

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

EC 25-1-311

CECI-CA

Circular
No. 25-1-311

31 October 2004

EXPIRES 31 December 2005
Information Management
OFFICE SYMBOLS

1. Purpose. This Engineer Circular (EC) lists basic office symbols and their suffixes that are authorized for use within the United States Army Corps of Engineers (USACE) and the Office of the Chief of Engineers (OCE).
2. Applicability. This Circular applies to USACE and the OCE.
3. Distribution. Information herein is approved for public release. Distribution is unlimited.
4. Reference. AR 25-1, The Army Knowledge Management and Information Program.
5. Procedures.

a. Basic office symbols consist of no more than five letters. Organizations shall supplement basic office symbols only with letters; numerical codes are not authorized as supplemental characters. Authorized office symbols for Headquarters (HQ) USACE, OCE, and Major Subordinate Commands (MSC) are provided at the Appendixes.

b. Office symbols for HQUSACE and OCE elements are approved by the Humphreys Engineer Center Support Activity, Manpower and Management Analysis Branch (CEHEC-RM-M). Field activity/MSC office symbols are authorized by the Directorate of Resource Management, Manpower and Force Analysis Division (CERM-M). Publication of approved office symbols from CEHEC-RM-M and CERM-M is performed by the Directorate of Corporate Information (CECI-C).

c. Requests for changes or new office symbols shall be submitted through CEHEC-RM-M or CERM-M, as appropriate.

FOR THE COMMANDER:

2 Appendixes
APP A - HQUSACE/OCE Elements
APP B - USACE Activities

For: David McFowen
WILBERT BERRIOS
Director of Corporate Information

This circular supersedes EC 25-1-304, 31 December 2002.

ERRATA SHEET

No. 1

INFORMATION MANAGEMENT

Office Symbols

EC 25-1-311

31 October 2004

Basic EC: The correct citation in paragraph 4. Reference is: AR 25-1, Army Knowledge Management and Information Technology Management.

ERRATA SHEET

No. 2

INFORMATION MANAGEMENT

Office Symbols

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31 October 2004

Changes Appendix B (MSC Office Symbols) to Appendix C (MSC Office Symbols).
Add new Appendix B (USACE Activities) to include Afghanistan Engineer District – CEAED.

APPENDIX A HQUSACE/OCE Elements	
ORGANIZATION TITLE	OFFICE SYMBOL
OFFICE OF THE COMMANDER	CECG
OFFICE OF THE CHIEF OF STAFF	CECS
COMMAND STAFF GROUP	CECS-G
SECRETARY OF THE GENERAL STAFF	CECS-X
STRATEGIC SOURCING PROGRAM OFFICE	CESS
OFFICE OF THE CHIEF OF ENGINEERS - PENTAGON	DAEN-ZC
COMMAND CHAPLAIN	CECH
SAFETY AND OCCUPATIONAL HEALTH OFFICE	CESO
OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY	CEEO
OFFICE OF THE CHIEF COUNSEL	CECC
PROCUREMENT LAW AND CONTRACT DISPUTES	CECC-C
LEGISLATION, FISCAL AND GENERAL LAW	CECC-G
LITIGATION AND ADMINISTRATIVE DISPUTES	CECC-L
ENVIRONMENTAL RESTORATION, REGULATION AND COMPLIANCE	CECC-E
REAL ESTATE	CECC-R
NATIONAL MODEL A - LRD	CECC-LRD
NATIONAL MODEL A - MVD	CECC-MVD
NATIONAL MODEL A - NAD	CECC-NAD
NATIONAL MODEL A - NWD	CECC-NWD
NATIONAL MODEL A - POD	CECC-POD
NATIONAL MODEL A - SAD	CECC-SAD
NATIONAL MODEL A - SPD	CECC-SPD
NATIONAL MODEL A - SWD	CECC-SWD
OFFICE OF THE ENGINEER INSPECTOR GENERAL	CEIG
ASSISTANCE & INVESTIGATIONS DIV	CEIG-A
INSPECTIONS DIV	CEIG-I
STRATEGY AND INTEGRATION DIRECTORATE	CESI
PLANNING AND STRATEGY DIVISION	CESI-P
STRATEGIC RELATIONS AND EVALUATION DIVISION	CESI-R
PUBLIC AFFAIRS OFFICE	CEPA
MISSION SUPPORT	CEPA-M
STRATEGIC COMMUNICATIONS AND BRANDING	CEPA-S
COMMAND AND ELECTRONIC INFORMATION TEAM	CEPA-C

