

**USAR Circular 25-18-50**

**Information Management:  
Records Management**

**Office Symbols**

**Department of the Army  
U.S. Army Reserve Command  
4710 Knox Street  
Fort Bragg, NC 28310-5010  
01 November 2018**

# ***SUMMARY OF CHANGE***

## **USAR Circular 25-18-50 Office Symbols**

This circular—

- o Updates/lists office symbols for OCAR staff agencies and USARC Headquarters.
- o Lists basic symbol for the USAR Geographical and Functional Commands (GFC).
- o Explains construction of the office symbols.

Department of the Army  
U.S. Army Reserve Command  
4710 Knox Street  
Fort Bragg, NC 28310-5010  
01 November 2018

USAR Circular 25-18-50  
Expires 30 October 2020

Information Management: Records Management  
**OFFICE SYMBOLS**

For the Commander:

ALBERTO C. ROSENDE  
Brigadier General, U.S. Army  
Chief of Staff

Official:



LEE P. GEARHART  
Colonel, AG  
Deputy Chief of Staff, G-1

**Applicability.** This circular applies to Headquarters, USARC; USAR GFCs, and direct reporting activities.

**Proponent and exception authority.** The proponent of this circular is the USARC Deputy Chief of Staff (DCS), G-1. The proponent has the authority to approve exceptions to this circular that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division or office chief under their supervision within the proponent directorate.

**Supplementation.** Supplementation of this circular and establishment of agency, command, and installations forms are prohibited without prior approval from DCS G-1, Records Management and Publishing Branch (AFRC-PRR), U.S. Army Reserve Command, 4710 Knox Street, Fort Bragg, NC 28310-5010.

**Suggested improvements.** Users are invited to send comments and suggestions on DA Form 2028 (Recommended Changes to Publication and Blank Forms) directly to DCS G-1, Records Management and Publishing Branch (AFRC-PRR), U.S. Army Reserve Command, 4710 Knox Street, Fort Bragg, NC 28310-5010.

**DISTRIBUTION.** This publication is intended for command levels C, D, and E and is available in electronic format on the USARC SharePoint publications website located at <https://arg1web/pubs/pubs/Pages/default.aspx>. Local reproduction is authorized.

**History.** This is the initial printing of USAR Circular 25-18-50. Previous edition, USAR Circular 25-15-50, 1 December 2015, is obsolete.

**Summary.** This circular updates/lists office symbols for Office of the Chief of Army Reserve (OCAR) located in Washington, DC or Fort Belvoir, VA; United States Army Reserve Command (USARC) Headquarters located at Fort Bragg, NC; and United States Army Reserve (USAR) Geographical and Functional Commands (GFC). Explains construction of the office symbols. Office symbols are effective upon assignment of the organization to the USAR.

This circular supersedes USAR Circular 25-15-50, dated 1 November 2015.

**Contents**

Purpose – 1, page 1  
References – 2, page 1  
Responsibilities – 3, page 1

**Appendixes**

A. OCAR and USARC Office Symbols, page 1  
B. GFC Office Symbols, page 3

**1. Purpose**

a. This circular contains office symbols for Office of the Chief of Army Reserve (OCAR) located in Washington, DC and Fort Belvoir, VA; Headquarters, USARC (HQ USARC) located at Fort Bragg, NC; and basic office symbols for the USAR Geographical and Functional Commands (GFCs). It also explains the construction of the office symbols depicted in this directive.

b. Appendix A provides a list and explains the construction of OCAR and HQ USARC office symbols. Appendix B provides a list and explains the construction of the basic symbol for the GFC.

**2. References**

a. Army Regulation 25-1, Army Information Technology.

b. Army Regulation 25-59, Office Symbols.

**3. Responsibilities**

a. The USARC G-1, Records Management and Publishing Branch (RMPB), will assign office symbols to staff elements of OCAR, HQ USARC, and the GFCs.

b. All GFC deputies or Assistant Chiefs of Staff, G-1, will-

(1) Assign office symbols to their headquarters' staff agencies and subordinates.

(2) Publish a circular at least once every two years explaining construction of office symbols and listing their current headquarters and subordinates' office symbols. Forward a copy of the circular to USARC, G-1, RMPB.

c. All other agencies and activities will send any requests for office symbol changes or new office symbols to the USARC G-1, RMPB.

**APPENDIX A**

**Army Reserve (AR) Staff (OCAR and USARC Headquarters) Office Symbols**

**A-1. Construction of office symbols**

a. Office symbols are constructed as follows:

(1) The office symbols consist of a maximum of nine letters. Hyphens separate the 4th and 5th letters and 7th and 8th letters, e.g., AFRC-OPT-T.

