Texas Military Forces   (JFTX) Regulation 6-01
Adjutant General's Department
Post Office Box 5218
Austin, TX 78763-5218
1 March 2011

Information Management

OFFICE SYMBOLS

By Order of the Adjutant General:

JOHN F. NICHOLS
Major General, TXANG
Adjutant General

Official

TRAVIS R. EVANS
CW3, GS, TXARNG
Policy
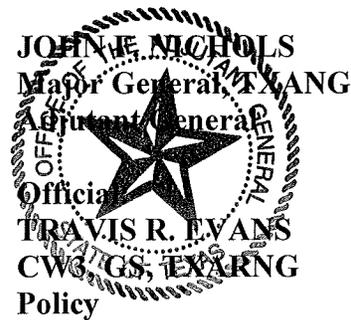
History. This printing publishes updates to office symbols. There are numerous changes, the most prominent being the addition of the JTF 71 and the realignment and moves brought on by this change.

Summary. This regulation assigns RMDA approved office symbols for NGTX forces.

Applicability. This regulation applies to all elements of the Texas Military Forces (TXMF), Joint Force Headquarters (NGTX), the Texas Army National Guard (TXARNG), the Texas Air National Guard (TXANG), the Texas State Guard (TXSG) and the United States Property and Fiscal Office (USPFO) for Texas.

Proponent and exception authority. The proponent of this regulation is the G1, Director of Human Resource. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation.

Management control process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this publication and establishment of command and local forms are prohibited without prior approval from the G1, Federal Records Manager, ATTN: NGTX-AHM, PO Box 5218, Austin, TX 78763-5218.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to G1, Federal Records Manager, ATTN: NGTX-AHM, PO Box 5218, Austin, TX 78763-5218.

Distribution. A

This regulation supersedes JFTX Regulation 25-59 dated 1 November 2006.

SUMMARY of CHANGE

JFTX 6-01
Office Symbols

This rapid action revision, dated 1 August 2010—

o All Units

Added: NGTX-xxx-xxx

Deleted: JFTX

o Command Group

Deleted: Deputy Assistant Adjutant General

Moved: Garrison Commandant to Special Staff

o Adjutant General's Personal Staff

Added: Religious Services and Equal Employment Office

Moved: Internal Audit and Legislative Liaison Office moved to Special Staff

o Adjutant General's Special Staff

Added: Garrison Command, Internal Audit, Government Affairs (Formally the Legislative Liaison Office), Soldier's, State Property and Fiscal Office, Joint Surgeon's Office, Protocol, and Director of Facilities.

o Garrison

Deleted: Human Rights Office

Moved: Equal Employment Office moved to Adjutant General's Personal Staff and Environmental Office Moved to Facilities Directorate

 o J1

Added: AGR Management, General Officer Management Office and Sexual Assault Response

Moved: Headquarters Detachment to Fields Command

Deleted: Budget

o J3

Moved: 6th Civil Support Team to JTF 71

o J4

Deleted: J4 SGM

o J5

Changed: Plans/Transformation to Strategic Plans

Deleted: Change Agent Library, Policy FOIA/Privacy Act and Joint Plans Group

o J6

Deleted: J6 SGM, Information Management, Information IT Support and Information Systems Support

Added: Operations Branch, Plans Branch, Logistics Branch and Finance Branch

o J5/7

Changed: J5/7 to J5

Deleted: Administration Branch, Joint Interagency Training Section, Joint Exercise Section, Distance Learning Section, Resource Management Section, Documentation Section

o J8

Added: Program Exchange Branch and Program Assessment and Development Branch

Deleted: Deputy J8 and SGM

o Assistant Adjutant General (Army)

Moved: AGR Management to J1

Deleted: Installation Management Division

o Army Staff

Added: Safety

Moved: Recruiting and Retention Command and Aviation to Texas Army National Guard Field Commands

Deleted: Personnel Planning and Policy Analysis and Senior Army Advisor

o G1

Moved: Health Service Section/LOD/INCAP

o G2

Deleted: Personnel Security Branch, Physical Security Branch and Intelligence Branch

o G3

Changed: Centralized Schools Section to Individual Training Branch, Plans Sections to Operations Branch, and Comptroller Orders Section to Resource Management Branch

