



**27. CONSTRUCTION DEFICIENCIES** (Attach blank sheet for continuations)

**28. PROJECT REMARKS** (Attach blank sheet for continuations)

### INSTRUCTIONS

**GENERAL.** 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preparation of DD Form 1354 are applicable to this revised form to the extent that the various items and columns on the superseded forms have been retained.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.

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.

#### SPECIFIC DATA ITEMS.

**1. From.** Name of the transferring agency.

**2. Date Prepared.** Date of actual preparation. Enter all dates in YYYYMMDD format (Example: March 31, 2010 = 20100331).

**3. Project/Job Number.** Project number on a DD Form 1391 or Individual Job Order Number.

**4. Serial Number.** Sequential serial number assigned by the preparing organization (e.g., 2010-0001).

**5. To.** Name and address of the receiving installation, activity, and Service of the Real Property Accountable Officer (RPAO).

**6. RPSUID/SITENAME/INSTCODE/INSTNAME.** Site Unique Identifier and name or installation code and name where the constructed facility is located.

**7. Contract Number(s).** Contract number(s) for this project.

**7a. Placed-in-Service Date.** RPA Placed In Service Date. This is the date the asset is actually placed-in-service.

#### 8. Transaction Details.

- 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.

**9. Item Number.** Use a separate item number for each facility, no item number for additional usages.

**10a. Facility Number.** Assigned in accordance with the Installation/Base Master Numbering Plan.

**10b. RPUID.** Identified in Real Property Inventory.

**11. Category Code.** The category code describes the facility usage.

**12. Catcode Description.** The category code name which describes the facility usage.

**13. Type.** Type of construction: P for Permanent; S for Semi- permanent; T for Temporary.

**14. Sustainability Code.** Reports whether or not an asset meets the sustainability guidelines set forth in Section 2(g) of Executive Order 13514. Valid values are: 1 (asset meets the guidelines); 2 (asset does not meet the guidelines); 3 (asset not evaluated); 4 (asset not subject to guidelines).

**15. Area: UM 1.** Area unit of measure; use the unit of measure associated with the category code selected in 11.

**16. Total Quantity UM 1.** The total area for the measure identified in Item 15. Use negative numbers for demolition.

**17. Other: UM 2.** Unit of Measure 2 is the capacity or other measurement unit (e.g., LF, MB, EA, etc.).

**18. Total Quantity UM 2.** The total capacity/other for the measure identified in Item 17.

**19. Cost.** 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.

**20. Fund Source.** Enter the Fund Source Code for this item.

**21. Funding Organization.** Enter the code for the organization responsible for acquiring this facility.

**22. Interest Code.** Enter the code that reflects government interest or ownership in the facility.

**23. Item Remarks.** Remarks pertaining only to the item number identified in Item 9; show cost sharing.

**24. Statement of Completion.** Typed name, signature, title, and date of signature by the responsible transferring individual or agent.

**25. Accepted By.** Typed name, signature, title, and date of signature by the RPAO or accepting official.

**26. Property Voucher Number.** Next sequential number assigned by the RPAO in voucher register.

**27. Construction Deficiencies.** List construction deficiencies in project during contractor turnover inspection.

**28. Project Remarks.** Project level remarks and continuation of blocks.