

Vermont ARMY National Guard
PAM 25-59-1

Information Management

OFFICE SYMBOLS

Joint Force Headquarters-Vermont
Colchester, Vermont 05446-3099
29 January 2020

SUMMARY of CHANGE

VTARNG PAM 25-50-1 Use of VTARNG Office Symbols

This Change – 29 January 2020

- This VTARNG PAM supersedes VTARNG PAM 25-59-1 dated 08 January 2017 and renders it obsolete.
- Updated and added new Office Symbols.

Office Management: Office Symbols USE OF VTARNG OFFICE SYMBOLS

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Summary. This regulation is intended to establish guidelines for assignment of office symbols and provide a comprehensive list of current office symbols currently in use by the Vermont National Guard.

Applicability. This pamphlet applies to all Vermont National Guard activities and units.

Proponent and Exceptions Authority. The proponent agency of this regulation is the G-6. The G-6 has the authority to approve exceptions to this regulation, which are

consistent with controlling law, and regulation. The G-6 may delegate this authority in writing to a division chief within the proponent agency.

Army Management Control Process. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain a checklist for conducting internal control reviews.

Supplementation. Supplementation of the regulation is prohibited without prior approval of the proponent.

Interim Changes. Interim Changes are not official unless approved by the proponent. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

Suggested Improvements. Users are invited to send comments and suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) to TAGO, VT, ATTN: NGVT-IMM-ISS.

Distribution. Distribution of this publication is available in electronic and hard copy. This regulation is intended for command levels within the Vermont National Guard.

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Chapter 1

General

1-1. Purpose

This regulation:

- a. Prescribes policy for the use and construction of office symbols throughout the Vermont ARMY National Guard (NGVT).
- b. Provides a listing of all approved office symbols assigned to Joint Force Headquarters-Vermont in Chapter 4.

1-2. References

Required and related publications and prescribed and reference forms are listed in Appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Records Keeping Requirement.

This regulation requires the creation of records to document and support the business processes of the Vermont National Guard. Records created under the purview of this regulation, regardless of the content or format, will be kept in accordance with retention schedules found in AR 25-400-2.

1-5. Responsibilities

The J6 (NGVT-IMM):

- a. Prescribes policy and procedures concerning the construction and use of office symbols and issues appropriate implementation instructions.
- b. The Director, Joint Staff approves all JFHQ-VT office symbols for use. The G6 will review and publish an updated listing of all approved office symbols quarterly.

Chapter 2

Construction of VTNG Office Symbols

2-1. Office Symbols

- a. VTNG office symbols contain a maximum of ten letters.

Hyphens will be placed between each division of the office symbol. The first and second divisions are required: The existence of a third division depends on the number of subordinate sections of an activity.

(1) FIRST DIVISION. The first four letters of all VT office symbols represent Vermont National Guard (NGVT).

(2) SECOND DIVISION. The second division will consist of a maximum of three and a minimum of two letters. This will represent the headquarters staff element or major command. In major commands or in cases where a staff element requires a subsequent division, the third letter will represent the subordinate section. For example: The major command 86TH IBCT would be represented by the office symbol NGVT-BCT, where as its commander is NGVT-BCT-Z. The subcommand HHC 86TH IBCT (MTN) is represented by the office symbol NGVT-BCT-H.

(3) THIRD DIVISION. The third division will consist of a maximum of three letters. This will represent a division, branch, comparable element, or the next lower organizational element in the absence of a division, branch or comparable element. For example, the HHT 1ST SQDN 172ND CAV (RSTA) is represented by the office symbol NGVT-CAV-H, and its commander is NGVT-CAV-HZ.

b. To ensure uniformity and provide consistency, structure of any major command, subcommand or unit will be represented by the following symbols:

- (1) Commanders will use the letter “Z” in the third division of the office symbol.
- (2) Executive Officer will use the letter - XO - “X”
- (3) Command Sergeant Major - CSM - “C”
- (4) First Sergeant/ Non Commissioned Officer In Charge - NCOIC - “Y”
- (5) S-1/Admin/ Personnel will use the letter “P”
- (6) S-2/Intelligence will use the letter “I”
- (7) S-3/Training/ Operations will use the letter “T”
- (8) S-4/Supply/ Logistics will use the letter “L”
- (9) S-6 IT/ COMMO will use the letter “S”

c. Staff elements desiring to construct new office symbols will submit suggested office symbol to NGVT-IMM-ISS by memorandum for approval prior to use.

2-2. Request New or Revise an Existing Office Symbol

a. Request for office symbols will be submitted in writing through requestors higher headquarters to NGVT-IMM-ISS. Requestor may submit proposed office symbols IAW procedures above.

