

KSARNG Pamphlet 25-59

**Information Management: Records
Management**

Office Symbols

**Adjutant General's Department
Kansas Army National Guard (KSARNG)
Topeka, KS
01 September 2023**

SUMMARY of CHANGE

KSARNG Pamphlet 25-59
Office Symbols

This major revision, dated 01 September 2023—

- Supersedes and renames JFHQ-KS SOP 25-59 to KSARNG Pamphlet 25-59
- Changes proponent from JFHQ-KS Directorate of Personnel to KSARNG G3.
- Updates the History, Summary, and Distribution. (page i)
- Reformats the Contents to remove the chapter structure. (page i)
- Updates the Purpose, References, Responsibilities, and Policy. (page 1)
- Removes the Scope statement as redundant. (page 1)
- Updates “Construction of office symbols” and removes “Construction of command office symbols” to reduce redundancy, remove reference to non-existent paragraph 7, and provide clarification. (page 2)
- Replaces “Use of office symbols in addresses” with “Use of office symbols” and refers directly to AR 25-50 for use of office symbols in memoranda, letters, and addresses. (page 2)
- Updates Table 2 to add additional common designators and remove unused designators. (page 3)
- Removes the Air Force Address Directory and both HQ AFNIC/EAMR memos from Appendix A, Section I. (page A-1)
- Moves AR 25-50 to Appendix A, Section I. (page A-1)
- Adds the URLs for ARIMS and the AAO Database to Appendix A, Section I. (page A-1)
- Removes AFMAN 33-326 from Appendix A, Section I. (page A-1)
- Adds AR 25-400-2 to Appendix A, Section II. (page A-1)
- Updates Appendix B with current approved staff office symbols. (pages B-1 – B-3)
- Updates Appendix C with current approved unit office symbols. Removes 287 SB, adds 130 FAB and 35 DIVARTY, and redesignates 169 CSSB as 169 DSSB. (page C-1)
- Updates Appendix C by removing detachments from organizations.
- Removes Appendixes D and E. (pages D-1 – E-3)
- Updates the Glossary with new abbreviations.

Information Management: Records Management

Office Symbols

By Order of the Commander,
KSARNG

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History. This pamphlet updates and replaces JFHQ-KS SOP 25-59 dated 16 July 2012. The original SOP was developed in response to ARNG-CSZ Policy 2011-07.

The policy was updated in 2014 and directs Kansas to start office symbols with NGKS.

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

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

Proponent and exception Authority. The proponent of this pamphlet is the KSARNG

G3. The Proponent has the authority to approve exceptions to this pamphlet that are consistent with controlling regulation.

Supplementation. Supplementation or changes to this pamphlet require prior approval by the Chief of Staff, KSARNG.

Suggested Improvements. Users may send comments and suggested improvements to NGKS-OTN, 2800 Topeka Blvd., Topeka, KS 66611-1287

Distribution. Army – All

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Glossary

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1. Purpose

This pamphlet prescribes policy for the use and construction of office symbols for the Kansas Army National Guard (KSARNG) and provides a listing of currently approved office symbols for JFHQ and Major Subordinate Commands (MSCs).

2. References

Required and related publications and prescribed and reference forms are listed in Appendix A.

3. Explanation of abbreviations and terms

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

4. Responsibilities

- a. The KSARNG G3, 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 State Records Manager will—
 - (1) Supervise and manage the office symbol program for the KSARNG.
 - (2) Review and approve/disapprove requests for new or modified office symbols for all elements of the KSARNG.
 - (3) Ensure approved office symbols are submitted to the Army Records Information Management (ARIMS) database located at <https://www.arims.army.mil>.
 - (4) Ensure approved office symbols are submitted to the Army Addresses Online database located at <https://www.arims.army.mil/AAO/welcome.aspx>.
- c. Records Administrators for JFHQ and MSCs will—
 - (1) Develop proposed office symbols following the guidance in this pamphlet and submit to the State Records Manager for approval.
 - (2) Review office symbols submitted by subordinate sections and units for compliance with this pamphlet and send to the State Records Manager for final approval or return to the unit for adjustment.
 - (3) Ensure approved office symbols are accurate, current, and utilized for all official correspondence.
- d. Records managers of subordinate sections and units will—
 - (1) Develop office symbols for their section and subordinate units following the guidelines in this pamphlet.
 - (2) Forward proposed office symbols through their higher headquarters' record administrator to the State Records Manager for approval.
 - (3) Ensure approved office symbols assigned to their section and subordinate units are accurate, current, and utilized for all official correspondence.

