

DEPARTMENT OF THE ARMY
Headquarters, U.S. Army Medical Department Center and School
and Fort Sam Houston
Fort Sam Houston, Texas 78234-5014

Pamphlet
25-51

15 September 2000

Information Management: Records Management
OFFICE SYMBOLS

1. **PURPOSE.** To inform all members of the HQ, United States Army Medical Department Center and School and Fort Sam Houston (AMEDDC&S & FSH) of the proper office symbols for use in preparing AMEDDC&S & FSH correspondence and in other official capacities.

2. **REFERENCE.** AR 25-1, The Army Information Resources Management Program.

3. **RESPONSIBILITIES.** The Chief, Administrative Services Division, Human Resource Business Center (ASD, HRBC), AMEDDC&S and FSH is responsible to provide assistance and guidance in creating or deleting AMEDDC&S & FSH office symbols.

4. **POLICIES.** Only the Chief, ASD, HRBC is authorized to create, change, or otherwise alter an AMEDDC&S & FSH office symbol. Change to office symbols will be kept to a minimum. They will not be changed solely because an activity's name has been changed. Office symbols may be added or deleted when:

- a. Organizational elements are created or terminated.
- b. Organizational elements are divided or merged.

To create, change, or delete an office symbol, submit an informal memorandum to the Chief, ASD, HRBC with justification for your request.

5. **PROCEDURES.** Any authorized activity generating official correspondence is authorized to choose only from the following office symbols listed below:

a. **U.S. Army Medical Department Center and School.**

Command Group

Commanding General	MCCS-Z
Chief of Staff	MCCS-ZS
Secretary of the General Staff	MCCS-ZX
Command Sergeant Major	MCCS-ZC

Corps Specific Branch Proponent Offices

Chief, Army Medical Specialist Corps	MCCS-CA
Chief, Medical Corps	MCCS-CC
Chief, Army Dental Corps	MCCS-CD
Chief, Enlisted Corps	MCCS-CE
Chief, Medical Service Corps	MCCS-CM
Chief, Army Nurse Corps	MCCS-CN
Chief, Veterinary Corps	MCCS-CV

Special Staff

AMEDD Regimental Office	MCCS-GAR
Borden Institute (WRAMC)	MCCS-GBI
Clinical Investigation Regulatory Office	MCCS-GCI
AMEDDC&S Career Counselor	MCCS-GCC
Facilities Engineering Office	MCCS-GFD
Historian	MCCS-GHI
ARNG Advisor	MCCS-GNG
AMEDD Pharmacoeconomic Center	MCCS-GPE
Executive Operations Office	MCCS-GPR
USAR Advisor	MCCS-GRE

Center Brigade

Commander	MCCS-A
S-1, Adjutant	MCCS-AA
S-3	MCCS-AT
S-4	MCCS-AL

Reenlistment NCO	MCCS-AR
NG Liaison NCO	MCCS-AAN
Commander, 187th Medical Battalion	MCCS-AB
Battalion Operations (S-3)	MCCS-ABO
Battalion PAC (S-1)	MCCS-ABP
Battalion SAC (S-4)	MCCS-ABS
Company A	MCCS-ABA
Company B	MCCS-ABB
Company C	MCCS-ABC
Company D	MCCS-ABD
Company E	MCCS-ABE
Company F (Sheppard AFB)	MCCS-ABF
Commander, 232d Medical Battalion	MCCS-AC
Battalion Operations (S-3)	MCCS-ACO
Battalion PAC (S-1)	MCCS-ACP
Battalion SAC (S-4)	MCCS-ACS
Company A	MCCS-ACA
Company B	MCCS-ACB
Company C	MCCS-ACC
Company D	MCCS-ACD
Company E	MCCS-ACE
Company F	MCCS-ACF
Commander, Academy Battalion	MCCS-AD
Battalion Operations (S-3)	MCCS-ADO
Battalion PAC (S-1)	MCCS-ADP
Battalion SAC (S-4)	MCCS-ADS
Headquarters and Headquarters Detachment	MCCS-ADH
Company A	MCCS-ADA
Company B	MCCS-ADB
Company C	MCCS-ADC
Company E (Camp Bullis)	MCCS-ADE
<u>AMEDD Personnel Proponent Directorate</u>	MCCS-D
Civilian Personnel Proponent Division	MCCS-DC
Enlisted Personnel Proponent Division	MCCS-DE
Force Modeling Division	MCCS-DF
Officer Personnel Proponent Division	MCCS-DO
Data Systems Division	MCCS-DS

