



MRSI Wizard User Guide



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Introduction

Welcome to MRSI, the MILCON ,Requirements, Standardization and Integration site! MRSI strives to present Military construction policy, regulations, standards and designs to provide the tools needed to build and maintain Army facilities and infrastructure.

Within MRSI, users can find information about the Army's standardized facility types, the Army Standards and Standard Designs, and reach out to Subject Matter Experts, access the MCA Code 2 Wizard, and use the Model RFP to guide in the development of Requests for Proposal to ensure compliance with the latest policies, regulations, and best practices.

The MRSI Team is part of the Engineer Research and Development Center (ERDC), Construction Engineering Research Laboratory (CERL).

*US Army Engineer Research and Development Center
Construction Engineering Research Laboratory
P.O. BOX 9005
Champaign, IL 61826-9005*

The Program Manager is: Patrick Edwards

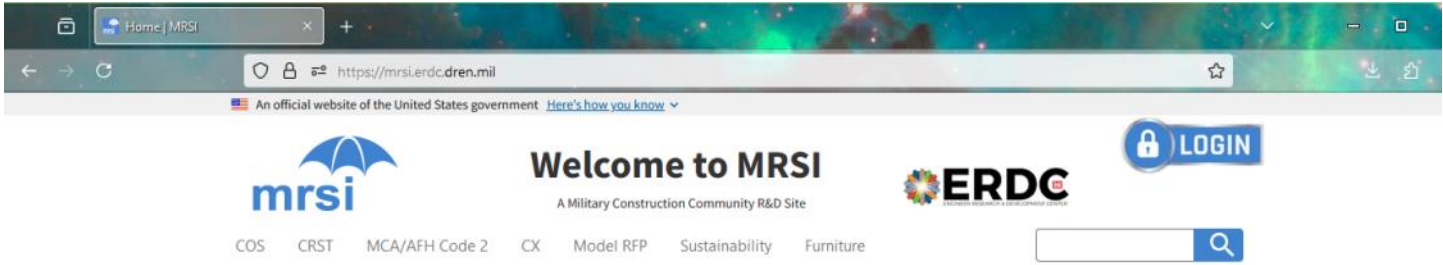
If you have questions about the MRSI site or our applications, please contact our support team at:

MRSI_support@usace.army.mil



MRSI Home Page

The MRSI home page provides a hub where users may access information on the tools, policies, and subject areas that help serve the Army facilities community. We encourage you to explore each of the tabs featured on the home page to learn more about how the facilities community is shaped!



This *MILCON Requirements, Standardization, and Integration* (MRSI) site presents Military Construction policy, regulations, standards, and designs in order to provide the facility community with the tools they need to build and maintain the Army's vast facility infrastructure.

This site is part of research initiatives conducted at the *Construction Engineering Research Laboratory* (CERL), (the Illinois Site of the *Engineer Research and Development Center*.) Partnering with federal and industry organizations, our mission is to enhance the proficiency and productivity of the Corps' construction community for planning, design, and execution of the Corps' facility acquisition process: we do this by providing tools and curated information for this community. This site and the tools provided herein are part of that research, as lessons learned from interacting with the community are incorporated into future tools and research programs.

Current research initiatives being investigated based on what we have learned from interacting with the community through our tools include:



Document Generation

Our current document generation tool is the MRSI Web Wizard, which is the third generation of our Wizard concept. We have created a unified wizard tool, based on a current web software development stack that can produce disparate document types with a WYSIWYG user interface, while maintaining the capability to support agency-specific requirements. Prior experience led us to conclude that most of the documents we were being asked to help produce had two common elements: a template that defined the format of the standard document and delineated what type of document would be produced (i.e., would it be the next great American novel or a fast food window receipt?) which was mostly boilerplate, but with sections of it being *variable text* dictated by the specifics of the project gathered as user input. The term *varitext* was coined to represent this second element and research commenced on how to use this insight to meet the goals for the new tool.

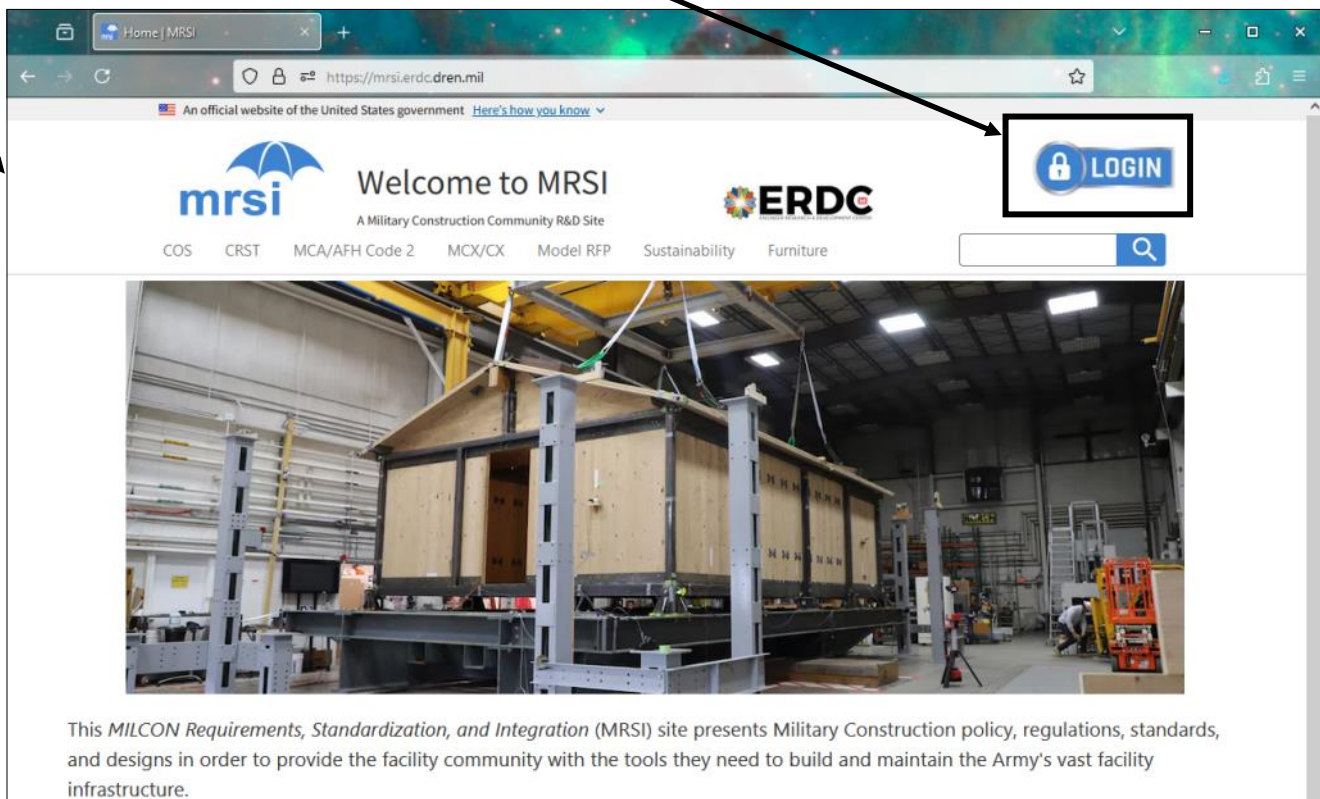
The result of this research was *varitext objects* embedded within the templates that allow us to encapsulate everything about that portion of the document within them: the prompt the user is presented to request the needed input, how it is presented, what is done with the user's response, and how the document is modified based on said input. By treating the non-boilerplate portions of the document as *varitext*, we can update our documents over time as requirements change without having to change source code. This makes not only updates in existing modules faster, less error-prone,

Creating an Account – Government Users

In order to use the tools within the MRSI site, users will need an account through login.gov. It is not necessary to create a new login.gov account if the user has a pre-existing account. If you already have a login.gov account, please skip this section and proceed to the Final Steps: Logging In section. Users may begin the account creation process a couple of ways. While the process may begin slightly differently, the overall process for account creation will be the same regardless.

Method One: Account Creation From Any Page

The first method of initiating account creation can be done directly from any MRSI Page where the LOGIN in Button is available. Begin by clicking the blue “LOGIN” icon seen in the top right corner.



From here, the user will be directed to the MRSI Wizard Login page. At the bottom of the page, two buttons will be featured, a gray button reading “create your account at login.gov” and a light red button reading “ I have an official account– Let’s get started”. The figure below shows these buttons as they appear on the page. Click the “ Create your account” button to proceed.

Use your official work email address when using the MRSI Wizard. It is professional, increases user trust, and helps others find you.

CREATE YOUR ACCOUNT AT  **LOGIN.GOV**

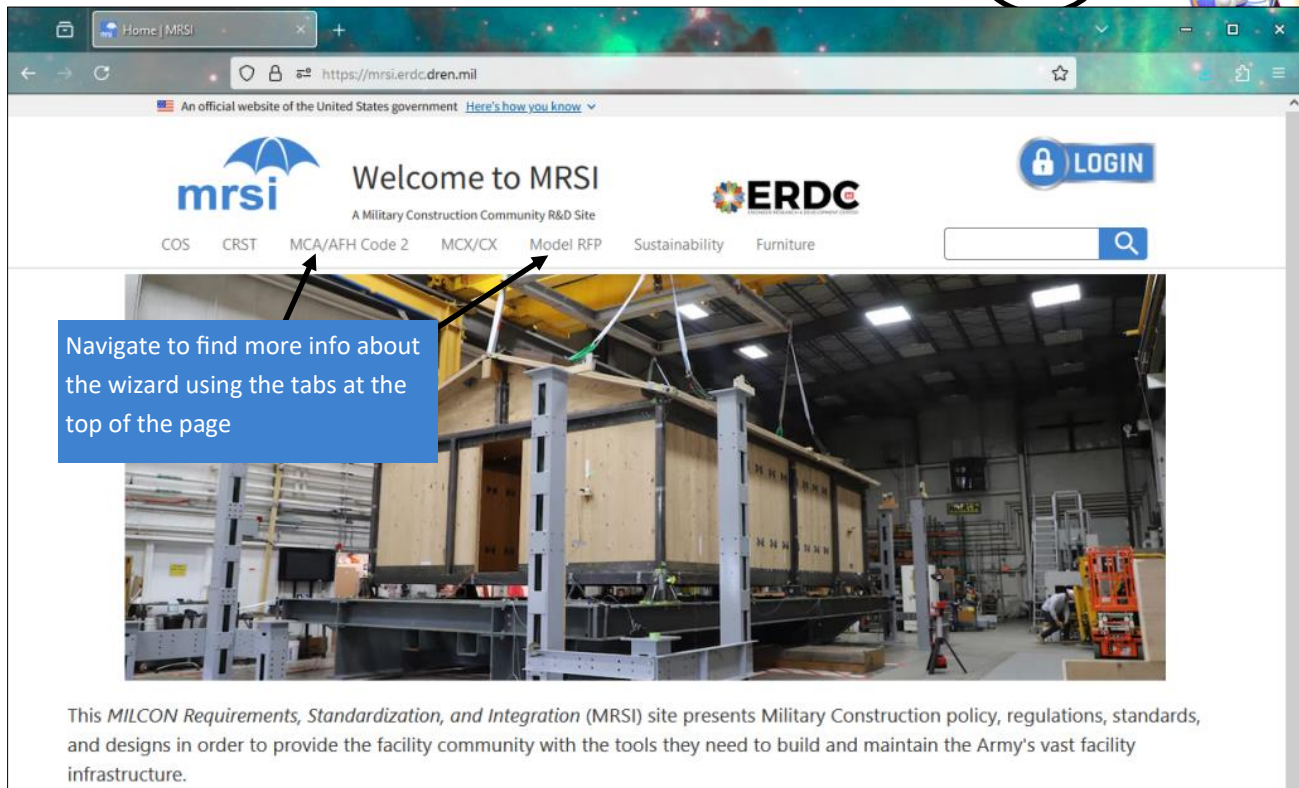
I HAVE AN OFFICIAL ACCOUNT - LET'S GET STARTED!

