OFFICE SYMBOLS

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Appendix
A. Headquarters, U.S. Army Corps of Engineers Office Symbols.................................4
B. U.S. Army Corps of Engineers Agency Office Symbols..............................................8
1. **Purpose.** This regulation establishes policies, responsibilities, and mandated procedures for managing the construction, approval, and use of office symbols throughout the U.S. Army Corps of Engineers (USACE).

2. **Applicability.** This regulation applies to all Headquarters, USACE (HQUSACE), organizational elements and USACE agencies (Divisions, Districts, Centers, and Field Operating Activities).

3. **Distribution Statement.** Approved for public release; distribution is unlimited.

4. **References.**

5. **Records Management (Recordkeeping) Requirements.** The records management requirement for all records numbers, associated forms, and reports required by this regulation are addressed in the Army Records Retention Schedule-Army (RRS-A). Detailed information for all related record numbers are located in the ARIMS/RRS-A at https://www.arims.army.mil. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS-A, see Department of the Army Pamphlet 25-403, Guide to Recordkeeping in the Army.

6. **Policy.** A permanent order is required to enact proposed additions or deletions to the current list of USACE office symbols. Requests for changes will be coordinated after a new permanent order is issued. Office Symbols will be added or deleted upon receipt of a permanent order issued by the USACE Chief of Staff or the agency Commander. Changes to office symbols will be kept to a minimum. Office symbols will be deactivated or modified when:
   a. New organizational elements are created.
   b. Existing organizational elements are terminated.
   c. Organizational elements are divided or merged.
   d. Major organizational names change.

7. **Responsibilities.**
   a. The USACE CIO/G-6 will prescribe policy for the use and construction of office symbols as mandated by the Administrative Assistant to the Secretary of the Army. The CIO/G-6 will:
(1) Ensure that the USACE Records Officer provides policy and oversight for the office symbol program.

(2) Ensure that the Records Manager assign office symbols for USACE using the authorized structure outlined in reference 4b and the waiver supplied by the Records Management and Declassification Agency (RMDA).

(3) Ensure that Records Managers create and manage office symbols using permanent orders, directory charts, position charts, and statements of functions supplied at HQUSACE level by the Budget and Programs Division (BPD) and at the agency level by the Resource Management Office.

(4) Ensure that the Enterprise Records Management Team manages the office symbol program for Headquarters USACE staff elements and USACE agencies.

(5) Ensure that the Records Administrator, reviews, approves, or disapproves requests for new or modified office symbols.

b. The Records administrator will forward the HQUSACE and agency office symbols to RMDA for approval and ensure that approved office symbols are current and added to the Army Addresses Online database.

c. The HQUSACE and agency Records Managers will create and assign office symbols using paragraph 7 of reference 4b after receipt of a permanent order signed by the HQUSACE Chief of Staff or the agency Commander. The Records Manager will serve as the proponent for the HQUSACE, District, Center, and field operating agency (FOA) office symbol regulations.

d. The Chief of Staff or the agency Commander will work closely with the Records Manager to ensure that an office symbol regulation is created, revised, signed, and posted at HQUSACE and agencies publications website.

e. Management officials will coordinate permanent orders with HQUSACE BPD or the agency Resource Management Office (RMO). The BPD and RMO will maintain permanent orders; charts of all organizational elements and, if applicable, branches, sections, and/or field offices within each element; and organizational codes. The BPD or RMO will submit the signed permanent order to the Records Manager.
8. **Construction of Office Symbols.** See reference b for construction of office symbols and commonly used letter designators to create office symbols. The HQUSACE and Division, District, Center, and FOA Records Manager will create office symbols after receipt of a signed permanent order from RMO.

