



Department of the Army  
U.S. Army Corps of Engineers  
Washington, DC

\*Engineer Regulation 25-59-1

Effective 30 August 2022

CEIT-OPI-RE

Information Management  
OFFICE SYMBOL

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**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. This regulation contains office symbols for the Headquarters U.S. Army Corps of Engineers and prescribes the responsibilities and procedures for assigning office symbols.

**Applicability.** This regulation applies to all Headquarters (HQ) USACE elements, major subordinate commands (MSC), divisions, districts, laboratories, centers, and field operating activities (FOA).

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

**Proponent and Exception Authority.** The proponent of this regulation is the USACE Record Management Program Office. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. Only the proponent of a publication may modify it by officially revising or rescinding it.

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\*This regulation supersedes ER 25-59-1, dated 7 October 2019

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## **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). This regulation contains office symbols for the Headquarters U.S. Army Corps of Engineers and prescribes the responsibilities and procedures for assigning office symbols.

## **2. Applicability.**

This regulation applies to all Headquarters (HQ) USACE elements, major subordinate commands (MSC), divisions, districts, laboratories, centers, and field operating activities (FOA).

## **3. Distribution Statement.**

Approved for public release; distribution is unlimited.

## **4. References.**

- a. Army Regulation (AR) 25-59, Office Symbols  
<https://armypubs.army.mil/ProductMaps/PubForm/AR.aspx>
- b. Army Regulation (AR) 25-400-2, Army Record Information Management System  
<https://armypubs.army.mil/ProductMaps/PubForm/AR.aspx>.
- c. Department of the Army Pamphlets (AR) 25-403, Guide to Recordkeeping in the Army; <https://armypubs.army.mil/ProductMaps/PubForm/PAM.asp>.

## **5. Records Management (Recordkeeping) Requirements.**

The records management requirement for all record 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, forms and reports are located at 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 DA Pam 25–403 for guidance.

## **6. Policy.**

USACE offices will update office symbols only when necessary or as required by the publication of a permanent order (PO). When a PO is created, the office will coordinate a request for a new office symbol with their local Records and Information Management Specialist (RIMS). Changes to office symbols will be kept to a minimum; but will be deactivated or modified when:

- a. New organizational elements created or terminated
- 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 per reference 4a. The CIO/G-6 will:

(1) Ensure that the USACE Command Element and the local RIMS provides policy and oversight for the office symbol program.

(2) Ensure that local RIMS assign office symbols for USACE using the authorized structure outlined in reference 4a and the waiver supplied by the Records Management Directorate.

(3) Ensure that RIMS create and manage office symbols using POs (if applicable), 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 (RMO).

(4) Ensure that the Enterprise Records Management Team oversees the review of the office symbol publication process for Headquarters USACE staff elements and USACE agencies.

b. The RIMS ensure that approved office symbols are current, accurate and will add these to Army Addresses Online database. Lastly the RIMS will create a ServiceNow ticket for all UPASS action(s).

c. The HQUSACE and agency RIMS will create and assign office symbols using paragraph 7 of reference 4b after receipt of a PO (if applicable). RIM will serve as the proponent for the HQUSACE, District, Center, and FOA office symbol regulation.

d. The RIMS to ensure that an office symbol regulation is created, revised, signed, and posted at HQUSACE and the agencies publications website.

e. Management officials will coordinate POs (if applicable) with HQUSACE BPD or the 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 a draft permanent order to the RIMS for review before signature, and after signature for follow-up actions.

**8. Construction of Office Symbols.** See reference 4a for construction of office symbols and commonly used letter designators to create office symbols.