Creating an Account – Government Users

Method Two: Find the Wizard

Users may also begin the account creation process from the MCA/AFH Code 2 and Model RFP Tabs. Each tab provides information on processes, features, and policy to provide more background on the MRSI wizard.

Peek-a-boo!



From each tab, users will see text prompting them to create a new account next to the image of a wizard. They may either click the [login.gov](#) link from this document or the page shown below to proceed. They may also click on the graphic of the Wizard to be directed to the log-in page as seen in method one.

Policy and Guidance

Instructions for the Army MILCON Code 2 are specific to a project's Fiscal Year. These instructions provide an outline of the Army's Code 2 process, required deliverables, and instructions for submitting the PDR, ENG 3086, and 35% Design Certification Deliverables. The Instructions include Appendices with flowcharts/timelines, Points of Contact, Acronyms & Abbreviations, a Work Verbiage, a PDR Desktop Reference (explains what's required for each section of the PDR), the Memo Template, ENG 3086 Instructions, and the DCA Assessment & Risk Neutral Estimate Guidance. **Links below in the Library.** Additional guidance and templates can be found at the websites linked in the of the page.

You shall not pass!
(without making
an account first)



[Click Here to Access the Wizard](#)

Code 2 on the MRSI Wizard

To Create a New MRSI Wizard Account:

1. Create a [Login.gov](#) account using your official work email*.
2. Log into the Wizard using [this link](#) (or the Wizard image to the left of this text).
3. Then email the [Code 2 Review Team](#) for project assignment (or request access from PDT Members already assigned to the project).

• Please include Project Number, Project Location, and Project Title in the request.

When navigating the MRSI website, users will always be able to return to the home page by clicking the MRSI logo in the top left corner and navigate to the login page by finding the "LOGIN" button or a wizard in blue robes!

Creating an Account – Government Users

As before, users may select the gray “create your account at login.gov” button to begin the account creation process.

Use your official work email address when using the MRSI Wizard. It is professional, increases user trust, and helps others find you.

CREATE YOUR ACCOUNT AT  LOGIN.GOV

I HAVE AN OFFICIAL ACCOUNT - LET'S GET STARTED!

Please use your **primary work e-mail address** when creating your account. Unofficial addresses, such as Gmail, yahoo, or Hotmail, should not be used for official business and will not be verified for government users, whose emails should end in “.mil” or “.gov”. Non–government users will require additional verification to be granted access, please see the Non–Government Users section for more details.

For difficulties in account creation at login.gov, please refer to their guidance by clicking [HERE](#) or in the box below:

[Help with LOGIN.GOV](#)

If you already have a login.gov account, you may be presented with the message “This email address is already associated with an account” when trying to enter your email address. If you have forgotten your login.gov credentials, please proceed to login.gov and select “forgot password” from the log in page. Otherwise, you may proceed with MRSI account creation.

Creating an Account – Government Users

Once you have verified your email address, you may access your MRSI account! Proceed to the Login page and select the red button which reads, “I already have an official account! Let’s Get Started”.

MRSI Wizard

INTRODUCING the NEW MRSI Wizard
Version 3.0
Welcome to the new MRSI Wizard. This version brings all our tools together into a single browser-based application, making it easier for you to access all your documents in one place using a common interface.
This version of the MRSI Wizard:

- Is available everywhere - there are no applications to download and install. All you need is a modern web browser such as FireFox, Chrome, or Edge.
- Features an improved editing process that lets you see the document while you answer the questions. Your responses are filled in and are immediately visible.
- Uses modern technologies to create a responsive and fast approach for delivering documents developed by subject-matter experts.

If you have other documents you would like to standardize, please contact our support team. We would be happy to speak with you about our application and how we can enable your team to collaborate faster while improving document quality. Our new technology stack allows us to quickly create new document types for your document generation needs.
MRSI Wizard Accounts
The MRSI Wizard uses [Login.gov](#) accounts for secure two-factor authentication using PIV/CAC, authenticator applications, or SMS messaging.
Email addresses that are not [.gov](#) or [.mil](#) will require additional verification before they are granted full access.

- Contractors should use [official email addresses](#) provided by their company and will need to be verified by a government POC.
- The use of Gmail, Outlook, Hotmail, and other public email providers is discouraged and will only be approved by exception.
- We will not verify non-government email addresses for government users. Official business should not be conducted with personal email addresses.

Use your official work email address when using the MRSI Wizard. It is professional, increases user trust, and helps others find you.

[CREATE YOUR ACCOUNT AT LOGIN.GOV](#) [I HAVE AN OFFICIAL ACCOUNT - LET'S GET STARTED](#)


MRSI is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Sign in for existing users
Email address

Password

☐ Show password

[Sign in](#)

[Sign in with your government employee ID](#)

[Back to MRSI](#)
[Forgot your password?](#)
[Security Practices and Privacy Act Statement](#)

From here, you will be prompted to use your login.gov account to access MRSI. Enter your email address and password or select “Sign in with Government employee ID” to use a PIV or CAC. Keep reading to learn how to link your CAC or PIV in login.gov! This can be done as part of your first log in.

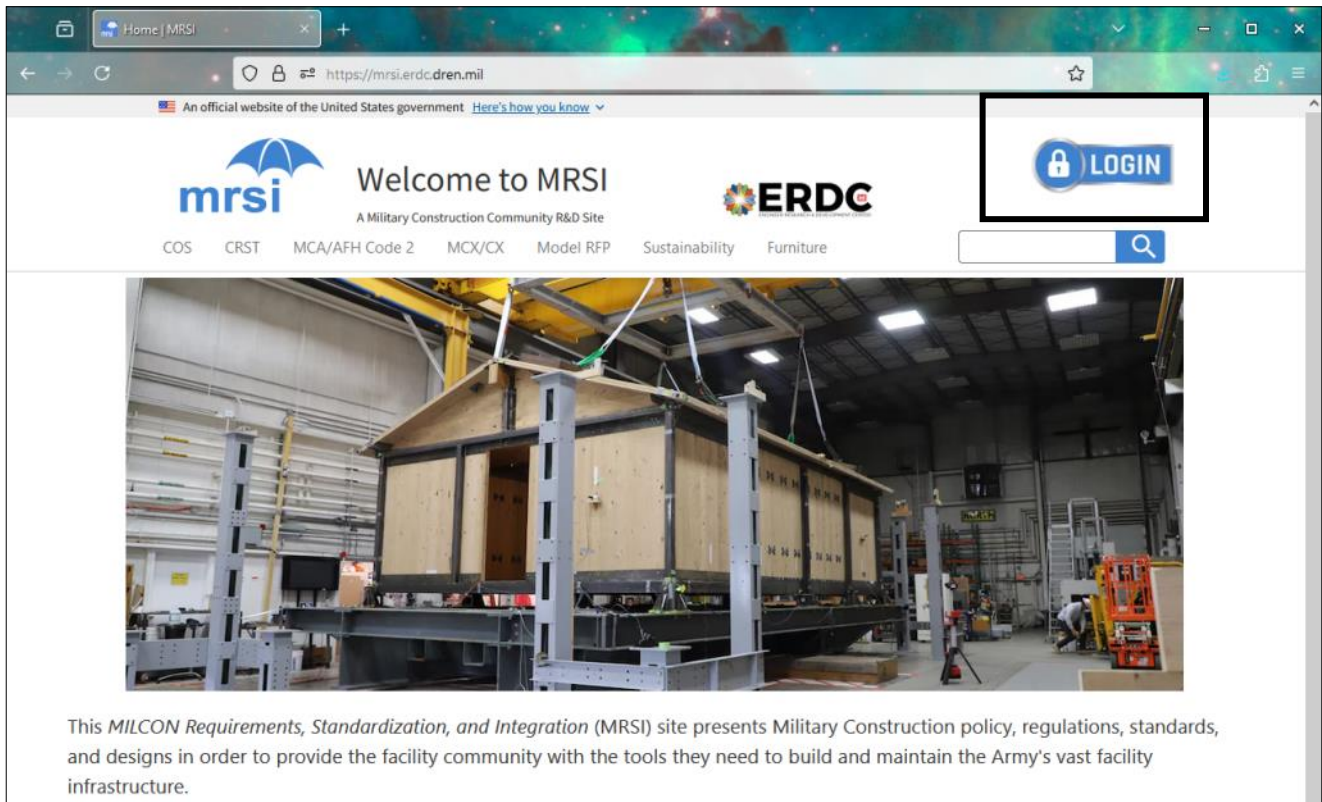

Sign in with your government employee ID
Make sure you have a Login.gov account and you've set up your Personal Identity Verification (PIV) or Common Access Card (CAC) as a two-factor authentication method.

[Insert PIV/CAC](#)

[Cancel](#)

Creating an Account—Non-Government Users

To gain access to the MRSI wizard, Non-Government Users will need both a login.gov account and a government sponsor. As with Government Users, Non-Government Users do not need to create a new login.gov account if they already have one, and may proceed to the end of this section. If the user does not have a pre-existing login.gov account, they may begin by clicking the blue “LOGIN” icon seen in the top right corner of any screen.



From here, the user will be directed to the MRSI Wizard Login page. At the bottom of the page, two buttons will be featured, a gray button reading “create your account at login.gov” and a light red button reading “ I have an official account– Let’s get started”. Click the “ Create your account” button to proceed. Please use your **primary work e-mail address** when creating your account. Unofficial addresses, such as Gmail, yahoo, or Hotmail, should not be used for official business and will not be verified.

