TRANSFER AND ACCEPTANCE OF DoD REAL PROPERTY

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1. FROM *(Organization Name)*	2. DATE PREPARED *(YYYYMMDD)*	3. PROJECT/JOB NUMBER	4. SERIAL NUMBER
5. TO *(Organization - Installation Code and Name)*	6. RPSUID/SITENAME/ INSTCODE/INSTNAME	7. CONTRACT NUMBER(S)	7a. RPA PLACED-IN-SERVICE DATE *(YYYYMMDD)*

8. TRANSACTION DETAILS

a. TYPE *(X only one box)*

- ☐ ACQUISITION _____
- ☐ TRANSFER BETWEEN SERVICES
- ☐ CAPITAL IMPROVEMENT
- ☐ INVENTORY ADJUSTMENT

b. WHEN/EVENT *(X one)*

- ☐ TOTAL ASSET PLACED-IN-SERVICE
- ☐ PARTIAL ASSET PLACED-IN-SERVICE

c. VERSION *(X one)*

☐ DRAFT ☐ INTERIM ☐ FINAL

9. ITEM NO.	10a. FACILITY NO.	10b. RPUID	11. CATCODE	12. CATCODE DESCRIPTION	13. CONS TYPE CODE	14. SUST CODE	PRIMARY 15. UMA	PRIMARY 16. QUANTITY	SECONDARY 17. UMO	SECONDARY 18. QUANTITY	19. COST	20. FUND SOURCE	21. FUND ORG	22. RPA INT TYPE CODE	23. ITEM REMARKS

24. 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.

a. TITLE *(Construction Agent/Installation Management Organization Accountable Official/RPAO)*

c. DATE SIGNED *(YYYYMMDD)*

b. TRANSFERRED BY *(Typed Name and Signature)*

25. ACCEPTED BY *(Typed Name and Signature)*

a. TITLE *(Installation Management Organization Accountable Official/RPAO)*

c. DATE SIGNED *(YYYYMMDD)*

b. NAME AND SIGNATURE

26. PROPERTY VOUCHER NUMBER

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 acceptance of real property or transfer between the DoD Components.

For detailed instructions on how to fill out this form, please refer to Unified Facilities Criteria 1-300-08.

Existing instructions issued by the DoD Components 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preparation of DD Form 1354 are applicable to this revised form to the extent that the various items and columns on the superseded forms have been retained.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 DOD Components may promulgate additional instructions, as appropriate.

For detailed information on data inputs and codes, please refer to the latest version of the Real Property Information Model (RPIM) Report and use the RPIM Pick Lists for Block responses: https://extranet.acq.osd.mil/ie/

SPECIFIC DATA ITEMS.

1. From. Name of the DoD Component.

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.,Item 17. 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. RPA Placed-In-Service Date. The calendar date the asset is accepted for use by DoD.

8. Transaction Details.

a. Type of Transaction. X only one box.
For Acquisition Type, refer to the Acquisition Method Code pick list in RPIM.
b. When/Event. When or event causing preparation of DD Form 1354. X only one box.
c. Version. 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. An installation specific asset identification number.

10b. RPUID. A unique non-intelligent code to permanently identify an asset.

11. CATCODE. The real property Category Code (CATCODE) that classifies the designed use of the asset (original or current) and corresponds to the largest quantity of the asset that is utilized for a single purpose (RPA Predominant Design Use CATCODE).

12. CATCODE Description. The CATCODE name corresponding with Item 11.

13. Construction (CONS) Type Code. The code represents the Construction Type Code and valid values can be found in the RPIM pick list by the same name. Type of construction will be PERM for Permanent or SEMI for Semi-permanent.

14. Sustainability (SUST) Code. : This code is also known as the Facility Sustainability Code and valid values can be found in the RPIM pick list by the same name. It indicates whether a facility meets the Guiding Principles of Federal Leadership in High Performance and Sustainable Buildings for buildings greater than 10,000 sq. ft. The list of valid values is: 1, 2, 3, 4.

15. UMA. Enter the primary unit of measure accountability for each design use category code for each item of real property.

16.Quantity. Enter the total quantity in the unit of measure accountability specified for each item of real property.

17. UMO. Enter the appropriate unit of measure operational for capacity/configuration as applicable for the design use category code.

18. Quantity. Enter the total quantity of capacity/configuration in the unit of measure operational specified for each item of real property.

19. Cost. Enter the total project cost for each item of real property. UFC 1-300-08 contains additional guidance.

20. Fund Source. Identify the fund source in this column for each real property asset or item. UFC 1-300-08 contains additional guidance.

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

22. RPA Interest Type Code. This code represents the RPA Interest Type Code and valid values can be found in the RPIM pick list by the same name. The code is used to identify the type of legal interest that DoD holds in a real property asset.

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. In the case of a real property acceptance action this is signed by the DoD Construction Agent. In the case of a real property transfer this is signed by the Installation Management Organization.

25. Accepted By. Typed name, signature, title, and date of signature by the Installation Management Organization 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.