(2) For OCAR, the Department of the Army assigned the first four letters (DAAR). The USARC G-1, RMPB assigned the 5th through the 9th letters. The 5th and 6th letters represent a principal subdivision of the command group, a directorate, or a general or special staff agency. The 7th letter represents a division within a directorate or special staff office. The 8th and 9th letters represents a division or section within the directorate/staff agency.

(3) For HQ USARC, the U.S. Army Forces Command assigned the first four letters (AFRC). The

USARC G-1, RMPB assigned the 5th through the 9th letters. The 5th and 6th letters represent a principal subdivision of the command group, a directorate, or a general or special staff agency. The 7th letter represents a division within a directorate or special staff office. The 8th and 9th letters represents a division or section within the directorate/staff agency.

b. A change in the name of an activity does not justify a change in the office symbol.

**A-2. Office symbols for Office of the Chief of Army Reserve (OCAR) staff, Washington, DC and Fort Belvoir, VA:**

<u>Directorate, Office, or Division</u>	<u>Office Symbol</u>
<b>Chief of Army Reserve (CAR)</b> .....	DAAR-ZA
<b>CAR Executive Officer (CAR XO)</b> .....	DAAR-ZX
<b>Assistant Chief, Army Reserve (ACAR)</b> .....	DAAR-ZB
<b>Deputy Chief, Army Reserve (IMA) (DCAR)</b> ..	DAAR-ZC
<b>Assistant Chief of Staff</b> .....	DAAR-ZD
<b>Secretary of the General Staff</b> .....	DAAR-ZDS
<b>Protocol Office</b> .....	DAAR-ZDP
<b>Contract Admin Support Office (CASO)</b> .....	DAAR-ZDC
<b>Command Chief Warrant Officer (CCWO)</b> .....	DAAR-WO
<b>Command Sergeant Major (CSM)</b> .....	DAAR-CM
<b>(Personal Staff)</b>	
<b>Staff Judge Advocate (SJA)</b> .....	DAAR-JA
<b>General Officer Mgt Office (GOMO)</b> ..	DAAR-GO
<b>(Special Staff)</b>	
<b>Private, Public, &amp; Partnership Office (P3O)</b> .....	DAAR-EP
<b>Army Reserve Communications (ARC)</b> .....	DAAR-ARC
<b>Legislative Affairs Division (LAD)</b> ....	DAAR-LA
<b>(Coordinating Staff)</b>	
<b>OCAR G-1</b> .....	DAAR-HR
Budget Integration Office .....	DAAR-HRB
Strategy & Integration Directorate (SID) ....	DAAR-HRS
Senior Leader Development Office ..	DAAR-HRL
Health Affairs .....	DAAR-MD

**Deputy Chief of Staff, G-3/5/7** ..... DAAR-OP  
 G-2 ..... DAAR-IN  
 CIO/G-6 ..... DAAR-CI  
 G-33 ..... DAAR-OPO  
 G-34 ..... DAAR-OPM  
 G-35 ..... DAAR-OPP  
 G-37 ..... DAAR-OPT  
 G-38 ..... DAAR-OPR  
 G-39 ..... DAAR-OPS  
 Force Management Div ..... DAAR-OPF

**Directorate of Resource & Installation Management (DRIM)** ..... DAAR-RM  
 Financial Mgmt Systems Div ..... DAAR-RMF  
 Comptroller ..... DAAR-RMC  
 Programs, Analysis & Evaluation..... DAAR-RMP (PA&E)  
 Strategic Equipping Division ..... DAAR-LG  
 Army Reserve Installation..... DAAR-IM  
 Management Directorate (ARIMD)

**CAR Action Group/G-5** ..... DAAR-CAG

**A-3. Office symbols for U.S. Army Reserve Command Headquarters staff, Fort Bragg, NC:**

<u>Directorate, Office, or Division</u>	<u>Office Symbol</u>
<b>Commanding General (CG)</b> .....	AFRC-CG
<b>Command Executive Officer (CXO)</b> ..	AFRC-CX
<b>Deputy Commanding General (DCG)</b> .....	AFRC-DCG
<b>Chief of Staff (CoS)</b> .....	AFRC-CS
Protocol Office .....	AFRC-CSP
Secretary of the General Staff .....	AFRC-CSG
Continuous Process Improvement ...	AFRC-CSC
Office (CPIO)	
Knowledge Management (KM) .....	AFRC-CSX
<b>Command Chief Warrant Officer (CCWO)</b> .....	AFRC-WO
<b>Command Sergeant Major (CSM)</b> .....	AFRC-CM
<b>(Personal Staff)</b>	
<b>Office of the Inspector General (IG)</b> .	AFRC-IG
Assistance Branch .....	AFRC-IGA
Investigations Branch .....	AFRC-IGB
Inspections Div .....	AFRC-IGI
<b>Staff Judge Advocate (SJA)</b> .....	AFRC-JA
Admin & Civil Law Div.....	AFRC-JAC
Employment & Labor Law Div .....	AFRC-JAL
Operational Law Div .....	AFRC-JAO
Fiscal/Ethics Law Div .....	AFRC-JAE
Military Criminal Law Div .....	AFRC-JAM

