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Information Management

OFFICE SYMBOLS

By Order of the Adjutant General:

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Summary. This regulation establishes the correct office symbols to facilitate the flow of mail management, correspondences and records management within the Rhode Island Army National Guard.

Applicability. This pamphlet applies to all Rhode Island Army National Guard Units, Directorates and Functional areas.

Impact on Unit Manning System. This pamphlet does not contain information that affects the Unit Manning System.

Proponent and Exception Authority. The proponent agency of this regulation is the Deputy Chief of Staff for Information Management. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The proponent may delegate this approval authority, in writing, to an individual within the proponent agency in the grade of Lt. Colonel (O-5) or the civilian equivalent.

Supplementation. This pamphlet will not be supplemented without the prior written approval of the Deputy Chief of Staff for Information Management (NGRI-IMD).

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This regulation supersedes RING Pam 25-59, dated 04 March 2010.

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Chapter 1

General

1-1. Purpose

This pamphlet will help facilitate the flow of correspondence throughout the Joint Force Headquarters and all subordinate commands while ensuring regulatory compliance and uniformity.

1-2. References

- a. AR 25-1, Army Information Management
- b. AR 25-59, Office Symbols

1-3. Responsibilities

- a. Throughout the command it is necessary to use the correct office symbols. Individuals throughout the command are responsible for this action to ensure their documents are being received by the correct departments.
- b. Staff offices with Joint Force Headquarters, Major Subordinate Commands, and attached or separate units will forward proposed office symbols within their command to the DCS for Information Management (Support Services Technician) for review and approval.
- c. The DCSIM will ensure all approved office symbols, along with correct mailing addresses are added to the US Army Addresses and Office Symbols database on the RMDA web site at <https://www.rmda.army.mil>.

1-4. Policy

When directing correspondence or required reports to this headquarters, units and organizations will include, as part of the address, an attention line using the appropriate reference symbol. This will facilitate correctly identifying originators of correspondence and electrically transmitted messages.

Chapter 2 Command Group and Joint Staff

2-1. Command Group

The Adjutant General	NGRI-TAG
Assistant Adjutant General - Army	NGRI-AAG-AR
The Adjutant General Support Staff	NGRI-TAG-PER
Land Component Commander/Director Of Joint Staff	NGRI-LCC-DJS
Chief Of Staff	NGRI-COS
Chief Of Staff Support Staff	NGRI-COS-PER
CMD Chief Warrant Officer	NGRI-CCW
State Command Sergeant Major	NGRI-CSM
Business Office	NGRI-EMS-BO
Assistant Adjutant General - Air	NGRI-AAG-AF
Director Joint Force Headquarters	NGRI-JFH-DIR
Deputy Chief Of Staff	NGRI-DCS
CMD Chief Master Sergeant	NGRI-CCM
Air National Guard Force Support Manager	NGRI-JFH-FSM

2-2. Special Staff

Primary Inspector General	NGRI-IG
Public Affairs Officer	NGRI-PA
State Judge Advocate	NGRI-JA
Military Funeral Honors	NGRI-MFH
Historical Holdings	NGRI-HH
Rhode Island Militia	NGRI-RIM
Religion/Chaplain	NGRI-CH
Organizational Inspection Program	NGRI-OIP
CERFP Search and Extraction	NGRI-CRF-SAE
CERFP Decontamination Operations	NGRI-CRF-DCN

2-3. Human Resources Office

Human Resources Officer	NGRI-HRO
Deputy Human Resources Officer	NGRI-HRO-DEP
AGR Branch Management	NGRI-HRO-AGR
Employee Relations Specialist	NGRI-HRO-ERS
Equal Opportunity Officer	NGRI-HRO-EO
Equal Employment Manager	NGRI-HRO-EEM

Equal Development Specialist	NGRI-HRO-EDS
Management Analyst	NGRI-HRO-MA
Labor Relations	NGRI-HRO-LRS
Personnel Classification Specialist	NGRI-HRO-PCS
Personnel Systems Manager	NGRI-HRO-IS
Personnel Staffing Specialist	NGRI-HRO-PSS

