

**Army Regulation 220-5**

**Field Organizations**

**Designation,  
Classification, and  
Change in Status of  
Units**

**Headquarters  
Department of the Army  
Washington, DC  
15 April 2003**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 220-5

Designation, Classification, and Change in Status of Units

This revision dated 15 April 2003-

- o Adds new information on promotion and reduction of provisional units (para 2-5).
- o Makes administrative changes to the publication.

This revision--

- o Changes the proponent of the regulation from the office of The Adjutant General to the Office of the Chief of Staff, U.S. Army.
- o Outlines the responsibilities of the Deputy Chief of Staff for Operations and Plans; the Chief of Military History; commanders of major army commands; the Chief, National Guard Bureau; and the Chief, Army Reserve with regard to the designation, classification, and change in the status of Army units.

## Field Organizations

### Designation, Classification, and Change in Status of Units

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**By Order of the Secretary of the Army:**

ERIC K. SHINSEKI  
*General, United States Army*  
*Chief of Staff*

**Official:**



JOEL B. HUDSON  
*Administrative Assistant to the*  
*Secretary of the Army*

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**History.** This publication is a rapid action revision. The portions of the text affected by this rapid action revision are listed in the summary of change.

**Summary.** This regulation prescribes

Department of the Army policy concerning designation, classification, and change in status of Army units.

**Applicability.** This regulation applies to active and inactive units of the Regular Army, the Army National Guard of the United States, and U.S. Army Reserve.

**Proponent and exception authority.** The proponent of this regulation is the Chief of Staff, Army. The Chief of Staff, Army, has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations. The Chief of Staff, Army, may delegate this approval authority in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

**Army management control process.** This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

**Supplementation.** Supplementation of

this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DACS-ZD), WASH DC 20310-0200.

**Suggested improvements.** Users are invited to send suggested comments and improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the United States Army Center of Military History, ATTN: DAMH-FPO, 103 Third Avenue, Fort McNair, DC 20319-5058.

**Distribution.** This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, A for the Army National Guard of the United States, and A for the U.S. Army Reserve.

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\* This regulation supersedes AR 220-5, 3 September 1991.

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**Glossary**

# Chapter 1 Introduction

## 1–1. Purpose

This regulation prescribes general policies and rules governing the designation, classification, and change in status of Army units.

## 1–2. References

Required publications are listed in appendix A.

## 1–3. Explanation of abbreviations and terms

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

## 1–4. Responsibilities

*a.* The Deputy Chief of Staff, G-3, (DAMO), will be the approving authority for the unit status changes specified in table 1–1 and chapter 2. (This regulation uses office symbol abbreviations where appropriate).

*b.* The Chief of Military History and the United States Army Center of Military History (DAMH) will—

(1) Be the approving authority for the unit status changes specified in table 1–1 and chapter 2.

(2) Record significant unit status changes for legal and historical purposes as specified in table 1–1 and chapter 2.

*c.* Commanders of major Army commands (MACOMs) will issue unit status change orders and report changes as specified in table 1–1 and chapter 2.

*d.* The Chief, National Guard Bureau, will—

(1) Sub-allot unit numbers issued by DAMH.

(2) Follow guidance in table 1–1, chapter 2, and National Guard Regulation (NGR) 10–1 for changes in the status of Army National Guard units.

(3) Follow the provisions of the Army Mobilization and Planning System (AMOPS) for the entry of units into active Federal service.

*e.* The Chief, Army Reserve, will—

(1) Follow guidance in table 1–1, chapter 2, and AR 140-1 for changes in the status of Army Reserve units.

(2) Follow the provisions of AMOPS for entry of units into active military service.

