

CUI

# Contractor/Government input of 1354 Data

RMS 3.0 GM/CM

CUI

Contractor/Government input of 1354 Data

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For Military construction contracts, Real Property is required to be documented by use of the DD Form 1354, “Transfer and Acceptance of Military Real Property”.

This form is used to transfer a facility, or part of a facility, to the Using Service prior to either partial or complete occupancy.

## What is Real Property:

Lands, buildings, structures, utilities systems, and improvements. This Includes equipment attached to and made part of buildings and structures (such as heating systems) but not movable equipment (such as plant equipment).

From the “Contract Menu”, select the “Closeout” tab.

The screenshot displays the RMS - Resident Management System interface. At the top, the title bar reads "RMS - Resident Management System". Below it, the main header area includes a logo on the left, the text "Test Contract - NO CEFMS Link" and "[E1002680] W112GB19X0000", and navigation buttons for "Contractor Mode Home", "Contract Selection", "Back", "Refresh", and "Help".

The central section is titled "Contract Menu" and features a "Mark As Favorite" button. Below this, there are two green boxes showing action item counts: "Contractor Action Items" and "My Action Items", each with counts for High, Medium, and Low categories, all showing zero.

The main content area is a grid of tabs and panels. The tabs include Administration, Finances, QC, Submittals, Schedules, Closeout (highlighted with a red box), Import/Export, and Contract Reports. Below the tabs, there are several panels with descriptions:

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
<b>Contract Description</b> <i>Enter award description and funding sources. Contract location should be entered.</i>	<b>Contract Access Control</b> <i>Control contractor staff access to this contract.</i>	<b>Correspondence</b> <i>Create, edit, and view, Letters and Memos.</i>	<b>Request for Information</b> <i>Respond to RFI's from Contractor.</i>				
<b>Prime Contractor</b> <i>Identify Contractor for payment purposes and view Contractor Staffing.</i>	<b>Subcontractors</b> <i>Identify Subcontractors, POC's, and Trades.</i>	<b>Contractors on Site</b> <i>Enter dates that Subcontractors will be on-site.</i>	<b>Contractor Insurance</b> <i>Track General, Auto, and Workman's Comp Insurances.</i>				
<b>Contractor Payrolls</b> <i>Enter or Review Contractor Payrolls for Department of Labor reporting purposes.</i>	<b>Contract Notification Control</b> <i>Control which notifications you will receive for this contract.</i>						



