



Naming Conventions: Programs



- This guidance outlines the standard file naming conventions for all OVL Ecosystem Security Authorization Packages, supporting documents and Appointment Letters.
- **Authorization Letters**
 - Program_System Name_Type Authorization_ ATD_ DDMonYYYY
 - Examples,
 - Advana_Cloud One_SS Enterprise_ATO_ATD_01Jan2025
 - Advana_SS Enterprise_ATO-C_ATD_01Jan2025
 - Advana_SS Enterprise_IATT_ATD_01Jan2022
 - Advana_SS Enterprise_DATO_ATD_01Jan2025
- **Authorization Package**
 - Program_System Name_File Name_DDMonYYYY
 - Examples,
 - Advana_SS Enterprise_AO Determination Briefing_01Jan2025
 - Advana_SS Enterprise_CRA Recommendation Letter_01Jan2025
 - Advana_SS Enterprise_ITCSC_01Jan2025
 - Advana_SS Enterprise_DSOP CONOPs_01Jan2025
- **Appointment Letters**
 - Role_Appointment Letter_Program_Last Name
 - Examples,
 - CRA Appointment Letter_Advana_Prescott
 - AODR Appointment Letter_Advana_Prescott
- Note* Replace the program and system name with your affiliated program/system.



Naming Conventions: Internal



- This guidance outlines the standard file naming conventions for all OVL Ecosystem "internal" documents.
- **OVL Ecosystem File Names**
 - Program Name_File Name_DDMonYYYY
 - Examples,
 - Advana _Naming Conventions Guide_01Jan2025
 - Advana _AO Playbook_01Jan2025
 - Advana _CRA Playbook_01Jan2025
 - Advana _CRA Onboarding_01Jan2025
- Note* Replace the program and system name with your affiliated program/system.