

MRSI Project Creation Guide

Table of Contents

Introduction 3

Creating a New Project 4

Filling and Editing your Document 6

Navigating your Document 9

Generating Documents 10

Document Workflow 11

Where to find your Documents 13

Maintaining Your Account 14

Frequently Asked Questions 15

Common Acronyms 17

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).

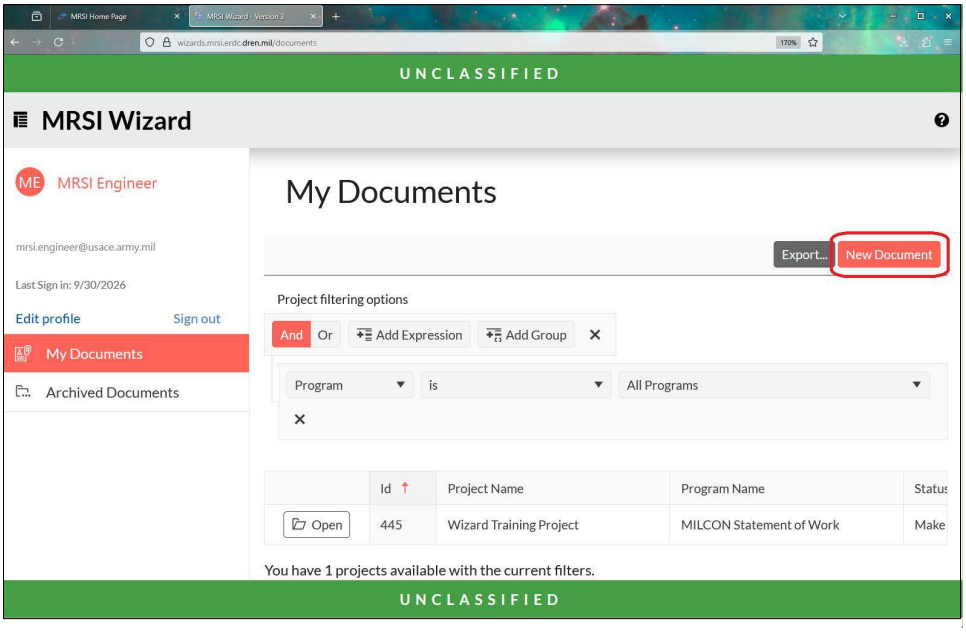
US Army Engineer Research and Development Center
Construction Engineering Research Laboratory
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The Program Manager is: Patrick Edwards

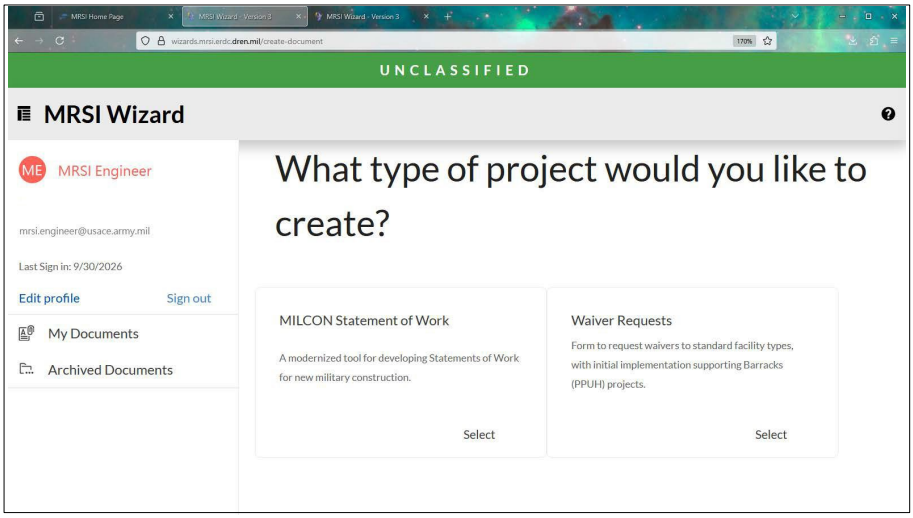
If you have questions about the MRSI site or our applications, please contact our support team at:
MRSI_support@usace.army.mil

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.

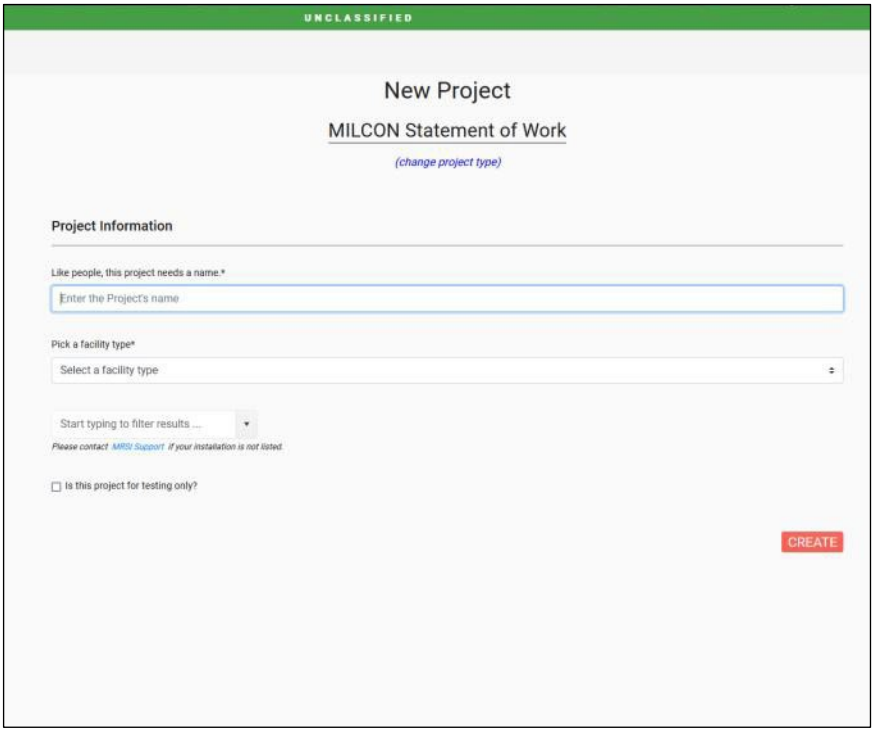


Initially, there will be no visible projects unless someone within your organization has already shared an existing project with you. Sharing and editing existing projects will be discussed in a later section. New projects may be started by clicking the “New Document “button in the upper right-hand corner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

