



FEDERAL EMERGENCY MANAGEMENT AGENCY

| | Date | Number | |
|-------------|-----------------|--------|----------|
| INSTRUCTION | August 14, 2000 | 1010.2 | OS-PS-RM |

Office Symbols

Foreword

- 1. Purpose.** This instruction establishes and updates the office symbols used to identify Federal Emergency Management Agency (FEMA) organizational elements.
- 2. Applicability and Scope.** This instruction is applicable to all organizational elements in headquarters, regions and field establishments.
- 3. Supersession.** This instruction supersedes FEMA Instruction 1010.2, dated March 26, 1997.
- 4. Use of Office Symbols.**
 - a. Use the office symbols listed in the attachment in the following instances:
 - (1)** To identify the originators of communications, administrative issuances, and other documents;
 - (2)** To identify the file and distribution copies of official correspondence, records, and other documents that require originator identification;
 - (3)** To indicate the originator in the text and **FROM** line of telegraphic and facsimile communications originated in FEMA and intra-agency memorandums; and

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(4) To indicate the routing of mail.

b. Do not use office symbols when communicating outside FEMA unless the receiver understands their usage and/or meaning.

Bruce J. Campbell
Executive Associate Director
Operations Support Directorate

Attachment - Office Symbols

Office Symbols

Office Symbols

Office Of The Director (DR)

| | |
|--------------------|----|
| Director | DR |
| Executive Director | ED |
| Chief of Staff | CS |

Office of National Security Affairs (NS)

| | |
|-------------------------------|-------|
| Office Director | NS |
| Program Coordination Division | NS-PC |
| Special Program Division | NS-SP |

Office of Policy and Regional Operations (OPRO)

| | |
|------------------------|-------|
| Office Director | PR-DR |
| Office Deputy Director | PR-DD |

Office Of The General Counsel (GC)

| | |
|------------------------|-------|
| General Counsel | GC |
| Deputy General Counsel | DGC |
| General Law Division | GC-GL |
| Litigation Division | GC-LT |
| Program Law Division | GC-PL |

Office of Congressional and Legislative Affairs (OCLA)

| | |
|------------------------|---------|
| Office Director | OCLA-DR |
| Office Deputy Director | OCLA-DD |

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Office Symbols

Office of Public Affairs (PA)

| | |
|------------------------|-------|
| Office Director | PA-DR |
| Office Deputy Director | PA-DD |

Office of Intergovernmental Affairs (IGA)

| | |
|-----------------|--------|
| Office Director | IGA-DR |
|-----------------|--------|

Office of Human Resources Management (HR)

| | |
|------------------------|-------|
| Office Director | HR-DR |
| Office Deputy Director | HR-DD |

| | |
|--|-------|
| Headquarters Personnel Operations Division | HR-HO |
| Field Personnel Operations Division | HR-FO |
| Employee and Labor Relations Division | HR-ER |
| Disaster Personnel Operations Division | HR-DO |

Office of Equal Rights (ER)

| | |
|-----------------|-------|
| Office Director | ER-DR |
|-----------------|-------|

Office of Financial Management (FM)

| | |
|---------------------------------|---------|
| Chief Financial Officer | FM-CFO |
| Deputy Chief Financial Officer | FM-DCFO |
| Sr. Procurement Executive Staff | FM-SPE |

| | |
|---|-------|
| Grants and Acquisition Support Division | FM-GA |
| Flood Fire and Mitigation Division | FM-FM |
| Operations, Recovery and Preparedness Division | FM-RP |
| Accounting Services Division | FM-AS |

Office Symbols

Office of Financial Management (FM)

| | |
|--|----------|
| Disbursements Receivables Branch | FM-AS-DR |
| Reporting and Analysis Branch | FM-AS-RA |
| Disaster Finance Division | FM-DF |
| Disaster Operations Branch | FM-DF-DO |
| Disaster Reports and Analysis Branch | FM-DF-DR |
| Financial Policy Division | FM-FP |
| Policy and Standards Branch | FM-FP-PS |
| Financial Systems Division | FM-FS |
| Systems Operations Branch | FM-FS-SO |
| Systems Administration Branch | FM-FS-SA |
| Financial Planning and Analysis Division | FM-PA |