For difficulties in account creation at login.gov, please refer to their guidance by clicking [HERE](#) or in the box below:

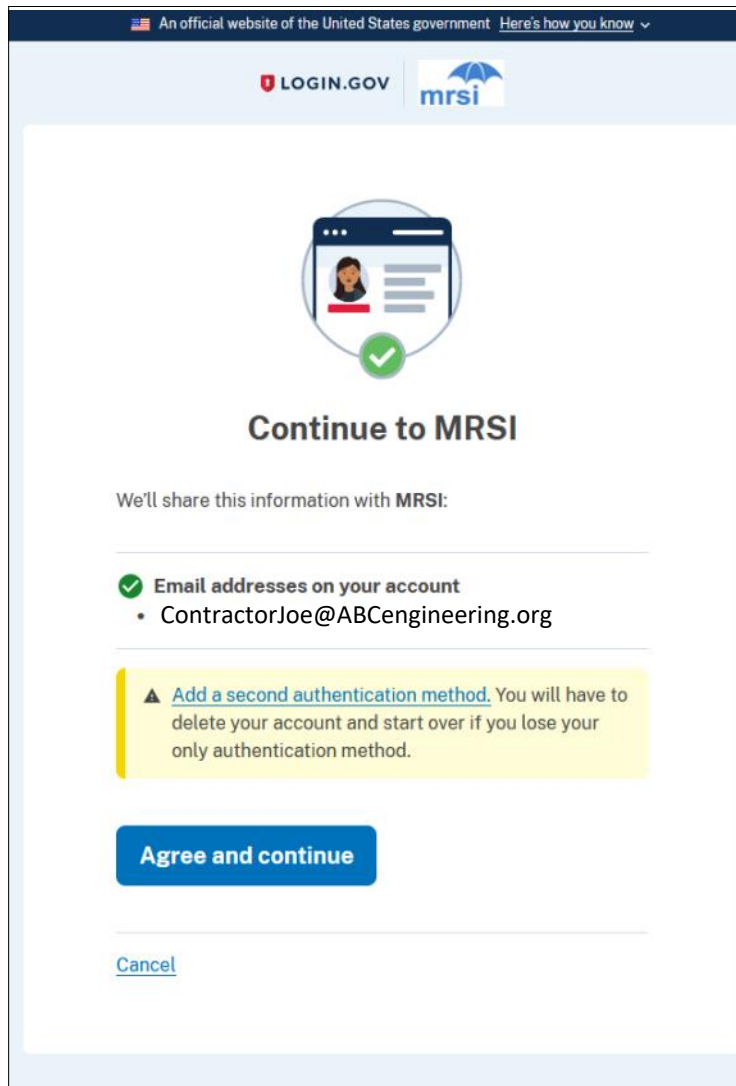
[Help with LOGIN.GOV](#)

What do you mean I'm not a qualified sponsor?!



Creating an Account—Non-Government Users

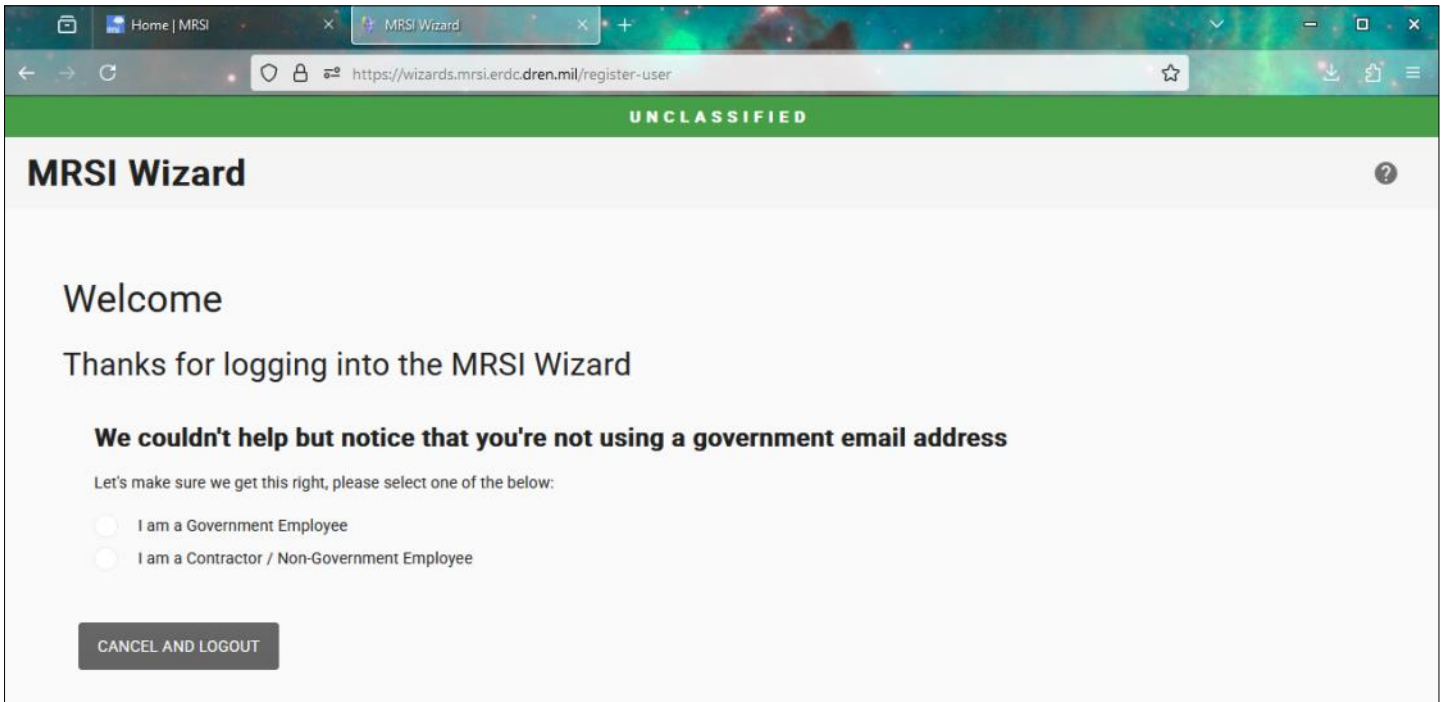
You will create your login.gov account through their website. Once complete, you should see the email address you used to create your account displayed as seen below.



To continue your account request, click, “agree and continue” to be redirected back to the MRSI site.

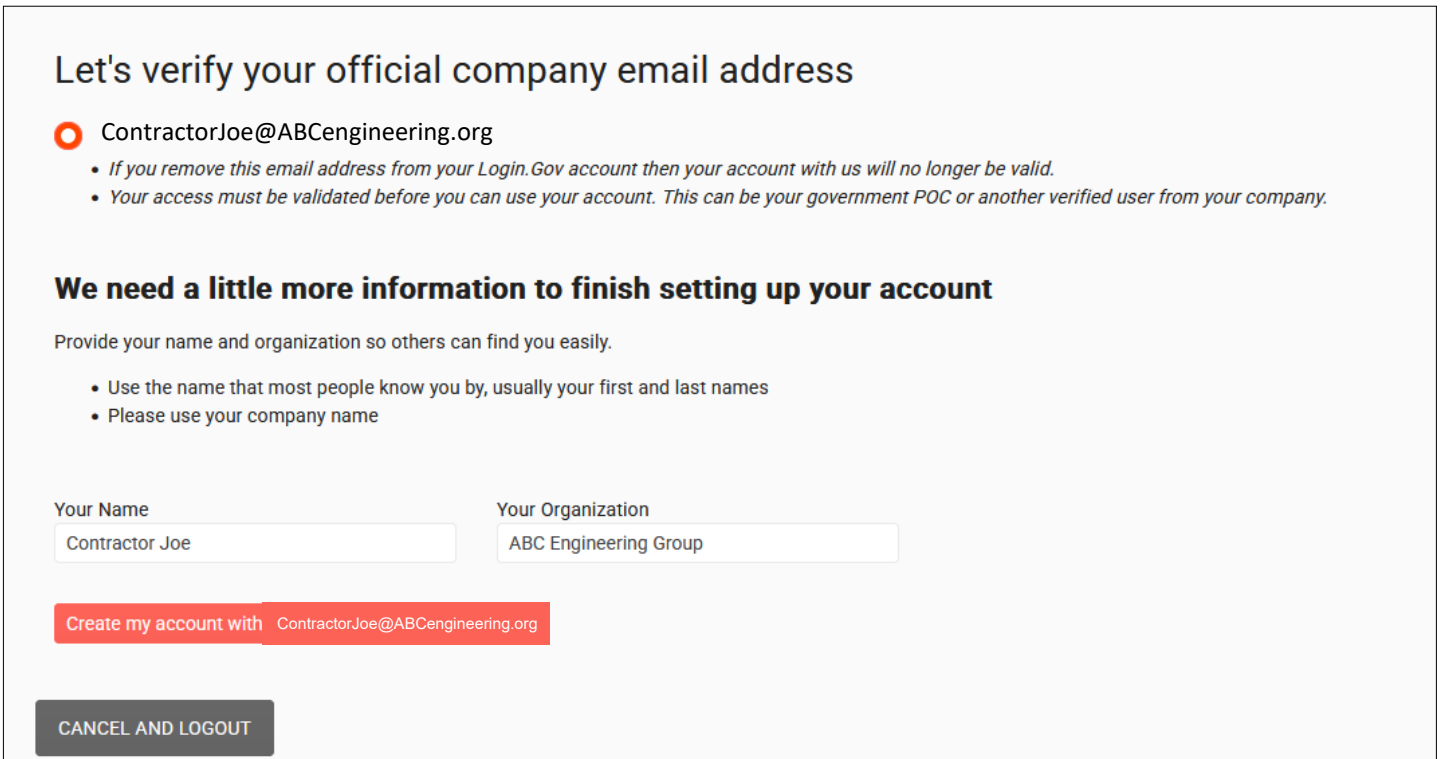
Creating an Account—Non-Government Users

After Creating your account with login.gov, select the “I am a Contractor/Non-Government Employee” option



The screenshot shows a web browser window with the URL <https://wizards.mrsi.erdrc.dren.mil/register-user>. The page has a green header with the text "UNCLASSIFIED". Below the header, the title "MRSI Wizard" is displayed. The main content area says "Welcome" and "Thanks for logging into the MRSI Wizard". A bold message states: "We couldn't help but notice that you're not using a government email address". Below this, a prompt says: "Let's make sure we get this right, please select one of the below:". There are two radio button options: "I am a Government Employee" (which is selected) and "I am a Contractor / Non-Government Employee". At the bottom left, there is a button labeled "CANCEL AND LOGOUT".