**Table 1–1**  
**Significant unit status changes <sup>1</sup>**

Unit status changes	Applicable to MTOE units	Applicable to TDA units	Approving authority	Changes formalized by	Permanent orders required <sup>2</sup>
Activate <sup>3</sup>	Yes	No	DAMO <sup>4</sup>	DAMH memo	Yes (740)
Allot	Yes	Yes	DAMH	DAMH memo	No
Assign <sup>3</sup>	Yes	Yes	DAMO <sup>4 5</sup>	DAMH memo <sup>6</sup>	Yes (745)
Attach	Yes	Yes	DAMO <sup>4 5</sup>	DAMO instructions when MACOM involved <sup>4</sup>	Yes (745)
Consolidate	Yes	Yes	DAMH	DAMH memo	No
Constitute	Yes	No	DAMH by authority of the Secretary of the Army	DAMH memo	No
Designate	Yes	Yes	DAMH by authority of the Secretary of the Army	DAMH memo for MTOE units only	Yes, for TDA units only (740)
Disband	Yes	No	DAMH by authority of the Secretary of the Army	DAMH memo	No
Discontinue <sup>3</sup>	No	Yes	DAMO <sup>4</sup>	DAMO instructions <sup>4</sup>	Yes (740)
Entry into active military/Federal service <sup>3</sup>	Yes	Yes	( 7 )	DAMO instructions	Yes <sup>8</sup>

**Table 1–1  
Significant unit status changes <sup>1</sup> —Continued**

Unit status changes	Applicable to MTOE units	Applicable to TDA units	Approving authority	Changes formalized by	Permanent orders required <sup>2</sup>
Inactivate <sup>3</sup>	Yes	No	DAMO <sup>4</sup>	DAMH memo	Yes (740)
Organize	Yes	Yes	DAMO <sup>4</sup>	DAMO instructions <sup>4</sup>	Yes (740)
Permanent change of station	Yes	Yes	DAMO <sup>9 10</sup>	DAMO instructions <sup>10</sup>	Yes (745)
Reconstitute	Yes	No	DAMH by authority of the Secretary of the Army	DAMH memo	No
Redesignate <sup>3</sup>	Yes	Yes	DAMH by authority of the Secretary of the Army	DAMH memo for MTOE units only	Yes, for TDA units only (740)
Release from active military/Federal service <sup>3</sup>	Yes	Yes	DAMO <sup>11</sup>	DAMO instructions	Yes (550)
Reorganize <sup>3</sup>	Yes	Yes	( <sup>4</sup> ) ( <sup>12</sup> )	( <sup>4</sup> ) ( <sup>12</sup> )	<sup>12</sup> (740)
Transfer less personnel and equipment	Yes	No	DAMO <sup>4 10</sup>	DAMO instructions <sup>4</sup> <sub>10</sub>	Yes (745)
Transfer to HQDA control	Yes	No	DAMO	DAMO instructions	Yes (745, except use 740 when unit is also inactivated)

Notes:

<sup>1</sup> Table 1–1 applies to MTOE and TDA units of the Regular Army, Army Reserve, and Army National Guard while in Federal service. Also see AR 140–1 for changes in status of Army Reserve units. See NGR 10–1 for changes in status of Army National Guard units not in Federal service.

<sup>2</sup> Unless otherwise specified by Headquarters, Department of the Army (HQDA), unit status change orders issued by the field will be the responsibility of the MACOM to which the unit is assigned at the time the change occurs. When a unit status change involves a transfer from one MACOM to another, it is the responsibility of the gaining MACOM to publish orders which direct further assignment, attachment, or duty or provide special instructions pertaining to the status of the unit in the gaining command (for example, reporting date and determination of administrative and operational control).

<sup>3</sup> Must also be reported by MACOM unit identification code officers (see para 2–2 e ).

<sup>4</sup> Changes involving Army Reserve units must be coordinated with the Office of the Chief, Army Reserve (DAAR).

<sup>5</sup> DAMO assigns or attaches units to MACOM commanders, who may further assign or attach units to a subordinate command under their jurisdiction.

<sup>6</sup> DAMH issues memos for assignment to divisions and combined arms brigades, as well as home areas for Army Reserve units.

<sup>7</sup> See AMOPS for appropriate authority.

<sup>8</sup> See AR 310–10 for appropriate format.

<sup>9</sup> DAAR is the approving authority for all Army Reserve stationing. Coordination with DAMO is required.

<sup>10</sup> Overseas MACOMs may, within budgetary constraints, direct the movement of units under their control to stations within their commands.

