



**State of Michigan**  
**Department of Information Technology**  
**TECHNICAL POLICY MANUAL**

**SUBJECT**

**WORKSTATION NAMING STANDARD**

Type	NUMBER	DATE ISSUED	REVISION DATE	REVISION NUMBER	
Standard	1310.13	11-04-05			

## Purpose

The purpose of this standard is to ensure that all desktop/laptop/tablet workstation names within the State of Michigan (SOM) network remain consistent.

## Scope

This standard applies to all SOM owned and managed workstations.

## Standard Statement

DIT personnel will ensure all workstation names contain the following settings. The breakdown of the standard name to be used in naming agency workstations is as follows:

OOAAASSSSSSSSSS

**Where:**

**OO** – Is the operating system identifier and must be the 2 digit alphanumeric code. The first digit will define the operating system installed on the workstation. The second digit is for future use, including minor revision changes.

**Where digit one:**

- X** – Windows XP
- W** – Windows 2000
- N** – Windows NT

**Where digit two:**

- 0** – Always a zero

**Example:**

- X0 = Windows XP
- W0 = Windows 2000
- N0 = Windows NT)



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**AAA** – Is the FACS agency number and must be the 3 digit numeric code. The FACS agency number is administered by DMB.

**SSSSSSSSSS** – Is the OEM serial number and must not exceed 10 digits. Should the serial number exceed 10 digits the last 10 digits will be used.

**Example:**

X0192KRD507JK11

## Revision History

Revision Level	Effective Date	Description of Enhancements
	11-04-05	Initial Release

## Terms and Definitions

<b>DMB</b>	Department of Management and Budget
<b>OEM</b>	Original equipment manufacturer; a company that manufactures a given piece of hardware (unlike a value-added reseller, which changes and repackages the hardware).
<b>FACS</b>	Is an acronym that stands for the Financial Administration and Control System. FACS includes the accounting, purchasing, budgeting and other financial management software systems.
<b>SOM</b>	State Of Michigan

## Related Documents

State Michigan Active Directory Design  
 FACS Agency Number List  
 Naming Policy



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## Forms

None