

JFHQ-KS SOP 25-59

Information Management: Records
Management

Office Symbols

A handwritten signature in black ink, appearing to be 'S. J. ...', is written over the 'Office Symbols' title.

Adjutant General's Department
Joint Forces Headquarters – Kansas
Topeka, KS
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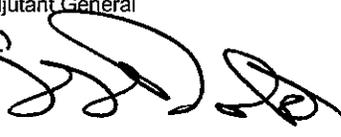
Information Management: Records Management

Office Symbols

By Order of the Adjutant General

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Summary. This SOP prescribes policies, procedures, and responsibilities for the management and construction of office symbols.

Applicability. This publication applies to all Kansas National Guard units.

Proponent and exception Authority. The proponent of this SOP is the JFHQ-KS Directorate of Personnel (DOP). The Proponent has the authority to approve exceptions to this SOP that are consistent with controlling regulation.

History. This is the first printing of this Standard Operating Procedure (SOP). This publication will bring JFHQ-KS office symbols in line with published regulations.

Supplementation. Supplementation to this SOP is prohibited without prior approval from the DOP.

Suggested Improvements. Users are invited to submit comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) thru their chain of command to the DOP.

Distribution. Army – All, Air – All

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Glossary

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1. Purpose

This regulation prescribes policy for the use and construction of office symbols for the Kansas National Guard (KSNG) and provides a listing of currently approved office symbols.

2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

3. Scope

This SOP applies to all KSNG units, Army and Air. Air National Guard Office symbols are prescribed by the Department of the Air Force and National Guard Bureau. They are provided in this SOP for reference and use. HHD/JFHQ-KS and all Kansas Army National Guard units will use this SOP to construct and use office symbols.

4. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

5. Responsibilities

a. The Director of Personnel (DOP), KSNG, will prescribe policy, procedures and implementing instructions on the use and construction of office symbols for HHD/JFHQ-KS and all KSARNG units.

b. The DOP will—

- (1) Supervise and manage the office symbol program for the Kansas National Guard.
- (2) Approve proposed office symbols for the all elements of the KSNG
- (3) Review and approve/disapprove requests for new or modified office symbols.
- (4) Ensure all approved office symbols for elements of the KSNG are submitted to DA as required and are added to the AAO database.

c. Records Managers of the KSNG Staff will—

(1) Develop proposed office symbols following the guidance in this regulation and submit to the KSNG Deputy G1 for approval.

(2) Ensure approved office symbols are accurate, current and utilized for all official correspondence.

d. Records Administrators of Major Subordinate Commands (MSCs) and Installation Activities will—

- (1) Develop office symbols for their organizations following the guidelines in this regulation.
- (2) Forward office symbols through proper command channels to KSNG Deputy G-1 for approval.
- (3) Ensure approved office symbols assigned to subordinate units are accurate, current and utilized for all official correspondence.

e. Records managers of subordinate sections and units will—

- (1) Develop office symbols for their section and subordinate units following the guidelines in this regulation.
- (2) Forward proposed office symbols through their higher headquarters' record administrator to the KSNG Deputy G1, for approval.

(3) Ensure approved office symbols assigned to their section and subordinate units are accurate, current, and utilized for all official correspondence.

6. Use of office symbols

Office symbols are used to—

a. Identify the originators of correspondence and electronically transmitted messages within the KSNG.

b. Denote the placement of an organization within the KSNG and Army structure for historical and records purposes.

7. Policy

a. The basic office symbol for KSNG Joint Force Headquarters and MSCs will be approved by KSNG Deputy G1.

b. Office symbols for all other elements of the KSNG will be submitted through higher headquarters for review prior to forwarding to KSNG Deputy G1 for approval.

c. KSNG office symbols will be constructed per paragraph 7.

d. Office symbols can be used as a part of official mailing addresses as prescribed in paragraph 9.

e. Changes to office symbols will be kept to a minimum. Office symbols will be added or deleted when—

- (1) New organizational elements are created.
- (2) Existing organizational elements are terminated.

- (3) Organizational elements are divided or merged.
- (4) Major organizational names change.

