



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



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.

US Army Addresses and Office Symbols Online (AAO)
Records Management and Declassification Agency

Home RMDA Help User Manual Administrator
Welcome

UNCLASSIFIED//Controlled Unclassified Information(CUI)/FOUO data

YOU ARE ACCESSING A U.S. GOVERNMENT(USG) INFORMATION SYSTEM(IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY. By using this IS(Which includes any device attached to this IS), you consent to the following conditions:

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Welcome to the US Army Records Management and Declassification Agency's Army Addresses and Office Symbols Web Site. This site contains the latest office symbols and official mailing addresses submitted by organizations. You may search for an address or office symbol, and where appropriate, submit changes, additions and deletions. Assistance with this web site or any functional issues may be directed to usarmy.belvoir.hqda-oaa-ahs.mbx.rmda-army-addresses@mail.mil.

The Records Management and Declassification Agency, US Army Resources and Programs Agency, Office of the Administrative Assistant to the Secretary of the Army, provides this web site as a public service. It is to be used by the public for viewing and retrieving information only. All information on this computer system is considered public information and may be distributed or copied.

This government computer system uses software programs to create summary statistics, which are used for website planning and maintenance, determining technical design specifications, and analyzing system performance.

For security purposes, and to ensure that this service remains available to all users, this government computer system employs software programs to monitor network traffic, to identify unauthorized attempts to upload or change information, to cause damage, or to deny service to authorized users.

Except for authorized law enforcement investigations, no other attempts are made to identify individual users or their usage habits. Server logs are scheduled for regular destruction in accordance with National Archives and Records Administration General Schedule 20.

Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

Enter Army Addresses



SEARCHING THE DATABASE:

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

Records Management 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 Agency.							
<table><tr><td>HQDA Agency/Command Name</td><td><div>Select a Command</div><div>All</div><div>HQDA Offices</div><div>Army Commands</div><div>Army Service Component Commands</div><div>Direct Reporting Units</div><div>Other Commands</div><div>Unified Commands</div></td></tr><tr><td>HQDA Agency/ACOM/ASCC/DRU/Unified/Other</td><td></td></tr><tr><td>Major Subordinate</td><td></td></tr></table>	HQDA Agency/Command Name	<div>Select a Command</div> <div>All</div> <div>HQDA Offices</div> <div>Army Commands</div> <div>Army Service Component Commands</div> <div>Direct Reporting Units</div> <div>Other Commands</div> <div>Unified Commands</div>	HQDA Agency/ACOM/ASCC/DRU/Unified/Other		Major Subordinate		
HQDA Agency/Command Name	<div>Select a Command</div> <div>All</div> <div>HQDA Offices</div> <div>Army Commands</div> <div>Army Service Component Commands</div> <div>Direct Reporting Units</div> <div>Other Commands</div> <div>Unified Commands</div>						
HQDA Agency/ACOM/ASCC/DRU/Unified/Other							
Major Subordinate							
Additional Search Criteria <input type="text"/>							
<div>Search</div> <div>Reset Search</div>							



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.

Records Management 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 Agency.

HQDA Agency/Command Name

Army Commands

HQDA Agency/ACOM/ASCC/DRU/Unified/Other

Select a Sub-Command

U.S. Army Forces Command (FORSCOM)

U.S. Army Training and Doctrine Command (TRADOC)

U.S. Army Materiel Command (USAMC)

Major Subordinate

Additional Search Criteria

Search

Reset Search



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**.

Records Management 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 Agency.

HQDA Agency/Command Name

Army Commands

HQDA Agency/ACOM/ASCC/DRU/Unified/Other

U.S. Army Training and Doctrine Command (TRADOC)

Major Subordinate

U.S. Army Chemical School (ATSN)

Additional Search Criteria

ATSN

Search

Reset 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**.

Records Management 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 Agency.	
HQDA Agency/Command Name	<input type="text" value="HQDA Offices"/>
HQDA Agency/ACOM/ASCC/DRU/Unified/Other	<input type="text" value="Administrative Assistant to the Secretary of the Army, C"/>
Major Subordinate	<input type="text" value="Select a Major Subordinate"/>
Additional Search Criteria <input type="text"/>	
<input type="button" value="Search"/> <input type="button" value="Reset 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.

Records Management Division - Component Programs Branch			
<p>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.</p> <p>Click on New Search to start with a new Search.</p>			
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



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, the requestor's information in Section B, and click on the Continue button.

