

**Headquarters
Eighth United States Army Korea
United States Army Installation Management Office
Korea Region Office**

**Army in Korea
Regulation 25-59**

14 December 2005

Information Management

OFFICE SYMBOLS

***Appendix A was updated on 3 May 2007**

For the Commanding General:

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Official:



F.W. MORRIS
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Summary. This regulation establishes policies and procedures for assignment of office symbols for Eighth United States Army (Eighth Army), major subordinate commands (MSCs), and assigned and attached units.

Summary of Change. Not applicable.

Applicability. This regulation applies to all Headquarters (HQs) staff sections and subordinate commands of the Eighth Army. It does not apply to activities assigned to another major command.

Supplementation. Supplementation of this regulation and issuance of command and local forms by subordinate commands is prohibited unless prior approval is obtained from HQ Eighth Army G1, (EAGA-PPR), Unit #15236, APO AP 96205-5236.

Forms. Army in Korea (AK) forms are available at <http://8tharmy.korea.army.mil/>.

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the Eighth Army G1, (EAGA-PPR). Users may suggest improvements to this regulation by sending a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Eighth Army G1, (EAGA-PPR), Unit #15236, APO AP 96205-5236.

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- B. Major Subordinate Commands Office Symbols

GLOSSARY

Section I GENERAL

1. Purpose. This regulation establishes policies and procedures for assignment of office symbols for Eighth Army, major subordinate commands (MSC), and assigned and attached units.

2. References.

- a. AR 25-1, The Army Information Resources Management Program, 15 July 2005.
- b. AR 25-30, Preparing and Managing Correspondence, 6 February 2004.
- c. AR 25-51, Official Mail and Distribution Management, 30 November 1992.
- d. AR 25-59, Office Symbols, 7 December 2004.

3. Explanation of Terms. Abbreviations and acronyms to this regulation are explained in the glossary.

4. Responsibilities.

a. Assistant Chief of Staff (ACS) G1, Publications and Records Management Branch (EAGA-PPR), will review all proposed office symbols, forward those necessary to Records Management and Declassification Agency (RMDA) for approval, or approve them, if appropriate.

b. Staff offices within HQs, Eighth Army, will request their office symbols through the ACS, G1 (EAGA-PPR).

c. MSCs, assigned and attached commands will forward proposed office symbols within their command to the ACS, G1 (EAGA-PPR) for review and approval. .

d. Records managers at MSC's and separate units will ensure all approved office symbols, along with the correct mailing address, are added to the U.S. Army Addresses and Office Symbols database on the RMDA Web site at <https://www2.arims.army.mil/ao/mainpage.asp>. The ACS G1 Publications Records Management (PRM) will perform this function for the Eighth Army staff.

Section II POLICY AND PROCEDURES

5. Use of Office Symbols.

Office symbols are used to--

- a. Identify originators of correspondence and electronically transmitted messages.

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

c. Identify a part of official mailing addresses when used in accordance with (IAW) AR 25-59, paragraph 9.

6. Procedures.

a. Basic guidance for internal office symbols is as follows:

(1) Office symbols construction should contain no more than nine letters.

(2) Characters other than letters of the alphabet will not be used in the construction of office symbols. Numbers will not be used in office symbols.

b. Construction of Eighth Army Office Symbols.

(1) The first two letters (EA) identify Eighth Army.

(2) The third and fourth letters (EANC) identify the MSC (19th SC(E)) or the principal staff office (EARM), Eighth Army G8.

(3) The fifth and sixth letter, separated by a hyphen from the first four letters, denote a subordinate activity immediately below the MSC or staff. A seventh letter represents a staff division or the next lower organizational element. In many cases this will be the last part of an office symbol.

Example:

EAGA-PP – Policy and Programs, G1

EAGA-PPR – Publications and Records Management, G1

(4) The seventh letter represents a staff section division, a comparable element, or the next lower organizational element. The eighth and ninth letters (if required) will be the last part of an office symbol and will be separated by a hyphen from the seventh letter. They represent an office below the company or company sized element.

Example:

EANC-ASM-AS - Supply Section, A Co, 194th Maint Bn

c. All Eighth Army activities will propose their office symbols and forward them through their MSC or staff principal, in writing, to Eighth Army G1 (EAGA-PPR), APO AP 96205-5236 for approval. Once approved, the appropriate Appendix to this regulation will be updated by EAGA-PPR, formal staffing of this regulation is not required to update the Appendixes.

