**Texas State Guard Regulation
2720.01**

**Correspondence, Records, and
Content Management**

Office
Symbols

**Headquarters
Texas State Guard
Austin, TX 78763
13 May 2021**

UNCLASSIFIED

SUMMARY of CHANGE

TXSGR 2720.01
Office Symbols

This is a parent document and does not supersede an existing regulation.

Office of the Commanding General
Texas State Guard
Austin, TX 78763
03 March 2021

TXSG Regulation 2720.01

Effective 13 May 2021

Correspondence, Records, and Content Management

Office Symbols

By Order of the Commanding General of the TXSG:

[signature]

ROBERT J. BODISCH, SR.
Major General, TXSG
Commanding

Summary. This regulation describes the office symbols approved for Texas State Guard force usage down to the battalion level.

Applicability. This regulation applies to the Texas State Guard.

Management control process. This regulation contains management control provisions for assigned office symbols, office symbol use, office symbol formatting, and addressing system guidance for correspondence.

Proponent and exception authority. The T1, TXSG is the proponent for this regulation and has the authority to recommend exceptions consistent with the controlling law and regulation, subject to the approval of the Commanding General, TXSG.

Supplementation. Supplementation of this regulation or establishment of brigade or local policies outside of the authority dictated by this regulation is prohibited without prior approval from the Commanding General, TXSG, through the T1, TXSG available at mail: ATTN: NGTX- TPE, P.O. Box 5218, Austin, TX 78763-5218.

Suggested improvements. Users may send comments and suggest improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to T1, TXSG mail: ATTN: NGTX-TPE, P.O. Box 5218, Austin, TX 78763-5218.

Distribution. This regulation is available in electronic media only and is intended for the Texas State Guard.

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Chapter 1
Introduction

Section I
General

1-1. Purpose
This regulation prescribes the use of office symbols throughout the Texas State Guard (TXSG) and prescribes TXSG Addresses and Office Symbols online database as the official website for office symbols.

1-2. References
See appendix A.

1-3. Explanation of abbreviations and terms
See the glossary.

1-4. Responsibilities
Responsibilities are in section II.

Section II
Responsibilities

1-5. T1, Texas State Guard
The T1, TXSG will—
  a. Serve as the senior TXSG policy official for the office symbols.
  b. Review and approve office symbols for command headquarters and lower command levels as provided by the SGS, TXSG.

1-6. Secretary of the Commanding General's Staff, Texas State Guard
The SGS, TXSG will assist in the development of office symbols for command headquarters and lower command levels, and forward to the T1, TXSG for review and approval.

Chapter 2
Office Symbols

2-1. Overview
  a. Use office symbols for:
  (1) Identifying the originators of correspondence and electronically transmitted messages within the TXSG.
  (2) Denoting the placement of an organization with the TXSG structure for historical and records purposes.
  b Changes to office symbols can only happen for the:
  (1) Creation of new organizational elements.
  (2) Termination of existing organizational elements.
  (3) Merging or dividing organizational elements.
  (4) Significant change to the name of an organizational element.
  c. This regulation prohibits changing an office symbol due to the change of an activity's name.

2-2. Understanding Office Symbols
  a. The first four letters of the office symbol, NGTX, represent the TMD.
  b. Each TMD office and element has a designated office symbol represented in the first line of the NGTX office symbol address.

c. Office symbols must:

(1) Follow the NGTX format prescribed in table XX.

(2) Remain short and concise.

(3) Not exceed ten characters.

2-3. Office Symbol Formatting

Construct TXSG NGTX symbols as follows:

a. The fifth letter character is the mandated component of TMD as follows:

(1) NGTX-T = TXSG HQ.

(2) NGTX-U = 1st Brigade.

(3) NGTX-W = 2nd Brigade.

(4) NGTX-X = 3rd Brigade.

(5) NGTX-Y = 6th Brigade.

(6) The letter "V" currently designates ARNG Recruiting and cannot be duplicated elsewhere in TMD office symbol construction.

b. The sixth letter character, K, represents all TXSG Battalions, and the seventh letter character represents the battalion level unit. For example:

(1) NGTX-UKA = 1st Brigade, 1st Battalion.

(2) NGTX-UKB = 1st Brigade, 2nd Battalion.

(3) NGTX-UKC = 1st Brigade, 3rd Battalion.

(4) NGTX-UKD = 1st Brigade, 4th Battalion.

c. The eighth and nineth characters each represent subsequent lower-level units such as a company, structured as follows: NGTX-UKA-A = 1st Brigade, 1st Battalion, Alpha Company.

Chapter 3
Using Office Symbols in Correspondence and Publications

3-1. Using Office Symbols in Correspondence

a. Correspondence procedures prescribed by AR 25-50, including the placement and positioning of addresses on correspondence and mail, also apply to addresses using NGTX office symbols.

b. Using wrong or obsolete office symbols cause rejected or undeliverable mail or correspondence.

c. For correspondence or mail within NGTX:

(1) The address' first line states the legacy office symbol and branch designation (and individual designation when appropriate): NGTX-AH/COL Ray.

