



State of California
Franchise Tax Board

Enterprise Data Naming and Definition Standard

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1.0 Introduction

“Data processing and electronic data interchange rely heavily on accurate, reliable, controllable and verifiable data recorded in databases. A prerequisite for correct and proper use and interpretation of data is that both users and owners of data have a common understanding of the meaning and representation of the data.” - ISO 11179

From the earliest stages of software development, naming standards need to be taken into consideration and applied. This is especially true when developing Logical and Physical Data models. These models are relied on heavily for:

- Defining the business data needs
- Setting up the database structure
- Modifying and maintaining these structures
- Data that is organized and structured to facilitate system adaptability, scalability, extensibility and performance while controlling data redundancy.
- Creating a data environment that promotes over arching goals of Data Integration:
 - *Deliver an integrated and common view of taxpayer information where this data can be managed in one place.*
 - *Match taxpayers to third party data and other enterprise data to detect compliance issues and close the tax gap*
 - *Ensure all data is **visible**, **accessible**, and **understandable** when needed and where needed to accelerate decision making*

1.1 Overview

Naming and definition standards are a critical tool for facilitating efficient application coding and database maintenance, as well as a common business understanding of information. To that end, following naming and definition standards will significantly reduce the difficulty of progressing from stage to stage during the System Development Life Cycle (SDLC), and of maintaining databases.

SOA is dependent upon standardized data names and definitions so the service can reuse data items which also lead to standardized and well architected service components.

Additionally, this document complies with the Enterprise Data Architecture (EDA) principles and the Data Management and Delivery Enterprise Architecture Definition as well as the FTB Data Integration Strategy.

1.2 Purpose

This document will attempt to address the naming standards for all Logical Business Data artifacts and Physical Data Structures (Transactional and Analytical) in terms of Database Management Systems (DMBS) currently support by the FTB.

1.3 Scope

The scope of this document applies to the FTB on an enterprise level for business conceptual and logical data models; physical data models, transactional databases and analytical databases. The physical data models and databases at a minimum use the business names that were derived from the business data models.

1.4 Contributors/Sources

This document is a conglomeration of naming standards and abbreviation standard documentation listed in the Contributors/Source Matrix below. This isn't an exclusive list however it represents a good foundation for initial discussions of both the Industry standards and FTB standards for Database naming and abbreviation.

Source Document	Contributor
ABBREV.Doc	John Zieminski
Databasenaming_sql.doc	Jay Ezray
FTBABRV2.doc	John Zieminski
Lenny Estepa proposed-DBNameStandards.doc	Lenny Estepa
Namingstd_SQL.doc	Jay Ezray
WebAppCodingStandards.doc	Frank Biondo
pass_project_database_standards_.htm	DSSS Website
unix_interfaces_file.htm	DSSS Website
namingstd.htm	DSSS Website
Class Word.doc	John Zieminski & Homer Black
DFD_Name1.doc	ADM
DM_NAME for PwrDsgr.doc	John Zieminski
DMStandards.doc	ADM
lap_net_appendix.doc	John Zieminski
INC Naming Std.doc	ADM
System Naming Standard ver2.doc	ADM
The OF Approach.doc	John Zieminski
Word ABBREV.doc	John Zieminski
.NET Framework General Reference Naming Guidelines http://msdn.microsoft.com/library/default.asp?url=/library/en-us/cpgenref/html/cpconnamingguidelines.asp	Microsoft
ANSI/ISO 11179 Metadata Standards	OCIO - ANSI/ISO
Refinements to this standard	FTB Data Center of Excellence

2.0 Referenced Standards

2.1 ISO 11179

The International Standards Organization has established ISO-11179 Standards for Metadata Registries (MDR). This standard is proposed for use under the Office of the State CIO's "Statewide Data Strategy Report". ISO 11179 consists of six parts of which Part 4* and Part 5** pertain to this document.

ISO 11179-1 Metadata Registries Part 1: Framework

ISO 11179-1 Metadata Registries Part 2: Classification

ISO 11179-3 Metadata Registries Part 3: Registry metamodel and basic attributes

ISO 11179-4 Metadata Registries Part 4: Formulation of Data Definitions*

ISO 11179-5 Metadata Registries Part 5: Naming and Identification Principles**

ISO 11179-6 Metadata Registries Part 6: Registration

ISO 11179 Parts 4 and 5 shall be followed where any data naming and definition standards are not covered in this document. ([See Appendix 1](#))

2.2 ISO 15836:2009 – The Dublin Core (Imaging and Content Management)

ISO 15836:2009 - Information and documentation -- The Dublin Core is an international standard as well as a US national standard for metadata (naming and description) concerning imaging and documentation in the content management space. The ANSI-NISO Z39.85-2007 is the US - The Dublin Core Metadata Element Set Standard.

ISO 15836:2009 and ANSI-NISO Z39.85-2007 shall be followed where any content management standards are not covered in this document. ([See Appendix 2](#))

3.0 Logical Data Naming Standards

3.1 Standards for Naming and Defining Business Data

An important step in the data identification/naming process is to see if the data has been previously identified and documented. Business staff should coordinate their naming/defining efforts with the Data Center of Excellence members. This group can assist in gaining access to existing data dictionaries or databases where established data names and definitions are documented. ([See Appendix I – ISO 11179 Part 5: Naming and identification principles](#))

If the data has not been previously documented, a members from the Data Center of Excellence assists business staff in the development of data names using the following format and incorporating the guidelines below.

Data Subject + [Descriptive Modifier(s) +] Class Word

In Logical/Business naming, abbreviations should be kept to a minimum, use the full business name. Never use the Data Type name or abbreviation in a Logical/Business name. If abbreviations are needed, use the abbreviation lists, and /or follow the guidelines in [Section 7.0 – Abbreviation Guidelines](#).

Data Subject

Identify the person, place, thing or concept important to the business. This is typically the Data Entity name.

- A business data name contains only one Data Subject.
- The Data Subject should be a word(s) routinely used and easily understood by the business.
- The Data Subject should be spelled out completely; abbreviations should not be used.
- The Data Subject is documented in **singular** form.

Examples:

- Taxpayer
- Federal Tax Return
- Preparer
- State Tax Return
- Case

Descriptive Modifiers

Add *Descriptive Modifiers* to make the business data name clear and unique.

- *Descriptive Modifiers* further describe the *Class Word*.
- *Descriptive Modifiers* are optional; data name may contain none, one or many.
- *Descriptive Modifiers* should be spelled out completely, abbreviations should not be used.
- *Descriptive Modifiers* should be documented in singular form.

Examples: (*Descriptive Modifiers are underlined for illustration.*)

- Taxpayer Street Address
- Federal Tax Return Tax Due Amount
- Preparer Identification Number
- State Tax Return Filed Date (*Descriptive Modifiers are not required to clarify business data name.*)
- Case Status

Class Word

Identify what type or classification of data you are naming.

Class Word must come from designated class words in Appendix 7.

Examples: (Class Words are underlined for illustration.)

- Taxpayer Address
- Federal Tax Return Amount
- Preparer Number
- State Tax Return Date

Defining Business Data

Rigorously defined data is a critical success factor if the department is to make usable information available throughout the enterprise. Comprehensive data definitions can also aid in the discovery of redundant data. The following information comprises the complete data definition and should be documented for every piece of data identified by the business. Details about the data will be identified and documented through different phases of system development.

- **Concept Phase**

BUSINESS NAME – Full name used by the business to identify the data (singular form).

DEFINITION – Brief comprehensive description of data (singular form). [*Use ISO 11179 Part 4: Formulation of data definitions in Appendix I*](#)

DATA OWNER – Responsible for management of business data.

- **Requirements Phase**

ENTITY/RELATIONSHIP – Designation of entity(ies) and/or relationship(s) to which the data belongs.

GENERAL BUSINESS RULES – Any business rules governing the data.

SECURITY – Designation of types and/or levels of protection required by policy, standards, etc.

DERIVATION ELEMENTS – Designation of elements used to derive the data, if applicable.

DERIVATION ALGORITHM – Specification of process for derivation, if applicable.

3.2 Data Subject Area Names

A *Data Subject Area* is a classification or grouping of data entities that pertain directly to a major topic of interest or business function to the business at an enterprise level.

Examples include: CUSTOMER, ASSET, TAX DECLARATION, and CUSTOMER ACCOUNT.

Naming Characteristics for Data Subject Areas:

- *Graphic:* Rectangle or Text
- *Font Case:* UPPER CASE
- *Grammatical Relationship:* Noun or Adjective + Noun for a topic, Gerund for a Function
- *Number of Words:* Three or less
- *Genus:* People, Places, Things, Events, Functions
- *Examples:* CUSTOMER, CUSTOMER ACCOUNT. TAX DECLARATION

The six major FTB Data Subject Areas are:

- PARTY/CUSTOMER
- CUSTOMER ACCOUNT
- TAX DECLARATION
- ASSET AND INCOME
- HUMAN RESOURCES
- BUSINESS INFRASTRUCTURE

Defining a Data Subject Area

A Data Subject Area must be defined in a brief and comprehensive format ([See Appendix 1 – ISO 11179 Part 4: Formulation of data definitions](#))

Example: *CUSTOMER SUBJECT AREA is a grouping of data about a person or business organization that does business of falls within the jurisdiction of law(s) of the State of California administered and/or enforced by the Franchise Tax Board.*

3.3 Data Entity Names

A *Data Entity* is an item that represents a class of *People, Objects, Locations, or Events (POLE)* having characteristics of interest to the enterprise about which data could be kept. Additionally a data entity is a collection of entities to which a specific definition and commonality applies.

A Data Entity is: CUSTOMER, ADDRESS, and VEHICLE;

A Data Entity is not: Bob Smith, 123 Easy Street, and a Dodge.

Naming Characteristics for Data Entities:

- *Graphic:* Rectangle
- *Font Case:* UPPER CASE
- *Grammatical Relationship:* Noun or Adjective + Noun

- *Number of Words:* Three or less
- *Genus:* People, Places, Things, Concepts, Events, States,

- *Examples:* PARTY, EMPLOYEE DETAIL, TIME ACCOUNT,
STATE TAX DECLARATION, CUSTOMER
TRANSACTION

Defining a Data Entity

A Data Entity must be defined in its *singular* form in a brief and comprehensive format. ([See Appendix 1 – ISO 11179 Part 4: Formulation of data definitions](#))

Example:

INCOME is data about the amount of money or its equivalent received by a customer from any source (taxable or non-taxable).

3.4 Attribute Names

An *Attribute* is a single logical business fact, characteristic or property that describes a data entity. It is expressed as one or more values.

Minimalize the need to abbreviate, and **NEVER** use the data type name or abbreviation as part of a attribute name.

Attribute is: Customer Last Name, Vehicle Manufacture Name, Adjusted Gross Income Amount.

Attribute is not: Customer, Asset, and Return.

Naming Characteristics for Attributes:

- *Graphic:* Text Only
- *Font Case:* Title Case
- *Grammatical Relationship:* Adjective + Noun
- *Number of Words:* Five or less
- *Genus:* Prime, Derived, Cohesive
- *Examples* Customer Last Name, Vehicle Manufacture Name, Adjusted Gross Income Amount, Taxpayer Status Code

Defining an Attribute

An *Attribute* must be defined in its *singular* form in a brief and comprehensive format. The definition of an Attribute should include the data type and length when possible. ([See Appendix 1 – ISO 11179 Part 4: Formulation of data definitions](#))

Example:

California Adjusted Gross Income Amount is the amount of income as shown on the tax return reduced by California Adjustments (sch CA) or entered by a user.

The *Genus* of an attribute should be identified in a comment area that accompanies the description/definition of the attribute.

There are basically three types of attributes:

- **Prime** – A basic business fact that is stored (e.g., Customer Last Name).
- **Derived** – Value can be computed via processes from one or more other attributes (e.g., Adjusted Gross Income Amount). Derived attributes are sometimes stored if the only source is external to the FTB.
- **Cohesive** – Are data elements/attributes that must be processed together to produce meaningful facts (Vacation Hours Earn Count - Vacation Hours Used Count = Vacation Hours Balance Count). Cohesive data elements/attributes are typically virtual and are not stored.

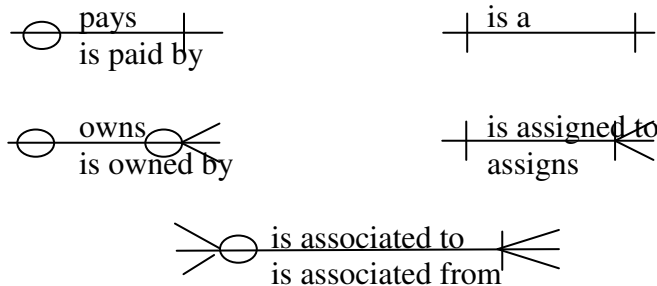
3.5 Relationship Names

A *Relationship* is a reason of relevance to the enterprise why a *Data Entities* from one or from two entity types are associated.

Naming Characteristics for Relationships:

- **Graphic:** Information Engineering’s “Crow’s Foot” style.

—○ /	0/1 or many
— /	1 or many
—○	0 or 1
—	1 and only 1
- **Font Case:** lower case
- **Grammatical Relationship:** Active Verb in one direction, passive verb and preposition in the other direction.
- **Number of Words:** Three or less
- **Genus:** 0 to 1, 1 to 1, 0 to Many, 1 to Many, and Many to Many
- **Examples:**



Defining a Relationship


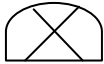

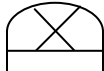
A *Relationship* should be defined in a brief and comprehensive format. A Relationship is defined by the symbology and naming. Use business language to define and name the relationship between the data entities. If further definition is required keep the definition clear and add any business rules that may apply to the relationship.

3.6 Subtype/Inheritance Names

A *Subtype/Inheritance* relationship connects a data entity that defines the category and two or more additional data entities that define each of the elements of the category. The parent entity of the category is considered the supertype and each child entity is considered a subtype.

Naming Characteristics for Subtype/Inheritance:

- *Graphic:*

GRAPHIC:	INCLUSIVE	EXCLUSIVE
NON-COMPLETING		
COMPLETING		

- *Font Case:* UPPER CASE
- *Grammatical Relationship:* Noun or Adjective + Noun – Derived from Supertype Entity
- *Number of Words:* Four or less
- *Genus:* Non-Completing Exclusive, Non-Completing Inclusive, Completing Exclusive, Completing Inclusive
 - Exclusive Data Entities in a Subtype Set **do not** have a union with each other
 - Inclusive Data Entities in a Subtype Set **do** have a union with each other
 - Completing Supertype (parent) data entities **must** include at least one subtype to be complete. In other words, a supertype **cannot** exist on its own without a child.
 - Non-Completing Supertype (parent) data entities **need not** include a subtype child to be complete. In other words, a supertype **can** exist on its own.
- *Examples* PARTY TYPE, PARTY ROLE, RETURN TYPE

Defining a Subtype/Inheritance

An *Subtype/Inheritance* must be defined in a brief and comprehensive format. ([See Appendix 1 – ISO 11179 Part 4: Formulation of data definitions](#))

Example:

A PARTY ROLE represents the roles types a PARTY plays in relationship to other data entities. A PARTY ROLE inherits the attributes of the PARTY data entity.

4.0 Physical Naming Standards

In general all database objects should be named in a meaningful manner that reflects the business terms. Use the abbreviations guidelines in section 5 to keep the object names a reasonable length. Use of abbreviations should be consistent within an application or project.

4.1 DBMS SERVERS Names

¹The following pattern will be used when assigning names to DBMS Servers.

FDXXX/[MSXXXPRDN] (Optional)

where:

Microsoft Servers

FDXXX	Physical Server name as determined by Server Administrator group. To be used only if named instance on server.
/	Identifies MSSQL server instance, if default instance is used only server name is used for MS SQL Server name.
MS	= Indicates Microsoft SQL Server
XXX	= Indicates Project
PRD	= for production or DEV for development
N	= Indicates version

Sybase Servers

SY	= Indicates Sybase ASE
XXX	= Indicates Project
PRD	= for production or DEV for development
N	= Indicates version

DB2 Servers

¹ DatabaseNamingStd.doc

4.2 DATABASE Names

A database is a container for related cubes and the objects they share. These objects include data sources, shared dimensions, and database roles. If these objects are to be shared among multiple cubes, the objects and cubes must be within the same database.

²The following pattern will be used when assigning names to a Database:

DB_XX[_VVV_NN]

where:

DB	=	All databases must include this identifier following the designation as the prefix.
XX	=	Database Name. The Database name is required. It should be set to a meaningful name, and can contain underscores.
VVV	=	The length of a Database name is limited to 30 characters. Database Classification. This designator is required (see note below) and will be set to “PRD” for production, “DEV” for development, “TST”.for test.
NN	=	Database Serial Number. This designator will be set to the version number of the database if multiple versions of the database exist.

