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Information Management: Records Management
OFFICE SYMBOLS

Summary. This pamphlet provides official office symbols for Headquarters, U.S. Army Training and Doctrine Command (HQ TRADOC) staff, schools, activities, and miscellaneous units. This revision includes staff realignments resulting from transformation initiatives.

Applicability. This pamphlet applies to HQ TRADOC and all agencies that prepare correspondence to or from HQ TRADOC.

Suggested improvements. The proponent of this pamphlet is the Chief Information Officer (CIO). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC (ATIM-T), 84 Patch Road, Fort Monroe, VA 23651-1051. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal). Electronic mail address: atim@monroe.army.mil.

Availability. This publication is only available on the TRADOC Homepage at <http://www.tradoc.army.mil/tpubs/pamndx.htm>.

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1. Purpose. This pamphlet provides a listing of official office symbols for HQ TRADOC staff, major subordinate commands (MSCs), schools, and miscellaneous activities.

2. Reference. TRADOC Reg 10-5 (Organization and Functions) is a required publication.

*This pamphlet supersedes TRADOC Pamphlet 25-51 dated 1 May 1998.

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3. Office symbol structure for HQ TRADOC.

a. The CIO establishes office symbols for HQ TRADOC, as follows, consistent with the organizational structure shown in TRADOC Reg 10-5:

(1) Office symbols are limited to not more than seven letters. Place hyphens between the fourth and fifth letters.

(2) Headquarters, Department of the Army assigned the first two letters (i.e., "AT") to U.S. Army Training and Doctrine Command.

(3) The third and fourth letters represent the Command Group and general and special staff offices.

(4) After the hyphen, the fifth letter represents a directorate, a comparable element, or next organizational element below general and special staff level.

(5) The sixth letter represents a division, a comparable element, or next lower organizational level.

(6) The seventh letter represents a branch, comparable element, or the next lower organizational element.

(7) Use the letter "Z" as the fifth letter for the immediate office of the head of a general or special staff office. Use the letter "Z" in conjunction with the letters "A" through "W" to represent officials in the office.

(8) Use the letter "X" as the sixth letter for the executive officer of general or special staff offices.

b. Office symbols for HQ TRADOC are listed in [appendix A](#). Do not change office symbols solely because of a name change for an activity.

4. General guidelines for MSCs, schools, and miscellaneous activities. Commanders of MSCs, field operating activities (FOAs), schools, and the listed miscellaneous activities (see apps [B](#), [C](#), and [D](#)) establish office symbols for their organizations as follows:

a. Limit office symbols to not more than nine letters.

b. The first four letters are fixed by this pamphlet and do not change.

c. Place hyphens between the fourth and fifth letters and the seventh and eighth letters.

d. Construct these symbols in a manner similar to that used for HQ TRADOC (see para 3, above).

5. Changes to office symbols. Army Accessions Command, Futures Center, and Deputy Chiefs of General and Chiefs of Special Staff Offices, HQ TRADOC, will send requests for changes to CIO (ATIM-T) or atim@monroe.army.mil. Coordinate all changes in organizational structure with Commander, TRADOC (ATIM-T), 84 Patch Road, Fort Monroe, VA 23651-1051, prior to implementation, for assignment or deletion of office symbols. Notify the NETCOM Region-Fort Monroe Mail and Distribution Center (ATZG-BO-PR) of approved office symbol changes for proper routing and distribution of mail.