<sup>11</sup> DAMO releases units in accordance with the appropriate authority for their entry into active military or active Federal service (see AMOPS).

<sup>12</sup> DAMO approves major substantive changes for which DAMO instructions are issued. MACOMs are authorized to approve, within budgetary limitations and subject to other HQDA constraints, minor changes (for example, changes of position, grade, military occupational specialty, or TDA numbers; strength changes for the purposes of updating a unit's authorization document administratively, provided the changes do not modify a unit's authorized level of organization (AR 310–49) or impair a unit's readiness condition, as defined in AR 220–1). Permanent orders will not be used to announce such minor changes, but are required for all Army Reserve strength changes (see AR 310–10).

## Chapter 2 Designation, Classification, and Change in Status of Units

### 2–1. Classification of units

Army units are of two types. They are classified as modification table of organization and equipment (MTOE) units or as table of distribution and allowances (TDA) units.

### 2–2. Change in status of units

Any action that changes the organizational structure, designation, assignment, or location of a military unit is a change in the status of that unit. Unit status changes are made a matter of record for legal and historical purposes. The Center of Military History records constitutions, activations, inactivations, designations, redesignations, consolidations, reorganizations, assignments, permanent changes of station, and similar actions concerning the unit and its organic elements. The actions listed in table 1–1 are significant changes in the status of units of the Regular Army, U.S. Army Reserve, and Army National Guard while in Federal service.

- a. AR 140–1 contains procedures governing changes in the status of units of the U.S. Army Reserve.
- b. NGR 10–1 contains procedures governing changes in the status of units of the Army National Guard not in Federal service.
- c. AMOPS contains provisions for entry of U.S. Army Reserve and Army National Guard units into active military or active Federal service at various levels of mobilization.
- d. A change in the status of a unit may require issuing orders by the commander of the MACOM to which the unit is assigned or by a subordinate commander to whom the action has been delegated (see table 1–1). Orders, when used, will announce the action taken and the effective date of the change. The effective date is the date specified in the orders or the date of the orders if no effective date is specified. All orders announcing significant changes must include the Center of Military History (DAMH–FPO) in distribution.
- e. Changes in the status of a unit must also be reported by MACOM commanders as prescribed in JCS Publication 1–03.3, chapter 3, Joint Reporting Structure (JRS) Unit Status and Identity Reports. These changes are noted in table 1–1.
- f. All actions affecting unit designations, historical continuity, or honors must be coordinated with the Center of Military History (DAMH–FPO) prior to implementation.