Note on [_VVV_NN] : In some instances, database objects need to refer to other databases and must use a fully qualified name to do so. This can cause deployment problems because database names will change when moved from one environment to another. One possible solution to this problem is to use views that point to another database’s tables and then referencing these views in any code that reference other database objects.

If cross database functionality is needed and a view cannot resolve the issues the VVV_NN section may become optional.

4.3 TABLE Names

²Table names should be meaningful and clearly define the object the entity represents. The grammatical relationship of a table name is a Noun or an Adjective + Noun, and follows as close as possible to the business/logical name. Tables are database objects that contain all the data in a database. A table definition is a collection of columns. In tables, data is organized in a row-and-column format similar to a spreadsheet. Each row represents a unique record, and each column represents a field within the record. For example, a table containing employee data for a company can contain a row for each employee and columns representing employee information such as employee number, name, address, job title, and home phone number.

² WebAppCodingStandards.doc

² WebAppCodingStandards.doc

The following pattern will be used when assigning names to database tables:

XX or XX_YY where:

**XX or
XX_YY** = Table Name.
The Table name is required. It should be set to a meaningful name, can contain underscores. .

The length of a Table name is limited to 30 characters.

Note: A Table name should be abbreviated when appropriate to do so (see [Section 7.0 – Abbreviation Guidelines](#)).

4.4 COLUMN Names

In a table, data is arranged into columns. Column names should be meaningful and clearly define the object it represents. The grammatical relationship of a table name is a Noun or an Adjective + Noun, and follows as close as possible to the business/logical name. Each column stores one data element, such as a first name, one line of an address, a price, or any similar discrete unit of information. When columns are created in a table, they are given a name that identifies their purpose, such as First_Name or Address_1. In most databases, you must also specify additional properties, such as how long the longest entry in the column will be, and what type of data the column will contain - characters, integers, floating-point numbers, dates or times, and so on (*See [Section 7.0 – Abbreviation Guidelines](#) and [Appendix 8 – Data Types](#)*). Additionally, class words shall be used to identify the type of object the column name is describing. Only approved class words shall be used from the *[Appendix 9 – Class Words](#)* list in this document. If there is a new class word to be added to this list, it must be approved by data administration or the database administration team.

For names that do not have an appropriate class or the name implies the class, no class assignment is made. For example: **FEIN, SSN, TPID**.

For any name containing a class word, the class word portion of the name is removed. For example: **ownership percent** becomes **ownership_pct** NOT **ownership_percent_pct**.

If the column name is only a class word, then the column name must be set into context to be a complete name (i.e., ~~NAME~~ should be EMPLOYEE_NM). The Address class word may look like this CLAIMANT_ADDR1 for the first line of an address.

Minimalize the need to abbreviate, and **NEVER** use the data type name or abbreviation as part of a column name. (i.e. Char_First_Name, Int_Customer_UID, etc.)

²The following pattern will be used when assigning names to database columns:

² WebAppCodingStandards.doc

XX_TTT where:

- XX** = Column Name.
The Column name is required. It should be set to a meaningful description, it can contain underscores
The length of a Column name is limited in characters by the tool you are using, but minimize the need to abbreviate. Use complete words when possible.
Note: A Column name should be abbreviated when appropriate to do so (see [Section 7.0 – Abbreviation Guidelines](#)).
- TTT** = Column Class Words. **Required.** Use only approved class words from the class word list in [Appendix 9 – Class Words](#).

Table Column Naming Examples

Example Description	Column Name
User ID column	UserID or User_ID not UserID_ID
System Type)	System_Type_ID or Sys_Type_ID (w/ Abbreviation)

4.5 INDEX Names

Indexes in databases are similar to indexes in books. In a book, an index allows you to find information quickly without reading the entire book. In a database, an index allows the database program to find data in a table without scanning the entire table. An index in a book is a list of words with the page numbers that contain each word. An index in a database is a list of values in a table with the storage locations of rows in the table that contain each value.

²The following pattern will be used when assigning names to Indexes:

¹**IDX_[U][C]_CCCC...**

where:

- IDX** = Constant indicating index
U = Indicating unique index (otherwise omitted)
C = Indicating clustered index (otherwise omitted)
CCCC... = The name of the columns referred to by the index

¹ DatabaseNamingStd.doc

² WebAppCodingStandards.doc

Index Naming Examples

Example Description	Index Name
Non-clustered, Unique Index on Employee SSN in Employee table	IDX_U_SSN
Non-Clustered, Non-Unique Index on Employee First Name and Employee Last Name in Employee table.	IDX_EMPLOYEE_NM

4.6 KEY Names

Keys allow you to define the way a DBMS automatically enforces the integrity of a database. Keys define rules regarding the values allowed in columns and are the standard mechanism for enforcing integrity. (Also see section [4.10 Check Constraint Names](#))

²The following pattern will be used when assigning names to Primary Keys:

PK_XX

where:

- PK** = All primary keys must begin with the “PK” prefix.
- XX** = Always set to the name of the table the primary key applies to.

Primary Key Naming Examples

Example Description	Primary Key Name
Primary clustered key for Employees table	PK_EmployeeData
Primary non-clustered key for Employees table	PK_EmployeeData

The following pattern will be used when assigning names to Foreign Keys:

FK_XXX_YYY

where:

- FK** = All foreign keys must begin with this prefix.
- XXX** = Always set to the name of the column the foreign key is defined for.
- YYY** = Always set to the name of the table the foreign key links to.

² WebAppCodingStandards.doc

Foreign Key Naming Examples

Example Description	Foreign Key Name
Foreign key for Employees table that references the EMPLOYEE_ADDR	FK_Employee_Addr

The following pattern will be used when assigning names to Alternate Keys:

AK_XX

where:

- AK** = All alternate keys must begin with this prefix.
- XX** = Always set to the name of the table the alternate key applies to.

Foreign Key Naming Examples

Example Description	Alternate Key Name
Alternate key for the Employee table Employee ID key AK_EMPLOYEE_UID.	AK_EmployeeData

4.7 VIEW Names

A view can be thought of as either a virtual table or a stored query. The data accessible through a view is not stored in the database as a distinct object. What is stored in the database is a SELECT statement. The result set of the SELECT statement forms the virtual table returned by the view. A user can use this virtual table by referencing the view name in Transact-SQL statements the same way a table is referenced. The grammatical relationship of the VIEW Name is a Noun or Noun + Adjective, as a view represents a segment or combinations of data from many tables.

²The following pattern will be used when assigning names to Views:

VW_XX

where:

- VW** = All views must include this identifier.
- XX** = View Name.
The View name is required. It used to define the purpose of the View. It should be set to a meaningful name, and can contain underscores.

The length of a View name is limited to 50 characters.

² WebAppCodingStandards.doc

View Naming Examples

Example Description	View Name
View that returns a data set	VW_EMPLOYEE_DATA
View that retrieves data for a pull down list.	VW_EMPLOYEE_TYPES

4.8 TRIGGER Names

Triggers are a special class of stored procedure defined to execute automatically when an UPDATE, INSERT, or DELETE statement is issued against a table or view. Triggers are powerful tools that sites can use to enforce their business rules automatically when data is modified. Triggers can extend the integrity checking logic of SQL Server constraints, defaults, and rules, although constraints and defaults should be used instead whenever they provide all the needed functionality.

²The following pattern will be used when assigning names to Triggers:

¹TRG_[B][D][I][U]_TTTT...

where:

- TRG** = Constant indicating trigger
- B** = Indicating a before trigger (no supported by all DBMS) only to be used if necessary.
- D** = Indicating a delete trigger (otherwise omitted)
- I** = Indicating an insert trigger (otherwise omitted)
- U** = Indicating an update trigger (otherwise omitted)
- TTTT...** = The name of the affected table or object

Trigger Naming Examples

Example Description	Trigger Name
Trigger on Employee table insert event	TRG_I_EMPLOYEES
Trigger that sends an email when an order is before, added, updated, or deleted.	TRG_BIUD_ORDERS

4.9 STORED PROCEDURE Names

Stored Procedures are a precompiled collection of Transact-SQL statements stored under a name and processed as a unit. SQL Server supplies stored procedures for managing SQL Server and displaying information about databases and users. SQL Server-supplied stored procedures are called system-stored procedures.

²The following pattern will be used to name Stored Procedures (SPs):

² WebAppCodingStandards.doc

PROC_AAAA_XX where:

- PROC** = All Stored Procedures must include an identifier (for SQL Server do not use SP_). Within a project any identifiable consistent prefix may be used (E.G. USP_ or TP_ or UP_ ...).
- AAAA** = Indicates the main action or business rule implemented by the stored procedure.
- XX** = Stored Procedures Name.
The Stored Procedures name section of a table name is required. It should be set to a meaningful name and can contain underscores.

The length of a Stored Procedures name is limited to 30 characters.

Stored Procedure Main Action Examples

Examples
GET
INSERT OR WRITE
UPDATE
DELETE
CHECK

Stored Procedure Naming Examples

Example Description	SP Name
SP that returns a data set	PROC_GET_EMPLOYEEEDATA
SP that inserts (or writes) a record	PROC_INSERT_EMPLOYEEEDATA
SP specific to conference function of a large application.	PROC_CR_GET_CONFERENCEROOM
SP that retrieves data for a pull down list.	PROC_GET_EMPLOYEEETYPES
SP specific to the security function of a large application	PROC_SEC_GET_PERMISSIONS

4.10 CHECK CONSTRAINT Names

Check Constraints allow you to define the way DBMS automatically enforces the integrity of a database. Constraints define rules regarding the values allowed in columns and are the standard mechanism for enforcing integrity. Using constraints is preferred to using triggers, rules, and

¹ DatabaseNamingStd.doc

² WebAppCodingStandards.doc

defaults. The query optimizer also uses constraint definitions to build high-performance query execution plans.

²The following pattern will be used when assigning names to Check Constraints:

CC_XX_TTT

where:

CC = The object:
 CK = Check Constraint
 NN = Not Null
 UN = Unique
 (For Key naming see section [4.6 KEY Names](#))
 PK = Primary Key
 FK = Foreign Key
 AK = Alternate Key
 = The Column Name to which the Check Constraint applies. See section [4.4 Column Names](#) for naming columns

Constraint Naming Examples

Constraint Class Type Name	Class Description
NOT NULL (NN)	NOT NULL specifies that the column does not accept NULL values.
CHECK (CK)	CHECK constraints enforce domain integrity by limiting the values that can be placed in a column.
UNIQUE (UN)	UNIQUE constraints enforce the uniqueness of the values in a set of columns.
PRIMARY (see section 4.6 KEY Names)	PRIMARY KEY constraints identify the column or set of columns whose values uniquely identify a row in a table.
FOREIGN (see section 4.6 KEY Names)	FOREIGN KEY constraints identify the relationships between tables.
ALTERNATE (see section 4.6 KEY Names)	ALTERNATE KEY constraints identify the relationships between a FK column against a column that is not a PK.

² WebAppCodingStandards.doc

4.11 MISCELLANEOUS Naming Conventions

²The naming conventions for DBMS objects not addressed in the previous paragraphs.

SQL Data Miscellaneous Object Naming Conventions

Object Type	Pattern	Example
Default	DF_XX	DF_TODAY
Rule	RUL_XX	RUL_CHECKZIP
User Defined Function	UDF_XX	UDF_COMPUTEDEVIATION
User Defined Data Type	UDT_XX	UDT_PHONE

where:

First characters = Constants that apply to “Object Type”.
XX = Object Name.
 The Object name is required. It should be set to a meaningful name and can contain underscores.

The length of an Object name is limited to 50 characters.

4.12 DB2 Object Naming Conventions

The naming conventions for DB2 Mainframe objects not addressed in the previous paragraphs.

STOGROUPs

STXZZNNN

where:

ST = STOGROUP
X = Environment
U = Unit Test
S = System Test
ZZ = Application (e.g., BT = BETS)
NNN = Suffix (a sequential number – e.g., 001, 002, etc.)

DATABASEs

DBXZZAAN

where:

² WebAppCodingStandards.doc

DB	=	DATABASE
X	=	Environment
		U = Unit Test
		S = System Test
ZZ	=	Application (e.g., BT = BETS)
AA	=	TAS Subsystem (e.g., Tax Payer ID = TI)
N	=	Suffix (a sequential number – e.g., 1 thru 9)

TABLESPACES

TSXAAAAA

where:

TS	=	TABLESPACE
X	=	Environment
		U = Unit Test
		S = System Test
AAAAA	=	Tablespace Name

INDEXSPACES

IXAAAAAN

where:

I	=	INDEXSPACE
AAAAA	=	Indexspace Name
N	=	Suffix (a sequential number – e.g., 1 thru 9)

FOREIGN KEYS

FKAAAAAN

where:

FK	=	FOREIGN KEY
X	=	Environment
		U = Unit Test
		S = System Test
AAAA	=	Foreign Key Name (Reflect TS Name)
N	=	Suffix (a sequential number – e.g., 1 thru 9)

5.0 Business Intelligence Data Naming Standards

- Use underscores “_” as word delimiter
- Include object type
 - Use TBL to indicate table object
 - Use VW to indicate view object
- Implement Schema
 - To logically organize database objects
 - Administer permissions at the schema level
- Table Name
 - Use UPPERCASE for table name
 - Include source system
 - TI
 - BETS
 - ARCS
 - PASS
 - Include the table type
 - Use DIM to indicate dimension table
 - Use FACT to indicate fact table
 - Include table grain
 - Use AGGR to indicate aggregate table
 - Use NORM to indicate normalized table
 - Include ??
 - Use STAGE to indicate staging table
 - Use ADHOC to indicate ad hoc table
 - Order of table name categories
 - DIM and FACT at the beginning or end of the table name
- Data Element Name
 - Retain data element name from source system if no transformation is applied to the data element
 - Use UPPERCASE for source system data elements
 - Use lowercase for BI system derived data elements
 - Include class word. “Class words are used to describe the type of object the name is describing.”
 - Use DT for Date
 - Use CDA for alphanumeric codified data elements
 - Use CD for numeric codified data elements
 - Use FLG, IND, CD
 - Use FLG (value 1 or 0) to signal the presence of a condition
 - Use IND to indicate the presence of a condition that would include a condition other than TRUE or FALSE, i.e. Y=Yes, N=No, U=Not Applicable

6.0 Capitalization Guidelines

Capitalization guidelines are provided to gain consistency in object naming and as such are required to the extent that they are used consistently within a project.

Capitalization Styles

- Pascal case
The first letter in the identifier and the first letter of each subsequent concatenated word are capitalized. You can use Pascal case for identifiers of three or more characters. For example:
BackColor
- Camel case
The first letter of an identifier is lowercase and the first letter of each subsequent concatenated word is capitalized. For example:
backColor
- All UPPER CASE or
- all lower case

7.0 Abbreviation Guidelines

These abbreviation guidelines exist in order to create an Abbreviation Dictionary. They will evolve over time and are intended only for new abbreviations. The abbreviations in the dictionary are not intended to evolve over time, however, they should provide consistency in naming.

Constructing Abbreviations

When constructing new abbreviations, apply these in priority order according to the list below:

1. Use commonly known and recognized abbreviations (e.g., SSN, TPID, FEIN, etc.)
2. Check the official class word list. If the word is already on the class word list, use the abbreviation given. (e.g., amount = amt, identifier – ID)
3. Use common acronyms for multiple-word phrases. (i.e., AGI = Adjusted Gross Income)
4. If the word is four characters or less, do not abbreviate it. Note: The rules above override this rule. Proceed to the next rule only if the root word is five characters or greater.
5. Determine the *root word*. (The root word of ‘adhesion’ is ‘adhere’; the root of ‘approval’ is ‘approve’, the root of ‘sizing’ is ‘size’, etc.) Follow steps 6 through 9 to create a proposed abbreviation for the root word. Then, if Method B is used below, return to this step to test the propose abbreviation.
 - a. If all of the consonants in the proposed root word abbreviation are in the original, “un” abbreviated word (the original word may have consonants that are not in the proposed abbreviation), proceed to step 6 taking the root word as the source.