SMALL BUSINESS OFFICE	CESB
OFFICE OF HISTORY	CEHO
INTERNAL REVIEW OFFICE	CEIR
INTERNAL REVIEW TEAM (HEC)	CEIR-I
OFFICE OF THE PRINCIPAL ASSISTANT RESPONSIBLE FOR CONTRACTING	CEPR
CONTRACTING POLICY DIVISION	CEPR-P
CONTRACT OPERATIONS AND MANAGEMENT REVIEW DIVISION	CEPR-O
ACQUISITION SUPPORT OFFICE	CEPR-A
DIRECTORATE OF RESOURCE MANAGEMENT	CERM
BUDGET AND PROGRAMS DIVISION	CERM-B
MILITARY OPERATIONS BRANCH	CERM-BF
CIVIL OPERATIONS BRANCH	CERM-BC
INVESTMENTS AND READINESS BRANCH	CERM-BA
FINANCE AND ACCOUNTING POLICY DIVISION	CERM-F
MANPOWER AND FORCE ANALYSIS DIVISION	CERM-M
BUSINESS PRACTICES AND PROGRAM EVALUATION DIVISION	CERM-P
DIRECTORATE OF LOGISTICS	CELD
MAINTENANCE AND SUPPLY DIVISION	CELD-MS
TRANSPORTATION DIVISION	CELD-T
DIRECTORATE OF HUMAN RESOURCES	CEHR
MILITARY PERSONNEL DIVISION	CEHR-M
EMPLOYMENT AND COMPENSATION MANAGEMENT DIVISION	CEHR-E
HUMAN RESOURCES DEVELOPMENT DIVISION	CEHR-D
DIRECTORATE OF RESEARCH AND DEVELOPMENT	CERD
RESEARCH AND DEVELOPMENT PROGRAMS AND OVERSIGHT	CERD-ZB
OPERATIONS AND SUPPORT	CERD-ZC
DIRECTORATE OF MILITARY PROGRAMS	CEMP
MANAGEMENT SUPPORT OFFICE	CEMP-ZM
OFFICE OF THE DEPUTY G3	CEMP-O
CONCEPTS, PLANS AND DOCTRINE BR	CEMP-OP
INTELLIGENCE AND SECURITY COUNTERMEASURES BR	CEMP-OI
USACE OPERATIONS CENTER	CEMP-OC
SPECIAL MISSIONS OFFICE	CEMP-OS

TECHNICAL REVIEW AND MODERNIZATION (TRAMO) TEAM	CEMP-OST
POWER RELIABILITY ENHANCEMENT PROGRAM (PREP) TEAM	CEMP-OSP
MILITARY PROGRAMS INTEGRATION DIVISION	CEMP-I
PROGRAM INTEGRATION BR	CEMP-II
HNC TEAM	CEMP-IIH
GULF REGION INTEGRATION AND SECURITY ASSISTANCE BR	CEMP-IG
PROG REV & ANALYSIS & BUSINESS PROCESS INTEGR BR	CEMP-IR
STRATEGIC INTEGRATION BR	CEMP-IS
REAL ESTATE COP	CEMP-CR
INSTALLATION SUPPORT COP	CEMP-CI
INTERAGENCY/INTERNATIONAL SERVICES COP	CEMP-CN
ENVIRONMENTAL COP	CEMP-CE
DOD TEAM	CEMP-DD
ACSIM/IMA SUPPORT TEAM	CEMP-DA
ENVIRONMENTAL SUPPORT TEAM	CEMP-DE
POD RIT	CEMP-POD
SWD RIT	CEMP-SWD
SPD RIT	CEMP-SPD
NAD RIT	CEMP-NAD
DIRECTORATE OF CIVIL WORKS	CECW
OFFICE OF MANAGEMENT SUPPORT	CECW-ZD
CIVIL WORKS PROGRAM INTEGRATION DIVISION	CECW-I
PROGRAM DEVELOPMENT	CECW-ID
NATIONAL PROGRAMS TEAM	CECW-IN
PROJECT PROGRAMS TEAM	CECW-IP
FUTURE DIRECTIONS	CECW-IF
CIVIL WORKS POLICY & POLICY COMPLIANCE DIVISION	CECW-P
POLICY BRANCH	CECW-PB
OFFICE OF WATER PROJECT REVIEW	CECW-PC
OFFICE OF HOMELAND SECURITY & PROVOST MARSHAL	CECW-HS
ENGINEERING COP	CECW-CE
DOD INTEGRATION TEAM	CECW-CED

