Attachment D

AD Attributes Standard

COUNTY OF SANTA BARBARA
INFORMATION TECHNOLOGY STANDARD REQUEST

SUBJECT:	ACTIVE DIRECTORY ATTRIBUTES STANDARD		ADOPTION DATE:	
REQUESTER:	EXECUTIVE INFORMATION TECHNOLOGY COUNSEL (EITC)			
APPROVER(S):	EXECUTIVE IT COUNSEL			
VERSION:	1.0		PAGE:	PAGE **1** OF **5**

I. <u>Standard Overview</u>

The County Active Directory (AD) can be a valuable source of data about users, both employees and non-employees, for use in the management and maintenance of various IT systems. This standard seeks to provide the County with accurate and consistently formatted user information for a variety of purposes. Potential uses of information in the AD Attributes include ADFS authentication to various systems, AD/LDAP synchronization with various systems, integration with Identity and Access Management systems, email and text communications from systems to users, and a variety of department-specific uses. This standard defines required and optional attributes and the related formats and sources for individual user accounts in the County's Active Directory domain accounts.

While the AD contains a myriad of available attributes, this standard defines those most useful to the County and individual Departments at this time. The standard defines whether the required use of an AD attribute is Always or Optional. The standard also provides conditions for when an Optional attribute must or must not have a value, the data type of the value, and an example of the attribute value. Departments that desire to use AD attributes not defined by this standard should consult various AD Attributes and systems documentation, as well as County ICT, prior to selecting attributes for use or modification. The Standards Committee will include additional AD attributes in this standard as the need or opportunity arises. The table on the following pages displays the AD Attribute Standards.

II. <u>Standard Origin</u>

NA

III. <u>Scope/Limitations</u>

The standard only addresses the AD Attributes. It does not address these other important, related topics:

- Implementation and implementation timeline
- Updating the data in the AD Attributes
- AD Attribute accuracy and reconciliation to source records
- AD Attribute adherence to the standards
- Automated processes to facilitate updates, accuracy, and adherence to standards
- Additions, deletions, and modifications to the standards

IV. <u>Definitions</u>

NA

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V. Standard Application

Attribute CN	LDAP name	Required	Conditions	Value type	Is-Single-Valued
Company	company	Always		String	TRUE
Department	department	Always		String	TRUE
departmentNumber	departmentNumber	Always		String	FALSE
Display-Name	displayName	Optional		String	TRUE
Division	division	Optional		String	TRUE
E-mail-Addresses	mail	Optional	must be used for County Employees with County email addresses	String	TRUE
Employee-ID	employeeID	Optional	must be used for current County Employees only on accounts without elevated privileges	String	TRUE
Employee-Number	employeeNumber	Optional	do not use for current County Employees	String	TRUE
Employee-Type	employeeType	Always		String	TRUE
Given-Name	givenName	Always		String	TRUE
Manager	manager	Optional		DN of user	TRUE
Phone-Mobile-Other	otherMobile	Optional	must be used for accounts that use ICT-SSPR 2-factor authentication SMS messages	String	FALSE
Phone-Mobile-Primary	mobile	Optional	must be used for accounts that use ICT-Check Point 2-factor SMS with Click-A-Tel	String	TRUE
Phone-Pager-Primary	pager	Optional	must be used for accounts that use ICT-Check Point 2-factor authentication SMS messages	String	TRUE
Picture	thumbnailPhoto	Optional		Byte	TRUE
Reports	directReports	Optional		DN of user	FALSE
Surname	sn	Always		String	TRUE
Telephone-Number	telephoneNumber	Optional		String	TRUE

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Attribute CN	LDAP name	Required	Conditions		Value type	Is-Single-Valued
extensionAttribute14	extensionAttribute14	Optional			String	FALSE
extensionAttribute15	extensionAttribute15	Optional			String	FALSE
Company	company	Always	Organization Name	County of Santa Barbara		
Department	department	Always	Department name	General Services		
departmentNumber	departmentNumber	Always	3 digit Dept Number	063		
Display-Name	displayName	Optional	Last, First	Struven, Mike		
Division	division	Optional	Department Organization	Admin, Fiscal, Operations		
E-mail-Addresses	mail	Optional	Managed by Exchange			
Employee-ID	employeeID	Optional	1-5 digit integer	2124		
Employee-Number	employeeNumber	Optional	numeric string	123456		
Employee-Type	employeeType	Always	employee type	R		
Given-Name	givenName	Always	User's first name	Michael		
Manager	manager	Optional	Last, First	Crafton, Stephen		
Phone-Mobile-Other	otherMobile	Optional	International E.164	tel:+18051112222;ext=12222		
Phone-Mobile-Primary	mobile	Optional	International E.164	tel:+18051112222;ext=12222		
Phone-Pager-Primary	pager	Optional	11 digits or SMS Gateway if account uses Checkpoint 2FA	18051112222 (Country Code, Area Code, Phone Number) or 8051112222@vtext.com		
Picture	thumbnailPhoto	Optional	picture of user only	picture of user only		

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Attribute CN	LDAP name	Required	Conditions	Value type
Reports	directReports	Optional	Last, First	Crafton, Stephen
Surname	sn	Always	User's last name	Struven
Telephone-Number	telephoneNumber	Optional	User's desk phone	805-568-2136
extensionAttribute14	extensionAttribute14	Optional	semi-colon delimited list of True values	SN-IT Staff; SN-VIP
extensionAttribute15	extensionAttribute15	Optional	"o365sync"	o365sync
Company	company	Always	use County of Santa Barbara for current County employees, Purchasing vendor name if company is a vendor, otherwise use company name	
Department	department	Always	County Financial System - FIN	
departmentNumber	departmentNumber	Always	County Financial System - FIN	
Display-Name	displayName	Optional	Dept Discretion - nick names, short names, alternate names, etc.	
Division	division	Optional	Department Discretion	
E-mail-Addresses	mail	Optional	Microsoft Exchange	
Employee-ID	employeeID	Optional	Human Resources	
Employee-Number	employeeNumber	Optional	Department Discretion	
Employee-Type	employeeType	Always	R,X,C for all County Employees; Intern, Independent Contractor, Volunteer, Other for non-County employees	
Given-Name	givenName	Always	Human Resources	
Manager	manager	Optional	Dept Discretion - nick names, short names, alternate names, etc.	
Phone-Mobile-Other	otherMobile	Optional	User provided	
Phone-Mobile-Primary	mobile	Optional	User provided	

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Attribute CN	LDAP name	Required	Conditions
Phone-Pager-Primary	pager	Optional	User provided
Picture	thumbnailPhoto	Optional	
Reports	directReports	Optional	Dept Discretion - nick names, short names, alternate names, etc.
Surname	sn	Always	Human Resources
Telephone-Number	telephoneNumber	Optional	GS Phone listing
extensionAttribute14	extensionAttribute14	Optional	Shared for any values required for this same pattern, other values will be ignored by systems reading this attribute
extensionAttribute15	extensionAttribute15	Optional	

I.   Related Standards:

      SBC Active Directory Attributes Standards
      SBC Login ID and Display Name Standard

II.   Referenced Documents:

      Computer Naming Convention Standard Business Case