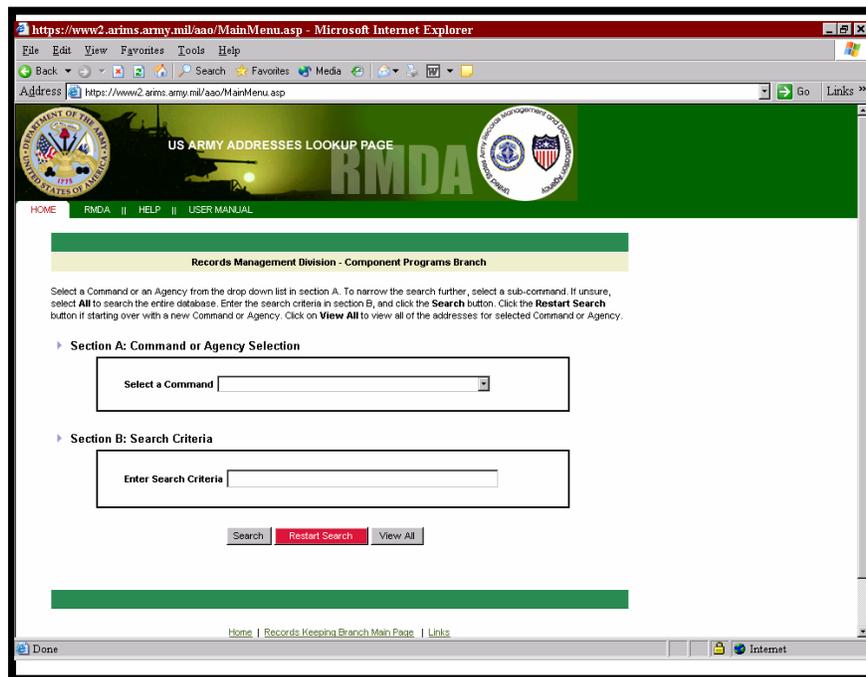


ARMY ADDRESSES ONLINE (AAO) USERS MANUAL

Welcome to the US Army Records Management and Declassification Agency's Army Address On-Line Web Site. This site contains the latest (office symbols and official mailing addresses) submitted by the organizations. You may search for addresses, and where appropriate, submit changes, additions and deletions.

Users will be asked to enter their name, phone number and email address when requesting changes to the Army Addresses On-Line.

To begin a search, select a Command or Agency from the drop down list in Section A. To narrow the search further, select a sub-command. If unsure, select ALL to search the entire database. Enter the search criteria in Section B, if needed, (for example, Commander, public affairs, division) and click the **Search** button. Click the **Restart Search** button if starting over with a new Command or Agency. Click on **View All** to view all of the addresses for a selected Command or Agency.



To add an address that is missing, click the **Add Address** button located at the upper right portion of the page. This will take you to a page where a request for an addition can be made.

The screenshot shows the 'US ARMY ADDRESSES LOOKUP PAGE' (RMDA) interface. At the top, there are logos for the Department of the Army and the Department of Defense. Below the logos, the page title 'US ARMY ADDRESSES LOOKUP PAGE' and 'RMDA' are displayed. A navigation bar includes 'HOME', 'RMDA', 'HELP', and 'USER MANUAL'. The main content area is titled 'Search Results - Major Commands - MACOM- Summary'. It contains a paragraph of instructions: 'To add an address that is missing, click the **Add Address** button. This will take you to a page where a request for an addition can be made. For information that needs to be corrected, move the cursor over the information and click. You will be taken to a page where a change or deletion request can be made.' Below this text is a link to 'Click on **New Search** to start with a new Search.' and a 'Jump To Page: 1' option. A table with four columns: 'Title/Installation', 'Office Symbol', 'Email Address', and 'Mailing Address' is displayed. The table lists four entries: 'U.S. Army, Europe and Seventh Army (USAREUR)', 'U.S. Army Forces Command (FORSCOM)', 'U.S. Army Corps of Engineers (USACE)', and 'Military Traffic Management Command (MTMC)'. A green arrow points from the right side of the page to the 'Add Address' button located in the upper right corner of the main content area.

Title/Installation	Office Symbol	Email Address	Building	Mailing Address
U.S. Army, Europe and Seventh Army (USAREUR)				UNITED STATES ARMY EUROPE/7A UNIT 29351 APO AE 09014-0010
U.S. Army Forces Command (FORSCOM)				US ARMY FORCES CMND 1777 HARDEE AVE SW FT MCPHERSON GA 30330-1062
U.S. Army Corps of Engineers (USACE)				US ARMY CORPS OF ENGINEERS GAC BUILDING 441 G STREET NW WASHINGTON DC 20314-1000
Military Traffic Management Command (MTMC)				MILITARY TRAFFIC MANAGEMENT CMND 200 STOVALL ST ALEXANDRIA VA 22332-5000

Enter the organization's name, address information in Section A, the Requestor's information in Section B, and click the **Continue** button. The **Requestor** is the person making the changes. If the AAO administrator has a question concerning information submitted, the requestor will be contacted for clarification.