5. Use of office symbols

Office symbols are used to—

- a. Identify the originators of correspondence and electronically transmitted messages within the KSARNG.
- b. Denote the placement of an organization within the KSARNG and Army structure for historical and records purposes.
- c. Office symbols can be used as a part of official mailing addresses as prescribed in AR 25-50.
- d. Aid Records Managers in creating Office Record Lists (ORLs) inside ARIMS and associates a physical address and unit with the office symbol in the AAO for reference when correspondence does not use full geographic addresses or letterhead addresses do not match office symbols.

6. Policy

- a. The basic office symbol for JFHQ and MSCs will be approved by the State Records Manager.
- b. Office symbols for all other elements of the KSARNG will be submitted through higher headquarters for review prior to forwarding to the State Records Manager for approval.
- c. KSARNG office symbols will be constructed per paragraph 7, *Construction of Office Symbols*.
- d. 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.

7. Construction of office symbols

- a. KSARNG office symbols will follow AR 25-59, para 9 – Construction of Army command, Army service component command, direct reporting unit, installation, subordinate, and unit office symbols.
- b. 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, NGKS-XXX-XXX).
- c. Characters other than letters of the alphabet will not be used in office symbols.
- d. The first two letters of an office symbol indicate the organization’s primary command. National Guard Bureau has assigned the first two letters for all National Guard units: NG.
- e. The third and fourth letters represent the unit’s state: KS.
- f. 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-CM).
- g. 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-RRB-AC). The eighth letter can also represent a certain official in the immediate office preceding it (NGKS-RRB-Z).
- h. The tenth letter represents the organizational level or specific individual of an element. For example, 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-RRB-ACZ). Additionally, the letter “X” is used for the executive, executive officer, or executive assistant of the agency or activity (NGKS-RRB-ACX).
- i. Table 1 illustrates the sequential construction of sample office symbols as outlined in paragraph 7.a.
- j. Commonly used letter designators are provided in Table 2.
- k. Approved KSARNG office symbols are provided in Appendix A and Appendix B.

Table 1.
Example of sequential construction of office symbols

KS National Guard	Directorate / Organization	Staff / Element / Organization	Individual / Element Level	Office Symbol
	Operations and Training Directorate	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
Air Ambulance	AA
Administrative Assistant	AD
Administrative Officer	AO
Anti-Terrorism	AT
Aviation	AV
Budget Analyst	BA
Case Management	CM
Chaplain	CH
Chief of Staff	CS
CTT / Contingency Contracting Team / Composite Truck	CT
Facilities and Engineering	FE
Field Maintenance	FM
Force Integration Readiness	FI
Force Protection	FP
Health Service Specialist	HS
Human Resources	HR
Information Management	IM
Inspector General	IG
Intelligence	IN
Joint Operations Center	JO
Joint Staff	JS
Judge Advocate	JA
Legal	LE
Logistics	LO
Maintenance	MN
Management Specialist	MS
Medical Boards	MB
Medical Section	MD
Movement Control	MC
Occupational Health	OH
Operations	OP
Operations and Training	OT
Personnel	PE
Physical Security	PS
Planning	PL
Production Control	PC
Program Analyst	PM
Public Affairs	PA
Quality Assurance	QA
Radiological	RA
Recruiting and Retention	RR
Safety	SF
Senior Contingency Contracting Team	SC
Signal	SG
Standardization	ST

Unit / Organization	Designator
Armor	AR
Aviation	AV
Combined Arms	CA
Combat Sustainment Support	CS
Division	ID
Engineer	EN
Field Artillery	FA
Joint Forces Headquarters	JF
Military Police	MP
Regional Support	RS
Regional Training	RT
Sustainment	SU
Troop Command	TP
Brigade Level Command	XXA
First Battalion Level Command	XXB
Second Bn Level Cmd (as needed)	XXC
Third Bn Level Cmd (as needed)	XXD
Topeka	XXT
Site / Salina	XXS
A Battery	AB
A Company	AC
B Battery	BB
B Company	BC
Band	BD
C Battery	CB
C Company	CC
D Company	DC
E Battery	EB
E Company	EC
Fixed Wing	FW
Forward Support Company (FSC)	FS
Ground Ambulance	GA
HET Transportation	HE
HHC/HSC/HHB/HSD	HS
Horizontal	HR
Maintenance Company 1	MC
Maintenance Company 2	ME
Medium Transportation	MT
Military History	MH
PLS Transportation	PL
Vertical	VR
Company	C
Command Sgt Major	CM