APPENDIX A

HEADQUARTERS, EIGHTH ARMY OFFICE SYMBOLS

<u>OFFICE TITLE</u>	<u>OFFICE SYMBOL</u>
<u>Command Group</u>	
Commanding General	EACG
Command Sergeant Major	EASM
Chief of Staff	EACS
Secretary General Staff	EASG
Protocol	EACG-P
Historian	EACG-H
<u>Personal Staff</u>	
Inspector General	EAIG
Judge Advocate	EAJA
Science Advisor	EASO
<u>Special Staff</u>	
Acquisition Management	EAAQ
Adjutant General	EAAG
Chaplain	EACH
Civilian Personnel Directorate	EACP
Equal Employment Opportunity	EAEO
Internal Review & Audit	EAIR
Public Affairs Officer	EAPA
Reserve, Guard Advisor	EARG
Safety	EASF
Surgeon	EAMD
<u>General Staff</u>	
ACS, G1	
Deputy G1	EAGA
SGM	EAGA-DG
Administration	EAGA-SM
Plans and Operations (P&O)	EAGA-AD
Policy and Programs (P&P)	EAGA-PO
Publications, Records Management	EAGA-PP
FOIA/PA	EAGA-PPR
Translations	EAGA-PPR-F
Command Sponsorship	EAGA-PPR-T
Resource Management	EAGA-PPC
Information Management	EAGA-PPM
Replacement Operations (R5)	EAGA-PPI
Enlisted Personnel Management	EAGA-RO
Officer Personnel Management	EAGA-ROE
	EAGA-ROO

OFFICE TITLE

OFFICE SYMBOL

Readiness	EAGA-ROR
Human Resource Services (HRS)	EAGA-PS
Personnel Actions	EAGA-PSA
Personnel Services	EAGA-PSS
eMILPO	EAGA-PSE
Postal	EAGA-PD
Operations	EAGA-PDO
Finance	EAGA-PDF
Inspector	EAGA-PDI
ACS, G2	EAGB
Deputy G2	EAGB-DG
SGM	EAGB-SM
Administration	EAGB-AD
Operations	EAGB-O
Current Operations	EAGB-OC
Systems	EAGB-OS
Counterintelligence	EAGB-OCI
Space Operations	EAGB-OSP
Plans	EAGB-P
Intelligence Support	EAGB-IS
Special Security Office	EAGB-SSO
ACS, G3, Maneuver Directorate	EAGC
Current Operations (G33)	EAGC-OP
Aviation	EAGC-OPA
Eighth Army Operations Center (Eagle's Nest)	EAGC-OPO
Future Operations (G35)	EAGC-FO
Force Management (G37)	EAGC-FOF
Future Plans (G5)	EAGC-PL
Army Strategic Development (ASD)	EAGC-PLS
Training Division	EAGC-TD
TSAK	EAGC-TDT
Exercise Branch	EAGC-TDX
NCOA	EAGC-TDN
Air Defense Branch	EAGC-AD
Civil Affairs (G9)	EAGC-CA
Resource Management	EAGC-RM
Information Management	EAGC-RMI
Knowledge Management	EAGC-KM
ACS, G4	EAGD
Sergeant Major	EAGD-SM
Administrative Branch	EAGD-A

OFFICE TITLE

OFFICE SYMBOL

Logistics Plans, Programs & Exercise Division	EAGD-P
Munitions Branch	EAGD-PAM
Storage & Surveillance	EAGD-PSS
Plans & Exercise Branch	EAGD-PPE
Petroleum & Water Branch	EAGD-POL
War Reserve Branch	EAGD-PWR
Support Operations Division	EAGD-O
Food Service Branch	EAGD-OF
Aviation Readiness Branch	EAGD-OA
CSSAMO Branch	EAGD-OC
Equipment Mgmt/Supply Policy & Procedures Branch	EAGD-OP
Material Readiness/Maint Programs, Plans and Policy Branch	EAGD-OM
Resource Management Division	EAGD-R
Budget Branch	EAGD-RB
Stock Fund Branch	EAGD-RS
Transportation Division	EAGD-T
Office Operations Branch	EAGD-TO
Air Movements	EAGD-TA
Land Movements	EAGD-TL
Sea Movements	EAGD-TS
Logistics Data	EAGD-TD

