

DEPARTMENT OF THE ARMY
Joint Base Myer-Henderson Hall
Fort Myer, Virginia 22211

JBM-HH Pam 25-51

Administrative Services
JOINT BASE MYER-HENDERSON HALL OFFICE SYMBOLS

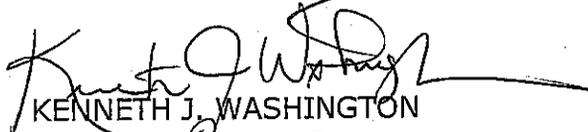
FOR THE JOINT BASE COMMANDER:

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Director of Human Resources

History. This publication was originally printed on 1 October 1993. It was revised and reprinted on 15 September 1995. This printing publishes a revision.

Summary. This revision incorporates new office symbols and deletes obsolete office symbols as a result of the realignment of Joint Base Myer-Henderson Hall from IMCOM National Capitol Region back to IMCOM Northeast Region.

Applicability. This pamphlet applies to all Army elements of JBM-HH and any military organization or agency sending official correspondence to said elements.

Suggested Improvements. The proponent of this pamphlet is the Chief of Administrative Services, JBM-HH. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Chief, Administrative Services Division, Human Resources Directorate, Joint Base Myer-Henderson Hall, 204 Lee Avenue B-12, Fort Myer, VA 22211.

This pamphlet supersedes JBM-HH Pamphlet 25-51, 1 October 2009

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Appendix A. Office Symbols, Army Elements of Joint Base Myer-Henderson Hall*

Appendix B. Office Symbols, Forts Myer and McNair Tenant Units*

*These listings do not go below division level.

1. Purpose

This pamphlet provides the listing of office symbols for the Army component of Joint Base Myer-Henderson Hall, down to division level, as well as a list of commonly used office symbols for Forts Myer and McNair tenant units. Office symbols for organizations not listed in this pamphlet may be queried on the Army Address Management System at <https://www2.arims.army.mil/aa>.

2. References

- a. AR 25-59, Office Symbols, 14 Aug 07
- b. IMHR-A Memorandum, Office Symbols, 21 Nov 06
- c. IMHR-A Memorandum, Installation Management Command Office Symbols, 24 Oct 06

3. Requesting creation of a new office symbol

- a. Army elements of Joint Base Myer-Henderson are to contact the Chief of Administrative Services, Human Resources Directorate, Joint Base Myer-Henderson Hall, 204 Lee Avenue B-12, Fort Myer, VA 22211.
- b. Non-JBM-HH elements are to contact their servicing records manager.

Appendix A
 Joint Base and Installation Staff
 Joint Base Myer-Henderson Hall (JBM-HH)

Organizational Element	Office Symbol
A-1. Headquarters, JBM-HH	
Commander	IMNE-MHH-ZA
Deputy Commander	
IMNE-MHH-ZB	
Deputy Joint Base Commander	IMNE-MHH-ZC
Command Sergeant Major	IMNE-MHH-CSM
Administrative Office	IMNE-MHH-AO
Information Management Officer	INME-MHH-IN
Contract Management Support Officer	INME-MHH-CSO
A-2. Command Group, JBM-HH	
Equal Opportunity Officer	IMNE-MHH-EO
Equal Employment Opportunity Officer	IMNE-MHH-EEO
Religious Support	IMNE-MHH-RS
Public Affairs Office	IMNE-MHH-PA
Historian	IMNE-MHH-PAH
Plans, Analysis and Integration Office	IMNE-MHH-PAI
Resource Management	IMNE-MHH-RM
Headquarters Command Battalion	IMNE-MHH-BN
Headquarters and Headquarters Company	
USAG Fort Myer (HHC USAG Fort Myer)	IMNE-MHH-HH
Installation Safety Office	IMNE-MHH-SO
Internal Review and Control Office	IMNE-MHH-IR
A-3. Directorate of Family Morale, Welfare and Recreation (DFMWR)	
Director	IMNE-MHH-MW
Army Community Services	IMNE-MHH-MWA
Child and Youth Services	IMNE-MHH-MWC
Business Operations Division	IMNE-MHH-MWB
Recreation Division	IMNE-MHH-MWR
NAF Support Management Division	IMNE-MHH-MWN
A-4. Directorate of Plans, Training, Mobilization and Security (DPTMS)	
Director	IMNE-MHH-PL
Plans and Operations Division	IMNE-MHH-PLO
Security and Intelligence Division	IMNE-MHH-PLS
Training Division	IMNE-MHH-PLT

