

Errata Sheet

No. 1

Project Operations

Civil Works Digital Project Notebook

ER 1130-2-445

31 March 2000

Page 1, paragraph 4: Reference should read as follows: ER 37-2-10, Financial Administration – Accounting and Reporting – Civil Works Activities, Appendix 20-I, Numerical Coding for Civil Works Appropriations.

CECW-EP

Regulation
No. 1130-2-445

31 March 2000

Project Operations
CIVIL WORKS DIGITAL PROJECT NOTEBOOK

1. Purpose. This regulation provides guidance for updating the Civil Works Digital Project Notebook (DPN) using the Internet. It also specifies the format and requirements of project maps, index maps, pictures, project descriptions and the DPN database.
2. Applicability. This regulation is applicable to all HQUSACE elements and all subordinate commands, districts, and field operating activities having Civil Works responsibilities.
3. Distribution. Approved for public release; distribution is unlimited.
4. References. USACE Manpower Requirement Systems Guidance.
5. Scope. The DPN combines historical project information from all the Civil Works districts into a single database/map-set, with accompanying information sheets, and is currently available on the Internet at <http://www.tec.army.mil/dpn/>. Digital information can be searched and viewed using commercial off-the-shelf web-based Geographic Information System (GIS) software. These searches can be based on geographic area (nation, division, district, state, and/or Congressional District), project type (GI, CG, O&M, etc.), category/class/subclass (navigation, beach erosion control, flood control), funding levels, any combination of these attributes, or any of the other database elements (see para. 9a). For example, a search can be performed for all the flood control projects in the nation that cost over \$100 million or all the navigation projects in a particular Congressional District. All districts are encouraged to have a DPN link on their individual web sites. The DPN provides useful information for the districts and can be considered as an outreach tool for better public awareness of USACE Civil Works activities.
6. Actions. The DPN has been available on the Internet since May 1998 and using the web GIS software Autodesk® Mapguide, all 4100+ projects can be searched geographically over the Internet. The DPN also provides detailed information with seamless links to the District's specific project web pages.
 - a. Updating the DPN. In order for the DPN to remain current each district must edit/append the data in their corresponding files and submit the new information to TEC for inclusion in the DPN. Each district shall appoint a DPN Point of Contact (POC) to coordinate and ensure that updates are made to the DPN. TEC maintains the district POC list for the DPN. While HQ does not require this, many districts use the Geospatial Data & Systems (GD&S) POC to coordinate the DPN updates. The updating procedure requires someone to pull information from Programs

and Project Management, Operations and Engineering. In many district offices, the GD&S POC has already made these contacts through district GIS user groups. Those individuals responsible for gathering and updating the DPN information should access the DPN web site at <http://www.tec.army.mil/dpn/>. All DPN users including the POCs need to download and install the Autodesk® Mapguide plugin (which is available on the DPN web site).

b. Update Schedule. Because the DPN is now web-based, the district POCs can submit updates/ modifications more easily and frequently. The required update process should include revision of the database, descriptions, pictures, digital maps, and hot link web addresses. Each district should reach the 100 percent level for each of these items as shown on the Status of Database Sheet and no information should be more than one year out of date. See Appendix A for a sample Status of Database Sheet. More detailed information regarding this update process can be found on the DPN website under the heading “DPN Update”.

7. Related Activities. Several other web-based Civil Works project information databases, such as Operation & Maintenance Business Information Link (OMBIL), <http://ombil.usace.army.mil>, and Programs & Projects Delivery System (PPDS) are now available on the Internet. Coordination of these projects is a priority to reduce duplicative effort from the districts and the web development teams. The web-based USACE Digital Visual Library (DVL), <http://images.usace.army.mil>, is an excellent source of pictures for the districts. The DVL requires higher resolution pictures for publication purposes. The image files submitted to the DVL can be compressed into JPEG files for inclusion in the DPN.

8. Production. Districts should continue data editing and submission, as outlined in paragraph 6. TEC will maintain a list of district POCs and their respective database deficiencies and continue coordination with these individuals unless otherwise directed by the district. Districts need to submit additional projects and studies for authorized projects not included in the current DPN.

9. Data Submission. The following sub-paragraphs provide details on the database, descriptions, digital maps, photographs, and web site links. At a minimum, each district should revise/append the data in their corresponding files and submit the new information for use in the DPN. Districts should submit the following information for each project or study, as available.

a. Database File. Update the database file (which can be found on the DPN web site). Each project entry should have the following fields populated (see Appendix B for input choices).

