page and printed if needed.

6.2 The numbers in the distribution formulas are based on population, structure and official requirements of MEDDAC/DENTAC.

6.3 Distribution formulas will be updated on an annual basis, as needed. The master distribution list remains in effect until updated.

7. PUBLICATIONS DISTRIBUTION.

7.1 Initial distribution of MEDDAC/DENTAC publications to activities serviced by MEDDAC/DENTAC will be accomplished in accordance with this publication. All MEDDAC publications are now available electronically via the RWBAHC web page.

7.2 The following alphabetic codes will be used to identify publication distribution only:

7.2.1 "A" Distribution MEDDAC/DENTAC wide to section level.

7.2.2 "B" Distribution MEDDAC/DENTAC wide to Division/Department/Service level.

7.2.3 "C" Distribution MEDDAC/DENTAC Medical Staff Only.

7.2.4 "E" Electronic Distribution

8. CORRESPONDENCE DISTRIBUTION.

8.1 Numeric codes will be used to distribute routine correspondence. Routine correspondence does not have a suspense date nor require an action and is not directive in nature. Address routine correspondence as follows: MEMORANDUM FOR SEE DISTRIBUTION

8.1.1 "1" Distribution MEDDAC/DENTAC wide to section level.

8.1.2 "2" Division/Department/Service Chiefs.

8.1.3 "3" Medical Staff Only

8.1.4 "4" All MEDDAC/DENTAC personnel.

8.1.5 "5" All MEDDAC/DENTAC Enlisted personnel.

8.1.6 "6" All MEDDAC/DENTAC Officer personnel.

8.1.7 "7" All MEDDAC/DENTAC Civilian personnel.

8.2 More than one category can be included in the same correspondence; for example, DISTRIBUTION: 5 & 6.

8.3 When routine material is ready for print prepare a DD FORM 844 and attach, with a paper clip, a copy of material for print. Publications Office will print and return to requestor for distribution.

8.4 Addressees must be specifically identified in correspondence that contains a suspense, requires an action, or is directive in nature (non-routine correspondence) by listing the full name of the organization or their office symbol.

8.5 Use the master listing at appendix B to prepare non-routine internal correspondence. This is an all-inclusive list, which can be used to develop distribution for specific correspondence.

8.6 Correspondence mailed off post must be placed in a sealed, addressed envelope, prior to sending it to the Mail and Distribution Center. You must include the MEDDAC/DENTAC mail account number in the return address on the ATTN line, the account number is (37).

SAMPLE: CDR USAMEDDAC
Raymond W. Army Health Center
2240 East Winrow Ave
ATTN: Your Office Symbol (37)
Fort Huachuca, AZ 85613-7079

8.7 Distribution formulas are designed to expedite processing and delivery by the Mail and Distribution Center. Failure to use this guidance delays delivery. The Mail and Distribution Center will return documents with improper distribution to the originating office for preparation of Government Messenger envelopes for each intended addressee.

8.8 Office symbols:

8.8.1 Office symbols (see appendix B) are listed by Division/Department/Service level with sections/branches listed below the appropriate Div/Dept/Ser.

8.8.2 Office symbols are assigned by the Records Management Branch of IMD.

8.8.3 Office symbols may not be changed without prior approval from Records Management Branch IMD.

The proponent of this publication is the Information Management Division. Send comments and suggested improvements on DA Form 2028 to CDR, USA MEDDAC, ATTN: MCXJ-IM, Ft Huachuca, AZ 85613-7079

FOR THE COMMANDER:

OFFICIAL:

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LTC, MS
Deputy Commander
for Administration

ROBERT D. LAKE
Information Management Officer

DISTRIBUTION: E

APPENDIX A

AREA	1	2	3	4	5	6
CDR/DCA/SAF/SGM	4	2	2	5	1	2
DEPUTY COMMANDER CLINICAL SERVICES	1	1	1	2	10	1
DEPUTY COMMANDER OF HEALTH SERVICES	10	1	10	50	1	15
ASAP	1	1	0	1	3	1
MEDICAL COMPANY	1	1	0	4	2	0
PATHOLOGY	2	1	2	16	0	9
RADIOLOGY	1	1	2	14	1	7
PHARMACY	2	1	2	7	1	4
RESOURCE MANAGEMENT	3	1	1	4	4	3
LOGISTICS	4	1	0	34	1	12
HUMAN RESOURCES	1	1	0	7	1	1
VETERINARY SERVICES	4	1	1	8	3	1
PREVENTIVE MEDICINE WELLNESS AND READINESS SERVICE	1	1	1	20	1	11
PATIENT ADMINISTRATION DIV	8	1	1	30	8	21
SPECIALTY CLINIC	2	1	3	22	5	4
DEPARTMENT OF MILITARY MEDICINE	7	1	3	21	1	15
RAY CLINIC	2	2	2	6	10	2
FAMILY CARE CLINICS	3	3	6	26	6	8
IMD	1	1	0	8	1	10
QUALITY MANAGEMENT	1	1	1	2	0	1
DENTAC	2	2	2	2	2	2
ORTHOPEDICS	1	1	1	5	1	1
PHYSICAL THERAPY	1	1	2	8	2	2
OPTOMETRY	1	1	1	6	1	3
METS	1	1	1	8	2	2
TOTAL	69	32	53	322	69	144

