

DEPARTMENT OF THE ARMY
United States Army Installation Management Command
Headquarters, United States Army Garrison, Presidio of Monterey
1759 Lewis Road
Monterey, California 93944
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***POM Pamphlet 25-59**

Information Management: Records Management

OFFICE SYMBOLS

Summary. This regulation provides a listing of official office symbols according to AR 25-59, Office Symbols, for the United States Army Garrison, Presidio of Monterey (USAG POM), California 93944.

Applicability. The provisions of this pamphlet apply to all agencies assigned to the USAG POM.

Suggested Improvements. The proponent of this regulation is the Directorate of Human Resources (DHR), ATTN: Administrative Services Division (ASD). Users may submit recommended changes on a DA 2028, Recommended Changes to Publications and Blank Forms directly to the Directorate of Human Resources, ATTN: AMIM-PMH-A, USAG POM, Monterey, CA 93944.

Distribution. This publication is available electronically.

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* This Pamphlet supersedes POM Pam 25-59, Office Symbols and Distribution Scheme, dated 21 January 2021.

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1. Purpose. This pamphlet prescribes policies, procedures and responsibilities for the management of the United States Army Garrison, Presidio of Monterey (USAG POM) Office Symbol Program.

2. References. Required and related publications are listed in Appendix A.

3. Responsibilities

a. The Director, Human Resources is the Commander's representative to ensure that office symbols for USAG POM are developed in accordance with this pamphlet, IMCOM Supplement to AR 25-59, and AR 25-59.

b. The Chief, Administrative Services Division (ASD) will:

(1) Forward proposed office symbols to Headquarters, Installation Management Command (IMCOM), ATTN: AMIM-PMH-A for approval. Upon approval, ASD will submit an Organizational Change Memorandum to the Resource Management Office.

(2) Review and update USAG POM addresses and office symbols annually or as changes occur and submit changes to the US Army Addresses and Office Symbols online website: (<https://www.arims.army.mil/ao/Search.aspx>).

4. Policy

a. Office symbols can be used as a part of official mailing addresses as prescribed by AR 25-59. They are used to identify the originators of correspondence and denote the placement of an organization within the Army structure for historical and records purposes.

b. Changes to office symbols will be kept to a minimum. Office symbols will be added or deleted when:

(1) New organization elements are created.

(2) Existing organizational elements are terminated.

(3) Organizational elements are divided or merged.

(4) Major organizational names change.

c. Organizations will submit requests for new or changes to the current office symbol to the Director, Human Resources by informal memorandum along with a justification.

5. Office Symbol Structure.

a. Headquarters, Department of the Army assigned the first two letters of the office symbol. AM is assigned to the U.S. Army Material Command (AMC).

b. The third and fourth letter (IM) represents U.S. Army Installation Command, IMCOM Garrison under AMC Headquarters. A hyphen will be placed after the fourth letter.

c. After the hyphen, the fifth and sixth letters indicates the Presidio of Monterey (PM) and the seventh letter will identify a staff division section.

d. After the hyphen, additional letters will identify a division, section or comparable element

e. Additional letters may be assigned at the branch or office level and must be submitted through ASD for approval by the records manager at IMCOM Headquarters.

f. Appendix B is a listing of approved Office Symbols for USAG POM.

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Appendix A
References

Section 1
Required Publications

AR 25-59, Office Symbols, 10 April 2018

US Army Addresses and Office Symbols Online (<https://www.arims.army.mil/aao/Search.aspx>)

IMCOM Supplement to AR 25-59, 14 Apr 14

Section 2
Related Publications

AR 25-1, Army Knowledge Management and Information Technology, 15 July 2019

AR 25-50, Preparing and Managing Correspondence, 10 November 2020

AR 25-51, Official Mail and Distribution Management, 20 March 2020

AR 25-400-2, The Army Records Information Management System (ARIMS), 2 Oct 07

DA Pam 25-403, Guide to Recordkeeping in the Army, 11 Aug 08

Appendix B: USAG POM Office Symbols

ORGANIZATION	OFFICE SYMBOL
Garrison Commander	AMIM-PMG-ZA
Deputy to the Garrison Commander	AMIM-PMG-ZB
Garrison Command Sergeant Major	AMIM-PMG-CM
Command Group Administrative Office	AMIM-PMG-AO
Garrison Information Management Office	AMIM-PMG-IM
Equal Employment Opportunity	AMIM-PMG-EE
Garrison Safety Office	AMIM-PMG-SO
Installation Legal Office	AMIM-PMG-JA
Internal Review & Audit Control Office	AMIM-PMG-IR
Plans, Analysis, & Integration Office	AMIM-PMA
Management Analysis	AMIM-PMA-IM
Planning Integration	AMIM-PMA-IP
Public Affairs Office	AMIM-PMA-PA
Religious Support Office	AMIM-PMG-CH
Resource Management Office	AMIM-PMR
Management Analysis	AMIM-PMR-MA
Budget & Accounting	AMIM-PMR-MB
Manpower & Agreements	AMIM-PMR-MM
Directorate of Emergency Services	AMIM-PML
Fire Protection & Prevention	AMIM-PML-F
POM Police	AMIM-PML-P
Director of Family & Morale, Welfare & Recreation	AMIM-PMW
Army Community Service	AMIM-PMW-A
Business	AMIM-PMW-B
Child, Youth and School Services	AMIM-PMW-WC
Nonappropriated Fund Services Division	AMIM-PMW-N
Recreation	AMIM-PMW-WR
Directorate of Human Resources	AMIM-PMH
Administrative Services Division	AMIM-PMH-A
Army Continuing Education System	AMIM-PMH-E
Military Personnel Division	AMIM-PMH-M
Alcohol & Substance Abuse Program	AMIM-PMH-S
Workforce Development	AMIM-PMH-W
Directorate of Plans, Training, Mobilization and Security	AMIM-PMO
Plans & Operations	AMIM-PMO-O
Security & Intelligence	AMIM-PMO-S
Training	AMIM-PMO-T
Directorate of Public Works	AMIM-PMP
Business Operations/Integration Division	AMIM-PMP-B
Environmental Division	AMIM-PMP-E
Engineering Division	AMIM-PMP-G
Housing Division	AMIM-PMP-H
Master Planning Division	AMIM-PMP-M
Operations & Maintenance Division	AMIM-PMP-O