8. Construction of office symbols

a. KSNG office symbols will contain no more than ten letters. Hyphens are placed between the fourth and fifth and the seventh and eighth letters (for example, XXXX-XXX-XXXX).

b. Characters other than letters of the alphabet will not be used in office symbols.

(1) The office symbol is constructed in the sequence discussed below. Table 1 shows the sequential construction of sample office symbols.

(2) Although the first two letters of an office symbol normally indicate the organization's primary command, National Guard has directed that the first four letters will indicate the organization's state. All JFHQ-KS TDA and KSARNG elements will begin with NGKS. Due to using two additional letters in this manner, JFHQ-KS TDA and KSARNG office symbols are authorized to contain up to ten letters instead of the normally allowed nine.

(3) The fifth, sixth and seventh letters represent a directorate, a comparable element, or an O-5 or higher command elements. The fifth and sixth letters can also represent a certain official in the immediate office of the agency head (NGKS-CS).

(4) The eighth and ninth letters represent a staff branch, comparable element, or the next lower organizational element if there is no branch or comparable organizational element (NGKS-DIV-PE). The eighth letter can also represent a certain official in the immediate office preceding it (NGKS-DIV-Z).

(5) The tenth letter represents the organizational level or specific individual of an element.

(6) The letter "Z" is used for the immediate office of the head of an agency, the director of a directorate, or the commander of a field operating or staff support agency (NGKS-PEZ).

(7) The letter "X" is used for the executive, executive officer, or executive assistant of the agency or activity (NGKS-PEX).

(8) A listing of commonly used letter designators is shown in table 2.

(9) A listing of current approved office symbols are shown in Appendix 1 and Appendix 2.

9. Construction of command office symbols

Proposed office symbols for KSNG organizations and offices will be constructed using the KSNG construction method in paragraph 7 for forwarding to KSNG Deputy G-1 for approval. KSNG office symbols will contain no more than ten letters.

10. Use of office symbols in addresses

An office symbol can be placed in parentheses after the office name when addressing correspondence and/or official mail. Correspondence procedures prescribed by AR 25-50, including the placement and positioning of addresses on correspondence and mail, apply to addresses using office symbols. For correspondence and mail within Department of the Army —

a. The first line of an official mailing address will be the name of the office that is to receive the item. If desired, an office symbol can be placed in parentheses after the office name (for example, Records Management Division (JDRP-RDR) (see AR 25-50, chap 5).

b. The second line will show the name of the activity that the correspondence or mail is addressed (for example, US Army Forces Command).

c. The third line will consist of either a street address or post office box number. It can also include a suite number, building, floor, unit, room, department, and so on.

d. The fourth line will consist of the city, state and ZIP + 4 address specified by the US Postal Service for a physical location.

Table 1.
Example of sequential construction of office symbols

KS National Guard	Directorate/ Organization	Staff / Element/ Organization	Individual / Element Level	Office Symbol
JFHQ	Operations and Training	Mobilization	Mobilization Officer	
NGKS	OT			NGKS-OT
		M		NGKS-OTM
			O	NGKS-OTM-O
	891 EN BN	HSC	Commander	
NGKS	ENB			NGKS-ENB
		HS		NGKS-ENB-HS
			Z	NGKS-ENB-HSZ

Table 2.
Commonly used letter designators

Office / Position	Designator	Unit / Organization	Designator
Administrative Assistant	AD	Division	DIV
Anti-Terrorism	AT	Aviation	AV
Aviation	AV	Combined Arms	CA
Budget Analyst	BA	Combat Sustainment Support	CS
Chaplain	CH	Engineer	EN
Case Management	CM	Field Artillery	FA
Chief of Staff	CS	Joint Forces Headquarters	JF
Distant Learning	DL	Regional Support	RS
DTS	DS	Regional Training	RT
DTMS	DT	Sustainment	SU
Facilities and Engineering	FE	Troop Command	TC
Force Integration Readiness	FI		
Field Maintenance	FM	Brigade Level Command	XXA
Force Protection	FP	First Battalion Level Command	XXB
Human Resources	HR	Second Bn Level Cmd (as needed)	XXC
Health Service Specialist	HS	Third Bn Level Cmd (as needed)	XXD
Inspector General	IG	Site	XXS
Information Management	IM		
Intelligence / INCAP (as appropriate)	IN	A Battery	AB
Judge Advocate	JA	A Company	AC
Joint Operations Center	JO	B Battery	BB
Joint Staff	JS	B Company	BC
Legal	LE	Band	BD
Logistics	LO	C Battery	CB
Medical Boards	MB	C Company	CC
Movement Control	MC	Contingency Contracting Team	CT
		D Company	DC

