

# UNIFIED FACILITIES CRITERIA (UFC)

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## CRITERIA FOR TRANSFER AND ACCEPTANCE OF DoD REAL PROPERTY



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## UNIFIED FACILITIES CRITERIA (UFC)

### CRITERIA FOR TRANSFER AND ACCEPTANCE OF DOD REAL PROPERTY

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U.S. ARMY CORPS OF ENGINEERS

NAVAL FACILITIES ENGINEERING COMMAND

AIR FORCE CIVIL ENGINEER SUPPORT AGENCY (Preparing Activity)

Record of Changes (changes are indicated by \1\ ... /1/)

Change No.	Date	Location
1	March 2010	Appendix B revised.

## FOREWORD

The Unified Facilities Criteria (UFC) system is prescribed by MIL-STD 3007 and provides facilities planning, design, construction, sustainment, restoration, and modernization criteria, and applies to the Military Departments, Defense Agencies, and Department of Defense (DoD) Field Activities in accordance with [USD\(AT&L\) Memorandum](#) dated 29 May 2002. UFC will be used for all DoD projects and work for other customers where appropriate. All construction outside of the United States is also governed by Status of Forces Agreements (SOFA), Host Nation Funded Construction Agreements (HNFA), and in some instances, Bilateral Infrastructure Agreements (BIA). Therefore, the acquisition team must ensure compliance with the more stringent of the UFC, SOFA, HNFA, or BIA, as applicable.


UFC are living documents and will be periodically reviewed, updated, and made available to users as part of the Services' responsibility to provide technical criteria for military construction. Headquarters, U.S. Army Corps of Engineers (HQUSACE), Naval Facilities Engineering Command (NAVFAC), and the Air Force Center for Engineering and the Environment (AFCEE) are responsible for administration of the UFC system. Defense agencies should contact the preparing Service for document interpretation and improvements. Technical content of UFC is the responsibility of the cognizant DoD working group. Recommended changes with supporting rationale should be sent to the respective Service proponent office by the following electronic form: [Criteria Change Request \(CCR\)](#). The form is also accessible from the Internet sites listed below.

UFC are effective upon issuance and are distributed only in electronic media from the following source:

- Whole Building Design Guide web site <http://dod.wbdg.org/>.

Hard copies of UFC printed from electronic media should be checked against the current electronic version prior to use to ensure that they are current.

### AUTHORIZED BY:



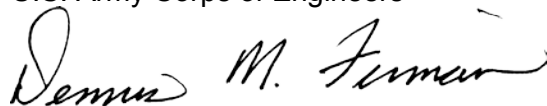
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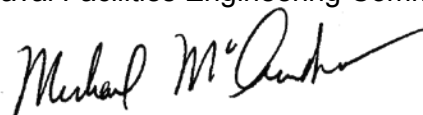
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## UNIFIED FACILITIES CRITERIA (UFC) REVISION SUMMARY SHEET

**Description of Changes:** This update to UFC 1-300-08 incorporates the requirements described in the Real Property Acceptance Requirements document and the Construction in Progress Requirements document that were developed under the auspices of the Installations & Environment Domain Governance Board. It also has been updated to reflect the applicable data element names and business rules included in the Real Property Information Model version 3.0.

### Reasons for Changes:

- DoD Instruction 4165.14, Real Property Inventory and Forecasting, March 31, 2006, requires assignment of an RPUID to all real property assets.
- Implementation of the concepts and processes contained in the Real Property Acceptance Requirements document, August 29, 2006, and the Construction in Progress Requirements document, October 16, 2006, requires an update of UFC 1-300-08 to reflect the new standardized business processes for DoD real property acceptance and transfer.
- Implementation of standardized DoD real property acceptance and transfer business processes is essential before enterprise electronic real property acceptance transactions can be designed and implemented

**Impact:** Since the bulk of the information on the DoD (DD) Form 1354 remains the same, a substantial implementation cost is not expected. However, the following benefits are expected:

- The ability to create a valid audit trail for establishing real property asset accountability and acquisition value for all DoD real property.
- The ability to consistently establish the depreciation start and stop dates for financial reporting of real property assets across the DoD.
- The ability to create and implement enterprise automated real property acceptance transactions.

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## CHAPTER 1 INTRODUCTION

### 1-1 PURPOSE

Although there are other types of acquisition, this UFC establishes the process required for documenting the following four methods of acquisition:

- **Acquisition by construction** - transfer and acceptance of accountability of a newly constructed real property asset from a construction agent to the receiving Service; also provides for the relief of the construction in progress (CIP) account.
- **Capital improvement to existing facilities** - transfer and acceptance of accountability for an improvement to a real property asset from a construction agent to the receiving Service; also provides for the relief of the CIP account.
- **Transfer between Services** - transfer and acceptance of real property asset accountability between the Military Services or Washington Headquarters Services (WHS).
- **Inventory adjustment** (also known as “found on site”) - provides initial documentation for an undocumented real property asset found on site until sufficient documentation is located.

This UFC provides for consistent guidance throughout DoD and provides a consolidated reference that:

- Identifies the use of a draft, interim and final version of the DD Form 1354, Transfer and Acceptance of DoD Real Property,
- Describes how the DD Form 1354 is used as part of a real property business process,
- Defines the roles and responsibilities in the DD Form 1354 process, and
- Introduces the Real Property Unique Identifier (RPUID) to the DD Form 1354, consistent with Office of the Secretary of Defense (OSD) guidance, to enable improved accountability by allowing all financial transactions and physical changes to real property to be tracked at the asset level.

DoD published processes, business rules, and data standards for real property accountability in the Real Property Inventory Requirements (RPIR) document, January 2005. The RPIR was developed by representatives of the Military Departments, Defense Agencies, and was facilitated by the Office of the Secretary of Defense. The RPIR document fully describes the RPUID and its uses. RPUIDs are assigned by the Real Property Unique Identifier Registry (RPUIR), which interfaces with the authoritative source system for each Service’s real property inventory. These organizations also developed the Real Property Acceptance Requirements (RPAR) document, August 2006, which clarifies the role of the RPUID in the DD Form 1354

process.<sup>1</sup> All of these requirements have been integrated into DoD's Business Enterprise Architecture (BEA), the blueprint for DoD's business transformation.<sup>2</sup>

## **1-2 APPLICABILITY**

This UFC applies to Military Departments, WHS, Defense Agencies, and DoD Field Activities. This UFC guidance applies to all organizations that have accountability for real property assets throughout the DoD and their respective construction agents such as U.S. Army Corps of Engineers (USACE), Naval Facilities Engineering Command (NAVFAC), Air Force Civil Engineers, the United States Property and Fiscal Officers (USP&FO) of the National Guard Bureau (NGB), and the Pentagon workforce.

## **1-3 REFERENCES**

Appendix A contains a list of references used in this UFC.

## **1-4 TARGET AUDIENCE**

The target audiences expected to use this document are the persons who participate in the business processes in constructing, transferring and/or inventorying real property assets, such as project managers, engineers, real property accountable officers (RPAO), real estate community personnel, financial managers, and contracting officers.

## **1-5 STATEMENT OF NEED**

This UFC was developed to provide consistency in business processes for four types of acquisition identified above that relate to the physical, legal, and financial accountability of real property assets across the DoD.

## **1-6 SCOPE**

The scope of this document covers the entire DD Form 1354 process beginning with the identification of the requirement for a DD Form 1354, continuing with the points when the DD Form 1354 is updated, and concluding with the steps taken to provide a final DD Form 1354.

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<sup>1</sup> RPIR and RPAR are available online at the ODUSD(I&E)BEI library: <http://www.acq.osd.mil/ie/bei/library.shtml>.

<sup>2</sup> The BEA is available online at the Defense Business Transformation website: <http://www.defenselink.mil/dbt>.

## CHAPTER 2 PREPARING THE DD FORM 1354

### 2-1 WHAT IS THE DD FORM 1354?

The DD Form 1354, Transfer and Acceptance of DoD Real Property, is an instrument used by Military Services and WHS to accept new construction or capital improvements, to transfer real property assets between Services, or to document inventory adjustment (found on site) assets into the real property inventory. The form is part of the lifecycle of real property asset accountability business processes that crosses communities such as planning, programming, construction, contracting and real estate.

### 2-2 ACQUISITION TYPES:

#### 2-2.1 Acquisition by construction

Acquisition through construction results in a new real property asset.

#### 2-2.2 Capital improvement to existing facilities

A capital improvement is any improvement that increases the useful life, efficiency, capacity, or size of an existing real property asset, or modifies the functionality or use of the asset, regardless of the source of funding or capitalization threshold.<sup>3</sup> A modernization will be a capital improvement when it extends the useful life, increases the efficiency, capacity, or size of an existing asset, or modifies the functionality or use of the affected asset. Examples of capital improvements are:

- Increases the useful life: major replacements or reconstruction to restore facilities deteriorated through years of use
- Increases efficiency: installation of building insulation where none existed before
- Increases capacity: raising the roof on a warehouse to increase cubic feet
- Increases size: an addition, expansion, or extension to the building, i.e., increase footprint
- Modifies functionality: conversion of an office to a warehouse

#### 2-2.3 Transfer between Services

A transfer between Services is a real estate action which changes the accountability for DoD real property and installed equipment to or from one Military Department or WHS to another.

