

Department of the Army  
Installation Management Command  
United States Army Garrison  
Fort Huachuca, Arizona 85613-7000

\*FH Pamphlet 25-59

19 February 2021

Information Management: Records Management

## OFFICE SYMBOLS

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**Summary.** This pamphlet was revised to include current U.S. Army Garrison (USAG), Fort Huachuca office symbols.

**Applicability.** This pamphlet applies to all elements of the USAG, Fort Huachuca.

**Suggested improvements.** The proponent of this pamphlet is the Directorate of Human Resources (DHR), USAG, Fort Huachuca. Submit changes, including deletions and additions, on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Garrison, ATTN: AMIM-HUH-A, Fort Huachuca, AZ 85613-7004.

**Availability.** This pamphlet is unrestricted and provided electronically on the Fort Huachuca Intranet Homepage at <https://army.deps.mil/netcom/sites/106HUA/necpub/visitors/docs/SitePages/Home.aspx>

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\*This pamphlet supersedes FH Pamphlet 25-50, 11 May 2017

## **Section I - INTRODUCTION.**

### **1. Purpose.**

This pamphlet lists the office symbols for USAG, Fort Huachuca. Office symbols are used to identify the originators of correspondence for records and historical purposes within the Department of the Army (DA). Requests to add or change office symbols will be sent to the DHR, ATTN: AMIM-HUH-A, for submission to the U.S. Army Installation Management Command (IMCOM) for approval. Approval is required prior to using new office symbols.

### **2. References.**

Army Regulation (AR) 25-59, Office Symbols

IMCOM Supplement 1 to AR 25-59, Office Symbols

### **3. Format.**

a. Office symbols follow organizational structure rather than function. Any areas identified should include a supervisor or leader and staff.

b. AMIM-HU has been assigned to the USAG, Fort Huachuca by IMCOM. All office symbols must follow the XXXX-XXX-XXX format prescribed by reference.

### **4. Records Management.**

Records created as a result of processes prescribed by this pamphlet must be identified, maintained, and disposed of according to AR 25-400-2 (The Army Records Information Management System (ARIMS)), and DA Pam 25-403 (Guide to Recordkeeping in the Army). Record titles and descriptions are available on the ARIMS Website (<https://www.arims.army.mil>).

## Section II - U.S. ARMY GARRISON, FORT HUACHUCA OFFICE SYMBOLS

### 1. Garrison Commander's Office

	<u>OFFICE SYMBOL</u>
Garrison Commander	AMIM-HUG-ZA
Deputy to the Garrison Commander	AMIM-HUG-ZB
Command Sergeant Major	AMIM-HUG-CM
Administrative Office	AMIM-HUG-AO
Contracting	AMIM-HUG-CO
Equal Employment Opportunity	AMIM-HUG-EE
Headquarters and Headquarters Company (HHC)	AMIM-HUG-HH
Legal	AMIM-HUG-JA
Public Affairs	AMIM-HUG-PA
Religious Support	AMIM-HUG-CH
Safety	AMIM-HUG-SO

### 2. Plans, Analysis and Integration Office

AMIM-HUA

### 3. Directorate Resource Management

Management Analysis	AMIM-HUR
Manpower and Agreements	AMIM-HUR-MA
Budget	AMIM-HUR-MM
	AMIM-HUR-MB

### 4. Directorate of Human Resources

Army Continuing Education System (ACES)	AMIM-HUH
Army Substance Abuse Program	AMIM-HUH-E
Administrative Services Division	AMIM-HUH-S
Military Personnel Division	AMIM-HUH-A
Personnel Automation Branch	AMIM-HUH-M
Casualty Assistance Branch	AMIM-HUH-MA
ID Cards/DEERS	AMIM-HUH-MC
Personnel Services	AMIM-HUH-MI
Reassignments	AMIM-HUH-MP
Passport Office	AMIM-HUH-MR
Transition Assistance Program (TAP)	AMIM-HUH-MRP
Retirement Services	AMIM-HUH-MS
Transition Center	AMIM-HUH-MT
	AMIM-HUH-MTC

### 5. Family and Morale, Welfare and Recreation

Army Community Service (ACS)	AMIM-HUW
Warrior and Family Support	AMIM-HUW-A
Family Programs	AMIM-HUW-W
Child, Youth and School Services	AMIM-HUW-WF
Community Recreation (CR)	AMIM-HUW-WC
Regional Library	AMIM-HUW-WR
	AMIM-HUW-WL