Table 2.
Commonly used letter designators - cont

Office / Position	Designator	Unit / Organization	Designator
Medical Section	MD	E Battery	EB
Maintenance	MN	E Company	EC
Management Specialist	MS	FSC	FS
Occupational Health	OH	Ground Ambulance	GA
Operations	OP	General Support	GS
Operations and Training	OT	HET Transportation	HE
Public Affairs	PA	Horizontal	HR
Production Control	PC	HHC/HSC/HHB/HSD	HS
Personnel	PE	Mobility Augmentation	MA
USPFO	PF	Maintenance Company (1)	MC
Planning	PL	Maintenance Company (2)	ME
Program Analyst	PM	Military History	MH
Physical Security	PS	Military Police	MP
PTAE	PT	Medium Transportation	MT
Quality Assurance	QA	Public Affairs	PA
RADIOLOGICAL	RA	PLS Transportation	PL
Recruiting and Retention	RR	Recruiting and Retention	RR
Schools/ATRRS	SC	Senior Contingency Contracting Team	SC
Safety	SF	Vertical	VR
Strategic Initiatives	SI		
Signal	SG	Company	C
Support Operations	SP	Command Sergeant Major	CM
State Partnership for Peace	SPP	Detachment	D
State Safety Office	SS	Additional Unit Designator	E
Training Technician	TT	Additional Unit Designator	F
Warehouse	WH	Additional Unit Designator	G
		Additional Unit Designator	H
Administrator / Army (as appropriate)	A	Additional Unit Designator	I
Dental (as appropriate)	D	Additional Unit Designator	J
Joint (as appropriate)	J	1SG / NCOIC	N
Medical / Maintenance / Mobilization / Manager (as appropriate)	M	Officer	O
Salina	S	XO / Deputy	X
Technician / Topeka (as appropriate)	T	Commander	Z

Appendix A References

Section I Required Publications

AR 25-59
Office Symbols

DA Pam 25-50
Compilation of Army Addresses

Air Force Address Directory

HQ AFNIC/EAMR memo
Abbreviations for Numbered Organizations

HQ AFNIC/EAMR memo
Standard Office Symbols for Organizations below Major Command Level (Includes Objective Wings)

Section II Related Publications

A related publication is a source of additional information. The user does not have to read a related publication to understand this publication.

AR 10-87
Major Army Commands in the Continental United States

AR 25-1
Army Knowledge Management and Information Technology Management

AR 25-50
Preparing and Managing Correspondence

AR 25-51
Official Mail and Distribution Management

AFMAN 33-326
Preparing Official Communications

Appendix B
Approved NGKS Staff Office Symbols

STAFF ELEMENT	OFFICE SYMBOL
Command Group	
TAG	NGKS-TAG
Joint Chief of Staff	NGKS-CSJ
Army ATAG	NGKS-AAG
Air ATAG	KSANG/AAG
Deputy CofS – Army	NGKS-CSX
Director of Staff – Air	KSANG/DOSA
KS CSM/CCMS	NGKS-CM
Command Sergeant Major – Army	NGKS-CM-A
State Command Chief Master Sergeant - Air	KSANG/CCMSgt
SGS	
KSANG Staff	
Chief of Staff	KSANG/COS
Director of Operations	KSANG/DO
State Air Surgeon	KSANG/SAS
Directorate of Personnel - DOP (J1)	
Director of Personnel	NGKS-PEZ
G1	NGKS-PEZ-X
Deputy G-1	NGKS-PEX
G1 SGM	NGKS-PEN
Enlisted Personnel	NGKS-PEB
Officer Personnel	NGKS-PEO
PISB	NGKS-PEP
Funeral Honors	NGKS-PEF
ESO	NGKS-PED
State Surgeon	NGKS-MDZ
Deputy State Surgeon	NGKS-MDS
Human Resource Officer	NGKS-HRZ
Deputy Human Resource Officer	NGKS-HRZ-X
Labor Relations Specialist	NGKS-HRL
EO/EEO	NGKS-HRE
Chief Manpower Division	NGKS-HRM
Classification	NGKS-HRM-C
Personnel Systems Manager	NGKS-HRM-P
Budget	NGKS-HRM-B
Chief Employee Services Div	NGKS-HRS
Staffing	NGKS-HRS-S
Employee Benefits	NGKS-HRS-B
Employee Development	NGKS-HRS-D
Admin	NGKS-HRS-A
Chief Workforce Support Div	NGKS-HRW
Family Programs	NGKS-HRW-FP
Transition Assistance	NGKS-HRW-TA
ESGR	NGKS-HRW-ES
Tricare Non-AGR	NGKS-HRW-T