The screenshot shows a web form with two main sections. Section A, titled "Section A: Address Information * Indicates a Required Field", contains several fields: "Select a Command" (dropdown menu with "Other Commands/Field Operating Agencies" selected), "Select a Sub-Command" (dropdown menu with "U.S. Army Human Resources Command (AHRC)" selected), "Office or Agency Name*" (text input), "Office Symbol" (text input), "Building" (text input), "E-Mail Address" (text input), and "Mailing Address*" (text area). Section B, titled "Section B: Requester Information", contains: "Requester Name*" (text input), "Business Telephone Number*" (input with area code, number, and extension), "Business Telephone Extension" (text input), "DSN" (input with area code and number), and "Email Address*" (text input). At the bottom of the form, there is a paragraph of instructions: "If you are satisfied the information is correct, click the **Continue** button below. You will have another chance to verify that the information is correct before transmitting to RMDA. If you **do not** want to add this address information, click the **Cancel** button below." Below the instructions are two buttons: "Continue" and "Cancel". The form is displayed in a browser window with a status bar at the bottom showing "Done" and "Internet".

After entering the data and you are satisfied the information is correct, click the **Continue** button. You will have another chance to verify that the information is correct before transmitting to RMDA. If you **DO NOT** want to add this address information, click the **Cancel** button.

The **Add Information – Verification** page contains a summary of the information provided. Review this information carefully to ensure its accuracy. To make changes, click on the **Modify** button below. If the information shown is correct and you wish to continue, click the **Submit** button to have this request transmitted and processed by RMDA.

Add Information - Verification

This page contains a summary of the information that you have provided. Review this information carefully to ensure its accuracy. To make changes, click on the **Modify** button below. If the information shown is correct and you wish to continue, click the **Submit** button below to have this request transmitted and processed by RMDA.

Section A: Address Information

Command	Other Commands/Field Operating Agencies
Sub-Command	U.S. Army Human Resources Command (AHRC)
Office or Agency Name	Records Management Division
Office Symbol	ABCD-EFG-HI
Building	
E-Mail Address	
Mailing Address	1234 ARMY WAY FT ANYWHERE VA 12345-0000

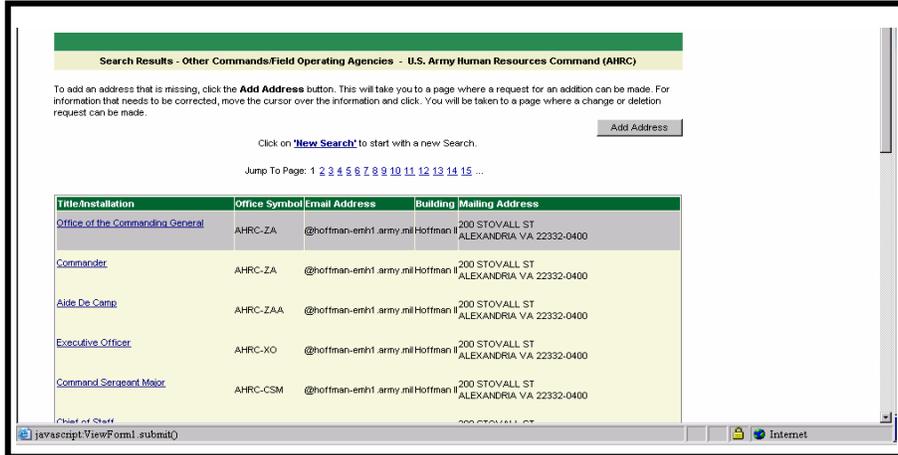
Section B: Requester Information

Requester Name	JOHN DOE
Business Telephone Number	(101) 111 - 1111
Business Telephone Extension	
DSN	-
Email Address	JOHN.DOE@ARMY.MIL