Office of Inspector General (IG)

| | |
|--|----------|
| Inspector General | IG |
| Deputy Inspector General | DIG |
| Management Services Division | IG-MS |
| Audits Division | IG-AU |
| Financial Management Branch | IG-AU-FM |
| Program Operations Branch | IG-AU-PO |
| Eastern District Audit Branch | IG-AU-ED |
| Western District Audit Branch | IG-AU-WD |
| Inspections Division | IG-IS |
| Investigations Division | IG-IV |
| Eastern District Investigations Branch | IG-IV-ED |
| Western District Investigations Branch | IG-IV-WD |

Mitigation Directorate (MT)

| | |
|---------------------------------------|--------|
| Associate Director | MT-AD |
| Deputy Associate Director | MT-DAD |
| Project Impact | MT-PI |
| National Dam Safety Program Office | MT-DS |
| Office of National Earthquake Program | MT-NEP |
| Support Services Liaison Staff | MT-SS |

Office Symbols

Mitigation Directorate (MT)

| | |
|---|----------|
| Technical Services Division | MT-TS |
| Hazard Study Branch | MT-TS-HS |
| Mapping Support Branch | MT-TS-MS |
| Program Assessment and Outreach Division | MT-AO |
| Program Policy and Assessment Branch | MT-AO-PA |
| Program Outreach Branch | MT-AO-PO |
| Program Support Division | MT-PS |
| Program Delivery Branch | MT-PS-DL |
| Program Planning Branch | MT-PS-PP |

Preparedness, Training and Exercises Directorate (PT)

| | |
|---------------------------------|----------|
| Associate Director | PT-AD |
| Deputy Associate Director | PT-DAD |
| Support Services Liaison Unit | PT-SS |
| International Affairs Branch | PT-RP-IA |
| Customer Service Unit | PT-CS |
| Emergency Food and Shelter Unit | PT-EF |
| Training Division | PT-TR |
| Employee Development Branch | PT-TR-ED |
| Response and Recovery Branch | PT-TR-RR |
| Mitigation Branch | PT-TR-MT |
| Preparedness Branch | PT-TR-PR |
| Support Systems Branch | PT-TR-SS |
| Conference and Training Branch | PT-TR-CT |
| Mt. Weather Management Division | PT-MW |
| Site Support Services Branch | PT-MW-SS |
| Facilities Engineering Branch | PT-MW-FM |
| Engineering Branch | PT-MW-EB |
| Customer Care Branch | PT-MW-CC |

Office Symbols

Preparedness, Training and Exercises Directorate (PT)

| | |
|--|----------|
| Readiness Division | PT-RE |
| Program Development Branch | PT-RE-PD |
| Assessment Branch | PT-RE-AS |
| Partnership and Outreach Division | PT-PO |
| Policy Planning Branch | PT-PO-PP |
| Outreach Branch | PT-PO-OR |
| Chemical and Radiological Preparedness Division | PT-CR |
| Radiological Emergency Preparedness Branch | PT-CR-RP |
| Chemical Stockpile Emergency Preparedness Branch | PT-CR-CS |
| Hazmat Unit | PT-CR-HM |

Response and Recovery Directorate (RR)

| | |
|--|---------------|
| Executive Associate Director | RR-EAD |
| Deputy Associate Director - Recovery | RR-DAD |
| Federal Coordinating Office (FCO) Program | RR-FCO |
| Mobile Operations Division | RR-MO |
| MERS Maynard | RR-MO-MA |
| MERS Thomasville | RR-MO-TV |
| MERS Denton | RR-MO-DT |
| MERS Denver | RR-MO-DV |
| MERS Bothell | RR-MO-BT |
| Operations and Planning Division | RR-OP |
| Operations Center Branch | RR-OP-OC |
| Assessment and Analysis Branch | RR-OP-AA |
| Emergency Services Branch | RR-OP-ES |
| Planning and Coordination Branch | RR-OP-PC |
| Human Services Division | RR-HS |
| Program Guidance & Implementation Branch | RR-HS-PG |
| Maryland National Processing Services Center | RR-HS-MD-NPSC |
| Texas National Processing Service Center | RR-HS-TX-NPSC |

