Department of the Army ***FB Pamphlet 25-59**
United States Army Installation Management Command,
United States Army Garrison, Fort Belvoir
Fort Belvoir, Virginia 22060-5920
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Records Management: Administrative Services Division

OFFICE SYMBOLS

Summary. This pamphlet provides a list of official office symbols for US Army Garrison, Fort Belvoir, Virginia. This revision is the result of Department of the Army, Headquarters, US Army Installation Management Command guidance.

Applicability. This pamphlet applies to all US Army Garrison, Fort Belvoir, Virginia activities.

Suggested Improvements. The proponent of this pamphlet is the Directorate of Human Resources, Administrative Services Division. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, Administrative Services Division, (IMBV-HRR), 9875 Michie Place, Building 219, Fort Belvoir, VA 22060-5920.

Distribution. This pamphlet is available only on Fort Belvoir's Homepage at http://www.nec.belvoir.army.mil/pubs/Belvoir/_PDF_TableofContentsFBmain.html

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1-1. Purpose. This pamphlet provides a listing of current official office symbols for US Army Garrison, Fort Belvoir.

2-1. References.

a. Army Regulation 25-59, Office Symbols, 14 August 2007.

b. IMCOM Supplement 1 to AR 25-59, Information Management: Records Management, Office Symbols, 1 November 2011.

*This pamphlet supersedes Fort Belvoir Pamphlet 25-59, 28 August 2008.

3-1. Office Symbol Structure for US Army Garrison, Fort Belvoir, Virginia.

a. The Administrative Services Division is responsible for establishing office symbols for US Army Garrison, Fort Belvoir, Virginia. Office symbols are established as follows:

(1) Office symbols are limited to not more than seven letters. A hyphen is placed between the fourth and fifth letters (for example, IMBV-XXX).

(2) The first two letters of IMCOM's office symbol structure were assigned by HQDA and were designated with an *IM*

(3) Only letters of the alphabet may be used in office symbols.

(4) Hyphens are located between the fourth and fifth letters.

(5) The fifth letter represents the division or branch, or next organizational element below the directorate listed.

(6) The first six letters of the office symbol indicate existing directorates (for example, Human Resources, (IMBV-HR), Public Works (IMBV-PW) and Plans, Training and Mobilization (IMBV-PL).

(7) The seventh letter will identify a staff division, section or comparable element (for example IMBV-XXX).

(8) All exceptions to the office symbols structure are based on a standardized garrison structure. Any exceptions must be submitted to the Fort Belvoir Records Manager who will in-turn submit a formal request to Headquarters, IMCOM's record manager for final approval. Do not request changes to office symbols solely because of an activity name change.

b. Office symbols for US Army Garrison, Fort Belvoir, Virginia are listed in Appendix A.

Appendix A
US Army Garrison, Fort Belvoir Office Symbols

OFFICE OF THE GARRISON COMMANDER	
Garrison Commander	IMBV-ZA
Deputy to the Garrison Commander	IMBV-ZB
Command Sergeant Major	IMBV-CSM
Administrative Office	IMBV-AO
Base Realignment and Closure Office	IMBV-AB
HEADQUARTERS BATTALION	
Commander	IMBV-HB
Command Sergeant Major	IMBV-HBC-M
Executive Officer	IMBV-HBX-O
Battalion S1	IMBV-HBS-A
Battalion S2/S3	IMBV-HBS-B
Battalion S4	IMBV-HBS-C
HEADQUARTERS AND HEADQUARTERS COMPANY SPECIAL ACTIVITIES	IMBV-HH
DIRECTORATE OF RESOURCE MANAGEMENT	
Resource Management Officer	IMBV-RM
Budget & Accounting Branch	IMBV-RMB
Manpower & Agreements Branch	IMBV-RMM
PLANS, ANALYSIS & INTEGRATION OFFICE	
Plans, Analysis & Integration Officer	IMBV-PAI
Management Analysis Branch	IMBV-PAM
Planning Integration Branch	IMBV-PAP
PUBLIC AFFAIRS	
Public Affairs Officer	IMBV-PA
EQUAL EMPLOYMENT OPPORTUNITY OFFICE	
Equal Employment Opportunity Officer	IMBV-EEO
EQUAL OPPORTUNITY OFFICE	
Equal Opportunity Office	IMBV-EO
RELIGIOUS SUPPORT OFFICE	
Chaplain	IMBV-CH
Family Life Branch	IMBV-RSF
INTERNAL REVIEW AND AUDIT COMPLIANCE	
Internal Review and Audit Officer	IMBV-IR