Added: Collective Training Branch and Personnel Recovery Training Branch

Deleted: Ammunition Branch

o G6

Added: Plans and Policy Branch, Information Systems Branch, Operations and Resource Management

o Army Aviation

Moved: To Texas Army National Guard Field Commands

o Texas Army National Guard Field Commands

Added: 176th ENG BDE, SOD, DOL, R&R, Singapore and Aviation, Joint Task Force 71

Changed: Information Operations Group to 71st Information Operations Group

Deleted: 71st Troop Command and 111th Area Support Group

Table of Contents

Chapter 1
Introduction
1-1. Purpose

This Regulation prescribes policy for the construction and use of office symbols, lists NGTX symbols and prescribes the method for addressing mail to, from and within NGTX.

1-2. References

    a. AR 25-59, Office Symbols

    b. AR 25-1, Army Information Management.

    c. AR 25-50, Preparing and Managing Correspondence.

    d. AFMAN 33-326, Preparing Official Communications

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

The G1, Federal Records Manager, is the functional proponent and manager of the program.

1-5. Use of office symbols

Office symbols are used to identify the originators of correspondence and electronically transmitted messages within the Texas Military Forces. They are also used as part of the address to, from and within NGTX.

Chapter 2
Procedural Information

2-1. General policy

    a. Office symbols will be as short as possible.

    b. Office symbols will be used as part of NGTX addresses as prescribed in paragraph 2-4.

    c. Office symbols will not exceed 10 positions. They will not be changed solely because an activity's name has been changed. Symbols will be added or deleted when - -

      (1) New organizational elements are created.

      (2) Existing organizational elements are divided, merged or terminated.
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2-2. Construction of NGTX symbols.

    a. NGTX office symbols are constructed in the following manner:

    (1) The first four letters, NGTX, represent the department.

(2) **Coordinating Staffs (ARMY, JOINT FORCE and AIR)**

(a) The fifth letter represents coordinating staffs A (Army), J (Joint Forces), C (Air), X (Texas State Guard)

(b) According to the way the fifth, sixth and seventh letters are used, the eighth and ninth may each represent a further staff subdivision, (i.e., branch, section, team or other element of a section).

2-3. Construction of Army Field Command symbols. Basic office symbols assigned to Army Field Commands may be supplemented at command level in a manner similar to the NGTX construction method.

2-4. NGTX office symbol addresses. Office symbols are used as titles and names of NGTX offices and elements in the first line of the NGTX office symbol address. Correspondence procedures prescribed by AR 25-50 or AFMAN 33-326, including placement and positioning of addresses on correspondence and mail, also apply to addresses using NGTX office symbols. Correspondence with a wrong or obsolete office symbol will be returned for correction.

a. For correspondence and mail within NGTX.

(1) The first line of the address will be the legacy office symbol along with branch designation (and individual designation, if appropriate). Example: **NGTX-AH/COL Ray.**

(2) The second line may show the on-post location, by building. Examples: Bldg 10; Bldg 41. There will be no third line.

b. For correspondence and mail to and from NGTX.

(1) The first line of the address will be Adjutant General of Texas. This may be abbreviated to "AGTX" for correspondence internal to the Adjutant General's Department. For mail being addressed outside the Adjutant General's Department, the name will be spelled out.

(2) If the memorandum is sent to Attention To, place the recipient's name in parentheses after the office symbol. (NGTX-AH/COL Ray)

(3) The last two lines**,** (PO Box 5218, Austin, TX 78763-5218), will be used on all correspondence to and from NGTX, to include multiple-addressed or distribution list correspondence. A complete address should look as follows:

Adjutant General of Texas
(**NGTX-AH**/COL Ray)
PO Box 5218
Austin, TX 78763-5218

2-5. Existing stock of forms, stationery and envelopes. Existing stocks of forms, stationery and envelopes with preprinted addresses will be used until exhausted. When new stocks are ordered, the printing will be re-designated and/or reworded as necessary to conform to this addressing system.

2-6. Publications. Proponents of NGTX publications will amend publications to prescribe the mailing address consistent with this regulation the first time a publication must be amended or revised.