#### 2-2.4 Inventory Adjustment (Found on Site)

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<sup>3</sup> See DoD Financial Management Regulation, Volume 4, Chapter 6, Annex 3.



This acquisition method is the discovery of a real property asset that is not currently included in the inventory.

## 2-3 TYPES OF THE DD FORM 1354

The three types of the DD Form 1354 are:

- Draft
- Interim
- Final

Different acquisition methods typically require different types of the DD Form 1354. Completion of each type of the DD Form 1354 is illustrated in Table 2-1 below.

**Table 2-1 DD Form 1354 Completion Types**

Acquisition Type	Draft	Interim	Final
New Construction	X	X	X
Capital Improvement	X	X	X
Transfer Between Services			X
Inventory Adjustment			X

Roles and responsibilities for completing the various types of the DD Form 1354 are found in Chapter 3. Instructions for completing the document are found in Chapter 4. Requirements for supporting documentation are found in Chapter 5.

### 2-3.1 Draft DD Form 1354

2-3.1.1 The draft version of the DD Form 1354, although not required, is generally used for the **Acquisition by Construction** and **Capital Improvement to Existing Facilities** acquisition methods. It is often initiated to enable effective capture of information during the design or Request for Proposal (RFP) preparation stage. This information may be updated upon any of the following:

- Changes in scope
- Changes in cost estimates
- Addition or deletion of RPUID

2-3.1.2 The purpose of the draft DD Form 1354 is to capture the information obtained once funding has been authorized and to forecast the changes to the real property inventory. The draft establishes the level of detail and the different components of a project, and shall be provided by the construction agent in accordance with the Services' guidelines.

2-3.1.3 The draft may include expected project costs to be capitalized by RPUID and costs such as planning and design (P&D); supervision, inspection and overhead (SIOH); and estimated construction contract costs. Appendix C provides a list of the costs typically

included. This list is part of the Real Property Construction in Progress Requirements (CIPR) document, developed by representatives of the Military Departments, Defense Agencies, and ODUSD(I&E)BEI.<sup>4</sup>

## 2-3.2 Interim DD Form(s) 1354

2-3.2.1 The purpose of an interim DD Form 1354 is to allow transfer of accountability from the construction agent to the accountable Service on the placed-in-service date prior to determination of final costs, such as in contract closeout, claims settlement, etc. The interim DD Form 1354 may be required for both the Acquisition by Construction and Capital Improvement to Existing Facilities acquisition methods. It may be initiated at any point after the draft but is usually prepared after substantial completion of construction, in preparation for the facility acceptance.

2-3.2.2 The interim DD Form 1354 will include actual project costs to be capitalized as reflected in the CIP account by RPUID. It includes costs such as P&D, SIOH, and construction contracts. The cost matrix illustrating the types of construction costs that should be accumulated in the CIP account is available in the CIPR document. The interim DD Form 1354 should also include primary and secondary units of measure by category code(s) for each RPUID.

2-3.2.3 Multiple interim DD Forms 1354 may be required when a construction project contains multiple facilities with different turnover dates, or when a portion of a single large facility or a phase of a multi-phase construction project is placed into service. At this time, all cost information accumulated in the CIP account is transferred to the real property asset account. All additional project costs incurred following the placed-in-service date shall be transferred from the CIP account to the real property asset account by RPUID in accordance with the final DD Form 1354.

## 2-3.3 Final DD Form 1354

2-3.3.1 Acquisition by Construction and Capital Improvement to Existing Facilities – When final costs of construction are accrued, the construction agent furnishes the final DD Form 1354 to the accountable Service. There is only one final project DD Form 1354, even where there are multiple interim DD Forms 1354. The purpose of the final DD Form 1354 is to establish in writing the final costs incurred for each facility in a project. All additional expenses incurred following the placed-in-service date or the date the interim DD Form 1354 was signed shall be transferred from the CIP account to the real property asset account in accordance with the final DD Form 1354. The final DD Form 1354 distributes unallocated costs across the assets as appropriate.

2-3.3.1.1 For capital improvements, changes to the estimated useful life will be determined by the engineering community and provided as follows:

- The estimated useful life for the capital improvement if the facility estimated useful life is not affected.
- The facility adjusted estimated useful life if the capital improvement affects the facility's useful life.

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<sup>4</sup> CIPR is available online at the ODUSD(I&E)BEI library: <http://www.acq.osd.mil/ie/bei/library.shtml>.

2-3.3.2 Transfer Between Services – The final DD Form 1354 (and associated supplemental information) lists all real property assets, and all data/information required as specified in RPAR, to complete the transfer from one Military Service or WHS to another. A carrying Memorandum signed by the Deputy Assistant Secretaries of the losing and gaining Services is included with the DD Form 1354 for transfers of real property.

2-3.3.3 Inventory Adjustment – Real property assets unexpectedly found on site should have a DD Form 1354 prepared, with all known information, to initiate the real property inventory record and asset information file which will eventually contain, at a minimum, audit supporting documentation. Until an actual or more realistic acquisition date can be established, method of acquisition should be Inventory Adjustment (Found on Site) and date should be the date found. Any other missing information must be determined and recorded. Any cost information must be substantiated in accordance with DoD Financial Management Regulation (FMR) Volume 4, Chapter 6.

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## CHAPTER 3 ROLES AND RESPONSIBILITIES

### 3-1 ROLES

3-1.1 In general, the following play a role in the DD Form 1354 process:

- Construction Agent
- Sponsoring Entity
- Real Property Accountable Officer (RPAO) or Approved Accepting Official
- Realty Staff
- Directorate of Public Works/Facilities Management Office/Base Civil Engineer (DPW/FMO/BCE)

3-1.1.1 The above are key participants in the transfer and acceptance process. In some instances, the same person may perform more than one of the roles. Other participants, such as safety and fire inspectors, contracting officers, and construction contractors are not specifically addressed in this UFC, but they may also play a role in the transfer and acceptance process. Table 3-1 shows these roles for the acquisition methods discussed in Chapter 2.

### 3-1.2 Construction Agent

3-1.2.1 The construction agent has primary responsibility for construction. The capitalization determination should be made and documented at the start of the project design/scoping phase by applying the rules in the DoD FMR 7000.14-R, Volume 4, Chapter 6, (Improvement to Existing General Plant, Property & Equipment (PP&E)) or Volume 11B (Accounting for Capital Assets – Working Capital Fund (WCF)), as well as specific Service guidance.

3-1.2.2 The construction agent has responsibility to ensure that the appropriate DD Forms 1354 are prepared and furnished to the sponsoring entity and/or RPAO/approved accepting official. The construction agent notifies the sponsoring entity that construction is substantially complete, and schedules an inspection. The inspection for quality workmanship with the contractor, the facility acceptance inspection by the RPAO/approved accepting official, and the facility review with the sponsoring entity, typically occur simultaneously.

3-1.2.3 Once the construction agent, sponsoring entity, inspection engineers, RPAO and other approving parties attending the inspection have agreed that the construction is acceptable, the construction agent accepts the construction from a contractor on behalf of the government using contract procedures. The construction agent then provides the DD Form 1354 and other supporting documentation to the RPAO or approved accepting official for acceptance into the federal inventory, which is the placed-in-service date. The construction agent shall include a copy of contractual deficiencies as an enclosure to the DD Form 1354 and reference it in block 26. Government liability starts upon occupancy or formal acceptance of the real property asset, whichever comes first. Occupancy of new construction or improvements should not occur prior to government acceptance of the real property asset.

3-1.2.4 After acceptance of the real property asset, the construction agent operates in an oversight capacity to ensure contract deficiencies, if any, are corrected. If a phased project, additional interim DD Forms 1354 may need to be issued. Upon contract completion, the final DD Form 1354 is completed and signed and DD Form 1594 Contract Completion Statement is attached. This form is the contract community's document that indicates all contract requirements have been met (all invoices have been paid, all claims resolved, etc.) and the files are ready to be retired.

### 3-1.3 **Sponsoring Entity**

3-1.3.1 The sponsoring entity is a Military Department, DoD Agency, or Combatant Command, or other organization that originates, sponsors, and funds the construction project. DoD Agencies and Combatant Commands are not authorized to hold real property assets, and as such these assets are held in the real property inventory of the real property accountable Service for the site where the asset is located. DoD Agencies and Combatant Commands must obtain approval from the Military Department that will hold the real property asset in their inventory before initiation of design.

3-1.3.2 The sponsoring entity does not accept the constructed property but must acknowledge to the construction agent that the real property asset meets the entity's requirements before acceptance by the accountable Service. The sponsoring entity also ensures all costs incurred and accumulated in the CIP account by the sponsoring entity are provided to the construction agent in a formal document for inclusion in the full cost of the asset prior to acceptance. The sponsoring entity must provide the RPAO with a copy of all auditable supporting documentation for each accepted real property asset.

### 3-1.4 **Real Property Accountable Officer (RPAO) or Approved Accepting Official**

3-1.4.1 The RPAO has been delegated the responsibility by an appropriate authority to ensure that the individual real property asset(s) is/are accurately captured in the real property inventory. The RPAO has the primary responsibility for acceptance and accountability of individual real property assets into the real property inventory. The RPAO is responsible for real property custody, safekeeping, and the efficient and effective use of all lands, facilities and space under their purview. The RPAO must ensure the documentation is retained in accordance with applicable laws, regulations, and instructions.

