

Department of the Army
Headquarters, U.S. Army
1 Rock Island Arsenal
Operations Support Command
Rock Island, IL 61299-6000

*OSC Regulation 25-1

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INFORMATION MANAGEMENT

OFFICE SYMBOLS

Applicability. This regulation applies to all Headquarters, U.S. Army Operations Support Command (HQ OSC) elements and their subordinate installations.

Decentralized Printing. All OSC installations may locally reproduce this publication.

Supplementation. Persons who wish to supplement this regulation and establish a local form must obtain prior approval from the proponent.

Proponent. The proponent of this regulation is the Resource Management Center. Send comments and suggested improvements to HQ OSC, ATTN: AMSOS-RMM, 1 Rock Island Arsenal, Rock Island, IL 61299-6000, e-mail amsos-rmm@osc.army.mil.

Distribution. The proponent determines the manner of distribution of this regulation (available electronically at <http://www.osc.army.mil/im/rcdsmgt/pubs.htm>).

Supersession notice. This regulation supersedes IOCR 25-1, 29 Apr 99.

FOR THE COMMANDER:

Official: //signed//
ROBERT A. BENSON
Colonel, GS
Chief of Staff

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1. Purpose. This regulation describes OSC office symbol construction and the method used to request, issue, and change office symbols, cost centers, and office titles.

2. Responsibilities.

a. The Resource Management Center (AMSOS-RM) will:

(1) Assign office symbols to HQ OSC elements and make additions, deletions or changes thereto. AMSOS-RM will not reassign previously used office symbols for 2 years.

(2) Assign basic office symbols to OSC subordinate organizations.

(3) Assign office symbols only to officially established organizational elements. They may add an additional letter to the organization symbol when:

(a) Organizational element resides in more than one building/location.

(b) Temporary major project requires organizational element to regroup.

(4) Maintain a listing of all HQ OSC center/team and OSC installation/activity office symbols.

b. Heads of HQ OSC elements will:

(1) Forward a memorandum to AMSOS-RMM requesting additions, deletions or changes in their organization's titles, cost centers, or office symbols. All memorandums requesting changes in an organization require the following action:

(a) CHANGE THE MISSION AND FUNCTION STATEMENTS IN THE OSCR 10-1 AND THE TABLE OF DISTRIBUTION AND ALLOWANCES (TDA): AMSOS-RMM must approve any new, changed and/or deleted mission and function statements and TDA paragraphs. This includes notification of an organizational title change where the mission and function statement does not change. Requests must include a copy of the current and proposed 10-1 statement, current and proposed TDA with audit trail, and justification for requested change.

(b) CHANGE IN COST CENTER: AMSOS-RMM approves the change and issues new, changes and/or deletes the cost center code.

(c) CHANGE IN OFFICE SYMBOL: AMSOS-RMM controls and assigns official office symbols and cost center codes (cost centers will match office symbols). After an approved reorganization/office addition, the requester will receive a memorandum citing the official office symbol and cost center code assigned and the effective date of the change. AMSOS-RMM will notify all HQ elements of changes in office symbols via e-mail.

3. Policies.

a. OSC office symbols contain a maximum of nine letters. Place hyphens between the fifth and sixth and the eighth and ninth letters (See Appendix A). The following describes the composition of the symbols:

(1) The first five letters represent the basic symbol as illustrated in Appendix A.

(2) The sixth and seventh letters represent a center, team, directorate, comparable element or the first next lower organizational element.

(3) The eighth letter represents a team, division, comparable element or the next lower organizational element. It may also represent officials in the Command Group, when three letters are required.

(4) The ninth letter represents team divisions, a branch, a comparable element or the next lower organizational element.

b. Installations may assign office symbols through division level, if required; all other OSC installations will identify elements by assigning symbols through division level, at a minimum. OSCR 10-1, OSC Mission and Major Functions, as well as the TDA, determine appropriate levels for assignment of office symbols. OSC installations consisting of less than four officially designated organizational elements are exempt from this requirement.

c. Subordinate Commanders will keep correspondents informed of address (office symbol) changes by forwarding a copy of the current office symbol listing to AMSOS-RMM.

d. The letter "X" will be limited to the executive personnel of the HQ OSC Command Group and at the subordinate installations, and placed in the sixth/seventh position.

APPENDIX A
CONSTRUCTION OF OSC OFFICE SYMBOLS

EXAMPLE OF SEQUENTIAL OFFICE SYMBOL CONSTRUCTION

(1st-5th) Basic	(6th-7th) Center/Team Directorate Comparable Element	(8th) Team Division Comparable Element	(9th) Sub Team Branch Comparable Element	Office Symbol
AMSOS*	-RM	B	-F	AMSOS-RMB-F
SOSMA**	-MA	P	-A	SOSMA-MAP-A
SMARI***	-CF	C	-C	SMARI-CFC-C

* Example of the HQ OSC structure.

** Example of the U.S. Army Munitions and Armament Command structure.

*** Example of an arsenal/plant/activity structure. Normally, structure of office symbols will only go through seventh and eighth level.