Appendix A
NGTX Office Symbols

Organization Name	Legacy Office Symbol	Office Symbol
COMMAND GROUP		
Adjutant General	JFTX-A	NGTX-Z
Director Joint Staff		NGTX-JS
CofS, Office of the Adjutant General	JFTX-CJS	NGTX-ZCS
Assistant Adjutant General (Army)	JFTX-AAG-ARM	NGTX-ARM
Assistant Adjutant General (Air)	JFTX-AAG-ARM-D	NGTX-AIR
Commander, Texas Army National Guard	JFTX-ARM-Z	NGTX-AZ
Commander, Texas Air National Guard	JFTX-AIR-Z	NGTX-AIR-Z
Commander, State Guard	JFTX-TXSG-CG	NGTX-XZ
Personal Staff		
Inspector General (Army)	JFTX-IG-ARM	NGTX-AIG
Inspector General (Air)	JFTX-IG-Air	NGTX-CIG
General Counsel	JFTX-GC	NGTX-GC
General Counsel-FOIA/TPIA	JFTX-J5-PF	NGTX-GCF
Command Sergeant Major	JFTX-CSM	NGTX-SM
Public Affairs Office	JFTX-PAO	NGTX-PA
United States Property and Fiscal Office	JFTX-S	NGTX-U
Religious Services Chaplain	JFTX-CH	NGTX-RS
Special Staff		
Soldier's Family Support and Services Division	JFTX-FP	NGTX-S
State Property and Fiscal Office	JFTX-R	NGTX-R
Government Affairs	JFTX-LL	NGTX-L
Garrison Commandant	JFTX-GAR-Z	NGTX-G
Joint Surgeon	JFTX-H	NGTX-JM
Law Enforcement Support - Counterdrug	JFTX-LES-CD	NGTX-JCD
Law Enforcement Support - Border Control	JFTX-LES-B	NGTX-JBC
Protocol	JFTX-GAR-CMP	NGTX-P
Internal Audit (State)	JFTX-IA	NGTX-D
Director of Facilities (CFMO)	JFTX-AAG-ARM-EM	NGTX-F

Organization Name	Legacy Office Symbol	Office Symbol
United States Property and Fiscal Office	**JFTX-S**	**NGTX-U**
Administrative Division	JFTX-SA	NGTX-UA
Comptroller Division	JFTX-SC	NGTX-UC
Deputy Comptroller/Budget Officer	JFTX-SCB	NGTX-UCB
Fiscal Accounting Branch	JFTX-SCF	NGTX-UCF
Quality Assurance Branch	JFTX-SCQ	NGTX-UCQ
Pay and Exam Branch	JFTX-SPE	NGTX-UPE
Military Pay Section	JFTX-SM	NGTX-UMP
Technician Pay		NGTX-UTP
Voucher Examination Section	JFTX-SVE	NGTX-UVE
Data Processing	JFTX-SD	NGTX-UD
Purchasing and Contracts Division	JFTX-SP	NGTX-UPE
Supply and Services Division	JFTX-SL	NGTX-UL
Defense Movement Branch	JFTX-SDM	NGTX-UDM
Material Management Branch	JFTX-SMM	NGTX-UMM
Property Book Section	JFTX-SLPB	NGTX-UPB
Central Issue Facility	JFTX-SXXX	NGTX-UCI
Warehouse Division	JFTX-SLW	NGTX-UW
Financial Liability Investigations Sections	JFTX-SLR	NGTX-UFL
Internal Review Division	JFTX-SE	NGTX-UE
Garrison	**JFTX-GAR-Z**	**NGTX-G**
Commandant	JFTX-GAR-Z	NGTX-GZ
Deputy Commandant	JFTX-GAR-Z-D	NGTX-GB
Garrison NCOIC	JFTX-GAR-NCOIC	NGTX-GN
Provost Marshall and Force Protection	JFTX-GAR-PM	NGTX-GP
Texas Military Forces Museum	JFTX-GAR-MUS	NGTX-GM
Billeting	JFTX-GAR-B	NGTX-GL
Mail Distribution	JFTX-GAR-MDC	NGTX-GD
Director of Facilities (CFMO)	**JFTX-AAG-ARM-EM**	**NGTX-F**
Planning and Programming Branch	JFTX-AAG-ARM-EP	NGTX-FP
Facilities Management Branch	JFTX-AAG-ARM-EM	NGTX-FF
Design and Project Management Branch	JFTX-AAG-ARM-EE	NGTX-FD
Environmental Branch		NGTX-FE
Resource Management Branch		NGTX-FR
GIS Management		NGTX-FG
ISR		NGTX-FI