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Office Symbols

Response and Recovery Directorate (RR)

| | |
|---|---------------|
| Virginia National Processing Service Center | RR-HS-VA-NPSC |
| Infrastructure Division | RR-IS |
| Community Services Branch | RR-IS-CS |
| Engineering Branch | RR-IS-EN |
| Readiness Coordination Division | RR-RC |
| Administration Team | RR-RC-AD |
| Strategic Planning and Evaluation Team | RR-RC-SPE |
| Declaration Processing Team | RR-RC-DP |

Federal Insurance Administration (IA)

| | |
|--|----------|
| Administrator | IA-OA |
| Deputy Administrator | IA-DA |
| Financial Division | IA-FI |
| Operations Division | IA-OP |
| Audit & Direct Program Services Branch | IA-OP-AD |
| Bureau & Information Management Branch | IA-OP-BI |
| Marketing Division | IA-MK |
| Claims and Underwriting Division | IA-CU |
| Claims Branch | IA-CU-CB |
| Underwriting Branch | IA-CU-UB |

United States Fire Administration (FA)

| | |
|--|----------|
| Administrator | FA-OA |
| Chief Operating Officer | FA-OC |
| Management Operations and Student Support Division | FA-OP |
| Management Operations Support Branch | FA-OP-OS |
| Educational and Technology Services Branch | FA-OP-TS |
| Site Administration Branch | FA-OP-SA |
| National Fire Academy | FA-AC |

Office Symbols

United States Fire Administration (FA)

| | |
|---|----------|
| Executive Programs Branch | FA-AC-EP |
| Technical Programs Branch | FA-AC-TP |
| Curriculum Development and Client Services | FA-AC-CD |
| Fire Management and Technical Programs Division | FA-MT |
| National Fire Data Center | FA-MT-DC |
| Fire Management Programs Branch | FA-MT-MP |
| Fire Technical Programs Branch | FA-MT-TP |

Operations Support Directorate (OS)

| | |
|--|----------------|
| Executive Associate Director | OS-EAD |
| Deputy Associate Director | OS-DAD |
| Office of Occupational Safety and Health Program | OS-SH |
| Support Services Liaison Staff | OS-SS |
| Program Services Division | OS-PS |
| Operations Services Branch | OP-PS-OS |
| Printing, Publications and Graphic Arts Branch | OS-PS-PPG |
| Records Management Branch | OS-PS-RM |
| Logistics Division | OS-LG |
| Logistics Readiness Branch | OS-LG-LR |
| Agency Logistics Center | OS-LG-LR-AL |
| Territory Logistics Center - East | OS-LG-LR-AL-TE |
| Territory Logistics Center - Central | OS-LG-LR-AL-TC |
| Territory Logistics Center - West | OS-LG-LR-AL-TW |
| Logistics Services Branch | OS-LG-LS |
| Disaster Information Systems Clearinghouse AIC, Logistics Information Systems Management | OS-LG-LS-DI |
| Security Division | OS-LG-LS-LM |
| Personnel and Information Security Branch | OS-SY |
| Response and Facility Security Branch | OS-SY-PI |
| | OS-SY-RF |

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Office Symbols

Information Technology Services Directorate (IT)

| | |
|--|----------|
| Executive Associate Director | IT-EAD |
| Deputy Associate Director | IT-DAD |
| Program Management Group | IT-PM |
| Management Division | IT-MA |
| Policy and Requirements Branch | IT-MA-PR |
| Resources Branch | IT-MA-RE |
| Configuration Management Branch | IT-MA-CM |
| Operations Division | IT-OP |
| National Networks Operations Branch | IT-OP-NN |
| Headquarters Operations Branch | IT-OP-HQ |
| Mount Weather Emergency Assistance Center Operations Branch | IT-OP-MW |
| Disaster Operations and Maintenance Branch | IT-OP-DO |
| Engineering Division | IT-EN |
| Development and Implementation Branch | IT-EN-DI |
| Disaster Response Branch | IT-EN-DR |