**Appendix A**  
**Headquarters, U.S. Army Corps of Engineers Office Symbols**

<b>ORGANIZATIONAL TITLE</b>	<b>OFFICE SYMBOL</b>
<b>OFFICE OF THE CHIEF OF ENGINEERS -PENTAGON</b>	<b>DAEN-ZC®</b>
<b>OFFICE OF THE COMMANDING GENERAL</b>	<b>CECG</b>
<b>OFFICE OF THE DEPUTY COMMANDING GENERAL</b>	<b>CEDC</b>
Office of the G3	CEDC-G
G-33, Operations Branch	CEDC-GF
G-33, Operations Branch	CEDC-GO
G-35, Plans and Doctrine Branch	CEDC-GP
Reserve Affairs	CEDC-R
<b>OFFICE OF THE CHIEF OF STAFF</b>	<b>CECS</b>
Aviation Program Office	CECS-A
Sharp Program Office	CECS-S
Secretary of the General Staff	CECS-X
<b>OFFICE OF THE CHIEF COUNSEL</b>	<b>CECC</b>
Office of the Chief Counsel	CECC-Z
Procurement Law and Contract Disputes	CECC-C
Environmental Restoration, Regulation and Compliance	CECC-E
Legislation, Fiscal and General Law	CECC-G
Litigation and Administrative Disputes	CECC-L
Real Estate	CECC-R
National Model A – Great Lakes and Ohio River Division	CECC-LRD
National Model A – Mississippi Valley Division	CECC-MVD
National Model A – North Atlantic Division	CECC-NAD
National Model A – Northwestern Division	CECC-NWD
National Model A – Pacific Ocean Division	CECC-POD
National Model A – South Pacific Division	CECC-SPD
National Model A – Southwestern Division	CECC-SWD
National Model A – Transatlantic Division	CECC-TAD
National Model A – South Atlantic Division	CECC-SAD
<b>THE OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY DIVERSITY AND INCLUSION</b>	<b>CEEDI</b>
<b>CHIEF INFORMATION OFFICE / G6</b>	<b>CECI</b>
The Office of Chief Information Officer/ G6	CECI-ZA
Strategy Support Group	CECI-ZAX
The Deputy Chief Information Officer	CECI-ZB

Governance and Architecture Division	CECI-GAD
Portfolio Integration Division	CECI-PID
Capital Planning Division	CECI-CPL

**DIRECTORATE OF CONTINGENCY OPERATIONS**

Rehired Annuitant Program	CECO-C
G2 Intelligence, Security and Countermeasures Division	CECO-I
Operational Protection Division	CECO-P

**DIRECTORATE OF CONTRACTING**

Acquisition Support Division	CECT-A
Contract Policy Division	CECT-P
Workforce Development Division	CECT-W
Senior Contracting Official, Atlanta, GA	CECT-ATL
Senior Contracting Official, Dallas, TX	CECT-DAL
Senior Contracting Official, Alexandria, VA	CECT-ALX

**DIRECTORATE OF CIVIL WORKS**

Director of Civil Works	<b>CECW</b>
Office of the Deputy Commanding General for Civil and Emergency Operations	CECW-Z
Office of Management Support	CECW-ZA
Program Execution and Controls Branch	CECW-ZD
Operations and Regulatory Division	CECW-CB
Navigation Branch	CECW-CO
Regulatory Branch	CECW-COD
Natural Resources Management Branch	CECW-COR
Hydropower Branch	CECW-CON
Asset Management Branch	CECW-COH
Engineering and Construction Division	CECW-COA
Civil Works Program Integration Division	CECW-EC
Program Development Branch	CECW-I
Future Directions Branch	CECW-ID
National Programs Branch	CECW-IF
Project Programs Branch	CECW-IN
Civil Works Water Infrastructure Center	CECW-IP
Office of Homeland Security	CECW-WIC
Planning and Policy Division	CECW-HS
Office of Water Project Review	CECW-P
Planning Development Branch	CECW-PC
Great Lakes and Ohio River Division RIT	CECW-PB
Mississippi Valley Division RIT	CECW-LRD
	CECW-MVD

North Atlantic Division RIT	CECW-NAD
Northwestern Division/Pacific Ocean Division RIT	CECW-NWP
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

**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**

Office of Director of Military Program	CEMP-Z
Office of the Deputy Commanding General for Military General & International Operation of Military Program	
Military Programs Executive Office	CEMP-ZA
Management Support Office	CEMP-ZC
Installation Readiness Division	CEMP-ZM
Programs Branch	CEMP-CI
Planning Branch	CEMP-CIR
Energy Integration Branch	CEMP-CIP
Power Reliability Branch	CEMP-CIE
Interagency/International Services Division	CEMP-CIV
Interagency and International Services Branch	CEMP-CS
Security Assistance Branch	CEMP-CSI
Real Estate Division	CEMP-CSA
Military Programs Integration Division	CEMP-CR
Army Programs Integration Branch CEM	CEMP-I
Air Force/Department of Defense Programs Integration Branch	CEMP-IA
Strategy, Policy and Performance Management Branch	CEMP-ID
	CEMP-IS

