Information Management: Records Management

OFFICE SYMBOLS

For the Commander:

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Brigadier General, U.S. Army
Chief of Staff

For the Official:

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History. This is the initial printing of USAR Circular 25-23-50. Previous edition, USAR Circular 25-18-50, 1 November 2018, is obsolete. This publication changes the first 2 characters of GFC office symbols to facilitate subordinate commands to create office symbols for their subordinate units that follows the structure set in AR 25-59.

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.

Applicability. This circular applies to Headquarters, OCAR and 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 installation 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 A, B, C, and D and is available in electronic format on the USARC SharePoint publications website located at https://xtranet/usarc/g1/pubs/SitePages/Home.aspx
Local reproduction is authorized.
This circular supersedes USAR Circular 25-18-50, dated 1 November 2018.

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Summary of Changes, page 4
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  
U.S. Army Reserve 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 represent 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:  

<table>
<thead>
<tr>
<th>Directorate, Office, or Division</th>
<th>Office Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief of Army Reserve (CAR).......</td>
<td>DAAR-ZA</td>
</tr>
<tr>
<td>CAR Executive Officer (CAR XO)....</td>
<td>DAAR-ZX</td>
</tr>
<tr>
<td>Assistant Chief, Army Reserve (ACAR)</td>
<td>DAAR-ZB</td>
</tr>
<tr>
<td>Deputy Chief, Army Reserve (IMA) (DCAR)</td>
<td>DAAR-ZC</td>
</tr>
<tr>
<td>Assistant Chief of Staff ..........</td>
<td>DAAR-ZD</td>
</tr>
<tr>
<td>Staff Action Control Office ......</td>
<td>DAAR-ZDA</td>
</tr>
<tr>
<td>Secretary of the General Staff ...</td>
<td>DAAR-ZDS</td>
</tr>
<tr>
<td>Headquarters Headquarters .......</td>
<td>DAAR-ZDS</td>
</tr>
<tr>
<td>Detachment</td>
<td></td>
</tr>
<tr>
<td>Protocol Office ..................</td>
<td>DAAR-ZDP</td>
</tr>
<tr>
<td>Contract Admin Support Office ....</td>
<td>DAAR-ZDC</td>
</tr>
<tr>
<td>Command Chief Warrant Officer ....</td>
<td>DAAR-WO</td>
</tr>
<tr>
<td>(CCWO)</td>
<td></td>
</tr>
<tr>
<td>Command Sergeant Major (CSM)......</td>
<td>DAAR-CM</td>
</tr>
<tr>
<td>(Personal Staff)</td>
<td></td>
</tr>
<tr>
<td>OCAR Senior Legal Advisor .......</td>
<td>DAAR-JA</td>
</tr>
<tr>
<td>General Officer Mgt Office (GOMO)</td>
<td>DAAR-GO</td>
</tr>
<tr>
<td>(Special Staff)</td>
<td></td>
</tr>
<tr>
<td>Private, Public, &amp; Partnership Office (P3O)</td>
<td>DAAR-EP</td>
</tr>
<tr>
<td>Army Reserve Communications ......</td>
<td>DAAR-ARC</td>
</tr>
<tr>
<td>(ARC)</td>
<td></td>
</tr>
</tbody>
</table>
Legislative Affairs Division (LAD) ..... DAAR-LA

(Coordinating Staff)

OCAR G-1............................................ DAAR-HR
Business Systems Architecture Div DAAR-HRA
Budget Integration Office DAAR-HRB
Strategy & Integration Directorate DAAR-HRS (SID)
Senior Leader Development Office DAAR-HRL
Health Affairs and Policy Div DAAR-HRH
Health Service Div DAAR-HRI

Deputy Chief of Staff, CIO/G6 DAAR-CI

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

Directorate of Resource & Installation Management (DRIM) DAAR-RM
Acquisition Integration Office DAAR-RMA
Financial Mgmt Systems Div DAAR-RMF
Comptroller DAAR-RMC
Executive Branch DAAR-RMC-CE
Budget (OA23) Branch DAAR-RMC-CB
Integration Branch DAAR-RMC-CI
Formulation Branch DAAR-RMC-CF
Programs, Analysis & Evaluation DAAR-RMP (P&E)
Integration Branch DAAR-RMP-PP
Installations Branch DAAR-RMP-PI
Training Branch DAAR-RMP-RT
Sustaining and Equipping Branch DAAR-RMP-PS
Manning Branch DAAR-RMP-PS

Deputy Chief of Staff, G-4 DAAR-LG
Strategic Equipping Division DAAR-LGE

Army Reserve Installation DAAR-IM
Management Directorate (ARIMD)
Assets Division DAAR-IMA
Facility Policy Division DAAR-IMF
Resource Management Division DAAR-IMR

