



DEPARTMENT OF DEFENSE
United States Military Entrance Processing Command

INSTRUCTION

USMEPCOM Office Symbols

**J-1, Human Resources Directorate
Services Division (MEHR-SD-MSS)**

**USMEPCOM-INST 25-51-2
September 15, 2017**

PURPOSE. This Instruction provides policy and procedures for the management and use of office symbols throughout USMEPCOM. Office symbols are used to identify the originators of correspondence and electronically transmitted messages within the command. They are also used to identify the placement of an operational element within the command structure for historical and records management purposes. The J-1/MEHR-SD-MSS Records & Information Management Specialist is responsible for managing the development, maintenance, and registration of office symbols for USMEPCOM.

REFERENCE. Army Regulation (AR) 25-59, *Office Symbols*.

APPLICABILITY. This instruction applies to every level of hierarchy (e.g. section, branch, division, group, etc.) within MEPS, Battalions, Sectors, Headquarters Special Staff Offices and Directorates.

MANAGERS' INTERNAL CONTROL PROGRAM. The management control evaluation process is found in AR 25-59, appendix B. Evaluation will be conducted IAW [UMI 25-51-1](#), utilizing [UMF 25-51-2, Records Management Program Evaluation Checklist](#).

RELEASABILITY – UNLIMITED. This instruction is approved for public release.

SUPPLEMENTATION. Supplementation of this instruction is prohibited without prior approval from HQ USMEPCOM, ATTN: J-1/MEHR-SD-MSS, 2834 Green Bay Road, North Chicago, IL 60064-3091.

POLICY RESOURCE PAGE: SPEAR – [Records Management](#)

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CHAPTER 1 OFFICE SYMBOLS

1.1 POLICY

USMEPCOM follows the policy and procedures prescribed in AR 25-59 with the following guidelines:

1.1.1 Office symbols will not exceed 10 letters, separated into three sections by two hyphens (e.g. XXXX-XXX-XXX). Characters other than letters of the English alphabet will not be used in office symbols (the only exception being the hyphen(s)).

1.1.2 The first section will always contain four letters. All USMEPCOM office symbols will begin with the command designation letters “ME”, followed by two letters that identify the originator’s Special Staff Office, Directorate, or Sector (e.g. Eastern Sector is MEES).

1.1.3 The second section may contain no more than three letters that identify a Directorate, Battalion, MEPS, or comparable organizational element below the originator (e.g. Eastern Sector, 6th Battalion is MEES-SI).

1.1.4 The third section, if needed, may contain no more than three letters that identify a staff division, branch, group, or individual at the next lower organizational element (e.g. 6th Battalion, Lansing MEPS, HQs Group is MEES-SIL-H).

1.1.5 For administrative actions and correspondence, HQs Directorates will precede their office symbol with the appropriate J-Staff identifier (e.g. the complete office symbol for the J-1/Human Resources Directorate, Services Division, Mission Support Branch—Support Services Section is: J-1/MEHR-SD-MSS). **Note:** J-Staff identifiers cannot be used on office symbols within ARIMS.

1.1.6 Organizational telephone charts that include office symbols will be reviewed by the J-1/MEHR-SD-MSS Records and Information Management Specialist prior to publishing.

1.2 CREATION, MODIFICATION, OR RESCISSION OF OFFICE SYMBOLS

1.2.1 Proponents requesting to create, modify, or rescind an office symbol will submit a request to J-1/MEHR-SD-MSS via Action Memorandum.


1.2.2 Requests must be endorsed by the Director or Special Staff Officer (for headquarters staff), or Sector Commander (for Sectors, Battalions, and MEPS). The approval authority is the Director, Human Resources Directorate (J-1/MEHR). See [figure 1-1](#) for an example of an Action Memorandum requesting an office symbol change.

1.2.3 Completed office symbol requests will be filed under Record Number 25-59a/400B, “Office Symbols”, and will be retained in the office file for 6 years, then destroyed.

1.3 OFFICE SYMBOL DIRECTORY

A directory of current office symbols approved for use is located on [SPEAR, J-1/Human Resources](#) page under the [Mission Support Branch – Records Management](#) link.

Figure 1-1. Example Action Memorandum Requesting Office Symbol Change



DEPARTMENT OF DEFENSE
 HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
 2834 GREEN BAY ROAD
 NORTH CHICAGO, ILLINOIS 60064-3091

ACTION MEMO

July 18, 2017 2:01 PM

FOR: J-1/MEHR, USMEPCOM _____

FROM: Mr. Leroy Jethro Gibbs, Deputy Dir, J-2/MESS _____

SUBJECT: Request Change of Office Symbols for J-2/MESS, Secret Division

- Background – In July 2014, J-2/MESS reorganized the Whisper Division and the Tattle Tale Division into the J-2/MESS, Secret Division. The J-2/MESS Secret Division is split into two branches - the Gossip Branch and Exaggeration Branch. The Gossip Branch is further divided into three sections - the Liberal Section, Progressive Section, and Lifestyles Section.
- This reorganization requires modifications to existing office symbols, and establishment of a leading office symbol for the Secret Division (J-2/MESS-BS).
- Proposed office symbols and organizational chart for the J-2/MESS Secret Division, identifying the corresponding Branches and Sections, are located at Tab A.
- Proposed Office Symbols are in compliance with UMI 25-51-2 (USMEPCOM Office Symbols), and AR 25-59 (Office Symbols). Upon approval, this request will be submitted to the J-1/MEHR-SD-MSS Records and Information Management Specialist for registration with the US Army Records Management and Declassification Agency (RMDA), and published on SPEAR.

RECOMMENDATION: That the Director, J-1/MEHR approve the change of Office Symbols for the J-2/MESS Secret Division by initialing:
 Approved _____ Disapproved _____

COORDINATION: None.

Attachments:
 As stated

Action Officer: Very Special Agent Anthony DiNozzo, ext. 0001

[\(Return to paragraph 1.2.2\)](#)