Performance Management and Data Analytics Branch	CEMP-IP
Environmental Division	CEMP-CE
Environmental Integration Branch	CEMP-CEC
Environmental Support Branch	CEMP-CEP
Environmental Program Branch	CEMP-CED
<b>PUBLIC AFFAIRS OFFICE</b>	<b>CEPA</b>
Mission Support	CEPA-M
Strategic Communications Branch	CEPA-S
<b>DIRECTORATE OF RESEARCH AND DEVELOPMENT</b>	<b>CERD</b>
Research and Development Programs and Oversight	CERD-ZB
Operations and Support	CERD-ZC
<b>DIRECTORATE OF RESOURCE MANAGEMENT</b>	<b>CERM</b>
Directorate of Resource Management	CERM-ZC
Budget and Program Division	CERM-B
Investments and Readiness Branch	CERM-BA
Military Operations Branch	CERM-BF
Civil Operations Branch	CERM-BC
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
<b>STRATEGY AND INTEGRATION OFFICE</b>	<b>CESI</b>
Strategic Management and Planning	CESI-P
Integration Assessment Monitor Branch	CESI-R
<b>SMALL BUSINESS OFFICE</b>	<b>CESB</b>
<b>SAFETY AND OCCUPATIONAL HEALTH OFFICE</b>	<b>CESO</b>
<b>CIVILIAN PERSONNEL ADVISORY, NORTH CENTRAL REGION</b>	<b>CHRA-NCR-D®</b>

®=Indicates directly reporting to Higher level Agency

**Appendix B**  
**U.S. Army Corps of Engineers Agency Office Symbols**

<b><u>AGENCY</u></b>	<b>OFFICE SYMBOL</b>
<b><u>FIELD OPERATING AGENCIES</u></b>	
ARMY CORPS OF ENGINEERS-INFORMATION TECHNOLOGY	CEIT
FINANCE CENTER	CEFC
LOGISTICS ACTIVITY	CELA
<b><u>LABORATORIES AND CENTERS</u></b>	
ENGINEER RESEARCH AND DEVELOPMENT CENTER	CEERD
FINANCE CENTER	CEFC
GEOSPATIAL CENTER	CEGC
HUMPHREYS ENGINEERING CENTER AND SUPPORT ACTIVITY	CEHEC
HUNTSVILLE ENGINEERING AND SUPPORT CENTER	CEHNC
<b><u>DIVISIONS AND DISTRICTS</u></b>	
<b><u>GREAT LAKES AND OHIO RIVER DIVISION</u></b>	
Buffalo District	CELRD
Chicago District	CELRB
Detroit District	CELRC
Huntington District	CELRE
Louisville District	CELRH
Nashville District	CELRH
Pittsburgh District	CELRH
	CELRL
	CELRN
	CELRP
<b><u>MISSISSIPPI VALLEY DIVISION</u></b>	
Memphis District	CEMVD
New Orleans District	CEMVM
Rock Island District	CEMVN
St. Louis District	CEMVR
St. Paul District	CEMVS
Vicksburg District	CEMVP
	CEMVK
<b><u>NORTH ATLANTIC DIVISION</u></b>	
Baltimore District	CENAD
Europe District	CENAB
New England District	CENAU
New York District	CENAE
Norfolk District	CENAN
	CENAO

Philadelphia District

CENAP

**NORTHWESTERN DIVISION**

Kansas District

**CENWD**

Omaha District

CENWK

Portland District

CENWO

Seattle District

CENWP

Walla Walla District

CENWS

CENWW

**PACIFIC OCEAN DIVISION**

Alaska District

**CEPOD**

Far East District

CEPOA

Honolulu District

CEPOF

Japan District

CEPOH

CEPOJ

**SOUTH ATLANTIC DIVISION**

Charleston District

**CESAD**

Jacksonville District

CESAC

Mobile District

CESAJ

Savannah District

CESAM

Wilmington District

CESAS

CESAW

**SOUTH PACIFIC DIVISION**

Albuquerque District

**CESPD**

Los Angeles District

CESPA

Sacramento District

CESPL

San Francisco District

CESPK

**SOUTHWESTERN DIVISION**

Fort Worth District

**CESWD**

Galveston District

CESWF

Little Rock District

CESWG

Tulsa District

CESWL

CESWT

**TRANSATLANTIC DIVISION**

Transatlantic Center

**CETAD**

Transatlantic-Middle East

CETAC

CETAM

# ***SUMMARY of CHANGE***

ER 25-59-1

United States Army Corps of Engineers (USACE)

Information Management: OFFICE SYMBOL

This administrative revision, dated 30 August 2022—

- Updates the references
- Updates responsibilities and when permanent order is required.
- Adds new office symbols to Office of the Deputy Commanding General, Civil Works and Military Program.
- Updates Headquarters, U.S. Army Corps of Engineers Office Symbols