

# Army Addresses and Office Symbols On-Line Users' Guide



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Department of the Army
Office of the Administrative Assistant to the
Secretary of the Army
Records Management and Declassification
Agency

www.oaa.army.mil

# ARMY ADDRESSES AND OFFICE SYMBOLS ONLINE (AAO) USERS MANUAL

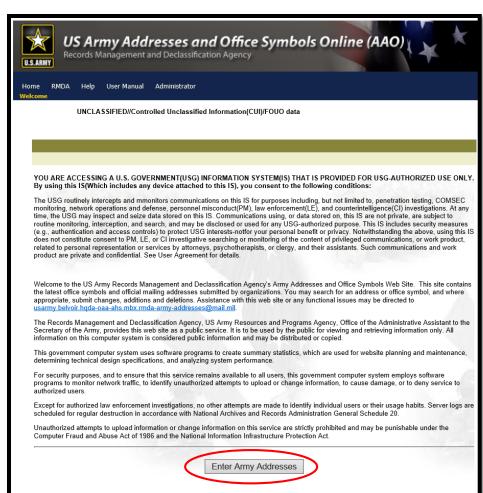
Welcome to the Records Management and Declassification Agency's Army Addresses and Office Symbols On-Line Web Site.

This site contains the latest approved (office symbols and official mailing addresses) submitted by the organizations.

The AAO should not be used as a vehicle for approval. Contact your Records Administrator for office symbol approval prior to entering them into the AAO.

You may search for information, and where appropriate, submit changes, additions and deletions.

Users will be asked to enter their name, phone number and email address when requesting changes to the Army Addresses On-Line.





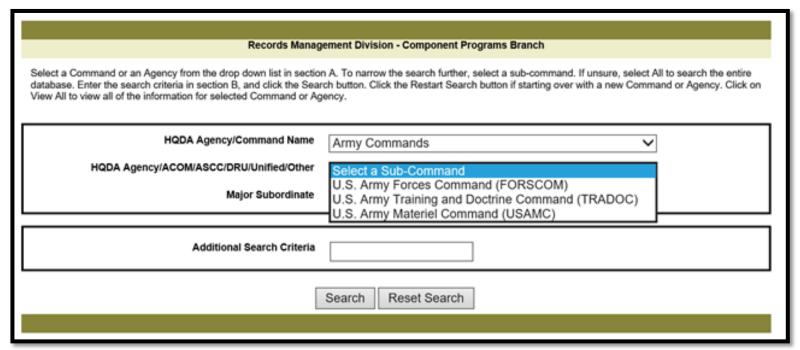
#### **SEARCHING THE DATABASE:**

To begin a search, select the appropriate **HQDA Agency/Command Name** from the drop down list.

Records Manage	ment Division - Component Programs Branch			
Select a Command or an Agency from the drop down list in section A. To narrow the search further, select a sub-command. If unsure, select All to search the entire database. Enter the search criteria in section B, and click the Search button. Click the Restart Search button if starting over with a new Command or Agency. Click on View All to view all of the information for selected Command or Age Select a Command				
HQDA Agency/Command Name	HQDA Offices Army Commands			
HQDA Agency/ACOM/ASCC/DRU/Unified/Other	Army Service Component Commands Direct Reporting Units			
Major Subordinate	Other Commands Unified Commands			
Additional Search Criteria				
	Search Reset Search			

#### **SEARCHING THE DATABASE (continued):**

Then, select a **HQDA Agency/ACOM/ASCC/DRU/Unified/Other**. If unsure, select ALL to search the entire database. Click the **Reset Search link** if starting over with a new Command or Agency.



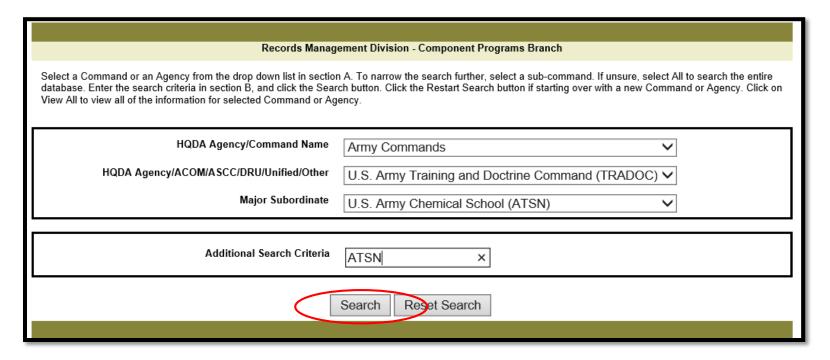


Major Subordinates are only listed for Army Commands.