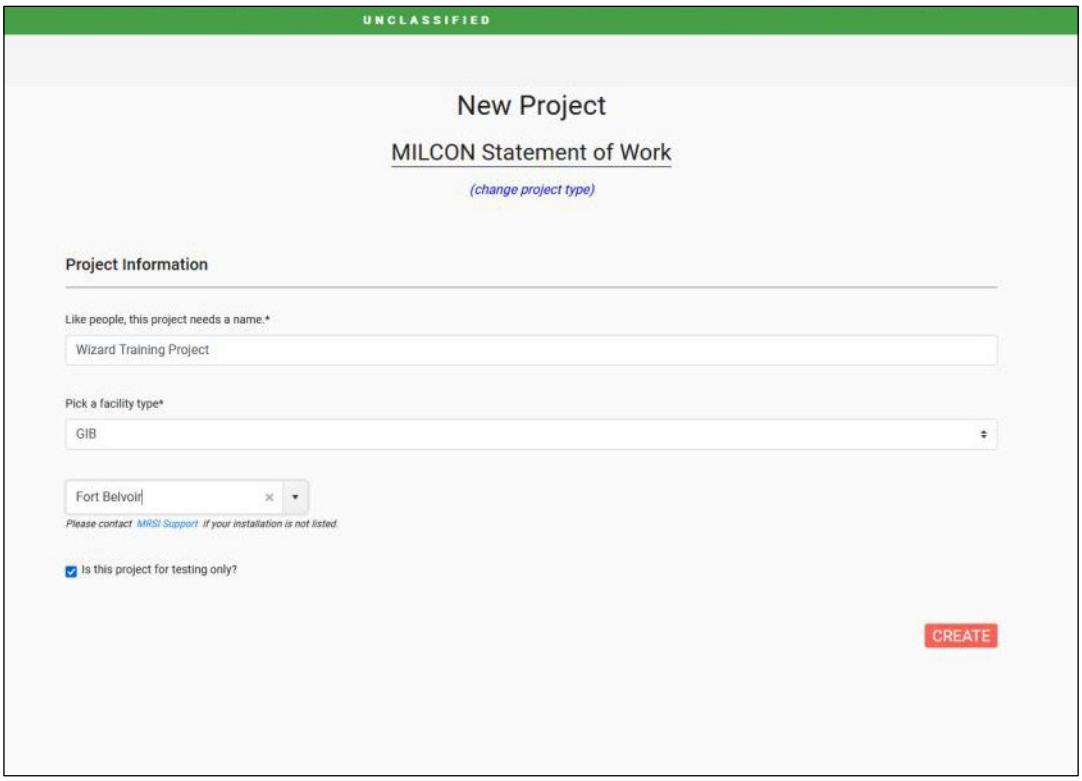


The wizard will then prompt you to select your desired project type. Currently, the MILCON Statement of Work and Waiver Requests are the only project types available without administrative approval.