CAR Action Group/G-5 DAAR-CAG

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

Directorate, Office, or Division Office Symbol

Commanding General (CG) AFRC-CG
Command Executive Officer (CXO) AFRC-CX
Deputy Commanding General AFRC-DCG (DCG)
SHARP Office AFRC-SHP
Chief of Staff (CoS) AFRC-CS
Protocol Office AFRC-CSG
Secretary of the General Staff AFRC-CS
Continuous Process Improvement AFRC-CSC Office (CPIO)
Knowledge Management (KM) AFRC-CSX
Command Chief Warrant Officer AFRC-WO (CCWO)

Command Sergeant Major (CSM) AFRC-CM

(Personal Staff)

Office of the Inspector General (IG) AFRC-IG
Assistance Branch AFRC-IGA
Investigations Branch AFRC-IGB
Inspections Div AFRC-IGI

Staff Judge Advocate (SJA) 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)

USARC Public Affairs AFRC-PA
Office (PAO)

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

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

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

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

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

(Coordinating Staff)
Deputy Chief of Staff, G-1 ............... AFRC-PR
Adjudt General Div (AGD) ............... AFRC-PRA
Records Management & Publishing ...... AFRC-PRR
Branch (RMPB)
Resource Management Office ............. AFRC-PRB
(RMO)
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, G-3/5/7 .......... AFRC-OP

Assistant Deputy Chief of Staff, G-2 .. AFRC-OPI

Assistant Deputy Chief of Staff G-33 .. AFRC-OPO
(Operations)
Mobilization Div .............................. AFRC-OPO-M
Operations Div ............................... AFRC-OPO-O
Readiness Div ............................... AFRC-OPO-R
AREC Program Office .......................... AFRC-OPO-A
AREC USARAF ................................. AFRC-OPO-AA
AREC EUSA .................................. AFRC-OPO-AB
AREC USAREUR ............................... AFRC-OPO-AC
AREC USARNORTH ......................... AFRC-OPO-AD
AREC USAR SOUTH ......................... AFRC-OPO-AE
AREC USARPAC ......................... AFRC-OPO-AF

Assistant Deputy Chief of Staff, G-34 .. AFRC-OPM
(Provost Marshall)
Security Program Div ........................ AFRC-OPM-L
Antiterrorism Div ........................... AFRC-OPM-A
Mission Assurance Div .................... AFRC-OPM-P

Assistant Deputy Chief of Staff G-35 .. AFRC-OPP

(Plans)
Force Generation Plans Division ........ AFRC-OPP-F

Deputy Chief of Staff (G-37) ............. AFRC-OPT
(Training)
Collective Training Div ..................... AFRC-OPT-C
Individual Div ............................... AFRC-OPT-I
Leader Development Div ................. AFRC-OPT-L
Training Integration Div ................. AFRC-OPT-T
Fusion Cell .................................. AFRC-OPT-F

Resource Management (G-38) .......... AFRC-OPR
Directorate
Training Div ............................... AFRC-OPR-T
Operations Div ............................. AFRC-OPR-O
Support Div ................................. AFRC-OPR-S

G-3/5/7 Aviation ............................. AFRC-OPA
JET Training DET .......................... AFRC-OPA-J

G-3/5/7 Engineers ............................ AFRC-OPE

G-3/5/7 Force Management ............... AFRC-OPF
and Manpower
Organization Integration Division ...... AFRC-OPF-O
Manpower Authorizations Div ........ AFRC-OPF-A
Manpower Requirements Div ........ AFRC-OPF-R
Plans, Integration, and Equipping Div . AFRC-OPF-P

Deputy Chief of Staff, G-4 ............... 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

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-8 ............... AFRC-CO
Reserve Personnel-Army (RPA) ............ AFRC-COP
Budget Div
Operations and Maintenance .......... AFRC-COM
Budget Div
Control Division .......................... AFRC-COT
Accounting Div ............................ AFRC-COF
USAR Pay Management Div ............ AFRC-COO
Contract Administration Support .......... AFRC-COA
Office (CASO)

Support Troop BN (STB) .................. AFCS-STB

HQ & HQ CO. STB .......................... AFCS-STB-HC

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., FRXX-XXX-XXX.

b. The FORSCOM assigned the first two letters. The
3rd and 4th letters are assigned by the USARC, G-1,
RMPB. The 5th, through 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:

<table>
<thead>
<tr>
<th>Name/location</th>
<th>Office Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Geographical Commands:</strong></td>
<td></td>
</tr>
<tr>
<td>1st Mission Support Command (MSC) ...... FRPR- (Fort Buchanan, PR)</td>
<td></td>
</tr>
<tr>
<td>7th Mission Support Command (MSC) ...... AETS-RCQ (Kaiserslautern, Germany)</td>
<td></td>
</tr>
<tr>
<td>9th Mission Support Command .......... APIX-(MSC) (Fort Shafter Flats, Hawaii)</td>
<td></td>
</tr>
<tr>
<td>63d Readiness Division (RD)............. FRSW- (Moffett Field, CA)</td>
<td></td>
</tr>
<tr>
<td>81st Readiness Division (RD) .......... FRSE- (Fort Jackson, SC)</td>
<td></td>
</tr>
<tr>
<td>88th Readiness Division (RD) .......... FRNW- (Fort McCoy, WI)</td>
<td></td>
</tr>
<tr>
<td>99th Readiness Division (RD) .......... FRNE- (Fort Dix, NJ)</td>
<td></td>
</tr>
<tr>
<td><strong>Functional Commands:</strong></td>
<td></td>
</tr>
<tr>
<td>3d Medical Command (Deployment ........ FRMG-Support) (MCDS) (Fort Gillem, GA)</td>
<td></td>
</tr>
<tr>
<td>75th USAR Innovation Command........... FRTI- (Houston, TX)</td>
<td></td>
</tr>
<tr>
<td>76th Operational Response ................ FROU- Command (ORC) (Fort Douglas, UT)</td>
<td></td>
</tr>
<tr>
<td>79th USAR Theater Sustainment .......... FRTC-Command (TSC) (Los Alamitos, CA)</td>
<td></td>
</tr>
<tr>
<td>80th Training Command (TC) .......... FRTV- (Richmond, VA)</td>
<td></td>
</tr>
<tr>
<td>84th Training Command (UR) .......... FRTK- (Fort Knox, KY)</td>
<td></td>
</tr>
<tr>
<td>85th Army Reserve Support Command .... FRSI-(USARSC) (Arlington Heights, IL)</td>
<td></td>
</tr>
<tr>
<td>108th Training Command (TC) .......... FRTN-(Charlotte, NC)</td>
<td></td>
</tr>
<tr>
<td>200th Military Police Command .......... FRPM-(MPC) (Fort Meade, MD)</td>
<td></td>
</tr>
<tr>
<td>311th Signal Command (Theater)......... APSC-(SC(T)) (Fort Shafter, HI)</td>
<td></td>
</tr>
<tr>
<td>335th Theater Signal Command .......... FRSG-(TSC) (East Point, GA)</td>
<td></td>
</tr>
<tr>
<td>377th Theater Sustainment ............. FRSL-Command (TSC) (New Orleans, LA)</td>
<td></td>
</tr>
<tr>
<td>412th Theater Engineer Command .......... FREM-(TEC) (Vicksburg, MS)</td>
<td></td>
</tr>
<tr>
<td>416th Theater Engineer Command .......... FREI-(TEC) (Darien, IL)</td>
<td></td>
</tr>
<tr>
<td>807th Medical Command (Deployment FRMU-Support) (MC(DS)) (Fort Douglas, UT)</td>
<td></td>
</tr>
<tr>
<td>Army Reserve Aviation Command .......... FRAK- (ARAC) (Fort Knox, KY)</td>
<td></td>
</tr>
<tr>
<td>Army Reserve Careers Group .......... FRCK-(ARCG) (Fort Knox, KY)</td>
<td></td>
</tr>
<tr>
<td>U.S. Army Reserve Medical Command ..... FRMF-(USAR-MEDCOM) (Pinellas Park, FL)</td>
<td></td>
</tr>
<tr>
<td>Military Intelligence Readiness .......... FRMV-Command (MIRC) (Fort Belvoir, VA)</td>
<td></td>
</tr>
<tr>
<td>U.S. Army Civil Affairs &amp; Psychological Operations Command (Airborne) (USACAPOC(A)) (Fort Bragg, NC)</td>
<td></td>
</tr>
<tr>
<td>USAR Legal Command ..................... FRLM- (Gaithersburg, MD)</td>
<td></td>
</tr>
<tr>
<td>USAR Support Command-First Army ...... FRSA- (Rock Island, IL)</td>
<td></td>
</tr>
</tbody>
</table>

**Installations (Geographical)**

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

USAR Circular 25-23-50
Office Symbols

This circular—

- Updates/lists office symbols for OCAR staff agencies and USARC Headquarters.
- Changes construction of office symbols for all GFCs from AFRC-XXX-XXX to FRXX-XXX-XXX
- Updated hyperlink to locate circular on the USARC G-1 SharePoint
- Lists basic symbol for the USAR Geographical and Functional Commands (GFC).
- Explains construction of the office symbols.
- Properly aligned G-2 under G-3/5/7, adjusted office symbol to follow current structure
- Moved CASO under G-8, adjusted office symbol to follow current structure
- Renamed ARIMD and moved under G-3/5/7, updated office symbol to follow current structure
- Renamed “Aviation and Watercraft” to Aviation