Organization Name	Legacy Office Symbol	Office Symbol
Soldier's Family Support and Services Division	**JFTX-ARM-JFSS**	**NGTX-S**
State Family Programs	JFTX-ARM-SFP	NGTX-SP
Strong Bonds		NGTX-SS
Behavioral Health Branch		NGTX-SB
Operations		NGTX-SO
Yellow Ribbon	JFTX-ARM-YRP	NGTX-SY
Joint Staff		
Director, Joint Staff	JFTX-CJS	NGTX-JS
Executive Officer, Joint Staff	JFTX-CJS-X	NGTX-JSX
Deputy Surgeon	JFTX-H-DS	NGTX-HD
Occupational Health	JFTX-JFTX-H-OH	NGTX-HO
J1 - Personnel Directorate	JFTX-J1	NGTX-JHZ
J2 – Security/SCIF	JFTX-J2	NGTX-JSZ
J3 - Operations Directorate	JFTX-J3	NGTX-JOZ
J4 - Logistics Director	JFTX-J4	NGTX-JLZ
J5 -Plans, Policy and Transformation Director	JFTX-J5	NGTX-JPZ
J6 - Information Management Director	JFTX-J6	NGTX-JIZ
J7 - Training and Exercise	JFTX-J7	NGTX-JTZ
J8 - Resource Management Director	JFTX-J8	NGTX-JRZ
Director of State Resource Management	**JFTX-R**	**NGTX-RM**
State Accounting Branch	JFTX-RA	NGTX-RMA
State Budget and Payroll Branch	JFTX-RB	NGTX-RMB
State Purchasing and Contracting Branch	JFTX-RP	NGTX-RMP
State Contracting Officer	JFTX-RP-C	NGTX-RMC
State Property Officer	JFTX-RP-P	NGTX-RMS
State Human Resources Branch	JFTX-RH	NGTX-RMH
Human Resource Directorate (J1)		**NGTX-JHZ**
Deputy J1	JFTX-J1-D	NGTX-JHB
J1 SGM	JFTX-J1-SGM	NGTX-JHZ-SM
Awards and Decorations	JFTX-J1-AD	NGTX-JAD
Human Recourse Officer	JFTX-J1-HR	NGTX-JHR
Policy/PII	JFTX-J5-PF	NGTX-JHP
Equal Opportunity/Equal Employment Opportunity		NGTX-JHE
Employer Support of the Guard and Reserve	JFTX-J1-ESGR	NGTX-JES
AGR Management Branch	JFTX-AAG-ARM-AGR	NGTX-AGR
General Officer Management Office		NGTX-JG
Sexual Assault Response		NGTX-JSA
Soldier's Family Support and Services Division		NGTX-S

