Information Management: Records Management

Office Symbols

Joint Force Headquarters
Arizona Army National Guard
Phoenix, AZ
10 March 2011

UNCLASSIFIED

SUMMARY of CHANGE

JFHQ-AZ Pamphlet 25-59
Office Symbols

This major revision, dated 10 March 2011 –

o   Changes AZAA to NGAZ for all ARNG entities.

o   Establishes new office symbols for all AZ ARNG entities.

o   Delineates responsibility for office symbols to the records administrators/managers.

o   Supersedes STARC AZ Pam 340-9 dated 1 April 2003.

Information Management: Records Management

Office Symbols

By order of the Assistant Adjutant General, Army:

MATTHEW J. BROWN
Director, AZ ARNG

Official:

KIMBERLIN.ROBERT.WAYNE.1156748303

ROBERT W. KIMBERLIN
LTC, SC, AZ-ARNG
G-6

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History. This publication is a new JFHQ-AZ pamphlet, replacing STARC AZ Pam 340-9 dated 1 April 2003.

Summary. This regulation prescribes policies, procedures, and responsibilities for the management and construction of office symbols.

Applicability. This pamphlet applies to all elements of the Arizona Army National Guard.

Army management control process.
This pamphlet does not contain management control provisions.

Supplementation.
Supplementation of this pamphlet and establishment of command and local forms are prohibited without prior approval from G6,

5636 E. McDowell Road, Phoenix, AZ 85008-3455.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA FORM 2028 (Recommended Changes to Publications and Blank Forms) directly to Office of the Adjutant General, ATTN: Mr. Sieczkowski NGAZ-IM-PM, 5636 E. McDowell Road, Phoenix, AZ 85008-3455.

Distribution. Distribution of this publication is available in electronic media only and is intended for command level A of the Arizona Army National Guard.

Contents (listed by paragraph and page number)

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1. Purpose
This pamphlet —

a. Prescribes policy for the use and construction of office symbols throughout the Arizona Army National Guard (ARNG). It also publishes office symbols of the JFHQ and ARNG commands (ACOMs).

b. Prescribes the use of the DA Pamphlet (DA Pam) 25-50 online database (https://www.arims.army.mil) to ensure all Departments of the Army office symbols are accurate and current.

2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

4. Responsibilities
a. The Deputy Chief of Staff-G6 will prescribe policy, procedures and implementing instructions on the use and construction of office symbols.

b. The Administrative Services Chief (Records Manager) will -

(1) Supervise and manage the office symbol program for the ARNG - Arizona.

(2) Develop proposed office symbols following the guidance in this pamphlet and AR 25-59.

(3) Ensure approved office symbols are accurate, current and added to the Army Records Information Management (ARIMS) database located at https://www.arims.army.mil.

c. Administrative Assistant for Administrative Services, Records Holding (RH) will —

(1) Approve proposed office symbols for the Joint Forces Headquarters Arizona (JFHQ - AZ), and associated Staff Support Agencies (SSAs) and Field Operating Agencies (FOAs).

(2) Approve proposed office symbols for ACOMs.

(3) Review and approve/disapprove requests for new or modified office symbols.

(4) Maintain the Army's official web site for office symbols located at https://www.arims.army.mil .

d. Records Administrators of ACOMs will —

(1) Develop office symbols for their command following the guidelines in this regulation.

(2) Forward proposed ACOM office symbol changes through ARIMS to Records Manager for approval.

(3) Approve proposed office symbols for subordinate installations and activities and units.

(4) Ensure approved office symbols assigned to subordinates are accurate, current and added to the ARIMS database located at https://www.arims.army.mil.

e. Records managers at units will —

(1) Develop office symbols for their units following the guidelines in this regulation.

(2) Forward proposed office symbols to their higher headquarters' record administrator for approval.

(3) Ensure approved office symbols assigned to their units are accurate, current, and added to the ARIMS database located at https://www2.arims.army.mil.

