

USAR Circular 25-23-50

**Information Management
Records Management**

Office Symbols

**Department of the Army
U.S. Army Reserve Command
4710 Knox Street
Fort Bragg, NC 28310-5010
12 April 2023**

Information Management: Records Management
OFFICE SYMBOLS

For the Commander:

STACY M. BABCOCK
Brigadier General, U.S. Army
Chief of Staff

Official:



THOMAS C. ACKERLUND
Colonel, AG
USARC Deputy Chief of Staff, G-1

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 Previous edition, USAR Circular 25-18-50, 1 November 2018, is obsolete.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.

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

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.

(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 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:

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

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-OPT
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
(PA&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 Management Directorate (ARIMD)..... DAAR-IM

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 (DCG) AFRC-DCG
SHARP Office AFRC-SHP
Chief of Staff (CoS) 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
Command Chief Warrant Officer (CCWO) AFRC-WO
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 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

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)

Deputy Chief of Staff, G-1 AFRC-PR
 Adjutant General Div (AGD) AFRC-PRA
 Records Management & Publishing Branch (RMPB) AFRC-PRR
 Resource Management Office AFRC-PRB (RMO)
 Manning Div (MND) AFRC-PRM
 Personnel Management Div (PMD)..... AFRC-PRP
 Soldier & Family Readiness Office (SFRO) AFRC-PRF
 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 (Operations) .. AFRC-OPO
 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 USARSOUTH AFRC-OPO-AE
 AREC USARPAC AFRC-OPO-AF

Assistant Deputy Chief of Staff, G-34 (Provost Marshall) AFRC-OPM
 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) (Training) AFRC-OPT

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) Directorate AFRC-OPR

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 and Manpower AFRC-OPF
 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, & Transportation Div AFRC-LGA

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:

Name/location

Office Symbol

Geographical Commands:

1st Mission Support Command (MSC) FRPR-
(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) FRSW-
(Moffett Field, CA)
81st Readiness Division (RD) FRSE-
(Fort Jackson, SC)
88th Readiness Division (RD) FRNW-
(Fort McCoy, WI)
99th Readiness Division (RD) FRNE-
(Fort Dix, NJ)

Functional Commands:

3d Medical Command (Deployment Support) (MCDS) (Fort Gillem, GA) FRMG-
75th USAR Innovation Command FRIT-
(Houston, TX)

76th Operational Response FROU-
Command (ORC) (Fort Douglas, UT)
79th USAR Theater Sustainment FRTC-
Command (TSC) (Los Alamitos, CA)
80th Training Command (TC) FRTV-
(Richmond, VA)
84th Training Command (UR) FRTK-
(Fort Knox, KY)
85th Army Reserve Support Command FRSI-
(USARSC) (Arlington Heights, IL)
108th Training Command (TC) FRTN-
(Charlotte, NC)
200th Military Police Command FRPM-
(MPC) (Fort Meade, MD)
311th Signal Command (Theater) APSC-
(SC(T)) (Fort Shafter, HI)
335th Theater Signal Command FRSG-
(TSC) (East Point, GA)
377th Theater Sustainment FRSL-
Command (TSC) (New Orleans, LA)
412th Theater Engineer Command FREM-
(TEC) (Vicksburg, MS)
416th Theater Engineer Command FREI-
(TEC) (Darien, IL)
807th Medical Command (Deployment Support) (MC(DS)) (Fort Douglas, UT) FRMU-
Army Reserve Aviation Command FRAK-
(ARAC) (Fort Knox, KY)
Army Reserve Careers Group FRCK-
(ARCG) (Fort Knox, KY)
U.S. Army Reserve Medical Command FRMF-
(USAR-MEDCOM) (Pinellas Park, FL)
Military Intelligence Readiness FRMV-
Command (MIRC) (Fort Belvoir, VA)
U.S. Army Civil Affairs & FRCN-
Psychological Operations Command (Airborne)
(USACAPOC(A)) (Fort Bragg, NC)
USAR Legal Command FRLM-
(Gaithersburg, MD)
USAR Support Command-First Army FRSA-
(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-

SUMMARY OF CHANGE

USAR Circular 25-23-50 Office Symbols

This circular—

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