Contract & Fiscal Law Div ..... AFRC-JAK  
**Command Chaplain Directorate**..... AFRC-CH  
**Safety Office** ..... AFRC-SA  
 (Special Staff)  
**HQ USARC Public Affairs Office (PAO)** ..... AFRC-PA  
**Internal Review (IR)** ..... AFRC-IR  
 Audit and Follow-up Div..... AFRC-IRR  
 Program Mgmt & External ..... AFRC-IRM  
 Audit Liaison Div

**Office of Army Reserve History** ..... AFRC-MH  
 Military History Det Tng Pgm..... AFRC-MHT  
 Museum & Historical Artifact ..... AFRC-MHM  
 Collection Activities  
 AR Historical Research Collection.... AFRC-MHR

**Contract Administration Support Office (CASO)**..... AFRC-CA

**Equal Opportunity Office (EO)** ..... AFRC-EO

**Equal Employment Opportunity Office (EEO)** (located at Fort McCoy) ..... AFRC-EEO

**Army Reserve Health Affairs**..... AFRC-MD

**Civilian Personnel Management Office (CPMO)** ..... AFRC-CPM

(Coordinating Staff)  
**Army Reserve Installation Management Directorate (ARIMD)** ..... AFRC-IM

**Deputy Chief of Staff, G-1** ..... AFRC-PR  
 Records Management & Publishing Branch (RMPB) ..... AFRC-PRR  
 Resource Management Office..... AFRC-PRB (RMO)  
 Adjutant General Div (AGD) ..... AFRC-PRA  
 Manning Div (MND)..... AFRC-PRM  
 Personnel Management Div (PMD).. AFRC-PRP  
 Soldier & Family Readiness ..... AFRC-PRF  
 Office (SFRO)  
 Services and Support Div (SSD) .... AFRC-PRS

**Deputy Chief of Staff, CIO/G-6** ..... AFRC-CI  
 Network Enterprise Center (NEC) .... AFRC-CIE  
 Operations TAC C4 Division ..... AFRC-CIO  
 Cybersecurity Program Mgmt..... AFRC-CII

**Deputy Chief of Staff, G-3/5/7/FM**..... AFRC-OP

**Deputy Chief of Staff, G-2** ..... AFRC-IN

**Deputy Chief of Staff G-33 (Operations)**..... AFRC-OPO

Mobilization Div.....	AFRC-OPO-P
Readiness Div.....	AFRC-OPO-R
Homeland Operations Office (HLO)..	AFRC-OPO-H
Operations Div .....	AFRC-OPR-O
<b>Deputy Chief of Staff, G-34</b> .....	AFRC-OPM
<b>Protection</b>	
Law Enforcement (LE) Div.....	AFRC-OPM-L
Antiterrorism (AT) Div .....	AFRC-OPM-A
Physical Security (PS) Div .....	AFRC-OPM-P
<b>Deputy Chief of Staff Plans (G-35)</b> ...	AFRC-OPP
<b>Deputy Chief of Staff (G-37)</b> .....	AFRC-OPT
<b>Training</b>	
Collective Training (CT) Div.....	AFRC-OPT-C
Individual & Leader Training (IT) Div	AFRC-OPT-I
Leader Development Div (LDD).....	AFRC-OPT-L
Training Integration Div (TID) .....	AFRC-OPT-T
Fusion Cell (FC).....	AFRC-OPT-F
<b>Resource Management (G-38)</b> .....	AFRC-OPR
<b>Directorate</b>	
Training Div.....	AFRC-OPR-T
Operations Div .....	AFRC-OPR-O
Support Div .....	AFRC-OPR-S
<b>Cyber &amp; Information (G-39)</b> .....	AFRC-OPS
<b>Operations</b>	
<b>Force Management (FMD)</b> .....	AFRC-OPF
<b>Directorate</b>	
Force Management Div .....	AFRC-OPF-M
Requirements Div .....	AFRC-OPF-R
Authorizations Div .....	AFRC-OPF-A
<b>Aviation &amp; Watercraft Directorate</b> ....	AFRC-OPA
JET Training DET .....	AFRC-OPA-J
<b>Deputy Chief of Staff, G-4</b> .....	AFRC-LG
Administration, Resources, & .....	AFRC-LGA
Transportation Div	
Equipping Div.....	AFRC-LGE
Supply & Services (S&S) Div.....	AFRC-LGS
Maintenance Div .....	AFRC-LGM
Logistics Management Div.....	AFRC-LGL
<b>Deputy Chief of Staff, G-8</b> .....	AFRC-CO
Rsv Pers-Army (RPA) Budget Div ....	AFRC-COP
Operations and Maintenance.....	AFRC-COM
Budget Div	
Control Division .....	AFRC-COT
Accounting Div .....	AFRC-COF
USAR Pay Management Div .....	AFRC-COO
<b>HQ &amp; HQ CO. HHC USARC</b> .....	AFCS-STB-HC
<b>Support Troop BN (STB)</b> .....	AFCS-STB