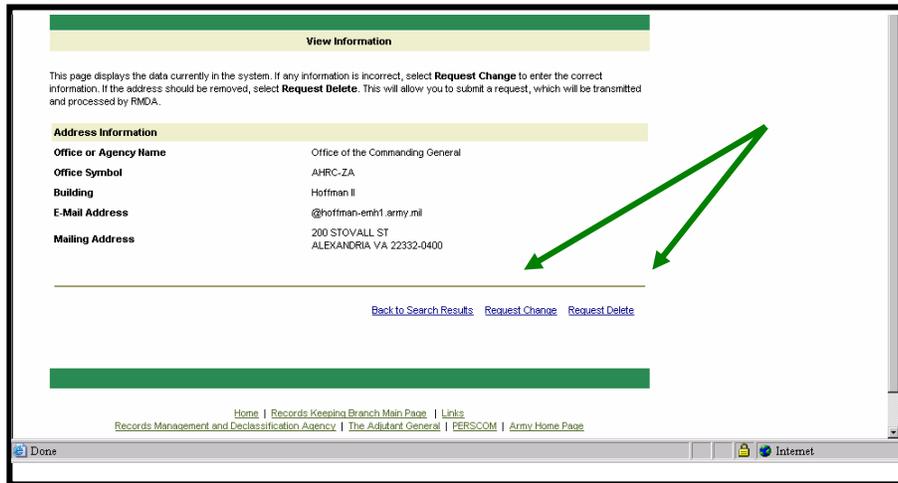
Please note that once you click on the **Submit** button, you **will NOT** be able to change this information by clicking on the **Back** button on your page.

Please note that once you click on the Submit button, you will NOT be able to change this information by clicking on the Back button on your page.

To make a change to an address, move the cursor over the information and click. You will be taken to a page where a change request can be made.



The **View Information** page displays the data currently in the system. You may choose to change or delete data by clicking on the **Request Change** or **Request Delete** hyperlinks.



The **Change Information** page displays **Section A**, which is pre-filled for your convenience. Modify all information that is incorrect and click on the **Continue** button.

Change Information

This page displays the data currently in the system. Fields in **Section A** are pre-filled for your convenience. Modify all information that is incorrect and click the **Continue** button.

Section A: Address Information * Indicates a Required Field

Office or Agency Name* Office of the Commanding General

Office Symbol AHRC-ZA

Building Hoffman II

E-Mail Address @hoffman-emh1.army.mil

Mailing Address* 200 STOVALL ST
ALEXANDRIA VA 22302-0400

Section B: Requester Information

Requester Name* JOHN DOE

Business Telephone Number* (101) 111 1111

Business Telephone Extension

DSN

Email Address* JOHN.DOE@ARMY.MIL

If you are satisfied the information is correct, click the **Continue** button below. You will have another chance to verify that the information is correct before transmitting to RMDA. If you **do not** want to make the changes, click the **Cancel** button below.

If you are satisfied the information is correct, click the **Continue** button. You will have another chance to verify that the information is correct before transmitting to RMDA. If you **DO NOT** want to make the changes, click the **Cancel** button.

The **Change Information – Verification** page contains a summary of the information that you have provided. Review this information carefully to ensure its accuracy. To make changes, click the **Modify** button. If the information shown is correct and you wish to continue, click on the **Submit** button to have this request transmitted and processed by RMDA.

Change Information - Verification

This page contains a summary of the information that you have provided. Review this information carefully to ensure its accuracy. To make changes, click on the **Modify** button below. If the information shown is correct and you wish to continue, click the **Submit** button below to have this request transmitted and processed by RMDA.

Section A: Address Information

Office or Agency Name	Office of the Commanding General
Office Symbol	AHRC-ZA
Building	Hoffman II
E-Mail Address	@hoffman-emh1.army.mil
Mailing Address	200 STOVALL ST ALEXANDRIA VA 22332-0400

Section B: Requester Information

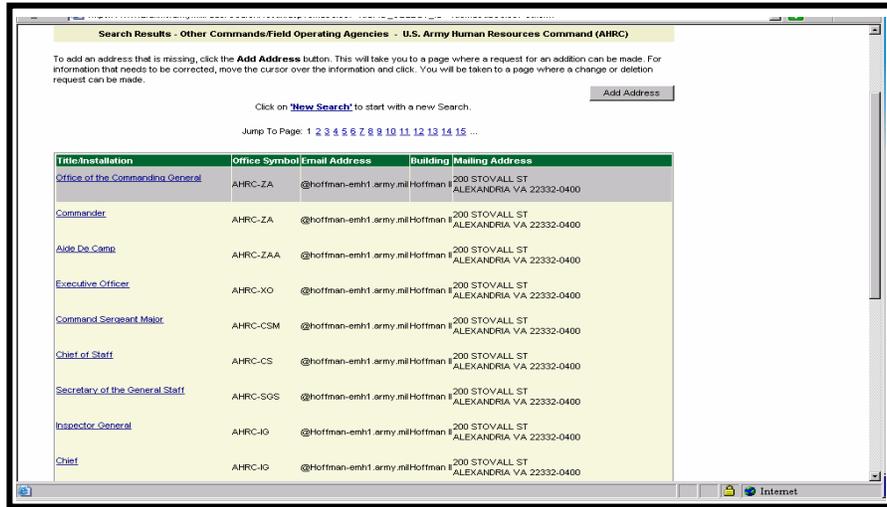
Requester Name	JOHN DOE
Business Telephone Number	(101) 111 - 1111
Business Telephone Extension	
DSN	-
Email Address	JOHN.DOE@ARMY.ML

Please note that once you click on the **Submit** button, you **will NOT** be able to change this information by clicking on the **Back** button on your page.

