

DEPARTMENT OF THE ARMY  
Pacific Ocean Division, Corps of Engineers  
Fort Shafter, Hawaii 96858-5440

PODR 25-1-7  
Change 5

CEPOD-IM

Regulation  
No. 25-1-7

26 April 2001

Information Management  
OFFICE SYMBOLS

1. This change to PODR 25-1-7, 11 Mar 1998, establishes new office symbols in accordance with Permanent Orders 100-1, dated 11 April 2001, effective date 11 April 2001.
2. Remove old page and insert new page as follows:

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Appendix A, page A-1

Insert

Appendix A, pages A-1, A-2

FOR THE COMMANDER:



JAMES K. LIGH

Director, Information Management

1 Appendix  
APP A – POD Office Symbols

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Pacific Ocean Division, Corps of Engineers  
Fort Shafter, Hawaii 96858-5440

PODR 25-1-7  
Change 4

CEPOD-IM

Regulation  
No. 25-1-7

13 September 2000

Information Management  
OFFICE SYMBOLS

1. This change to PODR 25-1-7, 11 Mar 1998, establishes office symbols for Special Assistants within the POD Executive Office, in accordance with paragraph 6.c. of this regulation.

2. Remove old page and insert new page as follows:

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Appendix A, page A-1

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Appendix A, page A-1

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1 Appendix  
APP A – POD Office Symbols

  
JAMES K. LIGH  
Director, Information Management

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DEPARTMENT OF THE ARMY  
Pacific Ocean Division, Corps of Engineers  
Fort Shafter, Hawaii 96858-5440

PODR 25-1-7  
Change 3

Regulation  
No. 25-1-7

25 January 2000

Information Management  
OFFICE SYMBOLS

1. This change to PODR 25-1-7, 11 Mar 1998, reflects the disestablishment of the Directorate of Real Estate and its realignment as a subordinate division under the reorganized Directorate of Engineering and Technical Services, in accordance with Permanent Orders 19-1, dated 20 January 2000.

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1 Appendix  
APP A – POD Office Symbols

  
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DEPARTMENT OF THE ARMY  
Pacific Ocean Division, Corps of Engineers  
Fort Shafter, Hawaii 96858-5440

PODR 25-1-7  
Change 2

Regulation  
No. 25-1-7

22 July 1999

Information Management  
OFFICE SYMBOLS

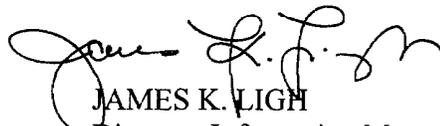
1. This change to PODR 25-1-7, 11 Mar 1998, re-titles the Audit Office to Internal Review Office and reestablishes a corresponding office symbol designation for the Division Auditor position, in accordance with the re-titling memorandum, dated 19 July 1999.
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Appendix A, page A-1

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Appendix A, page A-1

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1 Appendix  
APP A – POD Office Symbols

  
JAMES K. LIGH  
Director, Information Management

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Pacific Ocean Division, Corps of Engineers  
Fort Shafter, Hawaii 96858-5440

PODR 25-1-7  
Change 1

CEPOD-IM

Regulation  
No. 25-1-7

2 June 1998

Information Management  
OFFICE SYMBOLS

1. This change to PODR 25-1-7, 11 Mar 1998, reestablishes an office symbol designation for the USACE Dive Coordinator position, in accordance with the appointing memorandum, dated 22 January 1998.
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1 Appendix  
APP A - POD Office Symbols

  
JAMES K. LIGH  
Director, Information Management

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DEPARTMENT OF THE ARMY  
Pacific Ocean Division, Corps of Engineers  
Fort Shafter, Hawaii 96858-5440

