

FINCEN OFFICE SYMBOLS
ROUTINE OFFICE CORRESPONDENCE SYMBOLS

<u>Office or Branch Name</u>	<u>Internal Route Symbol</u>
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OFFICE OF THE COMMANDING OFFICER

Commanding Officer	CO
Deputy Director	DD
Secretary	CS

COMPTROLLER DIVISION

Division General	C
Division Chief	CC
Division Secretary	CCS
Comptroller Service & Training Branch Chief	CT
Comptroller Logistics Branch Chief	CL

FINANCIAL INFORMATION AND CONTROL DIVISION

Division General	F
Division Chief	FC
Reports and Analysis Branch Chief	FF
Property Control Branch Chief	FR
Internal Control Branch Chief	FI

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ROUTINE OFFICE CORRESPONDENCE SYMBOLS

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SYSTEMS DIVISION	
Division Chief	S
Secretary	SCS
ACCOUNTING SYSTEMS BRANCH	
Branch Chief	SC
Accounting Systems Development Section Chief	SD
Accounting Systems Maintenance Section Chief	SM
Process Improvement Section Chief	SQ
INFORMATION SYSTEMS BRANCH	
Branch Chief	ISD
Information Systems Support Section Chief	ISSB
Automatic Data Processing Section	ADPS
Information Resource Management Support Section	IISS
Information Applications Support Section Chief	IASB
CORE ACCOUNTING BRANCH	
Branch Chief	SP
Accounting Classification Section Chief	SA

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ACCOUNTING OPERATIONS DIVISION	
Division General	O
Division Chief	OC
Secretary	OCS
General Accounting Branch Chief	OGA
Reports and Reconciliation Section	OGQ
Supply Fund and PES Section	OGP
Claims and Receivable Branch Chief	OGB
Accounts Receivable and Collections Section	OGR
Claims Sections	OGC
Miscellaneous Payables Branch Chief	OPA
Miscellaneous Payments Section	OPA
Supervisor Leases/Auxiliary/Misc	OPA2A
Supervisor Credit Cards	OPA2B
Supervisor BPAs/Claims/MIPRS	OPA4B

Commercial Payables Branch Chief	OPB
Commercial Payments Section	OPB
Supervisor Transportation/Travel 1	OPB1A
Supervisor Transportation 2	OPB1B
Supervisor Purchase Orders	OPB3A
Supervisor Contracts	OPB3B
DOT Payables Branch Chief	OPC
DOT Payments Section	OPC
Supervisor Quality Review/Mail/File	OPC5A
Supervisor Commercial Telephones and Utilities	OPC5B
Supervisor Customer Service/Cancelled Checks	OPC5C