- (Original examples are ‘approval’ and ‘sizing’; root words are ‘approve’ and ‘size’; the proposed abbreviations are ‘Aprv’ and ‘Size’.)
- b. If the proposed root word abbreviation has any consonants that are not in the original, unabbreviated word (the original word may have consonants that are not in the proposed abbreviation), proceed to step 6 using the original word as the source. (Original example is ‘adhesion’; root word is ‘adhere’; the initially proposed abbreviation is ‘Adhr’; final proposed abbreviation is ‘Adhsn’.)
 - c. Start from the U.S. Postal Standard Abbreviation List and/or the list in Appendix 9. Most words needing abbreviations are in these lists.
6. If the root word is for characters or less, do not abbreviate it. Proceed to the next rule only if the root word is five characters or greater; otherwise proceed to the last step.
7. Three methods may currently be used to abbreviate the root word. Method A is most prevalent at this time:
- Method A. – Truncate the root word after the first syllable. (e.g., Bal = Balance, Cal = Calendar, Cert = Certification, Org = Organization, Sys = System).
- Method B. – Keep the first letter of the word; drop all other vowels; reduce double consonants that occur in the original word (i.e., before dropping vowels) to a single consonant. Drop the letter ‘y’ when it is used as a vowel for the last letter in the word; retain the letter ‘y’ when it is used as a consonant or when it is the last letter in a word. (e.g., Actv = Active, Invc = Invoice, Activity = Actvty)
- Method C. – Start from the Current FTB Abbreviation List, U.S. Postal Standards – Publication 28, and/or the US Department of Defense – MIL-STD-12D Abbreviation Lists. Most words needing abbreviations are in these lists. (Don’t re-invent an abbreviation)
8. If the abbreviation is greater than eight characters, truncate the abbreviation to eight characters.
9. Generally a root word and all forms of the word will have the same abbreviation. (FORCE = force, forcing, forced.) However, when two forms of the same word are both nouns (and thus both are potential data entity names), two abbreviations should be created by appending the ending consonant of the one form to the abbreviation. (CNTRCT = Contract, CONTRCTR = Contractor.)

8.0 Glossary

Attribute - An *attribute* is a characteristic or property that describes a data entity. It is expressed as one or more values.

Business Term – A Business Term is commonly used terminology about a business item or function. (**Business Term is:** AGI, Dependent, and Return. **Business Term is not:** Specific Amount, Specific Dependent, Specific Return.)

Categories of Data - Logical classification of data elements (attributes) that pertain directly to a function or a major topic of interest to the enterprise. (also *see Subject Areas*)

Class Word – Class words are used to describe the type of object the name in describing. The class word should be the last two or three characters of the column name separated by an underscore. A class word is the last word in naming a logical attribute or physical data element/column.

Column – A column is the physical implementation of a logical business fact. It can be in character, date, or number format, and be optional or mandatory.

Constraint – A *Constraint* is a logical statement that restrict the set of allowable relations in a database.

Database – An organized and aggregated body of related information; a file consisting of a number of records or tables, each of which is constructed of files of a particular type, together with a collection of operation that facilitate searching, sorting, recombination, and similar operations.

Database Index – A mechanism to locate and access data within a database. An index may quote one or more columns and be a means of enforcing uniqueness on their values.

Data Collection - A file or database which contains facts of interest to the enterprise.

Data Element – A Data element a fact the enterprise collects or derives and resides in a Data Store. In most cases a data element is directly related to an attribute. (**Data Element is:** *TPID, Street Address, and City.* (**Data Element is not:** *123 45 6789, 123 Easy Street, and Sacramento.*)

Data Entity - An item that represents a class of *People, Objects, Locations, or Events (POLE)* having characteristics of interest to the enterprise about which data could be kept. *Examples include:* 1) People: TAXPAYER, PREPARER; 2) Object: RETURN, CUSTOMER ACCOUNT; 3) Location: RECEIVING, STORAGE LOCATION, ORGANIZATION; 4) Event: CUSTOMER ACCOUNT ACTION.

Data Entity Model / Data Entity-Relationship Model - A structured representation of data and its inherent relationships which depicts the functional use of data without regard to its physical implementation. (See *Data Model*)

Data Entity Type - A collection of data entities to which a specific definition applies.

Data Model - A structured representation of data and its inherent relationships which depicts the functional use of data.

- ♦ **Conceptual** - Contains *Data Entities* and their *Relationships* that describe business data concepts despite its physical implementation
- ♦ **“First-Cut” Logical** - Scoped to the project requirements and includes all the necessary *Data Entities*, *Relationships* and *Attributes* yet without the consideration of physical implementation.
- ♦ **“Normalized” Logical** - The further decomposition of the data model which includes elimination of repeating data groupings, redundant key values or rows, and attributes dependent upon other non-key attributes
- ♦ **Dimensional Model** – A model structure used for fast retrieval of historic and summarized data. Typically used for business intelligence/data warehouse applications
- ♦ **Physical Data Model** - A representation of an application specific implementation of logical data model requirements.

Data Store – A Data Store is a computer or manual repository of data maintained or used by a process. This includes manual files, machine-readable files, data tables, and databases. (**Data Store is: Sequential Tape File, RDBMS Tables, and Filing Cabinet. Data Store is not: TI, Database, and a Form.**)

Data Type – A Data Type describes the characteristic of a data element. (**Valid Values: Number, integer, etc.**)

Dimensional Model – See *Data Model*

Domain - A set of business validation rules, format constraints, and other properties that apply to a group of attributes or database columns; for example: a list of values, a range, a qualified list or range, or any combination of these (e.g., valid values for *State* would be CA, DE, GA, etc.).

Enterprise Model - An integrated view of multiple applications, or application perspectives. Generally speaking, the *Enterprise Model* represents the "bigger picture" than a single application, function, or database.

First-Cut Logical Data Model - See *Data Model*

Foreign Key – One or more columns in a relational database table that implement a many-to-one relationship that the table in question has with another table or with itself.

Function - A group of Processes that together support one aspect of furthering the mission of the enterprise.

Instance Data - Repository data is considered only as *data* depending on the perspective of the user. One user's perspective may be considered as metadata by another user.

Key – A way of accessing something. A unique column used for retrieval of rows from a table.

Length – A *Length* indicates the maximum number of characters for a character or Unicode data type.

Logical Data Model - See *Data Model*

Logical to Physical Mapping - The identification of logical data model requirements that will be used in the physical data models. Additionally, logical to physical mapping may utilize existing physical data structures which have been identified in a logical data model.

Metadata - A descriptive detail of data instances, also known as "the data about data". Examples of *metadata* include field names, lengths, program names, definitions, etc. which are usually the detailed description of data resources and business systems.

Metamodel - An encyclopedia/repository model representing a distinct view of the repository information. Examples of *metamodels* may include the detailed data entities/relationships of a subject area, data flow models detailing a context diagram, etc.

Multityping - A data model where a real-world data entity may be described by more than one data entity. For example, CUSTOMER might be classified as a TAXPAYER, INFORMATION RETURN FILER and a NON-TAX DEBTOR. Each classification adds more attributes, relationships, and rules to the knowledge we can express about that CUSTOMER.

Normalized Logical Data Model - See *Data Model*

Physical Data Model - See *Data Model*.

Precision/Length – A *Precision* is the number of digits in a number while *Length* is the number of characters in a field.

Primary Key – A set of one or more columns in a database table whose values, in combination, are required to be unique within the table.

Process - An activity that is repeatedly executed within an enterprise, each execution of which results in a specific effect on data entities, or information about data entities of specific types.

Process Model - A model of the processes within an application as well as their natural functional relationships; usually depicted in structured hierarchical diagram format and data flow diagrams. *Process models* often relate closely to physical application or tool-specific implementations.

Referential Integrity - Create, Update, and Delete constraints between to data entities/tables.

Relationship - A *Relationship* is a reason of relevance to the enterprise why a *Data Entities* from one or from two entity types are associated.

Repository - An integrated access point for globally resident information represented as metadata (detailed description of data resources and business systems). *Repository* contents are definable, loadable, and retrievable regardless of the origination tool, platform, programming language, or DBMS. The *repository* may be thought of as the card catalog in a public library.

Row – A *Row* is an instance of a set of related columns that is dependent on one and only one unique identifier / key.

Scale/Decimal – A *Scale* is the number of digits to the right of the decimal point in a number.

Status – A *Status* is the condition of an person or thing. A *Status* must be placed into context and to which time may be associated.

Stored Procedure – A *Stored Procedure* is a program (or procedure) which is physically stored and executed within a database.

Subject Area - A classification or grouping of data entities that pertain directly to a function or a major topic of interest to the enterprise. Examples include: CUSTOMER, RETURN, HUMAN RESOURCES, and CUSTOMER ACCOUNT.

Subtype - A subordinate data entity type in a subtype set. Common attribute and relationship types are "packaged" into the supertype for the subtype set and inherited by the *subtypes* in the subtype set. In this way, a *subtype* is a more specialized category of its supertype that inherits all of the supertype's attributes and relationships, and also may contain additional attributes and relationships that are unique. TAXPAYER is a subtype of CUSTOMER.

Subtype Set - A classification of a supertype's immediate subtypes as exclusive/inclusive and covering/non-covering.

Supertype - A data entity type that is the super-ordinate member of a subtype. A *supertype* is a generalization of its subtypes. Its attributes and relationship types are inherited by all of its subtypes. CUSTOMER is a *supertype*.

Table – A tabular view of data, on a relational database management system, defined by one or more columns of data and a primary key. A table is populated by rows of data.

Transaction Analysis - A study of the timing, frequency and quantity of Create, Read Update, and/or Delete activity upon data. (See *Performance Analysis*)

Trigger – Database triggers are procedures that are stored in a database and are executed or "fired" when a table is modified. Triggers can be used to perform many tasks such as restricting access to specific data, perform logging, or auditing of data sets.

View – A means of accessing a subset of data in a database.

Appendices

Appendix 1 – ISO 11179 Metadata Registries

Part 1: Framework

Part 2: Classification

Part 3: Registry metamodel and basic attributes

Part 4: Formulation of Data Definitions

Part 5: Naming and Identification Principles

Part 6: Registration

Appendix 2 – The Dublin Core (ANSI/NISO Z39.85-2007)

Appendix 3 – Microsoft® SQL Server™ 2000 RESERVED WORDS:

³Microsoft® SQL Server™ 2000 uses reserved keywords for defining, manipulating, and accessing databases. Reserved keywords are part of the grammar of the Transact-SQL language used by SQL Server to parse and understand Transact-SQL statements and batches. Although it is syntactically possible to use SQL Server reserved keywords as identifiers and object names in Transact-SQL scripts, this can be done only using delimited identifiers.

The following table lists Microsoft SQL Server reserved keywords.

ADD	EXCEPT	PERCENT
ALL	EXEC	PLAN
ALTER	EXECUTE	PRECISION
AND	EXISTS	PRIMARY
ANY	EXIT	PRINT
AS	FETCH	PROC
ASC	FILE	PROCEDURE
AUTHORIZATION	FILLFACTOR	PUBLIC
BACKUP	FOR	RAISERROR
BEGIN	FOREIGN	READ
BETWEEN	FREETEXT	READTEXT
BREAK	FREETEXTTABLE	RECONFIGURE
BROWSE	FROM	REFERENCES
BULK	FULL	REPLICATION
BY	FUNCTION	RESTORE
CASCADE	GOTO	RESTRICT
CASE	GRANT	RETURN
CHECK	GROUP	REVOKE
CHECKPOINT	HAVING	RIGHT
CLOSE	HOLDLOCK	ROLLBACK
CLUSTERED	IDENTITY	ROWCOUNT
COALESCE	IDENTITY_INSERT	ROWGUIDCOL
COLLATE	IDENTITYCOL	RULE
COLUMN	IF	SAVE
COMMIT	IN	SCHEMA
COMPUTE	INDEX	SELECT
CONSTRAINT	INNER	SESSION_USER
CONTAINS	INSERT	SET

³ SQL Server Books Online, [©1988-2000 Microsoft Corporation. All Rights Reserved.](http://msdn.microsoft.com)

CONTAINSTABLE	INTERSECT	SETUSER
CONTINUE	INTO	SHUTDOWN
CONVERT	IS	SOME
CREATE	JOIN	STATISTICS
CROSS	KEY	SYSTEM_USER
CURRENT	KILL	TABLE
CURRENT_DATE	LEFT	TEXTSIZE
CURRENT_TIME	LIKE	THEN
CURRENT_TIMESTAMP	LINENO	TO
CURRENT_USER	LOAD	TOP
CURSOR	NATIONAL	TRAN
DATABASE	NOCHECK	TRANSACTION
DBCC	NONCLUSTERED	TRIGGER
DEALLOCATE	NOT	TRUNCATE
DECLARE	NULL	TSEQUAL
DEFAULT	NULLIF	UNION
DELETE	OF	UNIQUE
DENY	OFF	UPDATE
DESC	OFFSETS	UPDATETEXT
DISK	ON	USE
DISTINCT	OPEN	USER
DISTRIBUTED	OPENDATASOURCE	VALUES
DOUBLE	OPENQUERY	VARYING
DROP	OPENROWSET	VIEW
DUMMY	OPENXML	WAITFOR
DUMP	OPTION	WHEN
ELSE	OR	WHERE
END	ORDER	WHILE
ERRLVL	OUTER	WITH
ESCAPE	OVER	WRITETEXT

Appendix 4 – ODBC Reserved Keywords

The following words are reserved for use in ODBC function calls. These words do not constrain the minimum SQL grammar; however, to ensure compatibility with drivers that support the core SQL grammar, applications should avoid using these keywords.

This is the current list of ODBC reserved keywords..

ABSOLUTE	EXEC	OVERLAPS
ACTION	EXECUTE	PAD
ADA	EXISTS	PARTIAL
ADD	EXTERNAL	PASCAL
ALL	EXTRACT	POSITION
ALLOCATE	FALSE	PRECISION
ALTER	FETCH	PREPARE
AND	FIRST	PRESERVE
ANY	FLOAT	PRIMARY
ARE	FOR	PRIOR
AS	FOREIGN	PRIVILEGES
ASC	FORTRAN	PROCEDURE
ASSERTION	FOUND	PUBLIC
AT	FROM	READ
AUTHORIZATION	FULL	REAL
AVG	GET	REFERENCES
BEGIN	GLOBAL	RELATIVE
BETWEEN	GO	RESTRICT
BIT	GOTO	REVOKE
BIT_LENGTH	GRANT	RIGHT
BOTH	GROUP	ROLLBACK
BY	HAVING	ROWS
CASCADE	HOUR	SCHEMA
CASCADED	IDENTITY	SCROLL
CASE	IMMEDIATE	SECOND
CAST	IN	SECTION
CATALOG	INCLUDE	SELECT
CHAR	INDEX	SESSION
CHAR_LENGTH	INDICATOR	SESSION_USER
CHARACTER	INITIALLY	SET
CHARACTER_LENGTH	INNER	SIZE
CHECK	INPUT	SMALLINT

CLOSE	INSENSITIVE	SOME
COALESCE	INSERT	SPACE
COLLATE	INT	SQL
COLLATION	INTEGER	SQLCA
COLUMN	INTERSECT	SQLCODE
COMMIT	INTERVAL	SQLERROR
CONNECT	INTO	SQLSTATE
CONNECTION	IS	SQLWARNING
CONSTRAINT	ISOLATION	SUBSTRING
CONSTRAINTS	JOIN	SUM
CONTINUE	KEY	SYSTEM_USER
CONVERT	LANGUAGE	TABLE
CORRESPONDING	LAST	TEMPORARY
COUNT	LEADING	THEN
CREATE	LEFT	TIME
CROSS	LEVEL	TIMESTAMP
CURRENT	LIKE	TIMEZONE_HOUR
CURRENT_DATE	LOCAL	TIMEZONE_MINUTE
CURRENT_TIME	LOWER	TO
CURRENT_TIMESTAMP	MATCH	TRAILING
CURRENT_USER	MAX	TRANSACTION
CURSOR	MIN	TRANSLATE
DATE	MINUTE	TRANSLATION
DAY	MODULE	TRIM
DEALLOCATE	MONTH	TRUE
DEC	NAMES	UNION
DECIMAL	NATIONAL	UNIQUE
DECLARE	NATURAL	UNKNOWN
DEFAULT	NCHAR	UPDATE
DEFERRABLE	NEXT	UPPER
DEFERRED	NO	USAGE
DELETE	NONE	USER
DESC	NOT	USING
DESCRIBE	NULL	VALUE
DESCRIPTOR	NULLIF	VALUES
DIAGNOSTICS	NUMERIC	VARCHAR
DISCONNECT	OCTET_LENGTH	VARYING
DISTINCT	OF	VIEW

DOMAIN	ON	WHEN
DOUBLE	ONLY	WHENEVER
DROP	OPEN	WHERE
ELSE	OPTION	WITH
END	OR	WORK
END-EXEC	ORDER	WRITE
ESCAPE	OUTER	YEAR
EXCEPT	OUTPUT	ZONE
EXCEPTION		

Appendix 5 – Future Reserved Keywords

The following keywords could be reserved in future releases of SQL Server as new features are implemented. Consider avoiding the use of these words as identifiers.

