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THE GUIDE TO PERSONNEL DATA STANDARDS

**EMPLOYEE NAME**

**Definition:** The name by which a person is known or designated on all official transactions.

**Responsible Organization:** Office of Personnel Management, Division for Strategic Human Resources Policy.

**Applicability:** Mandatory (Central Personnel Data File, Personnel Actions).

**Cross-Reference:** None.

**Format:** 23X

**Note:**

Employee Name has no CPDF-prescribed format. However, the preferred CPDF format is last name followed by a comma and a space, first name followed by a space, and middle name or initial. An example is "Smith, John A". Use Roman numerals to show a numeric surname suffix. Show "Smith the 3rd" as "Smith III,". The name should be left justified, with any unused positions blank.