## APPENDIX B

### Construction of office symbols for

Geographical and Functional Commands (GFC) and direct reporting units.

a. Symbols consist of a maximum of 10 letters. Hyphens separate the 4th and 5th letters; and the 7th and 8th letters; e.g., AFRC-XXX-XXXX.

b. The FORSCOM assigned the first four letters. The 5th through 7th letters are assigned by the USARC, G-1, RMPB. The 8th, 9th, and 10th letters are assigned by the GFC and will represent a principal subdivision of the command group, a directorate, a general or special staff office, a special staff officer reporting directly to the command group, or a subordinate division, brigade, battalion, or company.

c. For standardization, office symbols identifying staff offices at subordinate activities will closely conform to HQ USARC staff office symbols in appendix A.

d. A change in the name of an activity does not justify a change in the office symbol.

e. Basic office symbols are as follows:

<u>Name/location</u>	<u>Office Symbol</u>
----------------------	----------------------

#### Geographical Commands:

1st Mission Support Command (MSC)	AFRC-CPR
(Fort Buchanan, PR)	
7th Mission Support Command (MSC)	AETS-RCQ
(Kaiserslautern, Germany)	
9th Mission Support Command .....	APIX-
(MSC) (Fort Shafter Flats, Hawaii)	
63d Readiness Division (RD) .....	AFRC-SCA
(Moffett Field, CA)	
81st Readiness Division (RD) .....	AFRC-SSC
(Fort Jackson, SC)	
88th Readiness Division (RD) .....	AFRC-SWI
(Fort McCoy, WI)	
99th Readiness Division (RD) .....	AFRC-SNJ
(Fort Dix, NJ)	

#### Functional Commands:

3d Medical Deployment Support Command	
(MDSC) (Fort Gillem, GA) .....	AFRC-MGA
75th Training Command (TC) .....	AFRC-TTX
(Houston, TX)	
76th Operational Response .....	AFRC-ORC
Command (ORC) (Fort Douglas, UT)	
79th USAR Sustainment Support .....	AFRC-RCA
Command (SSC) (Los Alamitos, CA)	
80th Training Command (TC).....	AFRC-TVA
(Richmond, VA)	
84th Training Command (TC).....	AFRC-ATC
(Fort Knox, KY)	
85th Army Reserve Support Command	AFRC-WIL
West (ARSC-West) (Arlington Heights, IL)	

**Name/location**

**Office Symbol**

**Functional Commands (continued):**

108th Training Command (TC) ..... AFRC-TNC  
(Charlotte, NC)  
200th Military Police Command ..... AFRC-PMD  
(MPC) (Fort Meade, MD)  
311th Signal Command (Theater) ..... APSC-  
(SC(T)) (Fort Shafter, HI)  
335th Theater Signal Command ..... AFRC-SGA  
(TSC) (East Point, GA)  
377th Theater Sustainment ..... AFRC-SLA  
Command (TSC) (New Orleans, LA)  
412th Theater Engineer Command .... AFRC-EMS  
(TEC) (Vicksburg, MS)  
416th Theater Engineer Command ..... AFRC-EIL  
(TEC) (Darien, IL)  
807th Medical Command (Deployment AFRC-MUT  
Support) (MC(DS)) (Fort Douglas, UT)  
Army Reserve Aviation Command ..... AFRC-AKY  
(ARAC) (Fort Knox, KY)  
Army Reserve Careers Division ..... AFRC-CDY  
(ARCD) (Fort Knox, KY)  
Army Reserve Medical Command ..... AFRC-RMC  
(AR-MEDCOM) (Pinellas Park, FL)  
Military Intelligence Readiness ..... AFRC-MIR  
Command (MIRC) (Fort Belvoir, VA)  
U.S. Army Civil Affairs & ..... AFRC-CPC  
Psychological Operations Command (Airborne)  
(USACAPOC(A)) (Fort Bragg, NC)  
USAR Legal Command ..... AFRC-LMD  
(Gaithersburg, MD)  
USAR Support Command-First Army .. AFRC-SIL  
(Rock Island, IL)

**Installations (Geographical)**

USAG-Fort Buchanan, PR ..... IMBC-ZA  
ASA-Dix, NJ ..... IMDI-  
USAG-Fort Hunter Liggett, CA ..... IMHL-  
USAG-Fort McCoy, WI ..... IMMC-