ABSOLUTE	FOUND	PRESERVE
ACTION	FREE	PRIOR
ADMIN	GENERAL	PRIVILEGES
AFTER	GET	READS
AGGREGATE	GLOBAL	REAL
ALIAS	GO	RECURSIVE
ALLOCATE	GROUPING	REF
ARE	HOST	REFERENCING
ARRAY	HOURL	RELATIVE
ASSERTION	IGNORE	RESULT
AT	IMMEDIATE	RETURNS
BEFORE	INDICATOR	ROLE
BINARY	INITIALIZE	ROLLUP
BIT	INITIALLY	ROUTINE
BLOB	INOUT	ROW
BOOLEAN	INPUT	ROWS
BOTH	INT	SAVEPOINT
BREADTH	INTEGER	SCROLL
CALL	INTERVAL	SCOPE
CASCADE	ISOLATION	SEARCH
CAST	ITERATE	SECOND
CATALOG	LANGUAGE	SECTION
CHAR	LARGE	SEQUENCE
CHARACTER	LAST	SESSION
CLASS	LATERAL	SETS
CLOB	LEADING	SIZE
COLLATION	LESS	SMALLINT
COMPLETION	LEVEL	SPACE
CONNECT	LIMIT	SPECIFIC
CONNECTION	LOCAL	SPECIFICTYPE
CONSTRAINTS	LOCALTIME	SQL
CONSTRUCTOR	LOCALTIMESTAMP	SQL EXCEPTION
CORRESPONDING	LOCATOR	SQLSTATE
CUBE	MAP	SQLWARNING

CURRENT_PATH	MATCH	START
CURRENT_ROLE	MINUTE	STATE
CYCLE	MODIFIES	STATEMENT
DATA	MODIFY	STATIC
DATE	MODULE	STRUCTURE
DAY	MONTH	TEMPORARY
DEC	NAMES	TERMINATE
DECIMAL	NATURAL	THAN
DEFERRABLE	NCHAR	TIME
DEFERRED	NCLOB	TIMESTAMP
DEPTH	NEW	TIMEZONE_HOUR
DEREF	NEXT	TIMEZONE_MINUTE
DESCRIBE	NO	TRAILING
DESCRIPTOR	NONE	TRANSLATION
DESTROY	NUMERIC	TREAT
DESTRUCTOR	OBJECT	TRUE
DETERMINISTIC	OLD	UNDER
DICTIONARY	ONLY	UNKNOWN
DIAGNOSTICS	OPERATION	UNNEST
DISCONNECT	ORDINALITY	USAGE
DOMAIN	OUT	USING
DYNAMIC	OUTPUT	VALUE
EACH	PAD	VARCHAR
END-EXEC	PARAMETER	VARIABLE
EQUALS	PARAMETERS	WHENEVER
EVERY	PARTIAL	WITHOUT
EXCEPTION	PATH	WORK
EXTERNAL	POSTFIX	WRITE
FALSE	PREFIX	YEAR
FIRST	PREORDER	ZONE
FLOAT	PREPARE	

Appendix 6 – Sybase ASE RESERVED WORDS

Sybase ASE uses reserved keywords for defining, manipulating, and accessing databases. Reserved keywords are part of the grammar of the Transact-SQL language used by Sybase ASE to parse and understand Transact-SQL statements and batches. Although it is syntactically possible to use Sybase ASE reserved keywords as identifiers and object names in Transact-SQL scripts, this can be done only using delimited identifiers.

The following table lists Sybase ASE Server reserved keywords.

ADD	DOUBLE	MIRROREXIT	RULE
ALL	DROP	NATIONAL	SAVE
ALTER	DUMMY	NOHOLDLOCK	SCHEMA
AND	DUMP	NONCLUSTERED	SELECT
ANY	ELSE	NOT	SET
ARITH_OVERFLOW	END	NULL	SETUSER
AS	ENDTRAN	NUMERIC_TRUNCATION	SHARED
ASC	ERRLVL	OF	SHUTDOWN
AT	ERROREXIT	OFF	SOME
AUTHORIZATION	ESCAPE	OFFSETS	STATISTICS
AVG	EXCEPT	ON	STRIPE
BEGIN	EXEC	ONCE	SUM
BETWEEN	EXECUTE	ONLY	SYB_IDENTITY
BREAK	EXISTS	OPEN	SYB_RESTREE
BROWSE	EXIT	OPTION	SYB_TERMINATE
BULK	FETCH	OR	TABLE
BY	FILLFACTOR	ORDER	TEMP
CASCADE	FOR	OVER	TEMPORARY
CHAR_CONVERT	FOREIGN	PERM	TEXTSIZE
CHECK	FROM	PERMANENT	TO
CHECKPOINT	GOTO	PLAN	TRAN
CLOSE	GRANT	PRECISION	TRANSACTION
CLUSTERED	GROUP	PREPARE	TRIGGER
COMMIT	HAVING	PRIMARY	TRUNCATE
COMPUTE	HOLDLOCK	PRINT	TSEQUAL
CONFIRM	IDENTITY	PRIVILEGES	UNION
CONSTRAINT	IDENTITY_INSERT	PROC	UNIQUE
CONTINUE	IF	PROCEDURE	UPDATE
CONTROLROW	IN	PROCESSEXIT	USED_PGS
CONVERT	INDEX	PUBLIC	USER
COUNT	INSERT	RAISERROR	USER_OPTION
CREATE	INTERSECT	READ	USING
CURRENT	INTO	READTEXT	VALUES
CURSOR	IS	RECONFIGURE	VARYING
DATA_PGS	ISOLATION	REFERENCES	VIEW
DATABASE	KEY	REPLACE	WAITFOR
DBCC	KILL	RESERVED_PGS	WHERE
DEALLOCATE	LEVEL	RETURN	WHILE
DECLARE	LIKE	REVOKE	WITH
DEFAULT	LINENO	ROLE	WORK
DELETE	LOAD	ROLLBACK	WRITETEXT
DESC	MAX	ROWCNT	
DISK	MIN	ROWCOUNT	
DISTINCT	MIRROR	ROWS	

Appendix 7 – IBM DB2 RESERVED WORDS

IBM DB2 uses reserved keywords for defining, manipulating, and accessing databases. Reserved keywords are part of the grammar of the Transact-SQL language used by IBM DB2 to parse and understand Transact-SQL statements and batches. Although it is syntactically possible to use IBM DB2 reserved keywords as identifiers and object names in Transact-SQL scripts, this can be done only using delimited identifiers.

The following table lists IBM DB2 reserved keywords.

ADD	DETERMINISTIC	LEAVE	RESTART
AFTER	DISALLOW	LEFT	RESTRICT
ALIAS	DISCONNECT	LIKE	RESULT
ALL	DISTINCT	LINKTYPE	RESULT_SET_LOCATOR
ALLOCATE	DO	LOCAL	RETURN
ALLOW	DOUBLE	LOCALE	RETURNS
ALTER	DROP	LOCATOR	REVOKE
AND	DSNHATTR	LOCATORS	RIGHT
ANY	DSSIZE	LOCK	ROLLBACK
APPLICATION	DYNAMIC	LOCKMAX	ROUTINE
AS	EACH	LOCKSIZE	ROW
ASSOCIATE	EDITPROC	LONG	ROWS
ASUTIME	ELSE	LOOP	RRN
AUDIT	ELSEIF	MAXVALUE	RUN
AUTHORIZATION	ENCODING	MICROSECOND	SAVEPOINT
AUX	END	MICROSECONDS	SCHEMA
AUXILIARY	END-EXEC	MINUTE	SCRATCHPAD
BEFORE	END-EXEC1	MINUTES	SECOND
BEGIN	ERASE	MINVALUE	SECONDS
BETWEEN	ESCAPE	MODE	SECQTY
BINARY	EXCEPT	MODIFIES	SECURITY
BUFFERPOOL	EXCEPTION	MONTH	SELECT
BY	EXCLUDING	MONTHS	SENSITIVE
CACHE	EXECUTE	NEW	SET
CALL	EXISTS	NEW_TABLE	SIGNAL
CALLED	EXIT	NO	SIMPLE
CAPTURE	EXTERNAL	NOCACHE	SOME
CARDINALITY	FENCED	NOCYCLE	SOURCE
CASCADED	FETCH	NODENAME	SPECIFIC
CASE	FIELDPROC	NODENUMBER	SQL
CAST	FILE	NOMAXVALUE	SQLID
CCSID	FINAL	NOMINVALUE	STANDARD
CHAR	FOR	NOORDER	START
CHARACTER	FOREIGN	NOT	STATIC
CHECK	FREE	NULL	STAY
CLOSE	FROM	NULLS	STOGROUP
CLUSTER	FULL	NUMPARTS	STORES

COLLECTION	FUNCTION	OBID	STYLE
COLLID	GENERAL	OF	SUBPAGES
COLUMN	GENERATED	OLD	SUBSTRING
COMMENT	GET	OLD_TABLE	SYNONYM
COMMIT	GLOBAL	ON	SYSFUN
CONCAT	GO	OPEN	SYSIBM
CONDITION	GOTO	OPTIMIZATION	SYSPROC
CONNECT	GRANT	OPTIMIZE	SYSTEM
CONNECTION	GRAPHIC	OPTION	TABLE
CONSTRAINT	GROUP	OR	TABLESPACE
CONTAINS	HANDLER	ORDER	THEN
CONTINUE	HAVING	OUT	TO
COUNT	HOLD	OUTER	TRANSACTION
COUNT_BIG	HOUR	OVERRIDING	TRIGGER
CREATE	HOURS	PACKAGE	TRIM
CROSS	IDENTITY	PARAMETER	TYPE
CURRENT	IF	PART	UNDO
CURRENT_DATE	IMMEDIATE	PARTITION	UNION
CURRENT_LC_CTYPE	IN	PATH	UNIQUE
CURRENT_PATH	INCLUDING	PIECESIZE	UNTIL
CURRENT_SERVER	INCREMENT	PLAN	UPDATE
CURRENT_TIME	INDEX	POSITION	USAGE
CURRENT_TIMESTAMP	INDICATOR	PRECISION	USER
CURRENT_TIMEZONE	INHERIT	PREPARE	USING
CURRENT_USER	INNER	PRIMARY	VALIDPROC
CURSOR	INOUT	PRIQTY	VALUES
CYCLE	INSENSITIVE	PRIVILEGES	VARIABLE
DATA	INSERT	PROCEDURE	VARIANT
DATABASE	INTEGRITY	PROGRAM	VCAT
DAY	INTO	PSID	VIEW
DAYS	IS	QUERYNO	VOLUMES
DB2GENERAL	ISOBID	READ	WHEN
DB2GENRL	ISOLATION	READS	WHERE
DB2SQL	ITERATE	RECOVERY	WHILE
DBINFO	JAR	REFERENCES	WITH
DECLARE	JAVA	REFERENCING	WLM
DEFAULT	JOIN	RELEASE	WRITE
DEFAULTS	KEY	RENAME	YEAR
DEFINITION	LABEL	REPEAT	YEARS
DELETE	LANGUAGE	RESET	
DESCRIPTOR	LC_CTYPE	RESIGNAL	

Appendix 8 – Data Types

A data type is a set of data with values having predefined characteristics. Examples of data types are:

²Table 1 SQL Data Type Naming Conventions

Data Type		Example
Char		FirstName
Varchar		Activity
Nchar		LastName
Nvarchar		LastName
Text		tNote
Ntext		Comment
DateTime		TargetDate
SmallDateTime		CompletionDate
TinyInt		ActivityID
SmallInt		EquipmentTypeID
Integer		Asset
Numeric/Decimal		Profit
Real		Velocity
Float		Length
SmallMoney		Cost
Money		yPrice
Binary		Path
VarBinary		Contract
Image		Logo
Bit		Operational
TimeStamp		Current
UniqIdentifier		OrderID
Cursor		nventory

² WebAppCodingStandards.doc

Appendix 9 – Class Words

Class words are used to describe the type of object. The class word is always the last two or three characters of the column name separated by an underscore.

Type	Word	Abbrev	Typical Format/Size	Description
Date Time				
	Date	DT	MMDDYYYY	A statement of calendar time
	Date Time	DTM	MMDDYYYYHH:MM:SS	A statement of calendar time and daily time.
	Time	TM	HH:MM:SS	A statement of daily time
	Year	YR	YYYY	A statement of annual time
Number				
	Amount	AMT	Numeric (14,2)	A monetary value
			Numeric (12,0)	A monetary value
	Count	CNT	Integer	The totality of specific items in a particular sample
	Code	CD	Smallint	A set of discrete, valid values applied to a data object
	Identification	ID	Integer/Numeric(18,0)	Identifying data for an object
	Number	NUM	Integer	Identifying data or mathematical constant
	Percent	PCT	Numeric (7,4)	A number that is 1/100 of its whole value.
	Phone	PH	Numeric (10)	A number for a contact mechanism
	Rate	RT		A number that is a fixed ratio between two things: a charge, payment, or price fixed according to a ratio, scale, or standard sum or quantity.
Preference				
	Flag	FLG	Char (1)	A character used to signal or attract attention.
	Indicator	IND	Char (1)	A character used whether or not an object is true or false
String				
	Address	ADDR	Varchar(70) – multiple	A location
	Code	CDA	Char(X) where x=1-5	A set of discrete, valid values applied to a data object
	Comment	COM	Varchar(255)/Text	Descriptive text
	Description	DESC	Varchar	Descriptive text
	Name	NM	Varchar(70)	A word or phrase that constitutes the distinctive designation of a person or thing
	Text	TXT	Varchar/text	Typically free flowing commentary
	Type	TYP	Varchar	A <i>type</i> categorizes a supertype object representing a grouping of common people or things
	Unique Identifier	UID	Integer or Bigint	An UID is used for the primary key of a table or data entity. Use Bigint on mission critical Taxpayer & NTD systems.

Appendix 10 – FTB Abbreviation List

A			Top of List
ABBREVIATION	ABBREV	AMOUNTS	AMTS
ABLE	ABLE	ANCILLARY	ANCIL
ABLE AND AVAILABLE	AA	AND	AND
ABNORMAL END	ABEND	AND	N
ABOUT	ABOUT	ANNUAL	ANN
ABOVE	ABVE	ANNUAL LEAVE	AL
ABSENCE	ABS	ANNUAL LEAVE	ANN-LV
ABSENCE	ABSNC	ANNUITANT	ANUIT
ABSTRACT	ABSTR	ANNUITANTS	ANUIT
ACADEMIC	ACDMIC	ANNUITY	ANUIT
ACCEPTED	ACC	ANOTHER	ANO
ACCESS	ACCESS	ANSWER	ANSWR
ACCESSED	ACCESS	ANSWERED	ANSWRD
ACCIDENT	ACNT	ANY	ANY
ACCOMPLISHED	ACCOMP	APPEAL	APPL
ACCOMPLISHMENT	ACCOMP	APPEAL	APPEAL
ACCOMPLISHMENTS	ACCOMP	APPLICANT	APPLCNT
ACCOUNT	ACCT	APPLICATION	APP
ACCOUNTANT	ACCTNT	APPLICATION KEY RECORD	AKR
ACCOUNTING	ACCTG	APPLICATIONS	APPS
ACCOUNTS	ACCTS	APPLIED	APPLIED
ACCRUAL	ACCRUAL	APPLY	APPLY
ACCRUED	ACCRUED	APPOINTMENT	APPT
ACCUMULATE	ACCUM	APPRENTICESHIP	APPREN
ACCUMULATOR	ACCUM	APPROPRIATE	APPROP
ACCURACY	ACCUR	APPROVAL	APPRVL
ACCURATE	ACCUR	APPROVED	APPRVD
ACHIEVEMENTS	ACHVMNT	APPROVING	APPRVG
ACKNOWLEDGED	ACKNWLDG	APRIL	APR
ACQUIRE	ACQ	APTITUDE	APTD
ACQUIRED	ACQD	ARCHIVE	ARCHV
ACQUISITION	ACQN	ARCHIVED	ARCHVD
ACTION	ACT	ARABIC	ARABIC
ACTIONS	ACTS	AREA	AREA
ACTIVE	ACTV	ARMED	ARMED
ACTIVITY	ACTVY	ARMENIAN	ARMENIAN
ACTUAL	ACTUAL	AROSE	AROSE
ADD	ADD	ARRAY	ARRAY
ADDED	ADD	ARREARS	ARREAR
ADDITION	ADDT	AS	AS
ADDITIONAL	ADDTL	ASIAN	ASIAN