# Under “Closeout”, select “Real Property”

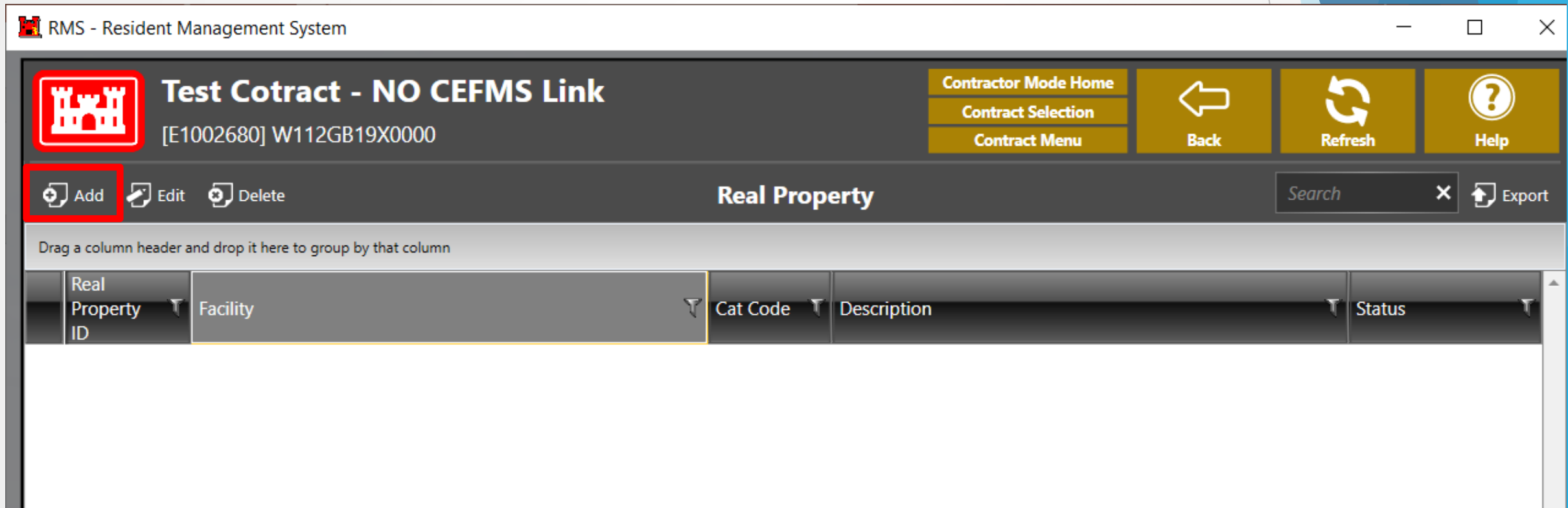
CUI

The screenshot shows the RMS - Resident Management System interface. At the top, the title bar reads "RMS - Resident Management System". Below it, the main header area contains a logo on the left, the text "Test Cotract - NO CEFMS Link" and "[E1002680] W112GB19X0000", and navigation buttons for "Contractor Mode Home", "Contract Selection", "Back", "Refresh", and "Help". A "Contract Menu" section is visible, along with a "Mark As Favorite" button. Below this, there are two green boxes: "Contractor Action Items" and "My Action Items", each showing counts for High, Medium, and Low priority items, all currently at 0. A navigation bar at the bottom contains tabs for Administration, Finances, QC, Submittals, Schedules, Closeout, Import/Export, and Contract Reports. The "Closeout" tab is active, and within it, the "Real Property" sub-tab is highlighted with a red box. The "Real Property" sub-tab description is "Tabulation of structures and firmly attached and integrated equipment". The "Warranty Tracking" sub-tab description is "Document the 4 and 9 month Warranty Inspections of the completed contract."

Contractor Action Items			My Action Items		
0	0	0	0	0	0
High	Medium	Low	High	Medium	Low

Administration	Finances	QC	Submittals	Schedules	Closeout	Import/Export	Contract Reports
					<b>Real Property</b> <i>Tabulation of structures and firmly attached and integrated equipment</i>		
					<b>Warranty Tracking</b> <i>Document the 4 and 9 month Warranty Inspections of the completed contract.</i>		

Under the “Real Property”, select “Add”




The screenshot displays the RMS - Resident Management System interface. The window title is "RMS - Resident Management System". The main header area shows "Test Cotract - NO CEFMS Link" with the identifier "[E1002680] W112GB19X0000". A red box highlights a castle icon in the top left corner. To the right of the header are three buttons: "Contractor Mode Home", "Contract Selection", and "Contract Menu". Further right are "Back", "Refresh", and "Help" buttons. Below the header is a navigation bar with "Add", "Edit", and "Delete" buttons, all highlighted with red boxes. The "Real Property" section title is centered. To the right of the title is a search box and an "Export" button. Below the navigation bar is a table with the following columns: "Real Property ID", "Facility", "Cat Code", "Description", and "Status". A message above the table reads "Drag a column header and drop it here to group by that column".

Real Property ID	Facility	Cat Code	Description	Status
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# Enter data for RPUID, Facility.

RMS - Resident Management System

 **Test Contract - NO CEFMS Link**  
[E1002680] W112GB19X0000

Contractor Mode Home  
Contract Selection  
Contract Menu

Back Refresh Help

### Real Property Item

Item No

---

RPUID (Real Property Unique Identifier)  **Select RPUID** If available, data can be Selected from database

Facility

Category Code  **Select Category Code**

Category Title

#### Unit of Measure / Quantity

1. Unit	<input type="text" value="&lt;Not Set&gt;"/>	Total Quantity	<input type="text" value="0"/>
2. Unit	<input type="text" value="&lt;Not Set&gt;"/>	Total Quantity	<input type="text" value="0"/>


