

Design Standards Letter

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Section/Plan No.: None

Subject: Job Numbers

Body

ALL DIVISION AND DISTRICT ENGINEERS

This is to request that all correspondence with this office refer to the job number. The Federal Aid project number will not appear on the heading except for correspondence addressed to the Federal Highway Administration. In such cases, both the job number and the project number will appear in the heading. Job numbers will be used as project identification for the "Monthly Report of the Status of Surveys, Plans and Right-of-Way".

The job number as listed in the current Right-of-Way and Construction Program book should be used with the addition of the route number as shown in the following examples.

Example: 4-P-7 listed in the program book for Route 50 will be referred to as 4-P-50-7

Example: 9-S-17 listed in the program book for Route J will be referred to as 9-S-J-17.

The route number used will be as listed in the program book.

The purpose of this procedure is to achieve a uniform method of project identification.

James F. Roberts
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Surveys and Plans