3-1.4.2 The RPAO or Service-delegated representative ensures that at least one RPUID is provided to the construction agent, no later than the time both design and funding authorizations are received. All other necessary RPUIDs will be provided to the construction agent for completion of acceptance documentation.

3-1.4.3 For construction projects, the RPAO or delegated representative, accepts the facility(ies) into the inventory at placement in service by signing and dating the interim DD Form 1354 in block 24. A copy of the executed DD Form 1354 will be provided to the sponsoring entity at the acceptance transaction.

3-1.4.4 For transfers of real property, the losing organization prepares the DD Form 1354. A carrying Memorandum between Deputy Assistant Secretaries of the losing and gaining Services is required for transfers of real property.

3-1.4.5 For assets found on site, the RPAO ensures the DD Form 1354 and appropriate supporting documentation are prepared and entered into the real property inventory.

**3-1.5 Others Who May be Involved in the Business Processes**

3-1.5.1 The Realty Staff is responsible for all real estate actions for their assigned properties from the beginning of the acquisition/disposal process through final acceptance/release. The RPAO will coordinate with the Realty Staff to ensure that real estate transactions are appropriately executed, and that the real property inventory is accurate.

3-1.5.2 The DPW/FMO/BCE directs master planning services, construction, and real property maintenance at the installation and its sites. The individuals performing these tasks within these organizations may be known as the Public Works Officer, Director of Public Works, or the Staff Civil Engineer.

**Table 3-1 Roles per Acquisition Method**

Acquisition Method	Role	Primary Actions
<b>Construction and Capital Improvements</b>	<b>Sponsoring Entity</b>	<ul style="list-style-type: none"> <li>• Initiates, sponsors, and funds construction project</li> <li>• Ensures at least one RPUID is assigned to the project</li> <li>• Attends Final Inspection</li> <li>• Acknowledges to construction agent that asset meets entity's requirements</li> <li>• Receives copy of all DD Forms 1354</li> <li>• Provides a copy of all auditable supporting documentation to RPAO for its respective portion of the project for which it has financial responsibility</li> <li>• Ensures all capitalized project costs incurred by the sponsoring entity and accumulated in the CIP account are provided to construction agent for inclusion in the full cost of the asset</li> </ul>
<b>Construction and Capital Improvements</b>	<b>Construction Agent or Public Works Officer/Engineer</b>  <b>Responsibility is usually based on construction threshold</b>	<ul style="list-style-type: none"> <li>• Ensures at least one RPUID is assigned to the project</li> <li>• Has primary responsibility for construction</li> <li>• Ensures DD Form(s) 1354 is/are prepared and furnished to the RPAO and Sponsoring Entity</li> <li>• Notifies sponsoring entity of substantial construction completion and schedules inspection</li> <li>• Accepts construction from contractor</li> </ul>

Acquisition Method	Role	Primary Actions
		<p>on behalf of the government</p> <ul style="list-style-type: none"> <li>• Ensures contract deficiencies, if any, are corrected</li> <li>• Ensures that a DD Form 1594 for each contract is provided to the RPAO and Sponsoring Entity along with the final DD Form 1354</li> </ul>
<b>Construction and Capital Improvements</b>	<b>RPAO</b>	<ul style="list-style-type: none"> <li>• Ensures RPUID(s) for the project are provided to the construction agent and/or sponsoring entity upon request</li> <li>• Accepts property into the real property inventory</li> <li>• Ensures information recorded is accurate, complete, and retained in accordance with applicable laws and regulations</li> </ul>
<b>Transfer Between Services</b>	<b>Public Works Officer/Base Civil Engineer</b>	<ul style="list-style-type: none"> <li>• Facilitates logistics of transfer</li> </ul>
<b>Transfer Between Services</b>	<b>RPAO of losing installation</b>	<ul style="list-style-type: none"> <li>• Ensures all required forms, source materials and transfer documents, along with supporting documentation, are accurately prepared and transmitted for appropriate signature in accordance with applicable laws and regulations.</li> <li>• Ensures that all disposals are accurately recorded in the inventory</li> </ul>
<b>Transfer Between Services</b>	<b>RPAO of gaining installation</b>	<ul style="list-style-type: none"> <li>• Ensures that the forms, source materials, and transfer documents, along with supporting documentation, received from the losing installation are complete and are used to accurately place the assets on the inventory and are retained in accordance with applicable laws and regulations</li> <li>• Ensures all assets are accurately recorded in the inventory</li> </ul>
<b>Transfer Between Services</b>	<b>Realty Staff</b>	<ul style="list-style-type: none"> <li>• Supports RPAO</li> </ul>
<b>Inventory Adjustment (Found on Site)</b>	<b>Public Works Officer/Base Civil Engineer</b>	<ul style="list-style-type: none"> <li>• Assists in determining and substantiating the acquisition cost</li> </ul>
<b>Inventory</b>	<b>RPAO</b>	<ul style="list-style-type: none"> <li>• Ensures DD Form 1354 is prepared</li> </ul>

Acquisition Method	Role	Primary Actions
Adjustment (Found on Site)		and supporting documentation is collected for real property assets found on site <ul style="list-style-type: none"><li>• Ensures information recorded is accurate, complete and retained in accordance with applicable laws and regulations</li><li>• Accepts the asset into the real property inventory</li></ul>
Inventory Adjustment (Found on Site)	Realty Staff	<ul style="list-style-type: none"><li>• Supports RPAO</li></ul>

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## CHAPTER 4 DESCRIBING THE DD FORM 1354

### 4-1 FORMAT AND INSTRUCTIONS

In most cases some of the information that is needed on the DD Form 1354 for Military Construction projects is originally contained in the enacted DD Form 1391 Military Construction Project Data and the project folder. During the construction process, some of the information may change. Table 4-1 shows a crosswalk from blocks in the enacted DD Form 1391 to the blocks in the DD Form 1354. The latest DD Form 1391 should be validated by the project designers prior to use in preparing a DD Form 1354. In the absence of a DD Form 1391, a work request often provides similar data needed to complete the DD Form 1354.

**Table 4-1 Crosswalk from DD Form 1391 to DD Form 1354**

DD Form 1391		DD Form 1354	
Block Number	Block Name	Block Number	Block Name
3	Installation & Location	6	Real Property Site Unique Identifier/Site Name/Installation Code/Installation Name
6	Category Code	11	Category Code
7	Project Number	3	Project/Job Number
9	Cost Estimates:		
	Item	9	Item No.
	U/M	14/16	Unit of Meas.1/Unit of Meas. 2
	Quantity	15/17	Total Quantity UM 1/Total Quantity UM 2
	Cost	18	Cost
10	Description of Proposed Construction	27	Project Remarks.

A blank DD Form 1354 is provided as Appendix B. Note that the reverse of the form provides a brief description for each block on the form. This chapter replaces the instructions for filling out the DD Form 1354 that are currently contained in FMR 7000.14-R, Volume 3, Chapter 17, Appendix B.

This chapter provides detailed block-by-block instructions, with examples and a description of

the source of the information for preparing the DD Form 1354. Associated RPIR, RPAR, or CIPR data elements are also included. Because this form is used for a variety of purposes not all of the data blocks are required for each usage. When a block is not to be filled out for a particular usage, enter N/A for “not applicable.” There should be no blank data fields except in block 22, Item Remarks, where blanks are allowed. Table 4-2 portrays the data elements for each block.

See Table 4-2 for a tabular display of the narrative information shown below. A single example is used for all the example entries to the DD Form 1354 data fields in the narrative portion of this chapter. The example is a Military Construction, Army (MCA) project to construct a new battalion headquarters and classroom, and associated structures and utilities. Although a data element may be a code in the system that is using the data element, it should not be displayed without meaningful text.

#### 4-1.1 PAGE OF PAGES

Enter the page number and the total number of pages comprising each DD Form 1354 project or transaction. When two or more pages are required to describe the information required for blocks 1 through 22, then blocks 23 through 25 shall be completed only on the first or signature page. Signing officials should initial subsequent or unsigned pages.

#### 4-1.2 1. FROM

Enter the name of the construction or transfer agent accomplishing the new construction or capital improvement of existing facilities, or initiating the transfer of existing real property.

*Example:* U.S. Army Corps of Engineers  
Kansas City District  
Area Engineer

*RPIR Data Element:* Asset Construction Agent Code  
Address information (address data  
elements are those in BEA)

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#### 4-1.3 2. DATE PREPARED

Enter the date the DD Form 1354 is actually prepared. Use the DoD standard YYYYMMDD format for all dates. This is the date used to track different editions when revisions are necessary. The form is considered prepared when it is ready for signatures in blocks 23 and 24.

*Example:* Use 20080715 for date: 15 JUL 2008

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RPIR Data Element: N/A

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#### 4-1.4 **3. PROJECT/JOB NUMBER**

Enter the sponsoring entity's project number. Specifically for new military construction (MILCON), use the project number assigned on a DD Form 1391. For transfers and inventory adjustments, the field is optional.

<i>Example:</i>	DD Form 1391 project number 20027
<i>RPIR Data Element:</i>	Project Number

#### 4-1.5 **4. SERIAL NUMBER – designed to be used for version control as needed**

This is an optional number that may be assigned to the DD Form 1354 for version control. Each version of the DD Form 1354 for the same project can have a new Serial Number.

*Example:* 2008-0001, 2008-0002; where 2008 is the fiscal year and the last four digits are the sequence number.  
Note: The Navy uses a Serial Number like W25G1Q04TU12345; where W25G1Q is the Unit Identification Code (UIC) of the organization in block 1, 04 is the fiscal year, TU is the standard document type, and 12345 is a 5-digit serial number.