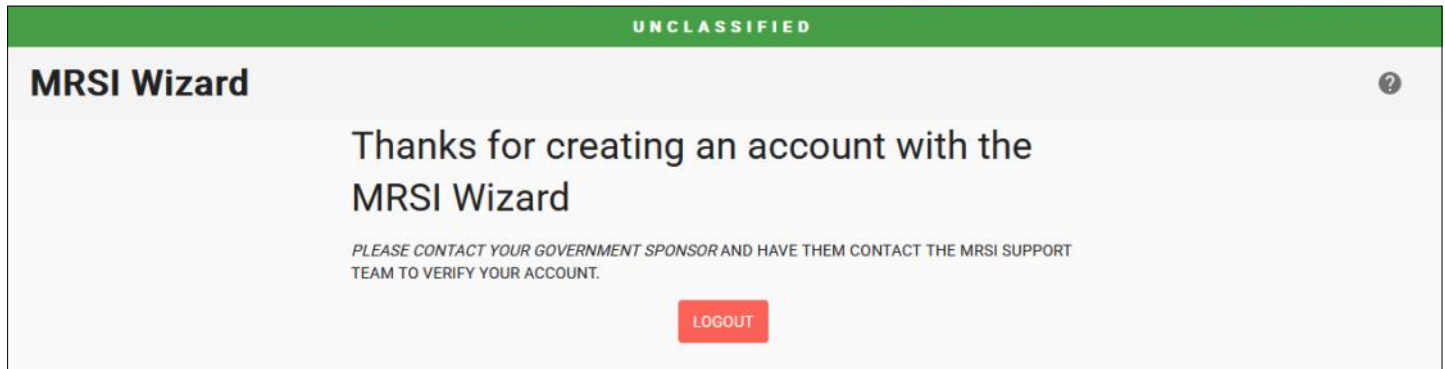
Select the email your primary work email address, then enter your name and organization



The screenshot shows the next step in the MRSI Wizard registration process. The title is "Let's verify your official company email address". A red radio button is selected next to the email address "ContractorJoe@ABCEngineering.org". Below this, there are two bullet points: "If you remove this email address from your Login.Gov account then your account with us will no longer be valid." and "Your access must be validated before you can use your account. This can be your government POC or another verified user from your company." A bold section header follows: "We need a little more information to finish setting up your account". Below this, a prompt says: "Provide your name and organization so others can find you easily." There are two bullet points: "Use the name that most people know you by, usually your first and last names" and "Please use your company name". There are two input fields: "Your Name" with the value "Contractor Joe" and "Your Organization" with the value "ABC Engineering Group". Below these fields, there is a red button labeled "Create my account with" followed by the email address "ContractorJoe@ABCEngineering.org". At the bottom left, there is a button labeled "CANCEL AND LOGOUT".

Creating an Account—Non-Government Users

Finally, have your government sponsor or contact reach out to the MRSI support team to verify and activate your account. Once this is complete, you should be notified, and be able to log in and use your account.



Final Steps: Logging In

Once registered with Login.gov, you may proceed with logging into MRSI. The MRSI Wizard will prompt you to select which email account you have associated with login.gov that you want to proceed with. Select your desired email and fill in the boxes for name and organization.

MRSI Wizard

WELCOME

Thanks for logging into the MRSI Wizard

Nice, we found at least one government email address assigned to your Login.Gov account

Please select your official government email address to continue:

☒ MRSI.Engineer@usace.army.mil

If this is not correct then *Cancel and Logout* below, update your **Login.Gov** account, and try again with us.

Note: If you remove this email address from your Login.Gov account then your account with us will no longer be valid.

We need a little more information to finish setting up your account

Provide your name and organization so others can find you easily.

- Use the name that most people know you by, usually your first and last names
- Please include your Agency or Department and section, branch, or division

Your Name

Your Organization

Create my account with MRSI.Engineer@usace.army.mil

Congrats! You now have a MRSI account.

Thanks for creating an account with the MRSI Wizard

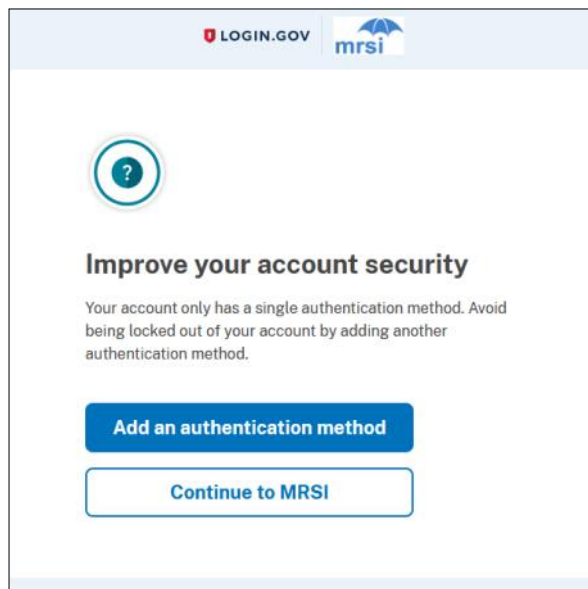
IF YOU'RE A GOVERNMENT USER - PLEASE LOGOUT AND LOGIN AGAIN USING YOUR OFFICIAL WORK EMAIL ADDRESS (E.G. A.GOV.USER@USACE.ARMY.MIL). PERSONAL EMAIL ADDRESSES WILL NOT BE VERIFIED.

LOGOUT

Adding Additional Authentication Methods

The first time you log in to your new account, you will be prompted to add additional authentication methods.

You may select your preferred method of 2-factor authentication from the list seen here. There are five different options for 2-factor authentication. For the purposes of this document, the “Authentication application” option will be used. Select your preferred method and click continue.



Your authentication methods

✓ Government employee ID

☒  **Government employee ID** Added
PIV/CAC cards for government and military employees. Desktop only.
Recommended

☒  **Authentication application**
Download or use an authentication app of your choice to generate secure codes.

☐  **Text or voice message**
Receive a secure code by (SMS) text or phone call.

☐  **Security key**
Connect your physical security key to your device. You won't need to enter a code.

☐  **Backup codes**
A list of ten codes you can print or save to your device. Because backup codes are easy to lose, choose this option only as a last resort.

Continue

As shown in the image to the left, available authentication methods include:

- Government Employee ID, such as a PIV or CAC
- Authentication Applications such as Authy that provide a temporary code
- Text or Voice Message via a cellular device
- Physical Security Key, which may be connected directly to your device
- Backup Codes, which are recommended only as a last resort use case

Home is behind,
MRSI ahead!



Adding Additional Authentication Methods

Add an authentication app

Set up an authentication app to sign in using temporary security codes. [What is an authentication app?](#)

- 1 Give it a nickname**
If you add more than one app, you'll know which one is which.
- 2 Open your authentication app**
- 3 Scan this QR barcode with your app**

Once you select your authentication method, you can give it a name to help you identify it in the event that you wish to register more than one of that authentication type. Here, the authentication method is called “Authy” to correspond with the app. Next, open the app on your mobile device and select “Add Account” Authy will automatically bring up the camera so that you can scan the displayed QR Code

Note: If you do not have a camera on the device from which you are using Authy, you may also enter a passcode which will be displayed beneath the scannable QR Code!

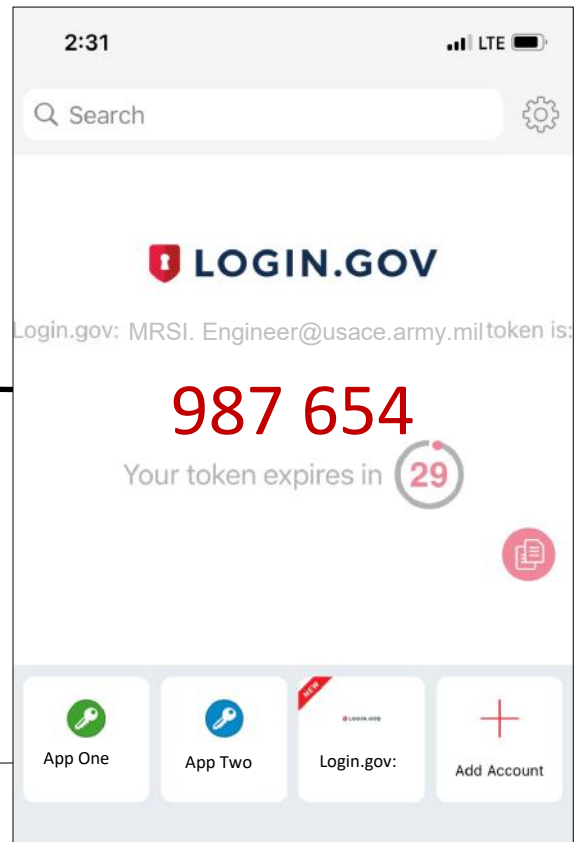
Finally, make sure you have the Login.gov account selected from within Authy and enter the six-digit code in the box beneath step 4 and click submit.

4 Enter the temporary code from your app
Example: 123456

☐ Remember this browser

Submit

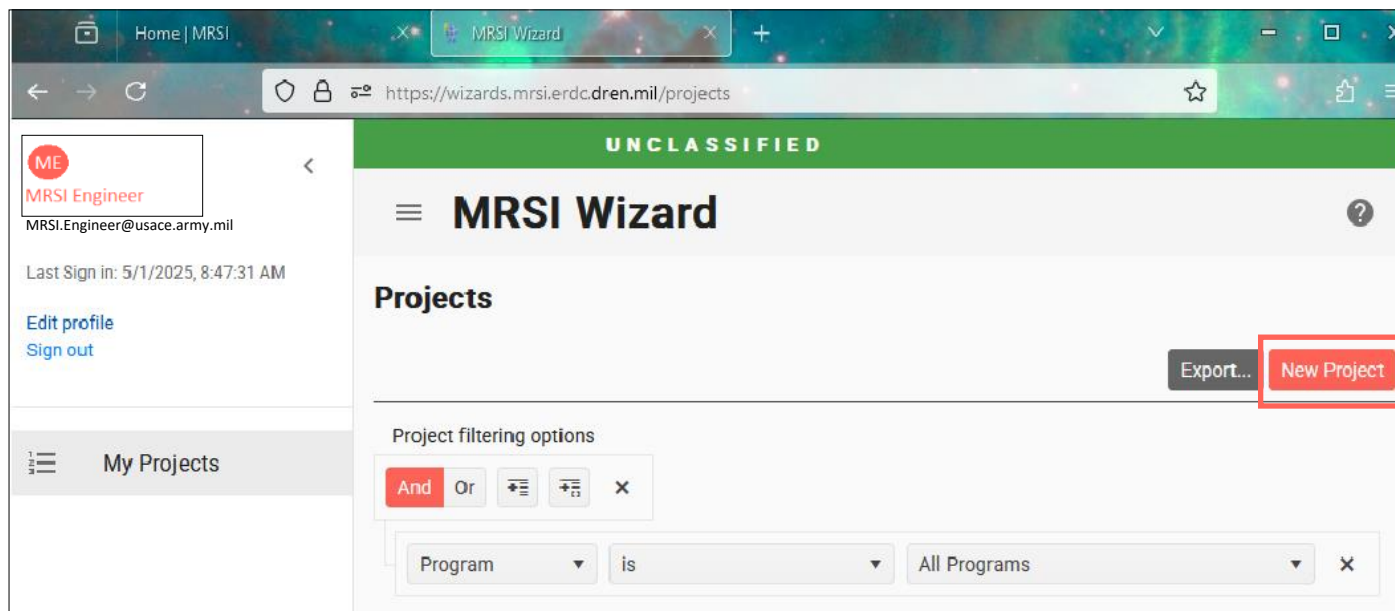
[Choose another authentication method](#)



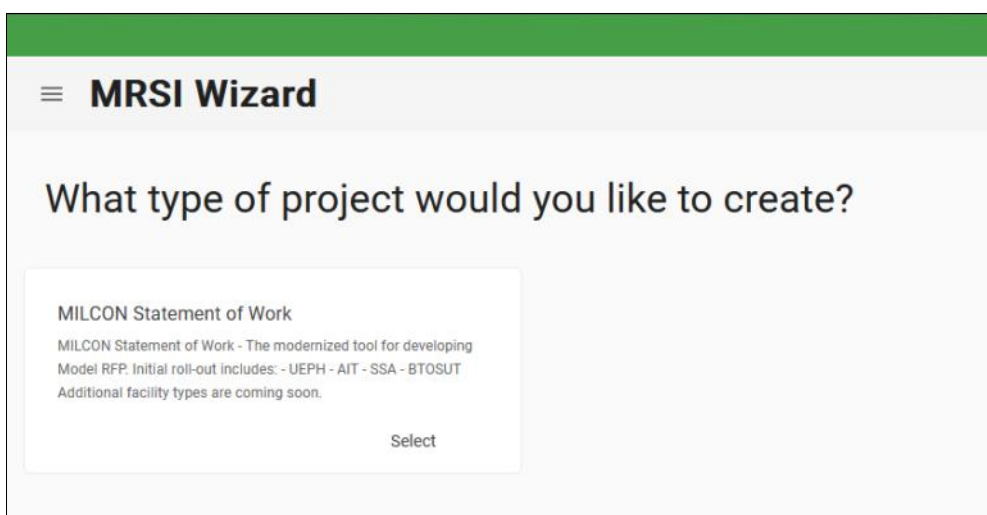
The view of Authy from a cellular phone screen

Creating a New Project

Once your account is created and 2-factor authentication is established, you are ready to begin creating projects within the wizard. Login using your preferred method, email and password or using a government ID. Once you are logged in, you will be taken to your projects page.



