NOT METRIC SENSITIVE

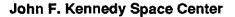**KSC-STD-P-0007**
October 1, 1996

KSC NETBIOS NAMING FOR NETWORKS CENTER DOMAIN, WORKGROUP, WORKSTATION, AND USER REGISTRATION, STANDARD FOR

National Aeronautics and
Space Administration

John F. Kennedy Space Center

KSC FORM 16-12 (REV. 7/92)

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KSC NETBIOS NAMING FOR NETWORKS CENTER DOMAIN, WORKGROUP, WORKSTATION, AND USER REGISTRATION, STANDARD FOR

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ABBREVIATIONS AND ACRONYMS

BDC	backup domain controller
CIO	Chief Information Office/Officer
DNS	domain name system
ECN	equipment control number
ID	identification
ISBN	international standard book number
KSC	John F. Kennedy Space Center
MSFC	George C. Marshall Space Flight Center
NT	new technology
PS	print server
RFC	Request for Comments
SMTP	simple mail transport protocol
SQL	Structured Query Language
STD	standard
TCP/IP	Transmission Control Protocol/Internet Protocol
WINS	Windows Internet Naming Service

KSC NETBIOS NAMING FOR NETWORKS CENTER DOMAIN, WORKGROUP, WORKSTATION, AND USER REGISTRATION, STANDARD FOR

1. SCOPE

This standard conforms to and enhances the John F. Kennedy Space Center (KSC) implementation of the criteria for NASA Windows New Technology (NT) Agency Domain Strategy Document, George C. Marshall Space Flight Center (MSFC), NAS8-60000 Revision 2, dated June 10, 1996.

1.1 Intent. - It is the intent that KSC organizations migrate existing names covered by this standard to this new standard as rapidly as is feasible.

1.2 Composition of Names. - To ensure uniqueness and a consistency of logic in the composition of names without imposing rigid constraints, a control board shall be established at the KSC Chief Information Office (CIO) level to review and approve all proposed naming sets. This board shall maintain a master index of all names previously assigned for use at KSC. For all names, only A to Z, a to z, and 0 to 9 characters shall be used. Upper and lower case may be mixed to increase readability.

2. APPLICABLE DOCUMENTS

The following documents form a part of this document to the extent specified herein. When this document is used for procurement, including solicitations, or is added to an existing contract, the specific revision levels, amendments, and approval dates of said documents shall be specified in an attachment to the Solicitation/Statement of Work/ Contract. In the event of conflict between the documents referenced herein and the contents of this specification, the contents of this specification shall be considered a superseding requirement.

2.1 Governmental.

2.1.1 Publications

John F. Kennedy Space Center (KSC), NASA

KSC-DF-107   DE Technical Documentation Style
                                             Guide

KSC-DL-P-0007
October 1, 1996

George C. Marshall Space Flight Center (MSFC), NASA

NAS8-60000   NASA Windows New Technology (NT) Agency
                                    Domain Strategy

(Copies of specifications, standards, drawings, and publications required by suppliers
in connection with specified procurement functions should be obtained from the pro-
curing activity or as directed by the Contracting Officer.)

2.2 Non-Governmental.

ISBN 1-55615-941-2   Introducing Microsoft Exchange

Q122900   Microsoft Knowledge Base Article

RFC 952

(Non-Government standards and other publications are normally available from the
organizations that prepare or distribute the documents. These documents also may be
available in or through libraries or other informational services.)

3. REQUIREMENTS

3.1 Constraints. - The following constraints shall be applied to all names:

   A.   Machine names must be identical to their domain name system (DNS)
         name.

   B.   All names shall be unique within KSC.

   C.   Workstation names, domain names, and workgroup names shall be inde-
         pendently unique.

   D.   Workstation and user logon names shall not be the same.

   E.   If in NASA Windows Internet Naming Service (WINS), the name shall con-
         form to WINS standard.

All domain and workgroup names shall be submitted to KSC CIO for validation of
KSC uniqueness and appropriateness.

