

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)
POLICY DIRECTIVE 33-31
31 August 2005**

Communications and Information

STANDARD OFFICE SYMBOLS

REFERENCE: USTRANSCOM PD 33-31, Standard Office Symbols, 29 August 2003, **hereby cancelled.**

A. PURPOSE: Establishes procedures for issuing/changing USTRANSCOM office symbols.

B. APPLICABILITY: This policy directive applies to all USTRANSCOM organizations at Scott AFB IL.

C. POLICIES AND PROCEDURES:

1. Use of office symbols identifies functional responsibility at all levels. Four-digit office symbols are assigned to Directorates/Command Support Group (CSG) within the command (i.e., Command Surgeon is TCSG). Five-digit office symbols are assigned to division level, and six-digit office symbols are assigned to branch level; examples, TCJ1-P and TCJ1-PT, respectively.

2. Office symbols are used when addressing administrative communications. Add the organizational name (USTRANSCOM) before the office symbol and separate the two with a slant line. Example: USTRANSCOM/TCJ1-PT.

3. Directorates/CSGs requesting new or revised standard office symbols will prepare an Air Force (AF) Form 1768, Staff Summary Sheet, and forward to the Chief of Staff for approval. Coordinate through Information Management (TCCS-IM), Research Center (TCRC), and Manpower and Personnel Directorate (TCJ1). Include the following information in each request:

3.1. Reason for new/revised office symbol; i.e., reorganization.

3.1.1. New office symbol functional statement.

3.1.2. Requested implementation/activation date for the office symbol.

3.2. When requesting a revised office symbol, include old office symbol.

4. After TCCS approval, the Directorate/CSG will advertise new/revised office symbol to the command staff and Transportation Component Commands (TCCs).

5. USTRANSCOM/TCCS-IM has responsibility to develop, manage, and provide policy guidance for USTRANSCOM office symbols. TCCS-IM will also assign command-unique office symbols as required on a case-by-case basis.

D. EFFECTIVE DATE AND IMPLEMENTATION: This policy directive is effective immediately.

APPROVED BY

A handwritten signature in black ink, appearing to read "R. T. Dail". The signature is written in a cursive style with a large initial "R" and a long, sweeping underline.

ROBERT T. DAIL
Lieutenant General, U.S. Army
Deputy Commander

OPR: TCCS-IM