ACS, G6

Deputy G6
Sergeant Major
Signal Operations Division
Plans & Exercise Division
C4 Division

EAIM

EAIM-D
EAIM-SM
EAIM-O
EAIM-P
EAIM-C

ACS, G8

Deputy G8
Sergeant Major
Administration
Management Branch
Program & Budget Division
Budget Execution Branch
Budget Formulation Branch
Program Analysis & Evaluation Branch
HQ Activity Division
Execution Branch
Operations Branch
Manpower & Force Accounting Division
Requirements Branch

EARM

EARM-D
EARM-SM
EARM-DA
EARM-DM
EARM-P
EARM-PE
EARM-PF
EARM-PA
EARM-H
EARM-HE
EARM-HO
EARM-M
EARM-MR

OFFICE TITLE

OFFICE SYMBOL

ACS, Engineer

Deputy
Sergeant Major
Engineer Plans and Operations Branch
 Engineer Operations
 Engineer Plans
Facilities and Construction Branch
 Environmental Engineering

EAEN
EAEN-D
EAEN-SM
EAEN-OP
EAEN-OPO
EAEN-OPP
EAEN-FC
EAEN-FCE

Operational Protection Directorate (EAOP)

...Chief

Air & Missile Defense (AMD)
CBRNE Defense
Antiterrorism
EOD
Provost Marshall

EAOP
EAOP-AMD
EAOP-CD
EAOP-AT
EAOP-EOD
EAOP-PM

APPENDIX B

Major Subordinate Commands Office Symbols

<u>UNIT</u>	<u>OFFICE SYMBOL</u>
<u>2nd Infantry Division</u>	<u>EAID</u>
<u>Command Group</u>	
Commanding General	EAID-CG
Assistant Division Commander (Maneuver)	EAID-AM
Assistant Division Commander (Support)	EAID-AS
Chief of Staff	EAID-CS
Command Sergeant Major	EAID-CSM
<u>Personal Staff</u>	
Inspector General	EAID-IG
Staff Judge Advocate	EAID-JA
<u>Special Staff</u>	
Resource Management	EAID-RM
Provost Marshal	EAID-PM
Public Affairs Office	EAID-PA
Surgeon	EAID-MD
Chemical	EAID-CM
Chaplain	EAID-CH
Headquarters Commandant	EAID-HC
<u>General Staff</u>	
ACS, G-1	EAID-GP
ACS, G-2	EAID-GI
ACS, G-3	EAID-GO
ACS, G-4	EAID-GL
ACS, G-5	EAID-GC
ACS, G-6	EAID-GM
Subordinate Commands:	
1 st Heavy Brigade Combat Team	EAID-FB
Fires Brigade	EAID-AT
2 nd Combat Aviation Brigade	EAID-AA
<u>8th Military Police Brigade</u>	<u>EAPD</u>
Commander	EAPB
Command Sergeant Major	EAPB-CSM
S1	EAPB-A
S2	EAPB-B
S3	EAPB-C
S4	EAPB-D
S5	EAPB-E
S6	EAPB-F
Long Range Plans	EAPB-LRP
Resource Management	EAPB-RM

UNIT**OFFICE SYMBOL**

Subordinate Commands

94th MP Bn

EAPB-N

728th MP Bn

EAPB-S

HHC, 8th MP Bde

EAPB-HHC

14th MP Det

EAPB-M

18th Medical Command**EAMC**

Commander

EAMC

Deputy Commander/Chief of Staff

EAMC-DC

Command Sergeant Major

EAMC-CSM

Secretary of the General Staff

EAMC-SGS

Chaplain

EAMC-CH

Command Career Counselor

EAMC-CR

Command Legal NCO

EAMC-CL

Equal Opportunity Advisor

EAMC-EOA

Inspector General

EAMC-IG

Safety & Occupational Health Manager

EAMC-SAF

Signal Officer

EAMC-SO

Deputy Chief of Staff, Personnel

EAMC-P

Deputy Chief of Staff, Operations, Plans and Security

EAMC-OPS

Deputy Chief of Staff, Logistics

EAMC-L

Deputy Chief of Staff, Information Management

EAMC-IM

Deputy Chief of Staff, Resource Management

EAMC-RM

Deputy Chief of Staff, Force Health Protection

EAMC-FHP

Deputy Chief of Staff, Facilities

EAMC-F

Chief of Clinical Services

EAMC-CS

Chief of Nursing Services

EAMC-NS

Chief of Dental Services

EAMC-DS

Chief of Veterinary Services

EAMC-VS

Subordinate Units Command/Detachments

Headquarters and Headquarters Company

EAMC-HHC

16th Medical Battalion (Logistics)