2-4. Military Personnel Office – G1

Military Personnel Officer (G1)	NGRI-MPO
G1 Sergeant Major	NGRI-MPO-SGM
Deputy G1/Plan and Actions	NGRI-MPO-DEP
Military Family Programs	NGRI-MPO-FAM
ESGR	NGRI-MPO-EGR
Employment Support Program	NGRI-MPO-ESP
Transition Assistance	NGRI-MPO-TAA
Education Services	NGRI-MPO-ESO
Incentive Programs	NGRI-MPO-IM
Sexual Assault and Response Program	NGRI-MPO-SAR
Substance Abuse Program	NGRI-MPO-SAP
Resilience and Risk Reduction Program	NGRI-MPO-RRR
Enlisted Personnel Management	NGRI-MPO-EPM
Health Services Section	NGRI-MPO-HSS
Personnel Services Branch	NGRI-MPO-PSB
Retirements Points Management	NGRI-MPO-RPM
Officer Personnel Management	NGRI-MPO-OPM

2-5. Operations & Training Office – G2/G3/G7

Intelligence	NGRI-INT
Deputy Intelligence Directorate	NGRI-INT-AIR
Force Protection	NGRI-INT-FP
Security Clearances Manager	NGRI-INT-SC
Special Security Office	NGRI-INT-SSO
Operations	NGRI-OPN
Deputy Operations Directorate	NGRI-OPN-AIR
Operations Sergeant Major	NGRI-OPN-SGM
Ammunition Manager	NGRI-OPN-AMM
Facility Commander/SAAO	NGRI-OPN-FC
Counter Drug Coordinator	NGRI-CDP
Training Facility Manager	NGRI-OPN-TFM
Small Arms Readiness Training	NGRI-OPN-MK
Mob Readiness Management Office	NGRI-OPN-MR

Force Integration Officer	NGRI-OPN-FIR
Information Systems NCO	NGRI-OPN-IS
Chief, POMS Division	NGRI-OPN-DOM
Plans & Operations Officer	NGRI-OPN-MS
Schools Manager	NGRI-OPN-SCH
Budget Assistant And Orders	NGRI-OPN-ORD
Chief, Training Division	NGRI-OPN-TRN
Projects Officer	NGRI-OPN-PO
Physical Security Officer	NGRI-OPN-PS
Joint Operations Center	NGRI-OPN-JOC
Training And Exercise	NGRI-TRN

2-6. Director of Logistics Office – G4

Director Of Logistics Office (DOL)	NGRI-DOL
Deputy Logistics Directorate, Army	NGRI-DOL-AR
Surface Maintenance Manager	NGRI-DOL-SMM
STAMIS Management	NGRI-DOL-CSS
Logistics Management Officer	NGRI-DOL-LMO
Food Services Program	NGRI-DOL-FSP
Defense Movement Coordinator	NGRI-DOL-DMC
Supervisor Surface Maintenance Mechanic Spec	NGRI-DOL-SSM
Surface Maintenance Mechanic Supervisor	NGRI-DOL-MMS
Supervisor Equipment Specialist	NGRI-DOL-SES
Surface Maintenance Mechanic Supervisor CSMS	NGRI-DOL-CMS
Surface Maintenance Mechanic Supervisor FMS 1	NGRI-DOL-FMA
Surface Maintenance Mechanic Supervisor FMS 2	NGRI-DOL-FMB
Surface Maintenance Mechanic Supervisor FMS 3	NGRI-DOL-FMC
Surface Maintenance Mechanic Supervisor FMS 4	NGRI-DOL-FMD
DCSLOG Budget Analyst	NGRI-DOL-BA
Traffic Management Specialist	NGRI-DOL-TMS

2-7. Strategic Planning – G5

Strategic Planning	NGRI-SPL
International Affairs	NGRI-SPL-IA

2-8. Information Management – G6

Information Management	NGRI-IMD
Communications	NGRI-IMD-COM
Support Services	NGRI-IMD-SSV
Visual Information	NGRI-IMD-VIS
Information Management Branch	NGRI-IMD-IMB

Telecommunications	NGRI-IMD-TEL
IT Support	NGRI-IMD-ITS
Network Operations	NGRI-IMD-NET
Information Systems Security Manager	NGRI-IMD-ISM
Defensive Cyber Operations Team	NGRI-IMD-DCO