CORPORATE INTEGRATION TEAM	CECW-CEI
HOMELAND SECURITY OFFICE TEAM	CECW-CEH
REGIONAL INTEGRATION TEAM	CECW-CER
PLANNING COP	CECW-CP
OPERATIONS & REGULATORY COP	CECW-CO
PROGRAM & PROJECT MANAGEMENT COP	CECW-CB
LRD RIT	CECW-LRD
MVD RIT	CECW-MVD
NWD RIT	CECW-NWD
SAD RIT	CECW-SAD
DIRECTORATE OF CORPORATE INFORMATION	CECI
CIVIL WORKS & MILITARY PROGRAMS CELL	CECI-C
TEAM 1	CECI-CA
TEAM 2	CECI-CB
BUSINESS SERVICES PROGRAM CELL	CECI-B
TEAM 1	CECI-BA
TEAM 2	CECI-BB
AUTOMATION & INFRASTRUCTURE PROG CELL	CECI-A
SCIENCE & ENGINEERING PROGRAMS CELL	CECI-S
ENTERPRISE WEB INTEGRATION CELL	CECI-E

APPENDIX B
BASIC OFFICE SYMBOLS
USACE ACTIVITIES

BOARD AND COMMISSION

Coastal Engineering Research Board
Mississippi River Commission

SYMBOL

CECRB
CEMRC

DIVISIONS AND DISTRICTS

Afghanistan Engineer District

CEAED

Great Lakes and Ohio River Division

Great Lakes Center
Buffalo District
Chicago District
Detroit District
Huntington District
Louisville District
Nashville District
Pittsburgh District

CELRD
CELRD-GL
CELRB
CELRC
CELRE
CELRH
CELRL
CELRN
CELRP

Gulf Region Division

Central District
North District
South District

CEGRD
CEGRC
CEGRN
CEGRS

Mississippi Valley Division

Memphis District
New Orleans District
Rock Island District
St. Louis District
St. Paul District
Vicksburg District

CEMVD
CEMVM
CEMVN
CEMVR
CEMVS
CEMVP
CEMVK

North Atlantic Division

Baltimore District
Europe District
New England District
New York District
Norfolk District
Philadelphia District
Washington Aqueduct Division

CENAD
CENAB
CENAU
CENAE
CENAN
CENAO
CENAP
CENAB-WA

DIVISIONS AND DISTRICTS

SYMBOL

Northwestern Division	CENWD
Kansas City District	CENWK
Omaha District	CENWO
Portland District	CENWP
Seattle District	CENWS
Walla Walla District	CENWW
Pacific Ocean Division	CEPOD
Alaska District	CEPOA
Far East District	CEPOF
Honolulu District	CEPOH
Japan District	CEPOJ
South Atlantic Division	CESAD
Charleston District	CESAC
Jacksonville District	CESAJ
Mobile District	CESAM
Savannah District	CESAS
Wilmington District	CESAW
South Pacific Division	CESPD
Albuquerque District	CESPA
Los Angeles District	CESPL
Sacramento District	CESPK
San Francisco District	CESPN
Southwestern Division	CESWD
Fort Worth District	CESWF
Galveston District	CESWG
Little Rock District	CESWL
Tulsa District	CESWT

CENTERS and FIELD OPERATING ACTIVITIES (FOA)

