CECW-EP Engineer Regulation 1130-2-445	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	ER 1130-2-445 31 March 2000
	Project Operations CIVIL WORKS DIGITAL PROJECT NOTEBOOK	
	Distribution Restriction Statement Approved for public release; distribution is unlimited.	

CECW-EP 30 June 2000

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.

DEPARTMENT OF THE ARMY
U. S. Army Corps of Engineers
Washington, D.C. 20314-1000

ER 1130-2-445

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/

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:

RUSSELL L. FUHRMAN
Major General, USA
Chief of Staff

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

APPENDIX A
Sample Status of Database Sheet

Status of Current Web DPN (2/08/2000)

District	Information	% in current version				POC	Office Symbol	Comments
	updated to	text	pictures	maps	database			
Alaska	1997	100	90	100	95	Andrew Brewer	CEPOA-CO-OR	updated database 1/15/98
Albuquerque	1998	95	25	80	90	Joseph Horvath	CESWA-PP-M	updated database 2/27/98; TEC downloaded pictures from Digital Visual Library 6/99
Baltimore	1990	99	20	95	86	Scott Bunting	CENAB-OP-NH	updated database 3/11/98
Buffalo	1994	99	60	95	100	Mary Jo Braun	CELRB-PP-PO	updated database 12/15/97
Charleston	1999	100	50	100	100	Peggy Garten	CESAC-PM-P	updated database and text pages 01/14/2000
Chicago	1997	60	25	60	95	Joe Schmidt	CELRC-ED-D	updated database 9/30/97
Detroit	1986	96	80	95	100	Kenneth Drum	CELRE-CO-OR	updated database 2/24/98
Ft. Worth	1984	56	0	99	87	Randall Mayne	CESWF-PL-E	TEC updated some projects w/Annual Report (95)
Galveston	1997	75	55	80	98	David Petit	CESWG-PL-R	updated database 2/24/98
Honolulu	1997	100	65	95	90	Paul Mizue	CEPOH-ET-P	**new POC 7/98;** updated database 12/1/97
Huntington	1988	98	80	96	94	Preston Ferguson	CELRH-ED-DA	updated database and description pages 12/2/98
Jacksonville	1996	99	92	99	95	Osvaldo Rodriquez	CESAJ-DP-B	updated database and maps 3/11/98
Kansas City	1996	93	20	96	90	Kim Penner	CENWK-EP-CC	updated database 9/30/97
Little Rock	1990	90	25	75	90	Tricia Anslow	CESWL-PL-A	TEC updated some projects w/Annual Report (95)
Los Angeles	1989	92	40	92	85	Harvey Beverly	CESPL-ED	updated database 2/26/98
Louisville	1995	90	75	98	92	Ellen Waggoner	CELRL-PD-E	updated database 6/30/97
Memphis	1998	100	20	100	95	Danny Gray	CEMVM-ED-GE	updated database 3/25/99; now have some pictures
Mobile	1997	90	95	90	100	Bradley Flott	CESAM-PM-CP	updated database 8/4/98
Nashville	1978	91	50	99	92	James Roberts	CELRN-EP-P	added about 70 new studies to the database 10/25/98; no pictures/maps for the new studies
New England	1995	75	20	99	95	Patricia Gamache	CENAE-PP-PMB	**new POC 12/98;** updated database 12/16/98; added pictures from district's website
New Orleans	1997	85	35	85	95	Manuel Harold	CEMVN-ED-SD	updated database 2/10/98
New York	1986	100	60	95	85	Harold Hawkins	CENAN-PP-C	updated database 9/30/97
Norfolk	1994	100	15	99	99	Vashon Jackson	CENAO-PM	updated database 2/27/98