State Partnership Program	SPP	Additional Unit Designator / Detachment	D
State Safety Office	SS	Additional Unit Designator	E / F / G / H
Strategic Initiatives	SI	1SG / NCOIC	N
Support Operations	SP	Officer	O
Training Technician	TT	XO / Deputy	X
USPFO	PF	Commander	Z
Warehouse	WH		

Appendix A References

Section I Required Publications

Army Records Information Management System (ARIMS)

Records management website for Office Record List creation (Cited in chap 1.) (Available at <https://www.arims.army.mil/>)

AR 25-50

Preparing and Managing Correspondence

AR 25-59

Office Symbols

US Army Addresses and Office Symbols Online (AAO) Database

Compilation of Army Addresses (Cited in chap 1.) (Available at <https://www.arims.army.mil/aao/welcome.aspx>.)

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 25-30

Army Publishing Program

AR 25-51

Official Mail and Distribution Management

AR 25-400-2

Army Records Management Program

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

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
Deputy CofS – Army	NGKS-CSX
KS CSM/CCMS	NGKS-CM
Command Sergeant Major – Army	NGKS-CMA
Directorate of Personnel – DOP (G1)	
Director of Personnel	NGKS-PEZ
Deputy G1	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 Resources Officer	NGKS-HRX
Labor Relations Specialist	NGKS-HRL
MEO/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
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

STAFF ELEMENT	OFFICE SYMBOL
Directorate of Plans, Operations and Training – DPOT (G3)	
DPOT	NGKS-OTZ
Deputy G3	NGKS-OTX
G3 SGM	NGKS-OTN
G3 State Training Officer	NGKS-OTT
G3 State Training Administrator	NGKS-OTT-A
G3 Budget Analyst	NGKS-OTT-BA
G3 Mobilization Readiness Officer	NGKS-OTM
G3 Mobilization Officer	NGKS-OTM-O
G3 Mobilization Technician	NGKS-OTM-T
G3 Force Integration / Readiness Officer	NGKS-OTM-FIO
G3 Mobilization Plans Officer	NGKS-OTM-PLO
J3 DOMS	NGKS-OTD
J3 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	NGKS-OTD-AT
KS DOMS Radiological Officer	NGKS-OTD-RAO
KS DOMS Anti-Terrorism Officer	NGKS-OTD-ATO
KS DOMS Physical Security NCO	NGKS-OTD-PSN
J3 Director of Operations	NGKS-OPZ
J3 Counter Drug OIC	NGKS-OTC
J3 Counter Drug NCOIC	NGKS-OTC-N
J3 Civil Support Team CDR	NGKS-OTS
J3 Civil Support Team NCOIC	NGKS-OTS-N
J3 Civil Support Team XO	NGKS-OTS-X
G3 Training CTT OIC	NGKS-OTT-CTZ
G3 Training CTT NCOIC	NGKS-OTT-CTN
G5/7 Plans and Exercises Officer	NGKS-OTT-PX
G3 Plans Officer	NGKS-OTP
G3 Plans NCOIC	NGKS-OTP-N
J3/7 Exercise Officer	NGKS-OTE
J3/7 Exercise NCOIC	NGKS-OTE-N
J3/7 Exercise Plans Officer	NGKS-OTE-PLO
Directorate of Logistics – DOL (G4)	
Director of Logistics	NGKS-LOZ
Deputy G4	NGKS-LOX
Logistics Management Officer	NGKS-LOZ-X
G4 SGM	NGKS-LON
Log Management Spec (Admin)	NGKS-LOA

Appendix B
Approved NGKS Staff Office Symbols cont.

STAFF ELEMENT	OFFICE SYMBOL
Directorate of Logistics – DOL (G4) cont.	
Director of Movement Control	NGKS-LOT-MC
Program Analyst	NGKS-LOA-PA
IDT Lodging/FLIPL Prg Manager	NGKS-LOA-LF
Supply Management Spec	NGKS-LOA-CP
Asst Transportation Manager	NGKS-LOT-AM
Food Service Technician	NGKS-LOF
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 #7	NGKS-LOM-FMG
Field Maintenance Shop #8	NGKS-LOM-FMH
Field Maintenance Shop #13	NGKS-LOM-FMM
NGKS MATES	NGKS-LOM-MAT
NGKS CSMS	NGKS-LOM-CSS
NGKS UTES	NGKS-LOM-UTE
Directorate of Strategic Plans – DOSP (J5)	
Director of Strategic Plans	NGKS-SIZ
Deputy Director / J5	NGKS-SIX
State Partnership Officer	NGKS-SPP
Directorate of Information Management – DOIM (J6)	
DOIM	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
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 Budget	NGKS-IMP
DOIM Budget	NGKS-IMP-BO
DOIM Supply	NGKS-IMP-S

