

**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 30 June 2021:

- Corrects Office Symbols for School Age Center and Physical Security.

Headquarters, USAG  
Fort Knox, KY 40121-5123  
30 June 2021

\*USAG, Pamphlet 25-59

## Information Management: Records Management

### Office Symbols

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LANCE A O'BRYAN  
COL, FA  
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.

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\* This Pamphlet supersedes United States Army Garrison Pamphlet 25-59, 1 March 2021



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## 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  |
| <b>Directorate Family and Morale, Welfare and Recreation</b> | 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 Age Center                                            | AMIM-KNW-CS |
| 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 |
| <b>Directorate of Plans, Training, Mobilization and Security</b> |             |
| 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 |
| <b>Directorate of Emergency Services</b>                         |             |
| Fire Protection and Prevention                                   | AMIM-KNL    |
| Physical Security                                                | AMIM-KNL-F  |
| Access Control and Guards                                        | AMIM-KNL-S  |
| Police/Provost Marshall                                          | AMIM-KNL-SA |
| Police Records                                                   | AMIM-KNL-P  |
|                                                                  | AMIM-KNL-PR |
| <b>Directorate of Public Works</b>                               |             |
| 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 |