

NIH Group Naming Standard v1.0

Status of this Memo

This document specifies an NIH architectural data standard for group names. Please refer to the current edition of NRF0001 “Architecture Standards Process” for the standardization state and status of this protocol. Distribution of this memo is intended for the NIH community.

Abstract

This memo documents the standard for the creation of groups as part of NIH directories. This memo defines the group naming convention that conveys the group’s scope and purpose for NIH staff.

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1 Introduction

There are groups in use at NIH with inconsistent, not meaningful or duplicate names. This lack of uniformity impacts NIH staff and application developers' ability to effectively utilize groups. A group naming standard goal would also be consistent with the appropriate use of NIH IT resources, as required by the "Limited Authorized Personal Use of NIH Information Technology (IT) Resources" policy, section C.1, published at <http://www3.od.nih.gov/oma/manualchapters/management/2806/>. A unique, consistently named group will reduce confusion and simplify database and application development.

This standard shall support the NIH Enterprise Architecture principles of "**Optimum Enterprise Benefit**" and "**Standardization of Common Data.**"

This standard does not address or include NIH directory default administrative, reserved, or built-in groups.

1.1 Identified Needs

1. Establish a common naming standard for directory groups within NIH and shared with the HHS and other OPDIVS.
2. Establish a standard to follow the appropriate use policy outlined in the "Limited Authorized Personal Use of NIH Information Technology (IT) Resources" policy, section C.1, published at <http://www3.od.nih.gov/oma/manualchapters/management/2806/>.

1.2 Group Naming Principle

Group names will reflect the group's scope and purpose. Group names shall be no longer than 64 characters and follow the form of:

{scope} - {purpose}

Group names should follow the NIH Appropriate Use policy, <http://www3.od.nih.gov/oma/manualchapters/management/2806/>, section C.1.

1.2.1 Scope

Groups shall be identified with an organizational identifier that allows for quick and meaningful identification of the groups association and usage within the network and application directories. The **{scope}** portion of the group name shall follow the following standard as appropriate for the organizational scope of the group:

HHS <Optional OPDIV [Optional SUBOPDIV]>

**NIH <Optional IC>
IC****1.2.2 Purpose**

The **{purpose}** portion of the group name contains a short, concise description identifying the function and/or membership of the group. The **{purpose}** could be a role (e.g., job function or responsibility), project name, location, or other meaningful identifier. For groups used to grant system and/or data access privileges, the **{purpose}** must be specific enough to support role-based authentication (i.e., a user's role determines the information they can see, areas they can access and items they can change).

1.2.3 Uniqueness

No two groups will be named the same. The display name will reflect this uniqueness. Uniqueness enables the use of the groups across multiple directories and applications.

1.2.4 Examples

Examples of group names are:

NIH OD DEAS Program Review
NIH Administrative Officer Reports
NIH IT Infrastructure Contacts
NINDS Security Operations
HHS OIG Principal Investigators

2 References Section**2.1 NIH Resources**

NIH Active Directory Data Standards

<outlook:\\Public Folders\\All Public Folders\\NIH Wide\\NIH AD\\NIH AD Documents>

NIH Active Directory Infrastructure Standards

<outlook:\\Public Folders\\All Public Folders\\NIH Wide\\NIH AD\\NIH AD Documents>

NIH RFC Formatting Standards

<https://my.nih.gov/nih/communities/community.asp?UserID=1302641&CommunityID=307&intCurrentPageIndex=0>

NIH Institutes and Centers:

List of NIH IC

<http://www.nih.gov/icd/>

List of NIH Institutes, Centers and Offices:

<http://www1.od.nih.gov/oma/manualchapters/management/1123/>

2.2 Useful Websites

University of Michigan Network Directory Standards for Novell

<http://www.umich.edu/~lannos/novell/standards.html>

University of Michigan Network Directory Standards for Microsoft

<http://www.umich.edu/~lannos/windows/w2k-namingstandards.html>

Microsoft's Technical Article on Users and Groups

<http://www.microsoft.com/technet/treeview/default.asp?url=/technet/prodtechnol/ad/windows2000/maintain/adusers.asp>

3 Contact

To contact the NRFC Editor, send an email message to EnterpriseArchitecture@mail.nih.gov

4 Security Considerations Section

Groups are used to grant system and/or data access privileges and/or to distribute electronic communications. The **{purpose}** portion of the group name (Section 1.2.2), must be sufficiently descriptive to ensure that the group will be used as it was intended (e.g., do not use "NIH-Administrators" as the name of a group intended as a distribution list for administrative staff since it could easily be mistakenly as a group used to grant system administrators access privileges).

5 Changes

Version	Date	Change	Authority	Author of Change
0.0	February 2003	Original document	N/A	Valerie Wampler/Mark Silverman
0.1	March 16, 2006	<ul style="list-style-type: none"> • Formatting and numbering • Minor grammar edits • Assigned tracking 	NRFC0001	Steve Thornton, NRFC Editor

Version	Date	Change	Authority	Author of Change
		numbers		
0.2	April 10, 2006	<ul style="list-style-type: none"> Added contributors: Dan Sheehan, Todd Myrick, John Sikking 	Dan Sheehan & Todd Myrick with initial version; John Sikking with streamlined that authors' used as a basis for latest document	Valerie Wampler
0.3	April 11, 2006	<ul style="list-style-type: none"> Took out specific references to AD 	NRFC comments	Valerie Wampler
0.4	April 11, 2006	<ul style="list-style-type: none"> Removed assurance level and function in naming standard 	NRFC comments as these are more processes and not standards	Valerie Wampler
0.5	April 19, 2006	<ul style="list-style-type: none"> Added uniqueness 	NRFC comments	Valerie Wampler
0.6	May 25, 2006	<ul style="list-style-type: none"> Updated Security considerations Minor edits 	Changes made to be consistent with prior edits	Mark Silverman
0.7	May 30, 2006	<ul style="list-style-type: none"> Added Role emphasis Provided purpose examples Minor edit 	Changes made based upon comments from Chief IT Architect	Valerie Wampler
0.8	May 30, 2006	<ul style="list-style-type: none"> Moved examples to separate section Edited purpose section Updated table of contents Made authors section a two column table 	Changes made to be consistent with prior edits	Mark Silverman
1.0	July 27, 2006	<ul style="list-style-type: none"> Copy and grammar edits. Section 1.1 Identified Needs, from: "Establish a common naming standard for AD groups..." to: "Establish a common naming standard for directory groups..." Section 1.2 Group Naming Principle, from: "Group names 		

Version	Date	Change	Authority	Author of Change
		<p>shall be limited to 64 characters..." to: "Group names shall be no longer than 64 characters..."</p> <ul style="list-style-type: none"> • Updated version and date. • Added ARB approval. 		

6 Author's Address

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