

USAREC Regulation 25-50

**Information Management: Records
Management**

Office Symbols

**Headquarters
United States Army Recruiting Command
1307 3rd Avenue
Fort Knox, KY 40121-2725
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UNCLASSIFIED

Information Management: Records Management

Office Symbols

For the Commander:

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Assistant Chief of Staff, G-6

History. This regulation revises USAREC Reg 25-50, which is effective 1 April 2008.

Summary. This regulation provides official office symbols for Headquarters, U.S. Army Recruiting Command and its sub-

ordinate units.

Applicability. This regulation is applicable to all elements of the U.S. Army Recruiting Command.

Proponent and exception authority. The proponent of this regulation is the Assistant Chief of Staff, G-6. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations. The proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of GS-14.

Army management control process.

This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCIM, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution. This publication is available in electronic media only and is intended for distribution level C.

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*This regulation supersedes USAREC Regulation 25-50, dated 11 February 2000.

1. Purpose

This regulation provides official office symbols for the Headquarters, U.S. Army Recruiting Command (HQ USAREC) and its subordinate units (see tables 1 and 2).

2. References

For required and related publications see appendix A.

3. Explanation of abbreviation

HQ USAREC — Headquarters, U.S. Army Recruiting Command

4. Policy

- a. The basic office symbol for the command is “RC.”
- b. Office symbols can be used as a part of official mailing addresses.
- c. Changes to office symbols will be kept to a minimum. Office symbols will be added or deleted when:
 - (1) New organizational elements are created.
 - (2) Existing organizational elements are terminated.
 - (3) Organizational elements are divided or merged.
 - (4) Major organizational names change.

5. Responsibilities

- a. The Assistant Chief of Staff, G-6, Records Administrator, will:
 - (1) Develop office symbols for HQ USAREC following the guidelines in AR 25-59.
 - (2) Forward proposed office symbols to U.S. Army Training and Doctrine Command for approval.
 - (3) Approve proposed office symbols for subordinate units.
 - (4) Ensure approved office symbols assigned to subordinate units are accurate, current, and added to the AAO database located at <https://www2.arims.army.mil/aao>.
- b. Records coordinators at brigades will:
 - (1) Develop office symbols for their subordinate units following the guidelines in AR 25-59.
 - (2) Forward proposed office symbols to HQ USAREC, ATTN: RCIM, 1307 3rd Avenue, Fort Knox, KY 40121-2725, for approval.
 - (3) Ensure approved office symbols assigned to their subordinate units are accurate, current, and added to the AAO database located at <https://www2.arims.army.mil/aao>.

6. Use of office symbols

Office symbols are used to:

- a. Identify the originators of correspondence.
- b. Denote the placement of an organization within the Army structure for historical and records purposes.
- c. Assist in prompt mail delivery.

Table 1
HQ USAREC office symbols

Commanding General	RCCG	Secretary of the General Staff	RCSGS
Deputy Commanding General	RCDCG	Protocol Office	RCSGS-P
Deputy Commander-East	RCDC-E	Headquarters Company	RCHC
Deputy Commander-West	RCDC-W	Command Sergeant Major	RCCSM
Chief of Staff	RCCS	Retention Office	RCCSM-R
Command Chaplain	RCCS-CH	Inspector General	RCIG
Command Safety Office	RCCS-SAF	Admin/Logistics Division	RCIG-A
Equal Employment Opportunity Office	RCCS-EEO	Assistance and Investigations Division	RCIG-C
Equal Opportunity Office	RCCS-EO	Field Recruiting Division	RCIG-F
Deputy Chief of Staff	RCDCS	Operations Division	RCIG-R

Table 1
HQ USAREC office symbols--continued

Staff Judge Advocate	RCSJA	Policy Branch	RCRO-EEP
Assistant Chief of Staff, G-1	RCPER	Recruiting Operations Center	RCRO-EER
Civilian Personnel Office	RCPER-CPO	Waivers Branch	RCRO-EEW
Human Resources Division	RCPER-HRD	Security Division	RCRO-SEC
Awards Branch	RCPER-HRD-AWD	Assistant Chief of Staff, G-4/8	RCRLM
Congressional/Special Actions Branch	RCPER-HRD-CON	Staff Finance and Accounting Division	RCRLM-SFA
Soldier and Family Assistance Branch	RCPER-HRD-SFA	Budget Division	RCRLM-B
Personnel Management Division	RCPER-PMD	Force Development Division	RCRLM-FD
Enlisted Management Branch	RCPER-PMD-EMB	Logistics Division	RCRLM-L
Strength Management Branch	RCPER-PMD-SMB	Assistant Chief of Staff, G-5	RCSM
Officer Management Branch	RCPER-PMD-OMB	Strategic Communications Division	RCSM-SC
Recruit the Recruiter Team	RCPER-RTR	Strategic Interaction Division	RCSM-SI
Assistant Chief of Staff, G-2	RCPAE	Strategic Plans Division	RCSM-SP
Assistant Chief of Staff, G-3	RCRO	Assistant Chief of Staff, G-6	RCIM
Command Operations Center	RCRO-COC	Assistant Chief of Staff, G-7/9	RCMEO
Command Surgeon	RCRO-CS	Education Division	RCMEO-E
Enlistment Standards Division	RCRO-ES	Marketing and Outreach Division	RCMEO-MO
Recruiting Improprieties Branch	RCRO-ESR	PaYS Division	RCMEO-P
Inspections/Investigations Branch	RCRO-ESI	Public Affairs Division	RCMEO-PA
Plans and Programs Division	RCRO-PP	Visual Support	RCMEO-VI
Plans Branch	RCRO-PPP	Assistant Chief of Staff, RRS-T	RCTNG
Program Branch	RCRO-PPR	Plans Division	RCTNG-P
Taskings Cell	RCRO-PPT	Futures/LMS Division	RCTNG-F
ARISS/Technical Support Division	RCRO-A	Doctrine Division	RCTNG-DD
Technical Support Branch	RCRO-AT	Training Assessment Division	RCTNG-TA
Development/Fielding Branch	RCRO-AD	79R Proponency Division	RCTNG-PP
REQUEST/GC Systems Branch	RCRO-AR	Health Services Directorate	RCHS
Operations Division	RCRO-O	Army Nurse Corps Division	RCHS-AN
Analysis Branch	RCRO-OA	Medical Corps Division	RCHS-MC
Productions Branch	RCRO-OP	Medical Services Corps Division	RCHS-MSC
Special Programs and Boards Division	RCRO-SP	Specialist/Veterinary/Dental Corps	RCHS-SVD
Enlistment Eligibility and Processing	RCRO-EE	Division	
Division		Human Resources Division	RCHS-HR