RPIR Data Element: N/A

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#### 4-1.6 **5. TO**

Enter the name of the receiving organization or agency to which the transfer will be made. Always include the installation code and name of the gaining installation. Installation codes are available from individual Service databases of installations or can be provided by the gaining installation RPAO.

*Example:* Directorate of Public Works  
Fort Riley  
Installation Code 20605

*RPIR Data Elements:* Installation Code  
Installation Name  
Installation Reporting Component  
Code

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4-1.7 **6. REAL PROPERTY SITE UNIQUE IDENTIFIER/SITE NAME/INSTALLATION CODE/INSTALLATION NAME**

Enter the Real Property Site Unique Identifier (RPSUID), Site Name, Installation Code, and Installation Name of the physical location for the real property asset being transferred/accepted.

*Example:* 5502  
Hunter Army Airfield  
Installation Code 13395  
Fort Stewart

*RPIR Data Elements:* Real Property Site Unique Identifier  
Site Name  
Installation Code  
Installation Name

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4-1.8 **7. CONTRACT NUMBER(S)**

Enter the construction contract number (multiple contract numbers if applicable) in this block if any project work is performed under a contract. Include the delivery order number in addition to the contract number if the contract could authorize work under different delivery orders that are not related to the project described in the DD Form 1354. For internally-executed projects, enter the Work Order Number(s). These are Service-specific number(s) related to the project. For transfers and inventory adjustment (found on site), the field is optional.

*Example:* DACA31-98-D-0052.

*RPIR Data Elements:* Instrument Number  
Instrument Amendment Number  
Project Number

*or*

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*CIPR Data Element:* Work Order Number

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4-1.8.1 **7.a. PLACED-IN-SERVICE DATE**

Please complete in accordance with paragraph 3-1.2.3 and DoD FMR Volume 4, Chapter 6.

4-1.9 **8. TRANSACTION DETAILS**

This block is divided into three subparts:

- Subpart A identifies the type of acquisition for this project. Check as many boxes as apply.
- Subpart B identifies the reason that the DD Form 1354 is being issued, in terms of an event. Check only one box.
- Subpart C identifies the type of this DD Form 1354, i.e., draft, interim, final. Check only one box.

4-1.9.1 **[Subpart A of Block 8] Type of Acquisition** - Insert an X in the appropriate boxes of subpart A to indicate whether the transaction involves acceptance of new construction, transfer of existing facilities, capital improvements to existing facilities, or inventory adjustment (found on site). Check as many boxes as apply. Definitions follow:

4-1.9.1.1 **ACQUISITION BY CONSTRUCTION** - Acceptance of accountability for a real property asset that was acquired by construction

4-1.9.1.2 **TRANSFER BETWEEN SERVICES** - Transfer of accountability for existing real property asset(s)

4-1.9.1.3 **CAPITAL IMPROVEMENT**- Increases the real property asset size or capacity, useful life, change in functionality, or operating efficiency of an existing real property asset

4-1.9.1.4 **INVENTORY ADJUSTMENT (FOUND ON SITE)** - This is the discovery of a real property asset that is not currently included in the real property inventory.

*RPIR Data Element:* Project Type Code

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4-1.9.2 **[Subpart B of Block 8] When/Event** - Insert an X in the appropriate box of subpart B to indicate when (in terms of an event) the DD Form 1354 is issued (transfer and acceptance occurs). Check only one box.

4-1.9.2.1 **Total Asset Placed-in-service** - Check when the transfer or acceptance of the

whole asset occurs.

*RPIR Data Elements:* RPA Placed in Service Date  
Capital Improvement Placed in Service Date

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4-1.9.2.2 **Partial Asset Placed-in-service** - Check when the transfer or acceptance documented by this interim DD Form 1354 is for only a portion of the project or a phased turnover of one or more facilities in a multiple facilities project. When each phase is placed-in-service it will have its own interim DD Form 1354.

*RPIR Data Elements:* RPA Placed in Service Date  
Capital Improvement Placed in Service Date

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4-1.9.3 **[Subpart C of Block 8] Type** - Use this to indicate whether the DD Form 1354 is a draft, interim, or final type. Check only one box.

#### 4-1.10 **9. ITEM NO.**

A key step in the preparation of a DD Form 1354 is identifying the various components or items of the project. Enter a separate line and item number for each new real property asset, facility addition, capital improvement, or deletion, including additions to, or deletions from, utility systems or other previously existing facility records. If there are more item numbers than fit on a single page, attach the list of additional items as a separate document or spreadsheet (hard copy or electronic).

4-1.10.1 If the real property asset has more than one usage, identify each usage with the appropriate facility category code and unit of measure. List these multiple uses such that the multi-purpose facility has one item number and several different lines, one for each category code.

*RPIR Data Elements:* Asset Configuration Design Use CATCODE Code  
(may be more than one)

If land is purchased as part of the project, show this land as a separate line item.

*RPIR Data Element:* Land Acquisition Tract Identifier (may be more than one)

4-1.10.2 There are two ways to account for the demolition portion of the project and to document the reduction of real property: (1) attach an Authorization for Demolition form

(Service-specific) to the DD Form 1354 to document category codes and quantities of demolished real property. These should be listed separately from constructed/transferred item numbers; or, (2) indicate, as additional DD Form 1354 item numbers, all demolished real property facility numbers and category codes using negative numbers (shown in parenthesis) for units of measure, and in block 18 indicate N/A for costs. Disposal cost within the footprint of the project is added into total construction cost of new facility prompting the demolition.

4-1.10.3 Separate lists of installed building equipment (IBE) (real property) and equipment in place (EIP) (personal property) may be attached to the DD Form 1354 in accordance with Service guidance.

4-1.11 **10.a. FACILITY NO.**

Enter the facility number assigned to each item number. The facility number is assigned in accordance with the Installation/Base Master Numbering Plan and is unique within that installation. The installation RPAO provides these numbers to the construction agent early in the design phase for construction. For capital improvements and transfers between Services, the facility number is already available. For inventory adjustment (found on site) real property assets, the facility number is supplied by the RPAO or delegated representative.

*RPIR Data Element:* Facility Number

4-1.11.1 **10.b. REAL PROPERTY UNIQUE IDENTIFIER (RPUID)**

Enter the real property unique identifier assigned to each real property asset. The RPUID is a unique non-intelligent code used to permanently and uniquely identify a real property asset (land parcel, building, structure or linear structure). The installation RPAO provides these numbers to the construction agent after the funding and design authorizations have been received.

*RPIR Data Element:* Real Property Unique Identifier

4-1.12 **11. CATEGORY CODE**

Record the appropriate accountable Service's design use category code for each affected facility use itemized. When a constructed facility has more than one design use, each usage with a gross area over 1,000 square feet (SF) must be identified as a separate line under the same item number. Lesser amounts of gross SF may be captured. Real property assets listed may be land parcels, buildings, linear structures (e.g., utility distribution lines, roads and streets), or structures, and must be classified in accordance with the Service implementation of DoDI 4165.3. Department of the Army (DA) Pamphlet 415-28, Guide to Army Real Property Category Codes; NAVFAC P-72, Facility Category Codes, or Air Force Handbook 32-1084, Facility Requirements, provide the facility category code, category description, and the various units of measure associated with each facility category code. Identification of

items and their category codes and costs is essential for the interim and final DD Form 1354.

*RPIR Data Elements:* Asset Configuration Design Use CATCODE Code

4-1.13 **12. CATCODE DESCRIPTION**

Use the Service implementation of DoDI 4165.3 to determine the correct facility category code title corresponding to the category code entered in block 11.

4-1.14 **13. TYPE**

Indicate the type of construction: P = Permanent, S = Semi-permanent, and T = Temporary.

*RPIR Data Element:* Construction Type Code

4-1.15 **14. PRIMARY UNIT OF MEAS**

Enter the primary unit of measure for each design use category code for each item of real property. The Service implementation of DoDI 4165.3 identifies the primary/secondary unit of measure for each real property category code.

*RPIR Data Elements:* RPA Total Unit of Measure Code  
Asset Configuration Design Use Unit of Measure Code  
Site Land Total Area Unit of Measure Code

4-1.16 **15. PRIMARY UNIT OF MEAS QUANTITY**

Enter the total area quantity in the unit of measure specified in column 14 for each item of real property. For buildings, enter the gross area. For demolition, enter negative numbers in parenthesis or attach an Authorization for Demolition. For capital improvements that increase the size of the existing facility, the quantity entered here should be the quantity by which the capital improvement increased the size (area) not the total quantity (including the capital improvement) for the facility. For example, if there is an existing 10,000 SF facility to which a capital improvement adds 5,000 SF then +5,000 would be the quantity entered, not 15,000. If a capital improvement does not increase the size, enter N/A in this block.

*RPIR Data Elements:* RPA Total Unit of Measure Quantity  
Asset Configuration Design Use Size Quantity  
Site Land Total Area Quantity

4-1.17 **16. SECONDARY UNIT OF MEAS**



For each item of real property, enter the appropriate unit of measure for capacity/other as applicable to the design use category code. The Service implementation of DoDI 4165.3 identifies the appropriate capacity/other unit of measure for each real property category code.