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

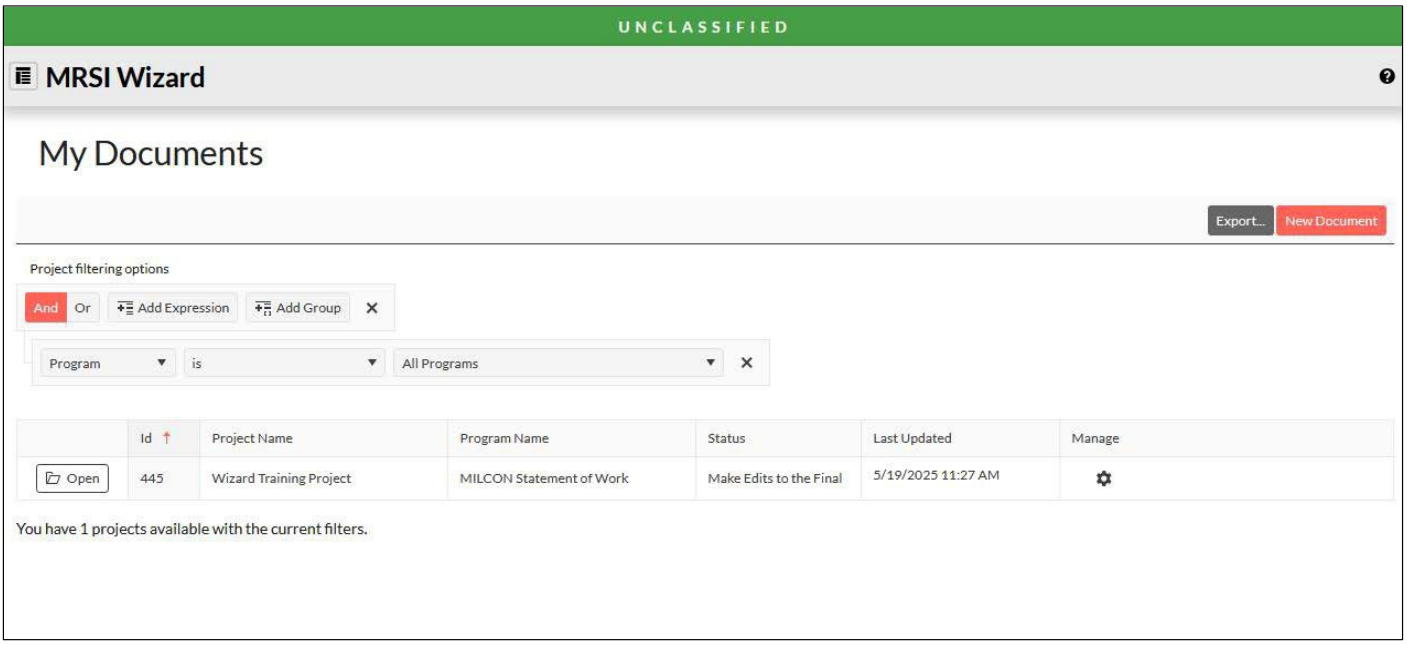


For the purposes of this guide, we have named our project “Wizard Training Project” and are using a hypothetical general instruction building, thus we have selected “GIB” as our facility type. We are also presuming this facility will be built on Fort Belvoir. Once this information is established, click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

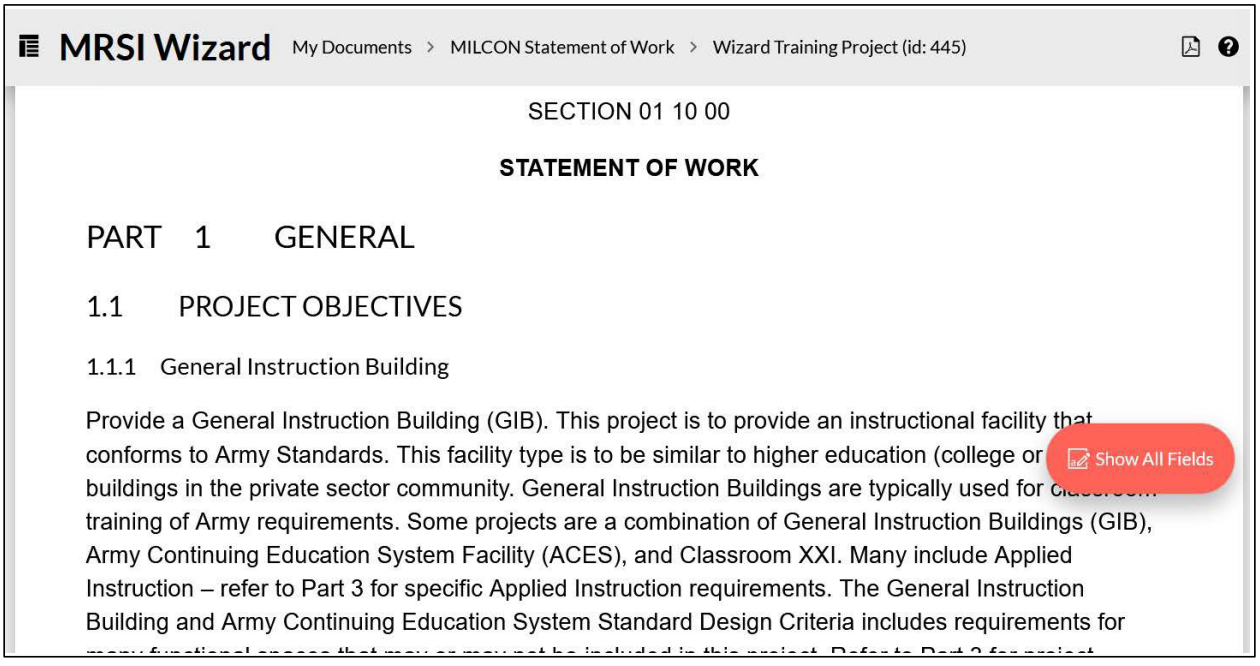


Filling and Editing Your Document

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

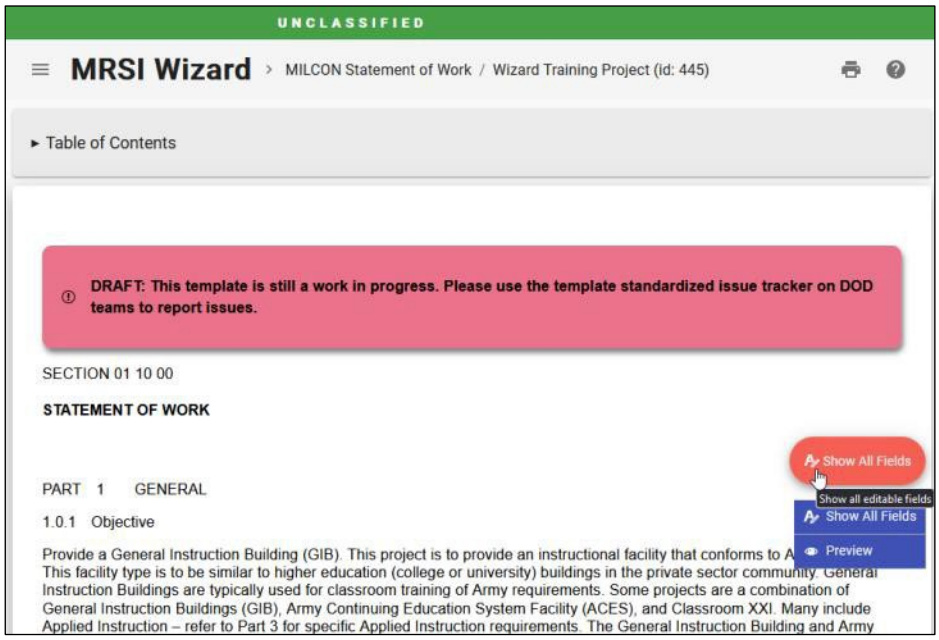


Your project will have two primary viewing modes, editing mode, and preview mode. Click the floating “Show All Fields” button to change between these modes.

