



**US Army Corps  
of Engineers®**

## **Enterprise Standard (ES)- 07052 Instructions for ENG 3086 (Code3)**

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**1.0 Purpose.** The purpose of this document is to assist ENG 3086 preparers in the development and submittal of a quality product for each ENG 3086 required for the Budget Estimate Submission (BES). This guidance will be reviewed and revised annually based on the latest guidance received from the Office of the Assistant Chief of Staff for Installation Management (OACSIM) and Headquarters United States Army Corps of Engineers (HQUSACE). The most current version of the ENG3086 Preparation Instructions and Guidance is available for download on the USACE Cost Engineering Community of Practice website:

<http://www.usace.army.mil/CostEngineering.aspx>

**2.0 Applicability.** These instructions apply to U.S. Army Corps of Engineers (USACE) Major Subordinate Commands (MSC), Districts, and technical centers, Centers of Standardization (COS), and other USACE field offices having Army Military Construction (MILCON) responsibilities. They are intended to be used by USACE for the Army MILCON projects in support of Army installations, as appropriate, when Code 3 design directives are released. Design directives authorize various stages of project design, indicate project scope and cost, and provide special instructions for the design of the project. A Code 3 design directive authorizes parametric design, which is 15 percent of the total design effort.

### **3.0 References (In addition to ES 07052 Instructions for Parametric Design)**

1391 Processor PC Applications are available for download on the PAX Processor website:

<https://pax.csd.disa.mil/>

### **4.0 Related Procedures.**

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None

**5.0 Definitions.** See [Glossary](#) for definitions and acronyms. See Appendix B for additional information.

## **6.0 Responsibilities. (In addition to ES 07052 Instructions for Parametric Design)**

### **ACSIM**

- Participate in periodic ENG3086 teleconferences.

### **HQIMCOM/IMCOM Regions**

- Participate in periodic ENG3086 teleconferences.

### **HQUSACE**

- Develop and update guidance for ENG3086.
- Coordinate with ACSIM and IMCOM for ENG3086 issues (scope, site, etc).
- Brief the status of the PDR/ENG3086 at the DMR and to ACSIM.
- Provide training as required on Parametric Process and ENG3086.
- Develop and publish (CECW-CE) in a timely manner appropriate facilities unit pricing guide and area cost factors in order to complete validation in a timely manner as directed by ACSIM.
- Confirm final acquisition strategies for each project.

### **HNC (Program Management Execution Agent)**

- Review draft ENG3086, coordinate with GD and approve final ENG3086 in coordination with HQUSACE and ACSIM. Brief (by exception) projects with outstanding scope or cost issues at periodic teleconferences with HQUSACE/ACSIM/IMCOM.
- Notify HQUSACE, RIT, MSC and COS of approved ENG3086.
- Lead/Setup/Participate in the periodic 3086 teleconference.
- Maintain and distribute other reports on 3086 status as requested.
- Run official weekly report and post on PDRS website (days to be determined by CEMP-IS as part of 3086 battle rhythm).
- Adjust ENG3086's to incorporate final unit pricing, acquisition strategy, area cost factors, and escalation factors. Notify the Geographic District and MSC of 3086s that are revised.

### **MSC**

- Ensure all ENG3086 milestones are met and instructions are followed.

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- Ensure that latest ENG3086 (code 3) Instructions and any other related supplemental instructions are distributed to the GD.
- Review project list, develop and track status of staggered submission ENG3086 as per code 3 directives.

## **GEOGRAPHIC DISTRICT (GD)**

- Responsible for scheduling, leading and vetting the final acquisition strategy for execution of the Code 3 Directive (PDR/ENG3086 completion).
- Overall responsibility for the development and completion of ENG3086 in accordance with code 3 directives and guidance instructions.
- Based on PDR approved by HQUSACE, prepare the draft and final ENG3086 using the latest PAX pricing guide and or instructions from HQUSACE.
- Submit draft ENG3086s to HNC. Final ENG3086 submission to the PAX system must be submitted within two weeks of PDR approval but not later than 1 Feb 2013 or as directed by HQUSACE.