## 5. Family and Morale, Welfare and Recreation, Cont.

Army Entertainment Detachment	AMIM-HUW-WE
World Class Athlete Program	AMIM-HUW-WA
Business Programs	AMIM-HUW-B
Business Operations	AMIM-HUW-BO
RPM	AMIM-HUW-BOA
Bowling Center	AMIM-HUW-BOB
Arts and Crafts	AMIM-HUW-BOC
Golf	AMIM-HUW-BOG
Buffalo Corral	AMIM-HUW-BOH
Apache	AMIM-HUW-BOR
Sportsman's	AMIM-HUW-BOS
Thunder Mountain Activity Center (TMAC)	AMIM-HUW-BOT
Outdoor Rec	AMIM-HUW-BOW
Yardley	AMIM-HUW-BOY
Army Recreation Machine Program	AMIM-HUW-BR
Hospitality Programs	AMIM-HUW-BH
Army Forces Recreation Centers	AMIM-HUW-BA
Recreational Lodging	AMIM-HUW-BR
Army Lodging	AMIM-HUW-BL
Facilities Management	AMIM-HUW-BF
Interior and Food Service Design	AMIM-HUW-BI
Engineering and Project Management	AMIM-HUW-BE
NAF Programming Office	AMIM-HUW-BP
NAF Services	AMIM-HUW-N
Financial Management	AMIM-HUW-NF
NAF Contracting	AMIM-HUW-NC
NAF Human Resources	AMIM-HUW-NH
NAF Employee Benefits	AMIM-HUW-NB
NAF Support Branch	AMIM-HUW-S
NAF Construction Branch	AMIM-HUW-SC
NAF Financial Management Branch	AMIM-HUW-SF
NAF Automation	AMIM-HUW-SI
Special Events	AMIM-HUW-SJ
NAF Marketing Branch	AMIM-HUW-SM
NAF Unit Funds, PVT ORGS	AMIM-HUW-SO
NAF Supply	AMIM-HUW-SS
Information and Tech	AMIM-HUW-ST
Maintenance	AMIM-HUW-SW
Marketing	AMIM-HUW-M
Mission Support Office	AMIM-HUW-O

**6. Directorate of Plans, Training, Mobilization and Security (DPTMS)**

Airfield  
 Plans and Operations  
 Security and Intelligence  
 Training  
 Workforce Development

AMIM-HUO  
 AMIM-HUO-A  
 AMIM-HUO-O  
 AMIM-HUO-S  
 AMIM-HUO-T  
 AMIM-HUO-W

**7. Directorate of Emergency Services**

Fire Protection and Prevention  
     Fire Inspection  
 Police/Provost Marshal  
     Police/Provost Marshal Administration  
     Police/Provost Marshal Investigations  
     Police/Provost Marshal Traffic  
 Physical Security Division  
     Physical Security Inspection  
     Access Control and Guards  
     Non Standard Security Guards

AMIM-HUL  
 AMIM-HUL-F  
 AMIM-HUL-FI  
 AMIM-HUL-P  
 AMIM-HUL-PA  
 AMIM-HUL-PI  
 AMIM-HUL-PT  
 AMIM-HUL-S  
 AMIM-HUL-SI  
 AMIM-HUL-SA  
 AMIM-HUL-SS

**8. Directorate of Public Works**

Business Operations/Integration  
 Engineering  
 Environmental  
 Housing  
 Master Planning  
 Operations and Maintenance

AMIM-HUP  
 AMIM-HUP-B  
 AMIM-HUP-G  
 AMIM-HUP-E  
 AMIM-HUP-H  
 AMIM-HUP-M  
 AMIM-HUP-O

## **Glossary**

### **Section I Abbreviations**

#### **ACES**

Army Continuing Education System

#### **ACS**

Army Community Services

#### **AR**

Army Regulation

#### **ARIMS**

Army Records Information Management System

#### **CR**

Community Recreation

#### **DA**

Department of the Army

#### **DHR**

Directorate of Human Resources

#### **DPTMS**

Directorate of Plans, Training, Mobilization and Security

#### **HHC**

Headquarters and Headquarters Company

#### **IMCOM**

U.S. Army Installation Management Command

#### **TAP**

Transition Assistance Program

#### **TMAC**

Thunder Mountain Activity Center

#### **USAG**

U.S. Army Garrison

**Section II**  
**Terms**

This section contains no entries.

**Section III**  
**Special Abbreviations and Terms**

This section contains no entries.