NGVT-IMM-ISS will:

(1) Review the approved office symbol list to ensure that the proposed symbol is not in use or create a new symbol based on the command or ACOM element.

(2). Forward proposed office symbol to The Director, Joint Staff for approval.

(3) Notify requestor of approval or disapproval. If office symbol is approved, update the approved office symbol list.

b. Revision of an approved office symbol may be required after command re-organization. Submit request IAW para 2-2.

2-3. Obsolete Office Symbols

An office symbol becomes obsolete when it is no longer required to conduct the business process of the Vermont National Guard. Submit a request in writing through command elements to NGVT-IMM-ISS to delete the symbol from the approved list.

Chapter 3

Using Office Symbols

3-1. Identification of Originating Office

Office symbols will be used to identify the office of origin for memorandums and electronically transmitted messages with the Department of the Army. Use the office symbols when addressing or replying to memorandums.

3-2. Use of Office Symbols

When including an office symbol, it should be placed in parentheses after the office name.

- a. An office symbol may be used to cite a mailing address. The format to be used for Information Support Services (NGVT-IMM-ISS) 789 Vermont National Guard Road, Colchester, VT 05446-3099. (See AR 25-50 and AR 25-51 for use of office symbols in mailing addresses.)
- b. The complete office symbol will be used for the following:
 - (1) All correspondence for mailing.
 - (2) On all official forms when an office symbol is required for identification.
 - (3) All facsimile and electronically transmitted messages.
 - (4) As office symbol for "Copies Furnished."
 - (5) Access and use in ARIMS
- c. Abbreviated office symbols (less NGVT) are authorized for U.S. Government messenger envelopes (OF65 series).

3-3. Use of Office Symbols to Addressee

- a. Use office symbols of addressees to ensure proper distribution of mail. When it is necessary to send attention line correspondence to an individual, the sender will ensure that:
 - (1) The individual is present to accept.
 - (2) The action is exclusive for the individual.
 - (3) There is no short deadline or suspense to be met.
- b. Address envelopes in accordance with AR 25-51 (Official Mail and Distribution Management) chapter 2, section II.
- c. Appendix B contains examples using office symbols.

3-4. Use of Office Symbols when Writing a Memorandum

Type the office symbol on the second line below the seal. The symbol names the writer's office (for example NGVT-IMM-ISS). Prepare memorandums in accordance with AR 25- 50 (Preparing and Managing Correspondence) paragraph 2-4.

3-5. Use of Office Symbols on Messenger Envelopes

a. Use U.S. Government Messenger Envelops (OF 65-B or OF 65-C) for unclassified and FOUO correspondence between elements of VT when mail is being routed through official distribution channels or as part of consolidated bulk mail out to Installation Mailrooms.

b. Write the complete address or the organization office symbol legibly. When known, the individual's name may also be placed in parentheses at the end of this line, for example Enlisted Personnel Branch (NGVT-PER-EP/CPT Doe). Cross out the last address and reuse the envelope until it is filled out or worn out.

Chapter 4

Approved Office Symbols

4-1. VTNG Office Symbols

The following list of VT Office Symbols is approved by the Director, Joint Staff. The list is divided by command and staff elements, training sites and installations, and ACOMs.

4-2. JOINT FORCE HEADQUARTERS-VERMONT COMMAND AND STAFF ELEMENTS

OFFICE NAME	UIC	OFFICE SYMBOL
<u>COMMAND SECTION</u>		
THE ADJUTANT GENERAL	W8BFAA	NGVT-TAG
DEPUTY ADJUTANT GENERAL	W8BFAA	NGVT-DAG
ASSISTANT ADJUTANT GENERAL (ARMY)	W8BFAA	NGVT-AAG-AR
ASSISTANT ADJUTANT GENERAL (AIR)	W8BFAA	NGVT-AAG-AF
CHIEF OF STAFF (ARMY)	W8BFAA	NGVT-COS-AR
JOINT FORCE COMMANDER (ARMY)	W8BFAA	NGVT-JFC-AR
ASSISTANT JOINT FORCE COMMANDER (AIR)	W8BFAA	NGVT-AJF-AF
COMMAND SERGEANT MAJOR (ARMY)	W8BFAA	NGVT-CSM
COMMAND CHIEF MASTER SERGEANT (AIR)	W8BFAA	NGVT-CCM
SECRETARY GENERAL STAFF	W8BFAA	NGVT-SGS
CHIEF WARRANT OFFICE	W8BFAA	NGVT-CWO
<u>INSPECTOR GENERAL SECTION</u>		
INSPECTOR GENERAL	W8BFAA	NGVT-IG
<u>SENIOR ARMY ADVISOR SECTION</u>		
SENIOR ARMY ADVISOR	W8BFAA	NGVT-SAA
<u>DIRECTOR, JOINT STAFF SECTION</u>		
DIRECTOR, JOINT STAFF	W8BFAA	NGVT-JCS
DEPUTY CHIEF OF STAFF	W8BFAA	NGVT-JCS-D
<u>PERSONAL AND SPECIAL STAFF</u>		
PROVOST MARSHAL	W8BFAA	NGVT-PM
PUBLIC AFFAIRS OFFICE	W8BFAA	NGVT-PA
SELECTIVE SERVICE OFFICE	W8BFAA	NGVT-SS
STATE CHAPLAIN OFFICE	W8BFAA	NGVT-CH
STATE JUDGE ADVOCATE	W8BFAA	NGVT-SJA
STATE SAFETY OFFICE	W8BFAA	NGVT-SOH
DEPUTY STATE SURGEON OFFICE	W8BFAA	NGVT-DSS
MILITARY FUNERAL HONORS	W8BFAA	NGVT-MFH
MUSEUM	W8BFAA	NGVT-TAG-MH