Construction Cost

Submit for Acceptance



# Select Category Code

RMS - Resident Management System

 **Test Contract - NO CEFMS Link**  
[E1002680] W112GB19X0000

Contractor Mode Home  
Contract Selection  
Contract Menu

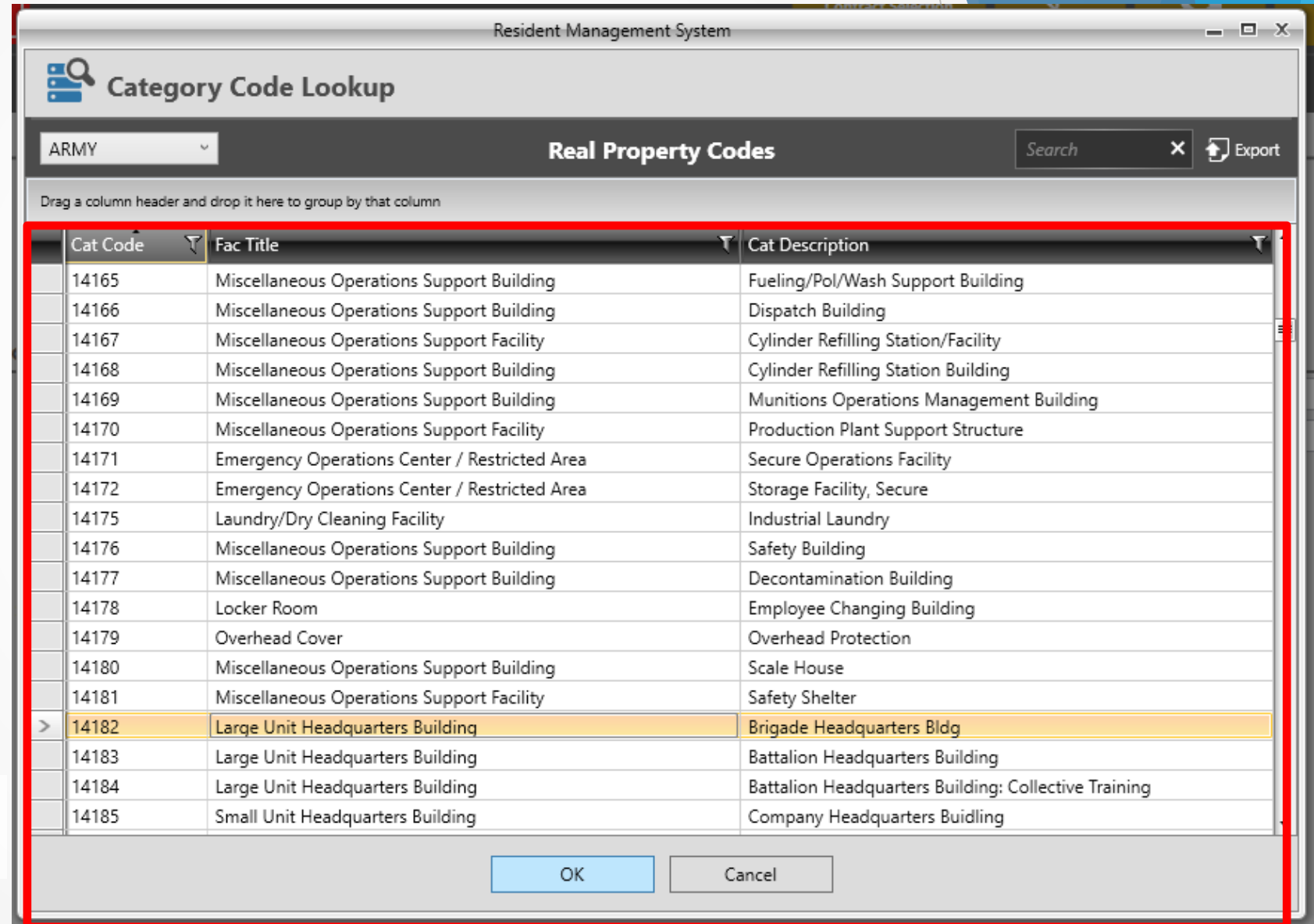
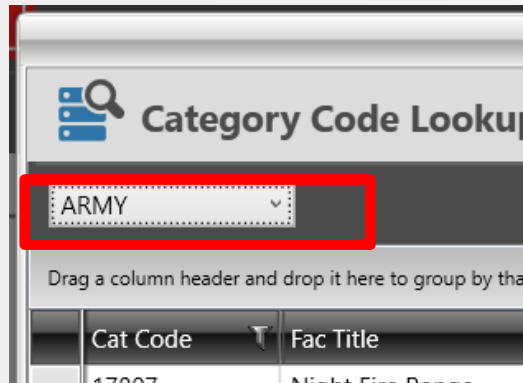
Back Refresh Help

### Real Property Item

Item No	RP-00001
RPUID (Real Property Unique Identifier)	2871 <a href="#">Select RPUID</a>
Facility	Brigade HQ
Category Code	<a href="#">Select Category Code</a>
Category Title	



Select appropriate service, then appropriate Facility, select “OK”




Contact COR for assist with determining correct codes.