**Appendix A
HQ TRADOC**

Commanding General..... ATCG
 Office, Commanding General ATCG
 Commander’s Planning Group..... ATCG-P
 Inspector General ATIG
 Staff Judge Advocate ATJA

Command Sergeant Major..... ATCM

U.S. Army War College..... ATWC

Deputy Commanding General/Chief of Staff ATCS
 Assistant Chief of Staff ATCS
 Secretary of the General Staff (SGS)..... ATCS-X
 Administrative Division ATCS-XA
 Executive Services Division ATCS-XE
 Information Systems Division ATCS-XI
 Staff Actions Division..... ATCS-XS
 Congressional Activities Office ATCS-CA
 Strategic Communications ATCS-D
 Equal Employment Opportunity ATCS-E
 Command Safety Office..... ATCS-S
 Office of Internal Review and Audit Compliance ATIR
 Office of the Chief of Public Affairs..... ATPA

**Commanding General, U.S. Army Accessions Command/
 Deputy Commanding General for Initial Entry Training** ATAL-CG

**Deputy Commanding General for Combined Arms/
 Commander, Combined Arms Center, Fort Leavenworth**..... ATZL-CG

Deputy Commanding General, Futures Center
 Director ATFC-ZA
 Deputy Director/Chief of Staff..... ATFC-ZB
 Deputy Chief of Staff ATFC-ZC
 Architecture Integration and Management Directorate..... ATFC-A
 Future Force Coordination Cell ATFC-C
 Capabilities Development Directorate ATFC-D
 Battle Command and Awareness Division ATFC-DB
 Force Application Division ATFC-DF

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Logistics Division	ATFC-DL
Protection Division	ATFC-DP
Science and Technology Division.....	ATFC-DS
Training Division	ATFC-DT
Concept Development and Experimentation Directorate	ATFC-E
Concepts Development Division.....	ATFC-ED
Experimentation Division	ATFC-EE
Future Warfare Division	ATFC-EF
Wargaming Division	ATFC-EW
Forward Element.....	ATFC-F
Air Land Sea Application Center.....	ATFC-L
Reserve Component Office.....	ATFC-M
Operations Directorate	ATFC-O
Operations Division	ATFC-OO
Policy Division.....	ATFC-OP
Strategic Engagement Division.....	ATFC-OS
Program Management Directorate	ATFC-P
Information Management Division.....	ATFC-PI
Personnel and Logistics Division.....	ATFC-PP
Resource and Programs Management Division	ATFC-PR
Requirements Integration Directorate.....	ATFC-R
Studies and Analysis Division	ATFC-RA
SBCT/Current Force Integration Division.....	ATFC-RB
Capabilities Integration Division	ATFC-RC
Joint and Allied Doctrine Division	ATFC-RD
UE Integration Division	ATFC-RE
Force Design Division	ATFC-RF
Simulations Division.....	ATFC-RS
UA Integration Division.....	ATFC-RU
Strategic Plans Directorate.....	ATFC-S
International Army Programs Directorate (IAPD) (FOA)	ATFC-Y
Multilateral Division/Latin America/Pacific/Israel Division.....	ATFC-YL
North Atlantic Division.....	ATFC-YN
Deputy Commanding General for United States Army Reserve.....	ATDC-M
Deputy Commanding General for Army National Guard	ATDC-G
Deputy Chief of Staff for Personnel, Infrastructure, and Logistics (DCSPIL)	ATBO-ZA
Adjutant General Directorate	ATBO-B
Civilian Personnel Directorate	ATBO-C
Engineer Directorate	ATBO-G
Logistics Directorate	ATBO-H