Omaha	1996	30	6	93	82	Pamela Gaare	CENWO-ED-GB	updated database 9/30/97; TEC downloaded pictures from Digital Visual Library 6/99
Philadelphia	1997	82	11	82	88	Roseanne Woerner	CENAP-DP-PM	updated database 9/30/97; TEC downloaded pictures from Digital Visual Library 6/99
Pittsburgh	1997	100	100	100	100	Steve LeBlanc	CELRP-ED-GM-M	**new POC 12/98;** updated database 2/24/98; first to reach all 100%'s
Portland	1994	90	70	70	90	Jim Francis	CENWP-PE-GM	updated database 8/5/98
Rock Island	1999	99	20	85	100	Cynthia Archer	CEMVR-PM-P	**new POC 01/2000;** updated database 2/01/2000
Sacramento	1995	99	25	75	85	John Wooldridge	CESPK-IM	TEC updated most projects w/Annual Report (95)
San Francisco	1998	50	25	72	85	Thomas Hall	CESPN-PM	updated database 2/5/98; TEC downloaded pictures from Digital Visual Library
Savannah	1999	100	100	100	100	Don Smith	CESAS-EN-EP	updated database and text pages 1/27/2000; only 16 of 23 projects active;
Seattle	1989	100	100	100	99	Hiram Arden	CENWS-OP-TS-NS	updated database 3/6/98
St. Louis	1997	93	15	90	88	Calvin Mooney	CEMVS-ED-HG	updated database 3/4/98
St. Paul	1997	100	60	97	99	Jack Calhoun	CEMVP-PP-PO	updated database 3/20/98
Tulsa	1995	0	20	70	90	Vicky Weatherly	CESWT-PE-E	**new POC 11/98;** TEC updated most projects w/Annual Report (95)
Vicksburg	1993	85	10	85	85	Cliff Geter	CEMVK-ED-A	updated database 9/30/97
Walla Walla	1997	99	70	92	99	Blaise Grden	CENWW-PL-ER	updated database 2/26/98
Wilmington	1994	100	30	99	95	John Woolwine	CESAW-EP-ED	updated database 3/6/98; only 34 of 122 projects active
all CORPS	**1994**	**87**	**46**	**92**	**93**			

APPENDIX B
Input Choices for Database

B-1. Purpose. This appendix contains guidance on the input choices for the database file.

B-2. Input Choices.

a. Authorized project name. Include the full Congressional authorized project name with only state abbreviations.

b. HQUSACE PWI number. Each project has its own unique Project Work Item number (formerly referred to as the CWIS number).

c. District and Division Office. (No abbreviations or office symbols).

d. State. Include the State(s) where the project/study is located (no abbreviation). If more than one state, separate by a comma.

e. Project Type. Project types as defined in reference, updated annually.

(1) A - General Investigations

(2) B - Construction, General

(3) C - Operation and Maintenance, General

(4) EN - Flood Control, Mississippi River and Tributaries, Studies

(5) ER - Flood Control, Mississippi River and Tributaries, Construction

(6) ES - Flood Control, Mississippi River and Tributaries, Maintenance

f. Category/Class/Subclass. Category class subclasses as defined in reference, updated annually. The following list will pertain to most of the Civil Works projects and studies included in the DPN. For additional assistance, use reference, updated annually.

(1) Navigation, Channels and Harbors, Construction. Projects specifically authorized by Congress, use 211. Projects not specifically authorized by Congress (Section 107, 1960 Act and Modifications), use 216. Debris removal use 217.

(2) Navigation, Locks and Dams. For construction of locks and dams, use 220.

(3) Beach Erosion Control, Construction. Projects specifically authorized by Congress for sacrificial features only, use 411. Projects specifically authorized by Congress for structural and sacrificial features, use 412. Projects not specifically authorized by Congress (Section 103, 1962 Act and Modifications), use 420.

(4) Flood Control, Local Protection, Construction. Projects specifically authorized by Congress, use 511. Projects not specifically authorized by Congress (Section 205, 1948 Act and Modifications), use 516. Projects for Emergency Streambank and Shoreline Protection (Section 14, 1946 Act and Modifications), use 517. Projects for Snagging and Clearing (Section 208, 1954 Act and Modifications), use 518.

(5) Flood Control, Reservoirs. For construction of reservoirs, use 520.

(6) Multiple Purpose Power. For construction of multiple purpose power plants, use 600.