Office Symbols

Regional Offices

Region I

| | |
|---|----------|
| Regional Director | R1-RD |
| Deputy Regional Director | R1-DD |
| Mitigation Division | R1-MT |
| Community Mitigation Programs Branch | R1-MT-CM |
| Hazard Identification and Risk Assessment Branch | R1-MT-HZ |
| Preparedness Training and Exercises Division | R1-PT |
| Training Exercises and Evaluation Branch | R1-PT-TE |
| State and Local Assistance Branch | R1-PT-SL |
| Response and Recovery Division | R1-RR |
| Human Services Branch | R1-RR-HS |
| Infrastructure Branch | R1-RR-IF |
| Operations and Planning Branch | R1-RR-OP |
| Operations Support Division | R1-OS |
| Program Services Branch | R1-OS-PS |
| Information Technology Systems Branch | R1-OS-IT |

Region II

| | |
|---|----------|
| Regional Director | R2-RD |
| Deputy Regional Director | R2-DD |
| Mitigation Division | R2-MT |
| Community Mitigation Programs Branch | R2-MT-CM |
| Hazard Identification and Risk Assessment Branch | R2-MT-HZ |
| Preparedness, Training and Exercises Division | R2-PT |
| Training, Exercises and Evaluation Branch | R2-PT-TE |
| State and Local Assistance Branch | R2-PT-SL |
| Response and Recovery Division | R2-RR |

Office Symbols

Region II

| | |
|---------------------------------------|----------|
| Human Services Branch | R2-RR-HS |
| Infrastructure Branch | R2-RR-IF |
| Operations and Planning | R2-RR-OP |
| Operations Support Division | R2-OS |
| Program Services Branch | R2-OS-PS |
| Information Technology Systems Branch | R2-OS-IT |
| Caribbean Area Division | R2-CA |

Region III

| | |
|---|-----------|
| Regional Director | R3-RD |
| Deputy Regional Director | R3-DD |
| Mitigation Division | R3-MT |
| Community Mitigation Programs Branch | R3-MT-CM |
| Hazard Identification and Risk Assessment Branch | R3-MT-HZ |
| Preparedness, Training and Exercises Division | R3-PT |
| Training, Exercises and Evaluation Branch | R3-PT-TE |
| State and Local Assistance Branch | R3-PT-SL |
| Response and Recovery Division | R3-RR |
| Recovery Programs Branch | R3-RR-RP |
| Response Operations Branch | R3-RR-ROB |
| Operations Support Division | R3-OS |
| Programs Services Branch | R3-OS-PS |
| Information Technology Systems Branch | R3-OS-IT |

Office Symbols

Region IV

| | |
|--|----------|
| Regional Director | R4-RD |
| Deputy Regional Director | R4-DD |
| Mitigation Division | R4-MT |
| Community Mitigation Programs Branch | R4-MT-CM |
| Hazard Identification and Risk Assessment Branch | R4-MT-HZ |
| Preparedness, Training and Exercises Division | R4-PT |
| Training, Exercises and Evaluation Branch | R4-PT-TE |
| State and Local Assistance Branch | R4-PT-SL |
| Response and Recovery Division | R4-RR |
| Human Services Branch | R4-RR-HS |
| Infrastructure Branch | R4-RR-IF |
| Operations and Planning Branch | R4-RR-OP |
| Operations Support Division | R4-OS |
| Program Services Branch | R4-OS-PS |
| Information Technology Systems Branch | R4-OS-IT |

Region V

| | |
|--|----------|
| Regional Director | R5-RD |
| Deputy Regional Director | R5-DD |
| Mitigation Division | R5-MT |
| Community Mitigation Programs Branch | R5-MT-CM |
| Hazard Identification and Risk Assessment Branch | R5-MT-HZ |
| Preparedness, Training and Exercises Division | R5-PT |
| Training, Exercises and Evaluation Branch | R5-PT-TE |
| State and Local Assistance Branch | R5-PT-SL |
| Response and Recovery Division | R5-RR |
| Human Services Branch | R5-RR-HS |
| Infrastructure Branch | R5-RR-IF |

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Office Symbols

Region V

| | |
|---------------------------------------|----------|
| Operations and Planning | R5-RR-OP |
| Operations Support Division | R5-OS |
| Program Services Branch | R5-OS-PS |
| Information Technology Systems Branch | R5-OS-IT |