SYMBOL

U.S. Army Engineer Research and Development Center	CEERD
Coastal and Hydraulics Laboratory	CEERD-CHL
Cold Regions Research and Engineering Laboratory	CEERD-CRREL
Construction Engineering Research Laboratory	CEERD-CERL
Environmental Laboratory	CEERD-EL
Geotechnical and Structures Laboratory	CEERD-GSL
Information Technology Laboratory	CEERD-ITL
Topographic Engineering Center	CEERD-TEC
U.S. Army Corps of Engineers Finance Center	CEFC
Humphreys Engineer Center Support Activity	CEHEC
Huntsville, U.S. Army Engineering and Support Center	CEHNC
Institute for Water Resources	CEIWR
Marine Design Center	CEMDC
249 th Engineer Battalion	CEPPB
Transatlantic Programs Center	CETAC

MSC OFFICE SYMBOLS

Organization Name	LRD	MVD	NAD	NWD	POD	SAD	SPD	SWD
Office of the Commander	CELRD-DE	CEMVD-DE	CENAD-DE	CENWD-DE	CEPOD-DE	CESAD-DE	CESPD-DE	CESWD-DE
Executive Assistant		CEMVD-DX	CENAD-DX	CENWD-DX	CEPOD-DX		CESPD-DX	CESWD-DX
Moffett Housing Team							CESPD-DEH	
Deputy Commander	CELRD-DD	CEMVD-DD	CENAD-DD	CENWD-DD	CEPOD-DD	CESAD-DD	CESPD-DD	CESWD-DD
Emergency Management/Security	CELRD-DDE	CEMVD-DDE	CENAD-DDE	CENWD-DDE	CEPOD-DDE		CESPD-DDE	CESWD-DDE
Security and Law Enforcement	CELRD-DDS		CENAD-DDS	CENWD-DDS	CEPOD-DDS		CESPD-DDS	CESWD-DDS
Executive Liaison Officer	CELRD-DDL							
Administrative Staff	CELRD-DDA							
Water Management Team (WMT)	CELRD-DDW							
Regional Operations Center						CESAD-DDR		
Emergency Management Office						CESAD-DDR-E		
Security and Law Enforcement						CESAD-DDR-S		
Field Force Engineering Office						CESAD-DDR-F		
Logistics Management Office						CESAD-DDR-L		
Regional Business Directorate	CELRD-RB	CEMVD-RB	CENAD-RB	CENWD-RB	CEPOD-RB	CESAD-RB	CESPD-RB	CESWD-RB
Business Technical Division	CELRD-RBT	CEMVD-RBT	CENAD-RBT	CENWD-RBT	CEPOD-RBT	CESAD-RBT	CESPD-RBT	CESWD-RBT
Contracting					CEPOD-RBT-C	CESAD-RBT-C		
Construction Engineering CoP								CESWD-RBT-C
Water Management CoP								CESWD-RBT-W
Business Management Division	CELRD-RBM	CEMVD-RBM	CENAD-RBM	CENWD-RBM	CEPOD-RBM	CESAD-RBM	CESPD-RBM	CESWD-RBM
Contracting CoP	CELRD-RBM-C	CEMVD-RBM-C	CENAD-RBM-C	CENWD-RBM-C			CESPD-RBM-C	CESWD-RBM-C
Information Management CoP	CELRD-RBM-I	CEMVD-RBM-I	CENAD-RBM-I	CENWD-RBM-I	CEPOD-RBM-I	CESAD-RBM-I	CESPD-RBM-I	CESWD-RBM-I
Public Affairs CoP	CELRD-RBM-P	CEMVD-RBM-P	CENAD-RBM-P	CENWD-RBM-P	CEPOD-RBM-P	CESAD-RBM-P		CESWD-RBM-P
Logistics Management CoP	CELRD-RBM-L	CEMVD-RBM-L	CENAD-RBM-L	CENWD-RBM-L	CEPOD-RBM-L		CESPD-RBM-L	CESWD-RBM-L
Business Dev and Outreach CoP				CENWD-RBM-W				CESWD-RBM-B
Western Processing Center								
Historian		CEMVD-RBM-H						