Appendix A (Continued)
US Army Garrison, Fort Belvoir Office Symbols

SAFETY DIRECTORATE	
Safety Officer	IMBV-SO
STAFF JUDGE ADVOCATE	
Office of the Staff Judge Advocate	IMBV-JA
Legal Assistance Branch	IMBV-JAL
Administrative/Civil Law Branch	IMBV-JAA
Claims	IMBV-JAC
Criminal Law	IMBV-JAJ
DIRECTORATE OF HUMAN RESOURCES	
Director, Human Resources	IMBV-HR
Army Substance Abuse Program (ASAP)	IMBV-HRA
Army Career and Alumni Program (ACAP)	IMBV-HRC
Army Continuing Education Services (ACES)	IMBV-HRE
Military Personnel Division	IMBV-HRM
Personnel Services Branch	IMBV-HRM-P
Personnel Processing Branch	IMBV-HRM-B
Personnel Strength & Ops Branch	IMBV-HRM-S
Casualty Assistance Branch	IMBV-HRM-C
Administrative Services Division	IMBV-HRR
Official Mail & Distribution Center	IMBV-HRR-M
DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION	
Director, Family and Morale, Welfare and Recreation	IMBV-MW
Non-Appropriated Fund Resource Division	IMBV-MWN
Army Community Service Division	IMBV-MWA
Business Operations Division	IMBV-MWB
Child and Youth Services Division	IMBV-MWC
Community Recreation Division	IMBV-MWR
DIRECTORATE OF PLANS, TRAINING, MOBILIZATION AND SECURITY	
Director, Plans, Training, Mobilization and Security	IMBV-PL
Plans and Operations Division	IMBV-PLO
Plans Branch	IMBV-PLO-B
Operations Branch	IMBV-PLO-O
Security and Intelligence Division	IMBV-PLS
Visual Information, Training and Information Management Division	IMBV-VI
Multimedia Visual Information Branch	IMBV-MV
Training Branch	IMBV-T
Information Management Branch	IMBV-IM

Appendix A (Continued)
US Army Garrison, Fort Belvoir Office Symbols

DIRECTORATE OF LOGISTICS

Director, Logistics	IMBV-LG
Plans and Operations Division	IMBV-LGO
Supply and Services Division	IMBV-LGS
CIF Branch	IMBV-LGS-C
Maintenance Division	IMBV-LGM
Transportation Division - Motor Pool Operations	IMBV-LGT
Movements Branch	IMBV-LGT-M
Communications/Electronics Maintenance Branch	IMBV-LGM-C
Heavy Equipment Maintenance Branch	IMBV-LGM-H

DIRECTORATE OF PUBLIC WORKS

Director, Public Works	IMBV-PW
Business Management Division	IMBV-PWB
Compliance Branches	IMBV-PWE-COM
Contract/Construction Division	IMBV-PWC
Engineering Division	IMBV-PWD
Environmental & Natural Resources Division	IMBV-PWE
Housing Division	IMBV-PWH
Housing Services Office	IMBV-PWH-HSO
Master Planning Division	IMBV-PWM-GIS
Natural Resources	IMBV-PWE-NRS
Operations/Maintenance Division	IMBV-PWO
Residential Communities Initiative	IMBV-PWH-RCI
Unaccompanied Personnel Housing	IMBV-PWH-UPH

Appendix A (Continued)
US Army Garrison, Fort Belvoir Office Symbols

DIRECTORATE OF EMERGENCY SERVICES

Director, Emergency Services	IMBV-ES
Operations and Administration Division	IMBV-ESA
Fire and Emergency Services Division	IMBV-ESF
Investigations Division	IMBV-ESI
Law Enforcement Division	IMBV-ESP
Physical Security Division	IMBV-ESS

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