*RPIR Data Element:* N/A

4-1.18 **17. SECONDARY UNIT OF MEAS QUANTITY**

Enter the total quantity of capacity/other in the unit of measure specified in column 16 for each item of real property. For demolition, enter negative numbers in parentheses or attach an Authorization for Demolition. For capital improvements that increase the capacity of the existing facility, the quantity entered here should be the quantity by which the capital improvement increased the capacity not the total quantity (including the capital improvement) for the facility. If a capital improvement does not increase the capacity, enter N/A in this block.

*RPIR Data Element:* Unit of Measure Quantity

NOTE for blocks 14 through 17: Each Service category code reference stipulates an area (primary) or another unit of measure (secondary, e.g., capacity), or both. If both units of measure are stipulated in the reference, then both are required on the DD Form 1354. If only one measure is required, place N/A in the other set of columns.

4-1.19 **18. COST**

The DD Form 1354 identifies the cost of individual real property assets listed on the form. These costs are required as part of the Service's Financial Statements. The preparer must identify the total project cost and determine which elements are to be capitalized as Real Property, as well as costs assigned to each facility. All costs for a multi-purpose facility should be shown against the facility's predominant design use category code, and the cost column for the other categories of the multi-purpose facility should be annotated as N/A. The construction agent must provide distinct break out costs for each different building, linear structure, and structure constructed as part of the project. For example, if the project consists of two buildings, parking, sidewalks, water supply branch lines, sewer branch lines, and exterior lighting, costs must be provided for the seven items in block 9. Each one of these seven items would be identified with a separate RPUID. No maintenance work costs should be entered on the DD Form 1354.

*CIPR Data Element:* Capital Improvement Recorded Cost

*RPIR Data Element* Acquisition Original Asset Recorded Cost Amount

4-1.19.1 If demolition is within the footprint of a new construction project, then demolition costs are considered site preparation costs and included as part of the new facility costs on the DD Form 1354. If demolition is not within the footprint of new construction, its cost is expensed and is not included on the DD Form 1354.

4-1.19.2 Costs provided in a DD Form 1354 can be either preliminary or final. Costs on the draft and interim DD Forms 1354 are preliminary costs. Costs on a final DD Form 1354 are the final costs. The office preparing an interim DD Form 1354 must maintain a suspense file to ensure that the accepting RPAO is furnished with an updated DD Form 1354 with the final actual construction costs entered upon financial closeout. Final costs are generally available in several months or, if legal claims are involved, one or more years after physical completion and facility transfer. For real property assets found on post, or for other existing facilities with unknown original construction costs, an effort should be made to determine the actual costs. If the actual costs cannot be determined, then develop and thoroughly document an estimate of these costs. In these cases, the estimates will become the final costs.

4-1.19.3 The preparer should place the total project cost in Project Remarks (block 27) broken out in four components of total project cost as:

- P&D, including project management costs
- Construction contract supervision and administration (SIOH and post-award project management costs)
- Construction costs (including site preparation, which also includes demolition within the footprint of the existing facilities)
- Project funded equipment costs will be reported in accordance with Service guidance

The construction agent prorates P&D and SIOH costs among the real property assets comprising the project and includes the prorated P&D and SIOH costs in the real property asset costs in column 18 for each real property asset. Estimated costs may be used to prorate P&D and SIOH costs to the individual item number in column 9.

*RPIR Data Elements:*            Project Detail Fund Cost Amount  
   Project Total Fund Cost Amount

4-1.19.4 For real estate acquisitions, the cost in column 18 is the sum of real estate transaction costs and the actual purchase or fee costs. Show these two components of real estate costs in Project Remarks (block 27).

*RPIR Data Elements:* Acquisition Original Asset Recorded Cost Amount  
Acquisition Basic Cost

4-1.19.5 For real estate transfers, the cost in column 18 is the sum of actual costs that were on the losing agency's facility records. This is the depreciated acquisition cost to government, also known as the facility book value.

*RPIR Data Element:* Acquisition Cost to Government Amount  
Facility Total Accumulated Depreciation Amount  
Facility Book Value

#### 4-1.19.6 **Cost Methodology**

The following step-by-step procedure is recommended for computing the costs shown in block 18:

1. Identify all the facilities on the DD Form 1354 and their associated construction costs, i.e., within the five-foot line of the facility. Identify any site preparation costs including footprint demolition, equipment (if project funded), or other costs that roll up with the costs directly attributable to those facilities. Identify costs associated with those facilities that would increase existing consolidated facility records, such as utility lines or pavements.
2. Allocate the P&D and SIOH costs (including project management costs) among the facilities listed on the DD Form 1354. If P&D and SIOH costs are known for the entire project but are not known for individual facilities, prorate total P&D and SIOH costs among the different facilities. Prorate based on either individual area of the facility or individual facility construction working estimates. Annotate in Project Remarks the basis used to prorate or allocate P&D and SIOH costs to individual facilities.
3. Compute the individual facility and incremental consolidated facility costs by summing the actual and allocated costs computed in steps one and two.
4. Check to ensure the sum of the individual facility costs equals the total project cost. List the total project cost and the individual total project cost contributions of construction, P&D, SIOH, EIP, and any non-capitalizing costs, e.g., non-footprint demolition, in Project Remarks. If the sum of the individual facilities on the DD Form 1354 does not equal the project total, explain in Project Remarks.

#### 4-1.20 **19. FUND SOURCE**

When recording costs, the preparer needs to identify the types of funds obligated or lines of accounting for the funds. It is important for compliance with CFOA to identify the fund source in this column for each real property asset or item. When there is more than one fund source for a single real property asset, show all fund sources. The construction authorization document usually identifies the fund source(s) or lines of accounting. Use space in Project

Remarks for continuation of data that does not fit in Column 19.

*Example:* MILCON or Operations and Maintenance (O&M)

*RPIR Data Elements:* Acquisition Fund Source Code (may be more than one)  
Project Detail Fund Code (may be more than one)

#### 4-1.21 **20. FUND ORG**

Identify the organization(s) responsible for funding the acquisition of this real property asset.

*Example:* ARMY

*RPIR Data Element:* Acquisition Organization Code (may be more than one)

#### 4-1.22 **21. INTEREST CODE**

Document the government's interest or ownership in the real property asset. Interest reflects ownership from a legal perspective, not who has control of, or accountability for, the real property asset.

*Example:* Federal Government owned

*RPIR Data Element:* RPA Interest Type Code

#### 4-1.23 **22. ITEM REMARKS**

Use this column to note any information or remarks about the specific item number from column 9. Explain any prorating of costs among various items, as well as any removals or demolitions. If more space is required for item remarks, use block 27. It is not necessary to duplicate in column 22 the project level remarks that appear in block 27. Also use space in Project Remarks for continuation of data that does not fit in column 22.

#### 4-1.24 **23. STATEMENT OF COMPLETION**

This block is signed (either electronically or manually) by an individual in the construction agent organization responsible for and authorized to transfer accountability. Normally the construction agent signs (either electronically or manually) and dates block 23 for new construction and capital improvements. The RPAO normally signs (either electronically or manually) when transferring real property from one installation to another. Enter the date at the time of signature. The date must be prior to, or the same as, the date of acceptance in block 24 on the DD Form 1354 in order to simultaneously transfer property responsibility and accountability. Use the standard date format YYYYMMDD.

*RPAR Data Elements:* Property Action Person Role Code  
Property Action Organization Role Code  
Person Name Family Name  
Person Identifier

4-1.25 **24. ACCEPTED BY**

This block is signed (either electronically or manually) by the individual responsible for, and authorized to accept accountability for, the properties described. In most cases, the RPAO signs (either electronically or manually) block 24. The properties accepted must have been inspected and determined to meet standards except for the deficiencies listed in block 26.

Enter the date at the time of signature. This is the Placed-in-Service Date. The date must be after, or the same as, the date of Statement of Completion in block 23 on the DD Form 1354. For real property that is acquired as inventory adjustment (found on site), the date of signature (either electronically or manually) by the RPAO in block 24 will be the Placed-in-Service Date until further substantiating documentation is located.

*RPAR Data Elements:* Property Action Person Role Code  
Property Action Organization Role Code  
Person Name Family Name  
Person Identifier

*RPIR Data Element* RPA Placed in Service Date  
Capital Improvement Placed in Service Date

4-1.26 **25. PROPERTY VOUCHER NUMBER**

The preparer of the document should leave this field blank. The receiving installation RPAO will fill in the property voucher number when the DD Form 1354 information is recorded in the installation real property voucher register in accordance with Service guidance.

4-1.27 **26. CONSTRUCTION DEFICIENCIES**

Enter any significant construction deficiencies for the project. Do not list any perceived deficiencies in the scope or design of the project on this document, as this transfer document identifies only deficiencies in the awarded construction contract performance that the Government needs completed before declaration of completion of the contracted work. If there are more entries than fit on a single page, attach the construction deficiencies as a separate document or spreadsheet or as an electronic file.

*Example:* Restore all grassed areas disturbed by construction. Replace/repair iron rod fence that was damaged during construction.

*RPAR Data Element:* Document Category Code  
Document Identifier

**4-1.28 27. PROJECT REMARKS**

Enter any project-related text that would help others understand the real property transaction identified on the DD Form 1354. Remarks that pertain to only one Item should be listed in column 22. Block 27 may contain:

- Full description of capital improvements
- Explanation if the Other option is selected in subpart A or B of block 8
- Continuation of data that does not fit in blocks 1 through 8, and columns 19 through 22.
- List of attachments to DD Form 1354 (e.g., Building Information Checklist)
- Total project cost and four individual components of total project cost
- Contact information for DD Form 1354 preparer

If there are more remarks than fit in block 27 on a single page, attach the additional remarks as a separate document or spreadsheet (hard copy or electronic).

