

CECW-CE

Regulation
No. 5-1-18

30 June 2016

Project Operations
CORPS PROJECT NOTEBOOK:
A DATABASE OF PROJECT GEOGRAPHIC LOCATIONS

1. Purpose. This regulation provides guidance for updating the USACE Corps Project Notebook (CPN). The purpose of the CPN is to provide a single authoritative reference database of the location of all Corps Civil Works, Military, and Interagency and International support projects. This database is used as the primary data source for all USACE enterprise applications that map and perform Geographic Information System (GIS) analyses.
2. Applicability. This regulation is applicable to all HQUSACE elements, and all subordinate commands, districts, and field operating activities having Civil Works and Military Programs responsibilities.
3. Distribution. Approved for public release; distribution is unlimited.
4. References.
 - a. ER 1110-1-8156, Policies, Guidance, and Requirements for Geospatial Engineering Data and Systems.
 - b. EM 1110-1-2909, Geospatial Data and Systems.
5. Description. The CPN is used to provide authoritative location and project data used in analyses supporting planning, engineering, operations and maintenance, and emergency management that require place-based location information. CPN will be populated for each funded and active physical project that includes a “site” where work has been (or is being) executed under all Civil Works and/or Military Programs activities, including projects that USACE is executing in partnership with other agencies through the Interagency Support Program. CPN is not intended to track transient or temporary project information such as field data collection sites where USACE personnel may be located for a short period of time. The CPN database is not meant to track USACE personnel. CPN data is used to:
 - a. Provide project location information to the USACE Enterprise Geospatial Engineering (EGES) program and other systems; such as Program and Project Management Information System (PROMIS), Civil Works Business Intelligence (CWBI), EngLink, Resident Management System (RMS), National Levee Database, Comprehensive Evaluation of Project Datums Compliance Tracking Tool, Climate Preparedness and Resilience web tools, map the status of a variety of Corps initiatives, and other applications as required.
 - b. Provide polygons (Foundational projects) for USACE project locations. A Foundational Project is a Corps-owned, managed, or maintained facility. It may be a single site or it may be a

30 Jun 16

group of sites that make up an integrated system such as a levee system or lock-and-dam system. Reference Appendix C for detailed instructions on creating foundational projects.

c. Update the Corps Civil Works wall map and depict project locations on the CorpsMap web site for public and external agencies

d. Support Corps participation in geospatial Service Oriented Architecture

6. Data Elements. Data elements of the CPN will be based on a USACE CPN data model Project Reference. Appendix B details the USACE CPN data model for Project Reference.

7. Responsibilities. Populating and verifying the information in the CPN is a collaborative effort between district Program Managers and district Enterprise Geospatial Engineering Systems (EGES) teams.

a. The actual population and verification of the CPN is the responsibility of the district Geospatial Data and Systems (GD&S) Coordinator. Though CPN is available read-only to all USACE staff via the CorpsMap portal, the District GD&S Coordinator may assign edit privileges to individuals authorized by them.

b. New projects need be added as soon as a PROMIS project is activated.

c. Updating data elements related to project status is necessary for CPN to remain current. Status updates can be made at any time. For example, unfunded projects may be set to "archived" status when appropriations information becomes available. If funding is restored, the project can be restored to "active" status; otherwise, it will remain in archived status. Projects may be placed in "archive" status as soon as they are complete and have been turned over to a sponsor, with the exception of Civil Works Projects that continue to receive funding through a program such as "Inspection of Completed Works." These projects shall remain as "active".

d. District GD&S Coordinators are required to verify new projects and status updates update to the CPN information for the previous fiscal year by 1 December of each fiscal year.

8. Proponency. The HQUSACE proponent for this regulation is the Engineering and Construction Division, Directorate of Civil Works.

FOR THE COMMANDER:

3 Appendices

App A – Instructions on Accessing CPN through the CorpsMap SDE Connection

App B – SDSFIE 3.0 Project Reference Area

App C - Instructions on Foundational Projects



D. PETER HELMLINGER
COL, EN
Chief of Staff

APPENDIX A

Instructions on Accessing CPN through the CorpsMap SDE Connection

To access CorpsMap Data via SDE

1. Contact your UPASS administrator and request access to: CORPSMAP S0EGISP3 SID ON CPC21.USACE.ARMY.MIL

Using ArcCatalog 10.x:

1. Expand "Database Connections".
2. Double-click "Add Spatial Database Connection".
3. For Server, type "cpc21.usace.army.mil".
4. For Service, type "5151".
5. For Username, type your UPASS ID.
6. For Password, type your Oracle Password.
7. Click Okay.
8. You may now add this connection in ArcMap.

ER 5-1-18
30 Jun 16

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX B

USACE CPN Project Reference Feature

Data elements of the CPN will be based on a USACE CPN data model for Project Reference Location.