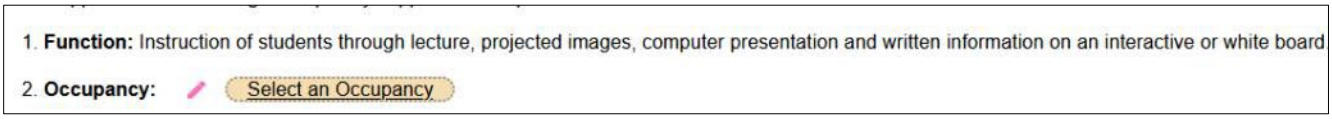


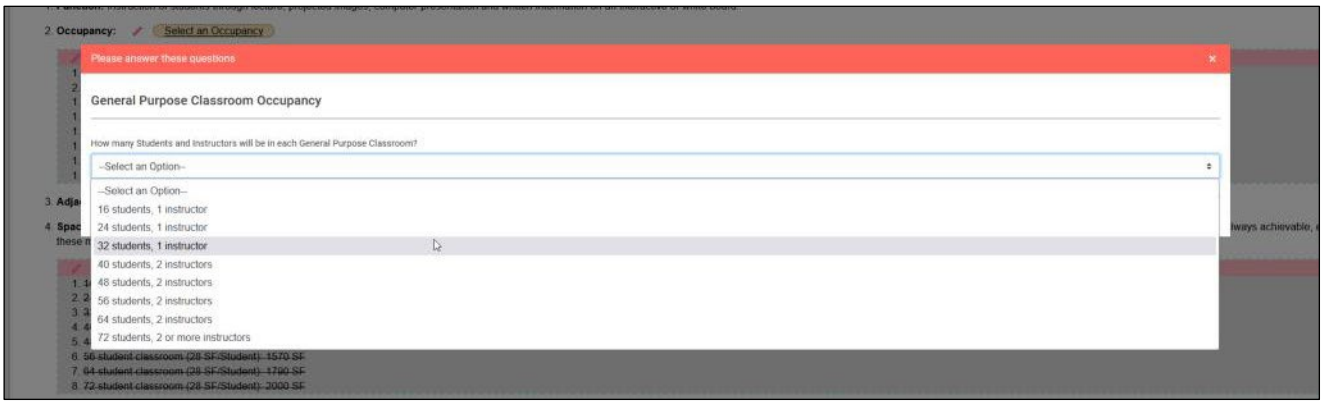
Filling and Editing Your Document

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

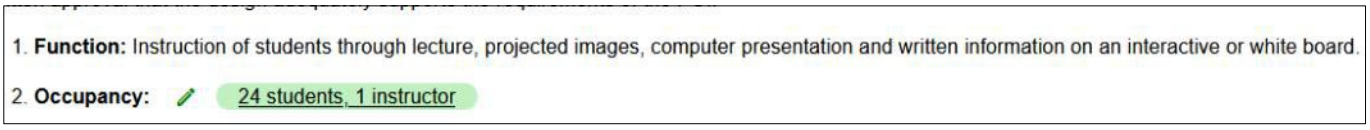


Fields which must be filled will appear with a red pencil. Click the field edit.