### **2–3. Constitution, activation, designation, inactivation, and disbandment of MTOE units**

- a. An MTOE unit must be constituted on the official rolls of the Army by the Chief of Military History.
- b. A unit, once constituted, is eligible for activation. It is activated when transferred from the inactive to the active rolls of the Army. An activated unit is organized (brought into physical existence) by assigning to it personnel and equipment. A unit may be active but unfilled (that is, without personnel and/or equipment).
- c. Ordinarily the designation of a unit selected for activation will be that of an inactive organization of the appropriate type that has the most noteworthy history. Requests for specific unit designations for programmed units must be submitted through channels to the Center of Military History (DAMH–FPO) not less than 180 days prior to activation to allow sufficient time to complete documentation of changes.
- d. Efficiency and clarity in communications require the use of simple and consistent unit designations. The designation of an MTOE unit usually consists of a number, a branch or function, and a level of command. The official designation is prescribed by a DAMH memorandum bearing the authority line: By Order of the Secretary of the Army. Normally the designation is taken from the designation line of the appropriate table of organization and equipment (TOE). In the event of a disagreement between the TOE and the DAMH memorandum, the official designation will be as prescribed in the DAMH memorandum.
  - (1) Where the designation includes a parenthetical identification, that portion not in parentheses is the official designation. Redesignation of a unit is not required when a change is made in the parenthetical identification. When further identification of the type of unit is desirable, additional descriptive words may be added parenthetically, as approved by DAMO.
  - (2) The Chief of Military History will control the issue of all numbers used in unit designations; will allot the numbers to the Regular Army, Army National Guard, and U.S. Army Reserve; and will maintain a consolidated record of all unit numbers in the U.S. Army. The Chief, National Guard Bureau, will sub-allot numbers for Army National Guard units to States, territories, and the District of Columbia.
    - (a) Armies are numbered in series beginning with “ First. ” Examples: First United States Army, Fifth United States Army.
    - (b) Corps are numbered in series beginning with Roman numeral “ I. ” Examples: I Corps, XVIII Airborne Corps.
    - (c) Divisions; brigades (except those organic to divisions); regiments; groups; battalions; squadrons; separate companies, troops, batteries, platoons, and detachments; and other separate units are numbered in series within a branch, beginning with “ 1st. ” Examples: 1st Infantry Division, 2d Field Artillery, 3d Transportation Battalion, 4th Medical Detachment.
    - (d) Brigades that are organic to divisions will normally be numbered in series within the division beginning with “ 1st. ” Example: 1st Brigade, 1st Infantry Division.
  - (3) Parent regiments organized under the Combat Arms Regimental System (CARS) or U.S. Army Regimental System (USARS), with the exception of TOE regiments, will consist of a variable number of active elements, depending upon Army force structure requirements. The word “ regiment ” is usually understood and not included in a unit’s official designation. Examples: 1st Battalion, 3d Infantry; 3d Battalion, 3d Infantry.
    - (a) Within battalions and squadrons the headquarters element will be designated headquarters company, detachment, battery, or troop, as appropriate. Other elements of the battalion or squadron will ordinarily be lettered alphabetically, beginning with “ A. ”
    - (b) Separate lettered companies, batteries, or troops may be organized within parent regiments. These units are considered to be separate elements of the parent regiment. Examples: Battery A, 94th Field Artillery; Company E, 51st Infantry; Troop D, 5th Cavalry.
  - (4) Companies and corresponding units that are organically included within separate battalions and squadrons will be designated as prescribed in paragraph 2–3 d (3) (a) above.

(5) Units organized under cellular TOE containing separate platoons or higher headquarters cells will be designated according to the highest cell used. Examples: 39th Transportation Battalion and 28th Transportation Platoon, both organized under TOE 55–500H. When no headquarters cell is used and the unit consists of one or more cells, it will be designated as a detachment. Words descriptive of the unit’s predominant functions may be added parenthetically. Where no function predominates in a service-type unit, the word “ service ”may be used parenthetically in lieu of a specific function. Example: 65th Military Police Platoon (Service).

(6) When elements of a unit are split, that is, operating independently or away from the parent unit, the elements will be numbered consecutively beginning with “ 1. ”Examples: Detachment 1, 169th Engineer Company; Detachment 2, 169th Engineer Company.

*e.* An MTOE unit is inactivated when it is no longer required in the active force structure. The designation reverts to the inactive rolls until the unit is reactivated or disbanded.

*f.* The Center of Military History will disband inactive MTOE units when their retention on the rolls no longer serves the needs of the Army.

#### **2–4. Organization, designation, and discontinuance of TDA units and activities**

*a.* A TDA unit or activity is organized and/or discontinued per AR 310–49.

*b.* TDA units may be designated by the head of an HQDA agency or by a MACOM commander. The designation must be approved by the Center of Military History.

*c.* The designation of a TDA unit or activity will be sufficiently descriptive to identify the unit or activity with its command or agency, its mission, and/or its echelon of command. The term “ U.S. Army ”will be used in the title of the unit or activity to identify the Service, except for TDA augmentations to MTOE units and other exceptions as approved by the Center of Military History, such as the United States Military Academy.

*d.* TDA units and activities will not be designated with a numerical prefix, except units of training centers, specified units in the active Army training base, U.S. Army Reserve commands, and other exceptions as approved by the Center of Military History. To differentiate among TDA units and activities bearing similar designations, the location of the unit may be added to the designation. Examples: U.S. Army Medical Department Activity, Fort Lee, Virginia; U.S. Army Medical Department Activity, Fort Hood, Texas.

*e.* TDA unit and activity designations will be followed in parentheses by the complete unit identification code (UIC). Example: U.S. Army Garrison, Fort George G. Meade, Maryland (WOUSAA). The UIC must be used as a means of positive identification.