1. **Identifying Project Location.** Project locations can be added to the CPN database through 1) clicking on general project location in CPN to add a general point or area location or 2) EGES Manager can work with CPN developers to upload location information directly into the CPN database. An ESRI Geodatabase template is available on the bulk upload tab within CPN when logged in to CPN with your CAC.

a. In O&M each physical project site should have an independent site ID. Each OMBIL site ID should be mapped to a program codes so it can be linked back to a specific appropriation.

b. EROC code must be populated for all locations.

c. Project locations are not meant to be engineering quality locations, rather equivalent in accuracy to an approximate 1:24,000 to 1:250,000 scale map. It is understood that representing what can be a large project as a single point is not an optimal representation.

d. At a minimum, a point location is required to be input via CPN. Actual project boundaries shall be provided as soon as they can be obtained.

e. For complex geometries, or where GIS data already exist such as in a Real Estate GIS, instructions will be provided for data upload. Real Estate GIS remains the authoritative source for Real Estate boundaries within the Real Estate function and will eventually be accessible through the Real Estate Management Information System (REMIS). In some cases, more detailed geometry will be accessed through other existing databases; such as, the National Levee Database for Levees and Channel Framework Database for Navigation Dredging Projects.

2. Related Documents. The following document types should be uploaded to the CPN

a. Design Drawings (Design Drawings will not be made available outside of USACE)

b. Project Maps

c. Other

d. Photo

e. Primary Photo – the photo to be displayed on the Project Detail Sheet

3. Elements. The following elements should be included in every CPN entry (Table 1):
- a. projectReferenceIDPK. The unique identifier for each instance of the ProjectReference feature type. (primary key)
 - b. sdsID. A unique identifier for all features and objects in the SDSFIE.
 - c. sdsFeatureName. The common name of the feature.
 - d. sdsFeatureDescription. A narrative describing the feature.
 - e. sdsMetadataID. The foreign key to a metadata record.
 - f. projectID. The Corps Project Notebook ID stored as text
 - g. InternalID. The Corps Project Notebook ID stored as number.
 - h. Phase. The phase of the project at that location. Project Phases are defined in ER 1110-2-1150, Engineering and Design for Civil Works Projects.
 - i. ProjectType. The type of project at that location.
 - j. ArchiveIndicator. Indicates whether a project is historic or active. Populate with “Yes” for archive/historic project and “No” for active project.
 - k. EROC. A 2 digit code that refers to the district.
 - l. AMSCO/PROGRAM CODE. The program level identification code in CEFMS/PROMIS for a civil project.
 - m. OMBIL_SITE_ID. The site identification for the OMBIL project.
 - n. Foundational ID.

Attribute Name	Data Type	Constraint	Domain
[PK] projectReferenceIDPK	String	<i>none</i>	<i>none</i>
The unique identifier for each instance of the ProjectReference feature type.			
sdsID (inherited)	GUID	<i>none</i>	<i>none</i>
A unique identifier for all features and objects in the SDSFIE.			
sdsFeatureName (inherited)	String	<i>none</i>	<i>none</i>
The common name of the feature.			
sdsFeatureDescription (inherited)	String	<i>none</i>	<i>none</i>
A narrative describing the feature.			
sdsMetadataID (inherited)	String	<i>none</i>	<i>none</i>
The foreign key to a metadata record.			
projectID	String	<i>none</i>	<i>none</i>
The Corps Project Notebook ID stored as text			
InternalID	Integer	<i>none</i>	<i>none</i>
The Corps Project Notebook ID stored as a number			
Phase	String	<i>none</i>	<i>d_phase</i>
The phase of the project at that location.			
ProjectType	String	<i>none</i>	<i>d_projtype</i>
The type of project at that location.			
ArchiveIndicator	String	<i>none</i>	<i>none</i>
Indicates whether a project is historic or active.			
EROC	String	<i>none</i>	<i>none</i>
A 2 digit code that refers to the district.			
CWIS	String	<i>none</i>	<i>none</i>
The project level work item code in CEFMS for a civil project.			
OMBIL_SITE_ID	String	<i>none</i>	<i>none</i>
The site identification for the OMBIL project.			
FoundationalID	long intger	<i>none</i>	<i>none</i>
This is the unique ID for the CPN polygons - Foundational Projects			

Project Reference

Other Versions: *none*
 Default Subtype: *none*
 Permissible Subtypes: *none*
 Container: *none*
 Definition: Location of or area delineating a specific project.
 Default Geometry: Area/Polygon
 Permissible Geometry: Area/Polygon, Point