A-5. Directorate of Logistics (DOL)

Director	IMNE-MHH-LG
Plans and Operations Division	IMNE-MHH-LGO
Supply and Services Division	IMNE-MHH-LGS
Transportation	IMNE-MHH-LGT
Maintenance	IMNE-MHH-LGM
Central Issue Facility	IMNE-MHH-LGC

A-6. Directorate of Human Resources (DHR)

Director	IMNE-MHH-HR
Administrative Services Division	IMNE-MHH-HRR
Military Personnel Division	IMNE-MHH-HRM
Army Substance Abuse Program	IMNE-MHH-HRS
Army Continuing Education Program	IMNE-MHH-HRE
Work Force Manager	IMNE-MHH-HRW

A-7. Directorate of Emergency Services (DES)

Director	IMNE-MHH-ES
Chief of Police	IMNE-MHH-ESP
Chief, Fort Myer Fire Department	IMNE-MHH-ESF

A-8. Directorate of Public Works

Director	IMNE-MHH-PW
Business Operations Division	IMNE-MHH-PWB
Operations and Maintenance Division	IMNE-MHH-PWO
Engineering Division	IMNE-MHH-PWF
Master Planning Division	IMNE-MHH-PWM

A-9. Directorate of Environmental Management

IMNE-MHH-EM

A-10. Executive Management Housing Directorate

Director	IMNE-MHH-EH
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Appendix B
 Tenant and Partner Organizations

B-1. Joint Force HQ/Military District of Washington

Commanding General	ANCG
Deputy Commander	ANDC
Command Sergeant Major	ANCM
Chief of Staff	ANCS
Chaplain	ANCH
J-1	ANPE
J-3	ANOP
J-4	ANSP
J-6	ANCY
J-8	ANRM
PAO	ANPA
RETENTION	ANRE
Provost Marshal	ANPM
Staff Judge Advocate	ANJA
Inspector General	ANIG

B-2. 3^d US Infantry (The Old Guard)

Regiment Commander	ANOG-CD
Regiment Deputy Commander	ANOG-DC
Regiment Command Sergeant Major	ANOG-CSM
Regiment Executive Officer	ANOG-XO
Regiment S-1	ANOG-PE
Regiment Adjutant	ANOG-AG
Regiment S-2	ANOG-IN
Regiment S-3	ANOG-OP
Regiment S-4	ANOG-LO
Regiment Information Management	ANOG-IM
Regiment PAO	ANOG-PA
Regiment Chaplain	ANOG-CH
Regiment Historian	ANOG-MH
Regiment Resource Manager	ANOG-RM
Commander, HHC 3d US IN	ANOG-HH
Fife and Drum Corps Commander	ANOG-FD
Commander, 1-3 IN BN	ANOG-LI
Commander, HHC 1-3 IN BN	ANOG-LI-HH
Commander, 4-3 IN BN	ANOG-ST
Commander, HHC 4-3 IN BN	ANOG-ST-HH
Commander, 529 th RSC	ANOG-RS
Commander, 289 th MP Co	ANOG-MP
Commander, A Co	ANOG-ST-A
Commander, B Co	ANOG-LI-B
Commander, C Co	ANOG-LI-C

B-1

Commander, D Co
Commander, E Co
Commander, H Co

ANOG-LI-D
ANOG-ST-E
ANOG-LI-H

B-3. Army Contracting Agency, Fort Myer	SFCA-NR- CDCC/MR
B-4. Andrew Rader Health Clinic	MCXA-RHC
B-5. Andrew Rader Dental Clinic	MCDS-NA-AR
B-5. Civilian Personnel Advisory Center	PECP-NCR-K
B-6. United States Army Band	ANAB
B-7. U.S. Army Criminal Investigative Command, Washington District	CIRC-ZA
B-8. Superintendent, Arlington National Cemetery	SASA-ANC
B-9. US Army Signal Network Enterprise Center – Fort Myer (NEC-Fort Myer)	NETC-FSG-DL

Note: Further breakdowns within these office symbols are located at
<https://www2.arims.army.mil/aao>