EAMC-MSO

52nd Medical Battalion (Evacuation)

EAMC-EB

560th Medical Company (Ground Amb)

EAMC-EBA

568th Medical Company (Ground Amb)

EAMC-EBB

121st General Hospital

EAMC-H

122nd Medical Team (Surgical Care Team)

EAMC-HSC

127th Medical Detachment (Forward Surgical Team)

EAMC-HSA

135th Medical Detachment (Forward Surgical Team)

EAMC-HSB

168th Medical Battalion (Area Support)

EAMC-AS

5th Medical Detachment (Preventive)

EAMC-ASPA

38th Medical Detachment (Preventive)

EAMC-ASPC

154th Medical Detachment (Preventive)

EAMC-ASPB

106th Medical Detachment (Veterinary)

EAMC-VET

UNIT**OFFICE SYMBOL**

129th Medical Detachment (Vet Med)
618th Dental Company (Area Support)

EAMC-VM
EAMC-DS

19th Sustainment Command (E)**EANC**

Command Group

Commanding General
Deputy Commanding General
Chief of Staff
Secretary General Staff
Protocol
Historian

EANC-CG
EANC-DCG
EANC-CS
EANC-SGS
EANC-SGS-P
EANC-SGS-H

Personal Staff

Staff Judge Advocate
Inspector General

EANC-JA
EANC-IG

Special Staff

Command Chaplain
Command Dental Surgeon
Command Surgeon
Internal Review Officer
Public Affairs Officer
Provost Marshall

EANC-CH
EANC-DS
EANC-OC
EANC-IR
EANC-PA
EANC-PM

General Staff

ACS, G-1
Plans, Policy & Operations Division
Adjutant General
Command Retention Office
Command Equality Opportunity Advisor
Command Safety Division

EANC-GP
EANC-GPP
EANC-GPA
EANC-GPR
EANC-GPE
EANC-GPS

ACS, G3

G2
Force Development and Plans Division
Regional Senior ROKA Staff Officer
Command Safety Division

EANC-GO
EANC-GOI
EANC-GOP
EANC-GPR
EANC-GPS

ACS, G4

Logistics Support Branch
Food Services Branch

EANC-GS
EANC-GSL
EANC-GSF

ACS, G5

EANC-CA

ACS, G6

CSS Automation Management Division
Communications – Electronics Division
Automated Information System Division

EANC-IM
EANC-IMC
EANC-IME
EANC-IMS

UNIT**OFFICE SYMBOL**

ACS, Resource Management
Program & Budget Division
Force Management and Services Division

EANC-RM
EANC-RMB
EANC-RMS

Support Staff

Support Operations
Supply & Maint Directorate
Automotive Division
MSL Munitions Division
ARMT & CBT VEH Division
Electronics Division
Aviation Division
Troop Support Division
Petroleum & Water Division
Substance Division
Plans/Policy Office
Contracting Directorate
Host Nation Support Directorate
Field Services Dir

EANC-GM
EANC-GMS
EANC-GMS-A
EANC-GMS-M
EANC-GMS-C
EANC-GMS-E
EANC-GMS-F
EANC-GMS-T
EANC-GMS-P
EANC-GMS-S
EANC-GMP
EANC-GMC
EANC-GMH
EANC-GMF

DCP SPO (Command Group)
Logistics Plans Division
WHNS
HHD
Internal Support Division
Distribution Management Center

EANC-DGM
EANC-DGM-P
EANC-DGM-W
EANC-DGM-H
EANC-DGM-D
EANC-DGM-C

501st Sustainment Brigade
HQs, Sustainment Brigade
STB, 501st Sustainment Brigade
25th Transportation Battalion
498th Combat Sustainment Support BN
516th Personal Support Battalion
1st Replacement Company
6th Ordnance Battalion
194th Combat Sustainment Support BN
94th MP Battalion