<u>Assistant Commander for Force Integration</u>	MCCS-F
Combined Arms Support Command (CASCOM) Ft Lee	MCCS-FA
Medical Research Materiel Command (MRMC) Ft Detrick	MCCS-FD
Medical Evaluation Proponency Directorate Ft Rucker	MCCS-FE
Theater Medical Information Program - Brooks AFB	MCCS-FI
USAMRMC Liaison Office	MCCS-FR
Strategic Plans and Force Management	MCCS-FS
Battle Lab Support Element	MCCS-FSB
Digitized Force Coordination Cell - Ft Hood	MCCS-FSB-D
Enterprise Consultancy	MCCS-FSE
Lessons Learned	MCCS-FSE-L
Force Structure and Analysis	MCCS-FSF
Total AMEDD System Manager (TASM)	MCCS-FT
U.S. Army Medical Department Board	MCCS-FB
Test & Operations Division	MCCS-FBT
Logistics Branch	MCCS-FBT-L
Operations Branch	MCCS-FBT-O
Test Branch	MCCS-FBT-T
Evaluation Division	MCCS-FBE
Concepts/Clinical Evaluation Branch	MCCS-FBE-C
Information Management/Information Technology Branch	MCCS-FBE-I
Directorate of Combat & Doctrine Development	MCCS-FC
Senior Clinical Consultant	MCCS-FCS
Administrative Services Division	MCCS-FCA
Concepts & Requirement Division	MCCS-FCC
Force Provider Branch	MCCS-FCC-O
Force Protection Branch	MCCS-FCC-P
Doctrine Literature Division	MCCS-FCD
Joint Literature Branch	MCCS-FCD-J
Doctrine Literature Branch	MCCS-FCD-L
Production Support Branch	MCCS-FCD-P

Force Sustainment Division	MCCS-FCF
Material Systems Branch	MCCS-FCF-M
Logistics Systems Branch	MCCS-FCF-L
Medical Information Systems Office (MISO)	MCCS-FCM
Organization & Personnel Systems Division	MCCS-FCO
BOIP Branch	MCCS-FCO-B
MARC Branch	MCCS-FCO-M
TOE Branch	MCCS-FCO-T

<u>AMEDD NCO Academy</u>	MCCS-N
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<u>Directorate of Resource Management</u>	MCCS-R
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Budget Division	MCCS-RB
Management Division	MCCS-RM

<u>Defense Medical Readiness Training Institute</u>	MCCS-T
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Department of Administration	MCCS-TA
Personnel & Administration Branch	MCCS-TAA
Logistics Branch	MCCS-TAL
Resource Management Branch	MCCS-TAR
Department of Strategic Design & Evaluation	MCCS-TE
Computer, Communication, Command & Control	MCCS-TAI
Department of Academic Affairs	MCCS-TP
Department of Training	MCCS-TT
Training Operations Branch	MCCS-TTO
Training Support Branch	MCCS-TTO-S
Professional Programs Branch	MCCS-TTP

<u>Det 1, 381st TRS (USAF)</u>	MCCS-UA
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<u>Naval School of Health Sciences Detachment</u>	MCCS-UN
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ACADEMY OF HEALTH SCIENCES

Office of the Commandant/Dean	MCCS-H
Administrative Support Office	MCCS-HB
International Affairs Office	MCCS-HI
International Military Student Office	MCCS-HIS

Department of Clinical Support Services	MCCS-HC
Administration/Operations Branch	MCCS-HCA
Chemistry Branch	MCCS-HCH
Blood Bank and Hematology Branch	MCCS-HCL
Microbiology Branch	MCCS-HCM
Pharmacy Branch	MCCS-HCP
Radiology Branch	MCCS-HCR
Department of Dental Science	MCCS-HD
Operations Branch	MCCS-HDA
Professional Development Branch	MCCS-HDP
Dental Specialist Branch	MCCS-HDS
Department of Health Education and Training	MCCS-HE
AMSC/VC Education Branch	MCCS-HEA
Central Training Program Branch	MCCS-HEC
Dental Education Branch	MCCS-HED
Individual Training Policy Branch	MCCS-HEI
Nursing Education Branch	MCCS-HEN
Department of Healthcare Operations	MCCS-HH
Support Operations Branch	MCCS-HHA
Health Services Maintenance Branch	MCCS-HHB
Combined Arms Branch	MCCS-HHC
Deployable Medical Systems Equipment Training Branch	MCCS-HHD
Military Law Branch	MCCS-HHL
Logistics Management Branch	MCCS-HHM
Medical Operations Branch	MCCS-HHO
Patient Administration Branch	MCCS-HHP
Leadership and Staff Development Branch	MCCS-HHS
Department of Medical Science	MCCS-HM
Administration/Operations Branch	MCCS-HMA
Physician Extender Branch	MCCS-HMD
Operation Aegis: Injury Prevention Program	MCCS-HMI
Nutrition Care Branch	MCCS-HMN
Occupational Therapy Branch	MCCS-HMO
Physician Assistant Branch	MCCS-HMP
Physical Therapy Branch	MCCS-HMT
91W Program Management Branch	MCCS-HMW
Anatomy & Physiology Branch	MCCS-HMY