Organization Name	Legacy Office Symbol	Office Symbol
Survivor Services Branch		NGTX-JRF-S
VA Benefits Coordinator	JFTX-J1-VA	NGTX-SV
Retirement Services Section	JFTX-J1-PRS	NGTX-SR
ID Cards and Military Passports	JFTX-J1-ID	NGTX-SD
Security/SCIF	**JFTX-J2**	**NGTX-JSZ**
Special Security Officer		NGTX-JSB
Assistant Special Security Officer		NGTX-JSS
Operations Directorate (J3)	**JFTX-J3**	**NGTX-JOZ**
Deputy J3	JFTX-J3-D	NGTX-JOB
J3 SGM	JFTX-J3-SGM	NGTX-JOZ-SM
Chief, Threats Division	JFTX-J3-I	NGTX-JOT
Special Security Officer	JFTX-J3-SSO	NGTX-JOS
Personnel Security Branch	JFTX-J3-PSC	NGTX-JOP
Division of Military Support	JFTX-J3-MS	NGTX-JOD
Military Support Branch	JFTX-J3-MSB	NGTX-JOM
Joint Operations Center	JFTX-J3-JOC	NGTX-JOC
Emergency Preparedness Liaison Officer Section	JFTX-J3-EPL	NGTX-JOE
Homeland Defense Branch	JFTX-J3-HD	NGTX-JOH
Anti-Terrorism/Force Protection Branch	JFTX-J3-ATF	NGTX-JOA
Logistics Directorate (J4)	**JFTX-J4**	**JFTX-JLZ**
Deputy J4	JFTX-J4-D	NGTX-JLB
Resource Management Branch	JFTX-J4-D-RM	NGTX-JLR
Personnel Service Support Section	JFTX-J4-D-P	NGTX-JLP
Plans, Policy and Transformation Directorate (J5)	**JFTX-J5**	**NGTX-JPZ**
Strategic Plans	JFTX-J5-PT	NGTX-JPP
Organizational Development	JFTX-J5-OD	NGTX-JPO
Joint Plans Group	JFTX-J5-CA	NGTX-JPC
Information Management Directorate (J6)	**JFTX-J6**	**NGTX-JIZ**
Deputy J6	JFTX-J6-D	NGTX-JIB
Operations Branch		NGTX-JIO
Plans Branch		NGTX-JIP
Logistics Branch		NGTX-JIL
Finance Branch	JFTX-J6-SSL	NGTX-JIF

Organization Name	Legacy Office Symbol	Office Symbol
Joint Training and Exercises Directorate (J7)	**JFTX-J7**	**NGTX-JTZ**
Deputy J7	JFTX-J7-D	NGTX-JTB
Joint Training and Exercise Branch	JFTX-J7-T	NGTX-JTE
Joint Education and Professional Development Section	JFTX-J7-E	NGTX-JTD
International Affairs Branch	JFTX-J7-A	NGTX-JTA
Resource Management Directorate (J8)	**NGTX-J8**	**NGTX-JRZ**
Purchasing and Contract Division	JFTX-J8-SP	NGTX-JRP
Program Execution Branch		NGTX-JRE
Program Assessment and Development Branch		NGTX-JRA
Assistant Adjutant General (Army)	**JFTX-AAG-ARM**	**NGTX-A**
Deputy Assistant Adjutant General (Army)	JFTX-AAG-ARM-D	NGTX-AB
Training Center Command	JFTX-AAG-ARM-ETC	NGTX-ATC
Camp Bowie Training Site	JFTX-AAG-ARM-ETB	NGTX-ATC-CB
Camp Maxey Training Site	JFTX-AAG-ARM-ETM	NGTX-ATC-CM
Camp Swift Training Site	JFTX-AAG-ARM-ETS	NGTX-ATC-CS
Fort Walters Training Site	JFTX-AAG-ARM-ETW	NGTX-ATC-FW
Headquarters, Texas Army National Guard	**JFTX-ARM-H**	**NGTX-A**
Commander	JFTX-ARM-Z	NGTX-AZ
Deputy Commander	JFTX-ARM-Z-D	NGTX-AB
Chief, Army Staff	JFTX-ARM-CS	NGTX-ACS
Army Staff		**NGTX-AS**
CoS	JFTX-ARM-CS	NGTX-ACS
Executive Officer, Army Staff	JFTX-ARM-CS-X	NGTX-ACX
Command Sergeant Major	JFTX-ARM-CSM	NGTX-ACB
Command Chief Warrant Officer	JFTX-ARM-CCW	NGTX-ACW
Army Staff Judge Advocate	JFTX-ARM-JA	NGTX-ASJ
G1 - Personnel Director	JFTX-ARM-G1	NGTX-AH
G2 - Director of Intelligence/Security	JFTX-ARM-G2	NGTX-MI
G3 - Director of Operations/Training	JFTX-ARM-G3	NGTX-AO
G4 - Director of Logistics	JFTX-ARM-G4	NGTX-DOL
G6 - Director of Information Management	JFTX-ARM-G6	NGTX-AIM
G8 - Director of Resource Management	JFTX-ARM-G8	NGTX-AMZ
Aviation Office		NGTX-AAO
CID Command	JFTX-ARM-CID	NGTX-ACI
Safety Office	JFTX-ARM-AV-SO	NGTX-ASO