(7) Operation and Maintenance. Navigation, Channels and Harbors, use 111. Navigation, Locks and Dams, use 120. Flood Control, Reservoirs, use 200. Channel improvements, inspections, and miscellaneous maintenance for Flood Control, use 210. Multiple Purpose Power, use 220.

g. Current progress. For project status, use one of the following terms: Completed, In Progress, Deferred, Deauthorized, Inactive, or Construction has not Started.

h. Non-federal cost and total cost (to date). Amount spent up to this date not amount appropriated for the entire project. Include the actual numbers only. Do not include dollar sign or commas.

i. Condition of Improvement Date. Include the date (format: MM/DD/YYYY) of the latest change to the project. The condition of improvement date may vary from project to project.

j. Longitude and Latitude Position. Using the North American Datum of 1983 (NAD 83), find the center of the project.

k. Town/City. Include the closest town or city to the project.

l. Stream or river. Include the stream, river, creek or lake directly involved with the project.

m. Congressional District(s). Include the congressional district(s) where the project is located. Use the two-letter state abbreviation, then a space, followed by the two-digit number of the individual district. For multiple entries, separate by commas.

n. Date of Database Update. Include the date (format: MM/DD/YYYY) when the information was added to the database.

o. Federal Acreage. Only include federal acreage if applicable to project. If not applicable, enter 0.

p. Authorization. For Public Law, use PL then number. Abbreviate all other authorizations and include the date. For example, the Flood Control Act of 1948 would be FCA 1948.

q. Deep Draft. If the project is considered deep draft (over 25 feet), enter Y for yes. Deep draft projects need to have a Deep Draft POC and phone number. All other projects are considered not deep draft.

r. URL address. Because the DPN is web-based, links to different web sites enhance the DPN capability to show project information. Enter the exact url address for the specific web page relating to the project i.e., http://www.district.usace.army.mil/project/projectname.html.

s. Filename of project description. Each project description page needs to be in ASCII-text format. The filename can be a combination of the district symbol (CEXXX), type of project and page number or the abbreviated project name. If use an abbreviated project name, use the underbar, not blank spaces to separate words. Two examples of filenames are cenwwn009.txt or ice_harbor.txt.

t. Filename of digital photograph(s). Each digital project photograph needs to be in TIFF, JPEG or GIF raster format. The filename can be a combination of the district symbol (CEXXX), type of project and page number or the abbreviated project name. If use an abbreviated project name, use the underbar, not blank spaces to separate words. Two examples of filenames are cenwwn009.jpg or ice_harbor.jpg.

u. Filename of digital project map(s). Each digital project map needs to be in TIFF or JPEG raster format. The filename can be a combination of the district symbol (CEXXX), type of project and page number or the abbreviated project name. If use an abbreviated project name, use the underbar, not blank spaces to separate words. Two examples of filenames are cenwwn009.jpg or ice_harbor.jpg.

APPENDIX C
Example of Project Description Page

FOLLY BEACH, SOUTH CAROLINA

CONDITION OF IMPROVEMENT: 30 SEPTEMBER 1999

AUTHORIZATION: The project was authorized by the Water Resources Development Act of 1986 dated 17 November 1986 - H. Doc 99-1013, 99th Cong., 2d sess., P.L. 99-662; and the 1992 Energy and Water Development Appropriations Act dated 17 August 1991 - 102d Cong., P.L. 102-104.

PROJECT: The plan of improvement provided for protection from a 5-year storm event and placed about 2.48 million cubic yards of sand over a total project reach of 28,200 feet of beach. The project has an initial berm with a top width of 15 feet at an elevation of 9.0 feet above the national geodetic vertical datum. Nine groins constructed of wooden piles, timbers, and large rocks which extend perpendicular into the surf for an average distance of approximately 250 linear feet were rehabilitated. The rehabilitated groins were built of steel sheet pile with a concrete cap and tied into only the wooden sections of existing groins which are deemed salvageable. Periodic nourishment will be required approximately every eight years with a total volume of 1.74 million cubic years each cycle.

LOCAL COOPERATION: Local interests must contribute 15 percent of all costs associated with the initial construction and periodic nourishment costs; provide lands, easements and rights-of way; and maintain all project works after completion. The LCA was signed on 14 September 1992.

PROGRESS: The contract was awarded to T.L. James and Company, Inc. on 16 November 1992. Pipeline dredging operations began on 18 January 1993 and were completed in April 1993. Approximately 2.7 million cubic yards of sand were placed on the beach. Rehabilitation of the nine groins was completed in May 1993. The final inspection of the beachfill portion of the beach was completed on 13 May 1993. The grassing contract was completed on 30 April 1994. Final physical monitoring of project was completed in February 1996.

COST TO DATE:

	Federal	Non-Federal 1/	Total
New Work	$ 10,652,428	$ 1,059,742	$ 11,712,200
Maintenance	--	--	--
Total	10,652,428	1,059,742	11,712,200

1/ Excludes $819,693 credit for LERRDS's.