APPENDIX A

References

Section I

Required Publications

AR 25-50, Preparing and Managing Correspondence. (Cited in para 3-2).

AR 25-51, Official Mail and Distribution Management. (Cited in para 3-2).

AR 25-59, Office Symbols

AR 25-400-2, Army Record Information Management System. (Cited in para 1-4).

Section II

Related Publications

AR 25-40, Army Publishing: Action Officers Guide.

Section III

Prescribed Forms

OF 65B, U.S. Government Messenger Envelope. (Cited in para 3-2)

OF 65C, U.S. Government Messenger Envelope. (Cited in para 3-2)

Section IV

Referenced Forms

This section not used.

Appendix B

Using Office Symbols

B-1. Example of Office Symbol Used on Envelope

Example of an addressed envelope for dispatching through the United States Postal Services (USPS). Additional examples are shown in AR 25-51, chapter 2, section II and AR 25-50, chapter 5, section III.

B-2. Example of Office Symbol Used in a Memorandum

The symbol names the writer's office (for example NGVT-IMM-ISS).

B-2. Example of Office Symbol Used on Messenger Envelope

Use U.S. Government Messenger Envelopes (OF 65-B or OF 65-C). Hand print or type in the space on the envelope.

JOINT FORCE HEADQUARTERS-
VERMONT NGVT-IMM-ISS
789 VERMONT ARMY NATIONAL GUARD RD
COLCHESTER, VT 05446-3099

OFFICIAL BUSINESS

*J4
SURFACE MAINTENANCE(NGVT-LOG-MM)
789 VERMONT NATIONAL GUARD RD
COLCHESTER, VT 05446-3099*

Figure B-1. Office Symbol used in addressing envelopes with return address

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Using Office Symbols in a Memorandum

Type the Memorandum on plain white paper or on letterhead stationery. Type the OFFICE SYMBOL at the left margin one-inch from the top of the paper or two lines below the seal.

- a. Stamp or type the DATE on the same line as the office symbol, ending at the right margin.
- b. Type MEMORANDUM FOR on the third line below the office symbol.
- c. Type the SUBJECT of the memorandum on the second line below the last line of an address.
- d. Begin the first paragraph of the TEXT at the first margin on the third line below the last line of the subject.

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Support Services

Figure B-2. Office Symbol used in a memorandum

U.S. Government Messenger Envelope			
NAME (OR TITLE) OF ADDRESSEE, AGENCY, ORGANIZATION UNIT, ADDRESS AND ROOM		NAME (OR TITLE) OF ADDRESSEE, AGENCY, ORGANIZATION UNIT, ADDRESS AND ROOM	
NGVT-LOG-CM / CPT Doe	STOP		STOP
	STOP		STOP

Figure B-3. Office Symbol used on a U.S. Government Messenger Envelope

Glossary

Section I Abbreviations

IAW

In Accordance With

OF

Optional Form

JFHQ-VT

Joint Force Headquarters-Vermont

Section II

Special Abbreviations and Terms

NGVT-GSC

Represents Vermont National Guard – Garrison Support Command

NGVT-RRB

Represents Vermont National Guard – Recruiting and Retention Command

NGVT-TRC

Represents Vermont National Guard – 86 Troop Command

NGVT-RTI

Represents Vermont National Guard –Regional Training Institute

NGVT-BCT

Represents Vermont National Guard – Infantry Brigade Combat Team

NGVT-BEB

Represents Vermont National Guard – Brigade Engineer Battalion

NGVT-INF

Represents Vermont National Guard –Infantry Battalion

NGVT-CAV

Represents Vermont National Guard – Cavalry Battalion

NGVT-BSB

Represents Vermont National Guard – Brigade Support Battalion