**Table 4-2 RPIR and RPAR Data Elements by DD Form 1354 Block**

<b>Block Number</b>	<b>Block Name</b>	<b>RPIR Data Element</b>	<b>RPAR or CIPR Data Element</b>
	PAGE OF PAGES	N/A	N/A
<b>1</b>	FROM	Asset Construction Agent Code Address information	N/A
<b>2</b>	DATE PREPARED	N/A	N/A
<b>3</b>	PROJECT/JOB NUMBER	Project Number	N/A

Block Number	Block Name	RPIR Data Element	RPAR or CIPR Data Element
4	SERIAL NUMBER (Optional)	N/A	N/A
5	TO	Installation Code Installation Name Installation Reporting Component Code	Property Action Organization Role Code
6	RPSUID/INST CODE/INST NAME	Real Property Site Unique Identifier Installation Code Installation Name Site Name	N/A
7	CONTRACT NUMBER(S)	Instrument Number Instrument Amendment Number Project Number	Work Order Number
8	TRANSACTION DETAILS	Project Type Code RPA Placed in Service Date Capital Improvement Placed in Service Date	N/A
9	ITEM NO.	Asset Configuration Design Use CATCODE Code Asset Configuration Design Use FAC Code Land Acquisition Tract Identifier	N/A
10	FACILITY NO./RPUID	Facility Number Real Property Unique Identifier	N/A
11	CATEGORY CODE	Asset Configuration Design Use CATCODE Code	N/A
12	CATCODE DESCRIPTION	N/A	N/A
13	TYPE	Construction Type Code	N/A
14	AREA UNIT OF MEAS 1	RPA Total Unit of Measure Code Asset Configuration Design Use Unit of Measure Code Site Land Total Area Unit of Measure Code	N/A
15	AREA TOTAL QUANTITY UM 1	RPA Total Unit of Measure Quantity Asset Configuration Design Use Size Quantity Site Land Total Area Quantity	N/A
16	OTHER UNIT OF MEAS 2	N/A	N/A

Block Number	Block Name	RPIR Data Element	RPAR or CIPR Data Element
17	OTHER TOTAL QUANTITY UM 2	Unit of Measure Quantity	N/A
18	COST	Acquisition Original Asset Recorded Cost Amount Project Detail Fund Cost Amount Project Total Fund Cost Amount Acquisition Basic Cost Acquisition Cost to Government Amount Facility Total Accumulated Depreciation Amount Facility Book Value	Capital Improvement Recorded Cost
19	FUND SOURCE	Acquisition Fund Source Code Project Detail Fund Code	N/A
20	FUND ORG	Acquisition Organization Code	N/A
21	INTEREST CODE	RPA Interest Type Code	N/A
22	ITEM REMARKS	N/A	N/A
23	STATEMENT OF COMPLETION	N/A	Property Action Person Role Code Property Action Organization Role Code Person Name Family Name Person Identifier
24	ACCEPTED BY	RPA Placed in Service Date Capital Improvement Placed in Service Date	Property Action Person Role Code Property Action Organization Role Code Person Name Family Name Person Identifier
25	PROPERTY VOUCHER NUMBER	N/A	N/A
26	CONSTRUCTION DEFICIENCIES	N/A	Document Category Code Document Identifier



Block Number	Block Name	RPIR Data Element	RPAR or CIPR Data Element
27	PROJECT REMARKS	N/A	N/A

CANCELLED

## CHAPTER 5 SUPPORTING DOCUMENTATION

### 5-1 ATTACHMENTS

Typically a DD Form 1354 does not stand alone. Tables 5-1 through 5-3 provide a list of the physical, legal, and financial supporting documentation that could be added by the Component to ensure a complete DD Form 1354 for the four types of acquisition discussed in this document. The preparer of the DD Form 1354 should supply the documentation necessary according to specific requirements of the project. Documentation will be included with the DD Form 1354 at the appropriate time; however, updates may occur until final documentation is provided. Once documentation is attached to the DD Form 1354, it is expected that it will remain with the DD Form 1354 for the required period of legal retention as determined by the National Archives and Records Administration and the DoD Records Management Program.

#### 5-1.1 Acquisition by Construction and Capital Improvements to Existing Facilities

**Table 5-1 Construction/Capital Improvement Typical Physical, Legal, and Financial Supporting Documentation**

Evidential Matter	Examples
<b>Evidence of Project Approval</b>	Such as, but not limited to: <ol style="list-style-type: none"> <li>1) Approved work order</li> <li>2) Approved DD Form 1391</li> <li>3) Statute</li> <li>4) Authorization memorandum</li> </ol>
<b>Evidence of Obligation on Behalf of the Government</b>	Such as, but not limited to: <ol style="list-style-type: none"> <li>1) For contracts and contract modifications, the following information is utilized:               <ul style="list-style-type: none"> <li>• Title/first page from contract</li> <li>• Contract statement of work or specifications</li> <li>• Contract Accounting Cite page</li> <li>• Dollar amount of contract</li> <li>• Location</li> <li>• Parties to the contract</li> <li>• Signature page [signature of all parties]</li> <li>• DD 1594 – Contract Completion Form (Final)</li> </ul> </li> <li>2) Documentation of troop labor hours</li> <li>3) Source of funds</li> </ol>
<b>Evidence of Costs</b>	Such as, but not limited to:

Evidential Matter	Examples
	<ul style="list-style-type: none"> <li>1) Approved invoices reflecting the amount submitted for payment</li> <li>2) Evidence of in-house construction costs, including labor</li> <li>3) Other costs (such as SIOH)</li> </ul>
<b>Evidence of Project Closeout</b>	<p>Such as, but not limited to:</p> <ul style="list-style-type: none"> <li>1) Pictures before and after construction</li> <li>2) Evidence of demolition, if applicable</li> <li>3) As-built drawings</li> <li>4) Certified copies of pertinent real estate documents, such as deeds of acquisition, leases, or judgments from condemnation procedures</li> <li>5) List of EIP with models, serial numbers, and warranty information</li> <li>6) Signed copy of Contracting Officer's Acceptance Letter/Documentation</li> </ul>

### 5-1.2 Transfer Between Services

Table 5-2 provides a list of the typical supporting documentation for this acquisition method. DoD Initial Guidance for Base Realignment and Closure (BRAC) 2005 Joint Basing Implementation, DoD Directive 4165.6, DoD Instructions 4165.14 and 4165.70, and Guidance for Joint Basing Real Property Management and Planning provide further guidance for this acquisition method.

If the Service transferring assets has assets under construction or pending final acceptance at the time of transfer, this Service's assigned construction agent will maintain responsibility for the construction project until final acceptance. The Service which is receiving the assets will conduct the final acceptance transaction to fully relieve the construction-in-progress account.

**Table 5-2 Transfer Between Services Typical Physical, Legal, and Financial Supporting Documentation**

Evidential Matter	Examples
<b>Evidence of Transfer</b>	<p>Such as, but not limited to:</p> <ul style="list-style-type: none"> <li>1) List of assets</li> <li>2) Memorandum between Deputy Assistant Secretaries of losing and gaining Services</li> </ul>

5-1.3 **Inventory Adjustment (Found on Site)**

The ultimate goal for this acquisition method is to have as complete a file as for the other three acquisition methods. Make all reasonable efforts to ascertain the original acquisition method and locate any information required to complete the file. In the absence of documentation to support the value of the asset, the Service must determine an acquisition date, valuation method and prepare an attestation memorandum as to how the valuation was determined. Table 5-3 provides a list of the typical supporting documentation for this acquisition method.

**Table 5-3 Inventory Adjustment (Found on Site) Typical Physical, Legal, and Financial Supporting Documentation**

<b>Evidential Matter</b>	<b>Examples</b>
Evidence of Obligation on Behalf of the Government or Legal Interest	Dependent on probable method of acquisition (See RPIR for complete list of acquisition methods); refer to Tables 5-1 and 5-2 above.
Evidence of Valuation	If evidence of actual acquisition cost cannot be determined, attestation memorandum identifying method used to determine alternative valuation

**GLOSSARY SECTION I – ACRONYMS**

AC	Acres
AFCESA	Air Force Civil Engineer Support Agency
BCE	Base Civil Engineer
BIA	Bilateral Infrastructure Agreement
BOD	Beneficial Occupancy Date
CAD	Computer Aided Design
CATCODE	Category Code
CCR	Criteria Change Request
CFOA	Chief Financial Officers Act
CIP	Construction in Progress
CIPR	Construction in Progress Requirements
CWE	Current Working Estimate
CWO	Chief Warrant Officer
DA	Department of the Army
DA PAM	Department of the Army Pamphlet
DD	Department of Defense
DE	Data Element
DoD	Department of Defense
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DPW	Director of Public Works
EIP	Equipment in Place
FAC	Facility Analysis Category
FacMgr/FACMGR	Facility Manager
FMO	Facilities Management Office
FMR	DoD Financial Management Regulation 7000.14-R
HNFA	Host Nation Funded Agreement
HQUSACE	Headquarters, U.S. Army Corps of Engineers
HVAC	Heating, Ventilation And Cooling
IBE	Installed Building Equipment
IFS	Integrated Facilities System (Army)
INSNO	Installation Number
MCA	Military Construction, Army
MILCON	Military Construction
MIL-STD	Military Standard
N/A	Not Applicable
NAVFAC	Naval Facilities Engineering Command
NGB	National Guard Bureau
O&M	Operations and Maintenance
ODUSD(I&E)BEI	Office of the Deputy Under Secretary of Defense (Installations & Environment) Business Enterprise Integration
PCE	Project Cost Estimate
P&D	Planning & Design
PP&E	Property, Plant & Equipment
RPAO	Real Property Accountable Officer
RPAR	Real Property Acceptance Requirements
RPI	Real Property Inventory
RPIR	Real Property Inventory Requirements
RPUID	Real Property Unique Identifier

