SMG 3210.14

FDA Staff Manual Guides, Volume III - General Administration

Information Resources Management

Information Technology Management

Server Naming Standards Policy

Effective Date: 12/15/2017
Changed: 02/07/2023

1. Purpose

The purpose of the Food and Drug Administration's (FDA) Server Naming Standard Policy is to document the current naming standards of FDA compute platforms (Servers) and to formalize them until such time a new enterprise standard is developed and approved that will consolidate the current standards and support additional services (e.g. Cloud, VMotion, Clustering, Failover).

2. Background

A clear policy must be followed for the standardized naming of Servers for effective management. Servers include physical, virtual and host platforms. Standardized naming needs to reflect the appropriate minimum attributes; type of device, physical/virtual, host, operating system, location, function, environment (e.g. Development, Pre-Production, Production) and be a unique identifier.

3. Policy

FDA server provisioning staff will use this policy as a requirement guide along with the standard naming documents cited in the reference section for any new provisioned Servers that are FDA owned. Exceptions to this policy must be approved by the Chief Information Officer (CIO).

Server Naming Standards by Data Center and location

White Oak Data Center (WODC), Ashburn Data Center (ADC)

Characters 1-3 Device type	Characters 4, 5 Designates Servers	Characters 6-12 range identifies Servers
FDS (FDA Server)	OS type (Windows, Unix) Physical or virtual Virtual host hardware	Location i.e. WODC, ADC Environment i.e. Pre-production, Production Function (Web, App, Dbase) Unique ID for each Server

Federal Office Buildings (Field)

Characters 1-3 Device type	Characters 4-6 Support responsibility	Character 7 Region Identifier	Characters 8-12 Location Code	Characters 13, 14 Numeric identifier	Character 15 Server Type
FDS (FDA Server)	Regional Field SCCM	N = Northeast C=Central W=Southwest E=East P=Pacific	8-10 = Office 11, 12 = State	Function Host	P=Physical V=Virtual

Scientific Data Center (SDC)

Prefix	Server designation	Zone	Functional Description	Numeric identifier
CF (Center for Food Safety and Applied Nutrition)	OS type (Windows, Unix) Virtual Server or Workstation Physical host	T=Test P=Production	Application or Service name	Three-digit identifier
SDC (Scientific Data Center)	OS type (Windows, Unix) Virtual Server or Workstation Physical host	T=Test P=Production	Application or Service name	Three-digit identifier

National Center for Toxicology Research (NCTR) Data Center

Characters 1, 2 Location	Character 3 Device	Characters 4, 5 Designates Servers	Server Type (Function)	Environment (Only used for non-production)	Two-digit identifier
NC (NCTR Data Center)	S = Server	OS type (Windows, Unix) Physical or virtual Virtual host hardware	e.g. App, Dbase, File, Print	Dev, Test, Cert	Unique identifier based on type

4. Procedures

Provisioning Servers is performed based on approval of a submitted detailed request through the FDA ServiceNow Service Portal and Change Request. The Server Provisioning staff will follow the respective policy guide for assigning Servers names. Server names for each Data Center and locations will be tracked and managed for proper application and uniqueness.

5. Responsibilities

A. FDA Chief Information Officer (CIO)

The FDA CIO provides leadership and direction regarding all aspects of the Agency's information technology (IT) programs and initiatives including operations, records management, systems management, information security, strategic portfolio, and executive coordination and communication activities.

B. FDA Server Provisioning Staff

The FDA Server Provisioning staff is responsible for management and assignment of server names.

6. References

FDA OIMT Server Naming Ranges

References are maintained by FDA Division of Infrastructure Operations (DIO)

7. Effective Date

The effective date of this guide is December 15, 2017.

8. Document History - SMG 3210.14, Server Naming Standards Policy

Status (I, R, C)	Date Approved	Location of Change History	Contact	Approving Official
Initial	12/12/2017	N/a	Office of Technology and Delivery	Todd Simpson, FDA Chief Information Officer
Change	01/19/2023	Minor edits to policy and procedures sections	ODT/OTD/DIO	FDA Chief Information Officer