Enter the total quantity for unit 1 and 2(if applicable)

RMS - Resident Management System

 **Test Cotract - NO CEFMS Link**  
[E1002680] W112GB19X0000

Contractor Mode Home  
Contract Selection  
Contract Menu

Back Refresh Help

### Real Property Item

Item No

---

RPUID (Real Property Unique Identifier)

Facility

Category Code

Category Title

#### Unit of Measure / Quantity

1. Unit	<input type="text" value="&lt;Not Set&gt;"/>	Total Quantity	<input type="text" value="0"/>
2. Unit	<input type="text" value="AC - Acre"/>	Total Quantity	<input type="text" value="0"/>


Construction Cost

Enter total cost of construction for facility.



# Double-check all data, then check Submit for Acceptance

RMS - Resident Management System

**Test Cotract - NO CEFMS Link**  
[E1002680] W112GB19X0000

[Contractor Mode Home](#)  
[Contract Selection](#)  
[Contract Menu](#)

[Back](#) [Refresh](#) [Help](#)

### Real Property Item

Item No

---

RPUID (Real Property Unique Identifier)  [Select RPUID](#)

Facility

Category Code  [Select Category Code](#)

Category Title

#### Unit of Measure / Quantity

1. Unit	<input type="text" value="SF - Square Foot"/>	Total Quantity	<input type="text" value="20000"/>
2. Unit	<input type="text" value="AC - Acre"/>	Total Quantity	<input type="text" value="0"/>

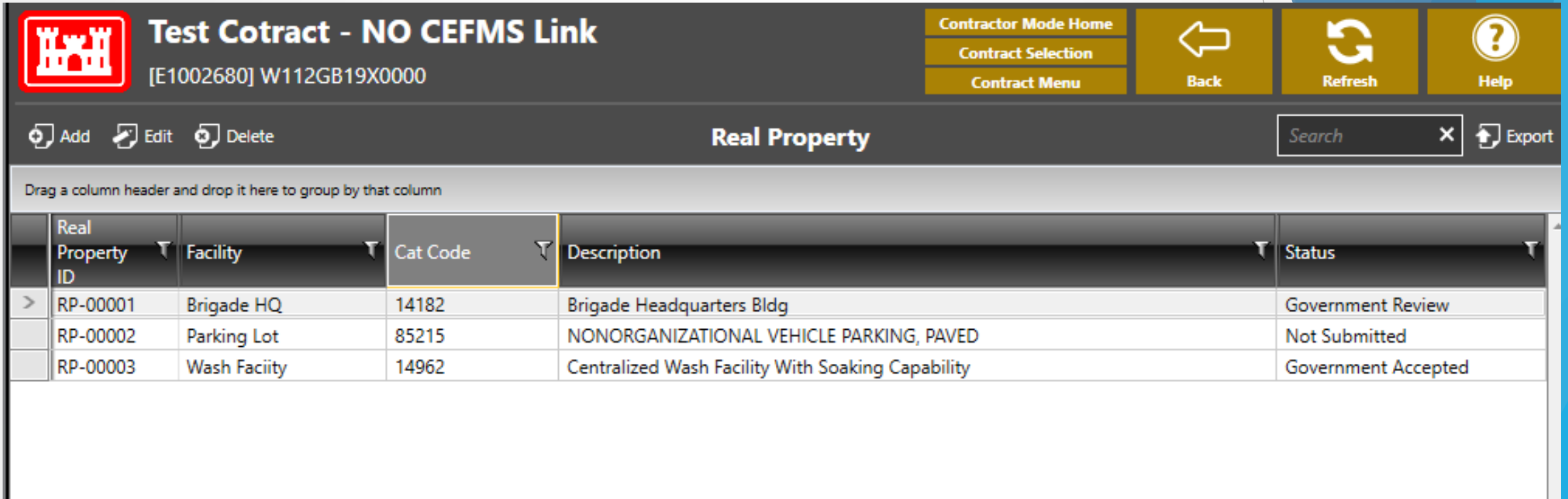
Construction Cost

[Submit for Acceptance](#)