SF	Square Feet
SIOH	Supervision, Inspection, and Overhead
SOFA	Status of Forces Agreement
SY	Square Yard
UFC	Uniform Facilities Criteria
UIC	Unit Identification Code
USACE	United States Army Corps of Engineers
USP&FO	United States Property and Fiscal Officer
WCF	Working Capital Fund
WHS	Washington Headquarters Services
WIP	Work In Progress

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## GLOSSARY SECTION II – TERMS

**Administrative Accountability** – Refers to the case where the Service accountable for the real property does not use the real property for which it is accountable, i.e., another Service or agency controls the use of the property.

**Building** – A roofed and floored facility enclosed by exterior walls and consisting of one or more levels that is suitable for single or multiple functions.

**Capital Improvement** – The term capital improvement includes any improvement that increases the useful life, efficiency, capacity, or size of an existing asset, or modifies the functionality or use of the asset, regardless of the source of funding or capitalization threshold.

**Capital Improvement Placed-in-service Date** – The calendar date the improvement to a real property facility is available for use by DoD. The date on which the leasehold improvement (capital improvement) is made to a leased facility. On this date, the government assumes liability and the warranties begin for the capital improvement to which they have received title. Also includes date of leaseholds.

**Chief Financial Officers Act (CFOA)** – This is the Congressional law requiring government agencies to produce auditable financial statements and timely, accurate financial data. This includes accounting for costs spent on construction and capital improvements of government facilities.

**Construction in Progress (CIP) Account** – In the context of real property construction, this represents the accumulations of costs of construction for or by the sponsoring entity since project inception. See Work In Progress. This is not to be confused with the Capital Investment Program, also referred to as CIP.

**Current Working Estimate (CWE)** – This is the estimated cost of a new construction project. As the design process proceeds, the current working estimate will change, and only becomes fixed when a construction bid is accepted.

**DoD Construction Agent** – In accordance with DoDD 4270.5, USACE, NAVFAC, or such other approved DoD activity assigned the design or construction execution responsibilities associated with the military construction program.

**Equipment in Place (EIP)** - This is a special category of personal property (not real property). EIP consists of capital equipment and other nonexpendable equipment of a movable nature that has been fixed in place or attached to real property, but not as an integral part of the facility, and therefore may be severed or removed from a facility without severely damaging, destroying or reducing the usefulness of the facility. EIP is personal property and does not include installed building equipment. It is accounted for on property book records (not real property records). EIP costs may be included as a funded construction cost.

**Execution Authority** – The individual authorized to sign the DD Form 1354. For new construction or alteration executed with MILCON funding, this is a senior representative

of the construction agent. Execution authority for conversion, diversion, alteration, minor construction and inventory adjustments (found on site) may be the installation/garrison/base commander. However, this authority is often delegated to the Director of Public Works/Facilities Manager/Base Civil Engineer (DPW/FacMgr/BCE). The actual execution authority is a Service-, or WHS-specific decision.

Facility – A building, structure, or linear structure out to an imaginary line surrounding a facility at a distance of five feet from the foundation that, barring specific direction to the contrary such as a utility privatization agreement, denotes what is included in the basic record for the facility (e.g., landscaping, sidewalks, utility connections). This imaginary line is what is commonly referred to as the “five-foot line.”

Installed Building Equipment (IBE) - This is an item of equipment that is affixed and built into the facility as an integral part of that facility. To qualify as IBE the equipment must be necessary to make the facility complete, and if removed, would destroy or severely reduce the usefulness of the facility. IBE costs are included as a funded construction cost. Account for IBE as real property with an equipment asset record, but do not create separate facility records in the real property database for IBE.

Land – A portion of the earth’s surface distinguishable by boundaries. The types of land assets in the RPI include everything from unimproved wilderness areas to central urban developments. Land will be inventoried by parcel, starting when the parcel was transferred into a Military Department’s or the WHS’ custody and control.

Land Parcel – A specific area of land whose perimeter is delineated by a cadastral survey.

Linear Structure – A facility whose function requires that it traverse land (such as a road, rail line, pipeline, fence, pavement). Includes distribution systems that provide a common service or commodity to more than one building or structure.

Military Construction (MILCON) – The term military construction, as used in title 10, United States Code, section 2801, includes any construction, development, conversion, or extension of any kind, carried out with respect to a military installation. A military construction project includes all military construction work necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility.

Project Cost Estimate (PCE) – The estimated costs for the entire project (up to the limit of funds received), to include planning and design, site preparation, construction and overhead. The PCE may include costs that will not be capitalized, such as any work designated as repairs or design breakage. The construction agent project manager uses the PCE to manage the project against funds available.

Planning & Design (P&D) – Costs associated with the planning and design of military construction projects. These costs are accounted for separately since Congress funds them as a separate line item for future Military Construction projects. P&D is one of the four cost components (along with SIOH, construction, and equipment costs) reflected in Project Remarks (block 27) on the DD Form 1354.

Real Property – Land and improvements to land (i.e., facilities). It includes equipment affixed



and built into the facility as an integral part of the facility (such as heating systems), but not movable equipment (e.g., plant equipment, industrial equipment, buoys). In many instances this term is synonymous with real estate.

**Real Property Asset** – An individual building, structure, linear structure or land parcel.

**Real Property Asset Placed-in-service Date** – The calendar date the real property asset is available for use by DoD. On this date, an interim Transfer and Acceptance of DoD Real Property document (DD Form 1354) is signed, title for assets listed on the acceptance form is transferred, and the punch list of additional work and certificate of occupancy are attached to the acceptance form. On this date, the government assumes liability and the warranties begin for the asset to which DoD has received title.

**Real Property Unique Identifier (RPUID)** – As defined in the RPIR, the real property unique identifier (RPUID) is a non-intelligent code used to permanently and uniquely identify a real property asset. Each real property asset in which the DoD has a legal interest must be assigned a RPUID.

**Repair** - A project to restore a real property facility, system, or component to such a condition that it may effectively be used for its designated functional purpose (source: 10 USC 2811).

**Sponsoring Entity** – The Military Department, Defense Agency, DoD Field Activity, or Combatant Command that sponsors the construction project. DoD agencies and combatant commands are not authorized to hold real property and as such these assets are under the jurisdiction of, and held in the real property inventory of, the real property accountable Service for the site where the asset is located.

**Structure** – A facility, other than a building or linear structure, which is constructed on or in the land.

**Supervision, Inspection, and Overhead (SIOH)** – SIOH is a fee applied to the cost of a construction contract to recover direct and indirect expenses for a project's construction management services. Examples of SIOH may include but are not limited to the following: administration of social programs, claims analysis, constructability review, contract/project administration, cost estimation, cost management, labor rates, materials testing, post construction activities, procurement of materials, equipment, project management, quality assurance, scheduling, and value engineering.

**Work-in-Progress (WIP)** – In the context of real property construction, this represents the accumulation of costs by the construction agent that will be billed to the sponsoring entity since project inception. The billed costs are recorded in the corresponding CIP account by the sponsoring entity, but only capitalizable costs. See CIP.

## APPENDIX A REFERENCES

Air Force Handbook 32-1084, Facility Requirements

Chief Financial Officers Act of 1990 (Public Law 101-576)

Code of Federal Regulations, Title 36, Chapter XII, "National Archives and Records Administration," Subchapter B, "Records Management"

Department of the Army Pamphlet 405-45, Real Property Inventory Management

Department of the Army Pamphlet 415-28, Guide to Army Real Property Category Codes

DoD Financial Management Regulation 7000.14-R, Volume 3, Chapter 17, "Accounting Requirements For Military Construction Projects"

DoD Financial Management Regulation 7000.14-R, Volume 4, Chapter 6, "Improvement to Existing General PP&E"

DoD Guidance for Joint Basing Real Property Management and Planning, April 3, 2008

DoD Initial Guidance for BRAC 2005 Joint Basing Implementation, January 22, 2008

DoDD 5015.2, DoD Records Management Program, March 6, 2000

DoDI 4000.19, Interservice and Intragovernmental Support, August 9, 1995

DoDI 4165.14, DoD Real Property Inventory Reporting and Forecasting, March 31, 2006

DoDI 4165.3, DoD Facility Classes and Construction Categories including Change 1, July 5, 1979

Naval Facilities P-72, Facility Category Codes

Office of the Under Secretary of Defense (Installations & Environment) Business Enterprise Integration Directorate, Construction in Progress Requirements, October 16, 2006

Office of the Under Secretary of Defense (Installations & Environment) Business Enterprise Integration Directorate, Real Property Acceptance Requirements, August 29, 2006

