

**United States Army Garrison (USAG)
Pamphlet 25–59**

**Information Management:
Records Management**

Office Symbols

**Headquarters, USAG
Fort Knox, Kentucky 40121-5123
1 March 2021**

UNCLASSIFIED

SUMMARY of CHANGE

USAG Pamphlet 25-59
Office Symbols

This revision, dated 1 March 2021:

- Updates Office Symbols to comply with Army standards due to IMCOM's realignment under Army Material Command.
- Creates office symbols for Directorate of Family, Morale, Welfare and Recreation, Directorate of Plans, Training, Mobilization and Security, and Sexual Assault Response Coordinator.
- Removes Office Symbols for the Safety Radiation/Respiratory, Planning Integration, Administration, Counseling, Records Management, Voting Assistance Program, French Shooting Club, Police Investigations, Police Operations, Traffic Investigations, Physical Security Inspection and Access Control and Guards.

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*USAG, Pamphlet 25-59

Information Management: Records Management

Office Symbols

CJ KING
COL, LG
Commanding

History. This pamphlet is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

Summary. This pamphlet provides a listing of official office symbols according to AR 25-59 (Office Symbols) and IMCOM Supplement 1 to AR 25-59 for Fort Knox Garrison.

Applicability. This pamphlet applies to all organizations within the United States Army Garrison, Fort Knox.

Proponent and exception authority. The proponent of this pamphlet is the Directorate of Human Resources, Administrative Services Division (AMIM-KNH-A).

Suggested improvements. Users are invited to send suggested improvements on Department of the Army Form 2028, Recommended Changes to Publications and Blank Forms, directly to Directorate of Human Resources, Administrative Services Division (AMIM-KNH-A), Fort Knox, Kentucky 40121.

* This Pamphlet supersedes United States Army Garrison Pamphlet 25-59, 15 October 2018

Table of Contents

	Paragraph	Page
Purpose	1	1
Reference	2	1
Listing of Office Symbols	3	1
Garrison Leadership	3a	1
Directorate Resource Management	3b	1
Plans, Analysis and Integration Office	3c	1
Directorate of Human Resources	3d	1-2
Directorate Family and Morale, Welfare and Recreation	3e	2-3
Directorate of Plans, Training, Mobilization and Security (DPTMS)	3f	3
Directorate of Emergency Services	3g	3
Directorate of Public Works	3h	3

1. Purpose.

This pamphlet provides a listing of official office symbols for the United States Army Garrison (USAG), Fort Knox. Office symbols contained herein will at a minimum be used in correspondence, United States Government Messenger Envelopes (shotgun envelopes) and utilized to maintain and establish an account in the Army Records Information Management System.

2. References.

- a. Army Regulation 25-59, Office Symbols, 10 April 2018.
- b. Installation Management Command (IMCOM) Supplement 1 to Army Regulation 25-59, 5 November 2020.

3. Listing of office symbols.

Garrison Leadership

Garrison Commander	AMIM-KNG-ZA
Deputy to the Garrison Commander	AMIM-KNG-ZB
Command Sergeant Major	AMIM-KNG-CM
Administrative Office	AMIM-KNG-AO
Equal Employment Opportunity	AMIM-KNG-EE
Headquarters and Headquarters Detachment	AMIM-KNG-HH
Information Management Office	AMIM-KNG-IM
Internal Review Audit and Compliance Office	AMIM-KNG-IR
Public Affairs	AMIM-KNG-PA
Religious Support (Chaplain)	AMIM-KNG-CH
Safety	AMIM-KNG-SO
Sexual Assault Response Coordinator	AMIM-KNG-SA
Staff Judge Advocate	AMIM-KNG-JA
Center for Personnel Claims Support	AMIM-KNG-CP