#### **SEARCHING THE DATABASE (continued):**

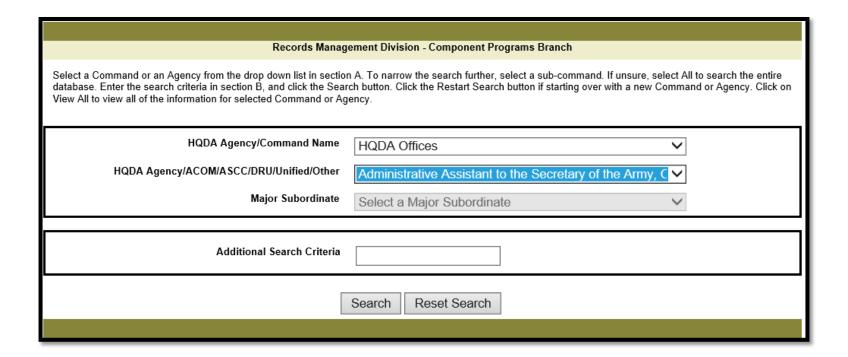
Use the **Additional Search Criteria** to narrow the search, (for example, Commander, public affairs, division or an office symbol) and click **Search**.



Once you are satisfied with your entry, click **Search**. Click the **Reset Search link** if starting over with a new Command or Agency.

#### ADDING AN OFFICE SYMBOL/ARMY ADDRESS:

To add an office symbol that is missing, first select the proper HQDA Agency/ Command Name from the drop down list. Then, select a HQDA Agency/ACOM/ ASCC/DRU/Unified/Other, if listed, select a Major Subordinate then click search.



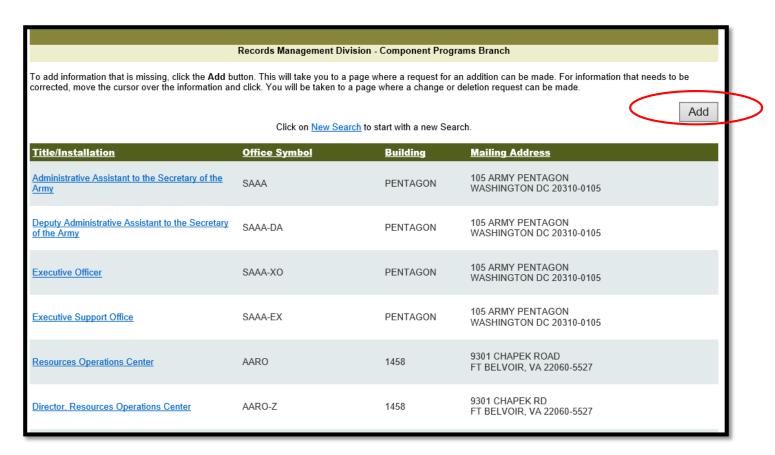


Major Subordinates are only listed for Army Commands



#### **ADDING AN OFFICE SYMBOL/ARMY ADDRESS (continued):**

Click the **Add** button located at the upper right portion of the page. This will take you to a page where a request for an addition can be made.





## ADDING AN OFFICE SYMBOL (continued):

Enter the organization's name, official mailing address in Section A, and the Requestor's information in Section B.

The **Requestor** is the person making the changes

After entering the data and you are satisfied the information is correct, click **Submit**.

If you **DO NOT** want to add this address information, click **Cancel**.

	Add Information			
Enter the Organization's information in Section A, th	ne requestor's information in Section B, and click on the Continue button.			
Section A: Address Information *Indicates a Requ	uired Field			
HQDA Agency/Command Name	HQDA Offices			
HQDA Agency/ACOM/ASCC/DRU/Unified/Other	Administrative Assistant to the Secretary of the Army, 🗸			
Major Subordinate	<b>~</b>			
Title		1		
Title	Records Management Division	*		
Symbol	AALIC DD	1.		
Symbol	AAHS-RD	] -		
Building	Cooper	1		
	Casey			
Mail Address	7701 TELEGRAPH RD			
	Alexandria, VA 22315			
	•	]		
Section B: Requester Information				
Requester Name	Jane Doe	*		
		I		
Business Telephone Number	703-428-0000	*		
		I		
		,		
Business Telephone Extension				
DSN				
Email Address	iana daa siy@mail mil	] <u>.</u>		
	jane.doe.civ@mail.mil	] <del>"</del>		
	ne Continue button below. You will have another chance to verify that the	information is		
correct before transmitting to RMDA. If you do not t	want to add this information, click the Cancel button below.			
Submit Cancel				



#### ADDING AN OFFICE SYMBOL - CONFIRMATION PAGE:

If you have no more addresses or office symbols to add, click **Done**. If have more additions, select **More** to continue and follow the steps above.