#### **2–5. Organization, designation, and discontinuance of provisional units**

*a.* Provisional units may be organized and designated by the head of an HQDA agency or by the commander of an Army field command. These actions are not subject to approval by HQDA. The descriptive title of the unit will include the word “ provisional ”as part of its designation. Provisional units will be organized for limited periods, not to exceed 2 years. At the end of the 2 years, the organizing authority will determine if the organization should remain in provisional status, if recommendations should be made through appropriate channels to permanently organize the unit, or if it should be discontinued. Organization and discontinuance of provisional units will be reported to the Center of Military History (DAMH–FPO).

*b.* Provisional units are composed of personnel temporarily detached from their assigned positions in MTOE or TDA units, as required. Organizations providing personnel to form provisional units will not be refilled from replacement sources by reason of these attachments. Promotion, reduction, or reassignment of an individual attached to a provisional unit is the responsibility of the commander of the MTOE or TDA unit to which the individual is permanently assigned. Commanders of provisional units created as rear or home elements of deployed units may have promotion or reduction authority.

*c.* Organization of a provisional unit is not a change in the force structure. Provisional units will not be accounted for on strength returns, since the personnel of these units are accounted for in the strength of the organizations to which they are permanently assigned.

*d.* Organization of a provisional unit is not a basis for requisitioning personnel, supplies, or equipment from agencies outside the command in which the unit is organized.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 140-1**

Army Reserve Mission, Organization, and Training. (Cited in table 1-1 and para 2-2 *a.*)

#### **AR 220-1**

Unit Status Reporting. (Cited in table 1-1.)

### **Section II Related Publications**

This section contains no entries.

### **Section III Prescribed Forms**

This section contains no entries.

### **Section IV Referenced Forms**

This section contains no entries.

## **Glossary**

### **Section I**

#### **Abbreviations**

##### **AMOPS**

Army Mobilization and Operations Planning System

##### **CARS**

Combat Arms Regimental System

##### **DAAR**

office symbol of Office of the Chief, Army Reserve

##### **DAMH**

office symbol of U.S. Army Center of Military History

##### **DAMO**

Deputy Chief of Staff, G-3

##### **HQDA**

Headquarters, Department of the Army

##### **MACOM**

major Army command

##### **MTOE**

modification table of organization and equipment

##### **NGR**

National Guard regulation

##### **TDA**

table of distribution and allowances

##### **TOE**

table of organization and equipment

##### **UIC**

unit identification code

##### **USARS**

U.S. Army Regimental System

### **Section II**

#### **Terms**

##### **Activate**

To transfer a constituted Regular Army or U.S. Army Reserve MTOE unit from the inactive to the active rolls of the Army. Normally the unit is stationed at a specific location and assigned personnel and equipment; however, a unit may be active at zero strength. Also see Organize.

##### **Active Army**

Members of the Regular Army on active duty and active Regular Army units; members and units of the Army National Guard in Federal service and of the U.S. Army Reserve on active duty (other than for training); and all persons appointed, enlisted, or inducted into the Army without component.

##### **Active component of the U.S. Army**

See Active Army

**Allot**

To assign a unit to one of the components of the Army.

**Army National Guard**

In this regulation, Army National Guard refers to both the Army National Guard and the Army National Guard of the United States. See Title 32 and Title 10, United States Code.

**Army Reserve**

A Federal force consisting of individual reinforcements and units organized and maintained to provide military training in peacetime and a reservoir of trained units and individual reservists to be ordered to active duty in the event of a national emergency. Army Reserve is commonly referred to as U.S. Army Reserve.

**Assign**

To make a unit part of a larger organization and place it under that organization's command and control until it is relieved from assignment.

**Attach**

To place a unit under the command and control of another organization on a temporary basis.

**Cellular unit**

An organization composed of separate teams (TOE cells), each of which includes personnel and equipment required for performing a specific function. One or more teams may be selected to form a military unit to meet a special requirement not currently provided for in other MTOE. Teams may also be used to augment units organized under MTOE where increments of less than company size are required.