2-9. United States Property and Fiscal Office – G8

USPFO	NGRI-PFO
Director Property & Fiscal Operations	NGRI-PFO-AO
USPFO Secretary	NGRI-PFO-AA
Comptroller Division	NGRI-PFO-C
APC/DTS Coordinator	NGRI-PFO-CAP
Budget Officer	NGRI-PFO-CB
Staff Accountant	NGRI-PFO-CSA
Accounting Branch	NGRI-PFO-CA
Finance Branch	NGRI-PFO-CF
Military Pay Branch	NGRI-PFO-CFM
Voucher Examiner Branch	NGRI-PFO-CFV
Technician Pay Branch	NGRI-PFO-CFT
Logistics Division	NGRI-PFO-L
System Analyst	NGRI-PFO-LSA
Warehouse Branch	NGRI-PFO-LW
Central Issue Facility	NGRI-PFO-LC
Transportation Branch	NGRI-PFO-LT
Property Branch	NGRI-PFO-LP
Supply Branch	NGRI-PFO-LS
Data Processing Division	NGRI-PFO-DP
Purchasing & Contracting	NGRI-PFO-PC
Internal Review Division	NGRI-PFO-IR

2-10. Special Operations Detachment

Special Operations Detachment	NGRI-SOD-G
Special Operations Detachment Personnel	NGRI-SOD-PER
Special Operations Detachment Logistics	NGRI-SOD-LOG

2-11. Recruiting and Retention

Recruiting And Retention	NGRI-RRC
Recruiting And Retention Commander	NGRI-RRC-CDR
Recruiting And Retention Sergeant Major	NGRI-RRC-CSM
Recruiting And Retention Officer Strength Manager	NGRI-RRC-OSM

Recruiting And Retention Administration	NGRI-RRC-PER
Recruiting And Retention Operations	NGRI-RRC-OPS
Recruiting And Retention Logistics	NGRI-RRC-LOG
Recruiting And Retention Recruit Sustainment Program	NGRI-RRC-RSP
Recruiting And Retention Automations	NGRI-RRC-ISS
Recruiting And Retention Marketing	NGRI-RRC-MKT
Recruiting And Retention IST/ISR	NGRI-RRC-IST

2-12. Construction and Facilities Management

Construction and Facilities Management Officer	NGRI-FMO
Resource Manager	NGRI-FMO-RM
Environmental	NGRI-FMO-ENV
Real Property/Master Planning	NGRI-FMO-RP
Design and Projects	NGRI-FMO-DP
Facilities Management	NGRI-FMO-FM

2-13. Headquarters Detachment

Joint Force Headquarters HHD	NGRI-HHD
Joint Force Headquarters Supply	NGRI-HHD-LOG
Joint Force Headquarters Personnel	NGRI-HHD-PER
Joint Force Headquarters Property Book Officer	NGRI-HHD-PBO

2-14. Army Aviation Support Facility

AASF Facility Commander	NGRI-AVS-CDR
AASF Director Of Aviation & Safety	NGRI-AVS-ZA
AASF Program Analyst	NGRI-AVS-PA
AASF Safety	NGRI-AVS-S
AASF Ground Safety	NGRI-AVS-GS
AASF Operations	NGRI-AVS-OPS
AASF Maintenance	NGRI-AVS-M
AASF Quality Control	NGRI-AVS-QC
AASF Production Control	NGRI-AVS-PC
AASF 23rd OSACOM, State Flight Detachment	NGRI-AVS-SFD
AASF Tech Supply	NGRI-AVS-TS
AASF Aviation Life Support Equipment	NGRI-AVS-LS

2-15. 13th Civil Support Team

13th CST Commander	NGRI-CST
13th CST Personnel	NGRI-CST-PER
13th CST Logistics	NGRI-CST-LOG
13th CST Training	NGRI-CST-OPN