FOR THE COMMANDER:

[Signature]

KIRK E. GIBBS
COL, EN
Chief of Staff

2 Appendices
A – HQ USACE Office Symbols
B – USACE Agency Office Symbols
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<th>OFFICE SYMBOL</th>
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<tbody>
<tr>
<td>OFFICE OF THE CHIEF OF ENGINEERS - PENTAGON</td>
<td>DAEN-ZC</td>
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<tr>
<td>OFFICE OF THE COMMANDING GENERAL</td>
<td>CECG</td>
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<td>OFFICE OF THE CHIEF OF STAFF</td>
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<td>Secretary of the General Staff</td>
<td>CECS-X</td>
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<td>STRATEGIC SOURCING PROGRAM OFFICE</td>
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<td>CECC</td>
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<tr>
<td>Procurement Law and Contract Disputes</td>
<td>CECC-C</td>
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<tr>
<td>Environmental Restoration, Regulation and Compliance</td>
<td>CECC-E</td>
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<tr>
<td>Legislation, Fiscal and General Law</td>
<td>CECC-G</td>
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<td>CECC-LRD</td>
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<td>National Model A – Mississippi Valley Division</td>
<td>CECC-MVD</td>
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<td>National Model A – Northwestern Division</td>
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<td>National Model A – Pacific Ocean Division</td>
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<td>CECC-SPD</td>
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<td>CECC-SWD</td>
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<td>COMMAND CHAPLAIN – EXECUTIVE DIRECTED AWARDS</td>
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<tr>
<td>OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY</td>
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<td>OFFICE OF THE CHIEF INFORMATION OFFICIAN</td>
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<td>Information Management/Information Technology</td>
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<tr>
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<td>CECI-P</td>
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<tr>
<td>Test and Evaluation Division</td>
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**DIRECTORATE OF CONTINGENCY OPERATIONS**

- CECO
  - Rehired Annuitant Cadre: CECO-C
  - Office of the G3: CECO-G
    - G-31, Force Management Branch: CECO-GF
    - G-33, Operations Branch: CECO-GO
    - G-35, Plans and Doctrine Branch: CECO-GP
    - G-37, Training, Exercises and Experimentation Branch: CECO-GT
  - G2 Intelligence & Security Countermeasures Division: CECO-I
  - Operational Protection Division: CECO-P

**DIRECTORATE OF CONTRACTING**

- CECT
  - Acquisition Support Division: CECT-A
  - Program Evaluation Division: CECT-E
  - Contract Oversight Branch: CECT-O
  - Contract Policy Division: CECT-P
  - Workforce Development Division: CECT-W
  - PARC Team, Atlanta, GA: CECT-ATL
  - PARC Team, Dallas, TX: CECT-DAL
  - PARC Team, Winchester, VA: CECT-WIN

**DIRECTORATE OF CIVIL WORKS**

- CECW
  - Office of Management Support: CECW-ZD
  - Program and Project Management COP: CECW-CB
  - Operations and Regulatory COP: CECW-CO
  - Engineering and Construction Division: CECW-EC
  - Civil Works Program Integration Division: CECW-I
    - Program Development Branch: CECW-ID
    - Future Directions Branch: CECW-IF
    - National Programs Branch: CECW-IN
    - Project Programs Branch: CECW-IP
  - Office of Homeland Security: CECW-HS
  - Planning and Policy Division: CECW-P
    - Office of Water Project Review: CECW-PB
    - Planning Development Branch: CECW-PC
  - Great Lakes and Ohio River Division RIT: CECW-LRD
  - Mississippi Valley Division RIT: CECW-MVD
  - North Atlantic Division RIT: CECW-NAD
  - Northwestern Division/Pacific Ocean Division RIT: CECW-NWD-POD
South Atlantic Division RIT CECW-SAD
South Pacific Division RIT CECW-SPD
Southwestern Division RIT CECW-SWD

OFFICE OF HISTORY CEHO

DIRECTORATE OF HUMAN RESOURCES CEHR
Human Resources Development Division CEHR-D
Employment and Compensation Management Division CEHR-E
Human Resource Forwards CEHR-F
Human Capital Team CEHR-H
Military Personnel Division CEHR-M
CP 18 Proponency Division CEHR-P
Family Readiness Team CEHR-R