## **ISEC**

- Participate in all ENG 3086 Reviews.
- Provide the final certified Info Systems Cost.

## **7.0 Procedures.**

**7.1 The ENG3086 (Code 3) Process.** The process begins when USACE receives a Code 3 release from OACSIM and ends upon validation of the Parametric Design Cost Estimate (ENG Form 3086).

**7.1.5.3. Parametric Design Cost Estimate (ENG Form 3086) Preparation and Approval (Decision Point 3).** The focus of this phase is the preparation of a realistic parametric design cost estimate (ENG Form 3086) in accordance with the ENG Form 3086 Instructions. The review, analysis and collection of additional data required for parametric design cost estimate preparation should generally start upon receipt of code 3 design directive. As such, the District PM and cost engineer should closely collaborate so as not to delay validation. Upon receipt of the notification of PDR approval by HQUSACE (CEMP-IS), the final ENG Form 3086 must be submitted to HNC CX for validation within two weeks but not later than 1 February of Design Year. To facilitate this process, District cost engineer has to submit via e-mail a pdf copy of their on-going ENG3086 efforts to HNC CX so it can be annotated for corrections before finally uploading the ENG Form 3086 into the processor. Ongoing cost issues, if any, will be resolved through periodic teleconferences, as necessary with ACSIM/IMCOM, ISEC, HQUSACE, MSC and Districts. The HNC CX will complete validation of the ENG Form 3086 using the official PAX newsletter values by 01 March.

**7.2 Parametric Design Package.** The package is intended to provide the information required to support the programming and budget process in advance of the budget lock for the upcoming MILCON program. The scope and cost validations completed as part of this process is the last

opportunity to ensure that each project has the correct scope and programmed amount (PA), and to put the Army in a posture to ensure successful program execution.

**7.2.1. Products.** The package will consist of a parametric design cost estimate (ENG Form 3086). This product shall be clear, concise, and provide the required information in accordance with the format contained herein.

**7.2.1.1 Parametric Design Cost Estimate (ENG Form 3086).** The parametric design cost estimate (ENG Form 3086), will be prepared utilizing the scope from the PDR approved by HQUSACE (CEMP-IS) and per ENG Form 3086 Guidance. The ENG Form 3086 will be prepared using the latest version of the PC-COST estimating software and uploaded/submitted electronically to the ENG 3086 Module of the 1391 Processor. In preparing this estimate, the following listed items must be considered:

**7.2.1.2.1. Scope.** The Primary Facility scope shown on the ENG3086 is required to match the approved scope shown in the final approved PDR for each project. Any ENG3086s which are submitted with deviations from the approved PDR scope will be returned to the district for corrections without further review. The submittal of ENG3086s with scope differing from the approved PDR scope will cause a significant delay in the ENG3086 review/approval process.

**7.2.1.2.2 Unit Costs.** Unit costs will be based on the draft PAX Newsletter 3.2.2 (in effect as of 1 Dec of the DY). Any unit cost exceeding the Draft Unit Cost is to include a detailed explanation and justification in the "Explanation of Data Development" section of the ENG Form 3086. OACSIM and HQUSACE are required to approve any Square Footage (SF) cost which exceeds the adjusted PAX SF cost.

***Adjusted PAX Unit Cost = PAX Base Unit Cost x Size Factor x Location Factor x Escalation Factor***

**7.2.1.2.3. Explanation of Data Development Block.** The Explanation of the Data Development Block on the ENG3086 is where the preparer explains pertinent information for each project. The use of the Explanation of Data Development block is important in providing information regarding the basis of costs for each project. Any information that would be useful to reviewers who may be unfamiliar with each project should be included. Please note that copying multiple pages from the PDR into the Explanation of Data Development block is not generally beneficial. Numerous pages of Explanation of Data Development block information only slows down the review/approval process. Information included in the Explanation of Data Development block should be limited to information which explains how the costs were developed, information specifically requested by reviewers, and other information noted in these instructions as being required.