EANC-SB
EANC-SBM
EANC-SBB
EANC-SBT
EANC-SBQ
EANC-SBA
EANC-SBR
EANC-SBO
EANC-SBS
EANC-SBP

175th Finance Center
Chief
Principal Asst to the Chief
Deputy Chief
Sergeant Major
Finance Policy Division

EANC-FMC
EANC-FMC-PA
EANC-FMC-DC
EANC-FMC-SGM
EANC-FMC-FP

UNIT**OFFICE SYMBOL**

Accounting Policy Division	EANC-FMC-AP
Information Management Division	EANC-FMC-IM
Internal Control	EANC-FMC-IC
Operations	EANC-FMC-TD
Logistics	EANC-FMC-LP
Centralized Pay & Accounting	EANC-FMC-CPA
Travel	EANC-FMC-CT
Management Accounting Division	EANC-FMC-AM
Operations Division	EANC-FMC-AO
Operations Branch	EANC-FMC-AOO
General Support Branch	EANC-FMC-AOG
Control Branch	EANC-FMC-AOC
Accounts Payable Branch	EANC-FMC-AOA
Internal Control&Analysis Division	EANC-FMC-AI
KN Pay Division	EANC-FMC-FN
Civilian Pay – CSR	EANC-FMC-DAC
Central Accounting Office	EANC-FMC-CAO
Supply Management Army	EANC-FMC-SMA

USA Material Support Center-Korea	EANC-MSC
USA Pusan Storage Facility	EANC-MSC-P

HHC, 19 th SC (E)	EANC-HHC
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4 th Support Det.	EANC-RSC
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35th Air Defense Artillery Brigade**EAAD**

Commander	EAAD-Z
Deputy Commander	EAAD-ZA
Command Sergeant Major	EAAD_ZC
Chaplain	EAAD-A
Equal Opportunity	EAAD-E

<u>UNIT</u>	<u>OFFICE SYMBOL</u>
SJA	EAAD-J
S1	EAAD-P
S2	EAAD-S
S3	EAAD-O
S4	EAAD-L
S6	EAAD-C
COMSEC	EAAD-CS
Resource Management	EAAD-R
HHB	EAAD-H
SUBORDINATE COMMANDS	
1 st Battalion, 43 rd ADA	EAAD-AA
2 nd Battalion, 1 st ADA	EAAD-BB
<hr/>	
<u>412th Engineer Command</u>	<u>EAEC</u>
<hr/>	
<u>US Army Troop Command</u>	<u>EAHC</u>
Commander	EAHC-CDR
Executive Officer	EAHC-XO
Command Sergeant Major	EAHC-SM
Chaplain	EAHC-CH
Reenlistment	EAHC-RE
Equal Opportunity	EAHC-EO
Adjutant	EAHC-AG
S1	EAHC-PE
S2	EAHC-IN
S3	EAHC-OP
Ceremonies	EAHC-OPC
Training/Schools	EAHC-OPT
Operations/Taskings	EAHC-OPO
S4	EAHC-LG
<u>Company / Detachment Headquarters</u>	
HHC Commander	EAHC-HHC-CO
UNC Honor Guard Commander	EAHC-HGC
TANGO Security Force Commander	EAHC-TSC
Eighth Army Band Commander	EAHC-BDC
718 th EOD Company Commander	EAHC-ODC
33 rd /85 th Engineer Det Commander	EAHC-ENC
38 th Chemical Det Commander	EAHC-CMC
<hr/>	
<u>US Army Combat Support Coordination Team 1</u>	<u>EACT-O</u>
<hr/>	
<u>US Army Combat Support Coordination Team 2</u>	<u>EACT-S</u>
<hr/>	
<u>US Army Combat Support Coordination Team 3</u>	<u>EACT-T</u>

GLOSSARY

Section I Abbreviations.

ACS	Assistant Chief of Staff
AK	Army in Korea
Eighth Army	Eighth United States Army
HQ	Headquarters
MSC	Major Subordinate Command
RMDA	Records Management and Declassification Agency
SC(E)	Sustainment Command (Expeditionary)