

REPORT TO ORGANIZATION CODE

STANDARD

Data following this standard should conform to the following:

DATA TYPE	Integer
SYNTAX	NNNNN, where each N represents a number from 0 through 9, and the first digit represents the Region to which the organization reports.
RANGE	See Corporate Master Table . The procedures for assignment of organization codes are described in the Reference.
RECOMMENDED FIELD NAME	RPTORGCODE

INSTRUCTIONS

As of the approval date and whenever applicable, 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 and track higher management organization codes for Service organizations.

Examples of Hierarchy for Reporting:

- 31521, Detroit River International National Wildlife Refuge, reports to 31520, Shiawasee National Wildlife Refuge
- 31520, Shiawasee National Wildlife Refuge, reports to 31030, Program Management 1-Refuges and Wildlife
- 31030, Program Management 1-Refuges and Wildlife, reports to 30130, Regional Chief-National Wildlife Refuge System
- 30130, Regional Chief-National Wildlife Refuge System, reports to 30100, Office of the Regional Director

- 42577, Reelfoot National Wildlife Refuge, reports to 42575, West Tennessee Refuge Complex
- 42575, West Tennessee Refuge Complex, reports to 40130, Regional Chief-National Wildlife Refuge System
- 40130, Regional Chief-National Wildlife Refuge System, reports to 40100, Office of the Regional Director

- 93252, Branch of Fire Management, reports to 93260, Division of Natural Resources
- 93250, Division of Natural Resources, reports to 93000, Chief-National Wildlife Refuge System
- 93000, Chief-National Wildlife Refuge System, reports to 90100, Director-U.S. Fish and Wildlife Service

In some instances, a Service organization's higher management organization code will be the same as its assigned organization code, e.g., 30100, Office of the Regional Director, and 90100, Director-U.S. Fish and Wildlife Service. The Service data standard for Organization Code can be viewed [here](#). Organization codes and higher management organization codes will be handled as separate data fields in any new or modified automated system.

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.

SAMPLE DATA FOLLOWING THIS STANDARD

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

RELATED REFERENCE INFORMATION AND RESOURCES

Applicable policies:

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

[Part 020 FW 2, Organization Standards and Codes](#)