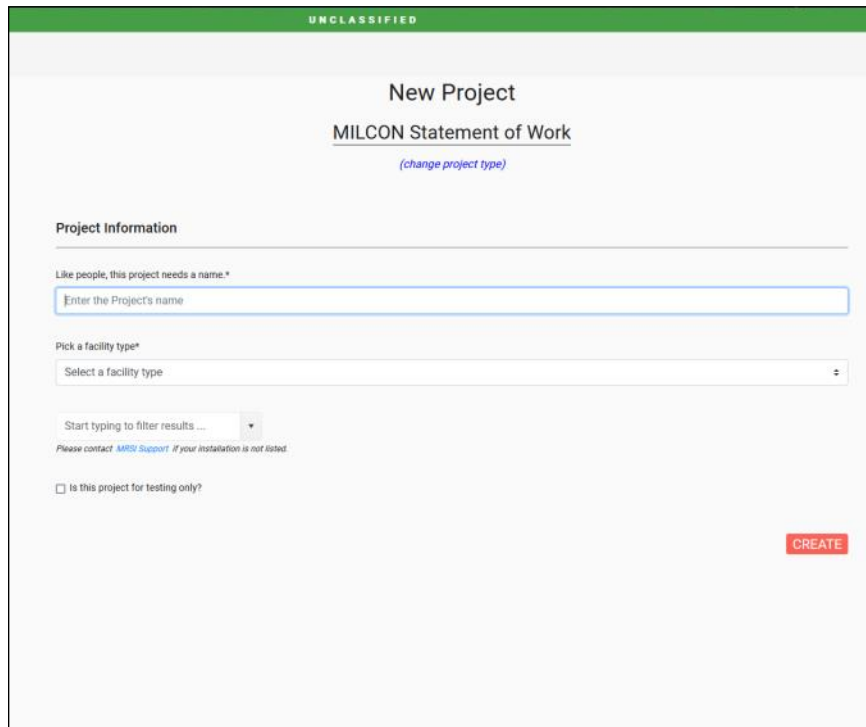
Initially, there will be no visible projects unless someone within your organization has already shared an existing project with you. Sharing and editing existing projects will be discussed in a later section. New projects may be started by clicking the “New Project ” button in the upper right hand corner of the projects page.



The wizard will then prompt you to select your desired project type. Currently, the MILCON Statement of Work is the only project type available without administrative approval.

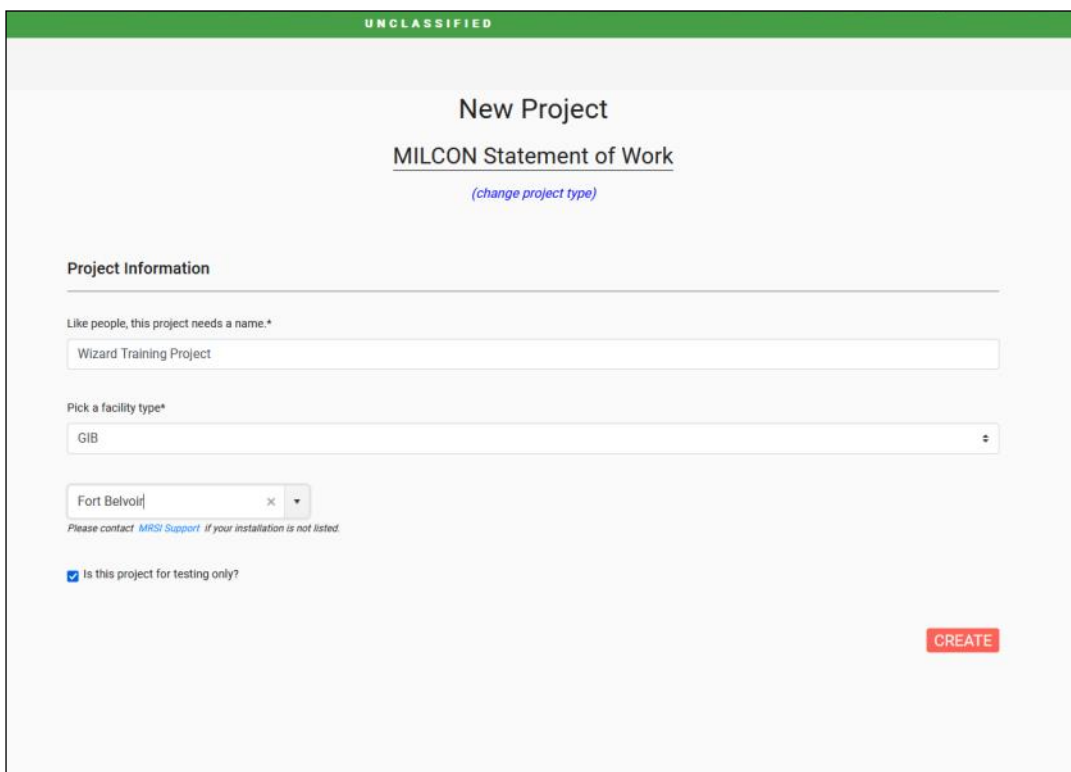
Creating a New Project

Projects must then be given identifying information including a name, facility type, and a project location.



The screenshot shows a web form titled "New Project" with a subtitle "MILCON Statement of Work" and a link "(change project type)". The form is under a green header labeled "UNCLASSIFIED". The "Project Information" section contains three fields: a text input for the project name (placeholder: "Enter the Project's name"), a dropdown for facility type (placeholder: "Select a facility type"), and a location input (placeholder: "Start typing to filter results ..."). A checkbox "Is this project for testing only?" is at the bottom left, and a red "CREATE" button is at the bottom right.

For the purposes of this guide we have named our project “Wizard Training Project”, and are using a hypothetical general instruction building, thus we have selected “GIB” as our facility type. We are also presuming this facility will be built on Fort Belvoir. Once this information is established, click “Create”.



The screenshot shows the same "New Project" form, but with the following information entered: the project name is "Wizard Training Project", the facility type is "GIB", and the location is "Fort Belvoir". The checkbox "Is this project for testing only?" is now checked. The red "CREATE" button remains at the bottom right.

Filling and Editing Your Document

Once your project is created, you will be routed back to the projects page within the wizard. To begin editing, click the folder button on the left hand side that reads “open”.

UNCLASSIFIED

≡

MRSI Wizard

Projects

Project filtering options

And

Or

+

≡

+

≡

×

Program

is

All Programs

×

	Id ↑	Project Name	Program Name	Status	Last Updated	Manage
Open	445	Wizard Training Project	MILCON Statement of Work		12/17/2024 3:13 PM	⚙

You have 1 projects available with the current filters.

Your project will have two primary viewing modes, editing mode, and preview mode. When mousing over the floating “Show All Fields” button, you can change between these modes.

UNCLASSIFIED

≡

MRSI Wizard

MILCON Statement of Work / Wizard Training Project (id: 445)

🖨

?

► Table of Contents

①

DRAFT: This template is still a work in progress. Please use the template standardized issue tracker on DOD teams to report issues.

SECTION 01 10 00

STATEMENT OF WORK

PART 1

GENERAL

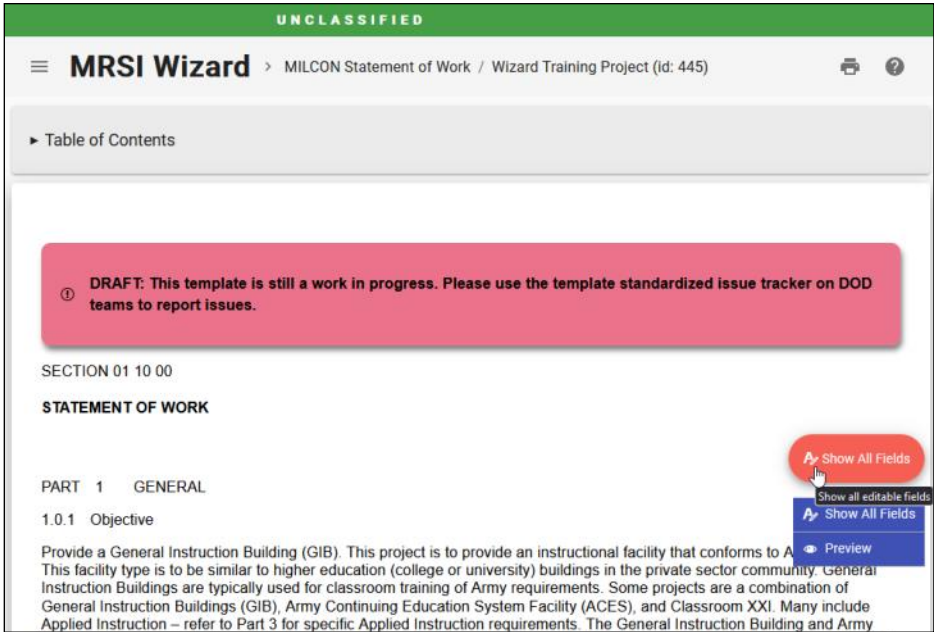
1.0.1 Objective

Provide a General Instruction Building (GiB). This project is to provide an instructional facility that conforms to Army Standards. This facility type is to be similar to higher education (college or university) buildings in the private sector community. General Instruction Buildings are typically used for classroom training of Army requirements. Some projects are a combination of General Instruction Buildings (GiB), Army Continuing Education System Facility (ACES), and Classroom XXI. Many include Applied Instruction – refer to Part 3 for specific Applied Instruction requirements. The General Instruction Building and Army

Show All Fields

Filling and Editing Your Document

Selecting “Show All Fields” will bring display all editable fields within the document that the user must complete.



Fields which must be filled will appear with a red pencil. Click the field edit.

1. **Function:** Instruction of students through lecture, projected images, computer presentation and written information on an interactive or white board

2. **Occupancy:**  Select an Occupancy

2. **Occupancy:**  Select an Occupancy

Please answer these questions

General Purpose Classroom Occupancy

How many Students and Instructors will be in each General Purpose Classroom?