(2) The address' second line states the on-post location, by building: Camp Mabry BLDG 32.

(3) The address' third line is blank.

d. For correspondence or mail to and from NGTX:

(1) The address' first line states: Adjutant General of Texas, but the format depends on where the destination of correspondence or mail.

(a) Abbreviate the first line to AGTX when sending correspondence or mail within the Adjutant General's Department.

(b) Spell out Adjutant General of Texas when sending correspondence or mail outside the Adjutant General's Department.

(2) The address' second line states the office symbol.

(a) If the memorandum goes to an individual's attention, after the office symbol add a forward slash followed by the recipient's rank and last name, then enclose in parentheses.

(b) Example: (NGTX-TPE/COL Ray).

(3) The address' third line states the Post Office Box address, for example: PO Box 5218.

(4) The address' fourth line states the City, State, Zip Code +4. For example: Austin, TX 78763-5218.

e. A complete address to and from NGTX looks like:

(1) Line 1: Adjutant General of Texas (or AGTX)

(2) Line 2: (NGTX-AH/COL Ray)

(3) Line 3: PO Box 5218

(4) Line 4: Austin, TX 78763-5218

3-2. Using Office Symbols in Publications

    a. All NGTX publications effective the date of the publication and after must conform to the office symbols and addressing system prescribed within this regulation.

    b. Current publications requiring amendment or revision must conform to the office symbols and addressing system prescribed within this regulation at the time of amendment or revision. Do not amend or revise a publication solely to update office symbols or addressing systems.

Appendix A

References

Section I

Required Publications
Unless otherwise stated, all Army publications are available on the Army Publishing Directorate website at https://armypubs.army.mil.

AR 25-50
Army Regulation 25-50, Preparing and Managing Correspondence (Available at https://armypubs.army.mil.) (Cited in para 3-1*a*.)

Section II

Related Publications
A related publication is a source of additional information. The user does not have to read it to understand this publication. Unless otherwise stated, all TXSG publications are available on the Texas Military Department Serially Numbered Issuances website at https://tmd.texas.gov/texas-military-department-policies-and-regulations.

AR 25-1
Army Regulation 25-1, Army Information Technology (Available at https://armypubs.army.mil.)

AR 25-59
Army Regulation 25-59, Office Symbols (Available at https://armypubs.army.mil.)

Section III

Prescribed Forms
This section contains no entries.

Section IV

Referenced Forms
Unless otherwise stated, all TXSG publications are available on the Texas Military Department Forms website at https://tmd.texas.gov/tmd-forms.)

DA Form 2028
Recommended Changes to Publications and Blank Forms (Available at https://armypubs.army.mil.)

Appendix B

NGTX Office Symbols

B-1. Formatting key for Command Group NGTX-T office symbols
Table B-1 lists organization name, duty position symbol, and office symbol for use within the TXSG Command Group.

Table B-1
NGTX-T office symbols for TXSG Command Group-

Command Group	Duty Position Symbol	Office Symbol
Commander	Z	NGTX-TZ
CSM/SEA	SM	NGTX-TSM
DCO	DC	NGTX-TDC
XO	XO	NGTX-TXO
Chief of Staff	CS	NGTX-TCS
T1 Personnel Management	PE	NGTX-TPE
T3 Operations	OP	NGTX-TOP
T4 Logistics	LG	NGTX-TLG
T5 Plans	PL	NGTX-TPL
T6 Information Management	IM	NGTX-TIM
T7 Training	TR	NGTX-TTR
T8 Budget	BU	NGTX-TBU
T9 Government Affairs	GA	NGTX-TGA
Secretary General Staff	SG	NGTX-TSG
Chaplain	CH	NGTX-TCH
Staff Judge Advocate	SJ	NGTX-TSJ
Inspector General	IG	NGTX-TIG
Texas Military Academy	MA	NGTX-TMA
PAO	PA	NGTX-TPA
Band Director	BA	NGTX-TBA
Recruiting and Retention	RR	NGTX-TRR
Surgeon	SU	NGTX-TSU
HHC Headquarters Company	T	NGTX-TT

B-2. Formatting key for 1st Brigade Headquarters with 1st Battalion NGTX-U office symbols
Table B-2 lists the lists organization name, duty position symbol, and office symbol for use within the TXSG 1st Brigade Headquarters with 1st Battalion office symbols.

Table B-2
NGTX-U office symbols for 1st Battalion, 1st Brigade Headquarters-

1st Brigade	Duty position symbol	Brigade HQ office symbol	Battalion HQ office symbol
Commander	Z	NGTX-UZ	NGTX-UZ
CSM/SEA	SM	NGTX-USM	NGTX-USM
DCO	DC	NGTX-UDC	
XO	XO		NGTX-UXO
Chief of Staff	CS	NGTX-UCS	
G1 Personnel Management	PE	NGTX-UPE	NGTX-UPE
G3 Operations	OP	NGTX-UOP	NGTX-UOP
G4 Logistics	LG	NGTX-ULG	NGTX-ULG
G5 Plans	PL	NGTX-UPL	
G6 Information Management	IM	NGTX-UIM	NGTX-UIM
G7 Training	TR	NGTX-UTR	
Chaplain	CH	NGTX-UCH	NGTX-UCH
Staff Judge Advocate	SJ	NGTX-USJ	NGTX-USJ
PAO	PA	NGTX-UPA	NGTX-UPA
Recruiting and Retention	RR	NGTX-URR	NGTX-URR
HHC Headquarters Company	T	NGTX-UT	

B-3. Formatting key for 2nd Brigade Headquarters with 3rd Battalion NGTX-W office symbols

Table B-3 lists the lists organization name, duty position symbol, and office symbol for use within the TXSG 2nd Brigade Headquarters with 3rd Battalion office symbols.