Office of the TRADOC Surgeon	ATBO-MD
Military History Office	ATBO-OH
Integration and Support Directorate.....	ATBO-S
Office of the TRADOC Chaplain	ATBO-TC
Deputy Chief of Staff for Intelligence (DCSINT)	ATIN-ZA
Deputy DCSINT	ATIN-ZA
Threat Application (Fort Leavenworth)	ATIN-ZAL
Wargaming and Experimentation (Fort Leavenworth).....	ATIN-ZAW
Battlespace Awareness and OE Integration Directorate	ATIN-B
Scenarios, Studies and Analysis Directorate (SSAD).....	ATIN-C
Devils Advocate Directorate.....	ATIN-D
Foreign Military Studies Office (Fort Leavenworth).....	ATIN-F
Homeland Infrastructure Security Threats Office (HISTO)	ATIN-H
Operational Environment (OE)/Threat Development Directorate.....	ATIN-I
Emerging Threats Division	ATIN-IA
Futures Division.....	ATIN-IC
Force Design and Requirements Division.....	ATIN-IR
Opposing Force (OPFOR) Integration Directorate.....	ATIN-O
Force and Mission Protection Directorate.....	ATIN-S
Security Office	ATIN-SE
Special Security Office	ATIN-SS
Staff Weather Office	ATIN-W
Deputy Chief of Staff for Operations and Training (DCSOPS&T)	ATTG-ZA
Assistant Deputy Chief of Staff for Operations	ATTG-ZO
Operations, Mobilization, Readiness Directorate (OMRD).....	ATTG-ZO
Current Operations Division	ATTG-ZOO
Mobilization Division	ATTG-ZOM
Emergency Operations Center	ATTG-ZOE
Readiness Division.....	ATTG-ZOR
Deputy Assistant Deputy Chief of Staff for Training.....	ATTG-ZX
Personnel Policy and Support Office	ATTG-ZX
Administrative Office.....	ATTG-ZXA
Executive Officer	ATTG-ZXE
Sergeant Major.....	ATTG-ZB
Joint Combined Arms Training Directorate (JCATD)	ATTG-B
Training Development and Delivery Directorate (TDADD).....	ATTG-C
Chemical Surety Office.....	ATTG-CC

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Distributed Learning Division (DLD).....	ATTG-CD
Learning Strategies Division (LSD)	ATTG-CL
Modeling and Simulation Division (M&S)	ATTG-CM
Quality Assurance Office Division (QAO).....	ATTG-CQ
Training Development and Staff Management Division (TD&SMD)	ATTG-CT
Program Management Office Distributed Learning System (DLS)	SFAE-PS-DL
Initial Training Directorate (ITD)	ATTG-I
Aviation Division.....	ATTG-IA
Digital Division.....	ATTG-ID
Initial Entry Training Division.....	ATTG-II
Interservice Training Office.....	ATTG-IO
Training Strategies and Policy Division	ATTG-IS
Command Provost Marshal (CPM).....	ATTG-J
Training Operations Management Activity (TOMA) (FOA)	ATTG-M
Operations Division	ATTG-MO
Program Division	ATTG-MP
Reserve Component Division	ATTG-MR
TRADOC Project Office (TPO) One Semi Automated Forces (OneSAF)	
Directorate.....	ATTG-O
Personnel Proponency Directorate (PPD).....	ATTG-P
Training Programs Analysis and Evaluation Directorate (TPANE).....	ATTG-Q
Security Assistance Training Field Activity (SATFA) (FOA)	ATTG-S
Training Plans and Capabilities Review Directorate (TPCRD).....	ATTG-T
Leader Development and Education Directorate (LDD)	ATTG-V
Civilian Education and Education Division.....	ATTG-VC
Officer and Warrant Officer Education System Division.....	ATTG-VO
Noncommissioned Officer Education System Division	ATTG-VN
The Army School System Directorate (TASSD).....	ATTG-X
U.S. Army Training Support Center (ATSC)	ATIC-CO
Army Research Institute (ARI)	DAPE-ARI-ZM
Deputy Chief of Staff for Resource Management (DCSRM).....	ATRM-ZA
Assistant Deputy Chief of Staff for Resource Management.....	ATRM-ZB
Executive Officer	ATRM-ZX
Administrative Office.....	ATRM-ZXA
Finance and Accounting Directorate.....	ATRM-A
MACOM Accountant.....	ATRM-AB
Accounting Services Division.....	ATRM-AS
Finance Services Division.....	ATRM-AT
Budget Directorate	ATRM-B
Budget Analysis Division	ATRM-BA

