The purpose of this guideline is to ensure proper internal communication, coordination and notification between agency personnel when owned or leased office locations are established, changed or terminated. Correct office locations must be coordinated between appropriate department/units.

1. **Office Name and Location Standards**
2. Office location will be the name of the city in which the office is located.
3. An office location should not be set up in any system prior to having a signed agreement in place for new office locations. Exceptions may be approved by Associate Director for Finance and Administration.
4. Office names in EPSTAR will generally be the office location. Exceptions include locations where there are multiple departments or units and where there are business reasons to separately identify them. In these instances, the office name will consist of the “Office Location – Department/Unit Name”.

Example: College Station – Budgets & Accounting

1. **Coordination/Communication**
2. When one of the coordinating department/units listed in Section III receives a request to establish or modify an office location, the person receiving the request is responsible for:
3. verifying correctness of office location change (city and address) with the Purchasing Department Head, and
4. coordinating with the other department/units to ensure that all are aware and have the correct information with which to update their respective systems.
5. Information Resources (IR) will maintain an email distribution list that can be utilized to send office changes to all coordinating department/units.
6. Changes in office locations will be posted to Jostle as a news item to all agency employees by the Purchasing Department.
7. **Coordinating Departments**

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| **Department** | **Role** |
| Purchasing | All leases of space must go through the Purchasing Department Head for processing. Finalized leases identify the correct locations of the offices. |
| Budgets & Accounting | Support accounts are used to track certain costs by location. The Budgets and Accounting Department Head creates or modifies support accounts based upon location changes. |
| Employee Development | The office location and office name fields in EPSTAR are maintained and updated by the Administrative Associate. Contact information on the agency website is maintained through EPSTAR. |
| Payroll & Support Services | A location code is established for each office location by the Payroll and Support Services Department Head on an excel file. Location and office contact information is submitted to Workday. Each position is assigned the location for the office it is assigned to. The Financial Accountant - Property uses the location code to create sub departments in FAMIS for assigned inventory and to update any building/space inventory. |
| Information Resources  | IR staff provides support to maintain EPSTAR, Jostle and the agency website. IR Department Head can assist with updates and problem resolution, as needed. |
| Planning & Preparedness | Office location codes and addresses are added or updated by Emergency Operations Center staff in Google Maps and WIRES. Office location codes and addresses are added or updated by the Internal Training Program Coordinator in the Incident Qualification System (IQS), which contains training records and NWCG fireline qualifications for all emergency response personnel. |

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