--Select an Option--

16 students, 1 instructor

24 students, 1 instructor

32 students, 1 instructor

40 students, 2 instructors

48 students, 2 instructors

56 students, 2 instructors

64 students, 2 instructors

72 students, 2 or more instructors

96 student classroom (28 SF-Student)-1570 SF

64 student classroom (28 SF-Student)-1790 SF

72 student classroom (28 SF-Student)-2000 SF

Once filled in, fields will appear highlighted in green, with a green pencil next to them.

1. **Function:** Instruction of students through lecture, projected images, computer presentation and written information on an interactive or white board.

2. **Occupancy:**  24 students, 1 instructor

Filling and Editing Your Document

Selecting “Preview” will allow you to see the document as it will appear in its finished state.

≡ **MRSI Wizard** > MILCON Statement of Work / Wizard Training Project (id: 445)  

PART 3 EXECUTION

3.1 PROJECT SPECIFIC REQUIREMENTS

3.2 GENERAL REQUIREMENTS

The requirements of this paragraph augment the requirements indicated in Parts 1 & 2.

3.3 APPROVED DEVIATIONS

The following are approved deviations from the requirements stated in Parts 1 & 2 that only apply to this project.

APPROVED DEVIATIONS

Not Used

3.4 SITE PLANNING AND DESIGN

3.4.1 General

SITE PLANNING AND DESIGN DESCRIPTION

Not Used

3.4.2 Site Structures and Amenities

SITE STRUCTURES AND AMENITIES

≡ **MRSI Wizard** > MILCON Statement of Work / Wizard Training Project (id: 445)   

PART 3 EXECUTION

3.1 PROJECT SPECIFIC REQUIREMENTS

3.2 GENERAL REQUIREMENTS

The requirements of this paragraph augment the requirements indicated in Parts 1 & 2.

3.3 APPROVED DEVIATIONS

The following are approved deviations from the requirements stated in Parts 1 & 2 that only apply to this project.

Not Used

3.4 SITE PLANNING AND DESIGN

3.4.1 General

Not Used

3.4.2 Site Structures and Amenities

Not Used

3.4.3 Site Functional Requirements

3.4.3.1 Stormwater Management (SWM) Systems

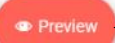
Not Used

3.4.3.2 Erosion and Sediment Control

Not Used

3.4.3.3 Vehicular Circulation

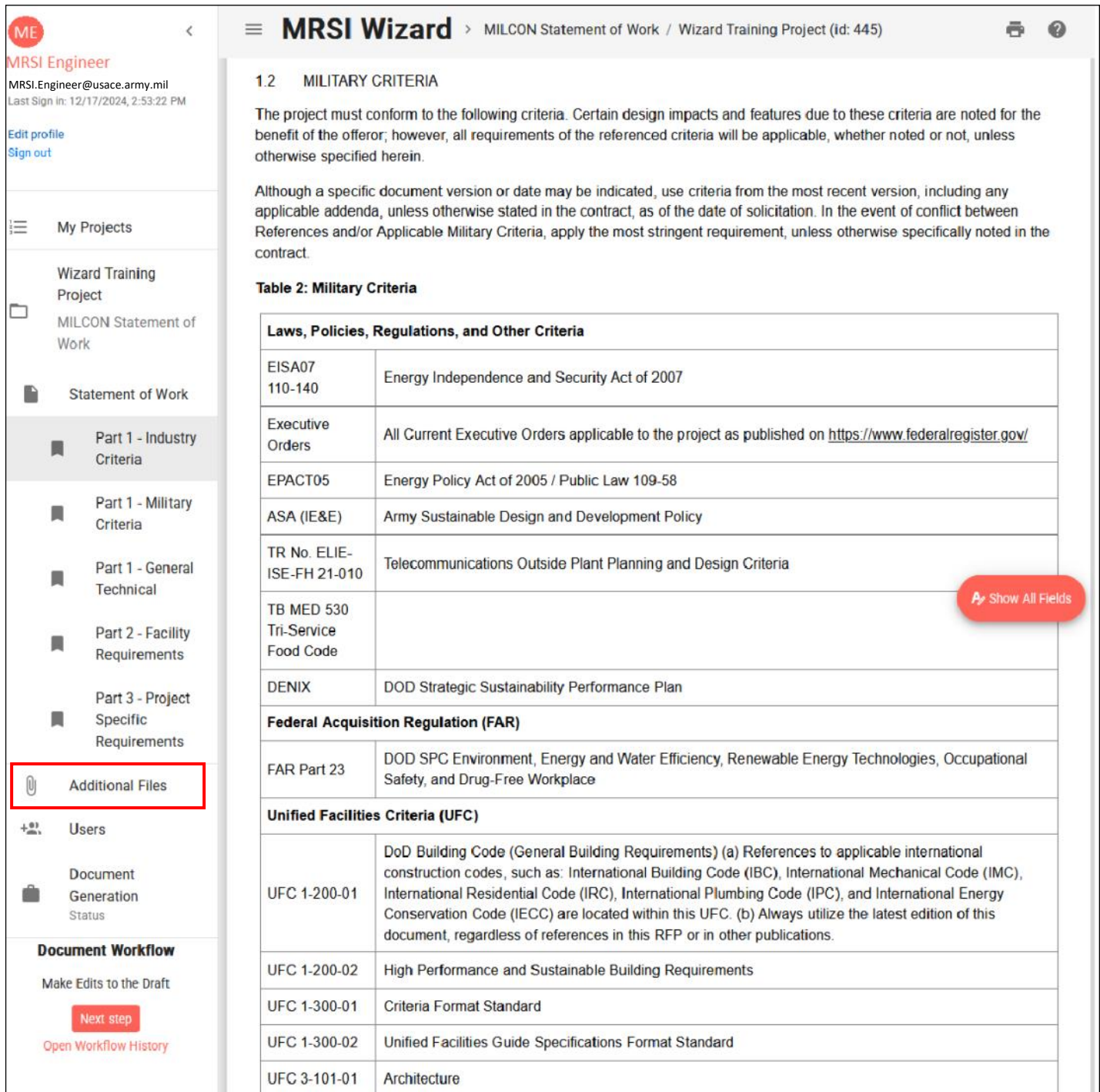
Not Used



The same section of the document is shown here in “Edit” mode versus “Preview” mode. Note how editable fields and color coding are no longer visible in the “Preview” mode

Adding Additional Files

Some projects will require you to include additional documentation along with those generated in the wizard. In order to do this, first navigate to the “Additional Files” Tab on the left hand side of the screen. If the side menu is not visible, first click the hamburger() menu to open it.



The screenshot displays the MRSI Wizard interface for a project titled "MILCON Statement of Work / Wizard Training Project (id: 445)". The left sidebar contains a navigation menu with the following items: "My Projects", "Wizard Training Project", "MILCON Statement of Work", "Statement of Work", "Part 1 - Industry Criteria", "Part 1 - Military Criteria", "Part 1 - General Technical", "Part 2 - Facility Requirements", "Part 3 - Project Specific Requirements", "Additional Files" (highlighted with a red box), "Users", "Document Generation Status", and "Document Workflow". The main content area shows the "1.2 MILITARY CRITERIA" section, which includes a paragraph about project conformity and a table of military criteria. The table is titled "Table 2: Military Criteria" and lists various criteria such as EISA07, Executive Orders, EPACT05, ASA (IE&E), TR No. ELIE-ISE-FH 21-010, TB MED 530, DENIX, FAR Part 23, and Unified Facilities Criteria (UFC). A red button labeled "Show All Fields" is visible on the right side of the table.

1.2 MILITARY CRITERIA

The project must conform to the following criteria. Certain design impacts and features due to these criteria are noted for the benefit of the offeror; however, all requirements of the referenced criteria will be applicable, whether noted or not, unless otherwise specified herein.

Although a specific document version or date may be indicated, use criteria from the most recent version, including any applicable addenda, unless otherwise stated in the contract, as of the date of solicitation. In the event of conflict between References and/or Applicable Military Criteria, apply the most stringent requirement, unless otherwise specifically noted in the contract.

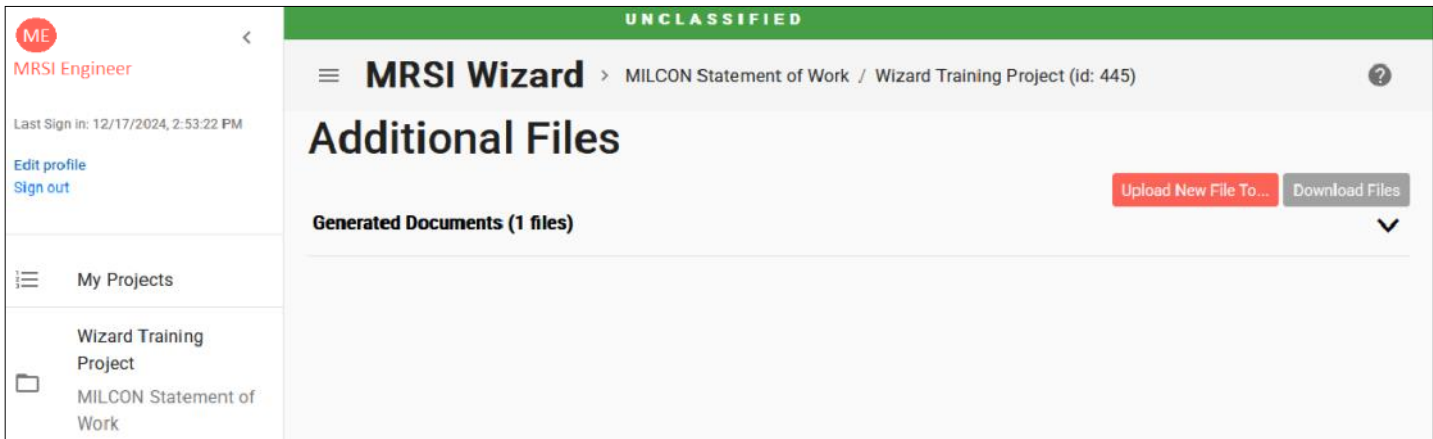
Table 2: Military Criteria

Laws, Policies, Regulations, and Other Criteria	
EISA07 110-140	Energy Independence and Security Act of 2007
Executive Orders	All Current Executive Orders applicable to the project as published on https://www.federalregister.gov/
EPACT05	Energy Policy Act of 2005 / Public Law 109-58
ASA (IE&E)	Army Sustainable Design and Development Policy
TR No. ELIE- ISE-FH 21-010	Telecommunications Outside Plant Planning and Design Criteria
TB MED 530 Tri-Service Food Code	
DENIX	DOD Strategic Sustainability Performance Plan
Federal Acquisition Regulation (FAR)	
FAR Part 23	DOD SPC Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and Drug-Free Workplace
Unified Facilities Criteria (UFC)	
UFC 1-200-01	DoD Building Code (General Building Requirements) (a) References to applicable international construction codes, such as: International Building Code (IBC), International Mechanical Code (IMC), International Residential Code (IRC), International Plumbing Code (IPC), and International Energy Conservation Code (IECC) are located within this UFC. (b) Always utilize the latest edition of this document, regardless of references in this RFP or in other publications.
UFC 1-200-02	High Performance and Sustainable Building Requirements
UFC 1-300-01	Criteria Format Standard
UFC 1-300-02	Unified Facilities Guide Specifications Format Standard
UFC 3-101-01	Architecture