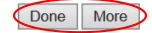
#### Add Information

#### Thank You!

Your request has been submitted and will help us improve our database.

To submit more change requests click the 'MORE' button. If you have no more changes, click the 'DONE' button to end your session. Click New Search to start a new Search.

Note: Please note that changes submitted are not automatic and may take up to 5 working days to be reflected.



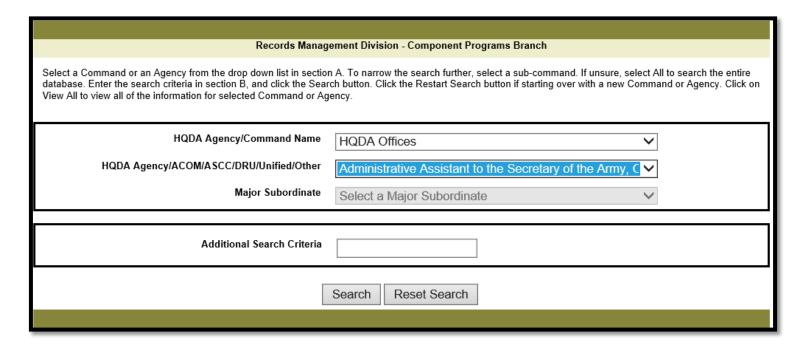
Home | Records Keeping Branch Main Page | Links | Records Management and Declassification Agency
The Adjutant General | Army Human Resources Command | Army Home Page

Contact Us | Privacy & Security Notice | About ARIMS | DoD Web Policy



#### **MAKING CHANGES:**

To make changes to an existing Army address or office symbol, first select the proper HQDA Agency/ Command Name from the drop down list. Then, select a HQDA Agency/ACOM/ ASCC/DRU/Unified/Other. Click Search.





**Major Subordinates are only listed for Army Commands** 



### **MAKING CHANGES (continued):**

Click on the **Title/Installation** that you would like to make changes to.

		6 48				
Records Management Division - Component Programs Branch						
To add information that is missing, click the Add button. This will take you to a page where a request for an addition can be made. For information that needs to be corrected, move the cursor over the information and click. You will be taken to a page where a change or deletion request can be made.						
Click on New Search to start with a new Search.						
Title/Installation	Office Symbol	<u>Building</u>	Mailing Address			
Administrative Assistant to the Secretary of the Army	SAAA	PENTAGON	105 ARMY PENTAGON WASHINGTON DC 20310-0105			
Deputy Administrative Assistant to the Secretary of the Army	SAAA-DA	PENTAGON	105 ARMY PENTAGON WASHINGTON DC 20310-0105			
Executive Officer	SAAA-XO	PENTAGON	105 ARMY PENTAGON WASHINGTON DC 20310-0105			
Executive Support Office	SAAA-EX	PENTAGON	105 ARMY PENTAGON WASHINGTON DC 20310-0105			
Resources Operations Center	AARO	1458	9301 CHAPEK ROAD FT BELVOIR, VA 22060-5527			
Director, Resources Operations Center	AARO-Z	1458	9301 CHAPEK RD FT BELVOIR, VA 22060-5527			
Executive Officer	AARO-XO	1458	9301 CHAPEK RD FT BELVOIR, VA 22060-5527			
Force Structure Division	AARO-FS	1458	9301 CHAPEK RD FT BELVOIR, VA 22060-5527			

You will be taken to a page where a change request can be made.



#### **MAKING CHANGES (continued):**

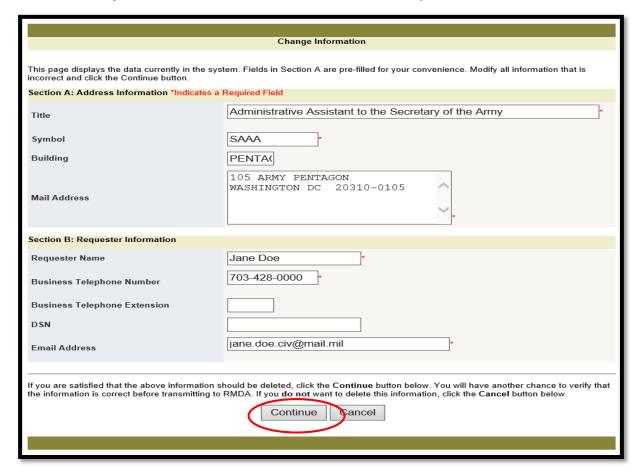
The **View Information** page displays the data currently in the system. You may choose to change the information by clicking **Request Change**.