**7.2.1.2.4 District Chief of Cost Engineering Review and Certification.** All ENG3086s prepared in-house are required to be reviewed and certified by the District Chief of Cost Engineering before submission in accordance with ER 1110-

3-1300, 26 Aug 99, Military Programs Cost Engineering. Also, all Architect-Engineer (A-E) prepared cost estimates must be reviewed for accuracy and completeness by the District Chief of Cost Engineering before using cost data for the ENG3086 input. The Data Development Block must contain a statement that the District Cost Chief Engineer has reviewed and certified the ENG3086 for accuracy and completeness. In addition, District Chief of Cost Engineering must immediately notify his/her leadership and chain of command regarding any issues which could prevent their office from meeting the final ENG3086 submission date of 1 February.

**7.2.1.2.5 Low Impact Development.** Estimated construction costs shall be documented in the project cost estimate as a separate “LID” line item and included in the Site Improvement category, under the Supporting Facility Section. In addition:

- Each LID item will be shown as one line item.
- PDTs are to provide justification for LID items that exceed 2% of the Supporting Facilities cost of the 1391.
- High cost items which are primarily normal construction (permeable pavement, permeable concrete, permeable pavers) will not be marked as “LID”
- If LID line items are not shown, a 2% LID measure line item will be added.

**7.2.1.2.6 Additional Energy Measures.** The ENG Form 3086 cost estimates shall include scope and costs associated with achieving SDD, EPA05, EISA07, EO13423, EO13514 and minimum LEED Silver certification. PDTs are to perform a Life Cycle Cost Analysis (LCCA) on energy-related decisions and features that will exceed 1% of the Programmed Amount (PA) in cost. These additional energy measures/costs will be adjudicated by ACSIM, HQIMCOM and HQUSACE. The latest Engineering and Construction Bulletin (ECB No. 2011-1, subject: High Performance Energy and Sustainability Policy) shall be consulted during this phase of design. All LEED checklist submissions must follow LEED version 3.0. If specific sustainability features are known at this stage of design, a LEED checklist with detailed costs shall be included as part of the ENG Form 3086 submission. SDD costs in excess of the maximum 2% must be thoroughly described, justified and costed as part of this submission.

**7.2.1.2.7 SCIF – Sensitive Compartmentalized Information Facility.** If a Sensitive Compartmentalized Information Facility (SCIF) is included within a building, it must be shown on the ENG3086 as a separate major line item in the Primary Facilities as if it was a separate building.

**7.2.1.2.8 Renovation.** Any buildings that are to be renovated, a short description in the Data Development block must be included, indicating how extensive the renovation required. For example, is the work carpet replacement and painting or is the building to be completely gutted and rebuilt. Identify any historic features.

**7.2.1.2.9 Support Facility Unit Costs.** The bulk items unit cost shown in the PAX Newsletter 3.2.2 are for general guidance only. The actual costs used in the ENG3086 should be based on the actual cost of these items from local suppliers. It is especially important for large cost drivers such as concrete, crushed stone, purchased fill dirt, etc. User generated support facility costs will not include Area Cost Factors.

For a “normal” project, the ratio of support facilities cost to primary facilities costs is expected to fall in the range of 15% to 25%. If the project’s ratio is above or below this range, please include a short note in the Data Development Block explaining the reason for it being higher or lower than expected. Generally, the percentage is lower when there are existing roads/utilities and higher for remote sites with limited existing roads/utilities.