STAFF ELEMENT	OFFICE SYMBOL
Directorate of Personnel - DOP (J1) cont.	
AGR Manager	NGKS-HRA
Staffing	NGKS-HRA-S
Pay	NGKS-HRA-P
Tricare	NGKS-HRA-T
Directorate of Intelligence - DOI (J2)	
Director of Intelligence	NGKS-INZ
Security Management	NGKS-INS
DOI Plans	NGKS-INP
SCIF Operations	NGKS-INO
Directorate of Plans, Operations and Training - DPOT (J3)	
DPOT	NGKS-OTZ
G-3	NGKS-OTX
G-3 SGM	NGKS-OTN
G-3 State Training Officer	NGKS-OTT
G-3 State Training Administrator	NGKS-OTT-A
G-3 Budget Analyst	NGKS-OTT-BA
G-3 Mob Readiness Officer	NGKS-OTM
G-3 Mobilization Officer	NGKS-OTM-O
G-3 Mobilization Technician	NGKS-OTM-T
G-3 Force Integration / Readiness Officer	NGKS-OTM-FIO
G-3 Mobilization Plans Officer	NGKS-OTM-PLO
J-3 DOMS	NGKS-OTD
J-3 DOMS Plans Officer	NGKS-OTD-PLO
KS Joint Operations Center	NGKS-OTD-JO
KS JOC NCOIC	NGKS-OTD-JON
KS DOMS Anti-Terrorism Force Protection	
KS DOMS Radiological Officer	NGKS-OTD-RAO
KS DOMS Anti-Terrorism Officer	NGKS-OTD-ATO
KS DOMS Physical Security NCO	NGKS-OTD-PSN
J3 Counter Drug OIC	NGKS-OTC
J3 Counter Drug NCOIC	NGKS-OTC-N
J-3 Civil Support Team CDR	NGKS-OTS
J-3 Civil Support Team NCOIC	NGKS-OTS-N
J-3 Civil Support Team XO	NGKS-OTS-X
G-3 Training PTAE OIC	NGKS-OTT-PTZ
G-3 Training PTAE NCOIC	NGKS-OTT-PTN
G-3 Training PTAE XO	NGKS-OTT-PTX
G-3 Plans Officer	NGKS-OTP
G-3 Plans NCOIC	NGKS-OTP-N
J-3/7 Exercise Officer	NGKS-OTE
J-3/7 Exercise NCOIC	NGKS-OTE-N
J-3/7 Exercise Plans Officer	NGKS-OTE-PLO

Appendix B
Approved NGKS Staff Office Symbols – cont.

