

Design Standards Letter

Letter Number: **G-1992-16**

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Section/Plan No.: **None**

Subject: **Submittal of Level Course Project Data**

Body

DATE: September 4, 1992

SUBJECT: General Letter No. 16, 1992

All level course project cost estimates should be submitted to the headquarters Design Office electronically. The following is an example for using the .MFF Filename: The normal job number of J2S0488G should be changed to J2488G1 for electronic submittal. The number "1" should be cross referenced to the hard copy of the estimate and submitted with the plans to the headquarters Design office. Usually there are numerous estimates for leveling course projects and they should be identified, for example, as J2488G2, J2488G3, J2488G4, etc.

Project numbers will be assigned by the headquarters office and groupings may be changed or combined by the headquarters office. Projects already submitted to the headquarters office for the 1992 leveling course program may be modified as necessary by the Design Division.

For questions or further explanation, please contact Tom Holt or his staff.

gm/ph