



United States
Department of
Agriculture

Grain Inspection,
Packers and Stockyards
Administration

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TO: All Packers and Stockyards Program Employees

FROM: Alan R. Christian 
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Packers and Stockyards Program

SUBJECT: Naming Convention Requirements

The Packers and Stockyards Automated System (PAS) is the agency's system of record. The system manages workflows and stores various documents related to agency activities. This memorandum provides guidelines on how documents should be properly titled when added to the system.

All documents added to PAS have two requirements. Each document should be given the appropriate **document type** and **title**.

DOCUMENT TYPES

Currently PAS has over a hundred document types that can be applied to a document being added to the system. For consistency and search purposes, users must be sure that the appropriate type is used each time a document is added. Please see the document type dictionary for information pertaining to each document type.

DOCUMENT TITLE

The document title consists of three major parts; **Entity Name, Month-Year, and short description of document**. However, the two mandatory components for a document title include **(1)** entity name and **(2)** the MM-YYYY date format. The remainder of the document title should include a short description that adequately describes the document.

❖ Entity Name

- *The system will automatically add the entity name to the title field (to be included in a future release), however if there's a need to input this information the following rules apply.*
 - The entity name is the first part of the name of a corporation, LLC, or partnership.
 - In the case of an individual, the entity name is last name, first name.
 - Also for packers, poultry, and some markets with multiple operating locations, the city and/or state should be added after the entity name for ease of identification.

❖ **Date**

- The MM-YYYY is the significant date of the document – either its effective date in relation to bonding and registration or the creation date in relation to spreadsheets, modules, bank statements, etc.

❖ **Description**

- A description for the document is the third component. The description should be short and use easy to understand terms.
- Abbreviations can be used for documents commonly used across the agency. For example, the description for Annual Report is AR, Notice of Violation is NOV, and Notice of Defaults is NOD.

❖ **Other Details**

- There should be 1 space between the name, date, and document description.
- Do not use parenthesis and/or underscore within the name.

MAR Considerations

This policy/memo will be used as the standard for all Management Accountability Reviews conducted by the Deputy Administrator. Those documents selected for review not meeting these standards will have negative effect on the overall score.