STAFF ELEMENT	OFFICE SYMBOL
Directorate of Logistics - DOL (J4)	
Director of Logistics	NGKS-LOZ
Logistics Management Officer	NGKS-LOZ-X
G4	NGKS-LOX
G/J4 SGM	NGKS-LON
Log Management Spec (Admin)	NGKS-LOA
Program Analyst	NGKS-LOA-PA
IDT Lodging/FLIPL Prg Manager	NGKS-LOA-LF
Contractor (CSDP)	NGKS-LOA-CP
Director of Movement Control	NGKS-LOT-MC
Asst Transportation Manager	NGKS-LOT-AM
Food Service Technician	NGKS-LOF
DOL-SASMO-Manager	NGKS-LOS
Logistics Management Specialist	NGKS-LOS-MS
State CPBO	NGKS-LOC
Deputy State CPBO	NGKS-LOC-X
Surface Maintenance Manager	NGKS-LOM
Field Maintenance Shop #1	NGKS-LOM-FMA
Field Maintenance Shop #2	NGKS-LOM-FMB
Field Maintenance Shop #3	NGKS-LOM-FMC
Field Maintenance Shop #4	NGKS-LOM-FMD
Field Maintenance Shop #5	NGKS-LOM-FME
Field Maintenance Shop #6	NGKS-LOM-FMF
Field Maintenance Shop #7	NGKS-LOM-FMG
Field Maintenance Shop #8	NGKS-LOM-FMH
Field Maintenance Shop #9	NGKS-LOM-FMI
Field Maintenance Shop #13	NGKS-LOM-FMM
NGKS MATES	NGKS-LOM-MAT
NGKS CSMS	NGKS-LOM-CSS
NGKS UTES	NGKS-LOM-UTE
NGKS A-TEAM	NGKS-LOM-ATM
RSMS – Ft Riley	NGKS-LOM-RSA
RSMS – Salina	NGKS-LOM-RSB
Directorate of Strategic Initiatives – DOSI (J5)	
Director of Strategic Initiatives	NGKS-SIZ
Deputy Director / J5	NGKS-SIX
State Partnership Officer	NGKS-SPP
Directorate of Information Management – DOIM (J6)	
Director of Information Management	NGKS-IMZ
G/J6 SGM	NGKS-IMN
Communications Branch Chief	NGKS-IMC
Telecommunications	NGKS-IMC-CT
Radio Communications	NGKS-IMC-CR
Information Services	NGKS-IMC-IS

STAFF ELEMENT	OFFICE SYMBOL
DOIM (J6) - Cont	
Postal Services	NGKS-IMC-ISP
Visual Information	NGKS-IMC-VI
Distance Learning	NGKS-IMC-DL
Network Branch Chief	NGKS-IMN
Network Operations	NGKS-IMN-NO
Applications Development	NGKS-IMN-AD
IT Support (HelpDesk)	NGKS-IMN-HD
IT Support (Auto Ops)	NGKS-IMN-AO
Information Assurance	NGKS-IMI
DOIM Plans and Policy	NGKS-IMP
DOIM Budget	NGKS-IMP-BO
DOIM Supply	NGKS-IMP-S
DIOM State Interoperability Co	NGKS-IMP-IC
Directorate of Facilities and Engineering - DOFE (J7)	
Director of Facilities and Engineering	NGKS-FEZ
USP & FO (J8)	
USPFO for KS	NGKS-PFZ
Deputy USPFO	NGKS-PFX
J8 SGM	NGKS-PFN
Admin/Travel Card	NGKS-PFA
Grant Officer's Representative	NGKS-PFA-GO
Internal Review	NGKS-PFI
Purchasing & Contracting	NGKS-PFP
Data Processing Installation	NGKS-PFD
Services & Supply (Admin)	NGKS-PFS
Clothing Issue Facility	NGKS-PFS-CI
Material Management	NGKS-PFS-MM
Property Management	NGKS-PFS-PM
Stock Control	NGKS-PFS-SC
Transportation	NGKS-PFS-TP
Warehouse	
NGKS-PFS-WH	
Comptroller/Resource Mgmt (Admin)	NGKS-PFR
Budget Office	NGKS-PFR-BO
Fiscal Accounting	NGKS-PFR-FA
DTS	NGKS-PFR-DT
Exam	NGKS-PFR-EX
Financial Tech Supr/Pay & Exam	NGKS-PFR-PE
Military Pay	NGKS-PFR-MP
Quality Assurance	NGKS-PFR-QA
Technician Pay	NGKS-PFR-TP

