

National Aeronautics and Space Administration
Headquarters
Washington, DC 20546-0001



March 22, 2011

Reply to Attn of: Office of Headquarters Operations

TO: Distribution

FROM: Acting Executive Director, Headquarters Operations

SUBJECT: NASA Headquarters Organization Identification Restructuring Activity

As introduced in a Senior Staff briefing a few months ago, the Organization Identification codes (ORGIDs) for organizations within NASA Headquarters will be restructured due to the lack of available letter codes in the current naming convention.

Currently, ORGIDs begin with a letter, allowing up to 26 different organizations. When an ORGID is changed due to reorganizations, the old ORGID cannot be recycled for a number of years for accounting purposes. Due to the limitation of 26 letters, we have exhausted the available codes and a new naming convention is required to accommodate future organizational changes.

Therefore, new ORGIDs beginning with a number will be implemented using the following naming convention:

- Characters 1-2 – numeric to represent the office or organization (e.g. "01").
- Characters 3-5 – alpha numeric to represent the lower levels of the organization (e.g. divisions, branches, etc.).

The **target date** for the implementation of the new naming convention is **April 24, 2011**. This activity will only impact the naming convention of the five-digit ORGIDs and will not impact organization titles, employee assignments or restructuring within an organization. Please note that reorganizations approved prior to the implementation date will be created in the existing structure and transitioned to the new structure during implementation.

All applicable systems will be updated to reflect the new ORGID as a part of the implementation. However, due to the integration of legacy systems, dual ORGIDs for organizations may appear across multiple applications for a short period of time. The new ORGIDs will be updated in these impacted systems as quickly as possible.

More details on the implementation will be provided in the near future. Please begin advertising this information within your organization and contact Donna Burgess at (202) 358-2158 or via email at donna.burgess@nasa.gov if you have any questions or concerns.



Leah Hollander

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