View Information					
This page displays the data currently in the system. If any information is incorrect, select Request Change to enter the correct information. If information should be removed, select Request Delete. This will allow you to submit a request, which will be transmitted and processed by RMDA.					
Address Information					
Title	Administrative Assistant to the Secretary of the Army				
Symbol	SAAA				
Building	PENTAGON				
Mail Address	105 ARMY PENTAGON WASHINGTON DC 20310-0105				
	Back To Search Results Request Change Request Delete				



#### **MAKING CHANGES (continued):**

The **Change Information** page displays the current information. **Section A** is pre-filled for your convenience. Modify all information that is incorrect, complete Section B, and click **Continue**.

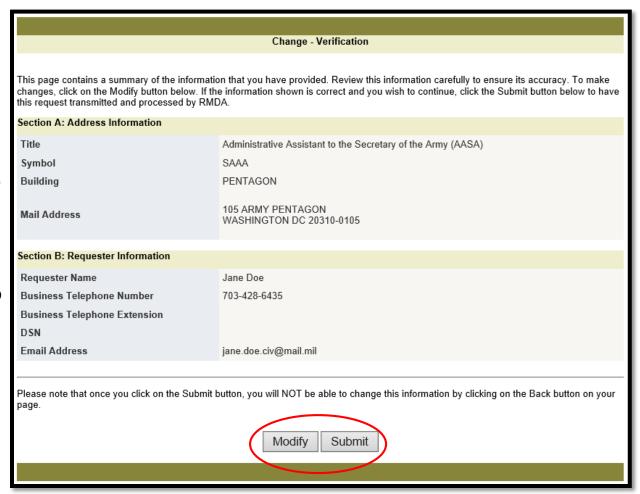




#### **MAKING CHANGES (continued):**

The Change
Information –
Verification page
contains a summary of
the information that you
have provided. Review
this information carefully
to ensure its accuracy. To
make changes, click
Modify.

If the information shown is correct and you wish to continue, click **Submit** to have this request transmitted and processed by RMDA.

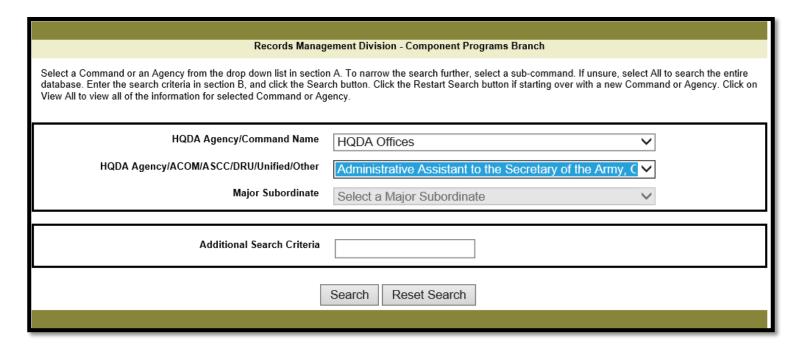


Once you click **Submit**, you will **NOT** be able to change this information by clicking the **Back** button on your page.



#### **DELETING EXISTING INFORMATION:**

To delete Army address/office symbol, first select the proper HQDA Agency/ Command Name from the drop down list. Then, select a HQDA Agency/ACOM/ ASCC/DRU/Unified/ Other. Click Search.





**Major Subordinates are only listed for Army Commands** 



### **DELETING EXISTING INFORMATION (continued):**

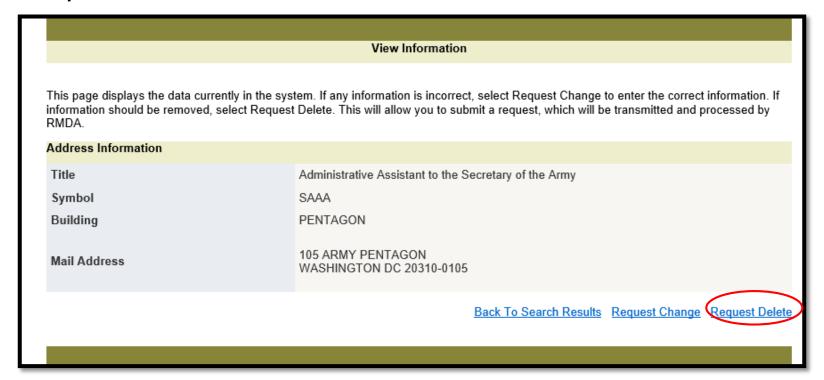
Click on the **Title/Installation** that you would like to delete.