5. Use of office symbols
Office symbols are used to —

a. Identify the originators of correspondence and electronically transmitted messages within the Department of the Army.

b. Denote the placement of an organization within the Army structure for historical and records purposes.

6. Policy
a. The basic office symbol for the JFHQ - Arizona, and associated SSAs and FOAs, ACOMs, and units will be approved by RH.

b. ARNG Arizona office symbols will be constructed per paragraph 7.

c. Office symbols can be used as a part of official mailing addresses as prescribed in paragraph 9.

d. Changes to office symbols will be kept to a minimum. Office symbols will be added or deleted when —

(1) New organizational elements are created.

(2) Existing organizational elements are terminated.

(3) Organizational elements are divided or merged.

(4) Major organizational names change.

7. Construction of office symbols

   a. Office symbols will contain no more than ten letters. Hyphens are placed between the fourth and fifth and the seventh and eighth letters (for example, NGAZ-XXX-XXX).

   b. IAW AR 25-59, characters other than letters of the alphabet will not be used in office symbols.

   (1) The office symbol is constructed in the sequence discussed below. Table 1 (page 3) shows the sequential construction of sample office symbols.

   (2) The first two letters of an office symbol indicate the organization's primary command: National Guard Bureau (NGB). The first two letters of a user office symbol are NG.

   (3) The third and fourth letters of the symbol represent Arizona: AZ.

   (4) The fifth and sixth letters represent a directorate, a comparable element, or the next organizational element below agency level. The fifth and sixth letters can also represent a certain official in the immediate office of the agency head (XXXX- XO).

   (5) At the ACOM and unit levels the fifth and sixth letters represent the last two characters of the unit payroll number (PRN) assigned by the Standard Installation Division Personnel System (SIDPERS) Interface Branch (SIB).

   (6) The seventh letter represents a staff division, a comparable element, or the next lower organizational element.

   (7) The eighth letter represents a staff branch, comparable element, or the next lower organizational element if there is no branch or comparable organizational element. The ninth letter represents a section, group, team, or an individual action officer.

   (8) The letter "Z" is used in the fifth or seventh position only for the immediate office of the head of an agency, the director of a directorate, or the commander of a field operating or staff support agency. The letter "Z" is normally used with letters "A" through "W" to represent the officials (such as deputies and assistant deputies) in the immediate office of the activity head. (NGAZ-Z A or NGAZ-PE Z).

   (9) The letter "X" is used in the sixth or eighth position only for the executive, executive officer, or executive assistant of the agency or activity (NGAZ-ZX or NGAZ- PEZ- X).

   (10) A listing of approved Position Letter Designators is shown in table 2 (page 3).

8. Construction of command office symbols

Proposed office symbols for ACOMs, ASCCs and DRUs will be constructed using the NGAZ construction method in paragraph 7 for forwarding to RH for approval. ACOM, and Unit office symbols will contain no more than ten letters. Subordinate Units will contain no more than ten letters. The tenth letter will identify a staff section or comparable element - that is, NGAZ-XXX-XXX.

9. Use of office symbols in addresses

An office symbol can be placed in parentheses after the office name when addressing correspondence and/or official mail. Correspondence procedures prescribed by AR 25-50 , including the placement and positioning of addresses on correspondence and mail, apply to addresses using office symbols. For correspondence and mail within Department of the Army —

   a. The first line of an official mailing address will be the name of the office that is to receive the item. If desired, an office symbol can be placed in parentheses after the office name (for example, Records Management Division (JDRP-RDR) (see AR 25-50, chap 5).

   b. The second line will show the name of the activity that the correspondence or mail is addressed (for example, US Army Forces Command).

   c. The third line will consist of either a street address or post office box number. It can also include a suite number, building, floor, unit, room, department, and so on.

   d. The fourth line will consist of the city, state and ZIP + 4 address specified by the US Postal Service for a physical location.

