INSTRUCTIONS
FOR
PREPARATION OF DRAFT 1354 FORM
(TRANSFER AND ACCEPTANCE OF MILITARY REAL PROPERTY)

DD Form 1354 (Ref: UFC 1-300-08 dated 30 June 2004) will be filled in as follows:

Block 1: FROM DISTRICT ENGINEER: (District Engineer, U.S. Army Corps of Engineers, PO Box 2288, Mobile, AL, 36628-0001)

Block 2: Date: (Leave Blank)

Block 3: Project Job Number: (Leave Blank)

Block 4: Serial Number: (Leave Blank)

Block 5: To: (Leave Blank)

Block 6: Site/INSNO/Name: (Leave Blank)

Block 7: Contract Number: (Leave Blank)

Block 8: Drawing Number(s): (Leave Blank)

Block 9: Transaction Details: (Check Interim in Block C)

Block 10: Item Number: (List each item chronologically)

Block 11: Facility Number: (Leave Blank)

Block 12: Category Code: (Enter the applicable 5 or 6-digit, design use category code number, as shown in DA Pamphlet 415-28, Guide to Army Real Property Category Codes, or Air Force Handbook 32-1084, Facility Requirement for each affected facility usage itemized in block 10.

Block 13: Catecode Description: (Category Code Description. Use the service implementation of DODI 4165.3 (e.g., DA PAM 415-28, or Air Force Handbook 32-1084) to determine the correct facility category code short title as the verbatim description that corresponds to the category code entered in block 12.

Block 14: Type: (Enter the Type of Construction: "P" for Permanent, "S" for
Semipermanent; and "T" for Temporary)

Block 15: Area: Unit of Meas 1: (Unit of Measure – Enter as shown in AR 415-28 or AF Handbook 32-1084)

Block 16: Total Quantity UM 1: (Unit of Measure – Enter as shown in AR 415-28 or AF Handbook 32-1084)

Block 17: Other: Unit of Meas 2: (Unit of Measure – Enter as shown in AR-415-28 or AF Handbook 32-1084)

Block 18: Total Quantity UM 2: (Unit of Measure – Enter as shown in AR – 415-28 or AF Handbook 32-1084)

Block 19: Cost: (Leave Blank)

Block 20: Fund Source: (Leave Blank)

Block 21: Funding Org: (Leave Blank)

Block 22: Interest Code: (Leave Blank)

Block 23: Item Remarks: (Self-Explanatory)

Block 24: Statement of Completion: (Leave Blank)

Block 25: Accepted By: (Leave Blank)

Block 26: Property Voucher Number: (Leave Blank)

Block 27: Construction Deficiencies: (Leave Blank)

Block 28: Project Remarks: (Leave Blank)