

OFFICE NAME AND ACRONYM

STANDARD

Data following this standard should conform to the following:

	Office Name	Office Acronym
DATA TYPE	Character	Character
SYNTAX	Office name, up to a maximum of 70 characters	Office acronym, up to a maximum of 15 characters
RANGE	Letters A through Z and punctuation marks including the forward slash (/) character	Letters A through Z and punctuation marks including the forward slash (/) character
RECOMMENDED FIELD NAME	OFFNAME	OFFACRO

INSTRUCTIONS

As of the approval date, this data element will be used in any new automated system, data set, database, or information application, including new Geographic Information System (GIS) data and applications. This data element will also be used in any major modifications to existing systems or versions of these data-related items that identify the office names and acronyms of Service organizations at the following levels:

- Washington Office - Director, Deputy Director, Assistant Directors and Chiefs of Programs, divisions or equivalent, branches, and first-level (non-regionalized) field offices
- Regional Office - Regional Director, Deputy Regional Director, and Assistant Regional Directors or equivalent

If appropriate, this data element may also be used for the purpose of routing and tracking internal mail, correspondence, and official documents in the Service's document workflow process.

This data standard does not apply to

- Second-level organizations within the Service, including field stations (National Wildlife Refuges, National Fish Hatcheries, etc.), field units (e.g. special agent offices and refuge units), and satellites (i.e., designated, but unstaffed, land management units of the National Wildlife Refuge System) that are administered by a field station or field unit
- Subordinate organizational components of a Service organization within the Washington or Regional Offices (e.g. sections and units)

Refer to the Service data standard for Organization Name to view identifying names given to Service organizations where personnel are permanently located (i.e., Washington Office, Regional Offices, field stations, and field units), and designated, but unstaffed land management units (i.e., satellites).

When appropriate, the office acronym for a Service organization should be used in conjunction with the office name. Office names and acronyms will be handled as separate data fields in any new or modified automated system, and will not be combined in a single data field.

SAMPLE DATA FOLLOWING THIS STANDARD

Examples of data and/or lookups for data following this standard:

- Director (D)
- Assistant Director - Business Management and Operations (ABMO)
- Chief - National Wildlife Refuge System (CNWR)
- Division of Human Resources (HR)
- Office of the Regional Director (RD)
- Assistant Regional Director (ARD)

[Lookup Values](#) (Adobe PDF *.pdf)

RELATED REFERENCE RESOURCES

Applicable policies:

[Part 274, FW 2, Establishing Service Data Standards](#)

[Part 040, FW 2, Naming and Renaming Units and Unit Sites](#)