				Table 1.		
			Example of sequential construction of office symbols			
NGB	State	Agency or Unit	Division or Office	Position	Office symbol	
NG	AZ	G-1	Plans & Actions		NGAZ	
		-PER			NGAZ-PER	
			-PA		NGAZ-PER-PA	
NG	AZ	422nd ESB	Alpha Company	Commander	NGAZ	
		-SIG			NGAZ-SIG	
			-A		NGAZ-SIG-A	
				CO	NGAZ-SIG-ACO	

Table 2.	
Approved Position Letter Designators	
Office or position	Letter designator
Commander	CO
Executive Officer	XO
Command Sergeant Major	CM
Sergeant Major	SM
First Sergeant	FS
S1/Readiness	PE
S2	IN
S3/Training	OP
S4/Supply	LO
S6/Information Management	IM
Maintenance	MA
Military History	MH
Provost Marshal	PM

Appendix A
References

The Official Army Publications Web Sites.
Army Publishing Directorate
Administrative Departmental Publications and Forms
(ARs, Cirs, Pams, OFs, SFs, DD & DA Forms)
US Army Training and Doctrine Digital Library
Army Doctrinal and Training Publications (except engineering & medical)
(FMs, PBs, TCs & STPs)
US Army Logistics Support Activity
Army Technical and Equipment Publications (except engineering & medical)
(TMs, TBs & SCs)
US Army Corps of Engineers
Army Engineering Publications (except administrative)
(TMs & FMs)
US Army Medical Department
Army Medical Publications (except administrative)
(TMs, FMs, and SB 8-75-Series Publications)
Army Knowledge Online (AKO)
All departmental publications, including distribution-restricted items
U.S. Army Home Page (AHP)
All unrestricted departmental publications

Section I
Required Publications

DA Pam 25-50. Compilation of Army Addresses.

Section II
Related Publications

A related publication is a source of additional information. The user does not have to read a related publication to understand this publication.
AR 10-87. Major Army Commands in the Continental United States
AR 25-1.   Army Knowledge Management and Information Technology Management
AR 25-50. Preparing and Managing Correspondence
AR 25-51. Official Mail and Distribution Management
AR 25-59. Office Symbols

Section III
Prescribed Forms

This section contains no entries.

Section IV
Referenced Forms

This section contains no entries.

Appendix B
AZ ARNG office symbols

Office Symbols organized under the JFHQ – AZ:

Command Staff

NGAZ-TAG	The Adjutant General
NGAZ-ZA-X	Executive Assistant to the Adjutant General
NGAZ-ZB	Assistant Adjutant General
NGAZ-ZB-X	Executive Assistant to the Assistant Adjutant General
NGAZ-COS	Chief of Staff
NGAZ-CCW	State Command Chief Warrant Officer
NGAZ-CSM	State Command Sergeant Major
NGAZ-SGS	Secretary to the General Staff
NGAZ-CH	Chaplain
NGAZ-IG	Inspector General
NGAZ-PAO	Public Affairs Officer
NGAZ-SAA	Senior Army Advisor
NGAZ-SJA	Staff Judge Advocate
NGAZ-SMD	State Surgeon
NGAZ-SSP	State Strategic Planner
NGAZ-SEL	Selective Service

Aviation

NGAZ-AVZ	Deputy Chief of Staff, AVS
NGAZ-AVN-PA	Program Analyst
NGAZ-AVN-OHO	Occupational Health Office
NGAZ-AVN-SAF	Safety Office
NGAZ-AVN-PV	Peace Vanguard Program
NGAZ-AVN-ASP	AASF #1
NGAZ-AVN-ASM	AASF #2