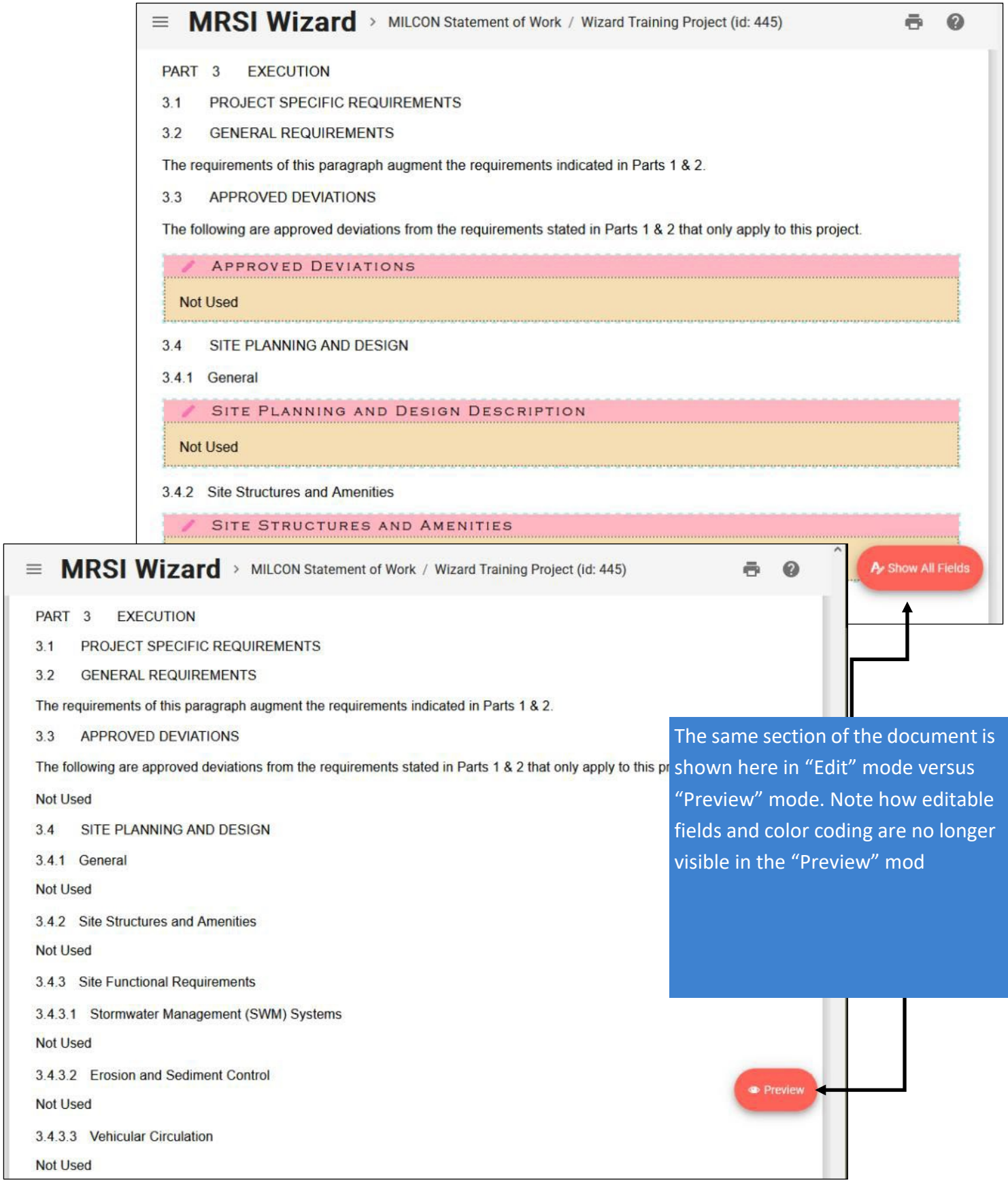




Once filled in, fields will appear highlighted in green, with a green pencil next to them.

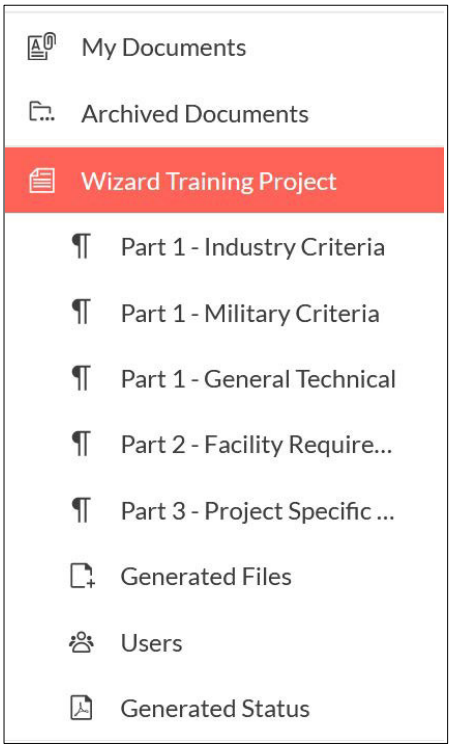


Selecting “Preview” will allow you to see the document as it will appear in its finished state.

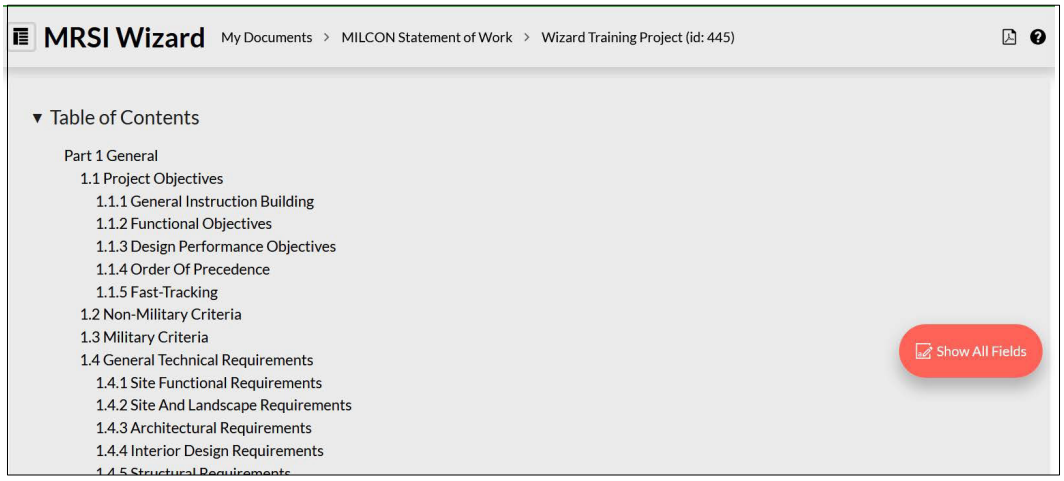


Navigating Your Document

Users may quickly navigate 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 bookmarks to navigate to the top of each section.

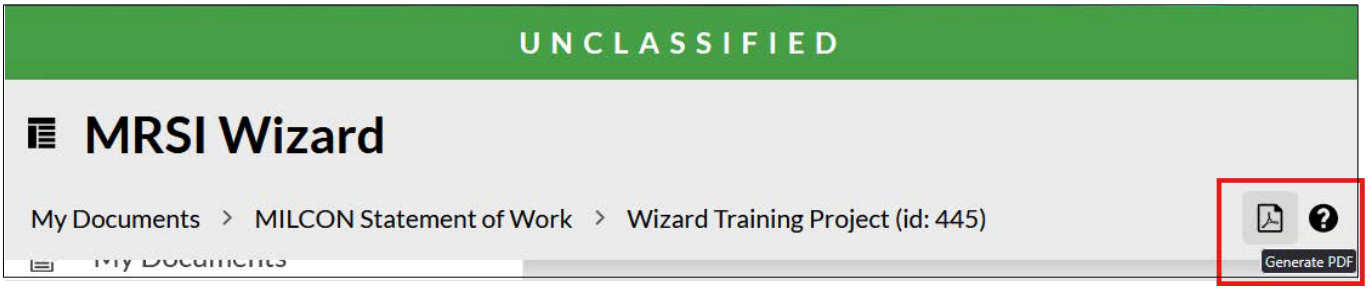


The second way to navigate is by using the "Table of Contents" tip down menu at the top of the document. This will display all sections and subsections of the current project and allow the user to select the desired section to be quickly navigated to it.