Section A: Address Information *Indicates a Required Field

HQDA Agency/Command Name

HQDA Agency/ACOM/ASCC/DRU/Unified/Other

Major Subordinate

Title

Symbol

Building

Mail Address

Section B: Requester Information

Requester Name

Business Telephone Number

Business Telephone Extension

DSN

Email Address

If you are satisfied the information is correct, click the **Continue** button below. You will have another chance to verify that the information is correct before transmitting to RMDA. If you do not want to add this information, click the **Cancel** button below.



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.

Done

More

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[The Adjutant General](#) | [Army Human Resources Command](#) | [Army Home Page](#)

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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.

Records Management 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 Agency.

HQDA Agency/Command Name

HQDA Offices

HQDA Agency/ACOM/ASCC/DRU/Unified/Other

Administrative Assistant to the Secretary of the Army, C

Major Subordinate

Select a Major Subordinate

Additional Search Criteria

Search

Reset 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.

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.

Add

Click on [New Search](#) to start with a new Search.

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
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**.

Change Information

This page displays the data currently in the system. Fields in Section A are pre-filled for your convenience. Modify all information that is incorrect and click the Continue button.

Section A: Address Information *Indicates a Required Field

Title

Administrative Assistant to the Secretary of the Army

Symbol

SAAA

Building

PENTAG

Mail Address

105 ARMY PENTAGON
WASHINGTON DC 20310-0105

Section B: Requester Information

Requester Name

Jane Doe

Business Telephone Number

703-428-0000

Business Telephone Extension

DSN

Email Address

jane.doe.civ@mail.mil

If you are satisfied that the above information should be deleted, click the **Continue** button below. You will have another chance to verify that the information is correct before transmitting to RMDA. If you **do not** want to delete this information, click the **Cancel** button below.

Continue

Cancel



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.

Change - Verification

This page contains a summary of the information that you have provided. Review this information carefully to ensure its accuracy. To make changes, click on the Modify button below. If the information shown is correct and you wish to continue, click the Submit button below to have this request transmitted and processed by RMDA.

Section A: Address Information

Title	Administrative Assistant to the Secretary of the Army (AASA)
Symbol	SAAA
Building	PENTAGON
Mail Address	105 ARMY PENTAGON WASHINGTON DC 20310-0105

Section B: Requester Information

Requester Name	Jane Doe
Business Telephone Number	703-428-6435
Business Telephone Extension	
DSN	
Email Address	jane.doe.civ@mail.mil

Please note that once you click on the Submit button, you will NOT be able to change this information by clicking on the Back button on your page.

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.

Records Management 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 Agency.

HQDA Agency/Command Name

HQDA Offices

HQDA Agency/ACOM/ASCC/DRU/Unified/Other

Administrative Assistant to the Secretary of the Army, C

Major Subordinate

Select a Major Subordinate

Additional Search Criteria

Search

Reset Search



Major Subordinates are only listed for Army Commands



DELETING EXISTING INFORMATION (continued):

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

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.

Add

Click on [New Search](#) to start with a new Search.

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**.

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](#)



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.

Delete Information

This page displays the data currently in the system. Fill out your information, and click **Continue** button to have this record deleted.

Section A: Address Information

Title	Administrative Assistant to the Secretary of the Army
Symbol	SAAA
Building	PENTAGON
Mail Address	105 ARMY PENTAGON WASHINGTON DC 20310-0105

Section B: Requester Information *Indicates a Required Field

Requester Name	<input type="text" value="Jane Doe"/>
Business Telephone Number	<input type="text" value="703-428-0000"/>
Business Telephone Extension	<input type="text"/>
DSN	<input type="text"/>
Email Address	<input type="text" value="jane.doe.civ@mail.mil"/>

If you are satisfied that the above information should be deleted, click the **Continue** button below. You will have another chance to verify that the information is correct before transmitting to RMDA. If you **do not** want to delete this information, click the **Cancel** button below.



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.

Delete - Verification	
This page contains a summary of the information that you have provided. Review this information carefully to ensure its accuracy. To make changes, click on the Modify button below. If the information shown is correct and you wish to continue, click the Submit button below to have this request transmitted and processed by RMDA.	
Section A: Address Information	
Title	Administrative Assistant to the Secretary of the Army
Symbol	SAAA
Building	PENTAGON
Mail Address	105 ARMY PENTAGON WASHINGTON DC 20310-0105
Section B: Requester Information	
Requester Name	Jane Doe
Business Telephone Number	703-428-0000
Business Telephone Extension	
DSN	
Email Address	jane.doe.civ@mail.mil
Please note that once you click on the Submit button, you will NOT be able to change this information by clicking on the Back button on your page.	
<input type="button" value="Modify"/> <input type="button" value="Submit"/>	



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