

Process Instructions for FY13 Late Adds ONLY

(Code 1 and code 3PDR-lite/ENG3086)

A: Code 1 requirement:

1. Code 1s were released by ACSIM to USACE on 17 June 2011 with specific instructions to "Verify cost and scope by 15 July 2011. Provide approved ENG 3086 no later than 1 November 2011."

RITs/MSD/Districts should be aware by now what projects they should be working on.

2. Upon receipt of code 1 and understanding that we're under compressed timelines, it is imperative that Geographic District complete the following not later than **15 Jul 2011**:

- a. Conduct a meeting with the installation to review and validate the 1391 (all Tabs). Contact also other project stakeholders, including the COS for standard facilities.
- b. Prepare a marked-up 1391 to reflect any changes required (all Tabs). This is not a drill to add scope, however ensure correct FY, catcode, title, description, scope, costs and acquisition strategy. Submit a rough order of magnitude estimate using PC Cost tool together with the marked up DD1391. If Energy and LID measures are not in the DD1391, ensure marked up DD1391 complies with measures identified in ECB2011-1 and per LID guidance from HQUSACE (E&C).
- c. Access PDRS (<http://mrsi.usace.army.mil/pdrs/SitePages/Home.aspx>) and complete the following:
 - i. PM and Other POC data sections.
 - ii. Upload marked-up 1391 and PC Cost using the UPLOAD REPORTS Section in PDRS.
 - iii. Scope Section:

If there's a scope discrepancy, complete the scope chart to reflect the Primary Facilities revisions between the original and marked up 1391.

Include Rough Order of Magnitude cost impacts for proposed changes to scope. Use PC Cost tool for this ROM.

At the bottom of the Scope Discrepancy section of PDRS, select "**NO**" for the question "Is there a Scope Discrepancy". ***THIS INSTRUCTION ONLY APPLIES DURING THIS CODE 1 PHASE. THIS MUST BE DONE TO CIRCUMVENT THE PDRS SYSTEM FROM STOPPING YOUR UPLOADS OF THE MARKED UP DD1391 AND PC COST FILES.***

- d. If District believes current DD1391 is in excellent shape and ready for code 3 parametric design, then obviously the marked up documents are not needed. Instead notify MSC/RIT

and PID (CEMP-IS) that project is ready for prime time, good to go and ready to march with code 3 actions.

e. The requirement to “ Provide an approved ENG3086 no later than 1 November 2011” is not part of the code 1 effort. This requirement will be needed only upon receipt of code 3 by District. However due to time constraints, District must be proactive and be leaning forward with an eye toward meeting the timelines and requirements for the ensuing PDR-lite and ENG3086. For example, when meeting with installation, District needs to check on those mandatory PDR checklist items such as site approvals, NEPA status, UXO status, COS scope concurrence in the PAX, E&F, PDRI, LEED, etc).

f. Remember, it’s better for Districts to complete the above actions at the earliest possible time to help ACSIM and HQDA resolve project issues. Do not wait for the 15 July 2011 if at all possible.

B: Code 3 requirement:

1. MSC and District must carefully plan for timely submission and approval of PDR-lite and ENG3086. For this abbreviated process, the following deliverables from the District must meet these timelines:

a. PDR-lite must be approved by HQUSACE executive agent (PDR Review Team) not later than 3 October 2011.

b. Final ENG Form 3086 uploaded in the PAX system not later than 12 Oct 2011.

c. HQUSACE to have ready-to-submit ENG3086 by 1 Nov 2011.

2. It is expected that scope issues identified in the marked up DD1391 will be resolved when the code 3 is released to USACE. As such there should be no more scope issues at this phase. However, in the event something has changed and or valid scope discrepancy exists, then a Scope Discrepancy conference with ACSIM, IMCOM, and or other ACOMs will be required to adjudicate the request. Adjudication from ACSIM is required prior to submitting the PDR-Lite document.

3. To help Districts achieve the required code 3 milestones, utilize your lessons learned from the past PDR/3086 AARs and the suggestions below:

a. Contact and collaborate with assigned PDR Reviewer at the earliest possible time to facilitate issue resolution and PDR-lite approval not later than 3 Oct 2011.

b. District cost engineer and PM must engage each other at the earliest possible time to plan for a timely ENG3086 submission and approval. Although it’s a linear process, cost engineer/estimator can start working on the ENG3086 while PDR-lite is being developed and complete estimates after PDR-lite approval. It is highly recommended that cost engineer/estimator collaborate with assigned

ENG3086 cost reviewer by having the ENG3086 reviewed off-line using a PC Cost pdf file to HNC cost reviewers. Upload final ENG3086 to PAX 3086 module not later than 12 October 2011 in order for the joint HQUSACE/ACSIM/IMCOM/ISEC team to approve all ENG3086 by 1 November 2011.