Table 2
Brigade and battalion office symbols

U.S. Army Special Missions Brigade	RCSMB	U.S. Army Baltimore Recruiting Battalion	RCNE-BA
U.S. Army Special Operations Recruiting	RCSMB-SO	U.S. Army Beckley Recruiting Battalion	RCNE-BE
Battalion		U.S. Army Harrisburg Recruiting Battalion	RCNE-HB
U.S. Army Medical Recruiting Brigade	RCMRB	U.S. Army Mid-Atlantic Recruiting Battalion	RCNE-MA
U.S. Army 1st Medical Recruiting Battalion	RCMRB-NE	U.S. Army New England Recruiting Battalion	RCNE-NE
U.S. Army 2d Medical Recruiting Battalion	RCMRB-SE	U.S. Army New York City Recruiting Battalion	RCNE-NY
U.S. Army 3d Medical Recruiting Battalion	RCMRB-MW	U.S. Army Syracuse Recruiting Battalion	RCNE-SY
U.S. Army 5th Medical Recruiting Battalion	RCMRB-SW	U.S. Army 2d Recruiting Brigade	RCSE
U.S. Army 6th Medical Recruiting Battalion	RCMRB-W	U.S. Army Atlanta Recruiting Battalion	RCSE-AT
U.S. Army 1st Recruiting Brigade	RCNE	U.S. Army Baton Rouge Recruiting Battalion	RCSE-BR
U.S. Army Albany Recruiting Battalion	RCNE-AL	U.S. Army Columbia Recruiting Battalion	RCSE-CO

Table 2
Brigade and battalion office symbols--continued

U.S. Army Jacksonville Recruiting Battalion	RCSE-JX	U.S. Army Dallas Recruiting Battalion	RCSW-DA
U.S. Army Miami Recruiting Battalion	RCSE-MI	U.S. Army Denver Recruiting Battalion	RCSW-DE
U.S. Army Montgomery Recruiting Battalion	RCSE-MO	U.S. Army Houston Recruiting Battalion	RCSW-HO
U.S. Army Raleigh Recruiting Battalion	RCSE-RA	U.S. Army Kansas City Recruiting Battalion	RCSW-KC
U.S. Army Tampa Recruiting Battalion	RCSE-TA	U.S. Army Oklahoma City Recruiting Battalion	RCSW-OC
U.S. Army 3d Recruiting Brigade	RCMW	U.S. Army Phoenix Recruiting Battalion	RCSW-PX
U.S. Army Chicago Recruiting Battalion	RCMW-CH	U.S. Army San Antonio Recruiting Battalion	RCSW-SA
U.S. Army Cleveland Recruiting Battalion	RCMW-CL	U.S. Army 6th Recruiting Brigade	RCWE
U.S. Army Columbus Recruiting Battalion	RCMW-CO	U.S. Army Fresno Recruiting Battalion	RCWE-FR
U.S. Army Great Lakes Recruiting Battalion	RCMW-GL	U.S. Army Los Angeles Recruiting Battalion	RCWE-LA
U.S. Army Indianapolis Recruiting Battalion	RCMW-IN	U.S. Army Portland Recruiting Battalion	RCWE-PT
U.S. Army Milwaukee Recruiting Battalion	RCMW-MI	U.S. Army Sacramento Recruiting Battalion	RCWE-SAC
U.S. Army Minneapolis Recruiting Battalion	RCMW-MP	U.S. Army Salt Lake City Recruiting Battalion	RCWE-SL
U.S. Army Nashville Recruiting Battalion	RCMW-NA	U.S. Army Seattle Recruiting Battalion	RCWE-SE
U.S. Army 5th Recruiting Brigade	RCSW	U.S. Army Southern California Recruiting Battalion	RCWE-SC

Appendix A References

Section I Required Publication

AR 25-59

Office Symbols. (Cited in paras 5a(1) and 5b(1).)

Section II Related Publications

AR 25-1

Army Knowledge Management and Information Technology Management.

AR 25-50

Preparing and Managing Correspondence.

AR 25-51

Official Mail and Distribution Management.

Section II Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

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