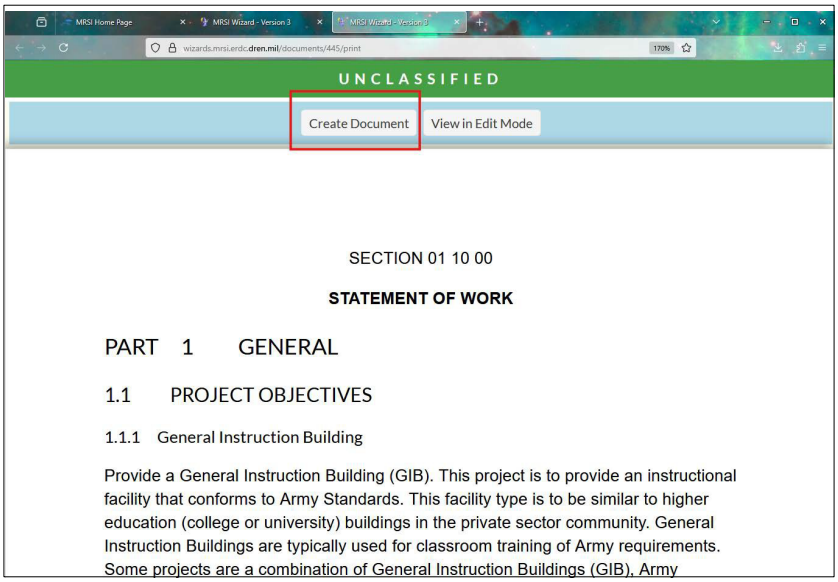


Generating Documents

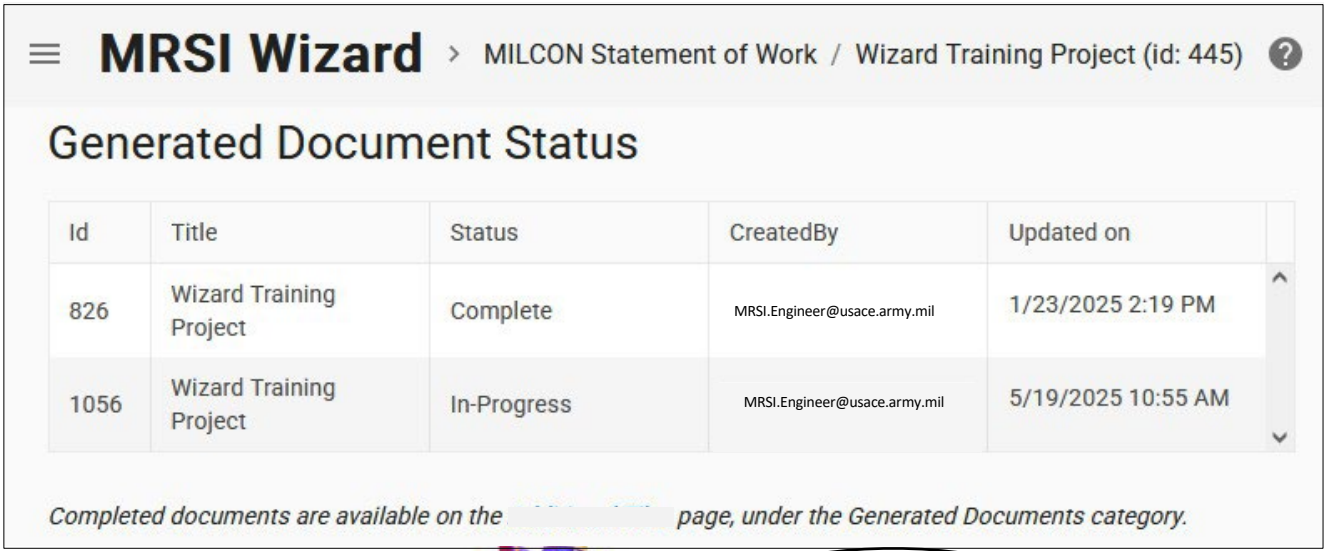
After all the required fields for a project have been filled in, users may generate a PDF version of the document for download by clicking the “Generate PDF” icon shaped like a sheet of paper with the Adobe Acrobat logo at the top left hand side of the wizard.

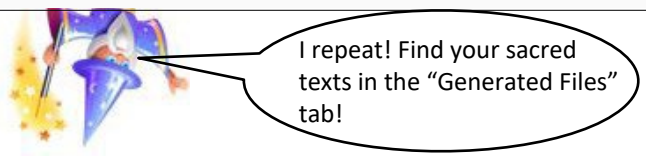


Users will be navigated to a new tab containing their document preview. Click “Create Document” to initiate document generation.



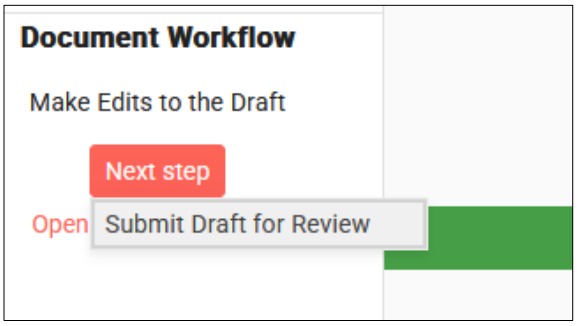
The status of document generation can be checked from the “Generated Status” tab at any time.