ADDRESS	ADDR	ASSEMBLY BILL 1575	AB1575
ADJUST	ADJ	ASSESS	ASSESS
ADJUSTING	ADJG	ASSESSED	ASSESD
ADJUSTMENT	ADJMT	ASSESSMENT	ASSESMT
ADJUSTMENTS	ADJMTS	ASSET	ASSET
ADMINISTRATIVE	ADMIN	ASSETS	ASSETS
ADMINISTRATIVE LAW JUDGE	ALJ	ASSIGN	ASGN
ADULT	ADLT	ASSIGNED	ASGND
ADULT	ADULT	ASSIGNMENT	ASGMT
ADVANCES	ADV	ASSISTANCE	ASSIS
AFFECTED	AFFCTD	ASSOCIATE	ASSOC
AFFIDAVIT	AFFDAV	ASSOCIATED	ASSOC
AFFIRMATIVE ACTION	AA	ATTACHMENT	ATTCH
AFTER	AFT	ATTAINED	ATTAIN
AGE	AGE	ATTEMPTS	ATTMP
AGED	AGE	ATTEND	ATND
AGENCY	AGCY	ATTENDANCE	ATNDNC
AGENT	AGENT	ATTENDANCE REPORTING UNIT	ARU
AGREE	AGREE	ATTENDEE	ATNDE
AGREEMENT	AGREE	ATTENDING	ATNDG
AGRICULTURAL	AGRI	ATTENTION	ATTN
ALASKAN	ALASK	ATTORNEY	ATTY
ALCOHOL	ALCHL	ATTORNEY GENERAL	AG
ALIEN	ALIEN	ATTRIBUTE	ATTR
ALL	ALL	AUDIT	AUD
ALLOCATION	ALLOC	AUDIT (* TAS SYSTEM ONLY *)	AUT
ALLOTMENT	ALLOT	AUDITED	AUTD
ALLOWANCE	ALLOW	AUDITOR	AUTR
ALLOWED	ALLOW	AUDITOR GENERAL	AUTR-GEN
ALPHA	ALPHA	AUDITS	AUTS
ALPHANUMERIC	X	AUGUST	AUG
ALSO KNOWN AS	AKA	AUTHORITY	AUTHTY
ALTER	ALTR	AUTHORIZATION	AUTH
ALTERED	ALTRD	AUTHORIZE	AUTH
ALTERNATE	ALT	AUTHORIZED	AUTHD
ALTERNATIVE	ALT	AUTOMATED	AUTO
AMEND	AMEND	AUTOMATION	AUTO
AMENDED	AMENDD	AUTOPAY	AUTOPAY
AMERICAN	AMER	AVAILABILITY	AVAIL
AMERICAN FEDERATION OF LABOR	AFL	AVAILABLE	AVAIL
AMERICAN RED CROSS	ARC	AVERAGE	AVG
AMOUNT	AMT	AWARD	AWRD

B

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BACHELOR	BACH	BENEFIT YEAR BEGIN	BYB
BACK	BACK	BENEFIT YEAR END	BYE
BACKGROUND	BKGRND	BENEFITS	BENFS
BACKLOG	BKLG	BENEFITS EXHAUSTED	BX
BACKOUT	BKOUT	BEREAVEMENT	BEREAVE
BACKWARD	BKWD	BEREAVEMENT	BREVMNT
BADGE	BADGE	BERKELEY	BRKLY
BALANCE	BAL	BEST	BEST
BANK	BANK	BI (WEEKLY ETC.)	BI
BANKRUPT	BKRPT	BILLED	BILL
BANKRUPTCY	BKRPTY	BILLING	BILL
BARGAINING	BRGNG	BINARY	BNRY
BARRIER	BARRIER	BIRTH	BIRTH
BARRIER(* FOR JTPA ONLY *)	BARR	BLACK	BLACK
BASE	BASE	BLANK	BLANK
BASED	BASED	BLOCK	BLK
BASIC	BASIC	BOARD	BRD
BASIC OCCUPATIONAL LITERACY TEST	BOLT	BOARD OF CONTROL	BOC
BATCH	BTCH	BOARD OF EQUALIZATION	BOE
BAY AREA	BAY	BONUS	BONUS
BE	BE	BOOK	BOOK
BECAME	BCAME	BOTH	BOTH
BEFORE	BEF	BOUND	BOUND
BEGAN	BGN	BRANCH	BR
BEGIN	BGN	BREAK	BRK
BEGINNING	BGN	BROWSE	BROWSE
BEGUN	BGN	BUDGET	BDGT
BELOW	BELOW	BUDGETED	BDGTD
BENCHMARK	BNCHMRK	BUILD	BUILD
BENEFIT	BENF	BUREAU	BURU
BENEFIT ACCOUNTING GROUP	BAG	BUSINESS	BUS
BENEFIT OVERPAYMENT	BOP	BY	BY
BENEFIT RECOVERY UNIT	BRU	BYTE	BYTE
BENEFIT REDUCTION	BR		

C

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CALCULATE	CALC	COMBINED	COMBD
CALCULATION	CALC	COMBINED WAGE CLAIM	CWC
		COMBINED WAGE CLAIM	
CALENDAR	CALNDR	PENDING	CWCP
CALIFORNIA	CA	COMBINED WAGE TRANSFER	CWT
CALIFORNIA AUTHORIZATION			
CENTER	CAC	COMMAND	CMD
CALIFORNIA EXTENDED DURATION	CAL-ED	COMMENCED	COMMENCED
CALIFORNIA OCCUPATIONAL			
SEARCH SYSTEM	COSS	COMMENT	COM
CALIFORNIA TRAINING BENEFITS	CTB	COMMERCIAL	COMRCL
CALIFORNIA UI CODE	CUIC	COMMISSION	COMMSN
CALL	CALL	COMMON	COMN
CALLING	CALLING	COMMON	COMMON
CAMBODIAN	CMBODN	COMMUNICATION	COMM
CAMBODIAN	CAMBODIAN	COMMUTE	COMUTE
CANCEL	CNCL	COMPANY	CMPNY
CANCELLATION	CNCL	COMPENSATED	COMPEN
CANCELLED	CNCL	COMPENSATING TIME OFF	CTO
CANDIDATE	CAND	COMPENSATION	COMPEN
CANTONESE	CANTN	COMPETENCY	CMPTNCY
CANTONESE	CANTONESE	COMPILED	COMPILED
CAPTURE	CAPT	COMPLAINANT	CMPLTNT
CARE	CARE	COMPLAINT	CMPL
CAREER	CREER	COMPLEMENT	CMPLMT
CARRIAGE	CARR	COMPLEMENTARY	CMPLMTY
CARRIAGE CONTROL	CARR-CNTL	COMPLETE	CMPLT
CARRIED	CARRD	COMPLETED	CMPLT
CARRIER	CARRIER	COMPLETION	CMPLTN
CARRY	CARRY	COMPLEX	CMPLX
CARRYFORWARD	CARRYFWD	COMPLEXITY	CMPLX
CARRY OVER	C-O	COMPLIANCE	COMPL
CARRY OVER	CARRY-OVR	COMPONENT	CMPNT
CASE	CASE	COMPRESSED	CMPRSD
CASE RESPONSIBLE PERSON	CRP	COMPRESSED WORK WEEK	CWW
		COMPULSION TO CONSUME	
CASELOAD	CASELD	INTOXICANTS	TOX
CASH	CASH	COMPUTATION	COMP
CASHED	CASHD	COMPUTED	COMP
CASHIER	CASHR	COMPUTER	COMPTR
		COMPUTER ASSISTED FILE	
CATALOG	CTLG	SEARCH	CFS
		COMPUTER OUTPUT	
CATASTROPHE	CATAS	MICROFICHE	COM
		CONCENTRATED	
CATASTROPHIC	CATASPHC	OVERPAYMENT RECOVERY	COR
CATASTROPHIC	CAT	CONCURRENT	CONCUR
CATEGORY	CATGRY	CONDITION	COND
CENSUS	CENSUS	CONDUCTED	CONDUCTD

CENTER	CENTR	CONFIDENTIAL	CNFID
CENTERS	CENTR	CONFINE	CNFN
CENTRAL	CENTRAL	CONFINED	CNFN
CENTRAL DETERMINATION UNIT	CDU	CONFINEMENT	CNFNMT
CENTRAL OFFICE	CO	CONFIRM	CONFIRM
CENTURY	CENTURY	CONFIRMATION	CONFIRM
CERTIFICATE	CERT	CONFIRMED	CONFIRM
CERTIFICATE OF CONTINUING ELIGIBILITY	CCE	CONFORM	CONFORM
CERTIFICATES	CERT	CONGRESS OF INDUSTRIAL ORGANIZATIONS	CIO
CERTIFICATION	CERTN	CONSTANT	CNST
CERTIFIED	CERTD	CONSTANTS	CNST
CERTIFY	CERTY	CONTACT	CONTACT
CHANGE	CHG	CONTACT	CON
CHANGED	CHG	CONTACTS	CON
CHAPTER	CHAP	CONTEXT	CNTXT
CHAPTER	CHAPTER	CONTINGENCY	CONTINGNY
CHARACTER	CHAR	CONTINGENT	CONTINGNT
CHARACTERISTICS	CHRSTC	CONTINUATION	CONT
CHARGE	CHRG	CONTINUE	CONT
CHARGEABLE	CHRG	CONTINUED	CONT
CHARGED	CHRG	CONTINUED CLAIM	CC
CHARGES	CHRGs	CONTRACT	CONTR
CHECK	CHK	CONTRACTOR	CONTR
CHECKED	CHKD	CONTRIBUTE	CONTRB
CHECKLIST	CHKLST	CONTRIBUTION RATE GROUP	CRG
CHECKPOINT	CHKPNT	CONTRIBUTIONS	CONTRBNS
CHECKS	CHKS	CONTROL	CNTL
CHILD	CHILD	CONTROLLED	CNTLD
CHILD SUPPORT GARNISHMENT	CSG	CONTROLLER	CNTLR
CHILD SUPPORT INTERCEPT	CSI	CONVERSATION	CONVRS
CHINESE	CHIN	CONVERSATIONAL	CONVRS
CHRONIC	CHRON	CONVERSION	CONV
CHURCH	CHRCH	CONVERTED	CONV
CHURCHES	CHRCH	CONVICTION	CNVC
CITIZEN	CTZN	CORPORATION	CORP
CITIZENSHIP	CTZNSHP	CORRECT	CORR
CITY	CITY	CORRECTION	CORR
CIVIL	CVL	CORRESPONDENCE	CORRES
CLAIM	CLM	COST	COST
CLAIM EFFECTIVE DATE	CED	COST CENTER	CC
CLAIMANT	CLMT	COUNSELED	CNSL
CLAIMANTS	CLMT	COUNSELEE	CNSLE
CLAIMED	CLMD	COUNSELING	CNSL
CLAIMS	CLMS	COUNSELING SERVICE	CNSL-SERV
CLARIFICATION	CLARIF	COUNSELOR	CNSLR
CLARIFY	CLARIF	COUNT	CNT
CLASS	CLASS	COUNTED	CNTD
CLASSIFICATION	CLASS	COUNTER	CNTR

CLASSIFY	CLASSF	COUNTERFEIT	CTRFT
CLASSROOM	CLASSRM	COUNTIES	CNTYS
CLEAR	CLEAR	COUNTRY	CNTRY
CLEARANCE	CLEAR	COUNTS	CNTS
CLEARED	CLEAR	COUNTY	CNTY
CLIENT	CLNT	COURSE	COURS
CLIENTS	CLNT	COURT	COURT
CLINIC	CLINIC	COVERAGE	CVGE
CLOSE	CLOSE	CPA	ACCTNT
CLOSED	CLOSED	CREATED	CRTD
CLOSEOUT	CLOSEOUT	CREATION	CREATE
CLOSING	CLOSE	CREDIT	CR
CLOSURE	CLOSR	CREDITED	CR
CLOUDY	CLOUDY	CRITERIA	CRIT
COAST	COAST	CRITICAL	CRITCL
COASTAL	COAST	CROSS REFERENCE	XREF
CODE	CD	CROSS REFERENCE (CED)	XCED
COLLECTION	COLL	CROSS REFERENCE (SSN)	XSSN
COLLECTIVE BARGAINING	CB	CUMULATIVE	CUMV
COLLECTIVE BARGAINING			
IDENTIFICATION	CBID	CURRENCY	CURRENCY
COLLEGE	CLG	CURRENT	CURR
COLLEGES	CLG	CUSTODY	CUSTODY
COLUMN	COL	CUSTOMER	CUST
COLUMNS	COLS	CUTOFF	CUTOFF
		CYCLE	CYC

D

DAILY	DLY	DESIRE	DESIRE
DAMAGE	DMG	DESIRED	DESIRE
DATA	DATA	DESK	DESK
DATA CAPTURE GROUP	DCG	DESTINATION	DESTN
DATA DEFINITION	DD	DETAIL	DTL
DATA ENTRY	DE	DETAILS	DTL
DATA MANIPULATION LANGUAGE	DML	DETECTED	DETECT
DATABASE	DB	DETECTION	DETECT
DATE	DT	DETERMINATION	DET
DATE CLAIM FILED	DCF	DETERMINATIONS	DETS
DAY	DAY	DETERMINE	DETRM
DAYS	DAYS	DETERMINED	DETRMD
DE-1	DE1	DEVELOP	DEV
DE-1080	DE1080	DEVELOPMENT	DEVMT
DE-120	DE120	DIAGNOSIS	DGNSIS
DE-1231	1231	DIAGNOSTIC	DGNSTC
DE-1426	1426	DIALOG	DIALOG
		DICTIONARY OF OCCUPATIONAL	
DE-1444	1444	TITLES	DOT
DE-1447	DE1447	DID	DID

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DE-1480	DE1480	DIFFER	DIFFER
DE-1545	1545	DIFFERENCE	DIFF
DE-1599	1599	DIGIT	DIGIT
DE-1754	1754	DIGITS	DIGIT
DE-2088	2088	DIRECT	DIRECT
DE-2403	DE2403	DISABILITY	DSABL
DE-2500X WITNESS ATTACHMENT	00X	DISABILITY INSURANCE	DI
		DISABILITY INSURANCE	
DE-2578N	2578N	ELECTIVE COVERAGE	DIEC
DE-3	DE3	DISABILITY INSURANCE SYSTEM	DIS
DE-3D	DE3D	DISABLED	DSABL
		DISABLED VETERANS'	
DE-4238	4238	OUTREACH PROGRAM	DVOP
DE-428	DE428	DISADVANTAGED	DISADV
DE-429	DE429	DISALLOW	DISALL
DE-43	DE43	DISALLOWED	DISALLD
			DSAPPRV
DE-44	DE44	DISAPPROVED	D
DE-4525	DE4525	DISASTER	DISASTR
DE-4581	DE4581	DISASTER RELATED CLAIM	DR
		DISASTER UNEMPLOYMENT	
DE-6363	DE6363	ASSISTANCE	DUA
DE-731	731	DISBURSED	DISB
			DSBRSMN
DE-817	817	DISBURSEMENT	T
DE-88	DE88	DISCHARGE	DISCHRG
DE-938	DE938	DISCLOSURE	DISCLSR
DE-9423	DE9423	DISCOVERED	DISCV
DEBIT	DBT	DISCREPANCY	DISCRP
			DSENCUM
DEBT	DEBT	DISENCUMBERED	BR
DECEASED	DCSD	DISHONORED	DSHOND
DECEMBER	DEC	DISPLACED	DSPLCD
DECIMAL	DECM	DISPLAY	DISPLAY
DECISION	DECSN	DISPUTE	DISPUTE
DECLARED	DECLRD	DISQUALIFICATION	DISQ
DECODE	DECD	DISQUALIFY	DISQ
DECREASE	DECR	DISTANCE	DSTNCE
DECREASED	DECR	DISTRIBUTE	DIST
DEDUCT	DED	DISTRIBUTION	DISTN
DEDUCTED	DED	DISTRICT	DISTR
DEDUCTIBLE	DEDTB	DISTRICT OFFICE	DO
DEDUCTION	DED	DISTRICTS	DISTR
DEFAULT	DFLT	DIVERSION	DVRSN
DEFEND	DFND	DIVERT	DVRT
DEFER	DEFER	DIVISION	DIV
DEFERRED	DEFER	DO	DO
DEFINE	DEF	DOCKET	DOKT
DEFINED	DEF	DOCTOR	DR
DEFINITION	DEFN	DOCUMENT	DOCUM
DELETE	DEL	DOCUMENT LOCATOR NUMBER	DLN

DELETED	DELETED	DOCUMENTATION	DOCN
DELIMITER	DELIM	DOING BUSINESS AS	DBA
DELINQUENCY	DELNQY	DOLLAR	DOLL
DELINQUENT	DELNQ	DOMESTIC	DOMSTC
DELIVERY	DLVRY	DOT	DOT
DEMAND	DEM	DOUBLE	DBL
DEMANDS	DEMS	DOWN	DOWN
DENIED	DENIED	DRIVEN	DRVN
DENSITY	DNSTY	DRIVER	DRVR
DENY	DENY	DRIVER'S LICENCE	DL
DEOBLIGATIONS	DEOBLIG	DROP	DROP
DEPARTMENT	DEPT	DROPOUT	DRPOUT
DEPARTMENT OF FINANCE	DOF	DRUG	DRUG
DEPARTMENT OF INDUSTRIAL RELATIONS	DIR	DUA – REFUSED SUITABLE WORK	DSW
DEPARTMENTAL	DEPTL	DUE	DUE
DEPARTURE	DPARTR	DUMMY	DUMMY
DEPENDENT	DEPDN	DUPLICATE	DUP
DEPOSIT	DPST	DURATION	DUR
DESCRIBE	DESC	DURING	DUR
DESCRIPTION	DESC	DUTIES	DUTY
DESIGNATION	DESGTN	DUTY	DUTY