OFFICE OF THE ENGINEER INSPECTOR GENERAL CEIG
Assistance and Investigation Division CEIG-A
Inspections Division CEIG-I

INTERNAL REVIEW OFFICE CEIR

DIRECTORATE OF LOGISTICS CELD

DIRECTORATE OF MILITARY PROGRAMS CEMP
Management Support Office CEMP-ZM
Environmental COP CEMP-CI
Environmental COP Core Team CEMP-CEC
Department of Defense COP Team CEMP-CED
Environmental Support/Program Team CEMP-CEP
Installation Support COP CEMP-CI
Interagency/International Services COP CEMP-CN
Real Estate COP CEMP-CR
Military Programs Integration Division CEMP-I
Army Programs Integration Branch CEMP-IA
Air Force/Department of Defense Programs Integration Branch CEMP-ID
Strategy, Policy and Performance Management Branch CEMP-IS
Special Missions Office CEMP-OS
Great Lakes and Ohio River Division RIT CEMP-LRD

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North Atlantic Division RIT CEMP-NAD
Northwestern Division RIT CEMP-NWD
Pacific Ocean Division RIT CEMP-POD
South Atlantic Division RIT CEMP-SAD
South Pacific Division RIT CEMP-SPD
Southwestern Division RIT CEMP-SWD
Transatlantic Division RIT CEMP-TAD

PUBLIC AFFAIRS OFFICE
Mission Support CEPA
Strategic Communications Branch CEPA-M

DIRECTORATE OF RESEARCH AND DEVELOPMENT
Research and Development Programs and Oversight CERD-ZB
Operations and Support CEERD-ZC

BUDGET AND PROGRAMS DIVISION
Investments and Readiness Branch CERM-BA
Civil Operations Branch CERM-BC
Military Operations Branch CERM-BF
Base Program GWOT Team CERM-BG
Budget Integration Team CERM-BI
Finance and Accounting Policy Division CERM-F
Manpower and Force Analysis Division CERM-M
Business Practices and Program Evaluation Division CERM-P

STRATEGY AND INTEGRATION OFFICE
Strategic Management and Planning CESI-P
Integration Assessment Monitor Branch CESI-R

SMALL BUSINESS OFFICE CESB

SAFETY AND OCCUPATIONAL HEALTH OFFICE CESO
APPENDIX B
U.S. Army Corps of Engineers Agency Office Symbols

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MISSISSIPPI VALLEY DIVISION

Memphis District  CEMVD
New Orleans District  CEMVM
Rock Island District  CEMVN
St. Louis District  CEMVR
St. Paul District  CEMVS
Vicksburg District  CEMVP

NORTH ATLANTIC DIVISION

Baltimore District  CEMVK
Europe District  CEMVD
New England District  CEMVM
New York District  CEMVN
Norfolk District  CEMVR
Philadelphia District  CEMVS

NORTHWESTERN DIVISION

Kansas District  CEMVP
Omaha District  CEMVS
Portland District  CEMVR
Seattle District  CEMVN
Walla Walla District  CEMVD

PACIFIC OCEAN DIVISION

Alaska District  CEMVK
Far East District  CEMVD
Honolulu District  CEMVM
Japan District  CEMVN

SOUTH ATLANTIC DIVISION

Charleston District  CEMVR
Jacksonville District  CEMVS
Mobile District  CEMVP
Savannah District  CEMVN
Wilmington District  CEMVD

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**SOUTHWESTERN DIVISION**

Fort Worth District (CESWF)
Galveston District (CESWG)
Little Rock District (CESWL)
Tulsa District (CESWT)

**TRANSATLANTIC DIVISION**

Transatlantic Center (CETAC)
Transatlantic-Middle East (CETAM)