Appendix D
Approved KSANG Unit Office Symbols

Unit	OFFICE SYMBOL
184th Intelligence Wing	
184 IW HQ	184 IW
184 Intelligence Group	184 IG
184 Intelligence Support Squadron	184 ISS
184 Operations Support Squadron	184 OSS
161 Intelligence Squadron	161 IS
184 Regional Support Group	184 RSG
184 Communications Flight	184 CF
134 Air Control Squadron	134 ACS
177 Information Aggressor Sqdn	177 IAS
284 Air Support Operations Sqdn	284 ASOS
DET 1 184 Regional Support Group	184 DET 1
184 Munitions Squadron	184 MUNS
127 Command/Control Squadron	127 CACS
299 Network Operations Sec Sqdn	299 NOSS
184 Mission Support Group	184 MSG
184 Logistics Readiness Squadron	184 LRS
184 Force Support Squadron	184 FSS
184 Security Forces Squadron	184 SFS
184 Civil Engineer Squadron	184 CES
184 Medical Group	184 MDG
184 Comptroller Flight	184 FM

Unit	OFFICE SYMBOL
190th Air Refueling Wing	
190 ARW HQ	190 ARW
190 Operations Group	190 OG
190 Operations Support Flight	190 OSF
117 Air Refueling Squadron	117 ARS
190 Maintenance Group	190 MXG
190 Maintenance Squadron	190 MXS
190 Aircraft Maintenance Squadron	190 AMXS
190 Maintenance Operations Flight	190 MOF
190 Mission Support Group	190 MSG
190 Maintenance Squadron	190 M
190 Force Support Squadron	190 FSS
190 Security Forces Squadron	190 SFS
190 Civil Engineer Squadron	190 CES
190 Communications Flight	190 CF
127 Weather Flight	127 WF
190 Medical Group	190 MDG
190 Comptroller Flight	190 FM

Appendix E
NGB Approved KSANG Office Symbols

Position	OFFICE SYMBOL
Aeromedical Evacuation	AE
AEC Clinical Management	AEC
Operations	AEO
Operations Support	AER
Training	AET
Standardization and Evaluation	AEV
Commander	CC
Career Assistance Advisor	CCA
Command Chief Master Sergeant (Wing level)/Group Superintendent (Group level)	CCC
Equal Employment Oppty Counselor	CCD
Executive	CCE
Superintendent	CCEA
First Sergeant	CCF
Base Advisory Council Manager	CCG
Company Grade Officers' Council	CCO
Protocol	CCP
Mobility Assistant to Commander	CCR
Political/Military Advisor	CCT
Standardization and Evaluation	CCV
Deputy Commander (Group level)	CD
Civil Engineer	CE
Asset Management	CEA
Engineering	CEC
Explosive Ordnance Disposal	CED
Fire Emergency Services	CEF
Housing	CEH
Operations	CEO
Program	CEP
Resources	CER
Environmental	CEV
Readiness and Emergency Mgmt	CEX
Civilian Unit Leader	CL
Chief Flight Nurse	CN
Command Post	CP
Commander's Support Staff	CSS
Vice Commander	CV
Executive	CVE
Sexual Assault Response Coord	CVK
Retiree Activity Program	CVR
Deputy Director	DD
Vice Director	DV
Equal Opportunity	EO
Comptroller	FM
Financial Analysis	FMA
Comptroller Management	FMD
Financial Services	FMF
Nonappropriated Funds Financial Analysis	FMN
Quality Assurance	FMQ
Local Area Network Support	FMZ
FS Force Support	FS
Community Services	FSC
Force Development	FSD
Airman and Family Services	FSF
Marketing	FSK
Manpower and Personnel	FSM
Operations Officer	FSO

