Standard Directory Structure
For
Standard Surveys

The following directory structure shall be submitted on a CD-ROM for each contracted survey.

The volume label for the CD-ROM submitted to the Memphis District shall be the first 3 letters of the contractor name, the 2 digit contract year, the 3 digit task order, and a three digit designation for the submittal number. **Example:** Green Surveying, Contract Number DACW66-99-D-0012, Task Order 43, submittal no. 2 would be GRE99043002

A-E_Data
      Administrative
      Processed_Data
      Design_Files
      Inroads
      Multimedia
      Photos
      FieldBooks
      Raster_Images
      Raw_GPS
      Raw_Data

Archive Computer
Directory Structure

Listed below is the directory structure as it will be created when a project is created on the archive computer. When the A-E_Data CD is received by the user the A-E_Data directory structure below will be replaced by the data structure contained on the CD.

Administrative
Attachments
Miscellaneous
Special_Programs
A-E_Data
      Administrative
      Processed_Data
      Design_Files
      Geomedia
      Inroads
      Multimedia
      Photos
      FieldBooks
      Raster_Images
      Raw_GPS
      Raw_Data

Standard Directory Structure
For
Inspection & Evaluation Surveys

The following directory structure shall be appended to the CD-ROM for each year a structure is surveyed. The directories shall be added as subdirectories for the appropriate site.

FY**_*** (**Specified by the user**)
  Administration
  Processed_Data
  Design_Files
  Inroads
  Multimedia
  Photos
  FieldBooks
  Raster_Images
  Raw_GPS
  Raw_Data

Note: FY**_*** as denoted above shall be the Fiscal Year surveyed followed by the A-E Name. Example: FY99_EMC

Standard File Naming Convention

The following files are files typically required by the Memphis District. All prefixes listed shall be preceded by the first 3 letters of the contractor name, the 2 digit contract year, the 3 digit task order number, and the prefix listed. Example: Green Surveying, Contract Number DACW66-99-D-0012, Task Order 43 would be GRE99043***XXX.EXT where XXX is the prefix below and EXT is the file extension. Multiple files of the same type would require a sequential series of numbers where the *** is shown.

File Type	Prefix	Extension	Format	Directory
Scope of Work	SCO	pdf / doc	Binary	Administrative
Project Location Map	LOC	pdf	Binary	Administrative
Government Estimate	GOV	pdf	Binary	Administrative
Contract Proposal	PRO	pdf	Binary	Administrative
Negotiated Numbers	NEG	pdf	Binary	Administrative
Notice to Proceed	NTP	pdf	Binary	Administrative
Survey Report	SER	pdf / doc	Binary	Administrative
RAW GPS**	**	**	Binary/ASCII	Raw_GPS
RAW Data**	**	**	Binary/ASCII	Raw_Data
Field Books	SFB	pdf	Binary	FieldBooks
Processed Data Collector Files	DCF	**	Binary/ASCII	Processed_Data
XYZ Data	ASC	XYZ	ASCII	Processed_Data
Hydrographic Reports	HYD	pdf	Binary	Processed_Data
Monument Documentation	MON	MON pdf	Binary	Processed_Data
NGS Recovery Forms	NGS	pdf	Binary	Processed_Data
I & E Plates	PLA	dgn/pdf	Binary	Processed_Data
HEC-2 Files	HEC	txt	ASCII	Processed_Data
Level Abstracts	ABS	pdf / xls	Binary	Processed Data
Traverse Data	TRV	pdf	Binary	Processed Data
Microstation Border (MVD)	BDR	DGN	Binary	Design_Files
Microstation Cover Sheet	CVR	DGN	Binary	Design_Files
Microstation Plan View	PLN	DGN	Binary	Design_Files
Microstation Cross Section	CXS	DGN	Binary	Design_Files
Inroads Alignment	INR	ALG	Binary	Inroads
Inroads Digital Terrain Model	INR	DTM	Binary	Inroads
Photographs	PHO	pdf/jpg	Binary	Photos

** File extension and or prefix is software dependent.

Examples: GRE99043001SFB.PDF (Scanned Field Book #1)
                 GRE99043002SFB.PDF (Scanned Field Book #2)
                 GRE99043001PHO.JPG (Photo #1)
                 GRE99043002PHO.JPG (Photo #2)
                 GRE99043001MON.PDF (USMART Prod Form #1)
                 GRE99043002MON.PDF (USMART Prod Form #2)
                 GRE99043001PLN.DGN (Plan View DGN #1)
                 GRE99043001CXS.DGN (Cross Section DGN #1)

Note: Any files types not identified above shall be coordinated with the Point of Contact.

XYZ File Format

When the XYZ files are submitted, they shall be in a comma separated variable format with an XYZ Extension meeting the naming criteria mentioned above. Also, XYZ files are to be provided as a part of a submittal, they shall include Header Information as Described Below:

Line 1:
Contractor, Task Order No., Contract Number, Date of Survey, Short Project Description

Line 2:
Horizontal Datum, Vertical Datum, Coordinate System

Line 3:
Point number, X (Easting), Y (Northing), Z (Elevation), Point Code, Point description