

Organization Code Change Request Procedures

The following steps are used by Data Administrators to update organization codes in the Bureau of Land Management (BLM) Corporate Data Dictionary (CDD) and Corporate Metadata Repository (CMR). Only the State/Center/WO Federal Personnel Payroll System (FPPS) Representative may initiate a change to organization codes and is fully responsible for establishing domain values and processing the change through FPPS, other financial, and personnel systems. The Data Administrator only ensures that the CDD and CMR are updated to reflect the change and coordinates with local Data Stewards and users. The process may take two cycles (first add the new organization codes and change the data, then repeat the process to request deletion of the unneeded organization codes).

1. The Data Administrator describes the proposed new or changed organization code. The description includes: the change request (add or delete domain codes, or change name), data element number, associated applications, Data Administrator Name, Office Code, and Phone Number.
2. The Data Administrator sends the change request via email to Data Management (WO-570 in Denver) who notifies all the National Software Application System User Representatives whose application may be affected by the change. Data Management (WO-570) will assist the User Representative by researching technical and business issues and provides comments on the change request.
3. The User Representative coordinates the final change request with Data Management (WO-570) to have the change entered into the CDD and the CMR. Once the approved change is added to the CDD and CMR, the CMR representative emails a message to the Data Administrator who verifies the change is correct. The Data Administrator confirms accuracy of the change with the CMR representative. The CMR representative emails a message to the BLM_DALIST and User Representative announcing the update.
4. The User Representative coordinates the update of the data validation tables, decode tables, and any other applicable software application changes including reports where needed and notifies the Data Administrator when changes are completed.
5. Affected Data Administrators coordinate with State Data Stewards to notify users of change in the organization code and business practice. State Data Stewards verify data has been updated to conform to the new organization code. Requests for mass changes (minimum of 100 occurrences) to data are coordinated by the Data Administrator with the User Representative. The User Representative will notify the Data Administrator via email when mass changes to data have been completed. The Data Administrator will notify the State Data Stewards that the mass changes have been completed.

The Data Administrator is required to keep documentation related to organization code change requests until no longer needed for convenience or reference purposes (BLM Records Schedule 23/21). Data Management (WO-570) is responsible for maintaining complete records regarding changes to the CDD and the CMR (BLM Records Schedule 20/20).