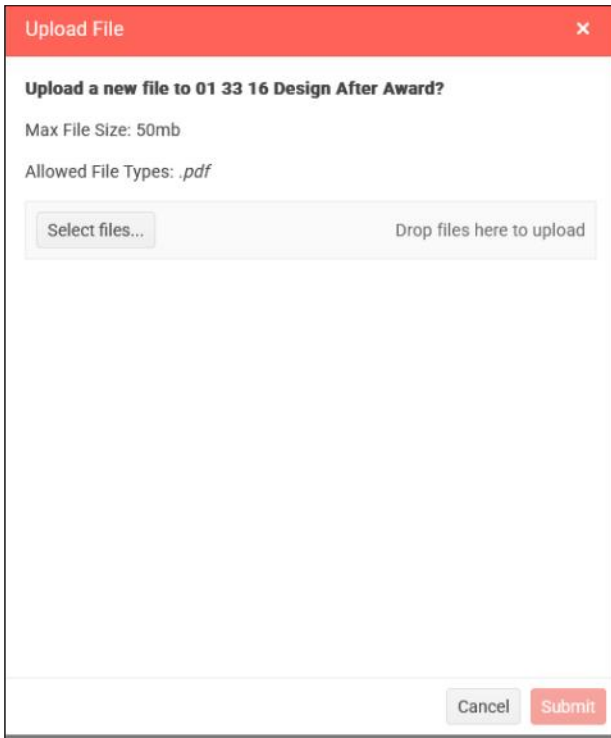
Navigate to the “Additional Files” section— which will be below the main sections of your document.

Adding Additional Files

From here, select the red “Upload New File to...” button. This will produce a drop down menu where to appropriate section to attach the document or documents to may be selected.

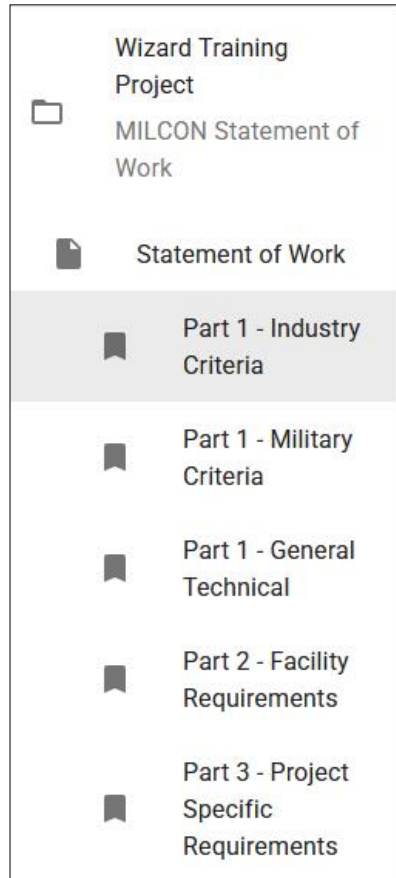


After you have selected the section of the document you wish to upload to, a pop-up prompting you to select the files you wish to upload will appear. Select the appropriate files and click “ Submit”.

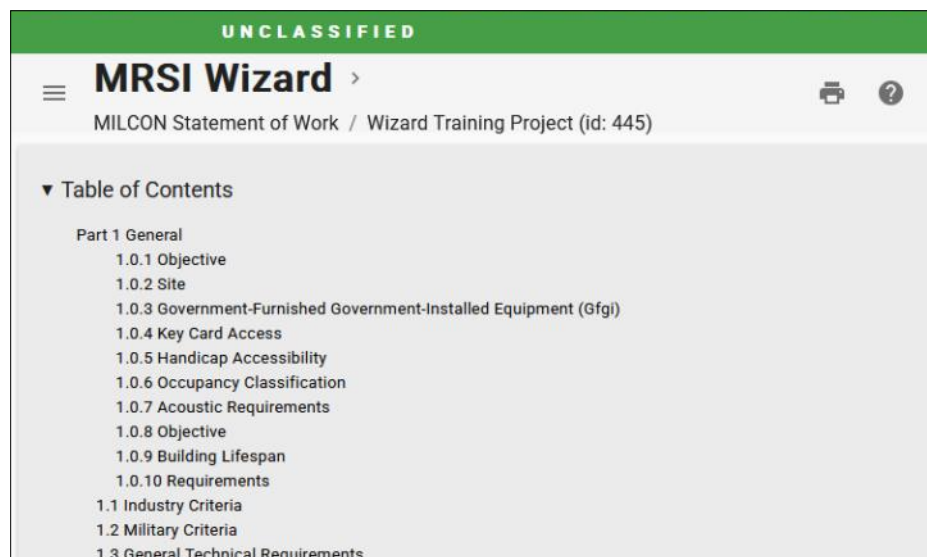


Navigating Your Document

Users may quickly navigate to various sections of their documents in two ways. The first is by using the sidebar, which can be opened using the hamburger menu at the top left of the screen if it is not already visible. From here, the user can select the listed book marks to navigate to the top of each section.

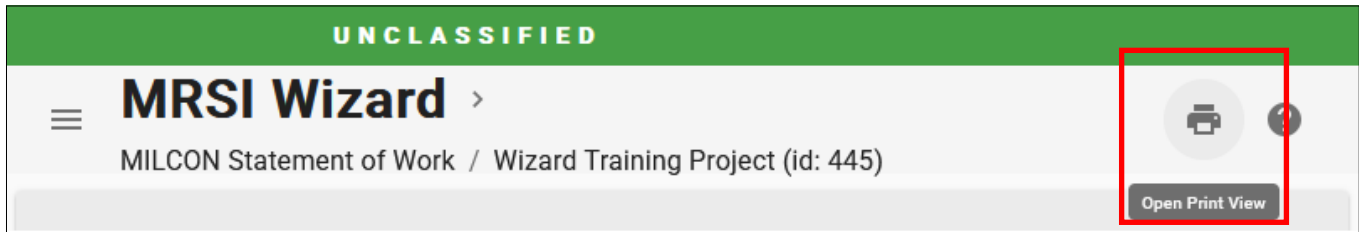


The second way to navigate is by using the “Table of Contents” tip down menu at the top of the document. This will display all sections and subsections of the current project and allow the user to select the desired section to be quickly navigated to it.

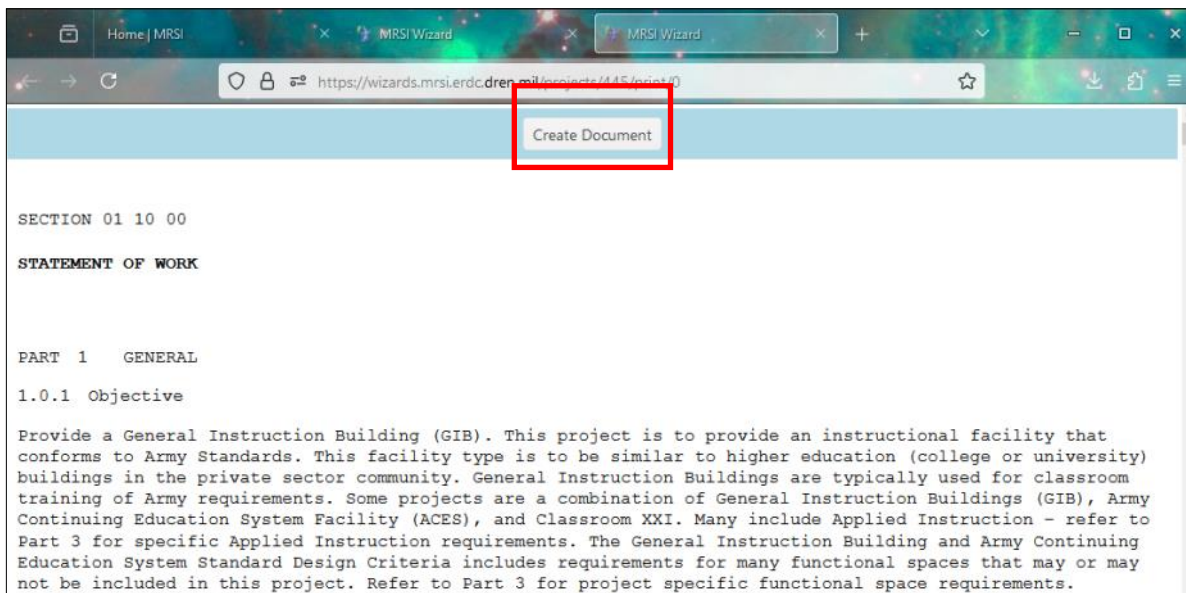


Generating Documents

After all the required fields for a project have been filled in, users may generate a PDF version of the document for download by clicking the “Open Print Preview” icon shaped like a printer at the top left hand side of the wizard.



Users will be navigated to a new tab containing their document preview. Click “Create Document” to initiate document generation.



The status of document generation can be checked from the “Document Generation” tab at any time.

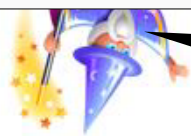
≡

MRSI Wizard > MILCON Statement of Work / Wizard Training Project (id: 445) ?

Generated Document Status

Id	Title	Status	CreatedBy	Updated on
826	Wizard Training Project	Complete	MRSI.Engineer@usace.army.mil	1/23/2025 2:19 PM
1056	Wizard Training Project	In-Progress	MRSI.Engineer@usace.army.mil	5/19/2025 10:55 AM

Completed documents are available on the [Additional Files](#) page, under the Generated Documents category.

