

OHIO MILITARY RESERVE



Regulation 340-2

OFFICE SYMBOLS

Headquarters, Ohio Military Reserve
Office of the Assistant Chief of Staff,
Personnel and Administration, G1
1000 Lawrence Road
Camp Perry Training Site
Port Clinton, Ohio
43452-9578

01 February 2001

Headquarters
Ohio Military Reserve
Camp Perry Training Site
Port Clinton, Ohio
01 February 2001

Office Symbols

By Order of the Governor:

CHARLES E. HOLLAR
Brigadier General, Ohio Military Reserve
Deputy Commander

Official:

RICHARD B. IOTT
Lieutenant Colonel, Ohio Military Reserve
Secretary to the General Staff

Applicability. This regulation applies to all components, elements, detachments, units and personnel of the Ohio Military Reserve.

Supplementation. Supplementation of this regulation and establishment of command and local policies and forms are prohibited without prior written approval from the Assistant Chief of Staff, Personnel and Administration, OHMR-G1.

Suggested Improvements. Suggested improvements which may be considered for this regulation should be forwarded in writing to the proponent agency of this regulation, the Office of the Assistant Chief of Staff, Personnel and Administration, OHMR-G1, Camp Perry Training Site, 1000 Lawrence Avenue, Port Clinton, Ohio, 43452-9578.

Summary. This Regulation governs office symbols of the OHMR and establishes policy guidelines for the assignment of office symbols.

Supersedes. This regulation supersedes OHMR Regulation 340-2, 01 December 1985.

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1. Purpose. This regulation provides policy for the construction and use of office symbols throughout the Ohio Military Reserve. The provisions of this regulation are applicable to all offices and staff activities within the OHMR.

2. References.
AR 340-9
AGOR 340-9

3. Use of Office Symbols.
a. Office symbols are used to identify the originating office of correspondence within the OHMR.
b. Office symbols will be used on the office symbol line of military memorandums, military letters and other correspondence.

c. Office symbols will be used as a part of the address on mail sent to or from OHMR units, detachments or sections.

4. Extensions.
a. Extensions are suffixes of up to three letters or numbers enclosed within parentheses which may follow an office symbol for the purpose of more closely identifying the department sending or receiving the correspondence. For example, the Corps G3 Section has a basic office symbol of OHMR-G3, however, to narrow the source or destination of the correspondence down to a smaller area, the suffix (P/O) would be added to designate the Plans and Operations Section within the G3 Section.

b. Use of suffixes should be limited to those described in the Appendix A and B of this regulation.

Appendix A to OHMR Regulation 340-2

Office Symbols General Staff

<u>Office</u>	<u>Symbol</u>
Commanding General	OHMR-CG
Deputy Commander	OHMR-DC
Deputy Commander and Chief of Staff	OHMR-DC/CS
Deputy Commander, Operations	OHMR-DC(O)
Deputy Commander, Administration and Support	OHMR-DC(A&S)
Chief of Staff	OHMR-CS
Assistant Chief of Staff	OHMR-ACS
Assistant Chief of Staff, Personnel and Administration - G1	OHMR-G1
Assistant Chief of Staff, Intelligence and Security - G2	OHMR-G2
Assistant Chief of Staff, Training and Operations - G3	OHMR-G3
Assistant Chief of Staff, Logistics - G4	OHMR-G4
Assistant Chief of Staff, Civil/Military Support - G5	OHMR-G5
Assistant Chief of Staff, Communications - G6	OHMR-G6
Adjutant	OHMR-Z
Surgeon General	OHMR-SU
Staff Judge Advocate	OHMR-SJA
Secretary to the General Staff	OHMR-SGS
Chaplain	OHMR-CH
Chemical Officer	OHMR-CM
Inspector General	OHMR-IG
Public Affairs Officer	OHMR-PAO
Provost Marshall	OHMR-PM
Command Sergeant Major	OHMR-CSM
DCS Comptroller	OHMR-CF
Corps Historian	OHMR-HIS
Computer and Technology Systems Office	OHMR-CATSO
Equal Employment Opportunity Officer	OHMR-EEO
Headquarters Commandant	OHMR-HQC
G1 Military Personnel Section	OHMR-G1 (MPR)
G1 Recruiting and Retention Section	OHMR-G1 (RR)
G3 Training Section	OHMR-G3 (TNG)
G3 Plans and Operations Section	OHMR-G3 (P/O)
G3 NBC Section	OHMR-G3 (NBC)
G3 Engineer Section	OHMR-G3 (ENG)
G3 OHMR Academy	OHMR-G3 (ACD)
G4 Supply and Procurement Section	OHMR-G4 (SP)
G4 Plans and Operations Section	OHMR-G4 (PO)

Appendix B to OHMR Regulation 340-2

Office Symbols
Field Activities

Office/Activity	Symbol
1 st Military Police Brigade	OHMR-I-A
11 th MP Bn	OHMR-I-AA
12 th MP Bn	OHMR-I-AB
13 th MP Bn	OHMR-I-AC
2 nd Military Police Brigade	OHMR-I-B
21 st Bn	OHMR-I-BA
22 nd Bn	OHMR-I-BB
23 rd Bn	OHMR-I-BC
4 th Military Police Brigade	OHMR-I-C
41 st MP Bn	OHMR-I-CA
42 nd MP Bn	OHMR-I-CB
43 rd MP Bn	OHMR-I-CC
5 th Military Police Brigade	OHMR-I-D
51 st MP Bn	OHMR-I-DA
52 nd MP Bn	OHMR-I-DB
53 rd MP Bn	OHMR-I-DC
Staff Extensions	
Example:	
4 th Bde S3 Section	OHMR-I-C (S3)
12 th Bn S2 Section	OHMR-I-AB (S2)
Company Extensions	
Example:	
431 st Co	OHMR-I-CC (431)
123 rd Co	OHMR-I-AB (123)
513 th Co	OHMR-I-DA (513)