Award Packet Naming Convention

Naming conventions help ensure proper documentation to identify documents and their content, making it easier to find a specific document. The USAG Fort Bliss, Texas GEARS Packet Naming Convention will follow these guidelines:

The packet name will begin with the Garrison office symbol followed by the document type identifier, packet name and date. It will include the awardee's last name and initial of first name. Each section of the packet name will be divided by an underscore. See below for detailed naming convention instructions.

First, type in the Garrison office symbol (see Table 4-1) and without spaces include an underscore (_), this will separate the office symbol from the next entry "document type identifier".

Next, enter the document type identifier, which is the award name, (i.e., CSAM for Civilian Service Achievement Medal, TOA for Time Off Award, SA for Special Act, OTS for On The Spot, etc.), followed by another underscore (_) to separate the document type from the next entry.

Add another underscore (_) to separate the document type identifier from the packet name (subject) or from the last name and first initial of the awardee (if an award document).

Finally, add an underscore (_) followed by the date, which will be dated using the proposed award presentation date or effective date. Use the date of the document and type in the following manner: 4-digit year, 2-digit month, and 2-digit day (YYYYMMDD).

FORMAT: AMIM-BLX-X_AwardName_LastnameFI_Date

EXAMPLE: AMIM-BLH-A_CSAM_DoeJ_20240825

Table 4-1 USAG Fort Bliss Office Symbols

GARRISON HQS/SUPPORT OFFICES	***Office Symbol***
Garrison Commander or Manager	AMIM-BLG-ZA
Deputy to the Garrison Commander	AMIM-BLG-ZB
Command Sergeant Major	AMIM-BLG-CM
Garrison XO	AMIM-BLG-XO
Administrative Office	AMIM-BLG-AO
Contracting	AMIM-BLG-CO
Equal Employment Opportunity	AMIM-BLG-EE
Equal Opportunity Office	AMIM-BLG-EO
Headquarters and Headquarters Company (HHC) / Headquarters and Headquarters Detachment (HHD)	AMIM-BLG-HH
Legal	AMIM-BLG-JA

Public Affairs	AMIM-BLG-PA
Religious Support (Chaplain)	AMIM-BLG-CH
Safety	AMIM-BLG-SO
Resource Management Office (RMO)	**AMIM-BLR**
Management Analysis	AMIM-BLR-MA
Manpower & Agreements	AMIM-BLR-MM
Budget	AMIM-BLR-MB
Plans, Analysis, & Integration Office (PAIO)	**AMIM-BLA**
DIRECTORATES	
Directorate of Emergency Services (DES)	**AMIM-BLL**
Fire Protection & Prevention	AMIM-BLL-F
Police/Provost Marshal	AMIM-BLL-P
Physical Security Division	AMIM-BLL-S
Physical Security Inspection	AMIM-BLL-SI
Access Control and Guards	AMIM-BLL-SA
Non-Standard Security Guards	AMIM-BLL-SS
Directorate of Family, Morale, Welfare, & Recreation (DFMWR)	**AMIM-BLW**
Army Community Service (ACS)	AMIM-BLW-A
Warrior and Family Support	AMIM-BLW-W
Family Programs	AMIM-BLW-WF
Child, Youth, & School Age Services	AMIM-BLW-WC
Community Recreation (CR)	AMIM-BLW-WR
Regional Library	AMIM-BLW-WL
Army Entertainment Detachment	AMIM-BLW-WE
World Class Athlete Program	AMIM-BLW-WA
Business Programs	AMIM-BLW-B
Business Operations	AMIM-BLW-BO
Army Recreation Machine Program	AMIM-BLW-BR
Hospitality Programs	AMIM-BLW-BH
Army Forces Recreation Centers	AMIM-BLW-BA
Recreational Lodging	AMIM-BLW-BR
Army Lodging	AMIM-BLW-BL
Facilities Management	AMIM-BLW-BF
Interior & Food Service Design	AMIM-BLW-BI
Engineering and Project Management	AMIM-BLW-BE
NAF Programming Office	AMIM-BLW-BP
NAF Services	AMIM-BLW-N
Financial Management	AMIM-BLW-NF
NAF Contracting	AMIM-BLW-NC
NAF Human Resources	AMIM-BLW-NH
NAF Employee Benefits	AMIM-BLW-NB
NAF Support Branch	AMIM-BLW-S
NAF Construction Branch	AMIM-BLW-SC
NAF Marketing Branch	AMIM-BLW-SM
NAF Automation	AMIM-BLW-SI

NAF Financial Management Branch	AMIM-BLW-SF
Marketing	AMIM-BLW-M
Mission Support Office	AMIM-BLW-O
Directorate of Human Resources (DHR)	**AMIM-BLH**
Army Continuing Education System (ACES)	AMIM-BLH-E
Army Substance Abuse Program (ASAP)	AMIM-BLH-S
Administrative Services Division (ASD)	AMIM-BLH-A
Knowledge Management (KM)	AMIM-BLH-K
Military Personnel Services	AMIM-BLH-M
Solider for Life	AMIM-BLH-MS
Workforce Development	AMIM-BLH-W
Directorate of Plans, Training, Mobilization, & Security (DPTMS)	**AMIM-BLO**
Airfield	AMIM-BLO-A
Plans & Operations	AMIM-BLO-O
Security & Intelligence	AMIM-BLO-S
Training	AMIM-BLO-T
Mobilization	AMIM-BLO-M
Unit Training & Certification	AMIM-BLO-U
Sustainability & Energy	AMIM-BLO-S
Directorate of Public Works (DPW)	**AMIM-BLP**
Business Operations/Integration	AMIM-BLP-B
Engineering	AMIM-BLP-G
Environmental	AMIM-BLP-E
Housing	AMIM-BLP-H
Master Planning	AMIM-BLP-M
Operations & Maintenance	AMIM-BLP-O
Sustainability & Energy	AMIM-BLP-S