USP&FO

NGAZ-PFZ	United States Property and Fiscal Officer
NGAZ-PFO-X	Deputy United States Property and Fiscal Officer
NGAZ-PFO-AS	Agreement Support
NGAZ-PFO-RMD	Resource Management Division
NGAZ-PFO-B	Budget
NGAZ-PFO-FA	Fiscal Accounting Branch
NGAZ-PFO-PE	Pay and Examination Branch
NGAZ-PFO-CAP	Commercial Accounts Payable
NGAZ-PFO-MP	Military Pay
NGAZ-PFO-TP	Technician Pay
NGAZ-PFO-TVP	Travel Voucher Pay
NGAZ-PFO-DPI	Data Processing Division
NGAZ-PFO-IR	Internal Review Division
NGAZ-PFO-PC	Purchasing and Contracting Division

HRO

NGAZ-HRZ	Human Resources Officer
NGAZ-HRO-X	Deputy Human Resource Officer
NGAZ-HRO-SPM	Supervisor Personnel Management
NGAZ-HRO-C	Classification
NGAZ-HRO-S	Staffing
NGAZ-HRO-ED	Employee Development
NGAZ-HRO-BES	Benefits and Employee Services
NGAZ-HRO-LR	Labor Relations
NGAZ-HRO-AGM	Active Guard & Reserve (AGR) Program Manager
NGAZ-HRO-AGP	AGR Personnel Actions
NGAZ-HRO-AGB	AGR Benefits
NGAZ-HRO-EEM	Equal Employment Manager
NGAZ-HRO-PSM	Personnel Systems Manager

FMO

NGAZ-FMZ	Facilities Management Officer
NGAZ-FMO-X	Deputy Facilities Management Officer
NGAZ-FMO-ESD	Engineer Services Division
NGAZ-FMO-EMO	Environmental Management Office
NGAZ-FMO-HMB	Hazard Management Branch
NGAZ-FMO-ECB	Environmental Compliance Branch
NGAZ-FMO-NRB	Natural Resources Branch
NGAZ-FMO-EEB	Environmental Engineering Branch
NGAZ-FMO-TSB	Training Site Branch

G-1

NGAZ-PEZ	Deputy Chief of Staff, G-1
NGAZ-PER-X	Deputy G-1
NGAZ-PER-PA	Plans and Actions
NGAZ-PER-A	Awards
NGAZ-PER-O	Orders
NGAZ-PER-EPM	Enlisted Personnel Management
NGAZ-PER-OPM	Officer Personnel Management
NGAZ-PER-SC	Security Clearances
INGAZ-PER-ES	Educational Services
NGAZ-PER-DCS	Deployment Cycle Support
NGAZ-PER-FS	Field Systems
NGAZ-PER-HS	Health Services
NGAZ-PER-MOB	Mobilization Branch
NGAZ-PER-FP	Family Programs
NGAZ-PER-SID	SIDPERS
NGAZ-PER-IP	Incentive Pay
NGAZ-PER-RP	Retirement Points
NGAZ-PER-SUP	Soldier Support

G-3

NGAZ-OPZ	Deputy Chief of Staff, G-3
NGAZ-OPS-X	Deputy G-3
NGAZ-OPS-MRO	Mobilization Readiness Office
NGAZ-OPS-MOB	Mobilization Training Branch
NGAZ-OPS-FI	Force Integration Readiness Officer
NGAZ-OPS-TO	State Training Office
NGAZ-OPS-A	Ammunition
NGAZ-OPS-B	Budget
NGAZ-OPS-NBC	Nuclear Biological Chemical (NBC)
NGAZ-OPS-M	Marksmanship
NGAZ-OPS-S	Schools

