

CHAPTER 16

Information Management

OFFICE SYMBOLS

16-1. Purpose. This chapter establishes Office Symbols of staff divisions and staff sections within Headquarters, Indiana Guard Reserve. These office symbols should be utilized for official military correspondence only.

16-2. Applicability. This chapter is applicable to all elements of the Indiana Guard Reserve (IGR).

16-3. Mobilization Status. During mobilization or state emergency, this chapter may be rescinded.

16-4. Assignment of Office Symbols. The following staff divisions, staff sections, and officers are assigned office symbols as indicated:

Commanding General	JFHQIN-IGR-CG
Chief of Staff	JFHQIN-IGR-CS
Secretary of the General Staff	JFHQIN-IGR-SGS
State Administrative Assistant	JFHQIN-IGR-AA
Command Sergeant Major	JFHQIN-IGR-CSM
Liaison Officer	JFHQIN-IGR-LO
Staff Judge Advocate	JFHQIN-IGR-JA
Staff Chaplain	JFHQIN-IGR-CH
Public Affairs Officer	JFHQIN-IGR-PA
Inspector General	JFHQIN-IGR-IG
Provost Marshal	JFHQIN-IGR-PM
Comptroller General	JFHQIN-IGR-CO
Director of Personnel	JFHQIN-IGR-HR
General Medical Officer	JFHQIN-IGR-MD
Adjutant General	JFHQIN-IGR-AG
Chief, Automation Management	JFHQIN-IGR-AM

Director of Intelligence
Director of Operations and Training
Director of Logistics
Maintenance/Transportation Officer
Director of Civil Affairs/Fam Asst
Director of Communications/Electronics
Director of Facilities
Director of Engineering
Headquarters Detachment Commander

JFHQIN-IGR-IN
JFHQIN-IGR-OT
JFHQIN-IGR-LOG
JFHQIN-IGR-LOG-MT
JFHQIN-IGR-CFA
JFHQIN-IGR-CE
JFHQIN-IGR-FA
JFHQIN-IGR-EN
JFHQIN-IGR-HHD

16-5. Office symbols will be used on all official correspondence that originates in, or is endorsed by, and of the above agencies. Symbols will be used by IGR units and other organizations sending correspondence to the above activities so as to simplify identification. Correspondence prepared by another office for the Commanding General's signature, normally, will include the office symbol of the originating office.

16-6. Commanders of brigade and other major level commands are authorized to designate office symbols for subordinate elements upon approval by the IGR Chief of Staff.