13th CST Medical

NGRI-CST-MED

2-16. 243d Regiment Regional Training Institute

243D RTI Commander

NGRI-RTI

243D RTI Command Sergeant Major

NGRI-RTI-CSM

243D RTI XO

NGRI-RTI-XO

243D Personnel

NGRI-RTI-PER

243D Logistics

NGRI-RTI-LOG

243D Operations

NGRI-RTI-OPN

243D Officer Candidate School

NGRI-RTI-OCS

243D Military Police Course BMPC

NGRI-RTI-MP

2-17. Medical Detachment

Medical Detachment Commander

NGRI-MED-CDR

Deputy State Surgeon

NGRI-DSS

Occupational Health Nurse

NGRI-OHN

Medical Detachment Logistics

NGRI-MED-LOG

Personnel

NGRI-MED-PER

Patient Administration

NGRI-MED-PA

Chapter 3

43rd Military Police Brigade and Subordinate Units

3-1. 43rd Military Police Brigade

Military Police Brigade Commander

NGRI-MPC-CDR

Military Police Brigade Command Sergeant Major

NGRI-MPC-CSM

Military Police Brigade Deputy Commander

NGRI-MPC-DC

Military Police Brigade Xo

NGRI-MPC-XO

Military Police Brigade Personnel

NGRI-MPC-PER

Military Police Brigade Intelligence

NGRI-MPC-INT

Military Police Brigade Operations

NGRI-MPC-OPS

Military Police Brigade Logistics

NGRI-MPC-LOG

Military Police Brigade Property Book Officer

NGRI-MPC-PBO

Military Police Brigade Planning

NGRI-MPC-PLN

Military Police Brigade Signal

NGRI-MPC-SIG

Military Police Brigade Long Range Planning-LRP

NGRI-MPC-LP

Military Police Brigade Inspector General

NGRI-MPC-IG

Military Police Brigade Senior Judge Advocate

NGRI-MPC-JA

Military Police Brigade Chaplain

NGRI-MPC-CH

Military Police HHC	NGRI-MPC-HHC
Military Police HHC Logistics	NGRI-MPC-HLG

3-2. 118th Military Police Battalion

Military Police Battalion Commander	NGRI-MPB-CDR
Military Police Battalion Command Sergeant Major	NGRI-MPB-CSM
Military Police Battalion Xo	NGRI-MPB-XO
Military Police Battalion Personnel	NGRI-MPB-PER
Military Police Battalion Intelligence	NGRI-MPB-INT
Military Police Battalion Operations	NGRI-MPB-OPS
Military Police Battalion Logistics	NGRI-MPB-LOG
Military Police Battalion Signal	NGRI-MPB-SIG
Military Police HHD	NGRI-MPB-HHD
Military Police HHD Logistics	NGRI-MPB-HLG

3-3. 115th Military Police Company

115th Military Police Company	NGRI-MPB-QLD
115th Military Police Company Logistics	NGRI-MPB-QLL

3-4. 169th Military Police Company

169th Military Police Company	NGRI-MPB-TGW
169th Military Police Company Logistics	NGRI-MPB-TGL

3-5. 1/103rd Field Artillery

103rd Battalion Commander	NGRI-FAB-CDR
103rd Battalion Command Sergeant Major	NGRI-FAB-CSM
103rd Battalion Xo	NGRI-FAB-XO
103rd Battalion Personnel	NGRI-FAB-PER
103rd Battalion Intelligence	NGRI-FAB-INT
103rd Battalion Operations	NGRI-FAB-OP
103rd Battalion Logistics	NGRI-FAB-LOG
103rd Battalion Signal	NGRI-FAB-SIG
103rd HHB	NGRI-FAB-HHB
103rd HHB Logistics	NGRI-FAB-HLG
Battery A	NGRI-FAB-A
Battery A Logistics	NGRI-FAB-ALG
Battery B	NGRI-FAB-B
Battery B Logistics	NGRI-FAB-BLG
Battery C	NGRI-FAB-C
Battery C Logistics	NGRI-FAB-CLG

3-6. 1207th Forward Support Company

1207th Forward Support Company	NGRI-FAB-FSC
1207th Forward Support Company Logistics	NGRI-FAB-FLG