APPENDIX B
MEDDAC/DENTAC OFFICE SYMBOLS

OFFICE SYMBOL	TITLE
MCXJ-CDR	COMMANDER
MCXJ-SGM	SERGEANT MAJOR
MCXJ-DCA MCXJ-DCA-SAF	DEPUTY COMMANDER FOR ADMINISTRATION SAFETY OFFICE
MCXJ-DCCS	DEPUTY COMMANDER CLINICAL SERVICES
MCXJ-DCHS	DEPUTY COMMANDER OF HEALTH SERVICES
MCXJ-MC	MEDICAL COMPANY
MCXJ-MC-SUP	SUPPLY
MCXJ-MC-REUP	REENLISTMENT
MCXJ-PM	PREVENTIVE MEDICINE SERVICE
MCXJ-PM-EH	ENVIRONMENTAL HEALTH
MCXJ-PM-IH	INDUSTRIAL HYGIENE
MCXJ-PM-OH	OCCUPATIONAL HEALTH
MCXJ-PM-CHN	COMMUNITY HEALTH NURSING
MCXJ-PM-NC	DIETICIAN
MCXJ-PM-HERC	HEALTH EDUCATION RESOURCE CENTER
MCXJ-BH	DEPARTMENT OF BEHAVIORAL HEALTH
MCXJ-BH-SW	SOCIAL WORK SECTION
MCXJ-LO	LOGISTICS DIVISION
MCXJ-LO-PB	PROPERTY BOOK
MCXJ-LO-MAT	MATERIEL BRANCH
MCXJ-LO-MW	MEDICAL WAREHOUSE
MCXJ-LO-PUR	PURCHASING
MCXJ-LO-EM	EQUIPMENT MANAGEMENT BR
MCXJ-LO-FAC	FACILITIES
MCXJ-METS	MOBILIZATION/ED/TRAINING/SECURITY

OFFICE SYMBOL	TITLE
MCXJ-PA	PATIENT ADMINISTRATION DIVISION
MCXJ-PA-PABR	PATIENT AFFAIRS BRANCH
MCXJ-PA-PEB	PHYSICAL EVALUATION BOARD LIAISON OFFICER
MCXJ-PA-OPR	OUT PATIENT RECORDS BRANCH
MCXJ-PA-TPCP	THIRD PARTY COLLECTIONS
MCXJ-HR	HUMAN RESOURCES DIVISION
MCXJ-RX	PHARMACY SERVICE
MCXJ-RM	RESOURCE MANAGEMENT
MCXJ-RM-BUD	BUDGET
MCXJ-RM-MPWR	MANPOWER
MCXJ-RM-MRPR	MEPRS
MCXJ-RM-MASO	TREASURER
MCXJ-RM-CMC	CIVILIAN MEDICAL CLAIMS
MCXJ-RM-MC	MANAGED CARE
MCXJ-IM	INFORMATION MANAGEMENT DIVISION
MCXJ-IM-PW	RECORDS MANAGEMENT/PUBLICATIONS
MCXJ-IM-CHCS	CHCS
MCXJ-DR	RADIOLOGY
MCXJ-DP	PATHOLOGY
MCXJ-QM	QUALITY MANAGEMENT
MCXJ-QM-PA	PATIENT ADVOCATE
MCXJ-NP	DEPARTMENT OF PSYCHIATRY
MCXJ-CS	CLINICAL SUPPORT DIVISION
MCXJ-CS-PAS	PATIENT APPOINTMENT SUPERVISOR
MCXJ-DMM	DEPARTMENT OF MILITARY MEDICINE
MCXJ-DMM-RAY	MI Student CLINIC
MCXJ-DPC	FAMILY CARE
MCXJ-DPC-FCA	FAMILY CARE CLINIC A
MCXJ-DPC-FCB	FAMILY CARE CLINIC B
MCXJ-DPC-ALL	ALLERGY/IMMUNIZATION CLINIC
MCXJ-DPC-EFMP	EXCEPTIONAL FAMILY MEMBER PROGRAM

OFFICE SYMBOL	TITLE
MCXJ-SP	DEPARTMENT OF SPECIALTY CARE
MCXJ-SP-OPT	OPTOMETRY
MCXJ-SP-ORT	ORTHOPEDICS
MCXJ-SP-PT	PHYSICAL THERAPY
MCXJ-SP-GS	GENERAL SURGERY
MCXJ-SP-IM	INTERNAL MEDICINE
MCXJ-DAPS	DEPARTMENT OF ANESTHESIA/PERIOPERATIVE SERVICES
MCXJ-DAPS-ANE	ANESTHESIOLOGY
MCXJ-DAPS-OR	OPERATING ROOM
MCXJ-DAPS-IC	INFECTION CONTROL
MCXJ-DAPS-CMS	CENTRAL MATERIAL SUPPLY
MCXJ-DAPS-PACU	POST ANESTHESIA CARE UNIT
MCVS-GPC-H	CHIEF, FT HUACHUCA VETERINARY BRANCH
MCVS-GPC-HH	FORT HUACHUCA SECTION
MCVS-GPC-YP	YUMA PROVING GROUND SECTION
MCVS-GPC-DM	DAVIS MONTHAN AFB SECTION
DSBJ-CDR	COMMANDER USA DENTAC
DSBJ-RDC	RUNION DENTAL CLINIC
IMSW-HUA-HRA	ARMY SUBSTANCE ABUSE PROGRAM (ASAP)