Position	OFFICE SYMBOL
Unit Training	FSOT
Readiness and Plans	FSOX
Resource Management	FSR
Sustainment Services	FSV
Chaplain	HC
History	HO
Inspector General	IG
Information Protection	IP
Staff Judge Advocate	JA
Civil Law	JAC
Claims	JAD
Executive Services	JAE
General Law	JAG
International Law	JAI
Military Justice	JAJ
Labor Law	JAL
Acquisition Law	JAQ
Legal Assistance	JAR
Environmental Law	JAV
Logistics	LG
Contracting	LGC
Acquisition Flight A	LGCA
Acquisition Flight B	LGCB
Performance Management	LGCM
Plans and Programs	LGCP
Contingency Support	LGCX
Logistics Manager	LGL
Operations Compliance	LGLO
Logistics Training	LGLT
Logistics Plans	LGLX
Quality Assurance	LGQ
Logistics Readiness/Operations Mgmt	LGR
Aerial Delivery	LGRA
Deployment and Distribution	LGRD
Cargo Movement Section	LGRDC
Inbound	LGRDCI
Outbound	LGRDCO
Aircraft Parts	LGRDMA
Flightline Service	LGRDMF
HAZMART	LGRDMH
Individual Equipment	LGRDMI
Storage	LGDRDMS
Fuels Management	LGRF
Cryogenic Production	LGRFC
Compliance and Environmental	LGRFE
Fuels Information	LGRFI
Fuels Operations	LGRFO
Material Management	LGRM
Squadron Readiness	LGRR
Contingency Planning & Training	LGRRP
Squadron Readiness	LGRRR
Air Terminal Operations	LGRRT
War Readiness	LGRRW
Management and Systems	LGRS
Customer Service	LGRSC
Procedures and Accountability	LGRSP

Appendix E
NGB Approved KSANG Office Symbols

Position	OFFICE SYMBOL
Resource Management	LGRSR
Systems Management	LGRSS
Squadron Training	LGRST
Traffic Management	LGRT
Personal Property	LGRTTP
Passenger Travel	LGRTT
Vehicle Management	LGRV
Maintenance	LGRVM
Operations	LGRVO
Military Equal Opportunity	MEO
Manpower and Quality	MQ
Maintenance	MX
Aircraft Maint/Maint Supervision	MXA
Aircraft Maintenance Unit (AMU) A	MXAA
Aircraft Maintenance Unit (AMU) B	MXAB
Aircraft Maintenance Unit (AMU) C	MXAC
Deployment	MXAD
Debrief	MXAF
Aircraft Support	MXAS
Training	MXAT
Weapons Standardization	MXL
Maintenance Supervision	MXM
Accessories	MXMC
Test Measurement Diagnostics Equipment (TMDE)	MXMD
Fabrication	MXMF
Aerospace Ground Equipment (AGE)	MXMG
Propulsion	MXMP
Armament	MXMR
Maintenance Support	MXMT
Avionics	MXMV
Munitions	MXMW
Maintenance Operations	MXO
Maintenance Operations Flight	MXOO
Programs and Resources	MXOP
Maintenance Training	MXOT
Quality Assurance	MXQ
Missile Maintenance	MXS
Generation	MXSG
Facilities	MXSF
Support	MXSS
Munitions	MXSW
Munitions	MX
Munitions Supervision	MXW
Materiel	MXWC
Systems	MXWK
Conventional Air-Launched Cruise Missile (CALCM)	MXWM
Production	MXWP
Armament Systems	MXWR
Special Weapons	MXWS
Operations	OG
Intelligence	OGI
Standardization/Evaluation	OGV
Operations Support	OS

Position	OFFICE SYMBOL
Airfield Operations	OSA
Weapons and Tactics	OSK
Aircrew Flight Equipment	OSL
Current Operations	OSO
Weather	OSW
Operations Plans	OSX
Public Affairs	PA
Community Relations	PAC
Internal Information	PAI
Media Relations	PAM
Resources	PAR
Quality	QI
Reserve Affairs	RE
Reserve Forces Advisor	RF
Social Actions	SA
Communications	SC
Operations	SCO
Airfield Systems	SCOA
Infrastructure	SCOI
Knowledge Ops	SCOK
Network Ops	SCOO
Client Service Center	SCOS
Transmission Systems	SCOT
Cable/Ant Systems	SCOW
Special Mission	SCP
Policy and Evaluation	SCQ
Plans and Resources	SCX
Postal	SCXM
Plans, Programs, Resources and Readiness	SCXP
Information Assurance	SCXS
Force Development and Training	SCXX
Safety	SE
Computer Operations and Programs	SEC
Aviation Safety	SEF
Ground Safety	SEG
Safety Issues	SEI
Policy, Plans and Programs	SEP
Resource Mgmt, Manpower & Career Pgm	SER
Weapons, Space and Nuclear Safety	SEW
Security Forces	SF
Security Forces Management	SFM
Intelligence	S-2
Operations and Training	S-3
Logistics	S-4
Plans and Programs	S-5
Surgeon	SG
Administrator	SGA
Surgical Operations	SGC
Maternal/Child Care	SGCB
Critical Care	SGCC
OB/GYN Services	SGCG
Surgical Inpatient	SGCI
Anesthesia	SGCJ