Department of Nursing Science	MCCS-HN
Anesthesia Branch	MCCS-HNE
Army Nurse Professional Development Branch	MCCS-HNI
Operating Room Branch	MCCS-HNO
Practical Nurse Branch	MCCS-HNP
Department of Preventive Health Services	MCCS-HP
Administration/Operations Branch	MCCS-HPA
Mental Health Specialist Branch	MCCS-HPB
Community Health Practices Branch	MCCS-HPC
Environmental Quality Branch	MCCS-HPE
Medical Zoology Branch	MCCS-HPM
NBC Sciences Branch	MCCS-HPN
Combat Stress Action Office	MCCS-HPO
Soldier and Family Support Branch	MCCS-HPS
Center for Healthcare Education and Studies	MCCS-HR
Health Services Administrative Branch	MCCS-HRA
AMEDD Studies and Analysis Branch	MCCS-HRC
Leadership and Instructional Innovations Branch	MCCS-HRL
Operations Branch	MCCS-HRO
Strategic Planning Branch	MCCS-HRS
Virtual Military Health Institute	MCCS-HRV
Department of Academic Support	MCCS-HS
AMEDD Journal Branch	MCCS-HSA
Evaluation & Standardization Branch	MCCS-HSE
Stimson Library	MCCS-HSL
Training Systems Support Branch	MCCS-HSM
Nonresident Instruction Branch	MCCS-HSN
Staff and Faculty Development Branch	MCCS-HSS
Training Management Branch	MCCS-HST
Department of Training Support	MCCS-HT
New Organizational Training Branch	MCCS-HTL
ARTEP Branch	MCCS-HTP
Force Modernization Training Branch	MCCS-HTU
Department of Veterinary Science	MCCS-HV
Administrative & Academic Support Branch	MCCS-HVA
Food Protection Branch	MCCS-HVF
Animal Medicine Branch	MCCS-HVM
Mission Sustainment Branch	MCCS-HVS

U.S. Army School of Aviation Medicine	MCCS-HA
Aeromedical Education Branch	MCCS-HAE
Flight Physiology Branch	MCCS-HAF
Aeromedical Operations Branch	MCCS-HAO
Avn Resource Management Survey Team Branch	MCCS-HAR

b. United States Army Garrison.

Command Group

Garrison Commander	MCCS-B
Command Sergeant Major	MCCS-BSM
Base Operations Manager	MCCS-BOM
Business Development Office	MCCS-BBD

<u>A-76 Operations Center</u>	MCCS-BA
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Community Activities Business Center

Office of the Director	MCCS-BCA
Army Community Services Division	MCCS-BCA-AC
Business Operations Division	MCCS-BCA-BO
Child & Youth Services Division	MCCS-BCA-CY
Financial Management Division	MCCS-BCA-FM
Recreation & Fitness Division	MCCS-BCA-RF

<u>Camp Bullis Commander</u>	MCCS-BCB
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Chaplain

AMEDD & Installation Chaplain Office	MCCS-BCH
Fort Sam Houston Mentor Program	MCCS-BCH-CM
AMEDDC&S Chaplain Training & Operations	MCCS-BCH-TO
Chaplain Combat Development	MCCS-BCH-CD
Resource Management Branch	MCCS-BCH-RM
Religious Activities Branch	MCCS-BCH-MP
Dodd Field Chapel, Religious Educ & Family Life Center	MCCS-BCH-DF
Family Life Chaplain	MCCS-BCH-FL
AMEDD Regimental Chapel	MCCS-BCH-AC