**7.2.1.2.10. Anti Terrorism Measure:**

**a. For Buildings Listed in PAX 3.2.2 which are Commonly Built:** The Primary facility unit costs in the DRAFT PAX Newsletter 3.2.2 now incorporate the normal Antiterrorism Measures costs. When buildings are three or more stories high or the required minimum stand-off distance is not available; add an Antiterrorism Measures line item cost, not to exceed 1.5% of the Primary Facility cost, for each building for progressive collapse or minimum standoff distance. If the Antiterrorism Measures costs exceed 1.5%, a detailed AT/FP cost break-out must be provided along with a justification for higher cost in the Data Development Block. The detailed cost and justification must be coordinated and approved by the Omaha District.

**b. For Buildings Listed in PAX 3.2.2 but Not Commonly Built:** The Antiterrorism Measures costs will be shown on a separate line item with a sub-line for each building. If the Antiterrorism Measures costs exceed 2.0% of the building cost, District must provide a detailed AT/FP cost break-out along with a justification for higher cost in the Data Development Block. The detailed cost and justification must be coordinated and approved by the Omaha District.

**c. For Buildings Not Listed in PAX 3.2.2:** The Antiterrorism Measures costs will be shown on a separate line item with a sub-line for each building. If the Antiterrorism Measures costs exceed 2.0% of the building cost, District must provide a detailed AT/FP cost break-out along with a justification for higher cost in the Data Development Block. The detailed cost and justification must be coordinated and approved by the Omaha District.

**d. Support Facilities AT/FP Costs:** The Antiterrorism Measures Support Facilities costs will be shown under the Antiterrorism Measures Category. If the Antiterrorism Measures Support Facilities costs exceed 2.0% of the total Support Facilities cost, District must provide a detailed AT/FP cost break-out along with a justification for higher cost in the Data Development Block. The detailed cost and justification must be coordinated and approved by the Omaha District.

**7.2.2. ENG Form 3086 Issue Resolution.** The ENG Form 3086 cost estimate can be initiated based on current DD Form 1391 or data from planning or design charrettes. However, final ENG Form 3086 submission must be based on PDR as approved by HQUSACE (CEMP-IS). It is critical that the cost engineer review the approved PDR scope before finalizing the ENG3086 estimate. If the HNC CX receives an ENG Form 3086 with a primary facility scope that is different from the approved PDR, the District Cost Engineer can expect HNC CX to return the ENG Form 3086 for correction and revision. Final ENG Form 3086 must be submitted in the PAX system by 1 February or as directed by HQUSACE.

**7.2.3. Package Schedule.** The final ENG Form 3086 must be submitted to HNC CX by 1 February or as directed by HQUSACE.

**7.3. Parametric Design Cost Estimate (ENG Form 3086) Submittal.** Based on approved PDR, the District cost engineer will upload and submit the cost estimate into the ENG Form 3086 Module of the DD Form 1391 Processor. When the estimate is ready for submission, a “Notice of Submission” e-mail will be sent to the designated ACSIM, IMCOM, HQUSACE, Major Subordinate Command (MSC), HQUSACE RIT and HNC CX points of contact. The e-mail will include the statement, “The ENG Form 3086 has been reviewed and certified by the District Chief Cost Engineer and submitted on (indicate the date of submission)”. In addition, a marked-up Tab B Template shall be submitted along with the “Notice of Submission” e-mail.