Table B-3
NGTX-W office symbols for 3rd Battalion, 2nd Brigade Headquarters-

2nd Brigade	Duty position symbol	Brigade HQ office symbol	Battalion HQ office symbol
Commander	Z	NGTX-WZ	NGTX-WZ
CSM/SEA	SM	NGTX-WSM	NGTX-WSM
DCO	DC	NGTX-WDC	
XO	XO		NGTX-WXO
Chief of Staff	CS	NGTX-WCS	
G1 Personnel Management	PE	NGTX-WPE	NGTX-WPE
G3 Operations	OP	NGTX-WOP	NGTX-WOP
G4 Logistics	LG	NGTX-WLG	NGTX-WLG
G5 Plans	PL	NGTX-WPL	
G6 Information Management	IM	NGTX-WIM	NGTX-WIM
G7 Training	TR	NGTX-WTR	
Chaplain	CH	NGTX-WCH	NGTX-WCH
Staff Judge Advocate	SJ	NGTX-WSJ	NGTX-WSJ
PAO	PA	NGTX-WPA	NGTX-WPA
Recruiting and Retention	RR	NGTX-WRR	NGTX-WRR
HHC Headquarters Company	T	NGTX-WT	

B-4. Formatting key for 3rd Brigade Headquarters with 4th Battalion NGTX-X office symbols

Table B-4 lists the lists organization name, duty position symbol, and office symbol for use within the TXSG 3rd Brigade Headquarters with 4th Battalion office symbols.

Table B-4
NGTX-X office symbols for 4th Battalion, 3rd Brigade Headquarters-

3rd Brigade	Duty position symbol	Brigade HQ office symbol	Battalion HQ office symbol
Commander	Z	NGTX-XZ	NGTX-XZ
CSM/SEA	SM	NGTX-XSM	NGTX-XSM
DCO	DC	NGTX-XDC	
XO	XO		NGTX-XXO
Chief of Staff	CS	NGTX-XCS	
G1 Personnel Management	PE	NGTX-XPE	NGTX-XPE
G3 Operations	OP	NGTX-XOP	NGTX-XOP
G4 Logistics	LG	NGTX-XLG	NGTX-XLG
G5 Plans	PL	NGTX-XPL	
G6 Information Management	IM	NGTX-XIM	NGTX-XIM
G7 Training	TR	NGTX-XTR	
Chaplain	CH	NGTX-XCH	NGTX-XCH
Staff Judge Advocate	SJ	NGTX-XSJ	NGTX-XSJ
PAO	PA	NGTX-XPA	NGTX-XPA
Recruiting and Retention	RR	NGTX-XRR	NGTX-XRR
HHC Headquarters Company	T	NGTX-XT	

B-5. Formatting key for 6th Brigade Headquarters with 2nd Battalion NGTX-Y office symbols

Table B-5 lists the lists organization name, duty position symbol, and office symbol for use within the TXSG 6th Brigade Headquarters with 2nd Battalion office symbols.

Table B-5
NGTX-Y 2nd Battalion, 6th Brigade Headquarters-

6th Brigade	Duty Position Symbol	Brigade HQ Office Symbol	Battalion HQ Office Symbol
Commander	Z	NGTX-YZ	NGTX-YZ
CSM/SEA	SM	NGTX-YSM	NGTX-YSM
DCO	DC	NGTX-YDC	
XO	XO		NGTX-YXO
Chief of Staff	CS	NGTX-YCS	
G1 Personnel Management	PE	NGTX-YPE	NGTX-YPE
G3 Operations	OP	NGTX-YOP	NGTX-YOP
G4 Logistics	LG	NGTX-YLG	NGTX-YLG
G5 Plans	PL	NGTX-YPL	
G6 Information Management	IM	NGTX-YIM	NGTX-YIM
G7 Training	TR	NGTX-YTR	
Chaplain	CH	NGTX-YCH	NGTX-YCH
Staff Judge Advocate	SJ	NGTX-YSJ	NGTX-YSJ
PAO	PA	NGTX-YPA	NGTX-YPA
Recruiting and Retention	RR	NGTX-YRR	NGTX-YRR
HHC Headquarters Company	T	NGTX-YT	

Glossary

Section I

Abbreviations

AAO
Addresses and Office Symbols online database

SGS
Secretary of the Commanding General's Staff, TXSG

TXSG
Texas State Guard

Section II

Terms

This section contains no entries.