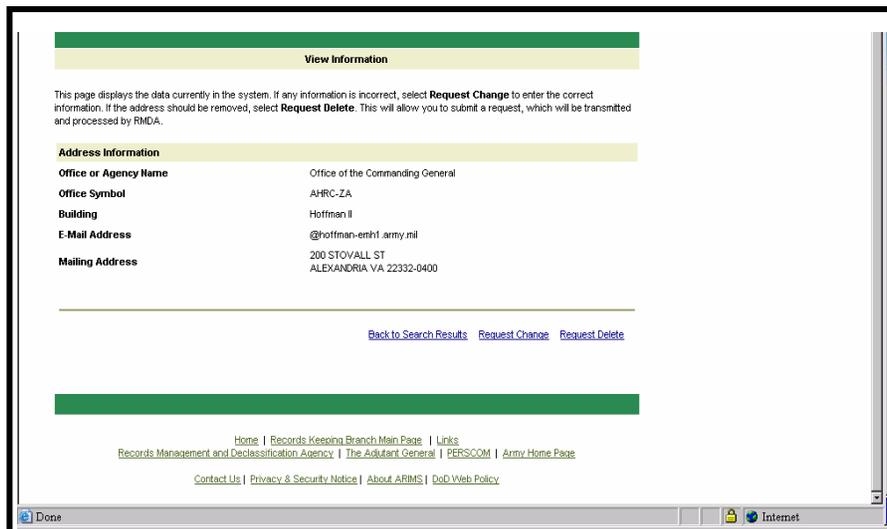
Done Internet

Please note that once you click on the Submit button, you will NOT be able to change this information by clicking on the Back button on your page.

To **delete** an address, move the cursor over the information and click. You will be taken to a page where a deletion request can be made.



The **View Information** page displays the data currently in the system. You may choose to change or delete data by clicking on the **Request Change** or **Request Delete** hyperlinks.



The **Delete Information** page displays the data we currently have in the system. This information cannot be changed. Fill out the requestor's information, and click on the **Continue** button to have this record deleted.

Delete Information

This page displays the data currently in the system. Fill out your information, and click **Continue** button to have this record deleted.

Section A: Address Information

Office or Agency Name Office of the Commanding General
Office Symbol AHRC-ZA
Building Hoffman II
E-Mail Address @hoffman-enr1.army.mil
Mailing Address 200 STOVALL ST
ALEXANDRIA VA 22332-0400

Section B: Requester Information* Indicates a Required Field

Requester Name* JOHN DOE
Business Telephone Number* () - -
Business Telephone Extension -
DSN -
Email Address* JOHN.DOE@ARMY.ML

If you are satisfied that the above information should be deleted, click the **Continue** button below. You will have another chance to verify that the information is correct before transmitting to RMDA. If you **do not** want to delete this address information, click the **Cancel** button below.

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Done Internet

If you are satisfied that the above information should be deleted, click the **Continue** button. You will have another chance to verify that the information is correct before transmitting to RMDA. If you **DO NOT** want to delete this address information, click the **Cancel** button.

The **Delete Information – Verification** page contains a summary of the requestor’s information that you have provided. Review this information carefully to ensure its accuracy. To make changes, click on the **Modify** button. If the information shown is correct and you wish to continue, click on the **Submit** button to have this request transmitted and processed by RMDA.

Delete Information - Verification

This page contains a summary of the information that you have provided. Review this information carefully to ensure its accuracy. To make changes, click on the **Modify** button below. If the information shown is correct and you wish to continue, click the **Submit** button below to have this request transmitted and processed by RMDA.

Section A: Address Information

Office or Agency Name	Office of the Commanding General
Office Symbol	AHRC-ZA
Building	Hoffman II
E-Mail Address	@hoffman-emh1.army.mil
Mailing Address	200 STOVALL ST ALEXANDRIA VA 22332-0400

Section B: Requester Information

Requester Name	JOHN DOE
Business Telephone Number	(101) 111 - 1111
Business Telephone Extension	
DSN	-
Email Address	JOHN.DOE@ARMY.ML

Please note that once you click on the **Submit** button, you **will NOT** be able to change this information by clicking on the **Back** button on your page.

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Please note that once you click on the Submit button, you will NOT be able to change this information by clicking on the Back button on your page.