

OFFICE SYMBOLS DA CONSTRUCTION METHOD

Office symbols are used to identify originators of correspondence and electronically transmitted messages. Office symbols are also used when forwarding correspondence to, from, or within HQDA. Office symbols will be as short as possible. Per AR 25-1, office symbols should be added or deleted when new organizational elements are created, existing organizational elements are terminated, or organizational elements are divided or merged.

a. Office symbols should contain no more than nine letters. Hyphens are placed between the fourth and fifth and the seventh and eighth letters. Characters other than letters of the alphabet will not be used in the construction of office symbols. The first two letters of an office symbol normally indicate the organization's primary command. For example, "SA" is used for OSA or an OSA activity, "DA" for other HQDA staff elements.

b. Office symbols of HQDA field operating and staff support agencies normally begin with two letters representing the parent staff agency. The third and fourth letters of the symbol represent the principal official in the activity or agency. The fifth and sixth letters represent a directorate, a comparable element, or the next organizational element below agency level.

c. The fifth and sixth letters may also represent a certain official in the immediate office of the agency head. The seventh letter represents a staff division, a comparable element, or the next lower organizational element. The eighth letter represents a staff branch, comparable element, or the next lower organizational element. The ninth letter represents a section, group, team, or an individual action officer.

d. The letter "Z" is used in the fifth or seventh position only for the immediate office of the head of the 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 (for example, deputies and assistant deputies) in the immediate office of the activity head. 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.

Sequential construction of office symbols

HQDA	Agency	Directorate	Division	Branch	Office symbols
HQDA					
DA	Deputy Chief of Staff for Personnel	Military Personnel Mgt Directorate	Enlisted Accessions Division	Enlisted Policy Branch	DA
	PE				DAPE
		-MP			DAPE-MP
			A		DAPE-MPA
				-RS	DAPE-MPA-RS

Parent Agency	Support or Field Agency	Headquarters/Regions	Division	Branch	Office symbols
Assistant Chief of Staff for Installation Management DAIM					
	Installation Management Agency IM	Headquarters	Resource Management Division	Manpower Management Branch	IM
		AH			IMAH
			-RMD		IMAH-RMD
				-M	IMAH-RMD-M