Table 1. CPN Data Dictionary and SDSFIE Descriptors

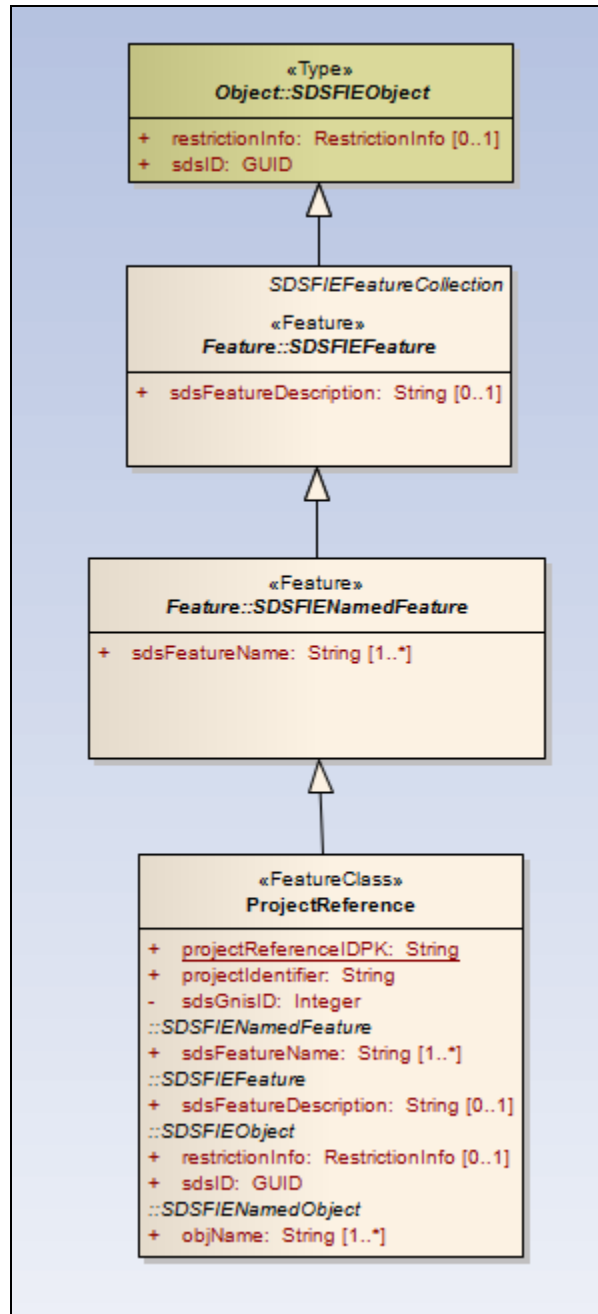


Figure 1. Logical Data Model for SDSFIE Feature Type Project Reference. The attributes included in Super Classes will be inherited by ProjectReference (as shown).

APPENDIX C
Instructions on Foundational Projects

1) Populating project_reference_area

- a. Contact CPN Help Desk to get FoundationalID
- b. Load each individual polygon to project_reference_area. If there is 1 REMIS site polygon and 1 polygon from Channel Framework that make up your foundational project, there would be two polygons in the feature class.
- c. Update FoundationalID for each polygon based on the FoundationalID received from the CPN help desk. If there are two polygons in the example above, and the FoundationalID for your foundational project is 33, then populate 33 for both records
- d. Update the sdsfeatureName with the Foundation Project name. If there are two polygons and the project name is Savannah Harbor, populate sdsFeatureName with Savannah Harbor for both records
- e. Additional CPN fields: If there is additional information, populate the additional CPN fields.

2) Boundary Guidance: Below are examples for creating project boundaries.



Habitat Restoration Projects - Boundary was develop by the PDT and is a polygon of the outer limits of new islands to be constructed. This polygon contains all feature involved in the project



Flood Control Projects - Boundary is the permanent real estate/permanent easement boundary of the diversion alignment project.



Navigation Projects - For Harbor Navigation Projects, the boundary is the channel easement or setback limits. For inland navigation projects, the boundary is the bank-to-bank shoreline at project pool. The boundary contains all features involved in the project exclusive of dredge material placement areas and shore areas where USACE has some type of rights (e.g., dredge boat or debris boat docks). Place areas and shore areas would be represented by real estate site polygons, and would be assigned the same FoundationalID as the navigation channel polygon(s).



Reservoir Projects - Boundary consists of the overall Real Estate limits of the project, including fee and easement areas. This polygon contains all project activities including reservoir pool, outgrants, recreation areas, and access or flowage easements.



Levee Project - Boundary is the aggregate of the fee and perpetual easement areas to which USACE has rights. If USACE does not have specific land rights, the boundary is a 500 foot buffer on either side of the levee centerline. The boundary will include all features of the project.



Coastal Beach Renourishment Projects - Boundary follows the most conclusively defined landward and seaward limits. The landward limit would be the contractor's work limit, perpetual easement line, grass line, or nearest road pavement edge; the seaward limit would be the seaward limit work, the seaward toe of slope, or 1,000 feet seaward from the landward limit.