Client.WPF.RMS->RealPropertyEditView ✓ 0 Messages Support View



Any item Not Accepted can be edited or deleted



The screenshot displays a software interface for managing real property. At the top, there is a header bar with a red castle icon, the title "Test Cotract - NO CEFMS Link", and the identifier "[E1002680] W112GB19X0000". To the right of the header are three yellow buttons: "Contractor Mode Home", "Contract Selection", and "Contract Menu". Further right are three more yellow buttons: "Back" (with a left arrow), "Refresh" (with a circular arrow), and "Help" (with a question mark). Below the header is a dark grey bar with "Add", "Edit", and "Delete" icons on the left, the title "Real Property" in the center, and a "Search" box and "Export" icon on the right. Below this is a grey bar with the instruction "Drag a column header and drop it here to group by that column". The main content is a table with the following columns: "Real Property ID", "Facility", "Cat Code", "Description", and "Status".

Real Property ID	Facility	Cat Code	Description	Status
> RP-00001	Brigade HQ	14182	Brigade Headquarters Bldg	Government Review
RP-00002	Parking Lot	85215	NONORGANIZATIONAL VEHICLE PARKING, PAVED	Not Submitted
RP-00003	Wash Facility	14962	Centralized Wash Facility With Soaking Capability	Government Accepted

Accepted items can only be deleted by the COR



# COR enters Type of Construction, Sustainability Code and Funding

RMS - Resident Management System

**Test Contract - NO CEFMS Link**  
[E1002680] W112GB19X0000

Government Mode Home  
Contract Selection  
Contract Menu

Back Refresh Help

### Real Property Item

Item No RP-00001

RPUID (Real Property Unique Identifier) 2871   Accepted

Facility Brigade HQ  Include DDC

Category Code 14182

Category Title Brigade Headquarters Bldg

Unit of Measure / Quantity

1. Unit	SF - Square Foot	Total Quantity	20000
2. Unit	AC - Acre	Total Quantity	0

Type of Construction  Sustainability Code  Construction Cost \$30,000,000.00

### Fund Source

Multiple

Funding Source 1

Fund Org  Interest Code

Item Remarks

Additional Item Info

Client.WPF.RMS->RealPropertyEditView 0 Messages Support View



Type of Construction is either Permanent >25 years or Semipermanent <25 years

Sustainability codes are chosen from the pick list

RMS - Resident Management System

Test Contract - NO CEFMS Link

Government Mode Home  
Contract Selection  
Contract Menu

Back Refresh Help

Real Property Item

Item No RP-00001

RPUID (Real Property Unique Identifier) 2871 **Select RPUID**  Accepted

Facility Brigade HQ  Include DDC

Category Code 14182 **Select Category Code**

Category Title Brigade Headquarters Bldg

**Unit of Measure / Quantity**

1. Unit SF - Square Foot Total Quantity 20000

2. Unit AC - Acre Total Quantity 0

Type of Construction Permanent > 25 year Sustainability Code <Not Set> Construction Cost \$30,000,000.00

**Fund Source**

Multiple

**Sustainability Codes** Search Export

Drag a column header and drop it here to group by that column

Code	Code Title	Code Definition
1	Yes - asset has been evaluated and complies	Asset is a building 5,000SF or greater and compliant with HPSB Guid
2	No - asset has been evaluated and does not comply	Asset is a building 5,000SF or greater and does not comply with HPS
3	Not Yet Evaluated	Asset is 5,000SF or greater and is not evaluated.
> 4	Not Applicable to the asset	Asset is not a building 5,000SF or greater and not subject to these g

Additional Item Info

Client.WPF.RMS -> RealPropertyEditView

0 Messages Support View



In FY22, Funding source data was updated. RMS retains the sections for entry's made prior to FY22. There may be multiple types of funding, check with District office for further guidance.

