Department of the Army
Headquarters Fort Monroe
Fort Monroe, Virginia 23651-6000

*FM Reg 25-50

15 March 1995

Information Management: Records Management
OFFICE SYMBOLS

Summary. This regulation prescribes policies and procedures and assigns responsibilities for the Office Symbol Program and provides a list of current office symbols for HQ Fort Monroe.

Applicability. This regulation applies to HQ Fort Monroe activities.

Suggested improvements. The proponent of this regulation is the Directorate of Information Management (DOIM). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Director of Information Management, ATTN: ATZG-BO-PR, Fort Monroe, VA 23651-6000. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas of Excellence Program (AIEP) Proposal).

Contents

	Paragraph	Page
Purpose	1	1
References	2	1
Responsibilities	3	1
Policy	4	2
Procedures	5	2
Appendix A HQ Fort Monroe Office Symbols		3

1. Purpose. To prescribe policies and responsibilities for the Office Symbol Program.

2. References. Related publications are--

a. AR 340-9 (Office Symbols).

b. TRADOC Pam 25-51 (Office Symbols).

3. Responsibilities. The DOIM is responsible for establishing Fort Monroe office symbols. Supported activities will submit requests for new office symbols to DOIM, ATTN: ATZG-BO-PR.

*This regulation supersedes FM Pam 25-50, 1 April 1994.

4. Policy. Office symbols will not be changed solely because an activity's name has been changed. Office symbols will be changed on a case-by-case basis; final approval rests with the DOIM, ATTN: ATZG-BO-PR.

5. Procedures. Office symbols are established as follows:

a. Office symbols will not exceed nine letters.

b. The first two letters have been assigned to the U.S. Army Training and Doctrine Command (TRADOC) by HQDA and are "AT."

c. The third and fourth letters represent the Fort Monroe installation.

d. After the hyphen, letters five through nine will represent directorates (or comparable element), branches, and sections, as applicable. A hyphen will be placed between the sixth and seventh letters as appropriate.

FOR THE COMMANDER:

Janice C. Kellihan

JANICE C. KELLIHAN
Administrative Officer

DISTRIBUTION:
HQ TRADOC: H1
HQ Fort Monroe: A

Copies furnished:
Commander, TRADOC
(ATIM-SM)

Appendix A
HQ Fort Monroe Office Symbols

Installation Commander.....ATZG-CO

The U.S. Continental Army Band.....ATZG-AB

Administrative Office.....ATZG-AO
  Personnel Administration Center.....ATZG-AOP
  Retirement Services.....ATZG-AOR

Directorate of Information Management (DOIM).....ATZG-B
  Administrative Office.....ATZG-BZ
  Operations Division.....ATZG-BO
    Information Systems Branch.....ATZG-BO-I
      Help Desk Team.....ATZG-BO-IH
      Network Management Team.....ATZG-BO-IN
      Advanced Technology Team.....ATZG-BO-IA
    Information Management Services Branch.....ATZG-BO-P
      Special Projects.....ATZG-BO-PJ
      Printing.....ATZG-BO-PP
      Records Management.....ATZG-BO-PF
      Pubs/Forms/Official Mail.....ATZG-BO-PR
      Publications Stockroom.....ATZG-BO-PS
      Mail and Distribution Center.....ATZG-BO-PM
      Classified Mailroom.....ATZG-BO-PC
      Telecommunications Center.....ATZG-BO-PT
      Electronic Maintenance.....ATZG-BO-PE
      Videoteleconference Center.....ATZG-BO-PV
  Applications Systems Division.....ATZG-BA
    Database and Technology Support Team.....ATZG-BA-D
    TRADOC Support Team.....ATZG-BA-T
    Field Systems Team.....ATZG-BA-F

Command Executive Assistant.....ATZG-CEA

Chaplain.....ATZG-CH

Command Sergeant Major.....ATZG-CSM
  Post Reenlistment Office.....ATZG-CSM-R

Dental Clinic.....ATZG-DDS

Health Clinic.....ATZG-DHS
  Veterinary Activity.....ATZG-DHS-V

Equal Employment Opportunity Office.....ATZG-EEO

Information Systems Officer (ISO).....ATZG-ISO

Judge Advocate (JA).....ATZG-JA

Directorate of Logistics (DOL).....ATZG-L
  Transportation Division.....ATZG-LT
  Property Book Division.....ATZG-LPB

Casemate Museum.....ATZG-M

Public Affairs Office.....ATZG-PAO

Directorate of Community & Family Activities (DCFA)..ATZG-PA
  Community Activities Division.....ATZG-PA-C
    Support Services.....ATZG-PA-CS
    Fort Monroe Club.....ATZG-PA-CO
    Recreation.....ATZG-PA-CR
  Human Resource Division.....ATZG-PA-H
    Alcohol and Drug Control Branch.....ATZG-PA-HA
    Army Community Service Branch.....ATZG-PA-HC
    Child Development Services Branch.....ATZG-PA-HD
    Youth Services Branch.....ATZG-PA-HY
  Financial Management Division.....ATZG-PA-FM
  Equal Opportunity Office.....ATZG-PA-E
  Post Exchange.....ATZG-PA-PX

Directorate of the Provost Marshal and Support
Operations (DPM&SO).....ATZG-PM
  Cdr, Headquarters and Headquarters Company.....ATZG-PMH
    1SG.....ATZG-PMH-S
  Cdr, Military Police Activity.....ATZG-PMA
    1SG.....ATZG-PMA-S
  MP Operations Division.....ATZG-PMO
  Plans and Training Division.....ATZG-PMP
  Multimedia Services Division.....ATZG-PMT
    Audio Branch.....ATZG-PMT-A
    Photo Branch.....ATZG-PMT-P

Directorate of Resource Management (DRM).....ATZG-RM
  Central Accounting.....ATZG-RM-A
  Commercial Activities.....ATZG-RM-C
  Manpower, Equipment, Documentation, and
    Management Analysis Division.....ATZG-RM-F
  Program and Budget.....ATZG-RM-B

Safety Office.....ATZG-S
  Fire Prevention and Protection.....ATZG-SF

Transition Assistance Office (TAO).....ATZG-TAO

Directorate of Public Works (DPW).....ATZG-W
  Administrative Office.....ATZG-WA
  Engineer Division.....ATZG-WE
  Housing Division.....ATZG-WH
  Industrial Operations Division.....ATZG-WI