Directorate Resource Management

Budget	AMIM-KNR
Manpower and Agreements	AMIM-KNR-MB
	AMIM-KNR-MM

Plans, Analysis and Integration Office

AMIM-KNA

Directorate of Human Resources

Army Continuing Education System (ACES)	AMIM-KNH
Testing	AMIM-KNH-E
	AMIM-KNH-ET

Army Substance Abuse Program	AMIM-KNH-S
Bio Chemical	AMIM-KNH-SB
Community Readiness & Resilience Integrator	AMIM-KNH-SC
Employee Assistance Program	AMIM-KNH-SE
Prevention Coordination	AMIM-KNH-SP
Risk Reduction/Suicide Prevention	AMIM-KNH-SR
Administrative Services	AMIM-KNH-A
Official Mail and Distribution Center	AMIM-KNH-AD
Military Personnel Services	AMIM-KNH-M
Military Personnel Division	AMIM-KNH-MB
Identification Card/DEERS Branch	AMIM-KNH-MI
Personnel Automation Branch	AMIM-KNH-MP
Soldier Actions Branch	AMIM-KNH-MA
Soldier Readiness Branch	AMIM-KNH-MR
Transition Services Branch	AMIM-KNH-MT
Casualty Assistance Center	AMIM-KNH-MC
Plans, Operations and Mobilization	AMIM-KNH-MO
Transition Assistance Program (Soldier for Life)	AMIM-KNH-MS
Workforce Development	AMIM-KNH-W
Directorate Family and Morale, Welfare and Recreation	AMIM-KNW
Army Community Service (ACS)	AMIM-KNW-A
Business Programs	AMIM-KNW-B
Bowling	AMIM-KNW-BB
Golf	AMIM-KNW-BG
Patriot Commons	AMIM-KNW-BT
Recreational Lodging	AMIM-KNW-BR
Saber and Quill	AMIM-KNW-BC
Samuel Adams Brew House	AMIM-KNW-BA
Child, Youth and School Services	AMIM-KNW-C
Child Development Center	AMIM-KNW-CC
Devers Middle School Teen Program	AMIM-KNW-CY
Family Care Center	AMIM-KNW-CF
Parent and Outreach Program	AMIM-KNW-CP
School Liaison Officer (SLO)	AMIM-KNW-CO
Youth Sports and Fitness Complex	AMIM-KNW-CT
Non-Appropriated Fund (NAF) Support Management	AMIM-KNW-S
Automation/Information Management Office	AMIM-KNW-SI
Marketing	AMIM-KNW-SM
NAF Accounting	AMIM-KNW-SF
NAF Property	AMIM-KNW-SP
Community Recreation Division	AMIM-KNW-R
Aquatics	AMIM-KNW-RA

Auto Crafts	AMIM-KNW-RV
Camp Carlson	AMIM-KNW-RC
Equipment Checkout Center	AMIM-KNW-RE
Hansen Gallery	AMIM-KNW-RG
Information Ticketing and Registration	AMIM-KNW-RI
Barr Library	AMIM-KNW-RL
Physical Fitness Center	AMIM-KNW-RP
Recreation Delivery	AMIM-KNW-RR
Sports	AMIM-KNW-RS

Directorate of Plans, Training, Mobilization and Security

Airfield	AMIM-KNO
Installation Protection Branch	AMIM-KNO-A
Plans and Operations	AMIM-KNO-I
Mobilization and Deployment	AMIM-KNO-O
Security and Intelligence	AMIM-KNO-OM
Training	AMIM-KNO-S
Range	AMIM-KNO-T
TSC Branch	AMIM-KNO-TR
Visual Information	AMIM-KNO-TT
	AMIM-KNO-TV

Directorate of Emergency Services

Fire Protection and Prevention	AMIM-KNL
Physical Security	AMIM-KNL-F
Access Control and Guards	AMIM-KNL-P
Police/Provost Marshall	AMIM-KNL-SA
Police Records	AMIM-KNL-P
	AMIM-KNL-PR

Directorate of Public Works

Business Operations/Integration	AMIM-KNP
Engineering	AMIM-KNP-B
Environmental	AMIM-KNP-G
Recycle	AMIM-KNP-E
Housing	AMIM-KNP-ER
Master Planning	AMIM-KNP-H
Operations and Maintenance	AMIM-KNP-M
Plants Branch	AMIM-KNP-O
	AMIM-KNP-OP