TIDAL RANGE: The mean range of tide and the spring range of tide above mean low water, respectively, at Folly Island (outer coast) are 5.2 feet and 6.1 feet.

APPENDIX D
Example of Project Map

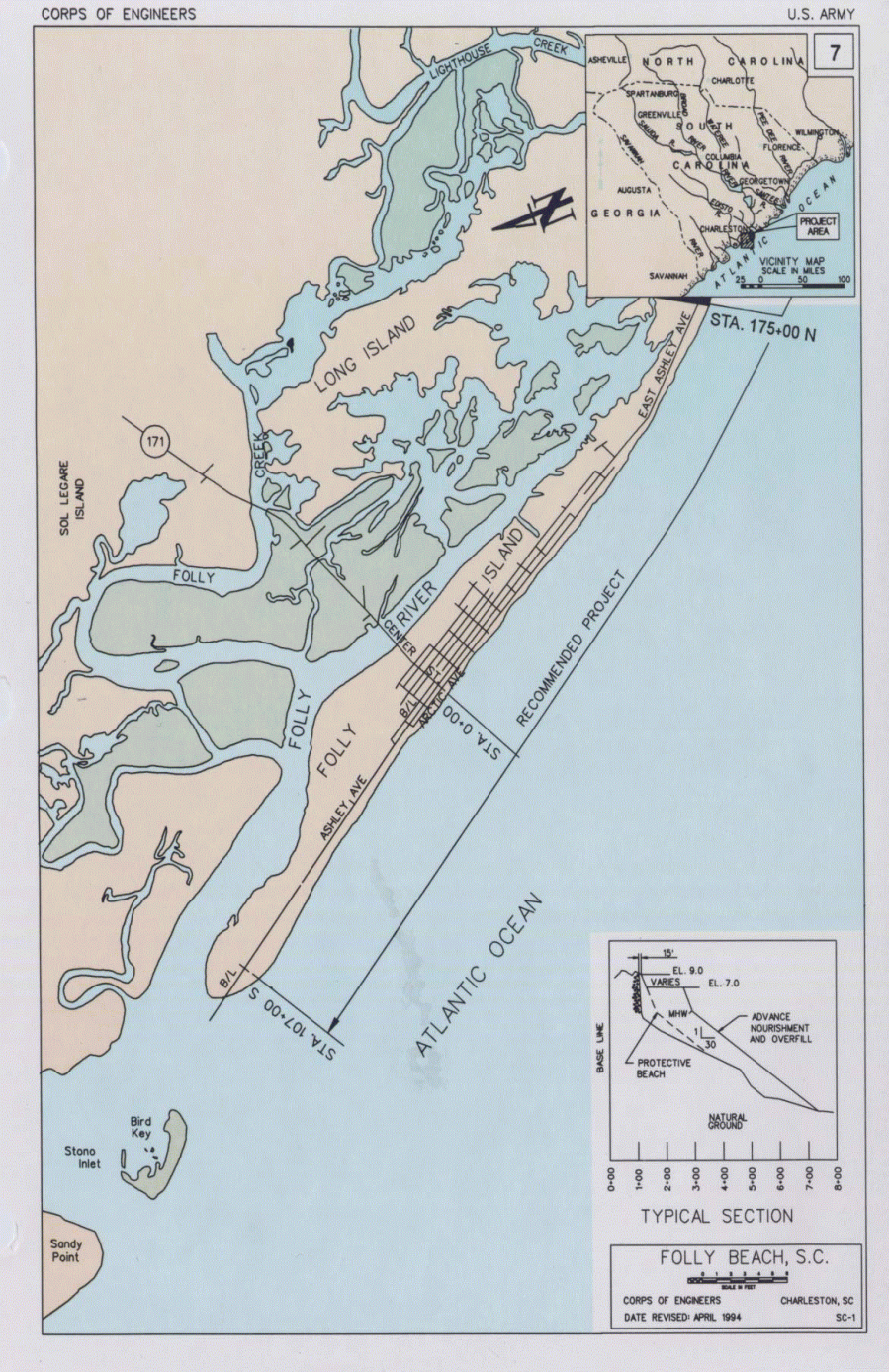

Figure D-1 Example of Project Map.