Region VI

| | |
|---|----------|
| Regional Director | R6-RD |
| Deputy Regional Director | R6-DD |
| Mitigation Division | R6-MT |
| Community Mitigation Programs Branch | R6-MT-CM |
| Hazard Identification and Risk Assessment Branch | R6-MT-HZ |
| Preparedness, Training and Exercises Division | R6-PT |
| Training, Exercises and Evaluation Branch | R6-PT-TE |
| State and Local Assistance Branch | R6-PT-SL |
| Response and Recovery Division | R6-RR |
| Human Services Branch | R6-RR-HS |
| Infrastructure Branch | R6-RR-IF |
| Operations and Planning | R6-RR-OP |
| Operations Support Division | R6-OS |
| Program Services Branch | R6-OS-PS |
| Information Technology Systems Branch | R6-OS-IT |

Office Symbols

Region VII

| | |
|---|----------|
| Regional Director | R7-RD |
| Deputy Regional Director | R7-DD |
| Mitigation Division | R7-MT |
| Community Mitigation Programs Branch | R7-MT-CM |
| Hazard Identification and Risk Assessment Branch | R7-MT-HZ |
| Preparedness, Training and Exercises Division | R7-PT |
| Preparedness and Readiness Branch | R7-PR |
| State and Local Assistance Branch | R7-PT-SL |
| Response and Recovery Division | R7-RR |
| Infrastructure Branch | R7-RR-IF |
| Operations and Planning | R7-RR-OP |
| Human Services Branch | R7-RR-HS |
| Operations Support Division | R7-OS |
| Program Services Branch | R7-OS-PS |
| Information Technology Systems Branch | R7-OS-IT |

Region VIII

| | |
|---|----------|
| Regional Director | R8-RD |
| Deputy Regional Director | R8-DD |
| Mitigation Division | R8-MT |
| Community Mitigation Programs Branch | R8-MT-CM |
| Hazard Identification and Risk Assessment Branch | R8-MT-HZ |
| Preparedness, Training and Exercises Division | R8-PT |
| Training, Exercises and Evaluation Branch | R8-PT-TE |
| State and Local Assistance Branch | R8-PT-SL |
| Response and Recovery Division | R8-RR |
| Human Services Branch | R8-RR-HS |
| Infrastructure Branch | R8-RR-IF |

Office Symbols

Region VIII

| | |
|---------------------------------------|----------|
| Operations and Planning | R8-RR-OP |
| Operations Support Division | R8-OS |
| Program Services Branch | R8-OS-PS |
| Information Technology Systems Branch | R8-OS-IT |

Region IX

| | |
|---|----------|
| Regional Director | R9-RD |
| Deputy Regional Director | R9-DD |
| Mitigation Division | R9-MT |
| Community Mitigation Programs Branch | R9-MT-CM |
| Hazard Identification and Risk Assessment Branch | R9-MT-HZ |
| Preparedness, Training and Exercises Division | R9-PT |
| Training, Exercises and Evaluation Branch | R9-PT-TE |
| State and Local Assistance Branch | R9-PT-SL |
| Response and Recovery Division | R9-RR |
| Human Services Branch | R9-RR-HS |
| Infrastructure Branch | R9-RR-IF |
| Operations and Planning | R9-RR-OP |
| Operations Support Division | R9-OS |
| Program Services Branch | R9-OS-PS |
| Information Technology Systems Branch | R9-OS-IT |
| Pacific Area Division | R9-PA |

Office Symbols

Region X

| | |
|---|-----------|
| Regional Director | R10-RD |
| Deputy Regional Director | R10-DD |
| Mitigation Division | R10-MT |
| Community Mitigation Programs Branch | R10-MT-CM |
| Hazard Identification and Risk Assessment Branch | R10-MT-HZ |
| Preparedness, Training and Exercises Division | R10-PT |
| Training, Exercises and Evaluation Branch | R10-PT-TE |
| State and Local Assistance Branch | R10-PT-SL |
| Response and Recovery Division | R10-RR |
| Human Services Branch | R10-RR-HS |
| Infrastructure Branch | R10-RR-IF |
| Operations and Planning | R10-RR-OP |
| Operations Support Division | R10-OS |
| Program Services Branch | R10-OS-PS |
| Information Technology Systems Branch | R10-OS-IT |