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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Responsibilities • 7, page 4

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Appendixes

A. Headquarters, U.S. Army Corps of Engineers Office Symbols, page 5

B. U.S. Army Corps of Engineers Agency Office Symbols, page 9
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](https://armypubs.army.mil/ProductMaps/PubForm/AR.aspx)
   b. Army Regulation (AR) 25-400-2, Army Record Information Management System
   c. Department of the Army Pamphlets (AR) 25-403, Guide to Recordkeeping in the Army;
      [https://armypubs.army.mil/ProductMaps/PubForm/PAM.asp](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](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 overseas 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

<table>
<thead>
<tr>
<th>ORGANIZATIONAL TITLE</th>
<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>CEDC-G</td>
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<td>G-35, Plans and Doctrine Branch</td>
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</tr>
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<td>Procurement Law and Contract Disputes</td>
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<td>CECC-E</td>
</tr>
<tr>
<td>Legislation, Fiscal and General Law</td>
<td>CECC-G</td>
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<tr>
<td>Litigation and Administrative Disputes</td>
<td>CECC-L</td>
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<td>Real Estate</td>
<td>CECC-R</td>
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<td>National Model A – Great Lakes and Ohio River Division</td>
<td>CECC-LRD</td>
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<td>DIVERSITY AND INCLUSION</td>
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Governance and Architecture Division  CECI-GAD
Portfolio Integration Division  CECI-PID
Capital Planning Division  CECI-CPL

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

DIRECTORATE OF CONTRACTING  CECT
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  CECW
Director of Civil Works  CECW
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-CB
Operations and Regulatory Division  CECW-CO
  Navigation Branch  CECW-COD
  Regulatory Branch  CECW-COR
  Natural Resources Management Branch  CECW-CON
  Hydropower Branch  CECW-COH
  Asset Management Branch  CECW-COA
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
Civil Works Water Infrastructure Center  CECW-WIC
Office of Homeland Security  CECW-HS
Planning and Policy Division  CECW-P
  Office of Water Project Review  CECW-PC
  Planning Development Branch  CECW-PB
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-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  CEMP-ZA
Military Programs Executive Office  CEMP-ZC
Management Support Office  CEMP-ZM
Installation Readiness Division  CEMP-CI
   Programs Branch  CEMP-CIR
   Planning Branch  CEMP-CIP
   Energy Integration Branch  CEMP-CIE
   Power Reliability Branch  CEMP-CIV
Interagency/International Services Division  CEMP-CS
   Interagency and International Services Branch  CEMP-CSI
   Security Assistance Branch  CEMP-CSA
Real Estate Division  CEMP-CR
Military Programs Integration Division  CEMP-I
   Army Programs Integration Branch CEM  CEMP-IA
   Air Force/Department of Defense Programs Integration Branch  CEMP-ID
   Strategy, Policy and Performance Management Branch  CEMP-IS
Performance Management and Data Analytics Branch
Environmental Division
  Environmental Integration Branch
  Environmental Support Branch
  Environmental Program Branch

PUBLIC AFFAIRS OFFICE
Mission Support
Strategic Communications Branch

DIRECTORATE OF RESEARCH AND DEVELOPMENT
Research and Development Programs and Oversight
Operations and Support

DIRECTORATE OF RESOURCE MANAGEMENT
Directorate of Resource Management
  Budget and Program Division
    Investments and Readiness Branch
    Military Operations Branch
    Civil Operations Branch
    Base Program GWOT Team
    Budget Integration Team
  Finance and Accounting Policy Division
  Manpower and Force Analysis Division
  Business Practices and Program Evaluation Division

STRATEGY AND INTEGRATION OFFICE
Strategic Management and Planning
Integration Assessment Monitor Branch

SMALL BUSINESS OFFICE

SAFETY AND OCCUPATIONAL HEALTH OFFICE

CIVILIAN PERSONNEL ADVISORY, NORTH CENTRAL REGION

®=Indicates directly reporting to Higher level Agency
### AGENCY OFFICE SYMBOL

#### FIELD OPERATING AGENCIES

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<td>Chicago District</td>
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<td>Detroit District</td>
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<td>Huntington District</td>
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<td>Louisville District</td>
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<td>Nashville District</td>
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<td>Pittsburgh District</td>
<td>CELRP</td>
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<tr>
<td>MISSISSIPPI VALLEY DIVISION</td>
<td>CEMVD</td>
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<tr>
<td>Memphis District</td>
<td>CEMVM</td>
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<tr>
<td>New Orleans District</td>
<td>CEMVN</td>
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<tr>
<td>Rock Island District</td>
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<td>St. Louis District</td>
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<td>St. Paul District</td>
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Philadelphia District CENAP

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Kansas District CENWK
Omaha District CENWO
Portland District CENWP
Seattle District CENWS
Walla Walla District CENWW

PACIFIC OCEAN DIVISION CEPOD
Alaska District CEPOA
Far East District CEPOF
Honolulu District CEPOH
Japan District CEPOJ

SOUTH ATLANTIC DIVISION CESAD
Charleston District CESAC
Jacksonville District CESAJ
Mobile District CESAM
Savannah District CESAS
Wilmington District CESAW

SOUTH PACIFIC DIVISION CESPD
Albuquerque District CESPA
Los Angeles District CESPL
Sacramento District CESPK
San Francisco District

SOUTHWESTERN DIVISION CESWD
Fort Worth District CESWF
Galveston District CESWG
Little Rock District CESWL
Tulsa District CESWT

TRANSATLANTIC DIVISION CETAD
Transatlantic Center CETAC
Transatlantic-Middle East 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