Recommended to use FY22 menu for any DD1354 created after 10/1/2021

**Real Property Funding**

FY21

**Real Property Funding**

Drag a column header and drop it here to group by that column

	Source Code	Abbreviation	Description
>	01	MILCON	Military Construction
	02	BRAC	Base Realignment and Closure
	03	O&M	Operations and Maintenance
	04	RDTE	Research, Development, Test, and Evaluation
	05	FH Const	Family Housing Construction
	06	FH Opns	Family Housing Operations
	07	MILPER	Military Personnel
	08	PROCURE	Procurement
	09	WCF	Working Capital Fund
	10	FOREIGN	Foreign Funds
	11	NAF	Nonappropriated Funds (NAF)
	12	PRIVATE	Private/Donation
	13	OTHER	Other Funds

**Real Property Funding**

FY22

**Real Property Funding**

Search

Drag a column header and drop it here to group by that column

	Source Code	Abbreviation	Description
>	0100		Operation and Maintenance, Defense - Wide, Defense
	0103		Base Realignment and Closure Account, Part I, Defense
	0107		National Aeronautics and Space Administration (080), Construction of Facilities
	0107		Office of the Inspector General, Defense
	0108		Department Of The Treasury (020), Treasury Building and Annex Repair and Restoration, Department
	0110		Department of Veterans Affairs (036), Construction, Major Projects
	0110		Environmental Protection Agency (068), Buildings and Facilities
	0110		General Services Administration (047), Operating Expenses
	0111		Department of Defense Acquisition Workforce Development Fund
	0111		Department of Veterans Affairs (036), Construction, Minor Projects
	0112		National Aeronautics and Space Administration (080), Mission Support
	0112		Office of the Inspector General - Recovery Act, Defense
	0113		National Aeronautics and Space Administration (080), National Aeronautical Facilities
	0118		Overseas Contingency Operations Transfer Fund, Defense
	0119		Department of Agriculture (012), Building Operations and Maintenance
	0120		Department of State (019), Capital Investment Fund
	0129		Department of Veterans Affairs (036), National Cemetery Administration
	0130		Defense Health Program, Defense
	0130		Department of Veterans Affairs (036), National Cemetery Administration - Recovery Act, Veterans H



# Next, enter Funding Org and Interest Codes

RMS - Resident Management System

**Test Cotract - NO CEFMS Link**  
[E1002680] W112GB19X0000

Government Mode Home  
Contract Selection  
Contract Menu

Back Refresh Help

### Real Property Item

Item No RP-00001

RPUID (Real Property Unique Identifier) 2871   Accepted

Facility Brigade HQ  Include DDC

Category Code 14182

Category Title Brigade Headquarters Bldg

#### Unit of Measure / Quantity

1. Unit	<Not Set>	Total Quantity	20000
2. Unit	AC - Acre	Total Quantity	0

Type of Construction Permanent > 25 year Sustainability Code <Not Set> Construction Cost \$30,000,000.00

#### Fund Source

Multiple

Funding Source 1 0100 - Operation and Maintenance, Defense - Wide, Defense

Fund Org <Not Set> Interest Code <Not Set>

Item Remarks

Additional Item Info

Client.WPF.RMS->RealPropertyEditView 0 Messages Support View

Interest code also updated for FY22.

Recommended to use FY22 menu for any RP created after 10/1/2021



Last step is to use the Additional Item info box, if needed

RMS - Resident Management System

**Test Cotract - NO CEFMS Link**  
[E1002680] W112GB19X0000

Government Mode Home  
Contract Selection  
Contract Menu

Back Refresh Help

### Real Property Item

Item No: RP-00001

RPUID (Real Property Unique Identifier): 2871   Accepted

Facility: Brigade HQ  Include DDC

Category Code: 14182

Category Title: Brigade Headquarters Bldg

Unit of Measure / Q: <Not Set>

1. Unit	SF - Square Foot	Total Quantity	20000
2. Unit	AC - Acre	Total Quantity	0

Type of Construction: Permanent > 25 year Sustainability Code: <Not Set> Construction Cost: \$30,000,000.00

#### Fund Source

Multiple

Funding Source 1: 0100 - Operation and Maintenance, Defense - Wide, Defense

Fund Org: <Not Set> Interest Code: <Not Set>

Item Remarks:

Additional Item Info:

Client.WPF.RMS->RealPropertyEditView 0 Messages Support View

Adding a Real Property item is now complete.