PODR 25-1-7

CEPOD-IM

Regulation  
No. 25-1-7

11 March 1998

Information Management  
OFFICE SYMBOLS

1. Purpose. The purpose of this regulation is to prescribe policy for the use and construction of office symbols for the Pacific Ocean Division (POD).
2. Applicability. This regulation is applicable to all organizational elements within the Division headquarters, (POD) and each district under POD.
3. References.
  - a. AR 25-1, The Army Information Resources Management Program.
  - b. EC 25-1-254, Office Symbols.
4. Responsibilities.
  - a. The POD Directorate of Information Management prescribes policy and implements instructions on the construction and use of office symbols for POD.
  - b. The POD Directorate of Information Management assigns office symbols, in coordination with the Directorate of Resource Management, for the POD Headquarters (HQ) office and establishes necessary operational procedures in accordance with this regulation.
5. Use of Office Symbols. Office symbols are used to identify originators of correspondence and electronically transmitted messages. They are also used as part of the address when forwarding correspondence and mail to, from, or within POD.
6. Policy.
  - a. Office symbols will be as short as possible, using letters that coincide with the name of the organization to the extent possible. Office symbol changes will be kept to a minimum and will not be changed solely because an activity's name has been changed.
  - b. Office symbols will be added or deleted when permanent orders are issued to:
    - (1) Create new organizational elements.
    - (2) Terminate existing organizational elements.

(3) Divide or merge organizational elements.

c. Special Assistants are appointed advisors to the Commander on various mission-related subjects. In some cases, these assistants need separate office symbols from their normal office symbol to use on correspondence and/or for incoming mail. These office symbols will be structured in the same manner as the directorates and separate offices

d. Districts will develop office symbols conforming as much as possible to the structure in paragraph 7 for consistency throughout the Division. Districts will publish their office symbols in a permanent publication and furnish a copy electronically to CEPOD-IM for distribution to CEPOD HQ.

7. Structure of POD Headquarters Office Symbols. The letters “CEPOD” are assigned by USACE and constitute the basic office symbol structure for POD. They stand for Corps of Engineers, Pacific Ocean Division. The remainder of the symbol is assigned locally and will be composed of letters and dashes as described below:

a. The sixth and seventh letters represent a Directorate or Separate Office reporting directly to the Commander in the official organization structure. Special Assistants will be similarly identified.

b. The eighth, ninth, tenth, and eleventh letters represent the first, second, third, and fourth hierarchical levels below the Directorate or Office that requires an office symbol to identify it for correspondence or mail routing purposes.

c. A dash will be placed between the fifth and sixth letters, between the seventh and eighth letters, and between the ninth and tenth letters.

FOR THE COMMANDER:

1 Appendix  
APP A – POD Office Symbols

/s/  
JAMES K. LIGH  
Director, Information Management

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APPENDIX A

Pacific Ocean Division Office Symbols

Office of the Commander

Commander	CEPOD-DE
Value Engineer	CEPOD-VE
USACE Dive Coordinator	CEPOD-UD

Office of the Chief of Staff

Deputy Commander/Chief of Staff	CEPOD-DD/CEPOD-CS
Executive Assistant	CEPOD-DX

Internal Review Office

CEPOD-IR

Contracting Office

CEPOD-CT

Emergency Management Office

CEPOD-EM

Civil Works and Technical Directorate

Technical Engineering and Construction Division	CEPOD-CW
Civil Works Planning/Policy/Management Division	CEPOD-CW-T
Program Management Team	CEPOD-CW-P
Planning and Policy Team	CEPOD-CW-PM
Real Estate Office	CEPOD-CW-PP
	CEPOD-CW-R

Directorate of Human Resources

CEPOD-HR

Directorate of Information Management

CEPOD-IM

Directorate of Logistics Management

CEPOD-LM

Military and Management Directorate

Business Management Office	CEPOD-MM
Military/HTRW/SFO Division	CEPOD-MM-B
	CEPOD-MM-M

Directorate of Resource Management

CEPOD-RM

Equal Employment Opportunity Office

CEPOD-EO

Office of the Division Counsel

CEPOD-OC

Public Affairs Office

CEPOD-PA

Safety Office

CEPOD-SO

Security and Law Enforcement Office

CEPOD-SM

Small and Disadvantaged Business Utilization Office

CEPOD-DB