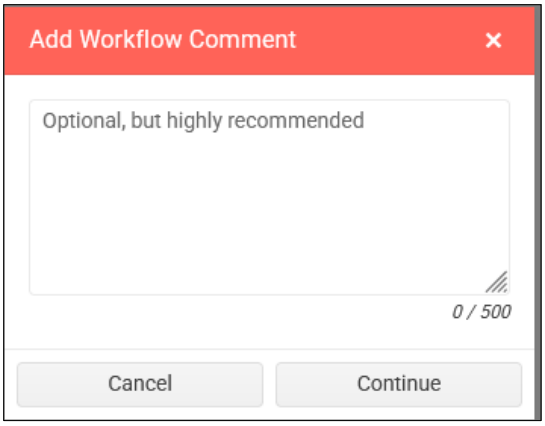


Document Workflow

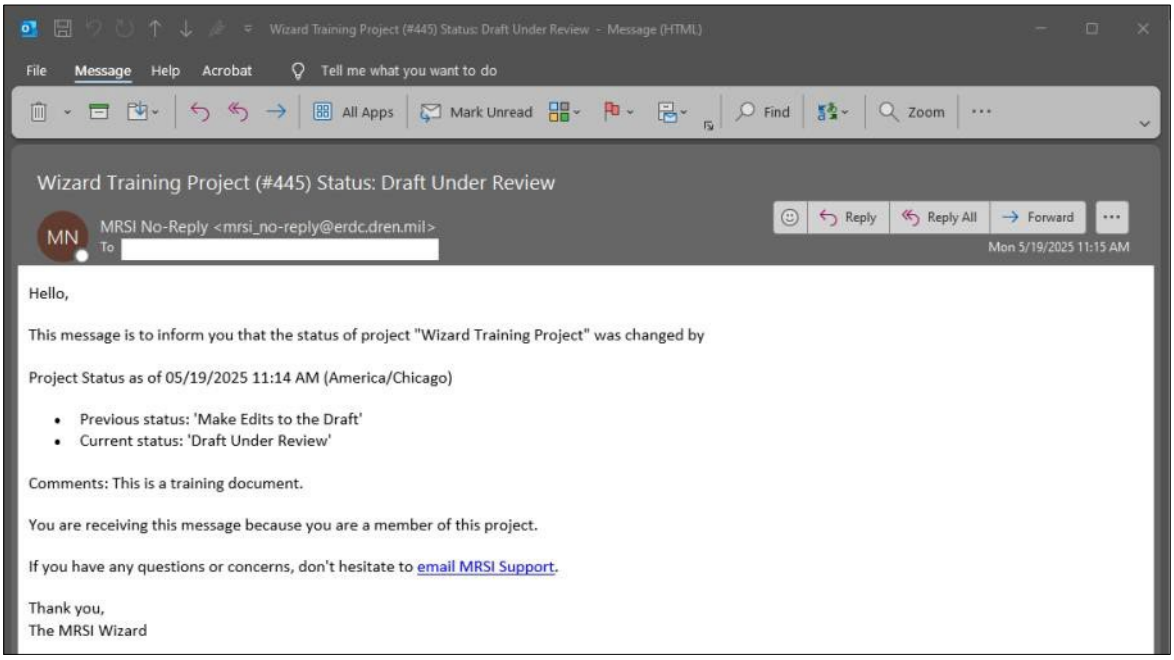
In the “Document Workflow” section, users may submit a draft of their projects for review. From the side tab, select, “Next step” beneath Document Workflow and click “Submit Draft for Review”.



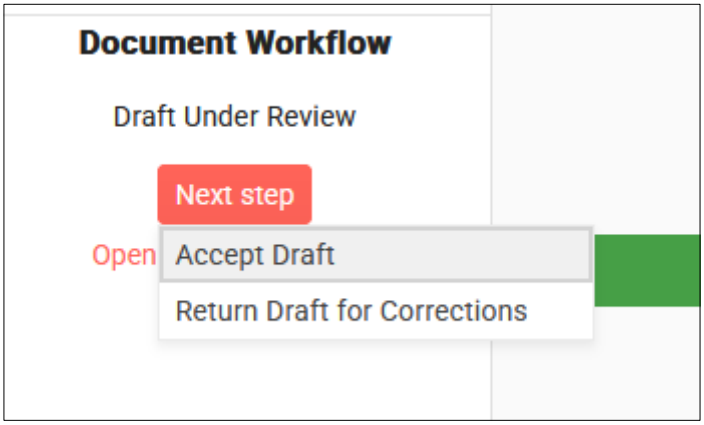
Users may then add some comments about their draft before continuing. Once submitted, the status of the document will change to “Draft Under Review”.