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3.2 Conventions and Existing Standards. -

3.2.1 Simple Mail Transport Protocol (SMTP). - Lower-case and upper-case letters can be used (a-z and A-Z). No distinction shall be made between lower-case and upper-case characters, numbers (0-9), and hyphens (-).

3.2.2 Domain Controller Computer Name. - The domain controller computer is a Windows NT server; therefore, it should follow the server naming convention that does not allow spaces or special characters.

3.2.3 Domain Name System (DNS). - Although the Microsoft Transmission Control Protocol/ Internet Protocol (TCP/IP) manual says that host names can contain hyphen plus the period characters as separators, the period will generate an error. Refer to Request For Comments (RFC) 952, which states that periods are only allowed when they serve to delimit components of "domain style names." Spaces shall not be used in DNS names.

3.2.4 WINS. - There shall be no additional limitations.

3.2.5 Structured Query Language (SQL) Server Name. - The host names accessible by SQL cannot contain dashes.

3.3 Center Master Domain. - The center master domain is KSC. The domain controller at this level shall be named as KscXxx, with Ksc1 being 1. Others shall be assigned numbers sequentially from 2 to 999 as they are added as backup domain controllers (BDC's).

3.4 Center Enterprise Resource Domain. - The center enterprise resource domain is KscErd. The domain controller at this level shall be named KscErdXxx, with KscErd1 being the first assigned domain controller.   Others as added to the domain shall be assigned numbers sequentially from 2 to 999.

3.5 Center Local Resource Domain. - The center local resource domains are KscYyyyyyyy. The Yyyyyyyy shall be ι functional identifier and shall not exceed eight characters. The domain controller at this level, if dedicated as a controller, will be named KscYyyyyyyyXxx, with KscYyyyyyyy1 being the first assigned dedicated domain controller in this resource domain.   Other additional controllers as added to the domain shall be assigned numbers sequentially from 2 to 999. Nondedicated controllers will have the server name.

3.6 Server Name. - Server names shall be no more than 15 characters composed of three segments. The first segment, not to exceed four characters, shall be the center

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abbreviation (Ksc). The next segment, not to exceed nine characters, shall be a functional or organizationally derived code. The last segment used only for print servers will be PS. For example, use KscPzb10Cds1 for a general resource server, and KscPzb10Cds1PS for a print server.

3.7 Print Queue Name. - The standard print queue name consists of the organizational abbreviation (three alphabetical characters) followed by a descriptive abbreviation of the printer type (always four characters), a unique numeric identifier (always three characters), and end with a "Q." The maximum print queue name shall be 11 characters long to meet limitations of existing platforms. The KSC CIO, or designee, shall approve the printer-type abbreviation. The list of approved abbreviations shall be specified by KSC CIO.

The rationale for naming print queues is to provide an easy method for users to identify print queues by organization and type within KSC using the existing utilities. This naming convention shall not require updating when printers are moved or rooms are renumbered. Refer to table 1.

Table 1. Print Queue Name

Printer Name	Organization	Printer Type	Printer Number
SrqHP4L023Q	SR&QA	HP LaserJet 4L	023
PonLW2N002Q	Payloads	LaserWriter IINT	002
PonLW2X003Q	Payloads	LaserWriter IINTX	003
EngHP4M101Q	Engineering Development	HP LaserJet 4M	101

3.8 Printer Name. - The standard printer name shall follow the same convention as the print queue name, with the exception that it will end with a P. For certain areas, a geographic locality name shall be used in place of the organizational name when the printer is normally shared by different organizations.