E

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EARN	EARN	EQUIVALENT	EQ
EARNED	EARN	ERRONEOUS	ERR
EARNINGS	EARN	ERROR	ERR
ECONOMIC	ECON	ESTABLISH	ESTAB
ECONOMICALLY	ECON	ESTABLISHED	ESTABD
EDD CLIENT NUMBER	ECN	ESTABLISHMENT	ESTABMT
EDIT	ED	ESTABLISHMENT (ABBREV NEEDED FOR OVERPMTS)	EST
EDUCATION	EDUC	ESTIMATED	EST
EFFECTIVE	EFTV	ETA581	581
EFFORTS TO SEEK WORK	ESW	ETHNIC	ETHNIC
EIGHT	8	EVALUATION	EVALTN
EIGHTH-MONTHLY	8MO	EVENT	EVENT
ELAPSE	ELAPS	EX	EX
ELAPSED	ELAPS	EXAMINATION	EXAM
ELECTION	ELECTN	EXAMINE	EXAM
ELECTIVE	ELECT	EXAMINER	EXAMR
ELECTIVE COVERAGE	EC	EXCEED	EXCEED
ELEMENT	ELE	EXCEEDED	EXCEED
ELEMENTS	ELE	EXCEEDING	EXCEED
ELIGIBILITY	ELIGY	EXCEPTION	EXCPT
ELIGIBLE	ELIG	EXCESS	EXCES
EMBOSSSED CARD CLAIM	ECC	EXCESS MAXIMUM INSURANCE	XSMI
EMERGENCY SOLVENCY	ESS	EXCESSIVE	EXCES

SURCHARGE			
EMPLOY	EMPL	EXCHANGE	EXCHG
EMPLOYABILITY	EMPL	EXCLUDE	EXCLUD
EMPLOYED	EMPLD	EXCLUDED	EXCLUD
EMPLOYEE	EMP	EXECUTABLE	EXECBLE
EMPLOYEE TRAINING PROGRAM	ETP	EXECUTE	EXEC
EMPLOYER	ER	EXECUTE INTERFACE BLOCK	EIB
		EXECUTE INTERFACE BLOCK	
EMPLOYER ACCOUNTING (SYSTEM)	ERA	ATTENTION ID	EIBAID
		EXECUTE INTERFACE BLOCK	
EMPLOYER SERVICES PROGRAM	ESP	COMM AREA LENGTH	EIBCALEN
EMPLOYER SERVICES		EXECUTE INTERFACE BLOCK	
REPRESENTATIVE	ESR	DATA SET	EIBDS
		EXECUTE INTERFACE BLOCK	
EMPLOYMENT	EMPLMT	DATE	EIBDT
EMPLOYMENT DATA & RESEARCH		EXECUTE INTERFACE BLOCK	
(DIVISION)	EDR	FUNCTION	EIBFN
		EXECUTE INTERFACE BLOCK	EIBRCOD
EMPLOYMENT DEVELOPMENT DEPT	EDD	RESPONSE CODE	E
		EXECUTE INTERFACE BLOCK	
EMPLOYMENT TAX BRANCH (EDD)	ETB	TASK NUMBER	EIBTASKN
EMPLOYMENT TAX DISTRICT		EXECUTE INTERFACE BLOCK	EIBTERMI
OFFICE	ETDO	TERMINAL ID	D
		EXECUTE INTERFACE BLOCK	
EMPLOYMENT TRAINING TAX	ETT	TIME	EIBTM
		EXECUTE INTERFACE BLOCK	
ENCLOSE	ENCL	TRANSACTION ID	EIBTRNID
ENCLOSURE	ENCL	EXEMPT	EXMPT
ENCUMBRANCE	ENCUMBR	EXEMPTION	EXMPTN
END	END	EXHAUSTED	EXHST
END OF FILE	EOF	EXHAUSTEE	EXHST
END OF RECORD	EOR	EXHIBIT	EXHBT
END OF SET	EOS	EXIST	EXIST
ENDANGERING	ENDNGRNG	EXISTS	EXIST
ENDING	END	EXPANSION	EXPSN
ENGLISH	ENGL	EXPECTANCY	EXPECT
ENGLISH	ENGLISH	EXPENDITURE	XPEND
ENHANCEMENT	ENHNC	EXPENDITURE	XPD (JTA)
ENROLL	ENRL	EXPEND	EXP (JTA)
ENROLLED	ENRL	EXPENSE	EXP
ENROLLEE	ENRLE	EXPERIENCE	EXPER
ENROLLMENT	ENRLMT	EXPIRATION	EXPRN
ENTER	ENTER	EXPIRE	EXPIR
ENTERED	ENTER	EXPIRED	EXPIR
ENTERPRISE	ENTPRSE	EXPLAIN	EXPLN
ENTITLE	ENTITLE	EXPLANATION	EXPLN
ENTITLED	ENTITLE	EXPLOSION	EXPLSN
ENTITY	ENTITY	EXPORT	EXPORT
		EXTENDED BENEFITS (FED	
ENTRIES	ENTRS	ONLY)	EB
		EXTENDED UNEMPLOYMENT	
ENTRY	ENTRY	COMPENSATION	EUC

ENVIRONMENT	ENVMT	EXTENSION	EXTNS
EQUAL	EQ	EXTRA	XTRA
EQUIPMENT	EQPMNT	EXTRACT	EXTR
F			Top of List
FACILITY	FCLTY	FINANCIAL	FINCL
FACSIMILE	FAC	FINANCING	FINCG
FACT	FACT	FINDINGS	FINDINGS
FACTOR	FACTOR	FINISH	FNSH
FACTOR(* FOR JTPA ONLY *)	FACTR	FINISHED	FNSHD
FACTS	FACT	FIRED	FIRED
FAIL	FAIL	FIRST	FIRST
FAILED	FAIL	FISCAL YEAR	FY
FAILURE TO COMPLY WITH REGULATIONS	IRR	FIVE	5
FALSE	FALSE	FIXED	FIXED
FALSE STATEMENT	FS	FLAG	FLG
FALSE STATEMENT INITIAL APPLICATION – DUA	FI	FLAGS	FLGS
FALSE STATEMENT WAGES	FSWG	FLAT	FLAT
FALSE STATEMENT WEEK CLAIMED – DUA	FD	FLUENT	FLUENT
FAMILY	FAM	FOLLOW-UP	FOLUP
FARM	FARM	FOOD	FOOD
FARM LABOR CONTRACTOR	FLC	FORCES	FORCES
FARMWORKERS	FRMWRK	FOREIGN	FORGN
FAULT	FAULT	FORFEIT	FORFT
FAVORABLE	FAVBL	FORFEITURE	FORFTR
FAX	FAX	FORGED	FORGD
FEBRUARY	FEB	FORM	FORM
FEDERAL	FED	FORMAT	FMT
FEDERAL EMERGENCY MANPOWER AGENCY	FEMA	FORMATTED	FMTD
FEDERAL EMPLOYER IDENTIFICATION NUMBER	FEIN	FORMER	FORMR
FEDERAL EXTENDED DURATION	FED-ED	FORMER INMATE	FI
FEDERAL INCOME TAX	FIT	FORMS	FORMS
FEDERAL INFORMATION PROCESSING SYSTEM	FIPS	FORMSCAN INTEGRITY MONITORING SYSTEM	FIMS
FEDERAL INSURANCE CONTRIBUTIONS ACT	FICA	FORMULA	FRMLA
FEDERAL SUPPLEMENTAL COMPENSATION	FSC	FORWARD	FWD
FEDERAL UNEMPLOYMENT TAX ACT	FUTA	FOUND	FOUND
FEE	FEE	FOUR	4
FELON	FELON	FOUR TIMES WBA	4XWBA
FEMALE	FEMALE	FRACTION	FRCTN
FICHE	FICHE	FRANCHISE TAX BOARD	FTB
FICTITIOUS	FICT	FRAUD	FRAUD
FICTITIOUS EMPLOYER DETECTION	FEDS	FREE	FREE

SYSTEM

FIELD	FLD	FREEFORM	FF
FIELD OFFICE	FO	FREEZE EXTENSION	FE
FIELD OFFICE DIRECTIVE	FOD	FREQUENCY	FREQ
FIELD OFFICE TRANSFER	TRAN	FREQUENT	FREQ
FIELDS	FLD	FRIDAY	FRI
FILE	FILE	FRINGE	FRINGE
FILED	FILED	FROM	FROM
FILER	FILE	FULL	FULL
FILING	FILING	FULLY	FULLY
FILIPINO	FILIP	FUNCTION	FUNC
FILL	FILL	FUNCTIONAL	FUNC
FILLED	FILLED	FUND	FUND
FILLER	FILLER	FUNDING	FUND
FINAL	FINAL	FUNDS	FUNDS
FINALIZATION	FINZ	FUTURE	FUT
		FUTURE ELIGIBILITY ISSUE	FEI

G

GAIN	GAIN	GOAL	GOAL	Top of List
GARNISHEE	GARSHE	GOVERNMENT	GOVT	
GARNISHMENT	GARN	GOVERNOR	GOV	
GENDER	GENDR	GRADE	GRADE	
GENERAL	GENRL	GRADUATE	GRAD	
GENERAL APTITUDE TEST BATTERY	GATB	GRANT	GRNT	
GENERAL APTITUDE TEST BATTERY (SPANISH)	BEAG	GREATER AVENUES FOR INDEPENDENCE TRAINING	GAIN	
GENERAL LEDGER	GL	GREATER THAN	GT	
GENERALIZE	GENRL	GREATER THAN OR EQUAL TO	GE	
GENERALIZED	GENRL	GROUNDS	GRNDS	
GENERATE	GENR	GROUP	GP	
GENERATED	GENRD	GROWTH	GRWTH	
GEOS	GEOS	GUAMINIAN	GUAM	
GERMAN	GERMAN			

H

HALF	HALF	HINDUSTANI	HINDUSTANI	Top of List
HALL	HALL	HIRE	HIRE	
HANDICAP	HNDCP	HISPANIC	HISP	
HANDICAPPED	HNDCP	HISTORY	HIST	
HANDLING	HNDLNG	HIT	HIT	
HARASSMENT	HRSSMNT	HMONG	HMONG	
HARDSHIP	HRDSHP	HOLD	HOLD	
HAS	HAS	HOLIDAY	HOLIDAY	
HAVE	HAVE	HOME	HOME	

HAWAIIAN	HAW	HOMELESS	HOMELESS
HEADER	HDR	HOMEMAKER	HMMKR
HEADING	HDG	HONEST	HONEST
HEADQUARTERS	HQ	HOOK	HOOK
HEALTH	HEALTH	HOSPITAL	HOSP
HEIR	HEIR	HOSTILITY	HOSTILITY
HELP	HELP	HOURLY	HRLY
HIGH	HI	HOURS	HR
HIGH SCHOOL	HS	HOUSEHOLD	HOUSE
		HYPHEN	HYPHEN

I

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IBG-6	IBG6	INSERT	INSRT
IDENTIFICATION	ID	INSOLVENCY	INSLV
IDENTIFIER	ID	INSTRUCTION	INSTR
IMMEDIATE	IMMED	INSUFFICIENT	INSUF
IMMEDIATELY	IMMED	INSURANCE	INS
IMMIGRATION REFORM & CONTROL ACT	IRCA	INSURANCE ACCOUNTING BUREAU	IAB
IMPORT	IMPORT	INSURANCE ACCOUNTS RECEIVABLE GROUP	IARG
IN	IN	INTAKE	INTAKE
IN ACCORDANCE WITH	IAW	INTEGER	INTGR
IN CARE OF	ICO	INTEGRATE	INTGRT
IN HOME SUPPORTIVE SERVICES	IHSS	INTEGRATED DATA MANAGEMENT SYSTEM	IDMS
INACCURACY	INACCUR	INTERAGENCY	INTAGCY
INACCURATE	INACCUR	INTEREST	INT
INACTIVATE	INACTV	INTERESTED	INTD
INACTIVATION	INACTVN	INTERFACE	INTFC
INACTIVE	INACT	INTERIM	INTRM
INCAPACITATED	INCAPAC	INTERIOR	INTERIOR
INCENTIVE	INCNTV	INTERNAL	INTRNL
INCIDENT	INCNTV	INTERNAL REVENUE SERVICE	IRS
INCOME	INC		INTERNAT L
INCOMPETENT	INCOMPET	INTERNATIONAL	
INCOMPLETE	INCMPLT	INTERNATIONAL CLASSIFICATION OF DISEASES	ICD
INCORRECT	INCORR	INTERNET	INTERNET
INCREASE	INCR	INTERRUPT	INTRUP
INCREMENT	INCREMENT	INTERRUPTED	INTRUP
INCURRED	INCUR	INTERSTATE	INTERST
INDEX	IDX	INTERSTATE BENEFITS	IB
INDIAN	INDIAN	INTERSTATE JOB BANK	IJB
INDICATED	INDCTD	INTERVIEW	INTVW
INDICATOR	IND	INTERVIEWED	INTVW
INDIVIDUAL	INDV	INTERVIEWER	INTVWR
		INTIATION	INTATN

INDIVIDUALS	INDV	INTIMIDATION	INTMDTN
INDUSTRIAL	INDSTR	INTRASTATE	INTRAST
INDUSTRY	INDSTRY	INVALID	INV
INELIGIBLE	INELIG	INVENTORY	INVEN
INFORMAL	INFRML	INVERTED	INVERTED
INFORMATION	INFO	INVESTIGATION	INVSTN
INFORMATION NOT AVAILABLE	INA	INVESTIGATOR	INVSTR
INITIAL	INIT	INVOICE	INVO
INITIAL ASSISTANCE WORKSHOP	IAW	INVOLVE	INVLV
INITIALS	INITS	INVOLVING	INVLV
INITIATE	INITIATE	IRS CODE SECTION 501C3	501C3
INITIATED	INITIATE	ISLANDER	ISLNDR
INJURED	INJURD	ISSUE	ISS
INJURY	INJURY	ISSUED	ISS
INPUT	INPUT	ISSUER	ISSR
INPUT/OUTPUT	IO	ITEM	ITEM
INQUIRY	INQRY	ITEMS	ITEM

J

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JANUARY	JAN	JOB SERVICE APPROVAL REVIEW	JSAR
JAPANESE	JPNSE	JOB SERVICE AUTOMATION SYSTEM	JSAS
JAPANESE	JAPANESE	JOB TRAINING PARTNERSHIP ACT	JTPA
JOB	JOB	JOBS	JOB
JOB AGENT	JA	JOINT	JNT
JOB AGENT SERVICE CENTER	JASC	JOURNAL	JRNL
JOB CLUB	JCLB	JOURNAL ENTRY	JE
JOB CONTROL LANGUAGE	JCL	JOURNAL SUMMARY	JRNL- SUMRY
JOB DEVELOPMENT CONTACT	JDC	JUDGE	JDG
JOB INFORMATION CENTER	JIC	JUDGEMENT	JDGMT
JOB ORDER	JO	JULIAN	JULIAN
JOB ORDERS	JO	JULY	JUL
JOB SEARCH TRAINING WORKSHOP	JSTW	JUNE	JUN
JOB SERVICE	JS	JURISDICTION	JURSDCT N
		JUSTIFICATION	JUSTFCN

K

KEY
KEY DATA OPERATOR
KEYWORD

KEY
KDO
KYWD

KNOWLEDGE
KOREAN

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KNLDG
KOREAN

L

LABEL
LABOR
LABOR MARKET IDENTIFICATION
LACKS
LAG
LAG PERIOD TEST
LAID
LANGUAGE
LAOTIAN
LAOTIAN
LAST
LAST DAY WORKED
LATE
LATEST
LAYOFF
LEAD
LEAP
LEARN
LEAVE
LEAVING

LBL
LABOR
LMID
LKS
LAG
LAGT
LAID
LANG
LAO
LAOTION
LAST
LDW
LATE
LATE
LAYOFF
LEAD
LEAP
LRN
LV
LVNG

LIABILITY
LIABLE
LICENSE
LIEN
LIEN FEE
LIEU(I.E. IN "LIEU" OF)
LIFE
LIMIT
LIMITED
LIMITED TERM

LINE
LINKAGE
LIQUIDATED
LIST
LITERAL
LITIGATION
LOAD
LOCAL
LOCAL EXPERIENCE CHARGE
LOCAL VETERANS'
EMPLOYMENT
REPRESENTATIVE
LOCATION
LOCATOR
LOG
LOGGING
LOGIC
LOGICAL
LONG
LONG TERM
LONGSHORE/HARBOR
WORKER
LOOK
LOOKED
LOS ANGELES
LOSS
LOST
LOW

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LIAB
LIAB
LIC
LIEN
LIENFEE
LIEU
LIFE
LMT
LMTD
LT

LINE
LINKG
LIQDT
LIST
LIT
LITIG
LD
LOCL
LEC

LVER
LOCN
LOCR
LOG
LOGNG
LOGIC
LOGIC
LNG
LTERM

LH
LOOK
LOOK
LA
LOSS
LOST
LOW

LEDGER
LEGAL
LEGISLATION
LEGISLATURE
LENGTH
LESS
LESS THAN
LESS THAN OR EQUAL TO
LESSEN(SEE:DECREASE)