To add information that is missing, click the Add button. This will take you to a page where a request for an addition can be made. For information that needs to be corrected, move the cursor over the information and click. You will be taken to a page where a change or deletion request can be made.						
Title/Installation	Office Symbol	Building	Mailing Address			
Administrative Assistant to the Secretary of the Army	SAAA	PENTAGON	105 ARMY PENTAGON WASHINGTON DC 20310-0105			
Deputy Administrative Assistant to the Secretary of the Army	SAAA-DA	PENTAGON	105 ARMY PENTAGON WASHINGTON DC 20310-0105			
Executive Officer	SAAA-XO	PENTAGON	105 ARMY PENTAGON WASHINGTON DC 20310-0105			
Executive Support Office	SAAA-EX	PENTAGON	105 ARMY PENTAGON WASHINGTON DC 20310-0105			
Resources Operations Center	AARO	1458	9301 CHAPEK ROAD FT BELVOIR, VA 22060-5527			
Director, Resources Operations Center	AARO-Z	1458	9301 CHAPEK RD FT BELVOIR, VA 22060-5527			
Executive Officer	AARO-XO	1458	9301 CHAPEK RD FT BELVOIR, VA 22060-5527			



#### **DELETING AN OFFICE SYMBOL (continued):**

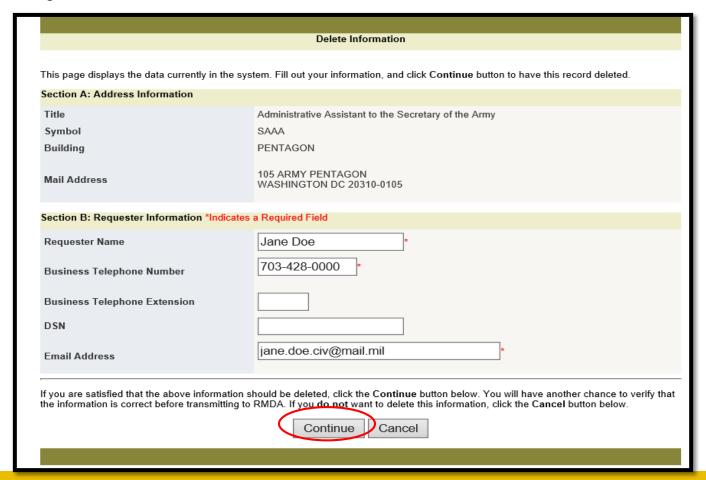
The **View Information** page displays the data currently in the system. To delete the record, click **Request Delete**.





#### **DELETING AN OFFICE SYMBOL (continued):**

The **Delete Information** page displays the data currently in the system. This information cannot be changed. **Fill Section B** and click **Continue** to delete the record.

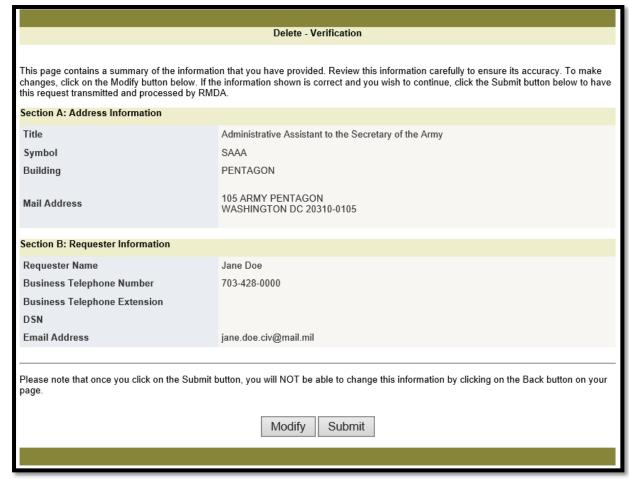




#### **DELETING AN OFFICE SYMBOL (continued):**

The **Delete Information**– **Verification** page contains a summary of the requestor's information that you have provided. Review this information carefully to ensure its accuracy.

To make changes, click on the **Modify** button. If the information shown is correct and you wish to continue, click the **Submit** button to have this request transmitted and processed by RMDA.





Once you click **Submit**, you will **NOT** be able to change this information by clicking the **Back** button on your page.