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CONSTRUCTION DIRECTIVE

DocuSigned by:

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Construction Administrator

Electronic File Naming Conventions

This directive updates the **naming conventions for all electronic file names, email subject lines, and COMPASS submittals.**

Effective immediately, the naming conventions stated in Appendix E of the latest version of the [Digital Project Development Manual \(DPDM\)](#) shall be used by all Office of Construction (Division of Construction Operations and Districts).

The Electronic File Naming Convention references in Volume 1 Chapter 3, Section 1-300A of the [Construction Manual](#) will be updated to refer to the DPDM.