Civilian Personnel Advisory Center

Office of the Director	MCCS-BCP
Employee Services Division	MCCS-BCP-ES

Labor/Management-Employee Relations & Training Division	MCCS-BCP-LM
Management Services Division	MCCS-BCP-MS
Non-Appropriated Funds Division	MCCS-BCP-N
Personnel Systems Manager	MCCS-BCP-PS
<u>41st Combat Support Hospital (CSH)</u>	MCCS-BCS
<u>Human Relations/Equal Employment Opportunity Office</u>	MCCS-BEE
Equal Opportunity Office	MCCS-BEO
<u>Human Resource Business Center</u>	
Office of the Director	MCCS-BHR
Adjutant General	MCCS-BHR-AG
Business Office	MCCS-BHR-BO
Administrative Services Division	MCCS-BHR-AS
AMEDD Student Detachment	MCCS-BHR-SD
MILPO Division	MCCS-BHR-M
Evaluations Branch	MCCS-BHR-ME
Personnel Processing Branch	MCCS-BHR-MI
Personnel Management Branch	MCCS-BHR-MM
Promotions Branch	MCCS-BHR-MP
Personnel Military Records Branch	MCCS-BHR-MR
Personnel Automation Branch	MCCS-BHR-MS
Trainee/Student Processing Management Division	MCCS-BHR-S
Student Personnel Branch	MCCS-BHR-SP
AMEDDC&S Personnel Security	MCCS-BHR-SS
Human Resource Division	MCCS-BHR-H
ADAPC	MCCS-BHR-HA
ACAP	MCCS-BHR-HC
Army Continuing Education Center	MCCS-BHR-HE
Personnel Operations & Transition Branch	MCCS-BHR-HT
<u>Inspector General</u>	MCCS-BIG

Information Technology Business Center (ITBC)

Office of the Director	MCCS-BIM
Acquisition Division	MCCS-BIM-A
Business Systems Solution Division	MCCS-BIM-B
Customer Support Division	MCCS-BIM-C
Deployment Division	MCCS-BIM-D
Enterprise Management Division	MCCS-BIM-E
Business Management Division	MCCS-BIM-M
ITBC Consultant Support Group	MCCS-BIM-N
Security Division	MCCS-BIM-S
Visual Information Division	MCCS-BIM-V

Internal Review MCCS-BIR

Staff Judge Advocate MCCS-BJA

Administrative and Civil Law Division	MCCS-BJA-AL
Claims Division	MCCS-BJA-C
Criminal Law Division	MCCS-BJA-CL
Legal Assistance Division	MCCS-BJA-LA
Management Division	MCCS-BJA-M

147th Medical Logistics (MEDLOG) Battalion MCCS-BML

Directorate of Public Safety MCCS-BPM

Safety Office MCCS-BPM-S

Public Affairs Office MCCS-BPO

Public Works Business Center

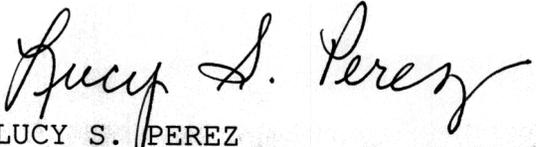
Office of the Director	MCCS-BPW
Business Services Division	MCCS-BPW-B
Program and Budget	MCCS-BPW-BB
Engineering Services	MCCS-BPW-BE
Housing Services	MCCS-BPW-BH
Real Property Planning	MCCS-BPW-BP
RPMA Supply	MCCS-BPW-BS

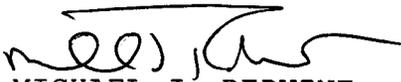
Customer Support Division	MCCS-BPW-C
Environmental and Natural Resources Division	MCCS-BPW-E
Fire and Emergency Services Division	MCCS-BPW-F
Operations and Maintenance Division	MCCS-BPW-O
<u>Garrison Career Counselor</u>	MCCS-BRE
<u>Readiness & Logistics Business Center</u>	
Office of the Director	MCCS-BRL
Business Office	MCCS-BRL-BC
Counterintelligence & Security Office	MCCS-BRL-CI
Museum Office	MCCS-BRL-MM
Maintenance Division	MCCS-BRL-MT
Plans, Programs, Operations & Mobilization Division	MCCS-BRL-OP
Supply Division	MCCS-BRL-SD
Services Division	MCCS-BRL-SV
Training Division	MCCS-BRL-TN
Transportation Division	MCCS-BRL-TR
<u>Resource Management Office</u>	
Resource Management Office	MCCS-BRM
Financial Management Office	MCCS-BRM-FM
Program Budget Office	MCCS-BRM-PB
<u>Special Troops Battalion</u>	
Battalion Commander	MCCS-BST
Legal	MCCS-BST-A
S-1	MCCS-BST-B
S-3	MCCS-BST-C
S-4	MCCS-BST-D
Reenlistment NCO	MCCS-BST-RE
Company HQ	MCCS-BST-HQ
Company A	MCCS-BST-MP
323d Army Band	MCCS-BST-BD