LEDGR
LGL
LEGIS
LEGIS
LGTH
LESS
LT
LE
DECR

LESSON
LETTER
LEVEL
LEVER
LEVY
LEVYABLE

LESSON
LTR
LVL
LVR
LEVY
LEVYABLE

M

MACHINE

MACHIN

MENU

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MENU

MAIL	MAIL	MESSAGE	MSG
MAIL IDENTIFICATION CODE (IN EDD)	MIC	MET	MET
MAILED	MLD	METHOD	METH
MAILING	MLNG	METROPOLITAN	METRO
MAIN	MAIN	METROPOLITAN STATISTICAL AREA	MSA
MAINTENANCE	MAINT	MICROFICHE	FICHE
MAJOR	MAJOR	MIDDLE	MID
MALE	MALE	MIDDLE INITIAL	MI
MANAGEMENT	MGMT	MIGHT	MIGHT
MANAGEMENT INFORMATION SYSTEM	MIS	MIGRANT	MIGRNT
MANAGER	MGR	MIGRANT AND SEASONAL FARM WORKERS	MSFW
MANDARIN	MANDARIN	MIGRANT FARM WORKERS	MFW
MANDATE	MNDT	MIGRANTS	MIGRNT
MANDATED	MNDTED	MIGRATE	MIGRT
MANDATORY	MNDTRY	MILITARY	MIL
MANDATORY JOB LISTING CONTRACTOR	MJLC	MILLENNIUM	MILNM
MANUAL	MAN	MINI	MINI
MANUALLY	MAN	MINIMUM	MIN
MANUFACTURING	MANFCTR	MINOR	MINOR
MAP	MAP	MINORITIES	MINTY
MARCH	MAR	MINORITY	MINTY
MARKET	MKT	MINUS	MINUS
MASTER	MSTR	MINUTE	MN
MASTER INDUSTRY CODE	MIC	MINUTES PER UNIT	MPU
MATCH	MATCH	MISCELLANEOUS	MISC
MATCHED	MATCHD	MISCONDUCT	MC
MATCHES	MATCH	MISMATCH	MISMATC
MATCHING	MATCHG	MISSING	H
MATERIAL	MATRL	MNEMONIC	MISSG
MATERNAL	MATERNAL	MODE	MNE
MATURITY	MTRTY	MODEL	MODE
MAXIMUM	MAX	MODIFY	MODL
MAXIMUM BENEFIT AMOUNT	MBA	MODULE	MODIF
MAXIMUM BENEFIT AWARD	MBA	MONDAY	MOD
MAY	MAY	MONETARY	MON
MEANS	MNS	MONEY	MON
MEASURE	MEASR	MONITOR	MONEY
MEDIA	MEDIA	MONTH	MONTR
MEDIAN	MEDIAN	MONTH TO DATE	MTH
MEDICAL	MED	MONTHLY	MTD
MEET	MEET	MORE	MTHLY
MEETING	MEETG	MOSAIX	MORE
MEMBER	MBR	MOTHER	MOSAIX
MEMBERSHIP	MBRSHIP	MULTIPLE	MTHR
			MULT

MEMO
MEMORANDUM

MEMO
MEMO

MULTIPLE PAY

MP

N

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NAME

NM

NON-READING APTITUDE
TEST BATTERY

NATB
NON-
REIMB

NATIONAL

NATL

NON-REIMBURSABLE

NATIONAL APPROPRIATION

NA

NON-SUFFICIENT FUNDS

NSF

NATIVE

NATV

NON-TRAINING

NTRNG

NATURE

NTRN

NONE

NONE

NAVIGATION

NAVG

NONRESIDENT

NONRES

NEED

NEED

NORMAL

NRML

NEEDED

NEED

NORTH

NORTH

NEEDING

NEEDING

NORTH AMERICAN FREE
TRADE AGREEMENT

NAFTA

NEEDING

NEEDNG

NORTH AMERICAN INDUSTRY
CLASSIFICATION

NAIC

NEGATIVE

NEG

NORTHERN

NORTH

NEITHER

NETHR

NORTHERN CALIFORNIA
AUTHORIZATION CENTER

NORCAL

NET

NET

NOT

NOT

NEW

NEW

NOT APPLICABLE

NA

NEWBORN

NEWBORN

NOT AVAILABLE

NA

NEW EMPLOYEE REGISTRY

NER

NOT EQUAL

NE

NEXT

NEXT

NOT REGISTERED (WITH JOB
SERVICE)

NR

NICKNAME

NKNAM

NOTE

NOTE

NINE

9

NOTED

NOTED

NO

NO

NOTES

NOTES

NO PAYMENT POINTER

NOPMTPTR

NOTICE

NTC

NO PURGE

NP

NOTIFICATION

NOTIFN

NON

NON

NOTIFIED

NOTFD

NON-CHARGEABLE

NON-CHRG

NOTIFY

NTFY

NON-FILER

NON-FILE

NOVEMBER

NOV

NON-HISPANIC

NON-HISP

NUMBER

NUM

NON-INDUSTRIAL DISABILITY
INSURANCE

NDI

NUMBERS

NUMS

NON-MONETARY

NON-MON

NUMERIC

NUM

NON-PAYROLL

NPR

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O

OBJECT	OBJ	ONLINE INQUIRY	OLQ
OBJECTIVES	OBJ	ONLY	ONLY
OBLIGATION	OBLIG	OPEN	OPEN
OBLIGATIONS	OBLIG	OPENING	OPN
OBSTRUCTED	OBSTR	OPENINGS	OPN
OBTAIN	OBT	OPERATION	OPRN
OBTAINED	OBT	OPERATOR	OPR
OBTAINS	OBT	OPTICAL CHARACTER READER	OCR
OCCUPATION	OCC	OPTION	OPT
OCCUPATIONAL	OCC	OPTIONAL	OPT
OCCUPATIONAL APTITUDE PATTERN	OAP	OR	OR
OCCUPATIONAL UNIT	OU	ORDER	ORDR
OCCURANCE	OCCURN	ORDER RESPONSIBLE OFFICE	ORO
OCCURRED	OCCURD	ORDERS	ORDR
OCCURS	OCCURS	ORGANIZATION	ORG
OCTOBER	OCT	ORIGIN	ORIG
OF	OF	ORIGINAL	ORIG
OFF	OFF	OTHER	OTH
OFFENDER	OFNDR	OTHER REMUNERATION	OR
OFFENSE	OFNSE	OUT	OUT
OFFER	OFFR	OUT OF BUSINESS	OB
OFFERED	OFFR	OUT OF STATE	OS
OFFERS	OFFR	OUT-OF-AREA	OA
OFFERS IN COMPROMISE	OIC	OUTCOME	OUTCOME
OFFICE	OFC	OUTPUT	OUTPUT
OFFICE OF APPEALS	OAP	OUTSIDE	OUTSD
OFFICE OF INSPECTOR GENERAL	OIG	OUTSTANDING	OUTSTDG
OFFICE OF WORKERS' COMPENSATION PROGRAMS	OWCP	OVER	OVER
OFFICER	OFCR	OVER	OVR
OFFICIAL	OFFICIAL	OVERFLOW	OVFLW
OFFLINE	OFL	OVERPAID	OVPD
OFFSET	OFFST	OVERPAYMENT	OVPMT
		OVERPAYMENT ADJUSTMENT & RECONCILIATION	GROUPOA RG
OLD	OLD	OVERPAYMENT BENEFIT	
OMIT	OMIT	RECORDS SERVICES GROUP	BRSG
OMITTED	OMITD	OVERRIDE	OVERRIDE
ON	ON	OVERSIGHT	OVSIT
ON-JOB-TRAINING	OJT	OVERTIME	OT
ON JOB TRAINING	OJT	OWED	OWED
ON-THE-JOB	OTJ	OWN	OWN
ONE	1	OWNER	OWN
ONLINE	OL	OWNERSHIP	OWNSHP

P

PACIFIC	PACIF	POSSESSED	Top of List POSESD
---------	--------------	-----------	--

PACIFIC MARITIME MASTER	PMMA	POST	POST
ACCOUNTS	PKG	POSTAL	PSTL
PACKAGE	PKGD	POSTED	POSTED
PACKAGED	PACKET	POSTMARK	PSTM RK
PACKET	PG	POTENTIAL	POTEN
PAGE	PD	POVERTY	PVRTY
PAID	PANEL	PRACTICAL	PRACL
PANEL	PANV	PRACTICE	PRAC
PANVALET	PAR	PRE(AS IN "BEFORE")	PRE
PARAGRAPH	PARA	PREDECESSOR	PRED
PARAGRAPH	PARM	PREFERENCE	PREF
PARAMETER	PARENT	PREFIX	PRFX
PARENT	PAROL	PREGNANCY	PREG
PAROLE	PART	PRELIMINARY	PRELIM
PART	PART	PREMISES	PREMISE
PARTIAL	PTDOT	PREPAID	PREPAID
PARTIAL DOT CODE	PARTIC	PREPAID	PREPD
PARTICIPANT	PARTN	PREPARED	PREP
PARTITION	PTY	PREPAY	PREPAY
PARTY	PASS	PREPAYMENT	PREPMT
PASSED	PSWD	PRESENT	PRSNT
PASSWORD	PATH	PRESORT	PRESORT
PATH	PATIENT	PREVIOUS	PREV
PATH	PAY	PRICE	PRICE
PATIENT	PAYBL	PRIMARY	PRIMARY
PAY	PAYEE	PRIMARY(* FOR JTPA ONLY *)	PRMRY
PAYABLE	PAYING	PRIME	PRIME
PAYEE	PMT	PRINCIPAL	PRIN
PAYEE	PMT-ADJ	PRINT	PRT
PAYING	PR	PRINTED	PRTD
PAYMENT	PK	PRINTER	PRTR
PAYMENT ADJUSTMENT	PEDIATRIC	PRIOR	PRIOR
PAYROLL	PEN	PRIOR WORK PENSION	PWP
PEAK	PEND	PRIORITY	PRIORTY
PEAK	PI	PRIORITY(* FOR JSAS & JTPA ONLY *)	PRRTY
PEDIATRIC	PENSN	PRIVATE	PRVT
PENALTY	PER	PRIZE	PRZ
PENDING	PCT	PROBATE	PROBT
PENDING INVESTIGATION	PCT	PROBATION	PROBATN
PENSION	PERF	PROBLEM	PROB
PER	PERFG	PROCESS	PROC
PERCENT	PRD	PROCESSED	PROCD
PERCENTAGE	PRDIC	PROCESS ID	PID (JTA)
PERFORMANCE	PER	PROCESSING	PROCG
PERFORMING	PERM	PROCESSOR	PROCR
PERIOD	PI	PRODUCT	PROD
PERIODIC	PERSIAN	PRODUCTION	PRODN
PERIODIC ELIGIBILITY REVIEW	PERSON	PROFICIENCY	PROFCY
PERMANENT			
PERMANENT INTERMITTENT			
PERSIAN			
PERSON			

PERSONAL	PERSONL	PROFICIENT	PROFCNT
PERSONAL COMPUTER	PC	PROFILE	PROFILE
PERSONAL INCOME TAX	PIT	PROGNOSIS	PX
PERSONNEL ASSISTANT	PA	PROGRAM	PGM
PERSONNEL EQUIVALENCE	PE	PROGRAMMER	PGMR
PERSONNEL TRANSACTION UNIT	PTU	PROGRESS	PROGRESS
PETITION	PETITN	PROJECT	PROJ
PHONE	PH	PROJECTION	PROJECTN
PHONETIC	PHONETIC	PROMISE	PROMISE
PHYSICAL	PHYS	PROMOTION	PROMO
PIC	PIC	PROMOTIONAL	PROMO
PICTURE	PIC	PROOF	PROOF
PLACED	PLCD	PROPERTY	PRPRTY
PLACEMENT	PLCMT	PROPOSAL	PRPSL
PLACEMENTS	PLCMT	PROPOSED	PRPOSED
PLACING	PLCNG	PRORATE	PRORT
PLAN	PLAN	PRORATED	PRORT
PLAN	PL (JTA)	PROTEST	PRTST
PLUS	PLUS	PROVIDED	PROVD
POCKET	POCKET	PROVIDER	PROVR
POINT	PNT	PSEUDO	PSEUDO
POINTER	PNTR	PUBLIC	PUB
POLICY	POLICY	PUBLISHED	PUBLSHD
POPULATION	POP	PUNJABI	PUNJB
PORTION	PORTION	PUNJABI	PUNJABI
PORTUGUESE	PORTUGUESE	PURCHASE	PURCH
POSITION	POS	PURCHASE ORDER	PO
POSITIVE	POSV	PURGE	PRG
		PURGED	PRG
		PURPOSE	PURPOSE

Q

QUALIFICATION	QLFN	QUARTERLY	QTRLY
QUALIFICATIONS	QLFN	QUARTERS	QTRS
QUALIFY	QLFY	QUASI	QUASI
QUALITY	QLTY	QUESTION	QSTN
QUALITY ASSURANCE	QA	QUESTIONABLE	QSTNBL
QUANTIFIER	QNTFR	QUESTIONNAIRE	QSTNR
QUANTIFY	QNTF	QUESTIONS	QSTNS
QUANTITY	QNTY	QUEUE	QUE
QUARTER	QTR	QUIT	QUIT

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R

RANGE	RNG	REMAIN	REMN
RANK	RNK	REMAINDER	REMDR
RAPID	RAPID	REMAINED	REMND
RATE	RT	REMAINING	REMNG
RATED	RTD	REMARKS	RMK
RATES	RTS	REMEDIAL	REMDL
RATING	RTG	REMINDER	REMIND
RATIO	RATIO	REMIT	REMIT
RE-	RE	REMITTANCE	REMITT
RE-RATE	RE-RT	REMOVE	REMOV
REACTIVATED	REACTVD	REMOVED	REMOVED
READING	READ	RENEWAL	RNWL
READJUSTMENT	READJ	RENT	RNT
REAL	REAL	REOPENED	REOPEN
REAPPLY	REAPPLY	REPEATED	REPEATD
REASON	RSN	REPLACE	REPLC
REASONABLE	RSNBL	REPLACED	REPLCD
RECAPTURED	RECAPT	REPLACEMENT	REPLC
RECEIPT	RCPT	REPORT	REPT
RECEIVABLE	RCVBLE	REPORTABLE	REPTBL
RECEIVED	RECD	REPORTED	REPTD
RECEIVES	RCV	REPORTING	REPTG
RECEIVING	RCV	REPRESENTATIVE	REP
RECENTLY	RCNTLY	REPROCESS	REPROC
RECERTIFICATION	RECERTN	REPROCESSED	REPROCD
RECERTIFY	RECERTY	REQUEST	REQ
RECIDIVISM	RCIDVSM	REQUESTED	REQD
RECIPIENT	RCPNT	REQUESTOR	REQR
RECOGNIZED	RECNZD	REQUIRE	REQUIRE
RECOMMENDED	RECMND	REQUIRED	REQUIRE
RECOMPUTATION	RECOMP	REQUIRED(* FOR JTPA ONLY *)	REQRD
RECOMPUTATION PENDING	RP	REQUIREMENT	REQUIRE
RECOMPUTED	RECOMP	RESERVATION	RESVTN
RECONCILED	RECNCCL	RESERVE	RESV
RECONCILIATION	RECNCCLN	RESIDENCE	RESDNC
RECONSIDERATION	RECON	RESIDENT	RESDNT
RECORD	REC	RESIDUAL	RESDL
RECORDS	RECS	RESIDUALS	RESDLS
RECOVER	RECOVER	RESOLUTION	RESLUTN
RECOVERED	RECOVER	RESOLVE	RSLV
RECOVERY	RCVRY	RESOLVED	RSLV
RECUR	RECUR	RESOURCE	RESRC
RECURRING	RECUR	RESOURCE ON ORDER	ROO
REDEEM	RDEEM	RESPONDENT	RESPDT
REDEFINE	REDEF	RESPONSE	RESP
REDEFINES	REDEFS	RESPONSE	RESPONSE
REDEFINES1	REDEF1	RESPONSIBILITY	RSPBLTY
REDEFINES2	REDEF2	RESPONSIBLE	RESPBL