Business Resource Division	CELRD-RBR	CEMVD-RBR	CENAD-RBR	CENWD-RBR	CEPOD-RBR	CESAD-RBR	CESPD-RBR	CESWD-RBR
Resource Management CoP								CESWD-RBR-R
Budget/Manpower Branch		CEMVD-RBR-B				CESAD-RBR-B		
Finance & Accounting Team		CEMVD-RBR-F				CESAD-RBR-F		
Management		CEMVD-RBR-M				CESAD-RBR-M		
Operations			CENAD-RBR-O					
Civil			CENAD-RBR-C					
Military			CENAD-RBR-M					
Programs Directorate	CELRD-PD	CEMVD-PD	CENAD-PD	CENWD-PD	CEPOD-PD	CESAD-PD	CESPD-PD	CESWD-PD
Civil Works Integration Division	CELRD-PDC	CEMVD-PDC	CENAD-PDC	CENWD-PDC		CESAD-PDC	CESPD-PDC	CESWD-PDC
DST (NAU/NAE - Real Estate CoP)			CENAD-PDR					
DST (NAB/NAO - Planning CoP)			CENAD-PDP					
DST (NAN/NAP - HTRW/SFO CoP)			CENAD-PDH					
Program Support Division	CELRD-PDS		CENAD-PDS	CENWD-PDS	CEPOD-PDS	CESAD-PDS	CESPD-PDS	CESWD-PDS
PS Division Planning CoP						CESAD-PDS-P		CESWD-PDS-P
PS Division Real Estate CoP						CESAD-PDS-R		CESWD-PDS-R
PS Division Ops/Regulatory CoP						CESAD-PDS-O		CESWD-PDS-O
DST (Great Lakes)	CELRD-PDS-G							
DST (Planning CoP)	CELRD-PDS-P							
DST (LRH/LRN)	CELRD-PDS-H							
DST (Operations CoP)	CELRD-PDS-O							
DST (LRL/LRP)	CELRD-PDS-L							
DST (Real Estate CoP)	CELRD-PDS-R							
DST (POA/POH)					CEPOD-PDS-A			
DST (POF/POJ)					CEPOD-PDS-B			
DST (Albuq)							CESPD-PDS-A	
DST (Sacramento)							CESPD-PDS-S	
DST (Los Angeles)							CESPD-PDS-L	
DST (San Francisco)							CESPD-PDS-F	
Military Integration Division	CELRD-PDM		CENAD-PDM			CESAD-PDM	CESPD-PDM	CESWD-PDM
District Support Team (Military)	CELRD-PDM-M							
MILCON/Inst Support CoP								CESWD-PDM-M
Environmental CoP								CESWD-PDM-E
Mil/Environmental and IIS Division				CENWD-PDE				
District Support Teams (as division)								
DST (MVN)		CEMVD-PDD-N						
DST (MVK, MVM)		CEMVD-PDD-K						
DST (MVS, MVR, MVP)		CEMVD-PDD-S						
DST (NWP/NWW/Fish)				CENWD-PDD-A				
DST (NWK/NWO/NWS)				CENWD-PDD-B				
DST (Wilmington)						CESAD-PDD-W		
DST (Jacksonville)						CESAD-PDD-J		
DST (Charleston)						CESAD-PDD-C		
DST (Mobile)						CESAD-PDD-M		
DST (Savannah)						CESAD-PDD-S		
DST (SWD)								CESWD-PDD
DST (Ft Worth)								CESWD-PDD-F
DST (Galveston)								CESWD-PDD-G
DST (Little Rock)								CESWD-PDD-L
DST (Tulsa)								CESWD-PDD-T
Civil Works/Military Integration Division					CEPOD-PDI			
Watershed Division		CEMVD-PDW						
Watershed Management Team		CEMVD-PDW-W						
MR&T Team		CEMVD-PDW-M						
Columbia Basin Water Mgmt Division				CENWD-PDW				
Power Branch				CENWD-PDW-P				
Hydrologic Engineering Branch				CENWD-PDW-H				
Reservoir Control Center				CENWD-PDW-R				
Hydropower Analysis Center				CENWD-PDW-A				
Missouri Basin Water Mgmt Division				CENWD-PDM				