#### **7.3.2. ENG3086 Checklist for Submittal**

- 1) **Approved PDR** – The ENG3086 will be submitted after the PDR has been approved. Any ENG3086 submitted before the PDR has been approved, will be returned to the District without being reviewed.
- 2) **Preparer’s Info** – Check that the preparer’s name, phone # and office symbol are included.
- 3) **Design Percentages** – Ensure that the Concept Design %, Final Design % and Project Name are shown on the ENG3086.
- 4) **Acquisition Strategy** - The Acquisition Strategy (Design Build, Design Bid Build or Adapt Build) shown on the ENG3086 must be coordinated with GD and approved by HQUSACE. The acquisition strategy shown on the ENG3086 must match the marked-up template provided by the District.
- 5) **Construction Dates** – The construction start and complete dates shown on the ENG3086 and Tab B of the DD1391 should match. Construction dates should also be consistent with the fiscal year of the project.
- 6) **Standby Generators** - Before including a stand-by generator or uninterruptable power system (UPS) on the ENG3086, please refer to AR420-1, Chapter 4, Section VI, 4-67 and 4-68 to verify that it can be paid for with MILCON funds. Uninterruptable Power Systems are rarely (if ever) allowed to be funded with MILCON dollars (see AR420-1). Generators must be approved on the PDR Scope Table and shown on the ENG3086 as a separate Primary Facility major line item.

- 7) **Support Facilities %** - If the Support Facilities to Primary Facilities ratio is less than 15% or greater than 25%, please include a statement in the Data Development Block explaining why the Support Facility costs are lower/higher than normally expected on this project.
- 8) **Information Systems** - The Building Info Systems (Primary) and Info Systems (Support) shown on the ENG3086 should match the DD1391-Tab F. If the ENG3086 preparer does not agree with the costs shown on the DD1391-Tab F, they should coordinate with the installation DOIM or ISEC. Per Army Guidance for Recurring Primary Costs (25 June 2012):
- If the buildings are standard designs, the Building Information System costs are included in the bas square footage unit cost and are not rolled forward from Tab F to Tab A. The category code is listed/price in the PAX Newsletter 3.2.2.
  - If the buildings are not standard designs, the Building Information System costs are included in the unit cost and are rolled forward from Tab F to Tab A (block 9).
  - If the buildings are a mixture of the items listed above (items a & b), the Building Information System costs are rolled forward from Tab F to Tab A (block 9).
  - Ultimately, the allow ability of the Information System cost will be decided by ACSIM/ISEC/HQUSACE/IMCOM on a project by project basis.
- 9) **Building SF Costs** - With limited exceptions, the building SF cost shown on the ENG3086 cannot exceed the adjusted PAX newsletter SF cost. If the SF cost shown on the ENG3086 submitted by the District exceeds the PAX SF cost, the District must include a very strong justification in the Data Development Block. ACSIM and HQUSACE have to approve any SF costs which exceed the PAX SF cost.
- 10) **Company Ops Facilities** - COFs must have two sub-line items showing the Admin Module and Readiness Module separately (see below). A note is required in the Data Development Block indicating whether the Admin and Readiness Modules are separate buildings or one integrated building.
- |                             |    |        |
|-----------------------------|----|--------|
| Company Operations Facility | SF | 58,600 |
| Admin Module                | SF | 16,000 |
| Readiness Module            | SF | 42,600 |
- 11) **Sustainability/Energy Measures** - Sustainability/Energy Measures (CATCD 00005) should show a sub-line item for each building and be priced at 2% of the building cost.
- 12) **Vertical Demolition** - The new Demolition category under Support Facilities is for vertical construction demolition only. In most cases this involves the complete demolition of a building. The partial demolition associated with the renovation of an existing building should be shown as a sub-line item under the Primary Facility renovation line item.
- 13) **Horizontal Demolition** - Non-vertical demolition items such as sidewalks, pavement, utilities, fence, etc should be shown under site improvements and labeled as “remove or removal,” not “demo or demolition.”
- 14) **Tab H** - The building demolition quantity (SF) shown on the ENG3086 should agree with the demo quantities shown on Tab H of the DD1391. If the ENG3086 demo quantities differ from the DD1391 Tab H demo quantities, the District will add a statement in the Data Development Block explaining the difference. HNC will make

ACSIM aware that Tab H should be revised to match the demo quantity shown on the ENG3086.