3.9 Workgroup Name. - Workgroup names must follow the KSC domain naming convention of KscXxxxxxxYyyyy. Total characters shall not exceed 15 characters and shall be relative to the work area represented. For example:

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Xxxxxxx maximum of seven characters
(Project "Shuttle")

Yyyyy maximum of five characters
(Division "Ccms1")

3.10 <u>Workstation Name</u>. - Workstation names must follow the KSC domain naming convention of KYxxxxxxx. Workstation names are the names used for physical workstations. Total characters shall not exceed 12 characters. For example:

XY
For "X" Center Code, for KSC "K"
For "Y" Optional Character, if desired
xxxxxxx is the equipment control number (ECN)

3.11 <u>User Login Name</u>. - The user login name shall be the last name, not to exceed the first five characters, first initial, middle initial, an eighth character if there is a name conflict which would be resolved with a number starting with two. It shall not exceed eight characters.

3.12 <u>Shared Resources</u>. - Shared resources are restricted by the 8.3 DOS convention. The share names shall either follow the 8.3 DOS convention or not exceed eight characters in length.

3.13 <u>Exchange</u>. - The Microsoft Exchange Server directory name has three levels:

    A.   Organization
    B.   Site name
    C.   Microsoft Exchange Server recipient

3.13.1 <u>Organization Name</u>. - The organizational name for KSC shall be "NASA."

3.13.2 <u>Site Name</u>. - The site name shall be "KSC."

3.13.3 <u>Server Name</u>. - The server name shall conform to the NT server name conventions.

3.14 <u>Mailbox Name</u>. - The mailbox name (alias) will follow the user login name (3.11) specifically. This ensures uniqueness of the mailbox name and simplicity of having only one login for NT and Exchange. See table 2.

Table 2. Mailbox Names

Field	Guideline	Restrictions
First name	The user's first name	Up to 16 characters. Can be changed.
Last name	The user's last name	Up to 16 characters. Can be changed.
Alias name	A short name to identify the user. This name can be automatically generated when the first and last names are entered. The administrator can customize how the directory name is created through the Options command on the Tools menu.	Up to 64 characters. Can be changed.
Display name	Last Name-Number, First Name	Up to 256 characters. Can be changed.

3.15   Custom Recipient Naming Convention. - The custom recipient naming conventions shall use the same naming convention as with custom recipients for external gateways as used for internal mailboxes. The only exception is that they will append the address type to the display name [i.e., John.Smith-11 (Internet)].

NOTE

The -11 is to conform to the existing kmail convention. The use of the "-" is being reviewed for possible elimination at the kname level.

3.16   Public Folder Naming Convention. - The following guidelines shall apply:

A.   The word "folder" shall not appear in the folder display name.

B.   Use of acronyms and abbreviations shall be avoided, if possible.

C.   Folders specific to a directorate, division, or project shall reference the appropriate group name.

3.17   Recommended Recipient Containers. - Four recommended recipient containers in each site shall be as shown in table 3.

Table 3. Container Names and Roles

Container Name	Container Role
Microsoft Exchange Recipient	All Microsoft Exchange users in the site.
Microsoft Mail Recipient	All Microsoft Mail recipients (via the Microsoft Mail Connector/DXA)
Microsoft Exchange Distribution Lists	All Microsoft Exchange Distribution Lists
Private Recipients	All Microsoft Exchange users and Distribution Lists not to be shared with other sites.

4. QUALITY ASSURANCE PROVISIONS

Not applicable.

5. PREPARATION FOR DELIVERY

Not applicable.

6. NOTES

NOTICE. The Government drawings, specifications, and/or data are prepared for the official use by, or on the behalf of, the United States Government. The Government neither warrants these Government drawings, specifications, or other data, nor assumes any responsibility or obligation, for their use for purposes other than the Government project for which they were prepared and/or provided by the Government, or an activity directly related thereto. The fact that the Government may have formulated, furnished, or in any way supplied the said drawings, specifications, or other data is not to be regarded, by implication or otherwise, as licensing in any manner the holder or any other person or corporation, nor conveying the right or permission, to manufacture, use, or sell any patented invention that may relate thereto.

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