Organization Name	Legacy Office Symbol	Office Symbol
Human Resources Directorate (G1)		**NGTX-AH**
Deputy G1	JFTX-ARM-G1-D	NGTX-AHX
G1 SGM	JFTX-ARM-G1-SGM	NGTX-AHB
SIDPERS	JFTX-ARM-G1-PSS	NGTX-AHS
Enlisted Personnel Actions (Promotions, Orders)	JFTX-ARM-G1-PEP	NGTX-AHE
Officer Personnel Actions (Promotions, Orders)	JFTX-ARM-G1-POP	NGTX-AHO
Personnel Service Branch (BDE Teams)	JFTX-ARM-G1-PTM	NGTX-AHP
Systems		NGTX-AHI
Retirement Points Accounting Management Office (RPAM)	JFTX-ARM-G1-PSR	NGTX-AHR
Federal Records Manager		NGTX-AHM
Intelligence /Security Directorate (G2)	**JFTX-ARM-G2**	**NGTX-MI**
Deputy G2	JFTX-ARM-G2-D	NGTX-MX
G2 SGM	JFTX-ARM-G2-SGM	NGTX-MB
Plans, Operations and Training Directorate (G3)	**JFTX-ARM-G3**	**NGTX-AO**
Deputy G3		NGTX-AOX
G3 XO		NGTX-AOX-X
G3 SGM	JFTX-ARM-G3-SGM	NGTX-AOB
Individual Training Branch	JFTX-ARM-G3-TS	NGTX-AOI
Operations Branch	JFTX-ARM-G3-TP	NGTX-AOO
Mobilization Readiness and Force Integration Branch	JFTX-ARM-G3-MRF	NGTX-AOM
Collective Training Branch		NGTX-AOC
Personnel Recovery Training Branch		NGTX-AOP
Resource Management Branch	JFTX-ARM-G3-TC	NGTX-AOR
Installations, Logistics and Environmental Office Directorate (G4)		**NGTX-DOL**
Deputy G4		NGTX-DOL-B
G4 SGM	JFTX-ARM-G4-SGM	NGTX-DOL-SM
Resource Management Branch	JFTX-ARM-G4-RM	NGTX-DOL-RM
Personnel Service Support Section	JFTX-ARM-G4-P	NGTX-DOL-HR
Logistics Management Division	JFTX-ARM-G4-M	NGTX-DOL-LM
Supply and Service Branch	JFTX-ARM-G4-MS	NGTX-DOL-LMS
Plans and Policy Branch	JFTX-ARM-G4-MP	NGTX-DOL-LMP
Corps Service Support Automation Maintenance Office	JFTX-ARM-G4-MA	NGTX-DOL-LMA
Service Maintenance Management Division	JFTX-ARM-G4-SM	NGTX-DOL-SMM
Technical Operations	JFTX-ARM-G4-ST	NGTX-DOL-SMT

