

CHAPTER C-7

PREPARATION OF DRAFT DD FORM 1354 FOR IN-HOUSE AND A-E DESIGNS

1. Purpose. The lead cost engineer for each project is responsible for completing the draft DD FORM 1354, Transfer and Acceptance of Military Real Property during the design phase of the project. The final DD FORM 1354 is completed following construction of the project.
2. Applicability. This policy applies to the cost engineers in the Cost Engineering Branch (EN-C) for all in-house and A-E designed military construction projects.
3. Procedures. This process requires the lead cost engineer of each military construction project to prepare a draft DD FORM 1354. Because of the nature of the information required, this function is delegated to EN-C. The information presented on the form is different from that contained or used in the MCACES estimate. During preparation of the MCACES estimate, the Cost Engineer should review the requirements of the form and as much as practical, prepare the quantity takeoffs so that they can be used in the estimate and form.

The draft DD FORM 1354 should be prepared using the Microsoft Excel spreadsheet, developed by EN-C. Both floppy disk and hard copy should be furnished to Construction Division.

The Project Engineers will task EN-C to prepare the draft DD FORM 1345 after contract award. The Project Engineers will coordinate with EN-C prior to the bid opening to determine the number of hours required to complete the form. The Project Engineers will insure that those hours are available to complete the form. Following completion of the draft form, EN-C will provide the electronic and hard copy of the form to the Project Engineers, who will forward them to Construction Division.