

DIVISION OF PARKS AND RECREATION
November 18, 1985

Staff Directive 85-13

TO: All Employees
FROM: Director 
SUBJECT: Standard Abbreviations

Effective immediately, and until further notice, the following standard abbreviations will be used for Division correspondence in data processing, forms management, filing, or shorthand notes. Additions to this list will be made periodically. Suggestions for additions or changes should be made to the Administrative Assistant to the Director, Martha Williamson, who has responsibility for implementation of this program.

Standard Park/Recreation Area/Natural Area Abbreviations

As a general rule, each unit will have an alphabetical, or alpha code, designation consisting of four letters. When the name of the park, without considering its management designation, consists of one word, the first four letters will be used as the alpha code. For example, Pettigrew's alpha code will be PETT. When the name of the park consists of more than one word, the first two letters of the first two words will be used as the alpha code. For example, Jordan Lake's alpha code will be JOLA. Since the word "Fort" is used frequently, FT will be used as the alpha code abbreviation. The following list represents the official, standardized system abbreviation alpha codes.

CABE - Carolina Beach	JONE - Jones Lake
CLNE - Cliffs of the Neuse	JOLA - Jordan Lake
CRMO - Crowders Mountain	KELA - Kerr Lake
DUPO - Duke Power	LAWA - Lake Waccamaw
ENRI - Eno River	MEMO - Medoc Mountain
FALA - Falls Lake	MEMI - Merchants Millpond
FTFI - Fort Fisher	MOMO - Morrow Mountain
FTMA - Fort Macon	MOMI - Mount Mitchell
GOCR - Goose Creek	MOJE - Mount Jefferson
HABE - Hammocks Beach	NERI - New River
HARO - Hanging Rock	PETT - Pettigrew
JORI - Jockey's Ridge	PIMO - Pilot Mountain

RARO - Raven Rock
RECE - Reedy Creek Section - WBU
SILA - Singletary Lake
SOMO - South Mountain
STMO - Stone Mountain
WEWO - Weymouth Woods
WHLA - White Lake
WIUM - William B. Umstead

Standard Facility/Physical Plant Abbreviations

To increase ease in processing capital improvement and maintenance requests, the following standard abbreviations shall be used whenever possible, particularly for data processing.

VC - Visitor Center	RE - Ranger Residence	TR - Trail
BH - Bath House	MS - Maintenance Shops	PL - Parking Lot
PO - Park Office	RR - Rest Room	PR - Paved Road
MU - Museum	CA - Cabin	LO - Lodge
WA - Warehouse	WH - Wash House	WE - Wayside Exhibit

WWD/tgm