DIVISION OF PARKS AND RECREATION
January 20, 1986

Staff Directive 87-1

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, who has responsibility for implementation of this program.

This Directive supersedes staff Directive 85-13 by applying the system's standard abbreviation to the word "Fort" and by clarifying abbreviations for Jones Lake and Jordan Lake.

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, consist 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 two most descriptive words will be used as the alpha code. For example, Cliffs of the Neuse's alpha code will be CLNE. To minimize confusion there will be two exceptions to this format: Jones Lake will be designated JONE and Jordan Lake will be designated JORD. The following list represents the official, standardized system abbreviation alpha codes:

CABE - Carolina Beach	JONE - Jones Lake
CLNE - Cliffs of the Neuse	JORD - 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
FOFI - Fort Fisher	MOMO - Morrow Mountain
FOMA - 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