Futures Division.....	ATRM-BB
Budget Integration Division.....	ATRM-BC
Headquarters Activities Division.....	ATRM-BH
School and Activity Analysis Division.....	ATRM-BI
Manpower and Force Analysis Directorate.....	ATRM-F
Force Accounting and Systems Division.....	ATRM-FA
Manpower, Equipment, and Operations Division.....	ATRM-FI
Manpower, Requirement, and Analysis Division.....	ATRM-FT
Management Directorate.....	ATRM-M
Management Programs and Services Division.....	ATRM-MP
Management Studies and Analysis Division.....	ATRM-MS
Planning, Analysis, and Evaluation Directorate.....	ATRM-P
Chief Information Officer (CIO).....	ATIM
Deputy Chief Information Officer.....	ATIM
Support Directorate.....	ATIM-A
Operations Directorate.....	ATIM-I
Plans, Policies, and Resources Directorate.....	ATIM-T

Appendix B
TRADOC Major Subordinate Commands

U.S. Army Combined Arms Center (CAC), Fort Leavenworth.....	ATZL-CG
U.S. Disciplinary Barracks (Fort Leavenworth).....	ATZL-DB
United States Army Maneuver Support Center (Fort Leonard Wood).....	ATZT-CG
U.S. Army Combined Arms Support Command (CASCOM), Fort Lee.....	ATCL-CG
U.S. Army Soldier Support Institute (Fort Jackson).....	ATSG-CG
U.S. Army Accessions Command, Fort Monroe.....	ATAL
U.S. Army Cadet Command, Fort Monroe.....	ATCC
<i>Headquarters, ROTC Regions</i>	
U.S. Army Cadet Command, Eastern Region.....	ATOE
U.S. Army Cadet Command, Western Region.....	ATOW
U.S. Army Recruiting Command, Fort Knox.....	RCCG

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Appendix C

TRADOC Schools

Ranger Training Brigade.....	ATSH-RB
School of Advanced Military Studies	ATZL-SWV
School of Information Technology	ATZH-LCS
School of Military Packaging Technology	ATSD-MP
U.S. Army Adjutant General School.....	ATSG-AG
U.S. Army Air Defense Artillery School.....	ATSA
U.S. Army Airborne School.....	ATSH-TPP
U.S. Army Armor School	ATZK
U.S. Army Aviation School	ATZQ
U.S. Army Aviation Logistics School	ATSQ-LAC
U.S. Army Chaplain Center and School	ATSC
U.S. Army Chemical School.....	ATSN-CM
U.S. Army Command and General Staff College	ATZL-SW
U.S. Army Drill Sergeant School	
Fort Benning	ATSH-BC-DS
Fort Jackson	ATZJ-DSS
Fort Leonard Wood.....	ATZT-NCO-DS
U.S. Army Engineer School.....	ATSE-Z
U.S. Army Field Artillery School	ATSF-A
U.S. Army Finance School	ATSG-FS
U.S. Army Infantry School	ATSH
U.S. Army Intelligence Center and Fort Huachuca	ATZS
U.S. Army Logistics Management College	ATSZ
U.S. Army Military Police School.....	ATSJ-MP
U.S. Army Officer Candidate School	ATSH-TPC
U.S. Army Ordnance Center and Schools.....	ATSL
U.S. Army Ordnance Mechanical Maintenance School	ATSD
U.S. Army Ordnance Munitions and Electronics Maintenance School.....	ATSK
U.S. Army Physical Fitness School	ATAL-PF
U.S. Army Quartermaster Center and School	ATSM
U.S. Army Recruiting and Retention School.....	ATSG-RRS
U.S. Army Sergeants Major Academy.....	ATSS
U.S. Army Signal Center	ATZH
U.S. Army Transportation School.....	ATSP
U.S. Army War College.....	ATWC
U.S. Army Warrant Officer Career Center	ATSW