Office of the Under Secretary of Defense (Installations & Environment) Business Enterprise Integration Directorate, Real Property Inventory Requirements, January 5, 2005

United States Code, Title 10, Section 2801, "Military Construction"

Change 1  
25 March 2010  
APPENDIX B DD FORM 1354

TRANSFER AND ACCEPTANCE OF DoD REAL PROPERTY													Form Approved OMB No. 0704-0188		
													PAGE	OF	PAGES
<small>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Directorate for Information Management and Services, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Project Collection (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small>															
<b>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.</b>															
1. FROM (Organization Name)			2. DATE PREPARED (YYYYMMDD)		3. PROJECT/JOB NUMBER		4. SERIAL NUMBER		B. TRANSACTION DETAILS						
5. TO (Organization - Installation Code and Name)			6. RPSUID/SITENAME/ INSTCODE/INSTNAME		7. CONTRACT NUMBER(S)		7a. PLACED-IN-SERVICE DATE (YYYYMMDD)		a. METHOD (X all that apply)			b. WHEN/EVENT (X all)			
									<input type="checkbox"/> ACQUISITION BY CONSTRUCTION <input type="checkbox"/> TRANSFER BETWEEN SERVICES <input type="checkbox"/> CAPITAL IMPROVEMENT <input type="checkbox"/> INVENTORY ADJUSTMENT			<input type="checkbox"/> TOTAL ASSET PLACED-IN-SERVICE <input type="checkbox"/> PARTIAL ASSET PLACED-IN-SERVICE			
c. TYPE (X one)															
<input type="checkbox"/> DRAFT <input type="checkbox"/> FINAL <input type="checkbox"/> INTERIM															
9. ITEM NO.	10a. FACILITY NO.	10b. RPUID	11. CATEGORY CODE	12. CATCODE DESCRIPTION	13. TYPE CODE	AREA		OTHER		18. COST	19. FUND SOURCE	20. FUND ORG	21. INTEREST CODE	22. ITEM REMARKS	
						14. PRIMARY UM	15. PRIMARY UM QUANTITY	16. SECONDARY UM	17. SECONDARY UM QUANTITY						
<div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); opacity: 0.3; font-size: 100px; pointer-events: none;">                     DRAFT                 </div>															
23. STATEMENT OF COMPLETION. The facilities listed hereon are in accordance with maps, drawings, and specifications and change orders approved by the authorized representative of the using agency except for the deficiencies listed on the reverse side.										24.a. ACCEPTED BY (Typed Name and Signature)			b. DATE SIGNED (YYYYMMDD)		
a. TRANSFERRED BY (Typed Name and Signature)										c. TITLE (DPW/RPAO)			25. PROPERTY VOUCHER NUMBER		
c. TITLE (Area Engr./Base Engr./DPW/Construction Agent)															

<p><b>26. CONSTRUCTION DEFICIENCIES</b> <i>(Attach blank sheet for continuations)</i></p>	<p><b>27. PROJECT REMARKS</b> <i>(Attach blank sheet for continuations)</i></p>
<b>INSTRUCTIONS</b>	
<p><b>GENERAL.</b> This form has been designed and issued for use in connection with the transfer of military real property between the military departments and to or from other government agencies. It supersedes ENG Forms 290 and 290B (formerly used by the Army and Air Force) and NAVDOCKS Form 2317 (formerly used by the Navy). Existing instructions issued by the military departments relative to the preparation of DD Form 1354 are applicable to this revised form to the extent that the various items and columns on the superseded forms have been retained. The military departments may promulgate additional instructions, as appropriate.</p> <p>For detailed instructions on how to fill out this form, please refer to Unified Facilities Criteria (UFC) 1-300-08, dated 16 April 2009 or later.</p> <p><b>SPECIFIC DATA ITEMS.</b></p>	
<p>1. <b>From.</b> Name of the transferring agency.</p> <p>2. <b>Date Prepared.</b> Date of actual preparation. Enter all dates in YYYYMMDD format (Example: March 31, 2010 = 20100331).</p> <p>3. <b>Project/Job Number.</b> Project number on a DD Form 1391 or Individual Job Order Number.</p> <p>4. <b>Serial Number.</b> Sequential serial number assigned by the preparing organization (e.g., 2010-0001).</p> <p>5. <b>To.</b> Name and address of the receiving installation, activity, and Service of the Real Property Accountable Officer (RPAO).</p> <p>6. <b>RPSUID/SITENAME/INSTCODE/INSTNAME.</b> Real Property Site Unique Identifier and Site Name or Installation Code and Installation Name where the constructed facility is located.</p> <p>7. <b>Contract Number(s).</b> Contract number(s) for this project.</p> <p>7a. <b>Placed-in-Service Date.</b> RPA Placed In Service Date. This is the date the asset is actually placed-in-service.</p> <p>8. <b>Transaction Details.</b>                  a. Method of Transaction. Mark (X) as many boxes as apply.                  b. When/Event. When or event causing preparation of DD Form 1354. X only one box.                  c. Type. Draft, interim, or final DD Form 1354. X only one box.</p> <p>9. <b>Item Number.</b> Use a separate item number for each facility, no item number for additional usages.</p>	<p>10a. <b>Facility Number.</b> Assigned in accordance with the Installation/Base Master Numbering Plan.</p> <p>10b. <b>RPUID.</b> Real Property Unique Identifier - Identified in Real Property Inventory.</p> <p>11. <b>Category Code.</b> The category code describes the facility usage.</p> <p>12. <b>Calcode Description.</b> The category code name which describes the facility usage.</p> <p>13. <b>Type Code.</b> Construction Type Code - Type of construction: P for Permanent; S for Semi-permanent; T for Temporary.</p> <p>14. <b>Primary Unit Of Measure.</b> Area unit of measure; use the unit of measure associated with the category code selected in 11.</p> <p>15. <b>Primary Unit of Measure Quantity.</b> The total area for the measure identified in Item 14. Use negative numbers for demolition.</p> <p>16. <b>Secondary Unit of Measure.</b> Unit of Measure 2 is the capacity or other measurement unit (e.g., LF, MB, EA, etc.).</p> <p>17. <b>Secondary Unit of Measure Quantity.</b> The total capacity/other for the measure identified in Item 16.</p> <p>18. <b>Cost.</b> Cost for each facility; for capital improvements to existing facilities, show amount of increase only. If there is no increase for the capital improvement, enter N/A.</p> <p>19. <b>Fund Source.</b> Enter the Fund Source Code for this item.</p> <p>20. <b>Funding Organization.</b> Enter the code for the organization responsible for acquiring this facility.</p> <p>21. <b>Interest Code.</b> RPA Interest Type Code. Enter the code that reflects government interest or ownership in the facility.</p> <p>22. <b>Item Remarks.</b> Remarks pertaining only to the item number identified in Item 9; show cost sharing.</p> <p>23. <b>Statement of Completion.</b> Typed name, signature, title, and date of signature by the responsible transferring individual or agent.</p> <p>24. <b>Accepted By.</b> Typed name, signature, title, and date of signature by the RPAO or accepting official.</p> <p>25. <b>Property Voucher Number.</b> Next sequential number assigned by the RPAO in voucher register.</p> <p>26. <b>Construction Deficiencies.</b> List construction deficiencies in project during contractor turnover inspection.</p> <p>27. <b>Project Remarks.</b> Project level remarks and continuation of blocks.</p>

DD FORM 1354 (BACK), SEP 2009

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### APPENDIX C LIST OF PROJECT COSTS

<b>Cost Type</b>	<b>Description</b>
Total labor cost	The total cost of government burdened labor directly associated with the construction project. Includes both military and civilian labor costs, in accordance with current published DoD Comptroller annual reimbursable rates.
Direct cost of materials and supplies	The purchase price, the cost of inspection, and loading assumed by the carrier.
Cost of Supervision, Inspection, and Overhead (SIOH)	A fee applied to the cost of a construction contract to recover direct and indirect expenses for a project's construction management services. Examples may include but are not limited to the following: administration of social programs, claims analysis, constructability review, contract/project administration, cost estimation, cost management, labor rates, materials testing, post construction activities, procurement of materials, equipment, project management, quality assurance, scheduling, and value engineering.
Cost of transportation	Amounts paid for transportation of workers, materials, and supplies in connection with the construction project.
Cost of handling and storage	Amount paid for packaging and storing the materials, supplies, and equipment used in the construction project.
Cost of injuries and damages	Costs incurred as a result of injuries to people or damage to property incurred directly as a result of the construction project.
Cost of legal and recording fees	Legal fees incurred to bring the asset to its intended use (e.g., title or recording fees).
Cost of architecture and engineering studies	Amounts paid for engineering, architectural, and other outside services for designs, plans, surveys, and specifications. May include design reviews, environmental impact studies, and soil testing for the new construction projects.
Cost of site and asset preparation	Amounts paid to prepare the site for new construction, such as soil removal, grading, and infill. Includes amount paid to prepare the asset for its intended use, such as installation of utilities into an asset.
Cost of installed equipment	Fixed equipment and related installation costs required for a complete and usable asset.

Usage cost of government furnished equipment or material (GFE, GFM)	The usage cost of the government furnished equipment, material, and facilities used in construction work. Example: Use of a government owned grader for site preparation billed at the assigned hourly rate.
Cost of donated assets	The fair market value of real property and installed equipment donated to the government.

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