Organization Name	Legacy Office Symbol	Office Symbol
Class IX Supply	JFTX-ARM-G4-SX	NGTX-DOL-SMX
Maintenance Readiness	JFTX-ARM-G4-SR	NGTX-DOL-SMR
Maintenance Instruction Team	JFTX-ARM-G4-SA	NGTX-DOL-SMI
Information Management Directorate (G6)	**JFTX-ARM-G6**	**NGTX-AIM**
Plans and Policy Branch		NGTX-AIM-P
Information Systems Branch		NGTX-AIM-I
Operations		NGTX-AIM-O
Resource Management		NGTX-AIM-R
Texas Army National Guard Field Commands		
HQ Detachment	JFTX-ARM-HHD	NGTX-HHD
36th Infantry Division	JFTX-ARM-ID	NGTX-IZ
176th Engineer BDE		NGTX-EZ
Joint Task Force 71		NGTX-JTF
71st Information Operations Group	JFTX-ARM-IO	NGTX-NZ
136th Regiment (CA)	JFTX-ARM-RTI	NGTX-TZ
142d ROC	JFTX-ARM-IO	NGTX-R
Medical Command	JFTX-ARM-MC	NGTX-MC
Army Recruiting and Retention Command	JFTX-ARM-RR	NGTX-RR
Singapore		NGTX-CH
Headquarters, Texas Air National Guard	**JFTX-AIR-HQs**	
Commander	JFTX-AIR-CC	NGTX-CZ
Deputy Commander	JFTX-AIR-CV	NGTX-CCV
Command Chief Master Sergeant	JFTX-AIR-CCM	NGTX-CCM
Chief of Staff	JFTX-AIR-CS	NGTX-CCS
Personal Staff		
Staff Judge Advocate	JFTX-AIR-JA	NGTX-CJA
Surgeon	JFTX-AIR-SG	NGTX-CSG
Public Affairs	JFTX-AIR-PA	NGTX-CPA
Historian	JFTX-AIR-PAH	NGTX-CPH
Human Relations Advisor	JFTX-AIR-HRA	NGTX-CHA
Air Staff		
Chief of Staff	JFTX-AIR-DS	NGTX-CDS
Executive Officer	JFTX-AIR-CCE	NGTX-CCE
Recruiting and Retention Branch	JFTX-AIR-DPR	NGTX-CPR
Information Management Section	JFTX-AIR-IM	NGTX-CIM
Congressional Action Officer	JFTX-AIR-LL	NGTX-CLL
A-1 Director of Personnel	JFTX-AIR-DP	NGTX-CDP
A-2 Director of Intelligence	JFTX-AIR-IN	NGTX-CIN
A-3 Director of Operations	JFTX-AIR-DO	NGTX-CDO
A-3/4 NCOIC of Logistics	JFTX-AIR-DOL	NGTX-CDL

Organization Name	Legacy Office Symbol	Office Symbol
A-3/5 OIC of Plans	JFTX-AIR-DOX	NGTX-CDX
A-6 Director of Communication	JFTX-AIR-SC	NGTX-CSC
Texas State Guard		
Commander	JFTX-TXSG-CG	NGTX-XZ
Command Sergeant Major	JFTS-TXSG-CSM	NGTX-XSM
Deputy Commanding General-Army	JFTX-TXSG-DCG	NGTX-XCD
Deputy Commanding General-Chief of Staff	JFTX-TXSG-JCS	NGTX-XCS
Deputy Commanding General- Medical Reserve Corps	JFTX-TXSG-MRC	NGTX-XMC
Commanding General-Air Division	JFTX-TXSG-AIR	NGTX-XCZ
Commanding General- Maritime Regiment	JFTX-TXSG-TMAR	NGTX-XMR
Personnel Management	JFTX-TXSG-J1	NGTX-XHZ
Intelligence & Counter Terrorism	JFTX-TXSG-J2	NGTX-XMI
Plans & Operations	JFTX-TXSG-J3	NGTX-XOZ
Logistics	JFTX-TXSG-J4	NGTX-XLZ
Information Management	JFTX-TXSG-J6	NGTX-XIM
Future Operations, Plans & Training	JFTX-TXSG-J5/7	NGTX-XTE
Chief Chaplain	JFTX-TXSG-CH	NGTX-XRS
Staff Judge Advocate	JFTX-TXSG-SJA	NGTX-XSJ
Inspector General	JFTX-TXSG-IG	NGTX-XIG
Texas Military Academy	JFTX-TXSG-TMA	NGTX-XMA
Strategic Initiatives	JFTX-TXSG-J9	NGTX-XSI

Section I
Required Publications

AR 25-50
Preparing and Managing Army Correspondence

AR 25-30
The Army Publishing and Printing Program

AFMAN 33-26
Preparing Official Communications

AFI 33-360V1
Publications Management Program

Section II
Related Publications
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Section III
Prescribed Forms
This section contains no entries.

Section IV
Referenced Forms

DA Form 2028
Recommended Changes to Publications and Blank Forms

Glossary
This section contains no entries

Section V
Abbreviations

AC
Air Component

AFI
Air Force Instruction

AGTX
Adjutant General's Department of Texas

ANG
Air National Guard

AR
Army Regulation

ARNG
Army National Guard

NGTX
Joint Force Headquarters of Texas

LC
Land Component

NG
National Guard

TAG
The Adjutant General

TXMF
Texas Military Forces

TXSG
Texas State Guard

USPFO
United States Property and Fiscal Office

Section VI
Terms
This section contains no entries.