- (1) Authorized project name.
- (2) HQUSACE PWI (Project Work Item) number.
- (3) District Office.

- (4) Division Office.
- (5) State(s) in which project is located.
- (6) Project type as defined in reference.
- (7) Category/Class/Subclass as defined in reference.
- (8) Current progress.
- (9) Total non-federal cost to date.
- (10) Total cost to date.
- (11) Condition of Improvement.
- (12) Project Center Longitude Position (NAD 83).
- (13) Project Center Latitude Position (NAD 83).
- (14) Town/City name nearest to project location.
- (15) Stream or river name (if applicable).
- (16) Congressional District(s).
- (17) Date of Database update.
- (18) Federal Acreage (if applicable).
- (19) Authorization.
- (20) Deep Draft.
- (21) URL address for web site links (if applicable).
- (22) Filename of project description.
- (23) Filename(s) of digital photograph(s).

(24) Filename(s) of digital project map(s).

b. Project Description. Furnish for each project an ASCII text file containing a brief description and pertinent data of the project. See Appendix C for an example of a project description page.

c. Project Maps. Submit existing digital project maps (in TIFF or JPEG raster format) for each project. See Appendix D, Figure D-1, for an example of a project map. Each map should show:

- (1) Project length, width, and depth of channels; turning basins; and anchorages.
- (2) The upstream limit of the Federal Project where possible.
- (3) The limits of river projects by use of a paralleling dotted line.
- (4) Lock features and dimensions as to usable width and length, and minimum depth of sills; type gates; and representative cross-sections.
- (5) By appropriate hatching, sections of channels and other project areas where new work remains to be done.
- (6) The depth, by notation in one corner of the map, to which areas mentioned in subparagraph c(5) are partially dredged.
- (7) Channels and other project areas completed to project depth, and shoal areas subject to maintenance dredging within their limits by color shaded.
- (8) The reservoir capacity (stated in acre-feet) and an outline of the lake shown at top of flood control pool elevation (stated in feet, mean sea level).
- (9) By notation, the project design, flood and freeboard, of local flood protection projects.
- (10) Land areas should be shown as light brown, and water areas as light blue.
- (11) State and county (or parish) boundaries and their names.
- (12) Distance in miles above the mouth (or other base point or depth control) of rivers and other waterways.
- (13) Authorized harbor and channel widths, where applicable.

- (14) Major roads and railroads within the area covered by the map.
- (15) An inset vicinity map for the immediate locality.
- (16) Descriptive detail of the topography or hydrography.
- (17) By notation, the date of project authorization.
- (18) Boundaries of United States property.
- (19) Congressional district boundaries and number of district.
- (20) Date of last update.

d. Digital Pictures. Each district should submit digital pictures (in TIFF or JPEG raster format) for all projects in the DPN. The pictures should show the major features of the project, i.e., dam, harbor entrance, or floodwall. Maximum resolution (pixel size) should not exceed 1024x768. These pictures will serve to enhance and compliment the project maps and descriptions.

10. Digital Project Maps and Other Project Information on the World Wide Web. Districts are encouraged to place their digital project maps and other project information on their district's Internet site. Districts are also encouraged to link to the DPN and specific projects/pages within the DPN. The DPN contains seamless links to the district's specific project web pages. If a district is hosting all their project maps in one application, the DPN can link to that entire district Home Page or project information system within the district's Internet site.

11. Points of Contact.

- a. Refer questions on technical issues to:

U.S. Army Engineer Research and Development Center, Topographic Engineering Center
ATTN: CEERD-TS-G (Digital Project Notebook)
7701 Telegraph Road, Alexandria, VA 22315-3864
(703) 428-6766, x2443 (703) 428-8176 FAX
<http://www.tec.army.mil/dpn/>

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b. Refer policy questions to:

U.S. Army Corps of Engineers
ATTN: CECW-EP (Digital Project Notebook)
20 Massachusetts Avenue, NW
Washington, DC 20314-1000
(202) 761-8885 (202) 761-4002 FAX

FOR THE COMMANDER:

4 Appendixes
App A – Sample Status of Database Sheet
App B – Input Choices for Database
App C – Example of Project Description Page
App D – Example of Project Map



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