- 15) **Area Cost Factor** - Verify that the Area Cost Factor shown on the ENG3086 agrees with the ACF shown in the current PAX Newsletter 3.2.2. (Note: If PC-Cost is used to generate the ENG3086, confirm that the latest version of PC-Cost has been downloaded) This PAX Newsletter may be found at the following web-link: <http://www.usace.army.mil/CostEngineering.aspx>
- 16) **Cost Escalation** - Verify that the escalation rates and base SF costs used to prepare the ENG3086 agree with the current PAX Newsletter 3.2.2.
- 17) **Tab B** - A marked-up DD1391 Tab B indicating changes requested by the District must be submitted by email to HNC (Wilkes and Pankey) for each project. The easiest way to do this is to print the 1391 Tab B, have the PM physically mark it up, scan it and email to HNC. (Note: For the purposes of the ENG3086, the key parts of the Tab B are the acquisition strategy and the construction dates)
- 18) **Fiscal Year** – Confirm the correct FY is shown on the ENG3086. The ENG3086 cannot be uploaded if the FY does not match the DD1391.
- 19) **Foreign Exchange Rate** - If overseas project, the foreign currency exchange rate should match the rate in the latest PAX Newsletter 3.2.2.
- 20) **Program Amount** - If the ENG3086 total cost differs significantly from the DD1391 total cost, the District will add a statement in the Data Development Block explaining the difference.
- 21) **Barracks** - Use the one-word description "Barracks" rather than Unaccompanied Personnel Housing, Enlisted as shown below:

Barracks	SF	46,848
1-128 PN Barracks	SF	46,848

Or

Barracks	SF	163,968
2-128 PN Barracks	SF	93,696
3-64 PN Barracks	SF	70,272

Note: 2-128 indicates there are 2 Bldgs @ 128 persons each

Note: 3-64 indicates there are 3 Bldgs @ 64 persons each

- 22) **Special Foundations** - If Special Foundations are shown on the ENG3086, the District must include a detailed explanation in the Data Development Block justifying the requirement. A statement that “soil conditions require special foundations” is not sufficient. The Special Foundations should be shown as one major line item with the CATCD 00000 using LS as the unit of measure. A sub-line item should be shown for each facility requiring special foundations using SF as the unit of measure. For example:

00000	Special Foundations	LS	1
	Barracks	SF	44,523
	COF	SF	22,678
	BTN HQ	SF	35,876

- 23) **Contingencies and SIOH** - Ensure that “Contingencies” are shown as 5% (for both new construction and renovation projects) and that “SIOH” percentage is:

- a. 5.7% CONUS
- b. 6.5% OCONUS; Hawaii and Alaska are considered OCONUS.
- c. 7.7% Afghanistan

24) **Construction Duration** - The general guidance for the Construction Duration is below. If the ENG3086 construction schedule differs from the guidance, the District should add a statement in the Data Development Block justifying the difference.

24 months if PA = \$20M and above

18 months if PA = \$5M - \$20M

12 months if PA = \$5M and below

25) **Lump Sum Pricing** - Large lump sum pricing is not allowed in the Support Facilities, please use the following as a guide:

If ENG3086 total is \$0 to \$5,000,000 then no LS line items of \$10,000 or more

If ENG3086 total is \$5,000,000 to \$15,000,000 then no LS line items of \$25,000 or more

If ENG3086 total is \$15,000,000 or Greater then no LS line items of \$50,000 or more

26) **CATCDs** - The following CATCD should be used:

88040 IDS Installation (Each Bldg as a Sub-Line)

89220 EMCS Connection (Each Bldg as a Sub-Line)

88041 Antiterrorism Measures (Each Bldg as a Sub-Line)

80800 Bldg Info Sys

00000 Special Foundations (Each Bldg as a Sub-Line)

00005 Sustainability/Energy Measures (Each Bldg as a Sub-Line)

xxxxx Use the Bldg CATCD for Seismic Upgrades

27) **Unit of Measure** - There are 7 Category Codes which should be shown with the following units of measure for the Major Line Item and Sub-Line Item. Examples:

EMCS Connection	LS
EMCS Connection - Barracks	LS or EA
EMCS Connection - COF	LS or EA
Special Foundations	LS
Special Foundations - Barracks	LS, CY, SF, SY or LF
Special Foundations - COF	LS, CY, SF, SY or LF
Seismic Upgrade	LS
Seismic Upgrade - Barracks	LS, SF, or LF
Seismic Upgrade - COF	LS, SF, or LF
IDS Installation	LS
IDS Installation - Barracks	LS, EA, SF or LF
IDS Installation - COF	LS, EA, SF or LF
Sustainability/Energy Measures	LS
Sustainability/Energy - Barracks	LS, EA, SF or LF
Sustainability/Energy - COF	LS, EA, SF or LF
Antiterrorism Measures	LS
Antiterrorism Measures - Barracks	LS, EA, SF, or LF

Antiterrorism Measures - COF

LS, EA, SF, or LF

Video Surveillance/Security Sys Installation LS

Video Surveillance - Barracks

LS, EA, SF, or LF

Video Surveillance - COF

LS, EA, SF, or LF

NOTE: Seismic Upgrade is rare and only applies to old buildings which have extensive renovation.

28) **Pavement UoM** - Unit of measure for vehicle parking, roads, taxiways and other pavements (except sidewalks) should be square yards (SY), not square foot (SF). Sidewalks should be shown as square feet (SF).

29) **POV Parking** - Privately owned vehicle parking should be listed in the Support Facilities, not the Primary Facilities.

30) **Organizational Vehicle Parking** - Org parking should be listed in the Primary Facilities, not the Support Facilities.

31) **Description Length** - Even though PC-Cost allows line items descriptions of over 40 characters, please limit the description to 32 characters or less. Any description over 32 characters will be truncated by the 1391 Processor and will generate a comment from ACSIM.

32) **Net Zero** – If Net Zero costs are shown on the ENG3086, the District must also provide the cost details and include an explanation/justification in the Data Development Block of the ENG3086. Net Zero costs are not required to be shown simply because the Installation has been designated a Net Zero Installation.

33) **Enhanced Commissioning** – Enhanced commissioning is required on all MILCON projects having conditioned space; the cost is already included in the 2% Sustainability allowance.

**8.0 Records and Measurements.** All records will be filed in accordance with [ES-QMS140, "Records Management."](#) Required records are listed in the following table. Retention and deposition shall be based on Region/MSD/District/Center/Lab/HPO records management requirements, local requirements (LR).

Type	Description	Responsible Office	Location (This should be the specific location such as a drive or web link)	Record Media	Retention	Disposition
R	ENG3086	CEHNC	<a href="http://mrsi.usace.army.mil/pdrs/SitePages/Home.aspx">http://mrsi.usace.army.mil/pdrs/SitePages/Home.aspx</a>	E & P	5 yrs	Delete from website
M	DMR and CMR metric		CEMP-IS	N/A	N/A	N/A

**Description of Terms**

Type:

R Record  
M Measurement

Record Media

E Electronic  
P Paper

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LR Local Requirements (location and disposition of records)

**Measurement: DMR and CMR metric**

### **9.0 Attachments.**

Attachments can be found in “Category Policy” at the following location:

<http://mrsi.usace.army.mil/pdrs/Shared%20Documents/Forms/AllItems.aspx>

[Appendix A – Points of Contacts](#)

[Appendix B – Acronyms and Abbreviations](#)

[Appendix C – Scope Discrepancy Guidance \(see PDRS instructions online\)](#)

[Appendix D – Planning and Design Data \(Tab B\) Templates](#)

[Appendix E – Sample ENG Form 3086](#)

[Appendix F – Parametric Design Report Format, Template and Instructions \(incl PDR-lite\)](#)

[Appendix G – Design Directive, Code 3 Sample](#)

[Appendix H – PDR-lite Process Instructions](#)

### **10.0 Flow Chart.**

NA