STAFF ELEMENT	OFFICE SYMBOL
DOIM (J6) cont.	
DOIM State Interoperability Co	NGKS-IMP-IC
SASMO-Manager	NGKS-IMS
SASMO NCOIC	NGKS-IMS-N
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
Office of the Staff Judge Advocate (OSJA)	
State Staff Judge Advocate	NGKS-JAZ
Army Staff Judge Advocate	NGKS-JAX
General Office	NGKS-JAO
Legal Assistance Office	NGKS-JAO-LAO
Recorders	NGKS-JAO-CJS
Trial Defense Services	NGKS-JAO-TDS
Inspector General	
Inspector General	NGKS-IG
Safety Office	
State Safety Office	NGKS-SSO
State Safety Manager	NGKS-SSM
State Safety Specialist	NGKS-SSS

Appendix B
Approved NGKS Staff Office Symbols cont.

STAFF ELEMENT	OFFICE SYMBOL
State Aviation Office	
Deputy Chief of Staff for Aviation	NGKS-AVZ
Operations Officer	NGKS-AVN-OPO
Program Analyst	NGKS-AVN-PM
State Aviation Safety	NGKS-AVN-S
State Aviation Standardization	NGKS-AVN-ST
Army Aviation Support Facility #1	
Commander	NGKS-AVT-Z
Aviation Safety	NGKS-AVT-S
Aviation Standardization	NGKS-AVT-ST
Quality Assurance	NGKS-AVT-QA
Flight Operations	NGKS-AVT-O
Aviation Maintenance	NGKS-AVT-M
Production Control	NGKS-AVT-MPC
DET 37 OSA	NGKS-AVT-FW
Army Aviation Support Facility #2	
Commander	NGKS-AVS-Z
Aviation Safety	NGKS-AVS-S
Aviation Standardization	NGKS-AVS-ST
Quality Assurance	NGKS-AVS-QA
Flight Operations	NGKS-AVS-O
Aviation Maintenance	NGKS-AVS-M
Production Control	NGKS-AVS-MPC

Appendix C
Approved KSARNG Unit Office Symbols cont.

UNIT	UIC	OFFICE SYMBOL
69 TC	W78EAA	NGKS-TPA
HHD/JFHQ-KS	W8A1AA	NGKS-JFB-HS
1074 Field TDT	WPV9AA	NGKS-JFB-TDF
1174 Sr TDT	WPZXAA	NGKS-JFB-TDS
1979 Contg Team	WY6HAA	NGKS-JFB-CT
35 Div Band	WV95AA	NGKS-DIV-BD
105 MPAD	WQECOA	NGKS-JFB-PAD
174 QM Plt	WP35AA	NGKS-JFB-FFA
714 QM Plt	WP1CAA	NGKS-JFB-FFB
KSARNG Med Det	W8Z6AA	NGKS-MED
KSARNG Rec & Ret	W90TAA	NGKS-RRB
A/RR Bn	W90TA1	NGKS-RRB-AC
B/RR Bn	W90TA2	NGKS-RRB-BC

UNIT	UIC	OFFICE SYMBOL
Other UICs		
AASF #1	W89ZAA	NGKS-AVT
AASF #2	W8NAAA	NGKS-AVS
2-641 AV	WY48C1	NGKS-AVD
Det 37 OSA	W7Y437	NGKS-AVT-FW
USPFO	W7M9AA	NGKS-PF
CIF	W7M925	NGKS-PFS-CI

Glossary

Section I Abbreviations

AAO

Army Addresses Online

ARIMS

Army Records Information Management System

HHD

Headquarters and Headquarters Detachment

JFHQ

Joint Forces Headquarters

KSARNG

Kansas Army National Guard

MSC

Major Subordinate Command

ORL

Office Record List

Section II

Terms

This section contains no entries.

Section III

Special Abbreviations and Terms

CofS

Chief of Staff

Contg

Contracting

DOMS

Director of Military Support

ESO

Education Services Officer

SASMO

Sustainment Automation Support Management Office

USPFO

United States Property and Fiscal Office