Appendix D

Miscellaneous TRADOC Activities

TRADOC Analysis Center/Special Activities

TRADOC Analysis Command (TRAC) (Fort Leavenworth).....	ATRC
U.S. Army Aeronautical Services Agency (USAASA).....	ATAS

U.S. Army Nuclear and Chemical Agency	ATNA
National Training Center Operations Group (Fort Irwin).....	ATXY
Joint Readiness Training Center (Fort Polk).....	ATZL-JR

TRADOC Liaison Officers (LNOs) to Other Commands and Activities

United Nations Command/Combined Forces Command/U.S. Forces Korea/ Eighth U.S. Army/TRADOC LNO to ROK Army	ATFC-YKO-ROK
U.S. Pacific Command (USPACOM)/U.S. Army Pacific (USARPAC)	ATFC-YF-PAC
Land Forces Doctrine and Training System.....	ATFC-YCA-LO

FRANCE

TRADOC LNO to French Army – Senior LNO (Paris)	ATFC-YFR-SRLO
TRADOC LNO to French Army – Maneuver LNO	ATFC-YFR-MAN
TRADOC LNO to French Army – Maneuver Support LNO	ATFC-YFR-MSPT
TRADOC LNO to French Army – Maneuver Sustainment LNO	ATFC-YFR-MSUS

GERMANY

TRADOC LNO to German Army – Senior LNO (Bonn).....	ATFC-YGE-SRLO
TRADOC LNO to German Army – Maneuver LNO (Munster)	ATFC-YGE-MAN
TRADOC LNO to German Army – Maneuver Support LNO (Munich and Sonthofen)	ATFC-YGE-MSPT
TRADOC LNO to German Army – Maneuver Sustainment LNO (Cologne)	ATFC-YGE-MSUS
Israel Defense Forces	ATFC-YIS-IDF
Italian Army HQ (Rome)	ATFC-YIT-IHQ
Japan Ground Self-Defense Force Staff College	ATFC-YJA-JSC
Japan Ground Self-Defense Force and USARJ	ATFC-YJA-JDF
Spanish Army HQ (Granada).....	ATFC-YSP-SHQ
Turkish Land Forces Doctrine and Training Command	ATFC-YTU-TDT

UNITED KINGDOM (UK)

TRADOC LNO to UK – Senior LNO (Wilts)	ATFC-YUK-SRLO
TRADOC LNO to UK – Maneuver LNO (Wilts)	ATFC-YUK-MAN
TRADOC LNO to UK – Maneuver Support LNO (London).....	ATFC-YUK-MSPT
TRADOC LNO to UK – Maneuver Sustainment LNO (Hampshire).....	ATFC-YUK-MSUS

TRADOC LNOs or Cells at Other Commands and Activities

U.S. Joint Forces Command Engagement Office	ATFC-J
U.S. Army Representative/LNO, U.S. Marine Corp Combat Development Command	ATFC-Q
U.S. Army Representative/LNO, U.S. Air Force.....	ATFC-H
U.S. Army Representative/LNO, U.S. Navy	ATFC-N

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Allied Officers to HQ TRADOC

Australian	ATFC-YFA
Brazilian	ATFC-YFB
Canadian.....	ATFC-YFC
Czech Republic	ATFC-YFZ
French.....	ATFC-YFF
German.....	ATFC-YFG
Hellenic	ATFC-YFH
Israel.....	ATFC-YFI
Italian	ATFC-YFL
Japanese	ATFC-YFJ
Korean.....	ATFC-YFK
Netherlands	ATFC-YFN
Spain.....	ATFC-YFS
Turkish	ATFC-YFT
United Kingdom.....	ATFC-YFU

FOR THE COMMANDER:

OFFICIAL:

ANTHONY R. JONES
Lieutenant General, U.S. Army
Deputy Commanding General/
Chief of Staff

/Signed/
JANE F. MALISZEWSKI
Colonel, GS
Chief Information Officer