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



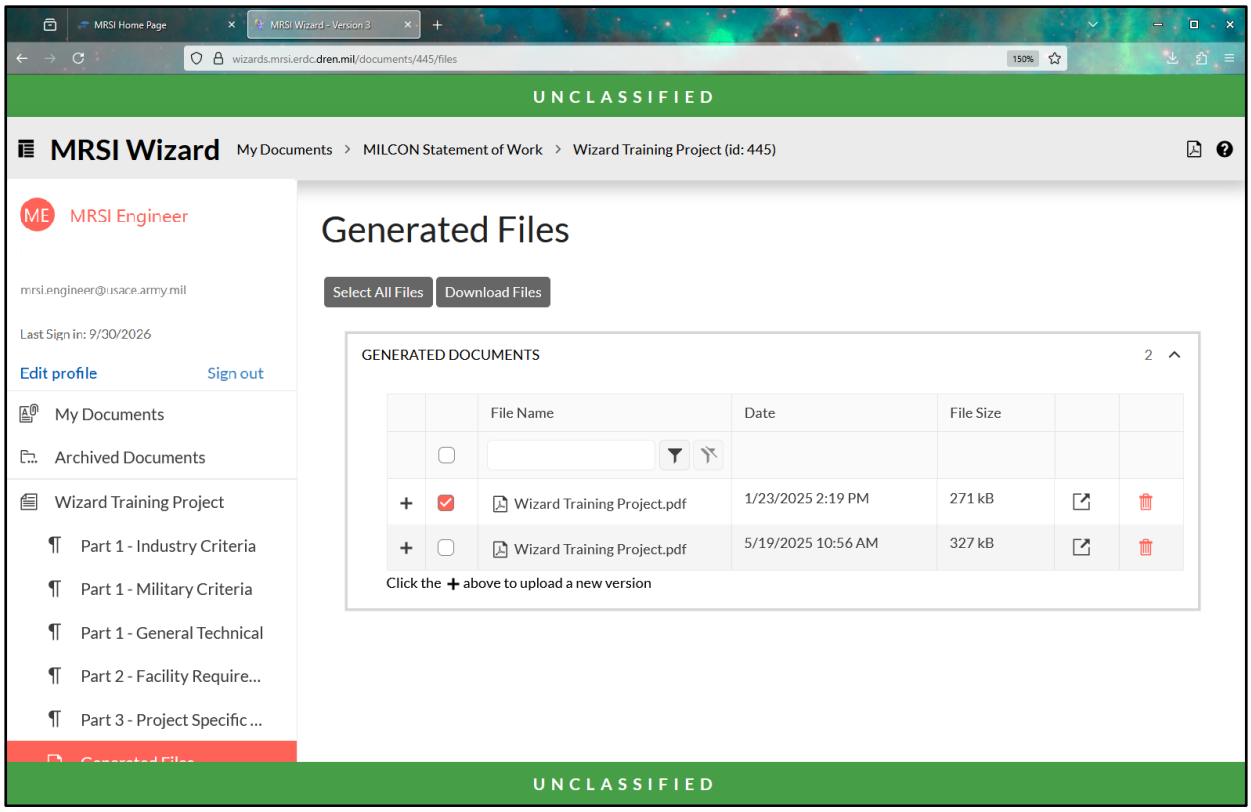
After reviewing, the draft may either be accepted or returned for edits with the “Next Step” button. Comments may be added again if desired, and others on the project will once again receive an email notification.



The workflow 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 “Generated 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”.



Once this is complete, the PDF version of your document should automatically open in a new tab and appear wherever your downloads are saved in your computer’s file directory. This is commonly the This PC > Downloads folder, however this may be different depending on 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:

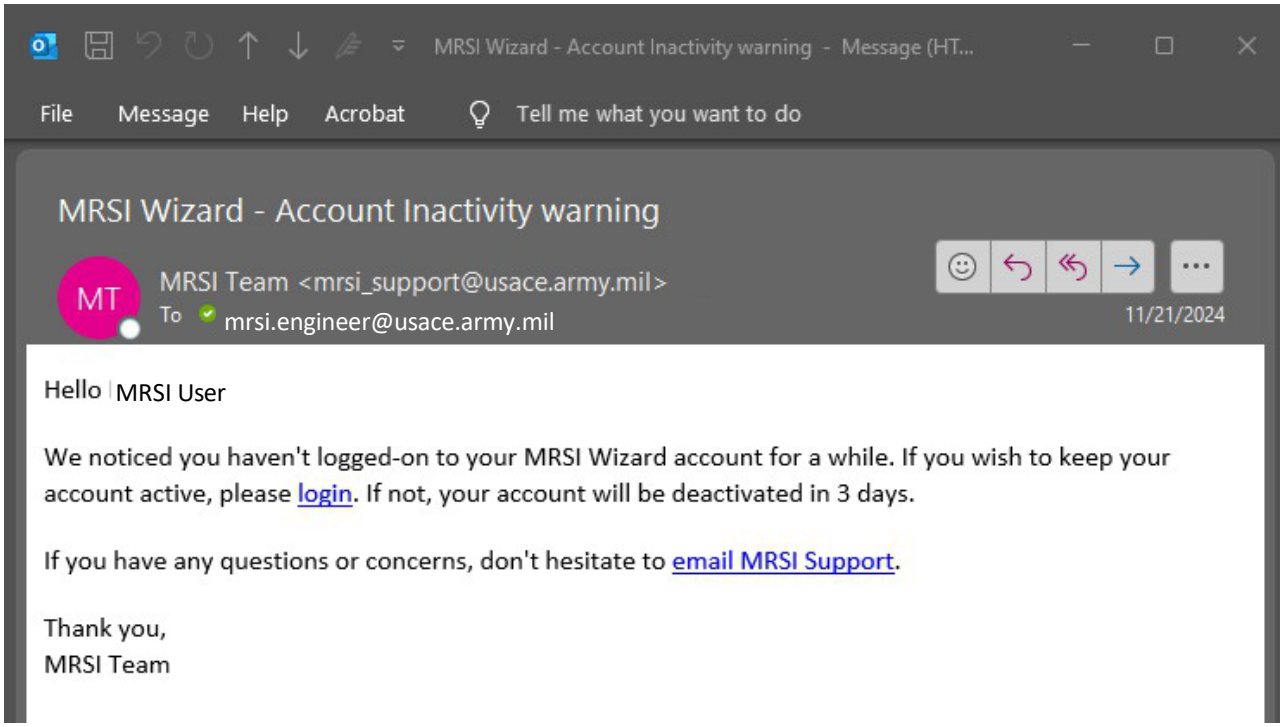
“Hello, MRSI User

We noticed you haven’t logged on to your MRSI Wizard account for a while. If you wish to keep your account active, please log in. 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 log-in.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 log-in.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 log-in.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

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?

Please record as much information as you can about the error (screen shots work well for this) and send that information to us along with a description of what you were doing in the system at the time the error occurred to mrsi_support@usace.army.mil.

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