REDEPOSIT	REDPST	RESTART	RESTART
REDESIGNATION	REDSGNTN	RESTITUTION	RESTN
REDETERMINATION	REDET	RESTORE	RST
REDETERMINE	REDETRM	RESTRAINING	RESTRNG
REDUCE	REDUC	RESTRICTED	RESTRICTD
REDUCED	REDUC	RESTRICTION	RESTR
REDUCED WEEKLY BENEFIT AMOUNT	RWBA	RESULT	RESULT
REDUCTION	REDUC	RESULTS	RESULTS
REDWOOD EMPLOYEES PROTECTION PROGRAM	REPP	RETAINED	RETAIN
REEL	REEL	RETENTION	RETNTN
REFER	REFER	RETIREMENT	RETIRE
REFERENCE	REF	RETRAINING	RETRNG
REFERRAL	REFRL	RETRIEVE	RTRV
REFERRALS	REFRL	RETROACTIVE	RETRO
REFERRED	REFER	RETURN	RTN
REFILED	REFILED	RETURN TO WORK (PART TIME)	RTW
REFUND	REFD	RETURNED	RTND
REFUNDABLE	REFDBL	REVENUE	REV
REFUNDED	REFDED	REVERSAL	RVSL
REFUSE	REFUSE	REVERSE	RVRS
REFUSED	REFUSE	REVERT	RVRT
REGION	RGN	REVERTED	RVRTD
REGIONAL	REGIONAL	REVIEW	REVV
REGISTER	REG	REVIEWED	REVWD
REGISTRANT	REGNT	REVIEWER	REVWR
REGISTRATION	REGN	REVISE	REVISE
REGULAR	RGLR	REVISED	REVSED
REHABILITATION	REHAB	REVISION	REVSN
REHIRE	REHIRE	REVOKE	REVK
REIMBURSABLE	REIMBE	REVOKED	REVK
REIMBURSE	REIMB	RIGHT	RIGHT
REINSTATE	REINST	RIGHTS	RIGHTS
REISSUE	REISS	RISK	RSK
REISSUED	REISSD	ROUTE	RTE
REJECTED	REJ	ROUTER	ROUTER
RELATED	RELTD	ROUTING	ROUTING
RELATION	RELTN	ROUTING(* FOR JTPA ONLY *)	ROUTG
RELATIONSHIP	RELSH	ROYALTY	RYLTY
RELEASE	RLSE	RULING	RUL
RELIGIOUS	RELIG	RULINGS	RULS
RELIGIOUS ORDER	CHRCH	RUN	RUN
RELOCATED	RLCTD	RUSSIAN	RUSSIAN
RELOCATION	RELOC		
REMAILED	REMLD		

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SACRAMENTO	SACTO	SOURCE	SRC
SALARY	SAL	SOUTH	SOUTH
SALE	SALE	SOUTHERN	SOUTH
SALVAGE	SALVG	SOUTHERN CALIFORNIA	SOCAL
SAMOAN	SAMOAN	AUTHORIZATION CENTER	SPACE
SAMPLE	SAMPLE	SPACE	SPAN
SAMPLES	SMPL	SPANISH	SPANISH
SAN DIEGO	SD	SPANISH	SPKG
SAN FRANCISCO	SF	SPEAKING	SPEAKS
SAN JOSE	SJ	SPEAKS	SPECL
		SPECIAL	
SATISFACTORY	SATIS	SPECIAL WORKERS'	SPWC
SATISFIED	SATIS	COMPENSATION	SPCFIC
SATISFY	SATIS	SPECIFIC	SPD
SATURDAY	SAT	SPEED	SPELL
SAVE	SAV	SPELL	SPLIT
SAVINGS	SAVINGS	SPLIT	SPOT
SCAN	SCAN	SPOT	SP
SCANNED	SCAN	SPOUSE	STAFF
SCHEDULE	SCHE	STAFF	STMP
SCHEDULED	SCHE	STAMP	STD
SCHOLASTIC APTITUDE TEST		STANDARD	
BATTERY	SATB	STANDARD INDUSTRIAL	SIC
SCHOOL	SCHOOL	CLASSIFICATION	SIC
		STANDARD INDUSTRIAL CODE	
SCHOOL EMPLOYEES FUND	SEF	STANDARD OCCUPATIONAL	SOC
SCOPE	SCOPE	CLASSIFICATION	STD
SCORE	SCORE	STANDARDS	START
SCORING	SCORING	START	STARTD
SCRATCH	SCRATCH	STARTED	START
SCREEN	SCREEN	STARTING	ST
		STATE	
SCREEN	SCRN	STATE COMPENSATION	SCIF
SDA	SDA	INSURANCE FUND	SCO
SEARCH	SRCH	STATE CONTROLLER'S OFFICE	SDI
SEASONAL	SEASONAL	STATE DISABILITY INSURANCE	ST-EE
SEASONAL FARM WORKERS	SFW	STATE EMPLOYEE	STMT
SECOND	SCND	STATEMENT	SDC
SECONDARY	SCNDRY	STATION DESK CODE	STAT
SECRETARY OF STATE	SECY-ST	STATISTIC	STAT
SECTION	SECT	STATISTICAL	STAT
SECTION CENTERS FACILITY	SCF	STATISTICS	STATUS
SECTION 1277	1277	STATUS	STATUT
SECTION 1382	1382	STATUTORY	STIP
SECTION 2113	2113	STIPULATED	STIP
SECTION 2231	2231	STIPULATION	STOP
		STOP	

SECTOR	SECTOR	STOP PAY	SP
SECURITY	SCTY	STORAGE	STOR
SEEK	SEEK	STORE	STOR
SEEK WORK PLAN	SWP	STRAIGHT	STRGT
SEGMENT	SEG	STREET	STRT
SELECTED	SEL	STRING	STRING
SELECTION	SELN	STRUCTURE	STRCTR
SELECTIVE	SLCTV	STUB	STUB
SELF	SELF	STUDENT	STDNT
SELF EMPLOYMENT ASSISTANCE	SEA	STUDY	STDY
SEND	SEND	SUBGRANT	SUBGRNT
SENT	SENT	SUBGRANTEE	SUBGRNTE
SEPERATION	SEP	SUBJECT	SUBJ
SEPTEMBER	SEPT	SUBJECT QUARTER	SUBJ-QTR
SEQUENCE	SEQ	SUBMIT	SUBMIT
SEQUENTIAL	SEQ	SUBMITTED	SUBMIT
SERIAL	SERIAL	SUBMITTER	SUBMITR
SERIES	SERIES	SUBMITTING	SUBMITG
SERIOUS	SERI	SUBORDINATE	SUBORD
SERVED	SERV	SUBROGATION	SUBROG
SERVICE	SERV	SUBSCHEMA CONTROL	SSC
SERVICE DELIVERY AREA	SDA	SUBSCRIPT	SUB
SERVICES	SERV	SUBSECTION	SUBSECT
SERVICING	SERV	SUBSEQUENT	SUBQNT
SESSION	SESSION	SUBSIDIARY	SUBSDRY
SET	SET	SUBSTANCE	SUBS
SETTLEMENT	STTLMNT	SUBTOPIC	SUBTOPIC
SETUP	SETUP	SUBTOTAL	SUBTOT
SEVEN	7	SUCCESSFUL	SUCCFL
SEVERITY	SVRTY	SUCCESSOR	SUCCR
SEX	SEX	SUFFIX	SFX
SHARE	SHR	SUIT	SUIT
SHELL	SHELL	SUITABLE	SUIT
SHORT	SHORT	SUITABLE WORK	SW
SHOULD BE	SB	SUM	SUM
SICK	SICK	SUMMARIZATION	SUMZN
SICK LEAVE	SL	SUMMARIZED	SUMZD
SIGN	SIGN	SUMMARY	SUMRY
SIGNATURE	SIG	SUMMER	SUMMER
SIGNED	SIGNED	SUNDAY	SUN
SIGNIFICANT	SIGNIF	SUPERSEDED	SUPRSED
SIGNON	SIGNON	SUPERVISOR	SUP
SIMULTANEOUS COVERAGE	SC	SUPPLEMENT	SUPLMNT
SINGLE	SGL	SUPPLEMENTAL	SUPTL
SINGLE	SINGLE	SUPPLY	SPPLY
SINGLE CLIENT DATA BASE	SCDB	SUPPORT	SUPP
SITE	SITE	SUPPRESS	SUPRS
SITUATION	SITUATN	SUPPRESSION	SUPRS
SIX	6	SURGICAL	SURG

SIZE	SIZE	SURNAME	SURNAM
SKILL	SKILL	SURRENDER	SURNDR
SLIP	SLIP	SURRENDERED	SURNDR
SLOT	SLOT	SURVEY	SRVY
SMALL	SML	SUSPECTED	SUSPECTD
SOCIAL SECURITY ACCOUNT	SSN	SUSPEND	SUSPD
SOCIAL SECURITY ACCOUNT			
NUMBER	SSN	SUSPENDED	SUSPD
SOCIALIZED	SOCIALZD	SUSPENSE	SUSP
SOLD	SOLD	SWEEP	SWEEP
	SOLE-		
SOLE STOCKHOLDER	STKHLDR	SYMBOL	SYM
SORT	SORT	SYMBOLIC	SYM
SOUND	SOUND	SYSTEM	SYS
SOUNDEX	SOUNDX		

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TAGALOG	TAGLG	TOO	TOO
TAGALOG	TAGALOG	TOPIC	TOPIC
TAKEN	TAKEN	TOTAL	TOT
TAPE	TAPE	TRACK	TRK
TARGET	TGT	TRACKING	TRKG
TARGETED JOBS TAX CREDIT	TJTC	TRACKING-UNIT	TU
TAS RESTART RECOVERY SYSTEM	TRRS	TRADE	TRADE
TAX	TAX	TRADE DISPUTE	TD
TAX ACCOUNTING SYSTEM	TAS	TRADE READJUSTMENT ACT	TRA
TAXABLE	TAXBL	TRADITION	TRAD
TAXED	TAX	TRADITIONAL	TRAD (JTA)
TAXPAYER	TP	TRAIL	TRAIL
TELECOMMUNICATIONS DEVICE			
FOR THE DEAF	TDD	TRAILER	TRLR
TECHNICAL	TECH	TRAINEE	TRNEE
TECHNICAL ASSISTANCE	TA	TRAINING	TRNG
TELEPHONE	TEL	TRAINING BENEFITS	TB
TELETYPEWRITER	TTY	TRAINING EXTENSION	TE
TEMPORARILY	TEMP	TRANSACTION	TRANS
TEMPORARY	TEMP	TRANSCRIPT	TRSCPT
TERM	TRM	TRANSFER	TRNSFR
		TRANSFER POST PROGRAM	
TERMINAL	TERM	FOLLOW-UP	TPPF (JTA)
TERMINAL ID	TERMID	TRANSFERRED	TRNSFRD
TERMINATE	TERM	TRANSITIONAL	TRANSITNL
		TRANSITIONAL ADJUSTMENT	
TERMINATED	TERM	ASSISTANCE	TAA
TERMINATION	TERM	TRANSMIT	TRNSMT
TERMINEES	TRMNEE	TRANSMITTABLE	TRNSMTBL
TEST	TST	TRANSMITTALS	TRNSMTL

TESTED	TST	TRANSMITTED	TRNSMTD
TEXT	TXT	TRANSPORTATION	TRANSPTN
THAN	THAN	TREASURER	TREAS
THIRD	THIRD	TREATMENT	TRTMT
THREAT	THRT	TREE	TREE
THREE	3	TRIAL	TRIAL
THRESHOLD	THRSHLD	TRIGGER	TRGR
THROUGH	THRU	TRUST	TRUST
THURSDAY	THU	TRYOUT	TRYOUT
TICKLER	TCKLR	TUESDAY	TUE
TIME	TM	TWO	2
TIMELY	TMLY	TYPE	TYP
TITLE	TITLE	TYPING	TYPG
TO	TO	TYPOGRAPHICAL	TYPG

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U.S. DEPARTMENT OF LABOR	DOL	UNIQUE	UNIQ
UNABLE	UNABLE	UNIQUE IDENTIFIER	UID
UNALLOCATED	UNALLOC	UNIT	UNIT
UNAPPLIED	UNAPPLIED	UNITED STATES	USA
UNAPPLIED REMITTANCE LEDGER	URL	UNITY OF ENTERPRISE	UE
UNASSIGNED	UNASGND	UNIVERSITY OF CALIFORNIA	UC
UNAUTHORIZED	UNAUTH	UNKNOWN	UNKN
UNAVAILABLE	UNAVAIL	UNLIQUIDATED	UNLQUDT
UNCASHED	UNCSHD	UNLOADED	UNLD
UNCLAIMED	UNCLMD	UNMATCHED	UNMATCHD
UNCOLLECTIBLE	UNCOLL	UNPAID	UNPD
UNDEFINED	UNDEF	UNREPORTED	UNREPTD
UNDER	UND	UNSATISFACTORY	UNSATIS
UNDERPAID	UNDPD	UNSIGNED	UNSGN
UNDERPAYMENT	UNDPMT	UNSUBSIDIZED	UNSUBDZ
UNDETERMINED	UNDETRMD	UNSUSPEND	UNSUSPD
UNEMPLOYED	UNEMP	UNSUSPENDED	UNSUSPD
UNEMPLOYED DISABLED ACCOUNT	UDA	UNUSED	UNUSED
UNEMPLOYMENT	UNEMPMT	UNWORKABLE	UNWRKBL
UNEMPLOYMENT CLAIM EX- MILITARY	UCX	UP	UP
UNEMPLOYMENT CLAIM FEDERAL EMPLOYEE	UCFE	UPDATE	UPDT
UNEMPLOYMENT INSURANCE	UI	UPDATED	UPDTD
UNEMPLOYMENT INSURANCE TYPE A1	A1	UPON	UPON
UNEQUAL	NE	USE	USE
UNEXPIRED	UNEXPIR	USED	USED
UNION	UNION	USER	USER
		USERIDS	UID

V

VACATION	VACTN	VETERAN	VET
VACATION	VAC	VETERANS	VET
VALID	VALID	VETERANS' JOB TRAINING PROGRAM	VJTP
VALID	VAL	VIDEO	VIDEO
VALIDATE	VALDT	VIETNAM	VIETNM
VALIDATION	VALDTN	VIETNAMESE	VIETNM
VALIDITY GENERALIZATION SCORE	VGS	VIETNAMESE	VIETNAMESE
VALUE	VALU	VIOLENCE	VLNCE
VARIABLE	VAR	VISIT	VISIT
VARIANCE	VAR	VOCATION	VOCTN
VEHICLE	VEH	VOCATIONAL	VOCTL
VENDER	VNDR	VOCATIONAL REHABILITATION REDUCED PAY	WCVR
VERBAL	VRBL	VOLUME	VOL
VERIFICATION	VERIF	VOLUNTARY	VOL
VERIFICATIONS	VERIF	VOLUNTARY PLAN	VP
VERIFIED	VERIF	VOLUNTARY QUIT	VQ
VERSION	VER	VOUCHER	VCHR

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WAGE	WAGE	WITHDRAW	WD
WAGE DETAIL	WGDTL	WITHDRAWAL	WDL
WAGE ITEM	WI	WITHHELD	WHLD
WAGES	WAGES	WITHHOLDING	WHLDG
WAGES LESS STATE DISABILITY INSURANCE	LSDI	WITHOUT	WOUT
WAITING PERIOD	WP	WORD	WORD
WAIVE	WAIV	WORDS PER MINUTE	WPM
WAIVED	WAIV	WORK	WRK
WAIVER	WAIVR	WORK INCENTIVE PROGRAM	WIN
WARRANT	WARR	WORKABLE	WRKBL
WARRANTS	WARR	WORKED	WRK
WEEK	WK	WORKER	WRKR
WEEK ENDING	WE	WORKERS	WRKRS
WEEKLY	WKLY	WORKERS COMPENSATION APPEALS BOARD	WC
WEEKLY BENEFIT AMOUNT (UI & DI)	WBA	WORKERS COMPENSATION LIEN	WCAB
WEEKS	WKS	WORKSHARE	WCL
WEIGHT	WEIGHT	WORKSHEET	WS
WELFARE	WELF	WORKSHOP	WKSHT
WENDESDAY	WED	WORKSITE	WKSHP
WHEN	WHEN	WRITEOFF	WRKSITE
WHITE	WHITE	WRITTEN	WRTOFF
WILLFUL	WLFL	W2	WRTN
WILLING	WLNG		W2

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WITH

WITH

Y

YARDSTICK
YEAR
YEAR TO DATE
YEARLY
YES
YET
YEAR OF APPROPRIATION
YOUTH

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YARDSTICK
YR
YTD
YRLY
YES
YET
YOA
YTH

Z

ZERO
ZIP CODE
ZIP LAST 4
ZONE

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ZERO
ZIP
ZIP_4
ZN

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Appendix 11 – Official USPS Abbreviations and Address Standards

USPS Publication 28

USPS Publication 28 in HTML format

<http://pe.usps.gov/text/pub28/welcome.htm>

[USPS Publication 28 in PDF format](#)

Appendix 12 – Military Standard Abbreviations

U.S. Department of Defense, “[MIL-STD 12D; ‘ABBREVIATIONS FOR USE ON DRAWING, SPECIFICATIONS, STANDARDS AND TECHNICAL DOCUMENTS’](#)”, 29 May 1981

The U.S Department of Defense created the extensive list of abbreviations that have been adopted by many engineering societies, and are still used for government and government contracting work.

An adaption of [MIL-STD 12; ‘ABBREVIATIONS FOR USE ON SOFTWARE REQUIREMENT SPECIFICATIONS’](#).