**Combat Arms Regimental System (CARS)**

The concept under which combat arms (infantry, artillery, armor, and cavalry [except armored cavalry regiments]) were organized between 1957 and their reorganization under the United States Army Regimental System (USARS) (see below).

**Consolidate**

To merge or combine two or more units into one new unit. The new unit may retain the designation of one of the original units, or it may have a new designation, but it inherits the history and honors of all units affected by the merger.

**Constitute**

To place the designation of a new MTOE unit on the official rolls of the Army.

**Designate**

To give a unit an official number and/or name.

**Disband**

To remove the designation of a Regular Army or U.S. Army Reserve unit from the official rolls of the Army. Disbandment is intended to be permanent and irreversible except in extraordinary circumstances. The word is also applicable to Army National Guard units prior to World War I. Since then, the phrase "withdraw Federal recognition" is used for Army National Guard units rather than "disband."

**Discontinue**

To terminate the existence of a TDA or provisional unit

**Inactivate**

To place a Regular Army or U.S. Army Reserve MTOE unit that is not currently needed in the active force structure in an inoperative status without assigned personnel or equipment for a limited period of time.

**Modification table of organization and equipment (MTOE)**

A document that prescribes the modification of a basic table of organization and equipment (TOE) necessary to adapt it to the needs of a specific unit or type of unit. Also see table of organization and equipment (TOE).

**Organize**

To assign personnel and equipment to a unit and make it operative, that is, capable of performing its mission. This term was used instead of activate prior to 1921 and is still used for Army National Guard units. Also see Activate.

**Parent regiment**

An administrative entity organized under the Combat Arms Regimental System (CARS) or the United States Army Regimental System (USARS) to perpetuate the history of the elements of the organization.

**Parenthetical identification**

A word or phrase, usually referring to a function, added in parentheses after an organization's official designation.

**Permanent change of station**

The transfer of a unit from one location to another under orders that do not provide for termination of assignment.

**Provisional unit**

A unit organized, either under an MTOE or TDA, from military personnel on temporary duty from their assigned positions in other MTOE or TDA units. Recognition of the provisional unit does not extend beyond the jurisdiction of the command by which it is organized.

**Reconstitute**

To restore to the official rolls of the Army a disbanded MTOE unit or one whose Federal recognition has been withdrawn. The reconstituted unit may have a new designation, but it retains its former history, lineage, and honors.

**Redesignate**

To change a unit's official number and/or name.

**Regular Army**

Permanent army maintained in peace as well as in war; standing army. Not synonymous with Active Army or Active component of the U.S. Army (see above).

**Reorganize**

To change the structure of a unit in accordance with a new MTOE or TDA.

**Reserve components of the U.S. Army**

Army National Guard and U.S. Army Reserve (see above).

**Table of distribution and allowances (TDA)**

A document that prescribes the organizational structure and the personnel and equipment authorizations and requirements of a military unit to perform a specific mission for which there is no appropriate TOE.

**Table of organization and equipment (TOE)**

A document that prescribes the official designation, normal mission, organizational structure, and personnel and equipment requirements for a military unit and is the basis for an authorization document. Also see modification table of organization and equipment (MTOE).

**Transfer less personnel and equipment**

To move the designation of a unit from one location to another without moving its personnel and equipment.

**Transfer to HQDA control**

- a. The action transferring to the Department of the Army the designation of a unit that has been inactivated.
- b. The action transferring to the Department of the Army the designation of a unit that is surplus to current force structure requirements but for which there will be a need in the foreseeable future. The action has the effect of retaining an active but unfilled and inoperative status a unit for which a requirement is foreseen.

**Unit**

Any military organization whose structure is prescribed by a competent military authority and that has its own unit identification code (UIC).

**Unit identification code (UIC)**

A six-character symbol identifying each unit in the Army.

**U.S. Army Regimental System (USARS)**

See AR 600–82. In this regulation, the term applies only to the following combat regiments: Air Defense Artillery, Armor, Aviation, Cavalry, Field Artillery, Infantry, Rangers, and Special Forces.

**Section III**

**Special Abbreviations and Terms**

This section contains no entries.

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**PIN 002263-000**