G-4

NGAZ-LOZ	Deputy Chief of Staff, G-4
NGAZ-LOG-X	Deputy G-4
NGAZ-LOG-PBO	Property Book Officer
NGAZ-LOG-PRD	Plans, Policies and Readiness Division
NGAZ-LOG-SSD	Supply and Service Division
NGAZ-LOG-SUP	Supply Branch
NGAZ-LOG-SVC	Services Branch
NGAZ-LOG-W	Warehouse
NGAZ-LOG-DX	Direct Exchange
NGAZ-LOG-T	Transportation Division
NGAZ-LOG-M	Maintenance Division
NGAZ-LOG-CSM	Combined Support Maintenance Shop (CSMS)
NGAZ-LOG-FMA	Field Maintenance Shop 1
NGAZ-LOG-FMB	Field Maintenance Shop 3
NGAZ-LOG-FMC	Field Maintenance Shop 4
NGAZ-LOG-FMD	Field Maintenance Shop 4A
NGAZ-LOG-FME	Field Maintenance Shop 6
NGAZ-LOG-FMF	Field Maintenance Shop 6A
NGAZ-LOG-FMG	Field Maintenance Shop 7
NGAZ-LOG-FMH	Field Maintenance Shop 8
NGAZ-LOG-UTE	UTES

G-6

NGAZ-IMZ	Deputy Chief of Staff, G-6
NGAZ-IM-X	Deputy G-6
NGAZ-IM-AS	Administrative Services
NGAZ-IM-BA	Budget Analyst
NGAZ-IM-CND	Computer Network Defense Team
NGAZ-IM-DL	Distance Learning
NGAZ-IM-FPA	Freedom of Information Act /Privacy Act Officer
NGAZ-IM-IA	Information Assurance
NGAZ-IM-ISS	Information Systems Support Branch
NGAZ-IM-NCC	Network Control Center
NGAZ-IM-OPS	Information Technology Operations
NGAZ-IM-PA	Program Analyst
NGAZ-IM-PM	Publications Management Section
NGAZ-IM-RM	Records Management Section
NGAZ-IM-TC	Telecommunications Section
NGAZ-IM-VI	Visual Information

Office Symbols organized under AZARNG MACOMS:

Arizona ARNG Element JFHQ (M00)

NGAZ-JHQ	Joint Forces Headquarters
NGAZ-CCT	1971ST CCT SPT DET
NGAZ-TDS	DET 1 629TH Trial Defense Team
NGAZ-OSA	OPER SPT Airlift OSA Command
NGAZ-CST	91ST CST
NGAZ-JCN	JCNTF
NGAZ-RRC	R & R CMD AZ
NGAZ-RRC-A	Company A (ESM)
NGAZ-RRC-AA	DET 1 AZ RSP South
NGAZ-RRC-AB	DET 2 AZ RSP North
NGAZ-RRC-AC	DET 3 AZ RSP Glendale
NGAZ-RRC-AD	DET 4 AZ RSP Moreland
NGAZ-RRC-AE	DET 5 AZ RSP 52ND ST
NGAZ-MED	ARNG MED DET AZ
NGAZ-RTI	215TH RTI
NGAZ-RTI-GS	2-215TH GS BN
NGAZ-MTC	HQ Camp Navajo MTC-L
NGAZ-MTC-H	HHC MTC-L
NGAZ-MTC-T	TSSD

158TH Maneuver Enhancement Brigade (M01)

NGAZ-MEB	HQ 158TH MEB CMD
NGAZ-MEB-H	HHC 158TH MEB
NGAZ-BSB	HQ 158TH BSB
NGAZ-INF	HQ 1ST BN 158TH IN
NGAZ-INF-H	HHC 1ST BN 158TH IN
NGAZ-INF-A	A CO 1ST BN 158TH IN
NGAZ-INF-B	B CO 1ST BN 158TH IN
NGAZ-INF-C	C CO 1ST BN 158TH IN
NGAZ-INF-D	D CO 1ST BN 158TH IN
NGAZ-INF-E	CO E 29TH BDE SPT BN FSC INF
NGAZ-MP	850TH MP BN
NGAZ-MP-H	HHD 850TH MP BN
NGAZ-MPA	855TH MP CO
NGAZ-MPB	856TH MP CO
NGAZ-MPC	860TH MP CO
NGAZ-SIG-B	365TH SIG CO