The proponent of this publication is Administrative Services Division, Human Resource Business Center. Users are invited to send comments and suggested improvements on DA Form 2028, Recommended Changes to Publications and Blank Forms, to HQ, U.S Army Medical Department Center and School and Fort Sam Houston, ATTN: MCCS-BHR-AS, 2108 9th Street, Fort Sam Houston, TX 78234-5014.

FOR THE COMMANDER:

OFFICIAL:


LUCY S. PEREZ
Secretary of the General Staff


MICHAEL J. REDWINE
MAJ, AG
Adjutant General

DISTRIBUTION:

A (AMEDDC&S) plus
65 - All Garrison Activities
5 - MCCS-BHR-AS (Pubs Stockroom)
4 - MCCS-BHR-AS (Mrs. Walker)
3 - CDR, MEDCOM, ATTN: MCIM-SO
3 - CDR, USAMISSA, ATTN: MCHS-AS

DEPARTMENT OF THE ARMY
Headquarters, U.S. Army Medical Department Center and School
and Fort Sam Houston
Fort Sam Houston Texas 78234-5014

AMEDDC&S & FSH Pamphlet No. 25-51
Change 1

1 November 2002

Information Management: Records Management
OFFICE SYMBOLS

AMEDDC&S & FSH Pamphlet 25-51, 15 September 2000, is changed as follows:

1. **HISTORY.** This publication was originally printed on 15 September 2000. This printing publishes Change 1.
2. Material which has been added or modified is indicated by an asterisk.

Page 3. Add the following:

- a. Under Commander, 232d Medical Battalion, *Company G MCCS-ACG.
- b. *Department of Combat Medic Training MCCS-AW.
 - *Academic Division MCCS-AWA.
 - *Advanced Training Branch MCCS-AWA-A.
 - *IET Branch MCCS-AWA-I.
 - *Sustainment Division MCCS-AWS.
 - *Training Support Branch MCCS-AWS-T.
 - *Advanced Technical Division MCCS-AWT.
 - *Evaluation Branch MCCS-AWT-E.
 - *Research Branch MCCS-AWT-R.

4. Page 6. Add the following:

- a. Under Department of Healthcare Operations, *Battle Simulation Center MCCS-HHT.
- b. *Department of Distance Learning MCCS-HL
 - *Multimedia Development Branch MCCS-HLD
 - *Multimedia Training Branch MCCS-HLT.

5. Page 8. Change Base Operations Manager MCCS-BOM to *Deputy to the Garrison Commander MCCS-BDE-P.

6. Page 9. Delete and Add as indicated:

- a. Delete *41st Combat Support Hospital (CSH) MCCS-BCS
- b. Add *Directorate of Safety Environment and Fire.
 - *Office of the Director MCCS-BFE.
 - *Environment Compliance Division MCCS-BFE-C.
 - *Fire Division MCCS-BFE-F.
 - *Natural and Cultural Resources Division MCCS-BFE-N
 - *Safety Division MCCS-BFE-S.

7 Page 10. Delete and Add as indicated:

a. Delete *Directorate of Public Safety MCCA-BPM and *Safety Office MCCA-BPM-S

b. Add *Law Enforcement Command MCCA-BLE.

*Company A MCCA-BLE-A.

*443d Military Police Company MCCA-BLE-B.

*142d Infantry Company MCCA-BLE-C.

*Provost Marshal Office MCCA-BLE-P.

*Administration MCCA-BLE-PA.

*Military Police Investigations MCCA-BLE-PI.

*Military Police Operations MCCA-BLE-PO.

*Physical Security MCCA-BLE-PS.

*Traffic Accident Investigations MCCA-BLE-PT

8. Page 11. Delete and Change as indicated

a. Delete *Environmental and Natural Resources Division MCCA-BPW-E, *Fire and Emergency Services Division MCCA-BPW-F, *Services Division MCCA-BRL-SV, and *Company A MCCA-BST-MP.

b. Change Supply Division MCCA-BRL-SD to *Supply and Services Division MCCA-BRL-SS.

9. File this change in front of the publication for reference purposes.