Chapter 4

56th Troop Command and Subordinate Units

4-1. 56th Troop Command

56th Troop Command Brigade Commander	NGRI-TPC-CDR
56th Troop Command Brigade Command Sergeant Major	NGRI-TPC-CSM
56th Troop Command Brigade XO	NGRI-TPC-XO
56th Troop Command Brigade Personnel	NGRI-TPC-PER
56th Troop Command Brigade Operations	NGRI-TPC-OPS
56th Troop Command Brigade Logistics	NGRI-TPC-LOG
56th Troop Command Brigade Property Book Officer	NGRI-TPC-PBO
HHD Commander	NGRI-TPC-HHD
HHD Logistics	NGRI-TPC-HLG

4-2. 1st Battalion, 126th Aviation

1/126th Battalion Commander	NGRI-AVN-CDR
1/126th Battalion Command Sergeant Major	NGRI-AVN-CSM
1/126th Battalion XO	NGRI-AVN-XO
1/126th Battalion Personnel	NGRI-AVN-PER
1/126th Battalion Operations	NGRI-AVN-OPS
1/126th Battalion Logistics	NGRI-AVN-LOG
1/126th Battalion Signal	NGRI-AVN-SIG
1/126th Battalion Safety	MGRI-AVN-SA
1/126th HHC	NGRI-AVN-HHC
1/126th HHC Personnel	NGRI-AVN-HHP
1/126th HHC Training	NGRI-AVN-HHO
1/126th HHC Logistics	NGRI-AVN-HLG
1/126th HHC Signal	NGRI-AVN-HHI
1/126th HHC Safety	NGRI-AVN-HCS
Company A	NGRI-AVN-COA
Company A Logistics	NGRI-AVN-CAL
Company A Safety	NGRI-AVN-CAS
Company C	NGRI-AVN-COC
Company C, Personnel	NGRI-AVN-CCP

Company C, Operations	NGRI-AVN-CCO
Company C, Logistics	NGRI-AVN-CCL
Company C, Safety	NGRI-AVN-CCS
Company D	NGRI-AVN-COD
Company D Production Control/Maintenance	NGRI-AVN-CDM
Company D Personnel	NGRI-AVN-CDP
Company D Logistics	NGRI-AVN-CDL
Company D Safety	NGRI-AVN-CDS
Company E	NGRI-AVN-COE
Company E Production Control/Maintenance	NGRI-AVN-CEM
Company E Personnel	NGRI-AVN-CEP
Company E Logistics	NGRI-AVN-CEL
Company E Safety	NGRI-AVN-CES
Detachment 23	NGRI-AVN-CD

4-3. Company A, 2nd Battalion, 19th Special Forces Group

2/19th Detachment Commander	NGRI-SFG-CDR
2/19th Detachment Command Sergeant Major	NGRI-SFG-CSM
2/19th Detachment Personnel	NGRI-SFG-PER
2/19th Detachment Operations	NGRI-SFG-OPS
2/19th Detachment Logistics	NGRI-SFG-LOG

4-4. Company C, 1/143rd Infantry

143rd Commander	NGRI-ABN-CDR
143rd First Sergeant	NGRI-ABN-FSG
143rd Readiness NCO	NGRI-ABN-RDS
143rd Logistics	NGRI-ABN-LOG

4-5. A Troop, 1/182nd CAV

1/182nd Commander	NGRI-INA-CDR
1/182nd First Sergeant	NGRI-INA-FSG
1/182nd Readiness NCO	NGRI-INA-RDS
1/182nd Logistics	NGRI-INA-LOG
1/182nd Personnel	NGRI-INA-PER

4-6. 861st Engineer Company (CSE)

861st Commander	NGRI-ENC-CDR
861st First Sergeant	NGRI-ENC-FSG
861st Personnel	NGRI-ENC-PER
861st Operations	NGRI-ENC-OPS
861st Logistics	NGRI-ENC-LOG

4-7. 88th Army Band

88th Army Band Commander	NGRI-BND-CDR
88th Army Band Personnel	NGRI-BND-PER
88th Army Band Operations	NGRI-BND-OPS
88th Army Band Logistics	NGRI-BND-LOG

4-8. 110th Public Affairs Detachment

110th Public Affairs Commander	NGRI-PAD-CDR
110th Public Affairs Personnel	NGRI-PAD-PER
110th Public Affairs Operations	NGRI-PAD-OPS
110th Public Affairs Logistics	NGRI-PAD-LOG