

NCI-Frederick Active Directory Naming Conventions
Version 1

National Cancer Institute - Frederick

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For Official Use Only

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Record of Changes

Version Number	Release Date	Summary of Changes	Section Number/ Paragraph Number	Changes Approved by and Date
1	11/05/09	Original		ITACC/ADWG

1. Background

The NCI-Frederick Active Directory (AD) Organizational Unit (OU) resides within the NIH AD and is governed by NIH policy, procedure, guidelines, and practices. This NIH guidance includes the naming of AD objects (i.e., accounts and resources):

- No two NIH AD accounts shall be named the same; uniqueness enables the use of the user objects across multiple directories and applications.
- Organizations that participate in the NIH AD are required to standardize how they identify their AD network resources (e.g. Workstations, servers, printers, and domain controllers) when registering them in Domain Name System (DNS) and the NIH AD and to coordinate their standards with the NIH Active Directory Operations Group (ADOG).
- Organizations are expected to adopt a network naming standard that is consistent and relevant to their operations but not infringing on other organizations naming standards.
- Organizations should consistently name AD network resources to reflect the organization they belong to. This is easily accomplished by using the IC acronym as a prefix to the identity of the network name.

The NCI-Frederick AD Naming Conventions will ensure compliance with NIH direction and guidance, create a consistent naming structure across NCI-Frederick AD accounts and resources, and support the mission of the NCI-Frederick.

2. Scope

These practices apply to all Active Directory objects within the NCI-Frederick AD OU and its subordinate OU's. Unless technically impossible, all NCI-Frederick principle objects should reside within the NCI-Frederick Active Directory (AD) Organizational Unit (OU).

3. Accounts

All accounts are limited to 256 characters in length and can contain A-Z, a-z, and 0-9 (no special characters allowed).

3.1 Primary User Accounts

User accounts represent an individual person with privileges to access NCI-Frederick network resources. User names must be unique within the entire NIH Active Directory namespace. User names will consist of the user's entire surname followed by a combination of first name, middle name, and numbers such that it creates a unique name within the NIH namespace. For example, variations for "John Quincy Doe" would include: *Doe*, *DoeJ*, *DoeJQ*, *DoeJ2*, *DoeJohn*, etc.

3.2 Secondary User Accounts

In accordance with NIH AD Attribute Data Content and Management: Best Community Practices and NCI-Frederick Active Directory Guidelines, the NCI-F ISSO may authorize the creation of secondary user accounts in instances where elevated administrative access has been justified. The decision of the ISSO is final.

All secondary accounts will take the form of the letters “aa” followed by the user’s entire primary account. For example, a user with a primary user account of *DoeJane* would be issued a secondary account *aaDoeJane*.

3.3 Resource Accounts

Resource accounts must be unique within the NIH namespace. Resource accounts must be located under the NCI-Frederick OU and then a subordinate OU titled “OPS” then “ResourceAccounts”. Resource accounts should denote the purpose of the account. For example, a resource account for Conference Room A in Building 549 might take the form: *FR549ConfRoomA* or *FR549ConfA*.

3.4 Service Accounts

Service accounts must be unique within the NIH namespace. Service accounts must be located under the NCI-Frederick OU and then a subordinate OU titled “OPS” then “ServiceAccounts”. Service accounts should denote the purpose of the account. For example, a service account might take the form: *FR0DBackupAcct* or *FRmonitoring*

3.5 Training Accounts

Training accounts must be unique within the NIH namespace. Training accounts must be located under the NCI-Frederick OU and then a subordinate OU titled “OPS” then “TrainingAccounts”. Training accounts should denote the purpose of the account. For example, a training account might take the form: *FRTraining1* or *FRABCCStudent01*.

4. Equipment

All equipment registered in the NCI-Frederick AD OU will follow a standard naming convention to ensure compliance with NIH AD Attribute Data Content and Management: Best Community Practices and create a unique identifier within the AD name space. Equipment names should follow the format:

FR-ClassCode-UniqueIdentifier[-Suffix] where:

ClassCode equals one of:

Code	Description
S	Server
W	Workstation or Desktop Computer
N	Notebook Computer or Portable Device
P	Printer

UniqueIdentifier equals one of:

For ClassCode	Description
S	GroupIdentifier-Purpose
All Others	NCI-F Property Number

GroupIdentifier is a registered acronym or designation for an NCI-Frederick laboratory or program area. Group identifiers must be consistent across all equipment registered to the group. Group identifier will be registered with the ADWG by each laboratory/program area. The ADWG will ensure uniqueness of group identifiers. Approved group identifiers will be maintained in Appendix TBD.

Purpose should indicate the general purpose of the equipment and ensure that the equipment designation is unique within the lab/program area namespace. *Purpose* will be provided by the person requesting registration.

Suffix is any additional text that may help describe or identify the equipment. *Suffix* will be provided by the person requesting registration.

Examples:

FR-S-XY-Files01 : MS Windows-based Server in Program Area “XY” used primarily as a file server.

FR-W-S0123456: A workstation with NCI-Frederick Property Number S0123456.

FR-P-S0123456: A network accessible printer with NCI-Frederick Property Number S0123456.

AD Extended Description Field:

The NCI-Frederick Property Number will be included in the AD Extended Description field for all equipment registered in the NCI-Frederick AD OU.

5. Information and Assistance

Comments, questions, suggestions or requests for further information should be directed to the ITCC and/or ADWG.

6. References

1. NRFC0008 - NIH AD Attribute Data Content and Management: Best Community Practices; <http://enterprisearchitecture.nih.gov/NR/rdonlyres/8B8AFA60-68A1-4155-A08F-03163B610E39/0/NIHRFC0008ActiveDirectoryAttributeDataContentandManagement.pdf>