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THE GUIDE TO PERSONNEL DATA STANDARDS

ORGANIZATIONAL TITLE

Definition: The name of the lowest administrative subdivision of an agency to which an employee is assigned.

Responsible Organization: Each agency maintains its own titles and provides the Office of Personnel Management with a copy. Information about the titles can be obtained directly from the agency.

Applicability: Mandatory (Central Personnel Data File).

Cross-Reference: [ORGANIZATIONAL COMPONENT](#)

Format: 179X

Note:

For Central Personnel Data File submissions, the title should be left justified, but should indicate hierarchical sequence. Hierarchical sequence should be indicated by indenting the title of each component organization two spaces to the right of the title of the organization to which it reports.