198TH Regional Support Group (M02)

NGAZ-RSG	HQ 198TH SPT GRP
NGAZ-TRN	HQ 1120TH TRANS BN
NGAZ-TRA	222ND TRANS CO MDM TRK
NGAZ-TRB	1404TH TRANS CO LMT
NGAZ-TRC	2220TH TRANS CO LMT
NGAZ-CSB	HQ 158TH CORPS SPT BN
NGAZ-MNT	3666TH MAINT CO
NGAZ-MDC	996TH MED CO AREA SPT

NGAZ-FIN-A	159TH Finance Detachment
NGAZ-FIN-B	160TH Finance Detachment
NGAZ-ENG	253RD ENGR BN TOTAL
NGAZ-ENG-H	HHC 253RD ENGR BN
NGAZ-ENG-F	FSC 253RD ENGR BN
NGAZ-ENG-A	194TH EN DET
NGAZ-ENG-B	257TH ENGR DET
NGAZ-ENG-C	258TH ENGR CO
NGAZ-ENG-E	259TH ENG PLT
NGAZ-ENG-G	260TH ENG DET
NGAZ-ENG-I	819TH EN CO
NGAZ-EOD-A	362ND Ordnance Company EOD
NGAZ-EOD-B	363RD Explosive Ordnance CO
NGAZ-SIG-A	CO A 422ND EXPED SIG CO
NGAZ-PAD	123RD MPA DET
NGAZ-ARB	108TH Army Band

Western Army National Guard Aviation Training Site (M03)

NGAZ-WTS	WESTERN ARNG AVN TNG SITE
NGAZ-WTS-T	158TH TASS BN
NGAZ-WTS-AS	AV SPT BN
NGAZ-WTS-AM	AV MAINT BN

98TH Aviation Troop Command (M04)

NGAZ-AVA	98TH AVN TRP CMD
NGAZ-AVB	HQ 1ST BN 285TH AVN
NGAZ-AVB-H	HHC 1ST BN 285TH AVN
NGAZ-AVB-A	CO A 1ST BN 285TH AVN
NGAZ-AVB-B	CO B 1ST BN 285TH AVN
NGAZ-AVB-C	CO C 1ST BN 285TH AVN
NGAZ-AVB-D	CO D 1ST BN 285TH AVN
NGAZ-AVB-E	CO E 1ST BN 285TH AVN
NGAZ-AVC	HQ 2ND BN 285TH AVN RGMT
NGAZ-AVC-H	HHC 2ND BN 285TH AVN
NGAZ-AVC-A	CO A 2ND BN 285TH AVN
NGAZ-AVC-D	CO D 2ND BN 285TH AVN
NGAZ-AVC-E	CO E 2ND BN 285TH AVN
NGAZ-AVD-C	DET 1 C 159TH AVN REGT
NGAZ-AVD-D	DET 2 D 159TH AVN REGT
NGAZ-AVD-E	DET 2 E 159TH AVN REGT
NGAZ-AVE	CO F 1/168TH ATS (HVY)
NGAZ-AVF	DET 1 C 3-140TH AVN S&S
NGAZ-AVG	DET 1/ B/ 640TH ASB

Glossary

Section I
Abbreviations

AASA
Administrative Assistant to the Secretary of the Army

ACOM
ARNG Command

ARSTAF
Army Staff

ASCC
Army Service Component Command (ASCC)

DA
Department of the Army

DRU
Direct Reporting Unit

FOA
Field Operating Agency

HQDA
Headquarters, Department of the Army

OSA
Office of the Secretary of the Army

PAM
Pamphlet

RMDA
Records Management and Declassification Agency

SSA
Staff Support Agency

Section II
Terms

This section contains no entries.

Section III
Special Abbreviations and Terms

This section contains no entries.