

ORGANIZATION CODE**STANDARD**

Data following this standard should conform to the following:

DATA TYPE	Integer
SYNTAX	NNNNN
RANGE	N represents a number from 0 through 9, and the first digit represents the Region to which the organization reports
RECOMMENDED FIELD NAME	ORGCODE

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 use the official five-digit numeric organization codes to identify and track (1) Service organizations where personnel are assigned (i.e., the Washington Office, Regional Offices, field stations, and field units); (2) designated, but unstaffed, land management units (e.g., units of the National Wildlife Refuge System); and (3) an administrative requirement.

Service staff are strongly encouraged to utilize this data element in existing systems, data sets, databases, and information applications. Where existing systems and data-related items are not in compliance, they should be modified to achieve compatibility and implement this data standard.

The Service data standard for Organization Name can be viewed [here](#). When appropriate, the official five-digit organization code will be used in conjunction with the official organization name. Organization codes and organization names 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

None available.

RELATED REFERENCE RESOURCES

Applicable policies:

Part 274, FW 2, Establishing Service Data Standards
Part 020 FW 2, Organization Standards and Codes