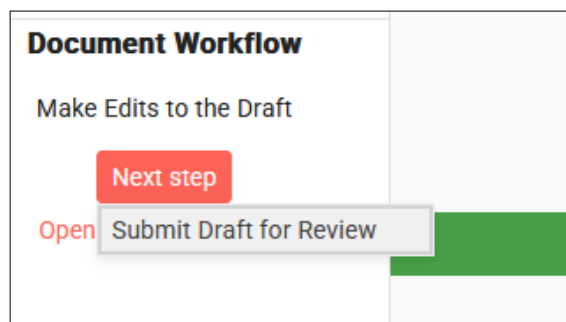


I repeat...
The generated document is found in the Additional Files page

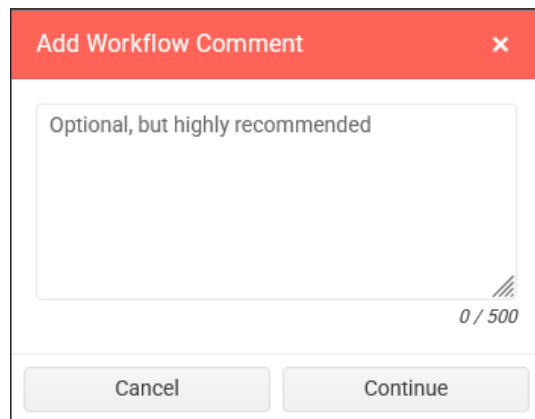


Document Workflow

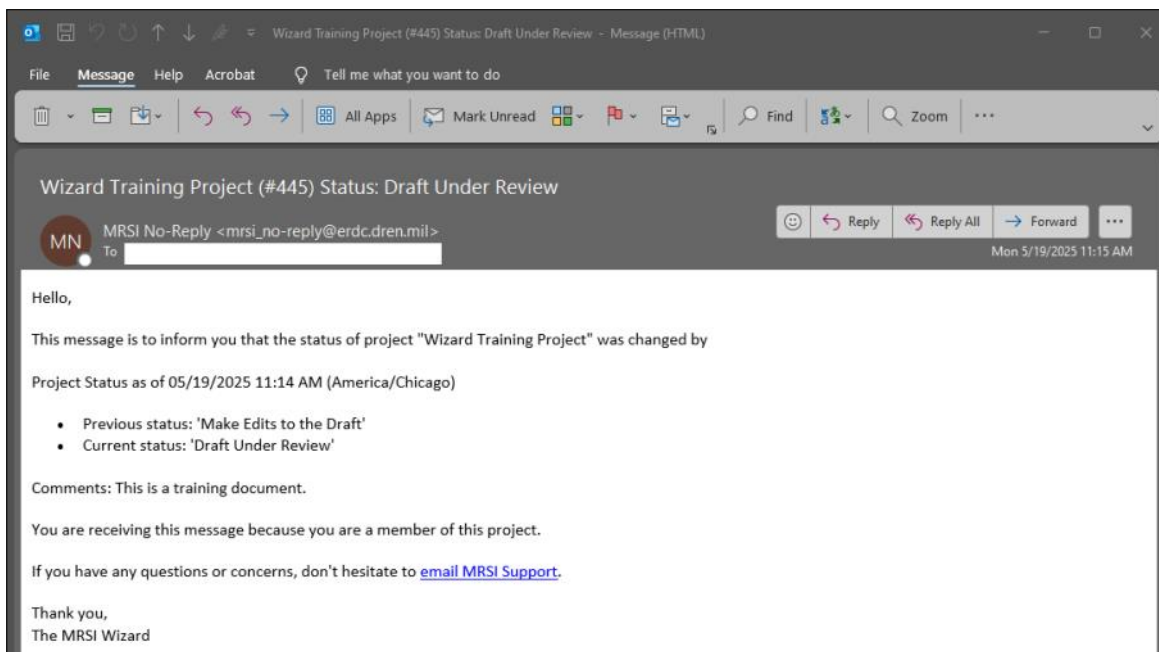
In the “Document Workflow” section, users may submit a draft of their projects for review. From the side tab, select, “Next step” beneath Document Workflow and click “Submit Draft for Review”.



Users may then add some comments about their draft before continuing. Once submitted, the status of the document will change to “Draft Under Review”.

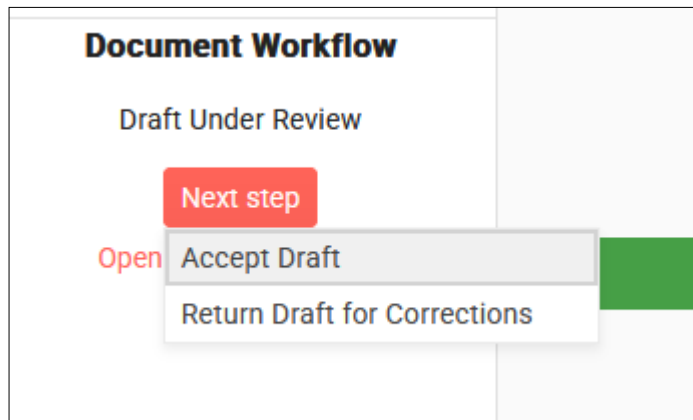


Other users with access to the document will receive an email notification that changes have been made and the document is ready to review.



Document Workflow

After reviewing, the draft may either be accepted, or returned for edits with the “Next Step” button. Comments may be added again if desired, and others on the project will once again receive an email notification.



The work flow will continue in this manner , moving from Draft, to Initial, then to Final until the Document is complete.

Where to Find Your Documents

Once your document has been generated, it can be found in the “Additional Files” menu under the “Generated Documents” tip down arrow. To save a copy of your document locally, check the box next to the desired project or projects and select “Download Files”.

MRSI Wizard

MILCON Statement of Work / Wizard Training Project (id: 445)

Additional Files

Upload New File To...

Download Files

Generated Documents (1 files)

		File Name	Date	File Size		
+	☒	Wizard Training Project.pdf	1/23/2025 2:19 PM	271 kB		

Click the + above to upload a new version

Once this is complete, the PDF version of your document should automatically open in a new tab and appear wherever your downloads are save in your computer’s file directory. This is commonly the This PC > Down-loads folder, however this may be different depending how your machine is configured.

Maintaining Your Account

In order to maintain your account within the MRSI wizard, the account must remain active over a period of 30 days. If longer than 30 days elapses without account activity, users are in danger of their account being deactivated. If your account is deactivated, you can reach out to the MRSI support team for assistance.

Email Transcript:

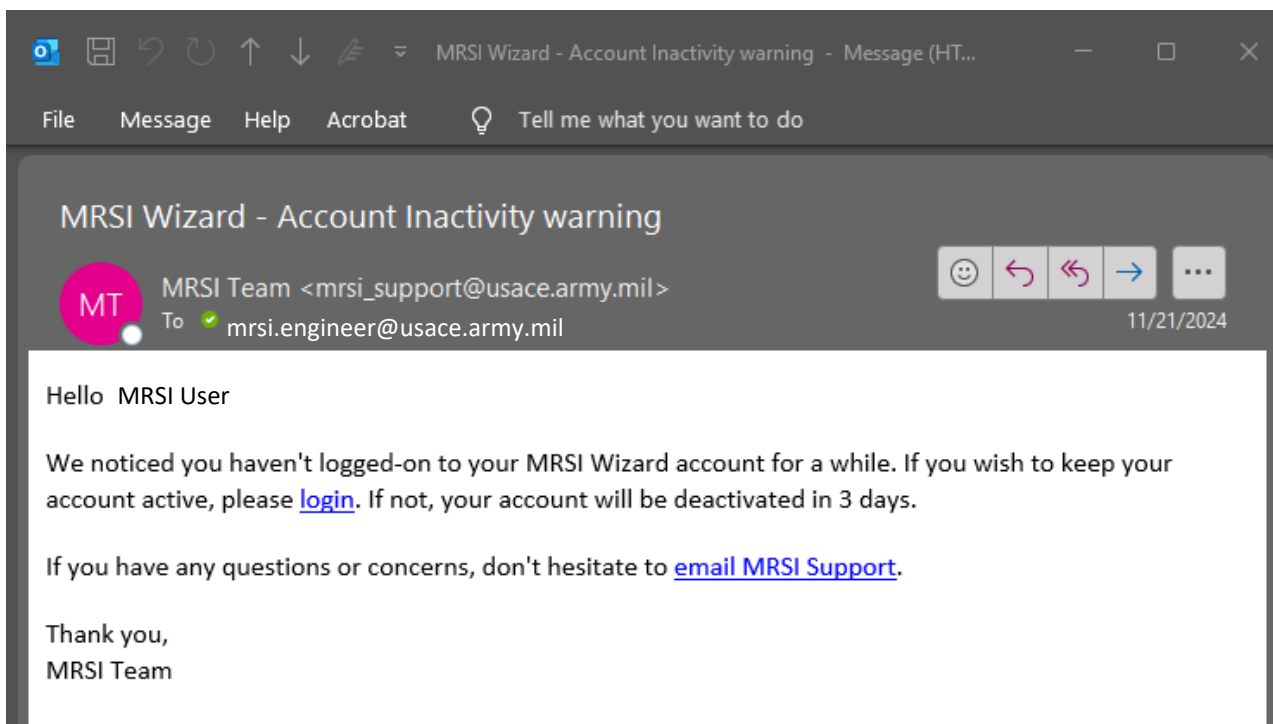
“Hello, MRSI User

We noticed you haven’t logged-on to your MRSI Wizard account for a while. If you wish to keep your account active, please login. If not, your account will be deactivated in 3 days.

If you have any questions or concerns, don’t hesitate to email MRSI Support.

Thank you,

MRSI Team”



Frequently asked Questions

1. What is the classification of the MRSI website and applications?

The MRSI sites are only approved to handle **unclassified** documents. Only content appropriate for public release should be posted.

2. Do I need an account?

- MRSI website users do not need accounts to browse the content. All content on mrsi.erdc.dren.mil is released for public use to aid in the construction of Army facilities.
- Editors responsible for content on the MRSI website should contact the MRSI Support team to learn how to edit their content. This process has changed recently.
- MRSI Wizard users will need accounts to develop RFP or create PDR. Please contact our support team to request an account. Non-government users must provide a government point-of-contact and demonstrate a valid requirement for an account.

3. Which web browser should I use?

Our website should be compatible with any modern web browser

4. How do I create an account in the MRSI Wizard?

In order to use the tools within the MRSI site, users will first need to create an account through login.gov.

From the login page or the appropriate tab, users will see text prompting them to create a new account. Click the login.gov link. Enter your **primary work e-mail address** into the prompt box and click the check box to accept the login.gov rules of use before clicking submit. Once you have verified your email address, you may access your MRSI account! Proceed to the Login page and select the red button which reads, "I already have an official account! Let's Get Started". From here, you will be prompted to use your login.gov account to access MRSI.

If you already have a login.gov account, you may be presented with the message "This email address is already associated with an account" when trying to enter your email address. If you have forgotten your login.gov credentials, please proceed to login.gov and select "forgot password" from the log in page.

5. How do I add an additional authentication method?

The first time you log in to your new account, you will be prompted to add additional authentication methods. You may select your preferred method of 2-factor authentication from the list seen here:

- Government Employee ID, such as a PIV or CAC
- Authentication Applications such as Authy that provide a temporary code
- Text or Voice Message via a cellular device
- Physical Security Key, which may be connected directly to your device
- Backup Codes, which are recommended only as a last resort use case

Frequently asked Questions

6. Why can I not see my project in the project list?

Initially, there will be no visible projects unless someone within your organization has already shared an existing project with you. Sharing and editing existing projects will be discussed in a later section. New projects may be started by clicking the “New Project “ button in the upper right hand corner of the projects page. The wizard will then prompt you to select your desired project type. Currently, the MILCON Statement of Work is the only project type available without administrative approval. Once your project is created, you will be routed back to the projects page within the wizard. To begin editing, click the folder button on the left hand side that reads “open”.

7. I get an error when signing into the MRSI Wizard?

Glossary Of Terms

Frequently Used Acronyms

CAC	-----Common Access Card
CERL	----- Construction Engineering Research Laboratory
ERDC	----- Engineer Research and Development Center
FAR	-----Federal Acquisition Regulation
MILCON	----- Military Construction
MRSI	----- MILCON Requirements Standardization and Integration
PIV	-----Personal Identity Verification
RFP	-----Request For Proposal
SOW	-----Statement of Work
UFC	-----Unified Facilities Criteria