



Email Naming Convention Standard

Introduction

OMES IS has established an email naming convention standard for consistency and transparency. This standard creates a consistent and predictable way of assigning email addresses for State of Oklahoma employees and contractors or contingent workers, helping to unify state agency email addresses under two naming conventions.

Purpose

This document establishes the email naming convention for the State of Oklahoma employees and non-state employees.

Definitions

Contractor/contingent – Worker with economic independence in business for themselves but hired by the state to perform a particular function or produce a desired product.

Employee – Worker who is economically dependent on the business of the employer.

Standard

The state standard email naming convention for State of Oklahoma employees is `firstname.lastname@<agency>.ok.gov`.

The state standard email naming convention for non-state employees (contractors or contingent workers) assigned a State of Oklahoma email address is `firstname.lastname.CTR@ok.gov`.

Compliance

This standard shall take effect upon publication and is made pursuant to Title 62 O.S. §§ 34.11.1 and 34.12 and Title 62 O.S. § 35.8. OMES IS may amend and publish the amended standards policies and standards at any time. Compliance is expected with all published policies and standards, and any published amendments thereof. Employees found in violation of this standard may be subject to disciplinary action, up to and including termination.

Rationale

To coordinate and require central approval of state agency information technology purchases and projects to enable the chief information officer to assess the needs and capabilities of state agencies as well as streamline and consolidate systems to ensure that the state delivers essential public services to its citizens in the most efficient manner at the lowest possible cost to taxpayers.

Revision history

This standard is subject to periodic review to ensure relevancy.

Effective date: 04/29/2022	Review cycle: Annual
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Approved by: Joe McIntosh, Chief Information Officer	