Appendix E
NGB Approved KSANG Office Symbols

Position	OFFICE SYMBOL
Multiservice Inpatient	SGCM
Medical Inpatient	SGCN
Orthopedics	SGCO
Perioperative	SGCP
General Surgery	SGCQ
Diagnostic Imaging	SGCR
Operating Room	SGCS
Surgical Services	SGCU
Mental Health Inpatient	SGCW
Surgical Specialties	SGCX
Dental	SGD
Area Dental Laboratory	SGDA
Clinical Dentistry	SGDD
Dental Laboratory	SGDL
Dental Residency	SGDR
Dental Support	SGDS
Inpatient Operations	SGI
Multiservice Inpatient	SGIA
Maternal/Child Care	SGIB
Critical Care	SGIC
Medical Inpatient	SGIM
Perioperative	SGIP
Surgical Inpatient	SGIS
Mental Health Inpatient	SGIW
Medical Operations	SGO
Audiology	SGOA
Maternal/Child Care	SGOB
Pediatrics	SGOC
Dental Operations	SGOD
Emergency Services	SGOE
Family Health	SGOF
Obstetrical/Gynecological (OB/GYN) Services	SGOG
Health Promotion	SGOH
Aeromedical Staging	SGOI
Bioenvironmental Engineering	SGOJ
Clinical Medicine	SGOK
Public Health	SGOL
Medical Services	SGOM
Occupational Medicine	SGON
Optometry	SGOO
Primary Care Team	SGOP
Hyperbaric Medicine	SGOQ
Aerospace Physiology	SGOR
Surgical Services	SGOS

Position	OFFICE SYMBOL
Educational and Developmental Intervention Services (EDIS)	SGOT
Genetics	SGOU
Medically Related Services	SGOV
Mental Health	SGOW
Personnel Reliability Program	SGOX
Physical and Occupational Therapy	SGOY
Aerospace and Operational Medicine	SGOZ
Aerospace Medicine	SGP
<i>Bioenvironmental Engineering</i>	SGPB
<i>Dental Operations</i>	SGPD
<i>Optometry</i>	SGPE
Aerospace and Operational Medicine	SGPF
Hyperbaric Medicine	SGPH
Trainee Health Surveillance	SGPI
Trainee Health	SGPJ
Trainee Health Behavior Analysis Service	SGPK
Public Health	SGPM
Occupational Medicine	SGPO
Personnel Reliability Program	SGPP
Audiology	SGPQ
Aerospace Physiology	SGPT
Trainee Health Drug Demand Reduction	SGPU
Aeromedical Staging	SGPW
Health Promotion	SGPZ
Diagnostics and Therapeutics	SGQ
Clinical Laboratory	SGQC
Nutritional Medicine	SGQD
Histopathology	SGQH
Pharmacy	SGQP
Diagnostic Imaging	SGQQ
Medical Support	SGS
Diagnostics and Therapeutic Services	SGSA
Pharmacy	SGSD
Histopathology	SGSH
Medical Information Services	SGSI
Clinical Laboratory	SGSL
Medical Logistics	SGSM
Nutritional Medicine	SGSN
Personnel and Administration	SGSP
Diagnostic Imaging	SGSQ
Resource Management	SGSR
TRICARE Operations and Patient Administration (TOPA)	SGST
Readiness	SGSX
Plans	XP

Glossary

Section I Abbreviations

DOP

Director of Personnel

DDOP

Deputy Director of Personnel

HHD

Headquarters and Headquarters Detachment

JFHQ-KS

Joint Forces Headquarters – Kansas

KSNB

Kansas National Guard

Section II

Terms

This section contains no entries.

Section III

Special Abbreviations and Terms

This section contains no entries.

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